

# BOARD BOOK

September 7, 2021





**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531 RIVER ROOM  
ULLIN, IL  
September 7, 2021  
5:15 P.M.**

As permitted by Governor Pritzker's Executive Orders 2020Ġ07, 2020Ġ33, and, 2020Ġ55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, regular meeting on September 7, 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 September 7, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Recognition of Guests and Public Comment**
- V. Approval of Consent Agenda**
  - [Minutes of Regular August 2, 2021 Meeting](#)
  - [Treasurer's Report](#)
  - [Approval of Bills](#)

Education Fund	\$877,092.72
Building Fund	47,295.87
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	79,149
Restricted Purposes Fund (Grants)	104,267.82
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	189,218.54
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,029.32
Audit Fund	3,000.00
Liability. Protection Settlement Fund (TORT)	33,988.76
<b>Grand Total</b>	<b>\$1,336,042.21</b>

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

**Addendum:** [\(\\$1,500,000\) Interfund Loan](#) Education to Restricted Purpose Fund

**Addendum:** [\(\\$1,500,000\) Interfund Loan](#) Repay Education Fund from the Restricted Purposes Fund.

**Addendum:** [\(\\$30,000\) Interfund Loan](#) Education Fund to Restricted Purposes Fund (to Cover Fund Shortage)

**Addendum:** [\(\\$690,360\) Reinvestments](#) from CD's into Working Cash Fund

**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. [Director of Institutional Research, Effectiveness, and Planning](#) – Dr. April Teske
- G. [College Foundation](#) – Gene Honn
- H. [Illinois Community College Trustees Association](#) – James Darden

**VIII. Action and Discussion Items**

- A. Consideration of Approval of the [FY2022 Budget](#) ([Attachment](#)) (6 pages)
- B. Presentation of [Assessment/Program Review Monitoring Report](#) (Phyllis Sander) (24 pages)
- C. Presentation of [Factbook Data as a Data Dashboard](#) (Dr. Teske)
- D. Consideration of Approval of the [2021 Summer Graduates](#) ([Attachment](#)) (2 pages)
- E. Consideration of Approval of the [SICCM Payment](#) ([Attachment](#)) (2 pages)
- F. Consideration of Approval of the [Purchase of Anatomage Table](#) ([Attachment](#)) (1 page)
- G. FIRST READ [Board Policy Manual](#)
- H. Consideration to Establish a [Board Policy Retreat](#)
- I. Discussion of [Shared Governance](#) (Draft)
- J. Discussion of Superintendent /Community Engagement
- K. Discussion of President Evaluation Committee
- L. COVID Protocol Update

**IX. Executive Session**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. Consideration to Ratify [Full-Time Agriculture Instructor](#)
  - ii. Consideration of Approval to hire a [Full-Time Vice President of Academic Affairs](#)
  - iii. Consideration to Ratify [Part-Time Employees](#)
  - iv. Consideration to Ratify [Summer 2021 Faculty Stipends](#) ([Attachment](#)) (1 page)
  - v. Consideration to Ratify [Summer 2021 Faculty Load](#) ([Attachment](#)) (2 pages)
  - vi. Consideration to Ratify [Summer 2021 Adjunct Faculty](#) ([Attachment](#)) (1 page)

- 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 to Accept [Full-Time Employee Resignation](#) ([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 to Ratify [Full-Time Agriculture Instructor](#)
  - ii. Consideration of Approval to hire a [Full-Time Vice President of Academic Affairs](#)
  - iii. Consideration to Ratify [Part-Time Employees](#)
  - iv. Consideration to Ratify [Summer 2021 Faculty Stipends](#) ([Attachment](#)) (1 page)
  - v. Consideration to Ratify [Summer 2021 Faculty Load](#) ([Attachment](#)) (1 page)
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- 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 to Accept [Full-Time Employee Resignation](#) ([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  
August 2, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on August 2, 2021, in the River Room and via Zoom. The meeting was called to order by Chairperson Steve Heisner.

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**The roll call was as follows:**

Mr. James Darden - Present  
Ms. Deborah Shelton-Yates - Present  
Mr. Steve Heisner - Present  
Mr. Michael McMahan - Present  
Ms. April Moore - Present  
Mr. John Windings - Present  
Ms. Andrea Witthoft - Present  
Mr. Bradley West, Student Trustee - Present

**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. Kristin Shelby, Dean of Academic Affairs and Student Learning - Present  
Dr. April Teske, Institutional Research, Effectiveness & Planning - Present  
Rob Betts, Director of Communications/Public Relations - Absent  
John Schneider, Attorney - Present  
Dr. Ian Nicolaides, S.C.E.A., President - Present  
Dr. Ryan Thornsberry, Instructor of English - Absent  
Beth Crowe, Administrative Assistant to the President - Present  
Phyllis Sander, Accounting, Business Mgmt, Computer Science, Economics – Present  
Chris Clark, Director of Information Technology & Campus Security- Present  
Russ Stoup, Director of Learning Resources & Instructional Technology – Present  
Beatrice Gordon, Administrative Assistant - Present  
Tina Dudley, Administrative Assistant to the President & Saints Foundation – Present  
Kyle Smith, Metro Center & Athletics - Present

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

#### V. Approval of Consent Agenda

##### **MOTION NO. 1**

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to **approve the consent agenda** as follows:

- A. Regular Meeting Minutes July 6, 2021
- B. Treasurer's Report
- C. 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
Liab. Prot. Settlement Fund (TORT)	44,239.37
Grand Total	\$1,577,084.91

On roll call vote, the members voted as follows:

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

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

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

### **MOTION NO. 2**

**A motion was made by James Darden and seconded by Andrea Witthoft to approve the transfer of FY2021 working cash fund interest income from the working cash fund to the education fund. \$23,697.66. June 30, 2021**

On roll call vote, the member voted as follows:

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

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

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

- A. Covid Protocol Update
- B. Consideration of Approval of Crowdus Janitorial Contract Renewal
- C. Consideration of Athletic Insurance Renewal
- D. Consideration of Approval FY22 Budget
- E. Consideration of Approval FY22 Risk Management
- F. Consideration of Approval of EMS & EMT Lab Fee
- G. Consideration of Approval of Financial Aid Audit Liability Results
- H. Consideration of Approval of Reimburse Vienna High School for CTE Education Pathways Grant Purchase of Service – Employee
- I. Consideration of Approval of Reimburse John A. Logan College for CTE Education Pathways Grant Purchase of Technology Equipment
- J. Discussion of Community Engagement

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

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

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Approval to Hire a Director of Nursing
  - ii. Consideration of Approval to Hire a Full-Time Medical Assistant Instructor
  - 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 Non-Renewal, Resignation, or Termination of any staff or Employee of the College
  - i. Consideration of Resignation of Full-Time Employee
- C. Consideration of Items That May Lead or Have Led to Litigation



**MOTION NO. 3**

**CONSIDERATION OF APPROVAL OF THE CROWDUS JANITORIAL CONTRACT RENEWAL**

A motion was made by John Windings and seconded by Deborah Shelton-Yates to 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 the Metropolis Extension Center. Term July 1, 2021 through June 30, 2022.

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

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

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL OF THE ATHLETIC INSURANCE RENEWAL**

A motion was made by April Moore and seconded by Andrea Witthoft to recommend the Board accept the alternate proposal with Insurance Benefit Services Group in Mounds, IL as the agent with Zurich as the insurance carrier for general athletic insurance.

On roll call vote, the members voted as follows:

Ms. Deborah Shelton-Yates - Yes  
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: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairperson declared the motion carried.

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**MOTION NO. 5**

**CONSIDERATION OF APPROVAL OF THE FY22 TENTATIVE BUDGET BE MADE FOR AVAILABLE FOR PUBLIC INSPECTION  
(FIRST READ)**

A motion was made by Andrea Witthoft and seconded by James Darden to 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.

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 - Yes  
Ms. April Moore - Yes  
Mr. John Windings - Yes  
Mr. James Darden - Yes

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

**MOTION NO. 6**

**CONSIDERATION OF APPROVAL OF THE FY22 RISK MANAGEMENT PLAN**

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to recommend the Board approve the FY22 Risk Management Plan as presented.

On roll call vote, the members voted as follows:

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

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

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**MOTION NO. 7**

**CONSIDERATION OF APPROVAL OF THE EMS & EMT LAB FEE**

A motion was made by April Moore and seconded by John Windings to recommend the Board approve lab fee for the EMT 160 course and the lab fee for the EMR 118 and add to the FY22 Fees List.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 8**

**CONSIDERATION OF APPROVAL OF THE FINANCIAL AID AUDIT LIABILITY RESULTS**

A motion was made by James Darden and seconded by Bradley West to recommend the Board approve the payment to USDOE (US Department of Education) to cover the College's liability for the audit findings.

On roll call vote, the members voted as follows:

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

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

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**MOTION NO. 9**

**CONSIDERATION OF APPROVAL TO REIMBURSE VIENNA HIGH SCHOOL FOR CTE EDUCATION PATHWAYS GRANT PURCHASE OF SERVICE**

A motion was made by John Windings and seconded by Michael McMahan to recommend the Board approve the reimbursement to Vienna High School for salaries and benefits for FY21 and FY22 to be paid from the CTE Education Pathways (SIFTC) Grant.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 10**

**CONSIDERATION OF APPROVAL TO REIMBURSE JOHN A. LOGAN COLLEGE FOR CTE EDUCATION PATHWAYS GRANT PURCHASE OF TECHNOLOGY EQUIPMENT**

A motion was made by Michael McMahan and seconded by April Moore to recommend the Board approve the reimbursement 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.

On roll call vote, the members voted as follows:

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

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

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**MOTION NO. 11****DISCUSSION OF COMMUNITY ENGAGEMENT MEETINGS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend each Trustee review this list and notify the President's office of events they would be interested in attending.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 12****IX. EXECUTIVE SESSION**

A motion was made by Michael McMahan and seconded by James Darden to **adjourn and go into executive session** at 8:02 p.m. for the purpose of discussing:

- 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 Full-Time Medical Assistant Instructor
  - 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 Non-Renewal, Resignation, or Termination of any staff or Employee of the College
  - i. Consideration of Resignation of Full-Time Employee
- C. Consideration of Items That May Lead or Have Led to Litigation

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On roll call vote, the members voted as follows:

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

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

An executive session of the Board of Trustees of Shawnee Community College was held on August 2, 2021, at 8:12 p.m. at Shawnee Community College River Room.

**BOARD MEMBERS:**

Ms. Deborah Shelton-Yates – Present  
Mr. Steve Heisner – Present  
Mr. Michael McMahan – Present  
Ms. April Moore – Present

Mr. Bradley West (student trustee) - Present  
Mr. John Windings - Present  
Ms. Andrea Witthoft - Present  
Mr. James Darden - Present

**ALSO, PRESENT:**

Dr. Tim Taylor, President  
John Schneider, Attorney

**MOTION NO. 13**

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to adjourn out of executive session at 8:46 p.m.

On roll call vote, the members voted as follows:

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

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

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**MOTION NO. 14**

A motion was made by Michael McMahan and seconded by Bradley West to approve the minutes of the executive session held on August 2, 2021.

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 15**

**CONSIDERATION OF APPROVAL TO HIRE A DIRECTOR OF NURSING**

A motion was made by Deborah Shelton-Yates and seconded by James Darden to recommend the Board approve Amanda Hannan for the position of Director of Nursing with an effective date of August 3, 2021.

On roll call vote, the members voted as follows:

Ms. Deborah Shelton-Yates - Yes  
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: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairperson declared the motion carried.

**MOTION NO. 16**

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME MEDICAL ASSISTANT INSTRUCTOR**

A motion was made by John Windings and seconded by April Moore to recommend the Board approve the job description for the posting of a position to hire a Full-Time Medical Assistant Instructor.

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  
Ms. April Moore - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes  
Mr. Steve Heisner - Yes

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

**MOTION NO. 17**

**CONSIDERATION OF APPROVAL TO HIRE A FINANCIAL AID ASSISTANT**

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to recommend the Board approve Amanda Hazel for the position of Financial Aid Assistant effective August 3, 2021.

On roll call vote, the members voted as follows:

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

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

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**MOTION NO. 18**

**CONSIDERATION OF APPROVAL TO HIRE AGRICULTURE INSTRUCTOR**

A motion was made by James Darden and seconded by Michael McMahan to recommend the Board provide the President with emergency authority to hire a full-time Ag Instructor, if one of the interviewed candidates is suitable for the position and can begin instruction at the start of the Fall semester. If such an emergency hire is made, recommendation will be brought to the September Board meeting for ratification.

On roll call vote, the members voted as follows:

Ms. Deborah Shelton-Yates - Yes  
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: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairperson declared the motion carried.

**MOTION NO. 19**

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

A motion was made by April Moore and seconded by Bradley West to recommend the Board ratify the part-time hires as listed.

On roll call vote, the members voted as follows:

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

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

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**MOTION NO. 20**

**CONSIDERATION OF APPROVAL OF LETTER OF RESIGNATION**

A motion was made by John Windings and seconded by Bradley West to recommend that the Board approve the resignation of Anna Vaughn-Doom effective July 31, 2021.

On roll call vote, the members voted as follows:

Mr. Bradley West (advisory vote) - Yes  
Ms. Deborah Shelton-Yates - Yes  
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: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairperson declared the motion carried.

**MOTION NO. 21**

**XI. Adjournment**

A motion was made by Michael McMahan and seconded by James Darden to **adjourn at 8:53 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 - Yes  
Ms. April Moore - Yes  
Mr. Steve Heisner – Yes

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

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## Shawnee Community College

Fund	7/1/2021 Beg. Balance	July Receipts/Adj.	July Expenditures/Adj.	7/31/2021 Ending Balance
Education	6,686,474.28	1,794,089.06	877,092.72	7,603,470.62
Building	2,715,888.64	51,051.40	47,295.87	2,719,644.17
Working Cash	5,030,177.95	0.00	0.00	5,030,177.95
Restricted Building	1,132,259.28	2,865.70	0.00	1,135,124.98
Bond & Interest	451,154.15	20,092.55	0.00	471,246.70
Auxiliary Enterprise	351,612.70	47,814.87	79,149.18	320,278.39
Liab. Prot. Settlement	1,711,198.61	17,183.51	33,988.76	1,694,393.36
Audit	43,447.67	366.70	3,000.00	40,814.37
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	189,218.54	189,218.54	0.00
Special Grants	6,895.18	99,056.34	104,267.82	1,683.70
Trust & Agency	217,535.49	762.50	2,029.32	216,268.67
Total	18,360,643.95	2,222,501.17	1,336,042.21	19,247,102.91

*Brandy Woods*

Brandy Woods, Director of Business Services

August 24, 2021

Date

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

# Shawnee Community College

## Financial Report



**One Month Ended**

**July 31, 2021**

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATING FUNDS  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Revenues 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Realized 7/31/21
<b>Operating Revenues by Source</b>				
<b>Local government:</b>				
Current taxes	\$ 1,982,403	\$ -	\$ 1,982,403	
Chargeback revenue	-		0	
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 1,982,403</b>	<b>\$ -</b>	<b>\$ 1,982,403</b>	<b>0.00%</b>
<b>State government:</b>				
ICCB Credit Hour Grants	\$ 1,217,883	\$ -	\$ 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	525,834	-	525,834	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 4,573,388</b>	<b>\$ -</b>	<b>\$ 4,573,388</b>	<b>0.00%</b>
<b>Federal government:</b>				
Federal Stimulus Funds-HEERF	\$ 900,000	\$ -	\$ 900,000	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>	
<b>Student Tuition and Fees:</b>				
Tuition	\$ 4,397,667	\$ 1,436,026	\$ 2,961,641	
Fees	812,694	282,381	530,313	
<b>TOTAL TUITION AND FEES</b>	<b>\$ 5,210,361</b>	<b>\$ 1,718,407</b>	<b>\$ 3,491,954</b>	<b>32.98%</b>
<b>Other sources:</b>				
Sales and Service Fees	\$ 87,000	\$ 6,530	\$ 80,470	
Facilities revenue	45,000	2,524	42,476	
Investment revenue	32,500	-	32,500	
Other sources	440,600	235	440,365	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 605,100</b>	<b>\$ 9,289</b>	<b>\$ 595,811</b>	<b>1.54%</b>
TRANSFERS	\$ 20,000	\$ -	\$ 20,000	
<b>TOTAL 2021-22 BUDGETED REVENUE</b>	<b>\$ 13,291,252</b>	<b>\$ 1,727,696</b>	<b>\$ 11,563,556</b>	<b>13.00%</b>
<b>Less non-operating items*:</b>				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
<b>ADJUSTED REVENUE</b>	<b>\$ 13,291,252</b>	<b>\$ 1,727,696</b>	<b>\$ 11,563,556</b>	<b>13.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Expenditures 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b><u>Expenditures By Program</u></b>				
Instruction	\$ 4,961,238	\$ 417,306	\$ 4,543,932	
Academic Support	434,760	33,635	401,125	
Student Services	1,162,181	76,949	1,085,232	
Public Services	79,485	3,101	76,384	
Operation & Maint. of Plant	1,368,740	47,296	1,321,444	
Institutional Support	2,615,515	134,124	2,481,391	
Scholarship, Student Grants, & Waivers	2,201,786	166,658	2,035,128	
<b>TRANSFERS</b>	2,663,771	45,319	2,618,452	
<b>Total 2021-22 Budgeted Expenditures</b>	<b>\$ 15,487,476</b>	<b>\$ 924,388</b>	<b>\$ 14,563,088</b>	<b>5.97%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 15,487,476</b>	<b>\$ 924,388</b>	<b>\$ 14,563,088</b>	

**By Object**

Salaries	\$ 6,836,734	\$ 573,551	\$ 6,263,183	
Employee Benefits	781,490	58,701	722,789	
Contractual Services	1,239,256	42,607	1,196,649	
General Materials & Supplies	620,344	19,512	600,832	
Conference & Meeting Expense	146,435	1,348	145,087	
Fixed Charges	130,560	8,042	122,518	
Utilities	643,240	8,650	634,590	
Capital Outlay	83,500	-	83,500	
Other	2,342,146	166,658	2,175,488	
Provision for Contingency	-	-	-	
<b>TRANSFERS</b>	2,663,771	45,319	2,618,452	
<b>Total 2021-22 Budgeted Expenditures</b>	<b>\$ 15,487,476</b>	<b>\$ 924,388</b>	<b>\$ 14,563,088</b>	<b>5.97%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 15,487,476</b>	<b>\$ 924,388</b>	<b>\$ 14,563,088</b>	

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Expenditures 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b>EDUCATION FUND</b>				
<b>INSTRUCTION</b>				
Salaries	\$ 4,071,939	\$ 377,664	\$ 3,694,275	
Employee Benefits	426,794	27,369	399,425	
Contractual Services	165,005	270	164,735	
General Materials & Supplies	148,135	3,079	145,056	
Conference & Meeting Expense	28,795	307	28,488	
Fixed Charges	83,860	5,830	78,030	
Utilities	35,150	2,787	32,363	
Other	360	-	360	
Capital Outlay	1,200	-	1,200	
<b>TOTAL</b>	<b>\$ 4,961,238</b>	<b>\$ 417,306</b>	<b>\$ 4,543,932</b>	<b>8.41%</b>
<b>ACADEMIC SUPPORT</b>				
Salaries	\$ 311,488	\$ 25,171	\$ 286,317	
Employee Benefits	26,527	2,516	24,011	
Contractual Services	41,380	1,167	40,213	
General Materials & Supplies	53,365	4,584	48,781	
Conference & Meeting Expense	1,000	197	803	
Utilities	-	-	-	
Capital Outlay	1,000	-	1,000	
<b>TOTAL</b>	<b>\$ 434,760</b>	<b>\$ 33,635</b>	<b>\$ 401,125</b>	<b>7.74%</b>
<b>STUDENT SERVICES</b>				
Salaries	\$ 909,270	\$ 65,263	\$ 844,007	
Employee Benefits	136,492	10,025	126,467	
Contractual Services	37,950	265	37,685	
General Materials & Supplies	71,919	1,042	70,877	
Conference & Meeting Expense	5,550	354	5,196	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
<b>TOTAL</b>	<b>\$ 1,162,181</b>	<b>\$ 76,949</b>	<b>\$ 1,085,232</b>	<b>6.62%</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>				
Salaries	\$ 52,279	\$ 2,694	\$ 49,585	
Employee Benefits	10,206	407	9,799	
Contractual Services	4,000	-	4,000	
General Materials & Supplies	10,500	-	10,500	
Conference & Meeting Expense	800	-	800	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
<b>TOTAL</b>	<b>\$ 79,485</b>	<b>\$ 3,101</b>	<b>\$ 76,384</b>	<b>3.90%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Expenditures 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b>EDUCATION FUND</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 1,282,301	\$ 91,014	\$ 1,191,287	
Employee Benefits	154,953	16,871	138,082	
Contractual Services	527,546	10,823	516,723	
General Materials & Supplies	275,125	11,193	263,932	
Conference & Meeting Expense	110,290	489	109,801	
Fixed Charges	45,000	2,212	42,788	
Utilities	20,000	1,522	18,478	
Other	140,000	-	140,000	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	-	60,300	
<b>TOTAL</b>	<b>\$ 2,615,515</b>	<b>\$ 134,124</b>	<b>\$ 2,481,391</b>	<b>5.13%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>				
Other	\$ 2,201,786	\$ 166,658	\$ 2,035,128	
<b>TOTAL</b>	<b>\$ 2,201,786</b>	<b>\$ 166,658</b>	<b>\$ 2,035,128</b>	<b>7.57%</b>
<b>TRANSFERS</b>	<b>2,384,790</b>	<b>45,319</b>	<b>2,339,471</b>	<b>1.90%</b>
<b>TOTAL EDUCATION FUND</b>	<b>\$ 13,839,755</b>	<b>\$ 877,092</b>	<b>\$ 12,962,663</b>	<b>6.34%</b>
<b>OPERATIONS and MAINTENANCE FUND</b>				
<b>OPERATION AND MAINTENANCE OF PLANT</b>				
Salaries	\$ 209,457	\$ 11,745	\$ 197,712	
Employee Benefits	26,518	1,514	25,004	
Contractual Services	463,375	30,083	433,292	
General Materials & Supplies	61,300	(386)	61,686	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	4,340	583,750	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	-	20,000	
Other	-	-	-	
<b>TOTAL</b>	<b>1,368,740</b>	<b>47,296</b>	<b>1,321,444</b>	
<b>TRANSFERS</b>	<b>278,981</b>	<b>-</b>	<b>278,981</b>	
<b>TOTAL OPERATIONS and MAINTENANCE FUND</b>	<b>\$ 1,647,721</b>	<b>\$ 47,296</b>	<b>\$ 2,642,888</b>	<b>2.87%</b>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 15,487,476</b>	<b>\$ 924,388</b>	<b>\$ 15,605,551</b>	<b>5.97%</b>



**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget 7/31/21	Year to Date Revenues 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Realized 7/31/21
<b>Operations and Maintenance Fund-Restricted</b>				
<b>Local Governmental Sources:</b>				
Current Taxes	\$ 250,000	\$ -	\$ 250,000	
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>0.00%</b>
<b>Other Sources</b>				
Investment Revenue	\$ -	\$ -	\$ -	
<b>TOTAL OTHER SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Expenditures 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b>Operations and Maintenance Fund-Restricted</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Capital Outlay	\$ 1,286,250	\$ -	\$ 1,286,250	
Contractual Services	116,000	-	116,000	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 1,402,250</b>	<b>\$ -</b>	<b>\$ 1,402,250</b>	<b>0.00%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,402,250</b>	<b>\$ -</b>	<b>\$ 1,402,250</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
BOND AND INTEREST FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Revenues 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Realized 7/31/21
<b><u>Bond and Interest Fund</u></b>				
<b>Local Government Sources:</b>				
Current Taxes	\$ 1,720,500	\$ -	\$ 1,720,500	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 1,720,500</b>	<b>\$ -</b>	<b>\$ 1,720,500</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
BOND AND INTEREST FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Expenditures 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b><u>Bond and Interest Fund</u></b>				
<b>INSTITUTIONAL SUPPORT</b>				
Bond Principal Retired	\$ 1,625,000	\$ -	\$ 1,625,000	
Bond Interest	95,500	-	\$ 95,500	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,720,500</b>	<b>\$ -</b>	<b>\$ 1,720,500</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Revenues 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Realized 7/31/21
<b>Auxiliary Enterprises Fund</b>				
<b>Other Sources:</b>				
Sales and Service Fees	\$ 438,800	\$ 5,527	\$ 433,273	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 438,800</b>	<b>\$ 5,527</b>	<b>\$ 433,273</b>	
<b>TRANSFERS</b>	<b>712,790</b>	<b>45,319</b>	<b>667,471</b>	
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 1,151,590</b>	<b>\$ 50,846</b>	<b>\$ 1,100,744</b>	<b>4.42%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Expenditures 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b>Auxiliary Enterprises Fund</b>				
<b>INDEPENDENT OPERATIONS</b>				
Salaries	\$ 218,284	\$ 17,016	\$ 201,268	
Employee Benefits	27,225	2,011	25,214	
Contractual Services	71,725	3,035	68,690	
General Materials & Supplies	422,443	23,052	399,391	
Conference & Meeting Expense	42,385	883	41,502	
Fixed Charges	25,000	-	25,000	
Utilities	-	-	-	
Capital Outlay	32,000	-	32,000	
Provision for Contingency	-	-	-	
Other	443,159	-	443,159	
<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,282,221</b>	<b>\$ 45,997</b>	<b>\$ 1,236,224</b>	<b>3.59%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
RESTRICTED PURPOSES FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Revenues 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Realized 7/31/21
<b>Restricted Purposes Fund</b>				
<b>State governmental sources:</b>				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	236,270	-	236,270	
ICCB Career and Technical Education	465,411	-	465,411	
ICCB Innovation Grant	-	-	-	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	105,000	-	105,000	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	-	-	-	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 806,681</b>	<b>\$ -</b>	<b>\$ 806,681</b>	<b>0.00%</b>
<b>Federal governmental sources:</b>				
Department of Education	\$ 7,944,546	\$ 1,751,436	\$ 6,193,110	
Department of Health and Human Services	15,000	-	15,000	
Other Federal Government Sources	216,044	6,807	209,237	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 8,175,590</b>	<b>\$ 1,758,243</b>	<b>\$ 6,417,347</b>	<b>21.51%</b>
<b>Other Sources:</b>				
<b>Nongovernmental Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 8,982,271</b>	<b>\$ 1,758,243</b>	<b>\$ 7,224,028</b>	<b>19.57%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
RESTRICTED PURPOSES FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

	Legal Budget As Adjusted 7/31/21	Year to Date Expenditures 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b>Restricted Purposes Fund</b>				
<b>STUDENT SERVICES</b>				
Salaries	\$ 204,836	\$ 17,593	\$ 187,243	
Employee Benefits	63,580	4,677	58,903	
Contractual Services	6,569	-	6,569	
General Materials & Supplies	8,995	555	8,440	
Conference & Meeting Expense	7,874	36	7,838	
Capital Outlay	-	-	-	
Other	47,118	-	47,118	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 338,972</b>	<b>\$ 22,861</b>	<b>\$ 316,111</b>	<b>6.74%</b>
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 607,828	\$ 44,956	\$ 562,872	
Employee Benefits	123,411	12,329	111,082	
Contractual Services	288,042	8,332	279,710	
General Materials & Supplies	157,411	3,763	153,648	
Conference & Meeting Expense	35,218	5,518	29,700	
Fixed Charges	-	-	-	
Utilities	100,680	150	100,530	
Capital Outlay	517,865	4,604	513,261	
Other	1,159,311	-	1,159,311	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 2,989,766</b>	<b>\$ 79,652</b>	<b>\$ 2,910,114</b>	<b>2.66%</b>
<b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>				
Financial Aid	\$ 5,653,503	\$ 190,973	\$ 5,462,530	
<b>TOTAL</b>	<b>\$ 5,653,503</b>	<b>\$ 190,973</b>	<b>\$ 5,462,530</b>	<b>3.38%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 8,982,241</b>	<b>\$ 293,486</b>	<b>\$ 8,688,755</b>	<b>3.27%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUDIT FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

Audit Fund	Legal Budget As Adjusted 7/31/21	Year to Date Revenues 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Realized 7/31/21
Local Government Sources:				
Current Taxes	\$ 34,000	\$ -	\$ 34,000	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 34,000</b>	<b>\$ -</b>	<b>\$ 34,000</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUDIT FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%

Audit Fund	Legal Budget As Adjusted 7/31/21	Year to Date Expended 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
<b>INSTITUTIONAL SUPPORT</b>				
Contractual Services	\$ 38,000	\$ -	\$ 38,000	
Provision for Contingency	-	-	-	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 38,000</b>	<b>\$ -</b>	<b>\$ 38,000</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%				
	Legal Budget As Adjusted 7/31/21	Year to Date Revenues 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Realized 7/31/21
Liability Protection and Settlement Fund Fund				
<b>Local Government Sources:</b>				
Current Taxes	\$ 827,555	\$ -	\$ 827,555	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 827,555</b>	<b>\$ -</b>	<b>\$ 827,555</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR ONE MONTH ENDED JULY 31, 2021**

Percent of Year Complete is 8.00%				
	Legal Budget As Adjusted 7/31/21	Year to Date Expended 7/31/21	(Over)/Under Budget 7/31/21	Percent of Budget Expended 7/31/21
Liability Protection and Settlement Fund Fund				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	86,000	\$ 5,947	80,053	
Employee Benefits	208,255	9,174	199,081	
Contractual Services	303,500	15,063	288,437	
General Materials & Supplies	20,000	-	20,000	
Fixed Charges	313,500	3,804	309,696	
Capital Outlay	444,824		444,824	
Other	50,000		50,000	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$1,426,079</b>	<b>\$28,041</b>	<b>\$1,312,038</b>	<b>1.97%</b>

## SHAWNEE COMMUNITY COLLEGE

For the Month of July 2021  
Approval of Bills

<u>FUND</u>	<u>EXPENDITURES</u>
Education Fund	\$877,092.72
Building Fund	47,295.87
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	79,149.18
Restricted Purposes Fund (Grants)	104,267.82
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	189,218.54
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,029.32
Audit Fund	3,000.00
Liab. Prot. Settlement Fund (TORT)	<u>33,988.76</u>
GRAND TOTAL	<u><u>\$ 1,336,042.21</u></u>

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

[Return to Agenda](#)



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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97364	7/15/2021	Carver, Justin R.	522.16
97365	7/15/2021	Christie, Roberta L.	2,187.09
97366	7/15/2021	Faulkner, Christina L.	1,318.66
97367	7/15/2021	Seyer, Jonathan	518.04
97368	7/15/2021	Stark, Karen L.	1,450.35
97369	7/15/2021	Vincent, Connie M.	747.43
97370	7/15/2021	Zellers, Portia	823.94
97371	7/15/2021	Edwards, Jessica E.	794.14
97372	7/15/2021	Hansen, Caroline K.	355.49
97373	7/15/2021	Ness, Makenzie L.	115.85
97374	7/15/2021	Reichert, Joellen	948.63
97375	7/15/2021	Reichert, Kendall F.	464.38
97376	7/15/2021	Sabo, Tierney R.	1,491.38
97377	7/15/2021	Starling, Randy D.	675.74
97378	7/15/2021	Vincent, Connie M.	102.27
97379	7/30/2021	Carver, Justin R.	522.16
97380	7/30/2021	Christie, Roberta L.	2,187.09
97381	7/30/2021	Faulkner, Christina L.	1,318.66
97382	7/30/2021	Seyer, Jonathan	518.04
97383	7/30/2021	Stark, Karen L.	1,450.35
97384	7/30/2021	Zellers, Portia	823.94
97385	7/30/2021	Edwards, Jessica E.	726.94
97386	7/30/2021	Goldsberry, Teri E.	120.05
97387	7/30/2021	Hannan, Amanda N.	157.32
97388	7/30/2021	Hansen, Caroline K.	358.10
97389	7/30/2021	Ness, Makenzie L.	75.80
97390	7/30/2021	Reichert, Joellen	932.88
97391	7/30/2021	Reichert, Kendall F.	477.05
97392	7/30/2021	Sabo, Tierney R.	1,457.45
97393	7/30/2021	Starling, Randy D.	566.18
97394	7/30/2021	McKeown, Jayson D.	959.34
75738	7/15/2021	Adkinson, Shelby E.	1,719.85
75739	7/15/2021	Armstrong, Lori A.	4,824.59
75740	7/15/2021	Ashby, Malinda J.	1,506.08
75741	7/15/2021	Askew, Jipaum S.	2,114.79
75742	7/15/2021	Banks, Sabrina D.	1,375.18
75743	7/15/2021	Basler, Joella	2,238.35
75744	7/15/2021	Betts, Robert G.	2,278.53
75745	7/15/2021	Betts, Teale M.	1,749.85
75746	7/15/2021	Black, David E.	3,976.32
75747	7/15/2021	Black, Sabrina L.	1,185.05

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75748	7/15/2021	Boyd, Danielle N.	1,536.50
75749	7/15/2021	Bradley, Craig	3,858.48
75750	7/15/2021	Brahler, Monica J.	2,504.59
75751	7/15/2021	Britton, Jenna B.	776.03
75752	7/15/2021	Brown, Brenda R.	3,182.47
75753	7/15/2021	Brown, Donna R.	1,201.67
75754	7/15/2021	Capps, Tamara K.	2,290.14
75755	7/15/2021	Chambers, Lynne M.	497.21
75756	7/15/2021	Chamness, Virginia S.	1,025.98
75757	7/15/2021	Clark, Christopher A.	2,939.53
75758	7/15/2021	Clark, Lora L.	1,265.97
75759	7/15/2021	Copeland, Vyta N.	497.21
75760	7/15/2021	Cornelious-Weldon, Leslie A.	1,647.35
75761	7/15/2021	Crowe, Beth A.	1,625.34
75762	7/15/2021	Davis, Carrie B.	932.99
75763	7/15/2021	Davis, Evelyn D.	862.79
75764	7/15/2021	Dillow, Rhonda L.	1,971.00
75765	7/15/2021	Dollins, Judith A.	3,264.54
75766	7/15/2021	Drury, Connie F.	2,545.70
75767	7/15/2021	Dudley, Tina M.	946.41
75768	7/15/2021	Dunlap, Stephanie M.	964.24
75769	7/15/2021	Fehrenbacher, Dwayne J.	2,199.66
75770	7/15/2021	Fontana, Sandy L.	2,550.12
75771	7/15/2021	Forthman, Emily B.	2,012.19
75772	7/15/2021	Frizzell, Timothy A.	4,151.77
75773	7/15/2021	Gerard, Anthony S.	2,701.66
75774	7/15/2021	Goforth, Charles B.	1,434.66
75775	7/15/2021	Gordon, Beatrice	864.23
75776	7/15/2021	Hamilton-Smith, Jacqueline	1,056.49
75777	7/15/2021	Harner, Ginger R.	2,289.19
75778	7/15/2021	Harris, Wendy D.	2,065.40
75779	7/15/2021	Herren, Jennifer K.	1,206.33
75780	7/15/2021	Hickam, Jamie L.	1,244.55
75781	7/15/2021	Hill, Tanya S.	1,702.57
75782	7/15/2021	Hines, Lorena M.	3,476.93
75783	7/15/2021	Holland, Micah C.	729.33
75784	7/15/2021	Howard, Eric	1,590.17
75785	7/15/2021	Ingram, Caleb W.	748.03
75786	7/15/2021	Jennings, Kelly D.	1,921.89
75787	7/15/2021	Jerrell, Ricky L.	1,180.25
75788	7/15/2021	Johnson, Lindsay B.	1,598.58

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75789	7/15/2021	King, Erin R.	1,583.55
75790	7/15/2021	Koch, Donald N.	2,345.05
75791	7/15/2021	Kohler, Gilbert B.	477.24
75792	7/15/2021	Lingle, Randy W.	1,950.16
75793	7/15/2021	Lucas, Robert	1,936.13
75794	7/15/2021	Malone, Sherrie D.	2,692.97
75795	7/15/2021	Mason, Gregory K.	2,335.33
75796	7/15/2021	McGinnis, Connie R.	2,208.21
75797	7/15/2021	McGoy, Jeffery L.	493.07
75798	7/15/2021	McGoy, Karen M.	1,853.95
75799	7/15/2021	McNally, Michael	3,075.53
75800	7/15/2021	Meyer, Lisa F.	1,357.63
75801	7/15/2021	Meyers, Kaylyn L.	1,034.69
75802	7/15/2021	Meyers, Tiffany A.	912.95
75803	7/15/2021	Morris, Joseph A.	2,412.17
75804	7/15/2021	Nicolaides, Ian A.	3,836.10
75805	7/15/2021	Nodeen, Marsha K.	927.51
75806	7/15/2021	Owens, Peter	485.26
75807	7/15/2021	Pearman, Allen W.	511.61
75808	7/15/2021	Pender, Derek S.	1,684.77
75809	7/15/2021	Poat, Erica R.	974.44
75810	7/15/2021	Price, Lisa L.	3,050.45
75811	7/15/2021	Reach, Mindy J.	1,340.76
75812	7/15/2021	Ribbing, Sheryl L.	3,418.55
75813	7/15/2021	Rouse, Felicia	1,405.31
75814	7/15/2021	Salazar, Becky	515.73
75815	7/15/2021	Sander, Phyllis J.	3,064.74
75816	7/15/2021	Sauerbrunn, Kayla R.	3,191.14
75817	7/15/2021	Severs, Virginia L.	1,162.30
75818	7/15/2021	Shallenberger, Elizabeth	2,151.41
75819	7/15/2021	Sheffer, Amy L.	3,747.21
75820	7/15/2021	Sheffer, Susan R.	477.24
75821	7/15/2021	Shelby, Kristin N.	2,444.19
75822	7/15/2021	Sheppard, Gregory S.	1,703.00
75823	7/15/2021	Simpson, Stacy J.	1,452.55
75824	7/15/2021	Smith, Kyle S.	597.19
75825	7/15/2021	Smith, Mary E.	871.04
75826	7/15/2021	Smith, Wanda R.	2,458.93
75827	7/15/2021	Smith-Fulia, Jesse R.	1,958.75
75828	7/15/2021	Sparks, John R.	1,948.38
75829	7/15/2021	Steinmetz, Rebecca L.	1,233.08

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75830	7/15/2021	Stoup, William R.	1,840.26
75831	7/15/2021	Suggs, Amber	1,690.19
75832	7/15/2021	Taylor, Timothy	5,112.78
75833	7/15/2021	Teske, April Y.	2,311.84
75834	7/15/2021	Thompson, Chevis L.	1,246.13
75835	7/15/2021	Thornsberry, Ryan J.	1,913.38
75836	7/15/2021	Thornsberry, Sarah E.	949.01
75837	7/15/2021	Trowbridge, Mande M.	874.45
75838	7/15/2021	Van Meter, Jonathan L.	1,521.28
75839	7/15/2021	VanAlstine, Lee F.	1,817.63
75840	7/15/2021	Vaughn-Doom, Anna	1,821.38
75841	7/15/2021	Vellera, Christopher A.	2,189.19
75842	7/15/2021	Vines, Deborah	979.24
75843	7/15/2021	Walton, James L.	1,652.97
75844	7/15/2021	Whitnel, Brett P.	1,504.67
75845	7/15/2021	Williams, Michelle L.	877.69
75846	7/15/2021	Woods, Brandy S.	3,290.76
75847	7/15/2021	Woolridge, Robert E.	2,694.09
75848	7/15/2021	Wright, Christina D.	1,545.73
75849	7/15/2021	Ballard, Melanie T.	429.80
75850	7/15/2021	Burgess, Michael	1,130.48
75851	7/15/2021	Crites, Marilyn M.	835.22
75852	7/15/2021	Davis, Carrie B.	1,190.88
75853	7/15/2021	Devenny, Marianne	666.67
75854	7/15/2021	Earl, Mary E.	417.72
75855	7/15/2021	Farris, Dale A.	698.67
75856	7/15/2021	Fisher, Stephanie J.	570.76
75857	7/15/2021	Hannan, Rachel A.	652.16
75858	7/15/2021	Harris, Julian M.	222.28
75859	7/15/2021	Hefner, Cynthia L.	464.38
75860	7/15/2021	Hefner, Monte K.	1,213.18
75861	7/15/2021	Herre, Brian C.	621.80
75862	7/15/2021	Honn, Gene A.	1,773.93
75863	7/15/2021	Johnson, Harold C.	382.56
75864	7/15/2021	Kern, Gracen E.	162.55
75865	7/15/2021	Kineman, Daniel L.	715.35
75866	7/15/2021	Korte, Rhea C.	313.66
75867	7/15/2021	Lewis, Jan F.	1,149.10
75868	7/15/2021	Matthews, Brittany R.	639.72
75869	7/15/2021	McClellan, Heaven M.	361.55
75870	7/15/2021	McNichols, Randy J.	631.76

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75871	7/15/2021	Miller, John P.	398.82
75872	7/15/2021	Moallankamp, Brent A.	183.53
75873	7/15/2021	Riley, Nicholas A.	482.26
75874	7/15/2021	Smith, Kyle S.	518.30
75875	7/15/2021	Smith, Sherie S.	88.92
75876	7/15/2021	Stecher, Beverly A.	491.54
75877	7/15/2021	Thompson, Chevis L.	1,012.09
75878	7/15/2021	Woods, Aaron C.	394.72
75879	7/15/2021	Yewell, Sonia M.	1,171.16
75880	7/30/2021	Adams, Jane E.	262.20
75881	7/30/2021	Adkinson, Shelby E.	1,719.85
75882	7/30/2021	Armstrong, Lori A.	3,841.64
75883	7/30/2021	Ashby, Malinda J.	1,506.08
75884	7/30/2021	Askew, Jipaum S.	2,114.79
75885	7/30/2021	Banks, Sabrina D.	1,375.18
75886	7/30/2021	Basler, Joella	2,238.35
75887	7/30/2021	Betts, Robert G.	2,278.53
75888	7/30/2021	Betts, Teale M.	1,749.85
75889	7/30/2021	Black, David E.	4,050.78
75890	7/30/2021	Black, Sabrina L.	1,185.05
75891	7/30/2021	Boyd, Danielle N.	1,536.50
75892	7/30/2021	Bradley, Craig	3,858.48
75893	7/30/2021	Brahler, Monica J.	2,504.59
75894	7/30/2021	Britton, Jenna B.	776.03
75895	7/30/2021	Brown, Brenda R.	3,182.47
75896	7/30/2021	Brown, Donna R.	1,201.67
75897	7/30/2021	Capps, Tamara K.	2,290.14
75898	7/30/2021	Chambers, Lynne M.	497.21
75899	7/30/2021	Chamness, Virginia S.	1,025.98
75900	7/30/2021	Clark, Christopher A.	2,939.53
75901	7/30/2021	Clark, Lora L.	1,265.97
75902	7/30/2021	Copeland, Vyta N.	497.21
75903	7/30/2021	Cornelious-Weldon, Leslie A.	1,647.35
75904	7/30/2021	Crowe, Beth A.	1,625.34
75905	7/30/2021	Davis, Carrie B.	1,405.05
75906	7/30/2021	Davis, Evelyn D.	862.79
75907	7/30/2021	Dillow, Rhonda L.	1,971.00
75908	7/30/2021	Dollins, Judith A.	3,264.54
75909	7/30/2021	Drury, Connie F.	5,509.33
75910	7/30/2021	Dudley, Tina M.	946.41
75911	7/30/2021	Dunlap, Stephanie M.	964.24

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75912	7/30/2021	Fehrenbacher, Dwayne J.	2,199.66
75913	7/30/2021	Fontana, Sandy L.	2,550.12
75914	7/30/2021	Forthman, Emily B.	2,012.19
75915	7/30/2021	Frizzell, Timothy A.	4,151.77
75916	7/30/2021	Gerard, Anthony S.	2,701.66
75917	7/30/2021	Goforth, Charles B.	1,434.66
75918	7/30/2021	Gordon, Beatrice	864.23
75919	7/30/2021	Hamilton-Smith, Jacqueline	1,056.49
75920	7/30/2021	Harner, Ginger R.	2,289.19
75921	7/30/2021	Harris, Wendy D.	2,456.94
75922	7/30/2021	Herren, Jennifer K.	1,206.33
75923	7/30/2021	Hickam, Jamie L.	3,441.25
75924	7/30/2021	Hill, Tanya S.	1,702.57
75925	7/30/2021	Hines, Lorena M.	3,623.52
75926	7/30/2021	Holland, Micah C.	729.33
75927	7/30/2021	Howard, Eric	1,590.17
75928	7/30/2021	Ingram, Caleb W.	748.03
75929	7/30/2021	Jennings, Kelly D.	1,921.89
75930	7/30/2021	Jerrell, Ricky L.	1,180.25
75931	7/30/2021	Johnson, Lindsay B.	1,598.58
75932	7/30/2021	King, Erin R.	1,583.55
75933	7/30/2021	Koch, Donald N.	2,345.05
75934	7/30/2021	Kohler, Gilbert B.	477.24
75935	7/30/2021	Lingle, Randy W.	1,950.16
75936	7/30/2021	Lucas, Robert	1,936.13
75937	7/30/2021	Malone, Sherrie D.	2,692.97
75938	7/30/2021	Mason, Gregory K.	2,335.33
75939	7/30/2021	McGinnis, Connie R.	2,208.21
75940	7/30/2021	McGoy, Jeffery L.	493.07
75941	7/30/2021	McGoy, Karen M.	1,853.95
75942	7/30/2021	McNally, Michael	3,075.53
75943	7/30/2021	Meyer, Lisa F.	1,357.63
75944	7/30/2021	Meyers, Kaylyn L.	1,034.69
75945	7/30/2021	Meyers, Tiffany A.	912.95
75946	7/30/2021	Morris, Joseph A.	2,412.17
75947	7/30/2021	Nicolaides, Ian A.	3,836.10
75948	7/30/2021	Nodeen, Marsha K.	927.51
75949	7/30/2021	Owens, Peter	485.26
75950	7/30/2021	Pearman, Allen W.	511.61
75951	7/30/2021	Pender, Derek S.	1,684.77
75952	7/30/2021	Poat, Erica R.	974.44

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75953	7/30/2021	Price, Lisa L.	3,050.45
75954	7/30/2021	Reach, Mindy J.	1,340.76
75955	7/30/2021	Ribbing, Sheryl L.	3,418.55
75956	7/30/2021	Rouse, Felicia	1,405.31
75957	7/30/2021	Salazar, Becky	515.73
75958	7/30/2021	Sander, Phyllis J.	3,195.25
75959	7/30/2021	Sauerbrunn, Kayla R.	3,191.14
75960	7/30/2021	Severs, Virginia L.	1,162.30
75961	7/30/2021	Shallenberger, Elizabeth	2,151.41
75962	7/30/2021	Sheffer, Amy L.	3,747.21
75963	7/30/2021	Sheffer, Susan R.	477.24
75964	7/30/2021	Shelby, Kristin N.	2,444.19
75965	7/30/2021	Sheppard, Gregory S.	1,703.00
75966	7/30/2021	Simpson, Stacy J.	1,452.55
75967	7/30/2021	Smith, Kyle S.	1,607.78
75968	7/30/2021	Smith, Wanda R.	2,458.93
75969	7/30/2021	Smith-Fulia, Jesse R.	1,958.75
75970	7/30/2021	Sparks, John R.	1,948.38
75971	7/30/2021	Steinmetz, Rebecca L.	1,233.08
75972	7/30/2021	Stoup, William R.	1,840.26
75973	7/30/2021	Suggs, Amber	1,690.19
75974	7/30/2021	Taylor, Timothy	5,112.78
75975	7/30/2021	Teske, April Y.	2,311.84
75976	7/30/2021	Thompson, Chevis L.	1,246.13
75977	7/30/2021	Thornberry, Ryan J.	1,913.38
75978	7/30/2021	Thornberry, Sarah E.	949.01
75979	7/30/2021	Trowbridge, Mande M.	869.69
75980	7/30/2021	Van Meter, Jonathan L.	1,521.28
75981	7/30/2021	VanAlstine, Lee F.	1,892.09
75982	7/30/2021	Vaughn-Doom, Anna	4,618.25
75983	7/30/2021	Vellella, Christopher A.	2,189.19
75984	7/30/2021	Vines, Deborah	979.24
75985	7/30/2021	Walton, James L.	1,652.97
75986	7/30/2021	Whitnel, Brett P.	1,504.67
75987	7/30/2021	Williams, Michelle L.	877.69
75988	7/30/2021	Woods, Brandy S.	3,290.76
75989	7/30/2021	Woolridge, Robert E.	2,694.09
75990	7/30/2021	Wright, Christina D.	1,545.73
75991	7/30/2021	Ballard, Cymone S.	123.83
75992	7/30/2021	Ballard, Melanie T.	487.85
75993	7/30/2021	Burgess, Michael	1,032.72

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
75994	7/30/2021	Crites, Marilyn M.	729.93
75995	7/30/2021	Davis, Carrie B.	353.96
75996	7/30/2021	Devenny, Marianne	1,238.49
75997	7/30/2021	Earll, Mary E.	313.65
75998	7/30/2021	Farris, Dale A.	775.30
75999	7/30/2021	Fisher, Stephanie J.	629.27
76000	7/30/2021	Hannan, Rachel A.	593.65
76001	7/30/2021	Harris, Julian M.	273.62
76002	7/30/2021	Hefner, Cynthia L.	464.38
76003	7/30/2021	Hefner, Monte K.	1,112.96
76004	7/30/2021	Herre, Brian C.	952.17
76005	7/30/2021	Honn, Gene A.	946.33
76006	7/30/2021	Kern, Gracen E.	610.74
76007	7/30/2021	Kineman, Daniel L.	704.51
76008	7/30/2021	Korte, Rhea C.	116.09
76009	7/30/2021	Lewis, Jan F.	1,051.28
76010	7/30/2021	Matthews, Brittany R.	616.93
76011	7/30/2021	McClellan, Heaven M.	618.49
76012	7/30/2021	McNichols, Randy J.	883.32
76013	7/30/2021	Miller, John P.	398.82
76014	7/30/2021	Moallankamp, Brent A.	144.21
76015	7/30/2021	Riley, Nicholas A.	419.56
76016	7/30/2021	Smith, Kyle S.	710.56
76017	7/30/2021	Smith, Sherie S.	622.50
76018	7/30/2021	Sommer, Gary H.	121.04
76019	7/30/2021	Stecher, Beverly A.	508.33
76020	7/30/2021	Thompson, Chevis L.	989.75
76021	7/30/2021	Woods, Aaron C.	386.98
76022	7/30/2021	Yewell, Sonia M.	1,070.94
		Total	<u>\$ 484,098.78</u>



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FOR PERIOD STARTING: 07/01/2021 - PERIOD ENDING: 07/31/2021

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0025984	07/07/21	Outstanding	0350554	SCC Bookstore	349.29	
0025985	07/07/21	Outstanding	0350809	Illinois TRIO	300.00	
0026127	07/08/21	Outstanding	0354827	Airgas	179.97	
0026128	07/08/21	Outstanding	0300013	Ameren Illinois	70.32	
0026129	07/08/21	Outstanding	0112982	Lori A. Armstrong	53.04	
0026130	07/08/21	Outstanding	0265472	Jipaum S. Askew	87.25	
0026131	07/08/21	Outstanding	0350597	BIO Corporation	939.14	
0026132	07/08/21	Outstanding	0149490	Sabrina Black	50.00	
0026133	07/08/21	Outstanding	0119084	Craig Bradley	64.00	
0026134	07/08/21	Outstanding	0300064	BSN Sports	1,535.00	
0026135	07/08/21	Outstanding	0300068	Bushue Human Resources, Inc.	70.00	
0026136	07/08/21	Outstanding	0300096	Cengage Learning	1,619.87	
0026137	07/08/21	Outstanding	0352796	Jay Chuppe	1,200.00	
0026138	07/08/21	Outstanding	0300236	City of Metropolis	3,775.41	
0026139	07/08/21	Outstanding	0300116	Compansol	1,590.00	
0026140	07/08/21	Outstanding	0300117	Computer Discount Warehouse Go	238.10	
0026141	07/08/21	Outstanding	0300117	Computer Discount Warehouse Go	771.81	
0026142	07/08/21	Outstanding	0300117	Computer Discount Warehouse Go	5,753.76	
0026143	07/08/21	Outstanding	0300117	Computer Discount Warehouse Go	474.02	
0026144	07/08/21	Outstanding	0300117	Computer Discount Warehouse Go	469.00	
0026145	07/08/21	Outstanding	0300117	Computer Discount Warehouse Go	254.76	
0026146	07/08/21	Outstanding	0120594	Leslie A. Cornelious-Weldon	39.95	
0026147	07/08/21	Outstanding	0300153	Dish Network	168.06	
0026148	07/08/21	Outstanding	0300170	Fort Massac Water District	1,167.32	
0026149	07/08/21	Outstanding	0350472	Frontier	67.32	
0026150	07/08/21	Outstanding	0300191	Higher Learning Commission	5,614.00	
0026151	07/08/21	Outstanding	0300192	Hitterman's Merchandise Mart	9.58	
0026152	07/08/21	Outstanding	0300065	The Home Depot Pro	3,190.73	
0026153	07/08/21	Outstanding	0351002	iSolved Benefit Servies	15.00	
0026154	07/08/21	Outstanding	0352812	JE Boyd Consulting	10,912.50	
0026155	07/08/21	Outstanding	0161368	Lake Land College	144.62	
0026156	07/08/21	Outstanding	0300232	Martin & Hood	3,000.00	
0026157	07/08/21	Outstanding	0350479	MBS Textbook Exchange Inc	999.00	
0026158	07/08/21	Outstanding	0350480	McGraw-Hill Global Education	1,800.00	
0026159	07/08/21	Outstanding	0300253	NAPA Auto Tire & Parts	28.11	
0026160	07/08/21	Outstanding	0272184	NENA-CID	255.00	
0026161	07/08/21	Outstanding	0300264	Office Depot	26.33	
0026162	07/08/21	Outstanding	0300146	Pick Up Mart	831.53	
0026163	07/08/21	Outstanding	0300133	Quill	267.46	
0026164	07/08/21	Outstanding	0191086	Mindy J. Reach	94.21	
0026165	07/08/21	Outstanding	0300113	Regions Bank	1,112.07	
0026166	07/08/21	Outstanding	0300113	Regions Bank	8,918.25	

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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
0026167	07/08/21	Outstanding	0300113	Regions Bank	47.00	
0026168	07/08/21	Outstanding	0300107	Reserve Account	4,000.00	
0026169	07/08/21	Outstanding	0144844	Kayla R. Sauerbrunn	246.40	
0026170	07/08/21	Outstanding	0350553	SCC Auxiliary Enterprise Impre	300.00	
0026171	07/08/21	Outstanding	0350554	SCC Bookstore	7.92	
0026172	07/08/21	Outstanding	0350554	SCC Bookstore	183.13	
0026173	07/08/21	Outstanding	0350554	SCC Bookstore	956.96	
0026174	07/08/21	Outstanding	0300097	Scheffer Financial Services	8.50	
0026175	07/08/21	Outstanding	0109466	Galen B. Shelton	46.50	
0026176	07/08/21	Outstanding	0196958	Southern 14 Workforce Investme	120.75	
0026177	07/08/21	Outstanding	0300076	Southern Illinois Electric Co	31,590.28	
0026178	07/08/21	Outstanding	0082604	John R. Sparks	732.82	
0026179	07/08/21	Outstanding	0354820	Carole J. Starling	220.00	
0026180	07/08/21	Outstanding	0300062	T & I Office Equipment	1,149.87	
0026181	07/08/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0026182	07/08/21	Outstanding	0300050	UPS	855.52	
0026183	07/08/21	Outstanding	0168816	James L. Walton	82.88	
0026184	07/08/21	Outstanding	0300018	Xerox Corporation	452.16	
0026185	07/08/21	Outstanding	0350973	Xerox Financial Services LLC	0.08	
0026196	07/08/21	Outstanding	0300141	Pocket Nurse	1,355.99	
0026197	07/08/21	Outstanding	0300062	T & I Office Equipment	1,049.00	
0026198	07/12/21	Void	0168816	James L. Walton		1,086.00
0026199	07/12/21	Outstanding	0168816	James L. Walton	336.00	
0026200	07/12/21	Outstanding	0168816	James L. Walton	200.00	
0026201	07/12/21	Outstanding	0168816	James L. Walton	550.00	
0026202	07/12/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0026203	07/12/21	Outstanding	0350452	American Century Investments	245.08	
0026204	07/12/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0026205	07/12/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,747.80	
0026206	07/12/21	Outstanding	0300121	Continental American Insurance	36.41	
0026207	07/12/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,136.84	
0026208	07/12/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	37,930.65	
0026209	07/12/21	Outstanding	0300160	EMC National Life Company	13.63	
0026210	07/12/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0026211	07/12/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,862.97	
0026212	07/12/21	Outstanding	0350459	Kentucky State Treasurer	1,136.02	
0026213	07/12/21	Outstanding	0351562	Saints Foundation	115.00	
0026214	07/12/21	Outstanding	0300072	State Universities Retirement	27,697.32	
0026215	07/12/21	Outstanding	0300052	Sun Life Financial	934.01	
0026216	07/12/21	Outstanding	0300052	Sun Life Financial	211.80	
0026217	07/12/21	Outstanding	0300052	Sun Life Financial	354.64	
0026218	07/12/21	Outstanding	0300052	Sun Life Financial	218.70	

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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
0026219	07/12/21	Outstanding	0300052	Sun Life Financial	119.47	
0026220	07/12/21	Outstanding	0300052	Sun Life Financial	595.27	
0026221	07/12/21	Outstanding	0300046	VALIC	25.00	
0026222	07/12/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0026224	07/14/21	Outstanding	0354395	Kool Snacks, Llc	50.16	
0026225	07/14/21	Outstanding	0350908	ACI Payments, Inc.	689.93	
0026226	07/14/21	Outstanding	0350630	Alliance Screening & Occupatio	115.00	
0026227	07/14/21	Outstanding	0350792	B&H Photo	19.42	
0026228	07/14/21	Outstanding	0300210	Mr. Rodney Brugger	905.00	
0026229	07/14/21	Outstanding	0300068	Bushue Human Resources, Inc.	4,760.00	
0026230	07/14/21	Outstanding	0011624	Cairo Public Utilities	1,994.07	
0026231	07/14/21	Outstanding	0300212	ILCARRICOTHREE, LLC	5,330.00	
0026232	07/14/21	Outstanding	0351666	Cellco Partnership	8,618.54	
0026233	07/14/21	Outstanding	0011896	Lynne M. Chambers	1,000.00	
0026234	07/14/21	Outstanding	0300104	City of Anna	214.94	
0026235	07/14/21	Outstanding	0300117	Computer Discount Warehouse Go	4,145.04	
0026236	07/14/21	Outstanding	0300117	Computer Discount Warehouse Go	212.68	
0026237	07/14/21	Outstanding	0300117	Computer Discount Warehouse Go	63.78	
0026238	07/14/21	Outstanding	0300117	Computer Discount Warehouse Go	2,283.23	
0026239	07/14/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	672.75	
0026240	07/14/21	Outstanding	0300206	Mr. Dana Cross	275.00	
0026241	07/14/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	38,661.88	
0026242	07/14/21	Outstanding	0300156	Egypt Trophy Company	105.00	
0026243	07/14/21	Outstanding	0351330	Farouk Systems Inc.	436.61	
0026244	07/14/21	Outstanding	0350472	Frontier	1,094.53	
0026245	07/14/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	1,924.91	
0026246	07/14/21	Outstanding	0177952	Ginger R. Harner	187.04	
0026247	07/14/21	Outstanding	0177952	Ginger R. Harner	108.64	
0026248	07/14/21	Outstanding	0177952	Ginger R. Harner	322.56	
0026249	07/14/21	Outstanding	0177952	Ginger R. Harner	105.28	
0026250	07/14/21	Outstanding	0300186	Healthcare Providers Service O	3,804.00	
0026251	07/14/21	Outstanding	0353272	High School Esports League, In	1,500.00	
0026252	07/14/21	Outstanding	0300192	Hitterman's Merchandise Mart	11.78	
0026253	07/14/21	Outstanding	0300195	Howard D Happy Company	158.37	
0026254	07/14/21	Outstanding	0351070	Illinois American Water	218.88	
0026255	07/14/21	Outstanding	0354854	Jfy Consulting, Inc	250.00	
0026256	07/14/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,850.00	
0026257	07/14/21	Outstanding	0354855	Johnston City Community School	635.71	
0026258	07/14/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0026259	07/14/21	Outstanding	0350497	Lowe's	327.43	
0026260	07/14/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0026261	07/14/21	Outstanding	0353533	Phillip McAbee	1,000.00	

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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
0026262	07/14/21	Outstanding	0350780	Metropolis Rotary Club	790.50	
0026263	07/14/21	Outstanding	0300146	Pick Up Mart	994.80	
0026264	07/14/21	Outstanding	0300141	Pocket Nurse	915.88	
0026265	07/14/21	Outstanding	0350574	Procelebrity	2,048.62	
0026266	07/14/21	Outstanding	0300113	Regions Bank	4,063.38	
0026267	07/14/21	Outstanding	0300108	Republic Services	771.60	
0026268	07/14/21	Outstanding	0350690	Shawnee Stone, LLC	278.56	
0026269	07/14/21	Outstanding	0300087	SI Seed & Supply LLC	18.98	
0026270	07/14/21	Outstanding	0300086	Silkworm Screenprint Inc.	1,617.75	
0026271	07/14/21	Outstanding	0157070	Stacy J. Simpson	57.63	
0026272	07/14/21	Outstanding	0228416	Sommer Lawn Care	2,052.00	
0026273	07/14/21	Outstanding	0300078	Southern FS Inc.	346.08	
0026274	07/14/21	Outstanding	0352913	Southern Illinois Piping Contr	1,097.00	
0026275	07/14/21	Outstanding	0353621	St. Moritz Security Services,	8,104.03	
0026276	07/14/21	Outstanding	0280214	Kara L. Story	75.00	
0026277	07/14/21	Outstanding	0300062	T & I Office Equipment	2,999.99	
0026278	07/14/21	Outstanding	0300062	T & I Office Equipment	712.96	
0026279	07/14/21	Outstanding	0300062	T & I Office Equipment	2,999.99	
0026280	07/14/21	Outstanding	0300062	T & I Office Equipment	468.00	
0026281	07/14/21	Outstanding	0300062	T & I Office Equipment	449.00	
0026282	07/14/21	Outstanding	0240364	Titan Industrial Chemicals, LL	432.00	
0026283	07/14/21	Outstanding	0166056	David A. Voigt	1,160.00	
0026284	07/14/21	Outstanding	0168816	James L. Walton	200.00	
0026285	07/14/21	Outstanding	0354385	Winsupply Paducah Ky Co. Inc	15,085.00	
0026286	07/14/21	Outstanding	0300018	Xerox Corporation	38.12	
0026287	07/15/21	Outstanding	0300072	State Universities Retirement	3,230.27	
0026289	07/22/21	Outstanding	0350529	4IMPRINT, Inc.	1,306.48	
0026290	07/22/21	Outstanding	0351035	Advanced Digital Solutions	30.80	
0026291	07/22/21	Outstanding	0354827	Airgas	6,269.97	
0026292	07/22/21	Outstanding	0300064	BSN Sports	1,717.50	
0026293	07/22/21	Outstanding	0351666	Cellco Partnership	1,750.50	
0026294	07/22/21	Outstanding	0350502	Cheekos	602.75	
0026295	07/22/21	Outstanding	0300117	Computer Discount Warehouse Go	426.87	
0026296	07/22/21	Outstanding	0300117	Computer Discount Warehouse Go	486.26	
0026297	07/22/21	Outstanding	0300117	Computer Discount Warehouse Go	151.62	
0026298	07/22/21	Outstanding	0300117	Computer Discount Warehouse Go	175.78	
0026299	07/22/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	221.25	
0026300	07/22/21	Outstanding	0140324	Beth A. Crowe	37.99	
0026301	07/22/21	Outstanding	0300147	Demco Educational Corp.	192.93	
0026302	07/22/21	Outstanding	0300158	Ellucian, Inc.	1,000.00	
0026303	07/22/21	Outstanding	0300158	Ellucian, Inc.	4,500.00	
0026304	07/22/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	1,471.16	

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FOR PERIOD STARTING: 07/01/2021 - PERIOD ENDING: 07/31/2021

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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
0026305	07/22/21	Outstanding	0268670	April Goeke	150.00	
0026306	07/22/21	Outstanding	0300182	Grand Rivers Community Bank	6,000.00	
0026307	07/22/21	Outstanding	0300182	Grand Rivers Community Bank	2,500.00	
0026308	07/22/21	Outstanding	0300065	The Home Depot Pro	729.76	
0026309	07/22/21	Outstanding	0350950	ICCCSSO	100.00	
0026310	07/22/21	Void	0350537	Illinois Heartland Library Sys		972.59
0026311	07/22/21	Outstanding	0350619	Illinois Library Association	95.00	
0026312	07/22/21	Outstanding	0354893	Brooke May	301.25	
0026313	07/22/21	Outstanding	0300248	Metropolis Planet	70.00	
0026314	07/22/21	Outstanding	0300253	NAPA Auto Tire & Parts	83.08	
0026315	07/22/21	Outstanding	0300264	Office Depot	21.50	
0026316	07/22/21	Outstanding	0350763	Ogden Publications Inc.	37.00	
0026317	07/22/21	Outstanding	0351054	Orkin	85.00	
0026318	07/22/21	Outstanding	0300141	Pocket Nurse	457.56	
0026319	07/22/21	Outstanding	0300101	Rustys Home Center	9.99	
0026320	07/22/21	Outstanding	0351062	SIH Workcare	1,375.00	
0026321	07/22/21	Outstanding	0300261	Sparklight Business	160.36	
0026322	07/22/21	Outstanding	0139163	William R. Stoup	20.00	
0026323	07/22/21	Outstanding	0300062	T & I Office Equipment	499.99	
0026324	07/22/21	Outstanding	0350569	University of Illinois	2,031.00	
0026325	07/22/21	Outstanding	0351828	Waterway Ag Inc.	450.00	
0026326	07/22/21	Outstanding	0300018	Xerox Corporation	798.33	
0026327	07/22/21	Outstanding	0350973	Xerox Financial Services LLC	558.58	
0026329	07/26/21	Outstanding	0265472	Jipaum S. Askew	354.25	
0026330	07/26/21	Outstanding	0295075	Jeffery L. McGoy	500.00	
0026331	07/26/21	Outstanding	0168816	James L. Walton	250.00	
0026332	07/26/21	Outstanding	0168816	James L. Walton	800.00	
0026333	07/27/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0026334	07/27/21	Outstanding	0350452	American Century Investments	245.08	
0026335	07/27/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0026336	07/27/21	Outstanding	0167036	Bluecross Blueshield of Illino	38,032.54	
0026337	07/27/21	Outstanding	0300121	Continental American Insurance	36.41	
0026338	07/27/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,065.06	
0026339	07/27/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	39,385.14	
0026340	07/27/21	Outstanding	0300160	EMC National Life Company	13.63	
0026341	07/27/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0026342	07/27/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	13,106.57	
0026343	07/27/21	Outstanding	0350459	Kentucky State Treasurer	1,375.07	
0026344	07/27/21	Outstanding	0351562	Saints Foundation	115.00	
0026345	07/27/21	Outstanding	0300072	State Universities Retirement	28,596.97	
0026346	07/27/21	Outstanding	0300052	Sun Life Financial	976.33	
0026347	07/27/21	Outstanding	0300052	Sun Life Financial	211.80	

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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
0026348	07/27/21	Outstanding	0300052	Sun Life Financial	354.64	
0026349	07/27/21	Outstanding	0300052	Sun Life Financial	218.70	
0026350	07/27/21	Outstanding	0300052	Sun Life Financial	119.47	
0026351	07/27/21	Outstanding	0300052	Sun Life Financial	595.27	
0026352	07/27/21	Outstanding	0300046	VALIC	25.00	
0026353	07/27/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0026354	07/28/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	278.06	
0026355	07/28/21	Outstanding	0350459	Kentucky State Treasurer	54.40	
0026356	07/29/21	Outstanding	0300072	State Universities Retirement	2,891.75	
0026357	07/29/21	Outstanding	0300264	Office Depot	149.99	
0026358	07/29/21	Outstanding	0300109	Reppert's Office Supply	1,145.44	
0026363	07/29/21	Outstanding	0350529	4IMPRINT, Inc.	4,156.80	
0026364	07/29/21	Outstanding	0354506	Brand Makers LLC	287.05	
0026365	07/29/21	Outstanding	0354520	A&o Foods	161.00	
0026366	07/29/21	Outstanding	0157206	Shelby E. Adkinson	59.36	
0026367	07/29/21	Outstanding	0300013	Ameren Illinois	3,069.24	
0026368	07/29/21	Outstanding	0350593	American Technical Publishers	530.56	
0026369	07/29/21	Outstanding		Anna Rehabilitation & Nursing	1,250.00	
0026370	07/29/21	Outstanding	0300022	Art FX Signs & Graphics	72.00	
0026371	07/29/21	Outstanding	0300022	Art FX Signs & Graphics	69.00	
0026372	07/29/21	Outstanding	0300022	Art FX Signs & Graphics	52.50	
0026373	07/29/21	Outstanding	0300022	Art FX Signs & Graphics	85.00	
0026374	07/29/21	Outstanding	0300022	Art FX Signs & Graphics	88.50	
0026375	07/29/21	Outstanding	0164962	Mindy Ashby	35.40	
0026376	07/29/21	Outstanding	0265472	Jipaum S. Askew	105.83	
0026377	07/29/21	Outstanding	0300035	Baker & Taylor	60.72	
0026378	07/29/21	Outstanding	0354838	Barcharts Publishing, Inc	291.90	
0026379	07/29/21	Outstanding	0153884	Teale M. Betts	75.27	
0026380	07/29/21	Outstanding	0350533	Big Johns	121.40	
0026381	07/29/21	Outstanding	0119084	Craig Bradley	28.94	
0026382	07/29/21	Outstanding	0300064	BSN Sports	1,319.35	
0026383	07/29/21	Outstanding	0011624	Cairo Public Utilities	7.98	
0026384	07/29/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0026385	07/29/21	Outstanding	0351615	Capitol Fax Newsletter	500.00	
0026386	07/29/21	Outstanding	0300096	Cengage Learning	9,055.80	
0026387	07/29/21	Outstanding	0011896	Lynne M. Chambers	1,000.00	
0026388	07/29/21	Outstanding	0300110	Clearwave Communications	3,575.56	
0026389	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	6,129.33	
0026390	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	159.52	
0026391	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	1,747.41	
0026392	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	284.82	
0026393	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	3,619.98	

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August 25 2021  
01:50

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 07/01/2021 - PERIOD ENDING: 07/31/2021

7

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0026394	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	205.69	
0026395	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	3,858.04	
0026396	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	2,771.76	
0026397	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	28.00	
0026398	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	596.21	
0026399	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	3,257.97	
0026400	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	111.94	
0026401	07/29/21	Outstanding	0300117	Computer Discount Warehouse Go	178.00	
0026402	07/29/21	Outstanding	0300179	Goodheart-Willcox Publisher	518.63	
0026403	07/29/21	Outstanding	0058758	Jacqueline Hamilton-Smith	28.78	
0026404	07/29/21	Outstanding	0300192	Hitterman's Merchandise Mart	13.37	
0026405	07/29/21	Outstanding	0300065	The Home Depot Pro	180.22	
0026406	07/29/21	Outstanding	0350537	Illinois Heartland Library Sys	2,125.00	
0026407	07/29/21	Outstanding	0152380	Lindsay B. Johnson	45.92	
0026408	07/29/21	Outstanding	0350744	Kendall Hunt Publishing	3,841.60	
0026409	07/29/21	Outstanding	0300231	Liberty Utilities Midstates	111.61	
0026410	07/29/21	Outstanding	0300248	Metropolis Planet	41.00	
0026411	07/29/21	Outstanding	0300264	Office Depot	259.86	
0026412	07/29/21	Outstanding	0353286	Paymetric Now Worldpay	3,000.00	
0026413	07/29/21	Outstanding	0300151	Pearson Education	3,139.68	
0026414	07/29/21	Outstanding	0300141	Pocket Nurse	33.48	
0026415	07/29/21	Outstanding	0352753	Lisa L. Price	16.00	
0026416	07/29/21	Outstanding	0300133	Quill	383.41	
0026417	07/29/21	Outstanding	0300109	Reppert's Office Supply	1,729.80	
0026418	07/29/21	Outstanding	0300109	Reppert's Office Supply	3,338.80	
0026419	07/29/21	Outstanding	0300109	Reppert's Office Supply	3,491.70	
0026420	07/29/21	Outstanding	0300108	Republic Services	200.61	
0026421	07/29/21	Outstanding	0300101	Rustys Home Center	46.44	
0026422	07/29/21	Outstanding	0144844	Kayla R. Sauerbrunn	61.60	
0026423	07/29/21	Outstanding		Monica Schneider	50.00	
0026424	07/29/21	Outstanding		Heather Sexton	50.00	
0026425	07/29/21	Outstanding	0000001	Shawnee Community College	275.00	
0026426	07/29/21	Outstanding	0350741	SKC Communications Products	2,309.34	
0026427	07/29/21	Outstanding	0300078	Southern FS Inc.	1,070.40	
0026428	07/29/21	Outstanding	0353621	St. Moritz Security Services,	8,320.46	
0026429	07/29/21	Outstanding	0350498	Stericycle	47.21	
0026430	07/29/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0026431	07/29/21	Outstanding	0300050	UPS	147.30	
0026432	07/29/21	Outstanding	0321257	Vienna High School	3,500.00	
0026433	07/29/21	Outstanding	0166056	David A. Voigt	720.00	
0026434	07/29/21	Outstanding	0300020	Worldpoint ECC Inc.	375.84	
0026435	07/29/21	Outstanding	0300047	Yankee Book Peddler	74.16	

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August 25 2021  
01:50

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 07/01/2021 - PERIOD ENDING: 07/31/2021

8

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
					-----	-----
					621,594.28	2,058.59
					-----	-----
					621,594.28	2,058.59



SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

September 7, 2021

<u>Date</u>	<u>Vendor</u>	
6/30/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$1,500,000.00
	To make an inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds.	

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Chairman

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Secretary

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Date

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO RESTRICTED PURPOSES FUND

September 7, 2021

<u>Date</u>	<u>Vendor</u>	
7/28/21	Shawnee Community College Education Fund Ullin, IL 62992	\$1,500,000.00
	To repay inter fund loan outstanding originally made on 6/30/21 from the Education Fund to the Restricted Purposes Fund.	

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Chairman

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Secretary

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Date

**SHAWNEE COMMUNITY COLLEGE**

**ADDENDUM TO EDUCATION FUND**

September 7, 2021

<u>Date</u>	<u>Vendor</u>	
7/31/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$30,000.00

To make an inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds.

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Chairman

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Secretary

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Date

**SHAWNEE COMMUNITY COLLEGE**

**ADDENDUM TO WORKING CASH FUND**

September 7, 2021

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>
7/21/21	PMA Financial 2135 CityGate Lane, 7 <sup>th</sup> Floor Naperville, IL 60563	\$690,360.00

Reinvest Certificate of Deposits that matured into new Certificate of Deposits. See attached schedule of Certificate of Deposits.

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Chairman

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Secretary

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Date

**SHAWNEE COMMUNITY COLLEGE**  
**Investments in PMA Financial**  
**Certificate of Deposits**  
**July 31, 2021**

<u>Banking Institution</u>	<u>Holding ID</u>	<u>Cost</u>	<u>Purchased Date</u>	<u>Maturity Date</u>	<u>CD Rate</u>	<u>Fund Name</u>
First Bank of Ohio	289101-1	249,700.00	4/6/2021	4/6/2022	0.043%	Working Cash Fund
Western Alliance Bank	289100-1	249,700.00	4/6/2021	4/6/2022	0.106%	Working Cash Fund
Allegiance Bank Texas	289103-1	249,800.00	4/6/2021	4/6/2022	0.043%	Working Cash Fund
Royal Business Bank	289104-1	249,800.00	4/6/2021	4/6/2022	0.042%	Working Cash Fund
First Internet Bank of India	289105-1	249,800.00	4/6/2021	4/6/2022	0.042%	Working Cash Fund
CIBC Bank USA	289106-1	249,800.00	4/6/2021	4/6/2022	0.040%	Working Cash Fund
New Omni Bank N.A.	289107-1	249,900.00	4/6/2021	4/6/2022	0.040%	Working Cash Fund
CFG Bank	289102-1	249,700.00	4/6/2021	4/6/2022	0.043%	Working Cash Fund
Servisfirst Bank of Florida	290676-1	249,800.00	7/21/2021	7/21/2022	0.043%	Working Cash Fund
GBC Int'l Bank of California	290677-1	249,800.00	7/21/2021	7/21/2022	0.043%	Working Cash Fund
First National Bank	290678-1	\$ 190,400.00	7/21/2021	7/21/2022	0.043%	Working Cash Fund
		<u>\$ 2,688,200.00</u>				

\_\_\_\_\_  
Chairman

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Secretary

\_\_\_\_\_  
Date

Student Report

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## **Faculty Board Report September 2021**

Optimism amongst faculty has been central starting this semester. Instructors increasingly use Moodle announcements for the classes that they teach to help guide students and provide supplemental instructional resources in the event of an absence. Many faculty also continue to record lectures, when possible, as it is seldom predictable when and who might have to miss class due to quarantine.

Faculty continue to reiterate to students that even if they have to miss class due to documented illness/quarantine, that mechanisms can be put into place to keep them from falling behind. Paramount to these mechanisms are student-initiated communication with the instructor early on in order to allow for adequate planning. While COVID increasingly filters through the population the availability of vaccinations has offered much assurance to those who placed stock in that route of prevention. Face mask compliance has also been excellent at the institution.

Everyone certainly has differently levels of comfort and concern regarding infectious disease and at the same time given how each student approaches their education, the options for quality hybrid and online class offerings in concert with F2F sections continues to prove instrumental.

Curriculum developers have also increased the quality and variety of instructional materials. Most of these products enrichen the past curriculum, however, often do require the student to be more of an active participant. Faculty using these curriculum materials (Evolve, Connect, etc.) often demonstrate the features of each for students to become familiar.

Reading for directives and organization continue to be critical skills that when developed help the student be more proactive with their learning. As educators it is exciting to integrate newer learning technologies with the chalk board. Today's students have an incredible array of learning opportunities and faculty at SCC are keeping up with these modern times and willing to help students navigate the path.

Yours in Education,

Ian Nicolaides

Shawnee College Education Association, President

### **Math & Science Department**

Lori Armstrong attended the Summer Research Symposium at SIUC on July 30th. (Tehya Payne and Lauren Troutt) SI Bridges students who were recruited from SCC presented their research projects. Both are now working toward Bachelor's degrees at SIUC. We will be recruiting this fall for new SI Bridges students to start the program in Spring 2022.

Sheryl Ribbing and Jenna Ribbing finished reorganizing the Chemistry Laboratory, Biology Laboratory, and Science Storage Room.

### **BOT Department**

July 28, 2021 – Divisional Chairs Ruth Smith, Kayla Sauerbrunn, JoElla Basler, and Lori Armstrong participated in the Kick Off training for Simple Syllabus. There will be 25 hours of training provided for the in-house trainers. Faculty have agreed to attend Simple

Syllabus training on Thursday, November 11<sup>th</sup>, so that all syllabi for the Spring semester will be entered into the platform. This day of training will fulfill the contractual agreement for the second day of professional development for the 2021-2022 year. The Simple Syllabus platform will provide uniformity to the administrative content and template layout. Felicia Rouse, VPAA administrative assistant, also attended the training, and will attend the 25 hours of training.

August 3, 2021 -- Phyllis Sander, ACC/BUS/COM instructor, participated in training provided from *Security Today*, titled "8 Essential Elements for Increasing Cybersecurity Awareness on Your Campus." With October identified as National Cyber Security month, the SCC IT department personnel and Computer Systems & Security faculty/students are discussing the presentation of a Ted Talk to demonstrate what students can do to better protect their technology against hackers.

<https://staysafeonline.org/cybersecurity-awareness-month/theme/#:~:text=The%20National%20Cyber%20Security%20Alliance%20and%20the%20Cybersecurity,need%20to%20be%20safer%20and%20more%20secure%20online>

August 17, 2021 – Faculty in the BOT, Humanities/Social Sciences, and Math/Science divisions participated in a professional development presentation/discussion about effective feedback to students on their submitted coursework.

August 17, 2021 – Anna Davenport, Agriculture instructor, and Derek Pender, Automotive instructor, represented the faculty well during the corn hole competition. They achieved Second Place in the competition.

August 26, 2021 -- Phyllis Sander, ACC/BUS/COM instructor, completed training provided by Intuit to practice using the new features of QuickBooks Online in addition to the QuickBooks Online Accountant.



## President's Report

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## **Academic Affairs & Student Learning Report/Board of Trustees Report September 7, 2021**

### **Dean's Report**

Dr. Shelby has been working with HLC consultant, Marie Giacomelli, and the SCC Writing Team consisting of Dr. Tim Taylor, Jean Ellen Boyd, Dr. Ian Nicolaides, Dr. Ryan Thornsberry, Karen McGoy, and Felicia Rouse, to prepare the Shared Governance Focused Visit monitoring report to the Higher Learning Commission. The tentative due date for this monitoring report is September 20, 2021. The project has been a collaborative effort between faculty and staff consisting of several meetings during the summer semester. The draft is nearing completion and will be shared campus-wide before submission to HLC.

Dr. Shelby is also working with students regarding COVID-19 protocol when placed on quarantine or test positive. An email was sent to students on August 17, 2021 to remind them that masks were required indoors at all campus facilities, as well as expectations for daily temperature checks upon building entry and monitoring of symptoms before coming to campus.

### **Library/Technology**

Rachel Hannan, library assistant, continues to monitor the equipment (laptops, Jetpacks, graphing calculators, and webcams) that have been checked out by students and faculty/staff. We distributed 28 laptops and 26 Jetpacks to students for the summer semester.

For the month of July, we sent 116 items to other libraries for their patrons to use, and we received 9 items for our patrons to use from other libraries. Rachel also attended two webinars: *Increasing Transfer Student Persistence* and *GenStressed: Basic Needs Insecurity and Your Students*.

The weeding project continues, with books that were published before 1990 and have never circulated being pulled for deaccessioning. Books with broken spines, extensive damage, or pages falling out have been pulled based on condition. This will ensure students can find the more current, more relevant books and improves the quality of the collection overall. Christina attended a professional development webinar on 7/26 called Elevating Paraprofessional Voices for a More Inclusive Library. Old, outdated magazines that don't circulate are being removed to make room for a collection shift in order to make the library a more comfortable place for students to study, read, research, and relax. There was also an uptick of students utilizing the library chat feature to seek research, database, and citation help.

Russ and Daniel along with the help of IT and maintenance have all the new ITV classrooms installed and tested. Chris helped Russ deliver all the high school units.

### **Extension Centers Reports**

#### **Anna Center**

August is always a busy month at the Anna Center as we prepare for the fall semester. On August 3<sup>rd</sup> and 10<sup>th</sup>, CPR courses were taught to local business employees. The Regional Office of Education held a meeting with local educators on August 9<sup>th</sup>. On

August 12<sup>th</sup>, we hosted an Open House event for the Medical Assistant Program. Rural Health donated some equipment to our program and will be the site for the MA's clinical. We truly appreciate their partnership and look forward to seeing the program grow. The CEO program held its monthly board meeting in the conference room on August 17<sup>th</sup>. Airez and Shawnee Community College hosted a job fair on August 17<sup>th</sup> and 21<sup>st</sup> with a great turnout. Classes began on Wednesday, August 18<sup>th</sup>, and we were happy to see so many new and returning students back in our building.

### **Cairo Center**

We met with the Illinois Department of Human Services on July 28<sup>th</sup> to discuss the possibility of their organization launching a pilot program at our extension center to better serve Alexander county residents. Organizational leaders were very impressed with our center and services and would like to run a trial pilot beginning in September, by meeting one day a week at the center with clients that their organization serves.

Illinois Department of Commerce will host a meeting at the Cairo Center on Tuesday, August 24<sup>th</sup> at 3:30pm to promote the "Illinois Back to Business" program. This program has a total of \$250 million available for hard-hit industries and communities in Illinois that experienced losses as a result of the COVID-19 pandemic. The program will offer grants to businesses in the amount of \$5K-\$150K.

### **Metro Center**

Massac County High School will hold its CNA class at the Metro Center during the 2021 – 2022 academic year. The Metro Center hosted CPR for First Responders on Saturday, August 7<sup>th</sup> and August 14<sup>th</sup> from 8:00 am – 12:00 pm. The Metro Center also hosted an EMR class on Wednesday, August 18<sup>th</sup> from 6:00 pm – 9:30 pm. There was a food sanitation class held at the Metro Center on Saturday, August 28<sup>th</sup> from 8:00 am – 5:30 pm. Small business entrepreneur class was held on Tuesday, July 27<sup>th</sup>.

### **Vienna Center**

Vienna High School dual credit registration for seniors was August 18<sup>th</sup>. Goreville High School dual credit registration was August 19<sup>th</sup>. Vienna High School dual credit registration for juniors was August 23<sup>rd</sup>. Vienna Extension Center had four rooms updated for ITV classrooms. Thanks goes to Russ Stoup, Daniel Kineman, and VHS Maintenance staff. There was a COVID vaccination clinic held on August 19<sup>th</sup> for anyone to attend at Vienna High School new gym. Vienna High School and Goreville High School staff were delivered goodie bags in August to show our appreciation to them. Food Sanitation Class was held on September 18<sup>th</sup> at the Vienna Center.

### **Nursing**

The nursing faculty and staff have been very welcoming to new Director of Nursing Amanda Hannan, MSN, RN! They have had several meetings working towards completion of our self-study for ACEN accreditation as they prepare for a Spring 2022 Site visit date with a tentative date scheduled for February 2-4<sup>th</sup>, 2022.

The nursing department hired Hailey Merriman, BSN, RN to teach the Anna Center CNA program and also hired Courtney Jones, BSN, RN to serve as adjunct faculty for PN students attending Massac Memorial Hospital clinicals.

Our July nurse pinning was rescheduled for August 13<sup>th</sup>, 2021 at 6pm in the Ed Center for the new Associate Degree Nurse graduates. Dr. Taylor, Jean Ellen Boyd, Board

member Deborah Shelton-Yates, Mrs. Hannan and five of the nursing faculty and staff were present to honor those nurses.

Nursing welcomed a new 2021-2022 cohort of Associate Degree Nursing students on Friday, August 13<sup>th</sup> for an ADN Orientation. We have made major student schedule changes in the past week in an effort to place students for clinical experiences while dealing with vaccine mandates at our clinical sites. At the start of this semester, we have 50 ADN students and 37 PN students (including both full-time and part-time).

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

The SBDC at Shawnee Community College initiated its Back-2-Business outreach to underserved small businesses (ethnic minorities, women, veterans, disabled, LGBTQ) under the SBA Community Navigator Pilot Program. The college was awarded \$150,000 to provide technical assistance on available small business relief funding through outreach events, webinars, and in-person workshops.

The Illinois Small Business Development Center assisted 3 clients in securing financing for a total amount of \$225,000 for expansions of their existing businesses.

Brett Whitnel, Interim Director of the SBDC served as the chair of the 2021 Illinois Entrepreneurship and Small Business Growth Association's (IESBGA) annual virtual conference program. Dr. Mason presented "Cornfields, Cows and E-Commerce" at the conference held in August.

The division initiated its ElderReach community education program and completed the first month of its 3-month contract with the Egyptian Area Agency on Aging. Fourteen seniors participated in the Tech for Seniors workshop held at the West Vienna Senior Center. The program has been well received; so much so that the Egyptian Area Agency on Aging is asking the college to expand the program beginning in September. A Tech for Seniors class will be held in Metropolis, and a separate class at the Anna Center.

The CPR Program held 76 classes and served 207 students in the months of June and July. There were 3 Instructor Renewal Classes held this summer with 12 Instructors completing their renewal. The Driver Safety Program received and processed 368 applications for June and July. There were 196 participants who completed their training and received a certificate of completion.

The college was officially notified by the Illinois Department of Agriculture that Shawnee Community College was approved as one of eight schools selected for the Illinois Community College Cannabis Vocational Pilot Program. The document submitted by Dr. Mason in June of 2020 proposes the college be allowed to prepare students for careers in growing, studying or working in the cannabis industry. The pilot program is seen as a component of broader workplace training platforms for the cannabis industry the state is interested in developing.

Jean Ellen Boyd  
Interim Vice-President Academic Affairs

September 7, 2021  
Date

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

**Admissions**

Danielle Boyd—Registrar

The Summer 2021 graduation list has been finalized. There were 128 degrees/certificates awarded. Last summer, there were 149 degrees/certificates awarded.

Danielle Boyd and Stephanie Dunlap helped with the Student Success Seminars on August 11 and August 16 and in Welcome Back activities including greeting students on the first days of classes.

**Athletics**

John Sparks—Athletic Director

The Annual Golf Scramble for athletics is September 10<sup>th</sup> 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 11:30am with a shotgun start at 1pm. This year's SAINTS Golf Challenge cost is \$400 per team and Hole Sponsorships are \$100 each.

We have approximately 85 student-athletes at Shawnee Community College. Men's Basketball, coached by John Sparks has a full roster of 16 student-athletes with six of those returning. Women's Basketball coached by Chevis Thompson has completed the roster with twelve student-athletes. Ken Reichert, Baseball Coach has twenty-eight student athletes. Softball, coached by Kyle Smith has twenty student-athletes. Melanie Ballard, Volleyball coach has a roster of eleven.

**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 August, the office has helped 12 students/community members with resume assistance. In addition, the career Services office has reached out to 10 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. The career services coordinator hosted two job fairs for aeriz, and about 95 individuals participated; during the job fair, the individuals completed an orientation and met with the hiring manager. The new SCC job line migration was launched on Monday, August 16, 2021, and students have begun to utilize the new system. The office will be hosting two workshops on "What Can I Do With This Career," one for SSS and the other for all students during September. Purchased baskets, placed sanitary items in them, and put them in all women's restrooms on campus and extension centers.

### **Completion Coach**

Carrie Davis

Carrie, along with the other advisors, has been busy completing registration as the fall semester was quickly approaching. She has been participating in weekend registration as well as late night registration. Carrie also helped execute the Student Success Seminars (New Student Orientation) on August 11. With everyone in Student Services working together, it was a very successful day assisting new and current students in getting acclimated with SCC. Carrie has also been spending some time at the Cairo Extension Center, helping with registration. She's continued her work with "The Cupboard," along with Jackie Smith. They were able to prepare "goodie bags" that were included in the Student Success Seminars. This bag included a few items from The Cupboard and a flyer explaining what this service was. Carrie has also been working with Egyptian High School on enrolling their dual credit students.

### **Counseling& Advisement**

Monica Brahler-Admissions, School Counselor

Ms. Brahler sent out a letter to all incoming students who were registered in any developmental classes. She encouraged the students to take advantage of our tutoring services and offered her assistance to help secure tutors.

Ms. Brahler is beginning to visit classes to highlight the College's various programs to help support student success.

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans Coordinator

Satisfactory Academic Progress (SAP) was calculated after grades were posted from the Summer 2021 semester. There were 26 ineligible students, and they were emailed appeal information and instructions. Assisted students with all financial aid applications, missing information, verification, dependency override, and professional judgment need to ensure they are ready for the Fall 2021 semester.

Participated in all three Student Success Seminars on August 11, 2021. In addition, participated in the Student Success Seminar on August 16, 2021.

Amanda Hazel for the Financial Aid Assistant position and is busy training.

Served students during the extra registration times on Saturday, August 14 (8 a.m. – 12 p.m.), and August 16<sup>th</sup> – 18<sup>th</sup> (4:15 p.m. – 6 p.m.).

Participated in the IBHE Veterans Fiscal Impact Survey Webinar on August 17, 2021.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center director met with Professional Tutors Marilyn Crites, John Miller, and Aaron Woods on August 19, 2021, to review the new tutorial request processes. The Student Success Center will use Google Drive to monitor, store, and analyze data collected by professional tutors. The Student Success Center also examined ZOOM best practices and discussed platform updates to ensure successful tutorial sessions. Each Professional Tutor is equipped with the technology and knowledge to assist students by ZOOM, should the need arise. To date, 20 requests for tutoring have been submitted. On August 20, 2021, the Director of the Student Success Center, Mindy Ashby, hosted the first in a series of *Get a Smart Start* workshops titled "Moodle Basics." The session was available face-to-face in the College's Writing Lab as well as via ZOOM. There were 18 attendees at the presentation.

The Testing Center assisted students and the admissions department with Student Success Seminar preparation, placement testing, onboarding, and campus tours in the past month. In addition, the Testing Center assisted in monitoring the LEVEL-UP Program data. Finally, the Testing Technician and the Professional English/Writing Tutor worked in tandem to provide students with the best and most equitable experience possible by providing guidance and activities designed to enrich their reading comprehension.

The Director of the Student Success Center worked with the Educational Technology Specialist, Rob Lucas, on August 4, 2021, to update the user modules for accessing the Retention Alert Program. The Program was once housed in WebAdvisor and has since moved to 'Self-Service' in mySCC. The module updates were completed to ensure that all necessary and pertinent information regarding the Retention Alert Program is reflected in the faculty and staff Knowledge Base. Emails were sent to both faculty and staff, including the updated handouts from the Knowledge Base.

The SSC Director provided a workshop for the Cosmetology Department students on August 24, 2021, which targeted Moodle navigation and answered general questions about student success. Students were introduced to the ZOOM platform and given a mock scenario in which they were asked to access, utilize, and create a ZOOM meeting.

The Accessibility and Resource Services Coordinators were invited to the MAP CDS (Community Day Service) open house, held on August 20, 2021, in Karnak, Illinois. The two, along with other College representatives, were able to tour the facility as well as be introduced to the Chamness Care staff that currently work with individuals with intellectual disabilities. The reopening of the MAP Training Center has provided the College with an opportunity to reestablish invaluable partnerships with key stakeholders and community members alike.



### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

We are beginning the new academic year this month.

Our summer academic summary has five students made the President's List and three students made the Vice President's List. Our average semester GPA is 2.67, and our average cumulative GPA is 2.80. Summer 2021: 80% of our students finished the summer semesters above 2.0, and 89% of our students completed the summer semester cumulative GPA above 2.0. Our summer graduation numbers included: 15 graduates, 13 with AA, 3 with AS (duplicated students), and 1 AAS.

We are growing our transfer partnerships. Transfer schools have been very gracious to send "swag" items to help us create positive incentives for our students.

### **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

The Educational Talent Search grant has been refunded. Talent Search was awarded the maximum amount given of \$277,335 and scored the maximum amount of points across the board on the grant with no weaknesses. Talent Search hosted "TRIO Fun Day" to welcome our parents, students, and new participants. Motivational speaker Jeff McGoy addressed students on the importance of being their authentic selves. He also discussed the importance of staying in school and not being afraid to ask for help to accomplish their goals. Parents were informed about TRIO services and workshops that Talent Search would provide for this upcoming school year. Parents and students engaged in coding and financial literacy workshops at the fun day. Students participated in "The Big Game" career assessment activity created by Evelyn Davis. This assessment gave students a window into real life financial responsibilities as an adult. All participants were randomly appointed to a career and had to figure out a family budget to meet each essential need in their household, such as rent, utilities, insurances, miscellaneous, emergencies, and unforeseen life challenges using the salary earned assigned occupation.

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

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

The Student Success and Services department has been hopping. Staff were on board and ready when the student arrived for the first day of classes on August 18. Students were greeted at the doors, assisted with directions, and then given Welcome Back treats at lunchtime.

August and September are busy months to promote SCC at county fairs, community events, and other activities held in the nearby towns. SCC was represented at: the Massac County Youth Fair serving watermelon and water; the Pulaski County fair handing out popsicles and applying tattoos on children; the Union County fair by sponsoring trophies for the pageants, ads in the program, and being present at some of the events. Dr. Price and others attended the Chamness Care Center Grand Opening and had discussions about partnerships.



Nearly 200 students attended the Student Success Seminars formerly known as New Student Orientation. One of the main goals of the seminars is to show students that we appreciate that they have made the choice to be a Saint and to help them understand that we have many services to help them be successful. Several SCC departments were represented at the seminars.

In an effort to show appreciation and build or strengthen relationships with our in-district schools, the Student Services team made goodie bags with some SCC swag and snacks for all of the school personnel. Those are continuing to be delivered.

The goal of the College is to have a 70% rate of vaccinations among students and employees. The student vaccination program is giving students \$100 when they present their card showing proof that they are fully vaccinated. They are also receiving a t-shirt designed by Rob Betts with the catchy phrase that says “SCC Saints “stick” together. All showing their proof of vaccinations will be entered into drawings. This program is being funded for by Governor’s Emergency Education Relief grant (GEER) and Higher Education Emergency Relief Fund (HEERF) II.

*Dr. Lisa Price*

Vice President of Student Success and Services

*9/7/2021*

Date

## **Financial and Campus Operations/Board of Trustees Report September 7, 2021**

### **State Payment Update**

The state currently owes for August Equalization and Base Operating.

### **Facilities Department**

The facilities department worked with academic affairs to set up classrooms for the fall 2021 semester to follow COVID-19 social distancing guidelines. Landscaping on the main campus by building L was completed. Met with the Capital Development Board and architects to review and discuss plans for the gymnasium project which is scheduled for May 2022. Installed new equipment for ITV at main campus and extension centers.

### **Business Service Department**

The business and IT department set up the online procurement feature in Colleague. Brandy Woods was in charge of setting up parameters, rules, and codes for the online procurement in Colleague. Dwayne Fehrenbacher setup the self-service and configuration for online procurement. Rebecca Steinmetz, AP clerk, has utilized the online procurement function this past month and has worked to create best practice. Once the testing period for the online procurement is completed, then it will be shared with all College employees who are involved with procurement.

### **IT Department**

The IT staff continued to prepare for the beginning of the semester. They set up several new computers and ITV equipment. They are assisting the business office with the testing of the online procurement process.

### **Human Resources**

Continuing to recruit for the Vice President of Financial and Campus Operations position. Recruited and interview for the positions of Director of Nursing and Vice President of Academics Affairs. Attended professional development webinars to stay well-informed of human resource legislative changes. Employee service anniversary awards were given during fall convocation. The following employees received service anniversary awards: for ten years of service: Sabrina Black, Danielle Boyd, Lorena Hines, and Jesse Smith-Fulia; for fifteen years: Tim Frizzell, Virginia Chamness, and Karen McGoy; for twenty years: Monica Brahler and Chris Clark; for twenty-five years: Greg Sheppard and Roberta Christie.

### **Bookstore**

The manager gave a demonstration to faculty during fall convocation on how to complete their book adoptions online. The online book adoption is a new feature of the new point of sale system that was purchased in the bookstore. The bookstore was busy during the first week of school selling books and has several orders made through the new online purchasing option.

### **Brandy Woods**

Brandy Woods

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

## PR & Marketing Summary August 2021

### Google Analytics-

Google Analytics reporting for the period ending August 18, 2021 indicated the number of users to our website was 10,598. Currently our generated traffic from Google Ad placement results are as follows for July 12 – August 18th:

1.18K - Clicks on our Google Ad    94 – Phone calls    7 Requests For Information

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

• Current Month	Previous Month	
Illinois	4,984	3,312
Missouri	2,152	1,490
Kentucky	763	812

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

/academics/programs	1,964
/coursematerials	1,095
/admissions	1,061
/jobs	959
/academiccatlogs	880

### • Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
7/12/21			1193	12132	26635
7/13/21	5	1	4645	15139	28519
7/14/21			2288	15694	27635
7/15/21	1		1693	10472	26873
7/16/21		1	1823	9506	26843
7/17/21	1	1	2049	9823	27470
7/18/21	2		2130	9975	28016
7/19/21	2	1	1840	10569	28529
7/20/21	5	1	2130	8462	28735
7/21/21	3		3499	9789	30054
7/22/21	1		1923	10057	30498
7/23/21	1		1753	9919	30850

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7/24/21	2		1684	9580	31417
7/25/21	1		907	8829	31250
7/26/21	1		704	8258	31012
7/27/21	1		1041	7721	30439
7/28/21		1	2282	6337	29351
7/29/21			1539	5931	28688
7/30/21	3		1220	5583	27811
7/31/21	1		967	4714	26907
8/1/21			828	4775	26624
8/2/21			1203	4869	26555
8/3/21			1225	5179	26639
8/4/21			1478	4827	26905
8/5/21	1		2036	5147	22052
8/6/21	2	2	2085	5424	21314
8/7/21		1	1043	5422	20895
8/8/21		1	2447	6268	20831
8/9/21		3	2497	6975	21652
8/10/21	2		2594	7433	19778
8/11/21	6		4203	9362	21152
8/12/21	4		2357	9722	21385
8/13/21	6	1	4142	11284	22717
8/14/21	2		2491	12361	23284
8/15/21	2		2715	12562	23272
8/16/21	6	2	3444	13362	23855
8/17/21	1	1	3583	14042	24280
8/18/21	2	1	3847	14184	24356
Totals	<b>64</b>	<b>18</b>	<b>81528</b>	<b>341688</b>	<b>995078</b>

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
17-Aug-2021 02:35PM	New laws	Capitol Fax.com	32736	12723	20013
17-Aug-2021 02:16AM	Anna cannabis company eager to fill 200 job openings	The Marietta Daily Journal	440636	72184	368452
16-Aug-2021 05:30PM	Anna cannabis company eager to fill 200 job openings	Thesouthern.com	158421	42847	115574
13-Aug-2021	Small businesses grant	KFVS 12	295098	54010	241088

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12-Aug-2021 01:00AM	New practices to highlight southern Illinois workshop	FarmWeekNow.com	26564	3248	23316
12-Aug-2021 12:47AM	What's Happening	Metropolis Planet	11334	3864	7470
11-Aug-2021 04:00PM	SIU workshops to help Southern Illinois businesses apply for COVID grants	Thesouthern.com	158421	42847	115574
06-Aug-2021 03:00PM	JMG board holding special meeting Wednesday	Metropolis Planet	11334	3864	7470
04-Aug-2021 05:20PM	Which Illinois universities are requiring masks	WGN -TV	2352688	742064	1610624
04-Aug-2021 01:33PM	Which Illinois universities are requiring masks	Tristatehomepage	139516	48099	91417
04-Aug-2021 01:04PM	Which Illinois universities are requiring masks?	CI Proud	220184	59803	160381
04-Aug-2021 01:02PM	Which Illinois universities are requiring masks	WGN Radio	111689	44001	67688
04-Aug-2021 01:02PM	Which Illinois universities are requiring masks	FOX2now.com	1119738	326948	792790
03-Aug-2021 08:11PM	State-by-state mask tracker: Colleges impose new COVID-19 mandates	University Business	62362	38242	24120
29-Jul-2021 05:32PM	Shawnee Comm. College requiring masks indoors	WSIL-TV	214974	30777	184197
29-Jul-2021 03:05PM	SCC launches ElderReach "Tech for Seniors" training program	WSIL-TV	214974	30777	184197
29-Jul-2021 12:10PM	Shawnee Comm. College adopts new strategic plan	WSIL-TV	214974	30777	184197
27-Jul-2021 04:59PM	Shawnee Community College to host a two-day job fair for residents	KFVS 12	306256	63648	242608
27-Jul-2021 11:35AM	Shawnee Community College hosting 2 day job fair with local cannabis grower aeriz	WSIL-TV	214974	30777	184197
21-Jul-2021 11:00AM	How are Southern Illinois colleges handling vaccine requirements?	Thesouthern.com	157819	40783	117036
20-Jul-2021 11:01AM	Shawnee Community College announces upcoming registration hours for fall enrollment	WPSD Local 6	154457	42693	111764
19-Jul-2021	Vienna selects Thomas as PE	Metropolis Planet	9992	3056	6936

16-Jul-2021 11:20AM	Pot license winners to be picked in August	Star Courier	28079	5805	22274
16-Jul-2021 02:16AM	Where Are They Now?   Versatility best described Z-R-C's Dylan Arvai on the baseball diamond	The Marietta Daily Journal	392237	73482	318755
16-Jul-2021 12:00AM	FNB discusses recent officer promotions	Murray Ledger & Times	39364	16419	22945
15-Jul-2021 11:00PM	Ill. to pick cannabis licenses by Aug. 19	Bloomington Pantagraph	322989	94337	228652
15-Jul-2021 11:00PM	Ill. Gov. Pritzker Announces Lottery Dates for 185 Cannabis Dispensary Licenses and Notifies Over 200 Awardees of Craft Grow, Infuser, and Transporter Licenses	Targeted News Service (Print Edition)	5822	1887	3935
15-Jul-2021 08:45PM	Where Are They Now?   Versatility best described Z-R-C's Dylan Arvai on the baseball diamond	Thesouthern.com	157819	40783	117036
15-Jul-2021 05:13PM	Gov. Pritzker Signs Law To Get Ball Rolling After Continued Delays In Licenses For Minority Marijuana Entrepreneurs	CBS Chicago	1579932	483567	1096365
15-Jul-2021 04:33PM	State to pick overdue marijuana dispensary winners by Aug. 19	The Daily Herald Business Ledger	18484	4120	14364
15-Jul-2021 04:25PM	Governor announces new lottery dates for cannabis dispensary, grower licenses	CI Proud	220184	59803	160381
15-Jul-2021 04:23PM	State to pick overdue marijuana dispensary winners by Aug. 19	Daily Herald	1105215	396063	709152
15-Jul-2021 03:00PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Herald & Review	267376	61313	206063
15-Jul-2021 02:56PM	Governor announces new lottery dates for cannabis dispensary, grower licenses	Wcia	175433	51941	123492
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners	Corydon Times	2150	973	1177

15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Dewitt Observer	5978	1842	4136
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Pantagraph.com	322989	94337	228652
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Albia Newspapers	1239	937	302
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Thesouthern.com	157819	40783	117036
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Newsbug.info	98289	18676	79613
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Journal Gazette & Times-Courier	57113	20235	36878
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Southernminn.com	96664	25507	71157
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Quad-Cities Online	144366	42176	102190
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	The Chariton Leader	1097	669	428
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	The Marietta Daily Journal	392237	73482	318755
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Starvedrock Media	21607	5471	16136
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Voice of Alexandria	24582	4879	19703
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	SW Iowa News Source	18670	5521	13149
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	The Cherokee Ledger News	79595	14207	65388
15-Jul-2021	Illinois to pick overdue	Curated	5763	1066	4697

15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Chicago Star Media	8333	1173	7160
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Chicago Star Media	8333	1173	7160
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Curated Tncontentexchange	5763	1066	4697
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Chicago Star Media	8333	1173	7160
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Curated Tncontentexchange	5763	1066	4697
15-Jul-2021 02:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Curated Tncontentexchange	5763	1066	4697
15-Jul-2021 02:53PM	Illinois to pick marijuana dispensary winners by Aug. 19	Greenstate	40024	9265	30759
15-Jul-2021 02:49PM	Illinois releases Notice of Awards for cannabis licensing	Illinois News Joint	16202	2675	13527
15-Jul-2021 01:54PM	Illinois to pick overdue marijuana dispensary winners by Aug. 19	Quad-City Times	377792	124800	252992
15-Jul-2021 01:53PM	State to pick overdue marijuana dispensary winners - Chronicle Media	Chronicle Media	5754	3079	2675
15-Jul-2021 09:03AM	Pritzker announces lottery dates for 185 cannabis dispensary licenses and notifies over 200 awardees of craft grow, infuser, and transporter licenses	WandTV.com	323879	37380	286499
14-Jul-2021 04:04PM	Parent CPR Training Next Week in Metropolis	West Kentucky Star	82130	13502	68628
13-Jul-2021 11:00PM	SCC, Metropolis Fire Department team up for safety training event	The Paducah Sun	34928	14412	20516
13-Jul-2021 10:04AM	Parent CPR Training Next Week in Metropolis	West Kentucky Star	82130	13502	68628
13-Jul-2021	SCC Met teams up MetFire	WPSD Local 6	154457	42693	111764



### 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.

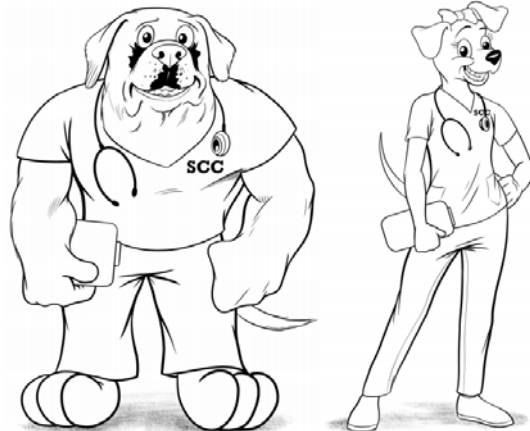
Date	Outlet	Title	Local AdValue	LocalViewership
7/20/2021 18:13	WSIL (ABC)	News 3 News at 6	\$1,120.32	40283
7/20/2021 18:14	WPSD (NBC)	WPSD Local 6 at 6:00	\$1,519.38	31688
7/21/2021 6:06	WSIL (ABC)	News 3 News This Morning	\$44.88	1214
7/21/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$44.88	1214
7/21/2021 7:23	WSIL (ABC)	Good Morning America	\$44.88	1214
7/28/2021 22:02	WSIL (ABC)	News 3 News at 10	\$421.92	8852
7/29/2021 5:04	WSIL (ABC)	News 3 News This Morning	\$33.48	0
7/29/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$52.68	1380
7/29/2021 8:27	WSIL (ABC)	Good Morning America	\$52.68	1380
7/29/2021 18:08	WSIL (ABC)	News 3 News at 6	\$1,344.06	46962
8/9/2021 18:09	WPSD (NBC)	WPSD Local 6 at 6:00	\$1,441.98	22652
8/10/2021 18:04	WSIL (ABC)	News 3 News at 6	\$1,120.32	40283
8/11/2021 5:03	WSIL (ABC)	News 3 News This Morning	\$26.64	767
8/11/2021 5:33	WSIL (ABC)	News 3 News This Morning	\$44.88	1214
8/11/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$44.88	1214
		<b>TOTALS</b>	<b>\$7,357.86</b>	<b>200317</b>

**Synopsis** – This month SCC received coverage for several community partnership stories related to the partnerships with aeriz in Anna, Metropolis CPR & Life Safety Training in Partnership with Metropolis FD, Elder Reach Computer Training for seniors in partnership with the Egyptian Center. The college also received coverage for the new strategic plan, and registration hours extension.

Our commercials continue to run on radio and television (hopefully you saw our ad during the Olympics 🏊) We are now running ads for late start and are doing sponsorships for local high schools and civic organizations. Public relations included a presence at the Cobden Peach Festival including our semi-truck in the parade and recruiters handing our coloring pages for local children. I am including the coloring page from that event with this report along with a coloring page ad we used for the Superman Festival in Metropolis.



SHAWNEE COMMUNITY COLLEGE



SALUTES HEROES WITHOUT CAPES

618.634.3200 shawneecc.edu  
Train For A Healthcare Career At SCC!



## **Institutional Research, Effectiveness, & Planning Board Report for September 2021**

**Submitted by: Dr. April Teske**

The following report summarizes the more notable activities for the months of **July and August 2021**.

- Assisted programs with course, completion, and survey data needed for internal continuous improvement discussions, accreditation reports, and ICCB program review (4.5.B.)
- Attended IR webinars and ICCB virtual meetings:
  - ICCB IL Economic Impact Study Webinar (7/20)
  - ICCB IL Economic Impact Study Webinar (7/28)
  - IPEDS Webex (8/4)
  - Association for Institutional Research (AIR) “Small Office” Group Meeting (8/25)
- Created an Excel spreadsheet of the Shawnee Community College Effectiveness System (SCCES), aligning it to the Board of Trustees’ Strategic Outcomes Policies and the ICCB 5-year program review process (4.1.F).
- Worked with Dr. Shelby to align the Strategic Plan to the HLC criteria. A matrix has been created to illustrate this alignment (4.1.A).
- With the assistance of R. Betts and J. Van Meter, created a web page to logically place the strategic plan, college status report, and SCCES that will house all documents related to strategic planning (4.1.F.).
- Throughout the months of July and August, met with various employees, individually and in small groups, to increase familiarization with SCCES and understanding of the Strategic Plan. Several of these meetings included S. Black, Dr. Price, and employees from Student Services. Part of the meetings were for the purpose of reviewing the recurring reports in the CROA system. With the assistance of S. Black, revisions have been made to recurring reports and to the list of those who receive the reports to improve the quality and relevance of the data. Areas predominantly addressed include recruitment, registration, advisement, scheduling, and Retention Alert (2.2.D., 4.1.A, 4.1.F).
  - One of the results of these meetings is the refinement of the Key Performance Indicators (KPIs) within the SCCES framework, including defining the terms within the KPIs, revising the language within the KPI, combining KPIs, and adding KPIs (4.1.A). A shared drive was created for Drs. Taylor and Teske to store these working versions. Updated documents will be shared with the SCC employees and Board quarterly.
  - Additionally, ongoing meetings are held with S. Black and D. Boyd to determine how to collect data on KPIs currently not collected, using Colleague and etrieve (4.1.F).
- While meeting with groups and in individual conversations regarding strategic plan strategies, assisting with how to align budget, resource, and hiring requests with the strategic plan (4.1.B).
- Developed a strategic plan documentation form for those who are responsible for Strategic Plan strategies. The form will help document progress and assist with writing monitoring reports and submitting updates for the quarterly strategic plan monitoring report (4.1.G).
- Developed interactive data dashboards in Tableau Public, a free data visualization software product, to replace the annual data book. J. Van Meter posted them on a data dashboard web

page on the SCC website (4.1.H, 4.1.I). The dashboard page will be demonstrated during the September Board meeting.

- Developed questions to be integrated into the admissions application, course evaluations, and surveys for graduates, graduate follow-up, employers, employees, and the community (1.2.O, 3.1.C., 4.2.A., 4.2.B., 4.5.B, 4.5.C, 4.5.D., 4.5.E). Small interest-area groups will soon be created to develop/revise the surveys.
- ICCB and NIU partnered to conduct an Economic Impact Study (EIS) for the last 5 years in Illinois and each community college district. Reviewed our district-level EIS and submitted corrections and questions to NIU to be used for the final report. The final reports were released this week, and can be used for our own strategic planning and program review during the academic assessment process. Both reports will be posted to our website and used internally once executive leadership has met to review (Goal 1, 4.1.C., 4.5.D).
- Worked with P. Sander and Dr. Shelby on the alignment of the academic assessment process and handbook with SCCES and the Strategic Plan. Results include: Visual Representations of the integration of SCC outcomes from the course- to institution- levels, and the standards/accountability measures at each level; detailed academic data collection timeline that insures data-informed recommendations are available in a timely manner for SCC budget decisions, ICCB reviews, Perkins grant submission, and Board of Trustees monitoring reports. A draft of the revised plan is now at the Student Academic Assessment Committee (SAAC) for final review and revisions (4.1.C., 4.1.G.).
- Meeting with various staff to strengthen the use of our infrastructure for collection of KPIs by determining and revisiting what Colleague services we currently have, how we can get info from Colleague about additional modules (i.e. CRM Recruit), and the SCC Colleague hierarchy/training structure. Spoken with other IL Colleague schools to survey their module use, as well as their course eval, survey, and scheduling tools. Colleague CRM training videos and information on scheduling software have been provided to the student services staff (2.1.H., 4.1.E, 4.5.B., 4.5.C.).
- Along with IT staff, consulted with survey platforms, such as Blue and Survey Monkey Enterprise, to determine best approach for surveys. A survey proposal and timeline have been developed for discussion with executive leadership later this fall (1.2.O, 2.3.F., 3.1.C., 4.2.A., 4.2.B., 4.5.B, 4.5.C, 4.5.D., 4.5.E).

## **Saints Foundation Report September, 2021**

On Friday, August 20, 2021, the Saints Foundation held their Annual Meeting. Twelve of the fifteen members were in attendance via online and in-person.

Dr. Tim Taylor reported on the Colleges newly approved Strategic Plan. Dr. Taylor went over various ways the Saints Foundation could be of assistance on various portions of the plans four goals.

The minutes of the May 14, 2021 meeting were approved.

The 2020-2021 Fiscal Year End Financial Report was presented by Jody Johnson, Treasurer, and Michelle Trambley, CPA. It reported a year-end balance of \$1,313,366.23 for a net income over expenses of \$160,265.16. It was approved by the Board.

Russ Kreuter of Edward Jones provided the Board a report on their Advisory Fund over the past year. The performance of the fund in 2020 showed a return of 13.85% after fees for an increase of \$105,836.73. To date in 2021 the Fund has shown a return of 7.42% with an increase of \$81,011.94. Since 2019 the Fund has averaged a return of 12.87% after fees. Russ reviewed the types of investments the Advisory Fund has included in the portfolio.

Jody Johnson presented a draft of a Conflict of Interest Policy for the Board members consideration. After discussion the Conflict of Interest Policy was approved.

Gene Honn provided his Executive Report and covered the following items:

The Saints Foundation Scholarship awards for the 2021 Fall Semester and 2022 Spring Semester were reviewed and approved by the Board.

Gene announced that Stephanie Rhodes has asked not to be re-elected to the Board as she is working on a major building project for the Union County Farm Bureau.

Gene and Ed Smith reviewed the Construction Management AAS program and that the program is now approved for all Union Labor Apprentices in the State of Illinois and parts of Indiana. This program was launched under Dr. Bradford and will now offer the College to recruit from thousands of Labor Apprentices. Ed thanked Teale Betts for her efforts in working with this program.

Gene Honn announced his plans to retire at the end of August 2021.

Following return from a brief Executive Session the Board approved the following individuals for a three-year term on the Board of Directors. Those being; Jane Adams, Steve Bundy, Sherrie Crabb, Jack Guetermann, Dr. Tiffany Hines, Stephany Hoehner, Jody Johnson, Jamie Kerley,

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Tricia Johnson-Overturf, Dorothy Sparks, Mike Ulen, Buddy Walls, Sherry Wessell and Patrick Windhorst.

The following officers were elected to a one-year term:

Chair - Sherrie Crabb

Vice Chair - Jamie Kerley

Secretary - Dr. Tiffany Hines

Treasurer - Jody Johnson

The next meeting is scheduled for November 12, 2021.

It has been a pleasure serving the Saints Foundation and I wish them continued success. It is a great Board and I enjoyed their support and encouragement. Ed Smith was wonderful to work with as Chair, and a true supporter of the College and the Saints Foundation. His leadership will be missed.

## **ICCTA Report**

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## Board Memorandum



### Board of Trustees

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

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** Approval of FY 2022 Budget  
**Date:** 09/07/21

**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.**"

The tentative FY22 budget was presented to and accepted by the Board at the August 2, 2021 regular meeting. On August 3, 2021, the tentative budget was made available for public inspection in the CFO's office and on the College's website. Further, notice of the September 7, 2021 public hearing on the budget was placed in the Monday's Pub newspaper on August 3, 2021. As of this writing, no comments were received.

For FY22, the operating expenditures of the budget compared to FY21 are as follows:

	<b>FY22</b>	<b>FY21</b>
Education Fund	\$13,839,755	\$11,438,132
O&M Fund	\$1,647,721	2,010,912
Total Operating Funds	\$15,487,476	13,449,044

A more detailed report can be found after the attached budget. Brandy Woods will be available to explain the differences between the two budget years.

The College has complied with all notice and budget hearing requirements set forth in Statute and reflected in ICCB Administrative Rules for the FY22 Budget.

**Recommendation:** I Recommend the Board approve the FY22 Budget for Shawnee Community College District 531 as presented. In addition, I recommend the Board authorize the College's CFO to file the FY22 budget with ICCB, as outlined in the Administrative Rules.





# 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>		
	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Restricted Purposes Fund</u>	<u>Audit Fund</u>	<u>Liability, Protection and Settlement Fund</u>
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*	<u>(2,364,790)</u>	<u>(278,981)</u>			
<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>
	<u>Bond and Interest Fund</u>	<u>Operations and Maintenance Fund (Restricted)</u>	<u>Auxiliary Enterprises Fund</u>
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		<u>1,950,981</u>	<u>712,790</u>
<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>\$1,982,403</b>
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$1,320,616</b>	<b>\$661,787</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>\$4,573,388</b>
<b>TOTAL STATE GOVERNMENT</b>	<b>\$4,050,273</b>	<b>\$523,115</b>	
<b>Federal government:</b>			
Federal Stimulus Funds-HEERF	\$900,000	\$0	\$900,000
			<b>\$900,000</b>
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$900,000</b>		
<b>Student Tuition and Fees:</b>			
Tuition	\$4,397,667		\$4,397,667
Fees	812,694		812,694
			<b>\$5,210,361</b>
<b>TOTAL TUITION AND FEES</b>	<b>\$5,210,361</b>		
<b>Other sources:</b>			
Sales and Service Fees	\$87,000		\$87,000
Facilities revenue		45,000	45,000
Investment revenue			32,500
Other sources	32,500		440,600
	440,600		
		<b>\$45,000</b>	<b>\$605,100</b>
<b>TOTAL OTHERSOURCES</b>	<b>\$560,100</b>		
<b>TOTAL REVENUE</b>	<b>\$12,041,350</b>	<b>\$1,229,902</b>	<b>\$13,271,252</b>
TRANSFERS	20,000	0	20,000
<b>TOTAL 2021-22 BUDGETED REVENUE</b>	<b>\$12,061,350</b>	<b>\$1,229,902</b>	<b>\$13,291,252</b>
<b>Less non-operating items*:</b>			
Tuition chargeback revenue	\$0		\$0
<b>ADJUSTED REVENUE</b>	<b>\$12,061,350</b>	<b>\$1,229,902</b>	<b>\$13,291,252</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>	<b><u>\$13,839,755</u></b>	<b><u>\$1,647,721</u></b>	<b><u>\$15,487,476</u></b>	<b><u>100%</u></b>
<b>ADJUSTED EXPENDITURES</b>	<b><u>\$13,839,755</u></b>	<b><u>\$1,647,721</u></b>	<b><u>\$15,487,476</u></b>	
<b><u>By Object</u></b>				
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><u>\$13,839,755</u></b>	<b><u>\$1,647,721</u></b>	<b><u>\$15,487,476</u></b>	<b><u>100%</u></b>
<b>ADJUSTED EXPENDITURES</b>	<b><u>\$13,839,755</u></b>	<b><u>\$1,647,721</u></b>	<b><u>\$15,487,476</u></b>	

[Return to Agenda](#)

## 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	<u>1,200</u>	<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	<u>1,000</u>	<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	<u>1,000</u>	<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	<u>-</u>	<b>79,485</b>
<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	<u>\$2,201,786</u>	<b>2,201,786</b>
<b>TRANSFERS</b>		<b>2,384,790</b>
<b>GRAND TOTAL</b>		<b><u>\$13,839,755</u></b>

## 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	<u>-</u>	
		<u>\$1,368,740</u>
<b>TRANSFERS</b>		278,981
<b>GRAND TOTAL</b>		<u><b>\$1,647,721</b></u>

## 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

<b><u>Bond and Interest Fund</u></b>	<b><u>Revenues</u></b>	<b><u>Totals</u></b>
<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

<b><u>Bond and Interest Fund</u></b>	<b><u>Appropriations</u></b>	<b><u>Totals</u></b>
<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	\$438,800	\$438,800
<b>TRANSFERS</b>		<u>712,790</u>
<b>GRAND TOTAL</b>		<u><u>\$1,151,590</u></u>

## I. 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	443,159	
		<u>\$1,282,221</u>
<b>TRANSFERS</b>		<u>-</u>
<b>GRAND TOTAL</b>		<u><u>\$1,282,221</u></u>

## Fiscal Year 2022 Budgeted Revenues

<b><u>Restricted Purposes Fund</u></b>	<b><u>Revenues</u></b>	<b><u>Totals</u></b>
<b>State governmental sources:</b>		
ICCB Workforce Preparation Grant	\$ -	
ICCB P-16 Initiative Grant	-	
ICCB Adult Education	236,270	
ICCB Career and Technical Education	465,411	
ICCB Innovation Grant		
ICCB College & Career Readiness		
ICCB Dual Credit Enhancement		
DCEO -Dept. of Commerce and Economic Opportunity	105,000	
Department of Corrections		
Other Illinois Governmental Sources		
	<hr/>	
<b>TOTAL STATE GOVERNMENT</b>		<b>\$806,681</b>
<b>Federal governmental sources:</b>		
Department of Education	7,944,546	
Department of Health and Human Services	15,000	
Other Federal Government Sources	<u>216,044</u>	
<b>TOTAL FEDERAL GOVERNMENT</b>		<b><u>8,175,590</u></b>
<b>Other sources:</b>		
<b>Nongovernmental grants</b>		
	<hr/>	
<b>TOTAL OTHER SOURCES</b>		<b><u>0</u></b>
 <b>GRAND TOTAL</b>		 <b><u>\$8,982,271</u></b>

## Fiscal Year 2022 Budgeted Expenditures

<u>Restricted Purposes Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>STUDENT SERVICES</b>		
Salaries	\$204,836	
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>	<u><b>5,653,503</b></u>
<b>GRAND TOTAL</b>		<u><u><b>\$8,982,271</b></u></u>

## Fiscal Year 2022 Budgeted Revenues

<u>Audit Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
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>
INSTITUTIONAL SUPPORT		
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>
Local Government Sources		
Current Taxes	\$ 827,555	\$ 827,555
 GRAND TOTAL		 <u>\$ 827,555</u>

## Fiscal Year 2022 Budget Expenditures

<u>Liability Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
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	<u>50,000</u>	\$ 1,426,079
 GRAND TOTAL		 <u>\$ 1,426,079</u>

Shawnee Community College															
Operating Fund - Expenditures															
Budget and Actual															
Fiscal year end June 30, 2015 through June 30, 2022															
														not final	
EXPENDITURES	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	FY2015	FY2015	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022
Salaries	7,042,788	6,831,867	7,058,193	6,734,378	6,634,186	6,241,595	6,775,554	6,264,195	6,817,125	6,637,544	6,939,774	6,810,518	6,521,649	6,359,769	6,836,734
Employee Benefits	881,322	792,852	1,001,084	813,240	755,667	901,408	976,284	636,872	589,150	561,119	670,497	639,706	752,105	656,965	781,490
Contractual Services	1,020,373	858,382	874,548	821,034	1,090,215	1,039,154	1,135,150	1,032,534	1,118,109	998,323	1,109,365	1,094,323	1,233,538	1,109,913	1,164,256
General Materials & Supplies	632,509	560,977	625,339	400,924	599,436	404,453	634,146	493,367	592,360	501,512	668,866	534,382	658,752	496,185	620,344
Conference & Meeting Expense	101,545	114,458	106,240	68,714	109,890	48,646	99,725	88,841	122,985	85,886	164,670	72,943	59,483	27,150	96,435
Fixed Charges	117,900	112,713	117,900	116,844	108,660	116,872	116,660	108,116	125,527	112,096	128,660	128,020	131,260	125,359	130,560
Utilities	621,276	593,527	558,575	539,498	551,875	532,270	560,305	562,981	615,206	605,982	654,490	602,055	645,390	543,428	643,240
Capital Outlay	159,495	189,379	50,652	33,127	84,770	45,522	154,180	179,477	154,049	56,359	77,886	47,769	59,646	47,308	83,500
Other - Scholarships/Waivers	2,235,000	2,238,330	2,253,726	2,131,019	2,363,150	1,957,252	2,061,847	2,286,416	2,098,120	2,069,084	2,101,160	1,928,016	1,776,935	2,202,444	2,342,146
Other - Future ERP Expenditures				-		-		-		-		-		-	-
Provision for Contingency	220,000	-	110,000	-	50,000	-	50,000	-		-		-		-	-
Subtotal	13,032,208	12,292,485	12,756,257	11,658,778	12,347,849	11,287,172	12,563,851	11,652,799	12,232,631	11,627,905	12,515,368	11,857,732	11,838,758	11,568,521	12,698,705
Transfers	428,587	413,419	429,794	382,910	459,310	411,489	493,004	472,573	568,443	553,545	563,655	583,880	573,620	629,038	712,790
Adjusted Expenditures	13,460,795	12,705,904	13,186,051	12,041,688	12,807,159	11,698,661	13,056,855	12,125,372	12,801,074	12,181,450	13,079,023	12,441,612	12,412,378	12,197,559	13,411,495
Annual Excess/(Deficit)	(100)	439,504	(300,000)	(2,300,673)	(198,345)	329,578	(1,050,460)	(73,259)	(556,000)	149,759	(431,981)	(384,887)	(956,849)	(158,925)	(120,243)
Notes:															
Excludes expenditures for 2017GO Bonds (started FY18)															
Excludes expenditures for ERP system (started FY16)															
FY16 deficit was because the state did not fully fund equalization and base operating grants.															
Budgets FY15-FY19 Prepared by Tiffiney Ryan															
Budgets FY20-FY22 Prepared by Brandy Woods															



## Board Monitoring Report

### Student Academic Assessment

August 30, 2021



## Introduction

Shawnee Community College (SCC) is committed to assessment for continuous improvement of student learning, teaching strategies and program offerings. The assessment process allows for exploring methods to continually improve student learning, course design, the effectiveness of programs, and overall teaching and learning. Assessment provides the means for transformative learning by providing relevant, clear, and timely feedback to students and other stakeholders.

The SCC Student Academic Assessment Action Plan provides a comprehensive outline of the college assessment process and procedures and reflects the collaborative work of faculty, administrators, and staff. It represents the orderly collection, examination, interpretation, and documentation of student learning and changes in teaching strategies and curriculum guides.

At the institution level, SCC's Mission, Core Values, and Strategic Plan goals support assessment of student learning as a fundamental part of the commitment to provide sustainability for our district (Current Board Policy: 8170), thus emphasizing the importance of effectively implementing this plan to support strategic institution level planning and decision-making.

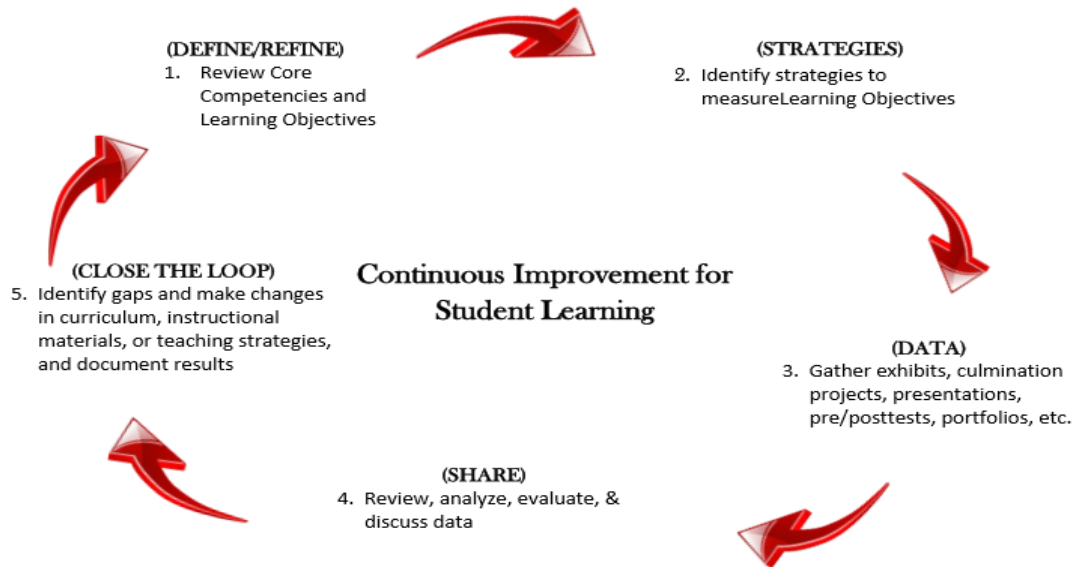
The Student Academic Assessment Committee (SAAC) routinely updates the plan to promote continuous quality improvement to course design, program effectiveness, relevant co-curricular services offered, and overall teaching and learning, as well alignment to the institution's assessment framework and policies (Figure 1.).

*Figure 1. Integration of SCC Outcomes*



SCC views assessment as an ongoing, interactive process used to modify programs, as necessary, and to promote continuous quality improvement of the services the college offers to students (Figure 2).

Figure 2. Continuous Improvement for Student Learning



SCC's academic assessment process is aligned to the Shawnee Community College Effectiveness System (SCCES) and provides evidence that (**Strategic Plan 4.1.C**):

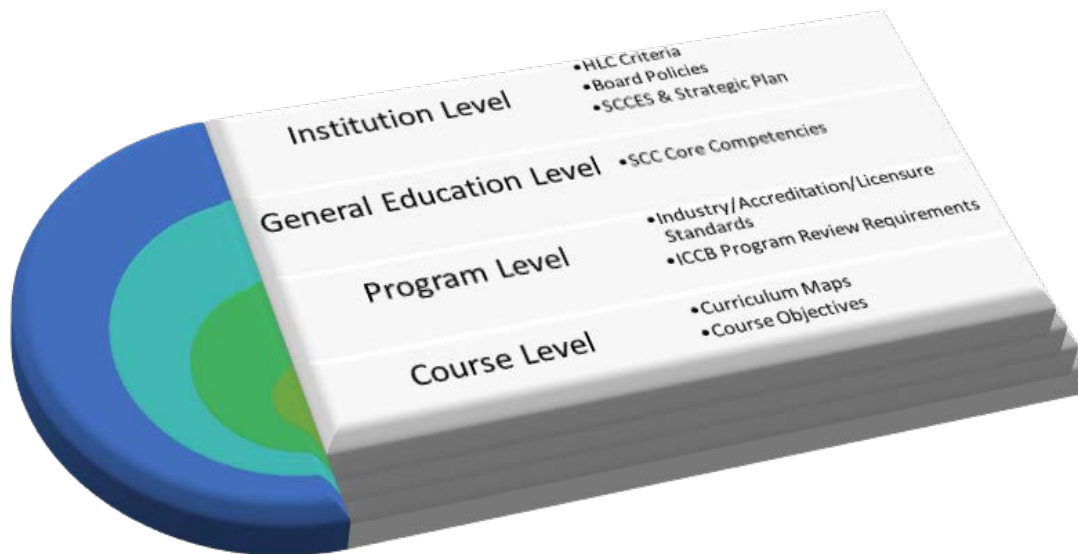
- Learning objectives are observable and measurable;
- Curriculum alignment provides the opportunity for students to achieve these objectives because the curriculum is driven by intended learning outcomes and assessment evidence;
- A variety of instructional strategies is utilized to promote student engagement and contribute to student learning;
- Successful program completion provides students with the requisite skills for goal completion.
- Employee engagement is priority in increasing student learning and obtaining desired institutional outcomes.

The SAAC mission is to promote excellence in teaching and student learning through the following (Figure 3):

- Reviewing and updating the Student Academic Assessment Action Plan;
- Ensuring courses follow curriculum maps and meet course objectives;
- Ensuring programs address the required industry, accreditation, and licensing standards;
- Ensuring the general education core competencies are intentionally interwoven throughout SCC programming.
- Ensuring alignment of academic assessment processes and procedures for general education, programs, and courses with the Board of Trustees Policy Manual, the institutional effectiveness model, *SCCES*, and the SCC Strategic Plan. In doing so, the SAAC can feel confident in the resulting evidence required for accreditation with the Higher Learning Commission (HLC) (**Strategic Plan 4.1.C**).

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*Figure 3. Standards and Accountability Measures at Each Level*



### Performance Area: General Education

SCC developed essential Core Competencies after conversations with faculty, students, and area employers of SCC graduates during advisory council meetings and are evaluated yearly for relevancy. The core competencies represent the identified qualities that students need to succeed after leaving SCC, whether they complete a degree or certificate for employment, complete an AA/AS degree for transfer to a four-year institution, or obtain continuing education credit and are as follows: ([Strategic Plan 4.2.A.](#)).

- Communication-Oral
- Communication-Written
- Global and Cultural Awareness
- Personal Growth and Responsibility
- Problem-Solving
- Research and Information Literacy
- Rubrics were created for each Core Competency

Rubrics were created for each Core Competency defining the levels of instruction (Exemplary, Acceptable, Developing, and Below Expectations). Courses were mapped to the Core Competencies in the student academic assessment software, WEAVE, to ensure alignment and coverage of all competencies at all levels of instruction and in all programs. Faculty complete and submit the Core Competency Assessment Form (CCAF) for the competencies for which their course is aligned so data can be gathered and analyzed, informing the continuous improvement process.

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## College Performance

### ***Key Performance Indicator: Area 6: Academic Success- Core Competency Outcomes***

#### *Percentage of Core Competency Outcome Benchmarks Targets Met*

The target for each Core Competency is 80% of students assessed will be at the “Acceptable” and “Exemplary” levels for each rubric element. As can be seen in the charts provided below for each Core Competency, the following strengths are noted:

- Global and Cultural Awareness and Personal Growth and Responsibility have the highest percentages of students at the Acceptable and Exemplary levels;
- Rubric element *Fosters Constructive Group Climate* in the Personal Growth and Responsibility rubric has the highest reported percentage of students at the Acceptable and Exemplary levels

The following areas for improvement are noted:

- Rubric element *Sources and Evidence* in the Written Communication rubric is below 80% in all three of the last semesters;
- Rubric element *Supporting Material* in the Oral Communication rubric is below 80% in all three of the last semesters;
- The Research and Information Literacy Core Competency seems to be one of the more difficult for students as all elements of the rubric are below 80% with the exception of *Access and Use Information Ethically and Legally* in all three semesters reported;
- The Problem-Solving Core Competency seems to be one of the more difficult for students as two of the three rubric elements, *Propose Solution* and *Implement Solution*, are below 80% in all three semesters reported.

#### *Percentage of sections offered that have evidence of core competency attainment*

The target for each Core Competency is 80% of sections for the courses aligned to that competency will assess their students, complete the CCAF, and submit it in WEAVE for the SAAC to gather and analyze. As can be seen in the charts provided below for each Core Competency, the following strengths are noted:

- Written Communication and Problem-Solving have consistently high numbers of sections with evidence of core competency attainment, even though they each dipped just below the 80% target in the Spring 2021 semester;
- Although Personal Growth and Responsibility is well below the 80% target, the number of sections has increased from 7% in the summer to 34% in the fall and 25% in the spring.

The following areas for improvement are noted:

- Personal Growth and Responsibility is the competency with the lowest percentage of sections submitted in all three semesters;

- Oral communication and Global and Cultural Awareness are consistently well below the 80% target all three semesters;
- Research and Information Literacy was below the 80% target two of the three semesters.

**SHAWNEE COMMUNITY COLLEGE**  
**FY21 Core Competency Assessment Results**  
**WRITTEN COMMUNICATION**

	<b>SUMMER 2020</b>		<b>FALL 2020</b>		<b>SPRING 2021</b>	
	<b>Total Submitted</b>	<b>Percentage (total submitted)</b>	<b>Total Submitted</b>	<b>Percentage (total submitted)</b>	<b>Total Submitted</b>	<b>Percentage (total submitted)</b>
Courses Mapped	21	70%	27	54%	42	58%
Courses Sections	28	84%	40	80%	66	73%
Students	125	78%	260	86%	340	79%
Full-Time Instructors	12	33%	22	61%	26	72%
Adjunct Instructors	10	31%	14	39%	19	42%
Co-Curricular Programs			6	40%	8	80%

**WRITTEN COMMUNICATION STUDENT PROFICIENCY**

Criteria	Exemplary	Acceptable	SUMMER 2020	FALL 2020	SPRING 2021
<b>Content of Purpose for Writing</b>	Demonstrates <u>thorough</u> understanding of context, audience, and purpose.	Demonstrates <u>adequate</u> consideration of context, audience, and purpose.	80%	78%	87%
<b>Content Development</b>	Uses appropriate, relevant, and compelling content to <u>illustrate mastery of subject</u> , conveying the writer's understanding and shaping of the document.	Uses appropriate, relevant, and compelling content to <u>explore ideas within the content</u> of the subject while shaping the document	87%	73%	84%
<b>Syntax and Mechanics</b>	Uses English language <u>skillfully communicating meaning</u> to readers with clarity and fluency, and is error-free.	Uses standard English language that <u>generally conveys meaning</u> to readers with clarity with few errors (less than five).	77%	79%	85%
<b>Sources and Evidence</b>	Demonstrates <u>skillful</u> use of high quality, credible, relevant sources to develop ideas that are appropriate for the assigned task(s)	Demonstrates <u>consistent</u> use of credible, relevant sources to develop ideas that are appropriate for the assigned task(s)	76%	71%	74%

SHAWNEE COMMUNITY COLLEGE  
FY21 Core Competency Assessment Results  
**ORAL COMMUNICATION**

	SUMMER 2020		FALL 2020		SPRING 2021	
	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)
Courses Mapped	6	20%	8	15%	18	20%
Courses Sections	6	20%	14	28%	27	30%
Students	45	30%	170	14%	212	22%
Full-Time Instructors	2	12%	6	30%	10	34%
Adjunct Instructors	2	20%	2	20%	6	30%
Co-Curricular Programs			4	50%	6	60%

**ORAL COMMUNICATION STUDENT PROFICIENCY**

Criteria	Exemplary	Acceptable	SUMMER 2020	FALL 2020	SPRING 2021
Central Message	Central message is <u>compelling</u> (precisely stated, appropriately repeated, memorable, and strongly supported)	Central message is <u>clear</u> and consistent with supporting materials	81%	76%	84%
Organization	Organization pattern (introduction, conclusion, sequenced material within body and transition) makes the content of the <u>presentation cohesive</u>	Organization pattern (introduction, conclusion, sequenced material within body and transition) is evident in presentation	78%	80%	80%
Delivery	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation <u>compelling and polished</u>	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation <u>interesting</u>	83%	78%	81%
Language	Language choices are <u>imaginative, memorable, compelling</u> and enhance the effectiveness of the presentation	Language choices are <u>thoughtful</u> and generally support the effectiveness of the presentation	79%	78%	82%
Supporting Material	Variety of supporting materials <u>significantly supporting</u> presentation and provides creditability to presenter	<u>Evidence</u> of supporting materials which sustain presentation and establishes presenter's authority on topic	72%	76%	78%

SHAWNEE COMMUNITY COLLEGE  
FY21 Core Competency Assessment Results  
**RESEARCH AND INFORMATION LITERACY**

	SUMMER 2020		FALL 2020		SPRING 2021	
	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)
Courses Mapped	21	70%	29	58%	45	50%
Courses Sections	24	80%	31	62%	49	55%
Students	192	80%	248	71%	392	65%
Full-Time Instructors	12	33%	24	67%	25	69%
Adjunct Instructors	11	48%	16	40%	17	53%
Co-Curricular Programs			4	40%	5	50%

**RESEARCH AND INFORMATION LITERACY STUDENT PROFICIENCY**

Criteria	Exemplary	Acceptable	SUMMER 2020	FALL 2020	SPRING 2021
<b>Determine Extent of Information Needed</b>	Provides a <u>clear</u> definition of the scope to the research question, thesis, or problem	Defines the scope to the research question, thesis, or problem	74%	72%	78%
<b>Evaluate Information and Its Sources</b>	<u>Systematically</u> and methodically analyzes own and multiple others' assumptions, evaluating relevance of contexts when presenting position	Identifies own and multiple others' assumptions and relevant contexts when presenting position	70%	71%	71%
<b>Use Information Effectively to Accomplish a Specific Purpose</b>	Communicates, organizes, and synthesizes information to achieve a specific purpose with clarity and depth	Communicates, organizes, and synthesizes information so intended purpose is achieved; <u>lacks clarity in depth</u>	74%	76%	75%
<b>Access and Use Information Ethically and Legally</b>	Provides complete citations in correct format.	Provides complete citations, but in incorrect format	79%	81%	80%

SHAWNEE COMMUNITY COLLEGE  
FY21 Core Competency Assessment Results  
**PROBLEM SOLVING**

	SUMMER 2020		FALL 2020		SPRING 2021	
	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)
Courses Mapped	24	80%	37	74%	61	68%
Courses Sections	30	100%	41	82%	66	73%
Students	120	80%	304	76%	329	83%
Full-Time Instructors	21	88%	31	86%	32	89%
Adjunct Instructors	9	30%	19	38%	16	20%
Co-Curricular Programs	2	20%	8	80%	9	90%

**PROBLEM SOLVING STUDENT PROFICIENCY**

Criteria	Exemplary	Acceptable	SUMMER 2020	FALL 2020	SPRING 2021
<b>Identify Problem</b>	Construct a <u>clear</u> problem statement.	Construct a problem statement	81%	85%	89%
<b>Propose Solution</b>	Propose <u>more than one complete</u> solution.	Propose a <u>complete</u> solution.	77%	75%	78%
<b>Implement Solution</b>	Implements solution in <u>effective</u> manner.	Implements solution.	76%	77%	79%



**SHAWNEE COMMUNITY COLLEGE**  
**FY21 Core Competency Assessment Results**  
**GLOBAL AND CULTURAL AWARENESS**

	<b>SUMMER 2020</b>		<b>FALL 2020</b>		<b>SPRING 2021</b>	
	<b>Total Submitted</b>	<b>Percentage (total submitted)</b>	<b>Total Submitted</b>	<b>Percentage (total submitted)</b>	<b>Total Submitted</b>	<b>Percentage (total submitted)</b>
Courses Mapped	4	13%	12	24%	21	23%
Courses Sections	4	25%	17	34%	30	33%
Students	32	21%	175	70%	191	42%
Full-Time Instructors	6	60%	22	67%	24	67%
Adjunct Instructors	4	34%	11	33%	10	31%
Co-Curricular Programs			4	40%	6	60%

**GLOBAL AND CULTURAL AWARENESS STUDENT PROFICIENCY**

Criteria	Exemplary	Acceptable	SUMMER 2020	FALL 2020	SPRING 2021
<b>Identifies and explains the ways in which individuals, groups, and institutions influence society.</b>	Draws from external sources the factors that bring change to society, and the way individuals and groups have been instrumental in bringing about change.	Draws from information given and own experiences the factors that bring change to society, and the way individuals and groups have been instrumental in bringing about change.	77%	84%	89%
<b>Comprehends the need for inclusion of socio-economic, political and social dynamics of world cultures.</b>	Demonstrates inclusion of socio-economic, political and social events to changes in world culture.	Discusses inclusion of socio-economic, political and social events that influence world culture.	80%	81%	88%
<b>Identifies the impact of stereotypes and myths.</b>	Creates ways/methods to dispel stereotypes and myths.	Identifies effects of stereotypes and myths on society.	81%	87%	79%
<b>Participation in the global society.</b>	Makes decisions based upon information gathered from practices in other nations.	Recognizes the direct impact of other nations on one's own social, political, and economic life.	77%	82%	90%

SHAWNEE COMMUNITY COLLEGE  
FY21 Core Competency Assessment Results  
**PERSONAL GROWTH AND RESPONSIBILITY**

	SUMMER 2020		FALL 2020		SPRING 2021	
	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)	Total Submitted	Percentage (total submitted)
Courses Mapped	2	7%	10	20%	18	20%
Courses Sections	2	7%	17	34%	23	25%
Students	22	15%	29	12%	57	14%
Full-Time Instructors	1	33%	19	54%	21	58%
Adjunct Instructors	2	50%	11	36%	9	30%
Co-Curricular Programs	2	20%	7	70%	9	90%

**PERSONAL GOWTH AND RESPONSIBILITY STUDENT PROFICIENCY**

Criteria	Exemplary	Acceptable	SUMMER 2020	FALL 2020	SPRING 2021
<b>Initiative</b>	Connects services from the identified program to self-directed learning.	Makes use of services to enhance self-directed learning.	90%	88%	92%
<b>Fosters Constructive Group Climate</b>	Motivates group by expressing confidence in the group's ability and assisting with accomplishing identified task.	Aids the group in accomplishing identified task.	92%	91%	96%
<b>Responds to Conflict</b>	Addresses conflict directly and constructively to strengthen effectiveness of group to accomplish identified task.	Identifies and acknowledges presence of conflict while staying engaged in accomplishing identified task.	88%	92%	89%
<b>Participation in the global society.</b>	Makes decisions based upon information gathered from practices in other nations.	Recognizes the direct impact of other nations on one's own social, political, and economic life.	87%	86%	87%

***Key Performance Indicator: Area 9: Employment Readiness- Employer Satisfaction***

*Graduate Demonstration of Core Competencies*

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SCC is currently is not collecting data from graduates' employers.

## Analysis

### *Students' Demonstrated Performance of Core Competencies:*

- SCC students demonstrate high levels of performance in Global and Cultural Awareness and Personal Growth and Responsibility, with the greatest percentage of students demonstrating acceptable and exemplary performance in fostering constructive group climates by expressing confidence in the group's abilities and assisting with the accomplishment of the group's identified tasks.
- SCC students seem to perform lower in the higher-level functions of written and oral communication: using high quality, credible sources to develop their written ideas and using a variety of supporting materials in presentations to establish their credibility.
- While SCC students can identify and clearly state problems, they still perform lower in the higher-level functions of problem-solving, which are proposing one or more complete solutions and implementing those solutions in an effective manner.
- Overall, SCC students are still developing their research and information literacy skills.

### *Sections' Evidence of Core Competency Attainment:*

- The completion and submission of CCAFs is inconsistent across the Core Competency rubrics. While some rubrics have high completion percentages, others are quite low. It is unclear whether the Core Competency rubrics are not completed in these sections or whether the rubrics are completed and the CCAF is not completed and submitted as evidence of that.

### *Employers' Satisfaction with Graduates' Performance of Core Competencies:*

- This information is not currently collected. Therefore, SCC cannot be sure if graduates can generalize their core competency skills to the workplace or if adjustments are necessary to the core competencies and the associated rubrics.

## Recommendations for the General Education Core Competencies:

As a result of the data collection and analysis, the following recommendations are made regarding SCC Core Competency Objectives:

- Increase the percentage of courses mapped to the competencies to at least 80% (**Strategic Plan 4.2.A.**).
- Re-visit the CCAF process with faculty (**Strategic Plan 4.2.A.**).

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- Increase co-curricular involvement with competencies data collection (**Strategic Plan 3.1.D., 4.2.A.**).
- Discuss and implement strategies to increase students' proficiency in proposing and implementing solutions to problems (**Strategic Plan 3.1.D., 4.2.A.**).
- Discuss and implement strategies to increase students' proficiency with research and information literacy (**Strategic Plan 3.1.D., 4.2.A.**).
- Work with Institutional Effectiveness and Career Services to implement Employer Satisfaction survey (**Strategic Plan 1.2.O, 4.2.A., 4.5.C.**).

## Performance Area: CTE and Academic Programs

The assessment process at the program level is affected by the program mission statement and results of course level student learning objectives. Programs develop a detailed assessment plan using the Continuous Quality Improvement (CQI) Form (**Strategic Plan 1.2.O, 4.2.B., 4.2.C.**).

The SAA plan requires programs to evaluate their missions on an annual basis to determine relevance and alignment with institution level outcomes, as well as their respective accreditation, industry, and /or licensing standards, and published program information in the current catalog. Information gained from advisory meetings, community forums, transfer universities' curriculum updates, as well as Shawnee Community College's faculty and Office of Institutional Effectiveness, is considered when making program updates.

This annual review should inform the ICCB 5-year program review. In turn, programs incorporate the feedback from the ICCB 5-year program review while completing their CQI annually.

For this performance area, all data available is analyzed together. Strengths and areas for improvement are provided at the end of this section after all data is considered.

## College Performance

### ***Key Performance Indicator: Area 6: Academic Success- Student Learning Outcomes***

Note: For this section, it is important to note that SICCM and "less than one year" certificate programs are not required to have an assessment plan or to participate in SCC annual program assessment cycle. Therefore, they are not included in the data that follow.

#### *Percentage of student learning outcome benchmark targets met*

For FY21, 41% (16/39) of programs identified by the SAAC as requiring an assessment plan reported meeting their student learning outcome benchmarks.

**16/39= 41%**

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<i>Percentage of student learning outcome benchmark targets met</i>	Accounting
	ADN
	Agriculture
	Automotive
	Business Management
	Computer Systems
	Cosmetology
	CNA
	Criminal Justice
	Fish and Wildlife
	Medical Coding
	Medical Office Assistant
	PN
	Transfer (AA/AS)
	Truck Driving
	Welding

100% of co-curriculars identified by the SAAC as requiring an assessment plan reported meeting their student learning outcome benchmarks.

<i>Percentage of student learning outcome benchmark targets met</i>	7/7= 100%	
	Ambassadors	
	Cosmetology Club	
	History Club	
	Phi Beta Lambda	
	Phi Theta Kappa	
	Scholastic Bowl	
	Student Senate	

*Percentage of program outcome benchmark targets met*

For FY21, 59% (23/39) of programs identified by the SAAC as requiring an assessment plan reported meeting their program outcome benchmarks.

<i>Percentage of program outcome benchmark targets met</i>	23/39= 59%	
	Accounting	Fish and Wildlife
	ADN	IT
	Agriculture	Learning Resource Center
	Automotive	Medical Coding
	Business Management	Medical Office Assistant
	Business Office	PN
	CNA	Security
	Computer Systems	Student Success Center
	Cosmetology	Transfer (AA/AS)
	Criminal Justice	Truck Driving
	Extension Centers (all)	Welding
	Financial Aid	

100% of co-curriculars identified by the SAAC as requiring an assessment plan reported meeting their program outcome benchmarks.

<i>Percentage of program outcome benchmark targets met</i>	<i>7/7= 100%</i>
Ambassadors Cosmetology Club History Club Phi Beta Lambda Phi Theta Kappa Scholastic Bowl Student Senate	

*Percentage of CTE programs with program assessment plans (\*does not include SICCM or “less than one year” certificate programs)*

<i>Percentage of CTE programs with program assessment plans</i>	<i>15/35= 43%</i>
Accounting ADN Agriculture Automotive Business Management CNA Computer Systems Cosmetology Criminal Justice Fish and Wildlife Medical Coding Medical Office Assistant PN Truck Driving Welding	

*Percentage of programs completing the annual program assessment cycle*

For FY21, the percentage of programs identified by the SAAC as requiring an assessment plan who have completed the annual SCC program assessment cycle is still being determined.

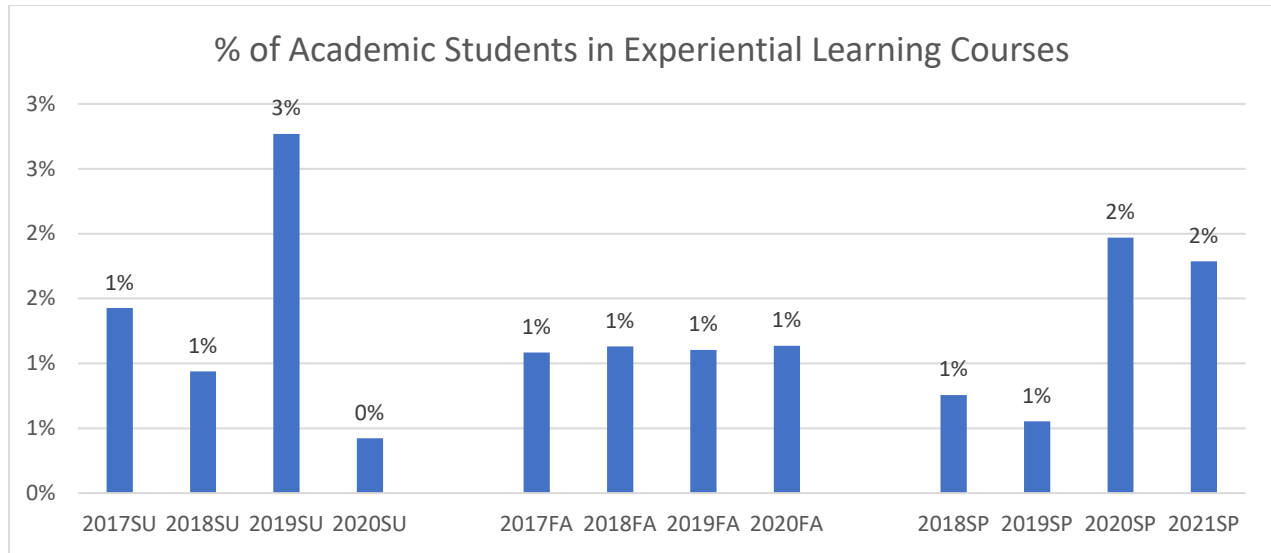
100% of co-curriculars identified by the SAAC as requiring an assessment plan have completed the annual SCC program assessment cycle.

<i>Percentage of programs completing the annual program assessment cycle</i>	<i>7/7= 100%</i>
Ambassadors Cosmetology Club History Club Phi Beta Lambda Phi Theta Kappa Scholastic Bowl Student Senate	

**Key Performance Indicator: Area 9: Experiential Learning (CTE Programs)**

*Percentage of students participating in a work-based learning course*

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*Percentage of programs with a work-based learning requirement*

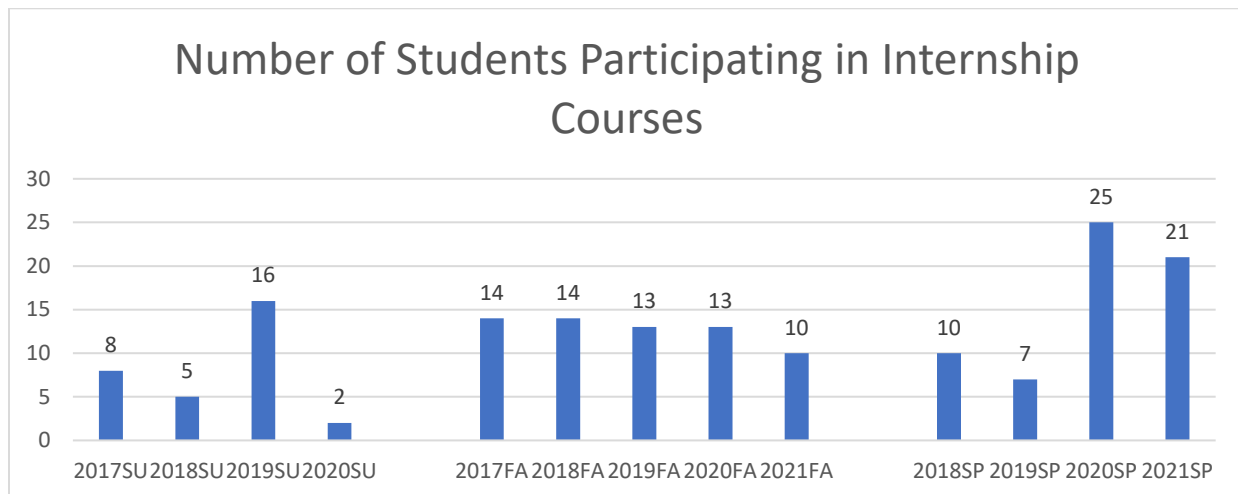
**AAS Programs with Experiential Learning Component**

**(9/48 programs, 18.75%)**

*Data Source: Dean of Academic Affairs, 5/18/21*

ADN (Clinicals)  
 Agriculture Business and Management (Internship)  
 Business Management (Internship)  
 Computer Systems and Security Specialist (Internship)  
 Construction Management of Laborers (Internship)  
 Criminal Justice (Internship)  
 Fish and Wildlife Management (Internship)  
 Information Processing Technology (Internship)  
 Social Work (Internship)

*Number of students participating in internship courses/externship/cooperative education courses*



**Key Performance Indicator: Area 7: Completion (CTE Programs Only)-Graduation Rates**

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*Percentage of degree/certificate-seeking students who completed a degree or certificate within three years of initial enrollment*

SCC currently does not collect this information.

*Goal achievement reported by students*

SCC currently does not collect this information.

### ***Key Performance Indicator: Area 7: Completion-Credentials Awarded***

*Number of certificates and transfer degrees awarded*

Completions by Curriculum	2015	2016	2017	2018	2019	2020	TOTALS
1101- Gerontology Aide	0	0	0	0	0	0	0
1115- Unmanned Aircraft Systems	0	0	0	0	0	0	0
1128- Nail Technology	0	0	0	0	3	0	3
2005- Construction Management	0	0	0	0	0	0	0
2100- Truck Driving	34	25	38	17	16	22	152
2102- Medical Office Assisting	1	3	4	3	3	2	16
2106- Auto Body	0	0	0	0	12	1	13
2119- Criminal Justice	1	3	1	3	3	6	17
2120- Criminal Justice	0	2	5	6	4	6	23
2123- Direct Support Provider	43	0	0	0	0	0	43
2126- Certified Nurse Assistant	99	83	86	102	69	42	481
2127- Practical Nursing	36	42	26	27	36	78	245
2139- Cosmetology	9	7	9	6	9	7	47
2141- Massage Therapy	2	3	2	0	2	2	11
2147- Combination Welding	8	11	7	5	8	2	41
2158- Automotive Technician Assistant	1	0	2	6	1	2	12
2161- Basic Electricity	2	0	5	0	9	0	16
2169- Cosmetology Instructor Training	0	0	1	2	1	1	5
2174- Medical Coder	8	6	10	2	4	9	39
2176- Medical Biller	9	7	9	4	7	7	43
2182- Internet & Computing Core Prep	0	0	0	0	1	1	2
2183- Microsoft Office Specialist Prep	0	0	2	0	2	1	5
2186- Automotive Maintenance & Lgt Repair	1	0	3	7	1	1	13
2192- Arc Welding	18	10	13	7	9	0	57
2193- Gas Welding	25	12	15	12	10	8	82
2194- Tig Welding	22	15	15	6	12	0	70
2195- Pipe Welding	15	9	15	4	9	2	54
2196- Mig Welding	11	15	7	15	14	4	66
2197- Diesel Technology	0	0	0	0	0	0	0
2201- Social & Human Support Services	1	0	2	1	1	1	6
2204- Medical Lab Technologist	3	0	2	3	1	0	9
2207- Administrative Assistant	1	0	0	0	1	2	4
2209- Information Processing (Tech Option)	0	0	0	0	0	0	0
2210- Business Management	0	1	1	2	0	1	5
2211- Accounting	1	0	1	4	0	0	6
2214- Agriculture	0	0	0	0	0	0	0
2215- Agriculture Business & Management	0	4	2	6	2	3	17
2216- Fish & Wildlife Management	1	2	2	3	1	1	10
2221- Computer Information Systems	2	2	2	3	0	2	11

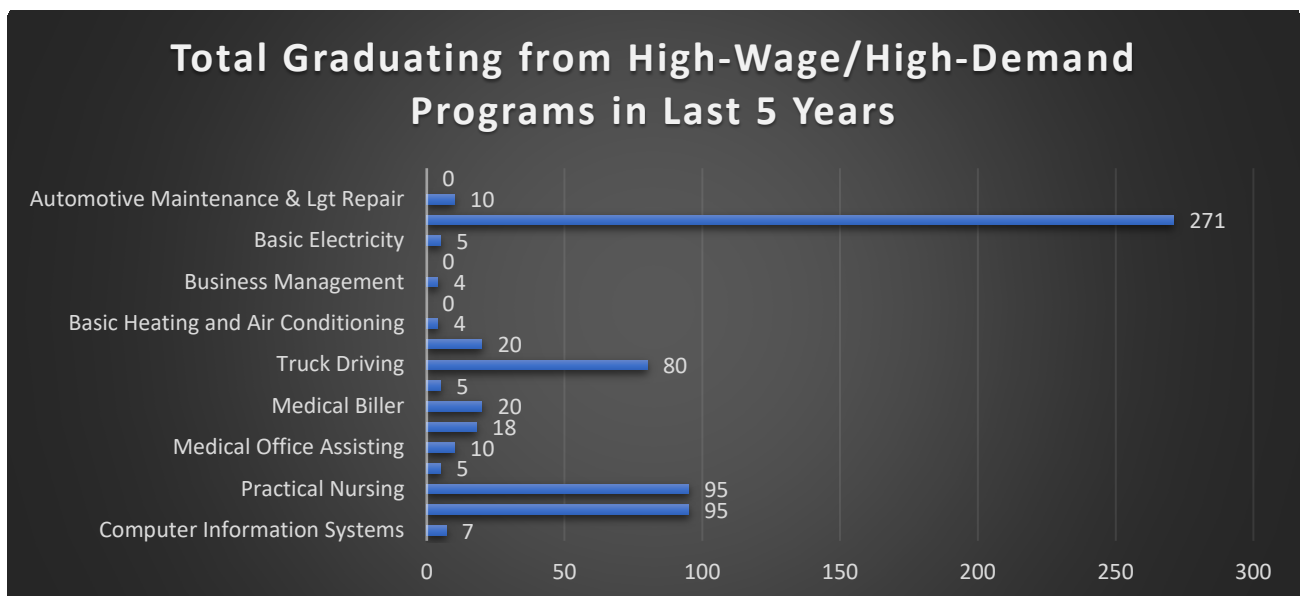
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2224- Medical Coding Specialist	2	3	10	3	6	2	26
2227- Associate Degree Nursing	29	27	39	29	36	10	170
2233- Basic Heating and Air Conditioning	0	0	0	4	0	0	4
2236- Heating/Ventilation/AC/Refrigeration	0	3	1	2	1	0	7
2237- Occupational Therapy Assistant	4	3	3	4	5	1	20
2256- Automotive Technology	1	1	0	2	1	2	7
5199- Surgical Technology	2	5	1	3	7	5	23

Completions by Curriculum	2015	2016	2017	2018	2019	2020	TOTALS
2126- Certified Nurse Assistant	99	83	86	102	69	42	481
2127- Practical Nursing	36	42	26	27	36	78	245
2227- Associate Degree Nursing	29	27	39	29	36	10	170
2100- Truck Driving	34	25	38	17	16	22	152
2193-Gas Welding	25	12	15	12	10	8	82
2194-Tig Welding	22	15	15	6	12	0	70
2196-Mig Welding	11	15	7	15	14	4	66
2192-Arc Welding	18	10	13	7	9	0	57
2195-Pipe Welding	15	9	15	4	9	2	54
2139- Cosmetology	9	7	9	6	9	7	47
2176- Medical Biller	9	7	9	4	7	7	43
2147- Combination Welding	8	11	7	5	8	2	41

Transfer Degree Completions	2015	2016	2017	2018	2019	2020	Totals
0090- Associate of Arts	160	138	114	131	123	129	795
0091- Associate of Science	65	64	45	55	64	54	347
0080- Associate of General Studies	18	24	29	20	31	57	179



***Key Performance Indicator: Area 7: Completion- Completion Rate***

*Percentage of college-ready, degree seeking students completing within 6 years*

SCC currently does not collect this information.

*Average number of months from initial enrollment to completion of first credential (i.e., certificate or associate degree)*

SCC currently does not collect this information.

*Average number of credits earned from initial enrollment to completion of first credential (i.e., certificate or associate degree)*

SCC currently does not collect this information.

***Key Performance Indicator: Area 7: Completion- Persistence without a Credential***

*Percentage of students who have not completed a degree/certificate or transferred to a four-year institution within six years of first enrolling at SCC*

SCC currently does not collect this information.

***Key Performance Indicator: Area 8: Transfer Readiness/Success- Matriculation***

*Percentage of courses transferred as equivalent (Academic Disciplines only)*

SCC currently does not collect this information.

*Percentage of credits transferred as equivalent (Academic Disciplines only)*

SCC currently does not collect this information.

*Number of certificates and associate's degrees awarded (CTE Programs only)*

\*See charts above in *Key Performance Indicator: Area 7: Completion-Credentials Awarded*

***Key Performance Indicator: Area 8: Transfer Readiness/Success- Achievement/Performance***

*Student satisfaction w/ preparation for transfer*

SCC currently does not collect this information.

***Key Performance Indicator: Area 9: Employment Readiness- Employer Satisfaction***

[Return to Agenda](#)

*Graduate preparedness for job or career*

SCC currently does not collect this information.

*Graduate performance*

SCC currently does not collect this information.

Analysis

As can be seen in the data provided above, the following strengths are noted:

- 100% of co-curricular programs have completed their program assessment cycles and have met both their student learning and program outcome benchmark targets.
- A majority of programs have met their program outcome benchmark targets.
- Experiential learning opportunities are provided for several of our programs that lead to employment in high-demand, high-wage occupation areas: truck driving, nursing, business management, criminal justice, computer and information systems, and construction management.
- Of the top ten programs for completers in the past five years, several lead to employment in high-demand, high-wage occupation areas: truck driving, nursing, welding, and medical biller.

The following areas for improvement are noted:

- Several programs have either not met their student learning and/or program outcome benchmark targets or have not completed the program assessment cycle in order to determine whether they have met their targets.
- The number and percentage of students participating in experiential learning can be increased.
- Many of our active programs have few completers in the past 5 years.
- SCC has few completers in many of the high demand, high wage occupations.
- SCC is not tracking transfer students after graduation to determine if courses and credits transfer, if they enroll and/or complete at a 4-year institution, and if graduates are satisfied with their preparation.
- SCC is not tracking how long it takes students to complete their goals once admitted to the College.
- SCC is not surveying employers to assess graduates' preparedness and performance for the job.

Recommendations for CTE and Academic Programs:

As a result of the data collection and analysis, the following recommendations are made regarding program level objectives:

[Return to Agenda](#)

- SAAC should work with the VP and Dean of Academic Affairs and Institutional Effectiveness to help programs refine program learning objectives and annual assessment review process (**Strategic Plan 1.2.O., 4.1.C., 4.2.B., 4.2.C., 4.2.D.**).
- All programs, including co-curriculars, should complete CQIs and follow through with findings (**Strategic Plan 4.1.C., 4.2.B., 4.2.C., 4.2.D.**).
- Programs should determine standards for each CTE program that are aligned with employer or national/state career cluster expectations (**Strategic Plan 1.2.O., 4.1.C., 4.2.B., 4.2.C.**).
- Programs should align measurements of achievement for Program Objectives to certification/licensure exams (**Strategic Plan 1.2.O., 4.1.C., 4.2.B., 4.2.C.**).
- Programs should analyze data and review/implement program adjustments as needed, incorporating Advisory Committee communications and ICCB review/feedback (**Strategic Plan 4.1.C.**).
- SCC should integrate experiential learning into all CTE programs (**Strategic Plan 1.2.O., 4.2.D.**).
- SAAC should work with Institutional Effectiveness and Career Services to implement Employer Satisfaction, Graduate, and Graduate Follow-Up surveys (**Strategic Plan 1.2.O., 3.1.C., 4.2.A., 4.5.C.**).
- Employees should work with the VP of Academic Affairs, Institutional Effectiveness, and IT on collecting and analyzing data for indicators currently unavailable, such as courses that transfer as equivalent and time to completion (**Strategic Plan 4.1.C., 4.2.B., 4.2.C.**).
- SAAC should discuss whether SICCM and “less than one year” certificate programs should be required to participate in annual assessment review (**Strategic Plan 4.1.C., 4.2.B.**).

### Student Academic Assessment Committee (SAAC) Recommendations

SAAC should do the following in FY22:

- Review and update Student Academic Assessment Plan to align to the Strategic Plan and *SCCES* (**Strategic Plan 4.1.C.**);
- Update the Entity Tree for Assessment in order to accurately reflect our current programs;
- Analyze FY21 data collection for intervention proposals (**Strategic Plan 4.2.B., 4.2.C., 4.6.C.**);
- Hold WEAVE training sessions (**Strategic Plan 4.1.C., 4.2.B., 4.2.C.**);
- Discuss co-curricular assessment expansion (**Strategic Plan 4.1.C.**);
- Finalize Budget Requests based on Action Plans Resource(s) Requests (**Strategic Plan 4.1.C., 4.2.A., 4.6.C.**);
- Refine intervention proposals for FY21(**Strategic Plan 4.1.C.**);
- Begin planning process for FY22 (**Strategic Plan 4.1.C.**);
- Celebrate Program Assessment Achievements for FY21(**Strategic Plan 3.5.E.**)

## Board Memorandum



### Board of Trustees

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Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Lisa Price  
**RE:** 2021 Summer Graduates  
**Date:** 09/07/21

**Background:** Per Shawnee Community College Board Policy 8470, the Illinois Community College Board establishes graduation requirements for all certificates and degrees. Transcript evaluations for Summer 2021 applications for graduation have been completed. The Summer 2021 Graduation List, pending final grade checks, includes:

- 33 Associate of Arts degrees
- 28 Associate of Science degrees
- 16 Associate of Applied Science degrees
- 1 Associate of General Studies degree
- 12 One-Year Certificates
- 26 Less-Than-One-Year Certificate
- 30 General Education Core Certificates

Once the Board approves the Summer 2021 Graduation List, the Registrar's Office will process diplomas. After graduation processing is complete, a final list of graduates will be submitted to the President's Office.

**Recommendation:** I recommend the Board approve Summer 2021 Graduation List as presented.

## Summer 2021 Graduation List

### **Agriculture**

Choate, Weslee

### **Associate Degree Nursing**

Boreup, Amanda  
Nikolic, Jessica  
Dunn, Samuel  
Schofield, Catherina  
Phillips, Kelsi  
New, Hailey  
Meyer, Kailey  
Laminack, Kellee  
Sweeney, Autumn  
Davis, Amber  
Monan, Abby  
Slinkard, Ashleigh  
Hart, Stacey  
Littlejohn, Erin

### **Associate of Arts**

Guerin, Regina  
Curry, Aleada  
Walker, Freda  
Carwyle, Sadie  
Womack, Harmony  
Drummond, Clarissa  
Walsh, Drew  
Bigham, Whitney  
Jacobs, Jana  
Kwiatkowski, Shaelyn  
Jenkins, Taylor  
Wilburn, Allison  
Atkinson, Ethan  
Hobson, Noah  
Hansen, Caroline  
Merriman, Timothy  
Diaz, Kevin  
Steinsultz, Alexis  
Bent, Addison  
Conley, Kalysta  
Montgomery, Alivia  
Williams, Alexis

Tucker, Jaylynn  
Holladay, Skylar  
Clark, Jayvon  
Jones, Keon  
Phillips, Alexis  
Daley, Trishawna  
Oldham, Breon  
Mitchell, Shelby  
Daley, Tishawna  
Bannerman, GeAni  
Stallworth, Zakyra

### **Associate of General Studies**

Walsh, Drew

### **Associate of Science**

Voigt, David  
Carwyle, Sadie  
Walsh, Drew  
Jenkins, Taylor  
Marks, Kennedie  
Wilburn, Allison  
Merriman, Timothy  
Conley, Kalysta  
Jones, Keon  
Stallworth, Zakyra

### **Automotive Maintenance & Lgt Repair**

Cox, Kaleb  
Etter, Steven  
Rottmann, Ethan  
Lopez, Cruz  
Jones, Seth

### **Automotive Technician Assistant**

Cox, Kaleb  
Etter, Steven  
Rottmann, Ethan  
Lopez, Cruz  
Jones, Seth

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**Automotive Technology AAS**

Etter, Steven

**Basic Heating and Air Conditioning**

Ryan, Colin

**Certified Nursing Assistant**

Grizzell, Anthony

Quertermous, Jaycie

Brown, Tyesha

Smith, Arizona

Brown, Paytra

Denham, Nicholas

Board, Adam

Crain, Macey

Smock, Tabia

Dorsey, Ella

Brown, Carrie

**Cosmetology**

Merriman, Josie

**Criminal Justice**

Guerin, Regina

Hunter, Ezra

Masters, Treston

**Fish and Wildlife Management**

Schreiner, Cyler

**General Education Core**

Guerin, Regina

Walker, Freda

Carwyle, Sadie

Womack, Harmony

Drummond, Clarissa

Walsh, Drew

Bigham, Whitney

Rankin, Courtney

Jacobs, Jana

Kwiatkowski, Shaelyn

Watkins, Jax

Wilburn, Allison

Atkinson, Ethan

Hobson, Noah

Hansen, Caroline

Merriman, Timothy

Diaz, Kevin

Steinsultz, Alexis

Bent, Addison

Conley, Kalysta

Montgomery, Alivia

Williams, Alexis

Holladay, Skylar

Clark, Jayvon

Phillips, Alexis

Daley, Trishawna

Oldham, Breon

Daley, Tishawna

Bannerman, GeAni

Stallworth, Zakyra

**Nail Technology Certificate**

Woods, Chambræ

Turner, Myra

Ozment, Morgan

**Surgical Technology**

Grass, Kelly

Dye, Maya

**Truck Driving**

Cook, Tony

Dirden, Clayton

Tregoning, Joshua

Herre, Brian

Nicolaides, Jan

Burton, David

## Board Memorandum



### Board of Trustees

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** SICCM Payment  
**Date:** 09/07/21

**Background:** The annual payment to Southern Illinois Collegiate Common Market (SICCM) is \$209,111 which covers operational and program costs for Medical Laboratory Technologist (MLT), Occupational Therapy Assistant (OTA), Surgical Technology (STP). This is an increase of \$27,397 from fiscal year 2021. The program cost analysis as seen attached shows the programs generate a surplus of funds for the College when the programs are at full enrollment.

**Recommendation:** I recommend the Board approve the payment to SICCM for FY22 program and operational costs in the amount of \$209,111.



**Shawnee Community College**  
**Southern Illinois Collegiate Common Market (SICCM)**  
**FY2022**

**Revenue and Expenditures**  
**Projection Based on Full Enrollment**

	<i>One Year Program Surgical Technology (One year Certificate)</i>	<i>Two Year Program Medical Lab Technologist (AAS)</i>	<i>Two Year Program Occupational Therapy Assistant (AAS)</i>
Total Slots Available	11	12	14
Credit hours generated	308	396	672
State Revenue	\$ 162.99	\$ 162.99	\$ 162.99
Tuition	125.00	125.00	125.00
Technology Fees	15.00	15.00	15.00
Revenue per Cr Hr	302.99	302.99	302.99
Waiver Rate	(28,105.00)	(36,135.00)	(61,320.00)
Subtotal of Revenue	\$ 65,215.92	\$ 83,849.04	\$ 142,289.28
Lab Fees	4,180.00	4,180.00	26,210.00
<b>Total Revenue</b>	<b>\$ 69,395.92</b>	<b>\$ 88,029.04</b>	<b>\$ 168,499.28</b>

Total Revenue Generated	\$ 325,924.24
Total Fees paid to SICCM	\$ 209,111.00
<b>Total Profit (Loss)</b>	<b>\$ 116,813.24</b>

**Notes:**

State Revenue would be received in two years.

Prerequisite courses not computed in program costs



Southern Illinois Collegiate Common Market

3213 S. Park Ave.  
Herrin, IL 62948  
618-942-6902  
Fax 618-942-6658

**INVOICE**  
**Due upon Receipt**

July 20, 2021

Dr. Tim Taylor, President  
Shawnee Community College  
8364 Shawnee College Road  
Ullin, IL 62992

Dear Dr. Taylor

The FY-2022 SICCM budget was approved by the Board of Directors on May 18, 2021. Attached is the Institutional Assessments form which provides a breakdown for each institution. The total contribution for Shawnee Community College is **\$209,111** to fund SICCM program costs for fiscal year 2022.

Please make your check payable to the Southern Illinois Collegiate Common Market, 3213 South Park Avenue, Herrin, IL 62948.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Pam Gibbs'.

Pam Gibbs  
Interim Executive Director/CFO

Attachment

cc: Brandy Woods

**SICCM INSTITUTIONAL ASSESSMENTS FY-2022**  
(Board Approved 5/18/21)

Updated Student count as of 7/15/21											
Institutions	*HIT	MLT	OTA	STP	**VTP	Total Program Costs	100% Program Assessment	Consortium Membership Fee	Vet Tech Building Payment	Total Assessment	
John A. Logan College	\$0	\$83,069	\$135,785	\$65,304	\$0	\$284,158	\$284,158		\$0	\$284,158	
Shawnee Community College	\$0	\$71,202	\$82,652	\$55,257	\$0	\$209,111	\$209,111		\$0	\$209,111	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
SIU Carbondale	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
SIU Edwardsville	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Program Total Budgeted Costs	\$0	\$154,271	\$218,437	\$120,561	\$0	\$493,269	\$493,269	\$0	\$0	\$493,269	
Total Program Costs/Total # Students-All Campuses											
=Cost per Student by Program		Average costs by Individual Program									
		5,933.50	5,903.70	5,023.38							
Cost per student x total # of students (Each individual campus) = Cost per campus (ALL Programs)											
Enrollments											
John A. Logan College	0	14	23	13	0	50	\$5,683.16	Average Cost for ALL Programs for each Campus			
Shawnee Community College	0	12	14	11	0	37	\$5,651.65				
	0	0	0	0	0	0					
	0	0	0	0	0	0					
	0	0	0	0	0	0					
Totals	0	26	37	24	0	87					
Adjusted Percentage											
(0%)		(0%)									
Percentage of Program Costs Paid		(50%)	(50%)	(50%)	(0%)	(0%)	(100%)	(100%)	(100%)	100%	100%
Actual Assessments Paid		FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021
Per Institution											
John A. Logan College	\$112,299	\$105,601	\$28,000	0	0	\$199,398	\$344,829	\$328,289	\$347,001	\$362,954	Totals
Kaskaskia College	\$96,950	\$87,283	\$25,000	0	0	\$116,265	\$62,296	\$0	\$0	\$0	(\$383,351)
Rend Lake College	\$101,040	\$96,122	\$28,000	0	0	\$121,466	\$64,390	\$0	\$0	\$0	(\$320,472)
Shawnee Community College	\$95,665	\$97,659	\$28,000	0	0	\$99,150	\$127,339	\$142,255	\$160,152	\$181,714	(\$359,906)
Southeastern Illinois College	\$81,915	\$79,305	\$28,000	0	0	\$96,165	\$67,052	\$0	\$0	\$0	(\$319,233)
SIU Carbondale	\$28,000	\$28,000	\$28,000	0	0	\$0	\$0	\$0	\$0	\$0	(\$291,541)
SIU Edwardsville	\$28,000	\$28,000	\$28,000	0	0	\$0	\$0	\$0	\$0	\$0	(\$97,998)
SWIC				0	0	\$0	\$0	\$0	\$0	\$0	(\$97,998)
Totals	\$543,869	\$521,970	\$193,000	\$0	\$0	\$632,444	\$665,906	\$470,544	\$507,153	\$544,668	(\$17,500)
FY17&18-KAS/RLC/SIC did not pay total of (\$465,338)											
						\$298,548	\$534,464				
						(\$333,896)	(\$131,442)				
						Not Paid By	Not Paid By				
						KAS/RLC/SIC	RLC/SIC				
*Health Information Technology Program (HIT) no longer offered at SICCM effective FY 2016.											
**Veterinary Technology Program (VTP) no longer offered at SICCM effective FY 2019.											



## Board Memorandum



### Board of Trustees

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** Purchase of Anatomage Table  
**Date:** 09/07/21

**Background:** The Anatomage Virtual Dissection Table (AVDT) will be used in human anatomy and physiology (A&P) courses to enhance the study of the human body. The AVDT can be used by the instructor and/or students in a horizontal format and can also be used for remote (zoom, hybrid, online) instruction when displayed vertically. The AVDT is a large (7-foot-long) touchscreen that allows the interactive study of single or multiple body systems at the same time. It will be utilized extensively by our A&P I and A&P II courses (and possibly BIO 115).

Unlike studying diagrams, models, and vertebrate dissection (fetal pigs and rabbits) the AVDT enhances the student learning experience by utilizing the human cadaver to show human body movement (i.e. muscle action, blood flow through the pumping heart, etc.). In addition, there are over 1,300 pathologies included as well, so various diseases can be studied, further enhancing the learning experience and improving the student's ability to solve problems. An interactive, 3D 31-week pregnancy is also included so the A&P of mother and her fetus can be studied.

Clearly, software pre-loaded on the AVDT, enables learners to study the A&P of human cadavers that greatly exceeds traditional classroom learning experiences (diagrams, models, vertebrate dissection, etc.). Further, the AVDT allows users to study the A&P of four different virtual human cadavers, increasing the diversity of the learning experience. The faculty are extremely excited by this purchase. They believe the AVDT will not only make A&P labs a more complete learning experience but will also lead to greater student engagement and excitement. By doing so, we anticipate student retention will be enhanced, especially in downstream Nursing and Allied Health programs.

Lastly, the AVDT is utilized by many medical schools to train physicians. Our Allied Health Programs could also use the table to review A&P concepts as well as human pathology. To our knowledge, no schools in Southern Illinois have an Anatomage Table, so we anticipate it being an excellent recruitment tool for our science and allied health programs (including dual credit).

The attached letter from the Vendor (Anatomage) confirms the AVDT is a sole source product (i.e. not required to go through the bid process for items over \$25,000). Because this purchase enhances our remote instruction capabilities, CARES Act funding can be used. This purchase is one of three AVDT's identified in Goal 1, Objective 2, Strategy D of the College's Strategic Plan.

**Recommendation:** I recommend the Board approved the purchase of the Anatomage virtual dissection table for a total price of \$80,900.00.

## **Certificate of Exclusive Distributorship**

**01/8/2021**

This letter certifies that--

The **Anatomage Table**, virtual dissection table, is manufactured and distributed exclusively by Anatomage, Inc.

The **Anatomage Table Application**, installed on the Anatomage Table is designed and distributed exclusively by Anatomage, Inc.

The **Anatomage Table**, is serviced and supported exclusively by Anatomage, Inc.

Anatomage's support for the **Anatomage Table** covers, but is not limited to:

- Anatomage Table Software Content and Functionality
- Medical Design Studio Software Content and Functionality
- Anatomage Table Hardware Troubleshooting
- Anatomage Table Software Troubleshooting

Anatomage is the sole and exclusive distributor in the United States of America.

Pricing provided for the Anatomage Table is certified to be equivalent to pricing provided for similar orders.

Please feel free to contact us if you have any questions regarding this matter.

Sincerely,



Jake Lehman  
Corporate Sales and Marketing Manager  
Anatomage, Inc.  
408-885-1474  
[www.anatomage.com](http://www.anatomage.com)

## Board Memorandum



### Board of Trustees

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** FIRST READ – Board Policy Manual  
**Date:** 09/07/21

**Background:** In October 2018, a Higher Learning Commission (HLC) peer review Team performed a mid-cycle review of the College's compliance with HLC accreditation standards. In that review, the College received a "met with concern" rating for its shared governance practices. Shared Governance is a concern for both the Board and the College's employees. [Criterion 2C and 5A](#) identifies HLC's expectations of shared governance.

In general, Criterion 2C identifies the Board's role. As it pertains to Criterion 2C, in the 2018 mid-cycle review the HLC peer review team noted, "*Feedback received during the visit indicated that Board members may not be adhering to their own policy: The Board will select the President who will be the chief executive officer of the College and be directly responsible to the Board for its total administration. In that Board members were reported to have been involved in day-to-day operations of the college through direct meetings and conversations related to the operations of the college with personnel other than the President.*"

As a result of these findings from the HLC Review Team, the College is scheduled to receive a focused-visit from HLC on November 15 and November 16, 2021 to address this concern. At that time, the HLC Review Team will expect to see evidence the Board is beginning to lead through policy governance and the College is employing effective shared governance practices.

To facilitate this process, the Board appointed a Policy Committee (consisting of Trustees Mike McMahan, Deborah Shelton-Yates, and Andrea Witthoft) to develop and recommend new Board policies using a policy governance framework. This work, which began in June 2021, is now complete. A new Board Policy Manual (sent under a separate cover) reflects the development of 72 new or revised Board policies and a significant update to the College's current policy manual.

Generally, an undertaking of this magnitude would take a year or two to complete. The Board Policy Committee completed this task in three months. As such, their dedication, diligence, and effort to this task is remarkable and they should be commended for their effort.

These policies are presented for first read.

**Recommendation:** I recommend the Board review the revised Board Policy Manual and direct any questions to me or members of the Board Policy Committee.

## Board Memorandum



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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Establish a Board Policy Retreat  
**Date:** 09/07/21

**Background:** As mentioned in the previous memo, the Board is presented with a new policy manual, which reflects the development/revision of 72 new policy governance-oriented policies. The sheer breadth of these policies suggests an in-depth review prior to acceptance.

Further, as noted in Dr. Reed's Policy Governance Training Presentation in June 2021, policy governance is an advanced governing model and its operating style is very different from past Board governing experiences. As such, it would be helpful for the entire Board to review policy governance practices in light of these new policies.

**Recommendation:** I recommend the Board establish a Retreat date to explore the new policy governance model, review draft policies, and revise policies, as necessary.

## Board Memorandum



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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Shared Governance Manual  
**Date:** 09/07/21

**Background:** As noted earlier in the Board Policy memo, the HLC Shared Governance Focus Review Team will also be interested in what the College has done to improve internal shared governance processes. Specifically, the Review Team will expect to see evidence the College is engaging employees (faculty and staff) in the decision-making process relative to the development of plans, policy, and procedures. Generally, College's provide this evidence and structure through Committee work.

The College's current committee structure, identified in Policy 4220, provides opportunities for college employees to engage in many operational aspects of the College. However, I'm told, employees rarely engaged in decision-making relative to policy, procedures, and plans through this structure.

To strengthen the College's shared governance structure, an ad hoc Shared Governance Team was formed in 2019. This Team was initially used to promote communication and address various operational concerns between all employee groups. Since last September, this Team has focused its efforts on building a new shared governance structure for the College. As a result, we have developed the College's first Shared Governance Manual (sent under a separate cover). In this manual you'll see three committee types – policy, operational, and hybrid. Further, definitions and specific committee charges have been developed. This is a significant update to the College's shared governance structure.

Finally, a new Board policy called *Participation in Local Decision-Making* (B2005), requires me “to develop and implement a collaborative decision-making system for College administrative and operational practices.” Further, this policy identifies several features of the decision-making system the Board expects. This manual provides evidence that directive is being met in its entirety. Therefore, I present this manual to you for review.

**Recommendation:** I recommend the Board review the draft of the College's Shared Governance Manual and direct any questions to me.