

BOARD BOOK

December 6, 2021





**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531 RIVER ROOM
ULLIN, IL
December 6, 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 following link:

<https://shawneecedu.zoom.us/j/119290368?pwd=NHdkNE5PMmJoSjY0NUlmWDI1UjNoQT09>

(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 December 6, 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 November 1, 2021 Meeting](#)
 - [Minutes of Special November 15, 2021 Meeting](#)
 - [Treasurer's Report](#)
 - [Approval of Bills](#)

Education Fund	\$1,314,796.15
Building Fund	97,777.07
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	203,953.49
Restricted Purposes Fund (Grants)	485,410.08
Restricted Purposes - FWS*	2,152.15
Restricted Purposes - PELL	849,269.79
Restricted Purposes - SEOG	7,738.00
Trust & Agency Fund	1,043.54
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	48,755.68
Grand Total	\$3,010,895.95

VI. Consideration of Addendum

Addendum: [\(\\$65,000.00\) 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. Consideration of Approval of [Tax Levy Estimate for CY2021](#) – [Attachment](#) (2 pages)
- B. Consideration of Approval of [Academic Calendar](#) – [Attachment](#)
- C. Consideration of Approval of to [Purchase a Truck Driving Simulator](#) – [Attachment](#) (12 pages)
- D. Consideration of Approval of [Treasurer's Bond](#) - [Attachment](#) (1 page)
- E. Review of [Cyber Liability Insurance](#) Update
- F. Presentation of Bylaw (B4000xx series) Policies (Sent Separately)

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
 - i. Consideration of Approval to Hire a [Vice President of Administrative Services](#)
 - ii. Consideration of Approval to [Hire a Truck Driving Trainer](#)
 - iii. Consideration of Approval of [Executive Session Minutes to Determine Continued Confidentiality](#) – (Sent Separately)
 - iv. Review and Accept [Implementation of Revised Organizational Structure](#). (Sent Separately)
 - v. Consideration of Approval of [Ratification of Part-time Employees](#)
- 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 [Full-Time Employee Retirement](#) - [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 to Hire a [Vice President of Administrative Services](#)
 - ii. Consideration of Approval to Hire a [Truck Driving Trainer](#)
 - iii. Consideration of Approval of [Executive Session Minutes to Determine Continued Confidentiality](#) – (Sent Separately)
 - iv. Review and Accept [Implementation of Revised Organizational Structure](#) (Sent Separately)
 - v. Consideration of Approval of [Ratification of Part-time Employees](#)
- 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 [Full-Time Employee Retirement](#) – [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
November 1, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on November 1, 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 - 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

Others Present:

Dr. Tim Taylor, President - Yes
Darci Cather, Vice President of Academic Affairs - Yes
Dr. Lisa Price, Vice President of Student Success & Services - Yes
Brandy Woods, Director of Business Services - Yes
Dr. Greg Mason, Dean of Workforce Innovation, Adult Basic & Continuing Education - Yes
Dr. Kristin Shelby, Dean of Academic Affairs and Student Learning - Yes
Dr. April Teske, Institutional Research, Effectiveness & Planning - Yes
Rob Betts, Director of Communications/Public Relations - Yes
Jean Ellen Boyd - Absent
John Schneider, Attorney - Yes
Dr. Ian Nicolaides, S.C.E.A., President - Yes
Dr. Ryan Thornsberry, Instructor of English - Yes
Beth Crowe, Administrative Assistant to the President - Yes
Dr. Marie Giacomelli (via Zoom), HLC Presenter - Yes

IV. Recognition of Guests and Public Comment

V. Approval of Consent Agenda

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MOTION NO. 1

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

- A. Regular Meeting Minutes October 4, 2021
- B. Special Meeting Minutes October 12, 2021
- C. Special Meeting Minutes October 14, 2021
- D. Treasurer's Report
- E. 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*	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	\$1,283,983.18

On roll call vote, the members voted as follows:

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

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

VI. Consideration of Addendum and Re-Investment(s)

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MOTION NO. 2

A motion was made by April Moore and seconded by Deborah Shelton-Yates to **approve Addendum: Education Fund to Restricted Purposes Fund to repay interfund loan outstanding made on 11/30/20, 1/31/21 and 2/28/21 in the amount of \$210,000.00. September 30, 2021**

On roll call vote, the member voted as follows:

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

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

VII. Reports

- A. Student Trustee – 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. 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

- G. Presentation and Review of HLC Shared Governance Self Study
- H. Consideration of Approval of the Board Policy Review Schedule
- I. SECOND READ – Review Strategic Outcome Policies (Sent Separately)
- J. Consideration of Approval of Shared Governance Manual (Sent Separately)
- K. Presentation of the ICCB Economic Impact Study for Shawnee Community College
- L. Review of Anticipated Tax Levy Estimate for CY2021
- M. Consideration of Approval to Enter into a Quality-Based Selection Process for a Financial Advisor to Assist with Future Bond Levy Activities
- N. Consideration of Insurance Renewal
- O. Consideration of Approval of Board Meeting Dates/Schedule *Minutes pg. 3 of 15*

- P. Consideration of Acceptance of Annual Security and Clery Act Report
- Q. Consideration of Acceptance of Annual Athletic Recruitment Report

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 for a Revised Organizational Chart
 - ii. Consideration of Approval to Hire Full-Time Truck Driving Instructor
 - iii. Consideration of Approval of Ratification of Part-Time Employees
 - iv. Consideration for Establishing an Employee Retention Incentive Program
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College pursuant to 5 ILCS 120/2 (c)(1)
 - i. Consideration of Approval to Accept Full-Time Employee Resignation
 - ii. Consideration of Approval to Accept Full-Time Employee Resignation
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)

X. Action and Discussion on Executive Session Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - i. Consideration of Approval for a Revised Organizational Chart
 - ii. Consideration of Approval to Hire Full-Time Truck Driving Instructor
 - iii. Consideration of Approval of Ratification of Part-Time Employees
 - iv. Consideration for Employee Retention Incentives
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
 - i. Consideration of Approval to Accept Full-Time Employee Resignation
 - ii. Consideration of Approval to Accept Full-Time Employee Resignation
- C. Consideration of Items That May Lead or Have Led to Litigation

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MOTION NO. 3**PRESENTATION AND REVIEW OF THE HLC SHARED GOVERNANCE SELF STUDY**

A motion was made by _____ and seconded by _____ to 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. **Link available within electronic Board Book** or on the College's website https://www.shawneecc.edu/wp-content/uploads/2021/10/Focused_Report.html

PRESENTATION ONLY - NO MOTION REQUIRED

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**CONSIDERATION OF APPROVAL OF THE BOARD POLICY REVIEW SCHEDULE**

A motion was made by Michael McMahan and seconded by James Darden to recommend the Board approve the Policy Governance Training, review, and adopt the schedule 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.

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MOTION NO. 5**SECOND READ – REVIEW STRATEGIC OUTCOME POLICIES**

A motion was made by _____ and seconded by _____ to recommend the Board review each Strategic Outcome policy and provide the President with recommendations to clarify/finalize the language.

DISCUSSION ONLY – NO MOTION REQUIRED

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 SHARED GOVERNANCE MANUAL**

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend the Board approve the College's Shared Governance Committee Structure as presented.

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 7**PRESENTATION OF THE ICCB ECONOMIC IMPACT STUDY FOR SHAWNEE COMMUNITY COLLEGE**

A motion was made by _____ and seconded by _____ to recommend the Board review the results of the ICCB Economic Impact Study for SCC and use the data to guide future actions.

PRESENTATION ONLY – NO MOTION REQUIRED

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8**REVIEW OF ANTICIPATED TAX LEVY ESTIMATE FOR CY2021**

A motion was made by _____ and seconded by _____ to recommend the Board review the CY21 Tax Levy for approval at the December 2021 Board Meeting.

REVIEW ONLY – NO MOTION REQUIRED

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Ms. Andrea Witthoft	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Mr. Bradley West, (advisory vote)	_____	_____	_____	_____
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.

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MOTION NO. 9

CONSIDERATION OF APPROVAL TO ENTER INTO A QUALITY-BASED SELECTION PROCESS FOR A FINANCIAL ADVISOR TO ASSIST WITH FUTURE BOND LEVY ACTIVITIES

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

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) - Absent
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. 10

CONSIDERATION OF APPROVAL OF INSURANCE RENEWAL

A motion was made by Andrea Witthoft and seconded by to recommend the Board approve the Property, Casualty, Liability Insurance bid with ICRMT for \$122,402; to recommend the Board approve the Excess Earthquake Insurance bid with RSUI Indemnity for \$53,500; to recommend the Board approve the Worker's Compensation Insurance bid with Star Insurance Company for \$24,925; and to recommend the Board approve the Storage Tank Pollution Liability Insurance bid with Nautilus for \$5,570.

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 11

CONSIDERATION OF APPROVAL OF BOARD MEETING DATES/SCHEDULE

A motion was made by Deborah Shelton-Yates and seconded by April Moore to recommend the Board approve the Board Regular Meeting dates/schedule as presented.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes
Mr. Bradley West (advisory vote) - Yes
Mr. John Windings - Yes
Mr. James Darden - Yes
Ms. Andrea Witthoft - 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. 12

CONSIDERATION OF ACCEPTANCE OF ANNUAL SECURITY AND CLERY ACT REPORT

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

On roll call vote, the members voted as follows:

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

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

MOTION NO. 13**CONSIDERATION OF ACCEPTANCE OF ANNUAL ATHLETIC RECRUITMENT REPORT**

A motion was made by _____ and seconded by _____

To recommend the Board review the athletic report and direct any questions to the President.

DISCUSSION ONLY – NO MOTION REQUIRED

On roll call vote, the members voted as follows:

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

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

MOTION NO. 14**IX. EXECUTIVE SESSION**

A motion was made by John Windings and seconded by Deborah Shelton-Yates to **adjourn and go into executive session** at 7:46 p.m. for the purpose of discussing:

On roll call vote, the members voted as follows:

Mr. Michael McMahan - Yes
 Mr. John Windings - Yes
 Ms. Deborah Shelton-Yates - Yes
 Ms. April Moore - Yes
 Mr. Bradley West, (advisory vote) - Yes
 Mr. James Darden - Yes
 Mr. Steve Heisner - 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. 15

A motion was made by James Darden and seconded by Bradley West to adjourn out of executive session at 9:38 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. 16

A motion was made by April Moore and seconded by Deborah Shelton-Yates to approve the minutes of the executive session held on November 1, 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. 17

CONSIDERATION OF APPROVAL FOR A REVISED ORGANIZATIONAL CHART

A motion was made by Michael McMahan and seconded by James Darden tTo recommend the Board approve the revised organizational structure changes presented and authorize the President to begin implementing this structure.

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. 18

CONSIDERATION OF APPROVAL TO CREATE A NEW FULL-TIME TRUCK DRIVING INSTRUCTOR

A motion was made by John Windings and seconded by Bradley West to recommend the Board approve the establishment of a new full-time truck driving trainer position.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 19**CONSIDERATION OF APPROVAL OF RATIFICATION OF PART-TIME EMPLOYEES**

A motion was made by Andrea Witthoft and seconded by Bradley West to recommend the Board ratify the part-time hires as presented.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 20**CONSIDERATION FOR EMPLOYEE RETENTION INCENTIVE**

A motion was made by _____ and seconded by _____
 To recommend the Board engage in a discussion about the feasibility of establishing employee retention incentives for a select group of administrative employees.

DISCUSSION ONLY – NO MOTION REQUIRED

On roll call vote, the members voted as follows:

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

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

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MOTION NO. 21

CONSIDERATION OF APPROVAL TO ACCEPT FULL-TIME EMPLOYEE RESIGNATION

A motion was made by Deborah Shelton-Yates and seconded by April Moore to recommend the Board approve the resignation of Tiffany Meyers effective October 6, 2021.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 22

CONSIDERATION OF APPROVAL TO ACCEPT FULL-TIME EMPLOYEE RESIGNATION

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board accept Mr. Betts letter of resignation effective January 3, 2022.

On roll call vote, the members voted as follows:

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

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

MOTION NO. 23

XI. Adjournment

A motion was made by Michael McMahan and seconded by James Darden **to adjourn at 9:48 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
November 15, 2021**

A special meeting of Shawnee Community College District No. 531 Board of Trustees was held on November 15, 2021, in the River Room and via Zoom. The meeting was called to order at 5:31 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 - Present
Ms. Deborah Shelton-Yates - Present
Mr. Steve Heisner - Present
Mr. Michael McMahan - Present
Ms. April Moore - Present
Mr. John Windings - Present
Ms. Andrea Witthoft - Present
Mr. Bradley West, Student Trustee - Absent

Others Present:

Tim Taylor, Ph.D. President - Present
Dr. Kara Monroe, HLC
Dr. Charlene Widener, HLC

IV. Recognition of Guests and Public Comment

Dr. Taylor recognized Russ Stoup, Tina Dudley and Beth Crowe.

V. Action and Discussion Items

- A. Welcome and Introduction from Board Chairman, Steve Heisner
- B. Welcome and Introduction from SCC President, Dr. Tim Taylor
- C. Board Interview with Higher Learning Commission Shared Governance Focused Review Team

VI. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5ILCS 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)

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- E. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(1)

VII. Action and Discussion on Executive Session Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employee's 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

A motion was made by _____ and seconded by _____
 To enter into the Consent Agenda/Action and Discussion Item.

Board Interview with Higher Learning Commission Shared Governance Focused Review Team

On roll call vote, the members voted as follows:

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

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

MOTION NO. 2**VI. EXECUTIVE SESSION**

A motion was made by _____ and seconded by _____ to adjourn and go into Executive Session at _____ p.m.

THERE WAS NO EXECUTIVE SESSION

On roll call vote, the members voted as follows:

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

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

MOTION NO. 3

A motion was made by _____ and seconded by _____ to adjourn out of executive session at _____.

THERE WAS NO EXECUTIVE SESSION

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.

Minutes page 3 of 4

MOTION NO. 4

A motion was made by _____ and seconded by _____

To approve the minutes of the executive session held on November 15, 2021.

THERE WAS NO EXECUTIVE SESSION

On roll call vote, the members voted as follows:

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

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

MOTION NO. 5**VIII. ADJOURNMENT**

A motion was made by James Darden and seconded by Michael McMahan to adjourn at 6:30 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) - Absent
 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.

Minutes page 4 of 4

Shawnee Community College

Fund	10/1/2021 Beg. Balance	October Receipts/Adj.	October Expenditures/Adj.	10/31/2021 Ending Balance
Education	7,630,221.41	1,794,282.90	1,314,796.15	8,109,708.16
Building	2,877,816.90	296,305.87	97,777.07	3,076,345.70
Working Cash	5,030,295.26	49.17	0.00	5,030,344.43
Restricted Building	1,242,148.13	66,351.70	0.00	1,308,499.83
Bond & Interest	1,207,754.52	456,580.52	0.00	1,664,335.04
Auxiliary Enterprise	327,850.59	212,452.89	203,953.49	336,349.99
Liab. Prot. Settlement	1,941,372.19	221,572.49	48,755.68	2,114,189.00
Audit	54,932.92	8,734.89	0.00	63,667.81
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	2,152.15	2,152.15	0.00
S.E.O.G	0.00	7,738.00	7,738.00	0.00
PELL	0.00	849,269.79	849,269.79	0.00
Special Grants	6,155.07	482,253.13	485,410.08	2,998.12
Trust & Agency	225,611.21	18,747.21	1,043.54	243,314.88
Total	20,558,158.20	4,416,490.71	3,010,895.95	21,963,752.96

Brandy Woods

Brandy Woods, Director of Business Services

November 18, 2021

Date

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

Shawnee Community College

Financial Report



Four Months Ended

October 31, 2021

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT OPERATING
FUNDS
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

Operating Revenues by Source	Legal Budget As Adjusted 10/31/21	Year to Date Revenues 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget 10/31/21
Local government:				
Current taxes	\$ 1,982,403	\$ 1,359,024	\$ 623,379	
Chargeback revenue	-		0	
TOTAL LOCAL GOVERNMENT	\$ 1,982,403	\$ 1,359,024	\$ 623,379	68.55%
State government:				
ICCB Credit Hour Grants	\$ 1,217,883	\$ 473,592	\$ 744,291	
ICCB Equalization Grants	2,711,080	903,693	1,807,387	
State Board of Education- Vocational Education	118,591	-	118,591	
Corporate Personal Property Replacement Tax	525,834	247,118	278,716	
TOTAL STATE GOVERNMENT	\$ 4,573,388	\$ 1,624,403	\$ 2,948,985	35.52%
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	\$ 2,292,111	\$ 2,105,556	
Fees	812,694	390,674	422,020	
TOTAL TUITION AND FEES	\$ 5,210,361	\$ 2,682,785	\$ 2,527,576	51.49%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 31,095	\$ 55,905	
Facilities revenue	45,000	12,709	32,291	
Investment revenue	32,500	551	31,949	
Other sources	440,600	40,525	400,075	
TOTAL OTHER SOURCES	\$ 605,100	\$ 84,880	\$ 520,220	14.03%
TRANSFERS	\$ 20,000	\$ -	\$ 20,000	
TOTAL 2021-22 BUDGETED REVENUE	\$ 13,291,252	\$ 5,751,092	\$ 7,540,160	43.27%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 13,291,252	\$ 5,751,092	\$ 7,540,160	43.27%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT OPERATING
FUNDS
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

<u>Expenditures By Program</u>	Legal Budget As Adjusted 10/31/21	Year to Date Expenditures 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
Instruction	\$ 4,961,238	\$ 1,461,489	\$ 3,499,749	
Academic Support	434,760	140,603	294,157	
Student Services	1,162,181	357,166	805,015	
Public Services	79,485	13,862	65,623	
Operation & Maint. of Plant	1,368,740	367,714	1,001,026	
Institutional Support	2,615,515	965,316	1,650,199	
Scholarship, Student Grants, & Waivers	2,201,786	827,276	1,374,510	
TRANSFERS	2,663,771	295,447	2,368,324	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 4,428,873	\$ 11,058,603	28.60%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 4,428,873	\$ 11,058,603	
<u>By Object</u>				
Salaries	\$ 6,836,734	\$ 2,051,279	\$ 4,785,455	
Employee Benefits	781,490	224,987	556,503	
Contractual Services	1,239,256	582,370	656,886	
General Materials & Supplies	620,344	178,675	441,669	
Conference & Meeting Expense	146,435	16,968	129,467	
Fixed Charges	130,560	35,595	94,965	
Utilities	643,240	158,312	484,928	
Capital Outlay	83,500	7,124	76,376	
Other	2,342,146	878,116	1,464,030	
Provision for Contingency	-	-	-	
TRANSFERS	2,663,771	295,447	2,368,324	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 4,428,873	\$ 11,058,603	28.60%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 4,428,873	\$ 11,058,603	

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

	Legal Budget As Adjusted 10/31/21	Year to Date Expenditures 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 4,071,939	\$ 1,240,739	\$ 2,831,200	
Employee Benefits	426,794	110,726	316,068	
Contractual Services	165,005	37,113	127,892	
General Materials & Supplies	148,135	36,421	111,714	
Conference & Meeting Expense	28,795	3,611	25,184	
Fixed Charges	83,860	23,037	60,823	
Utilities	35,150	9,587	25,563	
Other	360	35	325	
Capital Outlay	1,200	220	980	
TOTAL	\$ 4,961,238	\$ 1,461,489	\$ 3,499,749	29.46%
ACADEMIC SUPPORT				
Salaries	\$ 311,488	\$ 99,003	\$ 212,485	
Employee Benefits	26,527	10,062	16,465	
Contractual Services	41,380	5,281	36,099	
General Materials & Supplies	53,365	25,261	28,104	
Conference & Meeting Expense	1,000	996	4	
Utilities	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 434,760	\$ 140,603	\$ 294,157	32.34%
STUDENT SERVICES				
Salaries	\$ 909,270	\$ 283,574	\$ 625,696	
Employee Benefits	136,492	43,741	92,751	
Contractual Services	37,950	13,396	24,554	
General Materials & Supplies	71,919	15,534	56,385	
Conference & Meeting Expense	5,550	921	4,629	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 1,162,181	\$ 357,166	\$ 805,015	30.73%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 52,279	\$ 9,845	\$ 42,434	
Employee Benefits	10,206	1,626	8,580	
Contractual Services	4,000	1,160	2,840	
General Materials & Supplies	10,500	1,178	9,322	
Conference & Meeting Expense	800	53	747	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
TOTAL	\$ 79,485	\$ 13,862	\$ 65,623	17.44%

FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

	Legal Budget As Adjusted 10/31/21	Year to Date Expenditures 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,282,301	\$ 370,898	\$ 911,403	
Employee Benefits	154,953	52,774	102,179	
Contractual Services	527,546	385,349	142,197	
General Materials & Supplies	275,125	66,764	208,361	
Conference & Meeting Expense	110,290	11,387	98,903	
Fixed Charges	45,000	12,558	32,442	
Utilities	20,000	7,878	12,122	
Other	140,000	50,804	89,196	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	6,904	53,396	
TOTAL	\$ 2,615,515	\$ 965,316	\$ 1,650,199	36.91%
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS				
Other	\$ 2,201,786	\$ 827,276	\$ 1,374,510	
TOTAL	\$ 2,201,786	\$ 827,276	\$ 1,374,510	37.57%
TRANSFERS	2,384,790	295,447	2,089,343	12.39%
TOTAL EDUCATION FUND	\$ 13,839,755	\$ 4,061,159	\$ 9,778,596	29.34%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 209,457	\$ 47,223	\$ 162,234	
Employee Benefits	26,518	6,057	20,461	
Contractual Services	463,375	140,071	323,304	
General Materials & Supplies	61,300	33,516	27,784	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	140,847	447,243	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	-	20,000	
Other	-	-	-	
TOTAL	1,368,740	367,714	1,001,026	
TRANSFERS	278,981	-	278,981	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 1,647,721	\$ 367,714	\$ 2,002,052	22.32%
TOTAL OPERATING FUNDS	\$ 15,487,476	\$ 4,428,873	\$ 11,780,648	28.60%

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

Percent of Year Complete is 33.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	10/31/21	Revenues 10/31/21	Budget 10/31/21	Budget Realized 10/31/21
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 173,375	\$ 76,625	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 173,375	\$ 76,625	69.35%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 173,375	\$ 76,625	69.35%

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

Percent of Year Complete is 33.00%				
	Legal Budget	Year to Date	(Over)/Under	Percent of
Operations and Maintenance Fund-Restricted	As Adjusted 10/31/21	Expenditures 10/31/21	Budget 10/31/21	Budget Expended 10/31/21
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 FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

	Legal Budget As Adjusted 10/31/21	Year to Date Revenues 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Realized 10/31/21
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,720,500	\$ 1,193,088	\$ 527,412	
TOTAL BUDGETED REVENUES	\$ 1,720,500	\$ 1,193,088	\$ 527,412	69.35%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
BOND AND INTEREST FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

	Legal Budget As Adjusted 10/31/21	Year to Date Expenditures 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,625,000	\$ -	\$ 1,625,000	
Bond Interest	<u>95,500</u>	<u>-</u>	\$ 95,500	
TOTAL BUDGETED EXPENDITURES	\$ 1,720,500	\$ -	\$ 1,720,500	0.00%

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%				
	Legal Budget as Adjusted 10/31/21	Year to Date Revenues 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Realized 10/31/21
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 438,800	\$ 197,618	\$ 241,182	
TOTAL OTHER SOURCES	\$ 438,800	\$ 197,618	\$ 241,182	
TRANSFERS	712,790	295,447	417,343	
TOTAL BUDGETED REVENUE	\$ 1,151,590	\$ 493,065	\$ 658,525	42.82%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%				
	Legal Budget As Adjusted 10/31/21	Year to Date Expenditures 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 218,284	\$ 72,799	\$ 145,485	
Employee Benefits	27,225	8,036	19,189	
Contractual Services	71,725	17,272	54,453	
General Materials & Supplies	422,443	200,714	221,729	
Conference & Meeting Expense	42,385	14,579	27,806	
Fixed Charges	25,000	8,643	16,357	
Utilities	-	-	-	
Capital Outlay	32,000	1,235	30,765	
Provision for Contingency	-	-	-	
Other	443,159	192,958	250,201	
TRANSFERS	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 1,282,221	\$ 516,236	\$ 765,985	40.26%

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

	Legal Budget As Adjusted 10/31/21	Year to Date Revenues 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Realized 10/31/21
Restricted Purposes Fund				
State governmental sources:				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	236,270	27,299	208,971	
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	\$ 218,973	\$ 587,708	27.14%
Federal governmental sources:				
Department of Education	\$ 7,944,546	\$ 3,302,651	\$ 4,641,895	
Department of Health and Human Services	15,000	-	15,000	
Other Federal Government Sources	216,044	10,591	205,453	
TOTAL FEDERAL GOVERNMENT	\$ 8,175,590	\$ 3,313,242	\$ 4,862,348	40.53%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 8,982,271	\$ 3,532,215	\$ 5,450,056	39.32%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%

	Legal Budget As Adjusted 10/31/21	Year to Date Expenditures 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
Restricted Purposes Fund				
STUDENT SERVICES				
Salaries	\$ 204,836	\$ 71,309	\$ 133,527	
Employee Benefits	63,580	19,494	44,086	
Contractual Services	6,569	2,728	3,841	
General Materials & Supplies	8,995	6,365	2,630	
Conference & Meeting Expense	7,874	825	7,049	
Capital Outlay	-	-	-	
Other	47,118	15,281	31,837	
TOTAL STUDENT SERVICES	\$ 338,972	\$ 116,002	\$ 222,970	34.22%
INSTITUTIONAL SUPPORT				
Salaries	\$ 607,828	\$ 240,244	\$ 367,584	
Employee Benefits	123,411	48,328	75,083	
Contractual Services	288,042	260,653	27,389	
General Materials & Supplies	157,411	51,271	106,140	
Conference & Meeting Expense	35,218	9,694	25,524	
Fixed Charges	-	-	-	
Utilities	100,680	19,375	81,305	
Capital Outlay	517,865	54,676	463,189	
Other	1,159,311	45,205	1,114,106	
TOTAL INSTITUTIONAL SUPPORT	\$ 2,989,766	\$ 729,446	\$ 2,260,320	24.40%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS				
Financial Aid	<u>\$ 5,653,503</u>	<u>\$ 1,376,823</u>	<u>\$ 4,276,680</u>	
TOTAL	\$ 5,653,503	\$ 1,376,823	\$ 4,276,680	24.35%
TOTAL BUDGETED EXPENDITURES	\$ 8,982,241	\$ 2,222,271	\$ 6,759,970	24.74%

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUDIT FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%				
	Legal Budget As Adjusted 10/31/21	Year to Date Revenues 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Realized 10/31/21
Audit Fund				
Local Government Sources:				
Current Taxes	\$ 34,000	\$ 22,853	\$ 11,147	
TOTAL BUDGETED REVENUES	\$ 34,000	\$ 22,853	\$ 11,147	67.21%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUDIT FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%				
	Legal Budget As Adjusted 10/31/21	Year to Date Expended 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
Audit Fund				
INSTITUTIONAL SUPPORT				
Contractual Services	\$ 38,000	\$ 3,000	\$ 35,000	
Provision for Contingency	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 38,000	\$ 3,000	\$ 35,000	7.89%

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%				
	Legal Budget As Adjusted 10/31/21	Year to Date Revenues 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Realized 10/31/21
Liability Protection and Settlement Fund				
Local Government Sources:				
Current Taxes	\$ 827,555	\$ 573,899	\$ 253,656	
TOTAL BUDGETED REVENUES	\$ 827,555	\$ 573,899	\$ 253,656	69.35%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR FOUR MONTHS ENDED OCTOBER 31, 2021

Percent of Year Complete is 33.00%				
	Legal Budget As Adjusted 10/31/21	Year to Date Expended 10/31/21	(Over)/Under Budget 10/31/21	Percent of Budget Expended 10/31/21
Liability Protection and Settlement Fund				
INSTITUTIONAL SUPPORT				
Salaries	86,000	\$ 23,293	62,707	
Employee Benefits	208,255	42,199	166,056	
Contractual Services	303,500	78,019	225,481	
General Materials & Supplies	20,000	-	20,000	
Fixed Charges	313,500	44,580	268,920	
Capital Outlay	444,824		444,824	
Other	50,000		50,000	
TOTAL BUDGETED EXPENDITURES	\$1,426,079	\$188,091	\$1,175,281	13.19%

SHAWNEE COMMUNITY COLLEGE

For the Month of October 2021 Approval of Bills

<u>FUND</u>	<u>EXPENDITURES</u>
Education Fund	\$1,314,796.15
Building Fund	97,777.07
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	203,953.49
Restricted Purposes Fund (Grants)	485,410.08
Restricted Purposes - FWS*	2,152.15
Restricted Purposes - PELL	849,269.79
Restricted Purposes - SEOG	7,738.00
Trust & Agency Fund	1,043.54
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	48,755.68
GRAND TOTAL	<u><u>\$ 3,010,895.95</u></u>

 Chairman

 Secretary

 Date

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97471	10/15/2021	Cather, Darci A.	3,316.53
97472	10/15/2021	Christie, Roberta L.	2,208.92
97473	10/15/2021	Corbit, Nathan L.	257.99
97474	10/15/2021	Dillow, Kimberly D.	262.11
97475	10/15/2021	Faulkner, Christina L.	1,318.66
97476	10/15/2021	Hawkins, Robert	606.27
97477	10/15/2021	Meyer, Brian A.	372.68
97478	10/15/2021	Reuter, Kenneth F.	219.42
97479	10/15/2021	Seyer, Jonathan	260.05
97480	10/15/2021	Stark, Karen L.	860.72
97481	10/15/2021	Tarver, Sandra K.	260.05
97482	10/15/2021	Burnett, Brandon M.	355.49
97483	10/15/2021	Edwards, Jessica E.	654.37
97484	10/15/2021	Hansen, Caroline K.	260.86
97485	10/15/2021	Harris, Rana L.	477.06
97486	10/15/2021	Jackson, Peggy D.	96.46
97487	10/15/2021	King, Nya Z.	261.39
97488	10/15/2021	McElroy, Nicholas G.	90.93
97489	10/15/2021	Meshell, Caitlyn N.	244.72
97490	10/15/2021	Moore, Brien E.	42.23
97491	10/15/2021	Ness, Makenzie L.	429.25
97492	10/15/2021	Reichert, Joellen	578.48
97493	10/15/2021	Reichert, Kendall F.	845.67
97494	10/15/2021	Spence, Kaylee	227.24
97495	10/15/2021	Starling, Randy D.	290.32
97496	10/15/2021	Stubblefield, Vernon	223.80
97497	10/15/2021	Tondevoid, Meagan	110.00
97498	10/15/2021	Tyson, Noaah G.	201.01
97499	10/15/2021	Vincent, Connie M.	31.12
97500	10/29/2021	Christie, Roberta L.	2,208.92
97501	10/29/2021	Corbit, Nathan L.	257.99
97502	10/29/2021	Dillow, Kimberly D.	262.11
97503	10/29/2021	Faulkner, Christina L.	1,318.66
97504	10/29/2021	Hawkins, Robert	606.27
97505	10/29/2021	McKeown, Jayson D.	504.07
97506	10/29/2021	Meyer, Brian A.	372.68
97507	10/29/2021	Reuter, Kenneth F.	219.42
97508	10/29/2021	Seyer, Jonathan	260.05
97509	10/29/2021	Stark, Karen L.	860.72
97510	10/29/2021	Tarver, Sandra K.	260.05
97511	10/29/2021	Burnett, Brandon M.	460.04

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97512	10/29/2021	VOID	-
97513	10/29/2021	Hansen, Caroline K.	149.93
97514	10/29/2021	Harris, Rana L.	604.80
97515	10/29/2021	Holder, Kyonte D.	94.10
97516	10/29/2021	Jackson, Peggy D.	71.98
97517	10/29/2021	King, Nya Z.	209.11
97518	10/29/2021	McElroy, Nicholas G.	148.44
97519	10/29/2021	Ness, Makenzie L.	307.37
97520	10/29/2021	Reichert, Joellen	586.36
97521	10/29/2021	Reichert, Kendall F.	534.64
97522	10/29/2021	Stubblefield, Vernon	171.97
97523	10/29/2021	VOID	-
97524	10/29/2021	Tyson, Noaah G.	323.37
97525	10/29/2021	Tondevold, Meagan	132.00
97527	10/29/2021	Edwards, Jessica E.	624.81
76580	10/15/2021	Abell Castlebery, Heather A.	221.13
76581	10/15/2021	Armstrong, Lori A.	2,610.06
76582	10/15/2021	Ashby, Malinda J.	1,506.08
76583	10/15/2021	Askew, Jipaum S.	2,114.79
76584	10/15/2021	Austin, David C.	411.40
76585	10/15/2021	Banks, Sabrina D.	1,375.18
76586	10/15/2021	Basler, Joella	2,609.78
76587	10/15/2021	Betts, Robert G.	2,528.36
76588	10/15/2021	Betts, Teale M.	1,749.85
76589	10/15/2021	Black, David E.	2,609.01
76590	10/15/2021	Black, Sabrina L.	1,185.05
76591	10/15/2021	Boyd, Danielle N.	1,536.50
76592	10/15/2021	Bradley, Craig	2,027.45
76593	10/15/2021	Brahler, Monica J.	2,504.59
76594	10/15/2021	Brown, Brenda R.	2,230.05
76595	10/15/2021	Brown, Donna R.	1,201.67
76596	10/15/2021	Canter, Lora	484.47
76597	10/15/2021	Capps, Tamara K.	2,290.14
76598	10/15/2021	Chamness, Virginia S.	1,025.98
76599	10/15/2021	Clark, Christopher A.	2,939.53
76600	10/15/2021	Clark, Lora L.	1,265.97
76601	10/15/2021	Copeland, Vyta N.	223.19
76602	10/15/2021	Cornelious-Weldon, Leslie A.	1,647.35
76603	10/15/2021	Crowe, Beth A.	1,848.71
76604	10/15/2021	Davault, Christopher R.	215.99
76605	10/15/2021	Davenport, Anna	1,648.00

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76606	10/15/2021	Davis, Carrie B.	1,295.18
76607	10/15/2021	Davis, Christy R.	260.05
76608	10/15/2021	Davis, Evelyn D.	889.22
76609	10/15/2021	Dillow, Rhonda L.	739.12
76610	10/15/2021	Dollins, Judith A.	1,669.21
76611	10/15/2021	Dudley, Tina M.	946.41
76612	10/15/2021	Bigham, Stephanie M.	964.24
76613	10/15/2021	Fehrenbacher, Dwayne J.	2,199.66
76614	10/15/2021	Fontana, Sandy L.	2,020.44
76615	10/15/2021	Forthman, Emily B.	2,012.19
76616	10/15/2021	Frizzell, Timothy A.	2,008.70
76617	10/15/2021	Gerard, Anthony S.	2,730.41
76618	10/15/2021	Goforth, Charles B.	1,434.66
76619	10/15/2021	Gordon, Beatrice	864.23
76620	10/15/2021	Grohler, Randall P.	370.62
76621	10/15/2021	Hamilton-Smith, Jacqueline	1,056.49
76622	10/15/2021	Hannan, Amanda N.	2,403.90
76623	10/15/2021	Harner, Ginger R.	2,289.19
76624	10/15/2021	Harris, Wendy D.	2,097.03
76625	10/15/2021	Hazel, Amanda N.	1,145.03
76626	10/15/2021	Herren, Jennifer K.	1,206.33
76627	10/15/2021	Hickam, Jamie L.	1,509.76
76628	10/15/2021	Hill, Ayan	781.26
76629	10/15/2021	Hill, Tanya S.	1,743.81
76630	10/15/2021	Hines, Lorena M.	1,837.05
76631	10/15/2021	Holland, Micah C.	226.62
76632	10/15/2021	Howard, Eric	1,612.02
76633	10/15/2021	Ingram, Caleb W.	777.29
76634	10/15/2021	Jennings, Kelly D.	1,921.89
76635	10/15/2021	Jerrell, Ricky L.	1,180.25
76636	10/15/2021	Johnson, Lindsay B.	1,598.58
76637	10/15/2021	Jones, Courtney R.	1,026.13
76638	10/15/2021	King, Erin R.	1,583.55
76639	10/15/2021	Koch, Donald N.	2,345.05
76640	10/15/2021	Lingle, Randy W.	1,978.92
76641	10/15/2021	Lucas, Robert	1,936.13
76642	10/15/2021	Luttrell, Denise	931.64
76643	10/15/2021	Malone, Sherrie D.	2,163.30
76644	10/15/2021	Mason, Gregory K.	2,335.33
76645	10/15/2021	McGinnis, Connie R.	2,236.95
76646	10/15/2021	McGoy, Jeffery L.	237.99

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76647	10/15/2021	McGoy, Karen M.	1,853.95
76648	10/15/2021	McNally, Michael	1,987.43
76649	10/15/2021	Merriman, Hailey C.	773.96
76650	10/15/2021	Meyer, Lisa F.	1,357.63
76651	10/15/2021	Meyers, Kaylyn L.	1,034.69
76652	10/15/2021	Meyers, Tiffany A.	816.24
76653	10/15/2021	Mishler, Shelye	442.26
76654	10/15/2021	Morris, Joseph A.	2,412.17
76655	10/15/2021	Nicolaides, Ian A.	2,239.97
76656	10/15/2021	Nodeen, Marsha K.	477.24
76657	10/15/2021	Owens, Peter	485.26
76658	10/15/2021	Pender, Derek S.	1,721.81
76659	10/15/2021	Poat, Erica R.	513.67
76660	10/15/2021	Price, Lisa L.	3,050.45
76661	10/15/2021	Reach, Mindy J.	1,388.10
76662	10/15/2021	Ribbing, Sheryl L.	1,989.14
76663	10/15/2021	Rouse, Felicia	1,405.31
76664	10/15/2021	Salazar, Becky	262.11
76665	10/15/2021	Sander, Phyllis J.	2,597.16
76666	10/15/2021	Sauerbrunn, Kayla R.	2,165.98
76667	10/15/2021	Severs, Virginia L.	1,191.93
76668	10/15/2021	Shallenberger, Elizabeth	1,929.03
76669	10/15/2021	Sheffer, Amy L.	1,831.34
76670	10/15/2021	Sheffer, Susan R.	606.27
76671	10/15/2021	Shelby, Kristin N.	2,444.19
76672	10/15/2021	Sheppard, Gregory S.	1,703.00
76673	10/15/2021	Simpson, Stacy J.	1,452.55
76674	10/15/2021	Smith, Kyle S.	1,835.22
76675	10/15/2021	Smith, Wanda R.	2,887.90
76676	10/15/2021	Smith-Fulia, Jesse R.	1,987.48
76677	10/15/2021	Sparks, John R.	2,228.04
76678	10/15/2021	Stalions, Terry R.	500.47
76679	10/15/2021	Steinmetz, Rebecca L.	2,158.23
76680	10/15/2021	Stoup, William R.	1,840.26
76681	10/15/2021	Suggs, Amber	1,732.23
76682	10/15/2021	Taylor, Timothy	5,112.78
76683	10/15/2021	Terbrak, Darlene R.	156.13
76684	10/15/2021	Teske, April Y.	2,311.84
76685	10/15/2021	Thompson, Chevis L.	1,884.63
76686	10/15/2021	Thompson, Tad W.	288.55
76687	10/15/2021	Thornsberry, Ryan J.	1,942.12

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76688	10/15/2021	Trowbridge, Mande M.	863.27
76689	10/15/2021	Van Meter, Jonathan L.	1,521.28
76690	10/15/2021	VanAlstine, Lee F.	2,021.37
76691	10/15/2021	Vellella, Christopher A.	2,211.04
76692	10/15/2021	Vines, Deborah	970.34
76693	10/15/2021	Walton, James L.	1,694.20
76694	10/15/2021	Whitnel, Brett P.	1,504.67
76695	10/15/2021	Williams, Michelle L.	877.69
76696	10/15/2021	Woods, Brandy S.	3,290.76
76697	10/15/2021	Woolridge, Robert E.	2,226.51
76698	10/15/2021	Wright, Christina D.	1,545.73
76699	10/15/2021	Ashby, Kylee M.	78.42
76700	10/15/2021	Ballard, Cymone S.	232.18
76701	10/15/2021	Ballard, Melanie T.	586.30
76702	10/15/2021	Burgess, Michael	1,154.37
76703	10/15/2021	Crites, Marilyn M.	1,208.59
76704	10/15/2021	Danas, Judy A.	148.57
76705	10/15/2021	Devenny, Marianne	887.37
76706	10/15/2021	Dufour, Jeffrey A.	592.07
76707	10/15/2021	Duke, Jordan	1,027.48
76708	10/15/2021	Fisher, Stephanie J.	633.21
76709	10/15/2021	Frassato, Kylee N.	1,414.66
76710	10/15/2021	Green, Kandyce T.	229.30
76711	10/15/2021	Hannan, Rachel A.	789.29
76712	10/15/2021	Harris, Julian M.	403.35
76713	10/15/2021	Hayes, Stephanie	331.61
76714	10/15/2021	Hefner, Cynthia L.	464.38
76715	10/15/2021	Hefner, Monte K.	1,213.18
76716	10/15/2021	Helm, Grant A.	52.28
76717	10/15/2021	Herre, Brian C.	991.50
76718	10/15/2021	Hudgens, Faith V.	1,084.50
76719	10/15/2021	Johnson, Carl D.	303.04
76720	10/15/2021	Kern, Gracen E.	222.75
76721	10/15/2021	Kineman, Daniel L.	715.35
76722	10/15/2021	Korte, Rhea C.	533.99
76723	10/15/2021	Kwiatkowski, Miley E.	350.92
76724	10/15/2021	Lewis, Jan F.	1,149.10
76725	10/15/2021	Little, Latayvia S.	167.29
76726	10/15/2021	Matthews, Brittany R.	616.93
76727	10/15/2021	McClellan, Heaven M.	273.52
76728	10/15/2021	McNichols, Randy J.	903.52

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76729	10/15/2021	Miller, John P.	1,267.42
76730	10/15/2021	Nesbit, Sophie J.	297.43
76731	10/15/2021	Phillips, Alyvea R.	340.21
76732	10/15/2021	Ribbing, Jenna M.	347.41
76733	10/15/2021	Riley, Nicholas A.	572.81
76734	10/15/2021	Rose, Jayla E.	250.93
76735	10/15/2021	Sabo, Tierney R.	1,491.38
76736	10/15/2021	Sommer, Gary H.	466.12
76737	10/15/2021	Squellati, Brooke D.	206.39
76738	10/15/2021	Stecher, Beverly A.	508.33
76739	10/15/2021	Thoe, Alexandra I.	883.91
76740	10/15/2021	Travis, Jennifer L.	639.69
76741	10/15/2021	Whitehead, Tracy L.	987.32
76742	10/15/2021	Willyerd, Stacy L.	106.72
76743	10/15/2021	Woods, Aaron C.	1,031.23
76744	10/29/2021	Abell Castlebery, Heather A.	221.13
76745	10/29/2021	Armstrong, Lori A.	2,610.06
76746	10/29/2021	Ashby, Malinda J.	1,506.08
76747	10/29/2021	Askew, Jipaum S.	2,114.79
76748	10/29/2021	Austin, David C.	411.40
76749	10/29/2021	Banks, Sabrina D.	1,375.18
76750	10/29/2021	Basler, Joella	2,609.78
76751	10/29/2021	Betts, Robert G.	2,528.36
76752	10/29/2021	Betts, Teale M.	1,749.85
76753	10/29/2021	Black, David E.	2,609.01
76754	10/29/2021	Black, Sabrina L.	1,185.05
76755	10/29/2021	Boyd, Danielle N.	1,536.50
76756	10/29/2021	Bradley, Craig	2,027.45
76757	10/29/2021	Brahler, Monica J.	2,504.59
76758	10/29/2021	Brown, Brenda R.	2,230.05
76759	10/29/2021	Brown, Donna R.	1,201.67
76760	10/29/2021	Canter, Lora	484.47
76761	10/29/2021	Capps, Tamara K.	2,290.14
76762	10/29/2021	Cather, Darci A.	3,130.65
76763	10/29/2021	Chamness, Virginia S.	1,025.98
76764	10/29/2021	Clark, Christopher A.	2,939.53
76765	10/29/2021	Clark, Lora L.	1,265.97
76766	10/29/2021	Copeland, Vyta N.	223.19
76767	10/29/2021	Cornelious-Weldon, Leslie A.	1,647.35
76768	10/29/2021	Crowe, Beth A.	1,848.71
76769	10/29/2021	Davault, Christopher R.	215.99

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76770	10/29/2021	Davenport, Anna	1,648.00
76771	10/29/2021	Davis, Carrie B.	1,295.18
76772	10/29/2021	Davis, Christy R.	260.05
76773	10/29/2021	Davis, Evelyn D.	889.22
76774	10/29/2021	Dillow, Rhonda L.	739.12
76775	10/29/2021	Dollins, Judith A.	1,669.21
76776	10/29/2021	Dudley, Tina M.	946.41
76777	10/29/2021	Bigham, Stephanie M.	964.24
76778	10/29/2021	Fehrenbacher, Dwayne J.	2,199.66
76779	10/29/2021	Fontana, Sandy L.	2,020.44
76780	10/29/2021	Forthman, Emily B.	2,012.19
76781	10/29/2021	Frizzell, Timothy A.	2,008.70
76782	10/29/2021	Gerard, Anthony S.	2,730.41
76783	10/29/2021	Goforth, Charles B.	1,434.66
76784	10/29/2021	Gordon, Beatrice	864.23
76785	10/29/2021	Grohler, Randall P.	370.62
76786	10/29/2021	Hamilton-Smith, Jacqueline	1,056.49
76787	10/29/2021	Hannan, Amanda N.	2,403.90
76788	10/29/2021	Harner, Ginger R.	2,289.19
76789	10/29/2021	Harris, Wendy D.	2,097.03
76790	10/29/2021	Hazel, Amanda N.	1,145.03
76791	10/29/2021	Herren, Jennifer K.	1,206.33
76792	10/29/2021	Hickam, Jamie L.	1,844.81
76793	10/29/2021	Hill, Ayan	781.26
76794	10/29/2021	Hill, Tanya S.	1,743.81
76795	10/29/2021	Hines, Lorena M.	1,837.05
76796	10/29/2021	Holland, Micah C.	582.72
76797	10/29/2021	Howard, Eric	1,612.02
76798	10/29/2021	Ingram, Caleb W.	777.29
76799	10/29/2021	Jennings, Kelly D.	1,921.89
76800	10/29/2021	Jerrell, Ricky L.	1,180.25
76801	10/29/2021	Johnson, Lindsay B.	1,598.58
76802	10/29/2021	Jones, Courtney R.	773.96
76803	10/29/2021	King, Erin R.	1,583.55
76804	10/29/2021	Koch, Donald N.	2,345.05
76805	10/29/2021	Lingle, Randy W.	1,978.92
76806	10/29/2021	Lucas, Robert	1,936.13
76807	10/29/2021	Luttrell, Denise	706.77
76808	10/29/2021	Malone, Sherrie D.	2,163.30
76809	10/29/2021	Mason, Gregory K.	2,335.33
76810	10/29/2021	McGinnis, Connie R.	2,236.95

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76811	10/29/2021	McGoy, Jeffery L.	237.99
76812	10/29/2021	McGoy, Karen M.	1,853.95
76813	10/29/2021	McNally, Michael	1,987.43
76814	10/29/2021	Merriman, Hailey C.	773.96
76815	10/29/2021	Meyer, Lisa F.	1,357.63
76816	10/29/2021	Meyers, Kaylyn L.	1,034.69
76817	10/29/2021	Mishler, Shelye	442.26
76818	10/29/2021	Morris, Joseph A.	2,412.17
76819	10/29/2021	Nicolaides, Ian A.	2,239.97
76820	10/29/2021	Nodeen, Marsha K.	362.04
76821	10/29/2021	Owens, Peter	485.26
76822	10/29/2021	Pender, Derek S.	1,721.81
76823	10/29/2021	Poat, Erica R.	513.67
76824	10/29/2021	Price, Lisa L.	3,050.45
76825	10/29/2021	Reach, Mindy J.	1,388.10
76826	10/29/2021	Ribbing, Sheryl L.	1,989.14
76827	10/29/2021	Rouse, Felicia	1,405.31
76828	10/29/2021	Salazar, Becky	630.92
76829	10/29/2021	Sander, Phyllis J.	2,597.16
76830	10/29/2021	Sauerbrunn, Kayla R.	2,165.98
76831	10/29/2021	Severs, Virginia L.	1,162.30
76832	10/29/2021	Shallenberger, Elizabeth	1,929.03
76833	10/29/2021	Sheffer, Amy L.	1,831.34
76834	10/29/2021	Sheffer, Susan R.	606.27
76835	10/29/2021	Shelby, Kristin N.	2,444.19
76836	10/29/2021	Sheppard, Gregory S.	1,703.00
76837	10/29/2021	Simpson, Stacy J.	1,452.55
76838	10/29/2021	Smith, Kyle S.	1,835.22
76839	10/29/2021	Smith, Wanda R.	2,887.90
76840	10/29/2021	Smith-Fulia, Jesse R.	1,987.48
76841	10/29/2021	Sparks, John R.	2,228.04
76842	10/29/2021	Stalions, Terry R.	385.34
76843	10/29/2021	Steinmetz, Rebecca L.	1,857.74
76844	10/29/2021	Stoup, William R.	1,840.26
76845	10/29/2021	Suggs, Amber	1,732.23
76846	10/29/2021	Taylor, Timothy	5,112.78
76847	10/29/2021	Terbrak, Darlene R.	156.13
76848	10/29/2021	Teske, April Y.	2,311.84
76849	10/29/2021	Thompson, Chevis L.	1,884.63
76850	10/29/2021	Thompson, Tad W.	288.55
76851	10/29/2021	Thornsberry, Ryan J.	1,942.12

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76852	10/29/2021	Trowbridge, Mandee M.	863.27
76853	10/29/2021	Van Meter, Jonathan L.	1,521.28
76854	10/29/2021	VanAlstine, Lee F.	2,021.37
76855	10/29/2021	Vellella, Christopher A.	2,211.04
76856	10/29/2021	Vines, Deborah	970.34
76857	10/29/2021	Walton, James L.	1,694.20
76858	10/29/2021	Whitnel, Brett P.	1,504.67
76859	10/29/2021	Williams, Michelle L.	877.69
76860	10/29/2021	Woods, Brandy S.	3,290.76
76861	10/29/2021	Woolridge, Robert E.	2,226.51
76862	10/29/2021	Wright, Christina D.	1,545.73
76863	10/29/2021	Anglin-Brooker, Melissa J.	155.63
76864	10/29/2021	Ballard, Cymone S.	170.27
76865	10/29/2021	Ballard, Melanie T.	528.71
76866	10/29/2021	Burgess, Michael	1,054.45
76867	10/29/2021	Charter, Mimi A.	204.00
76868	10/29/2021	Crites, Marilyn M.	1,264.81
76869	10/29/2021	Danas, Judy A.	332.12
76870	10/29/2021	Devenny, Marianne	191.65
76871	10/29/2021	Dufour, Jeffrey A.	468.50
76872	10/29/2021	Duke, Jordan	940.53
76873	10/29/2021	Fisher, Stephanie J.	566.96
76874	10/29/2021	Frassato, Kylee N.	1,517.06
76875	10/29/2021	Green, Kandyce T.	561.32
76876	10/29/2021	Hannan, Rachel A.	675.16
76877	10/29/2021	Harris, Julian M.	249.09
76878	10/29/2021	Hayes, Stephanie	303.96
76879	10/29/2021	Hefner, Cynthia L.	412.78
76880	10/29/2021	Hefner, Monte K.	1,112.96
76881	10/29/2021	Helm, Grant A.	41.82
76882	10/29/2021	Herre, Brian C.	1,022.97
76883	10/29/2021	Hubbard, Andrew D.	366.34
76884	10/29/2021	Hudgens, Faith V.	995.41
76885	10/29/2021	Johnson, Carl D.	301.23
76886	10/29/2021	Kineman, Daniel L.	606.99
76887	10/29/2021	Knight, Cecilia M.	72.23
76888	10/29/2021	Korte, Rhea C.	306.75
76889	10/29/2021	Kwiatkowski, Miley E.	269.18
76890	10/29/2021	Lewis, Jan F.	1,051.28
76891	10/29/2021	Little, Latayvia S.	135.92
76892	10/29/2021	Matthews, Brittany R.	628.41

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76893	10/29/2021	McClellan, Heaven M.	270.90
76894	10/29/2021	McEwen, Sayveon L.	530.68
76895	10/29/2021	McNichols, Randy J.	739.37
76896	10/29/2021	Meadows, Candice M.	282.72
76897	10/29/2021	Meshell, Caitlyn N.	327.75
76898	10/29/2021	Miller, John P.	1,107.20
76899	10/29/2021	Nesbit, Sophie J.	235.53
76900	10/29/2021	Phillips, Alyvea R.	353.59
76901	10/29/2021	Prevallet, James W.	118.50
76902	10/29/2021	Ribbing, Jenna M.	344.14
76903	10/29/2021	Rose, Jayla E.	292.75
76904	10/29/2021	Sabo, Tierney R.	1,362.44
76905	10/29/2021	Sommer, Gary H.	597.69
76906	10/29/2021	Spence, Kaylee	340.85
76907	10/29/2021	Squellati, Brooke D.	51.60
76908	10/29/2021	Stafford, Makayla L.	178.71
76909	10/29/2021	Stecher, Beverly A.	464.09
76910	10/29/2021	Thoe, Alexandra I.	780.27
76911	10/29/2021	Travis, Jennifer L.	630.03
76912	10/29/2021	Whitehead, Tracy L.	1,076.87
76913	10/29/2021	Woods, Aaron C.	757.86
Total			<u>\$ 461,362.27</u>

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 10/01/2021 - PERIOD ENDING: 10/31/2021

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

CHECK- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0027287	10/01/21	Outstanding	0354163	Prudent Publishing Co., Inc	730.28	
0027288	10/01/21	Outstanding	0350971	ACEN	2,000.00	
0027289	10/01/21	Outstanding	0355131	Allen Media Broadcasting	615.00	
0027290	10/01/21	Outstanding	0300013	Ameren Illinois	3,083.94	
0027291	10/01/21	Outstanding	0300022	Art FX Signs & Graphics	290.00	
0027292	10/01/21	Outstanding	0300035	Baker & Taylor	87.95	
0027293	10/01/21	Outstanding	0300018	Xerox Corporation	19.00	
0027294	10/01/21	Outstanding	0300064	BSN Sports	1,444.45	
0027295	10/01/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0027296	10/01/21	Outstanding	0300096	Cengage Learning	3,112.50	
0027297	10/01/21	Outstanding	0300117	Computer Discount Warehouse Go	381.85	
0027298	10/01/21	Outstanding	0300117	Computer Discount Warehouse Go	188.67	
0027299	10/01/21	Outstanding	0300117	Computer Discount Warehouse Go	272.59	
0027300	10/01/21	Outstanding	0300117	Computer Discount Warehouse Go	169.29	
0027301	10/01/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	153.75	
0027302	10/01/21	Outstanding	0252886	Department of Veterans Affairs	801.88	
0027303	10/01/21	Outstanding	0248866	Judith A. Dollins	65.00	
0027304	10/01/21	Outstanding	0351330	Farouk Systems Inc.	4,799.92	
0027305	10/01/21	Outstanding	0350472	Frontier	67.32	
0027306	10/01/21	Outstanding	0300176	Gazette Democrat	213.75	
0027307	10/01/21	Outstanding	0351981	KFVS TV	765.00	
0027308	10/01/21	Outstanding	0067296	Douglas E. Halterman	130.00	
0027309	10/01/21	Outstanding	0058758	Jacqueline Hamilton-Smith	78.74	
0027310	10/01/21	Outstanding	0300195	Howard D Happy Company	192.11	
0027311	10/01/21	Outstanding	0300203	Illinois Office State Fire Mar	395.00	
0027312	10/01/21	Outstanding	0353267	Kentucky Publishing, Inc.	251.00	
0027313	10/01/21	Outstanding	0300231	Liberty Utilities Midstates	109.39	
0027314	10/01/21	Outstanding	0350515	Marianna	367.60	
0027315	10/01/21	Outstanding	0350479	MBS Textbook Exchange Inc	665.35	
0027316	10/01/21	Outstanding	0085108	Jeffery K. McCrite	150.00	
0027317	10/01/21	Outstanding	0350480	McGraw-Hill Global Education	540.63	
0027318	10/01/21	Outstanding	0300249	Mississippi River Radio	3,024.00	
0027319	10/01/21	Outstanding	0350482	MPS	1,793.40	
0027320	10/01/21	Outstanding	0300259	NEVCO, Inc.	715.68	
0027321	10/01/21	Outstanding	0300152	Paducah Sun	700.00	
0027322	10/01/21	Outstanding	0355181	James Peters	260.00	
0027323	10/01/21	Outstanding	0353282	Phi Theta Kappa Illinois Regio	50.00	
0027324	10/01/21	Outstanding	0300149	Kevin R Braden - Treasurer	130.00	
0027325	10/01/21	Outstanding	0300133	Quill	547.23	
0027326	10/01/21	Outstanding	0300108	Republic Services	240.28	
0027327	10/01/21	Outstanding	0350518	Rochester 100 Inc	1,040.00	
0027328	10/01/21	Outstanding	0300101	Rustys Home Center	135.33	

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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
0027329	10/01/21	Outstanding	0350554	SCC Bookstore	193.13	
0027330	10/01/21	Outstanding	0350554	SCC Bookstore	170.82	
0027331	10/01/21	Outstanding	0300095	American Welding & Gas, Inc.	2,961.07	
0027332	10/01/21	Outstanding	0082604	John R. Sparks	200.00	
0027333	10/01/21	Outstanding	0082604	John R. Sparks	200.00	
0027334	10/01/21	Outstanding	0082604	John R. Sparks	200.00	
0027335	10/01/21	Outstanding	0082604	John R. Sparks	400.00	
0027336	10/01/21	Outstanding	0082604	John R. Sparks	200.00	
0027337	10/01/21	Outstanding	0082604	John R. Sparks	200.00	
0027338	10/01/21	Outstanding	0300062	T & I Office Equipment	1,599.60	
0027339	10/01/21	Outstanding	0300050	UPS	282.40	
0027340	10/01/21	Outstanding	0300027	WIBH-AM	1,560.00	
0027341	10/01/21	Outstanding	0351065	Diana R. Willis	130.00	
0027342	10/01/21	Outstanding	0353233	WPSD TV	1,997.50	
0027343	10/04/21	Outstanding	0300072	State Universities Retirement	3,500.59	
0027344	10/06/21	Outstanding	0300013	Ameren Illinois	75.37	
0027345	10/06/21	Outstanding	0112982	Lori A. Armstrong	204.20	
0027346	10/06/21	Outstanding	0300022	Art FX Signs & Graphics	380.00	
0027347	10/06/21	Outstanding	0351058	Tena Bennett	135.00	
0027348	10/06/21	Outstanding	0153884	Teale M. Betts	124.43	
0027349	10/06/21	Outstanding	0355206	Bk Interactive Llc	1,299.00	
0027350	10/06/21	Outstanding	0355206	Bk Interactive Llc	2,598.00	
0027351	10/06/21	Outstanding	0355206	Bk Interactive Llc	1,299.00	
0027352	10/06/21	Outstanding	0355206	Bk Interactive Llc	2,598.00	
0027353	10/06/21	Outstanding	0355206	Bk Interactive Llc	2,598.00	
0027354	10/06/21	Outstanding	0355206	Bk Interactive Llc	2,598.00	
0027355	10/06/21	Outstanding	0355206	Bk Interactive Llc	2,598.00	
0027356	10/06/21	Outstanding	0355206	Bk Interactive Llc	2,598.00	
0027357	10/06/21	Outstanding	0354506	Brand Makers Llc	973.68	
0027358	10/06/21	Outstanding	0300064	BSN Sports	280.00	
0027359	10/06/21	Outstanding	0300068	Bushue Human Resources, Inc.	72.00	
0027360	10/06/21	Outstanding	0300236	City of Metropolis	5,015.56	
0027361	10/06/21	Outstanding	0295295	Chris Clark	28.70	
0027362	10/06/21	Outstanding	0300117	Computer Discount Warehouse Go	5,298.00	
0027363	10/06/21	Outstanding	0300117	Computer Discount Warehouse Go	234.99	
0027364	10/06/21	Outstanding	0300117	Computer Discount Warehouse Go	99.20	
0027365	10/06/21	Outstanding	0355227	Anthony S. Crawford, Jr.	300.00	
0027366	10/06/21	Outstanding	0300153	Dish Network	168.06	
0027367	10/06/21	Outstanding	0248866	Judith A. Dollins	49.50	
0027368	10/06/21	Outstanding	0355168	Terance M. Henry	500.00	
0027369	10/06/21	Outstanding	0351002	isolved Benefit Servies	254.60	
0027370	10/06/21	Outstanding	0352812	JE Boyd Consulting	9,862.50	

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FOR PERIOD STARTING: 10/01/2021 - PERIOD ENDING: 10/31/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0027371	10/06/21	Outstanding	0351057	Christopher Kays	135.00	
0027372	10/06/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0027373	10/06/21	Outstanding	0300264	Office Depot	3.68	
0027374	10/06/21	Outstanding	0300144	Pilot Travel Centers LLC	1,274.41	
0027375	10/06/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0027376	10/06/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0027377	10/06/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0027378	10/06/21	Outstanding	0144844	Kayla R. Sauerbrunn	26.88	
0027379	10/06/21	Outstanding	0300076	Southern Illinois Electric Co	31,231.53	
0027380	10/06/21	Outstanding	0353621	St. Moritz Security Services,	9,524.46	
0027381	10/06/21	Outstanding	0300062	T & I Office Equipment	111.96	
0027382	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027383	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027384	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027385	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027386	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027387	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027388	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027389	10/06/21	Outstanding	0285436	Chevis L. Thompson	400.00	
0027390	10/06/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0027391	10/06/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0027392	10/06/21	Outstanding	0300050	UPS	401.73	
0027393	10/06/21	Outstanding	0350659	Vincennes University Athletics	150.00	
0027394	10/06/21	Outstanding	0166056	David A. Voigt	1,160.00	
0027395	10/06/21	Outstanding	0351828	Waterway Ag Inc.	200.00	
0027396	10/06/21	Outstanding	0300034	West End Plaza	397.60	
0027397	10/12/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0027398	10/12/21	Outstanding	0350452	American Century Investments	138.08	
0027399	10/12/21	Outstanding	0350454	Bank of America HSA (Electroni	146.66	
0027400	10/12/21	Outstanding	0167036	Bluecross Blueshield of Illino	40,692.59	
0027401	10/12/21	Outstanding	0300121	Continental American Insurance	36.41	
0027402	10/12/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,162.06	
0027403	10/12/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	33,778.71	
0027404	10/12/21	Outstanding	0300160	EMC National Life Company	13.63	
0027405	10/12/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0027406	10/12/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,529.20	
0027407	10/12/21	Outstanding	0350459	Kentucky State Treasurer	1,055.77	
0027408	10/12/21	Outstanding	0351562	Saints Foundation	85.00	
0027409	10/12/21	Outstanding	0350462	The Anna-Jonesboro National Ba	840.10	
0027410	10/12/21	Outstanding	0300072	State Universities Retirement	26,147.19	
0027411	10/12/21	Outstanding	0300052	Sun Life Financial	1,025.60	
0027412	10/12/21	Outstanding	0300052	Sun Life Financial	236.79	

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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
0027413	10/12/21	Outstanding	0300052	Sun Life Financial	368.61	
0027414	10/12/21	Outstanding	0300052	Sun Life Financial	232.69	
0027415	10/12/21	Outstanding	0300052	Sun Life Financial	137.11	
0027416	10/12/21	Outstanding	0300052	Sun Life Financial	687.46	
0027417	10/12/21	Outstanding	0300046	VALIC	25.00	
0027418	10/12/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0027419	10/13/21	Outstanding	0082604	John R. Sparks	400.00	
0027795	10/15/21	Outstanding	0354520	A&o Foods	412.83	
0027796	10/15/21	Outstanding	0350908	ACI Payments, Inc.	190.27	
0027797	10/15/21	Outstanding	0351035	Advanced Digital Solutions	32.51	
0027798	10/15/21	Outstanding	0350627	American Assn of Community Col	2,816.00	
0027799	10/15/21	Outstanding	0300022	Art FX Signs & Graphics	220.50	
0027800	10/15/21	Outstanding	0300035	Baker & Taylor	126.57	
0027801	10/15/21	Outstanding	0350597	BIO Corporation	1,074.61	
0027802	10/15/21	Outstanding	0351655	Blue Mango Multimedia Llc	1,609.20	
0027803	10/15/21	Outstanding	0119084	Craig Bradley	86.18	
0027804	10/15/21	Outstanding	0354506	Brand Makers Llc	2,237.22	
0027805	10/15/21	Outstanding	0300064	BSN Sports	834.80	
0027806	10/15/21	Outstanding	0353048	Career Solutions Publishing	1,695.00	
0027807	10/15/21	Outstanding	0351666	Cellco Partnership	6,850.04	
0027808	10/15/21	Outstanding	0300104	City of Anna	155.64	
0027809	10/15/21	Outstanding	0300110	Clearwave Communications	3,582.26	
0027810	10/15/21	Outstanding	0300117	Computer Discount Warehouse Go	254.57	
0027811	10/15/21	Outstanding	0300117	Computer Discount Warehouse Go	636.42	
0027812	10/15/21	Outstanding	0300117	Computer Discount Warehouse Go	746.40	
0027813	10/15/21	Outstanding	0300117	Computer Discount Warehouse Go	21.99	
0027814	10/15/21	Outstanding	0300117	Computer Discount Warehouse Go	34.35	
0027815	10/15/21	Outstanding	0300117	Computer Discount Warehouse Go	49.06	
0027816	10/15/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	3,831.75	
0027817	10/15/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	6,313.00	
0027818	10/15/21	Outstanding	0244910	Carrie B. Davis	140.58	
0027819	10/15/21	Outstanding	0355237	Fm: Systems	9,114.53	
0027820	10/15/21	Outstanding	0300170	Fort Massac Water District	1,168.08	
0027821	10/15/21	Outstanding	0350472	Frontier	406.21	
0027822	10/15/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	2,027.15	
0027823	10/15/21	Outstanding	0058336	Beatrice Gordon	27.74	
0027824	10/15/21	Outstanding	0067296	Douglas E. Halterman	130.00	
0027825	10/15/21	Outstanding	0280894	Caroline K. Hansen	115.94	
0027826	10/15/21	Outstanding	0177230	Tanya S. Hill	73.93	
0027827	10/15/21	Outstanding	0354998	Kyonte D. Holder	135.00	
0027828	10/15/21	Outstanding	0300065	The Home Depot Pro	0.00	
0027829	10/15/21	Outstanding	0351070	Illinois American Water	221.13	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 10/01/2021 - PERIOD ENDING: 10/31/2021

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

CHECK- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0027830	10/15/21	Outstanding	0350678	John a Logan Men's Basketball	150.00	
0027831	10/15/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	4,683.33	
0027832	10/15/21	Outstanding	0350497	Lowe's	484.02	
0027833	10/15/21	Outstanding	0017296	Massac County Soil & Water Dis	66.00	
0027834	10/15/21	Outstanding	0350479	MBS Textbook Exchange Inc	330.00	
0027835	10/15/21	Outstanding	0350480	McGraw-Hill Global Education	310.00	
0027836	10/15/21	Outstanding	0353620	Mounds Stop & Shop	29.16	
0027837	10/15/21	Outstanding	0300253	NAPA Auto Tire & Parts	93.32	
0027838	10/15/21	Outstanding	0350937	NC-SARA	2,000.00	
0027839	10/15/21	Outstanding	0300263	Novacom	640.00	
0027840	10/15/21	Outstanding	0300149	Kevin R Braden - Treasurer	130.00	
0027841	10/15/21	Outstanding	0300138	Premier Fire Protection Inc.	564.25	
0027842	10/15/21	Outstanding	0352753	Lisa L. Price	329.99	
0027843	10/15/21	Outstanding	0300133	Quill	743.79	
0027844	10/15/21	Outstanding	0300128	Ramona Munsell & Associates LL	32,495.00	
0027845	10/15/21	Outstanding	0191086	Mindy J. Reach	243.60	
0027846	10/15/21	Outstanding	0300113	Regions Bank	11,702.04	
0027847	10/15/21	Outstanding	0300113	Regions Bank	1,506.63	
0027848	10/15/21	Outstanding	0300109	Reppert's Office Supply	585.62	
0027849	10/15/21	Outstanding	0355170	Markida J. Roper	200.00	
0027850	10/15/21	Outstanding	0350554	SCC Bookstore	5.00	
0027851	10/15/21	Outstanding	0350554	SCC Bookstore	89.91	
0027852	10/15/21	Outstanding	0350554	SCC Bookstore	877.56	
0027853	10/15/21	Outstanding	0350554	SCC Bookstore	179.55	
0027854	10/15/21	Outstanding	0300097	Scheffer Financial Services	7.35	
0027855	10/15/21	Outstanding	0300086	Silkworm Screenprint Inc.	240.00	
0027856	10/15/21	Outstanding	0355229	Softsports Llc	349.99	
0027857	10/15/21	Outstanding	0300062	T & I Office Equipment	199.95	
0027858	10/15/21	Outstanding	0350602	Ultra-Chem, Inc	333.50	
0027859	10/15/21	Outstanding	0300243	United Laboratories, Inc	336.93	
0027860	10/15/21	Outstanding	0350568	United Refrigeration	130.32	
0027861	10/15/21	Void	0300050	UPS		215.11
0027862	10/15/21	Outstanding	0300050	UPS	94.70	
0027863	10/15/21	Outstanding	0300034	West End Plaza	4,681.25	
0027864	10/15/21	Outstanding	0351065	Diana R. Willis	130.00	
0027865	10/15/21	Outstanding	0300018	Xerox Corporation	605.65	
0027866	10/15/21	Outstanding	0300050	UPS	214.11	
0028200	10/19/21	Outstanding	0300072	State Universities Retirement	3,538.20	
0028202	10/22/21	Outstanding	0164962	Mindy Ashby	105.28	
0028203	10/22/21	Outstanding	0265472	Jipaum S. Askew	60.64	
0028204	10/22/21	Outstanding	0300035	Baker & Taylor	95.95	
0028205	10/22/21	Outstanding	0153884	Teale M. Betts	107.90	

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FOR PERIOD STARTING: 10/01/2021 - PERIOD ENDING: 10/31/2021

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0028206	10/22/21	Outstanding	0354506	Brand Makers Llc	1,279.65	
0028207	10/22/21	Outstanding	0300210	Mr. Rodney Brugger	725.00	
0028208	10/22/21	Outstanding	0300064	BSN Sports	634.11	
0028209	10/22/21	Outstanding	0011624	Cairo Public Utilities	1,793.90	
0028210	10/22/21	Outstanding	0300212	ILCARRICOTHREE, LLC	5,330.00	
0028211	10/22/21	Outstanding	0351666	Cellico Partnership	979.22	
0028212	10/22/21	Outstanding	0350502	Cheekos	86.69	
0028213	10/22/21	Outstanding	0300117	Computer Discount Warehouse Go	10,282.06	
0028214	10/22/21	Outstanding	0300117	Computer Discount Warehouse Go	63.05	
0028215	10/22/21	Outstanding	0300117	Computer Discount Warehouse Go	124.06	
0028216	10/22/21	Outstanding	0300117	Computer Discount Warehouse Go	58.64	
0028217	10/22/21	Outstanding	0300117	Computer Discount Warehouse Go	272.59	
0028218	10/22/21	Outstanding	0300117	Computer Discount Warehouse Go	3,140.00	
0028219	10/22/21	Outstanding	0300117	Computer Discount Warehouse Go	222.06	
0028220	10/22/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	1,520.50	
0028221	10/22/21	Outstanding	0300206	Mr. Dana Cross	275.00	
0028222	10/22/21	Outstanding	0244910	Carrie B. Davis	54.75	
0028223	10/22/21	Outstanding	0350503	Discovery Park of America	218.25	
0028224	10/22/21	Outstanding	0300173	FP Mailing Solutions	85.05	
0028225	10/22/21	Outstanding	0300174	Front Street Printing	108.58	
0028226	10/22/21	Outstanding	0300174	Front Street Printing	108.58	
0028227	10/22/21	Outstanding	0300174	Front Street Printing	108.58	
0028228	10/22/21	Outstanding	0300174	Front Street Printing	54.29	
0028229	10/22/21	Outstanding	0067296	Douglas E. Halterman	130.00	
0028230	10/22/21	Outstanding	0300192	Hitterman's Merchandise Mart	43.17	
0028231	10/22/21	Outstanding	0300065	The Home Depot Pro	0.00	
0028232	10/22/21	Outstanding	0350537	Illinois Heartland Library Sys	30.00	
0028233	10/22/21	Outstanding	0354854	Jfy Consulting, Inc	200.00	
0028234	10/22/21	Outstanding	0351057	Christopher Kays	130.00	
0028235	10/22/21	Outstanding	0351003	KBSI-TV	1,960.00	
0028236	10/22/21	Outstanding	0161368	Lake Land College	1,315.04	
0028237	10/22/21	Outstanding	0355264	Kristina Madinger	200.00	
0028238	10/22/21	Outstanding	0154930	Nancy R. Maxwell	200.00	
0028239	10/22/21	Outstanding	0085108	Jeffery K. McCrite	150.00	
0028240	10/22/21	Outstanding	0350780	Metropolis Rotary Club	112.50	
0028241	10/22/21	Outstanding	0300253	NAPA Auto Tire & Parts	296.03	
0028242	10/22/21	Outstanding	0353098	Newsela, Inc.	2,250.00	
0028243	10/22/21	Outstanding	0350763	Ogden Publications Inc.	34.00	
0028244	10/22/21	Outstanding	0171906	Tim S. Percy	150.00	
0028245	10/22/21	Outstanding	0300151	Pearson Education	524.93	
0028246	10/22/21	Outstanding	0355181	James Peters	130.00	
0028247	10/22/21	Outstanding	0281010	Alyvea R. Phillips	230.86	

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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
0028248	10/22/21	Outstanding	0300146	Pick Up Mart	2,228.91	
0028249	10/22/21	Outstanding	0300113	Regions Bank	7,864.64	
0028250	10/22/21	Outstanding	0300107	Reserve Account	4,000.00	
0028251	10/22/21	Outstanding	0144844	Kayla R. Sauerbrunn	66.79	
0028252	10/22/21	Outstanding	0350554	SCC Bookstore	1,316.35	
0028253	10/22/21	Outstanding	0350554	SCC Bookstore	2,382.08	
0028254	10/22/21	Outstanding	0350554	SCC Bookstore	115.53	
0028255	10/22/21	Outstanding	0300095	American Welding & Gas, Inc.	520.19	
0028256	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028257	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028258	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028259	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028260	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028261	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028262	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028263	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028264	10/22/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0028265	10/22/21	Outstanding	0300087	SI Seed & Supply LLC	176.78	
0028266	10/22/21	Outstanding	0228416	Sommer Lawn Care	1,952.00	
0028267	10/22/21	Outstanding	0300078	Southern FS Inc.	720.00	
0028268	10/22/21	Outstanding	0300261	Sparklight Business	80.46	
0028269	10/22/21	Outstanding	0353621	St. Moritz Security Services,	9,110.37	
0028270	10/22/21	Outstanding	0350498	Stericycle	47.21	
0028271	10/22/21	Outstanding	0240364	Titan Industrial Chemicals, LL	77.00	
0028272	10/22/21	Outstanding	0355265	Tutoreye, Inc	2,000.00	
0028273	10/22/21	Outstanding	0300050	UPS	91.88	
0028274	10/22/21	Outstanding	0300050	UPS	111.25	
0028275	10/22/21	Outstanding	0300045	Vienna Times	675.00	
0028276	10/22/21	Outstanding	0166056	David A. Voigt	960.00	
0028277	10/22/21	Outstanding	0168816	James L. Walton	150.00	
0028278	10/22/21	Outstanding	0111678	Brett P. Whitnel	58.80	
0028279	10/22/21	Outstanding	0300018	Xerox Corporation	774.91	
0028280	10/22/21	Outstanding	0350973	Xerox Financial Services LLC	412.00	
0028281	10/25/21	Outstanding	0351062	SIH Workcare	8,250.00	
0028282	10/26/21	Outstanding	0353287	Liberty Mutual (mccloskey)	6,281.00	
0028283	10/26/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0028284	10/26/21	Outstanding	0350452	American Century Investments	138.08	
0028285	10/26/21	Outstanding	0350454	Bank of America HSA (Electroni	146.66	
0028286	10/26/21	Outstanding	0167036	Bluecross Blueshield of Illino	41,680.11	
0028287	10/26/21	Outstanding	0300121	Continental American Insurance	36.41	
0028288	10/26/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,183.40	
0028289	10/26/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	33,503.62	

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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
0028290	10/26/21	Outstanding	0300160	EMC National Life Company	13.63	
0028291	10/26/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0028292	10/26/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,312.40	
0028293	10/26/21	Outstanding	0350459	Kentucky State Treasurer	1,120.82	
0028294	10/26/21	Outstanding	0351562	Saints Foundation	85.00	
0028295	10/26/21	Outstanding	0350462	The Anna-Jonesboro National Ba	840.10	
0028296	10/26/21	Outstanding	0300072	State Universities Retirement	25,894.72	
0028297	10/26/21	Outstanding	0300052	Sun Life Financial	1,040.02	
0028298	10/26/21	Outstanding	0300052	Sun Life Financial	226.71	
0028299	10/26/21	Outstanding	0300052	Sun Life Financial	368.61	
0028300	10/26/21	Outstanding	0300052	Sun Life Financial	232.69	
0028301	10/26/21	Outstanding	0300052	Sun Life Financial	101.83	
0028302	10/26/21	Outstanding	0300052	Sun Life Financial	679.06	
0028303	10/26/21	Outstanding	0300046	VALIC	25.00	
0028304	10/26/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0028305	10/27/21	Outstanding	0300072	State Universities Retirement	3,572.99	
0028342	10/29/21	Outstanding	0300013	Ameren Illinois	1,991.51	
0028343	10/29/21	Outstanding	0265472	Jipaum S. Askew	29.34	
0028344	10/29/21	Outstanding	0300035	Baker & Taylor	17.60	
0028345	10/29/21	Outstanding	0350533	Big Johns	505.36	
0028346	10/29/21	Outstanding	0350597	BIO Corporation	15.95	
0028347	10/29/21	Outstanding	0350580	Blaze Cone Company	242.50	
0028348	10/29/21	Outstanding	0300064	BSN Sports	2,105.57	
0028349	10/29/21	Outstanding	0355268	C2 Imaging Llc	179.70	
0028350	10/29/21	Outstanding	0011624	Cairo Public Utilities	47.92	
0028351	10/29/21	Outstanding	0300091	Carolina Biological Supply Co.	533.58	
0028352	10/29/21	Outstanding	0300117	Computer Discount Warehouse Go	3,198.03	
0028353	10/29/21	Outstanding	0300117	Computer Discount Warehouse Go	2,121.30	
0028354	10/29/21	Outstanding	0300117	Computer Discount Warehouse Go	54.16	
0028355	10/29/21	Outstanding	0300117	Computer Discount Warehouse Go	266.95	
0028356	10/29/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	370.50	
0028357	10/29/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	29,500.00	
0028358	10/29/21	Outstanding	0132656	Mike D. Eastwood	100.00	
0028359	10/29/21	Outstanding	0300158	Ellucian, Inc.	1,295.00	
0028360	10/29/21	Outstanding	0067296	Douglas E. Halterman	325.00	
0028361	10/29/21	Outstanding	0355288	Billy Haynes	130.00	
0028362	10/29/21	Outstanding	0300192	Hitterman's Merchandise Mart	11.01	
0028363	10/29/21	Outstanding	0354998	Kyonte D. Holder	60.00	
0028364	10/29/21	Outstanding	0300195	Howard D Happy Company	164.30	
0028365	10/29/21	Outstanding	0015764	J.W. Pepper & Son	269.80	
0028366	10/29/21	Outstanding	0152380	Lindsay B. Johnson	38.96	
0028367	10/29/21	Outstanding	0354816	Amari J. Jones	90.00	

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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
0028368	10/29/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0028369	10/29/21	Outstanding	0300231	Liberty Utilities Midstates	110.18	
0028370	10/29/21	Outstanding	0355264	Kristina Madinger	75.00	
0028371	10/29/21	Outstanding	0354761	Zachary Murphy	90.00	
0028372	10/29/21	Outstanding	0351054	Orkin	85.00	
0028373	10/29/21	Outstanding	0300146	Pick Up Mart	725.01	
0028374	10/29/21	Outstanding	0355295	Pieces of Learning, Inc.	68.00	
0028375	10/29/21	Outstanding	0351009	Pinnacle Business Services	4,000.00	
0028376	10/29/21	Outstanding	0300141	Pocket Nurse	505.03	
0028377	10/29/21	Outstanding	0352753	Lisa L. Price	36.06	
0028378	10/29/21	Outstanding	0300113	Regions Bank	2,719.27	
0028379	10/29/21	Outstanding	0300108	Republic Services	119.14	
0028380	10/29/21	Outstanding	0288180	Jayla E. Rose	50.00	
0028381	10/29/21	Outstanding	0350595	Sage Publications	1,939.00	
0028382	10/29/21	Outstanding	0350554	SCC Bookstore	100.15	
0028383	10/29/21	Outstanding	0020444	Shivelbines Music Store	649.98	
0028384	10/29/21	Outstanding	0300078	Southern FS Inc.	1,056.72	
0028385	10/29/21	Outstanding	0350492	Southern Illinoisan	425.50	
0028386	10/29/21	Outstanding	0351613	Summit Environmental Services,	1,155.00	
0028387	10/29/21	Outstanding	0300062	T & I Office Equipment	350.25	
0028388	10/29/21	Outstanding	0352712	uCertify Llc	606.00	
0028389	10/29/21	Outstanding	0355302	Myron R. Vann	1,232.60	
0028390	10/29/21	Outstanding	0355299	Ronald Winemiller	130.00	
0028391	10/29/21	Outstanding	0350973	Xerox Financial Services LLC	212.50	
0028392	10/29/21	Outstanding	0300047	Yankee Book Peddler	136.71	
0028393	10/29/21	Outstanding	0354960	Ashton J. Young	90.00	
0028395	10/29/21	Outstanding	0350554	SCC Bookstore	213.34	
M195	10/20/21	Outstanding	0350510	Illinois Department of Revenue	946.00	
					-----	-----
					645,549.34	215.11
					=====	=====
					645,549.34	215.11

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

December 6, 2021

<u>Date</u>	<u>Vendor</u>	
10/31/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$65,000.00

To make an inter-fund loan from the Education fund to the Restricted Purposes fund to cover shortage of funds.

Chairman

Secretary

Date

Student Trustee

Faculty Board Report - December 2021

Submitted by: Ian Nicolaides, S.C.E.A.

HSS Division

JoElla Basler Division Chair Meetings attended: Simple Syllabus Training Session, C&I, Academic Services Leadership Team, Division Chair, Dr. Cather one on one

Psychology Department

Abnormal Psychology, PSY 219 was submitted to IAI and was approved by the Psychology Panel as a Major course. All Psychology courses are now IAI transferable.

English Department

Dr. Thornsberry invited SCC poet, Sandy Fontana as a guest speaker, to his Introduction to Literature class. In addition, SCC speech instructor, Tim Frizzel, recorded an introduction to drama for Dr. Thornsberry's class. Dr. Thornsberry contacted Hollywood actor, Native American, and Vietnam veteran Wes Studi about the possibility of scheduling some video conferences.

History Department

Friday, November 12, Mike McNally attended the Zoom meeting for the Legacy Training lynching project organized by Lynne Chambers. Lynne has invited Mike and other committee members to visit the Legacy Museum and Peace & Justice Memorial Center in Montgomery, Alabama, in March. The plan is to use SCC as a conduit for local community activities related to the project, including the college possibly hosting the traveling Lynching in America exhibit.

Sunday, November 14, Mike McNally attended the SCC co-sponsored presentation by Vanderbilt University professor Dr. Michael Dyson in Paducah.

Music Department

The band and choir will record their winter concert in the Ed Center on December 10th.

The music club and PTK had over 150 visitors (we didn't count children under 5) for the haunted trail/ trunk or treat back on Oct. 29th.

The music club will be hosting a Breakfast with Santa/Candy Cane hunt December 18th. The Funds are being raised for a trip to Memphis and tickets for a date at the Fox Theatre for the Lion King in May.

December BOT Department Board Report

October, 2021 – Derek Pender, Automotive instructor, reported that one 2-post lift in the automotive shop was moved to a location that is for more efficient and convenient use of the machine. Both 2-post lifts passed the annual inspection.

October 25, 2021 – Wendy Harris, Cosmetology instructor, hosted a 7-hour Continuing Education event for area Cosmetologists. There were approximately 25 participants, including current

[Return to Agenda](#)

Cosmetology students. The topics of the day were Direct Dye Color Correction, the “New” New Normal of Business, Cutting with Passion, IDFP Updates and Variance Orders, and SBDC opportunities and grant availability for small businesses.

November, 2021 – Anna Davenport, Agriculture instructor, used the Ag poinsettia sale to mimic a business marketing and sales event for the Agriculture Business Management students. Poinsettias can be ordered by calling 618-634-3264. The cost is \$10 each for 6-inch pots. The poinsettias will be delivered early December.

November 2, 2021 – All Division Chairs (Kayla Sauerbrunn, JoElla Basler, Lori Armstrong, and Ruth Smith) and Felicia Rouse, Academic Affairs Administrative completed training for Simple Syllabus. The all-faculty training has been rescheduled for January 7, 2022.

November 3, 2021 – Derek Pender assisted students with their initial use of the Hunter Hawkeye alignment machine. Power and air hook ups to the machine were accomplished in late October.

November 4, 2021 – Derek Pender visited Martin’s Auto Repair in Anna, Illinois, and Curt’s Classics in Dongola, Illinois. He toured both shops, and discussed their participation on the Automotive Advisory Committee.

November 4-5, 2021 – Phyllis Sander, Accounting/Business/Computer instructor, attended the 59th Illinois Business Education Virtual Conference. Registration was financed through Perkins. The conference theme revolved around DEI (Diversity, Equity, and Inclusion). Sessions attended included: Crypto Currency, How Does It Work?; Financial Investing promoted by EVERFI; Marketing in the Age of Social Media; and Strategies for Supporting Special Populations. Also, Certiport offered industry testing opportunities to allow attendees to demonstrate knowledge of content areas related to business. Phyllis achieved the Networking Certificate under the umbrella of IT Specialist.

November 5, 2021 – Craig Bradley, Astronomy and Computer instructor, took students who are enrolled in the Computer Systems and Security Specialist program to talk Joe Morris, SCC’s Network Administrator. The students received information regarding purpose, functionality of servers, firewalls, racks, and storage, as well as how these systems work together.

November 5, 2021 – Anna Davenport worked with Scenic Acres employees to complete the structure of the greenhouse. Electric, water, and gas sources will be completed in the near future.

November 10, 2021 – Phyllis Sander attended a Windows 11/Office 21 training session promoted by McGraw Hill.

November 15, 2021 – All Business/Occupational/Technology (BOT) instructors attended the HLC Focused Visit session for faculty. The BOT instructors include Craig Bradley, Anna Davenport, Wendy Harris, Eric Howard, Randy Lingle, Sherrie Malone, Derek Pender, Phyllis Sander, and Ruth Smith.

November 16, 2021 – Phyllis Sander completed preliminary training from Facebook Marketing through a partnership with FBLA-PBL in order to train certified educators who can then encourage students to fill marketing positions within Facebook's social media apps.

November 16, 2021 – Ruth Smith, ECE/EDU Instructor, attended a “community of practice” via Zoom with the Illinois Work-based Learning Innovation Network. The focus of the event was on experiences in the work-based learning continuum in the Education sector of the career pathways for high school students seeking a degree in Education and an Illinois teaching license.

Perkins funds were recently made available. The following is a list of BOT program plans now that the funds are available:

Agriculture – Purchase and install furnishings and an overhead irrigation system for the greenhouse. Purchase additional materials for lab instruction, including animal science beef and swine simulators, as well as a micro-greens growing station.

Automotive – Purchase a tire machine and a brake lathe machine. The current ones are non-functional. A bid has been received for the brake lathe machine.

Business – Attend the Illinois annual Career and Technical Educators Conference February 17-18, 2021, in Normal, IL.

Computers – Purchase eight EXCEL 2019 Associate certification exam vouchers for students whose exams are to be completed during the month of December 2021. The Excel certification is one of the program's student learning objectives for FY22.

Cosmetology – Purchase a wig dryer.

Criminal Justice – Purchase duty belts to be used with the Use of Force Simulator.

Welding – Purchase welders and curtains to replace worn and broken items.

Math & Science Department

Roberta Christie attended IMACC (Illinois Mathematics Association of Community Colleges) Curriculum Committee November 7th, 2021 4:00pm – 5:00pm Zoom

Sheryl Ribbing, Dr. Brown, Tony Gerard, and Lori Armstrong have reorganized the Anatomy Dissection Lab Room on Main Campus in preparation for the Anatomage Table.



President's Report

December 6, 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	1,444	1,443	0.07%	1,632	11,755	10,986.5	6.99%	12,435
Spring	440	409	7.58%	1,773	4,420.5	4,250	4.01%	14,168
Total	2,642	2,520	4.84%	4,073	19,171.5	18,376	4.33%	29,745
FY 22 Credit-Hour Budget Projection					33,237	Difference		14,065.5

*Data pulled 11/23/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- On 11/03, hosted a Student Lunch with the President event. We had extraordinary participation in this event. We served approximately 300 pizzas (plus cookies, chips, and drinks) to students. Several dozen employees also participated in the event. Student feedback from the event was EXTREMELY positive.
- Facilitated the College's first Executive Council (EC) meeting on 11/04. Topics included: Process for Implementing Shared Governance, Process for Finalizing Executive Council Membership, and HLC Focused Visit Update. This was a G3O4SA focused activity. Outcomes of interest are:
 - Reviewed examples that demonstrated how policies will flow throughout the institution.
 - Reviewed examples that demonstrated the relationship between Councils and how decision-making processes could be enhanced.
 - Reviewed general guidelines to illustrate how the EC's success would be determined.
 - Clarified the role of President and Vice Presidents in relation to Council activity – e.g. The EC advises the President... the President IS NOT a member of the EC. The Sub Councils advise the appropriate VP... the VP's are NOT a member of their Councils.
 - The final composition for the EC was approved. Members include:
 1. Administrative – Darci Cather, Dr. Lisa Price, Brandy Woods (Interim), Rob Betts, Dr. April Teske, Emily Forthman
 2. Faculty – Connie McGinnis, Dr. Ian Nicolaidis, Phyllis Sander, Dr. Ryan Thornsberry; Jesse Smith-Fulia
 3. Staff – Felicia Rouse, Karen McGoy, Tina Dudley
 4. The Sub Committee Chair members will be available after the February meetings.

- The HLC Focused Review Agenda was reviewed. Felicia Rouse, Dr. Nicolaides, and Jesse Smith-Fulia agreed to present an overview of the Focused Review Self-Study to all employees at the 11/08 Community Assembly
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- On 11/08, I hosted a Community Assembly. All College employees were invited to attend this. The purpose of this event was to provide employees with an opportunity for open communication with the President on matters of mutual interest. The planned topic for the Assembly was aimed at Reviewing the College's Shared Governance Focus Review Self-Study and answer employee questions related to the upcoming Focused Visit. Felicia Rouse presented an overview of the report writing process. Dr. Nicolaides presented information about the College's response to HLC Criterion 2C. Jesse Smith-Fulia presented information about the College's response to HLC Criterion 5A. Dr. Shelby reviewed the timeline and answered employee questions. Estimates suggest that roughly 85 of the College's employees attended the event. Informal feedback from employees who attended the meeting has been extremely positive. This is a G3O3SC initiative.
- On 11/10, attended a meeting with ICCB and Presidents from Joliet Junior College, Kaskaskia, Kishwaukee, McHenry County College, Parkland, Sauk Valley College, and South Suburban College. Discussion centered on each College's implementation of the Governor's Executive Order (EO) requiring vaccination or testing. Strengths and areas of concern were expressed by each College. ICCB President, Dr. Brian Durham, intends to share the results of this meeting with the Governor's office.
- On 11/10, hosted a College Town Hall meeting. The purpose of the event was to share the preliminary results of the College's reorganization efforts with all employees. This event provided opportunity for employees to ask questions and gain a sharper understanding of the reorganization process and outcomes. Estimates suggest that roughly 90 of the College's employees attended the event – either in person or remotely. Feedback from the event was mostly positive; although there were a few individuals who expressed dissatisfaction with the results. This is a G3O3SA initiative.
- On 11/10, Trustee Windings and I attended a Town Hall meeting in Benton which was hosted by Senator Dale Fowler, Senator Terry Bryant, and Senator Jason Plummer. The audience was divided into 3 groups and each Senator rotated between the three groups to discuss topics of interest from each group. General topics shared by each Senator were: State Legislative remapping, Revision of the Health Care Right of Conscious Act, Discussion on new legislation impacting Sex Education at the K-12 level, and the process used to select members for the parole Board. Senator Fowler recognized the College's participation in the event and provide me the opportunity to share the College's strategic interest with the group. This was a G1O3 initiative.

- On 11/12, attended a meeting hosted by Lynne Chambers and the Executive Justice Institute. The focus of the meeting was to discuss activities associated with the Community Remembrance Project. I pledged the College's support of this effort. This was a G103 initiative.
- On 11/12, attended the Saints Foundation Board meeting. I presented the Board with the results from SCC Economic Impact study. As part of the Financial Report, it was noted the Foundation has approximately \$1.2M in assets; however, there has been a net loss of approximately \$31K in this CY so far. Additionally, the Board voted to hire Dr. Jamie DuFore for the position of Executive Director. I believe Dr. DuFore will begin these duties in January.
- On 11/17, Darci Cather and I attended a meeting a Massac High School with Superintendent Jason Hayes and Massac Unit-1 Board Chair Mark Souder. The purpose of the meeting was to discuss potential facility and curriculum sharing opportunities around CTE programming. Darci and I toured several classrooms at the HS. At the conclusion of the meeting, we agreed to continue discussions about potential opportunities. We also shared the possibility of obtaining dual certifications for our Automotive programs (I shared ASE Certification Standards with Superintendent Hayes and agreed to assist him with his efforts if he chose to pursue this certification. In general, I felt this meeting went very well and communication between the organizations was strengthened.
- On 11/18, hosted the third Breakfast with the President event. The purpose of the event is to continue building camaraderie and eliminate any (perceived) barriers between different the different classifications of employees. In addition, this event provides the opportunity for increased communication and teamwork building. Four full-time faculty members and seven staff members attended this event. Feedback from the event was very positive. This is a G305SE initiative.

In addition to the meetings already noted, most of my time over this month has been spent in three primary areas of strategic focus – Community Engagement, Shared Governance, and Organization Structure. Below is a bullet point listing of those meetings.

- Community Engagement Meetings (G103S-All):
 - 11/04 – Attended with Trustees Darden, McMahon, and Shelton-Yates, the Southeast Regional Trustees meeting at John A. Logan College.
 - 11/16 – Attended Shawnee School District Board meeting with Trustee Shelton-Yates.
 - 11/18 – Attended Anna-Jonesboro Rotary Meeting
 - 11/05 – Darci and I met with Monte Russell to discuss potential labor union/college partnership opportunities.

- Organizational Structure Meetings (G3O3SA):
 - 11/02 – Brandy & Emily; Dr. Price & Emily – Align Job Descriptions with Org. Charts.
 - 11/03 – Darci & Emily – Align Job Descriptions with Org. Charts.
 - 11/05 – Review job description changes with Deans, Darci, and Emily.
 - 11/08 – Review job description changes with Anna Staff, Dr. Price, and Emily.
 - 11/08 – Informed Josh Stafford and Ed Smith of Org Structure changes that had impact on their specific operations.
 - 11/08 – Review job description changes with Librarian, Dr. Price, and Emily.
 - 11/08 – Review job description changes with IT Staff, Brandy, and Emily.
 - 11/09 – Review Academic Affairs Org Chart changes with Faculty Department Chairs.
- Shared Governance Meetings (G3O4SA):
 - 11/22 – Met w/ Dr. Price to review shared governance policy mapping/disposition.
 - 11/22 – Met with Darci Cather to review shared governance policy mapping/disposition.
 - 11/23 – Met with Brandy Woods to review shared governance policy mapping/disposition.
- Miscellaneous Meetings
 - Interviewed five CFO candidates between 11/10 and 11/17.
 - 11/23 – Met with Brad McCormick to discuss potential consulting opportunities.

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

- **Electric Energy Inc. (EEI) Settlement Agreement** – Met with Superintendent Vickie Artman to sign off on the EEI Power Settlement Agreement.
- **Community Health & Emergency Services Inc. (CHESI) Letter of Support** – Provided CHESI CEO, Fred Bernstein, a letter supporting their grant application efforts aimed at expanding their Emergency Room Service at their Cairo campus.
- **Adult Education Post Grant Allocation** – Signed grant agreement for FY22. State Basic is \$113,882; Federal Basic is \$82,943; and State Performance is \$46,260.
- **SHIELD** – Affiliation Agreement for COVID Testing Support.
- **Innovative Bridge & Transitions Grant Application** – We requested \$300K of grant funds aimed at strengthening partnerships between high schools, SCC, and university partners. Activities are aimed at the development of: Articulation Agreements, Career Pathways into CTE programs, workplace learning/apprenticeship model expansion, and college/career pathway endorsements. This is an ICCB funded grant and no matching funds are needed.
- **Requisition (Joppa High School)** – \$6,500.00 to support Educators Rising grant activities.
- **Requisition (Ellucian)** – \$11,396.00 to purchase ERP consulting.
- **Requisition (HUDL)** – \$4,075.38 to purchase live streaming cameras for athletic events.
- **Requisition (Martin Hood)** – \$17,000.00 to purchase audit services.
- **Requisition (Midwest Terminal)** – \$19,403.96 to purchase fuel for College boilers.
- **Requisition (Lowe's)** – \$18,637.00 to purchase fencing for softball field (\$5,000 Foundation funds was used to supplement purchase).
- **Requisition (ICRMT)** – \$125,294.00 to purchase General Insurance renewal (Board approved in November).
- **Requisition (Star Insurance)** – \$24,925.00 to purchase Workers Compensation Insurance renewal (Board approved in November).

Academic Affairs & Student Learning Report Board of Trustees Report December 6, 2021

Dean's Report

Since the date of the last Board Report, Dr. Shelby has been focused on the HLC Visit on November 15th-16th. Dr. Shelby and Dr. Taylor collaborated with the Shared Governance Council and Cabinet to finalize the Focused Visit Agenda. Dr. Shelby met with students on several occasions to ensure they were prepared for their session on November 15th. Dr. Shelby met with the Student Ambassadors on November 3rd, then held an open student forum on November 8th. Dr. Shelby also presented at the Community Assembly on November 8th, alongside Felicia Rouse, Jesse Smith-Fulia, and Dr. Ian Nicolaides, to discuss the agenda and preparation for the visit. The HLC Focused Visit occurred on November 15th, with a nice turn-out for all sessions.

CTE advisory meetings are winding down for the semester, with only three remaining. The meetings have been extremely productive and should inform program improvement and meet Goal 1, Objective 2, Strategy O of the Strategic Plan. Math and English faculty should be commended for their work in adopting the statewide multiple measures for math and English placement and contributes to Strategic Plan Goal 2, Objective 4, Strategies D and E. Dr. Shelby and Math Faculty continue to participate in the ASPIRE Project as co-requisite models in math are developed. This will decrease time to completion for students who test into developmental math, with the goal enrolling in a transfer math course by the end of their first year of college, which directly relates to Strategic Plan Goal 2, Objective 4, Strategy D.

Library/Technology

Christina reached out to dual credit teachers to remind them that the library was a resource for all Shawnee Community College students. At the Metropolis teacher's request, she gave two brief introductory Zoom meetings to show the students how to access and use the databases. Each class had fifteen students present.

Nursing students have been reaching out using the library chat not just for citation and research help, but to ask for encouragement before big tests as well. Reaching out and making a difference for students remains the librarian's favorite thing.

Starting November 10th, Christina plans on being available in the writing lab from 1 to 2 on Wednesday afternoons to provide help to students working on papers. Mindy Ashby observed that this is the busiest time for the computer lab.

Tutorial videos for navigating library resources are being created and uploaded to YouTube for auto-captioning. A teacher assigned required reading out of a magazine that was available in the databases, so a video was created showing how to access the title list and browse within the magazine online. That video has been viewed 48 times since October 20th.

Rachel Hannan, the library assistant, continues to work with students, faculty, and staff to fill equipment needs. The current count for laptops checked out this semester is 105 to students, this number includes 34 laptops for students in business courses; and 71 laptops for students in other courses. A total of 77 Jetpacks are checked out to students. There are 18 graphing calculators checked out to students. Faculty and staff members have 28 laptops, 32 Jetpacks, and 28 document cameras. As the semester winds down, students are required to return their equipment and all of those items will be sanitized and reset for use next semester.

During October, we received 9 items from other libraries to fulfill requests from our patrons. We also sent 124 of our items to other libraries to fill their patron's requests. Our patrons checked out 31 eBooks through the cloudLibrary service.

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Classroom upgrade update

We have 11 fully upgraded classrooms and 3 partially upgraded on the main campus, 1 at Metro, and 2 at Anna. One at Anna is a full upgrade. We have the equipment to upgrade the 3 classrooms in the nursing wing.

All the ITV rooms are upgraded. Cairo has new Polycom equipment, but the TVs have not been installed yet. Equipment was delivered to all high schools. One of Vienna's rooms was modified a bit since the high school uses it during the day; 92 students benefit from the upgraded classroom a day.

Another teacher who teaches Pre-Algebra/Algebra/Geometry at Vienna used our equipment for a while and I sent equipment to New Simpson Hill. 30 students at Vienna and 6 at New Simpson Hill benefit.

Another classroom in Vienna has a unit and it shares Government and US history with Joppa and 8 Joppa students benefit.

Shawnee High School used its system to offer health class instruction from Southern 7 to students.

Students at Shawnee High School also used their system to receive an English class from Goreville.

Although not a record-breaking semester, the ITV classrooms had a duplicated count of 90 at main, 61 at Anna, 64 at Vienna, 35 at Metro, and 14 at Cairo. With the improvements for faculty and students, we hope to see this number increase.

The Teaching and Learning Center (TLC)

The TLC held 4 Afternoon Academy sessions for faculty. These sessions were also recorded and emailed to all faculty. Featured topics included how to create accessible PowerPoints and troubleshooting Moodle's Gradebook.

Additionally, the ongoing project to review videos faculty use for their classes continues. The TLC is looking at all video links in Fall 2021 classes stored in Moodle, with special interest in whether and what kinds of captions these videos have. Currently, 50% of courses have been reviewed, the data looks like this:

- 45 courses reviewed
- 14.8 - the average number of videos per course
- 665 - total number of videos
- 105 videos with no captions (15.5%)
- 438 videos with automatic captions (66%)
- 124 videos fully (manually) captioned (18.6%)

Note: Only videos that are manually captioned (not auto-captioned) are considered fully compliant with current standards.

Extension Centers Reports**Anna Center**

During November, the Anna Center was active with many events for our students and community. On November 3rd, a BLS CPR class was offered in the conference room. The Anna Center hosted a Community Education class in the computer lab which focused on computers for senior citizens on November 3rd and 10th. A Food Service Sanitation course was taught to community members

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in the food industry on November 8th and 9th. SEMO's transfer representative visited the Anna Center on November 10th to meet with students interested in transferring after SCC. CPR courses were taught on November 12th and 16th to local businesses employees.

Metro Center

The Metro Center welcomes Makayla Stafford as a Health Screener for Shield testing. The Metro Center began Shield testing October 18th. CPR classes were held for first responders on October 21st and 26th, November 2nd and November 30th.

Kyle Smith attended the Murray State Advisor's conference Monday, November 1st. On Wednesday, November 10th, Kyle initiated enrollment of Joppa and Massac County High School students to attend SCC during the spring 2022 semester

Vienna Center

Teale Betts went to Goreville High School to register Honors Escrow students and other high school students for spring classes on November 4th. FSA ID assistance at the Vienna Center was offered on November 15th and 17th during advisory. Rhi Slife and Teale Betts hosted an FAFSA completion workshop at the Vienna Center on December 6th from 2 to 5:30 PM. Teale Betts went to Goreville High School to go over the SCC scholarship booklet with seniors on December 8th. Teale Betts attended the Five County Board Meeting to introduce herself in her new role as Coordinator of High School Partnerships and Programs on December 14th.

Nursing

In the previous month's report, Nursing was excited to report that 12 of 14 Summer 2021 Associate Degree Nursing graduates had passed on the first attempt of the state board exams. With the receipt of the 3rd Quarter Report from the Illinois Department of Financial and Professional Regulation, we received confirmation of the 14/14 ADN students passing boards on the first attempt for a **100% pass rate for our 2020-2021 ADN Cohort!**

The current LPN pass rate for the 2020-2021 cohort between 2nd and 3rd Quarter Reports from IDFPR is 84%. While that number is down from previous pass rates, the PN program received notification this week that **SCC is now ranked #4 in the state of Illinois for LPN programs** by [Nursing Schools Almanac](#).

At present, the nursing department is meeting weekly and working daily on the ACEN Self-study. We are proud of the collaborative effort involved with many other departments and appreciate everyone helping compile data for the report and the assistance of IT for ensuring our information online is up to date. The department has worked closely with Dr. Teske and Darci to ensure accuracy and to prepare for submission of the self-study in December. The site visit is still scheduled for an in-person visit and will be held February 2-4, 2022. Arrangements for the visit are being made at present.

The nursing department also would like to express our appreciation for the science and advising departments in helping us meet requirements for students applying to the PN program for Spring 2022. They generously met our need for Anatomy and Physiology courses offered next semester and have been thorough with screening and enrolling students in those necessary prerequisite courses.

Workforce Innovation, Adult Education & Continuing Education

The contract between the Egyptian Area Planning and Shawnee Community College to educate regional small businesses about the Department of Commerce and Economic Opportunity's (DCEO) Back-2-Business program has been extended to June 30, 2022. The contract provides the

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college with \$150K to educate local small businesses about state and federal funding that is available for businesses to offset their COVID-related losses and assist them in applying.

Dr. Mason met with the regional human resources manager for Oil-Dri Corporation of America on October 13th to discuss leadership development training for their Mounds, IL site.

Dr. Mason and Brett Whitnel, Interim Director of the Small Business Development Center hosted the CREATE BRIDGES (Celebrating Retail, Accommodations, Tourism, and Entertainment by Building Rural Innovations and Growth Economies) community meeting held on October 26th at the SCC main campus. The CREATE BRIDGES project is a partnership between SCC, University of Illinois Extension, local small businesses, elected officials, and government agencies. The group reviewed data generated from interviews with 70 area businesses about their concerns, and discussed strategies and possible actions to mitigate those concerns.

The SBDC hosted a meeting with 12 members of the Coalition for Minority Business. The minority business owners learned about the newly formed statewide Black Business Collective, an initiative from the IL Department of Commerce and Economic Opportunity's (DCEO) Office of Minority and Economic Empowerment (OMEE) to help foster collaboration, build relationships, and provide additional support for minority-owned businesses across the State.

The division partnered with the Cosmetology program to provide an 8-hour Cosmetology workshop on October 25th at the Main Campus. The workshop offered demonstrations of styling techniques and feature industry notable practitioners as guest presenters. There were 6 practicing cosmetologists and 7 students who participated. Brett Whitnel delivered a session on business plan preparation, loan information, and small business management training the college provides.

Brett Whitnel participated in the Business Management Advisory Committee meeting held on October 28th at the SCC main campus. The committee discussed possible core content for future business classes in order to make student transitions to 4-year universities an easily transferable process. Also discussed, was possible classes/training for new and existing businesses in the college district.

The CPR Program held 31 classes and served 103 students for the month of October. The program held a New Instructor class and Certified 5 CPR instructors. There are currently 19 classes scheduled for the month of November. The Driver Safety Program also received and processed 145 registrations in October. There were 86 participants who finished their training and received a certificate of completion in October. The program has generated \$61,668 in Drivers Safety Registration Fees since the start of the year.

Darci Cather

Vice-President Academic Affairs

December 6, 2021

Date

**Student Success and Services Division
Board of Trustee Report
December 6, 2021**

Admissions

Danielle Boyd—Registrar

Danielle Boyd attended a webinar on November 30 about integrating mental health awareness into campus culture. Danielle Boyd and Stephanie Bigham sent out postcards to students who had applied for the Spring 2022 semester but are not yet enrolled.

Advisement and Recruitment

Carrie Davis- Admissions, Recruitment, Advising

Spring 2022 registration is in full swing. Carrie has been working with students to get their enrollment completed. She has registered all Fast Start students from Meridian High School. She has also visited Egyptian High School and completed their Escrow students' registration. She has also been registering her current students at Main Campus via phone, email, and in-person appointments. Carrie has continued her work with the Ambassador group. In the middle of October, she and the Ambassador's set up a Pumpkin Town display in Anna City Park. The theme was "Let's play a game." The Ambassadors came up with the idea to create a pool table using pumpkins as the pool balls. They had a lot of fun with this and received several compliments on the display. She and the Ambassadors are gearing up for the Cairo Lights Parade that's coming up in a couple of short weeks. Carrie has also continued in assisting with "Community Outreach." She has been cutting newspaper clippings out of local students. She sends a card, signed by Dr. Taylor, and the laminated newspaper article to the students, congratulating them on their accomplishments.

Postcards have been sent to the following groups: in-district 2021 high school graduates who did not enroll for fall; previous students who stopped out within the past three years; and students who have applied for financial aid but not enrolled. Holiday cards are also going to be mailed to all enrolled students.

Athletics

John Sparks—Athletic Director

Volleyball has ended and Melanie Ballard has resigned as the Head Volleyball Coach. Both Men's and Women's Basketball teams have continued to battle illness and injuries. Some competitions have had to be cancelled or postponed.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

The Coordinator visited four schools providing the Kuder Career Assessment. Collaborated with the Student Success Center with providing Get Smart activities for students.

Counselor & Advisement

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Monica Brahler – Admissions, Recruitment, Advising/Counselor

The ambassadors participated in the student session for the HLC visit. The group is beginning to accompany our recruiter to our area high schools. Ambassadors will participate in the Cairo lights parade in December. In addition, we hope to be scheduling ambassador activities at our local high school basketball games.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Lisa Meyer, Mandy Hazel, and Tammy Capps participated in the Ellucian Cloud Project Kick Off. Tammy Capps attended the ILASFAA College Awareness and Preparation Committee Meeting virtually, Veterans Affairs: Implementation of Isakson and Roe Webinar, ILASFAA Operations & Rules Committee Meeting, virtual November Office Hours for VA School Certifying Officials. Lisa Meyer, Mandy Hazel, and Tammy Capps participated virtually in the 2021 Annual Federal Student Aid Training Conference and in the ILASFAA (Illinois Association of Student Financial Aid Administrators) Fall Workshops

The College provided Veterans Day lunch through the Cafeteria to honor all veteran students, faculty, and staff on 11/10/21.

Pell and MAP have been reconciled for Fall 2021. Staff are keeping up with daily Spring 2021 adds and drops for students, making needed adjustments for scholarships and waivers, and regularly running the process to accurately count courses as Title IV eligible.

Contacted all high school counselors and SCC advisors regarding information needed for high school seniors and new students to access the online scholarship application when it opens on December 1. Worked individually with students to make sure they have the correct access information.

Shawnee Experience/Student Senate

Erin King- Recruiter/Advisor/Admission Specialist

The Shawnee Experience was a success! Evaluation surveys from both presenters and participants showed marked approval for this year's format. Many of these statements will inform planning for future events! Erin has also visited Century with Leslie Weldon to talk with senior and junior classes about career options using the Kuder and Career Key inventories and will return over the next several weeks to work with the seniors on the scholarship applications. She is also anticipating her transition to a new role as Student Engagement Coordinator.

Student Senate – The student senate is currently struggling to entice participation. Additional recruitment efforts are planned in the upcoming weeks for Senate and all other campus Clubs and Organizations.

Student Success Center

Mindy Ashby—Director of Student Success Center

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The Student Success Center Tutoring Lab has been gearing up for finals. Students are encouraged to attend SSC study workshops and study groups to receive professional help from the SSC Staff and Library Staff. The SSC and the Library have also been working on a new initiative called “Library To Go,” where students have the library brought to them. Students can visit the Writing Lab on Wednesdays to get assistance with research methods.

There have been approximately 58 students utilizing the SSC tutoring services this semester. Zoom has continued to be a reliable and flexible tool for students to get the help they need at the convenience that works best for them, especially in the cases like online students and students in quarantine. Students have been utilizing the Writing Lab to work on their research papers, assignments, and attend workshops.

On November 2, 2021, the SSC held a workshop called “Get a Smart Start: Advisors 101.” Academic advisors Mindy Reach and Tanya Hill from TRIO SSS presented topics that relate to the importance of building a better relationship with your advisors. On November 9, 2021, the Career Services Coordinator, Leslie Cornelius-Weldon, presented “Get A Smart Start: What is Career Services?” Students were encouraged to ask questions about career pathways, resume writing, and the potential salaries for desired careers.

The Testing Center has been scheduling appointments for all Allied Health programs. Slated dates and times are available on the Testing Center’s page located on the SCC website. Students are encouraged to reach out to the SSC staff for more information regarding study materials or registration assistance. The Testing Center will also be offering dates for students who would like to use the Testing Center as a reliable place to take their online finals.

As the semester comes to an end, there have been 279 Retention Alert Cases submitted by faculty.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

TRIO recognizes First Generation College Students Day during the second week of November. SCC SSS was invited to virtually attend the SIUC First Generation Celebration.

SSS staff have participated in multiple professional development training virtually.

We have completed all transfer trips this semester in person. SSS is continuing Spring Registration. SSS has awarded all scholarships to qualified program participants.

HBCU Mondays was a success. Many students responded to the Tik Tok initiative while learning more about HBCUs.

TRiO Educational Talent Search

Jipaum Askew - Interim Director

Educational Talent Search (ETS) staff are continually recruiting students for the program. Staff presented ETS cultural activity workshops to Brookport, Maple-Grove, and Cairo Elementary school students. ETS staff have collaborated with Career Services to administer Career

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Assessment workshops for Meridian, Joppa, and Cairo High Schools and collaborated with the EMS Facility/Delta Health Grant manager Sabrina Banks for a Career Development presentation at Cairo High School. One on one mentoring was initiated at Meridian High School, especially with their “at risk teenagers” to provide resources and information to support academic excellence. Block coding workshops and data collection were presented to both 7th and 8th grades at Joppa Middle School. Staff introduced college applications to 9th-12th grade students at Meridian High School and discussed how to interview and what is etiquette. Staff collaborated with Teale Betts to reintroduce ETS and present FASFA (Free Application for Federal Student Aid), SAT/ACT (Scholastic Aptitude Test/American College Testing) to students in the 9th and 10th grades at Vienna High School. Staff also visited Century High School to reintroduce ETS.

Vice President of Student Success and Services

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

Dr. Price has been diligently updating job descriptions in the Student Affairs division in an effort to align with the reorganization and strategic plan. Several of the job descriptions had not been updated for over ten years. Conversations have been held whose positions have changed prior to the finalization of the job descriptions.

Academic Affairs, Student Affairs, and Institutional Divisions collaborated to write and submit an Innovative Bridge and Transitions Program grant funded by the Illinois Community College Board. The Southern Illinois Future Teachers Coalition staff (Brooke May and Hannah Middleton) were invaluable to the success of this grant being submitted on time. If funded, the \$300,000 one-year grant would fund the high school partnerships and pathways initiatives.

The staff has been requesting training on the College’s Enterprise Resource Planning (ERP) system, which for SCC is Colleague by Ellucian. Dr. Price has been involved in identifying training needs and potential scheduling.

Two IEMA vaccination clinics were held on Main Campus, with one being held in Cairo. Continued work is being done with the Executive Order for vaccinations and testing. The L-Atrium door is now open for students and faculty check-in. SCC has been CLIA approved and is awaiting testing supplies to be able to perform BinaxNow tests which are fifteen-minute rapid tests where exposed students could test, get immediate results, and stay in school.

The Cupboard (food pantry) under the direction of Jackie Smith gave away 58 vouchers to students for a turkey and other meal items to be able to have a Thanksgiving dinner. Three local grocery stores will accept these vouchers and support the necessary guidelines (only buying food products) from the GEER grant.

Dr. Lisa Price

Vice President of Student Success and Services

12/6/2021

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**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 helped with the installation of the new greenhouse for the agriculture department. Met with architects to discuss further plans for the renovations of the parking lot at the Metro Center for the truck driving program. Repaired the road to the baseball and softball field. Completed deferred maintenance project listing for ICCB. Reviewed final plans for the gymnasium floor and bleacher renovations project. Met with three vendors to get quotes on replacing the fencing around the softball field.

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

Completed and submitted to ICCB FY21 Business Enterprise Program expenditure report. Completed the annual unclaimed property report and submitted to the Illinois State Treasurer. Completed the annual United States Department of Education Equity in Athletics report. Attended the Health Insurance Committee meeting. Payroll Specialist completed the setup of Employee Self Service Time-Entry and Leave Request and moved test groups to the live platform.

IT Department

IT held a kick off meeting on the Colleague conversion to the Cloud environment. Several departments will be involved in the Cloud conversion process through the upcoming months.

Human Resources

Collaborated with the Wellness Nurse and implemented the walking challenge with 20 employees participating during the month of October. Two employees won \$50 gift cards sponsored by EPIC. Worked with EPIC and Sunlife to setup open enrollment and attended a demo on the employee portal due to changes made to make the portal more user friendly. One added feature is having a benefit counselor accessible directly on the site (during business hours) to answer questions. They can also set up phone sessions for employees to meet with a benefit counselor. Open enrollment was held the week of November 15th. This year health insurance

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rates remained the same across the board, with some plans seeing an increase and some plans seeing a decrease in premiums, while most industries have seen an average six percent increase on health insurance premiums.

Brandy Woods

Brandy Woods

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

PR & Marketing Summary, November 2021

Google Analytics-

Google Analytics reporting for the period ending November 22, 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 October 12th -November 22nd :

1,578 - Clicks on our Google Ad 27 – Phone calls 9 Requests For Information

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

Current Month		Previous Month
Illinois	6,511	5,165
Missouri	1,924	1,557
Kentucky	679	471

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

/library/databases	2,789
/academic Programs	2,139
/athletics/mensbasketball	1,809
/jobs	1,237
/faculty adoptions	1,037

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
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	6		4291	19193	28258
10/20/21	4		3827	19668	29106
10/21/21	2	1	4451	21110	30564
10/22/21	3	1	3982	22155	31947
10/23/21	2		3751	20239	32661
10/24/21	4	1	3255	17446	33577

10/25/21	1		3527	17545	34427
10/26/21	4	1	2942	16668	34794
10/27/21	2	1	5872	17253	36094
10/28/21	3	2	4460	17392	37098
10/29/21	3		4425	16970	37656
10/30/21	5		3618	17284	38413
10/31/21	1		3840	17704	39435
11/1/21		1	3032	17818	40680
11/2/21	1		2261	17753	41233
11/3/21			3477	16310	41459
11/4/21		1	2418	14827	41677
11/5/21	2		2605	13509	41824
11/6/21	1	1	2199	12275	42322
11/7/21	4		2796	11303	42137
11/8/21	1		2741	11168	43424
11/9/21	1		1531	10557	43451
11/10/21	5	2	1632	9613	43559
11/11/21	1	1	1150	9059	43488
11/12/21	2		987	8278	42934
11/13/21	2	1	779	7286	39910
11/14/21	1	2	1223	5862	36708
11/15/21		1	1505	4196	35565
11/16/21		1	1432	4032	34873
11/17/21		1	1801	4075	33419
11/18/21	2		1314	4460	32443
11/19/21			481	4616	31342
11/20/21	1		706	4635	29705
11/21/21	1		638	4635	28420
Totals	81	20	115171	516213	1430332

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
08-Nov-2021 04:00PM	Artist to share work, discuss activism and social justice roles at SIU	Thesouthern.com	156842	40871	115971
02-Nov-	You just never know	Metropolis	9496	2562	6934

2021 03:30PM		Planet			
28-Oct- 2021 12:30AM	What's Happening	Metropolis Planet	9496	2562	6934
25-Oct- 2021 05:00PM	Campus COVID cases on the downswing	Thesouthern.com	190682	52377	138305
22-Oct- 2021 01:48PM	Shawnee Community College to host Haunted Trail	KFVS-TV	318957	65007	253950
12-Oct- 2021 05:12PM	Supply chain issues continue across the country	KFVS-TV	318957	65007	253950
12-Oct- 2021 05:10PM	Windhorst election	Randolph County Herald Tribune	597	518	79

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
10/12/2021 17:00	KFVS (CBS)	Heartland News @ 5	\$1,202.18	30833
10/12/2021 21:01	KBSI (FOX)	Heartland News at 9 on Fox23	\$469.92	8833
10/13/2021 5:35	KFVS (CBS)	The Breakfast Show	\$580.00	13370
10/13/2021 6:51	KFVS (CBS)	The Breakfast Show	\$706.63	16655
		TOTALS	\$2,958.73	69691

Synopsis – We recently began the advertising for the upcoming spring semester. Once again, we are running 60second ads on local radio and television spots at this time on WSIL-3, KBSI Fox, KFVS-12 and we are currently finishing negotiations for WPSD spots.

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

Submitted by: Dr. April Teske

The following report summarizes the more notable activities since the submission of the last Board report (October 21, 2021-November 19, 2021).

- Assisted programs with course, completion, and survey data needed for internal continuous improvement discussions, external reporting requirements, and accreditation reports (1.2.O, 1.3.A., 4.1.)
- Continued assistance 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)
- Presented program data at the Business Management Systems Advisory Council meeting (1.2.O, 1.3.A.)
- Continued work on the data for the dashboard by identifying indicators for dashboards, developing data spreadsheets, and watching training videos (4.1.A., 4.1.H, 4.1.I).
 - Completed training videos on Tableau
 - Worked with Ellucian representative, S. Black, and D. Fehrenbacher on data reports
 - Cleaned up some of the dashboard charts and added charts for Graduate data and required financial aid data (worked with J. Van Meter to add links to these dashboards on the Right to Know/Consumer Information page)
- 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.A., 4.1.E, 4.1.F., 4.5.B., 4.5.C.).
 - Facilitated search for course evaluation/survey tool with academic, IT, and LRIT employees (D. Cather, A. Dollins, D. Fehrenbacher, R. Lucas; Academic Assessment Committee)
 - Facilitated internal data collection and reporting procedures for our State Authorization Reciprocity Agreement (SARA) with SCC employees (S. Black, D. Boyd, D. Cather, F. Rouse, R. Stoup)
 - Worked with J. Van Meter to create a Monitoring Reports webpage and links on various pages (IR, Board of Trustees, Consumer Information)
 - Facilitated a process using a web form to collect information on events organized and participated in by SCC employees and students (worked S. Black, D. Fehrenbacher, with L. Price, and J. Van Meter).
- Worked with P. Sander, D. Cather, and Student Academic Assessment Team (SAAT) to finalize the Student Academic Assessment Plan and explore creation of an assessment website (4.1.B., 4.1.C.)
- Worked with nursing faculty on edits and recommendations to the ACEN accreditation report (1.2.B.)
- Presented the SCC Economic Impact Study to the Board of Trustees and Academic Leadership Team (1.2.O, 1.3.A., 4.1.).

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- Participated in HLC site visit preparation and breakout sessions (3.4).
- Assisted in alignment of shared governance policies to the SCC Strategic Plan (3.4).
- Attended webinar training for the Community College Survey of Student Engagement (CCSSE) for the spring 2022 administration process (2.1.C., 2.1.D., 2.1.F., 2.2, 3.1.C., 4.1.A., 4.5.B.).
- Assisted with the writing and submission the Innovative Transitions grant (1.1.C., 1.1.D., 1.2.O., 1.3.H., 2.1.A., 2.1.D., 2.1.G., 2.2.B., 2.4.B., 3.1.E.).
- Created a Grants Tracking Form with input from C. Wright, K. Shelby, and G. Harner to track the amounts requested, allocated, and expended, along with the SCC and IBHE Strategic Plan Strategy alignment and the SCCES KPIs with which to evaluate the grant (4.1.B.)

Saints Foundation Report
December 6, 2021

The Saints Foundation Board held its quarterly meeting on November 12. The Board recommended and hired a new Executive Director. Dr. Jeffrey Dufour will begin employment on November 29 and will be housed on campus, working 30 – 35 hours weekly.

Dr. Dufour's background is in the Educational field in addition to being retired military. The Foundation Board will have an introductory meeting on December 10 in the River Room and Via Zoom.

The Foundation would like to thank Dr. Taylor and the SCC staff for the partnership in hiring a new Executive Director as well as providing guidance in how the Foundation can best support the College.

The Academic Works/Scholarship software is updated and the site is now active. Students can now apply online. The Foundation has secured two new scholarship opportunities. This brings the Foundation/External scholarship dollars to \$84,900. In addition, some current donors are offering funding in other areas, i.e., to EMT students (for book costs).

Current projects will include an employee-giving campaign and annual appeal campaign.

ICCTA Report

Submitted by Mike McMahan – Assistant ICCTA Representative

This ICCTA report this month includes a summary of events that took place at the Southeast Regional Meeting hosted by John A. Logan College on 4 November 2021. Mr. Jim Reed delivered a concise legislative update. He briefly reviewed both Federal and State legislative issues. On the Federal level, he summarized President Biden's proposals regarding his "Build Back Better" and FY22 Appropriations plans.

Regarding the Federal legislative issues, Mr. Reed addressed the "Build Back Better" Plan which consists of 3 sub-plans: *The American Rescue Plan*, the *American Jobs Plan* and the *American Families Plan*. We will have to wait for final congressional action to see what actually develops on the Higher Education front. You can go to the following website to view additional details:

<https://www.whitehouse.gov/build-back-better>.

The Infrastructure Bill has passed Congress and details will be forthcoming soon. [H.R.3684 - 117th Congress \(2021-2022\): Infrastructure Investment and Jobs Act | Congress.gov | Library of Congress](#) has all the information you may need.

The FY22 Budget Reconciliation Bill consists of \$1.75 Trillion (Pared down for \$3.5 Trillion proposed in August 2021); *"Children and Caregiving"* (free and universal preschool for all 3-4-year old's), *"Combating Climate Crisis"* (\$320 billion clean energy tax credit), *"Health Care"* (lowers premium for 9 million Americans) and proposed *"Lowering Costs for the Middle Class"* along with *"Tax Reforms"*. This Bill is still in negotiations due to the many complex issues involved.

At the State level, Mr. Reed reviewed Veto Session actions which include HB 2778 (Belt/Rohr). This Bill provides additional paid time off for unvaccinated individuals who have a COVID-19 related absence for themselves or their children. A President's/Trustees Response and Letter to the Governor for a Veto stated the legislation needs to align with the Governor's Executive Order to encourage vaccinations; it needs to have a method for determining close contact of K-12 students by a public body and that the Bill applies to Full Time and Part Time employees equally.

SB 1169 – COVID-19 Health Care Right of Conscience Act was the second issue presented. This Bill clarifies the Health Care Right of Conscience Act to prevent it from being cited as a legal defense in COVID-19 vaccination cases. This Act was originally intended to allow healthcare providers and pharmacists to opt out of providing abortions and birth control if it violates their religious beliefs. It simply clarifies that the Health Care Right of Conscience Act cannot be used for a COVID-19 vaccine exemption. SB 1169 passed the House by a vote of 64-52-2 and the Senate by a vote of 31-24-0.

HB 4201, Benefits Navigator (West) is one to watch according to Mr. Reed. This legislation requires the governing board of each public university and community college district to employ a benefits navigator for the purpose of helping students at the institution of Higher Education apply for and receive assistance from benefits programs. It requires the governing board to (1) provide training for the benefits navigator, with training guidance and support provided by the Department of Human Services, (2) participate in a statewide consortium with other public institutions of higher education for the purpose of facilitating communication between benefits navigators at different institutions and developing best practices for benefits navigators and (3) develop an internal process to enable students

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to provide feedback and recommendations on how the institution can better assist students in determining eligibility for benefits programs and applying for assistance under these benefits programs. It also sets for the duties of a benefits navigator. This legislation is effective January 1, 2023.

The last legislative issue Mr. Reed reviewed was the recent re-mapping of legislative districts. HB 1291 – US Congressional Redistricting Act of 2021. After releasing their fourth and final U.S. Congressional map proposal, the General Assembly passed HB 1291 in the Senate by a 41-18-0 vote and in the House by a concurrence motion vote of 71-43-0. Currently, Illinois has 13 Democrat and 5 Republican US Representatives. In the 2020 Census reapportionment process, Illinois lost one seat, bringing its total down to 17. The new map would create a 14-3 Democrat to Republican split using results from the 2016 and 2020 presidential elections. The map combines Republican Reps. Darin LaHood's R-18 and Adam Kinsinger's R-16 into one district. In the far southern Illinois Republican district, Reps. Mike Bos (R-12) and Mary Miller (R-15) are also placed into the same district. There were additional changes in the Chicago area as well.

Regarding important dates coming up, Mr. Reed stated that the next session begins January 4, 2022 and the Governor's State of the State/Budget Address will be February 2, 2022. There is no spring break scheduled with Adjournment set for April 8, 2022.

Board Memorandum



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Darci Cather
Dr. Lisa Price
Brandy Woods

Executive Directors

Rob Betts

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Brandy Woods

RE: Review of Anticipated Tax Levy for CY2021

Date: 12.06.2021

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 to the education and building fund, this certificate 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 approve the CY21 Tax Levy.

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	0.7454646625	0.7261500000	
Average											0.6437881942	0.6879255556	

Board Memorandum



Board of Trustees

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Darci Cather
Dr. Lisa Price
Brandy Woods

Executive Directors

Rob Betts

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Darci Cather
RE: FY23 Academic Calendar
Date: 12.06.2021

Background: Each year, the Board approves the Academic Calendar for the subsequent academic year. The College's Calendar Committee met during the fall semester and constructed a proposed academic calendar for FY23. The Committee includes membership from faculty, staff, and administration. The proposal was reviewed and approved by the CAO and the CSSO.

Recommendation I recommend the Board approve the proposed FY23 Academic Calendar as presented.

Proposed Academic Calendar 2022 to 2023

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sep 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dec 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jun 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jul 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instructional Days	Professional Development Days Mandatory Attendance	Holidays	Final Exam Days	Shawnee Experience Mandatory Attendance	Commencement
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Spring Break is March 6, 2023 – March 10, 2023

Number of Days

Fall Semester	August	September	October	November	December	Totals
Monday	2	3	4	4	1	
Tuesday	2	4	4	5	1	
Wednesday	3	4	4	4	1	
Thursday	2	5	3	3	2	
Friday	2	5	3	2	2	
Totals	11	21	18	18	7	75

Spring Semester	January	February	March	April	May	Totals
Monday	2	3	3	4	1	
Tuesday	3	4	3	4	1	
Wednesday	3	4	4	4	1	
Thursday	3	4	4	4	1	
Friday	3	4	4	3	1	
Totals	14	19	18	19	5	75

Summer Semester	June	July	Totals
Monday	4	4	8
Tuesday	4	3	7
Wednesday	4	3	7
Thursday	4	3	7
Totals	16	13	29

HOLIDAYS

6130

It is the policy of the Board of Trustees that Shawnee Community College recognize the following holidays as official holidays of the College:

Martin Luther King's Birthday	President's Day	Good Friday
Memorial Day	Juneteenth Day	Independence Day
Labor Day	Columbus Day	Veterans Day
Day before Thanksgiving through Day After Thanksgiving	Christmas Eve Day through New Year's Day	

1. Holidays that fall on Saturday or Sunday may, at the President's discretion and based on the best interests of the College, be observed on Friday or Monday.
2. In case of emergency or if it should be in the best interest of the College, the President may declare holidays in addition to those established by the Board and notify faculty, staff, and students accordingly.
3. In case of emergency during which the campus is inaccessible for instruction for periods longer than the emergency make-up days identified on the annual academic calendar, the President may convert official holidays to emergency make-up days according to Systems Rules Manual of the Illinois Community College Board (ICCB) Section 1501.303 e. 6.
4. The Board of Trustees may, for a special and significant purpose, declare an additional holiday.

Non-exempt employees: work done by non-exempt employees who are asked to work on holidays will be paid double time. Non-exempt employees that work on a day that falls on a day that others have off (Monday through Friday) will be paid at one and one-half time the normal rate of pay.

Revised: November 2004 effective Spring 2006 calendar, July 2016, May 2020

Martin Luther King Jr's Birthday – January 16	President's Day – February 20	Good Friday – April 7
Memorial Day – May 29	Juneteenth Day – June 19	Independence Day – July 4
Labor Day – September 5	Columbus Day – October 10	Veteran's Day – November 11
Thanksgiving Break – November 24 - 26	Christmas Break – December 24 – December 31	New Year's Day – January 1

Considerations:

Christmas Eve is Saturday, December 24, 2022. Observe on Thursday, December 22, 2022.

Christmas Day is Sunday, December 25, 2022. Observe on Friday, December 23, 2022.

New Year's Day is Sunday, January 1, 2023. Observe on Monday, January 2, 2023.

**Board of Trustees**

James Darden
 Steve Heisner
 Michael McMahan
 April Moore
 Deborah Shelton-Yates
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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: Darci Cather

RE: Purchase of Truck Driving Simulator

Date: 12.06.2021

Background: The College wrote for, and received, additional Perkins funding to be used for the purchase of a truck driving simulator and mobile unit for the Truck Driving program.

The mobile simulator will serve several purposes. One, students can safely train on terrain and all types of weather-related situations not natural to this region. Students can also be placed in stressful driving situations where they learn proper reaction time and safe maneuvering, all in a safe environment. Two, the simulator will save wear and tear on equipment, and potentially fuel costs. Finally, the importance of a mobile unit to house the simulator will allow the Truck Driving Coordinator to visit local high schools, career expos, and easily move the unit to additional future truck driving training facilities, as indicated in Strategic Plan Goal 1, Objective 2, Strategy A.

Cost of ATS Simulator: \$95,400 (funded in full by the Perkins Reserve Grant) (Attachment)

- ATS is the sole-source patent holder of several technological software and hardware components in driver training simulators. (Attached letter dated November 10, 2021)

Cost of the ATS Mobile Unit: \$31,650 + plus any applicable taxes (funded in full by the Perkins V Basic Grant) (Attachment)

- The Mobile Training Simulator Unit is the sole unit provided and customized directly by ATS to include its simulator. (Attached letter dated November 10, 2021)

Recommendation: I recommend the Board approve the quoted purchase of a truck driving simulator (\$95,400) and a mobile unit (\$31,650) for a total purchase price of \$127,050 from Advanced Training Systems.



"Made in the USA"

<i>Client:</i>	<i>Shawnee Community College</i>
<i>Equipment:</i>	<i>(1) FleetMaster Prime 6Screen Full "On Q"™ Motion Driver Training Simulator</i>
<i>Equipment Price:</i>	<i>\$ 78,900 (includes 2-year warranty)</i> <i>\$ 9,900 Dome Enclosure with interior lighting</i>
<i>Packing & Shipping:</i>	<i>\$ 2,850</i>
<i>Installation & Training:</i>	<i>\$ 3,750 (training is done at time of installation)</i>
<i>Total Purchase Price:</i>	<i>\$ 95,400 plus any applicable taxes</i>
<i>Delivery:</i>	<i>90 business days from signing this PO subject to worldwide shortage of semiconductor chips</i> <i>To: Shawnee Community College</i> <i>8364 Shawnee College Road</i> <i>Ullin, IL 62992</i>
<i>Insurance</i>	<i>Buyer's responsibility upon delivery</i>
<i>Software</i>	<i>Interactive Shifting and Backing Programs, Full on Q Motion, Full Virtual Training Package, Dome Enclosure with interior lighting</i>
<i>Hardware:</i>	<i>See Attached Specifications</i>
<i>Software:</i>	<i>See Attached Specifications</i>

PRICE GOOD FOR 60 DAYS



Contract Overview

The contract resulting from this Proposal shall not be binding upon Advanced Training Systems LLC, a Florida limited liability company ("ATS") until executed and returned by ATS' representative and returned to Client. If an executed copy of this proposal is not returned by ("Client") within ten (10) days of receipt, such Proposal shall be deemed null and void.

Acceptance of the following terms and conditions represents a contract between Client and ATS. No changes can be made to this Proposal, including the attached terms and conditions, unless first made in writing to ATS and accepted in writing by ATS.

ATS believes that conducting business ethically, always endeavoring to do the right thing and building relationships for future interaction is essential to the success of our company.

Kind regards,

Rebecca W Hudson

*Rebecca W. Hudson, Esquire VP of
Marketing
Advanced Training Systems LLC*

THIS PROPOSAL IS ACCEPTED BY

Shawnee Community College

By: _____

Date: _____

Tax ID: _____

By: _____ **as** _____

THIS PROPOSAL IS VALID FOR 90 DAYS FROM THE DATE SUBMITTED

Terms & Conditions

This Proposal is subject to the following terms and conditions:

1. Contract Formation:

- a. If this instrument is a quotation, whether responsive to a request Shawnee Community College (hereinafter "Client"), it constitutes the offer of Advanced Training Systems LLC (hereinafter "ATS") to the Client and becomes a binding contract under the terms and conditions set forth herein when the Client accepts it. However, any such acceptance shall be valid only if made within thirty days of the date of this instrument or such other time specified herein. If this instrument is an acknowledgment, it constitutes ATS's acceptance of the Client's order, subject, however, to the terms and conditions set forth herein. Upon the creation of a contract, this instrument will recite the entire agreement between the parties with respect to the goods, equipment or services being purchased, and shall supersede any other agreement, writing or understanding whether made before or after the date of this instrument. ATS's contractual obligations are expressly limited to the terms contained herein. The inclusion of any different or additional terms in any other instrument is objected to, and performance by ATS shall occur with the express understanding that only the terms and conditions recited herein shall control.

2. Payment Terms:

- a. All payments are to be paid via ACH to:

Bank Name: Cadence Bank
 Bank Address: 1108 Hwy 182 East, Starkville, MS 39759
 ABA (ACH): 7000495106
 Routing (Domestic Wire): 062206295 Beneficiary:
 ATS

- b. All payments are to be made in U.S. dollars and without expense to ATS.
- c. Client agrees to pay any reasonable expenses incurred in collecting any unpaid balance of the purchase price, or in recovering possession of goods including reasonable attorney's fees.
- d. Balance of contract will be paid in full upon delivery.

3. Packing and Shipping:

- a. Packing and shipment shall be in accordance with good commercial practice.
- b. ATS shall deliver the Simulator to:

Shawnee Community College
 8364 Shawnee College Road
 Ullin, IL 62992

ATS shall be responsible for packing to protect against damage, from shipping, unpacking, assembly and installation.

- c. Client shall provide ATS with the following upon signing of this Agreement:
 - A walk-through video from the location where the simulator will enter Client's building all the way to the locations where the simulator will be installed.
 - A diagram with dimensions and/or photos of the room in which simulator will be installed

Client shall provide ATS with the following upon arrival of Simulator on Client's premises:

- A proper loading or unloading location
- Designated personnel to show ATS where Simulator will be installed
- Room at least 12 x 12 in size with adequate A/C, generating at least 68 - 72° during training and internet for remote access to the Simulator for updates and repair
- Prior to arrival, Client will confirm to ATS, via Onsite Survey, that the items contained in this clause are complete.
- 2 individual, independent 20-amp outlets to be 6-8' from Simulator

4. Delivery and Title:

- a. Title shall pass at the time of delivery, which is also the time the Client becomes obligated for their payment liability to ATS. Invoice for final balance shall be paid within 5 days of receipt.
- b. System is plug and play and Client acknowledges that they are responsible for set up.
- c. Under no circumstances shall ATS have any liability whatsoever for delays, loss of use, or for any indirect or consequential damages arising from any delay or loss of use.
- d. ATS shall not be responsible for the failure to perform any obligation arising hereunder due to events beyond its control. These events shall include, but are not limited to, fire, storm, flood, earthquake, explosion, accidents, acts of public enemy, sabotage, strikes, labor disputes, labor shortages, work stoppages, transportation embargoes or delays, failure or shortage of materials or machinery used by ATS in the manufacture of the goods supplied hereunder, acts of God, failure of suppliers or subcontractors, to satisfactorily meet scheduled deliveries, and acts or regulations or priorities of the Federal, State, or local government or branches or agents thereof, government contracts or shipments to purchasers to fulfill government contracts.
- e. No claim for shortage in packaging shall be allowed unless reported to ATS, in writing, within ten (10) days after receipt of goods.

5. Patents, Copyrights, Trade Secrets and Other Intellectual Property:

The Client shall not receive, because of the sale of goods hereunder, any right or license of any kind under any patent or copyright or with respect to any trade secret or other intellectual property owned or controlled by ATS or under which ATS may be licensed, except that the Client may use the technology or software and visual databases for their own internal use only. **Software and visual databases are restricted to use only on ATS delivered systems and may not be distributed to or utilized on other systems at Client's or its designee's facility, or to or by other parties except as facilitated and approved by ATS in writing. No software other than ATS software may be installed on the simulator hardware provided hereunder.**

6. Limitation of Liability:

Neither Party shall be liable to the other pursuant to this Agreement for any amounts representing loss of profits, loss of business or indirect, consequential, exemplary, or punitive damages of the other party.

7. Mutual Indemnification:

- a. ATS agrees, to the fullest extent permitted by law, to indemnify and hold harmless Client from and against any liabilities, damages, and costs (including reasonable attorneys' fees and cost of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, by (i) performance under this Agreement, by the willful misconduct or by the negligent acts, errors and omissions of ATS or anyone for whom ATS is legally responsible, or (ii) any allegation or claim that the goods infringe on the patent(s), copyright(s), trademark(s), trade secret(s) or other proprietary rights of any third Party or claim that ATS has misappropriated the patent(s), copyright(s), trademark(s), trade secret(s) or any other intellectual property rights of a third Party [subject to the limitations set forth in the Limitation of Liability article of this Agreement]. This indemnification expressly disclaims any liability on the part of ATS to Client for claims against Client that arise from circumstances or events or acts or omissions to act by Client's customers or employees, beyond the time during which ATS provides training to Client under this Agreement.

- b. The Client agrees, fully permitted by law to indemnify and hold harmless ATS, its officers, directors, principals, and employees, from any liabilities, damages, and costs (including reasonable attorneys' fees and cost of defense) to the extent caused by the willful misconduct, negligent acts, errors or omissions of Client, Client's contractors, Client or anyone for whom Client is legally responsible.
 - c. The indemnification obligations hereunder shall not apply to the extent any damage or claim arises from the indemnified Party's own negligence or willful misconduct.
 - d. If the goods become the subject of any claim, action, suit or proceeding for infringement of a third Party's intellectual property rights, then ATS may, at its option and expense: (a) procure for the Client the right to continue using the affected goods; (b) replace or modify the goods so as not to infringe; or (c) terminate this Agreement and refund the value of the goods.
8. Information, Data and Design:
Any proposals, prints, brochures, drawings, designs, data or other information furnished to the Client by ATS before, after, or contemporaneously with the execution of this Contract shall remain the property of ATS, shall be used by the Client solely for its own internal purposes and not to the detriment of ATS's competitive position, and shall be kept confidential by Client using the same standard of care that it uses with respect to its own proprietary information, but in no event less than a reasonable standard of care. When given, all such proposals, performance and production projections, prints, brochures, drawings, designs, data and other information are based on ATS's knowledge and understanding, but are, in all events, estimates only and are not guaranteed or warranted in any respect. Any design information provided by ATS shall not constitute an assumption of design responsibility unless otherwise expressly assumed by ATS in writing. ATS's technology, software, and visual databases contain production and design concepts and technologies proprietary to ATS and its suppliers. Client agrees not to reverse engineer for others or its own use or disclose to other parties any concepts and techniques revealed to it through the use or evaluation of ATS's systems. The confidentiality obligations contained in this provision shall survive expiration or termination of this Agreement for a period of three (3) years and shall not apply to information that (i) is or becomes general public information without disclosure thereof, or (ii) Client is required by law or governmental authority to disclose, provided that, if legally permitted, reasonable notice of such requirement and a reasonable opportunity to contest the need for such disclosure is given to ATS.
9. Cancellation of Contract:
Unless ATS breaches this Agreement and such breach is not cured within fifteen (15) days of written notice from Client, Client may not cancel its obligations under this Agreement.
10. Applicable Law:
In the event of a dispute regarding any terms or conditions contained herein, the parties agree that the laws of the State of Florida will control.
11. Assignments:
Neither Party shall delegate or assign any of its rights, duties, or responsibilities in and to this Agreement or any interest arising hereunder without the prior written consent of the other Party.
12. Waivers:
Waiver by a Party of any breach of any provisions in this Agreement, or its failure to exercise any right shall not be construed as a waiver of any other breach, or a waiver to exercise any other right.
13. Default:
If the Client fails to pay any invoice when due, or fails to accept shipments as scheduled, or any representation or warranty made by Client in connection herewith is false or misleading in any material respect, ATS may, at its option and without prejudice to other remedies, either defer further shipments until the default is corrected or cancel ATS's remaining obligations.

under this Contract. In the event ATS breaches this Agreement and fails to cure such breach within fifteen (15) days of written notice of breach, Client may immediately cancel this Agreement upon written notice to ATS.

14. Client represents and warrants that:

- a. Client is not and shall not be, and no person who owns a controlling interest in or otherwise controls Client is or shall be, (i) listed on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Assets Control ("**OFAC**"), Department of the Treasury, and/or on any other similar list maintained by OFAC pursuant to any authorizing statute, Executive Order or regulation (collectively, "**OFAC Laws and Regulations**"), (ii) a "Designated National" as defined in the Cuban Assets Control Regulations, 31 C.F.R. Part 515, (iii) a person designated under Section 1(b), (c) or (d) of Executive Order No. 13224 (September 23, 2001), any related enabling legislation or any other similar Executive Orders (collectively, the "**Executive Orders**"), provided however, that none of the foregoing shall apply to any person or entity to the extent that his or its interest is in or through a U.S. Publicly- Traded Entity; and Client is in compliance with all OFAC Laws and Regulations, Executive Orders and related government guidance;
- b. Neither Client nor any holder of a direct or indirect interest in Client (i) is under investigation by any governmental authority for, or has been charged with, or convicted of, money laundering (18 U.S.C. Sections 1956 and 1957), or drug trafficking, terrorist-related activities or other money laundering predicate crimes or a violation of the Bank Secrecy Act laws (31 U.S.C. Sections 5311, et. seq.), (ii) has been assessed civil penalties under these or related laws (collectively, "Anti-Money Laundering Laws"), or (iii) has had any of its funds seized or forfeited in an action under Anti-Money Laundering Laws.
- c. Client will make or cause to be made, all payments to ATS by ACH transfer drawn on a U.S. bank account in the name of Client or of a third Party approved in writing in advance by ATS;
- d. Client's tax identification number and organization number, if applicable, are as set forth under its signature block on the signature page. All evidence of identity provided by Client to ATS is genuine, and all related information is accurate.
- e. The person who executed the offer, which this instrument accepts, or who will execute the Client's acceptance of the offer contained in this instrument, has duly executed the relevant documents on behalf of the Client, and is duly authorized to so act.

15. Disclosure:

Client consents to the disclosure to U.S. regulators and law enforcement authorities by ATS or any of its affiliates or agents of such information about Client that ATS reasonably deems necessary or appropriate to comply with applicable U.S. Anti-Money Laundering Laws and anti-terrorist laws and regulations and OFAC Laws and Regulations.

16. Compliance with U.S. Export Regulations:

The Client is hereby placed on notice that the technical data or hardware furnished with this quotation/Contract may relate to articles controlled by the US Government for export and may, therefore, be subject to export licensing requirements and limitations on disclosure or shipment to foreign nationals under U.S. Law. Federal, criminal and civil penalties may result from any violation of these export provisions. Client indemnifies ATS from Client's breach of such requirements and laws following Client's receipt of export-controlled data or hardware.



"Made in the USA"

Client: *Shawnee Community College*

Equipment: *(1) 20' Mobile Training Simulator Unit*

Equipment Price: *\$ \$28,900*

Delivery: *\$ 2,750*

Total Purchase Price: *\$ 31,650 plus any applicable taxes*

Delivery: *60 business days from signing this PO To:*

Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992

Insurance *Buyer's responsibility upon delivery*

Hardware: *See Attached Specifications*

PRICE GOOD FOR 60 DAYS

*Heavy Truck Training Simulator System**Technical Description*

The MSTU (Mobile Simulator Training Unit) is a customized 20' trailer modified and adapted by ATS at our San Diego California manufacturing location to deliver mobile simulation training solutions to our customers.

The MSTU (Mobile Simulator Training Unit) shall be designed and produced as described.

All constituent systems, components and wiring shall comply with professional standards of aesthetics, workmanship, and safety and shall ultimately be of sufficient electrical and RF integrity to meet UL and FCC safety and regulations. All subsystems shall further be designed and built for durability and consistent function under heavy use by driver training-g subjects in a mobile environment.

Per the proposed single (1) simulator mobile configuration, a base high quality manufactured 20' 11 bumper pull 11 trailer is modified, with the primary objective to provide dampening and structural integrity to the trailer frame with the integration pneumatic nesting dock for the purchased FleetMaster™ simulator and peripheral electronic(s) equipment within the trailer to assure continued trouble-free performance and constant use applicable to fixed and over the road transportation of sensitive equipment.

Complete system design and manufacturing documentation shall be complete and provided to the customer.

All interior walls and floors shall be insulated for interior climate user comfort and HVAC efficiency for a calculated participant load of three (3) adult individuals and one FleetMaster™ driving simulator.

For a single simulator MSTU, two station design criteria shall be applied, creating two independent training areas and a centrally located instructor(s) station to additionally serve as the Simulator Operators Console.

Each simulator module shall include:

- 1) FleetMaster™ Nesting Dock
- 2) 4) Remote Instructor Station
- 5) LAN Network
- 5) 1 or 2 Independent 12000 BTUH AC with 6.0 BTUH HeaterStrip
- 6) UPS - Battery Back-up / SurgeProtection

The Instructor module shall include:

- 1) Modular style Heavy duty work desk
- 2) Main central 40" LCD status display
- 4) LAN Network
- 5) 4U Server Rack
- 6) Operator Console PC
- 7) Interior peripheral Control Center
- 8) UPS - Battery Back-up / SurgeProtection

The interior of the MSTU shall include wear resistant wall covering and wear resistant / slip resistant non-conductive, non-static flooring.

Interior wiring shall include a single 120 VAC 50Amp Main Electrical Panel distributing GFCI protected and line conditioned voltage to the (2) Simulator Modules, Instructor Station, Auxiliary Receptacles and LED Lighting.

*Heavy Truck Training Simulator System**Technical Description*

Electrical power shall include:

The efficient green design approach of electrical components and devices, allow for the integration of a single generator. An optional generator nesting area is provided for customer consideration.

- 1) Cummins-Onan-QD-6-0-Diesel-RV-Generator-6.0HDKAH-1044/
- 2) Transfer Junction Box / Shore Power

HVAC shall include:

12,000 BTU Ductless Mini Split Air Conditioner and Heat Pump 2 each

Lighting shall include:

- 1) (2) Main 48" LED Light Bars
- 2) (4) Auxiliary 12" LED Light Bars
- 3) (1) Instructor Station 24" x 24 " LED Light Cube
- 4) (2) Exterior 3" LED Security Lighting

Communications module shall include:

- 1) 10 Base T LAN network
- 2) Wireless Router
- 3) SAT /COAX
- 4) CCTV

Trailer General Specifications

- Aluminum Industrial Trailer
- 20' long, 8' wide, 7.5 tall
- Self Contained and built out per above
- Effective on Rough Terrain



"Proudly Made in America"

November 10, 2021

Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992

Re: Sole Source

TO WHOM IT MAY CONCERN:

Thank you for your interest in Advanced Training Systems' ("ATS") driver training simulators.

ATS designs, develops, and provides driver training simulators that contain technology and hardware that are protected by U.S. Patents. As the only holder of these patents which include "On Q" Motion, Dynamic Mirrors, Lock-out Transmission, Stress Management System, Shifter Force Detection, Adaptive Training and Glass Dash (US Patent Numbers and Description attached), ATS is the sole source of this hardware and software in driver training simulators. The Mobile Training Simulator Unit proposed is the sole unit provided and customized directly by ATS to include its simulator.

This letter is to confirm that ATS is a sole source creator, seller and distributor of driver training simulators that contain the above patented technology and hardware. No other company can include the patented technology and hardware in their products. The ATS driver training simulators must be purchased directly by institutions from ATS. There are no other agents or dealers authorized to represent this product. If you have any questions, please feel free to contact us 800.870.5782.

Sincerely,

Rebecca W. Hudson, Esquire
Vice President

9800 41st Street North, Ste 204 St Petersburg, FL 33702
2438 Cades Way, Vista, CA 92081
800.870.5782
www.atstrainingsystems.com



U.S. PATENTS

Advanced Training Systems LLC is the holder of the following US Patents:

US 8,469,711 B2; System, method and apparatus for driver training of shifting (*LOCK OUT TRANSMISSION*)

What it means to the user -

This patent allows for a new configuration of shifting hardware that is set up for realistic feedback and sensation, including "lock-out" from improper gear selection, in a low-profile design. The physical size is reduced allowing compaction of the transmission to fit more restricted cab configurations without compromising transmission fidelity or integrity.

US 8,770,980 B2; SYSTEM, METHOD AND APPARATUS FOR ADAPTIVE DRIVER TRAINING

What it means to the user -

This patent describes the interactive training process that occurs during the *same* session on the simulator which includes, self-paced, interactive training that provides the student/driver with immediate evaluation feedback, corrective training and re-evaluation. The transfer of this training to the field is much higher because of the immediacy of evaluation and re-training.

US 8,894,415 B2; System, method and apparatus for driver training; *GLASS DASH*

What it means to the user -

This patent provides the user with a configuration of touch screen and viewing panels that allow the student/driver to physically respond and demonstrate knowledge of graphically related information to a particular function. It improves the students' association with a function through graphical reinforcement. Thus, allowing tracking of transfer of training.

9800 4th Street North h, Suite 204, St Petersburg, Florida 33701 2438

Cades Way, Vista, CA 92081

800.870.5782

www.atstraining.com

US 9,177,486 82; *SHIFTER FORCE DETECTION*

What it means to the user -

This patent provides a way for a manual transmission shifter to measure and report the amount of force being applied to the shifting lever as imparted by the person shifting the transmission. It is important to measure this force to determine if the student t/ driver is shifting smoothly or applying excessive force to engage gears. This system contributes to adaptive training inputs.

US 9,646,509 82; System, Method and Apparatus for *DRIVER TRAINING SYSTEM WITH STRESS MANAGEMENT*

What it means to the user -

This patent provides an adaptation to the input variables to include human factors such as stress. Human factor parameters are measured and integrated into the Adaptive Training environment to expand the simulator's awareness of the student's/driver's condition as well as the effect the training exercise is having on the student/driver. These effects and reactions can be measured and correlated to identify and address training effectiveness and student/driver stability.

US 9,418,568 82; System, Method and Apparatus for Driver *TRAINING SYSTEM WITH DYNAMIC MIRRORS*

What it means to the user -

The mirrors in the driving simulator behave as real mirrors do. Consequently, the driver using these mirrors is closer to a real operating situation. This is critical in backing and lane changing maneuvers. Head position and the direction in which the driver is looking is measured. Objects in the mirror adjust and shift as the student's/driver's view shifts allowing the observer to see beyond a fixed mirror image.

US9,852,650 82; OnQ *SIMULATION MOTION DEVICE*

What it means to the user -

This motion provides onset cues to the driver through the vestibular system (inner ear). This is accomplished by having+ / - 6 degrees of pitch calculated in a 1.8-meter radius from the driver's center mass, allowing for acceleration and deceleration feedback.

The two types of motion cues that are present in a real vehicle and that are critical in a drivers' vehicle control process are present in the on Q™ s simulation motion device. The critical cues include: (1) longitudinal cues for acceleration and braking, and (2) lateral cues for turning. These are the most recurring motion cues in driving. By providing all of these motion cues, the driver has a "real" driving experience. Those motion systems that do not provide onset and sustained cues for both types of motions may easily stimulate "simulator sickness."

Also filed with the Canadian Intellectual Property Office ("CIPO") and Instituto Mexicano de Propiedad Industrial ("IMPI").

9800 4th Street North, Suite 204, St Petersburg, Florida 33701
 2438 Cades Way, Vista, CA 92081
 800.870.5782 www.atstrainingsystems.com

Board Memorandum



Board of Trustees

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

Student Trustee

Bradley West

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
Dr. Lisa Price
Brandy Woods

Executive Directors

Rob Betts

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Brandy Woods
RE: Treasurer's Bond
Date: 12.06.2021

Background: According to 110 ILCS 805/7-26 of the Illinois Community College Act, "*the community college treasurer shall, before receiving any of such money, execute a surety bond with a surety company authorized to do business in this State conditioned upon the faithful discharge of his duties.*" Further, the ICCB, in its Fiscal Management Manual, clarifies, "each community college treasurer must be bonded. *A copy of each bond must be filed with the county clerk(s) and the ICCB.*" The completed form, utilizing ICCB's suggested statutory language for Community College Treasurer's bond, is on the next page.

Recommendation: I recommend the Board approve the College's Treasurer's Bond, as presented.

Illinois Community College Board

COMMUNITY COLLEGE TREASURER'S BOND

Community College District Name: Shawnee Community College Dist. No. 531

County(ies) all of Alexander, Massac, Pulaski, Union, and parts of Johnson and Jackson, and State of Illinois.

Know All Men by These Present: That we, Travelers Casualty/American and Motors/CC Services are held and firmly bound, jointly and severally, unto the Board of Community College District No. 531, County(ies) of all of Alexander, Massac, Pulaski, Union, and parts of Johnson and Jackson, and State of Illinois in the penal sum of see below dollars, for the payment of which we bind ourselves, our heirs, executors and administrators firmly by these presents.

In witness whereof, we have hereunto set our hands and seals this 6th day of December, 2021. The condition of this obligation is such that if Brandy Woods, treasurer in the district aforesaid, faithfully discharges the duties of her office, according to law, and shall deliver to her successor in office, after that successor has qualified by giving bond as provided by law, all monies, books, papers, securities and property, which shall come into her/his hands or control, as such treasurer, from the date of his bond up to the time that his successor has qualified as treasurer, by giving such bond as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Signed: _____

Approved and accepted by the Board of Community College District No. 531 County(ies) of all of Alexander, Massac, Pulaski, Union, and parts of Johnson and Jackson, and State of Illinois.

By _____, Chairman _____, Secretary

General Fund \$6,895,000 107108613 yrly. bond Exp. 06/30/2022

Board Memorandum



Board of Trustees

James Darden
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Michael McMahan
April Moore
Deborah Shelton-Yates
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Andrea Witthoft

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President

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Darci Cather
Dr. Lisa Price
Brandy Woods

Executive Directors

Rob Betts

To: Board of Trustees

From: Dr. Taylor

Recommending Staff: Brandy Woods

RE: Cyber Liability Insurance Update

Date: 12.06.2021

Background: As noted at the November regular Board meeting, the quoted cyber-liability insurance coverage was for a \$1M policy amount from the Illinois Counties Risk Management Trust (ICRMT). At that time, it was recommended the College pursue a \$3M policy amount. To that end, we asked ICRMT to extend the coverage limit to \$3M and they refused. However, they did agree to raise the policy limit to \$2M for an additional \$2,892 in premium cost. I approved this amount. Brandy Woods will be available to answer questions.

Recommendation: I recommend the Board review the cyber-liability policy obtained and direct any questions to me.