

BOARD REPORT

January 11, 2021





**REGULAR MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
RIVER ROOM - ULLIN, IL
January 11, 2021 – 5:30 p.m.**

As permitted by Governor Pritzker's Executive Orders 2020Ġ07, 2020Ġ33, and, 2020Ġ55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, regular meeting on January 11, 2021 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the link below: <https://shawneeccedu.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@shawneecc.edu by 2:00 p.m. on January 11, 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 December 7, 2020 meeting](#)
- B. [Consideration of Treasurer's Report](#)
- C. [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

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
- E. Academic Affairs – Dr. Kathleen Curphy
- F. Student Success & Services – Dr. Lisa Price
- G. Financial & Campus Operations – Brandy Woods
- H. Communications & Public Relations – Rob Betts
- I. College Foundation – Gene Honn
- J. Illinois Community College Trustees Association – Andrea Witthoft
- K. Assessment Update
- L. Financial Aid Audit Update

VIII. Action and Discussion Items

- A. Consideration of Approval of Change of Status for the Construction Management for Laborers Program
- B. Consideration of Approval of FY22 Academic Calendar – Attachment 2 (2 pages)
- 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 5

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
- D. Consideration of Items That May Lead or Have Led to Litigation

XI. Adjournment

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

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on December 7, 2020, via Zoom. The meeting was called to order by Chairman Randall Rushing.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

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

Others Present:

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

IV. Recognition of Guests and Public Comment

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V. Approval of Consent Agenda**MOTION NO. 1**

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

Regular Meeting Minutes November 2, 2020

Consideration of Treasurer's Report

Approval of Bills

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

On roll call vote, the members voted as follows:

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

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

VI. Consideration of Addendum and Re-Investments

MOTION NO. 2

A motion was made by Cathy Belcher and seconded by Steven Etter to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$50,000 October 31, 2020.**

On roll call vote, the member voted as follows:

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

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

VII. Reports

A. Student Trustee- Steven Etter

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

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

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

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

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

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

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President's Report
December 7, 2020

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

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

The following events are noteworthy:

Internal networking efforts continue. At this point, 30 "Meet & Greet" activities with employees have been completed. Further, tours of the Anna, Cairo, and Metropolis Extension Centers have been completed. Meetings with the remaining fulltime employees are scheduled through January 2021.

Facilitated a meeting with the College's Shared Governance Committee on 11/05. Topics included: Committee representation, alternative scheduling ideas, online student retention, plan for spring term staff schedule, and future policy development. Outcomes of interest are: Greater administrative and support staff participation in college-wide shared governance processes is desired.

A winter term intersession list of courses is being offered.

Faculty expressed the need for a thorough analysis of online/distance student retention and participation concerns so professional development opportunities can be streamlined, which might lead to greater retention in online and distance courses.

All College offices will be open for face-to-face operation starting on January 4.

The list of policies future policies to be developed for Board consideration (the list that was shared at the 11/02 Board meeting) was communicated with the team.

To partially address HLC concerns with the College's shared governance processes, it was suggested that the President develop a working definition of "*shared governance*" and start a consensus-building conversation with the Committee. This effort is not meant to usurp Board discussion and training on Policy Governance; rather, it is aimed at accelerating the College's administrative efforts to build on what Board eventually decides. A draft statement was developed on 11/09 and sent out for administrative review. We anticipate sending this out to the full committee for review by 11/20. Next meeting is set for 12/03.

Student networking efforts continue. Since last month's report, I have met (on 11/04) with ≈45 students at the main campus, with ≈20 students at the Anna Extension Center on 11/10, and with ≈10 students at the Metropolis Extension Center on 11/12. Dr. Price, Rob Betts, and I conducted both informal and formal discussions with students at each of these events. Dr. Curphy joined us for the Anna event. As a reminder, the purpose of these events is to ensure student voices are infused into the College's decision-making processes. Although it is premature to make conclusions about the College's performance from the student's perspective, the following themes from this qualitative process are starting to emerge: Students are generally satisfied with faculty and the instruction they receive.

Students are generally satisfied with the services they receive.

A large majority of students would like for the College to offer more face-to-face courses and services.

Students generally find the classes sections they want; however, some reported that preferred class sections are often scheduled at the same time.

Students would like a SCC portal style app that could provide them with important notifications about items of general interest (e.g. bookstore deadlines, financial aid information, registration information, facility navigation instructions, grade postings, assignment due dates, etc.).

Students celebrated the benefits they earned from dual credit and escrow programs.

Students suggested several improvements to Moodle.

A large majority of the students taking Extension Center classes, DO NOT take classes at other SCC locations.

Extension Center students generally describe the Center location as an important time and cost saving factor that influences their enrollment decisions.

Extension Center students seem to embrace ITV courses but would like a wider diversity of course offerings – both face-to-face and alternative delivery

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

Met with Dr. Curphy and Dr. Sander on 11/05 to discuss the College's current assessment processes and future initiatives. Excellent dialog and information were shared. After discussion, it was recommended that the Board be provided with an update of the College's progress at a future Board meeting. The recommended target date for this discussion would be early spring term. I will work with the Board Chair to identify an appropriate date.

Met with five Superintendents on 11/06 for the purpose of re-establishing/strengthening relationships with all 19 of the K-12 Districts that reside within the College's service area. Initially, 11 Superintendents agreed to attend the meeting. The day of the meeting, six Superintendents cancelled due to last minute commitments. Topics shared at the meeting

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

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

Attended the Illinois Community College Council of President's Zoom meeting on 11/12. The Agenda included: a presentation on Equity, Enrollment, and Outcomes in the Illinois Community College System; a panel discussion on the statewide Workforce Equity Initiative (WEI)... which is a major agenda item of the Black Caucus; an update on the Illinois Community College Marketing Collaborative; ICCB general updates; and an Illinois legislative update. Topics of Board interest include:

Short-term certificates and recognized industry credentials have been added as appropriate completion outcome metrics.

Community College enrollment, nationwide, is declining at a rate faster than other education sectors.

ICCB will be encouraging College's to develop an Equity plan.

Grant funding for future WEI initiatives will focus on short-term training aimed at facilitating quick transition of low income and minority residents into careers with sustainable wages that are 30% (or above) the living wage rate.

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The Black Caucus focusing lobbying efforts to encourage the use of MAP grants for WEI short-term training programs. This idea appears to be gathering support from other groups. The ICCB driven Marketing Collaborative is launching a statewide campaign aimed at promoting a generic community college brand throughout the State. We may be asked to provide resources in the future.

If Governor Pritzker announces another “stay at home order,” ICCB believes that Community College’s will be excluded from that mandate.

If the State decides to implement a 5-10% rescission in this fiscal year, ICCB claims that there WILL NOT be an impact on base operating or equalization grants. This is potentially good news.

On 11/13, Dr. Curphy and I met with Pam Gibbs (Executive Director & CFO), Alisha Newton (Administrator), Michelle Lampley (Director of Medical Laboratory Technology program), Kim Langley (Director of the Occupational Therapy Assistant program), and Jennifer Jordan (Director of Surgical Technology program) at the Southern Illinois Collegiate Common Market (SICCM) facility in Herrin. We toured the facility, discussed grant opportunities, reviewed program strengths and areas for improvement, and discussed potential areas where we might collaborate in the future.

Completed the mandatory State of Illinois Open Meetings Act and Freedom of Information Act training. I filed both completion certificates with HR.

Attended the SICCM Board meeting on 11/17. All three programs (i.e. Medical Lab Tech, Occupational Tech, and Surg. Tech) at SICCM are experiencing significant enrollment declines due to COVID impact. Graduate placement from previous academic year, appears to be strong. Shawnee is going to assist with the development of some marketing videos for all three programs.

Attended the Regional Community College President’s meeting. This meeting was hosted by Brian Durham from ICCB and consisted of Presidents from Kaskaskia College, J.A. Logan, Southeastern Illinois College, Rend Lake College, Olney Central College, Wabash Valley College, and Shawnee Community College. The Agenda included – Clarification of the Governor’s Tier 3 Mitigation Order, College operation plans for the spring term, and financial outlook from ICCB. Topics of Board interest include:

According to Brian Durham, CC’s are mostly excluded from limitations imposed by the Governor’s Tier-3 Mitigation order; however,

Face-to-face meetings are limited to 10

OMA requirements related to quorum and face-to-face participation at Board meetings are waived.

Many concerns were shared about the possibility of the Holiday Season being a super-spreader event.

Most colleges are beginning spring term instruction virtually although limited face-to-face student services will be available.

Many colleges eliminated spring break and are planning to start a week later in January.

ICCB remains optimistic that additional federal funding will be available to offset financial impact of COVID.

ICCB remains confident that a potential rescission will not impact base operating or equalization grants for this fiscal year.

Fall Veto session has been cancelled and there is a strong believe that the January lame duck session will be cancelled as well.

ICCB started a new video series to highlight best practices at state-wide community colleges called Collective Conversations with ICCB. Presidents from McHenry County College, Malcolm-X College, and Shawnee Community College were invited to participate in the inaugural video. These Colleges were selected because each had an initial increase fall 2020 enrollment. Here are the questions and a bullet-point list of my responses:

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

Instructional processes had to be modified to plan for contingencies
registration processes were significantly impacted.

HS Recruitment – Mail, phone calls, and email.

Campus Tours were converted to virtual.

Dissemination of information was challenging.

Learned from summer... focused on providing F2F classes and services.

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

CARES ACT – Purchase laptops, WIFI Jetpacks, and webcams to loan

Marketing & Advertisement – Increased Social Media presence, TV, Newspaper, & Radio

Message Focus – Take advantage of time available/unemployment

Message Focus – We didn't make COVID a focus... instead, we focused on Safe Return to campus (sense of security)

Emphasized education delivery options as F2F, Online, Hybrid to promote the sense that "we are open for business."

Video Production – used time generally reserved for in-person events

Program Spots – both transfer and CTE

Testimonial Video from faculty and students – valuable tips & resources

Guided Tour Program Videos

Truck Driving

A Day in the life of a Shawnee Student

Science in Seconds Series (30 2-minute videos) – taking a hike with Biology faculty to learn about local flora and fauna. VERY POPULAR on Facebook... and shown on TV twice.

Modified College Survival (orientation) course renamed Pandemic Mode... F2F

Focus on technology interaction

Website

Student portal

Maneuvering through Moodle

Interactions with Zoom

Offered virtual services – advisement, financial aid, tutoring, testing

Waived online fees

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

College Readiness – working with K-12's, may develop a free Accuplacer prep course, may re-examine placement cut scores (i.e. entrance scores by program areas)

Familial Support – obligations, children, caretaking of extended family, detractors, distractions – providing access at Extension Centers. providing access in parking lots, looking to develop a video series that addresses these issues.

Financial Stability – advisors are cross-trained to help students access financial aid, financial aid advising is available online and in real-time, looking at chatbots to assist 24/7/365, looking at an interactive video series.

Food insecurity – The Cupboard has online order form and curbside pickup, advisors are able to connect students to local resources.

Digital Divide – high speed Internet... quiet place to learn – Extension Centers, Laptops, WIFI Jetpacks, webcam Loan program, looking to partner with community organizations to provide WIFI access to our students for free.

Transportation – Bus service to Extension Centers and Main Campus

Low academic self-esteem & difficulty adjusting to college - enhancing retention alert focus, more personal contacts each semester. utilizing text messaging apps, exploring ways to connect Colleague (enterprise mgt) w/ Moodle (LMS), advisors are providing a more thorough analysis of student grades and preparation to help with course selection process, and advisors are prepared to assist with mental health issues and referrals

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

Met with Superintendent Jason Hayes of Massac Unit 1 on 12/3. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Massac with Unit 1 goals. Superintendent Hayes communicated Massac Unit 1's enrollment declined approximately 170 students this year. He attributes this decline to COVID impact on local families. He suspects many families have left the area.

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

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

Nursing clinical agreement with Metropolis Rehabilitation Services.

Nursing clinical agreement with Integrity Healthcare of Cobden.

Fiscal Operations Report and Application to Participate (FISAP) in Federal student aid (e.g. Federal Supplemental Educational Opportunity Grant and Federal Work-Study Programs). This report is required by the U.S. Department of Education.

TRiO Talent Search Performance Report. FYI, our attained rate exceeded the DOE approved rate for the Secondary School Persistence, Postsecondary Education Enrollment, and Postsecondary Attainment performance measures. However, our attainment rate for the Secondary School Graduation and Secondary School Graduation (rigorous programs) measures did not meet DOE targets. At this point, it is unclear what consequences, if any the College might face because of missing these DOE targets.

Coronavirus Relief Fund (Cures) Grant Agreement (\$5K)

TRiO Student Service Performance Report. The "attained rate" exceeded the "approved rate" for four of the five categories measured. The category where we fell a bit short was the participants funded category. In this category, we served 93% (150) of the 160 funded. We do not expect this to have a negative impact on our future grant.

D. Vice-Presidents

i. Academic Affairs – Dr. Kathleen Curphy

Dean's Report

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

Library

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

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

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

Technology

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

Extension Centers

Report Anna Center

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

Cairo Center

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

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

Metro Center

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

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

Vienna Center

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

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

Nursing

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

Workforce Innovation, Adult Basic & Continuing Education

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Healthcare & Public Safety

The CPR Program held 26 classes and served 70 students in the month of October. 30 CPR classes are scheduled for November with 4 classes cancelled due to COVID related issues. An instructor renewal class was held with 17 instructors renewing their certification. The Driver Safety Program received and processed 246 applications. There were 134 participants who completed their training and received a certificate of completion.

Small Business Development

Economic Development

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

Workforce Development

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

Cybersecurity Training

Introduction to PC Security (24 course hours)

CompTIA Security+ Certification Prep 1

Business Services

Accounting Fundamentals

Call Center Representative

Speed Spanish

Microsoft Excel 2016 Certification Training

Microsoft Office Specialist Certification

Mastering Project Management with PMP® Prep

OMCP® Social & Mobile Marketing Professional

Healthcare

Medical Spanish Series

Transportation

Freight Broker/Agent Training



Dr. Kathleen Curphy, VPAA

December 7, 2020

Date

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ii. Student Success & Services – Dr. Lisa Price

Admissions

Danielle Boyd—Registrar

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

Athletics

John Sparks—Athletic Director

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

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

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

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

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

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

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

Counseling

Monica Brahler-Student Counselor

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

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

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

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

Dean of Students

Dr. Kristin Shelby—Interim Dean of Student Success

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

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TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

ETS and Romana and Associates are finishing up the grant writing process; everything is still on track and will be finished soon. We are still currently working on virtual events for our students. These events will help our students to adjust to their school culture during COVID-19, such as, Have A Connection, Self-Care, Financial Literacy, Self Defense, and Word Games. We will also continue our tutoring services for our students upon request. We are also working on our APR and will be finished before our deadline.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

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

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

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

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

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

Sent out student worker evaluations to student worker supervisors.

Recruitment & Advisement

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

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

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

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

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

Student Success Center

Mindy Ashby—Director of Student Success Center

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

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

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

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Student Support Services

Amber Suggs—TRiO Student Support Services Director

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

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

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

Vice President of Student Success and Services

Dr. Lisa Price—Vice President

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

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

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

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

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Dr. Price has been joining Dr. Taylor with his conversations with students. Their input will be used as we move forward in planning student support services, course schedules, curriculum, online services, and all that we do. With each conversation, it seems that they are timid at first but warm up. As the students get used to having these conversations regularly and having the opportunity to offer input, it is hopeful that they will be more open and not afraid to offer suggestions for improvement as well as tell us what they love about being a student at SCC!

Dr. Lisa Price

Interim Vice President of Student Success and Services

11/10/2020

Date

Financial & Campus Operations – Brandy Woods

State Payment Update

The state currently owes for November Equalization and Base Operating.

Facilities

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

Business Service Department

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

IT Department

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

Human Resources

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

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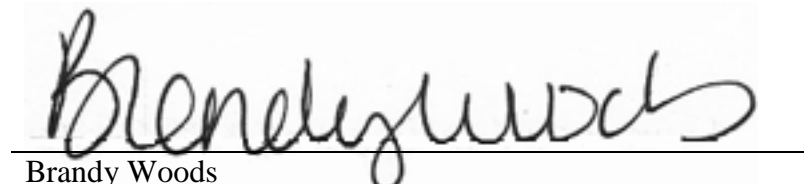
Bookstore

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

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

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

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



Brandy Woods
Interim Vice President of Financial and Campus Operations

PR & Marketing Summary

November 2020 Google Analytics-

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

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

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

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

Facebook Analytics

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

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

Traditional Media Sources:

Coverage this month includes stories covering:

Local Food Drive Truck Driving Story

Federal Grant To Assist With K-12 Technology & Connectivity

President meeting with students at SCC

PTK Food Pantry Donation

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

Date	Outlet	Title	Local Ad Value	Local Viewership
10/8/2020 18:06	KFVS (CBS)	Heartland News @ 6	\$1,582.00	32713
			<i>Minutes Page</i>	<i>24 of 49</i>
10/8/2020 18:08	WSIL (ABC)	News 3 News at 6	\$1,493.40	46962

10/8/2020 18:08	WSIL (ABC)	News 3 News at 6	\$1,493.40	46962
10/23/2020 22:00	WSIL (ABC)	News 3 News at 10	\$1,305.00	22275
10/29/2020 17:09	WSIL (ABC)	News 3 News at 5	\$245.85	6016
10/30/2020 5:12	WSIL (ABC)	News 3 News This Morning	\$31.05	74
10/30/2020 6:04	WSIL (ABC)	News 3 News This Morning	\$32.81	1516
10/30/2020 7:56	WSIL (ABC)	Good Morning America	\$332.91	11959
10/30/2020 8:58	WPSD (NBC)	Today	\$559.04	14260
		TOTALS	\$7,075.45	182737

Synopsis

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

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

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



Full 2 minute Meet Connor & Sheletha



Full 2 minute Meet Nigel & Brandy



30 Second TV Spot Connor & Sheletha



30 Second TV Spot Connor & Sheletha

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Saints Foundation Executive Directors Report

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

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

Relative to Scholarships: Due to the recent tragic accident involving local students, our meeting with Guidance Counselors was postponed. That meeting will be with all the District High School Counselors to provide a basic training on the process for students to apply for scholarships. With a new process, the better they are informed, the better they will be able to assist their students. Our goal is to make the process as seamless as possible.

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

In early November we launched our Annual Giving Campaign. We are just getting in our first donations, which are positive. We encourage individuals to make donations to the campaign, including current and prospective donors, Trustees, Foundation Board Members and others. The Saints Foundation is excited to announce these initiatives, as most are new for both the Foundation and the College in order to truly serve the SCC family. If you, or someone you know, have not already donated, please let us know if you need a form to complete.

Areas of giving are:

The Wishing Well Fund

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

Student and Employee Support Fund

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

The Cupboard Food Pantry

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

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G. ICCTA Report

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

2021 State Legislative Goals

Local control of community colleges

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

Equitable funding for community college operations

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

Equity in higher education

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

MAP funding set-aside

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

Baccalaureate degrees

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

Funding for capital construction projects

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

Additional information was shared on the following topics of interest.

Failure of the graduated income tax amendment may result in a 5 to 8 percent cut for Illinois Community Colleges over the next two years;

The Illinois Community College Board plans to offer a webinar on enrollment strategies, in response to the system's 13.7 percent drop in fall 2020 enrollment;

Community college trustees may soon be appointed to the ICCB board and the [Illinois Board of Higher Education's Strategic Planning Advisory Committee](#);

The Illinois Community College Marketing Collaborative has selected a consultant to develop a statewide media campaign for fall 2021;

The "housekeeping" amendments to the ICCTA Bylaws and Operations Manual included in my November report were approved.

An item of interest discussed in the ICCTA GOVERNMENT RELATIONS AND PUBLIC POLICY Committee Meeting is the publication of the IDPH Mass Vaccination Distribution Planning Guide. The guide is designed to provide a plan for the distribution of a COVID-19 vaccine when it becomes available. The link to the guide is <http://dph.illinois.gov/sites/default/files/COVID19/10.16.20%20Mass%20Vaccination%20Planning.pdf>

Upcoming Events

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

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

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

VII. Reports

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

VIII. Action and Discussion Items

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

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees’ Employment pursuant to [5 ILCS 120/2](#) (c)(1)
- B. Consideration of Ratification of Employment of Adjunct Faculty for the Fall 2020 Semester. Attachment #4
- C. Consideration of Approval to Transfer of Full-Time Employees to Alternate Position Services
- D. Consideration of Approval to Hire a Full-Time Librarian Attachment #5
- E. Consideration of Approval to Hire a Full-Time Bookstore Assistant Attachment #6
- F. Consideration of Approval to Hire a Full-Time Nursing Instructor Attachment #7
- G. Consideration of Approval to Hire a Talent Search Academic Specialist Attachment #8.
- H. Consideration of Approval to Hire a Financial & College Operations Consultant Attachment #9

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Executive Session - Continued

Consideration of Executive Session Minutes to Determine Continued Confidentiality

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)

Consideration of Retirement of Full-Time Employee Attachment #10

Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2](#) (c)(11)

Action and Discussion on Executive Session Items

Consideration of Extension, Alteration, Performance, or Compensation of Employees’

Employment pursuant to [5 ILCS 120/2](#) (c)(1)

Consideration of Ratification of Employment of Adjunct Faculty for the Fall 2020 Semester. – Attachment #4

Consideration of Approval to Transfer of Full-Time Employees to Alternate Position Services

Consideration of Approval to Hire a Full-Time Librarian Attachment #5

Consideration of Approval to Hire a Full-Time Bookstore Assistant Attachment #6

Consideration of Approval to Hire a Full-Time Nursing Instructor – Attachment #7

Consideration of Approval to Hire a Talent Search Academic Specialist Attachment #8

Consideration of Approval to Hire a Financial and College Operations Consultant – Attachment #9

Consideration of Executive Session Minutes to Determine Continued Confidentiality

Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College

Consideration of Retirement of Full-Time Employee Attachment #10

Consideration of Items That May Lead or Have Led to Litigation

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MOTION NO. 3

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

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 4

CONSIDERATION OF PROPOSED TAX LEVY

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 5

CONSIDERATION OF FALL 2020 GRADUATION LIST

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 6

CONSIDERATION OF APPROVAL OF TREASURER'S BOND

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 7

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

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8
IX. EXECUTIVE SESSION

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

Consideration of Extension, Alteration, Performance, or Compensation of Employees’
Employment pursuant to [5 ILCS 120/2](#) (c)(1)

Consideration of Ratification of Employment of Adjunct Faculty for the Fall 2020 Semester.
Attachment #4

Consideration of Approval to Transfer of Full-Time Employees to Alternate Position Services

Consideration of Approval to Hire a Full-Time Librarian Attachment #5

Consideration of Approval to Hire a Full-Time Bookstore Assistant Attachment #6

Consideration of Approval to Hire a Full-Time Nursing Instructor Attachment #7

Consideration of Approval to Hire a Talent Search Academic Specialist Attachment #8.

Consideration of Approval to Hire a Financial & College Operations Consultant Attachment #9

Consideration of Executive Session Minutes to Determine Continued Confidentiality

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)

Consideration of Retirement of Full-Time Employee Attachment #10

C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2](#) (c)(11)

On roll call vote, the members voted as follows:

Mr. James Darden - Yes

Mr. John Windings - Yes

Ms. Cathy Belcher - Yes

Mr. Michael McMahan - Yes

Mr. Steven Etter, (advisory vote) - Yes

Ms. Andrea Witthoft - Yes

Mr. Steve Heisner - Yes

Mr. Randall Rushing - Yes

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

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MOTION NO. 9

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 10

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 11

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

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 12

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

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 13

CONSIDERATION OF APPROVAL TO HIRE FULL-TIME LIBRARIAN

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 14

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

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 15

CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME NURSING INSTRUCTOR

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 16

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

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 17

CONSIDERATION OF APPROVAL TO HIRE A FINANCIAL & COLLEGE OPERATIONS CONSULTANT

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 18

CONSIDERATION OF EXECUTIVE SESSION MINUTES

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 19

DISCUSSION OF COLLECTIVE BARGAINING

A motion was made by _____ and seconded by _____

NO DISCUSSION

On roll call vote, the members voted as follows:

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

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

MOTION NO. 20

CONSIDERATION OF RETIREMENT OF FULL-TIME EMPLOYEE

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

On roll call vote, the members voted as follows:

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

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

XI. Adjournment

MOTION NO. 21

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

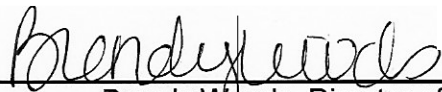
On roll call vote, the members voted as follows:

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

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

Shawnee Community College

Fund	11/1/2020 Beg. Balance	November Receipts/Adj.	November Expenditures/Adj.	11/30/2020 Ending Balance
Education	7,889,220.38	520,905.04	1,340,806.11	7,069,319.31
Building	2,975,215.77	215,637.66	140,013.08	3,050,840.35
Working Cash	5,031,382.29	179.72	0.00	5,031,562.01
Restricted Building	975,503.88	76,863.00	0.00	1,052,366.88
Bond & Interest	1,108,276.03	587,785.07	1,696,000.00	61.10
Auxiliary Enterprise	399,481.15	845.22	83,123.76	317,202.61
Liab. Prot. Settlement	1,821,226.85	250,307.92	221,164.13	1,850,370.64
Audit	48,935.24	9,901.79	0.00	58,837.03
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	3,642.70	3,642.70	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	76,614.00	76,614.00	0.00
Special Grants	11,314.32	115,217.03	116,680.57	9,850.78
Trust & Agency	211,168.21	453.81	204.00	211,418.02
Total	20,485,724.73	1,858,352.96	3,678,248.35	18,665,829.34



Brandy Woods, Director of Business Services

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

<u>FUND</u>	<u>EXPENDITURES</u>
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)	<u>221,164.13</u>
GRAND TOTAL	<u>\$ 3,678,248.35</u>

Chairman _____

Secretary _____

Date

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73416	11/13/2020	Abbott, Autumn D.	1,454.90
73417	11/13/2020	Abell Castlebery, Heather A.	221.13
73418	11/13/2020	Adkinson, Shelby E.	1,737.07
73419	11/13/2020	Armstrong, Lori A.	2,484.80
73420	11/13/2020	Ashby, Malinda J.	1,552.48
73421	11/13/2020	Askew, Jipaum S.	2,140.66
73422	11/13/2020	Austin, David C.	213.31
73423	11/13/2020	Basler, Joella	2,575.59
73424	11/13/2020	Betts, Robert G.	2,641.69
73425	11/13/2020	Betts, Teale M.	1,797.85
73426	11/13/2020	Black, David E.	2,470.65
73427	11/13/2020	Black, Sabrina L.	1,319.03
73428	11/13/2020	Bleyer, Christina	227.32
73429	11/13/2020	Boyd, Danielle N.	1,634.17
73430	11/13/2020	Bradley, Craig	2,151.08
73431	11/13/2020	Brahler, Monica J.	2,486.55
73432	11/13/2020	Brown, Amanda S.	1,597.19
73433	11/13/2020	Brown, Brenda R.	2,210.63
73434	11/13/2020	Brown, Donna R.	1,249.99
73435	11/13/2020	Canter, Lora	484.38
73436	11/13/2020	Capps, Tamara K.	2,272.87
73437	11/13/2020	Carmichael, Thomas	325.03
73438	11/13/2020	Chamness, Virginia S.	1,093.74
73439	11/13/2020	Clark, Christopher A.	2,898.40
73440	11/13/2020	Clark, Lora L.	1,347.24
73441	11/13/2020	Copeland, Vyta N.	260.05
73442	11/13/2020	Cornelious Weldon, Leslie A.	1,671.42
73443	11/13/2020	Crowe, Beth A.	1,756.28
73444	11/13/2020	Curphy, Kathleen	3,054.45
73445	11/13/2020	Davault, Christopher R.	412.84
73446	11/13/2020	Davis, Christy R.	260.05
73447	11/13/2020	Davis, Evelyn D.	972.71
73448	11/13/2020	Diemer, Cheri L.	1,585.35
73449	11/13/2020	Dillow, Rhonda L.	1,267.07
73450	11/13/2020	Dollins, Judith A.	1,546.82
73451	11/13/2020	Drury, Connie F.	2,197.25
73452	11/13/2020	Dudley, Tina M.	1,108.97

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73453	11/13/2020	Dunlap, Stephanie M.	1,043.76
73454	11/13/2020	Fehrenbacher, Dwayne J.	2,088.84
73455	11/13/2020	Fontana, Sandy L.	1,882.08
73456	11/13/2020	Forthman, Emily B.	2,026.41
73457	11/13/2020	Frizzell, Timothy A.	1,984.51
73458	11/13/2020	Gerard, Anthony S.	2,713.73
73459	11/13/2020	Goforth, Charles B.	1,473.26
73460	11/13/2020	Gordon, Beatrice	944.38
73461	11/13/2020	Hamilton Smith, Jacqueline	1,121.61
73462	11/13/2020	Harner, Ginger R.	2,363.92
73463	11/13/2020	Harrell, Rachel R.	1,276.12
73464	11/13/2020	Harris, Wendy D.	2,047.47
73465	11/13/2020	Herren, Jennifer K.	1,251.85
73466	11/13/2020	Hill, Ayan	780.53
73467	11/13/2020	Hill, Tanya S.	1,655.81
73468	11/13/2020	Hines, Lorena M.	1,830.09
73469	11/13/2020	Holland, Micah C.	664.22
73470	11/13/2020	Howard, Eric	1,563.20
73471	11/13/2020	Ingram, Caleb W.	929.51
73472	11/13/2020	Jennings, Kelly D.	1,951.66
73473	11/13/2020	Jerrell, Ricky L.	1,245.84
73474	11/13/2020	Johnson, Lindsay B.	1,884.94
73475	11/13/2020	Johnson, Tracey L.	1,788.10
73476	11/13/2020	King, Erin R.	2,253.75
73477	11/13/2020	Koch, Donald N.	2,337.20
73478	11/13/2020	Lingle, Randy W.	1,840.55
73479	11/13/2020	Lucas, Robert	1,835.09
73480	11/13/2020	Luttenbacher, Melissa E.	1,095.49
73481	11/13/2020	Luttrell, Denise	1,043.26
73482	11/13/2020	Malone, Sherrie D.	2,329.18
73483	11/13/2020	Mason, Gregory K.	2,253.37
73484	11/13/2020	McGinnis, Connie R.	2,233.66
73485	11/13/2020	McGoy, Karen M.	1,794.51
73486	11/13/2020	McNally, Michael	1,849.08
73487	11/13/2020	Meyer, Lisa F.	1,251.90
73488	11/13/2020	Meyers, Kaylyn L.	1,095.95
73489	11/13/2020	Mishler, Shelye	221.13

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73490	11/13/2020	Morris, Joseph A.	2,405.46
73491	11/13/2020	Nicolaides, Ian A.	2,224.91
73492	11/13/2020	Nodeen, Marsha K.	410.78
73493	11/13/2020	Pearman, Allen W.	257.99
73494	11/13/2020	Pender, Derek S.	1,701.66
73495	11/13/2020	Poat, Erica R.	444.32
73496	11/13/2020	Price, Lisa L.	2,567.19
73497	11/13/2020	Reach, Mindy J.	1,490.11
73498	11/13/2020	Ribbing, Sheryl L.	1,956.51
73499	11/13/2020	Rivera, John J.	1,367.83
73500	11/13/2020	Rouse, Felicia	1,443.97
73501	11/13/2020	Salazar, Becky	225.25
73502	11/13/2020	Sander, Phyllis J.	2,541.94
73503	11/13/2020	Sauerbrunn, Kayla R.	2,040.72
73504	11/13/2020	Sheffer, Amy L.	2,026.95
73505	11/13/2020	Sheffer, Susan R.	605.45
73506	11/13/2020	Shelby, Kristin N.	2,428.73
73507	11/13/2020	Sheppard, Gregory S.	1,722.14
73508	11/13/2020	Smith, Wanda R.	2,921.48
73509	11/13/2020	Smith Fulia, Jesse R.	1,856.65
73510	11/13/2020	Sparks, John R.	2,328.16
73511	11/13/2020	Stalions, Terry R.	384.64
73512	11/13/2020	Steinmetz, Rebecca L.	1,183.28
73513	11/13/2020	Story, Hayley M.	1,672.08
73514	11/13/2020	Stoup, William R.	1,749.03
73515	11/13/2020	Suggs, Amber	1,759.40
73516	11/13/2020	Taylor, Timothy	13,434.39
73517	11/13/2020	Terbrak, Darlene R.	377.26
73518	11/13/2020	Thornsberry, Ryan J.	2,031.43
73519	11/13/2020	Van Meter, Jonathan L.	1,543.39
73520	11/13/2020	VanAlstine, Lee F.	1,791.52
73521	11/13/2020	Vaughn Doom, Anna	1,708.41
73522	11/13/2020	Vellella, Christopher A.	2,191.70
73523	11/13/2020	Wall, Janice	444.33
73524	11/13/2020	Walton, James L.	1,959.69
73525	11/13/2020	Whitnel, Brett P.	1,522.82
73526	11/13/2020	Williams, Michelle L.	968.61

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73527	11/13/2020	Woods, Brandy S.	3,174.50
73528	11/13/2020	Woolridge, Robert E.	2,211.46
73529	11/13/2020	Wright, Christina D.	1,577.00
73530	11/13/2020	Amis, Shelby L.	45.27
73531	11/13/2020	Amis, Terrell W.	753.28
73532	11/13/2020	Bell, Bethany R.	142.57
73533	11/13/2020	Bigham, Jordan	95.05
73536	11/13/2020	Crites, Marilyn M.	1,185.35
73537	11/13/2020	Daley, Trishawna B.	151.91
73538	11/13/2020	Davis, Carrie B.	980.94
73539	11/13/2020	Farris, Dale A.	377.58
73540	11/13/2020	Fisher, Stephanie J.	447.15
73541	11/13/2020	Hannan, Rachel A.	702.42
73542	11/13/2020	Harris, Julian M.	98.28
73543	11/13/2020	Hayes, Stephanie	746.44
73544	11/13/2020	Hefner, Cynthia L.	1,026.67
73545	11/13/2020	Hefner, Monte K.	1,211.93
73546	11/13/2020	Honn, Gene A.	1,614.89
73547	11/13/2020	House, Trista	76.04
73548	11/13/2020	Johnson, Carl D.	270.80
73549	11/13/2020	Johnson, Harold C.	162.88
73550	11/13/2020	Johnson Adams, Dora J.	697.50
73551	11/13/2020	Kern, Gracen E.	483.79
73552	11/13/2020	Korte, Rhea C.	742.31
73553	11/13/2020	Lewis, Jan F.	1,148.29
73554	11/13/2020	Matthews, Brittany R.	627.60
73555	11/13/2020	McNichols, Randy J.	630.95
73556	11/13/2020	Miller, John P.	959.82
73557	11/13/2020	Phillips, Alyvea R.	412.38
73558	11/13/2020	Price, Lisa L.	2,480.04
73559	11/13/2020	Riley, Nicholas A.	509.51
73560	11/13/2020	Sims, Marcelle	555.95
73561	11/13/2020	Stecher, Beverly A.	423.14
73562	11/13/2020	Sweitzer, Mary E.	134.75
73563	11/13/2020	Sweitzer, Samantha	232.18
73564	11/13/2020	Thompson, Chevis L.	702.90
73565	11/13/2020	Turner, Gregory	804.13

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73566	11/13/2020	Worley, Blake	228.12
73567	11/13/2020	Yewell, Sonia M.	1,169.91
73568	11/24/2020	Abbott, Autumn D.	1,331.44
73569	11/24/2020	Abell Castlebery, Heather A.	221.13
73570	11/24/2020	Adkinson, Shelby E.	1,626.03
73571	11/24/2020	Armstrong, Lori A.	2,484.80
73572	11/24/2020	Ashby, Malinda J.	1,440.66
73573	11/24/2020	Askew, Jipaum S.	2,034.99
73574	11/24/2020	Austin, David C.	213.31
73575	11/24/2020	Basler, Joella	2,503.21
73576	11/24/2020	Betts, Robert G.	2,641.69
73577	11/24/2020	Betts, Teale M.	1,692.11
73578	11/24/2020	Black, David E.	2,470.65
73579	11/24/2020	Black, Sabrina L.	1,114.50
73580	11/24/2020	Bleyer, Christina	227.32
73581	11/24/2020	Boyd, Danielle N.	1,449.73
73582	11/24/2020	Bradley, Craig	1,946.55
73583	11/24/2020	Brahler, Monica J.	2,366.05
73584	11/24/2020	Brown, Amanda S.	1,597.19
73585	11/24/2020	Brown, Brenda R.	2,104.97
73586	11/24/2020	Brown, Donna R.	1,129.48
73587	11/24/2020	Canter, Lora	484.38
73588	11/24/2020	Capps, Tamara K.	2,167.13
73589	11/24/2020	Carmichael, Thomas	325.03
73590	11/24/2020	Chamness, Virginia S.	870.50
73591	11/24/2020	Clark, Christopher A.	2,777.90
73592	11/24/2020	Clark, Lora L.	1,223.78
73593	11/24/2020	Copeland, Vyta N.	260.05
73594	11/24/2020	Cornelious Weldon, Leslie A.	1,565.67
73595	11/24/2020	Crowe, Beth A.	1,756.28
73596	11/24/2020	Curphy, Kathleen	2,950.46
73597	11/24/2020	Davault, Christopher R.	412.84
73598	11/24/2020	Davis, Christy R.	260.05
73599	11/24/2020	Davis, Evelyn D.	852.20
73600	11/24/2020	Diemer, Cheri L.	1,585.35
73601	11/24/2020	Dillow, Rhonda L.	1,267.07
73602	11/24/2020	Dollins, Judith A.	1,546.82

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73603	11/24/2020	Drury, Connie F.	1,992.72
73604	11/24/2020	Dudley, Tina M.	924.53
73605	11/24/2020	Dunlap, Stephanie M.	923.26
73606	11/24/2020	Fehrenbacher, Dwayne J.	2,088.84
73607	11/24/2020	Fontana, Sandy L.	1,882.08
73608	11/24/2020	Forthman, Emily B.	1,905.90
73609	11/24/2020	Frizzell, Timothy A.	1,864.01
73610	11/24/2020	Gerard, Anthony S.	2,593.22
73611	11/24/2020	Goforth, Charles B.	1,352.75
73612	11/24/2020	Gordon, Beatrice	820.93
73613	11/24/2020	Hamilton Smith, Jacqueline	1,001.11
73614	11/24/2020	Harner, Ginger R.	2,258.18
73615	11/24/2020	Harrell, Rachel R.	1,170.06
73616	11/24/2020	Harris, Wendy D.	1,941.73
73617	11/24/2020	Herren, Jennifer K.	1,131.22
73618	11/24/2020	Hill, Ayan	780.53
73619	11/24/2020	Hill, Tanya S.	1,655.81
73620	11/24/2020	Hines, Lorena M.	1,724.35
73621	11/24/2020	Holland, Micah C.	664.22
73622	11/24/2020	Howard, Eric	1,563.20
73623	11/24/2020	Ingram, Caleb W.	745.08
73624	11/24/2020	Jennings, Kelly D.	1,831.15
73625	11/24/2020	Jerrell, Ricky L.	1,124.78
73626	11/24/2020	Johnson, Lindsay B.	1,779.21
73627	11/24/2020	Johnson, Tracey L.	1,788.10
73628	11/24/2020	King, Erin R.	1,510.04
73629	11/24/2020	Koch, Donald N.	2,216.69
73630	11/24/2020	Lingle, Randy W.	1,840.55
73631	11/24/2020	Lucas, Robert	1,835.09
73632	11/24/2020	Luttenbacher, Melissa E.	1,095.49
73633	11/24/2020	Luttrell, Denise	1,043.26
73634	11/24/2020	Malone, Sherrie D.	2,124.66
73635	11/24/2020	Mason, Gregory K.	2,253.37
73636	11/24/2020	McGinnis, Connie R.	2,127.59
73637	11/24/2020	McGoy, Karen M.	1,794.51
73638	11/24/2020	McNally, Michael	1,849.08
73639	11/24/2020	Meyer, Lisa F.	1,128.44

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73640	11/24/2020	Meyers, Kaylyn L.	993.48
73641	11/24/2020	Mishler, Shelye	221.13
73642	11/24/2020	Morris, Joseph A.	2,285.03
73643	11/24/2020	Nicolaides, Ian A.	2,119.17
73644	11/24/2020	Nodeen, Marsha K.	410.78
73645	11/24/2020	Pearman, Allen W.	257.99
73646	11/24/2020	Pender, Derek S.	1,580.00
73647	11/24/2020	Poat, Erica R.	444.32
73648	11/24/2020	Price, Lisa L.	3,366.39
73649	11/24/2020	Reach, Mindy J.	1,331.50
73650	11/24/2020	Ribbing, Sheryl L.	1,863.43
73651	11/24/2020	Rivera, John J.	1,188.32
73652	11/24/2020	Rouse, Felicia	1,323.53
73653	11/24/2020	Salazar, Becky	225.25
73654	11/24/2020	Sander, Phyllis J.	2,469.56
73655	11/24/2020	Sauerbrunn, Kayla R.	2,040.72
73656	11/24/2020	Sheffer, Amy L.	2,026.95
73657	11/24/2020	Sheffer, Susan R.	605.45
73658	11/24/2020	Shelby, Kristin N.	2,322.99
73659	11/24/2020	Sheppard, Gregory S.	1,607.96
73660	11/24/2020	Smith, Wanda R.	2,800.97
73661	11/24/2020	Smith Fulia, Jesse R.	1,774.14
73662	11/24/2020	Sparks, John R.	2,222.42
73663	11/24/2020	Stalions, Terry R.	384.64
73664	11/24/2020	Steinmetz, Rebecca L.	1,183.28
73665	11/24/2020	Story, Hayley M.	1,551.57
73666	11/24/2020	Stoup, William R.	1,423.15
73667	11/24/2020	Suggs, Amber	1,650.87
73668	11/24/2020	Taylor, Timothy	4,897.66
73669	11/24/2020	Terbrak, Darlene R.	377.26
73670	11/24/2020	Thornsberry, Ryan J.	1,826.90
73671	11/24/2020	Van Meter, Jonathan L.	1,422.88
73672	11/24/2020	VanAlstine, Lee F.	1,709.02
73673	11/24/2020	Vaughn Doom, Anna	1,501.83
73674	11/24/2020	Vellella, Christopher A.	2,085.96
73675	11/24/2020	Vines, Deborah	1,019.64
73676	11/24/2020	Wall, Janice	444.33

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73677	11/24/2020	Walton, James L.	1,839.19
73678	11/24/2020	Whitnel, Brett P.	1,417.08
73679	11/24/2020	Williams, Michelle L.	848.10
73680	11/24/2020	Woods, Brandy S.	3,174.50
73681	11/24/2020	Woolridge, Robert E.	2,105.72
73682	11/24/2020	Wright, Christina D.	1,456.49
73683	11/24/2020	Amis, Shelby L.	72.44
73684	11/24/2020	Amis, Terrell W.	753.28
73685	11/24/2020	Ballard, Melanie T.	378.20
73686	11/24/2020	Bell, Bethany R.	202.94
73687	11/24/2020	Bigham, Jordan	57.03
73688	11/24/2020	Brown, Halli M.	242.38
73689	11/24/2020	Burgess, Michael	836.31
73690	11/24/2020	Crites, Marilyn M.	1,044.97
73691	11/24/2020	Daley, Trishawna B.	114.06
73692	11/24/2020	Davis, Carrie B.	859.52
73693	11/24/2020	Farris, Dale A.	620.79
73694	11/24/2020	Fisher, Stephanie J.	369.53
73695	11/24/2020	Hannan, Rachel A.	643.90
73696	11/24/2020	Harris, Julian M.	82.41
73697	11/24/2020	Hayes, Stephanie	544.06
73698	11/24/2020	Hefner, Cynthia L.	764.33
73699	11/24/2020	Hefner, Monte K.	903.98
73700	11/24/2020	Honn, Gene A.	1,536.19
73701	11/24/2020	Johnson, Carl D.	270.80
73702	11/24/2020	Johnson, Harold C.	87.40
73703	11/24/2020	Johnson Adams, Dora J.	597.29
73704	11/24/2020	Kern, Gracen E.	84.30
73705	11/24/2020	Korte, Rhea C.	580.40
73706	11/24/2020	Lewis, Jan F.	854.83
73707	11/24/2020	Matthews, Brittany R.	581.48
73708	11/24/2020	McNichols, Randy J.	693.84
73709	11/24/2020	Miller, John P.	959.82
73710	11/24/2020	Phillips, Alyvea R.	319.93
73711	11/24/2020	Price, Lisa L.	503.11
73712	11/24/2020	Riley, Nicholas A.	593.09
73713	11/24/2020	Sims, Marcelle	328.38

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
73714	11/24/2020	Sommer, Gary H.	258.47
73715	11/24/2020	Stecher, Beverly A.	342.50
73716	11/24/2020	Sweitzer, Mary E.	113.86
73717	11/24/2020	Sweitzer, Samantha	232.18
73718	11/24/2020	Thompson, Chevis L.	381.39
73719	11/24/2020	Toman, Sierra N.	114.06
73720	11/24/2020	Turner, Gregory	499.84
73721	11/24/2020	Yewell, Sonia M.	869.25
96978	11/13/2020	Carlson, Kenneth P.	526.28
96979	11/13/2020	Carver, Justin R.	448.45
96980	11/13/2020	Christie, Roberta L.	2,225.39
96981	11/13/2020	Corbit, Nathan L.	257.99
96982	11/13/2020	Dillow, Kimberly D.	262.11
96983	11/13/2020	Faulkner, Christina L.	1,069.10
96984	11/13/2020	Hawkins, Robert	476.61
96985	11/13/2020	McKeown, Jayson D.	503.37
96986	11/13/2020	Meyer, Brian A.	372.68
96987	11/13/2020	Seyer, Jonathan	223.19
96988	11/13/2020	Simpson, Stacy J.	1,281.89
96989	11/13/2020	Stark, Karen L.	859.47
96990	11/13/2020	Starling, Randy D.	1,551.72
96991	11/13/2020	Thornton, Janet	1,096.63
96992	11/13/2020	Vincent, Connie M.	746.18
96993	11/13/2020	Vines, Deborah	489.14
96994	11/13/2020	Allen, Ashley K.	163.29
96995	11/13/2020	Daley, Tishawna	114.06
96996	11/13/2020	Halvorsen, Cassidy	151.91
96997	11/13/2020	Hosman, Lydia R.	107.60
96998	11/13/2020	Jackson, Peggy D.	108.48
96999	11/13/2020	Jackson, Robert L.	151.91
97000	11/13/2020	James, Shaian	151.91
97001	11/13/2020	Johnson, Carl W.	61.17
97002	11/13/2020	Kern, Kyle D.	584.60
97003	11/13/2020	Reichert, Joellen	474.85
97004	11/13/2020	Reichert, Kendall F.	913.54
97005	11/13/2020	Ryan, Colin T.	652.93
97006	11/13/2020	Stubblefield, Vernon	223.17

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97007	11/13/2020	Tondevold, Meagan	177.95
97008	11/13/2020	Tucker, Jaylynn	23.76
97009	11/13/2020	Ward, Christopher	177.42
97010	11/13/2020	Woods, Sandi N.	134.47
97011	11/24/2020	Carlson, Kenneth P.	526.28
97012	11/24/2020	Carver, Justin R.	448.45
97013	11/24/2020	Christie, Roberta L.	2,119.66
97014	11/24/2020	Corbit, Nathan L.	257.99
97015	11/24/2020	Dillow, Kimberly D.	262.11
97016	11/24/2020	Faulkner, Christina L.	948.59
97017	11/24/2020	Hawkins, Robert	476.61
97018	11/24/2020	Meyer, Brian A.	372.68
97019	11/24/2020	Seyer, Jonathan	223.19
97020	11/24/2020	Simpson, Stacy J.	1,161.40
97021	11/24/2020	Stark, Karen L.	859.47
97022	11/24/2020	Starling, Randy D.	1,551.72
97023	11/24/2020	Thornton, Janet	1,096.63
97024	11/24/2020	Vincent, Connie M.	746.18
97025	11/24/2020	Allen, Ashley K.	163.29
97026	11/24/2020	Daley, Tishawna	76.04
97027	11/24/2020	Elliott, Timothy W.	142.29
97028	11/24/2020	Halvorsen, Cassidy	151.91
97029	11/24/2020	Hannan, Amanda N.	133.72
97030	11/24/2020	Hosman, Lydia R.	80.70
97031	11/24/2020	Jackson, Robert L.	151.91
97032	11/24/2020	James, Shaian	151.91
97033	11/24/2020	Johnson, Carl W.	69.92
97034	11/24/2020	Kern, Kyle D.	57.29
97035	11/24/2020	Reichert, Joellen	490.60
97036	11/24/2020	Reichert, Kendall F.	1,022.97
97037	11/24/2020	Ryan, Colin T.	603.27
97038	11/24/2020	Stubblefield, Vernon	171.34
97039	11/24/2020	Tondevold, Meagan	90.00
97040	11/24/2020	Tucker, Jaylynn	51.33
97041	11/24/2020	Vincent, Connie M.	17.78
97042	11/24/2020	Ward, Christopher	168.92
97043	11/24/2020	Woods, Sandi N.	63.84
Total			\$ 445,717.18

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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: 11/01/2020 - PERIOD ENDING: 11/30/2020

1

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
0022705	11/09/20	Reconciled	0350451	AFLAC Attn Remittance Processi	561.72	
0022706	11/09/20	Reconciled	0350452	American Century Investments	131.75	
0022707	11/09/20	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0022708	11/09/20	Outstanding	0167036	Bluecross Blueshield of Illino	27,155.46	
0022709	11/09/20	Outstanding	0300121	Continental American Insurance	36.41	
0022710	11/09/20	Outstanding	0300145	Delta Dental of Illinois-Risk	957.39	
0022711	11/09/20	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	36,744.74	
0022712	11/09/20	Outstanding	0300160	EMC National Life Company	13.63	
0022713	11/09/20	Reconciled	0350456	Fiduciary Trust Intl of the So	37.50	
0022714	11/09/20	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,767.10	
0022715	11/09/20	Outstanding	0350459	Kentucky State Treasurer	995.97	
0022716	11/09/20	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0022717	11/09/20	Reconciled	0351562	Saints Foundation	110.00	
0022718	11/09/20	Reconciled	0350462	The Anna-Jonesboro National Ba	1,424.14	
0022719	11/09/20	Outstanding	0300072	State Universities Retirement	25,173.21	
0022720	11/09/20	Outstanding	0300052	Sun Life Financial	917.66	
0022721	11/09/20	Outstanding	0300052	Sun Life Financial	215.60	
0022722	11/09/20	Outstanding	0300052	Sun Life Financial	278.61	
0022723	11/09/20	Outstanding	0300052	Sun Life Financial	177.59	
0022724	11/09/20	Outstanding	0300052	Sun Life Financial	330.96	
0022725	11/09/20	Reconciled	0300046	VALIC	25.00	
0022726	11/09/20	Outstanding	0300039	Washington National Ins. Co.	62.90	
0022759	11/10/20	Reconciled	0350630	Alliance Screening & Occupatio	1,003.30	
0022760	11/10/20	Reconciled	0300013	Ameren Illinois	1,592.59	
0022761	11/10/20	Reconciled	0284058	Mr. Terrell W. Amis	46.58	
0022762	11/10/20	Reconciled	0353413	Cairo Historical Association	500.00	
0022763	11/10/20	Reconciled	0300080	Canon Financial Services, Inc.	98.00	
0022764	11/10/20	Reconciled	0300212	ILCARRICOTTHREE, LLC	5,330.00	
0022765	11/10/20	Reconciled	0351666	Cellco Partnership	7,462.92	
0022766	11/10/20	Reconciled	0350736	The Chronicle of Higher Educat	476.00	
0022767	11/10/20	Reconciled	0300104	City of Anna	214.88	
0022768	11/10/20	Reconciled	0300236	City of Metropolis	3,633.10	
0022769	11/10/20	Reconciled	0300118	Connie Sue's Restaurant Corpor	64.00	
0022770	11/10/20	Reconciled	0300206	Mr. Dana Cross	250.00	
0022771	11/10/20	Reconciled	0300127	Crowdus Maintenance & Cleaning	30,687.50	
0022772	11/10/20	Reconciled	0248866	Judith A. Dollins	73.83	
0022773	11/10/20	Reconciled	0300170	Fort Massac Water District	1,349.68	
0022774	11/10/20	Outstanding	0058758	Jacqueline Hamilton-Smith	314.82	
0022775	11/10/20	Reconciled	0353339	Richard Heuring	150.00	
0022776	11/10/20	Reconciled	0300194	Honey's Service Station & Tire	278.90	
0022777	11/10/20	Reconciled	0351002	Infinisource, Inc.	237.25	
0022778	11/10/20	Reconciled	0350632	J.J. Keller	109.27	

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December 12 2020
14:49SUMMARY CHECK REGISTER
FOR PERIOD STARTING: 11/01/2020 - PERIOD ENDING: 11/30/2020

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	PAYEE	CHECK AMOUNT	VOID AMOUNT
0022779	11/10/20	Reconciled	0352812	JE Boyd Consulting	8,250.00	
0022780	11/10/20	Reconciled	0156132	Melissa E. Luttenbacher	11.00	
0022781	11/10/20	Reconciled	0351033	Mimeo.Com, Inc.	150.00	
0022782	11/10/20	Reconciled	0351054	Orkin	85.00	
0022783	11/10/20	Reconciled	0105794	Kenneth A. Palmer	150.00	
0022784	11/10/20	Reconciled	0300151	Pearson Education	1,500.00	
0022785	11/10/20	Outstanding	0300146	Pick Up Mart	661.51	
0022786	11/10/20	Reconciled	0300142	Pitney Bowes Inc.	252.00	
0022787	11/10/20	Outstanding	0352753	Lisa L. Price	137.84	
0022788	11/10/20	Reconciled	0300133	Quill	532.76	
0022789	11/10/20	Reconciled	0350665	Remote-Learner Usa Inc	11,904.00	
0022790	11/10/20	Reconciled	0300109	Reppert's Office Supply	2,223.52	
0022791	11/10/20	Reconciled	0300108	Republic Services	195.22	
0022792	11/10/20	Reconciled	0020170	Schillers	88.20	
0022793	11/10/20	Outstanding	0264076	David Smithmier	75.00	
0022794	11/10/20	Outstanding	0196958	Southern 14 Workforce Investme	93.67	
0022795	11/10/20	Reconciled	0300076	Southern Illinois Electric Co	27,935.14	
0022796	11/10/20	Reconciled	0350893	Tobacco Road Tees	2,387.63	
0022797	11/10/20	Reconciled	0350805	Toshiba Financial Services	134.90	
0022798	11/10/20	Reconciled	0300050	UPS	55.27	
0022799	11/10/20	Reconciled	0350973	Xerox Financial Services LLC	222.50	
0022800	11/10/20	Reconciled	0300047	Yankee Book Peddler	16.19	
0022801	11/12/20	Outstanding	0300072	State Universities Retirement	2,621.63	
0022802	11/16/20	Outstanding	0300008	ACT Finance	24.00	
0022803	11/16/20	Outstanding	0351035	Advanced Digital Solutions	58.10	
0022804	11/16/20	Outstanding	0284058	Mr. Terrell W. Amis	96.60	
0022805	11/16/20	Outstanding	0300028	Association of Community Colle	3,437.00	
0022806	11/16/20	Reconciled	0300210	Mr. Rodney Brugger	580.00	
0022807	11/16/20	Reconciled	0011504	Burmax Company Inc.	409.11	
0022808	11/16/20	Reconciled	0300068	Bushue Human Resources, Inc.	72.00	
0022809	11/16/20	Reconciled	0011624	Cairo Public Utilities	1,102.73	
0022810	11/16/20	Reconciled	0300118	Connie Sue's Restaurant Corpor	249.00	
0022811	11/16/20	Reconciled	0300118	Connie Sue's Restaurant Corpor	825.00	
0022812	11/16/20	Reconciled	0300118	Connie Sue's Restaurant Corpor	104.25	
0022813	11/16/20	Reconciled	0140324	Beth A. Crowe	99.79	
0022814	11/16/20	Reconciled	0075260	Tina M. Dudley	298.85	
0022815	11/16/20	Outstanding	0350958	Robert L. Frazier	95.00	
0022816	11/16/20	Reconciled	0300174	Front Street Printing	434.32	
0022817	11/16/20	Reconciled	0300174	Front Street Printing	162.87	
0022818	11/16/20	Reconciled	0300174	Front Street Printing	108.58	
0022819	11/16/20	Reconciled	0353468	Seth Harness	75.00	
0022820	11/16/20	Reconciled	0353339	Richard Heuring	150.00	

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December 12 2020
14:49SUMMARY CHECK REGISTER
FOR PERIOD STARTING: 11/01/2020 - PERIOD ENDING: 11/30/2020

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

-----CHECK-----			VENDOR	CHECK	VOID
0022821	11/16/20	Outstanding	0300192 Hitterman's Merchandise Mart	25.35	
0022822	11/16/20	Reconciled	0300065 The Home Depot Pro	391.31	
0022823	11/16/20	Outstanding	0351070 Illinois American Water	209.94	
0022824	11/16/20	Reconciled	0300221 Johnson Controls, Inc.	1,765.67	
0022825	11/16/20	Reconciled	0300201 Johnson, Schneider & Ferrell,	4,850.00	
0022826	11/16/20	Reconciled	0161368 Lake Land College	101.03	
0022827	11/16/20	Reconciled	0353008 Litton Enterprises, Inc	9,060.30	
0022828	11/16/20	Reconciled	0350497 Lowe's	659.93	
0022829	11/16/20	Reconciled	0350515 Marianna	343.08	
0022830	11/16/20	Reconciled	0350699 MH Insurance Centre LLC	97,515.00	
0022831	11/16/20	Reconciled	0351569 Modern Office Connections	300.00	
0022832	11/16/20	Reconciled	0300259 NEVCO, Inc.	64.50	
0022833	11/16/20	Reconciled	0353441 Overhead Door Company of South	3,252.00	
0022834	11/16/20	Outstanding	0288706 Alexis N. Phillips	20.00	
0022835	11/16/20	Outstanding	0300133 Quill	191.96	
0022836	11/16/20	Reconciled	0078552 Kendall F. Reichert	249.68	
0022837	11/16/20	Reconciled	0350729 Rend Lake Plumbing	5,701.83	
0022838	11/16/20	Reconciled	0300109 Reppert's Office Supply	361.39	
0022839	11/16/20	Reconciled	0144844 Kayla R. Sauerbrunn	189.75	
0022840	11/16/20	Outstanding	0000001 Shawnee Community College	68.65	
0022841	11/16/20	Reconciled	0300087 SI Seed & Supply LLC	41.50	
0022842	11/16/20	Reconciled	0228416 Sommer Lawn Care	2,152.00	
0022843	11/16/20	Outstanding	0352913 Southern Illinois Piping Contr	36,505.28	
0022844	11/16/20	Reconciled	0300077 Southern Illinois Security Con	18,695.92	
0022845	11/16/20	Reconciled	0300077 Southern Illinois Security Con	19,648.32	
0022846	11/16/20	Reconciled	0082604 John R. Sparks	205.00	
0022847	11/16/20	Reconciled	0288060 Jaylynn Tucker	20.00	
0022848	11/16/20	Outstanding	0300050 UPS	25.78	
0022849	11/16/20	Reconciled	0166056 David A. Voigt	640.00	
0022850	11/16/20	Reconciled	0137858 Sean L. Whitnel	150.00	
0022851	11/16/20	Reconciled	0350973 Xerox Financial Services LLC	402.00	
0022852	11/16/20	Reconciled	0300047 Yankee Book Peddler	106.00	
0022853	11/16/20	Reconciled	0300047 Yankee Book Peddler	209.61	
0022909	11/19/20	Outstanding	0265472 Jipaum S. Askew	72.45	
0022910	11/19/20	Reconciled	0300064 BSN Sports	1,957.85	
0022911	11/19/20	Reconciled	0300064 BSN Sports	581.57	
0022912	11/19/20	Outstanding	0321243 Century High School	200.00	
0022913	11/19/20	Outstanding	0011896 Lynne M. Chambers	2,000.00	
0022914	11/19/20	Outstanding	0350668 Computerworks of Chicago, Inc.	1,952.65	
0022915	11/19/20	Reconciled	0300118 Connie Sue's Restaurant Corpor	270.00	
0022916	11/19/20	Reconciled	0300118 Connie Sue's Restaurant Corpor	185.00	
0022917	11/19/20	Outstanding	0300119 Consolidated Insurance Agency	44,500.00	

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14:49SUMMARY CHECK REGISTER
FOR PERIOD STARTING: 11/01/2020 - PERIOD ENDING: 11/30/2020

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

-----CHECK-----			VENDOR	CHECK	VOID
0022918	11/19/20	Outstanding	0351533 Constant Contact, Inc.	434.25	
0022919	11/19/20	Outstanding	0140324 Beth A. Crowe	21.17	
0022920	11/19/20	Outstanding	0285528 Kathleen Curphy	59.95	
0022921	11/19/20	Reconciled	0278186 Cheri L. Diemer	76.48	
0022922	11/19/20	Reconciled	0300158 Ellucian, Inc.	2,937.50	
0022923	11/19/20	Reconciled	0300158 Ellucian, Inc.	5,625.00	
0022924	11/19/20	Reconciled	0350812 Flag Source	227.76	
0022925	11/19/20	Reconciled	0350472 Frontier	33.73	
0022926	11/19/20	Reconciled	0350472 Frontier	371.80	
0022927	11/19/20	Reconciled	0350472 Frontier	236.03	
0022928	11/19/20	Reconciled	0300176 Gazette Democrat	467.50	
0022929	11/19/20	Reconciled	0300176 Gazette Democrat	42.00	
0022930	11/19/20	Reconciled	0351988 Gibbs Technology Leasing, Llc	840.08	
0022931	11/19/20	Reconciled	0351988 Gibbs Technology Leasing, Llc	630.05	
0022932	11/19/20	Outstanding	0058336 Beatrice Gordon	21.25	
0022933	11/19/20	Outstanding	0271262 Goreville High School	210.00	
0022934	11/19/20	Outstanding	0353474 Justin Growel	95.00	
0022935	11/19/20	Outstanding	0165876 Rachel A. Hannan	21.17	
0022936	11/19/20	Outstanding	0350511 Ingram Publisher	160.00	
0022937	11/19/20	Outstanding	0350993 KLG Grant Consultants	1,492.25	
0022938	11/19/20	Reconciled	0203292 Susan Loennecke	75.00	
0022939	11/19/20	Reconciled	0350479 MBS Textbook Exchange Inc	1,263.19	
0022940	11/19/20	Reconciled	0350479 MBS Textbook Exchange Inc	95.75	
0022941	11/19/20	Reconciled	0350479 MBS Textbook Exchange Inc	1,508.75	
0022942	11/19/20	Reconciled	0350479 MBS Textbook Exchange Inc	77.26	
0022943	11/19/20	Outstanding	0353480 National Social Scinece Press	45.00	
0022944	11/19/20	Reconciled	0300261 Sparklight Business	138.39	
0022945	11/19/20	Reconciled	0300152 Paducah Sun	2,015.00	
0022946	11/19/20	Outstanding	0300149 Phi Theta Kappa	65.00	
0022947	11/19/20	Outstanding	0300146 Pick Up Mart	635.93	
0022948	11/19/20	Reconciled	0300142 Pitney Bowes Inc.	645.00	
0022949	11/19/20	Reconciled	0300128 Ramona Munsell & Associates LL	19,321.00	
0022950	11/19/20	Reconciled	0300128 Ramona Munsell & Associates LL	13,174.00	
0022951	11/19/20	Reconciled	0300109 Reppert's Office Supply	581.99	
0022952	11/19/20	Reconciled	0300108 Republic Services	694.94	
0022953	11/19/20	Reconciled	0300107 Reserve Account	4,000.00	
0022954	11/19/20	Reconciled	0157070 Stacy J. Simpson	45.93	
0022955	11/19/20	Reconciled	0196958 Southern 14 Workforce Investme	163.93	
0022956	11/19/20	Reconciled	0353479 Star Insurance Company	20,736.00	
0022957	11/19/20	Outstanding	0254682 Union County Counseling Servic	300.00	
0022958	11/19/20	Outstanding	0300050 UPS	66.95	
0022959	11/19/20	Reconciled	0166056 David A. Voigt	720.00	

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14:49SUMMARY CHECK REGISTER
FOR PERIOD STARTING: 11/01/2020 - PERIOD ENDING: 11/30/2020

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

CHECK			VENDOR	CHECK	VOID
0022960	11/19/20	Outstanding	0300027 WIBH-AM	110.00	
0022961	11/19/20	Reconciled	0300018 Xerox Corporation	1,347.77	
0022962	11/19/20	Reconciled	0350973 Xerox Financial Services LLC	189.50	
0022963	11/19/20	Reconciled	0350973 Xerox Financial Services LLC	222.50	
0022964	11/19/20	Outstanding	0352967 Zaappaaz.Llc	379.80	
0022965	11/20/20	Outstanding	0350451 AFLAC Attn Remittance Processi	561.72	
0022966	11/20/20	Outstanding	0350452 American Century Investments	131.75	
0022967	11/20/20	Outstanding	0350454 Bank of America HSA (Electroni	292.49	
0022968	11/20/20	Outstanding	0167036 Bluecross Blueshield of Illino	39,431.58	
0022969	11/20/20	Outstanding	0300121 Continental American Insurance	36.41	
0022970	11/20/20	Outstanding	0300145 Delta Dental of Illinois-Risk	1,007.83	
0022971	11/20/20	Outstanding	0350453 EFTPS (Electronic Fed Tax Paym	30,093.87	
0022972	11/20/20	Outstanding	0300160 EMC National Life Company	13.63	
0022973	11/20/20	Outstanding	0350456 Fiduciary Trust Intl of the So	37.50	
0022974	11/20/20	Outstanding	0350455 Illinois Tax Pmt Program (Elec	11,323.21	
0022975	11/20/20	Outstanding	0350459 Kentucky State Treasurer	904.05	
0022976	11/20/20	Outstanding	0352912 Law Office of Brian S. Katz	230.97	
0022977	11/20/20	Outstanding	0351562 Saints Foundation	105.00	
0022978	11/20/20	Outstanding	0350462 The Anna-Jonesboro National Ba	1,424.14	
0022979	11/20/20	Outstanding	0300072 State Universities Retirement	24,388.90	
0022980	11/20/20	Outstanding	0300052 Sun Life Financial	959.84	
0022981	11/20/20	Outstanding	0300052 Sun Life Financial	215.60	
0022982	11/20/20	Outstanding	0300052 Sun Life Financial	278.61	
0022983	11/20/20	Outstanding	0300052 Sun Life Financial	177.59	
0022984	11/20/20	Outstanding	0300052 Sun Life Financial	330.96	
0022985	11/20/20	Outstanding	0300046 VALIC	25.00	
0022986	11/20/20	Outstanding	0300039 Washington National Ins. Co.	62.90	
0022987	11/23/20	Outstanding	0300072 State Universities Retirement	3,167.94	
0022988	11/24/20	Outstanding	0300119 Consolidated Insurance Agency	4,951.00	
0022989	11/24/20	Outstanding	0277246 Steven H. Etter	258.75	
0022990	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022991	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022992	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022993	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022994	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022995	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022996	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022997	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022998	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,500.00	
0022999	11/24/20	Outstanding	0300182 Grand Rivers Community Bank	3,000.00	
0023000	11/24/20	Outstanding	0287438 Kelly D. Jennings	63.25	
0023001	11/24/20	Outstanding	0300146 Pick Up Mart	273.07	

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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: 11/01/2020 - PERIOD ENDING: 11/30/2020

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

-----CHECK-----			VENDOR		CHECK	VOID
0023002	11/24/20	Outstanding	0300133	Quill	363.37	
0023003	11/24/20	Outstanding	0350554	SCC Bookstore	2,512.93	
0023004	11/24/20	Outstanding	0350554	SCC Bookstore	46.08	
0023005	11/24/20	Outstanding	0350554	SCC Bookstore	71.42	
0023006	11/24/20	Outstanding	0350554	SCC Bookstore	96.84	
0023007	11/24/20	Outstanding	0350554	SCC Bookstore	45.20	
0023008	11/24/20	Outstanding	0350554	SCC Bookstore	239.41	
0023009	11/24/20	Outstanding	0350554	SCC Bookstore	1,045.30	
0023010	11/24/20	Outstanding	0350554	SCC Bookstore	1,208.04	
0023011	11/24/20	Outstanding	0350554	SCC Bookstore	160.96	
0023012	11/24/20	Outstanding	0350554	SCC Bookstore	181.20	
0023013	11/24/20	Outstanding	0350554	SCC Bookstore	103.12	
0023014	11/24/20	Outstanding	0350554	SCC Bookstore	301.23	
0023015	11/24/20	Outstanding	0350554	SCC Bookstore	418.07	
0023016	11/24/20	Outstanding	0350554	SCC Bookstore	198.58	
0023017	11/24/20	Outstanding	0000001	Shawnee Community College	170.00	
0023018	11/24/20	Outstanding	0020444	Shivelbines Music Store	1,407.98	
0023019	11/24/20	Outstanding	0300082	SOFTDOCS, Inc.	2,011.00	
0023020	11/24/20	Outstanding	0300182	Grand Rivers Community Bank	3,500.00	
M158	11/16/20	Outstanding	0300113	Regions Bank	4,514.48	
					-----	-----
					742,885.22	0.00
					=====	=====
					742,885.22	0.00

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

January 11, 2021

Date	Vendor	
11/30/20	Shawnee Community College Bond & Interest Fund Ullin, IL 62992	\$47,000.00

To make an inter fund loan from the education fund to the bond & interest fund to cover shortage of funds.

_____	_____
Chairman	Secretary

Date	

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

January 11, 2021

<u>Date</u>	<u>Vendor</u>	
11/30/20	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$100,000

To make an inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds.

_____	_____
Chairman	Secretary

Date	

January Student Trustee Report

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.

January 2021 Faculty Board Report

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.

Educationally yours,

Ian Nicolaides

President, Shawnee College Education Association



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.

Academic Affairs & Student Learning Report

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.

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

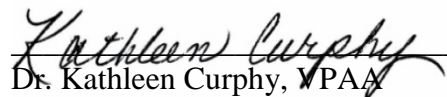
The CREATE BRIDGES initiative has completed its asset mapping of the businesses and business support resources in the five-county area. Dean Mason and Brett Whitnel conducted 5 community forums for regional small businesses

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

Date

**Student Success and Services Division
Board of Trustee Report
January 11, 2021**

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-athletes 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 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

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 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.

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

Financial and Campus Operations

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.

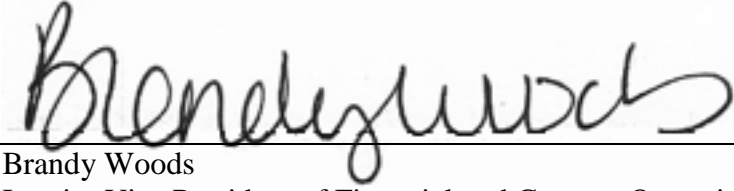
Human Resources

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 written over a horizontal line. The signature is cursive and fluid.

Brandy Woods

Interim Vice President of Financial and Campus Operations

**PR & Marketing Summary
December 2020**

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.

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



Saints Foundation Report

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 Trambley, 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.

ICCTA Report
 SCC Board of Trustees Meeting
 January 11, 2021

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.

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

Submitted by Andrea Witthoft, ICCTA Representative



Shawnee Community College

Student Academic Assessment Committee Update
Monday, January 11, 2021
SCC Board of Trustees Meeting

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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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

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Kathleen Curphy

RE: Status Change for the Construction Management Program

Date: 01/11/21

Background: The College's Construction Management for Laborers program is a restricted entry AAS degree program offered exclusively for Illinois Laborers Local 773 (Local 773) apprentices. Currently, these apprentices reside in multiple community college districts throughout the Southern Illinois region. The technical portion of this curriculum is delivered at the Local 773 training facility in Marion IL. Currently, this program is designated as a "DISTRICTWIDE" program by ICCB.

Local 773 represents over 4,000 members in 41 States and prepares workers for the construction, manufacturing, public service, maritime, law enforcement, railroad maintenance, environmental, and healthcare industries.

Due to the success of this program, the Statewide Board for Local 773 has requested the ability to offer this program to all of their members. To facilitate this request, we must get ICCB approval to change the program's classification from a DISTRICTWIDE program to a STATEWIDE program. According to ICCB program manual guidelines, the College's CAO must prepare and sign the appropriate ICCB forms.

As a STATEWIDE program, Local 773 will continue to provide the technical portion of the curriculum at their authorized training facilities. Local 773 will encourage apprentices who reside outside of Illinois, to complete their general education curriculum at SCC, creating the potential to generate a significant number of general education credit hours from Local 773 apprentices throughout the nation. Once the classification change is approved by ICCB, we may want to consider establishing a special tuition rate for both in and out-of-state residents of this program.

Recommendation: I recommend the Board approve the classification change of 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.



Board of Trustees

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Brandy Woods

Executive Directors

Robb Betts
Gene Honn

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Kathleen Curphy
RE: FY22 Academic Calendar
Date: 01/11/21

Background: Each year, the Board approves the Academic Calendar for the subsequent academic year. The College's Calendar Committee met during the fall semester and constructed a proposed academic calendar for FY22. The proposal was reviewed and approved by the Faculty Association, the CAO, and the CSSO.

Recommendation I recommend the Board approve the proposed FY22 Academic Calendar as presented.

Shawnee Community College Proposed Academic Calendar 2021 to 2022

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sep 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Feb 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mar 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Apr 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jun 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jul 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days	Professional Development Days	Workshop Day	Holidays	Final Exam Days	Shawnee Experience and Commencement
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Number of Days

Fall Semester	August	September	October	November	December	Totals
Monday	2	3	3	5	1	14
Tuesday	2	4	4	5	1	16
Wednesday	2	5	4	3	2	16
Thursday	2	5	3	2	2	14
Friday	2	4	4	3	2	15
Totals	10	21	18	18	8	75

Spring Semester	January	February	March	April	May	Totals
Monday	3	3	3	4	1	14
Tuesday	3	4	4	4	1	16
Wednesday	3	4	4	4	1	16
Thursday	3	4	4	3	1	15
Friday	3	4	3	3	1	14
Totals	15	19	18	18	5	75

Summer Semester	June	July	
Monday	4	3	7
Tuesday	4	4	8
Wednesday	4	3	7
Thursday	4	3	7
Totals	16	13	29

SECTION 6.5 COLLEGE CALENDAR (Collective Bargaining Agreement)

The regular academic year (fall and spring semesters) shall not exceed 170 operational days, excluding holidays and official break periods. There shall be no more than 150 instructional days as required by ICCB, eight (8) final exam days, four (4) faculty professional development days, one (1) recruitment day (SCC Day), one (1) workshop day (Regional Institute Day), and one (1) day for graduation. The four faculty professional development days will be held each fiscal year as follows: one day at the beginning of fall semester, one day at the beginning of the spring semester as indicated by the official calendar. Two days will be held each fiscal year to be mutually determined by the division chair and the Vice-President of Instruction. The division chair shall submit a plan for the two days of professional development activities to the Vice-President of Instruction for approval prior to the activities being held. In case of inclement weather or emergency cancellation, two (2) instructional days may be cancelled without affecting the college calendar. Thereafter, up to two additional cancelled instructional days shall be made up via rescheduling final exam days into instructional days. Any additional instructional days cancelled shall be made up by rescheduling official college breaks or holidays into instructional days.

The Association shall be given the opportunity to present to the Administration suggestions in regard to the college calendar prior to its presentation to the Board.

HOLIDAYS

6130

It is the policy of the Board of Trustees that Shawnee Community College recognize the following holidays as official holidays of the College:

Martin Luther King's Birthday	President's Day
Good Friday	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Day Before Thanksgiving	Through Day After Thanksgiving
Christmas Eve Day	Through New Year's Day

Considerations:

Christmas Day is Saturday, December 25, 2021. Observe on December 23, 2021. New Year's Day is Saturday, January 1, 2022. Observe on Monday, January 3, 2022. Spring Break is March 7, 2022 – March 11, 2022.

Non-exempt employees: work done by non-exempt employees who are asked to work on holidays will be paid double time. Non-exempt employees that work on a day that falls on a day that others have off (Monday through Friday) will be paid at one and one-half time the normal rate of pay.

Revised: November 2004 effective Spring 2006 calendar, July 2016, May 2022

December 16, 2020

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: Martin Hood Invoice for Audit Services
Date: 01/11/21

Background: Pursuant to [110 ILCS 805/3-22.1](#) of the Public Community College Act, each year the College is required to conduct a financial audit. This year, the vendor chosen for this purpose was Martin Hood. An invoice in the amount of \$25,550.00 (next page) for these services has been received and needs to be paid. Per College policy 7153 *Expenditure Authorization*, all expenditures over \$25,000 must be approved by the Board.

Recommendation I recommend the Board approve to pay invoice #161156 from Martin Hood in the amount of \$25,550.00 for the FY2020 audit services.

Martin Hood

2507 South Neil Street
Champaign, IL 61820
Tel: 217.351.2000
Fax: 217.351.7726

Shawnee Community College District #531
8364 Shawnee College Road

October 31, 2020
Invoice: 161156

Champaign, IL 61820

Account: 19756.0

For Professional Services Rendered:

	Amount
Progress billing on the June 30, 2020 financial statement audit	\$25,550.00

Invoice Total	\$25,550.00
Previous Balance	\$0.00
Current Payments	\$0.00
Balance Due	\$25,550.00

Thank you for your business.

You may pay your invoice electronically at <<<http://www.martinhood.com/payments>>>

Please be advised there is a 3% convenience fee for credit/debit card transactions.
To avoid the fee, please select ACH or e-check.

As always, we continue to accept payment by check.

Current	31 to 60	61 to 90	91 and Over	Total
25,550.00	0.00	0.00	0.00	25,550.00

**Board of Trustees**

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Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Tim Taylor

RE: Non-Discrimination & Harassment Policy

Date: 01/11/21

Background: In November of 2018, the Federal Department of Education (DOE) published proposed amendments to the Title IX regulations, specifically as applied to sexual harassment, including sexual assault and sexual violence, at elementary, secondary, and post-secondary institutions.

Consistent with the rule-making process, individuals were invited to comment on the proposed regulations. Ultimately, the DOE received over 120K comments, which they were then required to review and consider. This process took over a year and a half. The final Title IX regulations, published in May 2020, went into effect Aug. 14, 2020. In May 2020, the DOE communicated their expectation that all institutions of higher education would update their Title IX policies and procedures to reflect the new regulations by Aug. 14, 2020.

In September 2020, assistance was requested from the College's attorney to draft Title IX policies and procedures that would comply with DOE expectations. We received a draft from Attorney Schneider on September 30. At that point, recommendations from Attorney Schneider were reviewed by College employees, who are expected to implement these new policies, procedures, guidelines, and rules. Employees, led by Dr. Price and Emily Forthman, submitted their recommendations to me on 12/11. These recommendations included an **Administrative** policy statement and 11 pages of procedures and guidelines. In addition, the recommended policy, procedures and guidelines incorporate current policies 4510, 4511, 4515, 4520, 4540, 4550 and 8313. These policies will be eliminated with the adoption of the recommended policies, procedures, and guidelines.

After review of all recommendations, it is apparent this new policy presents an opportunity for the Board to continue its previous work of separating policy from procedure AND to strengthen movement towards a policy governance direction. To those ends, I have taken the liberty of drafting a new policy template and included it with a recommended **Board** policy statement which is more consistent with policy governance principles. I will work with each Trustee, individually, to explain this rationale.

Recommendation I recommend the Board review the proposed Non-Discrimination & Harassment Policy and direct any question or concerns to me.



Policy

Policy Type: Board **Policy Title:** Non-Discrimination & Harassment **Number:** B4500
Responsible: Human Resources & Student Services
Related Policies: A45xx
Linked Procedures:
Related Laws: Title VI, Title VII, Title IX, 110 ILCS 155, 740 ILCS 24
HLC Criterion: 1C2, 2A, 3B3, 3C1

Policy Statement

The Board is committed to ensuring the College's learning and work environments reflect the values of inclusiveness, equity, and mutual respect.

Specifically, students and employees receive value when they perceive they have been treated equitably in an inclusive environment which leads to mutual understanding and respect; students and employees receive great value when they perceive their campus climate is inclusive and equitable, which often leads to a sense of belonging, improved perceptions of the campus atmosphere, and a willingness to accept intellectual challenges; finally, students receive greatest value from an equitable and inclusive learning environment where their unique learning needs and backgrounds are recognized and embraced which enables them to persist and complete their programs of study.

To achieve these benefits, the Board directs the CEO to:

- Establish, implement, and continuously improve activities, programs, and administrative policies, procedures, guidelines, rules, and practices designed to improve the College's inclusive and equitable learning and work environment.
- Ensure all administrative policies, procedures, rules, guidelines, and practices comply with all applicable laws, including, but not limited to, the Title VI, Title VII, & Title IX components of the Civil Rights Act; the Illinois Civil Rights Act of 2006 (740 ILCS 24); and, the Preventing Sexual Violence in Higher Education Act (110 ILCS 155).
- Ensure administrative policies apply to students, all employees, and third parties at Shawnee Community College.

Change Log

Date of Change	Description of Change	Responsible Party
	Initial Adoption	Board of Trustees

**Board of Trustees**

Cathy Belcher
James Darden
Steve Heisner
Michael McMahon
Randy Rushing
John Windings
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Student Trustee

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President

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Gene Honn

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Lisa Price
RE: Financial Aid Policy
Date: 01/11/21

Background: Earlier in this year, the Federal Department of Education (DOE) audited the College's financial aid systems and processes to determine the College's compliance with Federal Title IV regulations. In addition, the Illinois Student Assistance Commission (ISAC) also audited the College's financial aid systems and processes. Both agencies cited several findings that require us to review and revise our current college policies, procedures, guidelines, and rules pertaining to the management of financial aid funds.

After reviewing these findings, employees, led by Dr. Price and Dr. Capps, have led a process to completely revise all current college policies, procedures, and guidelines. They anticipate submitting these to the DOE and ISAC by January 15, 2021. These recommendations will include an **Administrative** policy statement and many pages of procedures and guidelines to address: standards of satisfactory academic progress; student eligibility; reporting of fraud and abuse; release of financial aid information; and special circumstances. In addition, the recommended policy, procedures and guidelines will incorporate current policies 8153, 8154, 8155, 8156, and 8157, which are generally administrative in nature. The old policies will be revised and moved to administrative policies and procedures. To facilitate this process and provide a policy governance framework, a new Board Policy is needed. A recommended Board policy is on the next page.

After review of these recommendations, it is apparent this new policy presents an opportunity for the Board to continue its previous work of separating policy from procedure AND to strengthen movement towards a policy governance direction. To those ends, I have taken the liberty of drafting a new policy template and included it with a recommended **Board** policy statement which is more consistent with policy governance principles. I will work with each Trustee, individually, to explain this rationale.

Recommendation I recommend the Board review the proposed Financial Aid Policy and direct any question or concerns to me.



Policy

Policy Type: Board	Policy Title: Financial Aid	Number: B8100
Responsible: Student Services		
Related Policies: A81xx		
Linked Procedures: 81xx		
Related Laws: Title IV, 105 ILCS 5		
HLC Criterion: 1C2, 2A, 3B3, 3C1		

Policy Statement

The Board is committed to ensuring students have the essential financial resources needed to help them identify, pursue, persist, and complete their academic goals. To that end, students benefit from financial resources and programs that assist them with identifying options to pay for their courses and programs.

To achieve this benefit, the Board directs the CEO to:

- Establish, implement, and continuously improve activities, programs, and administrative policies, procedures, guidelines, rules, and practices designed to allow students to access appropriate Federal and State Financial Aid.
- Ensure all administrative policies, procedures, rules, guidelines, and practices comply with all applicable laws, including, but not limited to, Title IV of the Higher Education Act.
- Conduct periodic internal audits to ensure financial aid policies, procedures, guidelines, rules, and practices comply with evolving Federal and State rules.

Change Log

Date of Change	Description of Change	Responsible Party
	Initial Adoption	Board of Trustees