

BOARD BOOK

February 7, 2022





**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531 RIVER ROOM
ULLIN, IL
February 7, 2022
5:30 P.M.**

As permitted by Governor Pritzker's Executive Orders 2020Ġ07, 2020Ġ33, and, 2020Ġ55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, regular meeting on February 7, 2022 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the following link: <https://shawneecc-edu.zoom.us/j/119290368?pwd=NHdkNE5PMmJoSjY0NlMWDl1UjNoQT09> or by dialing 1-312-626-6799, when prompted enter conference ID 119290368 and press # instead of a participant number. The meeting will include an opportunity for public comment. Any member of the public that would like to make a public comment, must submit their public comment via email to comments@shawneecc.edu by 2:00 p.m. on February 7, 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 January 18, 2022, Meeting](#)
 - [Treasurer's Report](#)
 - [Approval of Bills](#)

Education Fund	\$804,583.04
Building Fund	70,668.74
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	72,050.42
Restricted Purposes Fund (Grants)	251,781.94
Restricted Purposes - FWS*	1,273.03
Restricted Purposes - PELL	22,983.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	3,612.01
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	73,636.15
Grand Total	\$1,300,588.33

VI. Consideration of Addendum

Interfund Loan from Education Fund to Restricted Purpose Fund \$40,000.00.

VII. Reports

- A. [Student Report](#) – Bradley West (No Report)
- B. [Faculty Report](#) – 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](#) (No Report)
 - 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 for Approval of the [College Catalog for Fall 2022-23](#) (Sent Separately)
- B. Consideration for Approval of the [GFI Digital Lease Agreement](#) – (☐ 5 pp)
- C. Consideration for Approval of the [Executive Order Implementation Protocol](#) – (☐ 8 pp)
- D. Consideration for Approval of the [Collective Bargaining Team](#)
- E. Consideration for Approval of the [GT Simulators Purchase](#) (☐ 6 pp)
- F. Consideration for Approval of the [Gaumard Pediatric Simulators Purchase](#) (☐ 16 pp)
- G. Consideration for Approval of the [Hill-ROM Bed Simulator Purchase](#) (☐ 1p)
- H. Consideration for Approval of the [Vacation Policy 6260 Revision](#) (☐ 2 p)
- I. [Policy Governance Training](#) consistent with [110 ILCS 805/3-8.5](#)
- J. Discussion of Board Policy Committee Recommendations (Sent Separately)
 - i. Delegation of Authority (B20xx) – complete review
 - ii. Executive Limitation (B30xx) – complete 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 IT Student Support Specialist](#) - (☐ 2 p)
 - ii. Consideration for Approval to [Hire a Director of Information Technology](#)
 - iii. Consideration for Approval to [Hire an Executive Director of Public Information & Marketing](#)
 - iv. Consideration for [Ratification of Part-Time Hires](#)
 - v. [President Evaluation](#) Update
- B. Consideration for 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 Resignation](#) – (☐ 1 p)
 - ii. Consideration of Approval to Accept Full-Time Employee Discipline (Recommendation will be provided during meeting.)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 120/2 \(c\) \(11\)ILCS](#)

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 IT Student Support Specialist](#)
 - ii. Consideration for Approval to [Hire a Director of Information Technology](#)
 - iii. Consideration for Approval to [Hire an Executive Director of Public Information & Marketing](#)
 - iv. Consideration for [Ratification of Part-Time Hires](#)
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- B. Consideration for 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 Resignation](#) - (☞ 1 p)
 - ii. Consideration for Approval to Accept Full-Time Employee Discipline (Recommendation will be provided during meeting.)
- C. Consideration of Items That May Lead or Have Led to Litigation

XI. Adjournment

**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

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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 \(c\) \(11\)](#)

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X. Action and Discussion on Executive Session Items

[Return to Agenda](#)

- 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
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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.

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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

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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.

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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.

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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.

Financial Report



**Six Months Ended
December 31, 2021**

Shawnee Community College

Fund	12/1/2021 Beg. Balance	December Receipts/Adj.	December Expenditures/Adj.	12/31/2021 Ending Balance
Education	8,119,734.45	604,149.76	804,583.04	7,919,301.17
Building	3,032,261.96	63,660.70	70,668.74	3,025,253.92
Working Cash	5,030,397.64	109.66	0.00	5,030,507.30
Restricted Building	1,326,689.74	12,036.48	0.00	1,338,726.22
Bond & Interest	100,510.63	82,819.83	0.00	183,330.46
Auxiliary Enterprise	300,125.75	11,490.64	72,050.42	239,565.97
Liab. Prot. Settlement	1,944,744.67	39,539.68	73,636.15	1,910,648.20
Audit	49,078.84	1,593.01	0.00	50,671.85
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	1,273.03	1,273.03	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	22,983.00	22,983.00	0.00
Special Grants	3,706.29	251,604.78	251,781.94	3,529.13
Trust & Agency	251,619.21	2,202.93	3,612.01	250,210.13
Total	20,172,869.18	1,093,463.50	1,300,588.33	19,965,744.35

Brandy Woods

Brandy Woods, Director of Business Services

January 20, 2022

Date

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

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATING FUNDS
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Revenues 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Realized 12/31/21
Operating Revenues by Source				
Local government:				
Current taxes	\$ 1,982,403	\$ 1,599,187	\$ 383,216	
Chargeback revenue	-	-	0	
TOTAL LOCAL GOVERNMENT	\$ 1,982,403	\$ 1,599,187	\$ 383,216	80.67%
State government:				
ICCB Credit Hour Grants	\$ 1,217,883	\$ 593,135	\$ 624,748	
ICCB Equalization Grants	2,711,080	1,355,539	1,355,541	
State Board of Education- Vocational Education	118,591	56,198	62,393	
Corporate Personal Property Replacement Tax	525,834	294,759	231,075	
TOTAL STATE GOVERNMENT	\$ 4,573,388	\$ 2,299,631	\$ 2,273,757	50.28%
Federal government:				
Federal Stimulus Funds-HEERF	\$ 900,000	\$ -	\$ 900,000	
TOTAL FEDERAL GOVERNMENT	\$ 900,000	\$ -	\$ 900,000	
Student Tuition and Fees:				
Tuition	\$ 4,397,667	\$ 3,215,035	\$ 1,182,632	
Fees	812,694	535,868	276,826	
TOTAL TUITION AND FEES	\$ 5,210,361	\$ 3,750,903	\$ 1,459,458	71.99%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 41,585	\$ 45,415	
Facilities revenue	45,000	21,476	23,524	
Investment revenue	32,500	1,158	31,342	
Other sources	440,600	71,673	368,927	
TOTAL OTHER SOURCES	\$ 605,100	\$ 135,892	\$ 469,208	22.46%
TRANSFERS	\$ 20,000	\$ -	\$ 20,000	
TOTAL 2021-22 BUDGETED REVENUE	\$ 13,291,252	\$ 7,785,613	\$ 5,505,639	58.58%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 13,291,252	\$ 7,785,613	\$ 5,505,639	58.58%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expenditures 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
<u>Expenditures By Program</u>				
Instruction	\$ 4,961,238	\$ 2,164,114	\$ 2,797,124	
Academic Support	434,760	219,303	215,457	
Student Services	1,162,181	548,116	614,065	
Public Services	79,485	18,613	60,872	
Operation & Maint. of Plant	1,368,740	558,071	810,669	
Institutional Support	2,615,515	1,206,217	1,409,298	
Scholarship, Student Grants, & Waivers	2,201,786	1,171,856	1,029,930	
TRANSFERS	2,663,771	295,447	2,368,324	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 6,181,737	\$ 9,305,739	39.91%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 6,181,737	\$ 9,305,739	
<u>By Object</u>				
Salaries	\$ 6,836,734	\$ 3,071,403	\$ 3,765,331	
Employee Benefits	781,490	325,312	456,178	
Contractual Services	1,239,256	687,762	551,494	
General Materials & Supplies	620,344	234,201	386,143	
Conference & Meeting Expense	146,435	18,762	127,673	
Fixed Charges	130,560	52,126	78,434	
Utilities	643,240	261,753	381,487	
Capital Outlay	83,500	25,761	57,739	
Other	2,342,146	1,209,210	1,132,936	
Provision for Contingency	-	-	-	
TRANSFERS	2,663,771	295,447	2,368,324	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 6,181,737	\$ 9,305,739	39.91%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 6,181,737	\$ 9,305,739	

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expenditures 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 4,071,939	\$ 1,834,559	\$ 2,237,380	
Employee Benefits	426,794	165,799	260,995	
Contractual Services	165,005	55,992	109,013	
General Materials & Supplies	148,135	53,656	94,479	
Conference & Meeting Expense	28,795	4,269	24,526	
Fixed Charges	83,860	34,570	49,290	
Utilities	35,150	15,014	20,136	
Other	360	35	325	
Capital Outlay	1,200	220	980	
TOTAL	\$ 4,961,238	\$ 2,164,114	\$ 2,797,124	43.62%
ACADEMIC SUPPORT				
Salaries	\$ 311,488	\$ 153,226	\$ 158,262	
Employee Benefits	26,527	14,988	11,539	
Contractual Services	41,380	20,055	21,325	
General Materials & Supplies	53,365	30,038	23,327	
Conference & Meeting Expense	1,000	996	4	
Utilities	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 434,760	\$ 219,303	\$ 215,457	50.44%
STUDENT SERVICES				
Salaries	\$ 909,270	\$ 436,096	\$ 473,174	
Employee Benefits	136,492	66,275	70,217	
Contractual Services	37,950	21,960	15,990	
General Materials & Supplies	71,919	22,772	49,147	
Conference & Meeting Expense	5,550	1,013	4,537	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 1,162,181	\$ 548,116	\$ 614,065	47.16%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 52,279	\$ 13,688	\$ 38,591	
Employee Benefits	10,206	2,420	7,786	
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	-	-	-	
TOTAL	\$ 79,485	\$ 18,613	\$ 60,872	23.42%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS BY FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expenditures 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,282,301	\$ 565,264	\$ 717,037	
Employee Benefits	154,953	67,574	87,379	
Contractual Services	527,546	404,303	123,243	
General Materials & Supplies	275,125	83,787	191,338	
Conference & Meeting Expense	110,290	12,432	97,858	
Fixed Charges	45,000	17,556	27,444	
Utilities	20,000	11,079	8,921	
Other	140,000	37,318	102,682	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	6,904	53,396	
TOTAL	\$ 2,615,515	\$ 1,206,217	\$ 1,409,298	46.12%
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS				
Other	\$ 2,201,786	\$ 1,171,856	\$ 1,029,930	
TOTAL	\$ 2,201,786	\$ 1,171,856	\$ 1,029,930	53.22%
TRANSFERS	2,384,790	295,447	2,089,343	12.39%
TOTAL EDUCATION FUND	\$ 13,839,755	\$ 5,623,666	\$ 8,216,089	40.63%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 209,457	\$ 68,570	\$ 140,887	
Employee Benefits	26,518	8,256	18,262	
Contractual Services	463,375	184,291	279,084	
General Materials & Supplies	61,300	42,656	18,644	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	235,661	352,429	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	18,637	1,363	
Other	-	-	-	
TOTAL	1,368,740	558,071	810,669	
TRANSFERS	278,981	-	278,981	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 1,647,721	\$ 558,071	\$ 1,621,338	33.87%
TOTAL OPERATING FUNDS	\$ 15,487,476	\$ 6,181,737	\$ 9,837,427	39.91%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget 12/31/21	Year to Date Revenues 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Realized 12/31/21
Operations and Maintenance Fund-Restricted				
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 203,601	\$ 46,399	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 203,601	\$ 46,399	81.44%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 203,601	\$ 46,399	81.44%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATION AND MAINTENANCE FUND-RESTRICTED
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expenditures 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
Operations and Maintenance Fund-Restricted				
INSTITUTIONAL SUPPORT				
Capital Outlay	\$ 1,286,250	\$ -	\$ 1,286,250	
Contractual Services	116,000	-	116,000	
TOTAL INSTITUTIONAL SUPPORT	\$ 1,402,250	\$ -	\$ 1,402,250	0.00%
TOTAL BUDGETED EXPENDITURES	\$ 1,402,250	\$ -	\$ 1,402,250	0.00%

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
BOND AND INTEREST FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Revenues 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Realized 12/31/21
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,720,500	\$ 1,401,084	\$ 319,416	
TOTAL BUDGETED REVENUES	\$ 1,720,500	\$ 1,401,084	\$ 319,416	81.43%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
BOND AND INTEREST FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expenditures 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,625,000	\$ 1,625,000	\$ -	
Bond Interest	95,500	64,000	\$ 31,500	
TOTAL BUDGETED EXPENDITURES	\$ 1,720,500	\$ 1,689,000	\$ 31,500	98.17%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Revenues 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Realized 12/31/21
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 438,800	\$ 220,209	\$ 218,591	
TOTAL OTHER SOURCES	\$ 438,800	\$ 220,209	\$ 218,591	
TRANSFERS	712,790	295,447	417,343	
TOTAL BUDGETED REVENUE	\$ 1,151,590	\$ 515,656	\$ 635,934	44.78%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expenditures 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 218,284	\$ 107,553	\$ 110,731	
Employee Benefits	27,225	11,964	15,261	
Contractual Services	71,725	27,182	44,543	
General Materials & Supplies	422,443	266,555	155,888	
Conference & Meeting Expense	42,385	19,271	23,114	
Fixed Charges	25,000	9,263	15,737	
Utilities	-	-	-	
Capital Outlay	32,000	1,769	30,231	
Provision for Contingency	-	-	-	
Other	443,159	193,959	249,200	
TRANSFERS	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 1,282,221	\$ 637,516	\$ 644,705	49.72%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Revenues 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Realized 12/31/21
Restricted Purposes Fund				
State governmental sources:				
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	99,669	5,331	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	-	(18,821)	18,821	
TOTAL STATE GOVERNMENT	\$ 806,681	\$ 277,546	\$ 529,135	34.41%
Federal governmental sources:				
Department of Education	\$ 7,944,546	\$ 3,660,155	\$ 4,284,391	
Department of Health and Human Services	15,000	-	15,000	
Other Federal Government Sources	216,044	10,591	205,453	
TOTAL FEDERAL GOVERNMENT	\$ 8,175,590	\$ 3,670,746	\$ 4,504,844	44.90%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 8,982,271	\$ 3,948,292	\$ 5,033,979	43.96%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expenditures 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
Restricted Purposes Fund				
STUDENT SERVICES				
Salaries	\$ 204,836	\$ 107,688	\$ 97,148	
Employee Benefits	63,580	30,548	33,032	
Contractual Services	6,569	4,077	2,492	
General Materials & Supplies	8,995	8,083	912	
Conference & Meeting Expense	7,874	1,163	6,711	
Capital Outlay	-	-	-	
Other	47,118	25,281	21,837	
TOTAL STUDENT SERVICES	\$ 338,972	\$ 176,840	\$ 162,132	52.17%
INSTITUTIONAL SUPPORT				
Salaries	\$ 607,828	\$ 404,394	\$ 203,434	
Employee Benefits	123,411	71,539	51,872	
Contractual Services	288,042	308,221	(20,179)	
General Materials & Supplies	157,411	73,321	84,090	
Conference & Meeting Expense	35,218	12,759	22,459	
Fixed Charges	-	-	-	
Utilities	100,680	32,232	68,448	
Capital Outlay	517,865	162,961	354,904	
Other	1,159,311	48,476	1,110,835	
TOTAL INSTITUTIONAL SUPPORT	\$ 2,989,766	\$ 1,113,903	\$ 1,875,863	37.26%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS				
Financial Aid	\$ 5,653,503	\$ 1,431,191	\$ 4,222,312	
TOTAL	\$ 5,653,503	\$ 1,431,191	\$ 4,222,312	25.32%
TOTAL BUDGETED EXPENDITURES	\$ 8,982,241	\$ 2,721,934	\$ 6,260,307	30.30%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUDIT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Revenues 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Realized 12/31/21
Audit Fund				
Local Government Sources:				
Current Taxes	\$ 34,000	\$ 26,857	\$ 7,143	
TOTAL BUDGETED REVENUES	\$ 34,000	\$ 26,857	\$ 7,143	78.99%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUDIT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%

	Legal Budget As Adjusted 12/31/21	Year to Date Expended 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
Audit Fund				
INSTITUTIONAL SUPPORT				
Contractual Services	\$ 38,000	\$ 20,000	\$ 18,000	
Provision for Contingency	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 38,000	\$ 20,000	\$ 18,000	52.63%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%				
	Legal Budget As Adjusted 12/31/21	Year to Date Revenues 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Realized 12/31/21
Liability Protection and Settlement Fund				
Local Government Sources:				
Current Taxes	\$ 827,555	\$ 673,949	\$ 153,606	
TOTAL BUDGETED REVENUES	\$ 827,555	\$ 673,949	\$ 153,606	81.44%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
LIABILITY PROTECTION AND SETTLEMENT FUND
FOR SIX MONTHS ENDED DECEMBER 31, 2021**

Percent of Year Complete is 50.00%				
	Legal Budget As Adjusted 12/31/21	Year to Date Expended 12/31/21	(Over)/Under Budget 12/31/21	Percent of Budget Expended 12/31/21
Liability Protection and Settlement Fund				
INSTITUTIONAL SUPPORT				
Salaries	86,000	\$ 34,712	51,288	
Employee Benefits	208,255	88,071	120,184	
Contractual Services	303,500	111,171	192,329	
General Materials & Supplies	20,000	-	20,000	
Fixed Charges	313,500	228,944	84,556	
Capital Outlay	444,824		444,824	
Other	50,000		50,000	
TOTAL BUDGETED EXPENDITURES	\$1,426,079	\$462,898	\$911,893	32.46%

SHAWNEE COMMUNITY COLLEGE

For the Month of January 2022
Approval of Bills

FUND	EXPENDITURES
Education Fund	\$804,583.04
Building Fund	70,668.74
Restricted Bldg Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	72,050.42
Restricted Purposes Fund (Grants)	251,781.94
Restricted Purposes – FWS*	1,273.03
Restricted Purposes - PELL	22,983.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	3,612.01
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	73,636.15
GRAND TOTAL	\$1,300,588.33

 Chairperson

 Secretary

 Date

[Return to Agenda](#)

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77256	12/15/2021	Abell Castleberry, Heather A.	221.13
77257	12/15/2021	Armstrong, Lori A.	3,694.51
77258	12/15/2021	Ashby, Malinda J.	1,509.54
77259	12/15/2021	Askew, Jipaum S.	2,118.24
77260	12/15/2021	Austin, David C.	411.40
77261	12/15/2021	Banks, Sabrina D.	1,379.12
77262	12/15/2021	Basler, Joella	2,611.91
77263	12/15/2021	Betts, Robert G.	2,528.36
77264	12/15/2021	Betts, Teale M.	1,753.31
77265	12/15/2021	Bigham, Stephanie M.	968.18
77266	12/15/2021	Black, David E.	3,130.21
77267	12/15/2021	Black, Sabrina L.	1,133.11
77268	12/15/2021	Boyd, Danielle N.	1,485.98
77269	12/15/2021	Bradley, Craig	3,175.94
77270	12/15/2021	Brahler, Monica J.	2,508.53
77271	12/15/2021	Brown, Brenda R.	2,233.51
77272	12/15/2021	Brown, Donna R.	1,294.61
77273	12/15/2021	Canter, Lora	484.47
77274	12/15/2021	Capps, Tamara K.	2,293.61
77275	12/15/2021	Cather, Darci A.	3,227.53
77276	12/15/2021	Chamness, Virginia S.	1,030.02
77277	12/15/2021	Clark, Christopher A.	2,943.48
77278	12/15/2021	Clark, Lora L.	1,244.43
77279	12/15/2021	Copeland, Vyta N.	223.19
77280	12/15/2021	Cornelious-Weldon, Leslie A.	1,640.89
77281	12/15/2021	Crowe, Beth A.	1,848.71
77282	12/15/2021	Davault, Christopher R.	215.99
77283	12/15/2021	Davenport, Anna	3,519.18
77284	12/15/2021	Davis, Carrie B.	1,299.12
77285	12/15/2021	Davis, Christy R.	260.05
77286	12/15/2021	Davis, Evelyn D.	893.16
77287	12/15/2021	Dillow, Rhonda L.	739.12
77288	12/15/2021	Dollins, Judith A.	1,669.21
77289	12/15/2021	Dudley, Tina M.	895.89
77290	12/15/2021	Fehrenbacher, Dwayne J.	1,658.44
77291	12/15/2021	Fontana, Sandy L.	2,616.08
77292	12/15/2021	Forthman, Emily B.	2,016.13
77293	12/15/2021	Frizzell, Timothy A.	2,161.55
77294	12/15/2021	Gerard, Anthony S.	2,810.25
77295	12/15/2021	Goforth, Charles B.	1,438.61
77296	12/15/2021	Gordon, Beatrice	869.49

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77297	12/15/2021	Grohler, Randall P.	370.62
77298	12/15/2021	Hamilton-Smith, Jacqueline	1,060.44
77299	12/15/2021	Hannan, Amanda N.	2,355.90
77300	12/15/2021	Harner, Ginger R.	2,292.65
77301	12/15/2021	Harris, Wendy D.	3,012.80
77302	12/15/2021	Hazel, Amanda N.	1,141.59
77303	12/15/2021	Herron, Jennifer K.	1,210.27
77304	12/15/2021	Hickam, Jamie L.	1,844.81
77305	12/15/2021	Hill, Ayan	781.26
77306	12/15/2021	Hill, Tanya S.	1,743.81
77307	12/15/2021	Hines, Lorena M.	1,840.51
77308	12/15/2021	Holland, Micah C.	582.72
77309	12/15/2021	Howard, Eric	1,867.41
77310	12/15/2021	Ingram, Caleb W.	726.77
77311	12/15/2021	Jennings, Kelly D.	1,927.28
77312	12/15/2021	Jerrell, Ricky L.	255.25
77313	12/15/2021	Johnson, Lindsay B.	1,605.13
77314	12/15/2021	Jones, Courtney R.	773.96
77315	12/15/2021	King, Erin R.	1,587.00
77316	12/15/2021	Koch, Donald N.	2,348.99
77317	12/15/2021	Lingle, Randy W.	1,978.92
77318	12/15/2021	Lucas, Robert	1,936.13
77319	12/15/2021	Luttrell, Denise	706.77
77320	12/15/2021	Malone, Sherrie D.	2,164.77
77321	12/15/2021	Mason, Gregory K.	2,335.33
77322	12/15/2021	McGinnis, Connie R.	2,500.76
77323	12/15/2021	McGoy, Jeffery L.	237.99
77324	12/15/2021	McGoy, Karen M.	1,863.10
77325	12/15/2021	McNally, Michael	2,583.08
77326	12/15/2021	Merriman, Hailey C.	773.96
77327	12/15/2021	Meyer, Lisa F.	1,362.15
77328	12/15/2021	Meyers, Kaylyn L.	1,038.63
77329	12/15/2021	Mishler, Shelye	442.26
77330	12/15/2021	Morris, Joseph A.	2,492.70
77331	12/15/2021	Nicolaides, Ian A.	2,308.69
77332	12/15/2021	Nodeen, Marsha K.	362.04
77333	12/15/2021	Owens, Peter	485.26
77334	12/15/2021	Pender, Derek S.	1,724.92
77335	12/15/2021	Poat, Erica R.	513.67
77336	12/15/2021	Price, Lisa L.	3,053.91
77337	12/15/2021	Reach, Mindy J.	1,344.68

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77338	12/15/2021	Ribbing, Sheryl L.	1,991.53
77339	12/15/2021	Rouse, Felicia	1,407.69
77340	12/15/2021	Salazar, Becky	630.92
77341	12/15/2021	Sander, Phyllis J.	4,851.31
77342	12/15/2021	Sauerbrunn, Kayla R.	2,361.75
77343	12/15/2021	Severs, Virginia L.	1,162.30
77344	12/15/2021	Shallenberger, Elizabeth	1,929.03
77345	12/15/2021	Sheffer, Amy L.	1,994.48
77346	12/15/2021	Sheffer, Susan R.	606.27
77347	12/15/2021	Shelby, Kristin N.	2,447.64
77348	12/15/2021	Sheppard, Gregory S.	1,706.45
77349	12/15/2021	Simpson, Stacy J.	1,456.49
77350	12/15/2021	Smith, Kyle S.	1,781.05
77351	12/15/2021	Smith, Wanda R.	3,413.03
77352	12/15/2021	Smith-Fulia, Jesse R.	2,436.66
77353	12/15/2021	Sparks, John R.	2,231.50
77354	12/15/2021	Stallions, Terry R.	385.34
77355	12/15/2021	Steinmetz, Rebecca L.	1,234.82
77356	12/15/2021	Stoup, William R.	1,841.71
77357	12/15/2021	Suggs, Amber	1,735.69
77358	12/15/2021	Taylor, Timothy	5,076.63
77359	12/15/2021	Terbrak, Darlene R.	156.13
77360	12/15/2021	Teske, April Y.	2,311.84
77361	12/15/2021	Thompson, Chevis L.	1,888.09
77362	12/15/2021	Thompson, Tad W.	288.55
77363	12/15/2021	Thornberry, Ryan J.	3,099.22
77364	12/15/2021	Trowbridge, Mande M.	868.75
77365	12/15/2021	Van Meter, Jonathan L.	1,525.22
77366	12/15/2021	VanAlstine, Lee F.	2,021.37
77367	12/15/2021	Vellella, Christopher A.	2,206.85
77368	12/15/2021	Vines, Deborah	966.14
77369	12/15/2021	Walton, James L.	1,698.14
77370	12/15/2021	Whitnel, Brett P.	1,509.93
77371	12/15/2021	Williams, Michelle L.	881.64
77372	12/15/2021	Woods, Brandy S.	3,290.76
77373	12/15/2021	Woolridge, Robert E.	2,229.97
77374	12/15/2021	Wright, Christina D.	1,549.67
77375	12/15/2021	Burgess, Michael	854.58
77376	12/15/2021	Crites, Marilyn M.	871.30
77377	12/15/2021	Dalton, Amelia R.	806.67
77378	12/15/2021	Danas, Judy A.	201.01

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77379	12/15/2021	Devenny, Marianne	134.32
77380	12/15/2021	Dufour, Jeffrey A.	313.71
77381	12/15/2021	Duke, Jordan	764.96
77382	12/15/2021	Edwards, Jessica E.	579.11
77383	12/15/2021	Fisher, Stephanie J.	569.85
77384	12/15/2021	Frassato, Kylee N.	1,344.99
77385	12/15/2021	Green, Kandyce T.	747.08
77386	12/15/2021	Hannan, Rachel A.	633.40
77387	12/15/2021	Harris, Julian M.	282.65
77388	12/15/2021	Harris, Rana L.	627.42
77389	12/15/2021	Hayes, Stephanie	442.19
77390	12/15/2021	Hefner, Cynthia L.	497.71
77391	12/15/2021	Hefner, Monte K.	903.98
77392	12/15/2021	Herre, Brian C.	936.44
77393	12/15/2021	Hill, Madison E.	104.55
77394	12/15/2021	Holderfield, Clayton M.	66.00
77395	12/15/2021	Hubbard, Andrew D.	92.87
77396	12/15/2021	Hudgens, Faith V.	798.04
77397	12/15/2021	Johnson, Carl D.	303.04
77398	12/15/2021	Johnson, Kelly J.	397.67
77399	12/15/2021	Kineman, Daniel L.	563.64
77400	12/15/2021	Knight, Cecilia M.	144.47
77401	12/15/2021	Korte, Rhea C.	116.09
77402	12/15/2021	Kwiatkowski, Miley E.	269.18
77403	12/15/2021	Larimer, Courtney T.	54.89
77404	12/15/2021	Lewis, Jan F.	855.64
77405	12/15/2021	Little, Latayvia S.	94.94
77406	12/15/2021	Matthews, Brittany R.	570.49
77407	12/15/2021	Maynard, David	403.85
77408	12/15/2021	McClellan, Heaven M.	64.51
77409	12/15/2021	McEwen, Sayveon L.	530.68
77410	12/15/2021	McNichols, Randy J.	464.94
77411	12/15/2021	Meadows, Candice M.	353.48
77412	12/15/2021	Meshell, Caitlyn N.	385.96
77413	12/15/2021	Miller, John P.	1,022.37
77414	12/15/2021	Murray, Maggie A.	613.02
77415	12/15/2021	Nesbit, Sophie J.	148.44
77416	12/15/2021	Phillips, Alyvea R.	72.14
77417	12/15/2021	Ribbing, Jenna M.	222.87
77418	12/15/2021	Rose, Jayla E.	250.93
77419	12/15/2021	Sabo, Tierney R.	1,104.57

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77420	12/15/2021	Sommer, Gary H.	292.78
77421	12/15/2021	Spence, Kaylee	227.24
77422	12/15/2021	Squellati, Brooke D.	41.27
77423	12/15/2021	Stafford, Makayla L.	634.20
77424	12/15/2021	Stecher, Beverly A.	508.33
77425	12/15/2021	Thoe, Alexandra I.	557.84
77426	12/15/2021	Travis, Jennifer L.	600.99
77427	12/15/2021	Whitehead, Tracy L.	673.55
77428	12/15/2021	Woods, Aaron C.	729.63
77429	12/15/2021	Armstrong, Lori A.	2,260.48
77430	12/15/2021	Ashby, Malinda J.	1,509.54
77431	12/15/2021	Askew, Jipaum S.	2,118.24
77432	12/15/2021	Banks, Sabrina D.	1,379.12
77433	12/15/2021	Basler, Joella	2,262.32
77434	12/15/2021	Betts, Robert G.	2,278.53
77435	12/15/2021	Betts, Teale M.	1,753.31
77436	12/15/2021	Bigham, Stephanie M.	968.18
77437	12/15/2021	Black, David E.	2,609.01
77438	12/15/2021	Black, Sabrina L.	1,133.11
77439	12/15/2021	Boyd, Danielle N.	1,485.98
77440	12/15/2021	Bradley, Craig	2,328.31
77441	12/15/2021	Brahler, Monica J.	2,508.53
77442	12/15/2021	Brown, Brenda R.	2,233.51
77443	12/15/2021	Brown, Donna R.	3,304.79
77444	12/15/2021	Capps, Tamara K.	2,293.61
77445	12/15/2021	Cather, Darci A.	3,227.53
77446	12/15/2021	Chamness, Virginia S.	1,030.02
77447	12/15/2021	Clark, Christopher A.	2,943.48
77448	12/15/2021	Clark, Lora L.	1,244.43
77449	12/15/2021	Cornelious-Weldon, Leslie A.	1,640.89
77450	12/15/2021	Crowe, Beth A.	1,625.34
77451	12/15/2021	Davenport, Anna	1,651.94
77452	12/15/2021	Davis, Carrie B.	1,299.12
77453	12/15/2021	Davis, Evelyn D.	893.16
77454	12/15/2021	Dollins, Judith A.	1,669.21
77455	12/15/2021	Dudley, Tina M.	895.89
77456	12/15/2021	Fehrenbacher, Dwayne J.	1,658.44
77457	12/15/2021	Fontana, Sandy L.	2,020.44
77458	12/15/2021	Forthman, Emily B.	2,016.13
77459	12/15/2021	Frizzell, Timothy A.	2,012.64
77460	12/15/2021	Gerard, Anthony S.	2,735.80

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77461	12/15/2021	Goforth, Charles B.	1,438.61
77462	12/15/2021	Gordon, Beatrice	869.49
77463	12/15/2021	Hamilton-Smith, Jacqueline	1,060.44
77464	12/15/2021	Hannan, Amanda N.	2,355.90
77465	12/15/2021	Harner, Ginger R.	2,292.65
77466	12/15/2021	Harris, Wendy D.	2,100.48
77467	12/15/2021	Hazel, Amanda N.	1,141.59
77468	12/15/2021	Herren, Jennifer K.	1,210.27
77469	12/15/2021	Hickam, Jamie L.	1,318.29
77470	12/15/2021	Hill, Tanya S.	1,743.81
77471	12/15/2021	Hines, Lorena M.	1,840.51
77472	12/15/2021	Howard, Eric	1,606.38
77473	12/15/2021	Ingram, Caleb W.	726.77
77474	12/15/2021	Jennings, Kelly D.	1,927.28
77475	12/15/2021	Johnson, Lindsay B.	1,605.13
77476	12/15/2021	King, Erin R.	1,587.00
77477	12/15/2021	Koch, Donald N.	2,348.99
77478	12/15/2021	Lingle, Randy W.	1,978.92
77479	12/15/2021	Lucas, Robert	1,936.13
77480	12/15/2021	Malone, Sherrie D.	2,164.77
77481	12/15/2021	Mason, Gregory K.	2,335.33
77482	12/15/2021	McGinnis, Connie R.	2,240.17
77483	12/15/2021	McGoy, Karen M.	1,863.10
77484	12/15/2021	McNally, Michael	1,987.43
77485	12/15/2021	Meyer, Lisa F.	1,362.15
77486	12/15/2021	Meyers, Kaylyn L.	1,038.63
77487	12/15/2021	Morris, Joseph A.	6,029.29
77488	12/15/2021	Nicolaides, Ian A.	2,243.43
77489	12/15/2021	Pender, Derek S.	1,724.92
77490	12/15/2021	Price, Lisa L.	3,053.91
77491	12/15/2021	Reach, Mindy J.	1,344.68
77492	12/15/2021	Ribbing, Sheryl L.	1,991.53
77493	12/15/2021	Rouse, Felicia	1,407.69
77494	12/15/2021	Sander, Phyllis J.	2,599.29
77495	12/15/2021	Sauerbrunn, Kayla R.	1,816.40
77496	12/15/2021	Severs, Virginia L.	1,162.30
77497	12/15/2021	Shallenberger, Elizabeth	1,929.03
77498	12/15/2021	Sheffer, Amy L.	1,831.34
77499	12/15/2021	Shelby, Kristin N.	2,447.64
77500	12/15/2021	Sheppard, Gregory S.	1,706.45
77501	12/15/2021	Simpson, Stacy J.	1,456.49

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77502	12/15/2021	Smith, Kyle S.	1,781.05
77503	12/15/2021	Smith, Wanda R.	2,492.97
77504	12/15/2021	Smith-Fulia, Jesse R.	1,989.93
77505	12/15/2021	Sparks, John R.	1,951.84
77506	12/15/2021	Steinmetz, Rebecca L.	1,234.82
77507	12/15/2021	Stoup, William R.	1,841.71
77508	12/15/2021	Suggs, Amber	1,735.69
77509	12/15/2021	Taylor, Timothy	5,076.63
77510	12/15/2021	Teske, April Y.	2,311.84
77511	12/15/2021	Thompson, Chevis L.	1,888.09
77512	12/15/2021	Thornsberry, Ryan J.	2,242.98
77513	12/15/2021	Trowbridge, Mande M.	868.75
77514	12/15/2021	Van Meter, Jonathan L.	1,525.22
77515	12/15/2021	VanAlstine, Lee F.	2,021.37
77516	12/15/2021	Vellella, Christopher A.	2,206.85
77517	12/15/2021	Vines, Deborah	966.14
77518	12/15/2021	Walton, James L.	1,698.14
77519	12/15/2021	Whitnel, Brett P.	1,509.93
77520	12/15/2021	Williams, Michelle L.	881.64
77521	12/15/2021	Woods, Brandy S.	3,290.76
77522	12/15/2021	Woolridge, Robert E.	2,229.97
77523	12/15/2021	Wright, Christina D.	1,549.67
77524	12/22/2021	Burgess, Michael	1,154.37
77525	12/22/2021	Crites, Marilyn M.	1,414.72
77526	12/22/2021	Dalton, Amelia R.	776.08
77527	12/22/2021	Danas, Judy A.	686.97
77528	12/22/2021	Duke, Jordan	1,027.48
77529	12/22/2021	Edwards, Jessica E.	729.63
77530	12/22/2021	Fisher, Stephanie J.	644.72
77531	12/22/2021	Frassato, Kylee N.	1,538.41
77532	12/22/2021	Green, Kandyce T.	857.26
77533	12/22/2021	Hannan, Rachel A.	691.86
77534	12/22/2021	Harris, Julian M.	437.00
77535	12/22/2021	Harris, Rana L.	800.55
77536	12/22/2021	Hayes, Stephanie	379.98
77537	12/22/2021	Hefner, Cynthia L.	675.88
77538	12/22/2021	Hefner, Monte K.	1,213.18
77539	12/22/2021	Herre, Brian C.	1,188.14
77540	12/22/2021	Hill, Madison E.	62.73
77541	12/22/2021	Holderfield, Clayton M.	60.50
77542	12/22/2021	Hudgens, Faith V.	1,084.50

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77543	12/22/2021	Jerrell, Ricky L.	2,059.40
77544	12/22/2021	Johnson, Carl D.	324.54
77545	12/22/2021	Johnson, Kelly J.	397.67
77546	12/22/2021	Kern, Gracen E.	264.88
77547	12/22/2021	Kineman, Daniel L.	672.00
77548	12/22/2021	Knight, Cecilia M.	185.75
77549	12/22/2021	Korte, Rhea C.	472.63
77550	12/22/2021	Kwiatkowski, Miley E.	341.30
77551	12/22/2021	Larimer, Courtney T.	83.64
77552	12/22/2021	Larry, Malcolm J.	154.79
77553	12/22/2021	Lewis, Jan F.	1,149.10
77554	12/22/2021	Little, Latayvia S.	148.99
77555	12/22/2021	Matthews, Brittany R.	639.72
77556	12/22/2021	Maynard, David	460.67
77557	12/22/2021	McClellan, Heaven M.	528.58
77558	12/22/2021	McEwen, Sayveon L.	530.68
77559	12/22/2021	McNichols, Randy J.	978.77
77560	12/22/2021	Meadows, Candice M.	259.13
77561	12/22/2021	Meshell, Caitlyn N.	489.60
77562	12/22/2021	Miller, John P.	1,286.28
77563	12/22/2021	Murray, Maggie A.	495.53
77564	12/22/2021	Nesbit, Sophie J.	148.44
77565	12/22/2021	Prevaillet, James W.	302.63
77566	12/22/2021	Ribbing, Jenna M.	281.86
77567	12/22/2021	Rose, Jayla E.	292.75
77568	12/22/2021	Ryan, Blake R.	52.44
77569	12/22/2021	Sabo, Tierney R.	1,491.38
77570	12/22/2021	Smith, Mary E.	58.33
77571	12/22/2021	Sommer, Gary H.	395.80
77572	12/22/2021	Spence, Kaylee	485.73
77573	12/22/2021	Stafford, Makayla L.	867.42
77574	12/22/2021	Stecher, Beverly A.	461.97
77575	12/22/2021	Thoe, Alexandra I.	978.74
77576	12/22/2021	Travis, Jennifer L.	562.29
77577	12/22/2021	Whitehead, Tracy L.	1,189.96
77578	12/22/2021	Woods, Aaron C.	968.26
97591	12/15/2021	Christie, Roberta L.	2,207.00
97592	12/15/2021	Corbit, Nathan L.	257.99
97593	12/15/2021	Dillow, Kimberly D.	355.71
97594	12/15/2021	Faulkner, Christina L.	1,322.60
97595	12/15/2021	Hawkins, Robert	606.27

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97596	12/15/2021	Meyer, Brian A.	372.68
97597	12/15/2021	Reuter, Kenneth F.	219.42
97598	12/15/2021	Seyer, Jonathan	260.05
97599	12/15/2021	Stark, Karen L.	860.72
97600	12/15/2021	Tarver, Sandra K.	260.05
97601	12/15/2021	Burnett, Brandon M.	177.74
97602	12/15/2021	Hansen, Caroline K.	295.37
97603	12/15/2021	Holder, Kyonte D.	31.37
97604	12/15/2021	King, Nya Z.	209.11
97605	12/15/2021	McElroy, Nicholas G.	158.89
97606	12/15/2021	Moore, Brien E.	128.57
97607	12/15/2021	Ness, Makenzie L.	555.38
97608	12/15/2021	Reichert, Joellen	444.61
97609	12/15/2021	Reichert, Kendall F.	335.38
97610	12/15/2021	Starling, Randy D.	167.67
97611	12/15/2021	Stubblefield, Vernon	171.97
97612	12/15/2021	Tondevoid, Meagan	77.00
97613	12/15/2021	Tyson, Noaah G.	259.23
97614	12/15/2021	Vincent, Connie M.	115.61
97615	12/15/2021	Christie, Roberta L.	2,207.00
97616	12/15/2021	Faulkner, Christina L.	1,322.60
97617	12/22/2021	Burnett, Brandon M.	386.85
97618	12/22/2021	Davis, David	156.86
97619	12/22/2021	Goldsberry, Teri E.	115.61
97620	12/22/2021	Hansen, Caroline K.	350.15
97621	12/22/2021	Holder, Kyonte D.	125.47
97622	12/22/2021	Jackson, Peggy D.	279.36
97623	12/22/2021	King, Nya Z.	104.55
97624	12/22/2021	McElroy, Nicholas G.	190.26
97625	12/22/2021	Ness, Makenzie L.	594.09
97626	12/22/2021	Reichert, Joellen	665.11
97627	12/22/2021	Reichert, Kendall F.	361.18
97628	12/22/2021	Starling, Randy D.	310.76
97629	12/22/2021	Stubblefield, Vernon	275.65
97630	12/22/2021	Tondevoid, Meagan	88.00
97631	12/22/2021	Tyson, Noaah G.	477.98
97632	12/22/2021	Vincent, Connie M.	88.92
Total			<u>461,664.14</u>

January 20 2022
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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2021 - PERIOD ENDING: 12/31/2021

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0028901	12/01/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	2,027.15	
0028911	12/03/21	Outstanding	0350630	Alliance Screening & Occupatio	1,299.90	
0028912	12/03/21	Outstanding	0300013	Ameren Illinois	1,617.36	
0028913	12/03/21	Outstanding	0350556	American Occupational Therapy	489.75	
0028914	12/03/21	Outstanding	0350593	American Technical Publishers	337.05	
0028915	12/03/21	Outstanding	0300035	Baker & Taylor	71.96	
0028916	12/03/21	Outstanding	0354506	Brand Makers Llc	310.53	
0028917	12/03/21	Outstanding	0300068	Bushue Human Resources, Inc.	83.00	
0028918	12/03/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0028919	12/03/21	Outstanding	0300096	Cengage Learning	8,158.80	
0028920	12/03/21	Outstanding	0300236	City of Metropolis	1,940.60	
0028921	12/03/21	Outstanding	0320638	Cobden High School	280.00	
0028922	12/03/21	Outstanding	0350599	Concord Publishing House, Inc.	495.00	
0028923	12/03/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	89.25	
0028924	12/03/21	Outstanding	0300119	Consolidated Insurance Agency	53,500.00	
0028925	12/03/21	Outstanding	0252886	Department of Veterans Affairs	1,228.12	
0028926	12/03/21	Outstanding	0075260	Tina M. Dudley	380.50	
0028927	12/03/21	Outstanding	0350506	F.A. Davis	691.60	
0028928	12/03/21	Outstanding	0351955	Jason M. Franchuk	185.00	
0028929	12/03/21	Outstanding	0350472	Frontier	67.45	
0028930	12/03/21	Outstanding	0355305	John M. Goldman	185.00	
0028931	12/03/21	Outstanding	0300179	Goodheart-Willcox Publisher	518.95	
0028932	12/03/21	Outstanding	0300065	The Home Depot Pro	252.87	
0028933	12/03/21	Outstanding	0350744	Kendall Hunt Publishing	1,841.22	
0028934	12/03/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0028935	12/03/21	Outstanding	0350859	Konik & Company, Inc.	821.32	
0028936	12/03/21	Outstanding	0300231	Liberty Utilities Midstates	109.39	
0028937	12/03/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0028938	12/03/21	Outstanding	0351912	Victor Martin	185.00	
0028939	12/03/21	Outstanding	0320969	Meridian High School	396.13	
0028940	12/03/21	Outstanding	0353620	Mounds Stop & Shop	132.78	
0028941	12/03/21	Outstanding	0354683	Nordic Company Inc	182.34	
0028942	12/03/21	Outstanding	0353282	Phi Theta Kappa Illinois Regio	65.00	
0028943	12/03/21	Outstanding	0300144	Pilot Travel Centers LLC	778.96	
0028944	12/03/21	Outstanding	0300133	Quill	746.59	
0028945	12/03/21	Outstanding	0300113	Regions Bank	6,414.52	
0028946	12/03/21	Outstanding	0300113	Regions Bank	2,726.00	
0028947	12/03/21	Outstanding	0350665	Remote-Learner Usa Inc	13,100.00	
0028948	12/03/21	Outstanding	0300108	Republic Services	119.14	
0028949	12/03/21	Outstanding	0350595	Sage Publications	568.25	
0028950	12/03/21	Outstanding	0223200	David A. Sands	185.00	
0028951	12/03/21	Outstanding	0350554	SCC Bookstore	22.32	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2021 - PERIOD ENDING: 12/31/2021

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0028952	12/03/21	Outstanding	0350554	SCC Bookstore	142.12	
0028953	12/03/21	Outstanding	0350554	SCC Bookstore	985.02	
0028954	12/03/21	Outstanding	0350554	SCC Bookstore	113.05	
0028955	12/03/21	Outstanding	0300095	American Welding & Gas, Inc.	943.97	
0028956	12/03/21	Outstanding	0355381	Brian Shaw	185.00	
0028957	12/03/21	Outstanding	0350714	Shawnee Mass Transit District	8,364.38	
0028958	12/03/21	Outstanding	0020444	Shivelbines Music Store	16.99	
0028959	12/03/21	Outstanding	0350741	SKC Communications Products	3,048.28	
0028960	12/03/21	Outstanding	0228416	Sommer Lawn Care	1,614.00	
0028961	12/03/21	Outstanding	0300076	Southern Illinois Electric Co	26,293.64	
0028962	12/03/21	Outstanding	0350492	Southern Illinoisan	513.25	
0028963	12/03/21	Outstanding	0353621	St. Moritz Security Services,	8,793.45	
0028964	12/03/21	Outstanding	0300062	T & I Office Equipment	350.25	
0028965	12/03/21	Outstanding	0285436	Chevis L. Thompson	47.00	
0028966	12/03/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0028967	12/03/21	Outstanding	0354325	Twin City Knitting	221.40	
0028968	12/03/21	Outstanding	0300050	UPS	15.45	
0028969	12/03/21	Outstanding	0300050	UPS	58.76	
0028970	12/03/21	Outstanding	0211514	Keith E. Van Scyoc	185.00	
0028971	12/03/21	Outstanding	0226562	Lee F. VanAlstine	232.38	
0028972	12/03/21	Outstanding	0166056	David A. Voigt	900.00	
0028973	12/03/21	Outstanding	0352973	W.W. Norton & Company, Inc.	2,265.00	
0028974	12/03/21	Outstanding	0168816	James L. Walton	41.40	
0028975	12/03/21	Outstanding	0350973	Xerox Financial Services LLC	624.50	
0028977	12/08/21	Outstanding	0355391	City National Bank	10,300.00	
0028978	12/08/21	Outstanding	0000001	Shawnee Community College	200.00	
0028986	12/09/21	Outstanding	0350497	Lowe's	18,637.00	
0028987	12/09/21	Outstanding	0354520	A&o Foods	867.39	
0028988	12/09/21	Outstanding	0355400	Agile Sports Technologies	4,000.00	
0028989	12/09/21	Outstanding	0300013	Ameren Illinois	87.69	
0028990	12/09/21	Outstanding	0355091	Anatomage	80,900.00	
0028991	12/09/21	Outstanding	0300022	Art FX Signs & Graphics	334.50	
0028992	12/09/21	Outstanding	0350792	B&H Photo	64.49	
0028993	12/09/21	Outstanding	0354506	Brand Makers Llc	312.99	
0028994	12/09/21	Outstanding	0300064	BSN Sports	760.00	
0028995	12/09/21	Outstanding	0011504	Burmax Company Inc.	376.11	
0028996	12/09/21	Outstanding	0321243	Century High School	200.00	
0028997	12/09/21	Outstanding	0300102	Certiport	720.00	
0028998	12/09/21	Outstanding	0300104	City of Anna	572.86	
0028999	12/09/21	Outstanding	0300117	Computer Discount Warehouse Go	809.15	
0029000	12/09/21	Outstanding	0300117	Computer Discount Warehouse Go	64.14	
0029001	12/09/21	Outstanding	0300117	Computer Discount Warehouse Go	732.00	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2021 - PERIOD ENDING: 12/31/2021

3

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0029002	12/09/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	527.50	
0029003	12/09/21	Void	0300119	Consolidated Insurance Agency		5,570.00
0029004	12/09/21	Outstanding	0300153	Dish Network	173.08	
0029005	12/09/21	Outstanding	0300158	Ellucian, Inc.	1,163.00	
0029006	12/09/21	Outstanding	0350506	F.A. Davis	1,918.20	
0029007	12/09/21	Outstanding	0300170	Fort Massac Water District	1,820.00	
0029008	12/09/21	Outstanding	0300176	Gazette Democrat	12.20	
0029009	12/09/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	1,520.28	
0029010	12/09/21	Outstanding	0300182	Grand Rivers Community Bank	75.00	
0029011	12/09/21	Outstanding	0300182	Grand Rivers Community Bank	15,000.00	
0029012	12/09/21	Outstanding	0300182	Grand Rivers Community Bank	15,000.00	
0029013	12/09/21	Outstanding	0265680	Kandyce T. Green	30.00	
0029014	12/09/21	Outstanding	0177952	Ginger R. Harner	1,896.73	
0029015	12/09/21	Outstanding	0283452	Cory D. Hastings	185.00	
0029016	12/09/21	Outstanding	0300192	Hitterman's Merchandise Mart	77.96	
0029017	12/09/21	Outstanding	0300195	Howard D Happy Company	143.21	
0029018	12/09/21	Outstanding	0300198	ICCTA	4,165.00	
0029019	12/09/21	Outstanding	0352812	JE Boyd Consulting	7,162.50	
0029020	12/09/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	950.00	
0029021	12/09/21	Outstanding	0354893	Brooke May	23.20	
0029022	12/09/21	Outstanding	0350480	McGraw-Hill Global Education	3,945.77	
0029023	12/09/21	Outstanding	0352722	Brian S. McPherson	185.00	
0029024	12/09/21	Outstanding	0355024	Hannah Middleton	364.40	
0029025	12/09/21	Outstanding	0300249	Mississippi River Radio	2,260.00	
0029026	12/09/21	Outstanding	0350482	MPS	3,474.29	
0029027	12/09/21	Outstanding	0300253	NAPA Auto Tire & Parts	460.11	
0029028	12/09/21	Outstanding	0237608	National Student Clearinghouse	795.00	
0029029	12/09/21	Outstanding	0300259	NEVCO, Inc.	778.24	
0029030	12/09/21	Outstanding	0354683	Nordic Company Inc	378.78	
0029031	12/09/21	Outstanding	0350559	Nurse Kits Unlimited	1,607.00	
0029032	12/09/21	Outstanding	0353441	Overhead Door Company of South	490.00	
0029033	12/09/21	Outstanding	0300151	Pearson Education	1,499.85	
0029034	12/09/21	Outstanding	0300146	Pick Up Mart	1,790.02	
0029035	12/09/21	Outstanding	0355390	Pinnacle Evaluation Services,	4,000.00	
0029036	12/09/21	Outstanding	0300141	Pocket Nurse	51.59	
0029037	12/09/21	Outstanding	0300113	Regions Bank	337.88	
0029038	12/09/21	Outstanding	0300113	Regions Bank	220.13	
0029039	12/09/21	Outstanding	0300108	Republic Services	992.71	
0029040	12/09/21	Outstanding	0144844	Kayla R. Sauerbrunn	134.40	
0029041	12/09/21	Outstanding	0351910	Eric T. Saunders	185.00	
0029042	12/09/21	Outstanding	0355389	Andy's Subs 1	239.54	
0029043	12/09/21	Outstanding	0350554	SCC Bookstore	468.72	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2021 - PERIOD ENDING: 12/31/2021

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0029044	12/09/21	Outstanding	0350554	SCC Bookstore	88.96	
0029045	12/09/21	Outstanding	0350554	SCC Bookstore	35.79	
0029046	12/09/21	Outstanding	0350554	SCC Bookstore	31.92	
0029047	12/09/21	Outstanding	0300097	Scheffer Financial Services	2.04	
0029048	12/09/21	Outstanding	0300095	American Welding & Gas, Inc.	687.21	
0029049	12/09/21	Outstanding	0300078	Southern FS Inc.	1,020.25	
0029050	12/09/21	Outstanding	0082604	John R. Sparks	200.00	
0029051	12/09/21	Outstanding	0082604	John R. Sparks	200.00	
0029052	12/09/21	Outstanding	0082604	John R. Sparks	200.00	
0029053	12/09/21	Outstanding	0082604	John R. Sparks	200.00	
0029054	12/09/21	Outstanding	0082604	John R. Sparks	200.00	
0029055	12/09/21	Outstanding	0082604	John R. Sparks	200.00	
0029056	12/09/21	Outstanding	0300067	Stuard & Associates Inc.	740.00	
0029057	12/09/21	Outstanding	0300062	T & I Office Equipment	66.29	
0029058	12/09/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0029059	12/09/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0029060	12/09/21	Outstanding	0285436	Chevis L. Thompson	400.00	
0029061	12/09/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0029062	12/09/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0029063	12/09/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0029064	12/09/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0029065	12/09/21	Outstanding	0300050	UPS	175.58	
0029066	12/09/21	Outstanding	0241206	Sandi N. Woods	200.00	
0029067	12/09/21	Outstanding	0300018	Xerox Corporation	581.50	
0029068	12/09/21	Outstanding	0300047	Yankee Book Peddler	61.88	
0029069	12/09/21	Outstanding	0350480	McGraw-Hill Global Education	2,713.50	
0029070	12/10/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0029071	12/10/21	Outstanding	0350452	American Century Investments	186.08	
0029072	12/10/21	Outstanding	0350454	Bank of America HSA (Electroni	146.66	
0029073	12/10/21	Outstanding	0167036	Bluecross Blueshield of Illino	38,311.96	
0029074	12/10/21	Outstanding	0300121	Continental American Insurance	36.41	
0029075	12/10/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,208.62	
0029076	12/10/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	36,238.12	
0029077	12/10/21	Outstanding	0300160	EMC National Life Company	13.63	
0029078	12/10/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0029079	12/10/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,855.22	
0029080	12/10/21	Outstanding	0350459	Kentucky State Treasurer	1,091.15	
0029081	12/10/21	Outstanding	0351562	Saints Foundation	85.00	
0029082	12/10/21	Outstanding	0350462	The Anna-Jonesboro National Ba	840.10	
0029083	12/10/21	Outstanding	0300052	Sun Life Financial	1,035.02	
0029084	12/10/21	Outstanding	0300052	Sun Life Financial	226.71	
0029085	12/10/21	Outstanding	0300052	Sun Life Financial	368.61	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2021 - PERIOD ENDING: 12/31/2021

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029086	12/10/21	Outstanding	0300052	Sun Life Financial	220.04	
0029087	12/10/21	Outstanding	0300052	Sun Life Financial	101.83	
0029088	12/10/21	Outstanding	0300052	Sun Life Financial	679.06	
0029089	12/10/21	Outstanding	0300046	VALIC	25.00	
0029090	12/10/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0029091	12/10/21	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0029092	12/10/21	Outstanding	0350452	American Century Investments	138.08	
0029093	12/10/21	Outstanding	0350454	Bank of America HSA (Electroni	146.66	
0029094	12/10/21	Outstanding	0167036	Bluecross Blueshield of Illino	37,842.37	
0029095	12/10/21	Outstanding	0300121	Continental American Insurance	36.41	
0029096	12/10/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,197.95	
0029097	12/10/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	28,647.48	
0029098	12/10/21	Outstanding	0300160	EMC National Life Company	13.63	
0029099	12/10/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0029100	12/10/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	9,917.22	
0029101	12/10/21	Outstanding	0350459	Kentucky State Treasurer	1,162.93	
0029102	12/10/21	Outstanding	0351562	Saints Foundation	85.00	
0029103	12/10/21	Outstanding	0350462	The Anna-Jonesboro National Ba	840.10	
0029104	12/10/21	Outstanding	0300052	Sun Life Financial	1,018.56	
0029105	12/10/21	Outstanding	0300052	Sun Life Financial	221.67	
0029106	12/10/21	Outstanding	0300052	Sun Life Financial	368.61	
0029107	12/10/21	Outstanding	0300052	Sun Life Financial	220.04	
0029108	12/10/21	Outstanding	0300052	Sun Life Financial	101.83	
0029109	12/10/21	Outstanding	0300052	Sun Life Financial	668.61	
0029110	12/10/21	Outstanding	0300046	VALIC	25.00	
0029111	12/10/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0029112	12/13/21	Outstanding	0300145	Delta Dental of Illinois-Risk	85.32	
0029118	12/17/21	Outstanding	0354520	A&o Foods	1,962.64	
0029119	12/17/21	Outstanding	0350908	ACI Payments, Inc.	462.17	
0029120	12/17/21	Outstanding	0350977	James W. Bickham	185.00	
0029121	12/17/21	Outstanding	0300064	BSN Sports	14.50	
0029122	12/17/21	Outstanding	0011624	Cairo Public Utilities	1,379.84	
0029123	12/17/21	Outstanding	0351666	Cellco Partnership	6,810.20	
0029124	12/17/21	Outstanding	0351666	Cellco Partnership	840.24	
0029125	12/17/21	Outstanding	0350502	Cheekos	269.99	
0029126	12/17/21	Outstanding	0300110	Clearwave Communications	3,569.44	
0029127	12/17/21	Outstanding	0300117	Computer Discount Warehouse Go	7,377.50	
0029128	12/17/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	1,898.75	
0029129	12/17/21	Outstanding	0169172	Kevin C. Driver	185.00	
0029130	12/17/21	Outstanding	0350472	Frontier	372.41	
0029131	12/17/21	Outstanding	0350472	Frontier	33.80	
0029132	12/17/21	Outstanding	0300176	Gazette Democrat	42.00	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2021 - PERIOD ENDING: 12/31/2021

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029133	12/17/21	Outstanding	0355305	John M. Goldman	185.00	
0029134	12/17/21	Outstanding	0058336	Beatrice Gordon	397.75	
0029135	12/17/21	Outstanding	0182606	Jonathan D. Green	370.00	
0029136	12/17/21	Outstanding	0283452	Cory D. Hastings	185.00	
0029137	12/17/21	Outstanding	0351070	Illinois American Water	222.24	
0029138	12/17/21	Outstanding	0354854	Jfy Consulting, Inc	300.00	
0029139	12/17/21	Outstanding	0300221	Johnson Controls, Inc.	613.29	
0029140	12/17/21	Outstanding	0354893	Brooke May	78.09	
0029141	12/17/21	Outstanding	0353533	Phillip McAbee	1,700.00	
0029142	12/17/21	Outstanding	0354377	Bradley McCoy	185.00	
0029143	12/17/21	Outstanding	0352722	Brian S. McPherson	185.00	
0029144	12/17/21	Outstanding	0353620	Mounds Stop & Shop	529.30	
0029145	12/17/21	Outstanding	0300253	NAPA Auto Tire & Parts	419.82	
0029146	12/17/21	Outstanding	0354683	Nordic Company Inc	301.94	
0029147	12/17/21	Outstanding	0351146	Online Learning Consortium	1,440.00	
0029148	12/17/21	Outstanding	0350561	Partnership	295.82	
0029149	12/17/21	Outstanding	0353282	Phi Theta Kappa Illinois Regio	65.00	
0029150	12/17/21	Outstanding	0300146	Pick Up Mart	512.56	
0029151	12/17/21	Outstanding	0223200	David A. Sands	185.00	
0029152	12/17/21	Outstanding	0350554	SCC Bookstore	228.92	
0029153	12/17/21	Outstanding	0300261	Sparklight Business	80.46	
0029154	12/17/21	Outstanding	0082604	John R. Sparks	37.65	
0029155	12/17/21	Outstanding	0353658	Tri State Food Bank, Inc	90.06	
0029156	12/17/21	Outstanding	0166056	David A. Voigt	1,700.00	
0029157	12/17/21	Outstanding	0350963	Michael A. Woods	185.00	
0029158	12/17/21	Outstanding	0148504	Christina D. Wright	52.08	
0029159	12/17/21	Outstanding	0350973	Xerox Financial Services LLC	189.50	
0029160	12/17/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	6,459.91	
0029161	12/17/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	2,150.78	
0029162	12/17/21	Outstanding	0350459	Kentucky State Treasurer	93.54	
0029176	12/22/21	Outstanding	0300119	Consolidated Insurance Agency	5,570.00	
0029177	12/22/21	Outstanding	0353048	Career Solutions Publishing	3,085.00	
0029178	12/22/21	Outstanding	0353048	Career Solutions Publishing	1,395.00	
0029179	12/22/21	Outstanding	0353048	Career Solutions Publishing	2,690.00	
0029180	12/22/21	Outstanding	0353048	Career Solutions Publishing	399.00	
0029181	12/22/21	Outstanding	0353048	Career Solutions Publishing	1,148.00	
0029182	12/22/21	Outstanding	0353048	Career Solutions Publishing	1,855.00	
0029183	12/22/21	Outstanding	0300212	ILCARRICOTTHREE, LLC	5,330.00	
0029184	12/22/21	Outstanding	0300206	Mr. Dana Cross	275.00	
0029185	12/22/21	Outstanding	0300165	Federal Express	101.68	
0029186	12/22/21	Outstanding	0197268	Kevin L. Poore	185.00	
0029187	12/22/21	Outstanding	0300050	UPS	474.74	

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S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 12/01/2021 - PERIOD ENDING: 12/31/2021

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0029188	12/22/21	Outstanding	0350973	Xerox Financial Services LLC	222.50	
E0000003	12/10/21	Outstanding	0300072	State Universities Retirement	30,992.98	
E0000004	12/17/21	Outstanding	0300072	State Universities Retirement	28,893.69	
M202	12/20/21	Outstanding	0350510	Illinois Department of Revenue	220.00	
					-----	-----
					671,399.16	5,570.00
					=====	=====
					671,399.16	5,570.00

SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

February 8, 2022

<u>Date</u>	<u>Vendor</u>	
12/31/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$40,000.00
	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 - February 7, 2022

CTE Department

January 7, 2022 – All eight CTE Department faculty attended the Simple Syllabus professional development session. This included Anna Davenport, Derek Pender, Eric Howard, Randy Lingle, Ruth Smith, Sherrie Malone, and Wendy Harris.

January 11, 2022 – Craig Bradley, Astronomy and Computer Instructor, attended a virtual orientation for the Illinois Community College System Foundation (ICCSF). Craig was appointed to that board by the ICCB as the faculty liaison between the boards. His first meeting with the ICCSF will be March 2, 2022. The meeting attendees were Dr. Barry Hancock, Dr. Bradley Griffith, Dr. Terri Winfree and Craig Bradley.

January 19, 2022 – Craig Bradley, PTK faculty sponsor, and officers of the Alpha Lambda Epsilon Chapter of Phi Theta Kappa (PTK) have submitted their final reports to PTK headquarters and completed the chapter Five-Star requirements. They worked about 10 hours over the MLK holiday weekend refining what they had created for the submissions. All submissions were due at 5 p.m. January 19. Items submitted were Distinguished Chapter Officer Team, Honors in Action, College Project, and Alumni Hall of Honor (Christina Faulkner). The International Convention will be held April 7-9, 2022 in Denver, CO.

Humanities

Lee Van Alstine:

- 1) Will be visiting schools next month to share band and choir student's opportunities for scholarships.
- 2) The choir will be performing music (live no less) March 2nd in honor of Black History Month. 7pm in the Ed. Center.
- 3) Spring Concert for band and choir will be May 6th. Ed center 7 pm.

Jesse Smith-Fulia is actively working on creating an articulation agreement with the University of IL's Social Work program. If we are successful, then students could start in Shawnee college's online Social Work program and finish at U of I's online Social Work program with a bachelor's degree in social work.

Math and Science

The math department has been meeting with ASPIRE to help reform our math pathways.

Roberta Christie has been working with IMACC on the Curriculum Committee to make statewide recommendations for community colleges forming co-requisite classes.

Lori Armstrong and Dr. Ian Nicolaides were interviewed by WSIL TV and The Southern Illinoisan to promote the new Anatomage Virtual Dissection Table. The science department would like to provide a demonstration for the Board of Trustees and after we receive training on the table. Training is scheduled in the near future.

Ms. Sheryl Ribbing has been serving as a math/science tutor.

Submitted by: Ian Nicolaides, SCEA President



President's Report
February 7, 2022

Enrollment Update

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	1,534	1,632	-6.07%	1,632	12,656	12,589.5	0.53%	12,435
Spring	1,140	1,258	-11.0%	1,773	10,140	11,835.5	-14.3%	14,168
Total	3,432	3,558	-3.54%	4,073	25,792	27,564.5	-6.43%	29,743
FY 22 Credit-Hour Budget Projection				33,237	Difference		7,445	

*Data pulled 01/31/2022; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- On 01/18, I participated in the SICCM Board meeting. The agenda focused on an enrollment for the Medical Lab Technician (MLT), Occupational Therapy Assistant (OTA), and Surgical Technology programs. All programs appear to be tracking behind expectations for spring enrollment. YTD progress was discussed relative to the FY22 budget and several significant purchases was approved. An incentive pay proposal for several SICCM administrative staff who are connected to TANF grants was discussed but was tabled for future consideration.
- Community Engagement Meetings (G1O3S-All):
 - 01/13 - Attended Anna-Jonesboro Rotary Meeting.
 - 01/14, attended a meeting hosted by Lynne Chambers and the Executive Justice Institute. The focus of the meeting was to continue discussions on activities associated with the Community Remembrance Project. I reiterated the College's support of this effort. Mike McNally also participated in this conversation.
 - 01/21 - Met with Vienna Superintendent Josh Stafford. The focus of the discussion was aimed at strengthening the relationship between the two organizations. Superintendent Stafford communicated that he felt SCC had "stepped up your game" over the last several months and felt satisfied that our partnership was moving in the right direction.
 - 01/27 - Attended Anna-Jonesboro Rotary Meeting
 - 01/29 - Attended with my wife (Missy) the Union County Chamber and Economic Development Gala. In attendance with me was JoElla (and John) Basler, Dr. Jeff (and Shannon) DuFore, Tina Dudley, and Angela Boyd.
- Executive Order Response & COVID Mitigation Meetings:
 - 01/12 - Met with College's COVID Mitigation Team to revise EO protocols.
 - 01/21 - Met w/ ICCB and the Illinois Community College President's Council (ICCPC) to review EO protocol response strategy and discuss implications of HB 2778. At this point, further guidance on HB 2778 will be issued by ICCB.

- **Miscellaneous Meetings**
 - 01/04 – Met with Brad McCormick to negotiate consulting contract proposal. (G4O6/7/8/9S-All)
 - 01/14 – Met with Lindsay Johnson to discuss issues related to the Extension Centers.
 - 01/20 – Interviewed three Executive Director of Public Information & Marketing candidates.
 - 01/21 – Met with Student Affairs staff and Dr. Teske to discuss future reporting requirements of the Community Education Monitoring Report. (G4O1SG)
 - 01/28 – Met with Dr. Price and Lindsay Johnson to discuss expectations related to Extension Center participation in local City Council, County Board, and Community Organizations. A speech template will be produced for use by all Extension Center Coordinators. I will assist/support each Coordinator as needed. (G1O3SC/D/E)
- On 1/31, Vice President Cather and I visited Executive Director Patrick Harner at the Five County Regional Vocational Center (FCRVC) in Tamms. A large portion of the discussion centered on the possibility of moving the FCRVC to the College's Ullin campus. Several academic programming issues were discussed. ED Harner intends to share some ideas with his Board and will contact the College about future direction afterwards. This meeting is anticipated to happen in February. (G1O2SC, G1O3SH, G2O1SB, and G2O1SD)

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

- **Innovative Bridge and Transition Grant (ICCB)** – \$150,000 awarded/no College match required. The purpose of this grant is to create or support programs that improve student transitions to and through postsecondary education (up to post baccalaureate) and into employment, programs that support these transitions for individuals with disabilities; and scale programs that promote equity and diversity.
- **Developmental Education Innovation Grant Application (ICCB)** – \$25,000 requested/no College Match. The purpose of this grant is to decrease time to degree completion for students who are not college-ready by improving developmental English and Math courses.
- **Heartland Coca-Cola Bottling Co, LLC Beverage Agreement** – renew term of beverage agreement through April 15, 2023.
- **Requisition (AWG Welding & Gas)** – \$7,594.58 for Welding Supplies (Perkins Funded).
- **Requisition (SKC Communications)** for \$8,590.50 for Zoom Renewal and Cloud Recording.
- **Requisition (Crowdus)** – \$9,095 for Extra COVID Cleaning.
- **Requisition (Verizon)** – \$6,812.69 for College Cellphone Usage.
- **Requisition (Soft Docs)** – \$18,290.00 Annual Renewal for Document Management System.
- **Requisition (MidWest Terminal)** – \$20,500.00 for diesel fuel used in boilers.
- **Requisition (Travelers)** for \$8,428.00 for Illinois School Treasurer Bond, Annual Premium for Chris Clark.
- **Requisition (Ellucian)** for \$9,929.00 for Ellucian Colleague Degree Audit, Consulting

Academic Affairs & Student Learning Report - February 7, 2022

Highlights

- Shawnee Community College was **awarded \$150,000 Innovative Bridge and Transitions Grant through ICCB**. The grant focuses on the development of articulation agreements, college and career pathways, and college and career pathways endorsements for high schools within the Shawnee Community College district.
- The Office of High School Partnerships and Pathways completed an **audit of all existing dual credit/enrollment offerings** at in-district high schools.

Transfer and Adult Ed

- Launched program of study development process as required by Perkins V. All CTE programs will be required to have a program of study by the end of the academic year in order to be eligible for Perkins V funding. This will be an ongoing process with a target completion date of April 1, 2022. Weekly writing sessions will be held with faculty where Drs. Shelby and Mason assist with questions related to the quality components of the application. All CTE faculty attended the hour-long POS training session held by Dr. Shelby on January 6, 2022, as part of Convocation Day.
- Dr. Shelby, Lori Armstrong, David Black, Roberta Christie, and Connie McGinnis continue work with Women Employed and the ASPIRE grant as math faculty redesign SCC's developmental math courses so that they decrease time to completion for students testing into remedial math. A networking day with other Illinois community colleges in the ASPIRE cohort was held on January 21, 2022. Finally, Dr. Shelby, Darci, Cather, Lori Armstrong, and JoElla Basler held a planning meeting on January 11, 2022, to pursue a competitive grant opportunity through ICCB to help continue to fund work in the area of math corequisites and the Level Up English program. The grant is due to ICCB on January 31, 2022
- Coordinator of High School Partnerships & Pathways has contacted all 12 high school superintendents to schedule a "Meet and Greet" session at their school with the Superintendent, Principal, and Guidance office. The meeting will be to introduce the new role of Coordinator of High School Partnerships and Pathways and start a working relationship.
- Coordinator of HSPP met with the seniors at Vienna High School to go over the online scholarship application for SCC.
- Coordinator of HSPP and Ambassadors attended the February 12th game at Vienna High School vs. Goreville High School. SCC swag was thrown out and SCC was able to present at half-time. Teale Betts went and spoke with the Junior and Seniors in the Construction Management program in Marion in February.
- Coordinator of HSPP served as a judge for the Goreville High School Homecoming Skits on Friday, January 14th.

Nursing and Allied Health

- At the beginning of the 2022 Spring Semester, there are 28 Practical Nursing student 30 Associate Degree Nursing students.
- Faculty have returned to teaching courses in one section again instead of dividing up classes and teaching twice, thus reducing faculty workloads.

- Orena Ball joined SCC as the new Medical Assistant instructor. Mrs. Ball has years of experience as a Certified Medical Assistant and will be an asset to the Nursing and Allied Health Department.
- 9 students are registered for the Emergency Medical Technician course for Spring 2022
- Upcoming **ACEN Accreditation Visit has been scheduled virtually for February 2-4th** due to the recent rapidly increasing COVID cases.

Career & Technology Programs

- Dr. Mason will present at the annual Illinois Grape Growers and Vintners Association (IGGVA) Conference in Centerville on Feb 28-March 2, 2022. Dr. Mason will discuss the education and workforce development opportunities available for the grape and wine industry through Shawnee Community College.
- Brett Whitnel, Interim Director of the Small Business Development Center worked with two small business clients to apply and successfully receive small business loans totaling approximately \$350,000 from private banks and the Southernmost Illinois Delta Empowerment Zone (SIDEZ).
- Dr. Mason and Brett Whitnell attended the Union County Chamber of Commerce and Economic Development 7th Annual Dinner on January 29, 2022.
- The CPR Program held 29 classes and served 71 students for the month of December. An Instructor Renewal class and re-certification of 2 CPR instructors was also held. There are currently 25 classes scheduled for the month of January.
- The Driver Safety Program received and processed 178 applications in December. There were 129 participants who completed their training and received a certificate of completion in December. Face-to-face classes will resume for the Driver Safety Program on February 2, 2022.

Darci Cather

Vice-President Academic Affairs

February 7, 2022

Date

Administrative Services Report – February 7, 2022

Facilities Department

The facilities department has completed requested painting and repairs in offices that were moved. Installed the secondary boiler at Metro Center. Getting quotes for the insulation of the batting cage building. Continuing to work with architects for solutions to reduce the amount of humidity at main campus. Expecting the bids for the additional entrances for the truck driving program at Metro Center. Working with the architects on the outdoor athletic facility development project.

Business Service Department

January is always an extremely busy month for the Business Office as it is the beginning of a new semester and calendar year end financial close out reports are due. Tax forms W-2s, 1098ts, and 1099s have been completed. Completed the CARES act institutional reporting requirements for the fourth quarter of 2021 and posted it to the College's website. Completed grant quarterly reports. The College had a Workmen's Compensation Audit in the month of January. Completed budget information for the ICCB Underrepresented Group Report. Attended a Community College Business Officers webinar on Federal Student Loan changes. Attended the Illinois Community College CFO meeting via zoom.

I.T. Department

The IT department received equipment from the USDA to update the technology for 20 classrooms at Main Campus and Anna. The older projectors will be replaced with Samsung 75" TVs and the instructor's station will be updated with a new Dell PC. Nursing lectures are being recorded and archived. Updated COVID website with additional statistics. The creation of a Shared Governance webpage is in progress. Finishing up the Fall Claim report for ICCB. Improvements to Saints Check system were completed. Received new Chromebooks for Delta Grant. Installed the year-end regulatory updates in Colleague for Business Office. Uploaded on-premise database to the Ellucian Cloud for the initial core build.

Bookstore

The SCC Campus Bookstore has been busy in the new year. On December 13-18, 2021 the bookstore conducted book buybacks. The bookstore also had a Christmas sale during the week of buybacks. On December 27, 2021, the Bookstore was able to supply textbooks to loan to students during the intersession courses. Book sales started on January 4, 2022, and the SCC Campus Bookstore has been busy selling books and getting students ready for their upcoming Spring semester. The SCC Campus Bookstore website has had more online book sales during the Spring semester than any previous semester. If you haven't had the chance to check out the bookstore website go over to bookstore.shawneecc.edu.

Chris Clark

Vice President of Administrative Services

[Return to Agenda](#)

Institutional Research, Effectiveness, & Planning Board Report February 2022

The following report summarizes the more notable activities since the submission of the last Board report (January 4, 2022-January 26, 2022).

- Assisted programs with survey data needed for internal decision-making (i.e. community ed, CTE Day) (1.2.O, 1.3.A., 4.1.)
- 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 employees to discuss and plan Colleague training needs in student services and academic affairs
 - Completed the SmartEvals services contract for course evaluations and surveys and facilitated the discussion of roles and timelines.
 - Met with small teams to continue reviewing and improving recurring reports (i.e. program comparisons, students by program with advisor)
 - Facilitated discussions about appropriate coding of courses in Colleague for ICCB compliance and internal reporting
- Developed a guide for writing monitoring reports and met with each department on their respective monitoring reports (4.1.A., 4.1.E, 4.1.F., 4.1.G.).
- Worked on a visual representation of SCCES, particularly the student success element, to illustrate where the KPIs fit into the transition points from student inquiry to graduate 5-year follow-up. (4.1.F.).
- Assisted J. Boyd and J. Van Meter with designing a Shared Governance webpage (3.4.C.)
- Submitted 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.).
- 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.).
- Worked with Dr. Taylor and D. Cather to develop a policy evaluation matrix and process (3.4.B.)
- Assisted with the Spring 2021 planning and implementation for compliance with the Governor's Executive Order
- Worked with Executive Leadership on a Senior Administrative Annual Evaluation Tool (Goal 3)

Submitted by: Dr. April Teske
Executive Director of Institutional Effectiveness

Public Information & Marketing (No Report)

Saints Foundation Report
February 2022

The Saints Foundation will be meeting in the near future with the Shawnee Community College baseball coach to see what upgrades might be done to the outdoor facilities. The Saints Foundation will assess and offer suggestions that could potentially address the needs of both facilities. The Saints Foundation will also work with Coach John Sparks as well to provide ideas and insight.

The Saints Foundation has been meeting with superintendents of local school districts to conduct initial meetings with them to look at their facilities and to speak to the needs of their students and how the Foundation can best assist them. So far meetings have been held with the superintendents of Vienna, Cobden, Joppa, and Century school districts. Many positive discussions have taken place. The remaining school districts will be done in the near future.

The next meeting of the Saints Foundation Board of Directors is set for Friday, March 4th, 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.

Student Success and Services February 7, 2022

Admissions

Danielle Boyd—Registrar

The Fall 2021 graduation list has been completed. There were 127 completions for the Fall 2021 graduation. For Fall 2020, we had 123 completions.

Advisement and Recruitment

Carrie Davis- Recruiter & Advisor

The advisement hallway has been busy over the past month, beginning the Spring semester. Many students have come in to finalize their class schedules over the last several weeks. Additionally, advisors have contacted their respective high schools to complete dual credit registration. The goal has been to have all dual credit hours enrolled by the 10th day of the semester. The Advisors have been in the high schools and talking about the scholarship booklet and following up with students who have questions on how this process works. They will each continue to reach out to ensure all students are being taken care of. Also, regarding the high schools, Advisors have been working with the schools to find dates that they would be able to attend their sporting events. The plan is for each Advisor to take Ambassadors with them to the event to pass out SCC goodies to the community. Work has also begun to invite all of our district high school Juniors and Seniors to visit our campus for CTE day on February 22. Advisors have also been collaborating with high school personnel to deliver Scholarship Booklets, assist in scholarship completion, and follow-up as needed.

Athletics

John Sparks—Athletic Director

Overall general athletic department news: Shawnee student-athletes are testing weekly, wearing their masks, and managing the current Covid-19 surge. Fifty-three of the students athletes had a 3.0 or higher GPA for the Fall semester. Of those 53 student-athletes, 16 had a GPA of 3.8 or higher this past semester.

Men's Basketball (John Sparks) pulled off a convincing upset of newly-ranked number two John A. Logan – beating the Volunteers at home in Ullin. Adrian Cohen scored 26 points while Tedrick Washington netted 24 for the Saints, who improved to 10-5. Each player buried four treys in the game. Glenn Valentine, Jr., was also in double figures with 14 points. The SAINTS' overall record is 10-5. The Saints Men's Basketball team finished the Fall semester with a 3.0 team GPA.

Coach Thompson's Lady Saints overall record is 9-3. They had an outstanding first semester and look forward to another strong semester. The Lady Saints Women's Basketball team finished the Fall semester with a 2.3 team GPA.

Coach Ken Reichert and the team have started their Spring training and conditioning program. The Saints first game is at the end of February. The Saints Baseball team finished the Fall semester with a 2.9 team GPA.

Coach Kyle Smith and the team have started their Spring training and conditioning program. The Lady Saints first game is at the end of February. The Lady Saints Softball team finished the Fall semester with a 3.2 team GPA.

The Lady Volleyball coaching search is continuing. The Lady Saints Volleyball team finished the Fall semester with a 2.78 team GPA.

COVID Testing

Kylee Frassato—COVID Health Coordinator

With the start of the new semester, Covid-19 cases took a steady increase in the Southern Illinois area. Kylee and her Covid team have been diligently and safely testing over 400 students, faculty, staff, and community members since the start of the Spring 2022 term. The focus of the Covid team this month has been on implementing all procedures set forth by the Governor's office in terms of his Executive Order No. 87. The Covid Mitigation Team has also developed a finalized Executive Order Implementation guideline that has gone in to effect. The Health Screeners have also been training on informing the public about the importance of PPE and staying safe during this stage of the pandemic. The teamwork and understanding seen throughout the Saints Community surrounding the importance of testing and quarantining has been outstanding and is leading to a decrease in the number of daily positive cases for this area.

Extension Centers

Lindsay Johnson-Director of Community Education & Outreach Centers

The extension centers have been welcoming back our students for the spring semester. The majority of the classes offered this spring began this month, but each center also has a wide variety of classes that start in February and March. This month, the centers have enjoyed providing community education classes, such as CPR and Food Service Sanitation classes. Each center will be hosting a Covid Vaccine clinic in partnership with IEMA in January and February. We are eager to expand our community education opportunities and grow the relationships between SCC and each center's surrounding towns.

Financial Aid

Tammy Capps—Coordinator of Financial Aid

Assisted students with FAFSA questions, verification information, professional judgment information, dependency overrides, bookstore vouchers, and cafeteria vouchers to prepare them to begin the Spring 2022 semester.

The Financial Aid Office was open for evening registration until 6 p.m. on January 5th, 6th, and 10th. We were also open on Saturday, January 8, from 8 a.m. to 12 p.m.

Posted open student worker positions and handed out job applications to interested students. Printed and distributed student worker contracts for Spring 2022 federal and institutional student workers. Began packaging Pell for the 2022-2023 award year.

Attended the Illinois Department of Veterans Affairs School Certifying Officials Office Hours webinar and the ISAC webinar.

Student Success Center

Mindy Ashby—Director of Student Success

The Department of Student Success has had a great start to the semester and is encouraged by the current and prospective collaboration that the Reorganization Chart has facilitated. Weekly newsletters are being sent to students to encourage the utilization of support services offered by and through the Department. To capitalize on the success of the "Get A Smart Start" workshops initiated during the Fall 2021 semester and enhance the visibility of support services offered by the Department, members of the team will continue offering workshops that foster academic support and active participation learning.

The Accessibility and Resource Services Staff supports students with disabilities through individual intake appointments and personalized accessibility plans. At the start of the College's spring semester, Accessibility and Resource Services Staff met with Student Support Services' Mindy Reach and Tanya Hill to ensure a concerted, agreed-upon plan is implemented for the students being assisted by both programs. In addition, staff from both programs discussed student needs, early signs of academic instability, as well as academic and personal progress made by students who are affiliated with both programs.

The Testing Center assists students with allied health exam appointments and test administration. Students have also been taking advantage of test preparation materials through the Student Success Center. In addition, high schools have begun to coordinate test dates for upcoming dual credit registration at the College's main campus.

The Library Staff has continued to assist students, faculty, and staff needing equipment and other scholastic resources. In December, Christina Faulkner sent a newsletter to students highlighting how to use the *Learning Express Library*, which received 1,114 views. She also began sending a courtesy email to all TEAS registrants about TEAS practice tests and resources. In addition, Rachel Hannan, the library assistant, completed the *Inclusive and Ethical Leadership Certificate* presented by the University of South Florida Muma College of Business.

Student Support Services

Amber Suggs—Director of Student Support Services

Student Support Services is in the Annual Performance Report began on January 10 with a conclusion date of February 11.

SSS has hosted a virtual regional SSS networking event for SSS Staff. The intention was to provide support and learn best practices. SCC Administrators Dr. Tim Taylor and Dr. Lisa Price gave wonderful words to our attendees. Dr. Taylor gave a warm welcome. Dr. Price conducted a short session, "Working with Your Administrators." We had 20 SSS Staff participants from various colleges in Illinois and Kentucky.

For Fall 2021 data as follows: President's List: 8 students, Vice-President's List: 9 students, Average Semester GPA: 2.486, and Average Cumulative GPA: 2.708

We will resume our HBCU Mondays on Tiktok. This year's Illinois TRiO Day is February 26.

TRiO Educational Talent Search

Jipaum Askew - Director of Educational Talent Search

ETS administration is in the process of gathering 2020 -2021 program information for the current APR (Annual Performance Review). The APR submission window will open on February 1 and close on February 28.

ETS staff is in the process of collecting quarterly grades for tutoring referrals at Joppa Middle/High School, Meridian High School, Vienna High School, Century Middle/High School, and Egyptian High School. In addition, staff continues to recruit students for the close out of this year's programs. Staff also scheduled one-on-one meetings with students at Century High School and presented interviewing etiquette activities for students at Meridian High School.

Vice President of Student Success and Services

Dr. Lisa Price—Vice President of Student Affairs

The Student Affairs department has continued to review procedures and processes that would enhance the effectiveness of services to students. The Student Affairs committees are officially beginning during the month of February. As these committee meetings occur, the relational concepts between the SCC Strategic Plan, Shared Governance, Key Performance Indicators and student success will become more evident and meaningful to staff.

A report from Kylee Frassato, the Health Coordinator, has provided a report on COVID testing and activities for the month. Monthly reports will now be included in the Student Affairs report to the Board. Vaccination clinics have also been held at each of the Outreach Centers and have been open to the community.

Dr. Lisa Price

Vice President of Student Affairs

2/7/2022

Date



Submitted by James Darden
Illinois Community College Trustees Association Liaison

Illinois Board of Higher Education calls for more funding in new budget

The Illinois Board of Higher Education voted to approve a new budget for fiscal year 2023 that aims to increase funding for state universities and community colleges while prioritizing equity initiatives.

The news article is reprinted from Crain's Chicago Business at:

<https://www.chicagobusiness.com/education/illinois-education-board-wants-more-funding-colleges>

IBHE Board approves higher education budget request bolstering equity-driven strategic plan

SPRINGFIELD – The Illinois Board of Higher Education (IBHE) today approved a fiscal year 2023 budget recommendation that increases funding to support its equity-driven strategic plan adopted in June 2021 and subsequently endorsed by the Illinois Community College Board and the Illinois Student Assistance Commission. The budget proposal is \$2.1 billion and would reflect a 7 percent (\$139 million) increase for general funds, excluding the State University Retirement System (SURS).

The IBHE budget reflects the three goals of the higher education strategic plan, [A Thriving Illinois](#): Equity, Sustainability and Growth.

The following news release was distributed by the Illinois Board of Higher Education at:

<https://www.illinois.gov/news/press-release.24373.html>

Board Memorandum

**Board of Trustees**

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

Student Trustee

Vacant

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
Chris Clark
Dr. Lisa Price

Executive Directors

Emily Forthman
Dr. April Teske
Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Lisa Price
RE: College Catalog - AY23
Date: 02.07.22

Background: In general, the College catalog is the College's contract with students and the community. To facilitate enrollment and recruitment processes for AY 23, the College needs to implement a new catalog. To that end, the Higher Learning Commission (HLC), the Illinois Community College Board (ICCB), and College policy inform the process.

Specifically, relating to required information for students and the public, HLC states, *"an institution demonstrates that it makes available to students and the public fair, accurate and complete information in catalogs, student handbooks, and other publications that include, at a minimum, information about the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies."* ICCB administrative Rule 1501.204 states, *"The district shall maintain... college catalog or other written information on course listings, programs, admission requirements, grading system, financial aid, and graduation requirements."* Finally, College policy 4350 states, *"The College catalog is recognized as an official publication of Shawnee Community College."*

To ensure the accuracy of information included in the College's catalog, a Team (led by Dr. Price) consisting of Dr. Lisa Price, Darci Cather, Dr. Kristin Shelby, Emily Forthman, Amanda Hannan, JoElla Basler, Ruth Smith, Lori Armstrong, Kayla Sauerbrunn, Felicia Rouse and Jacqueline Smith, reviewed and revised the catalog to reflect changes made during FY22. This Team engaged other participants (e.g. faculty and staff), as necessary, to verify the information provided and allow for broad input into the process.

In terms of academic program requirements, students who start attending SCC after July 1, 2022 will follow the academic program requirements outlined in the AY23 catalog. Further, students who attended SCC prior to July 1, 2022, depending on their enrollment status, may choose to follow the academic program requirements from previous catalog years. Finally, all students will follow the academic, business, general, and student service policies and procedures outlined in the FY23 catalog.

In recent years, the number of printed versions of the College catalog has decreased as we have increased the catalog's availability in multiple electronic formats (including online and USB drives using Adobe .pdf files). Consistent with strategic initiative G201SE, the Student Service Division is planning to create a HTML driven catalog so that the links are dynamic and interactive.

Recommendation: I recommend the Board adopt the College Catalog 2022-23 which would be effective for Fall 2022 semester.

Board Memorandum



Board of Trustees

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

Student Trustee

Vacant

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
Chris Clark
Dr. Lisa Price

Executive Directors

Emily Forthman
Dr. April Teske
Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: GFI Lease Agreement
Date: 02.07.22

Background: The lease agreements for copiers located in the office areas of Student Services, Academic Affairs, Records, Financial Aid and at the Metropolis Center will expire shortly. As such, the College sought bids/proposals from three sources: Xerox, GFI and TI.

Here is a summary of the Bids received:

- GFI Digital – 60-month lease, **with six machines (5 located on Main Campus, 1 located at Metro Center)**, at a monthly payment of \$978.79. (\$58,727.40)
- TI – 60-month lease, **with five machines (5 located on Main Campus)**, an allotment of 15,000 copies/month and a one-time filing fee of \$99, resulting in 60 monthly payments of \$959.09. Overages are billed annually at \$.004/copy. (\$57,545.40)
- Xerox – 60-month lease, **with five machines (5 located on Main Campus)**, at a monthly payment of \$970.91. (\$58,254.60)

The most economical bid/proposal received was from GFI Digital, which includes a replacement at the Metro Center. The Term of the proposed lease is 60 months. Total cost for the term of the lease is \$58,727.40, which reflects 60 monthly payments of \$978.79 per month.

Recommendation: I recommend the Board approve the 60-month (\$978.79/month) Lease Agreement with GFI Digital and further authorize the President to sign the Lease Agreement.



Value Lease Agreement

APPLICATION NO.

AGREEMENT NO.

12163 Prichard Farm Road • Maryland Heights, MO 63043 • Phone: 314.997.6300 • Fax: 314.997.6064

The words "Lessee," "you" and "your" refer to Customer. The words "Lessor," "we," "us" and "our" refer to GFI Digital, Inc.

CUSTOMER INFORMATION

FULL LEGAL NAME Shawnee Community College			STREET ADDRESS 8364 Shawnee College Road	
CITY Ullin	STATE IL	ZIP 62992	PHONE 618.634.3276	FAX
BILLING NAME (IF DIFFERENT FROM ABOVE)			BILLING STREET ADDRESS	
CITY	STATE	ZIP	E-MAIL	

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.	STARTING METER	NOT FINANCED UNDER THIS AGREEMENT
1 Ricoh IM 350F			<input type="checkbox"/>
1 Ricoh IM 350F			<input type="checkbox"/>
1 Ricoh IM 350F			<input type="checkbox"/>
1 Ricoh IM 350F			<input type="checkbox"/>
1 Ricoh IM 5000			<input type="checkbox"/>
1 Ricoh IM 9000			<input type="checkbox"/>

☐ See attached Schedule A☒ See attached Billing Schedule

TERM AND PAYMENT INFORMATION

60 Payments* of \$ 978.79 If you are exempt from sales tax, attach your certificate. *plus applicable taxes

The payment ("Payment") period is monthly unless otherwise indicated.

Payment includes See attached B&W pages per month Overages billed monthly at \$ See attached per B&W page*

Payment includes Color pages per month Overages billed monthly at \$ per Color page*

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default under this Agreement has occurred and is continuing. If no box is checked and initiated, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use.

- ☐ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. _____ Customer's Initials
- ☐ Purchase all of the Equipment for \$1.00. At the end of the term, title to the Equipment will automatically transfer to you, AS IS, WHERE IS, with no warranties of any kind. _____ Customer's Initials

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

LESSOR ACCEPTANCE

GFI Digital, Inc.	SIGNATURE	TITLE	DATED
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CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
37-0903840	Timothy Taylor		
FEDERAL TAX I.D. #	PRINT NAME		

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted.

CUSTOMER (as referenced above)	SIGNATURE / PRINT NAME	TITLE	ACCEPTANCE DATE
	PRINT NAME		

TERMS AND CONDITIONS

1. AGREEMENT: You agree to lease from us the goods, together with all replacements, parts, repair, additions, and accessories incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You represent and warrant that you will use the Equipment for business purposes only. You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes all prior agreements, including any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law. (Continued on Page 2)

32843 (2017)

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Rev. 06/03/2019

- 2. OWNERSHIP; PAYMENTS; TAXES AND FEES:** We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: a) the higher of 10% of the Payment which is late or \$26.00, or b) if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or, on or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. We may charge you a processing fee for administering property tax filings. You agree to pay us a fee of up to \$50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of up to \$125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.
- 3. EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.
- 4. INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, do as provided in either (A) or (B) below: (A) We may secure property loss insurance on the Equipment from a third party insurer. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. (B) We charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, leasing, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.
- 5. ASSIGNMENT; YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or occur this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.
- 6. DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform to pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.
- 7. INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) completed, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.
- 8. END OF TERM:** Unless the purchase option is \$1.00, at the end of the initial term, this Agreement shall renew for successive month-to-month renewal term(s) under the same terms hereof unless you send us written notice between 90 and 150 days before the end of the initial term or at least 30 days before the end of any renewal term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY. You cannot pay off this Agreement or return the Equipment prior to the end of the initial term without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the price of the Equipment.
- 9. USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.
- 10. MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.
- 11. WARRANTY DISCLAIMERS:** WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. IN THE EVENT WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE DOES NOT TAKE RESPONSIBILITIES FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER. AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.
- 12. LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the principal place of business of Lessor or, if assigned, its assignee. You consent to jurisdiction and venue of any state or federal court in the state of Lessor or, if assigned, its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**
- 13. MAINTENANCE AND SUPPLIES:** You have elected to enter into a separate arrangement with Supplier for maintenance, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and toner and developer ("Arrangement"). You agree to pay all amounts owing under this Agreement regardless of any claim you have against Supplier relating to the Arrangement. Supplier will be solely responsible for performing all services and providing all supplies under the Arrangement. You agree not to hold Lessor (if different from Supplier) or any assignee of this Agreement responsible for Supplier's obligations under the Arrangement. As a convenience to you, we will provide you with one invoice covering amounts owing under this Agreement and the Arrangement. If necessary, Supplier's obligations to you under the Arrangement may be assigned by us. You agree to pay a monthly supply freight fee to cover the costs of shipping supplies to you. Each month, you are entitled to produce the minimum number of pages shown on page 1 of this Agreement for each applicable page type. Regardless of the number of pages made, you will never pay less than the minimum Payment. You agree to provide periodic meter readings on the Equipment. You agree to pay the applicable average charge for each metered page that exceeds the applicable minimum number of pages. Pages made on equipment marked as not financed under this Agreement will be included in determining your page and overage charges. At the end of the first year of this Agreement, and once each successive 12-month period thereafter, the maintenance and supplies portion of the Payment and the overage charges may be increased by a maximum of 15% of the existing payment or charge. In order to facilitate an orderly transition, the start date of this Agreement will be the date the Equipment is delivered to you or a date designated by us, as shown on the first invoice. If a later start date is designated, in addition to all Payments and other amounts due hereunder, you agree to pay us a transitional payment equal to 1/30th of the Payment, multiplied by the number of days between the date the Equipment is delivered to you and the designated start date. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month.

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SLG FMV

Equipment Lease Agreement # _____

EQUIPMENT		
Equipment MFG Model & Description IM 9000, 41M 350F, IM 5000	Serial Number	Accessories
<input type="checkbox"/> See attached schedule for additional Equipment / Accessories		
Billing Address: <u>Shawnee Community College 8364 Shawnee College Road, Ullin IL 62992</u>		
Equipment Location: <u>Same</u>		
SUPPLIER	TRANSACTION TERMS	
Gibbs Technology Company 12163 Prichard Farm Road Maryland Heights, MO 63043	Purchase Option: Fair Market Value Lease Payment: \$ <u>978.79</u> (plus applicable taxes) Term: <u>60</u> (months) Billing Period: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually (Monthly if not checked) The following additional payments are due on the date this Lease is signed by you: Advance Payment: \$ _____ (plus applicable taxes) Applied to: <input type="checkbox"/> First <input type="checkbox"/> Last Document Fee: \$75.00 (included on first invoice)	

YOU HAVE SELECTED THE EQUIPMENT. THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT AGENTS OF ANY ASSIGNEE OF LESSOR AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS LEASE. YOU ARE AWARE OF THE NAME OF THE MANUFACTURER OF EACH ITEM OF EQUIPMENT AND YOU WILL CONTACT EACH MANUFACTURER FOR A DESCRIPTION OF YOUR WARRANTY RIGHTS. WE MAKE NO WARRANTIES TO YOU, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR OTHERWISE. WE PROVIDE THE EQUIPMENT TO YOU AS-IS. YOU AGREE TO USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS, AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES. WE SHALL NOT BE LIABLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THIS LEASE AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF LESSEE. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO THIS LEASE AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER LEASE TERM FOR ACCOUNTING PURPOSES.

EXCEPT AS PROVIDED IN SECTION 2, YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS LEASE SHALL BE DEEMED FULLY EXECUTED AND PERFORMED IN THE STATE OF LESSEE'S PRINCIPAL PLACE OF BUSINESS AND SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH SUCH LAWS. TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.

BY SIGNING THIS LEASE, YOU ACKNOWLEDGE RECEIPT OF PAGES 1 AND 2 OF THIS LEASE, AND AGREE TO THE TERMS ON PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

TERMS AND CONDITIONS

1. **COMMENCEMENT OF LEASE.** Commencement of this Lease and acceptance of the Equipment shall occur upon delivery of the Equipment to you ("Commencement Date"). To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Term of this Lease with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of this Lease. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing this Lease you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under this Lease.

2. **LEASE PAYMENTS.** You agree to remit to us the Lease Payment and all other sums when due and payable each Billing Period at the address we provide to you from time to time. You agree that you will remit payments to us in the form of company checks for personal checks in the case of sole proprietorships), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for this Lease and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Lease Payments will include any freight, delivery, installation and other expenses we finance on your behalf at your request. Lease Payments are due whether or not you receive an invoice. You authorize us to adjust the Lease Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier.

NON-APPROPRIATION OF FUNDS. You intend to remit to us all Lease Payments and other payments for the full Term if funds are legally available. In the event you are not granted an appropriation of funds at any time during the Term for the Equipment or for equipment which is functionally similar to the Equipment and operating funds are not otherwise available to you to pay Lease Payments and other payments due and to become due under this Lease, and there is no other legal procedure or available funds by or with which payment can be made to us, and the non-appropriation did not result from an act or omission by you, you shall have the right to return the Equipment in accordance with Section 11 of this Lease and terminate this Lease on the last day of the fiscal period for which appropriations were received without penalty or expense to you, except as to the portion of the Lease Payments for which funds shall have been appropriated and budgeted. At least thirty (30) days prior to the end of your fiscal period, your chief executive officer (or legal counsel) shall certify in writing that: (a) funds have not been appropriated for the fiscal period; (b) such non-appropriation did not result from any act or failure to act by you; and (c) you have exhausted all funds legally available to pay Lease Payments. If you terminate this Lease because of a non-appropriation of funds, you may not purchase, lease or rent, during the subsequent fiscal period, equipment performing the same functions as, or functions taking the place of, those performed by the Equipment provided, however, that these restrictions shall not be applicable if or to the extent that the application of these restrictions would affect the validity of this Lease. This Section 2 shall not permit you to terminate this Lease in order to acquire any other Equipment or to allocate funds directly or indirectly to perform essentially the application for which the Equipment is intended.

3. **LEASE CHARGES.** You agree to: (a) pay all costs and expenses associated with the use, maintenance, servicing, repair or replacement of the Equipment; (b) pay all fees, assessments, taxes and charges governmentally imposed upon Lessor's purchase, ownership, possession, leasing, renting, operation, control or use of the Equipment and pay all premiums and other costs of insuring the Equipment; (c) reimburse us for all costs and expenses incurred in enforcing this Lease; and (d) pay all other costs and expenses for which you are obligated under this Lease ((a) through (d) collectively referred to as "Lease Charges"). NOTWITHSTANDING THE FACT THAT YOU MAY BE EXEMPT FROM THE PAYMENT OF PERSONAL PROPERTY TAXES, you acknowledge that as the owner of the Equipment, we may be required to pay personal property taxes, and you agree, at our discretion, to either: (1) reimburse us for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment when billed by the jurisdictions; or (2) remit to us each Billing Period our estimate of the pro-rated equivalent of such taxes and governmental charges. In the event that the Billing Period

Continued on Page 2

LESSOR ("We", "Us")	LESSEE ("You")
Gibbs Technology Company	Shawnee Community College (Lessee Full Legal Name)
By: X _____	By: X _____
Name: _____	Name: <u>Timothy Taylor</u> Title: <u>President</u>
Title: _____ Date: _____	Date: _____ Federal Tax ID: <u>37-0903840</u>

sums includes a separately stated estimate of personal property and other similar taxes, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term. As compensation for our internal and external costs in the administration of taxes related to each unit of Equipment, you agree to pay us a "Tax Administrative Fee" equal to \$12 per unit of Equipment per year during the Term, not to exceed the maximum permitted by applicable law. The Tax Administrative Fee, at our sole discretion, may be increased by an amount not exceeding 10% thereof for each subsequent year of the Term to reflect our increased cost of administration and we will notify you of any such increase by indicating such increased amount in the relevant invoice or in such other manner as we may deem appropriate. We may take on your behalf any action required under this Lease which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law).

4. **LATE CHARGES.** For any payment which is not received within three (3) days of its due date, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$35 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

5. **OWNERSHIP, USE, MAINTENANCE AND REPAIR.** We own the Equipment and you have the right to use the Equipment under the terms of this Lease. If this Lease is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under this Lease. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on page 1 of this Lease without first obtaining our approval. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty, certification and standard full service maintenance contract; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records.

6. **INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs, including, without limitation, those incurred in connection with responding to subpoenas, third party or otherwise ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of this Lease for acts or omissions which occurred during the Term of this Lease. You also agree that this Lease has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefits available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in this Lease to be correct or caused by your acts or omissions inconsistent with such assumption or this Lease. In the event of any such loss, we may increase the Lease Payments and other amounts due to offset any such adverse effect.

7. **LOSS OR DAMAGE.** If any item of Equipment is lost, stolen or damaged you will, at your option and cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges for the effected item(s) of Equipment, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the effected item(s) of Equipment. We will then transfer to you all our right, title and interest in the effected item(s) of Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Lease, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us. No such loss or damage shall relieve you of your payment obligations hereunder.

8. **INSURANCE.** You agree, at your cost, to: (a) keep the Equipment insured against all risks of physical loss or damage for its full replacement value, naming us as loss payee; and (b) maintain public liability insurance, covering personal injury and Equipment damage for not less than \$300,000 per occurrence, naming us as additional insured. The policy must be issued by an insurance carrier acceptable to us, must provide us with not less than 15 days' prior written notice of cancellation, non-renewal or amendment, and must provide deductible amounts acceptable to us. If you do not provide acceptable insurance, we have the right but no obligation to obtain insurance covering our interest (and only our interest) in the Equipment for the Lease Term and any renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled at any time. In the event that we elect to obtain such insurance, you will be required to pay us an additional amount each Billing Period for the cost of such insurance and an administrative fee, the cost of which insurance and administrative fee may be more than the cost to obtain your own insurance and on which we may make a profit.

9. **DEFAULT.** You will be in default under this Lease if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other obligation under this Lease; (b) a petition is filed by or against you or your guarantor under any bankruptcy or insolvency law; (c) any representation made by you is false or misleading in any material respect; (d) you become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interest or assets, stop doing business, or assign rights or property for the benefit of creditors; or (e) you default under any other agreement with us or our assignees.

10. **REMEDIES.** If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 11, or take possession of the Equipment, in which case we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

11. **END OF TERM OPTIONS: RETURN OF EQUIPMENT.** At the end of the Term and upon 30 days prior written notice to us, you shall either: (a) return all, but not less than all, of the Equipment; or (b) purchase all, but not less than all, of the Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE, for the Fair Market Value, plus applicable sales and other taxes. If you do not provide us with such written notice and either return all of the Equipment or purchase all of the Equipment at the end of the Term, then this Lease will automatically renew on a month-to-month basis and all of the provisions of this Lease shall continue to apply, including, without limitation, your obligations to remit Lease Payments, Lease Charges and other charges, until all of the Equipment is either returned to us (either because we demand return of the Equipment or you decide to return the Equipment) or purchased by you for the applicable Fair Market Value, plus applicable sales and other taxes, in accordance with the terms hereof. If you are in default (or a non-appropriation of funds occurs), or you do not purchase the Equipment at the end of the Term (or the Renewal Term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with this Lease or for damages incurred in shipping and handling.

12. **ASSIGNMENT.** You may not assign or dispose of any rights or obligations under this Lease or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign all or any portion of this Lease or our interest in the Equipment; and (b) release information we have about you and this Lease to the manufacturer, Supplier or any prospective investor, participant or purchaser of this Lease. If we do make an assignment under subsection 12(a) above, our assignee will have all of our rights under this Lease, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

13. **MISCELLANEOUS.** Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you are the entity indicated in this Lease; (b) any documents required to be delivered in connection with this Lease (collectively, the "Documents") have been duly authorized by you in accordance with all applicable laws, rules, ordinances and regulations; (c) the Documents are valid, legal, binding agreements, enforceable with their terms and the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body, and hold the offices indicated below their signatures; (d) the Equipment is essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and shall be used during the Term only by you to perform such function; (e) you intend to use the Equipment for the entire Term and shall take all necessary action to include in your annual budget any funds required to fulfill your obligations each fiscal period during the Term; (f) you have complied fully with all applicable law governing open meetings, public bidding and appropriations, required in connection with this Lease and the debt under applicable state law; (g) your obligations to remit Lease Payments constitutes a current expense and not a debt under applicable state law; (h) this Lease is binding on you and your successors and assigns; and (i) all financial information you have provided is true and a reasonable representation of your financial condition. This Lease: (j) constitutes the entire agreement of the parties with respect to the subject matter thereof; (k) supersedes all other writings, communications, understandings, agreements, purchase orders, solicitation documents (including, without limitation, any request for proposal and responses thereto and other related documents (together, the "Bid Documents")) and other representations, express or implied ("Prior Understandings"), and may not be contradicted or amended by Prior Understandings; and (li) may be amended or modified only by written documents duly authorized, executed and delivered by the parties. This Lease is binding on you and your successors and assigns. You authorize us, our agent, or our assignee to: (a) obtain credit reports and make credit inquiries; (b) furnish your information, including credit application, payment history and account information, to credit reporting agencies and our assignees, potential purchasers or investors having an economic interest in this Lease or the Equipment, including, without limitation, the seller, Supplier or any manufacturer of the Equipment; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of this Lease to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on this Lease, including your proper legal name, serial numbers and any other information describing the Equipment. If you so request, and we permit the early termination of this Lease, you agree to pay a fee for such privilege. THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT. We may receive compensation from the manufacturer and/or Supplier of the Equipment in order to enable us to reduce the cost of this Lease below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Lease is reflected in the Lease Payment.

14. **ELECTRONIC TRANSMISSION OF DOCUMENTATION.** This Lease may be executed in counterparts. The executed counterpart which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to this Lease; and (ii) any determination as to which version of this Lease constitutes the single true original item of chattel paper under the UCC. If you sign and transmit this Lease to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other similar electronic transmission of this Lease manually signed by us, when attached to the facsimile or other electronic copy signed by you, shall constitute the original agreement for all purposes. The parties further agree that, for purposes of executing this Lease, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as a counterpart thereof containing original signature; and (d) at our request, you, who executed this Lease and transmitted its signature by facsimile or other electronic transmission shall provide the counterpart of this Lease containing your original manual signature to us. No party may raise as a defense to the enforcement of this Lease that a facsimile or other electronic transmission was used to transmit any signature of a party to this Lease.



Value Lease
Grouped Pool Billing Schedule

APPLICATION NO.

AGREEMENT NO.

This Grouped Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and GFI Digital, Inc.

POOL NAME: Shawnee Community College

Pool Location: Nursing Department

MAKE/MODEL/ACCESSORIES	EQUIPMENT POOL DESCRIPTION	SERIAL NO.	STARTING METER	NOT FINANCED UNDER THIS AGREEMENT
IM 9000				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

No. of Pages Included 24000 Overages billed monthly at \$.0066 per page* **plus applicable taxes*

Please check one of the following: ☒ B&W Pages ☐ Color Pages

POOL NAME: Shawnee Community College

Pool Location: Student Services, Academic Affairs, Records, and Financial Aid

MAKE/MODEL/ACCESSORIES	EQUIPMENT POOL DESCRIPTION	SERIAL NO.	STARTING METER	NOT FINANCED UNDER THIS AGREEMENT
4) IM 350F				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

No. of Pages Included 3000 Overages billed monthly at \$.0183 per page* **plus applicable taxes*

Please check one of the following: ☒ B&W Pages ☐ Color Pages

POOL NAME: Shawnee Community College

Pool Location: Metro

MAKE/MODEL/ACCESSORIES	EQUIPMENT POOL DESCRIPTION	SERIAL NO.	STARTING METER	NOT FINANCED UNDER THIS AGREEMENT
IM 5000				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

No. of Pages Included 0 Overages billed monthly at \$.0125 per page* **plus applicable taxes*

Please check one of the following: ☒ B&W Pages ☐ Color Pages

POOL NAME: _____

Pool Location: _____

MAKE/MODEL/ACCESSORIES	EQUIPMENT POOL DESCRIPTION	SERIAL NO.	STARTING METER	NOT FINANCED UNDER THIS AGREEMENT
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

No. of Pages Included _____ Overages billed monthly at \$ _____ per page* **plus applicable taxes*

Please check one of the following: ☐ B&W Pages ☐ Color Pages

Each piece of Equipment described in this Grouped Pool Billing Schedule includes all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

PAYMENT INFORMATION

Monthly Payment* \$ 213.30 **plus applicable taxes*

CUSTOMER ACCEPTANCE

This Grouped Pool Billing Schedule is hereby verified as correct by the undersigned Customer.

CUSTOMER	<u>X</u>	<u>President</u>	DATED
	SIGNATURE	TITLE	

Board Memorandum



Board of Trustees

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

Student Trustee

Vacant

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
Chris Clark
Dr. Lisa Price

Executive Directors

Emily Forthman
Dr. April Teske
Dr. Jeffrey Dufour

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff:

RE: Executive Order Implementation Protocol

Date: 2.7.22

Background:

Attached is a revision to the College's implementation protocol which complies with the Governor's vax/testing Executive Order (EO).

At this point, the Board should FOCUS attention on the Procedures for Non-Compliance for Students and Employees (pp 4-6) sections. As you will see, we have modified the interventions to reflect full compliance with the Governor's EO, the College's full implementation of SHIELD Testing, and the fact students were advised of the Governor's mandate prior to registering for the spring term.

In addition, these protocols consider the latest revision to HB 2778 which allows for vaccinated individuals to receive paid leave under certain conditions.

Finally, you will note the focus of the interventions is educating and counseling individuals into compliance. We are hopeful these interventions will minimize the number of individuals that will be prevented from entering campus due to non-compliance with the Governor's EO.

Dr. Price & Dr. Shelby will be available to answer any questions your might have.

Recommendation: I recommend the Board approve the revised EO Implementation Protocol and authorize the President to implement the progressive interventions outlined for those who choose not to comply with the Governor's mandate.

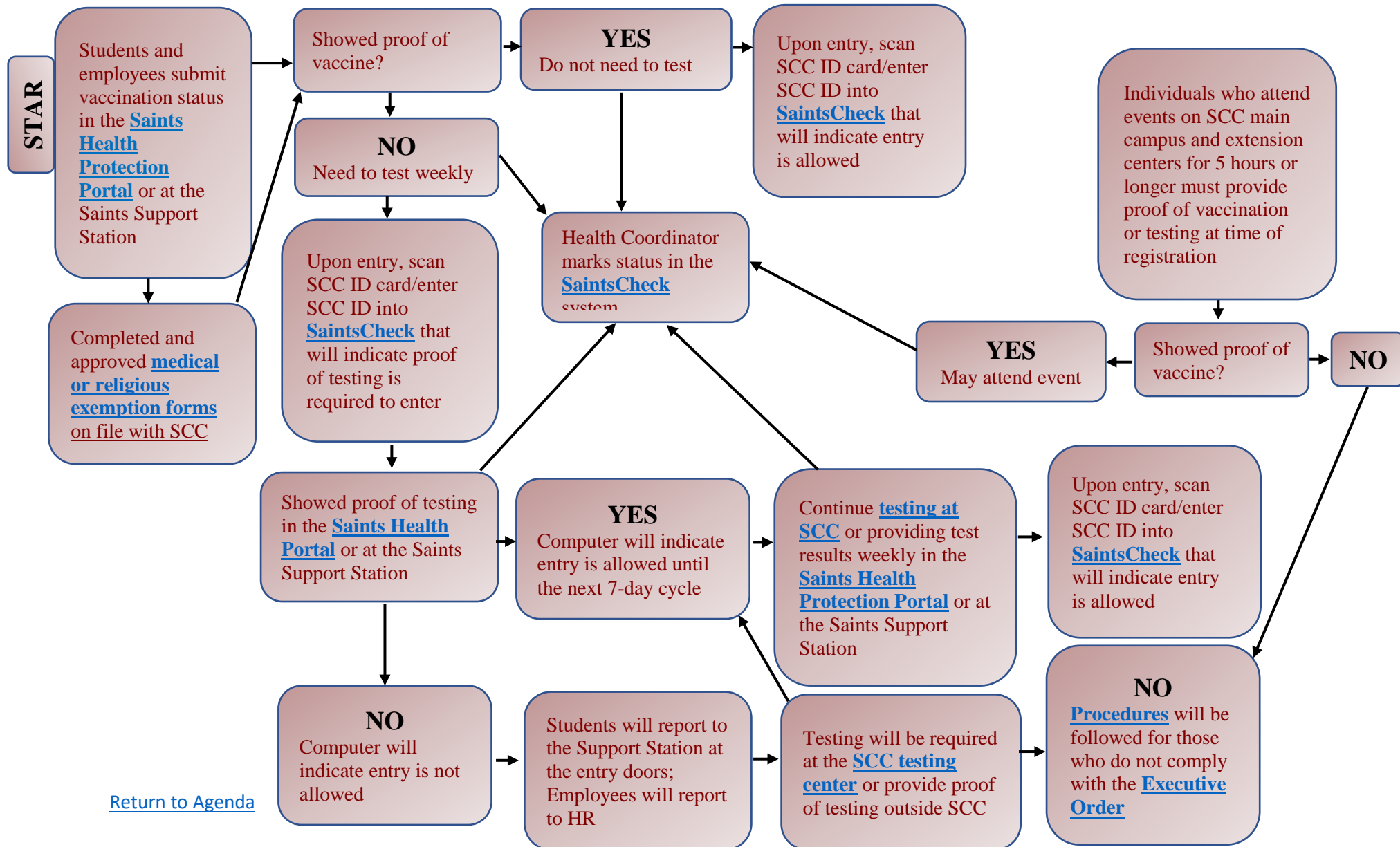
SHAWNEE COMMUNITY COLLEGE

**TESTING AND VACCINATION PROTOCOL
STUDENTS AND EMPLOYEES**

Shawnee Community College COVID Vaccination & Testing Flow Chart

Board Book Page 66

For more information on COVID-19 Guidance and Resources, visit the SCC [COVID-19 webpage](#)



SAINTS HEALTH PROTECTION PORTAL

STEP 1: Use the Saints Health Protection Portal button on your [mySCC](#) homepage, or go to <https://shawneecc.edu/saints-health-protection-portal>

STEP 2: Click the Register button

STEP 3: Fill out the user registration form. (You will need to know your SCC ID)

STEP 4: After registering, click the "Access Document Portal" button

STEP 5: Upload your documents using the "Add File" button.

SAINTSCHECK SYSTEM

1. All students and employees will either swipe their SCC identification cards or manually type their SCC identification numbers into the SaintsCheck computer upon entry to SCC main campus and all extension centers.
2. The screen will indicate entry is allowed or not allowed.
3. Entry is allowed for the following reasons:
 - a. The student or employee has proof of full vaccination on file with SCC. These individuals do not need to do anything further and may gain entry to SCC.
 - b. The student or employee has not provided proof of full vaccination to SCC but has provided proof of a negative COVID test or is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere.
 - c. The student or employee has an approved medical or religious vaccination exemption on file with SCC **AND** has provided proof of a negative COVID test or is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere.

Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).

4. Entry is not allowed for the following reasons:
 - a. The student or employee has not provided proof of full vaccination to SCC **AND** has not provided proof of a negative COVID test or that the individual is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere.
 - b. The student or employee has an approved medical or religious vaccination exemption on file with SCC **AND** has not provided proof of a negative COVID test or that the individual is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere.
5. Student and employees who are not allowed entry must go to the Shield Testing Center to test or make an appointment. Re-entry will not be allowed until the student has tested or made an appointment.
6. The SCC Health Coordinator will monitor the on-site testing portal, through Shield, and the Saints Health Portal for the latest vaccination and testing information for students and employees. The Health Coordinator will enter the vaccination and testing status of each individual into the SaintsCheck System for entry into SCC. The SaintsCheck System should correctly reflect the current status of each student or employee.
 - a. If a student feels the SaintsCheck System does not accurately reflect their current status, the student should report to the Saints Support Station at one of the entry doors at the main campus and all extension centers
 - b. If an employee feels the SaintsCheck System does not accurately reflect their current status, the employee should report to the SCC Human Resources Office.

PROCEDURES FOR NON-COMPLIANCE WITH THE EXECUTIVE ORDER

The SCC Health Coordinator will monitor compliance with the Executive Order and maintain those records. All students and employees must comply with the Governor's Executive Order by doing one of the following:

- Have proof of full vaccination on file with SCC
- Have proof of a negative COVID test or awaiting a test result through on-site testing at SCC or PCR test from elsewhere within the last 7 days on file with SCC
- Have a medical or religious vaccination exemption AND proof of a negative COVID test or awaiting a test result through on-site testing at SCC or PCR test from elsewhere on file with SCC

Students:

1st Occurrences within Semester

STEP 1: The Health Coordinator will contact the student regarding non-compliant status, the steps that will occur on subsequent occurrences, and resources for obtaining a vaccination and/or approved COVID test.

STEP 2: The student must go to the Shield Testing Center to test or make an appointment. Re-entry will not be allowed until the student has tested or made an appointment. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 3: Upon testing, the student's status will be updated in SaintsCheck and allowed entry into SCC. If the student does not test at the scheduled time, see the "2nd Occurrence" steps below.

2nd Occurrence within Semester

STEP 1: The Health Coordinator will submit an official letter to the student regarding the 2nd occurrence of non-compliant status that will require the student to attend an administrative meeting with the Dean of Transfer & Adult Education, the steps that will occur on subsequent occurrences will be included, as well as resources for obtaining a vaccination and/or approved COVID test.

STEP 2: The student must go to the Shield Testing Center to test or make an appointment. Re-entry will not be allowed until the student has tested or made an appointment. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 3: Upon testing, the student's status will be updated in SaintsCheck and allowed entry into SCC. If the student does not test at the scheduled time, see the "3rd Occurrence" steps below.

3rd Occurrence within Semester

STEP 1: The Health Coordinator will submit an official letter to the student regarding the 3rd occurrence of non-compliant status that will require an administrative meeting with the Vice President of Student Affairs, and a \$150 administrative fee will be assessed to the student.

STEP 2: The student must go to the Shield Testing Center to test or make an appointment. Re-entry will not be allowed until the student has tested or made an appointment. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 3: Upon testing, the student's status will be updated in SaintsCheck and allowed entry into SCC. If the student has no additional occurrences within the same semester, the student can petition to have the \$150 administrative fee refunded. If the student does not provide proof by the required deadline, see the "4th Occurrence" steps below.

4th Occurrence within Semester

STEP 1: The Health Coordinator will submit an official letter to the student and the Registrar regarding the 4th occurrence that will place a registration hold on the student's account for the subsequent semesters, and resources for obtaining a vaccination and/or approved COVID test.

STEP 2: While the Executive Order is in place, the student will not be allowed to attend face-to-face courses or attend SCC events on main campus and extension centers until in compliance. However, the student can register for remote courses if the account is in good standing.

*Note: Occurrences are cumulative and **DO NOT** reset in a given semester.

Employees:

1st and 2nd Occurrences

STEP 1: The Health Coordinator will contact Human Resources regarding non-compliant status.

STEP 2: Human Resources will contact the employee regarding non-compliant status and resources for obtaining a vaccination and/or approved COVID test.

STEP 3: The employee will be asked to obtain testing immediately and be given a date to provide proof. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 4: If the employee provides proof by the required deadline, the employee's status will be updated in SaintsCheck and allowed entry into SCC. If the employee does not provide proof by the required deadline, see the "3rd Occurrence" steps below.

3rd Occurrence

STEP 1: The Health Coordinator will contact Human Resources regarding the 3rd occurrence.

STEP 2: Human Resources will submit an official letter to the employee and to the reporting supervisor (e.g., President, Vice President, Executive Director, etc.) regarding the 3rd occurrence of non-compliant status, the required 1-day suspension with pay, the steps that will occur on a 4th occurrence, and resources for obtaining a vaccination and/or approved COVID test.

STEP 3: The employee will be asked to obtain testing immediately and be given a date to provide proof. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 4: If the employee provides proof by the required deadline, the employee's status will be updated in SaintsCheck and allowed entry into SCC. If the employee does not provide proof by the required deadline, see the "4th Occurrence" steps below.

4th Occurrence

STEP 1: The Health Coordinator will contact Human Resources regarding the 4th occurrence.

STEP 2: Human Resources will submit an official letter to the employee and to the reporting supervisor (e.g., President, Vice President, Executive Director, etc.) regarding the 4th occurrence, that the employee is suspended without pay until compliance with the EO, and resources for obtaining a vaccination and/or approved COVID test.

STEP 3: The employee will be allowed to return to work once proof of vaccination or testing is on file with SCC.

*Note: Occurrences are cumulative and **DO NOT** reset in a given semester.

ON-SITE TESTING INFORMATION



Shield Illinois: <https://www.shieldt3.com/wp-content/uploads/2020/12/ShieldT3-infographic.pdf>

Board Memorandum

**Board of Trustees**

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

Student Trustee

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President

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Darci Cather
Dr. Lisa Price
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Executive Directors

Dr. April Teske
Emily Forthman
Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: None
RE: Collective Bargaining Team
Date: 02.07.22

Background: On January 18, 2022, the College received an official request (attached) to bargain a successor agreement from the Shawnee College Education Association (SCEA). Pursuant to [115 ILCS 5/10](#) of the Illinois Educational Labor Relations Act, it would be appropriate for the Board to identify its exclusive bargaining Team. To that end, I recommend the Board appoint the following individuals to represent the Board's interest:

- Chris Clark, Vice President of Administrative Services
- Dr. Kristin Shelby, Dean of Transfer & Adult Education
- Dr. Greg Mason, Dean of Career & Technology
- Amanda Hannan, Dean of Allied Health & Nursing
- Emily Forthman, Executive Director of Human Resources

The SCEA (and I) have expressed interest in pursuing an interest-based bargaining model. The interest based bargaining model (a.k.a. integrative-based bargaining or win-win bargaining) is a negotiation strategy in which both parties collaborate to find a "win-win" solution to disputes. This strategy focuses on developing mutually beneficial agreements based on the interests of the parties. Typically, this style of negotiation tends to assist with strengthening organization culture over other forms of negotiation. Often, this style of negotiation lends to creative solutions to organizational issues.

The SCEA has proposed interest-based bargaining training from the Federal Mediation and Conciliation Services (FMCS). There are other interest-based bargaining providers that might be jointly considered. If approved, I would ask the Board's Collective Bargaining Team to research alternatives with the SCEA and make some joint recommendations.

Recommendation: I recommend the Board approve the Collective Bargaining Team as noted above and authorize them to begin the collective bargaining process, which includes the selection of a trainer for the interest-based bargaining process.

Shawnee College Education Association
Ian Nicolaides, SCEA President
8364 Shawnee College Road
Ullin, IL 62992

January 18, 2022

Mr. Steve Heisner
Board of Trustees Chairman
Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992

Dear Mr. Heisner,

The Shawnee College Education Association-IEA/NEA is filing this formal demand to bargain a successor agreement with the exclusive bargaining representative pursuant to the Illinois Educational Labor Relations Act. It is my understanding that bargaining must commence within sixty (60) days of your receipt of this letter.

The SCEA team is considering the interest-based bargaining process and request your team be available for training with us in this bargaining format. It is the SCEA's desire to mutually establish a date at which time both parties can meet for training. SCEA is awaiting available training dates from the Federal Mediation and Conciliation Services facilitator, and will make suggested dates to both teams from those available.

We are looking forward to a positive and productive bargaining relationship. Please contact Wendy Harris, SCEA Bargaining Chair, at your earliest convenience to schedule the initial meeting.

Sincerely,

Ian Nicolaides
SCEA President

c Dr. Tim Taylor, SCC President
 Ms. Cathy Stewart, UniServ Director
 Ms. Darci Cather, SCC Vice President of Academic Affairs
 Ms. Wendy Harris, SCEA Bargaining Chair

[Return to Agenda](#)

**Board of Trustees**

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 April Moore
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Student Trustee

Vacant

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Dr. Tim Taylor

Vice Presidents

Darci Cather
 Dr. Lisa Price
 Chris Clark

Executive Directors

Dr. April Teske
 Emily Forthman
 Dr. Jeffrey Dufour

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Amanda Hannan,

RE: High-Fidelity Simulation Manikins – GT Simulators

Date: 02.07.22

Background: The Delta Healthcare Grant provides funding for use in providing new positions, program and equipment needed for the Emergency Medical Technician, Certified Medical Assistant and Certified Nursing Assistant Programs. Desired equipment includes high-fidelity simulation training manikins. These will serve several purposes including usage across all Allied Health and Nursing Programs.

The CAE Juno simulation manikins prepare healthcare providers for prehospital and hospital environments. These manikins help fill the gap by delivering consistent training and by assisting students in developing critical thinking skills. CAE, Juno, CAE's Healthcare's clinical skills manikin, is a modern manikin that was designed to meet the educational requirement for clinical skills, from task-training through advanced patient care scenarios.

These state of the art, high-fidelity simulators can be used in the classroom & lab setting, as well as during the SCC Experience and Career & Technical Education Day offerings for local high schools.

Additional Quotes:

PocketNurse: 5 Manikins w/virtual instruction/training \$60,230.63

Anatomy Warehouse: 5 Manikins w/instructor-led training \$60,350.00

The Delta Healthcare Grant serves to develop programs that meet the needs of our community and region. This equipment will meet the College's Strategic Plan Goal 1, Objective 2, Strategy F as well as Goal 4, Objective 2. The purchase includes 3 medium skin manikins and 2 dark skin manikins to represent diversity within the classroom/skills lab setting. The following quote is from **GT Technologies**.

- 3-Medium Skin CAE Juno Simulators: \$32,400 (Includes 1-year service/warranty) fully funded through the Delta Healthcare Grant (quote attached).
- 2-Dark Skin CAE Juno Simulators: \$21,600 (Includes 1-year service/warranty) fully funded by the Delta Healthcare Grant (quote attached).

Dean Hannan will be available to answer questions about this purchase.

Recommendation: I recommend the Board approve and authorize the purchase of five GT Technologies CAE Juno simulators for a total of \$54,000.



10388 W State Road 84, Suite 111
 Davie, FL 33324
 Phone # (954) 370-7101 | Email: sales@gtsimulators.com

Quotation

DATE	QUOTATION #
1/14/2022	17803

NAME / ADDRESS
SHAWNEE COMMUNITY COLLEGE ATTN.: AMANDA HANNAN / (618) 634-3277 8364 SHAWNEE COLLEGE ROAD ULLIN, IL 62992 AMANDAH@SHAWNEECC.EDU

REP
AA

QTY	ITEM#	DESCRIPTION	EST. SHIP.	UNIT PRICE	TOTAL
3	JUN-300	CAE JUNO NURSING SKILLS MANIKIN - COMPLETE PACKAGE WITH TABLET - MEDIUM SKIN (FIRST YEAR WARRANTY INCLUDED) List Price \$11,995.00	4 - 8 weeks ARO	10,800.00	32,400.00
2	JUN-300	CAE JUNO NURSING SKILLS MANIKIN - COMPLETE PACKAGE WITH TABLET - DARK SKIN (FIRST YEAR WARRANTY INCLUDED) List Price \$11,995.00 INCLUDES: Manikin Articulated Arm IV Arm Dual Gender 10 Basic SCE's NIBP Arm Live Electronics Box Instructor Tablet	4 - 8 weeks ARO	10,800.00	21,600.00
1	ST	SALES TAX CHARGED BY MANUFACTURER - CUSTOMER EXEMPT		0.00	0.00
1	S&H - QUO...	FREIGHT CHARGES to zip 62992 / FREE SHIPPING SPECIAL IF THE ORDER IS PLACED IN FULL (A Shipping Value of \$750.00)		0.00	0.00
Parisi & Venturini Corp. DBA GTSimulators by Global Technologies - FEIN # 65-0388540			TOTAL		



10388 W State Road 84, Suite 111
 Davie, FL 33324
 Phone # (954) 370-7101 | Email: sales@gtsimulators.com

Quotation

DATE	QUOTATION #
1/14/2022	17803

NAME / ADDRESS
SHAWNEE COMMUNITY COLLEGE ATTN.: AMANDA HANNAN / (618) 634-3277 8364 SHAWNEE COLLEGE ROAD ULLIN, IL 62992 AMANDAH@SHAWNEECC.EDU

REP
AA

QTY	ITEM#	DESCRIPTION	EST. SHIP.	UNIT PRICE	TOTAL
		<p>* THIS QUOTE IS VALID FOR 30 DAYS *</p> <p>* Product availability is subject to change until order is placed *</p> <p>** The stated prices are calculated on the basis of the requested quantities of all products mentioned and can differ if partial orders are taken**</p> <p>*** We are committed to providing our customers low prices. If you find a lower advertised price on an identical product, please allow us the opportunity to match that price by presenting us with the competitor's ad or official price estimate.***</p> <p>*** PAYMENT TERMS ***</p> <p>** WE DO ACCEPT OFFICIAL PURCHASE ORDERS WITH 30 DAYS NET FOR PAYMENT AFTER SHIPPING CONFIRMATION. PLEASE MENTION QUOTE NUMBER ON THE PURCHASE ORDER AND E-MAIL IT TO SALES@GTSIMULATORS.COM OR FAX IT TO (954) 252-2181. **</p> <p>** Thank you for your Business and please visit us online at WWW.GTSIMULATORS.COM for your Educational needs**</p> <p>SALES TAX: If applicable, please provide us with a copy of your Tax Exemption Certificate in order to waive the Sales Tax.</p>			
Parisi & Venturini Corp. DBA GTSimulators by Global Technologies - FEIN # 65-0388540			TOTAL	\$54,000.00	

1/26/22, 11:02 AM

CAE JUNO Nursing Skills Manikin - Complete Package with Tablet – GTSimulators.com



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CAE Healthcare

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☆☆☆☆ Reviews

Item # JUN-300

\$11,395.25 ~~\$11,995.00~~

4.8 ★★★★★
Google
Customer Reviews



<https://www.gtsimulators.com/products/cae-juno-nursing-skills-manikin-complete-package-with-tablet-jun-300?variant=37731305652373>

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CAE JUNO Nursing Skills Manikin - Complete Package with Tablet

Nursing programs are challenged with preparing new nurses for today's hospital environment and sicker patients, even as access to clinical hours has diminished. Simulation can help fill the gap by delivering consistent training and helping learners to develop critical thinking skills. Introducing CAE Juno, CAE Healthcare's clinical skills manikin and newest offering for nursing programs. Juno is a modern manikin that was designed to meet educational requirements for clinical nursing skills, from task training through advanced patient care scenarios. Packages available: Base and Complete.

Features

Articulation:

- Realistic articulation
- Range of motion in hips, knees, ankles, shoulders, elbows and wrist
- Cervical motion for practice of patient stabilization

Airway:

- Oral and dental hygiene
- Nasal packing
- Bag-valve-mask (BVM) ventilation
- Nasopharyngeal and oropharyngeal airway placement
- Endotracheal tube placement
- Tracheostomy tube placement
- Endotracheal tube and tracheostomy tube suctioning

Gastric:

- Nasogastric tube insertion and gastric lavage and gavage with real fluids
- Ostomy care and irrigation of a variety of configurable stomas
- Enema administration with fluids

Medication Administration:

- Eye and ear irrigation
- Six intramuscular sites for medication administration in bilateral deltoids, bilateral vastus lateralis, ventrogluteal and dorsogluteal sites

Urinary:

- Urinary catheterization with fluids
- Interchangeable genitalia

4.8 ★★★★★
Google
Customer Reviews

<https://www.gtsimulators.com/products/cae-juno-nursing-skills-manikin-complete-package-with-tablet-jun-300?variant=37731305652373>

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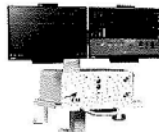
Cart ▾

auscultation and palpation

- Bilateral carotid pulses (manual)
- Unilateral subclavian catheter insertion for care and maintenance

Juno COMPLETE	Compare Models	Videos	Learning Modules
<p>Configurations</p> <ul style="list-style-type: none"> • Manikin • Articulated Arm • IV Arm • Dual Gender • 10 Basic SCE's • NIBP Arm • Live Electronics Box • Instructor Tablet • Accessories Available • Discounts Available 			
<p>Warranty:</p> <ul style="list-style-type: none"> • Covers labor and materials for product repairs, software updates (for the Complete version) and technical, customer service and clinical support via phone and email. First year included. Extended warranty available. 			
<p>Download:</p> <p> Product's Manual Cleaning Instructions Battery Care </p>			

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**Board of Trustees**

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Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Amanda Hannan,

RE: High-Fidelity Pediatric Simulation Manikins – Gaumard Simulators

Date: 02.07.22

Background: The Delta Healthcare Grant provides funding for use in providing new positions, program and equipment needed for the Emergency Medical Technician, Certified Medical Assistant and Certified Nursing Assistant Programs. Desired equipment includes high-fidelity simulation training manikins. These will serve several purposes including usage across all Allied Health and Nursing Programs.

The Gaumard Pediatric HAL simulator is the most advanced pediatric patient simulator, capable of simulating lifelike emotions through dynamic facial expressions, movement, and speech. This pediatric manikin is designed for interaction and for use in emergency training.

The Gaumard SUPER TORY is the first newborn simulator developed to meet the challenges of neonatal care specialist training in real environments. Active movement, true ventilator support, and real patient monitoring are features of this manikin. While it is important to note that the college presently has a Gaumard VICTORIA high-fidelity manikin to teach obstetric care and emergencies, the baby that comes with VICTORIA does not have assessment capabilities for any longer than 5 minutes after a simulated birth. SUPER TORY will provide the student with the ability to learn appropriate neonatal assessment and care. Our EMT students may likely face the emergency of a delivery enroute to a facility and it is critical that they are adequately trained in the care and treatment of the newborn as well as other life-threatening complications of newborns.

These purchases meet the College's Strategic Plan Goal 1, Objective 2, Strategy B, Strategy F. High Fidelity Simulation equipment can also meet Strategic Plan Goal 4, Objective 2.

- Cost of Pediatric HAL Simulator: \$49,500 for the simulator, \$2,095 for the bedside monitor accessory, \$16,375 for three years of service for the simulator.
- Cost of the SUPER TORY Simulator: \$39,950 for the simulator, \$2,095 for the bedside monitor accessory, and \$10,695 for three years of service for simulator
- Cost of Two-day training service and installation for multiple simulators, region specific \$3,500; Cost of Freight and Handling \$779.39; Total: \$124,989.39

Gaumard is a **sole-source provider** for these types of simulators. Dean Hannan will be available to answer questions about this purchase.

Recommendation: I recommend the Board approve and authorize the purchase of the Gaumard Pediatric HAL and SUPER TORY neonatal simulator for a total of \$124,989.39.



14700 SW 136th Street
Miami FL 33196
T: 305-971-3790 | F: 305-252-0755

Quotation

Quote Number: 87521

Quote Date: 01/25/22

Page: 1 of 3

Quoted To:

Shawnee Community College
8564 Shawnee College Rd
Ullin IL 62992
USA

Ship To:

Shawnee Community College
83634 Shawnee College Rd
Ullin IL 62992
USA

Contact:

Amanda Hannan

amandah@shawneecc.edu

Customer ID	Good Through	Payment Terms	Shipping Method	Sales Representative
C111297	02/25/22	Net 20	ABF Freight	Robert Skrbis

Qty.	Item	Description	Unit Price	Amount
1	S2225.PK.M	Advanced Pediatric HAL® S2225 medium skin tone five year old simulator package Includes: Advanced Pediatric HAL® S2225 medium skin tone simulator, Tablet PC preloaded with UNI® control software, Automatic mode license, The Pediatric HAL Simulated Learning Experiences™ guidebook, preprogrammed SLE library with 10 scenario-based simulations, RF communications module, streaming audio headset, battery charger, replacement chest tube and tension pneumo sites, defibrillation site adapters, filling kits, additional accessories, hard rolling transport case, user guide, One-year limited warranty Options available only at initial time of purchase: Care in Motion™ Go integrated video-assisted debriefing system Accessories available for purchase: Gaumard Vitals™ bedside patient monitor, Gaumard Vitals™ mobile patient monitor, Gaumard Ultrasound™ system, Pediatric emergency ultrasound POCUS Fast scenario module, LungSim™ In-Hospital System, LungSim™ Mobile System, Care in Motion™ Mobile standalone video-assisted debriefing system	\$ 49,500.00	\$ 49,500.00
1	30080154B	Bedside Virtual Monitor accessory	\$ 2,095.00	\$ 2,095.00
1	GC.G3.AP	Gaumard Cares Gold 3 Year service plan for advanced pediatric simulator. Gaumard Cares service with Cost of Ownership	\$ 16,375.00	\$ 16,375.00

Prices and taxes are subject to change without notice.

To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative Robert Skrbis at robert.skrbis@gaumard.com

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity and/or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.



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8564 Shawnee College Rd
Ullin IL 62992
USA

Ship To:

Shawnee Community College
83634 Shawnee College Rd
Ullin IL 62992
USA

Contact:

Amanda Hannan

amandah@shawneecc.edu

Qty.	Item	Description	Unit Price	Amount
		Assurance includes the following at NO CHARGE for the duration of the plan: • Training at Gaumard Training Centers • Webinar Training • Telephone and email Support • Software Updates • Loaner Service (Including Shipping) • All Preventative Maintenance • All Repairs Gaumard Cares Gold 3 Year service plan for pediatric simulator		
1	S2220.PK.L	Super Tory® S2220 light skin tone advanced neonatal simulator package Includes: Super Tory® S2220 light skin tone simulator, Tablet PC preloaded with UNI® control software, Automatic mode license, Super Tory Simulated Learning Experiences™ guidebook, preprogrammed SLE library with 10 scenario-based simulations, RF communications module, battery charger, defibrillation site adapter, accessories, carrying case, user guide, one-year limited warranty Options available only at initial time of purchase: Care in Motion™ Go integrated video-assisted debriefing system Accessories available for purchase: Gaumard Vitals™ bedside patient monitor, Gaumard Vitals™ mobile patient monitor, Philips defibrillation snap cable, Physio defibrillation snap cable, Zoll defibrillation snap cable, LungSim™ In-Hospital System, LungSim™ Mobile System, Care in Motion™ Mobile standalone video-assisted debriefing system	\$ 39,950.00	\$ 39,950.00
1	30080154B	Bedside Virtual Monitor accessory	\$ 2,095.00	\$ 2,095.00
1	GC.G3.T	Gaumard Cares Gold 3 Year service plan for Super Tory simulator. Gaumard Cares service with Cost of Ownership Assurance includes the following at NO CHARGE for the duration of the plan: • Training at Gaumard Training Centers • Webinar Training •	\$ 10,695.00	\$ 10,695.00

Prices and taxes are subject to change without notice.

To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative Robert Skrbis at robert.skrbis@gaumard.com

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Page: 3 of 3

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83634 Shawnee College Rd
Ullin IL 62992
USA

Contact:

Amanda Hannan

amandah@shawneecc.edu

Qty.	Item	Description	Unit Price	Amount
		Telephone and email Support • Software Updates • Loaner Service (Including Shipping) • All Preventative Maintenance • All Repairs Gaumard Cares Gold 1 Year service plan for newborn simulator		
1	INST2	Two day Training service and Installation for multiple simulators. Region specific	\$ 3,500.00	\$ 3,500.00
Customer must supply Sales Tax Exempt Certificate and W-9 with Purchase Order, if applicable.			Subtotal	\$ 124,210.00
Please note that the exact shipping charges and taxes will be determined at the time of shipment.			Est. Freight & Handling	779.39
			Est. Sales Tax	0.00
			Total US\$	\$ 124,989.39

Estimated shipping date: Approximately 8 to 10 weeks after receipt of order.

Shipment Via: UPS Ground

Gaumard Scientific is the sole source for this tetherless simulator(s).

Prices and taxes are subject to change without notice.

To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative Robert Skrbis at robert.skrbis@gaumard.com

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity and/or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.



Gaumard Scientific Company., Inc. located at 14700 SW 136 Street, Miami, FL 33196 is the sole provider and sole manufacturer for the following item: **S2220 Super Tory®**.

Super Tory is the first newborn simulator developed to meet the challenges of neonatal care specialist training in real environments. Active movement, true ventilator support, real patient monitoring, and all-day battery life. These are just a few of the revolutionary new capabilities that allow Super Tory to simulate complex pathologies and respond to interventions with unparalleled realism

- Full-term newborn, 8 lbs., 21 in.
- Tetherless and wireless; fully responsive during transport
- Wireless control at distances up to 100 ft.
- Internal rechargeable battery provides up to 8 hr. of Tetherless operation
- Smooth and supple full-body skin with seamless trunk and limb joints
- Programmable movement: blinking, mouth open and close, arm and leg flexion and extension
- Realistic joint articulation: neck, shoulder, elbow, hip, and knee
- Forearm pronation and supination
- Lifelike umbilicus and post cord detachment navel
- Palpable bony landmarks
- Near-silent operation
- NOELLE® Fetus-Newborn wireless link capability
- Tablet PC preloaded with UNI® included
- OMNI®2 ready
- Crying/grunting with visible mouth movement
- Blinking eyes
- Seizures/convulsions
- Programmable muscle tone: active, reduced, and limp
- Anatomically accurate oral cavity and airway
- Nasotracheal / orotracheal intubation (ETT, laryngeal airway)
- Head tilt, chin lift, jaw thrust
- Supports esophageal intubation
- NG/OG tube placement
- Bag-valve-mask ventilation support
- Neck hyperextension and flexion airway obstruction with event capture and logging
- Intubation depth detection and software event log
- Spontaneous, continuous breathing
- Variable respiratory rates and inspiratory/ expiratory ratios
- Programmable unilateral chest rise and fall
- Unilateral lung sounds synchronized with respiratory rate
- Programmable retractions, "see-saw" breathing
- Mechanical ventilation support
 - A/C, SIMV, CPAP, PCV, PSV, NIPPV
 - Supports PEEP (up to 20 cmH2O)
 - Dynamic airway and lung controls
 - Variable lung compliance
 - Bilateral bronchi resistance

- Programmable respiratory efforts for weaning/liberation
- Unilateral chest rises with right main stem intubation (Automatic detection and logging)
- Real-time ventilation feedback
- Bilateral, midaxillary pneumothorax sites support needle decompression and chest tube insertion
- Pneumothorax sites feature palpable bony landmarks, realistic skin for cutting and suturing, bleeding, tactile pleural pop, and fluid drain
- Visible chest rise during bag-valve-mask ventilation
- Supports EtCO2 monitoring using real sensors and monitoring devices
- Visible cyanosis, jaundice, paleness, and redness with variable intensities
- Supports manual capillary refill time assessment on the left foot (Automatic detection and logging)
- Programmable fontanel: depressed, normal, and bulging
- Palpable pulses: brachial, femoral, and umbilical
- Pulse palpation event detection and logging
- Blood pressure dependent pulses
- Supports blood pressure monitoring using real NIBP cuff
- Audible Korotkoff sounds
- Preductal (right hand) and post ductal (right foot) SpO2 monitoring using real devices
- Includes comprehensive library of ECG rhythms with customizable beat variations
- Supports ECG monitoring using real devices
- Supports ECG-derived respiration monitoring (EDR)
- eCPR™ Real-time quality feedback and reporting
 - Time to CPR
 - Compression depth/rate
 - Compression interruptions
 - Ventilation rate
 - Excessive ventilation
 - Smart CPR voice coach
- Chest compression depth sensor
- Defibrillate, cardiovert, and pace using real devices and energy
- Effective chest compressions generate palpable femoral pulses and ECG activity
- Healthy and abnormal heart sounds
- Supports virtual pacing and defibrillation
- IV cannulation: bolus, infusion, and sampling
- Hand
- Scalp
- Umbilicus
- Umbilical catheterization (UVC/UAC): continuous infusion and sampling
- Bilateral IO Tibial infusion
- Programmable abdominal distension
- Urinary catheterization with return
- Normal and abnormal bowel sounds

Please do not hesitate to contact us if you require additional information.

Sincerely,

Keila Brooks

Customer Service Department

Gaumard Scientific

305-971-3790 ext.2142

305-252-0755 Fax

keila.brooks@gaumard.com

www.gaumard.com

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Gaumard®
Simulators for Health Care Education

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To Whom It May Concern:

Gaumard Scientific Company, Inc. located at 14700 SW 136 Street, Miami, FL 33196 is the sole manufacturer and distributor of a pediatric simulator that is wireless, tetherless, that has dynamic lung compliance, lifelike facial expressions, jaw and neck movements as well as interactive tracking eyes. The Pediatric Hal also has the following features:

The following features apply to the S2225.PK Pediatric HAL®:

- Tetherless and wireless; fully responsive during transport
- Internal rechargeable battery
- Smooth and supple full-body skin with seamless trunk and limb joints
- Realistic joint articulation: neck, shoulder, elbow, hip, and knee
- Tablet PC preloaded with UNI® included
- OMNI®2 ready
- Includes 10 preprogrammed SLEs and facilitator's guidebook
- Active robotics simulate life-like facial expressions including: anger, transient pain, ongoing pain, amazement, quizzical, crying, yawning
- Preprogrammed emotional states automatically express associated verbal and non-verbal cues without manual input: worried, anxious, lethargic, distracted.
- Programmable jaw movement, bilateral or unilateral brow movement, and horizontal neck rotation
- Automatic jaw movement synchronized with speech
- Automatically turns head and eyes towards the approaching subject
- Interactive eyes: eyes can automatically follow a moving object
- Independent, active pupillary light reflex
- Abnormal eye and eyelid movements: cross-eyed, nystagmus, eyelid twitching, eyelid droop
- Programmable crying/tears release real fluid
- Wireless streaming voice
- 50+ prerecorded speech responses
- Supports Nasotracheal /orotracheal intubation with standard instruments including endotracheal tubes and supraglottic airway devices
- Tracheal intubation detection
- Supports esophageal intubation
- Supports bag-valve-mask ventilation
- Realistic surgical trachea permits tracheostomy, cricothyrotomy, and retrograde intubation
- Programmable difficult airway: laryngospasm and tongue edema
- Spontaneous breathing and selectable normal and abnormal respiratory patterns
- Variable respiratory rates and inspiratory/expiratory ratios
- Programmable unilateral chest rise and fall
- Real CO2 exhalation: supports etCO2 monitoring using real sensors and monitoring devices
- Selectable normal and abnormal sounds: upper right front and back, upper left front and back, lower right back, and lower left back

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▪ Email: sales@gaumard.com - www.gaumard.com - Gaumard® Scientific, 2017

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Miami, FL 33196-569

- Real mechanical ventilation support
- Real-time ventilation feedback
- Chest tube insertion: left mid-axillary hemothorax site features palpable bony landmarks, realistic skin for cutting and suturing, tactile pleural pop, and fluid drain
- Needle decompression site features realistic tactile feedback and audible hiss
- Includes comprehensive library of ECG rhythms with customizable beat variations
- Independent normal/abnormal heart sounds at aortic, pulmonic, and mitral sites
- Supports ECG-derived respiration monitoring (EDR)
- eCPR™ Real-time quality feedback and reporting
- Defibrillate, cardiovert and pace using real devices and energy
- Mechanical ventilation support: AVC, SIMV, CPAP, PCV, PSV, and more.
- Supports therapeutic levels of PEEP, Programmable variable lung compliance, Variable bronchi resistance
- Anterior/posterior defibrillation sites
- Visible cyanosis, redness, pallor, and jaundice
- Supports capillary refill time testing above the right knee; test detection and logging
- Palpable pulses: bilateral carotid, brachial, radial, and femoral
- Supports blood pressure monitoring using a real NIBP cuff and monitor
- SpO₂ monitoring using real devices
- Bilateral forearm IV access supports sampling and continuous infusion
- Intraosseous infusion site at right proximal tibia
- Real glucose test readings via finger-stick
- Patent esophagus
- Gastric distension during excessive PPV
- Bowel sounds in four quadrants
- Interchangeable male/ female genitalia
- Programmable urinary output

Please do not hesitate to contact us if you require additional information.

Sincerely,

Cdaly's Suarez
Customer Service
Gaumard Scientific
800-882-6655 (toll-free)
305-971-3790 ext. 2168
cdalys.suarez@gaumard.com
www.gaumard.com



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Simulators for Health Care Education

GAUMARD SALES TERMS AND CONDITIONS

These Gaumard Scientific Company, Inc. ("Gaumard") Sales Terms and Conditions ("Terms") apply to the sale or use of Gaumard equipment ("Equipment"), Software ("Software" as defined in paragraph 13), and supplies ("Supplies"), collectively referred to as "Product" or "Products" between Gaumard and the entity named on the applicable Gaumard Purchase Order ("Customer") (collectively, "Party" or "Parties"). The Parties, intending to be legally bound, agree as follows.

1. **Agreement.** Customer agrees to purchase from Gaumard the Products set forth in quotes and purchase orders accepted by both Customer and Gaumard from time-to-time. These Terms, along with any Exhibits, any applicable Gaumard Purchase Order documents, Gaumard Warranty documents, Gaumard Cares Service Plan documents, and any other purchasing or service documents executed by the Parties constitute the complete and entire agreement between Gaumard and Customer (collectively referred to herein as the "Agreement"). This Agreement will supersede all other quotations, agreements, understandings, warranties, and representations (whether written or oral) between the Parties with respect to the subject matter set forth in the Agreement. Any Customer documentation (including Customer's purchase order terms and conditions) that conflicts with or attempts to modify the Agreement in any way is hereby rejected and of no effect unless specifically agreed to in writing and signed by the Parties. No provision of this Agreement shall be waived, amended, modified, superseded, canceled, terminated, renewed, or extended except in a written document signed by both Parties or signed by the Party against whom the modification is sought to be enforced. This agreement can be terminated by Gaumard without cause by giving thirty (30) days prior written notice to Customer.
2. **Prices.** Prices, fees, and charges for Products and services (including maintenance, installation, and training as described in the applicable Gaumard Purchase Order documents, Gaumard Warranty documents, Gaumard Cares Service Plan documents) ("Service" or "Services") are payable in United States (U.S.) Dollars only, and do not include any applicable taxes or shipping charges. If Customer claims any tax exemption, it must furnish a valid tax exemption certificate before shipment of Products. Unless such certificate is furnished, Customer agrees to pay at its sole expense all applicable taxes, assessments, fees, penalties, import duties, and merchandise processing fees that may be levied or assessed upon Customer or Gaumard with respect to this Agreement, the Products, or any interest thereon. Gaumard reserves the right to increase prices on thirty (30) days written notice to Customer.
3. **Payment.** Customer shall pay all invoiced amounts within twenty (20) days from the invoice date, unless otherwise agreed upon by Gaumard in writing. Gaumard may require some or all of the purchase price to be paid in advance by Customer, unless Gaumard grants credit approval as determined in Gaumard's sole discretion on a case by case basis (taking into account factors such as credit rating, payment history, and size of order). A late charge will be due on any unpaid balance at a rate of 1.0% per month or the maximum rate otherwise permitted by law, whichever is lower. Gaumard may charge interest at the maximum rate permitted by law on all amounts not paid by the invoice due date. Gaumard retains a purchase money security interest in all Products sold to Customer to secure payment of the total purchase price thereof. Customer hereby grants Gaumard the right to file a copy of this Agreement with any appropriate authorities to evidence this security interest. Customer agrees to execute and deliver such other documents as Gaumard may request in connection therewith. Gaumard shall not be obligated to deliver any Product or perform any Service during any period when Customer payment is past due. Customer will be responsible for all costs (including reasonable attorneys' fees) incurred by Gaumard to collect overdue payments and/or to take possession or otherwise dispose of Products for which payment is overdue.
4. **Product Shipment and Risk of Loss.** Unless otherwise agreed to in writing by Gaumard, all Products will be shipped F.O.B. Origin, regardless of any provisions for payments of freight, insurance, the form of



Gaumard®
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shipping documents, or selection of carrier by Gaumard. F.O.B. Origin means title to the Products passes to the Customer at the shipping dock of Gaumard or Gaumard's supplier or authorized agent. Customer is responsible for shipping charges and for the cost of insurance paid to cover any losses from Gaumard's shipment point to Customer's receipt. Gaumard will assist Customer in processing any loss claims. Gaumard shall use reasonable efforts to meet the specified delivery dates. If Gaumard fails to make delivery within a reasonable time for reasons other than Customer's fault or circumstances beyond Gaumard's reasonable control, then Customer's only remedy is the right to terminate the applicable Purchase Order, whereupon Gaumard will refund any prepayments received from Customer relating to such Purchase Order.

5. **Installation and Acceptance.** Product orders are subject to 1) written acceptance by Gaumard, 2) receipt of specified deposits, as applicable and 3) continuing credit approval. If applicable, Gaumard will install Equipment at an agreed upon location ("Installation"). Installation shall be complete upon Gaumard's demonstration that the Equipment meets Gaumard's then-current operating specifications ("Installation"). Installation is subject to Customer cooperating in preparing and maintaining the site in compliance with Gaumard specifications, including but not limited to, applicable electrical and other connection regulations and all environmental conditions. If Customer fails to accept shipment of Products other than for breach of warranty, Customer shall immediately pay the full purchase price as if shipment and Installation had occurred. If Customer fails to accept Products and if Gaumard decides to store ordered Products, Customer shall be responsible for Gaumard's reasonable insurance, handling, and storage charges. If Gaumard elects not to store ordered Products, Gaumard may arrange shipment and storage in a bonded warehouse at Customer's sole risk and expense.
6. **Delay of Performance.** The Parties' obligations under this Agreement are subject to force majeure, including but not limited to, civil insurrection, terrorism, fire, flood, labor disputes, shortages, delays of suppliers or contractors, or government priority systems, actions taken or threatened by any governmental agencies, acts of God or other contingencies or acts not within the sole control of the Parties. Gaumard reserves the right during any shortage period to (a) make Supplies available to Customer (as it sees fit) without any liability to Customer, and (b) to make substitutions and modifications in the specification of any Products, provided such substitutions or modifications do not materially affect the performance of Products.
7. **WARRANTIES.** Gaumard warrants that if a Product proves to be defective in material or workmanship within one year from the date on which title to the Product passes to the Customer ("Warranty Period"), Gaumard will, at Gaumard's option, repair or replace the Gaumard product. This limited warranty covers all defects in material and workmanship in the Gaumard product, except: (a) Damage resulting from accident, misuse, abuse, neglect, or unintended use of the Gaumard product; (b) Damage resulting from failure to properly maintain the Gaumard product in accordance with Gaumard product instructions, including failure to properly clean the Gaumard product; and (c) Damage resulting from a repair or attempted repair of the Gaumard product by anyone other than Gaumard or a Gaumard representative. Replacement parts are warranted for the remainder of the Warranty Period or ninety (90) days from shipment, whichever is longer. Services are warranted to be supplied in a workman-like manner. Gaumard does not warrant that use of the Products will be uninterrupted or error-free, or that the Products will operate with non-Gaumard authorized third-party products. THE FOREGOING WARRANTIES ARE IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED BY OPERATION OF LAW OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. SUCH LIMITED WARRANTY IS GIVEN SOLELY TO THE ORIGINAL CUSTOMER AND IS NOT GIVEN TO ANY THIRD PARTY INCLUDING, WITHOUT LIMITATION, SUBSEQUENT PURCHASERS OR USERS OF THE PRODUCTS OR CUSTOMERS OF THE CUSTOMER. THIS WARRANTY IS VOID UPON TRANSFER OF PRODUCT BY CUSTOMER TO ANY OTHER ENTITY. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES SO THE ABOVE EXCLUSIONS MAY



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NOT APPLY TO CUSTOMER. These warranties do not apply to any Products that are supplied on a pre-release or "as-is" basis.

8. **Warranty Claims and Remedies.** In the event of any warranty claim, Gaumard will replace with new or repaired items any Product part or component that is in breach of the above limited warranties. Alternatively, Gaumard may elect to repay or credit to Customer an amount equal to the purchase price of the defective Product. Items replaced shall become Gaumard property. All claims shall be initiated by contacting Gaumard within the applicable Warranty Period and within thirty (30) days after discovery of the non-conformity. If Customer has failed to notify Gaumard within the Warranty Period, then Customer shall be barred from instituting any action thereafter. Customer shall not return the Product to Gaumard without prior authorization from Gaumard. If the necessary repairs to the Product are covered by this limited warranty, then Customer will pay only the incidental expenses associated with the repair, including any shipping, handling, and related costs for sending the product to Gaumard and for sending the product back to the first purchaser. However, if the repairs are not covered by this limited warranty, then Customer will be liable for all repair costs in addition to costs of shipping and handling. Upon request, Gaumard must be given access to and an opportunity to inspect the Product and any working areas and storage areas. These remedies shall comprise Gaumard's entire liability and Customer's exclusive remedy for breach of warranty and are in lieu of any other remedies at law or equity.
9. **LIMIT OF LIABILITY.** GAUMARD SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL LOSSES, DAMAGES, OR EXPENSES (INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, DATA, OR USE), DIRECTLY OR INDIRECTLY ARISING FROM THE SALE, HANDLING, SERVICE, OR USE OF PRODUCT OR SERVICES ORDERED OR FURNISHED, OR FROM ANY CAUSE RELATING THERETO. EXCEPT FOR PERSONAL INJURY OR DEATH TO THE EXTENT RESULTING FROM GAUMARD'S NEGLIGENT OR INTENTIONALLY WRONGFUL ACTS OR OMISSIONS, IN NO EVENT SHALL GAUMARD BE LIABLE UNDER ANY LEGAL THEORY OR FOR ANY CAUSE RELATED TO A PRODUCT OR SERVICE, WHETHER BASED UPON WARRANTY, CONTRACT, TORT, NEGLIGENCE, OR OTHER THEORY, EVEN IF ADVISED OF THE POSSIBILITY THEREOF, FOR ANY AMOUNT IN EXCESS OF THE PRICE, FEE, OR CHARGE RECEIVED BY GAUMARD FOR SUCH PRODUCT OR SERVICE.
10. **Governmental Authorizations.** Customer is responsible for compliance and costs associated with all required licenses, permits, or other governmental authorizations, including but not limited to, any license or certification needed for Customer to use the Product, and any export or import license, exchange permit, or the like ("Licenses"), even if applied for by Gaumard on Customer's behalf. If any authorization is delayed, denied, revoked, restricted, or not renewed, Gaumard shall not be liable, and Customer is not relieved of its obligations. Customer represents and agrees that it will handle all Product and technical data related to the Licenses so that it conforms to all applicable U.S. laws and regulations, including U.S. export licensing laws and the U.S. Foreign Corrupt Practices Act. Customer shall not trans-ship, divert, re-export or otherwise dispose of any U.S. origin goods or technology obtained from Gaumard except as U.S. laws and regulations expressly permit.
11. **Indemnity.**
 - a. Gaumard agrees to indemnify, defend and hold Customer, its officers, directors, employees, agents and contractors harmless from and against all loss, damage, liability, cost and expense (including reasonable attorneys' fees and expenses) by reason of any claims or actions by third parties against Customer for (1) bodily injury or death, and damage, loss or destruction of any real or tangible personal property, which third party claims arise out of or relate to Gaumard's gross negligence or



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willful misconduct or (2) infringement or misappropriation by Gaumard of any intellectual property rights under this Agreement.

- b. Customer agrees to indemnify, defend and hold Gaumard, its officers, directors, employees, agents and contractors harmless from and against all loss, damage, liability, cost and expense (including reasonable attorneys' fees and expenses) by reason of any claims or actions by third parties against Gaumard for (1) bodily injury or death or damage, loss or destruction of any real or tangible personal property, which third party claims arise out of or relate to Customer's gross negligence or willful misconduct; (2) infringement or misappropriation by Customer of any intellectual property rights; or (3) Customer's or its customer's use of the Products or Services, including without limitation, defamation, libel, slander, obscenity, pornography, or violation of the rights of privacy or publicity, or spamming or any other tortious or illegal conduct.

12. Software License. For purposes of these Terms, the term "Software" includes all Gaumard computer software, firmware, and associated documentation, whether in printed or machine-readable form, supplied by reason of this Agreement or for use in connection with Equipment or Services. To the extent the Product includes Software, Customer's use of the Software is governed by the Gaumard End User License Agreement attached as Exhibit A to these Terms.

13. Confidential Information. Customer shall maintain the confidentiality of any information provided or disclosed by Gaumard relating to the Software (as defined above), business or customers of Gaumard, as well as this Agreement and its terms (including the pricing and other financial terms under which the Customer will be obtaining the Services hereunder). Customer shall use reasonable care to protect the confidentiality of Gaumard's information disclosed, but no less than the degree of care it would use to protect its own confidential information, and shall only disclose Gaumard's confidential information to its employees and agents having a need to know this information and who are subject to confidentiality agreements having terms at least as restrictive as those contained herein. The obligations of confidentiality set forth herein shall not apply to any information in the public domain at the time of disclosure.

14. Intended Uses. Products are only intended for the uses described in the applicable user's manual or instructions for use. Customer assumes all risks associated with non-listed uses of Products and hereby indemnifies and holds Gaumard harmless from any claim associated with such non-listed uses.

15. Compliance with Laws. Gaumard and Customer agree to comply with all federal and state laws that govern the enforceability and performance of this Agreement.

16. HIPAA Compliance. As of the Effective date, the Parties are not planning to transfer any personal patient information between them. However, the Parties understand and agree that this Agreement may become subject to the Health Insurance Portability and Accountability Act of 1996 as amended ("HIPAA"), the privacy and security regulations promulgated thereunder, including 45 C.F.R. 160, 162 and 164, as amended (the "HIPAA Regulations"), and Title XIII of Division A and Title IV of Division B (the "Health Information Technology for Economic and Clinical Health Act" ("HITECH"), part of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) ("ARRA"). The Parties agree to strictly comply with HIPAA and to execute any documents that may be required by HIPAA, HITECH, and any other applicable federal or state privacy laws and regulations. The Parties agree that if they directly or indirectly gain access to Protected Health Information ("PHI") held by the other Party during any interaction, the receiving Party will keep the PHI confidential under the terms of this Agreement.

17. State Reporting and Disclosure Laws. Unless otherwise noted in this Agreement, the cost of any Product training provided by Gaumard shall be included in the purchase price of the Product where applicable.



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Customer acknowledges and agrees that state reporting laws may require Gaumard to disclose certain aspects of this arrangement.

18. **Fraud and Abuse.** Gaumard hereby certifies that it is not currently a listed vendor in the: (a) Federal General Services Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" in accordance with Presidential Executive Orders 12549 and 12689 "Debarment and Suspension;" and (b) in the Office of the Inspector General of the Department of Health and Human Services' "List of Excluded Individuals/Entities." Any discounted pricing terms offered under this Agreement may be a "discount or other reduction in price" under the Federal Anti-Kickback Statute, 42 U.S.C. § 1320a-7b(b). Customer shall take all actions necessary to comply with the Anti-Kickback Statute discount safe harbor regulations, 42 C.F.R. § 1001.952(h), including but not limited to, (1) maintaining accurate records reflecting the pricing terms of items and Services purchased under this Agreement, (2) fully and accurately report any discount received under this Agreement if applicable, and (3) make available information provided to Customer by Gaumard concerning cost reports and other filings with the government, including but not limited to, the Secretary of the U.S. Department of Health and Human Services or other state agencies.
19. **Bankruptcy.** Except as may be prohibited by applicable bankruptcy laws, a Party to this Agreement may elect to terminate this Agreement (including any Purchase Orders) if any of the following situations arise: (1) the other Party becomes insolvent or is unable to pay debts as they become due; (2) a voluntary or involuntary bankruptcy proceeding is instituted by or against a Party hereto; or (3) an appointment of a receiver or assignee for the benefit of creditors occurs on behalf of a Party hereto.
20. **Waiver and Severability.** If either Party fails to perform obligations under this Agreement, such nonperformance shall not affect the other Party's right to enforce performance at any time. Waiver of any remedy or material breach of any subject matter contained in this Agreement shall not be viewed as a waiver unless agreed to by the Parties in writing. Each provision of this Agreement is separate and independent of one another, and the unenforceability of any provision will not affect the enforceability of any other provision. If any provision is held to be excessively broad or unenforceable, such provision shall be modified so that it is enforceable to the fullest extent possible by law.
21. **Assignment.** Customer shall not assign this Agreement without the prior written consent of Gaumard, which consent shall not be unreasonably withheld or delayed. Subject to the foregoing, the rights and obligations herein will be binding upon the successors and assigns of Customer.
22. **Notices.** Any required notices will be given in writing to Gaumard as set forth in the applicable Gaumard Purchase Order or other purchasing document.
23. **Governing Law.** Upon execution, this Agreement shall be governed and viewed under the laws of the State of Florida without reference to its conflict of laws provisions. Customer and Gaumard specifically agree that any action relating to the relationship between the Parties, the Agreement, or Products provided, purchased or licensed hereunder, shall be brought and tried in the Courts of Dade County, Florida. Customer waives all objections to, and consents to the jurisdiction of such Courts.
24. **Miscellaneous.** See applicable Gaumard Purchase Order documents, Gaumard Warranty documents, and Gaumard Cares Service Plan documents for other terms and conditions, which may include, but are not limited to: Term, Termination, Customer Training and Support, and Product Repairs and Tune Ups.



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Exhibit A

GAUMARD END USER LICENSE AGREEMENT

This End User License Agreement (“*EULA*”) sets forth the respective rights and responsibilities between the entity named in the Purchase Order associated with this *EULA* (“*End User*”) and Gaumard Scientific Company, Inc., a Florida corporation (“*Gaumard*”), relative to the Gaumard Software (as defined below). This *EULA* is effective as of the date Gaumard accepts and confirms the Purchase Order (the “*Effective Date*”). BY USING THE GAUMARD SOFTWARE, END USER IS AGREEING TO BE BOUND BY THE TERMS OF THIS *EULA*. IF END USER DOES NOT AGREE, END USER MAY NOT USE THE GAUMARD SOFTWARE.

1. Definitions.

- 1.1 “*Gaumard Documentation*” means the Gaumard user and operations manuals, guides, and related materials provided by Gaumard to End User to facilitate use of the Gaumard Products.
- 1.2 “*Gaumard Equipment*” means Gaumard hardware components for medical simulation and training, including manikins and associated instrumentation, and other hardware and tangible products sold by Gaumard to End User.
- 1.3 “*Gaumard Products*” means Gaumard Software licensed and Gaumard Equipment sold or otherwise made available by Gaumard to End User currently or in the future.
- 1.4 “*Gaumard Software*” means the object code form of computer programs and Gaumard Documentation owned by Gaumard or its licensors and licensed to End User in accordance with this *EULA*. Gaumard Software includes (a) computer programs embedded in firmware in the Gaumard Equipment; (b) computer programs embedded in a separate medium (such as CD or flash drive) for use in conjunction with the Gaumard Equipment; (c) computer programs downloaded or received via mail from Gaumard; (d) computer programs used on servers storing or processing data related to the Gaumard Products; and (e) computer programs used to create and manage a network for the Gaumard Equipment, interface with the components of the Gaumard Equipment, manage and compute location information related to the Gaumard Equipment, and monitor health of the Gaumard Equipment.

2. Software License and Restrictions.

- 2.1 License. Subject to End User’s compliance with the terms and conditions of this *EULA*, the Gaumard Sales Terms and Conditions, the Purchase Order, and the Gaumard Cares Service Plan Agreement, Gaumard grants End User a non-exclusive, non-transferable (except as otherwise set forth herein), personal license to execute and use the Gaumard Software for End User’s internal purposes, but only so long as the Gaumard Software is installed on the Gaumard Product on which it was originally installed. End User may not, directly or indirectly, sell, sublicense, display, timeshare, loan, lease, distribute, or create derivative works of the Gaumard Software.
- 2.2 Ownership. All rights, title, and interest in and to the Gaumard Software, and any derivative works thereof, whether created by Gaumard, End User, or a third party, will remain at all times solely and exclusively owned by Gaumard. Nothing in this *EULA* or the Purchase Order will be construed to grant End User any rights of any kind with respect to the Gaumard Software, except as expressly set forth in this *EULA*.
- 2.3 Reverse Engineering and Other Restrictions. End User will not, and will not allow any third party to, tamper with, modify, decompile, disassemble, derive the source code of, reverse engineer, or attempt to obtain the internal design of the Gaumard Software or Gaumard Products for any purpose whatsoever (collectively, “*Restricted Acts*”). If applicable law permits End User to take any of the Restricted Acts notwithstanding the previous prohibition, and End User wishes to take any Restricted Act notwithstanding the previous



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prohibition, End User will first provide Gaumard with thirty (30) days prior written notice. Gaumard may terminate this EULA at any time during such notice period without liability arising from such termination. The parties agree that all information needed for interoperability is available from Gaumard in accordance with applicable government directives.

- 2.4 Updates. From time to time Gaumard may develop new versions or updates for the Gaumard Software that may be made available to the End User as agreed under the terms of the Gaumard Sales Terms and Conditions, Gaumard Purchase Order documents, Gaumard Warranty documents, or Gaumard Cares Service Plan documents. Unless otherwise agreed to by Gaumard, End User shall be responsible for installing the provided new versions or updates for the Gaumard Software.
 - 2.5 Proprietary Notices. End User agrees to maintain and reproduce on all copies of the Gaumard Software, any names, logos, copyright notices, trademarks, other proprietary markings, and legends that appear on the Gaumard Software.
 - 2.6 Control of Duplication. End User will not, nor will it allow any third party to, circumvent the protection controlling the duplication or use of the Gaumard Software, for example and without limitation, any software lock controlling the number of copies End User may make of the Gaumard Software.
 - 2.7 No Source Code. End User acknowledges and agrees that its rights under this EULA do not include rights to source code. In its exercise of the rights granted under this EULA, End User agrees not to take any action that would result in any requirement to disclose or make available to other parties the Gaumard Software in source code format.
 - 2.8 Certification. Upon thirty (30) days written notice to End User from Gaumard, End User shall certify End User's compliance with the restrictions and obligations in this EULA. Such requests will not occur more frequently than once per calendar year. If End User has used the Gaumard Software in violation of this EULA, End User shall, in addition to any other remedies Gaumard may have, pay Gaumard additional fees for the excess use according to Gaumard's then-current price list and policies, plus a late payment charge of one percent (1.0%) per month (or the highest amount allowed by applicable law, if lower) for each month of excess use from the date of initial excess use.
 - 2.9 Privacy and Recordings. End User will comply with all applicable laws, rules and regulations related to privacy, publicity and data protection related to use of the Gaumard Products. End User shall not use the Gaumard Software to record or collect personal data from any person in violation of End User's policies or privacy statements. End User shall receive express consent from all persons recorded by the Gaumard Software sufficient for End User's use, storage, and distribution of such recordings.
- 3. Term and Termination**
- 3.1 Term. This EULA commences on the Effective Date and continues perpetually, unless terminated earlier in accordance with the terms hereof.
 - 3.2 Termination for Cause. This EULA is automatically terminated by Gaumard if the other party materially breaches this EULA, the Gaumard Sales Terms and Conditions, the Purchase Order, or the Gaumard Cares Service Plan Agreement. In addition, Gaumard may terminate this EULA if (a) End User becomes insolvent or makes an assignment for the benefit of End User's creditors; or (b) a receiver is appointed or a petition in bankruptcy is filed with respect to End User and such petition is not dismissed within thirty (30) days.
 - 3.3 Effect of Termination. Upon the termination of this EULA for any reason, all licenses granted in Section 2 above will immediately cease and terminate. Upon termination, End User will immediately cease using the Gaumard Software.



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3.4 Survival. Sections 3 through 6 will survive the termination of this EULA.

4. Confidential Information; Trademarks.

4.1 Confidential Information. End User acknowledges and agrees that the Gaumard Software is confidential information and contains trade secrets of Gaumard. End User agrees to (i) hold the Gaumard Software in the strictest confidence, (ii) not disclose the Gaumard Software to any third party for any purpose, and (iii) use at least the same security measures as End User to protect its own confidential and trade secret information but no less than reasonable measures to protect the confidentiality of the Gaumard Software. End User agrees and acknowledges that any breach of the provisions regarding ownership or confidentiality contained in this Agreement shall cause Gaumard irreparable harm and Gaumard may obtain injunctive relief without the requirement to post a bond as well as seek all other remedies available to Gaumard in law and in equity in the event of breach or threatened breach of such provisions.

4.2 Trademarks. End User may not use Gaumard's trademarks, logos, service marks, or names in press releases, web sites, marketing, or other forms of public materials without the prior written consent of Gaumard. All use of the Gaumard trademarks and all goodwill associated with them will inure solely to the benefit of Gaumard.

5. Disclaimer; Limitation of Liability; Infringement Indemnification

5.1 Warranty and Disclaimer. For a period of twelve (12) months from the Effective Date, Gaumard will (a) provide all updates to the Software that are made available generally, and (2) use reasonable efforts to fix or provide a workaround for any Gaumard Software defect or bug which prevents operation in substantial conformity with the Gaumard Documentation. Other than the above, the Gaumard Software is provided "as-is," with no express or implied warranties of any kind, including the warranties of merchantability, fitness for a particular purpose, or non-infringement.

5.2 Limitation of Liability. THE TOTAL LIABILITY, IF ANY, OF GAUMARD TO END USER OR ANY THIRD PARTY FOR ALL DAMAGES BASED ON ALL CLAIMS, WHETHER ARISING FROM BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, INDEMNITY, STRICT LIABILITY, TORT, OR OTHERWISE, ARISING FROM THE GAUMARD PRODUCTS IS LIMITED TO ONE HUNDRED DOLLARS. IN NO EVENT WILL GAUMARD BE LIABLE TO END USER OR ANY THIRD PARTY FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF REVENUES, LOSS OF PROFITS, OR LOSS OF DATA, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

5.3 Infringement Indemnification. Gaumard will, as further described below, indemnify, defend, and hold End User harmless, at its expense, against any claim or suit brought by a third party against End User alleging that any Gaumard Software furnished under this EULA infringes the United States patent, trademark, copyright or other intellectual property right of a third party. Gaumard will pay all settlements entered into or damages finally awarded, including attorneys' fees and costs, based on any such claim or suit; provided that End User gives Gaumard prompt written notice of such claim and gives Gaumard information, reasonable assistance, and sole authority to defend or settle the claim. In defense or settlement of the claim, Gaumard may obtain for End User the right to continue using the Gaumard Software, replace or modify the Gaumard Software so that it becomes non-infringing, or, if such remedies are not reasonably available, grant End User a refund for the associated Gaumard Products (depreciated over three years) and accept their return. Gaumard will not have any liability if the alleged infringement is based upon (a) the use or sale of the Gaumard Software in combination with other products or devices not furnished by or approved by Gaumard; (b) the use of the Gaumard Software in a manner for which they were not designed as described by the Gaumard Documentation; (c) any modification of the Gaumard Software not performed by or authorized by Gaumard; (d) any use of Gaumard Software by End User after End User learns of such allegation of infringement; or (e) any failure by End User to utilize a non-infringing version of the Gaumard Software made available by



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Gaumard along with notice that such update is non-infringing. The obligations set forth in this Section 5.3 are Gaumard's sole obligations, and End User's sole and exclusive remedy, for the Gaumard Software infringing third party intellectual property rights.

6. Miscellaneous.

- 6.1 **Binding Effect; Assignment.** This EULA will be binding upon, and inure to the benefit of, End User's and Gaumard's respective permitted successors and permitted assigns. Neither party may assign or transfer this EULA or any of the rights, privileges, duties or obligations under this EULA without the prior written consent of the other party, except that either party may assign this Agreement to any entity controlled by, controlling, or under common control with such party at such time, as well as in connection with the sale, transfer, merger, or acquisition, whether by operation of law or otherwise, of substantially all of the assets of such party. In addition, if End User transfers the Gaumard Product on which the Gaumard Software is installed to a third party, End User may assign this EULA to such third party, provided that the third party agrees in writing with Gaumard to be bound by this EULA.
- 6.2 **Notices.** Any written notice required by this EULA will be deemed made (a) when delivered by personal service, (b) one (1) business day after being sent by recognized international overnight courier service (such as FedEx), or (c) when received, if sent by certified or registered mail, postage prepaid, return receipt requested. Any such notice given to a party shall be sent to the addresses on the attached Purchase Order. By giving to the other party written notice thereof, the parties hereto and their respective permitted successors and assigns will have the right from time to time to change by written notice their respective addressee or address for notices.
- 6.3 **Applicable Law.** The validity of this EULA and the rights, obligations and relations of the parties hereunder shall be construed and determined under and in accordance with the substantive laws of the State of Florida. All disputes arising under or related to this EULA shall be resolved exclusively in the State or Federal Courts located in Dade County, Florida. The parties consent to the jurisdiction and venue of such courts and waive any claims as to inconvenient forum. The judgments of such courts may be enforced in any court of competent jurisdiction.
- 6.4 **Export Control.** End User will not export or re-export the Gaumard Software, including any technical data, except as authorized and permitted by, and in compliance with, the laws and regulations, including but not limited to all export and re-export laws and regulations, of the United States.
- 6.5 **Severability.** If any provision of this EULA is invalid or unenforceable in any circumstances, it will be interpreted as much as possible to reflect the intent of the parties, and its application in any other circumstances and the remaining provisions of this EULA will not be affected thereby.
- 6.6 **Entire Agreement.** This EULA constitutes the entire agreement and understanding of the parties relating to the subject matter thereof. This EULA supersedes all prior written and oral agreements and all other communications between End User and Gaumard (or a Gaumard distributor) regarding the subject matter hereof. No contradictory terms and conditions of any purchase order, invoice, or other document issued by End User relating to the subject matter of this EULA shall be binding, unless agreed by the parties.
- 6.7 **Waiver of Breach.** No waiver by a party of any breach of this EULA will constitute a waiver of any other breach of the same or other provisions of this EULA. No waiver by a party will be effective unless made in a record signed or otherwise authenticated by an authorized representative of such party.
- 6.8 **Relationship of the Parties.** The parties are independent contractors. Nothing in this EULA or in the activities contemplated by the parties will be deemed to create an agency, partnership, employment or joint venture relationship between the parties. Neither party will have any responsibility nor liability for the actions of the other party except as expressly provided in this EULA. Neither party will have any right or authority to bind or obligate the other party in any manner or make any representation or warranty on behalf of the other



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party. This EULA is made and entered into for the sole protection and benefit of Gaumard, its licensors and suppliers, and End User, and no other person or entity shall be a direct or indirect beneficiary of or shall have any direct or indirect cause of action or claim arising from this EULA.

**Board of Trustees**

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 Emily Forthman
 Dr. Jeffrey Dufour

Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Amanda Hannan

RE: Hill-ROM Bed Simulation Suite - DiaMedical USA

Date: 02.07.22

Background: The Delta Healthcare Grant provides funding for use in providing new positions, program and equipment needed for the Emergency Medical Technician, Certified Medical Assistant and Certified Nursing Assistant Programs. Desired equipment includes high-fidelity simulation training manikins. These will serve several purposes including usage across all Allied Health and Nursing Programs.

The Hill-ROM CareAssist Hospital Bed Sim Lab Starter Suite by SimLabSolutions includes a reconditioned electric hospital bed with a new mattress, new bed sheets, new overbed table, new bedside cabinet and a 1-year warranty in Biltmore Cherry finish. Simulation equipment can be used in the classroom and lab setting and can be an alternate for up to 25% of clinical opportunities in some disciplines, if requirements are met by the Illinois Department of Financial and Professional Regulation.

The beds as part of an updated simulation lab can be demonstrated to the community, particularly in the SCC Experience and Career and Technical Education Day offerings for local high schools, which is used to create interest in SCC's allied health and nursing programs. Any improved simulation equipment as part of programs that create high-skill, high-wage jobs for our region are an asset to the college. The Delta Healthcare Grant alone serves to develop programs and positions that meet the needs of our community and region, but this equipment will benefit all allied health and nursing programs which meets SCC's Strategic Plan Goal 1, Objective 2, Strategy B, Strategy F. Simulation equipment can also meet Strategic Plan Goal 4, Objective 2.

- Cost of Hill-ROM CareAssist Simulation Lab Starter Suite Package, per unit \$3295.00 (Total \$26,360.00)
- Cost of shipping including liftgate service \$2098.98
- Total: \$28,458.98

Note: All 8 existing beds from the skills lab will be reallocated. Two beds will be used for CNA labs in each Metropolis and Cairo Extension Centers. One bed will replace a bed at the Anna Extension Center. The other three beds can be offered to area dual-credit CNA programs.

Dean Hannan will be available to answer questions about this purchase.

Recommendation: I recommend the Board approve and authorize the purchase of the 8 Hill-ROM CareAssist Simulation Lab Starter Suite packages.



7013 Orchard Lake Rd., Suite #110
West Bloomfield, MI 48322
(877) 593-6011 | orders@diamedicalusa.com



QUOTE # 118572

Bill To	Ship To	1/25/2022
Shawnee Community College Attn: Accounts Payable 8364 Shawnee College Rd. Ullin, IL 62992	Shawnee Community College Attn: Receiving 8364 Shawnee College Rd. Ullin, IL 62992	

Notes: *We will beat any competitors quote. Guaranteed!*



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Board Memorandum

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Emily Forthman
RE: Vacation Policy 6260
Date: February 7, 2022

Background: Last spring, when considering the hire of the Executive Director of Institutional Effectiveness, the Board engaged in a discussion on barriers the College faced in attracting high quality candidates into higher level administrative positions.

One potential solution considered centered on how the College gave credit for vacation time based on an individual's experience in administrative positions at other educational organizations. Specifically, one Trustee reminded the Board that an adjustment had been made (September 2019) to Policy 6260 for the purpose of helping the College become more competitive at attracting Vice President candidates. It was suggested that perhaps this same strategy might be useful for other administrative positions.

After discussion, the Board directed the President to consider appropriate position levels and make a policy recommendation, if appropriate. To this end, after analyzing candidate pools for various open positions over the last several months coupled with the conclusion of the College's reorganization efforts in December 2021, the Executive Director of Human Resources, Emily Forthman, and I recommend Policy 6260 be adjusted to include positions at grade level 11 (i.e. Director) and above.

By implementing this change, we believe the College should be more equitable and competitive in attracting individuals who have accumulated 3-4 weeks of vacation time at other educational institutions based on their educational experience. The current 6260 policy is included for comparison purposes.

Recommendation: I recommend the Board approve the directed revision to policy 6260, as outlined.

Proposed Policy

VACATION

6260

- A. A full-time twelve-month employee will be granted vacation days. The number of vacation days granted will be based on length of FT service with the College.

Vacation Schedule:

Years of Service	Annual Vacation Days	Monthly Accrual Earned
Hire to 1 year	12	8 hours
1-2 years	13	8.66 hours
2-3 years	14	9.33 hours
3-4 years	15	10 hours
4-5 years	16	10.66 hours
5-6 years	17	11.33 hours
6-7 years	18	12 hours
7-8 years	19	12.66 hours
8+ years	20	13.33 hours

- B. Vacation days which accrue during an employment period must be used during that period or within six months from the annual expiration of that period. Any accrued vacation days not used within the prescribed time will be forfeited. See Section D.
- C. Vacation requests should be submitted to the employee's immediate supervisor at least one (1) week prior to the day(s) being requested. Vacation can be taken in hourly increments. Please note that efforts will consistently be made to accommodate all vacation requests for all employees. However, the College reserves the right to deny vacation requests if such requests will jeopardize the work of the College or place a severe handicap on other College employees. Absolutely no vacations will be allowed, except in cases of emergency, during the peak registration times prior to or during the first week of fall, spring, and summer semesters.
- D. Any unused vacation hours up to a maximum of 50% of the vacation hours earned for the fiscal year may be converted to accumulated sick days, placed in a separate rollover bank, not recognized by SURS. Upon an employee's severance of employment with the college, for any reason, all accrued vacation hours will be expended or compensated.
- E. Newly hired employees at the level of ~~Vice President~~ **Director (grade level 11)** or above may be granted credit for years of service in an equivalent position at a previous employer for accrual purposes only.

Revised: July 2016, July 2017, September 2019, February 2022

Current Policy**VACATION****6260**

- A. A full-time twelve-month employee will be granted vacation days. The number of vacation days granted will be based on length of FT service with the College.

Vacation Schedule:

Years of Service	Annual Vacation Days	Monthly Accrual Earned
Hire to 1 year	12	8 hours
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- E. Newly hired employees at the level of Vice President or above may be granted credit for years of service in an equivalent position at a previous employer for accrual purposes only.

Revised: July 2016, July 2017, September 2019

Board Memorandum



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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: None
RE: Policy Governance Training
Date: 02.07.22

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.