

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

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on March 1, 2021, at 5:30pm, 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 - Absent

Others Present:

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

IV. Recognition of Guests and Public Comment

V. Approval of Consent Agenda

MOTION NO. 1

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

1. Regular Meeting Minutes February 1, 2021
2. Consideration of Treasurer’s Report
3. 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

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) - Absent
- Ms. Cathy Belcher - Yes
- Mr. James Darden - Yes
- Mr. Randall Rushing - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

VI. Consideration of Addendum and Re-Investments

MOTION NO. 2

A motion was made by Cathy Belcher and seconded by Mike McMahan to approve **Addendum Education Fund: To make an inter fund loan from the education fund to the restricted purpose fund to cover shortage in funds in the amount of \$30,000.00. February 28, 2021**

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) - Absent
Ms. Cathy Belcher - Yes
Mr. Steve Heisner - Yes
Mr. James Darden - Yes
Mr. Michael McMahan - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

VII. Reports

A. Student Trustee – Steven Etter

Phi Theta Kappa has begun their spring membership drive. The list of eligible students was uploaded on February 5th. We had 326 students eligible this semester up from the last 2 semesters. PTK headquarters will be mailing out letter to prospective students throughout the semester. We plan to hold membership drive meeting on various Wednesdays to give out more information to students. An orientation will be held live and on Zoom at 7 pm and induction will be held on March 24th at 3 pm in the River Room We have asked a representative from Murray State University to speak at the induction ceremony.

On February 8th, PTK went shopping at the Stop and Shop in Mounds and purchased over \$570.00 worth of non-perishable canned 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 number 1 of 22 chapters that gained the Five-Star status.

B. Faculty – Dr. Ian Nicolaidis

The semester is moving at a very fast pace. Faculty continue to place many if not most F2F class recordings from class on Moodle in order to bridge any attendance gaps various students might have. In similar, instructors continue to reiterate to students that they are available for help upon request. The weather certainly has caused some students to juggle their responsibilities, especially, with regard to sport schedules. Some students in online classes have requested for class information to be available during spring break in order for them to continue working. Students, the administrative team/staff, and faculty should be able to look back at the end of this semester and celebrate as we all have worked towards success and are navigating these uncertain times with strength and compassion.

HSS Division – Submitted by JoElla Basler Division Chair

Currently working on division budget, summer and fall schedules.
Evaluations were completed on several faculty in the division.

Two intersession classes will be offered this summer: Introduction to Sociology and Music Appreciation. Classes will begin on May 17 and end on May 28. Sociology will be taught face to face, and Music Appreciation will be a hybrid course.

The division has continued to engage in discussions regarding creative course offerings. Beginning in the fall semester, there will be a variety of courses offered in traditional, compressed, asynchronous, synchronous, and blended learning formats. The division is excited to offer students courses in formats to help train proficiency in the use of multi-environment technology while teaching students the communication skills necessary for today's workspaces.

As of 2/19/2021, The Statewide Transitional English Course Parameters, Competencies, and Policies document has been adopted by ISBE, ICCB, and IBHE. Dr. Thornsberry served on the Competency Development Group which supported the implementation of these policies in communities across Illinois.

MUS 115 online intersession class will be available and Mr. Van Alstine plans on hosting the Black History concert for listening in March, slightly later than normal due to the lack of class practicing in February.

BOT Division –Submitted by Ruth Smith Division Chair

February 1-7, 2021 – Phyllis Sander completed the OLC "Designing with Accessibility in Mind" training for online learning.

February 5, 2021 – Phyllis Sander participated in a planning session with SIUC for the annual Accounting Challenge event, which will be held virtually. Shawnee College AAS Accounting program students competed in the Accounting Challenge event on Friday, February 19th.
February 12, 2021 – Ruth Smith participated in the ICCB Program of Study Approval Cohort meeting.

February 17, 2021 – Phyllis Sander, SCC Phi Beta Lambda adviser, and Nu Alpha Alpha PBL members promoted CTE careers and coursework during national PBL Week by providing informational discussion sessions and giving away PayDay candy bars with the label "Invest in Yourself - SCC Courses + Professional Development." CTE-specific door prizes were also awarded.

February 20, 2021 – Eric Howard received an award in recognition of his ongoing professional promotion of social justice. The award was from the family of Pravin Varughese, who had been majoring in Criminal Justice prior to his untimely death. Two SCC Criminal Justice students, Regina Guerin and Treston Masters, were each awarded the \$1,000 Pravin Varughese Memorial Scholarship. Mr. Howard and the students walked the path with Pravin's family where he had been found. The awards were then presented by Pravin's family at SIUC where Pravin had been a Criminal Justice student at the time of his death.

February 24, 2021 – Phyllis Sander completed CompTIA Educational Partnership training. Because of updated Certification testing from CompTIA, this institutional designation must be maintained in order for SCC to keep the Educational Partnership status, which allows testing vouchers price discounts.

Math & Science Division – Submitted by Lori Armstrong Division Chair

The math faculty (Roberta Christie, Connie McGinnis and David Black) and M/S Division Chair Lori Armstrong have had several Zoom meetings with Consultant Kathy Almy to work on developmental math co-requisite model and transitional math courses in our high schools.

Drs. Brenda Brown and Ian Nicolaidis continue to fine tune the laboratory curriculum scope and sequence of the newly designed Anatomy & Physiology 1 and 2 classes. Fall 2021 is the planned start date for their offering.



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.

- 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.

- 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

D. Vice-Presidents

i. Academic Affairs – Dr. Kathleen Curphy

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> *Minutes page 9 of 33*

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.



Dr. Kathleen Curphy, VPAA

March 1, 2021

Date

Student Academic Assessment Committee

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 be 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

ii. Student Success & Services – Dr. Lisa Price

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 funded 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 site 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

iii. Financial & Campus Operations – Brandy Woods

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 E-Fornite Duos Esports Tournament. Six students will represent SCC in the Spring 2021 NJCAA E-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

E. Communications & Public Relations – Rob Betts

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:

I.	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

II. 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
--------	-----------	-----------	---------------	----------------	----------------

III. 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	LocalViewership
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.

F. College Foundation – Gene Honn

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.

G. Illinois Community College Trustees Association – Andrea Witthoft

No report.

VIII. Action and Discussion Items

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

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. **Ratification Tab**
 - ii. Consideration of Hiring Director of Institutional Research, Effectiveness & Planning. **Hiring Tab**
 - 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. 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 Part-time Employees. **Ratification Tab**
 - ii. Consideration of Hiring Director of Institutional Research, Effectiveness & Planning. **Hiring Tab**
 - 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

MOTION NO. 3

**CONSIDERATION OF APPROVAL FOR THE TUITION AND
UNIVERSAL FEE RATE FOR FY22**

A motion was made by John Windings and seconded by James Darden to adopt tuition and universal fee rates presented for FY22, including extending in-district tuition to border counties in Kentucky (Ballard, Livingston and McCracken) and in Missouri (Cape Girardeau, Mississippi, New Madrid and Scott). These changes would be effective with the start of Summer 2021 semester. **Attachment #1**

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Mr. Steven Etter, (advisory vote) - Absent
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, 1 absent. The Chairman declared the motion carried.

MOTION NO. 4

CONSIDERATION OF APPROVAL FOR THE COURSE FEE RATE FOR FY22

A motion was made by Cathy Belcher and seconded by Steve Heisner to recommend the Board adopt the course fee rates presented for FY22. These changes would be effective with the start of Fall 2021 semester. **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) - Absent
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Mr. James Darden - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 5

CONSIDERATION OF APPROVAL OF THE AMENDED TRUST AGREEMENT FOR CDB PROJECT #810-086-015

A motion was made by Mike McMahan and seconded by John Windings to recommend the Board approve the amendment to the original trust agreement between the City National Bank and CDB and authorize the CEO and CFP to execute the agreement.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - Yes
Mr. Steven Etter (advisory vote) - Absent
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, 1 absent. The Chairman declared the motion carried.

MOTION NO. 6

CONSIDERATION OF CLASSIFICATION OF PROJECT AS A PHS PROJECT

A motion was made by Mike McMahan and seconded by Cathy Belcher to 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. **Attachment #3**

On roll call vote, the members voted as follows:

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

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 7

CONSIDERATION OF APPROVAL FOR EQUIPMENT PURCHASE FOR USDA DISTANCE LEARNING & TELEMEDICINE GRANT

A motion was made by John Windings and seconded by James Darden to recommend the Board approve the purchase of Polycom equipment from SKC in the amount of \$384,144.68 and 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. **Attachment #4**

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) - Absent
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Mr. James Darden - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 8

CONSIDERATION OF THE PPP LOAN FORGIVENESS APPLICATION

A motion was made by Mike McMahan and seconded by John Windings to recommend the Board approve the PPP Loan Forgiveness Application and authorize the CFO to submit the application to SBA. **Attachment #5**

On roll call vote, the members voted as follows:

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

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 9

**CONSIDERATION OF ACCEPTANCE OF THE FY20 COLLEGE AUDIT
TABLED**

A motion was made by _____ and seconded by _____

To recommend the Board schedule a special meeting in March for the purpose of reviewing and accepting the College FY20 Financial Audit. **Audit Tab**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 10
IX. EXECUTIVE SESSION

A motion was made by Mike McMahan and seconded by Cathy Belcher to **adjourn and go into executive session** at 6:30 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 Part-Time Employees. **Ratification Tab**
 - ii. Consideration for Approval of Hiring Director of Institutional Research, Effectiveness & Planning. **Hiring Tab**
 - 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)

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) - Absent
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. Randall Rushing - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 11

A motion was made by Cathy Belcher and seconded by Steve Heisner to adjourn out of executive session at 7:38 pm.

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) - Absent
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 12

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the minutes of the executive session held on March 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) - Absent

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 13

CONSIDERATION OF RATIFICATION OF PART-TIME EMPLOYEES

A motion was made by John Windings and seconded by James Darden to recommend the Board ratify the Part-Time Employees as listed. **Ratification 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) - Absent
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Mr. James Darden - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 14

CONSIDERATION OF HIRING DIRECTOR OF INSTITUTIONAL RESEARCH, EFFECTIVENESS & PLANNING

A motion was made by Mike McMahan and seconded by Andrea Witthoft to recommend the Board approve Dr. April Teske for the position of Director of Institutional Research, Effectiveness & Planning; allow for vacation accrual at the rate listed and that this appointment be made effective March 2, 2021. **Hiring Tab**

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) - Absent
Mr. Steve Heisner - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - Yes
Mr. Randall Rushing - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

MOTION NO. 15

**DISCUSSION OF COLLECTIVE BARGAINING
TABLED**

A motion was made by _____ and seconded by _____

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.

XI. Adjournment

MOTION NO. 16

A motion was made by Mike McMahan and seconded by John Windings **to adjourn at 7:46 p.m.**

On roll call vote, the members voted as follows:

- Mr. James Darden - Yes
- Mr. Andrea Witthoft - Yes
- Mr. Steven Etter, (advisory vote) - Absent
- 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, 1 absent. The Chairman declared the motion carried.