

**REGULAR BOARD MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
November 2, 2020**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on November 2, 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 - Absent  
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education - Present  
Dr. Kristen Shelby, Dean of Academic Affairs and Student Learning - Present  
Rob Betts, Director of Communications/Public Relations - Present  
John Schneider, Attorney - Present  
Dr. Ian Nicolaides, S.C.E.A., President - Present  
Beth Crowe, Administrative Assistant to the President - Present

#### IV. RECOGNITION OF GUESTS AND PUBLIC COMMENT

#### V. APPROVAL OF CONSENT AGENDA

##### MOTION NO. 1

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

1. Special Board Meeting Minutes September 21, 2020
2. Regular Meeting Minutes October 5, 2020
3. Consideration of Treasurer's Report
4. Approval of Bills

Education Fund	\$922,370.92
Building Fund	158,493.42
Restricted Bldg. Fund	10,378.50
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	267,940.79
Restricted Purposes Fund (Grants)	149,954.65
Restricted Purposes - FWS*	2,456.50
Restricted Purposes - PELL	6,195.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	298.75
Audit Fund	4,600.00
Liab. Prot. Settlement Fund (TORT)	42,214.63
Grand Total	\$1,564,903.16

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: 8 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 Steve Heisner and seconded by Steven Etter to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$120,000.00 September 30, 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 continue to hybridize learning access options for students to accommodate students during COVID 19. Zoom recordings of class lectures with links to the recordings posted in Moodle has proved highly valuable. Albeit, many students state that they are easily distracted when watching Zoom at home, independent of if it is synchronous or asynchronous after the class time. The main value is that access to the information is available for all students.

### **History Department**

A new course on British History since 1688 has been approved and will be added to the schedule for the 2021-22 academic year.

On October 28 History club sponsor, Mike McNally held a club Zoom meeting where he took students on an online tour of British history through museums, castles, and other locations.

### **Psychology Department**

On October 29 JoElla Basler attended a webinar on Guided Pathways sponsored by NISOD (National Institute for Staff and Organizational Development). JoElla Basler participated in the following meetings;

October 6, attended SAAC meeting  
October 8 attended the C&I meeting  
October 9 attended annual Assessment Day  
October 13 attended AALT meeting  
October 20 attended AALT meeting  
October 27 attended AALT meeting

### **Sociology/Social Work**

A program coordinator from Arrowleaf (formerly known as Family Counseling) spoke to the Social Work class on November 2.

### **Math/Science Department**

Lori Armstrong participated in a Zoom meeting on October 7, 2020, to begin planning the 2021 Science in The South Conference. This annual event is usually held at SIUC in January. The 2021 conference will be virtual due to Covid-19.

On October 28, 2020, Lori Armstrong, Dr. Brenda Brown, Dr. Ian Nicolaides and Sheryl Ribbing met with Dr. Connie Drury and the Nursing Dept. faculty to discuss the change of BIO 210 (Human Anatomy) and BIO 215 (human Physiology) to Anatomy and Physiology I and II. These redesigned courses will be offered beginning Fall 2021.

On November 2, 2020, Lori Armstrong attended a Zoom meeting with Olivia Hood, Coordinator of the Leadership Development Program at SIUC (LDP), to discuss the application process and scholarship opportunities for STEM transfer students.

## **Nursing/Allied Health**

No report at this time.

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

STUDENT SENATE-the student senate has elected its new officer team, and held a Halloween costume contest.

PTK-October 9-10 the Regional Leadership Conference was held. We had 5 members and the Advisor attended the meetings. We learned about cooperation during COVID-19.

We also competed with other chapters to see who could raise or donate the most to the school's food pantry. We donated a total of \$440.00 to the Cupboard food pantry in the months of August thru October and won \$100.00 from the Illinois Region of PTK to donate to our food pantry.

Our donations to The Cupboard included toothbrushes, tooth paste, deodorant, soap, shampoo, and conditioner for students that needed these items.

PTK also donated our remaining candy from our Easter Egg Hunt that was canceled to be used in local Halloween activities. PTK has begun working on the Honors in Action and College Projects and have several students applying for Phi Theta Kappa scholarships.

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

It was a pleasure meeting with President Taylor to discuss the goals of the Saints Foundation for this fiscal year and beyond. This was a perfect opportunity to learn what goals Dr. Taylor envisions for Shawnee Community College and to ensure that the Saints Foundation is working in a collaborative effort to assist in achieving those goals. Walking away from that meeting the Saints Foundation has already incorporated some of Dr. Taylor's vision with our work.

The Saints Foundation's major focus' this past month has been on these initiatives:

- 1) Relative to Scholarships, we are working with Financial Aid to team up in meeting with Guidance Counselors from all the District High Schools to provide a basic training on the process for students to apply. With a new process, the better they are informed, the better they will be able to assist their students. Our goal is to make the process as seamless as possible.
- 2) A Virtual Gala is still in the planning stages. 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, where viewers will be encouraged to donate. We are building the ability for donations to be accepted through an online process.
- 3) The transition of accounting responsibilities of the Saints Foundation being assumed by the Foundation are moving forward. It is our goal to have the transition completed by the end of October and that timeline appears to be achievable.

#### 4) Fall Giving Campaigns

Our annual Employee and Faculty Giving Campaign was launched in October and will allow employees and faculty to select payroll deductions toward areas of need as listed below.

In late October we launched our Annual Giving Campaign. It will encourage individuals to make donations to the campaign such as; current and prospective donors, Trustees, Foundation Board Members and others. The Saints Foundation is excited to announce these initiatives, as most are new for both the Foundation and the College to truly serve the SCC family.

Areas of giving are:

#### **The Wishing Well Fund**

Gifts to this Fund will allow staff and faculty to apply for funding and mini-grants to develop and implement unique ideas by buying equipment, implementing technology, in and out of classroom experiences, and other items that are needed to better serve SCC students.

#### **Student and Employee Support Fund**

This Fund will provide emergency financial assistance to staff and students of SCC who suffer sudden, non-recurring, unplanned economic hardship due to emergency such as; an accident, illness, fire, child care, housing related assistance, textbooks, required uniform or equipment expenses related to course.

#### **The Cupboard Food Pantry**

Food insecurity among SCC students has been identified as one of the most growing concerns among our student population. That need has only grown due to COVID. Too many students have to decide between tuition, fees and books over a proper diet.

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

The ICCTA has decided to hold the November 13-14 meetings as virtual meetings. The Trustees Roundtable, Government Relations Committee Meeting, and the Board of Representatives meetings are free of charge. I have registered to attend these meetings.

The Trustees Roundtable and Government Relations meetings will be held on Friday morning, November 13<sup>th</sup>. The Trustees Roundtable is scheduled from 9:30 to 11:00 a.m. and the Government Relations Committee will meet from 11:00 a.m. to noon. The Government Relations & Public Policy Committee will meet in order to seek the Board of Representatives' approval for ICCTA Legislative Priorities for 2021.

The Board of Representatives meeting will take place on Saturday morning, November 14<sup>th</sup> from 8:30 to 10:30 a.m. On the agenda for this meeting is a vote on proposed amendments to the ICCTA Bylaws & Operations Manual. These amendments are mainly housekeeping, wordsmithing changes and removal of ambiguities in the operations manual.

A webinar on strategies to create an equity-minded board and institution, based on ACCT's Diversity, Equity and Inclusion implementation Guide, is available on Friday, November 13<sup>th</sup> from 1:00 to 3:00 p.m. The cost for the webinar is \$75 per person.



## **XI. President's Report: Dr. Tim Taylor**

<b>Enrollment Update</b>				
	<b>Headcount</b>		<b>Reimbursable Credit-Hours</b>	
	<b>FY 21</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 20</b>
Summer 20	668	953	3,139.5	3,773
Fall 20	1,429	1,526	10,982.5	12,788.5
Spring 21		1815		14,158
<b>Total</b>	<b>2,097</b>	<b>4,294</b>	<b>14,122</b>	<b>29,403</b>

**FY 21 Credit-Hour Budget Projection**      **28,078**      **Difference**      **(13,956)**

\*Data pulled 10/30/2020; State reimbursement is based on credit-hours generated at mid-term.

### **The following events are noteworthy:**

- Introductory meeting with Senator Dale Fowler and Representative Patrick Windhorst
  - All parties pledged to work together to improve Southern IL economy
- Attended Faculty Meeting
  - Shared Enrollment Analysis with Faculty
  - Answered Questions as Related to ICCB Procedures
- Participated in Meeting Between SIU and SCC
  - SCC senior administration met with SIUC Chancellor Austin Lane and members of his transfer team to strengthen the partnership between the two institutions.
  - SIUC is currently working on 3+1 Programs in Business Administration, Health Care Management, Criminal Justice, and Radiological Sciences. The 3<sup>rd</sup> year would be taken at SIUC, but students would pay SCC tuition prices. Students would pay SIUC tuition prices for their 4<sup>th</sup> year.
  - The Saluki Commitment, which has been widely advertised where students can attend SIUC free if their family income is less than \$63,000, was discussed.
  - SIUC want to be known as a "transfer friendly institution" as 50% of their student population are transfer students.
  - SIUC intends to visit regional high school superintendents for the purpose of recruiting students.
- We received notification from the U.S. Department of Agriculture that our Delta Health Grant application would be funded in the amount of \$895,356. To successfully complete this grant, the College intends to:
  - Create/provide new Emergency Medical Services training, certification, and career pathways, from First Responder to/and beyond Paramedic.
  - Expand Certified Nurses Aid training by creating training facilities/labs in areas considered marginalized, and by creating stackable certificates, and pathways to RN/BSN, and beyond.
  - Create/provide new Certified Medical Assistant classes leading to certification, and career pathways to multiple advanced careers (e.g. RN, paramedic).

- Create/provide training opportunities for incumbent healthcare workers.
  - Provide job placement activities for healthcare workers seeking employment.
  - Develop/provide health education classes for community members for the purpose of preventing, decreasing and/or managing chronic diseases.
- We received notification from the U.S. Department of Agriculture that our Distance Learning & Telemedicine (i.e. The Connecting Shawnee Project) Grant application would be funded in the amount of \$518,245. Of these funds, the College is to provide a match of \$67,700. To successfully complete this grant, the College intends to:
  - Ensure all interactive video classrooms, including extension centers classrooms, have consistent hardware and software capability.
  - Provide interactive video equipment to all K-12 Districts within the College's service area.
  - Increase reliability of current ITV systems by establishing multipoint capabilities, which do not rely on outside connection sources.
  - Create opportunities to share dual credit courses.
  - Create opportunities where K-12 Schools can easily access SCC ITV courses.
  - Create opportunities to for SCC faculty to share with K-12 faculty.
  - Provide remedial and transitional course opportunities for high school students.
  - Provide adult education, health education, and workforce training course opportunities for community members.
- Created/Conducted individualized focus meetings with Senior Administrative Team for the purpose of strengthening relationships, improving internal communication, resolving operational issues, identifying resource needs, and reviewing performance expectations. These meetings will be held monthly.
- Met with staff on 10/20 for the purpose of obtaining input on a potential decision to have them return to campus five days a week starting on January 4, 2021. Nearly 45 employees attended in person with several others attending via Zoom. Staff were asked about their thought on this decision and asked what they felt the College could do to make them feel safer. Several ideas and thoughts were shared, several of which are currently be implemented. A final decision on this matter will be communicated sometime during the week of 11/2.
- Attended the Lenders Forum on 10/23, which was hosted by the College's Small Business Development Center. The event was hosted via Zoom and had participation from the Small Business Association, Illinois State Treasurer's Office, USDA Rural Development, Southernmost Illinois Delta Empowerment Zone, and the Southern Five Regional Planning District and Development Commission. The purpose of the Forum was to familiarize local banks and lenders with the latest information about federal loans that lenders can make available to small businesses. I provided the welcome and introduction.



- With the assistance of Trustee Heisner, the first Presidential Community Advisory Committee was conducted on 10/26. Eleven individuals with influence throughout the College's service area attended the meeting. The purpose of this Committee is to:
  - Serve as "community experts" whose input will help shape the College's decision-making process for education, training, and service programs.
  - Inform College public relations efforts.
  - Create opportunities for enhance customized community service.

Committee member will contribute in the following ways:

- Inform college program & service priorities based on local needs.
- Advise President on community norms and expectations.
- Participate in the development of community engagement protocols and review effectiveness of processes/activities.
- Help the College build trust with the community.
- Create a supportive environment by raising awareness and dispelling myths about College activity in respective communities.
- Facilitate recruitment of students and staff by identifying relevant community partners.
- Convey college information to the community.
- Assist President with understanding community stakeholder perspectives
- Advise President on ways in which the College can contribute to the improvement of local standards of life.

I will meet with committee members, individually, over the next several months. We are planning 2-3 full committee meetings per year.

- Established a Fiscal Stability Ad-hoc Committee. Membership of the committee consists of a mix of faculty and staff. Brandy Woods is chairing the committee. The purpose of the Committee is to develop revenue enhancement and cost reduction ideas that lead to a balanced budget. The Committee's recommendations will be ready by the end of February 2021.
- In response to the tragedy that happened with Vienna and Goreville HS students, the College reached out to Superintendents Josh Stafford and Dr. Stephen Webb offering them condolences and personal support resources. Dr. Webb took us up on that offer. On 10/28, Dr. Price, Sabrina Black, and Lori Armstrong spent the morning at Goreville HS supporting their staff. They also took refreshments. In addition, Rob Betts posted a memorial graphic containing a sympathy message (coupled with logos from Goreville, Vienna, and SCC) on the College's social media sites.
- Started a new initiative designed to ensure student voices are infused into the College's decision-making processes. The first event was held on the evening of 10/28 at the Cairo

Center. We titled this event “Discussions with the President.” Approximately 25 students from Cairo, Metropolis, and Vienna participated throughout the evening. The Metropolis and Vienna students participated via ITV technology. We provided the students with refreshments. Dr. Price, Rob Betts, and I conducted both informal and formal events with students throughout the afternoon and evening. During the formal focus-group event, students responded to the following questions:

- What is it like to be a SCC student?
- What do you like about SCC?
- What would you change about SCC?

With the help of adjunct faculty member, Vyta Copeland (who teaches a Psychology class for us), we received quite a bit of information that we will be sharing with College employees soon. We are planning similar events at Metropolis, Vienna, and the Central Campus. These will be conducted in November.

- On October 30, met with Senator Dale Fowler, Frank Bass (Principal at BKB Group and connected with the CTU Black Caucus), Larry Klein (Cairo Public Utility) and Glen Klett (Cairo Public Utility) to discuss how the College could support Cairo’s economic development and port improvement efforts. In addition, Mr. Bass, a well-known Springfield lobbyist, pledged to meet with me to discuss ways in which he might support the College’s legislative agenda. Senator Fowler facilitated the meeting.

### **Contracts, Agreements, MOU’s, and Letters of Support signed**

- Adult Education and Literacy Grant Agreement
- TRIO Education Talent Search (ETS) Letter of Support
- Innovative Bridge and Transition Grant (Adult Ed.) - \$75K
- ICCB/DHS CURES ACT Grant - \$5K

### **Vice Presidents’ Reports**

#### **1. Academic Affairs**

#### **Dean’s Report**

Dr. Shelby submitted the annual ICCB Program Review report to the ICCB on September 30. Dr. Shelby also submitted Quarter 5 (Final) reporting for the FY20 Perkins V Grant. The FY21 Perkins V Grant Quarter 1 report was submitted on October 30. Dr. Shelby, Melissa Luttenbacher, and Sabrina Black attended training on October 13, as part of a cohort of community colleges selected to participate in a pilot program for the new course and program approval database that will be adopted by the ICCB.

## **Library**

The library has offered contactless curbside pickup to several community library patrons. Interlibrary loan resumed in September. Rachel Hannan, library assistant, continues to work closely fulfilling all the requests for laptops and Jetpacks. This semester, fall 2020, 70 laptops have been distributed and 103 Jetpacks.

## **Technology**

Rob Lucas continues to work closely with faculty and students to support their use of the college's online services. Rob continues to maintain and grow the knowledge base, in the past 30 days, students have viewed articles 467 times, while faculty have used knowledge base articles 50 times.

## **Extension Centers Report**

### **Anna Center**

During the month of October, the Anna Center has continued to follow all safety guidelines for our students to comfortably attend class in person. Faculty, students and staff have made the transition of new safety protocols with ease. On October 2, the Anna Center Advisors attended a zoom meeting with SIUC to hear new updates for transferring students and programs. On October 6<sup>th</sup>, the Anna Center hosted a recruitment and retention retreat for the student services division. During the meeting, many new strategies for recruitment were discussed. On October 9<sup>th</sup>, there was a meeting to discuss the room expansion project timeline. On October 19<sup>th</sup> and 20<sup>th</sup>, the Anna Center hosted a Food Service Sanitation course during the evening. CPR courses were held on October 16<sup>th</sup> and 23<sup>rd</sup> for an area businesses employee in the conference room.

### **Cairo Center**

On Saturday, October 3, our center was able to provide a Food Service Certification class that allowed the employees of Cairo School District, Happy Days Senior Citizens and Mounds Head Start to become certified before their November 2020 certification expiration. A Zoom Training course for the members of the NAACP, Alexander-Pulaski branch will be held on Wednesday, October 14<sup>th</sup>.

We have also been working to bring new community education courses to our center for those in our community and surrounding community, as well as, needed certification and recertification courses for the employees of Cairo Utility Company.

### **Metro Center**

The truck driving Class is filled to capacity with its largest class of 10 students enrolled. The externship for truck driving will extend into the spring 2021 semester.

On November 2<sup>nd</sup> from 9:00 am – 12 pm, Kentucky Mobile Lab will provide flu shots at the Metro Center for Students, Staff, and Faculty. October 2<sup>nd</sup> all Metro staff attended SIU's virtual Community College Conference; and, on October 6<sup>th</sup>, staff participated in the recruitment planning day at the Anna Center.

### **Vienna Center**

Teale Betts is contacting each senior at Vienna High School to find out plans after graduation. Leslie Weldon and Teale Betts will work with Mrs. Guest's room at Vienna High School to give the Career Key. Rhi Slife and Teale Betts will host the FAFSA Completion worksheet after school at the Vienna Center and will be upon to other locations. Dr. Curphy and Teale Betts are working with the labor union to expand the Construction Management program.

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

#### **Adult Education**

Innovative Bridge and Transition Grant - Adult Education received an Innovative Bridge and Transition grant for \$75,000. This will enable the college to hire a Transition Coordinator to help Adult Ed and other Non-traditional students transition into CTE programs.

Illinois Digital Learning Lab - Adult Ed is participating for the second year in the Illinois Digital Learning Lab, a collaborative group of educators led by the Chicago Citywide Literacy Coalition (funded by the Grand Victoria foundation). As participants in the program, the college receives funding for technology for the Adult Ed program and access to a wide array of educational technologies and resources. The partnership was invaluable during the Spring semester as Adult Ed courses were transitioned to a remote environment.

#### **CPR & Healthcare**

CPR Training -The CPR Program held 39 classes and served 123 students in the month of September. Nine Instructor Renewals have been completed. There were 31 classes held during the month of October.

Delta Healthcare Grant - The division is beginning the implementation of the \$895,000 Delta Healthcare grant. The purpose of the grant is to provide health care job training programs and community health education programs.

Adult Mental Health First Aid Training - COVID has presented the community with added concerns for the mental health of people, and presents challenges for delivering mental health services and education. The division partnered with Southern 7 Health Department to offer two sessions of Adult Mental Health First Aid training in October. The Mental Health First Aid course teaches how to help someone who is developing a mental health problem or experiencing a mental health crisis. Individuals are trained to identify, understand, and respond to signs of addictions and mental illnesses.

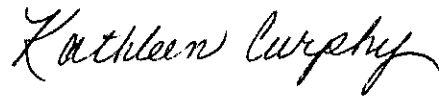
#### **SBDC**

Zoom Training - The division provided Zoom training to members of the Alexander-Pulaski Branch NAACP at the Cairo Center. The training will help the NAACP and the Southern Illinois Coalition of Minority Owned Businesses to partner with the college on outreach efforts to the region's minority entrepreneurs.

Lenders Forum - The SBDC virtual Lenders Forum was held October 23, 2020. The conference allowed Federal, state, and local financing agencies to update local bankers on their lending programs. A session on Succession Planning was also offered as part of the forum.

GATA Training - The SBDC offered two Grant Accountability and Transparency Act (GATA) training sessions during October. The webinars inform individuals and businesses applying for State of Illinois Grants on compliance with grant applications, regulations, and procedures when receiving an award.

On-Line Courses - The SBDC is offering 3 on-line business start-up courses: *Start Your Own Business*, *Small Business Marketing*, and *Marketing Your Business on the Internet*.



Dr. Kathleen Curphy, VPAA

November 2, 2020

Date

#### **a. Assessment**

The SAAC conducted the annual Assessment Professional Development workshop, October 9, 2020 (one-day virtual conference). Jordan Denton, SCC's WEAVE partner presented during the Opening Session. Jordan demonstrated how to use WEAVE's assessment Module to enter CQI program planning data as well as Course assessment data.

During instructional/program breakout sessions for the day, mission statements were conferred, FY21 goals were defined along with measurable objectives to be tracked to determine achievement of the goals. Resource needs were discussed along with a repeated emphasis on fiscal responsibility and recruitment and retention.

The closing Session allowed time for each break-out group to share FY21 goals and it allowed for additional problem-solving discussion across the college. The FY21 Assessment Professional Day was productive with measurable outcomes.

The SAAC is working with the Career Instructional Programs to create Program Learning Objectives (PLOs). The PLOs for each program will be presented with each individual program's information in the SCC catalog and the SCC website under the Academics tab. The additional Learning Outcomes will be updated in the institutional Assessment Plan with the updated Assessment Plan being linked to Institutional Research on the Shawnee College homepage.

Two co-curricular areas will be added to the Assessment data collection repository for FY21: Ag Club and Veterans Club, addressing an HLC concern. For FY21, the following co-curricular areas will collect data on student achievement in the Core Competency areas of communication, personal growth and responsibility, and problem-solving.

Ambassadors

Athletics  
Cosmetology  
eSports  
Future Teachers' Organization  
History Club  
Phi Beta Lambda  
Phi Theta Kappa  
Scholar Bowl

With the presence of COVID-19, most co-curricular bodies are revamping their activities to still allow the students to experience growth in the identified Core Competencies outlined in the entity's goals and objectives for the FY21 academic year. Some examples of changes are virtual meetings with external stakeholders, volunteerism incorporating social distancing, and concentration on assisting those in the "SCC Family".

## **2. Student Services**

### **Admissions**

Danielle Boyd—Registrar

Danielle Boyd attended the student services recruitment and planning day at the Anna Center on October 6<sup>th</sup>. The day was very beneficial for everyone to plan for the future and to reconnect with staff after working remotely for so long.

Danielle Boyd and Carrie Davis are working on identifying students that are close to graduating. Letters are being sent out to students that are not enrolled but that are only lacking a few hours to complete.

Danielle Boyd sent out 265 letters to students that had applied for the Fall 2020 semester, but had not enrolled. The letter included information about registration for the Spring 2021 semester.

Danielle Boyd attended the Assessment Day on October 9<sup>th</sup> and the IACRAO conference virtually October 26<sup>th</sup>-28<sup>th</sup>.

### **Athletics**

John Sparks—Athletic Director

John Sparks has been working with the GRAC community colleges on a Return to Play plan for a few scrimmage games for baseball and softball. Dr. Taylor, Dr. Price, Dr. Shelby and Mr. Sparks all thought that "practicing" the Return to Play protocols in an outdoor environment would be beneficial should an indoor athletic season be able to be held.

### **Career Services**

Leslie Cornelius-Weldon—Career Services Coordinator

No report.

### **Dean of Students**



Dr. Kristin Shelby—Interim Dean of Student Success

Dr. Shelby continues to track all student COVID-related exposures and positive COVID test results. Dr. Shelby and Athletic Director John Sparks completed the Outdoor Return to Play Plan for Baseball and Softball.

### **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

ETS and Romona and Associates are finishing up the grant writing process. We still need staff from SCC to complete their commitment letters and that phase of the grant will be completed. ETS had a school supplies distribution at the main campus and metro center. We are still currently working on virtual events for our students. These events will help our students to adjust to their school culture during COVID-19, such as, Have A Connection, Self-Care, Financial Literacy, Self Defense, and Word Games. We will also continue our tutoring services for our students, upon request.

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans Coordinator

Dr. Capps participated in a webinar for Veterans Coordinators on October 1st, which was hosted by the Illinois Department of Veterans Affairs and the Illinois Student Veterans Association. MAP grants were awarded to eligible students. Those who needed to turn in additional information were notified. Financial aid refund checks were mailed on October 15th. The Financial Aid office held Zoom FAFSA Completion appointments for district high school seniors and current students on October 1 (5 attended) and October 8 (7 attended.) Held a Zoom meeting with the Senior Adult Living Class through Cobden High School to discuss financial aid on October 15<sup>th</sup>.

Staff participated in the Student Academic Assessment Professional Development on October 9<sup>th</sup> and updated 2019-2020 Continuous Quality Improvement (CQI) findings and submitted 2020-2021 CQI information.

Staff assisted with the internal Shawnee Community College audit. Staff are setting up the internal scholarships through the new scholarship software, which will students to apply online for all of our scholarships. This software was purchased by the Shawnee College Foundation, and they are allowing us to also use it for the college's internal scholarships.

### **Recruitment & Advisement**

The advisors participated in an all-day retreat on October 6 at the Anna Center to discuss department-wide improvement, recruitment and retention strategies. Amanda Brown continues to work remotely, meeting with students via Zoom, phone and email. She is co-teaching the SCC Ambassador's Leadership class with Dr. Price. Students continue to reach out regarding assistance with current courses, and with questions about upcoming Spring 2021 advisement. Many students are requesting information about tutoring, as they adjust to traditionally in-person

classes instead being delivered online. Hayley Story attended virtual college fairs at SEMO and SIUC. Hayley also delivered a virtual presentation to Seniors at Massac County High School, and has enrolled 12 dual credit students in CNA and CPR courses. Teale Betts is contacting each senior at Vienna High School to find out plans after graduation. Leslie Weldon and Teale Betts will work with students at Vienna High School to give the Career Key. Rhi Slife and Teale Betts will host the FAFSA Completion worksheet after school at the Vienna Center and will be upon to other locations. Dr. Curphy and Teale Betts are working with the laborers to expand the Construction Management program to the rest of Illinois and Indiana.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center (SSC) remains a great resource for all students. There has been an increase in the submission of Request for Tutoring Forms as well as students inquiring about other resources. The Director has sent informative emails to students regarding the services provided by the SSC and its role in supporting student success. This fall, most students have been inquiring about tutorial support with statistics, accounting, and English. The SSC has also been facilitating individualized sessions focused on time management and best practices for study habits. With mandated quarantines and a compressed face-to-face schedule, students are in dire need of academic support services in order to keep from falling too far behind. The SSC has allowed flexibility for students and continued student engagement by means of emailing, calling, and checking-in on those who have inquired about SSC services. Great successes have come from these continued efforts by helping students maintain a sense of normalcy as well as establishing routines, reliability, and structure.

The Testing Center has continued to be a supportive and timely resource for students and faculty. Students have been pleased to know that the Testing Center has continued to offer the traditional face-to-face delivery of exams as well as supporting individuals with the option of remote proctoring services. Strict protocols are in place to ensure proper cleaning and social distancing are practiced at all times. The Testing Center has continued to offer high stakes testing as well as other certification exams. The finalized list of test dates for individuals wanting to enter the College's nursing program is now available on the College's website. The Testing Center has also been a valuable resource for individuals with disabilities, especially students that are eligible for accommodations such as extended time on tests, readers, and alternative testing location.

The Student Services Division has noticed an increase in student Retention Alert cases. Many of the cases have been observations made by faculty regarding student behavior in class, missed assignments, and low-test scores. To date, there have been 205 Retention Alert Cases created this semester. Of those, the majority of submissions have been low attendance and incomplete assignments. This past week, the Student Services Division has been working diligently and collaboratively on ways to identify students who would be considered the most at-risk. To that end, cultivating student engagement by checking-in on students not only when they are flagged by instructors, but by performing periodic wellness checks throughout the semester, has resulted in well-timed, thoughtful intervention.

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

Student Support Service hosted a Fun Friday, a recruitment event, a good time was had by all. The staff will send out return envelopes to SSS students who qualify for the Cares Act.

The staff is preparing for mentor meetings with our new students. SSS has finally gotten their application online to simplify the process toward applying to SSS.

SSS is gearing up to help students to file their FAFSA applications and transfer application. The SSS Staff has spent a lot of time attending transfer schools Advisor webinars. The information has been extremely helpful as colleges are becoming more flexible for incoming students.

### **Vice President of Student Success and Services**

Dr. Lisa Price—Interim

Dr. Lisa Price would like to thank Rachel Hannan from the Library (and her supervisor, Tracey Johnson) for assistance with student short term counseling and crisis interventions in the absence of our school counselor. Ms. Hannan has been willing and flexible when in assisting our students.

Dr. Price hosted a full day of recruitment and retention discussion and planning on October 6. Dr. Taylor started off the day by introducing himself and providing an overview of his background. He then talked about student statistics in our local school districts and trends in enrollment. The team then took that information to discuss improvements within themselves and student services. Team members discussed potential recruitment opportunities that they had researched. Dr. Price had hoped to come away with a well-defined and very usable recruitment plan that could be made part of the strategic enrollment plan. However, the ideas need to be formalized and other departments on campus included before that can be accomplished. But, the team seems very excited and invested in continuing the planning and implementation.

Dr. Price began implementing parts of the GEER grant. Equipment for three Zoom classrooms was ordered and once received will be installed on Main Campus. Students who were affected by COVID-19 during Spring 2020 and Summer 2020 and who have balances are being helped so that they can return to campus.

During the October Shared Governance meeting, there was discussion about students losing their “want” to learn and ways that we can work together to help combat this issue. Dr. Price is working with Dr. Nicolaides, Rob Betts, Mindy Ashby, Dr. Curphy and some students to create some short videos that will hopefully educate and encourage students to “hang in there.”

Dr. Price has been collaborating with the local GRAC colleges to create some opportunities for our baseball and softball teams to participate in some controlled scrimmages. The colleges have each created a plan for safety with the student-athletes which allows them to play but also allows administration to “test” the protocols put in place.

The Cupboard, SCC’s Food Pantry, was featured on WSIL and KFVS showing the food insecurities of our students. Jackie Smith who has spearheaded the opening, upkeep, and student food orders and Mr. Gene Honn were on WSIL. Jackie Smith is very passionate about this project and certainly deserves the credit for The Cupboard being up and running. Mr. Honn and

Dr. Price were able to speak about The Cupboard on KFVS. Mr. Honn was out at a local restaurant and received a check for \$100 from someone because they had seen the interview on one of the channels and wanted to donate to the cause. Dr. Price is a bit jealous about that!

**Dr. Lisa Price**

Interim Vice President of Student Success and Services

**10/10/2020**

Date

### **3. Finance**

#### **State Payment Update**

The state currently owes for October and November Equalization and November Base Operating.

#### **Facilities**

Continues to monitor the capital projects on campus which include the Boiler Replacement Project, Roof Replacement, and Chiller Replacement. Met with the Capital Development Board on the planning of the HVAC electrical room upgrades, Gymnasium Remodel, and the HVAC system upgrades.

#### **Director of Business Services**

The auditors have been on campus to complete fieldwork. Met with Dr. Taylor to discuss fiscal plan for the next three to five years, this will be a continuous process that will involve a committee composed of faculty and staff to help plan for the future. Attended CARES Act reporting webinar. Continue to attend ICCCFD meetings via zoom which gives all the CFOs in the Illinois Community College a chance to discuss various financial and regulatory items. Attended the College's Assessment day and created and entered goals into the WEAVE software for the Business Office.

#### **IT Department**

Assisted with the completion of ICCB reports that were due in October. Completed the fall submission of data for IPEDS. Installed parking lot Wi-Fi antennas at main campus and extension centers. Completed updates of Colleague Self Service to 2.28 and Web API to 1.28.1. Worked with Ellucian ActionLine to correct transcript and retention alert issues. Complete several setups of equipment and software and corrected four-digit audio issues between campuses. 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. Interviews have been conducted for the Health Information Technology, Nursing Instructor, Nursing Tutor, and Administrative Assistant to the Dean of Workforce Education. Continue to track COVID exposures. Attended a virtual webinar hosted by the Society for Human Resource Management. Completed employee reporting required by ICCB. Attended a virtual COVID seminar. Participated in the College's annual Assessment Day.

### **Bookstore**

The Bookstore Manager had been attending weekly virtual training seminars on the new MBS software. Installation of the new MBS software will be at the end of October.

---

Brandy Woods

Interim Vice President of Financial and Campus Operations

## **4. Shared Governance**

September 6, 2020

Meeting Facilitator: Dr. Curphy

Attendees: Dr. Taylor, Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Connie McGinnis, Beth Crowe

Absent: Phyllis Sander

Approval of August 6, 2020 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.

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

Agenda Items:

### **1. Call to Order**

### **2. Grants**

The Delta Health Grant was submitted. The funds will aid in the rebuilding of several programs (i.e., EMS, Paramedic) SCC is also looking to rebuild the CPR program. Dr. Curphy reiterated we must find credit bearing and revenue building programs for SCC.

Dr. Price discussed the submission of the GEER grant. The grant funds (\$282,063.00) will allow SCC to hire part-time completion coach, nursing student completion coach, and a student-athletic completion coach. The grant may also help spring and summer students that have past due balances.

Dr. Curphy has discussed with Randy Rushing using certain grants for loan forgiveness. Dr. Taylor, Dr. Curphy, and Dr. Price will meet to discuss, "Second Chances" as a loan forgiveness option.

### **3. HLC Notification Letter**

Dr. Shelby and Jean Ellen will be working with Dr. Taylor to create a letter for HLC. The letter is in response to our enrollment drop over the last 3 years. The letter is due September 25, 2020.

### **4. Assessment**

October 9<sup>th</sup> is virtual Assessment day. Phyllis Sander is drafting an Agenda for the event. We need to participate for 7 ½ hours. October 8<sup>th</sup> will be a regular instructional day.

### **5. General Updates and Questions:**

Dr. Nicolaides asked if finals could be given early to students. Dr. Curphy replied they cannot. We need to stay on schedule.

Dr. Curphy gave kudos Dr. Shelby's selection to a 2-year term as the Student Services representative on the statewide ICCB Program Review Advisory Committee.

Dr. Curphy discussed our numbers for 10<sup>th</sup> day. Our enrollment numbers will be up, but our credit hours will still be down 6%.

Dr. Nicolaides asked if we have a mechanism in place to assess on-line classes. Dr. Shelby was a member of the John A. Logan on-line assessment team. They utilized a standard rubric for assessment.

Dr. Taylor stated that once he shares his goals with the Board he will share them with the SCC family.

Items for the October Agenda:

ACEN

Adjourned at 10:46 a.m.



## 5. PR and Marketing Report

### Google Analytics-

According to our Google Analytics reporting for the period ending September 10th, the number of users to our site was 9,386. This month the data also indicated that we had 7,777 new users. The top 3 locations by state for views during this reporting period continues to include:

Current Month		Previous Month
1. Illinois	3,981	4,311
2. Missouri	1,529	1,613
3. Kentucky	575	5

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

[www.shawneecc.edu/](http://www.shawneecc.edu/):

/community services/employment-opportunities	975
/academic degree plans	888
/Student-resources//library/databases	865
/athletics/womens-basketball	751
/about	644

### Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
9/11/20	1	1	2424	7469	25163
9/12/20	1	1	2328	7882	25504
9/13/20			2044	8207	25843
9/14/20	1		2240	8741	26251
9/15/20	1	2	1514	8829	25770
9/16/20			1043	7159	25578
9/17/20	3	1	2369	7583	25708
9/18/20	3		8263	13758	30496
9/19/20	1	1	9614	19347	35012
9/20/20	1		8858	23370	38334
9/21/20			7486	25170	39345

9/22/20	3		8215	27492	41010
9/23/20	1	1	7788	29757	41906
9/24/20	1		7907	30971	43626
9/25/20		1	7306	29237	44630
9/26/20	2		6827	27616	46028
9/27/20			8551	26551	47407
9/28/20		1	7485	26580	47729
9/29/20		1	7432	26870	47834
9/30/20	2		7586	26417	47931
10/1/20	2	1	3726	26206	48699
10/2/20	1		1695	24970	49548
10/3/20			1331	23460	49767
10/4/20			1791	20422	49797
10/5/20	1	1	1974	18165	50236
10/6/20	3	1	1372	15010	50442
10/7/20	6	2	1362	8991	49976
10/8/20	2		568	6380	49697

#### 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
9/10/2020 17:01	KFVS (CBS)	Heartland News @ 5	\$942.48	28189
9/10/2020 17:08	WPSD (NBC)	WPSD Local 6 at Five	\$1,008.00	29797
9/10/2020 18:04	WPSD (NBC)	NBC Nightly News	\$1,474.92	36759
9/10/2020 18:05	WPSD (NBC)	NBC Nightly News	\$1,474.92	36759
9/11/2020 4:38	KFVS (CBS)	The Breakfast Show	\$392.50	9957
9/11/2020 5:35	WPSD (NBC)	Local 6 Today	\$240.13	6941
9/17/2020 22:08	WSIL (ABC)	News 3 News at 10	\$1,361.10	22546
9/23/2020 22:21	WSIL (ABC)	News 3 News at 10	\$363.00	10126
9/24/2020 5:36	WSIL (ABC)	News 3 News This Morning	\$54.88	1380
9/24/2020 6:55	WSIL (ABC)	News 3 News This Morning	\$54.88	1380
9/25/2020 22:07	WSIL (ABC)	News 3 News at 10	\$1,305.00	22275

9/26/2020 6:09	WSIL (ABC)	News 3 News This Morning	\$17.75	724
9/28/2020 18:12	WPSD (NBC)	WPSD Local 6 at 6:00	\$1,795.86	40928
9/29/2020 5:04	WPSD (NBC)	Local 6 Today	\$195.25	5235
9/29/2020 17:06	KFVS (CBS)	Heartland News @ 5	\$1,052.52	35756
9/29/2020 21:46	KBSI (FOX)	Heartland News at 9 on Fox23	\$813.30	13552
9/30/2020 5:08	KFVS (CBS)	The Breakfast Show	\$582.75	17004
9/30/2020 6:52	KFVS (CBS)	The Breakfast Show	\$857.88	25118
10/1/2020 18:15	WSIL (ABC)	News 3 News at 6	\$1,493.40	46962
		<b>TOTALS</b>	<b>\$15,480.50</b>	<b>391,388.00</b>

## Synopsis

We have once again this month obtained a significant amount of press on our local affiliates including ABC, NBC, and CBS. The reporting from our television news coverage indicates that we received \$15,480.50 in free advertising through news stories on all three affiliates in our region! We continue to run ads in local newspapers and we have produced additional videos for social media use including more Science in Seconds videos of which one was featured on the news this period. We also had one of our stories (The Criminal Justice Simulator) get picked up by a northern Illinois news station!

**MOTION NO. 3**

**CONSIDERATION OF APPROVAL OF RENEWAL FOR  
PROPERTY/CASUALTY INSURANCE**

A motion was made by John Windings and seconded by Cathy Belcher to approve the Property/Casualty/Liability Insurance Bid, the Excess Earthquake Insurance bid, the Worker's Compensation Insurance bid and the Storage Tank Pollution Liability Insurance bid.  
**(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 2021 BOARD MEETING DATES**

A motion was made by James Darden and seconded by Steven Etter to approve the 2021 Board Meeting dates as presented. (**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 SURGICAL TECHNOLOGY AAS DEGREE**

A motion was made by Mike McMahan and seconded by John Windings to approve the two-year Surgical Technology AAS degree. (**Attachment #3**)

On roll call vote, the members voted as follows:

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

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



**MOTION NO. 6**

**CONSIDERATION OF RAMONA MUNSELL & ASSOCIATES  
CONSULTING, INC. (RMA) ANNUAL PAYMENT FOR SERVICES**

A motion was made by Steve Heisner and seconded by Cathy Belcher to approve the Ramona Munsell & Associates Consulting, Inc. annual payment for services for Talent Search and Student Support Services. (**Attachment #4**)

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 7**

**XIII. EXECUTIVE SESSION**

A motion was made by Steve Etter and seconded by Mike McMahan to **adjourn and go into executive session** at 6:32 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. Consideration of Approval to Hire the VP of Student Success & Services - **Executive Session Tab, p1-2.** pursuant to 5 ILCS 120/2 (c) (1) **No Attachment**
  - C. Consideration of Approval to Hire the Admin Assistant to the Dean of Workforce Innovation – **Executive Session Tab, p2.** pursuant to 5 ILCS 120/2 (c) (1) **No Attachment**
  - D. Discussion of Collective Bargaining – **Executive Session Tab, p3.** 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 Retirement of Full-Time Employee **Executive Session Tab, p3** pursuant to 5 ILCS 120/2 (c) (1) - **Attachment #5**
  - B. Consideration of Resignation of Full-Time **Employee Executive Session Tab, p4** pursuant to 5 ILCS 120/2 (c) (1) – **Attachment #6**
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. 8**

A motion was made by James Darden and seconded by Cathy Belcher to adjourn out of executive session at 7:17p.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. 9**

A motion was made by James Darden and seconded by Cathy Belcher to approve the minutes of the executive session held on November 2, 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.        10**

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

A motion was made by Steven Etter and seconded by Steve Heisner 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. 11**

**CONSIDERATION OF APPROVAL TO HIRE THE VP OF STUDENT SUCCESS & SERVICES**

A motion was made by Mike McMahan and seconded by James Darden to approve the employment of Dr. Lisa Price for the VP of Student Success & Services effective November 4, 2020. No Attachment

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. 12**

**CONSIDERATION OF APPROVAL TO HIRE THE ADMIN ASSISTANT  
TO THE DEAN OF WORKFORCE INNOVATION**

A motion was made by Steve Heisner and seconded by Steven Etter to approve the employment of Deborah Vines as Admin Assistant to the Dean of Workforce Innovation. No Attachment

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.**            **13**

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

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

**MOTION NO.            14**

**CONSIDERATION OF RETIREMENT OF FULL-TIME EMPLOYEE**

A motion was made by John Windings and seconded by Mike McMahan to approve the retirement of Tracey Johnson effective January 1, 2021. **(Attachment #5)**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 15**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by Steven Etter and seconded by Cathy Belcher to approve the resignation of Cheri Diemer effective December 16, 2020. **(Attachment #6)**

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. Andrea Witthoft - 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.

## **XV. Adjournment**

### **MOTION NO. 16**

**A motion was made** by John Windings and seconded by Mike McMahan to **adjourn at 7:22 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.

Submitted by:

  
Ms. Andrea Witthoft, Secretary

12-7-20  
Date

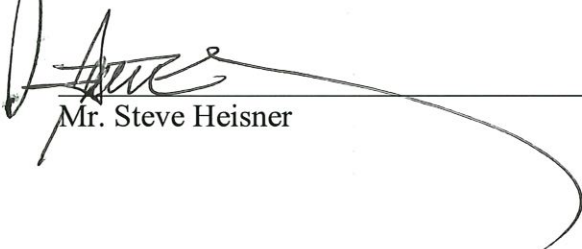
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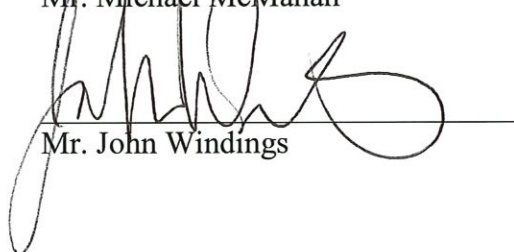
  
Ms. Cathy Belcher

  
Mr. Randall Rushing

  
Mr. James Darden

  
Mr. Michael McMahan

  
Mr. Steve Heisner

  
Mr. John Windings