

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
December 7, 2020**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on December 7, 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
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 Nicolaidis, S.C.E.A., President - Present
Beth Crowe, Administrative Assistant to the President – Absent
Tina Dudley, Administrative Assistant to the President & Foundation - 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 Mike McMahan to **approve the consent agenda** as follows:

1. Regular Meeting Minutes November 2, 2020
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$1,140,816.88
Building Fund	224,939.62
Restricted Bldg. Fund	11,766.84
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	218,913.51
Restricted Purposes Fund (Grants)	127,512.91
Restricted Purposes - FWS*	3,560.70
Restricted Purposes - PELL	828,662.20
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,258.12
Audit Fund	2,500.00
Liab. Prot. Settlement Fund (TORT)	14,586.50
 Grand Total	 2,575,517.28

On roll call vote, the members voted as follows:

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

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

VI. Consideration of Addendum and Re-Investments

MOTION NO. 2

A motion was made by Cathy Belcher and seconded by Steven Etter to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$50,000 October 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. Reports

A. Student Trustee- Steven Etter

PTK received a 100.00 award from the Illinois Regional Conference and it was donated to the Cupboard Food Pantry to help stock the shelves with more food. With the pandemic placing a burden on student our food pantry can use all of the donations that can be raised. Our PTK officers are asking their local churches for possible donations. PTK has also been working on its Honors and Action Project which is on how to feed the world and the effects of climate change and famines. We did an interview with Anna Vaughn Doom, our AG teacher to gather information on growing food in our changing climate, genetically modified seeds and plants that are grown to help feed our worlds growing population. With everything on Zoom it has been difficult to gather resources, interviews, and work on writing the paper as a group, but what is life without a challenge.

Student Senate is working with Rob Betts to create a Student Senate Facebook page. This page will allow the Student Senate to create small 2-minute informational videos on things such as where a student can access wi-fi in their community, the availability of college provided devices and materials to help the student with their classes and Zoom meetings, and other videos that can inform students about the food pantry, future up-coming Student Senate sponsored events, and more. Our new officers have been put in place and are as follows, President is Freida Walker, Vice President is Jeremiah Hale, Secretary is Deja Rohlfing, and Public Relations is Bradley West.

B. Faculty – Dr. Ian Nicolaides, President, S.C.E.A,

Faculty have made their final exams available on-line for students, as the last weeks of the semester finish in a fully remote format. Communication with students over Zoom and/or email has taken substantial time.

In general, faculty look forward to the current plans next semester of returning to school as typical and not having certain class times being restricted to a remote only format. While faculty were very successful providing remote services for face-to-face students and most students were able to adapt to the irregularity of the delivery format, providing such service to students does result in many students becoming confused with dates and requirements expected toward meeting the learning objectives of any particular class. Faculty have been flexible with accommodations and have extended a tremendous amount of support, often individualized, to students over the entire semester to help each reach their goals.

The experiences encountered this year and how each various challenge was overcome have provided instructors with valuable insight on how to continue to improve instruction with the aim of maximizing student success. Embarking on 2021: The faculty is ready!



President's Report

December 7, 2020

Enrollment Update

	Headcount		Reimbursable Credit-Hours	
	FY 21	FY 20	FY 21	FY 20
Summer 20	668	953	3,139.5	3,773
Fall 20	1,444	1,624	10,987	12,835.5
Spring 21	510	680	5,124.5	6,661
Total	2,622	3,257	19,251	23,269.5
FY 21 Credit-Hour Budget Projection		28,078	Difference	(4,805.5)

*Data pulled 12/04/2020; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- Internal networking efforts continue. At this point, 30 “Meet & Greet” activities with employees have been completed. Further, tours of the Anna, Cairo, and Metropolis Extension Centers have been completed. Meetings with the remaining fulltime employees are scheduled through January 2021.
- Facilitated a meeting with the College’s Shared Governance Committee on 11/05. Topics included: Committee representation, alternative scheduling ideas, online student retention, plan for spring term staff schedule, and future policy development. Outcomes of interest are:
 - Greater administrative and support staff participation in college-wide shared governance processes is desired.
 - A winter term intersession list of courses is being offered.
 - Faculty expressed the need for a thorough analysis of online/distance student retention and participation concerns so professional development opportunities can be streamlined, which might lead to greater retention in online and distance courses.
 - All College offices will be open for face-to-face operation starting on January 4.
 - The list of policies future policies to be developed for Board consideration (the list that was shared at the 11/02 Board meeting) was communicated with the team.
 - To partially address HLC concerns with the College’s shared governance processes, it was suggested that the President develop a working definition of “*shared governance*” and start a consensus-building conversation with the Committee. This effort is not meant to usurp Board discussion and training on Policy Governance; rather, it is aimed at accelerating the College’s administrative efforts to build on what Board eventually decides. A draft statement was developed on 11/09 and sent out for administrative review. We anticipate sending this out to the full committee for review by 11/20. Next meeting is set for 12/03.

- Student networking efforts continue. Since last month's report, I have met (on 11/04) with ≈45 students at the main campus, with ≈20 students at the Anna Extension Center on 11/10, and with ≈10 students at the Metropolis Extension Center on 11/12. Dr. Price, Rob Betts, and I conducted both informal and formal discussions with students at each of these events. Dr. Curphy joined us for the Anna event. As a reminder, the purpose of these events is to ensure student voices are infused into the College's decision-making processes. Although it is premature to make conclusions about the College's performance from the student's perspective, the following themes from this qualitative process are starting to emerge:
 - Students are generally satisfied with faculty and the instruction they receive.
 - Students are generally satisfied with the services they receive.
 - A large majority of students would like for the College to offer more face-to-face courses and services.
 - Students generally find the classes sections they want; however, some reported that preferred class sections are often scheduled at the same time.
 - Students would like a SCC portal style app that could provide them with important notifications about items of general interest (e.g. bookstore deadlines, financial aid information, registration information, facility navigation instructions, grade postings, assignment due dates, etc.).
 - Students celebrated the benefits they earned from dual credit and escrow programs.
 - Students suggested several improvements to Moodle.
 - A large majority of the students taking Extension Center classes, DO NOT take classes at other SCC locations.
 - Extension Center students generally describe the Center location as an important time and cost saving factor that influences their enrollment decisions.
 - Extension Center students seem to embrace ITV courses but would like a wider diversity of course offerings – both face-to-face and alternative delivery

Please keep in mind, these discussions are with students who are currently enrolled at the College – suggesting our programs, services, and practices generally work for them. We are currently exploring ways to talk with individuals that have expressed interest in SCC but chose to not attend and with students that have withdrawn from the institution.

- Met with Dr. Curphy and Dr. Sander on 11/05 to discuss the College's current assessment processes and future initiatives. Excellent dialog and information were shared. After discussion, it was recommended that the Board be provided with an update of the College's progress at a future Board meeting. The recommended target date for this discussion would be early spring term. I will work with the Board Chair to identify an appropriate date.
- Met with five Superintendents on 11/06 for the purpose of re-establishing/strengthening relationships with all 19 of the K-12 Districts that reside within the College's service area. Initially, 11 Superintendents agreed to attend the meeting. The day of the meeting, six Superintendents cancelled due to last minute commitments. Topics shared at the meeting

included: a narrative outlining my personal history, background, and values; the College's commitment to partner with Superintendent efforts to improve graduate readiness for college-level work; the College's commitment to partner with Superintendent efforts to reduce achievement gap for low income and minority students; the College's commitment to (and concerns with) dual credit were shared; and the idea of cost savings through innovative resource sharing of programs and services was introduced. The intent of this meeting was to introduce a framework for future discussion and not to deeply engage in the topics presented. As such, the meeting went well. All Superintendents attending the meeting responded with positive feedback. As a result, it is my intent to visit each Superintendent, individually, in their District, over the next several months to discuss the topics presented in depth. Further, we plan to host at least two full Superintendent meetings each year to discuss matters of mutual concern.

- Dr. Price, Dr. Mason, and I toured the AerosourceH facility in Metropolis on 11/12. The tour was hosted by owner, Dr. Deborah Pape, and her son Nathaniel, who is the Company's Chief Operating Officer. AerosourceH produces and processes hemp to formulate variations of cannabidiol isolate (CBD) that is used multiple applications and products throughout the world. In addition to hemp production, AerosourceH also produces and sells feminized hemp seed, designs and sells commercial aeroponics chambers (which is used to accelerate the growth of various agricultural crops), and provides tolling services (i.e. grinding biomass into crude oil, distillate, isolate, or custom formulations) to businesses world-wide. AerosourceH has a sister organization that is involved with the production of medical and recreational marijuana. The College discussed ways in which we might support the company's growth and strategic direction through workforce development and grant initiatives. Dr. and Mr. Pape were genuinely excited about the College's visit and optimistic about future partnership opportunities.

- Attended the Illinois Community College Council of President's Zoom meeting on 11/12. The Agenda included: a presentation on Equity, Enrollment, and Outcomes in the Illinois Community College System; a panel discussion on the statewide Workforce Equity Initiative (WEI)... which is a major agenda item of the Black Caucus; an update on the Illinois Community College Marketing Collaborative; ICCB general updates; and an Illinois legislative update. Topics of Board interest include:
 - Short-term certificates and recognized industry credentials have been added as appropriate completion outcome metrics.
 - Community College enrollment, nationwide, is declining at a rate faster than other education sectors.
 - ICCB will be encouraging College's to develop an Equity plan.
 - Grant funding for future WEI initiatives will focus on short-term training aimed at facilitating quick transition of low income and minority residents into careers with sustainable wages that are 30% (or above) the living wage rate.

- The Black Caucus focusing lobbying efforts to encourage the use of MAP grants for WEI short-term training programs. This idea appears to be gathering support from other groups.
 - The ICCB driven Marketing Collaborative is launching a statewide campaign aimed at promoting a generic community college brand throughout the State. We may be asked to provide resources in the future.
 - If Governor Pritzker announces another “stay at home order,” ICCB believes that Community College’s will be excluded from that mandate.
 - If the State decides to implement a 5-10% rescission in this fiscal year, ICCB claims that there WILL NOT be an impact on base operating or equalization grants. This is potentially good news.
- On 11/13, Dr. Curphy and I met with Pam Gibbs (Executive Director & CFO), Alisha Newton (Administrator), Michelle Lampley (Director of Medical Laboratory Technology program), Kim Langley (Director of the Occupational Therapy Assistant program), and Jennifer Jordan (Director of Surgical Technology program) at the Southern Illinois Collegiate Common Market (SICCM) facility in Herrin. We toured the facility, discussed grant opportunities, reviewed program strengths and areas for improvement, and discussed potential areas where we might collaborate in the future.
 - Completed the mandatory State of Illinois Open Meetings Act and Freedom of Information Act training. I filed both completion certificates with HR.
 - Attended the SICCM Board meeting on 11/17. All three programs (i.e. Medical Lab Tech, Occupational Tech, and Surg. Tech) at SICCM are experiencing significant enrollment declines due to COVID impact. Graduate placement from previous academic year, appears to be strong. Shawnee is going to assist with the development of some marketing videos for all three programs.
 - Attended the Regional Community College President’s meeting. This meeting was hosted by Brian Durham from ICCB and consisted of Presidents from Kaskaskia College, J.A. Logan, Southeastern Illinois College, Rend Lake College, Olney Central College, Wabash Valley College, and Shawnee Community College. The Agenda included – Clarification of the Governor’s Tier 3 Mitigation Order, College operation plans for the spring term, and financial outlook from ICCB. Topics of Board interest include:
 - According to Brian Durham, CC’s are mostly excluded from limitations imposed by the Governor’s Tier-3 Mitigation order; however,
 - Face-to-face meetings are limited to 10
 - OMA requirements related to quorum and face-to-face participation at Board meetings are waived.
 - Many concerns were shared about the possibility of the Holiday Season being a super-spreader event.

- Most colleges are beginning spring term instruction virtually although limited face-to-face student services will be available.
 - Many colleges eliminated spring break and are planning to start a week later in January.
 - ICCB remains optimistic that additional federal funding will be available to offset financial impact of COVID.
 - ICCB remains confident that a potential rescission will not impact base operating or equalization grants for this fiscal year.
 - Fall Veto session has been cancelled and there is a strong believe that the January lame duck session will be cancelled as well.
- ICCB started a new video series to highlight best practices at state-wide community colleges called Collective Conversations with ICCB. Presidents from McHenry County College, Malcolm-X College, and Shawnee Community College were invited to participate in the inaugural video. These College's were selected because each had an initial increase fall 2020 enrollment. Here are the questions and a bullet-point list of my responses:

Q: How did the covid-19 pandemic affect enrollment strategies this fall?

- Instructional processes had to be modified to plan for contingencies
- registration processes were significantly impacted.
- HS Recruitment – Mail, phone calls, and email.
- Campus Tours were converted to virtual.
- Dissemination of information was challenging.
- Learned from summer... focused on providing F2F classes and services.

Q: Despite the pandemic, your colleges each saw an increase in enrollments this fall. What specific actions do you feel have contributed to that increase??

- CARES ACT – Purchase laptops, WIFI Jetpacks, and webcams to loan
- Marketing & Advertisement – Increased Social Media presence, TV, Newspaper, & Radio
 - Message Focus – Take advantage of time available/unemployment
 - Message Focus – We didn't make COVID a focus... instead, we focused on Safe Return to campus (sense of security)
- Emphasized education delivery options as F2F, Online, Hybrid to promote the sense that "we are open for business."
- Video Production – used time generally reserved for in-person events
- Program Spots – both transfer and CTE
- Testimonial Video from faculty and students – valuable tips & resources
- Guided Tour Program Videos
 - Truck Driving
 - A Day in the life of a Shawnee Student

- Science in Seconds Series (30 2-minute videos) – taking a hike with

Biology faculty to learn about local flora and fauna. VERY POPULAR on Facebook... and shown on TV twice.

- Modified College Survival (orientation) course renamed Pandemic Mode... F2F
 - Focus on technology interaction
 - Website
 - Student portal
 - Maneuvering through Moodle
 - Interactions with Zoom
- Offered virtual services – advisement, financial aid, tutoring, testing
- Waived online fees

Q: What are the obstacles to enrollment that low-income, first-generation, and students of color face and how is your cc tackling these obstacles.

- College Readiness – working with K-12’s, may develop a free Accuplacer prep course, may re-examine placement cut scores (i.e. entrance scores by program areas)
- Familial Support – obligations, children, caretaking of extended family, detractors, distractions – providing access at Extension Centers. providing access in parking lots, looking to develop a video series that addresses these issues.
- Financial Stability – advisors are cross-trained to help students access financial aid, financial aid advising is available online and in real-time, looking at chatbots to assist 24/7/365, looking at an interactive video series.
- Food insecurity – The Cupboard has online order form and curbside pickup, advisors are able to connect students to local resources.
- Digital Divide – high speed Internet... quiet place to learn – Extension Centers, Laptops, WIFI Jetpacks, webcam Loan program, looking to partner with community organizations to provide WIFI access to our students for free.
- Transportation – Bus service to Extension Centers and Main Campus
- Low academic self-esteem & difficulty adjusting to college - enhancing retention alert focus, more personal contacts each semester. utilizing text messaging apps, exploring ways to connect Colleague (enterprise mgt) w/ Moodle (LMS), advisors are providing a more thorough analysis of student grades and preparation to help with course selection process, and advisors are prepared to assist with mental health issues and referrals

If you want additional information about my responses, please ask. Also, the release date for this video is anticipated for early-to-mid December. I will provide the link when it becomes available.

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- Met with Superintendent Jason Hayes of Massac Unit 1 on 12/3. Topics of the meeting

included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Massac with Unit 1 goals. Superintendent Hayes communicated Massac Unit 1's enrollment declined approximately 170 students this year. He attributes this decline to COVID impact on local families. He suspects many families have left the area.

In general, the meeting went well and I think a foundational framework to improve relations between the two organizations was established. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and strengthen our relationship.

Contracts, Agreements, MOU's, and Letters of Support signed

- Nursing clinical agreement with Metropolis Rehabilitation Services.
- Nursing clinical agreement with Integrity Healthcare of Cobden.
- Fiscal Operations Report and Application to Participate (FISAP) in Federal student aid (e.g. Federal Supplemental Educational Opportunity Grant and Federal Work-Study Programs). This report is required by the U.S. Department of Education.
- TRiO Talent Search Performance Report. FYI, our attained rate exceeded the DOE approved rate for the Secondary School Persistence, Postsecondary Education Enrollment, and Postsecondary Attainment performance measures. However, our attainment rate for the Secondary School Graduation and Secondary School Graduation (rigorous programs) measures did not meet DOE targets. At this point, it is unclear what consequences, if any the College might face because of missing these DOE targets.
- Coronavirus Relief Fund (Cures) Grant Agreement (\$5K)
- TRiO Student Service Performance Report. The "attained rate" exceeded the "approved rate" for four of the five categories measured. The category where we fell a bit short was the participants funded category. In this category, we served 93% (150) of the 160 funded. We do not expect this to have a negative impact on our future grant.

D. Vice-Presidents

i. Academic Affairs – Dr. Kathleen Curphy

Dean's Report

Dr. Shelby and Melissa Luttenbacher have been in conversation with high school guidance counselors about hosting a virtual version of CTE Day in the Spring semester. Planning is underway and more details are forthcoming. So far, the idea has been well received by the high schools and they are excited about the potential of the event. A meeting to discuss the logistics of the event was held on November 10, with Rob Lucas and Russ Stoup.

Library

Tracey Johnson, librarian, has been cataloging materials from spring as well as new materials and added over 50 books in September and October. Many of the new books are award winners and were selected to appeal to young adult readers.

Rachel Hannan, library assistant, continues to maintain records of equipment checkouts by students. Rachel also attended a webinar called "Collections and Facilities: Caring for Your Resources during COVID-19." The SCC library quarantines materials for seven days, based on a study called REALM (Reopening Archives, Libraries, and Museums).

The library has been fairly active filling interlibrary loan requests from other libraries. Our patrons have requested and received 7 items. Requests from other libraries have been filled with 107 of our items.

o Technology

We continue to help instructors with any needs they may have with remote teaching. Three Zoom capable classrooms have been ordered through the GEER grant. Plans are being made to make more classrooms Zoom friendlier.

o Extension Centers

Report Anna Center

During the month of November, the Anna Center has continued to follow all safety guidelines for our students and community to comfortably attend classes. On November 2nd, registration for the Spring semester officially began. The Anna Center advisors have been busy enrolling students for their next semester classes. Blake Goforth has stopped in many of the classes at the Anna Center to remind students that registration is going on now. On November 10th, Dr. Taylor visited the Anna Center for Breakfast with the President. The students had an opportunity to meet with Dr. Taylor and other administrators to discuss their point of view as a student. A CPR course was held on November 18th

- **Cairo Center**

On Wednesday, November 4th, our center held a “Meet and Greet” with Dr. Taylor and Dr. Price in order to give students the opportunity to meet our new president and also to give students the opportunity to provide feedback so that we can better serve them.

The Cairo Center, with the assistance of Leslie Cornelius, Southern 14 and Shawnee Development, will host a “Rapid Response” event for the displaced workers of the Aperion Care Facility in Cairo, on Thursday, November 12th. Through the workshops at the event, attendees will be provided with information about unemployment insurance, receive job search assistance from the Illinois Department of Employment Security, receive information about Shawnee Community College, with the opportunity to register for classes for spring. Also, attendees will receive information about the local workforce training services that are available under the Workforce Innovation and Opportunity Act, as well as information on other community services provided by Shawnee Development Council. Sessions will be held from 9am-11am and 1pm-3pm.

- **Metro Center**

On November 2nd from 9:00 am – 12:00 pm, Kentucky Mobile Lab was available at the Metro Center for Students, Staff, and Faculty to take flu shots. On November 2nd, Hayley enrolled Joppa seniors who want to attend SCC.

All ten (10) truck driving students passed their test and will begin their externship during the spring 2021 semester.

- **Vienna Center**

Teale Betts is continuing to contact Vienna High School and Goreville High School seniors on their plans after high school. Leslie Weldon and Teale Betts gave the Career Key with Mrs. Guest’s sophomores. English class on November 18th. On November 17th, Rhi Slife, Dr. Price, Lisa Meyer, and Teale Betts hosted the FAFSA Completion workshop at the Vienna Center.

Leslie Weldon and Teale Betts gave seniors the KUDER test in Mrs. Bradley’s room on December 16th. Registration has continued for the Spring semester. Students are being informed of SCC scholarship opportunities.

- **Nursing**

According to the third quarter report from the Illinois State Board of Nursing, our 2020 pass rate for ADNs stands at 82.35% with 3 students left to test and 96.97% for PNs with 1 student left to test. The application process for the 2021-2022 academic year has begun for both the ADN and PN programs

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

 - Healthcare & Public Safety**

 - The CPR Program held 26 classes and served 70 students in the month of October. 30 CPR classes are scheduled for November with 4 classes cancelled due to COVID related issues.

An instructor renewal class was held with 17 instructors renewing their certification. The Driver Safety Program received and processed 246 applications. There were 134 participants who completed their training and received a certificate of completion.

Small Business Development

Economic Development

The CREATE BRIDGES initiative is completing its asset mapping of the businesses and business support resources in the five-county area. Brett Whitnel and Greg Mason completed training on Ripple Effects Mapping for measuring the impact of business retention and expansion. In November, the SBDC launched its e-commerce site. The site provides an opportunity for small businesses to learn about, and engage in on-line commerce and marketing. Businesses received training on marketing their business on the internet. 15 business clients have signed up to participate

Workforce Development

The division is offering the following on-line, non-credit Business & Industry training classes for November and December:

Cybersecurity Training

- Introduction to PC Security (24 course hours)
- CompTIA Security+ Certification Prep 1

Business Services

- Accounting Fundamentals
- Call Center Representative
- Speed Spanish
- Microsoft Excel 2016 Certification Training
- Microsoft Office Specialist Certification
- Mastering Project Management with PMP® Prep
- OMCP® Social & Mobile Marketing Professional

Healthcare

- Medical Spanish Series

Transportation

- Freight Broker/Agent Training

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December 7, 2020

Date

ii. Student Success & Services – Dr. Lisa Price

Admissions

Danielle Boyd—Registrar

Danielle Boyd met with Sabrina Black, Dr. Price, and Dr. Capps to clean up with the drop/withdraw process. Boyd entered 75 SAT scores in for area high school students and sent out letters. Boyd attended a webinar: In Their Own Words, Student Challenges in the Pandemic on November 16. She will also be checking the requirements for the Fall 2020 graduation applicants and printed diplomas.

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- Athletics

John Sparks—Athletic Director

Men's Basketball, Women's Basketball, and Volleyball are continuing to practice and train for the upcoming season in January. We have been working closely with Dr. Shelby on our Indoor RTP Plan. On its approval, we look to have a few scrimmages vs. Region 24 opponents this Fall.

On October 24 and October 31, SAINTS Basketball streamed their inter-squad scrimmage games through Facebook Live. Rob Betts was extremely helpful in making sure everything went off without a hitch. The 1st scrimmage had over 300 views, and the 2nd scrimmage had over 700 views. The inter-squad scrimmage games can be watched on the Shawnee Community College Facebook Page.

Academics this semester has been challenging for all of us. Sabrina Black consistently updates our coaches and me on the academic progress of our student-athletes. Her report has been extremely helpful in identifying any issues we may have with our student-athletes. We have been able to increase tutoring, study tables, or address any problems that we may have from week to week. Some of our student-athletes are also working with Mindy Ashby and her staff in the tutoring lab.

Baseball and Softball have had several scrimmages following the approval of the Outdoor Sports RTP Plan. SAINTS Baseball scrimmaged John A. Logan, Southeastern IL, Frontier and Southwestern IL. The Lady SAINTS Softball scrimmaged Lakeland, John A. Logan and Wabash Valley. With a limited number of fans, both teams are working on live streaming their games. Schedules are completed.

- Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Working with individuals receiving unemployment benefits to file claims, consideration of re-training, and job openings in the area. Working with Shawnee Development Council to prepare for Rapid response for Aperion on November 12.

Career Services will host a virtual workshop on virtual interviewing for the SSS students on

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November 17 at noon. Also, in collaboration with Student Senate, I will host a career workshop for all SCC students on November 16, 11:30, until 12:30 and a Career workshop for SEM 200 class in Cairo. Leslie Weldon and Teale Betts will give Career Key on November 18, 2020, to Vienna High school Sophomores. Leslie Weldon will give Kuder career assessments to all seniors at Meridian High on December 2 and Vienna seniors on December 16.

- **Counseling**

Monica Brahler-Student Counselor

Monica Brahler, the Student Counselor, has updated the community resource guide located on the college's website homepage and the mental health resource page on the counseling page. She has been providing services remotely for students who need support.

As mentioned in previous reports, the Student Counselor was available for crisis counseling after the tragedy impacted the Vienna and Goreville communities.

Mindy Reach, Retention Specialist for the TRIO program, and the Student Counselor are exploring Safe Zone training programs for the college's faculty and staff.

Because this time of the semester can be very stressful with finals coming quickly, an email was sent to all current students, reminding them of her services. She continues to be the advisor for the college's veterans, SICCM students, and our general student population.

- **Dean of Students**

Dr. Kristin Shelby—Interim Dean of Student Success

Dr. Shelby continues to track all student COVID exposures and positive COVID test results and communicate with students on COVID-related questions. Dr. Lisa Price authorized Geer Grant funds to purchase Dr. Shelby a college-issued cell phone, to use when communicating with students on remote working days and weekends. This allows for a quicker turn-around time for student COVID-related questions and has been well received by students. Dr. Shelby recently sent several emails to students reminding them of the importance of wearing a mask, washing their hands, and social distancing, as well as a symptom checker to help determine the similarities and differences between the cold, flu, and COVID-19. Finally, each Monday, Dr. Shelby and Emily Forthman update a weekly link under the COVID-19 tab on the website with updated statistics for positive COVID-19 employee and student cases. This meets a recommendation from ICCB and helps with transparency on campus and in our campus community. Lastly, Dr. Shelby and Athletic Director John Sparks completed the Outdoor Return to Play Plan for Baseball and Softball and are in the final stages of the Indoor Return to Play Plan for Volleyball, and Men's and Women's Basketball.

- **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

ETS and Romana and Associates are finishing up the grant writing process; everything is still on track and will be finished soon. 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. We are also working on our APR and will be finished before our deadline.

- **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans

Submitted the FISAP (Fiscal Operations Report and Application to Participate) to the Department of Education.

We are working with students to turn in MAP (Monetary Award Program) Grant information.

Working with new students to make sure they have submitted the 2020-2021 FAFSA for Spring 2021.

Working with students to complete their 2021-2022 FAFSA, either through Zoom or answering questions in person or over the phone.

We contacted each high school guidance counselor, and we are working with them to help their seniors meet the new FAFSA completion rule for graduation in 2021.

Sent out student worker evaluations to student worker supervisors.

- **Recruitment & Advisement**

In "normal" years during this time, Shawnee hosts "The Shawnee Experience," bringing all of the high school seniors on campus, as well as student engagement events on campus; however, this October was a little different. The Admissions/Advisement group met for a planning day at the Anna Center and participated in the WEAVE/CQI Assessment Day. Communication with the counselors and administrators at the high school level is ongoing as everyone navigates the best way to provide excellent service to our prospective students. A Counselor's Retreat was scheduled, then unfortunately postponed due to the tragic event in Johnson County. Discussion about non-traditional student enrollment is also ongoing.

Advisors were happy to have the schedule of classes for the spring semester a few days early and registration is now underway. Advisors are meeting with students in person and also remotely via Zoom and have stayed busy enrolling both new and continuing students since advisement opened on November 2. Recruitment at the local high schools continues, albeit unconventionally in some circumstances. Regular check-ins with high school guidance counselors allow advisors to meet with high school students to register them for escrow courses and/or talk with them about life at SCC after graduation.

Amanda Brown registered Meridian's Fast Start class during the first week of enrollment via Zoom. She reports they are all doing very well in their courses this semester and are all looking forward to another full semester in Spring 2021 at SCC! Two Meridian Seniors are on track to earn their Associate of Arts degree in either the Spring or Summer 2021 semesters; at the same time, they're graduating high school!

Erin King held member elections, orientation, and officer elections for Student Senate. In turn, this group did their best to encourage student engagement. Early in the month, they partnered with Vienna Dairy Queen to provide a Mid-term Celebration Day complete with DQ ice cream and hosted the Red Cross Blood Drive Mobile in the parking lot of Main Campus. They also organized a costume contest just before Halloween and held a "Watch Party" for the November 2 SCC Board of Trustees meeting. On November 18, they enlisted Leslie Weldon from Career Services to provide a "How many people does it take to build a Snickers Bar" presentation in the Commons.

During October, Hayley Story was busy reaching out to students individually via email for midterm advisor check-ins. Hayley also visited Joppa High School on Friday, November 30, for an early enrollment event where 11 students registered for the spring semester.

- **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center (SSC) has seen a significant increase in requests for tutoring services. Faculty have partnered with the SSC by making student referrals and providing staff with lecture notes and additional resources to supplement coursework. The Director has been asked to present a virtual introduction to tutoring services for a local high school dual credit class. Tutorial services are afforded to all students enrolled in an SCC class. Interviews are slated to begin the week of November 9, 2020, to fill the recently vacated professional math tutor position. Professional tutoring services continue to prove themselves a valuable resource for participating SCC students. By providing a personalized learning experience, students have access to relevant resources that are ultimately fundamental to student success.

The SSC Testing Center has continued to assist students, faculty, and staff with appointment scheduling. The Testing Center has volunteered to be a supportive and timely facilitator during finals week. The student-voice was heard regarding this concern; therefore, students with unreliable internet access, disabilities, or needing assistance can begin emailing the Testing Center to schedule to take their final exams on campus. Faculty and staff have been very supportive of this initiative.

Retention Alert remains a critical component of student persistence. Faculty continue to support student success by creating cases that can be quickly addressed with Student Services help. It is increasingly more evident that students need contact with their academic advisors more than ever. There is a myriad of issues that warrant the attention of all stakeholders. One, in particular, is student counseling. Our department's observations have been: isolation due to the pandemic, mental health issues, unemployment, loss of family and/or friends, students forced to complete classes online, and other personal issues. Counseling has become an increasingly important resource for our students.

- **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

Student Support Services is in the Annual Performance Report time due the second week in December. SSS is celebrating First-Generation College Students Day during the second week of November. A huge thank you to faculty and staff willing to share their encouraging words with our students as they have been First-Generation College Students.

SSS staff have participated in multiple professional development training virtually. The TRiO department from Shawnee gave a final report to Illinois TRiO as we hosted TRiO Day South 2020 in February.

We are elated to feature Dr. Lisa Price in our upcoming e-newsletter to SSS students. It will be an opportunity to learn about SCC's administrators and how they are connected to our students.

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

Dr. Lisa Price—Vice President

Dr. Price would like to thank the board for the opportunity to serve as the Vice President of Student Success and Services in a full-time capacity. In the past seven months, Price has “caught” the Saints love that so many of the staff have for Shawnee Community College, the students and the community. Price predicts that there is a very bright and very busy future at SCC.

Even though it was mentioned at the November Board of Trustees meeting, Dr. Price wanted to thank the SCC staff for supporting the communities during the Johnson County tragedies. Another community support activity that SCC students participated in was the carving of pumpkins for the Marion Pumpkin Glow & Stroll at Heartland Regional Hospital in support of The Women’s Center. Students from Cosmetology, Phi Beta Lambda, Phi Theta Kappa, and Student Ambassadors carved pumpkins for the two-day event. It has also been well publicized about the Food Distribution that was hosted by SCC, Senator Dale Fowler and Laborers 773 on the Ullin Campus where Kelly Jennings and the Truck Driver Training students saved the day. When the food delivery truck broke down, Jennings and his students took a semi, transferred the food, and delivered to both the Ullin and Anna distribution sites.

Greg Sheppard has been charged with serving as the student-athlete completion coach. He will advise these students, assist AD John Sparks and the coaches with attendance monitoring and addressing any grade issues. Leslie Weldon had been advising many of the student-athletes but needed to be freed up to focus on career services. A part-time nursing tutor has been hired and is funded through the GEER grant – some COVID-19 relief funding – who will also work closely with the nursing students on completion.

Dr. Price, Danielle Boyd, and Sabrina Black began work on reporting processes including initial progress reports and midterm verification. Dr. Curphy for academic affairs and Dr. Capps with financial aid joined to assist from those areas. The work is still in progress.

Dr. Price has been joining Dr. Taylor with his conversations with students. Their input will be used as we move forward in planning student support services, course schedules, curriculum,

online services, and all that we do. With each conversation, it seems that they are timid at first but warm up. As the students get used to having these conversations regularly and having the opportunity to offer input, it is hopeful that they will be more open and not afraid to offer suggestions for improvement as well as tell us what they love about being a student at SCC!

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

11/10/2020
Date

iii. Financial & Campus Operations – Brandy Woods

State Payment Update

The state currently owes for November Equalization and Base Operating.

Facilities

Met with the Architects to discuss finalization of current capital projects on campus. Maintenance crews have been working to keep facilities clean and sanitized. Maintenance crews are getting operations geared for winter operations.

Business Service Department

The auditors have completed their field work on campus. The auditors still have not received guidance on how to test for the CARES act grant. This is an issue for every college in the United States. The United States Department of Education hosted a webinar on October 14th on how to report expenditures paid from the CARES Act. The first expenditure report for the CARES act was due on October 31 st. Pell check were issued for the fall semester. Quarterly grant reports were completed and filed. Completed and filed the foundation 990 for FY2020 fiscal year.

IT Department

Installed and setup server and equipment for the point of sale system upgrade in the Bookstore. Worked with Ellucian on transcript improvements needed. Fixed power issue on main campus server room. Collaborated with the registrar on the midterm process. Continue to monitor firewall security. Setup laptops, fixed issues with smartboard computers, setup power chute monitoring, installed chrome remote desktop on multiple computers, setup internal SMTP server for various alerts. Updated and made changes to several sites on the College's website. Attended demos from different chat bot companies. Relocated the driver's safety database to main campus. Scheduled the security equipment installation and attended the monthly school safety meeting.

Human Resources

Recruited for the following full-time open positions: Nursing Instructor, Bookstore Assistant, ETS Academic Specialist and Librarian. Interviews have taken place for the Nursing Instructor, Academic Specialist and Bookstore Assistant. Tracking Covid positive cases and exposure and working with quarantined employees. Employees who have been exposed are continuing to be sent home to work until the quarantine period is over. Held an all employee Zoom Information session along with Dean Dr. Shelby to allow questions and concerns to be voiced regarding Covid procedures. Worked with SunLife and ONI to prepare for the upcoming open enrollment session for employees for 2021 Benefits. We were surprised that some of our benefit plans went down in cost with some of the most used plans only going up a slight percentage.

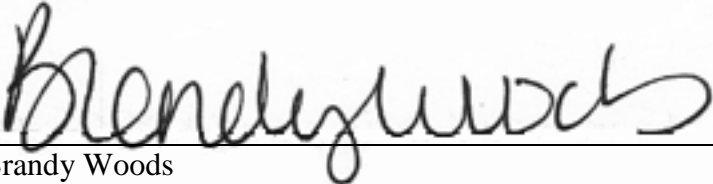
Bookstore

The campus bookstore donated biology and chemistry books to Tony Gerard who had the books shipped to Ifugao State University Nayon, Lamut, Ifugo, Philippines. The books that were donated were books that the biology and chemistry department could no longer use and the by the campus bookstore was unable to sell to a wholesale book source.

The SCC Campus Bookstore has had big changes in the Month of October and November. On Wednesday October 28, 2020, The campus bookstore had the new MBS point of sale system installed. The training for the new system was November 9-11th. The go live date is December 2, 2020.

The campus bookstore received a shipment of SCC gear that can be sold on the campus bookstore website once the website is running which should be within the next month.

The campus bookstore donated books for one SCC student for the Spring 2021 semester that was auctioned off at the United Auction which was conducted on November 6-8, 2020. The winner of the auction was Pam Green. All proceeds went to the families of the students who were involved in the car accident in October.



Brandy Woods

Interim Vice President of Financial and Campus Operations

E. PR & Marketing Summary

○ November 2020 Google Analytics-

According to our Google Analytics reporting for the period ending November 10, 2020, the number of users to our site was 9,528 This month the data also indicated that we had 7,927 new users. The top 3 locations by state for views during this reporting period continues to include:

	○ Current Month		Previous Month
4. Illinois	3,963		3,981
5. Missouri	1,692		1,529
6. Kentucky	593		575

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

student-resources/library/databases	553
/academics/programs	474
covid-19-confirmed-cases	323
/student-resources/library	288
/community-services/...yment-opportunities	155

○ Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
10/10/20	2		2115	8091	50903
10/11/20	1		2552	8570	51010
10/12/20	3	1	3122	10024	52066
10/13/20	1		2784	11244	53432
10/14/20	4		2738	12459	54782
10/15/20	2		1673	11999	54999
10/16/20	4		2079	12024	52869
10/17/20	4		2038	11957	50263
10/18/20	3		2563	12065	48345

10/19/20	1		2003	11153	47746
10/20/20	3		1311	9729	46466
10/21/20	2	3	1880	8911	44423
10/22/20	1	2	3982	10720	44076
10/23/20	3		4399	12450	44293
10/24/20	5		4588	13842	44363
10/25/20			4157	14262	42282
10/26/20	7		4090	15005	41050
10/27/20	3	1	2408	15847	38748
10/28/20	6		4374	17363	34833
10/29/20	4	2	2511	16308	33190
10/30/20	5		2382	15861	33427
10/31/20	1		1951	14380	33385
11/1/20	1		1606	12393	33457
11/2/20	3		2310	11115	33763
11/3/20	1		4684	12520	35017
11/4/20		1	4532	13201	36974
11/5/20	1		3578	13710	36998
11/6/20			3538	14247	37316
11/7/20		1	3159	14766	38205
11/8/20			2768	15239	38139
11/9/20			2753	15132	36709
11/10/20			1333	13174	35848

○ **Traditional Media Sources:**

Coverage this month includes stories covering:

- Local Food Drive Truck Driving Story
- Federal Grant To Assist With K-12 Technology & Connectivity
- President meeting with students at SCC
- PTK Food Pantry Donation

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
10/8/2020 18:06	KFVS (CBS)	Heartland News @ 6	\$1,582.00	32713
10/8/2020 18:08	WSIL (ABC)	News 3 News at 6	\$1,493.40	46962
10/8/2020 18:08	WSIL (ABC)	News 3 News at 6	\$1,493.40	46962

10/23/2020 22:00	WSIL (ABC)	News 3 News at 10	\$1,305.00	22275
10/29/2020 17:09	WSIL (ABC)	News 3 News at 5	\$245.85	6016
10/30/2020 5:12	WSIL (ABC)	News 3 News This Morning	\$31.05	74
10/30/2020 6:04	WSIL (ABC)	News 3 News This Morning	\$32.81	1516
10/30/2020 7:56	WSIL (ABC)	Good Morning America	\$332.91	11959
10/30/2020 8:58	WPSD	Today	\$559.04	14260
		TOTALS	\$7,075.45	182737

Synopsis

This month we obtained free press on our local affiliates including ABC, NBC, and CBS. The reporting from our television news coverage indicates that we received \$7,075.45 in free advertising through news stories in our region!

Our press releases continued to receive good coverage in local news including newspapers, radio, and TV. We also just released our radio ads, television commercials (Playing on WPSD, WSIL, KFVS, & FOX) and our newspaper ads for Spring Enrollment. The QR codes below will take you to our YouTube channel where you can view this years commercials.

Use Your Phone Camera To View Our Spring 2021 Commercials. Be sure to check out the full 2 minute spots and the 30 TV Spots to get the full story. 😊😊



Full 2 minute Meet Connor & Sheletha



Full 2 minute Meet Nigel & Brandy



30 Second TV Spot Connor & Sheletha



30 Second TV Spot Connor & Sheletha

F. Saints Foundation Executive Directors Report

Currently the Saints Foundation is in the process of evaluating their work toward achieving goals as established in the Years Strategic Plan. That summary will be prepared and reviewed for the next Foundation Board of Directors on December 11, 2020. A copy will be provided to Cathy Belcher, our Trustee Liaison and we will assist her in providing a copy to Trustees. Speaking of Cathy, we want to thank her for her service to the Saints Foundation. We enjoy and welcome her involvement.

The Saints Foundations major focus this past month has been on the following initiatives:

Relative to Scholarships: Due to the recent tragic accident involving local students, our meeting with Guidance Counselors was postponed. That meeting will be with all the District High School Counselors to provide a basic training on the process for students to apply for scholarships. 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.

We are in the process of talking to donors to renew existing scholarships so they can be added to the database. We currently have only lost two scholarships due to businesses experiencing issues due to COVID. We have some new scholarships to replace them and continue to solicit new scholarships. If you know of any family, business or organization that would like to provide a scholarship, please let Cathy, Tina or me know. We would gladly follow up with them.

In early November we launched our Annual Giving Campaign. We are just getting in our first donations, which are positive. We encourage individuals to make donations to the campaign, including 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 in order to truly serve the SCC family. If you, or someone you know, have not already donated, please let us know if you need a form to complete.

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.

G. ICCTA Report

The ICCTA Board of Representatives adopted 2021 State Legislative Goals at the meeting on November 14, 2020. The goals include a special focus on equity on higher education.

2021 State Legislative Goals

- **Local control of community colleges**

Illinois community college boards are locally elected or appointed to make decisions affecting their local districts and are directly responsive to the electorate. A 2007 Judicial Circuit Court decision reaffirmed the concept that community colleges are units of local government. ICCTA will protect local control of community colleges and oppose any legislation that infringes on this autonomy.

- **Equitable funding for community college operations**

Illinois community colleges operate high-quality institutions in a lean and fiscally responsible manner. ICCTA strongly advocates for funding to expand job-training programs in high-demand fields. Illinois community colleges will continue to provide critical educational services, including to the nation's veterans, and to improve student outcomes at a low cost.

- **Equity in higher education**

Community college trustees promote policies that support access, affordability, equity, and completion for all students. In tandem with efforts taking place on individual campuses to promote equitable participation and foster a welcoming learning environment, ICCTA supports policies aimed at closing educational and economic gaps of underrepresented populations and eliminating historic barriers to higher education.

- **MAP funding set-aside**

The Governor has indicated strong support for the Monetary Award Program, which was reflected in an additional \$50 million in funding in Fiscal Year 2020. MAP resources are essential for community college students, who are often the first in their family to attend college or come from families with distressed financial conditions. We believe that a portion of new money allocated to MAP should be earmarked for community college students.

- **Baccalaureate degrees**

Allowing community colleges to offer bachelor's degrees in limited fields of study enables development of more talent for the workforce, including technical fields that are changing and growing in geographically remote areas where employers struggle to hire employees with the needed qualifications. These degrees also provide an opportunity for employed adults to advance in their careers, addressing the interests and needs of adult learners who are unlikely to pursue a transfer pathway that requires relocating from their current home and employment. Presently, 24 states allow community colleges to award bachelor's degrees.

- **Funding for capital construction projects**

Community colleges have capital and deferred maintenance needs that approach more than \$1 billion statewide. ICCTA will pursue the efficient and timely distribution of community colleges in capital construction proposals that are brought before the 102nd Illinois General Assembly.

Additional information was shared on the following topics of interest.

- Failure of the graduated income tax amendment may result in a 5 to 8 percent cut for Illinois Community Colleges over the next two years;
- The Illinois Community College Board plans to offer a webinar on enrollment strategies, in response to the system's 13.7 percent drop in fall 2020 enrollment;
- Community college trustees may soon be appointed to the ICCB board and the [Illinois Board of Higher Education's Strategic Planning Advisory Committee](#);
- The Illinois Community College Marketing Collaborative has selected a consultant to develop a statewide media campaign for fall 2021;
- The "housekeeping" amendments to the ICCTA Bylaws and Operations Manual included in my November report were approved.

An item of interest discussed in the ICCTA GOVERNMENT RELATIONS AND PUBLIC POLICY Committee Meeting is the publication of the IDPH Mass Vaccination Distribution Planning Guide. The guide is designed to provide a plan for the distribution of a COVID-19 vaccine when it becomes available. The link to the guide is

<http://dph.illinois.gov/sites/default/files/COVID19/10.16.20%20Mass%20Vaccination%20Planning.pdf>

Upcoming Events

March 12-13: ICCTA Board of Representatives meetings, Hyatt Regency Schaumburg Hotel, Schaumburg

April 11-14: [American Association of Community College's in-person convention](#), Nashville, Tennessee

June 3-5: ICCTA Annual Convention, Marriott Bloomington-Normal Hotel and Conference Center, Normal, IL

Submitted by Andrea Witthoft, ICCTA Representative

VII. Reports

- A. Student Trustee – Steven Etter
- B. Faculty – Dr. Ian Nicolaides
- C. President – Dr. Tim Taylor
- D. Vice-Presidents
 - i. Academic Affairs – Dr. Kathleen Curphy
 - ii. Student Success & Services – Dr. Lisa Price
 - iii. Financial & Campus Operations – Brandy Woods
- E. Communications & Public Relations – Rob Betts
- F. College Foundation – Gene Honn
- G. Illinois Community College Trustees Association – Andrea Witthoft

VIII. Action and Discussion Items

- A. Consideration of Approval of FY22 [Resource Allocation Management Plan \(RAMP\) Submission](#)
- B. Consideration of Approval for CY 2020 Proposed [Tax Levy – Attachment #1](#)
- C. Consideration of Approval of the [Fall 2020 Graduation List – Attachment #2](#)
- D. Consideration of Approval of [Treasurer’s Bond – Attachment #3](#)
- E. Consideration of Approval to [reschedule January 2021 Regular Meeting](#)

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees’ Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of [Ratification of Employment of Adjunct Faculty](#) for the Fall 2020 Semester. [Attachment #4](#)
 - ii. Consideration of Approval to [Transfer of Full-Time Employees to Alternate Position Services](#)
 - iii. Consideration of Approval to Hire a [Full-Time Librarian Attachment #5](#)
 - iv. Consideration of Approval to Hire a [Full-Time Bookstore Assistant Attachment #6](#)
 - v. Consideration of Approval to Hire a [Full-Time Nursing Instructor Attachment #7](#)
 - vi. Consideration of Approval to Hire a [Talent Search Academic Specialist Attachment #8.](#)
 - vii. Consideration of Approval to Hire a [Financial & College Operations Consultant Attachment #9](#)
 - viii. Consideration of [Executive Session Minutes](#) to Determine Continued Confidentiality
 - ix. Discussion of Collective Bargaining

IX. Executive Session - Continued

- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of [Retirement of Full-Time Employee Attachment #10](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\)\(11\)](#)

X. Action and Discussion on Executive Session Items

- a. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of [Ratification of Employment of Adjunct Faculty](#) for the Fall 2020 Semester. – [Attachment #4](#)
 - ii. Consideration of Approval to [Transfer of Full-Time Employees to Alternate Position Services](#)
 - iii. Consideration of Approval to Hire a [Full-Time Librarian Attachment #5](#)
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 - v. Consideration of Approval to Hire a [Full-Time Nursing Instructor – Attachment #7](#)
 - vi. Consideration of Approval to Hire a [Talent Search Academic Specialist Attachment #8](#)
 - vii. Consideration of Approval to Hire a [Financial and College Operations Consultant – Attachment #9](#)
 - viii. Consideration of [Executive Session Minutes](#) to Determine Continued Confidentiality
- b. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College
 - i. Consideration of [Retirement of Full-Time Employee Attachment #10](#)
- c. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 3

**CONSIDERATION OF APPROVAL OF FY22 RESOURCE ALLOCATION
MANAGEMENT PLAN (RAMP) DOCUMENT**

A motion was made by John Windings and seconded by James Darden to approve request and authorize the College's Interim CFO, Brandy Woods, to sign and submit the document as per ICCB Guidelines.

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 PROPOSED TAX LEVY

A motion was made by Steve Heisner and seconded by Cathy Belcher to approve the proposed CY20 Certificate of Tax Levy as presented.

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 FALL 2020 GRADUATION LIST

A motion was made by James Darden and seconded by Steven Etter to approve the Fall 2020 Graduation List as presented.

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 APPROVAL OF TREASURER'S BOND

A motion was made by Mike McMahan and seconded by John Windings to approve the College's Treasurer's Bond as presented.

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

**CONSIDERATION OF APPROVAL TO RESCHEDULE JANUARY 2021
REGULAR MEETING DATE**

A motion was made by Mike McMahan and seconded by Andrea Witthoft to approve the reschedule date of the regular January 2021 meeting to January 11, 2021.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8

IX. EXECUTIVE SESSION

A motion was made by James Darden and seconded by Steven Etter to **adjourn and go into executive session** at 6:06 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Consideration of [Ratification of Employment of Adjunct Faculty](#) for the Fall 2020 Semester. [Attachment #4](#)
 - ii. Consideration of Approval to [Transfer of Full-Time Employees to Alternate Position Services](#)
 - iii. Consideration of Approval to Hire a [Full-Time Librarian](#) [Attachment #5](#)
 - iv. Consideration of Approval to Hire a [Full-Time Bookstore Assistant](#) [Attachment #6](#)
 - v. Consideration of Approval to Hire a [Full-Time Nursing Instructor](#) [Attachment #7](#)
 - vi. Consideration of Approval to Hire a [Talent Search Academic Specialist](#) [Attachment #8](#).
 - vii. Consideration of Approval to Hire a [Financial & College Operations Consultant](#) [Attachment #9](#)
 - viii. Consideration of [Executive Session Minutes](#) to Determine Continued Confidentiality
 - ix. Discussion of Collective Bargaining
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2](#) (c)(1)
 - x. Consideration of [Retirement of Full-Time Employee](#) [Attachment #10](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2](#) (c)(11)

On roll call vote, the members voted as follows:

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

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

MOTION NO. 9

A motion was made by Steven Etter and seconded by Steve Heisner to adjourn out of executive session at 7:10 p.m.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 10

A motion was made by James Darden and seconded by Cathy Belcher to approve the minutes of the executive session held on December 7, 2020.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 11

**CONSIDERATION OF RATIFICATION OF ADJUNCT FACULTY FOR
THE FALL 2020 SEMESTER**

A motion was made by Steve Heisner and seconded by Steven Etter to approve ratification of the Fall 2020 Semester Adjunct Faculty as presented.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 12

CONSIDERATION OF APPROVAL OF TRANSFER OF FULL-TIME EMPLOYEES TO ALTERNATE POSITION SERVICES

A motion was made by Mike McMahan and seconded by James Darden to approve the transfer of Full-Time Employees to alternate position/services as presented.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 13

CONSIDERATION OF APPROVAL TO HIRE FULL-TIME LIBRARIAN

A motion was made by Cathy Belcher and seconded by John Windings to approve the appointment of Christina Faulkner as the Full-Time Librarian effective December 8, 2020.

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. 14

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME
BOOKSTORE ASSISTANT**

A motion was made by Steven Etter and seconded by Steve Heisner to approve the appointment of Tammy Parker as the Full-Time Bookstore Assistant effective December 8, 2020.

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. Michael McMahan - Yes
Ms. Cathy Belcher - Yes
Mr. John Windings - Yes

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

MOTION NO. 15

CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME NURSING INSTRUCTOR

A motion was made by Mike McMahan and seconded by Cathy Belcher to approve the appointment of Betsy Shallenberger as a Full-Time Nursing Instructor effective January 4, 2021.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - Yes
Mr. James Darden - 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. 16

CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME TALENT SEARCH ACADEMIC SPECIALIST

A motion was made by Andrea Witthoft and seconded by James Darden to approve the appointment of Chevis Thompson as a Full-Time Talent Search Academic Specialist effective December 8, 2020.

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. 17

CONSIDERATION OF APPROVAL TO HIRE A FINANCIAL & COLLEGE OPERATIONS CONSULTANT

A motion was made by Mike McMahan and seconded by Steve Heisner to approve the appointment of BeMac Consulting LLC to provide Financial and College Operations Consulting Services effective January 4, 2021 through April 30, 2021.

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.

MOTION NO. 18

CONSIDERATION OF EXECUTIVE SESSION MINUTES

A motion was made by John Windings and seconded by Steven Etter to approve to keep closed, the written Executive Session minutes from October 13, 1986, to the present and to authorize destruction of the closed session audiotapes as provided in the Open Meetings Act for closed sessions held prior to December 2, 2019.

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. Andrea Witthoft - Yes
Mr. James Darden - Yes
Ms. Cathy Belcher - Yes
Mr. Steve Heisner - Yes

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

MOTION NO. 19

DISCUSSION OF COLLECTIVE BARGAINING

A motion was made by _____ and seconded by _____

NO DISCUSSION

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 _____ failed.

MOTION NO. 20

CONSIDERATION OF RETIREMENT OF FULL-TIME EMPLOYEE

A motion was made by James Darden and seconded by Cathy Belcher to approve the retirement of Randy Starling effective December 31, 2020.

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.

XI. Adjournment

MOTION NO. 21

A motion was made by James Darden and seconded by Mike McMahan **to adjourn at 7:27 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.