

**REGULAR BOARD MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
APRIL 5, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on April 5, 2021, in the River Room and 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 - Present  
Lisa Price, Ed.D., Vice President of Student Success & Services - Present  
Jean Ellen Boyd, Academic Affairs - Present  
Brad McCormick, Consultant - 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 - Absent  
Dr. Ryan Thornsberry - Present  
Beth Crowe, Administrative Assistant to the President – Present

#### IV. Recognition of Guests and Public Comment

Guest: Bradley West was introduced as the Student Trustee Elect.

Guest: Craig Bradley shared that PTK is successful in the REACH (Recognizing Excellence in Acceptance and Completion with Honors) Reward Program. Steven Etter has been a major asset in recruitment efforts and several students are eligible for scholarships.

#### V. Approval of Consent Agenda

##### MOTION NO. 1

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

- A. Regular Meeting Minutes March 1, 2021
- B. Special Board Meeting Minutes March 22, 2021
- C. Treasurer's Report
- D. Approval of Bills

Education Fund	\$607,731.83
Building Fund	170,759.18
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	59,422.90
Restricted Purposes Fund (Grants)	198,654.36
Restricted Purposes - FWS*	2,640.55
Restricted Purposes - PELL	20,229.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	856.00
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	43,846.77
Grand Total	1,104,140.59

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, 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 Steve Heisner to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$85,000.00. 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, 0 absent. The Chairman declared the motion carried.

## **VII. Reports**

### **A. Student Trustee – Steven Etter**

### **B. Faculty – Dr. Ian Nicolaides**

Dr. Thornsberry reported (Humanities Division) the Young Writers Competition yielded six local and two out of state winning individuals.

C. President – Dr. Tim Taylor



### President's Report

April 5, 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	1,454	1,596	11,707.5	12,293.5
<b>Total</b>	<b>3,614</b>	<b>4,305</b>	<b>27,436.5</b>	<b>29,682</b>
FY 21 Credit-Hour Budget Projection		28,078	Difference	(641.5)

\*Data pulled 03/29/2021; State reimbursement is based on credit-hours generated at mid-term.

#### The following events are noteworthy:

- Attended the Dual Credit Policy Recommendations & Developing Effective Dual Credit Partnerships Webinar hosted the 60X25 network on 02/22. The 60X25 network was established by the Illinois P-20 Council with a goal to increase the number of adults with high-quality college degrees and postsecondary credentials to 60% by the year 2025. The 60X25 network provides: professional development and networking opportunities for K-20 partners; technical assistance; a forum for sharing best practices; connects local efforts to State policy; and, builds capacity and scale for dual credit initiatives by providing mini-grant funding and data analytic assistance. Topics of Board interest include:
  - Participation in and access to dual credit courses for low income and minority students is low. Of the 43% of total students who qualify as low income in the State of Illinois, only 28% have access to dual credit courses; of the 26% of total Latino students in Illinois, only 16% have access to dual credit courses; finally, of the 16% of total Black students in Illinois, only 9% have access to dual credit courses. Not only is there an achievement gap with these populations, but there is also an access gap, which creates equity concerns.
  - As a result of the equity concerns, the Black Caucus introduced HB2170 that focuses on academic acceleration and course equity for low income and minority students. This bill did pass.
  - Vienna High School was recognized as a model program to promote dual credit opportunities for low income students. Specifically, they were praised for their willingness to offer free schoolwide placement testing and their willingness to embed dual credit opportunities throughout the curriculum.

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- A discussion about the Model Partnership Agreement (MPA) clarified three important concepts:
  - The Illinois Dual Credit Quality Act (DCQA) **requires** CC's to enter into a partnership with local K-12 Districts upon their request.
  - The MPA **MUST** be implemented to address areas of disagreement between CC's and K-12's around terms of the partnership.
  - The MPA is intended to provide structured parameters for local collaboration between CC's and K-12's to scale and ensure access to quality dual credit courses.
- A discussion about the Dual Credit Endorsement clarified:
  1. The Dual Credit Endorsement, as designated in the DCQA, is an endorsement valid for grades 11-12 to be placed on the Professional Educator License (PEL) at the request of an instructor who meets the appropriate credential standards.
  2. The Dual Credit Endorsement will be initially available for nine dual credit disciplines, further breaking down Math and English to better account for the specific content required.
  3. In order to receive the Dual Credit Endorsement, an instructor must meet the faculty credential standards allowed by the Higher Learning Commission (HLC), the IBHE 23 Illinois Administrative Code 1009.30, **OR** the Illinois Community College Board Administrative Rule 23.
- A discussion about dual credit cost and fee structures clarified:
  - Many Illinois CC's charge for dual credit courses. The tuition charges are sometimes paid by the student and sometimes paid by the K-12 District.
  - A program cost analysis tool was shared to illustrate how some Illinois CC's determine dual credit program costs.
  - The MPA has cost limitations for certain types of dual credit classes.
- Participated in a legislative call with approximately 25 other Illinois Community College Presidents about the possibility of introducing legislation aimed at allowing CC's to offer a BSN degree on 02/25. At this meeting we agreed to act in concert with each other. We reviewed potential language for a House and Senate bill and brainstormed who we might have to sponsor the bills. Ideally, legislation that allowed CC District to opt in or out on a BSN program would be desired.
- Met with Superintendent Josh Stafford of Vienna District 55 on 03/04. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Vienna with District goals. Superintendent Stafford and I reviewed some data that he requested relating dual credit and SCC outreach center performance. Superintendent Stafford would like SCC to increase its utilization of the Vienna Center.

In general, the meeting went well and I believe the relations between the two organizations was strengthened. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and work on mutually strategic issues.

- Facilitated the Shared Governance Committee meeting on 03/04. Topics included: HLC Monitoring Report; Temporary Shared Governance process; policy & procedure updates; Zoom statistic feedback – a faculty perspective; Zoom Tutoring; Strategic Planning; Shared Governance membership; and, Teaching & Learning Summit feedback. Outcomes of interest are:
  - The HLC Monitoring visit for shared governance will be November 15 and 16.
  - A writing team will be assembled to develop the self-study report, which will likely be do around September 20, 2021. Dr. Curphy, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Karen McGoy, and Felicia Rouse were recommended.
  - A shared drive was created to allow all staff the opportunity to review and comment on any policy or procedure being proposed.
  - Primary review of proposed policies, procedures, and guidelines will be the responsibility of the area in which they originate or have most impact. Specifically, the Academic Affairs area will be primarily responsible for all academic policies, procedures, and guidelines. The Financial and Campus Operations area will be primarily responsible for business, human resource, information technology, and facility policies, procedures, and guidelines. The Student Affairs area will be primarily responsible for the Student Service policies, procedures, and guidelines. It was emphasized that all groups could have input on a particular, policy, procedure, or guideline but it would be the responsibility of the primary area to review comments and revise as appropriate.
  - The Non-Discrimination and Harassment policy was shared with faculty and no concerns were expressed.
  - The Financial Aid policy was shared with faculty and no concerns were expressed.
  - Draft Board policies for Asset Protection, Budget Forecasting, Development, & Adoption, and Financial Condition were shared with the Team. The Team decided to share these policies with their representative groups.
  - Draft Administrative policies for Budget, Development, & Adoption; Management of Financial Reserves, and Selection of Accounting Firm were shared with the Team. The Team decided to share these policies with their representative groups.
  - Clarified the purpose of the Strategic Planning sessions were to gain input from faculty and staff on what should be done to improve student learning, success, and improve enrollment.
  - Feedback from faculty suggested the proposed Teaching & Learning Summit from the previous Shared Governance meeting, may be better suited for a fall in-service as opposed to a summer session.
- Attended the Illinois Community College President's Zoom Meeting on 03/11. Most of the meeting was dedicated to legislative updates, including an update from Robbins Schwartz on the JA Logan Supreme Court Ruling regarding Faculty Layoffs. There is optimism amongst the Presidents, that this ruling will be overturned on appeal. I do not share that optimism.

- Hosted the first of four Strategic Planning Summits 03/11. This event was aimed at encouraging student services staff to share their thoughts and engage in the College's planning processes. Sixteen staff members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *How can we increase enrollment to 40,000 credit hours (target)?*
  - Extensive Colleague training (to harness the power of Colleague's capability)
    - Student planning.
    - Retrieve reports
    - Progress duration
    - Data usage to plan schedules, create more credit hours
    - Information flow must be consistent (seamless from dept. to dept.)
  - Website
    - Chatbot
    - Online registration
    - Geofencing – put in place around big events in district
    - Online catalog
    - Create and utilize a dashboard
    - Simply scholarship application process (a lot of obstacles)
  - Maintain consistent flow of information between departments (SCC one voice).
- *How can we increase retention; What new program ideas do you have?*
  - Identify barriers for students departmentally and create a plan to help students from beginning to end of program
  - Offer nighttime and weekend courses for non-traditional students
  - Build relationships with students before they begin their Shawnee experience
  - Summer Melt – it is important to build lines of communication with seniors the summer after graduation to make sure they do not slip through the cracks. We need to be all-in
  - Communication before during and after graduation.
  - Create classes specific to certificate or degree (contextualized classes)
  - Create a positive image (rewrite our story)
  - Every student needs to feel important and connected
- *What projects are you currently working on OR what new technologies would you like to try?*
  - Retention alerts
  - Working with Shawnee Development Council
  - Part-time completion coaches.
- *What can you do to personalize your services for students?*
  - Engage in professional development.
  - Walk students to offices.

- Met with lobbyist Frank Bass on 03/12. Topics of discussion included a review of Illinois House and Senate Bills that potentially could impact the College. I made recommendations to support, oppose, or neutral on each bill. We discussed potential funding requests for Truck Driving, Nursing, and Teacher Education programs. In addition, we had a lengthy discussion about pre-apprenticeship programs and discussed ways in which we might encourage low-income and minority student participation in the programs. Finally, we discussed ways in which the College might help Alexander County with workforce and economic development needs. I suggested a comprehensive planning effort might be needed to address a variety of needs including housing, infrastructure development, and workforce development. Mr. Bass asked if he could get DCEO to fund the development of this plan, would the College be willing to spearhead it... and I suggested that we would. Mr. Bass asked for dates of my availability where I meet with the Higher Education Chairs in both the Illinois House and Senate. I gave him a few dates but have nothing scheduled at this time.
- Dr. Curphy, Jean Ellen, and I met with James Darden on 03/12 for the purpose of understanding how the College's Adult Education program was run prior to Mr. Darden's retirement. Preliminary data collected from our strategic planning efforts shows enrollment decline rates in our Adult Education programming dramatically exceeds other program areas. We felt Mr. Darden's expertise was needed to gain a broader understanding of what might be done to stem that decline. Mr. Darden provided us with more complete understanding of adult education programming, which we will be able to use in our strategic planning efforts. Also, Mrs. Darden made us some AWESOME snacks! 😊
- Brandy, Brad, and I attended a webinar hosted by BKD Analytics on 03/16. The purpose of the webinar was to learn about their program costing software. The software is very robust and can be customized to provide financial performance analytics at the college, program, department, and course levels, which would assist with program evaluation efforts. The software would connect to our ERP (i.e. Colleague) and provide various ways to analyze program performance. However, the software is not 'real-time' so our analytics would be limited to two snapshots per year. Further, the software might be cost prohibitive. If we were to pursue this as an option, we might want to integrate it as part of a grant RFP.
- Hosted the Five County Regional Vocational System and JAMP (Johnson, Alexander, Massac, Pulaski) Special Education Cooperative on 03/16 in the River Room. Both of these boards meet on a monthly basis. Five County starts its meeting at 10:00am and JAMP at 10:45am. Patrick Harner, the Executive Director at Five County led their meeting. Kim Clayton, the Executive Director at JAMP, led their meeting. Eight superintendents from our District attended these meetings. I participated in the discussion on Five County topics. Specifically, I offered to work with them to develop CTE-oriented dual credit opportunities for District students and would be willing to discuss any potential resource sharing idea they might have.



- Attended the SICCM Board Meeting on 03/16. The agenda included discussions on enrollment and recruitment, review of the FY20 SICCM financial audit, recommended budget parameters for the FY22 budget; and potential salary adjustments for SICCM personnel for FY22. Here's a summary of the discussion:
  - Enrollment is down and recruitment operations are slow but picking up. The entire focus is on recruiting high schools and there is limited access due to COVID restraints. Still, there is optimism that enrollment will pick-up before the start of the fall term. SCC's Rob Bett's was praised for his video work on the development of recruitment videos for SICCM programs.
  - The FY20 SICCM financial audit was clean... no material weaknesses.
  - After discussion, it was agreed the FY22 budget revenue projections would reflect a flat enrollment.
  - A 2% raise was requested for all SICCM personnel. JA Logan commented their staff was received similar raises in FY21 but FY22 is unknown. It was noted that SCC staff have not received raises in FY21 and FY22 is not known as well. A motion was made to table the raise request for SICCM personnel and the issue will be reconsidered at the May Board meeting.
- Met with Dr. Collen Allen of ACCT to discuss the possibility of providing Board Policy Governance Training on 03/16. After discussing our direction and needs, a proposal will be forthcoming from ACCT. I will share this proposal with you at the May Board meeting.
- Met with Superintendent Jonathon Green of Meridian CUSD on 03/17. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Meridian District goals.

Superintendent Green and I spent a fair amount of time getting to know each other on a personal level. Afterwards, we he requested that the College consider offering some CTE dual credit courses for Meridian HS students. Mr. Green mentioned that he is willing to allow his students to attend SCC and mix with current SCC students – both day and evening. Specific programs of interest are Welding, HVAC, Basic Electricity, and Automotive Technology. I have assigned Dr. Shelby and Jean Ellen to working on this idea.

In general, the meeting went well and I believe the relations between the two organizations was strengthened. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and work on mutually strategic issues.

- Met with Dr. Jim Reed of ICCTA to discuss the possibility of providing Board Policy Governance Training on 03/18. After discussing our direction and needs, a proposal will be forthcoming from ICCTA. I will share this proposal with you at the May Board meeting

- Hosted the second of four Strategic Planning Summits 03/18. This event was aimed at encouraging full-time faculty to share their thoughts and engage in the College's planning processes. Sixteen faculty members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *How can we increase enrollment to 40,000 credit hours (target)?*
  - Integrate technology into all of our processes both academic and administrative.
  - Explore new testing methods (current generation rejects standard testing).
  - Maintain consistent flow of information between departments (SCC one voice).
- *What new program ideas do you have?*
  - Integrate courses like Math into CTE programs and co-teach.
  - Transitional math courses in the high schools.
  - Offer entire programs online to attract non-traditional students.
- *What projects are you currently working on OR what new technologies would you like to try?*
  - Experiment with A/R & V/R (i.e. augmented reality and virtual reality) use Oculus headsets to supplement a student's hands-on experience.
  - Truck Driving is using dashboard cameras to enhance the learning experience.
  - High definition biology tables.
  - Employ a high-flex delivery model.
  - Nursing would like to integrate more high-fidelity simulators to enhance the lab experiences.
  - Integrate greenhouse technology into the Ag program.
  - Discover ways to keep students from using Apps and technology to cheat – likely will take major course/program redesign
  - Automotive program would like to integrate hybrid and EV vehicles into the curriculum
  - BOT is hosting a Virtual High School Business Skills competition
  - Increase one-on-one zoom tutoring sessions.
- *What can you do to personalize your services for students?*
  - Engage in professional development.
  - Consistently remind students of their importance and let them know "I work for you".
  - Give students my personal cellphone number and encourage them to contact me at any time.

- Hosted the third of four Strategic Planning Summits 03/19. This event was aimed at encouraging administrative staff (i.e. supervisors) to share their thoughts and engage in the College's planning processes. Seventeen staff members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *What's new and interesting in your professional area?*
  - Faculty recorded CTE videos and sent them to high schools to use for CTE day.
  - Transitional math and English course are coming soon.
  - Digital marketing and streaming materials – exploring geofencing
  - Exploring better professional development delivery strategies
  - Bookstore website – online purchasing.
  - In-depth program costing model.
  - Zoom sessions for financial aid and FAFSA
  - More community education classes at Cairo Center
  - Grants – Telemedicine, Delta Healthcare, Developmental Ed. etc.
  - Excel and ETS Robotics at Metropolis Center
  - Integrating technology into adult education courses (BOUNCE grant)
- *What training do you need to improve the efficiency and effectiveness of your daily work?*
  - Electronic form processing.
  - Additional Colleague Training.
- *What projects are you currently working on OR what new technologies would you like to try?*
  - Working on summer courses and different ways to offer them.
- *What can you do to personalize your services for students?*
  - Make myself available to students whenever they need me.
  - Remind students they are the “highlight of my day.”
- Hosted the fourth of four Strategic Planning Summits 03/23. This event was aimed at encouraging administrative, IT, and facilities support staff to share their thoughts and engage in the College's planning processes. Sixteen staff members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *What's new and interesting in your professional area?*
  - Adding new evening and weekend help desk hours.
  - Increasing the amount of IT support for personal devices.
  - Expanding efforts to combat cyber threats

- Excited about the new Ag greenhouse
  - New CRM technology to connect with donors
  - Remote advising seems to be working well for students
  - Zoom meetings with students
  - Website updates
  - 24/7 Chatbot implementation
- *What training do you need to improve the efficiency and effectiveness of your daily work?*
    - Professional development
    - Colleague Training
    - Sensitivity Training
    - Customer Service Training
    - More time to meet with colleagues and brainstorm.
  - *What projects are you currently working on OR what new technologies would you like to try?*
    - Modernizing ITV classrooms
    - Enhance cleaning efforts
    - New donor database
  - *What can you do to personalize your services for students?*
    - Likes all 12 HS Facebook pages and sends shout-outs.
    - Asking for student names instead of ID numbers
    - Providing personal business cards for students or community members who are potential students.
    - Speak positive messages about SCC throughout the community.
- Dr. Mason and I met with Maria Miller, Jared Brunk, and James Deen from the Illinois Department of Corrections (IDOC) on 03/24. The purpose of the meeting was to explore the idea of SCC offering correctional center programs at the Vienna and Shawnee Correctional Centers. We reached consensus on the idea that old the old correctional center programs (e.g. custodial maintenance, horticulture, and computer technology, etc.) are no longer viable. IDOC would like to explore offering SCC's Automotive Technology, HVAC, Welding, Basic Electricity, and potentially Truck Driving programs. In the future, IDOC would be interested in any pre-apprenticeship or Diesel programming that we might develop. SCC will develop a contract proposal for IDOC consideration by mid-April. Dr. Mason is working on this proposal.
  - On 3/24, I made a six-minute video to support Eric Howard's "Who Killed My Son" remote video event. The event was held on 3/26. Here is a link to the video of the event. [https://drive.google.com/file/d/1Q1LaGPf5yHKOxcjxrmzmu4jgt\\_4NcSNB/view](https://drive.google.com/file/d/1Q1LaGPf5yHKOxcjxrmzmu4jgt_4NcSNB/view) My part starts about the 13m 55s mark.

- Had a phone conversation with Glen Poshard on 03/25. The purpose of the conversation was to talk about a student scholarship opportunity. Essentially, Mr. Poshard is using his Foundation funds to build partnerships between Community College's, IDOT, and the Illinois Forestry Service for the purpose of cleaning up Southern Illinois roads and parks. To facilitate this, he would like two student leaders from each participating College to recruit and lead groups of local students with these tasks. For their participation, Mr. Poshard will award each student leader a \$2,000 scholarship. Mr. Poshard indicated that he will provide training and support for these activities. I pledged the College's support and willingness to participate in this effort. Dr. Price, attended a press conference announcing this partnership on 03/30. We will have more details as the program develops.
- Participated in the Virtual Award Ceremony for High School Business Skills competition on 03/25. This event, which was hosted by the College's BOT Division, was a success. Many College faculty members, including Craig Bradley, Ruth Smith, and Phyllis Sander dedicated tremendous effort to ensure the success of this event. I just provide the welcome! 😊
- Met with Steve Bundy (General Manager) and Ryan Thomas (Creative Director) of the aeriz in Anna. Aeriz is the largest aeroponic cannabis cultivators in the world and is currently expanding their business operations in Anna. They also have operations in Arizona.

Aeriz initially contacted Trustee John Windings and said they wanted to donate \$50K to the College. Apparently, to get their cultivator license in Illinois, the State requires them to donate to a non-profit organization... and they wanted to donate to SCC.

When I met with them it was clear there was more to the story. Essentially, the Illinois Department of Agriculture put some stipulations on aeriz requiring them to work out an MOU with the non-profit aimed at developing and training their workforce. I was told that if they couldn't work something out with the College, the State would take their \$50K and direct it elsewhere. When I started to explore their workforce needs it was apparent the College could AND SHOULD help them with their expansion efforts.

Essentially, aeriz has 3 positions targeted for development. These positions are called Grower, Harvester, and Extractor. Right now, they have 24 employees in these positions. Their expansion plans call for them to have 143 employees in these positions by January 2022. After discussion, it was agreed that SCC would help them with their expansion goals. Here is a synopsis of our MOU.

aeriz is committed to:

- Donating **seventy thousand dollars (\$70,000)** to SCC contemporaneous with execution of this MOU.
- to immediately begin developing education and training curriculum aimed at preparing individuals for entry level employment with the company.

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- Providing equal employment opportunities for individuals completing SCC cannabis industry training programs for the positions of Grower, Harvester, Extractor, and other entry level positions, as appropriate.
- Developing, with SCC, internships or other type of work-based learning opportunities pursuant to guidelines set by the Illinois Community College Board, applicable industry regulations, and the laws for the State of Illinois.
- Collaborating with SCC to develop coursework/training that reflects the appropriate course length, class/lab instructional needs, and student learning outcomes.
- Assisting SCC with the identification of instructors/trainers to teach the curriculum.
- Designating an aeriz staff member who will be the primary point of contact and assist SCC with the resolution of student and curricular issues.

SCC is committed to:

- Conducting a task analysis of the Grower, Harvester, Extractor, and other entry-level positions suggested by aeriz for the purpose of developing training curriculum.

Coursework will likely cover the following topical areas:

Cannabis Horticulture

- Integrated Pest Management (IPM)
- Fertigation
- Botany of cannabis
- Soil Science

Cannabis Logistics and Inventory

- • Cannabis Industry Supply Chain Management
- • Cannabis Industry Inventory Management
- • Cannabis Industry Operations Management
- Offering courses to aeriz employees using multiple delivery strategies (e.g. in-person instruction, on-line, hyflex, and/or hybrid format).
- Offering courses to aeriz employees at the College's Anna Extension Center campus.
- Collaborating with the aeriz liaison to ensure coursework/training reflects the appropriate course length, class/lab instructional needs, and student learning outcomes.
- Employing instructors/trainers to teach the curriculum.
- Designating a SCC employee who will be the point of contact for aeriz and also be responsible for the planning and delivery of curriculum and the resolution of student issues.
- Assisting aeriz with the Company's recruitment, pre-employment, and initial training efforts aimed at developing the workforce.

The result of our partnership should result in a lot of high-paying jobs available for our community resident. Finally, **we received the \$70K check on 03/29 and placed the funds in the Foundation.**

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- Met with Superintendent Landon Sommers of Century District 100 on 03/26. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Century with their goals.

Superintendent Sommers and I spent a fair amount of time getting to know each other on a personal level. Afterwards, I received an outstanding tour of the school and met many staff and students. In fact, in anticipation of my arrival, their Ag Teacher, Brent Miller, made sure his students cleaned their labs the day before I arrived. Further, they planned a nice cookout where we had burgers, brats, homemade baked beans, homemade potato salad, homemade coleslaw, cookies, and lemonade. This was, by FAR, the best reception I've had and was truly honored by the student's work and preparation.

During lunch with the students and some Century staff, I shared our CTE dual credit efforts with Meridian and suggested they consider participating as well. Superintendent Sommers said he would be interested in that effort. In addition, Mr. Miller suggested SCC consider hosting an annual FFA event. I responded that I felt we could do that and would encourage our Ag instructor to reach out to Mr. Miller for that purpose. I have assigned Dr. Shelby and Jean Ellen to work on these ideas.

In general, the meeting went well and I believe the relations between the two organizations was greatly strengthened. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and work on issues mutually strategic interest.

- Met with Dr. Elizabeth Alvarado and Dr. Charles Middleton of AGB to discuss the possibility of providing Board Policy Governance Training on 03/30. After discussing our direction and needs, a proposal will be forthcoming from AGB. I will share this proposal with you at the May Board meeting

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

- SBDC CARES ACT Budget Modification: This letter is a request for a budget modification (increase) to the SBDC CARES Act the college has received. We were awarded an additional \$20,000.
- Water Coolers with Bottle Fill: We purchased 5 single level water coolers with bottle fill and 7 Bilevel with bottle fill for \$15,085.00. The purchase was necessary to replace some of the older water coolers that were not functional.
- Greenhouse for the Agriculture Department \$24,439.38 (Perkins Funds): The FY21 Perkins V Grant has budgeted for and will fund the purchase of a functional greenhouse for the Agriculture program. The greenhouse we currently have is small and outdated, and is not able to provide quality instruction for students. Since the growing season is much shorter in our region, this greenhouse will allow students to plant and learn year-round. Many of the Agriculture classes are built around soil science, horticulture, agriculture technology, etc. and the greenhouse will be a great teaching and learning resource for students.

- ACEN: Authorized the Accreditation Commission for Education in Nursing (ACEN) to conduct in Spring 2022 the evaluation process for accreditation of its Practical and associate degree nursing program(s)



## **D. Vice-Presidents**

### **i. Academic Affairs – Dr. Kathleen Curphy**

#### **Dean's Report**

Dr. Shelby and Melissa Luttenbacher are ready to roll out Virtual CTE Day to the high schools as soon as all videos are recorded and edited. We extended the faculty's deadline to record by one week due to the days the college was closed and operating remotely during February's inclement weather. Lunchbox bags with the SCC logo have been filled with snacks and an SCC mask (like the one you will be given at the Board Meeting) were provided to all high school participants. Shawnee is the only school around doing a virtual event so kudos to everyone who contributed.

Dr. Shelby and the Math Department have been working with district high schools on Transitional Math course. Century High School worked closely with Kathy Almy and SCC Math Faculty to meet the submission deadline of March 1, 2021. A state panel will review the content and either approve the course or provide feedback for corrections. As part of the Developmental Education Innovation Grant, Dr. Shelby and the Math Department are also in the process of examining the remedial math sequence so students can decrease time to degree completion. The English Department is moving forward with plans to pilot their proposal in Summer 2021.

Dr. Shelby is also working with CTE Faculty on equipment purchases as part of the FY21 Perkins V Grant closeout. Quarterly reporting for the Perkins V Grant, as well as the Transitional Math and English/Language Arts Grants are being submitted by Dr. Shelby.

#### **Library/Technology**

Rachel Hannan, library assistant, is still very involved in the process of checking out laptops, Jetpacks, graphing calculators, and webcams to students that need the technology. To date for this semester, there are 74 laptops (this number includes 4 MSI laptops for the BOT classes), 68 Jetpacks, 19 graphing calculators, and two webcams checked out to students. Rachel has also been working diligently to get items returned from previous semesters, or updated paperwork to show that the students still have the items checked out for this current semester.

We've upgraded the chat widget on the website so we can serve multiple students at once, and added a second agent for additional support, to be staffed by Daniel Kineman and Rob Lucas. Each week nursing study groups came in to learn about the NCLEX and TEAS practice tests available in the library databases and received handouts on how to search for books in the library catalogue and how to cite sources with APA.

Weekly library newsletters are being sent out to keep students, faculty and staff in the loop about all the resources available in the library.

As of January, the average publication date of the books in our section on psychology, philosophy and religion was 1973. Since then we've been working on updating the collection to make sure it's relevant, current, and useful for students.

As Rangathan's Laws of Library Science state, the library is a living organism, and should undergo regular maintenance. Weeding the collection means removing books that are no longer relevant for students. To do this, the librarian runs a report of all books in a certain call number range. The report includes author (so classics in the field can be identified), last checkout date (if applicable), lifetime checkouts since we automated in 1994, and publication year, among other things. Then

all the items that are MORE than 30 years old that have never circulated, or items that haven't circulated in the last 20 years, are evaluated. Outdated and noncirculating books are pulled, as well as any books with severe damage (staining, cracked covers and broken spines, extensive highlighting or strong odor).

The deaccessioned titles are listed on a spreadsheet. To ensure all topics are replaced, we search for a new book (published between 2018-2021) in the same call number range that has been either highly recommended or deemed essential to general academic collections by our academic book jobber, Yankee Book Peddler. If a replacement book looks good, its holdings are checked in OCLC to make sure a) there's a complete record for it to import into Polaris, our integrated library system, and b) it's something that is held by other colleges across the state, to ensure it's up to college-level standards and is appropriate for our collection.

The classroom upgrades that have been done as of now have had positive reviews. Out of the eleven, three are done and eight are waiting on televisions.

### **Extension Centers Reports**

#### **Anna Center**

During March, the Anna Center has been very active. On March 5th, the student services department held a training day at the Anna Center. The spring semester's last 8-week classes began this month. Phlebotomy, as well as music and cultural diversity classes, started their sessions. The Anna Center hosted a CPR class for local businesses on March 10<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>. Blake Goforth and the Anna Center staff coordinated a Scholarship Application Event for all Union County High School Seniors interested in applying for scholarships on March 17<sup>th</sup>. On March 23<sup>rd</sup> and 24<sup>th</sup>, the Anna Center offered the Food Service Sanitation class. The Anna Center hosted a community education course titled "An Essential Computers Skills" on March 30<sup>th</sup>.

#### **Cairo Center**

We are participating weekly in the "Cairo Training Opportunity" meeting with Dr. Greg Mason and other community and business leaders in order to develop and provide Cairo Port-related, job trainings and programs needed for the upcoming workforce in regard to the Cairo Port. Our plans are to test the market with a Career Fair tentatively planned on Saturday, April 24<sup>th</sup> at 10:00am, at the Cairo Center.

Our center will host the "Illinois Freedom Project" traveling exhibit from March 16<sup>th</sup> until May 31<sup>st</sup>. "This exhibit is a youth focused multimedia effort that includes a web site, videos, printed materials, curriculum and a traveling exhibit. Together, the resources present the stories of everyday people in Illinois who struggled against slavery and prejudice covering over 200 years of Illinois history. The Illinois Freedom Project is used to inspire youth by presenting stories of victory through adversity." We have reached out to history teachers and principals in our local middle and high schools as this project presents opportunity for community connection, recruitment and exposure to SCC. The exhibit's curriculum also provides opportunity for new and exciting projects and/or assignments for students that will enhance their learning.

#### **Metro Center**

On March 23<sup>rd</sup>, Hayley will hold preregistration to Joppa High School students, and Massac County High School students on March 10<sup>th</sup>. Both preregistrations are in preparation of SCC's

early registration coming in April. Hayley along with other SCC advisors are scheduled hold early registration for both Massac and Joppa high schools on March 30<sup>th</sup> and 31<sup>st</sup> respectively.

The Metro Center will used as the drop off point for donations to help a young man in the community fight cancer. On March 16<sup>th</sup> the Metro Center will host a Scholarship Drive for students to apply for an SCC scholarship; and finally, Metro staff worked with the Rotary Club of Metropolis to stock the food pantry at the Brookport library

### **Vienna Center**

Lisa Meyer and Teale Betts did a FAFSA Completion workshop on March 2<sup>nd</sup> from 2 to 5 PM and eight students came and filled out their FAFSA and completed their online scholarship application. Tina Waller, Lisa Meyer, and Teale Betts went to Goreville High School for an online scholarship day for their seniors on February 26<sup>th</sup>. Teale Betts went to Goreville High School to go over scholarships on March 9<sup>th</sup> and March 11<sup>th</sup>. Teale Betts met with Joe Riley (new LECET director) to go over the Construction Management program details and went over their remaining balance from their donation. Joe Riley is also a member of the LECET board. The board will meet and discuss giving an additional funding to their labor union members who are enrolled in the Construction Management Program. Vienna Center hosted a Scholarship Drive on March 15<sup>th</sup> from 2 to 6 PM. Registration for summer and fall occurred for seniors in Goreville and Vienna High School.

### **Nursing**

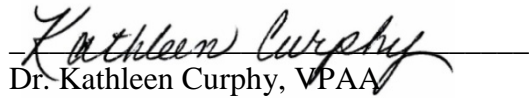
The nursing faculty have been meeting each Tuesday afternoon to address recruitment, retention, NCLEX pass rates, program assessment, and prepare for ACEN accreditation. Currently we are reviewing our student policies that are included in our Nursing Student Rules and Regulations. The ACEN Information Form is in the process of being completed so our dates for the ACEN site visit can be established. We expect their visit to be held in Spring of 2022.

### **Workforce Innovation, Adult Education & Continuing Education**

Dr. Mason, Cairo Center director Shelby Adkinson, and Career Services Coordinator Leslie Weldon are working with the Cairo Port Authority, Sen. Dale Fowler's office, labor unions, and local employers to host a job fair on April 24<sup>th</sup> at the Cairo Center to promote the jobs coming to the region through the port project.

The SBDC held its monthly meeting with the Southern Illinois Coalition of Minority Businesses. Seventeen minority-owned businesses participated in the workshop and heard a presentation on building a successful business during the COVID-19 era. Participants were also informed of upcoming workshops in: Mental Health First Aid During COVID, E-Commerce/E-Marketing (Using Constant Contact), Certification/Procurement – PTAC, HR and Legal Considerations for Small Businesses regarding COVID-19, Social Media Marketing, and Understanding GATA Regulations. Two new minority business owners have agreed to become SBDC clients.

The SBDC is working the Viticulture Enology Science and Technology Alliance (VESTA) and the Illinois Grape Growers & Vintners Alliance to provide training to wineries and vineyards in the Shawnee College district.

  
Dr. Kathleen Curphy, VPAA

April 5, 2021  
Date

## **Student Academic Assessment Committee**

The SAAC members continue to distribute a monthly assessment “News Page” to keep Assessment activities at the forefront of the college associates. March’s communication presented the updates to the Global and Cultural Awareness rubric used to collect data from students’ actions related to diversity and inclusion.

Currently an analysis of adjunct instructor Core Competencies data submission is being conducted to determine if findings in the group indicate needs for improvement of student learning or a correlation between challenges to student learning and budgeted item(s) request. Up to this point, all instruction data have been reviewed and reported holistically or by division or program (full and part-time faculty).

An adjunct Assessment Packet is being prepared to assist adjunct instructors (since scheduling changes adjunct needs each semester) with application of the Assessment of Student Learning processes for Shawnee Community College.

## **ii. Student Success & Services – Dr. Lisa Price**

### **Admissions**

Danielle Boyd—Registrar

Danielle Boyd and Stephanie Dunlap continue to work with consultant Marianne Devenny to review at admission/registration processes.

Danielle Boyd and Stephanie Dunlap attended the Student Services planning day on March 5<sup>th</sup> at the Anna Extension Center. This was a brainstorming day to come up with ideas for recruitment, retention, new processes, and new potential programs.

Danielle Boyd attended a sales meeting with Element 451 for recruitment software and a webinar with the National Student Clearinghouse on compliance reporting.

### **Advisement and Recruitment Report**

Advisors and center directors are assisting current and potential students with the 2021-2022 scholarship application. They are organizing scholarship workshops and senior registration days at in-district high schools, and beginning to make advising appointments with current students for Summer and Fall 21 registration. They are also working on updating academic plans for current students and completing degree audits for LPN and ADN applicants.

Lisa Meyer and Teale Betts did a FAFSA Completion workshop on March 2 from 2 to 5 PM and eight students came and filled out their FAFSA and completed their online scholarship

application. Tina Dudley, Lisa Meyer, and Teale Betts went to Goreville High School for an online scholarship day for their seniors on February 26. Teale Betts went to Goreville High School to go over scholarships on March 9 and March 11. Vienna Center hosted a Scholarship Drive on March 15 from 2 to 6 PM. Registration for summer and fall occurred for seniors in Goreville and Vienna High School.

### **Athletics**

John Sparks—Athletic Director

Due to COVID-19, all five of the SCC teams are currently playing games: men's basketball, women's basketball, volleyball, baseball, and softball. There are still many restrictions and the schedule has been condensed. All coaches have been equipped with Ipads so that games can be streamed and Rob Betts has trained student-athletes to stream the games. Women's basketball has won six of its last seven games, and they are currently tied for fourth in the Great Rivers Athletic Conference. Baseball and softball are just underway, and volleyball has two home games remaining this season.

### **Career Services**

Leslie Cornelius-Weldon—Career Services Coordinator

Career Services continues to work with students on career plans, resume assistance, job search, and resume writing. In March, the office will have provided 65 Kuder assessments and 20 Career Keys. Joppa High School seniors rescheduled to complete Kuder on April 1, 2021, due to school closing. Cairo High School seniors were rescheduled due to weather for March 24 and 25, 2021. They were working with other guidance counselors to schedule with remaining schools to administer Kuder per the school's guidelines around COVID-19. Career Services completed two classroom presentations, one on resume writing and the other on interviewing.

Career Services has reached out to 40 local employers about job postings, employment and training needs, and job shadowing and internship opportunities. Career Services hosted the annual SCC Job Fair on March 17, 2021, in collaboration with Shawnee Development Council. The job fair will be scheduled from 9:00 am until 11:00 am using the Zoom Platform. So far, we have invited 169 employers to participate in this event.

### **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 Cupboard." She has also been working with the testing center in assisting with entering test scores. She has also been working with Financial Aid and was recently trained on assisting with the scholarship submissions.

Carrie has been working on letters to send out to our local high school seniors to let them know of important dates and information. This letter includes the extended date for our scholarship deadline. It also talks about our upcoming "Scholarship Blitzes," the tuition freeze, our upcoming intersession classes, summer and Fall 2021 enrollment. Letters were also sent to the parents of the seniors with the same information.

### **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 as well.

Ms. Brahler will be collaborating with the Director of Communications and Public Relations to provide students, employees and the general community with educational materials related to mental health awareness.

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans Coordinator

Pell Status Day was March 1 and refund checks were mailed on March 17. Lisa Meyer participated in a face-to-face FAFSA Completion event on March 2 at Vienna High School. Dr. Tammy Capps and Lisa Meyer participated in Advisor/Financial Aid training on March 5. A Zoom financial aid presentation to the Cobden High School senior class on March 9. Staff assisted with scholarship application blitz events on Main Campus and at the Extension Centers. Continuing to assist students with FAFSA completions face to face in the office, over the phone, and through Zoom. Participated in Massac High School registration on March 31.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center has been productive in helping students with math and English coursework. Last month, fifty-four (54) students received help with paper-writing, statistics, intermediate algebra, philosophy, classroom accommodations, and study strategies, in an effort to improve their academic performance. The professional tutors have reported that students are consistent and committed to their weekly scheduled appointments. Some students have been self-advocating by dropping into the Center and asking for help by walk-in, via ZOOM, or in the College's Writing Lab. There were students who worked with the professional tutors every day of their Spring Break. The Student Success Center staff are dedicated to assisting students to achieve their goals and successfully complete the semester.

Several high school counselors have scheduled the Next-Generation Accuplacer for Dual Credit eligibility. Some of the area high schools are scheduled for on-site test dates in the coming months as a way to provide prospective students with the opportunity to visit Main Campus. As a way to improve their scores, "Accuplacer Preparatory Workshops" are slated to begin this summer to assist students that don't meet eligibility requirements for dual credit. The Director and Testing Technician will be offering these workshops in the Testing Center to help students improve their Next-Generation Accuplacer Scores. Discussions have been had with the Humanities Division Chair, JoElla Basler, and Professional English Tutor, Marilyn Crites, to offer a remedial course during the summer semester as well. This will afford students the opportunity to reach college-level eligibility requirements for English 111.

The Retention Alert program has been instrumental in assisting faculty and staff with prioritizing student issues. With the creation of the Student Retention Committee, there have been positive improvements with response times, resolving issues, and overall student engagement. As of the time of this report, there were 264 Retention Alert cases active. Of those cases, the majority were classroom issues consisting of low attendance, late assignments submissions, and low-test scores. The Student Retention Committee created and emailed a “Student Success Survey” that focused on improved student retention, classroom accessibility, and college readiness. There were 70 responses since the survey had been sent out. The survey results will be discussed and analyzed at the next committee meeting.

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) has the Spring Semester is moving along. SSS conducted First Friday's virtually March 5. The event was filled with virtual games and interactive participation from students. The games included bingo and Scattergories.

Mentoring Meeting #2 for new students will begin April 1. SSS students and staff attended the Virtual TRiO Day for Illinois on February 27. All students that attended had favorable reviews for the event. This year's sponsor was SIC from Harrisburg.

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.

SSS projected graduation numbers for 2020-2021 are 9 for Fall, 17 applied for Spring and 12 applied for summer total to 38.

### **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

ETS and Fontelle Arts have completed our 6 weeks mental health program. Staff are continuing financial literacy workshops with our students. The purchase of new STEM equipment for upcoming summer workshops and collaborating with the U of I extension center for a three-week summer camp.

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

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

Two candidates vied for the Student Trustee seat and Bradley West was the winner. Mr. West will be seated at the April board meeting. Prior to the meeting, Dr. Price will visit with Mr. West to discuss his role on the Shawnee Community College Board of Trustees including expectations, representing all students, confidentiality, and professionalism.

As can be determined from many of the individual sections of this report, the focus of Student Success and Services has surrounded FAFSA completion and SCC Scholarship Application. As previously mentioned, a new software has been implemented this year and anytime there is a new process, new headaches and growing pains are going to occur. The scholarship deadline has

been extended at least twice. At the beginning of March, Tina Dudley provided reports to the Student Success and Services staff about the numbers of students from each high school who had applied for scholarships. The report showed that extra efforts were needed in several of our high schools and some of those are the ones that are not allowing visitors.

Advising staff moved into action and set up Scholarship Blitz nights for Main Campus and at the Extension Centers. Carrie Davis, the part-time Completion Coach, coordinated the effort to mail letters to all high school seniors about the extended scholarship application deadline and the opportunities for face-to-face staff assistance on campus and at the extension centers. The letter also included information about the tuition freeze, upcoming advisement and registration, and intercession offerings. A similar letter went to the parents of the high school seniors. The same information will be publicized using social media and other outlets.

Process improvement is occurring in the areas of Admission, Financial Aid, and Advisement. Marianne Devenny, a consultant being funded by GEER, is reviewing our processes and comparing them for overall compliance. Ms. Devenny has remarked that staff have been very open to her services. She and I both believe that we will have positive outcomes from her assistance. Ms. Devenny comes to us with many years of service from McHenry Community College and an interim role at Lincoln Land Community College (both of these colleges use Colleague.)

The second round of federal COVID-19 emergency funding assistance has been announced and is available for drawdown from the government. With the original CARES Act or HEERF funds, the assistance for students was limited to students who were PELL eligible and were not enrolled in a full distance education course schedule. This second round of funding seems to be more open and has the language of being able to assist students “with exceptional need.” However, we are still waiting on guidelines on determining exception need. Dr. Price attended a webinar hosted by the American Association of Community Colleges and the message was clear, “we are still waiting on the guidelines and we are not sure when they will be available.” As soon as the information is received, Dr. Capps and Dr. Price will formulate the distribution plan and get the money to the students.

### **Clubs & Organizations**

#### **Phi Theta Kappa-Craig Bradley**

The SCC Phi Theta Kappa chapter was named a 2021 REACH Chapter and by doing so will receive 4 PTK graduation stoles. This award is achieved through excellence in membership development.

#### **Phi Beta Lambda-Phyllis Sander**

To celebrate CTE Month, as students enter the SCC facility, they are offered a PayDay candy bar along with a basic flyer promoting CTE and will pick up a raffle ticket (these items will be separated on tables to allow for distancing and no human contact between PBL members and students. Winning tickets will be drawn at 2:00 pm on Wednesday, February 24 with the



winning numbers distributed through email. No names will be collected due to the movement of students being temperature screened and progressing to class assignments.

Kaitlyn May (\$500) and Jainden Sanders (\$300) earned top awards and received a trophy from SIU-C along with a scholarship for Accounting based programs.

Nu Alpha Alpha Phi Beta Lambda members participated in a DEI - Diversity, Equity and Inclusion It All Starts With You webinar presented by Intuit in partnership with the national FBLA-PBL organization on March 4. Presenter Charisse Daggs, a leader in DEI, provided a useful framework to be effective change agents in our everyday lives by starting with communications focused on DEI. Charisse Daggs is a Group Manager for Diversity, Equity and Inclusion at Intuit, the fintech company behind TurboTax, QuickBooks, and Mint.

### **Student Ambassadors-Monica Brahler & Amanda Brown**

Ms. Brahler will be working with the 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. Also, this semester the group will be explore diversity, equity, and inclusion topics to complement and enhance their leadership skills.

**Dr. Lisa Price**

Vice President of Student Success and Services

**4/5/2021**

Date

### **iii. Financial & Campus Operations – Brandy Woods**

#### **State Payment Update**

The state currently owes for March and April Equalization and Base Operating.

#### **Facilities Department**

A meeting was held to discuss and plan for future capital projects with the financial consultant, Director of Facilities, Director of Information Technology, and the Director of Business Services. Ongoing efforts will continue by means of discussions with the Director of Facilities on potential capital improvement projects for the college. The Facilities & Maintenance department will be working on upcoming projects which pertain to routine maintenance for the upcoming spring season. This will be an effort that encompasses all of the College's facilities and locations. The goal is to go over any potential needs that the College may have in this area and plan accordingly.

#### **Business Service Department**

Attended a virtual CCCFO meeting and discussed various topics from GASB changes, CARES Act expenditures, American Rescue Plan Act of 2021, and U of I Shield Testing. The Department of Education has still not issued guidance on how to calculate lost revenue to be paid from the CARES act. Continue to work on academic program costing with financial consultant. Gathered information required for the PPP loan forgiveness application. Completed program

costing for the ACEN accreditation. Completed sponsorship billing to outside agencies. Payroll Specialist has been working with the State Universities Retirement System on the implementation of the new Deferred Compensation Plan. Once the payroll testing process is complete, SCC employees active with SURS will receive information about enrolling in the plan.

### **IT Department**

Attended a webinar to discuss the possibility of converting the Colleague system to the cloud instead of in-house servers. Worked with the Director of Business Services on how to change the charge tables in Colleague to reflect the new online tuition rate. Completed necessary updates to the Colleague ERP system. Completed the updates to the campus phone system.

### **Human Resources**

In March, recruited for the Vice President of Finance, Delta Health Project Manager and conducted interviews for the Bursar position. Collaborated with the Academic Affairs department to ensure all employee credentials are current. Continue to work on collecting, tracking, and processing employee annual performance reviews. Updated the professional development tracking spreadsheet for those employees who have provided proof of training. Continue to monitor any fraudulent unemployment claims, which have been an issue throughout the state and country. Several webinars were attended to stay apprised of any changes in policy within Human Resources. Created an exit interview survey for employees who voluntarily leave the college.

### **Bookstore**

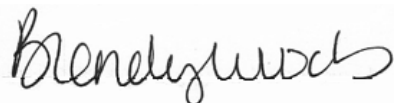
The Bookstore has started selling Dippin' Dots in the store and there are nine different flavors to choose from. The bookstore is also offering coffee for sale and there are six different flavors which can be added to the coffee. The coffee is supplied from a local company, Steam Shovel, which is located in Anna, Illinois. The last day for students were able to charge books and supplies to their financial aid in the bookstore was February 26<sup>th</sup>.

### **CARES Act**

In the spring of 2020, the start of the COVID-19 pandemic, the College was awarded three different grants under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) through the Department of Education to provide assistance to colleges and students who had been negatively impacted by the pandemic. The first award the College received was \$318,810 to provide emergency financial aid grants to students. The second award was \$318,809, which was to help the College transition to online learning and to cover cost associated to changes that were caused from the pandemic. The third award was \$32,243 to strengthen institutions impacted by the pandemic. All awards have been expended. The expenditure reports are located on the Shawnee Community College website at <https://www.shawneecc.edu/financial-aid/cares-act> as required by the Department of Education.

In December 2020, the federal government issued another round of COVID-19 relief funds which was titled CRRSAA: Higher Education Emergency Relief Fund (HEERF II). The College was awarded \$1,959,797. Of this, \$318,810 is to be awarded as financial aid grants to students and the remaining is for institutional funding for loss of revenue, reimbursements for expenses already incurred, and technology costs associated with a transition to distance learning, faculty

and staff trainings, payroll cost, and student support activities. An initial zoom meeting was held here at the College with the Vice President of Student Success & Services, the Vice President of Academic Affairs, the Director of Business Services, the Director of Information Technology, and the Director of Learning Resources to discuss how the College plans on expending these additional funds.



Brandy Woods

Director of Business Services and Interim Vice President of Financial and Campus Operations

#### **E. Communications & Public Relations – Rob Betts**

##### **Google Analytics-**

Google Analytics reporting for the period ending March 8, 2021 indicated the number of users to our website was 8,661 The data also indicated that we had **6,969 new users** Currently our generated traffic from Google Ad placement results are as follows for Feb 8<sup>th</sup> – March 8th:

1,019 - Clicks on our Google Ad                      47 – Phone calls

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

• <b>Current Month</b>		<b>Previous Month</b>
4. Illinois	5,662	5,097
5. Missouri	1,692	1,754
6. Kentucky	528	566

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

/academics/programs	1361
/athletics/baseball	1227
/athletics/mens-basketball	1200
/athletics	1012
/student resources/library/databases	894

- **Facebook Analytics**

<b>Date</b>	<b>Daily New Likes</b>	<b>Daily Unlikes</b>	<b>Daily Total Reach</b>	<b>Weekly Total Reach</b>	<b>28 Days Total Reach</b>
2/9/21	7	1	2405	6396	22170
2/10/21	3		4607	8619	23426
2/11/21	3	2	2738	9115	23718
2/12/21	5	1	1147	9190	23764
2/13/21	2		2501	10039	23906
2/14/21			1787	10321	23443
2/15/21	4		2696	10795	23311
2/16/21	3		2307	10409	22970
2/17/21	1	2	2347	8783	23157
2/18/21	1		1974	8169	23193
2/19/21	3		2155	8211	22088
2/20/21	3	1	2376	8784	22866
2/21/21	2		2444	9439	22894
2/22/21	1	1	1474	9135	22489
2/23/21	4	3	1760	9202	22807
2/24/21	1		3028	10020	23508
2/25/21	4		2408	10347	22995
2/26/21	8	3	3504	12307	25017
2/27/21	8	2	2009	11754	25396
2/28/21	4		1328	10840	25221
3/1/21	5	1	1982	10792	25487
3/2/21	3		1787	10944	25524
3/3/21	7		1362	9635	25710
3/4/21	2	1	1825	9059	25851
3/5/21			1452	7107	26104
3/6/21	5		3314	7999	27329
3/7/21	3	1	2637	8704	27769
3/8/21			262	7810	27595
<b>Totals</b>	<b>92</b>	<b>19</b>	<b>61,616</b>	<b>26,3925</b>	<b>67,9708</b>

- **Traditional Media Sources: (Includes Television Online Articles, Radio & Newspapers)**

<b>Date</b>	<b>Headline</b>	<b>Source</b>	<b>Reach</b>	<b>Desktop</b>	<b>Mobile</b>
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				Reach	Reach
04-Mar-2021 12:00AM	April 6 election is around the corner	Metropolis Planet	6525	2747	3778
04-Mar-2021 12:00AM	SCC announces tuition rate freeze for FY-22	Metropolis Planet	6525	2747	3778
03-Mar-2021	Shawnee Community	Metropolis	6525	2747	3778
03-Mar-2021 10:08PM	Shawnee Community College hosting mass vaccination site	The Mayfield Messenger	825	193	632
03-Mar-2021 10:08PM	Shawnee Community College hosting mass vaccination site	The Mayfield Messenger	825	193	632
03-Mar-2021 10:02PM	Shawnee Community College hosting mass vaccination site	Herald Ledger	701	164	537
03-Mar-2021 10:02PM	Shawnee Community College hosting mass vaccination site	WPSD Local 6	327731	78656	249075
03-Mar-2021 10:02PM	Shawnee Community College hosting mass vaccination site	The Mayfield Messenger	825	193	632
03-Mar-2021 08:01AM	Shawnee Community College to freeze tuition	New County Z100	829	82	747
03-Mar-2021 08:01AM	Shawnee Community College to freeze tuition	WJPF-AM	1218	552	666
02-Mar-2021 04:45PM	Shawnee Community College announces tuition freeze	KFVS 12	333318	74460	258858
02-Mar-2021 10:43AM	Shawnee College announces tuition rate freeze for FY2022	KFVS 12	333318	74460	258858
02-Mar-2021 10:21AM	Shawnee Community College announces tuition freeze for fiscal year 2022	WSIL-TV	201487	34783	166704
25-Feb-2021 12:00AM	SCC accepting nursing applications for upcoming semester	Metropolis Planet	6525	2747	3778
25-Feb-2021 12:00AM	College News	Metropolis Planet	6525	2747	3778
22-Feb-2021	Shawnee College to	KFVS 12	333318	74460	258858

03:27PM	host virtual job fair				
22-Feb-2021 07:13AM	Red Cross Seeks Donations After Winter Storms	West Kentucky Star	57739	9655	48084
20-Feb-2021 10:58PM	Scholarships awarded at former SIU	WSIL-TV	201487	34783	166704
16-Feb-2021 06:17AM	Closings/Cancellations - 2/16/2021 (Updated 5:30am)	WSIU   News	12706	3884	8822
15-Feb-2021 03:52PM	COVID Testing And Vaccine Cancellations	WSIU   News	12706	3884	8822

### Traditional Television Coverage

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
2/10/2021 5:42	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
2/10/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
2/10/2021 7:23	WSIL (ABC)	Good Morning America	\$43.01	1214
2/10/2021 8:27	WSIL (ABC)	Good Morning America	\$43.01	1214
2/20/2021 17:01	WSIL (ABC)	News 3 News at 5	\$36.74	2570
2/20/2021 22:08	WSIL (ABC)	News 3 News at 10	\$1,089.75	26075
2/21/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$13.69	581
2/21/2021 6:38	WSIL (ABC)	News 3 News This Morning	\$25.53	1035
2/24/2021 22:08	WSIL (ABC)	News 3 News at 10	\$439.50	8852
2/25/2021 5:06	WSIL (ABC)	News 3 News This Morning	\$32.09	0
2/25/2021 6:54	WSIL (ABC)	News 3 News This Morning	\$50.49	1380
3/2/2021 16:19	KFVS (CBS)	Heartland News Now	\$564.30	16024
3/2/2021 16:22	KFVS (CBS)	Heartland News Now	\$564.30	16024
3/2/2021 18:38	WSIL (ABC)	News 3 News at 6:30pm	\$1,099.35	39923
3/3/2021 5:37	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
3/3/2021 6:16	KFVS (CBS)	The Breakfast Show	\$693.34	19192
3/3/2021 6:37	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
		<b>TOTAL</b>	<b>\$4,867.12</b>	<b>138940</b>

### Synopsis

This month we obtained free television coverage on two affiliates, ABC and CBS. Our television news coverage report indicates that the value of the coverage was \$4,867.21 up from last month (\$3,837.47) Stories included information about the SCC/Red Cross Blood Drive, Shawnee College Tuition Freeze, SCC Criminal Justice Program Scholarships received.

My office is continuing efforts to complete CTE videos for each of our programs. We are scheduled to

release the videos after completion on an upcoming virtual CTE day. Currently, we are nearly finished with 10 new videos Nail Tech, Computers, Business Management, Automotive, Truck Driving, Agriculture/Fish & Wildlife, Criminal Justice, HIMS, Nursing, CNA. We also completed two more shorter spots for scholarships and the Anna Extension Center.

I have also been working with SIU for a joint billboard project. We assisted with design and cost is being absorbed by SIU. The billboards will be placed strategically throughout our district.

## **F. College Foundation – Gene Honn**

The major emphasis this month has been on assisting Advisors and School Counselors on getting students to apply for scholarships. With this being the first year with a new online process the Saints Foundation, via Tina Dudley, has been holding training sessions. In some instances, Tina has gone to the school to assist first-hand with the students going through the application process. The results have grown after each of her visits. Our goal is to get as many students to apply as possible. We know they all won't end up attending in the Fall, but our intent is to contact them so that we can build a relationship and communicate with them into the future. We want to be proactive in helping these "GAP" students come back to SCC at some point in the future. To date we have 202 applicants.

Recently, Dr. Greg Mason made a presentation to the Saints Foundation Board about CTE Programs at the College. During his presentation the Board was motivated by the 'learning by doing' approach of the CTE program instruction. The Board discussed with Dr. Mason the concept of moving from "learning to earning." As a result of the discussion the Foundation will be working with donors to encourage them to consider providing Internship opportunities for students. Another positive outcome of the discussion was getting Buddy Walls connected with Dr. Mason to continue a discussion on the CDL program and transportation career opportunities. Mr. Walls is Consultant to the transportation industry and pledged to assist Dr. Mason in any way possible to help grow job opportunities for our students.

The next meeting of the Saints Foundation is scheduled for May 14, 2021, where we will be reviewing the Strategic Plan for the 2021-2022 fiscal year.

The Saints Foundation has been honored to have Cathy Belcher as the Trustee Liaison to the Saints Foundation. Cathy has been a positive Ambassador for both the College and the Foundation. She has always been willing to step up and help when and where needed. While we will miss Cathy as our Liaison, we hope to continue her strong relationship and support of the Foundation. Best of luck Cathy and thanks so much for all you mean to the College and Foundation. As a result of your service, our students have benefitted from your involvement.

There are currently two donors that Gene Honn is working with to develop a planned gift to the Foundation through their Will and/or Trust. More efforts are being planned to identify potential donors willing to consider leaving the College in their estate through a planned gift to the Foundation.

The Saints Foundation Board is considering a broad outreach/appeal to garner unrestricted donations to assist in funding current and future financial needs that will be expressed in the

Strategic Plan and as brought forward by the College as their planning continues to develop for 2021-2022

### **G. Illinois Community College Trustees Association – Andrea Witthoft**

Two bills of special interest to community colleges will be considered in the Illinois General Assembly spring 2021 session:

- House Bill 2867: Sets aside 15% of Illinois Monetary Award Program grant funds for community college students
- Senate Bill 1832: Allows community colleges to confer bachelor of applied science degrees in early childhood education and Professional Educator Licenses with endorsements in early childhood education and early childhood special education under certain conditions.

The Illinois Workforce Innovation Board's Workforce Consolidation Feasibility Study is underway. The study may have implications for adult education in Illinois. A brief handout is provided.

April is Community College Month. ICCTA has requested an official proclamation from the Governor's office and will feature Illinois-related **#CCMonth** stories on social media.

The initial draft of ICCTA's proposed 2022 Strategic Plan is available on the website. The plan lays out four goals: information exchange, training, advocacy, and administrative efficiencies. A handout of the draft is provided.

ICCTA approved the creation of the ICCTA President's Award. This award may be awarded at the ICCTA President's discretion to recognize an 'unsung hero' who has supported community colleges and the Trustees Association.

ICCTA is looking for beta testers and content providers for ICCTA's "Trustee Chat" searchable online database. Version 1.0 of the search engine will be available on the ICCTA website in June.

ICCTA is producing member-only podcasts to enhance trustee learning. Two podcasts (on trustee fiduciary responsibilities and the Illinois Open Meeting Act) have been recorded.

### Upcoming Events

April 11-14: American Association of Community College's in-person convention, Nashville, Tennessee

April 19: Deadline to apply for a position as an ICCTA officer for 2021-2022



## **May 4: ICCTA Board of Representatives meetings via Zoom**

May 6, 13, 20, and 27: American Association of Community Colleges' digital conference

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

Submitted by Andrea Witthoft, ICCTA Representative

### ICCTA Mission & Vision

Vision: All Illinois community college trustees will effectively lead their institutions and districts.

Mission: ICCTA supports all public community college trustees through information exchange, training, and advocacy to assist them in effective leadership locally and statewide.

Priorities: To support the organization and its mission.

To support members in their role as community college trustees

### **2022 ICCTA Strategic Plan DRAFT**

#### Goal 1: Information Exchange

1. Revised regional structure
  - i. Identify regional chair and vice chair
  - ii. Create a training program/plan
  - iii. Attend initial regional meeting (Listening tour)
    - a. Review benefits of the regional structure in the north and central regions
2. Increased member participation
  - i. Enhanced incentives
  - ii. Revised expectations

#### Goal 2: Training

1. Financial training
  - i. Budget workshop (e.g. LLCC)
  - ii. Partner with CFOs, CAOs and CIOs
    - a. Discussion of preparation for next HLC review
2. Diversity, Equity and Inclusion training
3. New Member onboarding
  - i. Revise the current new member handbook (complement with video presentations)
  - ii. Focused events with new members
    - a. New Member badge/ribbon
    - b. Reception focused on networking (members under 40)

#### Goal 3: Advocacy

1. Community college baccalaureate
  - i. Educate Board of Reps and others about the benefits of CCB in Illinois
2. External coordination with foundations and higher ed partners
3. Legislation developed in partnership with state agencies, higher ed partners and policy makers
4. Enhanced community college funding

*Minutes page 33 of 63*

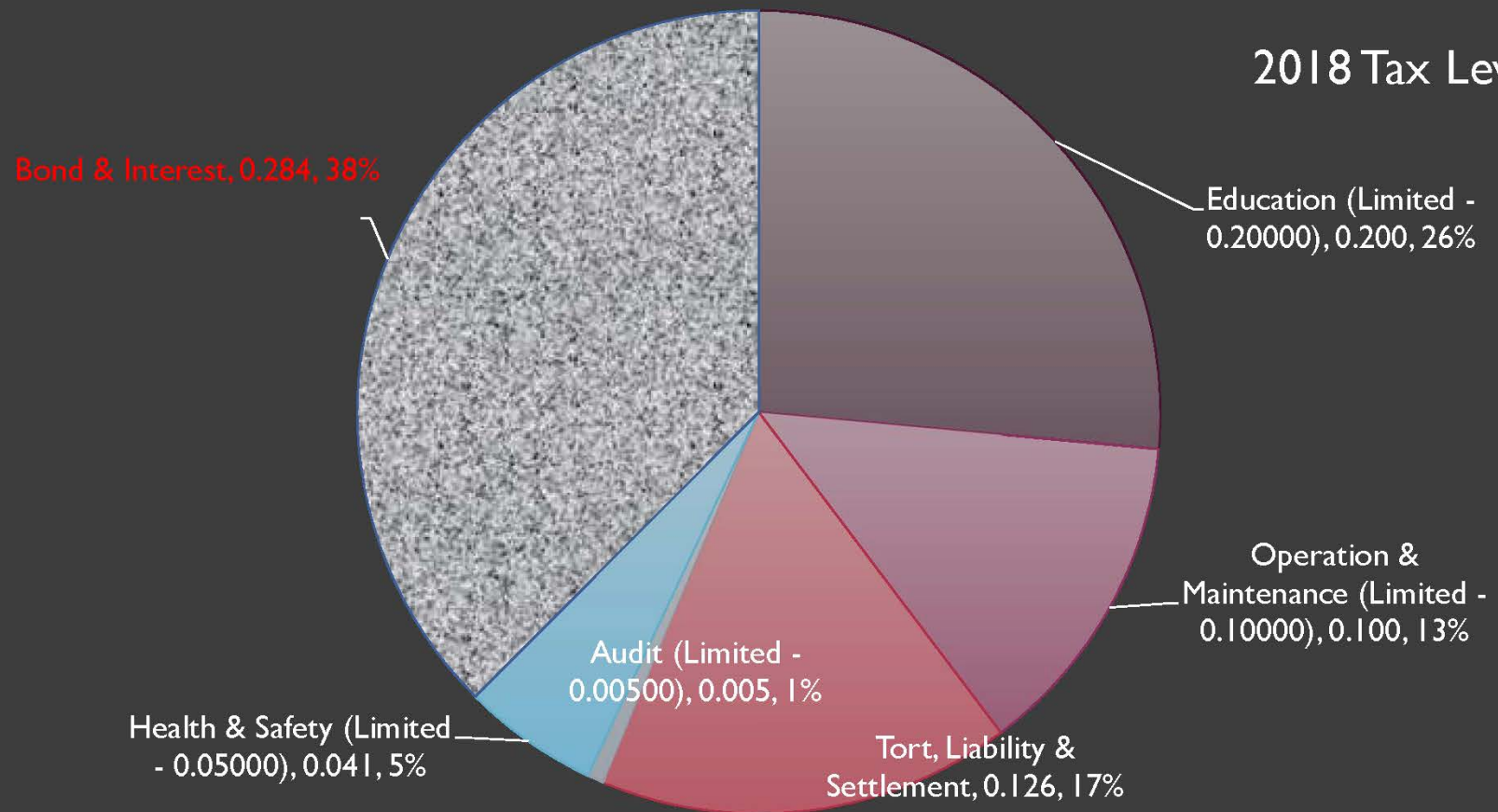
5. Advocacy on federal issues with ACCT, Members of Congress

Goal 4: Administrative Efficiencies

1. Establish policies and procedures for board and staff succession
  - i. Staffing alignment with organizational needs
2. Enhance ICCTA infrastructure
  - i. Training on website capabilities
  - ii. Fully engage online capabilities
3. Financial sustainability
  - i. Review and analyze membership dues structure
  - ii. Explore non-dues revenue options

**H. Financial Presentation – Brad McCormick**

## 2018 Tax Levy

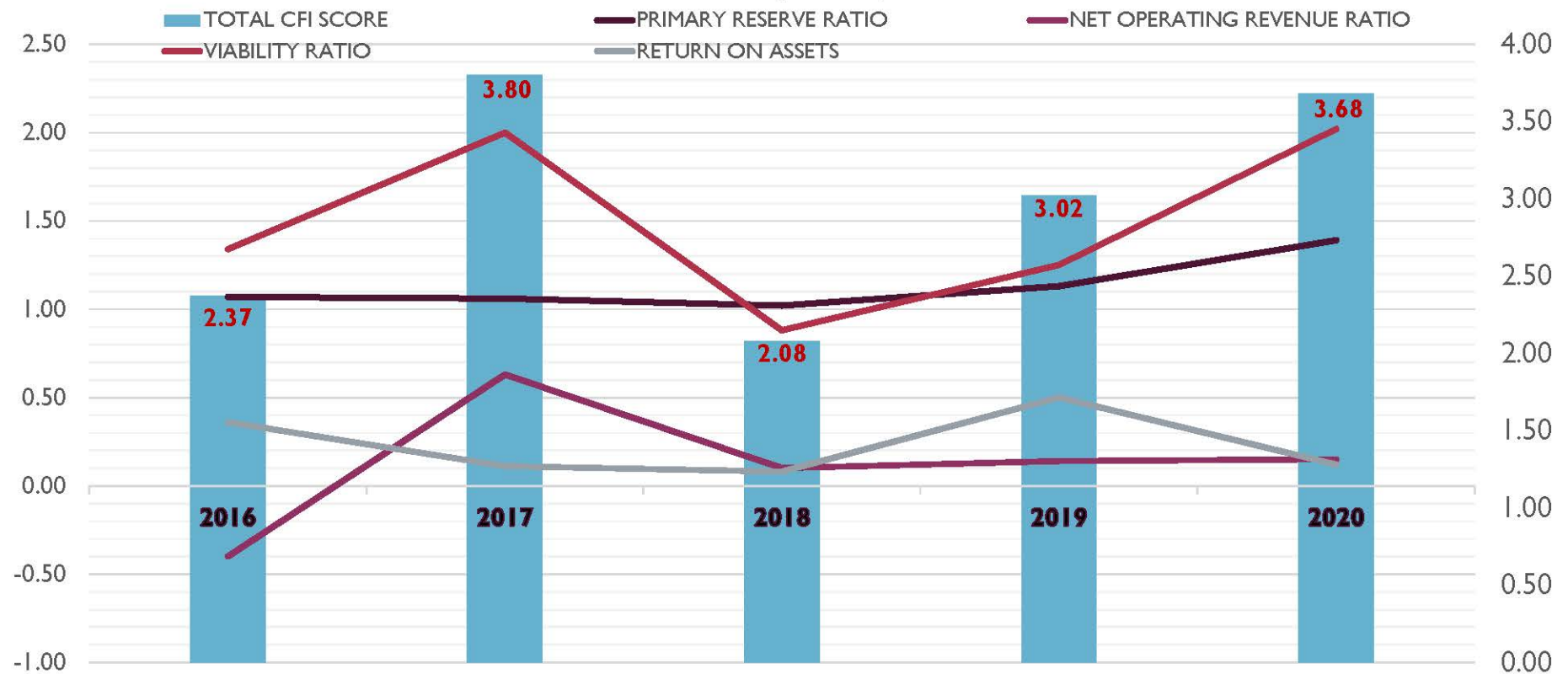


- Consistent bond & interest levy historically with 38% of 2018 tax levy being for bond & interest (28 cents of 76 cents).

## DEBT PLANNING

- What is debt planning?
  - Answer: We plan on getting out of debt!
  - Better Answer: Identifying opportunities where a planned, significant investment is needed to multiply the returns of the investment over the cost of the debt (interest).
    - Current municipal bond market interest rates for A+ rating for 5 and 10 year municipal bonds are 0.70% to 1.45%, respectively.
- What investment could the College make in 2 years to grow enrollment?
- **Recommendation:** Conduct an Request for Qualifications (RFQ) for Financial Advisor Services in Fall 2021 by committee named by the Board Chairperson. Chosen firm would provide recommendations to the administration on timing of future debt issues and bond sale methodology (competitive versus negotiated, etc.).
  - Timeline has been given to Dr. Taylor that would accomplish capital/working cash bond to replace the existing bond levy.

## CFI Scores by Component



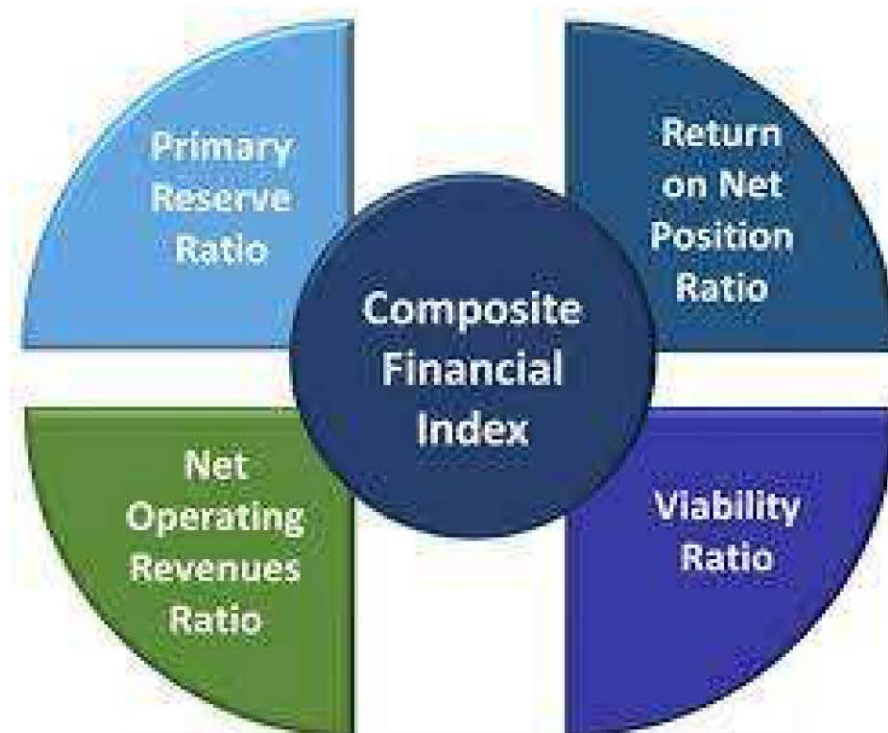
The composite financial index (CFI) score serves as a key performance indicator (KPI) for measuring overall relative financial health. It was applied to higher education by the National Association of College and University Business Officers (NACUBO).

### CFI Ranges for Public Institutions

- HLC has identified ranges, or zones, of CFI values that indicate whether further review is required.
  - Above the Zone - 1.1 to 10.0
    - No additional follow-up is required for institutions with a CFI that falls above the zone.
  - In the Zone - 0 to 1.0
    - Further review is required.
    - 1<sup>st</sup> Year – HLC sends a “Letter of Concern” with requires response from college.
    - 2<sup>nd</sup> Year – Written report with financial documentation required.
  - Below the Zone - -4.0 to -.01
    - Same response as “In the Zone”, but with review by HLC peer reviewer panel each year until back “Above the Zone”.

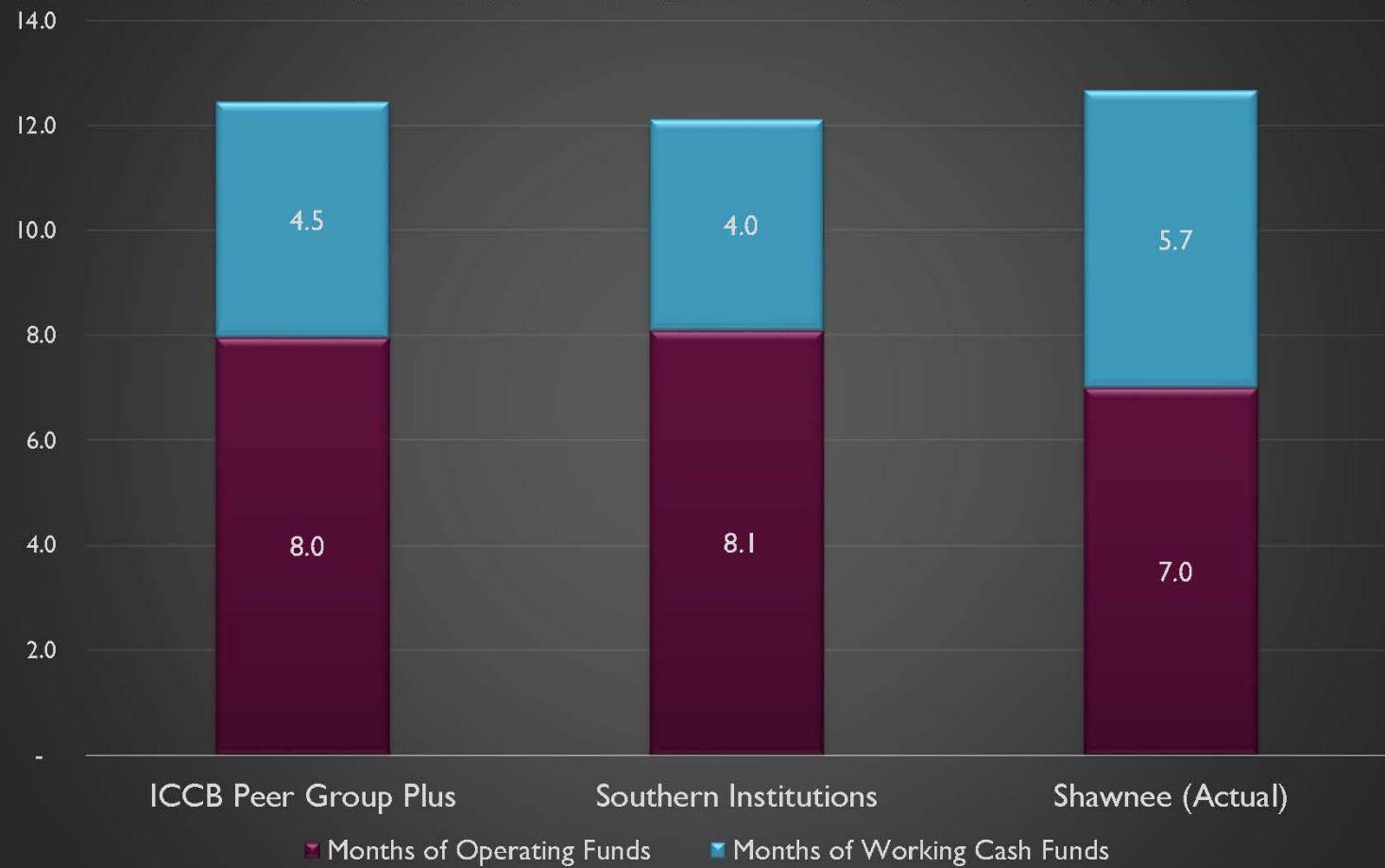
### Shawnee - “Above the Zone” last 5 Years

“CFI” TYPE	2020	2019	2018	2017	2016
PRIMARY RESERVE RATIO	1.39	1.13	1.02	1.06	1.07
NET OPERATING REVENUE RATIO	0.15	0.14	0.10	0.63	-0.40
VIABILITY RATIO	2.02	1.25	0.88	2.00	1.34
RETURN ON ASSETS	0.12	0.50	0.08	0.11	0.36
TOTAL CFI SCORE	3.68	3.02	2.08	3.80	2.37



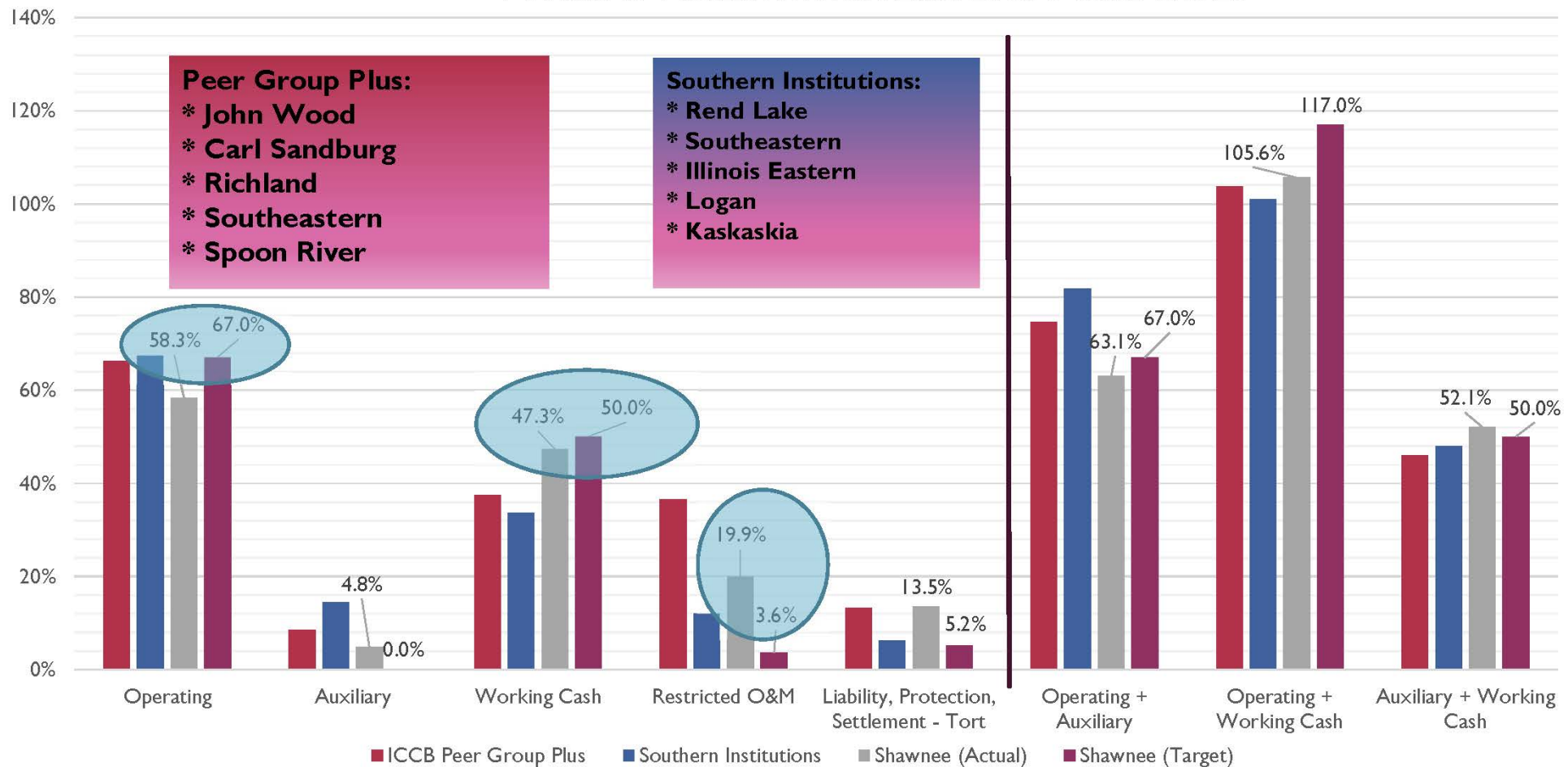


## Months of Reserves after Recommendations



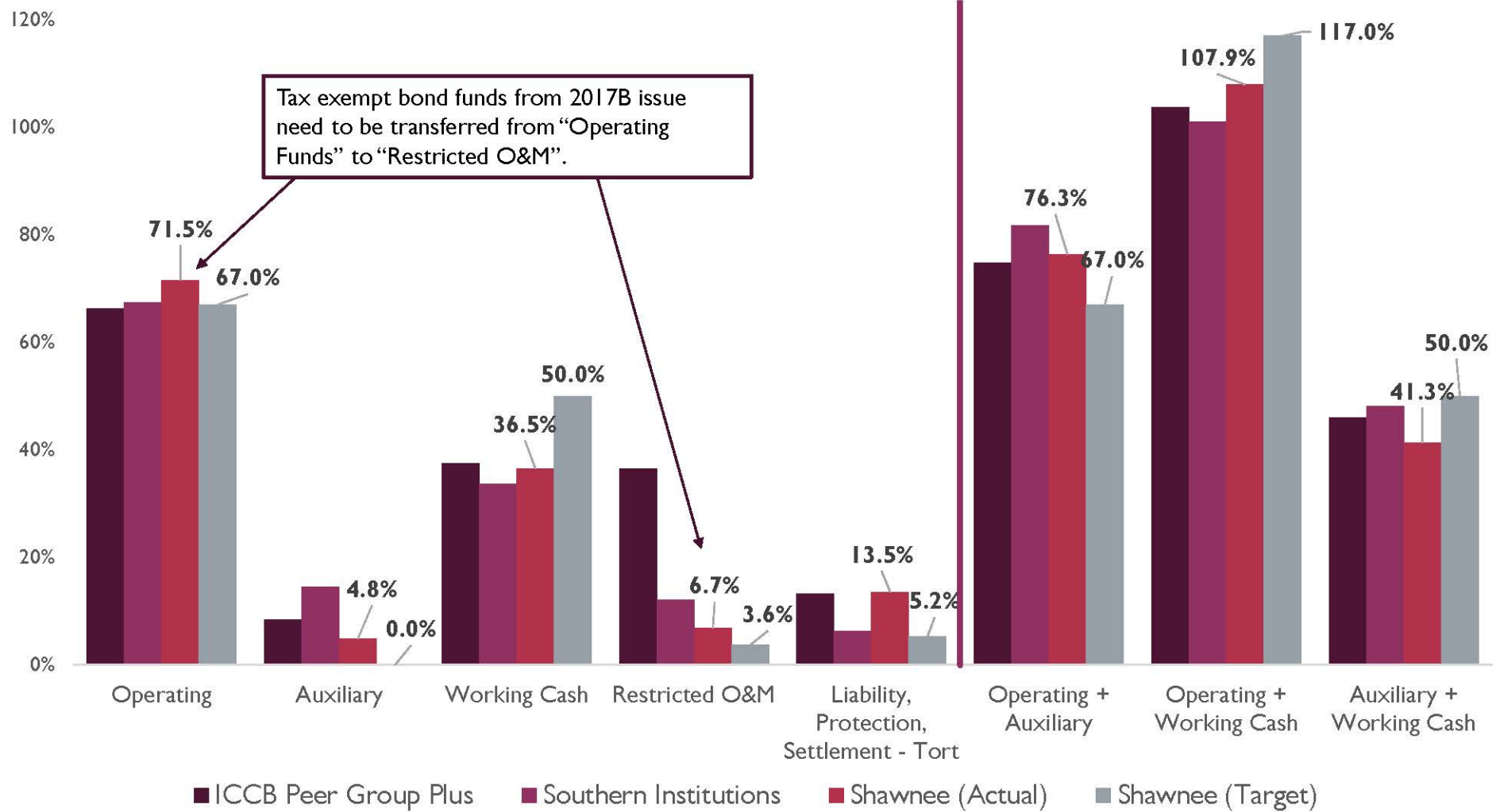


## “What if Recommendations Followed?”



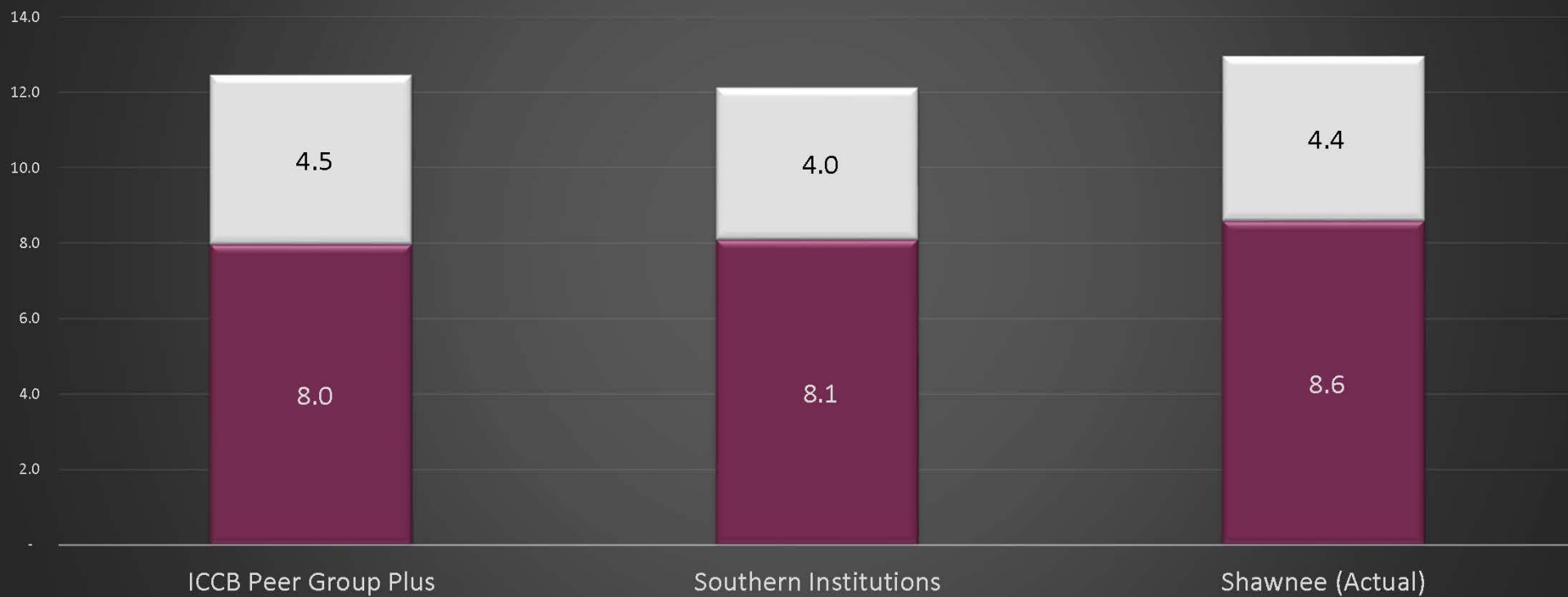
## RESERVE RELATED RECOMMENDATIONS

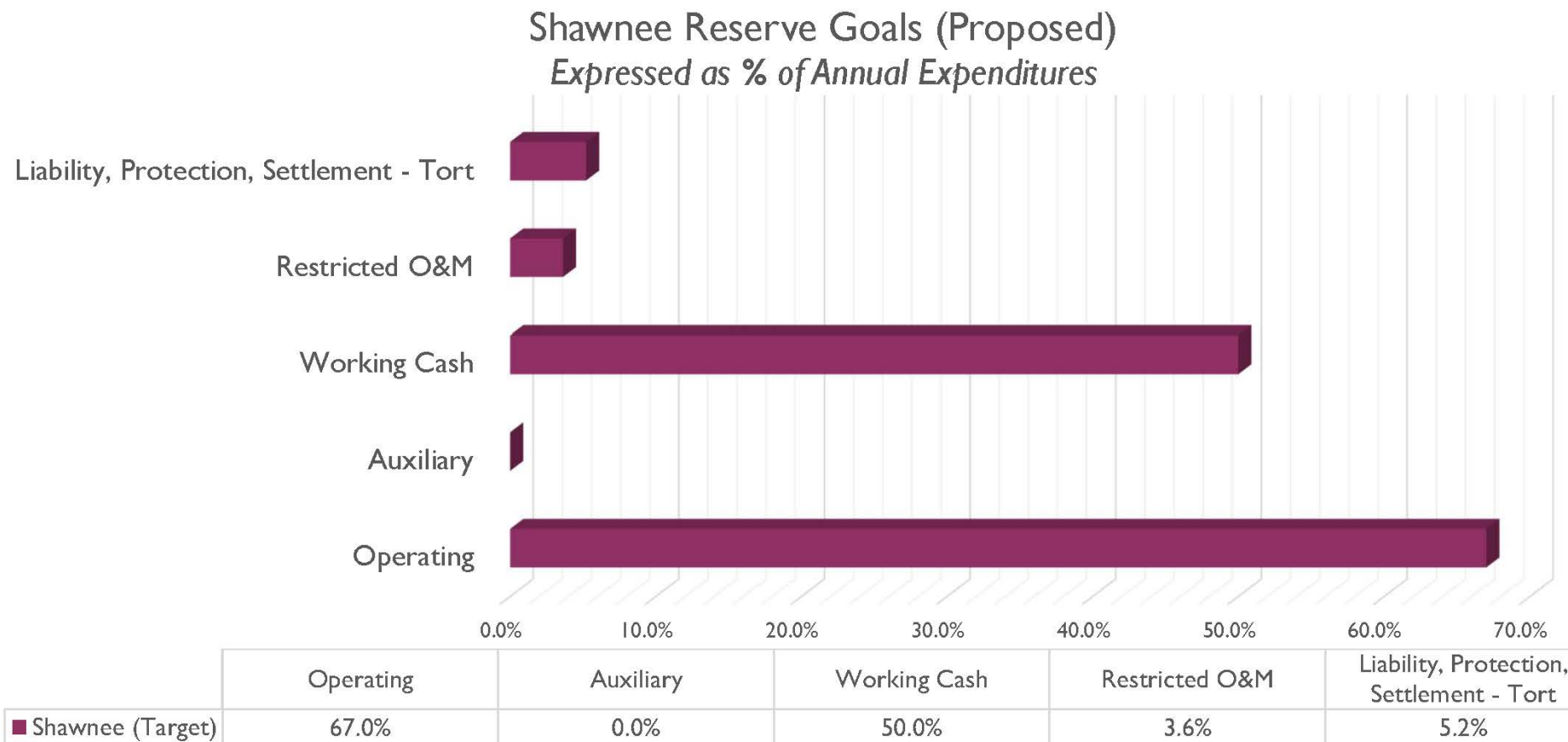
- 1) Begin increasing O&M Restricted fund balance by annually transferring General Fund targeted amount beginning with FY2023 or 2024.
- 2) With FY2023 budget, transfer remaining tax-exempt bond funds (2017B bond issue) from General Fund to either O&M Restricted (03) or other restricted fund to make it clear the funds are targeted for tax-exempt, capital purpose.
- 3) Increase the Working Cash Fund by \$1.0 - \$1.75 million to move toward reserve goal in a future bond issue.
  - Shawnee is presently \$1.9 million under the reserve top goal of 50% of annual expenses.
  - Current maximum additional bond eligibility for working cash is \$1.77 million.
  - Alternative is to build auxiliary fund with intent that it is secondary working cash source.



## Financial Reserves

■ Months of Operating Funds   ■ Months of Working Cash Funds





Note: FY2020 General Fund Expenditures were \$13.5 million. The goal for operating funds would be 67% of this number, or \$9.0 million.

## HOW ARE WE DOING? COMPARED TO WHAT AND WHO?

### Peer Group Plus:

- \* John Wood
- \* Carl Sandburg
- \* Richland
- \* Southeastern
- \* Spoon River

### Southern Institutions:

- \* Rend Lake
- \* Southeastern
- \* Illinois Eastern
- \* Logan
- \* Kaskaskia

Recommended Reserves in Admin Procedure - A7122

“Management of Financial Reserves”

Fund	Minimum Threshold	Full Reserves Threshold
Operating	Four (4) Months General Fund Expenditures	Eight (8) Months General Fund Expenditures
Working Cash	Three (3) Months General Fund Expenditures	Six (6) Months General Fund Expenditures
Liability, Protection & Settlement	Six (6) Months of Fund Expenditures	Twelve (12) Months of Fund Expenditures
Capital Projects	\$500,000	No Maximum

## PLANNING STEPS IMPACTING BUDGETING AND FINANCES

- STRATEGIC PLANNING OVERHAUL – IN PROGRESS
- INFORMATION TECHNOLOGY PLAN – UPDATED SEPTEMBER 2019
- ANNUAL CAPITAL PLAN FOR BUDGETING
  - PROPOSED POLICY AND PROCEDURES CALL FOR BOARD REVIEW/APPROVAL OF PLANNED CAPITAL EXPENDITURES TO BE INCLUDED IN THE ANNUAL BUDGET
  - COMING TO YOU IN MAY
- ANNUAL RISK MANAGEMENT PLAN
  - HEALTHY RESTRICTED FUND BALANCE FOR RISK MANAGEMENT
  - IDENTIFIES PROJECTS IN INFORMATION TECHNOLOGY AND FACILITIES
  - COMING TO YOU IN MAY



## SUMMARY FINANCIAL OBSERVATIONS

GOOD DECISION TO  
ISSUE THE 2017 BONDS

GOOD RELATIVE  
FINANCIAL POSITION  
WITH PEER COMMUNITY  
COLLEGES

CONCERN WITH  
REVENUE TRENDS  
ASSOCIATED WITH LOSS  
IN ENROLLMENT AND A  
LOCAL TAX REVENUE  
CHALLENGES

ABILITY TO ADDRESS  
DEFERRED MAINTENANCE  
WITH ACCUMULATED  
RESTRICTED  
PROTECTION, HEALTH &  
SAFETY FUNDS

RISK MANAGEMENT,  
SAFETY AND LIABILITY  
FUNDING AVAILABLE (SEE  
PLAN COMING IN MAY)

OPPORTUNITY TO INVEST  
IN CAPITAL AND  
STRENGTHEN WORKING  
CASH RESERVES - BONDS  
EXPIRING IN 2023

COMPOSITE FINANCIAL  
INDEX (CFI) SCORES ARE  
“ABOVE THE ZONE” AND  
HEALTHY



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# FINANCIAL ANALYSIS

BY BRAD MCCORMICK, SHAWNEE BOARD MEETING ON APRIL 5, 2021



## BRAD'S "TO DO LIST" IN LAST WEEK

- Present Margin Analysis to Dr. Taylor
- Draft Additional Policies and Procedures
  - Fraud Abuse & Whistleblower Protection Policy (New)
  - Capital Planning – Admin Procedure For Bp7270
- Lost Revenue Analysis Resulting from < Full Funding of ICCB Grants
- Recommendations for Board Financial Reporting Changes for Readability, Application and Frequency
- FY2022 Capital Proposal For Budgeting Purposes – Presented in May
- FY2022 Risk Management Plan – Presented in May
- Various Strategic Plan Recommendations to Dr. Taylor
  - Cloud-based Budgeting Platform to Assist in Multi-year Financial Projections
  - Sustainability Plan Development

## **VIII. Action and Discussion Items**

- A. Consideration of Approval (SECOND READ) of Non-Discrimination & Harassment Policy **Attachment #1**
- B. Consideration of Approval (SECOND READ) of Financial Aid Policy **Attachment #2**
- C. FIRST READ – Financial Condition Policy **Attachment#3 (2 pages)**
  - i. FIRST READ –Management of Financial Reserves Policy **Attachment #4 (13 pages)**
  - ii. SUPPORT INFORMATION Fund Balance Calculations Procedure
  - iii. SUPPORT INFORMATION Bonds and Indebtedness Procedure
  - iv. SUPPORT INFORMATION Audit Firm Selection Procedure
- D. FIRST READ – Budget Forecasting, Development, & Adoption Policy **Attachment #5 (5 pages)**
  - i. SUPPORT INFORMATION Budget Development & Adoption Procedure
- E. FIRST READ – Asset Protection & Planning Policy **Attachment #6 (2 pages)**
- F. New Board of Trustees Organization

## **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 Approval to Hire a Full-Time Bursar **Bursar Tab**
  - ii. Consideration of Ratification of Part-Time Employees **Ratification Tab**
  - iii. Consideration of Approval for Tenure of Faculty **Attachment #7**
  - iv. Consideration of Approval to Hire a Grant Writing Consultant **Attachment #8**
  - v. Consideration of Ratification of the FY2021 & FY2022 Collective Bargaining Agreement **Collective Barg Tab**
- 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 #9**
  - ii. Consideration of Resignation of Full Time Employee **Attachment #10**
  - iii. Consideration of Approval for the Renewal of VP Contracts **Attachment #11**
- C. Consideration of Items That May Lead or Have Led to Litigation

## **X. Action and Discussion on Executive Session Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Approval to Hire a Full-Time Bursar **Bursar Tab**
  - ii. Consideration of Ratification of Part-Time Employees **Ratification Tab**
  - iii. Consideration of Approval for Tenure of Faculty **Attachment #7**
  - iv. Consideration of Approval to Hire a Grant Writing Consultant **Attachment #8**
  - v. Consideration of Ratification of the FY2021 & FY2022 Collective Bargaining Agreement **Collective Barg Tab**
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
  - i. Consideration of Resignation of Full-Time Employee **Attachment #9**
  - ii. Consideration of Resignation of Full Time Employee **Attachment #10**

- iii. Consideration of Approval for the Renewal of VP Contracts **Attachment #11**
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to

**MOTION NO. 3**

**CONSIDERATION OF APPROVAL (SECOND READ) OF NON-DISCRIMINATION & HARASSMENT POLICY**

A motion was made by Cathy Belcher and seconded by John Windings to recommend the Board adopt the proposed Non-Discrimination & Harassment Policy. **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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL (SECOND READ) OF FINANCIAL AID POLICY**

A motion was made by Steve Heisner and seconded by Mike McMahan to recommend the Board adopt the proposed Financial Aid Policy. **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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 5**

**CONSIDERATION OF FINANCIAL CONDITION POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_

To recommend the Board review the proposed Financial Condition Policy and direct any questions or concerns to Dr. Taylor. **Attachment #3 NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 6**

**CONSIDERATION OF MANAGEMENT OF FINANCIAL RESERVES POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_

To recommend the Board review the proposed Management of Financial Reserve Policy, including supporting procedural information: Fund Balance Calculations; Bonds and Indebtedness and Audit Firm Selection, and direct any question or concerns to Dr. Taylor.

**Attachment #4 NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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

*Minutes page 54 of 63*

**MOTION NO. 7**

**CONSIDERATION OF BUDGET FORECASTING, DEVELOPMENT & ADOPTION POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the proposed Budget Forecasting, Development & Adoption Policy, including supporting procedural information: Budget Development & Adoption, and direct any questions or concerns to Dr. Taylor. **Attachment #5 NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 8**

**CONSIDERATION OF ASSET PROTECTION & PLANNING POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the proposed Asset Protection & Planning Policy and direct any questions or concerns to Dr. Taylor. **NO ACTION NEEDED**

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.

*Minutes page 55 of 63*

**MOTION NO. 9**

**DISCUSSION OF NEW BOARD OF TRUSTEES ORGANIZATION**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_

**NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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



**MOTION NO. 10**

**IX. EXECUTIVE SESSION**

A motion was made by Cathy Belcher and seconded by Mike McMahan to **adjourn and go into executive session** at 6:48 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 Approval to Hire a Full-Time Bursar **Bursar Tab**
  - ii. Consideration of Ratification of Part-Time Employees **Ratification Tab**
  - iii. Consideration of Approval for Tenure of Faculty **Attachment #7**
  - iv. Consideration of Approval to Hire a Grant Writing Consultant **Attachment #8**
  - v. Consideration of Ratification of the FY2021 & FY2022 Collective Bargaining Agreement **Collective Barg Tab**
- 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 #9**
  - ii. Consideration of Resignation of Full-Time Employee **Attachment #10**
  - iii. Consideration of Approval for the Renewal of VP Contracts **Attachment #11**
- 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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 11**

A motion was made by Mike McMahan and seconded by Cathy Belcher to adjourn out of executive session at 9:05 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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 12**

A motion was made by Mike McMahan and seconded by Cathy Belcher to approve the minutes of the executive session held on April 5, 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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 13**

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME BURSAR**

A motion was made by John Windings and seconded by James Darden to recommend the Board approve Virginia Severs for the position of Bursar effective April 6, 2021. **Bursar 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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 14**

**CONSIDERATION OF RATIFICATION OF PART-TIME EMPLOYEES**

A motion was made by Steve Heisner and seconded by Cathy Belcher to recommend the Board ratify the Part-Time Hires as listed. **Ratification 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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 15**

**CONSIDERATION OF APPROVAL FOR TENURE OF FACULTY**

A motion was made by John Windings and seconded by Steve Heisner to recommend the Board approve tenure for April Judith Dollins effective April 4, 2021. **Attachment #7**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 16**

**CONSIDERATION OF APPROVAL TO HIRE A GRANT WRITING CONSULTANT**

A motion was made by James Darden and seconded by John Windings to recommend the Board approve the contract of Kim Guetersloh as submitted. **Attachment #8**

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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 17**

**CONSIDERATION OF RATIFICATION OF THE FY2021 & FY2022 COLLECTIVE BARGAINING AGREEMENT**

A motion was made by Cathy Belcher and seconded by Steve Heisner to recommend the Board ratify the FY2021 and FY2022 Collective Bargaining Agreement. **Collective Barg Tab**

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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 18**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by John Windings and seconded by Steve Heisner to recommend the Board accept the letter of resignation for Deborah Vines effective at the end of the work day on March 12, 2021. **Attachment #9**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 19**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by James Darden and seconded by Cathy Belcher to accept the letter of resignation for Melissa Luttenbacher effective at the end of the work day on March 10, 2021.

**Attachment #10**

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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 20**

**CONSIDERATION OF APPROVAL FOR THE RENEWAL OF VP CONTRACTS**

A motion was made by Steve Heisner and seconded by Mike McMahan to renew the contract of Dr. Lisa Price as recommended. **Attachment #11**

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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 21**

A motion was made by Cathy Belcher and seconded by Mike McMahan to not renew the contract of Dr. Kathleen Curphy for the upcoming year.

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 - No  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden - Yes

Results: 6 yeas, 1 nay, 0 abstentions, 0 absent. The Chairman declared the motion carried.

**XI. Adjournment**

**MOTION NO. 22**

A motion was made by Cathy Belcher and seconded by Mike McMahan to **adjourn at 9:25 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, 0 absent. The Chairman declared the motion carried.