

BOARD BOOK

February 1, 2021





**REGULAR MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
RIVER ROOM - ULLIN, IL
February 1, 2021 – 5:30 p.m.**

As permitted by Governor Pritzker's Executive Orders 2020Ĝ 07, 2020Ĝ33, and, 2020Ĝ55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, regular meeting on February 1, 2021 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the link below: <https://shawneccedu.zoom.us/j/119290368> (please note **there is a new passcode requirement for Zoom. The passcode is, 679248**), or by dialing 1-312-626-6799, when prompted enter conference ID 119290368 and press # instead of a participant number. The meeting will include an opportunity for public comment. Any member of the public that would like to make a public comment, must submit their public comment via email to comments@shawnecc.edu by 2:00 p.m. on February 1, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Recognition of Guests and Public Comment

V. Approval of Consent Agenda

- A. [Minutes of Regular January 11, 2021 meeting](#)
- B. [Consideration of Treasurer's Report](#)
- C. [Approval of Bills](#)

Education Fund	\$935,947.62
Building Fund	\$118,667.58
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	\$26,784.02
Restricted Purposes Fund (Grants)	\$203,439.14
Restricted Purposes - FWS*	\$1,687.20
Restricted Purposes - PELL	\$15,681.83
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	\$788.37
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	\$25,879.17
Grand Total	\$1,328,874.93

VI. Consideration of Addendum and Re-Investments

- A. Addendum: [Education Fund to Restricted Purposes Fund](#) (2 Transfers)

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 [Cairo Center Lease Agreement with Shawnee Development Council Attachment #1](#) (7 pages)

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 Faculty Stipends for Fall 2020 Attachment #2](#) (6 pages)
 - ii. Consideration for Approval of [Job Description Revision for Vice-President of Financial & College Operations Attachment #3](#) (7 pages)
 - iii. Consideration for Approval of [New Job Description for Delta Healthcare Grant Project Manager Attachment #4](#)
 - iv. Consideration for Approval of New [Job Description for Transition Coordinator Attachment #5](#)
 - v. Consideration for Approval of New [Job Description for Curriculum Technology Specialist Attachment #6](#)
 - vi. Consideration for Approval of Employee Request to Take an [Unpaid Leave of Absence Attachment #7](#)
 - vii. Consideration of Approval of [Transfer of Employee](#)
 - viii. 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 \(c\)\(1\)](#)
 - i. Consideration of [Resignation of Full-Time Employee Attachment #8](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

X. Executive Session Action 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 Faculty Stipends for Fall 2020 Attachment #2](#) (6 pages)
 - ii. Consideration for Approval of [Job Description Revision for Vice-President of Financial & College Operations Attachment #3](#) (7 pages)
 - iii. Consideration for Approval of New [Job Description for Delta Healthcare Grant Project Manager Attachment #4](#)
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 - viii. 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 \(c\)\(1\)](#)
 - ii. Consideration of [Resignation of Full-Time Employee Attachment #8](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

XI. Adjournment

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
January 11, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on January 11, 2021, 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 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

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MOTION NO. 1

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

1. Regular Meeting Minutes December 7, 2020
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$1,340,806.11
Building Fund	140,013.08
Restricted Bldg. Fund	0.00
Bond & Interest Fund	1,696,000.00
Auxiliary Enterprises Fund	83,123.76
Restricted Purposes Fund (Grants)	116,680.57
Restricted Purposes - FWS*	3,642.70
Restricted Purposes - PELL	76,614.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	204.00
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	221,164.13
 Grand Total	 3,678,248.35

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

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MOTION NO. 2

A motion was made by Cathy Belcher and seconded by James Darden to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$100,000.00 and Education Fund to Bond & Interest Fund in the amount of \$47,000.00. November 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. Reports

A. Student Trustee – Steven Etter

PTK has finished its College Project report to send for our Five Star Award. Our college project is about the creation of our food pantry, “The Cupboard” and how our chapter has helped in spreading the word to student by creating flyers and table toppers for the dining room. It also tells of our donations of money and personal hygiene supplies and with volunteering. This brings us closer to receiving our Five Star Award for the third consecutive year. Work continues on our Honors in Action project which is the last piece of our Five Star Award.

Student Senate has continued to work on their short videos to help students navigate online classes, access the library remotely, availability of laptops and Jet-packs, spring registration, and more. the Senate is working with Robb Betts to edit and make these videos available through the Senate Facebook page and You-tube. The senate has also taken up a vote to make a donation of \$500.00 to the “Bear Cares” charity. Since donations are down for every charity nation-wide, Student Senate looked for a local charity that would help children in our Shawnee community.

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

Faculty have and are still reflecting on the challenges last year. Moving forward the experiences and challenges we all faced due to COVID19 issues have given insight on how to best serve students under various restrictive circumstances. Given the situation last year faculty did a stellar job making instruction accessible for students. Certainly, the staff and administration should also be commended as it was a team effort by all.

One item I personally find most interesting is that while students often express that they need flexibility and want choice with regard to how they access instruction is that unfortunately a more open framework on how instruction is delivered often increases the students own confusion with their studies. Most students need consistency and need to be guided by the regular format of attending class face-to-face. There are many reasons for this but one significant obstacle last year was when students did attend synchronous instruction over Zoom they often used a cell phone rather than a larger device with a more appropriate screen size. Many teachers also noticed that students did not take notes while using remote devices and many students admitted that they were easily distracted during remote instruction and that they often multitask. Albeit, for those students who do take attending class on Zoom seriously it has been instrumental in affording access to instruction for students and has many advantages.

While it is hoped that new medicines will afford us all the opportunity to return to living as accustomed prior to COVID19, faculty are now better prepared for the future. In general, the faculty views face-to-face instruction to be the gold standard for student learning and they look forward to this new year as we plan such. One major positive from last year independent of the future we all are stronger and more knowledgeable on how we can best serve students. In similar, while faculty are continuing to serve students much concern about personal safety for all

those involved remains and both students and instructors need to be understanding and flexible within reasonable parameters. Ultimately, early student communication with their instructor is paramount for best working towards student success.



President's Report

January 4, 2021

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	1,632	1,794	12,589.5	12,963.5
Spring 21	776	966	7,882	9,336.5
Total	3,076	3,713	23,611	26,073
FY 21 Credit-Hour Budget Projection		28,078	Difference	(4,467)

*Data pulled 01/04/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- Internal and external networking efforts continue. At this point, 52 “Meet & Greet” activities with employees have been completed. Meetings with the remaining fulltime employees are scheduled throughout the spring term. In addition, I sent approximately 350 personalized Christmas Cards to employees (both full and part-time) and several community partners.
- Facilitated a meeting with the College’s Shared Governance Committee on 12/10. Topics included: Academic Calendar, Shared Governance Definition, Low Enrolled Class Cancellation Protocols, Retention Alert, Consulting Plans, and a Student Assessment Committee report. Outcomes of interest are:
 - Academic Calendar Committee will meet and address faculty concerns.
 - A working definition of Shared Governance was approved by the Committee. The working definition will be shared with others throughout the institution to gather feedback and make improvements. The Committee will attempt to finalize the definition by the end of March 2021.
 - Faculty will contact fall students and encourage them to enroll for the Spring Term.
 - Faculty will be encouraged to update the Retention Alert system to provide additional information for advisors on students who received a D or did not pass a fall semester course. In addition, ways to automate the retention alert process was discussed.

- Participated in the Guidance Counselors Retreat on 12/11 at Magnolia Manor in Cairo. Eleven HS Guidance Counselors attended the event. In my presentation, I encouraged the Counselors to strengthen current partnerships with SCC in efforts to help our local students and their families break the chain of poverty. Met with Superintendent Patrick Rice of Cairo School District 1 on 12/11. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Cairo with District goals. Superintendent Rice communicated Cairo's enrollment has declined this year but is currently unsure as to how many students have been lost.

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.

- Met with Saints Foundation Directors on 12/11. Topics included: Financial Report, College President Update, Executive Director Report, and Mid-Year Review of Strategic Plan. As part of my report, I shared:
 - My personal background, guiding principles, and values.
 - Shared the College's primary focus would be to help community residents lift themselves out of poverty and change their lives and lifestyles. This focus includes eliminating the achievement gap for low income and minority students. I invited Foundation Directors to help us with this initiative.
 - Shared the College will be concentrating on improving and personalizing programs and services for students.
 - Communicated the College's strategic plan will be updated and refreshed over the next four months and extended an offer to the Foundation Directors to participate in that process.
- On 12/22, we completed the lottery for the Trustee election in April... here are the results:
 - 6-Year Unexpired Term (3-Seats)
 - James Darden (Johnson County)
 - John L. Windings (Massac County)
 - April Moore (Pulaski County)
 - 2 Year Unexpired Term (1-Seat)
 - Deborah Shelton-Yates (Johnson County)
 - Steven Etter (Union County)

- Our winter term intersession class (Comp II) started with an enrollment of 5. Several College employees including Lindsay Johnson, Blake Goforth, Stacy Simpson, Chris Clark and myself were there supporting the students and faculty on the first day. As of today (01/04), all five students are still enrolled.
- Over the last couple of weeks, I've had the opportunity to review the College's policy manual. Clearly, improvement of the manual needs to be a major focus in the near future. I have several ideas that I will be sharing with each Trustee in January and February.
- Over the last several months, I've been developing a relationship with Frank Bass. Mr. Bass is a high-powered lobbyist for the Black Caucus and has considerable influence in the Illinois General Assembly. If Mike Madigan retains his Speaker of the House duties, it will be because of the support from the Black Caucus (i.e. Frank Bass). Senator Dale Fowler made the introduction.

Mr. Bass and I found common ground in Cairo and have been developing a personal relationship since. Initially, Mr. Bass was trying to recruit business from the College but has since agreed to work on the College's behalf for free. Essentially, Mr. Bass is going to work with the General Assembly to try to get an earmark for the College. I'm not sure if these efforts will be successful but he appears to have genuine intentions. Mr. Bass intends to introduce me to the *"right people"* in Springfield and plans to advocate on the College's behalf.

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

- Innovative Model of Developmental Education Grant – this \$25,000 ICCB grant provides opportunity for the English and Math Departments to develop models of instruction that decrease time to degree completion for students testing into developmental education. A match of College funds is not required for this grant.
- Distance Learning & Telemedicine (The Connecting Shawnee Project) – this three-year \$450,545 US Dept. of Agriculture grant provides distance learning equipment, technologies and connectivity to students and teachers for each high school located within the College's service area. In addition, the grant will provide funds to update distance learning equipment at the main campus and all four Extension Centers. The College must provide a \$67,700 match for this grant.
- SBDC Coronavirus Urgent Remediation Emergency for Small Businesses (CURES) Grant – this \$40,000 Illinois Department of Commerce and Economic Opportunities grant provides funding to develop webinars, workshops, advising models, and technical support to assist small businesses impacted by COVID-19. A match of College funds is not required for this grant.

D. Vice-Presidents

i. Academic Affairs – Dr. Kathleen Curphy

Dean's Report.

On Monday, December 7, 2020, Dr. Shelby submitted the Developmental Education Innovation Grant proposal to the ICCB. This competitive grant opportunity could provide up to \$25,000 for the Math and English Departments to develop alternative methods of delivering remedial education and decrease time to degree completion for students. This was a collaborative effort in which Dr. Shelby would like to thank Lori Armstrong, Jipaum Askew, JoElla Basler, David Black, Sabrina Black, and Sandy Fontana for their efforts.

CTE Day will be delivered virtually to high school students in late February/early March. CTE faculty will record short, three-minute videos highlighting certain aspects of their programs, including current job market information, salary range, time to degree completion, etc. At the end of each video, student contact information will be collected for recruiting purposes. These videos can also be used as recruiting tools in advising, on the website, and social media.

Dr. Shelby continues to track all student COVID exposures and positive COVID test results. The website is updated weekly and found under the COVID-19 tab at (<https://www.shawneecc.edu/covid-19-confirmed-cases>). There has been a steady decline in the number of student cases reported since November 20 when the college transitioned to remote learning.

Dr. Shelby and Melissa Luttenbacher are assisting Perkins students with book returns and Spring 2021 applications, which are now online due to COVID-19. This application can be found under the “Students” and “Academics” tabs on the website (<https://www.shawneecc.edu/perkins>).

Library/Technology

The library added almost 40 new juvenile and young adult books in November, with a focus on diversity and inclusion. The young adult novels often deal with topics that appeal to college students and encourage reading as a lifelong habit. Rachel continued to check laptops and jetpacks out to students. Russ has set up three classrooms to be more Zoom friendly. Plans are to convert twenty more rooms.

Extension Centers Report

Anna Center

During the month of December, the Anna Center has wrapped up another successful semester. The Anna Center advisors have been busy enrolling students for the Spring semester. Blake Goforth visited students at Anna-Jonesboro High School on December 15th. The Anna Center staff participated in the “Pay It Forward” campaign which helps local children in need this Christmas season. This year, the Anna Center staff sponsored two children with hopes of bringing a smile to their faces this Christmas. Blake Goforth has been corresponding with students that are interested in taking intersession courses offered at the Anna Center on December 28th through January 8th.

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Cairo Center

Dr. Shelby arranged a meeting with Kelly Jennings and Greg Shepard to discuss ways to bring the Truck Driving program to the Cairo Center due to an increase in interest and the intended need for the Cairo Port. The program will begin in the summer where the students will meet the first two weeks of class at the Cairo Center and then complete the driving portion of the class on main campus.

Metro Center

On November 12th, the Metro Center hosted a breakfast with the president and vice presidents. In addition to enrolling new and returning students for the spring 2021 semester, Hayley has enrolled dual credit students, and Greg has enrolled all students on SCC athletic teams except for one team and those students' registration for spring 2021 should be complete by the end of December semester

Vienna Center

Leslie Weldon and Teale Betts gave seniors the Kuder Test on December 16th. The seniors uploaded this information to their Career portal at Vienna High School. Vienna High School juniors and seniors were emailed their degree audits and encouraged to stop by and ask Teale Betts questions about college. The labor hall sent out letters to current apprentices and those who graduated in the state of Illinois. Teale Betts has communicated with the perspective Construction Management students. Goreville and Vienna High School were contacted about the scholarship booklet.

Workforce Innovation, Small Business Development

The CREATE BRIDGES initiative has completed its asset mapping of the businesses and business support resources in the five-county area. Dean Mason and Brett Whitnel conducted 5 community forums for regional small businesses

The Alexander-Pulaski NAACP will partner with the SBDC to provide business training to individual NAACP members and associated businesses

Webinars have been held throughout the end of the year about the GATA (Grant Accountability and Transparency Act) process for SBDC clients interested in how to apply for available federal and state business grants and loans.

The SBDC's outreach to minority businesses generated three new business clients for the center. The SBDC continues to work with business clients who have been impacted by COVID-19.

The division is adapting its non-credit Mental Health First Aid training course to be offered for credit. Student Services staff will be encouraged to take the class as part of their professional development


Dr. Kathleen Curphy, VPAA

January 11, 2021

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ii. Student Success and Services – Dr. Lisa Price

Admissions

Danielle Boyd—Registrar

Danielle Boyd worked on the findings from the Program Review audit. She has also entered 50 SAT scores in for area high school students and sent out letters. Danielle attended the guidance counselors retreat on December 10 in Cairo and worked on processing the Fall 2020 graduation applications.

Advisement and Recruitment Report

Advisors continue to advise students via in person, email, Zoom, and phone appointments. Escrow students have been requesting meetings frequently to register for Spring 2021, which often includes involvement from local high school counselors. The Ambassadors did a class project that involved interviewing a faculty member of their choice and creating an edited video from the interview. The result was wonderful, and these videos are being used on SCC's social media to promote our wonderful College and faculty.

Greg Sheppard has been reviewing student-athlete transcripts and course schedules checking for completion. Blake Goforth and Carrie Davis created a recruitment video talking about the spring semester and the many student support services available.

Athletics

John Sparks—Athletic Director

The majority of our athletes returned home for Thanksgiving and will continue their classes remotely. Most of them expect to return around January 1 to start preparing for the Spring semester.

The current plan is for all of our sports will play a reduced schedule consisting of Region 24 and Conference games. Men's Basketball, Women's Basketball, and Volleyball start their season at the end of January. Baseball and Softball will start their season in March.

Academically our coaches are trying to push these student-athletes across the finish line as we enter Final Exams. We are in contact with these student-athletes multiple times a week. Some are even doing Zoom Workouts as early as 8 am three days a week, while others communicate via email, text, and phone calls. The majority of our athletes registered for the Spring semester before the Thanksgiving break.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career services have contacted 33 dislocated workers from Aperion and provide numerous services such as resume assistance, job search, and 33 referrals to WOIA for additional training/education. In December, the office will have provided 83 Kuder assessments and Career Keys. Cairo high school seniors will be given the Kuder on January 22, 2021. Ms. Weldon will be rescheduling a career presentation that had been cancelled at Meridian due to COVID-19. She

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will also be working with other guidance counselors to schedule the administration of the Kuder Career Survey. The office has reached out to 24 local employers about job postings, employment and training needs, job shadowing, and internship opportunities.

Career Services will start to prepare for our annual job fair this month in hopes of being able to have it in March 2021 and exploring options such as drive-thru or virtual job fairs.

Completion Coach

Carrie Davis, the part-time completion coach, wanted to detail a few of the projects she's been working on over the last few weeks. One of the first projects she started was "Student Satisfaction Surveys." This survey was sent to every student at SCC. The idea was to get answers on their favorite aspects of the College and find out what they feel we could add that would be beneficial to them. The overall census was that students are happy with the "home-like" feel of SCC. They love that they feel important to their teachers and staff. There weren't a lot of responses to the question, "what should we add." Carrie also sent out a survey to students who have dropped classes during the fall semester. This was to get a feel for why they dropped classes, and if there were things that we could do that would help them complete. Carrie is still waiting on those responses.

Another project that she has been working on is starting a podcast here at SCC. She's been researching ideas on how to get started. Carrie has a lot of the equipment needed to get started. She's currently trying to line up ideas on the show topics and directions that the podcast could go. She's very excited about this opportunity and to see what this can do for SCC! Carrie has also been excited to be able to assist Rob Betts in editing ambassador videos. The ambassadors took time to interview different faculty members about their classes and their advice to current and future students. Rob and Carrie have been editing those videos for the past couple of weeks. It's been exciting and rewarding to see how those are turning out. Carrie's very excited to be here and see how she can help make a difference at SCC!

Counseling & Accessibility

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Ms. Brahler, the School Counselor, continues to provide services remotely for students who need support. She serves as the advisor for the College's veterans, SICCM students, and our general student population. Ms. Brahler has been reviewing SICCM program applications for the 2021-2022 academic year.

Mr. Brahler has been reviewing the spring schedule for low enrollment classes. She researches students' specific needs for graduation and alerts division chairs and administration to those needs. She attended the Guidance Counselor Retreat by Zoom.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

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The Financial Aid team participated in the annual Federal Student Aid Training Conference online from December 1 through December 4 and the Second Chance Pell Grant webinar on December 3.

Dr. Capps participated in the Exit Conference for the ISAC Program Review and the Title IX Program Review and has been completing necessary changes needed to policies and procedures.

Dr. Capps presented financial aid information at the Guidance Counselor's Retreat on December 10.

All first-term MAP payments have been submitted as well as 2020 Illinois National Guard and Illinois Veterans Grant claim submissions.

The new scholarship software system, Academic Works is being installed and will allow our students to apply for all scholarships using an online application.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center is proud to announce that Aaron Woods has joined their department as a Professional Math Tutor. Aaron is a Southern Illinois native and SCC alumnus. The SSC is excited about the expertise, and versatility Aaron will bring to the Tutoring Lab. Two weeks before finals week, the SSC emailed all students, encouraging them to seek any SSC service(s) applicable to their unique end-of-semester needs and/or concerns, like getting final papers proofread, spending one-on-one time brushing-up on formulas, and/or letting one of the professional or peer tutors act as a study partner to prepare for finals. Responses were addressed quickly, and students seemed grateful for the extra support. The SSC director presented at the Guidance Counselor Retreat held on Thursday, December 10, 2020.

The Testing Center administered several final exams and proctored several makeup exams during finals week. The Testing Center staff would like to thank all of the adjunct and full-time faculty members. They supported and encouraged the SSC's effort to provide a reliable, distraction-free environment for students during finals week. With the assistance of Johnathan VanMeter and Rachel Hannan, the Testing Center staff ensured that computers were adequately set-up for the use of Proctorio and other assistive technology students needed to test successfully. The Center has also continued supporting other departments at the College with entrance exams, high-stakes testing, and accommodations. The Testing Center staff would also like to applaud the faculty members who repeatedly went the extra mile for their students this semester where testing was concerned.

The SSC director created a Student Retention Committee to examine current methods as well as create and facilitate collective, efficient procedures for the Retention Alert Program. The committee is comprised of key individuals responsible for adopting new strategies and maintaining key practices designed to reap the greatest benefits from the Program. To date, the Retention Alert Program has been instrumental in cultivating early intervention and identifying

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at-risk students to prevent students from slipping through the cracks. By focusing on how the current model's successes and shortcomings have impacted student engagement, attendance, and overall performance, progressive forms of mitigation and intervention will be forged, allowing broader student success goals to be supported. The committee is slated to meet before the spring semester begins.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

Student Support Services successfully completed and scored high on the Annual Performance Report 2020. At the end of the semester, we award our Supplemental Grant Aid to the students who met the requirements. SSS students that we're able to complete their requirements for Cares Act has have been serviced. Director Amber Suggs completed the post award conference call with budget approval from the Dept of Education.

SSS staff have participated in multiple professional development training virtually. We have attended webinars that seek to provide insight into the online format for TRiO Students.

We are elated to feature Dr. Tim Taylor 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.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

The ETS staff and Romana Munsell and Associates, are close to completing the grant. There is still not a submission date yet for the grant; we are still waiting. Staff are still currently working on virtual events for our students. ETS staff have successfully completed our APR for this year and successfully rolled over our system into our new fiscal year. Chevis Thompson has joined the ETS staff.

Student Success and Services

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

On December 10, 2020, the Guidance Counselors Retreat was held at Magnolia Manor. Five guidance counselors attended in person and six attended via Zoom. Student Success and Services and Academic Affairs worked collaboratively to provide an informative day. Presentations from staff were given on scholarships, financial aid, dual credit, placement testing, Educational Talent Search, and advisement. The division chairs gave overviews and updates from the four areas with Monica Brahler providing an update from SICCM.

Dr. Price on behalf of SCC partnered with SIUC, JALC, nine high schools (six in the SCC district) and the feeder schools to the high schools to submit a grant entitled CTE Education Pathways. The partners named the grant “Southern Illinois Future Teachers Coalition” and the goal is to spark interest in education careers as early as junior high and continue that interest through high school to the community college and to the university. Dr. Curphy also participated on the Steering Committee.

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Recruitment efforts included postcards being mailed to continuing students not enrolled; 2020 high school graduates not enrolled; spring, summer and fall students who withdrew from courses. Also, a video was made by Blake Goforth and Carrie Davis about spring semester enrollment and was pushed on social media.

Dr. Lisa Price

Vice President of Student Success and Services

1/11/2021

Date

iii. Financial and Campus Operations – Brandy Woods

State Payment Update

The state currently owes for December Equalization and Base Operating.

Facilities

Maintenance continues to monitor health and safety protocols to ensure a safe campus environment. Continue to assist with current capital projects on campus.

Business Service Department

Attended meeting with the Capital Development Board to discuss capital projects. Payroll Specialist entered new benefits rates into Colleague after open enrollment and processed fall semester pay for faculty and adjuncts. Business office is preparing to close out the calendar year. Currently working on quarterly grant reports.

IT Department

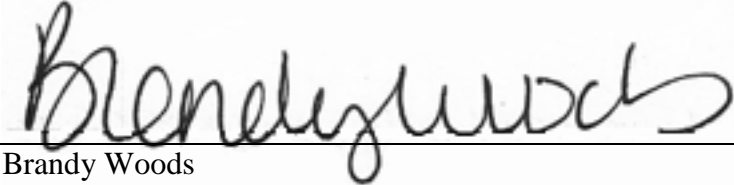
Notified employees of email phishing scams. Created an online application for students to apply for Perkins assistance and created fillable forms for the driver safety program. Installed updates to the Financial Aid module in Colleague, and firewall security. Planned for upcoming quarterly and biyearly updates to the server and Colleague during Christmas break. Continue to work on transcript subroutines in Colleague through Action Line. Setup new laptops and surfaces for employees and board members. Worked on imports for Academic Works and WENS software. Supported the bookstore with the POS conversion. Created several different data analysis reports for the Fiscal Planning Committee, Advisors, Registrar, and SSS Director. Tested the Zerto disaster recovery virtual machine. Setup Microsoft Teams to help manage departmental tasks. Completed mandated reporter training.

Human Resources

Over the past month, HR department has held several interviews to fill positions such as Nursing Instructor, Academic Specialist, Librarian and Bookstore Assistant to ensure the College is ready for the upcoming year. We've also completed Open Enrollment successfully online. It all went smoothly being completely virtual and employees were pleased with a very low increase in their plan premiums. Continue to track employee training and staying informed of the ever-changing CDC guidelines for employees. Continue to track any employee COVID-19 exposure and positive cases so that they can be reported on the website and to conduct contact tracing prior to the Health Department contacting the employees.

Bookstore

The campus bookstore held book buybacks on the main campus during the second week in December. The buybacks were processed through the new point of sale system. The new point of sale system is live and is operating resourcefully.

A handwritten signature in black ink, reading "Brandy Woods", is positioned above a horizontal line. The signature is written in a cursive, flowing style.

Brandy Woods

Interim Vice President of Financial and Campus Operations

E. PR & Marketing Summary – Robert Betts**Google Analytics-**

Google Analytics reporting for the period ending December 13, 2020, indicated the number of users to our website was 7,226. The data also indicated that we had 5,671 new users. The top 3 locations by state for views during this reporting period continues to include:

Current Month**Previous Month**

4. Illinois	3,144	3,963
5. Missouri	1,491	1,692
6. Kentucky	505	593

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

student-resources/library/databases	1516
/academics/programs	1472
/community-services/employmentopportunities	600
/about/contact	512
/admissions	426

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
11/13/20	2	1	1593	9183	34327
11/14/20	1		2225	8656	34503
11/15/20			2041	8173	34135
11/16/20			2096	7366	33878
11/17/20			2360	7352	34167
11/18/20	1		2101	7906	34405
11/19/20	2		2347	8448	33692
11/20/20	2	1	1813	8542	33441
11/21/20	1		2063	8612	31976

11/22/20	2		2350	8651	30749
11/23/20	4		1571	8495	29934
11/24/20			699	7868	29535
11/25/20		1	870	7305	28310
11/26/20	1		2634	7981	28676
11/27/20	1		2049	8138	28361
11/28/20	1		1331	7601	28226
11/29/20	3		800	6668	27966
11/30/20			953	6199	27404
12/1/20	2	1	3654	7936	26916
12/2/20	1		3968	9586	26136
12/3/20	4		3900	9771	26141
12/4/20	2		3975	10614	26383
12/5/20	2		4496	11939	26035
12/6/20	1	1	2847	12482	25199
12/7/20	1		3607	13521	25187
12/8/20	2		3067	13351	25015
12/9/20			2904	12885	25152
12/10/20			1902	12357	25368
12/11/20		1	1619	11389	25533
12/12/20		1	730	9698	25358
12/13/20			368	8954	24652

Traditional Media Sources:

Coverage this month includes stories covering:

New SCC President connects with Saints Family

PTK Wins National Service Award

Shawnee Community College, Cairo Police Department team up for simulation training

Officers get first shot at police simulator

New President says college is a light on a hill

SCC Science Instructor talks turkey

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.

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[Return to Agenda](#)

Date	Outlet	Title	Local Ad Value	Local
11/23/2020 4:49	11/23/2020	The Breakfast Show	\$299.57	7326
11/26/2020 18:08	11/26/2020	News 3 News at 6	\$1,493.40	46962
11/27/2020 5:36	11/27/2020	News 3 News This Morning	\$32.81	1516
12/1/2020 18:34	12/1/2020	News 3 News at 6:30pm	\$1,256.40	39923
12/2/2020 5:33	12/2/2020	News 3 News This Morning	\$50.49	1214
12/3/2020 18:04	12/3/2020	Heartland News @ 6	\$1,482.60	29213
12/3/2020 18:05	12/3/2020	Heartland News @ 6	\$1,482.60	29213
		TOTALS	\$6,097.86	155367

Synopsis

This month we obtained free press on two affiliates, including ABC and CBS. Our television news coverage report indicates that we received \$6,097.86 in free advertising through news stories in our region! This is in addition to the television advertising we are purchasing on all of our local affiliate stations.

Press releases this month included stories that focused equally on student success and community engagement opportunities. One report highlighted our Science in Seconds program and was featured on WSIL for Thanksgiving. (These can all be viewed on Youtube) Our recently released radio ads, television commercials (Playing on WPSD, WSIL, KFVS, & FOX), and our newspaper ads for Spring Enrollment have been well received based on feedback we see on social media. I am leaving the QR codes embedded again this month if you have not yet seen the commercials. These QR's will take you to our YouTube channel to view all of our commercials.

Social media ads include several testimony videos from our students and faculty, and we encourage you to view them online on our Facebook page. We also have some additional videos scheduled for the next few weeks that should prove beneficial for engagement.

Use Your Phone Camera To View Our Spring 2021 Student Spotlights



F. Saints Foundation - Gene Honn

The Saints Foundation of Shawnee Community College met on Friday, December 11, 2020. There were ten Board of Director members present via Zoom. A synopsis of the business transacted is listed below.

The Board accepted the resignations of Board members Larry Houston and Jeff McGoy. The Board further discussed the need to add members that will represent the diversity of the District in all aspects. Board members are to send recommended Board member names to Gene Honn.

Treasurer, Jody Johnson provided the financial reports for both year-end July 31, 2020 and October 31, 2020. The October Balance Sheet showed a balance of \$1,210,536.13. Michelle Trambly, CPA provided comments related to the Financial Reports. The Financial Reports were approved.

Dr. Tim Taylor, President was introduced by Chair Ed Smith. Dr. Taylor shared his personal and professional background and experience with the Foundation Board. Dr. Taylor shared that his main goal is to help students and the District end the poverty cycle through SCC providing a good educational experience to as many people as we can reach. The goal is to further help our communities in eliminating the achievement gap of our students. Dr. Taylor added that the College must excel in and customize the student experience and called upon the Foundation Board to join in those efforts.

Dr. Taylor opened his report up to questions that covered such topics as; current enrollment, status and timeline for updating the Strategic Plan, and possible collaborative efforts with businesses and leaders in the District.

Executive Director, Gene Honn provided a detailed review of the mid-year status of the Saints Foundation Strategic Plan. Each goal of the plan was reviewed as to status based on stated goals. Following the report, Board Members were asked to be thinking of goals to be added in the Spring of 2021, when the Strategic Plan will next be updated for fiscal year 2021.

Gene Honn reported that he and Ed Smith have been working on a major gift proposal that has been submitted to the Harry Crisp II family. Separately, a proposal with Pepsi MidAmerica is being reviewed that would provide an annual contribution to the Student and Employee Support Fund and upon signing, the purchase of a new video scoreboard for the Gymnasium in exchange for exclusive vending for the College. That proposal is pending approval and signatures from the College and Saints Foundation.

Minutes page 21 of 40

G. ICCTA Report – Andrea Witthoft

The Consolidated Appropriations ACT of 2021 was signed into law on December 27, 2020. A fact sheet, summarizing COVID-19 relief provisions of interest to community colleges, was emailed by the Association of Community College Trustees (ACCT). I will mention five provisions I found of particular interest.

- \$22.7 billion was allocated for the Higher Education Emergency Relief Fund (HEERF).
 - \$20.2 billion of the HEERF is for direct grants to non-profit institutions of higher education. Allocations are based on the percentage of Pell Grant recipients served by the institution.
- The Supplemental Nutrition Assistance Program (SNAP) was extended to college students, including part-time students meeting low-income criteria.
- The Second Chance Pell Grant restores Pell Grant eligibility for individuals incarcerated in federal, state or local penal institutions.
- Changes were made to the Free Application for Federal Student Aid (FAFSA). The changes simplify the application form and qualify more students to receive Pell Grant funding.
- The ACT allows employers to contribute up to \$5,250 tax-free towards their employee's student loan payments.

ICCB emailed an article from the Chronicle of Higher Education titled “Displaced Workers Haven’t Turned to College for a Fresh Start. Here’s What Might Bring Them Back”. To summarize, data suggests that when workers impacted by the pandemic decide to learn new skills, they are most likely to enroll in a non-degree program or seek skills training. I wanted to bring this article to your attention because, as trustees, we need to think about how this type of information correlates to allocation of scarce resources at SCC.

If you did not get time to read the fact sheet or the Chronicle article, I have printouts. Copies can be made during executive session.

The Illinois General Assembly returned to Springfield on Friday, January 8th for a lame-duck session. The 102nd General Assembly will be inaugurated on Wednesday, January 13th and then the process of choosing the House speaker will begin. This assembly will be faced with making decisions on budget cuts, a potential tax increase to deal with the \$3.9 billion state budget shortfall, and the drawing of new legislative maps for the Illinois House, Senate and U.S. House.

Because of Illinois’ loss of population, the state is expected to lose one or two seats in the U.S. House, accompanied by a reduction in the current 18 congressional districts. New maps will affect all members of the state House and Senate, and U.S. House candidates, beginning with elections in 2022.

Minutes page 22 of 40

The Association of Community College Trustees (ACCT) is providing an opportunity for trustees to participate in a live webinar on parliamentary procedures on Thursday, January 21st. This is a repeat of the webinar held for board chairs last month. The webinar is free for ACCT members, but [register as soon as possible](#) because the webinar will be limited to 100 trustees.

Registration is open for the 2021 ACCT Virtual Community College National Legislative Summit scheduled for February 8th through the 10th. The summit provides an opportunity for trustees, CEOs and others to advocate on behalf of community colleges and our students.

Upcoming Events

January 21: Parliamentary Procedures for all Trustees, Live Webinar

February 8-10: ACCT National Legislative Summit, Virtual Event

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

K. Assessment Update – Phyllis Sander



CORE COMPONENT 4B

The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

- Effective processes for the assessment of student learning, both academic and co-curricular
- Utilizes information gained from assessment to improve student learning
- Processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members

4B EXAMPLES OF EVIDENCE

- Effective processes: assessment plan, templates, cycle, SLOs - Gen. Ed./course/program/institution, SLOs - co-curricular, SLOs – known to students, rubrics, curriculum maps, direct measures, indirect measures, annual reports, faculty review, assessment/curriculum committee(s), faculty senate, assessment office/coordinator/director,

CRITERIONS FOUR: Overview and Examples of Evidence Stephanie Brzuzy,
Higher Learning Commission, May 12, 2020

<https://www.youtube.com/watch?v=JoglywRa9XQ&feature=youtu.be>



Training Resources for Peer Reviewers

<https://www.hlcommission.org/Programs-Events/peer-reviewer-training-resources.html>

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4B EXAMPLES OF EVIDENCE

- Closing the loop with actions: employer feedback, licensure exams, curricular changes, revisions (SLOs, measures, rubrics), agendas/minutes (program, Gen. Ed., institution)

Employer Feedback: Advisory committee meetings

Licensure/Certification Exams: Dean of Academic Affairs

Curricular Changes: C&I Committee, Vice-President of Academic Affairs

Co-Curricular Changes: SAAC, Clubs & Organizations Advisers, Vice-President of Student Success and Services

Revisions of Assessment Processes: Student Academic Assessment Committee and College Council

Assessment Agendas/Minutes: WEAVE Assessment ERP



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Assessment Projects Completed for FY19 and FY20

Academic

Accounting
Administrative Assistant
Agriculture
Associate Degree Nursing
Automotive
Business Management
Certified Nurse Assistant
Computer Systems and Networking
Cosmetology
Criminal Justice
Education
General Education
Health Information Technology



Information Management
Systems
OSHA
Practical Nursing
Truck Driving
Welding

Co-Curricular

Ambassadors
Athletics
Cosmetology
ESports
Future Teachers Organization
History Club
Phi Beta Lambda
Phi Theta Kappa
Scholastic Bowl Team
Student Senate

Programs

Admissions, Advisement
& Recruitment
Business Development
Extension Centers
Financial Aid
IT
Learning Resource Center
Security
Student Success Center
Student Success Services

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Student Academic Assessment Committee

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

Assessment of Student Learning . . . Because we want SCC GRADUATES to be
LIFE LONG LEARNERS . . .



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VIII. Action and Discussion Items

- A. Consideration of Approval of Change in Status for the Construction Management for Laborers Program (**Construction Tab**)
- B. Consideration of Approval of FY22 Academic Calendar – **Attachment #2**
- C. Consideration of Approval to pay Martin Hood for Audit Services – **Attachment #3**
- D. FIRST READ – Non-Discrimination & Harassment Policy - **Attachment #4**
- E. FIRST READ - Financial Aid Policy – **Attachment #4**

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. 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)
- 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)
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College
- C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 3

CONSIDERATION OF APPROVAL OF CHANGE OF STATUS FOR THE CONSTRUCTION MANAGEMENT FOR LABORERS PROGRAM

A motion was made by Mike McMahan and seconded by John Windings to approve the classification change to the Construction Management for Laborers program from a DISTRICTWIDE program to a STATEWIDE program and authorize the CAO to submit the appropriate paperwork to ICCB.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 4

CONSIDERATION OF APPROVAL OF FY22 ACADEMIC CALENDAR

A motion was made by James Darden and seconded by Steve Heisner to approve the proposed FY22 Academic Calendar 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 APPROVAL TO PAY MARTIN HOOD FOR AUDIT SERVICES

A motion was made by Cathy Belcher and seconded by John Windings to approve the invoice #161156 from Martin Hood for the FY2020 audit services.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 6
FIRST READ OF NON-DISCRIMINATION & HARASSMENT POLICY

A motion was made by _____ and seconded by _____

Review the proposed Non-Discrimination & Harassment Policy, directing questions or concerns to Dr. Timothy Taylor, President.

NO VOTE – SECOND READ IN MARCH

On roll call vote, the members voted as follows:

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

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

MOTION NO. 7
FIRST READ OF FINANCIAL AID POLICY

A motion was made by _____ and seconded by _____

Review the proposed Financial Aid Policy, directing any questions or concerns to Dr. Timothy Taylor, President.

NO VOTE – SECOND READ IN MARCH

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8
IX. EXECUTIVE SESSION

A motion was made by John Windings and seconded by Steven Etter to **adjourn and go into executive session** at 6:35 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. 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)
- 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 Mike McMahan and seconded by James Darden to adjourn out of executive session at 7:08pm.

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 Steven Etter and seconded by James Darden to approve the minutes of the executive session held on January 11, 2021.

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

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

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

XI. Adjournment

MOTION NO. 12

A motion was made by Mike McMahan and seconded by John Windings to **adjourn at 7:10 p.m.**

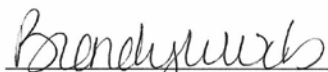
On roll call vote, the members voted as follows:

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.

Shawnee Community College

Fund	12/1/2020 Beg. Balance	December Receipts/Adj.	December Expenditures/Adj.	12/31/2020 Ending Balance
Education	7,069,319.31	1,020,051.80	935,947.62	7,153,423.49
Building	3,050,840.35	104,168.26	118,667.58	3,036,341.03
Working Cash	5,031,562.01	186.17	0.00	5,031,748.18
Restricted Building	1,052,366.88	31,821.99	0.00	1,084,188.87
Bond & Interest	61.10	176,889.36	0.00	176,950.46
Auxiliary Enterprise	317,202.61	0.00	26,784.02	290,418.59
Liab. Prot. Settlement	1,850,370.64	103,501.75	25,879.17	1,927,993.22
Audit	58,837.03	3,974.78	0.00	62,811.81
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
Federal Title III & IV	0.61	0.00	0.00	0.61
College Work Study	0.00	1,687.20	1,687.20	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	15,681.83	15,681.83	0.00
Special Grants	9,850.78	196,206.00	203,439.14	2,617.64
Trust & Agency	211,418.02	1,000.00	788.37	211,629.65
Total	18,665,829.34	1,655,169.14	1,328,874.93	18,992,123.55



Brandy Woods, Director of Business Services

January 13, 2021

Date

Shawnee Community College

Financial Report



**Six Months Ended
December 31, 2020**

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATING FUND 3
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

Operating Revenues by Source	Legal Budget As Adjusted 12/31/20	Year to Date Revenues 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Realized 12/31/20
Local government:				
Current taxes	\$ 1,931,070	\$ 1,563,003	\$ 368,067	
Chargeback revenue	0		0	
TOTAL LOCAL GOVERNMENT	\$ 1,931,070	\$ 1,563,003	\$ 368,067	80.94%
State government:				
ICCB Credit Hour Grants	\$ 1,276,166	\$ 607,743	\$ 668,423	
ICCB Equalization Grants	2,853,879	1,189,116	1,664,763	
State Board of Education- Vocational Education	118,591	59,296	59,295	
Corporate Personal Property Replacement Tax	475,786	144,594	331,192	
TOTAL STATE GOVERNMENT	\$ 4,724,422	\$ 2,000,749	\$ 2,723,673	42.35%
Federal government:				
Other	\$ -	\$ -	\$ -	
TOTAL FEDERAL GOVERNMENT	\$ -	\$ -	\$ -	
Student Tuition and Fees:				
Tuition	\$ 3,661,139	\$ 3,152,908	\$ 508,231	
Fees	717,298	667,043	50,255	
TOTAL TUITION AND FEES	\$ 4,378,437	\$ 3,819,951	\$ 558,486	87.24%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 40,653	\$ 46,347	
Facilities revenue	40,000	14,021	25,979	
Investment revenue	72,000	7,326	64,674	
Other sources	189,600	145,192	44,408	
TOTAL OTHER SOURCES	\$ 388,600	\$ 207,192	\$ 181,408	53.32%
TRANSFERS	\$ 33,000	\$ -	\$ 33,000	
TOTAL 2020-21 BUDGETED REVENUE	\$ 11,455,529	\$ 7,590,895	\$ 3,864,634	66.26%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 11,455,529	\$ 7,590,895	\$ 3,864,634	66.26%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

<u>Expenditures By Program</u>	Legal Budget As Adjusted 12/31/20	Year to Date Expenditures 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
Instruction	\$ 4,837,343	\$ 2,153,151	\$ 2,684,192	
Academic Support	404,320	201,956	202,364	
Student Services	1,068,995	475,572	593,423	
Public Services	132,915	31,620	101,295	
Operation & Maint. of Plant	2,010,912	917,495	1,093,417	
Institutional Support	2,784,364	1,071,352	1,713,012	
Scholarship, Student Grants, & Waivers	1,636,575	842,251	794,324	
TRANSFERS	573,620	270,728	302,892	
Total 2020-21 Budgeted Expenditures	\$ 13,449,044	\$ 5,964,125	\$ 7,484,919	44.35%

ADJUSTED EXPENDITURES	\$ 13,449,044	\$ 5,964,125	\$ 7,484,919
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By Object

Salaries	\$ 6,552,949	\$ 3,039,242	\$ 3,513,707	
Employee Benefits	752,420	322,565	429,855	
Contractual Services	1,347,068	644,953	702,115	
General Materials & Supplies	646,575	166,441	480,134	
Conference & Meeting Expense	126,325	9,203	117,122	
Fixed Charges	127,860	50,143	77,717	
Utilities	645,390	226,725	418,665	
Capital Outlay	899,902	390,866	509,036	
Other	1,776,935	843,259	933,676	
Provision for Contingency	-	-	-	
TRANSFERS	573,620	270,728	302,892	
Total 2020-21 Budgeted Expenditures	\$ 13,449,044	\$ 5,964,125	\$ 7,484,919	44.35%
ADJUSTED EXPENDITURES	\$ 13,449,044	\$ 5,964,125	\$ 7,484,919	

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Expenditures 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 3,983,346	\$ 1,840,553	\$ 2,142,793	
Employee Benefits	393,672	173,309	220,363	
Contractual Services	166,545	44,614	121,931	
General Materials & Supplies	141,075	45,847	95,228	
Conference & Meeting Expense	31,885	1,907	29,978	
Fixed Charges	81,160	35,593	45,567	
Utilities	37,300	11,288	26,012	
Other	360	40	320	
Capital Outlay	2,000	-	2,000	
TOTAL	\$ 4,837,343	\$ 2,153,151	\$ 2,684,192	44.51%
ACADEMIC SUPPORT				
Salaries	\$ 290,015	\$ 155,193	\$ 134,822	
Employee Benefits	17,229	6,936	10,293	
Contractual Services	43,214	22,719	20,495	
General Materials & Supplies	48,982	17,049	31,933	
Conference & Meeting Expense	3,880	59	3,821	
Utilities	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 404,320	\$ 201,956	\$ 202,364	49.95%
STUDENT SERVICES				
Salaries	\$ 815,904	\$ 392,293	\$ 423,611	
Employee Benefits	137,374	60,861	76,513	
Contractual Services	36,500	6,331	30,169	
General Materials & Supplies	70,454	15,646	54,808	
Conference & Meeting Expense	6,300	441	5,859	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	2,463	-	2,463	
TOTAL	\$ 1,068,995	\$ 475,572	\$ 593,423	44.49%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 89,114	\$ 23,747	\$ 65,367	
Employee Benefits	21,372	4,560	16,812	
Contractual Services	5,029	2,000	3,029	
General Materials & Supplies	14,900	1,313	13,587	
Conference & Meeting Expense	800	-	800	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
TOTAL	\$ 132,915	\$ 31,620	\$ 101,295	23.79%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Expenditures 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,180,530	\$ 530,403	\$ 650,127	
Employee Benefits	161,022	66,949	94,073	
Contractual Services	645,605	348,111	297,494	
General Materials & Supplies	303,864	64,944	238,920	
Conference & Meeting Expense	83,460	6,796	76,664	
Fixed Charges	45,000	14,550	30,450	
Utilities	20,000	7,511	12,489	
Other	140,000	967	139,033	
Provision for Contingency	-	-	-	
Capital Outlay	204,883	31,121	173,762	
TOTAL	\$ 2,784,364	\$ 1,071,352	\$ 1,713,012	38.48%
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS				
Other	\$ 1,636,575	\$ 842,251	\$ 794,324	
TOTAL	\$ 1,636,575	\$ 842,251	\$ 794,324	51.46%
TRANSFERS	573,620	270,728	302,892	47.20%
TOTAL EDUCATION FUND	\$ 11,438,132	\$ 5,046,630	\$ 6,391,502	44.12%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 194,040	\$ 97,054	\$ 96,986	
Employee Benefits	21,751	9,950	11,801	
Contractual Services	450,175	221,178	228,997	
General Materials & Supplies	67,300	21,642	45,658	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	207,926	380,164	
Provision for Contingency	-	-	-	
Capital Outlay	689,556	359,745	329,811	
Other	-	-	-	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 2,010,912	\$ 917,495	\$ 1,093,417	45.63%
TOTAL OPERATING FUNDS	\$ 13,449,044	\$ 5,964,125	\$ 7,484,919	44.35%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	12/31/20	Revenues 12/31/20	Budget 12/31/20	Budget Realized 12/31/20
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 205,676	\$ 44,324	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 205,676	\$ 44,324	82.27%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 205,676	\$ 44,324	82.27%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	As Adjusted 12/31/20	Expenditures 12/31/20	Budget 12/31/20	Budget Expended 12/31/20
INSTITUTIONAL SUPPORT				
Capital Outlay	\$ 795,500	\$ -	\$ 795,500	
Contractual Services	89,500	11,753	77,747	
TOTAL INSTITUTIONAL SUPPORT	\$ 885,000	\$ 11,753	\$ 873,247	1.33%
TOTAL BUDGETED EXPENDITURES	\$ 885,000	\$ 11,753	\$ 873,247	1.33%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
BOND AND INTEREST FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Revenues 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Realized 12/31/20
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,759,000	\$ 1,447,066	\$ 311,934	
TOTAL BUDGETED REVENUES	\$ 1,759,000	\$ 1,447,066	\$ 311,934	82.27%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
BOND AND INTEREST FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Expenditures 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,600,000	\$ 1,600,000	\$ -	
Bond Interest	<u>159,000</u>	<u>96,000</u>	\$ 63,000	
TOTAL BUDGETED EXPENDITURES	\$ 1,759,000	\$ 1,696,000	\$ 63,000	96.42%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Revenues 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Realized 12/31/20
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 410,200	\$ 214,365	\$ 195,835	
TOTAL OTHER SOURCES	\$ 410,200	\$ 214,365	\$ 195,835	
TRANSFERS	573,620	270,728	302,892	
TOTAL BUDGETED REVENUE	\$ 983,820	\$ 485,093	\$ 498,727	49.31%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Expenditures 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 204,350	\$ 84,873	\$ 119,477	
Employee Benefits	16,762	7,945	8,817	
Contractual Services	49,301	10,145	39,156	
General Materials & Supplies	320,845	211,089	109,756	
Conference & Meeting Expense	24,100	1,609	22,491	
Fixed Charges	25,000	11,727	13,273	
Utilities	-	-	-	
Capital Outlay	32,000	8,180	23,820	
Provision for Contingency	-	-	-	
Other	<u>361,985</u>	<u>230,063</u>	<u>131,922</u>	
TRANSFERS	200,000	-	200,000	
TOTAL BUDGETED EXPENDITURES	\$ 1,234,343	\$ 565,631	\$ 668,712	45.82%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Revenues 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Realized 12/31/20
Restricted Purposes Fund				
State governmental sources:				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	267,844	77,667	190,177	
ICCB Career and Technical Education	314,702	94,118	220,584	
ICCB Innovation Grant	-	-	-	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	127,500	42,500	85,000	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	30,972		30,972	
TOTAL STATE GOVERNMENT	\$ 741,018	\$ 214,285	\$ 526,733	28.92%
Federal governmental sources:				
Department of Education	\$ 5,219,636	\$ 1,826,851	\$ 3,392,785	
Department of Health and Human Services	-		-	
Other Federal Government Sources	-	29,678	(29,678)	
TOTAL FEDERAL GOVERNMENT	\$ 5,219,636	\$ 1,856,529	\$ 3,363,107	35.57%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 5,960,654	\$ 2,070,814	\$ 3,889,840	34.74%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Expenditures 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
Restricted Purposes Fund				
STUDENT SERVICES				
Salaries	\$ 258,984	\$ 101,730	\$ 157,254	
Employee Benefits	74,526	26,153	48,373	
Contractual Services	3,831	4,735	(904)	
General Materials & Supplies	5,751	1,246	4,505	
Conference & Meeting Expense	10,525	45	10,480	
Capital Outlay	-	-	-	
Other	54,640	18,439	36,201	
TOTAL STUDENT SERVICES	\$ 408,257	\$ 152,348	\$ 255,909	37.32%
INSTITUTIONAL SUPPORT				
Salaries	\$ 512,995	\$ 237,718	\$ 275,277	
Employee Benefits	132,251	44,247	88,004	
Contractual Services	77,167	76,985	182	
General Materials & Supplies	219,798	65,892	153,906	
Conference & Meeting Expense	84,004	5,775	78,229	
Fixed Charges	-	-	-	
Utilities	30,465	-	30,465	
Capital Outlay	481,255	84,967	396,288	
Other	48,752	9,745	39,007	
TOTAL INSTITUTIONAL SUPPORT	\$ 1,586,687	\$ 525,329	\$ 1,061,358	33.11%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS				
Financial Aid	\$ 3,965,710	\$ 1,125,569	\$ 2,840,141	
TOTAL	\$ 3,965,710	\$ 1,125,569	\$ 2,840,141	28.38%
TOTAL BUDGETED EXPENDITURES	\$ 5,960,654	\$ 1,803,246	\$ 4,157,408	30.25%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUDIT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%				
	Legal Budget As Adjusted 12/31/20	Year to Date Revenues 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Realized 12/31/20
Audit Fund				
Local Government Sources:				
Current Taxes	\$ 32,000	\$ 24,552	\$ 7,448	
TOTAL BUDGETED REVENUES	\$ 32,000	\$ 24,552	\$ 7,448	76.73%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUDIT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%				
	Legal Budget As Adjusted 12/31/20	Year to Date Expended 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
Audit Fund				
INSTITUTIONAL SUPPORT				
Contractual Services	\$ 38,000	\$ 11,225	\$ 26,775	
Provision for Contingency	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 38,000	\$ 11,225	\$ 26,775	29.54%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Revenues 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Realized 12/31/20
Liability Protection and Settlement Fund Fund				
Local Government Sources:				
Current Taxes	\$ 815,000	\$ 668,968	\$ 146,032	
TOTAL BUDGETED REVENUES	\$ 815,000	\$ 668,968	\$ 146,032	82.08%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2020**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/20	Year to Date Expended 12/31/20	(Over)/Under Budget 12/31/20	Percent of Budget Expended 12/31/20
Liability Protection and Settlement Fund Fund				
INSTITUTIONAL SUPPORT				
Employee Benefits	240,000	75,742	164,258	
Contractual Services	517,000	107,415	409,585	
Fixed Charges	258,000	193,756	64,244	
General Materials & Supplies	-	-	-	
Other	50,000	-	50,000	
TOTAL BUDGETED EXPENDITURES	\$1,065,000	\$376,913	\$688,087	35.39%

SHAWNEE COMMUNITY COLLEGE**For the Month of December 2020
Approval of Bills**

<u>FUND</u>	<u>EXPENDITURES</u>
Education Fund	\$935,947.62
Building Fund	118,667.58
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	26,784.02
Restricted Purposes Fund (Grants)	203,439.14
Restricted Purposes - FWS*	1,687.20
Restricted Purposes - PELL	15,681.83
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	788.37
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	<u>25,879.17</u>
GRAND TOTAL	<u>\$ 1,328,874.93</u>

 Chairman

 Secretary

 Date

**Shawnee Community College
Payroll Checks/Advices
December 2020**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73722	12/15/2020	Abbott, Autumn D.	1,331.18
73723	12/15/2020	Abell Castlebery, Heather A.	221.13
73724	12/15/2020	Adkinson, Shelby E.	1,625.80
73725	12/15/2020	Armstrong, Lori A.	3,824.98
73726	12/15/2020	Ashby, Malinda J.	1,440.42
73727	12/15/2020	Askew, Jipaum S.	2,020.40
73728	12/15/2020	Austin, David C.	213.31
73729	12/15/2020	Basler, Joella	3,057.01
73730	12/15/2020	Betts, Robert G.	2,641.69
73731	12/15/2020	Betts, Teale M.	1,691.90
73732	12/15/2020	Black, David E.	3,066.29
73733	12/15/2020	Black, Sabrina L.	1,097.42
73734	12/15/2020	Bleyer, Christina	227.32
73735	12/15/2020	Boyd, Danielle N.	1,437.76
73736	12/15/2020	Bradley, Craig	2,647.46
73737	12/15/2020	Brahler, Monica J.	2,365.00
73738	12/15/2020	Brown, Amanda S.	1,596.62
73739	12/15/2020	Brown, Brenda R.	2,202.57
73740	12/15/2020	Brown, Donna R.	1,129.24
73741	12/15/2020	Canter, Lora	484.38
73742	12/15/2020	Capps, Tamara K.	2,166.49
73743	12/15/2020	Carmichael, Thomas	605.83
73744	12/15/2020	Chamness, Virginia S.	570.93
73745	12/15/2020	Clark, Christopher A.	2,777.16
73746	12/15/2020	Clark, Lora L.	1,221.86
73747	12/15/2020	Copeland, Vyta N.	260.05
73748	12/15/2020	Cornelious, Weldon, Leslie A.	1,557.01
73749	12/15/2020	Crowe, Beth A.	1,755.94
73750	12/15/2020	Curphy, Kathleen	2,949.44
73751	12/15/2020	Davault, Christopher R.	412.84
73752	12/15/2020	Davis, Christy R.	260.05
73753	12/15/2020	Davis, Evelyn D.	851.77
73754	12/15/2020	Diemer, Cheri L.	1,609.12
73755	12/15/2020	Dillow, Rhonda L.	1,267.07
73756	12/15/2020	Dollins, Judith A.	1,709.61
73757	12/15/2020	Drury, Connie F.	2,272.56
73758	12/15/2020	Dudley, Tina M.	996.20

73759	12/15/2020	Dunlap, Stephanie M.	915.77
73760	12/15/2020	Fehrenbacher, Dwayne J.	2,088.84
73761	12/15/2020	Fontana, Sandy L.	3,132.94
73762	12/15/2020	Forthman, Emily B.	1,905.66
73763	12/15/2020	Frizzell, Timothy A.	1,982.01
73764	12/15/2020	Gerard, Anthony S.	2,666.53
73765	12/15/2020	Goforth, Charles B.	1,352.50
73766	12/15/2020	Gordon, Beatrice	820.48
73767	12/15/2020	Hamilton, Smith, Jacqueline	994.84
73768	12/15/2020	Harner, Ginger R.	2,257.96
73769	12/15/2020	Harrell, Rachel R.	1,170.56
73770	12/15/2020	Harris, Wendy D.	2,544.53
73771	12/15/2020	Herren, Jennifer K.	1,130.96
73772	12/15/2020	Hill, Ayan	780.53
73773	12/15/2020	Hill, Tanya S.	1,655.81
73774	12/15/2020	Hines, Lorena M.	1,984.62
73775	12/15/2020	Holland, Micah C.	664.22
73776	12/15/2020	Howard, Eric	1,580.99
73777	12/15/2020	Ingram, Caleb W.	733.10
73778	12/15/2020	Jennings, Kelly D.	1,830.49
73779	12/15/2020	Jerrell, Ricky L.	1,124.53
73780	12/15/2020	Johnson, Lindsay B.	1,489.56
73781	12/15/2020	Johnson, Tracey L.	1,788.10
73782	12/15/2020	King, Erin R.	1,509.82
73783	12/15/2020	Koch, Donald N.	2,216.44
73784	12/15/2020	Lingle, Randy W.	1,840.55
73785	12/15/2020	Lucas, Robert	1,835.09
73786	12/15/2020	Luttenbacher, Melissa E.	1,095.49
73787	12/15/2020	Luttrell, Denise	1,043.26
73788	12/15/2020	Malone, Sherrie D.	2,173.88
73789	12/15/2020	Mason, Gregory K.	2,250.16
73790	12/15/2020	McGinnis, Connie R.	2,247.50
73791	12/15/2020	McGoy, Karen M.	1,785.36
73792	12/15/2020	McNally, Michael	2,556.42
73793	12/15/2020	Meyer, Lisa F.	1,127.62
73794	12/15/2020	Meyers, Kaylyn L.	975.19
73795	12/15/2020	Mishler, Shelye	221.13
73796	12/15/2020	Morris, Joseph A.	2,284.78
73797	12/15/2020	Nicolaides, Ian A.	2,151.58
73798	12/15/2020	Nodeen, Marsha K.	410.78
73799	12/15/2020	Parker, Tammy J.	370.35
73800	12/15/2020	Pearman, Allen W.	257.99
73801	12/15/2020	Pender, Derek S.	1,922.56

73802	12/15/2020	Poat, Erica R.	444.32
73803	12/15/2020	Price, Lisa L.	3,016.27
73804	12/15/2020	Reach, Mindy J.	1,313.67
73805	12/15/2020	Ribbing, Sheryl L.	1,929.13
73806	12/15/2020	Rivera, John J.	1,128.58
73807	12/15/2020	Rouse, Felicia	1,323.03
73808	12/15/2020	Salazar, Becky	225.25
73809	12/15/2020	Sander, Phyllis J.	3,635.30
73810	12/15/2020	Sauerbrunn, Kayla R.	2,805.80
73811	12/15/2020	Sheffer, Amy L.	2,418.49
73812	12/15/2020	Sheffer, Susan R.	605.45
73813	12/15/2020	Shelby, Kristin N.	2,322.77
73814	12/15/2020	Sheppard, Gregory S.	1,607.71
73815	12/15/2020	Smith, Wanda R.	3,424.88
73816	12/15/2020	Smith, Fulia, Jesse R.	2,285.28
73817	12/15/2020	Sparks, John R.	2,222.21
73818	12/15/2020	Stalions, Terry R.	384.64
73819	12/15/2020	Steinmetz, Rebecca L.	1,266.55
73820	12/15/2020	Story, Hayley M.	1,551.32
73821	12/15/2020	Stoup, William R.	1,716.53
73822	12/15/2020	Suggs, Amber	1,650.62
73823	12/15/2020	Taylor, Timothy	5,073.65
73824	12/15/2020	Terbrak, Darlene R.	377.26
73825	12/15/2020	Thornsberry, Ryan J.	2,179.58
73826	12/15/2020	Van Meter, Jonathan L.	1,440.03
73827	12/15/2020	VanAlstine, Lee F.	2,303.68
73828	12/15/2020	Vaughn, Doom, Anna	1,635.77
73829	12/15/2020	Vellella, Christopher A.	2,261.94
73830	12/15/2020	Vines, Deborah	953.34
73831	12/15/2020	Wall, Janice	444.33
73832	12/15/2020	Walton, James L.	1,838.53
73833	12/15/2020	Whitnel, Brett P.	1,416.85
73834	12/15/2020	Williams, Michelle L.	839.28
73835	12/15/2020	Woods, Brandy S.	3,174.50
73836	12/15/2020	Woolridge, Robert E.	4,043.11
73837	12/15/2020	Wright, Christina D.	1,456.25
73838	12/15/2020	Amis, Shelby L.	45.27
73839	12/15/2020	Amis, Terrell W.	753.28
73840	12/15/2020	Bell, Bethany R.	151.91
73841	12/15/2020	Bigham, Jordan	38.02
73842	12/15/2020	Brown, Halli M.	145.43
73843	12/15/2020	Burgess, Michael	836.31
73844	12/15/2020	Crites, Marilyn M.	957.23
73845	12/15/2020	Daley, Trishawna B.	76.04

73846	12/15/2020	Davis, Carrie B.	896.61
73847	12/15/2020	Farris, Dale A.	606.86
73848	12/15/2020	Fisher, Stephanie J.	480.63
73849	12/15/2020	Hannan, Rachel A.	636.28
73850	12/15/2020	Harris, Julian M.	245.51
73851	12/15/2020	Hayes, Stephanie	847.62
73852	12/15/2020	Hefner, Cynthia L.	764.33
73853	12/15/2020	Hefner, Monte K.	903.98
73854	12/15/2020	Honn, Gene A.	1,240.75
73855	12/15/2020	House, Trista	106.17
73856	12/15/2020	Johnson, Harold C.	122.36
73857	12/15/2020	Johnson, Adams, Dora J.	708.64
73858	12/15/2020	Kineman, Daniel L.	430.32
73859	12/15/2020	Korte, Rhea C.	695.08
73860	12/15/2020	Lewis, Jan F.	854.83
73861	12/15/2020	Matthews, Brittany R.	569.87
73862	12/15/2020	McNichols, Randy J.	530.33
73863	12/15/2020	Miller, John P.	827.44
73864	12/15/2020	Phillips, Alyvea R.	147.33
73865	12/15/2020	Riley, Nicholas A.	565.22
73866	12/15/2020	Sims, Marcelle	295.73
73867	12/15/2020	Stecher, Beverly A.	342.50
73868	12/15/2020	Sweitzer, Mary E.	152.76
73869	12/15/2020	Sweitzer, Samantha	174.14
73870	12/15/2020	Thompson, Chevis L.	554.18
73871	12/15/2020	Toman, Sierra N.	76.04
73872	12/15/2020	Turner, Gregory	434.64
73873	12/15/2020	Willyerd, Stacy L.	88.92
73874	12/15/2020	Yewell, Sonia M.	869.25
73875	12/15/2020	Abbott, Autumn D.	1,331.18
73876	12/15/2020	Adkinson, Shelby E.	1,625.80
73877	12/15/2020	Armstrong, Lori A.	2,135.22
73878	12/15/2020	Ashby, Malinda J.	1,440.42
73879	12/15/2020	Askew, Jipaum S.	2,020.40
73880	12/15/2020	Basler, Joella	2,152.76
73881	12/15/2020	Betts, Robert G.	2,150.59
73882	12/15/2020	Betts, Teale M.	1,691.90
73883	12/15/2020	Black, David E.	2,470.65
73884	12/15/2020	Black, Sabrina L.	1,097.42
73885	12/15/2020	Boyd, Danielle N.	1,437.76
73886	12/15/2020	Bradley, Craig	1,900.54
73887	12/15/2020	Brahler, Monica J.	2,365.00
73888	12/15/2020	Brown, Amanda S.	1,596.62
73889	12/15/2020	Brown, Brenda R.	2,104.76

73890	12/15/2020	Brown, Donna R.	1,129.24
73891	12/15/2020	Capps, Tamara K.	2,166.49
73892	12/15/2020	Chamness, Virginia S.	970.03
73893	12/15/2020	Clark, Christopher A.	2,777.16
73894	12/15/2020	Clark, Lora L.	1,221.86
		Cornelious, Weldon, Leslie	
73895	12/15/2020	A.	1,557.01
73896	12/15/2020	Crowe, Beth A.	1,564.48
73897	12/15/2020	Curphy, Kathleen	2,949.44
73898	12/15/2020	Davis, Evelyn D.	851.77
73899	12/15/2020	Diemer, Cheri L.	6,966.09
73900	12/15/2020	Dollins, Judith A.	1,546.47
73901	12/15/2020	Drury, Connie F.	2,272.56
73902	12/15/2020	Dudley, Tina M.	912.56
73903	12/15/2020	Dunlap, Stephanie M.	915.77
73904	12/15/2020	Fehrenbacher, Dwayne J.	2,088.84
73905	12/15/2020	Fontana, Sandy L.	1,882.08
73906	12/15/2020	Forthman, Emily B.	1,905.66
73907	12/15/2020	Frizzell, Timothy A.	1,870.32
73908	12/15/2020	Gerard, Anthony S.	2,592.08
73909	12/15/2020	Goforth, Charles B.	1,352.50
73910	12/15/2020	Gordon, Beatrice	820.48
73911	12/15/2020	Hamilton, Smith, Jacqueline	994.84
73912	12/15/2020	Harner, Ginger R.	1,646.85
73913	12/15/2020	Harrell, Rachel R.	1,170.56
73914	12/15/2020	Harris, Wendy D.	1,944.17
73915	12/15/2020	Herren, Jennifer K.	1,130.96
73916	12/15/2020	Hill, Tanya S.	1,655.81
73917	12/15/2020	Hines, Lorena M.	1,739.91
73918	12/15/2020	Howard, Eric	1,548.37
73919	12/15/2020	Ingram, Caleb W.	733.10
73920	12/15/2020	Jennings, Kelly D.	1,830.49
73921	12/15/2020	Jerrell, Ricky L.	1,124.53
73922	12/15/2020	Johnson, Lindsay B.	1,489.56
73923	12/15/2020	Johnson, Tracey L.	4,062.73
73924	12/15/2020	King, Erin R.	1,509.82
73925	12/15/2020	Koch, Donald N.	2,216.44
73926	12/15/2020	Lingle, Randy W.	1,840.55
73927	12/15/2020	Lucas, Robert	1,835.09
73928	12/15/2020	Luttenbacher, Melissa E.	1,095.49
73929	12/15/2020	Malone, Sherrie D.	2,024.96
73930	12/15/2020	Mason, Gregory K.	2,250.16
73931	12/15/2020	McGinnis, Connie R.	2,098.59
73932	12/15/2020	McGoy, Karen M.	1,785.36

73933	12/15/2020	McNally, Michael	1,849.08
73934	12/15/2020	Meyer, Lisa F.	1,127.62
73935	12/15/2020	Meyers, Kaylyn L.	975.19
73936	12/15/2020	Morris, Joseph A.	2,284.78
73937	12/15/2020	Nicolaides, Ian A.	2,118.95
73938	12/15/2020	Parker, Tammy J.	940.95
73939	12/15/2020	Pender, Derek S.	1,580.57
73940	12/15/2020	Price, Lisa L.	3,016.27
73941	12/15/2020	Reach, Mindy J.	1,313.67
73942	12/15/2020	Ribbing, Sheryl L.	1,863.87
73943	12/15/2020	Rivera, John J.	1,128.58
73944	12/15/2020	Rouse, Felicia	1,323.03
73945	12/15/2020	Sander, Phyllis J.	2,471.90
73946	12/15/2020	Sauerbrunn, Kayla R.	1,691.13
73947	12/15/2020	Sheffer, Amy L.	2,026.95
73948	12/15/2020	Shelby, Kristin N.	2,322.77
73949	12/15/2020	Sheppard, Gregory S.	1,607.71
73950	12/15/2020	Smith, Wanda R.	2,390.64
73951	12/15/2020	Smith, Fulia, Jesse R.	1,778.98
73952	12/15/2020	Sparks, John R.	1,858.63
73953	12/15/2020	Steinmetz, Rebecca L.	1,206.13
73954	12/15/2020	Story, Hayley M.	1,551.32
73955	12/15/2020	Stoup, William R.	1,716.53
73956	12/15/2020	Suggs, Amber	1,650.62
73957	12/15/2020	Taylor, Timothy	5,073.65
73958	12/15/2020	Thornsberry, Ryan J.	1,807.30
73959	12/15/2020	Van Meter, Jonathan L.	1,440.03
73960	12/15/2020	VanAlstine, Lee F.	1,708.04
73961	12/15/2020	Vaughn, Doom, Anna	1,484.35
73962	12/15/2020	Vellella, Christopher A.	2,085.75
73963	12/15/2020	Vines, Deborah	953.34
73964	12/15/2020	Walton, James L.	1,615.16
73965	12/15/2020	Whitnel, Brett P.	1,416.85
73966	12/15/2020	Williams, Michelle L.	839.28
73967	12/15/2020	Woods, Brandy S.	3,174.50
73968	12/15/2020	Woolridge, Robert E.	2,105.50
73969	12/15/2020	Wright, Christina D.	1,456.25
73970	12/18/2020	Amis, Shelby L.	72.44
73971	12/18/2020	Amis, Terrell W.	624.36
73972	12/18/2020	Bigham, Jordan	270.98
73973	12/18/2020	Burgess, Michael	1,129.59
73974	12/18/2020	Crites, Marilyn M.	904.60
73975	12/18/2020	Davis, Carrie B.	930.34
73976	12/18/2020	Farris, Dale A.	676.51

73977	12/18/2020	Fisher, Stephanie J.	618.47
73978	12/18/2020	Hannan, Rachel A.	689.70
73979	12/18/2020	Harris, Julian M.	222.61
73980	12/18/2020	Hayes, Stephanie	489.95
73981	12/18/2020	Hefner, Cynthia L.	1,026.67
73982	12/18/2020	Hefner, Monte K.	1,211.93
73983	12/18/2020	Honn, Gene A.	1,824.77
73984	12/18/2020	Johnson, Harold C.	155.15
73985	12/18/2020	Johnson, Adams, Dora J.	769.88
73986	12/18/2020	Kineman, Daniel L.	693.06
73987	12/18/2020	Korte, Rhea C.	506.19
73988	12/18/2020	Lewis, Jan F.	1,148.29
73989	12/18/2020	Matthews, Brittany R.	638.91
73990	12/18/2020	McNichols, Randy J.	530.33
73991	12/18/2020	Miller, John P.	827.44
73992	12/18/2020	Phillips, Alyvea R.	293.74
73993	12/18/2020	Riley, Nicholas A.	321.42
73994	12/18/2020	Sims, Marcelle	57.12
73995	12/18/2020	Stecher, Beverly A.	375.13
73996	12/18/2020	Sweitzer, Mary E.	256.52
73997	12/18/2020	Sweitzer, Samantha	290.24
73998	12/18/2020	Thompson, Chevis L.	691.67
73999	12/18/2020	Turner, Gregory	521.57
74000	12/18/2020	Woods, Aaron C.	46.44
74001	12/18/2020	Yewell, Sonia M.	1,169.91
97044	12/15/2020	Carlson, Kenneth P.	526.28
97045	12/15/2020	Carver, Justin R.	448.45
97046	12/15/2020	Christie, Roberta L.	2,469.48
97047	12/15/2020	Corbit, Nathan L.	257.99
97048	12/15/2020	Dillow, Kimberly D.	262.11
97049	12/15/2020	Faulkner, Christina L.	1,021.90
97050	12/15/2020	Hawkins, Robert	1,084.10
97051	12/15/2020	Meyer, Brian A.	372.68
97052	12/15/2020	Seyer, Jonathan	223.19
97053	12/15/2020	Simpson, Stacy J.	1,139.13
97054	12/15/2020	Stark, Karen L.	859.47
97055	12/15/2020	Starling, Randy D.	1,551.72
97056	12/15/2020	Thornton, Janet	1,096.63
97057	12/15/2020	Vincent, Connie M.	746.18
97058	12/15/2020	Daley, Tishawna	57.03
97059	12/15/2020	Halvorsen, Cassidy	114.06
97060	12/15/2020	Hosman, Lydia R.	57.03
97061	12/15/2020	Jackson, Robert L.	185.93
97062	12/15/2020	James, Shaian	76.04

97063	12/15/2020	Johnson, Carl W.	43.69
97064	12/15/2020	Kern, Kyle D.	29.06
97065	12/15/2020	Reichert, Joellen	451.24
97066	12/15/2020	Reichert, Kendall F.	614.03
97067	12/15/2020	Ryan, Colin T.	473.73
97068	12/15/2020	Stubblefield, Vernon	223.17
97069	12/15/2020	Tondevold, Meagan	90.00
97070	12/15/2020	Tucker, Jaylynn	23.76
97071	12/15/2020	Ward, Christopher	30.89
97072	12/15/2020	Woods, Sandi N.	68.60
97073	12/15/2020	Christie, Roberta L.	2,104.04
97074	12/15/2020	Faulkner, Christina L.	1,240.95
97075	12/15/2020	Simpson, Stacy J.	1,139.13
97076	12/15/2020	Starling, Randy D.	4,516.70
97077	12/18/2020	Jackson, Robert L.	185.93
97078	12/18/2020	Johnson, Carl W.	43.69
97079	12/18/2020	Reichert, Joellen	545.75
97080	12/18/2020	Reichert, Kendall F.	510.36
97081	12/18/2020	Ryan, Colin T.	553.61
97082	12/18/2020	Stubblefield, Vernon	223.17
			<hr/>
			\$ 427,489.95
			<hr/>

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2020 - PERIOD ENDING: 12/31/2020

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BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023033	12/04/20	Outstanding	0350529	4IMPRINT, Inc.	1,164.00	
0023034	12/04/20	Outstanding	0351061	A-1 Automotive Repair	685.00	
0023035	12/04/20	Outstanding	0300013	Ameren Illinois	1,359.67	
0023036	12/04/20	Void	0300033	Badger Sportswear		3,329.45
0023037	12/04/20	Outstanding	0350580	Blaze Cone Company	265.25	
0023038	12/04/20	Outstanding	0300068	Bushue Human Resources, Inc.	66.00	
0023039	12/04/20	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0023040	12/04/20	Outstanding	0300212	ILCARRICOTTHREE, LLC	5,330.00	
0023041	12/04/20	Outstanding	0351666	Cellco Partnership	6,590.90	
0023042	12/04/20	Outstanding	0350502	Cheekos	450.00	
0023043	12/04/20	Outstanding	0353534	Moses Chikosi	1,900.00	
0023044	12/04/20	Outstanding	0353335	Fontenelle Art LLC	7,250.00	
0023045	12/04/20	Outstanding	0300236	City of Metropolis	3,060.46	
0023046	12/04/20	Outstanding	0300110	Clearwave Communications	3,587.52	
0023047	12/04/20	Outstanding	0300118	Connie Sue's Restaurant Corpor	700.00	
0023048	12/04/20	Outstanding	0300206	Mr. Dana Cross	250.00	
0023049	12/04/20	Outstanding	0300127	Crowdus Maintenance & Cleaning	5,887.50	
0023050	12/04/20	Outstanding	0300127	Crowdus Maintenance & Cleaning	1,500.00	
0023051	12/04/20	Outstanding	0300127	Crowdus Maintenance & Cleaning	22,300.00	
0023052	12/04/20	Outstanding	0350505	EBSCO	17.60	
0023053	12/04/20	Outstanding	0300168	Flinn Scientific Inc.	657.18	
0023054	12/04/20	Outstanding	0300170	Fort Massac Water District	1,207.22	
0023055	12/04/20	Outstanding	0300171	Four Rivers SHRM	195.00	
0023056	12/04/20	Outstanding	0350472	Frontier	31.72	
0023057	12/04/20	Outstanding	0300192	Hitterman's Merchandise Mart	28.77	
0023058	12/04/20	Outstanding	0300195	Howard D Happy Company	90.23	
0023059	12/04/20	Outstanding	0350859	Konik & Company, Inc.	2,410.50	
0023060	12/04/20	Outstanding	0350479	MBS Textbook Exchange Inc	2,455.88	
0023061	12/04/20	Outstanding	0353533	Phillip McAbee	2,100.00	
0023062	12/04/20	Outstanding	0300253	NAPA Auto Tire & Parts	17.38	
0023063	12/04/20	Outstanding	0300146	Pick Up Mart	575.26	
0023064	12/04/20	Outstanding	0300133	Quill	173.33	
0023065	12/004/2	Void	0300113	Regions Bank		3,928.30
0023066	12/04/20	Outstanding	0300108	Republic Services	99.78	
0023067	12/04/20	Outstanding	0300108	Republic Services	195.80	
0023068	12/04/20	Outstanding	0300101	Rustys Home Center	290.26	
0023069	12/04/20	Outstanding	0300101	Rustys Home Center	39.92	
0023070	12/04/20	Outstanding	0217608	Colin T. Ryan	60.00	
0023071	12/04/20	Outstanding	0350520	School Datebooks, Inc	800.04	
0023072	12/04/20	Outstanding	0300076	Southern Illinois Electric Co	26,212.76	
0023073	12/04/20	Outstanding	0285436	Chevis L. Thompson	60.00	
0023074	12/04/20	Outstanding	0350805	Toshiba Financial Services	134.90	

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FOR PERIOD STARTING: 12/01/2020 - PERIOD ENDING: 12/31/2020

1

BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0023075	12/04/20	Outstanding	0350658	U.S. Postmaster	240.00	
0023076	12/04/20	Outstanding	0353532	Vanguard Piano Service	181.00	
0023077	12/04/20	Outstanding	0166056	David A. Voigt	640.00	
0023078	12/04/20	Outstanding	0350973	Xerox Financial Services LLC	212.50	
0023079	12/04/20	Outstanding	0350973	Xerox Financial Services LLC	212.50	
0023080	12/04/20	Outstanding	0350973	Xerox Financial Services LLC	212.50	
0023081	12/04/20	Outstanding	0300047	Yankee Book Peddler	68.85	
0023082	12/04/20	Outstanding	0300047	Yankee Book Peddler	48.97	
0023083	12/04/20	Outstanding	0300047	Yankee Book Peddler	14.57	
0023084	12/04/20	Outstanding	0300047	Yankee Book Peddler	15.38	
0023092	12/08/20	Void	0284058	Mr. Terrell W. Amis		30.00
0023093	12/08/20	Outstanding	0300117	Computer Discount Warehouse Go	1,925.44	
0023094	12/08/20	Outstanding	0300117	Computer Discount Warehouse Go	1,263.18	
0023095	12/08/20	Outstanding	0285432	Connie F. Drury	49.44	
0023096	12/08/20	Outstanding	0300065	The Home Depot Pro	2,599.00	
0023097	12/08/20	Outstanding	0153274	Erin R. King	89.99	
0023098	12/08/20	Outstanding	0083736	Donald N. Koch	165.94	
0023099	12/08/20	Outstanding	0350515	Marianna	2,078.16	
0023100	12/08/20	Outstanding	0350574	Procelebrity	262.26	
0023101	12/08/20	Void	0300113	Regions Bank		10,638.25
0023102	12/08/20	Void	0300113	Regions Bank		1,020.39
0023103	12/08/20	Void	0300113	Regions Bank		1,082.73
0023104	12/08/20	Void	0300113	Regions Bank		265.86
0023105	12/08/20	Void	0300113	Regions Bank		3,928.30
0023106	12/08/20	Void	0350780	Rotary District 6510		816.00
0023107	12/08/20	Void	0255558	SCC Agriculture Club		50.00
0023108	12/08/20	Outstanding	0350554	SCC Bookstore	278.90	
0023109	12/08/20	Outstanding	0350554	SCC Bookstore	3,550.07	
0023110	12/08/20	Outstanding	0350554	SCC Bookstore	96.90	
0023111	12/08/20	Outstanding	0000001	Shawnee Community College	1,000.00	
0023112	12/08/20	Outstanding	0226562	Lee F. VanAlstine	227.31	
0023113	12/11/20	Outstanding	0350451	AFLAC Attn Remittance Processi	561.72	
0023114	12/11/20	Outstanding	0350452	American Century Investments	173.75	
0023115	12/11/20	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0023116	12/11/20	Outstanding	0167036	Bluecross Blueshield of Illino	40,154.40	
0023117	12/11/20	Outstanding	0300121	Continental American Insurance	36.41	
0023118	12/11/20	Outstanding	0300145	Delta Dental of Illinois-Risk	1,079.61	
0023119	12/11/20	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	33,966.45	
0023120	12/11/20	Outstanding	0300160	EMC National Life Company	13.63	
0023121	12/11/20	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0023122	12/11/20	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,167.14	
0023123	12/11/20	Outstanding	0350459	Kentucky State Treasurer	919.00	

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FOR PERIOD STARTING: 12/01/2020 - PERIOD ENDING: 12/31/2020

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BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

-----CHECK-----			VENDOR			CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E		AMOUNT	AMOUNT
0023124	12/11/20	Outstanding	0352912	Law Office of Brian S. Katz		230.97	
0023125	12/11/20	Outstanding	0351562	Saints Foundation		105.00	
0023126	12/11/20	Outstanding	0350462	The Anna-Jonesboro National Ba		1,424.14	
0023127	12/11/20	Outstanding	0300072	State Universities Retirement		26,626.06	
0023128	12/11/20	Outstanding	0300052	Sun Life Financial		2,017.60	
0023129	12/11/20	Outstanding	0300046	VALIC		25.00	
0023130	12/11/20	Outstanding	0300039	Washington National Ins. Co.		62.90	
0023131	12/11/20	Outstanding	0351035	Advanced Digital Solutions		81.87	
0023132	12/11/20	Outstanding	0300013	Ameren Illinois		81.68	
0023133	12/11/20	Outstanding	0351209	American Heart Association		390.00	
0023134	12/11/20	Outstanding	0265472	Jipaum S. Askew		37.95	
0023135	12/11/20	Outstanding	0265472	Jipaum S. Askew		83.95	
0023136	12/11/20	Outstanding	0351655	Blue Mango Multimedia Llc		1,609.20	
0023137	12/11/20	Outstanding	0300210	Mr. Rodney Brugger		145.00	
0023138	12/11/20	Outstanding	0300064	BSN Sports		925.00	
0023139	12/11/20	Outstanding	0300064	BSN Sports		694.40	
0023140	12/11/20	Outstanding	0300064	BSN Sports		1,062.85	
0023141	12/11/20	Outstanding	0300064	BSN Sports		1,906.50	
0023142	12/11/20	Outstanding	0300064	BSN Sports		1,272.50	
0023143	12/11/20	Outstanding	0300064	BSN Sports		1,203.00	
0023144	12/11/20	Outstanding	0011624	Cairo Public Utilities		1,109.09	
0023145	12/11/20	Outstanding	0300102	Certiport		926.91	
0023146	12/11/20	Outstanding	0350502	Cheekos		1,596.77	
0023147	12/11/20	Outstanding	0300104	City of Anna		276.95	
0023148	12/11/20	Outstanding	0300117	Computer Discount Warehouse Go		39.64	
0023149	12/11/20	Outstanding	0244910	Carrie B. Davis		27.83	
0023150	12/11/20	Outstanding	0278186	Cheri L. Diemer		78.09	
0023151	12/11/20	Outstanding	0300153	Dish Network		172.05	
0023152	12/11/20	Outstanding	0277246	Steven H. Etter		76.46	
0023153	12/11/20	Outstanding	0353545	F.W. Electric, Inc		224.00	
0023154	12/11/20	Outstanding	0351226	Farnsworth Group, Inc.		4,635.71	
0023155	12/11/20	Outstanding	0351226	Farnsworth Group, Inc.		5,580.80	
0023156	12/11/20	Outstanding	0350472	Frontier		371.80	
0023157	12/11/20	Outstanding	0351988	Gibbs Technology Leasing, Llc		630.05	
0023158	12/11/20	Outstanding	0058758	Jacqueline Hamilton-Smith		43.59	
0023159	12/11/20	Outstanding	0300065	The Home Depot Pro		594.69	
0023160	12/11/20	Outstanding	0351070	Illinois American Water		210.00	
0023161	12/11/20	Outstanding	0300221	Johnson Controls, Inc.		613.29	
0023162	12/11/20	Outstanding	0352145	Kathleen L. Almy		8,500.00	
0023163	12/11/20	Outstanding	0300231	Liberty Utilities Midstates		272.96	
0023164	12/11/20	Outstanding	0350497	Lowe's		103.88	
0023165	12/11/20	Outstanding	0300233	Maier's Tidy Bowl		176.00	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2020 - PERIOD ENDING: 12/31/2020

1

BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0023166	12/11/20	Outstanding	0300077	Southern Illinois Security Con	16,751.71	
0023167	12/11/20	Outstanding	0351054	Orkin	170.00	
0023168	12/11/20	Outstanding	0352753	Lisa L. Price	30.36	
0023169	12/11/20	Outstanding	0352753	Lisa L. Price	174.57	
0023170	12/11/20	Outstanding	0300109	Reppert's Office Supply	145.17	
0023171	12/11/20	Outstanding	0300108	Republic Services	670.83	
0023172	12/11/20	Outstanding	0350595	Sage Publications	1,847.00	
0023173	12/11/20	Outstanding	0300078	Southern FS Inc.	1,476.87	
0023174	12/11/20	Outstanding	0300073	Speedlink	2,380.00	
0023175	12/11/20	Outstanding	0350498	Stericycle	45.12	
0023176	12/11/20	Outstanding	0351828	Waterway Ag Inc.	151.50	
0023177	12/11/20	Outstanding	0300018	Xerox Corporation	1,264.23	
0023178	12/14/20	Outstanding	0300072	State Universities Retirement	2,905.90	
0023189	12/16/20	Outstanding	0350451	AFLAC Attn Remittance Processi	561.72	
0023190	12/16/20	Outstanding	0350452	American Century Investments	131.75	
0023191	12/16/20	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0023192	12/16/20	Outstanding	0167036	Bluecross Blueshield of Illino	40,154.40	
0023193	12/16/20	Outstanding	0300121	Continental American Insurance	36.41	
0023194	12/16/20	Outstanding	0300145	Delta Dental of Illinois-Risk	1,079.61	
0023195	12/16/20	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	31,785.42	
0023196	12/16/20	Outstanding	0300160	EMC National Life Company	13.63	
0023197	12/16/20	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0023198	12/16/20	Outstanding	0350455	Illinois Tax Pmt Program (Elec	11,252.40	
0023199	12/16/20	Outstanding	0350459	Kentucky State Treasurer	819.18	
0023200	12/16/20	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0023201	12/16/20	Outstanding	0351562	Saints Foundation	105.00	
0023202	12/16/20	Outstanding	0350462	The Anna-Jonesboro National Ba	1,424.14	
0023203	12/16/20	Outstanding	0300072	State Universities Retirement	24,847.23	
0023204	12/16/20	Outstanding	0300052	Sun Life Financial	1,014.84	
0023205	12/16/20	Outstanding	0300052	Sun Life Financial	215.60	
0023206	12/16/20	Outstanding	0300052	Sun Life Financial	278.61	
0023207	12/16/20	Outstanding	0300052	Sun Life Financial	177.59	
0023208	12/16/20	Outstanding	0300052	Sun Life Financial	330.96	
0023209	12/16/20	Outstanding	0300046	VALIC	25.00	
0023210	12/16/20	Outstanding	0300039	Washington National Ins. Co.	62.90	
0023211	12/17/20	Outstanding	0300072	State Universities Retirement	2,846.23	
0023285	12/17/20	Outstanding	0265472	Jipaum S. Askew	55.20	
0023286	12/17/20	Outstanding	0011504	Burmax Company Inc.	51.80	
0023287	12/17/20	Outstanding	0300212	ILCARRICOTHREE, LLC	5,330.00	
0023288	12/17/20	Outstanding	0351666	Cellco Partnership	6,526.37	
0023289	12/17/20	Outstanding	0011896	Lynne M. Chambers	2,000.00	
0023290	12/17/20	Outstanding	0300110	Clearwave Communications	3,618.03	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2020 - PERIOD ENDING: 12/31/2020

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BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

-----CHECK-----			VENDOR			CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E		AMOUNT	AMOUNT
0023291	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		10,276.72	
0023292	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		977.96	
0023293	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		265.56	
0023294	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,688.24	
0023295	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		20,752.00	
0023296	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,389.83	
0023297	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		50.82	
0023298	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		995.61	
0023299	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		168.00	
0023300	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		4,770.30	
0023301	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,292.00	
0023302	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		87.41	
0023303	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		159.79	
0023304	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		676.25	
0023305	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		573.85	
0023306	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		66.39	
0023307	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,685.81	
0023308	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		11,980.35	
0023309	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		170.91	
0023310	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,990.00	
0023311	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		176.20	
0023312	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		2,629.16	
0023313	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,314.58	
0023314	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,530.99	
0023315	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		77.15	
0023316	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		228.71	
0023317	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		1,288.70	
0023318	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		493.59	
0023319	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		5,511.68	
0023320	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		361.27	
0023321	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		225.61	
0023322	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		7,887.48	
0023323	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		175.28	
0023324	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		13,928.00	
0023325	12/17/20	Outstanding	0300117	Computer Discount Warehouse Go		229.96	
0023326	12/17/20	Outstanding	0300206	Mr. Dana Cross		250.00	
0023327	12/17/20	Outstanding	0300127	Crowdus Maintenance & Cleaning		23,800.00	
0023328	12/17/20	Outstanding	0350824	Educational Opportunity Associ		80.00	
0023329	12/17/20	Outstanding	0350472	Frontier		33.73	
0023330	12/17/20	Outstanding	0351988	Gibbs Technology Leasing, Llc		738.88	
0023331	12/17/20	Outstanding	0351981	KFVS TV		1,155.00	
0023332	12/17/20	Outstanding	0351981	KFVS TV		125.00	

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FOR PERIOD STARTING: 12/01/2020 - PERIOD ENDING: 12/31/2020

1

BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0023333	12/17/20	Outstanding	0300065	The Home Depot Pro	34.68	
0023334	12/17/20	Outstanding	0287438	Kelly D. Jennings	103.50	
0023335	12/17/20	Outstanding	0350678	John a Logan Men's Basketball	500.00	
0023336	12/17/20	Outstanding	0353597	Lisa Meng	750.00	
0023337	12/17/20	Outstanding	0300248	Metropolis Planet	865.00	
0023338	12/17/20	Outstanding	0300253	NAPA Auto Tire & Parts	170.31	
0023339	12/17/20	Outstanding	0300261	Sparklight Business	138.39	
0023340	12/17/20	Outstanding	0300146	Pick Up Mart	259.25	
0023341	12/17/20	Outstanding	0300101	Rustys Home Center	287.00	
0023342	12/17/20	Outstanding	0144844	Kayla R. Sauerbrunn	221.38	
0023343	12/17/20	Outstanding	0000001	Shawnee Community College	170.00	
0023344	12/17/20	Outstanding	0166056	David A. Voigt	1,360.00	
0023345	12/17/20	Outstanding	0300027	WIBH-AM	110.00	
0023346	12/17/20	Outstanding	0353233	WPSD TV	850.00	
0023347	12/17/20	Outstanding	0351093	WSIL TV-3 Inc.	1,255.00	
0023348	12/17/20	Outstanding	0350973	Xerox Financial Services LLC	222.50	
0023349	12/17/20	Outstanding	0350973	Xerox Financial Services LLC	189.50	
					-----	-----
					564,442.44	25,089.28
					=====	=====
					564,442.44	25,089.28

Shawnee Community College

ADDENDUM TO BOND & INTEREST FUND

February 1, 2021

<u>Date</u>	<u>Vendor</u>	
12/31/20	Shawnee Community College Education Fund Ullin, IL 62992	\$47,000

To repay inter fund loan outstanding originally made on 11/30/20 from the Education Fund to the Bond & Interest Fund.

Chairman

Secretary

Date _____

Shawnee Community College

ADDENDUM TO RESTRICTED PURPOSES FUND

February 1, 2021

<u>Date</u>	<u>Vendor</u>	
12/31/20	Shawnee Community College Education Fund Ullin, IL 62992	\$50,000.00

To repay inter fund loan outstanding originally made on 6/30/20 from the Education Fund to the Restricted Purposes Fund.

Chairman

Secretary

Date

STUDENT TRUSTEE FEBURARY BOARD REPORT

PTK- We finished our Honors in Action Award and submitted it on January 10th. This was the last part of our 5-star award program. This makes our chapter a 5-star award recipient for 3 years in a row. I am personally very proud of the time and effort that our officers and member put into finishing this award.

With the challenges that COVID has presented it was more difficult to do the research and gather resources. Thanks go out to President Sharon Brashear, Vice President Lauren Porter, Secretary Alejandra Lopez, Public Relations Steven Etter, Advisor Craig Bradley, and Alumni Richard Hamilton and Mathew Bertrand.

Student Senate-

Faculty Report

February 1, 2021

Faculty continue to work in concert with the IT department and Student Support Services to make instructional curriculum available for students affected by quarantine. Faculty have continued to place emphasis, to students, on the importance of early communication towards increasing success.

Providing the myriad of class format options has afforded students the ability to attend class in a manner that best fits their learning styles and seems to have reduced student anxiety. One variable that has also likely assuaged student stress levels has been adaptation. Everyone has become more familiar with how to use online technology to their advantage to some degree. With the experience now gained careful reflection can further improve upon how we move forward.

Dr. Ian Nicolaides

Shawnee College Education Association, President

In no particular order the following are faculty submissions;

Dr. Thornsberry is promoting the NISOD (**National Institute for Staff and Organizational Development**) Student Essay Contest. Students at Shawnee Community College are eligible to enter the contest because Shawnee is a NISOD member. Below is information about the prize:

- Three (3) winning student authors will each receive a \$1,000 check.
- The featured faculty members, staff members, or administrators in the winning essays will each receive a \$1,000 check.
- The winning essays will be presented during NISOD's annual conference taking place virtually, April 28-30, 2021.
- Each winning student author's college will receive a complimentary 2021-2022 NISOD membership (July 1, 2021 – June 30, 2022).
- The winning student essays will be published on NISOD's website along with the photos and names of the winning student author, the featured employees, and the winning student authors' college presidents.

Dr. Thornsberry's African American Literature class (LIT 221) is participating in the 2021 National African American Read-In (AARI). This program was established in 1990 by the Black Caucus of the National Council of Teachers of English (NCTE) to make literacy a significant part of Black History Month.

Tony Gerard is in an Amazon Prime Documentary Special available next month. He is interviewed as a skeptic of the Legend of the Big Muddy Monster.

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https://m.facebook.com/story.php?story_fbid=2729856267265426&id=100007232379711

Tony Gerard coordinated the shipment of old books weighing a total of 360lbs to be donated to Ifugano State University in the Philippines. They arrived via boat to the other side of the world a few days ago.

Roberta Christie, Connie McGinnis and David Black (if able) had a zoom meeting with Kathy Almy to work on transitional math and developmental math Wednesday, January 27.

Drs. Brenda Brown and Ian Nicolaides designed and wrote the preliminary syllabi for Anatomy and Physiology I and II.

On November 17, Wendy Harris and David Black participated in a focus group for Strategic Planning with the Illinois Board of Higher Education. The discussion focused on the needs of community college students, particularly those in rural areas.

The Allied health division faculty are working with Rob Betts to create informational videos for each of our CTE programs. These videos will be used for the Virtual CTE Day. Kayla Sauerbrunn met with Dr. Mason to work on implementing the Delta Health Grant the college received in October 2020.

Kayla Sauerbrunn: The CNA program had 4 students who completed it in Summer2020 with 100% first time pass rate and in the fall 2020 we had 6 complete the program with 100% first time pass rate. Both of those courses were taken at the Anna extension. Currently there are 6 students enrolled in the evening main campus location.

Lee Van Alstine, currently working on a means to reach out to prospective students in band and choir in the region virtually this semester to offer scholarships for band and choir. Also, the band and choir will perform in accordance with Black History month a virtual concert. This is contingent on the number and frequency of covid exposure and quarantining. Last falls' concert participation was delayed nearly a month due to covid exposure. Band and choir are also planning on a similar virtual spring Concert in Late April.

BOT Division Faculty Board Report – February Board Meeting

December 2020 – Eric Howard worked with Cairo police officers and Pulaski County deputies to train on the Use of Force Simulator. There were more than 10 participants.

December 7, 2020 – There were multiple news releases for the Use of Force simulator. Reporters from Channels 3 and 12 visited the campus to see it and reported on the evening news. Monday's Pub published an article about the simulator.

December 2020 – Eric Howard organized a meeting for Dr. Curphy, Dr. Mason, Lee Ryker (Illinois Training Board member), Chuck Doan (Illinois Mobile Training Unit Director), Dave Rednour (MTU field Assistant) and Lee Harris (Cairo Chief of Police) to discuss the idea of SCC building police firing range. The group discussed the steps required to build, resources need to start a potential academy, and the benefits for SCC. Rob Betts was also in attendance.

December 29, 2020 – The Criminal Justice department was in the spotlight for VirTra, Inc., the vendor for the Use of Force Simulator:

AGENCY OF THE MONTH: SHAWNEE COMMUNITY COLLEGE

Great training starts at recruit level, and Shawnee Community College has partnered with Cairo PD to provide excellent simulation training for cadets and officers alike. Watch officers and rookies use their VirTra simulator to see how VirTra is a great starting point for officers in training.

January 3, 2021 – Phyllis Sander completed VALUE Calibration Training from the Association of American Colleges and Universities to evaluate Written Communication artifacts submitted for review as part of an assessment process.

January 7, 2021 – The BOT Division was well represented in the winner's circle for the Shawnee Trivia game at the January In-Service by Eric Howard, Phyllis Sander, and Ruth Smith.

January 7, 2021 – Sherrie Malone worked over updated course material for BUS 215 Legal & Social Environment of Business, BUS 225 Business Communication, and ECO 212 Intro to Microeconomics to reflect three newly adopted/updated textbooks.

January 8, 2021 – The BOT Division conducted their division meeting in one of the first Zoom-ready classrooms. It was a beneficial learning experience as we continue to adapt to current trends in higher education and work toward meeting the needs of our student body.

January 11, 2021 – Agriculture students began working on improvements to the greenhouse and storage building. The goal is to establish a variety of fruits and vegetables by the end of the

semester. The Crop Science and Horticulture classes will be working with Instructor Anna Vaughn-Doom to establish a variety of plants.

January 11, 2021 – Automotive classes are off to a great start! Enrollment is up from last semester. Students are gaining more hands-on experience by working on vehicles belonging to SCC students, faculty and staff. Instructor Derek Pender is currently working with community businesses to help grow the program with donations of newer engines and a transmission for use in the dry lab. Several local automotive shops are interested in recruiting some of the program students when they complete their certificates and degrees. Derek has scheduled meetings with students from several high schools this semester to discuss the classes, program and opportunities SCC has to offer for those interested in the automotive industry. Derek continues to update the tools and equipment and tools to remain current with industry standards. He worked with IT and Maintenance departments to have the classroom updated with lighting, painting, and a large TV monitor over the winter break.

January 13, 2021 – Two courses, ECE 114 Human Growth and Development and EDU 213 Education for the Exceptional Child, were articulated to SIUC.

January 14, 2021 – Ruth Smith participated in Governor Pritzker's Town Hall meeting regarding the Commission on Equitable Early Childhood Education and Care Funding. The charge is for the Commission and ECE advocates to work to improve availability, quality, and funding for services across the state.

January 15, 2021 – The Criminal Justice student organization has been chosen as the recipient of the \$1,000 Pravin Varughese Memorial Scholarship on February 20, 2021. Eric Howard will walk the path where the young man was found, and then receive the award at SIUC where he had been a Criminal Justice student at the time of his death.

January 18-24, 2021 – Phyllis Sander completed the workshop training "Creating Effective Assessments (HLC)," which was provided by the Online Learning Consortium (OLC). The training ended with the finalization of an Assessment Strategy Worksheet for a course she teaches.

January 21, 2021 – Phyllis Sander, sponsor of the SCC Nu Alpha Alpha Phi Beta Lambda (PBL) student organization, and the student membership participated in the virtual 2021 Winter Webinar with entrepreneurial speaker, Michele Ward. The keynote address was titled "Dream Big, Start Small."

January 29, 2021 – Eric Howard hosted Nancy Maxwell, an advocate for victims of rape, domestic violence, and social injustice, as a guest speaker in the Introduction to Victimology class. Staff and faculty were invited to attend via Zoom.

January 25-31, 2021 – Phyllis Sander completed the workshop training "Fundamentals: Increasing Interaction & Engagement (HLC)," which was provided by OLC. The training outlined various engagement tools to be used in an online course to promote collaborative learning.

New committee assignments for BOT Division members include Eric Howard serving on the 2021 Graduation Committee and Ruth Smith serving on the Student Retention Committee.

BOT Division faculty have been working with Rob Betts to create videos to be used for marketing purposes and as virtual sessions on the annual CTE Day to be held in February. While there will be more videos by CTE Day, these are the ones that are currently completed:

<https://www.youtube.com/watch?v=OtQ16dWm1jE>

<https://www.facebook.com/292557230804377/videos/1770678123070174>



President's Report

February 1, 2021

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	1,632	1,800	12,589.5	13,120
Spring 21	1,244	1,413	11,937	12,785.5
Total	3,544	4,166	27,666	29,678.5
FY 21 Credit-Hour Budget Projection		28,078	Difference	(412)

*Data pulled 01/25/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- Work to update the College's current strategic plan has commenced. Specifically, goals, objectives, strategies, and activities are mapped to a new planning framework to allow for greater transparency and improved accountability. In addition, we are at the beginning stages of infusing more data analytics into the plan. Over the next 6-8 weeks, the update process will allow for broad employee input into the revised plan. Jean Ellen Boyd and Sabrina Black are leading the efforts at this time. Finally, it is my intent to share the revised plan with the Board at the next Board Retreat (to be scheduled soon).
- In an effort to ensure our community members are well-informed about their COVID-19 vaccine options, the College is providing a number of options to help them gain access to the information they need to make data-informed decisions. As a primary strategy, the College has created an open-access landing page on our website, where anyone can read articles and watch videos from health organizations, review refereed scientific journals, and review expert medical opinion on this subject. If they subscribe to the College's Facebook page, they will receive notifications when we post new information. As another strategy, we will provide free public forums, with local medical experts, so any resident can have the opportunity to ask questions about the medical implications of the different vaccine options. Here is a link to the video that we released to the public on this initiative.
<https://shawneecc.edu/statements-concerning-covid-19>

- Facilitated a meeting with the College's Shared Governance Committee on 01/14. Topics included: Shared Governance definition update, Policy and Procedure Template review, Non-Discrimination and Harassment Policy review, Title IX Procedure review, Financial Aid Policy and Procedure review, Procedures for Board Book review, COVID Protocol questions, and Dual Credit concerns. Outcomes of interest are:
 - Faculty will meet and discuss the proposed Shared Governance definition and provide feedback at the February meeting.
 - Felicia Rouse was introduced as the new staff representative for this Committee.
 - Ms. Rouse and I will discuss ways to improve staff participation in the shared governance process
 - Draft Policy & Procedure Templates were shared. Each group will review and make recommendations for improvement.
 - A draft version of the Non-Discrimination & Harassment policy was shared with the Team. Faculty and staff will review the policy and provide input for improvement by February 15.
 - A draft version of the Financial Aid policy was shared with the Team. Faculty and staff will review the policy and provide input for improvement by February 15.
 - New Title IX administrative policy and procedures will be provided to select individuals within the institution for review. The individuals selected, are the individuals within the organization that would likely have direct experience with future Title IX concerns. This team will review and finalize this policy and procedures by February 15.
 - An option allowing students to participate in current face-to-face classes via a synchronous Zoom session was discussed. The idea was generally supported by the Team and a recommendation was made to share this with the CAO for potential implementation.
- Participated, as a speaker, in the annual Reverend Martin Luther King Jr. celebration hosted by the Alexander-Pulaski County Branch of the NAACP on 01/18. Nearly 100 people throughout the State, attended the virtual event. The College was gold sponsor (\$525) of the event. My 15-20m speech focused on my personal background, my vision for the College, and my thoughts about Dr. King's commitment toward education. The speech went very well and I received many positive notes afterwards thanking me for my participation.

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

- SBDC Grant Extension – Initially, grant activities were to be complete by March 2021. However, due to the impact of COVID-19, the Illinois SBDC is allowing us to submit an extension request (i.e. through 09/30/21) so we might have additional time to deliver and complete the planned activities.
- Kaplan Invoice – allows Nursing Students access to Kaplan course support materials. The amount of the invoice was \$11,030.

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Academic Affairs & Student Learning Report

The Spring semester 2021 faculty and staff In-service was held January 7, 2021. Dr. Tim Taylor presented on the state of affairs of the college, and a guest speaker, Ms. Kathleen Almy, presented on engaging students in the classroom. Other topics for the day included Safe Zone, grading process and general updates including HLC and COVID-19 guidelines. Classes began January 11, 2021.

Dean's Report

Dr. Shelby worked with the Southern 7 Health Department and the Illinois Department of Public Health to bring free COVID testing to the parking lot of Main Campus on Monday, January 11. This gave students, faculty, and staff the opportunity to walk out and get tested at times convenient to their schedules.

Dr. Shelby and the college received notification that the \$25,000 Developmental Education Innovation Grant proposal was funded by the ICCB. Work will begin immediately with the Math and English Department on implementation. Dr. Shelby and the college will also be contracting with Kathy Almy, of Almy Education, to assist district high schools and the college with the Transitional Math initiative. Training will be conducted via Zoom and will conclude at the end of Spring 2021. Dr. Shelby will be working with Division Chairs Ruth Smith and Kayla Sauerbrunn and faculty to certify programs as official Programs of Study under the Perkins V Grant. Dr. Shelby continues to track all student COVID-19 exposures and positive COVID-19 test results.

Library/Technology

The library said goodbye to Tracey Johnson and wish her well in her retirement. Christina Faulkner, our new librarian, is off to a great start in her new position. Rachel Hannan, the library assistant, was present for book buybacks and helped clean and inventory returned laptops, Jetpacks, and graphing calculators

We have started classroom upgrades with the help of maintenance and IT. Three classrooms are finished (J2045, 2046, and 2047). The new equipment and other work that maintenance has done, has really improved how the rooms look. Eight other classrooms will be completed in the next few weeks. The TLC will also be upgraded to help with training.

Extension Centers Report

Anna Center

During the month of January, the Anna Center has begun another exciting semester. The Anna Center advisors have been busy enrolling students for the Spring semester. Blake Goforth visited Union County High Schools to discuss spring class enrollment along with dual credit registration. An English 112 intersession course was offered at the Anna Center on December 28th through January 8th. We had five students enroll and complete the intense 8-day course. On January 11th, the Anna Center began the semester with 16 face to face 16-week courses. In February and March, we will begin 10 additional classes.

Cairo Center

We are currently in the process of working with Dr. Greg Mason to develop and provide new community education courses for this spring, and needed programs in the future, that will meet the needs of those in our community. Our first meeting was held on January 7th.

At the forum held on December 9th, for the steering committee for Create Bridges, we presented the Cairo Center and SCC in general, as an ideal place to provide workforce training and certification opportunities for the businesses in the Create Bridges, Southern Five Region.

Metro Center

Staff attended the Guidance Counselors' Retreat on December 10th. Hayley registered and enrolled Joppa High School students in dual credit classes for spring 2021 and is in the process of completing registration for Massac High School's dual credit classes. Registration for the spring 2021 semester includes late night registration.

Vienna Center

Spring classes started at the Vienna Center in January. Late start classes began on February 8th. Rhi Slife and Teale Betts went over the online scholarship application with all seniors on February 8th at Vienna High School.

Nursing

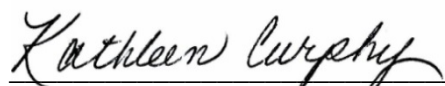
The Nursing Department has made some changes for the Spring semester to foster student success for both practical nursing and associate degree nursing students. Classes have been split to allow nursing students to be in traditional classrooms rather than the auditorium which allows students to have a more conducive learning environment and opportunities for nursing faculty to use a wider range of alternative learning strategies. An additional part-time nursing tutor has been added and policies have been updated in an effort to identify students who are struggling early in their courses and provide them with the assistance needed to be successful.

Workforce Innovation, Adult Education & Continuing Education

The CPR Program held 26 classes and served 86 students in the months of November and December. There were 9 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 272 applications for November and December. There were 224 participants who completed their training and received a certificate of completion.

SBDC launched a Business Retention & Expansion initiative under the CREATE BRIDGES program. The SBDC's outreach to minority businesses generated two new business clients for the center.

The division collaborated with Southern 7 Head Start to offer Head Start Training for their Head Start employees.



Dr. Kathleen Curphy, VPAA

February 1, 2021

Student Academic Assessment Committee
Update Report January 25, 2021

The SAAC committee members are meeting one-on-one with co-curricular areas of the college to redefine plans for FY21 due to the restrictions of the COVID-19 pandemic to students' activities.

Phyllis Sander, SAAC Chair is working with Jonathan VanMeter to update SCC's Assessment processes on the institutional web site within the Institutional Research link found under About on the college's home page.

During the spring 2021 semester, the SAAC will be reviewing the relevance of the Core Competency rubrics and defining assessment terminology in an expanded Index in the SCC Assessment Action Plan.

Additionally, SAAC committee members will be distributing "Assessment Terms" throughout the spring semester through email. Presently SAAC members are considering hold "Ted Talks" virtually to discuss terminology related to SCC's Assessment processes. SAAC members are available for individual/group assistance upon request.

Preliminary development of a timeline to address concerns outlined in HLC Criterion related to Assessment has begun.

Student Success and Services Division

Admissions

Danielle Boyd—Registrar

The Fall 2020 graduation processes are complete. There were 123 completions for Fall 2020 which includes degrees and certificates. There were 136 completions for the Fall 2019 semester.

Advisement and Recruitment Report

Advisors continue to advise in person, email, Zoom, and phone appointments for online courses that begin January 25 and late start classes. Students were accommodated with late night registration dates and a Saturday morning prior to the beginning of the semester to assist their needs. Students have expressed that they are excited to begin their classes and ready for Spring semester.

Advisors continue to contact students who should be continuing with their coursework and working toward getting them enrolled. The advisors have also strategized about spring recruitment and are planning to visit high schools that allow visitors.

The majority of student-athletes are now being advised by Greg Sheppard. Greg has also started serving as a completion coach for the student-athletes and will be the liaison and assisting them on their journey to success.

Athletics

John Sparks—Athletic Director

Although SCC Athletics faced unseen adversity throughout the Fall semester, there were several bright spots within athletics. SCC student-athletes have shown courage through these challenging times. Academically SCC student-athletes did an outstanding job adjusting to financial loss, remote learning, and other challenges. Forty-eight of 95 student-athletes had a GPA at or above 3.0 for Fall 2020. Baseball had an overall GPA of 3.3 with 20 student-athletes having 3.0 or higher; Men's Basketball had an overall GPA of 2.97 with 6 student-athletes having a 3.0 or higher; Women's Basketball had an overall GPA with 3.0 with 7 student-athletes 3.0 or higher; and Volleyball had an overall GPA of 2.88 GPA with 6 student-athletes of 3.0 GPA or higher.

SCC has developed the spring Indoor Return to Play Plan in accordance with NJCAA, Region 24, GRAC, CDC and IDPH guidelines. The student-athletes and coaches are excited to have the opportunity to compete this season in NJCAA Athletics. With protocols and safety measures in place, men's basketball, women's basketball, and volleyball will begin their Spring season at the end of this month. This abbreviated schedule will last approximately two months. Baseball and softball will start their season at the end of February. Schedules for each team are available on our website. Currently, we will not have any fans in attendance at our men's basketball, women's basketball, and volleyball games. We anticipate that we will be able to live stream all of these games. Also, all overnight travel has been suspended until further notice.

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Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career services have contacted 15 dislocated workers from Aperion and provide numerous services such as resume assistance, job search, and seven referrals to WOIA for additional training/ education. In January, the office will have provided 46 Kuder assessments and Career Keys. Fast Start Meridian students were given the Kuder on January 19, 2021, and Cairo high school seniors were given the Kuder on January 22, 2021. They are working with other guidance counselors to schedule with remaining schools to administer Kuder. The office has reached out to 10 local employers about job postings, employment and training needs, job shadowing, and internship opportunities.

Career Services still exploring options to host the annual job fair start to prepare for our annual job fair this month to have it in March 2021 and explore options such as drive thru or virtual job fairs.

Completion Coach

Carrie Davis, part time completion coach, has been focusing her efforts on retention. She contacted students who had applied for financial aid but had not yet enrolled for the Spring 2021 semester. She called all students on the list and successfully made many appointments for students with their advisors to get them advised, enrolled and ready for the semester. She has also been working with Mindy Ashby in devising a plan to reach students whose GPA is 2.0 or lower. She has also been researching how to get a podcast started here at SCC. She is very excited to see where this leads! The recruitment video with Blake Goforth came out on all social media sites.

Counseling & Accessibility

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Ms. Brahler, the School Counselor, continues to provide services remotely for students who need support. She serves as the advisor for the College's veterans, SICCM students, and our general student population and has been advising students remotely.

Ms. Brahler will be working with the Student Ambassador group to continue their interviews with faculty for recruitment purposes. They have been partnering with the Director of Communication and Public Relations for this activity. This semester, the group will explore diversity, equity, and inclusion topics to complement and enhance their leadership skills.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Participated in the night registration events for Spring 2021 on January 6th, 7th, and 11th.
Participated in the Saturday registration event on January 9. Served students who called and walked into the office for assistance with spring 2021 financial aid.

Processed new FAFSA information, verification, and professional judgments for spring 2021.
Sent work study contracts to supervisors for spring 2021. Advertised open work study jobs for the spring 2021.

Completed the response to the Title IV/DOE Program Review Audit.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center is gearing up for the new semester. The Tutoring Center is offering both face-to-face tutoring and online tutoring. There have been several students who have already begun filling out request forms for services. Tutors are also adjusting their hours to be flexible for students and accommodate those who have requested additional services. The request for tutoring application is available online, and those students that need assistance completing the form can email our department for assistance.

The Testing Center is scheduling appointments for the Nursing Entrance Exam (TEAS) and the SICCM Program (HOAE). Students are encouraged to email the testing center for an official list of dates and times. Students needing to use the Testing Center as a part of their accommodations are encouraged to complete the Accessibility and Resource online application as soon as possible.

The Student Success Center Director hosted a new Student Retention Alert Committee on January 5, 2020. The committee comprises both faculty and staff that work on creating concerted efforts to improve student retention. The Retention Alert Program will catalyze these efforts. The committee will be charged with reviewing data and monitoring any significant changes within the Retention Alert Program. The Director presented at division meetings on January 8, 2020, and answered questions regarding the Retention Alert program and Accessibility and Resource Services.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) has been working on compiling the spring activities. Spring registration has been steady. The Fall 2020 progress report has three students to make the President's List, and 12 students completed the Vice President's List. 90% of students made a cumulative GPA above 2.0, and 78% earned a semester GPA above 2.0. The average semester GPA was 2.75, and the average cumulative GPA of 2.83.

Staff are pleased to feature Dr. Tim Taylor 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.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

ETS and Romana Munsell and Associates have a rough draft of the grant to be submitted and going through the editing process. The official deadline to submit it is February 26, 2021. Financial literacy workshops are planned for students using a program called Banzail provided by the SIU Credit Union. Parent conferences are scheduled for the 12th of this month. Our Self Care/Mental Health workshops start on January 19 for all of our schools. Fontenelle Arts will administer this six-week program. ETS has welcomed full-time academic specialist Chevis Thompson.

Vice President of Student Success and Services

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

Dr. Price continues to work with staff on updating processes within Student Services. Currently, the focus has been on Student Records Processes which in a nutshell is and should be a collaborative effort between staff and faculty. Processes that have been focused on were student initial progress reporting, retention alerts, midterm verification, midterm grade entry, final grade entry, and incompletes. The processes are critical to state reimbursement, student retention, financial aid compliance, and overall data analysis.

Dr. Price also has been continuing to complete work on the Title IV/DPO Program Review Audit with the Financial Aid Audit Team. The processes mentioned above among others will help strengthen the response and procedures and processes moving forward for the financial aid department.

Classes began on January 11 and on behalf of the Student Success Services staff, Dr. Price would like to say how great it is to see students in the campus halls. Faculty and staff were asked to wear their Shawnee Community College gear and be out and about assisting students in finding classes and answering other questions.

College graduation is a huge step for many of our students and a milestone for them and for their families. A face-to-face commencement is being planned for May 14, 2021.

Dr. Lisa Price

Vice President of Student Success and Services

2/1/2021

Date

Financial and Campus Operations

State Payment Update

The state currently owes for December and January Equalization and Base Operating.

Business Service Department

Attended a webinar through the American Association of Community Colleges which discussed the new funding that College will receive from Coronavirus Response and Relief Supplemental Appropriations Act, 2021. Completed quarterly grant reports. Assembled documentation for workers compensation audit. Payroll Specialist gathered information for the State University Retirement System (SURS) census audit. Updated payroll tax tables for new calendar year, ran quarterly payroll tax reports, and processed W2s. Completed the processing of 1098ts and 1099s.

IT Department

Ran quarterly and biyearly updates to the server, Softdocs, Colleague UI, and Colleague Self Service. Updated Etrieve Central forms. Completed faculty instructions for grading and midterm verification reports. Completed end of the semester reports and submitted SR/SU reports to ICCB for fall 2020 semester. Completed upgrades to the domain controllers to the server. Supported the upgrade of Etrieve by building two new servers. Replaced two main APCs in server room. Worked with maintenance to replace three breakers that control the server room. Worked with the CROA consultant to create flat files to integrate into the third party software; academic works, WENS, and MBS. Helped the bookstore with the new point of sale system setup. Ran new wires and installed a new projector for the December intersession course at Anna.

Human Resources

Started the calendar year out with onboarding the new Nursing Instructor, Academic Specialist, and Bookstore Assistant. Completed end of the year reports and annual vacation rollover process. Continue to track employee training completed. Continue to stay informed of the ever-changing CDC guidelines for employees. Continue to track any employee COVID-19 exposure and positive cases so that they can be reported on the website and to conduct contact tracing prior to the Health Department contacting the employees.

Bookstore

The bookstore manager was present during the first day of intersession classes at the Anna Extension to distribute books needed for the English 112 course. The bookstore loaned books for this intersession course. The bookstore was busy during the startup of the spring semester. Continues to train new bookstore assistant.

Brandy Woods

Interim Vice President of Financial and Campus Operation

PR & Marketing Summary
January 2020

Google Analytics-

Google Analytics reporting for the period ending January 11, 2020, indicated the number of users to our website was 6,643 The data also indicated that we had 5,337 new users. The top 3 locations by state for views during this reporting period continues to include:

Current Month		Previous Month
4. Illinois	2,247	3,144
5. Missouri	1,192	1,491
6. Kentucky	379	505

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

/academics/programs	1502
/student resources/bookstore	757
/admissions	573
/about/contact	510
/employment opportunities	480

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
12/10/20			1902	12357	25368
12/11/20		1	1619	11389	25533
12/12/20		1	730	9698	25358
12/13/20			662	9165	24768
12/14/20	12	2	4032	9946	26473
12/15/20	2		3612	10124	26773
12/16/20	4	1	2545	9648	26658
12/17/20	2		2110	9470	26554
12/18/20	5	1	2504	9576	26392
12/19/20	5		3428	10953	26553
12/20/20	3		2243	11538	26539
12/21/20	2		1787	10647	26474
12/22/20			1438	9634	27024
12/23/20	1		2088	9339	26969
12/24/20		2	1309	8975	26547
12/25/20			608	8374	25918
12/26/20	1		734	6569	25740
12/27/20	2		535	5642	25778
12/28/20	3		800	5250	25837
12/29/20			977	4754	25198
12/30/20		1	635	3867	24335
12/31/20			456	3164	23753
1/1/21		2	1294	3461	22421
1/2/21			1360	3578	20916
1/3/21			1064	3751	20472
1/4/21		1	1995	4391	19792
1/5/21	1		2231	5567	19685
1/6/21	2		2772	6839	19631
1/7/21	2	1	3164	8160	20167
1/8/21			2398	8975	20422

1/9/21	1	1	2559	9306	21015
1/10/21		2	2715	9976	21378
1/11/21			1108	9961	21067

Traditional Media Sources:

Coverage this month includes stories covering:

- ☐ SCC volunteering as covid testing site
- ☐ Registration extended hours
- ☐ Shawnee Community College President attends partnership meeting with SIU
- ☐ SCC Science in Seconds program featured for mistletoe episode

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
12/16/2020 5:13	WSIL (ABC)	News 3 News This Morning	\$29.97	767
12/18/2020 18:09	WSIL (ABC)	News 3 News at 6	\$1,287.40	41763
12/18/2020 18:12	WSIL (ABC)	News 3 News at 6	\$1,287.40	41763
12/18/2020 22:06	WSIL (ABC)	News 3 News at 10	\$1,305.00	22275
1/4/2021 17:02	KFVS (CBS)	Heartland News @ 5	\$1,165.50	37572
1/4/2021 22:06	WSIL (ABC)	News 3 News at 10	\$1,442.28	23656
1/5/2021 4:36	KFVS (CBS)	The Breakfast Show	\$190.90	5575
1/5/2021 5:04	WSIL (ABC)	News 3 News This Morning	\$30.13	857
1/5/2021 5:35	KFVS (CBS)	The Breakfast Show	\$494.16	14882
1/5/2021 6:52	WSIL (ABC)	News 3 News This Morning	\$4.49	363
1/10/2021 22:06	WSIL (ABC)	News 3 News at 10	\$366.24	4651
1/11/2021 5:05	WSIL (ABC)	News 3 News This Morning	\$10.93	0
1/11/2021 6:53	WSIL (ABC)	News 3 News This Morning	\$29.10	880
		TOTAL	\$7,643.48	195004

Synopsis

This month we obtained free press on two affiliates, including ABC and CBS. Our television news coverage report indicates that we received \$7,643.48 in free advertising through news stories in our region! This is in addition to the television advertising we are purchasing on all of our local affiliate stations.

Special thanks to Mr. John Windings and Mr. Steve Heisner. The Christmas recordings each of these gentlemen provided significantly impacted engagement on our social media. We received

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considerable feedback thanking us for the series. Also special thanks to Mr. Tony Gerard who continues to work with me to produce the college's Science in Seconds program. We received a great deal of recognition over the Christmas break for our mistletoe episode we recorded in Cairo. This program series has been extremely popular and currently has over 30 episodes. Our radio ads, television commercials continued through the start of the spring semester (Playing on WPSD, WSIL, KFVS, & FOX) along with our newspaper ads for spring enrollment. We were able to obtain a discounted rate on advertising during two recent NFL playoff games on WSIL & FOX which provided us significant exposure due to the viewership these games receive.

My office worked with Dr. Taylor to produce two new videos which will have been released to the general public prior to the next board meeting. The first video outlines the current issues facing the college regarding budget and enrollment and the second video is a Covid informational update for the community.

Saints Foundation Report
February 2021

The Saints Foundation has continued working on a major gift proposal that has been submitted to the Harry Crisp II family. Separately, a proposal with Pepsi MidAmerica is being reviewed that would provide an annual contribution to the Student and Employee Support Fund and upon signing, the purchase of a new video scoreboard for the Gymnasium in exchange for exclusive vending for the College with Pepsi MidAmerica. A request was submitted asking for Pepsi to increase their annual contribution. That proposal is pending approval.

Our donors continue to do amazing acts of kindness to assist our students. Recently we had some of them step up to help students that have experienced needs due to COVID, deaths in the family, family emergencies and financial needs. The Saints Foundation works to assist the students during these stressful times in their life. We could not accomplish this without the generosity of our donors.

A large portion of our time since the last report has been in administering to the development of the Academic Works scholarship program. Tina Dudley has been an incredible asset in going through the training on this program and working to prepare the site with the external scholarship opportunities for our students. The site went live in January so that students could begin applying for scholarship opportunities. It is early in the process and we are continuing to monitor the site to ensure that students have an easy transition in applying for scholarships. We provided guidelines to School Counselors and will be following up with them to ensure they have all the information to help their students.

The next meeting of the Saints Foundation Board of Directors is set for Friday, February 12th at 9:00 am. Along with regular business items, the Board will continue to work on goals and strategies to achieve them for the 2021-2022 fiscal years Strategic Plan. We are working to have a few new board nominees to submit for Board consideration. We continue to strive to have the Foundation reflect the make-up of our District as best as possible. The service of our Foundation Board of Directors is greatly appreciated.

ICCTA Report

ICCTA Board of Representative Zoom Meeting January 30,2021

Report: James Darden, February 1, 2021

Topics included for Discussion were the following.

- 2021 ICCTA member engagement
- Strategic Planning for ICCTA to include ICCB strategies; increase post-secondary attainment, closing the equity gap, and affordability/access.
- Talks beginning again on Colleges offering a BSN Program.
- Making Illinois colleges tier 1B eligible for the vaccine so instructors may receive it.
- Bidens administration and higher education agenda

Under the Biden Administration Agenda the following are proposed.

- Community colleges as critical pathways toward economic recovery
- Re-Authorization of the Higher Education Act, which has not been updated since 2014.

With federal priorities on the following:

- Access, affordability, inclusion and accountability
- Expansion of Pell grant awards
- Student Loan forgiveness
- Workforce development, Adult Education and Career Technical education.
- Dream Act and Immigration Policies as to Colleges.

Under the Stimulus Awards ICCTA is asking for new provisions with the feds on spending down of funds to include,

- College loss of revenue, payroll, and institutional support.

Board Memorandum

**Board of Trustees**

Cathy Belcher
James Darden
Steve Heisner
Michael McMahon
Randy Rushing
John Windings
Andrea Witthoft

Student Trustee

Steve Etter

President

Dr. Tim Taylor

Vice Presidents

Dr. Kathleen Curphy
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts
Gene Honn

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Brandy Woods
RE: Approval of Cairo Center Lease Agreement
Date: 02/01/21

Background: The Shawnee Development Council, Inc. (SDCI) is a non-profit Community Action Agency that serves Alexander, Hardin, Johnson, Massac, Pope, Pulaski, and Union Counties in Illinois. Their mission is to *enable individuals, families, and communities to determine their needs and obtain the resources required to accomplish their goals of self-sufficiency and a better quality of life.*

The Alexander/Pulaski County SDCI Branch, currently located in Cairo, is looking to lower their expenses and approached the College about the possibility of leasing space at the Cairo Extension Center. Currently, rooms 104 and 105 at the Center are underutilized and could be used as office space for this purpose.

Since the College has a history of supporting community agency co-location requests (e.g. Southern 7 – Rustic Campus & Regional Office of Education – Anna Center), coupled with the fact that both SDCI and SCC's missions are mutually supportive, and currently the Cairo Center is underutilized, a request to lease space was recommended by staff.

After consideration, a draft lease (attached below) was developed and reviewed by the College's Attorney and tentative terms were negotiated. In summary of terms, SDCI will pay the College \$300 per month to lease office space in rooms 104 and 105 in the Cairo Extension Center. This lease would be on an annual basis. The College has options to renew and/or terminate the agreement as our needs change. The initial term of the lease shall commence on March 1, 2021 through February 28, 2022.

Recommendation: I recommend the Board approve the attached lease agreement with SDCI, for an effective term commencing March 1, 2021 through February 28, 2022, and in accordance with the terms identified.

LEASE AGREEMENT

This Lease Agreement is effective February 8, 2021 by and between Shawnee Community College, an Illinois Public Community College, located in Ullin, Illinois, hereinafter referred to as Lessor, and Shawnee Development Council, Inc, hereinafter referred to as “Lessee”, witnesseth:

1. **Leased/Demised Premises.** Lessor does hereby lease to Lessee, and Lessee does hereby lease from Lessor, the following described premises: Rooms 104 and 105 located on the Shawnee Community College Cairo Extension Center campus in the City of Cairo, County of Alexander, and State of Illinois, hereinafter referred to as “Demised Premises.”

The Lessee shall also be permitted the non-exclusive use of all common areas such as the parking lot located at the Cairo Extension Center building in Cairo, Illinois, for Lessee’s employees and clients.

2. **Term and Options to Extend.** The initial term of this Lease shall be for a period of one (1) year and shall commence on March 1, 2021 and extend until February 28, 2022. Either party shall have the exclusive option to terminate this lease for any reason by giving the other ninety (90) days written notice. Unless terminated by either party in writing ninety (90) days prior to the expiration of this Lease, or in the event of default by Lessee during the term of this Lease, this Lease shall automatically extend for successive one (1) year periods without any action by either party for up to a total lease term of five (5) years from the date of this Lease. In the event that either party does not wish to extend this Lease, then it shall provide the other party written notice of termination at lease ninety (90) days prior to the expiration of the Lease term.
3. **Payment for Rent.** During the term of this Lease, the monthly rent amount shall be three hundred dollars (\$300.00) per month. Said rent is payable in advance on the first day of month during the term of the lease. The first of said monthly rent payments shall begin on the first day of March 2021. Said rent is payable to Lessor at 8364 Shawnee College Road, Ullin, IL 62992, or such other place as Lessor may direct in writing.
4. **Utility Charges.** Lessor agrees to pay for the cost of the utilities including electric, gas, water, sewer and trash removal for the area being leased from Lessor during any term of this Lease Agreement.
5. **Improvements to the Demised Premises.** In the event that Lessee decided to make any improvements to the demised premises, Lessee does hereby agree to obtain the expressed written consent of Lessor’s president prior to conducting any repairs and/or improvements to the premises. In the event Lessee is allowed to make improvements to the demised premises, then Lessee shall be solely and exclusively responsible for the costs associated with those improvements. Any repairs and/or improvements to the

property by Lessee shall become the sole and exclusive property of Lessor at the end of the Lease.

6. **Maintenance and Repairs.** In the event Lessor determines to repair, replace or otherwise maintain the area being leased by Lessee, then Lessor shall be responsible for any cost associated with such repair, replacement or maintenance. In the event Lessee causes damage to the area being leased by Lessee, to the demised premises, or to the building/parking lot where the demised premises is located, then at Lessor's sole and exclusive discretion Lessee shall be responsible to either repair the damage or reimburse Lessor for such repair to Lessor's satisfaction. Lessee expressly understands that it will provide its own equipment, supplies or other materials necessary to conduct its business on the demised premises and that it should be responsible for moving any such equipment or supplies to or from demised premises. At the termination of this Lease, Lessee shall surrender the premises to Lessor in good condition, ordinary wear excepted.

Lessor or its agents shall have the right if it so elects to enter upon the Demised Premises at reasonable times and in the manner that does not interfere with the operation of Lessee's business (except as many be necessitated by emergency) for the purpose of inspecting the same and/or for the purpose of maintenance and repair of any pipes and/or conduits and/or ducts whether same are used in the supply of services to the Lessee or to other occupants of building or adjacent buildings in connection with carrying on any reasonable or necessary work, cleaning, repairs, alterations or improvements in and about the building. Lessor agrees to notify Lessee in advance of such entry unless notice cannot be provided due to an emergency.

Lessee acknowledges that it is receiving the Leased Area "As Is" and "Where Is".

7. **Alterations and Improvements.** All alterations and improvements proposed by Lessee shall first be approved by Lessor's president in writing. Lessor's approval shall not be unreasonably withheld. Lessee agrees to indemnify and hold Lessor harmless from any mechanic or materialmen's liens that may be asserted against the Demised Premises. In the event a mechanic or materialmen's lien is filed or asserted against Lessor real property, Lessee agrees to timely have the same removed accordingly.
8. **Vending Machines.** Lessor shall have the exclusive right to place vending machines in or upon the demised premises and to collect all rents, issues, and profits therefrom. Lessor shall make ta reasonable effort to lace said vending machines in a location that does not substantially disrupt Lessee's occupancy of the demised premises. Lessee agrees not to place any vending machines upon the demised premises without the express written consent of the Lessor.

9. **Taxes and Assessments.** Lessee agrees to pay, otherwise reimburse Lessor, for all real estate property taxes and other assessments on the Demised Premises, if the same are assessed.
10. **Quiet Enjoyment.** In the even that Lessee complies with the obligations imposed upon it by this Lease, then Lessee shall have peaceable and quiet enjoyment of all the Demised Premises for the term of this Lease.
11. **Indemnification.** Lessee shall, at all times prior to the termination of this Lease and to the delivery to Lessor of possession of the Demised Premises and all improvements thereon, indemnify Lessor against all liability, loss, cost, damage, or expense sustained by Lessor, including attorney's fees and other expenses of litigation, arising prior to termination of this Lease term and delivery to Lessor of possession of the Demised Premises:
 - a. The negligent or intentional acts of omissions of Lessee or Lessee's agents;
 - b. On account of or through the use of the Demised Premises or improvements or any part thereof by Lessee for any purpose inconsistent with the provisions of this Lease;
 - c. Arising out of, or directly or indirectly due to, any failure of Lessee in any respect promptly and faithfully to satisfy Lessee's obligation under this Lease;
 - d. Arising out of, or directly or indirectly due to, any accident or other occurrence causing injury to any person or persons or property resulting from the use of the Demised Premised and improvements or any part thereof by Lessee; and
 - e. For which the Demised Premises and improvements or any part thereof for the Lessor as owner thereof or interested therein may hereafter throughout the fault of Lessee without fault by Lessor become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance, or regulation.

Lessee also shall, at all times prior to termination of the Lease term and delivery of Lessor of possession of the Demised Premises, indemnify Lessor against all liens and charges of any and every nature that may at times be established against the premises or any improvements thereon or any part thereof as a consequence, direct or indirect, of any act or omission of Lessee or as a consequence, direct or indirect, of the existence of Lessee's interest under this Lease.

Lessor shall indemnify and hold Lessee harmless from and against any claims, cost, liabilities, losses, damages and expenses arising, directly or indirectly, at anytime from or out of:

- a. The negligent or intentional acts or omissions of Lessor or Lessor's agents;
- b. Use or occupancy of any portion of Shawnee Community College not leased to Lessee;

- c. The use or occupancy of the Demised Premises by any person or entity prior to or after the term of this Leases; or
 - d. The failure of Lessor in any respect promptly and faithfully to satisfy its obligations under this Lease.
12. **Insurance.** The parties agree that Lessee shall procure and maintain public liability insurance covering the Demised Premises in the minimum amounts of \$1,000,000.00 per person and \$2,000,000.00 per occurrence naming Lessor as an additional insured on said policy. Lessee shall annually furnish to Lessor evidence of paid insurance coverage as set forth above.
- Further, Lessee shall be responsible for maintaining fire, casualty and other multi-peril insurance on any of the personal property contained in or erected on the Demised Premises by Lessee, whether owned by Lessee or not.
13. **Destruction of Demised Promises.** If the building on the Demised Premises shall be damaged by fire or other casualty covered by Lessor's policy of fire and extended coverage casualty insurance maintained on the building and
- a. The Demised Premises are thereby rendered wholly unsuitable for its intended use or
 - b. The cost of repair or restoration as estimated by a contractor, architect or other construction consultant selected by Lessor, exceeds one-half (2) of the full replacement cost of the building; then in either such event either party may terminate this Lease. In addition, if the contractor, engineer or other construction consultant estimates that the required repair or restoration work cannot be completed within ninety (90) days of the occurrence of such damage, either Lessor or Lessee may terminate this Lease. If either party is entitled to terminate this Lease and desire to do so, it shall give the other party written notice of termination within thirty (30) days of the occurrence of such damage, and upon the giving of such notice, this Lease shall terminate as of the dates of the casualty, and any prepaid rent shall be refunded to Lessee. If the Demised Premises shall be damaged by any casualty as described in the first sentence of this section, and neither Lessor nor Lessee elect to terminate this Lease, then the insurance proceeds collected under the policy or policies maintained by Lessee pursuant to Paragraph 11 shall be paid over to Lessor, and Lessor shall promptly repair the same at its expense, and the rent shall proportionately abate during the period of such partial untenantability. In the even the repairs or restoration are not completed within three hundred sixty- five (365) days from the date of the casualty, then Lessee shall have the continuing right to terminate this Lease.
14. **Subletting/Assignment.** Lessee may not sublet any portion of the Demised Premises or otherwise assign this Lease Agreement without the prior written consent of Lessor.
15. **Default.** With the exception of failure to pay rent by Lessee, if default be made in any of the covenants herein contained to be kept by Lessee for a period of thirty (30)

days from the date they are due then Lessee shall be considered in default under the terms and conditions of this Lease upon thirty (30) days written notice of said default. Lessor has the right and option to declare said term ended and to re-enter the Demised Premises, either with or without process of law and to remove and expel, without prejudice to any other remedy which might continue to be used for arrears of rent or breach of covenants, any person or persons occupying the Demised Premises. In the event of non-payment by Lessee, Lessor reserves the right to terminate this Lease Agreement within thirty (30) days of not receiving payment. No further notice or ability to cure is required of Lessor in the event of nonpayment.

In the event Lessor has to exercise its rights under the Lease Agreement, including an action for failure of Lessee to pay rent, unlawful detainer and eviction, or for any other cause of action at law or in equity, Lessee shall be responsible for Lessor's reasonable attorney's fees and court costs.

If Lessor fails to comply with any covenant, promise or condition contained in this Lease then Lessee shall give Lessor thirty (30) days written notice of said item default which shall provide that Lessor shall have the right and option to remedy that item of default within the aforesaid thirty (30) day period. In the event that Lessor does not remedy the item in default then Lessee may terminate this Lease without any further obligation to Lessor or in the alternative pursue with or without process of law any other remedy which might be available to Lessee.

16. **Notice.** Any notice, demand, request, statement, or payment which may be required or permitted according to the terms, conditions, or provisions of this Lease shall be given or made at the place hereinafter designated for giving notice to either party hereto. Any such notice, demand, request or statement shall be in writing and signed by the Lessor or the Lessee, or any of their agents, officers, or attorneys, and shall be deemed to have been duly given or served when
 - a. personally, delivered to the Lessor or the Lessee or any of their agents, employees, or attorneys so authorized to conduct the business of Lessor or the Lessee, respectively, or
 - b. forwarded by certified or registered mail with postage fully prepaid thereon, properly addressed to such party at the place hereinafter designated for giving notice.
 - i. The place for giving notice to the Lessor is: Board of Trustees of Community College District Number 531, Counties of Alexander, Jackson, Johnson, Massac, Pulaski and Union, State of Illinois, 8364 Shawnee College Road, Ullin, IL 62992
 - ii. The place for giving notice to the Lessee is: JAMP, P.O. Box 107, 251 West Second Street, Grand Chain, IL 62941

Such place and address may be changed by either party from time to time by serving and giving notice of such change to the opposite party in the manner hereinabove provided for giving notice.

17. **Right to Mortgage.** Lessor reserves the right to subject and subordinate this Lease at all times to the lien of any mortgages now or hereafter placed upon the Lessor's interest in the said Demised Premises and on the land of which the Demised Premises form a part. And the Lessee covenants and agrees to execute and deliver upon demand such further instruments subordinating this Lease to the lien of any such mortgage or mortgages as shall be desired by the Lessor and/or any mortgages or proposed mortgages.
18. **Law.** This Lease shall be interpreted and enforced in accordance with the laws of the State of Illinois.
19. **Heirs, Assigns and Successors.** This Lease is binding upon and inures to the benefit of the heirs, assigns, successors in interest, and legal representatives of the parties.
20. **Waiver of Item of Default.** No waiver by either part of any default shall be construed as a waiver of any subsequent default.
21. **Entire Agreement.** This Lease contains all the terms and conditions agreed upon by the parties and may be amended only by mutual agreement of the parties as reflected in an instrument or writing signed by both parties. No verbal statements or agreements shall constitute an amendment of any of the provisions of this contract. The parties expressly acknowledge that they have not relied on any prior or contemporaneous oral or written representation or statements by the other party in connection with the subject matter of this Agreement except as expressly set forth herein.
22. **Severability.** If any provision of this Agreement or the application of this Agreement is held invalid, the remainder of this Agreement and the application of such provision other than to the extent it is held invalid, will not be invalidated or affected thereby.

SIGNATURE PAGE TO FOLLOW

LESSOR

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER 531,
COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON, AND JACKSON,
STATE OF ILLINOIS

BY: _____ ATTEST: _____
Chairperson Secretary

DATE: _____

LESSEE

SHAWNEE DEVELOPMENT COUNCIL, INC

BY: _____ ATTEST: _____
Executive Director Secretary

DATE: _____