

BOARD Book



March 1, 2021



REGULAR MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
RIVER ROOM - ULLIN, IL
March 1, 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 March 1, 2021 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the link below: <https://shawneecc-edu.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 March 1, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Recognition of Guests and Public Comment

V. Approval of Consent Agenda

- A. [Minutes of Regular February 1, 2021](#)
- B. [Consideration of Treasurer's Report](#)
- C. [Approval of Bills](#)

Education Fund	\$1,058,535.65
Building Fund	212,969.70
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	63,452.88
Restricted Purposes Fund (Grants)	163,296.77
Restricted Purposes - FWS*	745.25
Restricted Purposes - PELL	16,800.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	78.05
Audit Fund	25,550.00
Liab. Prot. Settlement Fund (TORT)	196,958.75
Grand Total	1,738,387.05

VI. Consideration of Addendum and Re-Investments

- A. [Addendum: Education Fund to Restricted Purposes Fund](#) (1 Transfer)

VII. Reports

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

VIII. Action and Discussion Items

- A. Consideration of Approval for the [Tuition and Universal Fee Rate](#) for FY22. [Attachment 1](#) (5 pgs.)
- B. Consideration of Approval for the [Course Fee Rate](#) for FY22. [Attachment 2](#) (7 pgs.)
- C. Consideration of Approval of the [Amended Trust Agreement](#) for CDB Project #810-086-015. [Attachment 3](#) (3 pgs.)
- D. Consideration of Approval for [Equipment Purchase for USDA Distance Learning & Telemedicine Grant](#). [Attachment 4](#) (2 pgs.)
- E. Consideration of Approval of the [PPP Loan Forgiveness Application](#). [Attachment 5](#)
- F. Consideration of Acceptance of the [FY20 College Audit](#)

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of [Ratification of Part-Time Employees](#)
 - ii. Consideration of Hiring [Director of Institutional Research, Effectiveness](#)
 - iii. 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. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of [Ratification of Part-Time Employees](#)
 - ii. Consideration of Hiring [Director of Institutional Research, Effectiveness](#)
 - iii. 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 \(c\) \(11\)](#)

XI. Adjournment

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
February 1, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on February 1, 2021, via Zoom. The meeting was called to order by Chairman Randall Rushing.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

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

Others Present:

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

IV. Recognition of Guests and Public Comment

V. Approval of Consent Agenda

MOTION NO. 1

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

- A. Regular Meeting Minutes January 11, 2021
- B. Consideration of Treasurer's Report
- C. Approval of Bills

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

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 Mike McMahan and seconded by John Windings to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$50,000.00 and Education Fund to Bond & Interest Fund in the amount of \$47,000.00. December 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- We finished our Honors in Action Award and submitted it on January 10th. This was the last part of our 5-star award program. This makes our chapter a 5-star award recipient for 3 years in a row. I am personally very proud of the time and effort that our officers and member put into finishing this award. With the challenges that COVID has presented it was more difficult to do the research and gather resources. Thanks go out to President Sharon Brashear, Vice President Lauren Porter, Secretary Alejandra Lopez, Public Relations Steven Etter, Advisor Craig Bradley, and Alumni Richard Hamilton and Mathew Bertrand.
Student Senate-

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

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

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

Dr. Ian Nicolaides, Shawnee College Education Association, President

In no particular order the following are faculty submissions;

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

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

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

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

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

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

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

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

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

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

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

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

BOT Division Faculty Board Report – February Board Meeting

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

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

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

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

AGENCY OF THE MONTH: SHAWNEE COMMUNITY COLLEGE

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

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

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

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

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

January 11, 2021 – Agriculture students began working on improvements to the greenhouse and storage building. The goal is to establish a variety of fruits and vegetables by the end of the semester. The Crop Science and Horticulture classes will be working with Instructor Anna Vaughn-Doom to establish a variety of plants.

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

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

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

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

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

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

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

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

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

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

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

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

C. Presidents Report – Dr. Tim Taylor

President's Report
February 1, 2021

Enrollment Update				
	Headcount		Reimbursable Credit-Hours	
	FY 21	FY 20	FY 21	FY 20
Summer 20	668	953	3,139.5	3,773
Fall 20	1,632	1,800	12,589.5	13,120
Spring 21	1,244	1,413	11,937	12,785.5
Total	3,544	4,166	27,666	29,678.5
FY 21 Credit-Hour Budget Projection		28,078	Difference	(412)

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

The following events are noteworthy:

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

<https://shawneecc.edu/statements-concerning-covid-19>

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

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

- SBDC Grant Extension – Initially, grant activities were to be complete by March 2021. However, due to the impact of COVID-19, the Illinois SBDC is allowing us to submit an extension request (i.e. through 09/30/21) so we might have additional time to deliver and complete the planned activities.

Kaplan Invoice – allows Nursing Students access to Kaplan course support materials. The amount of the invoice was \$11,030.

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D. Vice-Presidents**i. Academic Affairs – Dr. Kathleen Curphy**

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

Dean's Report

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

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

Library/Technology

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

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

Extension Centers Report**Anna Center**

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

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Cairo Center

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

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

Metro Center

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

Vienna Center

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

Nursing


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

Workforce Innovation, Adult Education & Continuing Education

The CPR Program held 26 classes and served 86 students in the months of November and December. There were 9 classes cancelled due to COVID related issues. An instructor renewal class was held with 17 instructors renewing their certification. The Driver Safety Program received and processed 272 applications for November and December. There were 224 participants who completed their training and received a certificate of completion.

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

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



Dr. Kathleen Curphy, VPAA

February 1, 2021

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Student Academic Assessment Committee

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

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

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

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

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

ii. Student Success and Services – Dr. Lisa Price

Admissions

Danielle Boyd—Registrar

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

Advisement and Recruitment Report

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

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

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

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Athletics

John Sparks—Athletic Director

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

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

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

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

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

Completion Coach

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

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Counseling & Accessibility

Monica Brahler-Admissions, Recruitment, Advising/Counselor

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

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

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

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

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

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

Student Success Center

Mindy Ashby—Director of Student Success Center

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

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

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

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Student Support Services

Amber Suggs—TRiO Student Support Services Director

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

Staff are pleased to feature Dr. Tim Taylor in our upcoming e-newsletter to SSS students. It will be an opportunity to learn about SCC's administrators and how they are connected to our students.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

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

Vice President of Student Success and Services

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

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

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

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

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

Dr. Lisa Price

Vice President of Student Success and Services

2/1/2021

Date

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iii. Financial and Campus Operations – Brandy Woods

State Payment Update

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

Business Service Department

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

IT Department

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

Human Resources

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

Bookstore

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

Brandy Woods

Interim Vice President of Financial and Campus Operation

E. PR and Marketing – Robert Betts**Google Analytics-**

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

Current Month**Previous Month**

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

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

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

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
12/10/20			1902	12357	25368
12/11/20		1	1619	11389	25533
12/12/20		1	730	9698	25358

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12/13/20			662	9165	24768
12/14/20	12	2	4032	9946	26473
12/15/20	2		3612	10124	26773
12/16/20	4	1	2545	9648	26658
12/17/20	2		2110	9470	26554
12/18/20	5	1	2504	9576	26392
12/19/20	5		3428	10953	26553
12/20/20	3		2243	11538	26539
12/21/20	2		1787	10647	26474
12/22/20			1438	9634	27024
12/23/20	1		2088	9339	26969
12/24/20		2	1309	8975	26547
12/25/20			608	8374	25918
12/26/20	1		734	6569	25740
12/27/20	2		535	5642	25778
12/28/20	3		800	5250	25837
12/29/20			977	4754	25198
12/30/20		1	635	3867	24335
12/31/20			456	3164	23753
1/1/21		2	1294	3461	22421
1/2/21			1360	3578	20916
1/3/21			1064	3751	20472
1/4/21		1	1995	4391	19792
1/5/21	1		2231	5567	19685
1/6/21	2		2772	6839	19631
1/7/21	2	1	3164	8160	20167
1/8/21			2398	8975	20422
1/9/21	1	1	2559	9306	21015
1/10/21		2	2715	9976	21378
1/11/21			1108	9961	21067

Traditional Media Sources:

Coverage this month includes stories covering:

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

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

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

Synopsis

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

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

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[Return to Agenda](#)

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

F. Saints Foundation – Gene Honn, Executive Director

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

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

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

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

G. ICCTA – James Darden

Topics included for Discussion were the following.

- 2021 ICCTA member engagement
- Strategic Planning for ICCTA to include ICCB strategies; increase post-secondary attainment, closing the equity gap, and affordability/access.
- Talks beginning again on Colleges offering a BSN Program.

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- Making Illinois colleges tier 1B eligible for the vaccine so instructors may receive it.
- Bidens administration and higher education agenda

Under the Biden Administration Agenda, the following are proposed.

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

With federal priorities on the following:

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

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

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

VIII. Action and Discussion Items

- A. Consideration of Approval of Cairo Center Lease Agreement with Shawnee Development Council (**Attachment #1**)

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Consideration of Ratification of Faculty Stipends for Fall 2020 **Attachment #2 – 6 pages**
 - ii. Consideration for Approval of Job Description Revision for Vice-President of Financial & College Operations **Attachment #3 – 7 pages**
 - iii. Consideration for Approval of New Job Description for Delta Healthcare Grant Project Manager **Attachment #4**
 - iv. Consideration for Approval of New Job Description for Transition Coordinator **Attachment #5**
 - v. Consideration for Approval of New Job Description for Curriculum Technology Specialist **Attachment #6**
 - vi. Consideration for Approval of Employee Request to Take an Unpaid Leave of Absence **Attachment #7**
 - vii. Consideration of Approval of Transfer of Employee **Transfer Tab**
 - viii. Discussion of Collective Bargaining
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Consideration of Resignation of Full-Time Employee **Attachment #8**
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2](#) (c)(11)

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X. Action and Discussion on Executive Session Items

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

- i. Consideration of Ratification of Faculty Stipends for Fall 2020 **Attachment #2 – 6 pages**
- ii. Consideration for Approval of Job Description Revision for Vice-President of Financial & College Operations **Attachment #3 – 7 pages**
- iii. Consideration for Approval of New Job Description for Delta Healthcare Grant Project Manager **Attachment #4**
- iv. Consideration for Approval of New Job Description for Transition Coordinator **Attachment #5**
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- vi. Consideration for Approval of Employee Request to Take an Unpaid Leave of Absence **Attachment #7**
- vii. Consideration of Approval of Transfer of Employee **Transfer Tab**
- viii. Discussion of Collective Bargaining

B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2](#) (c)(1)

- i. Consideration of Resignation of Full-Time Employee **Attachment #8**

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

MOTION NO. 3

CONSIDERATION OF APPROVAL OF CAIRO CENTER LEASE AGREEMENT WITH SHAWNEE DEVELOPMENT COUNCIL

A motion was made by Mike McMahan and seconded by James Darden to approve the lease agreement with Shawnee Development Council, Inc. for an effective term commencing March 1, 2021 through February 28, 2022, and in accordance with the terms identified. **Attachment #1**

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 4

IX. EXECUTIVE SESSION

A motion was made by Cathy Belcher and seconded by Steven Etter to **adjourn and go into executive session** at 5:55 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Consideration of Ratification of Faculty Stipends for Fall 2020 **Attachment #2 – 6 pages**
 - ii. Consideration for Approval of Job Description Revision for Vice-President of Financial & College Operations **Attachment #3 – 7 pages**
 - iii. Consideration for Approval of New Job Description for Delta Healthcare Grant Project Manager **Attachment #4**
 - iv. Consideration for Approval of New Job Description for Transition Coordinator **Attachment #5**
 - v. Consideration for Approval of New Job Description for Curriculum Technology Specialist **Attachment #6**
 - vi. Consideration for Approval of Employee Request to Take an Unpaid Leave of Absence **Attachment #7**
 - vii. Consideration of Approval of Transfer of Employee **Transfer Tab**
 - viii. Discussion of Collective Bargaining
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Consideration of Resignation of Full-Time Employee **Attachment #8**
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2](#) (c)(11)

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. 5

A motion was made by James Darden and seconded by John Windings to adjourn out of executive session at 7:18 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. 6

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the minutes of the executive session held on February 1, 2021.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 7

CONSIDERATION OF RATIFICATION OF FACULTY STIPENDS FOR FALL 2020

A motion was made by Steven Etter and seconded by James Darden to recommend the Board ratify the Fall 2020 Faculty stipends, as presented. **Attachment #2**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8

CONSIDERATION FOR APPROVAL OF JOB DESCRIPTION REVISION FOR VICE-PRESIDENT OF FINANCIAL & COLLEGE OPERATIONS

A motion was made by Steve Heisner and seconded by John Windings to recommend the Board approve the Job Description Revisions, including the title change, for the CFO position. Further, to recommend the revised duties be updated in the **Administrative** policy. **Attachment #3**

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Mr. Steven Etter, (advisory vote) - Yes
Mr. Steve Heisner - 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.

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MOTION NO. 9

CONSIDERATION FOR APPROVAL OF NEW JOB DESCRIPTION FOR DELTA HEALTHCARE GRANT PROJECT MANAGER

A motion was made by James Darden and seconded by John Windings to recommend the Board approve the new position description for the Delta Healthcare Grant Project Manager.

Attachment #4

On roll call vote, the members voted as follows:

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

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

MOTION NO. 10

CONSIDERATION FOR APPROVAL OF NEW JOB DESCRIPTION FOR TRANSITION COORDINATOR

A motion was made by Steven Etter and seconded by Mike McMahan to recommend the Board approve the new position description for the IBT Transition Coordinator (part-time) position.

Attachment #5

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 11

CONSIDERATION FOR APPROVAL OF NEW JOB DESCRIPTION FOR CURRICULUM TECHNOLOGY SPECIALIST

A motion was made by Cathy Belcher and seconded by John Windings to recommend the Board approve the new position description for the IBT Curriculum Technology Specialist (part-time) position. **Attachment #6**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 12

CONSIDERATION FOR APPROVAL OF EMPLOYEE REQUEST TO TAKE AN UNPAID LEAVE OF ABSENCE

A motion was made by Mike McMahan and seconded by Steven Etter to recommend the Board approve Mr. Rivera's request for unpaid leave effective January 11, 2021 through December 31, 2021. **Attachment #7**

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 13

CONSIDERATION OF APPROVAL OF TRANSFER OF EMPLOYEE

A motion was made Steve Heisner and seconded by Steven Etter to recommend the Board approve this transfer request. **Transfer Tab**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 14

DISCUSSION OF COLLECTIVE BARGAINING

A motion was made by _____ and seconded by _____

NO ACTION

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 15

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by John Windings and seconded by James Darden to recommend the Board accept Rachel Harrell's resignation. **Attachment #8**

On roll call vote, the members voted as follows:

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

XI. Adjournment

MOTION NO. 16

A motion was made by Mike McMahan and seconded by James Darden **to adjourn at 7:29 p.m.**

On roll call vote, the members voted as follows:

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

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

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Shawnee Community College

Fund	1/1/2021 Beg. Balance	January Receipts/Adj.	January Expenditures/Adj.	1/31/2021 Ending Balance
Education	7,153,423.49	1,313,361.34	1,058,535.65	7,408,249.18
Building	3,036,341.03	174,053.91	212,969.70	2,997,425.24
Working Cash	5,031,748.18	157.21	0.00	5,031,905.39
Restricted Building	1,084,188.87	29,192.02	0.00	1,113,380.89
Bond & Interest	176,950.46	205,389.34	0.00	382,339.80
Auxiliary Enterprise	290,418.59	195,931.49	63,452.88	422,897.20
Liab. Prot. Settlement	1,927,993.22	98,501.70	196,958.75	1,829,536.17
Audit	62,811.81	3,746.04	25,550.00	41,007.85
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	745.25	745.25	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	16,800.00	16,800.00	0.00
Special Grants	2,617.64	162,084.56	163,296.77	1,405.43
Trust & Agency	211,629.65	2,295.00	78.05	213,846.60
Total	18,992,123.55	2,202,257.86	1,738,387.05	19,455,994.36

Brandy Woods

Brandy Woods, Director of Business Services

February 11, 2021

Date

Included in Education Ending Balance is the PPP Loan in the amount of \$1,548,297.90

Shawnee Community College

Financial Report



Seven Months Ended

January 31, 2021

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATING FUNDS
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%				Percent of
	Legal Budget As Adjusted 1/31/21	Year to Date Revenues 1/31/21	(Over)/Under Budget 1/31/21	Budget Realized 1/31/21
Operating Revenues by Source				
Local government:				
Current taxes	\$ 1,931,070	\$ 1,789,119	\$ 141,951	
Chargeback revenue	0		0	
TOTAL LOCAL GOVERNMENT	\$ 1,931,070	\$ 1,789,119	\$ 141,951	92.65%
State government:				
ICCB Credit Hour Grants	\$ 1,276,166	\$ 848,058	\$ 428,108	
ICCB Equalization Grants	2,853,879	1,664,763	1,189,116	
State Board of Education- Vocational Education	118,591	59,296	59,295	
Corporate Personal Property Replacement Tax	475,786	231,516	244,270	
TOTAL STATE GOVERNMENT	\$ 4,724,422	\$ 2,803,633	\$ 1,920,789	59.34%
Federal government:				
Other	\$ -	\$ -	\$ -	
TOTAL FEDERAL GOVERNMENT	\$ -	\$ -	\$ -	
Student Tuition and Fees:				
Tuition	\$ 3,661,139	\$ 3,705,552	\$ (44,413)	
Fees	717,298	770,960	(53,662)	
TOTAL TUITION AND FEES	\$ 4,378,437	\$ 4,476,512	\$ (98,075)	102.24%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 50,077	\$ 36,923	
Facilities revenue	40,000	14,796	25,204	
Investment revenue	72,000	1,986	70,014	
Other sources	189,600	149,203	40,397	
TOTAL OTHER SOURCES	\$ 388,600	\$ 216,062	\$ 172,538	55.60%
TRANSFERS	\$ 33,000	\$ -	\$ 33,000	
TOTAL 2020-21 BUDGETED REVENUE	\$ 11,455,529	\$ 9,285,326	\$ 2,170,203	81.06%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 11,455,529	\$ 9,285,326	\$ 2,170,203	81.06%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

<u>Expenditures By Program</u>	Legal Budget As Adjusted 1/31/21	Year to Date Expenditures 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
Instruction	\$ 4,837,343	\$ 2,522,165	\$ 2,315,178	
Academic Support	404,320	234,743	169,577	
Student Services	1,068,995	558,593	510,402	
Public Services	132,915	35,793	97,122	
Operation & Maint. of Plant	2,010,912	1,155,288	855,624	
Institutional Support	2,784,364	1,299,556	1,484,808	
Scholarship, Student Grants, & Waivers	1,636,575	1,464,899	171,676	
TRANSFERS	573,620	341,616	232,004	
Total 2020-21 Budgeted Expenditures	\$ 13,449,044	\$ 7,612,453	\$ 5,836,591	56.60%

ADJUSTED EXPENDITURES	\$ 13,449,044	\$ 7,612,453	\$ 5,836,591	
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By Object

Salaries	\$ 6,522,949	\$ 3,499,147	\$ 3,023,802	
Employee Benefits	752,420	376,172	376,248	
Contractual Services	1,377,068	815,712	561,356	
General Materials & Supplies	646,865	233,137	413,728	
Conference & Meeting Expense	126,035	10,437	115,598	
Fixed Charges	127,860	65,432	62,428	
Utilities	645,390	265,626	379,764	
Capital Outlay	899,902	539,455	360,447	
Other	1,776,935	1,465,719	311,216	
Provision for Contingency	-	-	-	
TRANSFERS	573,620	341,616	232,004	
Total 2020-21 Budgeted Expenditures	\$ 13,449,044	\$ 7,612,453	\$ 5,836,591	56.60%
ADJUSTED EXPENDITURES	\$ 13,449,044	\$ 7,612,453	\$ 5,836,591	

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Expenditures 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 3,983,346	\$ 2,098,378	\$ 1,884,968	
Employee Benefits	393,672	203,046	190,626	
Contractual Services	166,545	99,468	67,077	
General Materials & Supplies	141,075	54,537	86,538	
Conference & Meeting Expense	31,885	2,903	28,982	
Fixed Charges	81,160	46,942	34,218	
Utilities	37,300	16,838	20,462	
Other	360	53	307	
Capital Outlay	2,000	-	2,000	
TOTAL	\$ 4,837,343	\$ 2,522,165	\$ 2,315,178	52.14%
ACADEMIC SUPPORT				
Salaries	\$ 290,015	\$ 178,078	\$ 111,937	
Employee Benefits	17,229	8,921	8,308	
Contractual Services	43,214	22,719	20,495	
General Materials & Supplies	48,982	23,972	25,010	
Conference & Meeting Expense	3,880	75	3,805	
Utilities	-	-	-	
Capital Outlay	1,000	978	22	
TOTAL	\$ 404,320	\$ 234,743	\$ 169,577	58.06%
STUDENT SERVICES				
Salaries	\$ 815,904	\$ 462,813	\$ 353,091	
Employee Benefits	137,374	71,738	65,636	
Contractual Services	36,500	6,882	29,618	
General Materials & Supplies	70,454	16,619	53,835	
Conference & Meeting Expense	6,300	541	5,759	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	2,463	-	2,463	
TOTAL	\$ 1,068,995	\$ 558,593	\$ 510,402	52.25%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 89,114	\$ 27,230	\$ 61,884	
Employee Benefits	21,372	5,250	16,122	
Contractual Services	5,029	2,000	3,029	
General Materials & Supplies	14,900	1,313	13,587	
Conference & Meeting Expense	800	-	800	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
TOTAL	\$ 132,915	\$ 35,793	\$ 97,122	26.93%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Expenditures 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,180,530	\$ 623,242	\$ 557,288	
Employee Benefits	161,022	75,633	85,389	
Contractual Services	645,605	412,709	232,896	
General Materials & Supplies	303,864	113,092	190,772	
Conference & Meeting Expense	83,460	6,918	76,542	
Fixed Charges	45,000	18,490	26,510	
Utilities	20,000	10,402	9,598	
Other	140,000	968	139,032	
Provision for Contingency	-	-	-	
Capital Outlay	204,883	38,102	166,781	
TOTAL	\$ 2,784,364	\$ 1,299,556	\$ 1,484,808	46.67%
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS				
Other	\$ 1,636,575	\$ 1,464,699	\$ 171,876	
TOTAL	\$ 1,636,575	\$ 1,464,699	\$ 171,876	89.50%
TRANSFERS	573,620	341,616	232,004	59.55%
TOTAL EDUCATION FUND	\$ 11,438,132	\$ 6,457,165	\$ 4,980,967	56.45%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 194,040	\$ 109,405	\$ 84,635	
Employee Benefits	21,751	11,585	10,166	
Contractual Services	450,175	271,933	178,242	
General Materials & Supplies	67,300	23,605	43,695	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	238,385	349,705	
Provision for Contingency	-	-	-	
Capital Outlay	689,556	500,375	189,181	
Other	-	-	-	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 2,010,912	\$ 1,155,288	\$ 855,624	57.45%
TOTAL OPERATING FUNDS	\$ 13,449,044	\$ 7,612,453	\$ 5,836,591	56.60%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	1/31/21	Revenues 1/31/21	Budget 1/31/21	Budget Realized 1/31/21
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 234,868	\$ 15,132	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 234,868	\$ 15,132	93.95%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 234,868	\$ 15,132	93.95%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	As Adjusted 1/31/21	Expenditures 1/31/21	Budget 1/31/21	Budget Expended 1/31/21
INSTITUTIONAL SUPPORT				
Capital Outlay	\$ 795,500	\$ -	\$ 795,500	
Contractual Services	89,500	11,753	77,747	
TOTAL INSTITUTIONAL SUPPORT	\$ 885,000	\$ 11,753	\$ 873,247	1.33%
TOTAL BUDGETED EXPENDITURES	\$ 885,000	\$ 11,753	\$ 873,247	1.33%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
BOND AND INTEREST FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Revenues 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Realized 1/31/21
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,759,000	\$ 1,652,455	\$ 106,545	
TOTAL BUDGETED REVENUES	\$ 1,759,000	\$ 1,652,455	\$ 106,545	93.94%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
BOND AND INTEREST FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Expenditures 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,600,000	\$ 1,600,000	\$ -	
Bond Interest	159,000	96,000	\$ 63,000	
TOTAL BUDGETED EXPENDITURES	\$ 1,759,000	\$ 1,696,000	\$ 63,000	96.42%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Revenues 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Realized 1/31/21
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 410,200	\$ 328,293	\$ 81,907	
TOTAL OTHER SOURCES	\$ 410,200	\$ 328,293	\$ 81,907	
TRANSFERS	573,620	341,616	232,004	
TOTAL BUDGETED REVENUE	\$ 983,820	\$ 669,909	\$ 313,911	68.09%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Expenditures 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 204,350	\$ 104,538	\$ 99,812	
Employee Benefits	16,762	9,987	6,775	
Contractual Services	49,301	11,768	37,533	
General Materials & Supplies	320,845	236,357	84,488	
Conference & Meeting Expense	24,100	20,006	4,094	
Fixed Charges	25,000	11,809	13,191	
Utilities	-	-	-	
Capital Outlay	32,000	9,439	22,561	
Provision for Contingency	-	-	-	
Other	361,985	226,699	135,286	
TRANSFERS	200,000	-	200,000	
TOTAL BUDGETED EXPENDITURES	\$ 1,234,343	\$ 630,603	\$ 603,740	51.09%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Revenues 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Realized 1/31/21
Restricted Purposes Fund				
State governmental sources:				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	267,844	108,438	159,406	
ICCB Career and Technical Education	314,702	94,118	220,584	
ICCB Innovation Grant	-	-	-	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	127,500	42,500	85,000	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	30,972		30,972	
TOTAL STATE GOVERNMENT	\$ 741,018	\$ 245,056	\$ 495,962	33.07%
Federal governmental sources:				
Department of Education	\$ 5,219,636	\$ 1,946,607	\$ 3,273,029	
Department of Health and Human Services	-	-	-	
Other Federal Government Sources	-	29,678	(29,678)	
TOTAL FEDERAL GOVERNMENT	\$ 5,219,636	\$ 1,976,285	\$ 3,243,361	37.86%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 5,960,654	\$ 2,221,341	\$ 3,739,313	37.27%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%

	Legal Budget As Adjusted 1/31/21	Year to Date Expenditures 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
Restricted Purposes Fund				
STUDENT SERVICES				
Salaries	\$ 258,984	\$ 119,026	\$ 139,958	
Employee Benefits	74,526	31,901	42,625	
Contractual Services	3,831	4,869	(1,038)	
General Materials & Supplies	5,751	1,261	4,490	
Conference & Meeting Expense	10,525	1,445	9,080	
Capital Outlay	-	-	-	
Other	54,640	18,439	36,201	
TOTAL STUDENT SERVICES	\$ 408,257	\$ 176,941	\$ 231,316	43.34%
INSTITUTIONAL SUPPORT				
Salaries	\$ 512,995	\$ 289,221	\$ 223,774	
Employee Benefits	132,251	56,631	75,620	
Contractual Services	77,167	106,092	(28,925)	
General Materials & Supplies	219,798	86,022	133,776	
Conference & Meeting Expense	84,004	7,026	76,978	
Fixed Charges	-	-	-	
Utilities	30,465	-	30,465	
Capital Outlay	481,255	179,647	301,608	
Other	48,752	9,746	39,006	
TOTAL INSTITUTIONAL SUPPORT	\$ 1,586,687	\$ 734,385	\$ 852,302	46.28%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS				
Financial Aid	\$ 3,965,710	\$ 1,161,820	\$ 2,803,890	
TOTAL	\$ 3,965,710	\$ 1,161,820	\$ 2,803,890	29.30%
TOTAL BUDGETED EXPENDITURES	\$ 5,960,654	\$ 2,073,146	\$ 3,887,508	34.78%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUDIT FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%				
	Legal Budget As Adjusted 1/31/21	Year to Date Revenues 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Realized 1/31/21
Audit Fund				
Local Government Sources:				
Current Taxes	\$ 32,000	\$ 29,805	\$ 2,195	
TOTAL BUDGETED REVENUES	\$ 32,000	\$ 29,805	\$ 2,195	93.14%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUDIT FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%				
	Legal Budget As Adjusted 1/31/21	Year to Date Expended 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
Audit Fund				
INSTITUTIONAL SUPPORT				
Contractual Services	\$ 38,000	\$ 36,775	\$ 1,225	
Provision for Contingency	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 38,000	\$ 36,775	\$ 1,225	96.78%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%				
	Legal Budget As Adjusted 1/31/21	Year to Date Revenues 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Realized 1/31/21
Liability Protection and Settlement Fund Fund				
Local Government Sources:				
Current Taxes	\$ 815,000	\$ 763,913	\$ 51,087	
TOTAL BUDGETED REVENUES	\$ 815,000	\$ 763,913	\$ 51,087	93.73%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR SEVEN MONTHS ENDED JANUARY 31, 2021**

Percent of Year Complete is 58.00%				
	Legal Budget As Adjusted 1/31/21	Year to Date Expended 1/31/21	(Over)/Under Budget 1/31/21	Percent of Budget Expended 1/31/21
Liability Protection and Settlement Fund Fund				
INSTITUTIONAL SUPPORT				
Employee Benefits	240,000	89,857	150,143	
Contractual Services	517,000	287,207	229,793	
Fixed Charges	258,000	193,756	64,244	
General Materials & Supplies	-	-	-	
Other	50,000	-	50,000	
TOTAL BUDGETED EXPENDITURES	\$1,065,000	\$570,820	\$494,180	53.60%

SHAWNEE COMMUNITY COLLEGE

For the Month of January 2021
Approval of Bills

FUND	EXPENDITURES
Education Fund	\$1,058,535.65
Building Fund	212,969.70
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	63,452.88
Restricted Purposes Fund (Grants)	163,296.77
Restricted Purposes - FWS*	745.25
Restricted Purposes - PELL	16,800.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	78.05
Audit Fund	25,550.00
Liab. Prot. Settlement Fund (TORT)	196,958.75
GRAND TOTAL	\$ 1,738,387.05

Chairman

Secretary

Date

**Shawnee Community College
Payroll Check and Advice Register
January 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74002	1/15/2021	Abbott, Autumn D.	1,332.43
74003	1/15/2021	Adkinson, Shelby E.	1,626.61
74004	1/15/2021	Armstrong, Lori A.	3,235.53
74005	1/15/2021	Ashby, Malinda J.	1,419.78
74006	1/15/2021	Askew, Jipaum S.	2,005.95
74007	1/15/2021	Basler, Joella	2,138.06
74008	1/15/2021	Betts, Robert G.	2,150.67
74009	1/15/2021	Betts, Teale M.	1,695.00
74010	1/15/2021	Black, David E.	2,472.28
74011	1/15/2021	Black, Sabrina L.	1,098.23
74012	1/15/2021	Boyd, Danielle N.	1,439.01
74013	1/15/2021	Bradley, Craig	1,819.15
74014	1/15/2021	Brahler, Monica J.	2,366.63
74015	1/15/2021	Brown, Amanda S.	1,598.24
74016	1/15/2021	Brown, Brenda R.	2,107.94
74017	1/15/2021	Brown, Donna R.	1,130.05
74018	1/15/2021	Capps, Tamara K.	2,169.59
74019	1/15/2021	Chamness, Virginia S.	962.95
74020	1/15/2021	Clark, Christopher A.	2,782.31
74021	1/15/2021	Clark, Lora L.	1,191.80
74022	1/15/2021	Cornelious, Weldon, Leslie A.	1,557.63
74023	1/15/2021	Crowe, Beth A.	1,536.67
74024	1/15/2021	Curphy, Kathleen	2,942.99
74025	1/15/2021	Davis, Evelyn D.	834.79
74026	1/15/2021	Dollins, Judith A.	1,547.08
74027	1/15/2021	Drury, Connie F.	2,273.59
74028	1/15/2021	Dudley, Tina M.	913.18
74029	1/15/2021	Dunlap, Stephanie M.	1,014.30
74030	1/15/2021	Fehrenbacher, Dwayne J.	2,091.51
74031	1/15/2021	Fontana, Sandy L.	1,883.71
74032	1/15/2021	Forthman, Emily B.	1,902.04
74033	1/15/2021	Frizzell, Timothy A.	1,871.96
74034	1/15/2021	Gerard, Anthony S.	2,593.71
74035	1/15/2021	Goforth, Charles B.	1,353.32
74036	1/15/2021	Gordon, Beatrice	809.53
74037	1/15/2021	Hamilton, Smith, Jacqueline	995.66
74038	1/15/2021	Harner, Ginger R.	1,647.66
74039	1/15/2021	Harrell, Rachel R.	1,171.37
74040	1/15/2021	Harris, Wendy D.	1,954.20
74041	1/15/2021	Herren, Jennifer K.	1,138.48
74042	1/15/2021	Hill, Tanya S.	1,658.91

**Shawnee Community College
Payroll Check and Advice Register
January 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74043	1/15/2021	Hines, Lorena M.	1,711.68
74044	1/15/2021	Howard, Eric	1,551.47
74045	1/15/2021	Ingram, Caleb W.	717.03
74046	1/15/2021	Jennings, Kelly D.	1,814.03
74047	1/15/2021	Jerrell, Ricky L.	1,125.16
74048	1/15/2021	Johnson, Lindsay B.	1,490.38
74049	1/15/2021	King, Erin R.	1,500.63
74050	1/15/2021	Koch, Donald N.	2,218.07
74051	1/15/2021	Lingle, Randy W.	1,842.18
74052	1/15/2021	Lucas, Robert	1,836.72
74053	1/15/2021	Luttenbacher, Melissa E.	1,096.74
74054	1/15/2021	Malone, Sherrie D.	2,026.59
74055	1/15/2021	Mason, Gregory K.	2,218.46
74056	1/15/2021	McGinnis, Connie R.	2,100.22
74057	1/15/2021	McGoy, Karen M.	1,754.58
74058	1/15/2021	McNally, Michael	1,850.70
74059	1/15/2021	Meyer, Lisa F.	1,128.87
74060	1/15/2021	Meyers, Kaylyn L.	1,082.17
74061	1/15/2021	Morris, Joseph A.	2,286.49
74062	1/15/2021	Nicolaides, Ian A.	2,117.81
74063	1/15/2021	Parker, Tammy J.	990.64
74064	1/15/2021	Pearman, Allen W.	972.38
74065	1/15/2021	Pender, Derek S.	1,578.92
74066	1/15/2021	Price, Lisa L.	2,981.62
74067	1/15/2021	Reach, Mindy J.	1,290.63
74068	1/15/2021	Ribbing, Sheryl L.	1,866.97
74069	1/15/2021	Rivera, John J.	1,129.83
74070	1/15/2021	Rouse, Felicia	1,323.92
74071	1/15/2021	Sander, Phyllis J.	2,475.00
74072	1/15/2021	Sauerbrunn, Kayla R.	1,694.24
74073	1/15/2021	Shallenberger, Elizabeth	1,481.73
74074	1/15/2021	Sheffer, Amy L.	2,030.04
74075	1/15/2021	Shelby, Kristin N.	2,325.87
74076	1/15/2021	Sheppard, Gregory S.	1,608.52
74077	1/15/2021	Smith, Wanda R.	2,349.43
74078	1/15/2021	Smith, Fulia, Jesse R.	1,785.65
74079	1/15/2021	Sparks, John R.	1,861.74
74080	1/15/2021	Steinmetz, Rebecca L.	1,414.51
74081	1/15/2021	Story, Hayley M.	1,552.95
74082	1/15/2021	Stoup, William R.	1,718.15
74083	1/15/2021	Suggs, Amber	1,640.48

**Shawnee Community College
Payroll Check and Advice Register
January 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74084	1/15/2021	Taylor, Timothy	5,112.78
74085	1/15/2021	Thompson, Chevis L.	1,239.92
74086	1/15/2021	Thornsberry, Ryan J.	3,480.69
74087	1/15/2021	Van Meter, Jonathan L.	1,435.81
74088	1/15/2021	VanAlstine, Lee F.	1,709.66
74089	1/15/2021	Vaughn, Doom, Anna	1,485.68
74090	1/15/2021	Vellella, Christopher A.	2,088.85
74091	1/15/2021	Vines, Deborah	953.97
74092	1/15/2021	Walton, James L.	1,609.31
74093	1/15/2021	Whitnel, Brett P.	1,419.51
74094	1/15/2021	Williams, Michelle L.	824.30
74095	1/15/2021	Woods, Brandy S.	3,174.86
74096	1/15/2021	Woolridge, Robert E.	2,104.36
74097	1/15/2021	Wright, Christina D.	1,457.87
74098	1/15/2021	Amis, Shelby L.	27.16
74099	1/15/2021	Amis, Terrell W.	753.36
74100	1/15/2021	Bigham, Jordan	104.55
74101	1/15/2021	Burgess, Michael	340.45
74102	1/15/2021	Davis, Carrie B.	934.54
74103	1/15/2021	Farris, Dale A.	94.38
74104	1/15/2021	Fisher, Stephanie J.	232.80
74105	1/15/2021	Hannan, Rachel A.	161.58
74106	1/15/2021	Hefner, Cynthia L.	299.26
74107	1/15/2021	Hefner, Monte K.	342.86
74108	1/15/2021	Honn, Gene A.	1,040.41
74109	1/15/2021	Johnson, Harold C.	43.69
74110	1/15/2021	Johnson, Adams, Dora J.	207.81
74111	1/15/2021	Lewis, Jan F.	338.73
74112	1/15/2021	Matthews, Brittany R.	639.72
74113	1/15/2021	McNichols, Randy J.	222.64
74114	1/15/2021	Stecher, Beverly A.	139.57
74115	1/15/2021	Thompson, Chevis L.	878.06
74116	1/15/2021	Turner, Gregory	478.10
74117	1/15/2021	Yewell, Sonia M.	336.67
74118	1/29/2021	Abbott, Autumn D.	1,332.43
74119	1/29/2021	Adkinson, Shelby E.	1,626.61
74120	1/29/2021	Armstrong, Lori A.	2,138.33
74121	1/29/2021	Ashby, Malinda J.	1,419.78
74122	1/29/2021	Askew, Jipaum S.	2,005.95
74123	1/29/2021	Basler, Joella	2,138.06
74124	1/29/2021	Betts, Robert G.	2,150.67

**Shawnee Community College
Payroll Check and Advice Register
January 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74125	1/29/2021	Betts, Teale M.	1,695.00
74126	1/29/2021	Black, David E.	2,472.28
74127	1/29/2021	Black, Sabrina L.	1,098.23
74128	1/29/2021	Boyd, Danielle N.	1,439.01
74129	1/29/2021	Bradley, Craig	1,972.79
74130	1/29/2021	Brahler, Monica J.	2,366.63
74131	1/29/2021	Brown, Amanda S.	1,598.24
74132	1/29/2021	Brown, Brenda R.	2,107.94
74133	1/29/2021	Brown, Donna R.	1,130.05
74134	1/29/2021	Capps, Tamara K.	2,169.59
74135	1/29/2021	Chamness, Virginia S.	962.95
74136	1/29/2021	Clark, Christopher A.	2,782.31
74137	1/29/2021	Clark, Lora L.	1,191.80
74138	1/29/2021	Cornelious, Weldon, Leslie A.	1,557.63
74139	1/29/2021	Crowe, Beth A.	1,536.67
74140	1/29/2021	Curphy, Kathleen	2,942.99
74141	1/29/2021	Davis, Evelyn D.	834.79
74142	1/29/2021	Dollins, Judith A.	1,547.08
74143	1/29/2021	Drury, Connie F.	2,273.59
74144	1/29/2021	Dudley, Tina M.	913.18
74145	1/29/2021	Dunlap, Stephanie M.	905.69
74146	1/29/2021	Fehrenbacher, Dwayne J.	2,091.51
74147	1/29/2021	Fontana, Sandy L.	1,883.71
74148	1/29/2021	Forthman, Emily B.	1,902.04
74149	1/29/2021	Frizzell, Timothy A.	1,871.96
74150	1/29/2021	Gerard, Anthony S.	2,593.71
74151	1/29/2021	Goforth, Charles B.	1,353.32
74152	1/29/2021	Gordon, Beatrice	809.53
74153	1/29/2021	Hamilton, Smith, Jacqueline	995.66
74154	1/29/2021	Harner, Ginger R.	2,400.55
74155	1/29/2021	Harrell, Rachel R.	2,184.64
74156	1/29/2021	Harris, Wendy D.	1,954.20
74157	1/29/2021	Herren, Jennifer K.	1,138.48
74158	1/29/2021	Hill, Tanya S.	1,658.91
74159	1/29/2021	Hines, Lorena M.	1,711.68
74160	1/29/2021	Howard, Eric	1,551.47
74161	1/29/2021	Ingram, Caleb W.	717.03
74162	1/29/2021	Jennings, Kelly D.	1,814.03
74163	1/29/2021	Jerrell, Ricky L.	1,125.16
74164	1/29/2021	Johnson, Lindsay B.	1,490.38
74165	1/29/2021	King, Erin R.	1,500.63

**Shawnee Community College
Payroll Check and Advice Register
January 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74166	1/29/2021	Koch, Donald N.	2,218.07
74167	1/29/2021	Lingle, Randy W.	1,842.18
74168	1/29/2021	Lucas, Robert	1,836.72
74169	1/29/2021	Luttenbacher, Melissa E.	1,096.74
74170	1/29/2021	Malone, Sherrie D.	2,026.59
74171	1/29/2021	Mason, Gregory K.	2,218.46
74172	1/29/2021	McGinnis, Connie R.	2,100.22
74173	1/29/2021	McGoy, Karen M.	1,754.58
74174	1/29/2021	McNally, Michael	1,850.70
74175	1/29/2021	Meyer, Lisa F.	1,173.98
74176	1/29/2021	Meyers, Kaylyn L.	973.85
74177	1/29/2021	Morris, Joseph A.	2,286.49
74178	1/29/2021	Nicolaides, Ian A.	2,117.81
74179	1/29/2021	Parker, Tammy J.	862.85
74180	1/29/2021	Pender, Derek S.	1,578.92
74181	1/29/2021	Price, Lisa L.	2,981.62
74182	1/29/2021	Reach, Mindy J.	1,290.63
74183	1/29/2021	Ribbing, Sheryl L.	1,866.97
74184	1/29/2021	Rivera, John J.	1,129.83
74185	1/29/2021	Rouse, Felicia	1,323.92
74186	1/29/2021	Sander, Phyllis J.	2,475.00
74187	1/29/2021	Sauerbrunn, Kayla R.	1,694.24
74188	1/29/2021	Shallenberger, Elizabeth	1,420.06
74189	1/29/2021	Sheffer, Amy L.	2,030.04
74190	1/29/2021	Shelby, Kristin N.	2,325.87
74191	1/29/2021	Sheppard, Gregory S.	1,608.52
74192	1/29/2021	Smith, Wanda R.	2,349.43
74193	1/29/2021	Smith, Fulia, Jesse R.	1,785.65
74194	1/29/2021	Sparks, John R.	1,861.74
74195	1/29/2021	Steinmetz, Rebecca L.	1,198.05
74196	1/29/2021	Story, Hayley M.	1,552.95
74197	1/29/2021	Stoup, William R.	1,718.15
74198	1/29/2021	Suggs, Amber	1,640.48
74199	1/29/2021	Taylor, Timothy	5,112.78
74200	1/29/2021	Thompson, Chevis L.	1,339.08
74201	1/29/2021	Thornberry, Ryan J.	1,805.42
74202	1/29/2021	Van Meter, Jonathan L.	1,435.81
74203	1/29/2021	VanAlstine, Lee F.	1,709.66
74204	1/29/2021	Vaughn, Doom, Anna	1,485.68
74205	1/29/2021	Vellella, Christopher A.	2,088.85
74206	1/29/2021	Vines, Deborah	953.97

**Shawnee Community College
Payroll Check and Advice Register
January 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74207	1/29/2021	Walton, James L.	1,609.31
74208	1/29/2021	Whitnel, Brett P.	1,419.51
74209	1/29/2021	Williams, Michelle L.	824.30
74210	1/29/2021	Woods, Brandy S.	3,174.86
74211	1/29/2021	Woolridge, Robert E.	2,104.36
74212	1/29/2021	Wright, Christina D.	1,457.87
74213	1/29/2021	Amis, Shelby L.	109.57
74214	1/29/2021	Amis, Terrell W.	676.01
74215	1/29/2021	Ballard, Melanie T.	204.07
74216	1/29/2021	Brown, Halli M.	125.57
74217	1/29/2021	Burgess, Michael	1,032.72
74218	1/29/2021	Crites, Marilyn M.	1,045.78
74219	1/29/2021	Daley, Trishawna B.	83.64
74220	1/29/2021	Davis, Carrie B.	897.43
74221	1/29/2021	Farris, Dale A.	283.17
74222	1/29/2021	Fisher, Stephanie J.	586.02
74223	1/29/2021	Hannan, Rachel A.	636.90
74224	1/29/2021	Harris, Julian M.	104.24
74225	1/29/2021	Hayes, Stephanie	386.89
74226	1/29/2021	Hefner, Cynthia L.	940.53
74227	1/29/2021	Hefner, Monte K.	1,112.96
74228	1/29/2021	Honn, Gene A.	1,107.60
74229	1/29/2021	Johnson, Carl D.	281.55
74230	1/29/2021	Johnson, Harold C.	229.31
74231	1/29/2021	Johnson, Adams, Dora J.	698.75
74232	1/29/2021	Kern, Gracen E.	497.85
74233	1/29/2021	Kineman, Daniel L.	307.96
74234	1/29/2021	Korte, Rhea C.	389.69
74235	1/29/2021	Lewis, Jan F.	1,051.28
74236	1/29/2021	Matthews, Brittany R.	639.72
74237	1/29/2021	McNichols, Randy J.	631.76
74238	1/29/2021	Miller, John P.	1,075.37
74239	1/29/2021	Phillips, Alyvea R.	316.08
74240	1/29/2021	Stecher, Beverly A.	331.04
74241	1/29/2021	Sweitzer, Mary E.	89.78
74242	1/29/2021	Thompson, Chevis L.	611.52
74243	1/29/2021	Toman, Sierra N.	83.75
74244	1/29/2021	Turner, Gregory	665.33
74245	1/29/2021	Woods, Aaron C.	826.40
74246	1/29/2021	Yewell, Sonia M.	1,070.94
97083	1/15/2021	Christie, Roberta L.	2,097.59

**Shawnee Community College
Payroll Check and Advice Register
January 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97084	1/15/2021	Faulkner, Christina L.	1,241.76
97085	1/15/2021	Simpson, Stacy J.	1,138.90
97086	1/15/2021	Johnson, Carl W.	8.73
97087	1/15/2021	Reichert, Joellen	426.86
97088	1/15/2021	Reichert, Kendall F.	374.08
97089	1/15/2021	Ryan, Colin T.	230.15
97090	1/29/2021	Christie, Roberta L.	2,097.59
97091	1/29/2021	Faulkner, Christina L.	1,241.76
97092	1/29/2021	Simpson, Stacy J.	1,138.90
97093	1/29/2021	Allen, Ashley K.	200.77
97094	1/29/2021	Daley, Tishawna	73.19
97095	1/29/2021	James, Shaian	83.64
97096	1/29/2021	Johnson, Carl W.	67.30
97097	1/29/2021	King, Nya Z.	115.01
97098	1/29/2021	Reichert, Joellen	426.86
97099	1/29/2021	Reichert, Kendall F.	759.27
97100	1/29/2021	Rose, Jayla E.	146.38
97101	1/29/2021	Ryan, Colin T.	604.08
97102	1/29/2021	Sanders, Jaiden E.	104.55
97103	1/29/2021	Stubblefield, Vernon	116.09
97104	1/29/2021	Tondevoid, Meagan	33.00
97105	1/29/2021	Vincent, Connie M.	35.58
97106	1/29/2021	Woods, Sandi N.	72.64
Total			\$ 373,429.11

February 10 2021
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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: 01/01/2021 - PERIOD ENDING: 01/31/2021

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023365	01/08/21	Outstanding	0350908	ACI Payments, Inc.	341.56	
0023366	01/08/21	Outstanding	0300013	Ameren Illinois	1,241.69	
0023367	01/08/21	Outstanding	0300016	ASCAP	245.38	
0023368	01/08/21	Outstanding	0350467	Assessment Technologies Instit	35,060.00	
0023369	01/08/21	Outstanding	0350792	B&H Photo	1,559.81	
0023370	01/08/21	Outstanding	0300033	Rosenthal & Rosenthal Southeas	3,329.45	
0023371	01/08/21	Outstanding	0300033	Rosenthal & Rosenthal Southeas	80.60	
0023372	01/08/21	Outstanding	0300064	BSN Sports	3,055.00	
0023373	01/08/21	Outstanding	0300068	Bushue Human Resources, Inc.	462.00	
0023374	01/08/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0023375	01/08/21	Outstanding	0351666	Cellco Partnership	1,897.52	
0023376	01/08/21	Outstanding	0300236	City of Metropolis	2,510.28	
0023377	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	15,445.04	
0023378	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	1,240.44	
0023379	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	408.00	
0023380	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	2,698.80	
0023381	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	9,188.72	
0023382	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	234.48	
0023383	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	318.39	
0023384	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	65.00	
0023385	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	245.00	
0023386	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	27.00	
0023387	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	60.00	
0023388	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	876.00	
0023389	01/08/21	Outstanding	0120594	Leslie A. Cornelious-Weldon	49.48	
0023390	01/08/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	5,562.50	
0023391	01/08/21	Outstanding	0244910	Carrie B. Davis	39.62	
0023392	01/08/21	Outstanding	0300153	Dish Network	172.05	
0023393	01/08/21	Outstanding	0300170	Fort Massac Water District	1,202.18	
0023394	01/08/21	Outstanding	0350472	Frontier	67.32	
0023395	01/08/21	Outstanding	0058758	Jacqueline Hamilton-Smith	33.58	
0023396	01/08/21	Outstanding	0300195	Howard D Happy Company	239.98	
0023397	01/08/21	Outstanding	0300198	ICCTA	4,165.00	
0023398	01/08/21	Outstanding	0352812	JE Boyd Consulting	2,737.50	
0023399	01/08/21	Outstanding	0352812	JE Boyd Consulting	3,150.00	
0023400	01/08/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,941.25	
0023401	01/08/21	Outstanding	0350993	KL Grant Consultants	1,492.25	
0023402	01/08/21	Outstanding	0300231	Liberty Utilities Midstates	357.61	
0023403	01/08/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0023404	01/08/21	Outstanding	0350932	Daniel Mattingly	235.00	
0023405	01/08/21	Outstanding	0350480	McGraw-Hill Global Education	154.36	
0023406	01/08/21	Outstanding	0300249	Mississippi River Radio	660.00	

February 10 2021
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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: 01/01/2021 - PERIOD ENDING: 01/31/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023407	01/08/21	Outstanding	0300249	Mississippi River Radio	1,500.00	
0023408	01/08/21	Outstanding	0300249	Mississippi River Radio	736.00	
0023409	01/08/21	Outstanding	0300249	Mississippi River Radio	1,288.00	
0023410	01/08/21	Outstanding	0351115	NAPFTDS	375.00	
0023411	01/08/21	Outstanding	0353480	National Social Science Press	45.00	
0023412	01/08/21	Outstanding	0300264	Office Depot	494.24	
0023413	01/08/21	Outstanding	0353016	Oneal Melton and Sons, Inc.	1,114.98	
0023414	01/08/21	Outstanding	0300146	Pick Up Mart	252.16	
0023415	01/08/21	Outstanding	0300133	Quill	77.99	
0023416	01/08/21	Outstanding	0300109	Reppert's Office Supply	2,194.58	
0023417	01/08/21	Outstanding	0300109	Reppert's Office Supply	1,469.91	
0023418	01/08/21	Outstanding	0300109	Reppert's Office Supply	639.84	
0023419	01/08/21	Outstanding	0300108	Republic Services	99.78	
0023420	01/08/21	Outstanding	0350554	SCC Bookstore	32.73	
0023421	01/08/21	Outstanding	0350554	SCC Bookstore	105.56	
0023422	01/08/21	Outstanding	0300097	Scheffer Financial Services	3.45	
0023423	01/08/21	Outstanding	0300095	American Welding & Gas, Inc.	1,466.85	
0023424	01/08/21	Outstanding	0300092	Security Alarm Corporation	285.00	
0023425	01/08/21	Outstanding	0020444	Shivelbines Music Store	849.34	
0023426	01/08/21	Outstanding	0228416	Sommer Lawn Care	1,076.00	
0023427	01/08/21	Outstanding	0300078	Southern FS Inc.	1,095.46	
0023428	01/08/21	Outstanding	0300076	Southern Illinois Electric Co	21,214.17	
0023429	01/08/21	Outstanding	0082604	John R. Sparks	390.43	
0023430	01/08/21	Outstanding	0300073	Speedlink	3,400.00	
0023431	01/08/21	Outstanding	0300073	Speedlink	2,550.00	
0023432	01/08/21	Outstanding	0353197	Timothy Taylor	38.00	
0023433	01/08/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0023434	01/08/21	Outstanding	0350568	United Refrigeration	3,558.46	
0023435	01/08/21	Outstanding	0300050	UPS	12.37	
0023436	01/08/21	Outstanding	0156166	Brandy S. Woods	90.63	
0023437	01/08/21	Outstanding	0300047	Yankee Book Peddler	18.95	
0023439	01/12/21	Outstanding	0350451	AFLAC Attn Remittance Processi	515.18	
0023440	01/12/21	Outstanding	0350452	American Century Investments	131.75	
0023441	01/12/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0023442	01/12/21	Outstanding	0167036	Bluecross Blueshield of Illino	40,584.64	
0023443	01/12/21	Outstanding	0300121	Continental American Insurance	36.41	
0023444	01/12/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,090.28	
0023445	01/12/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	26,596.82	
0023446	01/12/21	Outstanding	0300160	EMC National Life Company	13.63	
0023447	01/12/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0023448	01/12/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	9,927.93	
0023449	01/12/21	Outstanding	0350459	Kentucky State Treasurer	777.34	

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GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023450	01/12/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0023451	01/12/21	Outstanding	0351562	Saints Foundation	115.00	
0023452	01/12/21	Outstanding	0350462	The Anna-Jonesboro National Ba	1,378.20	
0023453	01/12/21	Outstanding	0300072	State Universities Retirement	22,144.69	
0023454	01/12/21	Outstanding	0300052	Sun Life Financial	1,018.99	
0023455	01/12/21	Outstanding	0300052	Sun Life Financial	225.33	
0023456	01/12/21	Outstanding	0300052	Sun Life Financial	417.93	
0023457	01/12/21	Outstanding	0300052	Sun Life Financial	218.70	
0023458	01/12/21	Outstanding	0300052	Sun Life Financial	91.46	
0023459	01/12/21	Outstanding	0300052	Sun Life Financial	559.03	
0023460	01/12/21	Outstanding	0300046	VALIC	25.00	
0023461	01/12/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0023464	01/14/21	Outstanding	0351035	Advanced Digital Solutions	23.21	
0023465	01/14/21	Outstanding	0300013	Ameren Illinois	84.95	
0023466	01/14/21	Outstanding	0267898	Michael Burgess	108.10	
0023467	01/14/21	Outstanding	0011624	Cairo Public Utilities	1,210.44	
0023468	01/14/21	Outstanding	0011624	Cairo Public Utilities	25.98	
0023469	01/14/21	Outstanding	0300083	Cape Electrical Supply	89.14	
0023470	01/14/21	Outstanding	0353335	Fontenelle Art LLC	3,635.50	
0023471	01/14/21	Outstanding	0300104	City of Anna	616.55	
0023472	01/14/21	Outstanding	0352672	City of Cape Girardeau	753.00	
0023473	01/14/21	Outstanding	0300110	Clearwave Communications	3,514.57	
0023474	01/14/21	Outstanding	0075260	Tina M. Dudley	69.93	
0023475	01/14/21	Outstanding	0353656	Educational Opportunity Associ	135.00	
0023476	01/14/21	Outstanding	0300161	Emergency Medical Products Inc	36.76	
0023477	01/14/21	Outstanding	0300173	FP Mailing Solutions	81.00	
0023478	01/14/21	Outstanding	0350472	Frontier	371.80	
0023479	01/14/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	710.60	
0023480	01/14/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	630.05	
0023481	01/14/21	Outstanding	0300192	Hitterman's Merchandise Mart	10.98	
0023482	01/14/21	Outstanding	0300195	Howard D Happy Company	256.92	
0023483	01/14/21	Outstanding	0351070	Illinois American Water	209.69	
0023484	01/14/21	Outstanding	0350511	Vital Source	160.00	
0023485	01/14/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,650.00	
0023486	01/14/21	Outstanding	0352145	Kathleen L. Almy	500.00	
0023487	01/14/21	Outstanding	0350711	Library Journal	157.99	
0023488	01/14/21	Outstanding	0350497	Lowe's	172.60	
0023489	01/14/21	Outstanding	0300233	Maier's Tidy Bowl	528.00	
0023490	01/14/21	Outstanding	0300232	Martin & Hood	25,550.00	
0023491	01/14/21	Outstanding	0350480	McGraw-Hill Global Education	11,075.00	
0023492	01/14/21	Outstanding	0353620	Mounds Stop & Shop	30.00	
0023493	01/14/21	Outstanding	0300010	Naacp #3025	525.00	

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-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023494	01/14/21	Outstanding	0300264	Office Depot	265.87	
0023495	01/14/21	Outstanding	0300146	Pick Up Mart	325.82	
0023496	01/14/21	Outstanding	0300142	Pitney Bowes Inc.	645.00	
0023497	01/14/21	Outstanding	0300109	Reppert's Office Supply	37.23	
0023498	01/14/21	Outstanding	0300109	Reppert's Office Supply	239.94	
0023499	01/14/21	Outstanding	0300109	Reppert's Office Supply	119.97	
0023500	01/14/21	Outstanding	0300108	Republic Services	101.18	
0023501	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023502	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023503	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023504	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023505	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023506	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023507	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023508	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023509	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023510	01/14/21	Outstanding	0352997	Shay Roofing, Inc	140,629.70	
0023511	01/14/21	Outstanding	0300077	Southern Illinois Security Con	14,579.69	
0023512	01/14/21	Outstanding	0350912	TD Photography	250.00	
0023513	01/14/21	Outstanding	0353658	Tri State Food Bank, Inc	78.05	
0023514	01/14/21	Outstanding	0350658	U.S. Postmaster	64.00	
0023515	01/14/21	Outstanding	0300050	UPS	198.18	
0023516	01/14/21	Outstanding	0300050	UPS	75.22	
0023517	01/14/21	Outstanding	0300047	Yankee Book Peddler	32.40	
0023518	01/15/21	Outstanding	0082422	Peggy F. Bradford	489.67	
0023519	01/15/21	Outstanding	0300072	State Universities Retirement	2,875.49	
0023527	01/21/21	Outstanding	0350908	ACI Payments, Inc.	403.32	
0023528	01/21/21	Outstanding	0284058	Mr. Terrell W. Amis	59.16	
0023529	01/21/21	Outstanding	0265472	Jipaum S. Askew	75.90	
0023530	01/21/21	Outstanding	0351058	Tena Bennett	130.00	
0023531	01/21/21	Outstanding	0011896	Lynne M. Chambers	1,000.00	
0023532	01/21/21	Outstanding	0350502	Cheekos	532.20	
0023533	01/21/21	Outstanding	0350472	Frontier	33.73	
0023534	01/21/21	Outstanding	0300182	Grand Rivers Community Bank	52.00	
0023535	01/21/21	Outstanding	0351981	KFVS TV	995.00	
0023536	01/21/21	Outstanding	0300194	Honey's Service Station & Tire	289.80	
0023537	01/21/21	Outstanding	0266306	Hospice of Southern Illinois	50.00	
0023538	01/21/21	Outstanding	0350632	J.J. Keller	92.31	
0023539	01/21/21	Outstanding	0353719	Kaplan, Inc	11,030.00	
0023540	01/21/21	Outstanding	0161368	Lake Land College	550.80	
0023541	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	7,952.31	
0023542	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	810.07	

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CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023543	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	433.19	
0023544	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	15.31	
0023545	01/21/21	Outstanding	0350480	McGraw-Hill Global Education	4,110.30	
0023546	01/21/21	Outstanding	0300248	Metropolis Planet	1,100.00	
0023547	01/21/21	Outstanding	0350780	Metropolis Rotary Club	87.50	
0023548	01/21/21	Outstanding	0300249	Mississippi River Radio	4,071.50	
0023549	01/21/21	Outstanding	0300253	NAPA Auto Tire & Parts	80.37	
0023550	01/21/21	Outstanding	0300152	Paducah Sun	331.49	
0023551	01/21/21	Outstanding	0300146	Pick Up Mart	1,106.14	
0023552	01/21/21	Outstanding	0300267	Proquest LLC	3,660.68	
0023553	01/21/21	Outstanding	0300109	Reppert's Office Supply	199.95	
0023554	01/21/21	Outstanding	0300101	Rustys Home Center	9.90	
0023555	01/21/21	Outstanding	0300090	SESAC Inc.	283.00	
0023556	01/21/21	Outstanding	0096306	Deborah D. Simmons-Gray	425.00	
0023557	01/21/21	Outstanding	0300082	SOFTDOCS, Inc.	17,757.00	
0023558	01/21/21	Outstanding	0300078	Southern FS Inc.	787.28	
0023559	01/21/21	Outstanding	0300077	Southern Illinois Security Con	2,700.10	
0023560	01/21/21	Outstanding	0300261	Sparklight Business	138.39	
0023561	01/21/21	Outstanding	0082604	John R. Sparks	115.84	
0023562	01/21/21	Outstanding	0082604	John R. Sparks	107.25	
0023563	01/21/21	Outstanding	0082604	John R. Sparks	175.00	
0023564	01/21/21	Outstanding	0350498	Stericycle	47.21	
0023565	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023566	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023567	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023568	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023569	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023570	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023571	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023572	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023573	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023574	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023575	01/21/21	Outstanding	0300048	USA Today	314.80	
0023576	01/21/21	Outstanding	0300045	Vienna Times	6,008.75	
0023577	01/21/21	Outstanding	0166056	David A. Voigt	580.00	
0023578	01/21/21	Outstanding	0168816	James L. Walton	100.00	
0023579	01/21/21	Outstanding	0300027	WIBH-AM	110.00	
0023580	01/21/21	Outstanding	0353233	WPSD TV	1,020.00	
0023581	01/21/21	Outstanding	0351093	WSIL TV-3 Inc.	1,140.00	
0023582	01/21/21	Outstanding	0300018	Xerox Corporation	603.78	
0023583	01/21/21	Outstanding	0300047	Yankee Book Peddler	44.80	
0023584	01/26/21	Outstanding	0350451	AFLAC Attn Remittance Processi	515.18	

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-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023585	01/26/21	Outstanding	0350452	American Century Investments	131.75	
0023586	01/26/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0023587	01/26/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,724.16	
0023588	01/26/21	Outstanding	0300121	Continental American Insurance	36.41	
0023589	01/26/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,090.28	
0023590	01/26/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	27,609.61	
0023591	01/26/21	Outstanding	0300160	EMC National Life Company	13.63	
0023592	01/26/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0023593	01/26/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	10,468.69	
0023594	01/26/21	Outstanding	0350459	Kentucky State Treasurer	815.22	
0023595	01/26/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0023596	01/26/21	Outstanding	0351562	Saints Foundation	115.00	
0023597	01/26/21	Outstanding	0350462	The Anna-Jonesboro National Ba	1,439.87	
0023598	01/26/21	Outstanding	0300072	State Universities Retirement	23,369.83	
0023599	01/26/21	Outstanding	0300052	Sun Life Financial	993.83	
0023600	01/26/21	Outstanding	0300052	Sun Life Financial	198.27	
0023601	01/26/21	Outstanding	0300052	Sun Life Financial	291.35	
0023602	01/26/21	Outstanding	0300052	Sun Life Financial	218.70	
0023603	01/26/21	Outstanding	0300052	Sun Life Financial	91.46	
0023604	01/26/21	Outstanding	0300052	Sun Life Financial	559.03	
0023605	01/26/21	Outstanding	0300046	VALIC	25.00	
0023606	01/26/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0023693	01/28/21	Outstanding	0350555	A1 Corprate Hardware	47.99	
0023694	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	700.00	
0023695	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023696	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023697	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023698	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023699	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023700	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023701	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023702	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023703	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023704	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023705	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023706	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023707	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023708	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023709	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023710	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023711	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023712	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	

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CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023713	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023714	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023715	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023716	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023717	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023718	01/28/21	Outstanding	0162108	Melanie T. Ballard	400.00	
0023719	01/28/21	Outstanding	0267898	Michael Burgess	270.25	
0023720	01/28/21	Outstanding	0300212	ILCARRICOTTHREE, LLC	5,330.00	
0023721	01/28/21	Outstanding	0350986	Todd R. Carver	180.00	
0023722	01/28/21	Outstanding	0351666	Cellco Partnership	8,572.67	
0023723	01/28/21	Outstanding	0352796	Jay Chuppe	850.00	
0023724	01/28/21	Outstanding	0353758	Community College Business Off	450.00	
0023725	01/28/21	Outstanding	0300117	Computer Discount Warehouse Go	1,473.12	
0023726	01/28/21	Outstanding	0300117	Computer Discount Warehouse Go	5,958.00	
0023727	01/28/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	247.00	
0023728	01/28/21	Outstanding	0300206	Mr. Dana Cross	250.00	
0023729	01/28/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	23,800.00	
0023730	01/28/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	504.00	
0023731	01/28/21	Outstanding	0244910	Carrie B. Davis	27.10	
0023732	01/28/21	Outstanding	0353545	F.W. Electric, Inc	430.00	
0023733	01/28/21	Outstanding	0351330	Farouk Systems, Inc.	1,807.35	
0023734	01/28/21	Outstanding	0300165	Federal Express	64.06	
0023735	01/28/21	Outstanding	0182606	Jonathan D. Green	110.00	
0023736	01/28/21	Outstanding	0173038	Gregory M. Harris, Sr.	110.00	
0023737	01/28/21	Outstanding	0300065	The Home Depot Pro	307.06	
0023738	01/28/21	Outstanding	0351070	Illinois American Water	210.00	
0023739	01/28/21	Outstanding	0351002	Infinisource, Inc.	30.00	
0023740	01/28/21	Outstanding	0353773	Gabriel H. Jones	180.00	
0023741	01/28/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0023742	01/28/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0023743	01/28/21	Outstanding		Massac Memorial Hosptial Found	50.00	
0023744	01/28/21	Outstanding	0350479	MBS Textbook Exchange Inc	272.50	
0023745	01/28/21	Outstanding	0353779	Glenn McDay	180.00	
0023746	01/28/21	Outstanding	0350480	McGraw-Hill Global Education	810.30	
0023747	01/28/21	Outstanding	0300264	Office Depot	723.33	
0023748	01/28/21	Outstanding	0300264	Office Depot	407.96	
0023749	01/28/21	Outstanding	0351054	Orkin	85.00	
0023750	01/28/21	Outstanding	0078552	Kendall F. Reichert	1,050.00	
0023751	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023752	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023753	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023754	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	

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-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023755	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023756	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023757	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023758	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023759	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023760	01/28/21	Outstanding	0300109	Reppert's Office Supply	325.81	
0023761	01/28/21	Outstanding	0300109	Reppert's Office Supply	439.89	
0023762	01/28/21	Outstanding	0300108	Republic Services	107.71	
0023763	01/28/21	Outstanding	0300108	Republic Services	99.78	
0023764	01/28/21	Outstanding	0350671	Russell Electric	175.00	
0023765	01/28/21	Outstanding	0300101	Rustys Home Center	9.90	
0023766	01/28/21	Outstanding	0350554	SCC Bookstore	247.24	
0023767	01/28/21	Outstanding	0350554	SCC Bookstore	20.04	
0023768	01/28/21	Outstanding	0300097	Scheffer Financial Services	0.43	
0023769	01/28/21	Outstanding	0300095	American Welding & Gas, Inc.	533.63	
0023770	01/28/21	Outstanding	0350725	Secure Data Technologies	9,312.48	
0023771	01/28/21	Outstanding	0020444	Shivelbines Music Store	212.50	
0023772	01/28/21	Outstanding	0196958	Southern 14 Workforce Investme	178.41	
0023773	01/28/21	Outstanding	0300078	Southern FS Inc.	451.16	
0023774	01/28/21	Outstanding	0351087	Southern Illinois Video System	146,608.00	
0023775	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023776	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023777	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023778	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023779	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023780	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023781	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023782	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023783	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023784	01/28/21	Outstanding	0082604	John R. Sparks	600.00	
0023785	01/28/21	Outstanding	0300073	Speedlink	610.00	
0023786	01/28/21	Outstanding	0351148	St. Jude Children's Research H	50.00	
0023787	01/28/21	Outstanding	0353621	St. Moritz Security Services,	12,313.02	
0023788	01/28/21	Outstanding	0353611	BEMAC Consulting	4,920.00	
0023789	01/28/21	Outstanding	0353416	TeamViewer Germany Gmbh	1,188.00	
0023790	01/28/21	Outstanding	0300045	Vienna Times	1,428.75	
0023791	01/28/21	Outstanding	0166056	David A. Voigt	860.00	
0023792	01/28/21	Outstanding	0258844	Aaron W. Wright	110.00	
0023793	01/28/21	Outstanding	0300018	Xerox Corporation	811.08	
0023794	01/28/21	Outstanding	0350973	Xerox Financial Services LLC	624.50	
M164	01/15/21	Outstanding	0300113	Regions Bank	10,767.51	

February 10 2021
21:19

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

9

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

-----CHECK-----	VENDOR		CHECK	VOID
NUMBER DATE STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
			-----	-----
			912,629.00	0.00
			-----	-----
			912,629.00	0.00

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

March 1, 2021

<u>Date</u>	<u>Vendor</u>	
1/31/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$30,000

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

Chairman

Secretary

Date

Student Trustee Report

Faculty Report



President's Report

March 1, 2021

Enrollment Update				
	Headcount		Reimbursable Credit-Hours	
	FY 21	FY 20	FY 21	FY 20
Summer 20	668	953	3,139.5	3,773
Fall 20	1,632	1,813	12,589.5	13,615.5
Spring 21	1,314	1,539	11,613	12,506.5
Total	3,614	4,305	27,342	29,895
FY 21 Credit-Hour Budget Projection		28,078	Difference	(736)

*Data pulled 02/22/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- Attended the Illinois Community College Council of President's Zoom meeting on 01/28. The Agenda included: Equity, Enrollment, and Outcomes in the Illinois Community College System; Workforce Equity Initiative (WEI) Panel Discussion; Illinois Community College Marketing Collaborative Update; IGEN Update; ICCTA Update; IBHE Strategic Plan; and, Illinois Community College Foundation Update. Topics of Board interest include:
 - The State is approaching the educational attainment goal of 60% by 2025. The 2008 number was 40.8% and the most current data was for 2018 which was 54.4%. There are spikes in the data that was shared which indicated the acknowledgement of short-term certificates in 2014 and industry certificates in 2018. The data also illustrated equity gaps of 17% for African Americans and 27% for Latinos.
 - The Workforce Equity Initiative (WEI) Panel discussion revolved around how we can accelerate programs, stack credentials, involve incumbent worker training, and completion of certificates of one year or less for African American students to get to a livable wage. The Grant criteria was designed in concert with the Illinois Black Caucus and has a goal of 60% African American in the population served. There was discussion of possible "*targeted funds*" for all districts in the future based on the data collected and success of the WEI program. "*Short-term*" MAP was also discussed for accelerated curriculum as an item on the legislative agenda.
 - The mission of the Illinois Community College Marketing Collaborative (ICCMC) was discussed. The current campaign is divided into two areas: 1. "*Say no to a Gap Year*" and 2. *New Careers*. The group is also selecting a branding consultant, Lipman Hearne. Rob Betts is familiar with this initiative and observing ways in which the work of ICCMC can benefit SCC.

(Page 1 of 3)

- In the ICCB update, the following information was shared: Adult Education enrollment is down by 30% statewide. ICCB asking for Colleges to look at ensuring pre-post testing activities are open the public. ICCB will be asking for a plan to meet performance outcomes; ICCB is also concerned about GEER funding drawdowns – asked Colleges to focus on this in the near future; The State is suspending the requirement for Constitutional Testing for the HS Equivalency certificate... effective 02/01; finally, the IBHE Strategic Plan's tentative goals are improving equity gaps, improving completion, improving access and affordability.
- Attended the Foundation meeting on 02/12. In my report, I reiterated my two goals for the first 6-9 months of my employment – expanding networking efforts and the institutional analysis/strategic plan update.
 - I encouraged the Foundation Board to watch the COVID Vaccine video and share with their network of influence.
 - I shared the link to the ICCB enrollment video that we made in December which highlights the College's fall enrollment.
 - In reference to the institutional analysis, I explained this is a data-driven analysis and will be used to update the College's Strategic Plan. I also communicated, I would share the results of this analysis with Foundation Board, after the College's Board has had an opportunity to study and provide input.
 - Discussed the Pepsi agreement that Gene has been working on.
 - Expressed the College is establishing a Medical Assistant Program in the Fall with the intention of housing it at the Anna Extension Center. Using Delta Health Grant funds as well as USDA funding, a classroom will be constructed.
- Facilitated a meeting with the College's Shared Governance Committee on 02/18. Topics included: Pros and Cons of Zoom, Remote Day Determination, and Graduation Ceremony Update. Outcomes of interest are:
 - Faculty shared the pros and cons of Zoom. This appears to be an on-going conversation. In general, the new guidelines for Zoom classes appear to be helpful. There is still much work to be done, but the faculty (in general), feel it is heading in the right direction. The notion that Zoom may have a long-term impact on College enrollment was introduced. Specifically, although students may prefer the f-2-f model now... there is growing data that suggests the tide is turning for Gen-Z students as they embrace the low levels of engagement and convenience of the process. It was stressed that our mission might be compromised in the future, unless the College can find ways to strengthen our educational programs, courses, and services... finding ways to leverage the power of online technology to strengthen learning and engagement. I offered to host a summit over the summer so that faculty and administration could have collective conversations about philosophical and operational concerns, with the idea of reaching a consensus about the future direction of our teaching and learning processes. The faculty suggested the idea sounds good but want to discuss it amongst themselves before committing the idea.

(Page 2 of 3)

- The decision-making process for making inclement weather decisions was shared. Here's some specifics:
 - ✓ All decisions stem from a value... my value is students benefit more from campus being open.
 - ✓ I use two primary criteria for the decision – campus safety and weather forecast.
 - ✓ I try to make the decision as early as possible, but before 6:00a.
 - ✓ Geography complicates the decision.
 - ✓ Initially Remote Learning/Remote Work wasn't an option because we worried about January Start students having the technology and training to participate; worried that staff wouldn't have the equipment at home (i.e. they may have left their laptops or other technology at work prior to the inclement weather); and we felt our communication protocols and procedures are not mature. I decided to try it remote learning/remote work as a pilot based off of input from faculty and my administrative team.
 - ✓ I shared the following results from the Zoom logs on our performance from 2/17
 - 74 Meetings in total, 68 were classes and 6 were administrative.
 - 41 classes met 50m or more (potentially 27 didn't meet requisite time).
 - 6 classes met 40-50m
 - 3 classes met 30-40m
 - 18 classes met for 30m or less (range from 30m to 16s)

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

- CDWG Invoice – Chromebooks were purchased for Saints Bounce Transition Program. Quantity purchase 50 and the amount of the invoice was \$11,845.00
- CROA Invoice – CROA is the College's data reporting tool. It is integrated with the College's ERP (i.e. Colleague) system. This tool can be very powerful and our team is learning to optimize its usage. This invoice was to provide consulting services for various staff members. The amount of the invoice was \$7000.
- iTutor.com Agreement – Under the terms of the agreement, a total of 100 hours of individual instruction will be provided to Shawnee Community College students. This is being used to supplement current student needs in hours that are traditionally outside of our normal tutoring hours. The total cost of the agreement is \$6,050.

STEM Education Works – Stem products purchased include the following: 3-D printer, Ink, Laser cutter and a power pack. The amount of the invoice was 14,000.91.

Academic Affairs & Student Learning Report March 1, 2021

Dean's Report

Dr. Shelby and Melissa Luttenbacher are finalizing preparations for Virtual CTE Day. Rob Betts and CTE faculty are doing a phenomenal job recording and editing the videos which will also be uploaded on the SCC website and featured on social media. Dr. Shelby is working with Kathy Almy, of Almy Education, and the Math Department on two grant-funded projects. The first is the Transitional Math project with district high schools. The second is the Developmental Education Innovation Grant to decrease time to degree completion for students who test into developmental math and English.

Dr. Shelby, along with Ruth Smith and Kayla Sauerbrunn, are attending a 10-week ICCB Program of Study cohort on certifying CTE programs as eligible programs of study under the Perkins V Grant. Dr. Shelby's office continues to serve Perkins students with books, bus passes, and other supply needs. The Perkins V Grant has also enhanced several of our CTE programs this semester in purchasing instructional materials for the Agriculture Programs, dashboard cameras for the Truck Driving Program, and at the conclusion of the March Board Meeting, hopefully two large pieces of heavy equipment for the Automotive Program. We are also looking at the current condition of the greenhouse in the Agriculture Program and pricing a possible replacement to be purchased with Perkins V funding.

Library/Technology

The library has reinstated a chatbox for student research help on the library website and in *EBSCOhost*, the most widely-used library database. The semester is off to an exciting start, with five classes coming in for library orientation during January. Anyone who would like library orientation for their class is encouraged to reach out to Christina at christinaf@shawneecc.edu. Rachel Hannan has done an excellent job at organizing and tracking the distribution of hotspots, webcams, and laptops to students, faculty, and staff.

Rachel attended a webinar called REopening Archives, Libraries, and Museums: Project Update and Community Reflections. During the webinar, cleaning techniques, quarantine times, and the results of Test 7 and Test 8 were discussed. Quarantine times per library vary anywhere from 24 hours to 7 days based on a library's preference. Based on data and our personal preference, the library has chosen to quarantine items for 7 days.

Rob Lucas continues creating articles for the knowledge base

- Dozens upon dozens of hours have been spent writing, editing, and updated the knowledge base
- Since it was created a little over a year ago, we've grown the knowledge base from **zero** articles to around **140**.
- In the past two weeks, **446** articles have been accessed by students, faculty, and staff.
- In the past year, **5,349** articles have been accessed. (Obviously, some articles are accessed multiple times. For example, one **Proctorio** article has been viewed **97 times** in the last 2 weeks.)
- It can be viewed at <https://shawcc.screenstepslive.com/s>

These comments were sent recently. "As a new adjunct, it helps me find information and review processes that I may not use every day. I LOVE the Knowledge Base!"

"Since my first semester at Shawnee in Fall 2019, I have referred to several of the topic articles more than once! It was a great resource for me as a first-time student, and I especially appreciated the Library and Moodle help! Now, with graduation around the corner, I take time to check for added tools, topics, and updates that I can use and share!"

Eleven classrooms have now been upgraded with ZOOM Technology. Ten are on the main campus and one is at Anna. Televisions are still on backorder for most, but finished rooms are in J2045, 2046, and 2047. Along with much needed upgrades, the new rooms make Zoom calls much more user friendly for the instructor and remote students.

Nursing

Positive changes have occurred in the nursing department this semester. In the Fall semester nursing lectures were held in the auditorium in order to maintain social distancing with the larger class sizes. A decision was made to bring the nursing students back to the classrooms within the nursing department by dividing the classes in half so as to have a more conducive learning environment while minimizing possible COVID exposures and maintaining social distancing. Nursing students and faculty have expressed that the smaller class sizes and being back in the classroom has been beneficial and much more conducive to learning. Annual NCLEX pass rates for last year's Shawnee graduates is as follows: 81.39% for ADN, 94.8% for PN. Nursing faculty are continuing to seek ways for improving our NCLEX pass rates including integrating NCLEX preparation into our curriculum.

Extension Centers Report

Anna Center

During the month of February, the Anna Center has been very active. On February 2, the four extension center directors met to collaborate and discuss the summer schedule and community education class options we would like to host at each of our centers. The spring semester late-start classes began on February 8th. During the week of February 8th, the Anna Center had five classes begin. We are excited to have these additional instructors and students on campus. Southern 7 Health Department dispersed the Covid vaccine to community members on Thursday, February 11th here at the Anna Center. Blake Goforth visited with Cobden High School seniors on February 24th to discuss SCC scholarship opportunities. The Anna Center hosted a CPR class for a local business on February 22nd.

Cairo Center

Thanks to Dr. Mason, the Cairo Center has continued to engage in weekly meetings to discuss the possibility of a workforce training opportunity and apprenticeship for the residents of the Cairo and the surrounding communities. At our last meeting, Senator Fowler was present and gave much insight into our planning. Leslie Weldon has also been helpful in guiding us with informative career planning information.

In meetings held on February 2nd, center directors met to discuss ways to make our summer schedules more accommodating for our students, and also discussed community education classes to offer at our centers. As a result, the Cairo center plans to offer women's auto repair, women's quick home repair and women's self-defense community education classes this spring, with hopes to celebrate and honor Women's History Month, while also educating our students and creating opportunities to better engage our center's communities.

Metro Center

Staff at the Metro Center focused on registering students during the day and during evening night registration (January 6th, 7th, and 11th). On January 28th and 29th, Hayley began the process of testing Massac County and Joppa High School students in preparation of summer and fall registration beginning in April

Vienna Center

Vienna Center hosted a Food Sanitation class on February 20th. The Extension Center directors met about summer schedule and the community education schedule. Teale Betts went over the online scholarship application with seniors at Vienna High School on February 8th. Many students were able to complete this process that day. Tina Dudley, Lisa Meyer, and Teale Betts went over the online scholarship application with seniors at Goreville High School on February 10th. Late start classes started off well. Teale Betts went to a training at the Anna Center for all of Student Services on March 5th. Dr. Curphy and Teale Betts met with Claude Sadler and Joe Riley from Labor Union 773. Claude Sadler will be retiring and Joe will be taking over for him as the LECET Director.

Workforce Innovation, Adult Education & Continuing Education

The CPR Program held 43 classes and served 135 students in the months of January and February. There were 5 classes cancelled due to COVID related issues. New CPR Curriculum began February 1st with 52 CPR Instructors completing Update and re-certified to teach.

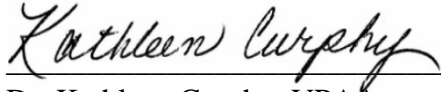
The Driver Safety Program received and processed 452 applications for January and February. There were 155 participants who completed their training and received a certificate of completion.

Long-time SBDC client Russell Electric was featured nationally in CEO Today magazine as an exemplary small business with the exceptional leadership of its CEO, Max Russell of Metropolis.

Dr. Mason is working with the Cairo Port Authority, Sen. Dale Fowler's office, labor unions, and regional economic development agencies to develop training and career pathways to prepare individuals for the forthcoming jobs related to the Cairo port project. He is joined by Cairo Center director Shelby Adkinson, and Career Services Coordinator Leslie Weldon.

Dr. Mason has been asked to be a presenter for the Non-Profit Network Leadership Institute being sponsored by the Southern Illinois Community Foundation. The 8-month long program will prepare participants to serve on the boards of non-profit organizations and agencies. He will conduct a workshop on Servant Leadership.

The partners on the Delta Healthcare Initiative (SCC, Southern 5, Shawnee Development Council, and G.R.O.W.) met to continue implementation of the grant. Classes will start in the Summer and Fall.

A handwritten signature in cursive script, reading "Kathleen Curphy", written over a horizontal line.

Dr. Kathleen Curphy, VPAA

March 1, 2021

Date

Student Academic Assessment Committee

Update Report February 11, 2021

The SAAC members met on Tuesday, February 9. A lengthy discussion was held related to continued Core Competency application, specifically Global and Cultural Awareness and Personal Growth. The outcome was these Criterion measurements for these Core Competencies remain relevant. It was decided to tweak verbiage in both Core Competency Rubrics to emphasize that student growth for these areas measure Diversity and Inclusion. Additional General Education courses were identified to collect numeric data for the Global and Cultural Awareness and Personal Responsibility student achievement and place into the GedEd FY21 planning CQI documentation.

Phyllis Sander, SAAC Chair is forwarding CTE Program Learning Outcomes that have been vetted through the SAAC to Jonathan VanMeter to placed under the Academic link on the SCC website.

The SAAC members reviewed the planned February communication of SCC applicable Assessment terms. The documentation of terms with an illustration of where the terms is applied in the SCC process is being distributed to SCC associates the week of February 16 – February 19.

Co-Curricular updates after meeting individually with chapter/club/organization adviser/sponsor

FY21 Updated - (COVID restrictions)

Ambassadors

Cosmetology Club

Future Teachers

History Club

Phi Beta Lambda

Phi Theta Kappa

Student Senate

**Student Success and Services Division
Board of Trustee Report
March 1, 2021**

Admissions

Danielle Boyd—Registrar

Danielle Boyd started meeting with consultant Marianne Devenny to look at admission/registration processes. She will also be helping expand the Communication management function in Colleague.

Danielle Boyd is working with the National Student Clearinghouse to get Reverse Transfer implemented. This would allow students that transfer from Shawnee to a university before completing an associate degree to potentially transfer the courses taken at the university back to Shawnee to be applied for degree completion.

Advisement and Recruitment Report

Classes are underway, but the advisement hallway on Main Campus is always open and available for students. Amanda Brown and Monica Brahler have been meeting with students who visit their offices via Zoom, and Erin King is on campus for face-to-face appointments and questions. The first several weeks of the semester are also a busy time for the advisors assisting students referred through the Retention Alert system. Carrie Davis has also been working with this system and has been a welcome addition to the group! Blake Goforth has contacted all of the in-district high schools regarding who will allow SCC in for recruitment, financial aid and scholarship assistance and programs of study presentations. Goforth is working with the advisors and is in the process of scheduling with the schools that will allow SCC in. Hayley Story partnered with one of her schools in a SCC application drive where we provided a backpack to be given away to a raffle winner pulled from all of those who had applied for admission.

The SCC Scholarship became available online January 21., and Erin King worked with Tina Dudley to organize a presentation (and a remix) to the guidance counselors and the SCC advisor group to assist with any questions they might have about this new process. Erin and Leslie Weldon also met with the Meridian Fast Start students to answer questions as they worked through their scholarship applications. The ladies also visited Century High School to present career interest inventories to the Junior and Senior classes and talk with them about career options and programs. This is also a time for advisors to visit training such as IACAC's Virtual Transfer Summit on February 18th & 19th and our own Shawnee Advisement Training day on March 5.

Athletics

John Sparks—Athletic Director

The Athletics Team has been excited about the opportunity to coach, play and compete in athletics at Shawnee Community College and the NJCAA. In this condensed season all teams will primarily play conference games with very little if any scrimmages or pre-season.

Men's basketball opened up with their first four games on the road starting with nationally ranked #1 John A. Logan followed by powerhouse Wabash Valley, Olney Central and Lake Land. The SAINTS lost their first three games but bounced back to beat Lake Land on Monday evening.

Women's basketball opened up with three nationally ranked teams; #13 Mid-South CC, #8 Lake Land, and #11 Wabash Valley. Bouncing back at Olney Central the Lady SAINTS were able to secure the win which was their first win over Olney Central in three seasons. Coach Thompson is very optimistic about the rest of the schedule.

Volleyball faced two of the better programs in the GRAC in Vincennes University and Lake Land. Although they fell short in both games they showed improvement each match. Coach Ballard is very optimistic on her ladies being more competitive this season.

Baseball and Softball will start their season the first of next month. In the meantime they are training and preparing daily for the upcoming season.

Currently we will not have any fans in attendance at our men's basketball, women's basketball, and volleyball games. We are live streaming our Volleyball, Women's Basketball, and Men's Basketball on Facebook Live.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career services continue to work with students on career plans, resume assistance, job search, and resume writing. In February, the office will have provided 90 Kuder assessments and 30 Career Keys. Century students were given the Kuder on January 29, 2021 and Career Key on February 3, 2021. Joppa High School seniors were given Kuder on February 11, 2021 and Cairo High School seniors were re-scheduled due to COVID-19 for February 17 and 18, 2021. They worked with other guidance counselors to schedule with remaining schools to administer Kuder per the school's guidelines around COVID-19.

The office has reached out to 21 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. Career Services is working with Russ Stoup to host the annual SCC Job Fair on March 17, 2021. The job fair will be scheduled from 9:00 am until 11:00 am via Zoom, and the government agencies will be utilizing Google Meets. So far, we have invited 95 employers to participate in this event.

The office will begin to collect program placement data for all CTE programs in collaboration with CTE faculty starting Spring 2021. This data is vital for the college gainful employment data and ICCB. The career coordinator worked with transportation provider SMART to ensure that all students are wearing a proper face covering while being transported to and from campus.

Completion Coaches

Carrie Davis has been working with retention alert to check in with students whose GPA are 2.0 or lower. Carrie has also been working alongside Jacqueline Smith within the "The Cupboard." She has also been working with the testing center in assisting with entering test scores. She has been working through a list of individuals who have applied at Shawnee to see if they are currently enrolled at this time. This list dates back to the beginning of August 2020. She, along with Connie Lowery, have been working together to plan "Cooking Workshops." These are intended to help students learn how to cook a nutritious meal at home. The first one will take place on February 17. Carrie has also presented the survey findings from her survey in November. She has presented to Cabinet, as well as the Retention Committee.

Greg Sheppard is serving as the Completion Coach for the student athletes. Athletic Director John Sparks held a meeting with all coaches, Sheppard, and Lisa Price. Discussion about advisement, retention alerts, follow-up, and possible volunteer opportunities for student-athletes occurred. Sheppard, along with the AD and coaches, monitors retention alerts and grades all working together to assist the student-athletes in being successful students.

Counseling

Monica Brahler-Admissions, Recruitment, Advising/School Counselor

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

The College has an online mental health screening tool accessible to our student population and the general community. The tool allows individuals to choose from well-being, a wide screening tool, and more specific areas such as screening for generalized anxiety. This report includes information related to utilization and demographics for March 16, 2020, to January 31, 2021.

Device Used	Visits	Completions	Completion Rate	Average Time Taken
Desk Top	284	214	75.35%	01:59
Tablets	2	1	50.00%	02:39
Phone	117	54	46.15%	01:59
TOTAL	403	269	66.75%	02:12

Age	Total	Percent
18-24	189	71%
25-34	44	16%
35-44	15	6%
45-54	17	6%
55-64	3	1%
Gender Identity	Total	Percent
Male	33	13%
Female	202	80%
Transgender	5	2%
Other	1	0%
Non-binary	9	4%
I prefer another identity	4	2%
Racial/Ethnic Identity	Total	Percent
Asian	2	1%
Black or African American	26	10%
Hispanic, Latino or Spanish Origin	8	3%
White	209	82%
Other race/ethnicity	1	0%
Multiracial/ethnic	8	3%

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans Coordinator

Financial Aid staff participated in the “Communicating with Students of Color” webinar on February 3rd and “Compliance Reporting: Avoiding Common Enrollment Audit Findings” webinar on February 10th through the National Student Loan Clearinghouse.

Lisa Meyers was scheduled to work alongside Teale Betts and Tina Dudley at Goreville and Vienna High Schools for scholarship application and FAFSA assistance, but these sessions had to be rescheduled due to inclement weather.

Contacted all high school guidance counselors again regarding their FAFSA completion numbers for their seniors and reminded them that the Financial Aid Office is here to assist in any way possible. We also provided a flyer on how students can make an appointment for FAFSA assistance or ask questions.

Assisted approximately 50 students with FAFSA completion either face to face in the office, over the phone, or through Zoom. Assisted students with scholarship questions regarding applying for and ensuring access to the new online scholarship application.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center has been having a great semester thus far. With students being back full-time on campus, professional tutors have continued to assist students with unique success

barriers. To publicize the Tutoring Center and encourage students to utilize services, the department sent emails to students and held online, interactive events. The first event was "Meet the Tutors" via Zoom. All students were sent an invitation, via email, to meet one-on-one with the professional tutors. The event was held on February 3, 2021, at 2:00 pm. The Professional Tutors have continued to communicate with faculty and students to engage in dialogue that promotes student self-advocacy in all aspects of their academic endeavors. To that end, the Professional Tutors have focused not only on academic success but also on students' functional needs. Some students need additional support with computer navigation, organization, and communication skills. Future events will be centered around those topics.

The SSC Testing Center staff have been administering high-stakes entrance exams to current and prospective nursing students and candidates who intend to apply for any of SCC's SICCM Programs. On January 21, 2021, Egyptian High School (EHS) Sophomores visited Main Campus. EHS students took the College's placement exam and partook in a group photo and campus tour. Meridian Sophomore and Junior classes are slated to visit the campus in April. Additionally, other area high school counselors have been corresponding with the Student Success Center Director for this opportunity. Student accommodation-testing, as well as makeup exams, are also administered in our Testing Center.

Student retention has been a primary focus campus-wide. To date, there have been a total of 151 case submissions through the Retention Alert Program. Of those cases, most faculty observations have been related to low attendance and incomplete assignments. Academic advisors, as well as faculty, have been working diligently to address these issues. Students are contacted by phone, email, and/or text to address concerns or barriers that may be causing students to fall behind. The Accessibility and Resource Services has put into practice "Check-In Points" for individual students who receive Accessibility and Resource services to promote retention efforts for underrepresented students. This ensures that staff and students have adequate time to adjust accommodations and make students more aware of services available.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) has the Spring Semester underway. SSS conducted Mentor Roundtable for the incoming newly accepted SSS students. SSS conducted Welcome Back Events for the returning SSS students.

All staff attended the Communicating with Students of Color Webinar. This year's Illinois State TRiO Day Observance will be virtual on February 27. SSS now has the team display board on the wall near the Registrar's Office. It currently features former students and current events happening in SSS.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

ETS and Romana Munsell and Associates have a rough draft of the grant to be submitted on February 26, 2021. ETS has continued to provide financial literacy workshops for our students.

Our Self Care/Mental Health workshops have started for all of our schools. We are also in the process of recruiting for the program

Vice President of Student Success and Services

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

In September 2020, SCC received the Governor's Emergency Education Relief (GEER) Grant. These grant funds are federally funded monies that are funned through to the state and being monitored by the Illinois Community College Board. To date, these funds have been used to equip three classrooms with Zoom technology, student loaner laptops, WIFI jetpack service, and additional software.

GEER funds have also been used to fund the overall part-time student Completion Coach, Carrie Davis, and the Student Athlete Completion Coach, Greg Sheppard. A portion of Sheppard's salary is funded by GEER. A section for the Completion Coaches has been added to the Student Services report. Funding is also supporting tutoring costs.

Carrie Taylor has been hired as a part-time COVID-19 Student Health Coordinator. Dr. Kristin Shelby has been serving in this capacity with the help of Southern 7 Health Department. Southern 7 Health Department has been and continues to be an excellent partner during the pandemic. But, their responsibilities along with Dr. Shelby's have increased and the decision was made that this part-time position was necessary. On a side note, S7HD has been using the SCC Main Campus and Extension Centers as a sites for their vaccination clinics. Nursing students are getting the opportunity to serve during the vaccination clinics.

GEER funds have been used to support The Cupboard, Student Retention, Student Engagement, Faculty and Staff Professional Development and other functions to support student enrollment and retention.

The Student Services Board Report will now include a section for Clubs and Organizations. SCC is fortunate to have faculty and staff dedicated to provide these opportunities for students. It is also important to note that the pandemic has brought many challenges to some clubs and organizations and some have not been able to have the student participation that they want.

Clubs & Organizations

Phi Theta Kappa-Craig Bradley PTK has begun their spring membership drive. The list of eligible students was uploaded on February 5 and 326 students were eligible this semester up from the last two semesters. PTK headquarters will be mailing out letters to prospective students throughout the semester. We plan to hold membership drive meetings on various Wednesdays to give our more information to students. An orientation will be held on March 18 on Zoom at 7pm and induction will be held live and on Zoom on March 24 at 3pm in the River Room. We have asked a representative from Murray State University to speak at the induction ceremony.

On February 8, PTK went shopping at the Stop and Shop in Mounds and purchased over \$570 worth of non-perishable canned and boxed goods. We have been asked to help with shopping for "The Cupboard" and feel this would be a good college project for our chapter this coming year.

Chapter Advisor Craig Bradley has been busy informing members about scholarship opportunities as many of the four-year colleges and universities have closed their competitive scholarship applications, but the transfer scholarships remain attainable.

As was mentioned in the last board packet, our chapter is a Five-Star Chapter for the 3rd year in a row. We hope to continue to strive for this top honor. Of 56 total chapters in the Illinois Region, we were 1 of 22 chapters that gained the Five-Star status.

Ag Club-Anna Vaughn Doom Since the beginning of the semester the Ag Club has come together as a team to clean out and organize the greenhouse storage building. The building had many supplies that were no longer functional and were broken or unorganized. The club worked on disposing of old products, arranging pots for use in class and organizing material. The club has also reestablished the greenhouse. Planting a variety of seeds such as tomato, cucumber, squash, zucchini, herbs, as well as flowers such as cannas, and balloon flowers started at the beginning of February. We will continue adding seeds to the greenhouse until late February.

Phi Beta Lambda-Phyllis Sander January 21, the SCC Nu Alpha Alpha Phi Beta Lambda membership participated in the Illinois virtual 2021 Winter Webinar with entrepreneurial speaker, Michele Ward; keynote titled "Dream Big, Start Small."

Phi Beta Lambda members are preparing a video to promote PBL Week, February 14 - February 20 in conjunction with Career and Technical Education (CTE) month to be hosted on SCC social media avenues and the SCC YouTube channel.

Student Senate-Erin King February is always a pretty big month for the Student Senate group. This would be the time for a Homecoming Event during a normal year, but unfortunately, this is not a normal time. However, Student Senate continues to be active with a Red Cross Blood Drive bus on campus on February 10 and Student Trustee election season running from January 18 through February 24. Shawnee's newest Trustee will be named at March's board meeting before transitioning to their active role in April. Student Senate is also initiating a monthly survey of our student membership called "Taking Notes." This is a way for students to communicate their questions or concerns to both the Student Senate and the Student Trustee. This will become a standing section in the Student Trustee's monthly report.

Student Ambassadors-Monica Brahler & Amanda Brown Normally this time of year would be very busy for Student Ambassadors who would be visiting in-district ball games throwing out SCC mini basketballs and handing out other SCC promotional items. Unfortunately, COVID-19 has interfered with this type of recruitment. Instead the advisors are using their weekly time to have discussions about inclusion and diversity.

Inclusion & Cultural Diversity Committee - John Sparks, Chair The Cultural Diversity Committee has planned several activities for Black History Month. During the week in "The CAFE" we have sixteen different YouTube videos streaming with a variety of accomplishments of African Americans. Mindy Ashby has organized a bulletin board in "The CAFE" celebrating Black History Month. On February 16th we will show Dwayne Logan's film "Black Thoughts" that was nominated for several awards from 12-1pm. On February 25th Jeff McGoy will have a presentation via Zoom from 12-1pm. We are working with SSS and our Extension Centers in coordinating and participating in all of these activities. We have a few more activities in progress that we are still working out the details.

Dr. Lisa Price

Vice President of Student Success and Services

3/1/2021

Date

**Financial and Campus Operations
Board of Trustees Report
March 1, 2021**

State Payment Update

The state currently owes for February Equalization and Base Operating.

Facilities Department

The Facilities & Maintenance department handled the first major impacts of winter weather for the season for the college. The Shawnee Community College Main campus as well as all SCC extension centers were closed during the latter part of the week of February 7th through the 13th due to inclement weather. Crews conducted snow and ice removals and applied winter surface treatments at all locations. At times, the weather impacts some areas of the SCC community more than others. This event impacted our entire regional area. The Facilities & Maintenance personnel's prompt response to address parking lot cleanup and pedestrian accessibility cleanup including sidewalks and entrances during this harsh inclement weather event was very much appreciated and commendable. Had discussions on the upgraded SCC Boiler units and their efficiency in operating during the periods of colder weather that we are now dealing with. VP of Finance & Campus Operations will be working with Facilities & Maintenance Department on outlook over the next few weeks in response to any future preparedness planning needs to get through the remaining winter season. Will also be having discussions and working with Facilities over the next few weeks on identifying "potential" capital improvement projects for the college.

Business Service Department

Attended a virtual CCCFO meeting and the main topic of discussion was the CARES act and that the Department of Education has not issued guidance on how to calculate and record lost revenue to be paid from the CARES act funds. Continue to work on academic program costing with financial consultant. Completed lab fee costing justification.

IT Department

Upgraded three active directory servers and built two servers for the upgrade of the Etrieve system. Etrieve is the College's electronic filing system. Continue to monitor wireless internet at the campus sites. Assisted the installers on the security camera upgrades. Completed upgrades to the Colleague self-service API web to the version 2.29, Nelnet self-service, Etrieve, and tax forms and tax tables. Uploaded files for academic works, MBS, and WENS software. Gathered data for the academic program review, strategic plan, and the developmental grant. Completed the ICCB SU/SR fall submission and spring enrollment survey. Attended the virtual ICCCA-TC meeting. Completed several changes/additions to the College's website. Setup 112 new pieces of technology equipment for the business students, adult education lending library, and faculty/staff. The Esports club: there are two students that will represent SCC in the Spring 2021 NJCAA Fornite Duos Esports Tournament. Six students will represent SCC in the Spring 2021 NJCAA Overwatch Esports Tournament.

Human Resources

February started out by recruiting for and then onboarding the new part-time Covid Student Health Coordinator as well as scheduling and conducting Director of Institutional Research interviews. Worked on the recruitment and advertising for the Vice President of Financial & Campus Operations position among other part time positions for Academic Affairs. Attended training related to "Title IX such as Conducting Sexual Misconduct Investigations During a Pandemic" and "Intersection of Title IX and Threat Assessment Teams". The next scheduled training is on "Title IX and Community Colleges" offered by D. Stafford & Associates. HR has also shared training information with Dr. Price.

Brandy Woods

Brandy Woods
Interim Vice President of Financial and Campus Operations

**PR & Marketing Summary
February 2020**

Google Analytics-

Google Analytics reporting for the period ending February 11, 2021, indicated the number of users to our website was 9,469. The data also indicated that we had **7,804** up from last period which showed **5,337** new users. Currently our generated traffic from Google Ad placement results are as follows:

545 - Requests for directions to our location 2140 – Visits to our website
626 – Phone calls

The top 3 locations by state for views during this reporting period continues to include:

1. Current Month	Previous Month
4. Illinois 5097	2,247
5. Missouri 1,754	1,192
6. Kentucky 566	379

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

/academics/programs	1868
/athletics/mens-basketball	1261
/athletics/womens-basketball	1046
/employment opportunities	851
/athletics	788

2. Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
1/11/21			2041	10546	21726
1/12/21	1		1232	9899	20791
1/13/21			1136	9421	20368

1/14/21	1	2	1168	8647	19862
1/15/21			1543	8264	19812
1/16/21	6		2454	8441	18969
1/17/21	2	1	3108	8575	19069
1/18/21			2046	7928	19122
1/19/21		2	1503	7994	18958
1/20/21			2009	8436	18694
1/21/21	1	1	1450	8706	18663
1/22/21	1	1	2921	10133	19989
1/23/21	3		1744	9628	20035
1/24/21	5		2531	9214	20546
1/25/21	1		3350	9884	21025
1/26/21			1850	9916	21161
1/27/21		1	2060	10042	21612
1/28/21	4	1	3854	11360	23338
1/29/21	2	1	1895	10448	23615
1/30/21			2052	10203	23835
1/31/21	2		2366	9751	24033
2/1/21	4	3	1619	8910	24317
2/2/21	10		2454	9585	24381
2/3/21		2	1303	9505	24165
2/4/21	2		1597	8168	23582
2/5/21	1		1316	7683	23097
2/6/21		1	1001	6936	22692
2/7/21	1	4	1718	6583	22066
2/8/21			1770	6462	21591
2/9/21	7	1	2405	6396	22170
2/10/21	3		4607	8619	23426
2/11/21	3	2	2738	9115	23718
Totals	60	23	66,841	28,5398	69,0428

3. Traditional Media Sources:

Coverage this month includes stories covering:

- ☐ SCC Covid-19 informational website launch
- ☐ SCC Blood Drive
- ☐ SCC Librarian Tracey Johnson Retirement
- ☐ Vaccine Awareness Video Release
- ☐ Shawnee College Writing Contest
- ☐ Shawnee College Criminal Justice Speaker Series Announced
- ☐ Presentation by Dr. Tim Taylor Outlining Challenges and Opportunities for Increasing Enrollment.

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	Local Viewership
1/11/2021 5:05	WSIL (ABC)	News 3 News This Morning	\$10.93	0
1/11/2021 6:53	WSIL (ABC)	News 3 News This Morning	\$29.10	880
1/28/2021 18:23	WSIL (ABC)	News 3 News at 6	\$1,218.35	42407
2/1/2021 17:00	KFVS (CBS)	Heartland News @ 5	\$837.76	32028
2/4/2021 22:10	WSIL (ABC)	News 3 News at 10	\$1,134.25	22546
2/5/2021 5:14	WSIL (ABC)	News 3 News This Morning	\$26.45	74
2/5/2021 5:37	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
2/5/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
2/5/2021 8:27	WSIL (ABC)	Good Morning America	\$283.59	11959
2/8/2021 5:08	WSIL (ABC)	News 3 News This Morning	\$10.93	0
2/8/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$29.10	880
2/8/2021 8:27	WSIL (ABC)	Good Morning America	\$29.10	880
2/10/2021 5:42	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
		TOTAL	\$3,837.47	119542

Synopsis

This month we again obtained free press on two affiliates, including ABC and CBS. Our television news coverage report indicates that we received \$3,837.47 in free advertising through news stories in our region! Our radio ads, television commercials continued through late start of spring semester (Playing on WPSD, WSIL, KFVS, & FOX) along with our newspaper ads for spring enrollment.

My office is currently working to complete CTE videos for each of our programs we have also been releasing short 30second – 1minute spots to highlight other Shawnee College information including extension center information and scholarship ads. We are also scheduled to complete additional ads soon.

I am also working with the ICCB marketing group to determine additional avenues for generating online exposure through retargeting, geofencing, email campaigns etc. This group

works collectively through virtual meeting and email chats to discover and share best practices for Illinois community colleges.

Saints Foundation Report March 2021

A highlight for the Saints Foundation and the College was a visit by one of our generous scholarship donors known as Mr. A. His pastor brought him to the college one morning for a visit. He met with Dr. Taylor, Dr. Lisa Price, Tina Dudley and Gene Honn. Mr. A stated he wanted to see the students and to get to know SCC before he died. Hopefully Mr. A will be around for many more years to help our students.

We have been reaching out to potential Board members from targeted geographical and career areas. We are pleased to be presenting Dr. Tiffany Hines for membership to the Saints Foundation Board. Dr. Hines is a proud graduate of SCC and an Alumni of the Year.

The Saints Foundation has continued working on a major gift proposal that has been submitted to the Harry Crisp II family, as well as preparing a Case Statement to use for future proposals.

Proposals have been solicited and received to provide vending services for the College. Those are under review by the College.

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

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

Scholarship donors have received two newsletters to keep them informed of the status of our scholarship program. This is a new feature that we added to keep in contact with our scholarship donors. Donors have been contacted to make their commitment for a scholarship and have been invoiced accordingly.

We continue to work to update and upgrade our website to make it more user friendly and interactive in receiving donations.

Plans continue to prepare video content for a Virtual Gala in 2021 and recognition of students, donors, Alumni and Honorary Alumni.

At the May Saints Foundation Board meeting we will work to update our Strategic Plan for the 2021-2022 Fiscal Year.

ICCTA Report

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 & Brad McCormick

RE: Tuition & Universal Fee Rate for FY22

Date: 03/01/21

Background: Consistent with [110 ILCS 805/Art. VI](#) of the Illinois Community College Act, it is the Board's responsibility to establish tuition rates. For your convenience, I've attached the current Board policy to this memo. Historically, the Board considers tuition changes for the subsequent fiscal year, prior to the printing of the College Catalog and beginning of summer registration. Generally, the Board's consideration for tuition changes is informed by research and recommendations received from the College's CEO and CFO. Since the College Catalog will be finalized in March, and summer registration will commence shortly, it would be appropriate for the Board to consider tuition changes now.

Currently, the College's tuition and universal fee rates are:

- In-District - \$125 per credit-hour (waived for residents 60 and over.)
- Out-of-District - \$188 per credit-hour
- Out-of-State & International - \$209 per credit-hour
- Technology Fee - \$15 per-credit-hour
- Online Course Fee - \$30
- Interactive Video Course Fee - \$30
- Transcript Fee - \$5
- Returned Check Fee - \$10

Given the impact of COVID on our community and the research (attached) completed on statewide tuition changes, the College suggests no changes be made in FY 22 tuition and universal fee rates except for the following:

- Online & Interactive Video Tuition - \$135 per credit-hour
- Out-of-District - \$200 per credit-hour
- Online Course Fee - Eliminate
- Interactive Video Course Fee – Eliminate

The proposal for the online and ITV changes was informed by research completed by Brad McCormick (memo attached). The Senior Citizen waiver would apply to this new online tuition rate. Please be aware, this market driven online tuition rate would apply to out-of-district and out-of-state residents, which is consistent with ICCB guidelines, will enhance our market competitiveness for regional students. Further, integrating online and ITV course fees into an online tuition, helps increase student understanding of online course costs. Finally, the out-of-district change is needed to comply with ICCB rules and is based on a standard calculation.

Recommendation: I recommend the Board adopt tuition and universal fee rates presented for FY 22. These changes would be effective with the start of Summer 2021 semester.

TUITION **7310****ARTICLE VII - BUSINESS OPERATIONS OF THE COLLEGE** **7000****I. In-District Tuition**

The Board of Trustees will set the tuition rates for in-district residents including variable rates for each of its programs as prescribed in Section 6-2 of the Illinois Community College Act.

II. Out-of-District Tuition

1. The college will use the calculation for out-of-district tuition for chargeback purposes as prescribed in Section 6-2 of the Illinois Community College Act. The depreciation rate used in the out-of-district tuition calculation for capital expenditures for equipment and temporary buildings shall be 12.5 percent each year for eight years and for permanent facilities 2 percent each year for 50 years.
2. The college will use the variable tuition provision in Section 6-4 of the Illinois Community College Act to set market-driven, out-of-district tuition rates for courses offered via Internet, correspondence, and other distance learning modes.
3. The college will set the out-of-district tuition rates for adult basic education, adult secondary education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.
4. The college will charge in-district tuition to a student who is an out-of-district resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services.
5. The college will enter into cooperative agreements for instruction with its neighboring districts for any or all other programs to provide increased access to education for their students and may charge in-district tuition rates for students from any district within the cooperative agreement.
6. The college will set the out-of-district tuition rate for all other credit instruction offered by the college at a minimum of 1.5 times the highest in-district tuition rate of any of its neighboring contiguous Illinois community college districts.

III. Out-of-State Tuition

1. The college will use the variable tuition provision specified in Section 6-4 of the Illinois Community College Act to set market-driven, out-of-state tuition rates for courses offered via Internet, correspondence, and other distance learning modes.
2. The college will set the out-of-state tuition rates for adult basic education, adult secondary education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.
3. The college will charge in-district tuition to a student who is an out-of-state resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college.
4. The college will set out-of-state tuition rates within interstate agreements for instruction with out-of-state institutions in accordance with the agreement, subject to approval by the ICCB.
5. The college will set out-of-state tuition rates for all other credit instruction offered by the college at a minimum of 1.67 times its in-district tuition rate.

IV. Out-of-Country Tuition

The Board of Trustees will set the tuition rates for out-of-country residents using the same policies as for out-of-state residents described in subsection (c) of this Section.

**Illinois Community Colleges Tuition and Universal Fee Rate Information - In District
February 2021**

	In-District			In-District			(Preliminary)		
	FY2021			FY2022 (Preliminary)			FY22	FY22	FY22
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition Increase	Fee Increase	% Increase
BLACK HAWK	149.00	0.00	149.00	149.00	0.00	149.00	\$0.00	\$0.00	0.00%
CHICAGO	146.00	0.00	146.00	146.00	0.00	146.00	\$0.00	\$0.00	0.00%
DANVILLE	140.00	25.00	165.00	145.00	25.00	170.00	\$5.00	\$0.00	3.03%
DUPAGE	105.15	32.85	138.00	105.15	32.85	138.00	\$0.00	\$0.00	0.00%
ELGIN	132.00	0.00	132.00	132.00	0.00	132.00	\$0.00	\$0.00	0.00%
HARPER	133.50	19.00	152.50	133.50	19.00	152.50	\$0.00	\$0.00	0.00%
HEARTLAND	155.00	8.00	163.00	161.00	8.00	169.00	\$6.00	\$0.00	3.68%
HIGHLAND	146.00	40.00	186.00	149.00	40.00	189.00	\$3.00	\$0.00	1.61%
ILLINOIS CENTRAL	155.00	0.00	155.00	155.00	0.00	155.00	\$0.00	\$0.00	0.00%
ILLINOIS EASTERN	100.00	32.00	132.00	100.00	32.00	132.00	\$0.00	\$0.00	0.00%
ILLINOIS VALLEY	125.60	7.40	133.00	125.60	7.40	133.00	\$0.00	\$0.00	0.00%
JOLIET	113.00	35.00	148.00	113.00	35.00	148.00	\$0.00	\$0.00	0.00%
KANKAKEE	146.00	19.00	165.00	146.00	19.00	165.00	\$0.00	\$0.00	0.00%
KASKASKIA	136.00	16.00	152.00	136.00	16.00	152.00	\$0.00	\$0.00	0.00%
KISHWAUKEE	147.00	17.00	164.00	147.00	17.00	164.00	\$0.00	\$0.00	0.00%
LAKE COUNTY	125.00	22.00	147.00	125.00	22.00	147.00	\$0.00	\$0.00	0.00%
LAKE LAND	110.50	32.17	142.67	110.50	32.17	142.67	\$0.00	\$0.00	0.00%
LEWIS & CLARK	125.00	23.00	148.00	125.00	23.00	148.00	\$0.00	\$0.00	0.00%
LINCOLN LAND	133.00	11.00	144.00	134.50	11.00	145.50	\$1.50	\$0.00	1.04%
LOGAN	125.00	5.00	130.00	133.00	5.00	138.00	\$8.00	\$0.00	6.15%
MC HENRY	111.50	16.75	128.25	111.50	16.75	128.25	\$0.00	\$0.00	0.00%
MORAIN VALLEY	131.00	20.00	151.00	131.00	22.00	153.00	\$0.00	\$2.00	1.32%
MORTON	108.00	40.00	148.00	108.00	40.00	148.00	\$0.00	\$0.00	0.00%
OAKTON	136.25	5.00	141.25	136.25	5.00	141.25	\$0.00	\$0.00	0.00%
PARKLAND	148.50	22.50	171.00	148.50	22.50	171.00	\$0.00	\$0.00	0.00%
PRAIRIE STATE	143.50	30.50	174.00	143.50	30.50	174.00	\$0.00	\$0.00	0.00%
REND LAKE	110.00	25.00	135.00	110.00	25.00	135.00	\$0.00	\$0.00	0.00%
RICHLAND	139.00	14.00	153.00	139.00	14.00	153.00	\$0.00	\$0.00	0.00%
ROCK VALLEY	115.00	15.00	130.00	115.00	15.00	130.00	\$0.00	\$0.00	0.00%
SANDBURG	170.00	0.00	170.00	170.00	0.00	170.00	\$0.00	\$0.00	0.00%
SAUK VALLEY	132.00	14.00	146.00	136.00	14.00	150.00	\$4.00	\$0.00	2.74%
SHAWNEE	125.00	15.00	140.00	125.00	15.00	140.00	\$0.00	\$0.00	0.00%
SOUTH SUBURBAN	152.00	17.75	169.75	152.00	17.75	169.75	\$0.00	\$0.00	0.00%
SOUTHEASTERN	106.00	30.00	136.00	106.00	30.00	136.00	\$0.00	\$0.00	0.00%
SOUTHWESTERN	113.00	9.00	122.00	113.00	9.00	122.00	\$0.00	\$0.00	0.00%
SPOON RIVER	145.00	25.00	170.00	149.00	25.00	174.00	\$4.00	\$0.00	2.35%

**Illinois Community Colleges Tuition and Universal Fee Rate Information - In District
February 2021 - Continued**

	In-District			In-District			(Preliminary)		
	FY2021			FY2022 (Preliminary)			FY22	FY22	FY22
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition Increase	Fee Increase	% Increase
TRITON	133.00	16.00	149.00	133.00	16.00	149.00	\$0.00	\$0.00	0.00%
WAUBONSEE	132.00	8.00	140.00	132.00	8.00	140.00	\$0.00	\$0.00	0.00%
WOOD	142.00	21.00	163.00	142.00	21.00	163.00	\$0.00	\$0.00	0.00%
State Average	\$131.81	\$17.66	\$149.47	\$132.62	\$17.72	\$150.33	\$4.50	\$2.00	2.74%

Regional College Tuition & Fee Schedule for FY 21												
College	In-District	Out-District	Out-State	Border County	International	Online Tuition	Online Fee	Technology Fee	Student Fee	Facility Fee	*Projected Cost for 3CH	**Projected Cost for 3 CH Online
Shawnee (FY21)	\$125 CH	\$188 CH	\$209 CH		\$209 CH	\$125 CH	\$30 Course	\$15 CH			\$420	\$450
Shawnee (FY22)	\$125 CH	\$200 CH	\$209 CH		\$209 CH	\$135 CH		\$15 CH			\$420	\$450
JA Logan	\$125 CH	\$173 CH	\$209 CH		\$209 CH	\$138 CH		\$5 CH	\$40 (3-6 cr) \$65 (6+ cr)		\$430 or \$445	\$469 or \$494
Rend Lake	\$110 CH	\$175 CH	\$200 CH		\$200 CH	\$110 CH		\$25 CH			\$405	\$405
Southeastern	\$106 CH	\$172 CH	\$180 CH	\$136 CH	\$188 CH	\$106 CH	\$25 Course \$45 Course	\$13 Course	\$2 Course	15 CH	\$378	\$403
Southwestern	\$113 CH	\$204 CH	\$113 CH			\$113 CH		\$6 CH	3 CH		\$366	\$366
Three Rivers	\$100 CH	\$141 CH	\$141 CH	\$141 CH	\$141 CH	\$141 CH	\$20 CH	\$42 CH			\$549	\$609
WKCTC	\$179 CH		\$627 CH	\$358 CH		\$179 CH	\$20 CH	\$8 CH			\$561/\$1,905	\$621

ICCB Cohort (All College's generated less the 36K Reimbursable Credit-Hours in FY 19)												
Carl Sandburg	\$170 CH	\$255 CH	\$284 CH	\$284 CH	\$284 CH	\$170 CH			\$25 Sem.		\$535	\$535
Highland	\$146 CH	\$244 CH	\$244 CH	\$244 CH			\$146/\$244	\$22 CH	\$18 CH		\$558	\$558
John Wood	\$163 CH	\$273 CH	\$273 CH	\$244 CH	\$273 CH	\$193 CH					\$489	\$579
Sauk Valley	\$135 CH	\$360.26 CH	\$407.28 CH		\$407.28 CH	\$135 CH			\$16 CH		\$453	\$453
Spoon River	\$145 CH	\$328 CH	\$364 CH		\$364 CH	\$196 CH			\$25 CH		\$510	\$588 (no fee)

*Projected cost for 3 credit-hour course column assumes face-to-face In-District rates and no course fees.

**Projected cost for 3 credit-hour online course assumes In-District Rates and not additional course fees.

Notes:

- JA Logan – student activity fee is fall and spring terms only; charges a difference in transcript fees (online and pickup); Grad fee is \$10; Return Check Fee is \$15; charges a test proctoring fee - \$25; has variable tuition rates for allied health programs
- Rend Lake – Has very extensive course fees
- Southeastern – special tuition discounts for veterans; senior citizen age is 62; lists the border counties that get special discounts.
- Southwestern – out of state rate of \$189 per credit hour is waived down to their In-District Rate; HS Equivalency Test cost \$120; Student ID replacement is \$25; Senior Citizen (60+) discount is \$5 per credit hour; Senior 65+ who are low income can get free tuition.
- WKCTC – online tuition is for all regardless of residency status; Massac and Alexander County residents are not eligible for the contiguous county rate

**President**

Dr. Tim Taylor

Vice Presidents

Dr. Kathleen Curphy

Dr. Lisa Price

Brandy Woods

Executive Directors

Robb Betts

Gene Honn

Administrative Memorandum**To:** Dr. Tim Taylor**From:** Brad McCormick**RE:** Tuition Rate for Online and Interactive Video Classes**Date:** 02/02/21

Background: Shawnee Community College presently charges tuition for online courses (whether traditional online or synchronous) based upon district residency status (i.e. out-of-district, out-of-state, etc.). In addition to the tuition charge, there is a \$30 course fee attached to each course. In the past three (3) years on average, approximately 1,000 credit hours have been generated by students with residency outside the district. Approximately 1/3 of the tuition charged for these hours has been waived for various reasons. Of those not waived, very little of the tuition charged has been for online or interactive video classes.

All neighboring community college districts address the costs of these courses by charging a tuition rate that is either equal to the in-district rate or use the in-district rate plus either a fee such as Shawnee charges or a slight tuition inflator of 10%, as an example. Statewide, there are few, if any, community colleges that charge out-of-district rates for such courses.

Current board policy 7310, Tuition, states the college will use the variable tuition provision for market-driven, tuition rates allowable in Section 4 of the Illinois Public Community College Act to establish rates for these courses. This statement is applied to both out-of-district and out-of-state students and board policy states out-of-country tuition rates will follow the same rules as for out-of-state tuition. However, in practice at the college, the rate for these courses still depends upon student residency status. It is my belief going to a market-driven rate may create opportunity for additional enrollment in these courses and also will make it financially possible for students from neighboring community college districts to enroll in courses included under the recently approved Laborers Local #773 agreement. The present \$30 online and ITV course fee and the \$15 per credit hour technology fee would still be added to the in-district tuition rate which is presently \$125 per credit hour.

Recommendation: Since authority already rests with the Board of Trustees to set market-driven tuition rates for courses with these delivery types and since no change in board policy is required to do this, it is recommended the Board of Trustees establish tuition rates for online and interactive video courses at the same rate as in-district tuition rate as a “market-driven” rate regardless of residency status. This is to be effective with the Summer 2020 semester.

Board Memorandum



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To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Kathleen Curphy & Brandy Woods

RE: Course Fees for FY 22

Date: 03/01/21

Background: College policy 7315 states, *“Based on the cost of materials and services and for the smooth functioning of the College, the President shall recommend all fees, and fee charges to the Board of Trustees for ratification prior to March 30 to be effective with the fall semester.”*

To facilitate this process, the faculty responsible for these courses, Faculty Chairs, the CAO, and the CFO reviewed, provided input, and made recommended changes to the attached course fee list for FY 22. In general, there are 220 courses on the list. Fees for 195 courses are recommended to be the same as FY21 fees (i.e., no increase). Five courses fees are recommended for elimination. Twenty (20) courses have recommended fee increases in FY22. The courses with recommended fee increases have a verified cost accounting rationale.

Recommendation: I recommend the Board adopt the course fee rates presented for FY22. These changes would be effective with the start of Fall 2021 semester.

Course Fee Recommendation for FY22			
Course	FY21	FY22	Rationale
ACC 111	\$15	\$15	
ACC 112	\$15	\$15	
ACC 199	\$15	\$15	
ADN 201	\$30	\$0	Course no longer offered.
ADN 232			
ADN 237		\$15	Cost for PPE
		\$320	Kaplan Assessment Semester Fee
ADN 239	\$30	\$30	
	\$25	\$25	
	\$320	\$320	Kaplan Assessment Semester Fee
ADN 245		\$320	Kaplan Assessment Semester Fee
AGR 111	\$20	\$30	Consumable cost increase
AGR 112		\$30	Consumable cost increase; course omitted in FY21
AGR 113	\$14	\$30	Consumable cost increase
AGR 115	\$25	\$25	
AGR 119	\$15	\$15	
AGR 197	\$15	\$15	
AGR 272	\$20	\$20	
AGR 224	\$20	\$20	
AGR 228	\$10	\$10	
AGR 235		\$15	Consumable cost increase; course omitted in FY21
AGR 239	\$10	\$10	
ART 111	\$10	\$10	
ART 112	\$15	\$15	
ART 113	\$20	\$20	
ART 115	\$15	\$15	
ART 120	\$10	\$10	
ART 121	\$15	\$15	
ART 211	\$10	\$10	
ART 212	\$15	\$15	
ART 213	\$20	\$20	
ART 215	\$15	\$15	
ART 220	\$10	\$10	
ART 221	\$8	\$8	
AST 111	\$0	\$20	Consumable cost
AST 112	\$0	\$20	Consumable cost

(Page 1 of 7)

Course Fee Recommendation for FY22			
Course	FY21	FY22	Rationale
AUT 122	\$30	\$30	
AUT 129	\$30	\$30	
AUT 130	\$30	\$30	
AUT 131	\$30	\$30	
AUT 132	\$30	\$30	
AUT 133	\$30	\$30	
AUT 135	\$30	\$30	
AUT 136	\$30	\$30	
AUT 137	\$30	\$30	
AUT 138	\$30	\$30	
AUT 139	\$30	\$30	
AUT 150	\$30	\$30	
AUT 197	\$15	\$15	
AUT 225	\$30	\$30	
AUT 230	\$30	\$30	
BEL 161	\$30	\$30	
BEL 162	\$30	\$30	
BEL 163	\$30	\$30	
BEL 164	\$30	\$30	
BEL 165	\$30	\$30	
BEL 166	\$30	\$30	
BIO 111	\$40	\$40	
BIO 115	\$40	\$40	
BIO 210	\$50	\$50	
BIO 213	\$30	\$30	
BIO 214	\$14	\$14	
BIO 216	\$30	\$30	
BIO 218	\$50	\$0	Remove online fee
BUS 121	\$15	\$15	
BUS 124	\$15	\$15	
BUS 195	\$15	\$15	
BUS 230	\$15	\$15	
CEP 198	\$55	\$55	
CEP 199	\$55	\$55	
CHE 111	\$40	\$40	
CHE 113	\$40	\$40	

(Page 2 of 7)

Course Fee Recommendation for FY22			
Course	FY21	FY22	Rationale
CHE 114	\$40	\$40	
CHE 115	\$40	\$40	
CNA 120	\$15	\$15	
	\$250	\$250	
COM 111	\$30	\$30	
COM 189	\$15	\$15	
COM 190	\$15	\$15	
COM 201	\$22	\$22	
COM 218	\$15	\$15	
COM 227	\$27	\$27	
COM 231	\$25	\$25	
COM 233	\$25	\$25	
COM 239	\$25	\$25	
COM 241	\$15	\$15	
COM 244	\$30	\$30	
COM 246	\$15	\$15	
COM 261	\$25	\$25	
COM 265	\$25	\$25	
COM 280	\$30	\$30	
COM 281	\$30	\$30	
COM 283	\$30	\$30	
COS 150	\$19	\$19	
COS 151	\$420	\$420	
COS 153	\$420	\$420	
COS 155	\$420	\$420	
COS 157	\$420	\$420	
COS 159	\$210	\$210	
	\$60	\$60	
COS 190	\$19	\$19	
		\$120	Consumable cost
COS 220		\$60	Consumable cost
COS 221		\$60	Consumable cost increase; course omitted in FY21
CPR 120	\$5	\$5	
DSL 140	\$25	\$25	
DSL 145	\$25	\$25	
DSL 150	\$25	\$25	

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Course Fee Recommendation for FY22			
Course	FY21	FY22	Rationale
DSL 155	\$25	\$25	
DSL 160	\$25	\$25	
ECE 101	\$36	\$36	
ECE 199	\$55	\$55	
ECO 211	\$35	\$35	
EDU 110	\$36	\$36	
EMR 118	\$20	\$0	Remove insurance fee
EMT 160	\$20	\$0	Remove insurance fee
EST 141	\$360	\$420	Consumable cost increase
EST 143	\$360	\$420	Consumable cost increase
EST 145	\$360	\$420	Consumable cost increase
EST 147	\$360	\$420	Consumable cost increase
HAC 111	\$50	\$50	
HAC 113	\$50	\$50	
HAC 130	\$50	\$50	
HAC 160	\$20	\$20	
HAC 211	\$50	\$50	
HAC 212	\$50	\$50	
HAC 213	\$20	\$20	
HAC 220	\$30	\$30	
HAC 230	\$20	\$20	
HAC 260	\$55	\$55	
HEA 160	\$18	\$18	
HEA 260	\$15	\$15	
HIT 105	\$20	\$20	
IMS 121	\$15	\$15	
IMS 122	\$15	\$15	
IMS 127	\$15	\$15	
IMS 228	\$15	\$15	
IMS 191	\$15	\$15	
IMS 192	\$15	\$15	
IMS 197	\$15	\$15	
IMS 223	\$15	\$15	
IMS 226	\$10	\$10	
IMS 227	\$15	\$15	
IMS 229	\$15	\$15	

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Course Fee Recommendation for FY22			
Course	FY21	FY22	Rationale
IMS 236	\$15	\$15	
IMT 143	\$18	\$18	
IMT 144	\$18	\$18	
IMT 145	\$18	\$18	
IMT 146	\$18	\$18	
IMT 147	\$18	\$18	
IMT 148	\$18	\$18	
LOM 100	\$180	\$180	
MLT 120	\$150	\$150	
	\$15	\$15	
MLT 121	\$150	\$150	
MLT 122	\$150	\$150	
MLT 123	\$150	\$150	
MLT 223	\$150	\$150	
MLT 225	\$150	\$150	
MLT 228	\$150	\$150	
MLT 229	\$150	\$150	
MLT 251	\$150	\$150	
	\$15	\$15	
MLT 252	\$150	\$150	
MTP 113	\$20	\$20	
MTP 122	\$20	\$20	
	\$15	\$15	
MTP 130	\$20	\$20	
MUS 117	\$85	\$85	
NLT 130	\$19	\$19	
NLT 131	\$420	\$480	Consumable cost increase
NLT 133	\$420	\$480	Consumable cost increase
OSH 101	\$10	\$10	
OSH 102	\$10	\$10	
OTA 100	\$200	\$200	
OTA 110	\$200	\$200	
OTA 112	\$200	\$200	
OTA 120	\$200	\$200	
OTA 122	\$200	\$200	
OTA 131	\$200	\$200	

(Page 5 of 7)

Course Fee Recommendation for FY22			
Course	FY21	FY22	Rationale
OTA 132	\$200	\$200	
OTA 133	\$200	\$200	
	\$15	\$15	
OTA 134	\$200	\$200	
OTA 200	\$200	\$200	
OTA 205	\$200	\$200	
OTA 210	\$200	\$200	
OTA 217	\$200	\$200	
OTA 218	\$200	\$200	
OTA 230	\$200	\$200	
	\$15	\$15	
OTA 231	\$200	\$200	
OTA 232	\$200	\$200	
OTA 250	\$200	\$200	
PE 210	\$6	\$6	
PE 212	\$6	\$6	
PE 218	\$30	\$30	
PE 219	\$30	\$30	
PE 220	\$30	\$30	
PE 221	\$30	\$30	
PHB 120	\$15	\$15	
	\$25	\$25	
PHY 116	\$50	\$50	
PHY 117	\$15	\$50	Consumable cost increase
PHY 120	\$50	\$0	Remove lab fee
PHY 216	\$50	\$50	
PHY 217	\$50	\$50	
PN 101	\$30	\$30	
PN 115	\$15	\$15	
	\$25	\$25	
PN 116	\$15	\$15	
PN 119	\$15	\$15	
PN 121	\$460	\$460	
PN 126	\$460	\$460	
PS 218	\$30	\$30	
PS 318	\$99	\$99	

(Page 6 of 7)

Course Fee Recommendation for FY22			
Course	FY21	FY22	Rationale
STP 121	\$50	\$50	
STP 122	\$50	\$50	
STP 123	\$50	\$50	
STP 124	\$50	\$50	
STP 125	\$50	\$50	
	\$15	\$15	
STP 126	\$50	\$50	
	\$15	\$15	
STP 127	\$50	\$50	
SUR 130	\$12	\$12	
SW 199	\$15	\$15	
TDR 167	\$750	\$750	
TDR 176	\$2,485	\$2,485	
TDR 198	\$15	\$15	
WEL 122	\$60	\$60	
WEL 124	\$70	\$70	
WEL 125	\$60	\$60	
WEL 126	\$75	\$75	
WEL 128	\$60	\$60	
WEL 160	\$60	\$60	
WEL 161	\$40	\$40	

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Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Amended Trust Agreement for CDB Project #810-086-015

Date: 03/01/21

Background: In 2018, the Capital Development Board (CDB) approved the College's deferred maintenance request for HVAC upgrades in several mechanical rooms that house the College's IT Servers on the Main Campus. Once complete, the College's IT Servers should operate more effectively, efficiently, and reliably. The CDB assigned number for this project is 810-086-015.

Initially, the total project cost was estimated to be \$98,934. The College's required 25% match was \$24,734. CDB's financial commitment to the project is \$74,200. At the December 2018 Board meeting, the Board approved a Trust Agreement between the City National Bank and the CDB and deposited the College's match, as required by CDB rules.

After CDB bid the project, the total project cost is estimated to be **\$120,000**. Since the bid estimate came in \$21,066 higher than the original estimate, the Board must approve an amendment to the original Trust Agreement to move forward with the project. If approved, the College's total financial commitment to the project will be \$45,800 (approximately **38%** of total project cost). CDB's financial commitment to the project remains \$74,200.

Pursuant to [110 ILCS 805/3-20.3.01](#), the College can use Protection, Health, and Safety (PHS) funds for this project. A letter from the architect, which meets the legislative requirements, states the College can use PHS funds for the entire \$45,800 match. Using PHS funds for this project, would alleviate some financial pressure on the College's operating funds.

Recommendation: I recommend the Board approve the amendment to the original trust agreement between the City National Bank and CDB and authorize the CEO and CFO to execute the agreement. Further, I recommend the Board classify this project as a PHS project and authorize the use of PHS restricted maintenance funds to provide the College's match.

AMENDMENT TO TRUST AGREEMENT

This Amendment to that certain Trust Agreement, hereinafter called Trust Agreement dated December 8, 2018 entered into by and between Shawnee Community College whose address is 8364 Shawnee College Road Ullin, IL 62992 hereinafter called the USING EDUCATIONAL AGENCY, and City National Bank whose address is 423 Ferry Street, Metropolis, IL 62960 hereinafter called BANK.

WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY has entered into a Trust Agreement for the purpose of depositing Twenty-Four Thousand Seven Hundred Thirty-Four Dollars (\$24,734) with BANK as its required contribution to the project known as Capital Development Board (State of Illinois) Project No. 810-086-015 hereinafter called Project, and

WHEREAS the required contribution to the PROJECT by the USING EDUCATIONAL AGENCY has been increased.

NOW THEREFORE, the TRUST AGREEMENT is hereby amended by adding paragraphs as follows:

“11. That the USING EDUCATIONAL AGENCY does simultaneously with the execution hereof deposit with BANK additional funds totaling Twenty-One Thousand Sixty-Six Dollars (\$21,066) raising the total contribution to Forty-Five Thousand Eight Hundred Dollars (\$45,800)

“12. That the funds so deposited with the BANK shall be part of the contribution and shall be held by the BANK in trust according to the terms of TRUST AGREEMENT and any amendments thereto.”

IN WITNESS WHEREOF the parties have hereunder set their hand and seals this day

_____.

USING EDUCATIONAL AGENCY

_____	_____	
Printed Name	phone number	(Seal)

_____	_____
Signature	Title

ATTEST: _____	_____
Signature	Title

BANK

_____	_____
Printed Name	phone number
_____	_____
Signature	Title

ATTEST:

_____	_____
Signature	Title

Acknowledgement of Receipts of Funds in
the Amount of \$ _____

Printed Name/Signature

Title

_____	Administrator of Fiscal Management
Paula Sorensen	CAPITAL DEVELOPMENT BOARD



2211 West Bradley Avenue
Champaign, Illinois 61821
p 217.352.7408

www.f-w.com

February 8, 2021

Ms. Brandy Woods
Director of Business Services & Interim VP of Financial and Campus Operations
Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992

Re: CDB Project 810-086-015 - HVAC Improvements Funding

Dear Bandy:

Pursuant to Article 110 ILCS 805/3-20.3.01 of the Public Community College Act (110 ILCS 805), I am writing you to affirm that the subject project is eligible for Public, Health, and Safety funds. The project will provide alterations to the existing facilities that will enable the existing IT server equipment to operate more efficiently and more effectively. Alterations will include new air conditioning equipment that will be dedicated for each of four IT server rooms throughout the main building on the Ullin campus.

This project will be completed in conjunction with the Capital Development Board. The amount of PHS funds that will be utilized for this project are \$45,800. The remainder of the project funding will come from the Capital Development Board.

If you need any further information, please do not hesitate to reach out to me.

Sincerely,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink, appearing to read "Scott Burge".

Scott Burge, AIA
Architectural Manager

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Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Equipment Purchase for USDA Distance Learning & Telemedicine Grant

Date: 03/01/21

Background: Last October, the College received notification that our Distance Learning and Telemedicine grant application was approved by the United States Department of Agriculture (USDA). The approved grant amount was for \$450,545 and is being administered by the USDA's Division of Rural Utility Services (RUS). To receive USDA funds, the College must provide at least a 15% match contribution. For this grant, the College is committed to a maximum amount of \$67,700. This sets the maximum budget for the project at \$518,245.

The activities/deliverables outlined in the scope of work for this grant are:

- Install distance learning equipment at each high school located in the College's service area.
- Install five new distance learning labs at the College's Main Campus.
- Upgrade all 15 of the College's current distance learning and ITV labs, including labs at the Main Campus and Extension Centers.
- Add three mobile labs to the Library study rooms.
- Add a virtual firewall for ITV calls.
- Provide miscellaneous upgrades to all traditional classrooms at the Main Campus and Extension Centers.

To facilitate the activities/deliverables for this grant, the College needs to purchase several pieces of Polycom (ITV related) and other computer (non-Polycom) equipment. Quotes for the Polycom and Non-Polycom equipment are attached. Here is a summary of the quotes:

Polycom Equipment:

CDWG – \$488,509.49
SKC – \$384,144.68
Diversified – \$410,824.77

Non-Polycom Equipment:

CDWG – \$97,108.79
BH Photo – \$103,614.15
SKC – \$116,525.57

If both low bids are accepted, the total project cost to date will be \$481,253.47, which is under the maximum budget for this project.

Recommendation: I recommend the Board approve the purchase of Polycom equipment from SKC in the amount of \$384,144.68. Further, I recommend the Board approve the purchase of non-Polycom equipment from CDWG in the amount of \$97,108.79. This recommendation is consistent with the provisions found in [110 ILCS 805/3-27.1](#) of the Illinois Community College Act.

Quotes for non Polycom items		CDWG			B&H Photo			SKC	
	QTY	COST	EXT COST		COST	EXT COST		COST	EXT COST
Dell OptiPlex 7070 - SFF - Core i7 9700 3 GHz - 16 GB	12	\$1,103.14	\$13,237.68		\$1,093.75	\$13,125.00		\$1,229.26	\$14,751.12
Dell P2419H - LED monitor - Full HD (1080p) - 24"	12	\$176.93	\$2,123.16		\$154.64	\$1,855.68		\$271.80	\$3,261.60
Dell P2418HT - LED monitor - Full HD (1080p) - 24"	12	\$313.97	\$3,767.64		\$299.99	\$3,599.88		\$367.64	\$4,411.68
Tripp Lite Display TV LCD Monitor Wall Mount Tilt for 45"- 85"	12	\$68.60	\$823.20		\$67.81	\$813.72		\$72.44	\$869.28
Vizio V755-G4 V Series - 75" Class (74.5" viewable) LED TV	12	\$791.69	\$9,500.28		\$798.39	\$9,580.68		\$966.44	\$11,597.28
Tripp Lite 6' High Speed HDMI Cable w/ Ethernet Digital	39	\$7.33	\$285.87		\$5.21	\$203.19		\$5.13	\$200.07
Poly camera mounting kit	31	\$124.35	\$3,854.85					\$137.10	\$4,250.10
Dell OptiPlex 7070 - micro - Core i7 9700T 2 GHz - 8 GB - 128	30	\$899.60	\$26,988.00		\$1,000.56	\$30,016.80		\$1,238.44	\$37,153.20
Samsung UN85TU8000F 8 Series - 85" Class	2	\$1,809.99	\$3,619.98		\$1,594.79	\$3,189.58		\$1,808.79	\$3,617.58
Tripp Lite Mobile TV Floor Stand Cart for 85"	2	\$473.03	\$946.06		\$415.00	\$830.00		\$503.25	\$1,006.50
Vizio V655-H19 V Series - 65" Class (64.5" viewable) LED TV -	12	\$496.50	\$5,958.00		\$465.00	\$5,580.00		\$543.49	\$6,521.88
Tripp Lite Mobile TV Floor Stand Cart for 65"	12	\$122.76	\$1,473.12		\$169.00	\$2,028.00		\$134.25	\$1,611.00
Tripp Lite Display TV LCD Wall Monitor Mount for 55"	40	\$42.42	\$1,696.80		\$49.99	\$1,999.60		\$44.59	\$1,783.60
Vizio V555-H11 V-Series - 55" Class	40	\$360.18	\$14,407.20		\$338.00	\$13,520.00		\$393.17	\$15,726.80
StarTech.com 4m 13ft USB C to USB A Cable M/M - USB 2.0	42	\$19.06	\$800.52		\$36.71	\$1,541.82		\$20.58	\$864.36
StarTech.com DisplayPort to HDMI Video Adapter Converter	39	\$17.59	\$686.01		\$16.88	\$658.32		\$19.14	\$746.46
Wireless Keyboard and Mouse	30	\$40.89	\$1,226.70		\$50.36	\$1,510.80		\$52.94	\$1,588.20
Black Box 50ft RS232 DB9 M/M Straight Through Shielded	10	\$41.26	\$412.60		\$167.04	\$1,670.40		\$45.25	\$452.50
Tripp Lite High-Speed HDMI Cable HDMI 2.0 Fiber AOC 4K	10	\$117.30	\$1,173.00		\$227.84	\$2,278.40		\$150.43	\$1,504.30
StarTech.com DisplayPort to HDMI Video Adapter Converter	30	\$17.59	\$527.70		\$16.88	\$506.40		\$19.14	\$574.20
Tripp Lite 2-Port 4K HDMI Splitter Ultra-HD 4K x 2K Video &	42	\$34.45	\$1,446.90		\$44.18	\$1,855.56		\$38.80	\$1,629.60
Tripp Lite 3ft High Speed HDMI Cable w/ Ethernet Digital	42	\$5.86	\$246.12		\$4.46	\$187.32		\$4.38	\$183.96
Tripp Lite 50 ftHDMI Cable with Ethernet Digital Video	30	\$39.39	\$1,181.70		\$45.00	\$1,350.00		\$49.57	\$1,487.10
Tripp Lite 25' High Speed HDMI Cable w/ Ethernet DigitalVideo	30	\$24.19	\$725.70		\$25.80	\$774.00		\$24.44	\$733.20
Shipping Order A			\$0.00			\$4,939.00			\$3,495.00
Total			\$97,108.79			\$103,614.15			\$116,525.57

Quotes for Polycom items		CDWG			SKC			Diversified	
RealPresence Group 700	9	\$13,233.06	\$119,097.54		\$11,219.34	\$100,974.06		\$11,640.62	\$104,765.58
Multipoint License	10	\$3,093.04	\$30,930.40		\$2,045.34	\$20,453.40		\$2,324.25	\$23,242.50
EagleEye IV-4x Camera	10	\$2,211.57	\$22,115.70		\$2,177.34	\$21,773.40		\$2,259.10	\$22,591.00
Polycom Pano.	6	\$1,807.94	\$10,847.64		\$1,313.40	\$7,880.40		\$1,579.02	\$9,474.12
POLY STUDIO X50 & TC8	3	\$3,006.85	\$9,020.55		\$2,309.34	\$6,928.02		\$2,586.22	\$7,758.66
RealPresence Group 500	12	\$8,560.93	\$102,731.16		\$7,259.34	\$87,112.08		\$7,531.92	\$90,383.04
Multipoint License	12	\$3,093.04	\$37,116.48		\$2,045.34	\$24,544.08		\$2,324.25	\$27,891.00
Polycom RealPresence Touch	15	\$1,890.30	\$28,354.50		\$1,154.34	\$17,315.10		\$1,482.85	\$22,242.75
DMA Virtual Edition - Base Software License.	1	\$3,685.31	\$3,685.31		\$2,640.00	\$2,640.00		\$2,739.13	\$2,739.13
DMA Virtual Edition - 50 Call Licenses	1	\$3,685.31	\$3,685.31		\$2,640.00	\$2,640.00		\$2,739.13	\$2,739.13
Remote Edge Implementation	1	\$7,096.71	\$7,096.71		\$4,960.00	\$4,960.00		\$5,593.48	\$5,593.48
Eagle Eye Digital Breakout Adapter	10	\$210.66	\$2,106.60		\$139.86	\$1,398.60		\$160.24	\$1,602.40
Eagle Eye Digital Breakout Adapter	10	\$67.30	\$673.00		\$44.40	\$444.00		\$50.87	\$508.70
Camera Cable for Eagle Eye IV camera	10	\$61.58	\$615.80		\$65.86	\$658.60		\$75.46	\$754.60
Three Year Support Poly RP 700	9	\$5,181.75	\$46,635.75		\$3,029.40	\$27,264.60		\$3,667.01	\$33,003.09
Three Year Support Poly RP Touch	15	\$539.88	\$8,098.20		\$366.30	\$5,494.50		\$443.40	\$6,651.00
Three Year Support Poly Pano	6				\$534.60	\$3,207.60		\$647.12	\$3,882.72
Three Year Support Poly X50 TC8	3				\$686.40	\$2,059.20		\$548.26	\$1,644.78
Three Year Support Poly RP 500	12	\$3,467.64	\$41,611.68		\$2,352.90	\$28,234.80		\$2,848.13	\$34,177.56
Three Year Support Polly DMA	1	\$3,678.66	\$3,678.66		\$1,704.24	\$1,704.24		\$639.13	\$639.13
Three Year Support (Extra) Poly Eagle Eye Cameras	10	\$1,040.85	\$10,408.50		\$843.60	\$8,436.00		\$854.04	\$8,540.40
Shipping Order B						\$8,022.00			\$0.00
Total			\$488,509.49			\$384,144.68			\$410,824.77

**Board of Trustees**

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Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: PPP Loan Forgiveness Application

Date: 03/01/21

Background: Last spring, the College applied for a [Paycheck Protection Program](#) (PPP) Small Business Administration (SBA) loan. Essentially, the PPP allows qualified entities to apply for low-interest private loans to pay for their payroll and certain other costs. This is a type of CARES Act funding... and is found in both CARES ACT packages. The calculated amount of a PPP loan is approximately equal to 2.5 times the applicant's average monthly payroll costs. The loan proceeds may be used to cover payroll costs, rent, interest, and utilities. Also, the loan may be partially or fully forgiven if the business keeps its employee counts and employee wages stable.

We were approved for (and received) \$1.55M, which is being administered by the City National Bank of Metropolis. Right now, this \$1.55M is showing as a liability on our books.

To qualify for this loan, the applicant must be a small business, sole proprietor, independent contractor, self-employed person, 501(c)(3) or 501 (c)(19) nonprofit organization, veterans' organization, or a tribal business. Although the College is a non-profit organization, it is not a 501(c)(3) or 501(c)(19). Therefore, it is questionable whether the College should have been approved for this type of loan. I have asked Attorney Schneider to investigate this issue and provide a legal opinion on the matter.

Regardless of whether we should have received the loan or not, clearly, the City National Bank of Metropolis believes we qualify as they have loaned us the funds. As mentioned previously, we have a small window of opportunity to have this loan partially (or fully) forgiven. To that end, the College must submit an PPP Loan Forgiveness Application (attached) to the SBA ASAP. The worst-case scenario would be our application being denied and we would have to pay back the loan (likely over a 2-year term). In this situation, our cash flow would take a minor hit during the repayment period, but our accrual fund balance would likely not be impacted. If our repayment request is approved, then the \$1.55M gets moved from a liability to the fund balance, which would have a dramatic positive impact in our financial position.

Recommendation: I recommend the Board approve the PPP Loan Forgiveness Application and authorize the CFO to submit the application to the SBA.



**Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508EZ**

**OMB Control No. 3245-0407
Expiration date: 12/31/2023**

Business Legal Name ("Borrower")	DBA or Tradename, if applicable	
Shawnee Community College		
Business Address	Business TIN (EIN, SSN)	Business Phone
8364 Shawnee College Road, Ullin, IL 62992	37-0903840	(618) 634 - 3200
	Primary Contact	E-mail Address
	Tim Taylor	timt@shawneecol.edu

SBA PPP Loan Number: 38729474-09 Lender PPP Loan Number: _____

PPP Loan Amount: \$1,548,297.90 PPP Loan Disbursement Date: 05/08/2020

Employees at Time of Loan Application: 197 Employees at Time of Forgiveness Application: 193

EIDL Advance Amount: _____ EIDL Application Number: _____

Payroll Schedule: The frequency with which payroll is paid to employees is:

☐ Weekly ☐ Biweekly (every other week) ☒ Twice a month ☐ Monthly ☐ Other _____

Covered Period: 05/08/2020 to 07/02/2020

Alternative Payroll Covered Period, if applicable: _____ to _____

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here: ☐

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs

Line 1. Payroll Costs: 1,365,276.20

Line 2. Business Mortgage Interest Payments: _____

Line 3. Business Rent or Lease Payments: 10,660.00

Line 4. Business Utility Payments: 79,990.76

Potential Forgiveness Amounts

Line 5. Add the amounts on lines 1, 2, 3, and 4: 1,455,926.96

Line 6. PPP Loan Amount: 1,548,297.90

Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60): 2,275,460.33

Forgiveness Amount

Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7): 1,455,926.96



**Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508EZ**

By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:

The Authorized Representative of the Borrower certifies to all of the below by initialing next to each one.

- _____ The dollar amount for which forgiveness is requested:
- was used to pay costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; or business utility payments);
 - includes payroll costs equal to at least 60% of the forgiveness amount;
 - if a 24-week Covered Period applies, does not exceed 2.5 months' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$20,833 per individual; and
 - if the Borrower has elected an 8-week Covered Period, does not exceed 8 weeks' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$15,385 per individual.
- _____ I understand that if the funds were knowingly used for unauthorized purposes, the federal government may pursue recovery of loan amounts and/or civil or criminal fraud charges.
- _____ The Borrower did not reduce salaries or hourly wages by more than 25 percent for any employee during the Covered Period or Alternative Payroll Covered Period compared to the period between January 1, 2020 and March 31, 2020. For purposes of this certification, the term "employee" includes only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000.
- _____ The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness.
- _____ I have submitted to the Lender the required documentation verifying payroll costs, the existence of obligations and service (as applicable) prior to February 15, 2020, and eligible business mortgage interest payments, business rent or lease payments, and business utility payments.
- _____ The information provided in this application and the information provided in all supporting documents and forms is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- _____ The tax documents I have submitted to the Lender are consistent with those the Borrower has submitted/will submit to the IRS and/or state tax or workforce agency. I also understand, acknowledge, and agree that the Lender can share the tax information with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of ensuring compliance with PPP requirements and all SBA reviews.
- _____ I understand, acknowledge, and agree that SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and that the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or a denial of the Borrower's loan forgiveness application.

In addition, the Authorized Representative of the Borrower must certify by **initialing at least ONE** of the following two items:

- _____ The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period (other than any reductions that arose from an inability to rehire individuals who were employees on February 15, 2020, if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020, and reductions in an employee's hours that a borrower offered to restore and were refused).
- _____ The Borrower was unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the PPP regulations and guidance issued by SBA through the date of this application. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.

Signature of Authorized Representative of Borrower

Date

Print Name
SBA Form 3508EZ (06/20)
Page 2

Title