

BOARD BOOK

October 4, 2021





**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531 RIVER ROOM
ULLIN, IL
October 4, 2021
5:30 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 October 4, 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 by 2:00 p.m. on October 4, 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 September 7, 2021 Meeting](#)
 - [Treasurer's Report](#)
 - [Approval of Bills](#)

Education Fund	\$983,887.20
Building Fund	106,871.23
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	128,994.97
Restricted Purposes Fund (Grants)	403,557.98
Restricted Purposes - FWS*	413.49
Restricted Purposes - PELL	2,023.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	395.07
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	67,107.36
Grand Total	\$1,693.250.30

VI. Consideration of Addendum

Addendum: [\(\\$320,000.00\) Interfund Loan](#) Education to Restricted Purpose 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](#) – John Windings
- H. [Illinois Community College Trustees Association](#) – James Darden

VIII. Action and Discussion Items

- A. Review [HLC Shared Governance Self Study \(Attachment\)](#) (32 pages)
- B. Review [ICCB Adult Education Allocation \(Attachment\)](#) (1 page)
- C. [Presentation of Quarterly Strategic Plan Monitoring Report](#) (19 pages) and [Demonstration of Alignment with IBHE's Strategic Plan](#) (8 pages)
- D. Consideration of Approval of [Reimbursement to Trustee James Darden for Travel to ICCTA Meeting](#)
- E. Consideration of Approval of [Purchase of Ellucian Managed Cloud Environment \(Attachment\)](#) (12 pages)
- F. Consideration of Approval of [IDOC Contract \(Attachment\)](#) (5 pages)
- G. Consideration of Approval to [Pay Ramona Munsell & Associates Service Fees](#)
- H. Discussion of Superintendent /Community Engagement
- I. Discussion of President Evaluation

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of [Ratification of Part-time Employees](#)
 - ii. Discussion of [Development of Instructor MOU \(Attachment\)](#) (3 Pages)
- 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 \(c\)\(1\)](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)
 - i. Consideration of Approval of [Joppa Station Settlement Agreement \(Attachment\)](#) (13 pages)
 - ii. Consideration of Approval of [Executive Order Implementation Protocol \(Attachment\)](#) (8 pages)

X. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - i. [Consideration of Ratification of Part-time Employees](#)
 - ii. Discussion of [Development of Instructor MOU \(Attachment\)](#)
- 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 \(c\)\(1\)](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)
 - i. Consideration of Approval of [Joppa Station Settlement Agreement \(Attachment\)](#)
 - ii. Consideration of Approval of [Executive Order Implementation Protocol Attachment](#)

XI. Adjournment

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

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

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

Mr. James Darden - Present
Ms. Deborah Shelton-Yates - 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, Joined Late
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 - Present
John Schneider, Attorney - Present
Dr. Ian Nicolaides, S.C.E.A., President - Present
Dr. Ryan Thornsberry, Instructor of English - Present
Beth Crowe, Administrative Assistant to the President - Present
Phyllis Sander, Accounting, Business Management, Computer Science, Economics, & Information Systems – Present
Amanda Hannan, Director of Nursing – Present
Carrie Davis, Admissions, Recruitment, Advisement Specialist - 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 Andrea Witthoft and seconded by Deborah Shelton-Yates to **approve the consent agenda** as follows:

- A. Regular Meeting Minutes August 2, 2021
- B. Treasurer's Report
- C. 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	79,149.18
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)	33,988.76
Grand Total	\$1,336,042.21

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.

VI. Consideration of Addendum and Re-Investments

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[Return to Agenda](#)

MOTION NO. 2

A motion was made by John Windings and seconded by James Darden to approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$1,500,000.00 to make inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds. 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.

MOTION NO. 3

A motion was made by April Moore and seconded by Bradley West to approve Addendum: To Restricted Purposes Fund in the amount of \$1,500,000.00 to repay inter fund loan outstanding originally made on June 30, 2021 from the Education Fund to the Restricted Purposes Fund. July 28, 2021

On roll call vote, the member voted as follows:

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

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

MOTION NO. 4

A motion was made by Andrea Witthoft and seconded by Michael McMahan **to approve Addendum: To Education Fund in the amount of \$30,000.00 to make an inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds. July 31, 2021**

On roll call vote, the member voted as follows:

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

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

MOTION NO. 5

A motion was made by Deborah Shelton-Yates and seconded by James Darden **to approve Addendum: To Working Cash Fund in the amount of \$690,360.00 for Re-Invest of Certificate of Deposits that matured into new Certificate of Deposits. July 21, 2021 - See Attachment Board Book page 52 – Investments in PMA Financial**

On roll call vote, the member voted as follows:

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

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

VII. Reports

- A. Student Trustee – 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 Saints Foundation – Gene Honn
- H. Illinois Community College Trustees Association – James Darden

VIII. Action and Discussion Items

- A. Consideration of Approval of the FY2022 Budget
- B. Presentation of Assessment/Program Review Monitoring Report (Phyllis Sander)
- C. Presentation of Factbook Data as a Data Dashboard (Dr. Teske)
- D. Consideration of Approval of the 2021 Summer Graduates
- E. Consideration of Approval of the SICCM Payment
- F. Consideration of Approval of the Purchase of Anatomage Table
- G. FIRST READ Board Policy Manual - Manual Sent Previously
- H. Consideration to Establish a Board Policy Retreat
- I. Discussion of Shared Governance (Draft)
- J. Discussion of Superintendent/Community Engagement
- K. Discussion 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 Instruction
 - ii. Consideration of Approval to Hire a Full-Time Vice-President of Academic Affairs
 - iii. Consideration of Approval to Ratify Part-Time Employees
 - iv. Consideration of Approval to Ratify Summer 2021 Faculty Stipends
 - v. Consideration of Approval of Ratify Summer 2021 Faculty Load
 - vi. Consideration to Ratify Summer 2021 Adjunct Faculty
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College pursuant to 5 ILCS 120/2 (c)(1)
 - i. Consideration to Accept Resignation of Full-Time Employee
- 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 to Ratify Full-Time Agriculture Instruction
 - ii. Consideration of Approval to Hire a Full-Time Vice-President of Academic Affairs
 - iii. Consideration of Approval to Ratify Part-Time Employees
 - iv. Consideration of Approval to Ratify Summer 2021 Faculty Stipends
 - v. Consideration of Approval of Ratify Summer 2021 Faculty Load
 - vi. Consideration to Ratify Summer 2021 Adjunct Faculty
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
 - i. Consideration to Accept Resignation of Full-Time Employee
- C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 6

CONSIDERATION OF APPROVAL OF THE FY2022 BUDGET

A motion was made by James Darden and seconded by Deborah Shelton-Yates to 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.

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. 7

PRESENTATION OF ASSESSMENT/PROGRAM REVIEW MONITORING REPORT

A motion was made by _____ and seconded by _____

Presentation by Phyllis Sander **DISCUSSION ONLY - NO MOTION**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8

PRESENTATION OF FACTBOOK DATA AS A DATA DASHBOARD

A motion was made by _____ and seconded by _____

Presentation by Dr. Teske **DISCUSSION ONLY – NO MOTION**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 9

CONSIDERATION OF APPROVAL OF THE 2021 SUMMER GRADUATES

A motion was made by John Windings and seconded by Bradley West to recommend the Board approve the 2021 Summer 2021 Graduation List, 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.

MOTION NO. 10

CONSIDERATION OF APPROVAL OF THE SICCM PAYMENT

A motion was made by James Darden and seconded by April Moore to recommend the Board approve the payment to SICCM for FY22 program and operational costs in the amount of \$209,111.

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. 11

CONSIDERATION OF APPROVAL OF THE PURCHASE OF ANATOMAGE TABLE

A motion was made by Deborah Shelton-Yates and seconded by Michael McMahan to recommend the Board approve the purchase of the Anatomage Virtual Dissection Table for a total price of \$80,900.00.

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.

MOTION NO. 12

FIRST READ BOARD POLICY MANUAL

A motion was made by _____ and seconded by _____

To recommend the Board review the revised Board Policy Manual and direct any questions to me or members of the Board Policy Committee **NO MOTION REQUIRED**

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 13

CONSIDERATION TO ESTABLISH A BOARD POLICY RETREAT

A motion was made by Michael McMahan and seconded by April Moore to recommend the Board to establish a Retreat Date to explore the new policy governance model, review draft policies, and revise policies, as necessary.

September 30 @ 4:30 p.m. and October 14 @ 4:30 p.m.

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.

MOTION NO. 14

DISCUSSION OF SHARED GOVERNANCE

A motion was made by _____ and seconded by _____

To recommend the Board review the draft of the College’s Shared Governance manual and direct any questions to me.

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.

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MOTION NO. 15**DISCUSSION OF SUPERINTENDENT/COMMUNITY ENGAGEMENT**

A motion was made by _____ and seconded by _____

On roll call vote, the members voted as follows:

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

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

MOTION NO. 16**DISCUSSION OF PRESIDENT EVALUATION COMMITTEE**

A motion was made by _____ and seconded by _____

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 17

COVID PROTOCOL UPDATE

A motion was made by _____ and seconded by _____

On roll call vote, the members voted as follows:

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

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

MOTION NO. 18

IX. EXECUTIVE SESSION

A motion was made by John Windings and seconded by James Darden to **adjourn and go into executive session** at 8:19 p.m. for the purpose of discussing:

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.

END OF EXECUTIVE SESSION DISCUSSION

This was a recording of the executive session held on **September 7, 2021**, of the Shawnee Community College Board of Trustees. The executive session was attended by Board members April Moore, Steve Heisner, Mike McMahan, Deborah Shelton-Yates, John Windings, Andrea Witthoft, James Darden, Attorney John Schneider, President Tim Taylor and Student Trustee Bradley West. Others who arrived later, or who left before the conclusion of the meeting are noted on the recording. The executive session concluded at 9:54 p.m. **Stop Recorder**

CONFIDENTIAL
BOARD OF TRUSTEES
OF COMMUNITY COLLEGE DISTRICT NO. 531
COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON, AND
JACKSON
IN THE STATE OF ILLINOIS
EXECUTIVE SESSION
September 7, 2021

An executive session of the Board of Trustees of Shawnee Community College was held on September 7, 2021, at 8:31 p.m. at Shawnee Community College River Room for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment of the College
 - i. Consideration to Ratify Full-Time Agriculture Instruction **Attachment**
 - ii. Consideration of Approval to Hire a Full-Time Vice-President of Academic Affairs **Attachment**
 - iii. Consideration of Approval to Ratify Part-Time Employees **Attachment**
 - iv. Consideration of Approval to Ratify Summer 2021 Faculty Stipends **Attachment**
 - v. Consideration of Approval of Ratify Summer 2021 Faculty Load **Attachment**
 - vi. Consideration to Ratify Summer 2021 Adjunct Faculty **Attachment**
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
 - i. Consideration of Resignation of Full-Time Employee **Attachment**
- C. Consideration of Items That May Lead or Have Led to Litigation

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. 19

A motion was made by Andrea Witthoft and seconded by Michael McMahan to adjourn out of executive session at 9:54 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.

MOTION NO. 20

A motion was made by James Darden and seconded by Deborah Shelton-Yates to approve the minutes of the executive session held on September 7, 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. 21

CONSIDERATION TO RATIFY FULL-TIME AGRICULTURE INSTRUCTOR

A motion was made by April Moore and seconded by Bradley West to recommend the Board ratify the emergency hire of Anna Davenport for the position of Ag Instructor, with an effective date of August 16, 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. 22

CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME VICE-PRESIDENT OF ACADEMIC AFFAIRS

A motion was made by Steve Heisner and seconded by Andrea Witthoft to recommend the Board approve Darci Cather for the position of VP of Academic Affairs, with an effective date of October 1, 2021.

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.

Minutes p 15 of 18

MOTION NO. 23

CONSIDERATION OF APPROVAL TO RATIFY THE PART-TIME HIRES AS PRESENTED

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board to ratify the part-time hires as presented.

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.

MOTION NO. 24

CONSIDERATION OF APPROVAL TO RATIFY SUMMER 2021 FACULTY STIPENDS

A motion was made by Bradley West and seconded by Andrea Witthoft to recommend the Board ratify the Summer 2021 Faculty Stipends, as presented.

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. 25

CONSIDERATION OF APPROVAL OF TO RATIFY SUMMER 2021 FACULTY LOAD

A motion was made by April Moore and seconded by Bradley West to recommend the Board ratify the Summer 2021 Faculty Teaching Load, as presented.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 26

CONSIDERATION TO RATIFY SUMMER 2021 ADJUNCT FACULTY

A motion was made by James Darden and seconded by John Windings to recommend that the Board approve the ratification of the Summer 2021 Adjunct Faculty list, as presented.

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

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

MOTION NO. 27

CONSIDERATION TO ACCEPT RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by Bradley West and seconded by Deborah Shelton-Yates to recommend the Board accept Ms. Adkinson's letter of resignation effective August 27, 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.

MOTION NO. 28

XI. Adjournment

A motion was made by James Darden and seconded by Bradley West **to adjourn at 10:01 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.

Shawnee Community College

Fund	8/1/2021 Beg. Balance	August Receipts/Adj.	August Expenditures/Adj.	8/31/2021 Ending Balance
Education	7,603,470.62	1,095,057.49	983,887.20	7,714,640.91
Building	2,719,644.17	233,285.34	106,871.23	2,846,058.28
Working Cash	5,030,177.95	79.09		5,030,257.04
Restricted Building	1,135,124.98	59,550.40	0.00	1,194,675.38
Bond & Interest	471,246.70	409,820.78	0.00	881,067.48
Auxiliary Enterprise	320,278.39	204,928.52	128,994.97	396,211.94
Liab. Prot. Settlement	1,694,393.36	197,128.10	67,107.36	1,824,414.10
Audit	40,814.37	7,834.08	0.00	48,648.45
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	413.49	413.49	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	2,023.00	2,023.00	0.00
Special Grants	1,683.70	403,229.88	403,557.98	1,355.60
Trust & Agency	216,268.67	4,692.36	395.07	220,565.96
Total	19,247,102.91	2,618,042.53	1,693,250.30	20,171,895.14

Brandy Woods

Brandy Woods, Director of Business Services

September 21, 2021

Date

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

Shawnee Community College

Financial Report



Two Months Ended

August 31, 2021

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATING FUNDS
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Revenues 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Realized 8/31/21
Operating Revenues by Source				
Local government:				
Current taxes	\$ 1,982,403	\$ 462,612	\$ 1,519,791	
Chargeback revenue	-		0	
TOTAL LOCAL GOVERNMENT	\$ 1,982,403	\$ 462,612	\$ 1,519,791	23.34%
State government:				
ICCB Credit Hour Grants	\$ 1,217,883	\$ 229,468	\$ 988,417	
ICCB Equalization Grants	2,711,080	451,847	2,259,233	
State Board of Education- Vocational Education	118,591	-	118,591	
Corporate Personal Property Replacement Tax	525,834	17,524	508,310	
TOTAL STATE GOVERNMENT	\$ 4,573,388	\$ 698,837	\$ 3,874,551	15.28%
Federal government:				
Federal Stimulus Funds-HEERF	\$ 900,000	\$ -	\$ 900,000	
TOTAL FEDERAL GOVERNMENT	\$ 900,000	\$ -	\$ 900,000	
Student Tuition and Fees:				
Tuition	\$ 4,397,867	\$ 1,860,796	\$ 2,536,871	
Fees	812,694	328,438	484,256	
TOTAL TUITION AND FEES	\$ 5,210,561	\$ 2,189,234	\$ 3,021,127	42.02%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 12,148	\$ 74,852	
Facilities revenue	45,000	6,197	38,803	
Investment revenue	32,500	224	32,276	
Other sources	440,600	14,427	426,173	
TOTAL OTHER SOURCES	\$ 605,100	\$ 32,996	\$ 572,104	5.45%
TRANSFERS	\$ 20,000	\$ -	\$ 20,000	
TOTAL 2021-22 BUDGETED REVENUE	\$ 13,291,252	\$ 3,383,679	\$ 9,907,573	25.46%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 13,291,252	\$ 3,383,679	\$ 9,907,573	25.46%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Expenditures 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
<u>Expenditures By Program</u>				
Instruction	\$ 4,961,238	\$ 741,149	\$ 4,220,089	
Academic Support	434,760	76,098	358,662	
Student Services	1,162,181	165,133	997,048	
Public Services	79,485	6,940	72,545	
Operation & Maint. of Plant	1,368,740	154,167	1,214,573	
Institutional Support	2,615,515	422,429	2,193,086	
Scholarship, Student Grants, & Waivers	2,201,786	370,094	1,831,692	
TRANSFERS	2,663,771	82,915	2,580,856	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 2,018,925	\$ 13,468,551	13.04%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 2,018,925	\$ 13,468,551	

By Object

Salaries	\$ 6,836,734	\$ 1,033,613	\$ 5,803,121	
Employee Benefits	781,490	107,644	673,846	
Contractual Services	1,239,256	215,212	1,024,044	
General Materials & Supplies	620,344	77,677	542,667	
Conference & Meeting Expense	146,435	3,613	142,822	
Fixed Charges	130,560	16,832	113,728	
Utilities	643,240	58,130	585,110	
Capital Outlay	83,500	2,390	81,110	
Other	2,342,146	420,899	1,921,247	
Provision for Contingency	-	-	-	
TRANSFERS	2,663,771	82,915	2,580,856	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 2,018,925	\$ 13,468,551	13.04%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 2,018,925	\$ 13,468,551	

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Expenditures 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 4,071,939	\$ 646,105	\$ 3,425,834	
Employee Benefits	426,794	54,451	372,343	
Contractual Services	165,005	11,218	153,787	
General Materials & Supplies	148,135	10,522	137,613	
Conference & Meeting Expense	28,795	1,579	27,216	
Fixed Charges	83,860	11,471	72,389	
Utilities	35,150	5,583	29,567	
Other	360	-	360	
Capital Outlay	1,200	220	980	
TOTAL	\$ 4,961,238	\$ 741,149	\$ 4,220,089	14.94%
ACADEMIC SUPPORT				
Salaries	\$ 311,488	\$ 48,445	\$ 263,043	
Employee Benefits	26,527	5,032	21,495	
Contractual Services	41,380	1,167	40,213	
General Materials & Supplies	53,365	20,965	32,400	
Conference & Meeting Expense	1,000	489	511	
Utilities	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 434,760	\$ 76,098	\$ 358,662	17.50%
STUDENT SERVICES				
Salaries	\$ 909,270	\$ 128,762	\$ 780,508	
Employee Benefits	136,492	20,676	115,816	
Contractual Services	37,950	13,396	24,554	
General Materials & Supplies	71,919	1,828	70,091	
Conference & Meeting Expense	5,550	472	5,078	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 1,162,181	\$ 165,134	\$ 997,047	14.21%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 52,279	\$ 5,428	\$ 46,851	
Employee Benefits	10,206	813	9,393	
Contractual Services	4,000	-	4,000	
General Materials & Supplies	10,500	699	9,801	
Conference & Meeting Expense	800	-	800	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
TOTAL	\$ 79,485	\$ 6,940	\$ 72,545	8.73%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Expenditures 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,282,301	\$ 180,988	\$ 1,101,315	
Employee Benefits	154,953	23,844	131,309	
Contractual Services	527,546	123,463	404,083	
General Materials & Supplies	275,125	31,652	243,473	
Conference & Meeting Expense	110,290	1,073	109,217	
Fixed Charges	45,000	5,361	39,639	
Utilities	20,000	3,274	16,726	
Other	140,000	50,804	89,196	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	2,171	58,129	
TOTAL	\$ 2,615,515	\$ 422,428	\$ 2,193,087	16.15%
SCHOLARSHIPS, STUDENT GRANTS, AND AWARDS				
Other	\$ 2,201,786	\$ 370,094	\$ 1,831,692	
TOTAL	\$ 2,201,786	\$ 370,094	\$ 1,831,692	16.81%
TRANSFERS	2,384,790	82,915	2,301,875	3.48%
TOTAL EDUCATION FUND	\$ 13,839,755	\$ 1,864,758	\$ 11,974,997	13.47%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 209,457	\$ 23,888	\$ 185,571	
Employee Benefits	26,518	3,029	23,489	
Contractual Services	463,375	65,968	397,407	
General Materials & Supplies	61,300	12,011	49,289	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	49,273	538,817	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	-	20,000	
Other	-	-	-	
TOTAL	1,388,740	154,167	1,214,573	
TRANSFERS	278,981	-	278,981	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 1,647,721	\$ 154,167	\$ 2,429,146	9.36%
TOTAL OPERATING FUNDS	\$ 15,487,476	\$ 2,018,925	\$ 14,404,143	13.04%

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR TWO MONTHS ENDED AUGUST 31, 2021

Percent of Year Complete is 17.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	8/31/21	Revenues	Budget	Budget
		8/31/21	8/31/21	Realized
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 59,550	\$ 190,450	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 59,550	\$ 190,450	23.82%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 59,550	\$ 190,450	23.82%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR TWO MONTHS ENDED AUGUST 31, 2021

Percent of Year Complete is 17.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	As Adjusted	Expenditures	Budget	Budget
	8/31/21	8/31/21	8/31/21	Expended
INSTITUTIONAL SUPPORT				
Capital Outlay	\$ 1,286,250	\$ -	\$ 1,286,250	
Contractual Services	116,000	-	116,000	
TOTAL INSTITUTIONAL SUPPORT	\$ 1,402,250	\$ -	\$ 1,402,250	0.00%
TOTAL BUDGETED EXPENDITURES	\$ 1,402,250	\$ -	\$ 1,402,250	0.00%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
BOND AND INTEREST FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Revenues 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Realized 8/31/21
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,720,500	\$ 409,821	\$ 1,310,679	
TOTAL BUDGETED REVENUES	\$ 1,720,500	\$ 409,821	\$ 1,310,679	23.82%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
BOND AND INTEREST FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Expenditures 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,625,000	\$ -	\$ 1,625,000	
Bond Interest	95,500	-	\$ 95,500	
TOTAL BUDGETED EXPENDITURES	\$ 1,720,500	\$ -	\$ 1,720,500	0.00%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Revenues 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Realized 8/31/21
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 438,800	\$ 164,880	\$ 273,920	
TOTAL OTHER SOURCES	\$ 438,800	\$ 164,880	\$ 273,920	
TRANSFERS	712,790	82,915	629,875	
TOTAL BUDGETED REVENUE	\$ 1,151,590	\$ 247,795	\$ 903,795	21.52%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Expenditures 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 218,284	\$ 34,679	\$ 183,605	
Employee Benefits	27,225	4,020	23,205	
Contractual Services	71,725	11,720	60,005	
General Materials & Supplies	422,443	118,983	303,460	
Conference & Meeting Expense	42,385	5,886	36,499	
Fixed Charges	25,000	177	24,823	
Utilities	-	-	-	
Capital Outlay	32,000	649	31,351	
Provision for Contingency	-	-	-	
Other	443,159	-	443,159	
TRANSFERS	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 1,282,221	\$ 176,114	\$ 1,106,107	13.74%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Revenues 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Realized 8/31/21
Restricted Purposes Fund				
State governmental sources:				
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	-	5,000	(5,000)	
TOTAL STATE GOVERNMENT	\$ 806,681	\$ 5,000	\$ 801,681	0.62%
Federal governmental sources:				
Department of Education	\$ 7,944,546	\$ 1,825,489	\$ 6,119,057	
Department of Health and Human Services	15,000	-	15,000	
Other Federal Government Sources	216,044	8,702	207,342	
TOTAL FEDERAL GOVERNMENT	\$ 8,175,590	\$ 1,834,191	\$ 6,341,399	22.43%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 8,982,271	\$ 1,839,191	\$ 7,143,080	20.48%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Expenditures 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
Restricted Purposes Fund				
STUDENT SERVICES				
Salaries	\$ 204,838	\$ 35,102	\$ 169,734	
Employee Benefits	63,580	10,018	53,562	
Contractual Services	6,569	770	5,799	
General Materials & Supplies	8,995	3,832	5,163	
Conference & Meeting Expense	7,874	38	7,838	
Capital Outlay	-	-	-	
Other	47,118	-	47,118	
TOTAL STUDENT SERVICES	\$ 338,972	\$ 49,758	\$ 289,214	14.68%
INSTITUTIONAL SUPPORT				
Salaries	\$ 607,828	\$ 95,345	\$ 512,483	
Employee Benefits	123,411	26,532	96,879	
Contractual Services	288,042	232,116	55,926	
General Materials & Supplies	157,411	17,255	140,156	
Conference & Meeting Expense	35,218	6,178	29,040	
Fixed Charges	-	-	-	
Utilities	100,680	6,599	94,081	
Capital Outlay	517,865	44,643	473,222	
Other	1,159,311	24,204	1,135,107	
TOTAL INSTITUTIONAL SUPPORT	\$ 2,989,766	\$ 452,872	\$ 2,536,894	15.15%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS				
Financial Aid	\$ 5,653,503	\$ 197,080	\$ 5,456,423	
TOTAL	\$ 5,653,503	\$ 197,080	\$ 5,456,423	3.49%
TOTAL BUDGETED EXPENDITURES	\$ 8,982,241	\$ 699,710	\$ 8,282,531	7.79%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUDIT FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Revenues 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Realized 8/31/21
Audit Fund				
Local Government Sources:				
Current Taxes	\$ 34,000	\$ 7,834	\$ 26,166	
TOTAL BUDGETED REVENUES	\$ 34,000	\$ 7,834	\$ 26,166	23.04%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUDIT FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%

	Legal Budget As Adjusted 8/31/21	Year to Date Expended 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
Audit Fund				
INSTITUTIONAL SUPPORT				
Contractual Services	\$ 38,000	\$ -	\$ 38,000	
Provision for Contingency	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 38,000	\$ -	\$ 38,000	0.00%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%				
	Legal Budget As Adjusted 8/31/21	Year to Date Revenues 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Realized 8/31/21
Liability Protection and Settlement Fund Fund				
Local Government Sources:				
Current Taxes	\$ 827,555	\$ 197,128	\$ 630,427	
TOTAL BUDGETED REVENUES	\$ 827,555	\$ 197,128	\$ 630,427	23.82%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR TWO MONTHS ENDED AUGUST 31, 2021**

Percent of Year Complete is 17.00%				
	Legal Budget As Adjusted 8/31/21	Year to Date Expended 8/31/21	(Over)/Under Budget 8/31/21	Percent of Budget Expended 8/31/21
Liability Protection and Settlement Fund Fund				
INSTITUTIONAL SUPPORT				
Salaries	86,000	\$ 11,875	74,125	
Employee Benefits	208,255	18,431	189,824	
Contractual Services	303,500	32,491	271,009	
General Materials & Supplies	20,000	-	20,000	
Fixed Charges	313,500	38,299	275,201	
Capital Outlay	444,824		444,824	
Other	50,000		50,000	
TOTAL BUDGETED EXPENDITURES	\$1,426,079	\$101,096	\$1,250,858	7.09%

SHAWNEE COMMUNITY COLLEGE**For the Month of August 2021****Approval of Bills**

<u>FUND</u>	<u>EXPENDITURES</u>
Education Fund	\$983,887.20
Building Fund	106,871.23
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	128,994.97
Restricted Purposes Fund (Grants)	403,557.98
Restricted Purposes - FWS*	413.49
Restricted Purposes - PELL	2,023.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	395.07
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	<u>67,107.36</u>
GRAND TOTAL	<u><u>\$ 1,693,250.30</u></u>

 Chairman

 Secretary

 Date

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76043	8/13/2021	Cornellious, Weldon, Leslie A.	1,647.35
76044	8/13/2021	Crowe, Beth A.	1,625.34
76045	8/13/2021	Davis, Carrie B.	1,295.18
76046	8/13/2021	Davis, Evelyn D.	862.79
76047	8/13/2021	Dollins, Judith A.	1,647.37
76048	8/13/2021	Dudley, Tina M.	946.41
76049	8/13/2021	Dunlap, Stephanie M.	964.24
76050	8/13/2021	Fehrenbacher, Dwayne J.	2,199.66
76051	8/13/2021	Fontana, Sandy L.	1,991.69
76052	8/13/2021	Forthman, Emily B.	2,012.19
76053	8/13/2021	Frizzell, Timothy A.	1,979.96
76054	8/13/2021	Gerard, Anthony S.	2,701.66
76055	8/13/2021	Goforth, Charles B.	1,434.66
76056	8/13/2021	Gordon, Beatrice	864.23
76057	8/13/2021	Hamilton, Smith, Jacqueline	1,056.49
76058	8/13/2021	Hannan, Amanda N.	3,953.11
76059	8/13/2021	Harner, Ginger R.	2,289.19
76060	8/13/2021	Harris, Wendy D.	2,065.40
76061	8/13/2021	Herren, Jennifer K.	1,206.33
76062	8/13/2021	Hickam, Jamie L.	1,700.09
76063	8/13/2021	Hill, Tanya S.	1,702.57
76064	8/13/2021	Hines, Lorena M.	1,815.20
76065	8/13/2021	Howard, Eric	1,590.17
76066	8/13/2021	Ingram, Caleb W.	748.03
76067	8/13/2021	Jennings, Kelly D.	1,921.89
76068	8/13/2021	Jerrell, Ricky L.	1,180.25
76069	8/13/2021	Johnson, Lindsay B.	1,598.58
76070	8/13/2021	King, Erin R.	1,583.55
76071	8/13/2021	Koch, Donald N.	2,345.05
76072	8/13/2021	Lingle, Randy W.	1,950.16
76073	8/13/2021	Lucas, Robert	1,936.13
76074	8/13/2021	Malone, Sherrie D.	2,134.56
76075	8/13/2021	Mason, Gregory K.	2,335.33
76076	8/13/2021	McGinnis, Connie R.	2,208.21
76077	8/13/2021	McGoy, Karen M.	1,853.95
76078	8/13/2021	McNally, Michael	1,958.69
76079	8/13/2021	Meyer, Lisa F.	1,357.63
76080	8/13/2021	Meyers, Kaylyn L.	1,111.11
76081	8/13/2021	Meyers, Tiffany A.	912.95
76082	8/13/2021	Morris, Joseph A.	2,412.17

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76083	8/13/2021	Nicolaides, Ian A.	2,218.11
76084	8/13/2021	Pender, Derek S.	1,684.77
76085	8/13/2021	Price, Lisa L.	3,050.45
76086	8/13/2021	Reach, Mindy J.	1,340.76
76087	8/13/2021	Ribbing, Sheryl L.	1,967.30
76088	8/13/2021	Rouse, Felicia	1,405.31
76089	8/13/2021	Sander, Phyllis J.	2,575.31
76090	8/13/2021	Sauerbrunn, Kayla R.	1,794.55
76091	8/13/2021	Severs, Virginia L.	1,162.30
76092	8/13/2021	Shallenberger, Elizabeth	1,510.19
76093	8/13/2021	Sheffer, Amy L.	1,809.49
76094	8/13/2021	Shelby, Kristin N.	2,444.19
76095	8/13/2021	Sheppard, Gregory S.	1,703.00
76096	8/13/2021	Simpson, Stacy J.	1,452.55
76097	8/13/2021	Smith, Kyle S.	1,170.82
76098	8/13/2021	Smith, Wanda R.	2,458.93
76099	8/13/2021	Smith, Julia, Jesse R.	1,958.75
76100	8/13/2021	Sparks, John R.	1,948.38
76101	8/13/2021	Steinmetz, Rebecca L.	1,233.08
76102	8/13/2021	Stoup, William R.	1,840.26
76103	8/13/2021	Suggs, Amber	1,690.19
76104	8/13/2021	Taylor, Timothy	5,112.78
76105	8/13/2021	Teske, April Y.	2,311.84
76106	8/13/2021	Thompson, Chevis L.	1,246.13
76107	8/13/2021	Thornsberry, Ryan J.	1,913.38
76108	8/13/2021	Trowbridge, Mande M.	863.27
76109	8/13/2021	Van Meter, Jonathan L.	1,521.28
76110	8/13/2021	VanAlstine, Lee F.	1,817.63
76111	8/13/2021	Vellella, Christopher A.	2,189.19
76112	8/13/2021	Vines, Deborah	970.34
76113	8/13/2021	Walton, James L.	1,652.97
76114	8/13/2021	Whitnel, Brett P.	1,504.67
76115	8/13/2021	Williams, Michelle L.	877.69
76116	8/13/2021	Woods, Brandy S.	3,290.76
76117	8/13/2021	Woolridge, Robert E.	2,204.66
76118	8/13/2021	Wright, Christina D.	1,545.73
76119	8/13/2021	Ballard, Cymone S.	185.75
76120	8/13/2021	Ballard, Melanie T.	558.80
76121	8/13/2021	Burgess, Michael	640.94
76122	8/13/2021	Clark, Jenna N.	43.26

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76123	8/13/2021	Crites, Marilyn M.	729.93
76124	8/13/2021	Devenny, Marianne	1,377.49
76125	8/13/2021	Earll, Mary E.	269.21
76126	8/13/2021	Fisher, Stephanie J.	812.44
76127	8/13/2021	Hannan, Rachel A.	680.14
76128	8/13/2021	Harris, Julian M.	244.87
76129	8/13/2021	Hefner, Cynthia L.	309.59
76130	8/13/2021	Hefner, Monte K.	679.54
76131	8/13/2021	Herre, Brian C.	535.27
76132	8/13/2021	Honn, Gene A.	1,430.14
76133	8/13/2021	Kern, Gracen E.	605.37
76134	8/13/2021	Korte, Rhea C.	286.02
76135	8/13/2021	Lewis, Jan F.	1,149.10
76136	8/13/2021	Matthews, Brittany R.	639.72
76137	8/13/2021	McClellan, Heaven M.	464.43
76138	8/13/2021	McNichols, Randy J.	1,021.67
76139	8/13/2021	Miller, John P.	398.82
76140	8/13/2021	Sabo, Tierney R.	1,491.38
76141	8/13/2021	Smith, Kyle S.	710.56
76142	8/13/2021	Smith, Sherie S.	88.92
76143	8/13/2021	Sommer, Gary H.	248.46
76144	8/13/2021	Stecher, Beverly A.	508.33
76145	8/13/2021	Thompson, Chevis L.	937.59
76146	8/13/2021	Woods, Aaron C.	332.81
76147	8/13/2021	Yewell, Sonia M.	670.06
76148	8/31/2021	Adkinson, Shelby E.	3,449.30
76149	8/31/2021	Armstrong, Lori A.	2,287.58
76150	8/31/2021	Ashby, Malinda J.	1,506.08
76151	8/31/2021	Askew, Jipaum S.	2,114.79
76152	8/31/2021	Banks, Sabrina D.	1,375.18
76153	8/31/2021	Basler, Joella	2,358.89
76154	8/31/2021	Betts, Robert G.	2,278.53
76155	8/31/2021	Betts, Teale M.	1,749.85
76156	8/31/2021	Black, David E.	2,636.11
76157	8/31/2021	Black, Sabrina L.	1,266.65
76158	8/31/2021	Boyd, Danielle N.	1,536.50
76159	8/31/2021	Bradley, Craig	2,239.52
76160	8/31/2021	Brahler, Monica J.	2,504.59
76161	8/31/2021	Brown, Brenda R.	2,257.15
76162	8/31/2021	Brown, Donna R.	1,201.67

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76163	8/31/2021	Canter, Lora	1,512.51
76164	8/31/2021	Capps, Tamara K.	2,290.14
76165	8/31/2021	Chamness, Virginia S.	1,025.98
76166	8/31/2021	Clark, Christopher A.	2,939.53
76167	8/31/2021	Clark, Lora L.	1,265.97
76168	8/31/2021	Cornelious, Weldon, Leslie A.	3,081.71
76169	8/31/2021	Crowe, Beth A.	1,625.34
76170	8/31/2021	Davault, Christopher R.	95.66
76171	8/31/2021	Davenport, Anna	1,791.01
76172	8/31/2021	Davis, Carrie B.	1,295.18
76173	8/31/2021	Davis, Evelyn D.	3,023.82
76174	8/31/2021	Dollins, Judith A.	1,767.91
76175	8/31/2021	Dudley, Tina M.	946.41
76176	8/31/2021	Dunlap, Stephanie M.	1,037.80
76177	8/31/2021	Fehrenbacher, Dwayne J.	2,199.66
76178	8/31/2021	Fontana, Sandy L.	3,681.51
76179	8/31/2021	Forthman, Emily B.	2,093.79
76180	8/31/2021	Frizzell, Timothy A.	2,035.80
76181	8/31/2021	Gerard, Anthony S.	2,757.51
76182	8/31/2021	Goforth, Charles B.	1,434.66
76183	8/31/2021	Gordon, Beatrice	864.23
76184	8/31/2021	Hamilton, Smith, Jacqueline	1,138.09
76185	8/31/2021	Hannan, Amanda N.	2,907.70
76186	8/31/2021	Harner, Ginger R.	2,289.19
76187	8/31/2021	Harris, Wendy D.	2,124.13
76188	8/31/2021	Herren, Jennifer K.	1,206.33
76189	8/31/2021	Hickam, Jamie L.	1,351.22
76190	8/31/2021	Hill, Tanya S.	1,774.17
76191	8/31/2021	Hines, Lorena M.	1,935.75
76192	8/31/2021	Howard, Eric	1,710.72
76193	8/31/2021	Ingram, Caleb W.	748.03
76194	8/31/2021	Jennings, Kelly D.	1,921.89
76195	8/31/2021	Jerrell, Ricky L.	1,180.25
76196	8/31/2021	Johnson, Lindsay B.	1,598.58
76197	8/31/2021	King, Erin R.	1,583.55
76198	8/31/2021	Koch, Donald N.	2,426.65
76199	8/31/2021	Lingle, Randy W.	2,006.02
76200	8/31/2021	Lucas, Robert	1,936.13
76201	8/31/2021	Malone, Sherrie D.	2,190.40
76202	8/31/2021	Mason, Gregory K.	2,335.33

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76203	8/31/2021	McGinnis, Connie R.	2,264.05
76204	8/31/2021	McGoy, Karen M.	1,935.55
76205	8/31/2021	McNally, Michael	2,014.53
76206	8/31/2021	Meyer, Lisa F.	1,357.63
76207	8/31/2021	Meyers, Kaylyn L.	1,111.11
76208	8/31/2021	Meyers, Tiffany A.	912.95
76209	8/31/2021	Morris, Joseph A.	2,412.17
76210	8/31/2021	Nicolaides, Ian A.	2,338.67
76211	8/31/2021	Pender, Derek S.	1,748.91
76212	8/31/2021	Price, Lisa L.	3,050.45
76213	8/31/2021	Reach, Mindy J.	1,434.36
76214	8/31/2021	Ribbing, Sheryl L.	2,016.24
76215	8/31/2021	Rouse, Felicia	1,486.86
76216	8/31/2021	Sander, Phyllis J.	2,695.86
76217	8/31/2021	Sauerbrunn, Kayla R.	1,843.50
76218	8/31/2021	Severs, Virginia L.	1,374.71
76219	8/31/2021	Shallenberger, Elizabeth	1,956.13
76220	8/31/2021	Sheffer, Amy L.	1,858.44
76221	8/31/2021	Shelby, Kristin N.	2,444.19
76222	8/31/2021	Sheppard, Gregory S.	1,703.00
76223	8/31/2021	Simpson, Stacy J.	1,452.55
76224	8/31/2021	Smith, Kyle S.	1,852.65
76225	8/31/2021	Smith, Wanda R.	2,597.73
76226	8/31/2021	Smith, Julia, Jesse R.	2,014.58
76227	8/31/2021	Sparks, John R.	1,948.38
76228	8/31/2021	Steinmetz, Rebecca L.	1,233.08
76229	8/31/2021	Stoup, William R.	1,840.26
76230	8/31/2021	Suggs, Amber	1,690.19
76231	8/31/2021	Taylor, Timothy	5,112.78
76232	8/31/2021	Teske, April Y.	2,311.84
76233	8/31/2021	Thompson, Chevis L.	1,884.58
76234	8/31/2021	Thornsberry, Ryan J.	1,969.22
76235	8/31/2021	Trowbridge, Mande M.	863.27
76236	8/31/2021	Van Meter, Jonathan L.	1,521.28
76237	8/31/2021	VanAlstine, Lee F.	3,504.48
76238	8/31/2021	Vellella, Christopher A.	2,238.14
76239	8/31/2021	Vines, Deborah	1,053.94
76240	8/31/2021	Walton, James L.	1,652.97
76241	8/31/2021	Whitnel, Brett P.	1,504.67
76242	8/31/2021	Williams, Michelle L.	877.69

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76243	8/31/2021	Woods, Brandy S.	3,362.36
76244	8/31/2021	Woolridge, Robert E.	2,253.61
76245	8/31/2021	Wright, Christina D.	1,545.73
76246	8/31/2021	Ballard, Cymone S.	206.39
76247	8/31/2021	Ballard, Melanie T.	571.70
76248	8/31/2021	Clark, Jenna N.	120.17
76249	8/31/2021	Crites, Marilyn M.	811.53
76250	8/31/2021	Devenny, Marianne	1,092.20
76251	8/31/2021	Dufour, Jeffrey A.	352.41
76252	8/31/2021	Duke, Jordan	940.53
76253	8/31/2021	Earll, Mary E.	248.69
76254	8/31/2021	Fisher, Stephanie J.	771.44
76255	8/31/2021	Hannan, Rachel A.	644.53
76256	8/31/2021	Hefner, Cynthia L.	103.19
76257	8/31/2021	Herre, Brian C.	456.61
76258	8/31/2021	Honn, Gene A.	1,443.59
76259	8/31/2021	Kern, Gracen E.	201.68
76260	8/31/2021	Kineman, Daniel L.	1,012.59
76261	8/31/2021	Lewis, Jan F.	1,051.28
76262	8/31/2021	Matthews, Brittany R.	570.49
76263	8/31/2021	McClellan, Heaven M.	551.13
76264	8/31/2021	McNichols, Randy J.	889.85
76265	8/31/2021	Phillips, Alyvea R.	377.82
76266	8/31/2021	Sabo, Tierney R.	1,437.84
76267	8/31/2021	Sheffer, Amy L.	17.39
76268	8/31/2021	Smith, Mary E.	111.59
76269	8/31/2021	Squellati, Brooke D.	144.47
Total			<u>\$ 409,601.30</u>

September 21 2021
21:05S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 08/01/2021 - PERIOD ENDING: 08/31/2021

1

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
0026436	08/03/21	Outstanding	0020444	Shivelbines Music Store	72.29	
0026437	08/03/21	Outstanding	0020444	Shivelbines Music Store	118.95	
0026440	08/04/21	Outstanding	0350467	Assessment Technologies Instit	0.00	
0026441	08/04/21	Outstanding	0159742	Richard L. Austin	5,670.00	
0026442	08/04/21	Outstanding	0300210	Mr. Rodney Brugger	725.00	
0026443	08/04/21	Outstanding	0300064	BSN Sports	3,078.95	
0026444	08/04/21	Outstanding	0300068	Bushue Human Resources, Inc.	72.00	
0026445	08/04/21	Outstanding	0300236	City of Metropolis	5,135.86	
0026446	08/04/21	Outstanding	0353758	Community College Business Off	450.00	
0026447	08/04/21	Outstanding	0300117	Computer Discount Warehouse Go	0.00	
0026448	08/04/21	Outstanding	0300117	Computer Discount Warehouse Go	3,166.00	
0026449	08/04/21	Outstanding	0300117	Computer Discount Warehouse Go	1,682.01	
0026450	08/04/21	Outstanding	0300117	Computer Discount Warehouse Go	1,500.66	
0026451	08/04/21	Outstanding	0300117	Computer Discount Warehouse Go	937.97	
0026452	08/04/21	Outstanding	0300117	Computer Discount Warehouse Go	623.23	
0026453	08/04/21	Outstanding	0300117	Computer Discount Warehouse Go	513.77	
0026454	08/04/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	29,500.00	
0026455	08/04/21	Outstanding	0244910	Carrie B. Davis	89.37	
0026456	08/04/21	Outstanding	0354957	Epic Sports	1,235.76	
0026457	08/04/21	Outstanding	0300170	Fort Massac Water District	1,166.98	
0026458	08/04/21	Outstanding	0300173	FP Mailing Solutions	85.05	
0026459	08/04/21	Outstanding	0350472	Frontier	67.32	
0026460	08/04/21	Outstanding	0058758	Jacqueline Hamilton-Smith	28.78	
0026461	08/04/21	Outstanding	0354963	Heartland Mechanical Contracto	1,012.20	
0026462	08/04/21	Outstanding	0350632	J.J. Keller	247.50	
0026463	08/04/21	Outstanding	0016062	Jones Steel	3,624.34	
0026464	08/04/21	Outstanding	0353626	Krueger International, Inc	6,208.16	
0026465	08/04/21	Outstanding	0161368	Lake Land College	703.37	
0026466	08/04/21	Outstanding	0300144	Pilot Travel Centers LLC	299.05	
0026467	08/04/21	Outstanding	0300142	Pitney Bowes Inc.	252.00	
0026468	08/04/21	Outstanding	0300113	Regions Bank	51.91	
0026469	08/04/21	Outstanding	0300113	Regions Bank	5,529.00	
0026470	08/04/21	Outstanding	0300113	Regions Bank	268.40	
0026471	08/04/21	Outstanding	0300109	Reppert's Office Supply	186.16	
0026472	08/04/21	Outstanding	0300101	Rustys Home Center	6.00	
0026473	08/04/21	Outstanding	0351562	Saints Foundation	3,900.00	
0026474	08/04/21	Outstanding	0350554	SCC Bookstore	325.68	
0026475	08/04/21	Outstanding	0350554	SCC Bookstore	24.12	
0026476	08/04/21	Outstanding	0350554	SCC Bookstore	198.02	
0026477	08/04/21	Outstanding	0300087	SI Seed & Supply LLC	38.65	
0026478	08/04/21	Outstanding	0300086	Silkworm Screenprint Inc.	367.00	
0026479	08/04/21	Outstanding	0300078	Southern FS Inc.	86.33	

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September 21 2021
21:05

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 08/01/2021 - PERIOD ENDING: 08/31/2021

2

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
0026480	08/04/21	Outstanding	0350569	University of Illinois	7,925.61	
0026481	08/04/21	Outstanding	0351038	US Department of Education	54,070.00	
0026482	08/04/21	Outstanding	0309297	Wabash Valley College	1,900.00	
0026484	08/10/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0026485	08/10/21	Outstanding	0350452	American Century Investments	135.08	
0026486	08/10/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0026487	08/10/21	Outstanding	0167036	Bluecross Blueshield of Illino	40,241.56	
0026488	08/10/21	Outstanding	0300121	Continental American Insurance	36.41	
0026489	08/10/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,136.84	
0026490	08/10/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	29,607.69	
0026491	08/10/21	Outstanding	0300160	EMC National Life Company	13.63	
0026492	08/10/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0026493	08/10/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	10,752.05	
0026494	08/10/21	Outstanding	0350459	Kentucky State Treasurer	944.16	
0026495	08/10/21	Outstanding	0351562	Saints Foundation	115.00	
0026496	08/10/21	Outstanding	0300072	State Universities Retirement	23,668.58	
0026497	08/10/21	Outstanding	0300052	Sun Life Financial	999.20	
0026498	08/10/21	Outstanding	0300052	Sun Life Financial	211.80	
0026499	08/10/21	Outstanding	0300052	Sun Life Financial	354.64	
0026500	08/10/21	Outstanding	0300052	Sun Life Financial	218.70	
0026501	08/10/21	Outstanding	0300052	Sun Life Financial	119.47	
0026502	08/10/21	Outstanding	0300052	Sun Life Financial	607.12	
0026503	08/10/21	Outstanding	0300046	VALIC	25.00	
0026504	08/10/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0026508	08/16/21	Outstanding	0354520	A&O Foods	1,186.38	
0026509	08/16/21	Outstanding	0350908	ACI Payments, Inc.	500.58	
0026510	08/16/21	Outstanding	0351035	Advanced Digital Solutions	31.28	
0026511	08/16/21	Outstanding	0300013	Ameren Illinois	73.07	
0026512	08/16/21	Outstanding	0265472	Jipaum S. Askew	212.46	
0026513	08/16/21	Outstanding	0350792	B&H Photo	547.20	
0026514	08/16/21	Outstanding	0350792	B&H Photo	121.02	
0026515	08/16/21	Outstanding	0350792	B&H Photo	497.45	
0026516	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026517	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026518	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026519	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026520	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026521	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026522	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026523	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026524	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026525	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 08/01/2021 - PERIOD ENDING: 08/31/2021

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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
0026526	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026527	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026528	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026529	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026530	08/16/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0026531	08/16/21	Outstanding	0153884	Teale M. Betts	52.65	
0026532	08/16/21	Outstanding	0011624	Cairo Public Utilities	2,416.02	
0026533	08/16/21	Outstanding	0300091	Carolina Biological Supply Co.	343.18	
0026534	08/16/21	Outstanding	0300104	City of Anna	152.10	
0026535	08/16/21	Outstanding	0300110	Clearwave Communications	3,679.00	
0026536	08/16/21	Outstanding	0300117	Computer Discount Warehouse Go	1,170.52	
0026537	08/16/21	Outstanding	0300117	Computer Discount Warehouse Go	156.60	
0026538	08/16/21	Outstanding	0300117	Computer Discount Warehouse Go	310.60	
0026539	08/16/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	813.50	
0026540	08/16/21	Outstanding	0140324	Beth A. Crowe	671.24	
0026541	08/16/21	Outstanding	0300147	Demco Educational Corp.	36.41	
0026542	08/16/21	Outstanding	0300153	Dish Network	168.06	
0026543	08/16/21	Outstanding	0350472	Frontier	9.71	
0026544	08/16/21	Outstanding	0350472	Frontier	371.80	
0026545	08/16/21	Outstanding	0300176	Gazette Democrat	350.00	
0026546	08/16/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	1,532.15	
0026547	08/16/21	Outstanding	0058336	Beatrice Gordon	44.97	
0026548	08/16/21	Outstanding	0351981	KFVS TV	765.00	
0026549	08/16/21	Outstanding	0165876	Rachel A. Hannan	14.27	
0026550	08/16/21	Outstanding	0084124	Jonathan R. Hiller	6,848.00	
0026551	08/16/21	Outstanding	0300192	Hitterman's Merchandise Mart	43.69	
0026552	08/16/21	Outstanding	0351070	Illinois American Water	220.58	
0026553	08/16/21	Void	0350537	Illinois Heartland Library Sys		891.59
0026554	08/16/21	Outstanding	0352812	JE Boyd Consulting	10,125.00	
0026555	08/16/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,550.00	
0026556	08/16/21	Outstanding	0354855	Johnston City Community School	1,825.28	
0026557	08/16/21	Outstanding	0350993	KLK Grant Consultants	1,492.25	
0026558	08/16/21	Outstanding	0350497	Lowe's	348.43	
0026559	08/16/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0026560	08/16/21	Outstanding	0300249	Mississippi River Radio	1,368.00	
0026561	08/16/21	Outstanding	0300253	NAPA Auto Tire & Parts	429.57	
0026562	08/16/21	Void	0350551	National Junior College Athletic		3,200.00
0026563	08/16/21	Outstanding	0300262	NILRC	4,227.55	
0026564	08/16/21	Outstanding	0351054	Orkin	85.00	
0026565	08/16/21	Outstanding	0300152	Paducah Sun	850.00	
0026566	08/16/21	Outstanding	0300146	Pick Up Mart	943.53	
0026567	08/16/21	Outstanding	0300142	Pitney Bowes Inc.	645.00	

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September 21 2021
21:05SUMMARY CHECK REGISTER
FOR PERIOD STARTING: 08/01/2021 - PERIOD ENDING: 08/31/2021

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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
0026568	08/16/21	Outstanding	0300141	Pocket Nurse	605.85	
0026569	08/16/21	Outstanding	0300141	Pocket Nurse	195.79	
0026570	08/16/21	Outstanding	0300141	Pocket Nurse	552.74	
0026571	08/16/21	Outstanding	0300109	Reppert's Office Supply	311.27	
0026572	08/16/21	Outstanding	0167084	Sheryl L. Ribbing	542.25	
0026573	08/16/21	Outstanding	0300101	Rustys Home Center	121.67	
0026574	08/16/21	Outstanding	0144844	Kayla R. Sauerbrunn	119.29	
0026575	08/16/21	Outstanding	0350554	SCC Bookstore	3.20	
0026576	08/16/21	Outstanding	0300097	Scheffer Financial Services	3.10	
0026577	08/16/21	Outstanding	0350931	Shawnee Division IASA	100.00	
0026578	08/16/21	Outstanding	0350714	Shawnee Mass Transit District	8,384.38	
0026579	08/16/21	Outstanding	0350741	SKC Communications Products	4,960.00	
0026580	08/16/21	Outstanding	0300076	Southern Illinois Electric Co	32,392.27	
0026581	08/16/21	Void	0082604	John R. Sparks		107.12
0026582	08/16/21	Outstanding	0353621	St. Moritz Security Services,	7,421.11	
0026583	08/16/21	Outstanding	0139163	William R. Stoup	92.41	
0026584	08/16/21	Outstanding	0354915	Synapsis, Inc	400.00	
0026585	08/16/21	Outstanding	0300045	Vienna Times	853.75	
0026586	08/16/21	Outstanding	0166056	David A. Voigt	880.00	
0026587	08/16/21	Outstanding	0168816	James L. Walton	58.24	
0026588	08/16/21	Outstanding	0351093	WSIL TV-3 Inc.	920.00	
0026589	08/16/21	Outstanding	0300018	Xerox Corporation	530.57	
0026590	08/16/21	Outstanding	0350973	Xerox Financial Services LLC	222.50	
0026591	08/17/21	Outstanding	0300072	State Universities Retirement	2,806.46	
0026593	08/20/21	Outstanding	0350683	Anna Jonesboro High School	350.00	
0026594	08/20/21	Outstanding	0350683	Anna Jonesboro High School	1,030.00	
0026595	08/20/21	Outstanding	0265472	Jipaum S. Askew	58.68	
0026596	08/20/21	Outstanding	0350792	B&H Photo	1,193.88	
0026597	08/20/21	Outstanding	0350533	Big Johns	176.17	
0026598	08/20/21	Outstanding	0300212	ILCARRICOTTHREE, LLC	5,330.00	
0026599	08/20/21	Outstanding	0351666	Cellco Partnership	8,644.02	
0026600	08/20/21	Outstanding	0295295	Chris Clark	75.20	
0026601	08/20/21	Outstanding	0300117	Computer Discount Warehouse Go	2,481.45	
0026602	08/20/21	Outstanding	0300117	Computer Discount Warehouse Go	1,848.79	
0026603	08/20/21	Outstanding	0300117	Computer Discount Warehouse Go	782.51	
0026604	08/20/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	1,166.20	
0026605	08/20/21	Outstanding	0300206	Mr. Dana Cross	275.00	
0026606	08/20/21	Void	0300127	Crowdus Maintenance & Cleaning		6,313.00
0026607	08/20/21	Outstanding	0300158	Ellucian, Inc.	2,000.00	
0026608	08/20/21	Outstanding	0300159	Elsevier Health Science	3,668.70	
0026609	08/20/21	Outstanding	0350506	F.A. Davis	2,473.88	
0026610	08/20/21	Outstanding	0350472	Frontier	33.73	

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FOR PERIOD STARTING: 08/01/2021 - PERIOD ENDING: 08/31/2021

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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
0026611	08/20/21	Outstanding	0351002	iSolved Benefit Servies	15.00	
0026612	08/20/21	Outstanding	0152380	Lindsay B. Johnson	72.24	
0026613	08/20/21	Outstanding	0161368	Lake Land College	512.50	
0026614	08/20/21	Outstanding	0141491	Marion Glass & Mirror, Inc.	387.14	
0026615	08/20/21	Outstanding	0320969	Meridian High School	200.00	
0026616	08/20/21	Void	0237608	National Student Clearinghouse		595.00
0026617	08/20/21	Outstanding	0300152	Paducah Sun	56.85	
0026618	08/20/21	Outstanding	0350561	Partnership	838.80	
0026619	08/20/21	Outstanding	0300146	Pick Up Mart	690.01	
0026620	08/20/21	Outstanding	0300138	Premier Fire Protection Inc.	1,998.00	
0026621	08/20/21	Outstanding	0300109	Reppert's Office Supply	113.03	
0026622	08/20/21	Outstanding	0351060	Roth Neon Sign Company	488.12	
0026623	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026624	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026625	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026626	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026627	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026628	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026629	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026630	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026631	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026632	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026633	08/20/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0026634	08/20/21	Outstanding	0000001	Shawnee Community College	90.24	
0026635	08/20/21	Outstanding	0300086	Silkworm Screenprint Inc.	2,171.00	
0026636	08/20/21	Outstanding	0350741	SKC Communications Products	13,837.50	
0026637	08/20/21	Outstanding	0135046	Jesse R. Smith-Fulia	51.18	
0026638	08/20/21	Outstanding	0300261	Sparklight Business	160.36	
0026639	08/20/21	Outstanding	0082604	John R. Sparks	28.07	
0026640	08/20/21	Outstanding	0156610	Rebecca L. Steinmetz	24.53	
0026641	08/20/21	Outstanding	0350498	Stericycle	47.21	
0026642	08/20/21	Outstanding	0300062	T & I Office Equipment	222.35	
0026643	08/20/21	Outstanding	0300050	UPS	302.11	
0026644	08/20/21	Outstanding	0300027	WISN-AM	110.00	
0026645	08/20/21	Outstanding	0351093	WSIL TV-3 Inc.	965.00	
0026646	08/20/21	Outstanding	0300018	Xerox Corporation	824.86	
0026647	08/23/21	Outstanding	0353534	Moses Chikosi	1,475.00	
0026648	08/23/21	Outstanding	0082604	John R. Sparks	334.28	
0026649	08/23/21	Outstanding	0129826	Dixie I. Walters	35.00	
0026650	08/23/21	Outstanding	0350537	Illinois Heartland Library Sys	81.00	
0026651	08/23/21	Outstanding	0350537	Illinois Heartland Library Sys	891.59	
0026739	08/26/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	

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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
0026740	08/26/21	Outstanding	0350452	American Century Investments	148.08	
0026741	08/26/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0026742	08/26/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,254.04	
0026743	08/26/21	Outstanding	0300121	Continental American Insurance	36.41	
0026744	08/26/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,115.50	
0026745	08/26/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	32,728.06	
0026746	08/26/21	Outstanding	0300160	EMC National Life Company	13.63	
0026747	08/26/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0026748	08/26/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	11,473.80	
0026749	08/26/21	Outstanding	0350459	Kentucky State Treasurer	1,004.84	
0026750	08/26/21	Outstanding	0351562	Saints Foundation	115.00	
0026751	08/26/21	Outstanding	0300072	State Universities Retirement	25,012.47	
0026752	08/26/21	Outstanding	0300052	Sun Life Financial	1,014.74	
0026753	08/26/21	Outstanding	0300052	Sun Life Financial	211.80	
0026754	08/26/21	Outstanding	0300052	Sun Life Financial	354.64	
0026755	08/26/21	Outstanding	0300052	Sun Life Financial	218.70	
0026756	08/26/21	Outstanding	0300052	Sun Life Financial	119.47	
0026757	08/26/21	Outstanding	0300052	Sun Life Financial	607.12	
0026758	08/26/21	Outstanding	0300046	VALIC	25.00	
0026759	08/26/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0026760	08/27/21	Outstanding	0351061	A-1 Automotive Repair	299.24	
0026761	08/27/21	Outstanding	0300013	Ameren Illinois	3,026.54	
0026762	08/27/21	Outstanding	0300016	American Society of Composers	368.42	
0026763	08/27/21	Outstanding	0350683	Anna Jonesboro High School	7,500.00	
0026764	08/27/21	Outstanding	0355017	Aunt Flow	8,330.00	
0026765	08/27/21	Outstanding	0300035	Baker & Taylor	279.50	
0026766	08/27/21	Outstanding	0300064	BSN Sports	175.45	
0026767	08/27/21	Outstanding	0320341	Carterville High School	7,500.00	
0026768	08/27/21	Outstanding	0320638	Cobden High School	7,500.00	
0026769	08/27/21	Outstanding	0300117	Computer Discount Warehouse Go	122.43	
0026770	08/27/21	Outstanding	0300117	Computer Discount Warehouse Go	1,249.27	
0026771	08/27/21	Outstanding	0300117	Computer Discount Warehouse Go	4,124.78	
0026772	08/27/21	Outstanding	0257862	Consumer Reports	26.00	
0026773	08/27/21	Outstanding	0120594	Leslie A. Cornelious-Weldon	59.00	
0026774	08/27/21	Outstanding	0300158	Ellucian, Inc.	94,764.00	
0026775	08/27/21	Outstanding	0300159	Elsevier Health Science	12,615.60	
0026776	08/27/21	Outstanding	0300159	Elsevier Health Science	303.80	
0026777	08/27/21	Outstanding	0300159	Elsevier Health Science	25,731.42	
0026778	08/27/21	Outstanding	0300165	Federal Express	148.98	
0026779	08/27/21	Outstanding	0321286	Frankfort Cmty High School	7,500.00	
0026780	08/27/21	Outstanding	0281242	Kenneth J. Hamilton	150.00	
0026781	08/27/21	Outstanding	0148970	Amanda N. Hannan	219.54	

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FOR PERIOD STARTING: 08/01/2021 - PERIOD ENDING: 08/31/2021

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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
0026782	08/27/21	Outstanding	0300065	The Home Depot Pro	746.72	
0026783	08/27/21	Outstanding	0300065	The Home Depot Pro	170.41	
0026784	08/27/21	Outstanding	0300198	ICCTA	4,250.00	
0026785	08/27/21	Outstanding	0350550	Impact Applications Inc	435.00	
0026786	08/27/21	Outstanding	0306807	John A Logan College	28,000.00	
0026787	08/27/21	Outstanding	0354855	Johnston City Community School	12,411.32	
0026788	08/27/21	Outstanding	0016060	Jones & Bartlett Publishing	6,260.32	
0026789	08/27/21	Outstanding	0320859	Joppa Jr & Sr High School	7,500.00	
0026790	08/27/21	Outstanding	0161368	Lake Land College	256.00	
0026791	08/27/21	Outstanding	0320947	Massac County High School	7,500.00	
0026792	08/27/21	Outstanding	0354893	Brooke May	212.74	
0026793	08/27/21	Outstanding	0350479	MBS Textbook Exchange Inc	5,068.95	
0026794	08/27/21	Outstanding	0350480	McGraw-Hill Global Education	8,163.00	
0026795	08/27/21	Outstanding	0320969	Meridian High School	7,500.00	
0026796	08/27/21	Outstanding	0355024	Hannah Middleton	502.27	
0026797	08/27/21	Outstanding	0351569	Modern Office Connections	2,609.00	
0026798	08/27/21	Outstanding	0353620	Mounds Stop & Shop	53.48	
0026799	08/27/21	Outstanding	0300253	NAPA Auto Tire & Parts	14.87	
0026800	08/27/21	Outstanding	0300263	Novacom	160.00	
0026801	08/27/21	Outstanding	0300264	Office Depot	955.10	
0026802	08/27/21	Outstanding	0300138	Premier Fire Protection Inc.	375.00	
0026803	08/27/21	Outstanding	0300133	Quill	38.99	
0026804	08/27/21	Outstanding	0300133	Quill	166.42	
0026805	08/27/21	Outstanding	0300113	Regions Bank	5,195.21	
0026806	08/27/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0026807	08/27/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0026808	08/27/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0026809	08/27/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0026810	08/27/21	Outstanding	0300109	Reppert's Office Supply	1,729.80	
0026811	08/27/21	Outstanding	0300109	Reppert's Office Supply	2,171.01	
0026812	08/27/21	Outstanding	0300108	Republic Services	121.14	
0026813	08/27/21	Outstanding	0350554	SCC Bookstore	229.76	
0026814	08/27/21	Outstanding	0251576	Society for Science and the Pu	90.00	
0026815	08/27/21	Outstanding	0000001	Shawnee Community College	158.00	
0026816	08/27/21	Outstanding	0109466	Galen B. Shelton	67.50	
0026817	08/27/21	Outstanding	0020444	Shivelbines Music Store	299.00	
0026818	08/27/21	Outstanding	0351062	SIH Workcare	8,250.00	
0026819	08/27/21	Outstanding	0228416	Sommer Lawn Care	2,490.00	
0026820	08/27/21	Outstanding	0355016	Southern Illinois Fair Associa	100.00	
0026821	08/27/21	Outstanding	0355016	Southern Illinois Fair Associa	200.00	
0026822	08/27/21	Outstanding	0350492	Southern Illinoisan	690.00	
0026823	08/27/21	Outstanding	0353621	St. Moritz Security Services,	8,456.93	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 08/01/2021 - PERIOD ENDING: 08/31/2021

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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
0026824	08/27/21	Outstanding	0300062	T & I Office Equipment	1,599.60	
0026825	08/27/21	Outstanding	0300050	UPS	411.62	
0026826	08/27/21	Outstanding	0300050	UPS	57.34	
0026827	08/27/21	Outstanding	0300050	UPS	288.20	
0026828	08/27/21	Outstanding	0321257	Vienna High School	45,847.03	
0026829	08/27/21	Outstanding	0166056	David A. Voigt	1,140.00	
0026830	08/27/21	Outstanding	0300018	Xerox Corporation	38.12	
0026831	08/27/21	Outstanding	0350973	Xerox Financial Services LLC	212.42	
0026832	08/27/21	Outstanding	0300047	Yankee Book Peddler	13.73	
0026833	08/30/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	35.78	
0026834	08/30/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	52.83	
0026835	08/30/21	Outstanding	0300072	State Universities Retirement	92.80	
					-----	-----
					896,402.09	11,106.71
					=====	=====
					896,402.09	11,106.71

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

October 4, 2021

<u>Date</u>	<u>Vendor</u>	
8/31/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$320,000.00

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

Chairman

Secretary

Date

Student Trustee Report/Submitted by Bradley West

This month has been very busy for students and for faculty. In dealing with the Governor's mandate, there have been many students that have been vocal with their opinions on the matter. One point that I have consistently tried to point out is that this is not the College's doing, but we are still going to try our best to abide by it.

I have been able to meet with several students this semester, and so far, hopes have been high for the prospect of continuing class in person. The nursing students have expressed this tremendously so. The general consensus is that we do not only learn our material better by being in person, but that we are better fit to apply it in the workplace. If we were to need to go back online, I would encourage the board to look for alternative ways to continue the nursing programs in person.

Furthering with the nursing students, many were unhappy with the doors to the nursing department being locked. With the number of textbooks and materials we need to bring to class, it has become a strenuous endeavor to also walk the entirety of the college to get to class. Many do not understand as to why the doors have been shut, as we have had to receive our vaccinations to attend our clinics.

I have also been able to talk with nursing students about our clinics. These clinics, as described by our teachers, are job interviews for our future. Many students have settled in well to their clinical rotations. My grandmother had a Doctor's appointment at one of these clinic sites, and had an encounter with one of our LPN students. The student, who was not assigned to the unit or to her, went out of his/her way to help my grandmother feel comfortable while waiting for her appointment. I express this story to point out the overall behavior of our nursing students is one that comes from a place of caring, and this is shown time and time again.

Aside from the nursing department, I was able to interview a student of the Criminal Justice department. Wyatt Rainbolt is the student's name, and he recently had an internship with Eric Howard's department in De Soto. Getting to go out on a deployment and witness firsthand how strenuous the job can be, Wyatt expressed optimism going into the career. Furthermore, Wyatt expressed how important he feels the program has been in producing competent workers, saying, "I feel as through this program, we have learned; the rights, the wrongs of how to do this kind of work." I will send the full video to Robb Betts.

I also wanted to take time to talk about our automotive program as many students do not know what they offer. Simple oil changes can be tedious, especially for a busy college student. They offer simple services like this to Shawnee students, and the only thing you need to pay for is the oil and filter. Students are not charged for services, only for the materials that are needed. This is a great service, as students can simply schedule an appointment while they have class, leave the car with them, and then collect their vehicle after class.

I have yet to talk with Erin King in depth for plans with the student senate. Planning on trying to meet with her soon.

Faculty Board Report October 2021

While faculty continue to keep current in their disciplines they also strive to be available for students. Continuing this semester as planned initially is considered by faculty to be paramount towards limiting student distraction. Consistency and structure offset confusion. Faculty are making every attempt to respond to student emails quickly and providing guidance for students when they have a question. The following is a list of some of the recent activities that faculty members have participated.

Yours in Education,

Ian Nicolaides, President

Shawnee College Education Association

BOT Department

September 1, 2021 - Phyllis Sander, ACC/BUS/COM instructor, completed training, *How to Assess? Developing and Using Three Assessment Tools*, hosted by WEAVE Assessment Education, the repository software SCC subscribes to for assessment documentation. The training addressed outcome and measurement definition.

September 16, 2021 – Ruth Smith, ECE/EDU instructor, attended the Scaling Education Pathways conference at SIUC that was hosted by SIUC's School of Education and the Southern Illinois Future Teachers Coalition. The Northern Illinois University's Education System Center presented information on the Model Partnership Agreement, College Pathway Endorsements, and the Illinois 60x25 Network initiative.

September 17, 2021 – Anna Davenport, Agriculture instructor, Eric Howard, Criminal Justice instructor, Phyllis Sander, Computer System and Security Specialist instructor, and Sherrie Malone, Computer System and Security Specialist instructor, hosted SIUC representatives. The representatives spoke to SCC students about transfer opportunities to SIUC with the Associate of Applied Science (AAS) degrees that can be earned at SCC in the respective departments.

September 22, 2021 - The Computer Systems and Security Advisory Meeting was held with Craig Bradley, Phyllis Sander, Sherrie Malone, and Ruth Smith in attendance. The advisory meeting was attended by industry-specific employers, transfer university representatives, program graduates, current program students, and SCC administrators. Phyllis presented the FY22 Continuous Quality Improvement (CQI) document that is used for assessment and planning. The CQI documents current instructional processes, industry certification opportunities within the degree, future plans, and budgetary needs. The document was used to direct the conversation for input from the attendees.

September 23, 24, 30, and October 1, 2021 - Instructors Lori Armstrong (BIO), JoElla Basler (PSY), Mike McNally (HIS), Dr. Ryan Thornsberry (ENG/LIT), Phyllis Sander (ACC/BUS/COM) and Ruth Smith ECE/EDU), participated in the HLC Assessing General Education Online Series, a minimum of 15 hours of in- and out-of-class preparation and reporting. The training consisted of four modules:

Variables Impacting General Education Assessment
The General Education Assessment Process
Assessment Methods and Measures
Facilitating Engagement and Leading the Process

September 7, 14, 21, and 28, 2021 – All Division Chairs (Kayla Sauerbrunn, JoElla Basler, Lori Armstrong, and Ruth Smith) and Felicia Rouse, Academic Affairs Administrative participated in the ongoing training for Simple Syllabus. The “build out” phase should be completed in early October, and we will begin the “train the trainers” sessions so that we will be able to train all full-time faculty on Thursday, November 11th. (Faculty have agreed to use this day for training so that spring syllabi can be in Simple Syllabus prior to the start of the day. This will be used as one of the contractual Professional Development days. There is not a common time for all faculty to participate on any instructional day during the semester.)

Every Wednesday and Friday – Anna Davenport sponsors the student Ag Club. In response to a request for campus landscape maintenance, Anna directs the Ag students on proper procedures for landscape maintenance during class lab times on Wednesdays and Fridays, weather permitting.

Lee Van-Alstine plans on a Halloween concert in the Ed. Center for virtual performance Near Halloween.

Craig Bradley was appointed to the Illinois Community College Board pending approval by the Illinois Senate. He virtually attended the ICCB meeting on September 17. His next meeting will be held tentatively in Springfield on December 3.

Math & Science Department

Tony Gerard hosted a Reptile program at the Cache visitor's center followed by a hike. SCC's reptiles were utilized in the program. About 40 people attended the program and about 15 participated in a nature hike.

Science department meetings are soon to be scheduled to plan on how the new Anatomy Table can be best used in the curriculum and for marketing purposes.

Humanities Department

Mike McNally gave a presentation, titled England's Magna Carta and America's Constitution. as part of the SCC Constitution Day activities

President Report

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**Academic Affairs & Student Learning Report
Board of Trustees Report
October 4, 2021**

Dean's Report

Dr. Shelby has continued working with HLC consultant, Marie Giacomelli, and the SCC Writing Team consisting of Dr. Tim Taylor, Jean Ellen Boyd, Dr. Ian Nicolaides, Dr. Ryan Thornberry, Karen McGoy, and Felicia Rouse, to prepare the Shared Governance Focused Visit monitoring report to the Higher Learning Commission. The due date for this monitoring report is September 20, 2021. Dr. Shelby and Dr. Teske are preparing a crosswalk grid linking the goals and objectives in the Strategic Plan to the HLC Criteria for Accreditation to help with evidence collection in preparation for the 2024-25 HLC Reaffirmation Visit.

Dr. Shelby, Dr. Price, Mindy Ashby, Amanda Hannan, and Dr. Teske have worked to streamline the processes students and employees will follow when the Governor's Executive Order takes effect on September 19, 2021, for vaccination proof and/or testing. Our small group was part of the larger team who has worked tirelessly to execute this mandate. Dr. Shelby continues to track student COVID cases and contact tracing.

Library/Technology

Christina presented library orientation sessions to nursing students, as well as two music classes this month. She also attended two webinars: Connected: An Academic Library Program Designed to Support and Engage Students, and What's the Big Deal? How Researchers Are Navigating Changes to Journal Access. Thanks to the hard work and dedication of Russ Stoup and Beth Crowe, the library has added a comfortable seating area to match the updated look of the rest of the college, which students seem to be enjoying very much.

The library is working on building up our recreational reading selection through donations, including young adult and graphic (illustrated) novels, which are already seeing higher than average circulation and browsing.

Rachel Hannan, library assistant, has been very active checking out and tracking equipment for students as the semester is underway. There are 67 laptops checked out, 67 Jetpacks, 15 graphing calculators, and 26 MSI laptops for business, occupational, and technical students.

During the month of August, our patrons requested and received 23 items through interlibrary loan. We sent 142 items to other libraries to satisfy their patrons' requests.

Rob Lucas, Educational Technology Specialist, has been taking classes through The Illinois Online Network as part of the process of completing their accessibility certification program. This past summer, he took an 8-week course on universal design for learning, and he is currently in the process of completing a course about creating accessible videos. Meantime, he is developing documents and training to support faculty in making sure their course content meets current accessibility requirements.

He continues to support students and faculty in using Moodle and the college's other online services, and supporting on-demand help via the school's knowledge base. In the past month,

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articles on the faculty knowledge base have been viewed 151 times, while the student knowledge base has had 486 article views.

He is also working with distance learning staff to organize the new makerspace for use by the college community.

All high school DL units have been delivered. They are already being used by Joppa, Vienna, and Shawnee High Schools. The ITV rooms at Metro, Anna, Main, and Vienna are updated or installed. The rooms at Cairo will be done over the fall semester. To date, eleven regular classrooms have been upgraded with several more receiving partial updates. Maintenance has done an excellent job helping with the upgrades.

Extension Centers Reports

Anna Center

During the month of September, the Anna Center was in full swing for the fall semester. On September 10th, Anna Center staff, Blake Goforth and Lindsay Johnson, and President Dr. Tim Taylor attended the Anna-Jonesboro vs. Massac County White-out football game. SCC was a top sponsor and was recognized at half-time with a plaque. The White-out game draws fans from Union and Massac County and many others who want to be a part of this special fundraiser game for Hadley's Haven. On September 13th, late start classes began. This fall semester, there were 7-classes beginning that week. The Anna Blue Dolphins board met for a meeting in the conference room on September 14th. On September 22nd, SIUC's transfer representative visited the Anna Center to promote their free application day opportunity to students interested in transferring to SIU after SCC. AJCHS held its annual homecoming parade. The Anna Center Staff led by Blake Goforth and other students and staff participated in the parade on September 24th. SEMO's transfer representative visited the Anna Center on September 27th to meet with students that might be interested in transferring after SCC.

Metro Center

The Metro Center along with Workforce Development hosted a meeting with Aeorosource-H to discuss potential training programs that the college could provide for them at the Metro Center. Kyle Smith completed all dual credit applications with both Joppa and Massac County High Schools; and on September 15th, he followed up with delivery of appreciation bags from the college to faculty and staff at both high schools.

On September 14th Metro Center staff accompanied President Tim Taylor to the Kiwanis Club in Metropolis. President Taylor shared his vision of strengthening partnerships with SCC district schools, businesses, and communities in support of increased economic development.

Vienna Center

Vienna High School sophomores were given the Career Key during their English class on August 27th and August 30th by Leslie Weldon and Teale Betts. The students learned about Shawnee Community College and what we have to offer. Community wide vaccine clinic was held at Vienna High School on September 10th. Teale Betts spoke to the Personal Development Class at Vienna High School on September 13th. Teale Betts attended the Early College Access and Scaling Educational Pathways in Illinois Conference at SIU-C on September 16th. The Vienna Center offered a Food Sanitation class on September 18th. Teale Betts attended the

Johnson County Business and Community Dinner at Vienna High School on September 23rd. Teale Betts went to speak to the high school juniors and seniors in the Illinois Laborers' and Contractor's Joint apprenticeship program at Marion on September 24th. Teale Betts went to Goreville High School on September 28th to help seniors create their FSA ID. Kyle Smith and Teale Betts went to Massac County High School to speak to seniors on September 29th. Teale Betts attended SIU-E Community College conference on Zoom on September 30th. Teale Betts attended the SIU Carbondale Annual Community College conference in person on October 1st. Tiffiney Ryan Memorial Poker run had the Vienna Center as a pick-up point on October 2nd. Teale Betts represented SCC at Vienna High School's Career Expo on October 7th. FAFSA Completion workshop was held at the Vienna Center on October 7th from 2 to 6 PM. Community wide vaccine clinic was held on October 8th at Vienna High School. Teale Betts attended the Superintendent Social Gathering at Main Campus on October 12th.

Nursing

The month of August welcomed our Practical Nursing (PN) and new Associate Degree Nursing (ADN) students to healthcare with initial hospital vaccine mandates that led us to lose several students or have some to reduce to part-time status.

Initially, we sent out a survey to determine how many were vaccinated and made a major schedule change in a sincere effort to accommodate the ADN students at their clinical sites. One of the major clinical partners changed to vaccine mandates, and this became a moot point, as all ADN students had to attend a site where it was mandatory for one of their courses. It was not feasible to accommodate all PN and ADN students at our limited clinical sites, therefore no more clinical site changes were made. The nursing faculty have been supportive during all these transitions.

We had four PN students drop the program, three by the initial drop date and related to vaccine mandates, reducing our PN count to 34 students per most recent count.

Seven ADN students dropped the program for a variety of reasons, many of which included the vaccine mandated by local facilities. At present, we have 46 ADN students, including full and part-time.

On a more positive note, students completed their clinical "bootcamps" and orientations and started full-swing into their clinical rotations. Students have been positive about their clinical experiences thus far and we look forward to watching them learn and develop as the semester continues.

We also completed the Administrator change process for our ACEN Accreditation process and continue to work weekly on completing our self-study for the accreditation process.

Workforce Innovation, Adult Education & Continuing Education

The SBDC at Shawnee Community College is continuing its Back-2-Business outreach to underserved small businesses (ethnic minorities, women, veterans, disabled, LGTBQ) 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.

Dr. Mason, Brett Whitnel, and David Voigt took part in the Americas Small Business Development Center (ASBDC) virtual conference September 21-24. Small Business Development Centers from all 50 states participate in this event. Special emphasis was placed on SBDC's and their continuing support of local area small businesses during the pandemic.

The SBDC assisted a client in obtaining a \$50,000 business loan for expanding their existing businesses.

As part of its ElderReach community education program, the division is offering in Metropolis, another 4-week session of its Tech for Seniors workshops. Fifteen seniors are participating. A Tech for Seniors – Basic Computer workshop will also be offered at the Anna Center this Fall. The CPR Program has held 42 classes and served 101 students for the month of August. An Instructor Renewal class and a New Instructor Class was held in September and October. There were 27 classes scheduled for the month of September.

The Driver Safety Program received and processed 209 applications in August. There were 87 participants who completed their training and received a certificate of completion in August.

Under the Delta Health Grant, the college helped sponsor the African American Women Health Conference. There were 56 registered participants who attended the on-campus event and 24 who participated via Zoom.

The college held a Job Fair at the Anna Extension Center for local cannabis producer Aeriz. A total of 81 Applicants participated in the two-day event.

Dr. Mason is working with Agriculture Chair Anna Davenport and Dr. Shelby to review curriculum for developing a 16 credit hours Dispensary Operations certificate program as part of the college's Community College Cannabis Vocational Pilot Program.

Jean Ellen Boyd

Interim Vice-President Academic Affairs

October 4, 2021

**Student Success and Services Division
Board of Trustee Report
October 4, 2021**

Admissions

Danielle Boyd—Registrar

Danielle Boyd assisted with the AJ Homecoming parade on September 24.

Danielle Boyd attended the State Universities meeting on September 29. This meeting is usually held during the summer for representatives from most Illinois universities to come to the community colleges in the state to give updates. This year it was held via ZOOM.

Plans for the Transfer Fair will be on October 13 on Main campus in the Commons Area.

Advisement & Recruitment

Staff and other volunteers have participated in local high school events and community events. For the parades, Kelly Jennings has driven the SCC semi-truck where staff, family volunteers and student ambassadors have passed out candy. Rob Betts has created coloring sheets featuring Bernie and Bernadette and personalized them for the event.

Advisors have attended university articulation events and some have participated in virtual professional development. Advisors are also working retention alerts and communicating with instructors about student success.

Shawnee Experience Day is scheduled for October 7. Two of the bigger high schools were not able to attend that day so an additional day was added.

Athletics

John Sparks—Athletic Director

General News

The 2021 SAINTS Golf Challenge had 19 teams that registered to play and 35 hole sponsorships. We also had a 50/50 raffle over \$500, and Dr. Taylor's putting with the President on hole 9 was a huge success, netting nearly \$300. We received several donations, and numerous people helped to make this event a huge success. A few of our donations came from Alexander County Sheriff Tim Brown (50/50), City National Bank, Edward Jones, The SCC Foundation, Crowdus Cleaning, Anna National Bank, Heartland Coca-Cola - Courtni Stephens, Pepsi MidAmerica - Anna Cook, Union County Country Club, and several others were greatly appreciated.

Our athletes did an outstanding job representing Shawnee Community College. We received numerous positive comments all afternoon. In addition, they were great at interacting with all of our boosters and supporters.

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The Men's and Women's Basketball schedule for the 2021-22 season is posted online, and team pictures are posted.

Men's Basketball

The SAINTS are in the middle of their Annual SAINTS Training Camp that will last for the entire month of September. Training camps consist of uniform khakis & polos Monday, Wednesday & Friday, individual workouts twice a week, weight training three times a week, along with double sessions on Tuesday & Thursday. Their first official day of practice is October 1.

The SAINTS participated in the Region 24 JUCO on Friday, September 17. Universities university to watch the 2021-22 SAINTS Men's Basketball open workout here in Ullin. SIUE, Eckerd College, University of Southern Indiana, Arkansas Pine Bluff, Ouachita Baptist, and William Baptist were all in attendance.

The SAINTS will be playing in the Vincennes Jamboree on October 10 and the Midwest Jamboree in Carbondale on October 17. In addition, SCC will host Crowley's Ridge College on October 23 for our only home scrimmage game that will be open to the public.

Coach Sparks will be a guest speaker at the IBCA annual basketball clinic on October 8 at Rend Lake College.

Women's Basketball (*Chevis Thompson*)

Coach Thompson is working to get the 2021-22 Lady SAINTS into great shape. They will be conditioning for the rest of the month and begin their first official day of practice on October 1.

Baseball (*Ken Reichert*)

Coach Reichert and the SAINTS have five games scheduled for this Fall.

Softball (*Kyle Smith*)

Coach Smith and the Lady SAINTS have five dates scheduled for this Fall. They are currently 1-2 after returning from Dyersburg State.

Volleyball (*Melanie Ballard*)

Volleyball is currently 0-9 and searching for their first win. Their schedule is posted online, along with their individual player profiles.

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 September, the office helped nine 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 is collaborating with SBDC to host other job fairs/hiring events for aeriz. The office will be hosting two workshops on “What Can I Do With This Career”

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These events were held on September 5, 2021, one for SSS and the other for all students during the month of September. I also met the Human Resources Department to host a hiring event for OIL DRI production company shortly date to be determined.

Teale Betts and I completed Career Key with all of the sophomores from Vienna High School and helped develop a career plan on August 27 and August 30. In addition, we collaborated with Southern Illinois Teachers Grant to host a career exploration workshop for six middle schools from our district to be determined at the next meeting.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Lisa Meyer visited the Cobden High School Adult Living class and talked to them about financial aid information.

Participated in the ISAC Executive Briefing Webinar, the ISAC 2022-23 FAFSA and Alternative Application Process Webinar, the virtual September Office Hours for VA School Certifying Officials.

Reviewed eligibility for MAP (Monetary Award Program) and entered award amounts for eligible students and eligibility for SEOG (Supplemental Educational Opportunity Program) and entered award amounts for eligible students.

Closely monitored drops and adds and made corrections as needed to scholarships and waivers.

Updated the 2022-2023 Scholarship Book which will be online to the printer to have 700 copies printed.

Submitted the FISAP (Fiscal Operations Report and Application to Participate) Report to the Department of Education.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center Tutoring Center has been a supportive area for students looking to improve their academic performance. There have been over 35 Request for Tutoring submissions since the beginning of the semester. On September 16, 2021, the Writing Lab hosted a workshop led by Marilyn Crites, Professional English/Writing Tutor, called "Get a Smart Start: Gaining Confidence as a Writer," with 13 students in attendance. The Student Success Center Director moderated the event, allowing students to enrich their writing skills by learning best practices, understanding what makes "*your* writing uniquely *you*," and encouraging students to take advantage of the College's resources. Several students stayed after the conclusion of the workshop to set up individualized appointments with Ms. Crites.

Fifty-one (51) students have been receiving accommodations through the Accessibility and Resource Office (ARO). In addition, the ARO personnel participated in the professional

development opportunity, "Online Virtual Space and Resources for Learners with ASD" which was held on September 14, 2021. To promote awareness and access services for individuals with disabilities, the ARO emailed all faculty information specific to ASD learners. The information can be used as a reference to identify strategies to assist students, fostering an inclusive environment both inside and outside of the classroom.

The Testing Center has been providing makeup exams, tests with accommodations as well as administering high-stakes tests. Students have also been taking advantage of help with Moodle, email, and other miscellaneous troubleshooting issues in the Testing Center. Online/hybrid students have also been utilizing the Testing Center as a reliable alternative to taking their exams at home. This allows students to use the College's technology as well as have access to individuals that can assist if technology issues should arise.

Currently, 148 Retention Alert cases are open. Of those, the majority of cases have been classroom issues such as being inactive in class and incomplete assignments. Humanities and math are showing the highest percentage of case contributors. The SSC director has been in contact with several instructors and advisors regarding modifying supplemental resources outside of the classroom to assist these students. The director's focus has been on individualized support and services that promote positive experiences, which clears a path for students to achieve the best outcomes.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

SSS have successfully closed out our budget year. SSS has successfully completed the 2020-2021 academic year with 100% of 160 participants. Recruitment efforts have begun for the new academic year 2021-2022 recruitment efforts. Thanks to our transfer partners, we provided returning students with transfer items from four-year institutions. Staff strive to help the undecided sophomores consider transfer options after Shawnee.

SSS is trying to grow transfer partnerships. Transfer schools have been very gracious to send "swag" items to help us create positive incentives for our students. SSS staff have been attending articulation/collaboration programs hosted by four-year institutions and Illinois Advising Association.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

Educational Talent Search is currently recruiting new students for the program. James Walton and Chevis Thompson attended the 40th Annual COE conference in Atlanta, Georgia. The office is preparing for a mock audit at the end of October.

Vice President of Student Success and Services

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

Several kind emails have been received from local high schools thanking the College and Student Services staff for their goodie bags. Some were even sent with pictures. Over 700 bags were given to high school staff in the SCC district.

In the absence of a Cairo Extension Director, part-time Administrative Assistant, Jessica Edwards, has been the constant staff at the center. Other staff who have taken shifts and filled in as necessary are Stephanie Dunlap, Mindy Ashby, Erin King, Leslie Cornelius Weldon, and Carrie Davis.

Dr. Price has been working with the various partners of the CTE Education Pathways grant locally named SIFTC (Southern Illinois Future Teachers Coalition) to close out the FY2021 grant year. She continues to work on the grants earmarked for student COVID assistance: GEER, GEERF, HEERF, HEERF II, and HEERF III.

Executive Order has consumed a majority of time for Dr. Price's time. The COVID EO Task Force was put into play by Dr. Taylor and staff went to work on attempting to meet the first deadline of September 5 and then the extension of September 20. If things go as planned, SHIELD testing will be available on main campus and at the extension centers. Dr. Price would like to give a huge "shout out" to Dwayne Fehrenbacher, Jonathan Van Meter and the rest of the IT staff who have spent endless hours creating a Health Screening Portal, ordering equipment and then ensuring that the equipment was programmed and in place for use. On Monday, September 20, all employees and students began the check-in screening process. There were several volunteers who have assisted through the process. As SCC continues the necessary work to comply with the Governor's mandate, the Task Force is working through the "bugs" of the systems and processes. Dr. Price would like to thank all students and employees for their patience.

Shawnee Community College Clubs and Organizations were showcased on September 17, 2021. Club Sponsors and members set up booths in the Commons Area for student recruitment.

Dr. Lisa Price

Vice President of Student Success and Services

10/4/2021

Date

**Financial and Campus Operations
Board of Trustees Report
October 4, 2021**

State Payment Update

The state is currently up to date with the equalization and base operating payments.

Facilities Department

Met with the Capital Development Board and architects to review and discuss plans for the gymnasium project, which is scheduled for May 2022. Attended the Capital Development Board meeting to select an architect for the outside door replacement project. Installed new water fountains with bottle fillers to help reduce the spread of Covid-19. Installed new equipment for ITV at main campus and extension centers. Attended a meeting with the Interim Vice President of Financial and Campus Operation on planning for capital projects. Continued discussions with the College's architect on the implementation the capital projects plan.

Business Service Department

The process has started for the conversion of the payroll timekeeping system from Colleague Webadvisor to Colleague Self Service. The estimated completion date is November 2021. Once setup is complete, training will begin for employees on the new platform. The annual audit has begun, with the auditors being onsite the week of September 27th.

IT Department

Major kudos to Dwayne Fehrenbacher and Jonathan VanMeter for creating the program to monitor employee and student compliance with Executive Order 2021-20. Their efforts saved the College money on implementing a compliance program. This new program is titled the SaintsCheck database and they also created the Saints Health Protection Portal. The IT department also performed upgrades to the Softdocs EtCentral and EtContent. Upgraded intrusion detection/security scanner (OSSIM) and completed rules to reduce false positives. Setup several computers for employees and network shared drives. Reimaged PC's in the Esports room and coordinated meetings and tournament registration for the Esports club. Submitted graphic design requests for the Simple Syllabus Web form for instructional services. Completed the IR data dashboard on the College's website. Continued to manage the College's website. Completed numerous setups through the College's campus for events. Repaired errors within Moodle, the College's online learning platform.

Human Resources

This month has been filled with recruiting for a Covid Health Coordinator and Health Screeners to assist with Shield testing when it becomes available on campus. Attended review of health insurance plan performance held by Epic in preparation for 2022 insurance plan renewals. Assisted employees with the submission of their vaccination cards, processed their chosen

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incentive, and handed out t-shirts. Collaborated with Dwayne Fehrenbacher on the Saints Check system to ensure all employees are loaded and updated in the system to accurately reflect employee's status when scanning in each day for work. Worked with Crowdus and the Security company to ensure their employees' testing and/or vaccination information is on file for each company.

Bookstore

The bookstore has been very busy with merchandise sales and providing information requested by the auditors. Made donations to support community fundraising events, including the Karnak Car Show, Lick Creek School Auction, and the SCC Golf Scramble.

Brandy Woods

Brandy Woods

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

PR & Marketing Summary September 2021

Google Analytics-

Google Analytics reporting for the period ending September 18, 2021 indicated the number of users to our website was 12,887. Currently our generated traffic from Google Ad placement results are as follows for August 12 – September 18th:

1.64K - Clicks on our Google Ad 61 – Phone calls 11 Requests for Information

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

	Current Month	Previous Month
Illinois	7,602	4,984
Missouri	2,728	2,152
Kentucky	819	763

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

/academics/programs	1,870
/home	1,068
/selecttermdept	985
/jobs	915
/coursematerials	805

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
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
8/19/21	2	3	3197	15117	24437
8/20/21	6		4578	15311	25623
8/21/21	3		2715	15052	25617
8/22/21			1639	14449	25919
8/23/21	2		1977	13741	26705

8/24/21		1	1682	12898	27036
8/25/21	3	1	2552	11383	27339
8/26/21	4		2454	10856	27442
8/27/21	1		2678	9920	28177
8/28/21		1	3269	10252	29549
8/29/21	1	1	3274	11380	31104
8/30/21	2		5693	14525	33735
8/31/21	3	1	2213	14502	34132
9/1/21	1		2959	14502	34519
9/2/21		1	2580	14256	34419
9/3/21		1	2052	13490	34851
9/4/21	1		2071	12773	35122
9/5/21			1218	11322	35045
9/6/21		2	779	7998	34843
9/7/21	1	1	763	7271	34724
9/8/21	2	1	1558	6515	33582
9/9/21	2	1	3370	7219	33842
9/10/21	5		2011	7099	32536
9/11/21	1	2	2144	7263	32083
9/12/21	1	1	2216	7792	31719
9/13/21	4	1	1349	8131	30944
9/14/21	5	1	1468	8917	30754
9/15/21	2	2	1107	8827	29771
9/16/21	3		2055	8085	29342
9/17/21	1		2971	8617	28196
9/18/21	2		2723	8832	28032
Totals	81	27	95894	425812	1114288

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
17-Sep-2021 11:00PM	Helm's Eagle Scout project makes environmental impact	The Paducah Sun	44323	19497	24826
17-Sep-2021 10:22PM	Shawnee Community College, SIU sign new agreement	WSIL-TV	339604	54025	285579
17-Sep-2021 05:30PM	Watch now: SIU, Shawnee leaders battle it out in fierce cornhole competition	Thesouthern.com	170227	44681	125546

17-Sep-2021 05:00PM	SIU, Shawnee sign agreement making transfers easier	Thesouthern.com	170227	44681	125546
17-Sep-2021 01:40PM	Shawnee Community College, SIU leaders sign agreement for online programs	WPSD Local 6	205264	44837	160427
17-Sep-2021 11:13AM	Shawnee Community College, SIU leaders to sign agreement on online programs	KFVS 12	313039	70213	242826
16-Sep-2021 12:16AM	What's Happening	Metropolis Planet	8749	2995	5754
16-Sep-2021 12:16AM	Students' success, everyone's safety is community college presidents' ultimate goal	Metropolis Planet	8749	2995	5754
13-Sep-2021 05:30PM	Southern Illinois community college leaders unite in call for vaccinations	Thesouthern.com	170227	44681	125546
10-Sep-2021 09:00PM	Shawnee's Bradley appointed to Illinois Community College Board	Thesouthern.com	170227	44681	125546
10-Sep-2021 12:05PM	COVID-19 roundup	Capitol Fax.com	38617	16586	22031
10-Sep-2021 06:51AM	Calendar: Macon County Monarch Madness 2021	Agrinews-Pubs.com	7583	3253	4330
09-Sep-2021 07:05PM	Watch now: Colleges readies for vaccine mandate in face of test kit shortages, logistical concerns	Thesouthern.com	170227	44681	125546
08-Sep-2021 11:00PM	Ill. Gov. Pritzker Announces Five Appointments to Ill. Authorities, Boards, Councils and Commissions	Targeted News Service (Print Edition)	207	207	0
04-Sep-2021 09:00AM	Meet Victoria, The Robot Who Was Created To Give Birth Like A Real Woman	Opera News	2034310	224457	1809853
04-Sep-2021 05:30AM	Meet Victoria, The Robot Who Was Created To Give Birth Like A Real Woman	Opera News	2034310	224457	1809853
01-Sep-2021 09:45AM	SCC holding COVID-19 protocol forums	Metropolis Planet	11334	3864	7470
29-Aug-2021 12:00PM	Volleyball Falcons sweep two, improve to 4-0	Emissourian	121989	29997	91992
27-Aug-2021 06:01PM	Meera Komarraju: School of Education reconnects with	Thesouthern.com	158421	42847	115574

	the Southern Illinois region				
26-Aug-2021 04:00PM	Volleyball Falcons win twice at home Saturday	Emissourian	121989	29997	91992
25-Aug-2021 03:00PM	Music Historicity Cairo jazz fest coming to The Point	Thesouthern.com	158421	42847	115574
20-Aug-2021 10:00AM	Falcons study history	Emissourian	121989	29997	91992
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 05:57PM	Small businesses grant applications begin soon in Illinois to help those affected by COVID-19	KFVS 12	295098	54010	241088
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

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
9/13/2021 17:00	KFVS (CBS)	Heartland News @ 5	\$1,081.13	34366
9/14/2021 5:03	KFVS (CBS)	The Breakfast Show	\$331.44	10587
9/17/2021 16:06	KFVS (CBS)	Heartland News Now	\$585.88	17910
9/17/2021 18:02	WSIL (ABC)	News 3 News at 6	\$1,158.66	41763
9/17/2021 22:03	WSIL (ABC)	News 3 News at 10	\$1,044.00	22275
9/18/2021 6:34	WSIL (ABC)	News 3 News This Morning	\$17.04	724
9/18/2021 7:56	WSIL (ABC)	Good Morning America:	\$218.76	10818
		TOTALS	\$4,436.90	138443

Synopsis – This month SCC received coverage for The college new strategic plan, Covid Safety, The Victoria Birthing Simulator in Nursing, Aeriz partnership, and the Saluki Step Ahead Program. Public relations included a presence at the Cairo Blues Festival handing our coloring

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pages for local children. I am including the coloring page from that event.



QR Codes For Saluki Step Ahead Coverage (Use Your Cell Phone Camera To Scan)

KFVS-12



WSIL



Director of Institutional Research, Effectiveness, & Planning

Institutional Research, Effectiveness, & Planning Board Report for October 2021

Submitted by: Dr. April Teske

The following report summarizes the more notable activities since the submission of the last Board report (August 25-September 22, 2021).

- Assisted programs with course, completion, and survey data needed for internal continuous improvement discussions, external reporting requirements (i.e. SARA), accreditation reports, and ICCB program review (4.5.B.)
- Assisted with the planning and implementation for compliance with the Governor's Executive Order (i.e. attended webinars, launched a vaccination/testing survey, attended planning meetings, attended President's forums, researched databases/tracking software).
- Continued work on the data for the dashboard (4.1.H, 4.1.I).
- Continued meeting with various staff and leadership 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 processes for systematic collection of the needed data (2.1.H., 4.1.E, 4.1.F., 4.5.B., 4.5.C.).
- Worked with those responsible for Strategic Plan strategies to make update to the Plan and draft the quarterly Strategic Plan Monitoring Report that will be presented at the October Board of Trustees meeting (4.1.G.).
- Developed a general Monitoring Report Template for programming/services to use for annual and quarterly monitoring reports (4.1.G.). Will work to customize this for each program/service.
- Worked with P. Sander and the SAAC on the annual Student Academic Assessment annual monitoring report to integrate with the SCCES framework and Strategic Plan (4.1.C., 4.1.G.).
- Worked with P. Sander and J. Boyd to plan the annual Assessment Day (October 8) for employees (4.1.B., 4.1.C.).
- Presented program data at the Computer and Information Management Systems Advisory Council meeting (September 22) (1.2.O, 1.3.A.)



September 3, 2021

FOR IMMEDIATE RELEASE

The Saints Foundation of Shawnee Community College announces the retirement of Gene Honn and search for its new Executive Director

ULLIN – The Saints Foundation announced that the nonprofit organization’s Executive Director, Gene Honn, retired August 31, 2021, starting a leadership transition process over the next month.

"Shawnee Community College has benefitted from Gene’s expertise and collegial generosity. The Saints Foundation board, faculty and students of the College, and our many partners and donors feel privileged to have worked with Gene and are enormously grateful to him for his many contributions," says Sherrie Crabb, Saints Foundation Board Chair.

During Gene’s tenure at the Saints Foundation, he has guided the organization through several undertakings, including the establishment of a food pantry for students, classroom grants for faculty and increasing scholarships by 650%. The Saints Foundation assisted in the development of the Construction Management AAS program with the Illinois Laborers’ and Contractors Joint Apprenticeship and Training Program, which is one of the most impactful accomplishments to date.

Gene reflects on his tenure as Executive Director, “Working for the Saints Foundation was a rewarding experience knowing we were helping to impact the lives of our students.” He leaves the organization in solid financial standing with systems the board and staff can continue to use to grow its influence on the lives of students and faculty of Shawnee Community College.

The board of directors will oversee the process to choose Gene’s successor. Candidates can apply online by visiting: <https://shawneecc.edu/foundation>.

The Saints Foundation’s mission is to help the students of Shawnee Community College.

Contact: Sherrie Crabb

Board Chair – Saints Foundation

sherrie.crabb@myarrowleaf.org

618.658.0764

ICCTA BOARD REPORT 9/13/21 Trustee James Darden

The following is notes from the ICCTA Board of Representatives meeting on Sept. 10th and 11th

Discussion Topics

Governor's mandate on Covid

- *Some colleges are dealing with local policies in place at the local college already.
- *Some have not dealt with the issue at all, waiting for more clarification.
- *Some are taking a conservative approach.
- * Some are trying to follow the strict "Obey the Law" approach.
- * One college made the statement, "if students are not vaccinated, they don't come in. No comment on staff and faculty.

Brian Durham, ICCB, Executive Director, Said, "as long as the college is working toward meeting the mandate ICCB will work with the colleges, Vaccine or Test".

How colleges are trying to address the critical skill-set needs.

- *Exploring the potential of the marijuana dispensaries.
- *Expanding Dual Credit for High Schools.
- *Using non-traditional Scheduling, (night, weekends, 6-8 weeks, on-line_.
- *Looking at what may be coming down from the President's Infrastructure bill, (water treatment, solar, first responders, medical, second languages, (Spanish, French, etc.), OSHA Training, Mental health programs,
- *Anything that can be integrated into existing programs.

New Hot Line Number being rolled out to address Mental Health Issues and Needs in Illinois.

This will be required across, it will be in addition to the 911 number, it will be a 988 call for mental health crisis instead of the 911 calls. Mental Health Authorities will be sent to address issues.

New ICCTA Mission Statement:

"ICCTA supports all public community college trustees through information exchange, training, and advocacy to assist them in effective leadership local and state wide.

**Redistricting state mapping is an ongoing issue not finalized yet, the issue is in litigation.

Board Memorandum

**Board of Trustees**

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

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Jean Ellen Boyd
 Dr. Lisa Price
 Brandy Woods

Executive Directors

Robb Betts

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: HLC Shared Governance Self-Study
Date: 10/04/21

Background: 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 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 (i.e. Criterion 5B at the time). This action triggered a focused visit from HLC, which was conducted in November 2019. At the conclusion of the 2019 Focused Review, the College received a "met with concern" rating for both [Criteria 2C and 5B](#) and wrote:

*The college will host a focus visit by November 30, 2021 regarding progress towards continued improvements related to the extent to which the Board, Administration, Faculty, and Staff engage in shared governance directed at improving policies, processes, and communication that ultimately rebuilds trust in the governance of the college and improves the campus climate. Additionally, 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. **The focus visit report should demonstrate evidence that the college meets, without concerns.***

The College is scheduled to receive a focused-visit from HLC on November 15 and November 16, 2021 to address these concerns. At that time, the HLC Review Team will expect to see evidence the College is employing effective shared governance practices that fully meet Criteria 2C and 5A (note: Criterion 5B, mentioned earlier and throughout the HLC's feedback reports from 2018 and 2019, was changed to 5A when HLC adopted revised Criteria in 2020).

As a first step of the focused review process, the College is required to submit a self-study detailing how the we fully meet Criteria 2C and 5A. That report follows this communication. Please note, the hyperlinks (which link to evidence of compliance) in this Board Book **DO NOT** function. If you would like a full functioning copy of the self-study, please let me know.

Recommendation: I recommend the Board review the self-study and direct any questions to me.

SHAWNEE COMMUNITY COLLEGE
Report for a Focused Visit
by
The Higher Learning Commission
on
November 15-16, 2021

Submitted September 20, 2021

Chapter 1. INSTITUTION'S HISTORICAL PERSPECTIVE

Several significant events of the past three years and their sequence furnish important context from Shawnee Community College's viewpoint for its 2021 Focused Visit Report.

2018 HLC Mid-Cycle Review

The most recent comprehensive evaluation (Mid-Cycle Review) of Shawnee Community College by The Higher Learning Commission was conducted in Fall 2018. Core Component 5B (The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission) was evaluated by the peer review team "as *met with concern* primarily because of the current climate at SCC and the questions raised by both faculty and administration about effectively following policy and procedure."

Further noted by the peer review team in its report, "the relationship between college administration (especially the president) and college employees (especially faculty) is strained. The team found no evidence that the internal disputes are affecting students, although students were certainly aware of the issues between faculty and administration. The fact that the work environment is likely not comfortable for faculty, staff, or administration was evident, and this climate of distrust also hampers the College's effectiveness in fully meeting Core Component 5B."

Thus, the reviewers requested interim monitoring in the form of a focused visit by late 2019 whereby the College "can document and provide evidence of the processes used to improve policies, procedures, communication, and trust in the governance of SCC." Specifically, the College needs to provide evidence related to three areas:

1. Administration and faculty have jointly reviewed policies and procedures to ensure that both parties understand the intent and adhere to the purpose of each.
2. Faculty union leadership and the college president (and cabinet if appropriate) will identify no less than one meeting per month to discuss issues and focus on resolutions and reported through meeting minutes shared monthly with the Board of Trustees.
3. Faculty will share with administration in Academic Affairs all results from student learning outcomes assessment activities so as to inform strategic planning decisions and made available in a transparent manner to the college population as a whole.

Concurrently, the reviewers evaluated Core Component 4B (The institution demonstrates a commitment to educational achievement and improvement) as *met with concern* and stipulated a focused visit to occur by late 2019 on the “institution’s processes and methodologies to assess student learning, especially the involvement of faculty and administration in the process.”

2019 SCC Leadership Change

In early Spring 2019, SCC’s Board and the College President released joint statements regarding the then-President’s proposal to shift her leadership focus to building external partnerships during the remainder of her contractual obligation. Thus, day-to-day operation of SCC was turned over “on June 15, 2019 to an interim team that will rely on the capable administrative staff currently in place at Shawnee.” On May 20, 2019, the Board of Trustees communicated by letter to SCC internal constituents more details of its plans for temporary leadership of the College, naming the Vice President of Academic Affairs, Vice President of Student Success and Services, and Acting Vice President of Campus Operations and Chief Financial Officer/Treasurer as the interim team. Also, the Board outlined the next steps to be taken to further address the College’s leadership: 1) having an Interim President selected by

July, 2019 after considering both internal and external candidates for that role; and 2) establishing a joint/collaborative Presidential Search effort to select the next SCC President.

In July 2019, the Board appointed the then-Vice President of Academic Affairs as Interim President, who served in that capacity until the Presidential Search was completed in Fall 2020. Importantly, in early 2020, the Interim President convened an ad hoc SCC Shared Governance Committee. This action recognized the lack of opportunity for faculty and staff at SCC to come together through a designated process to discuss topics of concern openly and freely, in a spirit of collegiality, with administration.

2019 HLC Focused Visit

In accordance with the outcomes of the 2018 HLC Mid-Cycle Review of SCC, HLC conducted interim monitoring through a focused visit centered on Criterion 5B (governance processes) and Criterion 4B (assessment of student learning practices) in November 2019. The peer review team reported that faculty, staff, administration, and the Board of Trustees noted “an improved campus climate as well as improved communication from the administration to faculty and staff” and a cautious optimism as the consensus of the feedback received during the visit.

With regard to Criterion 5B requirements, the team found that progress had been made in the working relationship and communication between faculty, staff, and administration; specifically,

1. A joint faculty/administration review of policies governing students occurred and further policy areas are under review or planned for review in the near future.

2. Monthly meetings of administration and faculty union leadership occur where issues and resolutions are discussed.
3. The college implemented WEAVE, a learning outcomes assessment software, where all results of student learning outcomes assessment are posted and all college faculty, staff, and administration have access to view results.

On the other hand, “feedback [received by the team] during the visit indicates a lingering distrust of the Board of Trustees by some members of the college’s internal community.” . . . and “concern was raised about the lack of communication from the Board to the college regarding the Presidential search.” The latter came to light when many members of the internal community reported being unaware that the process had already begun, that a search committee had been formed, and that the first meeting of the search committee was scheduled to occur during the same week as the focused visit, in fact.

Furthermore, feedback received during the visit raised additional concern “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.”

Therefore, the team called for “a focused visit by November 30, 2021 regarding progress towards improvements related to the extent . . . the Board, Administration, Faculty, and Staff engage in shared governance directed at improving policies, processes, and communication that ultimately rebuilds trust in the governance of the college and improves the campus climate.”

(Criterion 5.B.—The institution’s governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.) Additionally, the team added the concern regarding the Board not following its own policy about selecting the President and that position being responsible for the College’s total administration as the second area of focus for the visit. (Criterion 2.C.—The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.)

Also, based on findings during the visit, the team requested a separate interim monitoring report with the same due date as the focused visit regarding the progress on various assessment of student learning process topics. (Criterion 4.B – The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.)

2020 Appointment of a New SCC President

The Board of Trustees hired an independent consultant in November 2019 to assist with the presidential search and hiring process; the consultant had served the College during previous similar processes. The Board also formed an ad hoc Presidential Search Committee in November 2019 representative of constituent groups based on a call for volunteers. The Board-appointed Committee consisted of twenty members including representatives from the SCC administration, faculty, and staff as well as the community college district’s school superintendents and the community at large; the consultant and Board counsel served the Search Committee in an advisory role.

The Presidential Search Committee was responsible for screening the credentials of all applicants and meeting several times for discussion starting in December 2019 and concluding in May 2020. The committee was chaired by Board Member Steve Heisner who periodically communicated to SCC faculty and staff via the College e-mail system during the entire process. From a field of sixty-six applicants, the Committee presented a list of nine candidates to the Board in June 2020 to ratify and announce as the finalists.

The initial timeline adopted by the Board at its December 2019 meeting set a target date for announcing the new President in May 2020; however, due to Covid-19 restrictions and conditions, the timeline had to be revised postponing the announcement date to September. Thus, on- campus interviews with the candidates were scheduled over the summer months of 2020 with Zoom technology facilitating much of the process. While the Board was clear in reaffirming its sole responsibility for selecting the President and the advisory nature of the Presidential Search Committee, additional opportunities for faculty, staff, and administration input were available during the interview process, including several hour-long forums via Zoom during which groups representative of SCC could ask questions of each candidate.

Dr. Timothy Taylor was selected as the new President of SCC, and his appointment was effective through Board action taken at the September 8, 2020, meeting.

2020 HLC Criteria Revision

On September 1, 2020, revised HLC Criteria for Accreditation became effective, and Shawnee College began following them at that time as the expectations to be fulfilled. Since the “new” criteria include statement revisions and renumbering pertinent to the Criterion 5 focus area compared to the team reports of 2018 and 2019, the remainder of this report uses the 2020 updated Criterion/Core Component statements and numbers as outlined in the HLC crosswalk.

* * * * *

With these factors as the context and the institution’s perspective on accreditation-related events from 2018 to 2020, the following chapters of this report provide SCC’s response to the areas of focus for the 2021 HLC visit. The narrative and accompanying evidence together are intended to demonstrate the College’s ongoing accomplishments and progress in regard to fulfilling the requirements of HLC Criterion 5A (formerly 5B) and Criterion 2C.

Chapter 2. FOCUS VISIT TOPIC #1

Criterion 5A: Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission. (Formerly Criterion 5B – The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.)

The HLC mid-cycle review of Shawnee Community College in late 2018 was a catalyst for several changes and improvements regarding collaborative processes at the College which had been at a stalemate for more than a year. Initially, in Spring/Summer 2019, dialog between the College leadership and faculty was re-established through communication strategies such as jointly reviewing student-related policies and procedures; discussing issues brought by faculty union leadership to monthly meetings with the college administration and conveyed to the Board of Trustees thru meeting minutes; and sharing of student learning assessment outcomes by faculty with academic administration. These actions demonstrated adequate progress toward the expectations defined for the Fall 2019 focused visit by HLC, albeit the presidential leadership of the College was in flux.

In Spring 2020, SCC's Interim President advanced the collaboration initiative by establishing an ad hoc Shared Governance Committee to maintain the practices acknowledged by the 2019 HLC focused visit team to rebuild trust in the governance of the college and to improve the campus climate. The original membership of SCC's ad hoc Shared Governance Committee (SGC), with the Interim President serving as the convener, was comprised of ten members – four administrators and six faculty members (including two faculty union leaders, the Assessment Chair, and three division chairs). The [committee agendas](#) generally consisted of the following topics: Assessment of Student Learning, Review of Student-Related Policies, and Operational Matters.

The appointment of SCC's new President in September 2020 signaled an intentional dedication to shared governance in concept and practice. Month by month, Dr. Taylor has provided clarity and guidance regarding transparency and open communication as the foundation for meaningful shared governance. As such, the following advancements have occurred and been welcomed by Board members and personnel alike.

- **Clarity Regarding the Nature of Shared Governance.** Upon taking office and over the course of several weeks, the President provided the Board and College personnel with opportunities to develop their understanding, through frank discussions, of the characteristics and operational features of shared governance. [Misunderstandings](#) and myths surrounding the paradigm were dispelled.
- **Objectives of Transparency and Open Communication.** The President consistently endorses these two foundations as essentials for successfully and completely accomplishing the College's mission. This belief is especially evident in the current process for updating, implementing, and communicating the Shawnee Community College 2021-2025 Strategic Plan.
- **Development of Shared Governance Infrastructure.** Two equally important, evolving dimensions are central to the College's commitment of advancing the practice of shared governance.
 - The ad hoc Shared Governance Committee established by the Interim President in Spring 2020 remains in place, and it is maturing under the new President's leadership. Membership on the committee has expanded to assure representation across all operational aspects of the College.

- The Board of Trustees is transitioning to a policy governance (quasi-Carver) model and thus remapping its policies accordingly, as discussed later in Chapter 3 of this report, to support the model's basic concept of separating issues of organizational purpose (ends) from all other organizational issues (means), placing primary emphasis on the ends.

The remainder of this chapter is devoted to the Shared Governance Committee operational process and accomplishments to date as well as future plans in terms of fulfilling the expectations of Criterion 5A. The following chapter furnishes details about the Board's development initiatives related to fulfilling the expectations of Criterion 2C and its role in the shared governance structure.

Shared Governance Committee Work, 2020-2021 Academic Year

Shawnee College's ad hoc Shared Governance Committee convenes monthly with the President serving as facilitator. The composition of the committee currently includes the President; two Vice Presidents; one Dean; four faculty members, two of whom hold union leadership positions in the Shawnee College Education Association and one who is Student Academic Assessment Committee chair; and a staff representative added as of January 2021.

The Committee's [meeting agendas](#) generally include items ranging from operational matters to assessment of student learning progress to policy review to strategic planning. Importantly and not surprisingly, shared governance infrastructure development has become a growing part of the committee's work in 2021.

Shared Governance Infrastructure

Shared Governance Working Definition. At the November 2020 meeting, the Shared Governance Committee suggested that President Taylor develop a working definition of “shared governance” and began consensus-building conversation with the committee members. After opportunities to study and discuss typical features associated with shared governance and distribution of the working definition for administrative review, the Committee adopted a [Shared Governance Working Definition](#) at its December 2020 meeting.

Communication of the working definition to the larger internal college community was discussed and formally introduced at the Spring 2021 Convocation and the May 2021 Community Assembly.

- In the meantime, and presently overall, the Shared Governance Committee members are responsible for communication of the group’s work/outcomes with their departments and are likewise responsible for eliciting from them any items for future shared governance committee agendas.
- President Taylor and the recently-added staff representative on the committee are seeking to expand staff interest and participation in the shared governance process.

Communication challenges were quickly identified in that the current process posed a timing “bottleneck” that needed attention. Therefore, a shared drive was created with “read only access” and stated deadlines for review/response to shared governance matters posted there. This resource for the college community’s input enables their feedback to systematically be organized for developing recommendations to the Board of Trustees.

Standing Committee Structure. Closely related to the adoption of the Shared Governance Working Definition, a review of the College’s [standing committee structure](#) commenced. At the

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May 2021 meeting of the ad hoc Shared Governance Committee, a proposed [Committee Charge template](#) was presented for discussion along with a [completed example](#). President Taylor explained that an organizational diagram could be used to show how the various committees work together and complement each other's efforts.

- Members sought clarification about what follow-through on committee functions would take place, how/if/when committee progress would be tracked, and whether the current roster of committees would be retained.
- Dr. Taylor spoke to the issue of accountability and alignment with monitoring elements identified in the updated Board policies (explained in Chapter 3) and making committee agendas/meeting minutes more informative as the shared governance structure moves forward.
- Over the summer months, committee members were asked to gather input from their colleagues so that each committee's structure and scope is captured and is comprehensive in order to be reflected in the future structure.

The emerging, proposed committee structure is one that intentionally aligns well with the College's organizational format and administrative responsibilities. At the July 2021 Shared Governance Committee meeting, the structure design draft was presented by President Taylor for committee consensus.

- The Governance Committee structure design includes a [flowchart](#) topped with a Shared Governance Executive Council. The present ad hoc Shared Governance Committee will transform into that Council providing overall coordination and guidance of the College's shared governance practices and being the conduit for recommendations to the Board of

Trustees. In the new structure, the Executive Council will replace the College Council that has served an internal communication role in the College's standing committee structure.

- The next tier consists of four councils—namely, Academic Affairs; Student Affairs; Diversity, Equity and Inclusion; and Administration Services—that will communicate input on policy, procedure, and guidelines to the Executive Council. Each of the four councils will be comprised of faculty and staff serving on specific, assigned committees (standing and ad hoc) associated with the respective administrative domain; each council will be overseen by a key administrator of the College.
- Another component of the shared governance structure design is an Operational Committee flow chart depicting three Operational Leadership Teams—Academic, Student Affairs, Administrative Services—each overseen by the respective Vice President. The teams consist of hybrid teams whose purpose is to provide information on specific operational matters for attention at the weekly President's Cabinet meetings and/or Vice President staff-team meetings.
- [General Guidelines](#) for the Shared Governance Councils and Operational Teams have been drafted to define aspects such as member responsibilities, decision-making process, evaluation/assessment, and minutes protocols as well as several other procedural elements. The nomenclature of councils and teams is intentional to distinguish between councils having policy and planning authority and teams having operational activity and planning implementation authority.

Additional Developments. At the May 2021 Shared Governance Committee meeting, the idea of creating a Shared Governance Manual and how the Committee Charge template would fit

into the structure was described. The possibilities for the Manual continued to be a subject of discussion at the monthly meetings during the 2021 summer months; at the July 2021 Shared Governance Committee meeting, for instance, points of discussion were the Councils' responsibility for maintaining the manual and the Executive Council's role in determining flow of items to be presented to the Board of Trustees.

At the September 2021 Board of Trustees meeting, the first partial draft of the [Shared Governance Manual](#) was an agenda item for the Board's review. Drafting the remaining sections is being guided jointly by the respective vice presidents and the ad hoc shared governance committee members; the projected completion date for the Manual is the end of October 2021.

Of course, efficacy of communication remains a priority as does increasing engagement across the institution in the new structure. One option identified by the Committee at the July 2021 meeting is establishment of a Shared Governance webpage on MYSCC with a link for Councils to share information from their Council meetings.

Policy Development and Review

Review by faculty and staff of student-related policies actually commenced prior to the formation of the ad hoc Shared Governance Committee. Shortly following the 2018 HLC comprehensive evaluation that found Criterion 5.B was met with concern, faculty and staff engaged in such review meant to open and strengthen a dialog between them and the administration. The HLC 2019 interim monitoring through a focused visit validated the joint review of policies governing students by SCC administration and faculty/staff for clarity of purpose and application.

Once the ad hoc Shared Governance Committee (SGC) was formed in 2020, the policy review process continued and, through President Taylor's leadership, was extended to include

Board and Administrative policies. The expansion started with the President introducing a draft of a refined [Policy Template](#) and a [Procedures Template](#) at the January 2021 Shared Governance Committee meeting, providing opportunities for the members' and the college community's input. At the same meeting, draft versions of two policies ([Non-Discrimination & Harassment](#), [Financial Aid](#)) authored by SGC committee members were presented seeking input for improvement from faculty and staff by mid-February.

In March 2021, the expanding policy review process at the College was fortified by important additions and clarifications:

- A shared drive was created to allow all College personnel the opportunity to easily review and comment on any policy or procedure being reviewed or proposed.
- [Definitions of basic terms](#) central to shared governance – Board Policy, Board Bylaws, Administrative Policy, Administrative Rules, Procedures, and Guidelines – were circulated and meant to further illuminate how shared governance works and to complement the College's working definition of it.
- Primary review of proposed policies, procedures, and guidelines will be the responsibility of the administrative area in which they originate or have the most impact, although all groups will have an opportunity for input. The primary review group will then be responsible for assessing comments to determine appropriate revisions.

The seventy-two Board policies recently developed in preparation for the Board's conversion to the policy governance model (see Chapter 3) were reviewed according to the shared governance process.

Strategic Plan Development

Due to the flux and transition in the College's leadership during 2019-2020, the Shawnee Community College [2019-2023 Strategic Plan](#) was still in need of development when the new President was appointed in September 2020. Finalization of the plan draft was logically the President's responsibility and began with his [College Status Report](#) in June 2021 to the Board and previously to the internal college community. Leading up to that and in the course of the President drafting the [2021-2025 Strategic Plan](#), input was elicited from [four internal groups](#)—Faculty; Student Services; Administration, Directors, Business Office; and Administration, Information Technology, Maintenance—in four separate forums.

Also, the President introduced the culminating dimension of the process, a reporting tool on college effectiveness, "[Shawnee Community College Effectiveness System](#)" (SCCES, pronounced Success) and subtitled "Key Performance Indicators – Transparency for the Community." Its format is aligned with the [2021-2025 Strategic Plan](#) and examines the input, process, outcome/output measures in nineteen areas of College operations. The report will be updated with performance data on an annual basis and shared via the College website for internal and external constituents' review/analysis to identify improvement plans.

Furthermore, being fully transparent, President Taylor has re-iterated to the College community on two occasions (Community Assembly, Spring 2021; Convocation, Fall 2021) the need to examine SCC's organizational structure for operational alignment with the performance indicators. Any necessary future re-configuration of positions and/or reporting lines will respond to the goal of the College achieving maximum performance effectiveness.

Assessment of Shared Governance Outcomes

Determining the acceptance and perception of SCC's shared governance efforts and practices by the College community at large is thought to be somewhat premature at the present time, given that trust-building generally evolves over a greater span of time than SCC has so far devoted to making this significant cultural shift. Hence, conducting a Shared Governance Survey of the Board, Administration, Faculty, and Staff is foreseen to take place after a full year of the Board's transition to the Policy Governance model, the implementation of the Shared Governance Committee structure, and the College carrying out Year 1 of the 2021-2025 Strategic Plan and reporting on Key Performance Indicators.

In the meantime, however, as the ad hoc Shared Governance Committee continues its work while changeover to the new structure materializes, the Committee seeks to gauge the internal constituents' reactions. The following separate statements from SCC's faculty and staff constituencies presently furnish the Committee a barometer for informally measuring the progress that has been made thus far:

Shawnee College Education Association

The Executive Committee for Shawnee College Education Association (SCEA) conveys the following information on behalf of the faculty group. After reviewing the history of our past few years, SCEA has been described as proactive at raising the alarm and calling into question administrative protocol. SCEA noticed critical issues and given the protections of tenure was a voice for its membership and other personnel who also work or worked at the institution at the time.

Since those difficult times, the administration has changed dramatically. SCEA recognized a major shift toward productive and honest communication when Dr. Kathleen Curphy was appointed interim president. Meaningful communication occurred during shared governance meetings, and faculty suggestions were considered. Reflecting upon other improvements that were realized at that time, the following list is not all-inclusive; however, it illuminates several significant positive changes.

- 1) Hiring practices
 - a. Increased faculty involvement with interview committees
 - b. Increased faculty consideration with hiring decisions
- 2) Communication
 - a. Clarity increased toward identifying needs, designing solutions, and reaching goals
 - b. Shared governance agenda items were solicited and met with sincere appreciation for concerns
- 3) Scholarships
 - a. Procedural changes in how scholarships were awarded

Shared governance was a new concept and has continued to evolve from its early stages. Initially, faculty met with administration and staff personnel, and it appeared that, in general, “shared governance” was occurring. After several months of meetings, SCEA’s executive committee made recommendations that additional staff members join the shared governance meetings. While the suggestion of finding additional staff to include in the meetings was considered, ultimately, COVID emerged which confounded planning.

More recently with the hiring of our current President, Dr. Timothy Taylor, and the leadership acumen that he has brought to the institution, faculty have increased confidence that the institution is on a successful track. Shared governance has been clearly defined, and faculty, increasingly, understand that while sharing input helps with decision-making, it is not shared-decision making. Similarly, additional staff have been brought in to participate with shared governance.

~ July 2021

Shawnee College Full-Time Staff

From the perspective of full-time staff, real progress has been made since the 2019 HLC Focused Visit in improving the campus climate at Shawnee Community College. This progress began with the hiring of Dr. Timothy Taylor in September 2020. Since that time, Dr. Taylor's leadership has increased communication and transparency throughout the institution. Staff now have multiple opportunities to not only receive valuable information, but also to share their ideas and concerns. These opportunities include:

- Staff representation on the ad hoc Shared Governance Committee (beginning January 2021)
- One-on-one meetings with the President
- Email communications from the President
- Videos from the President
- Staff Meetings with the President (Campus Opening, Strategic Planning Discussion)
- Community Assembly (college-wide)
- Shared network drives (Board Policy and Procedures, Strategic Plan, Institutional Effectiveness)

~ August, 2021

Chapter 3. FOCUS VISIT TOPIC #2

Criterion 2C: The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with Board policies and to assure its integrity.

The Shawnee Community College Board of Trustees, comprised of eight voting members (seven publicly-elected members and one student member), operates with powers specified in *110 ILCS 805 / the Illinois Community College Act* and operationalized by protocols communicated through the Board Policy Manual which includes Board Bylaws. Minutes of regular monthly and special meetings are published on the Board of Trustees' page of the College website, www.shawneecc.edu/about/board-of-trustees. The Board's by-laws and current policies have traditionally been codified in the Shawnee Community College Full-Time Employee Policy Manual which is posted at the same site.

The November 2019 focused visit was the first HLC evaluation in the recent decade—if ever, during SCC's accreditation history—that the integrity or autonomy of the College's Board of Trustees had been deemed a concern. Nonetheless, the 2019 HLC evaluation findings of 1) distrust of the Board by faculty and staff, 2) lack of Board communication to faculty and staff, particularly about the 2019-2020 impending presidential search, and 3) possibly the Board not adhering to its own policy by circumventing the leadership of the College's president as reported by the evaluation team were looked upon by the Board as an opportunity for self-reflection, self-evaluation, and improvement.

At the same time, the most immediate task requiring the Board's attention in 2019 was initiating the search for a new SCC President. Perceptions by faculty and staff reported during

the 2019 focused visit were that the presidential search had begun without any communication from the Board. In fact, the Board had taken only some initial steps in the process—engaging the services of a consultant to assist with the search and hiring process; devising a [timetable](#) for the process; and identifying some Board and other constituency members to serve on an ad hoc Presidential Search Committee.

- Upon learning of the faculty and staff’s perception, the Search Committee Chair, Board Member Steve Heisner, sent a clarifying [statement](#) to faculty and staff about the process plans with an invitation seeking volunteers to serve on the committee which had neither yet been formalized nor commenced its work. Consequently, the eventually-appointed, twenty-member Presidential Search Committee consisted of SCC Board Trustees (2), SCC Executive Administration (1), SCC Professional Staff (2), SCC Extension Center Leadership (1), SCC Grant Staff (1), SCC Classified/Support Staff (2), SCC Faculty (2), In-District Public School Superintendents (4), and Community Members (5) broadly represented the College constituent groups; the consultant and Board counsel served the Search Committee in an advisory role.
- Periodically, as the Search Committee carried out its work in 2020, Committee Chair Heisner [updated the internal college community](#) via the College e-mail system about the search process, progress made, and timeline revision. Additionally, faculty and staff input gathered from their observations of interviews with presidential candidates was duly taken into account by the Board in its final selection.
- Ultimately, with ample input from the College’s constituencies, the Board’s choice of [Dr. Timothy Taylor](#) as SCC President heralded the value the Board placed on higher

education governance expertise and experience to strengthen all aspects of accomplishing Shawnee College's mission.

The remainder of this chapter presents the chronology of various activities the SCC Board has undertaken to advance its effectiveness on the College's and its own behalf once the institution's leadership and administrative oversight were finalized with the selection of the new President in September 2020 and up to the present time.

Board of Trustees' Advancement Activities, 2020-2021

At the December 2019 Board meeting, the Interim President's Report outlined for the Board's information the questions the HLC evaluation team had posed in various [meetings](#) with SCC administration, faculty, and staff during the November 2019 HLC Focused Visit to elicit feedback about the status of institutional governance and assessment of student learning, both concerns that dated back to the HLC's 2018 comprehensive evaluation of the College. From the input received, the 2019 HLC focused evaluation team thus determined the concerns related to HLC Criterion 2 regarding Board autonomy and integrity that are responded to in this chapter.

Within a short time of Dr. Taylor assuming the College's presidency in September 2020, he held discussions with the Board and with SCC's administrative team, faculty, and staff about enhancing communication channels, accountability, and transparency relative to institutional governance and college effectiveness. By the end of 2020, with attention to those goals:

- The Board determined that converting to a policy governance model would better define its authority role in contrast to that of the administration and management of the college.

Therefore, both the Board by-laws and Board policies have since been the subject of review due to the Board's intentions of enhancing its effectiveness.

- The College’s ad hoc Shared Governance Committee had approved a working definition of “*shared governance*” and has continued its increasingly collaborative work with faculty, staff, and administration.
- President Taylor clarified for both entities that the shared governance effort “is not meant to usurp Board discussion and training on policy governance; rather, that it is aimed at accelerating the College’s administrative efforts to build on what the Board eventually decides.”

Policy Governance Training

Timing of the Board’s policy governance training was decided based on the reality that the Spring 2021 Board election would alter the Board’s membership up to four public members’ seats as well as a new student trustee. The election results were affirmed at the May 2021 Board meeting, the Board reorganization took place, and Board officers were elected at that time with Board member and chair of the Presidential Search Committee Steve Heisner selected as Board Chair. In the meantime, the service of a governance specialist from the Illinois Community College Trustees Association was engaged to conduct policy governance training with the Board on June 2, 2021, after the Board reorganization.

The day-long June 2 Board retreat for [policy governance training](#) had a three-topic agenda; each topic is summarized below:

- Follow-up Discussion of the 2021 Board Self-Evaluation,
- Policy Governance, and
- Trustee Best Practices.

Follow-up Discussion on 2021 Board Self-Evaluation. The purpose of the Board [self-assessment](#) was to provide an opportunity for analysis of how the board is structured, how it

performs, and to then identify areas in need of improvement to meet institutional goals. The SCC Board conducted its self-evaluation in May 2021 and the summarized results were highlighted in terms of strengths and opportunities/areas for discussion at the Board retreat.

The strengths identified by the Board members generally acknowledged their understanding and support of the College mission; a positive working relationship with the President; and their preparation for/participation in Board meetings and committee work as well as their respect for confidentiality, objectivity, collegiality, and collective vs. individual authority. There was expressed sensitivity about communication and avoiding conflicts of interest.

The areas for discussion (improvement) primarily centered on the Board's role as a more effective link with the community, both as a bridge to and buffer for the College. Therein, goals for community relations and parameters related to conflict of interest were examined.

Policy Governance Model. A major part of the retreat agenda was devoted to this main topic. The training was specific and detailed in terms of the policy governance model's distinctive characteristics, central principles, and the numerous advantages to be realized through its implementation.

The model's premise that separates and prioritizes organizational purposes from all other organizational issues and the categories of Board policies outlined in the training lent clarity to the Board's understanding of the revisions in policy structure and related Board practices that most certainly would be needed to successfully implement the model. Consequently, the Board decided it would undertake the initial task through its Policy Committee which had been reviewing its existing policies presently contained in the Shawnee Community College Full-Time Employee Policy Manual.

The outlined advantages of the policy governance model especially appealed to the Board because of their direct relationship and contribution to effectiveness; the Board views the following as most important for SCC:

- Allows the Board to refocus on its key purpose,
- Makes a clear distinction between governance and management,
- Encourages better communication with internal and external stakeholders, thereby improving accountability, and
- Enables the college to be more proactive than reactive and to look forward strategically.

Trustee Best Practices. The central theme of this topic was the accreditor-trustee shared interest in effective college governance. The dimensions of academic leadership, financial leadership, and shared governance were explored from the vantage point of each—the accreditor and the Board—in terms of respective purpose and role.

A discussion of what good governance looks like in practice highlighted these characteristics of Board accountability. The Board is . . .

- well organized and transparent with by-laws and documented procedures.
- steadfast about core values of academic freedom, free speech, and institutional autonomy.
- committed to shared governance by engaging input from all major stakeholders (faculty, staff, students) in the decision-making processes of the college.
- dedicated to its fiduciary responsibility.

The topic wrap-up was a case study using the 2019 Malcolm Baldrige National Quality Award winner, a public community college, for the best practices it employs regarding shared governance. It synthesized how all of the factors important to policy governance bear in a

positive manner on institutional effectiveness. Special attention was given to inclusiveness in the strategic planning process and using key indicators to assess institutional performance.

Policy Governance Implementation Process

Policy Refinement. The SCC Board of Trustees is undertaking the conversion to policy governance practice by first restructuring its policies in accordance with the model's recommended policy categories. In the updated [Board Policy Manual](#), the revised Board Policies are organized in four titled sections which focus on ends and complementarily on delegation of responsibility, accountability, and transparency in a shared governance environment:

- | | |
|-----------------------|--------------------------|
| 1. Strategic Outcomes | 3. Executive Limitations |
| 2. Delegation | 4. Bylaws |
- The Board Policy Committee began work on the Strategic Outcomes category of policies in June 2021 and drafted each policy using a template that identifies it, at minimum, by title; type (board category); responsible position for its administration; and related policies. Other identifiers include related laws, related standards, and HLC Criterion. Significantly, the construct for each policy statement in the category succinctly addresses two dimensions: 1) value of the policy's intent and outcome to the college and/or constituents, and 2) key monitoring activities. Drafts of all thirteen of the anticipated policies in the category have been completed.
 - Proceeding on with policy refinement according to the four categories recommended by the policy governance model, the Board Policy Committee completed all six anticipated policies in Section 2 – Delegation and all 14 policies for Section 3 – Executive Limitations during July 2021.

- By the end of August, the Bylaws – Section 4, containing four Articles (Governance; Trustee Expectations; Board Leadership and Organization; and Meetings) was completed. Of note, Article I - Section 1 (Governance Commitment) and Section 2 (Governing Principles) clearly outline the Board’s pursuit of a policy governance framework.

In the course of the policy refinement process, special attention was given to the scope of expectations defined in HLC Criterion 2C and 5A regarding governance practices. Particularly, the Board’s revised Code of Ethics (Bylaws, Article II – Section 12) is a comprehensive overhaul of the existing policy regarding autonomy and the Board’s independence from undue influences. Likewise, two policies—Delegation to the President and Participation in Local Decision-Making (Shared Governance) contained in the Delegation of Authority section of the Board policies address specific subcomponents of the said criteria.

Policy Adoption. The proposed Board Policy Manual was a First Read agenda item of the September 2021 Board meeting. As such, the Board scheduled two retreats/special meeting (September 30 and October 14, 2021) for the purpose of the Board Policy Committee (consisting of three trustees) to share their thinking with the remaining five Board members. In addition, the Policy Governance Model will be reviewed using proposed policies as a tool for developing an in-depth understanding of the model. Further, some policy language will likely be modified after the full Board has provided input. Ultimately, these two special meetings will prepare the Board to adopt all the new policies at the November 2021 regular Board meeting.

Following the adoption of the new Board policies, the Board will dispose of the existing policies in one of two ways according to a [disposition table](#). Policies that are no longer relevant will be deleted, and policies that are administrative in nature will be assigned to the President who, in turn, will engage the shared governance structure to manage and improve them.

Supplementary Changes. The Board has also taken other steps consistent with the goals of transparency and accountability:

- It has developed an [Annual Board Calendar](#) of substantive agenda items to be addressed at its meeting in given months. (This item is the subject of a policy statement in Section 4 – Bylaws, Article IV-10).
- Starting in 2021, the Board Book that trustees receive in preparation for each monthly meeting is available for public access, along with the meeting agenda, on the Board's page of the College website.
- As of March 2021, the College issues a press release following each monthly meeting that summarizes the Board actions; it, too, is posted at www.shawneecc.edu/about/board-of-trustees.

Board Meeting Modifications. The adoption of the policy governance model most certainly will influence the Board meeting agendas in the future, and the Board is readying for those changes.

- In August 2021, the Board members explored the likely meeting transitions with an open discussion among themselves to be followed by Board retreats in September and October 2021. The retreat focal points were outlined as: 1) review of the refined, proposed policies, and 2) demonstration of a mock meeting following policy governance conventions.
- The Board has identified the need for a committee to focus specifically on its fiduciary role and has established a Finance Committee made up of three of its members.
- The September 2021 Board meeting included a preview on how data reporting of key monitoring activities specified in the Strategic Outcomes policies will inform the Board.

As such, the Student Academic Assessment Committee Monitoring Report [example](#) presented at the meeting links each data set to a specific Strategic Plan Objective / Key Performance Indicator.

- The November 2021 Board agenda will include the second reading of the Board policies and action to approve them. In the following months through June 2022, the Board meeting agendas will shift accordingly to the essence of policy governance, the strategic outcomes of the institution.

Chapter 4. SUMMATION OF SCC PROGRESS ON FOCUS AREAS

Over the past three years, the Shawnee Community College Board, administration, faculty, and staff have devoted continuous effort toward improving the collaborative climate at the College. While this report targets the numerous, discrete advancements SCC has accomplished since the 2019 focused visit that identified the need for further monitoring of SCC's fulfillment of Criterion 5B (now 5A in the 2020 revised criteria) and Criterion 2C through a focused visit and Criterion 4B separately through an interim report, it is important to note that singly and collectively the advancements have overarching consequence for SCC fulfilling its mission and all the HLC Criteria for Accreditation.

In reflecting on the body of work to date in regard to the focus visit areas; the Board, administration, and faculty/staff have demonstrated commitment to positive change. While the change in leadership during the period 2019 to the present contributed significantly to the progress SCC has made, the increased collegial engagement of Board members, administrators, faculty and staff at all levels cannot be overstated and has been a critical component in the advancement and formalization of a shared governance culture. The culture shift represents institutional learning and resolve on both the Board's and college community's part.

The various activities, discussed in Chapter 2 and 3 of this report as SCC's response to the areas of concern for the focused visit, are evolving processes integral to the College's shared governance responsibility. Foundational elements, implementation steps, and communication resources have all been developed to assure systematic and continuous attention to sustaining fulfillment of the College's articulated institutional goals of collaboration, accountability, transparency, and integrity.

- Thus, the College maintains that it now fulfills the expectations of Criterion 5A (formerly 5B) and 2C as demonstrated by its accomplishments since 2019 to the present.
- Furthermore, Shawnee College looks forward to the opportunity it will have through its assurance argument and HLC comprehensive evaluation visit in 2024-2025 for reaffirmation of accreditation to demonstrate the meaningful impact the ongoing shared governance initiatives have made overall in regard to institutional effectiveness and the five HLC Criteria for Accreditation.

Board Memorandum



Board of Trustees

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Robb Betts

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: ICCB Adult Education Allocation
Date: 10/04/21

Background: After the Board approved the FY22 budget last month, ICCB issued final allocations for Adult Education & Literacy Grants. The attached document shows the College' FY 22 allocation. Here's a summary of our allocation:

State Grant: \$113,862
Federal Grant: \$82,943
Performance Grant: \$46,260
Total: \$243,085

Recommendation: I recommend the Board review the allocation and direct any questions to me.

**Illinois Community College Board
Adult Education and Literacy
FY2022 Grant Allocations**

Instructional Provider	APC#	State Grant	Federal Grant	Federal IELCE Grant	Performance Grant	Total Grants
A Safe Haven	508	101,025	73,580	-	40,900	215,505
Asian Human Services	508	158,434	113,938	-	44,535	314,905
Black Hawk College	503	285,212	207,728	48,460	228,820	768,220
Carbondale Community High School	530	107,940	78,615	-	134,400	320,955
Centro Romero	508	168,646	122,829	-	50,880	342,355
Chinese Mutual Aid Association	508	320,749	233,611	548,690	162,855	1,263,905
Chinese Mutual Aid Association (Elgin)	509	50,971	37,124	-	5,900	93,995
City Colleges of Chicago	508	2,338,004	1,702,836	-	1,288,680	5,310,520
College of DuPage	502	1,235,584	899,911	-	573,630	2,709,125
College of Lake County	532	641,287	467,068	148,330	283,505	1,538,190
Danville Area Community College	507	124,392	90,598	-	65,185	280,175
Elgin Community College	509	681,656	496,469	85,000	343,690	1,608,815
Greater West Town Community Proj	508	224,202	163,293	-	170,375	557,870
Heartland Community College	540	284,691	207,349	-	125,850	617,890
Heartland Human Care Services	508	498,678	363,202	-	241,965	1,103,845
Highland Community College	519	113,138	82,402	-	23,815	219,355
Howard Area Community Center	508	194,130	141,390	-	87,280	422,780
Illinois Central College	514	245,850	179,080	-	109,865	534,775
Illinois Department of Corrections	428	\$ 399,230	\$ 290,770	\$ -	\$ 337,575	\$ 1,027,575
Illinois Eastern Community Colleges	529	161,740	117,800	-	70,690	350,230
Illinois Valley Community College	513	205,331	149,549	17,730	69,815	442,425
Instituto Del Progreso Latino	508	368,758	268,577	250,000	229,080	1,116,415
John A. Logan College	530	118,322	86,178	-	89,360	293,860
John Wood Community College	539	117,897	85,868	-	28,365	232,130
Joliet Junior College	525	825,896	601,524	45,000	359,795	1,832,215
Kankakee Community College	520	193,803	141,152	-	66,675	401,630
Kaskaskia Community College	501	147,478	107,412	-	42,655	297,545
Kishwaukee College	523	137,937	100,463	18,360	33,210	289,970
Lake Land College	517	244,974	178,421	-	96,900	520,295
Lewis and Clark Community College	536	250,847	182,553	53,930	94,830	581,960
Lincoln Land Community College	526	194,798	141,877	90,165	100,170	527,010
Literacy Chicago	508	133,207	97,018	64,225	42,530	338,980
McHenry County College	528	278,356	202,734	19,000	105,110	605,200
Monroe/Randolph Regional Office of Education	522	28,772	19,498	-	10,885	57,155
Moraine Valley Community College	524	711,401	518,134	-	258,665	1,488,200
Morton College	527	499,002	363,438	28,560	154,380	1,045,380
Mundelein Cons. High School #120	532	282,200	205,535	65,000	168,480	719,215
Oakton Community College	535	734,880	535,235	58,250	367,710	1,694,075
Parkland College	505	181,516	132,204	50,000	68,520	432,240
Peoria County ROE #48	514	85,033	61,932	-	20,080	167,045
PODER / English Works	508	121,505	88,495	25,000	47,400	282,400
Polish American Association	508	579,551	422,104	-	427,645	1,429,300
Prairie State College	515	224,905	278,160	-	117,745	620,810
Pui Tak Center	508	673,107	490,243	-	291,450	1,454,800
Rend Lake College	521	143,234	104,321	-	28,805	276,360
Richland Workforce Consortium	537	189,745	123,630	15,000	81,935	390,310
Rock Valley College	511	225,099	163,948	193,425	143,080	725,550
Rockford Public Schools Dist. #205	511	464,258	338,132	-	266,310	1,068,700
ROE 33 Henderson/ Knox/ Mercer/ Warren Counties	518	149,164	108,641	38,485	58,470	354,760
Safer Foundation (APC 510)	510	92,393	67,292	-	-	159,685
Safer Foundation (APC 515)	515	91,395	66,565	-	-	157,960
Safer Foundation/PACE Institute	508	502,792	366,198	-	165,755	1,034,745
Sauk Valley Community College	508	128,303	93,447	-	46,760	268,510
Shawnee Community College	531	113,882	82,943	-	46,280	243,085
South Suburban College	510	437,237	433,073	-	88,585	958,895
Southeastern Illinois College	533	77,994	56,808	-	-	134,800
Southwestern Illinois College	522	494,527	380,178	65,210	173,675	1,093,590
Spoon River College	534	108,806	77,644	-	68,720	252,970
Springfield Public School Dist. #188	526	230,081	167,574	-	132,460	530,115
St. Augustine College (Chicago)	508	200,989	146,386	387,860	79,330	814,565
The Literacy Council	511	61,690	44,930	10,150	20,160	136,930

Illinois Community College Board
Adult Education and Literacy
FY2022 Grant Allocations

Instructional Provider	APC#	State Grant	Federal Grant	Federal IELCE Grant	Performance Grant	Total Grants
Township High School District #113	532	208,294	151,708	45,000	94,185	499,185
Township High School District #211	512	182,260	132,745	-	124,505	439,510
Township High School District #214	512	321,374	234,088	35,000	218,045	808,485
Triton College	504	736,501	536,414	-	317,115	1,590,030
Universidad Popular	508	220,624	180,688	-	88,045	489,355
Urbana School District #116	505	234,304	170,651	89,340	165,355	659,650
Waubensee Community College	516	554,787	404,068	79,310	224,750	1,262,915
William Rainey Harper College	512	276,935	201,700	37,000	201,150	716,785
World Relief - Chicago	508	125,254	91,228	-	26,310	242,790
World Relief Education Program - Aurora	516	141,718	103,217	-	69,980	314,915
World Relief Education Program - DuPage	502	158,540	115,470	-	114,780	388,790
YWCA Elgin	509	130,184	94,816	70,000	196,235	491,235
		\$ 22,650,999	\$ 16,726,346	\$ 2,673,480	\$ 10,899,580	\$ 52,950,415

Board Memorandum



Board of Trustees

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President

Dr. Tim Taylor

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Jean Ellen Boyd
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. April Teske

RE: Monitoring Report – Strategic Plan

Date: 10/04/21

Background: With the adoption of the College's revised Strategic Plan in June 2021, the Board asked for periodic updates on the College's progress towards achieving the strategic initiatives contained in the plan. Further, the Board's new B1002 Monitoring College Effectiveness policy (which was presented for first read last month) calls for quarterly updates on the Strategic Plan. The attached Monitoring Report, prepared by Dr. April Teske, outlines the significant progress that has been made since the adoption of the plan. Dr. Teske will be available to answer any questions.

Recommendation: I recommend the Board review the Strategic Plan Monitoring Report and direct any questions to me.

Board Monitoring Report

SCC Strategic Plan Update

Office of Institutional Research, Effectiveness, and Planning

September 22, 2021

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Executive Summary

During the 2021-2020 academic year, the College conducted an in-depth evaluation of the its performance from a status (i.e. what's being done), readiness (i.e. what can be done) and best practice (i.e. what should be done) perspective using the [Shawnee Community College Effectiveness System \(SSCES\)](#). The resulting [College Status Report](#) provided a thorough analysis of the College's current performance capability and outcomes, creating a rationale for change to the College's Strategic Plan. Thus, the 2021-2025 [Shawnee Community College Strategic Plan](#) was developed during the spring 2021 semester with an ambitious goal- An Enrollment Target of 40,000 Reimbursable Credit Hours.

This is the first monitoring report for the 2021-2025 [Strategic Plan](#). This report begins with the intersection of the Strategic Plan Objectives with the proposed Board Strategic Outcomes policies, which are currently under Board review. Framing the report according to this intersection illustrates the integrated manner in which the College has approached governance and planning, emphasizing the efforts as truly *shared* and *strategic*.

This report focuses on updates to the 2021-2025 [Strategic Plan](#) in the three months since its adoption in June 2021. During this time, the College has persevered through the challenges of the COVID pandemic, including the most recent efforts to implement the [Governor's Executive Order](#) on campus and all Extension Centers. Despite the short time that has passed since its adoption and the external challenges taxing the College's human resources, great strides have been made in all four strategic goals.

Some areas of focus in this report include:

- Increasing [programming](#) and [transfer](#) opportunities for students,
- Strengthening [community](#) and [workforce](#) partnerships,
- Improving [intake processes](#) and [student success](#),
- Developing [flexible programming](#),
- Emphasizing the [shared governance process](#),
- Renewing [employee socialization and engagement](#), and
- Enhancing the infrastructure for [data collection and analysis](#).

Strategic Plan Goals and Objectives

Goal 1: Identify and Develop Programs that Meet the Educational Needs of Our Community and Region.

- 1.1 Articulate baccalaureate and career/technical programs with regional universities; create seamless transfer opportunities for students.
- 1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area.
- 1.3 Strengthen partnerships with local business leadership and community stakeholders.
- 1.4 Develop workforce training partnerships with regional employers to promote economic development and job creation in the community.

Goal 2: Increase Student Completion 10% by FY23.

- 2.1 Streamline student intake processes in ways that empower students to make informed program and course decisions.
- 2.2 Experiment with classroom delivery strategies to determine impact on enrollment, retention, persistence, and completion.
- 2.3 Increase non-traditional student enrollment, retention, persistence, and completion.
- 2.4 Accelerate the time it takes for students to complete development courses and achieve success in college-level gatekeeper courses.
- 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course.

Goal 3: Strengthen College Processes and Systems in Ways that Create an Institutional Culture of Excellence, Inclusiveness, Engagement, Accountability, and Mutual Respect.

- 3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.
- 3.2 Increase employee talent, technical capability, and leadership skills.
- 3.3 Align organizational structure to achieve strategic results.
- 3.4 Improve shared governance processes.
- 3.5 Amplify employee recruitment, socialization, and inclusion efforts to facilitate a strong sense of teamwork and community.

Goal 4: Strengthen the College's Infrastructure in Ways that Promotes Student Learning, Completion, and Institutional Sustainability.

- 4.1 Implement a data-driven institutional effectiveness evaluation model.
- 4.2 Improve teaching and learning processes.
- 4.3 Improve course scheduling processes.
- 4.4 Align marketing & recruiting processes with enrollment goals.
- 4.5 Improve post-graduate and alumni services.
- 4.6 Improve budget development and resource allocation processes.
- 4.7 Ensure technology infrastructure supports student learning, student success, and administrative needs.
- 4.8 Ensure facilities supports student learning, student success, and administrative needs.
- 4.9 Develop a long-term financial plan.

Board of Trustees Proposed Strategic Outcomes and SCC Strategic Plan

As stated in the proposed College purpose statement (B1000), Shawnee Community College's purpose is to provide high quality and affordable higher education services to the citizens of Alexander, Johnson, Massac, Pulaski, Union, and parts of Jackson Counties in Illinois, which advance individual economic mobility, personal growth, and the local economy, at a cost commensurate with the value of services provided. Community stakeholders benefit from the College through participation in ten critical services, as identified through the Board of Trustees' Strategic Outcomes policies. The Table 1 illustrates the intersection of these critical services and the Strategic Plan Objectives.

Table 1. Intersection of SCC Strategic Plan and proposed Board Strategic Outcomes Policies

	Proposed Strategic Outcomes									
	B1003 Transfer Programming	B1004 Professional Programming	B1005 Continuing Education Programming	B1006 Workforce Training	B1007 Community Education Programming	B1008 College Readiness Programming	B1009 Adult Education Programming	B1010 Student Services	B1011 Accreditation & Certification	B1012 Diversity, Equity & Inclusion
Strategic Plan Objectives	1.1 Transfer Opportunities for All	✓	✓					✓		
	1.2 Align Student Learning & Employment Opportunities		✓	✓	✓			✓	✓	✓
	1.3 Community Partnerships		✓	✓	✓			✓	✓	✓
	1.4 Workforce Training Partnerships				✓			✓	✓	✓
	2.1 Streamlined Student Intake Processes	✓	✓	✓	✓	✓	✓	✓		✓
	2.2 High Impact Classroom Delivery Strategies	✓	✓	✓	✓	✓	✓	✓		✓
	2.3 Non-Traditional Student Programming & Services	✓	✓	✓	✓	✓	✓	✓		✓
	2.4 Developmental Education	✓	✓			✓	✓	✓		✓
	2.5 Adult Education		✓			✓	✓	✓		✓
	3.1 Diversity, Equity & Inclusion	✓	✓	✓	✓	✓	✓	✓	✓	✓
	3.2 Employee Talent, Capability & Skills							✓		✓
	3.3 Organizational Structure								✓	✓
	3.4 Shared Governance Processes								✓	✓
	3.5 Employee Teamwork & Community							✓	✓	✓
	4.1 Data-Driven Institutional Effectiveness	✓	✓	✓	✓	✓	✓	✓	✓	✓
	4.2 Teaching & Learning Processes	✓	✓	✓	✓	✓	✓	✓	✓	✓
	4.3 Scheduling Processes	✓	✓	✓	✓	✓	✓	✓		✓
	4.4 Marketing & Recruitment Processes							✓		✓
	4.5 Post-Graduate & Alumni Services	✓	✓	✓	✓	✓	✓	✓		✓
	4.6 Budget Development & Allocation Processes									✓
	4.7 Technology Infrastructure	✓	✓	✓	✓	✓	✓	✓		✓
	4.8 Facilities		✓					✓		✓
	4.9 Long-Term Financial Plan							✓		

Strategic Plan Updates

Strategic Goal 1: Identify and Develop Programs that Meet the Educational Needs of Our Community and Region

The Strategic Plan Objectives for this goal are aligned to the following proposed Board Strategic Outcomes ([Table 1](#)): transfer programming (B1003), professional programming (1004), continuing education programming (B1005), workforce training (B1006), student services (B1010), accreditation & certification (B1011), and diversity, equity & inclusion (B1012).

Since the adoption of the Strategic Plan, the College reports progress on all four objectives within this goal; transfer opportunities for all, alignment of student learning employment opportunities, community partnerships, and workforce training partnerships.

Objective 1.1 Articulate baccalaureate and career/technical programs with regional universities; create seamless transfer opportunities for students.

In June and July, initial articulation meetings were held with Southern Illinois University Carbondale and Southeast Missouri State University to begin the review and updates to current articulation agreements (1.1.C.). A plan was developed with Southern Illinois University Carbondale to continue meeting to develop additional agreements.

On September 16, 2021, SCC staff attended the 2021 Early College Access/Scaling Educational Pathways Conference held at SIUC. The conference focused on dual credit, education pathways/articulation, and the growing your own teachers' programs in southern Illinois. Many of the area high school and community college personnel attended. Shawnee Community College, as the grant administrator of Southern Illinois Future Teachers Coalition, was highlighted during a presentation by the grant coordinators (1.1.A.).

In September, representatives from Southern Illinois University Carbondale, including Chancellor Lane and Provost Komarraju, attended an event at SCC which included the signing of the Saluki Step Ahead Initiative (1.1.A.). This initiative will streamline the pathway for students who wish to pursue a bachelor's degree in accounting, Business Administration, Criminal Justice, Health Care Management, and Radiologic Sciences.

Objective 1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area.

Since the adoption of the Strategic Plan the following progress has been made:

- The [truck driving program](#) has secured Federal Motor Carrier Safety Administration (FMCSA) approval for the main campus program and is currently reviewing software to house student tests for FMCSA audit purposes (1.2.A.).
- A full-time Director of Nursing (DoN) for a 12-month contract and full-time nursing tutor for Fall 2021 were hired, increasing the capacity of this position to enhance the

ADN program and meet the Accreditation Commission for Education in Nursing (ACEN) staffing requirements (1.2.B.)

- CTE Advisory Committee meetings have been scheduled for Fall 2021 to begin developing meaningful measures and targets for each program and a plan for program improvements that will lead to obtaining external certifications, if available (1.2.C. and 1.2.O.).
- In September, the Board of Trustees approved the purchase of an Anatomage Virtual Dissection Table for \$80,900 to be used in Human Anatomy and Physiology courses to enhance the study of the human body (1.2.D.).
- The Medical Assistant Program was implemented at the beginning of the Fall 2021 semester. The Delta Healthcare Grant provided approximately \$14,000 for equipment and supplies. There was an open house on August 18, 2021, and six students are currently enrolled, generating 108 new credit hours for fall 2021. Currently, the fall course is taught by an adjunct instructor, but we are advertising for a full-time faculty/coordinator (1.2.F.).
- A steering committee is being assembled to explore the relevance of the Health Information Technology program (1.2.L.).
- A cost analysis for academic programming at the Shawnee and Vienna Correctional facilities has been prepared, and the College in communication with Illinois Community College Board (ICCB) and Illinois Department of Corrections (IDOC) regarding this analysis and next steps (1.2.M.).

Objective 1.3 Strengthen partnerships with local business leadership and community stakeholders.

In order to increase community stakeholder participation, Advisory Committee meetings have been scheduled for the Business Occupational & Technical (BOT) division for Fall 2021, and BOT program outcome standards are in development (1.3.A.). President Taylor, Executive leadership staff, and Trustees of the Board have increased the College's presence at community, civic, and educational meetings, and have scheduled future events for the coming months (1.3.F. and 1.3.H.). Meetings that were attended July through September are as follows:

- Anna Rotary Club- July 22nd, August 12th, August 26th, September 9th
- Massac County Board of Education- July 26th
- Rural Health Partnership meeting at the Anna Extension Center- August 12th
- Provided recorded President's greeting for the African American Health Conference
- Ribbon cutting ceremony in Karnak for Chamness Care, Inc.- August 20th
- Goreville Board of Education- August 23rd
- Southern Illinois Electric Cooperative – August 25th
- Shawnee Community College Golf Fundraiser – September 10th
- Anna-Jonesboro Football Season Opener (Sponsor Presentation) – September 10th
- Arrow Leaf Executive Director – September 14th
- Massac County Kiwanis Presentation – September 14th
- Century Board of Education – September 20th

- Computer Program Advisory Committee – September 22nd
- Vienna Business & Community Leaders Dinner – September 23rd
- Joppa Board of Education – September 27th
- Dongola Board of Education – September 28th

Objective 1.4 Develop workforce training partnerships with regional employers to promote economic development and job creation in the community.

Workforce training opportunities with Aeriz, Harrah's Casino, and IDOC were specifically identified in the College's Strategic Plan. The following summaries provide updates on these efforts:

- The College sponsored [job fairs](#) for [Aeriz](#) were held on August 17th and August 21st and is assisting with screening and job placement. Videos were produced for Aeriz to use for new employee training; [A Great Place to Grow](#), [Trim Department Training](#), [Grow Department Training](#) (1.4.A.).
- Since April, eight meetings and/or conference calls have been held with Harrah's Casino. A team of Small Business Development Center (SBDC) staff met with Harrah's on June 2nd to conduct a business retention and expansion interview to gather data on their workforce needs. A proposal has been prepared to outline SCC's assistance with employee recruitment and job readiness training (1.4.B.).
- The College is working with IDOC regarding the workforce training needs at Shawnee and Vienna Correctional facilities. The College is currently following up on the need expressed for CPR training (1.4.C.).
- The Coalition for Minority Business was formed in February 2020 and has begun meeting monthly. The council is open to all minority-owned small businesses in our region, and membership is at 76. A council for women-owned businesses is in the development process (1.4.D.).
- Truck Driving proposal with Marion Federal Prison has been finalized and is currently awaiting the prison's grant funding for the purchase of simulators and trucks (1.2.M.).

Strategic Goal 2: Increase Student Completion 10% by FY23

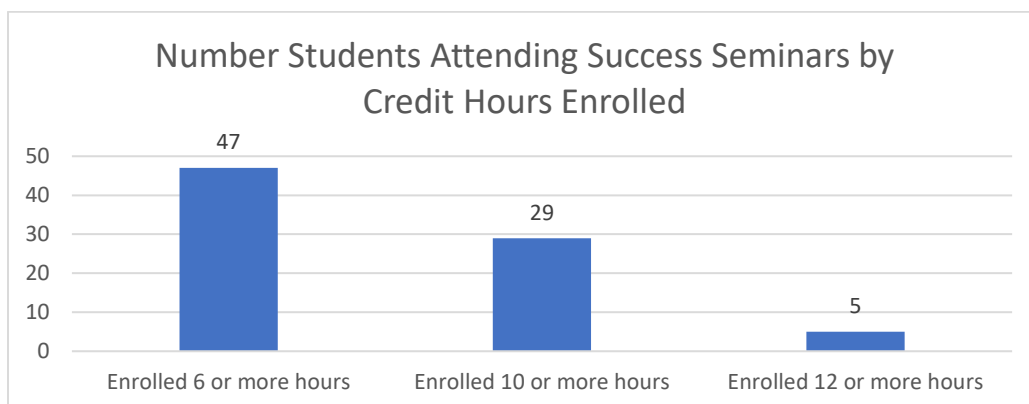
The Strategic Plan Objectives for this goal are aligned to the following proposed Board Strategic Outcomes ([Table 1](#)): transfer programming (B1003), professional programming (1004), continuing education programming (B1005), workforce training (B1006), community education programming (B1007), college readiness programming (B1008), adult education programming (B1009), student services (B1010), and diversity, equity & inclusion (B1012).

Since the adoption of the Strategic Plan, the College reports progress on four of the five objectives within this goal; streamlined student intake processes, high impact classroom delivery strategies, non-traditional student programming and services, and developmental education.

1. Objective 2.1 Streamline student intake processes in ways that empower students to make informed program and course decisions.

Regular discussions are conducted with employees regarding current student intake processes, and progress is being made to improve both their efficiency and availability.

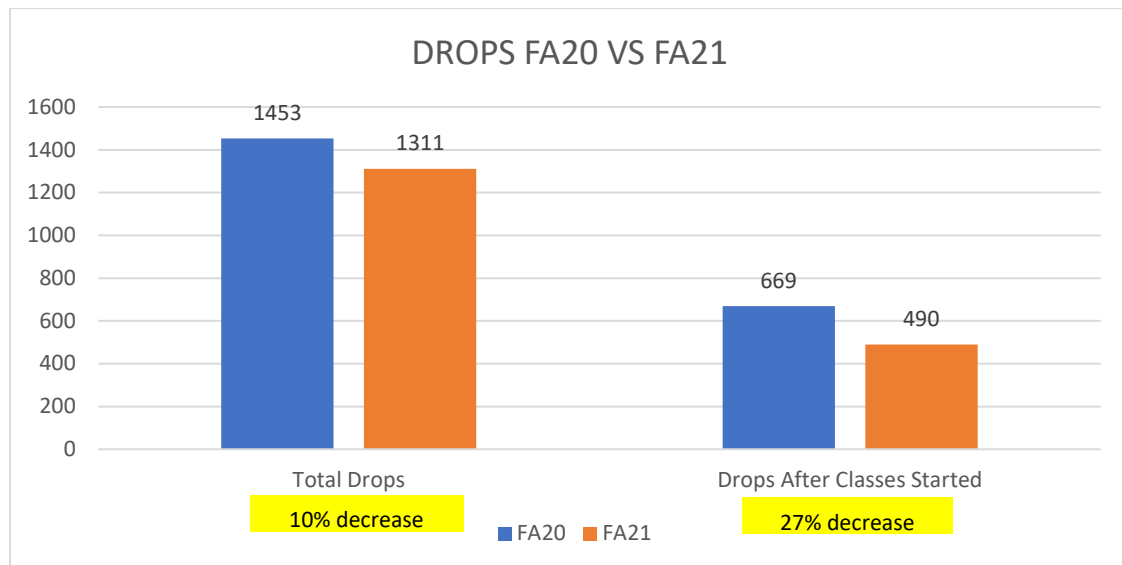
- Registration hours were [extended](#) for Fall 2021 to increase access to courses (2.1.D).
- An initial meeting was held on September 3rd, 2021 to begin evaluating the placement exam cutoff scores and develop standards that reflect the knowledge and skills needed for individual (CTE & Transfer) program success (2.1.B.).
- On August 21st, 2021, the College held voluntary New Student Orientation workshops which were renamed “Student Success Seminars”. Workshops were revamped to include: use of SCC email, use of Moodle, campus tours, accessing tutoring services, and highlights of other student support services. All students attending were enrolled in a non-credit course (2.1.C.). There were 130 first-time students registered for Fall 2021, and 53 (41%) of those students attended a seminar. When looking for trends, most of these students are enrolled for at least 6 hours.

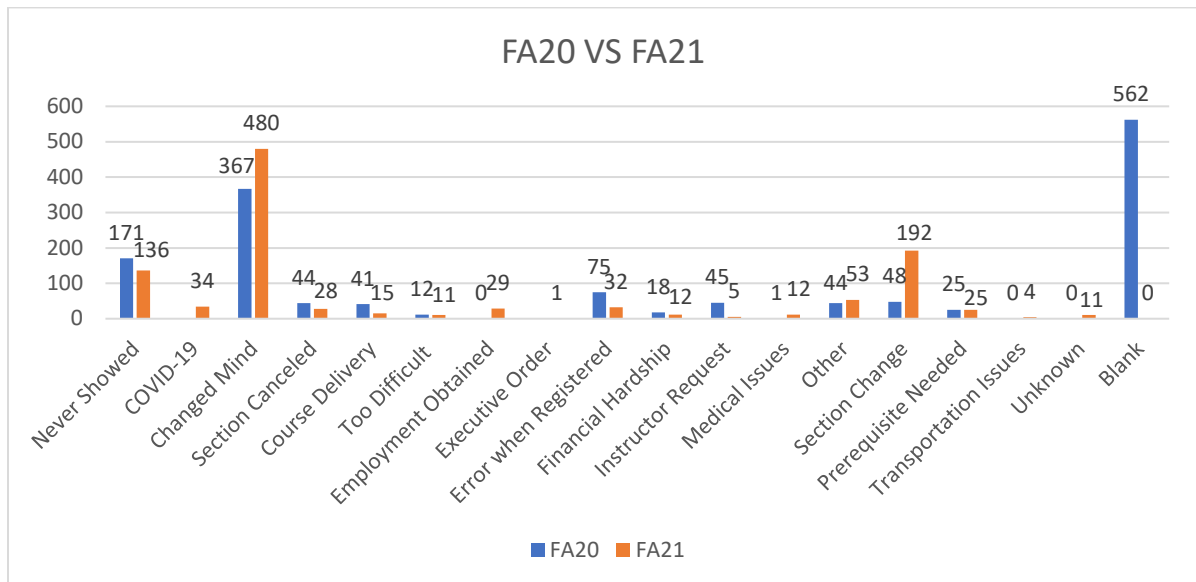
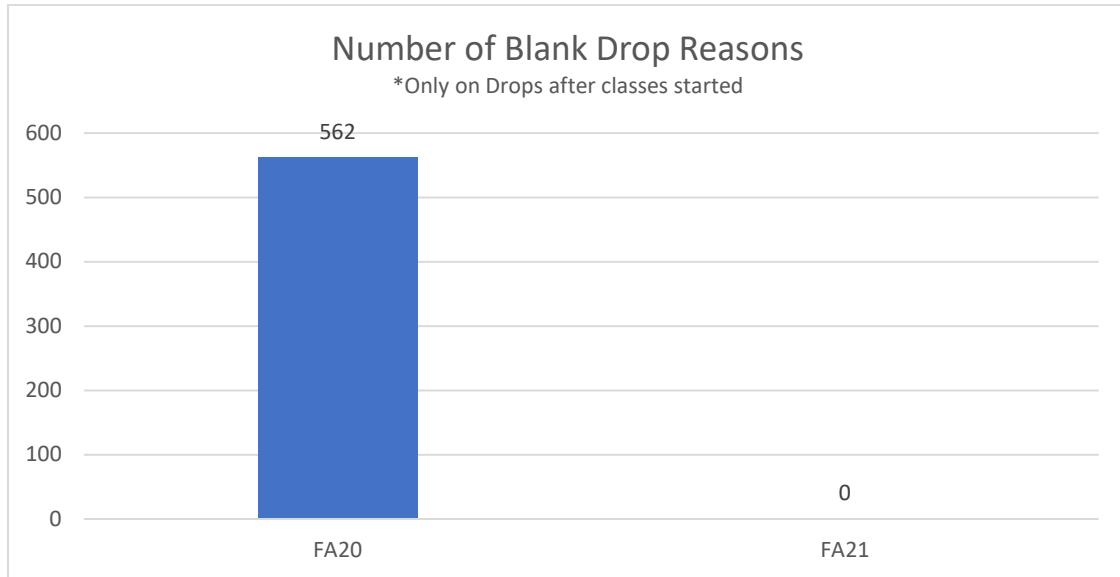


- In order to create a more seamless and consistent advisement and registration experience for students, including those who prefer to engage with the College online, advisors began advising students via phone appointments, Zoom appointments, and email, when

appropriate. Face-to-face appointments continue for those students who prefer this method. Since we began tracking appointments in March, 2021, advisors have had 2,743 appointments with students (2.1.D.).

- On September 10, 2021, Marianne Devenny, a student processes specialist, completed a series of process enhancements with Financial Aid and will begin to collaborate with IT, the Registrar, and advisors on transitioning to an online registration process (2.1.D.).
- Efforts have begun to decrease the number of students who register but drop before the beginning of the semester. A recurring drop report was developed, drop status codes refined, and advisors trained to eliminate blank reasons, reduce the number of errors made when entering registrations, monitor use of “other” and “unknown”, and to develop a common understanding of the codes. Drop reasons added include codes for COVID-19 and Executive Order. All students enrolled for fall 2021 semester were mailed a letter encouraging attendance at a Student Success Seminar. Students were also reminded of onboarding workshops through the Student Success Center (2.1.D.).





- Student Services is working with IT about the ability to search the College Catalog and Student Handbook from website. Currently, the documents are housed on the website as a pdf but are not searchable (2.1.D.).
- Research is being conducted on software products that will interface with Colleague and employees' calendars to capture both student inquiries and follow-up, as well as recruitment activities. In the meantime, a Google Sheet was developed to enter and track these events. An overall calendar has been developed highlighting internal and external recruitment activities and mailings for the year (2.1.H.). Since the creation of the Google Sheet in August, five recruitment events have been logged. These events were coordinated by Student Services with a variety of staff participating. Student ambassadors and volunteer softball players assisted with the events. An approximate number of community "touches" is 2,260.

Objective 2.2 Experiment with classroom delivery strategies to determine impact on enrollment, retention, persistence, and completion, **AND**

Objective 2.3 Increase non-traditional student enrollment, retention, persistence, and completion.

An Academic Division meeting was held on September 8, 2021, to discuss alternate instructional formats for program delivery, including weekend programming (2.2.A.). The discussion initiated a conversation about an accelerated AA/AS degree program (2.3.D.). Division Chairs are polling faculty interest in teaching in a weekend format. Extension Center Directors were also surveyed on their abilities to offer an AA/AS program in an effort to increase non-traditional student enrollment, retention, persistence, and completion (2.3.A). In order to do so, the Centers will need the ability to offer a mix of formats, such as online, ITV, and Zoom. Further discussions will take place with the Centers.

The College began offering [intersession courses](#) in 2020 with only one course, ENG 112 (5 enrolled), making in Fall 2020, one course, MUS 115 (5 enrolled), making Spring 2021, and two courses, ENG 111 (4 enrolled) and PSY 211 (4 enrolled), making in Summer 2021 (2.3.B.).

Objective 2.4 Accelerate the time it takes for students to complete development courses and achieve success in college-level gatekeeper courses.

The College has developed an online module-based program, Level Up, designed to offer students access to reading and writing preparation to boost Accuplacer scores to meet the requirements for ENG 111 (2.4.A.). Since the program began Summer 2021, 25 students have participated. Of those students, 10 were able to register for the ENG 48/111 courses.

The Math Department examined enrollment and Accuplacer placement data to determine the three courses for which to develop corequisites (liberal arts math). It was also decided to combine the College Algebra and Intermediate Algebra courses into one course for students in the STEM math. The Math Department has decided to adopt the ALEKS Placement, Preparation, and Learning (PPL) test, designed to determine what students know and what students need to improve in preparation for taking math courses, to assist students at the lowest levels who need remediation to qualify for the corequisites (2.4.D.).

The college has formed a Local Advisory Panel (LAP) for transitional math, which occurs in the high schools, consisting of the following personnel: Dean of Academic Affairs (serving as the administrator) two College math faculty, and two high school math teachers. Members of the LAP have been meeting for the past three months to review course and syllabi submissions from our service area high schools to ensure the documents contain all the required criteria from the State needed. Thus far, the College submitted documentation to the State panel from Century High School and was granted portability for Quantitative Literacy and Statistics. The College has since developed a partnership with Massac County High School for a Science Technology Engineering & Math (STEM) submission by October 1. Once the submission is approved by the State panel and the College receives the STEM portability, Joppa and Anna Jonesboro High

Schools will be applying to the LAP for STEM. Vienna High School will be applying to the LAP for Quantitative Literacy and Statistics portability this fall (2.4.D.).

Strategic Goal 3: Strengthen College Processes and Systems in Ways that Create an Institutional Culture of Excellence, Inclusiveness, Engagement, Accountability, and Mutual Respect

The Strategic Plan Objectives for this goal are aligned to all of the Board Strategic Outcomes ([Table 1](#)). Since the adoption of the Strategic Plan, the College reports progress on two of the five objectives within this goal; improve shared governance processes and employee teamwork and community.

Objective 3.4 Improve shared governance processes.

The Board held at a retreat in June to for training from Dr. Reed on the shared governance process. A Shared Governance Committee was formed and met in July, August, and September to develop a shared governance structure for College operations. A shared governance policy manual and organization structure, which can be accessed in the College Board Policy and Procedures shared drive, was presented to the Board of Trustees in September for initial review (3.4.A.). Through an inclusive Shared Governance Committee, SCC Community forums, recording and posting videos of live events and meetings, and posting documents to a shared drive, a system is in place for sharing policies under review to allow all employees opportunities for inspection and input (3.4.C.).

The Board formed a Board Policy Committee which has met regularly throughout the months of July, August, and September for the purpose of revising the College's policy manual, based upon Carver's Policy Governance framework, with an emphasis of separating Board policy from administrative policy, procedures, and guidelines. A Board policy manual, which can be accessed in the Board Policy and Procedures shared drive, was presented to the Board of Trustees in September for initial review. Board retreats are scheduled for September 30 and October 14 to thoroughly review the policy manual. It is anticipated the Board will adopt the new manual at the November 1 meeting (3.4.B.).

Explicit efforts are made to support open communication, transparency, mutual respect, and personal accountability (3.4.D.). In addition to the shared governance committee structure and use of College shared drives, the President regularly holds open meetings and forums for critical topics, such as the SCC [community forum](#) to discuss the 2021-2025 Strategic Plan with all employees. These are frequently recorded and emailed to appropriate audiences, such as employees and students, and posted to the College's website for easy access and community viewing. Recent examples include:

- Four Strategic Planning Meetings- August 4th, August 10th, August 13th, August 31st
- Seven [open forums](#) for the Governor's Executive Order- September 1st, September 2nd, September 3rd

Objective 3.5 Amplify employee recruitment, socialization, and inclusion efforts to facilitate a strong sense of teamwork and community.

Efforts are underway to develop events that promote inclusive employee interaction and improve socialization (3.5.E.). An Employee Social Events Committee was formed to develop a calendar of events. Events on the calendar so far include:

- Saint's Family Fun Day on August 17th
- Breast Cancer Awareness day, October 13. Employees can wear jeans and a pink shirt for a \$5 donation. Students are encouraged to participate at no cost. A Pink Out picture will be taken to post on social media.
- In conjunction with Fall Fest, an employee only Halloween costume contest is being planned for October 27.
- Office door decorating contest in December.
- Other possible events discussed include March Madness brackets, Valentine's Day event in conjunction with SCC Homecoming, "Winter Warm Up" where employees re served soup and grilled cheese, and a guided nature hike at a nearby park.

Strategic Goal 4: Strengthen the College's Infrastructure in Ways that Promotes Student Learning, Completion, and Institutional Sustainability

The Strategic Plan Objectives for this goal are aligned to all of the Board Strategic Outcomes ([Table 1](#)). Since the adoption of the Strategic Plan, the College reports progress on three of the eight objectives within this goal; data-driven institutional effectiveness, marketing and recruitment processes, and post-graduate and alumni services.

Objective 4.1 Implement a data-driven institutional effectiveness evaluation model.

Since the adoption of the Strategic Plan the following progress has been made:

- Customization of the Shawnee Community College Effectiveness System (SCCES) is underway to reflect institutional need. The Strategic Plan and SCCES measures have been aligned to the Board's proposed Strategic Outcomes policies, ICCB Program Review measures, and Higher Learning Commission (HLC) criteria. New Key Performance Indicators (KPIs) have been added to the SCCES framework based upon measures identified in the Strategic Outcomes policies. An Excel spreadsheet has been created to reflect these alignments and indicate who collects the data and where the data is collected (4.1.A., 4.1.G.).
- A [data dashboard](#) was created and posted to the SCC website. Data from the SCCES framework have been identified for additional dashboards (4.1.A., 4.1.H., 4.1.I.).
- As small groups and committees meet to develop proposals, reports, and budget requests, a deliberate effort is being made to align those to the Strategic Plan and use data from the SCCES framework as support. As 2020-2021 Continuous Quality Improvement (CQI) forms are completed in October, budget and resource requests will be aligned to the Strategic Plan strategies (4.1.B.).
- The Student Academic Assessment Team (SAAT) is strengthening the linkage between the academic assessment processes and SCCES. In July, the Student Academic Assessment Plan was revised to align with the Strategic Plan and SCCES. Additionally, the program assessment process was detailed further in the revised plan to strengthen the connection to the ICCB program review requirement. Visual representations of the process were created and included in the revised plan. The first Academic Assessment board monitoring report was developed and presented to the Board in September and presented to all employees at the assessment day October 8 (4.1.C.).
- A meeting was held in July with the Information & Instructional Technology departments to walk through the Strategic Plan and SCCES framework to illustrate the importance of our infrastructure to the success of our institutional effectiveness evaluation model (4.1.E., 4.1.G.).
- Meetings have been held, regularly since July, with student services departments to walk through the Strategic Plan and SCCES framework to identify those responsible for the strategies and data collection, where the data is collected, and how it can be collected and analyzed more efficiently. As a result, several updates and changes have occurred to improve this process, such as revising recurring reports to make them more actionable

and relevant, using Colleague more frequently to collect information, using consistent data codes, and creating systems to collect data that were not collected previously. This work has assisted with determining what Colleague services we have, what additional Colleague services/training we need, and what services we need to seek outside of Colleague (Ellucian) (4.1.E., 4.1.F.).

- Development of monitoring report templates are underway for the purpose of providing employees a template for the Strategic Outcomes and quarterly reports to the Board. The Student Academic Assessment Team presented the first monitoring report to the Board in September. This monitoring report will be presented to the Board in October (4.1.G.)

Objective 4.4 Align marketing and recruitment processes with enrollment goals.

Videos have been produced highlighting student success stories and interviewing key employees:

- Five new science related videos were recorded, edited and released to promote the SCC Science Department.
- Four videos highlighting employees offering direct service to students
- One faculty, one recruiter/advisor, 1 tutoring/testing, and 1 Criminal Justice video
- Two student testimony videos highlighting quality of course offerings at SCC

Objective 4.5 Improve post-graduate and alumni services.

As student services meetings are held, KPIs have been identified for inclusion into the admission and graduation applications, surveys (i.e. graduate, graduate follow-up, employer, and community), and course evaluations. These KPIs have been drafted into questions. Survey platforms have been researched, and a survey proposal and timeline are developed. Once the newly hired Vice-President for Academic Affairs arrives, meetings can be scheduled with key employees to draft the final questions and adopt platforms and the official timeline of administration (4.5.B., 4.5.C.).

Challenges

As the College is working on the strategies in the Strategic Plan, like any other large endeavor, there are challenges that arise periodically. Many of these challenges are presented within the Strategic Plan as barriers. The following are some of the more notable challenges impacting the work since June 2021:

- COVID-19 has delivered an exceptional hardship on the College's human resources. With the Governor's Executive Order in September came additional mandates the College has never before faced. For the past several weeks, the College has done the following for main campus and all Extension Centers: prepared and delivered seven informational forums, created and disseminated print and electronic information and press releases, designed and implemented a database and card system to monitor vaccination and testing status, designed and implemented a health protection profile, generated a procedures manual and flow chart, ordered supplies, prepared supplies, and trained for on-site testing, posted, interviewed, and hired a health coordinator and student workers, and established full on-site testing centers and vaccination clinics.
- Interim and vacant leadership positions, such as the Vice President/Chief Financial Officer (VPCFO), Vice President of Academic Affairs (VPAA), Dean of Student Success, and Director of the Small Business Development Center (SBDC) present a unique dynamic for the College. With the vacant positions, critical work that would normally reside with these positions is shifted to others within the College. Some functions that would be considered necessary in order to make progress on Strategic Plan strategies, including prioritizing budget requests, coordinating data structures and processes, and advocating for and implementing initiatives in their respective areas, are hampered without key positions to coordinate the work.
- Relative to the vacant leadership positions is the lack of staffing at the Cairo Extension Center, webmaster, and transfer coordinator. Currently, student services staff and part-time employees are providing coverage at the Cairo center, staff in IT are assisting with website requests, and students services staff are working on transfer and articulation agreements, removing them from their regularly assigned duties.
- Qualified faculty members with industry certifications are needed in a few key program areas, such as nursing, medical assistant, HVAC, welding, OSHA, food service, and truck driving in order to expand programs and/or offer professional industry certifications to students.
- Clerical support, whether staff or student work positions, is needed for tasks such as data entry, scanning, scheduling, and shredding. Currently, staff and administrators are performing these tasks, diverting their skills, efforts, and time from vital job responsibilities unique to their positions or that impact other areas and services within the College.
- Infrastructure that would streamline some data processes, such as tracking advisement and recruitment activities and following up with graduates and employers, and equipment that would reduce man hours on production tasks and provide for expansion

of programs (i.e. trucks, simulators, computers), would increase efficiency and College reach. While the College has used the last few months to review and refine use of the current infrastructure, previous challenges discussed in this section, including vacant and interim positions and clerical demands, have hindered this progress.

- Certain challenges external to the College impact workload demands at the beginning of each academic year while the College is focusing on launching the start of the semester. Several fall events (i.e. parades, festivals, fairs) occur during this time and simultaneously, taxing the student services division. In addition to these events, this is the time of year when close out of grants must be completed.

Conclusion

It has only been three months since Shawnee Community College adopted the 2021-2025 Strategic Plan. During this time, an open Board retreat detailed the strategies contained in the plan, open forums were held and recorded, the Strategic Plan and associated documents were placed in an employee shared drive, and small group meetings have been held with employees. As a result of these efforts and as outlined in this report, progress has been made on several strategies.

An intentional effort is being made to align all College initiatives, activities, and budget requests to the Strategic Plan strategies and SCCES. Endeavors are underway to improve the infrastructure and processes necessary to support data-driven decision-making and to develop systems that increase the efficiency by which information is collected, reported, and acted upon. When collaboration of this nature and magnitude occurs, it ensures all in the College are “speaking the same language” and provides a tactical approach; that all actions are carefully planned toward the same common goal- An Enrollment Target of 40,000 Reimbursable Credit Hours.

The hard work to implement the COVID-19 mitigating strategies and Governor’s Executive Order for vaccination and testing in higher education must also be acknowledged. In the face of these challenges to guarantee compliance and meet our students’ needs, the College has remained undeterred in our progress toward reaching our ambitious goal.

	IBHE STRATEGY	IBHE ACTIVITY	SCC GOALS
EQUITY	1. Support the ongoing learning renewal of students and systemic implementation of evidence-informed student support practices.	<i>Extend learning opportunities to mitigate learning loss and accelerate time to degree, such as offering targeted summer courses to full-time students who have earned less than 30 credit hours in their prior academic year.</i>	1.1 Articulate baccalaureate and career/technical programs with regional universities; create seamless transfer opportunities for students. 2.2 Enhance processes that encourage student persistence and retention. 2.3 Increase non-traditional student enrollment, retention, persistence, and completion. 2.4 Accelerate the time it takes for student to complete development courses and achieve success in college-level gate keeper course. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course. 4.3 Improve course scheduling processes.
		<i>Provide proactive and comprehensive advising, first-year experience, experiential learning, professional support for students with disabilities, along with wrap-around supports.</i>	2.1 Streamline student intake processes in ways that empower students to make informed program and course decisions.
		<u>High-impact practices</u> , including service learning, learning communities, research with faculty, writing-intensive courses, and internship and field experiences	2.2 Enhance processes that encourage student persistence and retention. 4.2 Improve teaching and learning processes.
		Support for meeting students' basic needs, including housing, food security, mental health/wellness services, and child care, among others.	2.2 Enhance processes that encourage student persistence and retention. 2.3 Increase non-traditional student enrollment, retention, persistence, and completion.
		Reformed financial policies, including polices on	2.1 Streamline student intake processes in ways that empower

		financial holds, financial literacy, emergency financial assistance.	students to make informed program and course decisions. 3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.
		Professional development to provide all faculty and staff the skills to support students with disabilities or students coming from under-resourced communities, as well as professional development for trustees to better understand student needs.	3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes. 2.2 Enhance processes that encourage student persistence and retention.
	2. Establish and implement institution-level equity plans, practices to close access, progression, completion and attainment gaps.	<i>Review and revision of existing policies and practices that exacerbate equity gaps.</i> Review should include funding models, financial aid, admissions, placement tests, remedial programs or structured pathways.	3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes. 4.1 Implement a data-driven institutional effectiveness evaluation model. 4.9 Develop a long-term financial plan.
		<i>Practices of interrogating disaggregated data at multiple levels to understand the points of intervention and whether solutions are working.</i>	3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes. 4.1 Implement a data-driven institutional effectiveness evaluation model.
		<i>Campus climate surveys with action based on findings</i> to improve the experience of historically underserved or underrepresented students.	3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.
		<i>Professional development designed to achieve equity,</i> including cultural competency training with a trauma-informed lens and a focus on intersectionality.	2.2 Enhance processes that encourage student persistence and retention. 3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.

	3. Implement equitable talent management to increase and retain faculty, staff, administrators, and trustees of color	<i>Training on faculty hiring practices to avoid issues of microaggression that can occur in job interviews and review of CVs.</i>	3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.
	4. Attract working adults through outreach and supports specifically, for them.	<i>Re-engage adults who dropped out or stopped out due to barriers such as advising errors, life circumstances, transfer release, pandemic related challenges, financial holds, etc.</i>	2.3 Increase non-traditional student enrollment, retention, persistence, and completion. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course.
		<i>Provide wrap around student services for adults, including the resources and counseling necessary—when and how students need them—to navigate the higher education ecosystem.</i>	2.2 Enhance processes that encourage student persistence and retention. 2.3 Increase non-traditional student enrollment, retention, persistence, and completion. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course.
		<i>Pursue financial strategies to mitigate barriers to enrollment such as debt forgiveness, adult-oriented scholarship programs, etc.</i>	2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course. 3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.
		<i>Adopt teaching and learning methodologies and practices most appropriate for adult students and professional development opportunities to deliver quality learning.</i>	1.4 Develop workforce training partnerships with regional employers to promote economic development and job creation in the community. 2.2 Enhance processes that encourage student persistence and retention. 2.3 Increase non-traditional student enrollment, retention, persistence, and completion. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course.

	5. Consider implementation of a direct admissions program.		
	6. Expand equitable access, support, and success in rigorous and strategic early college coursework.	<i>Build capacity to support Black, Latinx, and rural students' access to early college through flexible, online, and other delivery options</i>	1.4 Develop workforce training partnerships with regional employers to promote economic development and job creation in the community. 2.2 Enhance processes that encourage student persistence and retention. 2.3 Increase non-traditional student enrollment, retention, persistence, and completion. 2.4 Accelerate the time it takes for student to complete development courses and achieve success in college-level gate keeper course. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course. 4.3 Improve course scheduling processes.
		<i>Consider financial support to institutions to offer dual credit/enrollment courses.</i>	1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area. 2.1 Streamline student intake processes in ways that empower students to make informed program and course decisions. 4.2 Improve teaching and learning processes.
	7. Provide technical assistance to support implementation of developmental education reform.	Provide technical assistance to support implementation of developmental education reform.	2.4 Accelerate the time it takes for student to complete development courses and achieve success in college-level gate keeper course.
	8. Expand the role of college access and support models to	Expand the role of college access and support models to positively impact college-going and completion rates.	2.2 Enhance processes that encourage student persistence and retention. 2.3 Increase non-traditional student enrollment, retention, persistence, and completion.

	positively impact college-going and completion rates.		2.4 Accelerate the time it takes for student to complete development courses and achieve success in college-level gate keeper course. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course. 4.3 Improve course scheduling processes.
Sustainability	4. Build programs to address challenges of “holds” on student accounts.	Build programs to address challenges of “holds” on student accounts.	2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course. 3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.
Growth	1. Leverage the Illinois Innovation Network (IIN) to strengthen regional focus, while connecting the state.	Leverage the Illinois Innovation Network (IIN) to strengthen regional focus, while connecting the state.	1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area. 1.3 Strengthen partnerships with local business leaders and community stakeholders. 1.4 Develop workforce training partnerships with regional employers to promote economic development and job creation in the community.
	2. Establish a statewide Business and Employer Advisory Council to the IBHE to invest and partner in the development of a diverse talent pipeline and to keep higher education abreast of evolving needs.	Establish a statewide Business and Employer Advisory Council to the IBHE to invest and partner in the development of a diverse talent pipeline and to keep higher education abreast of evolving needs.	1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area. 1.3 Strengthen partnerships with local business leaders and community stakeholders.

	3. Align the state's economic development and higher education strategies, ensuring both address historic inequities.	<i>Support new and existing regional partnerships among leaders in higher education, business and industry, and the P-20 system to meet economic and societal needs</i>	1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area. 1.3 Strengthen partnerships with local business leaders and community stakeholders. 1.4 Develop workforce training partnerships with regional employers to promote economic development and job creation in the community.
		<i>Conduct annual supply and demand analysis</i>	1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area. 1.3 Strengthen partnerships with local business leaders and community stakeholders. 1.4 Develop workforce training partnerships with regional employers to promote economic development and job creation in the community.
	6. Expand higher education models of teaching and learning that provide opportunity for students to succeed in the work of the future.	<i>Use of effective online, hybrid, adaptive and self-paced learning models.</i>	1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area. 2.2 Enhance processes that encourage student persistence and retention. 2.4 Accelerate the time it takes for student to complete development courses and achieve success in college-level gate keeper course. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course. 4.3 Improve course scheduling processes.
		<i>Competency-based approaches and other models that offer a personalized path to completion and career.</i>	2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course.

		<i>High-quality experiential and work-based learning opportunities, internships, and apprenticeships across a variety of sectors.</i>	2.2 Enhance processes that encourage student persistence and retention. 4.2 Improve teaching and learning processes.
		<i>Shorter-term, industry-recognized credentials of value that stack embedded within degree programs that provide learners supported on-ramps and off-ramps to employment and higher education.</i>	1.2 Enhance academic programs in ways that strengthen the alignment between student learning and employment opportunities in our service area. 2.5 Accelerate the time it takes for students to complete adult education courses and achieve success in a college-level course.
		<i>Support for faculty, staff, and administrators within and across institutions.</i>	2.2 Enhance processes that encourage student persistence and retention. 3.1 Integrate elements of diversity, equity, and inclusion into all College systems and processes.
	7. Enhance access to educator preparation programs.	<i>Scale transfer pathways to allow students to complete courses at a community college and transfer seamlessly to a university through 2+2 and 3+1, dual degree programs.</i>	1.1 Articulate baccalaureate and career/technical programs with regional universities; create seamless transfer opportunities for students.
	8. Strengthen the statewide, coordinated transfer system to ensure students have seamless paths to build on previous academic learning and earn postsecondary credentials.	<i>Expand the use of 2+2, 3+1, and dual degree agreements to ensure students have clear information about and coordinated advising for their academic journey</i>	1.1 Articulate baccalaureate and career/technical programs with regional universities; create seamless transfer opportunities for students.
		<i>Enhance student information and advising about transfer in relation to high demand majors, majors with specific licensure requirements, and institution-specific requirements for graduation at receiving institutions.</i>	1.1 Articulate baccalaureate and career/technical programs with regional universities; create seamless transfer opportunities for students. 2.2 Enhance processes that encourage student persistence and retention. 2.3 Increase non-traditional student enrollment, retention, persistence, and completion.

Board Memorandum



Board of Trustees

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

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Jean Ellen Boyd
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Consideration of Approval of Reimbursement to Trustee James Darden

Date: 10/04/21

Background: Trustee and ICCTA Representative James Darden attended the ICCTA Board of Representatives Meeting in Springfield, IL, September 10-11. During this meeting Trustee Darden incurred expenses in the amount of \$293.65. According to SCC Policy 3240 "*Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members.*"

Recommendation: I recommend the Board approve reimbursement of \$293.65 to Trustee James Darden for his attendance at the ICCTA Board of Representatives Meeting.

Board Memorandum



Board of Trustees

James Darden
Steve Heisner
Michael McMahan
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Deborah Shelton-Yates
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Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Jean Ellen Boyd
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Brandy Woods

Executive Directors

Robb Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Consideration of Approval of Purchase of Ellucian Managed Cloud Environment

Date: 10/04/21

Background: Converting the ERP System from In-House Servers to the Managed Cloud will eliminate the need for physical servers to run the ERP system. When the new ERP system was implemented in 2017 the decision was made to utilize college-owned physical servers because the managed cloud was fairly new and not many colleges were utilizing the managed cloud. With technology changing the managed cloud is now being utilized by colleges due to its many benefits

One benefit is business continuity and automatic updates which will eliminate downtime with the ERP system. Due to Covid-19 more courses are being offered online and the elimination of system downtime due to updates or server crashes is more important than ever. Other benefits include data security and disaster recovery. With the managed cloud the College's security will be enhanced because Ellucian uses Amazon Web Services (AWS) as their partner and AWS employs Guard Duty. Guard Duty is the latest technology for artificial intelligence-based security. If there is a disaster a cloud-based recovery plan mitigates against potential damage and helps quickly restore operations when one occurs. Also, this will allow IT staff to spend valuable time on other projects that are currently spent on updates and server maintenance.

The new software that comes with switching to the managed cloud is the Intelligent Learning Platform (ILP) and Ellucian Experience. The ILP eliminates the manual process of adding students to Moodle, the College's online learning platform. The ILP will automatically place students into Moodle when they register for a course. The Ellucian Experience will replace the current portal known as MySCC. It is a more modern platform that works better with portable devices.

The 'Cost Comparison of Hosting ERP System on In-House Servers vs Cloud Servers' concludes that over time the managed cloud servers will actually cost less than In-House servers due to the College not needing to buy expensive physical servers and the labor cost of maintaining the physical servers. The total five-year savings is \$16,078. The cost of converting to the cloud this fiscal year is \$364,979. A cost that is difficult

to quantity is the cost of a data breach, which has been quantified at approximately \$501,228 during a five-year period.

Recommendation: I recommend the board approve the purchase of converting the ERP system to the managed cloud with Ellucian for the total amount of \$1,286,928 over a five-year cycle per the attached contract.

Shawnee Community College
Cost Comparison of Hosting ERP System on In-House Servers vs Cloud Servers

Estimated Current and Projected On-premise Total Cost of Ownership	Year 1	Year 2	Year 3	Year 4	Year 5	
<i>Current and Projected Upcoming Costs:</i>						
License Maintenance	\$ 94,764	\$ 99,502	\$ 104,477	\$ 109,701	\$ 115,186	
Colleague-related Infrastructure Costs	47,996	47,996	47,996	47,996	47,996	
Colleague-related Labor Costs	91,037	93,768	96,581	99,478	102,462	
<i>Projected Eliminated Costs:</i>						
Need for Hardware Refresh and Data Center Upgrades	-	350,000	-	-	-	
						5 year total
Total Current and Projected On Premise Costs	\$ 233,797	\$ 591,266	\$ 249,054	\$ 257,175	\$ 265,644	\$ 1,596,937

Estimated Future Cost of Ownership - Ellucian Cloud	Year 1	Year 2	Year 3	Year 4	Year 5	
<i>Current costs continuing:</i>						
License Maintenance (lower costs)	\$ 84,660	\$ 88,893	\$ 93,338	\$ 98,005	\$ 102,905	
<i>New proposed costs:</i>						
Colleague Ellucian Cloud	221,109	220,371	226,982	233,791	240,805	
Cloud Transition Services (one time fee)	143,870	-	-	-	-	
Credit	(10,000)	(10,000)	(10,000)			
						5 year total
Ellucian Cloud - Total Projected Costs	\$ 439,639	\$ 299,264	\$ 310,320	\$ 331,796	\$ 343,710	\$ 1,724,729

Difference between In-House Servers to Cloud	\$ 127,792
One Time Cloud Transition Costs	(143,870)
Total Increase between switching to In-house Servers to Cloud	\$ (16,078)

Potential Savings if a Databreach	Year 1	Year 2	Year 3	Year 4	Year 5
<i>Value of Risk Avoidance Benefits of Ellucian Cloud/SaaS:</i>					
Value of Decreased Risk of Data Breach/Security Incident	83,746	83,746	83,746	83,746	83,746
Value of Increased Productivity Due to Improved Disaster Recovery Time	5,038	5,038	5,038	5,038	5,038

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Value of Increased Productivity Due to Reduced Unplanned Downtime	11,461	11,461	11,461	11,461	11,461	
						5 year total
Total Value of Improved Security, Business Continuity and Disaster Recovery	100,246	100,246	100,246	100,246	100,246	501,228

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LICENSE EXCHANGE AND ENHANCEMENT ORDER FORM

This Order Form is between **ELLUCIAN COMPANY L.P.** ("Ellucian") and **SHAWNEE COMMUNITY COLLEGE** (the "Client"). This Order Form amends the Master Terms and Conditions dated August 4, 2015 between the parties (the "Agreement"). Capitalized terms in this Order Form shall have the same meaning given to such terms within the Agreement unless redefined herein.

Under the Agreement, Ellucian granted Client a perpetual right of use for certain systems of software. Subject to the terms and conditions of the Agreement as amended by this Order Form, Ellucian hereby grants a license to use certain software, as identified in the **Cloud Software Table** below, on a term-of-years, Ellucian cloud-provided basis ("**Cloud Software**"). Client is retaining its perpetual license to use certain other Continuing Perpetual Software (as that term is defined below), all subject to the terms and conditions of the Agreement as modified by this Order Form. Accordingly, Ellucian and Client, intending to be legally bound, agree as follows:

Software Term. For purposes of the Cloud Software licensed under this Order Form, the "Software Term" consists of the period of time from November 1, 2021 (the "Beginning Date") until August 31, 2026 (the "Expiration Date"). At the end of the Software Term (unless otherwise specified in the Documentation or this Order Form), Client's license to access and use the Cloud Software will automatically renew for consecutive Contract Years on a year-to-year basis extending the Expiration Date and the Software Term by a year each time, unless either party notifies the other in writing of its intent not to effect such renewal at least ninety (90) days prior to the then-current Expiration Date; each automatic renewal will be subject to an increase of up to seven percent (7%) annually plus the applicable third party fee increase (if any), unless the parties otherwise agreed in writing.

Grant of Licenses Pursuant to This Order Form. Licenses granted pursuant to this Order Form are for Client's internal use only and are subject to all use restrictions and limitations set forth in the Agreement and this Order Form, including referenced attachments. Ellucian grants Client a non-exclusive, non-transferable license to use the Cloud Software, for Client's internal use, only during the Software Term specified herein, for the fees specified herein. Third party owners of Software licensed or provided for use by Ellucian are third party beneficiaries of this Order Form with regard to each such owner's respective products.

Continuing Perpetual Software. Notwithstanding the termination of Client's license to use the Terminated Perpetual Software as provided for in this Order Form, Client has an ongoing license for use of certain other systems of software as more particularly identified in Exhibit 2 hereto (the "**Continuing Perpetual Software**"), as previously licensed to Client by Ellucian. In order to align Software Support Services for the Continuing Perpetual Software to the Software Term applicable to Cloud Software licensed under this Order Form, the parties hereby amend, renew, and extend Software Support Services for the Continuing Perpetual Software for a term commencing on the Beginning Date through the Expiration Date ("Extended Maintenance Term").

CLOUD SOFTWARE TABLE ^{1,2,4}	
Description	Annual Subscription Fee
Managed Cloud Services Contracted FTE: 3,999	Included
Ellucian Intelligent Learning Platform for Blackboard	Included
Ellucian Experience	Included

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PAYMENT SUMMARY FOR CLOUD SOFTWARE	
TOTAL (for Contract Year ending August 31, 2022) (to be prorated, if applicable)	\$221,109 ³
TOTAL (for Contract Year ending August 31, 2023)	\$220,371 ³
TOTAL (for Contract Year ending August 31, 2024)	\$226,982

TOTAL (for Contract Year ending August 31, 2025)	\$233,791
TOTAL (for Contract Year ending August 31, 2026)	\$240,805

Notes to Cloud Software Table:

¹ For a description of the product details and the terms of service, see www.ellucian.com/contracts-and-documentation.

² Pricing in this Order Form allows for up to a tier threshold of 999 (the "Contracted FTE"). "Full Time Equivalent" or "FTE" is determined based on the U.S. Department of Education Institute of Education Sciences National Center for Education Statistics Integrated Postsecondary Education Data System ("IPEDS") client-reported Fall Total Full-time and Part-time Student Enrollment headcounts. The calculation of FTE students uses a fall student headcount model defined by IPEDS to derive a single value. The annual fees shown in the Cloud Software Table do not include implementation/setup services.

³ Reduction in the Annual Subscription Fees between the Cloud Contract Year ending August 31, 2022 and the Cloud Contract Year ending August 31, 2023 are a result of the removal of Ellucian Mobile from the Service Configuration and System Inventory outlined in Schedule A. If Client requires Ellucian Mobile to be included in the Service Configuration and System Inventory beyond August 31, 2022, Client will submit a written request to Ellucian, and Ellucian Mobile will be added to the Service Configuration and System Inventory by way of amendment.

⁴ Conditioned upon an Execution Date on or before October 21, 2021, Ellucian will issue a three (3) annual credits in the amount of \$10,000 to be applied to Client's account for use towards the following Cloud Contract Years: (1) \$10,000 for the Cloud Contract Year ending August 31, 2022; (2) \$10,000 for the Cloud Contract Year ending August 31, 2023; and (3) \$10,000 for the Cloud Contract Year ending August 31, 2024. For the avoidance of doubt, the one-time credit issued under this Order Form may only be applied to the subscription fees described herein and may not be applied to any other fees for software, services, or subscription agreement(s) between the parties.

Professional Services. Ellucian agrees to provide Client with the Professional Services identified in the Professional Services Table below (the "Services"), for the additional fees set forth in that Table, on the terms and conditions set forth in the Agreement as modified by this Order Form. Where a number of hours is specified within this Order Form for Ellucian's delivery of Professional Services on a time and materials basis, the associated fees shown herein represent a good faith estimate based on the information available to Ellucian as of the Execution Date; the total fees payable for Professional Services may vary based on the actual number of hours of services required to complete the services and the rate that is applicable during the period of Ellucian's delivery of the services. In performing its obligations with respect to services identified herein, Ellucian may use a combination of remote services, centralized services, and onsite services, using personnel worldwide.

PROFESSIONAL SERVICES TABLE			
Description ¹	Hours	Rate ²	Fee ³
Intelligent Learning Platform (ILP) 5 Implementation	8	\$259	\$2,072
Ethos Integration Essentials (SaaS or Managed Cloud)	18	\$259	\$4,662
Colleague Project Management Services	4	\$259	\$1,036
Ellucian Experience Single Sign-on ⁴	Fixed Fee	Fixed Fee	\$7,000
Ellucian Experience Training and Planning ⁴	Fixed Fee	Fixed Fee	\$7,000
Ellucian Experience Toolkit Workshop ⁴	Fixed Fee	Fixed Fee	\$7,100
Onboarding (Transition) Services ⁵	Fixed Fee	Fixed Fee	\$115,000
TOTAL PROFESSIONAL SERVICES FEES:			\$143,870

Notes to Professional Services Table:

¹ For a description of the services identified in this table, please see the Statement of Work located here:

<https://na11.springcm.com/atlas/Link/Document/22174/17a82c46-8100-ec11-9c3f-d89d6716196d/68b2a058-8100-ec11-9c3f-d89d6716196d>

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² Hourly rates specified in this table will be held in place for this project for a period beginning on the Execution Date and ending eighteen (18) months later.

³ Client is advised that Ellucian personnel rendering services bill for travel time, preparation time, and follow-up time, as applicable.

⁴ Fixed Fee services fees will remain valid for a period of one (1) year following the Execution Date; Client must schedule delivery of Fixed Fee services within the one (1) year period or additional charges may apply.

⁵ In the event that the Onboarding (Transition) Services are not completed within twelve (12) months, a subsequent order form or amendment to this Order Form shall be required to extend such services at the then current monthly rate.

Invoicing. Fees for Software Support Services, Subscription Software, and Cloud Software are payable on the basis of a “Contract Year” (consisting of twelve (12) consecutive months beginning September 1) during the Software Term unless otherwise provided herein or in the Exhibits hereto. As applicable based upon the specific products identified in this Order Form, Ellucian will invoice Client:

- on an annual basis, in advance of each applicable Contract Year for Cloud Software (fees for the initial Contract Year will be invoiced on the Execution Date and may be prorated, if applicable, for a partial initial Contract Year);
- on an annual basis, in advance of each applicable Contract Year for Software Support Services fees applicable to the Continuing Perpetual Software (fees for the initial Contract Year will be invoiced on the Execution Date and may be prorated, if applicable, for a partial initial Contract Year);
- monthly on an as-incurred basis in arrears for all Professional Services to be performed on a time and materials basis as well as for reimbursable travel and living expenses and other applicable charges in accordance with the terms of the Agreement if Ellucian’s performance of any Professional Services involves onsite delivery (unless the service rate(s) identified in the Order Form indicate that travel and living expenses are included);
- on the date of delivery for all Professional Services to be performed on a fixed fee basis unless otherwise provided herein;
- Onboarding (Transition) Services identified in the Professional Services Table above in twelve (12) successive monthly installments. The initial monthly installment amount shall be \$9,587 and each monthly installment thereafter shall be \$9,583. In the event that the Transition Services are not completed within twelve (12) months, a subsequent order form or amendment to this Order Form shall be required to extend such services at the then current monthly rate.

Termination of On Premises Maintenance Services. Client’s obligation to pay Maintenance fees for the Ellucian Intelligent Learning Platform and Ellucian Mobile Platform Edition on-premise software (only) will end effective the first day of the month following the Execution Date. Client has a continuing license to use the Ellucian Intelligent Learning Platform and Ellucian Mobile Platform Edition on-premise software, in accordance with the terms and conditions contained in the Agreement, but Ellucian will continue to provide maintenance support upon such Ellucian Intelligent Learning Platform and Ellucian Mobile Platform Edition on-premise software for a period of only nine (9) months (the “Transition Period”) from the Beginning Date specified in the Cloud Software Table. Client acknowledges and agrees that Ellucian’s obligations to provide Maintenance (sometimes referred to elsewhere as Software Support Services and/or Improvements) during the Transition Period will be limited to telephone support, regulatory releases and defect corrections only. Specifically, Client will not be entitled to use any new product enhancements that may become available during the Transition Period (including, without limitation, provision of updates, telephone support, and error corrections) for Ellucian Intelligent Learning Platform and Ellucian Mobile Platform Edition on-premise software, as provided-for under the Agreement. Credits for any prepaid Maintenance Fees or payments for the Ellucian Intelligent Learning Platform and Ellucian Mobile Platform Edition on-premise software that are applicable to any period of time from and after the Beginning Date, if any, shall be credited only against the subscription fees payable hereunder.

Payment Terms. Unless a different payment obligation is specified in the Agreement, Client’s payments under this Order Form are due within thirty (30) days of the date(s) of invoice(s).

Publicity. From time to time, in the ordinary course of business, Ellucian issues press releases and announcements regarding the completion of transactions with its customers and partners. As partial consideration for the products and services provided by Ellucian, Client agrees to provide Ellucian with reasonable and timely approvals of such press

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releases and announcements, including (where appropriate), the approval of quotations and acknowledgements to be included in such materials.

The Agreement and this Order Form constitute the entire understanding of the parties regarding the subject matter of this Order Form. If any terms of this Order Form conflict with any other terms of the Agreement, the terms of this Order Form will control. The transaction provided for in this Order Form is non-cancelable, and the amounts paid under this Order Form are nonrefundable, except as provided in this Order Form. **By the execution below, each**

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I. party represents and warrants that it is bound by the signature of its respective signatory for this non-cancelable Order Form. Except as expressly amended by this Order Form, the terms of the Agreement remain unchanged and in full force and effect; any fees due under this Order Form are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.

Ellucian

Client

By: _____

Authorized Signature

By: _____

Authorized Signature

Name: _____

Printed

Name: _____

Printed

Title: _____

Title: _____

Date: _____

Date: _____

The later date of signature above is the "Execution Date" of this Order Form.

The pricing contained in this Order Form is valid only if the Execution Date occurs on or before October 21, 2021.

Client Billing Contact Information:**Client Cloud Software Provisioning Contact Information:**

Name: _____

Name: _____

Address: _____

Title: _____

City, State, Zip: _____

Email: _____

Email Address: _____

PO# (if applicable) _____

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II. EXHIBIT 1

CONTINUING PERPETUAL SOFTWARE TABLE: ^{1,2}

Description	Maintenance Level	Base Year Fee (for Contract Year ending August 31, 2022)
Colleague Core ³ <ul style="list-style-type: none"> Colleague Enterprise & CRM System 	Advantage Plus	Included
Colleague Finance ³ <ul style="list-style-type: none"> Colleague Budget Management Colleague Finance System 	Advantage Plus	Included
Colleague Human Resources ³ <ul style="list-style-type: none"> Colleague Human Resources 	Advantage Plus	Included
Colleague Student ³ <ul style="list-style-type: none"> Colleague Campus Organization Colleague Student & Financial Aid Colleague Self-Service Financial Aid 	Advantage Plus	Included
Per User ³ <ul style="list-style-type: none"> Colleague Per User 0-100 	Advantage Plus	Included
Other <ul style="list-style-type: none"> Official Payment Ecommerce 	Advantage Plus	Included
Colleague Reporting and Operating Analytics <ul style="list-style-type: none"> Business Objects Business Analyst Professional User Business Objects Platform Business Object CROA View-Only Web Intelligence 	Advantage Plus	Included
Partner <ul style="list-style-type: none"> Synoptix 5-User Partner 	Advantage Plus	Included
TOTAL BASE YEAR SOFTWARE SUPPORT SERVICES FEE:		\$84,660

Notes to Terminated Perpetual Software Table:

¹ For a description of the product details and the terms of service, see www.ellucian.com/contracts-and-documentation.

² **Ongoing Software Support Services.** Client will continue to pay Ellucian Software Support Services fees for the Continuing Perpetual Software as provided in the Maintenance Agreement through the Beginning Date. During the Extended Maintenance Term, Ellucian will continue to provide Software Support Services (including Maintenance) on the Continuing Perpetual Software in accordance with the Maintenance Agreement and Client will pay the fees specified in the Continuing Perpetual Software Table annually, in advance, on the basis of a Contract Year. For each Contract Year throughout the Extended Maintenance Term, Software Support Services fees may increase by not more than five percent (5%) over the amount payable for Software Support Services for the immediately preceding Contract Year and will be specified by Ellucian in an annual invoice issued at least thirty (30) days before the start of the applicable Contract Year for which such Software Support Services fees are being remitted. Absent any further

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amendment with respect to continuing Software Support Services beyond the Extended Maintenance Term, Software Support Services will automatically renew for consecutive Contract Years on a year-to-year basis and fees for each subsequent Contract Year after the Extended Maintenance Term will be specified by Ellucian in an annual invoice and will increase over the immediately preceding Contract Year's fee by not more than seven percent (7%).

³ Cloud Deployment of Continuing Perpetual Software. During the Software Term, for the Cloud Software subscription fees specified in this Order Form, Ellucian will make certain of the Continuing Perpetual Software (as more particularly identified in Schedule A: <https://na11.springcm.com/atlas/Link/Document/22174/a5f33930-da01-ec11-9c3f-d89d6716196d/77de3a36-da01-ec11-9c3f-d89d6716196d>) available for Client's use on a remote basis from Ellucian-provided Equipment, all subject to the licensing terms otherwise applicable to the Continuing Perpetual Software that are otherwise provided for in the Agreement, and on the same terms and conditions as Ellucian makes the Cloud Software available for use by Client. The Ellucian-deployed version of the Continuing Perpetual Software will be deemed Cloud Software for the purposes of this Order Form.

Board Memorandum



Board of Trustees

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

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Jean Ellen Boyd
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff:

RE: Consideration of Approval of IDOC Contract

Date: 10/04/21

Background: Periodically, the Illinois Community College Board (ICCB) provides a process that allows each Community College that has a Correctional Facility located within District boundaries, the opportunity to provide education and training services to the inmates located at those facilities. Last fall, ICCB notified the College that we had the opportunity to explore the possibility of providing training at the Shawnee and Vienna Correctional Centers. To do so, we had to begin discussions with the Illinois Department of Corrections (IDOC).

Over the course of the Spring 21 term, the College negotiated with IDOC to provide this training. Dr. Greg Mason was the point person for SCC. By the end of April, SCC and IDOC reached a tentative understanding on the desired programs to be offered. At the Shawnee Correctional Facility, the seven desired programs were: Automotive Technology, Basic Electricity, Career Technology, Construction Management, HVAC, Truck Driving, and Welding. At the Vienna Correctional Facility, the six desired programs were: Automotive Technology, Basic Electricity, Career Technology (2), Construction Management, Cosmetology, HVAC, and Truck Driving.

In May 2021, the College sent a proposal to IDOC for fiscal years 2022-2024 that reflected the education and training desired. Further, the College notified ICCB that we intended to continue negotiations with IDOC. The initial cost estimate for the Shawnee Facility was \$2,323,893 and the initial cost estimate for the Vienna Facility was \$2,800,215 - bringing the total cost for both facilities to \$5,124,108. The indirect expense rate for the initial proposal was set at 10% for all three years. If IDOC had accepted the proposal as written, the College was positioned to make about \$1.54M over the life of the contract.

Throughout the Summer of 2021, Dr. Mason (on behalf of the College) continued negotiations with IDOC. At some point, there was an understanding that the Cosmetology and Construction Management programs (at both places) were no longer desired. Further, IDOC negotiated the indirect expense rate to 8.5% for FY22, 9% for FY23, and 9.5% for FY24.

In late August, IDOC asked SCC to use the State of Illinois contract template and draft an agreement to reflect the terms IDOC proposed and present it to our Board for consideration of approval. Dr. Mason created the attached draft. As noted, and making all the changes requested by IDOC, the estimated cost of the contract for the Shawnee Facility is \$2,128,865 and the estimated cost for the Vienna facility is \$2,541,856 for a total cost of \$4,670,721.

After reviewing the terms of the final contract, I asked Brandy Woods to do a cost analysis (attached) and cash flow analysis. As can be seen from the cost analysis, the indirect margins are razor thin... in that the College is only projected to make approximately \$230K over the term of the contract. (Please understand the ONLY REVENUE SCC receives above cost incurred is the indirect expense.). The indirect expense is supposed to cover all administrative cost/overhead of operating the program.

As we examined the projections of time spent by College Business Office and Academic support staff on IDOC work (employees not included in the contract) we project the indirect cost will barely cover these costs. Further, according to sources at Lake Land College (the current provider at these facilities) the Vienna facility has a recent history of extensive litigation from both employees and inmates. These observations suggest the indirect cost received is break-even, at best... or may cost the College money, at worst. In conversations with the President of Lake Land, he indicated to me that the goal for the correctional facilities they serve *“is to break even but they often lose money.”* When asked why Lake Land pursues these programs, I was told *“no one else wants them and our Board believes it’s the right thing to do for our communities.”*

Recommendation: I recommend the Board reject the terms of the proposed IDOC contract for both the Shawnee and Vienna Correctional Centers and direct the President to notify ICCB and IDOC that we are no longer interested in offering educational programs at these facilities.

IDOC ATTACHMENT

Shawnee Community College
Illinois Department of Corrections Vocational Program
FY2022-2024

Project Revenue and Expenditures

	<i>Vienna Correctional Center</i>	<i>Shawnee Correctional Center</i>	<i>Total</i>	<i>Vienna Correctional Center</i>	<i>Shawnee Correctional Center</i>	<i>Total</i>	<i>Vienna Correctional Center</i>	<i>Shawnee Correctional Center</i>	<i>Total</i>	<i>Grand Total</i>
Potential credit hours generated	2,186.0	2,530.5	4,716.5	4,372.0	5,061.0	9,433.0	4,372.0	5,061.0	9,433.0	23,582.5
IDOC Revenue (Indirect Cost Rate)	\$ 11,599.76	\$ 9,452.80	\$ 21,052.56	\$ 52,236.75	\$ 46,742.10	\$ 98,978.85	\$ 58,434.48	52,036.74	\$ 110,471.22	\$ 230,502.62
IDOC Revenue for Equip(Indirect Cost Rate)	\$ -	\$ -	\$ -	\$ 11,441.43	\$ 25,041.43	\$ 36,482.85				\$ 36,482.85
IDOC Reimbursement for Costs	206,617.00	171,346.47	377,963.47	744,983.00	662,022.00	1,407,005.00	787,419.00	696,415.00	1,483,834.00	3,268,802.47
IDOC Reimbursement for Equipment	-	-	-	134,605.00	294,605.00	429,210.00	-	-	-	429,210.00
ICCB Base Operating	88,336.26	102,257.51	190,593.77	176,672.52	\$ 204,515.01	381,187.53	176,672.52	\$ 204,515.01	381,187.53	952,968.83
ICCB Opt Out Base Operating	(88,336.26)	(102,257.51)	(190,593.77)	(176,672.52)	(204,515.01)	(381,187.53)	(176,672.52)	(204,515.01)	(381,187.53)	(952,968.83)
Administrative Costs	\$ 61,620.00	\$ 53,186.50	\$ 114,806.50	\$ 130,433.00	\$ 112,115.00	\$ 242,548.00	\$ 138,147.00	\$ 118,229.00	\$ 256,376.00	\$ 613,730.50
Program Costs	144,997.00	118,159.97	263,156.97	614,550.00	549,907.00	1,164,457.00	649,272.00	578,186.00	1,227,458.00	2,655,071.97
Startup Equipment	-	-	-	73,325.00	233,325.00	306,650.00	-	-	-	306,650.00
Additional Equipment	-	-	-	61,280.00	61,280.00	122,560.00	-	-	-	122,560.00
										-
										-
										-
Total Revenue	\$ 11,599.76	\$ 9,452.80	\$ 21,052.56	\$ 63,678.18	\$ 71,783.52	\$ 135,461.70	\$ 58,434.48	\$ 52,036.74	\$ 110,471.22	\$ 266,985.47

Total Costs paid by IDOC for Three Years \$ 3,964,997.94

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SCC

							Cash Flow from IDOC Vocational Program	
	FY2022 January 2022	FY2022 February 2022	FY2022 March 2022	FY2022 April 2022	FY2022 May 2022	FY2022 June 2022	FY2023 July 2022	FY2023 August 2022
Beg Balance	-	(62,993.91)	(125,987.82)	(188,981.73)	(251,975.64)	(314,969.55)	(343,226.42)	(854,949.80)
Cash In ICCB	-	-	-	-	-	-	-	-
Cash In	-	-	-	-	-	34,737.04	34,737.04	34,737.04
Cash Out	(62,993.91)	(62,993.91)	(62,993.91)	(62,993.91)	(62,993.91)	(62,993.91)	(546,460.42)	(117,250.42)
End Balance	(62,993.91)	(125,987.82)	(188,981.73)	(251,975.64)	(314,969.55)	(343,226.42)	(854,949.80)	(937,463.18)

*Estimate that payments from the state will be six months late

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SCC

Cash Flow from IDOC
Vocational Program

	FY2023 September 2022	FY2023 October 2022	FY2023 November 2022	FY2023 December 2022	FY2023 January 2023	FY2023 February 2023	FY2023 March 2023	FY2023 April 2023
Beg Balance	(937,463.18)	(1,019,976.56)	(1,102,489.94)	(1,185,003.32)	(742,827.86)	(766,345.25)	(789,862.64)	(813,380.03)
Cash In ICCB	-	-	-	-	-	-	-	-
Cash In	34,737.04	34,737.04	34,737.04	559,425.88	93,733.03	93,733.03	93,733.03	93,733.03
Cash Out	(117,250.42)	(117,250.42)	(117,250.42)	(117,250.42)	(117,250.42)	(117,250.42)	(117,250.42)	(117,250.42)
End Balance	(1,019,976.56)	(1,102,489.94)	(1,185,003.32)	(742,827.86)	(766,345.25)	(789,862.64)	(813,380.03)	(836,897.42)

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SCC

Cash Flow from IDOC
Vocational Program

	FY2023	FY2023	FY2024	FY2024	FY2024	FY2024	FY2024	FY2024
	May	June	July	August	September	October	November	December
	2023	2023	2023	2023	2023	2023	2023	2023
Beg Balance	(836,897.42)	(860,414.81)	(883,932.20)	(897,969.19)	(912,006.18)	(926,043.17)	(940,080.16)	(954,117.15)
Cash In ICCB			15,882.81	15,882.81	15,882.81	15,882.81	15,882.81	15,882.81
Cash In	93,733.03	93,733.03	93,733.03	93,733.03	93,733.03	93,733.03	93,733.03	101,093.14
Cash Out	(117,250.42)	(117,250.42)	(123,652.83)	(123,652.83)	(123,652.83)	(123,652.83)	(123,652.83)	(123,652.83)
End Balance	(860,414.81)	(883,932.20)	(897,969.19)	(912,006.18)	(926,043.17)	(940,080.16)	(954,117.15)	(960,794.03)

SCC

	Cash Flow from IDOC Vocational Program					
	FY2024 January 2024	FY2024 February 2024	FY2024 March 2024	FY2024 April 2024	FY2024 May 2024	FY2024 June 2024
Beg Balance	(960,794.03)	(967,470.91)	(974,147.79)	(980,824.67)	(987,501.55)	(994,178.43)
Cash In ICCB	15,882.81	15,882.81	15,882.81	15,882.81	15,882.81	15,882.81
Cash In	101,093.14	101,093.14	101,093.14	101,093.14	101,093.14	101,093.14
Cash Out	(123,652.83)	(123,652.83)	(123,652.83)	(123,652.83)	(123,652.83)	(123,652.83)
End Balance	(967,470.91)	(974,147.79)	(980,824.67)	(987,501.55)	(994,178.43)	(1,000,855.31)

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Board Memorandum



Board of Trustees

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April Moore
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John Windings
Andrea Witthoft

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Jean Ellen Boyd
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Lisa Price

RE: Consideration of Approval to Pay Ramona Munsell & Associates Service Fees

Date: 10/04/21

Background: Shawnee Community College utilizes the services of Ramona Munsell and Associates (RMA) for grant writing and technical assistance for the two Title IV TRiO funded grants: Educational Talent Search and Student Support Services. Both projects are funded on five-year grant cycles. Staff provide data to RMA who then take the lead on writing the grant and then if funded providing technical support throughout the five-year cycle. RMA receives percentage of the total amount of grant once funded annually.

Student Support Services, with the leadership and grant writing of RMA, was funded in 2020 and is in Year Two of the five-year cycle. Educational Talent Search was just refunded and is on Year One of the five-year cycle.

The payment for RMA can be paid annually or in four installments over the year. If paid in full, a discount is given. The following is

TRiO Grant	Total Annual Amount	Full Annual Price	Discount if Paid in Full	Savings
Student Support Services	\$338,972	\$20,338	\$19,321 (6%)	\$1,017
Educational Talent Search	\$277,375	\$13,888	\$13,174 (5%)	\$714
Total			\$32,495	

Brief descriptions of the TRiO grants follow:

TRiO Student Support Services

Objectives

- A. SSS students will persist from one academic year to the beginning of the next academic year or graduate.
- B. SSS students will be in academic good standing as deemed by the institution.

- C. SSS students will graduate with an Associate's degree or certificate within four (4) years from program start date.
- D. SSS students will transfer to a 4-year institution with an Associate's degree or certificate within four (4) years.

Goals

- A. To provide intensive academic advising, coaching, and tutoring for academic growth.
- B. Education for economic and financial literacy.
- C. Support and information on financial aid and scholarships.
- D. Provide preparation to transfer to a four-year institution.

TRiO Educational Talent Search Objectives

Participating schools: Brookport, Cairo, Century, Dongola, Egyptian, Goreville, Maple Grove, Metropolis Elementary, Massac Jr/High School, Joppa, Vienna

Objectives

- A. ETS Non-senior participants served each project year will complete the current academic year and continue in school for the next academic year, at the next grade level.
- B. ETS seniors served during the project year will graduate during the project year and will receive a rigorous secondary school program of study.
- D. ETS graduates will receive a regular secondary school diploma and enroll in higher education immediately following high school graduation.
- E. ETS participants enrolled in higher education will a postsecondary education within six years.

Goals

To help participants transfer to a four-year university or two-year college

- A. Expose participants to financial literacy, STEAM related careers and colleges and universities
- B. Help participants improve study and time management
- C. Provide participants with academic tutoring, test preparation, and career assessment
- D. Help participants complete the FASFA as well as college applications
- E.

Recommendation: I recommend that Shawnee Community College submit the payment of \$32,495 to Ramona Munsell & Associates.