

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

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on August 3, 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:

Mr. James Darden - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner - yes
Mr. Michael McMahan - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, Student Trustee - yes

Others Present:

Kathleen Curphy, Ph.D., Interim President - yes
Lisa Price, Ed.D., Interim Vice President of Student Success & Services - yes
Jean Ellen Boyd, Interim Vice President of Academic Affairs - yes
Brandy Woods, Director of Business Services - yes
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education - yes
Kristen Shelby, Dean of Academic Affairs and Student Learning - yes
Rob Betts, Director of Communications/Public Relations - yes
John Schneider, Attorney - yes
Dr. Ian Nicolaides, S.C.E.A., President - no
Beth Crowe, Administrative Assistant to the President - yes
Tina Dudley, Administrative Assistant to the President and Foundation - yes

IV. RECOGNITION OF GUESTS AND PUBLIC COMMENT

Dr. Ryan Thornsberry gave the faculty report in Dr. Nicolaides absence.

V. PRESENTATION

VI. APPROVAL OF CONSENT AGENDA

MOTION NO. 1

A motion was made by James Darden and seconded by Mike McMahan

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

1. Minutes of Regular Meeting July 6, 2020
Page 17 of minutes, roll call correction – remove duplicate Heisner and Etter and add Darden as “yes”, add McMahan as “yes”.
2. Consideration of Treasurer’s Report
3. Approval of Bills

Education Fund	\$1,005,647.86
Building Fund	968,058.46
Restricted Bldg. Fund	0.0
Bond & Interest Fund	0.0
Auxiliary Enterprises Fund	37,275.83
Restricted Purposes Fund (Grants)	334,766.32
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	12,403.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	11,802.26
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	35,794.19
 Grand Total	 \$2,631,336.70

On roll call vote, the members voted as follows:

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

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

VII. CONSIDERATION OF ADDENDUM AND RE-INVESTMENTS

MOTION NO. 2

A motion was made by Steve Heisner and seconded by Steve Etter

To approve Addendum: To make an inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds in the amount of \$250,000.00 dated 6/30/2020.

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

On roll call vote, the members voted as follows:

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

MOTION NO. 3

A motion was made by Cathy Belcher and seconded by James Darden

To approve Addendum: Transfer FY2020 working cash fund interest income from the working cash fund to the education fund in the amount of \$103,952.58 dated 6/30/2020.

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

On roll call vote, the members voted as follows:

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

MOTION NO. 4

A motion was made by John Windings and seconded by Steve Heisner

To approve Addendum: To reinvest Certificate of Deposit that matured into new Certificate of Deposits. \$1,900,000.

Mr. Steven Etter, (advisory vote) - yes

Ms. Cathy Belcher - yes

Mr. Steve Heisner - yes

Mr. Randall Rushing - yes

Mr. John Windings - yes

Ms. Andrea Witthoft - yes

Mr. James Darden - yes

Mr. Michael McMahan - yes

On roll call vote, the members voted as follows:

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

SHAWNEE COMMUNITY COLLEGE
Investments in PMA Financial
Certificate of Deposits
June 30, 2020

<u>Banking Institution</u>	<u>Cost</u>	<u>Face Amount</u>	<u>Purchased Date</u>	<u>Maturity Date</u>	<u>Time</u>	<u>CD Rate</u>
Goldman Sachs Bank USA	246,353.09	246,000.00	3/21/2018	3/22/2021	3 yr	2.6500%
Ally Bank	246,000.00	246,000.00	3/22/2018	3/22/2021	3 yr	2.7000%
Wells Fargo Bank NA	249,359.01	249,000.00	3/28/2018	3/29/2021	3 yr	2.7000%
CIBC Bank USA/Private Bank-MI	249,800.00	249,900.78	6/17/2020	12/14/2020	6 mo	0.1550%
Bank Rhode Island	154,800.00	154,915.57	6/17/2020	12/14/2020	6 mo	0.1510%
Third Coast Bank, SSB	248,900.00	249,922.27	6/17/2020	6/17/2021	1 yr	0.4410%
Texas Capital Bank	249,700.00	249,944.70	6/17/2020	12/14/2020	6 mo	0.1990%
Pacific Western Bank	249,800.00	249,992.62	6/17/2020	12/14/2020	6 mo	0.1560%
Servisfirst Bank	248,500.00	249,991.56	6/17/2020	6/17/2021	1 yr	0.6000%
Bank of China	248,700.00	249,957.12	6/17/2020	6/17/2021	1 yr	0.505%
Customers Bank	249,800.00	249,994.08	6/17/2020	12/14/2020	6 mo	0.16%
	<u>\$ 2,641,712.10</u>	<u>\$ 2,645,618.70</u>				

VIII. Faculty Report: Dr. Thornsberry

Faculty are looking forward to the fall semester. Working to revise syllabus and course materials.

IX. Report of Student Trustee: Steven Etter

Erin King has five student members returning. PTK is looking to recruit more members.

X. Report on College Foundation: Cathy Belcher

The Saints Foundation is pleased to have Tina Dudley as our new part-time Administrative Assistant. Tina has just completed the training modules on our Raiser's Edge donor data base. Work is progressing to ensure that donor records are entered and checked for duplication and accuracy. The next major step is to add the merchant services program that will allow the Foundation to more efficiently receive donations online.

In conjunction with the Financial Aid Department, the Foundation purchased a scholarship management software program called Academic Works. Currently the internal and external scholarship information is being uploaded onto the system. Once all information is loaded and checked for accuracy, we will work to get students access to the sites. Our goal is to have the site ready for student access by October 2020.

This Fall, the Saints Foundation, through the generosity of our donors will be awarding \$72,900 in scholarships for students attending Shawnee Community College. We wish to thank them for the support they provide our students.

Since the Gala was postponed in June, the Foundation has been monitoring the health guidelines that the College is issuing based on State guidelines. With the projection that large gatherings will not be allowed this Fall we are reviewing other options. The Gala is our major opportunity to raise funds to assist our students and the College, as well as expand awareness to the public about the work of the Foundation. We are currently considering an option of a virtual Gala and working to determine its feasibility and structure. It remains our hope that whatever format the Gala takes that we honor Christopher Neal Jackson and maintain his involvement.

During July, a notice will be going out to College Faculty announcing a Classroom Mini-Grant program funded by the Saints Foundation. The Foundation has committed \$10,000 towards helping support our students through needs identified by Faculty.

With the assistance of Legence Bank and Michelle Trambley, CPA, the Foundation has begun the first steps in making the transition to the Foundation being accountable for its own accounting and bookkeeping.

Saints Foundation representatives will be meeting in August, with representatives of the College to review a draft Memorandum of Understanding between the College and the Saints Foundation. This document will be beneficial to ensure mutual clear and

transparent guidelines as we move forward together in helping support our students and the College.

XI. Report on Illinois Community College Trustees Association: Andrea Witthoft

Illinois looks to borrow up to \$5 billion from the Federal Reserve next year.

Senate Republicans have offered Stimulus 4.0 legislation that would provide \$105 billion for programs at the Education Department, with \$29 billion directed to the Higher Education Emergency Relief Fund. In addition, \$1.3 billion is included in the legislation for the Workforce Innovation Opportunity ACT and WIOA state funding.

The Senate Democrats legislation includes \$2 billion for a community college training program and \$450 million for the Adult, Youth and Dislocated Workers Program.

There is a proposal for about \$15 billion for childcare providers and after-school programs, money for TRIO programs, Perkins and Adult Education.

Community College Industry Partnership Grants may be provided through the Coronavirus Child Care and Relief Act that will provide \$2 billion to support community colleges and consortia to develop and scale career training programs in high-skill, high-wage or in-demand industry sectors and occupations.

The ICCTA Trustee Association will have a virtual “Trustee Talk” discussion hour at 12:00 on August 7th. The topic for the discussion is “How is your college preparing to return to campus in fall 2020?” Registration for the zoom meeting is required. I completed and submitted a survey regarding return to campus issues as requested by ICCTA.

AACT is offering the 2020 New Trustee Leadership Institute in a live stream format August 3-6 for \$199 or in an on-demand format for \$99.

The 2020 ACCT Leadership Congress will convene online as a virtual event. Each day, October 5-8, there will be 15 concurrent education expert and ACCT member-led sessions and a general session keynote address. Registration is \$349 for ACCT members and registrants will be able to access recordings of all general and concurrent sessions. Go to congress.acct.org for more information.

Submitted by Andrea Witthoft, ICCTA Representative

XII. Interim President’s Report: Dr. Kathleen Curphy

As we continue to operate under the COVID-19 pandemic, Shawnee College is meeting the challenges this pandemic has created by abiding by the Governor’s Restore Illinois Plan, ICCB and Illinois Department of Health Guidelines that will ensure the health and safety for employees and students. The fall session begins August 12 with faculty returning August 10, 2020. The Inservice will be delivered virtually.

The State of Illinois is in Phase 4 of the Governor's Restore Illinois Plan. Effective July 20, 2020, college offices were staffed at 50% while some employees continued to work from home until August 3, 2020, when all employees are required to return to work. GFI Temperature Kiosks have been purchased which will enable students and employees to enter the building quickly at the Ullin campus. The student/employee can stand in front of the station where it instantly reads the temperature and they can continue on. An employee can monitor the information from the front desk. All entrances will be closed except one in the back and one in the front. Masks will be required to be worn in the hallways by both students and faculty. Plexiglass shields are being installed in all offices.

With the rise of the COVID-19 cases we are preparing students for the fall semester by enrolling them in a SEM 111 class which will teach how to use a laptop, navigate the virtual classroom and basic student success skills. We have more than 100 students signed up for these classes which will prepare them to work from home in case we go back to Phase 3 under the Governors' plan. Kudos to Dr. Price and her team and to Jess Smith for developing this class. Friday August 28 will be our first Zoom Friday. Students and faculty who are ready to try one day from home can stay home and try the Zoom platform. We will continue to practice on Zoom Friday's until our students are comfortable learning from home.

Thursday, July 16, at Shawnee College Anna Extension Center, the college partnered with State Senator Dale Fowler, the City of Anna, First Christian Church and Local 773 to distribute free produce and dairy boxes. There were over 100 cars waiting for the food in the Anna Center parking lot. Again, thanks to student services and the Anna Center personnel for coordinating and providing the manpower to make this event happen.

July 23, we had our first drive by Nursing Pinning Ceremony with 28 students participating. It was held at the lower parking lot by nursing department.

The College's Welcome Back Wednesdays have been successful with over 60 additional students being registered. We have one more to go on August 5th at the Cairo Center.

The Springfield Urban League (SUL), an Illinois COVID Response Fund organization is providing supplemental emergency assistance to the most at-risk, marginalized communities, and individuals. They will be able to pay up to \$2000.00 for tuition or to alleviate the financial burden for students who have been impacted by COVID-19 for Pulaski and Alexander Counties.

Applications are due by August 7, 2020, so if anyone in the audience today knows a perspective student who could benefit from these funds please call 618-634-3490.

Respectfully yours,



Dr. Kathleen Curphy
Interim President

Vice Presidents' Reports

1. Academic Affairs

a. Assessment

The Shawnee Student Academic Assessment Committee met on July 23, 2020. An update was provided on the co-curricular areas creating FY21 CQI planning over the summer defining SLOs' measures and action plans which supported the individual programs' mission statement. A short demonstration on the WEAVE updates was presented. FY20 Assessments projects missing "Findings" were divided between SAAC members for follow-up.

Rob Lucas and Phyllis Sander participated in the Weave Strategic Planning Workshop Part 1 on July 28, 2020. Part 2 is scheduled for August 11 and will review Arkansas Tech University's strategic plan in Weave. Also, the workshop will provide participants the opportunity to build a sample strategic plan template and project.

2. Student Services

Admissions

Danielle Boyd—Registrar

Danielle Boyd processed summer graduation applications. In an effort to find completers, Ms. Boyd reviewed students that had over 60 credit hours but no conferred degrees. Ms. Boyd mailed letters to these potential completers about needed requirements. She sent letters to students that had completed requirements for graduation but did not apply that the degree would be awarded.

Ms. Boyd attended a webinar on NJCAA compliance and eligibility on July 15. She also participated in a webinar on Perspectives on Prior Learning Assessment and Student Success in July.

Advisement and Recruitment

Dr. Kristin Shelby-Interim Dean of Student Success

The Advisement and Recruitment team hosted Welcome Back Wednesdays. Students were able to go to the extension center closest to them where they could complete new student enrollment information; receive advisement and registration services, apply for financial aid, receive technology assistance.

Advisors have been busy meeting with students via phone, email, Zoom, and texting. We have even advised a few in the grocery store. Also, advisors have

been contacting students that have completed their financial aid, but for whatever reason, they have not registered.

Advisors have been asked to monitor classes with waitlists and email Dr. Shelby and the corresponding Division Chair so that additional Zoom and/or online sections can be added as needed. Danielle Boyd also runs reports to monitor waitlists so that we can add sections as needed to accommodate student demand. Dr. Shelby and Dr. Price hold weekly Enrollment Meetings with all advising staff to discuss what advisors hear and also to discuss enrollment and recruitment strategies.

Athletics

John Sparks—Athletic Director

All of our coaches and athletes are excitedly anticipating the start of the new academic year. We expect to have nearly 100 student-athletes on campus this fall. As the summer ends, our coaches are diligently working on ways to improve individually, as well as athletically. Volleyball's first official day of practice is August 1, and their home opener is September 2. The men's and women's basketball teams will start practice on September 15 and look to open the season on October 16. Softball and Baseball will play a fall schedule that will consist of about five dates. All Fall schedules will be posted closer to August and the start of the semester. All fall athletics decisions have been dependent on decisions by GRAC college presidents, Region 24, and NJCAA.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Ms. Weldon collaborated with the local unemployment office and sent an email blast out offering SCC programs and courses to their consumers. Ms. Weldon also sent out information to all area churches about Welcome Back Wednesdays as an effort to increase enrollment. She worked a food distribution and gave out information about Shawnee Community College. Ms. Weldon continues to collaborate with a local employer to get nurses and CNAs employed. Ms. Weldon is completing registration for the athletic department.

Counseling & Accessibility

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Ms. Brahler has been involved in developing policies and best practices for the Saints Cupboard. The college has been communicating with Lakeland College who established and has an active food pantry serving its student population since 2018.

Ms. Brahler contacted all students who have any developmental fall classes encouraging them to secure tutoring for the fall semester. Follow up phone calls

will be made as we get closer to fall semester. She has followed up on students SICCM graduating students who finished up their clinical classes this summer for the spring semester.

Dean of Students

Dr. Kristin Shelby—Interim Dean of Student Success

Dr. Shelby, Dr. Price, and John Sparks have attended several National Junior College Athletic Association (NJCAA) webinars and Great Rivers Athletic Conference (GRAC) and Region 24 Zoom meetings related to returning to play during COVID-19. To ensure the safety of our student-athletes and opposing teams, Dr. Shelby and John Sparks developed a policies and procedures manual for SCC, using recommended guidelines published by the NJCAA. A COVID-19 Athletics Action Team has been formed to update the manual as needed. In addition, Dr. Shelby has participated in webinars on Guidance in Returning to Campus, and a U.S. Department of Education webinar on New Protections Against Sexual Assault.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

ETS reached their goal of 100 surveys and data collection from the schools we serve before the deadline, June 30. All data collected was copy and scanned and sent to Romana and Associates on June 30. We have now completed the first stage of the grant writing process.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

New scholarships and second-year scholarships were entered for both the 2020-2021 award year.

Staff review student records prior to awarding second-year scholarships ensuring that scholarship requirements are met. If for some reason, requirements were not met, students are given an opportunity to appeal the scholarship result. Dr. Capps attended the virtual regional Veterans School Certifying Officials meeting on July 9th.

Financial Aid staff continuously speak to students on the phone and email assisting them with financial aid. Summer and fall semester verifications, professional judgments, and dependency overrides were processed. Staff also assisted with the Welcome Back Wednesdays.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center has continued to conduct weekly department meetings to discuss student needs in the tutoring environment. The recent department meeting primarily focused on continuing to develop ways to improve the quality and manner in which the Student Success Center supports students in the areas of online guidance and engagement throughout the virtual learning experience. The Student Success Center staff has also participated in many webinars centered around culturally relevant subject matter like virtual engagement and student retention, reimagining accessibility online, plans for reopening, Black Lives Matter, and the challenges for the future of higher ed.

The Director and Testing Technician have submitted the Testing Center Reopening Guidelines and Procedures to the administration. The document is intended to communicate the guidelines and procedures that will be implemented in the Shawnee Community College Testing Center as well as the guidelines and procedures that will be implemented with respect to any party who wishes to utilize the Shawnee Community College Testing Services in any capacity. The Testing Center staff has continued to use Zoom to administer placement exams to current and prospective students.

The Student Success Center will begin scheduling appointments for face-to-face testing at Main Campus starting July 20, 2020. Many individuals will benefit from the Testing Center reopening as the reopening will provide candidates: the ability to proceed with state assessments and certifications, placement testing, complete the GED, take high-stakes exams that grant candidates with the opportunity to enter specialized programs, obtain jobs, apply for promotions, and complete their degrees.

There have been over 80 Retention Alert cases created during the summer semester. Of those, many were classroom issues such as students being inactive in class, low first test grade, and incomplete assignments. Advisors have continued to proactively contact these students to assess the students' needs and resolve academic concerns.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

SSS is pleased to report Spring 2020 GPA data: 10 students made the President's List, 15 students made the Vice President's List, average semester GPA: 3.066, average cumulative GPA: 3.003. In July, SSS programming on "Move Your Body," "Time Management," and SEMO Transfer workshop plans to be available to the students. We recruited new students at Welcome Back Wednesdays. SSS is in the process of going paperless as possible starting this fall. SSS is in the process of having all activities virtual. We are working on a retention initiative

with transfer colleges and our returning students. SSS is doing a Fall Registration outreach to encourage students to register for classes. SSS will begin the staggered schedule on July 20. A Thank You to Mindy Ashby's Student Success Department collaborating were needed during the summer semester

Vice President of Student Success and Services

Administrative Assistant's Report—Jacqueline Smith

The first shipment of food was delivered to "The Cupboard" on July 9. Implementation of The Cupboard has been a collective effort with the Food Insecurities committee that consists of Gene Honn, Executive Director of the Saint's Foundation, faculty, and staff. With the help of the Saint's Foundation, Tri-State Food Bank will deliver a shipment of food monthly that will be funded by employees that contribute through payroll deduction. Heather Owens, Director of Agency Relations and Programs for Tri-State Food Bank, informed Jacqueline Smith that Shawnee Community College made history for being the first college to establish a partnership with their organization. The Cupboard will be ready for students for the fall semester.

Vice President of Student Success and Services

Dr. Lisa Price – Interim Vice President of Student Success and Services

Dr. Lisa Price has focused a great deal of time and effort on the SCC Return to Campus plan. Guidance and research from various organizations and agencies (CDC, IDPH, ICCB, IBHE, NJCAA) as well as other colleges were used to develop the plan. Unquestionably, the intent was to develop a plan that is as safe as possible for students and employees while providing quality education and support services to our students. With the ever-changing pandemic, the Return to Campus plan has been added to and edited to adapt to the changes with COVID-19.

Dr. Price has also continuously analyzed the fall 2020 course schedule for potential numbers of students on campus by day and time. Having this data, assisted administration in making decisions regarding adding additional face-to-face classes either on campus and extension centers.

Dr. Price assisted with each of the Welcome Back Wednesday's events. She monitored social distancing, crowd control, and anything else that was needed. Taking these services to the communities is a vital service to the Shawnee Community College district.

Ruffalo Noel Levits (RNL) held their national conference virtually and Dr. Price had the opportunity to "attend" on July 8 and 9. The mission of RNL is to make colleges, universities, and nonprofits successful and vibrant with inspired and relevant engagement with our team of experts. The focus of RNL is enrollment, student success and fundraising in higher education. Some sessions Dr. Price

attended included: Keynote Speaker Liz Murray – From Homeless to Harvard; Transforming Your Academic Advising Program: Move Beyond Course Registration; The Fundamentals of Strategic Enrollment Planning; and others.

Dr. Lisa Price

7/9/2020

Interim Vice President of Student Success and Services

Date

3. Finance

State Payment Update

The state owes a total of \$248,713 for June Equalization funding, \$65,773 Credit Hour funding for March and May. This is a total of \$314,486 owed to Shawnee Community College by the State of Illinois.

Facilities

The chiller project has started and should be completed by July 2020. Boiler replacement project is still in process and the boilers should be installed the first week in July and project is expected to be fully completed by August 1, 2020. The roofing project started on June 4th and should be completed by the end of July 2020. The maintenance staff is installing plexiglass barriers to provide protection to employees from potential COVID-19. Maintenance has received several electrostatic disinfecting cleaning machines to disinfect all rooms in building. The maintenance staff has continued to work on campus.

Director of Business Services

Continue to work on fiscal projections, fiscal year end, and the College audit. The Director of Business Services completes all year end close out procedures and audit workpapers for the College audit. Working on completing loan forgiveness application and CARES Act reporting requirements.

IT Department

The IT department worked on cable pulls for security cameras. They have continued to work with Carole Stubbs, Ellucian consultant, on CROA for state reporting. Attended the Ellucian Online conference. Have been working with an Intern from Murray State on Cyber Security Projects. Updated firewalls and

servers, and intrusion detection system. They have been troubleshooting faculty, staff, and student technology issues, while resolving Moodle and Colleague issues. Completed campus safety plans and held daily IT staff meetings. Worked with maintenance to pull cables from roof. Continue to have daily meetings to discuss plan for campus openings.

Human Resources

Worked toward getting the Presidential candidates background check forms completed and submitted to the vendor. Utilized some local newspaper classified ads, as well as the online forums such as Indeed and Nurse.com to try to pull additional nursing instructor candidates. Continued to attend Webinars to get the most updated information on how to handle the new leave laws such as FFCRA and how we will handle different cases as we return to campus in the fall. I've assisted employees with benefit, timekeeping questions as usual through phone and email and provided work verifications as needed. All new hire paperwork and payroll items have been completed electronically and virtually.

Bookstore

The bookstore is working on book buybacks for the Summer and it is currently planned as curbside service at Main Campus. Continuing to work on set up of bookstore system with the help of Christina Wright and the IT department. Completed the end of the fiscal year inventory.

Brandy Woods
Interim Vice President of Financial and Campus Operations
July 13, 2020

4. Shared Governance

Shared Governance Minutes

06.11.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Dr. Thornsberry, Dr. Nicolaidis, Jean Ellen Boyd, Beth Crowe

Approval of May 07, 2020 minutes

A motion was made by Dr. Ian Nicolaides, and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. Reopening Plans

Dr. Curphy discussed the challenge of keeping everyone 6 feet apart as we plan to return to classes for the fall semester. The SCC Reopening Planning Committee will release a written plan soon. Several measures will have to be implemented, such as: Everyone entering SCC campuses will have their temperature taken (no one can enter with a temperature over 100.4); everyone must wear a mask; classes will be capped at smaller numbers; and room sanitation must occur between all classes. Dr. Nicolaides asked if we are following reopening plans similar to John A. Logan. Dr. Curphy confirmed that we are following John A. Logan and other Illinois Community Colleges reopening plans.

2. Student Enrollment

As of today, our enrollment for summer is down 23.71% headcount and down 11% credit hours.

The fall semester, as of today, is down 34% headcount, 28% student enrollment (includes nursing), and we are down 152 students this summer from last summer. Dr. Curphy said, “We have to be frugal in our offerings for fall.” She also commented that we must train our students upfront how to navigate the technology tools we will use for the fall semester. We do not want to lose students because they cannot do or feel comfortable with our technology. We must accommodate all learning styles. Russ and Rob are putting together a link for students to access information about ITV, Zoom, and Moodle.

Kristin reported she has met with the advisors and they shared feedback from students. Many students felt overwhelmed by Zoom and using access codes for books. A lot of students stated they were “shutting down” due to all the technology needs. Advisors also noted not all of the students dropped due to technology, but because of too much on their plates. Dr. Shelby also discussed a request from Rob and Russ. If instructors could open their Moodle up one week earlier and provide a brief welcome paragraph along with their syllabus it would be helpful to incoming students.

3. Assessment (submitted by Dr. Thornsberry)

The SAAC Chair is tracking 32 Assessment Projects from FY19 indicating "In Progress" instead of "Complete." There are 176 FY19 Assessment projects with 32 not indicating finalization. The SAAC is working with the

responsible party to determine needs to update the status to "Complete." In comparison, FY20 has 271 Projects that are being addressed at this time. FY20 projects are being entered into WEAVE by full-time instructors based on course assessment data. The SAAC chair is working with a data-entry clerk to input part-time instructor-submitted course information.

With the end of the fiscal year, all departments/programs are being asked to input findings into the FY20 CQI document for the identified department/program and also enter into WEAVE. If FY20 findings are not yet available, the SAAC is asking that fact be noted at this time with an expectation date of when the numbers will be available.

Dr. Nicolaides noted Phyllis needs data-entry help entering with WEAVE and processing other information. Dr. Curphy suggested Emily Blakely could enter the current data to help Phyllis catch up.

4. CARES Act

Dr. Price reported all the CARES Act funds have been received, and they are being distributed to students.

5. Cusumano Foods

Dr. Curphy announced Cusumano Foods has a USDA grant, and is partnering with Local 773 to distribute 600 boxes of free produce and dairy on Thursday, June 18, beginning at 8-8:30 a.m. at the Ullin Campus. They will then go to Cairo, Vienna, Pulaski, and maybe Metropolis. Dr. Curphy was contacted by Senator Fowler about the food distribution. The Senator's office will create the flyer and handle social marketing along with Channel 3. They would like SCC to market this and the other events, so more information is coming. We are asking for volunteers to wear Saints colors.

Next Meeting:

July 9, 2020 at 10:00 a.m.

5. PR and Marketing Report: Rob Betts

According to our Google Analytics reporting for the period ending July 10th, the number of users to our site was 5,388 which is down from the previous reporting period that indicated 8035. This month the data also indicated that we had 4178 new users the top 3 locations by state for views during this reporting period continues to include:

	Current Month	Previous Month
1. Illinois	2238	3279
2. Missouri	1282	1992
3. Kentucky	426	779

During this period the breakdown for top five pages most frequently visited on our website are www.shawneecc.edu/:

/Student-resources	1016
/Student-resources/library database	994
/academic degree plans	792
/about	771
/community services/employment-opportunities	733

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
6/9/20		1	2494	12535	40830
6/10/20	2	1	2141	12670	40324
6/11/20	1		3054	12561	40610

6/12/20	1		2933	12370	40449
6/13/20	1		3927	12588	40640
6/14/20	6	3	4061	14100	41198
6/15/20		1	3847	15137	40876
6/16/20			3418	15850	40539
6/17/20	4	1	2803	16498	39199
6/18/20	1	1	4478	17059	38098
6/19/20	10	1	9095	20970	40982
6/20/20	2		5740	22561	41144
6/21/20	3	1	2645	21866	40581
6/22/20			2130	20459	40044
6/23/20	2	1	1693	19429	39661
6/24/20			1341	18809	39740
6/25/20	1	2	1487	16797	39448
6/26/20	1		939	10872	39208
6/27/20	1		1074	6698	38694
6/28/20			1803	5988	38572
6/29/20		1	1760	6128	38689
6/30/20	1	1	1964	6421	38671
7/1/20	2	2	2161	7168	38858
7/2/20	1		2234	7688	38222
7/3/20		1	1562	8303	37719
7/4/20			1794	8708	36899
7/5/20	1		2027	8511	36641
7/6/20	1		2115	8395	36356
7/7/20	2	1	2474	8509	36043
7/8/20	1	2	2240	8463	36009
7/9/20	1		2411	8737	35790

Traditional Media Sources:

Coverage this month includes stories covering:

- Presidential Search Continues
- Food Distribution Partnership
- Virtual Summer Camps

Non-Paid Coverage by Television Stations

This data reflects the amount of coverage we received that was not purchased with marketing dollars. The numbers used to calculate the value of this coverage is based on the number of viewers reached and the cost per minute of advertising in our local market which fluctuates based on time of day, programming etc.

Date	Outlet	Title	Ad Value	Viewership
6/11/2020 5:36	KFVS (CBS)	The Breakfast Show	\$483.00	16690
6/11/2020 17:20	WSIL (ABC)	News 3 News at 5	\$212.29	7127
6/13/2020 11:54	KBSI (FOX)	The Spiel	\$40.11	1103
6/18/2020 5:33	WSIL (ABC)	News 3 News	\$50.49	1380
6/18/2020 18:34	WSIL (ABC)	News 3 News at 6:30pm	\$1,183.54	42407
6/19/2020 5:38	WSIL (ABC)	News 3 News	\$27.95	1516
6/19/2020 6:34	WSIL (ABC)	News 3 News	\$27.95	1516
6/22/2020 6:40	KBSI (FOX)	The Spiel	\$82.00	3049
6/27/2020 11:31	KBSI (FOX)	The Spiel	\$40.11	1103
6/30/2020 6:46	WSIL (ABC)	News 3 News	\$4.49	363
7/2/2020 17:08	WSIL (ABC)	News 3 News at 5	\$229.46	6016
7/4/2020 11:32	KBSI (FOX)	The Spiel	\$49.66	1103
7/9/2020 18:19	WSIL (ABC)	News 3 News at 6	\$1,218.35	42407
TOTAL			\$3,649.40	125,780

Synopsis

During the reporting period we have increased our advertising to include all television affiliates in our region we are currently running commercials on ABC, NBC, CBS, FOX, and MY49. Additionally, we were able to secure sponsorship for one of our local high schools which aired their virtual graduation on FOX. We are also airing commercials on radio stations that provide coverage throughout our region.

We continue to run ads in local newspapers which has helped us to continue receiving coverage for our press releases as well and also serves to promote community partnership.

We have produced commercials for social media that include highlighting several of our programs since we have been working remotely. New spots we have produced include:

- Truck Driving
- Criminal Justice
- Business & Computers
- Science & Math

MOTION NO. 5

CONSIDERATION OF REVISION OF POLICY 4380 ALCOHOL AND CONTROLLED SUBSTANCES (Second Read)

A motion was made by Steve Heisner and seconded by Steve Etter

To approve the Revisions of Policy 4380 Alcohol and Controlled Substances Policy (Second Read) – **Attachment #1**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 6

CONSIDERATION OF APPROVAL OF ATHLETIC INSURANCE

A motion was made by Andrea Witthoft and seconded by Steve Heisner

To approve the Athletic Insurance – **Attachment #2**

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) - yes

Mr. Randall Rushing - yes

Mr. John Windings - yes

Ms. Andrea Witthoft - yes

Mr. Michael McMahan - yes

Mr. Steve Heisner - yes

Mr. James Darden - yes

Ms. Cathy Belcher - yes

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

MOTION NO. 7

**CONSIDERATION OF APPROVAL OF THE SUMMER 2020
GRADUATION LIST**

A motion was made by Cathy Belcher and seconded by James Darden

To approve the Summer 2020 Graduation List – **Attachment #3**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8

CONSIDERATION OF LOCAL ELECTION OFFICIAL FOR BOARD OF TRUSTEES ELECTION

A motion was made by John Windings and seconded by Mike McMahan

To approve Ms. Beth Crowe as the Local Election Official and Ms. Tina Dudley as an alternate, to receive petitions and facilitate all 2021 election matters on behalf of the Board secretary.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 9

XIII. EXECUTIVE SESSION

A motion was made by James Darden and seconded by Steve Heisner

to **adjourn and go into executive session** at 6:43 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, p1.** pursuant to 5 ILCS 120/2 (c) (1)
 - B. Discussion of Collective Bargaining- **Executive Session Tab, p1.** pursuant to 5 ILCS 120/2 (c) (1)
 - C. Discussion of Athletics- **Executive Session Tab, p1.** pursuant to 5 ILCS 120/2 (c) (1)
 - D. Consideration of SURS Deferred Compensation Plan- **Executive Session Tab, p1.** pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #4**
 - E. Consideration of Approval to Hire Transportation Instructor- **Executive Session Tab, p3.** pursuant to 5 ILCS 120/2 (c) (1)
 - F. Consideration of Approval to Hire Nursing Instructor- **Executive Session Tab, p4.** pursuant to 5 ILCS 120/2 (c) (1)
 - G. Consideration of Approval to Hire Workforce Training Specialist- **Executive Session Tab, p5.** 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)
3. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (1)
 - A. Consideration of Resignation of Full-Time Employee **Executive Session Tab, p6** pursuant to 5 ILCS 120/2 (c) (1) - **Attachment #5**

On roll call vote, the members voted as follows:

Mr. John Windings - yes
Ms. Cathy Belcher - yes
Mr. Michael McMahan - yes
Mr. James Darden - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Andrea Witthoft - yes

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

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

MOTION NO. 10

A motion was made by Mike McMahan and seconded by Steve Heisner to adjourn out of executive session at 9:19 p.m.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 11

A motion was made by Cathy Belcher and seconded by James Darden to approve the minutes of the executive session held on August 3, 2020.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - yes
Ms. Cathy Belcher - yes
Mr. Michael McMahan - yes
Mr. Randall Rushing - yes
Mr. James Darden - 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. 12

CONSIDERATION OF SURS COMPENSATION PLAN

A motion was made by Steve Heisner and seconded by Andrea Witthoft

To approve the SURS Resolution to Adopt a Plan – **Attachment #4**

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) – yes

Mr. Michael McMahan - yes

Ms. Andrea Witthoft - yes

Mr. Steve Heisner - yes

Mr. John Windings - yes

Mr. James Darden - yes

Mr. Randall Rushing - yes

Ms. Cathy Belcher - yes

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

MOTION NO. 13

CONSIDERATION OF APPROVAL TO HIRE NURSING INSTRUCTOR

A motion was made by _____ and seconded by _____

To approve _____ as the Nursing Instructor effective August 4, 2020.

TABLED

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Mr. Randall Rushing	_____	_____	_____	_____
Ms. Cathy Belcher	_____	_____	_____	_____
Mr. Michael McMahan	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____
Ms. Andrea Witthoft	_____	_____	_____	_____
Mr. Steve Heisner	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Mr. Steven Etter, (advisory vote)	_____	_____	_____	_____

Results: _____ yeas, _____ nays, _____ abstentions, _____ absent. The Chairman declared the motion _____ carried _____ failed.

MOTION NO. 14

CONSIDERATION OF APPROVAL TO HIRE WORKFORCE TRAINING SPECIALIST

A motion was made by _____ and seconded by _____

To approve _____ as the Workforce Training Specialist effective August 4, 2020.

TABLED

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Ms. Andrea Witthoft	_____	_____	_____	_____
Mr. Steve Heisner	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Ms. Cathy Belcher	_____	_____	_____	_____
Mr. Michael McMahan	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____
Mr. Steven Etter, (advisory vote)	_____	_____	_____	_____
Mr. Randall Rushing	_____	_____	_____	_____

Results: _____ yeas, _____ nays, _____ abstentions, _____ absent. The Chairman declared the motion _____ carried _____ failed.

MOTION NO. 15

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by James Darden and seconded by John Windings

To approve the resignation of Jared English effective July 7, 2020 – **Attachment #5**

On roll call vote, the members voted as follows:

- Ms. Cathy Belcher - no
- Ms. Andrea Witthoft - yes
- Mr. Steve Heisner - yes
- Mr. John Windings - yes
- Mr. Steven Etter, (advisory vote) - yes
- Mr. Michael McMahan - yes
- Mr. Randall Rushing - yes
- Mr. James Darden - yes

Results: 6 yeas, 1 nay, 0 abstentions, 0 absent. The Chairman declared the motion carried.

MOTION NO. 16

CONSIDERATION OF APPROVAL TO HIRE TRANSPORTATION INSTRUCTOR

A motion was made by Andrea Witthoft and seconded by Steve Etter

To approve Derek Pender as the Transportation Instructor effective August 4, 2020.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. James Darden - yes
Ms. Andrea Witthoft - yes
Mr. Steve Heisner - yes
Mr. John Windings - yes
Mr. Steven Etter, (advisory vote) - yes
Mr. Randall Rushing - yes
Ms. Cathy Belcher - no

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

XIV. Adjournment

MOTION NO. 17

A motion was made by Mike McMahan and seconded by James Darden to adjourn at 9:30 p.m.

On roll call vote, the members voted as follows:

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

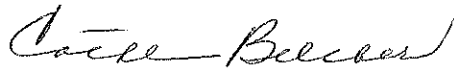
Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

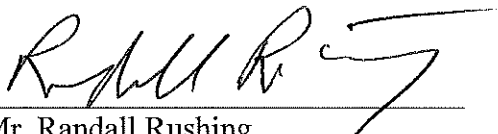
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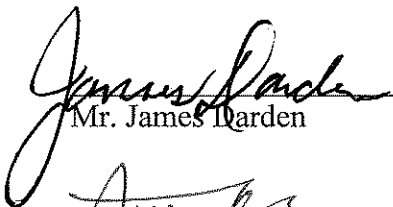

Ms. Andrea Witthoft, Secretary

8/3/2020
Date

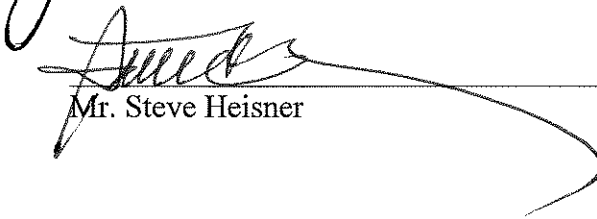
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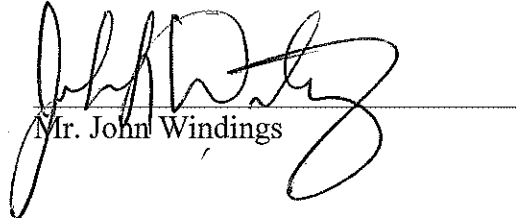

Ms. Cathy Belcher


Mr. Randall Rushing


Mr. James Darden


Mr. Michael McMahan


Mr. Steve Heisner


Mr. John Windings