

**SCC BOARD MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM, COLLEGE ROAD
ULLIN, ILLINOIS
September 08, 2020**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on September 8, 2020 via Zoom. The meeting was called to order at 5:31 p.m. by Chairman Randall Rushing.

I. Call to Order

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The roll call was as follows:

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

Others Present:

Kathleen Curphy, Ph.D., Interim President
Lisa Price, Ed.D., Interim Vice President of Student Success & Services
Jean Ellen Boyd, Interim Vice President of Academic Affairs
Brandy Woods, Director of Business Services
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education
Dr. Kristen Shelby, Dean of Academic Affairs and Student Learning
Rob Betts, Director of Communications/Public Relations
John Schneider, Attorney
Dr. Ian Nicolaidis, S.C.E.A., President
Beth Crowe, Administrative Assistant to the President
Tina Dudley, Administrative Assistant to the President and Foundation
Dr. Tim Taylor, Guest

IV. RECOGNITION OF GUESTS AND PUBLIC COMMENT

V. APPROVAL OF CONSENT AGENDA

MOTION NO. 1

A motion was made by Steve Heisner and seconded by James Darden to **approve the consent agenda** as follows:

1. Minutes of Regular August 3, 2020
2. Special Board Meeting Minutes July 29, 2020
3. Special Board Meeting Minutes July 30, 2020
4. Special Board Meeting Minutes August 4, 2020
5. Special Board Meeting Minutes August 5, 2020
6. Special Board Meeting Minutes August 6, 2020
7. Special Board Meeting Minutes August 10, 2020
8. Special Board Meeting Minutes August 11, 2020
9. Special Board Meeting Minutes August 13, 2020
10. Consideration of Treasurer's Report
11. Approval of Bills

Education Fund	\$817,888.65
Building Fund	350,865.40
Restricted Bldg. Fund	1375.00
Bond & Interest Fund	0.0
Auxiliary Enterprises Fund	89,168.47
Restricted Purposes Fund (Grants)	101,180.33
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	11,600.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	1,886.07
Audit Fund	4,125.00
Liab. Prot. Settlement Fund (TORT)	26180.64
 Grand Total	 \$1,404,269.56

On roll call vote, the members voted as follows:

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

Mr. James Darden - Yes
Mr. Randall Rushing - Yes

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

VI. CONSIDERATION OF ADDENDUM AND RE-INVESTMENTS

MOTION NO. 2

A motion was made by Cathy Belcher and seconded by John Windings to **approve Addendum: To repay inter fund loans outstanding originally made on 11/30/19, 2/29/20, 3/31/20, 4/30/20, and 6/30/20 from the Education Fund to the Restricted Purposes Fund in the amount of \$310,000.00 July 31, 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

Dr. Nicolaides thanked the Board on behalf of the SCEA officers, for their diligence within the Presidential Search and expressed success as teachers are accommodating students within the different learning modalities.

VIII. Report of Student Trustee: Steven Etter

Steven expressed that students are adjusting to new scheduling. PTK is having a recruitment drive. Students have been referred to Erin King for Student Council.

IX. Report on College Foundation: Cathy Belcher

Gene Honn, Executive Director, would like to thank the Board of Trustees for allowing him to host each of the President candidates for lunch the day of their interview. It was a good way to meet each candidate and discuss the Strategic Plan of the Saints Foundation and learn of their interest in Foundation's role with college. It was a pleasure to meet each candidate. I wish the Board of Trustees the best as you move forward with this critical decision.

The Saints Foundation was blessed to recently receive a donation to cover 24 new scholarships. In addition, the donor provided a gift to the Food Pantry (*The Cupboard*). We are on target to provide nearly \$80,000 in scholarships for this Fall and Spring semesters. We are hopeful that our scholarships will continue to grow to meet the tremendous financial need that exists with our students. The first newsletter/update was sent to scholarship donors to enhance our communications with them on a regular basis. If you know any organization, business, family or individual that might be interested in creating a scholarship, please let me know. The process is very easy.

More great news is that *The Cupboard* has officially opened to help meet the food insecurity needs of our students. The first two shipments of food have arrived and plans are being made to send forms to students to complete an order for food. Since we do not have anyone dedicated to staff The Cupboard, we have staff and student groups that have volunteered to fill food orders. What a great statement of the commitment and dedication of our Saints Family.

When the Board of Trustees suggested that the Saints Foundation consider providing our own accounting services we have been meeting to make that transition happen. We have a working group from the Foundation Board of Directors, our Bank and our CPA. Financial Policies and Procedures have been created with the help of those listed above to ensure the College and our donors, that gifts to the Saints Foundation will be treated in a proper and professional manner. Our current goal is to have the transition made by mid-September at the latest, as we want to complete the transition as soon in this fiscal year as possible.

We have a committee working on creating the concept of a Virtual Gala. We are early in the process and working around Christopher Jackson's schedule. As details are confirmed we will let everyone know our plans. It is our goal; to raise much needed funds for the College, honor Chris Jackson and expose the good work of Shawnee Community College to as many people as possible

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

September 11 and 12, Andrea will attend and audio conference/Zoom meeting.

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

The retention strategies for the fall semester has had a positive impact on student success. As mentioned earlier, special student success courses were created to teach our students the skills necessary to be successful in the classroom. Overall, our enrollment is projected to be up 9% which is excellent considering the current COVID-19 pandemic.

Shawnee Community College Financial Aid Office is currently going through a federal Program Review. It has been over 20 years since the Financial Aid Office has had a program review on the federal level. We have not received any final findings yet, but they have provided us with a few minor preliminary findings during our Exit Conference.

Kudos to Dr. Shelby who has recently been selected to serve a two-year term as the Student Services Representative on the statewide ICCB Program Review Advisory Committee.

Respectfully yours,
Dr. Kathleen Curphy
Interim President

Vice Presidents' Reports

Academic Affairs

Dean's Report

Dr. Shelby is working on a Perkins resource page on the college's website. Many institutions across the state are utilizing contactless correspondence in regard to student applications and forms. Perkins applications will be able to be submitted via link provided on the Perkins page. The simulator for the Criminal Justice Program was delivered on August 7, 2020, with training to begin in late August. Perkins also recently purchased ER Go, a nursing clinical software program through Archetype Innovations, to aid in training our nursing students. Dr. Shelby will complete Q4 Final Perkins reporting as soon as funds are expended for FY20. The college received notification that our

Perkins application and proposed budget have been approved for FY21, in the amount of \$216,411. In addition to Perkins reporting, Dr. Shelby has completed quarterly reporting for the Transitional Math and Transitional English Grants from the ICCB, and is working with faculty and staff on ICCB Program Review submissions, due to ICCB by September 30, 2020

Library

Tracey Johnson, librarian, attended a webinar called “What Campus Leaders Need to Know about Copyright and Intellectual Property.” She has continued to research online resources for students and created an online library patron registration form that will be shared with all students.

Rachel Hannan, library assistant, worked with bookstore staff during Book Buybacks to receive returned equipment such as Chromebooks and Jetpacks. Hannan has coordinated the library’s receipt, distribution, and tracking of such equipment. Hannan is also working with the bookstore during textbook sales to check out equipment to new users.

Tracey and Rachel have rearranged library furniture to create study areas that meet recommended social distancing guidelines. The computer lab has 8 stations (down from 28) in order to keep appropriate space between users. Desktop computers have been placed in several study areas. The circulation computer now has a second monitor, facing outward, so staff can share step-by-step computer help with students while remaining behind the plastic curtaining around the circulation desk.

Rob Lucas, Educational Technology Specialist, viewed a series of videos from Foothill College - "10 Day Accessibility Challenge". He also attended a meeting of higher ed professionals (via Zoom) that is a working group dealing with using open educational resources in CTE classes. Rob recorded a series of videos to be used with orienting students towards college online resources, and he recorded and sent out a video to instructors welcoming them back to the fall semester. He continues to update and create new articles for the student, faculty and staff knowledge bases. At the same time, he continues to provide support for faculty, staff and students on using Moodle and the college's other online services. Russ and Rob developed items and presented to eight NSO classes. Two more have been scheduled. Preparations have been made to welcome the faculty and students back to campus.

Extension Centers Report

Anna Center

During the month of August, The Anna Center staff was eager to welcome back students to campus. On August 5th, we hosted a SEM 111 (Pandemic Mode) to new incoming students. Items covered in the class were email setup, Moodle, MySCC and an orientation to student services offered at Shawnee. Throughout the month of August, we also hosted the presidential candidates. Each candidate was given a tour of the Anna Center. Late registration was held on August 6th, 10th, 11th and 12th. The fall semester class schedule for the Anna Center has been modified to adapt to the ever changing Covid-19 safety

requirements. All classrooms are set up to accommodate students safely taking classes in person. As of August 12th, there are approximately thirty-one classes being offered at the Anna Center which includes, ITV, late-start, along with day and evening classes.

Cairo Center

Our center hosted “Welcome Back Wednesday” on Wednesday, August 5th! We had 17 students participate. 15 of the 17 students registered for classes!

Governor Pritzker visited Cairo on Tuesday, August 4th. During his visit he announced that the State of Illinois will provide \$40 million through the Rebuild Illinois Capital Plan to construct a new inland port in Cairo. The state has already released \$4 million to begin the project. In his announcement, he stated that the construction of the port will create 500 jobs. Because of this, we have begun reaching out to members of the Port Authority Board to form a partnership with the board to possibly provide the needed training for the jobs that will be created with the Cairo Port construction.

Fred Bernstein of Community Health Emergency Services reached out to our center to discuss forming a partnership with us. This partnership would provide health education related programs and training to CHESI current and future employees by way of funding from the USDA Delta Health Care Grant. We will meet again for further discussion on August 21st.

Urban League of Springfield made contact with our center with a willingness to provide financial assistance to students in Alexander and Pulaski counties. Through the Illinois COVID Response Fund, the organization offered to pay past due bursar accounts, reimburse tuition up to \$2,000, pay past utility bills and assist with other financial hardships. So far, we have had served students from Alexander and Pulaski Counties. If all applications are approved, a total of \$20,193.95 will be paid to college.

Metro Center

During the month of July, Metro Center graduated five (5) truck driving students from the Truck Driving class that started in spring 2020 prior to COVID-19. The Metro Center also hosted a Welcome Back Wednesday. Eighteen (18) students were advised and enrolled during the event. There was a total of 162 contacts and 82 enrollments. Additionally, the center hosted a SEM 111/COVID-19 on Thursday, August 8th. Ten students were in attendance to complete New Student Orientation, Title IV, Moodle, and Zoom training.

Vienna Center

Lisa Meyer, Tanya Hill, Erin King, Amanda Brown, Jackie Smith, and Teale Betts helped with Welcome Back Wednesday on July 29th from 12 PM to 6PM. Many students registered and questions were answered about Shawnee Community College. Vienna High School also had their registration on July 29th which gave Shawnee Community College a presence for all who attended their registration as well. Teale Betts also

attended Vienna High School registration on July 30th from 7:30 AM-12 PM. Rob Lucas, Russ Stoup, and Teale Betts hosted SEM 111 at the Vienna Center on August 4th from 1 PM-4PM. The Vienna Extension Center hosted a Food Sanitation class with Ms. Jane Adams on August 8th. Teale Betts worked on collecting dual-credit classes for Vienna High School and Goreville High School.

Nursing

The associate degree nursing program has a total of 51 students who will begin classes Wednesday, August 12, 2020. NCLEX results for our practical nursing graduates continue to come in and thus far, everyone has passed. The ADN students should start testing in the next few weeks. A curbside Nurse Pinning Ceremony was held on July 23, 2020 with a total of 24 nursing graduates accompanied by a car load of family and loved ones attending.

Workforce Innovation, Adult Basic & Continuing Education

New Training Programs

The division is currently investigating the potential for creating new non-credit training programs that could bolster enrollment in the college's Heating & Air Conditioning certificate and degree programs. These programs would target potential new students and individuals already working in the field.

Solar Energy Jobs Training. The 52-hour training program would use a combination of classroom training and on-line learning along with hands-on lab activities to prepare students for work in the solar power industry. This certification program establishes entry-level competency and would appeal to employers in the renewable energy field. Coursework helps students work toward various industry credentials, including those through the North American Board of Energy Certified Energy Practitioners (NABCEP).

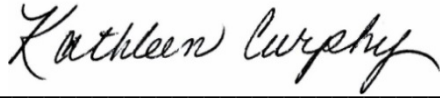
Home Inspection Certification. The 60-hour, on-line training program offered in partnership with the American Home Inspection Institute will prepare students to inspect a house's HVAC system, interior plumbing and electrical systems, roof, attic, floors, windows and doors, foundation, basement and structural components, then provide a written report with the results. Students will complete 5 ride-along inspections with an Illinois licensed home inspector. Upon completion, students will be prepared to take and pass the Illinois State Home Inspectors Exam.

Radon Measurement Technician. The 16-hour Initial Radon Measurement Technician course will train students in the methods that are used in radon testing for real estate purposes and individual homeowner tests. The course will also explore how and where an entrepreneur starting a new business can market their new professional service and how to explain to a client the next steps to take after the initial radon test results. This course is also approved for 16 CEU's with the National Radon Proficiency Program.

SBDC

The SBDC virtual Lenders Forum is scheduled for October 23, 2020. Federal, state, and local financing agencies will update local bankers on their lending programs.

The SBDC assisted with the facilitation of the annual Women's Health based at Shawnee Community College on August 8. This year it was a virtual conference with approximately 60 attendees via zoom.



Dr. Kathleen Curphy, Interim President

September 14, 2020

Date

a. Assessment

The SAAC presented WEAVE dashboard updated during the Fall 2020 Convocation, August 10. FY20 Reports are in the process of being generated using WEAVE specifically based on the Institutional General Education Core Competencies: Communication, Global and Cultural Awareness, Personal Growth and Responsibility, Problem-Solving, Research and Information Literacy. An analysis of numbers for the reported Core Competencies across collegiate academic areas will be evaluated during the September SAAC meetings. Discussions related to what objectives were MET and those that were NOT MET and how resource needs affected those outcomes.

Snipping of Report TOC for a specific SCC Program (used as demonstration during Convocation)

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FY20 CQI Completed

CQI - Admissions, Advisement and Recruitment FY20

1 The Admissions, Advisement and Recruitment department supports the SCC mission by providing one-on-one services to all potential students per ICCB regulations.	3
1.1 Use Colleague admissions, recruitment and advising product	3
2	4
3	4

CQI - Financial Aid Department FY20

1 The Financial Aid office will be the primary financial aid resource for SCC students.	5
1.1 (G1) The FA Office will promote SCC Scholarships	5
1.2 2. (G1) The FA Office will offer FAFSA information and assistance to all students.	6
2 The Financial Aid office will be up-to-date with state and federal rules and regulations. ...	7
2.1	7
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CQI - Institutional Research (IR) FY20

1 Establish Core Indicators for measurement	9
1.1 Routinely discuss goals and objectives of the programs and departments of the college	9
1.2 Determine the best way to track and monitor key indicators	10
2 Utilize CROA to be able to predict and track student measures of enrollment, retention and completion	11
2.1 The office participate in training offered by CROA to gain knowledge.	11
2.2 Review policy for ICCB and IPEDS to ensure accuracy	12

CQI - Learning Resource Center FY20

1 The Learning Resource Center provides materials and equipment as well as instruction	
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Snipping of Problem-Solving Report for a specific SCC ACADEMIC Program (used as demonstration during Convocation)

CCAF - PN 117 80 - Spring 2020 - PS

FY20

Completed

1 GOALS 1 OUTCOMES 1 MEASURES 3 TARGETS 4 FINDINGS 2 ATTACHMENTS

CQI - Learning Resource Center

FY20

Completed

2 GOALS 4 OUTCOMES 3 MEASURES 0 TARGETS 0 FINDINGS 0 ATTACHMENTS

1 Program Goals

The Learning Resource Center provides materials and equipment as well as instruction and technical assistance to support the learning needs of students, staff, faculty and general community of the SCC district
This space intentionally left blank

1.1 Objectives

The Learning Resource Center will be a source for instructional and information technology equipment and materials

Objective 1: The LRC will establish dedicated rooms specifically for Zoom videoconferencing

Objective 2: The LRC will upgrade equipment for all classrooms at Anna and Metropolis extension centers

Supported Initiatives (3)

STANDARDS

- 3.D The institution provides support for student learning and effective teaching.
- 3.D.4 The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites

STRATEGIC INITIATIVES

- 2.4: Develop campus activities and instructional strategies to increase student engagement

Action Plan

Objective 1: Purchase and set up necessary equipment (Vaddio cameras and microphones). Maintain existing Zoom licensing agreement; Objective 2: Purchase and install all necessary equipment (Anna: projectors and document cameras; Metropolis: document cameras)

Action Item 1	Created	Due	Status
Vaddio cameras and microphones	10/30/2019	11/1/2019	Complete
Action Item 2	Created	Due	Status
Projectors for Anna	10/31/2019	11/1/2019	Complete
Action Item 3	Created	Due	Status
document cameras for Anna and Metropolis	10/31/2019	11/1/2019	Complete

Snipping of Problem-Solving Report for a specific SCC NON-ACADEMIC Program (used as demonstration during Convocation)

CQI - Learning Resource Center **FY20**

Completed 2 GOALS 4 OUTCOMES 3 MEASURES 0 TARGETS 0 FINDINGS 0 ATTACHMENTS

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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

2. Student Services

Admissions

Danielle Boyd—Registrar

Danielle Boyd and Stephanie Dunlap worked the extended registration dates prior to the beginning of classes starting. Summer graduation has been finalized. There were 149 degrees and certificates awarded. In summer 2019, there were 129 degrees and certificates awarded.

Danielle Boyd sent out the annual FERPA notice to all students to provide them with information about FERPA, Due to COVID-19, the orientations were done a little differently this year.

Danielle Boyd and Stephanie Dunlap attended the staff interview sessions for the presidential candidates.

Athletics

John Sparks—Athletic Director

The NJCAA has pushed all regular season games for Fall sports to the second semester. Men's basketball and women's basketball's first regular season game is scheduled for January 22. Volleyball's first scheduled game is February 4 at Lake Land College. Baseball and softball are Spring sports and currently will play their normal schedule scrimmages and games.

All schedules will be posted on approximately September 1 on our website. These schedules may change and will be updated as the Covid-19 outbreak dictates.

As coaches, we are all excited about our upcoming season. We are looking forward to meeting all of the challenges that we will face in this pandemic. We will be making all of the necessary measures to keep our student-athletes safe and encouraged through these challenging times.

Total Student-Athletes by Sport (99)

- Men's Basketball 17
- Women's Basketball 15
 - Volleyball 15
 - Softball 20
 - Baseball 32

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career Services has worked with unemployment customers with resume completion and job search assistance. Ms. Weldon assisted with the Welcome Back Wednesday in Cairo on August 5. She has been collaborating with a local employer to find twelve contact tracers. Ms. Weldon has completed registration and residency checks for the some of the athletes.

Dean of Students

Dr. Kristin Shelby—Interim Dean of Student Success

Dr. Shelby has been designated as the student COVID-19 contact. Instructions for reporting a COVID-related exposure or positive COVID test can be found in the Return to Campus handbook on the homepage. To minimize contact and exposure, a reporting link is being developed to allow students to report by filling out a form, which will be emailed directly to Dr. Shelby. Dr. Shelby will work with the student and/or Southern 7 Health Department on quarantine protocol.

Dr. Shelby has recently been selected to serve a two-year term as the Student Services representative on the statewide ICCB Program Review Advisory Committee.

Recruitment and Advisement

As of August 3, all advisors are back on campus! The students seem to appreciate being able to access advisors through Welcome-Back-Wednesdays and face-to-face appointments. Still, they have also continued to enroll and seek guidance through phone and Zoom appointments. The advisement hallway seems quiet without Monica, and her guidance is missed, but her students continue to receive advisement assistance from Erin and Amanda and academic accommodations from Mindy Ashby in the Student Success Center. The revamped "College Success" class was organized by Greg Sheppard, and sessions are being facilitated by Teale Betts, Blake Goforth, Amanda Brown, Hayley Story, and Erin King. It has been received well and may be expanded as demand requires. With everyone's effort, the gap between last year's numbers and our current fall enrollment is closing. Meridian's Fast Start class has also formed, and includes eight new students and three returning students, all of whom will be spending their senior year of high school as full-time students at SCC!

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

ETS and Romana and Associates are still in the grant writing process. We will now be entering into phase two of the process. ETS is also in the planning stages for its annual Back To School Night and other virtual activities for the upcoming school year.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Financial Aid staff continued to process new applications, verifications, professional judgments, and dependency overrides. Scholarships and waivers have been updated. Staff worked the extended hours registration prior to the beginning of classes starting. Illinois Veterans Grant, ISAC Illinois National Guard enrollments and veteran certifications to the Department of Veterans Affairs were submitted.

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 Student Success Center has created an online Request for Tutoring form for quick and easy access. All labs encompassed in the Student Success Center have been set up

following the social distancing guidelines, and sanitation stations are available. Students may opt to receive tutoring services by email, phone, face-to-face, or via ZOOM. Virtual introductions will be made available at the beginning of the semester for students by the Student Success Center.

The Student Success Center Testing Center has reopened, but current and prospective students still have the option to take their placement exam remotely. Testing was available during the late-night registration at the main campus and each of the extension centers. The Center collaborated with the Coordinator of the CNA program to complete test administration of the required state certification exam, Illinois Nurse Aide Competency Evaluation (INACE), that was impacted by the closure of the College. The Center will resume Pearson VUE Certified Exams mid-August for individuals needing to finish their GED, certifications, or exams for job opportunities.

The Director and Testing Technician will be dedicated contacts for students with disabilities this semester. Students that disclose the need for accommodations may email ar@shawneecc.edu to schedule an appointment to request those accommodations. Individuals with disabilities will participate in an intake assessment to determine eligibility. Once students are approved, letters will be provided to instructors regarding qualifying accommodations. An online application has been created for Accessibility and Resource and has been made available on the College's website.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

TRiO Student Support Services has been refunded with over \$11,000 increase from our previous grant cycle. Many areas have helped SSS with getting this increase and deserve thanks: all departments in Student Services for their unconditional support with collaboration efforts; Sabrina Black for her constant support during our data gathering stage; the extension center staff for their support; the IT dept. for their assisting with technology needs; the faculty for always willing to work with us to meet student needs; and Institutional Research. We look forward to continuing to serve Shawnee students toward meeting their academic goals.

Staff recruited for the program at Welcome Back Wednesdays.

Vice President of Student Success and Services

Dr. Lisa Price—Interim

Dr. Price and Jean Ellen Boyd continue to work diligently to update the Return to Campus plan with the everchanging guidelines from the Centers for Disease Control and Illinois Department of Public Health. A healthy and collaborative working relationship with Southern 7 Health Department has been established

with the Director of Nursing, Teresa Wilburn and Community Outreach Coordinator, Shawna Rhine. Frequent discussions have been held and both are willing to answer questions and assist in any way possible with the COVID-19 situation. The first “official” Return to Campus plan was rolled out to campus in late June 2020. As of August 10, 2020, the plan has been revised six times as the guidelines continue to change.

With face-to-face classes beginning on August 12, 2020, it was important to inform students of the expectations in regard to safety and the steps that Shawnee Community College has taken to do our best in keeping them and employees as safe as possible. On Monday, August 10, 2020, daily emails were sent to all students with safety tips and explanations.

August brought SEM 111 – Pandemic Mode, a one credit hour course where students met face-to-face with an advisor/facilitator, Russ Stoup, and Rob Lucas. For these non-mandatory courses, the tuition was waived, and the original six sessions filled quickly by word of mouth. When face-to-face, students were assisted with maneuvering the SCC website, learned how to utilize MySCC (email and account information), got familiar with Moodle the online course management system, had a demonstration of a Zoom classroom, completed New Student Orientation, and the Title IX informational module. Students will complete the remainder of their class completing online modules.

The United States Department of Education awarded grant funds to each state that was funneled through the Governor’s office, entitled Governor’s Emergency Education Relief (GEER). The grant application was submitted and being managed by the Illinois Community College Board. While these monies were not as restricted as the CARES Act funds, the application was more of a grant writing process with a narrative, project scope and services, and a budget. The main goal stated in the directives of GEER was that these funds must be used to support efforts to enroll and retain low income, underrepresented and first-generation students that might otherwise not enroll or return due to the pandemic, including by closing the digital equity gaps. All funds must be given for the ways in which Shawnee Community College defines underrepresented, first generation, and low-income students. Very broad definitions were used as well as scope of services.

At the faculty and staff convocation, Dr. Price emphasized the many support services available to SCC students. Many efforts have been made to put these services in place to retain students.

Dr. Lisa Price

Interim Vice President of Student Success and Services

8/14/2020

Date

3. Finance

Financial and Campus Operations Board of Trustees Report September 14, 2020

State Payment Update

The state owes July and August equalization and credit hour funding for the FY21 fiscal year. The equalization and credit hour funding payments for FY20 have been fully received.

Facilities

The roofing project is still in process should be completed soon. The rain has caused delays. The maintenance staff has continued readying campus for the fall semester.

Director of Business Services

Completed annual college budget for FY21. Continued providing information to college auditors. Completed information requests for faculty contract negotiations. Met with the Capital Development Board on the HVAC project. Worked with IR to provide enrollment figures to the President and to create a CTE program cost analysis.

IT Department

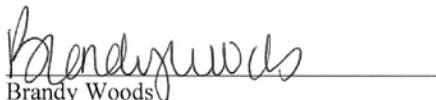
Held daily IT staff meetings. Set up Zoom sessions for presidential candidate interviews. Set up equipment. Continued to prepare for fall semester.

Human Resources

Scheduled eight presidential candidates for on-campus interviews. Worked with each candidate on their itinerary for the day, scheduled each Zoom session with faculty and staff, and monitored those sessions. There has also been a variety of other openings to fill for the fall semester, including a transportation instructor, a nursing instructor, and finding an adjunct to cover the Health Information Technology classes until a full-time faculty member is hired. Kept up-to-date on the constant changes related to COVID-19 and new leave laws such as FFCRA. Several employees requested accommodations to work remotely due to their health concerns, and when denied, helped them find alternate solutions, such as leave or more on the job accommodations to protect them while at work. Collected paperwork and payroll items for new employees, assisted with their onboarding, and put them in touch with their Division Chair or Department.

Bookstore

The bookstore has completed summer book buybacks. Book sales have begun for the fall semester, with curbside service offered at Main Campus. Staff have found additional ways to accommodate students by waiving shipping costs and offering alternative ways to get their books. Bookstore staff have also worked with the library on receiving and distributing equipment for students.



Brandy Woods
Interim Vice President of Financial and Campus Operations
August 10, 2020

4. Shared Governance – July 15, 2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaidis, JoElla Basler, Ruth Smith, Beth Crowe, Tina Dudley

Approval of June 11, 2020 minutes

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

Agenda Items:

1. Call to Order

2. Reopening Plans

Dr. Curphy sent out the final reopening plan 2 to 3 weeks ago, but it had to be updated after attending several webinars and receiving faculty and staff feedback.

Dr. Curphy explained that the plan is fluid, and will change as we receive new information and guidelines from ICCB and the government. Everyone is to wear a mask and follow the strict plan guidelines. Staff will return to campus at 50% capacity on July 20, 2020. All staff (except those with medical exclusions) will return August 3, 2020. Dr. Nicolaidis asked that staff and faculty be on the same page with regards to COVID-19 policies.

Dr. Nicolaidis also discussed a list of questions faculty had submitted to Ruth regarding faculty returning to campus for the fall semester. The questions are listed below with Dr. Curphy's responses:

- a) What solution has been determined for barriers between faculty and students while teaching?

Plexi-glass will be used. Instructors are encouraged to use face shields and maintain 6-foot distancing. Dr. Curphy encouraged faculty to slowly move students to remote instruction. If an outbreak occurs, all instruction will become remote.

- b) What if students refuse to clean the classroom space?

Give students responsibility to take care of themselves and those with whom they share a classroom. All students must receive an expectation sheet prior to class. Dr. Price will make sure an email blast goes out about masks and cleaning prior to the start of the semester.

- c) Requiring classrooms spaces to be cleaned will require class time because we cannot assume they will use the 10 minutes before their next classes efficiently. Simply put, this is another example of loss of instruction time.

Encourage students to arrive early to clean their space.

- d) If students choose take masks off or not to wear them, what authority do we have as Instructors to handle this? Do I leave the class to call security? Send a student?

Faculty can use their cell phones to call security to come to their class to deal with the non-compliant student.

- e) There should be consideration for an additional professional tutor designated to assist students online (virtually) only. Students need a professional tutor that can assist through Zoom in the evenings.

SEM class will help, but we will work on a 1-800-number students can call for after-hour support.

- f) If one of us gets COVID, we must stay out 14 days. How does a class go on when the teacher is gone at least 14 days? What if I get it, and I'm not better in 14 days? What happens to my class then?

A letter is coming out from H. R. about what to do if faculty have to stay home. We will work with Southern Seven to incorporate a plan.

- g) What if a student tests positive for COVID-19. How long do they remain off campus? What is the process for notifying other students that could have been in the same class as the student? Do we also isolate?

Stay off campus 14 days, and bring a note when test is negative. Dr. Price discussed the idea of students signing a daily wellness sheet. Possibly an app for their phones to daily track their health. The app would ask them 3 or 4 questions before they come to class. A student must prove they are no longer infected (note saying they have tested negative). Faculty will contact Emily with any COVID-19 questions. Keep all curriculum and instructional meetings via Zoom.

- h) Is there anything that would cause us not to start face-to-face classes in August?

If the Governor says we are not going back on campus.

- i) Chromebooks do not work for all courses. Will any laptops be ordered for students who need them for particular courses? (e.g., ACC, BUS, COM, and IMS)?

The bookstore is working with IT to order laptops.

- j) What consideration is given to the bottleneck of students showing up right before class (they often like to do this) but all need their temp taken?

This can and will lead to late students and loss of instruction time.

3. Class Drop Date:

JoElla asked if faculty are to inform students that July 17th is the last day to drop classes, and are faculty to poll students again for pass/fail grades? Dr. Price responded that students had to choose P/F prior to summer sign up. The 17th is the last day for students to withdraw. Instructors do not initiate withdrawals.

4. Online Class Issues/Student Advisement:

Dr. Curphy discussed that our enrollment is down 25%, and down 22% student credit hours which are pretty typical numbers throughout the state. Dr. Curphy asked if faculty would be willing to increase online enrollment from 24 students to 28 students. Dr. Nicolaides asked how much money would be saved by increasing online student numbers. Dr. Curphy will find out and report the numbers to faculty.

Dr. Curphy expressed how urgent it is to increase our student numbers due to our budget deficit.

The question was asked, “Who is reaching out to students that did not get accepted to SCC?” Dr. Shelby stated we are going after those students this summer. Rob is on the radio and running TV ads encouraging students to “save your face-to-face spot, and register now.” Dr. Curphy also specified that our faculty must have fulltime loads.

Dr. Curphy requested Grants be added to the August agenda. Distance learning Grant, Delta Center Grant, and Pathways Grant need to be discussed.

JoElla asked if we could text alerts to students about registering. Dr. Price responded that the system is not ready.

Dr. Nicolaidis asked how student frustration can be alleviated from the online experience. Dr. Curphy discussed how we must make online appealing to students. It was suggested that we eliminate any Zoom (synchronous) fee. SEMO is rolling out a new program called Hyperflex classes. The classes provide options for students to learn. Flexibility with face-to-face, synchronous remote, or asynchronous online students choose what is the best way to learn with their lifestyle. We would need to find a grant to help pay faculty to teach Hyperflex courses.

5. Assessment (prepared by Phyllis Sander, submitted by Dr. Thornsberry)

Student Academic Assessment Committee members have been meeting via Zoom with individual departments/programs to analyze FY20 collected data and record "findings" from implemented interventions for the identified entity. Also, many of the departments/programs have created the initial planning FY21 CQI document for the department/program, adjusting goals and objectives based on findings from their FY20 data analysis.

The following Co-Curricular CQI were completed during June 2020:

Ambassadors

Their objectives aligned with the Oral Communication and Personal Growth and Responsibility Core Competencies.

College Bowl Team

Their objectives aligned with the Personal Growth and Responsibility and Problem-Solving Core Competencies.

eSports

Their objectives aligned with the Personal Growth and Responsibility, Problem-Solving, and Oral Communication Core Competencies.

Student Senate

Their objectives aligned with the Personal Growth and Responsibility, Problem-Solving, and Oral Communication Core Competencies.

6. Next Meeting

August 6, 2020 at 1:00 p.m.

Shared Governance – August 6, 2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Shelby, Ruth Smith, Dr. Thornsberry, Jean Ellen Boyd, Beth Crowe

Approval of July 7, 2020 minutes

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

Correction to the Minutes

Corrections: Dr. Shelby asked for a correction to her statement. In the original minutes the statement was typed, “The Institutional Effectiveness Committee should be looking at Student Assessment and make sure it is feeding into the Strategic Plan and Master Academic list.” It should have been typed as the following, “The Institutional Effectiveness Committee should be charged with overseeing institutional effectiveness and student academic assessment and ensure they are both feeding into the Strategic Plan and Master Academic Plan.

Dr. Curphy also requested a change to the August minutes regarding the spelling of Capital. Upon further research the word Capital when referring to, “Rebuild Illinois Capital Plan was spelled correctly.

Agenda Items:

1. Call to Order

2. Grants

While there is nothing to report at this time regarding grants, Dr. Curphy did report SCC has been awarded \$2 million from Governor Pritzker’s “Rebuild Illinois Capital Plan.” The funds will be used for the HVAC upgrades in buildings H and I on main campus.

3. November 3rd Election Day and October 8th Shawnee Experience Day

Dr. Curphy asked that Dr. Thornsberry to discuss with Dr. Nicolaidis, President of SCEA, that October 8 be changed to an instruction day to make up for the state-mandated holiday on November 3rd. October 8th is scheduled to be the Shawnee Experience, which will not occur due to the virus-related campus restrictions.

The requirements for Election Day holiday apply only to the November 2020 election. Per [P.A. 101-0642](#) (Section 24-2e) “Notwithstanding any other provision of State law to the contrary, **November 3, 2020** shall be a State holiday known as 2020 General Election Day and shall be observed

throughout the State pursuant to this amendatory Act of the 101st General Assembly. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place.”

4. Assessment

The Student Academic Assessment Committee (SAAC) met on July 23, 2020. An update was provided on the co-curricular areas creating FY21 CQI planning over the summer. They defined SLO measures and action plans, which supported the individual program objectives and college mission statement. FY20 projects were divided between SAAC members for follow-up to complete "Findings."

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 as it is entered into Weave. Also, the workshop will provide participants the opportunity to build a sample Strategic Plan template and project.

Dr. Curphy asked Dr. Thornsberry if the Master Academic Plan and the Strategic Plan had been uploaded into Weave. Dr. Thornsberry specified, they had not. (This was since clarified that they are in Weave.) Dr. Curphy discussed having more data driven discussions once plans with the college documents updated into Weave.

Dr. Shelby briefly discussed it should not be the work of the SAAC to look at institutional assessment. The Institutional Effectiveness Committee should be looking at Student Assessment and make sure it is feeding into the Strategic Plan and Master Academic list.

5. Other

Dr. Curphy stated we still need to think “Recruit and Retain” when we are out in the community. Enrollment for this fall is down 6.77% in headcount and 500 credit hours.

Dr. Curphy met with the faculty to address concerns about returning to campus. Dr. Curphy asked if anyone hears of those with concerns to contact her.

Adjourned at 1:18 p.m.

5. PR and Marketing Report: Rob Betts

Google Analytics-

According to our Google Analytics reporting for the period ending August 10th, the number of users to our site was 7,084. This month the data also indicated that we had 5,602 new users the top 3 locations by state for views during this reporting period continues to include:

	Current Month	Previous Month
1. Illinois	3,195	3,279
2. Missouri	1,708	1,992
3. Kentucky	563	779

During this period the breakdown for top five pages most frequently visited on our website are

www.shawneecc.edu/:

/Student-resources	666
/Student-resources/bookstore	400
/about	242
/academics/degree-plans	297
/about/contact	232

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
7/11/20			1185	8327	34217
7/12/20	3	1	1825	8084	32661
7/13/20	1	1	1910	7841	31011
7/14/20	4		1959	7058	29977
7/15/20		2	1742	6568	29506
7/16/20	5		1959	6027	28128
7/17/20			1211	5582	23749
7/18/20	1	1	1476	5641	20743
7/19/20			1842	5823	19364
7/20/20	3		1655	6050	19415

7/21/20	3	2	1491	6088	19310
7/22/20	2	1	1472	6122	19268
7/23/20	2		2652	6943	20184
7/24/20	5		2319	7630	20969
7/25/20			1400	7433	21065
7/26/20		1	2181	7729	20904
7/27/20			2609	8317	20590
7/28/20	1	1	1632	8111	20355
7/29/20	1		2130	8586	20279
7/30/20	1		3340	8951	21237
7/31/20	3		2605	9132	21454
8/1/20		1	2282	9577	21604
8/2/20		1	1953	9466	21504
8/3/20	4	1	6776	12730	24321
8/4/20	4	2	6423	15566	26320
8/5/20	5	1	4003	16290	26822
8/6/20	2		3072	16094	26633
8/7/20	1	1	4032	17040	27726
8/8/20	1	1	3954	18191	29056
8/9/20	3	1	3913	19874	30330
8/10/20	1		4340	17703	31416
8/11/20			2313	15090	32280

Traditional Media Sources:

Coverage this month includes stories covering:

- Upcoming Enrollment
- Expanded In-District Tuition
- Policing in the 21st Century Forum
- Presidential Search Forums
- Plans for Reopening
- Cairo Port & SCC CTE's

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	Local Ad Value	Local Viewership
7/11/2020 11:09	KBSI (FOX)	The Spiel	\$3.90	120

7/11/2020 11:46	KBSI (FOX)	The Spiel	\$3.90	120
7/12/2020 17:04	WSIL (ABC)	News 3 News at 5	\$79.38	1824
7/12/2020 22:06	WSIL (ABC)	News 3 News at 10	\$392.40	4651
7/13/2020 18:07	WSIL (ABC)	News 3 News at 6	\$1,424.33	52158
7/13/2020 22:04	KFVS (CBS)	Heartland News @ 10	\$2,191.20	28993
7/14/2020 4:04	KFVS (CBS)	Heartland News	\$248.56	7469
7/14/2020 5:35	KFVS (CBS)	The Breakfast Show	\$642.98	18690
7/14/2020 5:36	KFVS (CBS)	The Breakfast Show	\$642.98	18690
7/14/2020 6:32	KFVS (CBS)	The Breakfast Show	\$928.46	30340
7/14/2020 18:01	KFVS (CBS)	Heartland News @ 6	\$1,598.45	34594
7/14/2020 18:03	KFVS (CBS)	Heartland News @ 6	\$1,598.45	34594
7/18/2020 11:34	KBSI (FOX)	The Spiel	\$3.90	120
7/24/2020 6:16	WSIL (ABC)	News 3 Morning	\$31.59	1516
7/27/2020 6:34	KBSI (FOX)	The Spiel	\$34.71	726
7/27/2020 18:13	WSIL (ABC)	News 3 News at 6	\$1,424.33	52158
7/27/2020 22:03	WSIL (ABC)	News 3 News at 10	\$1,545.30	23656
7/28/2020 5:03	WSIL (ABC)	News 3 News Morning	\$34.06	857
7/28/2020 5:32	WSIL (ABC)	News 3 News Morning	\$5.07	363
7/28/2020 22:08	WSIL (ABC)	News 3 News at 10	\$654.60	12206
7/29/2020 5:09	WSIL (ABC)	News 3 News Morning	\$28.86	767
		TOTAL	\$13,447.41	324,612

MOTION NO. 3

**CONSIDERATION OF APPROVAL OF TRUST AGREEMENT WITH
THE CAPITAL DEVELOPMENT BOARD AND CITY NATIONAL BANK
FOR CDB PROJECT # 810-086-017 MAIN CAMPUS HVAC
MECHANICAL SYSTEMS UPGRADE**

A motion was made by John Windings and seconded by Steven Etter to approve the trust agreement with Capital Development Board and City National Bank for CDB project # 810-086-017 main campus HVAC mechanical systems upgrade – (**Attachment #1**)

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Mr. Steven Etter, (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - 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. 4

CONSIDERATION OF APPROVAL OF THE FY2021 INSTITUTIONAL ASSESSMENT PAYMENT TO SICCM

A motion was made by Mike McMahan and seconded by James Darden to approve the FY2021 Institutional Assessment Payment to SICCM for \$181,714.00 – (**Attachment #2**)

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Mr. Steve Heisner - Yes
Mr. Steven Etter, (advisory vote) - Yes
Mr. Randall Rushing - 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. 5

CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN SAINTS FOUNDATION AND SHAWNEE COMMUNITY COLLEGE

A motion was made by Andrea Witthoft and seconded by Mike McMahan to approve the Memorandum of Understanding between the Saints Foundation and Shawnee Community College – (**Attachment #3**)

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Mr. James Darden - Yes
Mr. Steven Etter, (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Ms. Cathy Belcher - 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. 6

**CONSIDERATION OF THE MEMORANDUM OF UNDERSTANDING
BETWEEN RURAL HEALTH AND SHAWNEE COMMUNITY COLLEGE**

A motion was made by James Darden and seconded by John Windings to approve the Memorandum of Understanding between Rural Health and Shawnee Community College.
(Attachment #4)

On roll call vote, the members voted as follows:

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

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

MOTION NO. 7

**CONSIDERATION OF THE LEASE AGREEMENT BETWEEN
SHAWNEE COMMUNITY COLLEGE AND UNIVERSITY OF ILLINOIS
EXTENSION**

A motion was made by Steve Heisner and seconded by Steven Etter to approve the lease agreement between Shawnee Community College and University of Illinois Extension.
(Attachment #5)

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8

XIII. EXECUTIVE SESSION

A motion was made by Steven Etter and seconded by James Darden to **adjourn and go into executive session** at 6:09 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 Director of Institute Research, Effectiveness and Planning Duties - **Executive Session Tab, p1** pursuant to 5 ILCS 120/2 (c) (1) **Attachment #6**
 - B. Consideration of Grant Writing, Monitoring, and Managing Services Duties- **Executive Session Tab, p1** pursuant to 5 ILCS 120/2 (c) (1) **Attachment #7**
 - C. Consideration of Hiring Candidate to Serve in Position of President of the College, to Include Terms and Conditions of Contract. - **Executive Session Tab, p1** pursuant to 5 ILCS 120/2 (c) (1)
 - D. Discussion of Collective Bargaining- **Executive Session Tab, p1** 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)
 - A. Consideration of Resignation of Full-Time Employee **Executive Session Tab, p1** pursuant to 5 ILCS 120/2 (c) (1) - **Attachment #8**

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. James Darden - Yes
Mr. John Windings - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - 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. 9

A motion was made by John Windings and seconded by Steven Etter to adjourn out of executive session at 8:05 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. 10

A motion was made by Steve Heisner and seconded by James Darden to approve the minutes of the executive session held on September 8, 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. 11

**CONSIDERATION OF DIRECTOR OF INSTITUTE RESEARCH,
EFFECTIVENESS AND PLANNING DUTIES**

A motion was made by Mike McMahan and seconded by Steven Etter to table the motion to allow time to look at legal questions.

To approve India Hampton has requested to work as an Independent Contractor.
(Attachment #6) - TABLED

On roll call vote, the members voted as follows:

Mr. Randall Rushing - Yes
Ms. Cathy Belcher - Yes
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

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

MOTION NO. 12

**CONSIDERATION OF GRANT WRITING, MONITORING, AND
MANAGING SERVICES DUTIES**

A motion was made by John Windings and seconded by Mike McMahan to approve Kim Guetersloh on an hourly basis last year to write the Delta Health Grant for Shawnee College. (**Attachment #7**)

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
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. John Windings - 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 HIRING CANDIDATE TO SERVE IN POSITION OF PRESIDENT OF THE COLLEGE, TO INCLUDE TERMS AND CONDITIONS OF CONTRACT

A motion was made by Steve Heisner and seconded by Andrea Witthoft to approve Dr. Tim Taylor as the President of Shawnee Community College, subject to approval of Terms and Conditions of Contract. To be ratified at the next meeting.

On roll call vote, the members voted as follows:

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
Mr. Steven Etter, (advisory vote) - Yes

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

MOTION NO. 14

CONSIDERATION OF DISCUSSION OF COLLECTIVE BARGAINING

A motion was made by _____ and seconded by _____

NO ACTION

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Mr. Michael McMahan	_____	_____	_____	_____
Mr. Randall Rushing	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____
Ms. Cathy Belcher	_____	_____	_____	_____
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. 15

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by James Darden and seconded by Steven Etter to approve the resignation of Helen Daniels-Moncrief effective August 1, 2020. (**Attachment #8**)

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) - Yes

Mr. Randall Rushing - Yes

Ms. Cathy Belcher - Yes

Mr. Michael McMahan - Yes

Mr. James Darden – Yes

Ms. Andrea Witthoft - Yes

Mr. Steve Heisner - Yes

Mr. John Windings - Yes

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

XIV. Adjournment

MOTION NO. 16

A motion was made by John Windings and seconded by Mike McMahan **to adjourn at 8:34 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.