

BOARD BOOK

April 4, 2022





**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
EDUCATION CENTER, ULLIN, IL
APRIL 4, 2022
5:30 P.M.**

As permitted by Governor Pritzker's Executive Orders 2020Ĝ 07, 2020Ĝ33, and, 2020Ĝ55 Shawnee Community College, Pulaski County, Illinois, will convene a regular meeting on April 4, 2022 at 5:30 PM. Citizens can participate in person or by teleconference. Citizens and staff can participate in the teleconference by using the following [link](#):(full URL on Title Page) 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 Citizen participating in the meeting via teleconference 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 April 4, 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. Approval of Agenda & Addendums**
- V. Disposition of Minutes - [March 7, 2022, Regular Meeting](#)**
- VI. Acceptance of [Student Trustee Referendum & Oath of Office](#)**
- VII. Recognition of Guests and Public Comment**
New Employee Introduction: Kylee Frassato, Ronnie Rice, Orena Ball, Vicky Cornelissen
- VIII. Communications**
 - A. [Student Report](#) - Riley Scarbrough
 - B. [Faculty](#) - Dr. Ian Nicolaides
 - C. [President](#) - Dr. Tim Taylor
 - D. Senior Leadership
 - i. [Academic Affairs](#) - Darci Cather
 - ii. [Administrative Services](#) - Chris Clark
 - iii. [Human Resources](#) - Emily Forthman
 - iv. [Institutional Effectiveness](#) - Dr. April Teske
 - v. [Public Information & Marketing](#) - Kevin Hunsperger
 - vi. [Saints Foundation](#) - Dr. Jeffrey Dufour
 - vii. [Student Affairs](#) - Dr. Lisa Price
 - E. [Illinois Community College Trustees Association](#) - James Darden

IX. Approval of Consent Agenda**A. Treasurer's Report****B. Approval of Bills**

Education Fund	\$632,889.99
Building Fund	103,932.77
Restricted Bldg. Fund	13,000.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	63,809.25
Restricted Purposes Fund (Grants)	199,657.71
Restricted Purposes - FWS*	1,539.96
Restricted Purposes - PELL	5,021.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	5,383.90
Audit Fund	22,950.00
Liability. Protection Settlement Fund (TORT)	50,983.68
Grand Total	\$1,099,123.26

X. Consideration for Approval of Fund Transfer

Interfund Transfer: (\$40,000.00) To repay loan originally made on 5.31.21 from the Education Fund to the Restricted Purpose Fund (2.28.22)

XI. Monitoring Reports

Consideration for Approval of the [Updated Strategic Plan](#) (Sent Separately)

XII. Presentations, Discussion, and Action Items

- A. Presentation of [Labor Market Report](#) (Sent Separately)
- B. Consideration for Approval of [Metropolis Center Parking Lot Bid](#) (☞ pp 13)
- C. Consideration for Approval of [Chiller Replacement Task Order](#) (☞ pp 3)
- D. Acceptance of [Administrative Policy Committee Assignment Plan](#) (☞ pp5)
- E. Board [Finance Committee Meeting](#) Update
- F. Presentation of [FY23 Budget Development](#) Process
- G. [Commencement Ceremony](#) Update
- H. [Collective Bargaining](#) Update

XIII. Board Policy Review/Approval

- A. Consideration for Approval to waive future updates of [Bylaw B4003 Section-10 Board Calendar](#) throughout CY22.
- B. Review changes made to [Bylaw 4003 Section-11 Board Agenda](#).

XIV. 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 a Career Navigator](#)
 - ii. Consideration for Approval to [Hire a Computer Services Specialist](#)
 - iii. Consideration for Approval to [Hire a Network Support Specialist](#)
 - iv. Consideration for Approval to [Hire an HVAC Technician](#)
 - v. Consideration for Approval of [Administrative Staff Reemployment](#) (☰ pp 2)
 - vi. Consideration for Approval of [Vice President Contracts](#) (☰ pp 18)
 - vii. Consideration for Approval to [Ratify Part-Time Employees](#)
 - viii. Presentation of President Evaluation (Sent Separately)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

XV. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - i. Consideration for Approval to [Hire a Career Navigator](#)
 - ii. Consideration for Approval to [Hire a Computer Services Specialist](#)
 - iii. Consideration for Approval to [Hire a Network Support Specialist](#)
 - iv. Consideration for Approval to [Hire an HVAC Technician](#)
 - v. Consideration for Approval of [Administrative Staff Reemployment](#) (☰ pp 2)
 - vi. Consideration for Approval of [Vice President Contracts](#) (☰ pp 18)
 - vii. Consideration for Approval to [Ratify Part-Time Employees](#)
 - viii. Presentation of President Evaluation (Sent Separately)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation

XVI. Trustee Comments

XVII. Adjournment

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC EDUCATION CENTER, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
March 7, 2022**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on March 7, 2022 in the Education Center and via Zoom. The meeting was called to order at 5:33 p.m. by Vice Chairperson Andrea Witthoft.

I. Call to Order**II. Pledge of Allegiance****III. Roll Call**

The roll call was as follows:

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

Others Present:

Present	Others	Present	Others
✓	Dr. Tim Taylor, President	✓	Darci Cather, Vice President of Academic Affairs
✓	Dr. Lisa Price, Vice President of Student Affairs	✓	Chris Clark, Vice President of Administrative Services
✓	Dr. Greg Mason, Dean of Career & Technology	✓	Dr. Kristin Shelby, Dean of Transfer & Adult Education
	Amanda Hannan, Dean of Allied Health & Nursing		Jean Ellen Boyd
✓	Dr. April Teske, Executive Director of Institutional Effectiveness	✓	Kevin Hunsperger, Executive Director of Public Information & Marketing
✓	Dr. Jeffrey Dufour, Executive Director Foundation	✓	John Schneider, Attorney
✓	Dr. Ian Nicolaides, S.C.E.A., President	✓	Dr. Ryan Thornsberry, Instructor of English
✓	Tina Dudley, Executive Assistant, President & Foundation	✓	Emily Forthman, Executive Director Human Resources

IV. Recognition of Guests and Public Comment

Dr. Taylor introduced Kevin Hunsperger as the new Executive Director of Public Information & Marketing.

Darci Cather introduced Brian Herre as the new Truck Driving Instructor.

Minutes pg 1 of 10

V. Approval of Consent Agenda

MOTION NO. 1

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

- A. Regular Meeting Minutes February 7, 2022
- B. Treasurer's Report
- C. Approval of Bills

Education Fund	\$823,596.54
Building Fund	132,277.41
Restricted Bldg. Fund	21,292.15
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	73,148.84
Restricted Purposes Fund (Grants)	240,630.06
Restricted Purposes - FWS*	261.00
Restricted Purposes - PELL	10,112.00
Restricted Purposes - SEOG	
Trust & Agency Fund	9,570.65
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	265,090.67
Grand Total	\$1,575,979.32

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

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

MOTION NO. 2

A motion was made by James Darden and seconded by Steve Heisner to **approve Addendum: Education Fund to Restricted Purposes Fund to cover shortage of funds. \$20,000.00**
1.31.22

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

VII. Reports

Reports from Faculty, Senior Leadership, the Saints Foundation and ICCTA were presented previously. The President's report was provided prior to the meeting with Dr. Taylor highlighting the Dual Credit/Early College Concept with Dongola School. Dr. Nicolaides highlighted that the Faculty scope of sequence has provided exceptional experiences for students. John Windings highlighted the Foundation's new approach to an SCC Day of Giving.

MOTION NO. 3

VIII. Item A - CONSIDERATION FOR APPROVAL OF THE FY21 AUDIT

A motion was made by April Moore and seconded by Michael McMahan to recommend the Board accept the College FY21 Audit and authorize the CFO to submit the audit to the Illinois Community College Board (ICCB), pursuant to ICCB Administrative Rule 1501.503.

Discussion: Garrett Kerr, with Martin Hood, was available via Zoom to answer any Trustee questions. Garrett acknowledged and thanked the Business Office, Financial Aid and IT departments for their assistance during the on-site Audit.

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

The Board toured the Biology Lab and watched a demonstration of the Anatomage Table by Lori Armstrong and Dr. Ian Nicolaides and returned at 6:30 pm.

MOTION NO. 4

VIII. Item C - CONSIDERATION FOR APPROVAL (FINAL READ & ADOPTION) OF BYLAW B4001

A motion was made by Michael McMahan and seconded by Steve Heisner to recommend the Board adopt proposed Bylaw 4001, which confirms the Board's commitment to govern using policy governance principles.

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

MOTION NO. 5

VIII. Item D - CONSIDERATION FOR APPROVAL (FINAL READ & ADOPTION) OF NEW BOARD POLICY MANUAL

A motion was made by Deborah Shelton-Yates and seconded by James Darden to recommend the Board approve and adopt the new policies as presented; the Board dissolve the Board Policy Committee; and the Board authorize the President to edit headers and the change log as needed..

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

MOTION NO. 6

VIII. Item E - CONSIDERATION FOR APPROVAL TO ASSIGN AUTHORITY & RESPONSIBILITY FOR ADMINISTRATION OF FULL-TIME EMPLOYEE POLICY MANUAL TO THE PRESIDENT

A motion was made by April Moore and seconded by Steve Heisner recommend the Board assign the authority and responsibility of administering the current Full-Time Employee Policy Manual to the President.

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

MOTION NO. 7

VIII. Item F - CONSIDERATION FOR APPROVAL OF FY23 TUITION & UNIVERSAL FEE RATE

A motion was made by John Windings and seconded by James Darden to recommend the Board adpt the tuition and universal fee rates for FY23 as presented. These changes would be effective with the start of Fall 2022

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

MOTION NO. 8

VIII. Item G - CONSIDERATION FOR APPROVAL OF FY23 COURSE FEE RATES

A motion was made by Deborah Shelton-Yates and seconded by Steve Heisner to recommend the Board adopt the course fee rates presented for FY23. These changes would be effective with the start of the Fall 2022 semester.

Discussion: S. Heisner shared his gratitude at containing costs and not passing them along to the students.

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

MOTION NO. 9

VIII. Item H - CONSIDERATION OF APPROVAL OF THE AMENDED TRUST AGREEMENT FOR CDB PROJECT 810-086-016

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to recommend the Board approve the amended trust agreement between City National Bank and CDB and authorize the CEO and CFO to execute the agreement.

Discussion: The amended trust agreement noted the new cost to the College, resulting in \$.62 on the dollar with \$.38 on the dollar cost to CDB.

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

MOTION NO. 10

VIII. Item I – CONSIDERATION FOR APPROVAL OF COPIER/PRINTER AGREEMENT

A motion was made by James Darden and seconded by April Moore to recommend the Board approve the lowest, qualified bid from GFI, Digital, totaling \$43,635.60 and authorize the CFO to execute the Lease Agreement.

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

MOTION NO. 11

VIII. Item J – CONSIDERATION FOR APPROVAL OF ICCTA FACULTY OF THE YEAR LETTER

A motion was made by Steve Heisner and seconded by Deborah Shelton-Yates to recommend the Board approve and authorize the President to submit the endorsement of Tony Gerard for ICCTA Faculty of the Year.

Discussion: A. Witthoft appreciates this being brought to the Board as well as the endorsement of Tony Gerard.

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

MOTION NO. 12

**VIII. Item K – PRELIMINARY RESULTS OF STUDENT TRUSTEE ELECTION
Discussion only – No Recommendation/No Motion Required.**

Dr. Lisa Price introduced Riley Scarbrough as the newly elected Student Trustee. Riley is in the PN program with a plan to pursue her RN and CNRA.

Dr. Price also noted the Commencement Ceremony, seeking input from each Trustee regarding their time spent on the stage on May 13.

MOTION NO. 13

VIII. Item L – PRESENTATION OF REPORT ON STUDENT ATHLETE ACADEMIC PERFORMANCE

Discussion only – No Recommendation/No Motion Required

Drs. Price and Sparks were present to answer any Trustee questions. A. Witthoft asked about the Academic/GPAs and Dr. Sparks noted GPA's changes each year. S. Heisner asked about the consistency from the Athletes high school GPA compared to the collegiate GPA. Dr. Sparks noted this varies among each individual student.

MOTION NO. 14

**VIII. Item M – PRESENTATION OF REPORT ON FALL 2021 GRADUATES
Discussion only – No Recommendation/No Motion Required**

MOTION NO. 15

VIII. Item N – CONSIDERATION FOR APPROVAL OF TASK ORDERS FOR POTENTIAL BALLFIELD CONSTRUCTION PROJECT AND UPDATE ON FACILITY IMPROVEMENTS

A motion was made by Michael McMahan and seconded by Steve Heisner to recommend the Board approve the task orders for both construction projects and direct the President to execute the agreement with the architects.

Discussion: The roadway would join the CTE building to the Ballfields and be a two-lane road with an exit and entry.

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

MOTION NO. 16

VIII. Item N – CONSIDERATION FOR APPROVAL TO SCHEDULE A FINANCE COMMITTEE MEETING

Discussion only – No Recommendation/No Motion Required

The Board Finance Committee consisting of April Moore, James Darden and John Windings will have an initial meeting on Monday, March 21 at 6:00 pm in the Founders Room on Main Campus.

Since this is a meeting of 3 or more Trustees, a public notice will be posted.

MOTION NO. 17

IX. EXECUTIVE SESSION

A motion was made by Deborah Shelton-Yates and seconded by Michael McMahan to **adjourn and go into executive session** at 7:34 p.m.

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

MOTION NO. 18

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to adjourn out of executive session at 8:12 p.m.

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

MOTION NO. 19

A motion was made by James Darden and seconded by Michael McMahan to approve the minutes of the executive session held on March 7, 2022.

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

MOTION NO. 20

IX. Item A.i. - CONSIDERATION FOR APPROVAL OF TENURED FACULTY REEMPLOYMENT

A motion was made by April Moore and seconded by Steve Heisner to recommend the Board approve the reemployment of all 25 tenured faculty members listed for FY23.

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

MOTION NO. 21

IX. Item A.ii. - CONSIDERATION FOR APPROVAL OF NON-TENURED FACULTY REEMPLOYMENT

A motion was made by Deborah Shelton-Yates and seconded by Michael McMahan

- To recommend the Board approve the continued employment in FY23 of Orena Ball to teach in the Medical Assisting Program;
- To recommend the Board approve the continued employment in FY23 of Anna Davenport to teach in the Agriculture Program;
- To recommend the Board approve the continued employment in FY23 of Eric Howard to teach in the Criminal Justice Program;
- To recommend the Board approve the continued employment in FY23 of Elizabeth (Betsy) Shallenberger to teach in the Practical Nursing Program; and
- To recommend the Board approve Amy Sheffer for continued employment in FY23 and grant tenure for her to teach in the CNA Nursing Program.

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

MOTION NO. 22

IX. Item A.iii. - CONSIDERATION FOR APPROVAL TO HIRE A STUDENT HEALTH SPECIALIST

A motion was made by James Darden and seconded by April Moore to recommend the Board approve the hire of Kylee Frassato for the temporary, full-time position of Student Health Specialist effective March 8, 2022.

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

MOTION NO. 23

IX. Item A.iv. - CONSIDERATION FOR APPROVAL TO HIRE A FACILITIES MAINTENANCE TECHNICIAN

A motion was made by Michael McMahan and seconded by Steve Heisner to recommend the Board approve the hire of Ronnie Rice for the position of Maintenance Technician effective March 8, 2022.

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

MOTION NO. 24

IX. Item A.v. – CONSIDERATION FOR APPROVAL TO RATIFY PART-TIME EMPLOYEES

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

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

MOTION NO. 25

XI. Adjournment

A motion was made by James Darden and seconded by Michael McMahan **to adjourn at 8:25 p.m.**

Discussion: A. Witthoft thanked the Faculty for the tour and S. Heisner thanked Andrea for Chairing the meeting.

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

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Lisa Price
RE: Student Trustee Referendum
Date: 04/04/2022

Background: Pursuant to [110 ILCS 805/3-7.24](#), “Each community college board shall have one non-voting member who is a student enrolled in the community college under the jurisdiction of the board.”

College Policy 3380 states, “The method of selecting the student member shall be determined by campus-wide student referendum

An election (i.e. referendum) for Student Trustee was held on March 2, 2022. Two candidates – Riley Scarbrough and Stormi Sims were presented to the student body for consideration. Dr. Lisa Price certified the following election results:

- Riley Scarbrough - 38 Votes
- Stormi Sims - 4 Votes

Riley Scarbrough was declared the winner.

Both [110 ILCS 805/3-7.24](#) and College policy identify the start of the student’s term as April 15. Since the Student Trustee position is currently vacant, the Board could appoint Ms. Scarbrough to finish out the vacant term and then start her elected term starting on April 15, 2022. To do so, the Board would need to:

1. Accept the results of the Student Referendum,
2. Appoint Riley Scarbrough Student Trustee for a term commencing April 4, 2022 and ending April 14, 2023.
3. Administer Ms. Scarbrough’s Oath of Office
4. Seat Ms. Scarbrough.

Recommendation: I recommend the Board accept the student referendum results and appoint Ms. Riley Scarbrough Student Trustee for a term commencing April 4, 2022 and ending April 14, 2023.

In addition, I recommend Secretary Moore administer Ms. Scarbrough’s Oath of Office.



Oath of Office Student Trustee

I, **Riley Scarbrough**, having been selected to the office of **Student Trustee** of **Shawnee Community College District 531** in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois and will faithfully discharge the duties of the office of **Student Trustee** to the best of my ability.

SIGNED and SWORN TO on this 4th Day of April, 2022.

Riley Scarbrough

Chairperson, Board of Trustees
Shawnee Community College

ATTEST:

Secretary, Board of Trustees
Shawnee Community Colleges

Student Trustee Report

[Return to Agenda](#)

Faculty

Board Report, April 4, 2022

CTE Department Faculty Report

March 16, 2022 - Anna Davenport, Agriculture instructor, provided preparation assistance to the Agriculture students who had expressed an interest in the Private Applicator Licensure that is offered by the University of Illinois Extension. Four students took and passed the test. The license is valid for 3 years, and will allow them to purchase, handle, and apply Restricted Use Pesticides for themselves or their employers.

March 22, 2022 - Craig Bradley, Computer and Astronomy instructor, presented information about Astronomy to Edna Bundren's Personal Development class at Vienna High School. He shared information about jobs in astronomy, educational opportunities. And, since it is Women's History month, he talked about two leading historical women that made major contributions to astronomy, Henrietta Swan Leavitt and Katherine Johnson.

Math and Science Department

Dr. Brenda Brown completed 20 hours continuing education in a class that focused on neural anatomy and physiology. Nutritional topics were also discussed related to the nervous system.

Lori Armstrong, Drs. Brown and Nicolaidis are developing guided laboratory activities to help focus activities for students when using the Anatamoge table.

Ian Nicolaidis is planning on meeting with members of the Southern Illinois Civil Air Patrol to discuss opportunities for students interested in Aviation. Similarly, trips to Cairo Airport and/Carbondale Airport are anticipated for next fall for interested students.

Humanities

History instructor Mike McNally was the Shawnee Community College representative on the Healing Southern Illinois group study trip to Montgomery, Alabama (17-19 March). The objective of the visit was to tour the Equal Justice Initiative's Legacy Museum, which has exhibits on enslavement, lynching, and mass incarceration. Mike and other members of the group will research more about the history of in our region. Jars of soil will eventually be collected at sites of lynching and submitted to the Legacy Museum to commemorate the lives of local lynching victims. Mike will give a presentation on the project and his visit to the Legacy Museum later in the semester.

On March 21st, Dr. Thornsberry attended the Shawnee Community College CTE Advisory Council Dinner & Meeting. The Construction Management session discussed strategies to refine course content, increase student engagement, and increase promotion of the program.

The Celebrating Young Writer's Contest has been completed; winners will be notified in a couple of weeks. This year's judges were: Mindy Ashby, Mindy Reach, David Black,

Sarah Thornsberry, JoElla Basler, Lee Van Alstine, Robert Woolridge, Sandy Fontana, and Russ Stoup.

On April 1st, Dr. Thornsberry attended a virtual workshop, “Reflecting: Metacognitive Teaching for Student Success.” The workshop was one in a series sponsored by W.W. Norton & Company and was part of the Workshop Series on Equity-Minded Pedagogy.

Compiled by faculty submissions

Ian Nicolaides, Shawnee College Education Association, President



President's Report
April 4, 2022

Enrollment Update

	Headcount			Reimbursable Credit-Hours				
	FY22	FY21 (YTD)	% Δ	FY21 (Final)	FY 22	FY21 (YTD)	% Δ	FY21 (Final)
Summer	758	668	13.47%	668	2,996	3,139.5	-4.57%	3,139.5
Fall	1,541	1,632	-5.58%	1,632	12,701	12,589.5	0.89%	12,435
Spring	1,425	1,453	-1.93%	1,773	11,988	11,685.5	2.59%	14,168
Total	3,724	3,753	-0.77%	4,073	27,685	27,414.5	.99%	29,743
FY 22 Credit-Hour Budget Projection					33,237	Difference: (5,552)		

The following events are noteworthy:

- Hosted an Executive Council (EC) meeting on 03/03. Topics included: Prioritization Tool Review, Website Development Update, Status of Sub-Council Meetings, and Continuity of Workflow. This was a G3O4SA focused activity. Outcomes of interest are:
 - As a result of Chair selections by Sub-Councils, the following new members were added to the EC: Dwayne Fehrenbacher (Administrative Services), Rob Lucas (Diversity, Equity, & Inclusion), and Dr. Cara Doerr (Student Affairs). In addition, Kevin Hunsperger (Executive Director of Public Information & Marketing) was welcomed to his first EC meeting.
 - Committee will use the prioritization tool to review the General (A1xx) administrative policies to include 1110, 1120, 2000, 4220, 4260, 4350, 4370, 4373, 4375, 7610, and 7630. Results of the prioritization process will be shared at the April meeting.
 - The Student Academic Assessment Team [website](#) was reviewed.
 - To strengthen communication between the EC and Sub-Councils, an information sharing procedure was developed. In addition to posting agenda and minutes for each team on the Shared Governance [website](#), the Sub-Council Chairs will provide oral updates as a standing agenda item. Each of the Sub-Councils will be encouraged to use the same procedure with their respective Teams.
- On 03/10, attended the Illinois Community College joint meeting (in Peoria, Illinois) between the Chief Academic Officers, Chief Student Service Officers, and the Chief Executive Officers. VP Cather attended the meeting as well. Topics of the Meeting included: ICCB Updates, Equity Planning, Enrollment Projections, and P20 Best Practices. The discussion about projecting enrollment confirmed that SCC's data-driven approach is on target with the State's best practice standards. Further, our analysis of future enrollment trends/projections - particularly related to specific demographic groups - was also affirmed. Finally, a software (Burning Glass) preview was shared that might help with future enrollment management.

- On 03/11, attended the Illinois Community College Council of Presidents meeting in Peoria, IL. Topics of the meeting included: ICCB Updates, IGEN Updates, Legislative Updates, and continued discussion (from previous CAO/CSSO meeting) about enrollment trends. Highlights from the enrollment and legislative discussion are noted below:
 - Large declines in traditional HS pipelines, in particular poor and high minority schools, are projected to start in 2024-25.
 - Gap year “*hope*” for FY20 graduates did not materialize - may still be COVID related.
 - Nationwide, community colleges lost 10% of enrollment; 4 yr. public were flat, and for-profit sector gained. Likely demonstrating a widening gap between affluent and low-income populations.
 - Enrollment for adult learners over 24y is way down in all sectors except for profit, which is up by 47%.
 - Heavy declines in full-time students for two consecutive years are present nation-wide.
 - Dual enrollment numbers seem to have stabilized.
 - No recovery from the large decline in men (-15% in 2020).
 - Transfer volumes declined tremendously in 2020 and no recovery in 2021.
 - Credentialing (e.g. badges, course completion certificates, licenses, certification, and apprenticeships) by non-academic providers appears to be gaining nationwide.
 - Tighter collaboration between CC’s and industry is needed.
 - Developing streamlined pipelines for high-demand clusters is needed.
 - Push for short term credential attainment and support.
 - Advocate to use Pell Funds for non-traditional credentialing uses.
 - Leverage credential engine to impact high-demand skill clusters.
 - [SB 2803](#) appropriates \$2 billion in federal ARPA funds to the Unemployment Insurance Trust Fund aimed at covering the \$4.5 billion shortfall.
 - [SB 1233](#) creates a Blue-Ribbon Commission on Transportation Infrastructure & Policy.
 - The Senate Pensions Committee approved [HB 4292](#) which is an extension of the \$1B bonding/pension buyout law.
 - The Governor’s Research in Illinois to Spur Economic Recovery (RISE) grant program, emphasizing the creation of new regional or local plans to promote economic recovery from the pandemic. The max award for these grants appears to be \$150,000 and can be used at the regional or community level to cover an array of costs: salaries, contractual fees, research, outreach, printing, and meeting space rentals, among other aspects.
 - Both chambers approved a FY22 supplemental appropriation, [SB 2803](#) includes General Revenue Funds appropriations to fully fund College Illinois (\$230 million), reduce the Group Insurance Trust Fund debt (\$898 million) and make an extra pension payment beyond what is required by statute (\$300 million). It is anticipated the extra cash infusion will reduce the state’s pension liability by more than \$1 billion over the course of the next several years.

- On 03/14, met with ICCB President, Dr. Brian Durham, to discuss how the College might proceed with some issues related to John A. Logan (JALC) offering programs within SCC's District boundaries. Specifically, JALC contacted us to share they have been approached by the Illinois Department of Transportation (IDOT) to offer their Highway Construction Careers Training Program (HCCTP) and was also approached by Vienna High School (VHS) to offer dual credit courses/programs for which SCC doesn't offer (i.e. Construction Management). JALC is asking for our permission to do so.

IDOT's HCCTP provides training and skill improvement opportunities that assure the increased participation of minority groups, disadvantaged persons and women in all phases of the highway construction industry. Specifically, the program provides training in highway construction-related skills, such as mathematics for the trades, job site readiness, carpentry, concrete flatwork, blueprint reading orientation, first aid/AED/CPR, introduction to tools, forklift operation, and OSHA 10 certification. Currently IDOT contracts with JALC to provide this training and are asking JALC to provide this training in Cairo. After JALC contacted us about this program, we reached out to IDOT to see if we could be approved to provide the training. IDOT declined to partner with us and informed us they would be contracting with JALC to provide the training in Cairo. My conversation with Dr. Durham was aimed at understanding our options, which since this is an IDOT approved program not an ICCB program, are extremely limited.

Vienna High School's request of JALC to offer Construction Management courses/program at VHS is permitted by the Dual Credit Quality Act. Since ICCB eliminated the Cooperative Agreement process, coupled with the fact the Model Partnership Agreement process is aimed at creating agreements between K-12 organizations and community colleges, we asked Dr. Durham for an interagency agreement that could be initiated between two community colleges as it pertains to dual credit. Dr. Durham said he would work with his ICCB Team to see if one could be developed. Community College's already have interagency agreements for program sharing so there was optimism that this could be developed quickly.

- On 03/16, the College hosted a visit from McKendree University (MU), which is one of the top 10 transfer institutions for SCC's students/graduates. MU's Team consisted of Daniel Dobbins (President), Dr. Tami Eggleston (Provost) and Chris Hall (VP of Admissions & Financial Aid). SCC's Team consisted of VP Cather, VP Price, Dr. Teske, and myself. The purpose of the meeting was to improve the transfer pipeline between SCC and MU for SCC students. To that end, we discussed streamlining articulation agreements to ensure SCC credits transferred as major specific credits. In addition, we discussed MU's new Clear Path Tuition and Fee initiative that allows SCC's graduates to attend MU for no more than \$15K per year. Finally, we discussed the possibility of MU providing a face-to-face BSN degree and/or a BA in Business on SCC's campus (or an Extension Center). MU agreed to continue these conversations in the future. This was a G101SC focused activity.

(Page 3 of 5)

- On 03/16, the College hosted a successful 2022 Job Fair event. Blake Goforth, Career Services Coordinator, organized the event and enlisted an outstanding team of individuals throughout the College to deliver the event. Sixty (60) vendors and over 90 students participated in the event.
- On 03/17, hosted the fifth *Breakfast with the President* event. The purpose of the event is to continue building camaraderie and eliminate any (perceived) barriers between different the different classifications of employees. In addition, this event provides the opportunity for increased communication and teamwork building. Three full-time faculty members and twelve staff members attended this event. Again, feedback from the event was very positive. This is a G3O5SE initiative.
- On 03/21, the Academic Affairs Division hosted a College-wide CTE Advisory Committee meeting. The purpose of these meeting was to gain input from local business and industry employers about how to strengthen the College's CTE programs. Fifty-two (52) Business & Industry Advisory Committee members, 7 faculty, and 12 staff participated in the event.
- On 03/25, presented at the Union County Board Meeting. During this meeting I communicated the College was committed to identifying and developing programs that meet the economic development needs of our community & our region, offering to participate in any and all economic development activities the County Board felt was appropriate.

In addition, I mentioned SCC is committed to strengthening College processes and systems to create a culture of excellence, inclusiveness, engagement, accountability, and mutual respect, hoping to strengthen our image throughout the community. Further, I mentioned that we are committed to strengthening the College's infrastructure to ensure our long-term sustainability.

Finally, I communicated that we are interested in local partnerships with business and industry aimed at helping them accomplish their goals in ways that promote long-term sustainability and provide a greater economic impact for our community residents.

I believe the message was well received. We were encouraged to come back and present at the Board on a quarterly basis. Also, the Board commented they would be happy for me to present a Community College status report on annual basis. This is a G1O3SD initiative.

- Additional Community Engagement Meetings not already noted (G1O3S-All):
 - 03/17 - Attended Men's BB game against Lake Land. We won 8-5.
- Miscellaneous Employee Culture Building Activities (G3O5SE):
 - 03/08, Meet and Greet with Kevin Hunsperger

(Page 4 of 5)

- Over the course of the month, the following Budget Development Meetings with Senior-Level Team, the Board Finance Committee, and Department Chairs occurred:
 - 03/08 - Reviewed Excel Analysis Tool with VP Clark
 - 03/17 - Reviewed Board Finance Team Agenda and presentation requirements with VP Clark and Brad McCormick.
 - 03/18 - Reviewed draft budget timeline with Senior Level Team.
 - 03/21 - Hosted the Board Finance Committee.
 - 03/22 - Reviewed budget process and participation expectations for the Transfer/Adult Education and Career & Technology Divisions with VP Cather, VP Clark, Dr. Shelby, Dr. Mason, Chair Armstrong, Chair Basler, and Chair Smith.
 - 03/24 - Reviewed budget process and participation expectations for the Allied Health & Nursing Division with VP Cather, VP Clark, Dean Hannan, and Chair Sauerbrunn.

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

- **City National Bank** - Signed Amended Trust Agreement for CDB Project 810-086-016 in the amount of \$299,293. This was Board approved on 03/07/22.
- **Farnsworth Group** - Signed the Task Order for the Concession Building Design project in the amount of \$8,000. This was Board approved on 03/07/22.
- **Farnsworth Group** - Signed the Task Order for the Ballfield Roadway Design project in the amount of \$29,000. This was Board approved on 03/07/22.
- **GFI Digital** - Signed the Copier lease in the amount of \$43,635. This was Board approved on 03/07/22.
- **Southern Seven Health Department** - Signed a Memorandum of Understanding to assist with Emergency Planning and Wellness on Wheels projects.
- **Requisition (Crowdus)** - \$4,417.50 for Extra COVID Cleaning.
- **Requisition (Verizon)** - \$6,928.94 for College Cellphone Usage.
- **Requisition (JEB Consulting)** - \$4,275.00 to Jean Ellen Boyd for several weeks of consulting services in the academic affairs area.
- **Requisition (Jarvis Electric)** - \$6,732 for LED lighting at Anna Center.
- **Requisition (TurnItIn)** - \$15,972.27 software renewal. Faculty use this software to verify a student's original work (i.e. assists with identifying plagiarism).
- **Requisition (CDWG)** - \$16,513.40 for All-In-One Computers/Monitors to support Adult Education programming. This was an Adult Ed Performance Grant purchase.
- **Requisition (COABE)** - \$4,080.72 to pay travel expenses for Ginger Harner and Jan Lewis to attend the Coalition on Adult Basic Education (COABE) National Conference. The College will be receiving a national award for Innovation of the Year pertaining to our Illinois Digital Learning Lab initiative. This is an Adult Ed Grant purchase.

(Page 5 of 5)

Academic Affairs & Student Learning Board Report, April 4, 2022

Dean of Transfer & Adult Education Programs Report

The Dean of Transfer & Adult Ed and Dean of CTE offices met regularly to plan the CTE Advisory Council Dinner and meeting scheduled for Monday, March 21, 2022. *(SP Goal 1, Objective 3, Strategy A)*

- Dr. Shelby attended the Spring Perkins Administrator Cohort Virtual meeting on March 9, 2022 in order to assist Dr. Mason with the FY23 Perkins Local Application and Comprehensive Local Needs Assessment (CLNA) as required by ICCB for Perkins V funding to support CTE programs. *(SP Goal 1, Objective 2, Strategy O)*
- Dr. Shelby would like to thank Vicky Cornelissen, Deborah Vines, Tiffany Meyers, Ruth Smith, and all the CTE faculty and note-takers who participated in the Advisory Council Dinner and Break-out Meetings on Monday, March 21, 2022. *(SP Goal 1, Objective 3, Strategy A)*

Coordinator of High School Partnerships and Pathways Report

- The Coordinator attended the Illinois Education and Career Success Network (formally 60 X 25) virtual annual conference February 28 through March 3. *(SP Goal 2, Objective 2, Strategy A)*
- The Coordinator attended the Educator Rising Conference on March 10th at Illinois State University in Normal, Illinois with Brook May and Hannah Middleton. *(SP Goal 1, Objective 2, Strategy C)*
- The Coordinator along with Vienna High School group attended a Virtual Focus Group for the HLC Student Guide on March 11. This focus group also included the President Barbara Danley, Vice President and Chief Transformation Officer Karen Solomon, Government Affairs Officer Zach Waymer, and Director of Meetings and Events Jillian Skelly. *(SP Goal 2, Objective 2, Strategy C)*
- The Coordinator attended the CTE Advisory Council meeting at Main Campus for the Construction Management program on March 21. *(SP Goal 1, Objective 3, Strategy A)*
- The Coordinator, Darci Cather, Dr. Shelby, Dr. Mason, Tracy Whitecotton, Joe Davis, and Michelle Payne had a Zoom meeting about the Construction Craft Laborer Apprenticeship Program changes on March 22. *(SP Goal 1, Objective 1, Strategy C)*
- The Coordinator and Darci Cather worked with Juan Gonzalez from NIU on endorsements on March 23. *(SP Goal 4, Objective 2, Strategy C)*
- The Coordinator and Darci Cather overviewed the Shawnee Community College Transitions Initiative (SCCTI)-Innovative Bridge & Transitions grant and planned the next steps for the grant. *(SP Goal 1, Objective 3, Strategy D)*
- The Coordinator spoke with the Vienna High School Board on March 28. *(SP Goal 1, Objective 3, Strategy H)*
- The Coordinator and Greg Sheppard attended the Johnson County Business and Community Dinner at Vienna High School on March 31. *(SP Goal 1, Objective 3, Strategy C)*
- The Coordinator helped with Registration at Anna Jonesboro on April 19, Vienna High School on April 20 and Massac County High School on April 27. *(SP Goal 2, Objective 2, Strategy D)*

Director of Adult Education and Alternative Instruction Report

- The Adult Education Director completed her work representing Illinois Adult Education on the Equity and Access User Stakeholder Workgroup. This group provided input to the Governor’s Commission on Equity and Access, a group tasked with helping redesign the current workforce system. (*SP Goal 3, Objective 3.1, Objective 3.2*)
- The Adult Education Staff participated in the IACEA conference (Illinois Adult and Continuing Educators Association). The state association conference was held virtually this year. Mrs. Harner serves as Regional Director for Region 5 on the IACEA Board and assisted in the conference planning and implementation. Session topics included GED Program Updates, Teaching Strategies, Remote Assessment, Workplace Literacy, and Media Literacy, among others. Adult Education provides intensive professional development for all administrative and instructional staff to ensure quality instruction and student success. (*SP Goal 2, Objective 2.2, Objective 2.5, SP Goal 3, Objective 3.2, SP Goal 4, Objective 4.2*)
- The Adult Education Director and Coordinator will travel to the COABE national conference in Seattle to participate in the acceptance of the Innovation of the Year Award as part of the Illinois Digital Learning Lab. SCC Adult Education has been a part of the Illinois Digital Learning Lab through the Chicago Citywide Literacy Coalition since 2019. The IDLL empowers Illinois adult educators to become change-makers in their institutions and across the field by leveraging educators’ unique knowledge of learner needs and challenges to implement highly tailored tech innovations. Instructional staff benefit from the impact of high-quality diagnostic assessment of students’ skill gaps and the ability to differentiate instruction for learners of all educational functioning levels. Students benefit from gaining experience using instructional technology, participating in rich, engaging, multi-media lessons and providing insight into their experiences. Students at all levels are building skills using digital resources and technology. When surveyed, over 92% of students indicated they felt more capable of using technology in future classes or in their workplace. (*SP Goal 2, Objective 2.2, Objective 2.3, Objective 2.5*)
- Adult Education Staff assisted with CTE Day on campus on February 22.
- The SCC Adult Education Director participated in the quarterly WIB Board Meeting for LWIB #26 on March 8th. Director Harner serves as Policy & Planning Chair and brought to the full Board revisions to the Regional and Local Plans regarding updates to service provision since the pandemic. (*SP Goal 1, Objective 1.3, Objective 1.4*)
- The Director of Adult Education participated in an Advisory Meeting on March 14th to assist in planning the 2022 Forum for Excellence conference. This dual-purpose conference, which commences with the Perkins/CTE and Adult Education Fall Administrator meetings, brings the two divisions together to improve the seamless transition from AE to CTE. Areas of focus include areas such as data & accountability, retention, reducing barriers for students, equity, and service integration. (*SP Goal 2, Objective 2.1, 2.3, 2.5, SP Goal 3, Objective 3.1, Objective 3.2*)

Nursing and Allied Health Report

Highlights

- CTE Day at the end of February was a great success within the Nursing and Allied Health Departments. Nursing saw approximately 75 students throughout the day and “assessed” the lungs, heart, and pupillary response of the Victoria manikin and learned how to administer an intradermal injection into a hotdog! CNA and MA sessions offered approximately 65 students the ability to don and doff personal protective equipment and attempt phlebotomy on the phlebotomy simulator arms. All students were provided with career information as well as the pathway to completion of the programs. SICCM’s Occupational Therapy Assistant and Surgical Tech programs saw 52 and 42 students, respectively.

Nursing

- Lorena Hines, MSN, RN has been submitted as a nominee for the National Council of State Boards of Nursing NCLEX-PN Standard Setting Panel of Judges for Illinois region. We hope Lorena, an experienced nursing educator, can represent our region in Illinois for evaluation of the 2023 NCLEX-PN test plan. Panel selection will be completed in May.
- Nursing extended the application date for the PN and ADN Programs to April 15, 2022 in hopes to improve enrollment.

Enrollment Data Fall 21-Spring 2022:

Beginning of Month	PN (Total FT/PT)	ADN (Total T/PT)	D/F/M/WD* from previous month
August 2021	37	50	
September 2021	34	46	ADN 4 Covid Vaccine WD PN 1 Covid Vaccine WD, 1D
October 2021	34	40	ADN: 6 Covid Vaccine WD
November 2021	31	39	PN: 2F 1D ADN: 1 D
December 2021	31	34	ADN: 3F, 2D
January 2022	28	31	PN: 3F ADN: 3F
February 2022	28	31	
March 2022	28	31	

* Drop/ Fail/ Medical/ Withdrawn

Allied Health

[Return to Agenda](#)

- There are currently 5 students enrolled in the Medical Assistant program (Fall 2021 - 6). Students are doing their clinical internships at this time.
- There are 6 EMT students that remain enrolled in the EMT program. The courses started with an enrollment of 9. EMT Students are starting their clinical rotations after spring break with ride/ ambulance time at local EMS agencies and their Emergency Department rotation at Massac Memorial Hospital.
- An Emergency Medical Responder course for 2nd 8 weeks began Mar 14, 2022. There are 4 students enrolled in the course.

Career and Technical Programs Report

Perkins Grant

- The college hosted 50 representatives from business and industry for its Spring Business Advisory Group meeting. The guests had the opportunity to learn more about the college's CTE programs and provide feedback on how well they felt the programs were responding to their workforce needs.

CPR & Public Safety

- The CPR Program has held 80 classes and certified 245 students this Spring Semester. There are currently 26 more classes scheduled to take place this spring.
- The Driver Safety Program received and processed 341 applications thus far in the Spring Semester. There have been 197 participants who received a certificate of completion.
- There have been 3 face-to-face classes held with a total of 14 students enrolled and attending. There are 6 more classes scheduled for the spring semester.

SBDC & Workforce Development

- The Illinois Small Business Development Center (SBDC) has assisted clients in securing \$180,000 in debt financing (business loans) to date. Also, \$131,100 in equity financing to date.
- The SBDC is working with University of Illinois Extension and the Southernmost Illinois Delta Empowerment Zone (SIDEZ) on the ELITE Youth Entrepreneur Camp to be held at the main campus of Shawnee Community College July 18-21, 2022. Sponsorship request letters have been sent out to businesses and organizations in the 5-county area served by the college. The committee is working on securing presenters for the camp, as well as planning a field trip.
- The SBDC continues working with University of Illinois Extension and other businesses and organizations on the Create Bridges project. Some 80 businesses have been surveyed and the committee has created some solutions/alternatives for businesses dealing with low sales volume, employee retention/creation and advertising/marketing to create awareness.
- SBDC hosted 8 members of the Coalition for Minority Business. Three minority-owned businesses are completing their applications for certification as Minority Business Enterprises (MBEs).
- Brett Whitnel is involved for a 2nd year on the virtual statewide annual Illinois Entrepreneurial and Small Business Growth Association's (IESBGA) conference to be held in May. He serves on the planning committee which secures presenters for the event.

- Dr. Mason and Ginger McBride are representing the college as a required partner for the Business Services Team for the regional Workforce Investment Board and are currently involved with the re-negotiation of the MOU for the partnership.

Darci Cather
Vice-President Academic Affairs

April 4, 2022
Date

**Administrative Services
Board Report April 4, 2022**

Facilities Department

The Facilities Department met with Orkin on a solution for pest control at the greenhouses. The waterline that services the greenhouses and ballfields has been repaired. The architect did a walkthrough to look at the doors and door hardware that needs to be replaced at Main Campus. This includes both interior and exterior doors. Working with Ameren to replace lights at the Anna Center with energy efficient LED bulbs. Worked with I.T. to finish some office moves. Moved extra Personal protective equipment (PPE) to storage at the Anna Center.

Business Service Department

The Business Service Department completed the Higher Learning Commission Financial Institutional Update for the 2022 year based on the FY2021 audit. Also completed the ICCB Instructional Cost Report and Uniform Financial Report for the FY21 fiscal year. Pell student refund checks were mailed on March 14th. Attended the Illinois Community College CFO meeting via zoom. Prepared information for the HEERF Supplemental Support grant application.

I.T. Department

The IT department completed the setup of Federated services with the Ellucian. This will allow us to pass Colleague users' credentials for seamless single sign-on login to the Ellucian Cloud environment. Attended two demonstrations for Virtual IDs. Creation of new web pages for Community Education and added new catalog content. Worked on the creation of new dashboards for IR. Computers in the SBDC lab were updated with faster solid-state drives to increase performance. Worked with Maintenance to move offices within the SBDC area.

Bookstore

The online book adoption feature of the new website has been set up for Summer 2022. This feature allows instructors to enter book requests online, and is a fairly new feature of the new point of sale system. The due date for book adoptions was March 23rd. The website has also been updated to reflect newly received merchandise. They are also exploring options to increase merchandise sales at athletic events.

Chris Clark

Vice President of Administrative Services

Human Resources Board Report, April 4, 2022

March recruiting for the following positions:

Research Associate
Executive Assistant to Administrative Services/HR
Director of Business & Workforce Development
Network Support Specialist
Adult Ed Career Navigator
Computer Services Specialist
HVAC Maintenance Technician
Nursing Faculty

March was filled with lots of interviews with hopes of filling 3 or 4 of those full-time position at the April Board meeting.

Time is still being spent each week ensuring the employees are being tested weekly or providing proof of outside testing in order to stay in compliance with the continued mandate.

I ensured the Labor Law posters were updated showing the updated Victims' Economic Security & Safety Act (VESSA) as well as the minimum wage revision with the \$12 per hour rate effective 1/1/22. This also includes the new Worker's Comp posting updating the policy number of the new party handling worker's comp claims.

The Cultural Awareness team came up with a few activities for March including door decorating for Women's History Month. We also promoted the Rock Your Socks Day to bring awareness to World Down Syndrome Day. Here were a few available for a photo.



The Professional Development team met to start looking at a timeline to ensure we meet our Strategic Plan goals of implementing necessary training. We are researching customer service training options at this time. I also met as part of the Executive Council to work on a tool to assist in reviewing policies. I've also been a part of a team to work on implementing surveys for students and employees and we have looked at a timeline and discussed vendors we might want to use for an Employee Satisfaction Survey. The DEI council will be working on that very soon. The Employee Relations Team met and we are

[Return to Agenda](#)

working on finalizing the Exit Interview in order to ensure we are asking the most necessary information as employees leave so that we can gather data to help us improve our workplace.

I was able to attend the Four River's SHRM professional development conference at the Murray Center in Paducah and attend some sessions related to HR analytics, employee resignations as well as disaster preparedness. We were able to hear directly from businesses impacted by the December 10th tornado in Mayfield and how they helped their employees and what they would have done differently had it happened during office hours. It gave us lots to think about when planning of our own disaster preparedness.

Lastly, I was involved in training for Interest Based Bargaining and we decided as a team that is how we want to move forward with our Collective Bargaining Agreement for the Faculty. So, we are working with them on setting up future dates to start that process together.

Submitted by
Emily Forthman
Executive Director of Human Resources

Institutional Research, Effectiveness, & Planning
Board Report for April 2022
Submitted by: Dr. April Teske

The following report summarizes the more notable activities since the submission of the last Board report (February 25, 2022-March 24, 2022).

- Continued work on data for dashboards (4.1.A., 4.1.H, 4.1.I).
 - Worked with Ellucian representative, S. Black, and D. Fehrenbacher on data reports and example CROA dashboards for internal reporting.
 - Worked on data dashboards in Tableau for external reporting
- 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 (2.1.H., 4.1.A., 4.1.E, 4.1.F., 4.3.C., 4.5.B., 4.5.C.).
 - Continued refining a visualization of SCCES by meeting with employees.
 - Facilitated two meetings of an ad hoc survey committee to discuss survey timeline, tools, and questions aligned to our KPIs.
 - Developed/refined several reports (in collaboration with S. Black) for recruitment and enrollment services.
 - Working with VPs, IT, and Student Affairs employees on an event tracking process and workflow.
- Presented the Labor Market Analysis to Cabinet and posted to the IE webpage (1.2.)
 - Designed an employer survey to obtain current and anticipated employment needs that will assist with the revision of existing programs and development of new programs. *This survey was sent out this month to employers regarding HIT occupations (1.2.L.).
- Continued work with Dr. Taylor, C. Clark, B. McCormick and other College employees on budget items (2.3.E., 3.1.D., 4.1.B., 4.1.C., 4.1.D., 4.1.E., 4.6.):
 - Government Finance Officers Association (GFOA) budget process and best practices
 - Academic Affairs budget practices
- Continued working with faculty and staff on student academic assessment (4.1.C.)
 - Worked with J. Van Meter and the Student Academic Assessment Team on webpages for student academic assessment.
 - Facilitated discussions regarding the development of an action plan and calendar from now through next HLC visit (fall 2024).
 - Met with VP Cather, M. McNally (Assessment Coord beginning Fall 2022), and M. Ashby (SAAT Chair) to plan for upcoming academic assessment activities.
- Implementation (with the help of Lindsay Johnson, center coordinators, Kylee Frassato and health screeners) of 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.).

- Implementation of a policy evaluation matrix and process with Executive Council (3.4.B.)
- Started work on an Office of Institutional Effectiveness calendar and procedures manual (3.4.B.)
- Assisted programs with labor market, course, completion, and success rate data needed for ICCB program review (4.5.B.)
- Worked with those responsible for Strategic Plan strategies to make updates to the Plan and draft the semi-annual Strategic Plan Monitoring Report that will be presented at the April Board of Trustees meeting (4.1.G.).
- Participated in planning meetings and a webinar for the HEERF III grant (funds may be used for several strategic plan initiatives).
- Assisted with completion of the annual HLC Institutional Update.
- Participated in National Student Clearinghouse and SARA webinar trainings (4.1.F.)
- Continued meeting with departments regarding their upcoming monitoring reports (4.1.A., 4.1.E, 4.1.F., 4.1.G.).
- Along with Dr. Taylor, VP Cather, VP Price, and A. Hannan, met with McKendree University regarding articulation agreements and partnership opportunities (1.1.B., 1.1.C.)
- Conducted interviews for Research Associate.
- Began working with VP Cather and Dr. Shelby on restructuring the Accreditation webpage.
- Participated in the following Shared Governance meetings (3.4):
 - Weekly Cabinet meeting
 - Executive Council 3/3/22
 - Student Success Team 3/10/22
 - Student Academic Assessment Team 2/28/22 and 3/14/22
 - Recruitment and Enrollment Team 3/23/22
 - Conducted a Council Chair meeting to discuss the role of the Councils and importance of the Shared Governance process in reviewing and drafting of policies, processes and procedures, analyzing KPIs and writing monitoring reports, and developing the Shared Governance webpages 3/24/22

Public Information & Marketing Board Report, April 4, 2022

This report will include information on the three leading social media platforms that Shawnee Community College uses: Facebook, Instagram, and Twitter. Since my arrival on February 28, 2022, we've added TikTok and LinkedIn, but those platforms are so new the data isn't available for this month's report. This reporting period is from February 24 to March 23.

Facebook

Total followers: 6,862

Total likes: 6,548

Facebook page reach: 32,356 (+99.8%)

*This is the number of people who saw any content from the Shawnee Community College FB page or about our page. This includes posts, stories, ads, social information from people who interact with our page, etc.

New page likes: 42 (+35.5%)

New page followers: 52 (+63%)

Page visits: 1,562 (+34.9%)

Recommendations: 3 (+50%)

Post engagement: 8,081 (+76%)

*This is the number of times people engaged with a post through reactions, comments, shares, or clicks.

Instagram

Total followers: 1,000

Reach: 948 (+118.4%)

Profile visits: 303 (+104.7%)

New followers: 16 (+6.7%)

Twitter (inactive since November 2021)

Total followers: 1,116 (+5)

Tweets: 65

Tweet impressions: 10,300 (+466.9%)

Profile visits: 5,247 (+96.3%)

[Return to Agenda](#)

Mentions: 50 (+31.6%)

Local News coverage

DATE	TIME	MEDIA	STORY	WHO SPOKE?
3/16	AM News	WPSD	Job Fair Preview	N/A
3/16		The Southern	Dr. Klaus obit	N/A
3/16	6 PM News	WSIL	Job Fair VO SOT	Blake Goforth
3/16	6 PM News	WSIL	Dr. Klaus obit VO	N/A
3/16	10 PM News	WSIL	Dr. Klaus obit VO	N/A
3/17	AM News	WSIL	Dr. Klaus obit VO	N/A
3/17	AM News	WSIL	Job Fair VO SOT	Blake Goforth

Other points of reference, so far, I have not done any paid advertising. A new SEM (search engine marketing) campaign has been implemented as of March 28, 2022, to promote summer enrollment. The campaign will expand to include fall enrollment when that begins on April 11, 2022. TV ads will also start around this time.

Submitted By
Kevin Hunsperger
Executive Director of Public Information & Marketing

**The Saints Foundation
Board Report April 2022
Submitted by Dr. Jeffrey Dufour**

The Day of Giving date has been established for April 28, 2022 and will be held on campus in the Education Center. Corey Evitts will be providing the entertainment in the auditorium from 6-9 pm with a meet and greet to follow from 9-10pm. Our own Kevin Hunsperger will be the Master of Ceremonies. Connie will be providing a floating reception in the area adjacent to the auditorium. This event will also be on Facebook live. We are working to get commitments from sponsors. If you are interested, or know of someone that is, please contact Dr. Dufour or Tina Dudley for more information. We are very excited to bring this event to the college and look forward to a great evening of entertainment.

Student Affairs
Board Report April 4, 2022

Student Support Services – Amber Suggs

The Student Support Services (SSS) has the Spring Semester is moving along. SSS will have in-person campus visits available this semester. In addition, the cultural trip component will have offerings off-campus as well.

SSS students and staff attended the Virtual TRiO Day for Illinois on February 26. All students that attended had favorable reviews for the event. This year's sponsor is Eastern Illinois University.

SSS now has the team display board on the wall near the Registrar's Office. It currently features former students and current events happening in SSS.

SSS is looking forward to participating in the Annual Campus Job Fair on March 16.

Educational Talent Search – Jipaum Askew

ETS' APR (Annual Performance Review) for AY 2020 - 2021 was successfully submitted on time.

ETS Staff are in the process of updating files for Joppa Middle and High School (HS) and Massac County HS. Staff are holding one-on-one meetings with students at Century Middle and HS and Meridian HS. Staff recruited students at Cairo Junior and Senior HS, and seniors were assisted with FASFA completion. Staff presented SAT prep workshop with the Meridian Fast Start students, and a STEM (Science, Technology, Engineering and Math) presentation was given to Massac County Junior HS and Brookport Junior HS students. Staff provided a college visit to Southern Illinois University (SIU) for Massac County HS students.

A new initiative started to introduce SCC district sophomores to the career concepts at Massac County HS and Century HS. The partnership with the high schools provides ETS with the opportunity to recruit for the ETS program. All remaining district high schools are in the process of being scheduled. Students had the opportunity to identify their careers in Phase I and Phase II. We will follow up with students by the end of the semester to discuss with them individually their career and educational plans.

Athletics – John Sparks

Men's Basketball (John Sparks)

SAINTS Basketball finished the season with a record of 18-11 and made it to the Region 24 Championship game. The SAINTS came up short, falling to #5 John A. Logan 90-78. Adrian Cohen and Tedrick Washington Jr. were both selected to the All-Region and All-Conference team. Cohen also finished 3rd in voting for POY (Player of the Year) and is an All-American nominee. Both have multiple offers from NCAA Division II institutions.

Men's Basketball has offered Cobden standout Elliott Lowndes. Jaquavion Mackins (Meridian) and Landon Trammel (Anna) are scheduled to come in for a workout over the next few weeks.

[Return to Agenda](#)

Women's Basketball (Chevis Thompson)

The Lady Saints finished the season with a record 14-10 and finished 4th in the GRAC. Kiara Cruz was selected 1st team All-Conference and All Region. She finished 4th in the nation scoring and was selected as the FOY (Freshman of the Year). Zakyra Stallworth finished the season 2nd in the nation in blocked shots and 3rd in the nation in rebounds. The Lady Saints will lose eight sophomores. Coach Thompson is diligently working on recruiting for the 2022-23 season. They are receiving interest from numerous colleges and universities.

Women's Basketball signed Hannah Duke from Century HS. Coach Thompson has also offered A'Coria Phillips from Meridian HS, but she decided to sign with Kaskaskia College.

Baseball (Ken Reichert)

Saints Baseball notched their 1st win versus win of the season over Lakeland with a walkoff homerun in the bottom of the 10th inning by Seth Jones! They are currently 1-14.

Softball (Kyle Smith)

The Lady Saints got their 1st win over East Central Community College and then knocked off powerhouse Mineral Area. Their current record is 2-18.

Volleyball ()

The Lady Volleyball coaching search is still reviewing applicants.

Recruitment & Enrollment – Dr. Cara Doerr

Visited with the Union County C.E.O. group, along with Tina Dudley and Dr. Price, on March 14 at the Anna Extension Center. We learned about each student's business plan for their C.E.O. project and spoke about scholarship and academic opportunities at SCC. Attended the Illinois Community College Enrollment Manager Leadership (ILCCEML) meeting; discussed various policies and received feedback on the CRM's other community colleges in Illinois are using. Working with the Registrar to begin the initial phase of mapping out a process to implement on-line registration. Discussed with the Business Office the possibility of using direct deposit for financial aid refunds rather than mailing paper checks. Working to distribute HEERF III funds to students. Purchased an Institutional Membership to the National Association of Student Financial Aid Administrators (NASFAA) which is an invaluable tool that will help the SCC Financial Aid Office administer Title IV FSFA. Meeting with faculty in the Exercise Science program at SIU to explore the possibility of their Strong Survivors group utilizing the SCC Anna Center fitness room as a meeting location. Currently, Strong Survivors is located in Davies Gym at SIU and the fitness center at JALC. Working with Marketing on social media blasts for summer and fall registration.

Recruitment

Recruitment/Advisement staff continue to visit high schools each week. Greg Sheppard led the effort in coordinating high school registration days among SCC recruiters/advisors. The SCC recruiters/advisors work together as a team to assist

each other during peak times. We have scheduled summer and fall registration days at the high schools and are working with guidance counselors to distribute Dual Credit forms to students and schedule sophomore placement testing.

Recruitment/Advisement staff are working with Mindy Ashby and Erin King to schedule Accuplacer test dates. Egyptian High School is already scheduled for April 29. Monica attended the FFA sponsored college and career fair at Du Quoin High School to promote programs unique to Shawnee. Kyle represented SCC at the 2022 Job Fair on March 16. Carrie Davis and Erin King participated in the Marshall County (KY) High School College Fair on March 17. Below are the dates we'll be in the high schools for summer and fall registration and a calendar view of some of our recruitment activities. Leslie Cornelius-Weldon has been working with seniors and parents on FAFSA completion. Visited Meridian High on March 14 and Cairo High School on March 17 and assisted students with scholarship applications. The Tech for Seniors' class is going on every Thursday for the month of March. Leslie also attended the Port Authority meeting on March 14.

Monica at Century HS on March 28 (summer) & (fall) April 11.

Leslie at Meridian HS on March 28.

Leslie at Cairo HS on March 30.

Carrie at Egyptian HS on April 11.

Greg at Goreville HS on April 18.

Kyle at Joppa HS on April 18.

Kyle at Shawnee HS on April 19.

Carrie, Greg, and Teale at AJ HS on April 19.

Teale, Greg, and Carrie at Vienna HS on April 20.

Carrie at Dongola HS on April 21.

Carrie at Cobden HS on April 22.

Kyle, Greg, and Monica at Massac HS on April 27.

SUN 27	MON 28	TUE Mar 1	WED 2	THU 3	FRI 4	SAT 5
	<ul style="list-style-type: none"> 8am AT AJ (Scholarships) 9am Joppa advisement/registration 9am Greg @ Goreville High School 1:30pm Al Egyptian 	<ul style="list-style-type: none"> 9am Call people with requests for int 12:45pm Cobden HS Visit 	<ul style="list-style-type: none"> 9am 9-12:30 Massac 1pm Visit at Century High School 1pm Visit at Century High School 2pm Avery Page - Schedule Questior 2 more 	<ul style="list-style-type: none"> 9am Meet Dongola Guidance Couns 9am Meet Dongola Guidance Couns 	<ul style="list-style-type: none"> 8am Call Caroline Patton - CNA (Voic 9:30am Shawnee high school 	
6	<ul style="list-style-type: none"> 8am Greg-Goreville HS 8am century hs-Tammy too-talk abou 9am Joppa advisement/registration 10am JoCo Business Meeting-Vienr 	<ul style="list-style-type: none"> 9am AJ HS Visit 12:45pm Cobden HS Visit 	<ul style="list-style-type: none"> 8:15am Du Quoin High School Colleg 8:15am Du Quoin High School Colleg 9am 9-12:30 Massac 3pm Ambassador Class 3pm Ambassadors Class 	<ul style="list-style-type: none"> 1pm FAFSA Completion Workshop 1pm FAFSA Completion Workshop/V 2pm Sydney Schenk & friend tour thx 	<ul style="list-style-type: none"> 8am Donations Sorting (We will sort) 12pm Dongola HS Visit 12pm send reminder to ambassador 	12
13	<ul style="list-style-type: none"> 7:30am Union Co CEO - Scholarships 8am Greg-Goreville HS 8am Monica SCC 1st hour Juniors 9:30am Leslie - Meridian HS Visit 	<ul style="list-style-type: none"> 10am Brandon Vega, #234060,618-2 10:30am Meridian HS Visit 12:30pm Makayla Turner - ACCUPLA 12:45pm Cobden HS Visit 	<ul style="list-style-type: none"> 9am 9-12:30 Massac 3pm Ambassador Class 3pm Ambassadors Class 	<ul style="list-style-type: none"> 7:45am Marshall County (KY) High S 9:30am Leslie- Cairo HS Visit 3:30pm AJ Parent Teacher Conferen 	<ul style="list-style-type: none"> 12pm Dongola HS Visit 12pm Dongola HS Visit 	19
20	<ul style="list-style-type: none"> 8am Greg-Goreville HS 8am Monica SCC Seniors 9am Joppa advisement/registration 3:30pm AJ Parent Teacher Conferen 3:30pm AJ Parent Teacher Conferen 	<ul style="list-style-type: none"> 9am AJ HS Visit 12:45pm Cobden HS Visit 	<ul style="list-style-type: none"> 8am Cobden Sophomore ACCUPLAC 9am 9-12:30 Massac 9am Anthony Jimenez (College Tour) 1pm Helen Mudge scheduling for prs 3 more 	<ul style="list-style-type: none"> 10am Elizabeth Taylor (618-759-185 	<ul style="list-style-type: none"> 9am Elle Marks-Campus tour 12pm Dongola HS Visit 	26
27	<ul style="list-style-type: none"> 8am Greg-Goreville HS-Escrow Reg 8am Century HS reg seniors, Jrs 9am Joppa advisement/registration 9am Leslie - Meridian HS Registration 7 more 	<ul style="list-style-type: none"> 8am Quinisha Overstreet,#355746;2 9am AJ HS Visit 9am Leslie - Cairo HS Registration 12:45pm Cobden HS Visit 3 more 	<ul style="list-style-type: none"> 8am 9-12:30 Massac 10am Rakia Earl#47-363-3981,CNA 11am Hannah Palmer (Call and remil 12pm Ruby Purnell; 618-694-7008 ; r 4 more 	<ul style="list-style-type: none"> 2pm Hannah Palmer (Fall Reg. - 618 	<ul style="list-style-type: none"> 9:30am Makayla Turner;#355424; 57 10am Shawnee pre-advisement 12pm Dongola HS Visit 	2

- Color Key**
- Monica = purple
 - Kyle = blue
 - Carrie = orange
 - Greg = dark green
 - Leslie = yellow
 - Financial Aid= red
 - Career= light green

Financial Aid

Financial Aid staff carefully reviewed Pell, MAP, scholarships and waivers and made adjustments when necessary. Pell refund checks were mailed on March 14. Assisted students with the both the 2021-2022 and 2022-2023 FAFSAs, verification information, dependency overrides, and professional judgments in-person (and through Zoom, if requested). Staff attended the Federal Student Aid Birds of a Feather Webinar on March 31.

Dr. Tammy Capps: attended the Illinois 60 by 25 Network Annual Conference virtually from February 28 to March 3. On March 7, visited Century High School with Monica Brahler and spoke to high school seniors about completing the FAFSA, Scholarship Application, and explained what to expect on their SCC Financial Aid Offer Letter. Attended the Alliance for Veterans in Higher Education (AVHE) Spring Symposium virtually on March 10. Attended the ISAC Webinar on March 30. Lisa Meyer: Assisted students at the FAFSA Completion event at Vienna High School on March 10. Attended the ISAC Webinar on March 30. Mandy Hazel: Accepted the nomination as Chair of the Recruitment and Enrollment Team.

Registrar

SCC hosted a College Transfer Fair in conjunction with the SCC Job Fair on Wednesday, March 16 in conjunction with the Job Fair. There were seven universities in attendance: Southeast Missouri State University, Murray State University, McKendree University, SIU-Carbondale, Eastern Illinois University, U of I-Springfield, and University of Illinois-Champaign/Urbana.

Danielle Boyd: attended a webinar from the National Student Clearinghouse for enrollment reporting on March 15. Is developing a standard/formal Colleague Advisor Training as well as updating the Advisor Training Manual. Planning to have the first training in place before registration opens.

Student & Community Outreach – Lindsay Johnson**Anna Extension Center Report**

During March, the Anna Center welcomed several community groups and organizations into our facility. On March 2nd and 15th, the Anna Center held CPR classes for community businesses. Food Service Sanitation class was held in the conference room on February 7th and 8th. This semester, the Anna Center had two 8-week classes beginning the week of March 14. Phlebotomy began on March 15 and will be in session for the next four weeks. Southeast Missouri State University visited the Anna Center to meet with students interested in transferring to SEMO after graduating from SCC. A Driver Safety course was taught on March 10. The Union County CEO students held a meeting and discussed their plans with SCC representatives in the conference room on March 14. Summer 2022 registration began on March 28.

Cairo Extension Center Report

The Cairo Center coordinator has worked with seniors and parents on FAFSA completion. I Visited Meridian High on 3/14/22 for scholarship application Cairo High on 3/17/22 for scholarship application completion. Tech for Seniors' class is going on every Thursday in March. Also attended the Port Authority meeting on March 14, 2022.

Metro Extension Center Report

The Metro Center held several community events during March. CPR class on March 9, a Driver Safety class on March 19, and the Truck Driving Bid Meeting on March 3. Beth Crowe attended the Metropolis Rotary on March 10 and discussed plans for Community Ed and summer camps at the Metro Center. March 14 begins two late start classes at the Metro Center, English 112 and Sociology 212.

Vienna Extension Center Report

Spring activities have picked up at the Vienna Extension Center and Goreville High School. In April, summer/Fall High School registration dates have been established for both Vienna and Goreville High Schools. Sophomore Accuplacer testing was completed at Goreville High School; 42 students were tested. This testing will prepare students for Dual Credit and Escrow class registration next school year. Coordination efforts with the Financial Aid Office resulted in 10 completed FAFSA Applications at the Vienna FAFSA completion day on March 10, 2022. Three of the FAFSA completions were current Shawnee Community College students. Greg Sheppard attended the Johnson County Business Association meeting held in Vienna on March 7. The focus of the meeting was to promote activities this spring and summer to attract attention in

downtown Vienna. There was strong interest in collaborating with Shawnee Community College to assist with several of these projects. The next meeting of this organization is April 4, 2022.

Student Success – Mindy Ashby

The Student Success Department has been working on initiatives to foster student success. There are currently 28 students who are receiving tutorial services as well as 55 Accessibility and Resource Services. The Student Success Center hosted a webinar on citations and avoiding plagiarism on March 18, 2022, in the Writing Lab.

CTE Day was held on February 22, 2022. There were 257 students in attendance. Students were entered into a drawing to win the following items: Oculus VR Headset, Apple AirPods, and Amazon gift cards.

The winners were announced:

First Choice:

Matthew Nale - Century High School

Second Choice:

Kyra McCall - Egyptian High School

Third Choice:

Logan Lang - Massac County High School

Fourth Choice:

Navada Giden - Meridian High School

The annual job fair was held on March 16, 2022. Ninety (90) students and community members were in attendance to meet and network with 60 vendors and colleges. Vendors were provided breakfast and lunch while at Main Campus. Each participating vendor was asked to complete surveys that will hopefully aid in future planning efforts. The career services coordinator is scheduled to meet with the coordinator of high school partnerships and pathways as well as the directors of student success and recruitment & enrollment, the coordinator of student engagement, and the vice president of student affairs, on March 24, 2022, to discuss the opportunity to add a high school career fair in the fall.

Christina Faulkner, the Librarian, sent out a newsletter for Black History Month that was viewed 1,152 times. Rachel Hannan put up a corresponding display in the library. She also arranged one for the display case upstairs and the SSS Lab. Other newsletters this month featured music (879 views) and biographies and memoirs (887 views).

Christina also participated in the Area Planning Council, where representatives from local resources came together and discussed the services they provide. She promoted the library database's accessibility to current SCC students.

Rachel Hannan, Library Assistant, attended a webinar called *Reflect Resilience*:

[Return to Agenda](#)

Authentic Student Engagement, Text by Text. She also attended a training on Recruitment and Communication. Rachel assisted with the proctoring of tests with accommodations as well.

During the month of February, the library sent 123 items to other libraries to fulfill requests through interlibrary loans. They received eight items to fulfill the requests of the College's patrons. There were 35 audiobooks and eBooks accessed in cloudLibrary for the month. February 16, the library study rooms were utilized by 11 students for the duration of the day. Rachel also worked with Blake Goforth, Career Services Coordinator, to introduce and familiarize him with the items in the databases that pertain to Career Services (Ferguson's Career Guidance Center; and Learning Express Library).

Student Engagement Coordinator, Erin King, is working with Educational Technology Specialist, Rob Lucas, to create an online version of new student orientation that can be available at any time for new students. Student Engagement is also planning a pizza day for students and staff to recognize and celebrate April as National College Month.

Student Health/COVID - Kylee Frassato

As March comes to a close, so does the end of the Covid-19 surge for Southern Illinois. March was a record-setting month for the smallest number of positive Covid-19 cases since the pandemic started. There were several weeks where we had no reported positive cases throughout Shawnee. The Health Coordinator is happy to report that the Covid Testing Center only produced one positive specimen for the entire month of March. Students and staff have expressed their relief at a glimpse of pre-Covid normalcy. Students have continued to be diligent in mandatory testing if needed, and, once again, no student has made it to the 3rd step of the non-compliance chart. At the end of the month, Shawnee will be at 2,000 total tests given since October 4, 2021. The entire Shawnee Community has been doing their part to help slow the spread of Covid-19, and their efforts are definitely showing.

Student Affairs - Dr. Lisa Price

Price virtually participated in the spring meeting of Illinois Chief Community College Student Services Officers and the Joint meeting with the Chief Academic Officers and Presidents. Price continues to gain valuable information from the collaboration and networking with these groups.

After the tornadoes in the Mayfield, Kentucky area, donations were accepted on all SCC campuses. Unfortunately, it was learned that the Kentucky area had overwhelming supplies and did not need the items that we had collected. Price with the help of others sorted through the donations and the following organizations were blessed: Daystar/The Kitchen Table in Cairo, Guardian Family Services in Metropolis, Project HOPE Human Society in Metropolis, PAWS in Anna, Illinois Veterans Home in Anna, Goreville Ministerial Alliance and the SCC Cupboard.

Price, Tina Dudley, and Dr. Cara Doerr met with the Union County CEO Program at the Anna Extension Center. Each of the CEO students gave an introduction of themselves and about their entrepreneurial business. The SCC staff followed with some

background information about themselves (education and career) and spoke of different opportunities at the college including scholarships, summer and intercession classes for those students who have chosen a different college or path. The staff also reiterated that Shawnee Community College is their home college and here for them in any way they need.

Price and Riley Scarbrough had an introductory meeting to discuss her position as the Student Trustee. Ms. Scarbrough is very excited for this opportunity.

At the March Board of Trustees meeting, Price mentioned that all scholarships are being reviewed for retention and completion rates. After delving into that report, the review became a bigger project than expected and more analysis needs to be done. Price plans to add 2022 graduates and complete a five-year review of scholarships and student retention and completion.

Submitted by

Dr. Lisa Price

April 4, 2022



Submitted by James Darden
 Illinois Community College Trustees Association Liaison
www.communitycolleges.org

ICCTA Government Relations and Public Policy Report

The Illinois General Assembly convened last week, focusing on appropriations hearings and committee hearings for bills in the second chamber. The Senate will work in district this week with virtual hearings, while the House will meet in person at the State Capitol. The deadline for passing bills from the second chamber committees is Friday, March 25.

CHANGES TO COVID-19 PROTOCOLS IN THE CAPITOL

Both the House and Senate have changed their rules to allow masks to be optional. The Senate will still require testing for access to the chamber, including the galleries (which will be open at 50% capacity). Senate elevators will remain locked for all but staff and members, and the area outside the chambers where lobbyists congregate will also remain closed. Appointments to meet with members are no longer required but "strongly encouraged." The House plans to hold some in-person committee hearings this week in Room 114, which is equipped for remote participation. Both chambers will continue the practice of remote hearings.

2022 KEY SESSION DATES

- March 25: House & Senate Committee Deadline
- April 1: House & Senate 3rd Reading Deadline
- April 8: Adjournment

2022 CAMPAIGN UPDATE

The 2022 election season is officially underway for Illinois congressional, legislative, state, and county offices. Candidates have until 5 PM today (March 14) to formally file their petitions to get their names on the June 28 primary ballot.

- Former Democratic state Rep. Diane Pappas was appointed to replace former Sen. Tom Cullerton, who resigned last week ahead of his guilty plea to federal embezzlement charges. The one-term legislator lost in 2020 to Rep. Seth Lewis, who is now running for Senate in a different district. Sen. Suzy Glowiak Hilton was mapped into the 23rd District with Sen. Cullerton, so Pappas will not likely run there. She could, however, challenge Lewis for Senate.
- Chicago police detective Erin Jones announced that she is seeking to challenge state Sen. Robert Martwick in the 10th Senate District's Democratic primary.
- A total of 16 Democrats have filed so far to replace U.S. Rep. Bobby Rush in the Chicago-area 1st Congressional District. Most notable are state Sen. Jacqueline Collins (D-Chicago), Chicago Ald. Pat Dowell, and Jonathan Jackson, son of Rev. Jesse Jackson.
- Willie Preston has filed to run for the 16th Senate District seat vacated by Sen. Collins. Preston is a former community activist who runs two small businesses (construction and landscaping) and is backed by Chicago Ald. Howard Brookins.

[Return to Agenda](#)

ILLINOIS GAS TAX PROPOSALS

In 2019, the state gas taxes totaled 31 cents per gallon. They are now 63 cents, in addition to the 19-cent federal gas tax. Gov. JB Pritzker has suggested freezing the annual gas tax increase for one year. However, gas tax revenues are used to fund infrastructure projects. Chicago Mayor Lori Lightfoot has also stated that she is considering reducing or eliminating the city's 8-cent gas tax.

BILL PROPOSES \$2 BILLION IN ARPA DOLLARS FOR UNEMPLOYMENT FUND

The Senate voted 33 to 15 on March 10 to allocate \$2 billion in federal American Rescue Plan Act funds to shore up at least part of the \$4.5 billion deficit in Illinois' Unemployment Trust Fund. Sen. Linda Holmes (D-Aurora) said that Senate Bill 2803 was passed in order to meet bill deadlines, while an agreed bill negotiating process continues with labor union and business stakeholders. Holmes also said that \$2 billion will not be the final number. Republicans criticized the move, arguing that Illinois should use more of its ARPA funds to completely wipe out the deficit.

DRIVER'S LICENSE AND ID CARD EXPIRATION DATES EXTENDED UNTIL JULY 31

Illinois Secretary of State Jesse White announced that expiration dates for driver's licenses, ID cards, and learner's permits are being extended until July 31, 2022. This extension does not apply to commercial driver's licenses and CDL learner's permits. The previous extension was set to end on March 31.

IN-PERSON REGISTRATION RULE FOR SPORTS BETTING ENDS

Illinois has permanently eliminated the in-person registration requirement for sports betting, which had been waived for 10 months during the COVID pandemic. This opens up the floodgates for DraftKings, FanDuel, and other online sportsbooks to compete for Illinois customers.

MORE INFRASTRUCTURE FUNDING RELEASED

The Illinois Department of Transportation has announced a fifth \$250 million installment for the Rebuild Illinois capital program for counties, municipalities, and townships to address local transportation needs. Rebuild Illinois is providing a total of \$1.5 billion spread out in six installments to advance local projects.

RISE GRANTS AVAILABLE

The Illinois Department of Commerce and Economic Opportunity is investing \$3.5 million to accelerate local economic initiatives through the Research in Illinois to Spur Economic Development program. The state will offer competitive RISE grants to local governments and economic development organizations for new regional or local plans to promote economic recovery from the pandemic. The program is funded through ARPA money. The application for grants is now open through May 9.

HOUSE REPUBLICANS CALL FOR STATE DIVESTMENT FROM RUSSIA

Illinois House Republicans want to pass bills that would restrict the state's investment in Russian assets in retaliation for that country's ongoing invasion of Ukraine and the bombing of its cities:

- House Bill 5702 and HB5703 (Demmer) would allocate \$20 million from the General Revenue Fund to the Illinois Department of Human Services to assist with Ukrainian refugee resettlement.
- HB5704 (Durkin) would prohibit investment of state public funds in any entity based in or tied to Russia.
- HB5705 (Durkin) would require the Illinois Investment Policy Board to identify companies based in Russia and add them to the list of companies restricted from state pension fund investment.

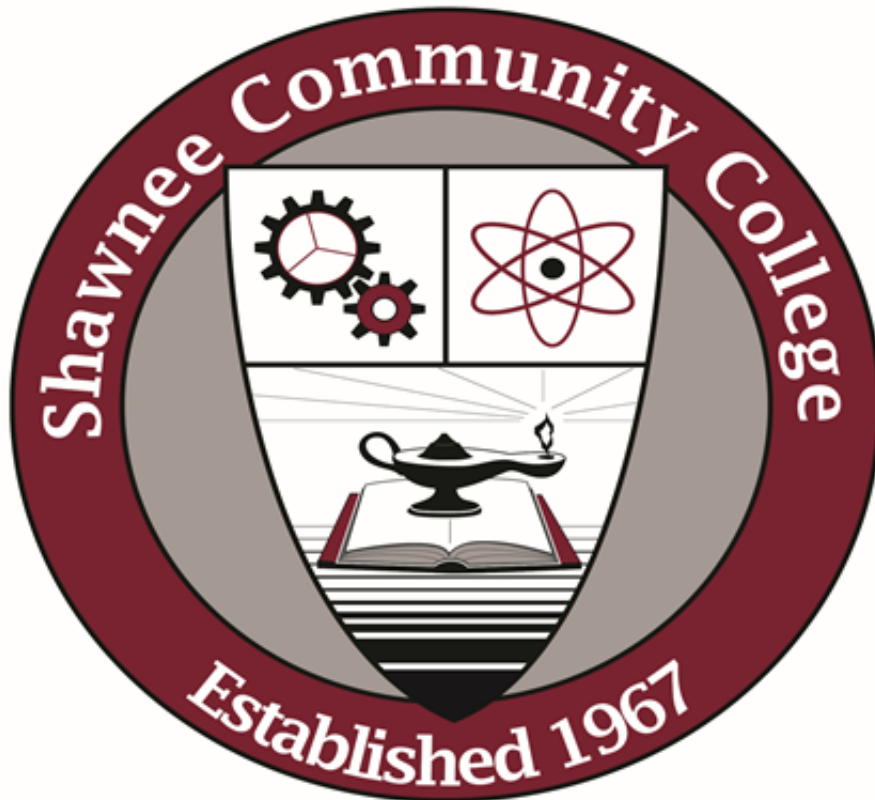
HOTELS SEEK ARPA FUNDING TO ATTRACT, RETAIN STAFF

While COVID-19 cases and hospitalization remain low, the tourism industry has yet to fully recover. The hospitality sector is requesting support from the state to hire and retain employees to staff hotels once travelers come back. Illinois Hotel and Lodging Association president Michael Jacobson appeared alongside Sen. Sara Feigenholtz (D-Chicago) and Rep. Kam Buckner (D-Chicago) at a press conference to detail the proposed Hotel Jobs Recovery Act. The legislative package would distribute \$250 million of ARPA funds as one-time grants to every hotel in the state. Under the proposal, hotels would receive a grant equal to \$1,500 per room. The legislation, introduced as HB5690 (Harris) and SB4184 (Sims), stipulates that 80% of the funds be spent on payroll costs, including wages and benefits for employees.

ASSYRIAN CAUCUS AIMS TO ADVANCE INTERESTS OF UNDERSERVED DIASPORA

Legislators from the House and Senate announced the formation of a new caucus that hopes to advance issues facing an often misunderstood and overlooked group: Assyrian Americans. Assyrians are an ethnic group based in present day Iraq, Iran, Syria, and Turkey. Their state existed first as a territory in the 21st century BC and eventually as an empire from the 14th century BC to the 7th century BC. During World War I, Christian Assyrians faced genocide committed by the Ottomans and other groups. This genocide took place alongside the Armenian genocide. Sen. Ram Villivalam (D-Chicago), co-chair of the caucus, said that there are roughly 80,000 Assyrians living in Illinois, as well as 21 Assyrian civic organizations and 13 churches. Rep. Jennifer GongGershowitz will serve as the other co-chair. The caucus hopes to pass SJR 21 (Villivalam), which would make Illinois the fourth state to recognize the Assyrian genocide.

**Shawnee Community College
Financial Report**



**Eight Months Ended
February 28, 2022**

Shawnee Community College

Fund	2/1/2022 Beg. Balance	February Receipts/Adj.	February Expenditures/Adj.	2/28/2022 Ending Balance
Education	8,047,930.23	426,159.09	632,889.99	7,841,199.33
Building	3,061,063.28	38,823.79	103,932.77	2,995,954.30
Working Cash	5,030,655.42	204.01	0.00	5,030,859.43
Restricted Building	1,326,792.86	7,163.40	13,000.00	1,320,956.26
Bond & Interest	336,315.00	49,290.32	0.00	385,605.32
Auxiliary Enterprise	260,654.91	9,683.81	63,809.25	206,529.47
Liab. Prot. Settlement	1,719,987.06	23,709.02	50,938.68	1,692,757.40
Audit	53,609.43	941.99	22,950.00	31,601.42
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	1,539.96	1,539.96	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	5,021.00	5,021.00	0.00
Special Grants	597.79	201,518.09	199,657.71	2,458.17
Trust & Agency	248,152.04	1,212.02	5,383.90	243,980.16
Total	20,099,758.02	765,266.50	1,099,123.26	19,765,901.26

Brandy Woods

Brandy Woods, Director of Business Services

March 18, 2022

Date

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

SHAWNEE COMMUNITY COLLEGE

**For the Month of February 2022
Approval of Bills**

FUND	EXPENDITURES
Education Fund	\$632,889.99
Building Fund	103,932.77
Restricted Bldg. Fund	13,000.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	63,809.25
Restricted Purposes Fund (Grants)	199,657.71
Restricted Purposes - FWS*	1,539.96
Restricted Purposes - PELL	5,021.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	5,383.90
Audit Fund	22,950.00
Liab. Prot. Settlement Fund (TORT)	50,938.68
GRAND TOTAL	\$ 1,099,123.26

Chairman

Secretary

Date

March 15 2022
15:59

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 02/01/2022 - PERIOD ENDING: 02/28/2022

1

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

-----CHECK----- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029548	02/08/22	Outstanding	0354520	A&o Foods	354.72	
0029549	02/08/22	Outstanding	0350971	ACEN	9,900.00	
0029550	02/08/22	Outstanding	0351035	Advanced Digital Solutions	44.01	
0029551	02/08/22	Outstanding	0300013	Ameren Illinois	1,537.20	
0029552	02/08/22	Outstanding	0350627	American Assn of Community Col	2,100.00	
0029553	02/08/22	Outstanding	0351209	American Heart Association	2,381.40	
0029554	02/08/22	Outstanding	0350792	B&H Photo	51.88	
0029555	02/08/22	Outstanding	0355725	Hunter Beshears	185.00	
0029556	02/08/22	Outstanding	0350977	James W. Bickham	185.00	
0029557	02/08/22	Outstanding	0119084	Craig Bradley	113.27	
0029558	02/08/22	Outstanding	0300068	Bushue Human Resources, Inc.	72.00	
0029559	02/08/22	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0029560	02/08/22	Outstanding	0300096	Cengage Learning	417.00	
0029561	02/08/22	Outstanding	0300236	City of Metropolis	2,500.56	
0029562	02/08/22	Outstanding	0295295	Chris Clark	221.46	
0029563	02/08/22	Outstanding	0300117	Computer Discount Warehouse Go	995.00	
0029564	02/08/22	Outstanding	0300117	Computer Discount Warehouse Go	698.47	
0029565	02/08/22	Outstanding	0300117	Computer Discount Warehouse Go	73.46	
0029566	02/08/22	Outstanding	0300117	Computer Discount Warehouse Go	411.86	
0029567	02/08/22	Outstanding	0300117	Computer Discount Warehouse Go	65.64	
0029568	02/08/22	Outstanding	0300127	Crowdus Maintenance & Cleaning	5,301.00	
0029569	02/08/22	Outstanding	0300153	Dish Network	268.08	
0029570	02/08/22	Outstanding	0199338	James L. Eftink	60.00	
0029571	02/08/22	Outstanding	0300159	Elsevier Health Science	106.99	
0029572	02/08/22	Outstanding	0300165	Federal Express	152.06	
0029573	02/08/22	Outstanding	0350472	Frontier	67.45	
0029574	02/08/22	Outstanding	0351073	Marie A. Giacomelli	5,000.00	
0029575	02/08/22	Outstanding	0351988	Gibbs Technology Leasing, Llc	630.05	
0029576	02/08/22	Outstanding	0213542	Larry J. Hackethal	30.00	
0029577	02/08/22	Outstanding	0354855	Johnston City Community School	2,129.28	
0029578	02/08/22	Outstanding	0300231	Liberty Utilities Midstates	1,053.76	
0029579	02/08/22	Outstanding	0300232	Martin & Hood	20,000.00	
0029580	02/08/22	Outstanding	0320947	Massac County High School	100.00	
0029581	02/08/22	Outstanding	0350479	MBS Textbook Exchange Inc	570.55	
0029582	02/08/22	Outstanding	0300253	NAPA Auto Tire & Parts	903.69	
0029583	02/08/22	Outstanding	0300264	Office Depot	203.43	
0029584	02/08/22	Outstanding	0300133	Quill	494.90	
0029585	02/08/22	Outstanding	0300113	Regions Bank	19,973.75	
0029586	02/08/22	Outstanding	0300113	Regions Bank	254.86	
0029587	02/08/22	Outstanding	0078552	Kendall F. Reichert	700.00	
0029588	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029589	02/08/22	Outstanding	0078552	Kendall F. Reichert	1,050.00	

March 15 2022
15:59

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 02/01/2022 - PERIOD ENDING: 02/28/2022

2

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
0029590	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029591	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029592	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029593	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029594	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029595	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029596	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029597	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029598	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029599	02/08/22	Outstanding	0078552	Kendall F. Reichert	350.00	
0029600	02/08/22	Outstanding	0300109	Reppert's Office Supply	379.90	
0029601	02/08/22	Outstanding	0300109	Reppert's Office Supply	43.60	
0029602	02/08/22	Outstanding	0300109	Reppert's Office Supply	274.43	
0029603	02/08/22	Outstanding	0300105	RR Donnelley	669.96	
0029604	02/08/22	Outstanding	0350671	Russell Electric and Contracti	1,425.68	
0029605	02/08/22	Outstanding	0350554	SCC Bookstore	249.57	
0029606	02/08/22	Outstanding	0350554	SCC Bookstore	435.63	
0029607	02/08/22	Outstanding	0300097	Scheffer Financial Services	9.89	
0029608	02/08/22	Outstanding	0000001	Shawnee Community College	100.00	
0029609	02/08/22	Outstanding	0350741	SKC Communications Products	8,590.50	
0029610	02/08/22	Outstanding	0355717	Lance Smith	185.00	
0029611	02/08/22	Outstanding	0300076	Southern Illinois Electric Coo	27,044.34	
0029612	02/08/22	Outstanding	0350492	Southern Illinoisan	462.75	
0029613	02/08/22	Outstanding	0353621	St. Moritz Security Services,	8,859.56	
0029614	02/08/22	Outstanding	0355724	Tjm Promos	303.00	
0029615	02/08/22	Outstanding	0350805	Toshiba Financial Services	134.90	
0029616	02/08/22	Outstanding	0300050	UPS	1,429.06	
0029617	02/08/22	Outstanding	0321257	Vienna High School	1,716.00	
0029618	02/08/22	Outstanding	0352973	W.W. Norton & Company, Inc.	900.00	
0029628	02/10/22	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0029629	02/10/22	Outstanding	0350452	American Century Investments	138.08	
0029630	02/10/22	Outstanding	0350454	Bank of America HSA (Electroni	152.08	
0029631	02/10/22	Outstanding	0167036	Bluecross Blueshield of Illino	36,630.96	
0029632	02/10/22	Outstanding	0300121	Continental American Insurance	36.41	
0029633	02/10/22	Outstanding	0300145	Delta Dental of Illinois-Risk	1,140.72	
0029634	02/10/22	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	32,854.01	
0029635	02/10/22	Outstanding	0300160	EMC National Life Company	13.63	
0029636	02/10/22	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0029637	02/10/22	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,261.11	
0029638	02/10/22	Outstanding	0350459	Kentucky State Treasurer	853.55	
0029639	02/10/22	Outstanding	0350462	The Anna-Jonesboro National Ba	813.00	
0029640	02/10/22	Outstanding	0300052	Sun Life Financial	1,009.54	

March 15 2022
15:59

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 02/01/2022 - PERIOD ENDING: 02/28/2022

3

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
0029641	02/10/22	Outstanding	0300052	Sun Life Financial	201.72	
0029642	02/10/22	Outstanding	0300052	Sun Life Financial	330.97	
0029643	02/10/22	Outstanding	0300052	Sun Life Financial	216.01	
0029644	02/10/22	Outstanding	0300052	Sun Life Financial	106.10	
0029645	02/10/22	Outstanding	0300052	Sun Life Financial	770.04	
0029646	02/10/22	Outstanding	0300046	VALIC	25.00	
0029647	02/10/22	Outstanding	0300039	Washington National Ins. Co.	46.25	
0029648	02/15/22	Outstanding	0300022	Art FX Signs & Graphics	334.50	
0029651	02/18/22	Outstanding	0354520	A&o Foods	110.25	
0029652	02/18/22	Outstanding	0355761	Ac Systems, Inc.	639.51	
0029653	02/18/22	Outstanding	0350908	ACI Payments, Inc.	1,445.75	
0029654	02/18/22	Outstanding	0248452	Action Sports	718.50	
0029655	02/18/22	Outstanding	0351035	Advanced Digital Solutions	35.08	
0029656	02/18/22	Outstanding	0355131	Allen Media Broadcasting	1,160.00	
0029657	02/18/22	Outstanding	0350630	Alliance Screening & Occupatio	653.30	
0029658	02/18/22	Outstanding	0112982	Lori A. Armstrong	463.07	
0029659	02/18/22	Outstanding	0350792	B&H Photo	69.10	
0029660	02/18/22	Outstanding	0153884	Teale M. Betts	180.00	
0029661	02/18/22	Void	0153884	Teale M. Betts		15.20
0029662	02/18/22	Outstanding	0350977	James W. Bickham	185.00	
0029663	02/18/22	Outstanding	0350597	BIO Corporation	1,343.26	
0029664	02/18/22	Outstanding	0300064	BSN Sports	515.00	
0029665	02/18/22	Outstanding	0011624	Cairo Public Utilities	1,840.50	
0029666	02/18/22	Outstanding	0300212	ILCARRICOTHREE, LLC	5,330.00	
0029667	02/18/22	Outstanding	0320341	Cartersville High School	216.55	
0029668	02/18/22	Outstanding	0351666	Celco Partnership	8,123.78	
0029669	02/18/22	Outstanding	0300100	Centrieva, LLC	11,050.00	
0029670	02/18/22	Outstanding	0350502	Cheekos	75.00	
0029671	02/18/22	Outstanding	0300104	City of Anna	768.04	
0029672	02/18/22	Outstanding	0300110	Clearwave Communications	3,587.42	
0029673	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	7,377.50	
0029674	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	178.31	
0029675	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	178.31	
0029676	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	379.70	
0029677	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	1,116.19	
0029678	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	490.04	
0029679	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	174.12	
0029680	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	382.25	
0029681	02/18/22	Outstanding	0300117	Computer Discount Warehouse Go	1,030.06	
0029682	02/18/22	Outstanding	0300118	Connie Sue's Restaurant Corpor	696.00	
0029683	02/18/22	Outstanding	0300206	Mr. Dana Cross	275.00	
0029684	02/18/22	Outstanding	0248866	Judith A. Dollins	25.04	

March 15 2022
15:59

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 02/01/2022 - PERIOD ENDING: 02/28/2022

4

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

CHECK- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029685	02/18/22	Outstanding	0320685	Dongola High School	75.00	
0029686	02/18/22	Outstanding	0300158	Ellucian, Inc.	562.50	
0029687	02/18/22	Outstanding	0300158	Ellucian, Inc.	129.50	
0029688	02/18/22	Outstanding	0351330	Farouk Systems Inc.	452.32	
0029689	02/18/22	Outstanding	0351330	Farouk Systems Inc.	848.46	
0029690	02/18/22	Outstanding	0300165	Federal Express	15.97	
0029691	02/18/22	Outstanding	0300170	Fort Massac Water District	1,245.10	
0029692	02/18/22	Outstanding	0350472	Frontier	416.32	
0029693	02/18/22	Outstanding	0352242	Gall's Parent Holdings LLC	1,245.75	
0029694	02/18/22	Outstanding	0352242	Gall's Parent Holdings LLC	107.53	
0029695	02/18/22	Outstanding	0351988	Gibbs Technology Leasing, Llc	988.72	
0029696	02/18/22	Outstanding	0271262	Goreville High School	210.00	
0029697	02/18/22	Outstanding	0355653	Graphic Impressions	1,141.00	
0029698	02/18/22	Outstanding	0351981	KFVS TV	890.00	
0029699	02/18/22	Outstanding	0355342	Health Faculty Jobs	490.00	
0029700	02/18/22	Outstanding	0300065	The Home Depot Pro	693.59	
0029701	02/18/22	Outstanding	0351070	Illinois American Water	225.98	
0029702	02/18/22	Outstanding	0300215	Infobase Learning	4,639.44	
0029703	02/18/22	Outstanding	0351002	iSolved Benefit Servies	916.74	
0029704	02/18/22	Outstanding	0352812	JE Boyd Consulting	7,125.00	
0029705	02/18/22	Outstanding	0300221	Johnson Controls, Inc.	525.00	
0029706	02/18/22	Outstanding	0300201	Johnson, Schneider & Ferrell,	2,800.00	
0029707	02/18/22	Outstanding	0016060	Jones & Bartlett Publishing	155.92	
0029708	02/18/22	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0029709	02/18/22	Outstanding	0161368	Lake Land College	301.03	
0029710	02/18/22	Outstanding	0350497	Lowe's	155.22	
0029711	02/18/22	Outstanding	0320947	Massac County High School	1,000.00	
0029712	02/18/22	Outstanding	0350479	MBS Textbook Exchange Inc	8,887.00	
0029713	02/18/22	Outstanding	0320969	Meridian High School	1,000.00	
0029714	02/18/22	Outstanding	0300235	Metropolis Area Chamber of Com	150.00	
0029715	02/18/22	Outstanding	0300248	Metropolis Planet	650.00	
0029716	02/18/22	Outstanding	0300249	Mississippi River Radio	2,766.00	
0029717	02/18/22	Outstanding	0353620	Mounds Stop & Shop	88.58	
0029718	02/18/22	Outstanding	0157486	N & N Metro Plumbing	2,905.00	
0029719	02/18/22	Outstanding	0300253	NAPA Auto Tire & Parts	267.95	
0029720	02/18/22	Outstanding	0237608	National Student Clearinghouse	595.00	
0029721	02/18/22	Outstanding	0355535	Nci, Inc.	4,213.14	
0029722	02/18/22	Outstanding	0300259	NEVCO, Inc.	155.48	
0029723	02/18/22	Outstanding	0300152	Paducah Sun	500.00	
0029724	02/18/22	Outstanding	0355070	Pens, Etc., Inc	51.99	
0029725	02/18/22	Outstanding	0300149	Kevin R Braden - Treasurer	1,350.00	
0029726	02/18/22	Outstanding	0300146	Pick Up Mart	1,339.55	

March 15 2022
15:59

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 02/01/2022 - PERIOD ENDING: 02/28/2022

5

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
0029727	02/18/22	Outstanding	0300142	Pitney Bowes Inc.	657.39	
0029728	02/18/22	Outstanding	0300142	Pitney Bowes Inc.	252.00	
0029729	02/18/22	Outstanding	0197268	Kevin L. Poore	185.00	
0029730	02/18/22	Outstanding	0350745	Pulaski County Highway Departm	89.25	
0029731	02/18/22	Outstanding	0300133	Quill	119.70	
0029732	02/18/22	Outstanding	0300113	Regions Bank	7,739.44	
0029733	02/18/22	Outstanding	0350487	Reppert Printing Company	250.00	
0029734	02/18/22	Outstanding	0300109	Reppert's Office Supply	359.91	
0029735	02/18/22	Outstanding	0300108	Republic Services	994.01	
0029736	02/18/22	Outstanding	0300107	Reserve Account	4,000.00	
0029737	02/18/22	Outstanding	0300101	Rustys Home Center	90.14	
0029738	02/18/22	Outstanding	0144844	Kayla R. Sauerbrunn	14.04	
0029739	02/18/22	Outstanding	0350554	SCC Bookstore	1,039.10	
0029740	02/18/22	Outstanding	0350554	SCC Bookstore	10.36	
0029741	02/18/22	Outstanding	0350554	SCC Bookstore	680.42	
0029742	02/18/22	Outstanding	0350554	SCC Bookstore	90.19	
0029743	02/18/22	Outstanding	0350554	SCC Bookstore	56.36	
0029744	02/18/22	Outstanding	0300095	American Welding & Gas, Inc.	6,022.33	
0029745	02/18/22	Outstanding	0350714	Shawnee Mass Transit District	1,420.00	
0029746	02/18/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029747	02/18/22	Outstanding	0300078	Southern FS Inc.	682.77	
0029748	02/18/22	Outstanding	0300078	Southern FS Inc.	102.30	
0029749	02/18/22	Outstanding	0354419	Ben Stamper	185.00	
0029750	02/18/22	Outstanding	0350498	Stericycle	49.41	
0029751	02/18/22	Outstanding	0350739	Thomas Publishing	650.00	
0029752	02/18/22	Outstanding	0254682	Union County Counseling Servic	300.00	
0029753	02/18/22	Outstanding	0321257	Vienna High School	3,490.00	
0029754	02/18/22	Outstanding	0166056	David A. Voigt	1,160.00	
0029755	02/18/22	Outstanding	0352973	W.W. Norton & Company, Inc.	560.00	
0029756	02/18/22	Outstanding	0300034	West End Plaza	759.00	
0029757	02/18/22	Outstanding	0353233	WPSD TV	340.00	
0029758	02/18/22	Outstanding	0300018	Xerox Corporation	541.99	
0029759	02/18/22	Outstanding	0350973	Xerox Financial Services LLC	412.00	
0029760	02/18/22	Outstanding	0350554	SCC Bookstore	15.20	
0029761	02/22/22	Outstanding	0355700	Direct Seal Spray Foam Insulat	13,000.00	
0029762	02/23/22	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0029763	02/23/22	Outstanding	0350452	American Century Investments	138.08	
0029764	02/23/22	Outstanding	0350454	Bank of America HSA (Electroni	152.08	
0029765	02/23/22	Outstanding	0167036	Bluecross Blueshield of Illino	37,570.14	
0029766	02/23/22	Outstanding	0300121	Continental American Insurance	36.41	
0029767	02/23/22	Outstanding	0300145	Delta Dental of Illinois-Risk	1,162.06	
0029768	02/23/22	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	36,311.81	

March 15 2022
15:59

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 02/01/2022 - PERIOD ENDING: 02/28/2022

6

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029769	02/23/22	Outstanding	0300160	EMC National Life Company	13.63	
0029770	02/23/22	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0029771	02/23/22	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,835.60	
0029772	02/23/22	Outstanding	0350459	Kentucky State Treasurer	870.75	
0029773	02/23/22	Outstanding	0350462	The Anna-Jonesboro National Ba	813.00	
0029774	02/23/22	Outstanding	0300052	Sun Life Financial	2,646.07	
0029775	02/23/22	Outstanding	0300046	VALIC	25.00	
0029776	02/23/22	Outstanding	0300039	Washington National Ins. Co.	46.25	
0029777	02/23/22	Outstanding	0300082	SOFTDOCS, Inc.	2,112.00	
0029778	02/25/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029780	02/28/22	Outstanding	0350792	B&H Photo	281.84	
0029781	02/28/22	Outstanding	0350792	B&H Photo	733.74	
0029782	02/28/22	Outstanding	0153884	Teale M. Betts	347.98	
0029783	02/28/22	Outstanding	0300117	Computer Discount Warehouse Go	517.92	
0029784	02/28/22	Outstanding	0300117	Computer Discount Warehouse Go	57.18	
0029785	02/28/22	Outstanding	0300117	Computer Discount Warehouse Go	99.78	
0029786	02/28/22	Outstanding	0300117	Computer Discount Warehouse Go	304.25	
0029787	02/28/22	Outstanding	0300118	Connie Sue's Restaurant Corpor	90.00	
0029788	02/28/22	Outstanding	0300127	Crowdus Maintenance & Cleaning	29,500.00	
0029789	02/28/22	Outstanding	0354186	Engineering Services and Produ	16,773.67	
0029790	02/28/22	Outstanding	0300065	The Home Depot Pro	413.49	
0029791	02/28/22	Outstanding	0300194	Honey's Service Station & Tire	679.70	
0029792	02/28/22	Outstanding	0350537	Illinois Heartland Library Sys	21.00	
0029793	02/28/22	Outstanding	0306807	John A Logan College	147.16	
0029794	02/28/22	Outstanding	0354855	Johnston City Community School	160.60	
0029795	02/28/22	Outstanding	0276678	Legacy Training, Inc.	500.00	
0029796	02/28/22	Outstanding	0300233	Maier's Tidy Bowl	207.90	
0029797	02/28/22	Outstanding	0354893	Brooke May	87.75	
0029798	02/28/22	Outstanding	0350479	MBS Textbook Exchange Inc	2,955.55	
0029799	02/28/22	Outstanding	0300253	NAPA Auto Tire & Parts	221.75	
0029800	02/28/22	Outstanding	0351054	Orkin	85.00	
0029801	02/28/22	Outstanding	0300149	Kevin R Braden - Treasurer	65.00	
0029802	02/28/22	Outstanding	0300113	Regions Bank	4,832.73	
0029803	02/28/22	Outstanding	0300109	Reppert's Office Supply	437.75	
0029804	02/28/22	Outstanding	0300108	Republic Services	125.61	
0029805	02/28/22	Outstanding	0300087	SI Seed & Supply LLC	14.40	
0029806	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029807	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029808	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029809	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029810	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029811	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	

March 15 2022
15:59

S U M M A R Y C H E C K R E G I S T E R
FOR PERIOD STARTING: 02/01/2022 - PERIOD ENDING: 02/28/2022

7

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

-----CHECK----- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029812	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029813	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029814	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029815	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029816	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029817	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029818	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029819	02/28/22	Outstanding	0092020	Kyle S. Smith	200.00	
0029820	02/28/22	Outstanding	0300261	Sparklight Business	80.48	
0029821	02/28/22	Outstanding	0353621	St. Moritz Security Services,	9,856.57	
0029822	02/28/22	Outstanding	0352507	Jackson Strong	185.00	
0029823	02/28/22	Outstanding	0300050	UPS	119.82	
0029824	02/28/22	Outstanding	0321257	Vienna High School	70.00	
0029825	02/28/22	Outstanding	0300018	Xerox Corporation	775.47	
0029826	02/28/22	Outstanding	0350973	Xerox Financial Services LLC	425.00	
E0000006	02/02/22	Outstanding	0300072	State Universities Retirement	27,579.30	
E0000007	02/18/22	Outstanding	0300072	State Universities Retirement	29,766.09	
					-----	-----
					604,885.68	15.20
					=====	=====
					604,885.68	15.20

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97656	2/15/2022	Carver, Justin R.	227.34
97657	2/15/2022	Christie, Roberta L.	2,216.15
97658	2/15/2022	Doerr, Cara C.	1,490.88
97659	2/15/2022	Faulkner, Christina L.	1,324.87
97660	2/15/2022	Hawkins, Robert	801.34
97661	2/15/2022	Hembree, Lex V.	223.21
97662	2/15/2022	McKeown, Jayson D.	505.91
97663	2/15/2022	Meyer, Brian A.	372.69
97664	2/15/2022	Seyer, Jonathan	223.21
97665	2/15/2022	Tarver, Sandra K.	311.65
97666	2/15/2022	Goldsberry, Teri E.	111.16
97667	2/15/2022	Holder, Kyonte D.	136.87
97668	2/15/2022	King, Nya Z.	136.87
97669	2/15/2022	Moore, Brien E.	278.50
97670	2/15/2022	Ness, Makenzie L.	660.84
97671	2/15/2022	Randall, Jermayine	91.25
97672	2/15/2022	Reichert, Joellen	195.64
97673	2/15/2022	Reichert, Kendall F.	641.66
97674	2/15/2022	Starling, Randy D.	392.52
97675	2/15/2022	Stubblefield, Vernon	225.46
97676	2/15/2022	Taylor, Cody M.	113.61
97677	2/15/2022	Tondevold, Meagan	143.94
97678	2/15/2022	Tyson, Noaah G.	380.19
97679	2/28/2022	Carver, Justin R.	227.32
97680	2/28/2022	Christie, Roberta L.	2,216.15
97681	2/28/2022	Corbit, Nathan L.	257.99
97682	2/28/2022	Faulkner, Christina L.	1,324.87
97683	2/28/2022	Hawkins, Robert	801.29
97684	2/28/2022	McKeown, Jayson D.	505.91
97685	2/28/2022	Meyer, Brian A.	372.68
97686	2/28/2022	Seyer, Jonathan	223.19
97687	2/28/2022	Tarver, Sandra K.	311.65
97688	2/28/2022	Holder, Kyonte D.	171.09
97689	2/28/2022	King, Nya Z.	273.74
97690	2/28/2022	Moore, Brien E.	140.92
97691	2/28/2022	Randall, Jermayine	114.06
97692	2/28/2022	Reichert, Joellen	284.57
97693	2/28/2022	Reichert, Kendall F.	670.45
97694	2/28/2022	Starling, Randy D.	453.85
97695	2/28/2022	Stubblefield, Vernon	225.46
97696	2/28/2022	Tondevold, Meagan	96.00

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97697	2/28/2022	Tyson, Noaah G.	428.25
97698	2/28/2022	Vincent, Connie M.	26.69
77845	2/15/2022	Adams, Jane E.	500.44
77846	2/15/2022	Armstrong, Lori A.	2,639.23
77847	2/15/2022	Ashby, Malinda J.	1,818.10
77848	2/15/2022	Askew, Jipaum S.	2,126.74
77849	2/15/2022	Austin, David C.	413.10
77850	2/15/2022	Ball, Orena L.	4,940.10
77851	2/15/2022	Basler, Joella	2,611.13
77852	2/15/2022	Betts, Teale M.	1,762.45
77853	2/15/2022	Bigham, Stephanie M.	980.91
77854	2/15/2022	Black, David E.	2,613.55
77855	2/15/2022	Black, Sabrina L.	1,135.38
77856	2/15/2022	Boyd, Danielle N.	1,489.31
77857	2/15/2022	Bradley, Craig	2,329.57
77858	2/15/2022	Brahler, Monica J.	2,511.87
77859	2/15/2022	Brown, Brenda R.	2,242.81
77860	2/15/2022	Capps, Tamara K.	2,302.08
77861	2/15/2022	Cather, Darci A.	3,232.06
77862	2/15/2022	Chamness, Virginia S.	1,031.24
77863	2/15/2022	Clark, Christopher A.	2,865.89
77864	2/15/2022	Clark, Lora L.	1,247.34
77865	2/15/2022	Copeland, Vyta N.	223.21
77866	2/15/2022	Cornelious-Weldon, Leslie A.	1,647.11
77867	2/15/2022	Cornelissen, Vicky J.	1,019.52
77868	2/15/2022	Crowe, Beth A.	1,629.37
77869	2/15/2022	Davault, Christopher R.	217.68
77870	2/15/2022	Davenport, Anna	1,655.32
77871	2/15/2022	Davis, Carrie B.	1,301.39
77872	2/15/2022	Davis, Evelyn D.	894.76
77873	2/15/2022	Dillow, Rhonda L.	422.37
77874	2/15/2022	Dollins, Judith A.	1,697.72
77875	2/15/2022	Dudley, Tina M.	1,183.06
77876	2/15/2022	Fehrenbacher, Dwayne J.	1,774.24
77877	2/15/2022	Fontana, Sandy L.	2,024.99
77878	2/15/2022	Forthman, Emily B.	2,191.54
77879	2/15/2022	Frizzell, Timothy A.	2,016.54
77880	2/15/2022	Gerard, Anthony S.	2,740.34
77881	2/15/2022	Goforth, Charles B.	1,516.03
77882	2/15/2022	Gordon, Beatrice	869.85
77883	2/15/2022	Grohler, Randall P.	485.79

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77884	2/15/2022	Hamilton-Smith, Jacqueline	1,062.35
77885	2/15/2022	Hannan, Amanda N.	2,360.44
77886	2/15/2022	Harner, Ginger R.	2,354.65
77887	2/15/2022	Harris, Wendy D.	2,108.93
77888	2/15/2022	Hazel, Amanda N.	1,143.87
77889	2/15/2022	Herre, Brian C.	1,547.88
77890	2/15/2022	Herren, Jennifer K.	1,214.81
77891	2/15/2022	Hickam, Jamie L.	1,322.84
77892	2/15/2022	Hill, Ayan	783.12
77893	2/15/2022	Hill, Tanya S.	1,752.96
77894	2/15/2022	Hines, Lorena M.	1,840.10
77895	2/15/2022	Holland, Micah C.	699.68
77896	2/15/2022	Howard, Eric	1,615.53
77897	2/15/2022	Ingram, Caleb W.	730.10
77898	2/15/2022	Jennings, Kelly D.	1,949.57
77899	2/15/2022	Johnson, Lindsay B.	1,753.26
77900	2/15/2022	Jones, Courtney R.	663.39
77901	2/15/2022	King, Erin R.	1,596.15
77902	2/15/2022	Koch, Donald N.	2,353.53
77903	2/15/2022	Lingle, Randy W.	1,983.46
77904	2/15/2022	Lucas, Robert	1,934.83
77905	2/15/2022	Luttrell, Denise	612.66
77906	2/15/2022	Malone, Sherrie D.	2,169.31
77907	2/15/2022	Mason, Gregory K.	2,323.97
77908	2/15/2022	Mays, Ann M.	294.83
77909	2/15/2022	McGinnis, Connie R.	2,249.71
77910	2/15/2022	McGoy, Karen M.	1,825.78
77911	2/15/2022	McNally, Michael	1,991.98
77912	2/15/2022	Meyer, Lisa F.	1,361.30
77913	2/15/2022	Meyers, Kaylyn L.	1,224.52
77914	2/15/2022	Mishler, Shelye	602.52
77915	2/15/2022	Nicolaides, Ian A.	2,252.57
77916	2/15/2022	Nodeen, Marsha K.	478.90
77917	2/15/2022	Pender, Derek S.	1,812.33
77918	2/15/2022	Poat, Erica R.	223.21
77919	2/15/2022	Price, Lisa L.	3,073.05
77920	2/15/2022	Reach, Mindy J.	1,354.03
77921	2/15/2022	Ribbing, Sheryl L.	2,000.67
77922	2/15/2022	Rouse, Felicia	1,665.41
77923	2/15/2022	Sauerbrunn, Kayla R.	2,175.15
77924	2/15/2022	Severs, Virginia L.	1,164.89

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77925	2/15/2022	Shallenberger, Elizabeth	1,928.23
77926	2/15/2022	Sheffer, Amy L.	1,840.49
77927	2/15/2022	Sheffer, Susan R.	215.62
77928	2/15/2022	Shelby, Kristin N.	2,456.95
77929	2/15/2022	Sheppard, Gregory S.	1,710.24
77930	2/15/2022	Simpson, Stacy J.	1,459.79
77931	2/15/2022	Smith, Kyle S.	1,781.21
77932	2/15/2022	Smith, Wanda R.	2,896.40
77933	2/15/2022	Smith-Fulia, Jesse R.	1,986.89
77934	2/15/2022	Sparks, John R.	2,240.66
77935	2/15/2022	Stalions, Terry R.	502.31
77936	2/15/2022	Steinmetz, Rebecca L.	1,237.45
77937	2/15/2022	Stoup, William R.	1,846.25
77938	2/15/2022	Suggs, Amber	1,745.01
77939	2/15/2022	Taylor, Timothy	5,094.92
77940	2/15/2022	Teske, April Y.	2,315.14
77941	2/15/2022	Thompson, Chevis L.	2,120.95
77942	2/15/2022	Thompson, Tad W.	288.56
77943	2/15/2022	Thornsberry, Ryan J.	2,249.27
77944	2/15/2022	Trowbridge, Mande M.	867.10
77945	2/15/2022	Van Meter, Jonathan L.	1,527.50
77946	2/15/2022	VanAlstine, Lee F.	2,050.91
77947	2/15/2022	Vellella, Christopher A.	2,216.00
77948	2/15/2022	Vines, Deborah	962.37
77949	2/15/2022	Walton, James L.	1,513.67
77950	2/15/2022	Whitnel, Brett P.	1,512.03
77951	2/15/2022	Wilburn, Dorie S.	322.48
77952	2/15/2022	Williams, Michelle L.	829.60
77953	2/15/2022	Woods, Brandy S.	2,373.96
77954	2/15/2022	Woolridge, Robert E.	2,239.11
77955	2/15/2022	Wright, Christina D.	1,554.21
77956	2/15/2022	Blood, Adelina J.	942.80
77957	2/15/2022	Burgess, Michael	1,056.89
77958	2/15/2022	Crites, Marilyn M.	1,267.08
77959	2/15/2022	Dalton, Amelia R.	927.56
77960	2/15/2022	Danas, Judy A.	661.55
77961	2/15/2022	Duke, Jordan	986.28
77962	2/15/2022	Edwards, Jessica E.	493.62
77963	2/15/2022	Fisher, Stephanie J.	686.70
77964	2/15/2022	Frassato, Kylee N.	1,662.15
77965	2/15/2022	Green, Kandyce T.	721.66

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
77966	2/15/2022	Hannan, Rachel A.	740.85
77967	2/15/2022	Harris, Rana L.	662.81
77968	2/15/2022	Hayes, Stephanie	457.68
77969	2/15/2022	Hill, Madison E.	159.68
77970	2/15/2022	Holderfield, Summer M.	127.53
77971	2/15/2022	Hubbard, Andrew D.	340.55
77972	2/15/2022	Hudgens, Faith V.	1,043.29
77973	2/15/2022	Johnson, Carl D.	303.04
77974	2/15/2022	Johnson, Kelly J.	454.48
77975	2/15/2022	Kineman, Daniel L.	749.53
77976	2/15/2022	Knight, Cecilia M.	170.89
77977	2/15/2022	Korte, Rhea C.	432.82
77978	2/15/2022	Kwiatkowski, Miley E.	419.52
77979	2/15/2022	Lewis, Jan F.	1,053.55
77980	2/15/2022	Little, Latayvia S.	216.71
77981	2/15/2022	Matthews, Brittany R.	641.82
77982	2/15/2022	McEwen, Sayveon L.	593.91
77983	2/15/2022	McNichols, Randy J.	905.80
77984	2/15/2022	Meshell, Caitlyn N.	367.08
77985	2/15/2022	Meyers, Tiffany A.	758.17
77986	2/15/2022	Miller, John P.	1,288.55
77987	2/15/2022	Murray, Maggie A.	63.24
77988	2/15/2022	Ribbing, Sheryl L.	320.99
77989	2/15/2022	Rose, Jayla E.	307.96
77990	2/15/2022	Ryan, Blake R.	238.75
77991	2/15/2022	Sabo, Tierney R.	884.90
77992	2/15/2022	Sargent, Kimberly S.	376.51
77993	2/15/2022	Smith, Mary E.	63.10
77994	2/15/2022	Solomon, Jabre A.	170.43
77995	2/15/2022	Sommer, Gary H.	172.73
77996	2/15/2022	Spence, Kaylee	437.00
77997	2/15/2022	Stafford, Makayla L.	394.24
77998	2/15/2022	Stecher, Beverly A.	446.17
77999	2/15/2022	Thoe, Alexandra I.	777.64
78000	2/15/2022	Travis, Jennifer L.	755.02
78001	2/15/2022	Whitehead, Tracy L.	914.19
78002	2/15/2022	Woods, Aaron C.	868.21
78003	2/28/2022	Armstrong, Lori A.	2,639.21
78004	2/28/2022	Ashby, Malinda J.	1,818.10
78005	2/28/2022	Askew, Jipaum S.	2,126.74
78006	2/28/2022	Austin, David C.	413.07

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78007	2/28/2022	Ball, Orena L.	1,513.07
78008	2/28/2022	Basler, Joella	2,611.11
78009	2/28/2022	Betts, Robert G.	263.62
78010	2/28/2022	Betts, Teale M.	1,762.45
78011	2/28/2022	Bigham, Stephanie M.	980.91
78012	2/28/2022	Black, David E.	2,613.55
78013	2/28/2022	Black, Sabrina L.	1,135.38
78014	2/28/2022	Boyd, Danielle N.	1,489.31
78015	2/28/2022	Bradley, Craig	2,329.57
78016	2/28/2022	Brahler, Monica J.	2,511.87
78017	2/28/2022	Brown, Brenda R.	2,242.81
78018	2/28/2022	Capps, Tamara K.	2,302.08
78019	2/28/2022	Cather, Darci A.	3,232.06
78020	2/28/2022	Chamness, Virginia S.	1,031.24
78021	2/28/2022	Clark, Christopher A.	2,865.89
78022	2/28/2022	Clark, Lora L.	1,247.34
78023	2/28/2022	Copeland, Vyta N.	223.19
78024	2/28/2022	Cornelious-Weldon, Leslie A.	1,647.11
78025	2/28/2022	Cornelissen, Vicky J.	853.77
78026	2/28/2022	Crowe, Beth A.	1,852.74
78027	2/28/2022	Davault, Christopher R.	217.66
78028	2/28/2022	Davenport, Anna	1,655.32
78029	2/28/2022	Davis, Carrie B.	1,301.39
78030	2/28/2022	Davis, Evelyn D.	894.76
78031	2/28/2022	Dillow, Rhonda L.	422.36
78032	2/28/2022	Doerr, Cara C.	2,248.77
78033	2/28/2022	Dollins, Judith A.	1,697.72
78034	2/28/2022	Dudley, Tina M.	1,183.06
78035	2/28/2022	Fehrenbacher, Dwayne J.	1,821.23
78036	2/28/2022	Fontana, Sandy L.	2,024.99
78037	2/28/2022	Forthman, Emily B.	2,191.54
78038	2/28/2022	Frizzell, Timothy A.	2,016.54
78039	2/28/2022	Gerard, Anthony S.	2,740.34
78040	2/28/2022	Goforth, Charles B.	1,516.03
78041	2/28/2022	Gordon, Beatrice	869.85
78042	2/28/2022	Hamilton-Smith, Jacqueline	1,062.35
78043	2/28/2022	Hannan, Amanda N.	2,360.44
78044	2/28/2022	Harner, Ginger R.	2,354.65
78045	2/28/2022	Harris, Wendy D.	2,108.93
78046	2/28/2022	Hazel, Amanda N.	1,143.87
78047	2/28/2022	Hembree, Lex V.	223.19

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78048	2/28/2022	Herre, Brian C.	1,547.88
78049	2/28/2022	Herren, Jennifer K.	1,214.81
78050	2/28/2022	Hickam, Jamie L.	1,322.84
78051	2/28/2022	Hill, Ayan	783.02
78052	2/28/2022	Hill, Tanya S.	1,752.96
78053	2/28/2022	Hines, Lorena M.	1,840.10
78054	2/28/2022	Holland, Micah C.	699.66
78055	2/28/2022	Howard, Eric	1,615.53
78056	2/28/2022	Ingram, Caleb W.	730.10
78057	2/28/2022	Jennings, Kelly D.	1,949.57
78058	2/28/2022	Johnson, Lindsay B.	1,753.26
78059	2/28/2022	Jones, Courtney R.	663.40
78060	2/28/2022	King, Erin R.	1,596.15
78061	2/28/2022	Koch, Donald N.	2,353.53
78062	2/28/2022	Lingle, Randy W.	1,983.46
78063	2/28/2022	Lucas, Robert	1,934.83
78064	2/28/2022	Luttrell, Denise	612.67
78065	2/28/2022	Malone, Sherrie D.	2,169.31
78066	2/28/2022	Mason, Gregory K.	2,323.97
78067	2/28/2022	Mays, Ann M.	466.84
78068	2/28/2022	McGinnis, Connie R.	2,249.71
78069	2/28/2022	McGoy, Jeffery L.	494.74
78070	2/28/2022	McGoy, Karen M.	1,825.78
78071	2/28/2022	McNally, Michael	1,991.98
78072	2/28/2022	Merriman, Hailey C.	773.96
78073	2/28/2022	Meyer, Lisa F.	1,361.30
78074	2/28/2022	Meyers, Kaylyn L.	1,224.52
78075	2/28/2022	Mishler, Shelye	602.49
78076	2/28/2022	Nicolaides, Ian A.	2,252.57
78077	2/28/2022	Nodeen, Marsha K.	478.90
78078	2/28/2022	Owens, Peter	486.40
78079	2/28/2022	Pender, Derek S.	9,971.48
78080	2/28/2022	Poat, Erica R.	223.19
78081	2/28/2022	Price, Lisa L.	3,073.05
78082	2/28/2022	Reach, Mindy J.	1,354.03
78083	2/28/2022	Ribbing, Sheryl L.	2,000.67
78084	2/28/2022	Rouse, Felicia	1,665.41
78085	2/28/2022	Salazar, Becky	749.46
78086	2/28/2022	Sauerbrunn, Kayla R.	2,175.13
78087	2/28/2022	Severs, Virginia L.	1,164.89
78088	2/28/2022	Shallenberger, Elizabeth	1,928.23

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78089	2/28/2022	Sheffer, Amy L.	1,840.49
78090	2/28/2022	Sheffer, Susan R.	215.60
78091	2/28/2022	Shelby, Kristin N.	2,456.95
78092	2/28/2022	Sheppard, Gregory S.	1,710.24
78093	2/28/2022	Simpson, Stacy J.	1,459.79
78094	2/28/2022	Smith, Kyle S.	1,781.21
78095	2/28/2022	Smith, Wanda R.	2,896.38
78096	2/28/2022	Smith-Fulia, Jesse R.	1,986.89
78097	2/28/2022	Sparks, John R.	2,240.65
78098	2/28/2022	Stalions, Terry R.	502.31
78099	2/28/2022	Steinmetz, Rebecca L.	1,237.45
78100	2/28/2022	Stoup, William R.	1,846.25
78101	2/28/2022	Suggs, Amber	1,745.01
78102	2/28/2022	Taylor, Timothy	5,094.92
78103	2/28/2022	Teske, April Y.	2,315.14
78104	2/28/2022	Thompson, Chevis L.	2,120.96
78105	2/28/2022	Thompson, Tad W.	288.55
78106	2/28/2022	Thornsberry, Ryan J.	2,249.27
78107	2/28/2022	Trowbridge, Mandee M.	867.10
78108	2/28/2022	Van Meter, Jonathan L.	1,527.50
78109	2/28/2022	VanAlstine, Lee F.	2,050.91
78110	2/28/2022	Vellella, Christopher A.	2,216.00
78111	2/28/2022	Vines, Deborah	962.37
78112	2/28/2022	Walton, James L.	1,513.67
78113	2/28/2022	Whitnel, Brett P.	1,512.03
78114	2/28/2022	Wilburn, Dorie S.	322.48
78115	2/28/2022	Williams, Michelle L.	829.60
78116	2/28/2022	Woods, Brandy S.	2,373.96
78117	2/28/2022	Woolridge, Robert E.	2,239.11
78118	2/28/2022	Wright, Christina D.	1,554.21
78119	2/28/2022	Blood, Adelina J.	1,029.75
78120	2/28/2022	Burgess, Michael	1,156.81
78121	2/28/2022	Crites, Marilyn M.	1,210.86
78122	2/28/2022	Dalton, Amelia R.	538.45
78123	2/28/2022	Danas, Judy A.	750.56
78124	2/28/2022	Devenny, Marianne	49.14
78125	2/28/2022	Duke, Jordan	1,077.58
78126	2/28/2022	Edwards, Jessica E.	634.54
78127	2/28/2022	Fisher, Stephanie J.	603.20
78128	2/28/2022	Frassato, Kylee N.	1,501.12
78129	2/28/2022	Green, Kandyce T.	998.76

**Shawnee Community College
Payroll Check and Advice Register
February 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78130	2/28/2022	Hannan, Rachel A.	785.39
78131	2/28/2022	Harris, Rana L.	707.79
78132	2/28/2022	Hill, Madison E.	114.06
78133	2/28/2022	Holderfield, Summer M.	59.09
78134	2/28/2022	Hubbard, Andrew D.	206.39
78135	2/28/2022	Hudgens, Faith V.	1,136.83
78136	2/28/2022	Johnson, Carl D.	281.55
78137	2/28/2022	Johnson, Kelly J.	397.67
78138	2/28/2022	Kineman, Daniel L.	717.02
78139	2/28/2022	Knight, Cecilia M.	152.01
78140	2/28/2022	Korte, Rhea C.	225.46
78141	2/28/2022	Kwiatkowski, Miley E.	471.92
78142	2/28/2022	Larimer, Courtney T.	45.62
78143	2/28/2022	Lewis, Jan F.	1,151.37
78144	2/28/2022	Little, Latayvia S.	220.48
78145	2/28/2022	Matthews, Brittany R.	630.21
78146	2/28/2022	McEwen, Sayveon L.	644.56
78147	2/28/2022	McNichols, Randy J.	905.80
78148	2/28/2022	Meshell, Caitlyn N.	104.88
78149	2/28/2022	Meyers, Tiffany A.	758.17
78150	2/28/2022	Miller, John P.	1,288.55
78151	2/28/2022	Murray, Maggie A.	390.99
78152	2/28/2022	Ribbing, Sheryl L.	534.08
78153	2/28/2022	Rose, Jayla E.	410.62
78154	2/28/2022	Ryan, Blake R.	282.55
78155	2/28/2022	Sabo, Tierney R.	1,070.42
78156	2/28/2022	Sargent, Kimberly S.	374.00
78157	2/28/2022	Solomon, Jabre A.	179.17
78158	2/28/2022	Sommer, Gary H.	578.28
78159	2/28/2022	Spence, Kaylee	510.61
78160	2/28/2022	Stecher, Beverly A.	457.68
78161	2/28/2022	Taylor, Cody M.	750.56
78162	2/28/2022	Thoe, Alexandra I.	751.25
78163	2/28/2022	Travis, Jennifer L.	519.40
78164	2/28/2022	Whitehead, Tracy L.	1,102.69
78165	2/28/2022	Woods, Aaron C.	1,002.02
		Total	<u>\$ 455,185.04</u>

SHAWNEE COMMUNITY COLLEGE

Interfund Transfer		
Date	Vendor	Amount
02/28/22	Shawnee Community College	\$40,000.00
From: Fund-16 (Restricted Purpose Fund)		
To: Fund-01 (Education Fund)		
Purpose: To repay inter-fund loan originally made on 05/31/21 from the Education fund to the Restricted Purposes fund.		
_____		_____
Chairman		Secretary
Date:	_____ April 04, 2022 _____	

Board Memorandum



Board of Trustees

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
Chris Clark
Dr. Lisa Price

Executive Directors

Emily Forthman
Kevin Hunsperger
Dr. April Teske
Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. April Teske
RE: Strategic Plan Semi-Annual Report
Date: 03.23.22

Background: *B1002 Monitoring College Effectiveness* calls for periodic updates to the Board on the College's progress towards the initiatives contained in the Strategic Plan. At the October 2021 Board of Trustees meeting, the Board asked for a semi-annual report.

The Executive Summary and updated Strategic Plan (attachment sent separately) outline the significant progress that has been made since the adoption of the plan in June 2021. Dr. Teske will be available to answer questions about the report.

Recommendation: I recommend the Board approved the updated Strategic Plan.

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. April Teske
RE: Labor Market Report
Date: 04.04.2022

Background: According to Board Policy *B1000 College Purpose*, Shawnee Community College's (SCC) purpose is to provide high quality and affordable higher education services to its service area, which advance individual economic mobility, personal growth, and the local economy.

The Annual Labor Market Report (sent separately) provides an analysis of the labor market needs found throughout Shawnee Community College's service area. Shawnee Community College is located in Workforce Investment Area (WIA) 26, which is also known as the Southern Region.

In addition, the report includes labor market information from counties that are contiguous to the District's borders (i.e. Jackson, Franklin, Perry, and Williamson), which are located in WIA 25.

Finally, labor market information is also included from contiguous counties found in southeast Missouri, and western Kentucky.

The Report highlights the high-demand, living wage occupations found throughout the College's service area. Further, the occupational and workforce data provided by the Annual Labor Market Report is used to inform the College's Strategic Planning, Budget Development, Program Review/Improvement, and New Program Development processes.

Finally, the report is available to the public from the [Institutional Effectiveness webpage](#) as a resource under "*Documentation*."

Dr. Teske will be available to answer questions about the report.

Recommendation: I recommend the Board review the Annual Labor Market Report and direct any questions to Dr. Teske.

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Metropolis Center Parking Lot
Date: 04/04/2022

Background: Shawnee Community College is expanding the truck driving program to the Metro Center per Goal 1, Objective 2, Strategy A of the Strategic Plan. The bid documents were made available on 2/14/2022. The pre-bid meeting was on 2/24/2022 and was attended by Chris Clark and Don Koch from the college as well as Scott Burge, the project manager from Farnsworth Architects, and three contractors. The bid opening was on 3/3/2022 for the Metropolis Parking Lot Renovation project and was attended by the same six people. The bid tabulation and results follow.

- Quint Utilities & Excavating of Metropolis: Base Bid \$170,000.00 (Alternate Bid #1, \$37,000.00)
- ET Simonds Construction, Co of Carbondale.: Base Bid \$145,925.87 (Alternate Bid #1, \$44,983.24)
- Samron Midwest Contracting, Inc. of Murphysboro: Base Bid \$157,157.00 (Alternate Bid #1, \$54,321.00)

Definitions:

Base Bid: Existing westernmost landscaping islands within the parking area to remain - no work. Existing light poles located in the westernmost landscaping islands to remain.

Alternate Bid: Demolish existing westernmost landscaping islands (4 total). Remove and salvage existing parking lot light poles and light fixtures (2 total) currently located within the demolished landscaping islands. Remove existing conductors and abandon conduit after cutting minimum 12" below parking lot surface. Install new asphalt paving and subbase at locations of demolished landscaping islands. Install salvaged parking lot lighting assembly west of the western perimeter of the parking lot in the grassy area. Install new conduit and conductors as indicated on the drawings.

After review of all submitted documents, ET Simonds bid utilized prevailing wages and also included the services required to complete the scope of work outlined in the bidding documents.

Recommendation: I recommend the Board approve the lowest qualified bid from ET Simonds Construction Company, with a Base Bid of \$145,925.87, including the Alternate Bid of \$44,983.24 for a total of \$190,909.11 and authorize the President to issue the Notice of Intent to award the contract to ET Simonds.



2211 West Bradley Avenue
Champaign, Illinois 61821
p 217.352.7408 f 217.352.7409
www.f-w.com

March 9, 2022

Mr. Chris Clark
Vice President of Administrative Services
Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992

Re: Metropolis Parking Lot Renovation Bid Recommendation

Dear Mr. Clark:

The purpose of this memo is to provide you with a recommendation based upon the bids that were received for the Metropolis Parking Lot Renovation project.

Shawnee Community College received bids on March 3, 2022 for the Metropolis Parking Lot Renovation project. We had good interest in the project and received 3 bids. Attached is a bid tabulation sheet with the results of the bid opening for your reference.

The apparent low bidder at the time of the bid opening was E.T. Simonds Construction Company. I spoke to Alex Park, project manager via phone after bids were collected. I have confirmed that they are comfortable with their submitted bid and are prepared to begin work in May. They have bid the project utilizing prevailing wages and have included the services required to complete the scope of work outlined in the bidding documents.

After review of all submitted documents, we found their bid in order and are recommending award to E.T. Simonds Construction Company for the following amount:

Base Bid	\$145,925.87
Alternate Bid	\$44,983.24
Total	\$190,909.11

If the Board agrees with this recommendation, the next step is to issue a Notice of Intent to Award a Construction Contract so that E.T. Simonds Construction Company can begin preparing the required bonding and insurance coverage. Farnsworth Group will then prepare a construction contract on behalf of Shawnee Community College and will submit to the College for review and approval. Once the College accepts the contract, it is sent to E.T. Simonds Construction Company for their review and

Farnsworth Group, Inc.
March 9, 2022
Page 2 of 2

approval. After the College and E.T. Simonds Construction Company agree to the contract and sign accordingly, the contract is fully executed, and construction can begin.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink, appearing to read "Scott Burge". The signature is fluid and cursive, with a large initial "S" and "B".

Scott Burge, AIA, NCARB, LEED AP
Architectural Manager



BID TAB

PROJECT: SCC Metroolis Parking Lot Renovations		PROJECT NO.: 0181691.07
LETTING DATE: March 3, 2022		TIME: 2:00 PM
BIDDER	BASE BID	ALTERNATE BID #1
Quint Utilities & Excavating	\$170,000.00	\$37,000.00
ET Simonds Construction Co	\$145,925.87	\$44,983.24
Samron Midwest Contracting Inc.	\$157,157.00	\$54,321.00



Farnsworth
GROUP

600 WEST LUTHERAN CENTER
ST. LOUIS, MISSOURI 63102
TEL: 314.546.4466 FAX: 314.546.4467
www.fg.com

Engineers | Architects | Surveyors | Scientists

Issued for Bid
02/11/2022

Shawnee Community College

**Tracking School Drive
And Parking Lot**

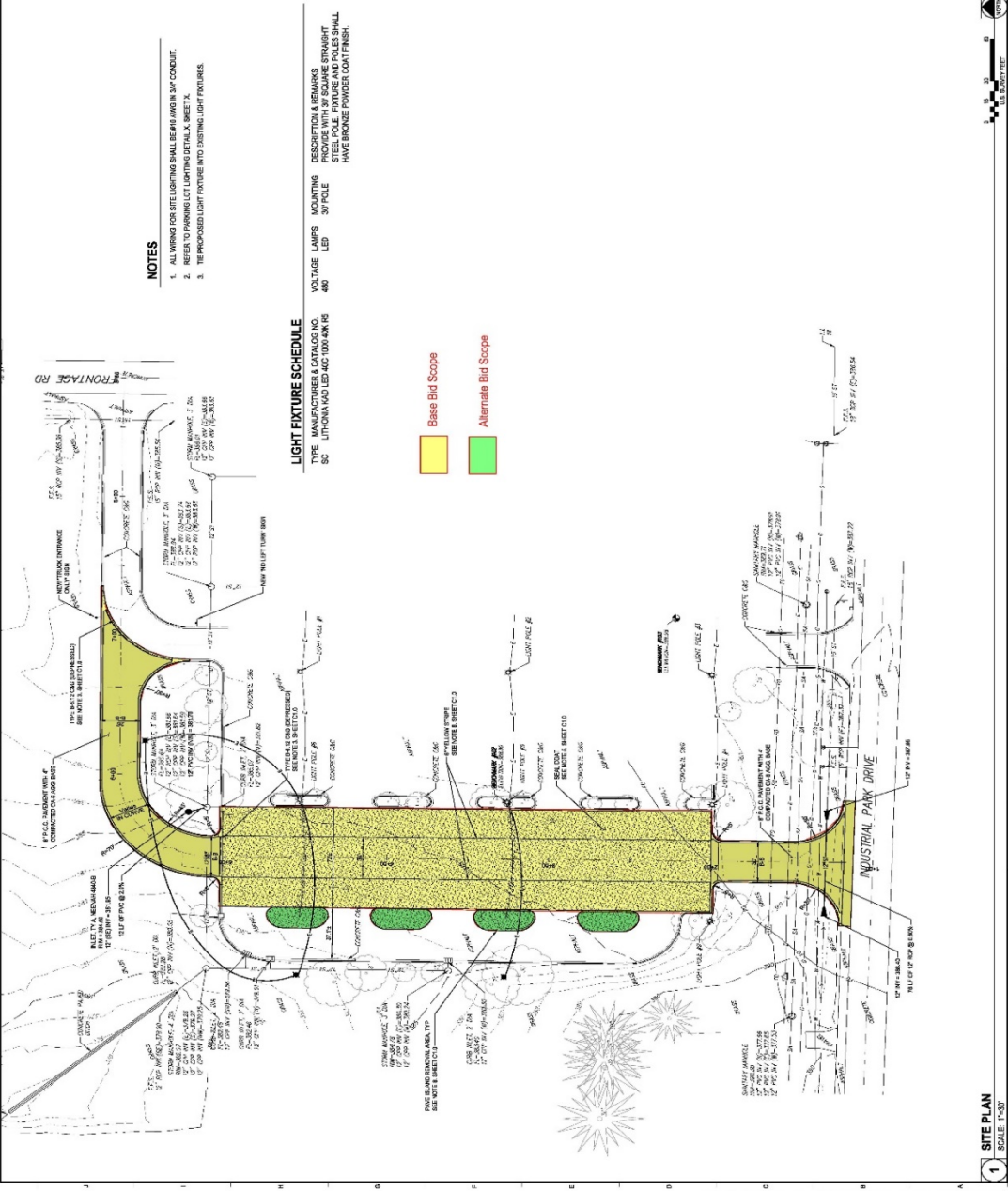
3385 Industrial Park Dr
Moberly, MO 65209

DATE:	02/11/2022
DESIGNED:	AJH
DRAWN:	GAB
REVIEWED:	AJH
FIELD BOOK NO.:	

SITE PLAN

C3.0

PROJECT NO. 0181801.07





2211 West Bradley Avenue
Champaign, Illinois 61821
p 217.352.7408 f 217.352.7409

www.f-w.com | www.greennavigation.com

NOTICE OF INTENT TO AWARD CONSTRUCTION CONTRACT

March 25, 2022

E.T. Simonds Construction Company
P.O. Box 2107
Carbondale, IL 62902

Project: Shawnee Community College – Metropolis Parking Lot Revisions

Dear E.T. Simonds,

We are pleased to inform you that your bid has been selected for the aforementioned project. Your bid has been accepted in good faith that a construction contract can be reached between the Owner and your company. Please note that the Owner has accepted the following:

Base Bid Amount:	\$145,925.87
Alternate Bid #1 Amount	<u>\$44,983.24</u>
Total	<u>\$190,909.11</u>

An AIA contract will be prepared and sent to you on behalf of the Owner. You are required by the Instructions to Bidders to furnish the required Contractor’s Certificates of Insurance, Performance Bond, and Payment Bond within ten (10) calendar days upon receipt of the construction contract.

You are also required to return an acknowledged copy of this Notice to myself via email.

ACCEPTANCE OF NOTICE

Receipt of the above notice of intent to award construction contract is hereby acknowledged:

E.T. Simonds Construction Company

By:

Title:

Date:

Shawnee Community College

By:

Title:

Date:

If you have any further questions, feel free to contact me at the number listed above.

Sincerely,
FARNSWORTH GROUP, Inc.

Scott Burge
Senior Architectural Manager

AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the 25 day of March in the year 2022
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Shawnee Community College
8364 Shawee Community College
Ullin, IL 62992

and the Contractor:
(Name, legal status, address and other information)

E.T. Simonds Construction Company
P.O Box 2107
Carbondale, IL 62902

for the following Project:
(Name, location and detailed description)

Metropolis Parking Lot Renovatissns
Add new drive lanes, modify the existing parking lot striping, and modify existing parking lot lighting.

The Architect:
(Name, legal status, address and other information)

Farnsworth Group, Inc.
2211 West Bradley Avenue
Champaign, IL 61821

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init. / **AIA Document A101®– 2017.** Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "A101," and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 09:23:05 ET on 03/25/2022 under Order No.3537305071 which expires on 10/15/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (1349465966)

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

Init.

AIA Document A101® – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "A101," and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 09:23:05 ET on 03/25/2022 under Order No.3537305071 which expires on 10/15/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (1349465966)

Not later than sixty (60) calendar days from the date of commencement of the Work.

By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
Not applicable	

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one hundred, ninety thousand, nine hundred nine dollars and eleven cents (\$190,909.11), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
Alternate Bid #1	\$44,983.24

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. *(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
None.		

§ 4.3 Allowances, if any, included in the Contract Sum: *(Identify each allowance.)*

Item	Price
None.	

§ 4.4 Unit prices, if any: *(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
None.		

§ 4.5 Liquidated damages, if any: *(Insert terms and conditions for liquidated damages, if any.)*

None.

§ 4.6 Other: *(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)*

None.

Init.

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the last Monday of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 15th day of the next month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Ten percent (10%)

§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

| All items are subject to retainage.

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

| Not applicable.

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

| Not applicabe.

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner’s prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

| 0 % Zero Percent

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Init.

AIA Document A101® – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The “American Institute of Architects,” “AIA,” the AIA Logo, “A101,” and “AIA Contract Documents” are registered trademarks and may not be used without permission. This document was produced by AIA software at 09:23:05 ET on 03/25/2022 under Order No.3537305071 which expires on 10/15/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents’ Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (1349465966)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- Arbitration pursuant to Section 15.4 of AIA Document A201–2017
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:
(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)

None.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:
(Name, address, email address, and other information)

Don Koch
Director of Facilities
8364 Shawnee Community College Road
Ullin, IL 62922
(618) 634-3289
donk@shawneccc.edu

§ 8.3 The Contractor’s representative:
(Name, address, email address, and other information)

Alex Parks
E.T. Simonds Construction Company
P.O. Box 2107
Carbondale, IL 62902
(618) 457-8191
aparks@etsimonds.com

Init.

AIA Document A101® – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "A101," and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 09:23:05 ET on 03/25/2022 under Order No.3537305071 which expires on 10/15/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (1349465966)

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

| Not applicable.

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this Agreement.)

- .5 Drawings

Number	Title	Date
See Exhibit B		

- .6 Specifications

Section	Title	Date	Pages
See Exhibit C			

- .7 Addenda, if any:

Number	Date	Pages
No. 1	Feb. 28, 2022	2 Pages + 3 Drawings

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

- .8 Other Exhibits:
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

The Sustainability Plan:

Title	Date	Pages
-------	------	-------

Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
00 7300 of the Project Manual	Supplementary Conditions	02/14/2022	7

.9 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor’s bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Dr. Timothy Taylor, President
(Printed name and title)

CONTRACTOR (Signature)

Alex Park, Project Manager
(Printed name and title)

Init.

AIA Document A101®– 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. The “American Institute of Architects,” “AIA,” the AIA Logo, “A101,” and “AIA Contract Documents” are registered trademarks and may not be used without permission. This document was produced by AIA software at 09:23:05 ET on 03/25/2022 under Order No.3537305071 which expires on 10/15/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (1349465966)

Board Memorandum



Board of Trustees

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
Chris Clark
Dr. Lisa Price

Executive Directors

Emily Forthman
Kevin Hunsperger
Dr. April Teske
Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Chiller Replacement Task Order
Date: 04/04/2022

Background: The three existing York 150ton air-cooled chillers serving Buildings H & I are nearing the end of their useful life. Of the three chillers, the College is able to get one (sometimes two) to function properly in order to properly cool the spaces they serve.

The proposed design will be based upon a new air-cooled chiller located in the same designated exterior space. If possible, we will reuse the existing concrete curb, electrical gear, wall penetrations and ancillary items.

This project will be competitively bid to multiple contractors, but awarded to one single prime contractor.

The lump sum cost which includes the architecture, mechanical engineering, electrical engineering and commissioning it estimated to be \$45,500.

Note: The post-bid schedule for completion of this project is conservative in order to accommodate the lead times on the procurement of large mechanical equipment.

Recommendation: I recommend the Board approve the Task Order for the Chiller Replacement and direct the President to execute the agreement with the architects.



2211 West Bradley Avenue
 Champaign, Illinois 61821
 p 217.352.7408
 www.f-w.com

**TASK ORDER NO. 08
 MAIN CAMPUS BUILDING H & I CHILLER REPLACEMENT**

UNDER THE MASTER SERVICES AGREEMENT

Dated: January 21, 2020

This Task Order is effective this 25 day of March in the year 2022, between Farnsworth Group, Inc. ("Farnsworth Group"), and Shawnee Community College, ("Client"), under the Master Services Agreement ("Agreement") referenced above between Farnsworth Group and Client.

All provisions of the Master Services Agreement are incorporated into and made a part of this Task Order.

By signing this Task Order, Client retains Farnsworth Group to provide services in connection with "Building H & I Chiller Replacement", hereinafter referred to as PROJECT.

The scope of Farnsworth Group's services on this Task Order is as follows:

The three existing York 150 ton air-cooled chillers serving Buildings H & I are nearing the end of their useful life. Of the three chillers, the College is able to get one (sometimes two) to function properly in order to properly cool the spaces they serve. The three chillers were originally designed so that one was a redundant piece of equipment.

The proposed design will be based upon a new air-cooled chiller located in the same designated exterior space. If possible, we will reuse the existing concrete curb, electrical gear, wall penetrations, and ancillary items.

This project will be competitively bid to multiple contractors, but awarded to one single prime contractor.

For this scope of work, we will be using our Architecture, Mechanical Engineering, Electrical Engineering, and Commissioning to complete the services.

The scope of services can be described in more detail as such:

Architecture

- Project Management
 - Coordinate with SCC and the Farnsworth Group project team and act as a single point of contact.
 - Submit deliverables to the project team.
- Construction Documents
 - Front end (Division 00 & 01) specifications.
 - Draft base drawings such as floor plans for use by other disciplines.
 - Distribute drawings to bidders utilizing the Farnsworth online plan distribution system.

ENGINEERS | ARCHITECTS | SURVEYORS | SCIENTISTS

- Bid Phase
 - Attend one pre-bid meeting.
 - Answer questions from prospective bidders.
 - Prepare addenda as required.
 - Attend bid opening.
 - Write contract between Owner and selected contractor.
- Construction Administration
 - Attend one pre-construction meeting.
 - Review contractor pay requests.
 - Answer questions from contractors.
 - Prepare contract modifications such as Architect Supplemental Instructions (ASI), Change Orders, etc.
 - Prepare punch list and distribute to project team.

Mechanical Engineering

- Construction Documents
 - One site visit to document existing conditions.
 - Engineering calculations to confirm chiller sizing and ancillary equipment.
 - Proposed equipment selection and coordination.
 - Mechanical drawings shall include: demolition plan, proposed plan, mechanical details, mechanical schedules, and controls description.
 - Cost opinion.
 - Technical specifications.
- Bidding
 - Attend up to one pre-bid meeting.
 - Answer prospective bidder questions.
 - Prepare addenda as required.
- Construction Administration
 - Attend up to one pre-construction meeting.
 - Review contractor submittals.
 - Attend one site visit during construction and develop site visit report.
 - Respond to questions by the Contractor and Shawnee Community College.
 - Attend one site visit to develop a punch list at substantial completion.

Electrical Engineering

- Construction Documents
 - Up to one site visit to document existing conditions.
 - Engineering calculations to size power distribution.
 - Electrical drawings shall include: demolition power plan, proposed power plan, electrical details, and electrical schedules.
 - Cost opinion.
 - Technical specifications.
- Bidding
 - Answer prospective bidder questions.
 - Prepare addenda as required.

- Construction Administration
 - Review contractor submittals.
 - Respond to questions by the Contractor and Shawnee Community College.

Commissioning

- Provide commissioning services for new chiller to validate unit was started, configured, and checked out per contract documents. Services include testing chiller system and associated controls once contractor work is complete.

The estimated schedule for Farnsworth Group’s services on this Task Order is as follows:

Task	Duration	Approximate Date
Notice to Proceed	1 day	04.04.2022 (Board Meeting)
Design & Construction Documents	6 weeks	04.11 – 05.20.2022
Bidding Phase	4 weeks	05.23 – 06.17.2022
Contractor Procurement	2 weeks	06.20 – 07.01.2022
Contract Award	1 day	07.05.2022 (Board Meeting)
Material Procurement (Approximate)	6 months	07.11 – 01.13.2023
On-Site Construction	8 weeks	12.27 – 02.17.2023
Commissioning	1 week	02.20 – 02.24.2022

Client agrees to compensate Farnsworth Group for providing the above services and expenses on this Task Order as follows:

The total Lump Sum fee for Farnsworth Group’s services including estimated expenses on this Task Order is per the table below.

Architecture	\$10,000
Mechanical & Electrical Engineering	\$33,500
Commissioning	\$ 2,000
Total Professional Services Lump Sum Fee	\$45,500

Farnsworth Group and Client hereby agree to and accept the terms and conditions stated above.

FARNSWORTH GROUP, INC.

SHAWNEE COMMUNITY COLLEGE

Signature

Scott Burge
Typed Name

Senior Architectural Manager
Title

Date

Signature

Typed Name

Title

Date

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff:
RE: Administrative Policy Committee Assignment Plan
Date: 04/04/2022

Background: The Board approved a new Board Policy Manual at the 03/07/22 regular Board meeting. Further, the Board assigned responsibility of the Administrative Policy Manual (a.k.a. Full-Time Employee Policy Manual) to the President.

Current Board Policy related to Participation in Local Decision-Making (B2005) requires the President to “...*delegate administrative and operational authority to the College’s administration, which will employ a collaborative decision-making system (i.e. shared governance structure) that allows employee input into decisions that influence strategic priorities, administrative policy, rules, guidelines, procedures, and plans through established roles and responsibilities.*”

Further, current Board Policy related to President Accountability (B2002) requires the President to “...*share with the Board any changes to Administrative Policies, Rules and Guidelines... as points of information.*”

The attached document details the Administrative Policy Manual responsibilities and Strategic Plan initiatives delegated to the College’s Shared Governance Councils/Teams and represents full compliance with Board Policy 2005.

Recommendation: I recommend the Board review the policy assignment document provided and direct any questions to President.

**Executive Council
Current Policies**

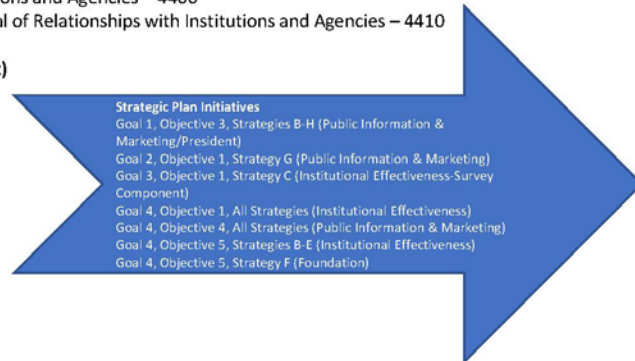
General (A1xxx)

- Mission and Goals of Illinois Board of Higher Education (IBHE) – 1110
- Mission and Goals of Illinois Community College Board (ICCB) – 1120
- Philosophy, Values, Missions, and Goals Statement for Shawnee Community College – 2000
- Committee Structure – 4220
- Institutional Research Policy on Survey Use – 4260
- Official Publications – 4350
- Copying Copyrighted Materials – 4370
- Administration of Freedom of Information Act – 4373
- Ethics Act – 4375
- Records Retention Policy – 7610
- Records Retention Schedule – 7630

Public Relations (A8xxx)

- College Colors and Nickname – 4310
- Official Symbol – 4320
- Social Media Policy and Guidelines – 4368
- Relationships with Institutions and Agencies – 4400
- Authorization and Approval of Relationships with Institutions and Agencies – 4410

College Advancement (A9xxx)



**Executive Council
Policies to Consider Developing**

- Accreditation (All of the Strategic Plan; specifically, G401)
- Advertising (G201SG; G404SA-C)
- Alumni (G405SF)
- Branding (G201SG; G404SA)
- Data Dashboard/Fact Book/Analytics (G401SH & I)
- Data Requests
- Display of Flags and Banners
- Distribution of Signs, Handbills, and Advertising (G404SA)
- Free Speech and Expressive Activity
- Foundation – (G405SF)
 - Establishment of Purpose
 - Bylaws
 - Legal Authority
 - Relationship to the College
 - Expenditure of Funds
 - Fundraising
 - Memorial Tributes
 - Naming Opportunities
 - Receiving Gifts/Donations
 - Recognition of Gifts/Donations
- Gifts, Grants, and Donations (G405SF)
- Institutional Evaluation/Research (G401 all)
- Institutional Reporting (G401S)
- Intellectual Property
- Media Relations and Communications (G404SA; G201SG)
- News Media Access (G404SA)
- Promotional Materials (G404SA-C; G405SE)
- Public Speakers
- Strategic Planning (G401SF)
- Surveys (G301SC; G405SB-E)
- Use of College Stationary

**Academic Affairs Council
Current Policies**

Curriculum Management (A21xx)

- Curriculum Development Policy – 4210

Academic Standards (A22xx)

- Academic Freedom – 4120
- Credit-Hour Definition – 4215
- Advisory Committees – 4230
- School Year – 4240
- Educational Guarantees – 4250 (Note: Missing from policy manual)
- Required Class Size Policy for Community Education Classes – 6390
- Grading – 8161 (Note: Integrated with Pass/Fail Grade Policy)
- Pass/Fail Grade Policy – 8161
- Assessment for Student Learning – 8170
- Advanced Credit/Credit by Examination – 8150
- College Level Examination Programs – 8210
- Suspension from Clinical Experience for Unsafe Clinical Practice and/or Violation of Health Care
- Facility Rules, Regulations or Policies for the Practical Nursing Program – 8311
- Suspension from Clinical Experience for Unsafe Clinical Practice and/or Violation of Health Care
- Facility Rules, Regulations or Policies for the Associate Degree Nursing Program – 8312
- Evaluation of Student Academic Performance (Note: Maintaining Student Attendance Records) – 8410
- Retaining Examinations and Other Evaluative Materials – 8420 (Note: Missing from policy manual)
- General Graduation Requirements – 8470
- Educational Internships – 8550

Faculty Standards (A23xx)

Strategic Plan Initiatives

- Goal 1, Objective 1, All Strategies
- Goal 1, Objective 2, A-M, O
- Goal 1, Objective 3, Strategy A
- Goal 1, Objective 4, All Strategies
- Goal 2, Objective 1, Strategy B
- Goal 2, Objective 2, Strategies A-B
- Goal 2, Objective 3, Strategies A-E

- Goal 2, Objective 4, All Strategies
- Goal 2, Objective 5, Strategies A-F
- Goal 3, Objective 1, Strategies D, F (faculty evaluation)
- Goal 3, Objective 2, Strategy C
- Goal 3, Objective 4, All Strategies
- Goal 3, Objective 5, Strategies A (faculty orientation & handbook), C
- Goal 4, Objective 1, Strategy C
- Goal 4, Objective 2, All Strategies
- Goal 4, Objective 3, All Strategies

**Academic Affairs Council
Policies to Consider Developing**

- Academic Integrity/Honesty
- Academic Honors
- Academic Freedom (both Faculty & Students)
- Academic Program Review (G1O3SA; G4O1SC; G4O2B & C)
- Academic Renewal/Credit Exclusion/Forgiveness
- Alternate Methods of Instruction (G1O2SE; G2O2SA; G2O3SA-D; G2O5SE; G4O2SF)
- Articulation (G1O1 all)
- Course Credit-Hour Determination
- Course Development (G2O2SA; G2O3SD; G2O4 all; G2O5SA-D; G4O3SB)
- Course Numbering
- Course Outlines and Syllabi
- Course Schedule Development (G2O2SA; G2O3SA-D; G2O5SA-C; G4O2SF; G4O3SA & C)
- Continuing Education (G1O4SC & E; G2O3SA; G3O2SC)
- Credit for Life/Work Experience (G2O5SF)
- Credit for Military Experience (G2O5SF)
- Credit for Professional Licensure (G2O5SF)
- Course Section Evaluation from Students
- Dual Credit/Dual Enrollment/Early College/H.S. Partnerships (G1O3SH; G2O4SB; G4O2SE)
- Faculty Evaluation (G3O1SF)
- Faculty Handbook (G3O5SA)
- Faculty Orientation (G3O5SA)
- Faculty Qualifications (course, program, and discipline) (G1O2SA-M; G2O2SA; G3O5SC; G4O2SF)
- Field Trips
- General Education (G2O1SB; G2O2SB & C; G3O1SD; G4O2SA)
- Grade Submission
- Independent Study
- New Program Requirements (G1O2SO; G4O2SD)
- Professional Licensure (G1O2SA-C & F-L & O; G1O4SE)
- Program Accreditation (G1O2SB & F-L; G4O1SC; G4O2SB & C)
- Selection of Course Materials
- Tenure Procedures (G3O5SC)
- Workforce/Contract Education (G1O3SF & G; G1O4 all)

**Student Affairs Council
Current Policies**

Admissions (A31xx)

- Admission Policy – 8150
- Academic Classification and Course Load – 8151A (Note: Could be Academic Standards)
- Policy for Students Entering Classes as “Open Entry and Open Exit” Students – 8158

Financial Aid (A32xx)

- Satisfactory Academic Progress, Warning, Probation, and Suspension – 8152
- Standards of Satisfactory Academic Progress for Financial Aid Recipients – 8153
- Ability to Benefit Policy – 8154
- Reporting Potential Fraud and Abuse – 8155
- Release of Financial Aid Information – 8156
- Professional Judgment – 8156 (Note: Integrated with Special Circumstances 8157)
- Special Circumstances – 8157
- Scholarships/Tuition Waivers – 8510

Enrollment Services (A33xx)


- Withholding Transcripts for Non-Payment – 8160
- Student Rights and Responsibilities – 8310
- Release of Student Information and Access to Student Records – 8430
- Student Optional Disclosure of Private Mental Health Act – 8431
- Class Withdrawal Policy – 8520
- Repeat Enrollment in Courses – 8540

Student Life (A34xx)

- Student Clubs, Organizations & Extracurricular Activities – 4360
- Sexual Misconduct – Student Rights – 8313
- Clubs and Organizations – 8530
- Grievance and Complaint Procedure – 8600
- False Reports – 8650 (Note: Missing from policy manual; may be integrated with 8600)
- Athletics Incentive Policy – 8660

**Student Affairs Council
Policies to Consider Developing**

- Adding, Dropping, Withdrawal from Courses (G2O1SD; G2O2SD)
- Advising/Counseling (G2O1SA & C-F; G2O2SC & E; G2O3SF; G2O5G)
- Career Services (G2O1SD; G4O5SA)
- Change of Program of Study (G2O1SA-E)
- College Catalog (G2O1SD & E)
- Intercollegiate Athletics (G1O2SN)
- Library Materials
- Residency
- Readmission (G2O1SD)
- Student Handbook (G2O1SD & E)
- Student Publications
- Voter Registration



Strategic Plan Initiatives

- Goal 1, Objective 2, Strategy N
- Goal 2, Objective 1, Strategies A, C-F, H
- Goal 2, Objective 2, Strategies C-E
- Goal 2, Objective 3, Strategy F
- Goal 2, Objective 5, Strategy G
- Goal 4, Objective 5, Strategy A

**Diversity, Equity, & Inclusion Council
Current Policies**

Employment & Classification (A41xx)

- Affirmative Action/Equal Opportunity – 4500 through 4550 (7 policies)
- Administration of the College – 5000 through 5130 (10 policies)
- Organizational Charts – 5200
- Policies Governing Employees – 6000 through 6198 (19 policies)
- Policies Governing Non-Faculty & Professional Staff – 6200 through 6296 (19 policies)
- Policies Governing Faculty – 6300 through 6370 (8 policies);
- ❖ Note: Tenure Definitions (6315) could be Academic Standards

Compensation, Benefits, Rewards, Recognition (A42xx)

Vacation and Leaves of Absence (A43xx)

Payroll (A44xx)

Ethics & Conduct (A45xx)

- Conduct Regulations – 7230

Dispute Resolution (A46xx)

- Privacy & Records (A47xx)
- Identity-Protection Policy – 4377
- Privacy of Health Information (HIPAA) – 4385

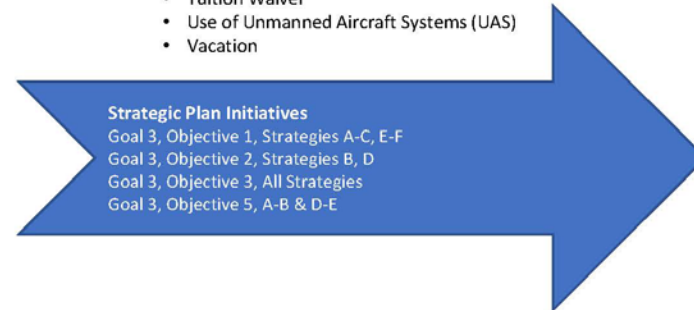
Performance Review (A48xx)

Safety & Wellness (A49xx)

- Alcohol and Controlled Substances Compliance and Testing – 4380
- Safe Environment Policy – 4382
- Concealed Carry – 4384
- Smoke and Tobacco-Free Campus – 4387
- Chronic Communicable Diseases – 4390
- SCC Emergency Care and Nursing Faculty Responsibilities – 4395

**Diversity, Equity, & Inclusion Council
Policies to Consider Developing**

- Abused and Neglected Child Reporting Act
- Accommodations for Religious Observances
- Animals on Campus
- Background Checking
- Behavioral Intervention & Threat Assessment
- Children on Campus
- Employee Cellphone
- Employee Participation in Political Activity
- Family Medical Leave
- Fringe Benefits
- Insurance Benefits
- Jury Duty
- Leaves of Absence
- Military Leaves of Absence
- Nepotism
- Photo ID Cards
- Remote Work
- Retirement
- Temporary Appointments
- Tuition Waiver
- Use of Unmanned Aircraft Systems (UAS)
- Vacation



Administrative Services Council
Current Policies

Business & Financial Services (A5xxx)

- Financial Operation – 7100 through 7192 (37 policies)
- Tuition, Fees, and Other Charges – 7300 through 7370 (9 policies)
- Travel on College Business – 7410
- Parking – 7421
- Use of College Vehicles – 7430

Information Technology (A6xxx),

- Computer Usage Policy – 4369
- Computer Software Copyright Policy – 4371
- Photocopiers and Network Printers – 7215

College Facility (A7xxx)

Video Surveillance Policy – 4383
College Facilities and Equipment –
7200 through 7214, 7216 through 7221, and 7242 through 7260 (15 policies total)

Administrative Services Council
Policies to Consider Developing

- Bookstore Policy
- Business Cards
- College Closings (Note: May want to Coordinate with DEI Council)
- College Credit Card Usage
- Email Accounts
- Disposition of Property (G408 all)
- Inventories
- Facility Planning (G408 all)
- Office Assignment
- Payment of Bills Prior to Board Approval
- Risk Management (G409 all)
- Sustainability (G406S all)
- Security and Maintenance (G408 all)
- Use of College Facilities
- Waste Reduction
- Web Standards (G407 all)
 - Accessibility (Note: will need to work with Exec. Dir of Public Information)
 - Privacy
 - Utility
 - Terms of Use



Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff:
RE: Board Finance Committee Meeting
Date: 04/04/2022

Background: The first meeting of the Board Finance Committee (FC) took place on March 21, 2022. Board Committee members present were Trustee Darden, Trustee Moore, and Trustee Windings. College members present were Vice President Clark and myself. Consultant Brad McCormick was also present and led discussion for most of the meeting. The Agenda included:

- Review of FC Charge
- Review of several Administrative Policies approved by the Board during the spring 2021 semester.
- Election of Committee Chair.
- Development of a working schedule for future FC meetings.
- Review draft procedure for Budget Development & Allocation.

Notable outcomes of the meeting include:

- Trustee Windings elected Chairman.
- The next meeting date is scheduled for 04/26 and the Committee will be interviewing up to three (3) applicants for Financial Advisor.
- A proposed budget calendar was revealed and discussed.
- During FC's initial implementation stage, it is anticipated the FC may meet as often as monthly. However, once the framework is established, the FC will meet as noted in the draft budget calendar.

VP Clark and Brad McCormick will be available to answer questions.

Recommendation: None.

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff:
RE: FY23 Budget Development Process
Date: 04/04/2022

Background: Goal 4.6 of the Strategic Plan is aimed at improving the College's budget development and resource allocation processes. To that end, Vice President Clark, in conjunction with Brad McCormick, has been working to develop a new budget process for the College based off of several best practice organizations - including the Government Finance Officers Association (GFOA), the National Association of College and University Business Officers (NACUBO), and the Association of Physical Plant Administrators (APPA). The aim of this initiative is to increase employee engagement and transparency around the budget process.

As such, over the last six weeks, the senior-level administrative team has been working on two distinct projects. The first is aimed at deeply analyzing the College's expenditure and revenue patterns over the last five years. The second is aimed at drafting a GFOA style budget and allocation process.

Vice President Clark, Brad McCormick, and I will provide the Board with a brief glimpse of these two projects.

Recommendation: None

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Lisa Price
RE: Commencement Ceremony Update
Date: 04/04/2022

Background: The College's annual Commencement ceremony will be held in the gymnasium on 05/13. The initial platform party needs to be on stage by 2:45p. The ceremony will begin at 3:00p and run through 7:00p or until the last graduate has completed their walk. A sign-up sheet will be distributed during the Board meeting to allow for individual Trustees to select the times they are able to participate.

The structure of this year's ceremony is similar to last year's rolling ceremony. Students and their families will be escorted throughout the commencement process by College staff. Specifically, staff will meet students and their families outside; direct them to staff in the lobby; shepherd students through the hallway and to the gym; direct them to the stage; receive them upon exit from the stage; chaperon them to the photo area; and finally escort them back outside. Employees without specific commencement assignments will be seated on the gym floor and socially distanced.

Pertaining to specific items of Trustee interest, regalia will be steamed and ready for all Trustees in the Founders Room. Further, water will be provided on the stage and refilled as needed. Food and snacks will be provided until 6:00 p.m. Trustees are encouraged to take breaks as needed.

Also, please note, we plan to take a full group picture at the end of the event with all staff, faculty and Trustees present.

Dr. Price will be available to answer any questions you might have and plans to give a final update at the May regular Board meeting.

Recommendation: None.

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Collective Bargaining Update
Date: 04/04/2022

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, the following team represents 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 team met on March 14 with the faculty team and David McIntosh of Federal Mediation and Conciliation Service. The topics included working styles, problem solving, interest bases problem solving, and interest-based decision making. The training included both instructional sessions and a group activity.

The team met again on March 23 to come up with the following dates and times to work on an agreement. The dates agreed upon are April 27 and 28, May 4, 5, and 11. Additional dates will be added if needed.

Vice President Clark will be available to answer any questions that you may have.

Recommendation: None.

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff:
RE: Bylaw 4003 Article IV–Meetings, Section–10 Update
Date: 04/04/2022

Background: The Board approved a new policy manual, which includes Bylaw B4003 titled *Article IV - Meetings* at the March 7, 2022 regular Board meeting. As the College began implementing the *Board Calendar* (Section 10) it was discovered this may need to be adjusted (frequently) over the next year to reflect actual practice.

In particular, the *Board Calendar Section-10* (specifically the development framework element of the bylaw) will likely require several modifications over the next year as the timeline for Board Agenda items is sharpened.

Bylaw B4000 Section 4 titled *Policy and Bylaw Creation & Review* allows the President “...to make non-substantive changes to policy without Board action when clarity is needed to reflect changes in college operations. The President will present any non-substantive change to Board policy at the next regularly scheduled Board meeting.”

Since we believe this section of the bylaw will change frequently over the coming months, it may be appropriate to waive the part of the bylaw requiring the President to bring these non-substantive changes to the Board for the remaining part of this Calendar year and provide the Executive Assistant to President latitude to adjust this language as needed to increase accuracy. If the Board agrees, we will provide the updated language at the January 2023 regular Board meeting for review.

Recommendation: I recommend the Board waive the update for Bylaw 4003 Section 10 until January 2023.

Board Memorandum

**Board of Trustees**

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

Student Trustee

Riley Scarbrough

President

Dr. Tim Taylor

Vice Presidents

Darci Cather
 Chris Clark
 Dr. Lisa Price

Executive Directors

Emily Forthman
 Kevin Hunsperger
 Dr. April Teske
 Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff:
RE: Bylaw 4003 Update
Date: 04/04/2022

Background: The Board approved a new policy manual, which includes Bylaw B4003 titled *Article IV - Meetings* at the March 7, 2022 regular Board meeting. As the College began to implement the language contained in the *Board Agenda* (Section 11) segment, it was discovered this needed to accurately reflect the update notes from the Board Policy Committee review process aimed at improving meeting flow.

To those ends, the following corrections were made to the order of Agenda items:

Current Order	Revised Order
• Call to Order	• Call to Order
• Pledge of Allegiance	• Pledge of Allegiance
• Roll Call (Attendance)	• Roll Call (Attendance)
• Disposition of Previous Minutes.	• Approval of Agenda & Addendums
• Approval of Agenda & Addendums	• Disposition of Minutes.
• Recognition of Guests & Public Comment	• Recognition of Guests & Public Comment
• Communications	• Communications
• Approval of Consent Agenda	• Approval of Consent Agenda
• Review and Acceptance of Quarterly Monitoring Reports	• Fund Transfers
• Presentations, Discussion, and Action Items	• Monitoring Reports
• Board Policy Review/Approval	• Presentations, Discussion, and Action Items
• Executive Session	• Board Policy Review/Approval
• Executive Session Action Items	• Executive Session
• Trustee Comments	• Executive Session Action Items
• Adjournment	• Trustee Comments
	• Adjournment

Recommendation: I recommend the Board review the update provided and direct any questions to President.