

**SCC BOARD MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM, COLLEGE ROAD
ULLIN, ILLINOIS
February 3, 2020**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on February 3, 2020. The meeting was called to order by Chairman Randall Rushing.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The roll call was as follows:

Present

Ms. Cathy Belcher
Mr. Steve Heisner
Mr. Michael McMahan
Mr. Don E. Patton
Mr. Randall Rushing
Mr. John Windings
Ms. Andrea Witthoft
Mr. Steven Etter, Student Trustee

Absent

Others Present:

Kathleen Curphy, Ph.D., Interim President
John Schneider, Attorney
Countance Anderson, Ed.D., Vice President of Student Success & Services
Brandy Woods, Director of Business Services
Rob Betts, Director of Communications/Public Relations,
Beth Crowe, Administrative Assistant to the President
Kristen Shelby, Dean of Academic Affairs and Student Learning
Greg Mason, Ph.D., Dean of Innovation, Adult Basic and Continuing Education

IV. RECOGNITION OF GUESTS AND PUBLIC COMMENT

The newly hired Criminal Justice Instructor, Eric Howard, was introduced.

V. APPROVAL OF CONSENT AGENDA

MOTION NO. 1

A motion was made by Don E. Patton and seconded by Steven Etter

to **approve the consent agenda** as follows:

1. Minutes of Regular Meeting January 6, 2020
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$773,726.41
Building Fund	174,570.58
Restricted Bldg. Fund	1,375.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	72,172.05
Restricted Purposes Fund (Grants)	95,931.98
Restricted Purposes - FWS*	2,583.26
Restricted Purposes - PELL	14,993.00
Restricted Purposes - SEOG	12,740.00
Trust & Agency Fund	2,298.59
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	97,416.65
Grand Total	\$ 1,247,807.52

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Steven Etter, (advisory vote) - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 2

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve Addendum: Education Fund to Restricted Purposes Fund in the Amount of \$50,000.00 12/31/19.

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) –Yes
Ms. Cathy Belcher- Yes
Mr. Steve Heisner- Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes

Results: 7 yeas, 0 nays, 0 abstention, 0 absent. The Chairman declared the motion carried.

MOTION NO. 3

A motion was made by Steve Heisner and seconded by Michael McMahan to approve Addendum: Education Fund to Bond & Interest Fund in the Amount of \$16,000.00 12/31/19.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher- Yes
Mr. Steve Heisner- Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Mr. Steven Etter, (advisory vote) –Yes

Results: 7 yeas, 0 nays, 0 abstention, 0 absent. The Chairman declared the motion carried.

VII. Faculty Report

Faculty Board Report: February 3, 2020

Math & Science: Submitted by Lori Armstrong

The SCC Scholar Bowl team competed at the Quiz Bowl Sectional Tournament at Jefferson Community and Technical College in Louisville, KY on January 24, 2020. They came in 4th place at this tournament and **qualified for the 2020 Community College Championship Tournament in Orlando, FL on February 28 and 29, 2020!**

The team members are: Matthew Bertrand, Captain (Paducah), Richard Hamilton (Olmsted), Caroline Henson (Anna), Jered Huckleberry (Vienna), Bryan Diaz (Cobden) and Coach Lori Armstrong.

Lori Armstrong attended the Science in the South Conference at SIU-C on January 31, 2020 and assisted at the registration table.

David Black, Connie McGinnis and Roberta Christie attended the transitional math workshop at SCC with every high school in our district represented with faculty and administration. Shawnee is on the process of setting up 2 more workshops this semester for transitional math.

Ian Nicolaides created an online section of Chemistry 111 and currently 12 students are enrolled in the class. Most of the students are nearing completion of the ADN program or are planning more advanced study in the health sciences.

BOT Division: Submitted by Ruth Smith

Faculty from **Career and Technical Education** programs in the **Allied Health** and **Business/Occupational/Technology** divisions hosted a Breakfast with Santa on December 7, 2019 for current students with children under the age of 12. There were numerous attendees. Pancakes were served, ornaments were made, children chatted with Santa and Mrs. Clause and their elf, and each child received a gift. Connie's at Shawnee donated the breakfast. The CTE faculty donated and raised money to cover the costs of the ornaments and gifts.

Eric Howard, Criminal Justice instructor, began on January 10, 2020. We are happy to have him as part of the BOT division. He has great things planned for the program, including hands-on classroom activities, guest speakers, field trips, and curriculum changes.

Sherrie Malone took her Ag Economics class on a phenomenal field trip to Seven Springs Farms in Cadiz, Ky on Monday, December 2, 2019. Owner/CEO, Joe Nichols, gave students a tour through several of his row crop farms and cattle operations which included several hundred head of cattle. Joe showcased John Deere's digital tracking system and its ability to produce valuable quantitative data. Students viewed a video about the production process of dark-fire tobacco and was able to see the end result.

Phyllis Sander, Accounting/Business/Computer Instructor, is making plans to take a group of students to the SIUC Accounting Challenge on Friday, February 21, 2020.

Phyllis Sander is also working with Phi Beta Lambda (Future Business Leaders) to plan activities on Main Campus and at the extension centers during National Phi Beta Lambda week, February 2-8, 2020.

Invitations have been sent out to all 12 high schools to participate in the 29th annual High School Business Skills competition on March 19th. A few new categories have been added this year, including Coding and Digital Video Production. Regional professionals from a representative group of industries that reflect the competition categories are invited to speak to students during lunch about daily employment duties and future employment opportunities in their respective industries. This event is hosted by the Business/Occupational/Technology Division. The event is organized by **Phyllis Sander**.

Plans are being finalized for the Saints Read Celebration that will be hosted by the Future Teachers Organization on February 29th. The student organization is sponsored by **Ruth Smith**.

Ruth Smith attended the Scaling Education Pathways in Illinois (SEPI) meeting at SIUC on January 15th. This is a state-funded grant network of entities committed to addressing the teacher shortage in southern Illinois. Shawnee has joined with SIUC, John A. Logan, and regional high schools to provide pathways into the teaching profession. The network has identified two courses that high school students can take toward Teacher Education Program degrees that will articulate to SIUC.

Ruth Smith attended a meeting with Dr. Brian Chapman at SIUC on January 23rd to discuss the possibility of working together to develop a 3-year accelerated Education pathway.

Advisory Council meetings are scheduled during the month of February for programs in the BOT Division, including **Accounting, Agriculture, Automotive, Business, Computer Systems & Security, Cosmetology, Criminal Justice, and Welding**. All BOT faculty will be responsible, in part, for these meetings. These opportunities allow us to create new relationships and build on old ones in order to increase the effectiveness of our programs for the benefit of our students.

HSS Division: Submitted by JoElla Basler

Division Chair

The summer schedule is being finalized. Forty-nine classes from the Humanities and Social Sciences division are on the summer schedule. The division continues to explore creative ways to offer courses.

The English, History, and Psychology departments are once again planning on taking a group of students to the Civil Rights Museum at the end of the semester.

English Department

Sandy Fontana recently had a poem published titled "Above the Tunnels." A poem about teaching Literature at Choate Mental Health Center. The poem was published on Tin House Online, an online literary magazine.

History Department

Kentucky Supreme Court Justice Nickell will visit this semester to talk to the Criminal Justice and Government students in 10 am classes.

Music Department

The pep band has played at several Wednesday night basketball games. The band will perform at the Pink Out game on February 8th. The Music instructor has also contacted area band directors to invite any potential students want to play along.

February 13th is the Shawnee Pride Regional Junior Band concert. will be playing music centered around "Heroes" 7 pm Gym

February 28th the SCC Choir will be performing songs centered on American folk and African American Spirituals. Concert is at 7 pm in the Ed. Center

Spring band and choir concert is May the 6th in the Ed. Center

VIII. Report of Student Trustee

Student Trustee Steven Etter provided the following report:

ICCB SAC- I went to on 24th where we discussed student advocacy day in Springfield and making an appointment with state representative about bills that the college would be Interested in lobbying for.

PTK- As of January 16th PTK is officially a Five Star Chapter. This is the highest ranking that a PTK Chapter can receive. In Illinois there is 56 chapters and we are one of the 29 chapters to receive this ranking.

We are continuing to do fundraising for our Easter Egg Hunt and our trip to PTK convention in Dallas Texas.

On January 30th our chapter was notified that we received the National Reach Award. This is awarded to chapters that have recruited above 15% of eligible members.

A combined effort from PTK and our Student Senate has raised money to be sent to The Australian Red Cross for their relief fund and housing assistance. We also took a Valentines card around the school to have students, faculty and staff sign for a World War II veteran Major Bill White USMC retired.

Student Senate is working on Homecoming week activities and the Homecoming Dance and meal to be held on February 22nd.

On the 19th there will be a Bone Marrow Registry in the cafeteria from 10:00 to 1:00.

There will be a Red Cross Blood Drive on campus in the K-Atrium on February 12th starting at 9:00 and ending at 2:00. Students, Faculty, and Staff are signing up to give the gift of life. Board members are welcome to donate also.

Student Support Services-\is hosting TRIO Day South this year. It will be held on February 22nd. There will be workshops held by the Women's Center of Carbondale, and The U of I Extension. There will also be a keynote speaker to be announced at a later time. Later in February there will be a seminar on teaching students how to prepare for jobs and college interviews.

On January 22nd the school had clubs and organization day where students could get information on the organizations that interested them and sign up to join. There was good attendance by all.

IX. Report on College Foundation

Cathy Belcher, liaison for the Foundation provided an overview of the Foundation Report submitted by Gene Honn

Establish Donor Data Base

The Saints Foundation Board voted in January to approve the purchase of the Raiser's Edge data base program. It will allow the Foundation to more efficiently and effectively manage the donor listings, Alumni listings and events management. We will be able to import our Alumni lists into the system and on a quarterly basis run a National Change of Address search to update addresses. This will allow us greater ability to keep in touch with our Alumni. I was able to get the price of the program down from \$12,000 to \$7,500.

Upgrade Foundation Website

Now that we have subscribed to Raiser's Edge NXT we have the ability to implement a merchandise transaction process on our website. Donors, Alumni, Scholarship Sponsors, Gala attendees and others will be able to go to our website and make their donation and payment online. An acknowledgement and thank you will automatically be sent to them. Their data will automatically go into our data base for further contact. Our goal is to have this ready for the Gala, but with importing data, installation and training time might hold us from meeting that deadline.

Conduct Payroll Giving Program

Completed in October 2019.

Grow Scholarship Program

The latest Scholarship is an anonymous gift from a couple for \$40,000 to start the Cairo Horizons Scholarships. This will be an annual gift to provide 5 Cairo seniors with up to \$2,000 per semester for tuition and books. The scholarships will be based on need. What a generous legacy this couple is giving to our students. There are several new scholarships in the discussion stage and should be confirmed soon. We are considering a scholarship data base known as Academic Works.

Conduct Annual Appeal

November 2020 is the projected date for an Annual Appeal.

Conduct Board Meetings and Recruit and Develop Board Members

I am pleased to report that the Board recently approved Stephany Hoehner. Stephany works for SIH and manages various medical practices, including the Anna Clinic and the Anna Rehabilitation Facility. She will bring a valued connection to build on the SIH relationship for our medical students. Stephany was born and raised in Anna and currently lives in Dongola with her husband and family. She is a graduate of SCC. Welcome Stephany.

Maintain Community Exposure

Our goal is to not only get the story out to the District about the good work of the College, but also to expose them to the work of the Saints Foundation. As we do that, it is hoped that we can grow those relationships for both the College and Foundations benefit. Dr. Curphy and I recently met with Woody Thorne and Stephany Hoehner of Southern Illinois Healthcare (SIH) in Carbondale. We discussed ways that SIH and SCC could benefit from an enhanced relationship such as internships and scholarships for the Nursing and Medical Assistant programs. The conversation was opened up to a broader opportunity and that was to have SCC more engaged in ongoing Economic and Region Development efforts. It was a great connection and we have already received some good contacts coming from our discussions. Patrick Windhorst is going to meet with Dr. Curphy and me soon to discuss efforts underway called ONE SHAWNEE. We hope the college can get involved in those efforts as well.

Conduct Spring Gala

Plans are continuing for the Gala on May 2, 2020 when we will honor Christopher Neal Jackson. Invitations will be mailed the first week of February. Once you receive your invitation in the mail I would like to ask you to each consider being a Sponsor at whatever level is appropriate for you. It is going to be a great event and your participation and support will be greatly appreciated.

Additional Notes

A \$20,000 Transitional English Program grant was awarded to SCC.

X. Report on Illinois Community College Trustees Association

Don E. Patton, ICCTA Rep.

I want to inform and recognize that former trustee Marvin Scott passed away last Friday. Mr. Scott served as a trustee at Rend Lake College for 35 years. During his tenure, he was very active in ICCTA. Mr. Scott's funeral was held Monday, February 3, 2020.

The National Legislative Summit will be held in Washington, DC from February 9-12th. On Monday, February 10th the ICCTA board of Representatives will meet.

We are attempting to secure a date for the next Southeast Regional Trustee Meeting. Currently, it is probable the meeting will be in March or early April.

XI. Interim President's Report

Community Engagement

Dr. Curphy attended the retirement reception for Bruce Mosby, President of the First State Bank of Olmsted. He had served in that capacity for 42 years. He was a founding member of the SCC Foundation, and served on the Foundation Board for over 25 years. He filled the position of the Foundation Board president multiple times. While at the reception, Dr. Curphy also met Delano Mowery and his wife, Betty. Delano served on

the Board of Trustees from 1970-1989. He was the Vice Chairman from 1978-1989.

Gene Honn and Dr. Curphy met with Woody Thorne and Stephany Hoehner of Southern Illinois Healthcare in Carbondale. The group discussed ways to collaboratively work together along with economic development activities in Southern Illinois to help strengthen the communities in the region.

The Union County Chamber of Commerce Annual Gala was held Saturday, January 16th, at the Davie School Inn in Anna. Trustee Andrea Witthoft, Brett Whitnel and his wife, Laurie, Dr. Greg Mason, and Dr. Curphy represented Shawnee Community College at the event.

The Metropolis Chamber of Commerce was well attended on Friday, January 24, 2020. Brett Whitnel and Laurie, Dr. Kristin Shelby, Dr. Greg Mason, Trustee John Windings and his wife, Jenny, attended along with Emily Forthman, Trustee Randy Rushing, and his wife, Cathy.

Shawnee Community College was represented at the NAACP breakfast in Cairo by Trustee Don Patton, Dr. Countance Anderson and Dr. Greg Mason and Dr. Curphy. Dr. Mason, Dr. Kristin Shelby, Amber Suggs, Jipaum Robinson and Dr. Curphy represented the College at the Paducah luncheon.

Dr. Curphy invited all to an informal discussion on January 28, 2020 called "Conversation with the President." The intent for this and future events is for the Shawnee Community College community to have the opportunity to ask Dr. Curphy questions.

Workforce Development

Dr. Curphy, Teale Betts, and Dr. Mason attended a meeting with Labor Union 773 concerning the Construction Management of Laborers program. The discussion centered around program curriculum changes and increased marketing strategies. Dr. Curphy and Teale Betts attended the Laborers union holiday party on Saturday, December 7, 2020. Teale promoted the program to those in attendance.

Accreditation

On December 4, 2019, Dr. Kristin Shelby, Dean of Academic Affairs and Student Learning, Catherine Hoekstra, Perkins and Dual Credit Coordinator, and Christina Wright, Accountant, participated in a desk-audit conference call with the ICCB regarding

the FY18 Perkins Grant. At the conclusion of the call, the college was informed it satisfied all necessary requirements of the audit. An official letter from the ICCB is to be sent to the college at a later date detailing findings and best-practice recommendations for future grant cycles.

The SEVP (Student and Exchange Visitor Program) site visit went well. The purpose of the visit was for Shawnee Community College to obtain permission to enroll international students. Primarily, it was informational as the representative from Department of Homeland Security walked us through two of the websites, giving guidance around tutorials and an overview on regulations and suggesting protocols for maintaining compliance. Additional steps in the review process included the verification of the Principle Designated School Official (PDSO), Danielle Boyd, SCC's Registrar, and the Designated School Officials (DSOs), Stephanie Dunlap, Records Clerk, and Dr. Curphy, Interim President.

We received notification on Tuesday, January 28, 2020. that our program has been approved. We may now reach out to international students living in our area and attending the universities to see if they would be interested in taking summer classes with us.

The HLC Institutional Actions Council approved the institutional request to open an additional location at the Cairo Extension Center on December 5, 2019.

Closing Remarks

Last fall, I challenged everyone to start seeing the possibilities for growing our students and growing our institution. I asked each division, department, administrator, faculty, and staff member to look at Shawnee College differently than ever before. **Remember**, what has made us so great is what has made us so strong. We need to work together to build on those elements that help our students and this college go to the next level. There were 2 words that were part of the perfect **2020 Vision** for this year. They were "**recruit and retain.**" I asked all of you to focus on the 2020 vision this year to help grow our institution and support student success. We not only must champion our students, but we must Champion our College in the community! What we say matters, and we must spread the word that we are the best! It's working!!! Our 10th Day Enrollment data shows an increase of 20.21% increase over last year. We are 3.58 % in the black! This is great news for us.

Each of you has a pair of glasses. They are to remind you of the perfect **2020 Vision** for this year, which is **Recruit and Retain**. I would like you to keep those glasses as a reminder of what we are striving for while we rebuild Shawnee Community College.

Thank you for making the evidence of your individual commitments so visible!

Important Upcoming Dates/Announcements

February 12, 2020 9:00 am – 2:00 pm American Red Cross Blood Drive

February 13, 2020 11:00 am – 8:00 pm Junior High School Regional Band

February 18, 2020 6:00 pm – 8:00 pm Veterans Celebration

February 22, 2020 8:00 am – 3:00 pm TRIO Day South

February 25, 2020 8:30 am – 2:30 pm CTE Day

February 27, 2020 4:00 pm – 9:00 pm U of I & Pulaski-Alexander Soil & Water Annual Meeting

February 29, 2020 9:00 am – 2:00 pm Saints Read Celebration

Respectfully yours,



Dr. Kathleen Curphy
Interim President

XII. Vice Presidents' Reports
Academic Affairs & Student Learning Report

Dean's Report

On Wednesday, January 15, Dr. Shelby attended the Scaling Education Pathways in Illinois (SEPI) meeting at Southern Illinois University Carbondale. Shawnee Community College, along with John A. Logan College, SIUC, and regional K-12 districts have collaborated together to address the teacher shortage in southern Illinois by providing multiple pathways into the teaching profession. The Higher Learning Commission has submitted a tentative final report to the college from the November 2019 focus visit. The college has an opportunity to concur or dispute any of the findings before it is approved by the HLC Institutions Action Council (IAC). Once approved by IAC, the final report will be shared campus-wide.

Library

Finals weeks are always interesting in the library. A comparison of Fall 2018 and Fall 2019 finals weeks shows headcounts that week were down, but level of assistance increased. Computer lab usage in 2019 was down by about a third from last year, with 326 users in 2018 and 199 in 2019 (duplicate headcount, counting total users once each

hour). Staff interacted with about as many students, although this may be a little skewed due to much more consistent recording in 2019. The 2018 data is probably low.

The number of patron interactions does not necessarily reflect the actual level of staff involvement, because some patrons require repeated or complex assistance. For finals week in 2018, staff recorded interacting with 34 people 35 times and in 2019, staff recorded interacting with 36 people 45 times, which is a notable increase in assistance per patron. These figures do not include opening study rooms, interactions over coffee that turned into reference transactions, nor library activity in the halls, the cafeteria, and on personal email or Facebook accounts.

Students who visited the library enjoyed free coffee, hot cocoa, and chocolate and peppermint candies. This annual stress-relieving activity is one that students look forward to, and serves as a good way for staff to interact with students who might not usually come to the library often. This activity was done with the help of Dr. Anderson and the Student Services department.

In interlibrary loan activity for December 2019, we borrowed 16 items and loaned out 126 items. Including renewals, we had 101 checkouts.

Using the library saves people money. A calendar year-end tally shows that by checking out items from the library, students saved \$10,704 in 2019. Calculators accounted for \$6,000 of that, proving that the calculator loan program is valued. Community users saved almost \$12,000, and SCC staff and faculty saved almost \$25,000.

Instructional Technology

Rob Lucas has released the SCC Knowledge Base of helpful articles on using college services, including Moodle, mySCC, email and other services and software. This knowledge base is constantly growing. So far in January the Faculty Knowledge Base has 51 articles that have been viewed 77 times. The Student Knowledge Base has 38 articles. These articles have been viewed 44 times. Rob has also just released a Staff Knowledge Base. Although this knowledge base currently has only 7 articles, we are planning to add to it significantly in the next month.

Extension Centers

Anna Center

On January 8th, 9th and 13th, the Anna Center held late registration hours. Blake Goforth visited Anna-Jonesboro, Cobden, Dongola and Shawnee High Schools during the week of January 6th to distribute the SCC Scholarship books and discuss enrollment opportunities with students. A Driver Safety course was taught at the Anna Center on January 11th, and a CPR course was taught on January 21st. The Union County CEO program held their monthly board meeting on January 21st. On January 22nd, the Regional Office of Education #30 hosted a meeting in the conference room.

Cairo Center

USDA Rural Development hosted Distance Learning, Telemedicine and Reconnect workshops at the Cairo Center on January 7th and 8th. Workshops were open to the public and introduced broadband and its possibilities, as well as grant/application information to community leaders, medical, education, agriculture and business professionals and broadband providers. As a result of these workshops, a few of the USDA Area Specialists that attended are interested in the possibility of creating a specialized program for the Cairo Center. The grants from the USDA can be used to fund equipment purchases and programs at all SCC locations, as long as they involve broadband connectivity.

Census 2020 held a training meeting at the Cairo Center for area pastors on Friday, January 10th. The Civil Engineers of the US 51 Bridge Development project held a private meeting at the Cairo Center on Tuesday, January 14th, and will hold a public meeting in February. By hosting these meetings, the Cairo Center staff hope to develop a relationship with the engineers leading to the development of new programs or trainings at the Cairo Center which will lead to jobs for our students.

Metro Center

Metro Center staff welcomed students back by serving popcorn on January 13th and 14th. Also in January, the Metro Center began AccuPlacer testing for area high school students to determine eligibility for college-level courses. Massac County sophomores were tested on January 16th, and Joppa sophomores were tested on January 21st and 22nd. Scholarship booklets were presented to all high school students on Monday, January 7th, and potential recipients for the Sabrina Atkinson award were also identified. A Driver Safety training course was held at the Metro Center on Thursday, January 16th.

Vienna Center

On January 8th, 2020, Teale Betts met with Goreville High School seniors about the scholarship booklet and fielded questions about Shawnee Community College programs. Teale Betts also talked to Vienna High School seniors about the scholarship booklet. On January 11th, Shawnee Community College Ambassadors joined Teale Betts at the Vienna vs. Goreville game to throw out SCC goodies. Spring classes began on January 13th and registration continues for late-start classes in February.

PERKINS & DUAL CREDIT REPORT

Perkins Update

Cathrine Hoekstra has been working to manage the current Perkins budget for FY 20. In early December, a desk audit with Melissa Andrews from ICCB was completed. The audit reviewed the FY 2018 Perkins Grant. Shawnee Community College was listed as “moderate risk,” but Ms. Andrews assured Dr. Shelby and myself that most community colleges fall in the middle (or moderate risk), which is where Shawnee placed. Goals will be established for how we can implement more nontraditional participation, which was

part of the desk audit. A budget modification was submitted after the desk audit to update some of the budget expenses. Currently, the modification allows the college to serve more CTE programs with Perkins funding. CTE faculty members are also seeking externship opportunities to maintain their professional development, make improvements in the classroom, and collaborate with other instructors from various community colleges. This is made possible through some funding in the Perkins Grant. Additionally, Ms. Hoekstra is preparing surveys and questionnaires to assist in data collection for the Comprehensive Learning Needs Assessment, or, CLNA, which will be added in to the Perkins Grant in late March/early April. Finally, the Quarter 2 report was submitted to ICCB by Ms. Hoekstra, which showed the continued implementation of the Perkins Grant to various components of the CTE programs at Shawnee. This report also provided information on advisory committee meetings, faculty externships and in-service opportunities, ongoing work with other partners (four-year universities, CBOs, etc.), in addition to serving special populations through the Perkins Grant.

Dual Credit Update

Ms. Hoekstra has been working with Dr. Shelby to become familiar with the districts who participate in dual credit programming with Shawnee Community College. Furthermore, in addition to familiarity with the districts, Ms. Hoekstra has worked to develop a Dual Credit Student Handbook that provide students a clear understanding of expectations as dual credit students, services provided by the college, and information regarding access to MySCC, email, etc. This book is still being developed. In conjunction with the student handbook, Ms. Hoekstra has worked with Dr. Shelby to implement and update a Dual Credit Instructor/Lead Instructor Handbook that will be provided to all dual credit instructors as well as their SCC lead instructor. This handbook will have valuable information with regard to course expectations and rigor, SCC information, grading information, and a variety of handouts that will assist each party in the dual credit process. The Dual Credit Progress Report has been implemented so that each lead instructor will conduct a site visit with their dual credit instructor to observe and review best practices in the classroom. Ms. Hoekstra will also conduct site visits to each high school and meet the dual credit instructors. Progress Reports are collected each semester to provide the Dual Credit Coordinator and the Dean of Academic Affairs with information regarding the dual credit course, dual credit instructor, and any strengths, opportunities, and improvements.

Truck Driving Program

On December 5th, five students tested at the Marion DMV for their Class A CDL. All five passed on the first attempt. On December 6th, Greg Sheppard and Kelly Jennings attended a job fair hosted by Southeastern Illinois College and spoke with several displaced workers from the Wildcat Coal Mines. From this event, approximately 16 people showed interested in our Truck Driving program. On December 18th, the college hosted a celebration with Schwerman Trucking regarding their donation of a 2014 Freightliner

auto shift semi-truck and a 1994 tanker trailer. This generous donation will provide opportunities for people with disabilities to obtain a Class A CDL. The Perkins Grant funded the wraps on the donated truck with enough funding allotted to wrap the remaining two trucks. Presently, there are nine students enrolled in the January 13th class; two of which have a disability and would not have otherwise been provided the opportunity. We are very excited about the future of the Truck Driving Program.

Nursing

Nursing faculty have been meeting regularly to work on the ACEN presentation that is due mid-April. The ACEN presentation is a mini self-study that is used by ACEN to determine if we meet the candidacy guidelines for ACEN accreditation.

Workforce Development

Ms. Jipaum Askew-Robinson, Shawnee Community College Director of the Metro Center, and Dr. Gregory Mason, Dean of Workforce Innovation met in December with the Director of Human Resources for AerosourceH, a local CBD oil processing company to continue discussions on possible partnership opportunities. The company is excited about exploring how this workforce development initiative could help them address the training needs of both new hires and incumbent workers, and contribute to meeting their production goals. It is estimated that the company will need to 10- 20 new employees. Areas where SCC could offer support included:

1. Recruitment of potential new hires
2. Employee Screening – Job skills tests are needed to determine the skill sets for the for AerosourceH jobs. Ms. Askew-Robinson, will contact Ms. Mindy Ashby regarding the Work Keys test to discuss the contextualize learning component. Dr. Mason will investigate the costs associated with providing this form of assessment.
3. OJT (On-the-Job Training) Funds – AerosourceH identified approximately 20 current employees who need OJT and might qualify for WIOA funding. Dr. Mason will investigate the requirements and availability of WIOA funds; including funding for youth training (17 -24).
4. Certification – AerosourceH specified that their employees should have the Food Science (FOS) Certification. Ms. Askew-Robinson noted that there will be an FOS class at the Metro Center on April 18th from 8:00 am – 5:30 pm. A customized training session on an earlier date might also be possible.

Small Business Development

Grant Management - Bret Whitnel, Interim Director of the SBDC and Dr. Gregory Mason conducted a webinar workshop in December on the new Grant Accountability and Transparency Act (GATA) guidelines. These guidelines provide uniform guidance for all State of Illinois grant programs. All applicants and recipients of grant funding, including state agencies are required to manage grant programs in accordance with GATA and Uniform Federal Guidance regulations. The workshops in January will be an in-class training session and another webinar.



Dr. Kathleen Curphy, Interim President

February 3, 2020
Date

Student Success and Services Division
February 3, 2020

Athletic Department

The Lady Saints Basketball team led the way academically with a team grade point average (GPA) of 3.3. The athletic department overall finished with a GPA of 2.7 for the fall semester. Team grade point averages are as follows: Women's Basketball (3.3 GPA) with 15 student-athletes, Softball (2.8 GPA) with 19 student-athletes, Volleyball (2.8 GPA) with 16 student-athletes, Baseball (2.5 GPA) with 25 student-athletes and Men's Basketball (2.4 GPA) with 13 student-athletes. To be noted, 21 of our 88 student-athletes (24%) achieved a 3.5 GPA or higher in the Fall 2019 semester.

Student Activities

Diversity & Inclusion Committee: The Diversity & Inclusion Committee, chaired by Heather John Sparks, began planning for the Black History Month (February 2020). This year's national theme is 'African Americans and the Vote', exploring 150 years (and more) of the struggle to ensure that African Americans are able to fully participate in American democracy. Planning includes collaborating with TRIO/Educational Talent Search to sponsor a Black History Jamboree Benefit on February 1. Other co-curricular programming to engage students will also be sponsored throughout the month.

Educational Talent Search/Student Success Services (TRIO)

Our TRIO programs will host the Southern Region for TRIO Day South on Saturday, February 22. TRIO programs will be represented from colleges and universities throughout Southern Illinois during this one-day event.

Financial Aid

The Financial Aid Office disbursed \$83,605 in MAP grants to 132 students (as of 1/13/2020) for Fall 2019. The office continues to process financial aid applications for both 2019-2020 and 2020-2021 award years. Financial aid appeals for Spring 2020 have been processed and the students have been notified. Of the 24 appeals submitted, all were reinstated except one.

Student Success Center

Testing Lab: There were 742 exams administered 489 ACCUPLACER, 1 HOAE (Health Occupations Aptitude Exam), 25 TEAS (PN), 7 TEAS (ADN), 10 INACE (Illinois Nurse Aide Competency Exam), 149 make-up exams, 6 Pearson Vue exams, 46 tests with accommodations, 1 Constitution exam, 5 TABE (Test for Adult Basic Education), and 5 Distance Learning exams.

Career Services

SCC administered 70 career assessments at Shawnee High School on January 10. Students discussed careers and academic program opportunities at Shawnee to guide them to their career choice. Several students expressed interest in vocational career opportunities. Mock interviews were hosted at Meridian High School on January 14 for seniors to develop their soft skills and interviewing skills. Resume preparation was also a part of this workshop. On January 22, SCC will host a Census Bureau Mini-Job Fair. This job fair will be open to the community, alumni and students. Census positions provide the perfect opportunity to earn income while helping the community. Those selected will work within their own communities and will receive paid training. Because these positions are flexible hours, it provides a great opportunity for students.

Saluki Transfer Pathways Presentation

Josi Rawls, Assistant Director for Transfer Relations at Southern Illinois University-Carbondale, will be the guest speaker at the Enrollment meeting on Tuesday, January 28. She will speak to the advisors about Saluki Transfer Pathways.



Countance Anderson, Ed.D. Vice President of Student Success and Services

1/14/2020

Date

**Financial and Campus Operations
Board of Trustees Report
February 3, 2020**

The state is currently on time with equalization and credit hour funding payments. January is a busy month as it is the beginning of the calendar year and the beginning of the spring semester. The business office has been busy processing W2s, 1095-Cs 1098ts, and 1099 tax forms. The minimum wage rate increased to \$9.25 per hour effective January 1, 2020.

Brandy Woods attended a telephone conference with 57 other attendees from various community college's to discuss the new BEP reporting requirements. The Business Enterprise Program (BEP) for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575), hereafter referred to as the Act, declares that it is the public policy of the State of Illinois to promote and encourage the continued economic development of minority, women, and persons with disabilities owned and operated businesses.

Don Koch, Brandy Woods, Dr. Kathleen Curphy, and the architects from Farnsworth met and discussed the current capital projects for the College. These projects include the outside lighting on main campus funded through protection, health and safety funds, HVAC electrical upgrades and the gymnasium remodel funded through the Capital Development Board. Also discussed were the boiler replacement and the new roof installation funded through the 2017 GO Bonds. Design plans have been initiated for the K-Building chillers.

The Maintenance Department toured Southeast Missouri State University's boiler system, which is the same system selected by the architects to replace the College's boilers. Work has begun on converting classroom J2043 into an additional computer lab on main campus. This lab will be primarily used by automotive and cosmetology students.

The IT staff installed the new generator at the Anna Center, setup new copy machines, updated SSL certificates, setup website for the presidential search, and performed Colleague updates over Christmas break. They worked with Russ Stoup on setting up Zoom conference rooms. Met and discussed an eFax solution for the College. An outside consultant performed a network evaluation to ensure protection against rising threats of ransomware viruses. Campus Security has begun evaluating camera and security systems. Security will now also be present at the Metro and Cairo extension centers.

Human Resources Department conducted new hire orientation for the new criminal justice instructor. Prepared and submitted the annual EEOC report to ICCB. Setup interview for the Vice President of Financial and Campus Operations. Continued to provide support for the Presidential search. Provided materials for annual employee evaluations to be completed by all supervisors.

Brandy Woods
Interim Vice President of Financial and Campus Operations

MOTION NO. 4

XIV. EXECUTIVE SESSION

A motion was made by Cathy Belcher and seconded by John Windings

to adjourn and go into executive session at 6:15 p.m. for the purpose of discussing:

1. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c) (1)
 - a. Consideration of Presidential Search – **Executive Session Tab, p. 1** pursuant to 5 ILCS 120/2 (c) (1)
 - b. Consideration of Stipend for Interim President – **Executive Session Tab, p. 1** pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #1**
 - c. Consideration of approval to hire Vice President of Financial and Campus Operations – **Executive Session Tab, p. 2-3** pursuant to 5 ILCS 120/2 (c) (1)
 - d. Consideration of Adjustment of Grant Salary for Executive Secretary to Trio/SSS – **Executive Session Tab, p. 3** pursuant to 5 ILCS 120/2 (c) (1)
 - e. Ratification of Employment of Part-Time Faculty/Staff for Spring 2020 – **Executive Session Tab, p. 4** pursuant to 5 ILCS 120/2 (c) (1)
 - f. Ratification of Part-Time Employees Minimum Wage Increase – **Executive Session Tab, p. 4** pursuant to 5 ILCS 120/2 (c) (1)
 - g. Consideration of Approval to Create President & Saints Foundation Administrative Assistant Full-Time Position – **Executive Session Tab, p. 5** – pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #2**
 - h. Consideration of Employee Payout - **Executive Session Tab, p. 5** pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #3**
 - i. Consideration of Personnel Items – **Executive Session Tab, p. 5** pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #4**
 - j. Consideration of Resolution to Approve Locally Funded Capital Project - Building K Chiller Replacement. - **Folder**
 - k. Consideration of Resolution to Approve Locally Funded Capital Project – Roof Replacement. - **Folder**
2. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to 5 ILCS 120/2 (c) (1) – **Executive Session Tab, p. 5**
3. Discussion of Dual Credit Items pursuant to 5 ILCS 120/2 (c) (1) – **Executive Session Tab, p. 5 – Attachment #5**
4. Discussion of Higher Learning Commission pursuant to 5 ILCS 120/2 (c) (1) – **Executive Session Tab, p. 5 – Attachment #6**
5. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11) – **Executive Session Tab, p. 5**

On roll call vote, the members voted as follows:

Mr. John Windings -Yes
Ms. Cathy Belcher - Yes
Mr. Steve Heisner - Yes

Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing- Yes
Ms. Andrea Witthoft - Yes
Mr. Steven Etter, (advisory vote) - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 5

A motion was made by John Windings and seconded by Michael McMahan to adjourn out of executive session at 9:25 p.m.

On roll call vote, the members voted as follows:

Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - Yes
Mr. Steven Etter, (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Ms. Cathy Belcher - Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes

Results: 7 yeas 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 6

A motion was made by Cathy Belcher and seconded by Steven Etter to approve the minutes of the executive session held on February 3, 2020.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher- Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Steven Etter, (advisory vote) - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 7

Consideration of Stipend for Interim President

A motion was made by Steven Heisner and seconded by Michael McMahan to approve providing Dr. Kathleen Curphy with a monthly stipend as discussed in executive session for her duties of Interim President retroactive to January 1, 2020.

On roll call vote, the members voted as follows:

Ms. Steve Heisner - Yes
Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft – Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 8

Consideration of Approval to hire Vice President of Financial and Campus Operations

Item tabled until further notice. No Action Taken.

MOTION NO. 9

Consideration of Adjustment of Grant Salary for Executive Secretary of TRIO/SSS

A motion was made by Steven Etter and seconded by John Windings to approve providing Evelyn Davis an additional \$2,000 per year to equalize the level 2 assistants.

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. Andrea Witthoft – Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing – Yes
Ms. Steve Heisner - Yes
Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 10

Ratification of Employment of Part-Time Faculty/Staff for Spring 2020

A motion was made by Cathy Belcher and seconded by Don E. Patton to approve the ratification of part-time faculty/staff for spring 2020 as presented.

Name	Status	Course/*Location
Burgess, Mike	PT Faculty	Adult Ed Instructor – Alternate HS
Harner, Ginger	FT Staff	Adult Ed Instructor – GED
Harner, Ginger	FT Staff	Adult Ed Instructor – i-Pathways
Hefner, Monte	PT Faculty	Adult Ed Instructor – GED
Hunt, Lewis	PT Staff	Fitness Center Assistant
Kern, Kyle	PT Faculty	Adult Ed Instructor – Alternate HS
Lewis, Jan	PT Faculty	Adult Ed Coordinator
Stanley, Will	PT Faculty	Adult Ed Instructor – Spence GED
Stubblefield, Vernon	PT Faculty	Adult Ed Instructor – GED
Uehle, Larry	PT Faculty	Adult Ed Instructor – GED
Uehle, Marilyn	PT Faculty	Adult Ed Instructor – Alternate HS

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft – Yes
Mr. Michael McMahan - Yes

Mr. Don Patton - Yes
Mr. Randall Rushing – Yes
Ms. Steve Heisner - Yes
Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher – Yes
Mr. John Windings - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 11

Ratification of Part-Time Employees Minimum Wage Increase

A motion was made by John Windings and seconded by Steven Etter to approve ratifying all salary increases as presented.

Name	Status	Position
Hunt, Lewis	PT Staff	Fitness Center Assistant
Jackson, Peggy	PT Staff	Bus Driver
Kimmins, Charles	PT Staff	Bus Driver
Moore, Brien	PT Staff	Bus Driver
Sommer, Gary	PT Staff	Bus Driver
Stecher, Beverly	PT Staff	Fitness Center Assistant
Theis, Gayle	PT Staff	Fitness Center Assistant

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing – Yes
Ms. Steve Heisner - Yes
Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft – Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 12

Consideration of Approval to Create President & Executive Director of Saints Foundation Administrative Assistant & Full-Time Position

A motion was made by Don Patton and seconded by Steve Heisner to approve combining the part-time President Administrative Position and the part-time Saints Foundation Administrative Assistant position to create one full-time position.

On roll call vote, the members voted as follows:

Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft – Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing – Yes
Ms. Steve Heisner - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 13

Consideration of Resolution to Approve Locally Funded Capital Project – Building K Chiller Replacement

A motion was made by John Windings and seconded by Steven Etter to approve the chiller replacement project.

On roll call vote, the members voted as follows:

Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft – Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing – Yes
Ms. Steve Heisner - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 14

Consideration of Resolution to Approve Locally Funded Capital Project – Roof Replacement

A motion was made by Don E. Patton and seconded by Steven Etter to approve the roof replacement project.

On roll call vote, the members voted as follows:

Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft – Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing – Yes
Ms. Steve Heisner - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 15

A motion was made by Don Patton and seconded by John Windings to adjourn at 9:36 p.m.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Ms. Steve Heisner - Yes
Ms. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

Submitted by:

Absent
Ms. Andrea Witthoft, Secretary

3/2/20
Date

ATTEST:

Cathy Belcher
Ms. Cathy Belcher

Mr. Randall Rushing
Mr. Randall Rushing

Mr. Don E. Patton
Mr. Don E. Patton

Absent
Mr. Michael McMahan

Mr. Steve Heisner
Mr. Steve Heisner

Mr. John Windings
Mr. John Windings