

**SCC BOARD MEETING  
OFFICE OF SHAWNEE COMMUNITY COLLEGE  
MEETING HELD REMOTELY VIA ZOOM  
ULLIN, ILLINOIS  
April 6, 2020**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on April 6, 2020. The meeting was called to order by Chairman Randall Rushing.

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**The roll call was as follows:**

**Present**

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

**Absent**

Mr. Steve Heisner

**Others Present:**

Kathleen Curphy, Ph.D., Interim President  
John Schneider, Attorney  
Brandy Woods, Director of Business Services  
Beth Crowe, Administrative Assistant to the President  
Kristin Shelby, Ph.D., Dean of Academic Affairs & Student Learning  
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education

**IV. RECOGNITION OF GUESTS AND PUBLIC COMMENT**

No public comment was given.

**V. APPROVAL OF CONSENT AGENDA**

**MOTION NO. 1**

A motion was made by Michael McMahan and seconded by John Windings to approve the consent agenda as follows:

1. Minutes of Regular Meeting March 2, 2020
  2. Consideration of Treasurer's Report
  3. Approval of Bills
- |                                    |                   |
|------------------------------------|-------------------|
| Education Fund                     | \$649,569.22      |
| Building Fund                      | 85,996.99         |
| Restricted Bldg. Fund              | 38,200.50         |
| Bond & Interest Fund               | 0.00              |
| Auxiliary Enterprises Fund         | 45,745.39         |
| Restricted Purposes Fund (Grants)  | 90,602.66         |
| Restricted Purposes - FWS*         | 3,267.20          |
| Restricted Purposes - PELL         | 0.00              |
| Restricted Purposes - SEOG         | 0.00              |
| Trust & Agency Fund                | 4,952.20          |
| Audit Fund                         | 0.00              |
| Liab. Prot. Settlement Fund (TORT) | 41,770.49         |
| <br>Grand Total                    | <br>\$ 960,104.65 |

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstention, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 2**

A motion was made by Cathy Belcher and seconded by Michael McMahan to approve payment to Don E. Patton for travel reimbursement in the amount of \$201.25 CK#19236 for the 2020 ACCT National Legislative Summit meeting in Washington D.C.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 1 abstention, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 3**

A motion was made by Don Patton and seconded by John Windings to approve Addendum: Education Fund to the Restricted Purposes Fund in the amount of \$40,000.00 to cover shortage of funds dated 2/29/2020.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes  
Mr. Steve Heisner - absent  
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: 6 yeas, 0 nays, 0 abstention, 1 absent. The Chairman declared the motion carried.

## **VI. Faculty Report**

The faculty report was provided by SCEA President, Dr. Ian Nicolaides:

Every faculty member has worked to completely revamp the entire education system at Shawnee College in a matter of only a few weeks. We have become counselors and support staff to our students as they strive to complete their work from home with technology limitations. We have provided emotional support to them as they maneuver in their new experiences of at-home education for their kids. And we have been mentors and support to each other as we share our knowledge and experiences with others to help achieve a successful online presence for students. We have created College at Home 2020 for our students, and we are working to ensure they achieve success!

Faculty work steadfast at continuing to provide an excellent educational experience for students in these uncharted waters. We fully recognizing that many challenges are inherent with the strictly online and “virtual” educational stage for all participants. As such, as we finish the Spring semester, faculty have built into the classes that they teach many support systems for students to utilize in order to maximize student completion and success in their studies.

The faculty would like to take this opportunity to acknowledge that this quick and efficient transition to complete online instruction was successful in all regards to the exceptional leadership and delegation of tasks by Dr. Curphy. We extend a very sincere expression of gratitude to her for her presence on our campus during this transition!

## **VII. Report of Student Trustee (Prepared by Steven Etter)**

Student Trustee, Steven Etter, reported that there was no official business to report on. Steven has communicated with a few students amidst the transition to online classes. Some students have commented on items such as internet and signal strength, but other than that, things seem to be moving forward.

## **VIII. Report on College Foundation**

Cathy Belcher, Foundation Liason, reported that the Foundation Board met in March. The Foundation made the decision to postpone the Scholarship Gala and Executive Director, Gene Honn, is currently working on rescheduling the date with Chris Jackson. They are looking to reschedule for some time in the fall. Prior to the decision to postpone the Gala, the Foundation had already exceeded their registration and ticket sales goals from last year. Additionally, Belcher reported on the work that Gene Honn has been doing during this time of shelter-in.

## **IX. Report on Illinois Community College Trustees Association**

Don E. Patton, ICCTA Representative, reported that there has not been much activity in Springfield. ICCTA Director, Jim Reed, sent out a newsletter highlighting that April is

community college month. For now, ICCTA is still planning on holding the June conference and ACCT is still planning on holding their meeting in Chicago.

## **X. Interim President's Report**

These past few weeks have no doubt put Shawnee Community College under the ultimate test as we moved our course offerings online. While we were dealing with the challenges of this pandemic, I am proud to say that we have successfully transitioned our on-campus students to our digital learning platform. There are a few remaining Career and Technical Education students we will need to teach out this summer.

We have basically reinvented our college in a little over 2 weeks, so we could continue to serve students and conduct business during the coronavirus pandemic. This took a herculean team effort by our Shawnee faculty and staff. I am not surprised at how this challenge drew everyone together to devise and implement new ways of serving students. I would like to thank them all and I greatly appreciate their efforts. Although our buildings are closed, with employees working remotely and a skeletal crew onsite keeping our operations moving, we are open for business. I would like to share with you some of these efforts and how we are working remotely.

Transferring all allowable face-to-face courses to online delivery for College at Home 2020 was a collective effort conducted by all faculty during the extended Spring Break. Faculty worked to get a minimum of two weeks' worth of online instruction up and ready to roll out on Monday, March 23, 2020. They will continue to work ahead on the successive weeks of coursework as the semester progresses. The conversion to College at Home 2020 took over 1300-man hours for faculty to conduct the course conversions, participate in training, communicate with students, and complete necessary administrative tasks. The successful conversion was due to intentional collaborative efforts between faculty and the IT and LRC departments. Faculty have stated that the students who have responded have been awesome through this transition.

The I.T. department acquired 50 chrome books and 24 laptops to support online instruction. They also setup the phone system to allow the use of office phones at homes with a wired internet connection. There are currently 15 people with their office phones at home. We also purchased 70 jetpacks to distribute to faculty, staff, and students that currently don't have internet at home. They are trying to acquire an additional 65 to support the additional needs.

The college ordered 200 additional Zoom professional licenses. The upgrade eliminated the 40-minute limit that is on a free account and increased our storage for recordings. With a professional account, recordings can be stored on the local computer or in the cloud. All faculty and staff were upgraded to a professional license. As of this writing 72 licenses had been taken. Tracey is also selecting eBooks for student and faculty use instead of print materials.

The Dean of Academic Affairs and Student Learning is managing all dual credit communication to high schools. Zoom meetings with the Center Directors occur at least once per week and individually via phone, as needed.

All Adult Education (AE) in-person programs were suspended and then moved online. The AE staff is assessing levels of completion and performance for possible issuance of final grades and maintaining required reporting. The CPR/Healthcare community programs are only being continued through program partners (healthcare, social services, businesses and governmental agencies) with their own internal, Shawnee-sanctioned trainer.

The Small Business Development Center at Shawnee College has been on the front lines of providing guidance on the dizzying amount of economic challenges and opportunities of the past few weeks. SBDC is providing online workshops and electronic conferencing on Small Business Disaster Loan Applications.

Student Services transitioned all student support services to phone, email or Zoom. Department leaders were instructed to submit weekly updates no later than the end of day each Friday. In addition, each leader plans to host a weekly virtual team meeting via Zoom (see schedule). Each advisor will visit with prospective and currently enrolled students by phone, Zoom or email. During time away from campus, degree plans for 100% of their assigned advisees will be completed. Students, both prospective and currently enrolled, will be able to visit with a financial aid professional by phone, Zoom or email. The department has adopted software that allows student to complete forms and add an electronic signature that they can then email back to Financial Aid.

The Business Office personnel report to the main campus periodically to go through mail received and to issue checks, process payroll and transmit the direct deposit files to the bank. Payroll is approved electronically. We will also be holding Zoom meetings for budget officers to help complete their budgets in Colleague. In addition, Director, Brandy Woods has also created a tracking system for expenses related to COVID-19 which is reported weekly to ICCB.

This pandemic will change the landscape of higher education. Summer will continue to be online where possible. Graduation and the Gala has been postponed along with other events. Going forward employees will be required to use technology to operate in the new environment. We want to be able to provide our students with laptops so they may access their course remotely, when needed. The huge downturn in the stock market will inevitably affect the choices of many students and their families going forward. There is also evidence that growing numbers of future and even current students will choose to attend colleges close to home or want to live at home. Hopefully, this will have a positive impact on our enrollment for next fall.

Respectfully yours,



Dr. Kathleen Curphy  
Interim President

## **XI. Vice Presidents' Reports**

### **Academic Affairs & Student Learning Report Board of Trustees Report April 6, 2020**

#### **Dean's Report**

The CTE Day, held on February 25<sup>th</sup> was a huge success thanks to all the faculty and staff who volunteered their time to participate. A total of 187 students from all twelve district high schools attended the event. During the month of February and first week of March, the Dean of Academic Affairs, along with the BOT Division and Perkins Coordinator, hosted advisory dinners for SCC's CTE Programs. Feedback from the advisory dinners are a component of the comprehensive local needs assessment (CLNA) for Perkins funding. Participants of the advisory dinners were faculty from each of the programs, who facilitated the discussion, campus administrators, local businesses and employment agencies, regional four-year universities, and former students.

Dr. Shelby attended the Illinois Association of School Administrators (IASA) meeting at John A. Logan College on Tuesday, March 3, as well as the Office of Community College Research and Leadership (OCCRL) Equity Academy held at Kaskaskia College on Friday, March 6, to discuss strategies for the Perkins CLNA, and ICCB Program Review. On March 10, Dr. Shelby and Perkins Coordinator, Cathrine Hoekstra, will be attending the FY20 Perkins Cohort Spring Meeting with ICCB Staff in Springfield for assistance with the FY21-FY24 Perkins Grant application. Dr. Shelby will also be attending the Illinois Community College Chief Student Services Officers (ICCCSSO), and the CEO/CAO/CSSO/CFO joint meeting at Heartland Community College on March 11-12.

#### **Library**

Tracey Johnson, librarian, is working with nursing faculty to review library resources and services. The physical collection will be weeded and new items will replace outdated materials. This is partially in support of the nursing department's ACEN accreditation efforts

Tracey also spoke with cosmetology students in February about how to research an historical person and portray them to an audience. This is part of the cosmetology program's "living museum" presentations as part of Women's History Month in March.

In recognition of Black History Month, the library offered extensive book and DVD displays throughout February. The library also offers the *African-American History* database, which is available to SCC students with online access 24/7 through the mySCC library link. That database has primary and secondary source documents, timelines, images, maps, and much more. The library also added seven books on history or anthropology in the Fall 2019 semester.

Library and IT staff are discussing moving to a different proxy server. The new option, Open Athens, will be subsidized for three years by the CARLI consortium. The current proxy server is becoming obsolete.

Russ met with several others to look at ways to streamline event scheduling. Russ assisted in several events and setups.

### **Instructional Technology**

Rob continued to write and revise articles for the SCC knowledge base. Rob wrote an article that enumerated the variety of services and resources for instructors to use to continue teaching remotely in the event of an extended campus closure. This article has been viewed 28 times in the past four days since its release. There are now approximately 100 articles total in faculty, staff, and student knowledge bases

Rob created unique activities for several recent events on campus. He created and hosted a survey game for the Academic Challenge. Rob created and gave a presentation on gaming in education for a TRIO event during which we played several unique learning games. Rob also assisted Phyllis Sander with her technology session on CTE day. In that session, students experienced the "Graduation Challenge" - a scavenger-hunt style game we created specifically for the event.

### **Extension Centers**

#### **Anna Center**

On March 4, the Anna Extension Center held a CPR class in the conference room, and a Driver Safety course on March 14. The Union County CEO program held their monthly board meeting on March 12, along with other meetings on March 13 and 17. SEMO's transfer representative visited the Anna Center on March 31, to meet with students that are interested in transferring to SEMO after completing with SCC.

#### **Cairo Center**

In February, First Missionary Baptist Church (2115 Washington Ave, Cairo, IL) donated apples, oranges, milk and eggs for students in need. The Cairo Center hosted FEMA's Long-Term Recovery Group (LTRG) informational meeting on February 13, to inform residents of Alexander, Pulaski and Union counties how a LTRG group works and how the group could be of assistance in helping communities with unmet needs. Cairo Horizons Scholarship donors have now donated three additional scholarships in the amount \$1,000 per student, per semester for two semesters, for non-traditional students of Cairo, IL that have a desire to attend SCC. The Cairo Center hosted two 2020 Census job recruitment events on January 27 and February 4, where 22 applicants were able to find employment. As a result, our Census Recruiter stated that the Cairo Center will receive a small grant for participation. Representatives from the Lion's Club,



University of Illinois Extension Center and Gideon Bible representatives were all present at this event to encourage community involvement.

### **Metro Center**

The US Census Bureau held census taker interest meetings at the Metro Center on February 13 from 1:00-3:00pm and on February 20 from 4:00-7:00pm. A Driver's Safety class will be held on March 19 at 6:00pm. On March 26, Sam's Club will advertise memberships at the Metro Center from 8:30am-1:00pm. Retesting at Massac High School will be held on Friday, March 6, and at Joppa High School on March 12.

### **Vienna Center**

Vienna High School held registration on March 31, and Goreville High School held registration on April 3. The Vienna Center held a Food Sanitation course on March 21. Due to high demand, an additional section was added and scheduled for March 28. Vienna Center Director, Teale Betts, followed up with SCC scholarship recipients from Goreville and Vienna High School. Current Construction Management students were contacted about summer and fall registration.

### **Perkins Update**

Cathrine Hoekstra will be attending two professional development opportunities to complete the SCC Perkins Grant for 2021-2024, and the Comprehensive Local Needs Assessment. Cathrine attended an Equity Academy at Kaskaskia College with Dr. Shelby on Friday, March 6. Additionally, Dr. Shelby and Cathrine will be attending the Perkins Administrator Cohort Meeting in Springfield with ICCB representatives. The Comprehensive Local Needs Assessment data collection will be used in the upcoming grant plan for FY 2021 and programs of study featured will include automotive, barbering (cosmetology), basic electricity, HVAC, and welding to name a few.

### **Truck Driving Program**

The Truck Driving Program held an advisory committee meeting on Friday, February 21. The meeting was well attended with representation from employers from around the region, Trooper Johnson from the Illinois State Police, Shawnee Development staff, as well as a former student presently employed in the trucking industry. The group discussed ways to improve the Truck Driving Program; one of which was to explore grants for the purchase of a trucking simulator for a safe and cost-effective way to deliver driver training to meet the demands of a rapidly growing industry. The January class just completed training and all students obtained a CDL. The next class begins on March 16, with seven students.

### **Nursing**

Nursing faculty continue to work on the ACEN candidacy presentation as the deadline approaches. An advisory board meeting is scheduled for March 27, 2020. Ongoing plans are being made for the 50th anniversary of our practical nursing program

### **Workforce Development**

Training for Jobs in the Cannabis Industry

The college is applying to the state to become one of eight institutions selected for the Community College Cannabis Vocational Pilot Program. If selected, the division will develop education and training programs that prepare individuals for the family-sustaining jobs being created in the emerging cannabis industry. These programs will offer defined career pathways with apprenticeships, internships, and other work-based learning that improve students' hiring opportunities with industry employers

## **Small Business Development**

### Minority Business Support

The inaugural meeting of the Southern Illinois Coalition of Minority-Owned Businesses was held at Shawnee Community College as the college hosted twenty-two minority owned businesses. The purpose of the coalition is to create greater economic opportunities for minority owned businesses in the region through mutual support and leveraged resources. Attendees received information on:

- the college's small business support services
- how to become a certified Minority Business Enterprise
- government set-aside programs
- grant funded opportunities and grant writing
- new government accountability requirements for grant recipients

The session was highlighted by presentations from a minority entrepreneur on his growth experiences, and from a representative of Walker's Bluff regarding contracting opportunities for minority-owned businesses with their upcoming casino and resort project.

### Lenders Forum

The SBDC hosted a Lenders Forum at the main campus in march. Area bankers will be listening to updates from the Small Business Administration, USDA Rural Development, Illinois State Treasurer's Office, and local lending agencies concerning available financing for businesses, new franchise review processes, and upcoming SBA training opportunities.

## **Adult Education Program**

The Adult Education program administrative and instructional staff will be attending the Illinois Adult and Continuing Educators Association (IACEA) conference in Springfield this week. An SCC GED student, Pete Rorer, will be awarded the IACEA Adult Learner of the Year for his dedication to learning and his willingness to assist and inspire other learners. Mr. Rorer spoke at the 2019 SCC Adult Ed Recognition Ceremony. Three instructors will be presenting workshops at the conference- Michael Burgess will present on Algebra Instruction, Marilyn Uehle will present on Geometry instruction, and Larry Uehle will present on Marketing Adult Ed programs. Ginger Harner will present on Advocacy and Accommodations for students with special needs, as well as presenting as part of the Illinois Digital Learning Lab Program on using technology to improve student outcomes. Mrs. Harner will also present as part of the IDLL project at the Coalition on Adult Basic Education (COABE) national conference in Baltimore, MD in April.

Ginger Harner will speak at the ICCB Board Meeting at Waubensee Community College on March 20th. As Chair of the Adult Education Advisory Council, Mrs. Harner will discuss the Council's work on Recruitment and Retention. The program has focused on the use of technology in learning, and is seeing great success with student completion.



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Dr. Kathleen Curphy, Interim President

April 6, 2020  
Date

**Financial and Campus Operations  
Board of Trustees Report  
April 6, 2020**

Bid opening for the building k chiller replacement project will be on March 19, 2020. Bid opening for the main campus building roof replacement will be on March 26, 2020. These projects will start mid-April 2020. Anna center outside lights were upgraded to LED lights, which has made the parking lot much brighter at night.

Most budget officers have entered their FY21 budget in colleague and have submitted requests for budget increase to the business office

Interviews were held for the Dean of Student Success, Administrative Assistant to Vice President of Financial & Campus Operations, and the Director of Workforce, Innovation, & Small Business Development Center.

The IT Department has completed setup on the voicemail system so that voicemail recordings are sent to the individual receiver's email account. Completed the phone system upgrade. Completed IPEDS reporting. Onsite CROA training was held. Upgraded Windows 10 to version 1909. Completed an RFP for the security camera system. Upgrade faculty lounge and instructor computers at the Anna Extension Center.



Brandy Woods  
Interim Vice President of Financial and Campus Operations

**Student Success and Services Division  
Board of Trustees Report  
April 6, 2020**

**RETENTION**

**Student Activities**

Diversity & Inclusion Committee: The Diversity & Inclusion Committee, chaired by John Sparks, kicked off Women’s History Month for March 2019 (National theme: ‘Valliant Women of the Vote’). A ‘popcorn and movie’ event was held on March 18 for the campus.

Engagement Opportunities:

- The Career Fair that was scheduled on March 18, 2020, was cancelled. We had 43 vendors participating and over 300 students, alumni, and community members were served anticipated to attend.
- Several employees have dedicated time and effort to Saints Supporting Veterans. This group of SCC employees are supporting the needs of local veterans living in the Anna Veteran Home. Hygiene, clothing and other items are being collected for this effort.
- The Coordinator of Career Services participated in the Interagency meeting, sponsored by the University of Illinois, on March 12, 2020. The interagency meeting is a meeting that consists of different agencies from the southern region and during this meeting individuals share information of upcoming events, employment opportunities, and agency updates. Some of the partners are Southern Seven Health Department, University of Illinois, CHESI, Shawnee Mass Transit, Guardian Families, Autumn Ridge. Shawnee Development Council, and the Department of Human Services.

**Student Support Services**

TRiO Department hosted the Illinois State TRiO Day South on Feb. 22<sup>nd</sup>. We had 123 staff and participates from other institution pre-registered for the event. All attendees gave great feedback. The month of February we had 33 tutor requests made for various tutoring services.

**Student Success Center**

Tutoring: Thirty-one requests for tutoring were submitted.

Testing Lab: There were 736 exams administered 528 ACCUPLACER, 8 HOAE (Health Occupations Aptitude Exam) exams, 33 PN TEAS (Test of Essential Academic Skills) exams, 1 TABE (Tests of Adult Basic Education) exam, 16 ADN TEAS exams, 24 Pearson-Vue exams, 21 tests with accommodations, and 105 make-up tests.

Retention Alert: There are currently 174 student retention cases open – 61 academic issues and 113 classroom issues. Faculty and advisors work in collaboration to bridge students to resources; both internal and external to promote student success.

## **Financial Aid**

The Financial Aid Office disbursed \$937,818 in Pell grants to 620 students (as of 3/10/2019) for Spring 2020. In addition, \$10,465 in SEOG funds were disbursed to 28 students. Refund checks were mailed on March 11, 2020.

## **Vice President of Student Success and Services**

There are several topics that Student Services professionals from across Illinois discussed during the Winter meeting held March 11 and 12 in Bloomington. Those topics included Equity, Diversity and Inclusion as well as Coronavirus Response and Preparation. There were legal updates given on Free Speech/Hate Speech, Cannabis, Title IX/Title IX Religious exemption and Mental Health on Campus Act. There was also a joint session with state-wide CAO's and presidents that included system updates.

## **RECRUITMENT**

In a future of rapid change, community colleges will have to innovate to survive (Pierce, 2020). The recruitment model of days gone by will not move colleges to enrollment levels that will sustain the financial viability of the institution. The ability to charge more in tuition is reaching a breaking point and there will be fewer high school graduates in the coming years (AACC, 2020). SCC continues to engage each of the twelve high schools in the district. While this interaction is primarily relational, the Vice President of Student Success and Services has asked each advisor for the following data each week: the name of the high school visited, who the contact person was during each visit, how long the visit lasted, the number of students contacted during the visit, the number of degree plans completed during the visit, what engagement/activity was held during the visit, how many dual credit students were enrolled during the visit, how many seniors were enrolled during the visit, what percentage of juniors were advised toward a career/degree plan during the visit, and what percentage of seniors were advised toward a career/degree plan during the visit. These proactive recruitment metrics will show time and effort versus outcomes in order to assess the enrollment strategies at the high schools.

In addition, the division has developed a community events calendar through May 2021 (enclosed) to encourage faculty and staff participation – as everyone is a recruiter. Coupled with the efforts in the high schools, these activities tend to create brand recognition as well as interest in the College at large.

**MOTION NO. 4**

**CONSIDERATION OF REVISION OF DUAL CREDIT POLICY (SECOND READ)**

*TABLED FOR MAY 2020 MEETING. NO ACTION TAKEN.*

**MOTION NO. 5**

**CONSIDERATION OF APPROVAL OF COMPREHENSIVE AGREEMENT REGARDING THE EXPANSION OF EDUCATIONAL RESOURCES (CAREER)**

A motion was made by Cathy Belcher and seconded by John Windings to approve of the CAREER Agreement as presented. (**Attachment #2**)

On roll call vote, the members voted as follows:

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  
Ms. Cathy Belcher - yes  
Mr. Steve Heisner - absent

Results: 6 yeas, 0 nays, 0 abstention, 1 absent. The Chairman declared the motion carried

**MOTION NO. 6**

**REVIEW OF SHARED GOVERNANCE MINUTES**

(Attachment #3)

*This was provided for information purposes. No discussion or action was required.*

**MOTION NO. 7**

**CONSIDERATION OF APPROVAL OF THE BID FOR THE K-BUILDING CHILLER REPLACEMENT AT MAIN CAMPUS**

A motion was made by Don Patton and seconded by Andrea Witthoft to approve the low bid of \$185,113.00 with Southern Illinois Piping Contractors, Inc. for the chiller replacement in K-Building on Main Campus.

On roll call vote, the members voted as follows:

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  
Ms. Cathy Belcher - yes  
Mr. Steve Heisner - absent

Results: 6 yeas, 0 nays, 0 abstention, 1 absent. The Chairman declared the motion carried

**MOTION NO. 8**

**CONSIDERATION OF APPROVAL OF THE BID FOR THE ROOF REPLACEMENT AT MAIN CAMPUS**

A motion was made by John Windings and seconded by Don Patton to approve the low bid of \$358,714 with Shay Roofing for the labor and \$703,297 with OMNIA for the material with a project total of \$1,062,011 for the roof replacement project on Main Campus.

On roll call vote, the members voted as follows:

Mr. John Windings - yes  
Ms. Andrea Witthoft - yes  
Mr. Michael McMahan – yes  
Ms. Cathy Belcher - yes  
Mr. Steve Heisner – absent  
Mr. Don Patton - yes  
Mr. Randall Rushing - yes

Results: 6 yeas, 0 nays, 0 abstention, 1 absent. The Chairman declared the motion carried.



**MOTION NO. 9**

A motion was made by Steven Etter and seconded by Cathy Belcher to adjourn and go into executive session at 6:26 p.m. for the purpose of discussing:

**XIV. Executive Session**

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 Employment of Dean of Student Success and Services – **Executive Session Tab, p. 1** pursuant to 5 ILCS 120/2 (c) (1)
  - C. Consideration of Employment of Administrative Assistant to Vice President of Financial & Campus Operations – **Executive Session Tab, p. 4** pursuant to 5 ILCS 120/2 (c) (1)
  - D. Consideration of Employment of Director of Workforce, Economic, and SBDC – **Executive Session Tab, p. 5** pursuant to 5 ILCS 120/2 (c) (1)
  - E. Consideration of Title Change – Director of Student Success Center – **Executive Session Tab, p. 5** pursuant to 5 ILCS 120/2 (c) (1)
  - F. Consideration of Stipend for Additional Duties to Cover FMLA – **Executive Session Tab, p. 6** pursuant to 5 ILCS 120/2 (c) (1)
  - G. Consideration of Stipend for Additional Duties to Cover FMLA – **Executive Session Tab, p. 6** pursuant to 5 ILCS 120/2 (c) (1)
  - H. Consideration of Adjustment of Duties for Executive Secretary of Financial Aid – **Executive Session Tab, p. 6** pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #4**
  - I. Consideration of Approval to Post Vacancy of ETS Academic Specialist – **Executive Session Tab, p. 7** pursuant to 5 ILCS 120/2 (c) (1)
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. 7 – Attachment #5**
  - A. Consideration of Resignation of Full-Time Employee
  - B. Consideration of Resignation of Full-Time Employee
  - C. Consideration of Resignation of Full-Time Employee
  - D. Consideration of Revision of Retirement Date of Full-Time Employee
  - E. Consideration of Renewal of Vice President of Academic Affairs
3. Personnel Discussion pursuant to 5 ILCS 120/2 (c) (1)
4. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11) – **Executive Session Tab, p. 8**

On roll call vote, the members voted as follows:

Mr. John Windings – yes  
Ms. Cathy Belcher - yes  
Mr. Don Patton - yes  
Mr. Michael McMahan - yes

Mr. Steven Etter, (advisory vote) - yes  
Mr. Randall Rushing - yes  
Ms. Andrea Witthoft - yes  
Mr. Steve Heisner – absent

Results: 6 yeas, 0 nays, 0 abstention, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 10**

A motion was made by Mike McMahan and seconded by Cathy Belcher to adjourn out of executive session at 7:53 p.m.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 11**

A motion was made by Steve Heisner and seconded by John Windings to approve the minutes of the executive session held on April 6, 2020.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 12**

**CONSIDERATION OF EMPLOYMENT OF DEAN OF STUDENT SUCCESS AND SERVICES**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the employment of \_\_\_\_\_ for **Dean of Student Success and Services effective April 7, 2020**

*TABLED FOR MAY 2020 MEETING. NO ACTION TAKEN.*

**MOTION NO. 13**

**CONSIDERATION OF EMPLOYMENT OF ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT OF FINANCIAL & CAMPUS OPERATIONS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the employment of \_\_\_\_\_ for **Admin. Asst. to VP of Financial & Campus Operations effective April 7, 2020**

*TABLED FOR MAY 2020 MEETING. NO ACTION TAKEN.*

**MOTION NO. 14**

**CONSIDERATION OF EMPLOYMENT OF DIRECTOR OF WORKFORCE, ECONOMIC & SBDC**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the employment of \_\_\_\_\_ for **Director of Workforce, Economic, and SBDC**

*TABLED FOR MAY 2020 MEETING. NO ACTION TAKEN*

**MOTION NO. 15**

**CONSIDERATION OF TITLE CHANGE – DIRECTOR OF STUDENT SUCCESS CENTER**

A motion was made by Michael McMahan and seconded by Cathy Belcher to approve changing the title of Student Success Center Coordinator position to Director of Student Success Center.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 16**

**CONSIDERATION OF STIPEND FOR ADDITIONAL DUTIES TO COVER FMLA**

A motion was made by Don Patton and seconded by Steve Heisner to approve providing James Walton with a monthly stipend effective 3/2/2020 until the Director of Education Talent Search is able to perform all necessary duties. (Subject to the 6% SURS rule)

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  
Mr. Steve Heisner - yes  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - yes  
Mr. John Windings - yes

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

**MOTION NO. 17**

**CONSIDERATION OF STIPEND FOR ADDITIONAL DUTIES TO COVER FMLA**

A motion was made by Andrea Witthoft and seconded by Steven Etter to approve providing Lora Clark with a monthly stipend for her duties as Business and Health Training Specialist. (Subject to 6% SURS rule)

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 18**

**CONSIDERATION OF ADJUSTMENT OF DUTIES FOR EXECUTIVE SECRETARY OF FINANCIAL AID**

A motion was made by Michael McMahan and seconded by Steven Etter to **approve eliminating of FT Executive Secretary position and create a Financial Aid Assistant position.**

On roll call vote, the members voted as follows:

Mr. Don Patton - yes  
Mr. Randall Rushing - yes  
Mr. Steve Heisner - yes  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - 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. 19**

**CONSIDERATION OF APPROVAL TO POST VACANCY OF ETS ACADEMIC SPECIALIST**

*TABLED FOR MAY 2020 MEETING. NO ACTION TAKEN.*

**MOTION NO. 20**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by John Windings and seconded by Cathy Belcher to approve the resignation of Dr. Countance Anderson effective April 5, 2020.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes  
Mr. Steve Heisner - yes  
Mr. 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

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

**MOTION NO. 21**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by Don Patton and seconded by Steve Heisner to approve the resignation of Catherine Hoekstra effective March 13, 2020.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - yes  
Mr. 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 abstention, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 22**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by Andrea Witthoft and seconded by Steve Heisner to approve the resignation with intent to retire of Nancy Gammons effective June 1, 2020.

On roll call vote, the members voted as follows:

Mr. 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  
Mr. Steve Heisner - yes

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



**MOTION NO. 23**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by John Windings and seconded by Cathy Belcher to approve the resignation with intent to retire of Tracy Lohstroh effective June 1, 2020.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 24**

**CONSIDERATION OF RENEWAL OF VICE PRESIDENT OF ACADEMIC AFFAIRS**

A motion was made by Andrea Witthoft and seconded by John Windings to approve the renewal of Dr. Kathleen Curphy as Vice President of Academic Affairs.

On roll call vote, the members voted as follows:

Mr. Don Patton - yes  
Mr. Randall Rushing - yes  
Mr. Steve Heisner - yes  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - 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. 25**

A motion was made by Mike McMahan and seconded by Steven Etter to approve the independent contractual service between SCC and Dr. Lisa Price for the position of Interim Vice President of Student Services.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - yes  
Mr. 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 abstention, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 26**

A motion was made by John Windings and seconded by Steve Heisner approve the independent contractual service between SCC and Jean Ellen Boyd for the position of Interim Vice President of Academic Affairs.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes  
Mr. Steve Heisner - yes  
Mr. 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

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

**MOTION NO. 27**

A motion was made by Don Patton and seconded by Steven Etter to adjourn at 8:24 p.m.

On roll call vote, the members voted as follows:

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

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

Submitted by:

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Ms. Andrea Witthoft, Secretary

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Date

ATTEST:

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Ms. Cathy Belcher

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Mr. Randall Rushing

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Mr. Don E. Patton

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Mr. Michael McMahan

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Mr. Steve Heisner

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Mr. John Windings