

BOARD BOOK

June 7, 2021





**REGULAR MEETING
SCC BOARD OF TRUSTEES DISTRICT
NO. 531 RIVER ROOM - ULLIN, IL
June 7, 2021 – 5:30 p.m.**

As permitted by Governor Pritzker's Executive Orders 2020Ĝ 07, 2020Ĝ33, and, 2020Ĝ55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, regular meeting on June 7, 2021 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the link below: <https://shawneccedu.zoom.us/j/119290368> (**please note there is a new passcode requirement for Zoom. The passcode is, 679248**), or by dialing 1-312-626-6799, when prompted enter conference ID 119290368 and press # instead of a participant number. The meeting will include an opportunity for public comment. Any member of the public that would like to make a public comment, must submit their public comment via email to comments@shawnecc.edu by 2:00 p.m. on June 7, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Recognition of Guests and Public Comment**
- V. Approval of Consent Agenda**
 - A. [Minutes of Regular May 3, 2021, Meeting](#)
 - B. [Treasurer's Report](#)
 - C. [Approval of Bills](#)

Education Fund	\$941,852.23
Building Fund	56,822.98
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	35,099.77
Restricted Purposes Fund (Grants)	240,500.98
Restricted Purposes - FWS*	3,993.44
Restricted Purposes - PELL	17,285.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	345.77
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	32,524.67
Grand Total	1,328,424.84

VI. Consideration of Addendum and Re-Investments

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

VII. Reports

- A. [Student Report](#) – Bradley West
- B. [Faculty](#) – Dr. Ian Nicolaides
- C. [President](#) – Dr. Tim Taylor
- D. Vice Presidents
 - i. [Academic Affairs](#) – Jean Ellen Boyd
 - ii. [Student Success & Services](#) – Dr. Lisa Price
 - iii. [Financial & Campus Operations](#) – Brandy Woods
- E. [Communications & Public Relations](#) – Rob Betts
- F. [College Foundation](#) – Gene Honn
- G. [Illinois Community College Trustees Association](#) – James Darden

VIII. Action and Discussion Items

- A. Consideration of Approval of [Trust Agreement for CDB Project #810-086-018](#) – [Attachment](#) (4 pages)
- B. Consideration of Approval of [Blanket Purchase Orders Over \\$25,000](#) – [Attachment](#) (1 page)
- C. Consideration of Approval of [Security Services Contract](#) – [Attachment](#) (6 pages)
- D. Consideration of Approval of [Addendum to Course Fees](#)
- E. Consideration of Approval of the [RAMP Project](#) – [Attachment](#) (4 pages)

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of Approval to [Ratify Part-Time Employees](#)
 - ii. Consideration of Approval to [Hire Full-Time Administrative. Assistant to the Dean of Workforce](#)
 - iii. Consideration of Approval to [Hire Full-Time Bookstore Assistant.](#)
 - iv. Consideration of Approval to [Hire Full-Time Financial Aid Specialist](#)
 - v. Consideration of Approval to [Modify the Nursing Tutor Job Description](#) – [Attachment](#) (1 page)
 - vi. Consideration of Approval to [Adjust the Director of Vienna Extension Center's Salary](#) – [Attachment](#)
 - vii. Consideration of Approval to [Determine Continued Confidentiality of Executive Session Minutes](#) – (separate document)
 - viii. Consideration of The President's 6-month evaluation
- 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 to Accept [Resignation of Full-Time Employee](#) – [Attachment](#) (1 page)
 - ii. Consideration to Accept [Resignation of Full-Time Employee](#) – [Attachment](#) (1 page)

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

X. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - i. Consideration of Approval to [Ratify Part-Time Employees](#)
 - ii. Consideration of Approval to [Hire Full-Time Administrative. Assistant to the Dean of Workforce](#)
 - iii. Consideration of Approval to [Hire Full-Time Bookstore Assistant.](#)
 - iv. Consideration of Approval to [Hire a Full-Time Financial Aid Specialist](#)
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 - i. Consideration to Accept [Resignation of Full-Time Employee](#) – [Attachment](#) (1 page)
 - ii. Consideration to Accept [Resignation of Full-Time Employee](#) – [Attachment](#) (1 page)
- C. Consideration of Items That May Lead or Have Led to Litigation

XI. Adjournment

**REGULAR BOARD MEETING
SHAWNEE COMMUNITY COLLEGE BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
May 3, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on May 3, 2021. The meeting was called to order by Chairman Randall Rushing. The roll call was as follows:

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

Ms. Cathy Belcher - Present
Mr. James Darden - Present
Mr. Michael McMahan - Present
Mr. Steve Heisner - Present
Mr. John Windings - Present
Mr. Randall Rushing - Present
Ms. Andrea Witthoft - Present
Mr. Steven Etter, 2020 Student Trustee - Absent

Others Present:

Tim Taylor, Ph.D. President - Present
Lisa Price, Ed.D., Interim Vice President of Student Success & Services - Present
Jean Ellen Boyd, Academic Affairs - Present
Brandy Woods, Director of Business Services - Present
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education - Present
Dr. Kristen Shelby, Dean of Academic Affairs and Student Learning - Present
Rob Betts, Director of Communications/Public Relations - Present
John Schneider, Attorney - Present
Dr. April Teske, Institutional Research, Effectiveness & Planning - Present
Dr. Ian Nicolaides, S.C.E.A., President - Present
Bradley West, 2021 Student Trustee - Present
April Moore - Present
Deborah Shelton-Yates - Present
Beth Crowe, Administrative Assistant to the President - Present
Tina Dudley, Administrative Assistant to the President/Saints Foundation – Present

IV. Approval of Minutes of Regular April 5, 2021, Meeting

MOTION NO. 1

A motion was made by Cathy Belcher and seconded by James Darden to approve the minutes of the April 5, 2021 Regular Board Meeting.

On roll call vote, the members voted as follows:

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

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

V. Acceptance of Student Trustee Referendum and Oath of Office

MOTION NO. 2

A motion was made by Michael McMahan and seconded by John Windings to accept the Student Trustee Referendum results and appoint Mr. Bradley West, Student Trustee for a term commencing April 15, 2021 and ending April 14, 2022. (Oath of Office for Bradley West)

On roll call vote, the members voted as follows:

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

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

VI. Recognition of Service for Student Trustee – Steven Etter**VII. Consideration of Resolution to Accept the April 6, 2021, SCC Trustee Election Results**

NAME	Totals
April Moore	2,169
James Darden	1,872
John Windings	2,526
Deborah Shelton-Yates	2,084

MOTION NO. 3

A motion was made by Cathy Belcher and seconded by Steven Heisner that the Board of Trustees approve the resolution declaring the results of the April 6, 2021, election as canvassed by the Pulaski County Clerk, and officially seat James Darden, John Windings and April Moore as members of the Shawnee Community College Board of Trustees for full six-year terms which will expire in 2027, and Deborah Shelton-Yates as a member of the Shawnee Community College Board of Trustees for full two-year term which will expire in 2023.

On roll call vote, the member voted as follows:

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

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

VIII. Adjournment of Previously Elected Board – Sine Die

IX. Organization of Newly Elected Board

A. CONSIDERATION FOR THE APPOINTMENT OF TEMPORARY SECRETARY

MOTION NO. 4

A motion was made by Michael McMahan and seconded by Steve Heisner to confirm Trustee Witthoft as the Temporary Secretary until the Board can elect a new Board Secretary.

Further, recommend the Temporary Secretary administer the Oath of Office for Trustees Darden, Moore, Shelton-Yates and Windings.

Finally, recommend the Board reorganize according to Policy 3200.

On roll call vote, the member voted as follows:

Mr. John Windings - Yes
Mr. James Darden - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West (advisory vote) - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Michael McMahan - Yes
Ms. April Moore - Yes
Mr. Steve Heisner - Yes

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

B. Administer Oath of Office & Seat Newly Elected Trustees

- i. James Darden
- ii. April Moore
- iii. John Windings
- iv. Deborah Shelton-Yates

C. Consideration for the Election of Board Officers

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary
- iv. Assistant Secretary

Nominations for the positions of Chairperson, Vice-Chairperson, Secretary and Assistant Secretary will be done, sequentially, from the floor.

i. OFFICE OF CHAIRPERSON

Dr. Timothy Taylor, President, opened the floor for nominations for the office of Chairperson.

At this time, I open the floor for nomination for the office of Chairperson.

I recognize Trustee Witthoft, “Trustee Andrea Witthoft would you please state your name for record and your nomination?”

“My name is Andrea Witthoft and I would like to nominate Steve Heisner for the office of Board Chairperson”

Trustee Heisner, do you consent to the nomination? YES

Trustee Steve Heisner has been nominated for the office of Board Chairperson, are there additional nominations?

Hearing no further nominations, nominations for the office of Board Chairperson are closed.

MOTION NO. 5

With only one nominee, may I have a second motion to nominate and elect Trustee Steve Heisner to the office of Board Chairperson. John Windings made a second motion.

Secretary Witthoft would you please take a roll call vote?

Ms. April Moore - Yes
Mr. Bradley West, (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. John Windings - Yes
Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. James Darden - Yes
Mr. Steve Heisner - Abstain

Results: 6 yeas, 0 nays, 1 abstention, 0 absent. Motion carries. Congratulations Chairperson Steve Heisner

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ii. OFFICE OF VICE CHAIRPERSON

At this time, I open the floor for nomination for the office of Vice-Chairperson.

I recognize Trustee Heisner, “Trustee Steve Heisner would you please state your name for record and your nomination?”

“My name is Steve Heisner and I would like to nominate Andrea Witthoft for the office of Board Vice-Chairperson”

Trustee Witthoft, do you consent to the nomination? YES

Trustee Andrea Witthoft has been nominated for the office of Board Vice-Chairperson, are there additional nominations?

Hearing no further nominations, nominations for the office of Board Vice-Chairperson are closed.

MOTION NO. 6

With only one nominee, may I have a second motion to nominate and elect Trustee Andrea Witthoft to the office of Board Vice-Chairperson. John Windings made a second motion

Secretary Witthoft would you please take a roll call vote?

Mr. Michael McMahan - Yes
Ms. Andrea Witthoft - Abstain
Mr. Bradley West, (advisory vote) - Yes
Mr. John Windings -Yes
Ms. April Moore - Yes
Mr. James Darden - Yes
Mr. Steve Heisner - Yes
Ms. Deborah Shelton-Yates - Yes

Results: 6 yeas, 0 nays, 1 abstention, 0 absent. Motion carries. Congratulations Vice-Chairperson Andrea Witthoft.

iii. OFFICE OF SECRETARY

At this time, I open the floor for nomination for the office of Secretary.

I recognize Trustee Windings, “Trustee John Windings would you please state your name for record and your nomination?”

“My name is John Windings and I would like to nominate April Moore for the office of Board Secretary”

Trustee Moore, do you consent to the nomination? YES

Trustee April Moore has been nominated for the office of Board Secretary, are there additional nominations?

Hearing no further nominations, nominations for the office of Board Secretary are closed.

MOTION NO. 7

With only one nominee, may I have a second motion to nominate and elect Trustee April Moore to the office of Board Secretary. James Darden made a second motion.

Secretary Witthoft would you please take a roll call vote?

Ms. Deborah Shelton-Yates - Yes
Mr. Michael McMahan – Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West, (advisory vote) - Yes
Mr. John Windings - Yes
Ms. April Moore - Abstain
Mr. James Darden - Yes
Mr. Steve Heisner - Yes

Results: 6 yeas, 0 nays, 1 abstention, 0 absent. Motion carries.
Congratulations Secretary April Moore.

iv. OFFICE OF ASSISTANT SECRETARY

At this time, I open the floor for nomination for the office of Assistant Secretary.

I recognize Trustee Heisner, “Trustee Steve Heisner would you please state your name for record and your nomination?”

“My name is Steve Heisner and I would like to nominate Deborah Shelton-Yates for the office of Board Assistant Secretary”

Trustee Shelton-Yates, do you consent to the nomination? YES

Trustee Deborah Shelton-Yates has been nominated for the office of Board Assistant Secretary, are there additional nominations?

Hearing no further nominations, nominations for the office of Board Assistant Secretary are closed.

MOTION NO. 8

With only one nominee, may I have a second motion to nominate and elect Trustee Deborah Shelton-Yates to the office of Board Assistant Secretary. April Moore made a second motion.

Secretary Witthoft would you please take a roll call vote?

Mr. Steve Heisner - Yes
Ms. Deborah Shelton-Yates - Abstain
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West, (advisory vote) - Yes
Mr. Michael McMahan - Yes
Ms. April Moore - Yes
Mr. James Darden - Yes

Results: 6 yeas, 0 nays, 1 abstention, 0 absent. Motion carries.

Congratulations Assistant Secretary Deborah Shelton-Yates.

D. Consideration for the Appointment of Board Delegates

i. ICCTA DELEGATE

Chairperson Steve Heisner opens the floor for appointment of the ICCTA Delegate.

Chairperson Heisner appoints James Darden as ICCTA Delegate.

James Darden assumes the position of ICCTA Delegate of the SCC Board of Trustees.

ii. ICCTA ALTERNATE DELEGATE

Chairperson Steve Heisner opens the floor for appointment for the office of ICCTA Alternate Delegate.

Chairperson Heisner appoints Michael McMahan as ICCTA Alternate Delegate.

Michael McMahan assumes the position of ICCTA Alternate Delegate of the SCC Board of Trustees.

iii. SAINTS FOUNDATION LIAISON

Chairperson Steve Heisner opens the floor for appointment of the Saints Foundation Liaison.

Chairperson Heisner appoints John Windings as the Liaison to the Saints Foundation.

John Windings assumes the position of Liaison to the Saints Foundation of the SCC Board of Trustees.

E. Consideration for the Appointment of Board Committees

i. BOARD FINANCE COMMITTEE

Chairperson Steve Heisner opens the floor for appointment of three Trustees to serve on a Board Finance Committee.

Chairperson Heisner appoints John Windings, James Darden and April Moore to serve on the Board Finance Committee.

John Windings, James Darden and April Moore assume their positions on the Board Finance Committee.

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ii. BOARD POLICY COMMITTEE

Chairperson Steve Heisner opens the floor for appointment of three Trustees to serve on a Board Policy Committee.

Chairperson Heisner appoints Michael McMahan, Deborah Shelton-Yates and Andrea Witthoft to serve on the Board Policy Committee.

Michael McMahan, Deborah Shelton-Yates and Andrea Witthoft assume their positions on the Board Policy Committee.

F. Consideration to Adopt a Resolution to Identify Schedule of CY21 Regular Board Meetings

MOTION NO. 9

A motion was made by Andrea Witthoft and seconded by John Windings to recommend the Board adopt the resolution confirming the dates, times, and location of the CY21 regular meeting calendar.

Weekday	Month/Day	Year	Location
Monday	June 7	2021	River Room
Tuesday	July 6 (July 5 observed Holiday)	2021	River Room
Monday	August 2	2021	River Room
Tuesday	September 7 (September 6 observed Holiday)	2021	River Room
Monday	October 4	2021	River Room
Monday	November 1	2021	River Room
Monday	December 6	2021	River Room

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
 Ms. April Moore - Yes
 Mr. James Darden - Yes
 Mr. Steve Heisner - Yes
 Ms. Deborah Shelton-Yates - Yes
 Mr. John Windings - Yes
 Ms. Andrea Witthoft - Yes
 Mr. Bradley West, (advisory vote) – Yes

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

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G. Consideration to Adopt a Resolution to Accept the Rules, Regulations, & Actions of Prior Boards

MOTION NO. 10

A motion was made by James Darden and seconded by Michael McMahan to recommend the Board adopt the resolution accepting the rules, regulations, & actions of prior Boards.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
Ms. April Moore - Yes
Mr. James Darden - Yes
Mr. Steve Heisner - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West, (advisory vote) - Yes

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

H. Recognition of Retiring Trustees

- i. Consideration to Adopt a Ceremonial Resolution Honoring Cathy Belcher
Chairperson Steve Heisner read the Ceremonial Resolution honoring Cathy Belcher.
- ii. Consideration to Adopt a Ceremonial Resolution Honoring Randall Rushing
Chairperson Steve Heisner read the Ceremonial Resolution honoring Randall Rushing.

I. Recognition of Guests and Public Comment

Dr. April Teske was introduced and provided her work background of 25+ years in the educational system, including as a Principal, Assessment Coordinator with her PhD in Curriculum/Instruction/Assessment/Data. Dr. Teske, with three weeks into her position, notes the positive culture and warm, kind welcome.

XI. Approval of Consent Agenda**MOTION NO. 11**

A motion was made by John Windings and seconded by Michael McMahan to approve the consent agenda as follows:

- A. Treasurer's Report
- B. Approval of Bills

Education Fund	\$1,115,594.81
Building Fund	112,071.79
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	239,107.48
Restricted Purposes Fund (Grants)	190,778.41
Restricted Purposes - FWS*	2,342.00
Restricted Purposes - PELL	798,476.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	8,150.00
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	32,640.33
Grand Total	\$2,499,160.82

On roll call vote, the members voted as follows:

- Ms. April Moore - Yes
- Mr. John Windings - Yes
- Mr. James Darden - Yes
- Mr. Steve Heisner - Yes
- Mr. Michael McMahan - Yes
- Ms. Deborah Shelton-Yates - Yes
- Ms. Andrea Witthoft - Yes
- Mr. Bradley West, (advisory vote) - Yes

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

XII. Consideration of Addendum and Re-Investments

MOTION NO. 12

A motion was made by James Darden and seconded by Bradley West to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$60,000.00. March 31, 2021 (1 Transfer)**

On roll call vote, the member voted as follows:

Ms. Deborah Shelton-Yates - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West, (advisory vote) - Yes
Ms. April Moore - Yes
Mr. Steve Heisner – Yes
Mr. James Darden - Yes
Mr. Michael McMahan - Yes

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

MOTION NO. 13

A motion was made by April Moore and seconded by Deborah Shelton-Yates to approve the reinvestments in PMA Financial CDs.

On roll call vote, the members voted as follows:

Mr. Bradley West, (advisory vote) - Yes
Ms. April Moore - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes
Ms. Andrea Witthoft - Yes
Ms. Deborah Shelton-Yates - Yes

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

XIII. Reports

A. [Student Report](#)– Bradley West

B. [Faculty](#) – Dr. Ian Nicolaides

The following information includes activities from both March and April, 2021. On April 7th, Ian Nicolaides, Ryan Thornsberry, Connie McGinnis, Lori Armstrong and Kayla Sauerbrunn met with Dr. Tim Taylor. During the two-hour meeting many topics were discussed. Faculty sincerely appreciate Dr. Taylor’s communication and wisdom moving the collage forward.

BOT Department

March 10-12, 2021 – Phyllis Sander participated in the Virtual 2021 Cengage Computing Experience Conference. She attended the following sessions:

- Wednesday, March 10
Closing the Skills Gap with Data Analytics and
Visualization Diversity and Inclusion Panel Round-Table
Cybersecurity in a Pandemic
Online Teaching Tips for Windows Server 2019 & Linux
- Thursday, March 11
Creating an Inclusive Experience in Computer Science
Teaching SQL
Where We’re Going with Network+ and Cloud+
- Friday, March 12
Creating Virtual Reality in Your Concepts
Course Cybersecurity and the Role of Ethical
Hacking Developing Web Apps in Your Python
Course

March 25, 2021 – Eric Howard, Sherrie Malone, Phyllis Sander, Ruth Smith, and Anna Vaughn- Doom participated in a live presentation by Dr. Vickie Cook from the University of Illinois- Springfield on the topic of Hyflex. Information regarding options, delivery, and challenges was presented to the group.

March 25, 2021 – The Business Department hosted the annual High School Business Skills competition. The competition was virtual, and the awards ceremony was hosted via Zoom. Cairo, Goreville, Massac County, and Vienna high schools participated.

March 26, 2021 – Ruth Smith participated in the ICCB Program of Study Quality Components webinar. This was the seventh webinar in a series of ten.

March 26, 2021 – Eric Howard and the Criminal Justice Department hosted a virtual event related to the Discovery+ special, “Who Killed My Son.” Guest speakers for the event were Monica Zukas, a victim’s advocate, Lovely Varughese, mother of the victim, and Joe Cervantez, Jackson County State’s Attorney. The topic is the case that has received national attention since 2014 when Pravin Varughese was found deceased in Carbondale, IL.

March – Phyllis Sander assisted the members of Nu Alpha Phi Beta Lambda (PBL) student organization in their preparations for the Illinois State Leadership Conference. The students created presentations, wrote reports, and completed practice exams for the competitive events portion of the conference to be held virtually on Saturday, April 10.

Math & Science Department

Roberta Christie and Connie McGinnis attended the annual IMACC conference via zoom on April 9 and 16.

Roberta Christie attended the Curriculum Committee meeting and participated in the audit of IMACC.

Lori Armstrong and Ian Nicolaides met virtually with a sales representative for Anatonage Virtual Dissection table. The table is similar to an iPad and has 4 full sized human cadaver models that can be used for instruction and/or lab dissection.

Lori Armstrong attended the HLC conference with fellow department chairs.

Sheryl Ribbing and Ian Nicolaides had a phone meeting with a virtual lab vendor to explore online lab options.

Brenda Brown and Ian Nicolaides submitted final drafts of the new A & P 1 and A & P 2 course syllabi. Syllabi are currently in the approval process.

Humanities Department

The Poetry Slam will be held in the L-Atrium at 10:00 on Wed., April 28. Thank you, Sandy

JoElla, Robbie and Mike McNalley are taking students (from Psychology, Literature, and History classes) to the National Civil Rights Museum in Memphis April 30. This is the third year we have taken students to the museum. It is a long day but it is a wonderful learning experience and boosts camaraderie among students and faculty.

Tim Frizzell judged speeches for the recent Regional High School Beta Club contest.

On March 19th, Dr. Thornsberry attended a webinar and discussion on “Ensuring Integrity in Online Courses” from the Innovative Educators Virtual Summit. The discussion was hosted by Hawkes Learning.

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on March 23rd, Dr. Thornsberry attended a webinar and discussion on “Living Nations, Living Worlds.” The discussion was hosted by the National Council of the Teachers of English and the Library of Congress and was the signature project of US Poet Laureate Joy Harjo.

On March 24th, Dr. Thornsberry participated in a webinar and discussion on “Teaching Tips for Online Instruction and Engagement.” The webinar was hosted by ICCB’s Career and Technical Education Center.

On April 14th, Dr. Thornsberry attended the ICCB webinar, “How to Identify and Address Bias on Your Campus the English Department has concluded the Celebrating Young Writer’s Contest for 2020-2021. It was the 23rd year for the contest. Six of the area high schools received certificates and awards. In addition, high schools from Missouri and Michigan won prizes. It was the first time, in the history of the contest, out-of-state schools submitted entries.

C. [President](#) – Dr. Tim Taylor



President's Report
May 3, 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	1,608	1,725	13,659.5	13,552
Total	3,908	4,491	29,388.5	30,940.5
FY 21 Credit-Hour Budget Projection		28,078	Difference	1,310.5

*Data pulled 04/27/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- Met with Steve Bundy at the aeriz facility in Anna on 04/02. The purpose of the meeting was to finalize a press release concerning our partnership and to tour the aeriz facility. In addition, we developed a plan to bring our teams together and agreed to the outcomes/expectations of that meeting.
- Attended the Union County Chamber of Commerce Gala at the Havisham House in Alto Pass on 04/02. The College sponsored a table of eight. I was accompanied by Trustee Windings (and spouse) and Trustee Witthoft. In addition, I was joined by Gene Honn and Tina Dudley (and guest). The College sponsored a table of eight. There were approximately 100 people in attendance throughout the night. The 50/50 raffle raised nearly \$500, with a contribution of \$120 from our table (so our 7 participants put in roughly 25% of the revenue raised) ...so we were more philanthropic on a per-participant basis. 😊 In addition, I networked with several individuals throughout the evening. Finally, Trustee Windings did his best Killer (i.e. Jerry Lee Lewis) impersonation and brought down the house with a lively rendition of Great Balls of Fire. Fun was had by all.
- Met w/ a group of faculty members on 04/07 to discuss a variety of issues and concerns. Faculty participants included: Lori Armstrong, JoElla Basler, Connie McGinnis, Ian Nicolaidis, Kayla Sauerbrunn, Ruth Smith, and Ryan Thornsberry. Topics of the meeting included VP transition, communication, dual credit, scheduling, and workload. I felt the meeting went very well. (Hopefully) trust and respect was strengthened.

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- On 04/08, I met with one of my Community Advisory Committee members, Lynne Chambers. Topics of the meeting included: Minority business development, diversifying SCC's employee candidate pools, the Art Collective, the Delta Leadership Institute, and the potential for SCC to lead an economic development plan for Alexander County. In addition, Ms. Chambers and I spent a great deal of time getting to know each other. Ms. Chambers is very persuasive as at the end of our meeting I agree to co-facilitate one of the Art Collective events in June.
- On 04/09, I was interviewed by KFVS Channel 12 about our partnership with aeriz. During the interview, I stressed the workforce and economic development impacts of this partnership for our community residents. The full transcript and video interview can be found [here](https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=31172e67-d803-4398-9fba-e3be20e7dea3). <https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=31172e67-d803-4398-9fba-e3be20e7dea3>
- Met with Superintendent Shelly Clover-Hill of Shawnee District 84 on 04/09. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist Shawnee with District goals. Superintendent Clover-Hill and I spent a fair amount of time getting to know each other on a personal level.

We also spent a fair amount of time discussing the impact of the Grand Tower Energy Center property tax dispute on Shawnee School District finances. Afterwards, we discussed potential dual credit possibilities that might be offered at the Anna Center for Shawnee HS students. 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.

- Had a phone meeting with Ed Smith and Griffin Goetz from the Illinois Laborer's Local 773 on 04/15. The purpose of the discussion was to discuss the planned expansion of the College's Construction Management for Laborers program. Concerns about the College's pending request to become a State-wide program were discussed. I communicated that ICCB is expecting to act on (i.e. approve) that request at their June Board meeting. I also communicated that recent changes to the College's online tuition structure would benefit Laborers from outside Shawnee's District... which was beneficial to Local 773's membership. Finally, we discussed personnel changes in both the College and the Local's Training department. We agreed to bring both teams together in early May so we can strengthen our partnership and develop a recruitment plan for Local 773 membership who reside beyond the SCC District. This meeting is scheduled for May 6.

Met with Kim Guetersloh, the College's grant-writing independent contractor, and Jean Ellen Boyd on 04/15. Topics of the meeting included contractual issues, Delta Health grant concerns, the College's strategic direction, and anticipated uses of Kim's services in the *Minutes pg. 18 of 56*

- future. As it related to the contract, apparently, the contract that Dr. Curphy submitted for Board approval in April was not the latest version of the contract. We worked through those concerns and will bring another contract forward for Board consideration in June. In
- term of the Delta Health grant, we communicated the College was working through technical concerns with the DOE (which were subsequently resolved) and that we were intending to hire a grant coordinator at our May meeting. As it related to Kim's service in the future, we suggested that when the revision of our Strategic Plan becomes public in June, that we intended to focus her efforts on achieving the outcomes of that plan. We gave her a preview of the strategies being recommended and she mentioned that she would begin researching grant opportunities to support those areas. I felt the meeting was very well and was extremely productive.
- On 04/19, I met with a group of ICCB Presidents and Illinois Department of Corrections (IDOC) leaders to discuss community college recommendations aimed at sharpening (and streamlining) the College's corrections center programming proposals (which are due by the end of April). College Presidents participating were Dr. Bullock (Lake Land), Dr. Evans (Kaskaskia), Dr. Nacco (DACC), Dr. Wynes (Black Hawk), and myself. Participants from IDOC included Alyssa Williams (Chief of Programs and Support Services), James Deen (Chief Financial Officer), and Jared Brunk (Chief of Administration). The College Presidents are presenting a United Front on these negotiations and are attempting to create a standard. During this meeting the President's stressed the following eight points:

1. Return the indirect reimbursement rate to 10% in Section of the contract supplementals to account for increasing legal costs, unemployment benefits, and the general cost to the colleges of administering the contract.

We suggested revised Language: Expenditures made by the vendor for all other programs in the contract including indirect costs (which consists of 10% of the costs of the vocational programs excluding administration and vocational prep). This invoice must reflect a deduction of actual other income received plus 1/12 of the anticipated ICCB income.

2. Strengthen Section 2.5 of the contract supplementals to ensure staff get paid in the same manner as non-essential IDOC staff for an emergency lock-out or a "do not" report directive, such as happened with COVID-19.

Suggested Language: Immediately following such declarations or upon request of the vendor, the OAEVS Administrator will provide written notification of the timekeeping protocols for non-essential employees of the Illinois Department of Corrections to direct timekeeping procedures for vendor employees.

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3. Expand language in Section 1.7 of the contract regarding where services can be performed with IDOC approval to address future situations similar to COVID-19.

Suggested Language: As approved by OAEVS Administrator, vendor services may be delivered to IDOC facilities from an offsite location.

4. Clarify language regarding ownership of equipment, commodities and materials purchased with Perkins funds.

Revised Language: All equipment, commodities and materials purchased by this contract will become the property of IDOC, with the exception of those items purchased by Community Colleges with Carl Perkins grant funds. Equipment purchased with Perkins funds will become the property of the Illinois Community College Board.

5. To facilitate the hiring and retention of staff, wage increases for college staff should be commensurate with percentage increases for other IDOC staff as outlined in the most current AFSCME contract. We requested a 3% annual increase for staff, based on the rising CPI and threat of inflation.
6. Expand supplemental Section 4 Compensation to include language in requiring IDOC to provide written notification, including itemized expenditures and reasons for denial, to the vendor when payment of an invoice is denied.

Suggested Language: The Department of Corrections will provide written notification to the vendor when payment of an invoice is denied in total or in part. The notification of the denial of payment will include a list of itemized expenditures and reasons for the denial.

7. Clarify the inclement weather policy to align with our respective colleges versus IDOC Administrative Rules.
8. Integration of distance learning into the correctional centers and assistance with IT support to maintain all systems.

In developing the recommendations, Dr. Bullock and Dr. Evans shared a litany of issues they faced with IDOC over the last several years. It seems clear, that if these issues are not appropriately addressed, then fiscal sustainability of IDOC programming is in question. IDOC said they would review our proposal and get back to us.

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- On 04/19, I was interviewed by KFVS Channel 12 about the potential impact of President Biden's College Promise legislation. During the interview, I explained there are several types of Promise programs and the details of President Biden's plan were currently unknown. However, the potential affordability and access opportunities for our community residents were exciting. The full transcript and video interview can be found [here](https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=dab20835-c18f-4cce-b706-4abb65143987).
<https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=dab20835-c18f-4cce-b706-4abb65143987>

- On 04/21, the College hosted a meeting with several aeriz employees at the Anna Center. The purpose of the meeting was to introduce the Teams of each organization and brainstorm some strategies for moving forward. Participants from SCC were Jean Ellen Boyd, Dr. Kristin Shelby, Dr. Greg Mason, and Rob Betts. Participants from aeriz included their General Manager, Office Manager, Director of Human Resources, their Extraction Operations Manager, and their Grower/Extractor Supervisor.

In this meeting we clarified that aeriz intends to hire 300 individuals for the positions of Trimmer, Grower, Extractor, Harvester, and Packer by January 2022. Aeriz intends to pay these new employees while they are taking training provided by SCC at the Anna Extension Center. Potential topics of the training were identified – basic computer skills, OSHA, appropriate workplace behavior, food sanitation, pest management, plant nutrient needs, extraction methods, and cannabis rules/regulations. At this point, we are estimating the training to take place over a 2-3-week timeline.

In addition, SCC agreed to assist aeriz with their job search processes and potentially host some job fairs at the Anna facility. Aeriz will provide job descriptions for the positions listed and the College will begin customizing the training for those positions. Both staffs will continue to meet and work out details over the next few weeks.

- On 04/21, Dr. Bullock (Lake Land), Dr. Evans (Kaskaskia), Dr. Nacco (DACC), Dr. Wynes (Black Hawk), and myself met briefly to discuss our pending IDOC proposals. At that meeting we agreed to collaborate and standardize program cost for the Auto Tech, Construction Tech, Career Tech, HVAC, and Welding programs (e.g. proposals from all schools providing an Auto Tech program would have the same costs identified).
- Attended the Illinois Community College Council of President's Zoom meeting on 04/22. The Agenda included: Saluki Step-Ahead program, ICCTA Update, ICCB Update, Illinois Community College Foundation Update, and a Legislative Update. Topics of Board interest include:
 - Dr. Austin Lane (Chancellor of SIU-C) described the Saluki Step-Ahead program, which allows students true 2+2 options for the Accounting, Business and Administration, Criminology & Criminal Justice, Health Care Management, and Radiologic Science pathways. In addition to the streamlined pathway, students will receive a discounted tuition (\$7,800) for their junior and senior years at SIU-C. The pilot agreement, developed in Collaboration between SCC and SIU-C was held up as the model *minutes 21 of 56*

agreement. At the conclusion of Dr. Lane's presentation, there was much interest from other College Presidents hoping to establish the same partnership as we have done. To that end, ICCB offered to negotiate a state-wide agreement and Chancellor Lane said he'd pursue that option.

- Dr. Durham (ICCB) mentioned another round of GEAR funding would likely be forthcoming. In addition, \$4M will likely be added to GEAR-1.
- IBHE's Strategic Plan will release by the end of April for public review. President's and Trustees are being encouraged to review and comment on the plan.
- Legislation requiring Community College's to develop an Equity Plan seems to be gaining steam – no new money is being allocated for these activities (i.e. another unfunded mandate).
- The idea of providing MAP funding for students with incomes less than \$45K to attend Community College's for free is also gaining support.
- Senate Bill 1832, which provides an opportunity for Community College's to provide a BS in Early Childhood Education is gaining support throughout the General Assembly.
- On 04/23, I met with one of my Community Advisory Committee members, Ron Cross. Topics of the meeting included: Union County business development, Union County community organizations, attracting qualified candidates for open SCC positions, pending legislation allowing CC's to offer BS degrees in Early Childhood Education, and strategies for improving local K-12 partnerships. In addition, Mr. Cross and I spent a great deal of time getting to know each other. Finally, Mr. Cross agreed to assist with obtaining community engagement to enhance College strategic planning activities.
- Met with Dr. Kirk Overstreet, new President of John A. Logan College on 04/23. Topics of the meeting included SIU-C partnership building opportunities, resource-sharing ideas, dual credit policy concerns, SICCM partnership evolution, and perspectives on several pieces of pending legislation. 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 issues of mutual strategic interest.
- As of 04/22, I have conducted 84 Meet-and-Greet meetings with the full-time employees. I have 13 more scheduled.
-

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

- Vending Lease Agreement – Signed a lease with Robertson Vending to provide vending services for the main campus and all four Extension Centers. Robertson has a reputation of providing high-quality service. As part of the agreement, the College will receive 12.5% of gross sales. The term for the agreement is 2 years. The agreement was reviewed by College Counsel.

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D. Vice Presidents

- i. [Academic Affairs](#)– Jean Ellen Boyd

Dean's Report

Dr. Shelby attended the Accreditation Liaison Officer (ALO) workshop at the Higher Learning Commission's Annual Conference held virtually this year. Dr. Shelby also attended sessions in the General Program pertaining to focused visits and monitoring reports. Dr. Shelby also attended a webinar, *Teaching Tips for Online Instruction and Engagement*, hosted by Illinois State University.

Dr. Shelby is also working with CTE Faculty on equipment purchases as part of the FY21 Perkins V Grant closeout. Dr. Shelby is also assisting departments complete ICCB 5-year Program Review. Dr. Shelby is completing quarterly reporting for the Perkins V Grant, the Transitional Math and English/Language Arts Grants, and Developmental Education Innovation Grants, which are due by April 30.

Library/Technology

Rachel Hannan, library assistant, attended two webinars: *Well-being: A Student's Perspective*; and *Forward Together: Lifting and Supporting Women in the Workplace*. Rachel also began a seven-week certification course from the University of South Florida Muma College of Business. The course is titled *Diversity, Equity, and Inclusion in the Workplace*. Rachel continues to track the checkouts of laptops, Jetpacks, and graphing calculators.

There have been weekly meetings with EBSCOhost as we set up our new authenticator, OpenAthens, and transition away from our former service, EZProxy. This will ensure simple, user-friendly database access for students off campus who access the databases after signing in to MySCC. Our philosophy, psychology and religion section has been updated to ensure high quality, current sources are available for students. On March 30th, Christina taught a Computer Basics class at the Anna campus, with plans to continue to facilitate classes from the library in the future.

Rob has started the OAC (Online Advisory Committee) has been started back up to look at quality and design in online courses. The committee previously had a rubric to help address this. The rubric we use to define what our institution considers "best practices." The TLC hosted a demo on simple syllabus and the League for Innovation course sharing program.

Equipment purchased with the DLT grant has started arriving and plans are being made to begin installing it.

Extension Centers Reports Anna Center

Registration is open for summer and fall enrollment, and the Anna Center advisors have been busy meeting with students. On April 8th, the Union County Chamber of Commerce held its monthly meeting at the Anna Center. Blake Goforth has been very active in the high school meeting with students to enroll for summer and fall classes. The Anna Center hosted a CPR class for local businesses on April 14th. Due to such high demand, the Anna Center hosted a second community education course titled "An Essential Computers Skills" on April 27th.

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Cairo Center

On March 16th, the “Illinois Freedom Project” traveling exhibit was installed in our center. This exhibit covers over 200 years of Illinois history. So far, we’ve had 50 people throughout different communities visit the exhibit. On last Friday, April 2nd, a religious organization brought 40 people to visit the exhibit! This was an exciting, but lengthy process, as we navigated each visitor through our pandemic guidelines. More have stated their intent to come. This exhibit has provided us with the opportunity to create greater awareness of our center. The exhibit will end on May 31st.

Shawnee Development Council’s Cairo location moved into our center on March 29th. We are grateful for this opportunity for both our students and our center.

Our center will offer a “DIY Carpentry for Women” community education class on April 10th and April 17th. So far, 23 people have signed up to attend the class, with more showing interest. Because of the interest, we may offer a third class on April 24th.

On Wednesday, April 7th, our center participated in Arrowleaf’s “Pinwheels for Prevention Day.” This day is dedicated to the community taking a stand against child abuse.

Metro Center

Hayley with the assistance other SCC Advisors and a Financial Aid representative, held early fall 2021 registration for 34 Massac County High School students as well as 8 seniors and 8 juniors from Joppa High School. Follow-up early registration for students who were unable to attend the first early registration will sporadically take place throughout the remaining month of April into May. Hayley will be assisting with Vienna’s early registration on April 14th.

The Metro Center staff continues to participate in the Rotary Club of Metropolis’ food pantry at the Brookport library. Starting the week of April 5th, the Metro Center is serving as the local Accuplacer testing site for Massac High School students. On Saturday, April 10th, the Metro Center will host a Serve Safe (Food Sanitation) class.

Vienna Center

Hayley Story, Erin King, Greg Sheppard, Carrie Davis, Lisa Meyer, and Teale Betts went to Vienna High School for summer and fall registration on April 14th. Teale Betts went to Goreville High School for summer and fall registration on April 21st. Registration for summer and fall classes are taking places.

Seniors at Vienna High School and Goreville High School have been contacted through email to see what their future plans are. Teale Betts went to the speak to Illinois Laborers’ & Contractors Joint Apprenticeship and Training Program Juniors and Seniors in the program on April 3rd in Marion, Illinois

Nursing

The Pinning of our 51st practical nursing class is scheduled for May 19, 2021. Additional information will be announced as plans are finalized. The nursing department will be sending out acceptance letters for the 2021-2022 practical nursing and associate degree nursing cohorts. Informational meetings for these students will be held on April 22, 23, 29, and 30th.

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Workforce Innovation, Adult Education & Continuing Education

The CPR program is working with the Metro Center to provide CPR training to 44 first responders in Massac County beginning in April. A training schedule is being developed that will allow the individuals to be trained safely under the current college and American Heart Association COVID guidelines. The division is working with the Saints Foundation to apply for a mini-grant that will help to offset the training costs for the first responders.

Kayla Sauerbrunn, Allied Health Division Chair and Dr. Mason met to review the Delta Health grant budget for equipment and staffing needs for the Medical Assistant and CNA programs being funded under the grant.

Dr. Mason and Dr. Taylor met with ICCB to discuss Shawnee Community College resuming offering correctional education programs in Shawnee Correctional and Vienna Correctional.

Dr. Mason was part of the team led by Dr. Taylor to discuss development of training programs for jobs in the cannabis industry for medical marijuana dispensary Aeriz. Teams from the college and Aeriz will meet in April to begin planning.

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. Three new minority business owners have agreed to become SBDC clients.

Dr. Mason met with Matthew J. Simpson, African American Business Development Manager for the Office of Minority Economic Empowerment - Illinois Department of Commerce & Economic Opportunity. Mr. Simpson has been invited to meet with the SBDC's minority business owners to discuss the varying types of support his office can offer.

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

Jean Ellen Boyd
VPAA

May 3, 2021
Date

Student Academic Assessment Committee

Many SAAC members participated in the HLC Annual Conference virtually Tuesday, April 6 through Friday, April 9. Data sharing and discussion between SAAC members concerning "Best Practices" presented have occurred. Presently planning logistics for efficiently communicating knowledge and data to campus stakeholders. The following is a sampling of Assessment sessions

attended by SAAC members:

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- Assessment Task Force
- Efficient Online Assessment
- Mega Trends in Assessment
- HLC Co-curricular Assessment
- HLC Interim Report

Phyllis Sander, SAAC Chair, participated in the Weave Webinar: Taking the Mystery out of the Accreditors' Site Visit on Wednesday, April 14. The presenter (a site reviewer) provided guidelines for both virtual and on-campus review visits.

WEAVE has updated its functionality to include curriculum mapping and visualization of Program Learning Outcomes in relation to Institutional Learning Outcomes (SCC Core Competencies); Phyllis Sander attended an introduction session on Tuesday, April 20 to view other institutions' use of the mapping tool. Monday, April 26, additional training will be completed to import SCC courses from the current catalog into WEAVE degree plan projects in order for instructors to begin completing this mapping process.

Once completed, a visualization graphic is created which can be shared online on in a report for HLC review. Continuous updates to the curriculum map for programs are expected and an updated graphic can be generated to reflect those updates.

The SAAC members continue to distribute a monthly assessment "News Page" to keep Assessment activities at the forefront of the college associates. April promotes "Grow Your Assessment Toolkit" with an outline of HLC Best Practices gained from the HLC Annual Conference and discusses how SCC Assessment processes correlate.

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

- ii. [Student Success & Services](#) – Dr. Lisa Price

Admissions

Danielle Boyd—Registrar

Danielle Boyd attended the Higher Learning Commission virtual conference that was held April 5 through April 9. She attended the Ellucian Live virtual conference April 12th-April 14th.

Danielle Boyd also attended the National Institute for Staff and Organizational Development (NISOD) conference was held virtually April 28th-April 30th.

Danielle Boyd is processing the spring graduation applications and checking students who have over 60+ hours to see if all degree requirements are met.

Advisement and Recruitment Report

Registration for the Summer and Fall semesters is in full swing! Amanda is currently on maternity leave, Monica has been meeting with students who visit her office via Zoom, and Erin is on campus for face-to-face appointments and questions. Testing and registration events at each of the high schools in Shawnee's district are also ongoing. Erin has held registrations for Egyptian, Century, and Meridian Fast Start students. She also attended events at Massac County and Vienna High School. Retention Alert referrals continue as our students face challenges both in their classes and as a result of life's interference. Carrie Davis has also stepped up to help with registration in Amanda's absence and is a welcome addition to the group!

Hayley Story, Erin King, Greg Sheppard, Carrie Davis, Lisa Meyer, and Teale Betts went to Vienna High School for summer and fall registration on April 14th. Teale Betts went to Goreville High School for summer and fall registration on April 21st. Seniors at Vienna High School and Goreville High School have been contacted through email to see what their future plans are. Blake Goforth has scheduled registration dates with the remaining schools.

Teale Betts went to the speak to Illinois Laborers' & Contractors Joint Apprenticeship and Training Program Juniors and Seniors in the program on April 3rd in Marion, Illinois.

Athletics

John Sparks—Athletic Director

Men's and Women's Basketball season has concluded with several team and individual accomplishments. The Lady SAINTS finished with an overall record 11-10 and 10-5 within the Great Rivers Athletic Conference (GRAC). They were a four seed in the Region 24 tournament and hosted a first-round game. Tionne Colyer and Zakyra Stallworth were selected to the 2021 GRAC All-Conference Team and the All-Region 24 Team. The SAINTS finished with an overall record of 9-12 and a 6a record of 6-7 in the GRAC. The SAINTS were the seventh seed in the Region 24 tournament and went on the road to defeat the #2 seed and nationally ranked Olney Central 70-57. The SAINTS went back on the road and were defeated by nationally- ranked Vincennes University in the semi-final game. The SAINTS had two players that received post-season awards. Keon Jones and Adrain Cohen were selected to the 2021 GRAC All-Conference Team and the All-Region 24 Team.

Volleyball season has concluded, and Baseball and Softball are both in the middle of their seasons.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career Services continues to work with students on career plans, resume assistance, job search, and interviewing skills. In April, the office will have provided 40 Kuder assessments and 10 Career Keys. Career Services conducted three classroom presentations, one on resume writing, interviewing, and Backpack to Briefcase.

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The office has reached out to 20 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. Career Services hosted the annual SCC Job Fair on March 17, 2021. The job fair was scheduled from 9:00 am until 11:00 am using the Zoom Platform. We had 29 employers to participate and about 75 or 80 students/community members to participate in the event. The responses for the employers were favorable and "One employer shared that this is the best virtual career fair they had attended," and another state that they had attended other fairs with local colleges and universities, and this the best yet. I have had several students report that they had scheduled interviews after the fair. The Virtual Career was a team effort, and I really would like to thank Russ Stoup, Rob Betts, and Jonathan Van Meter for helping to make this event successful for our students, alumni, and community members.

Completion Coach

Carrie Davis

Carrie has started as a fill-in advisor this month as Amanda Brown is on maternity leave. She is being trained and has begun taking appointments with students. She has continued her work with "The Cupboard". Earlier this month, she and Jacqueline Smith hosted an "Easter Bag Giveaway." These bags contained a small ham, mashed potatoes, macaroni and cheese, corn, and a cake mix; fifty bags in total were given away. Carrie is still working with the retention alert. Her focus has been on students whose GPAs are 2.0 or less. Another project Carrie worked on was sending out letters to all high school seniors reminding them of the scholarship deadline and other important information. She is excited to continue learning and growing here at SCC!

Counseling

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Ms. Brahler is in the process of reviewing and holding interviews for the 2021-22 Ambassador group. The following schools have Ambassador scholarships available. A/J, Cairo, Cobden, Dongola, Egyptian, Joppa, Massac Vienna.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Dr. Capps continues to work with the consultant to ensure we are fully utilizing Colleague's financial aid capabilities to our best advantage. She attended the virtual Higher Learning Commission conference from April 5 to 9th, the virtual Ellucian Live conference from April 12 to 14th and a webinar about report building for the scholarship software. Lisa Meyer participated in the Vienna High School registration event on April 14.

FA staff reviewed scholarship applications, gave them to the reviewers, received scholarship nomination forms for the selected recipients, and printed certificates for those awarded.

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Student Success Center

Mindy Ashby—Director of Student Success Center

In an effort to support student success, the Student Success Center's professional tutors will be hosting a series of face-to-face and online events to help students before finals. Students will have the ability to meet with tutors to get help with papers, projects, and assignments. Students may choose to request individual times or work with peers during these sessions. The students will be emailed links for ZOOM sessions, resources, and other tools to support success during finals.

The Student Success Center Testing Center is facilitating ACCUPLACER testing requests from area high school counselors to test their students for dual credit purposes. As a way to recruit students, promote SCC services, and begin the process of familiarizing students with different areas of the College, the SSC director, and testing technician are slated to host the area high school students at Main Campus. The testing center staff is working in concert with academic advisors as well as Carrie Davis, to give each student a welcoming, personalized testing experience. The director of the Student Success Center highly recommends this method of exam administration as it proves to enhance student engagement. To date, 696 Next Generation exams have been administered this year.

The Student Retention Alert Committee has been dedicated to improving retention efforts. A Student Success Survey was sent out to students in the month of March. There were 73 survey responses and of those: 70% reported being full-time students, 98% reported feeling academically prepared for college, 44% reported they would benefit from an online readiness course before registering for classes, 52% reported feeling prepared for remote learning, 80% students reported owning their own computer/laptop. Overall the survey proved to be helpful with gaining insight on if/how we are addressing student needs this semester. To date, there are currently 236 classroom issues and 36 academic issues that are all actively open.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) had the April "First Friday" event of a virtual game of code name game! A lot of fun for students and staff. SSS is beginning the transfer season; thus, we have students applying to the University of Kentucky, University of Tennessee Martin, Greenville College, Southern Illinois University Edwardsville, Southern Illinois University Carbondale, and Southeast Missouri State University. We have more to follow.

SSS Director Amber Suggs presented at the Oklahoma Student Division Assistance TRiO Staff State Conference workshop, Embracing The Now, Preparing For The Next".

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

ETS staff attended the virtual Health and Wellness panel hosted by the Illinois Coalition for Community Services and Men of Power and Women of Strength. The purpose of the forum was to educate the community about maintaining a healthy lifestyle. The panel addressed the importance of dental, nutritional, and mental health and regular testing and visits to a physician.

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Talent Search staff is currently recruiting and presenting financial literacy workshops. ETS and U of I extension center collaborate to initiate STEM training equipment and upcoming workshops this summer. ETS is also collaborating with Arrowleaf, another community outreach group, to plan forthcoming events during National Prevention Week in Johnston, Pulaski, and Alexander counties.

Vice President of Student Success and Services

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

Dr. Price has been working with other team members in regard to getting closer to full reopening of the main campus and extension centers. Hopefully, with the increase of the availability of the vaccine, the College can continue to move to a more open campus.

Dr. Price, Danielle Boyd, Mindy Ashby, Tammy Capps, and Blake Goforth attended the HLC pre-conference Student Success Workshop. The regular conference followed and there was a wide variety of sessions geared to student success, student engagement, bouncing back from the pandemic, and many others.

The Cupboard, led by Jackie Smith, accepted the 50 allotted food boxes by the Laborers Union and Senator Dale Fowler partnership. This extra donation of food certainly boosts the numbers and ways that we can assist students with food insecurities.

Notice was received that the GEER grant has been extended the deadline to expend the funds from June 30, 2021 to June 30, 2022. These funds were received to assist colleges to help enroll and retain students affected by COVID-19.

Dr. Price attended the announcement event for CLEAN SO-IL created by the Poshard Foundation to clean up southern Illinois. The partnership between the Poshard Foundation and the southernmost community colleges will provide three scholarship opportunities for students interested in leading the efforts to beautify southern Illinois.

Clubs & Organizations

Phi Theta Kappa-Sponsor Craig Bradley

At the Phi Theta Kappa International Convention held virtually on April 5-10, 2020, Craig Bradley, Advisor of the Alpha Lambda Epsilon Chapter, received the award of Distinguished Chapter Advisor. Only 21 of more than 1300 chapters achieved this award at the international convention. The chapter gathered and socially distanced on Friday night to watch General Session 3. Congratulations to Craig Bradley on this honor!

Phi Beta Lambda-Sponsor Phyllis Sander

SCC Phi Beta Lambda Chapter Nu Alpha Alpha finished the Illinois State Leadership Conference, Saturday, April 10 as expected --DEMONSTRATING LEADERSHIP! The awards received were:

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Chapter:

Most funds raised for March of Dimes sponsorship
Third largest Illinois chapter membership

Individual Awards:

Accounting Principles - Kaitlyn May, 2nd Place
Business Communications - Kaitlyn May, 1st Place
Business Presentation - Bethany Bell 2nd Place
Computer Concepts - Kaitlyn May, 3rd Place
Job Interview - Kaitlyn May, 2nd Place Public
Speaking - Kaitlyn May, 2nd Place
Social Media Challenge - Bethany Bell, 1st Place

Congratulations to these winners and way to go SCC Nu Alpha Alpha Phi Beta Lambda! Ag

Advocates Club Sponsor-Sponsor Dr. Anna Vaughn-Doom

Dr. Vaughn-Doom and her students have been working long hours in the greenhouse and started a plant sale. The available days and times for the sale can be found at the Shawnee College Agriculture Facebook page.

Student Senate

Erin King

Student Senate continues to be active with another Red Cross Blood Drive bus on campus April 28 and Spirit Week being hosted May 3rd-7th. A campus-wide survey of students, faculty, and staff was distributed on April 1 regarding the community's interest and preferences for campus activities and engagement. A meeting between Student Senate and other student organizations will be held before finals to discuss the results and formulate a plan for the upcoming school year.

Dr. Lisa Price

Vice President of Student Success and Services

5/3/2021

Date

iii. [Financial & Campus Operations](#) – Brandy Woods

State Payment Update

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

Facilities Department

A meeting was held with State of Illinois Capital Development Board to plan the HVAC project on main campus. The architects were on campus and met with the Director of Facilities and the Interim Vice President of Financial and Campus Operations to plan for future capital projects.

Business Service Department

Completed the Integrated Postsecondary Education Data System (IPEDS) finance report and the Higher Learning Commission finance report. Submitted the audit report to ICCB along with the instructional cost report and the uniform financial spreadsheet which are required to be completed after the audit is finalized. Compiled and submitted quarterly grant reports. The financial and campus operations division attended a meeting with the financial consultant to review new and updated policies and procedures that were generated to better serve the fiscal functions of the College. The Department of Education has now given guidance on how to calculate lost revenue due to COVID which will be covered under CARES act grant.

IT Department

IT staff attended Ellucian Live and CROA consulting. The Spring IPEDS and HLC Institutional Update was completed. Compiled strategic plan data and midterm collection. Provided reports to the President and Jean Ellen Boyd. Set up Spiceworks, a new help desk and inventory system.

Finished crosslisting summer and fall courses. Redesigned sections of the website, created an A- Z index for the website, and updated the look of mySCC. Created a registration form for Community Education courses, a new fillable course change form for CQI, fixed a Facilities form issue in Content, and worked with Transcript. Installed a new load balancer and web application firewall. Completed the upgrade on the Mitel phone system, installed cameras and a phone at the Maintenance Shop, and provided Security with a cordless phone. Provided support for the integration with Open Athens for the library and moved the register in the Bookstore.

Changed securities to ST groups in UI, updated VPN software on all firewalls, and changed the IP address at Anna. Finished the MBS Financial flat file and fixed the Academic Works flat file.

Human Resources

In April, conducted interviews for the Bursar and Vice President of Financial and Campus Operations position. Recruited for the Administrative Assistant to the Dean of Academic Affairs, the Delta Healthcare Project Manager, and the part-time adult education positions. Attended a Title IX webinar presented by Robins Schwartz Law Firm. Participated in the first ever SCC virtual job fair. Met with EPIC to discuss a plan for wellness activities for employees. Sent a survey college wide to get feedback on what the College's employees would like from their wellness plan. Attended the Four Rivers Society for Human Resources Management (SHRM) meeting.

Bookstore

Completed inventory for the bookstore to enter into the new point of sale system which links to the bookstore website. The bookstore website is almost complete and will be very convenient for our students. Students will be able to purchase books directly from the website by selecting their course within the website and they will be able to purchase books with their financial aid.

Brandy Woods

Brandy Woods

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

D. [Communications & Public Relations](#) – Rob Betts

Google Analytics-

Google Analytics reporting for the period ending April 12 2021 indicated the number of users to our website was 10,187. Currently our generated traffic from Google Ad placement results are as follows for March 8th – April 12th:

1.23K - Clicks on our Google Ad 52 – Phone calls

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

• Current Month		Previous Month
4. Illinois	5,454	5,662
5. Missouri	1,752	1,692
6. Kentucky	607	528

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

/athletics/softball	2114
/academicsd/programs	1650
/athletics/baseball	1506
/athletics/mens-basketball	1479
/athletics	1243

☐ Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
3/10/21	4		1584	9068	27029
3/11/21	4	3	2884	10264	27813
3/12/21	2		3538	11551	28942
3/13/21	5	1	5820	13093	30204
3/14/21	3	1	5393	14897	32027
3/15/21	2		4578	16369	33401
3/16/21	1		3444	17222	34661
3/17/21	5	1	2652	17955	35017

3/18/21	1	1	3466	18551	35416
3/19/21	4		1820	17797	35701
3/20/21	2		1597	15761	34829
3/21/21	2		2184	13636	34117
3/22/21	1		2172	11168	34144
3/23/21		2	3376	10516	34575
3/24/21	1		2776	10230	34320
3/25/21	3		2741	9052	34398
3/26/21	3	1	1562	8655	32332
3/27/21			1212	8548	31649
3/28/21		1	1001	8262	31589
3/29/21	1		1707	8388	31353
3/30/21	4		1612	7368	30777
3/31/21	5	1	4374	9492	33380
4/1/21	3		3230	9812	34343
4/2/21	1	1	2379	10443	34948
4/3/21	3	3	3304	11274	34412
4/4/21	2		3319	12554	34707
4/5/21			3259	13209	35234
4/6/21			3329	14611	36029
4/7/21	6	1	3010	13705	36684
4/8/21	1		1840	13041	36232
4/9/21	2		1806	12370	35798
4/10/21	1	2	1434	11434	34344
4/11/21	1		1288	10303	31893
4/12/21			1071	8375	29608
Totals	73	19	90762	408974	1131906

☐☐☐☐☐☐ Minutes pg. 35 of 56☐[Return to Agenda](#)

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
09-Apr-2021 11:00PM	SCC Agriculture Program opens greenhouse for plant sales	The Paducah Sun	32903	10863	22040
09-Apr-2021 05:43AM	receives \$70,000 to establish cannabis industry workforce	MMJ Daily	35189	6287	28902
08-Apr-2021 02:37PM	Shawnee Community College receives donation to start cannabis industry program	KFVS 12	325403	69826	255577
08-Apr-2021 02:02PM	Shawnee Community College receives \$70,000 to establish cannabis industry workforce training program	WSIL-TV	134010	21702	112308
08-Apr-2021 12:00AM	SCC women's basketball is fourth in region	Metropolis Planet	10180	3859	6321
08-Apr-2021 12:00AM	SCC Agriculture Program opens greenhouse for plant sales	Metropolis Planet	10180	3859	6321
06-Apr-2021 07:01PM	2021 Election Results: Union County	WSIU News	15224	4524	10700
06-Apr-2021 07:01PM	2021 Election Results: Jackson County	WSIU News	15224	4524	10700
05-Apr-2021 06:01PM	Heartland police departments struggle to remain full staff	KFVS 12	316473	64436	252037
01-Apr-2021 12:00AM	Fort Massac DAR honors area high school seniors with Good Citizen Awards	Metropolis Planet	9550	2740	6810
01-Apr-2021 12:00AM	SCC releases softball coaching staff	Metropolis Planet	9550	2740	6810
01-Apr-2021 12:00AM	Hogart rakes at Wabash Valley; Peyton, Tow face off in Lexington	The Messenger	12232	3183	9049
01-Apr-2021 12:00AM	The College Report: Houchlei A Godsend For Blue Angels	The Journal News	11554	5910	5644

01-Apr-2021 12:00AM	Vaccine opened to healthy adults 18, up as variant spreads	Metropolis Planet	9550	2740	6810
31-Mar-2021 06:30PM	Shawnee College Gets Rid of Softball Coaching Staff	WSIU News	15224	4524	10700
31-Mar-2021 03:00PM	Shawnee Community College announces in-person "rolling commencement" ceremony	Thesouthern.com	157326	48800	108526
29-Mar-2021	SCC fires softball staff	Thesouthern.com	157326	48800	108526
29-Mar-2021 05:57PM	Shawnee Community College announces in	KFVS 12	316473	64436	252037
	person "rolling commencement"				
29-Mar-2021 05:00PM	Local community college fires softball coaches after investigation	WSIL-TV	315090	53185	261905
29-Mar-2021 04:59PM	Shawnee Community College to host in-person "rolling commencement"	WSIL-TV	315090	53185	261905
29-Mar-2021 03:09AM	Neely conducts COVID-19 vaccination site visit on SCC campus	Terror Alert	173	173	0
28-Mar-2021 11:28AM	Red Cross Needs Blood Donors to Refuel Supply	West Kentucky Star	69627	12271	57356
28-Mar-2021 11:28AM	Help Local Red Cross Refuel the Blood Supply	West Kentucky Star	69627	12271	57356
28-Mar-2021 10:58AM	Help the Red Cross Refuel the Blood Supply	West Kentucky Star	69627	12271	57356
28-Mar-2021 10:58AM	Help the Red Cross Refuel the Blood Supply	West Kentucky Star	69627	12271	57356
25-Mar-2021 06:42PM	Coalition of southern Illinois schools gets \$1M grant to address teacher shortage	WPSD Local 6	223511	51978	171533
25-Mar-2021 07:28AM	Blood Donors Could Win Trip to Indy 500	West Kentucky Star	69627	12271	57356
25-Mar-2021 07:28AM	Blood Donors Could Win Trip to Indy 500	West Kentucky Star	69627	12271	57356
25-Mar-2021 07:28AM	Blood Donors Could Win Trip to Indy 500	West Kentucky Star	69627	12271	57356

25-Mar-2021 12:00AM	JOPPA-MAPLE GROVE UNIT 38 SCHOOL BOARD CANDIDATES	Metropolis Planet	9550	2740	6810
25-Mar-2021 12:00AM	MASSAC COUNTY UNIT 1 SCHOOL BOARD CANDIDATES	Metropolis Planet	9550	2740	6810
25-Mar-2021 12:00AM	Early voting ends April 5 for Consolidated Election	Metropolis Planet	9550	2740	6810
22-Mar-2021 11:00PM	Walk-ins welcome at southern Illinois vaccine clinics	The Paducah Sun	48024	15146	32878
22-Mar-2021	COVID-19 vaccine clinics	MetroPlanet	9550	2740	6810
22-Mar-2021 06:36PM	Walk-ins welcome at COVID-19 vaccine clinics in southern Illinois	Herald Ledger	1874	364	1510
22-Mar-2021 06:36PM	Walk-ins welcome at COVID-19 vaccine clinics in southern Illinois	The Mayfield Messenger	3232	984	2248
22-Mar-2021 06:36PM	Walk-ins welcome at COVID-19 vaccine clinics in southern Illinois	WPSD Local 6	223511	51978	171533
22-Mar-2021 03:21PM	ISBE Grants \$1 Million Across The State Too Address Illinois' Teacher Shortage	WSIU News	15224	4524	10700
22-Mar-2021 08:53AM	ISBE Grants \$1 Million Across The State To Address Illinois' Teacher Shortage	WSIU	20511	7071	13440
19-Mar-2021 03:49PM	Southern Seven Health Department offering limited walk-in COVID-19 vaccines	Metropolis Planet	9550	2740	6810
19-Mar-2021 02:49PM	Southern Seven Health Department offering limited walk-in COVID-19 vaccines	Herald Ledger	1874	364	1510
19-Mar-2021 02:49PM	Southern Seven Health Department offering limited walk-in COVID-19 vaccines	WPSD Local 6	223511	51978	171533

18-Mar-2021 07:30PM	\$1M ISBE grant to teacher coalition aims to create pipeline for homegrown educators	Thesouthern.com	157326	48800	108526
18-Mar-2021 08:18AM	Chaney competing at next level	Beech Tree News Network	4818	2150	2668
18-Mar-2021 12:00AM	CITY OF METROPOLIS CITY COUNCIL CANDIDATES	Metropolis Planet	9550	2740	6810
17-Mar-2021 06:09PM	Heartland Community College Baseball team helps save women out of flipped vehicle	KFVS 12	316473	64436	252037
17-Mar-2021 05:45PM	Baseball team helps woman in flipped car	KFVS 12	316473	64436	252037
15-Mar-2021 07:15PM	Illinois Freedom Project exhibit on display in Cairo	WSIL-TV	315090	53185	261905
15-Mar-2021 06:16PM	Shawnee Saints baseball team rescues woman	WPSD Local 6	223511	51978	171533
	from overturned pickup				
15-Mar-2021 07:50AM	Local baseball team saves woman trapped in vehicle	WSIL-TV	315090	53185	261905

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
3/10/2021 18:09	KFVS (CBS)	Heartland News @ 6	\$1,841.18	43614
3/10/2021 21:05	KBSI (FOX)	Heartland News at 9 on Fox23	\$1,007.76	16561
3/11/2021 12:05	WPSD (NBC)	Local 6 Midday	\$575.99	23101
3/12/2021 22:04	KFVS (CBS)	Heartland News @ 10	\$1,609.56	26310
3/13/2021 6:05	KFVS (CBS)	Breakfast Show	\$283.25	8952
3/15/2021 4:37	KFVS (CBS)	The Breakfast Show	\$226.78	5720
3/15/2021 5:34	WSIL (ABC)	News 3 News This Morning	\$29.10	880
3/15/2021 6:54	WPSD (NBC)	Local 6 Today	\$437.46	12726
3/15/2021 7:58	WPSD (NBC)	Today	\$579.26	19730
3/15/2021 17:08	WPSD (NBC)	WPSD Local 6 at Five	\$1,175.52	42113
3/15/2021 18:07	WSIL (ABC)	News 3 News at 6	\$1,424.33	52158
3/15/2021 18:10	WPSD (NBC)	WPSD Local 6 at 6:00	\$2,219.70	52793
3/16/2021 5:01	WPSD (NBC)	Local 6 Today	\$302.34	8352
3/16/2021 5:07	WSIL (ABC)	News 3 News This Morning	\$30.13	857

3/16/2021 5:09	WPSD (NBC)	Local 6 Today	\$302.34	8352
3/16/2021 6:02	WPSD (NBC)	Local 6 Today	\$408.60	12021
3/16/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$4.49	363
3/16/2021 12:05	WPSD (NBC)	Local 6 Midday	\$503.41	17658
3/17/2021 5:06	WSIL (ABC)	News 3 News This Morning	\$25.53	767
3/17/2021 17:10	KFVS (CBS)	Heartland News @ 5	\$1,043.16	35968
3/25/2021 22:05	WSIL (ABC)	News 3 News at 10	\$1,156.94	22546
3/26/2021 5:33	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
3/29/2021 21:32	KBSI (FOX)	Heartland News at 9 on Fox23	\$877.46	13135
3/29/2021 22:03	WSIL (ABC)	News 3 News at 10	\$1,313.51	23656
3/30/2021 7:23	WSIL (ABC)	Good Morning America	\$4.49	363
4/1/2021 17:06	WPSD (NBC)	WPSD Local 6 at Five	\$1,113.19	33510
4/2/2021 6:48	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
4/5/2021 16:04	KFVS (CBS)	Heartland News Now	\$680.81	23772
4/5/2021 18:04	KFVS (CBS)	Heartland News @ 6	\$1,926.22	45697
4/5/2021 18:06	KFVS (CBS)	Heartland News @ 6	\$1,926.22	45697
4/6/2021 5:35	KFVS (CBS)	The Breakfast Show	\$624.80	17479
4/8/2021 18:03	KFVS (CBS)	Heartland News @ 6	\$1,330.71	25819
4/8/2021 22:04	KFVS (CBS)	Heartland News @ 10	\$1,498.89	19077
4/8/2021 22:07	WSIL (ABC)	News 3 News at 10	\$1,156.94	22546
4/9/2021 4:37	KFVS (CBS)	The Breakfast Show	\$194.81	5075
4/9/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
4/9/2021 6:15	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
4/9/2021 6:53	KFVS (CBS)	The Breakfast Show	\$430.22	12629
4/9/2021 17:03	KFVS (CBS)	Heartland News @ 5	\$824.46	24547
4/10/2021 7:31	WPSD (NBC)	WPSD Local 6 Saturday	\$445.63	15709
		TOTALS	\$29,646.87	\$29,646.87

Synopsis

This month we obtained free television coverage on four local affiliates, ABC, CBS, NBC, and Fox. Our television news coverage report indicates that the value of the coverage during this period was \$29,646.87 up from last month (\$4,867.21) Stories included information about the SCC Baseball team, vaccination opportunities, SCC Criminal Justice Program, Visit by IL National Guard highest ranking official, and our new partnership with aeriz.

We are now releasing videos for our CTE Programs on social media. We have almost completed ad buying for the summer/fall enrollment period. In addition to the billboard campaign we are in with SIU (they payed all cost), we are airing our commercials on nearly all local affiliates including, MY49, KBSI, KFVS-12, and WSIL. Our ads are running in all local newspapers in our district and radio ads are on in markets including Southern IL, Western Ky, and Southeast Missouri. WCIL, Z100, K103, and The River.

Streaming Ads.

All radio ads will be on traditional radio and streaming online and mobile equivalent stations. Currently we are running targeted ad that include Roku, Apple TV, etc. in a 50-mile radius of SCC. This means that our ads will run for “cord cutters” as well as traditional viewers. We are actively geo-fencing all of our locations so that if anyone who receives our ads on their mobile device then visits one of our physical locations we will know that they have been on campus.

E. [College Foundation](#) – Gene Honn, Executive Director

With the arrival of Spring brings the topic of scholarships. The Saints Foundation received nearly 200 scholarship applications from students in the District. Many of them qualify for potentially more than one scholarship, giving us almost 300 scholarship applicants. This is a nice increase in applications from last year, which is rewarding given that we switched to a new online application process. Many thanks to the SCC Advisors, High School Counselors and Tina Dudley, that helped students through the process. We are now in the award mode and making selections for the Saints Foundation Board to approve. The benefit to the Foundation Scholarships are that the tuition assistance we provide generates students to attend that might not otherwise be able. Since we don't provide full-tuition, our efforts help bring in tuition revenue that might not otherwise be obtained. It is always heart-warming to read through the applications to learn of the great need that exists in our District. I am proud of our donors that support these students through their generous gifts.

As we work on scholarships it has also been a great opportunity to reach out to our donors to keep them involved. A newsletter has gone out every two months to donors to thank them for their support and keep them aware of activities of the College and the Saints Foundation. We are in the process of making contacts over the next few months to reach out to new potential donors and gain their support for the College through the Saints Foundation.

On behalf of the College, the Saints Foundation received a \$70,000 gift from AERIZ and is holding it in a restricted account pending the decision on its use. It was nice to see AERIZ support of the College and how that can lead to a future relationship for all involved.

The Saints Foundation assisted the College in seeking proposals for a new vending agreement for the Ullin, Anna, Cairo and Metropolis campuses. Proposals were received from Pepsi MidAmerica of Marion and Robertson Vending of Carbondale. Both vendors have a long history of providing vending services in the region. The College is reviewing the agreements and will make their decision on vendors soon.

The Saints Foundation is preparing for our May 14, 2021 Board of Directors meeting. At that meeting we will also make plans for an Annual Meeting to be held in August 2021. At the May meeting we will be focused on the Strategic Plan for 2021-2022 and fundraising efforts to gain additional non-restricted gifts and donations.

An effort continues with selected donors to have the Saints Foundation included in their planned giving arrangements. One donor has confirmed that she has done so and will remember the Saints Foundation upon her passing. The Saints Foundation is honored to have such committed donor relationships.

- F. [Illinois Community College Trustees Association](#) – Andrea Witthoft
No Report

XIV. Action and Discussion Items

- A. Consideration of Approval (SECOND READ) of [Financial Condition Policy – Attachment #1](#). (2 pages)
- B. Consideration of Approval (SECOND READ) of [Management of Financial Reserves Policy – Attachment #2](#). (3 pages)
- C. Consideration of Approval (SECOND READ) of [Budget Forecasting, Development, & Adoption Policy – Attachment #3](#). (2 pages)
- D. Consideration of Approval (SECOND READ) of [Asset Protection & Planning Policy – Attachment #4](#) (2 pages)
- E. Consideration of Approval of [Capital Budget for FY2022 – Attachment #5](#) (6 pages)
- F. Consideration of Approval of [Cairo Lease Attachment #6](#) (7 pages)
- G. Consideration of Approval of [Spring 2021 Graduation List Attachment #7](#) (3 pages)
- H. Consideration of Approval to [Select a Consultant for Board Governance Training – Attachment #8](#) (7 pages)
- I. Consideration of Approval to [Establish a Special Meeting Date for Strategic Plan Review – Attachment #9](#) (26 pages)
- J. [Commencement Ceremony Update](#) (May 14, 2021 @ 5:00p)

XV. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of [Ratification of Part-Time Employee](#)
 - ii. Consideration of [Full-Time Staff Compensation Changes](#) for FY21 & FY22.
 - iii. Consideration of [Hiring a Full-Time Admin Asst to Dean of Academic Affairs](#)
 - iv. Consideration of [Hiring a Full-Time Delta Healthcare Project Manager](#)
 - v. Discussion of Full-Time CFO Position
 - vi. Consideration of President's Mid-Term Evaluation
- 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 #10](#)
 - ii. Consideration of [Resignation of Full-Time Employee – Attachment #11](#)
 - iii. Consideration of [Resignation of Full-Time Employee – Attachment #12](#)
 - iv. Consideration of [Resignation of Full-Time Employee – Attachment #13](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

XVI. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - i. Consideration of Approval of [Ratification of Part-Time Employee](#)
 - ii. Consideration of [Full-Time Staff Compensation Changes](#) for FY21 & FY22
 - iii. Consideration of [Hiring Full-Time Admin Asst to Dean of Academic Affairs](#)
 - iv. Consideration of [Hiring Full-Time Delta Healthcare Project Manager](#)
 - v. Discussion of Full-Time CFO Position
 - vi. Consideration of President's Mid-Term Evaluation
- 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 #10](#)
 - ii. Consideration of [Resignation of Full-Time Employee](#) – [Attachment #11](#)
 - iii. Consideration of [Resignation of Full-Time Employee](#) – [Attachment #12](#)
 - iv. Consideration of [Resignation of Full-Time Employee](#) – [Attachment #13](#)
- C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 14

CONSIDERATION OF APPROVAL OF THE FINANCIAL CONDITION POLICY (SECOND READ)

A motion was made by Andrea Witthoft and seconded by John Windings to recommend the Board adopt the proposed Financial Condition Policy. [Attachment #1](#)

On roll call vote, the members voted as follows:

Mr. Bradley West, (advisory vote) - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes
Ms. April Moore - Yes
Ms. Andrea Witthoft - Yes

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

MOTION NO. 15

**CONSIDERATION OF APPROVAL OF MANAGEMENT OF FINANCIAL RESERVES
POLICY (SECOND READ)**

A motion was made by James Darden and seconded by Michael McMahan to recommend the Board adopt the proposed Management of Financial Reserve Policy. Attachment #2

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. April Moore - Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes
Mr. Bradley West (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. James Darden – Yes

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

MOTION NO. 16

CONSIDERATION OF APPROVAL OF BUDGET FORECASTING, DEVELOPMENT, & ADOPTION POLICY (SECOND READ)

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board adopt the proposed Budget Forecasting, Development & Adoption Policy. Attachment #3

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Bradley West (advisory Vote) - Yes
Mr. Michael McMahan - Yes
Mr. Steve Heisner - Yes
Mr. John Windings - Yes
Ms. April Moore - Yes
Ms. Andrea Witthoft - Yes

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

MOTION NO. 17

CONSIDERATION OF APPROVAL OF ASSET PROTECTION & PLANNING POLICY (SECOND READ)

A motion was made by Michael McMahan and seconded by James Darden to recommend the Board adopt the proposed Asset Protection & Planning Policy. Attachment #4

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. James Darden - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. Bradley West (advisory Vote) - Yes
Mr. John Windings - Yes
Ms. April Moore - Yes

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

MOTION NO. 18

CONSIDERATION OF APPROVAL OF CAPITAL BUDGET FOR FY2022

A motion was made by April Moore and seconded by Bradley West to recommend the Board Approve the capital projects listed on the FY22 Capital Projects List to be considered for potential funding in the Colleges FY22 final budget. Attachment #5

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Bradley West (advisory Vote) - Yes
Mr. Michael McMahan - Yes
Mr. Steve Heisner - Yes
Mr. John Windings - Yes
Ms. April Moore - Yes
Ms. Andrea Witthoft - Yes

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

MOTION NO. 19

CONSIDERATION OF APPROVAL OF CAIRO LEASE

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend the Board approve the lease agreement with SDCI, for an effective term commencing April 1, 2021 through March 31, 2022, and in accordance with the terms identified. Attachment #6

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West (advisory Vote) - Yes
Mr. James Darden - Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Ms. April Moore - Yes

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

MOTION NO. 20

CONSIDERATION OF APPROVAL OF SPRING 2021 GRADUATION LIST

A motion was made by Bradley West and seconded by Deborah Shelton-Yates to recommend the Board approve the Spring 2021 Graduation List as presented. Attachment #7

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. April Moore - Yes
Mr. Bradley West (advisory Vote) - Yes
Mr. Steve Heisner - Yes
Ms. Andrea Witthoft - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. John Windings - Yes
Mr. Michael McMahan - Yes

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

MOTION NO. 21a

CONSIDERATION OF APPROVAL TO SELECT A CONSULTANT FOR THE BOARD OF TRUSTEES GOVERNANCE TRAINING

A motion was made by Michael McMahan and seconded by Andrea Witthoft to recommend the Board authorize the President to contact/confirm ICCTA's Dr. Jim Reed as the Consultant. Attachment #8

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes
Mr. John Windings - Yes
Mr. Michael McMahan - Yes
Mr. Bradley West (advisory Vote) - Yes
Ms. Andrea Witthoft - Yes
Ms. April Moore - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. James Darden - Yes

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

MOTION NO. 21b

CONSIDERATION OF APPROVAL TO SET A DATE FOR BOARD OF TRUSTEES GOVERNANCE TRAINING

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the President schedule a training session with ICCTA's Dr. Jim Reed on Wednesday, June 2 beginning at 3:00 pm, for 4 hours with a meal midway through, in the River Room/Main Campus.

On roll call vote, the members voted as follows:

Ms. April Moore - Yes
Mr. John Windings - Yes
Mr. James Darden - Yes
Mr. Bradley West (advisory Vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Steve Heisner - Yes

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

MOTION NO. 22

CONSIDERATION OF APPROVAL TO ESTABLISH A SPECIAL MEETING DATE FOR BOARD REVIEW OF THE COLLEGE'S STRATEGIC PLAN

A motion was made by James Darden and seconded by Andrea Witthoft to recommend the Board schedule a meeting in the River Room on Saturday, June 5 at 8:00 am with Breakfast, followed by Lunch and running until completion for the purpose of reviewing recommended changes to the College's Strategic Plan. Attachment #9

On roll call vote, the members voted as follows:

Ms. April Moore - Yes
Mr. Steve Heisner - Yes
Mr. John Windings - Yes
Mr. Michael McMahan - Yes
Mr. Bradley West (advisory Vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Ms. Deborah Shelton-Yates - Yes

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

J. COMMENCEMENT CEREMONY UPDATE

COMMENCEMENT CEREMONY UPDATE – MAY 14, 2021 @ 5:00 P.M.

Our “Rolling Commencement” will begin at 5:00 p.m. on Friday, May 14. We will have simultaneous ceremonies in the Gymnasium and the Ed Center.

NO MOTION/NO VOTE/NO ATTACHMENT

There are a total of 76 walking as of this date.

MOTION NO. 23

XV. EXECUTIVE SESSION

A motion was made by John Windings and seconded by Andrea Witthoft to **adjourn and go into executive session** at 7:25 pm for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees’ Employment 5 ILCS 120/2 (c)(1)
 - i. Consideration of Approval of [Ratification of Part-Time Employee](#)
 - ii. Consideration of [Full-Time Staff Compensation Changes](#) for FY21 & FY22
 - iii. Consideration of [Hiring Full-Time Admin Asst to Dean of Academic Affairs](#)
 - iv. Consideration of [Hiring Full-Time Delta Healthcare Project Manager](#)
 - v. Discussion of Full-Time CFO Position
 - vi. Consideration of President’s Mid-Term Evaluation
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College 5 ILCS 120/2 (c)(1)
 - i. Consideration of [Resignation of Full-Time Employee](#) – [Attachment #10](#)
 - ii. Consideration of [Resignation of Full-Time Employee](#) – [Attachment #11](#)
 - iii. Consideration of [Resignation of Full-Time Employee](#) – [Attachment #12](#)
 - iv. Consideration of [Resignation of Full-Time Employee](#) – [Attachment #13](#)
- C. Consideration of Items That May Lead or Have Led to Litigation 5 ILCS 120/2 (c)(11)

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Mr. John Windings - Yes
Ms. April Moore - Yes
Mr. Michael McMahan - Yes
Mr. Bradley West, (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Ms. Deborah Shelton-Yates - Yes

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

MOTION NO. 24

A motion was made by Michael McMahan and seconded by James Darden to adjourn out of executive session at 9:17 pm.

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Ms. April Moore - Yes
Mr. John Windings - Yes
Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Bradley West (advisory vote) - Yes

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

MOTION NO. 25

A motion was made by April Moore and seconded by Deborah Shelton-Yates to approve the minutes of the executive session held on May 3, 2021.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Michael McMahan - Yes
Ms. April Moore - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West, (advisory vote) - Yes

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

MOTION NO. 26

CONSIDERATION OF RATIFICATION OF PART-TIME EMPLOYEES

A motion was made by Andrea Witthoft and seconded by Michael McMahan to recommend the Board ratify the part-time hires listed. No Attachment

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Steve Heisner - Yes
Ms. April Moore - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West (advisory vote) - Yes
Mr. James Darden - Yes

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

MOTION NO. 27

CONSIDERATION OF FULL-TIME STAFF COMPENSATION CHANGES FOR FY21 & FY22 (1 of 3 RECOMMENDATIONS)

A motion was made by John Windings and seconded by James Darden to recommend the Board give the Administrative and Support staff a 3% raise for FY21; to recommend the Board give the Administrative and Support staff a 2.75% raise for FY22; to recommend the Board establish a sliding performance incentive for FY22 as listed. No Attachment

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Mr. Bradley West, (advisory vote) - Yes
Mr. Steve Heisner - Yes
Ms. Deborah Shelton-Yates
Mr. Michael McMahan
Ms. April Moore

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

MOTION NO. 28

CONSIDERATION OF HIRING A FULL-TIME ADMINISTRATIVE ASSISTANT TO DEAN OF ACADEMIC AFFAIRS

A motion was made by Michael McMahan and seconded by Andrea Witthoft to recommend the Board approve Tiffany Meyers for the Full-Time position of Administrative Assistant to the Dean of Academic Affairs effective May 4, 2021. No Attachment

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. April Moore - Yes
Mr. Bradley West, (advisory vote) - Yes
Mr. Michael McMahan - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. John Windings - Yes
Ms. Deborah Shelton-Yates - Yes

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

MOTION NO. 29

CONSIDERATION OF HIRING A FULL-TIME DELTA HEALTHCARE PROJECT MANAGER

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board approve Sabrina Banks for the Full-Time position of Delta Healthcare Project Manager effective May 4, 2021. No Attachment

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Ms. April Moore - Yes
Mr. John Windings - Yes
Mr. James Darden - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Bradley West (advisory vote) - Yes

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

XV. EXECUTIVE SESSION CONTINUED

v. Discussion of Full-Time CFO Position

MOTION NO. 30

CONSIDERATION OF PRESIDENT'S MID-TERM EVALUATION

A motion was made by Andrea Witthoft and seconded by Bradley West to recommend the Board approve the process regarding the President's Mid-Term Evaluation as was discussed in the Executive Session. No Attachment

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes
Ms. Andrea Witthoft - Yes
Mr. John Windings - Yes
Ms. April Moore - Yes
Mr. James Darden - Yes
Mr. Michael McMahan - Yes
Mr. Bradley West (advisory vote) - Yes
Ms. Deborah Shelton-Yates - Yes

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

MOTION NO. 31

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by Michael McMahan and seconded by John Windings to recommend the Board accept Dr. Connie Drury's resignation effective July 29, 2021. Attachment #10

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. April Moore - Yes
Mr. Bradley West, (advisory vote) - Yes
Mr. Michael McMahan - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. John Windings - Yes
Ms. Deborah Shelton-Yates - Yes

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

MOTION NO. 32

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by Steve Heisner and seconded by Andrea Witthoft to recommend the Board accept Ms. Tammy Parker's resignation effective April 12, 2021. Attachment #11

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Michael McMahan - Yes
Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Mr. Steve Heisner - Yes
Mr. Bradley West (advisory vote) - Yes
Ms. April Moore - Yes

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

MOTION NO. 33

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by April Moore and seconded by Deborah Shelton-Yates to recommend the Board accept the resignation of Mr. John Rivera effective May 30, 2021. Attachment #12

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Mr. Bradley West, (advisory vote) - Yes
Mr. Steve Heisner Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Michael McMahan - Yes
Ms. April Moore - Yes

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

MOTION NO. 34

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by Andrea Witthoft and seconded by Michael McMahan to recommend the Board accept the resignation of Ms. Autumn Abbott effective April 30, 2021. Attachment #13

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Ms. April Moore - Yes
Mr. John Windings - Yes
Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Bradley West (advisory vote) - Yes

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

XVII. Adjournment

MOTION NO. 35

A motion was made by James Darden and seconded by Michael McMahan **to adjourn at 9:29 pm.**

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes
Ms. Andrea Witthoft - Yes
Ms. April Moore - Yes
Mr. John Windings - Yes
Mr. Michael McMahan - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Bradley West (advisory vote) - Yes
Mr. James Darden - Yes

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

Shawnee Community College

Fund	4/1/2021 Beg. Balance	April Receipts/Adj.	April Expenditures/Adj.	4/30/2021 Ending Balance
Education	7,382,543.08	1,088,290.01	941,852.23	7,528,980.86
Building	2,802,654.31	133,508.78	56,822.98	2,879,340.11
Working Cash	5,032,194.91	74.74	0.00	5,032,269.65
Restricted Building	1,119,057.18	9,906.18	0.00	1,128,963.36
Bond & Interest	422,273.12	69,691.27	0.00	491,964.39
Auxiliary Enterprise	368,991.39	4,690.46	35,099.77	338,582.08
Liab. Prot. Settlement	1,771,638.10	38,850.84	32,524.67	1,777,964.27
Audit	41,744.40	1,277.21	0.00	43,021.61
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
Federal Title III & IV	0.61	0.00	0.00	0.61
College Work Study	0.00	3,993.44	3,993.44	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	17,285.00	17,285.00	0.00
Special Grants	9,407.16	237,960.28	240,500.98	6,866.46
Trust & Agency	206,699.75	1,436.86	345.77	207,790.84
Total	19,171,204.01	1,606,965.07	1,328,424.84	19,449,744.24

Brandy Woods

Brandy Woods, Director of Business Services

May 11, 2021

Date

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

Shawnee Community College

Financial Report



Ten Months Ended

April 30, 2021

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATING FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

Operating Revenues by Source	Legal Budget As Adjusted 4/30/21	Year to Date Revenues 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Realized 4/30/21
Local government:				
Current taxes	\$ 1,931,070	\$ 1,910,166	\$ 20,904	
Chargeback revenue	0		0	
TOTAL LOCAL GOVERNMENT	\$ 1,931,070	\$ 1,910,166	\$ 20,904	98.92%
State government:				
ICCB Credit Hour Grants	\$ 1,276,166	\$ 1,150,971	\$ 125,195	
ICCB Equalization Grants	2,853,879	2,378,233	475,646	
State Board of Education- Vocational Education	118,591	59,296	59,295	
Corporate Personal Property Replacement Tax	475,786	409,659	66,127	
TOTAL STATE GOVERNMENT	\$ 4,724,422	\$ 3,998,159	\$ 726,263	84.63%
Federal government:				
Other	\$ -	\$ -	\$ -	
TOTAL FEDERAL GOVERNMENT	\$ -	\$ -	\$ -	
Student Tuition and Fees:				
Tuition	\$ 3,661,139	\$ 3,955,369	\$ (294,230)	
Fees	717,298	800,970	(83,672)	
TOTAL TUITION AND FEES	\$ 4,378,437	\$ 4,756,339	\$ (377,902)	108.63%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 73,039	\$ 13,961	
Facilities revenue	40,000	45,720	-5,720	
Investment revenue	72,000	9,266	62,734	
Other sources	189,600	181,469	8,131	
TOTAL OTHER SOURCES	\$ 388,600	\$ 309,494	\$ 79,106	79.64%
TRANSFERS	\$ 33,000	\$ -	\$ 33,000	
TOTAL 2020-21 BUDGETED REVENUE	\$ 11,455,529	\$ 10,974,158	\$ 481,371	95.80%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 11,455,529	\$ 10,974,158	\$ 481,371	95.80%

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**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Expenditures 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Expended 4/30/21
<u>Expenditures By Program</u>				
Instruction	\$ 4,837,343	\$ 3,409,742	\$ 1,427,601	
Academic Support	404,320	315,826	88,494	
Student Services	1,068,995	808,795	260,200	
Public Services	132,915	50,043	82,872	
Operation & Maint. of Plant	2,010,912	1,488,439	522,473	
Institutional Support	2,784,364	1,701,150	1,083,214	
Scholarship, Student Grants, & Waivers	1,636,575	1,977,970	(341,395)	
TRANSFERS	573,620	570,403	3,217	
Total 2020-21 Budgeted Expenditures	\$ 13,449,044	\$ 10,322,368	\$ 3,126,676	76.75%

ADJUSTED EXPENDITURES	\$ 13,449,044	\$ 10,322,368	\$ 3,126,676
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By Object

Salaries	\$ 6,522,949	\$ 4,730,117	\$ 1,792,832	
Employee Benefits	752,420	546,503	205,917	
Contractual Services	1,377,068	994,710	382,358	
General Materials & Supplies	646,865	332,672	314,193	
Conference & Meeting Expense	126,035	22,155	103,880	
Fixed Charges	127,860	100,520	27,340	
Utilities	645,390	421,321	224,069	
Capital Outlay	899,902	624,921	274,981	
Other	1,776,935	1,979,046	(202,111)	
Provision for Contingency	-	-	-	
TRANSFERS	573,620	570,403	3,217	
Total 2020-21 Budgeted Expenditures	\$ 13,449,044	\$ 10,322,368	\$ 3,126,676	76.75%
ADJUSTED EXPENDITURES	\$ 13,449,044	\$ 10,322,368	\$ 3,126,676	

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Expenditures 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Expended 4/30/21
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 3,983,346	\$ 2,778,030	\$ 1,205,316	
Employee Benefits	393,672	289,746	103,926	
Contractual Services	166,545	151,292	15,253	
General Materials & Supplies	141,075	89,556	51,519	
Conference & Meeting Expense	31,885	6,145	25,740	
Fixed Charges	81,160	72,307	8,853	
Utilities	37,300	22,559	14,741	
Other	360	107	253	
Capital Outlay	2,000	-	2,000	
TOTAL	\$ 4,837,343	\$ 3,409,742	\$ 1,427,601	70.49%
ACADEMIC SUPPORT				
Salaries	\$ 290,015	\$ 245,780	\$ 44,235	
Employee Benefits	17,229	14,312	2,917	
Contractual Services	43,214	20,732	22,482	
General Materials & Supplies	48,982	33,949	15,033	
Conference & Meeting Expense	3,880	75	3,805	
Utilities	-	-	-	
Capital Outlay	1,000	978	22	
TOTAL	\$ 404,320	\$ 315,826	\$ 88,494	78.11%
STUDENT SERVICES				
Salaries	\$ 815,904	\$ 658,762	\$ 157,142	
Employee Benefits	137,374	103,551	33,823	
Contractual Services	36,500	16,033	20,467	
General Materials & Supplies	70,454	29,564	40,890	
Conference & Meeting Expense	6,300	885	5,415	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	2,463	-	2,463	
TOTAL	\$ 1,068,995	\$ 808,795	\$ 260,200	75.66%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 89,114	\$ 36,467	\$ 52,647	
Employee Benefits	21,372	6,755	14,617	
Contractual Services	5,029	3,050	1,979	
General Materials & Supplies	14,900	3,726	11,174	
Conference & Meeting Expense	800	45	755	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
TOTAL	\$ 132,915	\$ 50,043	\$ 82,872	37.65%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Expenditures 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Expended 4/30/21
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,180,530	\$ 862,965	\$ 317,565	
Employee Benefits	161,022	115,649	45,373	
Contractual Services	645,605	465,903	179,702	
General Materials & Supplies	303,864	139,141	164,723	
Conference & Meeting Expense	83,460	15,006	68,454	
Fixed Charges	45,000	28,213	16,787	
Utilities	20,000	17,915	2,085	
Other	140,000	968	139,032	
Provision for Contingency	-	-	-	
Capital Outlay	204,883	55,390	149,493	
TOTAL	\$ 2,784,364	\$ 1,701,150	\$ 1,083,214	61.10%
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS				
Other	\$ 1,636,575	\$ 1,977,970	\$ (341,395)	
TOTAL	\$ 1,636,575	\$ 1,977,970	\$ (341,395)	120.86%
TRANSFERS	573,620	570,403	3,217	99.44%
TOTAL EDUCATION FUND	\$ 11,438,132	\$ 8,833,929	\$ 2,604,203	77.23%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 194,040	\$ 148,112	\$ 45,928	
Employee Benefits	21,751	16,491	5,260	
Contractual Services	450,175	337,700	112,475	
General Materials & Supplies	67,300	36,736	30,564	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	380,847	207,243	
Provision for Contingency	-	-	-	
Capital Outlay	689,556	568,553	121,003	
Other	-	-	-	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 2,010,912	\$ 1,488,439	\$ 522,473	74.02%
TOTAL OPERATING FUNDS	\$ 13,449,044	\$ 10,322,368	\$ 3,126,676	76.75%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	4/30/21	Revenues 4/30/21	Budget 4/30/21	Budget Realized 4/30/21
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 250,451	\$ (451)	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 250,451	\$ (451)	100.18%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 250,451	\$ (451)	100.18%

**SHAWNEE COMMUNITY
EXPENDITURE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	As Adjusted 4/30/21	Expenditures 4/30/21	Budget 4/30/21	Budget Expended 4/30/21
INSTITUTIONAL SUPPORT				
Capital Outlay	\$ 795,500	\$ -	\$ 795,500	
Contractual Services	89,500	11,753	77,747	
TOTAL INSTITUTIONAL SUPPORT	\$ 885,000	\$ 11,753	\$ 873,247	1.33%
TOTAL BUDGETED EXPENDITURES	\$ 885,000	\$ 11,753	\$ 873,247	1.33%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
BOND AND INTEREST FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Revenues 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Realized 4/30/21
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,759,000	\$ 1,762,080	\$ (3,080)	
TOTAL BUDGETED REVENUES	\$ 1,759,000	\$ 1,762,080	\$ (3,080)	100.18%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
BOND AND INTEREST FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Expenditures 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Expended 4/30/21
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,600,000	\$ 1,600,000	\$ -	
Bond Interest	<u>159,000</u>	<u>96,000</u>	\$ 63,000	
TOTAL BUDGETED EXPENDITURES	\$ 1,759,000	\$ 1,696,000	\$ 63,000	96.42%

**SHAWNEE COMMUNITY
REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Revenues 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Realized 4/30/21
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 410,200	\$ 361,087	\$ 49,113	
TOTAL OTHER SOURCES	\$ 410,200	\$ 361,087	\$ 49,113	
TRANSFERS	573,620	341,616	232,004	
TOTAL BUDGETED REVENUE	\$ 983,820	\$ 702,703	\$ 281,117	71.43%

**SHAWNEE COMMUNITY
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Expenditures 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Expended 4/30/21
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 204,350	\$ 165,114	\$ 39,236	
Employee Benefits	16,762	15,419	1,343	
Contractual Services	49,301	46,876	2,425	
General Materials & Supplies	320,845	294,016	26,829	
Conference & Meeting Expense	24,100	22,835	1,265	
Fixed Charges	25,000	18,396	6,604	
Utilities	-	-	-	
Capital Outlay	32,000	9,721	22,279	
Provision for Contingency	-	-	-	
Other	361,985	403,917	(41,932)	
TRANSFERS	200,000	-	200,000	
TOTAL BUDGETED EXPENDITURES	\$ 1,234,343	\$ 976,294	\$ 258,049	79.09%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

	Legal Budget As Adjusted 4/30/21	Year to Date Revenues 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Realized 4/30/21
Restricted Purposes Fund				
State governmental sources:				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	267,844	233,613	34,231	
ICCB Career and Technical Education	314,702	126,389	188,313	
ICCB Innovation Grant	-	75,000	(75,000)	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	127,500	42,500	85,000	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	30,972		30,972	
TOTAL STATE GOVERNMENT	\$ 741,018	\$ 477,502	\$ 263,516	64.44%
Federal governmental sources:				
Department of Education	\$ 5,219,636	\$ 3,199,290	\$ 2,020,346	
Department of Health and Human Services	-	-	-	
Other Federal Government Sources	-	29,678	(29,678)	
TOTAL FEDERAL GOVERNMENT	\$ 5,219,636	\$ 3,228,968	\$ 1,990,668	61.86%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 5,960,654	\$ 3,706,470	\$ 2,254,184	62.18%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

		Legal Budget As Adjusted	Year to Date Expenditures	(Over)/Under Budget	Percent of Budget Expended
Restricted Purposes Fund	4/30/21		4/30/21	4/30/21	4/30/21
STUDENT SERVICES					
Salaries		\$ 257,483	\$ 169,681	\$ 87,802	
Employee Benefits	78,312		49,989	28,323	
Contractual Services	6,869		6,395	474	
General Materials & Supplies	9,302		2,907	6,395	
Conference & Meeting Expense	12,196		2,118	10,078	
Capital Outlay	-		-	-	
Other		55,558	30,277	25,281	
TOTAL STUDENT SERVICES		\$ 419,720	\$ 261,367	\$ 158,353	62.27%
INSTITUTIONAL SUPPORT					
Salaries		\$ 708,597	\$ 451,018	\$ 257,579	
Employee Benefits	184,955		83,976	100,979	
Contractual Services	148,010		194,859	(46,849)	
General Materials & Supplies	197,984		164,032	33,952	
Conference & Meeting Expense	97,300		14,784	82,516	
Fixed Charges	-		-	-	
Utilities	-		-	-	
Capital Outlay	827,948		388,746	439,202	
Other		48,752	9,855	38,897	
TOTAL INSTITUTIONAL SUPPORT		\$ 2,213,546	\$ 1,307,270	\$ 906,276	59.06%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS					
Financial Aid		\$ 3,905,710	\$ 2,007,035	\$ 1,898,675	
TOTAL		\$ 3,905,710	\$ 2,007,035	\$ 1,898,675	51.39%
TOTAL BUDGETED EXPENDITURES		\$ 6,538,976	\$ 3,575,672	\$ 2,963,304	54.68%

**SHAWNEE COMMUNITY
REVENUE REPORT
AUDIT FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

Audit Fund	Legal Budget As Adjusted 4/30/21	Year to Date Revenues 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Realized 4/30/21
Local Government Sources:				
Current Taxes	\$ 32,000	\$ 31,818	\$ 182	
TOTAL BUDGETED REVENUES	\$ 32,000	\$ 31,818	\$ 182	99.43%

**SHAWNEE COMMUNITY
EXPENDITURE REPORT
AUDIT FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%

Audit Fund	Legal Budget As Adjusted 4/30/21	Year to Date Expended 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Expended 4/30/21
INSTITUTIONAL SUPPORT				
Contractual Services	\$ 38,000	\$ 36,775	\$ 1,225	
Provision for Contingency	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 38,000	\$ 36,775	\$ 1,225	96.78%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%				
	Legal Budget As Adjusted 4/30/21	Year to Date Revenues 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Realized 4/30/21
Liability Protection and Settlement Fund				
Local Government Sources:				
Current Taxes	\$ 815,000	\$ 814,595	\$ 405	
TOTAL BUDGETED REVENUES	\$ 815,000	\$ 814,595	\$ 405	99.95%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR TEN MONTHS ENDED APRIL 30, 2021**

Percent of Year Complete is 84.00%				
	Legal Budget As Adjusted 4/30/21	Year to Date Expended 4/30/21	(Over)/Under Budget 4/30/21	Percent of Budget Expended 4/30/21
Liability Protection and Settlement Fund				
INSTITUTIONAL SUPPORT				
Employee Benefits	240,000	129,195	110,805	
Contractual Services	517,000	350,125	166,875	
Fixed Charges	258,000	193,756	64,244	
General Materials & Supplies	-	-	-	
Other	50,000	-	50,000	
TOTAL BUDGETED EXPENDITURES	\$1,065,000	\$673,076	\$391,924	63.20%

SHAWNEE COMMUNITY COLLEGE

For the Month of April 2021
Approval of Bills

<u>FUND</u>	<u>EXPENDITURES</u>
	\$941,852.23
Education Fund	
	56,822.98
Building Fund	
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	35,099.77
Restricted Purposes Fund (Grants)	240,500.98
Restricted Purposes - FWS*	3,993.44
Restricted Purposes - PELL	17,285.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	345.77
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	32,524.67
GRAND TOTAL	<u>\$ 1,328,424.84</u>

Chairman

Secretary

Date

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97225	4/15/2021	Carlson, Kenneth P.	231.44
97226	4/15/2021	Carver, Justin R.	227.32
97227	4/15/2021	Christie, Roberta L.	2,097.59
97228	4/15/2021	Corbit, Nathan L.	257.99
97229	4/15/2021	Faulkner, Christina L.	1,241.76
97230	4/15/2021	Hawkins, Robert	542.02
97231	4/15/2021	Meyer, Brian A.	372.68
97232	4/15/2021	Severs, Virginia L.	484.05
97233	4/15/2021	Seyer, Jonathan	223.19
97234	4/15/2021	Stark, Karen L.	223.19
97235	4/15/2021	Tarver, Sandra K.	260.05
97236	4/15/2021	Thornton, Janet	653.57
97237	4/15/2021	Vincent, Connie M.	747.43
97238	4/15/2021	Daley, Tishawna	271.84
97239	4/15/2021	Duckworth, Dillon A.	110.12
97240	4/15/2021	Ellerbee, Janiece S.	134.77
97241	4/15/2021	Jackson, Peggy D.	308.29
97242	4/15/2021	Johnson, Carl W.	173.05
97243	4/15/2021	King, Nya Z.	287.53
97244	4/15/2021	Reichert, Joellen	594.25
97245	4/15/2021	Reichert, Kendall F.	891.74
97246	4/15/2021	Ryan, Colin T.	842.44
97247	4/15/2021	Starling, Randy D.	566.18
97248	4/15/2021	Stubblefield, Vernon	275.65
97249	4/15/2021	Tolbert, Helaina	294.82
97250	4/15/2021	Tondevold, Meagan	268.35
97251	4/15/2021	Ward, Christopher	83.64
97252	4/15/2021	Woods, Sandi N.	205.94
97253	4/30/2021	Carlson, Kenneth P.	231.44
97254	4/30/2021	Carver, Justin R.	227.32
97255	4/30/2021	Christie, Roberta L.	3,021.25
97256	4/30/2021	Corbit, Nathan L.	257.99
97257	4/30/2021	Faulkner, Christina L.	1,241.76
97258	4/30/2021	Hawkins, Robert	542.02
97259	4/30/2021	Meyer, Brian A.	372.68
97260	4/30/2021	Seyer, Jonathan	223.19
97261	4/30/2021	Stark, Karen L.	223.19
97262	4/30/2021	Tarver, Sandra K.	260.05
97263	4/30/2021	Thornton, Janet	653.57
97264	4/30/2021	Vincent, Connie M.	747.43
97265	4/30/2021	Daley, Tishawna	230.02

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97266	4/30/2021	Goldsberry, Teri E.	151.19
97267	4/30/2021	Hansen, Caroline K.	227.41
97268	4/30/2021	Hosman, Lydia R.	125.47
97269	4/30/2021	Jackson, Peggy D.	236.21
97270	4/30/2021	King, Nya Z.	287.53
97271	4/30/2021	Lowery, Dennis D.	409.02
97272	4/30/2021	Merriweather, Destiny A.	397.31
97273	4/30/2021	Reichert, Joellen	539.11
97274	4/30/2021	Reichert, Kendall F.	914.79
97275	4/30/2021	Ryan, Colin T.	761.45
97276	4/30/2021	Starling, Randy D.	575.31
97277	4/30/2021	Stubblefield, Vernon	223.80
97278	4/30/2021	Tolbert, Helaina	273.91
97279	4/30/2021	Tondevoid, Meagan	163.79
97280	4/30/2021	Vincent, Connie M.	26.69
97281	4/30/2021	Ward, Christopher	104.55
97282	4/30/2021	Woods, Sandi N.	127.53
74875	4/15/2021	Abbott, Autumn D.	452.09
74876	4/15/2021	Adkinson, Shelby E.	1,626.61
74877	4/15/2021	Armstrong, Lori A.	2,487.90
74878	4/15/2021	Ashby, Malinda J.	1,419.78
74879	4/15/2021	Askew, Jipaum S.	2,005.95
74880	4/15/2021	Austin, David C.	213.93
74881	4/15/2021	Basler, Joella	2,487.64
74882	4/15/2021	Betts, Robert G.	2,643.02
74883	4/15/2021	Betts, Teale M.	1,695.00
74884	4/15/2021	Black, David E.	2,472.28
74885	4/15/2021	Black, Sabrina L.	1,098.23
74886	4/15/2021	Boyd, Danielle N.	1,439.01
74887	4/15/2021	Bradley, Craig	1,895.97
74888	4/15/2021	Brahler, Monica J.	2,366.63
74889	4/15/2021	Brown, Amanda S.	1,598.24
74890	4/15/2021	Brown, Brenda R.	2,107.94
74891	4/15/2021	Brown, Donna R.	1,130.05
74892	4/15/2021	Canter, Lora	263.45
74893	4/15/2021	Capps, Tamara K.	2,169.59
74894	4/15/2021	Chamness, Virginia S.	962.95
74895	4/15/2021	Clark, Christopher A.	2,782.31
74896	4/15/2021	Clark, Lora L.	1,191.80
74897	4/15/2021	Copeland, Vyta N.	223.19
74898	4/15/2021	Cornelious-Weldon, Leslie A.	1,557.63

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74899	4/15/2021	Crowe, Beth A.	1,760.04
74900	4/15/2021	Curphy, Kathleen	2,942.99
74901	4/15/2021	Davault, Christopher R.	215.99
74902	4/15/2021	Davis, Christy R.	223.19
74903	4/15/2021	Davis, Evelyn D.	834.79
74904	4/15/2021	Diemer, Cheri L.	644.72
74905	4/15/2021	Dillow, Rhonda L.	915.11
74906	4/15/2021	Dollins, Judith A.	1,547.08
74907	4/15/2021	Drury, Connie F.	2,273.59
74908	4/15/2021	Dudley, Tina M.	913.18
74909	4/15/2021	Dunlap, Stephanie M.	905.69
74910	4/15/2021	Fehrenbacher, Dwayne J.	2,091.51
74911	4/15/2021	Fontana, Sandy L.	1,883.71
74912	4/15/2021	Forthman, Emily B.	1,902.04
74913	4/15/2021	Frizzell, Timothy A.	1,871.96
74914	4/15/2021	Gerard, Anthony S.	2,593.71
74915	4/15/2021	Goforth, Charles B.	1,353.32
74916	4/15/2021	Gordon, Beatrice	809.53
74917	4/15/2021	Hamilton-Smith, Jacqueline	995.66
74918	4/15/2021	Harner, Ginger R.	2,400.55
74919	4/15/2021	Harris, Wendy D.	1,954.20
74920	4/15/2021	Herren, Jennifer K.	1,138.48
74921	4/15/2021	Hill, Ayan	975.41
74922	4/15/2021	Hill, Tanya S.	1,658.91
74923	4/15/2021	Hines, Lorena M.	1,711.68
74924	4/15/2021	Holland, Micah C.	582.72
74925	4/15/2021	Howard, Eric	1,551.47
74926	4/15/2021	Ingram, Caleb W.	717.03
74927	4/15/2021	Jennings, Kelly D.	1,814.03
74928	4/15/2021	Jerrell, Ricky L.	1,114.71
74929	4/15/2021	Johnson, Lindsay B.	1,490.38
74930	4/15/2021	King, Erin R.	1,500.63
74931	4/15/2021	Koch, Donald N.	2,218.07
74932	4/15/2021	Kohler, Gilbert B.	213.93
74933	4/15/2021	Lingle, Randy W.	1,842.18
74934	4/15/2021	Lucas, Robert	1,836.72
74935	4/15/2021	Luttrell, Denise	610.40
74936	4/15/2021	Malone, Sherrie D.	2,026.59
74937	4/15/2021	Mason, Gregory K.	2,218.46
74938	4/15/2021	McGinnis, Connie R.	2,100.22
74939	4/15/2021	McGoy, Jeffery L.	237.99

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74940	4/15/2021	McGoy, Karen M.	1,754.58
74941	4/15/2021	McNally, Michael	1,850.70
74942	4/15/2021	Meyer, Lisa F.	1,173.98
74943	4/15/2021	Meyers, Kaylyn L.	973.85
74944	4/15/2021	Mishler, Shelye	221.13
74945	4/15/2021	Morris, Joseph A.	2,286.49
74946	4/15/2021	Nicolaides, Ian A.	2,117.81
74947	4/15/2021	Nodeen, Marsha K.	411.40
74948	4/15/2021	Owens, Peter	421.00
74949	4/15/2021	Parker, Tammy J.	711.66
74950	4/15/2021	Pearman, Allen W.	257.99
74951	4/15/2021	Pender, Derek S.	1,578.92
74952	4/15/2021	Poat, Erica R.	444.32
74953	4/15/2021	Price, Lisa L.	2,981.62
74954	4/15/2021	Reach, Mindy J.	1,290.63
74955	4/15/2021	Ribbing, Sheryl L.	1,866.97
74956	4/15/2021	Rouse, Felicia	1,323.92
74957	4/15/2021	Salazar, Becky	992.96
74958	4/15/2021	Sander, Phyllis J.	2,475.00
74959	4/15/2021	Sauerbrunn, Kayla R.	2,043.82
74960	4/15/2021	Shallenberger, Elizabeth	1,408.46
74961	4/15/2021	Sheffer, Amy L.	2,030.04
74962	4/15/2021	Sheffer, Susan R.	638.39
74963	4/15/2021	Shelby, Kristin N.	2,325.87
74964	4/15/2021	Sheppard, Gregory S.	1,608.52
74965	4/15/2021	Simpson, Stacy J.	1,138.90
74966	4/15/2021	Smith, Wanda R.	2,751.18
74967	4/15/2021	Smith-Fulia, Jesse R.	1,785.65
74968	4/15/2021	Sparks, John R.	2,197.34
74969	4/15/2021	Stalions, Terry R.	226.62
74970	4/15/2021	Steinmetz, Rebecca L.	1,308.80
74971	4/15/2021	Story, Hayley M.	1,552.95
74972	4/15/2021	Stoup, William R.	1,781.96
74973	4/15/2021	Suggs, Amber	1,640.48
74974	4/15/2021	Taylor, Timothy	5,112.78
74975	4/15/2021	Terbrak, Darlene R.	156.13
74976	4/15/2021	Thompson, Chevis L.	1,380.16
74977	4/15/2021	Thornsberry, Ryan J.	1,805.42
74978	4/15/2021	Van Meter, Jonathan L.	1,435.81
74979	4/15/2021	VanAlstine, Lee F.	1,709.66
74980	4/15/2021	Vaughn-Doom, Anna	1,485.68

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74981	4/15/2021	Vellella, Christopher A.	2,088.85
74982	4/15/2021	Walton, James L.	1,609.31
74983	4/15/2021	Whitnel, Brett P.	1,419.51
74984	4/15/2021	Williams, Michelle L.	824.30
74985	4/15/2021	Woods, Brandy S.	3,174.86
74986	4/15/2021	Woolridge, Robert E.	2,104.36
74987	4/15/2021	Wright, Christina D.	1,457.87
74988	4/15/2021	Amis, Shelby L.	175.79
74989	4/15/2021	Amis, Terrell W.	443.94
74990	4/15/2021	Ballard, Melanie T.	468.50
74991	4/15/2021	Brown, Halli M.	376.40
74992	4/15/2021	Burgess, Michael	1,228.24
74993	4/15/2021	Crites, Marilyn M.	1,273.89
74994	4/15/2021	Daley, Trishawna B.	334.58
74995	4/15/2021	Davis, Carrie B.	1,049.22
74996	4/15/2021	Devenny, Marianne	1,682.14
74997	4/15/2021	Earll, Mary E.	243.79
74998	4/15/2021	Farris, Dale A.	677.76
74999	4/15/2021	Fisher, Stephanie J.	761.56
75000	4/15/2021	Green, Anessa D.	214.60
75001	4/15/2021	Hannan, Rachel A.	797.15
75002	4/15/2021	Harris, Julian M.	223.02
75003	4/15/2021	Hayes, Stephanie	848.44
75004	4/15/2021	Hefner, Cynthia L.	940.53
75005	4/15/2021	Hefner, Monte K.	1,313.39
75006	4/15/2021	Henderson, Mildred R.	158.47
75007	4/15/2021	Honn, Gene A.	1,800.16
75008	4/15/2021	James, Shaian	167.29
75009	4/15/2021	Johnson, Carl D.	383.67
75010	4/15/2021	Johnson, Harold C.	267.62
75011	4/15/2021	Johnson-Adams, Dora J.	865.78
75012	4/15/2021	Kern, Gracen E.	337.12
75013	4/15/2021	Kineman, Daniel L.	769.52
75014	4/15/2021	Korte, Rhea C.	985.98
75015	4/15/2021	Lewis, Jan F.	1,246.92
75016	4/15/2021	Matthews, Brittany R.	605.32
75017	4/15/2021	McNichols, Randy J.	958.79
75018	4/15/2021	Miller, John P.	1,340.14
75019	4/15/2021	Phillips, Alyvea R.	289.50
75020	4/15/2021	Riley, Nicholas A.	614.62
75021	4/15/2021	Rose, Jayla E.	386.85

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75022	4/15/2021	Sanders, Jaiden E.	363.33
75023	4/15/2021	Sommer, Gary H.	898.52
75024	4/15/2021	Stecher, Beverly A.	541.30
75025	4/15/2021	Thompson, Chevis L.	911.56
75026	4/15/2021	Toman, Sierra N.	250.93
75027	4/15/2021	Vines, Deborah	735.49
75028	4/15/2021	Willyerd, Stacy L.	284.57
75029	4/15/2021	Woods, Aaron C.	1,005.37
75030	4/15/2021	Yewell, Sonia M.	970.72
75031	4/30/2021	Abbott, Autumn D.	634.12
75032	4/30/2021	Adams, Jane E.	262.20
75033	4/30/2021	Adkinson, Shelby E.	1,626.61
75034	4/30/2021	Armstrong, Lori A.	3,395.57
75035	4/30/2021	Ashby, Malinda J.	1,419.78
75036	4/30/2021	Askew, Jipaum S.	2,005.95
75037	4/30/2021	Austin, David C.	213.93
75038	4/30/2021	Basler, Joella	3,404.31
75039	4/30/2021	Betts, Robert G.	2,643.02
75040	4/30/2021	Betts, Teale M.	1,695.00
75041	4/30/2021	Black, David E.	3,527.59
75042	4/30/2021	Black, Sabrina L.	1,098.23
75043	4/30/2021	Boyd, Danielle N.	1,439.01
75044	4/30/2021	Bradley, Craig	2,903.70
75045	4/30/2021	Brahler, Monica J.	2,366.63
75046	4/30/2021	Brown, Amanda S.	1,048.08
75047	4/30/2021	Brown, Brenda R.	3,031.33
75048	4/30/2021	Brown, Donna R.	1,130.05
75049	4/30/2021	Canter, Lora	263.45
75050	4/30/2021	Capps, Tamara K.	2,169.59
75051	4/30/2021	Chamness, Virginia S.	962.95
75052	4/30/2021	Clark, Christopher A.	2,782.31
75053	4/30/2021	Clark, Lora L.	1,191.80
75054	4/30/2021	Copeland, Vyta N.	223.19
75055	4/30/2021	Cornelious-Weldon, Leslie A.	1,557.63
75056	4/30/2021	Crowe, Beth A.	1,760.04
75057	4/30/2021	Curphy, Kathleen	2,942.99
75058	4/30/2021	Davault, Christopher R.	215.99
75059	4/30/2021	Davis, Christy R.	223.19
75060	4/30/2021	Davis, Evelyn D.	834.79
75061	4/30/2021	Diemer, Cheri L.	644.72
75062	4/30/2021	Dillow, Rhonda L.	915.11

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75063	4/30/2021	Dollins, Judith A.	2,471.07
75064	4/30/2021	Drury, Connie F.	2,273.59
75065	4/30/2021	Duckworth, Victor	262.20
75066	4/30/2021	Dudley, Tina M.	913.18
75067	4/30/2021	Dunlap, Stephanie M.	905.69
75068	4/30/2021	Fehrenbacher, Dwayne J.	2,091.51
75069	4/30/2021	Fontana, Sandy L.	2,938.50
75070	4/30/2021	Forthman, Emily B.	1,902.04
75071	4/30/2021	Frizzell, Timothy A.	2,926.76
75072	4/30/2021	Gerard, Anthony S.	3,590.99
75073	4/30/2021	Goforth, Charles B.	1,353.32
75074	4/30/2021	Gordon, Beatrice	809.53
75075	4/30/2021	Hamilton-Smith, Jacqueline	995.66
75076	4/30/2021	Harner, Ginger R.	2,400.55
75077	4/30/2021	Harris, Wendy D.	3,060.36
75078	4/30/2021	Herren, Jennifer K.	1,138.48
75079	4/30/2021	Hill, Ayan	975.41
75080	4/30/2021	Hill, Tanya S.	1,658.91
75081	4/30/2021	Hines, Lorena M.	2,636.14
75082	4/30/2021	Holland, Micah C.	582.72
75083	4/30/2021	Howard, Eric	2,475.91
75084	4/30/2021	Ingram, Caleb W.	717.03
75085	4/30/2021	Jennings, Kelly D.	1,814.03
75086	4/30/2021	Jerrell, Ricky L.	1,114.71
75087	4/30/2021	Johnson, Lindsay B.	1,490.38
75088	4/30/2021	King, Erin R.	1,500.63
75089	4/30/2021	Koch, Donald N.	2,218.07
75090	4/30/2021	Kohler, Gilbert B.	213.93
75091	4/30/2021	Lingle, Randy W.	2,896.96
75092	4/30/2021	Lucas, Robert	1,836.72
75093	4/30/2021	Luttrell, Denise	610.40
75094	4/30/2021	Malone, Sherrie D.	3,081.38
75095	4/30/2021	Mason, Gregory K.	2,218.46
75096	4/30/2021	McGinnis, Connie R.	3,155.01
75097	4/30/2021	McGoy, Jeffery L.	237.99
75098	4/30/2021	McGoy, Karen M.	1,754.58
75099	4/30/2021	McNally, Michael	2,905.50
75100	4/30/2021	Meyer, Lisa F.	1,173.98
75101	4/30/2021	Meyers, Kaylyn L.	973.85
75102	4/30/2021	Mishler, Shelye	221.13
75103	4/30/2021	Morris, Joseph A.	2,286.49

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75104	4/30/2021	Nicolaides, Ian A.	3,042.26
75105	4/30/2021	Nodeen, Marsha K.	411.40
75106	4/30/2021	Owens, Peter	421.00
75107	4/30/2021	Parker, Tammy J.	324.32
75108	4/30/2021	Pearman, Allen W.	257.99
75109	4/30/2021	Pender, Derek S.	2,512.38
75110	4/30/2021	Poat, Erica R.	444.32
75111	4/30/2021	Price, Lisa L.	2,981.62
75112	4/30/2021	Reach, Mindy J.	1,290.63
75113	4/30/2021	Ribbing, Sheryl L.	2,791.30
75114	4/30/2021	Rouse, Felicia	1,323.92
75115	4/30/2021	Salazar, Becky	992.96
75116	4/30/2021	Sander, Phyllis J.	3,392.96
75117	4/30/2021	Sauerbrunn, Kayla R.	2,964.57
75118	4/30/2021	Severs, Virginia L.	1,274.45
75119	4/30/2021	Shallenberger, Elizabeth	1,777.14
75120	4/30/2021	Sheffer, Amy L.	1,763.55
75121	4/30/2021	Sheffer, Susan R.	638.39
75122	4/30/2021	Shelby, Kristin N.	2,325.87
75123	4/30/2021	Sheppard, Gregory S.	1,608.52
75124	4/30/2021	Simpson, Stacy J.	1,138.90
75125	4/30/2021	Smith, Wanda R.	3,805.97
75126	4/30/2021	Smith-Fulia, Jesse R.	3,892.99
75127	4/30/2021	Sparks, John R.	2,197.34
75128	4/30/2021	Stalions, Terry R.	226.62
75129	4/30/2021	Steinmetz, Rebecca L.	1,318.88
75130	4/30/2021	Story, Hayley M.	1,552.95
75131	4/30/2021	Stoup, William R.	1,781.96
75132	4/30/2021	Suggs, Amber	1,640.48
75133	4/30/2021	Taylor, Timothy	5,112.78
75134	4/30/2021	Terbrak, Darlene R.	156.13
75135	4/30/2021	Teske, April Y.	2,174.56
75136	4/30/2021	Thompson, Chevis L.	1,357.81
75137	4/30/2021	Thornsberry, Ryan J.	2,859.71
75138	4/30/2021	Van Meter, Jonathan L.	1,435.81
75139	4/30/2021	VanAlstine, Lee F.	2,764.44
75140	4/30/2021	Vaughn-Doom, Anna	2,164.37
75141	4/30/2021	Vellella, Christopher A.	3,008.76
75142	4/30/2021	Walton, James L.	1,609.31
75143	4/30/2021	Whitnel, Brett P.	1,419.51
75144	4/30/2021	Williams, Michelle L.	824.30

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75145	4/30/2021	Woods, Brandy S.	3,174.86
75146	4/30/2021	Woolridge, Robert E.	3,022.84
75147	4/30/2021	Wright, Christina D.	1,457.87
75148	4/30/2021	Ballard, Melanie T.	281.46
75149	4/30/2021	Brown, Halli M.	250.93
75150	4/30/2021	Burgess, Michael	1,032.72
75151	4/30/2021	Crites, Marilyn M.	1,098.42
75152	4/30/2021	Daley, Trishawna B.	250.93
75153	4/30/2021	Davis, Carrie B.	968.26
75154	4/30/2021	Devenny, Marianne	1,567.68
75155	4/30/2021	Duckworth, Dillon A.	539.90
75156	4/30/2021	Earll, Mary E.	207.04
75157	4/30/2021	Farris, Dale A.	740.47
75158	4/30/2021	Fisher, Stephanie J.	575.85
75159	4/30/2021	Green, Anessa D.	188.48
75160	4/30/2021	Hannan, Rachel A.	685.23
75161	4/30/2021	Harris, Julian M.	235.35
75162	4/30/2021	Hayes, Stephanie	801.21
75163	4/30/2021	Hefner, Cynthia L.	940.53
75164	4/30/2021	Hefner, Monte K.	1,112.96
75165	4/30/2021	Henderson, Mildred R.	145.78
75166	4/30/2021	Honn, Gene A.	1,629.64
75167	4/30/2021	James, Shaian	167.29
75168	4/30/2021	Johnson, Carl D.	292.30
75169	4/30/2021	Johnson, Harold C.	186.74
75170	4/30/2021	Johnson-Adams, Dora J.	771.13
75171	4/30/2021	Kern, Gracen E.	120.42
75172	4/30/2021	Kineman, Daniel L.	661.16
75173	4/30/2021	Korte, Rhea C.	817.33
75174	4/30/2021	Lewis, Jan F.	1,051.28
75175	4/30/2021	Matthews, Brittany R.	616.93
75176	4/30/2021	McGill, Joshua M.	613.62
75177	4/30/2021	McNichols, Randy J.	732.39
75178	4/30/2021	Miller, John P.	1,190.11
75179	4/30/2021	Phillips, Alyvea R.	193.43
75180	4/30/2021	Riley, Nicholas A.	419.56
75181	4/30/2021	Rose, Jayla E.	345.03
75182	4/30/2021	Sanders, Jaiden E.	261.39
75183	4/30/2021	Sheppard, Gregory S.	883.65
75184	4/30/2021	Sommer, Gary H.	661.09
75185	4/30/2021	Stecher, Beverly A.	508.33

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75186	4/30/2021	Thompson, Chevis L.	811.05
75187	4/30/2021	Toman, Sierra N.	167.29
75188	4/30/2021	Vines, Deborah	425.50
75189	4/30/2021	Woods, Aaron C.	894.06
75190	4/30/2021	Yewell, Sonia M.	970.72
		Total	<u>\$ 460,032.67</u>

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 04/01/2021 - PERIOD ENDING: 04/30/2021

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

CHECK- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0024886	04/01/21	Reconciled	0354420	Association of Veterans Educat	100.00	
0024887	04/01/21	Reconciled	0157206	Shelby E. Adkinson	75.94	
0024888	04/01/21	Reconciled	0350630	Alliance Screening & Occupatio	658.30	
0024889	04/01/21	Reconciled	0300013	Ameren Illinois	3,843.45	
0024890	04/01/21	Reconciled	0265472	Jipaum S. Askew	97.80	
0024891	04/01/21	Reconciled	0350533	Big Johns	41.07	
0024892	04/01/21	Reconciled	0354190	Dominic Blesener	180.00	
0024893	04/01/21	Reconciled	0126632	Donald K. Blissett	180.00	
0024894	04/01/21	Reconciled	0119084	Craig Bradley	54.21	
0024895	04/01/21	Reconciled	0300064	BSN Sports	52.50	
0024896	04/01/21	Reconciled	0300080	Canon Financial Services, Inc.	98.00	
0024897	04/01/21	Reconciled	0300212	ILCARRICOTHERE, LLC	5,330.00	
0024898	04/01/21	Reconciled	0353534	Moses Chikosi	1,000.00	
0024899	04/01/21	Reconciled	0300104	City of Anna	90.03	
0024900	04/01/21	Reconciled	0288280	Jayvon Clark	90.00	
0024901	04/01/21	Reconciled	0300117	Computer Discount Warehouse Go	1,091.26	
0024902	04/01/21	Reconciled	0300118	Connie Sue's Restaurant Corpor	262.50	
0024903	04/01/21	Reconciled	0300206	Mr. Dana Cross	275.00	
0024904	04/01/21	Reconciled	0300127	Crowdus Maintenance & Cleaning	23,800.00	
0024905	04/01/21	Reconciled	0248866	Judith A. Dollins	47.94	
0024906	04/01/21	Outstanding	0350817	Faronics Technologies	1,176.00	
0024907	04/01/21	Reconciled	0194178	Graphics Galore	1,199.99	
0024908	04/01/21	Reconciled	0067296	Douglas E. Halterman	135.00	
0024909	04/01/21	Reconciled	0288282	Tyreon Hardin	90.00	
0024910	04/01/21	Reconciled	0350646	Hoyer Outdoor Equipment	2,500.00	
0024911	04/01/21	Reconciled	0350632	J.J. Keller	418.65	
0024912	04/01/21	Reconciled	0353773	Gabriel H. Jones	180.00	
0024913	04/01/21	Reconciled	0350776	Jostens	259.30	
0024914	04/01/21	Reconciled	0351003	KBSI-TV	870.00	
0024915	04/01/21	Reconciled	0300231	Liberty Utilities Midstates	791.41	
0024916	04/01/21	Reconciled	0351912	Victor Martin	180.00	
0024917	04/01/21	Reconciled	0353533	Phillip McAbee	1,000.00	
0024918	04/01/21	Reconciled	0353597	Lisa Meng	500.00	
0024919	04/01/21	Reconciled	0300241	Midwest Living Magazine	12.00	
0024920	04/01/21	Reconciled	0351130	Donald E. Murbarger	220.00	
0024921	04/01/21	Reconciled	0352753	Lisa L. Price	51.18	
0024922	04/01/21	Reconciled	0300109	Reppert's Office Supply	319.92	
0024923	04/01/21	Reconciled	0300108	Republic Services	99.78	
0024924	04/01/21	Reconciled	0223200	David A. Sands	180.00	
0024925	04/01/21	Reconciled	0144844	Kayla R. Sauerbrunn	154.00	
0024926	04/01/21	Reconciled	0351910	Eric T. Saunders	180.00	
0024927	04/01/21	Reconciled	0350554	SCC Bookstore	3,688.78	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 04/01/2021 - PERIOD ENDING: 04/30/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0024928	04/01/21	Reconciled	0300081	Southeast Missourian	239.40	
0024929	04/01/21	Reconciled	0354419	Ben Stamper	180.00	
0024930	04/01/21	Reconciled	0351059	Allen A. Stensland	135.00	
0024931	04/01/21	Reconciled	0168816	James L. Walton	140.00	
0024949	04/07/21	Reconciled	0149346	Greg Sheppard	700.00	
0024960	04/08/21	Reconciled	0157206	Shelby E. Adkinson	202.97	
0024961	04/09/21	Reconciled	0300013	Ameren Illinois	75.38	
0024962	04/09/21	Reconciled	0265472	Jipaum S. Askew	36.96	
0024963	04/09/21	Reconciled	0153884	Teale M. Betts	73.20	
0024964	04/09/21	Reconciled	0300068	Bushue Human Resources, Inc.	445.00	
0024965	04/09/21	Reconciled	0011896	Lynne M. Chambers	1,600.00	
0024966	04/09/21	Reconciled	0350502	Cheekos	1,226.02	
0024967	04/09/21	Reconciled	0072772	Preston W. Childers	220.00	
0024968	04/09/21	Reconciled	0300104	City of Anna	284.45	
0024969	04/09/21	Reconciled	0300236	City of Metropolis	2,825.65	
0024970	04/09/21	Outstanding	0350920	Cobden Lions Club	70.00	
0024971	04/09/21	Reconciled	0300117	Computer Discount Warehouse Go	4,142.84	
0024972	04/09/21	Reconciled	0300118	Connie Sue's Restaurant Corpor	502.00	
0024973	04/09/21	Reconciled	0140324	Beth A. Crowe	150.38	
0024974	04/09/21	Reconciled	0300153	Dish Network	168.06	
0024975	04/09/21	Reconciled	0075260	Tina M. Dudley	130.24	
0024976	04/09/21	Reconciled	0300170	Fort Massac Water District	1,115.41	
0024977	04/09/21	Reconciled	0216680	Dennis Frech	220.00	
0024978	04/09/21	Reconciled	0350472	Frontier	67.32	
0024979	04/09/21	Reconciled	0300195	Howard D Happy Company	72.01	
0024980	04/09/21	Reconciled	0350906	Identisys	906.00	
0024981	04/09/21	Reconciled	0300221	Johnson Controls, Inc.	525.00	
0024982	04/09/21	Reconciled	0300201	Johnson, Schneider & Ferrell,	1,530.00	
0024983	04/09/21	Reconciled	0354449	Johnstone of Paducah	2,853.23	
0024984	04/09/21	Reconciled	0353719	Kaplan, Inc	11,215.00	
0024985	04/09/21	Reconciled	0350993	KLG Grant Consultants	1,492.25	
0024986	04/09/21	Reconciled	0354418	Massac County Drug Awareness C	1,000.00	
0024987	04/09/21	Reconciled	0351130	Donald E. Murbarger	220.00	
0024988	04/09/21	Reconciled	0351109	Nasco Education LLC	547.90	
0024989	04/09/21	Reconciled	0300144	Pilot Travel Centers LLC	259.00	
0024990	04/09/21	Reconciled	0300141	Pocket Nurse	3,916.65	
0024991	04/09/21	Reconciled	0300138	Premier Fire Protection Inc.	23.25	
0024992	04/09/21	Reconciled	0300133	Quill	1,197.96	
0024993	04/09/21	Reconciled	0351097	ReadSpeaker	2,640.00	
0024994	04/09/21	Reconciled	0300113	Regions Bank	6,506.74	
0024995	04/09/21	Reconciled	0300109	Reppert's Office Supply	855.26	
0024996	04/09/21	Reconciled	0350554	SCC Bookstore	1,464.80	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 04/01/2021 - PERIOD ENDING: 04/30/2021

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0024997	04/09/21	Reconciled	0000001	Shawnee Community College	1,050.00	
0024998	04/09/21	Reconciled	0300078	Southern FS Inc.	915.30	
0024999	04/09/21	Reconciled	0300076	Southern Illinois Electric Co	26,985.93	
0025000	04/09/21	Reconciled	0350492	Southern Illinoisan	420.00	
0025001	04/09/21	Reconciled	0353621	St. Moritz Security Services,	8,980.56	
0025002	04/09/21	Reconciled	0353611	BEMAC Consulting	4,320.00	
0025003	04/09/21	Reconciled	0350805	Toshiba Financial Services	134.90	
0025004	04/09/21	Reconciled	0350567	Uniflex	222.00	
0025005	04/09/21	Reconciled	0350568	United Refrigeration	831.62	
0025006	04/09/21	Reconciled	0300050	UPS	48.37	
0025007	04/09/21	Reconciled	0350653	Kerry Via	220.00	
0025008	04/09/21	Reconciled	0300045	Vienna Times	1,812.50	
0025009	04/09/21	Reconciled	0166056	David A. Voigt	1,160.00	
0025010	04/09/21	Reconciled	0300027	WIBH-AM	110.00	
0025011	04/09/21	Reconciled	0300047	Yankee Book Peddler	38.80	
0025012	04/12/21	Reconciled	0350451	AFLAC Attn Remittance Processi	504.06	
0025013	04/12/21	Reconciled	0350452	American Century Investments	131.75	
0025014	04/12/21	Reconciled	0350454	Bank of America HSA (Electroni	292.49	
0025015	04/12/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,381.08	
0025016	04/12/21	Outstanding	0300121	Continental American Insurance	36.41	
0025017	04/12/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,079.61	
0025018	04/12/21	Reconciled	0350453	EFTPS (Electronic Fed Tax Paym	30,967.37	
0025019	04/12/21	Outstanding	0300160	EMC National Life Company	13.63	
0025020	04/12/21	Reconciled	0350456	Fiduciary Trust Intl of the So	37.50	
0025021	04/12/21	Reconciled	0350455	Illinois Tax Pmt Program (Elec	11,672.32	
0025022	04/12/21	Reconciled	0350459	Kentucky State Treasurer	892.64	
0025023	04/12/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0025024	04/12/21	Reconciled	0351562	Saints Foundation	115.00	
0025025	04/12/21	Reconciled	0350462	The Anna-Jonesboro National Ba	1,439.87	
0025026	04/12/21	Reconciled	0300072	State Universities Retirement	24,576.54	
0025027	04/12/21	Outstanding	0300052	Sun Life Financial	1,017.03	
0025028	04/12/21	Outstanding	0300052	Sun Life Financial	211.80	
0025029	04/12/21	Outstanding	0300052	Sun Life Financial	354.64	
0025030	04/12/21	Outstanding	0300052	Sun Life Financial	218.70	
0025031	04/12/21	Outstanding	0300052	Sun Life Financial	91.46	
0025032	04/12/21	Outstanding	0300052	Sun Life Financial	553.23	
0025033	04/12/21	Reconciled	0300046	VALIC	25.00	
0025034	04/12/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0025035	04/14/21	Reconciled	0300072	State Universities Retirement	3,295.77	
0025039	04/16/21	Reconciled	0013750	Five Co. Regional Vocational S	5,166.21	
0025040	04/16/21	Reconciled	0350908	ACI Payments, Inc.	521.73	
0025041	04/16/21	Reconciled	0265472	Jipaum S. Askew	13.44	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 04/01/2021 - PERIOD ENDING: 04/30/2021

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025042	04/16/21	Void	0350533	Big Johns		146.71
0025043	04/16/21	Reconciled	0225796	Emily L. Blakely	1,000.00	
0025044	04/16/21	Reconciled	0300064	BSN Sports	130.80	
0025045	04/16/21	Reconciled	0300212	ILCARRICOTTHREE, LLC	12,593.87	
0025046	04/16/21	Reconciled	0351666	Cellco Partnership	6,806.08	
0025047	04/16/21	Reconciled	0300117	Computer Discount Warehouse Go	12,864.37	
0025048	04/16/21	Reconciled	0354459	Connell F Smith & Homer Brown	500.00	
0025049	04/16/21	Reconciled	0300118	Connie Sue's Restaurant Corpor	800.00	
0025050	04/16/21	Reconciled	0140324	Beth A. Crowe	45.90	
0025051	04/16/21	Reconciled	0248866	Judith A. Dollins	107.66	
0025052	04/16/21	Reconciled	0075260	Tina M. Dudley	45.00	
0025053	04/16/21	Reconciled	0300158	Ellucian, Inc.	1,437.50	
0025054	04/16/21	Reconciled	0351330	Farouk Systems Inc.	347.57	
0025055	04/16/21	Reconciled	0258470	Jimmy Fields	220.00	
0025056	04/16/21	Reconciled	0013750	Five Co. Regional Vocational S	2,636.76	
0025057	04/16/21	Reconciled	0350472	Frontier	405.53	
0025058	04/16/21	Reconciled	0300176	Gazette Democrat	82.00	
0025059	04/16/21	Reconciled	0351988	Gibbs Technology Leasing, Llc	1,689.55	
0025060	04/16/21	Reconciled	0067296	Douglas E. Halterman	160.00	
0025061	04/16/21	Reconciled	0173038	Gregory M. Harris, Sr.	320.00	
0025062	04/16/21	Reconciled	0351154	Henry Printing	83.16	
0025063	04/16/21	Reconciled	0300065	The Home Depot Pro	422.30	
0025064	04/16/21	Reconciled	0350632	J.J. Keller	1,681.55	
0025065	04/16/21	Reconciled	0352812	JE Boyd Consulting	9,000.00	
0025066	04/16/21	Reconciled	0350776	Jostens	32.30	
0025067	04/16/21	Reconciled	0161368	Lake Land College	2,610.00	
0025068	04/16/21	Reconciled	0350497	Lowe's	938.00	
0025069	04/16/21	Reconciled	0300235	Metropolis Area Chamber of Com	150.00	
0025070	04/16/21	Outstanding	0350780	Metropolis Rotary Club	112.50	
0025071	04/16/21	Reconciled	0300264	Office Depot	59.55	
0025072	04/16/21	Outstanding	0351054	Orkin	85.00	
0025073	04/16/21	Reconciled	0137760	Paper Direct	200.93	
0025074	04/16/21	Reconciled	0288706	Alexis N. Phillips	110.00	
0025075	04/16/21	Reconciled	0300146	Pick Up Mart	2,702.90	
0025076	04/16/21	Reconciled	0300133	Quill	179.98	
0025077	04/16/21	Reconciled	0300113	Regions Bank	8,243.58	
0025078	04/16/21	Reconciled	0300113	Regions Bank	537.87	
0025079	04/16/21	Reconciled	0300113	Regions Bank	99.38	
0025080	04/16/21	Reconciled	0300109	Reppert's Office Supply	1,333.53	
0025081	04/16/21	Reconciled	0354375	Reginald Riley	180.00	
0025082	04/16/21	Reconciled	0200636	David H. Roof	160.00	
0025083	04/16/21	Outstanding	0350554	SCC Bookstore	43.20	

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

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NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025084	04/16/21	Reconciled	0300097	Scheffer Financial Services	18.16	
0025085	04/16/21	Reconciled	0103060	Dorothy M. Schoffner	93.92	
0025086	04/16/21	Reconciled	0300087	SI Seed & Supply LLC	75.00	
0025087	04/16/21	Reconciled	0353611	BEMAC Consulting	2,800.00	
0025088	04/16/21	Outstanding	0351129	Turnitin, LLC	5,017.42	
0025089	04/16/21	Reconciled	0300050	UPS	52.51	
0025090	04/16/21	Reconciled		Carol P Foster Vfw	75.00	
0025091	04/16/21	Reconciled	0350653	Kerry Via	220.00	
0025092	04/16/21	Reconciled	0199848	Woodburn Press	773.85	
0025093	04/16/21	Reconciled	0300018	Xerox Corporation	1,045.63	
0025094	04/16/21	Reconciled	0119084	Craig Bradley	146.71	
0025095	04/16/21	Reconciled	0300127	Crowdus Maintenance & Cleaning	9,309.00	
0025096	04/16/21	Reconciled	0352807	Proctor.Io Incorporated	7,500.00	
0025102	04/23/21	Outstanding	0300008	ACT Finance	24.00	
0025103	04/23/21	Reconciled	0351035	Advanced Digital Solutions	41.53	
0025104	04/23/21	Reconciled	0177590	Robert C. Andrews	310.00	
0025105	04/23/21	Reconciled	0011624	Cairo Public Utilities	1,142.19	
0025106	04/23/21	Reconciled	0354476	David Carmichael	220.00	
0025107	04/23/21	Reconciled	0300091	Carolina Biological Supply Co.	83.40	
0025108	04/23/21	Reconciled	0300110	Clearwave Communications	3,590.59	
0025109	04/23/21	Outstanding	0300117	Computer Discount Warehouse Go	1,605.26	
0025110	04/23/21	Reconciled	0300118	Connie Sue's Restaurant Corpor	261.00	
0025111	04/23/21	Reconciled	0140324	Beth A. Crowe	119.19	
0025112	04/23/21	Reconciled	0263886	JaRon L. Dent	185.00	
0025113	04/23/21	Outstanding	0172532	Brandon R. Evans	220.00	
0025114	04/23/21	Reconciled	0300164	Evapar	1,360.00	
0025115	04/23/21	Outstanding	0258470	Jimmy Fields	220.00	
0025116	04/23/21	Outstanding	0262650	Robert Hawkins	97.77	
0025117	04/23/21	Outstanding	0351070	Illinois American Water	217.30	
0025118	04/23/21	Reconciled	0350537	Illinois Heartland Library Sys	87.00	
0025119	04/23/21	Outstanding	0271268	Ariel S. Johnson	120.00	
0025120	04/23/21	Reconciled	0354449	Johnstone of Paducah	59.78	
0025121	04/23/21	Reconciled	0351140	Cody T. Koester	220.00	
0025122	04/23/21	Reconciled	0300225	Kone, Inc.	606.75	
0025123	04/23/21	Reconciled	0300233	Maier's Tidy Bowl	176.00	
0025124	04/23/21	Reconciled	0350515	Marianna	491.60	
0025125	04/23/21	Reconciled	0300232	Martin & Hood	4,000.00	
0025126	04/23/21	Outstanding	0184380	Michael McGrath	220.00	
0025127	04/23/21	Reconciled	0352722	Brian S. McPherson	185.00	
0025128	04/23/21	Outstanding	0260292	Trevor Michels	185.00	
0025129	04/23/21	Outstanding	0352410	Mississippi Valley Library Dis	30.00	
0025130	04/23/21	Outstanding	0300253	NAPA Auto Tire & Parts	128.99	

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025131	04/23/21	Reconciled	0350559	Nurse Kits Unlimited	4,957.50	
0025132	04/23/21	Reconciled	0300264	Office Depot	85.59	
0025133	04/23/21	Reconciled	0300151	Pearson Education	1,500.00	
0025134	04/23/21	Outstanding	0300133	Quill	27.99	
0025135	04/23/21	Reconciled	0300109	Reppert's Office Supply	119.97	
0025136	04/23/21	Reconciled	0300109	Reppert's Office Supply	1,194.14	
0025137	04/23/21	Reconciled	0300109	Reppert's Office Supply	255.03	
0025138	04/23/21	Void	0300109	Reppert's Office Supply		119.97
0025139	04/23/21	Outstanding	0300109	Reppert's Office Supply	1,347.66	
0025140	04/23/21	Reconciled	0300109	Reppert's Office Supply	181.05	
0025141	04/23/21	Reconciled	0350671	Russell Electric	179.69	
0025142	04/23/21	Reconciled	0144844	Kayla R. Sauerbrunn	61.60	
0025143	04/23/21	Reconciled	0300078	Southern FS Inc.	1,082.40	
0025144	04/23/21	Outstanding	0082604	John R. Sparks	30.00	
0025145	04/23/21	Reconciled	0353621	St. Moritz Security Services,	9,047.20	
0025146	04/23/21	Outstanding	0350498	Stericycle	47.21	
0025147	04/23/21	Outstanding	0354475	T/A Slack Incorporated	984.14	
0025148	04/23/21	Outstanding	0350912	TD Photography	200.00	
0025149	04/23/21	Reconciled	0350568	United Refrigeration	77.44	
0025150	04/23/21	Reconciled	0300050	UPS	62.32	
0025151	04/23/21	Reconciled	0321257	Vienna High School	9,918.00	
0025152	04/23/21	Reconciled	0166056	David A. Voigt	1,060.00	
0025153	04/23/21	Reconciled	0300018	Xerox Corporation	262.09	
0025154	04/23/21	Outstanding	0350657	Metropolis Music & Media	1,125.00	
0025155	04/23/21	Reconciled	0351666	Cellco Partnership	1,747.50	
0025156	04/23/21	Reconciled	0078552	Kendall F. Reichert	350.00	
0025157	04/23/21	Reconciled	0078552	Kendall F. Reichert	350.00	
0025158	04/23/21	Reconciled	0078552	Kendall F. Reichert	350.00	
0025159	04/23/21	Reconciled	0300261	Sparklight Business	160.36	
0025160	04/26/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0025161	04/26/21	Outstanding	0350452	American Century Investments	188.42	
0025162	04/26/21	Reconciled	0350454	Bank of America HSA (Electroni	292.49	
0025163	04/26/21	Outstanding	0167036	Bluecross Blueshield of Illino	38,393.56	
0025164	04/26/21	Outstanding	0300121	Continental American Insurance	36.41	
0025165	04/26/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,058.27	
0025166	04/26/21	Reconciled	0350453	EFTPS (Electronic Fed Tax Paym	38,532.02	
0025167	04/26/21	Outstanding	0300160	EMC National Life Company	13.63	
0025168	04/26/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0025169	04/26/21	Reconciled	0350455	Illinois Tax Pmt Program (Elec	13,521.22	
0025170	04/26/21	Reconciled	0350459	Kentucky State Treasurer	964.87	
0025171	04/26/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0025172	04/26/21	Reconciled	0351562	Saints Foundation	115.00	

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S U M M A R Y C H E C K R E G I S T E R
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BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

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NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025173	04/26/21	Outstanding	0350462	The Anna-Jonesboro National Ba	1,439.87	
0025174	04/26/21	Outstanding	0300072	State Universities Retirement	28,362.65	
0025175	04/26/21	Outstanding	0300052	Sun Life Financial	1,011.57	
0025176	04/26/21	Outstanding	0300052	Sun Life Financial	211.80	
0025177	04/26/21	Outstanding	0300052	Sun Life Financial	354.64	
0025178	04/26/21	Outstanding	0300052	Sun Life Financial	218.70	
0025179	04/26/21	Outstanding	0300052	Sun Life Financial	91.46	
0025180	04/26/21	Outstanding	0300052	Sun Life Financial	582.15	
0025181	04/26/21	Outstanding	0300046	VALIC	25.00	
0025182	04/26/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0025183	04/29/21	Outstanding	0149346	Greg Sheppard	175.00	
0025184	04/29/21	Outstanding	0149346	Greg Sheppard	175.00	
0025185	04/29/21	Outstanding	0149346	Greg Sheppard	175.00	
0025188	04/30/21	Outstanding	0354512	The Association for Institutio	170.00	
0025189	04/30/21	Outstanding	0354515	Cs Bees, Llc	388.50	
0025190	04/30/21	Outstanding	0354186	Engineering Services and Produ	25,778.68	
0025191	04/30/21	Outstanding	0354395	Kool Snacks, Llc	421.23	
0025192	04/30/21	Outstanding	0354003	Stem Innovations, Inc	14,000.91	
0025193	04/30/21	Outstanding	0350630	Alliance Screening & Occupatio	50.00	
0025194	04/30/21	Outstanding	0300013	Ameren Illinois	1,454.31	
0025195	04/30/21	Outstanding	0112982	Lori A. Armstrong	335.00	
0025196	04/30/21	Outstanding	0265472	Jipaum S. Askew	36.85	
0025197	04/30/21	Outstanding	0153884	Teale M. Betts	155.31	
0025198	04/30/21	Outstanding	0119084	Craig Bradley	28.83	
0025199	04/30/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0025200	04/30/21	Outstanding	0350584	The College Board	3,450.00	
0025201	04/30/21	Outstanding	0300117	Computer Discount Warehouse Go	14,271.56	
0025202	04/30/21	Outstanding	0300117	Computer Discount Warehouse Go	51.32	
0025203	04/30/21	Outstanding	0300117	Computer Discount Warehouse Go	3,850.00	
0025204	04/30/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	105.00	
0025205	04/30/21	Outstanding	0300124	Council for Opportunity in Edu	3,050.00	
0025206	04/30/21	Outstanding	0140324	Beth A. Crowe	275.58	
0025207	04/30/21	Outstanding	0227040	Steven Dunahue	220.00	
0025208	04/30/21	Outstanding	0199338	James L. Eftink	60.00	
0025209	04/30/21	Outstanding	0300168	Flinn Scientific Inc.	275.64	
0025210	04/30/21	Outstanding	0300173	FP Mailing Solutions	85.05	
0025211	04/30/21	Outstanding	0058336	Beatrice Gordon	29.34	
0025212	04/30/21	Outstanding	0353252	Hedlux LLC	636.18	
0025213	04/30/21	Outstanding	0300065	The Home Depot Pro	11.75	
0025214	04/30/21	Outstanding	0183950	Illinois Community College Boa	500.00	
0025215	04/30/21	Outstanding	0352812	JE Boyd Consulting	109.78	
0025216	04/30/21	Void	0350475	Johnstone Supply		4,221.31

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S U M M A R Y C H E C K R E G I S T E R
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BANK CODE: 01 City National Bank
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025217	04/30/21	Outstanding	0354188	Joseph Elking, Sr.	440.00	
0025218	04/30/21	Outstanding	0350776	Jostens	38.45	
0025219	04/30/21	Outstanding	0352567	Minerva Beauty, Inc.	615.22	
0025220	04/30/21	Outstanding	0350816	Mini PCR	226.00	
0025221	04/30/21	Outstanding	0351130	Donald E. Murbarger	220.00	
0025222	04/30/21	Outstanding	0300253	NAPA Auto Tire & Parts	1,442.61	
0025223	04/30/21	Outstanding	0237606	NASASP	39.00	
0025224	04/30/21	Outstanding	0300146	Pick Up Mart	891.72	
0025225	04/30/21	Reconciled	0300113	Regions Bank	6,668.12	
0025226	04/30/21	Outstanding	0300109	Reppert's Office Supply	279.93	
0025227	04/30/21	Outstanding	0300109	Reppert's Office Supply	782.95	
0025228	04/30/21	Outstanding	0300109	Reppert's Office Supply	436.00	
0025229	04/30/21	Outstanding	0300109	Reppert's Office Supply	619.88	
0025230	04/30/21	Outstanding	0300108	Republic Services	199.75	
0025231	04/30/21	Outstanding	0200636	David H. Roof	160.00	
0025232	04/30/21	Outstanding	0300101	Rustys Home Center	90.97	
0025233	04/30/21	Outstanding	0350554	SCC Bookstore	134.72	
0025234	04/30/21	Outstanding	0350741	SKC Communications Products	27,264.60	
0025235	04/30/21	Outstanding	0196958	Southern 14 Workforce Investme	372.27	
0025236	04/30/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0025237	04/30/21	Outstanding	0350667	The University of Texas at Aus	825.00	
0025238	04/30/21	Outstanding	0300050	UPS	274.67	
0025239	04/30/21	Outstanding	0300034	West End Plaza	286.00	
0025240	04/30/21	Outstanding	0309413	Western Illinois University	2,954.60	
0025241	04/30/21	Outstanding	0300018	Xerox Corporation	61.99	
0025242	04/30/21	Outstanding	0300047	Yankee Book Peddler	138.88	
0025243	04/30/21	Outstanding	0351136	ZipRecruiter, Inc.	1,347.00	
0025244	04/30/21	Outstanding	0354449	Johnstone of Paducah	4,221.31	
M180	04/05/21	Reconciled	0350854	FirstData	63.51	
M181	04/08/21	Reconciled	0350465	State of Illinois Department o	25,636.04	
M182	04/15/21	Reconciled	0350454	Bank of America HSA (Electroni	12.50	
					-----	-----
					698,710.79	4,487.99
					=====	=====
					698,710.79	4,487.99

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO RESTRICTED PURPOSES FUND

June 7, 2021

<u>Date</u>	<u>Vendor</u>	
4/30/21	Shawnee Community College Education Fund Ullin, IL 62992	\$150,000.00

To repay inter fund loan outstanding originally made on 10/31/20 and 11/30/20 from the Education Fund to the Restricted Purposes Fund.

Chairman

Secretary

Date

Student Trustee Report

Craig Bradley, the advisor of the Alpha Lambda Epsilon Chapter of Phi Theta Kappa, won a Phi Theta Kappa Distinguished Advisor Award at the 2021 Virtual Catalyst Convention. There were 21 total awards given. This award is given to recognize advisors to the significant growth of Phi Theta Kappa members.

The Cupboard Food Pantry provided by TRIO will continue throughout summer. Anyone can make an anonymous request by filling out this quick form with this link [here](#).

The History Club had 25 people go to the Civil Rights Museum in Memphis, TN.

Connie Lowery has been hosting a cooking class for students, which was a success.

I am awaiting to receive survey results from Erin King regarding Campus Activities.

Student Trustee now has an email, which is student.trustee@shawneecc.edu. If there are any questions for the Trustee, or anything that needs to be addressed, please contact through this email in the future.

Faculty Report

Faculty are thankful for the team work across the institution this past year. In similar, faculty look forward to the future. Faculty activities have increased as social distancing restraints have lessened. The month of May finished up with faculty helping many students finish the semester as strong as possible prior to the end of the semester. Below is a list of activities submitted to me from faculty.

Yours in Education,

Dr. Ian Nicolaides
SCEA, President

Humanities

JoElla Basler created a flyer for a grant project that was awarded to develop a remediation program for students who do not test into college-credit bearing English classes. The flyer explains this a bit more. (Attached at end of report)

The curriculum for the grant is being developed by one of our professional tutors. The project is a collaboration between Kristin, Sandy, Mindy Ashby, Marilyn Crites, Rob Lucas, and myself and is set to launch June 1.

Sandy Fontana reports that Forty students, staff, and faculty celebrated the 8th annual Poetry Slam on April 28 in the L-Atrium and via Zoom. Special thanks to Russ Stoup and Rob Betts for technical support and filming the event. Thanks to Dr. Kristin Shelby and Mindy Ashby for their support. Umarra Winfield and Halli Brown did a fantastic job as Mistresses of Ceremonies. All of the readers made the Poetry Slam a success!

Lee Van Alstine reports that spring concert on May 5th had approximately 60-80 people in attendance. I hope to have a High School regional concert in October. Awaiting attendance and participation guidelines for the fall.

Math & Science

Anatomy & Physiology 1 and 2 have been approved by ICCB. Both classes will be offered next year as Human Anatomy and Physiology are sunset.

Lori Armstrong attended the following virtual conferences in April and May: Higher Learning Commission, NISOD, and NSTA (National Science Teachers Association). She also attended a one-day Carolina Biological Supply Company Webinar entitled "Carolina Launches Biotech Skills and Careers" and won a one-year access to a colony transformation simulation activity.

Math Faculty (Roberta Christie, David Black, and Connie McGinnis) and Chair Lori Armstrong continue working with Consultant Kathy Almy and Dr. Shelby to plan corequisite Math courses. They will be piloted in Spring 2022.

Sheryl Ribbing's CHE 113 class conducted PCR (polymerase chain reaction) and gel electrophoresis labs using equipment purchased with SI Bridges Grant funds. PCR and gel electrophoresis are molecular biology lab techniques often used in research. Sheryl is happy to report that neither her nor her student's DNA matched the DNA collected from the crime scene!! We are excited to incorporate these new molecular lab activities into our coursework!

Lori Armstrong, Eric Howard (Criminal Justice Instructor), Anna Vaughn-Doom (Agriculture Instructor) are planning to use the PCR and gel electrophoresis equipment for cross-curricular lab activities during the fall semester. The Criminal Justice students will do a crime scene DNA analysis and the Agriculture students will test foods to see if they contain GMOs (genetically modified organisms) which are commonly used in agriculture.

BOT Division Faculty Board Report

March 25, 2021 – The BOT Division hosted the annual virtual high school business skills competition. Four high schools participated. All trophies have been delivered. And news articles have been published.

April 12, 2021 – Phyllis Sander, ACC/BUS/COM instructor, participated in a demonstration and discussion with other SCC associates revolving around the Simple Syllabus platform.

April 30, 2021 – Derek Pender, Automotive instructor, hosted a group of 16 students from Cobden High School. He gave them a tour of the Automotive department and explained the process of obtaining the Automotive Technology AAS degree. Derek also facilitated a Welding tour for those who expressed interest in that program.

April-May 2021 – Phyllis Sander completed training with the new Degree Plan module in WEAVE to prepare for an import of SCC courses and the visualization in report formatting regarding the Assessment of Student Learning.

May 5, 2021 – Anna Vaughn-Doom, Agriculture instructor, met with Joppa High School's Ag department, and donated a variety of vegetable plants started by the SCC Ag students. The plants will be used in the community garden.

May 6, 2021 – Phyllis Sander participated in a NISOD webinar titled Creative Assessment where alternative activities were presented to allow students to demonstrate mastery of course objectives related to identified Institutional Learning Objectives (Core Competencies).

May 6, 2021 – Eric Howard, Criminal Justice instructor, met with the administrator, Chief of Security, and one of the sergeants of the Tri-County Detention Center to discuss Criminal Justice Internship opportunities for Criminal Justice students. The Center reached out to Mr. Howard because they would like to host SCC's interns for paid internships (\$15.00 per hour for 150 hours). Mr. Howard reinstated the Criminal Justice internships beginning FY2021.

May 7, 2021 – Phyllis Sander completed a 7-week course certification on DEI (Diversity, Equity and Inclusion) offered by the University of South Florida Muma College of Business.

May 7, 2021 – Anna Vaughn-Doom met with representatives from the University of Illinois

Extension Center, and donated plants started by the SCC Ag students to the community gardens in Cairo and Metropolis.

May 7, Phyllis Sander completed a 7-week course certification on DEI - Diversity, Equity and Inclusion offered by the University of South Florida Muma College of Business.



President's Report
June 7, 2021

Enrollment Update				
	Headcount		Reimbursable Credit-Hours	
	FY 21	FY 20	FY 21	FY 20
Summer	668	953	3,139.5	3,773
Fall	1,632	1,813	12,589.5	13,615.5
Spring	1,773	1,791	14,034.5	13,932
Total	4,073	4,557	29,763.5	31,320.5
FY 21 Credit-Hour Budget Projection		28,078	Difference	1,685.5

*Data pulled 06/01/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- On 04/27 and 05/04, met with the VP of Academic Affairs Search Committee – consisting of 13 individuals from faculty, administration, and support staff – to review and revise the current job description. These were highly collaborative and productive meetings. The revised job description can be viewed here <https://www.shawneecc.edu/job/vp-of-academic-affairs>. A hard copy can be provided on request.
- On 04/28, met with Dr. Bullock (Lake Land), Dr. Evans (Kaskaskia), Dr. Nacco (DACC), Dr. Wynes (Black Hawk) to share ideas and streamline application processes for our Correctional Center programming applications. The focus of this meeting was to create consistency with around HVAC, Welding, and the Career Services programs.
- On 04/30, participated in a meeting between the regional Community College's and Southern Illinois Legislators hosted at Rend Lake College. Community College participants included President's and CFOs from John A. Logan, Kaskaskia, Rend Lake, Southeastern, and Shawnee. Brandy Woods attended the meeting – via Zoom – with me. Legislative participants included: Representatives Katie Stuart (112), Paul Jacobs (115), David Friess (116), Dave Severin (117), Patrick Windhorst (118) and Senators Darren Bailey (55), Terri Bryant (58), and Dale Fowler (59). Topics of the discussion included current (house and senate) bills, articulation concerns, and finance concerns. Dr. Evans (Kaskaskia) and I led the discussion on the impact that reduced State funding has had on rural community colleges. In addition, we suggested several options for future consideration. The legislators involved felt the meeting was extremely informative and productive. They suggested that we meet quarterly in the future.

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- Facilitated the Shared Governance Committee meeting on 05/06. Topics included: End-of-Course Surveys, HLC Monitoring Report Committee Update, Faculty Engagement during the Summer, Shared Governance Committee Template Review, Board Policy Development, and Future Pending Policies. Outcomes of interest are:
 - The intent of the current survey (which is not an End-of-Course Student Satisfaction Survey) was clarified as a means for identifying “Civic Development” activities to be reported as part of my College Status Report for the Board. The outcomes of the study are intended to identify areas for improvement and provide a basis for future funding requests to support new initiatives – not to be used as a personnel evaluation tool.
 - The draft HLC Shared Governance Visit timeline was shared and approved by the Team. Faculty would prefer much of the work, requiring their input, to be done earlier during the summer. It was shared we anticipate hiring Dr. Marie Giacomelli – a former HLC Evaluation Team Leader – to assist us with the development of the self-study report. Further, the Team was asked to test their access to the HLC shared drive that was mapped to their individual SCC user accounts. The purpose of this drive is to share all documents related to the development of the self-study.
 - Faculty understand the College is a year-long business and understand the difficulty of getting full faculty participation in committee events during the summer months because of vacation schedules. However, it is clear the faculty want to be engaged with the “*Big Things*” over the summer. The Annual Board Calendar of Events was shared with the Team to identify potential “Big Things” for consideration. Also, it was suggested the revised Strategic Plan, to be considered by the Board in June, would provide some guidance on potential “Big Things.” Dr. Nicolaides will review these documents with faculty and provide a recommendation to Dr. Taylor on faculty priorities.
 - A draft template for Committee shared governance structure was shared with the Team. The idea of creating a shared governance manual and how this template would fit within that structure was also discussed. The Team is to review the template and suggest changes as the next meeting. In addition, it was suggested that we start thinking about ways in which to ensure communication and participation in the new structure. An idea of a revised agenda and minutes structure was suggested for future consideration.
 - The names of the Board Policy Development Ad hoc Committee (Mike McMahan, Deborah Shelton-Yates, and Andrea Witthoft) were shared with the Team. It was suggested that this Team would likely be working frequently over the summer to develop an estimated 60-70 Board-level policies and bylaws. An administrative team of 1 or 2 individuals will work with me to support the Board Committee. Faculty were asked if they wanted to directly participate in the process. After consideration, the faculty felt active engagement was not appropriate because the nature of Board policies and bylaws did not have a direct impact on their day-to-day work but appreciate the ability to engage passively in the review and ability to provide comment on these policies before Board adoption – the way we have been moving forward since January 2021.

- The team was notified of several future administrative policies and procedures that were in process of being vetted by the Finance Team. These include a purchasing policy and procedure, fraud prevention policy/procedure, and a whistleblower policy/procedure. After reviewing the proposed documents, it is likely they will be sent back to Finance Team for further review. After that has occurred, they will be brought back to the Shared Governance Team for first review. This could happen as soon as June, but it might be as late as August – depending on the nature of changes required. It is anticipated some of these policies will require legal review and potentially Board input.
- On 05/06, attended a meeting at the Laborers Local 773 building in Marion. Attendees from Local 773 were: Ed Smith, John Penn, Griffen Goetz, Matt Smith, Tracey Whitecotton, Michelle Payne, Joe Davis, Joe Riley, Jerry Womack, and Todd Goforth. Attendees from SCC were Teale Betts, Jean Ellen Boyd, Gene Honn, and me. Superintendent Josh Stafford, from Vienna HSD 133, also attended the meeting. The purpose of the meeting was to discuss and resolve issues around scaling the Construction Management for Laborer's program, once ICCB approved the program for Statewide distribution. In general, all issues were resolved. Local 773 will be paying tuition for all Laborers participating in the program using "last dollar in" strategies. The College will work with Laborers administrative team to streamline the registration process. Teale Betts will be providing on-site registration and enrollment support. Rob Betts will be developing marketing and promotional material for the program. It is anticipated that there will be tremendous interest in this program (maybe as many as 500-700 individuals). Both Team were reminded that the College is not able to make credit-hour claims on the Laborer's apprentice courses; however, the College's Board did adjust the online tuition rates and policy that could facilitate broader (more affordable) participation for all of Local 773's membership throughout the region for the general education and occupational support courses. Local 773 leadership will encourage all participants in their service to enroll these online courses.
- On 05/07, I hosted a faculty Appreciate Luncheon in the L-Atrium. Although I don't have exact numbers, I estimate we had over 80% of the full-time faculty participate in this event. Faculty were provided a meal and multiple gifts. The most popular gift seemed to be the dry-erase markers. There was excellent interaction at the event, and we received many complimentary follow-up comments, as well. Beth Crowe, Felicia Rouse, and Tina Dudley planned and executed the event and deserve most of the credit with its success.
- On 05/11, we hosted a meeting with members of the United States Penitentiary (USP) Marion Facility. The purpose of the meeting was to determine the feasibility of offering our Truck Driving program for USP Marion low-risk inmates who are nearing parole. Members from USP Marion were James LeClaire (Associate Warden), Melissa Schreiber (Executive Assistant), Jennifer Owen (Supervisor of Education), and Marc Sheffer (Reentry Affairs Coordinator). In the past, we have talked with Dan Sproul (Warden) about this project. Participants from SCC were Kelly Jennings, Jean Ellen Boyd, Dr. Kristin Shelby, and me.

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In general, the meeting went very well. USP Marion would like to send inmates to the College to participate in the Truck Driving program. Their preference is to integrate the inmates with other Truck Driving students (this is still under discussion). In addition, they will provide opportunities for the inmates to test for the CDL exam, when it is appropriate. The USP Marion facility will provide space for students to practice and do pre-trip inspections. Further, the USP Marion intends to purchase a driving simulator so inmates can reinforce their learning and practice for the CDL exam at the prison. USP Marion believes there may be nearly 200 inmates that qualify and be willing to participate in this program. The USP Marion participants are excited about this potential partnership and intend to pursue federal funding opportunities to facilitate the program.

- On 05/12, I facilitated an event called Community Assembly. All College employees were invited to attend this. The purpose was to provide employees with an opportunity for open communication with the President on matters of mutual interest. Planned topics for the Assembly included: Shared Governance Update, Explanation of the Performance-Based Incentive program, and an open Q&A session. Estimates suggest that roughly 85 of the College's employees attended the event. Informal feedback from employees who attended the meeting has been extremely positive. We will likely schedule additional Community Assembly's in the future – maybe on a quarterly basis.
- On 05/13, I attended a meeting with Mary Smith (Metropolis Branch Manager) and Shane Lloyd (Regional Manager) for Banterra Bank. The stated purpose of the meeting was to *“get to know each other better.”* In general, the meeting went very well, and I believe relationships were strengthened. Both parties agreed to support the other's community outreach efforts.
- On 05/14, I attended the Saints Foundation Board meeting. Topics of interest include:
 - Introduction of New Members – Steve Bundy, General Manager of aeriz from Anna; Sherry Wessel, General Manager of Harrah's Casino, from Metropolis; and Mike Ulen, farmer from Ullin.
 - Introduction of New Trustee Foundation Liaison – John Windings.
 - Resolution to Honor Cathy Belcher for her past service to the Foundation.
 - Scholarship Update – Approximately 70 students have been awarded scholarships for FY22. The funding amount available for scholarships is nearly \$156K.
 - College President's Report – provided an enrollment update, budget update, College Strategic Plan update, shared dates for Board's June Special meetings, and discussed the potential impact of Statewide approval for the Construction Management for Laborers program.
 - Executive Director's Report – Discussed the status of several fundraising initiatives and work supporting the College.
 - Approval of Strategic Plan – Initiatives are improving donor database; improve social media and web presence; conduct employee giving campaign; create a scholarship recognition program event; connect fundraising opportunities with College's strategic Plan; and conduct a fundraising gala.
 - Next meeting is scheduled for August 20, 2021.

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- On 05/14, the College hosted its 52nd annual commencement ceremony. Of the 180 students eligible to walk in the ceremony, nearly 100 did so. Hundreds of family members engaged in the ceremony. A majority of the College's full-time employees participated in the event. The event was extraordinarily successful at many levels. Feedback on the event has been overwhelmingly positive. Special recognition goes to Jackie Smith for organizing every detail, Beth Crow and Tina Dudley for organizing campus beautification efforts, and the Commencement Planning Committee for their diligence and hard work aimed at ensuring this face-to-face event turned into a memorable experience for our graduates.
- On 05/18, I participated in the SICCM Board meeting. The agenda focused on an enrollment for the Medical Lab Technician (MLT), Occupational Therapy Assistant (OTA), and Surgical Technology programs. All programs appear to be tracking as expected (slight increases) for fall enrollment. Interviews are being conducted for the positions of Program Director and Fieldwork Coordinator for the OTA program. The FY22 budget was approved. Operating expenses are expected to be approximately \$1.52M. It is estimated that roughly \$1M of those operating expenses will be covered by DCFS, TANF, and SNAP grants. The remaining \$500K will be split between Shawnee and JALC based on a per-student usage model.
- On 05/19, the College hosted the Pinning Ceremony for our PN graduates. Thirty-two (32) graduates participated in the ceremony. All Nursing faculty and support staff also participated in the event. The event was held in the gym and approximately 200 family members were in attendance. The ADN Ceremony is scheduled for 07/29.
- On 05/20, I hosted a meeting with Pepsi Mid-America CEO, Harry L. Crisp II, and President, Keith Dickens. The focus of the event was aimed at Pepsi trying to understand why we recently ended our vending relationship with them. They were informed much of the rationale was due to poor customer service in the past... plus, we were able to gain more favorable terms with Robertson vending. I also suggested our agreement with Robertson was a two-year term and they would have the opportunity to compete for our business again at that point. Although Mr. Crisp and Mr. Dickens were not happy, we left Pepsi Mid-America, they understood the rationale and left the meeting on a positive tone... and a commitment to strengthen their relationship with the College. Mr. Crisp said he'd still be willing to consider funding scoreboard replacement requests for our various athletic facilities. This information was shared with Gene Honn.
- On 05/27, Dr. Lisa Price, Jean Ellen Boyd, and me attended a Reverse Transfer Signing Event at Southern Illinois University in Carbondale. Participants from SIU were Dr. Austin Lane (Chancellor), Dr. Meera Komaraju (Provost), Amanda Sutton (Interim Director of Admissions), and Josi Rawls (Assistant Director of Transfer Relations). Several media outlets, including the Southern, KFVS, and SIU covered the event. Here are a few links so you can review:

The Southern News Article – https://thesouthern.com/news/local/siu/siu-shawnee-community-college-sign-reverse-transfer-agreement/article_d6887bdf-cd23-5ce3-bdad-1977d86c26ac.html

KFVS Video & Article – <https://www.kfvs12.com/2021/05/27/siu-shawnee-community-college-sign-degree-agreement/>

WSIU News Article – <https://news.wsui.org/post/siu-and-shawnee-community-college-form-reverse-transfer-agreement#stream/0>

The Vienna Times News Article – <https://theviennatimes.com/2021/05/agreement-between-siuc-and-scc-allows-students-to-earn-associates-degree-after-transferring/>

SIU News Article – <https://news.siu.edu/2021/05/052721-SIU,-Shawnee-Community-College-sign-agreement-for-students-to-earn-two-degrees.php>

WJPF News Brief – <https://www.wjpf.com/2021/05/28/siu-shawnee-community-college-sign-new-transfer-agreement/>

After the meeting, Dr. Price, Jean Ellen, and I met with the leadership of each College/School within the University. Specifically, we met with Dr. Scott Ishman (Dean, Agricultural, Life, and Physical Sciences), Dr. Andrew Balkansky (Dean, College of Liberal Arts), Dr. Cecil Smith (Dean, School of Education), Dr. Frank Liu (Dean, College of Engineering), Dr. Walter Metz (Associate Dean, College of Mass Communications and Media Arts), Dr. Terry Clark (Dean, College of Business & Analytics), and Dr. Scott Collins (Dean, College of Health & Human Sciences). After these meetings, Dr. Price, Jean Ellen, and I toured several Departments found in the College of Health & Human Sciences, including their Dental Clinic, Health Informatics Labs, Nursing Facilities, Mortuary Science Labs, Automotive Technology Center, and the Aviation Center. These meetings were very cordial, informational, and productive. One of the major ideas to emerge, is there is interest from the SIU Deans in bringing their faculty to Shawnee to meet with our faculty for the purposes of creating a stronger curricular alignment. At this point, we will try to make this happen at the fall convocation... details pending.

- As of 06/02, I have conducted 97 Meet-and-Greet meetings with the full-time employees. I have 9 more scheduled.

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

- Massac County Mental Health & Family Counseling Center, INC. Linkage Agreement – allows organization to use Metro Center to provide services.
- Amendment of Governor's Emergency Education Relief Grant Agreement (increased amount of award from \$282,063 to \$329,583).
- Grant Sub Award Agreement Between Shawnee Community College and John A. Logan College to provide services for the Teacher Education Career Pathway Grant. SCC is fiscal agent for the grant. This (\$249,000) is for JALC to provide their part for Year 1 services. There is no match for first year.
- Project Services Agreement for Main Campus 221 Feasibility Study (Farnsworth Group)
- Perkins Uniform Budget Application for FY22.
- Consolidated Application to provide academic programming at the Shawnee and Vienna Correctional Centers. The amount of the application proposal was for \$5.1M.
- Letter of Commitment Arrowleaf – allows organization to use Metro and Anna Centers on an "as-needed/space availability basis.
- MCAG Enrollment Form – allows legal counsel to assist with Blue Cross Blue Shield Subscriber Settlement. Attorney Schneider reviewed the agreement.
- Requisition – Shawnee Mass Transit \$8,384.38
- Requisition – Grad Leaders (Basic Implementation and Standard Platform) \$6500.00
- Requisition – Austin's Lawn Detailing (\$5,690) for landscaping services to prepare campus for commencement ceremony.
- Requisition – Trevor Durapau (\$2,809) for power washing services to prepare campus for commencement ceremony.

Academic Affairs & Student Learning Report
Board of Trustees Report
June 7, 2021

Dean's Report

Dr. Shelby continues to work with faculty and staff as they complete their ICCB 5-year Program Review. Dual Credit request forms for 2021-22 have been sent to high schools with most returned by the May 1 due date. Dr. Shelby completed quarterly reporting for the Perkins V Grant, the Transitional Math and English/Language Arts Grants, and Developmental Education Innovation Grants, which were due by April 30. Dr. Shelby is currently working on the FY22 Perkins V Local Application due by May 14. Work on projects under the Developmental Education Innovation Grant are ongoing with the Math and English Departments. Dr. Shelby received notice that the March Transitional Math portability submission to ICCB and ISBE was approved for the high schools to offer a transitional math course in Quantitative Literacy and Statistics. Dr. Shelby and the Transitional Math Local Advisory Panel, which includes SCC math faculty Roberta Christie and David Black, high school math teachers from Century and Massac Co. High Schools, and Dr. Shelby, are working with Anna-Jonesboro High School in a STEM submission to be submitted to ICCB/ISBE by October 1. Dr. Shelby and consultant, Kathy Almy of Almy Education, held a session with Vienna High Schools to discuss options for their transitional math course design.

Dr. Shelby and Truck Driving Coordinator, Kelly Jennings, are working to obtain national certification through the Federal Motor Carrier Safety Administration (FMCSA) for the Truck Driving Program. By obtaining this certification, the SCC Truck Driving Program will be in compliance with a federal law that takes effect February 7, 2022 requiring all driver training programs to be certified. This includes bus driver training so Kelly Jennings will be working with Dr. Greg Mason and Dr. Shelby to offer bus driver training as a part of the workforce training area. Finally, Dr. Shelby and Dr. Mason have held several meetings with Harrah's Casino. Although this project will be delivered primarily through workforce, representatives from Harrah's Finance Office recently spoke to Phyllis Sanders' Finance class on April 27. Dr. Shelby would like to thank Ms. Sander for allowing time during class for this to take place.

Library/Technology

Students have been utilizing the library reference chat service more, as papers become due for classes, especially for help finding articles in the databases. Christina did a library orientation for Dr. Thornsberry's class via Zoom and plans to record short tutorials that can be embedded in Moodle classes as needed by instructors. The collection update continues, now focusing on the science and technology sections.

As the semester winds down, there are still a few new equipment requests, but items are starting to be returned. Students and staff/faculty members have been sent reminder emails stating that all equipment must be returned by May 17, 2021; including those students that are completing a program from out of town.

During the month of April, there were 132 of our items that were sent through interlibrary loan to other libraries to satisfy holds. We received 20 items from other libraries to satisfy holds for our patrons.

Upgrades continue. Most equipment has been delivered to the centers for the ITV room upgrades. As mentioned before, once complete all the rooms will have a similar setup along with the ability to do multipoint connections. Regular classroom upgrades continue. Ten on main campus along with the TLC are complete or almost complete. One room at Anna is almost complete. Maintenance has done an excellent job helping install the new TVs. Along with the new equipment, patching and painting usual takes place as well.

Extension Centers Reports

Anna Center

Registration is open for summer and fall enrollment, and the Anna Center advisors have been busy meeting with students. Blake Goforth visited the Union County high schools meeting with students to enroll for summer and fall classes. On May 10th, Shawnee Community College hosted a meeting with the Aeriz company to discuss their partnership plans. The Anna Center offered an intersession, Intro to Sociology, class May 17th – May 28th. Evening registration was held on May 27th for anyone needing to register for summer and fall classes.

Cairo Center

We are excited that our community has become greatly engaged in, and excited about our center! Community members are now reaching out to our center in regards to courses and trainings that they are in need of or want to take for fun and/or general knowledge. To address some of the needs, we offered a Food Service Sanitation Certification course on Saturday, April 17th, a First Aid CPR Adult Child Infant Certification course on Saturday, May 1st, and we held a Zoom Training course for an organization in need of training for its members on Saturday, May 1st. Both courses and our training reached full capacity. We are finding that Saturday offerings, regardless of time, better serve the community. Because of this finding, we plan to offer courses and trainings at least one Saturday a month, or as needed/requested.

Metro Center

Hayley continued early fall 2021 registration at both Joppa and Massac County high schools during April. Hayley attended both Joppa and Massac County High School award ceremonies to present SCC Scholarships.

Massac County High School students continued to Accuplacer test at the center. Accuplacer testing for the center, from May 7, 2020 to March 9, 2021 produced a total of 90 Accuplacer tests. With the Metro Center being designated as Massac County High Schools testing facility starting March 10th, the number of Accuplacer tests March 10, 2021 - April 30th were 43, over a third of the May 7, 2020 to March 9, 2021 period. The center staff has taken the opportunity to express the Shawnee Welcome for students taking the Accuplacer. Alternative Education held student screening at the Metro Center. First Baptist Church and Seven Mile Baptist Church of Metropolis along with the Women of Union Baptist Association in Vienna donated bags for SCC students during finals week.

Southgate Nursing and Rehabilitation Center is requesting CNA training for employees at the Metro Center during the summer. The small business development center held a small business training at the center on April 22nd. The Metro Center has picked up its efforts that began with the Metropolis Police Department prior to COVID-19 by securing CPR Recertification Training for local police, sheriff, and fire department staff. The first training was held on May 6th with

five (5) students and the second class was hold on May 10th with four (4) students. All classes will be 4:00 – 9:00 pm.

Metro Center staff, family, and friends raised \$140 – Cash, \$165 – Merchandise, and \$200 – electric razors in donations for the Anna Veterans Home. The Metro Center staff continues to participate in the Rotary Club of Metropolis' food pantry at the Brookport library. - ARj

Vienna Center

On April 22nd Teale Betts went to the local 773 meeting at Carterville to speak to the local laborers about the Construction Management program. On April 27th Jean Ellen Boyd and Teale Betts met with Josi Rawls from SIU to work out details with for students wanting to go on after they complete our Construction Management program. On April 30th Teale Betts went and spoke to the Health Occupation students in Mrs. Smith's class about the healthcare opportunities at Shawnee Community College. Lisa Meyer and Teale Betts held a FAFSA Completion Day at the Vienna Extension Center on May 3rd from 2 to 5 PM. Teale Betts went to Goreville High School for an additional registration day on May 4th. On May 5th Dr. Shelby and Teale Betts met with Kathy Almy and VHS Administration and Math team discussing their transitional math plan. Dr. Taylor, Jean Ellen Boyd, Gene Honn, and Teale Betts met about the Construction Management program at the Marion Training Center on May 6th. Tina Dudley and Teale Betts attended the Vienna High School Award Day on May 7th and presented certificates and gift. Tina Dudley and Teale Betts attended Goreville High School Award Day on May 11th and presented certificates and gift. Teale Betts attended and presented awards to the Vienna High School students who also graduated with their Associate's degree on May 21st. Jean Ellen Boyd and Teale Betts attended the LECET Trustee Meeting through Zoom on May 13th. Summer classes started June 1st. Registration is still happening for the fall semester. Teale Betts attended the 2nd part of the Chair Academy virtually June 21st to June 25th.

Nursing

As the nursing department winds down the spring semester, we are busy with Kaplan testing and final exams. During the last couple weeks of April informational meetings were conducted for incoming practical and associate degree nursing students. A special thanks to April Dollins, Lorena Hines, Amy Sheffer, and Betsy Shallenberger for giving up their evenings to provide insight regarding what is required to successfully complete SCC nursing programs and welcome our 2021-2022 nursing students. A virtual Advisory Board meeting for the practical and associate degree nursing programs has been scheduled for June 17th. The Pinning for Practical Nursing students completing the program in May is scheduled for May 19, 2021 at 6:00 p.m. in the gym.

Workforce Innovation, Adult Education & Continuing Education

Dr. Mason has submitted to Dr. Taylor a proposal for Shawnee Community College to resume offering Career Technical Education courses in the Shawnee and Vienna Correctional Centers. The proposed program will be reviewed for

Ms. Sabrina Banks has been hired as the Delta Health Grant director. Ms. Banks has extensive experience in the EMS field and will coordinate the restoration of Shawnee's EMS program along with overall grant management.

The SBDC, University of Illinois Extension, and the Southernmost Illinois Delta Empowerment Zone (SIDEZ) are planning for the 14th annual ELITE (Educate, Lead, and Inspire Tomorrow's Entrepreneurs) camp which will take place July 19-22. Approximately sixteen 7th, 8th, and 9th grade students will be participating in the four-day camp which concludes with students doing a business plan presentation for award money on the final day.

Brett Whitnel, Interim Director of the SBDC is on the Coordinating Council for the Illinois Entrepreneurial and Small Business Growth Association (IESBGA) annual virtual conference in August. This annual conference is held for the approximately 40 economic development centers throughout the state. Whitnel is Chair of the Program Committee.

The Illinois Small Business Development Center at Shawnee Community College has assisted business clients in securing over \$3 million of debt financing (loans) and over \$1.3 million of equity financing in the past 3 years.

Jean Ellen Boyd
Interim, Vice-President Academic Affairs

June 7, 2021
Date

Student Academic Assessment Committee

Update Report May 12, 2021

As the FY21 academic year closes, faculty and staff are submitting data collection for analysis related to student learning for the SCC defined Core Competency areas: Communication, Global and Cultural Awareness, Personal Growth and Responsibility, Problem-Solving and Research and Information Literacy. The findings for departmental/program/course objectives measurements are being submitted, reviewed and discussed between area associates and are accessible to all SCC internal stakeholders through WEAVE.

The FY21 institutional and department analysis of submitted Assessment data will begin in June and will be shared at the August In-Service and Board of Trustees meeting. The analysis will include how interventions practiced projected closing the loop in the Assessment process including the budgeting components for an intervention, if applicable.

Also, starting June 2021, the first draft of the HLC Interim report will be composed to address progression the SCC Assessment processes and expected future improvements based on findings of analyzed collected Assessment data.

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

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**Student Success and Services Division
Board of Trustee Report
June 7, 2021**

Admissions

Danielle Boyd—Registrar

Danielle Boyd and Stephanie Dunlap mailed out 475 letters to high school seniors that have not yet enrolled for the fall semester.

Danielle Boyd is finishing up checking requirements for the Spring 2021 graduates. Numbers for associate degrees and certificates will be submitted once all degree audits are complete per spring grades.

Advisement and Recruitment Report

Erin King – Registration for Summer and Fall semesters continue. Reminders have been sent to current students reminding them that advisors are available to meet with them and encouraging them to register soon. Carrie Davis, the part-time completion coach has also stepped up to help with registration during an advisor's maternity leave and is a welcome addition to the group! Testing and registration events have been held at each of the high schools in the district, and follow-up with undecided high school graduates is ongoing. Many scholarships have been awarded, and lessons and best practices have been learned about the new system.

Athletics

John Sparks—Athletic Director

The **Men's Basketball** team has *eight* sophomores that will graduate this Spring. 3 of the 8 have scholarship offers. Demond Franklin and Tyreek Montgomery participated in the JUCO All-American Camp this past weekend in Indianapolis, IN. Tyreek has also visited Bethel University. Chris Ward will be signing with Xavier University in Louisiana. Jayvon Clark and Tyreon "Duke" Hardin will be signing with William Baptist in Walnut Ridge, AR.

The **Women's Basketball** team has *11* sophomores that will graduate this Spring. 5 of the 11 have scholarship offers. Tionne Colyer has offers from Governors State, Trinity International and Glendale State. Zakyra Stallworth has offers from Missouri S&T and Ouachita Baptist University. Tishawna Daley and Trishawna Daley have an offer from Saint Mary's located in Kansas. Alexis Phillips has an offer from Crowley's Ridge College.

The **Baseball** season finished up on Monday, May 10, in Southeastern Illinois. The SAINTS Baseball team finished the season with an overall record of 2-48. They have *six* sophomores that will graduate this Spring.

The **Softball** season finished last week with a rain-out game that was scheduled at Lincoln Trail in Robinson, IL. They finished the season with an overall record of 1-41. With all that said, they were able to finish the season and reschedule all the games that were postponed. The Lady

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SAINTS have *four* sophomores that will graduate this Spring. Greg Sheppard agreed to coach the team and finish out the remainder of the season. Dr. Taylor, Dr. Price, and Athletic Director Sparks felt strongly about two things: the young women should be able to complete their season and the leader of the team needed to be positive with them. Greg Sheppard provided met both of those goals and it is appreciated.

The **Volleyball** team has *three* sophomores that will graduate this Spring. The Lady SAINTS Volleyball finished the season with an overall record 0-18.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career Services continues to work with students on career plans, resume assistance, job search, and interviewing skills. In May, the office will have provided 15 Kuder assessments and helped 17 students with resume assistance. Career Services office reached out to 20 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. Career Services is working on migrating from the CSO online job platform to Gradleaders, giving us more employment opportunities. The platform is more user-friendly and can be accessed by phone, tablet, or computer. The searchable job board will allow our students more access to employment opportunities in the region and outside the area. Gradleaders platform has a resume platform built-in for student and alumni use.

Completion Coach

Carrie Davis

Carrie has continued work through her completion coach position, and scheduling advisement appoints and registering current and new students for summer and fall semesters in the absence of Amanda Brown. She has been contacting students whose GPA is 2.0 or less to check in with them on their semester as it's coming to a close. Carrie has been working with Jacqueline Smith in "The Cupboard." They are working together to create a summer schedule to continue this service that the college provides. Carrie has assisted with the Accuplacer testing for Century and Meridian High School Sophomores and Juniors. She is also attending a registration event at Vienna High School, registering Seniors for the upcoming summer and fall semesters. Carrie also attended several high school honors ceremonies handing out scholarships to high school graduates.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Lisa Meyer participated in the FAFSA Completion Workshop at the Vienna High School on May 1. Tammy Capps and Lisa Meyer participated in Commencement on May 14.

Financial Aid staff continued to assist students in the office and through Zoom with FAFSA completions, verifications, dependency overrides, professional judgments, work study, and private alternative loans.

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A total of 157 scholarship certificates for district high school seniors have been printed by the Financial Aid Office, as of May 7, 2021. Scholarships have been awarded as follows:

- 44 Gold (Valedictorian, Salutatorian, Award of Excellence, Baseball, and Softball)
- 41 Silver (Advanced Honor's, Agriculture & Natural Resource, Ambassador, Band/Choir, and SCC)
- 8 Bronze (Band, Education, and Scholastic Bowl)
- 10 \$250 Matching Scholarships (Black Diamond Harley Davidson)
- 54 Foundation Scholarships

Gold scholarships cover full in-district tuition, fees, and a book loan (except consumables). Silver scholarships cover a maximum of in-district tuition for 6 hours during summer, 15 hours during fall, and 15 hours during Spring (fees and books are not covered). Bronze scholarships cover a maximum of in-district tuition for 3 hours during summer, 7 hours during fall, and 7 hours during Spring (fees and books are not covered).

Completed Satisfactory Academic Progress (SAP) for students who attended the Spring 2021 semester. Emailed the results to each student; processed appeals for Summer 2021 and processed award letters for 2020-2021 and 2021-2022 for Pell and scholarships.

Student Clubs and Organizations

Phi Beta Lambda-Phyllis Sander

The two SCC Nu Alpha Phi Beta Lambda Illinois State Conference winners: Bethany Bell and Kaitlyn May, are preparing competition deliverables for the National Leadership Conference to be held June 24-26. In addition to national competitions, Phi Beta Lambda members will be involved in reorganizing the national officer team and working with national business partners on developing strategic planning skills.

Phyllis Sander completed "Competitive Event Judging" training on Wednesday, May 12, to assist with the National Phi Beta Lambda Conference events

Student Senate-Erin King

Student Senate –The next Red Cross Blood Drive is scheduled for June 24. At this time, Student Senate is planning to return the event to the K-Atrium. Activity and event planning for the next school year are still ongoing and will be based on the campus-wide survey distributed in April.

Phi Theta Kappa-Craig Bradley

Craig Bradley was honored for his exceptional leadership as a Phi Theta Kappa sponsor. To earn this designation, the sponsor has to be nominated by the Phi Theta Kappa members with

recommendations from the college president and student services leader. Congratulations to Mr. Craig Bradley for this well-deserved honor.

NOTE: Many of the clubs and organizations were not active due to the pandemic. We are hopeful that in the fall we will be able to return to a more open campus and more active clubs and organizations.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center has been a supportive resource for students in preparation for finals week. Students have been getting last-minute help with math and paper writing in our tutoring lab. The SSC Professional Tutors collaborated with other staff members and faculty to ease some of the multilayered end-of-the-semester anxiety for students who struggle with test-taking. The Student Success Center worked diligently to promote student success by encouraging students to plan, prioritize, advocate for themselves, and ask for help. These strategies have shown an increase in student engagement and ultimately led to student success. This summer, the SSC Tutoring Lab will be hosting the "Level Up Program." The "Level Up Program" is a self-paced, module-based enrichment program designed to help students improve their ACCUPLACER reading score. The Professional English/Writing Tutor, [Marilyn Crites](#), is leading this new initiative. With assistance from a professional English tutor, students will be afforded the opportunity to improve their reading comprehension, sentence skills, and vocabulary.

The Testing Center has been planning, monitoring, and coordinating dual credit and other program assessments and exams. With the end of the school year, appointments for teaching licensures, state certifications, credentialing, and high school equivalency exams are in high demand. With the college fully opening, in-person examinations have increased. This removed challenges not only for our students but also for stakeholders who found online proctoring platforms too difficult to navigate. The College welcomed Century High School Sophomores and Juniors on April 12, 2020, to take the ACCUPLACER exam. The following week, the College hosted ACCUPLACER testing for Meridian High School Sophomores and Juniors. In all of the testing sessions, students with the highest scores in reading and math were recognized and awarded with SCC prizes.

The Director decorated the display case in the main hallway for graduation. Faculty and staff were invited to sign the glass on the case with words of encouragement for the graduates. Students really enjoyed reading what was written, and this ultimately improves student retention by making students feel valued and motivated to be their very best. This past month, the Student Support Services held their annual Awards Program and recognized two of the Student Success Center staff. Professional Math Tutor John Miller was awarded "Outstanding Tutor," and Student Success Center Testing Technician [Kaylyn Meyers](#) was awarded "Friend of SSS."

Student Support Services

Amber Suggs—TRiO Student Support Services Director

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The Student Support Services (SSS) had the Celebration of Achievement, an event of virtual recognition of students and their achievement! A big thank you to all faculty and staff that took the time to attend and support the event.

SSS is beginning the transfer season; thus, we have had ten students graduate in the Fall.

For this semester, we have 22 students who applied for graduation and 15 students intended for summer.

SSS Director Amber Suggs presented at the Illinois Professional TRiO Staff State Conference and the Minnesota Professional TRiO Conference.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

Talent Search staff is currently recruiting students, presenting financial literacy workshops, and enrolling for upcoming STEM workshops. ETS and U of I Extension Center staff received training on STEM equipment from U of I Fab Lab techs and the opportunity to take a virtual tour of the U of I STEM lab. Staff has finished planning upcoming summer cultural activities.

Vice President of Student Success and Services

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

The best day of the college year happened on May 14, 2021...Graduation! Dr. Price would like to thank the Commencement Committee and all of the staff who assisted in having two simultaneous ceremonies. Jackie Smith, the Executive Assistant for Student Services, carries the majority of the responsibility and work for graduation. Dr. Price would like to thank her not only for her hard work but her care, concern and diligence to host a commencement that honors the Shawnee Community College graduates. She truly wants it to be a special event for each and every graduate.

Union Baptist Church provided goodie bags for students to have during final exams. The bags were filled with snacks, water bottles, inspirational quotes, pens and other little goodies. Some of the bags had been drawn on by children with little messages like “You are awesome” “Do what makes you happy” and “God says I love you.” Our students have had to have extreme perseverance throughout the pandemic and these little goodie bags are a wonderful way to give them a little “pick me up” during their finals.

Other important activities that occur in May are honors ceremonies where scholarships are awarded. Tina Dudley made candy bouquets to give out to scholarship recipients along with the scholarship certificates. The following is a list of SCC staff who attended honors ceremonies:

Joppa High School-Tina Dudley, Hayley Story, Lisa Price
Vienna High School-Teale Betts, Tina Dudley
Goreville High School-Teale Betts, Tina Dudley
Anna-Jonesboro High School-No outside visitors allowed
Cobden High School-Blake Goforth, Tina Goforth

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Dongola High School-Blake Goforth

Massac County High School-Not invited to honors ceremony, but invited to College Signing Day on May 14, 2021 where Hayley Story went and presented SCC t-shirts and other SCC swag.

Cairo High School-Shelby Adkinson, Carrie Davis

Meridian High School-Shelby Adkinson, Carrie Davis

Shawnee High School-No outside visitors allowed

Century High School-Erin King

Egyptian High School-Carrie Davis, Shelby Adkinson.

All Student Services programs have begun scheduling events promoting recruitment now that we are in the bridge phase and the college is able to begin having more activities on campus.

Student services will use the summer months for recruitment and recruitment planning as well as professional development.

Dr. Lisa Price

Vice President of Student Success and Services

6/7/2021

Date

**Financial and Campus Operations
Board of Trustees Report
June 7, 2021**

State Payment Update

The state currently owes for May Equalization and Base Operating.

Facilities Department

The facilities department worked to ensure the campus was ready for graduation along with IT department. Director of Facilities continues to assist in the capital projects planning. The State of Illinois Capital Development Board reached out to plan for the fourth project they will be funding which is the interior and exterior door replacement.

Business Service Department

The Director of Business Services attended the tax increment financing meeting for the Village of Cobden. The Director also attended the zoom webinar sponsored by the Community College Business Officers association which presented ways to streamline paperwork by using Etrieve and Colleague. The new bursar started on April 12th and has been trained by the business department.

IT Department

The IT staff installed a new help desk system and it is running successfully. Replaced switch in CTC building and installed new battery backup at the Metropolis Extension Center. Completed upgrades to the Etrieve SQL server and the OSSIM network vulnerability scanner. Created process to automate student files within the MBS Bookstore system and also the upload file for Academic works. Collaborated with registrar on issues with the National Student Clearinghouse system. Switched the line servers to server 2019 and moved the website to a new hosting server. Prepared for summer IT projects at the extension centers. Entering computers and related equipment into the new inventory system. IT staff attended the CSICCRG meeting, which is the Illinois Community College Institutional Research group. Attended a demo from Mongoose, which offers a texting and chat box solution that is partnered with Colleague. They also attended a Demo with a company called explorance that offers a product called blue, which is a course evaluation tool. Participated in the College's curriculum and instruction committee meeting along with strategic planning committee meeting. Gathered data for the ACEN accreditation, weave, financial aid, and the strategic plan. Completed numerous updates to the College's website.

Human Resources

In May recruited for the following positions Bookstore Assistant, Director of Nursing, Lab Assistant/Safety Officer, VP of Academic Affairs and Medical Assistant Instructor. Met with the VP of Academic Affairs position hiring committee to review the job description. Compiled employment data for the Director of Institutional Research. Completed the required posting for the new Department of Labor Victims' Economic Security and Safety Act. This act allows unpaid leave for employees who are victims of domestic violence, sexual violence or gender violence and employees who have a family member who is a victim of such violence.

Bookstore

The bookstore has collaborated with MBS to install the software to offer rental books which will start in the fall semester. Book buyback dates were May 10th – 17th and the first day to purchase books for the summer semester was May 24th. The bookstore is offering a free book loan for students that signed up for the SOC-212 intersession course. The bookstore website is complete and the link is on the College's website. Students will be able order books online and will also be able to utilize their financial aid and have their books shipped to them or they can pick up their order in the bookstore. Finalized the summer 2021 Kids Camp offerings and created a flyer that was sent to the area schools. Online registration is now available to enroll in Kids Camps.

Brandy Woods

Brandy Woods

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

PR & Marketing Summary May 2021

Google Analytics-

Google Analytics reporting for the period ending April 12, 2021 indicated the number of users to our website was 10,064. Currently our generated traffic from Google Ad placement results are as follows for April 10th – May 10th:

997 - Clicks on our Google Ad 40 – Phone calls

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

Current Month		Previous Month
Illinois	5,943	5,454
Missouri	1,8381	1,752
Kentucky	565	607

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

/academics/programs	1,656
/library/databases	1,611
/community-services/...ymentopportunities	1,143
/athletics/baseball	1,020
/athletics/mens-basketball	749

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
4/10/21	1	2	1434	11434	34344
4/11/21	1		1288	10303	31893
4/12/21			1775	8644	29879
4/13/21	3	1	2285	8046	29473
4/14/21	1		1214	6748	28731
4/15/21		2	1985	6758	28061
4/16/21	1	2	1852	6836	27612
4/17/21	4		2765	7649	28127
4/18/21	1	1	1426	7987	28078
4/19/21	2		937	7501	27826
4/20/21			1249	7064	26726

4/21/21	3		2049	7268	26171
4/22/21			2900	8243	26527
4/23/21	1		3815	9757	27841
4/24/21	3	1	2270	9240	28384
4/25/21	1	1	1751	9590	28578
4/26/21	3	1	1840	10021	28013
4/27/21	3		1666	10288	28168
4/28/21	2	1	1925	10413	26302
4/29/21		2	1262	9038	25593
4/30/21	2	1	855	7307	25009
5/1/21			2093	7184	25012
5/2/21	1		1938	7063	24223
5/3/21	2		3076	7858	23411
5/4/21	1	1	2652	8233	23014
5/5/21	3		3094	8932	22855
5/6/21	3	2	2514	9517	22955
5/7/21	2		3783	11334	24319
5/8/21	2		5341	13411	25701
5/9/21	1		3245	13979	26511
5/10/21	2		3636	14145	27209
5/11/21	3		5014	15024	27683
5/12/21	3		3815	15896	28623
5/13/21	1		1096	15534	28536
Totals	56	18	79840	328245	921388

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
10-May-2021 12:00AM	College Report: White Headed To Nationals	The Journal News	12612	4768	7844
07-May-2021 11:00PM	J-MG holds informational meeting with VHS superintendent	The Paducah Sun	35380	13500	21880
06-May-2021 11:59PM	MHS seniors land nearly \$3 million in scholarships	The Daily Republican	5258	2095	3163
06-May-2021 11:12PM	MHS seniors land nearly \$3 million in scholarships	Du Quoin Evening Call	1364	387	977

06-May-2021 11:03PM	MHS seniors land nearly \$3 million in scholarships	The Benton Evening News	1088	186	902
06-May-2021 10:47PM	MHS seniors land nearly \$3 million in scholarships	Randolph County Herald Tribune	401	361	40
06-May-2021 12:16AM	Bradley wins Phi Theta Kappa national award	Metropolis Planet	5860	2496	3364
06-May-2021 12:16AM	SCC Nu Alpha Alpha honored during Phi Beta Lambda state leadership conference	Metropolis Planet	5860	2496	3364
06-May-2021 12:16AM	J-MG holds informational meeting with VHS superintendent	Metropolis Planet	5860	2496	3364
06-May-2021 12:16AM	HCE scholarships awarded to four seniors	Metropolis Planet	5860	2496	3364
05-May-2021 05:28AM	A Guide for Understanding Cybersecurity Certifications	Zephyrnet	660893	268034	392859
03-May-2021 11:01PM	Temple center C.J. Perez grateful for a sixth year of college football	Philadelphia Inquirer (Premium)	136074	7731	128343
03-May-2021 03:07PM	Temple center C.J. Perez grateful for a sixth year of college football	The Philadelphia Inquirer	4380267	1534124	2846143
29-Apr-2021 12:00AM	College Report: Hillsboro's Hanner Picks Up First College Win	The Journal News	16304	5196	11108
29-Apr-2021 12:00AM	SCC announces Young Writer's Competition winners	Metropolis Planet	10180	3859	6321
29-Apr-2021 12:00AM	J-MG board approves Beta Club attendance at national convention	Metropolis Planet	10180	3859	6321
22-Apr-2021 11:59PM	11 from MHS sign letters of intent	The Daily Republican	5936	2049	3887

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	Local Viewership
4/19/2021 16:01	KFVS (CBS)	Heartland News Now	\$621.01	25821
4/19/2021 17:02	KFVS (CBS)	Heartland News @ 5	\$914.94	30600
4/19/2021 21:07	KBSI (FOX)	Heartland News at 9 on Fox23	\$607.41	15629
4/26/2021 5:32	WSIL (ABC)	News 3 News This Morning	\$29.10	880
4/27/2021 18:24	WSIL (ABC)	News 3 News at 6	\$1,162.17	39923
4/27/2021 22:27	WSIL (ABC)	News 3 News at 10	\$1,624.10	38579
4/28/2021 5:55	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
5/3/2021 22:02	KFVS (CBS)	Heartland News @ 10	\$1,996.65	30353
5/4/2021 4:37	KFVS (CBS)	The Breakfast Show	\$288.19	7880
5/4/2021 6:39	WSIL (ABC)	News 3 News This Morning	\$4.49	363
5/4/2021 6:47	KFVS (CBS)	The Breakfast Show	\$856.29	23869
5/4/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$4.49	363
5/4/2021 7:56	WSIL (ABC)	Good Morning America	\$4.49	363
		TOTALS	\$8,156.32	215837

Synopsis

This month we obtained free television coverage on two local affiliates, ABC, CBS. Our television news coverage report indicates that the value of the coverage during this period was \$8,156.32. Stories included information about the SCC Baseball team, vaccination recognition ceremony partnership and an interview with Dr. Taylor regarding First lady Jill Biden's visit to Illinois regarding free college tuition potential.

We are now continuing to air the CTE Program videos on social media. Currently our commercials are airing on MY49, KBSI, KFVS-12, and WSIL. We will begin running ads for WPSD by the time this report is released. Our ads continue running in all local newspapers in our district and radio ads continue in markets including Southern IL, Western Ky, and Southeast Missouri. WCIL, Z100, K103, and The River.

Streaming Ads.

All radio ads will be on traditional radio and streaming online and mobile equivalent stations.

Currently we are running targeted ads that include Roku, Apple TV, etc. in a 50-mile radius of SCC. This means that our ads will run for "cord cutters" as well as traditional viewers. We are actively geo-fencing all of our locations so that if anyone who receives our ads on their mobile device then visits one of our physical locations we will know that they have been on campus.

Video Work – Since last month's report, we have released a new testimony video from a student who graduated from Century HS & SCC. He was recently accepted to SIU School of Medicine. It's a great spot you can check it out using the attached QR Code and the camera app on your smart phone.



Saints Foundation of Shawnee Community College

With Spring comes the green growth and everything starts anew. So too is the Saints Foundation growing, both in activity and leadership. I am pleased to report that at the May 14th meeting, the following people were approved to serve on the Board of Directors.

Mr. Steve Bundy, General Manager of Aeriz (arise) from Anna. That company is among the largest aeroponic growers of Cannabis in the world. The Saints Foundation recently received a \$70,000 gift from Aeriz to be used in a working partnership with the College. Aeriz plans on hiring 300 workers in 2021 and another 200 in 2022, when their expansion takes place. Great news for Union County and surrounding areas; Ms. Sherry Wessel, General Manager of Harrah's Casino, Metropolis. Sherry is committed to working with the College to support training to develop a quality workforce for the Casino. She is also committed to providing scholarship opportunities to students in our district. Again, much needed, good paying jobs for our district; and finally, Mr. Mike Ulen (youlin), farmer from Ullin. Mike is a former coach at SCC and an avid supporter of the College. Mike is excited about working to help encourage growth within our Agriculture program, and direct more students to enroll in the Ag program. Mike is enthusiastic and will be a good ambassador for the Foundation and the College.

The Board also voted to commend and recognize Cathy Belcher for her many years of service to the Saints Foundation as Trustee Liaison. The Board also welcomed new Trustee Liaison John Windings. We are glad to have John's involvement and support.

The external Foundation Scholarships that have been selected to date were reviewed and approved by the Board of Directors as a Committee of the Whole. It is heartwarming to work in assisting our students to be able to enroll and work to achieve their educational dreams. This year's Commencement, we had a student from Decatur and one from Mahomet walk across the stage at SCC and graduate from our Construction Management Trades Program. With the support of Unions across the state we hope to open the program up to hundreds of students statewide. We have so many great stories to tell, but will share one that could be replicated among many students.

We presented a student with the Edward & Elizabeth Smith Scholarship. When he first found out that he was receiving the scholarship, he was completely stunned - he really hadn't decided on attending college. But receiving this scholarship, made him commit and he is now registered for the Summer and Fall semesters. I have also included a portion of his response to the essay asking about "your life, your need for the scholarship and your long-term career goals"

"My parents depend on me to get a scholarship.....I try my hardest to make them proud, but if I were to achieve something like this it would truly make them feel that way. If I were to get a successful job because of a scholarship, it would mean everything to me and my family. If this ever happens, I will truly be grateful."



The Board approved the April 30, 2021 Financial Statement showing a balance of \$1,342,755.15. Our current rate of return on our Advisory Funds with Edward Jones is 13.58% year-to-date.

It was reported that three more Foundation Classroom Mini-Grants were approved. Those being: Paying Certification fees for First Responders from Massac County who are working with Dr. Mason; Provide equipment to the SCC Music Program for Lee VanAlstine; and, Provide SCC bookstore vouchers for high school students going through the trades dual credit program with Jean Ellen Boyd.

The Saints Foundation Board approved their Annual Strategic Plan for 2021-2022. One of the goals included in the plan, is that once the College has completed their Strategic Plan, is to have Dr. Taylor present that plan to the Foundation and discuss any area(s) where the Saints Foundation could provide the greatest support for the College.

On August 20, 2021, the Saints Foundation will hold their Annual Meeting to approve the financial audit, select terms, and election of officers.

SAINTS PROUD!

ICCTA Report

Board Memorandum



Board of Trustees

James Darden
Steve Heisner
Michael McMahan
April Moore
Deborah Shelton-Yates
John Windings
Andrea Withoft

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Jean Ellen Boyd
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts
Gene Honn

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Trust Agreement for CDB Project #810-086-018

Date: 06/07/21

Background: On April 23, 2021, the Capital Development Board (CDB) approved the College's deferred maintenance project request for replacement of interior and exterior doors on the College's main campus building. This project, which is listed in the Facilities Master Plan, will replace all exterior doors and add/replace ADA openers on many of the interior doors.

The total estimated cost of this CDB project is \$345,000. The College's required match is \$86,250. CDB financial commitment to the project is \$258,750. We recommend the College's match to be paid from remaining bond funds.

Attached is the Trust Agreement from the CDB that will be between the College and City National Bank in Metropolis, IL, where the funds will be deposited to fulfil the Trust Agreement per the CDBs rules.

Recommendation: I recommend the Board approve the trust agreement between City National Bank and CDB and authorize the CEO and CFO to execute the agreement.

TRUST AGREEMENT

This Agreement is made and entered into by and between Shawnee Community College whose address is 8364 Shawnee College Road, Ullin, IL 62992 hereinafter called the Using Educational Agency, and City National Bank whose address is 423 Ferry Street, Metropolis, IL 62960 hereinafter called Bank.

WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number *CDB project # (810-086-018)*, in the amount of eighty-six thousand two hundred fifty dollars; and

WHEREAS, the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency's choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling eighty-six thousand two hundred fifty dollars (\$86,250).
2. That the funds so deposited with the Bank shall be described as the "contribution" and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his or her official capacity) or the Administrator of Fiscal Management (in his or her official capacity) of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof.
6. The right of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board to direct payment is restricted in that any such funds so directed shall be made payable only to: "The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund".
7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.

8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount (of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A “safekeeping receipt” for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section. The term “securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois” means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations municipal bonds (including school districts) within the State of Illinois rated “A” or better by Moody’s; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.
9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by the USING EDUCATIONAL AGENCY.
10. That when the total amount of the contribution has been paid from the account in accordance with the directions of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, this Agreement shall be terminated, and any accumulated interest or earnings thereon shall be paid over to the Using Educational Agency.

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

_____.

USING EDUCATIONAL AGENCY

_____	_____	
Printed Name	phone number	(Seal)
_____	_____	
Signature	Title	

ATTEST: _____

Signature	Title
-----------	-------

BANK

_____	_____
Printed Name	phone number
_____	_____
Signature	Title

ATTEST:

_____	_____
Signature	Title

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

Printed Name/Signature

Title

_____	Administrator of Fiscal Management
Paula Sorensen	CAPITAL DEVELOPMENT BOARD

Board Memorandum

**Board of Trustees**

James Darden
 Steve Heisner
 Michael McMahan
 April Moore
 Deborah Shelton-Yates
 John Windings
 Andrea Witthoft

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Jean Ellen Boyd
 Dr. Lisa Price
 Brandy Woods

Executive Directors

Robb Betts
 Gene Honn

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Blanket Purchase Orders over \$25,000

Date: 06/07/21

Background: At the start of each fiscal year, the Board has historically approved blanket (i.e., open) purchase orders (POs) for amounts over \$25,000. The purpose of these blanket PO's is to allow for timely purchases of miscellaneous supplies, materials, goods, services, utilities, lease payments, annual contracts payments, textbooks, etc. Blanket POs are used in situations where purchases are repetitive in nature, difficult to quantify over time, and span throughout the fiscal year. Open POs streamline the purchasing process and helps the College use our purchasing staff more efficiently. In addition, blanket POs simplify the tracking of annual cost, budget allocation, and efficient payment processing.

Nineteen (19) blanket POs, in the total amount of \$1,565,060, are recommended for FY22. The list of recommended blanket PO's is on the next the page. According to College Policy 8153, the Board must approve expenditures over \$25,000. If approved, these blanket POs will be active throughout FY22.

Recommendation: I recommend the Board approve the 19 blanket POs, in the amount of \$1,565,060, that are identified in the attachment below.

FY2022
Blanket (Open) Purchase orders Exceeding \$25,000

<u>Vendor Name/Description</u>	<u>FY2022 Purchase Order Amount</u>
Ameren - Electricity Anna Center	\$32,000.00
Kaplan - Practical Nursing	\$48,000.00
Kaplan - Registered Nursing	\$48,000.00
Cengage Learning - Books for Resale	\$40,000.00
City of Metropolis - Electricity Metro Center	\$46,500.00
ClearWave	\$46,000.00
Crowdus - Custodial Main Campus, Metro Center, & Anna Center	\$267,600.00
Crowdus - Custodial Cairo Center	\$18,000.00
Ellucian, Inc - Ellucain Maintenance	\$85,000.00
Elsevier Health Science - Books for resale	\$40,000.00
Gibbs Technology Leasing, LLC - Copier Lease	\$25,000.00
IL Carrico Three - Anna Rental	\$63,960.00
Johnson, Schneider & Ferrell, LLC - Legal Services	\$30,000.00
MBS Textbook Exchange Inc - Books for Resale	\$50,000.00
McGraw-Hill - Books for Resale	\$50,000.00
Pearson Education - Books for Resale	\$33,000.00
So IL Electric Coop - Electricity Main Campus	\$382,000.00
St. Moritz Security Services - Security Services	\$225,000.00
Xerox Coporation - Copier Lease	\$35,000.00
Total	\$1,565,060.00

Board Memorandum

**Board of Trustees**

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Executive Directors

Robb Betts
 Gene Honn

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Brandy Woods
RE: Security Services Contract
Date: 06/07/21

Background: The College's contract for security services with St. Moritz Security Services, Inc. of Pittsburg, Pennsylvania, will expire on June 30, 2021. The College requires security service to be provided for 24 hours per day, 7 days a week for 365 days per year at the Main Campus.

For FY22, St. Moritz has proposed an increase in the amount of the contract for FY22 due to increasing salaries. Specifically, the contractor shall receive \$18.92 per hour for each unarmed guard employed on campus – which is an increase of \$1.50 per hour from the FY21 contract rate. The armed guard rate will be \$24.72 per hour – an increase of \$1.68 per hour from the FY21 contract rate. Further, in the event the Contractor's employees work any overtime at the request of the College, the rate is 1.5 times the normal hourly rate. In addition, guards working on New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas will also be compensated at 1.5 times the normal hourly rate.

Recommendation: I recommend the Board approve the contract with St. Moritz Security Services, Inc. to provide security services from July 1, 2021, and continue until June 30, 2022.

CONTRACT
FOR SECURITY SERVICES

This Contract for Security Services made this 1st day of July 2021, by and between BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO.531, COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON, AND JACKSON IN THE STATE OF ILLINOIS, hereinafter referred to as "College", and ST. MORITZ SECURITY SERVICES, Inc., a Pennsylvania corporation of Pittsburgh, Pennsylvania, hereinafter referred to as "Contractor",

WITNESSETH:

WHEREAS the college desires to obtain independent contracting services from Contractor to provide security services at various locations owned and operated by the College under the terms and conditions to be agreed herein:

NOW, THEREFORE, for and in consideration of the individual and mutual covenants herein contained and other good and valuable consideration, and receipt and sufficiency of which is hereby acknowledged, the parties hereto do hereby agree as follows:

ARTICLE I - TERM

The parties agree that this Agreement shall become effective on July 1, 2021, and continue until June 30, 2022, unless sooner terminated as provided herein.

ARTICLE 2 - SECURITY SERVICES

The contractor and its employees shall provide the following security services to the College:

- A. To be responsible for the physical security of all persons and property on the College campus.
- B. To assist, in every way possible, those persons using College facilities including, but not limited to, unlocking doors, starting stalled vehicles, and securing campus facilities.
- C. To check interior and exterior lights and identify all units needing assistance during routine patrols and to complete the necessary work orders to ensure any malfunctions with the lighting is corrected as soon as possible.
- D. To respond to any emergency situations that may develop on campus and to maintain the peace on the campus.
- E. To make bank deposits for the business office as needed.
- F. To monitor campus facilities while making routine patrols.

- G. To notify the cafeteria staff of any power outages that would affect the cooling of the freezers in the cafeteria area.

ARTICLE III - QUALITY OF CONTRACTOR'S EMPLOYEES

- A. Contractor agrees that all security personnel assigned to the College's facilities shall have completed twenty (20) hours of classroom training for security and maintain their permanent employee registration card as required by law. In addition, all personnel will complete OSHA certification within ninety (90) days of their assignment to the College's facilities.
- B. All Contractor's employees, like all licensed security personnel, shall have an extensive background check to be performed by the State of Illinois, the FBI and the Contractor's internal security department.
- C. Pursuant to 110 ILCS 805/3-42.1, the Contractor agrees that all its employees shall be at least twenty-one (21) years of age and possess a high school diploma or the equivalent. None of Contractor's employees shall be assigned to the College's facilities unless that person is of good character and not a habitual drunkard, gambler or person convicted of a felony or a crime involving moral turpitude.
- D. No employee of Contractor shall be permitted to carry a weapon at any of the College's facilities without the express written permission from the college. Any employee of Contractor permitted to carry a weapon by the college shall receive a course of training in the legal and practical use of such weapons and shall also be instructed in and understand the provisions of Article 7 of the "Criminal Code of 1961" as now or hereafter amended which pertain to the justifiable use of force.
- E. All of Contractor's employees shall be always in uniform. The uniform shall consist of a hat, shirt, and jacket will all be clearly marked as "Security".

ARTICLE IV - CONTRACTOR'S COMPENSATION

For the services provided by Contractor to College under this Agreement, as directed herein by College, the Contractor shall receive \$26.37 for armed supervisor per hour, at the rate of \$24.72 for armed officers per hour and for unarmed officers at the rate of \$18.92 per hour. In the event the Contractor's employees work any overtime at the request of the College the Contractor shall be compensated at 1.5 times the normal hourly rate. The overtime rate of compensation will apply on the following holidays: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

ARTICLE V-COMMUNICATIONS

Communications between Contractor and local law enforcement agencies shall be maintained 24 hours per day via Contractor's communication's center. Contractor's on-site employee shall be able to contact the Contractor's communications center via telephone.

ARTICLE VI-REPORTS

Contractor agrees to provide a weekly report by each employee for each shift on each of the College's facilities. Further, an incident report should be completed when something out of the ordinary occurs. Copies of all reports shall be provided to the College daily and will be reviewed by Contractor's supervisory personnel. Further, the Vice-President of Financial and Campus Operations of the College shall be notified immediately when something out of the ordinary occurs.

ARTICLE VII - RELATIONSHIP OF THE PARTIES

- A. The parties agree that their relationship shall not be as employer and employee, partner, joint venture or otherwise, but shall be that of an independent contractual relation wherein the College is the owner, and the Contractor is the independent contractor. Contractor shall be responsible for providing all tools and materials necessary or required to perform the services agreed to under this Agreement and shall direct its employees accordingly.
- B. Contractor shall be responsible for and shall pay and save the College harmless from all federal, state, and local income taxes or unemployment compensation due any of its employees. Further, Contractor shall be responsible for the provision of all workers' compensation insurance or other benefits to its employees and shall agree to pay and save the College harmless from any liability, therefore.

ARTICLE VIII -INDEMNIFICATION

Contractor shall, at all times during the term of this Agreement, indemnify the College against any and all liability, loss, cost damage or expense sustained by College, including attorney fees and other expenses of litigation, arising directly or indirectly from the performance by Contractor, or its employees of any of the services or promises or conditions imposed upon Contractor under the terms and conditions of this Agreement, include but not limited to injury to persons or property.

ARTICLE IX INSURANCE

Contractor, to provide financial responsibility for compliance to the foregoing Article on Indemnification, agrees to procure and maintain general liability coverage in the minimum amount of \$2,000,000.00 naming College as an additional insured. College will be supplied annually a copy of said paid insurance coverages and College will be notified immediately of any charge in coverage or the potential lapse in coverage.

ARTICLE X- BOND

Contractor shall provide to College a fidelity bond in the minimum amount of \$25,000.00 to insure against any loss to College by reason of the Contractor, or any of its employees' breach of its fiduciary duty, including, but not limited to, theft to the College.

ARTICLE XI -TERMINATION

- A. The parties agree the College may terminate this Agreement at any time without any liability to Contractor for "cause". "Cause" shall include, but not be limited to, the failure or inability to comply with any services requested by the College; failure to comply with other terms or condition of this Agreement; loss or damage to persons or property of the College or any of its invitees by reason of the negligence of the Contractor or any of its employees; and loss or property by reason of the breach of any fiduciary duty by the Contractor or any of its employees.
- B. In addition to the termination provisions provided in the foregoing paragraph the parties agree that either party may terminate this Contract for any reason and without any liability, other than the payment of services up to the effective date of termination, by giving the other party ninety (90) days written notice of its intention to terminate this agreement.

ARTICLE XII - NOTICES

Any notice, demand, request statement or payment which may be required or permitted according to the terms, conditions or provisions of this Contract shall be given or made at the place hereinafter designated for giving notice to either party hereto. Any such notice, demand, request or statement shall be in writing and signed by the College, Contractor or any of their agents, officers or attorneys, and shall be deemed to have been duly given or served when (1) personally delivered to College or Contractor or any of their agents, employees or attorneys so authorized to conduct the business of College or Contractor respectively, or (2) forwarded by certified or registered mail with postage fully prepaid thereon, properly addressed to such party at the place hereinafter designated for giving notice. The place for giving notice to College is:

President

Shawnee Community College 8364

Shawnee College Road Ullin, IL

6299The place for giving notice to

Contractor is:

The place for giving notice to Contractor is:

Branch Manager

St. Moritz Security Services, Inc.

P.O. Box 1096 Murphysboro, IL

62966

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

ARTICLE XIII - MISCELLANEOUS TERMS

- A. This Contract may be amended only by an instrument in writing signed by all the parties hereto and no verbal statements or agreements shall constitute an amendment of any of the provisions of this Contract.
- B. This Contract shall be governed by, and the terms and provisions hereof shall be interpreted and subject to, the laws of the State of Illinois.
- C. The terms, conditions and benefits of this Contract shall be binding upon and shall insure to the benefit of the respective parties hereto, their heirs, successors, administrators, executors, assigns and legal representatives.

IN WITNESS WHEREOF, the parties hereto have hereunto signed and executed this Contract for Security Services on the day and date first above written.

COLLEGE:

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 531, COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON, AND JACKSON IN THE STATE OF ILLINOIS

By: _____
President Date

Attest: _____
Vice President of Finance & Campus Operations Date

CONTRACTOR:

ST. MORITZ SECURITY SERVICES, INC., a Pennsylvania Corporation

By: _____
Branch Manager Date

Attest: _____
Administrative Assistant Date

Board Memorandum



Board of Trustees

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April Moore
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John Windings
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Student Trustee

Bradley West

President

Dr. Tim Taylor

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Jean Ellen Boyd
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts
Gene Honn

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Jean Ellen Boyd
RE: Addendum to Course Fees
Date: 06/07/21

Background: The Board approved course fees for FY22 at the March 1, 2021 Regular meeting. During the implementation of these approved course fees, it was realized the WEL 123 course was inadvertently left off the list for approval. This course should have a lab fee of \$60.

Recommendation: I recommend the Board amend the approved course fee list for FY22, to include a lab fee of \$60 for the WEL 123 course. This change would be effective with the start of Fall 2021 semester.

Board Memorandum



Board of Trustees

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Brandy Woods
RE: RAMP Project
Date: 06/07/21

Background: The College, through a submission to the ICCB, requests funding from the Illinois Capital Development Board for local construction projects. Capital projects for consideration can be categorized by new construction, remodeling or rehabilitation of existing facilities, site improvements, land acquisition, and/or utility improvements. According to Section 1501.510 of the Illinois Community College Administrative Rules, the College must submit “*Resource Allocation and Management Plan (RAMP) data by July 1 of each year.*”

The College’s FY22 RAMP document contains the same single project request from FY21. Specifically, this project is to resurface the main campus parking lot and to modify sidewalks. Here is a Summary of the project details:

Project Title: Main Campus Parking

Priority: Number 1 of 1

Estimated Total Cost: \$319,830

Estimated College Match: \$79,957

Estimated State Contribution: \$239,873

Recommendation: I recommend the Board approve the FY22 RAMP request and authorize the College’s Interim CFO, Brandy Woods, to sign and submit the document, as per ICCB guidelines.



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College:	Shawnee Community College
District #:	53101
5 Digit Code (e.g., 50101)	
ICCB Project # Identifier:	531-01SI2022-1
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)	
Project Type:	Remodel
(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)	
Project Title:	Main Campus Parking
District Project Rank # (1 of 3):	1
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)	
Estimated Local Funds:	\$79,957
(25% minimum)	
Estimated State Funds:	\$239,873
Estimated Total Funds:	\$319,830

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:	
LAND:	
EQUIPMENT:	
UTILITIES:	
REMODELING & REHABILITATION:	
SITE IMPROVEMENTS:	\$290,830
PLANNING:	\$29,000
Other:	
TOTAL Funds Requested:	\$319,830

Project Scope:

Project will consist of pavement rehabilitation and resurfacing for facility entrances and facility access ways. Project will also include new sidewalk/walking path construction. Included will also be pavement maintenance for parking areas and adjoining site facility areas at the main campus facility.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

The main campus entrance, parking lot, and driveway around campus needs rehabilitation and upgrading due to the lifecycle condition and need of ADA upgrades. Existing pavement needs to be replaced and new pedestrian walkways and features need to be constructed.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

☒ Yes ☐ No

Does this project have the approval of your local governing board?

☒ Yes ☐ No Date of Board Meeting June 7, 2021

District Contact Name: Brandy Woods

District Contact Email Address: brandyw@shawneecc.edu

District Contact Phone Number: 618-634-3417

Signature

 *Date* 