

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

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on December 6, 2021, in the River Room and via Zoom. The meeting was called to order at 5:30 pm by Chairperson Steve Heisner.

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**The roll call was as follows:**

Mr. James Darden - Present  
Ms. Deborah Shelton-Yates - Present  
Mr. Steve Heisner - Present  
Mr. Michael McMahan – Present via Zoom, Audio Difficulty  
Ms. April Moore - Present  
Mr. John Windings – Absent, Arrived late  
Ms. Andrea Witthoft - Present  
Mr. Bradley West, Student Trustee - Absent

**Others Present:**

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

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

**V. Approval of Consent Agenda**

**MOTION NO. 1**

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

- A. Regular Meeting Minutes November 1, 2021
- B. Special Meeting Minutes November 15, 2021
- C. Treasurer’s Report
- D. 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
Liab. Prot. Settlement Fund (TORT)	48,755.68
Grand Total	\$3,010,895.95

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 3 absent. The Chairperson declared the motion carried.

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

**MOTION NO. 2**

**A motion was made by Andrea Witthoft and seconded by April Moore to **approve Addendum: To make an interfund loan from the Education Fund to Restricted Purposes Fund to cover shortage of funds of \$65,000. October 31, 2021.****

On roll call vote, the member voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 3 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**

- A. Consideration of Approval of Tax Levy Estimate for CY2021
- B. Consideration of Approval of FY23 Academic Calendar
- C. Consideration of Approval of Purchasing Truck Driving Simulator
- D. Consideration of Approval of Treasurer’s Bond
- E. Review of Cyber Liability Insurance Update
- F. Presentation of Bylaw (B4000xx series) Policies

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

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

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Approval to Hire a 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
  - iv. Consideration of Revised Organizational Structure
  - 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
  - i. Consideration of Approval to Accept Full-Time Employee Retirement
- C. Consideration of Items That May Lead or Have Led to Litigation

**MOTION NO. 3**

**CONSIDERATION OF APPROVAL OF TAX LEVY FOR CY2021**

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to recommend the Board approve the CY21 Tax Levy.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 3 absent. The Chairperson declared the motion carried.

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL OF FY23 ACADEMIC CALENDAR**

A motion was made by April Moore and seconded by Deborah Shelton-Yates to recommend the Board approve the proposed FY23 Academic Calendar as presented.

On roll call vote, the members voted as follows:

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

Results: 4 yeas, 1 nay, 0 abstentions, 3 absent. The Chairperson declared the motion carried.

**Motion was recalled to amend for revote (John Windings had since joined the meeting as well as Michael McMahan audio began working).**

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to recommend the Board approve the proposed FY23 Academic Calendar as presented.

Roll Call Vote as follows:

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

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

**MOTION NO. 5**

**CONSIDERATION OF APPROVAL OF PURCHASING TRUCK DRIVING SIMULATOR**

A motion was made by James Darden and seconded by Andrea Witthoft to recommend the Board approve the quoted purchase of the truck driving simulator (\$95,400) and mobile unit (\$31,650) for a total price of \$127,050 from Advanced Training Systems.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 3 absent. The Chairperson declared the motion carried.

**MOTION NO. 6**

**CONSIDERATION OF APPROVAL OF TREASURER'S BOND**

A motion was made by Deborah Shelton-Yates and seconded by April Moore to recommend the Board approve the College's Treasurer's Bond as presented.

On roll call vote, the members voted as follows:

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 - Absent  
Ms. April Moore - Yes  
Mr. James Darden - Yes

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

**MOTION NO. 7**

**CONSIDERATION OF THE REVIEW OF THE CYBER-LIABILITY POLICY**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the cyber-liability policy obtained and direct any questions to Dr. Taylor.

**DISCUSSION 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.

**MOTION NO. 8**

**PRESENTATION OF BYLAW (B4000XX SERIES) POLICIES**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
Presentation and review of the Bylaws (B4000xx) Series.

**NO MOTION REQUIRED – DISCUSSION ONLY**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 9**

**IX. EXECUTIVE SESSION**

A motion was made by John Windings and seconded by James Darden to **adjourn and go into executive session** at 8:00 p.m.

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) - Absent  
Mr. James Darden - Yes  
Mr. Steve Heisner - Yes  
Ms. Andrea Witthoft - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION NO. 10**

A motion was made by James Darden and seconded by Deborah Shelton-Yates to adjourn out of executive session at 9:53 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) - Absent  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.



**MOTION NO. 11**

A motion was made by John Windings and seconded by Andrea Witthoft to approve the minutes of the executive session held on December 6, 2021.

On roll call vote, the members voted as follows:

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

Results: 7 yeas, 0 nays, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

**MOTION NO. 12**

**CONSIDERATION OF APPROVAL TO HIRE A VICE PRESIDENT OF ADMINISTRATIVE SERVICES**

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend the Board approve Chris Clark for the position of VP of Administrative Services effective January 1, 2022.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 1 nay, 0 abstentions, 2 absent. The Chairperson declared the motion carried.

**MOTION NO. 13**

**CONSIDERATION OF APPROVAL TO HIRE A TRUCK DRIVING TRAINER**

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to recommend the Board approve Brian Herre for the position of Truck Driving Trainer effective January 1, 2022.

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

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

**MOTION NO. 14**

**CONSIDERATION OF APPROVAL OF EXECUTIVE SESSION MINUTES TO DETERMINE CONTINUED CONFIDENTIALITY**

A motion was made by James Darden and seconded by April Moore to recommend the Board keep closed the written Executive Session minutes from October 13, 1986 to present and to authorize the destruction of the closed session audiotapes as provided in the Open Meetings Act for closed sessions held prior to June 2021.

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

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

**MOTION NO. 15**

**CONSIDERATION FOR APPROVAL OF REVISED ORGANIZATIONAL STRUCTURE**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the organizational structure presented and direct any questions to Dr. Taylor.

**NO MOTION – DISCUSSION ONLY**

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. 16**

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

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

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

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

**MOTION NO. 17**

**CONSIDERATION OF APPROVAL TO ACCEPT FULL-TIME EMPLOYEE RETIREMENT**

A motion was made by Andrea Witthoft and seconded by James Darden to recommend the Board approve the retirement of Donna Brown effective December 31, 2021.

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) – Absent

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairperson declared the motion carried.

**MOTION 18**

**XI. Adjournment**

A motion was made by John Windings and seconded by James Darden **to adjourn at 10:04 p.m.**

On roll call vote, the members voted as follows:

Mr. James Darden - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Bradley West (advisory vote) - Absent  
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, 1 absent. The Chairperson declared the motion carried.