

# BOARD BOOK

August 2, 2021





**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531 RIVER ROOM  
ULLIN, IL  
AUGUST 2, 2021  
5:30 P.M.**

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

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

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

**V. Approval of Consent Agenda**

[Minutes of Regular July 6, 2021 Meeting](#)

[Treasurer's Report](#)

[Approval of Bills](#)

Education Fund	\$1,076,906.52
Building Fund	140,336.10
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	48,812.28
Restricted Purposes Fund (Grants)	254,338.70
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	10,322.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,129.94
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	44,239.37
<b>Grand Total</b>	<b>1,577,084.91</b>

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

Addendum: [Working Cash fund to Education Fund](#) (1 Transfer)

**VII. Reports**

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

**VIII. Action and Discussion Items**

- A. COVID Protocol Update
- B. Consideration of Approval of [Crowdus Janitorial Contract Renewal](#) ([Attachment](#)) (15 pages)
- C. Consideration of Approval of [Athletic Insurance Renewal](#) ([Attachment](#)) (2 pages)
- D. Consideration of Approval of [FY 22 Budget](#) ([Attachment](#)) (19 pages)
- E. Consideration of Approval of [FY 22 Risk Management](#) ([Attachment](#)) (10 pages)
- F. Consideration of Approval of [EMS & EMT Lab Fee](#)
- G. Consideration of Approval of [Financial Aid Audit Liability Results](#) ([Attachment](#)) (4 pages)
- H. Consideration of Approval to [Reimburse Vienna High School for CTE Education Pathways Grant Purchase of Service – Employee](#) ([Attachment](#)) (1 page)
- I. [Consideration of Approval to Reimburse John A. Logan College for CTE Education Pathways Grant Purchase of Technology Equipment](#) ([Attachment](#)) (1 page)
- J. [Discussion of County Meetings](#) ([Attachment](#)) (3 pages)

**IX. Executive Session**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. Consideration of Approval to [Hire a Director of Nursing](#)
  - ii. Consideration of Approval to [Hire a Full-Time Medical Assistant Instructor](#) ([Attachment](#)) (2 pages)
  - iii. Consideration of Approval to [Hire a Financial Aid Assistant](#)
  - iv. Consideration of Approval to [Hire a Full-Time Agriculture Instructor](#)
  - v. Consideration of Approval of [Ratification of Part-Time Hires](#)
- B. Consideration of Approval to 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](#))

(1 page)

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

**X. Executive Session Action Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
- i. Consideration of Approval to [Hire a Director of Nursing](#)
  - ii. Consideration of Approval to [Hire a Medical Assistant Instructor \(Attachment\)](#) (2 pages)
  - iii. Consideration of Approval to [Hire a Financial Aid Assistant](#)
  - iv. Consideration of Approval to [Hire a Full-Time Agriculture Instructor](#)
  - v. Consideration of Approval of [Ratification of Part-Time Employees](#)
- B. Consideration of Approval to 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 \(Attachment\)](#) (1 page)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

**XI. Adjournment**

**REGULAR BOARD MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
July 6, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on July 6, 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, via Zoom  
Ms. Deborah Shelton-Yates - Absent  
Mr. Steve Heisner - Present  
Mr. Michael McMahan - Present  
Ms. April Moore - Present  
Mr. John Windings – Arrived @6 :13pm  
Ms. Andrea Witthoft - Present  
Mr. Bradley West, Student Trustee - Present

**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 - Present  
John Schneider, Attorney - Present  
Dr. Ian Nicolaides, S.C.E.A., President - Present  
Dr. Ryan Thornsberry, Instructor of English - Absent  
Beth Crowe, Administrative Assistant to the President - Present

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

**V. Approval of Consent Agenda**

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**MOTION NO. 1**

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

Regular Meeting Minutes June 7, 2021

Treasurer's Report

Approval of Bills

Education Fund	\$951,680.30
Building Fund	133,591.07
Restricted Bldg. Fund	0.00
Bond & Interest Fund	64,000.00
Auxiliary Enterprises Fund	43,257.76
Restricted Purposes Fund (Grants)	432,879.43
Restricted Purposes - FWS*	2,218.37
Restricted Purposes - PELL	6,900.91
Restricted Purposes - SEOG	17,342.00
Trust & Agency Fund	582.22
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	33,246.46
Grand Total	\$1,685,698.52

On roll call vote, the members voted as follows:

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

Results 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

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

### **MOTION NO. 2**

A motion was made by Andrea Witthoft and seconded by Michael McMahan to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$200,000.00. May 31, 2021**

On roll call vote, the member voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

## **VII. Reports**

### **Student Trustee Report**

Shawnee hosted a Fun-Da-Mental basketball camp which was a success with over 25 kids participating.

An Ag Camp for youth was held on June 4th.

We held a graduation for our Adult Basic Education graduates.

Talking with students, many would like a clear answer about the current mask policy at Shawnee and how it will be handled in the near future.

### **Faculty Board Report**

Several Faculty who teach summer classes have mentioned that the summer semester is off to a great start. Student focus seems to have increased based on attendance and enthusiasm.

Students continue to be cooperative with wearing face mask, albeit, many comments about how much they look forward to when the mask will not be not required.

Many Faculty are also using the summer to refocus and plan/modify their fall classes. Several Faculty have mentioned how much they look forward to the Fall semester being more “traditional” as concerns for social distancing have lessened. Members of the Faculty leadership team including myself are working with Administration in preparation for the Fall 21 HLC visit. We have a high degree of confidence that we as a college can show great improvement with regard to shared governance.

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### **Math & Science Department**

Roberta Christie, Connie McGinnis, David Black and Lori Armstrong have been meeting with consultant Kathy Almy to work on our developmental math program as well as the transitional math course with our high schools. David and Roberta are on the committee that will review 4 new high school submissions later this month that will allow the schools to start the new course. Sheryl Ribbing has spent many hours this June reorganizing the Chemistry laboratory. Older chemicals are in the process of being disposed of properly and newer improved laboratory activities/materials are being prepared.

Ian Nicolaides and Brenda Brown continue to design and plan laboratory exercises for the newly approved Anatomy & Physiology class offerings. Modern instruments and probe-ware are being tested for students to use in the lab to test physiologic responses to various activities/stimuli.

Exercise physiology/sports performance serves as main theme in designing student labs.

### **BOT Division**

May 17, 2021 – Anna Vaughn-Doom, Agriculture instructor, toured Flamm Orchards in Cobden, Illinois to learn more about their orchard farming techniques, including strawberry farming, and to collaborate with local farmers.

May 31-June 1, 2021 – Phyllis Sander, ACC/BUS/COM instructor, judged the PBL national competitors' prerecorded Business Financial Plan presentations for the 2021 National Leadership Conference.

June 4, 2021 – Anna Vaughn-Doom hosted Ag Camp for local school-aged children and their parents in the pavilion near the greenhouse. Children learned age-appropriate gardening tips, and planted flowers in pots to take home.

June 9, 2021 – Phyllis Sander participated in a WEAVE sponsored webinar titled "Change Makers in Assessment Culture".

Every Thursday during the month of June 2021, Phyllis Sander completed HLC training through the Cocurricular Assessment Online Seminar Series. Weekly readings and assignments were completed. The assigned tasks were shared with the SCC Student Academic Assessment Committee for reflection and discussion. Concepts were presented in three modular areas:

Defining Cocurricular

Identifying and Mapping Outcomes for the Co-curriculum

Methods and Strategies for Assessing the Co-curriculum

June 24-27, 2021 – Phyllis Sander, Phi Beta Lambda (PBL) sponsor, and SCC Nu Alpha Alpha Chapter PBL members virtually participated in the National Leadership Conference. Workshop sessions included

Working with LinkedIn

Using Tallo to connect with employers

Internships

Preparing and practicing an "Elevator Speech"

Building the student's Personal Brand

Reviewing resume by a panel of national experts



## President's Report July 6, 2021

Enrollment Update						
	Unrestricted Reimbursable Credit-Hours			Total Credit-Hours		
	FY 20	FY 21	Δ	FY 20	FY 21	Δ
Summer	3,498	2,818	-19.44%	3,716	3,142	-15.45%
Fall	11,183	10,651	-4.76%	13,078	12,435	-4.92%
Spring	11,849	11,909	0.51%	13,213	14,168	7.23%
<b>Total</b>	<b>26,530</b>	<b>25,378</b>	<b>-4.34%</b>	<b>30,007</b>	<b>29,745</b>	<b>-0.87%</b>
FY 21 Credit-Hour Budget Projection			28,078	Difference		1,667

\*Data pulled from Final SRSU Report for FY 21 (i.e. this is the final enrollment numbers for FY21); State reimbursement is based on unrestricted reimbursable credit-hours.

### **The following events are noteworthy:**

On 06/02, met with Rob Sullivan, owner of the Vienna Automotive Center. Trustee McMahan, coordinated the meeting. The purpose of the meeting was two-fold. First, it was an opportunity for me to meet one of the local business owners in the community. Second, it was an opportunity to confirm the type of automotive training our graduates should attain in order to meet the needs of our local businesses. Mr. Sullivan confirmed that a well-rounded curriculum based on the Automotive Service Excellence (ASE) National Automotive Technicians Education Foundation (NATEF) skill standards are required for entry-level employment. In addition, Mr. Sullivan suggested that students with a strong background in computer drivability diagnosis and repair is preferred. Mr. Sullivan agreed to serve on our Automotive Technology program advisory committee, if asked. Mr. Sullivan's contact information was forwarded to our instructor, Derek Pender.

On 06/03, attended the Illinois Community College Council of President's Zoom meeting. The Agenda included: Illinois Green Economy Network (IGEN) update, ICCTA update, ICCB update, Illinois Community College Foundation update, FY22 election of Officers, Legislative update, and COVID planning for fall term. The one topic of Board interest was related to fall COVID plans.

Essentially, each College shared their plans for mask requirements, vaccines, and social distancing. In terms of mask and vaccine requirements, most Colleges are not going to require masks or vaccinations – although some are anticipating legal issues. SVCC is incenting students to share the vaccination cards w/ \$100 (from HEERF) posted directly to student accounts.

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Further, all College's said a majority of their employees will return to full-time on-campus work in the fall. In addition, remote policies will be developed with clear intention for serving students and a high-five mode of delivery (online, f2f, hybrid, simulcast, or virtual) was shared.

Finally, about 1/3 of all Colleges are returning to class size limits prior to COVID, with provisions for social distancing for the unvaccinated. The remaining College's said they will continue to study the issue and are hoping for further guidance from IDPH before deciding.

On 06/08, hosted a Project BUILD (Businesses United in Leadership Development) meeting sponsored by the Coalition for Minority Businesses and the Small Business Development Center. The purpose of the meeting was to encourage and support minority-owned small business development throughout the region. Lynne Chambers, one of my Community Advisory members, helped organize the meeting. Dr. Mason and Brett Whitnel also attended the meeting.

During the meeting we stressed the College's commitment to assist minority business owners throughout the College's service region to grow and thrive. Throughout the session, business owners expressed their thoughts on the challenges they face with daily operations and expanded on the special challenges' minority-business owners face. Some of the challenges noted were:

- access to operating capital
- becoming certified to procure State and Federal contracts
- a need for a trained workforce
- union vs non-union labor
- business planning
- the importance of professionalism

At the conclusion of the session, we assured the business owners that we could help them overcome these challenges and thanked them for their participation. In addition, we asked each of the owners if they might be interested in serving on the College's Minority Business Council and all agreed to do so.

On 06/09, I attended a meeting with Jerry Reppert (Owner, Reppert Publications and Reppert's Office Supply). 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 sort through recent purchasing and pricing issues associated with the Office Supply business.

Facilitated the Shared Governance Committee meeting on 06/10. Topics included: Board Policy Governance Update, Strategic Plan Update, Shared Governance Committee Template Review, Weekly Calendar, and HLC Writing Team progress. Outcomes of interest are:

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Policy Governance Update (Board) – Board Special Meeting results were shared. Tentative plan for Board Policy development was discussed. Anticipated outcomes of the Board policy process were shared.

Strategic Plan Update – Review of the Strategic Plan. Discussed framework and navigation.

Asked for people to review and concentrate feedback on output/outcomes, resources, new credit-hours, deliverables, critical issues, and barriers.

Shared Governance Committee Template – Template was reviewed and approved. A shared governance manual will be drafted for consideration at the July meeting.

Weekly Calendar Idea raised – put on Cabinet meeting and discuss a process for moving forward.

HLC Writing Team – Dr. Giacomelli will draft introductory language and share with Dr. Shelby by 06/24. The Writing Team will review and make recommendations on 06/28.

On 06/10, attended a meeting with Illinois Department of Corrections (IDOC) to review the College's recent proposal. Participants from IDOC included Alyssa Williams (Chief of Programs and Support Services), Maria Miller (Manager, Office of Adult Education and Vocational Services), James Deen (Chief Financial Officer), and Jared Brunk (Chief of Administration). Shawnee participants included Jean Ellen Boyd, Dr. Mason, and Dr. Shelby. Here is a brief overview of the topics discussed:

Indirect costs – gradual increase to 9%. Year 1 – 8%, Year 2 – 8.5%, Year 3 – 9%

Disaster plan needed for the contract, but a simplified plan may be developed and finalized after the contract is finalized.

Quarterly certified payrolls needed.

Procurement will need to follow IDOC procedures.

For bargaining unit staff, 5% for instructors and Office Assistants to 6% each of the three years.

Merit Comp can be the same, but final approval reverts to IDOC.

SCC's intent is to retain all current Lake Land College (LLC) staff and they will be afforded earned CBA rights.

Implementation of new programs may take time and is expected.

IDOC will reach out to ICCB to verify how a 6-month extension or bridge contract will look for Shawnee and LLC.

IDOC will issue a draft contract for SCC's Board to consider for the July or August Board Meeting.

As of the time of this writing, we have not received a draft contract from IDOC.

On 06/15, I met with Monte Russell. 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. Mr. Russell agreed to assist the College with efforts associated with the Minority Business Council and potentially become a trainer for the College.

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On 06/19, I facilitated (with Lynne Chambers) an event called the Juneteenth Virtual Art Show. The event focused on works from DeSande R. (Crown Act), Robert Ketchens (A Song from the

Field), Mike Faris (Critical Race Theory), and Najjar Abdul-Musawwir (Anti-Racism and the Healing Process). The event was sponsored by the Chicago Community Trust, the Southern Illinois Community Foundation, Legacy Training, and Healing Illinois. The show was streamed over Facebook Live and I am told had over 5K viewers – the largest of all Healing Illinois events to date.

On 06/24, Chris Clark and I met with Beck Simonds (President), Will Pyatt (General Manager), and Laura Wilson (Human Resources & Safety Manager) of ET Simonds Construction and Anna Quarries, Inc. 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. Chris and I got an excellent tour of the Quarry and we identified several ways in which the College might partner with them in the future.

On 06/28, met with the College’s HLC Shared Governance Writing Team and Dr. Giacomelli to review the first draft of the self-study. In general, the document contained a thorough history of the problem and a rough outline for future work on both HLC criterion 2C and 5B. Several pieces of evidence were shared with Dr. Giacomelli, including several draft Board policies, shared governance manual updates, annual Board Calendar, and a list of topics from the Board Policy Governance training in June. Dr. Giacomelli will update the document to include the work provided. Our next meeting is scheduled for July 27.

As of 06/28, 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**

**Kaplan Master Services Agreement** – provides learning materials for the Nursing programs. Attorney Schneider reviewed the agreement.

**Sub-Award Agreement Between Shawnee Community College and John A. Logan College**

–This document confirmed SCC as the grant administrator for the CTE Education Career Pathway grant and reimburses John A. Logan College for distance learning equipment outlined in the grant award.

**The SI Bridges Grant** – a partnership with SIUC in a National Institute of Health grant that assists students and stipends for scientific research and training experiences.

**Uniform Grant Budget Proposal** – a partnership with the Greater Egypt Regional Planning and Development Commission, Southern Five Regional Planning District and Development Commission, Southern Illinois University- Carbondale SBDC, Southern Illinois University Edwardsville SBDC, Southeastern Illinois College SBDC, and Mantracon to submit a regional proposal addressing DCEO's expansion of its Small Business Community Navigator program.

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**Inter-Governmental Grant Agreement between SCC and the State of Illinois, Department of Commerce and Economic Opportunity** – The College will receive \$85K to operate the SBDC.

**MOU with Women Employed** – College will receive \$10K to develop a transitional math course.

**Martin Hood Agreement** – Renews Audit Services for FY21.

Requisition – Simple Syllabus, \$18,700 (CARES ACT Funds is used).

Requisition – Travelers CC Services, \$6,895 (Renews annual Treasurers bond).

Requisition – Krueger International, \$6,208.16 (Chair replacement for Library).

Requisition – ICCTA Dues, \$4,165

Requisition – Ellucian, \$4,144 (Assist with the implementation of the HR Self-Service module

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## **Academic Affairs & Student Learning Report**

### **Board of Trustees Report**

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

Dr. Shelby continues to work with faculty and staff on their ICCB 5-year Program Reviews. All but one high school has completed and returned dual credit request forms for the 2021-22 school year. Dr. Shelby submitted the FY22 Perkins V Local Application and Uniform Budget to ICCB on May 14. Work on projects under the Developmental Education Innovation Grant are ongoing with the Math and English Departments. The English Department has worked with SCC Tutor, Marilyn Crites, and Educational Technology Specialist, Rob Lucas, to develop the Level Up Reading Program. Students who test into ENG 047 have to the opportunity to complete the free, self-paced training modules in Moodle in hopes of scoring into the ENG 111 co-requisite once they retake the Accuplacer placement test. Dr. Shelby and the Transitional Math Local Advisory Panel, consisting of SCC math faculty Roberta Christie and David Black, and high school math teachers from Century and Massac Co. High Schools, have participated in Zoom trainings with Kathy Almy of Almy Education, on transitional math portability submissions. The College hosted another free training on transitional math for district high school math teachers and administrators on June 3, with Joppa, Anna-Jonesboro, Massac Co., Century, and Vienna in attendance.

Dr. Shelby and SCC math faculty have been invited to join the ASPIRE Project cohort funded by Women Employed (WE). SCC will become part of a cohort of 10 community colleges across the state to receive \$10,000 for participation in the Accelerating Student Progress and Increasing Racial Equity (ASPIRE) Project. Through the ASPIRE Project, WE build on the statewide developmental education task force convened by the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) to provide resources and support for innovative strategies to determine college readiness, place more students directly into credit-bearing courses, and support their academic progress. This project aligns perfectly with the work SCC is currently doing with Kathy Almy on the Developmental Education Innovation Grant and will be a way to continue this work after the Grant ends in July.

#### **Library/Technology**

Rachel Hannan, library assistant, completed the University of South Florida Muma College of Business's *Diversity, Equity, and Inclusion in the Workplace* certificate program. Rachel also attended the webinar *Gen Stressed: Student Mental Health in the New Now*.

Our patrons requested and received 10 interlibrary loan items. We loaned 102 of our library items to other libraries to fulfill requests for their patrons.

Equipment returns (laptops, Jetpacks, graphing calculators, and webcams) were decent at the end of the spring semester, but there were still unreturned items.

The collection update continues. 28 new books were added in May, with dozens more in early June, to replace outdated or damaged titles. Of those, 13 were donated books for the new young adult section, designed to encourage recreational reading. The young adult section is now 64 books strong. Christina Faulkner, librarian, presented informational sessions on library resource usage and the importance of citation to several nursing classes during their orientation on May 17th.

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The past few weeks, Rob Lucas, educational technology specialist, has provided technical assistance and support to faculty and staff in creating a course to help students improve their scores on the Accuplacer exam. He has also created (adapted from openly licensed sources) a course for new online students to take to prepare them for online learning. He hopes to pilot this course with selected students this fall.

In addition, he is preparing to lead Minecraft camp later this month and will assist with gaming camp before that.

Traditional classroom and interactive video classroom upgrades continue. When the fall semester starts all interactive video classrooms will be the same at the centers and main campus. Instructors can make multipoint calls from any location that they want to teach from and they will have the same tools at each location.

### **Extension Centers Reports**

#### **Anna Center**

The Summer semester began on June 1<sup>st</sup>. The Anna Center has thirteen classes this summer. Six courses are offered via Zoom at the extension centers, so students have the flexibility to attend in person or from their location. On June 7<sup>th</sup> and 14<sup>th</sup>, the Anna Baking Company offered an SCC Kids Camp to participants wanting to learn about cookie decorating. On June 8<sup>th</sup>, a CPR course was taught to local business employees. The Union County CEO board held their monthly meeting on June 15<sup>th</sup>. On June 29<sup>th</sup>, we had two 4-week classes begin.

#### **Cairo Center**

Although all at our center were saddened by the announcement of our Administrative Assistant, Dora Adams leaving, we are excited to announce that Jessica Edwards will take her place. Jessica graduated from Shawnee in 2019, and just received her bachelor's degree from Kentucky State University in May. Previously, she was a student worker and receptionist for SCC main campus.

On June 28<sup>th</sup>, our center will host a youth, t-shirt design, art camp from 10am-1pm.

Currently, with the assistance of Dr. Mason, our center plans to offer more community education and training courses as requested by members of the community throughout the summer.

#### **Metro Center**

Staff continued to enroll walk-in students for summer classes. A late start CNA (Certified Nurses Aid) class requested by Southgate Nursing and Rehabilitation Center in Metropolis was developed to certify five nursing assistants for Southgate and one additional student returning to the Metropolis area. Southgate is also hosting the clinicals for the Anna CNA class as well. The class will start on June 9, 2021. Currently, there are six (6) truck driving students in the Metro Center summer class. Early fall 2021 registration is continuing with high school and walk-in students as well.

The Metro Center will host an Art Camp on June 16<sup>th</sup> for students ranging in age from 11 to 14. CPR classes are continuing at the center on June 5<sup>th</sup> and 22<sup>nd</sup>. The cost for each first responders card is only \$5 instead of \$35 plus their cards due to a grant secured by the SCC Center for Community and Economic Development and the Saints Foundation.

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There were recruitment opportunities for the Metro Center during June. The Housing Authority of Metropolis has invited staff to participate in its first annual Block Party on June 16<sup>th</sup>. Also, Shawnee Development hosted Operation Healthy DELTA, with free basic wellness exams, optical exams, single-vision prescription glasses, and dental exams and procedures at Massac County High School, June 15 – June 21. Information on SCC enrollment will present at all times and periodically, recruiters will be present. Metro Center staff assisted in promoting the event by providing area elementary schools with over 370 flyers for students and emailing flyers to local churches and convenience stores. Metro Center staff also promoted SCC, CTE (Career and Technical Education) programs to both Massac County and Joppa high school students.

In addition to participating in the Rotary Club of Metropolis' food pantry in Brookport, the center is sponsoring the Metropolis Super Car Show

### **Vienna Center**

Dr. Price and Teale Betts attended the Illinois Laborers' and Contractor's Joint Apprenticeship and Training Program (ILCJATP) graduation in Marion on June 1<sup>st</sup>. Food Sanitation class was taught by Jane Adams on June 19<sup>th</sup>. Teale Betts attended the virtual Chair Academy on June 21<sup>st</sup> through June 25<sup>th</sup>. Teale Betts attended the Vienna High School Registration Day on July 28<sup>th</sup> from 12 PM to 5 PM and July 29<sup>th</sup> from 7 AM to 12 PM.

### **Nursing**

On May 17, 2021 an orientation workshop organized by April Dollins and Lorena Hines was held for the 2021-2022 cohort of practical nursing students. This new group of students have begun their summer nursing courses and are off to a great start. As we approach the deadline for ACEN accreditation, some of the nursing faculty continue to meet and work on the self-study, policies, etc. in preparation for the site visit expected in Spring of 2022. A virtual advisory board meeting for the nursing programs is scheduled for June 17, 2021 at 3:00 p.m.

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

Ms. Ginger Harner, Director of Adult Education & Alternative Instruction held a celebration on the main campus of students completing either their GED or high school diploma. There was a total of 31 completers, with 8 students participating in the ceremony. Dr. Taylor, Board member James Darden, and other members of staff and faculty, along with 60 guests were in attendance.

Ms. Sabrina Banks, the Delta Health Grant director is preparing to offer EMT (Basic) and EMR (First Responder) classes beginning in the Fall 2021 semester. She is working with the regional ambulance services and hospitals in the district to market the program, recruit students, and develop contracts for student clinicals. Ms. Banks is also working with Allied Health Division Chair Kayla Sauerbrunn, to have the college accredited to host Paramedic classes by Fall 2022.

The SBDC, University of Illinois Extension, and the Southernmost Illinois Delta Empowerment Zone (SIDEZ) continued 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.

Dr. Mason is leading the One Shawnee Small Business Entrepreneurship & Workforce Development Task Force that will provide recommendations for supporting existing small businesses in the region, provide recommendations for spurring entrepreneurship in the region by addressing the leading barriers to new business formation that currently exist, and create a plan and method for evaluating the current workforce development infrastructure within the region with a goal of fostering collaboration, new partnerships and streamlining education-to-career pipelines. One Shawnee is a non-profit community development organization with a vision for culturally and economically revitalizing the Ohio River and Shawnee National Forest regions of southernmost Illinois.

The SBDC at Shawnee Community College is partnering with Greater Egypt Regional Planning and Development Commission as part of a regional collaborative to strengthen outreach to underserved businesses (ethnic minorities, women, veterans, disabled, LGTBQ) communities under the SBA Community Navigator Pilot Program. Other partners include the Southern Five Regional Planning District and Development Commission, Southern Illinois University SBDC, SBDC for the Metro East at SIUE, and the SBDC at SIC. The initiative is expected to begin in July.

Dr. Mason and Brett Whitnel, Interim Director of the Small Business Development Center (SBDC) hosted a meeting of the CREATE BRIDGES (Celebrating REtail, Accommodations, Tourism, and Entertainment by Building Rural Innovations and Developing Growth Economies) partners. The CREATE BRIDGES initiative engages regional businesses, state and local government, local agencies, educational institutions, and community-based organizations in developing and supporting the area's retail, entertainment, lodging, and tourism industries.

Dr. Taylor met with several minority business owners and contractors to discuss their business and workforce development needs, and how the college can assist in their economic development. The business owners also heard a presentation on how to become certified to procure government contracts.

Jean Ellen Boyd  
Interim Vice-President Academic Affairs

July 6, 2021  
Date

## **Student Success and Services Division**

### **Admissions**

Danielle Boyd—Registrar

The Spring 2021 graduation numbers have been finalized. There were 313 completions awarded this spring. For Spring 2020, 302 completions were awarded.

Danielle Boyd and Stephanie Dunlap continue to work with Marianne Devanny to build communication flows in Colleague.

### **Advisement and Recruitment Report**

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Erin King

The Summer semester is underway, and registration for the Fall semester continues. Advisors and Extension Directors are available for face-to-face, Zoom and telephone appointments. High School graduates were sent congratulations cards with reminders that SCC is here for them no matter what their next step is and that we want to assist them in any and every way. Prospective students are also beginning to visit campus in groups and as individuals. Erin King has been working on plans for New Student Orientation for the fall semester, both in-person and online. King is an IDEA team member for the *CISTEME365 (Catalyzing Inclusive STEM Experience All Year Round)* program which begins June 15.

### **Athletics**

John Sparks—Athletic Director

**Men's Basketball** has had 4 of its eight sophomores sign scholarships to the next level. The Latest is Tyreek Montgomery, who will be signing with Bethel University in McKenzie, TN. Tyreek led the SAINTS in scoring his FR year and started 14 out of 18 games this past season, averaging 6.4ppg. 1.9rpg. and 1.8apg.. He connected on 32% of his 3FG's and was 81% from the free-throw line.

The John Sparks Fun-Da-Mental Basketball Camp for boys and girls is scheduled for June 14-16th. This three-day camp will have kids from 3rd - 8th grade and is sponsored once again by Russell Electric of Metropolis, IL.

**Women's Basketball** sophomore, Breon Oldham, will be attending Cumberland University in Lebanon, TN, next fall on an athletic scholarship. Camryn Mitchel of Tamms, IL, will transfer from John A. Logan, where she started the majority of the season for the Lady VOLS. Camryn had season highs against Vincennes (22pts) and Rend Lake College (22pts).

**Baseball** is in full swing, evaluating and recruiting for the 2021-22 season.

**Lady SAINTS Softball** has a new Head Coach, Kyle Smith. Kyle is working hard at recruiting and rebuilding the program while finishing up his season with the Lady Patriots at Massac County, where he is the assistant softball coach.

The **Volleyball** team is finishing up recruiting and scheduling for the 2021 season.

### **In-District Update**

#### **Men's Basketball - John Sparks**

Kyler Smith - Massac County (signed)

JJ Sweat - Massac County (offered)

Julian Russell - Massac County (re-signed)

Christian Trexler - Egyptian (Academic Scholarship)

#### **Women's Basketball - Chevis Thompson**

Camryn Mitchell - Egyptian HS (JAL Transfer - signed)

Emma Rush - Vienna (Offered)

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Addison Bent - Vienna (Offered)

Madison Calvin - Metropolis, IL (Offered)

**Softball - Kyle Smith**

Miley Kwiatkowski - Goreville (signed)

Brianna Penrod - Vienna (re-signed)

Megan Theis - Dongola (re-signed)

Kaylee Batha - Massac County (walk-on Val.)

Cali McGraw - Massac County (offered a walk-on at USI)

Jabre Solomon - Century (offered Val.)

Jenna Bunting - Massac County (offered, signed w/ SIC)

**Volleyball - Melanie Ballard**

Carli Juncker – Century (Re-sign)

Daisha Carthell – Egyptian (Walk-on)

Destiny Woodworth – Cairo (Re-sign)

Hallie Martin – Goreville (Re-sign)

Izabella Dillingham – Egyptian (Walk-on)

Kirsten Pitts – Shawnee (Re-sign)

**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 June, the office has helped six students/community members with resume assistance. In addition, the career Services office has reached out to 12 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. The career services coordinator covered the Cairo Center for June 14 through June 18 and attended the second week of the Chair Academy Leadership training (virtual) from June 21 through June 25. Attend the S7HD policy council meeting on June 23. Workkeys training on June 28, 2021.

Attended a zoom workshop attended on June 9 on A degree and a Credential: The best of both worlds." Sent all graduates a copy of the graduate survey via email. Also sent all graduates a postcard from career office reminding them of services provided.

**Completion Coach**

Carrie Davis

Carrie has continued working as an advisor, filling in for Amanda Brown. The past month has been focused on getting students registered for the summer and fall semesters. She has been completing degree audits and long-term plans for students that she has met with. Along with Shelby Adkinson, she went to Cairo and Egyptian High Schools to present scholarships to their high school seniors. Carrie has also continued her work with "The Cupboard." This past month has reminded students that this service is still being offered throughout the summer semester to current students. She also worked with other advisors in helping to send out cards congratulating high school seniors on their recent graduations and reminding them that SCC is here for them.

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### **Counseling**

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Ms. Brahler is continuing to interview students for the ambassador scholarship. The following schools have Ambassador scholarships available. A/J-1 available, Cairo-1 available, Dongola-1 available, Egyptian-1 available. The ambassador group concluded their spring semester's diversity, equity, and inclusion topics to complement and enhance their leadership skills.

Ms. Brahler monitored final spring grades to complete all prerequisite courses successfully and submitted grade analysis for spring and summer intersession courses.

Ms. Brahler is coordinating the application process for fall entrance to the SICCM programs. She also participated in preparing recruitment postcards that were sent to our area high school seniors.

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans

Financial Aid awarded \$17,342 SEOG (Supplemental Educational Opportunity Grant) to 20 students for the 2020-2021 award year, participated in night registration for Summer 2021 on June 1, completed work-study job contracts for students for Summer 2021, and processed appeals for Summer 2021 and notified students regarding their results through email.

Financial Aid also continually assists students with FAFSA completion, verification information, professional judgment information, dependency overrides, and all other students' questions for summer 2021 and the 2021-2022 financial aid award year.

Pell Status Day was June 24. Reviewed scholarships and waivers and adjusted amounts to match their current enrollment status.

### **Student Clubs**

#### **Phi Beta Lambda**

Phyllis Sander

The Phi Beta Lambda National Leadership Experience Virtual Conference was spread throughout the month of June. Kaitlyn May completed competitive event Business Communication objective and production exams as well as role-played live for Job Interview competitive event. Bethany Bell presented live for Digital Social Media Challenge competitive event. Phyllis Sander and SCC Nu Alpha Alpha Chapter Phi Beta Lambda members participated in the National Leadership Conference virtually. Workshop sessions included: Working with LinkedIn; Using Tallo to connect with employers; Internships; Preparing and practicing an "Elevator Speech;" Building the student's Personal Brand; and Reviewing resume by a panel of national experts.

#### **Phi Theta Lambda**

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Craig Bradley

The Phi Theta Kappa Illinois Regional Convention was held on June 4th and 5th virtually. There were numerous meetings on student engagement, scholarships, and advisor training. Past President Sharon Brashear received a hall of Honor award, and Craig Bradley received the Illinois Region's Most Distinguished Advisor Award. Alpha Lambda Epsilon Chapter was also recognized with the Five-Star Chapter Award.

### **Student Senate**

Erin King

River Radio is partnering with Student Senate to host a Red Cross Blood Drive on June 24; this will be the first drive back inside the building! Updates to the Senate Constitution and By-Laws are in progress. Activity and event planning for the next school year are ongoing, and an emphasis is being placed on bringing our community "back together" as much as possible.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center staff have been meeting regularly to plan events for the Fall 2021 semester. The SSC Professional English/Writing Tutor, Marilyn Crites, assisted in developing and piloting the Level-Up Reading Program. The Program was designed to improve developmental reading skills by utilizing self-paced study guides that include videos, interactive lessons, and one-on-one tutorials. Students in the Program were also introduced to the Moodle platform. To date, five students enrolled in the Level-Up Reading Program. The Director of the SSC, Mindy Ashby, and the professional tutoring staff met on June 9, 2021, for Google Drive training to improve the ease and accessibility of time-sensitive data.

The SSC Testing Center hosted the Egyptian High School Sophomores and Juniors on May 27, 2021. Students took the Accuplacer and discussed educational opportunities at SCC. The Testing Center administered the SAT on Saturday, June, 5, 2021, and the ACT Saturday, June 12, 2021. The Testing Center will be conducting several new certification exams this summer for Healthcare professionals.

Mindy Ashby and Kaylyn Meyers earned the Diversity, Equity, and Inclusion in the Workplace Certificate, issued by the University of South Florida Office of Corporate Training and Professional Education. The 7-week course was designed for participants to, "learn how building and growing a workforce that includes differing races, religions, ages, genders and sexual orientations, and persons with disabilities can not only improve broad society issues but can also help companies develop novel business practices, increase revenue, and improve performance."

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) will host our first summer activity with a trip to the University of Tennessee Martin and the Discovery. This event will cover transfer and cultural components.

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Mindy Reach Retention Specialist completed TRIO Priority 4 Training. The SSS team completed a social media training by TRiO Professionals from the University of Toledo and Notre Dame College.

SSS has begun planning for the 2021-2022 school year.

### **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

Talent Search staff is currently recruiting students and enrolling for upcoming STEM workshops. ETS will be assisting U of I Extension Center as judges in their 4 H competitions in Alexander, Johnson, Massac, Pulaski, and Union counties. James Walton and Chevis Thompson presented recruitment and financial workshops at Goreville Jr. High School and Joppa Jr/Sr High School. James administered and created a Minute-To-Win-It currency workshop for Maple Grove, Cairo, and a virtual workshop with Brookport Elementary. After reviewing the Banzai summary report, James made contact and created 393 new student users. Chevis has 45 new TRIO student applications submitted and is currently following up with several parents to complete the final step of signing release forms.

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

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

The SCC Strategic Plan 2021-2025 has been put in place for the Student Services team and they are ready for this chapter of the Shawnee Community College story. Immediately after the plan was introduced to the board, the Student Services team met to review the plan and began formulating strategies for goal achievement and data collection.

The team also met to brainstorm new and creative recruitment ideas and develop a calendar of recruitment and retention events. Discussed opportunities for training for all staff as well.

Dr. Price was made aware of a grant opportunity through the University of Illinois Grainger College of Engineering and funded by the National Science Foundation. With a due date in four days, Dr. Price contacted Division Chair Lori Armstrong to inquire about her interest in participating in the grant, and Lori quickly said yes. With the blessing of Dr. Taylor, the two applied for the *Catalyzing Inclusive STEM Experiences All Year-Round* grant. Grant requirements included naming a four-person team that will participate in virtual and in person professional development. The team agreed to strengthen the Math and Science Club (STEM) and will receive curriculum, equipment, and materials to carry out the project. The cost to SCC was staff time. The IDEA team members are Lori Armstrong, Erin King, Sheryl Ribbing, and Roberta Christie.

Dr. Price earned the Diversity, Equity, and Inclusion in the Workplace Certificate, issued by the University of South Florida Office of Corporate Training and Professional Education.

**Dr. Lisa Price** **7/6/2021**  
Vice President of Student Success and Services

## **Financial and Campus Operations**

### **State Payment Update**

The state currently owes for June Equalization and Base Operating.

### **Facilities Department**

The facilities department continues to work on summer maintenance items. Met with the Capital Development Board and architects to review and discuss plans for the gymnasium project. Supervised the transition to the new vending services.

### **Business Service Department**

The business department has been preparing for the fiscal year end. Processed the blanket purchase order for the upcoming new fiscal year. The Director attended an ICCCFD zoom meeting. Began the process of scheduling the conversion of Colleague employee web advisor to self-service. Continued work on the College's FY22 budget with the President. The SURS defined contribution plan has been implemented, with enrollment available on June 1<sup>st</sup>.

### **IT Department**

The IT staff upg.raded the web hosting to increase website speed and responsiveness. Replaced the PC's and monitors in the Anna Center computer lab. Replaced all online database links to point to the new OpenAthens system. Recreated the College's letterhead to make it easier to edit. Installed the 3D printing laptops for the Talent Search Program. Assessed the truck driving computer lab to plan for upg.rades. Created a job listing webpage that allows the human resource department to post positions. Created the webpage for the Kids Camp registration. Cloned the Colleague production to test, liveSim, and hrtest. Upg.raded the Colleague Self Service to 2.31, WebAPI to 1.31, and Nelnet. Corrected issues with the CROA system and MBS flat-file. Worked on the strategic plan with administrators. Gathered old equipment for recycling. Made changes to courses within Colleague per ICCB guidelines. Created Level Up courses and some non-credit courses. Attended the admission policy meeting, community assembly, Level Up meeting, construction laborer meeting, and the summer scheduling meeting. Generated reports for the strategic plan, program review, and SARA.

### **Human Resources**

Continued recruiting for Director of Nursing, Vice President of Academics Affair, and the Vice President of Financial and Campus Operations open positions and have placed advertisements on the following sites: SCC Website, Indeed, SCC Facebook, HigherEd Jobs, Handshake, The Chronicle, ICCTA, IASBO, CCBO, ICCCFD, ICCCATC, WKCTC, Three Rivers Community College, SEMO, Murray State, and Four Rivers SHRM. Worked with IT on a new job platform for the College's website which allows human resources to post positions and close them as filled instead of requesting IT to make that website change.

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**Bookstore**

Began training new bookstore assistant and completed buybacks for spring semester. Book sales for the summer semester began on May 24<sup>th</sup>. Students have utilized the online purchasing option that is now available.

Brandy Woods

Brandy Woods

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

**PR & Marketing Summary****Google Analytics-**

Google Analytics reporting for the period ending June 15, 2021 indicated the number of users to our website was 8,066. Currently our generated traffic from Google Ad placement results are as follows for May 10<sup>th</sup> – June 15<sup>th</sup>:

1006 - Clicks on our Google Ad                      42 – Phone calls                      6 Request for Information

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

**Current Month                      Previous Month**

Illinois	3,576	5,943
Missouri	1,614	1,837
Kentucky	511	565

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	1764
/jobs	1,066
/admissions	873
/academic catalogs	707
/athletics/men's-basketball	630

**Facebook Analytics**

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
5/10/21	2		3636	14145	27209
5/11/21	3		5014	15024	27683
5/12/21	3		3715	15896	28623
5/13/21	3		3113	16260	29020
5/14/21	3	1	7322	19306	32659
5/15/21	3	1	6139	19648	34651
5/16/21	2		3145	20218	35641
5/17/21			3376	20304	36633
5/18/21	1		5570	21114	37027
5/19/21	2	1	6185	22244	39719
5/20/21	4		5411	23495	39893
5/21/21	1		4560	21769	40309
5/22/21	1	1	3370	20413	40673
5/23/21	1	1	4588	20260	41726
5/24/21	2		4275	20363	42677
5/25/21	2	1	5026	19177	43066

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5/26/21	2	1	3284	17196	42860
5/27/21	1		2681	15780	43304
5/28/21	1	1	2213	14396	43492
5/29/21		1	2155	14111	43311
5/30/21	1		2071	12614	43164
5/31/21	2	1	1852	11350	42801
6/1/21	1		1114	9137	42062
6/2/21		1	1554	8157	41614
6/3/21	1		2074	7378	41366
6/4/21		1	2487	7379	41095
6/5/21			1998	7352	39919
6/6/21	1		3045	7770	39920
6/7/21	2	1	2009	7799	39528
6/8/21			1282	7714	37607
6/9/21	1		1355	7459	37668
6/10/21	3	1	1905	7487	37365
6/11/21	1		1422	7096	34472
6/12/21	2		889	6695	32319
<b>Totals</b>	<b>52</b>	<b>14</b>	<b>109945</b>	<b>486506</b>	<b>1303076</b>

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

<b>Date</b>	<b>Headline</b>	<b>Source</b>	<b>Reach</b>	<b>Desktop Reach</b>	<b>Mobile Reach</b>
11-Jun-2021 09:00AM	Cairo High School	Thesouthern.com	146003	41694	104309
10-Jun-2021 12:16PM	Neely, Lindquist, Williams to compete at Miss Illinois	Metropolis Planet	7489	2574	4915
10-Jun-2021 12:16AM	Prep Wrap-up	Metropolis Planet	7489	2574	4915
10-Jun-2021 12:16AM	What's Happening	Metropolis Planet	7489	2574	4915
10-Jun-2021 12:16AM	College News	Metropolis Planet	7489	2574	4915
10-Jun-2021 12:16AM	SCC selects Massac County's Smith as Lady Saints Softball head coach	Metropolis Planet	7489	2574	4915

28-May-2021 06:42PM	Demand for new employees in southern Illinois on the rise	WSIL-TV	237681	40394	198287
28-May-2021 10:04AM	SIU, Shawnee Community College sign agreement	Sun Times News	11176	1748	9428
28-May-2021 06:57AM	SIU, Shawnee Community College sign new transfer agreement	WJPF-AM	958	472	486
27-May-2021 03:55PM	SIU And Shawnee Community College Form Reverse Transfer Agreement	WSIU   News	8115	3620	4495
27-May-2021 02:30PM	SIU, Shawnee Community College sign reverse transfer agreement	Thesouthern.com	155843	44421	111422
27-May-2021 11:51AM	SIU, Shawnee Comm. College agreement allows students to earn two degrees	WSIL-TV	237681	40394	198287
27-May-2021 11:13AM	SIU and Shawnee Community College sign degree agreement	KFVS 12	312013	67511	244502
27-May-2021 01:17AM	What's Happening	Metropolis Planet	5860	2496	3364
27-May-2021 12:17AM	SCC Board of Trustees honors retiring members	Metropolis Planet	5860	2496	3364
24-May-2021 06:22PM	Heartland officer describes changes between community, 1	KFVS 12	312013	67511	244502
24-May-2021 12:00AM	The College Report: Ex-Panther Radtke Takes Shot Put Title	The Journal News	12612	4768	7844
21-May-2021 08:45PM	WBU sets basketball camps	Paragould Daily Press	779	555	224
20-May-2021	McIntosh signs with Shawnee	Metropolis Planet	5860	2496	3364
20-May-2021 12:16AM	What's Happening	Metropolis Planet	5860	2496	3364
18-May-2021 01:34AM	Local students celebrate the end of one journey	The Benton Evening News	1088	186	902

18-May-2021 01:17AM	Local students celebrate the end of one journey	Randolph County Herald Trib	401	361	40
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### 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 AdValue	LocalViewership
5/18/2021 4:37	KFVS (CBS)	The Breakfast Show	\$235.18	6962
5/19/2021 6:36	WPSD	Local 6 Today	\$327.29	8013
5/20/2021 18:05	WSIL (ABC)	News 3 News at 6	\$1,371.40	46962
5/21/2021 5:07	WSIL (ABC)	News 3 News This Morning	\$26.45	74
5/21/2021 6:32	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
5/24/2021 18:05	KFVS (CBS)	Heartland News @ 6	\$1,302.59	29415
5/24/2021 18:40	WSIL (ABC)	News 3 News at 6:30pm	\$1,328.67	46559
5/25/2021 6:15	WSIL (ABC)	News 3 News This Morning	\$4.49	363
5/27/2021 17:05	KFVS (CBS)	Heartland News @ 5	\$1,125.54	29677
5/27/2021 17:22	WPSD	WPSD Local 6 at Five	\$979.29	27777
5/27/2021 21:07	KBSI (FOX)	Heartland News at 9 on Fox23	\$614.55	7362
5/27/2021 22:05	WSIL (ABC)	News 3 News at 10	\$1,156.94	22546
5/28/2021 5:34	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
5/28/2021 5:37	KFVS (CBS)	The Breakfast Show	\$586.85	17562
5/28/2021 6:35	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
5/28/2021 8:27	WSIL (ABC)	Good Morning America	\$283.59	11959
5/28/2021 22:28	WSIL (ABC)	News 3 News at 10	\$1,710.54	39107
5/31/2021 6:34	WSIL (ABC)	News 3 News This Morning	\$29.10	880
5/31/2021 18:39	WSIL (ABC)	News 3 News at 6:30pm	\$1,328.67	46559
6/1/2021 6:39	WSIL (ABC)	News 3 News This Morning	\$4.49	363
6/10/2021 18:34	WSIL (ABC)	News 3 News at 6:30pm	\$1,287.97	42407
6/11/2021 5:06	WSIL (ABC)	News 3 News This Morning	\$26.45	74
		<b>TOTALS</b>	<b>\$13,823.85</b>	<b>379169</b>

**Synopsis** This month we obtained free television coverage on all three local affiliates, ABC, CBS, and NBC. Our television news coverage report indicates that the value of the coverage during this period was \$13,823.85. Stories this month included information about our Criminal Justice Program, multiple stories on trucking and transportation in general. We are developing a good relationship with some of our local stations and get pulled in for expert opinion on stories that are outside of the normal SCC story lines. We also received coverage on the new SIU partnership. If you ever miss a news story, please consider visiting the SCC Facebook page. We park the news coverage there and they can be reviewed after initial airing.

Radio, television newspaper, and streaming ads are continuing at this time.

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**Saints Foundation -**

The Saints Foundation was pleased to welcome three new members to our Board of Directors. An orientation session was held with Steve Bundy of aeriz, Sherry Wessel of Harrah's and Mike Ulen of Ulen Farms. All are excited about their opportunity to help students through their support of the Saints Foundation. We are blessed to have their involvement and talents on our Board. We are also excited to have John Windings as our Trustee Liaison and proud to have his support of the Saints Foundation.

Scholarship review and selection is nearing completion for the 2021 Fall and 2022 Spring terms. We are excited about the financial support we are receiving from donors to help our students. Their passion is unmatched and is instrumental in helping our students achieve their educational goals. Here are just some of the responses we have received from students showing their appreciation of what a scholarship means to them personally.

Dear Rotary Club of Metropolis,

I am writing to thank you for selecting me for the Rotary Club of Metropolis scholarship to Shawnee Community College. As I continue my educational goals through SCC your scholarship will help me not struggle as much financially. Through SCC I plan on working towards getting my BSN to then later become a nurse practitioner. This scholarship is going to help me save more money for my future outside of SCC and not have as much financial debt. Lastly, I want to thank you one last time for helping me get closer to achieving my dream ever since I was a kid of becoming a nurse practitioner.

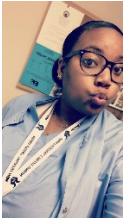


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**Cairo Horizons**

I would like to thank you from the bottom of my heart for being accepted for this scholarship. I plan on using it to further my education in the Surgical tech program provided at Shawnee Community College. I have had a hard time adjusting but this scholarship lets me know that I am on the right path in my journey. I once again would like thank you for this again.

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The Saints Foundation Board of Directors approved their Strategic Plan for 2021-2022. Major goals include maintaining the Donor Data Base and Scholarship Data Base and to build on those for the future. Scholarship support will remain a key focus for the Foundation with additional effort placed on bringing scholarship recipients and donors together to build mentorship opportunities. Many of our new scholarships are adding an Internship opportunity to provide an increased hands-on educational experience to the scholarship recipient. A special thanks to Rob Betts for capturing several of these students and donors on video so we can share their passionate messages.

The Saints Foundation has included in its plan the review of the SCC Strategic Plan once it is finalized and released. The Foundation Board will review the plan and work to identify area(s) where it can best lend financial support to achieve those Strategic Plan goals. We look forward to working collaboratively with the College in making the Strategic Plan become a reality.

Student and Employee support will remain a priority through funding and promotion of the Student and Employee Support Fund. Hopefully the fund won't be needed, but in the event that a student or employee has an emergency hardship arise we want to be positioned to be of support. Classroom Mini-Grants for faculty have been well received and will continue in 2021-2022

The Foundation is planning for our August 20th Annual Meeting.

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## **ICCTA Board Highlights**

### *Notes*

*from the ICCTA Board of Representatives' June 4-5, 2021 convention and annual meeting, held in person and virtually via Zoom at the Marriott Bloomington-Normal Hotel and Conference Center in Normal*  
**ADVOCACY**

Reviewed the [Fiscal Year 2022 state budget](#). Community college received additional \$27 million in federal stimulus funds to overcome support student learning renewal;

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Received a report on the Illinois General Assembly's [end-of-session activity](#) and [bills impacting community colleges](#). State lawmakers will return to session in mid-June to work on a clean energy omnibus bill and new Congressional maps;

Discussed [House Bill 2878](#), the Early Childhood Access Consortium for Equity Act; and  
 Heard updates regarding the Illinois Council of Community College Presidents, the Illinois Board of Higher Education, and the Association of Community College Trustees.

## MEMBER ENGAGEMENT

Learned that Rock Valley College has voted to rejoin ICCTA, bringing membership;

Elected and installed ICCTA's officers for 2021-2022:

**Dr. Maureen Dunne** (DuPage) – vice president

**Maureen Broderick** (Joliet) – treasurer

**Bishop Wayne Dunning** (Richland) – secretary

They join president **Jon Looney** (Black Hawk) and immediate past president **Bob Thompson** (Sauk Valley);



**Dr. Frank Barbre** (Southeastern) was named 1<sup>st</sup> recipient of the ICCTA's Presidents' Award.

Adopted a new [Mission Statement, Vision Statement, and 2022 Strategic Plan](#), which lays out four goals: information exchange, training, advocacy, and administrative efficiencies;

Acknowledged ICCTA's [2021 award winners](#), who were honored at the association's June 4 luncheon annual banquet; and

Recognized ICCTA's [2020-2021 officers, regional chairs, and committee chairs](#).

**TRAINING** Learned that more than 100 trustees, presidents, and administrators completed ICCTA's J Trustee Leadership Training; and

Were informed that ICCTA staff will be facilitating several board retreats and self-evaluations in the next few weeks



## UPCOMING EVENTS

### JUNE 2021

June 17: [Illinois Student Assistance Commission](#), location and format TBA

### JULY 2021

Subject to call: [Illinois Community College Board meeting](#)

### AUGUST 2021

August 10: [Illinois Board of Higher Education meeting](#), location and format TBA

August 19: [Illinois Community College Board retreat](#), Harry L. Crisp II Community College Center, Springfield

August 20-21: ICCTA Executive Committee retreat, Kewanee

### SEPTEMBER 2021

Date TBA: Illinois Council of Community College Presidents meeting

Sept. 10-11 ICCTA meetings, Wyndham Springfield City Centre Hotel, Springfield, IL

September 14: [Illinois Board of Higher Education meeting](#), Southern Illinois University,

Carbondale September 16: [Illinois Student Assistance Commission](#), location and format TBA

Sept. 16-17: [State Universities Retirement System meetings](#), location and format TBA

September 17: [Illinois Community College Board meeting](#), East St. Louis Higher Education Center, East St. Louis

### OCTOBER 2021

October 13-16: [Association of Community College Trustees' National Leadership Congress](#), Manchester Grand Hyatt, San Diego, CA

October 21: [State Universities Retirement System meetings](#), location and format TBA

### NOVEMBER 2021

Date TBA: Illinois Council of Community College Presidents meeting Nov. 12-13: ICCTA meetings, Marriott Schaumburg Hotel, Schaumburg

### DECEMBER 2021

December 2: [Illinois Student Assistance Commission](#), location and format TBA December 2-3: [State Universities Retirement System meetings](#), location and format TBA

December 3: [Illinois Community College Board meeting](#), Harry L. Crisp II Community College Center, Springfield

December 14: [Illinois Board of Higher Education meeting](#), Northeastern Illinois University, Chicago

## NEXT MEETING

The ICCTA Board of Representatives will take place on Saturday morning, September 11, 2021, at the Wyndham Springfield City Centre Hotel in Springfield.

## FOR MORE INFORMATION

Illinois Community College Trustees Association  
401 E. Capitol Avenue, Suite 200, Springfield, IL 62701

## VIII. Action and Discussion Items

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Consideration of Approval of Southern Seven Lease Renewal  
Consideration of FY22 Student Handbook (**sent as separate attachment**)  
Consideration of Approval of 2021-2025 Strategic Plan (**submitted 6.21.21**)  
Discussion of Board Policy Committee

#### **IX. Executive Session**

A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c)(1)  
Consideration of Approval to [Ratify Faculty Stipends for Spring 2021](#)  
Consideration of Approval to [Ratify Adjunct Faculty for Spring 2021](#) Consideration of Approval of [Ratification of Part-Time Employees](#)  
Consideration of Approval to [Hire Full-Time Admissions, Recruitment](#), Advisement Specialist  
Consideration of Approval to [Hire Full-Time Admissions, Recruitment](#), Advisement Specialist  
Consideration of Approval to [Hire Nursing Tutor](#)  
Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College pursuant to 5 ILCS 120/2 (c)(1)  
Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)

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

A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment  
Consideration of Approval to [Ratify Faculty Stipends for Spring 2021](#) Consideration of Approval to [Ratify Adjunct Faculty for Spring 2021](#)  
Consideration of Approval of [Ratification of Part-Time Employees](#)  
Consideration of Approval to [Hire Full-Time Admissions, Recruitment](#), Advisement Specialist  
Consideration of Approval to [Hire Full-Time Admissions, Recruitment](#), Advisement Specialist  
Consideration of Approval to [Hire Nursing Tutor](#)  
B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College  
C. Consideration of Items That May Lead or Have Led to Litigation

#### **MOTION NO. 3**

#### **CONSIDERATION OF APPROVAL THE SOUTHERN SEVEN LEASE RENEWAL**

A motion was made by Michael McMahan and seconded by Bradley West to recommend the Board approve the lease agreement with Southern Seven Health Department (as presented) for an effective term commencing on September 1, 2021 through August 31, 2024.

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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 – Absent

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL OF THE FY22 STUDENT HANDBOOK**

A motion was made by Andrea Witthoft and seconded by James Darden to recommend the Board adopt the Student Handbook 2021-2022 with an effective date commencing with the start of the Fall 2021 semester. **(sent as separate attachment)**

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 - Absent  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden – Yes

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

**MOTION NO. 5**

**CONSIDERATION OF APPROVAL OF THE 2021-2025 STRATEGIC PLAN**

Recommendation #1 - A motion was made by Michael McMahan and seconded by Bradley West to recommend the Board approve the recommended changes to the 2019-2023 Strategic Plan as identified. **(Submitted 6.21.21)**

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

Recommendation #2 - A motion was made by Andrea Witthoft and seconded by Bradley West to recommend the Board extend the term of the Strategic Plan through FY25

On roll call vote, the members voted as follows:

Mr. John Windings - Absent  
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: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

**MOTION NO. 6****DISCUSSION OF BOARD POLICY COMMITTEE**

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

On roll call vote, the members voted as follows:

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

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

Dr. Taylor indicated the Board Policy Committee is working on four main areas based on the John Carver Model of Governance: Strategic Outcomes; Board/Staff Relationships; Board/President Relationship; and Board Governance & Bylaw. To date the Committee has reviewed eight Policies including College Purpose, College Readiness, Professional Programming and Workforce Education. These Policies set the framework for accountability and will tie in with the Strategic Plan.

**MOTION NO. 7****IX. EXECUTIVE SESSION**

A motion was made by Michael McMahan and seconded by Bradley West to **adjourn and go into executive session** at 6:18 pm for the purpose of discussing:

Consideration of Extension, Alteration, Performance, or Compensation of Employees'

Employment pursuant to 5 ILCS 120/2 (c)(1)

Consideration of Approval to [Ratify Faculty Stipends for Spring 2021](#)

Consideration of Approval to [Ratify Adjunct Faculty for Spring 2021](#)

Consideration of Approval of [Ratification of Part-Time Employees](#)

Consideration of Approval to [Hire Full-Time Admissions, Recruitment](#), Advisement Specialist

Consideration of Approval to [Hire Full-Time Admissions, Recruitment](#), Advisement Specialist

Consideration of Approval to [Hire Nursing Tutor](#)

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- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to 5 ILCS 120/2 (c)(1)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)

On roll call vote, the members voted as follows:

Mr. James Darden - Yes  
Mr. John Windings - Yes  
Ms. 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. 8**

A motion was made by John Windings and seconded by Michael McMahan to adjourn out of executive session at 7:50 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. 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. 9**

A motion was made by Andrea Witthoft and seconded by April Moore to approve the minutes of the executive session held on July 6, 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. 10**

**CONSIDERATION OF APPROVAL TO RATIFY FACULTY STIPENDS FOR SPRING 2021**

A motion was made by James Darden and seconded by Bradley West to recommend the Board ratify the Spring 2021 Faculty stipends.

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. 11**

**CONSIDERATION OF APPROVAL TO RATIFY ADJUNCT FACULTY FOR SPRING 2021**

A motion was made by John Windings and seconded by James Darden to recommend the Board approve the ratification of the Adjunct Faculty for Fall 2020, as presented.

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. 12**

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

A motion was made by Steve Heisner and seconded by Andrea Witthoft to recommend the Board approve the part-time hires as presented.

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. 13**

**CONSIDERATION OF APPROVAL TO HIRE FULL-TIME ADMISSION,  
RECRUITMENT, ADVISEMENT SPECIALIST**

A motion was made by Andrea Witthoft and seconded by John Windings to recommend the Board approve Kyle Smith for the position of full-time Admissions, Recruitment, Advise ment Specialist, as presented, with a start date of July 7, 2021.

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. 14**

**CONSIDERATION OF APPROVAL TO HIRE FULL-TIME ADMISSIONS,  
RECRUITMENT, ADVISEMENT SPECIALIST**

A motion was made by April Moore and seconded by Andrea Witthoft to recommend the Board approve Carrie Davis for the full-time position of Admissions, Recruitment, Advise ment Specialist, as presented, with a start date of July 7, 2021.

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.

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**MOTION NO. 15**

**CONSIDERATION OF APPROVAL TO HIRE NURSING TUTOR**

A motion was made by Bradley West and seconded by Michael McMahan to recommend that the Board approve Jamie Hickam for the position of Nursing Tutor, as presented, with a start date of July 7, 2021.

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. 16**

**XI. Adjournment**

A motion was made by Michael McMahan and seconded by Bradley West to **adjourn at 8:08 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.

## Shawnee Community College

Fund	6/1/2021 Beg. Balance	June Receipts/Adj.	June Expenditures/Adj.	6/30/2021 Ending Balance
Education	6,889,193.24	874,187.56	1,076,906.52	6,686,474.28
Building	2,834,373.12	21,851.62	140,336.10	2,715,888.64
Working Cash	5,032,338.12	21,537.49	23,697.66	5,030,177.95
Restricted Building	1,132,259.28	0.00	0.00	1,132,259.28
Bond & Interest	451,154.15	0.00	0.00	451,154.15
Auxiliary Enterprise	302,310.65	98,114.33	48,812.28	351,612.70
Liab. Prot. Settlement	1,755,437.98	0.00	44,239.37	1,711,198.61
Audit	43,447.67	0.00	0.00	43,447.67
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	0.00	0.00	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	10,322.00	10,322.00	0.00
Special Grants	24,899.24	236,334.64	254,338.70	6,895.18
Trust & Agency	214,695.98	4,969.45	2,129.94	217,535.49
Total	18,694,109.43	1,267,317.09	1,600,782.57	18,360,643.95

Brandy Woods

Brandy Woods, Director of Business Services

July 20, 2021

Date

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

# Shawnee Community College

## Financial Report



**Twelve Months Ended**

**June 30, 2021**

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATING FUNDS  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

Operating Revenues by Source	Legal Budget As Adjusted 6/30/21	Year to Date Revenues 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Realized 6/30/21
<b>Local government:</b>				
Current taxes	\$ 1,931,070	\$ 1,935,729	\$ (4,659)	
Chargeback revenue	0		0	
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 1,931,070</b>	<b>\$ 1,935,729</b>	<b>\$ (4,659)</b>	<b>100.24%</b>
<b>State government:</b>				
IOCB Credit Hour Grants	\$ 1,276,166	\$ 1,276,166	\$ -	
IOCB Equalization Grants	2,853,879	2,853,879	0	
State Board of Education- Vocational Education	118,591	118,591	-	
Corporate Personal Property Replacement Tax	475,786	598,767	(122,981)	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 4,724,422</b>	<b>\$ 4,847,403</b>	<b>\$ (122,981)</b>	<b>102.60%</b>
<b>Federal government:</b>				
Other	\$ -	\$ -	\$ -	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Student Tuition and Fees:</b>				
Tuition	\$ 3,661,139	\$ 4,015,163	\$ (354,024)	
Fees	717,298	805,727	(88,429)	
<b>TOTAL TUITION AND FEES</b>	<b>\$ 4,378,437</b>	<b>\$ 4,820,890</b>	<b>\$ (442,453)</b>	<b>110.11%</b>
<b>Other sources:</b>				
Sales and Service Fees	\$ 87,000	\$ 84,665	\$ 2,335	
Facilities revenue	40,000	55,503	-15,503	
Investment revenue	72,000	9,663	62,337	
Other sources	189,600	124,348	65,252	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 388,600</b>	<b>\$ 274,179</b>	<b>\$ 114,421</b>	<b>70.56%</b>
<b>TRANSFERS</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ 33,000</b>	
<b>TOTAL 2020-21 BUDGETED REVENUE</b>	<b>\$ 11,455,529</b>	<b>\$ 11,878,201</b>	<b>\$ (422,672)</b>	<b>103.69%</b>
<b>Less non-operating items*:</b>				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
<b>ADJUSTED REVENUE</b>	<b>\$ 11,455,529</b>	<b>\$ 11,878,201</b>	<b>\$ (422,672)</b>	<b>103.69%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

	Legal Budget As Adjusted 6/30/21	Year to Date Expenditures 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Expended 6/30/21
<b><u>Expenditures By Program</u></b>				
Instruction	\$ 4,840,743	\$ 4,713,166	\$ 127,577	
Academic Support	404,320	395,193	9,127	
Student Services	1,068,995	1,016,845	52,150	
Public Services	132,915	58,818	74,097	
Operation & Maint. of Plant	2,010,912	1,784,488	246,426	
Institutional Support	2,780,964	2,080,730	720,234	
Scholarship, Student Grants, & Waivers	1,636,575	2,072,208	(435,631)	
<b>TRANSFERS</b>	573,620	629,038	(55,418)	
<b>Total 2020-21 Budgeted Expenditures</b>	<b>\$ 13,449,044</b>	<b>\$ 12,710,482</b>	<b>\$ 738,562</b>	<b>94.51%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,449,044</b>	<b>\$ 12,710,482</b>	<b>\$ 738,562</b>	
<b><u>By Object</u></b>				
Salaries	\$ 6,522,949	\$ 6,302,810	\$ 220,139	
Employee Benefits	752,420	653,421	98,999	
Contractual Services	1,377,088	1,194,155	182,913	
General Materials & Supplies	646,885	480,317	166,548	
Conference & Meeting Expense	122,635	26,572	96,063	
Fixed Charges	131,280	123,706	7,554	
Utilities	645,390	543,316	102,074	
Capital Outlay	899,902	683,730	216,172	
Other	1,776,935	2,073,417	(296,482)	
Provision for Contingency	-	-	-	
<b>TRANSFERS</b>	573,620	629,038	(55,418)	
<b>Total 2020-21 Budgeted Expenditures</b>	<b>\$ 13,449,044</b>	<b>\$ 12,710,482</b>	<b>\$ 738,562</b>	<b>94.51%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,449,044</b>	<b>\$ 12,710,482</b>	<b>\$ 738,562</b>	

SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021

Percent of Year Complete is 100.00%

	Legal Budget As Adjusted 6/30/21	Year to Date Expenditures 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Expended 6/30/21
<b>EDUCATION FUND</b>				
<b>INSTRUCTION</b>				
Salaries	\$ 3,983,346	\$ 3,923,991	\$ 59,355	
Employee Benefits	393,672	349,602	44,070	
Contractual Services	166,545	196,203	(29,658)	
General Materials & Supplies	141,075	117,172	23,903	
Conference & Meeting Expense	31,885	9,887	21,998	
Fixed Charges	84,560	89,442	(4,882)	
Utilities	37,300	26,762	10,538	
Other	360	107	253	
Capital Outlay	2,000	-	2,000	
<b>TOTAL</b>	<b>\$ 4,840,743</b>	<b>\$ 4,713,166</b>	<b>\$ 127,577</b>	<b>97.36%</b>
<b>ACADEMIC SUPPORT</b>				
Salaries	\$ 290,015	\$ 303,182	\$ (13,167)	
Employee Benefits	17,229	17,867	(638)	
Contractual Services	43,214	30,627	12,587	
General Materials & Supplies	48,982	42,332	6,650	
Conference & Meeting Expense	3,880	207	3,673	
Utilities	-	-	-	
Capital Outlay	1,000	978	22	
<b>TOTAL</b>	<b>\$ 404,320</b>	<b>\$ 395,193</b>	<b>\$ 9,127</b>	<b>97.74%</b>
<b>STUDENT SERVICES</b>				
Salaries	\$ 815,904	\$ 797,312	\$ 18,592	
Employee Benefits	137,374	123,731	13,643	
Contractual Services	36,500	44,119	(7,619)	
General Materials & Supplies	70,454	50,428	20,026	
Conference & Meeting Expense	6,300	914	5,386	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	2,463	340	2,123	
<b>TOTAL</b>	<b>\$ 1,068,995</b>	<b>\$ 1,016,844</b>	<b>\$ 52,151</b>	<b>95.12%</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>				
Salaries	\$ 89,114	\$ 44,315	\$ 44,799	
Employee Benefits	21,372	7,578	13,794	
Contractual Services	5,029	3,050	1,979	
General Materials & Supplies	14,900	3,831	11,069	
Conference & Meeting Expense	800	45	755	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
<b>TOTAL</b>	<b>\$ 132,915</b>	<b>\$ 58,819</b>	<b>\$ 74,096</b>	<b>44.25%</b>

SHA WNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021

Percent of Year Complete is 100.00%

	Legal Budget As Adjusted 6/30/21	Year to Date Expenditures 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Expended 6/30/21
<b>EDUCATION FUND</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 1,180,530	\$ 1,055,509	\$ 125,021	
Employee Benefits	181,022	134,885	26,157	
Contractual Services	645,605	490,010	155,595	
General Materials & Supplies	303,884	214,578	89,286	
Conference & Meeting Expense	80,060	15,519	64,541	
Fixed Charges	45,000	34,265	10,735	
Utilities	20,000	22,625	(2,625)	
Other	140,000	1,103	138,897	
Provision for Contingency	-	-	-	
Capital Outlay	204,883	92,256	112,627	
<b>TOTAL</b>	<b>\$ 2,780,964</b>	<b>\$ 2,060,730</b>	<b>\$ 720,234</b>	<b>74.10%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>				
Other	\$ 1,636,575	\$ 2,072,206	\$ (435,631)	
<b>TOTAL</b>	<b>\$ 1,636,575</b>	<b>\$ 2,072,206</b>	<b>\$ (435,631)</b>	<b>126.62%</b>
<b>TRANSFERS</b>	<b>573,620</b>	<b>629,038</b>	<b>(55,418)</b>	<b>109.66%</b>
<b>TOTAL EDUCATION FUND</b>	<b>\$ 11,438,132</b>	<b>\$ 10,945,996</b>	<b>\$ 492,136</b>	<b>95.70%</b>
<b>OPERATIONS and MAINTENANCE FUND</b>				
<b>OPERATION AND MAINTENANCE OF PLANT</b>				
Salaries	\$ 194,040	\$ 178,501	\$ 15,539	
Employee Benefits	21,751	19,777	1,974	
Contractual Services	450,175	430,147	20,028	
General Materials & Supplies	67,300	51,975	15,325	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	493,930	94,160	
Provision for Contingency	-	-	-	
Capital Outlay	689,556	590,156	99,400	
Other	-	-	-	
<b>TOTAL OPERATIONS and MAINTENANCE FUND</b>	<b>\$ 2,010,912</b>	<b>\$ 1,764,486</b>	<b>\$ 246,426</b>	<b>87.75%</b>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 13,449,044</b>	<b>\$ 12,710,482</b>	<b>\$ 738,562</b>	<b>94.51%</b>

SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR TWELVE MONTHS ENDED JUNE 30, 2021

Percent of Year Complete is 100.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
	6/30/21	Revenues	Budget	Budget
Operations and Maintenance Fund-Restricted	6/30/21	6/30/21	6/30/21	Realized
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 253,747	\$ (3,747)	
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>\$ 250,000</b>	<b>\$ 253,747</b>	<b>\$ (3,747)</b>	<b>101.50%</b>
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
<b>TOTAL OTHER SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 250,000</b>	<b>\$ 253,747</b>	<b>\$ (3,747)</b>	<b>101.50%</b>

SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR TWELVE MONTHS ENDED JUNE 30, 2021

Percent of Year Complete is 100.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
	As Adjusted	Expenditures	Budget	Budget
	6/30/21	6/30/21	6/30/21	Expended
Operations and Maintenance Fund-Restricted				
INSTITUTIONAL SUPPORT				
Capital Outlay	\$ 795,500	\$ -	\$ 795,500	
Contractual Services	89,500	11,753	77,747	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 885,000</b>	<b>\$ 11,753</b>	<b>\$ 873,247</b>	<b>1.33%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 885,000</b>	<b>\$ 11,753</b>	<b>\$ 873,247</b>	<b>1.33%</b>

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

Percent of Year Complete is 100.00%	Legal Budget As Adjusted 6/30/21	Year to Date Revenues 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Realized 6/30/21
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,759,000	\$ 1,785,269	\$ (26,269)	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 1,759,000</b>	<b>\$ 1,785,269</b>	<b>\$ (26,269)</b>	<b>101.49%</b>

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

Percent of Year Complete is 100.00%	Legal Budget As Adjusted 6/30/21	Year to Date Expenditures 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Expended 6/30/21
<u>Bond and Interest Fund</u>				
<b>INSTITUTIONAL SUPPORT</b>				
Bond Principal Retired	\$ 1,600,000	\$ 1,600,000	\$ -	
Bond Interest	159,000	160,000	\$ (1,000)	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,759,000</b>	<b>\$ 1,760,000</b>	<b>\$ (1,000)</b>	<b>100.06%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

	Legal Budget As Adjusted 6/30/21	Year to Date Revenues 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Realized 6/30/21
<b>Auxiliary Enterprises Fund</b>				
<b>Other Sources:</b>				
Sales and Service Fees	\$ 410,200	\$ 414,298	\$ (4,098)	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 410,200</b>	<b>\$ 414,298</b>	<b>\$ (4,098)</b>	
<b>TRANSFERS</b>	<b>573,620</b>	<b>629,038</b>	<b>(55,418)</b>	
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 983,820</b>	<b>\$ 1,043,336</b>	<b>\$ (59,516)</b>	<b>106.05%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

	Legal Budget As Adjusted 6/30/21	Year to Date Expenditures 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Expended 6/30/21
<b>Auxiliary Enterprises Fund</b>				
<b>INDEPENDENT OPERATIONS</b>				
Salaries	\$ 204,350	\$ 196,633	\$ 7,717	
Employee Benefits	16,762	18,108	(1,346)	
Contractual Services	49,301	50,511	(1,210)	
General Materials & Supplies	320,845	347,412	(26,567)	
Conference & Meeting Expense	24,100	24,837	(737)	
Fixed Charges	25,000	19,232	5,768	
Utilities	-	-	-	
Capital Outlay	32,000	10,880	21,120	
Provision for Contingency	-	-	-	
Other	361,985	402,547	(40,562)	
<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,034,343</b>	<b>\$ 1,070,160</b>	<b>\$ (35,817)</b>	<b>103.46%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
RESTRICTED PURPOSES FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

	Legal Budget As Adjusted 6/30/21	Year to Date Revenues 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Realized 6/30/21
<b>Restricted Purposes Fund</b>				
<b>State governmental sources:</b>				
ICCB Work force Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	267,844	267,254	590	
ICCB Career and Technical Education	314,702	161,770	152,932	
ICCB Innovation Grant	-	75,000	(75,000)	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	167,500	95,000	72,500	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	55,972	254,285	(198,313)	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 806,018</b>	<b>\$ 853,309</b>	<b>\$ (47,291)</b>	<b>105.87%</b>
<b>Federal governmental sources:</b>				
Department of Education	\$ 5,219,636	\$ 3,483,073	\$ 1,736,563	
Department of Health and Human Services	-	-	-	
Other Federal Government Sources	450,545.00	48,019	402,526	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 5,670,181</b>	<b>\$ 3,531,092</b>	<b>\$ 2,139,089</b>	<b>62.27%</b>
<b>Other Sources:</b>				
Nongovernmental Grants	\$ -	\$ -	\$ -	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 6,476,199</b>	<b>\$ 4,384,401</b>	<b>\$ 2,091,798</b>	<b>67.70%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
RESTRICTED PURPOSES FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

	Legal Budget As Adjusted 6/30/21	Year to Date Expenditures 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Expended 6/30/21
<b>Restricted Purposes Fund</b>				
<b>STUDENT SERVICES</b>				
Salaries	\$ 257,483	\$ 208,819	\$ 48,664	
Employee Benefits	78,312	63,112	15,200	
Contractual Services	6,869	6,395	474	
General Materials & Supplies	9,302	2,907	6,395	
Conference & Meeting Expense	12,196	2,299	9,897	
Capital Outlay	-	-	-	
Other	55,558	40,277	15,281	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 419,720</b>	<b>\$ 323,809</b>	<b>\$ 95,911</b>	<b>77.15%</b>
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 860,351	\$ 562,244	\$ 298,107	
Employee Benefits	213,825	104,081	109,744	
Contractual Services	240,248	281,398	(41,150)	
General Materials & Supplies	278,393	237,169	41,224	
Conference & Meeting Expense	66,375	16,516	49,859	
Fixed Charges	-	-	-	
Utilities	30,515	76,217	(45,702)	
Capital Outlay	1,133,278	680,941	452,337	
Other	50,613	28,177	22,436	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 2,873,598</b>	<b>\$ 1,986,743</b>	<b>\$ 886,855</b>	<b>69.14%</b>
<b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>				
Financial Aid	\$ 3,905,710	\$ 2,050,019	\$ 1,855,691	
<b>TOTAL</b>	<b>\$ 3,905,710</b>	<b>\$ 2,050,019</b>	<b>\$ 1,855,691</b>	<b>52.49%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 7,199,028</b>	<b>\$ 4,360,571</b>	<b>\$ 2,838,457</b>	<b>60.57%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUDIT FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

Audit Fund	Legal Budget As Adjusted 6/30/21	Year to Date Revenues 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Realized 6/30/21
Local Government Sources:				
Current Taxes	\$ 32,000	\$ 32,244	\$ (244)	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 32,000</b>	<b>\$ 32,244</b>	<b>\$ (244)</b>	<b>100.76%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUDIT FUND  
FOR TWELVE MONTHS ENDED JUNE 30, 2021**

Percent of Year Complete is 100.00%

Audit Fund	Legal Budget As Adjusted 6/30/21	Year to Date Expended 6/30/21	(Over)/Under Budget 6/30/21	Percent of Budget Expended 6/30/21
<b>INSTITUTIONAL SUPPORT</b>				
Contractual Services	\$ 38,000	\$ 36,775	\$ 1,225	
Provision for Contingency	-	-	-	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 38,000</b>	<b>\$ 36,775</b>	<b>\$ 1,225</b>	<b>96.78%</b>

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

Percent of Year Complete is 100.00%				
	<b>Legal Budget As Adjusted 6/30/21</b>	<b>Year to Date Revenues 6/30/21</b>	<b>(Over)/Under Budget 6/30/21</b>	<b>Percent of Budget Realized 6/30/21</b>
Liability Protection and Settlement Fund Fund				
Local Government Sources:				
Current Taxes	\$ 815,000	\$ 825,315	\$ (10,315)	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 815,000</b>	<b>\$ 825,315</b>	<b>\$ (10,315)</b>	<b>101.27%</b>

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

Percent of Year Complete is 100.00%				
	<b>Legal Budget As Adjusted 6/30/21</b>	<b>Year to Date Expended 6/30/21</b>	<b>(Over)/Under Budget 6/30/21</b>	<b>Percent of Budget Expended 6/30/21</b>
Liability Protection and Settlement Fund Fund				
<b>INSTITUTIONAL SUPPORT</b>				
Employee Benefits	240,000	151,613	88,387	
Contractual Services	517,000	397,903	119,097	
Fixed Charges	258,000	201,045	56,955	
General Materials & Supplies	-	-	-	
Other	50,000	-	50,000	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$1,065,000</b>	<b>\$750,561</b>	<b>\$314,439</b>	<b>70.48%</b>

# SHAWNEE COMMUNITY COLLEGE

## For the Month of June 2021 Approval of Bills

<u>FUND</u>	<u>EXPENDITURES</u>
Education Fund	\$1,076,906.52
Building Fund	140,336.10
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	48,812.28
Restricted Purposes Fund (Grants)	254,338.70
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	10,322.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,129.94
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	<u>44,239.37</u>
GRAND TOTAL	<u><u>\$1,577,084.91</u></u>

<u>Chairman</u>	<u>Secretary</u>
<u>Date</u>	

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
97335	6/15/2021	Christie, Roberta L.	3,202.23
97336	6/15/2021	Faulkner, Christina L.	1,281.31
97337	6/15/2021	Hansen, Caroline K.	324.12
97338	6/15/2021	VOID	-
97339	6/15/2021	Reichert, Joellen	980.14
97340	6/15/2021	Reichert, Kendall F.	500.09
97341	6/15/2021	Ryan, Colin T.	584.21
97342	6/15/2021	Sabo, Tierney R.	450.42
97343	6/15/2021	Starling, Randy D.	566.18
97344	6/17/2021	Ness, Makenzie L.	164.67
97345	6/30/2021	Carver, Justin R.	522.16
97346	6/30/2021	Christie, Roberta L.	2,187.09
97347	6/30/2021	Corbit, Nathan L.	1,547.93
97348	6/30/2021	Faulkner, Christina L.	1,281.31
97349	6/30/2021	Seyer, Jonathan	518.04
97350	6/30/2021	Stark, Karen L.	1,450.35
97351	6/30/2021	Trowbridge, Mandee M.	1,241.00
97352	6/30/2021	Zellars, Portia	823.94
97353	6/30/2021	Brown, Gregory A.	70.80
97354	6/30/2021	Edwards, Jessica E.	568.37
97355	6/30/2021	Hannan, Amanda N.	141.59
97356	6/30/2021	Hansen, Caroline K.	397.31
97357	6/30/2021	Ness, Makenzie L.	122.85
97358	6/30/2021	Reichert, Joellen	995.89
97359	6/30/2021	Reichert, Kendall F.	477.05
97360	6/30/2021	Ryan, Colin T.	230.15
97361	6/30/2021	Sabo, Tierney R.	1,518.52
97362	6/30/2021	Starling, Randy D.	830.93
97363	6/15/2021	McClellan, Heaven M.	321.51
75480	6/15/2021	Adkinson, Shelby E.	1,676.86
75481	6/15/2021	Armstrong, Lori A.	2,238.64
75482	6/15/2021	Ashby, Malinda J.	1,465.49
75483	6/15/2021	Askew, Jipaum S.	2,061.93
75484	6/15/2021	Banks, Sabrina D.	1,375.18
75485	6/15/2021	Basler, Joella	2,238.35
75486	6/15/2021	Betts, Robert G.	2,216.44
75487	6/15/2021	Betts, Teale M.	1,695.00
75488	6/15/2021	Black, David E.	3,744.46
75489	6/15/2021	Black, Sabrina L.	1,142.90

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

<b>Check/Advice</b>	<b>Check/Advice</b>	<b>Employee Name</b>	<b>Check/Advice</b>
<b>e</b>	<b>Date</b>		<b>Amount</b>
75490	6/15/2021	Boyd, Danielle N.	1,489.16
75491	6/15/2021	Bradley, Craig	2,001.19
75492	6/15/2021	Brahler, Monica J.	2,437.59
75493	6/15/2021	Brown, Amanda S.	1,550.42
75494	6/15/2021	Brown, Brenda R.	2,208.25
75495	6/15/2021	Brown, Donna R.	1,166.90
75496	6/15/2021	Capps, Tamara K.	2,231.60
75497	6/15/2021	Chamness, Virginia S.	995.37
75498	6/15/2021	Clark, Christopher A.	2,863.18
75499	6/15/2021	Clark, Lora L.	1,229.95
75500	6/15/2021	Cornelious-Weldon,	1,603.78
75501	6/15/2021	Crowe, Beth A.	1,582.28
75502	6/15/2021	Curphy, Kathleen	3,044.94
75503	6/15/2021	Davis, Evelyn D.	862.79
75504	6/15/2021	Diemer, Cheri L.	319.91
75505	6/15/2021	Dollins, Judith A.	1,647.37
75506	6/15/2021	Drury, Connie F.	2,343.02
75507	6/15/2021	Dudley, Tina M.	913.18
75508	6/15/2021	Dunlap, Stephanie M.	958.19
75509	6/15/2021	Fehrenbacher,	2,147.15
75510	6/15/2021	Fontana, Sandy L.	1,991.69
75511	6/15/2021	Forthman, Emily B.	1,958.70
75512	6/15/2021	Frizzell, Timothy A.	1,979.96
75513	6/15/2021	Gerard, Anthony S.	2,701.66
75514	6/15/2021	Goforth, Charles B.	1,395.16
75515	6/15/2021	Gordon, Beatrice	837.66
75516	6/15/2021	Hamilton-Smith,	1,026.95
75517	6/15/2021	Harner, Ginger R.	1,698.64
75518	6/15/2021	Harris, Wendy D.	2,065.40
75519	6/15/2021	Herren, Jennifer K.	1,173.63
75520	6/15/2021	Hill, Tanya S.	1,702.57
75521	6/15/2021	Hines, Lorena M.	1,812.00
75522	6/15/2021	Howard, Eric	1,590.17
75523	6/15/2021	Ingram, Caleb W.	748.03
75524	6/15/2021	Jennings, Kelly D.	1,869.51
75525	6/15/2021	Jerrell, Ricky L.	1,148.79
75526	6/15/2021	Johnson, Lindsay B.	1,546.03
75527	6/15/2021	King, Erin R.	1,543.28
75528	6/15/2021	Koch, Donald N.	2,283.38

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
75529	6/15/2021	Lingle, Randy W.	1,950.16
75530	6/15/2021	Lucas, Robert	1,887.84
75531	6/15/2021	Malone, Sherrie D.	2,134.56
75532	6/15/2021	Mason, Gregory K.	2,278.58
75533	6/15/2021	McGinnis, Connie R.	2,208.21
75534	6/15/2021	McGoy, Karen M.	1,805.68
75535	6/15/2021	McNally, Michael	1,958.69
75536	6/15/2021	Meyer, Lisa F.	1,292.49
75537	6/15/2021	Meyers, Kaylyn L.	1,005.15
75538	6/15/2021	Meyers, Tiffany A.	939.83
75539	6/15/2021	Morris, Joseph A.	2,351.14
75540	6/15/2021	Nicolaides, Ian A.	2,218.11
75541	6/15/2021	Pender, Derek S.	1,684.77
75542	6/15/2021	Price, Lisa L.	2,981.62
75543	6/15/2021	Reach, Mindy J.	1,340.76
75544	6/15/2021	Ribbing, Sheryl L.	1,967.30
75545	6/15/2021	Rouse, Felicia	1,365.78
75546	6/15/2021	Sander, Phyllis J.	2,575.31
75547	6/15/2021	Sauerbrunn, Kayla R.	1,794.55
75548	6/15/2021	Severs, Virginia L.	1,162.30
75549	6/15/2021	Shallenberger, Elizabeth	1,510.19
75550	6/15/2021	Sheffer, Amy L.	1,809.49
75551	6/15/2021	Shelby, Kristin N.	2,386.71
75552	6/15/2021	Sheppard, Gregory S.	1,657.65
75553	6/15/2021	Simpson, Stacy J.	1,412.40
75554	6/15/2021	Smith, Wanda R.	2,458.93
75555	6/15/2021	Smith-Fulia, Jesse R.	1,958.75
75556	6/15/2021	Sparks, John R.	1,906.31
75557	6/15/2021	Steinmetz, Rebecca L.	1,201.01
75558	6/15/2021	Story, Hayley M.	1,679.49
75559	6/15/2021	Stoup, William R.	1,780.94
75560	6/15/2021	Suggs, Amber	1,690.19
75561	6/15/2021	Taylor, Timothy	5,112.78
75562	6/15/2021	Teske, April Y.	2,311.84
75563	6/15/2021	Thompson, Chevis L.	1,246.13
75564	6/15/2021	Thornsberry, Ryan J.	1,913.38
75565	6/15/2021	Van Meter, Jonathan L.	1,479.77
75566	6/15/2021	VanAlstine, Lee F.	1,817.63
75567	6/15/2021	Vaughn-Doom, Anna	1,821.38

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
75568	6/15/2021	Vellella, Christopher A.	2,189.19
75569	6/15/2021	Vines, Deborah	630.58
75570	6/15/2021	Walton, James L.	1,652.97
75571	6/15/2021	Whitnel, Brett P.	1,463.32
75572	6/15/2021	Williams, Michelle L.	851.76
75573	6/15/2021	Woods, Brandy S.	3,234.47
75574	6/15/2021	Woolridge, Robert E.	2,204.66
75575	6/15/2021	Wright, Christina D.	1,503.07
75576	6/15/2021	Ballard, Melanie T.	391.10
75577	6/15/2021	Burgess, Michael	1,130.48
75578	6/15/2021	Crites, Marilyn M.	40.26
75579	6/15/2021	Davis, Carrie B.	1,086.32
75580	6/15/2021	Devenny, Marianne	1,589.31
75581	6/15/2021	Earll, Mary E.	111.90
75582	6/15/2021	Farris, Dale A.	78.65
75583	6/15/2021	Fisher, Stephanie J.	586.02
75584	6/15/2021	Hannan, Rachel A.	644.53
75585	6/15/2021	Hefner, Cynthia L.	299.26
75586	6/15/2021	Hefner, Monte K.	342.86
75587	6/15/2021	Honn, Gene A.	1,642.75
75588	6/15/2021	Johnson, Harold C.	305.94
75589	6/15/2021	Johnson-Adams, Dora J.	313.79
75590	6/15/2021	Kern, Gracen E.	376.25
75591	6/15/2021	Kineman, Daniel L.	747.86
75592	6/15/2021	Lewis, Jan F.	1,051.28
75593	6/15/2021	Matthews, Brittany R.	639.72
75594	6/15/2021	McNichols, Randy J.	682.08
75595	6/15/2021	Stecher, Beverly A.	286.69
75596	6/15/2021	Thompson, Chevis L.	833.39
75597	6/15/2021	Vines, Deborah	947.96
75598	6/15/2021	Willyerd, Stacy L.	195.64
75599	6/15/2021	Yewell, Sonia M.	336.67
75600	6/30/2021	Adams, Jane E.	262.20
75601	6/30/2021	Adkinson, Shelby E.	1,676.86
75602	6/30/2021	Armstrong, Lori A.	4,824.59
75603	6/30/2021	Ashby, Malinda J.	1,465.49
75604	6/30/2021	Askew, Jipaum S.	2,061.93
75605	6/30/2021	Banks, Sabrina D.	1,375.18
75606	6/30/2021	Basler, Joella	2,238.35

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
75607	6/30/2021	Betts, Robert G.	2,216.44
75608	6/30/2021	Betts, Teale M.	1,695.00
75609	6/30/2021	Black, David E.	3,976.32
75610	6/30/2021	Black, Sabrina L.	1,142.90
75611	6/30/2021	Boyd, Danielle N.	1,489.16
75612	6/30/2021	Bradley, Craig	3,858.48
75613	6/30/2021	Brahler, Monica J.	2,437.59
75614	6/30/2021	Britton, Jenna B.	776.03
75615	6/30/2021	Brown, Brenda R.	3,182.47
75616	6/30/2021	Brown, Donna R.	1,166.90
75617	6/30/2021	Capps, Tamara K.	2,231.60
75618	6/30/2021	Chambers, Lynne M.	497.21
75619	6/30/2021	Chamness, Virginia S.	995.37
75620	6/30/2021	Clark, Christopher A.	2,863.18
75621	6/30/2021	Clark, Lora L.	1,229.95
75622	6/30/2021	Copeland, Vyta N.	497.21
75623	6/30/2021	Cornelious-Weldon, Leslie A.	1,603.78
75624	6/30/2021	Crowe, Beth A.	1,582.28
75625	6/30/2021	Curphy, Kathleen	6,672.37
75626	6/30/2021	Davis, Evelyn D.	862.79
75627	6/30/2021	Dillow, Rhonda L.	1,971.00
75628	6/30/2021	Dollins, Judith A.	3,264.54
75629	6/30/2021	Drury, Connie F.	2,343.02
75630	6/30/2021	Dudley, Tina M.	913.18
75631	6/30/2021	Dunlap, Stephanie M.	935.81
75632	6/30/2021	Fehrenbacher, Dwayne J.	2,147.15
75633	6/30/2021	Fontana, Sandy L.	2,550.12
75634	6/30/2021	Forthman, Emily B.	1,958.70
75635	6/30/2021	Frizzell, Timothy A.	4,151.77
75636	6/30/2021	Gerard, Anthony S.	2,701.66
75637	6/30/2021	Goforth, Charles B.	1,395.16
75638	6/30/2021	Gordon, Beatrice	837.66
75639	6/30/2021	Hamilton-Smith, Jacqueline	1,026.95
75640	6/30/2021	Harner, Ginger R.	2,247.00
75641	6/30/2021	Harris, Wendy D.	2,065.40
75642	6/30/2021	Herren, Jennifer K.	1,173.63
75643	6/30/2021	Hickam, Jamie L.	626.79
75644	6/30/2021	Hill, Tanya S.	1,702.57
75645	6/30/2021	Hines, Lorena M.	3,430.16

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
75646	6/30/2021	Howard, Eric	1,590.17
75647	6/30/2021	Ingram, Caleb W.	748.03
75648	6/30/2021	Jennings, Kelly D.	1,869.51
75649	6/30/2021	Jerrell, Ricky L.	1,148.79
75650	6/30/2021	Johnson, Lindsay B.	1,546.03
75651	6/30/2021	King, Erin R.	1,543.28
75652	6/30/2021	Koch, Donald N.	2,283.38
75653	6/30/2021	Kohler, Gilbert B.	477.24
75654	6/30/2021	Lingle, Randy W.	1,950.16
75655	6/30/2021	Lucas, Robert	3,744.60
75656	6/30/2021	Malone, Sherrie D.	2,692.97
75657	6/30/2021	Mason, Gregory K.	2,278.58
75658	6/30/2021	McGinnis, Connie R.	2,208.21
75659	6/30/2021	McGoy, Jeffery L.	493.07
75660	6/30/2021	McGoy, Karen M.	1,805.68
75661	6/30/2021	McNally, Michael	3,075.53
75662	6/30/2021	Meyer, Lisa F.	1,316.48
75663	6/30/2021	Meyers, Kaylyn L.	1,005.15
75664	6/30/2021	Meyers, Tiffany A.	939.83
75665	6/30/2021	Morris, Joseph A.	2,351.14
75666	6/30/2021	Nicolaides, Ian A.	3,836.10
75667	6/30/2021	Nodeen, Marsha K.	2,186.03
75668	6/30/2021	Owens, Peter	485.26
75669	6/30/2021	Pearman, Allen W.	511.61
75670	6/30/2021	Pender, Derek S.	1,684.77
75671	6/30/2021	Poat, Erica R.	974.44
75672	6/30/2021	Price, Lisa L.	2,981.62
75673	6/30/2021	Reach, Mindy J.	1,340.76
75674	6/30/2021	Ribbing, Sheryl L.	3,418.55
75675	6/30/2021	Rouse, Felicia	1,365.78
75676	6/30/2021	Salazar, Becky	515.73
75677	6/30/2021	Sander, Phyllis J.	3,064.74
75678	6/30/2021	Sauerbrunn, Kayla R.	3,191.14
75679	6/30/2021	Severs, Virginia L.	1,162.30
75680	6/30/2021	Shallenberger, Elizabeth	2,151.41
75681	6/30/2021	Sheffer, Amy L.	3,985.02
75682	6/30/2021	Sheffer, Susan R.	477.24
75683	6/30/2021	Shelby, Kristin N.	2,386.78
75684	6/30/2021	Sheppard, Gregory S.	1,657.65

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
75685	6/30/2021	Simpson, Stacy J.	1,412.40
75686	6/30/2021	Smith, Wanda R.	2,458.93
75687	6/30/2021	Smith-Fulia, Jesse R.	1,958.75
75688	6/30/2021	Sparks, John R.	1,906.31
75689	6/30/2021	Steinmetz, Rebecca L.	1,201.01
75690	6/30/2021	Story, Hayley M.	818.04
75691	6/30/2021	Stoup, William R.	1,780.94
75692	6/30/2021	Suggs, Amber	1,690.19
75693	6/30/2021	Taylor, Timothy	5,112.78
75694	6/30/2021	Teske, April Y.	2,311.84
75695	6/30/2021	Thompson, Chevis L.	1,246.13
75696	6/30/2021	Thornsberry, Ryan J.	1,913.38
75697	6/30/2021	Thornsberry, Sarah E.	949.01
75698	6/30/2021	Van Meter, Jonathan L.	1,479.77
75699	6/30/2021	VanAlstine, Lee F.	1,817.63
75700	6/30/2021	Vaughn-Doom, Anna	1,821.38
75701	6/30/2021	Vellella, Christopher A.	2,189.19
75702	6/30/2021	Vines, Deborah	1,091.80
75703	6/30/2021	Walton, James L.	1,652.97
75704	6/30/2021	Whitnel, Brett P.	1,463.32
75705	6/30/2021	Williams, Michelle L.	851.76
75706	6/30/2021	Woods, Brandy S.	3,234.47
75707	6/30/2021	Woolridge, Robert E.	2,694.09
75708	6/30/2021	Wright, Christina D.	1,503.07
75709	6/30/2021	Ballard, Melanie T.	442.70
75710	6/30/2021	Burgess, Michael	739.44
75711	6/30/2021	Crites, Marilyn M.	2,688.50
75712	6/30/2021	Davis, Carrie B.	1,177.39
75713	6/30/2021	Devenny, Marianne	953.22
75714	6/30/2021	Earll, Mary E.	314.99
75715	6/30/2021	Farris, Dale A.	440.49
75716	6/30/2021	Fisher, Stephanie J.	685.23
75717	6/30/2021	Hannan, Rachel A.	700.50
75718	6/30/2021	Harris, Julian M.	175.97
75719	6/30/2021	Hefner, Cynthia L.	206.39
75720	6/30/2021	Hefner, Monte K.	791.76
75721	6/30/2021	Honn, Gene A.	1,483.91
75722	6/30/2021	Johnson, Harold C.	369.79
75723	6/30/2021	Kern, Gracen E.	546.23

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
75724	6/30/2021	Kineman, Daniel L.	715.35
75725	6/30/2021	Lewis, Jan F.	1,149.10
75726	6/30/2021	Matthews, Brittany R.	616.93
75727	6/30/2021	McClellan, Heaven M.	624.56
75728	6/30/2021	McNichols, Randy J.	883.32
75729	6/30/2021	Miller, John P.	580.02
75730	6/30/2021	Moallankamp, Brent A.	301.53
75731	6/30/2021	Riley, Nicholas A.	322.04
75732	6/30/2021	Smith, Sherie S.	177.86
75733	6/30/2021	Stecher, Beverly A.	495.76
75734	6/30/2021	Thompson, Chevis L.	1,079.10
75735	6/30/2021	Vines, Deborah	489.05
75736	6/30/2021	Woods, Aaron C.	236.06
75737	6/30/2021	Yewell, Sonia M.	224.45
		<b>Total</b>	<b>439,212.83</b>

July 18 2021  
20:42SUMMARY CHECK REGISTER  
FOR PERIOD STARTING: 06/01/2021 - PERIOD ENDING: 06/30/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025699	06/02/21	Outstanding	0350538	Instructional Technology Counc	150.00	
0025700	06/02/21	Outstanding	0307638	Northeast Mississippi Cmty Clg	350.00	
0025702	06/02/21	Outstanding	0300013	Ameren Illinois	1,551.87	
0025703	06/02/21	Outstanding	0112982	Lori A. Armstrong	70.44	
0025704	06/02/21	Outstanding	0133444	Bob Harper Ford	39.06	
0025705	06/02/21	Outstanding	0011624	Cairo Public Utilities	19.98	
0025706	06/02/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0025707	06/02/21	Outstanding	0300236	City of Metropolis	2,577.75	
0025708	06/02/21	Outstanding	0300117	Computer Discount Warehouse Go	1,829.44	
0025709	06/02/21	Outstanding	0350505	EBSCO	2,205.00	
0025710	06/02/21	Outstanding	0300159	Elsevier Health Science	7,815.58	
0025711	06/02/21	Outstanding	0013750	Five Co. Regional Vocational S	1,195.74	
0025712	06/02/21	Outstanding	0350472	Frontier	67.32	
0025713	06/02/21	Outstanding	0274770	Kimberly Gould	1,563.59	
0025714	06/02/21	Outstanding	0300192	Hitterman's Merchandise Mart	36.31	
0025715	06/02/21	Outstanding	0300231	Liberty Utilities Midstates	678.60	
0025716	06/02/21	Outstanding	0351026	Megabytes Incorporated	2,240.00	
0025717	06/02/21	Outstanding	0351220	Meltwater News Us Inc.	3,500.00	
0025718	06/02/21	Outstanding	0351679	Middlesex Community College	2,500.00	
0025719	06/02/21	Outstanding	0300264	Office Depot	25.99	
0025720	06/02/21	Outstanding	0300144	Pilot Travel Centers LLC	42.00	
0025721	06/02/21	Outstanding	0085306	Frances E. Porter	1,563.59	
0025722	06/02/21	Outstanding	0300133	Quill	81.98	
0025723	06/02/21	Outstanding	0300113	Regions Bank	749.50	
0025724	06/02/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0025725	06/02/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0025726	06/02/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0025727	06/02/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0025728	06/02/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0025729	06/02/21	Void	0300094	Secretary of State of Illinois		50.00
0025730	06/02/21	Void	0300094	Secretary of State of Illinois		50.00
0025731	06/02/21	Outstanding	0096306	Deborah D. Simmons-Gray	150.00	
0025732	06/02/21	Outstanding	0353621	St. Moritz Security Services,	7,293.72	
0025733	06/02/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0025734	06/02/21	Outstanding	0354325	Twin City Knitting	824.40	
0025735	06/02/21	Outstanding	0300050	UPS	66.47	
0025736	06/02/21	Outstanding	0321257	Vienna High School	9,918.00	
0025737	06/02/21	Outstanding	0168816	James L. Walton	200.00	
0025738	06/02/21	Outstanding	0354626	Jeff Winter	220.00	
0025739	06/09/21	Outstanding	0300094	Secretary of State of Illinois	158.00	
0025740	06/10/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0025741	06/10/21	Outstanding	0350452	American Century Investments	135.08	

July 18 2021  
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S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 06/01/2021 - PERIOD ENDING: 06/30/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025742	06/10/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0025743	06/10/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,317.56	
0025744	06/10/21	Outstanding	0300121	Continental American Insurance	36.41	
0025745	06/10/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,100.95	
0025746	06/10/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	28,941.02	
0025747	06/10/21	Outstanding	0300160	EMC National Life Company	13.63	
0025748	06/10/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0025749	06/10/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	10,691.65	
0025750	06/10/21	Outstanding	0350459	Kentucky State Treasurer	829.72	
0025751	06/10/21	Outstanding	0351562	Saints Foundation	115.00	
0025752	06/10/21	Outstanding	0300072	State Universities Retirement	23,517.67	
0025753	06/10/21	Outstanding	0300052	Sun Life Financial	1,007.38	
0025754	06/10/21	Outstanding	0300052	Sun Life Financial	211.80	
0025755	06/10/21	Outstanding	0300052	Sun Life Financial	354.64	
0025756	06/10/21	Outstanding	0300052	Sun Life Financial	218.70	
0025757	06/10/21	Outstanding	0300052	Sun Life Financial	111.39	
0025758	06/10/21	Outstanding	0300052	Sun Life Financial	591.07	
0025759	06/10/21	Outstanding	0300046	VALIC	25.00	
0025760	06/10/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0025765	06/10/21	Outstanding	0350908	ACI Payments, Inc.	939.86	
0025766	06/10/21	Outstanding	0300008	ACT Finance	24.00	
0025767	06/10/21	Outstanding	0300013	Ameren Illinois	72.39	
0025768	06/10/21	Outstanding	0351209	American Heart Association	1,953.00	
0025769	06/10/21	Outstanding	0265472	Jipaum S. Askew	52.42	
0025770	06/10/21	Outstanding	0153884	Teale M. Betts	29.34	
0025771	06/10/21	Outstanding	0300210	Mr. Rodney Brugger	725.00	
0025772	06/10/21	Outstanding	0300068	Bushue Human Resources, Inc.	64.00	
0025773	06/10/21	Outstanding	0011896	Lynne M. Chambers	1,500.00	
0025774	06/10/21	Outstanding	0350502	Cheekos	50.00	
0025775	06/10/21	Outstanding	0350736	The Chronicle of Higher Educat	1,850.00	
0025776	06/10/21	Outstanding	0300104	City of Anna	248.04	
0025777	06/10/21	Outstanding	0350920	Cobden Lions Club	70.00	
0025778	06/10/21	Outstanding	0300117	Computer Discount Warehouse Go	3,090.18	
0025779	06/10/21	Outstanding	0300117	Computer Discount Warehouse Go	1,292.00	
0025780	06/10/21	Outstanding	0300117	Computer Discount Warehouse Go	2,099.25	
0025781	06/10/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	629.40	
0025782	06/10/21	Outstanding	0300153	Dish Network	168.06	
0025783	06/10/21	Outstanding	0221934	Educause	231.00	
0025784	06/10/21	Outstanding	0300170	Fort Massac Water District	1,204.95	
0025785	06/10/21	Outstanding	0350472	Frontier	371.80	
0025786	06/10/21	Outstanding	0351988	Gibbs Technology Leasing, LLC	1,433.94	
0025787	06/10/21	Outstanding	0300191	Higher Learning Commission	975.00	

July 18 2021  
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S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 06/01/2021 - PERIOD ENDING: 06/30/2021

3

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025788	06/10/21	Outstanding	0350738	HigherEdJobs	2,850.00	
0025789	06/10/21	Outstanding	0300195	Howard D Happy Company	143.78	
0025790	06/10/21	Outstanding	0351070	Illinois American Water	217.84	
0025791	06/10/21	Outstanding	0354551	Ixl Learning	2,875.00	
0025792	06/10/21	Outstanding	0353059	HHO Carbon Clean Systems LLC	250.00	
0025793	06/10/21	Outstanding	0352812	JE Boyd Consulting	11,362.50	
0025794	06/10/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,550.00	
0025795	06/10/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0025796	06/10/21	Outstanding	0161368	Lake Land College	245.19	
0025797	06/10/21	Outstanding	0350515	Marianna	185.97	
0025798	06/10/21	Outstanding	0353533	Phillip McAbee	2,000.00	
0025799	06/10/21	Outstanding	0350780	Metropolis Rotary Club	500.00	
0025800	06/10/21	Outstanding	0300254	National Pen Corporation	147.44	
0025801	06/10/21	Outstanding	0300264	Office Depot	33.99	
0025802	06/10/21	Outstanding	0300264	Office Depot	80.30	
0025803	06/10/21	Outstanding	0300264	Office Depot	83.04	
0025804	06/10/21	Outstanding	0300264	Office Depot	843.05	
0025805	06/10/21	Outstanding	0300149	Kevin R Braden - Treasurer	50.00	
0025806	06/10/21	Outstanding	0300146	Pick Up Mart	942.60	
0025807	06/10/21	Outstanding	0300097	Scheffer Financial Services	8.36	
0025808	06/10/21	Outstanding	0350741	SKC Communications Products	4,518.04	
0025809	06/10/21	Outstanding	0300076	Southern Illinois Electric Co	27,305.94	
0025810	06/10/21	Outstanding	0350492	Southern Illinoisan	87.89	
0025811	06/10/21	Outstanding	0351153	Sweetwater Sound, Inc.	629.97	
0025812	06/10/21	Outstanding	0300062	T & I Office Equipment	3,398.00	
0025813	06/10/21	Outstanding	0300062	T & I Office Equipment	926.07	
0025814	06/10/21	Outstanding	0352996	Anna Vaughn-Doom	148.38	
0025815	06/10/21	Outstanding	0300045	Vienna Times	675.00	
0025816	06/10/21	Outstanding	0166056	David A. Voigt	1,320.00	
0025817	06/10/21	Outstanding	0300027	WIBH-AM	110.00	
0025818	06/10/21	Outstanding	0300018	Xerox Corporation	1,313.14	
0025819	06/10/21	Outstanding	0300047	Yankee Book Peddler	469.35	
0025820	06/11/21	Outstanding	0300072	State Universities Retirement	2,960.66	
0025821	06/16/21	Outstanding	0233314	Shaylin M. Carlton	30.00	
0025822	06/16/21	Outstanding	0233314	Shaylin M. Goins	30.00	
0025823	06/17/21	Outstanding	0354519	The Board of Trustees of the U	1,600.00	
0025824	06/17/21	Outstanding	0354506	Brand Makers LLC	803.57	
0025825	06/17/21	Outstanding	0354520	A&O Foods	30.00	
0025826	06/17/21	Outstanding	0300008	ACT Finance	24.00	
0025827	06/17/21	Outstanding	0351035	Advanced Digital Solutions	35.04	
0025828	06/17/21	Outstanding	0300130	Anna Baking Company	165.00	
0025829	06/17/21	Outstanding	0350467	Assessment Technologies Instit	5.00	

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FOR PERIOD STARTING: 06/01/2021 - PERIOD ENDING: 06/30/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025830	06/17/21	Outstanding	0350792	B&H Photo	37.95	
0025831	06/17/21	Outstanding	0351493	Beaded Distribution Company	159.20	
0025832	06/17/21	Outstanding	0011624	Cairo Public Utilities	1,187.74	
0025833	06/17/21	Outstanding	0300091	Carolina Biological Supply Co.	2,023.25	
0025834	06/17/21	Outstanding	0300212	ILCARRICOTTHREE, LLC	5,330.00	
0025835	06/17/21	Outstanding	0351666	Cellco Partnership	6,746.13	
0025836	06/17/21	Outstanding	0300110	Clearwave Communications	3,638.25	
0025837	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	3,286.51	
0025838	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	57.80	
0025839	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	206.95	
0025840	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	228.74	
0025841	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	17,235.52	
0025842	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	96.00	
0025843	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	1,133.91	
0025844	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	45.00	
0025845	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	197.29	
0025846	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	1,028.72	
0025847	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	374.26	
0025848	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	1,629.89	
0025849	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	4,889.60	
0025850	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	4,889.60	
0025851	06/17/21	Outstanding	0300117	Computer Discount Warehouse Go	199.61	
0025852	06/17/21	Outstanding	0300206	Mr. Dana Cross	275.00	
0025853	06/17/21	Outstanding	0171896	Evelyn D. Davis	150.00	
0025854	06/17/21	Outstanding	0300158	Ellucian, Inc.	875.00	
0025855	06/17/21	Outstanding	0300162	Encyclopaedia Britannica Inc.	425.00	
0025856	06/17/21	Outstanding	0350472	Frontier	33.73	
0025857	06/17/21	Outstanding	0351981	KFVS TV	770.00	
0025858	06/17/21	Outstanding	0351154	Henry Printing	438.80	
0025859	06/17/21	Outstanding	0300065	The Home Depot Pro	1,357.95	
0025860	06/17/21	Outstanding	0351003	KBSI-TV	2,325.00	
0025861	06/17/21	Outstanding	0300225	Kone, Inc.	624.93	
0025862	06/17/21	Outstanding	0350497	Lowe's	703.03	
0025863	06/17/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0025864	06/17/21	Outstanding	0350480	McGraw-Hill Global Education	9,031.00	
0025865	06/17/21	Outstanding	0300249	Mississippi River Radio	2,656.00	
0025866	06/17/21	Outstanding	0353620	Mounds Stop & Shop	30.00	
0025867	06/17/21	Outstanding	0300253	NAPA Auto Tire & Parts	1,133.20	
0025868	06/17/21	Outstanding	0354683	Nordic Company Inc	1,209.57	
0025869	06/17/21	Outstanding	0300152	Paducah Sun	2,315.00	
0025870	06/17/21	Outstanding	0300141	Pocket Nurse	5,467.94	
0025871	06/17/21	Outstanding	0300133	Quill	421.62	

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FOR PERIOD STARTING: 06/01/2021 - PERIOD ENDING: 06/30/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025872	06/17/21	Outstanding	0300113	Regions Bank	2,922.08	
0025873	06/17/21	Outstanding	0300113	Regions Bank	1,416.56	
0025874	06/17/21	Outstanding	0300113	Regions Bank	10,657.11	
0025875	06/17/21	Outstanding	0350729	Rend Lake Plumbing	2,384.34	
0025876	06/17/21	Outstanding	0300105	RR Donnelley	160.95	
0025877	06/17/21	Outstanding	0300101	Rustys Home Center	617.42	
0025878	06/17/21	Outstanding	0350554	SCC Bookstore	243.20	
0025879	06/17/21	Outstanding	0350554	SCC Bookstore	425.52	
0025880	06/17/21	Outstanding	0350554	SCC Bookstore	13.56	
0025881	06/17/21	Outstanding	0350554	SCC Bookstore	59.12	
0025882	06/17/21	Outstanding	0354682	Sewing Concepts, Inc	732.50	
0025883	06/17/21	Outstanding	0196958	Southern 14 Workforce Investme	211.31	
0025884	06/17/21	Outstanding	0300261	Sparklight Business	160.36	
0025885	06/17/21	Outstanding	0082604	John R. Sparks	334.28	
0025886	06/17/21	Outstanding	0353621	St. Moritz Security Services,	7,813.48	
0025887	06/17/21	Outstanding	0350498	Stericycle	47.21	
0025888	06/17/21	Outstanding	0300093	Travelers	6,895.00	
0025889	06/17/21	Outstanding	0300050	UPS	330.69	
0025890	06/17/21	Outstanding	0300050	UPS	172.56	
0025891	06/17/21	Outstanding	0300050	UPS	675.16	
0025892	06/17/21	Outstanding	0166056	David A. Voigt	1,160.00	
0025893	06/17/21	Outstanding	0168816	James L. Walton	45.47	
0025894	06/17/21	Outstanding	0300034	West End Plaza	3,985.00	
0025895	06/17/21	Outstanding	0351093	WSIL TV-3 Inc.	1,940.00	
0025896	06/17/21	Outstanding	0300018	Xerox Corporation	184.60	
0025897	06/17/21	Outstanding	0350973	Xerox Financial Services LLC	164.92	
0025909	06/25/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0025910	06/25/21	Outstanding	0350452	American Century Investments	245.08	
0025911	06/25/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0025912	06/25/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,317.56	
0025913	06/25/21	Outstanding	0300121	Continental American Insurance	36.41	
0025914	06/25/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,100.95	
0025915	06/25/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	40,291.82	
0025916	06/25/21	Outstanding	0300160	EMC National Life Company	13.63	
0025917	06/25/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0025918	06/25/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	13,458.52	
0025919	06/25/21	Outstanding	0350459	Kentucky State Treasurer	1,010.64	
0025920	06/25/21	Outstanding	0351562	Saints Foundation	115.00	
0025921	06/25/21	Outstanding	0300072	State Universities Retirement	28,687.64	
0025922	06/25/21	Outstanding	0300052	Sun Life Financial	1,007.38	
0025923	06/25/21	Outstanding	0300052	Sun Life Financial	211.80	
0025924	06/25/21	Outstanding	0300052	Sun Life Financial	354.64	

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025925	06/25/21	Outstanding	0300052	Sun Life Financial	218.70	
0025926	06/25/21	Outstanding	0300052	Sun Life Financial	111.39	
0025927	06/25/21	Outstanding	0300052	Sun Life Financial	591.07	
0025928	06/25/21	Outstanding	0300046	VALIC	25.00	
0025929	06/25/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0025930	06/29/21	Outstanding	0300072	State Universities Retirement	3,372.77	
0025931	06/29/21	Outstanding	0354506	Brand Makers LLC	142.26	
0025932	06/29/21	Outstanding	0354546	Clarus Corporation	1,006.00	
0025933	06/29/21	Outstanding	0350630	Alliance Screening & Occupatio	838.30	
0025934	06/29/21	Outstanding	0300013	Ameren Illinois	2,861.79	
0025935	06/29/21	Outstanding	0300130	Anna Baking Company	255.00	
0025936	06/29/21	Outstanding	0300022	Art FX Signs & Graphics	278.00	
0025937	06/29/21	Outstanding	0265472	Jipaum S. Askew	29.34	
0025938	06/29/21	Outstanding	0300064	BSN Sports	938.00	
0025939	06/29/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0025940	06/29/21	Outstanding	0351666	Cellco Partnership	1,750.50	
0025941	06/29/21	Outstanding	0353534	Moses Chikosi	1,475.00	
0025942	06/29/21	Outstanding	0300117	Computer Discount Warehouse Go	253.23	
0025943	06/29/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	293.60	
0025944	06/29/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	36,695.75	
0025945	06/29/21	Outstanding	0013750	Five Co. Regional Vocational S	1,335.65	
0025946	06/29/21	Outstanding	0300174	Front Street Printing	434.32	
0025947	06/29/21	Outstanding	0177952	Ginger R. Harner	516.86	
0025948	06/29/21	Outstanding	0300194	Honey's Service Station & Tire	2,983.90	
0025949	06/29/21	Outstanding	0300198	ICCTA	4,165.00	
0025950	06/29/21	Outstanding	0350538	Instructional Technology Counc	495.00	
0025951	06/29/21	Outstanding	0273036	InterviewStream	2,200.00	
0025952	06/29/21	Outstanding	0350776	Jostens	89.17	
0025953	06/29/21	Outstanding	0300227	Kuder Inc.	2,499.00	
0025954	06/29/21	Outstanding	0161368	Lake Land College	219.20	
0025955	06/29/21	Outstanding	0300231	Liberty Utilities Midstates	110.74	
0025956	06/29/21	Outstanding	0353597	Lisa Meng	800.00	
0025957	06/29/21	Outstanding	0300248	Metropolis Planet	4,240.00	
0025958	06/29/21	Outstanding	0146118	National Assn of Colleges & Em	455.00	
0025959	06/29/21	Outstanding	0300260	New Readers Press	4,500.00	
0025960	06/29/21	Outstanding	0351054	Orkin	85.00	
0025961	06/29/21	Outstanding	0300152	Paducah Sun	1,015.00	
0025962	06/29/21	Outstanding	0050926	Erica R. Poat	25.00	
0025963	06/29/21	Outstanding	0300108	Republic Services	200.31	
0025964	06/29/21	Outstanding	0167084	Sheryl L. Ribbing	284.71	
0025965	06/29/21	Outstanding	0300105	RR Donnelley	32.00	
0025966	06/29/21	Outstanding	0300101	Rustys Home Center	3,828.60	

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0025967	06/29/21	Outstanding	0350554	SCC Bookstore	466.70	
0025968	06/29/21	Outstanding	0350520	School Datebooks, Inc	800.04	
0025969	06/29/21	Outstanding	0000001	Shawnee Community College	85.05	
0025970	06/29/21	Outstanding	0354777	Simple Systems Group, Llc	18,700.00	
0025971	06/29/21	Outstanding	0228416	Sommer Lawn Care	2,490.00	
0025972	06/29/21	Outstanding	0353621	St. Moritz Security Services,	7,709.86	
0025973	06/29/21	Outstanding	0300062	T & I Office Equipment	7,115.91	
0025974	06/29/21	Outstanding	0300045	Vienna Times	3,690.00	
0025975	06/29/21	Outstanding	0166056	David A. Voigt	1,160.00	
0025976	06/29/21	Outstanding	0300034	West End Plaza	282.00	
0025977	06/29/21	Outstanding	0350973	Xerox Financial Services LLC	189.50	
0025978	06/29/21	Outstanding	0300047	Yankee Book Peddler	366.11	
					-----	-----
					630,147.28	100.00
					=====	=====
					630,147.28	100.00

**SHAWNEE COMMUNITY COLLEGE**

**ADDENDUM TO WORKING CASH FUND**

August 2, 2021

<u>Date</u>	<u>Vendor</u>	
6/30/21	Shawnee Community College Education Fund Ullin, IL 62992	\$23,697.66
	To transfer FY2021 working cash fund interest income from the working cash fund to the education fund.	

## Student Report

Shawnee's Science in seconds has been a great success. I've been able to talk with many locals about the short videos we've made. Particularly, our Snapping Turtles video seemed quite popular.

Coming into August, I am excited to immerse myself within the College and the students once again, and will be able to start flushing out my reports with more information pertaining to the students.

Faculty Board Report  
August 2021

Many faculty are working on improving various details specifically related to the Fall classes they are assigned. Faculty continue to examine innovative instructional methods for future incorporation into the learning environment. Below is a list of items submitted to me for the August faculty report.

Yours in Education,

Ian Nicolaides, SCEA President

**BOT Division**

July 1-5, 2021 - Phyllis Sander, ACC/BUS/COM instructor, completed Facebook Certified Digital Marketing Associate training as promoted through several national marketers at the National Phi Beta Lambda Leadership Conference (training is free with Facebook account). This industry-standard training and testing will replace the social media marketing project for the BUS116 Introduction to Marketing class during the Fall 2021 semester.

July 8, 2021 - Phyllis Sander, ACC/BUS/COM instructor, met with Mr. Tom Iboden, SIUC Informational Technology (IT) Professor, to discuss changes to the SIUC College for IT coursework, how to promote SCC's program, and the transfer opportunities related to starting at SCC in Computer Systems and Security and finishing at SIUC in IT. Mr. Rob Betts, SCC Communication Director, captured video of this meeting to be used in a program promotion early this fall. Phyllis Sander contacted Mr. Adam Harris, an SCC Computer Systems and Security graduate who is currently employed at Metropolis Frontier Communications to capture reflections from an SCC graduate to be included in the promotion as well.

July 12, 2021 - Eric Howard, Criminal Justice instructor, gave a Use of Force presentation. Pulaski County Deputy Coleman was a guest speaker for the event. Topics during the morning session included the public's perception of use of force and the law. Participants were trained on how force and weapons are used by police in various situations and why. Participants used the VR simulator during the afternoon session.

**Humanities Division**

The Humanities and Social Sciences division is offering two intersession courses. The intersession courses being offered are English 111, Composition and Introduction to Psychology, PSY 211. The classes begin on August 2 and run through the 13th and are fully online. The intersession classes allow students to get a head start on their general education requirements. Each is fully transferable to any college or university in Illinois, and most colleges and universities throughout the country to fulfill degree requirements for Humanities and Social Sciences.

Also, implementation is underway for the Level Up program. Level Up is an in-house designed curriculum focused on improving students reading scores and reducing the need for remediation. The Level Up program is an ICCB grant funded pilot program being conducted this summer.

### **Math & Science Department**

Math faculty (David Black, Connie McGinnis, and Roberta Christie) continue to meet with Consultant Kathleen Almy to work on Developmental Math redesign.

Sheryl Ribbing, Roberta Christie, Erin King and Lori Armstrong are receiving virtual STEM training for CISTEME 365 grant. The purpose of the grant is to develop a STEM club for underrepresented populations (women and minorities) in STEM fields. The training involves DEI (diversity, equity, and inclusion) training as well as engineering projects. The college will receive equipment kits and funds to implement this club.

Ian Nicolaides led a half-half day summer kids camp. Participants learned basic flight controls, airport diagrams, flight planning and flew a radio control electric sailplane made possible by the Saints Foundation. The workshop will be expanded upon in the future.



## President's Report

August 2, 2021

Enrollment Update						
	Headcount			Reimbursable Credit-Hours		
	FY22	FY21 (YTD)	FY21 (Final)	FY 22	FY21 (YTD)	FY21 (Final)
Summer	679	608	668	2,639	2,955	3,142
Fall			1,632			12,435
Spring			1,773			14,168
<b>Total</b>	<b>679</b>	<b>608</b>	<b>4,073</b>	<b>2,639</b>	<b>2,955</b>	<b>29,745</b>
FY 22 Credit-Hour Budget Projection				33,237	Difference	30,598

\*Data pulled 07/29/2021; State reimbursement is based on credit-hours generated at mid-term.

### The following events are noteworthy:

- On 07/06, met with Jean Ellen Boyd and the Department Chairs (JoElla Basler, Lori Armstrong, and Ruth Smith) to discuss how the revised shared governance and organization structure could be created in ways that might best facilitate the accomplishment of faculty goals and meet (or exceed) their expectations. This was a Goal-3 Objective-3 Strategy-A (G3O3SA) and Goal-3 Objective-4 Strategy-A (G3O4SA) focused activity. Specific requests from faculty were:
  - Promotion of targeted classes.
  - Assistance with program review process (e.g. linking ICCB and Assessment processes).
  - Improvement of data-entry methods for several College processes (e.g. initial budget development, time-entry, textbook approval, mid-term grades, etc.).
  - Creation of fillable forms (e.g. ICCB forms, C&I forms, etc.).
  - Desire for online requisition process.
  - Finding ways to integrate ZOOM/ITV technology to class rosters.
  - Administrative support in addition to student workers.

### Recommendation from faculty included:

- Shared governance committee charges should list specific meeting dates and times.
- Faculty replacement requests should be funneled through Department Chairs.
- Ensure classrooms and cafeteria are handicap accessible.

### Initial strategic priorities and/or items of faculty focus for FY22 discussed were:

- Evaluate placement exam scores (G2O1SB).
- Explore ways to automate the Retention Alert process (G2O2SD).
- Scheduling guidelines (G4O3SA) and scheduling improvement (G4O3SC).
- Improving tenure processes (G3O5SC).

- Facilitated the Shared Governance Committee meeting on 07/08. Topics included: Shared Governance Committee Charge Review and Board Policy Development Update. This was a G3O4SA focused activity. Outcomes of interest are:
  - Draft Shared Governance Committee Chart was reviewed. Team will review sub-councils and make recommendations at next month's meeting. The intent is to adopt this.
  - Draft Operational Committee Chart was reviewed. Team will review sub-committees and make recommendations at next month's meeting. The intent is to adopt this.
  - General guidelines for shared governance committees was reviewed. Team will share document with their representative groups, and make recommendations at next month's meeting. The intent is to adopt these.
  - The Committee Charge for the Executive Council was reviewed. Team will share document with their representative groups, and make recommendations at next month's meeting. The intent is to adopt this.
  - The Committee Charge for the Diversity, Equity, and Inclusion Council was reviewed. Team will share document with their representative groups, and make recommendations at next month's meeting. The intent is to adopt this.
  - The Board Policy development framework was reviewed by the Team. Several draft policies were shared to demonstrated alignment between Board expectations, the Strategic Plan, and the work of the College.
  
- On 07/09, met with Ginger Harner to sharpen the Board Policy Committee's draft of the Adult Education Strategic Outcome policy. The result from this meeting was two-fold – the policy language was dramatically improved and Ginger now has a thorough understanding of the Board's expectations for future monitoring reports (assuming this policy is approved). This was a G3O4SB, G4O1SC, and G4O1SG focused activity.
  
- On 07/12, met with Ed Smith, President of the Union Labor Life Insurance Company (ULLICO, Inc.) to discuss the College's Construction Management for Laborer's program. Discussion centered on contract development aimed at ensuring the College meets Laborer's Local 773 needs in the face of statewide approval challenges from the Illinois Community College Board. I believe a strong contingency direction was developed and Mr. Smith was satisfied with the direction. The College will pursue an exclusive provider contract with the Union and Mr. Smith will ensure the appropriate regions are represented in the discussion.
  
- On 07/26, attended the Massac Unit-1 School Board meeting with Trustee Windings. The purpose of the meeting was to strengthen the relationship between two Districts. Initially, Massac Unit-1 Board members inquired about the possibility of partnering with the College to provide CTE dual credit courses at the high school. I expressed the College's intent to strengthen the partnership with the Massac Unit-1 District and would be happy to discuss their request for an expansion of dual credit offerings.

Further, I shared the dual credit costing model with Massac Unit-1 Board, dispelling the myth that dual credit courses were profitable for SCC. I also shared preliminary data that suggests HS graduates who took dual credit courses appear to matriculate to SCC at a lower rate than all HS graduates, dispelling the myth that dual credit encourages students to attend SCC. Superintendent Hayes seemed genuinely surprised by this data and offered to host some discussions about the future of dual credit partnership. I replied that SCC would be happy to have that discussion and would bring my team to the meeting.

Finally, I did note that this partnership has to be “*mutually beneficial*” and challenged Massac Unit-1 employees to begin thinking of ways we could improve the HS graduation matriculation rate – even implying that they could make SCC the only 2-year College allowed to recruit on their campus. A few of their Trustees, and the HS Principal – Parker Windhorst – seemed to resist this idea; however, Superintendent Hayes suggested we could likely find ways to improve the matriculation of their students to SCC. Still, there will likely be major challenges as we try to work through dual credit expectations in the future.

Trustee Windings expressed SCC’s Board of Trustees willingness to support Massac Unit-1’s Board efforts and District goals. Trustee Windings asked how else the College might help. One of Massac’s Trustees expressed concerns with the College’s website and with Moodle (the College’s Learning Management System). Trustee Windings acknowledged these issues and mentioned the College was working to alleviate them. Another Massac Trustee suggested several potential CTE dual credit partnership opportunities. Most of those were acknowledged as topics for discussion when the two Districts get together for that purpose later this year.

In general, the meeting went well and I believe a strong framework for relationship improvement was laid. At the end of the evening, all parties seemed genuinely happy to have had these conversations. One Trustee noted that this was the first time that a SCC President and a SCC Trustee ever attended one of their Board meetings in over the 20 year that they served on the Massac Board... and he felt honored by our participation.

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

- **Intergovernmental Agreement** – Part of planned CTE Education Pathway Grant (SIFTC-Southern Illinois Future Teachers Coalition) grant activity, this agreement purchases data collection, analysis, and program evaluation services from Southern Illinois University.

## **Academic Affairs & Student Learning Report**

### **Board of Trustees Report**

#### **August 2, 2021**

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

Dr. Shelby continues to work with faculty and staff on their ICCB 5-year Program Reviews due to ICCB on September 1, 2021. A special thanks goes out to Sabrina Black and Dr. April Teske for ensuring the disaggregate data required for these reports were accurate. Dr. Shelby is preparing Q4 reports for the FY21 Perkins V Grant and Transitional Math and English Grants, and Q2 reporting for the Developmental Education Innovation Grant. All funding for the FY21 Perkins V Grant (\$216,411) has been obligated. The College is awaiting drawdown of FY22 Perkins V funds in the amount of \$206,485 later this month.

Project work under the Developmental Education Innovation Grant is still ongoing with the Math and English Departments. The English Department is piloting the Level Up Reading Program for the summer semester. Students who test into ENG 047 have to the opportunity to complete the free, self-paced training modules in Moodle in hopes of scoring into the ENG 111 co-requisite once they retake the Accuplacer placement test. Once several students complete the training modules, the group will reassemble to look at possible adjustments in preparation for full implementation in Fall 2021. The Math Department is in the process of developing co-requisites and a course redesign of College Algebra, which will continue under the ASPIRE Project (below). Dr. Shelby and the Transitional Math Local Advisory Panel, consisting of SCC math faculty Roberta Christie and David Black, high school math teachers from Century and Massac Co. High Schools, and Kathy Almy of Almy Education, met on June 30, to approve transitional math portability submissions to be submitted to ICCB/ISBE by Dr. Shelby this fall.

Dr. Shelby and SCC math faculty have been accepted into the ASPIRE Project cohort funded by the Chicago-based group, Women Employed (WE). SCC joins a cohort of 10 community colleges across the state and will receive \$10,000 for participation in the Accelerating Student Progress and Increasing Racial Equity (ASPIRE) Project to provide resources and support for innovative strategies to determine college readiness, place more students directly into credit-bearing courses, and support their academic progress. Truck Driving Coordinator, Kelly Jennings, reported a 100% pass rate from June 2020-June 2021 for all students taking their CDL test. Additionally, the College has been approved as a certified training location by the Federal Motor Carrier Safety Administration (FMCSA) ahead of the February 7, 2022 mandate by the Federal Government. In the coming months, Dr. Shelby and Kelly Jennings will ensure all protocol are in place in preparation for a future site visit from the FMCSA.

#### **Library/Technology**

Rachel Hannan, library assistant, attended Reinventing Libraries for a Post-COVID World a Library 2.021 virtual mini-conference on June 17th. She viewed these sessions: Library Preparedness and Pandemics: A documentation and Project Management Approach; Transforming Library Engagement in a Virtual Landscape; and A Triumphant Return to the Library: Tips and Tricks for Our New Normal. On June 23rd, Rachel attended the webinar Building a Communication Bridge to the Second Year hosted by SignalVine.

So far for the summer semester, 23 laptops, 24 Jetpacks, and 5 BOT laptops have been checked out to students. Through interlibrary loan for the month of June, we received 7 items for our patrons and loaned 114 of our items to other libraries for their patrons. For the FY 2021 fiscal year, we received 118 items for our patrons from other libraries, and sent 723 of our items to other libraries to fill requests for their patrons; compared to FY 2020, we received 324 items for our patrons from other libraries, and we sent 1,198 of our items to other libraries to fill requests for their patrons. The difference in these numbers is due to COVID-19 and the closures that took place here and at other libraries during that time.

In June we added 57 books to the collection to replace old, deaccessioned items. The weeding project continues with the goal of having the most relevant, up-to-date information available for students. More students have been using the library chat, which can be found in Moodle, on the library databases page, and inside the EBSCOhost database so the librarian can walk the student through every stage of research hands-on. In June we had lots of directional and login questions, but also questions about citation and research. With continued support, more students will realize this is an option and reach out for help regardless of time or distance from the physical campus, increasing equal access to the library for all. Christina attended Submerged Librarians Living in a Virtual World: Embedded Effort Builds on Instructional Collaboration, No Trivial Matter--Virtual Trivia Nights as "Stealth" Outreach to the Public, and Reinventing Libraries for a Post-COVID World on June 17th during a Library 2.021 virtual mini-conference.

Work continues on upgrading interactive video classrooms and traditional classrooms. Along with new equipment the classrooms are painted and cleaned up.

### **Extension Centers Reports**

#### **Anna Center**

Even though the Summer semester is wrapping up, we have had a busy month. The Anna Center has thirteen classes this summer. Six courses are offered via Zoom at the extension centers, so students have the flexibility to attend in person or from their location. On July 8<sup>th</sup> and 13<sup>th</sup>, CPR courses were taught to local business employees. The Food Service Sanitation course was held at the Anna Center on July 19<sup>th</sup> and 20<sup>th</sup>. The Anna Center has been busy installing new equipment and updating classrooms for the fall semester. We are excited to begin the Medical Assistant program in August and have been preparing the new space for the program.

#### **Cairo Center**

Leasing space to Shawnee Development has proven to be beneficial, we have been able to grab the attention of prospective new students. Also, in working together, we have been able to further determine, for the counties the Cairo Center serves, trade and technical programs are the most desired and needed for our location.

In an attempt to increase the recruitment of students for the Cairo Center, we will participate in an event sponsored by the National Kidney Foundation of Illinois, on July 26<sup>th</sup>, from 2pm-6pm, at Cairo High School. At the event, which provides free kidney, diabetes and other screenings for those 18 years or older, we will provide an informational table that informs participants about SCC programs, and offers advisement as needed to students for the upcoming fall semester.

#### **Metro Center**

The Metro Center hosted an Art Camp on Wednesday, July 7<sup>th</sup> for students ranging in age from 11 to 14. The cost for each participant was only \$35 and included registration and supplies. The instructor was Kara Story along with her assistant, Ali Steinmetz. Both are Becky Steinmetz daughters. All five (5) participants really enjoyed the camp! This camp is expected to become an annual summer event.

The Metro Center continues to grow its presence within the community as a resource. Arrowleaf, a human services organization within the SCC district, held appointments at the Metro Center on Monday, July 12<sup>th</sup>. The Metro Center hosted the CPR Friends and Family community education class on Friday, July 23<sup>rd</sup> from 10:00 am until 2:00 pm. The Metro Center hosted CPR for First Responders on Monday, July 26<sup>th</sup> from 4:00 pm – 9:00 pm. Once again, SCC had the opportunity

to provide watermelon and water at the annual Massac County Youth Fair on Tuesday, July 20<sup>th</sup>. The director of the SCC bookstore prepared two gift baskets of Shawnee memorabilia as well as t-shirts for door prizes.

Additional activities at the Metro Center included, temporary Adult Education classes on Thursday, July 8<sup>th</sup>, and a small business entrepreneur class on Wednesday, July 21<sup>st</sup>.

### **Vienna Center**

Teale Betts attending a Laborers Meeting at John A Logan on July 22<sup>nd</sup> to recruit for the Construction Management of Laborers degree. Erin King, Carrie Davie, and Teale Betts was at the Vienna High School registration on July 28<sup>th</sup> from 12 PM to 6 PM. Teale Betts attended Vienna High School Registration Day on July 29<sup>th</sup> from 7 AM to 12 PM. Teale Betts registered Goreville and Vienna High School students for their dual credit courses.

### **Nursing**

On July 29<sup>th</sup> at 6:00 p.m. the Nursing Pinning for SCC's associate degree nursing graduates will be held in the Education Center. The majority of nursing faculty continue to meet each Thursday to write the ACEN self-study and prepare for the upcoming ACEN site visit. An orientation workshop for the 2021-2022 associate degree nursing students is scheduled for August 13<sup>th</sup>.

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

The SBDC at Shawnee Community College was awarded \$150,000 to strengthen outreach to underserved small businesses (ethnic minorities, women, veterans, disabled, LGBTQ) under the SBA Community Navigator Pilot Program. The SBDC will provide technical assistance on available small business relief funding through outreach events, webinars, and in-person workshops.

Brett Whitnel, Interim Director of the Small Business Development Center (SBDC) is chairing the planning committee for the IESBGA (Illinois Entrepreneurial and Small Business Growth Association) virtual annual meeting to be held Wednesday-Friday, August 4-6. Dr. Mason will be presenting at the conference on the importance of E-commerce to small business growth in rural America.

The division initiated its ElderReach community education program with a 3-month contract with the Egyptian Area Agency on Aging. The agency contracted with SCC to help seniors in nursing homes become more familiar with digital technology. The Tech for Seniors workshops will address issues of low technology literacy—including lack of familiarity with tech terminology—and physical challenges, which can make using technology difficult for seniors. During each 45-minute session the students will learn how to use a tablet PC and apps specific to the elderly experience.

Dr. Mason attended the Viticulture Enology Science and Technology Alliance (VESTA) annual conference in Springfield, MO. The conference highlighted the efforts nationally and regionally to support the Grape and Wine Industry. Dr. Mason discussed the efforts of Shawnee Community College to partner with the Illinois Grape Growers & Vintners Alliance to provide workforce development training to wineries and vineyards in the Shawnee College district.

The CPR Program held 48 classes and served 167 students in the months of May, June, and July.

The new, mandated American Heart Association CPR Curriculum began February 1<sup>st</sup>. Six CPR Instructors completed their Update and were re-certified to teach.

The Driver Safety Program received and processed 329 applications for April, May, and June.

There were 82 participants who completed their training and received a Certificate of Completion.

Dr. Mason is chairing the One Shawnee Small Business Entrepreneurship & Workforce

Development Task Force. The taskforce is meeting twice monthly to develop recommendations for supporting existing small businesses in the region, promote entrepreneurship, identify the leading barriers to new business formation, and strengthen small business awareness of local, state and federal resources.

Jean Ellen Boyd

Interim Vice-President Academic Affairs

August 2, 2021

Date

**Student Success and Services Division  
Board of Trustee Report  
August 2, 2021**

**Admissions**

Danielle Boyd—Registrar

Two hundred seventy postcards were sent out to students that had applied for Spring 2021 and/or Fall 2021 and have not yet enrolled.

**Athletics**

John Sparks—Athletic Director

**General News** (*John Sparks*)

- Our Annual Golf Scramble for athletics is September 10 at the Union County Country Club. It's not too late to sign up or purchase a hole sponsorship or sponsor a team. Lunch will be served at 11:30 am, with a shotgun start at 1 pm. This year's SAINTS Golf Challenge cost is \$400 per team, and the *Hole* Sponsorships are \$100 each.
- Athletic schedules and rosters for the 2021-22 season will be posted in our local papers and social media around September 1.

**Men's Basketball** (*John Sparks*)

- Coach Sparks has completed the roster and schedule for the 2021-22 season.
- The SAINTS Elite Camp was held on June 27, 28, and 29<sup>th</sup> at Shawnee Community College. This was an invite only camp that had 25 potential college prospects.
- Four SAINTS Basketball players were invited to JUCO All-American Camp in Atlanta, GA, on July 10<sup>th</sup> and 11<sup>th</sup>. They competed against some of the top JUCO players in the country. Tedrick Washington Jr. was selected to the top 40 All-Star Game out of 200 college prospects.

**Women's Basketball** (*Chevis Thompson*)

- Coach Thompson has completed his roster for the 2021-22 season, and he's already started to identify prospects for the 2022 class. In addition, the 2021-22 Women's Basketball Schedule is nearly completed.

**Baseball** (*Ken Reichert*)

- Coach Reichert is working diligently on completing the SAINTS Baseball roster. Currently, we have a roster of thirty student-athletes.

**Softball** (*Kyle Smith*)

- Coach Smith is working diligently on completing the Lady Saints Softball roster. He's been able to secure some key local prospects.

**Volleyball** (*Melanie Ballard*)

- Volleyball has started conditioning with their first official day of practice beginning on August 1. Their first game will be at the end of August.

## **Career Services**

Leslie Cornelius-Weldon—Career Services Coordinator

Career Bootcamp at Meridian was held from June 28 thru July 1. The Career Services offices worked with 5th grade thru 12th graders on Career Planning using the IDES CIS program during the camp. Using this program, students created a portfolio that can be utilized from 5<sup>th</sup> grade throughout high school. The program highlights career interest, finding the perfect occupation, education-required schools with programs of interest, and reality checks. The reality check activity was an eye-opener for many students because they had to choose what region in Illinois they wanted to live in, whether they would live with family or alone, a house or apartment, and what kind of utilities to be comfortable.

The communication they needed example house phones, cell phones, cable, and the internet. Where will they eat? Meals at home, dine out, or combination. What will be your means of transportation? Bike, public transit, small car, medium-size car. Truck or SUV. How much clothing will they need? Shirts, pants, coats, shoes, specific items for employment, steel toe boots, uniforms, etc. What will they do for healthcare? No insurance, buy through the employer or buy private insurance. They also had to factor in entertainment, personal care cost, and miscellaneous items, savings. After they have completed their budget for their lifestyle, they move to the education and training portion. Selecting a major, years they plan to attend, and choosing a career cluster to begin exploration. Many of the students found that the lifestyle they wanted to live required them to obtain a degree or certification beyond high school. At this point, I discussed programs that Shawnee Community College had to offer vocational and transfer options. Also used the K-12 Illinois Career Curriculum and completed various activities such as gaining employment as a teenager, inappropriate behaviors/ correcting the behavior, body language, and achieving your career. Achieving the career activity leads to discussions about degrees and certificates that we offer here at the college and transfer options to save thousands of dollars and receive the same result.

I completed Workkeys training with Mindy Ashby on July 21, 2021, to learn to administer the test for pre-employment for employers, employment advancement opportunities, and paraprofessionals in the local school districts. I am working with Gradleaders on the migration of the online job database. I have collaborated with the Business and Industry Department to host a Job Fair at the Anna Center for aeriz on August 17 and August 21 to hire about 200 employees.

## **Completion Coach**

Carrie Davis

Carrie was officially hired as a Recruiter/ Advisor/Admissions Specialist during the July 2021 Board Meeting. She has taken over Amanda Brown's student advisees and has continued her work with registering them for the Fall 2021 semester. Carrie has also been working through a list of students who registered "late" for the Spring semester. She is tracking to see if these students completed their semester and if so, she is checking to see if they passed their classes. Carrie has also continued her work, alongside Jackie Smith, with "The Cupboard." They have been sending emails to remind students of this service that SCC provides, and students have been responding. They fill orders weekly and have been able to service the extension centers as well.

Carrie also attended an event at Meridian High School to register their "Fast Start" students for the upcoming semester.

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans

Financial aid refund checks were mailed July 9 to students who had money remaining after all charges were deducted.

Thoroughly reviewed the Federal Program Review and created additional procedures to ensure the findings are fixed for future semesters.

Assisted students with submitting needed information (verification, professional judgment, dependency override, etc.) for Summer 2021 and Fall 2021, and assisted with FAFSA completion for 2021-2022 through Zoom and face to face.

Sent email messages to 90 students who have Pell money for the Fall 2021 semester and have not enrolled.

### **Student Clubs**

The 2021 Phi Beta Lambda National Leadership Conference was held June 24- June 27), and the following SCC chapter members were recognized:

Kaitlyn May received the James D. Price Illinois Scholarship \$200

Kaitlyn May awarded 1st in the nation in Business Communication (approximately 70 other competitors first time SCC has achieved 1st in any competitive event in last 27 years)

Kaitlyn May awarded 5th in the nation in Job Interview (approximately 80 other competitors)

Bethany Bell awarded 8th in the nation in Social Media Challenge

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center Director, Mindy Ashby, has analyzed data from responses submitted by students on their 'Request for Tutoring' form for the past three semesters. Reviewing student input has aided and will continue to aid in the decision-making process of the SSC Director to improve tutorial services and ensure academic excellence for the student body. The Director's vision is focused on improving the utilization of tutorial services and promoting SSC services and opportunities. There has been 109 'Request for Tutoring' forms submitted since last fall. Of those: 74% of students requested to receive face-to-face services, 70% preferred Mondays and Wednesdays, 70% preferred tutoring times between the hours of 9:00 am–2:00 pm, 27% of students reported they needed accommodations, 28% of students reported they were participating in the Student Support Services Program, English 111 and Statistics were the most requested courses for tutoring. The Director will continue to monitor the data and work with the Student Success Center staff to implement best practices for student success.

To date, 12 individuals have enrolled in the Level-Up Reading Program. This reading enrichment course allows students to focus on reading comprehension to build the necessary skills required to retake the ACCUPLACER and score in the College-Level coursework parameters.

To improve retention, the Student Success Center Writing Lab is scheduled to host a series of 'Getting a Smart Start' workshops to improve student engagement in and out of the classroom. Topics include but are not limited to Moodle, Study Strategies, Improving Developmental Math and English Skills, Creating Resumes, Using the LRC Database, and Improving Your Writing Skills.

The Testing Center completed an agreement with the National Center for Competency Testing (NCCT) to begin administering the Medical Assistant Certification Exam. This will allow students who complete the Certified Medical Assistant program at the College to take this exam closer to home.

The Director conducted a WorkKeys training for [Kaylyn Meyers](#) and [Leslie Cornelius-Weldon](#) on July 13, 2021. Trainees were given access to the Validus and College and Career Readiness Information Systems, which are both products of ACT.

Accessibility and Resource Services has met with and will continue to meet with individuals who qualify for academic accommodations. Students are encouraged to pick up their books during the intake appointments, get their student IDs, and get familiar with where their classes are located.

The Retention Alert Program will move from its old location in WebAdvisor to faculty/staff self-service. The Director will be providing updated information on how to locate, access, and utilize the platform. The College's knowledge base will include these updates as well.

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) made outreach efforts to students who did not enroll last year. The intention was to encourage students to enroll for the fall semester and discuss removing any barriers.

Mindy Reach Retention Specialist and Tanya Hill Career/ Transfer Advisor took students to the University of Tennessee Martin and Discovery Center for our summer transfer and cultural event. In addition, the SSS Team did a follow up Social Media Training with University of Toledo TRiO Personnel.

SSS is now on Tik Tok. Our student media content creator assistant has been making creative waves for SSS on Tik Tok.

### **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

Talent Search hosted two weeks of STEM workshops with the assistance of the U of I Extension Center 4-H. James Walton created the STEM curriculum with the assistance of Conner Johnson. Evelyn Davis administered a candle making workshop. Students learned about the different types of wax and scented oils used in candle making to create their own. Brett Whitnel gave an excellent and informative presentation to our TRiO students on how to start a small business. Students had to create a business and a logo to promote their business using the ETS Silhouette machine administered by James Walton and Chevis Thompson.

Students gained experience in coding and abstract art by using TS Sphero Bolts. Students had to create their codes to make their robot perform the actions assigned. Students also created and designed personal keychains using 3D printing with the help of Conner Johnson. Students used Glowforge software to design and create wooden animals using the TS Glowforge laser printer. Additionally, students had the opportunity to participate in cultural events. Students were able to learn about the different careers and the needs of animals at the Memphis Zoo. TS students had the opportunity to be marine biologists for the day at the Nashville Aquarium restaurant. Students learned how to dissect a squid, use microscopes, watch a live dive show, and learn fun and interesting facts about the fish and oceans. TS students attended the "Fun With Physics" educational tour at Holiday World. Students had to complete the assignments given to them administered by Holiday World Staff. Students had the opportunity to work with engineers for all the different rides and learn about the park's various career opportunities. TS took students to the Civil Rights Museum in Memphis. Students were able to see over 260 artifacts, more than 40 new films, oral histories, interactive media, and external listening posts that guide visitors. They learned about five centuries of history, from the beginning of the resistance during slavery, through the Civil War and Reconstruction period, the rise of Jim Crow, and the seminal events of the late 20th century that inspired people around the world to stand up for equality.

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

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

Recruitment and enrollment have been the focus of the Admissions, Recruitment and Advisement Specialists and the Extension Directors for the last days of July and the time in August until classes begin. The group created a year long calendar with a communication plan which includes text messaging, social media blasts, and mailings. The group also reviewed yearly calendars prior to COVID-19 to schedule community and campus events. A calendar was created with the expectation that COVID-19 will stay at bay and SCC staff are able to participate in such events.

Carrie Davis and Kyle Smith, the two new Admissions, Recruitment and Advisement Specialists, have been training. In addition, the two have been meeting with the various support staff. As is directed in the Strategic Plan, cross training will focus on all students, including Dual Credit and Escrow students, who will receive all of the important information.

Dr. Price and Dr. Capps continued to review the Program Review conducted by the Department of Education evaluators. A synopsis of the findings and corrective actions is included in the board packet.

In an effort to show appreciation to the district high school personnel (superintendents, principals, teachers, aides, cooks, and bus drivers), over 550 goodie bags were made. The Student Services staff and Extension Directors will be delivering these after the high schools return to school.

Dr. Price and others have been researching and making plans to try to have a safe return to Fall Semester. One recommendation from the Centers for Disease Control is to promote vaccinations. Currently, an incentive initiative is being planned.

*Dr. Lisa Price*

Vice President of Student Success and Services

*8/2/2021*

Date

**Financial and Campus Operations  
Board of Trustees Report  
August 2, 2021**

**State Payment Update**

The state currently owes for July and August Equalization and Base Operating.

**Facilities Department**

The Facilities department has been completing summer maintenance items at the college. One of the chiller units went down and had to be repaired, which did take us some time to get back up and running. Discussed the meetings that were held with Capital Development Board and architects which was for the review and planning for the gymnasium project. Costs are substantially higher than what was initially anticipated. Most of the increased price can be contributed to the rising costs that are being seen in many areas due to COVID-19. The gymnasium project will be bid in December which may produce a lower amount depending on the fluctuation of costs. Prices for construction & materials may normalize back downward somewhat to what used to be normal thus possibly bringing in a relatively low-cost batch of bids.

**Business Service Department**

The business department has been working on fiscal year end processes. Continued working on the College's FY22 budget with the President. Held a Facility Usage Policy meeting to discuss changes needed to the policy. Held a meeting for the discussion of CARES. Had talks about the future spending of the HEERF II & III funds.

**IT Department**

Had discussions with IT on Cloud conversions which may improve storage capability. Physical servers have capability restraints and can be sensitive to crashes and maintenance issues. Cloud server capability can ease certain areas of concern and provide a trail to information that gets documented. These discussions opened the door/idea to look further into Cloud capability and the potential that it has. Modified the CROA reports in several areas. These modifications include FPELL, Not Enrolled, Class Completions, Square Footage, High School Graduates Not Enrolled, High School Graduates Enrolled, Initial Progress Drop Grades, Enrollment Comparison, Hours Generated, Blank Final Grades, Credit Type Check, Online Out of District, Year to Year Enrollment Comparisons, Employee Profile, Blank Initial Progress Grades, Unduplicated Headcount by Day, Program Enrollment, Grads, Drops, Drop Reasons, Course Building Info Cleanup, Attrition Rate, Section Drop Rate, CNA Data, Course Delivery Methods, Delivery Method Enrollment & Credit Hours, Enrollment Tracking, Hours Generated by Location, Final Grades.

The department changed the Vienna location over to new IP addresses and fixed ongoing phone issues at the location. Conducted routine upg.rades on network equipment. Upg.raded the Anna

Center Lab with technology updates to the system. Processing new computers for the Truck Driving program. Updated hotkeys for phones. These are pre-programmed units. WENS flat-file uploads and made Transcript Fixes.

ICCB State Report Fixes where errors needed correcting on reports. Upgraded the Bookstore's point of sale system. Fixed MBS flat file to include Anticipated Financial Aid amounts. Setup 50 Chromebooks for the Adult Ed division. Worked on the Metro Center Lab PC's where routine updates, patch work, security fixes and software maintenance were performed, as well as upgraded underperforming computers at the Metro location. Working with Intrado to update the 911 database. Ubiquity antennas were installed for Trucking Shed. Redesigned the website header and updated board member photos on the SCC website. Updated graduation applications in the system. Created athletic signee information form for the SCC coaches. Created a new web employee directory. Updated current course change form. Finished online Campus Safety Plan page. Working on Retention Alert installation for Self Service

### **Human Resources**

Discussions have been ongoing with the recruiting efforts that the HR department has been engaged with. The Director of Nursing recruitment efforts are moving in a forward direction. We had hoped for a July hire however; applicants are still being reviewed at this time and interviews are being set up. Nursing Instructor applicants have been slow to come in as well with one qualified candidate slated to meet with us this month.

The position of Vice President of Academic Affairs has had three interviews held to date. These interview sessions consisted of spending most of the day with each candidate. Those visits included campus tours, one-on-one time with the interim Vice President of Academic Affairs, screening committee interviews, meet & greet sessions with SCC administration team members, and a lunch for the candidate and screening committee. Conclusion of the day ended with the candidates meeting with SCC president Dr. Taylor. The college has received a few more applicants for the Vice President – CFO position. There is no scheduled round of interviews for that position currently.

The Human Resources Director has also been working on the fiscal year processes for employee time off banks and working with payroll to get "Notice of Reemployment" letters to the staff showing their FY22 salaries.

### **Bookstore**

Conducted annual inventory. Auditor performed inventory compliance check.

### **Brandy Woods**

Brandy Woods

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

## PR & Marketing Summary July 2021

### Google Analytics-

Google Analytics reporting for the period ending June 12, 2021 indicated the number of users to our website was 8,422. Currently our generated traffic from Google Ad placement results are as follows for June 15<sup>th</sup> – July 12th:

575 - Clicks on our Google Ad    97 – Phone calls    6 Conversions to Action on Website

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

○ <b>Current Month</b>	<b>Previous Month</b>	
Illinois	3,312	3,576
Missouri	1,490	1,614
Kentucky	812	511

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	934
/jobs	687
/library databases	562
/admissions	528
/saintsfoundation board member	371

### ○ Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
6/12/21	2		889	6695	32319
6/13/21			738	5575	31229
6/14/21	2	1	1711	5633	30403
6/15/21			1677	5853	28611
6/16/21	2		4607	8515	28400
6/17/21	3		3201	9300	27662
6/18/21	1		1320	9353	26391
6/19/21	1		1076	9288	25464
6/20/21	2		979	9412	24630
6/21/21			1242	8923	23589
6/22/21			1187	8890	22512
6/23/21		1	1424	6553	21716

6/24/21		1	1646	5367	20868
6/25/21	1		2310	5564	20499
6/26/21	2	2	1314	5544	20193
6/27/21		1	1628	5602	20033
6/28/21			1779	5733	19628
6/29/21			2044	6051	19810
6/30/21	3		2734	7054	20610
7/1/21			2630	7790	21428
7/2/21	2		3340	8616	21481
7/3/21	5	1	2450	9527	21411
7/4/21	2		1316	9676	21110
7/5/21	1		1026	9432	20950
7/6/21		1	980	8843	20902
7/7/21	1		1610	7610	20603
7/8/21	10	1	6728	11934	25043
7/9/21	4	1	2700	12102	26003
7/10/21	2		1140	11781	26242
7/11/21	1	1	2282	12099	26781
7/12/21			1193	12132	26635
Totals	<b>47</b>	<b>11</b>	<b>60901</b>	<b>256447</b>	<b>743156</b>

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
13-Jul-2021 07:04AM	Red Cross Experiencing Blood, Platelet Shortage	West Kentucky Star	82130	13502	68628
13-Jul-2021 07:04AM	Red Cross Experiencing Blood, Platelet Shortage	West Kentucky Star	82130	13502	68628
13-Jul-2021 07:04AM	Red Cross Experiencing Blood, Platelet Shortage	West Kentucky Star	82130	13502	68628
07-Jul-2021 11:15PM	Meadows named Innovation Hub's assistant principal	The Paducah Sun	34928	14412	20516
06-Jul-2021 05:04PM	Paducah Innovation Hub Names Assistant Principal	West Kentucky Star	62770	9234	53536
02-Jul-2021 10:30PM	Guidelines for CDL schools creates national standards	WSIL-TV	226674	27256	199418
01-Jul-2021	Russell Chooses SCC	Met Planet	9992	3056	6936

30-Jun-2021 10:22AM	Shawnee Community College students recognized at National Leadership Conference	KFVS 12	412434	95028	317406
24-Jun-2021 12:16AM	Fun-Da-Mental Basketball Camp returns to SCC	Metropolis Planet	7489	2574	4915
22-Jun-2021 10:34AM	SIU, Shawnee Community College sign agreement	Ste. Gen. News - Sun Times News	10902	1840	9062
16-Jun-2021 09:05AM	Red Cross Needs Blood, Platelet Donations	West Kentucky Star	62770	9234	53536
16-Jun-2021 09:04AM	Red Cross Needs Blood, Platelet Donations	West Kentucky Star	62770	9234	53536
16-Jun-2021 08:04AM	Red Cross in Need of Blood, Platelet Donations	West Kentucky Star	62770	9234	53536

### 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 AdValue	LocalViewership
6/1/2021 6:39	KFVS (CBS)	News 3 News This Morning	\$4.10	363
6/10/2021 18:34	WPSD (NBC)	News 3 News at 6:30pm	\$1,183.54	42407
6/11/2021 5:06	WSIL (ABC)	News 3 News This Morning	\$24.15	74
6/18/2021 18:07	WSIL (ABC)	News 3 News at 6	\$1,094.29	41763
7/2/2021 22:05	WSIL (ABC)	News 3 News This Morning	\$1,044.00	22275
7/3/2021 6:34	KFVS (CBS)	News 3 News This Morning	\$17.04	724
		<b>TOTALS</b>	<b>\$3,367.12</b>	<b>107606</b>

**Synopsis** – This month we completed the first of several video productions for our new partner aeriz and are currently scheduled to complete 3 more training videos for position opportunities for employment. Our news stories have included a color piece on faculty member Ms. Roberta Christie, intersession courses, life/safety & CPR, Phi Beta Lambda, Cyber Security and truck driving. Radio, television newspaper, and streaming ads are continuing at this time and will run through enrollment.

## **Saints Foundation – August 2021**

While Tina and Gene had vacations within the previous months, the Saints Foundation remained active.

On July 17th, Laborers 773 held a golf Tournament to raise money for scholarships. Gene attended to meet with numerous business leaders and government officials that were in attendance. A lengthy conversation was held with Senator Dale Fowler. It was a great time to build awareness with Senator Fowler on the work of the Saints Foundation and Shawnee Community College. The majority of the discussion centered around the expressed need from businesses to have a larger and better trained workforce. Business leaders at the event stated that they all needed employees. It was good to report all the efforts that SCC is already making to address these issues. It was also a good opportunity to lobby for scholarship opportunities for SCC students.

We are currently working with a man from North Carolina to help him establish an endowment with the Saints Foundation to honor his deceased wife as well as honor his granddaughter in-law, who is a former SCC Nursing student. The endowment would be established to assist Nursing students at the College. Plans are progressing and the endowment should be in place soon.

Scholarships from the Saints Foundation are being finalized for the Fall and Spring semesters. Now that Nursing students have been determined, we are able to complete those scholarships established with criteria they be utilized by Nursing students. With Fall enrollment we are also able to verify that students that qualify for various scholarships have registered and now eligible to receive a scholarship.

Several months ago, the Saints Foundation accepted the gift of a semi-truck and trailer to be utilized by the College's CDL truck driving program. We are working to have a Hold Harmless Agreement drafted for the College to review and sign so that the use of the semi and trailer by the College is outlined and that appropriate liability is assumed by the College to hold the Saints Foundation harmless from the use of the semi and trailer.

Gene has been researching various sources of potential funding for the Foundation to support priority initiatives in the SCC Strategic Plan.

Preparation is ongoing to be ready for the Saints Foundation Annual Meeting on August 20, 2021.

The Saints Foundation is supporting the SCC Athletic Department Annual Golf Outing scheduled for September 10 at the Union County Country Club. Tina is working with Dr. Sparks regarding sponsorships, teams and other potential, on-site fundraising during the event.

## ICCTA Board Highlights



<b>Monday, October 11<sup>th</sup></b>	
4 p.m. – 6 p.m.	ACCT Board of Directors Executive Committee Meeting
<b>Tuesday, October 12<sup>th</sup></b>	
8 a.m. – 10 a.m.	Finance and Audit Committee Meeting
9 a.m. – 10:30 a.m.	Member Communications & Education Committee Meeting
10 a.m. – 11:30 a.m.	Governance and Bylaws Committee Meeting
2 p.m. – 3:30 p.m.	Public Policy Committee Meeting
3 p.m. – 5 p.m.	Diversity, Equity, and Inclusion Committee Meeting
2 p.m. – 4 p.m.	Trustee Advisory Committee
<b>Wednesday, October 13<sup>th</sup></b>	
7:30 a.m. – 5 p.m.	Registration
	Voting Delegate Desk
8:30 a.m. – 11a.m.	ACCT Board of Directors Meeting
1 p.m. – 4 p.m.	Pre-Congress Academy: The Chair's Academy — The Board Chair, Leading with Integrity ( <i>Special Registration Required</i> )
1 p.m. – 4 p.m.	Pre-Congress Academy: Board Ethics and Fiscal Responsibilities: Avoiding Conflicts of Interest ( <i>Special Registration Required</i> )
1 p.m. – 4 p.m.	Pre-Congress Academy: What Trustees Need to Know About Advocacy ( <i>Special Registration Required</i> )
3 p.m. – 4 p.m.	Meeting: ACCT Corporate Council Roundtable
3 p.m. – 4:30 p.m.	ACCT Regional and Network Meeting: ACCT State, Province, and Territory Coordinators
3:30 p.m. – 4:45 p.m.	ACCT Marketplace
5 p.m. – 6:30 p.m.	OPENING GENERAL SESSION
<b>Thursday, October 14<sup>th</sup></b>	
7 a.m. – 5 p.m.	Registration
	Voting Delegate Desk
8 a.m. – 9 a.m.	Concurrent Sessions

9:15 a.m. – 10:15 a.m.	Concurrent Sessions
9:15 a.m. – 10:15 a.m.	Student Trustee Advisory Committee
9:15 a.m. – 11:15 a.m.	Community College Lawyers Roundtable
10:30 a.m. – 11:30 a.m.	Concurrent Sessions
12 p.m. – 1:45 p.m.	MEMBERSHIP CELEBRATION LUNCHEON - COLLEGE PRIDE DAY
2: p.m. – 3 p.m.	Concurrent Sessions
2 p.m. – 3:30 p.m.	ACCT Regional Caucuses and Meetings
2 p.m. – 5 p.m.	Work Session for Professional Board Staff Members
3:15 p.m. – 5:30 p.m.	Concurrent Sessions
3:30 p.m. – 4:45 p.m.	Association of Latino Community College Trustees Meeting
4:15 p.m. – 5:30 p.m.	Asian, Pacific Islander, and Native American Trustees Meeting
5:30 p.m. – 7 p.m.	WELCOME RECEPTION & ENTERTAINMENT
<b>Friday, October 15<sup>th</sup></b>	
8 a.m. – 4 p.m.	Registration
8 a.m. – 9 a.m.	Concurrent Sessions
8:30 a.m. – 10:30 a.m.	Voting Delegate Desk
8:30 a.m. – 10:30 a.m.	ACCT Senate Meeting
9:15 a.m. – 10:15 a.m.	Concurrent Sessions
9 a.m. – 11:30 a.m.	Professional Board Staff Network Business Meeting
10:30 a.m. – 11:30 a.m.	Concurrent Sessions
10:30 a.m. – 11:45 a.m.	African American Trustees Meeting
12 p.m. – 2 p.m.	REGIONAL AWARDS LUNCHEON
2:15 p.m. – 3:15 p.m.	Concurrent Sessions
3 p.m. – 4:15 p.m.	ACCT Board of Directors Meeting
3:30 p.m. – 4:30 p.m.	Concurrent Sessions
7 p.m. – 10 p.m.	ANNUAL AWARDS GALA
<b>Saturday, October 16<sup>th</sup></b>	
8 a.m. – 9 a.m.	Concurrent Sessions
9:15 a.m. – 10:15 a.m.	Concurrent Sessions
9:15 a.m. – 10:15 a.m.	Briefing: ACCT Regional Nominating Committees
9:15 a.m. – 10:15 a.m.	SPECIAL SESSION: ACCT Regional and Association Awards Program
10:30 a.m. – 12 p.m.	CLOSING GENERAL SESSION BRUNCH

Link to the ACCT 2021 Leadership Registration <https://www.congress.acct.org/>

## Board Memorandum

**Board of Trustees**

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

**Student Trustee**

Bradley West

**President**

Dr. Tim Taylor

**Vice Presidents**

Jean Ellen Boyd  
 Dr. Lisa Price  
 Brandy Woods

**Executive Directors**

Robb Betts  
 Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** Crowdus Janitorial Contract Renewal  
**Date:** 08/02/21

**Background:** In 2018, the College solicited bids for industrial cleaning services for the 2019 through 2021 Fiscal Years. At the time, the lowest received bid was from a company called ABBCO. Consistent with College policy, the Board accepted that bid and entered into a three-year agreement. However, ABBCO was not able to meet the terms of the agreement and the College released ABBCO from the contract due to nonperformance in 2019. The next lowest received bid from the 2018 bid process was Crowdus Maintenance and Cleaning Service. At that time, the Board signed a two-year contract with Crowdus Maintenance and Cleaning Service that ends on June 30, 2021.

Pursuant to the renewal clause in the College's current contract with Crowdus, the College would like to extend the contract for another year. If approved, Crowdus will provide industrial cleaning service on the Main Campus, Anna Extension Center, and the Metropolis Extension Center. (The Cairo Extension center is covered under a separate contractual agreement with Crowdus Maintenance and Cleaning Service.) The monthly fee will be \$28,000 – making the total contract amount \$336,000.00 for FY22.

The monthly amount is \$30,000 for FY23 and \$32,000 for FY24 if the contract is auto renewed each year. After FY24 the monthly increase would be \$100, unless renegotiated with Crowdus. The reason for the prices increases is due to minimum wage increasing from \$8.25 to \$12 per hour, then \$13 per hour (FY23), and then to \$14 per hour (FY24). The number of hours of cleaning provided by Crowdus is 15,600 per year.

**Recommendation:** I recommend the Board approve a one-year contract extension **and the option to auto renew each year** with Crowdus Maintenance and Cleaning Services to provide for industrial cleaning services at the Main Campus, Anna Extension Center, and Metropolis Extension Center. The term of the agreement will be from July 1, 2021 through June 20, 2022. The total cost of the extension will be 336,000.

## SERVICE AGREEMENT

SHAWNEE COMMUNITY COLLEGE, herein referred to as SCC and Crowdus Maintenance and Cleaning Service, herein referred to as CMCS, hereby enter into this Service Contract, effective the 1<sup>st</sup> day of July 2021.

WHEREAS, CMCS performs cleaning and related services for office buildings and classrooms;

WHEREAS, SCC desires to retain the services of CMCS and CMCS desires to provide cleaning and related services to SCC; and

NOW, THEREFORE in consideration of the covenants set forth herein and other good and valuable consideration, the parties hereby agree as follows:

1. SERVICES. CMCS shall perform those services for SCC as set forth in the Existing Task Schedule (Exhibit A & B) attached hereto and by reference made a part hereof for the buildings. In conjunction with such services, CMCS shall furnish, at the expense of CMCS, all cleaning equipment, supplies and materials needed to perform work under this agreement.
2. TERM. This Agreement shall commence on the 1<sup>st</sup> day of July 2021 and be in effect for three years.
3. TERMINATION. Either party may terminate this Agreement at any time during this period by giving written notice ninety (90) days prior to termination.
4. PAYMENT FOR SERVICES. SCC agrees to pay CMCS for services provided hereunder the sum of \$28,000 per month for FY22 (July 1, 2021 - June 30, 2022), \$30,000 per month for FY23 (July 1, 2022 - June 30, 2023) and \$32,000 per month for FY24 (July 1, 2023 – June 30, 2024).

In consideration for services rendered, College shall pay to Contractor twelve monthly payments equal to the annual fee set forth in the bid. Contractor shall submit to College its invoice for Custodial Service, together with such other information as may be required by District by the first (1st) working day of each month for service provided through that current month.

Upon receipt of Contractor's invoices, the College shall compensate Contractor for its services on or before the Fifteenth (15<sup>th</sup>) of each month.

In the event an invoice contains a disputed item, College may withhold payment for such item but shall not delay payment for the undisputed portions. The amounts and reasons for a disputed claim shall be documented to Contractor at the time payment is due Contractor as set forth above. The parties shall then confer regarding resolution of the dispute. The amounts resolved in Contractor's favor will then be made within fifteen (15) days upon resolution.

The above price is based upon the service area and frequency of services set forth in the Task Appendix A. If SCC desires any change in such area or services, SCC and CMCS agree to negotiate a reasonable price adjustment, and specify such price in an addendum executed by both parties and attached to this Agreement.

Invoices shall be submitted to:

Shawnee Community College  
Attention: Accounts Payable  
8364 Shawnee Community College Road  
Ullin, IL 62292

5. STAFFING. CMCS shall provide uniformed cleaning technicians to perform the aforementioned tasks.
6. INDEMNIFICATION. CMCS shall indemnify and hold harmless SCC its agents, directors, officers and employees from claims for injury, death, and property damage due to negligent acts and omissions of CMCS, its agents, officers, directors and employees which arise out of or are related to work performed under this Agreement. CMCS shall not be liable for delay, loss or damage caused by warfare, riots, strikes, boycotts, acts of God, or other caused beyond the control of CMCS.

7. INSURANCE

The contractor shall secure, pay the premium for, and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the Contractor under this contract.

A. Workers' Compensation Insurance

Workers' Compensation Insurance as required by the Laws of the State of Illinois and applicable Federal laws.

B. Liability Insurance

Appropriate liability insurance with limits of not less than \$1,000,000 for each person and \$1,000,000 for each accident.

C. Certificate of Insurance

A Certificate of Insurance is to be provided for all of the above at the beginning of the contract.

8. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and are no understandings or agreements other than those incorporated herein. This agreement may not be modified except by written instrument signed by both parties.
9. GOVERNING LAW. This Agreement shall be construed under the laws of the State of Illinois.

Dated and Signed below:

By: \_\_\_\_\_

Shawnee Community College

\_\_\_\_\_

Title

\_\_\_\_\_

Date

By: \_\_\_\_\_

Crowdus Maintenance and Cleaning Service

\_\_\_\_\_

Title

\_\_\_\_\_

Date

## EXHIBIT A

## SPECIFICATIONS FOR PROVIDING JANITORIAL SERVICES

For Shawnee Community College — Ullin, Metropolis and Anna Locations

**Section A: Manner of Performing Work and Central Definition**

All work to be performed hereunder shall be done in a prompt, regular, workmanlike, hygienic and safe manner so as to result in a clean, safe, healthful and attractive school environment and complies with the Life Safety Code Circular Series A-156 and A-157 of the state of Illinois and the reasonable requirements of the College's administration. In addition, rules and regulations regarding adherence to the Asbestos Hazard Emergency Response Act of 1986 (AHERA) will be observed by the contractor and his employees. The awareness training of the dangers and the handling of asbestos shall be the sole responsibility of the contractor.

Routine and all heavy cleaning services shall be performed by Contractor between the hours of 3:00 PM. and 1 AM. In addition to the routine cleaning of the three facilities, one Full-time person shall be assigned to the Main Campus every day M-F to perform duties related to the Policing of the Cafeteria, Restrooms and incidentals.

A total of One hundred (100) hours of overtime must be included in the bid. These hours are necessary to staff weekend activities/events that occur periodically. The fee for overtime hours above and beyond the One hundred (100) will be charged to College by Contractor at a rate equal to the actual cost per hour plus a 5% administration fee.

The following job classifications will be utilized at all buildings:

1. General Housekeeping:  
Personnel to perform all of the Housekeeping functions listed under Section C of Exhibit A.
2. Floor Work:  
Personnel responsible for all the floor maintenance including daily sweeping, routine mopping, stripping, scrubbing, waxing and buffing of all resilient and hard surfaces throughout each school. Daily vacuuming, spot cleaning and shampooing of all carpeted surfaces throughout each faculty.
3. Employee Training:  
Prior to assigning any personnel, said personnel must have received adequate training to enable them to successfully carry out duties relating to their assignment. The College must be informed before any new personnel is employed or when any change is made in the assignment of existing personnel.
4. Approximate Square Feet to be Cleaned Per Building:

Main Campus – Ullin	150,000	Sq. Ft.
Anna Campus	19,500	Sq. Ft.
Metropolis Campus	10,594	Sq. Ft.

Rustic Campus	2,536	Sq. Ft.
<b>TOTAL</b>	<b>182,450</b>	<b>Sq. Ft.</b>

### Section B: Janitorial Cleaning Definitions

1. Washing

Floors will be cleaned by use of water and cleaning agent applied with a brush or scrubbing machine. Imbedded dirt will be loosened from floor surface by deck brush or machine scrubber using water and cleaning agent no stronger than necessary. Scrubbing water will be removed and rinsed with plain water and clean mop.

2. Damp Mopping

Floors will be cleaned of dirt, dust, film, standing water and surface stains by use of chemically treated mop or chemically treated cloth affixed to a mop.

3. Dust Mopping

Floors will be cleaned of dirt, dust, film and surface stains by use of chemically treated cloth affixed to the mop.

4. Stripping

Floor will be cleaned of all wax, down to surface of flooring material, applying nonflammable compound appropriate for the area being cleaned with a brush or floor stripping pad, such as "3M" pads, affixed to a scrubbing machine.

5. Waxing

Apply three (3) thin coats of wax to floors as may be required to maintain cleanliness and luster to a uniform appearance.

6. Buffing

A properly buffed floor will show no scuff mark or surface stains. All surface dirt will be removed by mopping prior to buffing.

7. Vacuum

Vacuuming is defined as the use of electrically powered units. The use of non-electric manual sweepers is not acceptable. Vacuuming will be accomplished with an industrial-type vacuum cleaner. The specifications for this vacuum shall meet or exceed OSHA specifications for commercial use.

8. Carpet Shampooing Extraction

Carpet shampooing/extraction shall be done by a 2-step method. First the carpet will be shampooed with an industrial-type floor machine with a rug shampooing attachment using a spin bonnet. Next carpet extraction shall be implemented by a hot water extraction method using an industrial-type extraction machine. The carpet shall be vacuumed after it is dry. The specifications for the equipment used in this process shall meet or exceed OSHA specifications for commercial/industrial use. All carpeting must be clean and dry prior to 7:00 AM.

### 9. Other Cleaning:

*Dusting:* Dust shall be removed from all surfaces to be dusted by using a vacuum cleaner or a treated duster of yarn or cloth. Feather- type dusters are not acceptable. Dust must be gathered into the duster, not spread by it.

*Chalk Boards/Dry Erase Boards:* Chalk Boards are to be cleaned weekly unless otherwise instructed in writing, i.e. "Do Not Erase" or "Save". Boards will be washed using clean water and a sponge. Chalk tray to be cleaned with a duster or vacuum. Dry erase boards are to be cleaned with the same protocol and using the appropriate solutions.

*Door Mats:* Clean door mats and under door mats daily. Door mats to be furnished by the School District.

## Section D: Work Force Frequency Schedule

### All Facilities

This list is not all-inclusive. Additional tasks or procedures may be called for by the Administration or primary maintenance personnel if conditions warrant them.

#### All Areas of the Buildings: (unless otherwise noted in the specifications)

1. Light Fixtures	dust, remove cobwebs wash, clean and dry streak-free and spotless	weekly annually
2. Waste Containers	empty and wipe exterior clean and/or replace liner (necessary)	daily
3. Entry Glass	clean	daily
4. All Glass	spot clean wash all glass interior/exterior	daily semi-annually
5. Ceilings	dust, remove cobwebs	weekly
6. Air Vents	vacuum and wipe clean	weekly
7. Door, Door Frames	dust and spot clean, remove tape and graffiti wash with appropriate cleaning agents	daily annually (summer)
8. Partitions, Walls	dust and spot clean, remove tape and graffiti wash with appropriate cleaning agents	daily annually

9. Sills ledges & light switches	dust and spot clean, remove tape and graffiti	(summer) daily
10. Window Frames	dust and spot clean, remove tape & graffiti wash with appropriate cleaning agents	daily annually (summer)
11. Telephones	clean and sanitize	daily
12. Upholstered Furniture	spot clean and remove stains vacuum shampoo	daily monthly annually
13. Non-upholstered furniture	dust and spot clean	daily
14. Tables and Chairs	dust and spot clean	daily
15. Counter, Cabinets, Shelves	dust and spot clean	daily
16. Floors – tile	dust and damp mop dust damp mop and buff scrubbing strip to raw tile and apply new finish	daily weekly monthly as necessary
17. Floors – carpet	vacuum and spot clean shampoo/extraction (2 step method)	daily semi-annually
18. Window blinds	dust clean	daily annually (summer)
19. Drinking Fountain	clean and sanitize	daily
20. Entry Mats	vacuum move and clean underneath extract excess water when wet shampoo/extraction (2 step method)	daily weekly as necessary semi-annually
22. Floor Drains	flush with hot water and sanitize	weekly
23. Mirrors	clean	daily

### Office Areas

1. Counters & Bookshelves	dust and spot clean	daily
2. Desks - exposed sides	dust and spot clean	daily
3. Desks – tops (if clear)	dust and spot clean	daily
4. Waste Containers	empty, wipe clean and replace liners	daily

### Restrooms, Showers and Locker Rooms

1. Bowls, Urinals and Fixtures	clean, sanitize and polish porcelain fixtures	daily
2. Mirrors	clean	daily
3. Floors	dust and damp mop with germicidal detergent damp mop with germicidal detergent & buff dust, damp mop with germicidal detergent and apply new finish	daily weekly quarterly
4. Showers - walls	remove soap scum and wash with germicidal detergent	daily
5. Shower – floors	damp mop with germicidal detergent	daily
6. Wall, Counter, Partition	dust and spot clean using germicidal detergent	daily
7. Hand Soap dispensers	replace or refill as needed	daily
8. Hand sanitizer	replace or refill as needed	daily
9. Paper towel/Toilet paper	replace or refill as needed	daily

### Corridors, Lobbies, Vestibules and Stairways

1. Railings	dust and spot clean polish wood	daily weekly
2. Stairways – tile	dust and damp mop dust, damp mop and buff dust, damp mop and apply new finish strip to raw tile and apply new finish	daily weekly quarterly as necessary

3. Stairways – carpet	vacuum and spot clean shampoo/extraction (2 step method)	daily semi-annually
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4. Elevator	clean	daily
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### **Classrooms**

1. Teacher Desks - exposed	dust and spot clean	daily
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2. Teacher Desks - tops (if clear)	dust and spot clean	daily
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3. Student Desks & Chairs	align and wipe clean	daily
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4. Chalk Boards/Dry Erase	erase and damp mop (do not erase or damp mop any areas marked “save” or “do not erase”)	daily
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5. Chalk Tray	dust damp wipe	daily weekly
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6. Pencil Sharpener	empty	daily
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### **Gymnasium**

1. Floor	dust and damp mop dust, damp mop and buff dust, damp mop and apply new finish recondition	daily monthly as necessary annually
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2. Bleachers	dust mop and spot clean wash	daily semi annually
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3. Floor Mats	dust and damp mop with germicidal cleaner scrub with germicidal cleaner	daily quarterly
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### **Fitness Center**

1. Floor	clean according to directions	daily
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2. Mirrors	clean (main campus)	daily
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3. Equipment	clean with antibacterial wipes	daily
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### **Multi-Purpose Rooms**

1. Floors – tile	dust and damp mop	daily
	dust, damp mop and buff	weekly
	dust, damp mop and apply new finish	quarterly
	strip to raw tile and apply new finish	as necessary
2. Bleachers	dust mop and spot clean	daily
	wash	annually (summer)
3. Floor Mats	dust and damp mop with germicidal cleaner	daily
	scrub with germicidal cleaner	quarterly

### **Cafeteria and Kitchens**

1. Cafeteria Floors	move tables, chairs and waste receptacles	daily
	vacuum and spot clean carpet	
	shampoo/extraction (2 step method)	semiannually
2. Kitchen Floors	dust and damp mop	daily
	wash	weekly
	scrub and hot water extract	quarterly
3. Tables – top & legs	wipe and clean	daily
4. Chairs-seats, backs & legs	wipe and clean	daily
5. Waste Containers	empty, replace liners and damp wipe exterior	daily
	wash interior and exterior	quarterly

### **Additional Tasks and items**

1. Trash Removal- All waste bags and floor sweepings shall be removed from buildings and placed in a trash dumpster daily. Where needed, waste containers shall be lined with the proper plastic bags. Plastic bags will be furnished by the college. Dumpster service will be furnished by the college.

All cardboard and shredded paper shall be placed in appropriate compactors. All contents from recycle bins shall be placed in appropriate containers located at the recycling building. **The college is mandated by state law to recycle with a goal of recycling 40% of waste.**

## EXHIBIT B

### OTHER SPECIFIC REQUIREMENTS

#### **A. Personnel Recruitment, Supervision and Training**

Contractor shall ensure the recruitment, supervision and training of sufficient able personnel to carry out contractor's obligations hereunder. Such personnel shall be the servants of the contractor. The parties recognize that work force stability is essential to perform promptly and adequately contractor's obligations hereunder and that contractor is responsible for minimizing employee turnover to the extent possible to affect that end.

Criminal background investigations including fingerprinting, in accordance with the Illinois School Code, 10-21.9 [105 ILCS 5/10-21.9], will be required on all personnel to be assigned to the College. The contractor will be responsible for providing prospective employees with the authorization form for this investigation. Upon receipt of the authorization, the contractor will submit the form to the College who will forward to the Department of State Police. Upon receipt of the investigation results, indicating no convictions of offenses as described in the Illinois School Code, 10-21.9 [105 ILCS 5/10-21.9], the employee may be assigned to the College.

Prior to assigning any personnel said personnel must have received adequate training to enable them to successfully carry out the duties relating to their assignment. The College must be informed before any new personnel are employed or when any change is made in the assignment of existing personnel.

#### **B. Removal or Release of Contractor's Employee**

Shawnee Community College shall reserve the right to require successful contractor to remove from assignments any employee of the contractor who shall be deemed incompetent or detrimental to the best interest of Shawnee Community College. Due to the fact that cleaning service employees will often times be performing their duties while students are in the building(s), it is absolutely mandatory that all contractor employees be of high moral character and properly attired at all times.

Contractor's supervisor(s) shall make every effort to see that employees under his/her supervision do not use, tamper with or remove the personal property of faculty, staff and/or students. The same is also to apply to that property and equipment owned by Shawnee Community College.

Should any employee of the contractor quit or be terminated, it is the responsibility of the contractor's supervisor(s) to see that any Shawnee Community College property eg., building keys, be removed from the terminated employee before he/she leaves the building on the last day of employment.

#### **C. General Contractor Requirements**

The Contractor must provide proof of annual Blood born Pathogen Training. The contractor must keep all MSDA Sheets up to date at all locations. Contractor shall furnish all labor, materials and equipment necessary to perform the services required under this contract. The college shall furnish all toilet paper, paper towels, trash can liners, urinal cakes and liquid soaps. All other chemicals, cleaning supplies and equipment shall be provided by the contractor.

**D. Contractual Modifications and/or Amendments**

At some time during the period covered by this contractual agreement it may become necessary to add to or delete from the specifications originally agreed upon between the contractor and Shawnee Community College. Should such changes(s) be deemed necessary and mutually agreed upon by both parties, a formal written agreement shall be drawn up which explicitly describes any deviation(s) from the original specifications. Incorporated within the agreement shall be the dollar amount adjustment for said change(s). The dollar amount adjustment will be adjusted accordingly from the original contract amount.

In the event a written document, as outlined above, becomes necessary it shall be referred to as an amendment to the original contract and will in no way invalidate or make void the terms of the original contract. Two (2) copies of said amendment must be assigned by an authorized official of each party. One (1) copy will be given to each party after proper execution and then be considered a part of the original contract.

**E. Alleged Breach of Contract Provisions and Procedures**

In the event of an alleged breach of any of the provisions of this Agreement at any time following the date which services commence hereunder, the offended party, shall, by written notice, give to the offending party, fourteen (14) calendar days commencing with the receipt of said notice, to correct the alleged breach. In the event said alleged breach is not so remedied to the satisfaction of the offended party within (14) Calendar day period, the offended party may, at its discretion, give written notice to the offending party that, at the end of an additional thirty (30) calendar day period commencing with the expiration of the above mentioned fourteen (14) calendar day period, the offending party shall consider this agreement canceled and that it intends to be released from all obligations hereunder.

**F. Termination**

Either the Contractor or College may terminate this contract by providing a written ninety (90) day notice.

**G. Contractor Personnel**

The contractor shall not commit under this contract, any unfair employment practices as defined in the Act of 72<sup>nd</sup> Illinois General Assembly entitled, "Fair Employment Act".

All employees assigned by the contractor shall be able to do their assigned work and shall be free of any communicable disease. It is the responsibility of the contractor to keep, on file, copies of current Tuberculosis tests for each employee.

**H. Performance**

The contractor will be expected to perform the service in an efficient, workmanlike manner in accordance with the schedule and without urging or direction by the College.

Space available in the buildings will be assigned to the contractor for the storage of his/her supplies and equipment which he/she will use in the performance of the work of the contract. He/she shall keep this space in a neat and orderly condition and free from odor.

**I. Conditions for Subcontracting or Assigned Service**

The contract may not be subcontracted or assigned by the contractor, in whole or in part, without the prior written consent of the College.

**J. General**

1. Responsibility for cleaning around equipment and/or items in special areas, such as laboratories or shop areas, window sills with plants, and art rooms may be mutually agreed upon by the supervisor and building supervisor.
2. Unless otherwise directed, custodians should lock all interior and exterior doors.

## **AMENDMENT TO SERVICE AGREEMENT**

Shawnee Community College, herein referred to as SCC, and Crowdus Maintenance and Cleaning Service, herein referred to as CMCS, hereby originally entered into a Service Contract, effective the first day of September, 2019, which both parties have a desire and mutual agreement to amend in accordance with the terms set forth herein.

SCC and CMCS both entered into a mutual Service Agreement for certain services to be provided pursuant to a Service Agreement entered into on the first day of September, 2019 for an effective term of two (2) years thereafter.

Service Agreement has certain attachments and exhibits incorporated into such Agreement, including an Exhibit B that allows for contractual modifications and/or amendments.

**Amendment to Paragraph 2.** SCC and CMCS have agreed to an amendment of the Service Agreement to specifically amend Paragraph 2 pertaining to the term of the Agreement so that it shall read as follows: This Agreement shall commence on the first day of September, 2019, and be effective until June 30, 2022.

**Amendment to Paragraph 3.** SCC and CMCS have further agreed to amend Paragraph 3 of the Service Agreement and any terms in such Service Agreement regarding extensions as follows: Unless SCC notifies CMCS in writing Ninety (90) days prior to the expiration of the Services Agreement, which shall be June 30, 2022, the Service Agreement shall automatically renew for an additional one (1) year term, which shall be from July 1, 2022 through June 30, 2023, and each year thereafter such automatic extensions shall occur unless SCC within ninety (90) days prior to the annual expiration date, which shall be June 30 each year, notifies CMCS in writing of SCC's intent to terminate the Service Agreement.

Either SCC or CMCS may terminate this Agreement in the event of a material breach of the Service

Agreement after first giving the other party notice of such default and giving that non-breaching party a right to cure the default within thirty (30) days after such written notice of default. In the event the default is not cured, then the non-breaching party may decide to terminate the Service Agreement by giving notice to the breaching party.

**Amendment to Paragraph 4.** Paragraph 4 of the Service Agreement contains, in part, certain provisions regarding “PAYMENT FOR SERVICES.” Paragraph 4 shall be amended, in part, to state as follows: As long as the Service Agreement is in effect, SCC agrees to pay CMCS for services provided hereunder the sum of \$22,210 per month for Fiscal Year 2020 (“FY’20”); \$22,300 per month for FY’21; \$28,000 per month in FY’22; \$30,000 per month in FY’23, and \$32,000 per month in FY’24. In the event the Service Agreement is extended beyond FY24, then the monthly amount each fiscal year thereafter shall increase in \$100.00 per month increments. In consideration for services rendered, College shall pay to Contractor twelve monthly payments equal to the annual fee set forth in the bid. Contractor shall submit to College its invoice for Custodial Service, together with such other information as may be required by District by the first (1st) working day of each month for service provided through that current month.

All other provisions of Paragraph 4 will remain in full force and effect.

As to any other provision of the Service Agreement, except as set forth herein, all other provisions shall remain without being amended and shall be in full force and effect until such time the Service Agreement is terminated in accordance with the terms and conditions of the Service Agreement.

**SCC:**

**CMCS:**

\_\_\_\_\_  
**By:** \_\_\_\_\_  
**Its:** \_\_\_\_\_

\_\_\_\_\_  
**By:** \_\_\_\_\_  
**Its:** \_\_\_\_\_

## Board Memorandum



### Board of Trustees

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

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** Athletic Insurance Renewal  
**Date:** 08/02/21

**Background:** The College worked with Bushue Human Resources, Inc. to complete the renewal process for FY2022 Athletic Insurance. See attached letter from Bushue Human Resources, Inc. which explains their recommendation. The cost of coverage, as quoted by Insurance Benefit Services Group and Ramza Insurance Group with the lowest proposal, is \$6,013 less than last year's premium.

**Recommendation:** I recommend accepting the alternate proposal of \$40,776 with Insurance Benefit Services Group in Mounds, IL as the agent and Zurich as the insurance carrier for general athletic insurance (i.e. blanket student athlete and catastrophic student athlete).



Bushue HR, Inc.  
P.O. Box 89  
Effingham, IL 62401

Phone: (217) 342-3046  
Fax: (217) 342-5673  
Email: [info@bushuehr.com](mailto:info@bushuehr.com)

July 20, 2021

Shawnee Community College District #531  
8364 Shawnee College Road  
Ullin, IL 62992  
Attention: Ms. Brandy Woods

Dear Ms. Woods,

**RE: BLANKET AND CATASTROPHIC STUDENT ATHLETE**

The attached summary illustrates the expiring and renewal coverages with the current insurance carrier, Pan American Life through Insurance Benefit Services Group from Mounds, IL and Liberty Mutual Accident through Ramza Insurance Group from Streator, IL.

Our attached Renewal Worksheet Forms show the expiring and renewal coverage from Pan American Life and Liberty Mutual Accident. The first column of each page is the expiring insurance coverage for the College. The second column is the renewal coverage as presented by the current insurance carrier and agent. The subsequent columns are alternate proposals that were received for consideration.

After reviewing and considering the options provided, the lowest proposal presented with the same coverage Limits and Deductibles Per Occurrence as the expiring is the Alternate Proposal Option #1 as shown on the Totals Page. Option #1 includes Zurich for the Blanket Student Athlete coverage and Liberty Mutual Accident for the Catastrophic Student Athlete coverage. If the College were to approve this proposal, the premium will reflect a savings in the amount of \$6,013; which is 12.85% less than the expiring.

We appreciate the opportunity to serve the College. If you have any questions, please feel free to contact our office.

Respectfully,

A handwritten signature in black ink, appearing to read "Travis J. Bushue".

Travis J. Bushue  
President, Bushue HR, Inc.

KND

An Outsourced Risk Management Company Focusing on Human  
Resources, Insurance, Background Screening and Fingerprinting

## Shawnee Community College District #531 - Renewal Date: 08/15/2021

## Totals

Insurance Agency Name	Insurance Benefit Services Group / Ramza Insurance Group	Insurance Benefit Services Group / Ramza Insurance Group	Insurance Benefit Services Group / Ramza Insurance Group	Insurance Benefit Services Group / Ramza Insurance Group
Insurance Carrier Name	Pan American Life / Liberty Mutual Accident	Pan American Life / Liberty Mutual Accident	Zurich / Liberty Mutual Accident	The Hartford / Liberty Mutual Accident
Coverage	Current	Renewal	Alternate Proposal Option #1	Alternate Proposal Option #2
Blanket Student Athlete	40,508.00	37,870.00	34,495.00	37,892.00
Catastrophic Student Athlete	6,281.00	6,281.00	6,281.00	6,281.00
<b>Total Premium</b>	<b>\$46,789.00</b>	<b>\$44,151.00</b>	<b>\$40,776.00</b>	<b>\$44,173.00</b>
Savings		2,638.00	6,013.00	2,616.00
Percentage of Increase		-5.64%	-12.85%	-5.59%

## Monoline Coverages

Blanket Student Accident			
Insurance Agency Name	Insurance Benefit Services Group	Insurance Benefit Services Group	Insurance Benefit Services Group
Insurance Carrier Name	Pan American Life	Zurich	The Hartford
<b>Total Premium</b>	<b>\$37,870.00</b>	<b>\$34,495.00</b>	<b>\$37,892.00</b>

Catastrophic Student Accident						
Insurance Agency Name	Ramza Insurance Group	Ramza Insurance Group	Ramza Insurance Group	Ramza Insurance Group	Ramza Insurance Group	Ramza Insurance Group
Insurance Carrier Name	Liberty Mutual Accident	Liberty Mutual Accident	Liberty Mutual Accident	Liberty Mutual Accident	Liberty Mutual Accident	Liberty Mutual Accident
Deductible Per Occurrence	25,000	35,000	50,000	25,000	35,000	50,000
Benefit Period	Ten (10) Years	Ten (10) Years	Ten (10) Years	Lifetime	Lifetime	Lifetime
<b>Total Premium</b>	<b>\$6,281.00</b>	<b>\$5,339.00</b>	<b>\$4,083.00</b>	<b>\$7,538.00</b>	<b>\$6,407.00</b>	<b>\$4,900.00</b>

These Proposal worksheets were provided and prepared as a services to Shawnee Community College District #531. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Shawnee Community College District #531. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2021 Bushue HR, Inc.

For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided.

This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies, please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages or limits are not correct, inadequate, please let us know.

## Board Memorandum

**Board of Trustees**

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

**Student Trustee**

Bradley West

**President**

Dr. Tim Taylor

**Vice Presidents**

Jean Ellen Boyd  
 Dr. Lisa Price  
 Brandy Woods

**Executive Directors**

Robb Betts  
 Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** Annual Budget First Read  
**Date:** 08/02/21

**Background:** The Illinois Public Community College ACT ([110 ILCS 805/3-20](#)) states, "...budget shall be prepared in tentative form by some person or persons designated by the board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon. At least one public hearing shall be held as to such budget prior to final action thereon. Notice of availability for public inspection and of such public hearing shall be given by publication in a newspaper published in such district, at least 30 days prior to the time of such hearing."

Further, the Illinois Community College Board's (ICCB) Fiscal Manual states, "Each local board of trustees must adopt a budget for each fiscal year within or before the first quarter of each fiscal year. Moreover, a tentative budget must be available for public inspection for at least 30 days prior to final adoption; and at least one public hearing must be held on the tentative budget." Finally, Section 1501.504 of ICCB Administrative Rule states, "an electronic copy of the official district budget shall be filed with ICCB by October 15 of each year in the format prescribed by the ICCB. An electronic copy of amended budgets shall also be filed with ICCB within 30 days after their adoption. Colleges may develop a budget format for internal use that reflects their own individual organizational structures."

To meet these deadlines, the College's FY22 tentative budget is attached and we will make it available to the public after the August 2<sup>nd</sup> Board meeting. The tentative budget will remain available for public inspection in the CFO's office through the scheduled September 7<sup>th</sup> Budget Hearing and Board meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget will be placed in the Monday's Pub newspaper.

The FY22 tentative budget is attached and was sent to the Trustees under separate cover. The tentative budget represents the current and best judgment of the College's administration relative to anticipated revenues for FY22. It is based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on September 7<sup>th</sup> prior to approval of a final budget. As required by law, a Public Hearing on the Budget will be held on September 7, 2021 and following the hearing, a final budget will be presented to the Board for its approval.

**Recommendation:**

I recommend the Board: Accept the FY22 tentative budget to be made available for public inspection; Adopt the attached Resolution and Notice of Public Hearing for September 7, 2021; and, authorize the CFO to meet all legal requirements concerning the advertisement of the tentative budget and public hearing.



BE IT RESOLVED that the Board of Trustees of Shawnee Community College District No. 531, in the counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and the State of Illinois hereby adopt the period from July 1 through June 30 as the official fiscal year of the College for the purposes of budgeting and fiscal reporting, and;

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee Community College District No. 531, hereby authorize and instruct Dr. Timothy L. Taylor, President, to prepare in tentative form a budget for the fiscal year beginning July 1, 2021, and ending June 30, 2022;

BE IT ALSO RESOLVED that the Board of Trustees of Shawnee Community College District No. 531, authorize and instruct Brandy Woods, Interim Vice President of Financial and Campus Operations, to publish a notice that the tentative budget is available for public inspection on the College campus and on the College's website during the time and on the date therein specified in the following newspaper in the district:

The Monday's Pub  
112 Lafayette St.  
Anna, IL 62906

AND BE IT FURTHER RESOLVED by the Board of Trustees of Shawnee Community College, District No. 531, that such notice is in the following form:

#### **NOTICE OF PUBLIC HEARING**

Notice is hereby given by the Board of Trustees of Shawnee Community College, Community College District No. 531, in the Counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and the State of Illinois, that the tentative budget for said Community College District for the fiscal year beginning July 1, 2021, will be on file and conveniently available for public inspection (as noted in the Illinois Public Community College Act [110 ILCS 805/3-20.1](#)) at the office of the Director of Business Services, H2103, at 8364 Shawnee College Road Ullin, Illinois, and on the College's website ([www.shawneecc.edu](http://www.shawneecc.edu)) from and after 8:00 a.m. on the 3rd day of August 2021 through 5:30 p.m. on the 7th day of September 2021. Requests for an Adobe Acrobat version of the tentative budget can be made to the College's Director of Business Services, Brandy Woods, at [brandyw@shawneecc.edu](mailto:brandyw@shawneecc.edu).

Notice is further given that a public hearing on said budget will be held at 5:15 p.m. on the 7th day of September 2021, at Shawnee Community College, 8364 Shawnee College Road, Room J2052 (River Room), Ullin, IL.

Dated this 2nd day of August 2021 by the Shawnee Community College Board of Trustees of Community College District No. 531 in the Counties Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and the State of Illinois.

ADOPTED THIS 2<sup>nd</sup> Day of August, 2021.

---

Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

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Secretary, Board of Trustees  
Shawnee Community Colleges



# Shawnee Community College

## Annual Budget

State of Illinois – Community College District 531  
July 1, 2021 – June 30, 2022

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**Prepared By:**

Brandy Woods, Interim Vice President of Financial & Campus Operations

Shawnee Community College  
8364 Shawnee College Road  
Ullin, IL 62992  
(618) 634-3200  
Fax: (618) 634-3300

**Shawnee Community College**  
**Operating Funds - Budget Summary**  
**FY 2022**

Operating Fund			
Revenue		13,291,252	
Expenses		<u>(15,487,476)</u>	
	Difference		(2,196,224)
One Time Budgeted Expenditures			
Colleague expenditures		125,000	
Transfer to Operation & Maintenance Fund Restricted		1,950,981	
Contingency		<u>-</u>	
	Total One Time Expenditures		<u>2,075,981</u>
Expected change in operating fund balance less one-time budgeted expenditures			<u>(120,243)</u>

## Summary of Fiscal Year 2022 Budget by Fund

	<u>General</u>		<u>Special Revenue</u>		
	Education Fund	Operations and Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection and Settlement Fund
Beginning Balance	\$6,686,474	\$2,715,889	\$0	\$43,448	\$1,711,198
Budgeted Revenue	12,041,350	1,229,902	8,982,271	34,000	827,555
Budgeted Expenditures	(11,175,984)	(1,647,721)	(8,982,271)	(38,000)	(1,426,079)
Budgeted Transfers from (to) Other Funds*	(2,364,790)	(278,981)			
<b>Budgeted Ending Balance</b>	<b>\$5,187,050</b>	<b>\$2,019,089</b>	<b>\$0</b>	<b>\$39,448</b>	<b>\$1,112,674</b>

	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Proprietary Fund</u>
	Bond and Interest Fund	Operations and Maintenance Fund (Restricted)	Auxiliary Enterprises Fund
Beginning Balance	\$451,154	\$1,132,259	\$351,613
Budgeted Revenue	1,720,500	250,000	438,800
Budgeted Expenditures	(1,720,500)	(1,402,250)	(1,282,221)
Budgeted Transfers from (to) Other Funds		1,950,981	712,790
<b>Budgeted Ending Balance</b>	<b>\$451,154</b>	<b>\$1,930,990</b>	<b>\$220,982</b>

The official budget which is accurately summarized in this document was approved on \_\_\_\_\_.

Attest: \_\_\_\_\_

Secretary, Board of Trustees

## Summary of Fiscal Year 2022 Estimated Revenues

District: Shawnee Community College

District No: 531

Year Ended: June 30, 2022

<u>Operating Revenues by Source</u>	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Total Operating Funds</u>
<b>Local government:</b>			
Current taxes	\$1,320,616	\$661,787	\$1,982,403
Chargeback revenue			0
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$1,320,616</b>	<b>\$661,787</b>	<b>\$1,982,403</b>
<b>State government:</b>			
ICCB Credit Hour Grants	\$852,518	\$365,365	\$1,217,883
ICCB Equalization Grants	2,711,080		2,711,080
State Board of Education- Vocational Education	118,591		118,591
Corporate Personal Property Replacement Tax	368,084	157,750	525,834
<b>TOTAL STATE GOVERNMENT</b>	<b>\$4,050,273</b>	<b>\$523,115</b>	<b>\$4,573,388</b>
<b>Federal government:</b>			
Federal Stimulus Funds-HEERF	\$900,000	\$0	\$900,000
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$900,000</b>		<b>\$900,000</b>
<b>Student Tuition and Fees:</b>			
Tuition	\$4,397,667		\$4,397,667
Fees	812,694		812,694
<b>TOTAL TUITION AND FEES</b>	<b>\$5,210,361</b>		<b>\$5,210,361</b>

[Return to Agenda](#)

**Other sources:**

Sales and Service Fees	\$87,000		\$87,000
Facilities revenue		45,000	45,000
Investment revenue	32,500		32,500
Other sources	440,600		440,600
<b>TOTAL OTHER SOURCES</b>	<b><u>\$560,100</u></b>	<b><u>\$45,000</u></b>	<b><u>\$605,100</u></b>
<b>TOTAL REVENUE</b>	<b><u>\$12,041,350</u></b>	<b><u>\$1,229,902</u></b>	<b><u>\$13,271,252</u></b>
TRANSFERS	<u>20,000</u>	<u>0</u>	<u>20,000</u>
<b>TOTAL 2021-22 BUDGETED REVENUE</b>	<b><u><u>\$12,061,350</u></u></b>	<b><u><u>\$1,229,902</u></u></b>	<b><u><u>\$13,291,252</u></u></b>
<b>Less non-operating items*:</b>			
Tuition chargeback revenue	<u>\$0</u>	<u></u>	<u>\$0</u>
<b>ADJUSTED REVENUE</b>	<b><u>\$12,061,350</u></b>	<b><u>\$1,229,902</u></b>	<b><u>\$13,291,252</u></b>

\*Inter-district revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

## Summary of Fiscal Year 2022 Operating Budgeted Expenditures

<b><u>By Program</u></b>	<b>Education Fund</b>	<b>Operations and Maintenance Fund</b>	<b>Total Operating Funds</b>	<b>%</b>
Instruction	\$4,961,238		\$4,961,238	32.03%
Academic Support	434,760		434,760	2.81%
Student Services	1,162,181		1,162,181	7.50%
Public Services	79,485		79,485	0.51%
Operation & Maint. of Plant		1,368,740	1,368,740	8.84%
Institutional Support	2,615,515		2,615,515	16.89%
Scholarship, Student Grants, & Waivers	<u>2,201,786</u>		<u>2,201,786</u>	14.22%
 Total Expenditures	 11,454,965	 1,368,740	 12,823,705	
 <b>TRANSFERS</b>	 2,384,790	 278,981	 2,663,771	 17.20%
 <b>Total 2021-22 Budgeted Expenditures</b>	 <u><b>\$13,839,755</b></u>	 <u><b>\$1,647,721</b></u>	 <u><b>\$15,487,476</b></u>	 <u><b>100%</b></u>
 <b>ADJUSTED EXPENDITURES</b>	 <u><b>\$13,839,755</b></u>	 <u><b>\$1,647,721</b></u>	 <u><b>\$15,487,476</b></u>	

**By Object**

Salaries	\$6,627,277	\$209,457	\$6,836,734	44.14%
Employee Benefits	754,972	26,518	781,490	5.05%
Contractual Services	775,881	463,375	1,239,256	8.00%
General Materials & Supplies	559,044	61,300	620,344	4.01%
Conference & Meeting Expense	146,435		146,435	0.95%
Fixed Charges	130,560		130,560	0.84%
Utilities	55,150	588,090	643,240	4.15%
Capital Outlay	63,500	20,000	83,500	0.54%
Other	2,342,146		2,342,146	15.12%
Provision for Contingency				0.00%
Total Expenditures	\$ 11,454,965	\$ 1,368,740	\$ 12,823,705	
<b>TRANSFERS</b>	2,384,790	278,981	2,663,771	17.20%
<b>Total 2021-22 Budgeted Expenditures</b>	<b>\$13,839,755</b>	<b>\$1,647,721</b>	<b>\$15,487,476</b>	<b>100%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$13,839,755</b>	<b>\$1,647,721</b>	<b>\$15,487,476</b>	

## Fiscal Year 2022 Budgeted Expenditures

<u>Education Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTRUCTION</b>		
Salaries	\$4,071,939	
Employee Benefits	426,794	
Contractual Services	165,005	
General Materials & Supplies	148,135	
Conference & Meeting Expense	28,795	
Fixed Charges	83,860	
Utilities	35,150	
Other	360	
Capital Outlay	1,200	<b>\$4,961,238</b>
<b>ACADEMIC SUPPORT</b>		
Salaries	\$311,488	
Employee Benefits	26,527	
Contractual Services	41,380	
General Materials & Supplies	53,365	
Conference & Meeting Expense	1,000	
Utilities	-	
Capital Outlay	1,000	<b>434,760</b>
<b>STUDENT SERVICES</b>		
Salaries	\$909,270	
Employee Benefits	136,492	
Contractual Services	37,950	
General Materials & Supplies	71,919	
Conference & Meeting Expense	5,550	
Utilities	-	
Other	-	
Capital Outlay	1,000	<b>1,162,181</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>		
Salaries	\$52,279	
Employee Benefits	10,206	

Contractual Services	4,000	
General Materials & Supplies	10,500	
Conference & Meeting Expense	800	
Fixed Charges	1,700	
Utilities	-	<b>79,485</b>
<hr/>		
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	\$1,282,301	
Employee Benefits	154,953	
Contractual Services	527,546	
General Materials & Supplies	275,125	
Conference & Meeting Supplies	110,290	
Fixed Charges	45,000	
Utilities	20,000	
Other	140,000	
Provision for Contingency	-	
Capital Outlay	60,300	<b>2,615,515</b>
 <b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>		
Other	\$2,201,786	<b>2,201,786</b>
<hr/>		
<b>TRANSFERS</b>		<b>712,790</b>
<b>GRAND TOTAL</b>		<b>\$12,167,755</b>
		<hr/> <hr/>

## Fiscal Year 2022 Budgeted Expenditures

<u>Operations and Maintenance Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>OPERATION AND MAINTENANCE OF PLANT</b>		
Salaries	\$209,457	
Employee Benefits	26,518	
Contractual Services	463,375	
General Materials & Supplies	61,300	
Conference & Meeting Expense	-	
Fixed Charges	-	
Utilities	588,090	
Provision for Contingency	-	
Capital Outlay	20,000	
Other	-	
		<hr/>
		\$1,368,740
<b>GRAND TOTAL</b>		<hr/> <b>\$1,368,740</b> <hr/>

## Fiscal Year 2022 Budgeted Revenues

<u>Operations and Maintenance Fund-Restricted</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Governmental Sources:</b>		
Current Taxes	\$250,000	
<b>Other Sources</b>		
Investment Revenue	\$0	
<b>TRANSFERS</b>	\$1,950,981	
<b>GRAND TOTAL</b>		<u><u>\$2,200,981</u></u>

## Fiscal Year 2022 Budgeted Expenditures

<u>Operations and Maintenance Fund-Restricted</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Capital Outlay	\$1,286,250	
Contractual Services	\$116,000	<u>\$1,402,250</u>
<b>GRAND TOTAL</b>		<u><u>\$1,402,250</u></u>

## Fiscal Year 2022 Budgeted Revenue

<u>Bond and Interest Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Government Sources:</b>		
Current Taxes	<u>\$1,720,500</u>	<b>\$1,720,500</b>
<b>GRAND TOTAL</b>		<b><u>\$1,720,500</u></b>

## Fiscal Year 2022 Budgeted Expenditures

<u>Bond and Interest Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Interest	95,500	
Bond Principal Retired	<u>1,625,000</u>	<b>\$1,720,500</b>
<b>GRAND TOTAL</b>		<b><u>\$1,720,500</u></b>

## Fiscal Year 2022 Budgeted Revenues

<u>Auxiliary Enterprises Fund</u>	<u>Revenues</u>	<u>Totals</u>
-----------------------------------	-----------------	---------------

<b>Other Sources:</b>		
Sales and Service Fees	<u>\$438,800</u>	<b>\$438,800</b>
<b>TRANSFERS</b>		<u><b>712,790</b></u>
<b>GRAND TOTAL</b>		<u><u><b>\$1,151,590</b></u></u>

## Fiscal Year 2022 Budgeted Expenditures

<u>Auxiliary Enterprises Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INDEPENDENT OPERATIONS</b>		
Salaries	\$218,284	
Employee Benefits	27,225	
Contractual Services	71,725	
General Materials & Supplies	422,443	
Conference & Meeting Expense	42,385	
Fixed Charges	25,000	
Utilities	0	
Capital Outlay	32,000	
Provision for Contingency	0	
Other	<u>443,159</u>	<u><b>\$1,282,221</b></u>
<b>TRANSFERS</b>		<u><b>-</b></u>
<b>GRAND TOTAL</b>		<u><u><b>\$1,282,221</b></u></u>

## Fiscal Year 2022 Budgeted Revenues

<b>Restricted Purposes Fund</b>	<b>Revenues</b>	<b>Totals</b>														
<b>State governmental sources:</b>																
ICCB Workforce Preparation Grant	\$ -															
ICCB P-16 Initiative Grant	-															
ICCB Adult Education	236,270					9325	9330	9332	9390	9015	9103	9103	9104			
ICCB Career and Technical Education	465,411					9005		9080	9021							
ICCB Innovation Grant						9331										
ICCB College & Career Readiness						9379										
ICCB Dual Credit Enhancement						9028										
DCEO -Dept. of Commerce and Economic Opportunity	105,000					9360	9362	9013	9364	9365	9024					
Department of Corrections						9388										
Other Illinois Governmental Sources						9313										
<b>TOTAL STATE GOVERNMENT</b>		<b>\$806,681</b>														
<b>Federal governmental sources:</b>																
Department of Education	7,944,546					9064	9065	9091		9000	9001	9002	9003	9023		
Department of Health and Human Services	15,000					9008	9031		9002							
Other Federal Government Sources	216,044					9359	9096	9014	9029	9028	9027	9026				
<b>TOTAL FEDERAL GOVERNMENT</b>		<b>8,175,590</b>														
<b>Other sources:</b>																
<b>Nongovernmental grants</b>						9029										
<b>TOTAL OTHER SOURCES</b>		<b>0</b>														
<b>GRAND TOTAL</b>		<b>\$8,982,271</b>				5446141										

## Fiscal Year 2022 Budgeted Expenditures

<u>Restricted Purposes Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>STUDENT SERVICES</b>		
Salaries	\$204,836	9065
Employee Benefits	63,580	
Contractual Services	6,569	
General Materials & Supplies	8,995	
Conference & Meeting Expense	7,874	
Capital Outlay	0	
Other	<u>47,118</u>	<b>\$338,972</b>
 <b>INSTITUTIONAL SUPPORT</b>		
Salaries	\$607,828	
Employee Benefits	123,441	
Contractual Services	288,042	
General Materials & Supplies	157,411	
Conference & Meeting Expense	35,218	
Fixed Charges	0	
Utilities	100,680	
Capital Outlay	517,865	
Other	<u>1,159,311</u>	<b>2,989,796</b>
 <b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>		
Financial Aid	<u>\$5,653,503</u>	<b><u>5,653,503</u></b>
 <b>GRAND TOTAL</b>		<b><u><u>\$8,982,271</u></u></b>

## Fiscal Year 2022 Budgeted Revenues

<u>Audit Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Government Sources</b>		
Current taxes	\$34,000	\$34,000
<b>GRAND TOTAL</b>		<b><u>\$34,000</u></b>

## Fiscal Year 2022 Budgeted Expenditures

<u>Audit Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Contractual Services	\$38,000	
Provision for Contingency	\$0	\$38,000
<b>GRAND TOTAL</b>		<b><u>\$38,000</u></b>

## Fiscal Year 2022 Budgeted Revenues

<u>Liability Protection and Settlement Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Government Sources</b>		
Current Taxes	\$ 827,555	\$ 827,555
<b>GRAND TOTAL</b>		<b><u>\$ 827,555</u></b>

## Fiscal Year 2022 Budget Expenditures

<u>Liability Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	86,000	
Employee Benefits	208,255	
Contractual Services	303,500	
General Materials & Supplies	20,000	
Fixed Charges	313,500	
Capital Outlay	444,824	
Other	50,000	\$ 1,426,079
<b>GRAND TOTAL</b>		<b><u>\$ 1,426,079</u></b>



# Shawnee Community College

## Fiscal Year 2022 Budget Assumptions

### **Operating Funds Revenue Assumptions:**

- Presently, the College has beginning cash of \$9,500,000. Of this amount, \$6,815,000 is unrestricted for FY22.
- Local tax revenues are currently projected to be \$1,982,403. This projection is based on actual equalization assessed valuation for all counties within the college district and actual historical collections. This amount is \$24,000 over the FY21 collections.
- State revenue sources from ICCB credit hour grants and equalization grants will total \$3,928,963. This amount is \$201,082 less than FY21.
- The Corporate Personal Property Replacement Tax is estimated at \$525,834, which is a reduction of 22% from FY21 collections due to the economic impact of the COVID-19 on the State of Illinois.
- Student Tuition and Fees are projected at \$5,210,361 based on an 8% credit hour increase from FY21, which was reduced 12% due to the COVID-19 pandemic. Tuition and Fees for FY21 were \$4,820,890.
- Investment revenue is projected at \$32,500 for FY22, which is a decrease from FY21 due to low interest rates.
- Other sources of revenue, which include facilities revenue, traffic safety fees, business and industry seminar fees, community service revenue, and other grant administrative fees are expected to total \$605,100 during FY22. This includes the projected indirect administrative cost of approximately \$238,000 from the CARES HEERF II & III funds.
- Budgeted transfers include \$20,000 from the working cash fund. This is for investment revenue earned in the working cash fund in FY22.

**Operating Funds Expenditure Assumptions:**

- The salaries line increased \$280,000 from the FY21 budgeted expenditures due salary increases for faculty and staff.
- Employee benefits is projected to increase by 5% based on previous increases to health insurance. This is an increase of \$128,000 over FY21 actual expenditures, which is due to the projected percentage increase and the assumption new hires will enroll in the health insurance plan.
- Contractual services is projected to increase \$56,000 from FY21 actual expenditures due to budgeting contractual academic affairs personal, increase in SICCM costs, and an increase in IT maintenance services.
- Capital outlay is less this fiscal year due to the general obligation bonds being spent in the prior fiscal years and the remaining being transferred to the Restricted Operations and Maintenance fund in FY22. The capital outlay for FY22 is \$83,500.
- Scholarships and waivers are increased in FY22 based on the increase of tuition and fee revenue.
- The budgeted transfers are \$2,663,771, of this \$712,790 are to the auxiliary enterprise fund to cover athletic expenditures. The remaining amount of \$1,950,981 is to be transferred to the Restricted Operations and Maintenance fund to be used for capital projects.

## Board Memorandum



### Board of Trustees

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

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** Risk Management Plan  
**Date:** 08/02/21

### Background:

The Risk Management Plan was created to identify risks and plan accordingly. The attached plan was developed by Brad McCormick with input from college administrators. The plan identifies costs associated with mitigating risks that are allowable to be expended through the Tort Fund. Following the rules established in the Illinois Compiled Statute (ILCS) [745 ILCS 10/9-107](#) which provides for use of the tax levy to pay expenses for:

*“.... risk management directly attributable to loss prevention and loss reduction, legal services directly attributable to the insurance, self-insurance, or joint self-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction.”*

### Recommendation

I recommend the board approve the FY22 Risk Management Plan as presented.

# SHAWNEE Community College



## Risk Management Plan FY22

8364 Shawnee College Rd. Ullin, IL 62992 . 618.634.3200. shawneecc.edu

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## PURPOSE STATEMENT

Risk management is a process that allows for identifying risks aggressively and early. It should be a continuous, forward-looking process. The best risk management programs are proactive rather than reactive. Risks can endanger the College's progress toward achieving critical objectives. Risk management is a process to proactively and aggressively identify risks, then work to eliminate or reduce probable negative impacts. Having a risk management plan is easier and more cost-effective than addressing a sudden emergency, crisis or out of control situation.

The activities outlined in this plan have been identified and intended to address risk to individuals and/or the College as an entity. The list of activities was developed through conversation with staff, review of the Facilities Master Plan as updated in May 2018, and by review of the Information Technology Plan for 2020-2022.

## AUTHORIZING LEGISLATION

In 1965, the Illinois legislature passed the act known as the "Local Government and Governmental Employees Tort Immunity Act". As cited in the Act, "the purpose of the Act is to protect local public entities and public employees from liability arising from the operation of government. It grants only civil immunities and defenses. Any defense or immunity, common law or statutory, available to any private person shall likewise be available to local public entities and public employees."

The Act specifies the immunity available to public entities and public employees, including the indemnification of employees and elected officials. It also specifies specific immunity from liability for injury occurring in the use of public property, payment of claims arising from any judgment and the powers of the entity to levy tax for funding related to such.

## AUTHORITY TO LEVY TAX – 745 ILCS 10/9-107

Illinois Compiled Statute (ILCS) 745 ILCS 10/9-107 provides for use of the tax levy to pay expenses for:

*"....risk management directly attributable to loss prevention and loss reduction, legal services directly attributable to the insurance, self-insurance, or joint self-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction."*

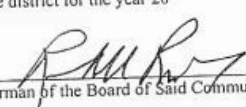
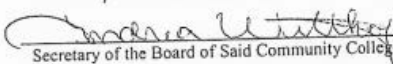
In order to provide the protection afforded under the Act, the legislature has authorized the public entity to levy a tax to cover the expenses deemed prudent by the entity to mitigate the risks identified. Specific language authorizing the levy of the tax along with the authorized expenses for which the tax can be levied is provided as follows:

- (a) The General Assembly finds that the purpose of this Section is to provide an extraordinary tax for funding expenses relating to (i) tort liability, (ii) liability relating to actions brought under the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 or the Environmental Protection Act, but*

only until December 31, 2010, (iii) insurance, and (iv) risk management programs. Thus, the tax has been excluded from various limitations otherwise applicable to tax levies.....

- (b) A local public entity may annually levy or have levied on its behalf taxes upon all taxable property within its territory at a rate that will produce a sum that will be sufficient to: (i) pay the cost of insurance, individual or joint self-insurance (including reserves thereon), including all operating and administrative costs and expenses directly associated therewith, claims services and risk management directly attributable to loss prevention and loss reduction, legal services directly attributable to the insurance, self-insurance, or joint self-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction....

Annually, at the November board meeting, the administration presents a certificate of tax levy to the Board of Trustees for its consideration. This tax levy includes a number of categories. The distinct line pertaining to tort immunity is highlighted below in the example from the 2020 tax levy, payable in 2021.

CERTIFICATE OF TAX LEVY		
Community College District No.	531	County(ies) <u>All of Alexander, Massac, Pulaski, Union, and parts of Johnson &amp; Jackson</u>
Community College District Name	<u>Shawnee Community College</u> and State of Illinois	
We hereby certify that we require		
the sum of	<u>\$1,394,466</u>	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of	<u>\$694,323</u>	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of	<u>\$</u>	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of	<u>\$705,400</u>	to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of	<u>\$122,155</u>	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of	<u>\$34,132</u>	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of	<u>\$250,000</u>	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of	<u>\$</u>	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20
Signed this <u>7th</u> day of <u>December</u> , 2020		 Chairman of the Board of Said Community College District
		 Secretary of the Board of Said Community College District

Accounting rules require the tax levy revenue received be allocated in the fiscal year in which received. Budgeted revenues for a fiscal year do not match exactly the prior year levy because the budget is a blend of two different calendar year levies. The total fiscal year 2021 budget attributable tort immunity is \$1,303,924.

The college's Risk Management Program is broken into the following categories:

## ACTIVITY CATEGORIES

## Indemnity Insurance

Illinois Compiled Statute (ILCS) 805/3-29 provides for the use of a tax levy to:

*“To indemnify and protect board members and employees of boards against civil rights damage claims and suits, constitutional rights damage claims and suits, death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member or employee is engaged in the exercise or performance of any powers or duties of the board, or is acting within the scope of employment or under the direction of the community college board.*

*To insure against any loss or liability of the district or board members and employees of boards against civil rights damage claims and suits, constitutional rights damage claims and suits and death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member or employee is engaged in the exercise or performance of any powers or duties of the board, or is acting within the scope of employment or under the direction of the board. Such insurance shall be carried in a company licensed to write such coverage in this State.”*

Expenditures for all insurances are budgeted at a total of \$250,000, excluding unemployment insurance of \$50,000. An additional \$7,500 is budgeted for a commercial/industrial property appraisal to ensure correct property valuation within the insurance package. The budgeted insurance expenditure is budgeted slightly higher in case new premiums increase and additional insurance is needed after the property valuation and other determinations. The premium listed in the chart are for the current policies and will renew in December

Insurance claims below the deductibles are budgeted to be paid from the tort tax levy. For fiscal year 2022, a total of \$80,500, excluding earthquake, will be budgeted for deductible payments.

The various lines of insurance at the premiums for policy period December 1, 2020 through December 1, 2021 with current carriers and brokers are as follows:

Carrier	Policy #	Broker	Broker Location	Premium (\$)	Short Description of Coverage
Illinois Counties Risk Management Trust (ICRMT)	P3-1000735-2021-01	MH Insurance Centre	Marion, IL	\$97,515	Property, GL, Crime, Inland Marine, Umbrella, Auto, Legal Liability, Cyber
RSUI Indemnity Company	NHD915517	Consolidated Insurance Agency, Inc.	Carbondale, IL	\$44,500	Excess Earthquake Coverage
Nautilus Insurance Company	CST2005018-19	Consolidated Insurance Agency, Inc.	Carbondale, IL	\$4,951	Underground Fuel Tank Liability
Star Insurance Company	WC 0867317	AJ Gallagher Risk Mgmt Services, Inc.	Davenport, IA	\$20,736	Workers Compensation
Zevitz Student Accident Insurance	13-SCH-60000228-01-0040	Ramza Insurance Group	Chicago, IL	\$6,281	Athletic Accident - Catastrophic
Pan American Life		Insurance Benefit Services Group	Mounds, IL	\$40,508	Athletic Accident
American Casualty Company of Reading, Pennsylvania	127280283	Health Providers Service Organization	Fort Washington, PA	\$4,051	Student and Instructor Professional Liability, Medical, OTA, and Cosmetology
			Total Premium	\$218,542	

## Campus Security

Shawnee Community College has the authority under 110 ILCS 805/3-42.1 *“To appoint law enforcement officer and non-law enforcement officer members of the community college district police department or department of public safety...”*. This section of the law goes on to describe the powers and authority of such department officers. Budgets for this department have historically been provided for through the tort levy as a risk management and liability reduction expense. The detailed budget for this department is provided in the Budget Appendix. The total tort budget for the department for fiscal year 2022 is \$338,100. Of this total, \$97,100 is for salaries and fringe benefits. The remaining \$45,000 is for building maintenance for safety.

## Risk Management Activities Assigned to General Staff

Specific employees are assigned risk management responsibilities as determined by the College President specific to each position. The percentage of compensation attributed to risk management activities for those employees is shown in the table below. Duties for these individuals are included as risk management plan activities in their respective job descriptions.

Salary Allocation (% of FTE)	Job Title
10%	Admin Assistant III to VP of Finance & Operations
5%	Athletic Director & Fitness Center Coordinator
5%	Director of Anna Center
3%	Director of Business Services
5%	Director of Cairo Center
10%	Director of Communications & Public Relations
15%	Director of Facilities
5%	Director of Human Resources
20%	Director of Information Technology
5%	Director of the Metro Center
5%	Director of the Vienna Center
5%	Vice President of Academic Affairs
10%	Vice President of Finance and Operations
5%	Vice President of Student Success
10%	Workforce Training Specialist

## Formalization of Safety Committee

A safety committee will be formalized in the Fall 2021 semester. The committee will make recommendation to the administration related to policy formation relative to workplace health and safety. In addition, working with the vice president of finance and operations and the College's risk management partners (insurance carriers), the committee will be responsible for creation and implementation of an ongoing facilities safety inspection plan and an incident investigation procedure. Members of the committee shall receive OSHA 10-hour training.

## Buildings & Grounds Safety

### **Assessment and Repair of Walking Surfaces Hazards (Sidewalks, Parking Lots, Curbing, Entrances & Exits) – \$35,000**

When asked what type of accident is the leading cause of injury, most people would probably answer car accidents. However, the real answer is slips and falls. The Consumer Product Safety Commission estimates accidental falls account for the most hospital visits each year. Falls are the leading cause of unintentional death for individuals 65 and older. However, insurance companies see falls across all age groups at facilities as a leading cause of injury. Even while writing this narrative, there was a trip and fall of a senior citizen on the sidewalk at the college while accessing the facilities during a COVID-19 vaccination clinic. A very good resource for identification and mitigation of these types of risks can be found at <https://www.guideone.com/safety-resources/slips-and-falls-walking-surfaces>. Main campus and extension centers will be included in the assessment and repair project.

### **Miscellaneous Safety Remediation - \$10,000**

A budget of \$10,000 is planned within the Director of Facilities budget for use in remediating incidental safety concerns that arise within the year. Documentation of need as a safety measure is required prior to expenditure of these funds. Examples include, but are not limited to, repair of eye wash stations in a lab, purchase of a detachable speed bump where traffic problem might exist, etc.

## Information Security, Business Continuity, and Disaster Recovery

There is \$419,824 budgeted related to minimizing the college's risk of employee and student identity theft (information security), business continuity, and disaster recovery. The specific components included are shown on in the Budget Appendix and can be summarized as follows:

### **Security Camera System Expansion - \$25,000**

There are a couple of areas on campus the facility and IT staff where the facility and IT staff would like to expand the camera system in FY2022. First, is in the maintenance shop. It is desirable to expand the camera system to include this area due to the value of equipment located there and for access to video in the event of an accident or injury. This is estimated to be \$7,500. The second area is the batting practice building at the athletic fields. Given the occupancy and use of that space, it is recommended interior cameras be installed. The nearest fiber is at a "handshake box" near the former location of the tennis courts. In order to provide camera access through the campus network, the fiber will need to be extended to the batting practice building. By extending it points at the baseball and softball fields, network capability, including wireless access, can be provided there also. Presently, the only camera view of either of the fields is from the "L Building" parking lot, which is over 200 yards away. Cost for the fiber extension and camera installation to the athletic area is estimated at \$17,500.

**Redundant Firewall Installation for Main Campus and Anna Extension Center - \$60,000**

All network traffic to and from Shawnee College's network pass through a firewall. A firewall allows control of all network traffic at a granular level. Some of the features and benefits the firewall provides are threat protection, URL filtering, traffic visibility, fail-safe operation, and global protect connection. The colleges main servers are located at Main campus with Anna campus being our high availability, secondary site. In the event of Main campus servers and phones being offline then all campuses will be directed to the Anna campus equipment.

**Migration of ERP Software as a System (SAS) to Ellucian Managed Cloud Environment - \$314,824**

The decision was made to host the Ellucian SAS software on college owned serves at the time of the start of the implementation of the Ellucian system in 2017. At the time, that was the best decision given the financial climate and the fact we were operating in a pre-pandemic world. The response to COVID-19 and its impact on instructional delivery, student services, and administrative services has made it more apparent we can be more nimble in delivering these services when not dependent upon internal hosting on college owned and maintained servers.

By depending upon the experts in IT security available through Ellucian, the IT staff can shift attention from installing patches and updates to software to a more innovative and instructionally supportive focus. At the same time, the security of the data stored is increased.

Financially speaking, there will be no general fund cost or savings in FY2022 (year 1 of the 5-year agreement) due to the use of tort funds for 1<sup>st</sup> year subscription of \$199,824 and cloud transition costs of \$115,000. In FY2023 (year 2), it is estimated there would be savings of \$336,052 costs due to not having to refresh hardware upg.rade the data center (avoided costs) had the college continued to host the software. Years 3-5 will have small increases in net cost. When factoring in the use of tort funds in year 1 as part of the college's risk management plan, **the total net 5-year cost of moving to the managed cloud environment is \$58,409.**

It is VERY IMPORTANT to understand that this analysis places no value on the avoided costs related to a data breach. It also places no value on the potential retention impact of better service delivery, which Ellucian as estimated at \$193,000. Neither does it consider the value of lost productivity for down time or disaster recovery costs.

In summary, net general fund dollar direct impact is less than \$60,000 total over the 5-year term. More subjective and variable cost impact from savings and increased tuition revenue associated with better retention could total as much as \$150,000 annually.

## Mandated Employee Safety and Student Behavior Training

**Cloud-based Employee Safety and Student Behavior Training Platform - \$20,000**

Human Resources does not presently have an efficient software for the delivery, assignment, and tracking of state or federally mandated employee training related to safety. At the same time, student services does not have an online training tool related to student responsibility and behavior. A number of cloud-based tools are available to assist in both of these areas. Some of the tools available also provide options for Safety Data Sheet & Chemical

Management, as well as, Incident Reporting and Management. If the Risk Management Plan is approved, the College would begin an evaluation of systems to select a tool that would assist both Human Resources and Student Services meet training requirements, as well as, addressing needs in emergency communications. Precise estimates are unavailable until a chosen partner is selected. But, \$20,000 is a reasonable estimate from which to begin the process of selecting a partner.

## SUMMARY

The Risk Management Plan for Fiscal Year 2022 is a compilation of activities and insurances. The college can never eliminate risk entirely. But, we do have a legal obligation to use the authority provided in statute to mitigate the risks inherent in offering education and services to the community to the best of our ability. The insurance package, professional services offered by employees and consultants, and our investment in security, safety and technology services are a prudent response to this obligation. As Vice President of Finance and Operations, my job description includes the responsibility to protect our college, the employees and our students and community members to the best of my ability. This plan has itemized several components of our Risk Management Plan. The financial and descriptive detail of the plan is contained in the Budget Appendix. This plan is submitted to the Board of Trustees and includes activities to be planned and budgeted for in Fiscal Year 2022. Approval of this plan denotes acceptance of the risk management activities contained in it, without giving up the responsibility and authority vested in the board by the Illinois Public Community College Act and those in board policies.

## BUDGET APPENDIX

**Fiscal Year 2022 Budgeted Revenues**

<u>Liability Protection and Settlement Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Government Sources</b>		
Current Taxes	\$ 827,555	\$ 827,555
<b>GRAND TOTAL</b>		<b>\$ 827,555</b>

**Fiscal Year 2022 Budget Expenditures**

<u>Liability Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	86,000	
Employee Benefits	208,255	
Contractual Services	303,500	
General Materials & Supplies	20,000	
Fixed Charges	313,500	
Capital Outlay	444,824	
Other	50,000	\$ 1,426,079
<b>GRAND TOTAL</b>		<b>\$ 1,426,079</b>

## Board Memorandum



### Board of Trustees

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Steve Heisner  
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April Moore  
Deborah Shelton-Yates  
John Windings  
Andrea Witthoft

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Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Jean Ellen Boyd  
**RE:** EMS & EMT Lab Fee  
**Date:** 08/02/21

### Background:

As a result of the Delta Health Care Grant SCC will be offering an EMT 160 (Emergency Medical Technician) and an EMR 118 (Emergency Medical Responder) courses starting Fall 2021. As such, a lab fee of \$25.00 for the EMT 160 course and \$20.00 for the EMR 118 course need to be added to the FY22 fee list.

### Recommendation

I recommend the Board approve a lab fee of \$25.00 for the EMT 160 course and \$20.00 for EMR 118 and add to the FY 2022 fee list.

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## Board Memorandum

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Dr. Lisa Price

**RE:** Financial Aid Audit Liability Results

**Date:** 08/02/21

**Background:**

The U.S. Department of Education (USDOE) Office of Federal Student Aid began a program audit review of the College's Financial Aid processes in September 2020. The focus of the review was to determine SCC's compliance with specific regulations as they pertain to the institution's administration of the Federal Student Aid programs under Title IV of the Higher Education Act of 1965.

After the initial review, the USDOE issued a Program Review Report (PRR) in November 2020. The PRR requested additional student data and suggested the College take some corrective actions to address the five preliminary findings. SCC submitted its initial written response to the PRR on January 21, 2021 and provided several follow-up responses through April 27, 2021.

On June 29, 2021, a Final Program Review Determination (FPRD) was received from the USDOE. Of the five initial findings, the FPRD concluded finding 5 was considered "resolved."

After review of the USDOE's FPRD report by Dr. Tammy Capps and Dr. Lisa Price, it was determined the USDOE's assessment was fair and no grounds for an appeal exists. The College's total liability from the USDOE's findings is \$54,070. This payment is due to the DOE by August 13, 2021. An attachment is included detailing the findings and corrective actions.

**Recommendation**

I recommend the Board approve the payment of \$54,070 to be paid to the USDOE to cover the College's liability for these findings.

## **Financial Aid Department of Education Federal Program Review Information**

### **Findings & Corrective Action**

Originally there were five findings with the initial program review information. Four of the findings were determined to have liabilities.

#### **Finding 1: Inadequate Satisfactory Academic Program**

DOE determined that all students who were on appeal approval status after being on placed on Financial Aid Ineligibility must have approved Academic Plans that should be monitored after each semester in order to maintain Satisfactory Academic Progress (SAP). It was identified that academic plans were not employed or monitored for students on financial aid probation who were unable to meet the conditions of SAP by the end of a subsequent payment period.

#### **Corrective Action**

The Financial Aid Office is now requiring students to formulate an Academic Plan with their advisors and both the student and advisor must sign these. The Academic Plan is submitted with the Appeal Request Form, support letter, and other pertinent documentation. Students must be enrolled for the semester they are appealing prior to submitting an appeal to ensure the academic plan coincides with enrollment.

Upon receipt of each student's appeal information, a double check has been put into place (between both the Director and the Financial Aid Specialist) to make sure both Academic Plan Forms match courses still needed on the Academic Evaluation in Colleague. The Financial Aid Office runs the Academic Evaluation to verify whether or not courses students are taking count toward Pell eligibility.

For previously approved appeals, a double check is being put into place (between both the Director and the Financial Aid Specialist) to make sure students are continuing to follow the academic plan that was previously signed by both the student and their academic advisor. This will begin when SAP is run after the Summer 2021 semester grades are verified and completed after each semester. If the student is not following the academic plan, the student will be required to see their academic advisor to complete and sign new Academic Plan forms which will be evaluated before they can receive future Title IV money.

Students who need an appeal and academic plan who were enrolled prior to Summer 2021 and have not attended SCC for Summer 2021 will be reviewed for SAP upon awarding. Students will be notified by email of this requirement upon ISIR receipt.

A revised Financial Aid policy was approved by the Board of Trustees and the above processes are in place.

#### **Finding 2: Return of Title IV (R2T4) Calculation Errors**

DOE determined that scheduled break days were not calculated into the Return of Title IV calculation.

#### Corrective Action

The Financial Aid Office found that when the Colleague transition occurred, that break days were only set up for the year. When there are five or more break days in a sequence, like Fall Break or Spring Break, they must be entered into the system. The beginning and end dates have the semester must also be correct. Once these dates are in place, Colleague will figure the students R2T4 calculations. Starting and ending dates as well as the break days have been entered for AY 21 and AY 22 into the system by the Director of Financial Aid.

The Financial Aid Office will begin using the Department of Education Return of Title IV Worksheet in the Fall 2021 to perform manual calculations on at least every third R2T4 calculation to make sure it matches the Colleague calculation on the ROFC screen. A paper calendar has been printed and marked with break days and is now being used to manually count the number of days a student has attended each semester. A current statement is also printed to ensure accurate charges are being calculated through Colleague.

Screenshots of withdrawal activity will be saved in the student electronic file to provide additional proof of last dates of attendance and withdrawal dates.

DOE provides training and all financial aid staff, the Vice President of Student Success and Services as well as an identified staff person from the Business Office will participate. Intermittent checks will occur using the manual calculation worksheet as well as confirming that the process is correct in Colleague.

DOE also stated that the SCC auditor must attest to completion of this action in the next annual compliance audit.

#### **Finding 3: Escheatment**

Title IV disbursements that are disbursed to students but not collected by the student must be returned to the Department of Education. The College must make additional attempts to disburse the funds within 45 days of the rejected EFT or returned check. These uncollected funds were being sent to the State of Illinois as unclaimed property.

#### Corrective Action

The Interim Vice President of Finance and Campus Operations is in the process of retrieving the funds for the past seven years from the State of Illinois. Once received, they will be forwarded to the Department of Education. The escheatment procedure for Title IV credit balances has been updated in the Business Office to ensure unendorsed Title IV credit balance checks are escheated to DOE in a timely manner in accordance with the regulations. The Director of Financial Aid and the Interim Vice President of Finance and Campus Operations will work together to ensure the procedure is in place and being used.

#### **Finding 4: Federal Pell Grant Overpayment**

DOE found that one student was ineligible for the full Pell payment received. When a student's projected enrollment status changes during a payment period, the institution must recalculate the Pell grant award. This particular student was enrolled half time when he was paid his Pell, but dropped to less than half time later.

##### **Corrective Action**

Beginning Summer 2021, the Financial Aid Office will return all funds for current or future summer students who drop below half time if they were enrolled full time for the previous fall and spring semesters.

DOE provides training and all financial aid staff, the Vice President of Student Success and Services as well as an identified staff person from the Business Office will participate. Intermittent checks will occur using the manual calculation worksheet as well as confirming that the process is correct in Colleague.

#### **Finding 5: Late/Inaccurate Student Status Confirmation Reporting**

Originally, DOE found that SCC failed to accurately and/or timely report student enrollment to the National Student Loan Data System (NSLDS.) The Registrar contacted NSLDS and determined the errors that were occurring upon submission. The process has been updated and DOE accepted the correction action and no liabilities were charged.

#### **Total Liabilities**

Finding 1 Liabilities: \$31,950.07

Finding 2 Liabilities: \$2,406.56

Finding 3 Liabilities: \$18,952.96

Finding 4 Liabilities: \$759.77

Total Rounded Liabilities: \$54,070

#### **Finding 4: Federal Pell Grant Overpayment**

DOE found that one student was ineligible for the full Pell payment received. When a student's projected enrollment status changes during a payment period, the institution must recalculate the Pell grant award. This particular student was enrolled half time when he was paid his Pell, but dropped to less than half time later. Beginning Summer 2021, the Financial Aid Office will return all funds for current or future summer students who drop below half time if they were enrolled full time for the previous fall and spring semesters. Again, all financial aid staff

## Board Memorandum



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**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Dr. Lisa Price

**RE:** Reimburse Vienna High School for CTE Education Pathways Grant  
Purchase of Service

**Date:** 08/02/21

**Background:** In March 2021, Shawnee Community College was awarded a grant from the Illinois State Board of Education (ISBE) entitled CTE Education Pathways. The overall purpose of the four-year, \$249,000 grant is to address the teacher shortage by increasing awareness of education pathways and to recruit students to education pathways beginning in junior high and continuing through university completion. Grant activities focus on supporting students who want to enter educational careers through student activities, guided pathways advisement, teacher credentialing, job shadowing/mentoring, and future educator clubs.

The grant submission was a collaborative effort between Shawnee Community College, John A. Logan College, and Southern Illinois University-Carbondale and will serve the following high schools and their feeder schools: Anna-Jonesboro, Cobden, Joppa, Massac County, Meridian, Vienna, Carterville, Frankfort, and Johnston City. All SCC high schools were invited to participate. The collaborating team chose "Southern Illinois Future Teachers Coalition" or SIFTC as the grant title. Shawnee Community College is the grant administrator and the ISBE regulations do not allow the grant administrator to hire and pay staff salaries. Therefore, staff salaries must be paid through purchase of service. Vienna High School is serving as the hiring agent for the two grant coordinators and has invoiced Shawnee Community College for salaries and benefits. ISBE approved paying both the FY21 and FY 22 from FY 21 grant funds.

### Recommendation

I recommend the Board approve the reimbursement of \$146,772.83 to Vienna High School for salaries and benefits for FY21 and FY 22 fiscal years to be paid from the CTE Education Pathways (SIFTC) grant.



Vienna  
High School  
618-658-4461-telephone 618-658-8165-fax 601 North First Street, Vienna,  
Illinois 62995 [www.viennahighschool.com](http://www.viennahighschool.com)

21  
Shawnee Community College  
8364 Shawnee College Road  
Ullin, IL 62992

Re: Southern Illinois Future Teachers Coalition (SIFTC)

Invoice: Salaries and Benefits for 2 instructors

May/June 2021 work days: Brooke May 22 days Salary+Benefits = \$6,458.76 +  
\$833.25= \$7292.01  
(based on MS Step 10 daily rate)

FY22 Brooke May, MS Step I I 200 days Salary+Benefits= \$61,143.40 + \$7,962.07 =  
\$69105.47

FY22 Hannah Middleton, BS+15 Step 9 200 days Salary+Benefits= \$58,020.00 +  
\$12,355.35 = \$70,375.35

TOTAL TO REMIT TO VIENNA HIGH SCHOOL: \$146,772.83  
If you have any questions, please contact me.

Sincerely

Joshua Stafford, Superintendent  
Vienna High School  
601 North First Street  
Vienna, Illinois 62995  
(618)658-4461  
(618)658-8165-fax  
<http://www.viennahighschool.com>  
<http://www.facebook.com/viennahighschool>

## Board Memorandum



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**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Dr. Lisa Price

**RE:** Reimburse John A. Logan College for CTE Education Pathways Grant  
Purchase of Technology Equipment

**Date:** 08/02/21

**Background:** In March 2021, Shawnee Community College was awarded a grant from the Illinois State Board of Education (ISBE) entitled CTE Education Pathways. The overall purpose of the four-year, \$249,000 grant is to address the teacher shortage by increasing awareness of education pathways and to recruit students to education pathways beginning in junior high and continuing through university completion. Grant activities focus on supporting students who want to enter educational careers through student activities, guided pathways advisement, teacher credentialing, job shadowing/mentoring, and future educator clubs.

The grant submission was a collaborative effort between Shawnee Community College, John A. Logan College, and Southern Illinois University-Carbondale and will serve the following high schools and their feeder schools: Anna-Jonesboro, Cobden, Joppa, Massac County, Meridian, Vienna, Carterville, Frankfort, and Johnston City. All SCC high schools were invited to participate. The collaborating team chose "Southern Illinois Future Teachers Coalition" or SIFTC as the grant title. One of the initiatives in the SIFTC grant was to ensure distance learning opportunities were available for all participating schools and the two community colleges. All of the participating high schools in the Shawnee Community College district recently received funding for equipment and installation of a distance learning classroom through another grant. However, the participating high schools in the JALC district did not have distance learning classrooms. Grant funds were approved for equipment and installation for a distance learning classroom in each of the three JALC participating high schools, one for JALC and one for SCC. A laptop and printer for the grant coordinator serving the JALC schools was also purchased by JALC. The purchase of service invoice includes the equipment purchased by JALC. SCC has purchased the distance learning equipment, laptop and printer for the grant coordinator serving the SCC district.

### Recommendation

I recommend the Board approve the reimbursement of \$56,052.86 to John A Logan College for distance learning equipment and the equipment for the grant coordinator to be paid from the CTE Education Pathways (SIFTC) grant



# John A. Logan College

700 Logan College Drive     Carterville, Illinois, 62918-2500     618.985.2828

To: Shawnee Community College

From: John A. Logan

Date: July 19, 2021

RE: Purchase of Service of Southern Illinois Future Teachers Coalition

RE:                    Purchase of Service for Southern Illinois Future Teachers Coalition

## INVOICE

Quantity	Item	Location	Cost
1	Dell Laptop	Grant Coordinator	1,511.19
1	HP Printer	Grant Coordinator	278.07
4	Package of Dell Distance Learning Equipment (\$13,565.90 Each)	JALC Johnston City HS Carterville HS Frankfort HS	54,263.60
	<b>TOTAL</b>		<b>\$56,052.86</b>

## Board Memorandum



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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** County Meetings  
**Date:** 08/02/21

**Background:** Based on Goal 1, Objective 3, Strategies (C), (D), & (E) of the 2021-2025 Strategic Plan we want/need to strengthen partnerships with local business leaders and stockholders. The following lists contain the time, date and locations of the following meetings within our 5 counties: Chambers of Commerce, County Board Meetings, City Council Meetings, & K-12 Superintendents Meetings. Attendance at these meetings by the Board of Trustees and President will aid in achieving the 1 goal and 3 strategies of the Strategic Plan.

**Recommendation:** I recommend each Trustee review this list and notify my office of events they would be interested in attending.

## K-12 Superintendents Meetings

<b>Joppa School District</b> Dr. Vickie Artman, Superintendent PO Box 10 Joppa IL 62953 4 <sup>th</sup> Monday/6pm/library	<b>Century School District</b> Landon Sommer, Superintendent 4721 Shawnee College Rd Ullin IL 62992 3 <sup>rd</sup> Monday/6pm	<b>Dongola School District</b> Dr. Paige Maginel, Superintendent 1000 High St Dongola IL 62926 4 <sup>th</sup> Tuesday/6:30pm	<b>Meridian School District</b> Jonathan Green, Superintendent 1401 Mounds Rd Mounds IL 62964 1 <sup>st</sup> Tuesday/6pm
<b>Meridian School District</b> Jonathan Green, Superintendent 1401 Mounds Rd Mounds IL 62964 1 <sup>st</sup> Tuesday/6pm	<b>Cobden School District</b> Edwin Shoemate, Superintendent 413 N Appleknocker St Cobden IL 62920 4 <sup>th</sup> Monday/6pm	<b>Massac County School District</b> Jason Hayes, Superintendent PO Box 530 Metropolis IL 62960-0530 4 <sup>th</sup> Monday/6:30pm	<b>Shawnee School District</b> Shelly Clover-Hill, Superintendent 3365 State Hwy 3 N Wolf Lake IL 62998 3 <sup>rd</sup> Tuesday/7pm
<b>Egyptian School District</b> Brad Misner, Superintendent 20023 Diswood Rd Tamms IL 62988 4 <sup>th</sup> Monday/6pm	<b>Goreville School District</b> Dr. Steve Webb, Superintendent 201 S Ferne Clyffe Rd Goreville IL 62939 3 <sup>rd</sup> Monday/5pm	<b>Cairo School District</b> Dr. Patrick Rice, Superintendent 4201 Sycamore St Cairo IL 62914 3 <sup>rd</sup> Thursday/6pm	<b>Anna Jonesboro CHS District</b> Rob Wright, Superintendent 608 S Main St Anna IL 62906 3 <sup>rd</sup> Monday/6pm
<b>Vienna School District</b> Joshua Stafford, Superintendent 601 N 1 <sup>st</sup> St Vienna IL 62995 3 <sup>rd</sup> Monday/6:30pm	<b>Cypress School District 64</b> Superintendent Kimberly Shoemaker 4580 Mt Pisgah Rd Cypress IL 62923 3 <sup>rd</sup> Tuesday/7pm	<b>Vienna Grade School District #55</b> Superintendent Greg Frehner 310 N 3 <sup>rd</sup> ST Vienna IL 62995 2 <sup>nd</sup> Monday/6:30pm	<b>New Simpson Hill SD 32</b> Superintendent Joe Nighswander 95 Tunnel Hill Rd Ozark IL 62972 2 <sup>nd</sup> Thursday/6pm
<b>Buncombe Consolidated School District</b> Superintendent Vickie Tripp 164 Main St PO Box 40 Buncombe IL 62912	<b>Jonesboro Elementary School District</b> Superintendent Kevin Westall 309 Cook Ave Jonesboro IL 62952 3 <sup>rd</sup> Thursday/6:30pm	<b>Lick Creek CCSD #16</b> Superintendent Brent Boren 7355 Lick Creek Rd Buncombe IL 62912 3 <sup>rd</sup> Monday/6:30 pm	<b>Anna CCDS #37</b> Superintendent Dr. Julie Bullard 301 S Green St Anna IL 62906 3 <sup>rd</sup> Monday/ 6pm

## Chamber of Commerce Meetings

<b>Horseshoe Lake Chamber</b> Number <b>Disconnected</b> 22434 Railroad St Olive Branch IL 62969 618.776.5198	<b>Johnson Co Chamber</b> <b>DISBANDED</b> Bill Brandstetter 618.658.2063 298 E Vine St Vienna IL 62995	<b>Jennifer Jacobsen</b> <b>(Vienna Antique Mall)</b> 638-6495 – This group of business leaders meets 1 <sup>st</sup> Monday/10am at the Art Gallery off square JOHNSON COUNTY	<b>Union County Chamber</b> 301 S Main St Anna IL 62906 618.833.6311 1 <sup>st</sup> Thursday/Noon
<b>Massac Co Chamber</b> 516 Market St Metropolis IL 62960 618.524.2714 2 <sup>nd</sup> Wednesday/11:30 Meet/Noon Mtg	<b>Cairo Chamber Number</b> <b>Disconnected</b> 220 8 <sup>th</sup> St Cairo IL 62914 618.734.2737		

## City Council Meetings

<b>Massac - Metropolis, IL City Council Meetings</b> <b>Time:</b> 7:00 p.m. <b>Date:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Monday of each month <b>Location:</b> 106 W. 5 <sup>th</sup> Street <b>Due to holidays dates may change.</b> <b>Call before attending</b> <b>618.524.4016</b>	<b>Massac - Brookport, IL City Council Meetings</b> <b>Time:</b> 7:00 p.m. <b>Date:</b> 2 <sup>nd</sup> Tuesday of each month <b>Location:</b> 7704 S. US 45 Rd. <b>Due to holidays dates may change.</b> <b>Call before attending</b> <b>618.564.2351</b>	<b>Alexander - Cairo, IL City Council Meetings</b> <b>Time:</b> 5:30 p.m. <b>Date:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month <b>Location:</b> over the phone at this time (call to receive specifics) <b>618.734.0177</b>	<b>Pulaski - Karnak, IL City Council Meetings</b> <b>Time:</b> 7:00 p.m. <b>Date:</b> 3 <sup>rd</sup> Tuesday of each month <b>Location:</b> 1501 Washington Ave, Cairo, IL <b>Due to holidays dates may change.</b> <b>Call before attending</b> <b>618.634.9311</b>
<b>Pulaski - Olmsted, IL City Council Meetings</b> <b>Time:</b> 6:00 p.m. <b>Date:</b> 2 <sup>nd</sup> Monday of each month (unless holiday) <b>Location:</b> 150 North Front Street <b>Due to holidays dates may change.</b> <b>Call before attending</b> <b>618.742.6487</b>	<b>Pulaski – Ullin, IL City Council Meetings</b> <b>Time:</b> 6:00 p.m. <b>Date:</b> 1st Monday of each month <b>Location:</b> 113 Central Ave. <b>Due to holidays dates may change.</b> <b>Call before attending</b> <b>618.845.3612</b>	<b>Union - Dongola, IL City Council Meetings</b> <b>Time:</b> 7:00 p.m. <b>Date:</b> First Monday of each month. <b>Location:</b> 136 N. E. Front St. <b>Due to holidays dates may change</b> <b>Call before attending</b> <b>618.827.4343</b>	<b>Union - Jonesboro, IL City Council Meetings</b> <b>Time:</b> 7:00 p.m. <b>Date:</b> First and Third Monday each month <b>Location:</b> 1101 Public Square <b>Due to holidays dates may change</b> <b>Call before attending</b> <b>618.833.2712</b>

<b>Union - Anna, IL City Council Meetings</b> <b>Time:</b> 5:00 p.m. <b>Date:</b> July 20 <sup>th</sup> , Aug. 3 <sup>rd</sup> & 17 <sup>th</sup> , Sept. 7 <sup>th</sup> & 21 <sup>st</sup> , Oct. 5 <sup>th</sup> & 19 <sup>th</sup> , Nov. 2 <sup>nd</sup> & 16 <sup>th</sup> , Dec. 7 <sup>th</sup> & 21 <sup>st</sup> <b>Location:</b> 103 E Market St. <b>Due to holidays dates may change</b> <b>Call before attending</b> <b>618.833.8528</b>	<b>Johnson - Vienna, IL City Council Meetings</b> <b>Time:</b> 6:30 p.m. <b>Date:</b> 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month <b>Location:</b> City Hall 205 N. 4 <sup>th</sup> Street <b>Call before attending</b> <b>618.658.5161</b>	<b>Johnson – Goreville, IL City Council</b> <b>Time:</b> 6:00 p.m. <b>Date:</b> 1 <sup>st</sup> of every month <b>Location:</b> 100 South Broadway <b>Call 2 weeks before attending</b> <b>618.995.2157</b>	
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## County Commissioner Meetings

<b>Massac County/Jayson Farmer</b> <b>Time:</b> 9:00 a.m. <b>Date:</b> Every other Tuesday <b>Location:</b> 101 W 8th St, Metropolis, IL Please call Lynne at 618.524.5213 Ext.162 so your name can be added to the agenda.	<b>Johnson County/Matthew Hayden, Jason Taylor, &amp; Gary Brumley</b> <b>Time:</b> 8:30 a.m. <b>Date:</b> Every 2nd & 4th Tuesday <b>Location:</b> 117 N 5 <sup>th</sup> St. Courtroom Annex beside Sheriff office Call on the Thursday before the meeting to get on agenda	<b>Alexander County/Chalen Tatum</b> <b>Time:</b> 10:00 a.m. <b>Date:</b> Every other Tuesday <b>Location:</b> 2000 Washington Ave., Cairo Call to make sure they are having a meeting at 618.734.7000	<b>Pulaski County/Rex Wilburn</b> <b>Time:</b> 8:15 a.m. <b>Date:</b> Every other Thursday <b>Location:</b> Courthouse 500 Illinois Ave. Please call Julie at 618.748.9360 so they can add your attendance to the agenda
<b>Union County/Dale Foster, David Gould, &amp; Darryl Harvell</b> <b>Time:</b> 8:30 a.m. <b>Date:</b> 2 <sup>nd</sup> & 4 <sup>th</sup> Friday of each month <b>Location:</b> Union County Courthouse Community Room 309 W. Market St., Jonesboro, IL You do not need permission to attend.			