

**REGULAR BOARD MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
June 7, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on June 7, 2021, in the River Room and via Zoom. The meeting was called to order by Chairperson Steve Heisner.

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**The roll call was as follows:**

Mr. James Darden - Present  
Ms. Deborah Shelton-Yates - Absent  
Mr. Steve Heisner - Present  
Mr. Michael McMahan - Present  
Ms. April Moore - Present  
Mr. John Windings - Present  
Ms. Andrea Witthoft - Present  
Mr. Bradley West, Student Trustee – Present, Arrived at 5:40pm

**Others Present:**

Tim Taylor, Ph.D. President - Present  
Jean Ellen Boyd, Interim Vice President of Academic Affairs - Present  
Lisa Price, Ed.D., Vice President of Student Success & Services - 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  
Dr. April Teske, Institutional Research, Effectiveness & Planning - Present  
Rob Betts, Director of Communications/Public Relations - Absent  
John Schneider, Attorney - Present  
Dr. Ian Nicolaidis, S.C.E.A., President - Present  
Dr. Ryan Thornsberry, Instructor of English - Present  
Beth Crowe, Administrative Assistant to the President - Present

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

**V. Approval of Consent Agenda**

**MOTION NO. 1**

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

- A. Regular Meeting Minutes May 3, 2021
- B. Treasurer’s Report
- C. Approval of Bills

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

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**VI. Consideration of Addendum and Re-Investments**

**MOTION NO. 2**

**A motion was made by James Darden and seconded by Michael McMahan **to approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$150,000.00. April 30, 2021****

On roll call vote, the member voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**VII. Reports**

**A. Student Trustee – Bradley West**

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

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

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

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

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

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

**B. Faculty – Dr. Ian Nicolaides**

Faculty are thankful for the team work across the institution this past year. In similar, faculty look forward to the future. Faculty activities have increased as social distancing restraints have lessened. The month of May finished up with faculty helping many students finish the semester as strong as possible prior to the end of the semester. Below is a list of activities submitted to me from faculty. Yours in Education, Dr. Ian Nicolaides SCEA, President *Minutes pg. 3 of 40*

## **Humanities**

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

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

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

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

## **Math & Science**

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

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

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

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

Lori Armstrong, Eric Howard (Criminal Justice Instructor), Anna Vaughn-Doom (Agriculture Instructor) are planning to use the PCR and gel electrophoresis equipment for cross-curricular lab activities during the fall semester. The Criminal Justice students will do a crime scene DNA

analysis and the Agriculture students will test foods to see if they contain GMOs (genetically modified organisms) which are commonly used in agriculture.

### **BOT Division Faculty Board Report**

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

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

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

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

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

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

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

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

May 7, 2021 – Anna Vaughn-Doom met with representatives from the University of Illinois Extension Center, and donated plants started by the SCC Ag students to the community gardens in Cairo and Metropolis.

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

C. President – Dr. Tim Taylor



June 7, 2021

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

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

**The following events are noteworthy:**

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

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

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- and bylaws did not have a direct impact on their day-to-day work but appreciate the ability to engage passively in the review and ability to provide comment on these policies before Board adoption – the way we have been moving forward since January 2021.
- The team was notified of several future administrative policies and procedures that were in process of being vetted by the Finance Team. These include a purchasing policy and procedure, fraud prevention policy/procedure, and a whistleblower policy/procedure. After reviewing the proposed documents, it is likely they will be sent back to Finance Team for further review. After that has occurred, they will be brought back to the Shared Governance Team for first review. This could happen as soon as June, but it might be as late as August – depending on the nature of changes required. It is anticipated some of these policies will require legal review and potentially Board input.
- On 05/06, attended a meeting at the Laborers Local 773 building in Marion. Attendees from Local 773 were: Ed Smith, John Penn, Griffen Goetz, Matt Smith, Tracey Whitecotton, Michelle Payne, Joe Davis, Joe Riley, Jerry Womack, and Todd Goforth. Attendees from SCC were Teale Betts, Jean Ellen Boyd, Gene Honn, and me. Superintendent Josh Stafford, from Vienna HSD 133, also attended the meeting. The purpose of the meeting was to discuss and resolve issues around scaling the Construction Management for Laborer’s program, once ICCB approved the program for Statewide distribution. In general, all issues were resolved. Local 773 will be paying tuition for all Laborers participating in the program using “last dollar in” strategies. The College will work with Laborers administrative team to streamline the registration process. Teale Betts will be providing on-site registration and enrollment support. Rob Betts will be developing marketing and promotional material for the program. It is anticipated that there will be tremendous interest in this program (maybe as many as 500-700 individuals). Both Team were reminded that the College is not able to make credit-hour claims on the Laborer’s apprentice courses; however, the College’s Board did adjust the online tuition rates and policy that could facilitate broader (more affordable) participation for all of Local 773’s membership throughout the region for the general education and occupational support courses. Local 773 leadership will encourage all participants in their service to enroll these online courses.
- On 05/07, I hosted a faculty Appreciate Luncheon in the L-Atrium. Although I don’t have exact numbers, I estimate we had over 80% of the full-time faculty participate in this event. Faculty were provided a meal and multiple gifts. The most popular gift seemed to be the dry-erase markers. There was excellent interaction at the event, and we received many complimentary follow-up comments, as well. Beth Crowe, Felicia Rouse, and Tina Dudley planned and executed the event and deserve most of the credit with its success.
- On 05/11, we hosted a meeting with members of the United States Penitentiary (USP) Marion Facility. The purpose of the meeting was to determine the feasibility of offering our Truck Driving program for USP Marion low-risk inmates who are nearing parole. Members from USP Marion were James LeClaire (Associate Warden), Melissa Schreiber (Executive



- Assistant), Jennifer Owen (Supervisor of Education), and Marc Sheffer (Reentry Affairs Coordinator). In the past, we have talked with Dan Sproul (Warden) about this project. Participants from SCC were Kelly Jennings, Jean Ellen Boyd, Dr. Kristin Shelby, and me. In general, the meeting went very well. USP Marion would like to send inmates to the College to participate in the Truck Driving program. Their preference is to integrate the inmates with other Truck Driving students (this is still under discussion). In addition, they will provide opportunities for the inmates to test for the CDL exam, when it is appropriate. The USP Marion facility will provide space for students to practice and do pre-trip inspections. Further, the USP Marion intends to purchase a driving simulator so inmates can reinforce their learning and practice for the CDL exam at the prison. USP Marion believes there may be nearly 200 inmates that qualify and be willing to participate in this program. The USP Marion participants are excited about this potential partnership and intend to pursue federal funding opportunities to facilitate the program.
- On 05/12, I facilitated an event called Community Assembly. All College employees were invited to attend this. The purpose was to provide employees with an opportunity for open communication with the President on matters of mutual interest. Planned topics for the Assembly included: Shared Governance Update, Explanation of the Performance-Based Incentive program, and an open Q&A session. Estimates suggest that roughly 85 of the College's employees attended the event. Informal feedback from employees who attended the meeting has been extremely positive. We will likely schedule additional Community Assembly's in the future – maybe on a quarterly basis.
- On 05/13, I attended a meeting with Mary Smith (Metropolis Branch Manager) and Shane Lloyd (Regional Manager) for Banterra Bank. The stated purpose of the meeting was to *“get to know each other better.”* In general, the meeting went very well, and I believe relationships were strengthened. Both parties agreed to support the other's community outreach efforts.
- On 05/14, I attended the Saints Foundation Board meeting. Topics of interest include:
  - Introduction of New Members – Steve Bundy, General Manager of aeriz from Anna; Sherry Wessel, General Manager of Harrah's Casino, from Metropolis; and Mike Ulen, farmer from Ullin.
  - Introduction of New Trustee Foundation Liaison – John Windings.
  - Resolution to Honor Cathy Belcher for her past service to the Foundation.
  - Scholarship Update – Approximately 70 students have been awarded scholarships for FY22. The funding amount available for scholarships is nearly \$156K.
  - College President's Report – provided an enrollment update, budget update, College Strategic Plan update, shared dates for Board's June Special meetings, and discussed the potential impact of Statewide approval for the Construction Management for Laborers program.
  - Executive Director's Report – Discussed the status of several fundraising initiatives and work supporting the College.

- Approval of Strategic Plan – Initiatives are improving donor database; improve social media and web presence; conduct employee giving campaign; create a scholarship recognition program event; connect fundraising opportunities with College’s strategic Plan; and conduct a fundraising gala.
  - Next meeting is scheduled for August 20, 2021.
- On 05/14, the College hosted its 52<sup>nd</sup> annual commencement ceremony. Of the 180 students eligible to walk in the ceremony, nearly 100 did so. Hundreds of family members engaged in the ceremony. A majority of the College’s full-time employees participated in the event. The event was extraordinarily successful at many levels. Feedback on the event has been overwhelmingly positive. Special recognition goes to Jackie Smith for organizing every detail, Beth Crow and Tina Dudley for organizing campus beautification efforts, and the Commencement Planning Committee for their diligence and hard work aimed at ensuring this face-to-face event turned into a memorable experience for our graduates.
- On 05/18, I participated in the SICCM Board meeting. The agenda focused on an enrollment for the Medical Lab Technician (MLT), Occupational Therapy Assistant (OTA), and Surgical Technology programs. All programs appear to be tracking as expected (slight increases) for fall enrollment. Interviews are being conducted for the positions of Program Director and Fieldwork Coordinator for the OTA program. The FY22 budget was approved. Operating expenses are expected to be approximately \$1.52M. It is estimated that roughly \$1M of those operating expenses will be covered by DCFS, TANF, and SNAP grants. The remaining \$500K will be split between Shawnee and JALC based on a per-student usage model.
- On 05/19, the College hosted the Pinning Ceremony for our PN graduates. Thirty-two (32) graduates participated in the ceremony. All Nursing faculty and support staff also participated in the event. The event was held in the gym and approximately 200 family members were in attendance. The ADN Ceremony is scheduled for 07/29.
- On 05/20, I hosted a meeting with Pepsi Mid-America CEO, Harry L. Crisp II, and President, Keith Dickens. The focus of the event was aimed at Pepsi trying to understand why we recently ended our vending relationship with them. They were informed much of the rationale was due to poor customer service in the past... plus, we were able to gain more favorable terms with Robertson vending. I also suggested our agreement with Robertson was a two-year term and they would have the opportunity to compete for our business again at that point. Although Mr. Crisp and Mr. Dickens were not happy, we left Pepsi Mid-America, they understood the rationale and left the meeting on a positive tone... and a commitment to strengthen their relationship with the College. Mr. Crisp said he’d still be willing to consider funding scoreboard replacement requests for our various athletic facilities. This information was shared with Gene Honn.
- On 05/27, Dr. Lisa Price, Jean Ellen Boyd, and me attended a Reverse Transfer Signing Event at Southern Illinois University in Carbondale. Participants from SIU were Dr. Austin Lane

- (Chancellor), Dr. Meera Komarraju (Provost), Amanda Sutton (Interim Director of Admissions), and Josi Rawls (Assistant Director of Transfer Relations). Several media outlets, including the Southern, KFVS, and SIU covered the event. Here are a few links so you can review:

The Southern News Article – [https://thesouthern.com/news/local/siu/siu-shawnee-community-college-sign-reverse-transfer-agreement/article\\_d6887bdf-cd23-5ce3-bdad-1977d86c26ac.html](https://thesouthern.com/news/local/siu/siu-shawnee-community-college-sign-reverse-transfer-agreement/article_d6887bdf-cd23-5ce3-bdad-1977d86c26ac.html)

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

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

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

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

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

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

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

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

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

#### D. Vice-Presidents

##### i. Academic Affairs – Jean Ellen Boyd

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

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

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

#### **Library/Technology**

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

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

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

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

## **Extension Centers Reports**

### **Anna Center**

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

### **Cairo Center**

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

### **Metro Center**

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

Massac County High School students continued to Accuplacer test at the center. Accuplacer testing for the center, from May 7, 2020 to March 9, 2021 produced a total of 90 Accuplacer tests. With the Metro Center being designated as Massac County High Schools testing facility starting March 10<sup>th</sup>, the number of Accuplacer tests March 10, 2021 - April 30<sup>th</sup> were 43, over a third of the May 7, 2020 to March 9, 2021 period. The center staff has taken the opportunity to express the Shawnee Welcome for students taking the Accuplacer. Alternative Education held

student screening at the Metro Center. First Baptist Church and Seven Mile Baptist Church of Metropolis along with the Women of Union Baptist Association in Vienna donated bags for SCC students during finals week.

Southgate Nursing and Rehabilitation Center is requesting CNA training for employees at the Metro Center during the summer. The small business development center held a small business training at the center on April 22<sup>nd</sup>. The Metro Center has picked up its efforts that began with the Metropolis Police Department prior to COVID-19 by securing CPR Recertification Training for local police, sheriff, and fire department staff. The first training was held on May 6<sup>th</sup> with five (5) students and the second class was hold on May 10<sup>th</sup> with four (4) students. All classes will be 4:00 – 9:00 pm.

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

### **Vienna Center**

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

### **Nursing**

As the nursing department winds down the spring semester, we are busy with Kaplan testing and final exams. During the last couple weeks of April informational meetings were conducted for incoming practical and associate degree nursing students. A special thanks to April Dollins, Lorena Hines, Amy Sheffer, and Betsy Shallenberger for giving up their evenings to provide insight regarding what is required to successfully complete SCC nursing programs and welcome

our 2021-2022 nursing students. A virtual Advisory Board meeting for the practical and associate degree nursing programs has been scheduled for June 17th. The Pinning for Practical Nursing students completing the program in May is scheduled for May 19, 2021 at 6:00 p.m. in the gym.

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

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

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

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

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

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

Jean Ellen Boyd  
Interim, Vice-President Academic Affairs

June 7, 2021  
Date

### **Student Academic Assessment Committee Update Report May 12, 2021**

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

The FY21 institutional and department analysis of submitted Assessment data will begin in June and will be shared at the August In-Service and Board of Trustees meeting. The analysis will include how interventions practiced projected closing the loop in the Assessment process including the budgeting components for an intervention, if applicable. *Minutes pg. 16 of 14*



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

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

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

### Admissions Danielle Boyd—Registrar

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

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

### Advisement and Recruitment Report Erin King

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

### Athletics John Sparks—Athletic Director

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

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

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

The **Softball** season finished last week with a rain-out game that was scheduled at Lincoln Trail in Robinson, IL. They finished the season with an overall record of 1-41. With all that said, they were able to finish the season and reschedule all the games that were postponed. The Lady SAINTS have *four* sophomores that will graduate this Spring. Greg Sheppard agreed to coach the team and finish out the remainder of the season. Dr. Taylor, Dr. Price, and Athletic Director Sparks felt strongly about two things: the young women should be able to complete their season and the leader of the team needed to be positive with them. Greg Sheppard provided met both of those goals and it is appreciated.

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

### **Career Services** Leslie Cornelius-Weldon—Career Services Coordinator

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

### **Completion Coach** Carrie Davis

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

### **Financial Aid** Tammy Capps—Director of Financial Aid/Veterans

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

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

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

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

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

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

### **Student Clubs and Organizations** Phi Beta Lambda-Phyllis Sander

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

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

### **Student Senate-Erin King**

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

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

Craig Bradley was honored for his exceptional leadership as a Phi Theta Kappa sponsor. To earn this designation, the sponsor has to be nominated by the Phi Theta Kappa members with recommendations from the college president and student services leader. Congratulations to Mr. Craig Bradley for this well-deserved honor.

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

**Student Success Center** Mindy Ashby—Director of Student Success Center

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

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

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

**Student Support Services** Amber Suggs—TRiO Student Support Services Director

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

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

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

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

*Minutes pg. 20 of 40*

**TRiO Educational Talent Search** James Walton - Assistant Director/Academic Specialist

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

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

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

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

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

Joppa High School-Tina Dudley, Hayley Story, Lisa Price  
Vienna High School-Teale Betts, Tina Dudley  
Goreville High School-Teale Betts, Tina Dudley  
Anna-Jonesboro High School-No outside visitors allowed  
Cobden High School-Blake Goforth, Tina Goforth  
Dongola High School-Blake Goforth  
Massac County High School-Not invited to honors ceremony, but invited to College Signing Day on May 14, 2021 where Hayley Story went and presented SCC t-shirts and other SCC swag.  
Cairo High School-Shelby Adkinson, Carrie Davis  
Meridian High School-Shelby Adkinson, Carrie Davis  
Shawnee High School-No outside visitors allowed  
Century High School-Erin King  
Egyptian High School-Carrie Davis, Shelby Adkinson.

All Student Services programs have begun scheduling events promoting recruitment now that we

are in the bridge phase and the college is able to begin having more activities on campus. Student services will use the summer months for recruitment and recruitment planning as well as professional development.

*Dr. Lisa Price*

Vice President of Student Success and Services

*6/7/2021*

Date

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

#### **State Payment Update**

The state currently owes for May Equalization and Base Operating.

#### **Facilities Department**

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

#### **Business Service Department**

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

#### **IT Department**

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

#### **Human Resources**

In May recruited for the following positions Bookstore Assistant, Director of Nursing, Lab Assistant/Safety Officer, VP of Academic Affairs and Medical Assistant Instructor. Met with the

VP of Academic Affairs position hiring committee to review the job description. Compiled employment data for the Director of Institutional Research. Completed the required posting for the new Department of Labor Victims' Economic Security and Safety Act. This act allows unpaid leave for employees who are victims of domestic violence, sexual violence or gender violence and employees who have a family member who is a victim of such violence.

**Bookstore**

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

*Brandy Woods*

Brandy Woods

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

**E. 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 10,064. Currently our generated traffic from Google Ad placement results are as follows for April 10<sup>th</sup> – May 10<sup>th</sup>:

997 - Clicks on our Google Ad                      40 – Phone calls

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

	<b>Current Month</b>		<b>Previous Month</b>
Illinois	5,943		5,454
Missouri	1,8381		1,752
Kentucky	565		607

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

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

## Facebook Analytics

<b>Date</b>	<b>Daily New Likes</b>	<b>Daily Unlikes</b>	<b>Daily Total Reach</b>	<b>Weekly Total Reach</b>	<b>28 Days Total Reach</b>
4/10/21	1	2	1434	11434	34344
4/11/21	1		1288	10303	31893
4/12/21			1775	8644	29879
4/13/21	3	1	2285	8046	29473
4/14/21	1		1214	6748	28731
4/15/21		2	1985	6758	28061
4/16/21	1	2	1852	6836	27612
4/17/21	4		2765	7649	28127
4/18/21	1	1	1426	7987	28078
4/19/21	2		937	7501	27826
4/20/21			1249	7064	26726
4/21/21	3		2049	7268	26171
4/22/21			2900	8243	26527
4/23/21	1		3815	9757	27841
4/24/21	3	1	2270	9240	28384
4/25/21	1	1	1751	9590	28578
4/26/21	3	1	1840	10021	28013
4/27/21	3		1666	10288	28168
4/28/21	2	1	1925	10413	26302
4/29/21		2	1262	9038	25593
4/30/21	2	1	855	7307	25009
5/1/21			2093	7184	25012
5/2/21	1		1938	7063	24223
5/3/21	2		3076	7858	23411
5/4/21	1	1	2652	8233	23014
5/5/21	3		3094	8932	22855
5/6/21	3	2	2514	9517	22955
5/7/21	2		3783	11334	24319
5/8/21	2		5341	13411	25701
5/9/21	1		3245	13979	26511



5/10/21	2		3636	14145	27209
5/11/21	3		5014	15024	27683
5/12/21	3		3815	15896	28623
5/13/21	1		1096	15534	28536
Totals	<b>56</b>	<b>18</b>	<b>79840</b>	<b>328245</b>	<b>921388</b>

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
10-May-2021 12:00AM	College Report: White Headed To Nationals	The Journal News	12612	4768	7844
07-May-2021 11:00PM	J-MG holds informational meeting with VHS superintendent	The Paducah Sun	35380	13500	21880
06-May-2021 11:59PM	MHS seniors land nearly \$3 million in scholarships	The Daily Republican	5258	2095	3163
06-May-2021 11:12PM	MHS seniors land nearly \$3 million in scholarships	Du Quoin Evening Call	1364	387	977
06-May-2021 11:03PM	MHS seniors land nearly \$3 million in scholarships	The Benton Evening News	1088	186	902
06-May-2021 10:47PM	MHS seniors land nearly \$3 million in scholarships	Randolph County Herald Tribune	401	361	40
06-May-2021 12:16AM	Bradley wins Phi Theta Kappa national award	Metropolis Planet	5860	2496	3364
06-May-2021 12:16AM	SCC Nu Alpha Alpha honored during Phi Beta Lambda state leadership conference	Metropolis Planet	5860	2496	3364
06-May-2021 12:16AM	J-MG holds informational meeting with VHS superintendent	Metropolis Planet	5860	2496	3364
06-May-2021 12:16AM	HCE scholarships awarded to four seniors	Metropolis Planet	5860	2496	3364
05-May-2021 05:28AM	A Guide for Understanding Cybersecurity Certifications	Zephyrnet	660893	268034	392859
03-May-2021 11:01PM	Temple center C.J. Perez grateful for a sixth year of college football	Philadelphia Inquirer (Premium)	136074	7731	128343
03-May-2021 03:07PM	Temple center C.J. Perez grateful for a sixth year of college football	The Philadelphia Inquirer	4380267	1534124	2846143

29-Apr-2021 12:00AM	College Report: Hillsboro's Hanner Picks Up First College Win	The Journal News	16304	5196	11108
29-Apr-2021 12:00AM	SCC announces Young Writer's Competition winners	Metropolis Planet	10180	3859	6321
29-Apr-2021 12:00AM	J-MG board approves Beta Club attendance at national convention	Metropolis Planet	10180	3859	6321
22-Apr-2021 11:59PM	11 from MHS sign letters of intent	The Daily Republican	5936	2049	3887

### Traditional Television Coverage

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

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

### Synopsis

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

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

### Streaming Ads.

All radio ads will be on traditional radio and streaming online and mobile equivalent stations. *Minutes pg.26 of 40*

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.

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



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

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

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

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

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

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

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



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

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

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

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

**SAINTS PROUD!**

#### **G. Illinois Community College Trustees Association – James Darden**

Some colleges and universities in Illinois will strongly encourage, not mandate, vaccines against COVID-19 going into the fall. This should be a personal choice instead of a mandated one.

NOTE: ISBE is looking at a resolution for “that public schools must resume fully in-person learning for all attendance days for 2021-2022 school year, minor exceptions for at a distance learning.

Biden’s Administration for free college for all is facing resistance. Some of the resistance is college is already inexpensive. The Biden Plan still depends on a state contribution, \$1 State to \$3 Federal. One other point is how much federal control comes with the free college funds for all. It will cost someone.

ICCTA is keeping a close eye on the states redistricting plan for possible issues, in representation and future funding.

ICCTA highlighted some ways that colleges could use some of the CARE and ARP funds:

- Update HVAC system
- Temporary trailer classrooms purchased or rented.
- Paid student internships, job training opportunities.
- Staff salaries
- Discharge of student debt

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

- A. Consideration of Approval of Trust Agreement for CDB Project #810-086-018 **Attachment #1**
- B. Consideration of Approval of FY2022 Blanket Purchase Orders Over \$25,000 **Attachment #2**
- C. Consideration of Annual Security Services Contract **Attachment #3**
- D. Consideration of Approval of Addendum to Course Fees **Fees Tab**
- E. Consideration of Approval of the RAMP Project **Attachment #4**

### **IX. Executive Session**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees’ Employment pursuant to 5 ILCS 120/2 (c)(1)
  - i. Consideration of Ratification of Part-Time Employee **Ratification Tab**
  - ii. Consideration of Approval to Hire a Full-Time Administrative Assistant to Dean of Workforce **Workforce Tab**
  - iii. Consideration of Approval to Hire a Full-Time Bookstore Assistant **Bookstore Tab**
  - iv. Consideration of Approval to Hire a Full-Time Financial Aid Specialist **Financial Aid Tab**
  - v. Consideration of Approval to Modify Nursing Tutor Job Description **Attachment #5**
  - vi. Consideration of Approval to Adjust the Director of the Vienna Extension Center’s Salary **Attachment #6**
  - vii. Consideration of Executive Session Minutes to Determine Continued Confidentiality of Executive Session Minutes **Separate Document**
  - viii. Consideration of The President’s 6-month Evaluation

- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College pursuant to 5 ILCS 120/2 (c)(1)
  - i. Consideration of Resignation of Full-Time Employee **Attachment #7**
  - ii. Consideration of Resignation of Full Time Employee **Attachment #8**
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)

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

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Ratification of Part-Time Employee **Ratification Tab**
  - ii. Consideration of Approval to Hire a Full-Time Administrative Assistant to Dean of Workforce **Workforce Tab**
  - iii. Consideration of Approval to Hire a Full-Time Bookstore Assistant **Bookstore Tab**
  - iv. Consideration of Approval to Hire a Full-Time Financial Aid Specialist **Financial Aid Tab**
  - v. Consideration of Approval to Modify Nursing Tutor Job Description **Attachment #5**
  - vi. Consideration of Approval to Adjust the Director of the Vienna Extension Center's Salary **Attachment #6**
  - vii. Consideration of Executive Session Minutes to Determine Continued Confidentiality of Executive Session Minutes **Separate Document**
  - viii. Consideration of The President's 6-Month Evaluation
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
  - i. Consideration of Resignation of Full-Time Employee **Attachment #7**
  - ii. Consideration of Resignation of Full Time Employee **Attachment #8**
- C. Consideration of Items That May Lead or Have Led to Litigation

**MOTION NO. 3**

**CONSIDERATION OF APPROVAL OF TRUST AGREEMENT CDB PROJECT #810-086-018**

A motion was made by Michael McMahan and seconded by Andrea Witthoft to recommend the Board approve the trust agreement between City National Bank and CDB and authorize the CEO and CFO to execute the agreement. Attachment #1

On roll call vote, the members voted as follows:

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

Ms. Deborah Shelton-Yates - Absent  
Mr. Michael McMahan – Yes

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL OF FY2022 BLANKET PURCHASE ORDERS OVER \$25,000**

A motion was made by James Darden and seconded by April Moore to recommend the Board approve the FY2022 blanket purchase orders as presented. Attachment #2

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 5**

**CONSIDERATION OF APPROVAL OF THE ANNUAL SECURITY SERVICES CONTRACT**

A motion was made by John Windings and seconded by Michael McMahan to recommend the Board approve the contract with St. Moritz Security Services, Inc. for security services from July 1, 2021 and continue until June 30, 2022. Attachment #3

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 6**

**CONSIDERATION OF APPROVAL OF THE ADDENDUM TO COURSE FEES**

A motion was made by Michael McMahan and seconded by Andrea Witthoft to recommend the Board amend the approved course fee list for FY2022, to include a lab fee of \$60 for WEL123, to be effective with the start of Fall 2021 semester. Fees Tab

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 7**

**CONSIDERATION OF APPROVAL OF THE RAMP PROJECT**

A motion was made by Bradley West and seconded by John Windings to recommend the Board approve the FY2022 RAMP request and authorize the College's Interim CFO, Brandy Woods, to sign and submit the document per ICCB guidelines. Attachment #4

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.



**MOTION NO. 8**  
**IX. EXECUTIVE SESSION**

A motion was made by Michael McMahan and seconded by April Moore to **adjourn and go into executive session** at 6:10 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c)(1)
  - i. Consideration of Ratification of Part-Time Employee **Ratification Tab**
  - ii. Consideration of Approval to Hire a Full-Time Administrative Assistant to Dean of Workforce **Workforce Tab**
  - iii. Consideration of Approval to Hire a Full-Time Bookstore Assistant **Bookstore Tab**
  - iv. Consideration of Approval to Hire a Full-Time Financial Aid Specialist **Financial Aid Tab**
  - v. Consideration of Approval to Modify Nursing Tutor Job Description **Attachment #5**
  - vi. Consideration of Approval to Adjust the Director of the Vienna Extension Center's Salary **Attachment #6**
  - vii. Consideration of Executive Session Minutes to Determine Continued Confidentiality of Executive Session Minutes **Separate Document**
  - viii. Consideration of The President's 6-Month Evaluation
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to 5 ILCS 120/2 (c)(1)
  - i. Consideration of Resignation of Full-Time Employee **Attachment #7**
  - ii. Consideration of Resignation of Full-Time Employee **Attachment #8**
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 9**

A motion was made by Michael McMahan and seconded by John Windings to adjourn out of executive session at 7:22 p.m.

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. Bradley West, (advisory vote) - Yes  
Ms. Deborah Shelton-Yates - Absent  
Mr. Michael McMahan - Yes

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 10**

A motion was made by April Moore and seconded by Michael McMahan to approve the minutes of the executive session held on June 7, 2021.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes  
Ms. Deborah Shelton-Yates - Absent  
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: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 11**

**CONSIDERATION OF APPROVAL TO RATIFY PART-TIME EMPLOYEES**

A motion was made by James Darden and seconded by Bradley West to recommend the Board ratify the part-time hires as listed. Ratification Tab

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 12**

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME ADMINISTRATIVE ASSISTANT TO THE DEAN OF WORKFORCE**

A motion was made by Bradley West and seconded by John Windings to recommend the Board approve Deborah Vines for the position of Administrative Assistant to the Dean of Workforce effective June 8, 2021. Workforce Tab

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 - Absent  
Mr. Michael McMahan - Yes  
Ms. April Moore - Yes

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 13**

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME BOOKSTORE ASSISTANT**

A motion was made by April Moore and seconded by James Darden to recommend the Board approve Mandee Trowbridge for the position of Bookstore Assistant effective June 8, 2021. Bookstore Tab

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 14**

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME FINANCIAL AID SPECIALIST**

A motion was made by Bradley West and seconded by Andrea Witthoft to recommend the Board approve Lisa Meyer for the position of Financial Aid Specialist effective June 8, 2021. Financial Aid Tab

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 15**

**CONSIDERATION OF APPROVAL TO MODIFY NURSING TUTOR JOB**

**DESCRIPTION**

A motion was made by Michael McMahan and seconded by Steve Heisner to recommend the Board approve the Nursing Tutor job description change and authorize the President to begin the hiring process. Attachment #5

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 16**

**CONSIDERATION OF APPROVAL TO ADJUST THE DIRECTOR OF THE VIENNA EXTENSION CENTER'S SALARY**

A motion was made by Michael McMahan and seconded by John Windings to recommend that the Board set Teale Betts FY22 salary as listed and presented in Board Book for the Director of Vienna Extension Center/Enrollment Specialist Position and eliminate the special conditions previously established on her salary movement. Attachment #6

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 17**

**CONSIDERATION OF APPROVAL TO DETERMINE CONTINUED CONFIDENTIALITY OF EXECUTIVE SESSION MINUTES**

A motion was made by April Moore and seconded by Michael McMahan to recommend the Board keep closed the written Executive Session minutes from October 13, 1986 to present and to authorize the destruction of the closed session audiotapes as provided in the Open Meeting Act for closed sessions held prior to December 2, 2019. Separate Document

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 - Absent
- Mr. Michael McMahan - Yes
- Ms. April Moore - Yes

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 18**

**CONSIDERATION OF THE PRESIDENT’S 6-MONTH EVALUATION**

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

NO ATTACHMENT NO DISCUSSION

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Mr. Michael McMahan	_____	_____	_____	_____
Ms. April Moore	_____	_____	_____	_____
Ms. Andrea Witthoft	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____
Mr. Steve Heisner	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Ms. Deborah Shelton-Yates	_____	_____	_____	_____
Mr. Bradley West (advisory vote)	_____	_____	_____	_____

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

**MOTION NO. 19**

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

A motion was made by John Windings and seconded by Michael McMahan to recommend the Board accept the resignation of Haley Story effective June 18, 2021. Attachment #7

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 20**

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

A motion was made by James Darden and seconded by Bradley West to recommend the Board approve the resignation of Amanda Brown effective June 7, 2021. Attachment #8

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

## **XI. Adjournment**

### **MOTION NO. 21**

A motion was made by Michael McMahan and seconded by April Moore to **adjourn at 7:35 p.m.**

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.