

BOARD BOOK

November 1, 2021





**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531 RIVER ROOM
ULLIN, IL
November 1, 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 November 1, 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 November 1, 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 October 4, 2021, Meeting](#)
 - [Minutes of Special October 12, 2021, Meeting](#)
 - [Minutes of Special October 14, 2021, Meeting](#)
 - [Treasurer's Report](#)
 - [Approval of Bills](#)

Education Fund	\$876,829.01
Building Fund	116,812.38
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	89,525.86
Restricted Purposes Fund (Grants)	153,462.99
Restricted Purposes - FWS*	2495.35
Restricted Purposes - PELL	0.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	4,665.00
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	40,191.84
Grand Total	1,283,983.18

VI. Consideration of Addendum

Addendum: [\(\\$210,000.00\) 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](#) – Darci Cather
 - ii. [Student Success & Services](#) – Dr. Lisa Price
 - iii. [Financial & Campus Operations](#) – Brandy Woods
- E. [Communication & 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. Presentation and Review of [HLC Shared Governance Self Study](#)
- B. Consideration of Approval of the [Board Policy Review Schedule](#)
- C. SECOND READ Review of the Recommended [Strategic Outcome Policies](#) – (Sent Separately)
- D. Consideration of Approval of [Shared Governance Manual](#) – (Sent Separately)
- E. Presentation of the [ICCB Economic Impact Study for Shawnee Community College](#)
- F. Review of Anticipated [Tax Levy Estimate for CY2021](#)– [Attachment](#) (2 pages)
- G. Consideration of Approval to Enter into a [Quality-Based Selection Process for a Financial Advisor to Assist with Future Bond Levy Activities](#) – [Attachment](#) (5 pages)
- H. Consideration of Approval of [Insurance Renewal](#) – [Attachment](#) (12 pages)
- I. Consideration of Approval of [Board Meeting Dates/Schedule](#) – [Attachment](#) (1page)
- J. Consideration of Acceptance of [Annual Security Report](#) – [Attachment](#) (23 pages)
- K. Annual [Athletic Recruitment Report](#) – [Attachment](#) (6 pages)

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of Approval of [Revised Organizational Structure](#) (Sent Separately)
 - ii. Consideration of Approval to [Create New Full-Time Truck Driving Instructor Position](#) – [Attachment](#) (2 pages)
 - iii. Consideration of Approval of [Ratification of Part-time Employees](#)
 - iv. Consideration for Establishing an [Employee Retention Incentive Program](#)

- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of Approval to Accept a [Full-Time Employee Resignation Attachment](#) (1 page)
 - ii. Consideration of Approval to Accept a [Full-Time Employee Resignation Attachment](#) (1 page)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

X. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of Approval of a [Revised Organizational Structure](#) – (Sent Separately)
 - ii. Consideration of Approval to [Create a Full-Time Truck Driving Trainer Position](#) – [Attachment](#) (2 pages)
 - iii. Consideration of Approval of [Ratification of Part-time Employees](#)
 - iv. Consideration for Establishing an [Employee Retention Incentive Program](#)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of Approval to Accept a [Full-Time Employee Resignation](#) – [Attachment](#) (1 page)
 - ii. Consideration of Approval to Accept a [Full-Time Employee Resignation Attachment](#) (1 page)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

XI. Adjournment

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
October 4, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on October 4, 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 – Arrived Late, Present
Ms. Andrea Witthoft – Zoomed In, Present
Mr. Bradley West, Student Trustee – Arrived Late, Present

Others Present:

Dr. Tim Taylor, President - Present
Darci Cather, Vice President of Academic Affairs - Present
Dr. Lisa Price, Vice President of Student Success & Services - Present
Brandy Woods, Director of Business Services - Present
Dr. Greg Mason, Dean of Workforce Innovation, Adult Basic & Continuing Education - Present
Dr. Kristin Shelby, Dean of Academic Affairs and Student Learning - Present
Dr. April Teske, Institutional Research, Effectiveness & Planning - Present
Rob Betts, Director of Communications/Public Relations - Absent
Jean Ellen Boyd - 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

IV. Recognition of Guests and Public Comment

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V. Approval of Consent Agenda

MOTION NO. 1

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

- A. Regular Meeting Minutes September 7, 2021
- B. Treasurer's Report
- C. 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
Liab. Prot. Settlement Fund (TORT)	67,107.36
Grand Total	\$1,693,250.30

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

VI. Consideration of Addendum and Reinvestments

MOTION NO. 2

A motion was made by April Moore and seconded by Michael McMahan to **approve Addendum: Education Fund to Restricted Purposes Fund to cover shortage of funds in the amount of \$320,000.00. August 31, 2021**

On roll call vote, the member voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 2 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
- F. College Saints Foundation – John Windings
- G. Illinois Community College Trustees Association – James Darden

VIII. Action and Discussion Items

- A. Discussion of HLC Shared Governance Self-Study
- B. Discussion of ICCB Adult Education Allocation Update
- C. Presentation of Quarterly Strategic Plan Monitoring Report and Demonstration of Alignment with IBHEs Strategic Plan
- D. Consideration of Approval of Reimbursement to Trustee James Darden for Travel to ICCTA Meeting
- E. Consideration of Approval of the Purchase of Ellucian Managed Cloud Environment
- F. Consideration of Approval of IDOC Contract
- G. Consideration to Approval to Pay Ramona Munsell & Associates Service Fee
- H. Discussion of Superintendent/Community Engagement

I. Discussion President Evaluation Committee

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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
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College pursuant to 5 ILCS 120/2 (c)(1)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)
 - i. Consideration of Approval of Joppa Station Settlement Agreement
 - ii. Consideration of Approval of Executive Order Implementation Protocol

X. Action and Discussion on Executive Session Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - i. Consideration of Ratification of Part-Time Employees
 - ii. Discussion of Development of Instructor MOU
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
- C. Consideration of Items That May Lead or Have Led to Litigation
 - i. Consideration of Approval of Joppa Station Settlement Agreement
 - ii. Consideration of Approval of Executive Order Implementation Protocol

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MOTION NO. 3

**REVIEW OF HLC SHARED GOVERNANCE SELF STUDY
DISCUSSION ONLY, NO MOTION REQUIRED**

A motion was made by _____ and seconded by _____
To recommend the Board review the self-study and direct any questions to the President.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 4

**REVIEW OF THE ICCB ADULT EDUCATION ALLOCATION UPDATE
DISCUSSION ONLY, NO MOTION REQUIRED**

A motion was made by _____ and seconded by _____
To recommend the Board review the allocation and direct any questions to the President.

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. 5

**PRESENTATION OF QUARTERLY STRATEGIC PLAN MONITORING REPORT
AND DEMONSTRATION OF ALIGNMENT WITH IBHE’S STRATEGIC PLAN
DISCUSSION ONLY, NO MOTION REQUIRED**

A motion was made by _____ and seconded by _____
To recommend the Board review the Strategic Plan Monitoring Report and direct any questions
to the President.

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. 6

**CONSIDERATION OF APPROVAL OF REIMBURSEMENT TO TRUSTEE JAMES
DARDEN FOR TRAVEL TO ICCTA MEETING**

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to
recommend the Board approve the reimbursement to Trustee James Darden for his attendance at
the ICCTA Board of Representatives Meeting.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 1 abstention, 1 absent. The Chairperson declared the motion carried.

MOTION NO. 7

CONSIDERATION OF APPROVAL OF THE PURCHASE OF ELLUCIAN MANAGED CLOUD ENVIRONMENT

A motion was made by Deborah Shelton-Yates and seconded by Michael McMahan to 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 contract.

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. 8

CONSIDERATION OF APPROVAL OF IDOC CONTRACT

A motion was made by April Moore and seconded by James Darden to 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.

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 9

CONSIDERATION OF APPROVAL TO PAY RAMONA MUNSEL & ASSOCIATES SERVICES FEE

A motion was made by James Darden and seconded by Michael McMahan to recommend the Board to approve the submittal payment of \$32,495 to Ramona Munsell & Associates.

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. 10

**DISCUSSION OF SUPERINTENDENT/COMMUNITY ENGAGEMENT
DISCUSSION ONLY, NO MOTION REQUIRED**

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. 11

**DISCUSSION OF PRESIDENT EVALUATION COMMITTEE
DISCUSSION ONLY, NO MOTION REQUIRED**

A motion was made by _____ and seconded by _____

On roll call vote, the members voted as follows:

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

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

MOTION NO. 12

IX. EXECUTIVE SESSION

A motion was made by John Windings and seconded by Deborah Shelton-Yates to **adjourn and go into executive session** at 7:35 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.

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MOTION NO. 13

A motion was made by Michael McMahan and seconded by James Darden to adjourn out of executive session at 8:39 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. 14

A motion was made by Michael McMahan and seconded by Bradley West to approve the minutes of the executive session held on October 4, 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.

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MOTION NO. 15

CONSIDERATION OF APPROVAL TO RATIFY OF PART-TIME EMPLOYEES

A motion was made by James Darden and seconded by April Moore to recommend the Board ratify the part-time hires 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. 16

DISCUSSION OF DEVELOPMENT OF INSTRUCTOR MOU

A motion was made by April Moore and seconded by Deborah Shelton-Yates to recommend the Board approve the development of the Memorandum of Understanding between SCEA and SCC.

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.

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MOTION NO. 17

CONSIDERATION OF APPROVAL OF JOPPA STATION SETTLEMENT AGREEMENT

A motion was made by Michael McMahan and seconded by John Windings to recommend the Board approve this agreement and gives the President authority to sign on behalf of the Board and authorizes Attorney Schneider to take the appropriate legal action (i.e., file a petition for declaratory judgment in the Circuit Court for Massac County) to fully execute this agreement on behalf of the College.

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. 18

CONSIDERATION OF APPROVAL OF EXECUTIVE ORDER IMPLEMENTATION PROTOCOL

A motion was made by Michael McMahan and seconded by Bradley West to recommend the Board approve this Executive Order Implementation Protocol and authorize the President to implement the progressive interventions outlined for people who choose not to comply with the Governor's vaccination/testing mandate.

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 19

XI. Adjournment

A motion was made by Deborah Shelton-Yates and seconded by John Windings **to adjourn at 8:47 p.m.**

On roll call vote, the members voted as follows:

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

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

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**SPECIAL BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
October 12, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on October 12, 2021, in the River Room and via Zoom. The meeting was called to order by Chairperson Steve Heisner at 6:54 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

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

Superintendents/Principals/Board Members Present:

Joshua Stafford, Superintendent, Vienna – Present
John Giffin, Principal, Vienna - Present
John Summers, Board, Vienna – Present
David Albritten, Board, Vienna – Present
Dr. Vicki Artman, Superintendent, Joppa – Present
Hunter Krueter, Principal, Joppa - Present
Dr. Steve Webb, Superintendent, Goreville - Present
Michael Cloud, Board Secretary, Goreville - Present

Others Present:

Dr. Tim Taylor, President - Present
Darci Cather, Vice President of Academic Affairs - Present
Dr. Lisa Price, Vice President of Student Success & Services - Present
Brandy Woods, Director of Business Services - Present
Dr. Greg Mason, Dean of Workforce Innovation, Adult Basic & Continuing Education - Present
Dr. Kristin Shelby, Dean of Academic Affairs and Student Learning - Present
Jean Ellen Boyd, Present

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John Schneider, Attorney, Present
Teale Betts, SCC Extension Center Director – Present
Lindsay Johnson, Anna Extension Center Director – Present
Jipaum Askew-Robinson, Metro Extension Center Director – Present
Chris Clark, Director of IT & Campus Security – Present
Russ Stoup, Director of LRIT - Present
Beth Crowe, Administrative Assistant to the President, Present
Tina Dudley, Administrative Assistant to President/Saints Foundation - President

IV. Recognition of Guests and Public Comment

V. Action and Discussion Items

- A. Welcome and Introduction from Board Chairperson, Steve Heisner
- B. Welcome and College Status from SCC President, Dr. Tim Taylor
- C. Open Session Q & A

VI. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c)(1)
- D. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College pursuant to 5 ILCS 120/2 (c)(1)
- E. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)

VII. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
- C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 1

VIII. Adjournment

A motion was made by John Windings and seconded by Michael McMahan to **adjourn at 8:00 p.m.**

On roll call vote, the members voted as follows:

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

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

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**SPECIAL BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
October 14, 2021**

A special meeting of Shawnee Community College District No. 531 Board of Trustees was held on October 14, 2021, in the River Room and via Zoom. The meeting was called to order at 4:58 p.m. by Chairperson Steve Heisner.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call is as follows:

Mr. James Darden - Yes
Ms. Deborah Shelton-Yates - Yes
Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes
Ms. April Moore - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Bradley West, Student Trustee – Yes, Arrived at 5:37 p.m.

Others Present:

Tim Taylor, Ph.D. President – Present
John Schneider, Attorney - Present
Tina Dudley, Administrative Assistant to the President & Saints Foundation - Present

IV. Recognition of Guests and Public Comment

V. Action and Discussion Items

J. Policy Governance Training 110 ILCS 805/3-8.5

VI. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5ILCS 120/2 (c)(1)
 - i. The Impact of the New Governance Policy on the Relationship Between the Board of Trustees and the President
- F. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College pursuant to 5 ILCS 120/2 (c)(1)
- G. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(1)

Minutes pg 1 of 4

VII. Action and Discussion on Executive Session Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employee's Employment.
 - i. The Impact of the New Governance Policy on the Relationship Between the Board of Trustees and the President
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College.
- C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 1

VI. EXECUTIVE SESSION

A motion was made by Michael McMahan and seconded by Andrea Witthoft to adjourn and go into Executive Session at 8:02 p.m. for the purpose of discussing the impact of the New Governance Policy on the relationship between the Board of Trustees and the President.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 2

A motion was made by James Darden and seconded by Deborah Shelton-Yates to adjourn out of executive session at 9:29 p.m.

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. 3

A motion was made by Andrea Witthoft and seconded by April Moore to approve the minutes of the executive session held on October 14, 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. 4

VIII. ADJOURNMENT

A motion was made by James Darden and seconded by John Windings to adjourn at 9:32 p.m.

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. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. John Windings - Yes
Ms. April Moore – Yes

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

Shawnee Community College

Fund	9/1/2021 Beg. Balance	September Receipts/Adj.	September Expenditures/Adj.	9/30/2021 Ending Balance
Education	7,714,640.91	792,409.51	876,829.01	7,630,221.41
Building	2,846,058.28	148,571.00	116,812.38	2,877,816.90
Working Cash	5,030,257.04	38.22	0.00	5,030,295.26
Restricted Building	1,194,675.38	47,472.75	0.00	1,242,148.13
Bond & Interest	881,067.48	326,687.04	0.00	1,207,754.52
Auxiliary Enterprise	396,211.94	21,164.51	89,525.86	327,850.59
Liab. Prot. Settlement	1,824,414.10	157,149.93	40,191.84	1,941,372.19
Audit	48,648.45	6,284.47	0.00	54,932.92
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	2,495.35	2,495.35	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	0.00	0.00	0.00
Special Grants	1,355.60	158,262.46	153,462.99	6,155.07
Trust & Agency	220,565.96	9,711.00	4,665.75	225,611.21
Total	20,171,895.14	1,670,246.24	1,283,983.18	20,558,158.20

Brandy Woods

Brandy Woods, Director of Business Services

October 20, 2021

Date

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

Shawnee Community College

Financial Report



Three Months Ended

September 30, 2021

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATING FUNDS
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

Operating Revenues by Source	Legal Budget As Adjusted 9/30/21	Year to Date Revenues 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Realized 9/30/21
Local government:				
Current taxes	\$ 1,982,403	\$ 838,765	\$ 1,143,638	
Chargeback revenue	-		0	
TOTAL LOCAL GOVERNMENT	\$ 1,982,403	\$ 838,765	\$ 1,143,638	42.31%
State government:				
ICCB Credit Hour Grants	\$ 1,217,883	\$ 289,237	\$ 928,646	
ICCB Equalization Grants	2,711,080	677,769	2,033,311	
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	\$ 984,530	\$ 3,588,858	21.53%
Federal government:				
Federal Stimulus Funds-HEERF	\$ 900,000	\$ -	\$ 900,000	
TOTAL FEDERAL GOVERNMENT	\$ 900,000	\$ -	\$ 900,000	
Student Tuition and Fees:				
Tuition	\$ 4,397,667	\$ 1,878,308	\$ 2,519,359	
Fees	812,694	343,247	469,447	
TOTAL TUITION AND FEES	\$ 5,210,361	\$ 2,221,555	\$ 2,988,806	42.64%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 24,224	\$ 62,776	
Facilities revenue	45,000	11,934	33,066	
Investment revenue	32,500	344	32,156	
Other sources	440,600	35,394	405,206	
TOTAL OTHER SOURCES	\$ 605,100	\$ 71,896	\$ 533,204	11.88%
TRANSFERS	\$ 20,000	\$ -	\$ 20,000	
TOTAL 2021-22 BUDGETED REVENUE	\$ 13,291,252	\$ 4,116,746	\$ 9,174,506	30.97%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 13,291,252	\$ 4,116,746	\$ 9,174,506	30.97%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Expenditures 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
<u>Expenditures By Program</u>				
Instruction	\$ 4,961,238	\$ 1,100,914	\$ 3,860,324	
Academic Support	434,760	105,496	329,264	
Student Services	1,162,181	256,165	906,016	
Public Services	79,485	11,319	68,166	
Operation & Maint. of Plant	1,368,740	270,979	1,097,761	
Institutional Support	2,615,515	761,491	1,854,024	
Scholarship, Student Grants, & Waivers	2,201,786	423,474	1,778,312	
TRANSFERS	2,663,771	82,915	2,580,856	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 3,012,753	\$ 12,474,723	19.45%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 3,012,753	\$ 12,474,723	

By Object

Salaries	\$ 6,836,734	\$ 1,539,937	\$ 5,296,797	
Employee Benefits	781,490	162,762	618,728	
Contractual Services	1,239,256	481,559	757,697	
General Materials & Supplies	620,344	124,034	496,310	
Conference & Meeting Expense	146,435	7,499	138,936	
Fixed Charges	130,560	26,229	104,331	
Utilities	643,240	111,136	532,104	
Capital Outlay	83,500	2,391	81,109	
Other	2,342,146	474,291	1,867,855	
Provision for Contingency	-	-	-	
TRANSFERS	2,663,771	82,915	2,580,856	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 3,012,753	\$ 12,474,723	19.45%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 3,012,753	\$ 12,474,723	

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Expenditures 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 4,071,939	\$ 938,694	\$ 3,133,245	
Employee Benefits	426,794	82,572	344,222	
Contractual Services	165,005	26,528	138,477	
General Materials & Supplies	148,135	26,633	121,502	
Conference & Meeting Expense	28,795	2,079	26,716	
Fixed Charges	83,860	17,301	66,559	
Utilities	35,150	6,874	28,276	
Other	360	-	360	
Capital Outlay	1,200	233	967	
TOTAL	\$ 4,961,238	\$ 1,100,914	\$ 3,860,324	22.19%
ACADEMIC SUPPORT				
Salaries	\$ 311,488	\$ 73,463	\$ 238,025	
Employee Benefits	26,527	7,547	18,980	
Contractual Services	41,380	1,642	39,738	
General Materials & Supplies	53,365	22,315	31,050	
Conference & Meeting Expense	1,000	529	471	
Utilities	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 434,760	\$ 105,496	\$ 329,264	24.27%
STUDENT SERVICES				
Salaries	\$ 909,270	\$ 206,552	\$ 702,718	
Employee Benefits	136,492	32,208	104,284	
Contractual Services	37,950	13,396	24,554	
General Materials & Supplies	71,919	3,536	68,383	
Conference & Meeting Expense	5,550	472	5,078	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 1,162,181	\$ 256,164	\$ 906,017	22.04%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 52,279	\$ 7,815	\$ 44,464	
Employee Benefits	10,206	1,220	8,986	
Contractual Services	4,000	1,160	2,840	
General Materials & Supplies	10,500	1,124	9,376	
Conference & Meeting Expense	800	-	800	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
TOTAL	\$ 79,485	\$ 11,319	\$ 68,166	14.24%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Expenditures 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,282,301	\$ 277,304	\$ 1,004,997	
Employee Benefits	154,953	34,671	120,282	
Contractual Services	527,546	334,531	193,015	
General Materials & Supplies	275,125	42,309	232,816	
Conference & Meeting Expense	110,290	4,419	105,871	
Fixed Charges	45,000	8,928	36,072	
Utilities	20,000	6,354	13,646	
Other	140,000	50,804	89,196	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	2,171	58,129	
TOTAL	\$ 2,615,515	\$ 761,491	\$ 1,854,024	29.11%
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS				
Other	\$ 2,201,786	\$ 423,474	\$ 1,778,312	
TOTAL	\$ 2,201,786	\$ 423,474	\$ 1,778,312	19.23%
TRANSFERS	2,384,790	82,915	2,301,875	3.48%
TOTAL EDUCATION FUND	\$ 13,839,755	\$ 2,741,773	\$ 11,097,982	19.81%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 209,457	\$ 36,108	\$ 173,349	
Employee Benefits	26,518	4,543	21,975	
Contractual Services	463,375	104,303	359,072	
General Materials & Supplies	61,300	28,117	33,183	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	97,909	490,181	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	-	20,000	
Other	-	-	-	
TOTAL	1,368,740	270,980	1,097,760	
TRANSFERS	278,981	-	278,981	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 1,647,721	\$ 270,980	\$ 2,195,520	16.45%
TOTAL OPERATING FUNDS	\$ 15,487,476	\$ 3,012,753	\$ 13,293,502	19.45%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	9/30/21	Revenues 9/30/21	Budget 9/30/21	Budget Realized 9/30/21
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 107,023	\$ 142,977	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 107,023	\$ 142,977	42.81%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 107,023	\$ 142,977	42.81%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	As Adjusted 9/30/21	Expenditures 9/30/21	Budget 9/30/21	Budget Expended 9/30/21
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 THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Revenues 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Realized 9/30/21
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,720,500	\$ 736,508	\$ 983,992	
TOTAL BUDGETED REVENUES	\$ 1,720,500	\$ 736,508	\$ 983,992	42.81%

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

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Expenditures 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
<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%

**REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Revenues 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Realized 9/30/21
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 438,800	\$ 184,112	\$ 254,688	
TOTAL OTHER SOURCES	\$ 438,800	\$ 184,112	\$ 254,688	
TRANSFERS	712,790	82,915	629,875	
TOTAL BUDGETED REVENUE	\$ 1,151,590	\$ 267,027	\$ 884,563	23.19%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Expenditures 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 218,284	\$ 52,611	\$ 165,673	
Employee Benefits	27,225	6,028	21,197	
Contractual Services	71,725	13,997	57,728	
General Materials & Supplies	422,443	179,266	243,177	
Conference & Meeting Expense	42,385	9,311	33,074	
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	\$ 262,039	\$ 1,020,182	20.44%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Revenues 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Realized 9/30/21
Restricted Purposes Fund				
State governmental sources:				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	236,270	15,911	220,359	
ICCB Career and Technical Education	465,411	148,759	316,652	
ICCB Innovation Grant	-	-	-	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	105,000	37,915	67,085	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	-	5,000	(5,000)	
TOTAL STATE GOVERNMENT	\$ 806,681	\$ 207,585	\$ 599,096	25.73%
Federal governmental sources:				
Department of Education	\$ 7,944,546	\$ 2,033,800	\$ 5,910,746	
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	\$ 2,042,502	\$ 6,133,088	24.98%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 8,982,271	\$ 2,250,087	\$ 6,732,184	25.05%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

	Legal Budget As Adjusted 9/30/21	Year to Date Expenditures 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
Restricted Purposes Fund				
STUDENT SERVICES				
Salaries	\$ 204,836	\$ 53,205	\$ 151,631	
Employee Benefits	63,580	13,655	49,925	
Contractual Services	6,569	2,544	4,025	
General Materials & Supplies	8,995	5,917	3,078	
Conference & Meeting Expense	7,874	381	7,493	
Capital Outlay	-	-	-	
Other	47,118	15,281	31,837	
TOTAL STUDENT SERVICES	\$ 338,972	\$ 90,983	\$ 247,989	26.84%
INSTITUTIONAL SUPPORT				
Salaries	\$ 607,828	\$ 165,346	\$ 442,482	
Employee Benefits	123,411	34,347	89,064	
Contractual Services	288,042	241,665	46,377	
General Materials & Supplies	157,411	30,540	126,871	
Conference & Meeting Expense	35,218	8,989	26,229	
Fixed Charges	-	-	-	
Utilities	100,680	12,989	87,691	
Capital Outlay	517,865	49,252	468,613	
Other	1,159,311	38,874	1,120,437	
TOTAL INSTITUTIONAL SUPPORT	\$ 2,989,766	\$ 582,002	\$ 2,407,764	19.47%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS				
Financial Aid	\$ 5,653,503	\$ 199,003	\$ 5,454,500	
TOTAL	\$ 5,653,503	\$ 199,003	\$ 5,454,500	3.52%
TOTAL BUDGETED EXPENDITURES	\$ 8,982,241	\$ 871,988	\$ 8,110,253	9.71%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUDIT FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

Audit Fund	Legal Budget As Adjusted 9/30/21	Year to Date Revenues 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Realized 9/30/21
Local Government Sources:				
Current Taxes	\$ 34,000	\$ 14,119	\$ 19,881	
TOTAL BUDGETED REVENUES	\$ 34,000	\$ 14,119	\$ 19,881	41.53%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUDIT FUND
FOR THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%

Audit Fund	Legal Budget As Adjusted 9/30/21	Year to Date Expended 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
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 THREE MONTHS ENDED SEPTEMBER 30, 2021**

Percent of Year Complete is 25.00%				
	Legal Budget As Adjusted 9/30/21	Year to Date Revenues 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Realized 9/30/21
Liability Protection and Settlement Fund Fund				
Local Government Sources:				
Current Taxes	\$ 827,555	\$ 354,278	\$ 473,277	
TOTAL BUDGETED REVENUES	\$ 827,555	\$ 354,278	\$ 473,277	42.81%

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

Percent of Year Complete is 25.00%				
	Legal Budget As Adjusted 9/30/21	Year to Date Expended 9/30/21	(Over)/Under Budget 9/30/21	Percent of Budget Expended 9/30/21
Liability Protection and Settlement Fund Fund				
INSTITUTIONAL SUPPORT				
Salaries	86,000	\$ 17,584	68,416	
Employee Benefits	208,255	30,704	177,551	
Contractual Services	303,500	54,700	248,800	
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	\$141,287	\$1,216,376	9.91%

SHAWNEE COMMUNITY COLLEGE

For the Month of September 2021
Approval of Bills

FUND	EXPENDITURES
Education Fund	\$876,829.01
Building Fund	116,812.38
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	89,525.86
Restricted Purposes Fund (Grants)	153,462.99
Restricted Purposes - FWS*	2,495.35
Restricted Purposes - PELL	0.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	4,665.75
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	40,191.84
GRAND TOTAL	<u><u>\$ 1,283,983.18</u></u>

Chairman

Secretary

Date

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97415	9/15/2021	Christie, Roberta L.	2,236.02
97416	9/15/2021	Faulkner, Christina L.	1,400.26
97417	9/15/2021	Grohler, Randall P.	370.62
97418	9/15/2021	Hawkins, Robert	606.31
97419	9/15/2021	Meyer, Brian A.	372.69
97420	9/15/2021	Reuter, Kenneth F.	219.43
97421	9/15/2021	Stark, Karen L.	860.68
97422	9/15/2021	Thompson, Tad W.	288.56
97423	9/15/2021	Thornton, Janet	982.69
97424	9/15/2021	Ashby, Kylee M.	52.28
97425	9/15/2021	Burnett, Brandon M.	292.75
97426	9/15/2021	Edwards, Jessica E.	821.02
97427	9/15/2021	Ellerbee, Janiece S.	63.05
97428	9/15/2021	Goldsberry, Teri E.	115.61
97429	9/15/2021	Hansen, Caroline K.	345.97
97430	9/15/2021	Harris, Rana L.	41.82
97431	9/15/2021	McElroy, Nicholas G.	158.89
97432	9/15/2021	VOID	-
97433	9/15/2021	Reichert, Joellen	562.74
97434	9/15/2021	Reichert, Kendall F.	684.40
97435	9/15/2021	Simelton, Nyasia L.	125.47
97436	9/15/2021	Stallworth, Zakyra	117.07
97437	9/15/2021	Starling, Randy D.	821.81
97438	9/15/2021	Stubblefield, Vernon	275.65
97439	9/15/2021	Tondevoid, Meagan	33.00
97440	9/15/2021	Vincent, Connie M.	71.14
97441	9/15/2021	Winfield, Umarra	52.28
97442	9/10/2021	Meyer, Brian A.	372.69
97443	9/10/2021	Meyer, Brian A.	372.68
97444	9/15/2021	Ness, Makenzie L.	127.24
97445	9/30/2021	Christie, Roberta L.	2,208.92
97446	9/30/2021	Corbit, Nathan L.	257.99
97447	9/30/2021	Dillow, Kimberly D.	262.11
97448	9/30/2021	Faulkner, Christina L.	1,318.66
97449	9/30/2021	Hawkins, Robert	606.27
97450	9/30/2021	Meyer, Brian A.	372.68
97451	9/30/2021	Reuter, Kenneth F.	219.42
97452	9/30/2021	Seyer, Jonathan	260.05
97453	9/30/2021	Stark, Karen L.	860.72
97454	9/30/2021	Tarver, Sandra K.	260.05
97455	9/30/2021	Thornton, Janet	1,157.79

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97456	9/30/2021	Burnett, Brandon M.	386.85
97457	9/30/2021	Edwards, Jessica E.	654.37
97458	9/30/2021	Ellerbee, Janiece S.	56.77
97459	9/30/2021	Hansen, Caroline K.	246.75
97460	9/30/2021	Harris, Rana L.	221.12
97461	9/30/2021	Jackson, Peggy D.	231.17
97462	9/30/2021	King, Nya Z.	510.71
97463	9/30/2021	McElroy, Nicholas G.	54.34
97464	9/30/2021	Ness, Makenzie L.	94.10
97465	9/30/2021	Reichert, Joellen	355.72
97466	9/30/2021	Reichert, Kendall F.	511.61
97467	9/30/2021	Simelton, Nyasia L.	189.87
97468	9/30/2021	Starling, Randy D.	290.32
97469	9/30/2021	Stubblefield, Vernon	223.80
97470	9/30/2021	Tondevoid, Meagan	184.70
76270	9/15/2021	Abell Castleberry, Heather A.	221.15
76271	9/15/2021	Armstrong, Lori A.	2,637.19
76272	9/15/2021	Ashby, Malinda J.	1,577.68
76273	9/15/2021	Askew, Jipaum S.	2,114.79
76274	9/15/2021	Austin, David C.	411.43
76275	9/15/2021	Banks, Sabrina D.	1,375.18
76276	9/15/2021	Basler, Joella	2,636.88
76277	9/15/2021	Betts, Robert G.	2,278.53
76278	9/15/2021	Betts, Teale M.	1,749.85
76279	9/15/2021	Black, David E.	2,636.11
76280	9/15/2021	Black, Sabrina L.	1,185.05
76281	9/15/2021	Boyd, Danielle N.	1,536.50
76282	9/15/2021	Bradley, Craig	2,054.55
76283	9/15/2021	Brahler, Monica J.	2,504.59
76284	9/15/2021	Brown, Brenda R.	2,257.15
76285	9/15/2021	Brown, Donna R.	1,201.67
76286	9/15/2021	Canter, Lora	226.63
76287	9/15/2021	Capps, Tamara K.	2,361.74
76288	9/15/2021	Chamness, Virginia S.	1,025.98
76289	9/15/2021	Clark, Christopher A.	2,939.53
76290	9/15/2021	Clark, Lora L.	1,265.97
76291	9/15/2021	Copeland, Vyta N.	223.21
76292	9/15/2021	Cornelious-Weldon, Leslie A.	1,647.35
76293	9/15/2021	Crowe, Beth A.	1,625.34
76294	9/15/2021	Davault, Christopher R.	216.01
76295	9/15/2021	Davenport, Anna	1,698.07

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76296	9/15/2021	Davis, Carrie B.	1,295.18
76297	9/15/2021	Davis, Evelyn D.	889.22
76298	9/15/2021	Dillow, Rhonda L.	739.12
76299	9/15/2021	Dollins, Judith A.	1,696.31
76300	9/15/2021	Duckworth, Victor	262.20
76301	9/15/2021	Dudley, Tina M.	946.41
76302	9/15/2021	Dunlap, Stephanie M.	964.24
76303	9/15/2021	Fehrenbacher, Dwayne J.	2,199.66
76304	9/15/2021	Fontana, Sandy L.	2,047.54
76305	9/15/2021	Forthman, Emily B.	2,012.19
76306	9/15/2021	Frizzell, Timothy A.	2,035.80
76307	9/15/2021	Gerard, Anthony S.	2,839.11
76308	9/15/2021	Goforth, Charles B.	1,434.66
76309	9/15/2021	Gordon, Beatrice	864.23
76310	9/15/2021	Hamilton-Smith, Jacqueline	1,056.49
76311	9/15/2021	Hannan, Amanda N.	2,449.00
76312	9/15/2021	Harner, Ginger R.	2,289.19
76313	9/15/2021	Harris, Wendy D.	2,124.13
76314	9/15/2021	Hazel, Amanda N.	1,145.03
76315	9/15/2021	Herren, Jennifer K.	1,206.33
76316	9/15/2021	Hickam, Jamie L.	3,281.71
76317	9/15/2021	Hill, Ayan	1,682.18
76318	9/15/2021	Hill, Tanya S.	1,743.81
76319	9/15/2021	Hines, Lorena M.	1,864.15
76320	9/15/2021	Holland, Micah C.	226.63
76321	9/15/2021	Howard, Eric	1,639.12
76322	9/15/2021	Ingram, Caleb W.	777.29
76323	9/15/2021	Jennings, Kelly D.	1,921.89
76324	9/15/2021	Jerrell, Ricky L.	1,261.85
76325	9/15/2021	Johnson, Lindsay B.	1,598.58
76326	9/15/2021	Jones, Courtney R.	1,026.13
76327	9/15/2021	King, Erin R.	1,583.55
76328	9/15/2021	Koch, Donald N.	2,345.05
76329	9/15/2021	Lingle, Randy W.	2,006.02
76330	9/15/2021	Lucas, Robert	1,936.13
76331	9/15/2021	Luttrell, Denise	931.64
76332	9/15/2021	Malone, Sherrie D.	2,190.40
76333	9/15/2021	Mason, Gregory K.	2,335.33
76334	9/15/2021	McGinnis, Connie R.	2,264.05
76335	9/15/2021	McGoy, Karen M.	1,853.95
76336	9/15/2021	McNally, Michael	2,014.53

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76337	9/15/2021	Meyer, Lisa F.	1,357.63
76338	9/15/2021	Meyers, Kaylyn L.	1,116.29
76339	9/15/2021	Meyers, Tiffany A.	912.95
76340	9/15/2021	Mishler, Shelye	442.29
76341	9/15/2021	Morris, Joseph A.	2,412.17
76342	9/15/2021	Nicolaides, Ian A.	2,267.07
76343	9/15/2021	Nodeen, Marsha K.	477.24
76344	9/15/2021	Pender, Derek S.	1,842.51
76345	9/15/2021	Price, Lisa L.	3,050.45
76346	9/15/2021	Reach, Mindy J.	1,388.10
76347	9/15/2021	Ribbing, Sheryl L.	2,016.24
76348	9/15/2021	Rouse, Felicia	1,405.31
76349	9/15/2021	Sander, Phyllis J.	2,624.26
76350	9/15/2021	Sauerbrunn, Kayla R.	2,193.10
76351	9/15/2021	Severs, Virginia L.	1,243.90
76352	9/15/2021	Shallenberger, Elizabeth	1,956.13
76353	9/15/2021	Sheffer, Amy L.	1,858.44
76354	9/15/2021	Sheffer, Susan R.	606.31
76355	9/15/2021	Shelby, Kristin N.	2,444.19
76356	9/15/2021	Sheppard, Gregory S.	1,703.00
76357	9/15/2021	Simpson, Stacy J.	1,452.55
76358	9/15/2021	Smith, Kyle S.	1,835.22
76359	9/15/2021	Smith, Wanda R.	2,915.02
76360	9/15/2021	Smith-Fulia, Jesse R.	2,014.58
76361	9/15/2021	Sparks, John R.	2,228.05
76362	9/15/2021	Stalions, Terry R.	500.47
76363	9/15/2021	Steinmetz, Rebecca L.	3,003.53
76364	9/15/2021	Stoup, William R.	1,840.26
76365	9/15/2021	Suggs, Amber	1,732.23
76366	9/15/2021	Taylor, Timothy	5,112.78
76367	9/15/2021	Terbrak, Darlene R.	156.15
76368	9/15/2021	Teske, April Y.	2,311.84
76369	9/15/2021	Thompson, Chevis L.	1,884.63
76370	9/15/2021	Thornberry, Ryan J.	1,969.22
76371	9/15/2021	Trowbridge, Mande M.	863.27
76372	9/15/2021	Van Meter, Jonathan L.	1,521.28
76373	9/15/2021	VanAlstine, Lee F.	2,011.08
76374	9/15/2021	Vellella, Christopher A.	2,238.14
76375	9/15/2021	Vines, Deborah	970.34
76376	9/15/2021	Walton, James L.	1,694.20
76377	9/15/2021	Whitnel, Brett P.	1,504.67

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76378	9/15/2021	Williams, Michelle L.	877.69
76379	9/15/2021	Woods, Brandy S.	3,290.76
76380	9/15/2021	Woolridge, Robert E.	2,325.21
76381	9/15/2021	Wright, Christina D.	1,545.73
76382	9/15/2021	Ballard, Cymone S.	325.07
76383	9/15/2021	Ballard, Melanie T.	462.05
76384	9/15/2021	Burgess, Michael	1,254.31
76385	9/15/2021	Crites, Marilyn M.	1,414.72
76386	9/15/2021	Devenny, Marianne	1,428.69
76387	9/15/2021	Dufour, Jeffrey A.	623.82
76388	9/15/2021	Duke, Jordan	1,114.43
76389	9/15/2021	Fisher, Stephanie J.	863.04
76390	9/15/2021	Hannan, Rachel A.	463.51
76391	9/15/2021	Harris, Julian M.	345.97
76392	9/15/2021	Hefner, Cynthia L.	154.79
76393	9/15/2021	Hefner, Monte K.	230.64
76394	9/15/2021	Herre, Brian C.	1,003.29
76395	9/15/2021	Honn, Gene A.	1,944.45
76396	9/15/2021	Hubbard, Andrew D.	56.16
76397	9/15/2021	Hudgens, Faith V.	1,173.59
76398	9/15/2021	Kern, Gracen E.	243.82
76399	9/15/2021	Kineman, Daniel L.	769.52
76400	9/15/2021	Korte, Rhea C.	431.16
76401	9/15/2021	Kwiatkowski, Miley E.	394.18
76402	9/15/2021	Lewis, Jan F.	1,246.92
76403	9/15/2021	Little, Latayvia S.	104.55
76404	9/15/2021	Matthews, Brittany R.	639.72
76405	9/15/2021	McClellan, Heaven M.	531.76
76406	9/15/2021	McNichols, Randy J.	889.85
76407	9/15/2021	Miller, John P.	1,493.62
76408	9/15/2021	Nesbit, Sophie J.	90.93
76409	9/15/2021	Phillips, Alyvea R.	325.43
76410	9/15/2021	Ribbing, Jenna M.	563.13
76411	9/15/2021	Riley, Nicholas A.	342.94
76412	9/15/2021	Rose, Jayla E.	167.29
76413	9/15/2021	Sabo, Tierney R.	1,620.32
76414	9/15/2021	Smith, Sherie S.	177.86
76415	9/15/2021	Stecher, Beverly A.	419.73
76416	9/15/2021	Woods, Aaron C.	948.58
76417	9/15/2021	Yewell, Sonia M.	1,070.94
76418	9/30/2021	Abell Castleberry, Heather A.	221.13

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76419	9/30/2021	Adams, Jane E.	262.20
76420	9/30/2021	Armstrong, Lori A.	2,610.06
76421	9/30/2021	Ashby, Malinda J.	1,506.08
76422	9/30/2021	Askew, Jipaum S.	2,114.79
76423	9/30/2021	Austin, David C.	411.40
76424	9/30/2021	Banks, Sabrina D.	1,375.18
76425	9/30/2021	Basler, Joella	2,609.78
76426	9/30/2021	Betts, Robert G.	2,528.36
76427	9/30/2021	Betts, Teale M.	1,749.85
76428	9/30/2021	Black, David E.	2,609.01
76429	9/30/2021	Black, Sabrina L.	1,185.05
76430	9/30/2021	Boyd, Danielle N.	1,536.50
76431	9/30/2021	Bradley, Craig	2,027.45
76432	9/30/2021	Brahler, Monica J.	2,504.59
76433	9/30/2021	Brown, Brenda R.	2,230.05
76434	9/30/2021	Brown, Donna R.	1,201.67
76435	9/30/2021	Canter, Lora	484.47
76436	9/30/2021	Capps, Tamara K.	2,290.14
76437	9/30/2021	Chamness, Virginia S.	1,025.98
76438	9/30/2021	Clark, Christopher A.	2,939.53
76439	9/30/2021	Clark, Lora L.	1,265.97
76440	9/30/2021	Copeland, Vyta N.	316.79
76441	9/30/2021	Cornelious-Weldon, Leslie A.	1,647.35
76442	9/30/2021	Crowe, Beth A.	1,848.71
76443	9/30/2021	Davault, Christopher R.	215.99
76444	9/30/2021	Davenport, Anna	1,670.97
76445	9/30/2021	Davis, Carrie B.	1,295.18
76446	9/30/2021	Davis, Christy R.	260.05
76447	9/30/2021	Davis, Evelyn D.	889.22
76448	9/30/2021	Dillow, Rhonda L.	739.12
76449	9/30/2021	Dollins, Judith A.	1,669.21
76450	9/30/2021	Dudley, Tina M.	946.41
76451	9/30/2021	Dunlap, Stephanie M.	964.24
76452	9/30/2021	Fehrenbacher, Dwayne J.	2,199.66
76453	9/30/2021	Fontana, Sandy L.	2,020.44
76454	9/30/2021	Forthman, Emily B.	2,012.19
76455	9/30/2021	Frizzell, Timothy A.	2,008.70
76456	9/30/2021	Gerard, Anthony S.	2,730.41
76457	9/30/2021	Goforth, Charles B.	1,434.66
76458	9/30/2021	Gordon, Beatrice	864.23
76459	9/30/2021	Grohler, Randall P.	370.62

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76460	9/30/2021	Hamilton-Smith, Jacqueline	1,056.49
76461	9/30/2021	Hannan, Amanda N.	2,449.00
76462	9/30/2021	Harner, Ginger R.	2,289.19
76463	9/30/2021	Harris, Wendy D.	2,097.03
76464	9/30/2021	Hazel, Amanda N.	1,145.03
76465	9/30/2021	Herron, Jennifer K.	1,206.33
76466	9/30/2021	Hickam, Jamie L.	1,509.76
76467	9/30/2021	Hill, Ayan	781.26
76468	9/30/2021	Hill, Tanya S.	1,743.81
76469	9/30/2021	Hines, Lorena M.	1,837.05
76470	9/30/2021	Holland, Micah C.	226.62
76471	9/30/2021	Howard, Eric	1,612.02
76472	9/30/2021	Ingram, Caleb W.	777.29
76473	9/30/2021	Jennings, Kelly D.	1,921.89
76474	9/30/2021	Jerrell, Ricky L.	1,180.25
76475	9/30/2021	Johnson, Lindsay B.	1,598.58
76476	9/30/2021	Jones, Courtney R.	1,026.13
76477	9/30/2021	King, Erin R.	1,583.55
76478	9/30/2021	Koch, Donald N.	2,345.05
76479	9/30/2021	Lingle, Randy W.	1,978.92
76480	9/30/2021	Lucas, Robert	1,936.13
76481	9/30/2021	Luttrell, Denise	931.64
76482	9/30/2021	Malone, Sherrie D.	2,244.90
76483	9/30/2021	Mason, Gregory K.	2,335.33
76484	9/30/2021	McGinnis, Connie R.	2,236.95
76485	9/30/2021	McGoy, Jeffery L.	331.59
76486	9/30/2021	McGoy, Karen M.	1,853.95
76487	9/30/2021	McNally, Michael	1,987.43
76488	9/30/2021	Merriman, Hailey C.	867.56
76489	9/30/2021	Meyer, Lisa F.	1,357.63
76490	9/30/2021	Meyers, Kaylyn L.	1,034.69
76491	9/30/2021	Meyers, Tiffany A.	975.36
76492	9/30/2021	Mishler, Shelye	442.26
76493	9/30/2021	Morris, Joseph A.	2,412.17
76494	9/30/2021	Nicolaides, Ian A.	2,239.97
76495	9/30/2021	Nodeen, Marsha K.	477.24
76496	9/30/2021	Owens, Peter	485.26
76497	9/30/2021	Pender, Derek S.	1,721.81
76498	9/30/2021	Poat, Erica R.	513.67
76499	9/30/2021	Price, Lisa L.	3,050.45
76500	9/30/2021	Reach, Mindy J.	1,388.10

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76501	9/30/2021	Ribbing, Sheryl L.	1,989.14
76502	9/30/2021	Rouse, Felicia	1,405.31
76503	9/30/2021	Salazar, Becky	262.11
76504	9/30/2021	Sander, Phyllis J.	2,597.16
76505	9/30/2021	Sauerbrunn, Kayla R.	2,165.98
76506	9/30/2021	Severs, Virginia L.	1,162.30
76507	9/30/2021	Shallenberger, Elizabeth	1,929.03
76508	9/30/2021	Sheffer, Amy L.	1,831.34
76509	9/30/2021	Sheffer, Susan R.	606.27
76510	9/30/2021	Shelby, Kristin N.	2,444.19
76511	9/30/2021	Sheppard, Gregory S.	1,703.00
76512	9/30/2021	Simpson, Stacy J.	1,452.55
76513	9/30/2021	Smith, Kyle S.	1,835.22
76514	9/30/2021	Smith, Wanda R.	2,887.90
76515	9/30/2021	Smith-Fulia, Jesse R.	1,987.48
76516	9/30/2021	Sparks, John R.	2,228.04
76517	9/30/2021	Stalions, Terry R.	500.47
76518	9/30/2021	Steinmetz, Rebecca L.	2,213.70
76519	9/30/2021	Stoup, William R.	1,840.26
76520	9/30/2021	Suggs, Amber	1,732.23
76521	9/30/2021	Taylor, Timothy	5,112.78
76522	9/30/2021	Terbrak, Darlene R.	156.13
76523	9/30/2021	Teske, April Y.	2,311.84
76524	9/30/2021	Thompson, Chevis L.	1,884.63
76525	9/30/2021	Thompson, Tad W.	288.55
76526	9/30/2021	Thornsberry, Ryan J.	1,942.12
76527	9/30/2021	Trowbridge, Mande M.	956.87
76528	9/30/2021	Van Meter, Jonathan L.	1,521.28
76529	9/30/2021	VanAlstine, Lee F.	1,902.38
76530	9/30/2021	Vellella, Christopher A.	2,211.04
76531	9/30/2021	Vines, Deborah	970.34
76532	9/30/2021	Walton, James L.	1,775.80
76533	9/30/2021	Whitnel, Brett P.	1,504.67
76534	9/30/2021	Williams, Michelle L.	877.69
76535	9/30/2021	Woods, Brandy S.	3,290.76
76536	9/30/2021	Woolridge, Robert E.	2,226.51
76537	9/30/2021	Wright, Christina D.	1,545.73
76538	9/30/2021	Ashby, Kylee M.	78.42
76539	9/30/2021	Ballard, Cymone S.	92.87
76540	9/30/2021	Ballard, Melanie T.	458.91
76541	9/30/2021	Burgess, Michael	1,054.45

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FOR PERIOD STARTING: 09/01/2021 - PERIOD ENDING: 09/30/2021

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0026859	09/03/21	Outstanding	0354506	Brand Makers Llc	1,036.53	
0026860	09/03/21	Outstanding	0354003	Stem Innovations, Inc	2,649.99	
0026861	09/03/21	Outstanding	0354520	A&o Foods	73.41	
0026862	09/03/21	Outstanding	0265472	Jipaum S. Askew	29.34	
0026863	09/03/21	Outstanding	0350792	B&H Photo	198.98	
0026864	09/03/21	Outstanding	0350792	B&H Photo	198.98	
0026865	09/03/21	Outstanding	0300033	Rosenthal & Rosenthal Southeas	4,367.25	
0026866	09/03/21	Outstanding	0354506	Brand Makers Llc	604.01	
0026867	09/03/21	Outstanding	0300064	BSN Sports	1,872.20	
0026868	09/03/21	Outstanding	0300064	BSN Sports	961.00	
0026869	09/03/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0026870	09/03/21	Outstanding	0300096	Cengage Learning	5,437.50	
0026871	09/03/21	Outstanding	0350736	The Chronicle of Higher Educat	189.00	
0026872	09/03/21	Outstanding	0300236	City of Metropolis	4,794.31	
0026873	09/03/21	Outstanding	0355045	Valerie J. Clodi	2,000.00	
0026874	09/03/21	Outstanding	0300117	Computer Discount Warehouse Go	155.90	
0026875	09/03/21	Outstanding	0300117	Computer Discount Warehouse Go	1,140.15	
0026876	09/03/21	Outstanding	0300117	Computer Discount Warehouse Go	560.12	
0026877	09/03/21	Outstanding	0300117	Computer Discount Warehouse Go	145.14	
0026878	09/03/21	Outstanding	0300117	Computer Discount Warehouse Go	360.46	
0026879	09/03/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	245.81	
0026880	09/03/21	Outstanding	0140324	Beth A. Crowe	20.00	
0026881	09/03/21	Outstanding	0300147	Demco Educational Corp.	36.41	
0026882	09/03/21	Outstanding	0145419	Eastbay Inc.	430.00	
0026883	09/03/21	Outstanding	0300157	El Dorado Trading Group, Inc.	438.00	
0026884	09/03/21	Outstanding	0350472	Frontier	67.32	
0026885	09/03/21	Outstanding	0300195	Howard D Happy Company	135.43	
0026886	09/03/21	Outstanding	0015764	J.W. Pepper & Son	351.39	
0026887	09/03/21	Outstanding	0306807	John A Logan College	56,052.86	
0026888	09/03/21	Outstanding	0306834	Joliet Jr College	10,000.00	
0026889	09/03/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0026890	09/03/21	Outstanding	0300231	Liberty Utilities Midstates	109.39	
0026891	09/03/21	Outstanding	0350480	McGraw-Hill Global Education	2,713.50	
0026892	09/03/21	Outstanding	0320969	Meridian High School	4,485.46	
0026893	09/03/21	Outstanding	0351033	Mimeo.Com, Inc.	418.25	
0026894	09/03/21	Outstanding	0300264	Office Depot	930.82	
0026895	09/03/21	Outstanding	0300151	Pearson Education	2,999.70	
0026896	09/03/21	Outstanding	0355070	Pens, Etc., Inc	261.03	
0026897	09/03/21	Outstanding	0300108	Republic Services	119.14	
0026898	09/03/21	Outstanding	0350671	Russell Electric	440.00	
0026899	09/03/21	Outstanding	0285436	Chevis L. Thompson	35.99	
0026900	09/03/21	Outstanding	0350805	Toshiba Financial Services	134.90	

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FOR PERIOD STARTING: 09/01/2021 - PERIOD ENDING: 09/30/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0026901	09/03/21	Outstanding	0300050	UPS	282.02	
0026902	09/03/21	Outstanding	0352973	W.W. Norton & Company, Inc.	0.00	
0026903	09/07/21	Outstanding	0300072	State Universities Retirement	7,716.49	
0026904	09/07/21	Outstanding	0300218	Insurance Benefit Services Gro	34,495.00	
0026922	09/09/21	Outstanding	0092020	Kyle S. Smith	450.00	
0026923	09/09/21	Outstanding	0092020	Kyle S. Smith	200.00	
0026924	09/09/21	Outstanding	0092020	Kyle S. Smith	1,200.00	
0026925	09/09/21	Outstanding	0285436	Chevis L. Thompson	220.00	
0026926	09/09/21	Outstanding	0168816	James L. Walton	320.00	
0026927	09/10/21	Outstanding	0350630	Alliance Screening & Occupatio	985.00	
0026928	09/10/21	Outstanding	0300013	Ameren Illinois	72.67	
0026929	09/10/21	Outstanding	0351209	American Heart Association	2,763.60	
0026930	09/10/21	Outstanding	0112982	Lori A. Armstrong	100.00	
0026931	09/10/21	Outstanding	0300022	Art FX Signs & Graphics	573.50	
0026932	09/10/21	Outstanding	0300022	Art FX Signs & Graphics	33.00	
0026933	09/10/21	Outstanding	0300022	Art FX Signs & Graphics	30.00	
0026934	09/10/21	Outstanding	0300035	Baker & Taylor	159.67	
0026935	09/10/21	Outstanding	0351570	Trisha Birch	761.00	
0026936	09/10/21	Outstanding	0354506	Brand Makers Llc	422.34	
0026937	09/10/21	Outstanding	0300064	BSN Sports	1,440.40	
0026938	09/10/21	Outstanding	0300064	BSN Sports	1,800.00	
0026939	09/10/21	Outstanding	0300068	Bushue Human Resources, Inc.	258.00	
0026940	09/10/21	Outstanding	0300091	Carolina Biological Supply Co.	368.48	
0026941	09/10/21	Outstanding	0351666	Cellco Partnership	6,833.11	
0026942	09/10/21	Outstanding	0300096	Cengage Learning	475.00	
0026943	09/10/21	Outstanding	0300096	Cengage Learning	1,775.00	
0026944	09/10/21	Outstanding	0300096	Cengage Learning	500.00	
0026945	09/10/21	Outstanding	0300096	Cengage Learning	1,425.00	
0026946	09/10/21	Outstanding	0300096	Cengage Learning	1,500.00	
0026947	09/10/21	Outstanding	0011896	Lynne M. Chambers	1,000.00	
0026948	09/10/21	Outstanding	0350502	Cheekos	337.50	
0026949	09/10/21	Outstanding	0352796	Jay Chuppe	400.00	
0026950	09/10/21	Outstanding	0300117	Computer Discount Warehouse Go	1,662.83	
0026951	09/10/21	Outstanding	0300117	Computer Discount Warehouse Go	81.99	
0026952	09/10/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	579.35	
0026953	09/10/21	Outstanding	0300153	Dish Network	168.06	
0026954	09/10/21	Outstanding	0300159	Elsevier Health Science	0.00	
0026955	09/10/21	Outstanding	0350506	F.A. Davis	979.00	
0026956	09/10/21	Outstanding	0350506	F.A. Davis	1,598.92	
0026957	09/10/21	Outstanding	0300165	Federal Express	16.59	
0026958	09/10/21	Outstanding	0300165	Federal Express	358.32	
0026959	09/10/21	Outstanding	0300170	Port Massac Water District	1,123.81	

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

NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0026960	09/10/21	Outstanding	0350472	Frontier	371.80	
0026961	09/10/21	Outstanding	0300176	Gazette Democrat	34.20	
0026962	09/10/21	Outstanding	0300065	The Home Depot Pro	503.80	
0026963	09/10/21	Outstanding	0300065	The Home Depot Pro	222.17	
0026964	09/10/21	Outstanding	0300065	The Home Depot Pro	651.64	
0026965	09/10/21	Outstanding	0183950	Illinois Community College Boa	9,640.64	
0026966	09/10/21	Outstanding	0183950	Illinois Community College Boa	14,180.00	
0026967	09/10/21	Outstanding	0015740	IL Student Assistance Commissi	1,155.00	
0026968	09/10/21	Outstanding	0352812	JE Boyd Consulting	11,587.50	
0026969	09/10/21	Outstanding	0300221	Johnson Controls, Inc.	1,344.95	
0026970	09/10/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	3,450.00	
0026971	09/10/21	Outstanding	0350744	Kendall Hunt Publishing	649.32	
0026972	09/10/21	Outstanding	0161368	Lake Land College	198.74	
0026973	09/10/21	Outstanding	0350497	Lowe's	302.29	
0026974	09/10/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0026975	09/10/21	Outstanding	0350479	MBS Textbook Exchange Inc	1,484.38	
0026976	09/10/21	Outstanding	0350479	MBS Textbook Exchange Inc	634.60	
0026977	09/10/21	Outstanding	0350480	McGraw-Hill Global Education	1,100.00	
0026978	09/10/21	Outstanding	0353620	Mounds Stop & Shop	30.00	
0026979	09/10/21	Outstanding	0300253	NAPA Auto Tire & Parts	3.99	
0026980	09/10/21	Outstanding	0350559	Nurse Kits Unlimited	5,149.00	
0026981	09/10/21	Outstanding	0300264	Office Depot	15.29	
0026982	09/10/21	Outstanding	0300264	Office Depot	1,828.41	
0026983	09/10/21	Outstanding	0300138	Premier Fire Protection Inc.	2,047.50	
0026984	09/10/21	Outstanding	0300133	Quill	850.05	
0026985	09/10/21	Outstanding	0300109	Reppert's Office Supply	97.70	
0026986	09/10/21	Outstanding	0300109	Reppert's Office Supply	3,610.20	
0026987	09/10/21	Outstanding	0300108	Republic Services	801.77	
0026988	09/10/21	Outstanding	0300098	Scantron Corporation	475.00	
0026989	09/10/21	Outstanding	0350553	SCC Auxiliary Enterprise Impre	1,296.90	
0026990	09/10/21	Outstanding	0300097	Scheffer Financial Services	5.49	
0026991	09/10/21	Outstanding	0354682	Sewing Concepts, Inc	390.50	
0026992	09/10/21	Outstanding	0020444	Shivelbines Music Store	129.68	
0026993	09/10/21	Outstanding	0300087	SI Seed & Supply LLC	10.50	
0026994	09/10/21	Outstanding	0157070	Stacy J. Simpson	360.79	
0026995	09/10/21	Outstanding	0350741	SKC Communications Products	1,704.24	
0026996	09/10/21	Outstanding	0354475	Pns & Wss Incorporated	340.30	
0026997	09/10/21	Outstanding	0070994	Gary H. Sommer	74.55	
0026998	09/10/21	Outstanding	0073596	Mark L. Souders	990.00	
0026999	09/10/21	Outstanding	0137718	Southern IL Collegiate Common	209,111.00	
0027000	09/10/21	Outstanding	0353621	St. Moritz Security Services,	9,041.91	
0027001	09/10/21	Void	0300072	State Universities Retirement		7,716.49

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FOR PERIOD STARTING: 09/01/2021 - PERIOD ENDING: 09/30/2021

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GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0027002	09/10/21	Outstanding	0350893	Tobacco Road Tees	1,311.58	
0027003	09/10/21	Outstanding	0277450	Uline	127.66	
0027004	09/10/21	Outstanding	0300050	UPS	568.87	
0027005	09/10/21	Outstanding	0300050	UPS	769.29	
0027006	09/10/21	Outstanding	0352973	W.W. Norton & Company, Inc.	5,880.23	
0027007	09/10/21	Outstanding	0300034	West End Plaza	570.00	
0027008	09/10/21	Outstanding	0351933	Wolters Kluwer Health	2,255.68	
0027009	09/10/21	Outstanding	0300018	Xerox Corporation	1,481.93	
0027010	09/10/21	Outstanding	0237608	National Student Clearinghouse	595.00	
0027011	09/10/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0027012	09/10/21	Outstanding	0350452	American Century Investments	138.08	
0027013	09/10/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0027014	09/10/21	Outstanding	0167036	Bluecross Blueshield of Illino	41,186.35	
0027015	09/10/21	Outstanding	0300121	Continental American Insurance	36.41	
0027016	09/10/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,172.73	
0027017	09/10/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	33,427.72	
0027018	09/10/21	Outstanding	0300160	EMC National Life Company	13.63	
0027019	09/10/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0027020	09/10/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,284.42	
0027021	09/10/21	Outstanding	0350459	Kentucky State Treasurer	1,034.33	
0027022	09/10/21	Outstanding	0351562	Saints Foundation	115.00	
0027023	09/10/21	Outstanding	0300072	State Universities Retirement	26,017.74	
0027024	09/10/21	Outstanding	0300052	Sun Life Financial	1,033.97	
0027025	09/10/21	Outstanding	0300052	Sun Life Financial	216.84	
0027026	09/10/21	Outstanding	0300052	Sun Life Financial	368.61	
0027027	09/10/21	Outstanding	0300052	Sun Life Financial	232.69	
0027028	09/10/21	Outstanding	0300052	Sun Life Financial	119.47	
0027029	09/10/21	Outstanding	0300052	Sun Life Financial	630.10	
0027030	09/10/21	Outstanding	0300046	VALIC	25.00	
0027031	09/10/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0027033	09/14/21	Outstanding	0300076	Southern Illinois Electric Coo	34,651.40	
0027034	09/15/21	Outstanding	0300145	Delta Dental of Illinois-Risk	42.66	
0027035	09/15/21	Outstanding	0300072	State Universities Retirement	4,176.72	
0027036	09/15/21	Outstanding	0300072	State Universities Retirement	98.80	
0027059	09/17/21	Outstanding	0350908	ACI Payments, Inc.	1,696.67	
0027060	09/17/21	Outstanding	0351035	Advanced Digital Solutions	54.96	
0027061	09/17/21	Outstanding	0300210	Mr. Rodney Brugger	580.00	
0027062	09/17/21	Outstanding	0300064	BSN Sports	1,035.00	
0027063	09/17/21	Outstanding	0300064	BSN Sports	820.00	
0027064	09/17/21	Outstanding	0011624	Cairo Public Utilities	2,237.03	
0027065	09/17/21	Outstanding	0300212	ILCARRICOTTHREE, LLC	5,330.00	
0027066	09/17/21	Outstanding	0300096	Cengage Learning	750.00	

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0027067	09/17/21	Outstanding	0350502	Cheekos	276.35	
0027068	09/17/21	Outstanding	0300104	City of Anna	172.18	
0027069	09/17/21	Outstanding	0300117	Computer Discount Warehouse Go	131.95	
0027070	09/17/21	Outstanding	0300117	Computer Discount Warehouse Go	1,294.39	
0027071	09/17/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	254.75	
0027072	09/17/21	Outstanding	0300206	Mr. Dana Cross	275.00	
0027073	09/17/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	12,545.75	
0027074	09/17/21	Outstanding	0142886	Mr. Melton J. Darden	293.65	
0027075	09/17/21	Outstanding	0300157	El Dorado Trading Group, Inc.	573.75	
0027076	09/17/21	Outstanding	0300159	Elsevier Health Science	1,439.20	
0027077	09/17/21	Outstanding	0355146	Everest Trading Corporation	2,506.41	
0027078	09/17/21	Outstanding	0300165	Federal Express	477.68	
0027079	09/17/21	Outstanding	0350472	Frontier	33.73	
0027080	09/17/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	1,729.92	
0027081	09/17/21	Outstanding	0058336	Beatrice Gordon	35.78	
0027082	09/17/21	Outstanding	0165876	Rachel A. Hannan	39.20	
0027083	09/17/21	Outstanding	0300192	Hitterman's Merchandise Mart	66.05	
0027084	09/17/21	Outstanding	0350473	Hobart Sales & Service	238.25	
0027085	09/17/21	Outstanding	0300065	The Home Depot Pro	199.38	
0027086	09/17/21	Outstanding	0300195	Howard D Happy Company	389.31	
0027087	09/17/21	Outstanding	0351070	Illinois American Water	218.05	
0027088	09/17/21	Outstanding	0350632	J.J. Keller	225.00	
0027089	09/17/21	Outstanding	0300225	Kone, Inc.	624.93	
0027090	09/17/21	Outstanding	0350480	McGraw-Hill Global Education	683.82	
0027091	09/17/21	Outstanding	0354839	Metco Machine & Fabrication In	5,158.00	
0027092	09/17/21	Outstanding	0300253	NAPA Auto Tire & Parts	27.90	
0027093	09/17/21	Outstanding	0300264	Office Depot	10.38	
0027094	09/17/21	Outstanding	0351054	Orkin	85.00	
0027095	09/17/21	Outstanding	0350561	Partnership	230.35	
0027096	09/17/21	Outstanding	0300146	Pick Up Mart	617.51	
0027097	09/17/21	Outstanding	0300141	Pocket Nurse	45.70	
0027098	09/17/21	Outstanding	0300141	Pocket Nurse	208.50	
0027099	09/17/21	Outstanding	0300138	Premier Fire Protection Inc.	83.75	
0027100	09/17/21	Outstanding	0300133	Quill	1,689.59	
0027101	09/17/21	Outstanding	0191086	Mindy J. Reach	100.00	
0027102	09/17/21	Outstanding	0300113	Regions Bank	6,020.65	
0027103	09/17/21	Outstanding	0300113	Regions Bank	455.86	
0027104	09/17/21	Outstanding	0300113	Regions Bank	4,802.93	
0027105	09/17/21	Outstanding	0300113	Regions Bank	709.49	
0027106	09/17/21	Outstanding	0144844	Kayla R. Sauerbrunn	13.44	
0027107	09/17/21	Outstanding	0350554	SCC Bookstore	2.64	
0027108	09/17/21	Outstanding	0350554	SCC Bookstore	37.58	

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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
0027109	09/17/21	Outstanding	0350554	SCC Bookstore	213.34	
0027110	09/17/21	Outstanding	0350554	SCC Bookstore	118.36	
0027111	09/17/21	Outstanding	0350554	SCC Bookstore	1,278.05	
0027112	09/17/21	Outstanding	0350554	SCC Bookstore	578.93	
0027113	09/17/21	Outstanding	0350554	SCC Bookstore	2.64	
0027114	09/17/21	Outstanding	0354682	Sewing Concepts, Inc	22.50	
0027115	09/17/21	Outstanding	0300086	Silkworm Screenprint Inc.	1,150.00	
0027116	09/17/21	Outstanding	0300078	Southern FS Inc.	1,130.40	
0027117	09/17/21	Outstanding	0300261	Sparklight Business	44.92	
0027118	09/17/21	Outstanding	0350498	Stericycle	47.21	
0027119	09/17/21	Outstanding	0269888	Supply Solutions	2,520.00	
0027120	09/17/21	Outstanding	0350893	Tobacco Road Tees	1,481.18	
0027121	09/17/21	Outstanding	0300054	Ullin Auto Care Inc.	104.00	
0027122	09/17/21	Outstanding	0350567	Uniflex	62.00	
0027123	09/17/21	Outstanding	0350623	Union County Country Club	2,520.00	
0027124	09/17/21	Outstanding	0300050	UPS	827.89	
0027125	09/17/21	Outstanding	0350973	Xerox Financial Services LLC	412.00	
0027126	09/17/21	Outstanding	0166056	David A. Voigt	1,160.00	
0027197	09/24/21	Outstanding	0300008	ACT Finance	20.40	
0027198	09/24/21	Outstanding	0164962	Mindy Ashby	30.43	
0027199	09/24/21	Outstanding	0265472	Jipaum S. Askew	20.98	
0027200	09/24/21	Outstanding	0300035	Baker & Taylor	42.35	
0027201	09/24/21	Outstanding	0351058	Tena Bennett	490.00	
0027202	09/24/21	Outstanding	0351666	Cellco Partnership	1,750.50	
0027203	09/24/21	Outstanding	0300110	Clearwave Communications	3,684.97	
0027204	09/24/21	Outstanding	0300117	Computer Discount Warehouse Go	80.62	
0027205	09/24/21	Outstanding	0300117	Computer Discount Warehouse Go	251.30	
0027206	09/24/21	Outstanding	0300117	Computer Discount Warehouse Go	601.59	
0027207	09/24/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	561.15	
0027208	09/24/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	29,500.00	
0027209	09/24/21	Outstanding	0140324	Beth A. Crowe	39.96	
0027210	09/24/21	Outstanding	0354963	Heartland Mechanical Contracto	3,202.31	
0027211	09/24/21	Outstanding	0229088	Heiberg Consulting	1,599.00	
0027212	09/24/21	Outstanding	0300198	ICCTA	150.00	
0027213	09/24/21	Outstanding	0354816	Amari J. Jones	75.00	
0027214	09/24/21	Outstanding	0354761	Zachary Murphy	75.00	
0027215	09/24/21	Outstanding	0300255	National Safety Council	425.00	
0027216	09/24/21	Outstanding	0300264	Office Depot	229.78	
0027217	09/24/21	Outstanding	0171906	Tim S. Percy	150.00	
0027218	09/24/21	Outstanding	0355181	James Peters	130.00	
0027219	09/24/21	Outstanding	0300146	Pick Up Mart	770.02	
0027220	09/24/21	Outstanding	0300138	Premier Fire Protection Inc.	65.00	

October 19 2021
23:05

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 09/01/2021 - PERIOD ENDING: 09/30/2021

7

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0027221	09/24/21	Outstanding		Safe Harbor Animal Sanctuary	50.00	
0027222	09/24/21	Outstanding	0228416	Sommer Lawn Care	2,052.00	
0027223	09/24/21	Outstanding	0353621	St. Moritz Security Services,	9,717.47	
0027224	09/24/21	Outstanding	0300062	T & I Office Equipment	639.97	
0027225	09/24/21	Outstanding	0285436	Chevis L. Thompson	1,088.54	
0027226	09/24/21	Outstanding	0168816	James L. Walton	888.17	
0027227	09/24/21	Outstanding	0351065	Diana R. Willis	260.00	
0027228	09/24/21	Outstanding	0355194	Mark Winters	282.00	
0027229	09/24/21	Outstanding	0300020	Worldpoint ECC Inc.	795.66	
0027230	09/24/21	Outstanding	0300018	Xerox Corporation	113.89	
0027231	09/24/21	Outstanding	0350973	Xerox Financial Services LLC	212.50	
0027232	09/24/21	Outstanding	0354960	Ashton J. Young	75.00	
0027233	09/24/21	Outstanding	0168816	James L. Walton	30.00	
0027234	09/27/21	Outstanding	0350451	APLAC Attn Remittance Processi	504.06	
0027235	09/27/21	Outstanding	0350452	American Century Investments	138.08	
0027236	09/27/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0027237	09/27/21	Outstanding	0167036	Bluecross Blueshield of Illino	41,186.35	
0027238	09/27/21	Outstanding	0300121	Continental American Insurance	36.41	
0027239	09/27/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,172.73	
0027240	09/27/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	32,315.84	
0027241	09/27/21	Outstanding	0300160	EMC National Life Company	13.63	
0027242	09/27/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0027243	09/27/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,117.60	
0027244	09/27/21	Outstanding	0350459	Kentucky State Treasurer	1,049.63	
0027245	09/27/21	Outstanding	0351562	Saints Foundation	85.00	
0027246	09/27/21	Outstanding	0350462	The Anna-Jonesboro National Ba	840.10	
0027247	09/27/21	Outstanding	0300072	State Universities Retirement	25,852.53	
0027248	09/27/21	Outstanding	0300052	Sun Life Financial	1,033.97	
0027249	09/27/21	Outstanding	0300052	Sun Life Financial	216.84	
0027250	09/27/21	Outstanding	0300052	Sun Life Financial	368.61	
0027251	09/27/21	Outstanding	0300052	Sun Life Financial	232.69	
0027252	09/27/21	Outstanding	0300052	Sun Life Financial	119.47	
0027253	09/27/21	Outstanding	0300052	Sun Life Financial	630.10	
0027254	09/27/21	Outstanding	0300046	VALIC	25.00	
0027255	09/27/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0027256	09/28/21	Outstanding	0300182	Grand Rivers Community Bank	300.00	
0027257	09/30/21	Outstanding	0300182	Grand Rivers Community Bank	400.00	
					-----	-----
					892,170.15	7,716.49
					=====	=====
					892,170.15	7,716.49

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO RESTRICTED PURPOSES FUND

November 1, 2021

<u>Date</u>	<u>Vendor</u>	
9/30/21	Shawnee Community College Education Fund Ullin, IL 62992	\$210,000.00

To repay inter-fund loan outstanding originally made on 11/30/20, 1/31/21 and 2/28/21 from the Education Fund to the Restricted Purposes Fund.

Chairman

Secretary

Date

Student Report

Faculty Board Report

Faculty are looking forward to the up and coming HLC visit. The strategic plan that is now in place has better illuminated how assessment can best translate towards improving the colleges mission. In similar, the shared governance structure and organization has brought increased enthusiasm on how each individual can contribute in various committees. These are great positives as we approach the end of 2021. Faculty continue to help students who have missed class for various health reasons. Students have the support of faculty and are continually encouraged to not let distractions hinder their progress. The main goal is to finish the semester strong and move into 2022 with optimism.

Yours in Education,

Ian Nicolaides
SCEA, President

Math & Science Department

The math department (David Black, Connie McGinnis and Roberta Christie, along with Lori Armstrong and Kathy Almy) have been meeting with the ASPIRE project to help plan the changes to developmental math and multiple measures for placement. The Last meeting was Monday, October 18.

Dr. Laxmi Sagwan and Will Browning (former SCC student) from the SI Bridges Program at SIUC conducted lab activities and data analysis with Lori Armstrong's BIO 115-67 students. They were testing a variety of hand sanitizers to see which kind was most effective at preventing growth of microorganisms. The students determined that the Xtra Care Hand sanitizer (from the Dollar Tree) was most effective.

SI Bridges representatives also manned a recruitment and information table at The SCC Experience Day on October 8. Numerous HS seniors were interested in the program!

Sheryl Ribbing, Brenda Brown, Connie McGinnis, and Lori Armstrong all worked at the Tiffiney Ryan Memorial Cruise Fundraiser event.

Dr. Brown, Dr. Nicolaides, and Lori Armstrong met and are developing a fast track AP 1 & AP 2 class sequence in order to accommodate students wanting to enroll in the LPN program Summer of 22. This will enable the students to capture the needed prerequisites required to begin in the summer. Previously, Physiology was not required and the newer formula will foster more adequate preparation of organ system function before students begin the LPN program.

BOT Department

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

October 5, 19, and 26, 2021 – All Division Chairs (Kayla Sauerbrunn, JoElla Basler, Lori Armstrong, and Ruth Smith) and Felicia Rouse, Academic Affairs Administrative participated in the training for Simple Syllabus. The “build out” phase has been completed, and we began the “train the trainers” sessions. We will train the 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.)

October 7, 2021 – All of the BOT faculty participated in the Shawnee Experience to showcase CTE programs to visiting high school seniors. Various presentations included, but were not limited to, skits, live animal demonstrations, program specific tours, and hands-on activities.

October 8, 2021 – Craig Bradley, AST/COM instructor and Phi Theta Kappa (PTK) sponsor, and six students participated in the virtual Regional Honors Convention. The event was hosted in the L atrium.

October 13, 2021 – Eric Howard, CJ instructor, hosted Federal Air Marshal Eric Rhue as a guest speaker for his students. The presentation was opened to all students and SCC employees.

October 15, 2021 – Phyllis Sander, ACC/BUS/COM instructor, completed training for inclusion of Data Analytics in the managerial accounting course conducted by McGraw Hill.

Every Wednesday and Friday – Anna Davenport sponsors the student Ag Club. The Ag students continue to provide landscape maintenance during class lab times on Wednesdays and Fridays, weather permitting. A rotation of plants recently occurred at the main entrance to main campus. You will now see cabbage plants and pansies as the weather transition to fall occurs.

Advisory Committee meetings –Advisory Committee meetings meet part of the requirements of the Perkins Grant funding that is received for Career and Technical Education programs. Invitees to the meetings include members from relevant industry-specific business in the SCC district, university representatives, program graduates, and current students. Beginning this year, there will be bi-annual meetings in support of the Strategic Plan. One meeting will focus on curriculum while the other meeting will focus on program-specific issues. The following meetings have been held:

- Accounting
- Business Management
- Computer Systems and Security
- Construction Management
- Criminal Justice

October 27, Computer and Security students and instructors in conjunction with SCC IT hosted

an information booth during SCC Fall Fest to recognize Cybersecurity month. Students, faculty and staff demonstrated procedures for students to use to reduce attacks on personal computers, cloud storage and mobile phones.

Student Academic Assessment

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 two presenters have worked with SCC in the past as consultants. The following is a summation of discussions after completing the series:

It was encouraging to be reminded of the common, basic misconceptions of Gen Ed and how divisive even the label can be with faculty, administration, students, and community members.

The HLC representatives participated in conversation with our team and gave positive feedback that SCC has a well-developed, carefully structured process to capture data and inform educational decisions. It was clarified that “everyone doesn’t need to do everything” when it comes to assessment. There is an overlap in the assessment process that results in a collective evaluation of all criteria related to SCC’s Student Learning Objectives. Our process is appropriate, and shows the commitment and hard work done by past and present members of SCC.

Going forward, the Student Academic Assessment Team (SAAT) will consider possible ways to become more specific with data collecting. We may consider issues such as

- Separate student groups (i.e., Dual Credit, first generation, non-traditional, academic scholarship, etc.)
- Is it possible to follow specific student progress while they are at SCC?
- Issuance of some type of certificate of completion for students who “passes” each assessment criterion.
- One suggestion during the presentation that may be considered is determining how to go into detail with the data to help us better understand which area(s) need to address student “failure” in terms of assessment indicators. It may not always be classroom pedagogy.

Suggestions were offered on ways SAAT can better communicate the importance of assessment with employees who collect data. What does assessment mean to them beyond a form to complete? What do they want to get from it? How can they engage more and feel as though their views are welcome? At the end of each semester we could send out a Thank You note to all campus employees for their participation in data collection and share a short report on its relative success. This would promote the value of assessment and encourage greater buy-in to the assessment process from employees.

October 8, 2021 – Quality Improvement Day was held for all full-time employees. Continuous

Quality Improvement (CQI) forms were completed by all programs, and many were able to enter their data into WEAVE for reports to be ran to inform decisions within the college.

October 19, 2021 – Phyllis Sander met with Jordan Denton, WEAVE representative, to set up the SCC Strategic Plan goals and objectives as supported initiatives in WEAVE. The direct links between the Strategic Plan and the Quality Continuous Improvement plans for each program on campus will be connected in WEAVE.

October 21, 2021 – Phyllis Sander met with SCC co-curricular advisors/sponsors to finalize Effectiveness planning for FY22 in relation to the co-curricular impact on improved student learning.



President's Report

November 1, 2021

Enrollment Update								
	Headcount				Reimbursable Credit-Hours			
	FY22	FY21 (YTD)	% Δ	FY21 (Final)	FY 22	FY21 (YTD)	% Δ	FY21 (Final)
Summer	758	668	13.47%	668	2,996	3,139.5	-4.57%	3,139.5
Fall	1,332	1,426	-6.59%	1,632	11,375.5	10,974.5	3.65%	12,435
Spring				1,773				14,168
Total	2,090	2,094	0%	4,073	14,371.5	14,114	1.82%	29,745
FY 22 Credit-Hour Budget Projection				33,237	Difference		18,865.5	

*Data pulled 10/29/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- On 08/04, met with the Division Chairs (JoElla Basler, Lori Armstrong, Kayla Sauerbrunn, and Ruth Smith) to continue discussion and share ideas on organizational structure issues (G3O3SA). During this meeting we identified disciplines and programs assigned to each chair and I agreed to create a cluster chart – to be included in the organizational charts for each area. In addition, we discussed the possibility of creating 3 major divisions within the College – Academic Affairs, Student Affairs, and Administrative Services – and changing their titles to “*Department Chairs*.” All Chairs expressed they had advocated against the “*Department Chair*” name change for years but understand the rationale and are supportive of the change. One of the Chairs asked if we could change the name of their Departments and I said, “*now would be the perfect time to do so.*” I asked them to discuss any potential name change with the faculty and forward those to me when there was a consensus. At the conclusion of the meeting, I agreed to send them drafts of the department cluster diagrams for them to review.
- On 08/04, hosted a meeting with 10-12 employees (from all levels of the organization) to have an in-depth discussion on the objectives and initiatives identified in **Goal-1** of the College’s Strategic Plan. The meeting was conducted like a training seminar. The details of the Shawnee Community College Effectiveness System (SCCES) were explained, and employees were given opportunities to interact with model. Data from the College Status Report was used to support each initiative identified in the plan. Employees were able to ask questions and make suggestions throughout the day. Further, employees were encouraged to deeply engage with the initiatives where they had influence. The session was recorded so all employees can review at their leisure. The session can be viewed at the following link <https://www.youtube.com/watch?v=uk8Myh7l1YI>.

**Academic Affairs & Student Learning
Board of Trustee Report
November 1, 2021**

Dean's Report

Dr. Shelby submitted the HLC Shared Governance Focused Visit Monitoring Report and required materials to HLC on the due date. Dr. Shelby and Dr. Taylor had a meeting with the Chair of the HLC Peer Review Team on October 14 to prepare the agenda and discuss the details for the focused visit on November 15-16, 2021. Details will be forthcoming. The HLC Writing Team consisting of Dr. Ian Nicolaides, Dr. Ryan Thornsberry, Felicia Rouse, Karen McGoy, Jean Ellen Boyd, and Dr. Tim Taylor deserve a "job well done" for the hours of collaboration over the summer and fall to make this report a success. The full document can be viewed on the website at: https://shawneecc.edu/wp-content/uploads/2021/10/Focused_Report.html.

During the month of October, CTE program faculty have been busy hosting advisory committee meetings. Additionally, the Truck Driving program continues to thrive. All nine students who completed the August class passed the CDL test on the first try. The class that began October 18 was at the maximum capacity of 12 students, with eight or more students on the waiting for the January class. Many thanks to Rob Betts and Kelly Jennings for the awesome advertising for the SCC Truck Driving program.

Dr. Shelby attended the virtual Forum for Excellence on September 23-25. Dr. Shelby and math faculty are participating in the ASPIRE project to help facilitate the development of corequisite courses to decrease time to completion for students testing into remedial math. On October 24-27, Dr. Shelby participated in the virtual Assessment Institute hosted by IUPUI.

Library/Technology

This past month Rob Lucas:

- is doing a comprehensive review of the use of captions in videos instructors use in their courses to answer several questions, such as: 1) Do all videos have captions? 2) What is the quality of the captions? 3) What types of captions do most videos with captions have? (automatically generated or manually edited)
- offered 3 training sessions for instructors on a variety of technology topics, starting with a session on using YouTube to find videos with captions and editing captions of your videos
- Finished a course (through the Illinois Online Network) on "Creating Accessible Videos"

On September 24th, Christina Faulkner did an introduction to databases, citation, and finding scholarly resources for Phi Theta Kappa. On September 29th, the same presentation was given via Zoom for Student Support Services. The new young adult and graphic novel sections have been popular, with items circulating 32 times since the collection was created over the summer.

Rachel Hannan, library assistant, spent time preparing to switch from Polaris to Polaris Lite (our program used to check items in/out, request items through interlibrary loan, among many other things). For September, our patrons requested and received 9 items from other libraries. We supplied patrons at other libraries with 126 of our items. Our cloud Library (eBook and audiobook app) circulated 27 items during the month.

Extension Centers Reports

Anna Center

During October, the Anna Center was active with many events. On October 2nd, the Anna Center was a stop on the Tiffiney Ryan Cruise. The participants in the cruise stopped at the Anna Center to draw a card and get it stamped. The FAFSA Completion event was held on October 5th. Dr. Tammy Capps and her staff assisted participants with the steps on filling out the FAFSA. SEMO's transfer representative visited the Anna Center on October 13th to meet with students interested in transferring after SCC. This fall semester, there were two 8-week classes beginning that week. On October 18th, the second 8-week courses started. October 20th and 27th, the Anna Center hosted a community education class for senior citizens who want to learn more about computer usage.

Metro Center

The Metro Center welcomed Ally Thoe and Makayla Stafford as a Health Screeners for Shield testing. The Metro Center has now implemented the Shield saliva testing for COVID protection compliance. Kyle Smith delivered SCC scholarship booklets to both Joppa and Massac High Schools on October 6th. The SCC Financial Aid office held a FAFSA (Free Application for Federal Student Aid) completion workshop on Thursday, October 14th from 2:00 – 6:00 pm. CPR training continued at the Metro Center with classes held on October 21st and 26th.

Murphysboro High School is providing its CNA (Certified Assistant in Nursing) class via Zoom connection at the Metro Center. Retired SCC instructor, Mary Smith is teaching the class. Metro staff assisted in marketing the Tiffiney Ryan Memorial Scholarship Cruise. The Metropolis Center continues to support the community by providing space periodically for community businesses to meet.

Vienna Center

Teale Betts represented SCC at Vienna High School's Career Expo on October 7th. A FAFSA Completion workshop was held at the Vienna Center on October 7th from 2 to 6 PM. Lisa Meyer and Teale Betts attended. Teale Betts attended the Superintendent Social Gathering at Main Campus on October 12th. Teale Betts spoke with Vienna High School and Goreville High School seniors about FAFSA Completion and Scholarship opportunities. Teale Betts attending Showcase Day at Murray State University on November 1st.

Nursing

In the past month, Nursing is well underway with clinical and theory courses. One of the biggest assets at this time is the full-time nursing tutor, Jamie Hickam, who helps to ensure student success in a rigorous program. Instructors have seen amazing improvements in test scores thanks to her guidance in helping students with their study habits and learning or remediating new and complex material.

The Nursing department has been working very hard on nearing completion of our ACEN self-study, and we are now only a few weeks away from turning everything in for the ACEN site visit in February 2022. Faculty have been meeting routinely to work on various sections of the study. Director Amanda Hannan has recently completed her ACEN training as well. We will be reaching out to various departments in the coming weeks to assist us in setting up everything for our site visit in the spring.

The Nursing department also recently participated in the SCC Experience where they offered a fun “escape room” scenario where students had to help solve a mystery. It was Halloween-themed, and students received it very well! We hope it was a memorable experience for students and something to help bring more students to SCC.

Lastly, we are anxiously awaiting NCLEX scores which come in quarterly. 12 of the 14 Summer 2021 graduates have been in contact with instructors, and of the 12 we know have taken their nursing boards, all 12 have passed which gives us an unofficial pass rate of 100%! We hope to hear from the other 2 soon or to see their results on the next quarterly report, but kudos to those graduates and Nursing Faculty for the amazing national board exam pass rate thus far after a very difficult year!

Workforce Innovation, Adult Education & Continuing Education

The SBDC at Shawnee Community College partnered with the Egyptian Area Planning Commission to educate regional small businesses about the Department of Commerce and Economic Opportunity’s (DCEO) Back-2-Business program. The program educates businesses about state and federal funding that is available for businesses to offset their COVID-related losses and assist them in applying. Emphasis has been placed on outreach to businesses owned by ethnic minorities, women, veterans, disabled, and members of the LGTBQ community, and businesses in areas particularly hard hit by COVID. We have contacted over 100 businesses. 76 businesses were sent email blast about the Coalition of Minority Business meeting with a 37% response rate. 18 businesses attended the meeting and were assisted in business planning. 37 additional businesses were contacted via telephone and in person regarding the state sponsored Back-2-Business initiative. 12 businesses were assisted in completing their application for COVID related financial support.

The SBDC at Shawnee Community College participated in the re-accreditation of the Illinois SBDC centers by the national Small Business Association (SBA). The SBDC at SCC is one of the oldest SBDC offices in the state and has been serving the local area businesses of southernmost Illinois since 1980.

As part of its ElderReach community education program, Tech for Seniors workshops were held at the Happy Hearts Senior Center in Metropolis with 11 registered participants. The ongoing series of non-credit workshops are sponsored by the Egyptian Area Agency on Aging and being held throughout the region at no cost to the participants. A Computer Basics for Seniors will be held at the Anna Center in October and November.

Workforce Innovation is partnering with the Cosmetology program to provide an 8-hour Cosmetology workshop scheduled for October 25th at the Main Campus. The workshop will offer demonstrations of styling techniques and feature industry notable practitioners as guest presenters.

The CPR Program held 40 classes and served 140 students for the month of September. We held an Instructor Renewal class and recertified 3 CPR instructors. A New Instructor Class will be held in October. There are currently 33 classes scheduled.

The Driver Safety Program received and processed 162 applications in September. There were 89 participants who completed their training and received a certificate of completion in September. The program generated \$11, 610 in fees from September to present.

On September 25th, Dr. Mason conducted a workshop on Servant Leadership as a featured presenter for the Southern Illinois Community Foundation Leadership Institute.

Dr. Mason met with members of the Vienna business community to discuss ways in which SCC can help them in becoming more productive, networking with other businesses, availability of government funding for different economic development initiatives, and recruiting a skilled workforce.

Darci Cather

Vice-President Academic Affairs

November 1, 2021

Date

**Student Success and Services
Board of Trustee Report
November 1, 2021**

Admissions

Danielle Boyd—Registrar

Ten universities participated in the Transfer Fair that was held on October 13. The universities in attendance were Murray State University, McKendree University, SIU-Carbondale, Eastern Illinois University, University of Illinois-Springfield, Greenville University, Webster University, Morehead State University, and Indiana Wesleyan and Austin Peay State University.

Fall 2021 graduation applications are due October 29. After that time, Danielle Boyd will look at students with enough hours but has not applied for graduation.

Athletics

John Sparks—Athletic Director

In general, athletic news, the men's and women's basketball teams will officially start their season on November 1 and schedules are posted on the SCC website. Volleyball, baseball and softball seasons will conclude at the end of the month.

The Men's Basketball team coached by John Sparks competed in the Vincennes University Jamboree in front of approximately 100 college coaches. The team played three scrimmage games and finished 2-1, defeating Bosco Prep and Highland CC by 20 and losing to Parkland by 1 in overtime. The team competed in the Midwest Jamboree at the SIUC Rec Center in front of approximately 100 college coaches. The team played three scrimmage games and finished 0-3, losing to Dyersburg State by 8, Mineral Area by 4, and Three Rivers by 1. The SAINTS will be hosted Crowley's Ridge in the last scrimmage of the preseason with paid admission for fundraising.

The Women's Basketball team coached by Chevis Thompson are 2-1 in their first preseason games. They defeated Jefferson County CC and Dyersburg State and lost in sudden death to Crowley's Ridge. The Lady SAINTS hosted their last preseason with paid admission for fundraising.

The Baseball team coached by Ken Reichert played five scrimmage dates this Fall.

The softball team coached by Kyle Smith played five scrimmage dates this Fall and have a record of 1-9. Coach Smith was able to secure a donation of \$5000.00 to update the softball field fence with City National Bank of Metropolis, IL.

The volleyball team coached by Melanie Ballard celebrated Sophomore night with a current record of 0-20. Regionals begin on October 29 at Wabash Valley.

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 October, the office helped 15 students/community members with resume assistance. In addition, the Career Services office has reached out to 8 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. The Career Services Coordinator hosted a hiring event for Oil Dri Production Company on the main campus on October 13, 2021. The event had 15 community members to apply, and 5 had onsite interviews, and they have scheduled second interviews with the department managers and plant manager. The office hosted workshops for SSS, “Don’t forget your Soft skills.”

The Coordinator and James Walton from Talent Search completed Career Key and Kuder with all of the juniors and seniors from Joppa High School. Activities included career exploration the development of a career plan. The Coordinator is currently working on a career fair for junior high students in the district.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans Coordinator

With the help of the advisors, distributed the 2022-2023 Scholarship Book to all high school seniors.

Participated in the ICCB Ability to Benefit Alternative State Plan Informational Webinar and the ISAC Operational Update and Program News Webinar. Professional development on virtual office hours for VA School Certifying Officials.

Hosted FAFSA Completion events on October 5 (Anna Extension Center), October 7 (Vienna Extension Center), October 14 (Metropolis Extension Center), October 19 (Main Campus), October 20 for TRIO Student Support Services, and October 21 (Cairo Extension Center.)

Provided a financial aid presentation at ten sessions during the Shawnee Experience Days.

Pell, SEOG (Supplemental Educational Opportunity Grant), MAP, IVG (Illinois Veterans Grant), ING (Illinois National Guard), scholarships, and waivers were applied to student accounts for Fall 2021. Refund checks were mailed on October 20 to students who had refund balances.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center Tutoring Lab continues to be a reliable resource for students. There have been 46 students consistently utilizing tutorial services. In addition, students have been taking advantage of the SSC Writing Lab for tutoring sessions, writing assignments, and other outside classroom activities. The most recent webinar hosted by the SSC in their “Get a Smart Start” series, titled, “Get a Smart Start- Tuesday Tips for Success.” Students were able to learn

time-management skills, study skills, and how to access resources that promote success. The next webinar is scheduled to focus on Advisor/Student relationships, “Get a Smart Start- Advisor 101.” The upcoming workshop will assist students with understanding the importance of building a communicative and transparent relationship with their advisors.

The Testing Center has prepared for the administration of Allied Health entrance exams. The TEAS schedule has been published on the College’s website. Makeup exams, as well as exams with accommodations, have been in high demand. The SSC Staff has been working with the LRC staff to utilize library study rooms for students requesting testing accommodations. This ensures that students requiring auxiliary aids and a private testing room are adequately accommodated. In addition, the Library staff has been a great ally for the College’s disability students.

On September 30, 2021, the SSC Director and Academic Advisor, Carrie Davis, visited Meridian juniors and seniors. Students were encouraged to think about SCC as their first choice after graduation. Other items discussed were career options and the importance of keeping good grades, studying for entrance exams, and scholarship opportunities. Students were also encouraged to begin completing the FAFSA.

To date, there have been 239 Retention Alert Cases created for students. Of the 239 cases, 236 have been classroom-related issues such as being inactive in class and/or incomplete assignments.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

Recruiting efforts have been through zoom classes, and the team has been more creative with recruitment this fall. Most services have transitioned virtually. We are off to a great start! SSS is still recruiting for the remaining few student slots.

The Annual Performance Report was moved to January 2022. SSS has been busy staying abreast of professional development and resources. Please see the various entities staff have participated as follows: ILACADA Annual Conference, State University Transfer Updates, SIUC Community College Conference, Illinois State Advisor Day, SIUE Advisor Day, DePaul Veteran Admission and Services, Disability Signature Series, The Gateway to Financial Literacy Overcoming Poverty Mindset and the tutoring department have acquired MAT 116 resources.

The first campus visit was held at SIUC and SSS staff participated in the Transfer Fair on campus.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

Educational Talent Search had a mock audit on October 13-14, 2021. Talent Search is currently recruiting new students. James Walton did recruit presentations and draw coding activities at Brookport, Maple-Grove, and Cairo Elementary. Chevis Thompson had recruitment

presentations at Meridian and Joppa High School. After the presentations were complete, the students were allowed time for an activity involving coding with the Sphere Bots. The students were very receptive and seemed to enjoy themselves. Joppa's Guidance Counselor also had the opportunity to operate the Sphere bots and seemed to enjoy them as much as the students.

Staff is also in the process of planning SAT prep, college visits, FAFSA completion, and block coding presentations.

Vice President of Student Success and Services

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

The main project that Dr. Price has been involved with is responding to the Governor's Executive Order of either being vaccinated or submit to weekly testing. Kylee Frassato was hired as the part-time Health Coordinator using COVID-19 relief funds. Since her hire she and Dr. Price have developed processes to identify those students who need weekly testing; researched the number of evening students needing weekly testing; collaborated with Emily Forthman to interview and hire Health Screeners to provide scanning and testing on Main Campus and at the Extension Centers; completed SHIELD training and monitored the training of the other staff; set up the scanning and testing sites; coordinated with the IT department to implement the SHIELD testing program and equipment; collaborated with SHIELD and Vienna High School for specimen drop off; monitored testing results; and many other aspects of getting the testing off the ground. Ms. Frassato has also been working on the necessary paperwork and approval processes to be able to offer the BinaxNow testing which is a rapid test. A HUGE thank you to the Information Technology department in their assistance with creating programs for students and employees to check-in each day, for equipment set-up; and for their continued patience. In the first days of implementation, there were several staff members that assisted and helped welcome the students as they encountered the new check-in system. Thank you to them as well.

SHIELD testing was made available at all sites as of October 18. There are still bugs to be worked through but it is up and running. Two IEMA vaccination clinics were held on Main Campus with two more scheduled in November.

One of the major recruitment events, Shawnee Experience Days, were held on October 7 and October 12. Many staff and faculty assisted in showcasing Shawnee Community College. All high school in-district seniors were invited to Shawnee Experience Days and each received a SCC t-shirt and other swag. The students were asked, prior to the event, to identify their top career interests then students were able to visit those areas while on campus.

Recruitment and advising staff were busy with reviewing processes to better capture data for reporting purposes. Staff were also included in assessment, CQI development, and spring schedule review.

Clubs & Organizations

Student Ambassadors-Monica Brahler & Carrie Davis

The ambassadors have been involved in several events this fall. They represented the college at the Pulaski County Fair, assisted with the Shawnee Experience and the Tiffany Ryan's fundraising event. The ambassadors helped with the Cairo Blues Heritage Parade, as well as the A/J Homecoming Parade. The group will have a Shawnee College display in this year's Pumpkin Town in Anna. The Ambassadors will be at the A/J's Senior night on October 22.

Ag Club-Anna Davenport

The Ag Club and Ag students are conducting a sale of poinsettias. Students are required to run this sale like a business with a CEO, Marketing Manager, Sales Manager, Project Manager and Sales Reps. Davenport is trying to teach them some life skills of getting out of their comfort zones, experiencing new roles as well as Agribusiness sales, marketing and merchandising. Plants will be delivered starting the week after Thanksgiving. At the end of the project they will give a presentation to any faculty that might be interested about what they learned, experienced, etc.

Music Club-Lee Van Alstine

Music Club and Phi Theta Kapps are hosting a Trunk or Treat here at the campus on the 30th with other clubs and groups being involved. Monies made by the Music Club will help fund a trip to Memphis. Monies made by the Music Club will help fund a trip to Memphis in the Spring and a field trip to St. Louis Fox Theatre in May for a showing of the Lion King.

Dr. Lisa Price

Vice President of Student Success and Services

11/1/2021

Date

**Financial and Campus Operations
Board of Trustees Report
November 1, 2021**

State Payment Update

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

Facilities Department

The facilities department prepared the College campus for several outside events including the annual SIEC meeting. Met with architects to discuss the expansion of a truck driving area at the Metro Center. Also discussed with the architects the main campus facility. The upgrades to the Metro Center parking lot lights has been completed.

Current Capital Projects funded through the Illinois Capital Development Board:

- Update HVAC System in Electrical Rooms Main Campus \$123,720
- Replace Gymnasium Floor & Bleachers Main Campus \$500,000
- Upgrade Mechanical Systems (HVAC) Main Campus \$2,570,275
- Replace Exterior and Interior Door Main Campus \$345,000

Business Service Department

The auditors were on campus the first two weeks in October and they have completed their fieldwork. Began the setup for new State University Retirement System (SURS) regulations requiring annual reconciliation of all SURS information/reporting requests. Setup of the electronic check process in accounts payable. Pell refunds checks were issued for the fall semester along with HEERF II student emergency funds.

IT Department

Attended a free conference called TechFest 2021 put on by SecureData. Corrected issues with Autofile affecting Etrieve and FinAid. Continuing to work on state reports. Fixed an issue with procurement as we continue to test the online version. The file for National Clearing has been created. Completed software updates on Colleague, Production WebAPI, and Self Service. Fixed issues that affected K1135A/B labs. Helped Russ and provided tech support for board meeting, special board meetings, and SIEC annual meeting. The cruise event was successful even though the weather didn't cooperate. Thanks to everyone who participated and helped out. Helped with the Shawnee Experience. We have begun the Ellucian Cloud Transition process. We have submitted all requested information and will have a kickoff meeting the first week of November. At this time, we should have a better idea of the timeframe of this project. Got a quote for a technology readiness survey. In Campus Security, we are actively looking for bus drivers.

Human Resources

This past month has been filled with hiring and training Health Screener to work the Covid entry and testing stations. Along with the Coordinator, there are approximately 20 screeners that are in the hiring process to work various shifts at each of our locations.

I've also worked with the WellNurse provided to us by our broker, Epic, and we have put together a walking challenge which was distributed at the end of September. The challenge goes from October 1 - 31 and all who participate will get chances into a drawing to win one of two \$50 gift cards.

The other special items this past month have included keeping up with the documents employees send showing proof of vaccination or weekly testing and then ensuring they are logged clear for entry on the Saints check system. Lastly, I spent some time with the auditor while on campus to allow him to go through employee files and provided to him other documents as needed throughout their week here.

Bookstore

The spring book adoption process has started and will be the first process completed through the new website. The SCC Campus Bookstore was an active participant in the SCC Experience. The bookstore also had new clothing merchandise.

Brandy Woods

Brandy Woods

Director

Google Analytics-

Google Analytics reporting for the period ending October 19, 2021 indicated the number of users to our website was 9,420. Currently our generated traffic from Google Ad placement results are as follows for September 18th -October 19th:

1.25K - Clicks on our Google Ad 24 – Phone calls 6 Requests for Information

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

Current Month		Previous Month
Illinois	5,1657	7,602
Missouri	1,557	2,728
Kentucky	471	819

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

/academics/programs	1,235
/athleticsMBB	758
/jobs	678
/admissions	641
/librarydatabases	559

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
9/19/21	1		1406	8335	28084
9/20/21	1		1044	8004	27728
9/21/21	4	1	699	7303	27214
9/22/21	2		1394	7239	26696
9/23/21			1364	7010	26245
9/24/21	1	1	2077	6264	25940
9/25/21	2	1	2491	6133	25305
9/26/21		1	2319	6451	23925
9/27/21	2		1791	6782	20793
9/28/21	1	1	1578	6944	20350
9/29/21	1		1474	6900	19728
9/30/21	1	1	1442	6843	19451
10/1/21	2	1	1632	6906	19599
10/2/21	2		1880	6799	19518

10/3/21		1	1152	6103	19235
10/4/21		1	804	5676	19170
10/5/21	1		1380	5635	19211
10/6/21	2		1312	5924	19274
10/7/21	1	1	2723	6826	19392
10/8/21	4		2001	6927	19409
10/9/21	2	1	1514	6722	19168
10/10/21		1	2127	6996	18887
10/11/21	1		1295	7086	18842
10/12/21	3		1422	7050	18295
10/13/21	3		2164	7613	18650
10/14/21	2		1601	6758	18484
10/15/21	2		3566	7890	18817
10/16/21	1	1	6514	12211	21942
10/17/21	2		6626	16105	25738
10/18/21	3		4157	17417	26940
10/19/21	1		2113	17950	27276
Totals	48	13	65062	248802	679306

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
13-Oct-2021 02:31PM	Windhorst will seek re-election, to 117th state rep seat	Carbondale Times	3680	1251	2429
12-Oct-2021 11:59PM	Windhorst will seek election to the 117th seat	Randolph County Herald Tribune	597	518	79
12-Oct-2021 11:59PM	Windhorst will seek election to the 117th seat	Du Quoin Evening Call	3811	1486	2325
12-Oct-2021 11:59PM	Windhorst will seek election to the 117th seat	The Benton Evening News	3710	876	2834
12-Oct-2021 11:59PM	Windhorst will seek election to the 117th seat	The Daily Republican	6678	2952	3726
12-Oct-2021 05:14PM	Windhorst will seek election to the 117th seat	Du Quoin Evening Call	3811	1486	2325
12-Oct-2021 05:12PM	Supply chain issues continue across the country	KFVS-TV	318957	65007	253950
12-Oct-2021 05:10PM	Windhorst will seek election to the 117th seat	Randolph County Herald Tribune	597	518	79
12-Oct-2021 04:54PM	Windhorst will seek election to the 117th seat	The Benton Evening News	3710	876	2834

09-Oct-2021 01:00PM	Outdoors A harbinger of the changing seasons	Thesouthern.com	190682	52377	138305
07-Oct-2021 01:00AM	What's Happening	Metropolis Planet	8749	2995	5754
07-Oct-2021 12:30AM	Faulkner's leap into business world marks 22nd year	Metropolis Planet	8749	2995	5754
07-Oct-2021 12:30AM	J-MG considering second feasibility study	Metropolis Planet	8749	2995	5754
04-Oct-2021 12:30PM	Meet Victoria, the robot who was created to give birth like a real woman	Opera News	2058327	222776	1835551
04-Oct-2021 06:30AM	Meet Victoria, the robot who was created to give birth like a real woman	Opera News	2058327	222776	1835551
29-Sep-2021 08:25AM	Shawnee Community College Softball receives donation from City National Bank of Metropolis	WJPF-AM	2305	1026	1279
29-Sep-2021 08:25AM	Shawnee Community College Softball receives donation from City National Bank of Metropolis	New County Z100	112	112	0
27-Sep-2021 11:59PM	SCC, SIU leaders sign the Saluki Step-Ahead agreement	Metropolis Planet	8749	2995	5754
27-Sep-2021 07:57PM	Saluki Step Ahead partners SIU with Illinois Community College Board	WSIL-TV	339604	54025	285579
27-Sep-2021 02:30PM	Shawnee professor's 'Science in Seconds' brings lessons to YouTube	Thesouthern.com	170227	44681	125546
27-Sep-2021 11:17AM	'Saluki Step Ahead' program brings SIUC to community college students across Illinois	WSIL-TV	339604	54025	285579
27-Sep-2021 10:57AM	New SIU-C program connects community college students with 4-year degree online	KFVS-TV	313039	70213	242826
24-Sep-2021 02:30AM	Meet Victoria, The Robot Who Was Created To Give Birth Like A Real Woman	Opera News	2058327	222776	1835551
23-Sep-2021 12:46AM	What's Happening	Metropolis Planet	8749	2995	5754
23-Sep-2021 12:16AM	John Schmidt Memorial Scholarships awarded to four JHS graduates	Metropolis Planet	8749	2995	5754

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
9/18/2021 6:34	WSIL (ABC)	News 3 News This Morning	\$17.04	724
9/22/2021 5:40	KFVS (CBS)	The Breakfast Show	\$465.96	13831
9/27/2021 18:02	WSIL (ABC)	News 3 News at 6	\$1,465.02	52158
9/28/2021 5:16	WSIL (ABC)	News 3 News This Morning	\$4.68	363
9/28/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$4.68	363
10/2/2021 6:27	WPSD (NBC)	Today	\$119.38	2836
10/2/2021 7:36	WPSD (NBC)	WPSD Local 6 Saturday	\$515.13	17262
10/12/2021 17:00	KFVS (CBS)	Heartland News @ 5	\$1,040.34	27839
10/12/2021 21:01	KBSI (FOX)	Heartland News at 9 on Fox23	\$505.20	7006
10/13/2021 5:35	KFVS (CBS)	The Breakfast Show	\$485.38	13831
10/13/2021 6:51	KFVS (CBS)	The Breakfast Show	\$584.75	15874
		TOTALS	\$5,207.55	152087

Synopsis – This month SCC received coverage for the college partnership with SIU for the Saluki Step-Ahead, The \$5,000 donation to the softball program by a local bank, Science in Seconds and our truck driving program. We also took part in another parade for the AJ Homecoming where we handed out a coloring page for children (image attached)



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

Submitted by: Dr. April Teske

The following report summarizes the more notable activities since the submission of the last Board report (September 22, 2021-October 20).

- Assisted programs with course, completion, and survey data needed for internal continuous improvement discussions, external reporting requirements, accreditation reports, and advisory council meetings (1.2.O, 1.3.A., 4.1.)
- Presented program data at the Computer and Information Management Systems Advisory Council meeting (September 22) (1.2.O, 1.3.A.)
- Assisted with Labor Market and Program data and analysis, as well as Strategic Plan alignment for BOT Advisory Council meetings and constructed a PowerPoint for delivery to council members (1.3.A., 4.1)
- Assisted with the planning and implementation for compliance with the Governor's Executive Order (i.e. attended screening training, attended planning meetings, finalized a protocol document, completed SHIELD training).
- Continued work on the data for the dashboard by identifying indicators for dashboards, developing data spreadsheets, and watching training videos (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 services/data processes we currently have, exploring additional modules (i.e. CRM Recruit) and programs (i.e. surveys) to address gaps in data collection, and processes for systematic collection of the needed data (2.1.H., 4.1.E, 4.1.F., 4.5.B., 4.5.C.).
- Updated the SCC Strategic Plan with results from the first quarter and added HLC Criterion to each strategy (4.1.A).
- Worked with P. Sander and R. Betts to align the Continuous Quality Improvement (CQI) form to the SCCES framework and Strategic Plan (4.1.C., 4.1.G.).
- Worked with P. Sander, Student Academic Assessment Team (SAAT), and J. Boyd to plan and deliver the annual Assessment Day (October 8) for full-time employees (4.1.B., 4.1.C.).
- Volunteered for the Tiffiney Ryan Memorial Cruise-In on October 2 (3.5.E.).
- Attended webinars and virtual meetings:
 - Accreditation Commission for Education in Nursing (ACEN)
 - Overview of ACEN Accreditation
 - Standards and Criteria Review
 - Let's Talk ACEN Accreditation: Demystifying the Process
 - Meaningful Outcomes Assessment
 - HLC General Education Webinar Trainings
 - Variables Impacting General Education Assessment
 - General Education Assessment Process
 - Assessment Methods and Measures
 - Facilitating Engagement and Leading the Process

**Saints Foundation Report
November, 2021**

The Foundation is in receipt of \$25,000 for the establishment of the Caroline Pohl Staley Memorial & Hannah N.D. Staley Scholarship. This scholarship is for Nursing students, with the awarding amounts being based on the student needs for consumables. The criteria were established by Alumni Hannah Dover/Staley and her grandfather-in-law, Jerry Staley. An additional \$25,000 will be received in April 2022. An Endowment will be established.

The Foundation also received funds from an Indiana couple, restricted for any Cairo student seeking to complete the College's CNA Program. This couple was traveling, having stopped in the Cairo area and were drawn to lend assistance.

For the Academic Year 2020-21, the Foundation paid out over \$78,000 in scholarship funds.

The Scholarship Database, Academic Works is currently undergoing Cycle Management (archiving of data/applications and cloning of current 2022-23 scholarship opportunities). Application to any internal/external scholarships will be available by December 1, 2021.

Two Applicants for the Executive Director position were interviewed on October 28 and selection is pending Saints Foundation Board Approval. The next regularly scheduled Board meeting is November 12.

Impending projects include 2022 Annual Employee Giving Campaign and Annual Appeal.

*Tina Dudley
Administrative Assistant
President/Saints Foundation*

ICCTA's Fall 2021 Veto Session Update

October 11, 2021

By Jessica Nardulli, ICCTA Legislative Counsel

The Illinois General Assembly's fall 2021 Veto Session is scheduled for **October 19-21 and 26-28**. Even though lawmakers have already acted on bills vetoed and amendatorily vetoed by Gov. JB Pritzker, the House and Senate do need to approve a **Congressional district map** (see below for more information) and any other issue can be addressed during Veto Session. This year, however, a lighter load of legislation is expected, having just wrapped up the extended energy and climate negotiations. It is possible that some scheduled days could be canceled prior to or during the session.

That said, a few new bills have been filed in the last several weeks, including proposals responding to the recently passed Texas law that effectively bans most abortions in that state. So far, two Chicago lawmakers have filed bills inspired by the Texas law: one to expand [abortion access](#), and one that aims to rein in [gun violence](#). Both proposals could see discussion during the upcoming Veto Session.

State Reps. Michael Zalewski and Kam Buckner [filed a resolution](#) calling on lawmakers to reject any plan that would spend public money on a new stadium for the Chicago Bears. Sen. Robert Peters has said that he is drafting a similar piece of legislation.

Another possible issue includes amending the [Health Care Right of Conscience Act](#). The statute's language is so broadly written that, despite its original intent of shielding health care professionals from participating in treatments or procedures with which they were opposed as a matter of conscience (such as abortion and birth control), it is now being used to evade school vaccination/testing mandates. The Act now states that all persons have a right to refuse to obtain, receive or accept, or deliver, health care services and medical care, which includes testing. The Governor has called on the Democrat-controlled legislature to amend the Act to allow him to mandate vaccines and testing, but it is not yet known what any amendment would look like – whether the General Assembly would simply exempt vaccines or testing during a pandemic or if lawmakers would consider changing the whole law.

CONGRESSIONAL REDISTRICTING

Democrats in the Illinois House and Senate relaunched an online redistricting portal ahead of public hearings together input on the makeup of new congressional districts. The tool allows individuals to draw and submit proposed congressional boundaries for state lawmakers to consider as they make plans for redistricting. The map-making portal can be accessed [here](#) and [here](#).

The Illinois House and Senate Redistricting Committees have also begun holding hearings to accept public testimony on new congressional and judicial subcircuit maps. **No proposed maps have yet been revealed.** The first hearing was last week, and another half dozen have been scheduled for the following seven days.

The parties to the lawsuit challenging the **state legislative maps** were in court last week. Discovery is ongoing but the upcoming calendar was also addressed. The Illinois State Board of Elections has been asked to file additional information this week about a **"drop dead date"** for having a new map in place to allow elections to proceed as planned. The next status hearing has been set for October 19. A trial date has not yet been set.

After the legal battles over the maps are concluded, we will begin to see politicians announce their future intentions -- such as state legislators seeking state-wide office, or someone from Congress running for Governor, for example. As a reminder, all state representatives and senators, all five state-wide elected constitutional offices, all congressional seats, and Senator Duckworth's seat will be on the ballot next year. **The Illinois primary election is scheduled for June 28.** Expect big money to flood the airwaves all next year (announced candidates for governor are already spending ad money).

UNEMPLOYMENT INSURANCE DEFICIT

The state's Unemployment Insurance Trust Fund has a \$4.3 billion deficit. Interest payments are now accruing at 2.27% as the General Assembly acts a plan to pay down the federal debt. In addition to the accruing interest, the state also has incentives to pay the debt built into law that increase employer tax payments and decrease claimant benefits beginning next year if the debt remains unpaid. Beginning in January 2022, the benefit period for unemployed persons claiming benefits shortens from 26 to 24 weeks, wage repayment drops from 47% to 42.4%, and employer tax rates increase 0.325%. The Illinois Retail Merchants Association estimates that these actions will add \$500 million in tax increases to employers and \$500 million in benefit cuts to claimants.

Lawmakers could pass legislation to push back the effective date of these cuts from January to later in 2022, but interest will continue to accrue on the \$4.3 billion deficit (and the deficit will likely continue to grow as high as \$5 billion next year). The state could also use some of the \$4-5 billion in unspent ARPA money from the federal government to pay down the Trust Fund deficit, but that decision would be part of next year's budget discussions.

COVID-19 UPDATE

President Biden visited Chicago last week and used his speech to push businesses to mandate COVID vaccines or weekly tests. According to the Illinois Department of Public Health, 82% of Illinoisan adults have received at least one dose of the vaccine and 64.5% are fully vaccinated; 54% of all Illinoisans are fully vaccinated. The statewide positivity rate is declining at 2.1%. Gov. Pritzker has not announced the metrics he will use to determine when it is appropriate to roll back the indoor mask mandate.

For more information on state legislative and public policy issues, please contact:

Illinois Community College Trustees Association

401 E. Capitol Avenue, Suite 200 • Springfield, IL 62701 • 217-528-2858 • www.communitycolleges.org



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 April Moore
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 John Windings
 Andrea Witthoft

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Dr. Lisa Price
 Brandy Woods

Executive Directors

Rob Betts

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Kristin Shelby

RE: Presentation and Review of HLC Shared Governance Self Study

Date: 11.01.2021

Background: As discussed at several previous Board Meetings, the College is scheduled to receive a focused-visit from the Higher Learning Commission (HLC) on 11/15/21 and 11/16/21 to address Shared Governance concerns. At that time, the HLC Focused Review Team (HLC-FRT) will expect to see evidence the College is employing effective shared governance practices that fully meet Criteria 2C & 5A.

As a first step of the focused review process, the College submitted a [self-study](#) detailing how we fully meet Criteria 2C and 5A. That [report](#), provided to you in October and can currently be found on the College's [website](#), details the College's response.

As part of the focused review visit process, the HLC-FRT will interview the Board. At the time of this writing, this interview is tentatively scheduled for 11/15/21 @ 5:30p in the River Room.

To help the Board prepare for the interview, gain a deeper understanding of HLC's shared governance expectations, and identify important information contained in the self-study, our HLC Writing Consultant, Marie Giacomelli, will lead the Board through a short presentation on these topics. Dr. Giacomelli will be able to answer any questions that you might have relating to HLC's processes and Criterion expectations.

Recommendation: I recommend the Board carefully review the College's HLC Shared Governance [Self-Study](#) and prepare any questions you might have so they might be answered during Dr. Giacomelli's presentation.

Board Memorandum

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Board Policy Review Schedule
Date: 11.01.2021

Background: Last May, the Board appointed a Policy Committee (consisting of Trustees Mike McMahan, Deborah Shelton-Yates, and Andrea Witthoft) to develop and recommend new Board policies using a policy governance framework. This work, which began in June 2021, is now complete. The result of the Board Policy Committee's work is reflected in 72 new (or considerably revised) policies and was presented to Board for first read at the 09/07/21 regular Board Meeting. Clearly, these new policies represent a significant update to the College's current policy manual.

At the time of the first read, the Board felt these policies could be reviewed at two special Board meetings, which were scheduled for 09/30/21 and 10/14/21. In addition to reviewing the recommended policies, a portion of the special meetings was to be used to provide the Board with focused instruction on policy governance principles and highlight operational differences between policy governance and traditional governance methods. Finally, the Board intended to act on these new policies after the second read at the 11/01/21 regular Board meeting. This was the original plan.

However, due to unforeseen circumstances, the 09/30/21 special Board meeting had to be cancelled. Further, it was evident at the conclusion of the 10/14/21 special Board meeting, many of the policies could not be thoroughly reviewed in time for the Board to act on them at the 11/01/21 regular Board meeting. Subsequently, in discussions with Board Chair Heisner, the following training, review, and approval schedule was proposed:

- November – Review Strategic Outcome Policies (B10xx series).
- December – Continue Policy Governance Training and Review Board Bylaws (B400xx series).
- January – Conclude Policy Governance Training & Begin review of Delegation of Authority (B20xx) & Executive Limitation (B30xx) policies
- February – Complete Review Delegation of Authority (B20xx) & Executive Limitation (B30xx) policies.
- March – Act on policy recommendations.

Each of these events would take place at the regularly scheduled Board meetings.

Recommendation: I recommend the Board approve the policy governance training, review, and adoption schedule presented.

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Rob Betts

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Tim Taylor

RE: Strategic Outcome Policies

Date: 11.01.2021

Background: In a policy governance model, Strategic Outcome policies generally describe the Board's expectations of what the College should accomplish (i.e., the Board's desired results) for the right people (or groups) at the level (or in the amount) that justifies the resources spent. To translate these expectations into policy, the Board examines the range of Strategic Outcome decisions that it wishes to make on behalf of the community residents and then prescriptively formulates policy statements that demand certain results for certain recipients at a certain value. In a traditional policy governance model, Strategic Outcome policies have three traditional elements that directly define (in writing) the Board's expectations for the intended:

- Outputs/outcomes to be produced by the organization.
- Recipients of those outputs/outcomes.
- Value (i.e., cost-benefit or priority) of those outputs/outcomes.

In addition to these three traditional elements, the Board Policy Committee identified two additional elements aimed at clarifying Board expectations and minimizing potential misinterpretation from employees. These elements are:

- A statement assigning accountability/responsibility.
- Recommended accountability measures and indicators.

Using these five elements as guides, the Board Policy Committee developed the following Strategic Outcome policies:

- B1000 College Purpose
- B1001 Mission, Vision, and Values
- B1002 Monitoring College Effectiveness
- 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, and Inclusion

At this point, it would be appropriate for the Board to review each recommended Strategic Outcome policy, become familiar with the content, and recommend any changes necessary to provide clarity of Board expectation.

Recommendation: I recommend the Board review each Strategic Outcome policy and provide me with recommendations to clarify/finalize the language.

Board Memorandum

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Dr. Lisa Price
Brandy Woods

Executive Directors

Rob Betts

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Shared Governance Manual
Date: 11.01.2021

Background: As previously noted in the HLC Self-Study Memo, the HLC Shared Governance Focus Review Team (HLC-FRT) will expect to see evidence the College is employing effective shared governance practices that fully meet Criteria 2C & 5A. Specifically pertaining to Criterion 5A, the HLC-FRT will expect to see evidence the College is engaging employees (faculty and staff) in the decision-making process relative to the development of plans, policy, and procedures. Generally, College's provide this evidence and structure through Committee work.

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

To strengthen the College's shared governance structure, an ad hoc Shared Governance Team was formed in 2019. This Team was initially used to promote communication and address various operational concerns between all employee groups. Since September 2020, this Team has focused its efforts on building a new shared governance structure for the College. As a result, the College's first Shared Governance Manual (sent under a separate cover) was developed. In this manual you'll see three committee types – policy, operational, and hybrid. Further, definitions and specific committee charges have been developed. This is a significant positive update to the College's shared governance structure.

Moreover, a new proposed Board Delegation of Authority policy called *Participation in Local Decision-Making* (B2005), requires me “to develop and implement a collaborative decision-making system for College administrative and operational practices.” Further, this policy identifies several features of the decision-making system the Board expects. This Shared Governance manual provides evidence that policy directive (assuming it is eventually approved) is being met in its entirety.

Finally, this Shared Governance manual was presented at the September Regular Board meeting for review (i.e., first read). Since then, the College added a meeting calendar, developed charges for three operational teams (Academic Leadership Team, Student Affairs Leadership Team, and Administrative Services Leadership Team), clarified the composition of several Councils and Teams, and updated meeting times for several Councils and Teams. Since the Board has not yet adopted a policy governance model of operation, Board approval of operational/administrative policy changes is still required. Therefore, this manual is ready for your final review and approval.

Recommendation: I recommend the Board approve the College's Shared Governance Committee Structure as presented.

**Board of Trustees**

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Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. April Teske

RE: Economic Impact Study for Shawnee Community College

Date: 11.01.2021

Background: Approximately every five years, the Illinois Community College Board (ICCB) commissions an organization to produce an Economic Impacts report for the State's 48 Community College's – both as a collective and at the individual district level. The results of this study can be used for planning at the Statewide and District level. For this cycle, Northern Illinois University's (NIU) Center for Governmental Studies was chosen to perform the analysis. The focus elements of this study include trends for: population, business & industry employment, workforce, and equity. Further this study attempted to identify the impact of the coronavirus pandemic on college operations. Finally, this study attempted to identify economic impact outcomes (e.g., return on investment, employment, and earnings) for students and the community. Results of the Economic Impact Study for the State of Illinois can be found [here](#).

Results of the Economic Impact Study for SCC (sent under a separate cover) can be found [here](#). Here is a quick summary of the most notable outcomes:

- Demographic Trends agree with the College Status Report.
- Job posting analytics (i.e., workforce demand) agree with the College Status Report and Strategic Plan.
- Where data is available, there is a significant earnings gap for most minority populations in our five-county service region.
- Educational attainment generally improved for all populations across our five-county service region; however, there appears to be a large attainment gap for our low-income and minority populations.
- Wages for the top available occupations in our five-county service area were mostly consistent with data listed in the College Status Report. A wage gap persists for our low-income and minority residents.
- Students who complete a SCC certificate or AAS generally earn \$662,024 more over a 40-year work life than those who just have a High School diploma.
- The net present value of investing in a SCC AAS or long-term certificate is about \$258,000, which results in an internal rate of return on investment of 23.4%.
- In FY 20, SCC added over \$17M (\$8.8M in total value added and \$7.2M in payroll) in economic impact to our five-county service region.
- Using the \$4.9M local tax levy in FY20, the Community receives \$3.47 back on each \$1 dollar invested in the College.

Dr. April Teske will present the results of the SCC Economic Impact Study and answer any questions you might have.

Recommendation: I recommend the Board review the results of the SCC Economic Impact study and use the data to guide future actions.

Board Memorandum



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Rob Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Review of Anticipated Tax Levy Estimate for CY2021

Date: 11.01.2021

Background: The Board must certify SCC's tax levy for Calendar Year 2021 for taxes collected in Calendar Year 2022 and considered as income in Fiscal Year 2023. The Certificate of Tax Levy is attached for your review.

Prior year's information is also presented in a fiscal year format for comparison purposes.

In addition, the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance.

At this point the EAV for CY21 is unknown. However, using the EAV from CY20 as an estimate for CY21, the tax rate for CY21 is estimated at 74.54 cents per \$100 in equalized assessed valuation. The proposed levy is \$3,223,451 plus \$1,606,500 is levied for bond issues. This is an increase of approximately 4.382% over actual tax extension of CY20.

Recommendation: I recommend the board review the CY21 Tax Levy for approval at December 2021 board meeting.

CERTIFICATE OF TAX LEVY

Community College District No. 531 County(ies) All of Alexander, Massac, Pulaski, Union and parts of Johnson & JacksonCommunity College District Name: Shawnee Community College and State of Illinois**We hereby certify that we require:**the sum of \$ 1,403,429 to be levied as a tax for educational purposes (110 ILCS 805/3-1), andthe sum of \$ 706,331 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ _____ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 709,107 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), andthe sum of \$ 119,134 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), andthe sum of \$ 35,449 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), andthe sum of \$ 250,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20__ .

Signed this 6th day of December, 2021._____
Chairman of the Board of Said Community College District_____
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 1 .

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 531 County(ies) of all of Alexander, Massac, Pulaski, Union, & parts of Johnson and Jackson and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2021 was filed in the office of the County Clerk of this county on _____, 2021 .

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2021 is \$ 1,606,500.00 .

Date_____
County Clerk and County

Shawnee Community College

Fiscal Year to be		Social Security										Total Tax Levy	Actual Extension
Tax Year	Collected	Actual EAV	Educational Levy	O&M Levy	PHS Levy	Audit Levy	Liability Levy	Levy	Bond Levy	Total Levy	Rate	Tax Rate	
2000	2002	\$ 365,839,304	\$ 698,500	\$ 168,619	\$183,000	\$ 16,500	\$ 205,881	\$ 60,000	\$ -	\$1,332,500	0.3642309575		
2001	2003	\$ 389,931,149	\$ 733,000	\$ 177,000	\$192,000	\$ 17,000	\$ 206,000	\$ 73,000	\$ -	\$1,398,000	0.3585248328		
2002	2004	\$ 445,440,869	\$ 769,000	\$ 385,000	\$201,000	\$ 17,800	\$ 225,000	\$ 90,000	\$ -	\$1,687,800	0.3789055108		
2003	2005	\$ 462,860,604	\$ 846,350	\$ 423,170	\$220,000	\$ 17,800	\$ 225,000	\$ 90,000		\$1,822,320	0.3937081670	0.4046000000	
2004	2006	\$ 458,715,672	\$ 905,000	\$ 440,275	\$230,000	\$ 17,800	\$ 228,495	\$ 90,000	\$ -	\$1,911,570	0.4167221913	0.4231000000	
2005	2007	\$ 471,618,434	\$ 917,451	\$ 458,725	\$230,000	\$ 22,300	\$ 387,582	\$ 93,000	\$ -	\$2,109,058	0.4471958363	0.4165800000	
2006	2008	\$ 484,110,430	\$ 943,236	\$ 471,618	\$230,000	\$ 22,900	\$ 453,300	\$ 93,000	\$1,033,609	\$3,247,663	0.6708516898	0.6712800000	
2007	2009	\$ 510,992,897	\$ 993,553	\$ 498,949	\$230,000	\$ 20,000	\$ 490,123	\$ 93,000	\$1,033,744	\$3,359,369	0.6574199015	0.6708500000	
2008	2010	\$ 535,803,808	\$ 1,064,599	\$ 509,683	\$230,000	\$ 21,000	\$ 620,099	\$ 93,000	\$1,036,875	\$3,575,256	0.6672696137	0.6761000000	
2009	2011	\$ 558,891,943	\$ 1,114,115	\$ 536,522	\$243,507	\$ 21,000	\$ 652,747	\$ 98,085	\$1,036,963	\$3,702,939	0.6625500772	0.6905900000	
2010	2012	\$ 563,869,093	\$ 1,212,820	\$ 593,990	\$262,662	\$ 37,398	\$ 592,966	\$ 115,647	\$1,707,291	\$4,522,774	0.8020964540	0.7650800000	
2011	2013	\$ 566,119,649	\$ 1,215,867	\$ 591,390	\$275,536	\$ 30,180	\$ 621,659	\$ 121,306	\$1,664,787	\$4,520,725	0.7985458706	0.7791700000	
2012	2014	\$ 575,086,019	\$ 1,216,996	\$ 591,557	\$287,179	\$ 29,749	\$ 648,586	\$ 126,564	\$1,693,251	\$4,593,882	0.7988164984	0.7881500000	
2013	2015	\$ 572,818,519	\$ 1,179,533	\$ 573,582	\$250,000	\$ 30,204	\$ 681,007	\$ 120,639	\$1,697,223	\$4,532,188	0.7912082710	0.7826900000	
2014	2016	\$ 576,047,867	\$ 1,156,537	\$ 582,762	\$250,000	\$ 30,144	\$ 679,522	\$ 120,481	\$1,713,878	\$4,533,324	0.7869699307	0.7832600000	
2015	2017	\$ 587,294,095	\$ 1,206,125	\$ 604,562	\$250,000	\$ 30,314	\$ 709,496	\$ 125,824	\$1,710,325	\$4,636,646	0.7894930393	0.7867300000	
2016	2018	\$ 603,418,627	\$ 1,273,654	\$ 616,674	\$252,808	\$ 30,901	\$ 725,506	\$ 128,726	\$1,715,420	\$4,743,689	0.7861356590	0.7760900000	
2017	2019	\$ 624,484,718	\$ 1,362,839	\$ 663,759	\$255,113	\$ 31,725	\$ 695,851	\$ 122,130	\$1,682,078	\$4,813,495	0.7707946826	0.7453400000	
2018	2020	\$ 635,983,048	\$ 1,397,095	\$ 686,933	\$258,408	\$ 32,809	\$ 669,884	\$ 116,305	\$1,773,511	\$4,934,945	0.7759554308	0.7507300000	
2019	2021	\$ 649,341,448	\$ 1,388,338	\$ 680,503	\$250,000	\$ 33,456	\$ 687,764	\$ 125,345	\$1,759,000	\$4,924,406	0.7583692702	0.7461700000	
2020	2022	\$ 660,122,102	\$ 1,394,466	\$ 694,323	\$250,000	\$ 34,132	\$ 705,400	\$ 122,156	\$1,720,500	\$4,920,977	0.745464663	0.7261500000	
Average											0.6437881942	0.687925556	

Board Memorandum

**Board of Trustees**

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Executive Directors

Rob Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Quality-Based Selection Process for a Financial Advisor

Date: 11.01.2021

Background: By December of 2022, the College's current funding bonds will expire. To eliminate a debt-service drop off between levy year 2021 and levy year 2022, we need to start the process of issuing debt certificates-to-funding bonds as soon as possible so we might be able to cover anticipated future capital and deferred maintenance expenditures. Here is a high-level timeline, suggested by Brad McCormick, of key events:

- June 2022 – Board approves financing plan for the sale of Debt Certificates and Funding Bonds
- July 2022 – Board adopts parameters resolution for the sale of Debt Certificates
- August 2022 – Debt Certificates sold and closed
- September 2022 – Board adopts resolution of intent to issue Funding Bonds and resolution calling a public hearing for Funding Bonds
- October 2022 – Board holds public hearing for Funding Bonds
- November 2022 – Board adopts parameters resolution for the sale of Funding Bonds
- November/December 2022 – Funding Bonds sold and closed

Please note, the College does not have to wait until June of 2022 to begin the process; in fact, depending on interest rate movement over the next year, we may want to start the process sooner and manage interest rate risk.

To guide the College through this process and assist with the development of the long-term financial plan identified as Goal 4.9 in the Strategic Plan, the Board should consider hiring a Financial Advisor. Amongst other things, a Financial Advisor would assist with financial planning, debt management, and implementation of the bond sale. Further, a sample of services might include conducting an analysis of the College's financial resources to determine the capacity to authorize issue and service any municipal securities; analyzing future financing needs; analyzing securities under consideration; advising on current bond market conditions; and coordinating the assembly of data for the preparation of any necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the issuance of municipal securities.

To begin the process of selecting a Financial Advisor, the College would need to implement a Quality-Based Selection Process (generic form attached for review) as noted in the College's Bonds & Indebtedness procedure.

Recommendation: I recommend the Board begin the process of hiring a Financial Advisor by authorizing the CFO to enter a Quality-Based Selection Process and developing a process and timeline for review with Board Finance Committee.

REQUEST FOR PROPOSALS FOR FINANCIAL ADVISOR

[DATE]

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- IV. SCOPE OF SERVICES
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- VII. COMPENSATION
- VIII. EVALUATION PROCESS
- IX. FINANCIAL ADVISOR CONTRACT

SUBMIT PROPOSAL OR INQUIRES TO:

BY E-MAIL:

[DISTRICT CONTACT]
[EMAIL ADDRESS]

Telephone Number: [PHONE NUMBER]

BY U.S. MAIL:

[DISTRICT]
[ATTENTION]
[DISTRICT ADDRESS]

I. GENERAL INFORMATION

The [NAME OF COLLEGE DISTRICT] (the "District") is requesting proposals from firms interested in providing financial advisory services to the District [given that the College needs to finance \$_____ of projects]. The scope of assignment and information required to be submitted are outlined in this Request For Proposal (the "RFP").

Anticipated Schedule for Financial Advisor Selection:

District Releases RFP to Firms	_____
Firms Provide Written or E-mailed Questions	_____
District Responds to Questions	_____
RFP Due Date	_____
Notification of Firms Selected for Interview	_____
Interviews with Selected Firms	_____
Notification of Firm Selected	_____
Board of Trustees Approves Recommendation	_____

II. PROCEDURES AND PROVISIONS

- A. [Each proposal must be submitted in a sealed envelope. The envelope must be marked "Proposal for Financial Advisor" and shall include all information required pursuant to this RFP. ____ copies of the proposal must be submitted along with the original proposal.]

Or, if by email:

[Each proposal must be submitted electronically. The subject of the email must be "Proposal for Financial Advisor" and shall include all information required pursuant to this RFP.]

- B. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

C. Proposals are due no later than 3:00 p.m., on [DATE], at the above [email] address. It is the proposer's responsibility to assure that the proposal is delivered at the time and place set forth herein.

D. The District is not responsible for any expense incurred in preparing and submitting a proposal or taking any action in connection with the selection process, or for the costs of any services performed by any firm prior to the execution of a contract with a financial advisor.

E. The District reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the proposal, request additional information from any firm, reject any or all proposals, or waive any irregularities in the proposal which do not interfere with or impede the District's decision-making process.

F. The Board of Trustees of the District retains the discretion to decide not to utilize the services of any selected firm or to terminate the selection without cause and without penalty and the selection of a firm does not assure that any services will ultimately be requested.

G. Any interviews which are conducted will be scheduled at the option of the District as part of the selection process.

H. The financial advisor will not be permitted to underwrite any new bond issue of the District for which the services of the financial advisor were utilized. Any firm that responds to this request for proposals as financial advisor will not be considered as underwriter in the event the District chooses a negotiated sale.

III. QUALIFYING CRITERIA

In order to be considered as financial advisor to the District, any prospective firm must demonstrate its ability to meet each of the following two criteria:

1. The financial advisor must have experience in providing financial advisory services to Illinois community colleges.
2. The financial advisor must demonstrate its knowledge of Illinois community college finance and issues faced by Illinois community colleges.

IV. SCOPE OF SERVICES

All services provided by the selected financial advisor are to be performed only upon the specific, written direction of the _____ of the District.

A. For any specified bond issue, at the request of and in consultation with the District, the firm shall: develop a financing plan; make recommendations as to possible changes in the particular financing program; recommend the method of sale which will result in the District's receiving the lowest possible borrowing cost; perform various functions to facilitate the marketing and sale of the bonds; assist in the development and preparation of the necessary bond sale documents; prepare and present information to the rating agencies, insurance companies and potential investors; assist in the process of selecting an Underwriter if a negotiated sale is chosen; assist with and attend the bond closing; review and advise the District as to the reasonableness of the timing of the sale, the gross underwriting spread and the price of the bonds; attend Board meetings and perform such other services as are determined to be advisable by the District to structure, sell or market the bonds.

B. The financial advisor will be expected, at the request of the District, to provide advice regarding the development and implementation of new and existing financing techniques and other programs relating to the operations of the District.

V. CORRECTIONS AND CHANGES

Any corrections or changes to this RFP will be made by addendum or a revised document issued by the District and distributed in the manner in which this RFP was distributed. Corrections or changes made in any other manner will not be binding and proposers should not rely on such corrections or changes. It is the responsibility of the proposer to obtain all corrections and changes prior to submitting a proposal.

VI. INFORMATION TO BE PROVIDED IN PROPOSAL

In providing the following information in your proposal, responses to each item should appear in the same order as in this RFP.

A. Describe the firm, how it is organized, years experience related to providing financial advisory services to Illinois community colleges, the resources it has committed to the District and the execution of the scope of services set forth herein.

B. List the names and titles of the professionals who would be available to work for the District. Designate each individual who would be primarily responsible for performing the financial advisory services, the specific experience and any special expertise of each such individual and information concerning the education, position in the firm, and years and type of experience for each individual. Also include in your response the name, and telephone number of an individual within your firm who will be the firm's primary contact concerning this RFP.

C. Describe in dollar volume the financial advisory services provided to Illinois community colleges within the last three years.

D. Describe any special expertise which your firm has in any particular segments of the public finance industry. List any unique services and programs offered to such clients.

E. Describe how your firm would assist the District in developing and implementing any new financing program.

F. Describe processes your firm utilizes in evaluating whether the sale of bonds should be negotiated or competitive. Such description should include ensuring the lowest possible cost of capital and other relevant factors.

G. Please provide at least three references from Illinois community colleges for whom your firm has served as financial advisor within the last 12 months.

H. Provide any other additional information which you feel would be of value to the District in the selection process.

I. Investigations and litigation.

a. Provide information on any litigation or administrative proceeding in which the firm was a party in any matter related to the professional activities of the firm during the five years prior to the date of this RFP.

b. Provide information on any pending litigation, investigation or proceeding in which a court or administrative agency is addressing any question relating to the professional activities of the firm.

J. Will the selection of the firm result in any current or potential conflict of interest? Should any potential or existing conflict be known by a firm, the proposal shall specify the party with which the conflict exists or might arise, the nature of the conflict and whether the firm would step aside or resign from that engagement or representation creating the conflict.

VII. COMPENSATION

Describe your proposed fee schedule and billing policy relating to the activities required under this proposal, document processing time, travel and mileage, reimbursable expenses, and telephone and fax charges. The District reserves the right to negotiate proposed fees prior to awarding a contract. The fee schedule should include fee structure for the various services.

VIII. EVALUATION PROCESS

A Selection Committee will be established for the review of proposals. Based on the proposals submitted, the Selection Committee will select a shortlist of qualified firms for this project. If necessary, the Committee will interview the shortlisted firms. Based on the proposal and interview, the Committee will rank the finalists as to qualifications. The Committee will recommend the selected firm to the District's Board of Trustees and will request authority to enter into negotiations with the selected firm. Negotiations will cover: scope of work, contract schedule, contract terms and conditions, technical specifications, and price. If the parties are unable to reach an acceptable agreement with the selected firm, the Committee will recommend to the District Board that the negotiations be terminated and that negotiations with the second ranked firm be initiated. Upon successful negotiations, the Committee will recommend to the District Board that the District enter into the proposed agreement.

IX. FINANCIAL ADVISOR CONTRACT

Upon approval by the Board of Trustees, the selected financial advisor shall perform services in accordance with the terms and conditions of a contract to be entered into by and between the District and the selected financial advisor.

**Board of Trustees**

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 Steve Heisner
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Rob Betts

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Consideration of Approval of Insurance Renewal

Date: 11.01.2021

Background: The College's insurance is up for annual renewal. This year, there is an increase of \$38,695 over last year's rates. The increase is due to the current market trends, inflation, overall rate increases, and the increase in the property values as per the attached letter from Bushue.

Please note, due to recent increases in the number of cyber-attacks and ransomware attacks on Colleges and Universities, the College requested a quote for cyber liability insurance in the amount of \$3M. The amount quoted was for \$1M. That said, we've instructed to Bushue to rebid the quote for a \$3M policy. We anticipate this will be brought to the Board in December for approval.

The last rebid for insurance carriers was done in 2019 and is scheduled to be done again in fall 2023. Brandy Woods will be available to answer any questions you might have about these policies.

Recommendation: I recommend the Board approve the Property, Casualty, Liability Insurance bid with ICRMT for \$122,402.

I recommend the Board approve the Excess Earthquake Insurance bid with RSUI Indemnity for \$53,500.

I recommend the Board approve the Worker's Compensation Insurance bid with Star Insurance Company for \$24,925.

I recommend the Board approve the Storage Tank Pollution Liability Insurance with Nautilus for \$5,570.



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

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

October 13, 2021

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

Dear Ms. Woods,

RE: PROPERTY/CASUALTY/LIABILITY INSURANCE RENEWALS

The attached summary illustrates the expiring and renewal coverages with the current insurance carriers, Illinois Counties Risk Management Trust (ICRMT) through MH Insurance Centre from Marion, IL, RSUI Indemnity Company & Nautilus through Consolidated Insurance Agency from Carbondale, IL, and Star Insurance through Arthur J. Gallagher from Davenport, IA.

Our attached Renewal Worksheet Forms show the expiring and renewal coverage from ICRMT, RSUI Indemnity Company, Star Insurance and Nautilus. The first column of each page is the expiring insurance coverage for Shawnee Community College District #531. The second column is the renewal coverage as presented by the current insurance carrier and agent.

Following are some changes from the expiring:

- ICRMT amended the Property values to reflect the professional Appraisal done by Duff & Phelps in September 2020. The Property Blanket Limit increased from \$59,047,522 to \$73,310,370 for the 2021-2022 term.
- Under the Inland Marine, the Computer Hardware, Software & Related Equipment category value increased from \$800,000 to \$1,000,000 per the College's request.
- Under the Inland Marine, the Telecommunications Equipment category value increased from \$115,928 to \$173,892 per the College's request.
- The Worker's Compensation payrolls have been decreased for the renewal per the College's request. The Class Code 8868 (Colleges or Schools, Teachers) payroll has been decreased from \$7,405,000 to \$7,116,000; Class Code 7380 (Drivers, Chauffeurs, and Their Helpers) payroll has been decreased from \$8,000 to \$7,000; and Class Code 9101 (All Other Employees) payroll has been decreased from \$183,000 to \$178,000.
- The Worker's Compensation rates have been increased for the renewal. The Class Code 8868 (Colleges or Schools, Teachers) rate has been increased from 0.36 to 0.38; Class Code 7380 (Drivers, Chauffeurs, and Their Helpers) rate remained the same at 9.63; and Class Code 9101 (All Other Employees) rate has been increased from 3.92 to 3.96.
- The Worker's Compensation Experience Modification Factor has been decreased from 0.85 in 2020 to 0.80 for 2021. The standard Experience Modification Factor is 1.00.
- The Storage Tank Pollution Liability Deductible Per Occurrence was amended from \$25,000 to \$25,000 plus 10% of Loss for the 2021-2022 term.

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



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

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

This renewal reflects an increase in premium in the amount of \$38,695; which is 23.07% over the expiring. The premium increase is reflective of the current market trends, inflation, overall rate increases, and the increase in the Property values. ICRMT automatically increased the Property values to match the professional Appraisal completed by Duff & Phelps in September 2020.

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

Respectfully,

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

Travis J. Bushue
President, Bushue HR, Inc.

KND

Shawnee Community College District #531 - Renewal Date: 12/01/2021
Property & General Liability Renewal Form

Insurance Agency Name	MH Insurance Centre	
Insurance Carrier Name	ICRMT	ICRMT
Property	Current	Renewal
Blanket, All Risk	59,047,522	73,310,370 *
Overall Building Limit	Included	Included
College Personal Property	Included	Included
Replacement Cost/ACV	RC	RC
Deductible Per Occurrence	5,000	5,000
Coinsurance %	None	None
Earthquake Coverage Limit	10,000,000	10,000,000
Earthquake Coverage Deductible Per Occurrence	100,000 or 5%; Whichever is Greater	100,000 or 5%; Whichever is Greater
Rate Level Guaranteed (If yes, how long)	-	One (1) Year
Total Property Premium	\$97,515.00	\$122,402.00
Will the policy provide full coverage, up to maximum policy Limits, for Backup of Sewer/Surface Water coverage?	No	No
<i>If no, please state the Limit.</i>	250,000	250,000
Does the policy provide coverage for Flood Coverage?	Yes	Yes
<i>If yes, please state the Limit.</i>	10,000,000	10,000,000
<i>If yes, please state the Flood Coverage Deductible Per Occurrence.</i>	100,000	100,000
Does the policy provide coverage for Mine Subsidence?	Yes	Yes
<i>If yes, please state the Limit.</i>	Included in Earthquake	Included in Earthquake
<i>Blanket Limit, If Applicable.</i>	-	-
Does the policy provide Ordinance or Law coverage?	Yes	Yes
<i>Limit Per Coverage A.</i>	Combined Limit	Combined Limit
<i>Limit Per Coverage B.</i>	of 10,000,000	of 10,000,000
<i>Limit Per Coverage C.</i>	-	-
<i>Limit Per Building, If Applicable.</i>	-	-
<i>Blanket Limit, If Applicable.</i>	-	-
Does the policy have Time Element (Extra Expense) Coverage, if so please state the Limit(s)?	Yes	Yes
<i>Blanket Limit, If Applicable.</i>	1,290,000	1,290,000
<i>Per Location Limit, If Applicable.</i>	-	-
Does the policy have Business Income Coverage, if so please state the Limit(s)?	Yes	Yes
<i>Blanket Limit, If Applicable.</i>	Included	Included
<i>Per Location Limit, If Applicable.</i>	-	-
Insurance Carrier Name	ICRMT	ICRMT
General Liability	Current	Renewal
General Aggregate	3,000,000	3,000,000
Products Completed Ops.	1,000,000	1,000,000
Personal & Advertising Injury	1,000,000	1,000,000
Each Occurrence Limit	1,000,000	1,000,000
Fire Damage Limit	Included	Included
Medical Expense Limit	5,000 / 50,000	5,000 / 50,000
Deductible Per Occurrence	1,000	1,000
<u>Sexual Abuse or Molestation</u>	-	-
<i>Aggregate Limit</i>	2,000,000	2,000,000
<i>Occurrence Limit</i>	1,000,000	1,000,000
<i>Innocent Party Defense Coverage Limit</i>	Included	Included
<i>Deductible Per Occurrence</i>	2,500	2,500
<i>Policy Form: Claims Made or Occurrence</i>	Occurrence	Occurrence
<i>Retroactive Date</i>	12/01/2019	12/1/2019
<u>Violent Event Response Coverage (VERC)</u>	-	-
<i>Aggregate Limit</i>	500,000	500,000
<i>Per Event Limit</i>	500,000	500,000
<i>Deductible Per Occurrence</i>	1,000	1,000
Total Liability Premium	Included	Included

Shawnee Community College District #531 - Renewal Date: 12/01/2021
Property & General Liability Renewal Form

Insurance Carrier Name	ICRMT	ICRMT
Cyber Liability	Current	Renewal
Aggregate Limit	1,000,000	1,000,000
Each Claim Limit	1,000,000	1,000,000
Deductible Per Occurrence	2,500	2,500
Retroactive Date	12/1/2019	12/1/2019
Total Cyber Liability Premium	Included	Included

Insurance Carrier Name	ICRMT	ICRMT
Crime	Current	Renewal
Employee Theft - Blanket Limit	500,000	500,000
Money Orders and Counterfeit Currency	500,000	500,000
Depositors Forgery or Alterations	500,000	500,000
Computer Fraud	500,000	500,000
Funds Transfer Fraud	500,000	500,000
Deductible Per Occurrence	1,000	1,000
Theft, Disappearance, and Destruction	-	-
Inside	500,000	500,000
Outside	500,000	500,000
Deductible Per Occurrence	1,000	1,000
Total Crime Premium	Included	Included

Insurance Carrier Name	ICRMT	ICRMT
Boiler & Machinery	Current	Renewal
Per Accident	59,047,522	73,310,370
Deductible Per Occurrence	5,000	5,000
Extra Expense	Included	Included
Total Boiler & Machinery Premium	Included	Included

Insurance Carrier Name	ICRMT	ICRMT
Inland Marine	Current	Renewal
Audio/Visual (A/V), Cameras, & Related Equipment	400,000	400,000
Computer Hardware, Software & Related Equipment	800,000	1,000,000
Miscellaneous Property Coverage	-	-
Phone System	105,000	105,000
Contractors Equipment	-	-
Ten (10) Canoes (\$500 Each)	5,000	5,000
John Deere H260 Standard (1P0H260XKHD023516)	4,536	4,536
John Deere 6120E Cab (1P06120ELH0010653)	66,032	66,032
Telecommunications Equipment (Ullin, IL Locations)	115,928	173,892
Deductible Per Occurrence	1,000	1,000
Total Inland Marine Premium	Included	Included

	ICRMT	ICRMT
Premium	Current	Renewal
Total Property Premium	97,515.00	122,402.00
Total Liability Premium	Included	Included
Total Cyber Liability Premium	Included	Included
Total Crime Premium	Included	Included
Total Boiler & Machinery Premium	Included	Included
Total Inland Marine Premium	Included	Included
Total Premium	\$97,515.00	\$122,402.00

Does the coverages and premiums include Terrorism Risk Insurance Act (TRIA) coverage?

Yes

Yes

Notes:

Illinois Counties Risk Management Trust (ICRMT)

ICRMT matched the appraised Property values completed by Duff & Phelps for the 2021-2022 term.

ICRMT added Social Engineering /False Pretenses with a \$50,000 Limit under the Crime Policy for the 2021-2022 term.

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Shawnee Community College District #531 - Renewal Date: 12/01/2021
Excess Earthquake Renewal Form

Insurance Agency Name	Consolidated Insurance Agency	Consolidated Insurance Agency
Insurance Carrier Name	RSUI Indemnity Company	RSUI Indemnity Company
Excess Earthquake	Current	Renewal
Earthquake Limit	27,500,000	27,500,000
Deductible Per Occurrence	10%	10%
Total Excess Earthquake Premium	\$44,500.00	\$53,500.00

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Automobile Renewal Form

Insurance Agency Name	MH Insurance Centre	MH Insurance Centre
Insurance Carrier Name	ICRMT	ICRMT
Auto Liability	Current	Renewal
Number of Vehicles	46	46
Bodily Injury and Property Damage Liability	1,000,000	1,000,000
Medical Payments	5,000 / 25,000	5,000 / 25,000
Uninsured Motorist	1,000,000	1,000,000
Underinsured Motorists	1,000,000	1,000,000
Hired Auto	Included	Included
Non-Owned Auto	Included	Included
Garage Liability	1,000,000	1,000,000
Garage Keepers Legal Liability	100,000	100,000
Deductible Per Occurrence	-	-
Comprehensive	1,000	1,000
Collision	1,000	1,000
Total Automobile Premium	Included	Included

Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?

Yes

Yes

Will the insurance carrier grant permission to operate the buses under conditions where a charge would be made to the students?

Yes

Yes

Will the insurer provide coverage for all additional insured's, including coverage for Board of Trustee Members, Employees, and Volunteers while using their own vehicles on behalf of the College?

Yes - Excess Basis

Yes - Excess Basis

Does the medical payments coverage include students as passengers in vehicles?

Yes

Yes

Will the company accept this coverage without other lines?

No

No

Will the insurer furnish "special trips" coverage for tours, outings, picnics, games, and similar activities? The carrier will confirm that coverage shall be available for these activities and indicate the audit charge per trip in the proposal.

No

No

Will the insurance carrier provide coverage for rental vehicles?

Yes

Yes

Please advise if the insurance carrier provides coverage for Truck Driver Training Programs?

Yes

Yes

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Shawnee Community College District #531 - Renewal Date: 12/01/2021
Umbrella Renewal Form

Insurance Agency Name	MH Insurance Centre	MH Insurance Centre
Insurance Carrier Name	ICRMT	ICRMT
Umbrella	Current	Renewal
General Aggregate Limit	5,000,000	5,000,000
Self-Insured Retention (SIR)	0	0
	The Occurrence Limit is stated for each of the Underlying Coverages	
General Liability	1,000,000	1,000,000
Employee Benefits Liability	1,000,000	1,000,000
Sexual Misconduct & Molestation	Excluded	Excluded
Automotive Liability	1,000,000	1,000,000
Legal Liability	1,000,000	1,000,000
Employers Liability - Worker's Compensation	Excluded	Excluded
Total Umbrella Premium	Included	Included

**Does the coverage and premium include Terrorism
Risk Insurance Act (TRIA) coverage?**

Yes

Yes

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Legal Liability Renewal Form

Insurance Agency Name	MH Insurance Centre	MH Insurance Centre
Insurance Carrier Name	ICRMT	ICRMT
Legal Liability	Current	Renewal
Aggregate Limit	1,000,000	1,000,000
Each Claim Limit	1,000,000	1,000,000
Deductible Per Occurrence	2,500	2,500
Employment Practices Liability Insurance (EPLI) Deductible Per Occurrence	2,500	2,500
Employee Wage Reimbursement	-	-
Aggregate Limit	20,000	20,000
Each Occurrence Limit	10,000	10,000
Non-Monetary Legal Defense	-	-
Aggregate Limit	50,000	50,000
Each Occurrence Limit	50,000	50,000
Employee Benefits Liability	-	-
Aggregate Limit	1,000,000	1,000,000
Occurrence Limit	1,000,000	1,000,000
Deductible Per Occurrence	2,500	2,500
Retroactive Date	12/1/2003	12/1/2003
Total Legal Liability Premium	Included	Included

* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium.

Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?	Yes	Yes
Does a Retroactive Date apply? <i>If yes, please advise the date.</i>	Yes 12/1/2016	Yes 12/1/2016
Please indicate whether coverage is on Claims Made or Occurrence Basis.	Claims Made	Claims Made
For Claims Made policies, is Prior Acts coverage available? <i>If yes, please indicate the additional cost.</i>	Yes - Full Prior Acts Up To The Retroactive Date Included	Yes - Full Prior Acts Up To The Retroactive Date Included
If additional requirements must be met prior to binding please indicate.	N/A	None
Does the above proposal provide full coverage for Sexual Misconduct/Abuse/Molestation/Harassment?	Yes	Yes
Does the policy provide coverage for Defense Costs, even if not successful?	Yes	Yes
Does the policy provide coverage for IEP Hearings (Due Process, etc.)? <i>State Sub-Limit for this, if any.</i>	Yes No Sub-Limit	Yes No Sub-Limit
Does the policy provide a Consent to Settle Provision?	Yes	Yes
Are Defense Expenses within the Limit of Liability? <i>State Sub-Limit for Defense Expenses, if any.</i>	Yes Included	Yes Included
Please Describe any policy Sub-Limits: (Please list other Sub-Limits not included in this list below)		
Limit/Sub-Limit for Breach of Contract.	No Sub-Limit	No Sub-Limit
Limit/Sub-Limit for Sexual Abuse/Molestation.	N/A	N/A

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Worker's Compensation Renewal Form

Insurance Agency Name	Arthur J. Gallagher		Arthur J. Gallagher	
Insurance Carrier Name	Star Insurance		Star Insurance	
Employers Liability Limits	Current		Renewal	
Bodily Injury Accident	1,000,000		1,000,000	
Bodily Injury Disease	1,000,000		1,000,000	
Bodily Injury Disease - Employee	1,000,000		1,000,000	
Codes	Estimated Payroll	Rate Per \$100	Estimated Payroll	Rate Per \$100
8868: Colleges or Schools, Teachers	\$7,405,000	0.36	\$7,116,000	0.38
7380: Drivers, Chauffeurs, and Their Helpers	\$8,000	9.63	\$7,000	9.63
9101: All Other Employees	\$183,000	3.92	\$178,000	3.96
Total Worker's Compensation Premium	\$20,736.00		\$24,925.00	

Experience Modification 0.85 0.80

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Shawnee Community College District #531 - Renewal Date: 12/01/2021
Cyber Liability Renewal Form

Insurance Agency Name	MH Insurance Centre	MH Insurance Centre
Insurance Carrier Name	ICRMT	ICRMT
Cyber Liability	Current	Renewal
Aggregate Limit	1,000,000	1,000,000
Occurrence Limit	1,000,000	1,000,000
Deductible Per Occurrence	2,500	2,500
Total Cyber Liability Premium	Included	Included

** All taxes, surplus line charges, fees, etc. must be included in the Annual Premium.*

Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?	Yes	Yes
Does a Retroactive Date apply? <i>If yes, please specify the date.</i>	Yes 12/1/2019	Yes 12/1/2019
Please indicate whether coverage is on Claims Made or Occurrence Basis.	Claims Made	Claims Made
For Claims Made policies, is Prior Acts coverage available? <i>If yes, please indicate the additional cost.</i>	Full Prior Acts Up To The Retroactive Date Included	Full Prior Acts Up To The Retroactive Date Included
If additional requirements must be met prior to binding please indicate.	N/A	None
Does the policy provide coverage for Ransom Demand Payments?	Yes	Yes

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Shawnee Community College District #531 - Renewal Date: 12/01/2021
Storage Tank Pollution Liability Renewal Form

Insurance Agency Name	Consolidated Insurance Agency	
Insurance Carrier Name	Nautilus	Nautilus
Storage Tank Liability	Current	Renewal
Coverage A & B: Cleanup Costs, Third Party Bodily Injury & Property Damage	-	-
Per Claim	1,000,000	1,000,000
All Claims	1,000,000	1,000,000
Coverage E: Defense	-	-
Per Claim	250,000	250,000
All Claims	250,000	250,000
Deductible Per Occurrence	25,000	25,000 + 10% of Loss
Total Storage Tank Liability Premium	\$4,951.00	\$5,570.00

** All taxes, surplus line charges, fees, etc. must be included in the Annual Premium.*

Notes:

Nautilus

Nautilus amended the Deductible Per Occurrence for the 2021-2022 term. A 10% Coinsurance clause has been added due to the tank age. The College is responsible for 10% of any Claim above the Deductible. Therefore, the maximum amount the College is responsible for is 90% of the per Claim Limit and total all Claims Limit.

The quote is subject to current copies of tank and line tightness tests, dated within the last twelve (12) months or the last three (3) consecutive months of line and tank leak detection results.

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Shawnee Community College District #531 - Renewal Date: 12/01/2021**Totals**

Insurance Agency Name	MH Insurance Centre / Consolidated Insurance / Arthur J. Gallagher	MH Insurance Centre / Consolidated Insurance / Arthur J. Gallagher
	ICRMT / RSUI Indemnity Company / Star Insurance / Nautilus	ICRMT / RSUI Indemnity Company / Star Insurance / Nautilus
Insurance Carrier Name		
Coverage	Current	Renewal
Total Property Premium	97,515.00	122,402.00
Total Liability Premium	Included	Included
Total Cyber Liability Premium	Included	Included
Total Crime Premium	Included	Included
Total Boiler & Machinery Premium	Included	Included
Total Inland Marine Premium	Included	Included
Excess Earthquake	44,500.00	53,500.00
Commercial Auto	Included	Included
Umbrella	Included	Included
Legal Liability	Included	Included
Worker's Compensation	20,736.00	24,925.00
Cyber Liability	Included	Included
Storage Tank Pollution Liability	4,951.00	5,570.00
Terrorism Coverage (All Lines)	Included	Included
Total Premium	\$167,702.00	\$206,397.00
Savings		-38,695.00
Percentage of Increase		23.07%

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

**Board of Trustees**

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

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Dr. Lisa Price
 Brandy Woods

Executive Directors

Rob Betts

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Tim Taylor

RE: Board Meeting Dates/Schedules

Date: 11.01.2021

Background: As it pertains to establishing a schedule for regular Board meetings, the Open Meetings Act [5 ILCS 120/2.03](#) states, “...*in addition to the notice required by Section 2.02, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.*” Therefore, it is necessary for the Board to approve the dates for all regular Board meetings for calendar year 2022.

Traditionally, the Board holds their regular meetings on the first Monday of the month. Beth Crowe reviewed these dates and recommended adjustments based on holiday schedules (her research and rationale are attached). Given Ms. Crowe’s research, here are the recommended meeting dates for CY22:

- Tuesday, January 18, 2022
- Monday, February 7, 2022
- Monday, March 7, 2022
- Monday, April 4, 2022
- Monday, May 2, 2022
- Monday, June 6, 2022
- Tuesday, July 5, 2022
- Monday, August 1, 2022
- Tuesday, September 6, 2022
- Monday, October 3, 2022
- Monday, November 7, 2022
- Monday, December 5, 2022

All meetings will begin at 5:30p.m. unless otherwise established by the Board Chairperson. While COVID restriction are in place, all meetings will take place in the River Room; otherwise, all meetings will take place in the Learning Education Center.

Recommendation: I recommend the Board approve the Board Regular Meeting Dates/Schedule presented.

Tuesday, January 18, 2022 (Martin Luther King Jr. Day Observation) <i>*See note</i>
Monday, February 7, 2022
Monday, March 7, 2022
Monday, April 4, 2022
Monday, May 2, 2022
Monday, June 6, 2022
Tuesday, July 5, 2022 (July 4 th Observation)
Monday, August 1, 2022
Tuesday, September 6, 2022 (Labor Day Observation)
Monday, October 3, 2022
Monday, November 7, 2022
Monday, December 5, 2022

**It is requested the meeting for the January 2022 be moved to January 18th due to Holiday Break
See timeline below for meeting due dates for January 4, January 10, and January 18.*

Timelines for a January 4 Board Meeting Date

12/13 – Initial Request for Agenda Items
12/20 – Board Chair & President Pre-Agenda Meeting
12/21 – 12/24 VP Agenda Meetings
12/27 – All Board Book Items Due
12/28 Board Book Sent to all Trustees
12/29 – 12/31 President-Trustee Meetings

Timelines for a January 10 Board Meeting Date

12/20 – Initial Request for Agenda Items
12/27 – Board Chair & President Pre-Agenda Meeting
12/28 – 12/31 VP Agenda Meetings
01/04 – All Board Book Items Due
01/05 – Board Book Sent to all Trustees
01/05 – 01/07 President-Trustee Meetings

Timelines for a January 18 Board Meeting Date

12/20 – Initial Request for Agenda Items
01/04 – Board Chair & President Pre-Agenda Meeting
01/04 – 01/07 VP Agenda Meetings
01/10 – All Board Book Items Due
01/11 – Board Book Sent to all Trustees
01/12 – 01/14 President-Trustee Meetings

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Student Trustee

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President

Dr. Tim Taylor

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Darci Cather
 Dr. Lisa Price
 Brandy Woods

Executive Directors

Rob Betts

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Annual Security Report

Date: 11.01.2021

Background: The Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (commonly known as the Clery Act) requires colleges and universities that receive federal funding to disseminate a public Annual Security Report (ASR) to employees and students every October 1st for the previous three calendar years. The College's 2018-2020 ASR is attached.

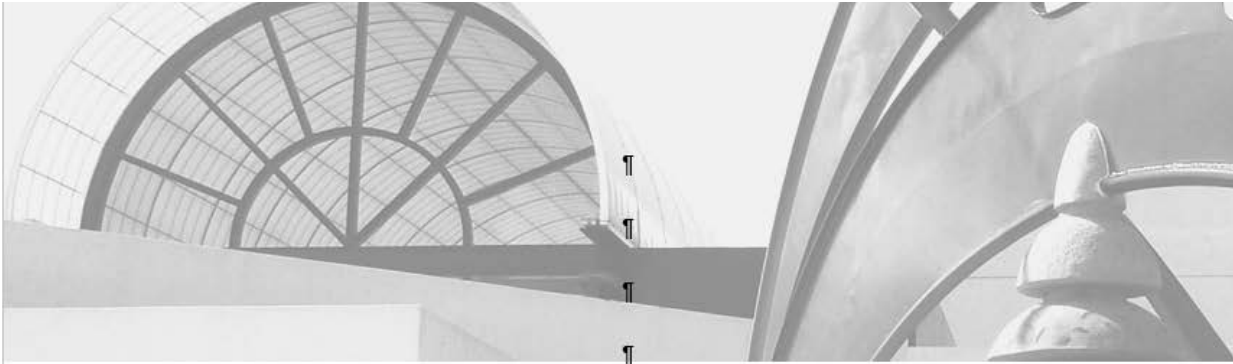
Institutions of higher education must include four distinct categories of crime in their ASR crime data including:

- Criminal Offenses
- Hate Crimes (any of the above-mentioned offenses, and any incidents of)
- Violence Against Women Act (VAWA) Offenses
- Arrests and Referrals for Disciplinary Action

Campus Security prepares ASR to comply with Clery Act requirements and is prepared in cooperation with the local law enforcement agencies surrounding our main campus and extension centers. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Chris Clark will be available to answer any questions you might have about this report.

Recommendation: I recommend the Board approve the Clery Annual Security Report and authorize the CFO to post the report on the College's website, as required by law.



Shawnee
Community College

ANNUAL SECURITY REPORT
2018—2020

Published in compliance with the Jeanne Clery Disclosure of
Campus Security Policy and Campus Crime Statistics Act

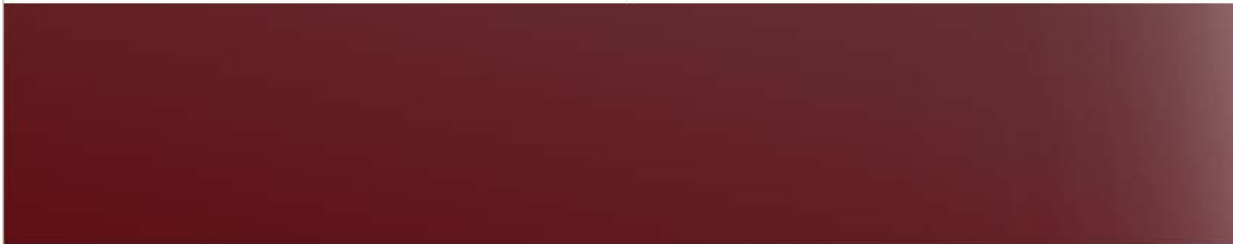


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 Criminal Offenses - Main Campus 2018 – 2020130

 Criminal Offenses - Metropolis 2018 – 2020131

 Criminal Offenses - Anna 2018 -2020132

Introduction

SCC Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SCC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SCC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an email notification is made to all enrolled students that provides access to this report. Copies of the report may also be obtained in the office of the Director of Information Technology and Campus Security located in room H2094, or by calling (618) 634-3233. All prospective employees may obtain a copy from Human Resources.

Mission Statement

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

Vision

Student Centered, Community Connected.

Philosophy

Shawnee Community College promotes student learning through the values of the community college concept, recognizing the uniqueness of each individual and the diversity of his/her needs. The College is dedicated to utilizing the resources of the institution to provide a comprehensive program to meet those diverse needs and improve the quality of life for each individual. Education is the key to preparing individuals to confront the economic, social, and multicultural issues of this century.

The College takes pride in providing quality educational and training programs that incorporate the most recent technologies to meet the ever-changing needs of our students and district residents.

Shawnee Community College is dedicated to providing quality, cost-effective comprehensive programs to all individuals within the district and the region who can benefit from such activities. The College strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through assessment of student academic achievement.

The College maintains an "open-door" admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, handicap, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is dedicated to a major role in the district's future.

Saints Alert & Emergency Notifications

Saints Alert is a free, optional service provided by Shawnee Community College. Please check your cellphone plan for any additional costs.

All users who sign up for this service will receive notifications about:

- Campus closures for severe weather and other emergencies
- Service test messages
- Account expiration notifications

Sign up at <https://shawneecc.edu/alerts>.

Crime Reporting

Contact Campus Security at 618-634-3232 or the front desk at 618-634-3200 for non-emergencies. Dial 9-1-1 for emergencies only. Any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings should be reported to the security department. In addition, you may report a crime to the following areas:

- **Interim Vice President of Student Success and Services**
 - Location: H2109
 - Number: (618) 634-3360
- **Interim Vice President of Financial and Campus Operations**
 - Location: H2103
 - Number: (618) 634-3417
- **Vice President of Academic Affairs & Student Learning**
 - Location: H2106
 - Number: (618) 634-3260

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Shawnee Community College Campus Security in a timely manner. This publication focuses on Shawnee Community College Campus Security because it patrols the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Shawnee Community College Campus Security at [\(618\) 634-3232](tel:6186343232) or the front desk at [\(618\) 634-3200](tel:6186343200).

All Shawnee Community College Campus Security incident reports are forwarded to the Vice President of Student Services office for review and potential action by the Student Code of Conduct. Shawnee Community College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Vice President of Student Services.

If assistance is required from the Pulaski County Sheriff's Department or the Fire Department, Shawnee Community College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Shawnee Community College Campus Security, will offer the victim assistance and contact the Pulaski County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SCC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SCC.

Crimes should be reported to the Shawnee Community College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Confidential Crime Reporting

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report.

With your permission, Campus Security or a designee of SCC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Limited Voluntary Confidential Reporting

Shawnee Community College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SCC campus security authorities.

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Student Success & Services or the Vice President of Financial and Campus Operations, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff, the campus' text messaging, and the social media system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide T.V.'s or on the [College website homepage](#), providing the College community with more immediate notification.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone ([618 634-3232](tel:618-634-3232)) or in person at I2034.

Security and Access

Access Requirements

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. The Vice President of Student Services and the Vice President of Financial and Campus Operations review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Any issues can be reported to the Campus Safety Committee or a campus official.

Campus Law Enforcement

For Institutions Whose Police Do Not Have Arrest Authority

Shawnee Community College Campus Security has the authority to ask persons for identification and to determine whether individuals have lawful business at Shawnee Community College. Shawnee Community College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power.

Criminal incidents are referred to the local police who have jurisdiction on the campus. The Shawnee Community College Campus Security maintains a highly professional working relationship with the Pulaski County Sheriff's Office and Illinois State Police. When extension centers are involved, personnel will contact local law enforcement.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Counselors

For Institutions Without Confidential Reporting Procedures

All reports will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, sent to the Threat Assessment for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mail announcements, social media, text messaging, or other appropriate means.

Security Awareness Programs

During new student orientation students are informed of services offered by SCC Campus Security and ways to maintain personal safety. Students are told about crime on-campus. Similar information is presented to new employees.

Periodically during the academic year, the Campus Safety Committee, in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault, rape and acquaintance rape, theft, and vandalism, as well as educational sessions on personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness brochures, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's email system, text messaging, and broadcasting system.

Criminal Activity Off Campus

For Institutions Whose Police Do Not Monitor Off-Campus Activity

The Student Services office maintains contact with recognized student organizations and competitive teams. Shawnee Community College Campus Security does not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority.

Student Services and Campus Security members enjoy a close working relationship with the Pulaski County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

Alcohol and Substance Abuse Information

Prevention Education

The College annually schedules programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Local, State & Federal Legal Sanctions

Legal Sanctions - Laws Governing Alcohol

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage as well as specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.

Sexual Assault Prevention & Response

The Student Services office offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Student Services office.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Shawnee Community College Campus Security strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College officer and law enforcement. Filing a police report will not obligate the victim to prosecute; nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault is allowed an opportunity to seek the necessary medical treatment and testing
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Shawnee Community College Campus Security, the Pulaski County Sheriff's Office will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Disciplinary Hearing Committee, or only the latter. The Pulaski County Sheriff's Office, or other law enforcement agency assigned to the investigation, will assist the victim through available options.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the [Student Handbook](#).

Sex Offender Community Notification Law

The Sex Offender Community Notification Law, 735 ILCS 152/120 requires that all sex offenders and predators employed or attending an Illinois college must register with the college's campus safety security director and provide the same information that they had previously provided law enforcement.

Annual Disclosure of Crime Statistics

Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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Geography Descriptions

For purposes of reporting crime statistics, the College must distinguish the criminal offenses according to where they occur. The locations used to distinguish these crimes are defined below.

On Campus- Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the College but controlled by another person, is frequently used by students, and supports College purposes.

Non-Campus Property- Any building or property owned or controlled by a student organization that is officially recognized by the College, or any building or property owned or controlled by the campus that is used in direct support of, or in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus.

Public Property - All public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.

Geography Locations

- **Main Campus in Ullin, IL**
- **Anna, IL Extension Center**
- **Metropolis IL, Extension Center**

Crime Definitions

Aggravated Assault- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed. This category also includes “assault with disease” when a perpetrator knowingly infects another with a deadly disease.

Arson- Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another kind

Burglary- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a theft or felony; breaking and entering with intent to commit a theft housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. The existence of a relationship of a romantic or intimate nature with the victim shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence - A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares (or allegedly shares) a child in common; a person who is cohabitating with or had cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or any other adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Motor Vehicle Theft- The theft or attempted theft of a motor vehicle.
(Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Criminal Homicide-Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another. NOTE: deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Criminal Homicide - Manslaughter by Negligence is the killing of another person through gross negligence.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offense - An offense that meets the definition of rape, forcible fondling, incest or statutory rape as used in the FBI’s UCR program.

Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Stalking- Engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Hate Crime (Clery Act Defined) - Any incidents of larceny/theft, simple assault, intimidation, destruction/damage/vandalism of property, and other Clery Act Crimes that are motivated by bias toward race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, and/or disability.

Liquor Law Violation - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violation - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Weapon Law Violation - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Clery Act Crime Statistics

Criminal Offenses - Main Campus 2018 – 2020

Main Campus Offense	2018			2019			2020		
	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
No Hate Crimes were reported for 2018-2020									

Criminal Offenses - Metropolis 2018 – 2020

Metropolis Regional Education and Training Center Offense	2018			2019			2020		
	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
No Hate Crimes were reported for 2018-2020									

Criminal Offenses - Anna 2018 -2020

Anna Extension Center Criminal Offenses	2018			2019			2020		
	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property	On Campus	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
No Hate Crimes were reported for 2018-2020									

Board Memorandum

**Board of Trustees**

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

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Dr. Lisa Price
 Brandy Woods

Executive Directors

Rob Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Lisa Price & Dr. April Teske

RE: Annual Athletic Recruitment Report

Date: 11.01.2021

Background: Current College Procedure 8660A describes an “incentive” for athletic programs to provide athletic scholarships for in-district residents. Specifically, the procedure states, “*Shawnee Community College maintains a yearly goal of 40% participation by district residents on each team, which shall be reported yearly to the Board of Trustees. In order to recognize the successful recruiting efforts of coaches and college staff, a yearly incentive of up to \$1,000 shall be awarded to the supply and travel budget of each team having 40% or more participation by district residents. This incentive award may be used for approved team expenses.*”

At the September 2021 regular Board meeting, several Trustees expressed interest in the number of in-district students that received athletic scholarships in the current academic year given the incentive proposed in procedure 8660A.

Attached is a review, conducted by Dr. April Teske with assistance from Dr. Lisa Price, of athletic scholarships awarded for Fall 2021 semester (i.e., the first half of Academic Year 2022). As can be seen from the study, there is a total of 80 student-athletes with 76 of those receiving some type of scholarship. Since only the Volleyball (54.5%) and Girls Softball (41.2%) teams met the 40% threshold established in the procedure, these are the only teams eligible for the incentive.

What is not immediately apparent from the study is the number of in-district student athletes that were made offers to play for SCC but chose another institution or decided not to play at all. Here is a breakdown of declined offers:

- Baseball – 6
- Men’s Basketball – 4
- Softball – 3
- Volleyball – 4
- Women’s Basketball – 3

One final note for clarification, all student-athletes receiving athletic scholarships must establish in-district residency 30 days prior to the start of the semester, which is why all athletes are listed as “*in-district*” in the initial report.

Dr. Lisa Price will be available to answer any questions you might have about this report.

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

ATHLETE REPORT FALL 2021

Total Number of Athletes	76
Total of ALL Scholarships/Waivers (does not include federal and state aid)	\$821,973.24
Total of ATHLETIC Scholarships/Waivers ONLY	\$772,160.24
Total Considered In-District	76

*We grant in-district tuition to any student who established an in-district address at least 30 days before start of the semester

Total Athletes from In-District High Schools	19 (25%)
Anna-Jonesboro	2
Cairo	2
Century	0
Cobden	0
Dongola	1
Egyptian	3
Goreville	2
Joppa	0
Massac	4
Meridian	1
Shawnee	1
Vienna	3

Baseball

Athlete	Sport	Current City	Current State	High Schools Attended	Award Description	Award Amount	Attempted Credits	Completed Credits
1	Baseball	Grand Chain	IL	Meadow Heights R-ii Hs	Baseball Gold	\$5,146.00	New Student	
2	Baseball	Karnak	IL	Advance R-IV HS	Baseball Half Gold	\$2,533.00		
					Miscellaneous	\$1,880.00		
3	Baseball	Karnak	IL	Marion HS	Baseball Gold	\$7,995.00	12	12
4	Baseball	Karnak	IL	Marion HS	Baseball Gold	\$10,982.00	33	30
5	Baseball	Vienna	IL	Woodlawn Community HS	Baseball Gold	\$5,026.00	New Student	
					Miscellaneous	\$1,500.00		
6	Baseball	Grand Chain	IL	Naylor R-ii HS	Baseball Gold	\$5,191.00	New Student	
7	Baseball	Grand Chain	IL	Naylor R-ii HS	Baseball Gold	\$10,986.00	36	36
					Miscellaneous	\$1,000.00		
8	Baseball	Grand Chain	IL	Charles Henderson HS	Baseball Gold	\$4,771.00	New Student	
9	Baseball	Olmsted	IL	Jackson HS	Baseball Gold	\$4,931.00	New Student	
10	Baseball	Grand Chain	IL	Lexington HS	Baseball Gold	\$10,551.00	34	34
11	Baseball	Karnak	IL	Jackson HS	Baseball Gold	\$4,896.00	New Student	
					Miscellaneous	\$1,000.00		
12	Baseball	Grand Chain	IL	Lexington HS	Baseball Gold	\$10,902.00	36	36
					Miscellaneous	\$1,500.00		
13	Baseball	Grand Chain	IL	Naylor R-ii HS	Baseball Gold	\$4,826.00	New Student	
14	Baseball	Vienna	IL	Vienna HS	Mr. A	\$500.00	36	36
15	Baseball	Olmsted	IL	Fox C-6 HS	Baseball Gold	\$5,976.00	57	
16	Baseball	Karnak	IL	Marion HS	Baseball Gold	\$7,992.00		
					Basketball-Men Gold	\$4,770.00		
17	Baseball	Tunnel Hill	IL	Goreville HS	Ag & Natural Res Silver	\$4,875.00	9	9
18	Baseball	Olmsted	IL	Jackson HS	No Aid	\$0.00	New Student	
19	Baseball	Grand Chain	IL	Jackson HS	No Aid	\$0.00	New Student	
20	Baseball	Karnak	IL	Livingston Central HS	No Aid	\$0.00	New Student	
% from SCC District HS					TOTAL ALL SCHOLARSHIPS/WAIVERS	\$119,729.00	253	247
10%					TOTAL ATHLETIC SCHOLARSHIPS	\$107,474.00		

Men's Basketball

Athlete	Sport	Current City	Current State	High Schools Attended	Award Description	Award Amount	Attempted Credits	Completed Credits
21	Men's Basketball	Karnak	IL	Judson Senior HS	Basketball-Men Gold	\$10,072.00	37	34
22	Men's Basketball	Karnak	IL	Parkview Arts/Science Magnet HS	Basketball-Men Gold	\$9,122.00	30	30
23	Men's Basketball	Karnak	IL	Curie Metropolitan HS	Basketball-Men Gold	\$4,656.00	New Student	
24	Men's Basketball	Karnak	IL	West Memphis HS	Basketball-Men Gold	\$10,867.00	37	37
25	Men's Basketball	Karnak	IL	Judson Senior HS	Basketball-Men Gold	\$4,856.00	New Student	
26	Men's Basketball	Karnak	IL	Not Provided	Basketball-Men Gold	\$4,796.00	New Student	
27	Men's Basketball	Karnak	IL	Blytheville HS	Basketball-Men Gold	\$5,526.00	New Student	
28	Men's Basketball	Metropolis	IL	Massac County HS	Basketball-Men Gold	\$5,706.00	26.5	26.5
29	Men's Basketball	Karnak	IL	Not Provided	Basketball-Men Gold	\$4,746.00	New Student	
30	Men's Basketball	Karnak	IL	Harrison HS	Basketball-Men Gold	\$5,946.00	New Student	
31	Men's Basketball	Metropolis	IL	Massac County HS	Basketball-Men Gold	\$10,448.00	33	33
32	Men's Basketball	Karnak	IL	Cordova HS	Basketball-Men Gold	\$10,302.00	36	36
					Mr. A	\$500.00		
33	Men's Basketball	Karnak	IL	Cardinal Ritter College Preparatory	Basketball-Men Gold	\$5,106.00	New Student	
34	Men's Basketball	Karnak	IL	Blytheville HS	Basketball-Men Gold	\$4,846.00	New Student	
35	Men's Basketball	Karnak	IL	Macduffie School	Basketball-Men Gold	\$5,166.00	New Student	
36	Men's Basketball	Karnak	IL	Buford HS	No Scholarship/Waiver	\$0.00	New Student	
% from SCC District HS					TOTAL ALL SCHOLARSHIPS/WAIVERS	\$102,661.00	199.5	196.5
12.5%					TOTAL ATHLETIC SCHOLARSHIPS	\$102,161.00		

Volleyball

Athlete	Sport	Current City	Current State	High Schools Attended	Award Description	Award Amount	Attempted Credits	Completed Credits
37	Volleyball	Cairo	IL	Cairo HS	Volleyball Gold	\$8,576.00	52	34
38	Volleyball	Grand Chain	IL	North Clayton HS	Volleyball Gold	\$11,146.00	38	38
39	Volleyball	Tamms	IL	Egyptian HS	Valedictorian Gold	\$5,470.00	18	18
					Waiver Honor's Escrow Program	\$450.00		
40	Volleyball	Thebes	IL	Egyptian HS	Valedictorian Gold	\$5,470.00	18	18
					Waiver Honor's Escrow Program	\$450.00		
41	Volleyball	Karnak	IL	Marion HS	Volleyball Gold	\$4,650.00	New Student	
42	Volleyball	Tamms	IL	Eagle Ridge Christian School	Volleyball Gold	\$5,920.00	6	6
					Mr. A	\$500.00		
43	Volleyball	Cobden	IL	Shawnee HS	Education Bronze	\$375.00	31	27
					Volleyball Gold	\$10,585.00		
					Southern Bank	\$500.00		
44	Volleyball	Karnak	IL	Starkville HS	Volleyball Gold	\$5,230.00	New Student	
45	Volleyball	Pulaski	IL	Meridian HS	Advanced Honor's Silver	\$750.00	27	27
					Volleyball Gold	\$4,910.00		
					Waiver Honor's Escrow Program	\$2,640.00		
46	Volleyball	Mounds	IL	Carbondale HS	Volleyball Gold	\$11,115.00	59.5	49.5
47	Volleyball	Cairo	IL	Cairo HS	Volleyball Gold	\$9,408.00	59	52
% from SCC District HS					TOTAL ALL SCHOLARSHIPS/WAIVERS	\$88,145.00	308.5	269.5
54.5%					TOTAL ATHLETIC SCHOLARSHIPS	\$71,540		

Women's Basketball

Athlete	Sport	Current City	Current State	High Schools Attended	Award Description	Award Amount	Attempted Credits	Completed Credits
48	Women's Basketball	Karnak	IL	Miami Senior HS	Basketball-Women Gold	\$4,886.00	New Student	
49	Women's Basketball	Karnak	IL	Not Provided	Basketball-Women Gold	\$11,903.00	39	34
50	Women's Basketball	Karnak	IL	Mount Zion Christian Academy	Basketball-Women Gold	\$10,412.00	33	29
51	Women's Basketball	Jonesboro	IL	Anna-Jonesboro HS	Award of Excellence Gold	\$6,046.00	31.5	31.5
52	Women's Basketball	Karnak	IL	Bloomington Senior HS	Basketball-Women Gold	\$11,952.00	46	46
53	Women's Basketball	Thebes	IL	Egyptian HS	Basketball-Women Gold	\$4,466.00	12	12
54	Women's Basketball	Karnak	IL	Nettleton High School	Basketball-Women Gold	\$4,715.00	New Student	
55	Women's Basketball	Karnak	IL	New Madrid Co Central HS	Basketball-Women Gold	\$13,730.54	66	63
56	Women's Basketball	Karnak	IL	Hopkinsville HS	Basketball-Women Gold	\$16,544.00	72	60
57	Women's Basketball	Karnak	IL	Central Gwinnett HS	Basketball-Women Gold	\$4,776.00	New Student	
58	Women's Basketball	Karnak	IL	Hopkinsville HS	Basketball-Women Gold	\$10,137.00	31	23
59	Women's Basketball	Karnak	IL	Clarksville HS	Basketball-Women Gold	\$6,558.00	9	6
% from SCC District HS					TOTAL ALL SCHOLARSHIPS/WAIVERS	\$106,125.54	339.5	308.5
16.7%					TOTAL ATHLETIC SCHOLARSHIPS	\$100,079.54		

Softball

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Athlete	Sport	Current City	Current State	High Schools Attended	Award Description	Award Amount	Attempted Credits	Completed Credits
60	Women's Softball	Metropolis	IL	Massac County HS	Softball Gold	\$3,636.00	21.5	21.5
61	Women's Softball	Karnak	IL	Henderson County HS	Softball Gold	\$10,987.00	37	37
62	Women's Softball	Karnak	IL	Galena Park HS	Softball Gold	\$5,006.00	New Student	
63	Women's Softball	Anna	IL	Anna-Jonesboro HS	Softball Gold	\$4,656.00	6	6
64	Women's Softball	Karnak	IL	Carlisle County HS	Softball Gold	\$5,086.00	New Student	
					Miscellaneous	\$1,000.00		
65	Women's Softball	Brookport	IL	Massac County HS	Softball Gold	\$22,277.00	115	102
66	Women's Softball	Goreville	IL	Goreville HS	Softball Gold	\$6,246.00	23	23
					Miscellaneous	\$500.00		
67	Women's Softball	Anna	IL	Johnston City HS	Softball Gold	\$4,586.00	New Student	
68	Women's Softball	Karnak	IL	Graves County HS	Softball Gold	\$5,296.00	3	3
69	Women's Softball	Karnak	IL	Cleveland High School	Softball Gold	\$4,816.00	New Student	
					Miscellaneous	\$1,000.00		
70	Women's Softball	Karnak	IL	Crittenden County HS	Softball Gold	\$4,716.00	New Student	
71	Women's Softball	Karnak	IL	Conroe HS	Softball Gold	\$12,162.00	37	37
72	Women's Softball	Belknap	IL	Vienna HS	Education Bronze	\$375.00	62	62
					English Bronze	\$375.00		
					Softball Gold	\$9,287.00		
73	Women's Softball	Cypress	IL	Vienna HS	Softball Gold	\$4,891.00	48	48
74	Women's Softball	Karnak	IL	Frankfort Community HS	Softball Gold	\$4,876.00	New Student	
75	Women's Softball	Dongola	IL	Dongola HS	Softball Gold	\$4,895.00	64	64
					Valedictorian Gold	\$6,142.00		
					Waiver Honor's Escrow Program	\$2,715.00		
					American Red Cross	\$500.00		
					Holcomb-Kiwanis Club	\$1,000.00		
					Miscellaneous	\$800.00		
76	Women's Softball	Karnak	IL	Frankfort Community HS	Softball Gold	\$5,056.00	New Student	
% from SCC District HS					TOTAL ALL SCHOLARSHIPS/WAIVERS	\$132,882.00	416.5	403.5
41.2%					TOTAL ATHLETIC SCHOLARSHIPS	\$118,475		