

**SCC BOARD MEETING MINUTES**  
**Office of Shawnee Community College**  
**Meeting Held Remotely Via ZOOM**  
**Ullin, Illinois 62992**  
**May 4, 2020**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on May 4, 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  
Mr. John Windings  
Mr. Steve Heisner

**Absent**

Mr. Don Patton

**Others Present:**

Kathleen Curphy, Ph.D., Interim President  
John Schneider, Attorney  
Brandy Woods, Director of Business Services  
Dr. Lisa Price, Vice-President of Student Success and Services  
Jean Ellen Boyd, Interim Vice President of Academic Affairs  
Kristin Shelby, Ph.D., Dean of Academic Affairs & Student Learning  
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education  
Ruth Smith  
Beth Crowe, Administrative Assistant to the President

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

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

Education Fund	\$1,151,086.43
Building Fund	146,464.08
Restricted Bldg. Fund	2750.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	187,375.81
Restricted Purposes Fund (Grants)	73,355.81
Restricted Purposes - FWS*	2,537.73
Restricted Purposes - PELL	940,480.09
Restricted Purposes - SEOG	10,465.00
Trust & Agency Fund	3,333.70
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	35,419.62
 Grand Total	 \$2,553,268.00

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes  
Mr. John Windings - yes  
Ms. Andrea Witthoft - yes  
Mr. Steve Heisner - yes  
Mr. Don Patton - absent  
Mr. Michael McMahan - yes  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - 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 Mike McMahan to approve the Addendum: Education Fund to Restricted Purposes Fund in the amount of \$15,000.00 to cover shortage of funds dated 5/4/2020.

On roll call vote, the members voted as follows:

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

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

## VII. Faculty Report

Faculty are actively discussing how to best serve students in the approaching summer and fall semesters. We acknowledge the fact that the Emergency Remote Teaching that we are now delivering needed to be implemented. But we want our students to have genuine, intentional course deliveries should the college have to resort to remote teaching for all classes again. Students need to know now how classes will be delivered in the Fall if that should occur.

You might find this article of interest as it directly relates to this topic:

<https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning>

Faculty have presented what we think is the best approach for SCC to maximize student success, retention, and recruitment for the Fall 2020 semester, which would include a “web-enabled remote synchronous option” for face-to-face courses. Hopefully, we will be back on campus, but, if we have to start the semester off-campus or retreat once we have started, we have a plan that will allow students the opportunity to continue the college experience in a virtual format that resembles what was originally planned. This is needed because the asynchronous online format is not sustainable for the majority of students. Faculty support the use of an online synchronous learning environment.

Faculty continue to be thankful for all of Dr. Curphy’s efforts and leadership. We look forward continuing to work with her team and the staff to provide clear options for students given these uncertain times.

Our greatest service to the students in the immediate future would be to present a clear description of how we are ready to deliver quality instruction during the fall semester.

Educationally yours,

Ian Nicolaides

S.C.E.A., President

Below are faculty submissions of recent activities, in no particular order:

Congratulations to Roberta Christie for Distinguished Service Award from Illinois Mathematics Association of Community Colleges (link below).

[https://www.facebook.com/IllinoisMathematicsAssociationOfCommunityColleges/photo/s/a.376689829036501/2939927446046047/?type=3&eid=ARBW2zIays63pxHdRrZmWCp97nsCSuElejWJVDpoAmp7BI-yLv8svdHyravqKuOZ6pItNkjtdsIedpwF&\\_xts%5B0%5D=68.ARAPFGqMqCoBqMwIZYzGAdlLQMfmHUdy1k4fCJtds9B2ApNm8p3xGv4-cSQM0t99hpUtmdCs6pMVThrmKJKhIPLYvffcRAAs8hkQa\\_rx2Aet9BLzCUxeqDmuKS3clbZiC2bY7JXCsRaCzCQKfy73FHxESVqWrFY51rQ\\_9rMg3XzS1CPn33iOLzwGdZTQGqwiomvPueTPiPCB4iQYQmpnAqMSECot8t\\_De7bzBcZvNEdjy9wq0jleiziiTSSdVcW13MobEbGw0KKAZQ9ih3m6PnO7AH76ijlxdFW1c9ideTvkDfN-c\\_OWEHiHKW3jldhDIgbBY84Nud9b4SkPrKOk9Oug4w&\\_tn=EEHH-R](https://www.facebook.com/IllinoisMathematicsAssociationOfCommunityColleges/photo/s/a.376689829036501/2939927446046047/?type=3&eid=ARBW2zIays63pxHdRrZmWCp97nsCSuElejWJVDpoAmp7BI-yLv8svdHyravqKuOZ6pItNkjtdsIedpwF&_xts%5B0%5D=68.ARAPFGqMqCoBqMwIZYzGAdlLQMfmHUdy1k4fCJtds9B2ApNm8p3xGv4-cSQM0t99hpUtmdCs6pMVThrmKJKhIPLYvffcRAAs8hkQa_rx2Aet9BLzCUxeqDmuKS3clbZiC2bY7JXCsRaCzCQKfy73FHxESVqWrFY51rQ_9rMg3XzS1CPn33iOLzwGdZTQGqwiomvPueTPiPCB4iQYQmpnAqMSECot8t_De7bzBcZvNEdjy9wq0jleiziiTSSdVcW13MobEbGw0KKAZQ9ih3m6PnO7AH76ijlxdFW1c9ideTvkDfN-c_OWEHiHKW3jldhDIgbBY84Nud9b4SkPrKOk9Oug4w&_tn=EEHH-R)

Phyllis J. Sander, SCC Phi Beta Lambda Chapter Adviser, encouraged students to participate in the Illinois Phi Beta Lambda Leadership Conference, which was converted to a digital format with professional activities held every day over the last two weeks (April 20-May 1). SCC PBL members participated via podcast in Round-Table discussions on employment preparedness and business etiquette. The conference guest speaker was Sydney Frietsch, founder of the BANDITS brand (accessory has a functional secure pocket, hidden within a stylish design <https://ringbandits.com>). The SCC PBL members were exposed to the challenges and rewards of starting a small business. The awards ceremony is scheduled for Friday, May 1 at 7:00 pm.

#Go Saints PBL!

Dr. Ryan Thornsberry, organizer of the annual SCC Celebrating Young Winters Program, has announced the winner of the 2020 competition. The winning entries were selected from 6 in-district high schools. As in the past, a homeschooled student won in two categories. Additionally, SCC judges were chosen from staff and faculty (Dr. Robert Woolridge, Sandy Fontana, Sarah Thornsberry, Mindy Reach, Mindy Ashby, Tim Frizzel, Marilyn Crites, JoElla Basler, Rob Lucas).

#### **VIII. Report of Student Trustee (Steven Etter)**

Trustee Elections- were held last week. Steven Etter was the winner and will serve for another year.

PTK Elections- 4 members were nominated for the positions available. The final election will be later this month if things work out right.

PTK- has been donating the candy that was for the Easter Egg hunt to the schools in the area to give with their lunch programs. So far Jonesboro, Dongola, Johnson County, Cairo, and Century schools have received candy and others will be contacted in the near future.

PTK Catalyst Convention- was held virtually for the first time and went quite well all things considered. Four PTK officers attended these virtual meetings along with our advisor Craig Bradley. We received the Reach Award for new members attained. Our state convention will be later this month and will also be done virtually.

#### **IX. Report on College Foundation**

##### **Establish Donor Data Base**

The Saints Foundation has established our new donor data base on Raiser's Edge NXT. We are now going through training modules on the program. A special thanks to Chris Clark and his IT team for their assistance during this process.

##### **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, with the data captured in our data base. Our goal is to have the merchandise program available by mis May.

##### **Conduct Payroll Giving Program**

Completed in October 2019 with just under \$10,000 pledged annually.

### **Grow Scholarship Program**

The months of late March and all of April have been focused on scholarship review and selection. Two years ago, the Foundation awarded around \$10,000 in scholarships. This year we will be giving out \$65,000 in student scholarships through the Saints Foundation. Students are sending in a photo of them with their scholarship acknowledgement letter so we can celebrate with them on the SCC Facebook page. A special thanks to the many businesses, families, Alumni, organizations and others that have stepped up to support our students. We still have many more students needing our assistance.

### **Conduct Annual Appeal**

November 2020 is the projected date for an Annual Appeal. This date may change if the Gala gets moved to the Fall so that we are not soliciting for both at the same time.

### **Conduct Board Meetings and Recruit and Develop Board Members**

The April Foundation Board meeting was postponed due to the COVID issue. Our bylaws allow the Board to vote on items electronically. On April 22nd the Board voted to approve the slate of proposed scholarship recipients. President Ed Smith and I have maintained regular communication during self-isolation.

### **Maintain Community Exposure**

We have been finding other ways to keep in contact with community leaders, groups, businesses and others in the district. It has been rewarding to keep these lines of communication and contact open during the self-isolation to maintain good relationships.

### **Conduct Spring Gala**

Gala registrations are still being accepted. Those that have already registered have been notified of the postponement, and a press release went out to the public. Thanks Rob Betts for your assistance. Those already registered will keep their place in line. No date has been set as we are waiting for date confirmation from Christopher Jackson.

### **Additional Items**

The Foundation has been assisting in the research, material gathering, and writing of grants with our contracted Grant Writer. Several grants are being submitted.

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

**Not Available**

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

The federal government has made available more than \$6 billion for colleges and universities in the wake of the COVID -19 pandemic with funding through the CARES Act Higher Emergency Relief Fund to support emergency student's needs. One half of the money will be given to the college to underwrite the losses sustained and the other half is to be used to provide grants to students for expenses related to disruptions to their education due to the COVID -19 outbreak. This pandemic has created financial hardships for many of our students that no one could have foreseen. The disbursement formula is based on students who were eligible to participate Title

IV of the Higher Education Act of 1965 or Pell. Part time students enrolled on April 20, 2020 will be eligible to receive up to \$500. Students enrolled in 12 or more credits hours on April 20, 2020 will receive up to \$1100. Only degree or certificate seeking student will receive emergency funds and must apply. Remaining money will be set aside for emergency funding. This round of funding is only focused on Pell eligible recipients which leaves our other most vulnerable students without additional resources, at this point in time. In addition, this funding will not help those students who dropped prior to April 20, 2020. Hopefully, additional funding opportunities will be coming without the constraints that the Department of Education has developed for this first round of funding.

Fiscal Year 2021 marks the first year where Career and Technical Education Pell count is the sole variable for Perkins funding distribution through ICCB. The transition to the CTE Pell count funding methodology was based upon a U.S. Department of Education monitoring visit to the ICCB which required the shift to this funding methodology. This interpretation is effective July 1, 2020. With the change in the funding formula Shawnee will receive approximate an additional \$66,000 in Perkins funding.

Dr. Price, her team along with Rob Betts are developing strategies to encourage students to register for fall. As I am sure you have read thousands of students are rethinking their fall 2020 college decisions. Many want to be closer to home as they are hurting financially, thus we hope that will affect our enrollment in a positive way.

I would like to congratulate Student Trustee Steve Etter for being selected for another year as Student Trustee by the student body. He will be serving in that capacity for the 2020-2021 academic year. In addition, Steven has been nominated for the ICCTA's 2020 Gigi Campbell Student Trustee Excellence Award! Each of the 9 candidates are outstanding campus leaders who have been strong advocates for students and community colleges. The recipient of the 2020 Gigi Campbell Student trustee Excellence Award will receive a \$500 scholarship for the fall 2020 semester.

Respectfully yours,



Dr. Kathleen Curphy  
Interim President

## **XII. Vice Presidents' Reports**

### **A. Academic Affairs**

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

The Office of the Dean of Academic Affairs & Student Learning has been operating remotely since March 20, 2020, without issue. Dr. Shelby has been meeting weekly, via Zoom, with the Center Directors and via phone with Kelly Jennings, Truck Driving Coordinator, to ensure they have the necessary equipment to best serve students and that they are carrying out their work-from-home plans. Administrative Assistant, Melissa Luttenbacher, has been in contact with high school counselors regarding the submission of Dual Credit Request forms to ensure all dual credit courses are entered into Colleague for the fall semester.

In addition to the Dean of Academic Affairs duties, Dr. Shelby has been presiding over the weekly Student Services Enrollment Meetings since the resignation of Dr. Countance Anderson. Dr. Shelby has been the administrator of contact for the Student Services Division since April 6, 2020. Dr. Shelby will begin working with Advisors on completing degree plans for all students, working with Rob Betts on targeted marketing to increase enrollment, and with Athletic Director, John Sparks, on NJCAA compliance as it relates to student-athletes, as a result of COVID-19.

#### **Library**

Tracey Johnson, librarian, has focused on digital resources and copyright questions. Many of the companies that produced the online databases (collections of articles, ebooks, and more) to which the library subscribes have offered additional resources free for several weeks or months. With the assistance of the IT department, several new offerings are now available on the library's web page to provide more material for student research. Several ebooks were added to meet specific class needs. Tracey has assisted faculty in finding sources for classroom material that can be shared online while respecting copyright. Faculty or staff with copyright questions are encouraged to contact the library for suggestions.

Rachel Hannan, Library Assistant, has still been very involved in getting equipment prepared and ready to be distributed to faculty, staff, and students. This includes putting barcodes and numbers on items as well as creating new patron records as needed. On 4/8/2020, with the assistance of Chris Clark, 60 jetpacks were numbered and barcoded to be distributed. Also, with Jonathan Van Meter's help, 15 new laptops were numbered and barcoded. At the time of writing this, March and April equipment checkouts include: -12 document cameras, -29 jetpacks to faculty/staff; 50 jetpacks to students; total of 79 jetpacks, -16 laptops to faculty/staff; 53 laptops to students; a total of 69 laptops.

Russ has helped IT with support tickets and helped SCCs grant writer with a large grant. Russ has kept up with Zoom updates and sent faculty and staff updates regarding any changes made by Zoom. Russ has helped faculty and students with any Zoom issues that arise.

#### **Instructional Technology**



Rob has written and published 19 articles in the student and faculty knowledge base supporting the transition to remote instruction. He has recorded and distributed a video explaining to faculty and staff how to use Zoom meeting software. Rob worked with faculty to help set up class sessions in Zoom and assisted transition to online testing by importing faculty test questions into Moodle format using Respondus. He helped set up and organize 3D printing of protective equipment for medical professionals and is helping set up training and support for use of online proctoring

## **Extension Centers Report**

### **Anna Center**

The Anna Center staff have stayed in contact via text, phone calls, emails and zoom, if necessary, to maintain communication. Class lists with phone numbers and emails of students have been printed for every Anna Center class. Blake Goforth, Lindsay Johnson, and Jennifer Herren have been checking in with the students and offering additional services, where necessary. Phone messages left for the Anna Center are checked every hour, Monday-Friday, and responded to or filtered to the respective department. Lindsay and Blake have been reaching out to students, via email, to remind them that registration will open for summer on April 6<sup>th</sup> and April 20<sup>th</sup> for fall, and that they are available to assist students with degree audits, enrollment and general questions. Part-time employees at the Anna Center were given Driver Safety envelopes, forms, and additional supplies to continue the preparation and distribution of letters and forms to law enforcement departments and County Clerk's Offices in all five counties. The letters/forms are boxed and prepared for mail or pick up delivery. Blake Goforth has contacted all driver safety students to arrange future class offerings, or online options. Beverly has been provided class lists for the fitness center classes (PS 218 and PS 318) and has remained in contact with all of the fitness center community members, especially the senior citizens, to check in with them and provide updates when they are available.

### **Cairo Center**

On March 19<sup>th</sup>, the Cairo Center was saddened by the sudden passing of Cairo Center adjunct instructor, Charisse Matthews. With the assistance of Craig Bradley, COM 190 students were able to complete the class and take their final exams. During this time, Cairo Center staff reached out to Charisse's students and family to show our support and condolences.

Although the Cairo Center was closed beginning March 23rd due to COVID-19, the staff has been successful in maintaining contact with our instructors and students. On Monday, April 6th, the staff was able to pick up laptops from Main Campus for our students thanks to Ruth Smith, who packed and organized all of the needed equipment and information for each student. Those laptops were distributed to students at the Cairo Center that same evening. Our students were very appreciative, relieved and excited to know that they would be able to successfully complete the semester. Many have also stated that they will be registering for summer courses as well. With the assistance of Gene Honn and Cairo Jr/Sr High School's Principal and Guidance Counselor, Cairo Horizons Scholarship recipients were selected. Five seniors from Cairo Jr/Sr

High School will receive \$2,000 in scholarships for 4 semesters, and three non-traditional students, that are residents of Cairo, will receive \$1,000 per semester, for two semesters.

### **Metro Center**

As work from home continues, Metro Center staff have remained in contact with students to assist, where needed. Thus far, a total of 78 students have been contacted. Four students had technical issues that have since been resolved by the IT staff. Thirty-seven (37) student degree audits have been completed, and, eleven (11) students have been enrolled for the summer semester since the beginning of summer enrollment on April 6th. Additional student support from the Metro Center includes the completion of both summer and fall semester class schedules. Additionally, with the college moving to online instruction, all Truck Driving students enrolled in the Metro Center section were dropped from the course and a plan is in place with Shawnee Development that will allow the students to access funds for the course at a later date.

### **Vienna Center**

All Vienna Center classes were moved to online for the summer semester. All students who are attending the classes at the Vienna Center have been contacted and continue to be checked on as the semester progresses. Vienna High School and Goreville High School seniors have been provided with their degree plans so that they can see the progress made toward SCC degree completion. Escrow and honors escrow registration forms have been sent out to students for signatures so they can enroll in summer and/or fall classes. Summer and fall enrollment are underway. Once COVID-19 restrictions are lifted, the Vienna Center will seek guidance from Main Campus on June events, such as the Food Sanitation class and Art Kid's Camp. Construction Management students have been contacted and have their degree plans completed.

### **Perkins Report**

Dr. Shelby has resumed all Perkins responsibilities after the resignation of Perkins and Dual Credit Coordinator, Cathrine Hoekstra. Currently, Dr. Shelby is managing all aspects of the Perkins grant, as well as the submission of quarterly reporting and the Perkins V Local Application. The deadline to submit the Local Application has been extended from May 1 to June 1, due to COVID-19.

### **Truck Driving**

Due to COVID-19, the Truck Driving section scheduled for the Metro Center had to be postponed. During this time, Truck Driving Instructor, Kelly Jennings, has been taking online classes through the Commercial Vehicle Training Association (CVTA), to become a certified master trainer. These certification modules were paid for out of the Perkins V Grant. During this down time, Coordinator, Kelly Jennings, and adjunct instructor, Nick Riley, have been servicing and cleaning the trucks, and getting all equipment ready for the next class.

## **Nursing**

Nursing faculty and staff have been meeting weekly via Zoom to address online options for nursing courses including clinicals and labs, ACEN requirements, student enrollment, NCLEX review for graduating nursing students, and ongoing issues related to the Covid-19 pandemic. The teamwork put forth by this group has been phenomenal. The 50th anniversary celebration, May Pinning Ceremony, and advisory board meeting have been postponed until further notice.

## **Workforce Innovation, Adult Basic & Continuing Education Adult Education**

### New Guidelines for Adult Education Providers

In recognition of the unique challenge of serving students during the current COVID-19 crisis, the Illinois Community College Board (ICCB) issued new guidelines for Adult Education and Literacy providers. The new directives are intended to assist in the transition to alternative, remote or online learning formats. Some of the changes include:

1. Postponing the Adult Education Grant Competition for FY2021. Currently funded ICCB adult education providers who meet adult education program requirements will be extended until June 30, 2021. All providers will be required to submit a continuation plan by June 5, 2020.
2. ICCB will suspend the probation and watch policies for FY21, beginning July 1, 2020. Illinois Adult Education will still be required to meet all federal performance outcomes established in collaboration with the Department of Education.
3. The ICCB will make available Federal Basic Adult Education funding to support currently funded programs in their transition to alternative, remote or online learning during spring 2020. Requests should be submitted by April 15, 2020.

## **Small Business Development**

### Business Support

The SBDC continues to provide its monthly webinar on the Government Accounting and Transparency Act (GATA) requirements.

The Lenders Forum originally scheduled for March has been converted to an on-line webinar that will be offered in May. Area bankers will receive 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.

The SBDC is reaching out to area small businesses and faith-based organizations impacted by COVID-19 regarding their eligibility to participate in the SBA's Paycheck Protection


Program and the Economic Injury Disaster Loan program. A webinar on how to apply for funds will be offered.

### **Professional Development**

#### Marketing Online Industry Training

Dean Mason and Lora Clark met with a representative of the college's educational partner Ed2Go to discuss development of targeted marketing materials and a marketing strategy to promote online industry training to both companies and individuals due to the *stay-in-place* directives.

The Veterans' Outreach Center is developing targeted marketing materials to inform veterans of online training opportunities with Ed2Go. Veteran-owned small businesses will also be able to access free online business training through the college's *Google Partners* program.



Dr. Kathleen Curphy, Interim President

May 4, 2020

Date

### **B. Financial & Campus Operation**

#### **State Payment Update**

The state owes for March and April Equalization and Credit Hour funding for this current fiscal year.

#### **FY2021 Budget**

The budget process is still ongoing. Estimating revenue due to the COVID-19 pandemic may be challenging.

Most budget officers have entered their budgets into Colleague by the due date. The Interim Vice President of Financial and Campus Operations is continuing work on the budgets for all non-operating fund expenses, revenues, salaries, benefits, and fixed cost.

#### **Facilities**

A preconstruction meeting for the boiler replacement project was held on April 8<sup>th</sup>. Those in attendance were Scott Burge of Farnsworth, Randall Grobb of Southern Illinois Piping Contractors, Brandy Woods, and Don Koch. Don Koch and Brandy Woods attended a teleconference meeting with the Capital Development Board to discuss the project to be considered for the F Y 20 appropriated funds of \$1,952,900 from the RAMP project. Contracts for the Roof Replacement and Building K Chiller are in the process of being reviewed and signed.

We are still waiting on the Capital Development Board Project of the HVAC upgrades to electrical rooms to begin.

The maintenance staff has continued to work on campus. Less traffic on campus over the past month has given them the opportunity to catch up on repair and maintenance projects around campus.

### **Director of Business Services**

Several reports due in April were completed, including the Integrated Postsecondary Education Data System Finance Report, the Higher Learning Commission Financial Report, and the Department of Education EZ Audit Report, an application for FEMA assistance due to the COVID-19 pandemic was submitted. Also completed was the ICCB weekly report of expenditures and revenue loss spreadsheet due to the COVID- 19. Attended several days of Colleague consultation via zoom to create various rules within the system.

### **IT Department**

#### *Teleworking Transition*

The IT department has done an amazing job with the transition to teleworking. They set up devices for remote working, helped distribute Chromebooks and jetpacks, and worked with Verizon on jetpack issues. They also ordered, setup, and delivered cell phones to various employees as well as set up desk telephones for employees to use. IT staff collaborated with Russ Stoup and Rob Lucas on Zoom issues, and they created an online enrollment form to streamline the process for advisors and the records office when working from home. They also continue to provide remote support to staff, faculty and students.

#### *IT Tasks*

Installed Firmware and patches on firewalls at all locations. Troubleshooting issues on servers as they arise and upgraded Colleague to 12 CPU. Fixed security issues brought to light by the internal vulnerability scanner. Installed updates to servers and Mitel Border Gateway. Held CROA consultant meeting. Met with BOT division to discuss any software changes for the upcoming fall semester. Continue to work with Gene Honn for the database setup for the Foundation. Continue to provide support where needed.

### **Human Resources**

The HR office has fully transitioned to teleworking. Communications were sent to presidential search candidates. Information was posted to the MySCC Portal about FMLA guidance due to the COVID-19 pandemic. Attended a COVID-19 FAQ webinar. Helped coordinate website and phone usage with IT for employees. Processed vacation cancellation and ran accrual processes in Colleague. Completed the Great Colleges 13-page survey. Continued to handle various day to day tasks such as job postings, applicant processing, insurance communication, and worker's comp issues.

### **Business Office**

The Business Office has made a smooth transition from working in the office to teleworking. Accounts payable clerk, Rachel Harrell, reports to the main campus twice weekly to go through mail received and to issue checks. Rachel emails Brandy Woods, Interim Vice President of Financial and Campus Operations/Director of Business Services, a voucher register of bills to be paid weekly. Brandy reviews and approves the register electronically before Rachel prints and distributes checks.

Payroll specialist, Karen McGoy, processes payroll twice monthly and reports to main campus to print payroll checks, print payroll payable checks, and to transmit the direct deposit files to the bank. Payroll is approved electronically. Karen attends to SURS, employee benefits, federal and state reporting requirements, and all other payroll/benefit inquiries. She also monitors and updates employee records. All of these tasks can be completed remotely.

Bursar, Rebecca Steinmetz, reports to the main campus once weekly to process any payments received via mail and to process the deposits. She is able to monitor student's accounts remotely. Accountant, Christina Wright, monitors grants, files reports for those grants, etc. All Of her work can be done remotely. Offered to hold Zoom meetings for budget officers to help complete their budgets in Colleague.

Director, Brandy Woods, is able to fulfil full job duties remotely. She completes daily tasks which include monitoring transactions processed by Business Office staff (accounts payable, payroll, accounts receivable, and accountant), reviewing the general ledger, reconciling cash, and responding to all internal and external inquiries related to her department. She communicates with her Business Office staff and department directors regularly to ensure all tasks are being completed and all functional areas of the college are running smoothly. Brandy will report to the main campus once a week to check mail, facilities, etc.

  
\_\_\_\_\_  
Brandy Woods

Interim Vice President of Financial and Campus Operations

## **C. Student Success & Services**

### **Athletic Report - John Sparks, Athletic Director**

Coach Sparks continues to participate in weekly updates from the NJCAA regarding COVID-19 and the impact on athletics. Coach Sparks and Dr. Kristin Shelby will be participating in the following NJCAA-sponsored webinars to ensure compliance and are supporting our student-athletes with the necessary resources and guidance. The NJCAA has also supplied a support link related to COVID-19 at: <https://www.njcaa.org/covid19>

- April 16, 3:00 PM ET - Moving Forward: Best practices as an Athletic Director during COVID-19

- April 30, 3:00 PM ET - Staying on Track: Maintaining Academic and Eligibility Requirements
- May 7, 3:00 PM ET - Student-Athlete Health and Safety at Home
- May 14, 3:00 PM ET - Extending Your Brand and Content Without Sports
- May 21, 3:00 PM ET - NJCAA Student-Athletes on the Frontline: A Panel Discussion
- May 28, 3:00 PM ET - Looking Ahead: Long-term Strategies for Athletic Departments

All coaches are diligently recruiting for next season and encouraging current student athletes to remain focused through this crisis. It is important during this crisis that we think outside the box and become more innovative in this highly competitive environment.

### **Men's Basketball - John Sparks**

\*In District Offered/Signees\*

- Jullian Russell - Massac HS signed
- Joe Brumleve - Cobden HS Offered (SIUC Academics)
- Noah Franklin - Cobden HS 2021 (Offered)
- Marshon Merriel - Massac HS (Offered in 2019)

### **Women's Basketball - Chevis Thompson**

\*In-District Offered/Signees\*

- Cameron Mitchell Egyptian HS (Offered) Signed with John A. Logan
- McKenzie Bundren Anna Jonesboro HS (Offered) Signed with Greeneville University

NOTES: Shawnee HS, Cairo HS, and Egyptian HS did not have girls basketball. Cairo and Egyptian merged their programs.

### **Softball - Terry Amis**

\*In District Offered/Signees\*

- Carson Fritch - Massac HS (Offered) Undecided
- Kaleigh Weisenberger - Massac HS (Offered) Undecided
- Kara Womack - Massac HS (Offered) SIUC Academics
- Taylor Jenkins (Signed)
- Logan Wood - Dongola HS (Signed)
- Megan Theis - Dongola HS (Signed)
- Lexie Miller - Cobden HS (Signed) Accepted into the Nursing Program

### **Baseball - Ken Reichart**

\*In District Offered/Signees\*

- Koby White - Egyptian HS (Signed)
- Christian Trexler - Egyptian HS (Signed)
- Dalton Essex - Egyptian HS (Signed)

- Jeffrey Miller - Century HS (Signed)
- Ethan Parks - Massac (Offered)
- Ethan Travis - Massac (Offered)
- Landon Albright - Goreville (Signed)
- Jase Mizell - Massac (Offered) SIUC Transferred to Wabash Valley

### **Volleyball - Melanie Ballard**

\*In District Offered/Signees\*

- Lileigha Booth - Cairo HS (Signed)
- Dasia Swansey - Cairo HS (Signed)
- Destiny Woodworth - Carbondale HS (Mounds, IL) (Signed)

### **Student Support Services**

SSS is continuing to hold scheduled workshops virtually for students with great success. The SSS Team meets twice a week to stay in communication with activities. Summer registration via Zoom began April 6, with fall registration occurring April 20. SSS is successfully administering tutoring services to students and has worked with IT to ensure students have received the technological equipment needed to complete the semester online. SSS is assisting students with college transfer applications. SSS is on target to distribute supplemental grant aid. In addition to serving students, SSS staff are participating in weekly webinars.

### **Career Services**

The Career Services Office has been directing advisees to the IT support email to help troubleshoot technology issues. Summer registration is underway and fall registration begins April 20. The Career Services Office has been assisting Nursing students with such things as cover letters, resumes, and mock interviews via Zoom or by using *Interviewstream*. The Career Services Office has also been collaborating with local employers to advertise employment needs for essential workers.



**MOTION NO. 3**

**CONSIDERATION OF REVISION OF POLICY 8171 DUAL CREDIT POLICY  
(SECOND READ) ATTACHMENT #1**

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

**MOTION NO. 4**

**CONSIDERATION OF REVISION OF POLICY 4380 ALCOHOL AND CONTROLLED  
SUBSTANCES POLICY (FIRST READ) – ATTACHMENT #2**

*THIS WAS A FIRST READ. NO ACTION TAKEN.*

**MOTION NO. 5**

**CONSIDERATION OF POLICY 4391 COVID-19 POLICY (FIRST READ) –  
ATTACHMENT #3**

*THIS WAS A FIRST READ. NO ACTION TAKEN.*

**MOTION NO. 6**

**CONSIDERATION OF REVISION OF POLICY 6130 HOLIDAYS POLICY (FIRST  
READ) – ATTACHMENT #4**

*THIS WAS A FIRST READ. NO ACTION TAKEN.*

**MOTION NO. 7**

**CONSIDERATION OF CONTRACT FOR SECURITY SERVICES – ATTACHMENT #5**

A motion was made by John Windings and seconded by Steve Heisner to approve the Contract for Security Services. (**Attachment #5**)

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 8**

**CONSIDERATION OF CONTRACT FOR MBS BOOKSTORE – ATTACHMENT #6**

A motion was made by John Windings and seconded by Steve Heisner to approve the Contract for MBS Bookstore. (**Attachment #6**)

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 9**

**XIV. EXECUTIVE SESSION**

A motion was made by Michael McMahan and seconded by Andrea Witthoft to adjourn and go into executive session at 7:00 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 Approval of Financial Aid Assistant– **Executive Session Tab, p. 1 pursuant** to 5 ILCS 120/2 (c) (1) –
  - C. Consideration of Approval for Full-Time ETS Academic Specialist – **Executive Session Tab, p. 1** pursuant to 5 ILCS 120/2 (c) (1) –
  - D. Consideration of Stipend for Additional Duties as Security Supervisor – **Executive Session Tab, p. 2** pursuant to 5 ILCS 120/2 (c) (1) –
  - E. Consideration of Contract for VPAA Duties– **Executive Session Tab, p. 2** pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #7**
  - F. HLC Update Report – **Executive Session Tab, p. 2 – Attachment #8**
  - G. Consideration of Filling Board Vacancy pursuant to 5 ILCS 120/2(c)(3)
2. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to 5 ILCS 120/2 (c) (1)
3. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 10**

A motion was made by Steven Etter and seconded by Cathy Belcher to adjourn out of executive session at 8:50 p.m.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 11**

A motion was made by Steven Etter and seconded by Cathy Belcher to approve the minutes of the executive session held on May 4, 2020.

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) - yes

Mr. Don Patton - absent

Mr. Randall Rushing - yes

Ms. Cathy Belcher - yes

Mr. Steve Heisner - yes

Mr. Michael McMahan - yes

Mr. John Windings - yes

Ms. Andrea Witthoft - yes

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

**MOTION NO. 12**

**CONSIDERATION OF APPROVAL OF FINANCIAL AID ASSISTANT**

A motion was made by John Windings and seconded by Steve Heisner to approve Lisa Meyer as Financial Aid Assistant effective May 6, 2020.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 13**

**CONSIDERATION OF APPROVAL FOR FULL-TIME ETS ACADEMIC SPECIALIST POSITION**

A motion was made by Andrea Witthoft and seconded by Steven Etter to approve a new full-time ETS Academic Specialist Position.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 14**

**CONSIDERATION OF STIPEND FOR ADDITIONAL DUTIES AS SECURITY SUPERVISOR**

A motion was made by Cathy Belcher and seconded by Michael McMahan to approve Chris Clark to be compensated monthly retroactive to March 1, 2019. (Subject to SURS 6% regulations)

On roll call vote, the members voted as follows:

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

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



**MOTION NO. 15**

**CONSIDERATION OF CONTRACT FOR VPAA DUTIES**

A motion was made by Steve Heisner and seconded by Michael McMahan to approve Jean Ellen Boyd be contracted to assume part of the duties for Vice President of Academic Affairs.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 16**

**HLC UPDATE REPORT**

*No Action Required for HLC Report.*

**MOTION NO. 17**

**CONSIDERATION OF RETIREMENT OF BOARD MEMBER**

A motion was made by Andrea Witthoft and seconded by Steve Heisner to approve the Retirement of Board of Trustee Don E. Patton, ICCTA Representative **effective 4/28/2020**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 18**

A motion was made by Steven Etter and seconded by John Windings to adjourn at 8:59 p.m.

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstention, 1 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