

**SCC BOARD MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM, COLLEGE ROAD
ULLIN, ILLINOIS
July 6, 2020**

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

I. Call to Order

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The roll call was as follows:

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 - no
John Schneider, Attorney - yes
Beth Crowe, Administrative Assistant to the President - yes
Tina Dudley, Administrative Assistant to the President and Foundation - yes
Dr. Ian Nicolaides - yes

IV. RECOGNITION OF GUESTS AND PUBLIC COMMENT

Maxine Russell – comment was missed during the June 2020 meeting.

V. APPROVAL OF CONSENT AGENDA

MOTION NO. 1

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

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

1. Minutes of Regular Meeting June 4, 2020, and Minutes of Special Session June 15, 2020
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$1,038,693.10
Building Fund	150,616.16
Restricted Bldg. Fund	0.0
Bond & Interest Fund	95,000.00
Auxiliary Enterprises Fund	37,275.83
Restricted Purposes Fund (Grants)	85,425.76
Restricted Purposes - FWS*	3,811.01
Restricted Purposes - PELL	12,403.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	290.00
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	28,696.74
Grand Total	\$ 1,452,211.60

On roll call vote, the members voted as follows:

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

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

VI. CONSIDERATION OF ADDEMDUM AND RE-INVESTMENTS

MOTION NO. 2

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

To approve Addendum: Education Fund to Restricted Purposes Fund in the Amount of \$70,000.00 to cover shortage of funds dated 7/6/2020.

On roll call vote, the members voted as follows:

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

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

- VII. Faculty Report: Dr. Nicolaides**

- VIII. Report of Student Trustee: Steven Etter**

- IX. Report on College Foundation: Cathy Belcher**

- X. Report on Illinois Community College Trustees Association: Andrea Witthoft**

- XI. Interim President's Report: Dr. Kathleen Curphy**

- XII. Vice Presidents' Reports (includes Assessment report and Shared Governance Report): See Reports Tab**
 - A. Academic Affairs**
 - a. Shared Governance**
 - b. Academic Assessment Report**
 - B. Financial & Campus Operation**
 - C. Student Success**

- XIII. PR and Marketing Report**

MOTION NO. 3

**CONSIDERATION OF APPOINTMENT OF ILLINOIS COMMUNITY
COLLEGE TRUSTEE**

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

To approve the appointment of Andrea Witthoft as the Illinois Community College Trustee and James Darden as Alternate.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 4

**CONSIDERATION OF REVISION OF POLICY 4380 ALCOHOL AND
CONTROLLED SUBSTANCES POLICY (SECOND READ)**

A motion was made by Cathy Belcher and seconded by Mike McMahan

To table the Revisions of Policy 4380 Alcohol and Controlled Substances Policy (Second Read)
until the August meeting.

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
Ms. Cathy Belcher - yes
Mr. Steve Heisner - yes
Mr. James Darden - yes

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

MOTION NO. 5

CONSIDERATION OF APPROVAL OF FY2021 PURCHASE ORDERS

A motion was made by Cathy Belcher and seconded by Steve Heisner

To approve the FY 2021 Purchase Orders

On roll call vote, the members voted as follows:

Mr. James Darden - yes
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. Michael McMahan - yes

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

MOTION NO. 6

**CONSIDERATION OF APPROVAL TO PURCHASE VIRTRA
SIMULATOR FOR CRIMINAL JUSTICE PROGRAM**

A motion was made by Andrea Witthoft and seconded by Cathy Belcher

To approve the Purchase of the VirTra simulator for criminal justice program

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. 7

CONSIDERATION OF LEASE WITH JAMP SPECIAL EDUCATION SERVICES

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

To approve the Lease with JAMP Special Education Services

On roll call vote, the members voted as follows:

Mr. John Windings - yes

Mr. Randall Rushing - yes

Mr. James Darden - yes

Ms. Andrea Witthoft - yes

Mr. Michael McMahan - yes

Mr. Steven Etter, (advisory vote) - yes

Ms. Cathy Belcher - yes

Mr. Steve Heisner - yes

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

MOTION NO. 8

CONSIDERATION OF APPROVAL TO UPGRADE SECURITY CAMERA SYSTEM

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

To approve the Upgrade Security Camera System

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes

Mr. Steven Etter, (advisory vote) - yes

Mr. Randall Rushing - yes

Mr. James Darden - yes

Mr. John Windings - yes

Ms. Cathy Belcher - yes

Mr. Steve Heisner - yes

Ms. Andrea Witthoft - yes

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

MOTION NO. 9

CONSIDERATION OF APPROVAL OF PREVAILING WAGE RATES

A motion was made by Cathy Belcher and seconded by Andrea Witthoft

To approve the Prevailing Wage Rate

On roll call vote, the members voted as follows:

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

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

MOTION NO. 10

XV. EXECUTIVE SESSION

A motion was made by Steve Etter and seconded by Cathy Belcher

to **adjourn and go into executive session** at 6:40 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 Approval to Change Adult Ed/Alt HS Manager to a Director Position - **Executive Session Tab, p1. pursuant to 5 ILCS 120/2 (c) (1) Attachment #6**
 - B. Consideration of Approval to Change Business & Health Training Specialist Position to Workforce Training Specialist – **Executive Session Tab, p1. pursuant to 5 ILCS 120/2 (c) (1) Attachment #7**
 - C. Consideration of Ratification of Part-Time Employees for Spring Semester– **Executive Session Tab, p2. pursuant to 5 ILCS 120/2 (c) (1) Attachment #8**
 - D. Consideration of Approval to Hire Agriculture Instructor – **Executive Session** pursuant to 5 ILCS 120/2 (c) (1)
 - E. Consideration of Approval to hire Nursing Instructor – **Executive Session** pursuant to 5 ILCS 120/2 (c) (1)
 - F. Consideration of Presidential Search – **Executive Session Tab, p2. pursuant to 5 ILCS 120/2 (c) (1)**
 - G. Discussion of Dual Credit Policy 8171 pursuant to 5 ILCS 120/2 (c) (1)
 - H. Discussion of Collective Bargaining Agreement 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) (11)

On roll call vote, the members voted as follows:

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

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

MOTION NO. 11

A motion was made by Mike McMahan and seconded by Steven Etter

To adjourn out of executive session at 9:08 p.m.

On roll call vote, the members voted as follows:

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. Mike McMahan - yes

Mr. James Darden - yes

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

MOTION NO. 12

A motion was made by Cathy Belcher and seconded by Mike McMahan

To approve the minutes of the executive session held on July 6, 2020.

On roll call vote, the members voted as follows:

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. Steve Heisner - yes

Mr. Steven Etter, (advisory vote) - yes

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

MOTION NO. 13

**CONSIDERATION OF APPROVAL TO CHANGE ADULT ED/ALT HS
MANAGER TO A DIRECTOR POSITION**

A motion was made by Andrea Witthoft and seconded by James Darden

To approve Adult Ed/Alt HS Manager to a Director Position.

On roll call vote, the members voted as follows:

Mr. John Windings - yes
Mr. Steven Etter, (advisory vote) - yes
Mr. Michael McMahan - yes
Mr. James Darden - yes
Ms. Andrea Witthoft - yes
Mr. Steve Heisner - 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. 14

CONSIDERATION OF APPROVAL TO CHANGE BUSINESS & HEALTH TRAINING

A motion was made by Mike McMahan and seconded by Cathy Belcher

To approve Change Business & Health Training Specialist Position to Workforce Training Specialist.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes
Mr. Michael McMahan - yes
Mr. James Darden - yes
Mr. John Windings - 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. 15

**CONSIDERATION OF RATIFICATION OF PART-TIME EMPLOYEES
FOR SPRING SEMESTER**

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

To approve Ratification of Part-Time Employees for Spring Semester

On roll call vote, the members voted as follows:

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

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

MOTION NO. 16

**CONSIDERATION OF APPROVAL TO HIRE AGRICULTURE
INSTRUCTOR**

A motion was made by James Darden and seconded by Steven Etter

To approve the hiring of Anna Vaughn Doom as the Agriculture Instructor effective July 6, 2020.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - 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
Ms. Cathy Belcher - yes

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

MOTION NO. 17

CONSIDERATION OF APPROVAL TO HIRE NURSING INSTRUCTOR

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

To approve the hiring of Cheri Diemer as the Nursing Instructor effective July 6, 2020.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - 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
Ms. Cathy Belcher - yes

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

XIII. Adjournment

MOTION NO. 18

A motion was made by Mike McMahan and seconded by Cathy Belcher
To adjourn at 9:20 p.m.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - yes
Mr. Steven Etter, (advisory vote) -yes
Ms. Andrea Witthoft - yes
Mr. James Darden - 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.

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

Dean's Report

Dr. Shelby has submitted the Perkins application documents to the ICCB to complete the process to secure FY21 Perkins V funding for Career and Technical Education (CTE) programs. The college received notification it will be receiving \$216,411 for FY21, up from \$147,745 in FY20. Additionally, due to COVID-19, federal grant expenditures have been extended to August 31, 2020, so the college will be able to secure additional equipment for CTE programs using FY20 funds. Dr. Shelby and Melissa Luttenbacher have been working with students on Perkins book and equipment return to the Perkins lending library, as well as working with Teale Betts and the Bookstore to ship Perkins-purchased books and access codes to the out of town Construction Management students. During the months of July and August, Dr. Shelby and Melissa Luttenbacher will work to close out FY20 and expend the remainder of the FY20 Perkins budget.

Library

The library will be offering a new ebook and audiobook service called cloudLibrary to students. This online library, offered through the regional library system, will provide additional reading resources for SCC classes and will also support the goal of creating life-long readers. The program can be accessed via desktop computers and apps on Kindle Fires and mobile devices.

Tracey Johnson, librarian, recently updated a unit in Moodle about library resources for nursing students. This unit was used as the library orientation for incoming PN students. A Google Forms quiz provided a trackable activity for the nursing department. Tracey also attended a webinar about procedures when reopening libraries.

Rachel Hannan, library assistant, attended a webinar provided by Demco on May 12th. The topic was COVID-19: Safety Tips to Reopening Your Library. Also, she has spent large amounts of time focusing on the return and redistribution of laptops, chromebooks, graphing calculators, microbiology lab manuals, and document cameras to ensure that students and faculty/staff have the items necessary to continue to learn and work from home while the campus is closed. This would not have been possible without collaboration with administration and especially the bookstore.

Technology

Russ attended the Faculty Summer Institute (FSI) virtually. He also attended several other webinars that discussed the current situation and the road forward. Some extra equipment has been ordered for instructor checkout in the summer and fall.

In the spring semester (March 20th- June 4th) we had 47 full time and adjunct instructors use Zoom. Shawnee had a total 98 staff and faculty using Zoom. We had 1401 meetings with a total of 7,748 hours of meeting time. The number of participants was 9647 (duplicated). We had 482 Zoom sessions recorded to the cloud and an unknown number recorded locally.

In the past month, in addition to supporting students, faculty and staff in remote learning via email, phone and zoom, Rob Lucas has:

Rob Lucas attended the virtual Faculty Summer Institute sponsored by UIUC

Rob continues to maintain and expand the student, faculty and staff knowledge bases by writing and revising the help articles there

- In the past 30 days:
 - Articles in the Faculty knowledge base have been viewed/read 157 times
 - Articles in the Student knowledge base have been viewed/read 219 times

Extension Centers Report

Anna Center

During the month of June, The Anna Center staff have stayed in continuous contact via text, phone calls, emails and zoom if needed weekly to continue open communication. On June 3rd, recent Shawnee Community College graduates that live near the Anna Center were given the opportunity to pick up their graduation apparel for the virtual graduation. The Anna Center staff has been trying to keep in contact with students so they feel normalcy during this time by making calls and emails to students to just check in with them and see if they have any questions or concerns. The Anna Center is in preparation for a potential enrollment drive during the month of July, pending all state regulations.

Cairo Center

Although our center remains closed, we have been able to remain in contact with most students by phone and through various social media efforts. We are grateful and excited that students are still reaching out for information about our center and with intention to enroll for fall.

Many businesses are beginning to reach out again to plan meetings and events to take place at our center in the future. Johnny Little of eLittle Communications and the engineers/developers of the US 51 Bridge replacement have requested to host a meeting at our center in July of this year (if permitted by COVID-19 regulations) that will fill every class room and the computer lab at our center. This is great news for us because this builds greater traffic and partnerships for our center and SCC as a whole.

Metro Center

During the month of May, there have been a total of 300 students contacted by telephone and/or email. Out of the 300 students that were contacted: 1. Thirteen (13) students needed assistance with technical issues, 2. Twenty-three (23) degree audits were completed, and 3. Eighty-two (82) students have been enrolled for the summer semester.

Vienna Center

Students in Shawnee Community College district that attend Vienna and Goreville High School were sent Shawnee Community College graduation cards in June. The message was different depending on if they had already enrolled with us or not. Seniors who have not enrolled were contacted to see future plans and see if they would like to register with us for Fall. Advisees were

contacted throughout June and July to check on how summer classes were going. Construction Management prospects were also contacted about interest in taking our Construction Management program. I am working with the labor union to determine when I can come to talk to the new apprenticeship classes.

Workforce Innovation, Adult Basic & Continuing Education

The Workforce Innovation, Adult Basic & Continuing Education division continues to focus on strengthening Shawnee's role in the community as an engine of economic development by promoting attainment of certifying skills and conducting job training and retraining programs. To achieve that objective, activities over the past several weeks will better position the division to take a leadership role in upcoming regional workforce development initiatives, drive enrollment into more college CTE courses and improve alignment of continuing education programs.

Small Business Development

The division is partnering with the University of Illinois Extension and the Illinois Department of Commerce & Economic Opportunity (DCEO) to submit an application to participate in the national **CREATE BRIDGES** (Celebrating **R**etail, **A**ccommodations, **T**ourism, and **E**ntertainment by **B**uilding **R**ural **I**nnovations and **D**eveloping **G**rowth **E**conomies) initiative. Funded by Walmart, this initiative will focus on developing small businesses in the retail, accommodations, tourism, and entertainment industries of the region. The college will provide education and training opportunities for business participants, convene meetings of stakeholders, and be a member of a Regional Steering Committee that will drive the process. In preparation for this project, both Dr. Mason and Brett Whitnel have received industry certification as Business Retention & Expansion Coordinators through Business Retention and Expansion International. The application is due in August.

Adult Education

A priority for the Adult Education department in the new fiscal year is the implementation of an Integrated Career & Academic Preparation program (ICAP). ICCB is mandating by 2021 that all Adult Ed programs create pathways in CTE for college credit and program certification for Adult Education and Literacy (AEL) students that lack basic skills. The ICAP approach structures adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Proposed Restructuring of CPR and Driver's Safety Programs

Dean Mason is proposing that the administration of the American Heart Association CPR/ Basic Life Saving program be re-structured and combined with Driver's Safety for the upcoming fiscal year. Re-structuring of these two areas is a cost-saving measure that allows for a reduction in operational expenses, improves organizational efficiency through re-distributed management responsibilities, and offer a better customer service experience for students/partners/clients through a central point-of-contact.

Kathleen Curphy

Dr. Kathleen Curphy, Interim President

July 6, 2020

Date



Shared Governance Agenda

05.07.2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Ruth Smith, Dr. Thornsberry, Dr. Nicolaides, Jean Ellen Boyd

Approval of April 16, 2020 minutes

A motion was made by Dr. Ryan Thornsberry, and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. **Assessment** (submitted by Dr. Thornsberry)

The Student Academic Assessment Committee has met six times during the spring semester to review processes related to data collection and refine our co-curricular definition. The Personal Growth and Responsibility rubric was updated to better reflect the learning of students involved in co-curricular areas of the institution, therefore continuing to fulfill the SCC mission.

The FY2020 co-curricular areas with completed CQI documents are providing numbers for the core competency(ies) recorded under Program Student Learning Objectives. End-of-semester course data is being submitted for General Education and CTE courses. All departments are encouraged to complete FY2020 CQI findings by June 15, if possible (The committee is aware some units will not be able to update finding numbers until later in the calendar year).

A part-time administrative assistant/data entry clerk would be very much appreciated to assist with tracking data and entry of data and analysis, such as building what-ifs and charts using Excel.

2. **CARES Act**

CARES funding arrived today. Half of the funding will go to eligible students. Students enrolled in 12 credit hours or more will receive \$1200.00. Students with 6-11 credit hours will receive \$500.00. Dr. Price has created 3 different emergency-fund applications for students to use. Money should go out within the next week. The remaining half of the funding will go to SCC. Restrictions have not arrived, but are expected any day.

3. **Policy**

In the past Dr. Curphy sent policy-reads to Shared Governance and then sent the policy to Mindy Ashby (College Council) as part of the first read protocol. It was agreed during Shared Governance that policies will be sent only to College Council. This will save time and allow one thread of comments and suggestions.



4. HLC Report (Attached)

Attached is the HLC report. Dr. Curphy is making sure through everyone has a voice either through Shared Governance meetings or Conversations with the President. The HLC visit on November 30, 2021 will require a written assessment monitoring report. Minutes from Shared Governance and Conversations with the President will contribute content toward the report. The site visit will focus on Shared Governance.

5. Enrollment

SCC enrollment is down 18% for summer enrollment and down 46% for fall enrollment. Out-of-district and online fees will be waived to help minimize the enrollment declines. Rob Betts has purchased a mailing list of approximately 25,000 students' names. Dr. Price, Dr. Shelby, and Rob Betts are working on a script to use in emails to students. A link will be in the email to provide face-to-face interaction with the students. The thought is students need to put a face with SCC faculty and staff and build a connection. We will engage with our students and encourage them via email.

6. Professional Development Options for Summer

In order to determine what type of professional development faculty need as they prepare for the next year, they must have an idea of whether or not they will be in a traditional classroom or completely online/remote. If classes will be only online/remote, faculty will need equipment, development of a professional etiquette policy, and determine whether to teach classes synchronously or asynchronously.

General Updates:

Dr. Price

A mailing list has been purchased to reach out to students in the SCC area. Advertising has begun heavily on channels WSIL, WPSD, and KFVS. Dr. Price has received several good ideas for promoting summer and fall classes.

Student Services is working on a virtual graduation. The date has been set for June 19th at 7:00 p.m. Students will be asked to submit a graduation picture. An after-party fun video is planned. Dr. Price has requested SCC departments submit videos congratulating the graduates. Ruth asked if an email requesting the graduate's pictures could be sent before the semester ends. As Ruth pointed out, many students do not check their SCC email after a semester has ended.

Dr. Shelby

Dr. Shelby and Dr. Price have been brainstorming to determine the best practices to keep students engaged.

Dr. Thornsberry

Dr. Thornsberry asked if anyone had applied for the Ag instructor position. Dr. Curphy discussed that we have received multiple applications. The new instructor needs to have a masters in Agriculture and 2000 hours proven work experience.

**Dr. Nicolaides**

During the weekly faculty meeting, faculty discussed how the summer and fall semesters might look for students and instructors. One contingency plan is to use Zoom. Dr. Nicolaides pointed out we must be extremely clear to students regarding how classes will be set up and what resources will be used. Faculty will need to determine which classes will be Synchronous or Asynchronous. Faculty will also need to determine their equipment and training needs.

Jean Ellen Boyd

Jean Ellen has been attending meetings to obtain an overall picture and assess the needs of programs.

Ruth Smith

Ruth asked if webcams could be listed as required equipment for classes. Stacy could stock the bookstore with webcams for students to purchase. Pell eligible students could have their webcams paid out of their Pell funds if there are remaining funds after tuition, fees, and textbooks have been covered.

Ruth addressed concerns with security and testing via computers. The testing service SCC is using, Proctorio, can capture suspicious behaviors and send a report to the testing administrator.

Next Meeting

June 4, 2020 at 10:00 a.m.

Summer meeting dates will continue every Thursday after Board Meetings at 10:00 a.m.

Student Academic Assessment Committee

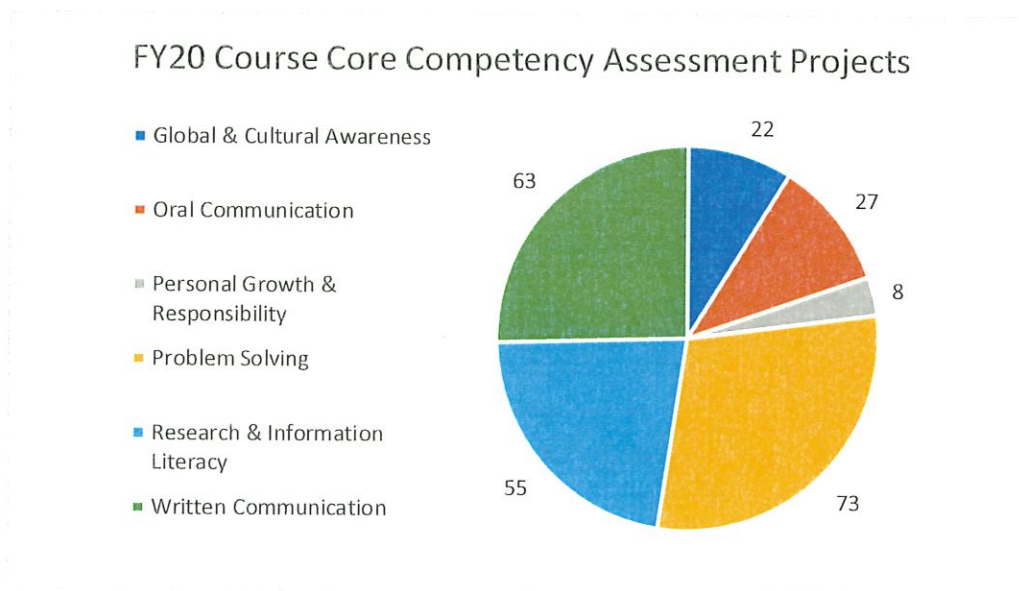
Update Report June 10, 2020

Following the Higher Learning Commission's published guidance for Criteria 4.B #4

The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

Shawnee Community College's full-time faculty and staff submitted 270 Assessment projects (Program Continuous Quality Improvement and Course Core Competency Assessments) for FY20 compared to 174 FY19 projects, a 55% increase.

The following is an illustration of the SCC Core Competencies (Institutional Student Learning Objectives) represented in the FY20 Assessment projects:



The difference (22 projects) addressing the Student Learning Core Competencies can be found within departmental/program CQI documentation; the majority providing data related to the Personal Growth & Responsibility core competency.

Part-time faculty data submissions are being analyzed and prepared for data entry into the WEAVE educational repository. Meetings are occurring on a rotation basis to prepare FY21 planning for co-curricular areas as presented in the June update report.

FY19 Assessment CQI projects that encountered interruption due to personnel change or funding source expiration are being updated with data findings and future action plans for providing sustainability. The four (4) assessment projects from FY19 that instructors had marked for internal review have been confirmed as complete and the status has been updated in the outcomes reporting.

SAAC Members: Lori Armstrong, JoElla Basler, Danielle Boyd, Monica Brahler, April Dollins, Dr. Connie Drury, Tanya Hill, Mike McNally, Kaylyn Meyers, Sheryl Ribbing, Phyllis Sander, Chair; Kayla Sauerbrunn, Dr. Kristin Shelby, Ruth Smith, Dr. Ryan Thornsberry

**Student Success and Services Division
Board of Trustee Report
July 1, 2020**

Admissions

Danielle Boyd--Registrar

The processing of Spring 2020 graduation is complete. There were 302 degrees awarded which does include students who earned multiple degrees. Area high schools have been sending in the official transcripts for the graduating seniors. Admissions staff have been busy entering final transcripts. Danielle Boyd attended the virtual Ellucian Live conference which was free this year. It started June 8th and had mini sessions throughout the month.

Athletics

John Sparks—Athletic Director

Twenty-two student-athletes graduated this semester or will complete this summer. We are excited about all of these student-athletes' futures. The Athletic Department had 4 out of 5 teams sport a GPA of 3.0 or higher for the Spring Semester. We had 44 student-athletes with a GPA above 3.0, and of those 44 student-athletes, five finished with a 4.0 GPA.

The 2020 student-athlete graduates consisted of one from the men's basketball team, five from women's basketball, four from baseball, two from softball, and ten volleyball players. Of those, as of June 4, 2020, Isaiah Thompson of Metropolis, Illinois, signed with the University of Cumberlands in Kentucky. Illie Benton, of Chicago, Illinois, signed with Shaw University in North Carolina, RaKyah Jeter of Mounds, Illinois signed with Lincoln College, in Illinois, and Trenton Unterrentner, of Perryville, Missouri, signed with University Northwestern Ohio.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career Services helped three ADN students develop professional resumes and cover letters. Ms. Weldon has been looking at cheaper platforms for online job databases and has attended several webinars to look at online career services options for our students. She has also completed 100% of the course plans for my assigned advisees. Ms. Weldon has contacted all advisees about summer and fall registration and participated in handing out goodie bags for students during book buybacks. Ms. Weldon assisted at Anna and Vienna handing out diplomas and caps for virtual graduation. Ms. Weldon is continuing to work on WIOA certification of Shawnee Community College programs.

Counseling & Accessibility

Monica Brahler-Admissions, Recruitment, Advising/Counselor

The college has recently added an online mental health screening tool accessible to our student population as well as the general community. The tool allows individuals to choose from a well-being, wide screening tool, to more specific areas such as screening for generalized anxiety,

PTSD, Bipolar, Alcohol/Opioid Misuse, Depression, Disordered Eating, Adolescent Depression, Psychosis and Gambling screening. The screening is anonymous and links to both the College's Community Resource and Counseling pages. For the period from May 6th to June 5th, there were 32 total screenings. The next phase will be the development and implementation of a monthly presence on social media and flyers in the College's main campus and Extension Centers. Information provided will coincide with nationally recognized mental health topics. Presentations are given in various classrooms highlighting the counseling services that are available to students.

The Student Counselor has been present at a number of our area high school IEP/504 exit conferences. The counselor continues to partner with our faculty to ensure student accommodations are implemented.

Ms. Bahler is the sponsor of the Student Ambassadors. For fall, the college has seven returning and seven incoming ambassadors. We are still working with one high school to fill their ambassador scholarship.

As the SCC advisor for SICCM students, Ms. Bahler collaborated with Student Success Center Director, Mindy Ashby, to give some last minute potential students the ability to take pre-entrance exams. SICCM fall enrollment has mixed results. The Medical Lab Technology program has an increase of three students from last year's entering class, while the Surgical Technology program has a decrease of two. The Occupational Therapy Assistant program has a decrease of seven from last year's cohort. The application deadline was extended to June 16th due to COVID-19.

Dean of Students

Dr. Kristin Shelby—Interim Dean of Student Success

On May 18-22, Dr. Shelby participated in a week-long Title IX Coordinator/Investigator Zoom Training put on by D. Stafford and Associates. Dr. Shelby and Dr. Price have hosted weekly meetings with the Advisors and have adopted the saying, "shake the bushes" to try and find students. The Advisors have worked the phones, emailed students, and even talked to some in the grocery store to encourage them to enroll. They have assisted the Financial Aid office in contacting students that were eligible for summer Pell but were not enrolled. They will do the same for Fall. Dr. Shelby and John Sparks have registered for a free summer webinar series hosted by the NJCAA on various topics. In addition, once the NJCAA provides some guidance on the upcoming seasons, John Sparks, Dr. Price, and I will meet to create a proposal for fall and spring athletics due to COVID-19.

TRiO Educational Talent Search

James Walton—Interim Director, Academic Specialist

ETS is currently in the first stage of the grant writing process. We are collecting data and surveys from the schools we serve and the community. The survey collection due date is June 30. ETS is still in the planning process for our virtual summer activities for our students.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

The Financial Aid Office entered and applied CARES Act HEERF relief funds to student accounts for those who turned in the certification form for the first disbursement. Applications were received for the second disbursement of this grant. Students who did not submit a certification form were called and emailed.

The recertification application was submitted for Title IV funding through the Department of Education. The ISAC (Illinois Student Assistance Program) Budget Packet was submitted for 2020-2021 MAP (Monetary Award Program), IVG (Illinois Veterans Grant), and ING (Illinois National Guard).

Verifications, professional judgments, and dependency overrides were processed for both the summer and fall semesters.

Recruitment & Advisement

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

Due to the continuing pandemic, it continues to be important for students to feel supported in their education. Advisors called all students enrolled for summer courses and will continue to do so. Advisors asked if they were having any issues in their online or hybrid courses, reminded them about tutoring and made sure they were enrolled for fall if needed. Student advisement continues to occur by phone, by email, and Zoom.

Letters were mailed to recent high school graduates not enrolled for fall and to current students not enrolled for fall. Advisors also assisted financial aid in contacting students who had applied for financial aid but had not enrolled in summer classes.

Student Success Center

Mindy Ashby—Director of Student Success Center

With the start of the summer semester, the Student Success Center Tutors have begun receiving requests for tutoring from current students. Many faculty members have contacted the Director of the Student Success Center with referrals for students who they think already need academic support. Of those requests and referrals, most have been students needing further assistance with navigating online platforms and asking for help regarding effective note-taking and study habits.

The Testing Center staff have continued to facilitate proctoring exams virtually. Since the end of the spring semester, the College has proctored over 150 students remotely. SCC is following the guidelines set forth by ICCB. Students who meet the required criteria are exempt from taking the exam: High school cumulative GPA of 3.0 or higher on an unweighted 4.0 scale for placement into college-level English. High school cumulative GPA of 3.0 or higher on an unweighted 4.0 scale with successful completion of the 4th year of math for placement into college-level math. With the application deadline having been extended for the LPN and ADN programs, the Testing staff was able to accommodate those applicants who needed to take or retake the Test of

Essential Academic Skills (TEAS), the Nursing Programs' entrance exam. There were 14 ADN applicants who tested and 4 LPN applicants who tested. The TEAS was proctored by the Student Success Center Testing Technician. The Director of the Student Success Center reached out to the Psychological Service Bureau, Inc. to inquire about a remote testing option for the students who still needed to take the HOAE to complete the application process for the SICCM programs. The PSB platform for the HOAE was updated at the beginning of June to accommodate the remaining applicants. The deadline for the SICCM programs was set for June 15, 2020. Several students are taking the exam remotely.

The Director of the Student Success Center received correspondence from Darin Barham, Psychometrist for the Office of Workforce Innovation and Research, from SIUC, regarding the availability to assist students needing to take the Illinois Nurses Aide Competency Evaluation (INACE) virtually. According to Mr. Barham, this process will be very "labor-intensive" if we should have to test remotely. Our department will only be able to accommodate a few testers on each day.

Professional Math Tutor, Clement Ulrich, has resigned from his position at SCC to work for his family farm. Members of the Student Success Center, faculty, staff, and students will miss Clement greatly. He was not only a part of the SCC family for over two decades, but was dedicated to advancing the lives of anyone he worked with. He has been an asset to the Student Services Division and the College, and we wish him the best of luck with the next chapter of his life.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

Student Support Services had the following 2020 non-duplicated graduates: 13 students for Associate of Arts, one student for Associate of General Studies, four students granted a certificate, and one student granted a Less Than 1 Year. One student was accepted into the SI Bridges Program which brings our total to three SSS students currently in the program. Twelve students earned Supplemental Grant Aid for Spring 2020. Staff are working on a retention initiative with transfer colleges and our returning student and continuing to do outreach to our students seeking to register for Fall 2020. Tutoring continues to be offered through the summer for enrolled students. Virtual workshops were offered in June to stay connected to students.

Vice President of Student Success and Services

Administrative Assistant's Report—Jacqueline Smith

All of the necessary documents have been submitted to Heather Owens, Director of Agency Relations and Programs at Tri-State Food Bank. SCC is currently waiting on the final approval to open The Cupboard officially. Food will be provided for students who may be experiencing food insecurities because of the faculty and staff who have made donations through employee payroll deductions and with the help of Gene Honn and the Saints Foundation.

Due to the COVID-19 pandemic, the College chose to host a virtual ceremony. Jackie Smith chaired the Commencement Planning Committee and Shawnee Community College's 2020

Spring Commencement was held virtually on June 19, 2020. The virtual ceremony mirrored the annual commencement ceremony held each year with 134 students requesting to participate. The institution provided participants with a cap with a tassel and an alumni t-shirt to be worn in the submitted photo. Jacqueline Smith and Leslie Weldon traveled to all locations to ensure that each student could receive their items. The joyful responses that were given by the students were rewarding.

Vice President of Student Success and Services

Dr. Lisa Price--Interim

Shawnee Community College held the first (and hopefully the last) virtual commencement on June 19, 2020. It was important to staff that the graduates be honored for their hard work. There were several people involved with this event but Jackie Smith and Rob Betts did the majority of the heavy lifting. Ms. Smith did the bulk of the planning and coordination as well as putting the graduation bags together. She also met students on the main campus and at the extension centers to save students from having to drive to campus and to save the college on postage. Mr. Betts used his editing skills to combine the individually videod speeches, the singing of the National Anthem, the pictures of the graduates, and the graduates' names that were prerecorded by Tim Frizzell. While there were some imperfections, we were proud to have given our graduates a keepsake to mark this huge accomplishment in their lives.

Dr. Price has been involved with writing the Return to Campus plan along with Ginger Harner and Dr. Kristin Shelby. Plans from other colleges were reviewed. Ms. Harner is a member of the ICCB/IBHE state committee working on guidance and recommendations. Dr. Price polled the SCC students via email about their preferences for course delivery for fall semester. As of the writing of the report, there were 94 respondees. Findings from the survey were: 72% prefer to attend classes on campus as normal; 24% prefer to have a completely online schedule using Moodle; and 4% prefer a course using Zoom. While the students (and staff) would prefer to return to campus as normal, it is important to create a safe enrionment for the return as well as meet state guidelines. The safety of students and staff and faculty is of the utmost concern.

Ninety-five percent responded that they have internet access and a computer device to use for coursework. Naturally, this percentage would be high because those students who do not have internet and a computer device would not have had the ability to answer the **online** survey. The last question on the survey was whether or not the student would agree to wear a face mask, use sanitary precautions, and follow college safety guidelines. Seventeen percent answered "no" to this question which indicates that disciplinary plans need to be in place prior to the beginning of fall semester to address noncompliance.

With funding from USDA, Senator Dale Fowler, Cusamano & Sons, and Laborers #773 kicked off the first food giveaway on June 18, 2020, at the main campus. Staff volunteers assisted in giving away 600 cases of produce and dairy to families in the Ullin area.

Dr. Lisa Price

Interim Vice President of Student Success and Services

6/10/2020

Date

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

State Payment Update

The state owes a total of \$746,139 for March, April, and May Equalization funding, \$131,547 for Credit Hour funding for March and May. This is a total of \$877,686 owed to Shawnee Community College by the State of Illinois.

Facilities

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 chiller project has started but we are waiting for the chillers to arrive at the College and should be completed at the beginning of August 2020. The maintenance staff measured all classrooms for social distancing measures for when classes resume on campus. 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 has started. The Director of Business Services completes all year end close out procedures and audit workpapers for the College audit. Attended an ICCB CFO zoom meeting to discuss different questions Colleges have about the CARES Act, reopening of campuses, and reduced enrollment due to COVID among other topics.

IT Department

The IT department is building network cable pulls to the new lab and all classrooms. They have worked with ActionLine on HS.DUAL issue with Financial Aid, and continued working with Carole Stubbs, Ellucian consultant, on CROA reporting. They have been troubleshooting faculty, staff, and student technology issues, while resolving Moodle and Colleague issues. They have continued correcting student accounts in Colleague. Updated Switch firmware at Cairo. Restricted posting access to the student email group, and they have created/disabled users as requested. They have updated the servers, and have evaluated Palo Alto settings to ensure alignment with Palo Alto best practices. Set up Global Protect remote access on all firewalls. Programmed switches for J building lab addition. Set up new equipment when received. Had kickoff meeting for new Bookstore software. Set up register on mobile desk for book returns and sales conducted in K atrium. Continued to have meetings and trainings with new foundation software. Worked on setting up all areas of campus to ensure proper social distancing. Attended virtual Ellucian Live sessions. Completed campus safety plans and held daily IT staff meetings.

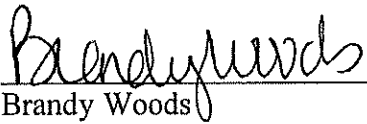
Human Resources

Along with assisting with the Presidential Search and keeping the candidates updated as they ask about the progress, the HR office has had a variety of other openings for recruitment: Administrative Assistant to the

President and Foundation was filled and the new hire will start on June 17th. The Educational Talent Search Academic Specialist, Nursing Instructor, and Health Information Technology Instructor have been at the top of the list to recruit applicants. Along with some classified ads, the online forums such as Indeed still pull the biggest pool of candidates. The college was also placed in the Southern Illinoisan virtual job fair to draw interest to the top open positions. Organizational Charts have been updated and reviewed with the Vice Presidents to ensure accuracy. Completed a draft of the Title IX policy, which has some new procedures that need to be in place for August. Attended webinars and virtual meetings to explore best practices on handling new leave laws, such as FFCRA. Continue to research new liabilities and legal issues related to Covid-19. Assisted employees with normal benefit and timekeeping questions through phone and email and provided work verifications as needed. All new hire paperwork and payroll items have been completed electronically and virtually. Emily Forthman also assisted some local students with Moodle, passwords, etc so they were able to get their summer classes started.

Bookstore

The bookstore held buybacks and book sales via curbside service at the Main Campus. Stacy Simpson and Kiara Houston have done a wonderful job of organizing both. There was a kick off meeting for the new bookstore system.

A handwritten signature in cursive script that reads "Brandy Woods". The signature is written in dark ink and is positioned above a horizontal line.

Brandy Woods
Interim Vice President of Financial and Campus Operations

PR & Marketing Summary for Board Meeting

June 2020

Google Analytics-

According to our Google Analytics reporting for the period ending May 10th, the number of users to our site was 8,035 which is up from the previous reporting period that indicated 6,041. This month the data also indicated that we had 6,410 new users. The top 3 locations by state for views during this reporting period continues to include:

Current Month		Previous Month
1. Illinois	3,279	2,632
2. Missouri	1,992	1,445
3. Kentucky	779	515

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

/Student-resources	1,680
/Student-resources/bookstore	1,166
/about	960
/academics/degree-plans	942
/community services/employment-opportunities	834

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
5/10/20	3	1	1442	8298	32792
5/11/20	2		3076	9003	32845
5/12/20			3880	10550	34147
5/13/20	1		3840	12142	34012
5/14/20	5		4496	12267	33693
5/15/20	2		3920	14018	34066
5/16/20	1		2963	14766	34315
5/17/20	3		4275	16695	35400
5/18/20	2	1	4684	17447	36203
5/19/20	5		4203	17755	37001
5/20/20	3	1	6285	19861	38713
5/21/20	1		5898	21183	41202

5/22/20			4259	21489	42218
5/23/20	2		3907	22256	43154
5/24/20	3	1	4541	21727	43960
5/25/20	2		3279	20525	43875
5/26/20			2178	19416	41943
5/27/20	1		1438	16751	40631
5/28/20	1		2011	14561	40256
5/29/20		2	1610	12917	39799
5/30/20	1		2046	11503	39644
5/31/20		1	1990	9802	39982
6/1/20	1	1	2437	8390	40313
6/2/20	2		2863	8501	40605
6/3/20	1		2118	8726	40924
6/4/20	1	1	3751	9950	40195
6/5/20	1		3397	11263	40944
6/6/20	1		3412	12219	41508
6/7/20		1	2288	12382	41845
6/8/20		1	2464	12670	41621
6/9/20		1	2494	12535	40830
6/10/20			912	12063	40025

Traditional Media Sources:

Coverage this month includes stories covering:

- Virtual Commencement
- Expanded In District Tuition & Online Fee Waiver
- Plans for Reopening
- Scholarships & Athletic Commits

Non-Paid Coverage by Television Stations

This data reflects the amount of coverage we received that was not purchased with marketing dollars. With the exception of the highlighted coverage all of this exposure is a direct result of internal public relations efforts promoting Shawnee College. 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
5/10/2020 22:27	WPSD (NBC)	WPSD Local 6 at 10:00	\$2,131.97	30087
5/11/2020 6:24	KBSI (FOX)	The Spiel	\$30.96	739
5/15/2020 5:46	WSIL (ABC)	News 3 News This Morning	\$29.16	1516
5/15/2020 6:45	WSIL (ABC)	News 3 News This Morning	\$29.16	1516
5/15/2020 18:28	WSIL (ABC)	News 3 News at 6	\$1,173.64	39460

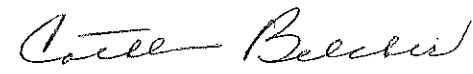
5/15/2020 18:34	WSIL (ABC)	News 3 News at 6:30pm	\$1,173.64	39460
5/18/2020 6:06	KBSI (FOX)	The People's Court	\$30.96	739
5/18/2020 6:34	KBSI (FOX)	The People's Court	\$30.96	739
5/18/2020 6:41	KBSI (FOX)	The People's Court	\$30.96	739
5/18/2020 6:55	KBSI (FOX)	The People's Court	\$30.96	739
5/25/2020 6:17	KBSI (FOX)	The Spiel	\$30.96	739
6/1/2020 18:50	WSIL (ABC)	News 3 News at 6:30pm	\$1,092.06	34096
6/2/2020 6:50	WSIL (ABC)	News 3 News This Morning	\$4.68	363
6/4/2020 17:08	KFVS (CBS)	Heartland News @ 5	\$1,157.22	32901
6/4/2020 18:31	WSIL (ABC)	News 3 News at 6:30pm	\$1,287.97	42407
6/4/2020 18:56	WSIL (ABC)	News 3 News at 6:30pm	\$1,022.31	32009
6/4/2020 22:07	WSIL (ABC)	News 3 News at 10	\$1,338.42	22546
6/5/2020 5:09	KFVS (CBS)	The Breakfast Show	\$467.52	15266
6/5/2020 5:45	WSIL (ABC)	News 3 News This Morning	\$29.16	1516
6/5/2020 6:35	KFVS (CBS)	The Breakfast Show	\$717.24	23846
6/5/2020 7:56	WSIL (ABC)	Good Morning America	\$295.92	11959
6/6/2020 11:34	KBSI (FOX)	The Spiel	\$143.85	8388
		TOTAL	\$12,279.68	341,770


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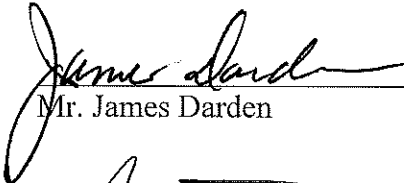

Ms. Andrea Witthoft, Secretary


7/6/2020
Date

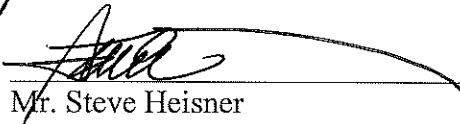
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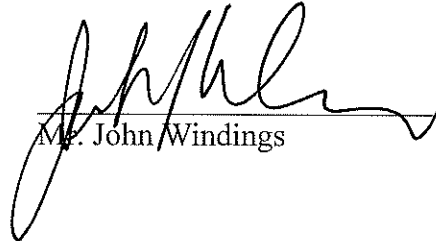

Ms. Cathy Belcher


Mr. Randall Rushing


Mr. James Darden


Mr. Michael McMahan


Mr. Steve Heisner


Mr. John Windings