

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
October 5, 2020**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on October 5, 2020 via Zoom. 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 - 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:

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

Dr. Connie Drury – Present

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. Special Board Meeting Minutes August 18, 2020
2. Meeting Minutes September 8, 2020
3. Consideration of Treasurer's Report
4. Approval of Bills

Education Fund	\$1,813,126.50
Building Fund	239,467.50
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	89,168.47
Restricted Purposes Fund (Grants)	247,964.35
Restricted Purposes - FWS*	209.20
Restricted Purposes - PELL	2,354.31
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	1,049.09
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	64,171.86
 Grand Total	 \$2,446,310.33

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 James Darden and seconded by Steven Etter to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$170,000.00 August 31, 2020**

On roll call vote, the member 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

Faculty have continued to be innovative on how to best serve students this semester. Many Faculty have used Zoom to record face to face lecture in the classroom and then post the class recordings in Moodle afterward in order to ensure the information is available for any student situation. Creating backup systems and parallel learning options this semester has helped retain students especially those who have been quarantined.

In general, on Zoom Thursday's and Friday's student signing into class off-site for the synchronous off-site lesson has been successful. Albeit, many instructors have noticed that many students who are signed in often appear to be doing other activities or are completely not available for class interaction as they often do not respond to cues from the instructor. The added flexibility of attending remote classes, unfortunately, is posed with many less than ideal possibilities. I myself, had a class on Zoom with 23 students signed in and when I asked them to chat me a code that I wrote down on the screen, for bonus points, only 3 students send me the code.

Some students elect to miss the Zoom time and might watch the recording later, key word might. In similar, some students admit to listening to recordings on their phone while driving their car. Faculty are learning how to deal with such issues this semester as they are certainly new and are less than ideal for student learning. During faculty discussions on how to best approach these issues someone mentioned that their own son/daughter enrolled in a class had signed into a Zoom class but was not at home (where they were signed in) as they had gone to the dentist. As such, this student missed the majority of that day's information. Faculty maintain that students have to be participatory and not simply "sign in" to a Zoom class.

Faculty continue to work steadfast at how they can help all students. Faculty have dramatically modified their classes to maximize student success. Faculty are now teaching three groups of students for each face to face class. One that is typical face to face, another that is Zoom on a synchronous or recorded asynchronous format, and another for those students that did not follow along with the above two scenarios. Students simply need to make an honest effort and stay consistent with class work to achieve success.

On a different topic; Faculty individually contributed approximately \$280 of donations the newly opened food closet on campus. This sum was outside of their association dues. The faculty association then added to that sum to reach a total of \$500. The \$500 will be given to the Saints Foundation this week for use on food items for the food closet.

Math/Science Department

Dr. Laxmi Sagwan, Research Education Specialist for SI Bridges, and graduate students Jason Henry and Will Browning (SCC and SI Bridges alumnus) visited Lori Armstrong's BIO 115 labs in September. They taught students about GMO's (genetically modified

organisms). The students brought in food samples which they used to test for the presence of GMO's. They were taught many new skills and molecular biology techniques.

These activities were part of the SI Bridges Grant outreach. We will be recruiting new SI Bridges students during the spring semester.

The Anatomy and Physiology faculty (Ian Nicolaidis, Sheryl Ribbing, and Brenda Brown) met with Lori Armstrong (M/S Division Chair) to begin planning the transition of anatomy (BIO 210) and physiology (BIO 215) into Anatomy and Physiology I and II. We will also be meeting with the nursing faculty and DON soon for their input. A and P I and II will be offered during the 2021 academic year.

Brenda Brown attended a 12 hour virtual seminar discussing brain health. Topics included brain development with constant screen time, concussion, social impairment/brain impairment.

Ian Nicolaidis and Lori Armstrong hosted a mock Zoom interview with a former student who recently interviewed at three different medical schools. Brent Moallankamp will likely soon get a seat at a medical school next school year as he remarked the interviews went very well.

Nu Alpha Alpha Phi Beta Lambda members have elected officers for the FY21 academic year and held Officer Installation today, Monday, October 5.

Bethany Bell, President
David Voigt, Vice-President
Kaitlyn May, Secretary
Sharon Brashear, Treasurer
Isaiah Barker, Parliamentarian

PBL members have been assisting with filling food orders from The Cupboard on Wednesdays and have worked with Ms. Hamilton-Smith to continue with the project for the entire semester as well as assist with unloading and organizing food shipments every month - on the second Thursday of the month.

PBL members just finished holding a WEEK-LONG BUTTER BRAID fundraiser with a goal of raising \$200 to be donated to the March of Dimes (Phi Beta Lambda's national service partner). The goal was met and members are thankful for all the SCC support in this endeavor!

Other Departments will submit information next month.

VIII. Report of Student Trustee: Steven Etter

The Student Senate had its election for its 2020-2021. The new sophomore senate members are Sharon Brashear, Alejandra Lopez, and Joshua McGill. New freshman senate members are Caleb Kaufman and Jeremiah Hale. Our extension center representatives are Deja Rohlfing for the Anna center, Nigel Williams for the Cairo center, Freda Walker for the Metro center, and Bradley West for the Vienna center. Shawnee's student body would like to welcome them and appreciate their representation.

Today and Wednesday at lunch in the cafeteria the student senate is passing out dilly bars and other ice cream treats to the students and faculty for their mid-terms. This is usually done during finals week but due to COVID-19 the senate has had to become more flexible showing that caring about our student is still our main focus.

On Wednesday October 7th there will be a mobile blood drive on the main campus parking lot. There will be donation time slot available from 9am till 2pm. You can contact Erin for a time slot or there will be a signup sheet available Monday in the cafeteria. As always board members are invited to participate.

Student senate will have its officer election on October 19th during its regular meeting. PTK-our schools honor society has started its annual induction drive. Members of PTK were in the cafeteria to sign up qualifying students. Students must have a 3.5 grade point average to join and maintain a 3.2 grade point average to stay a member. As of today, we have signed up 23 new members.

Officer elections were held and our new president is Sharon Brashear, Vice Presidents are Gracen Kern, and Lauren Porter, and our Public Relations Officer is Steven Etter.

We held our first induction ceremony on September 30th virtually on Zoom. Our new members are Alejandra Lopez, Jessica Cates, Cheyenne Lang, Sierra Toman, Caleb Gentry, Alyvea Phillips, and Kaitlyn May.

PTK is also donating toothbrushes, toothpaste, deodorant, soap, shampoo, and conditioner to The Cupboard.

PBL, Phi Beta Lambda, had their officer elections and their new President is Bethany Bell, Vice President is David Voight, Secretary is Kaitlyn May, Treasurer is Sharon Brashear, and Parliamentarian is Isaiah Barker.

PBL has also been filling baskets for The Cupboard and is making a flyer to make students more aware of what and how often they can access The Cupboard Food Pantry.

SSS, our Student Services have adjusted to our new way of doing things by holding virtual workshops on voting, art museums aren't just for old rich people, writing resumes, the library as a learning tool, and technology. They held their first "Fun Friday" where they played games with SSS students and perspective student.

There has been an increase in students seeking tutoring. Mindy Ashby is currently seeking more student tutors for math, English, and other classes.

IX. Report on College Foundation: Cathy Belcher

On behalf of the Saints Foundation Board of Directors, I would like to welcome Dr. Tim Taylor and congratulate him on his selection to lead Shawnee Community College into the future. The Saints Foundation looks forward to working closely with Dr. Taylor to help build and achieve the mission and vision of the College.

The Foundation's major focus has been on five recent current initiatives:

- 1) The Scholarship award process for this year is coming to a close. Before we do, we recently received two new scholarships to be awarded this year to Johnson County students. The donors graciously decided to award both their scholarships this year to a student that lost her mother two months ago, is living with her grandmother, and in financial need to continue her enrollment at SCC.
- 2) Also related to Scholarships, is the implementation of the scholarship management software program Academic Works. As mentioned before, this program will be used jointly by Financial Aid and the Saints Foundation to manage the Scholarship application and management process. Prior to launching in November, we plan on meeting with Guidance Counselors from all the District High Schools to provide a basic training on the process for students to apply. To reach the implementation stage has required a lot of time and training on building the program, but it will make us more efficient going forward.
- 3) A Virtual Gala is still in the planning stages. We are working closely with Christopher Jackson in securing availability to create videos and make final preparations. Work is ongoing to produce videos of students and SCC programs for utilization in the Gala. It is our goal to highlight areas in need of funds, that viewers will be encouraged to donate towards. Donations will be accepted through an online process.
- 4) Our annual Employee Giving Campaign is scheduled for mid-to-late October and will allow employees and faculty to select payroll deductions toward areas of need that will be identified in the campaign. It will also allow individuals to make donations to the campaign such as Trustees, Foundation Board Members and others.
- 5) The Saints Foundation elected Jody Johnson as Treasurer. We have continued in moving forward in transitioning the accounting and bookkeeping to the Foundation.

At the August Saints Foundation Board of Directors meeting, Ms. Jane Adams, a music teacher at Egyptian High School, and living in Mounds, Illinois, was elected to the Saints Foundation Board of Directors. We welcome Jane to our Board and the Saints Family.

We are so pleased to announce that *The Cupboard* is now open for our students to help in preventing food insecurity on our campus. Thanks to all those who have helped with this project, and Jacqueline Smith for her leadership efforts.

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

No report.

XI. President’s Report: Dr. Tim Taylor

Enrollment Update					
Headcount			Reimbursable Credit-Hours		
FY 21	FY 20	%Δ	FY 21	FY 20	%Δ
1332	1434	-7.11%	11067.5	11540	-4.09%

*Data pulled 10/05/2020; State reimbursement is based on credit-hours generated at mid-term

My first few weeks as SCC President have been spent meeting SCC students. Along with participating in Meet and Greets with SCC administrators, staff, and faculty. As well as meeting individually with the Board of Trustees.

The following events are noteworthy:

Illinois Community College Presidents Meeting (09/10/2020). The following topics of interest were discussed:

- Enrollment in Community Colleges across the state is down, some as much as 30-40%.
- Enrollment at most State Universities appear to up. Theories include:
 - Universities focused on “*regional enrollment*” initiatives – i.e. they recruited “*closer to home.*”
 - EIU pursued dual-credit offerings; other Universities are taking note of this approach.
- Spring 2021 Calendar – the following observations were noted:
 - A majority of CC’s are duplicating fall enrollment and staffing practices for spring.
 - Presidents are hearing that students want more face-to-face (f2f) courses and services available for spring (over what was provided in summer and fall). As such many CC’s are:
 - Increasing the number of f2f courses offered.
 - Considering adjusting their designation of “*essential personnel*” to increase services available.
- Financial Pressures – As a result of massive enrollment declines, many CC’s are considering the following:

- Eliminating non-essential programs and services.
 - Furlough's, reorganization, and early retirement incentives.
- Title IX Initiatives – New Title IX rules came into effect on 08/14/2020. Significant changes include
 - Mandatory Policy Review.
 - Additional personnel (Coordinator) requirements.
 - Mandatory training for complaint resolution personnel.
 - Mandatory training for employees.
- ICCB notified us that the Illinois Department of Corrections (IDOC) intends to renew and/or renegotiate contracts to provide instructional programs at Illinois correctional centers. As such, home community college districts are being given the opportunity to participate in these negotiations and potentially deliver this programming. In other words, we are being given the opportunity to discuss the possibility of us providing educational programming at the Shawnee and Vienna correctional centers. I submitted (to ICCB) our interest in pursuing discussions of this nature.

Contracts, Agreements, MOU's signed

- Federal Student Financial Aid Program Participation Agreement
- Innovative Bridge and Transition Grant \$75,000.00
- Delta Health Grant \$895,356.00
- Endorsed potential partnership with Viticulture Enology Science and Technology Alliance (VESTA) providing workforce development for the regional winemaking industry.
- Participant agreement for the Illinois Digital Learning Lab

Vice Presidents' Reports

Academic Affairs

Dean's Report

Dr. Shelby is finalizing ICCB Program Review for programs and departments under review for this period. The report is due to ICCB by September 30, 2020. Also, this month, Dr. Shelby is submitting Quarter 5 (Final) reporting for the FY20 Perkins V Grant.

Instructional Technology

The library has waived all fines accrued for overdue items and is not charging any overdue fines during the pandemic as a way to support students. Library staff have also begun curbside pickup for community patrons who are returning or checking out books and DVDs. Tracey Johnson, the librarian, spoke with an English class about choosing books for reading pleasure and proficiency and has also chosen and sent books for use in

several other classes. Rachel Hannan, the library assistant, continues to work with the technological equipment that is handed out to students, faculty, and staff to be able to study and work remotely. Rob Lucas continues to provide support, both remote and in-person, to students and faculty using online resources, such as online proctoring via Proctorio and using Turnitin.com and Moodle. Russ and Rob presented in ten NSO presentations as the semester started. Students were given information on MySCC, Zoom and Moodle. Russ has been helping instructors with the transition to Zoom on Thursdays and Fridays.

Extension Centers Report

Anna Center

During the month of September, the Anna Extension Center has continued to put the safety as well as comfort of our students at the forefront of our daily routine. The Anna Center classrooms are thoroughly cleaned each night, temperatures are checked, cleaning products are provided in each classroom as well as rooms sprayed with disinfectant each morning. Faculty, students and staff have made the transition to the new protocols with great ease. During the week of September 8th, the Anna Center had seven late start classes begin. We also have provided CPR classes on September 14th, 16th, 21st, 23rd, 28th and 30th.

Cairo Center

On August 21st our center hosted a meeting with Dr. Price and Alexander Cairo Port District Board Chairman, Larry Klein to discussed potential partnerships with the Cairo Port formation. As a result of this meeting, we have now been named as a developmental partner with the Cairo Port District. During this meeting, we were also able to obtain information in regards to other training needs for the Cairo Utility Company and the city. Present at this meeting was Mayor Allison Madison, Mayor of Mound City. We have begun discussing opportunities with SCC and the Mound City community as well.

Metro Center

The October truck driving class is full with seven (7) students. Ten (10) students attended the SEM 111/COVID-19 on Thursday, August 8th. A total of 257 students were advised and are enrolled. Seventeen (17) Accuplacer tests were administered. On August 19th, Joppa dual credit students were enrolled in ENG-0111 and AUT-0130. And finally, Adult Education held instructor training and enrolled students over several days at the Metro Center.

Vienna Center

The Vienna Center had another Food Sanitation Course on September 12th with Ms. Jane Adams. The Construction Management Apprentices were mailed letters and called to

see of their interest in the program. Late start classes started the week of September 8th and went well. Teale Betts went and spoke to Mrs. Bundren's classes and Mr. Wade Stewart classes at Vienna High School and shared about the college. VHS Guidance Office and Teale Betts went to Mrs. Bradley's classes at Vienna High School to help students fill out their FSA ID for the FAFSA Completion.

Nursing

Nursing students have returned to campus for face-to-face classes. The clinical sites in Southern Illinois and Southeast Missouri are allowing students to participate in their clinical rotations with additional requirements and precautionary measures.

Workforce Innovation, Adult Basic & Continuing Education Adult Education

Innovative Bridge and Transition Program Grant

Ginger Harner, Director of Adult Education is developing a proposal in response to the announced ICCB Innovative Bridge and Transition Program Grant. The college's proposal will utilize transition/wrap-around services to provide students with the information and assistance they need to successfully navigate the process of moving from adult education or remedial coursework to credit or occupational programs, or from credit or occupational programs to the workforce. The deadline for submission is September 24th.

Small Business Development

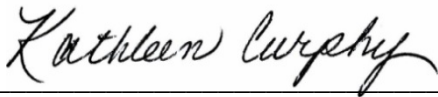
CREATE BRIDGES Initiative

The division has been notified that Dr. Mason's business retention and expansion proposal for the Southern Five region has been selected as a CREATE BRIDGES pilot project for Illinois. The national CREATE BRIDGES (Celebrating REtail, Accommodations, Tourism, and Entertainment by Building Rural Innovations and Developing Growth Economies) initiative is funded by Walmart and focuses on developing small businesses in the retail, accommodations, tourism, and entertainment industries of the region.

The project will raise awareness of the role that retail, accommodations, tourism and entertainment play in the local economy; determine challenges and barriers negatively impacting those businesses; and develop and implement strategies to strengthen those sectors within 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. An official news release will be issued by the Southern Rural Development Center.

Illinois Small Business Development Center

Brett Whitnel, Interim Director of the SBDC completed re-certification as a GrowthWheel Certified Advisor™ through training funded by the Illinois Department of Commerce and Economic Opportunity. The program provides training to economic development personnel in order to enhance advising capabilities and provide additional resources for SBDC clients. The SBDC has facilitated a total of \$473,727 of non-debt financing (loans to date for 2020) for its business clients.



Dr. Kathleen Curphy, VPAA

October 5, 2020

Date

a. Assessment

Student Academic Assessment Committee

- Update Report September 10, 2020
- The SAAC is planning the annual Assessment Professional Development workshop, October 9, 2020 (one-day virtual conference). Jordan Denton, SCC's WEAVE partner is the guest presenter for the Opening Session. Jordan will demonstrate how connections between department/program objectives are linked to Strategic Initiatives in WEAVE such as: HLC Criterion, SCC Strategic Plan KPIs, SCC Master Academic Plan Objectives, SCC Enrollment Management Plan Objectives, and the SCC IT Plan.
- After the Opening Session, academic programs and collegiate departments will divide into groups to discuss CQI objectives for FY21 including addressing Student Learning Outcomes (Institutional General Education (core competencies) and Program Specific competencies.
- For the Closing Session, SCC will return to a holistic environment to share planning outlines and discuss how additional areas of the institution can assist with achievement of the department/program FY21 planned objectives.
- The SAAC has been working with Jonathan VanMeter to publicize SCC's Assessment Processes and Procedures from the Institutional Research link found on the SCC website present design (below) to a more interactive page demonstrating the looping process found in the SCC Assessment Plan document.

Institutional Research supports services for administration, faculty, staff, students and the Board of Trustees.

Request for Information or Data

All parties, whether internal or external, who request access to Shawnee Community College students, faculty, staff, or institutional records for research purposes need to fill out the Request for Approval of Research form. CIP Team or Divisional Surveys may be approved by the Director of Institutional Research through an interview process.

Please allow 7-10 working days for all requests to be processed.

IR Documentation

[SCC Data Book – Spring 2017 Update](#)

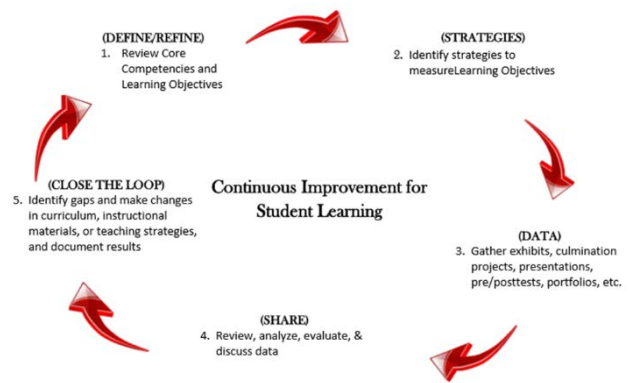
[Quick Facts](#)

[Assessment of Student Learning Plan](#)

- Campuses
- Contact Information
- Board of Trustees
- Administration
- Employment Opportunities
- Right to Know
- Institutional Research
- Community Security

The SAAC is tweaking the links in the menu to coordinate with the image and the SCC processes. With each component of the menu and image linking to the support documentation.

- [Learning Outcomes](#)
- [Assessment Plans](#)
- [Assessment Resources](#)
- [Current Activities](#)
- [Evidence of Student Learning](#)
- [Use of Evidence](#)



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

Stephanie Dunlap has been working with some of the student athletes on getting their residency issues fixed. We have had a lot of returned mail, so she has contacted them on getting the correct mailing address where they can receive their mail in the system so that we can claim them correctly.

Danielle Boyd attended interviews for the Dean of Student Services position.

Danielle Boyd attended a webinar, Shared Governance: Stronger Together, on September 10; an AACRAO webinar, The FERPA Professor is in!, on September 11; a webinar, Recruitment Planning for Fall 2021 and beyond, on September 18 and the Illinois Transfer Updates on September 22 via ZOOM.

Danielle Boyd and Stephanie Dunlap are reviewing the student files for the fall semester to make sure that all the enrollment forms have been scanned into the student files since some of the enrollments were done remotely.

Athletics

John Sparks—Athletic Director

Men's Basketball, Women's Basketball, and Volleyball schedules are completed. Baseball and Softball are still working on completing their schedules. Currently, there are not any scrimmages scheduled for this Fall.

All of our coaches and athletes are anxiously anticipating the opportunity to participate in athletics this Spring. In the meantime, we are trying to make sure that we are hitting the mark academically with grade checks and study tables.

Mr. Sparks has attended numerous meetings via zoom over the past three months with NJCAA, Region 24, and the GRAC (Great River Athletic Conference) discussing the many issues that Fall 2020 and Spring 2021 may entail. Working closely with Dr. Price and Dr. Shelby, the SCC Athletic Department is staying informed and making decisions that are best for Shawnee Community College and our student-athletes.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Ms. Weldon is working with individuals receiving unemployment benefits to file claims, consideration of retraining, and job openings in the area. She is also working with students that have been quarantined to keep up with classwork, making tutoring referrals, and retention alert. Ms. Weldon is working with employers to fill several positions at local health care facilities in the area.

Counseling & Accessibility

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Rachel Hannan has assisted with some counseling students in the absence of Monica Brahler and her help is much appreciated. Accessibility Services has been moved to Mindy Ashby and Kaylen Meyer in the Student Support Center.

Dean of Students

Dr. Kristin Shelby—Interim Dean of Student Success

Dean's Report

Dr. Shelby has been recording and tracking all student COVID-related exposures or positive COVID test results. The Student COVID-19 Exposure Form is on the students' MySCC, and has

been positively received by students, as well as faculty who refer their students to the form. Dr. Shelby maintains regular contact with Southern 7 Health Department on quarantine protocol.

Advisement and Recruitment Report

The Student Services hallway has been a busy place since the beginning of the fall semester. Face-to-face, online, and most late-start classes have begun, with a few more second eight-week block classes that begin in October. Welcome back events, as well as the SEM 111 class were received positively by students. Due to such a high demand, two extra sections of SEM 111 were added the second week of classes. Russ Stoup, Rob Lucas and Donna Brown deserve a tremendous amount of credit in making SEM 111 a success. Students received first-hand tips from the experts when using platforms such as Moodle, MySCC, and email.

Advisors continue to be available at each campus on Monday-Wednesday, and available via phone and email on Thursday and Friday. Advisors and faculty are working together to identify at-risk students early through Retention Alert and to provide them with the services they need to persist towards degree completion.

Advisor, Amanda Brown, is co-teaching a Leadership class with Dr. Price, in which the Student Ambassadors are required to enroll. The Extension Center Advisors have been busy advising students, entering dual credit student enrollment, and administering Accuplacer tests.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

ETS and Romana and Associates are still in the grant writing process. Phase two is still on track; we have been working on commitment letters and surveys from our schools and the community.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Financial aid staff provided final information for the federal Program Review and the ISAC Program Review. Documentation for recertification with the Department of Education was completed. Staff updated the scholarship and waiver amount to reflect current hours and charges. Staff prepared for refund checks to be mailed on October 15.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center has been involved in several activities to support the success of students. This month, students have been completing Request for Tutoring Forms, which are made available in a digital format, and also have been meeting with tutors face-to-face or via Zoom. Students have been getting help from professional tutors with paper writing, math homework, and resumes. Students use the Student Success Center Writing Lab to work on homework assignments. With the professional tutors being available next door, students are able

to easily request professional assistance. The Student Success Center staff facilitated one of the SEM 111 sessions for the Meridian Fast Start students. Students were informed about tutorial, testing, and accessibility and resource services provided by the Student Success Center Department.

The Student Success Center Testing Center has been assisting area school guidance counselors with dual credit and escrow placement. Students had the opportunity to come to the main campus to test, test via Zoom, or test at any of the extension centers. The Testing Center has been accommodating students with disabilities and those who have had to make-up exams and also assisting the Adult Education Program by administering the GED for prospective completers. The Testing Center has also been assisting the CNA program by scheduling and administering the Illinois Nurse Aide Competency Evaluation Exam. This month, the Testing Center is slated to begin testing prospective nursing students.

The Student Success Center has been successfully supporting students with disabilities. Faculty have been very supportive and cooperative of the Accessibility and Resource Office recommendations for reasonable accommodations for each student. The Accessibility and Resource staff have also participated in professional development to better assist students in an online learning environment. Mindy Ashby and Kaylyn Meyers were both awarded certificates for "Reasonable Accommodations for Hybrid & Online Learning," and "Autism Training and Technical Assistance."

On September 3, the Director of the Student Success Center was the guest speaker at the Student Services Division meeting to discuss the Retention Alert Program. Since the program was first piloted in Fall 2019, there have been over 1,000 student retention cases. Faculty members have the opportunity to provide timely feedback to advisors from classroom issues to personal observations that can aid in student retention and persistence.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

We are beginning the new academic year this month. We have been recruiting efforts through zoom classes. We are looking to be creative with recruiting this Fall. We have transition most services virtually.

Our summer academic summary has five students who made the President's list and two students made the Vice President's List. Our average semester GPA is 2.18, and our average cumulative GPA is 2.88. Our students preserved and exercised determination.

We are growing our transfer partnerships. Transfer schools have been very gracious to send "swag" items to help us create positive incentives for our students.

Vice President of Student Success and Services

Dr. Lisa Price--Interim

Dr. Price has spent most of her attention in the submittal of the Governor's Emergency Education Relief (GEER) grant agreement. These federal pass-through funds in the amount of \$282,063 were aimed to provide direct services to underrepresented, first-generation and low-

income students at SCC. No indirect costs were allowed. The Illinois Community College Board (ICCB) is the state monitoring agent for the grant funds.

Unlike the CARES ACT funding received in late spring which ended up only be able to be disbursed to PELL eligible students, the GEER funds are much broader. The first step of the grant application was to provide the various ways which SCC defines the three types of students: underrepresented, first-generation and low income. Dr. Price referred to the definitions of ICCB as well as the yearly SCC Underrepresented Groups Report, mandated and submitted to ICCB for definitions and was able to be very broad. Several needed support services were included in the grant application, many of which will save institutional funds. While several support services were included, two main themes were present: tutors and completion coaches. Please note that all positions incorporated are part-time. An overall completion coach, a nursing student completion coach, and a student-athlete completion coach were added to the grant budget.

The completion coach would regularly check in with students, be the go-to person if students were having issues, work with student to prevent and remove barriers that would interfere with their education, provide them a sounding board, refer them to support services, and would have to sign off before a student could drop a class. Research shows that students who have built relationships with college staff and faculty are more likely to complete. Community college students are commuter students who often do not feel a connection to the college. The more connectors a student has to the college, the more likely they are to graduate.

SEM 111: Pandemic Mode had 108 students attend the face-to-face portion of the one-hour course. As has been mentioned previously, the focus was on MySCC, Moodle, Zoom, maneuvering the website, completing the Title IX training, and other basic SCC introductory information. Student Services would like to thank Russ Stoup and Rob Lucas who attended all ten sections of SEM 111 and provided a bulk of the instruction.

Dr. Price along with Jean Ellen Boyd continues to provide support to COVID-19 Employee Contact, Emily Forthman, and Student Contact, Kristin Shelby. Southern 7 Health Department continues to be a helpful partner in providing information about COVID-19 and making decisions about student and employee quarantine and isolation.

The Cupboard, currently being coordinated by Jackie Smith, is definitely up and running. As of the writing of this report, 58 bags of food have been given to students. Several shipments of food have been received from Tri-State Food Bank.

Dr. Price and Shelby Adkinson met with Larry Klein, Glenn Klett and Mounds City Mayor, Allison Maddison to discuss the Cairo Port Authority Project. Dr. Price and Ms. Adkinson reminded the group that Shawnee Community College wants to have a seat at the table and wants to be a partner in the project. Discussions surrounded potential training opportunities, timelines, and upcoming events.

Dr. Lisa Price

Interim Vice President of Student Success and Services

10/5/2020

Date

3. Finance

State Payment Update

The state is currently up to date on payments for fiscal year 2021.

Facilities

The architects have been on campus to complete the final punch list for the boiler project and chiller project.

Director of Business Services

Attended several ICCCFD meetings via zoom. Continued to provide information to college auditors. Completed a SICCM program analysis report. Completed the ICCB annual tax survey report.

IT Department

Completed and submitted several reports to ICCB which included the A1 and A2 annual student enrollment and completion data, AC annual course data, student identification report, summer restricted and unrestricted course enrollment and resources data. Handled Moodle issues and class cross-listing issues. Set up wifi Antenna and configured external access points. Configured kemp load balancer along with firmware updates to firewalls and switches, Created a server to house the new bookstore point of sale system. Continues to provide support to staff, faculty and students.

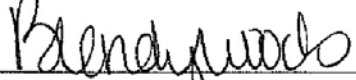
Human Resources

Recruited for the following full-time open positions: Nursing Instructor, Health Information Technology Instructor, Bookstore Assistant, Admin Assistant to Dean of Workforce, Nursing Tutor, and Vice President of Financial and Campus Operations. Kept up-to-date on the constant changes related to COVID-19 and new leave laws such as FFCRA, An electronic form was set up on MySCC to alert HR of exposure or symptoms so they could be contacted. Attended a COVID and ADA webinars as also met with Southern Seven Health Department to get their input on the College's exposure process. Attended a meeting with the College's insurance administrator, ONI, to discuss open enrollment for the 2021 health benefits.

Bookstore

The Campus Bookstore had a busy start to the semester. They served approximately 505 students with books, supplies, and electronics. We had 21 nursing students purchase their nursing scrubs from the Campus Bookstore this semester. This is the second fall semester the Campus Bookstore has had the opportunity to provide scrubs to nursing students. Last fall semester the bookstore only sold four nursing uniforms to students.

On Thursday, October 8th, 2020, MBS Textbook Exchange will be installing the new point of sale system. The projected go live date should be the end of October. In addition to the new point of sale system, the Campus Bookstore will also have for the first time ever its own website. Students, parents, and community members will have the opportunity to shop for their own SCC gear on the website and have it shipped out to them for a small fee. Students will also be able to order textbooks and supplies online for the Spring semester.



 Brandy Woods

Interim Vice President of Financial and Campus Operations

4. Shared Governance – No Report

5. PR and Marketing Report: Rob Betts

Google Analytics-

According to our Google Analytics reporting for the period ending September 10th, the number of users to our site was 7,680. This month the data also indicated that we had 6,161 new users. The top 3 locations by state for views during this reporting period continues to include:

	Current Month	Previous Month
1. Illinois	4,311	3,195
2. Missouri	1,613	1,708
3. Kentucky	579	563

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

/Student-resources	1845
/about	1,248
/athletics/covid-19-daily-screening	1134
/academic degree plans	982
/community services/employment-opportunities	858

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Reach	28 Days Total
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8/10/20	1		4340	17703	31416
8/11/20			2313	15090	32280
8/12/20	6		2921	14773	33077
8/13/20	1	3	2046	14663	33245
8/14/20	3		1115	13213	33266
8/15/20	2	1	1191	11549	32942
8/16/20		1	1398	9661	32807
8/17/20	1		1061	7328	32305
8/18/20	2	1	1835	6854	32523
8/19/20	1		1565	5931	32666
8/20/20	1		2298	6141	32476
8/21/20	3	2	2623	7072	33105
8/22/20	1		3450	8965	34358
8/23/20			3284	10358	34977
8/24/20	1	1	3019	11658	35351
8/25/20	2		2395	11788	35620
8/26/20	2	1	2942	12590	35763
8/27/20	1		3076	12832	35594
8/28/20	5		3601	12968	35804
8/29/20	1		2421	12264	35786
8/30/20			1969	11275	35833
8/31/20	2		2823	11459	33700
9/1/20	2	2	2875	11639	32431
9/2/20	1		3045	11839	32120
9/3/20	2		1890	11229	31578
9/4/20	1	1	1732	9795	30449
9/5/20		1	1333	9080	29029
9/6/20		1	1026	8851	27688
9/7/20		1	1029	7758	26131
9/8/20	1		1591	6701	25598
9/9/20	5	2	3854	6891	25340
9/10/20	1	1	2170	7039	25200
9/11/20	1	1	607	6680	24854

Traditional Media Sources:

Coverage this month includes stories covering:

- New President for SCC
- Criminal Justice Program Simulator

Non-Paid Coverage by Television Stations

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

Date	Outlet	Title	Local Ad Value	Local Viewership
8/10/2020 18:36	WSIL (ABC)	News 3 News at 6:30pm	\$1,256.85	46559
8/14/2020 18:05	WSIL (ABC)	News 3 News at 6	\$1,126.48	41763
8/14/2020 22:08	WSIL (ABC)	News 3 News at 10	\$1,305.00	22275
9/2/2020 12:01	WPSD (NBC)	Local 6 Midday	\$634.92	24269
9/5/2020 6:38	WSIL (ABC)	News 3 News This Morning	\$18.46	724
9/6/2020 22:15	WSIL (ABC)	News 3 News at 10	\$392.40	4651
9/7/2020 5:09	WSIL (ABC)	News 3 News This Morning	\$12.35	0
9/7/2020 6:09	WSIL (ABC)	News 3 News This Morning	\$32.89	880
9/7/2020 6:54	WSIL (ABC)	News 3 News This Morning	\$32.89	880
9/8/2020 17:05	WPSD (NBC)	WPSD Local 6 at Five	\$1,234.66	37017
9/8/2020 22:07	WSIL (ABC)	News 3 News at 10	\$654.60	12206
9/8/2020 22:09	WPSD (NBC)	WPSD Local 6 at 10:00	\$2,121.30	30028
9/9/2020 4:41	WPSD (NBC)	Local 6 Today	\$121.55	2934
9/9/2020 6:55	WSIL (ABC)	News 3 News This Morning	\$48.62	1214
9/9/2020 17:09	WSIL (ABC)	News 3 News at 5	\$218.68	8793
9/9/2020 18:00	WSIL (ABC)	News 3 News at 6	\$1,265.60	44786
9/9/2020 18:13	WSIL (ABC)	News 3 News at 6	\$1,265.60	44786
9/9/2020 18:55	WSIL (ABC)	News 3 News at 6:30pm	\$1,029.35	32275
9/10/2020 17:01	KFVS (CBS)	Heartland News @ 5	\$1,093.96	36615
9/10/2020 17:08	WPSD (NBC)	WPSD Local 6 at Five	\$1,093.96	30604
9/10/2020 18:04	WPSD (NBC)	NBC Nightly News With Lester Holt	\$1,545.78	37976
9/10/2020 18:05	WPSD (NBC)	NBC Nightly News With Lester Holt	\$1,545.78	37976
9/11/2020 4:38	KFVS (CBS)	The Breakfast Show	\$345.02	8334
9/11/2020 5:35	WPSD (NBC)	Local 6 Today	\$290.03	8433
		TOTALS	\$18,686.72	515978

Synopsis

As of the 10th day for this semester, I am told we are slightly up in enrollment. We increased our advertising during the enrollment period in hopes that it would help to offset any dip in enrollment due to Covid-19. We continued running commercials on ABC, NBC, CBS, FOX, and MY49. The increase in paid advertising has helped our ad reps better advocate for us when it comes to PR spots (Free Air Time). The reporting from our television appearances indicates nearly \$19,000 in free advertising through news stories on all three affiliates in our region! We also maintained our

radio advertising, and this month we were once again able to provide a guest appearance on-air through our partnership with River Radio.

We continue to run ads in local newspapers for two reasons primarily. 1. We still hold a segment of the population that values print ads. 2. We show ourselves to be good community partners by doing ads and sponsorships in local papers. This period, we were given the opportunity to sponsor folders that went to each elementary school student in Massac County through a partnership with the Metropolis Planet. We have produced commercials for social media that highlight several of our programs since. New spots we have made include:

- New Computer Spot
- Adult Basic Education Promo
- New Science-In-Seconds Spots (2 of our stories have been shared by statewide organizations)

MOTION NO. 3

CONSIDERATION OF SENSE (THE SURVEY OF ENTERING STUDENT ENGAGEMENT) 2021 CONTRACT

NO ACTION

A motion was made by _____ and seconded by _____

To approve the SENSE 2021 Contract (**Attachment #1**)

On roll call vote, the members voted as follows:

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

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

MOTION NO. 4

CONSIDERATION TO REPLACE ATI WITH KAPLAN FOR THE NURSING PROGRAM

A motion was made by Steve Heisner and seconded by Cathy Belcher to approve the change to move to Kaplan effective immediately (**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

XIII. EXECUTIVE SESSION

A motion was made by Steven Etter and seconded by James Darden to **adjourn and go into executive session** at 6:10 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 Ratification of Employment of Part-time Faculty/Staff for Fall 2020 - **Executive Session Tab, p1** pursuant to 5 ILCS 120/2 (c) (1) **No Attachment**
 - B. Discussion of Collective Bargaining- **Executive Session Tab, p1.** pursuant to 5 ILCS 120/2 (c) (1) **No Attachment**
 - C. Consideration of Title Change for Traffic Safety/Admissions, Recruitment, Advisement Specialist – **Executive Session Tab, p1.** Pursuant to 5 ILCS 120/2 (c) (1) **No Attachment**
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 #3**
3. Consideration of Presidential Contract pursuant to 5 ILCS 120/2 (c)(1)
4. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Mr. John Windings - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan
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. 6

A motion was made by Steven Etter and seconded by John Windings to adjourn out of executive session at 7:35 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. 7

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the minutes of the executive session held on October 5, 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. 8

CONSIDERATION OF RATIFICATION OF EMPLOYMENT OF PART-TIME FACULTY/STAFF FOR FALL 2020

A motion was made by James Darden and seconded by Steven Etter to approve ratification of the Fall 2020 Semester Part-Time Employees. No Attachment

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. 9

CONSIDERATION OF COLLECTIVE BARGAINING

A motion was made by _____ and seconded by _____

Not Applicable

On roll call vote, the members voted as follows:

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

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

MOTION NO. 10

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by Mike McMahan and seconded by John Windings to approve the resignation of India Hampton effective September 21, 2020. Attachment #3

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.

MOTION NO. 11

CONSIDERATION OF PRESIDENTIAL CONTRACT

A motion was made by Steve Heisner and seconded by John Windings to approve **the 3-4 year Presidential Contract contingent upon final legal review and acceptance by Dr. Taylor.**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 12

CONSIDERATION OF TITLE CHANGE FOR TRAFFIC SAFETY/ADMISSIONS, RECRUITMENT, ADVISEMENT SPECIALIST

A motion was made by John Windings and seconded by Mike McMahan to approve the change in title of Traffic Safety/Admissions, Recruitment Advise ment Specialist effective October 6, 2020.

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Mr. Michael McMahan - Yes
Mr. Randall Rushing - Yes
Mr. Steve Heisner - 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.

XIV. Adjournment

MOTION NO. 13

A motion was made by Mike McMahan and seconded by James Darden **to adjourn at 7:44 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.