

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., 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 Nicolaidis, 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 *Minutes pg 1 of 53*

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 abstentions, 0 absent. Motion carries. Congratulations Chairperson Steve Heisner

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 abstentions, 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 abstentions, 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 abstentions, 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.

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.

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 Nicolaidis 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 Nicolaidis had a phone meeting with a virtual lab vendor to explore online lab options.

Brenda Brown and Ian Nicolaidis 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.

n 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 Camp

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 Nicolaides, 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.

- 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 53*

- 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.

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 supplementals 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.

- 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, minutes 21of53

developed in Collaboration between SCC and SIU-C was held up as the model 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.

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 by 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. *Minutes pg 23 of 53*

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.

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:

- 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 Minutes pg 26 of 53

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.

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 *Minutes pg 27 or 53*

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.

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 *Minutes 28 of 29* 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.

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

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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:

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
/academicd/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
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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

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	Shawnee Community	KFVS 12	325403	69826	255577

02:37PM	College receives donation to start cannabis industry program				
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	MetropPlanet	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, *Minutes pg 39 of 53*

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.