

# BOARD BOOK

January 18, 2022





**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531  
RIVER ROOM, ULLIN, IL  
January 18, 2022  
5:30 P.M.**

As permitted by Governor Pritzker’s Executive Orders 2020Ĝ 07, 2020Ĝ33, and, 2020Ĝ55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, regular meeting on January 18, 2022 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the following link:

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

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@shawnecc.edu](mailto:comments@shawnecc.edu) by 2:00 p.m. on January 18, 2022. 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 December 6, 2021, Meeting  
[Treasurer’s Report](#)  
[Approval of Bills](#)

Education Fund	\$758,170.07
Building Fund	116,667.44
Restricted Bldg. Fund	0.00
Bond & Interest Fund	1,689,000.00
Auxiliary Enterprises Fund	48,609.47
Restricted Purposes Fund (Grants)	198,679.26
Restricted Purposes - FWS*	1,983.52
Restricted Purposes - PELL	21,131.50
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	1,311.42
Audit Fund	17,000.00
Liability. Protection Settlement Fund (TORT)	229,658.74
<b>Grand Total</b>	<b>\$3,083,211.38</b>

- VI. Consideration of Addendum**  
**Addendum:** [\(\\$20,000\) 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. Senior Leadership
  - i. [Academic Affairs](#) – Darci Cather
  - ii. [Administrative Services](#) – Chris Clark
  - iii. [Institutional Effectiveness](#) – Dr. April Teske
  - iv. [Public Information & Marketing](#)
  - v. [Saints Foundation](#) – Dr. Jeff DuFour
  - vi. [Student Affairs](#) – Dr. Lisa Price
- E. [Illinois Community College Trustees Association](#) – James Darden

**VIII. Action and Discussion Items**

- A. Consideration for Approval of [Holiday Policy 6130](#) – [Attachment](#) 2 pgs.
- B. Discussion of [Main Campus Moisture Control Issues](#)
- C. Discussion of [FY23 Tuition Strategy](#)
- D. Discussion of [Ballfield Roadway Improvement Efforts](#)
- E. [Policy Governance Training](#) consistent with [110 ILCS 805/3-8.5](#)
- F. Discussion of Board Policy Committee Recommendations (Sent Separately)
  - i. Bylaw (B40xx) review revisions recommended at December 6, 2021 Meeting
  - ii. Delegation of Authority (B20xx) – initial review
  - iii. Executive Limitation (B30xx) – initial review

**IX. Executive Session**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. Consideration for Approval to [Hire an Administrative Assistant to the Dean of Transfer & Adult Education](#)
  - ii. Consideration for Approval to [Hire a Director of Recruitment & Enrollment](#)
  - iii. Consideration for Approval to [Hire a Medical Assistant Instructor](#)
  - iv. Consideration for Authorization to Enter into a Contractual Services Agreement for a [Financial & College Operations Consultant](#) – [Attachment](#) (5 pgs.)
  - v. Consideration for Approval of [Faculty Stipends for Fall 2021](#)– [Attachment](#) (5 pgs.)
  - vi. Consideration for Approval of [Ratification of Fall 2021 Adjunct/Faculty](#) – [Attachment](#) (2 pgs.)
  - vii. Consideration for 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 for Approval to Accept [Full-Time Employee Retirement](#) – [Attachment](#)
  - ii. Consideration for Approval to Accept [Full-Time Employee Resignation](#)
  - iii. Consideration for Approval to Accept [Full-Time Employee Resignation](#) - [Attachment](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

**X. Executive Session Action Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration for Approval to [Hire an Administrative Assistant to the Dean of Transfer & Adult Education](#)
  - ii. Consideration for Approval to [Hire a Director of Recruitment & Enrollment](#)
  - iii. Consideration for Approval to [Hire a Medical Assistant Instructor](#)
  - iv. Consideration for Authorization to Enter into a Contractual Services Agreement for a [Financial & College Operations Consultant – Attachment](#) (5 pgs.)
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- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College
  - i. Consideration for Approval to [Accept Full-Time Employee Retirement - Attachment](#)
  - ii. Consideration for Approval to Accept [Full-Time Employee Resignation](#)
  - iii. Consideration for Approval to Accept [Full-Time Employee Resignation – Attachment](#)
- C. Consideration of Items That May Lead or Have Led to Litigation

**XI. Adjournment**

**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**

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[Return to 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
<b>Grand Total</b>	<b>\$3,010,895.95</b>

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)**

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**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 Consideration of Approval to Hire a Truck Driving Trainer
  - ii. Consideration of Approval of Executive Session Minutes to Determine Continued Confidentiality
  - iii. Consideration of Revised Organizational Structure
  - iv. 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.

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**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.

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**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.

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**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.

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**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.



# Shawnee Community College

## Financial Report



**Five Months Ended**

**November 30, 2021**

## Shawnee Community College

Fund	11/1/2021 Beg. Balance	November Receipts/Adj.	November Expenditures/Adj.	11/30/2021 Ending Balance
Education	8,109,708.16	768,196.36	758,170.07	8,119,734.45
Building	3,076,345.70	72,583.70	116,667.44	3,032,261.96
Working Cash	5,030,344.43	53.21	0.00	5,030,397.64
Restricted Building	1,308,499.83	18,189.91	0.00	1,326,689.74
Bond & Interest	1,664,335.04	125,175.59	1,689,000.00	100,510.63
Auxiliary Enterprise	336,349.99	12,385.23	48,609.47	300,125.75
Liab. Prot. Settlement	2,114,189.00	60,214.41	229,658.74	1,944,744.67
Audit	63,667.81	2,411.03	17,000.00	49,078.84
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	1,983.52	1,983.52	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	22,131.50	22,131.50	0.00
Special Grants	2,998.12	199,387.43	198,679.26	3,706.29
Trust & Agency	243,314.88	9,615.75	1,311.42	251,619.21
Total	21,963,752.96	1,292,327.64	3,083,211.42	20,172,869.18

*Brandy Woods*

Brandy Woods, Director of Business Services

December 21, 2021

Date

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

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATING     §  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

Operating Revenues by Source	Legal Budget As Adjusted 11/30/21	Year to Date Revenues 11/30/21	(Over)/Under Budget 11/30/21	Percent of Budget Realized 11/30/21
<b>Local government:</b>				
Current taxes	\$	\$ 1,503,634	\$ 478,769	
Chargeback revenue	-		0	
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$</b>	<b>\$ 1,503,634</b>	<b>\$ 478,769</b>	<b>75.85%</b>
<b>State government:</b>				
ICCB Credit Hour Grants	\$	\$ 533,363	\$ 684,520	
ICCB Equalization Grants	2,711,080	1,129,617	1,581,463	
State Board of Education- Vocational Education	118,591	-	118,591	
Corporate Personal Property Replacement Tax	525,834	247,118	278,716	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$</b>	<b>\$ 1,910,098</b>	<b>\$ 2,663,290</b>	<b>41.77%</b>
<b>Federal government:</b>				
Federal Stimulus Funds-HEERF	\$	\$ -	\$ 900,000	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$</b>	<b>\$ -</b>	<b>\$ 900,000</b>	
<b>Student Tuition and Fees:</b>				
Tuition	\$	\$ 2,770,878	\$ 1,626,789	
Fees	812,694	462,561	350,133	
<b>TOTAL TUITION AND FEES</b>	<b>\$</b>	<b>\$ 3,233,439</b>	<b>\$ 1,976,922</b>	<b>62.06%</b>
<b>Other sources:</b>				
Sales and Service Fees	\$	\$ 37,169	\$ 49,831	
Facilities revenue	45,000	20,701	24,299	
Investment revenue	32,500	743	31,757	
Other sources	440,600	50,975	389,625	
<b>TOTAL OTHER SOURCES</b>	<b>\$</b>	<b>\$ 109,588</b>	<b>\$ 495,512</b>	<b>18.11%</b>
TRANSFERS	\$	\$ -	\$ 20,000	
<b>TOTAL 2021-22 BUDGETED REVENUE</b>	<b>\$</b>	<b>\$ 6,756,759</b>	<b>\$ 6,534,493</b>	<b>50.84%</b>
<b>Less non-operating items*:</b>				
Tuition chargeback revenue	\$	\$ -	\$ -	
<b>ADJUSTED REVENUE</b>	<b>\$</b>	<b>\$ 6,756,759</b>	<b>\$ 6,534,493</b>	<b>50.84%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

<u>Expenditures By Program</u>	Legal As 11/30/21 <sup>1</sup>	Year to Date Expenditures 11/30/21	(Over)/Under Budget 11/30/21	Percent of Budget Expended 11/30/21
Instruction	\$	\$ 1,822,158	\$	
Academic Support	434,76	173,797	260,963	
Student Services	1,162,18	451,998	710,183	
Public Services	79,48	16,146	63,339	
Operation & Maint. of Plant	1,368,74	485,735	883,005	
Institutional Support	2,615,51	1,075,831	1,539,684	
Scholarship, Student Grants, & Waivers	2,201,78	983,139	1,218,647	
	6			
<b>TRANSFERS</b>	2,663,77	295,447	2,368,324	
	1			
<b>Total 2021-22 Budgeted Expenditures</b>	<b>\$</b>	<b>\$ 5,304,251</b>	<b>\$</b>	<b>34.25%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$</b>	<b>\$ 5,304,251</b>	<b>\$</b>	
<b><u>By Object</u></b>				
Salaries	\$	\$ 2,559,087	\$	
Employee Benefits	781,49	278,561	502,929	
Contractual Services	1,239,25	644,903	594,353	
General Materials & Supplies	620,34	213,778	406,566	
Conference & Meeting Expense	146,43	18,281	128,154	
Fixed Charges	130,56	43,993	86,567	
Utilities	643,24	223,084	420,156	
Capital Outlay	83,50	7,124	76,376	
Other	2,342,14	1,019,993	1,322,153	
Provision for Contingency	-		-	
<b>TRANSFERS</b>	2,663,77	295,447	2,368,324	
	1			
<b>Total 2021-22 Budgeted Expenditures</b>	<b>\$</b>	<b>\$ 5,304,251</b>	<b>\$</b>	<b>34.25%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$</b>	<b>\$ 5,304,251</b>	<b>\$</b>	

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

Percent of Year Complete is 42.00%

<b>EDUCATION FUND</b>	<b>Legal Budget As Adjusted 11/30/21</b>	<b>Year to Date Expenditures 11/30/21</b>	<b>(Over)/Under Budget 11/30/21</b>	<b>Percent Budget Expended 11/30/21</b>
<b>INSTRUCTION</b>				
Salaries	\$ 4,071,939	\$	\$	
Employee Benefits	426,794	138,875	287,919	
Contractual Services	165,005	48,436	116,569	
General Materials & Supplies	148,135	47,975	100,160	
Conference & Meeting Expense	28,795	4,099	24,696	
Fixed Charges	83,860	28,984	54,876	
Utilities	35,150	12,304	22,846	
Other	360	35	325	
Capital Outlay	1,200	220	980	
<b>TOTAL</b>	<b>\$ 4,961,238</b>	<b>\$ 1,822,15</b>	<b>\$ 3,139,08</b>	<b>36.73%</b>
<b>ACADEMIC SUPPORT</b>				
Salaries	\$ 311,488	\$	\$	
Employee Benefits	26,527	12,576	13,951	
Contractual Services	41,380	5,515	35,865	
General Materials & Supplies	53,365	29,842	23,523	
Conference & Meeting Expense	1,000	996	4	
Utilities	-	-	-	
Capital Outlay	1,000	-	1,000	
<b>TOTAL</b>	<b>\$ 434,760</b>	<b>\$ 173,79</b>	<b>\$ 260,96</b>	<b>39.98%</b>
<b>STUDENT SERVICES</b>				
Salaries	\$ 909,270	\$	\$	
Employee Benefits	136,492	55,274	81,218	
Contractual Services	37,950	13,396	24,554	
General Materials & Supplies	71,919	22,062	49,857	
Conference & Meeting Expense	5,550	1,013	4,537	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
<b>TOTAL</b>	<b>\$ 1,162,181</b>	<b>\$ 451,99</b>	<b>\$ 710,18</b>	<b>38.89%</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>				
Salaries	\$ 52,279	\$	\$	
Employee Benefits	10,206	2,033	8,173	
Contractual Services	4,000	1,160	2,840	
General Materials & Supplies	10,500	1,292	9,208	
Conference & Meeting Expense	800	53	747	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
<b>TOTAL</b>	<b>\$ 79,485</b>	<b>\$</b>	<b>\$</b>	<b>20.31%</b>

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

Percent of Year Complete is 42.00%

	Legal Budget As Adjusted 11/30/21	Year to Date Expenditures 11/30/21	(Over)/Under Budget 11/30/21	Percent Budget Expended 11/30/21
<b>EDUCATION FUND</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 1,282,301	\$	\$	
Employee Benefits	154,953	62,231	92,722	
Contractual Services	527,546	394,277	133,269	
General Materials & Supplies	275,125	75,191	199,934	
Conference & Meeting Expense	110,290	12,120	98,170	
Fixed Charges	45,000	15,009	29,991	
Utilities	20,000	9,558	10,442	
Other	140,000	36,818	103,182	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	6,904	53,396	
<b>TOTAL</b>	<b>\$ 2,615,515</b>	<b>\$ 1,075,83</b>	<b>\$ 1,539,68</b>	<b>41.13%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>				
Other	\$ 2,201,786	\$	\$	
<b>TOTAL</b>	<b>\$ 2,201,786</b>	<b>\$ 983,13</b>	<b>\$ 1,218,64</b>	<b>44.65%</b>
<b>TRANSFERS</b>	<b>2,384,790</b>	<b>295,447</b>	<b>2,089,34</b>	<b>12.39%</b>
<b>TOTAL EDUCATION FUND</b>	<b>\$ 13,839,755</b>	<b>\$ 4,818,51</b>	<b>\$ 9,021,23</b>	<b>34.82%</b>
<b>OPERATIONS and MAINTENANCE FUND</b>				
<b>OPERATION AND MAINTENANCE OF PLANT</b>				
Salaries	\$ 209,457	\$	\$	
Employee Benefits	26,518	7,572	18,946	
Contractual Services	463,375	182,119	281,256	
General Materials & Supplies	61,300	37,415	23,885	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	201,222	386,868	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	-	20,000	
Other	-	-	-	
<b>TOTAL</b>	<b>1,368,740</b>	<b>485,735</b>	<b>883,005</b>	
<b>TRANSFERS</b>	<b>278,981</b>	<b>-</b>	<b>278,981</b>	
<b>TOTAL OPERATIONS and MAINTENANCE FUND</b>	<b>\$ 1,647,721</b>	<b>\$ 485.73</b>	<b>\$ 1,766.01</b>	<b>29.48%</b>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 15,487,476</b>	<b>\$</b>	<b>\$</b>	<b>34.25%</b>

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

Percent of Year Complete is 42.00%

Operations and Maintenance Fund-Restricted	Legal Budget 11/30/21	Year to Date Revenues 11/30/21	(Over)/Under Budget 11/30/21	Percent of Budget Realized 11/30/21
<b>Local Governmental Sources:</b>				
Current Taxes	\$	\$ 191,565	\$	
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>\$ 250,000</b>	<b>\$ 191,565</b>	<b>\$ 58,435</b>	<b>76.63%</b>
<b>Other Sources</b>				
Investment Revenue	\$ -	\$ -	\$ -	
<b>TOTAL OTHER SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 250,000</b>	<b>\$ 191,565</b>	<b>\$ 58,435</b>	<b>76.63%</b>

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

Percent of Year Complete is 42.00%

Operations and Maintenance Fund-Restricted	Legal Budget As Adjusted 11/30/21	Year to Date Expenditures 11/30/21	(Over)/Under Budget 11/30/21	Percent of Budget Expended 11/30/21
<b>INSTITUTIONAL SUPPORT</b>				
Capital Outlay	\$	\$ -	\$	
Contractual Services	116,000	-	116,000	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 116,000</b>	<b>\$ -</b>	<b>\$ 116,000</b>	<b>0.00%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 116,000</b>	<b>\$ -</b>	<b>\$ 116,000</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
BOND AND INTEREST FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

<b><u>Bond and Interest Fund</u></b>	<b>Legal Budget As Adjusted 11/30/21</b>	<b>Year to Date Revenues 11/30/21</b>	<b>(Over)/Under Budget 11/30/21</b>	<b>Percent Budget Realized 11/30/21</b>
<b>Local Government Sources:</b>				
Current Taxes	\$ 1,720,500	\$ 1,318,264	\$ 402,236	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 1,720,500</b>	<b>\$ 1,318,264</b>	<b>\$ 402,236</b>	<b>76.62%</b>

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

Percent of Year Complete is 42.00%

<b><u>Bond and Interest Fund</u></b>	<b>Legal Budget As Adjusted 11/30/21</b>	<b>Year to Date Expenditures 11/30/21</b>	<b>(Over)/Under Budget 11/30/21</b>	<b>Percent Budget Expended 11/30/21</b>
<b>INSTITUTIONAL SUPPORT</b>				
Bond Principal Retired	\$ 1,625,000	\$ 1,625,000	\$ -	
Bond Interest	<u>95,500</u>	<u>64,000</u>	\$ 31,500	
<b>TOTAL BUDGETED</b>	<b>\$ 1,720,500</b>	<b>\$ 1,689,000</b>	<b>\$ 31,500</b>	<b>98.17%</b>



**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

Auxiliary Enterprises Fund	Legal Budget As Adjusted 11/30/21	Year to Revenue 11/30/ 21	(Over)/Under Budget 11/30/21	Percent Budget Realized 11/30/21
<b>Other Sources:</b>				
Sales and Service Fees	\$ 438,800	\$ 210,819	\$ 227,981	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 438,800</b>	<b>\$ 210,819</b>	<b>\$ 227,981</b>	
<b>TRANSFERS</b>	<b>712,790</b>	<b>295,447</b>	<b>417,343</b>	
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 1,151,590</b>	<b>\$ 506,266</b>	<b>\$ 645,324</b>	<b>43.96%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

Auxiliary Enterprises Fund	Legal Budget As Adjusted 11/30/21	Year to Expenditure 11/30/ 21	(Over)/Under Budget 11/30/21	Percent Budget Expended 11/30/21
<b>INDEPENDENT OPERATIONS</b>				
Salaries	\$ 218,284	\$	\$ 128,126	
Employee Benefits	27,225	10,04	17,181	
Contractual Services	71,725	21,23	50,493	
General Materials & Supplies	422,443	223,3	199,061	
Conference & Meeting Expense	42,385	15,65	26,726	
Fixed Charges	25,000	9,11	15,889	
Utilities	-	-	-	
Capital Outlay	32,000	1,76	30,231	
Provision for Contingency	-	-	-	
Other	443,159	193,959	249,200	
<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,282,221</b>	<b>\$</b>	<b>\$ 716,907</b>	<b>44.09%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
RESTRICTED PURPOSES FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

Restricted Purposes Fund	Legal As Adjusted 11/30/21	Year to Revenues 11/30/21	(Over)/Under Budget 11/30/21	Percent of Budget Realized 11/30/21
<b>State governmental sources:</b>				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	236,270	47,939	188,331	
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	80,518	24,482	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	-	-	-	
	<hr/>	118,827	118,827	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 806,682</b>	<b>\$ 258,395</b>	<b>\$ 548,286</b>	<b>32.03%</b>
<b>Federal governmental sources:</b>				
Department of Education	\$ -	\$ -	\$ 4,500,803	
Department of Health and Human Services	15,000	-	15,000	
Other Federal Government Sources	216,044	10,591	205,453	
	<hr/>	<hr/>	<hr/>	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 217,044</b>	<b>\$ 3,454,334</b>	<b>\$ 4,721,256</b>	<b>42.25%</b>
<b>Other Sources:</b>				
<b>Nongovernmental Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,269,542</b>	<b>41.33%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
RESTRICTED PURPOSES FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

Restricted Purposes Fund	Legal As 11/30/21	Year to Date Expenditures 11/30/21	(Over)/Unde Budget 11/30/21	Percent Budget Expende 11/30/21
<b>STUDENT SERVICES</b>				
Salaries	\$	\$ 89,536	\$ 115,300	
Employee Benefits	63,580	24,232	39,348	
Contractual Services	6,569	3,863	2,706	
General Materials & Supplies	8,995	8,083	912	
Conference & Meeting Expense	7,874	1,163	6,711	
Capital Outlay	-	-	-	
Other	47,118	15,281	31,837	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 138,97</b>	<b>\$ 142,158</b>	<b>\$ 196,814</b>	<b>41.94%</b>
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$	\$ 325,242	\$ 282,586	
Employee Benefits	123,411	57,549	65,862	
Contractual Services	288,042	296,749	(8,707)	
General Materials & Supplies	157,411	62,451	94,960	
Conference & Meeting Expense	35,218	10,702	24,516	
Fixed Charges	-	-	-	
Utilities	100,680	25,905	74,775	
Capital Outlay	517,865	77,376	440,489	
Other	1,159,311	47,005	1,112,306	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 2,989,76</b>	<b>\$ 902,979</b>	<b>\$ 2,086,787</b>	<b>30.20%</b>
<b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>				
Financial Aid	\$ 5,653,503	\$ 1,400,763	\$ 4,252,740	
<b>TOTAL</b>	<b>\$ 5,653,503</b>	<b>\$ 1,400,763</b>	<b>\$ 4,252,740</b>	<b>24.78%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$</b>	<b>\$ 2,445,900</b>	<b>\$ 6,536,341</b>	<b>27.23%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUDIT FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

Audit Fund	Legal Budget As Adjusted 11/30/21	Year to Revenue 11/30/2 1	(Over)/Under Budget 11/30/21	Percent Budget Realized 11/30/21
<b>Local Government Sources:</b>				
Current Taxes	\$ 34,000	\$ 25,264	\$ 8,736	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 34,000</b>	<b>\$ 25,264</b>	<b>\$ 8,736</b>	<b>74.31%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUDIT FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

Audit Fund	Legal Budget As Adjusted 11/30/21	Year to Expende 11/30/2 1	(Over)/Under Budget 11/30/21	Percent Budget Expende 11/30/21
<b>INSTITUTIONAL SUPPORT</b>				
Contractual Services	\$ 38,000	\$ -	\$ 18,000	
Provision for Contingency	-	-	-	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 38,000</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>52.63%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR FIVE MONTHS ENDED NOVEMBER 30, 2021**

Percent of Year Complete is 42.00%

	Legal Budget As Adjusted 11/30/21	Year to Revenue 11/30/2 1	(Over)/Under Budget 11/30/21	Percent Budget Realized 11/30/21
<b>Liability Protection and Settlement Fund</b>				
<b>Local Government Sources:</b>				
Current Taxes	\$ 827,555	\$ 634,113	\$ 193,442	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 827,555</b>	<b>\$ 634,113</b>	<b>\$ 193,442</b>	<b>76.62%</b>

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

Percent of Year Complete is 42.00%

	Legal Budget As Adjusted 11/30/21	Year to Expende 11/30/2 1	(Over)/Under Budget 11/30/21	Percent Budget Expende 11/30/21
<b>Liability Protection and Settlement Fund</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	86,000	\$	56,997	
Employee Benefits	208,255	81,32	126,928	
Contractual Services	303,500	110,22	193,279	
General Materials & Supplies	20,000	-	20,000	
Fixed Charges	313,500	169,87	143,626	
Capital Outlay	444,824		444,824	
Other	50,000		50,000	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$1,426,079</b>	<b>\$390,42</b>	<b>\$978,657</b>	<b>27.38%</b>

**SHAWNEE COMMUNITY COLLEGE**

**For the Month of November 2021  
Approval of Bills**

FUND	EXPENDITURES
Education Fund	\$758,170.07
Building Fund	116,667.40
Restricted Bldg. Fund	0.00
Bond & Interest Fund	1,689,000.00
Auxiliary Enterprises Fund	48,609.47
Restricted Purposes Fund (Grants)	198,679.26
Restricted Purposes - FWS*	1,983.52
Restricted Purposes - PELL	22,131.50
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	1,311.42
Audit Fund	17,000.00
Liab. Prot. Settlement Fund (TORT)	229,658.74
<b>GRAND TOTAL</b>	
<b>\$</b>	<b>3,083,211.38</b>

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97526	11/2/2021	Thornton, Janet	807.61
97528	11/15/2021	Christie, Roberta L.	2,208.92
97529	11/15/2021	Corbit, Nathan L.	257.99
97530	11/15/2021	Dillow, Kimberly D.	262.11
97531	11/15/2021	Faulkner, Christina L.	1,318.66
97532	11/15/2021	Hawkins, Robert	606.27
97533	11/15/2021	McKeown, Jayson D.	504.07
97534	11/15/2021	Meyer, Brian A.	372.68
97535	11/15/2021	Reuter, Kenneth F.	219.42
97536	11/15/2021	VOID	-
97537	11/15/2021	Stark, Karen L.	860.72
97538	11/15/2021	Tarver, Sandra K.	260.05
97539	11/15/2021	Burnett, Brandon M.	324.12
97540	11/15/2021	Edwards, Jessica E.	579.11
97541	11/15/2021	Hansen, Caroline K.	144.81
97542	11/15/2021	Harris, Rana L.	572.60
97543	11/15/2021	Holder, Kyonte D.	125.47
97544	11/15/2021	Hollis, Rebecca L.	420.61
97545	11/15/2021	Jackson, Peggy D.	85.76
97546	11/15/2021	King, Nya Z.	209.11
97547	11/15/2021	McElroy, Nicholas G.	127.53
97548	11/15/2021	Moore, Brien E.	92.42
97549	11/15/2021	Murray, Maggie A.	181.23
97550	11/15/2021	Ness, Makenzie L.	674.55
97551	11/15/2021	Phillips, Alexis N.	67.96
97552	11/15/2021	Reichert, Joellen	617.87
97553	11/15/2021	Reichert, Kendall F.	569.20
97554	11/15/2021	Stubblefield, Vernon	223.80
97555	11/15/2021	Tondevoid, Meagan	110.00
97556	11/15/2021	Tyson, Noah G.	419.52
97557	11/15/2021	Vincent, Connie M.	315.69
97558	11/17/2021	Ellerbee, Janiece S.	167.29
97559	11/30/2021	Christie, Roberta L.	2,208.92
97560	11/30/2021	Corbit, Nathan L.	257.99
97561	11/30/2021	Dillow, Kimberly D.	262.11
97562	11/30/2021	Faulkner, Christina L.	1,318.66
97563	11/30/2021	Hawkins, Robert	606.27
97564	11/30/2021	Meyer, Brian A.	372.68
97565	11/30/2021	Reuter, Kenneth F.	219.42
97566	11/30/2021	VOID	-
97567	11/30/2021	Stark, Karen L.	860.72

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<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
97568	11/30/2021	Tarver, Sandra K.	260.05
97569	11/30/2021	Burnett, Brandon M.	324.12
97570	11/30/2021	Dalton, Amelia R.	92.35
97571	11/30/2021	Edwards, Jessica E.	503.85
97572	11/30/2021	Hansen, Caroline K.	294.84
97573	11/30/2021	Harris, Rana L.	650.04
97574	11/30/2021	Holder, Kyonte D.	94.10
97575	11/30/2021	Jackson, Peggy D.	335.27
97576	11/30/2021	King, Nya Z.	209.11
97577	11/30/2021	McElroy, Nicholas G.	85.71
97578	11/30/2021	Ness, Makenzie L.	677.65
97579	11/30/2021	Reichert, Joellen	444.61
97580	11/30/2021	Reichert, Kendall F.	232.18
97581	11/30/2021	Starling, Randy D.	147.22
97582	11/30/2021	Stubblefield, Vernon	275.65
97583	11/30/2021	Tondevoid, Meagan	132.00
97584	11/30/2021	Tyson, Noaah G.	359.74
97585	11/30/2021	Vincent, Connie M.	186.75
97589	11/15/2021	Seyer, Jonathan	260.05
97590	11/30/2021	Seyer, Jonathan	260.05
76914	11/15/2021	Abell Castlebery, Heather A.	221.13
76915	11/15/2021	Adams, Jane E.	262.20
76916	11/15/2021	Armstrong, Lori A.	2,610.06
76917	11/15/2021	Ashby, Malinda J.	1,506.08
76918	11/15/2021	Askew, Jipaum S.	2,114.79
76919	11/15/2021	Austin, David C.	411.40
76920	11/15/2021	Banks, Sabrina D.	1,375.18
76921	11/15/2021	Basler, Joella	2,609.78
76922	11/15/2021	Betts, Robert G.	2,528.36
76923	11/15/2021	Betts, Teale M.	1,749.85
76924	11/15/2021	Bigham, Stephanie M.	964.24
76925	11/15/2021	Black, David E.	2,609.01
76926	11/15/2021	Black, Sabrina L.	1,185.05
76927	11/15/2021	Boyd, Danielle N.	1,536.50
76928	11/15/2021	Bradley, Craig	2,027.45
76929	11/15/2021	Brahler, Monica J.	2,504.59
76930	11/15/2021	Brown, Brenda R.	2,230.05
76931	11/15/2021	Brown, Donna R.	1,201.67
76932	11/15/2021	Canter, Lora	484.47
76933	11/15/2021	Capps, Tamara K.	2,290.14
76934	11/15/2021	Cather, Darci A.	3,223.59



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76935	11/15/2021	Chamness, Virginia S.	1,025.98
76936	11/15/2021	Clark, Christopher A.	2,939.53
76937	11/15/2021	Clark, Lora L.	1,265.97
76938	11/15/2021	Copeland, Vyta N.	223.19
76939	11/15/2021	Cornelious-Weldon, Leslie A.	1,647.35
76940	11/15/2021	Crowe, Beth A.	1,848.71
76941	11/15/2021	Davault, Christopher R.	215.99
76942	11/15/2021	Davenport, Anna	1,648.00
76943	11/15/2021	Davis, Carrie B.	1,295.18
76944	11/15/2021	Davis, Christy R.	260.05
76945	11/15/2021	Davis, Evelyn D.	889.22
76946	11/15/2021	Dillow, Rhonda L.	739.12
76947	11/15/2021	Dollins, Judith A.	1,669.21
76948	11/15/2021	Dudley, Tina M.	946.41
76949	11/15/2021	Fehrenbacher, Dwayne J.	2,199.66
76950	11/15/2021	Fontana, Sandy L.	2,020.44
76951	11/15/2021	Forthman, Emily B.	2,012.19
76952	11/15/2021	Frizzell, Timothy A.	2,008.70
76953	11/15/2021	Gerard, Anthony S.	2,731.86
76954	11/15/2021	Goforth, Charles B.	1,434.66
76955	11/15/2021	Gordon, Beatrice	866.70
76956	11/15/2021	Grohler, Randall P.	370.62
76957	11/15/2021	Hamilton-Smith, Jacqueline	1,056.49
76958	11/15/2021	Hannan, Amanda N.	2,403.90
76959	11/15/2021	Harner, Ginger R.	2,289.19
76960	11/15/2021	Harris, Wendy D.	2,097.03
76961	11/15/2021	Hazel, Amanda N.	1,145.03
76962	11/15/2021	Herren, Jennifer K.	1,206.33
76963	11/15/2021	Hickam, Jamie L.	1,844.81
76964	11/15/2021	Hill, Ayan	781.26
76965	11/15/2021	Hill, Tanya S.	1,743.81
76966	11/15/2021	Hines, Lorena M.	1,837.05
76967	11/15/2021	Holland, Micah C.	582.72
76968	11/15/2021	Howard, Eric	1,612.02
76969	11/15/2021	Ingram, Caleb W.	777.29
76970	11/15/2021	Jennings, Kelly D.	1,923.34
76971	11/15/2021	Jerrell, Ricky L.	1,180.25
76972	11/15/2021	Johnson, Lindsay B.	1,598.58
76973	11/15/2021	Jones, Courtney R.	773.96
76974	11/15/2021	King, Erin R.	1,583.55
76975	11/15/2021	Koch, Donald N.	2,345.05

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Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
76976	11/15/2021	Lingle, Randy W.	1,978.92
76977	11/15/2021	Lucas, Robert	1,936.13
76978	11/15/2021	Luttrell, Denise	706.77
76979	11/15/2021	Malone, Sherrie D.	2,163.30
76980	11/15/2021	Mason, Gregory K.	2,335.33
76981	11/15/2021	McGinnis, Connie R.	2,236.95
76982	11/15/2021	McGoy, Jeffery L.	237.99
76983	11/15/2021	McGoy, Karen M.	1,853.95
76984	11/15/2021	McNally, Michael	1,987.43
76985	11/15/2021	Merriman, Hailey C.	773.96
76986	11/15/2021	Meyer, Lisa F.	1,357.63
76987	11/15/2021	Meyers, Kaylyn L.	1,034.69
76988	11/15/2021	Mishler, Shelye	442.26
76989	11/15/2021	Morris, Joseph A.	2,412.17
76990	11/15/2021	Nicolaides, Ian A.	2,239.97
76991	11/15/2021	Nodeen, Marsha K.	362.04
76992	11/15/2021	Owens, Peter	485.26
76993	11/15/2021	Pender, Derek S.	1,721.81
76994	11/15/2021	Poat, Erica R.	513.67
76995	11/15/2021	Price, Lisa L.	3,050.45
76996	11/15/2021	Reach, Mindy J.	1,388.10
76997	11/15/2021	Ribbing, Sheryl L.	1,989.14
76998	11/15/2021	Rouse, Felicia	1,405.31
76999	11/15/2021	Salazar, Becky	630.92
77000	11/15/2021	Sander, Phyllis J.	2,597.16
77001	11/15/2021	Sauerbrunn, Kayla R.	2,165.98
77002	11/15/2021	Severs, Virginia L.	1,216.64
77003	11/15/2021	Shallenberger, Elizabeth	1,929.03
77004	11/15/2021	Sheffer, Amy L.	1,831.34
77005	11/15/2021	Sheffer, Susan R.	606.27
77006	11/15/2021	Shelby, Kristin N.	2,444.19
77007	11/15/2021	Sheppard, Gregory S.	1,703.00
77008	11/15/2021	Simpson, Stacy J.	1,452.55
77009	11/15/2021	Smith, Kyle S.	1,836.67
77010	11/15/2021	Smith, Wanda R.	2,887.90
77011	11/15/2021	Smith-Fulia, Jesse R.	1,987.48
77012	11/15/2021	Sparks, John R.	2,228.04
77013	11/15/2021	Stalions, Terry R.	385.34
77014	11/15/2021	Steinmetz, Rebecca L.	1,233.08
77015	11/15/2021	Stoup, William R.	1,840.26
77016	11/15/2021	Suggs, Amber	1,732.23

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77017	11/15/2021	Taylor, Timothy	5,112.78
77018	11/15/2021	Terbrak, Darlene R.	156.13
77019	11/15/2021	Teske, April Y.	2,311.84
77020	11/15/2021	Thompson, Chevis L.	1,900.93
77021	11/15/2021	Thompson, Tad W.	288.55
77022	11/15/2021	Thornsberry, Ryan J.	1,942.12
77023	11/15/2021	Trowbridge, Mandee M.	863.27
77024	11/15/2021	Van Meter, Jonathan L.	1,521.28
77025	11/15/2021	VanAlstine, Lee F.	2,021.37
77026	11/15/2021	Vellella, Christopher A.	2,211.04
77027	11/15/2021	Vines, Deborah	970.34
77028	11/15/2021	Walton, James L.	1,694.20
77029	11/15/2021	Whitnel, Brett P.	1,510.50
77030	11/15/2021	Williams, Michelle L.	877.69
77031	11/15/2021	Woods, Brandy S.	3,290.76
77032	11/15/2021	Woolridge, Robert E.	2,226.51
77033	11/15/2021	Wright, Christina D.	1,545.73
77034	11/15/2021	Ashby, Kylee M.	52.28
77035	11/15/2021	Ballard, Cymone S.	211.55
77036	11/15/2021	Ballard, Melanie T.	474.95
77037	11/15/2021	Burgess, Michael	1,054.45
77038	11/15/2021	Charter, Mimi A.	732.95
77039	11/15/2021	Crites, Marilyn M.	1,114.90
77040	11/15/2021	Danas, Judy A.	349.60
77041	11/15/2021	Devenny, Marianne	101.55
77042	11/15/2021	Dufour, Jeffrey A.	678.46
77043	11/15/2021	Duke, Jordan	940.53
77044	11/15/2021	Fisher, Stephanie J.	506.49
77045	11/15/2021	Frassato, Kylee N.	1,426.26
77046	11/15/2021	Green, Kandyce T.	947.74
77047	11/15/2021	Hannan, Rachel A.	700.21
77048	11/15/2021	Harris, Julian M.	371.62
77049	11/15/2021	Hayes, Stephanie	303.96
77050	11/15/2021	Hefner, Cynthia L.	412.78
77051	11/15/2021	Hefner, Monte K.	1,112.96
77052	11/15/2021	Herre, Brian C.	960.03
77053	11/15/2021	Hudgens, Faith V.	995.41
77054	11/15/2021	Johnson, Carl D.	303.04
77055	11/15/2021	Johnson, Kelly J.	441.37
77056	11/15/2021	Kineman, Daniel L.	769.52
77057	11/15/2021	Knight, Cecilia M.	165.12

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77058	11/15/2021	Korte, Rhea C.	533.99
77059	11/15/2021	Kwiatkowski, Miley E.	298.04
77060	11/15/2021	Lewis, Jan F.	1,051.28
77061	11/15/2021	Little, Latayvia S.	162.06
77062	11/15/2021	Matthews, Brittany R.	639.72
77063	11/15/2021	Maynard, David	408.23
77064	11/15/2021	McClellan, Heaven M.	169.90
77065	11/15/2021	McEwen, Sayveon L.	530.68
77066	11/15/2021	McNichols, Randy J.	766.73
77067	11/15/2021	Meadows, Candice M.	406.53
77068	11/15/2021	Meshell, Caitlyn N.	340.85
77069	11/15/2021	Miller, John P.	1,022.37
77070	11/15/2021	Nesbit, Sophie J.	258.22
77071	11/15/2021	Phillips, Alyvea R.	324.77
77072	11/15/2021	Ribbing, Jenna M.	337.58
77073	11/15/2021	Rose, Jayla E.	250.93
77074	11/15/2021	Sabo, Tierney R.	1,362.44
77075	11/15/2021	Smith, Mary E.	111.59
77076	11/15/2021	Sommer, Gary H.	242.48
77077	11/15/2021	Spence, Kaylee	485.73
77078	11/15/2021	Stafford, Makayla L.	841.03
77079	11/15/2021	Stecher, Beverly A.	464.09
77080	11/15/2021	Thoe, Alexandra I.	746.34
77081	11/15/2021	Travis, Jennifer L.	930.78
77082	11/15/2021	Whitehead, Tracy L.	1,166.40
77083	11/15/2021	Winfield, Umarra	83.64
77084	11/15/2021	Woods, Aaron C.	913.18
77085	11/30/2021	Abell Castlebery, Heather A.	221.13
77086	11/30/2021	Armstrong, Lori A.	2,610.06
77087	11/30/2021	Ashby, Malinda J.	1,506.08
77088	11/30/2021	Askew, Jipaum S.	2,114.79
77089	11/30/2021	Austin, David C.	411.40
77090	11/30/2021	Banks, Sabrina D.	1,375.18
77091	11/30/2021	Basler, Joella	2,609.78
77092	11/30/2021	Betts, Robert G.	2,528.36
77093	11/30/2021	Betts, Teale M.	1,749.85
77094	11/30/2021	Bigham, Stephanie M.	964.24
77095	11/30/2021	Black, David E.	2,609.01
77096	11/30/2021	Black, Sabrina L.	1,185.05
77097	11/30/2021	Boyd, Danielle N.	1,536.50
77098	11/30/2021	Bradley, Craig	2,027.45



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77099	11/30/2021	Brahler, Monica J.	2,504.59
77100	11/30/2021	Brown, Brenda R.	2,230.05
77101	11/30/2021	Brown, Donna R.	1,201.67
77102	11/30/2021	Canter, Lora	484.47
77103	11/30/2021	Capps, Tamara K.	2,290.14
77104	11/30/2021	Cather, Darci A.	3,223.59
77105	11/30/2021	Chamness, Virginia S.	1,025.98
77106	11/30/2021	Clark, Christopher A.	2,939.53
77107	11/30/2021	Clark, Lora L.	1,265.97
77108	11/30/2021	Copeland, Vyta N.	223.19
77109	11/30/2021	Cornelious-Weldon, Leslie A.	1,647.35
77110	11/30/2021	Crowe, Beth A.	1,848.71
77111	11/30/2021	Davault, Christopher R.	215.99
77112	11/30/2021	Davenport, Anna	1,648.00
77113	11/30/2021	Davis, Carrie B.	1,295.18
77114	11/30/2021	Davis, Christy R.	260.05
77115	11/30/2021	Davis, Evelyn D.	889.22
77116	11/30/2021	Dillow, Rhonda L.	739.12
77117	11/30/2021	Dollins, Judith A.	1,669.21
77118	11/30/2021	Dudley, Tina M.	946.41
77119	11/30/2021	Fehrenbacher, Dwayne J.	2,199.66
77120	11/30/2021	Fontana, Sandy L.	2,020.44
77121	11/30/2021	Forthman, Emily B.	2,012.19
77122	11/30/2021	Frizzell, Timothy A.	2,008.70
77123	11/30/2021	Gerard, Anthony S.	2,731.86
77124	11/30/2021	Goforth, Charles B.	1,434.66
77125	11/30/2021	Gordon, Beatrice	866.70
77126	11/30/2021	Grohler, Randall P.	370.62
77127	11/30/2021	Hamilton-Smith, Jacqueline	1,056.49
77128	11/30/2021	Hannan, Amanda N.	2,403.90
77129	11/30/2021	Harner, Ginger R.	2,289.19
77130	11/30/2021	Harris, Wendy D.	2,097.03
77131	11/30/2021	Hazel, Amanda N.	1,145.03
77132	11/30/2021	Herren, Jennifer K.	1,206.33
77133	11/30/2021	Hickam, Jamie L.	1,844.81
77134	11/30/2021	Hill, Ayan	781.26
77135	11/30/2021	Hill, Tanya S.	1,743.81
77136	11/30/2021	Hines, Lorena M.	1,837.05
77137	11/30/2021	Holland, Micah C.	582.72
77138	11/30/2021	Howard, Eric	1,612.02
77139	11/30/2021	Ingram, Caleb W.	777.29

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<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
77140	11/30/2021	Jennings, Kelly D.	1,923.34
77141	11/30/2021	Jerrell, Ricky L.	1,180.25
77142	11/30/2021	Johnson, Lindsay B.	1,598.58
77143	11/30/2021	Jones, Courtney R.	773.96
77144	11/30/2021	King, Erin R.	1,583.55
77145	11/30/2021	Koch, Donald N.	2,345.05
77146	11/30/2021	Lingle, Randy W.	1,978.92
77147	11/30/2021	Lucas, Robert	1,936.13
77148	11/30/2021	Luttrell, Denise	706.77
77149	11/30/2021	Malone, Sherrie D.	2,163.30
77150	11/30/2021	Mason, Gregory K.	2,335.33
77151	11/30/2021	McGinnis, Connie R.	2,236.95
77152	11/30/2021	McGoy, Jeffery L.	237.99
77153	11/30/2021	McGoy, Karen M.	1,853.95
77154	11/30/2021	McNally, Michael	1,987.43
77155	11/30/2021	Merriman, Hailey C.	773.96
77156	11/30/2021	Meyer, Lisa F.	1,357.63
77157	11/30/2021	Meyers, Kaylyn L.	1,034.69
77158	11/30/2021	Mishler, Shelye	442.26
77159	11/30/2021	Morris, Joseph A.	2,412.17
77160	11/30/2021	Nicolaides, Ian A.	2,239.97
77161	11/30/2021	Nodeen, Marsha K.	362.04
77162	11/30/2021	Owens, Peter	485.26
77163	11/30/2021	Pender, Derek S.	1,721.81
77164	11/30/2021	Poat, Erica R.	513.67
77165	11/30/2021	Price, Lisa L.	3,050.45
77166	11/30/2021	Reach, Mindy J.	1,388.10
77167	11/30/2021	Ribbing, Sheryl L.	1,989.14
77168	11/30/2021	Rouse, Felicia	1,405.31
77169	11/30/2021	Salazar, Becky	630.92
77170	11/30/2021	Sander, Phyllis J.	2,597.16
77171	11/30/2021	Sauerbrunn, Kayla R.	2,165.98
77172	11/30/2021	Severs, Virginia L.	1,162.30
77173	11/30/2021	Shallenberger, Elizabeth	1,929.03
77174	11/30/2021	Sheffer, Amy L.	1,831.34
77175	11/30/2021	Sheffer, Susan R.	606.27
77176	11/30/2021	Shelby, Kristin N.	2,444.19
77177	11/30/2021	Sheppard, Gregory S.	1,703.00
77178	11/30/2021	Simpson, Stacy J.	1,452.55
77179	11/30/2021	Smith, Kyle S.	1,836.67
77180	11/30/2021	Smith, Wanda R.	2,887.90

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77181	11/30/2021	Smith-Fulia, Jesse R.	1,987.48
77182	11/30/2021	Sparks, John R.	2,228.04
77183	11/30/2021	Stalions, Terry R.	385.34
77184	11/30/2021	Steinmetz, Rebecca L.	1,233.08
77185	11/30/2021	Stoup, William R.	1,840.26
77186	11/30/2021	Suggs, Amber	1,732.23
77187	11/30/2021	Taylor, Timothy	5,112.78
77188	11/30/2021	Terbrak, Darlene R.	156.13
77189	11/30/2021	Teske, April Y.	2,311.84
77190	11/30/2021	Thompson, Chevis L.	1,884.63
77191	11/30/2021	Thompson, Tad W.	288.55
77192	11/30/2021	Thornsberry, Ryan J.	1,942.12
77193	11/30/2021	Trowbridge, Mande M.	863.27
77194	11/30/2021	Van Meter, Jonathan L.	1,521.28
77195	11/30/2021	VanAlstine, Lee F.	2,021.37
77196	11/30/2021	Vellella, Christopher A.	2,211.04
77197	11/30/2021	Vines, Deborah	970.34
77198	11/30/2021	Walton, James L.	1,694.20
77199	11/30/2021	Whitnel, Brett P.	1,510.50
77200	11/30/2021	Williams, Michelle L.	877.69
77201	11/30/2021	Woods, Brandy S.	3,290.76
77202	11/30/2021	Woolridge, Robert E.	2,226.51
77203	11/30/2021	Wright, Christina D.	1,545.73
77204	11/30/2021	Burgess, Michael	1,054.45
77205	11/30/2021	Charter, Mimi A.	727.07
77206	11/30/2021	Crites, Marilyn M.	1,264.81
77207	11/30/2021	Danas, Judy A.	674.12
77208	11/30/2021	Devenny, Marianne	355.45
77209	11/30/2021	Dufour, Jeffrey A.	391.10
77210	11/30/2021	Duke, Jordan	940.53
77211	11/30/2021	Fisher, Stephanie J.	630.32
77212	11/30/2021	Frassato, Kylee N.	1,540.27
77213	11/30/2021	Green, Kandyce T.	868.57
77214	11/30/2021	Hannan, Rachel A.	783.72
77215	11/30/2021	Harris, Julian M.	343.66
77216	11/30/2021	Hayes, Stephanie	456.01
77217	11/30/2021	Hefner, Cynthia L.	361.18
77218	11/30/2021	Hefner, Monte K.	1,112.96
77219	11/30/2021	Herre, Brian C.	1,109.49
77220	11/30/2021	Holderfield, Clayton M.	33.00
77221	11/30/2021	Hubbard, Andrew D.	216.71

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77222	11/30/2021	Hudgens, Faith V.	995.41
77223	11/30/2021	Johnson, Carl D.	303.04
77224	11/30/2021	Johnson, Kelly J.	397.67
77225	11/30/2021	Kineman, Daniel L.	552.80
77226	11/30/2021	Knight, Cecilia M.	165.12
77227	11/30/2021	Korte, Rhea C.	327.49
77228	11/30/2021	Kwiatkowski, Miley E.	290.83
77229	11/30/2021	Larimer, Courtney T.	31.37
77230	11/30/2021	Lewis, Jan F.	1,051.28
77231	11/30/2021	Little, Latayvia S.	168.12
77232	11/30/2021	Matthews, Brittany R.	639.72
77233	11/30/2021	Maynard, David	460.67
77234	11/30/2021	McClellan, Heaven M.	264.94
77235	11/30/2021	McEwen, Sayveon L.	468.87
77236	11/30/2021	McNichols, Randy J.	575.22
77237	11/30/2021	Meadows, Candice M.	801.58
77238	11/30/2021	Meshell, Caitlyn N.	358.33
77239	11/30/2021	Miller, John P.	1,286.28
77240	11/30/2021	Murray, Maggie A.	800.71
77241	11/30/2021	Nesbit, Sophie J.	278.19
77242	11/30/2021	Phillips, Alyvea R.	155.89
77243	11/30/2021	Prevallet, James W.	148.99
77244	11/30/2021	Ribbing, Jenna M.	382.42
77245	11/30/2021	Rose, Jayla E.	292.75
77246	11/30/2021	Sabo, Tierney R.	1,362.44
77247	11/30/2021	Smith, Mary E.	20.23
77248	11/30/2021	Sommer, Gary H.	107.72
77249	11/30/2021	Spence, Kaylee	340.85
77250	11/30/2021	Stafford, Makayla L.	848.57
77251	11/30/2021	Stecher, Beverly A.	436.62
77252	11/30/2021	Thoe, Alexandra I.	810.43
77253	11/30/2021	Travis, Jennifer L.	411.75
77254	11/30/2021	Whitehead, Tracy L.	1,109.85
77255	11/30/2021	Woods, Aaron C.	913.18
<b>Total</b>			<b>\$ 466,611.16</b>



December 22 2021  
10:00

S U M M A R Y C H E C K R E G I S T E R  
FOR PERIOD STARTING: 11/01/2021 - PERIOD ENDING: 11/30/2021

1

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0028397	11/01/21	Outstanding	0209982	Illinois State Treasurer	5,069.64	
0028501	11/05/21	Outstanding	0354420	Association of Veterans Educat	125.00	
0028502	11/05/21	Outstanding	0354520	A&o Foods	80.71	
0028503	11/05/21	Outstanding	0351061	A-1 Automotive Repair	201.93	
0028504	11/05/21	Outstanding	0300013	Ameren Illinois	81.13	
0028505	11/05/21	Outstanding	0350683	Anna Jonesboro High School	7,500.00	
0028506	11/05/21	Outstanding	0265472	Jipaum S. Askew	151.16	
0028507	11/05/21	Outstanding	0153884	Teale M. Betts	38.02	
0028508	11/05/21	Outstanding	0355089	Bound Tree Medical, Llc	12,106.66	
0028509	11/05/21	Outstanding	0354506	Brand Makers Llc	350.00	
0028510	11/05/21	Outstanding	0300064	BSN Sports	6,298.30	
0028511	11/05/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0028512	11/05/21	Outstanding	0300091	Carolina Biological Supply Co.	171.90	
0028513	11/05/21	Outstanding	0300236	City of Metropolis	4,331.71	
0028514	11/05/21	Outstanding	0355320	Clia Laboratory Program	180.00	
0028515	11/05/21	Outstanding	0300117	Computer Discount Warehouse Go	486.26	
0028516	11/05/21	Outstanding	0300117	Computer Discount Warehouse Go	1,682.01	
0028517	11/05/21	Outstanding	0300117	Computer Discount Warehouse Go	234.06	
0028518	11/05/21	Outstanding	0300117	Computer Discount Warehouse Go	936.08	
0028519	11/05/21	Outstanding	0300117	Computer Discount Warehouse Go	814.47	
0028520	11/05/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	1,313.00	
0028521	11/05/21	Outstanding	0355151	Nyasa S. Daniels	500.00	
0028522	11/05/21	Outstanding	0350503	Discovery Park of America	499.95	
0028523	11/05/21	Outstanding	0248866	Judith A. Dollins	123.76	
0028524	11/05/21	Outstanding	0169172	Kevin C. Driver	185.00	
0028525	11/05/21	Outstanding	0075260	Tina M. Dudley	36.80	
0028526	11/05/21	Outstanding	0300158	Ellucian, Inc.	1,000.00	
0028527	11/05/21	Outstanding	0300158	Ellucian, Inc.	129.50	
0028528	11/05/21	Outstanding	0300170	Fort Massac Water District	1,310.20	
0028529	11/05/21	Outstanding	0351955	Jason M. Franchuk	100.00	
0028530	11/05/21	Outstanding	0350472	Frontier	67.45	
0028531	11/05/21	Outstanding	0355305	John M. Goldman	100.00	
0028532	11/05/21	Void	0182606	Jonathan D. Green		100.00
0028533	11/05/21	Outstanding	0148970	Amanda N. Hannan	66.00	
0028534	11/05/21	Outstanding	0351694	Trey Hargrove	185.00	
0028535	11/05/21	Outstanding	0279752	Anthony T. Harris	35.00	
0028536	11/05/21	Outstanding	0300191	Higher Learning Commission	3,600.00	
0028537	11/05/21	Outstanding	0177230	Tanya S. Hill	121.88	
0028538	11/05/21	Outstanding	0300065	The Home Depot Pro	526.64	
0028539	11/05/21	Outstanding	0352812	JE Boyd Consulting	10,012.50	
0028540	11/05/21	Outstanding	0306807	John A Logan College	2,726.20	
0028541	11/05/21	Outstanding	0099962	Yolonda A. Johnson Simon	200.00	

December 22 2021  
10:00S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 11/01/2021 - PERIOD ENDING: 11/30/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0028542	11/05/21	Outstanding	0354855	Johnston City Community School	51.32	
0028543	11/05/21	Outstanding	0161368	Lake Land College	100.03	
0028544	11/05/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0028545	11/05/21	Outstanding	0354893	Brooke May	1,403.52	
0028546	11/05/21	Outstanding	0350479	MBS Textbook Exchange Inc	329.35	
0028547	11/05/21	Outstanding	0355024	Hannah Middleton	344.98	
0028548	11/05/21	Outstanding	0275622	Brett A. Miles	185.00	
0028549	11/05/21	Outstanding	0300249	Mississippi River Radio	1,000.00	
0028550	11/05/21	Outstanding	0353620	Mounds Stop & Shop	56.56	
0028551	11/05/21	Outstanding	0300253	NAPA Auto Tire & Parts	884.65	
0028552	11/05/21	Outstanding	0300259	NEVCO, Inc.	54.32	
0028553	11/05/21	Outstanding	0355304	Otis Elevator Company	869.00	
0028554	11/05/21	Outstanding	0307871	Trio Training Academy At Penn	98.88	
0028555	11/05/21	Outstanding	0300149	Kevin R Braden - Treasurer	65.00	
0028556	11/05/21	Outstanding	0300144	Pilot Travel Centers LLC	70.00	
0028557	11/05/21	Outstanding	0300133	Quill	783.68	
0028558	11/05/21	Outstanding	0300113	Regions Bank	7,511.64	
0028559	11/05/21	Outstanding	0300113	Regions Bank	2,367.39	
0028560	11/05/21	Outstanding	0300113	Regions Bank	6,120.08	
0028561	11/05/21	Outstanding	0300109	Reppert's Office Supply	679.90	
0028562	11/05/21	Outstanding	0300109	Reppert's Office Supply	213.57	
0028563	11/05/21	Outstanding	0355183	Rory R. Reynolds	360.00	
0028564	11/05/21	Outstanding	0144844	Kayla R. Sauerbrunn	107.52	
0028565	11/05/21	Outstanding	0350554	SCC Bookstore	716.44	
0028566	11/05/21	Outstanding	0350554	SCC Bookstore	219.61	
0028567	11/05/21	Outstanding	0350554	SCC Bookstore	211.96	
0028568	11/05/21	Outstanding	0350554	SCC Bookstore	986.71	
0028569	11/05/21	Outstanding	0000001	Shawnee Community College	68.08	
0028570	11/05/21	Outstanding	0350741	SKC Communications Products	164.00	
0028571	11/05/21	Outstanding	0300076	Southern Illinois Electric Coo	29,840.52	
0028572	11/05/21	Outstanding	0082604	John R. Sparks	107.98	
0028573	11/05/21	Outstanding	0353621	St. Moritz Security Services,	10,139.81	
0028574	11/05/21	Outstanding	0351153	Sweetwater Sound, Inc.	441.00	
0028575	11/05/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0028576	11/05/21	Outstanding	0300050	UPS	77.05	
0028577	11/05/21	Outstanding	0166056	David A. Voigt	2,240.00	
0028578	11/05/21	Outstanding	0309297	Wabash Valley College	250.00	
0028579	11/05/21	Void	0168816	James L. Walton		234.80
0028580	11/05/21	Outstanding	0168816	James L. Walton	114.80	
0028581	11/05/21	Outstanding	0168816	James L. Walton	120.00	
0028582	11/05/21	Outstanding	0355207	Scenic Acres, Llc	3,100.00	
0028584	11/12/21	Outstanding	0350451	APLAC Attn Remittance Processi	504.06	

December 22 2021  
10:00S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 11/01/2021 - PERIOD ENDING: 11/30/2021

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

CHECK- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0028585	11/12/21	Outstanding	0350452	American Century Investments	138.08	
0028586	11/12/21	Outstanding	0350454	Bank of America HSA (Electroni	146.66	
0028587	11/12/21	Outstanding	0167036	Bluecross Blueshield of Illino	41,186.35	
0028588	11/12/21	Outstanding	0300121	Continental American Insurance	36.41	
0028589	11/12/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,172.73	
0028590	11/12/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	34,603.88	
0028591	11/12/21	Outstanding	0300160	EMC National Life Company	13.63	
0028592	11/12/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0028593	11/12/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,570.98	
0028594	11/12/21	Outstanding	0350459	Kentucky State Treasurer	1,127.91	
0028595	11/12/21	Outstanding	0351562	Saints Foundation	85.00	
0028596	11/12/21	Outstanding	0350462	The Anna-Jonesboro National Ba	840.10	
0028597	11/12/21	Outstanding	0300052	Sun Life Financial	1,032.81	
0028598	11/12/21	Outstanding	0300052	Sun Life Financial	226.71	
0028599	11/12/21	Outstanding	0300052	Sun Life Financial	368.61	
0028600	11/12/21	Outstanding	0300052	Sun Life Financial	220.04	
0028601	11/12/21	Outstanding	0300052	Sun Life Financial	101.83	
0028602	11/12/21	Outstanding	0300052	Sun Life Financial	679.06	
0028603	11/12/21	Outstanding	0300046	VALIC	25.00	
0028604	11/12/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0028610	11/12/21	Outstanding	0354163	Prudent Publishing Co., Inc	77.53	
0028611	11/12/21	Outstanding	0300022	Art FX Signs & Graphics	68.00	
0028612	11/12/21	Outstanding	0153884	Teale M. Betts	100.57	
0028613	11/12/21	Outstanding	0119084	Craig Bradley	48.50	
0028614	11/12/21	Outstanding	0011624	Cairo Public Utilities	1,067.05	
0028615	11/12/21	Outstanding	0351666	Cellco Partnership	6,862.48	
0028616	11/12/21	Outstanding	0300096	Cengage Learning	1,500.00	
0028617	11/12/21	Outstanding	0300104	City of Anna	372.24	
0028618	11/12/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	5,724.50	
0028619	11/12/21	Outstanding	0300153	Dish Network	168.06	
0028620	11/12/21	Outstanding	0300174	Front Street Printing	162.87	
0028621	11/12/21	Outstanding	0300174	Front Street Printing	54.29	
0028622	11/12/21	Outstanding	0300174	Front Street Printing	108.58	
0028623	11/12/21	Outstanding	0300174	Front Street Printing	108.58	
0028624	11/12/21	Outstanding	0350472	Frontier	372.41	
0028625	11/12/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	1,213.15	
0028626	11/12/21	Outstanding	0300192	Hitterman's Merchandise Mart	18.68	
0028627	11/12/21	Outstanding	0300065	The Home Depot Pro	672.05	
0028628	11/12/21	Outstanding	0351070	Illinois American Water	219.62	
0028629	11/12/21	Outstanding	0355340	Kaeser & Blair, Inc	998.16	
0028630	11/12/21	Outstanding	0351003	KBSI-TV	2,365.00	
0028631	11/12/21	Outstanding	0300152	Paducah Sun	955.00	

December 22 2021  
10:00S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 11/01/2021 - PERIOD ENDING: 11/30/2021

4

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
0028632	11/12/21	Outstanding	0300146	Pick Up Mart	2,028.73	
0028633	11/12/21	Outstanding	0300142	Pitney Bowes Inc.	909.39	
0028634	11/12/21	Outstanding	0300141	Pocket Nurse	762.35	
0028635	11/12/21	Outstanding	0300108	Republic Services	819.18	
0028636	11/12/21	Outstanding	0350671	Russell Electric	5,090.03	
0028637	11/12/21	Outstanding	0300101	Rustys Home Center	487.48	
0028638	11/12/21	Outstanding	0350554	SCC Bookstore	375.88	
0028639	11/12/21	Outstanding	0350554	SCC Bookstore	329.31	
0028640	11/12/21	Outstanding	0300097	Scheffer Financial Services	4.14	
0028641	11/12/21	Outstanding	0350714	Shawnee Mass Transit District	1,200.00	
0028642	11/12/21	Outstanding	0300086	Silkworm Screenprint Inc.	409.00	
0028643	11/12/21	Outstanding	0300078	Southern FS Inc.	940.79	
0028644	11/12/21	Outstanding	0308362	Southern Illinois University C	125.00	
0028645	11/12/21	Outstanding	0300261	Sparklight Business	80.46	
0028646	11/12/21	Outstanding	0300062	T & I Office Equipment	30.15	
0028647	11/12/21	Outstanding	0300050	UPS	155.13	
0028648	11/12/21	Outstanding	0300018	Xerox Corporation	462.60	
0028649	11/12/21	Outstanding	0351666	Cellco Partnership	793.58	
0028685	11/19/21	Outstanding	0350908	ACI Payments, Inc.	279.70	
0028686	11/19/21	Outstanding	0054600	Gene A. Adams	175.00	
0028687	11/19/21	Outstanding	0351035	Advanced Digital Solutions	39.36	
0028688	11/19/21	Outstanding	0350630	Alliance Screening & Occupatio	100.00	
0028689	11/19/21	Outstanding	0351209	American Heart Association	2,048.20	
0028690	11/19/21	Outstanding	0265472	Jipaum S. Askew	149.22	
0028691	11/19/21	Outstanding	0350467	Assessment Technologies Instit	4,445.00	
0028692	11/19/21	Outstanding	0350792	B&H Photo	212.86	
0028693	11/19/21	Outstanding	0351090	Joshua L. Bagley	185.00	
0028694	11/19/21	Outstanding	0300210	Mr. Rodney Brugger	830.00	
0028695	11/19/21	Outstanding	0300064	BSN Sports	3,285.57	
0028696	11/19/21	Outstanding	0300212	ILCARRICOTHREE, LLC	5,330.00	
0028697	11/19/21	Outstanding	0300110	Clearwave Communications	3,608.22	
0028698	11/19/21	Outstanding	0300117	Computer Discount Warehouse Go	1,826.58	
0028699	11/19/21	Outstanding	0300117	Computer Discount Warehouse Go	63.78	
0028700	11/19/21	Outstanding	0300117	Computer Discount Warehouse Go	114.32	
0028701	11/19/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	1,967.75	
0028702	11/19/21	Outstanding	0300206	Mr. Dana Cross	275.00	
0028703	11/19/21	Outstanding	0244910	Carrie B. Davis	91.62	
0028704	11/19/21	Outstanding	0300158	Ellucian, Inc.	27,325.00	
0028705	11/19/21	Outstanding	0270232	Robert E. Franklin	185.00	
0028706	11/19/21	Outstanding	0350472	Frontier	33.80	
0028707	11/19/21	Outstanding	0280894	Caroline K. Hansen	81.91	
0028708	11/19/21	Outstanding	0351694	Trey Hargrove	185.00	



December 22 2021  
10:00S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 11/01/2021 - PERIOD ENDING: 11/30/2021

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

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0028709	11/19/21	Outstanding	0353252	Hedlux LLC	4,209.71	
0028710	11/19/21	Outstanding	0354998	Kyonte D. Holder	195.00	
0028711	11/19/21	Outstanding	0300065	The Home Depot Pro	39.95	
0028712	11/19/21	Outstanding	0351831	Illinois Counties Risk Managem	125,294.00	
0028713	11/19/21	Outstanding	0350632	J.J. Keller	41.64	
0028714	11/19/21	Outstanding	0015764	J.W. Pepper & Son	21.99	
0028715	11/19/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	3,150.00	
0028716	11/19/21	Outstanding	0354855	Johnston City Community School	425.00	
0028717	11/19/21	Outstanding	0320859	Joppa Jr & Sr High School	6,500.00	
0028718	11/19/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0028719	11/19/21	Outstanding	0016462	Ted Knapp	185.00	
0028720	11/19/21	Outstanding	0350515	Marianna	254.55	
0028721	11/19/21	Outstanding	0300232	Martin & Hood	17,000.00	
0028722	11/19/21	Outstanding	0350479	MBS Textbook Exchange Inc	211.75	
0028723	11/19/21	Outstanding	0354377	Bradley McCoy	185.00	
0028724	11/19/21	Outstanding	0350746	Midwest Terminal	19,403.96	
0028725	11/19/21	Outstanding	0087574	Larry A. Moore	1,500.00	
0028726	11/19/21	Outstanding	0353620	Mounds Stop & Shop	121.68	
0028727	11/19/21	Outstanding	0355337	Nearpod, Inc	1,750.00	
0028728	11/19/21	Outstanding	0300259	NEVCO, Inc.	99.75	
0028729	11/19/21	Outstanding	0351054	Orkin	85.00	
0028730	11/19/21	Outstanding	0300146	Pick Up Mart	300.01	
0028731	11/19/21	Outstanding	0300267	Proquest LLC	3,836.39	
0028732	11/19/21	Outstanding	0300133	Quill	678.20	
0028733	11/19/21	Outstanding	0300101	Rustys Home Center	17.97	
0028734	11/19/21	Outstanding	0350554	SCC Bookstore	7,115.80	
0028735	11/19/21	Outstanding	0355207	Scenic Acres, Llc	144.72	
0028736	11/19/21	Outstanding	0300087	SI Seed & Supply LLC	57.68	
0028737	11/19/21	Outstanding	0196958	Southern 14 Workforce Investme	98.75	
0028738	11/19/21	Outstanding	0308362	Southern Illinois University C	250.00	
0028739	11/19/21	Outstanding	0308362	Southern Illinois University C	1,500.00	
0028740	11/19/21	Outstanding	0082604	John R. Sparks	720.55	
0028741	11/19/21	Outstanding	0353621	St. Moritz Security Services,	10,119.57	
0028742	11/19/21	Outstanding	0353479	Star Insurance Company	24,925.00	
0028743	11/19/21	Outstanding	0350498	Stericycle	47.21	
0028744	11/19/21	Outstanding	0355347	Sydenstricker Nobbe Partners,	125.21	
0028745	11/19/21	Outstanding	0241492	Rodney Taylor	185.00	
0028746	11/19/21	Outstanding	0275270	Alexandra I. Thoe	35.00	
0028747	11/19/21	Outstanding	0270926	Richard L. Wren	175.00	
0028748	11/19/21	Outstanding	0166056	David A. Voigt	1,120.00	
0028858	11/23/21	Outstanding	0350655	A-1 Lock Inc.	79.31	
0028859	11/23/21	Outstanding	0300022	Art FX Signs & Graphics	88.50	

December 22 2021  
10:00S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 11/01/2021 - PERIOD ENDING: 11/30/2021

6

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		
0028860	11/23/21	Outstanding	0300022	Art FX Signs & Graphics	121.50	
0028861	11/23/21	Outstanding	0354506	Brand Makers Llc	738.37	
0028862	11/23/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	29,500.00	
0028863	11/23/21	Outstanding	0300065	The Home Depot Pro	79.90	
0028864	11/23/21	Outstanding	0112774	Rachel L. Jones	1,000.00	
0028865	11/23/21	Outstanding	0191086	Mindy J. Reach	120.54	
0028866	11/23/21	Outstanding	0300113	Regions Bank	1,353.98	
0028867	11/23/21	Outstanding	0300109	Reppert's Office Supply	359.90	
0028868	11/23/21	Outstanding	0300108	Republic Services	251.27	
0028869	11/23/21	Outstanding	0000001	Shawnee Community College	275.00	
0028870	11/23/21	Outstanding	0350912	TD Photography	310.00	
0028871	11/23/21	Outstanding	0350576	Thermal Mechanics Inc	1,975.00	
0028872	11/23/21	Outstanding	0350567	Uniflex	239.00	
0028873	11/23/21	Outstanding	0350622	Union County Chamber of Commer	65.00	
0028874	11/23/21	Outstanding	0300050	UPS	100.46	
0028875	11/23/21	Outstanding	0353532	Vanguard Piano Service	271.00	
0028876	11/23/21	Outstanding	0300018	Xerox Corporation	775.47	
0028877	11/23/21	Outstanding	0182606	Jonathan D. Green	100.00	
0028878	11/23/21	Outstanding	0354449	Johnstone of Paducah	215.75	
0028879	11/29/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0028880	11/29/21	Outstanding	0350452	American Century Investments	138.08	
0028881	11/29/21	Outstanding	0350454	Bank of America HSA (Electroni	146.66	
0028882	11/29/21	Outstanding	0167036	Bluecross Blueshield of Illino	41,186.35	
0028883	11/29/21	Outstanding	0300121	Continental American Insurance	36.41	
0028884	11/29/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,172.73	
0028885	11/29/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	34,367.58	
0028886	11/29/21	Outstanding	0300160	EMC National Life Company	13.63	
0028887	11/29/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0028888	11/29/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,466.33	
0028889	11/29/21	Outstanding	0350459	Kentucky State Treasurer	1,122.58	
0028890	11/29/21	Outstanding	0351562	Saints Foundation	85.00	
0028891	11/29/21	Outstanding	0350462	The Anna-Jonesboro National Ba	840.10	
0028892	11/29/21	Outstanding	0300052	Sun Life Financial	1,032.81	
0028893	11/29/21	Outstanding	0300052	Sun Life Financial	226.71	
0028894	11/29/21	Outstanding	0300052	Sun Life Financial	368.61	
0028895	11/29/21	Outstanding	0300052	Sun Life Financial	220.04	
0028896	11/29/21	Outstanding	0300052	Sun Life Financial	101.83	
0028897	11/29/21	Outstanding	0300052	Sun Life Financial	679.06	
0028898	11/29/21	Outstanding	0300046	VALIC	25.00	
0028899	11/29/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0028900	11/29/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
E0000001	11/16/21	Outstanding	0300072	State Universities Retirement	29,232.96	

December 22 2021  
10:00

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 11/01/2021 - PERIOD ENDING: 11/30/2021

7

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
E0000002        11/29/21        Outstanding	0300072	State Universities Retirement	29,129.51	
M201    11/17/21        Outstanding	0350510	Illinois Department of Revenue	487.00	
			----- 748,625.57	----- 334.80
			=====	=====
			748,625.57	334.80

**SHAWNEE COMMUNITY COLLEGE**

**ADDENDUM TO EDUCATION FUND**

January 18, 2022

<u>Date</u>	<u>Vendor</u>	
11/30/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$20,000.00

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



Student Trustee Report  
No Report

## Faculty Board Report January 2021

Specific items regarding faculty activities over January will be included in next month's faculty report. Education has always had a tidal flow regarding assisting students and the momentum of a semester. From speaking with various faculty and my own experience one major shift regarding how a semester flows is that more and more time is spent by an instructor using various forms of communication to help guide students. It would be interesting to compare how many emails occurred between an instructor/students for a given course from several years ago and now. Reflecting back to what was typical of a face-to-face class prior to the last few years in comparison illuminates how the SCC faculty are at working towards the college mission of student success.

It is now common for faculty to duplicate announcements in multiple areas such as specific emails, Moodle, and handouts. More and more instructors record face-to-face lectures for those students who are absent. Often times these recordings are too large to easily upload to Moodle and other methods are employed to "catch students up." In fact, it is not uncommon for an instructor to teach a class face-to-face and then go back and spend considerable time video recording the main points of what they just taught in order to send a video to those who missed class. Remember back when you might have been typing a word document up for a project and multiple hours of work disappeared because you forgot to save it or the file did not work? The time crunch for instructors has never been as significant. Instructors are more and more functioning as a waitron at two or more different restaurants at the same time or a physician doing battle field surgery on multiple patients concurrently.

I mention the above as today I noticed a colleague in a mode of stress on the first day due to a computer code issue before a class. The faculty at Shawnee College always strive to assist students. Faculty know everyone at the college has experience an increasing complexity of what was once easier. In similar, faculty are highly appreciative of all the diligent efforts of the staff and administration. Continued teamwork and optimism will function to make 2022 a great year!

Yours in Education,

Dr. Ian Nicolaides, S.C.E.A. President

Note: Specific activities of faculty during December 2021 will be included in the February 2022 report.



**President's Report  
January 11, 2022**

**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	1,522	1,632	-6.74%	1,632	12,384	12,589.5	-1.63%	12,435
Spring	995	1,045	-4.76%	1,773	9,738.5	10,670	-8.73%	14,168
<b>Total</b>	<b>3,275</b>	<b>3,345</b>	<b>-2.09%</b>	<b>4,073</b>	<b>25,118.5</b>	<b>26,399</b>	<b>-4.85%</b>	<b>29,743</b>
FY 22 Credit-Hour Budget Projection				33,237	Difference		8,119	

\*Data pulled 01/11/2022; State reimbursement is based on credit-hours generated at mid-term.

**The following events are noteworthy:**

- On 12/04, participated in the Metropolis Christmas parade (G103S-All). Approximately a dozen employees and students participated in the event. We handed out candy and SCC promotional materials. Bea Gordon spearheaded the event and led the development of SCC's float, which placed second overall in the design competition. Community feedback from the event was EXTREMELY positive.
- On 12/05, participated in Anna-Jonesboro Rotary Fund-Raising Activity. Funds raised benefitted local Rotary causes. (G103S-All)
- On 01/05, provided the welcome and words of encouragement for the TRiO Student Support Services Regional professional development program. The theme of the event was titled "*Stay in the Game and Fight till the End.*" The purpose of the event was to share best practices and network in ways where mutual support networks could flourish. Attendees were from all over southern and central Illinois. (G103SF)
- On 01/06, hosted the College's Spring Convocation. During this event, I conducted open discussions on the College's Mission, Vision, Values, and my Leadership Principles. Further, we spent a great deal of time discussing/explaining priority spring term strategic plan initiatives and connecting those with the SCCES framework. Finally, I shared details of the November HLC shared governance visit and highlighted the recognition we earned. Finally, I provided the opportunity for all employees to engage in a general question and answer session. (G305SE)

- Engaged in the College’s Executive Council (EC) meeting on 01/06. Topics included: Committee Assignments, Process for Prioritizing Administrative Policy Development, Spring Term Strategic Plan Update Procedures, the implementation of the SmartEval survey tool, and the protocol for the spring 2022 Community College Survey on Student Engagement (CCSSE). This was a G3O4SA focused activity. Outcomes of interest are:
  - Developed a procedure that will allow faculty members with a scheduling conflict to participate in alternative committee activities.
  - The Student Engagement Coordinator (Erin King) was added to the Cultural Awareness Team.
  - Clarified the annual strategic plan update will be provided to the Board in April.
  - A tool will be developed to assist Councils and Teams with the prioritization of policies to review and develop.
  - The EC will begin reviewing the General Policies identified in section A1xxx.

#### **Contracts, Agreements, MOU’s, and Letters of Support signed**

- **Uniform Application for State Grant Assistance for SBDC** – budget modification request for CY22 and close out of CY21 budget year.
- **Choate Mental Health Student Affiliation Agreement** – Provides clinical opportunities for nursing students.
- **Northern Illinois University Cooperation Agreement** – Agreement to share innovative practices for CTE Education Pathway Grant.
- **Requisition (Advanced Training Systems)** – \$127,050.00 to purchase the Motion Driver Training Simulator and Mobile Training Simulator for the Truck Driving program (Board approved in December).
- **Requisition (SMARTEVALS)** – \$15,995.00 annual service fee to purchase and unlimited use of software for course surveys.
- **Requisition (Reality Works)** – \$14,498.00 to purchase a Swine Litter Processing Simulator to support Ag students in Animal Science classes.
- **Requisition (Behrmann)** – \$12,560.00 to purchase boiler replacement parts for the Metropolis Center.
- **Requisition (ACEN)** – \$9,900.0 to pay for anticipated site visit fees.
- **Requisition (Instructional Technologies)** – \$7,300.00 to purchase On-Ramp Instructional Software subscription for 100 students to assist with Truck Driving credentials.
- **Requisition (Joppa High School)** – \$6,500.00 to support Educators Rising grant activities.
- **Requisition (Meridian High School)** – \$6,500.00 to support Educators Rising grant activities.

**Requisition (Conservation Demonstrations)** – \$4,898.00 to purchase a Travel Lite Rainfall Simulator to assist Ag students with water containment training activities.

## Board Report – Academic Affairs January 18, 2022

### Dean's Report

CTE advisory meetings have now been completed for the semester. The meetings have been extremely productive and should inform program improvement for Goal 1, Objective 2, Strategy O of the Strategic Plan. Dr. Shelby has been working with CTE faculty on the purchase of equipment and teaching supplies utilizing the Perkins V grant. Finally, Dr. Shelby, Rob Betts, and Kelly Jennings have coordinated efforts on the SCC main campus and all extension centers for employees, students, and community members to drop off supplies for the tornado victims in western Kentucky.

### Library/Technology

The library has begun staffing the writing lab on Mondays and Wednesdays from 12 to 1 and encouraging students to reach out if they need help with research, citations, or paper formatting. Four newsletters were sent out in November and were viewed 3,866 times. Christina attended a webinar on 11/9, "Library Outreach During Covid-19." Weeding continues as books that are more than 30 years old and have never circulated are deaccessioned, creating a sharper, more current and relevant collection of resources on the shelves. Outdated videocassettes continue to be replaced by topic on DVD.

Rachel Hannan, library assistant, continues to track equipment loaned out to students, faculty, and staff. She is gearing up for the end of semester return of equipment. All students must return laptops, Jetpacks, graphing calculators, and webcams for inventory purposes. All equipment is then sanitized and prepared for students to check items out again the next semester. If a student wants to try to receive the same equipment back the next semester, a request may be made at the time of return, and the library will try to accommodate the request. Those students that do not return equipment by the due date will have a hold and replacement charge placed on their account until the equipment is returned.

Rachel continues to work on the *Inclusive and Ethical Leadership* Certificate presented by University of South Florida Muma College of Business. She also attended the *Get a Smart Start: What is Career Services?* webinar.

In November, the Educational Technology Specialist led, recorded and shared training sessions on; Moodle Accessibility Features, setting up Proctorio and setting up your Moodle course for next semester.

Approval was given for the next phase of classroom upgrades. Funding for seventeen additional classrooms were approved at main campus, seven at Anna, and three at Metro. All the classrooms will have a classroom camera, instructor camera, whiteboard camera, document camera, new computer, 75" TV, and two monitors (one will be a touchscreen with Epic Pen software). This will leave four classrooms at main campus, three at Anna, two at Metro and one at Cairo to be upgraded. This will be upgraded through the regular budget process. Approval was also given to place a touchscreen in all the ITV rooms.

All upgraded classrooms will have Zoom capability and Polycom capability.

## **Extension Centers Reports**

### **Anna Center**

The Anna Center wrapped up the fall semester with several community events during December. On December 1<sup>st</sup>, a BLS CPR class was offered in the conference room. The Anna Center hosted CPR classes on December 4<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>. IEMA and Shawnee Community College partnered to host a Vaccine Clinic for students, staff, and the community on December 14<sup>th</sup>. An English intersession class met at the Anna Center on December 27<sup>th</sup> to begin their two weeks of class.

### **Metro Center**

President Tim Taylor, Metro Center staff, and Brandon Crowe, along with SCC students and Alternative Education students represented the college well on Saturday, December 4<sup>th</sup> in the Metropolis Christmas Parade resulting in the college's float being honored with 2<sup>nd</sup> place in the parade. Bea Gordon led all efforts in building the college's float depicting the Polar Express. Walk-in appointments continued to be held for the spring 2022 semester during December. Kyle Smith visited Joppa High School to assist students in completing paperwork for graduation. Both students will receive their Associate in Arts and Associates in Applied Science from SCC when they graduate high school this spring. He also registered students from Massac County High School for dual credits.

During December, the Metro Center extended its COVID testing from three days a week to four days a week. The Metro Center hosted four CPR, first responder trainings for Metropolis Nursing and Rehabilitation Center as well as the Massac County Fire Department on December 7<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup>, and 21<sup>st</sup>. The last two (2) weeks, of December, the Metro Center administered Accuplacer Testing, and the Metro Center welcomed all Metropolis GED (General Education Development) activities.

### **Vienna Center**

Teale Betts attended the Turkey Classic on Saturday, November 27<sup>th</sup> and threw out SCC swag to the fans. During that game, there were over 1,800 people present. On December 9<sup>th</sup>, Rhi Slife and Teale Betts spoke to students who were now eligible to take dual-enrollment courses with Shawnee Community College. Teale Betts attended the Five County Board Meeting and the SIFTC Roundtable at SCC on December 14<sup>th</sup>. Teale Betts attended two webinars on Statewide Model Programs of Study on January 11<sup>th</sup> and January 25<sup>th</sup>. The Vienna Center had their Food Sanitation Class on January 22<sup>nd</sup>. Rhi Slife and Teale Betts went over scholarships with seniors at Vienna High School on January 26<sup>th</sup>.

### **Nursing**

The Nursing department is proud to announce the completion of their ACEN Self-Study Report! The faculty have worked hard to show the strengths, opportunities for improvement, and improvements made within the department since achieving Candidacy in 2020. An in-person site-visit remains scheduled for February 2-4, 2022.

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

Representatives from John A. Logan College met with Dean Mason to discuss collaborating on an Illinois Department of Transportation (IDOT) project to train individuals for careers with the department and local labor unions. Individuals from underrepresented populations such as minorities, women, and veterans will be targeted for recruitment and training. IDOT is interested in the project starting in July, 2022.

Dean Mason met with the owners of a new marijuana dispensary slated to open in Cairo, Illinois in the Spring of 2022. The meeting was to discuss the workforce needs of the employer and how Shawnee could assist with recruitment and training of their new hires.

Dr. Mason and Brett Whitnel, Interim Director of the Small Business Development Center partnered with the University of Illinois Extension to host a “Reversing the Exodus” forum. The event was part of a series of forums held throughout Southern Illinois to gather input from local area youths in identifying what factors (employment opportunities, amenities, family, etc.) contribute to their decision to stay or leave the region.

Dr. Mason presented to the Johnson County Business Group in Vienna, about how the college can assist local small businesses through its Small Business Development Center. He also provided the group with updates about COVID relief resources from the state and federal government.

Darci Cather

Vice-President Academic Affairs

January 18, 2022

Date

**Board Report – Administrative Services  
January 18, 2022**

**State Payment Update**

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

**Facilities Department**

The facilities department has been busy moving offices and furniture to allow for striping and waxing of tiled floors. Looking at solutions to replace the chiller that failed at main campus. Ordered the replacement boiler for the Metro center. Requesting bids to add additional entrances into the Metro center parking lot in January. This will allow for the truck driving classes to use this center. Need to get electrical and gas to the new greenhouse to complete this project.

**Business Service Department**

Attended the Illinois Community College CFO meeting via zoom. ICCB issued a memo stating the FY2021 Audit Report and Uniform Financial Statements and Cost Report are extended to March 31, 2022. Attended a CCBO webinar titled “Protecting Your Organization from Cybersecurity Threats and the Next Generation of Ransomware.” The webinar stated how one way to help prevent cyber-attacks is to switch to the cloud. Completed calendar year end grant reports.

**IT Department**

The I.T. department had two members retire this month. The new Hudl camera system was installed. This system will allow for events in the gym to be streamed without having someone running the camera. The camera will automatically follow the action on the floor. Setup the front desk phone for the ability of teleworking if the need arises. Added nursing instructor’s area in Etrieve Content. This will allow the instructors to track their health information for clinicals. Continuing moving forward with the Ellucian cloud project. The initial environment has been created. SCC database and API/Self Service sites have been uploaded to this environment. Continuing to run reports for the Saints Check system. Moved several offices and ensured all computers and printers were set back up. Attended IGEN (Illinois Green Economy Network) online meeting. Reloading or cleaning up the loaner laptops and Chromebooks to get ready for the beginning of spring semester.

**Bookstore**

The Bookstore has been very busy during the month of December finalizing and purchasing new textbooks for the Spring semester. Buybacks and scholarship/rental book returns ran from December 13<sup>th</sup> – 18<sup>th</sup>. The Bookstore offered new merchandise for sale including ornaments, lanyards, drinkware, and jackets. The SCC Bookstore also ran two sales during the month of December: a \$1.00 stocking stuffer sale AND a 25% off all merchandise (excluding office supplies and food) sale for the Christmas season. The Bookstore will also be lending out books for intercession courses starting next week.

*Chris Clark*

Vice President of Administrative Services



**Board Report – Institutional Effectiveness**  
**January 18, 2022**

**Submitted by:** Dr. April Teske

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

- Assisted programs with survey and course evaluation data needed for internal continuous improvement discussions, external reporting requirements, and accreditation reports (1.2.O, 1.3.A., 4.1.)
- Continued work on the data for the dashboard by identifying indicators for dashboards and developing data spreadsheets (4.1.A., 4.1.H, 4.1.I).
  - Worked with Ellucian representative, S. Black, and D. Fehrenbacher on data reports
- 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 and exploring 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., 4.3.C., 4.5.B., 4.5.C.).
  - Met with D. Boyd, D. Cather, L. Johnson, L. Price, F. Rouse to discuss Colleague training needs in student services and academic affairs
  - Worked with the SmartEvals representative on contractual services for a course evaluation and survey tool.
- Developed individual KPI alignment spreadsheets for academic affairs, student services, administrative services, and human resources that align with the BoT Strategic Outcomes Policies. Created a Google Shared Drive for each that will house this alignment document, the respective policy, and a template for the monitoring report (4.1.A., 4.1.E, 4.1.F., 4.1.G.)
- Worked on a visual representation of SCCES, particularly the student success element, that will eventually be part of a written process to illustrate where the KPIs fit into the transition points from student inquiry to graduate 5-year follow-up. (4.1.F.).
- Worked with P. Sander and Student Academic Assessment Team on a survey for employees about Assessment Day 2021 (4.1.C., 4.2.A., 4.2.B.)
- Worked with nursing faculty on edits to the ACEN accreditation final report (1.2.B.)
- Worked with R. Betts for SCC Economic Impact Study press and PR materials (1.2.O, 1.3.A., 4.1., 4.4.A.).
- Assisted in alignment of shared governance policies to the SCC Strategic Plan (3.4).
- Continued preparations for the Community College Survey of Student Engagement (CCSSE) for spring 2022 (2.1.C., 2.1.D., 2.1.F., 2.2, 3.1.C., 4.1.A., 4.5.B.).
- Drafted a grant proposal with Council on Accreditation for Two-Year Colleges (CATYC) to enhance the progress made in HLC Criterion 4: Teaching and Learning that will assist with the visual representation of SCCES (4.1.F.).
- Worked with J. Boyd, D. Cather, L. Price, and a grant consultant to identify potential grants to assist with Strategic Plan initiatives (1.2, 1.4).

**Board Report – Public Information & Marketing  
January 18, 2022**

No Report

**Board Report – Saints Foundation  
January 18, 2022**

The Saints Foundation is continuing its outreach to potential donors in the surrounding communities. Dr. Dufour came on board on 30 November and has transitioned to his new role. Many thanks to Tina Dudley for expediting and coordinating this transition before the holidays.

One of the Foundation's major donor passed on December 8<sup>th</sup>, 2021. Retired educator, principal, and philanthropist Mr. Gene Alexander, better known as "Mr. A.", was instrumental in providing scholarships for numerous students at Shawnee Community College and was always looking for a way to assist anyone that was in need. He will be missed by his family, his community, and Shawnee Community College. A celebration of life will be held on Sunday, January 30<sup>th</sup> 2022 from 1:00 PM to 3:00 PM and at 3:00 PM at 1000 Forest St, Benton, IL 62812.

The Saints Foundation is looking to expand its outreach by establishing new relationships with potential donors in Kentucky and Missouri that have links to Shawnee Community College with students that are in the nine bordering counties in both states. These relationships are essential in getting out the great things that Shawnee Community College is doing daily for their students.

The next meeting of the Saints Foundation Board of Directors is set for Friday, March 4<sup>th</sup>, 2022, beginning at 9:00 a.m. in the River Room of the Main Campus. This meeting will also be on Zoom for those that can't meet in person.

Respectfully Submitted,  
Dr. Jeffrey Dufour  
Executive Director

**Board Report – Student Affairs  
January 18, 2022**

**Admissions**

Danielle Boyd—Registrar

Postcards were sent out to 350 students who graduated from our area high schools in May 2021 who are not enrolled for the Spring 2022 semester. Danielle Boyd is finalizing the Fall 2021 graduation list which will be submitted for review in February.

**Advisement and Recruitment**

Carrie Davis submitted on behalf of all Recruiting/Advising staff

Advisors have continued recruiting and registering students for Spring 2022. Advisors have also collaborated with the high school staff to enroll dual credit students. Scholarship booklets were taken to the high schools and reviewed with students. In Cairo, Carrie Davis took the lead to participate in the Cairo Lights Parade on December 4. She and student ambassadors decorated a truck, had the Bernie mascot and passed out lots of candy. In Metropolis, Beatrice Gordon led the effort for the Metropolis parade and used the theme of Polar Express. Kelly Jennings drove one of the college semi-trucks with a flatbread which was decorated with a lighted train that was created by the staff at the Metro Center. Several staff and their families, including Dr. Taylor, participated in the parade and handed out candy. he has continued her work with the Ambassadors.

Monica Brahler and Carrie Davis ended the semester for the Student Ambassadors with a holiday party. Student Ambassadors also participated in both of the parades mentioned previously.

An outreach effort that Carrie Davis manages is reaching out to district students by combing the local newspapers, laminates articles about students, completes a card that Dr. Taylor signs and then is mailed to the student.

**Athletics**

John Sparks—Athletic Director

With nearly 50 student athletes sporting a GPA of 3.0 or higher, we can confidently say it was a good semester academically for athletics at Shawnee Community College. I am proud of each coach for their attention to the academic side of athletics. A full academic summary will be available for the next board report.

In Men's Basketball, the SAINTS are in 2<sup>nd</sup> place in the District/Region Standings behind Nationally ranked #3, John A. Logan. The SAINTS overall record is 6-4. Men's Basketball finished the semester strong academically, with 8 out of 15 having a GPA of 3.0 or higher.

In Women's Basketball, Coach Chevis Thompson reports that the Lady Saints completed the first semester with an overall record of 8-3. While being plagued with numerous injuries, they continue to find a way to win games. Women's Basketball finished with 3 out of 12 having a GPA of 3.0 or higher.

Coach Ken Reichert reported that the baseball student athletes had 13 out of 21 having a GPA of 3.0 or higher. Softball Coach Kyle Smith finished the semester strong academically, with 9 out of 15 having a GPA of 3.0 or higher. The Women's Volleyball Coach, Melanie Ballard, resigned and AD Sparks is searching for a replacement. Seven out of 11 student-athletes had a GPA of 3.0 or higher.

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans Affairs Coordinator

Staff emailed students who have been awarded Pell but have not enrolled for Spring 2022. Staff reviewed students for missing information for financial aid packaging and contacted students who were missing documentation. Also, assisted students with the scholarship applications.

Dr. Capps attended the Illinois Department of Veterans Affairs State Approving Agency Office Hours webinar on December 16.

Staff completed Satisfactory Academic Progress (SAP) on students who received Title IV money during the Fall 2021 semester. Emailed students who were ineligible, on warning, or on probation for financial aid.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

As the semester comes to a close, the Student Success Center can report services that were utilized throughout the semester to promote student success. Services include but are not limited to: tutoring, workshops, testing, Accessibility and Resource Services, test preparation, study skills, remedial English intervention, time-management skills, study skills, note taking accommodations, career services, and library on the go. There were 56 students who utilized regular tutoring services, over 30 students attended one or more of the "Get a Smart Start" workshops throughout the semester, and approximately 60+ students were provided over 160 accommodations in and outside of the classroom through Accessibility and Resource Services.

To contribute to student engagement efforts, the Student Success Center welcomed high school students for college tours, and facilitated Accuplacer study preparation through the Level-Up Program. The SSC also: conducted Accessibility and Resource Services intake appointments to create individualized accessibility plans, attended IEP meetings, gave presentations for post-secondary admittance, attended professional development for staff improvement, provided resources for paper writing, and knowledge for all allied health program entry and wrap-around services.

The Retention Alert Program still proved to be a great catalyst for student intervention. With over 240 cases created, advisors and faculty members were able to collaborate in effective and efficient ways to improve student persistence and completion. The Retention Alert Coordinator emailed weekly reminders of cases and followed up on individuals in need of additional academic support. The majority of cases were classroom-related issues such as being inactive in

class, low attendance, and low course grades. Those students were referred to college resources to support their needs. The program would benefit from a scaled-up approach by identifying at-risk students within the first few weeks of each semester. In doing so, the chances of their success can improve significantly. The Director of the Student Success Center will be working on an initiative to improve the Retention Alert Program to promote how imperative it is for more faculty/staff to initiate cases.

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

Student Support Services is in the Annual Performance Report will begin January 10 with a conclusion date of February 8.

SSS staff have participated in multiple professional development training virtually. The Fall semester supplemental grant aid has been completed. We are expecting approximately 13 students to be awarded grant aid.

SSS is hosting a virtual regional SSS networking event for SSS Staff. The intention is to provide support and learn best practices. SCC Administrators will be in participation. SSS has concluded the semester activities and wishes all a happy holiday.

### **TRiO Educational Talent Search**

Jipaum Askew - Director

ETS staff met with guidance counselors to plan additional services for the spring 2022 semester and collected data, especially on students that have been dropped, added, and promoted in addition to quarterly grades at Joppa Middle School, Meridian High School, Vienna High School, Century Middle and High Schools, Goreville Middle and High Schools, and Egyptian High School. Staff recruited at Meridian Middle School, Vienna High School, and Goreville Middle and High Schools. Staff also administered STEM (Science, Technology, Engineering, and Math) workshops at Cairo, Maple-Gove, and Brookport Elementary schools.

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

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

Over 1,400 Holiday postcards were mailed to all students who were enrolled as of November 2021. Rob Betts developed a cute postcard with Bernie and Bernadette. Recruitment postcards were also mailed to students who had stopped out during the past three years. Postcards were mailed to potential students who had applied for Pell but had not enrolled for Spring semester.

Most of the month has been spent on the reorganization. Price collaborated with the other administrators to review employee committee choices and create a recommendation of committees and teams.

A highlight of the month was attending a presentation by four of the agriculture students about their roles in the Poinsettia Fundraiser. Instructor Anna Davenport had the students run the poinsettia sale like a business with management roles and duties. The four students who acted as “officers” of the business presented on their roles with the project and their learning outcomes. The students did an outstanding job and Anna Davenport did an excellent job in leading them through this real-world experiential learning exercise.

*Dr. Lisa Price*

\_\_\_\_\_  
Vice President of Student Success and Services

*1/18/2022*

\_\_\_\_\_  
Date

ICCTA Report

Submitted by James Darden, ICCTA Representative

Illinois releases district-level data for school report cards showing declines across all demographics. Many students didn't take the test. The news article from the Chicago Tribune can be viewed at <https://www.google.com/url?q=https://www.chicagotribune.com/coronavirus/ct-illinois-report-cards-school-district-student-test-scores-decline-20211202-4a3trq6pevadmik6witr46hni-story.html&source=gmail-imap&ust=1640096735000000&usg=AOvVaw0S5QYtinL8f9muhMdVmpDP>

### Statewide percentages of students who fall below, meet or exceed expectations on the 2021 Illinois Assessment of Readiness

The testing window last spring was extended because of the pandemic, running from March 15 through May 28, and some districts opted to conduct testing this fall.

Level	Reading		Math	
	Below Expectations (Levels 1-3)	Meets or Exceeds Expectations (Levels 4-5)	Below Expectations (Levels 1-3)	Meets or Exceeds Expectations (Levels 4-5)
Grade 3	71.8%	28.2%	69%	31%
Grade 4	71.9%	28.1%	76.5%	23.6%
Grade 5	70.6%	29.4%	76%	24%
Grade 6	69.7%	30.3%	78.3%	21.7%
Grade 7	66.6%	33.3%	73.7%	26.3%
Grade 8	65.5%	34.6%	73.6%	26.3%

Table: Kori Rumore • Source: Illinois State Board of Education • Created with [Datavrapper](#)

### Statewide percentages of students who fall below, meet or exceed standards on the 2021 Illinois SAT assessment

The SAT, the Illinois accountability assessment given to high school juniors last spring, has four performance levels, which are distinct from the College Board's own performance levels.

SAT Reading		SAT Math	
Below Standards (Levels 1-2)	Meets or Exceeds Standards (Levels 3-4)	Below Standards (Levels 1-2)	Meets or Exceeds Standards (Levels 3-4)
66.5%	33.4%	70.4%	29.6%

Table: Kori Rumore • Source: Illinois State Board of Education • Created with [Datavrapper](#)

[Return to Agenda](#)



Hechinger Report: Federal relief money boosted community colleges, but now it is going away, the following news article can be viewed at

<https://www.google.com/url?q=https://hechingerreport.org/federal-relief-money-boosted-community-colleges-but-now-its-going-away/&source=gmail-imap&ust=1640096580000000&usg=AOvVaw2AlpfrR0vvhk7gcnbBMd4m>

Inside Higher Ed: How the pandemic shrank the higher ed workforce. Colleges employed 4% fewer people in Fall 2020 than they did pre-pandemic, U.S. data show. Community College, service workers and part-time employees suffered disproportionately. The following news article

<https://www.google.com/url?q=https://www.insidehighered.com/news/2021/12/14/higher-ed-workforce-shrank-4-fall-2020&source=gmail-imap&ust=1640112053000000&usg=AOvVaw0sFallInsnlZzJGycBPFZg->

**Board Memorandum**



**Board of Trustees**

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Emily Forthman  
Dr. Jeffrey Dufour

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Emily Forthman  
**RE:** Policy 6130 Holidays  
**Date:** 01.18.22

**Background:** At the December 2021 Regular Board Meeting, the Board approved the Academic Calendar for FY23. At the time, it was noted an additional holiday (Juneteenth – 06.19.23) was proposed that was not reflected as a Board approved holiday outlined in Policy 6130.

After deliberation, the Board approved the addition of the holiday and instructed the President to update Policy 6130 accordingly. The recommended policy (next page) reflects the Board’s wishes. The current policy is also included for comparison purposes.

**Recommendation:** I recommend the Board approve the directed changes to Policy 6130 as presented.

**Proposed Policy****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	Labor Day
President's Day	Columbus Day
Good Friday	Veterans Day
Memorial Day	Day Before Thanksgiving Through Day After Thanksgiving
<b>Juneteenth National Independence Day</b>	Christmas Eve Day Through New Year's Day
<b>American Independence Day</b>	

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; January 2022***

**Current Policy****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	Columbus Day
President's Day	Veterans Day
Good Friday	Day Before Thanksgiving
Memorial Day	Through Day After Thanksgiving
Independence Day	Christmas Eve Day Through
Labor Day	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*

## Board Memorandum

**Board of Trustees**

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Main Campus Moisture Control  
**Date:** 01.18.22

**Background:** Over the past few years, concerns have been expressed from a number of employees related to moisture control issues at the Main Campus. The most prominent concern is related to the possibility that mold spores (or colonies) might be present, which could create an unhealthy work environment.

In January 2020, the College hired Summit Environmental Services (SES) to perform and indoor air quality analysis in several locations throughout the campus – most notably in Buildings H, J, and K. At the conclusion of the study, the analyst noted, *“All of the air samples were found to not have unusual mold conditions present, however, two of the samples were several orders of magnitude higher for Penicillium/Aspergillus spores than the outside sample. A tape sample (924256-12) collected in classroom K-1124 on the lower side of a desk was found to have Penicillium/Aspergillus group spores present with growth. It is recommended to do additional inspecting and sampling in the near future to determine the extent of the mold growth present in building K.”* As a mitigation strategy, the College added additional dehumidifiers in an attempt to control the moisture in the lower K building.

In October 2021, the College re-hired SES to perform a follow-up indoor air quality analysis, targeting the classrooms in the lower K building and the Library. For this analysis, five air quality samples were taken. Of those five, “four samples were found to have spore types and quantities comparable to the air sample collected on the outside of the building. However, tape samples collected from K-1124, K-1126, and the Library had, *“elevated Penicillium/Aspergillus group spore count levels.”* As such, SES recommended, *“A Professional Mold Remediation Company (PMRC) should be utilized to use proper cleaning methods to clean each of the areas where tape sampling confirmed the presence of mold growth. All surfaces in room K-1124 should be properly cleaned due to the elevated Penicillium/Aspergillus group spore count (2600 s/m<sup>3</sup>) present in this room.”*

Upon notification of these results, the College immediately closed K-1124 and moved classes to other areas of the College. Further, the College hired ServPro (a PMRC) to perform remediation services. After the ServPro completed their work, additional air quality tests were completed and all samples met acceptable air quality standards.

During SES’s October 2021 analysis, it was noted the humidity levels found in the lower K-building exceeds 60%. Further, the current dehumidifiers are unlikely bring the humidity levels down below 60%, which is needed to diminish the conditions that allow for the Penicillium/Aspergillus spores to re-emerge. The College is currently seeking solutions to this problem. Vice President Chris Clark and Director of Facilities Don Koch will be available to answer your questions about this situation.

**Recommendation:** None at this time.

## Board Memorandum

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** None  
**RE:** FY 23 Tuition Strategy  
**Date:** 01.18.22

**Background:** Consistent with [110 ILCS 805/Art. VI](#) of the Illinois Community College Act, it is the Board's responsibility to establish tuition rates. Generally, the Board's consideration for tuition changes is informed by research and recommendations received from the College's CEO, CFO, and current Policy 7310, which establishes guidelines for how the tuition rates are to be set.

Historically, the Board considers tuition changes for the subsequent fiscal year, prior to the printing of the College Catalog and beginning of summer registration. Since the College Catalog will be finalized in March, and summer registration will commence shortly after, it would be appropriate for the Board to begin considering parameters for tuition changes now.

As a reminder, the College's tuition and universal fee rates are:

- In-District - \$125 per credit-hour (waived for residents 60 and over.)
- Online & Interactive Video Tuition - \$135 per credit-hour
- Out-of-District - \$200 per credit-hour
- Out-of-District - \$188 per credit-hour
- Out-of-State & International - \$209 per credit-hour
- Technology Fee - \$15 per-credit-hour
- Transcript Fee - \$5
- Returned Check Fee -\$10

Goal 4, Objective 9, Strategy A (G4O9SA) describes the College's intent to establish a rolling three-year tuition strategy as part of a long-term financial planning process. Potential deliverables from that process was an analysis of potential tuition charges for dual credit courses and consideration for the establishment of differential tuition rates for high-cost programs. At the time of the development of G4O9SA, it was anticipated that these analyses would be completed and shared with Board's Finance Committee by November 2021... and that the long-term financial plan would be presented for Board approval by March 2022. Obviously, for a variety of reasons, this has not occurred.

At this point, since do not have the long-term financial plan as anticipated, coupled with a short timeline for researching potential tuition strategies, AND given the fact that we will likely be facing a substantial budget deficit for FY23 (unless some significant changes are made to the College's revenue and expense parameters), it would help focus the CEO, CFO tuition research process if the Board could provide parameters for acceptable changes to the College's FY23 tuition rates. To that end, I am asking for Board input on this topic.

**Recommendation:** None at this time.

**Board Memorandum**



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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Ballfield Roadway Improvement Efforts  
**Date:** 01.18.22

**Background:** Over the last year, there have been several inquiries related to the gravel road that leads to the baseball and softball diamonds. To ensure the Board is fully informed of the College's efforts to improve access, Vice President Chris Clark and Director of Facilities Don Koch will provide and update on College efforts and answer questions.

**Recommendation:** None at this time.

## Board Memorandum

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** None  
**RE:** Policy Governance Training  
**Date:** 01.18.22

**Background:** At the October 14, 2021 Special Board Meeting, the Board completed roughly half of the planned policy governance training needed to fully evaluate the proposed policies recommended by the Board Policy Committee. As such, at the November 1, 2021 regular Board Meeting, the Board approved a policy review schedule that includes the remaining part of this training. To that end, Chairperson Heisner and I have planned to provide approximately an hour of training focused on providing clarity around the Executive Limitations and Delegation of Authority draft policies. In addition, a quick review of previous training and topics for the February training session will be provided. Please direct any questions that you may have to me.

**Recommendation:** None at this time.