

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

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on January 18, 2022, 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

Present	Trustee	Present	Trustee
X	Mr. James Darden	X	Ms. April Moore
X	Ms. Deborah Shelton-Yates	X	Mr. John Windings
X	Mr. Steve Heisner	X	Ms. Andrea Witthoft
X	Mr. Michael McMahan		Student Trustee (Advisory Vote)

Others Present:

Present	Others	Present	Others
X	Dr. Tim Taylor, President	X	Darci Cather, Vice President of Academic Affairs
X	Dr. Lisa Price, Vice President of Student Services	X	Chris Clark, Vice President of Administrative Services
X	Dr. Greg Mason, Dean of Career & Technology	X	Dr. Kristin Shelby, Dean of Transfer & Adult Education
X	Dr. April Teske, Institutional Effectiveness	X	Jean Ellen Boyd
	Public Information & Marketing	X	Dr. Jeffrey Dufour, Executive Director Foundation
X	John Schneider, Attorney	X	Dr. Ian Nicolaides, S.C.E.A., President
	Dr. Ryan Thornsberry, Instructor of English	X	Tina Dudley, Executive Assistant, President & Foundation
X	Don Koch, Director of Facility	X	David Hubbard, Public Comment

IV. Recognition of Guests and Public Comment

David Hubbard was present to express concerns related to the Ball Fields which included the roadway, non-accessibility by some visitors, lack of bleachers and restroom facilities, inadequate parking and uninsulated athletic buildings.

V. Approval of Consent Agenda

MOTION NO. 1

A motion was made by Andrea Witthoft and seconded by Mike McMahan to **approve the consent agenda** as follows:

- A. Regular Meeting Minutes December 6, 2021
- B. Treasurer’s Report
- C. 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)	198,679.47
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
Liab. Prot. Settlement Fund (TORT)	229,658.74
Grand Total	3,083,211.38

On roll call vote, the members voted as follows: S. Heisner, M. McMahan, J. Windings, A. Witthoft, D. Shelton-Yates, J. Darden and A. Moore all voted Yea. The Chairperson declared the motion carried.

VI. Consideration of Addendum and Reinvestment(s)

MOTION NO. 2

A motion was made by John Windings and seconded by Deborah Shelton-Yates to **approve Addendum to make an interfund loan from Education Fund to Restricted Purposes Fund to cover shortage of funds of \$20,000.00. November 30, 2021**

On roll call vote, the member voted as follows: A. Moore, J. Windings, A. Witthoft, D. Shelton-Yates, S. Heisner, J. Darden, M. McMahan all voted Yea. The Chairperson declared the motion carried.

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. Jeffrey Dufour
 - vi. Student Affairs – Dr. Lisa Price
- E. Illinois Community College Trustees Association – James Darden

VIII. Action and Discussion Items

- A. Consideration of Approval of Holiday Policy 6130
- 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) updates recommended at December 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 Approval to Hire a Financial & College Operations Consultant
 - v. Consideration for Approval of Faculty Stipends for Fall 2021
 - vi. Consideration for Approval of Ratification of Adjunct/Faculty for Fall 2021
 - vii. Consideration for Approval of Ratification of Part-Time Hires
- 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
 - ii. Consideration for Approval to Accept Full-Time Employee Resignation
 - iii. Consideration for Approval to Accept Full-Time Employee Resignation
 - iv. Consideration for Approval of Full-Time Employee Termination
 - v. Consideration for Approval of Full-Time Employee Disciplinary Sanctions
- 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 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 Approval to Hire a Financial & College Operations Consultant
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 - iii. Consideration for Approval to Accept Full-Time Employee Resignation
 - iv. Consideration for Approval of Full-Time Employee Termination
 - v. Consideration for Approval of Full-Time Employee Disciplinary Sanctions
- C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 3

CONSIDERATION FOR APPROVAL OF HOLIDAY POLICY 6130

A motion was made by James Darden and seconded by April Moore to recommend the Board approve the directed changes to Policy 6130 as presented.

Discussion: The Holiday Policy impacts staff only. Faculty are, by contract, bound by instructional days.

On roll call vote, the members voted as follows: A. Moore, S. Heisner, D. Shelton-Yates, J. Darden, A. Witthoft, M. McMahan, J. Windings all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 4

DISCUSSION OF MAIN CAMPUS MOISTURE CONTROL ISSUES

Over the past few years, concerns have been expressed from a number of employees related to moisture control issues at the Main Campus. January of 2020, Summit Environmental Services (SES) was hired to perform an indoor air quality analysis in several locations throughout the campus. October, 2021, SES performed a follow-up indoor air quality analysis. The College is currently within acceptable air quality standards.

MOTION NO. 5

DISCUSSION OF FY23 TUITION STRATEGY

Consistent with 110 ILCS 805/Art.VI of the Illinois Community College Act, it is the Board's responsibility to establish tuition rates. The College's strategic plan notes the College's intent to establish a rolling three-year tuition strategy as part of a long-term financial planning process. Because of a short timeline, the Board provided acceptable options for consideration.

MOTION NO. 6

DISCUSSION OF BALLFIELD ROADWAY IMPROVEMENT EFFORTS

There have been several inquiries related to the gravel road that leads to the baseball and softball diamonds. An update on efforts for improvement and updates was provided to the Board.

A motion was made by Andrea Witthoft and seconded by John Windings to authorize the President to seek remedy for insulation and heating issues. If those remedies fall within his funding authority, he should move forward.

The Board approved the President to move forward to remedy the heating concerns of the athlete's outbuilding.

On roll call vote, the members voted as follows: A. Witthoft, A. Moore, M. McMahan, J. Darden, S. Heisner, J. Windings and D. Shelton-Yates all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 7

POLICY GOVERNANCE TRAINING

An hour of Policy Governance Training focused on Delegation of Authority was provided. Also included was the Presentation of Bylaw (B4000xx series) Policies by Dr. Taylor. Revisions were made by the Board of Trustees and under the advisement of legal counsel, John Schneider. Delegation of Authority (B20xx) and Executive Limitations (B30xx) Policies review was initiated.

MOTION NO. 8

DISCUSSION OF BOARD POLICY COMMITTEE RECOMMENDATIONS

- i. Bylaw (40xx) review revisions recommended at December 6, 2021, Meeting
- ii. Delegation of Authority (B20xx) – Initial Review
- iii. Executive Limitation (B30xx) – Initial Review

MOTION NO. 9

IX. EXECUTIVE SESSION

A motion was made by John Windings and seconded by Deborah Shelton-Yates to **adjourn and go into Executive Session** at 8:37 p.m.

On roll call vote, the members voted as follows: A. Moore, A. Witthoft, J. Darden, M. McMahan, D. Shelton-Yates, S. Heisner, J. Windings all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 10

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to adjourn out of **Executive Session** at 10:21 p.m.

On roll call vote, the members voted as follows: D. Shelton-Yates, M. McMahan, J. Windings, S. Heisner, J. Darden, A. Moore, A. Witthoft all voted Yea. The Chairperson declared the motion carried,

MOTION NO. 11

A motion was made by April Moore and seconded by Andrea Witthoft to approve the minutes of the **Executive Session** held on January 18, 2022.

On roll call vote, the members voted as follows: S. Heisner, J. Windings, J. Darden, A. Witthoft, D. Shelton-Yates, M. McMahan, A. Moore all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 12

CONSIDERATION FOR APPROVAL TO HIRE AN ADMINISTRATIVE ASSISTANT TO THE DEAN OF TRANSFER & ADULT EDUCATION

A motion was made by Andrea Witthoft and seconded by John Windings to recommend the Board approve Vicky Cornelissen for the position of Administrative Assistant to the Dean of Transfer & Adult Education effective January 19, 2022.

On roll call vote, the members voted as follows: J. Darden, J. Windings, D. Shelton-Yates, M. McMahan, A. Moore, S. Heisner, A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 13

CONSIDERATION FOR APPROVAL TO HIRE A DIRECTOR OF RECRUITMENT & ENROLLMENT

A motion was made by April Moore and seconded by Deborah Shelton-Yates to recommend the Board approve the hire of Dr. Cara Doerr for the position of Director of Recruitment & Enrollment effective January 19, 2022.

On roll call vote, the members voted as follows: M. McMahan, A. Moore, S. Heisner, J. Darden, A. Witthoft, D. Shelton-Yates all voted Yea. J. Windings voted Nay. The Chairperson declared the motion carried.

MOTION NO. 14

CONSIDERATION FOR APPROVAL TO HIRE A MEDICAL ASSISTANT INSTRUCTOR

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to recommend the Board approve the hire of Orena Ball for the position of Medical Assistant Instructor effective January 19, 2022.

On roll call vote, the members voted as follows: M. McMahan, J. Windings, D. Shelton-Yates, A. Moore, J. Darden, S. Heisner, A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 15

CONSIDERATION FOR RATIFICATION OF FINANCIAL & COLLEGE OPERATIONS CONSULTANT

A motion was made by John Windings and seconded by Steve Heisner to recommend the Board ratify the attached contract and authorize the CEO to enter into an agreement with BeMac Consulting, LLC., for a term of February 1, 2022, through June 30, 2022.

On roll call vote, the members voted as follows: J. Darden, A. Witthoft, S. Heisner, A. Moore, J. Windings, D. Shelton-Yates, M. McMahan all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 16

CONSIDERATION FOR APPROVAL OF FACULTY STIPENDS FOR FALL 2021

A motion was made by Andrea Witthoft and seconded by James Darden to recommend the Board ratify the Fall 2021 Faculty stipends as presented.

On roll call vote, the members voted as follows: S. Heisner, D. Shelton-Yates, M. McMahan, A. Moore, J. Darden, J. Windings, A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 17

CONSIDERATION FOR APPROVAL OF RATIFICATION OF ADJUNCT/FACULTY FOR FALL 2021

A motion was made by John Windings and seconded by Andrea Witthoft to recommend the Board ratify the Fall 2021 employment of adjunct faculty as presented.

On roll call vote, the members voted as follows: D. Shelton-Yates, S. Heisner, J. Windings, A. Witthoft, M. McMahan, J. Darden all voted Yea. A. Moore abstained. The Chairperson declared the motion carried.

MOTION NO. 18

CONSIDERATION FOR APPROVAL OF RATIFICATION OF PART-TIME HIRES

A motion was made by James Darden and seconded by Steve Heisner to recommend the Board ratify the Part-Time employee listed.

On roll call vote, the members voted as follows: A. Witthoft, J. Darden, J. Windings, A. Moore, D. Shelton-Yates, M. McMahan, S. Heisner all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 19

CONSIDERATION FOR APPROVAL TO ACCEPT FULL-TIME EMPLOYEE RETIREMENT

A motion was made by April Moore and seconded by Mike McMahan to recommend the Board approve the retirement of Joe Morris effective December 31, 2021.

On roll call vote, the members voted as follows: J. Darden, D. Shelton-Yates, M. McMahan, A. Moore, S. Heisner, J. Windings, A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 20

CONSIDERATION FOR APPROVAL TO ACCEPT FULL-TIME EMPLOYEE RESIGNATION

A motion was made by Mike McMahan and seconded by John Windings to recommend the Board approve the resignation of Ricky Jerrell effective December 13, 2021.

On roll call vote, the members voted as follows: S. Heisner, D. Shelton-Yates, M. McMahan, A. Moore, J. Darden, J. Windings, A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 21

CONSIDERATION FOR APPROVAL TO ACCEPT THE FULL-TIME EMPLOYEE RESIGNATION

A motion was made by Deborah Shelton-Yates and seconded by April Moore to recommend the Board approve the resignation of Phyllis Sander effective January 3, 2022.

On roll call vote, the members voted as follows: J. Darden, D. Shelton-Yates, M. McMahan, A. Moore, S. Heisner, J. Windings, A. Witthoft all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 22

CONSIDERATION FOR APPROVAL OF FULL-TIME EMPLOYEE TERMINATION

A motion was made by John Windings and seconded by Andrea Witthoft to recommend the Board approve the termination of Full-Time Employee Sabrina Banks effective January 19, 2022.

On roll call vote, the members voted as follows: A. Witthoft, A. Moore, M. McMahan, J. Darden, S. Heisner, J. Windings, D. Shelton-Yates all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 23

CONSIDERATION FOR APPROVAL OF FULL-TIME EMPLOYEE DISCIPLINARY SANCTIONS

There was no action.

MOTION NO. 24

XI. Adjournment

A motion was made by John Windings and seconded by James Darden to **adjourn at 10:31 p.m.**

On roll call vote, the members voted as follows: J. Darden, A. Witthoft, J. Windings, M. McMahan, D. Shelton-Yates, A. Moore, S. Heisner all voted Yea. The Chairperson declared the motion carried.