

# BOARD BOOK

May 2, 2022





**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531  
EDUCATION CENTER, ULLIN, IL  
MAY 2, 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 May 2, 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](mailto:comments@shawneecc.edu) by 2:00 p.m. on May 2, 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 21, 2022](#), Special Board Finance Committee Meeting  
[April 4, 2022](#), Regular Meeting
- VI. Recognition of Guests and Public Comment**  
 New Employee Introduction: Daniel Kineman (Network Support Specialist),  
 Matthew Steinmetz (HVAC Technician)
- VII. 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

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

Education Fund	\$1,334,791.12
Building Fund	95,477.46
Restricted Bldg. Fund	2,800.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	191,273.47
Restricted Purposes Fund (Grants)	138,520.71
Restricted Purposes - FWS*	1,473.00
Restricted Purposes - PELL	730,481.26
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,933.15
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	43,080.08
<b>Grand Total</b>	<b>\$2,540,830.25</b>

**IX. Consideration for Approval of Fund Transfer**

**Interfund Transfer:** (\$20,000.00) To repay loan originally made on 5.31.21 from the Education Fund to the Restricted Purpose Fund (3.31.22)

**X. Monitoring Reports**

None

**XI. Presentations, Discussion, and Action Items**

- A. Board **Finance Committee** Meeting Update
- B. Consideration for Approval of a **Financial Advisor** (Sent Separately)
- C. Consideration for Approval of the **FY22 Audit Engagement Letter** (Sent Separately)
- D. **Commencement Ceremony** Update
- E. **Capital Budget Review** (First Read) (8 pp)
- F. Consideration for Approval to Pay Off the **PPP Loan**
- G. Consideration for Approval of St. Moritz Contract for **Security Services**(8 pp)

**XII. Board Policy Review/Approval**

None

**XIII. Executive Session**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. Collective Bargaining [Update](#)
  - ii. Consideration for Approval to Hire an [Executive Assistant](#) to Administrative Services
  - iii. Consideration for Approval to Hire a [Director](#) of Business & Workforce Development([2pp](#))
  - iv. Consideration for Approval to Ratify [Part-Time](#) Employees
  - v. Consideration for Approval of [President's Contract](#)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. Consideration for Approval of Full Time Faculty [Retirement](#)([2pp](#))
  - ii. Consideration for Approval of Full Time Employee [Retirement](#)([2pp](#))
  - iii. Consideration for Approval of Full Time Faculty [Resignation](#)([2pp](#))
  - iv. Consideration for Approval of Full Time Employee [Resignation](#)([2pp](#))
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

**XIV. Executive Session Action Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Collective Bargaining [Update](#)
  - ii. Consideration for Approval to Hire an [Executive Assistant](#) to Administrative Services
  - iii. Consideration for Approval to Hire a [Director](#) of Business & Workforce Development([2pp](#))
  - iv. Consideration for Approval to Ratify [Part-Time](#) Employees
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  - iii. Consideration for Approval of Full Time Employee [Resignation](#)([2pp](#))
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation

**XV. Trustee Comments**

**XVI. Adjournment**



**SPECIAL BOARD MEETING  
 SCC BOARD FINANCE COMMITTEE  
 FOUNDERS ROOM, SHAWNEE COLLEGE ROAD  
 ULLIN, ILLINOIS  
 March 21, 2022**

A special meeting of Shawnee Community College District No. 531 Board Finance Committee was held on March 21, in the Founders Room. The meeting was called to order by Dr. Tim Taylor at 6:00 pm.

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**The roll call was as follows:**

	<b>Trustee</b>		<b>Trustee</b>
√	Mr. James Darden	√	Ms. April Moore
√	Mr. John Windings - arrived @6:45pm		

**Others Present:**

√	Dr. Tim Taylor, President	√	Chris Clark, VP of Administrative Services
√	Brad McCormick, Consultant	√	Tina Dudley, Exec Assist to the President

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

There were no guests and there were no public comments received.

**V. Action and Discussion Items**

- A. Review Finance Committee Charge
- B. Elect Committee Chair
- C. Develop Meeting Calendar
- D. Engagement Letter for FY2022 Audit
- E. Review Proposed Budget Development & Allocation Processes
- F. Financial Advisor QBS Process Update

Dr. Taylor reviewed the Finance Committee (FC) Charge and highlighted the responsibilities of the Committee Chair.

**MOTION NO. 1**

**V. B. ELECT COMMITTEE CHAIR**

A motion was made by April Moore and seconded by James Darden to elect John Windings as the Finance Committee Board Chair.

On roll call vote, the members voted as follows:

Present	Trustee	Present	Trustee
√	Mr. James Darden	√	Ms. April Moore
√	Mr. John Windings		

All members voted in favor and the motion carried.

**MOTION NO. 2**

**V. C DEVELOP MEETING CALENDAR**

No Motion required. The next meeting date will be April 26 beginning at 5pm. The May meeting date will be decided during the May 2 Board of Trustees (BOT) meeting.

Development of a meeting calendar is driven by statute. The months of March, April, May, August and November have specificity related to the Budget. As the FC starts to meet, monthly meetings (rather than quarterly) are needed.

**V. D. ENGAGEMENT LETTER FOR FY22 AUDIT**

The Administrative Procedure “Audit Firm Selection” (adopted 21.04.05) was shared and referenced.

A Quality Based Selection (QBS) process should occur for the Audit Firm selection. Five years is a nice term, with two, one-year extension requests. However, an audit firm should serve no more than 7 contiguous years.

April suggests keeping the current Audit Firm (Martin Hood) for at least two years, as Chris gains more experience in his role.

**V. E. REVIEW PROPOSED BUDGET DEVELOPMENT & ALLOCATION PROCESSES**

The Administrative Procedure “Budget Development & Adoption” (adopted 21.04.05) was shared and referenced. Brad also shared a Budget Development Gantt Chart.

Executive Teams are reviewing, line by line, budget items. This process creates engagement and allows for seeing the connection to the Strategic Plan as well as overall College operations. The Gantt Chart further focuses each department on their accountability to the Budget. Overall, this collaborative effort as well as asking the right people, the right questions, will create a budget eligible for Government Finance Officers Association (GFOA) best practices.

James paraphrased the budget presentation considers the relationship between allocations and credit-hour generation per program. As some will perform, or not, decisions can be made on strengthening and/or elimination.

Brad added that creating a multi-year tuition strategy is a must as it guides the Trustee and eliminates a yearly vote.

The Budget is due in October. The FC will have a first read. Public Hearing notices are published followed by a second read.

**V. F. FINANCIAL ADVISOR QBS PROCESS UPDATE**

The Administrative Procedure “Bonds & Indebtedness” (adopted 21.04.05) was shared and referenced. This procedure references how we issue debt and the overall revenue plan.

Financial Advisors who expressed interest in a professional partnership with the College have been contacted and given a deadline of April 4<sup>th</sup> to provide additional information. There is the potential of 5 firms to interview. April suggests that Brad and Chris vet the 5 down to 3.

In preparing for the interviews, Brad encouraged the Committee to think about having/seeking a connection to the firm since they will be creating debt for the College. Historically, the College has used a Bond Underwriter, however in keeping with the Strategic Plan (G4O1SB, G4O6SB, G4O6SD) the College is striving for (GFOA) best practices.

FC Members were given the Financial Advisor RFQ Scoring Sheet in preparation. Once Brad and Chris vet to three interviews, those prospects will be given the option of Zoom or face-to-face interviews on April 26, beginning at 5:00 pm. Brad suggests a 45-minute interview, followed by a 15-minute break in between each.

**MOTION NO. 3**  
**VIII. ADJOURNMENT**

A motion was made by James Darden and seconded by April Moore to adjourn at 7:26 pm.

On roll call vote, the members voted as follows:

<b>Present</b>	<b>Trustee</b>	<b>Present</b>	<b>Trustee</b>
√	Ms. April Moore	√	Mr. John Windings
√	Mr. James Darden		

All members voted in favor and the motion carried.

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

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on April 4, 2022 in the Education Center and via Zoom. The meeting was called to order @5:33 p.m. by Chairperson Steve Heisner.

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**The roll call was as follows:**

<b>Present</b>	<b>Trustee</b>		<b>Present</b>	<b>Trustee</b>
√	Mr. James Darden		√	Ms. April Moore
√	Ms. Deborah Shelton-Yates		√	Mr. John Windings
√	Mr. Steve Heisner		√	Ms. Andrea Witthoft
	Mr. Michael McMahan		√	Riley Scarbrough (Advisory Vote)

**Others Present:**

<b>Present</b>	<b>Others</b>		<b>Present</b>	<b>Others</b>
√	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		√	Emily Forthman, Human Resources
√	Dr. April Teske, Institutional Effectiveness		√	Kevin Hunsperger, 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		√	Brad McCormick, Consultant

**IV. APPROVAL OF AGENDA & ADDENDUMS**

**MOTION NO. 1**

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

*22.04.04 Minutes pg 1 of 8*

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

**V. DISPOSITION OF MINUTES – March 7, 2022, Regular Meeting**

**MOTION NO.        3**

A motion was made by April Moore and seconded by John Windings to approve the minutes of the March 7, 2022 Regular Meeting.

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

**VI. ACCEPTANCE OF STUDENT TRUSTEE REFERENDUM & OATH OF OFFICE**

Secretary Moore swore in Riley Scarbrough as the incoming Student Trustee. Ms. Scarbrough was seated at the Board Table.

**VII. RECOGNITION OF GUESTS AND PUBLIC COMMENT**

New Employees: Kylee Frassato (Student Health Coordinator), Ronnie Rice (Facilities Maintenance Technician), Orena Ball (Medical Assistant Instructor), and Vicky Cornelissen (Administrative Assistant) were introduced by Dr. Taylor.

**VIII. COMMUNICATIONS**

Reports from Faculty, Senior Leadership, the Saints Foundation and ICCTA were presented previously. The President’s Report was provided within the Board Book as well as separately. Academic Affairs noted the recent awarding of the \$25,000 Developmental Education Innovation Grant.

**IX. APPROVAL OF CONSENT AGENDA**

**MOTION NO.    3**

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

- 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

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

#### X. CONSIDERATION FOR APPROVAL OF FUND TRANSFER

##### MOTION NO. 4

A motion was made by April Moore and seconded by Deborah Shelton-Yates **To approve the interfund transfer (\$40,000.00): To repay loan originally made on 5.31.21 from the Education Fund to Restricted Purposes Fund (2.28.22)**

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

#### XI. MONITORING REPORTS

##### MOTION NO. 5

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board approve the updated Strategic Plan.

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

**XII. A. PRESENTATION OF LABOR MARKET REPORT (SENT SEPARATELY)**

The Board reviewed the Labor Market Report shared by Dr. Teske. In taking into consideration these resources, the College can better align programs with potential articulation with other colleges for Bachelor degrees. Dr. Teske notes the importance of looking at the categories of occupations we need to focus on.

**MOTION NO. 6**

**XII. B. CONSIDERATION FOR APPROVAL OF METROPOLIS CENTER PARKING LOT BID**

A motion was made by James Darden and seconded by April Moore to 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.

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

**MOTION NO. 7**

**XII. C. CONSIDERATION FOR APPROVAL OF CHILLER REPLACEMENT TASK ORDER**

A motion was made by John Windings and seconded by Steve Heisner to recommend the Board approve the Task Order for the Chiller Replacement and direct the President to execute the agreement with the architects.

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

**XII. D. CONSIDERATION FOR ACCEPTANCE OF ADMINISTRATIVE POLICY COMMITTEE ASSIGNMENT PLAN**

The Board reviewed the Policy assignment document provided and directed any questions to the President.

**XII. E. BOARD FINANCE COMMITTEE MEETING UPDATE**

Trustee Windings was elected Board Finance Committee Chair. VP Clark and Brad McCormick were available to answer any questions.

**XII. F. PRESENTATION OF FY23 BUDGET DEVELOPMENT PROCESS**

VP Clark, Brad McCormick and the President provided the Board a brief glimpse into the Budget Development process by sharing the Budget Goals, Development Process and Gantt Chart.

**XII. G. COMMENCEMENT CEREMONY UPDATE**

Dr. Price was available to answer any questions and will give a final update at the May Board meeting.

**XII. H. COLLECTIVE BARGAINING UPDATE**

VP Clark was available to answer any questions.

**MOTION NO. 8**

**XIII. A. CONSIDERATION FOR APPROVAL TO WAIVE FUTURE UPDATES OF BYLAW B4003 SECTION-10 BOARD CALENDAR THROUGHOUT CY22**

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board waive the update for Bylaw 4003 Section 10 until January 2023.

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

**XIII. B. REVIEW CHANGES MADE TO BYLAW 4003 SECTION-11 BOARD AGENDA**

The Board reviewed the updated Board Agenda format and directed any questions to the President.

**MOTION NO. 9**

**XIV. EXECUTIVE SESSION**

A motion was made by April Moore and seconded by James Darden to adjourn and go into Executive Session at 7:04 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- 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 \(c\)\(11\)](#)



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

**MOTION NO. 10**

A motion was made by Riley Scarbrough and seconded by Deborah Shelton-Yates to recommend the Board adjourn out of Executive Session at 7:59 p.m.

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

**MOTION NO. 11**

A motion was made by James Darden and seconded by Deborah Shelton-Yates to approve the minutes of the Executive Session held on April 4, 2022.

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

**MOTION NO. 12**

**XV. A.i. CONSIDERATION OF APPROVAL TO HIRE A CAREER NAVIGATOR**

A motion was made by John Windings and seconded by April Moore to recommend the Board approve the hire of **Christina Faulkner** for the full-time position of Adult-Ed Career Navigator effective April 5, 2022.

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

**MOTION NO. 13**

**XV. A.ii. CONSIDERATION OF APPROVAL TO HIRE A COMPUTER SERVICES SPECIALIST**

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend the Board approve the hire of **Jonathan VanMeter** for the position of Computer Services Specialist effective April 5, 2022.

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

**MOTION NO. 14**

**XV. A.iii. CONSIDERATION FOR APPROVAL TO HIRE A NETWORK SUPPORT SPECIALIST**

A motion was made by Riley Scarbrough and seconded by James Darden to recommend the Board approve the hire of **Daniel Kineman** for the position of Network Support Specialist effective April 5, 2022.

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

**MOTION NO. 15**

**XV. A.iv. CONSIDERATION FOR APPROVAL TO HIRE AN HVAC TECHNICIAN**

A motion was made by Riley Scarbrough and seconded by Steve Heisner to recommend the Board approve the hire of **Matthew Steinmetz** for the full-time position of HVAC Maintenance Technician effective April 5, 2022.

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

**MOTION NO. 16**

**XV. A.v. CONSIDERATION FOR APPROVAL OF ADMINISTRATIVE STAFF RE-EMPLOYMENT**

A motion was made by James Darden and seconded by Riley Scarbrough to recommend the Board approve the re-employment of 64 full-time administrative staff currently employed for FY23.

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

**MOTION NO. 17**

**XV. A.vi. CONSIDERATION FOR APPROVAL OF VICE PRESIDENT'S CONTRACTS**

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board approve the VP Contracts for FY23.

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

**MOTION NO. 18**

**XV. A.vii. CONSIDERATION FOR APPROVAL TO RATIFY PART-TIME EMPLOYEES**

A motion was made by Deborah Shelton-Yates and seconded by April Moore to recommend the Board ratify the Part-Time hires as listed.

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

**XV. A.viii. PRESENTATION OF PRESIDENT EVALUATION**

The Board reviewed the President's Evaluation.

**XVI. TRUSTEE COMMENTS**

There were no Trustee comments.

**MOTION NO. 21**

**XVII. ADJOURNMENT**

A motion was made by James Darden and seconded by John Windings **to adjourn at 8:15 p.m.**

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

Student Trustee Report  
Board Report, May 2, 2022

On Wednesday, April 6, President Taylor hosted the event “Pizza with the President”. The school offered a complimentary lunch served by members of the faculty. It was a lovely spread of personal pizzas, sodas, cookies, and chips. The students I spoke with about the lunch stated that it was great that they didn't have to worry about what they would eat for lunch that day. The event was also a fantastic opportunity for the students to meet the administrative staff that they typically don't see. The turnout for the meal was great, and everyone seemed to be in very high spirits after sharing pizza with Dr. Taylor!

The Shawnee book store recently added new merchandise, including new, colorful shirts and jackets. Until now, most of the options offered were in the school colors of black, grey, and maroon. This great addition provides several new, stylish, and vivid options for our students to wear to show their pride in the school. The recent merchandise drop was perfectly timed for the spring semester's book buyback and rental book returns. Hopefully, the new merch will be eye-catching and popular with our dynamically diverse student population.

On April 19, Liberty Village of Marion, IL, met with the LPN students and spoke about their employment opportunities for our future new graduate nurses. The Director of Nursing and the Marketing Manager from Liberty Village provided the class with information about their facility and were so kind to provide breakfast for the students from Panera Bread. Several of the students spoke fondly of the presentation and were very interested in their rehabilitation facility for future employment. It seems as though SCC's LPN and ADN programs have gained a glowing reputation within the region's health care facilities.

The Lady Saints Softball team is doing great this season! With seven wins in April alone, we look forward to a very successful Softball season this year.

***Submitted by: Riley Scarbrough, Student Trustee***

## **Faculty Board Report, May 2, 2022**

Faculty continue to motivate students to finish the semester strong and encourage students with enthusiasm on what classes would be advantageous for them in the summer and fall. Faculty submissions as forwarded to me are listed below. I expect a few more to come in prior to the meeting, if so, I will mention them during the meeting and attach them in the June report.

Jessie Smith-Fulia: Next week, the social work program will be a part of the Allied Health and Nursing Advisory meeting. This will bring together students, employers, and partner universities for a meeting about how to improve our programs.

Eric Howard: 03/30/2022 10:00 am FBI Special Agent came to room H1044 and talked to the CJ students about careers with the FBI and what the job entails. Tuesday 04/05/2022 Vienna High school students came from 9:00 am to 11:00 am for simulator use and a tour of the Main Campus. This was in alignment with Vienna Superintendent wanting to work closely with the SCC CJ program to better help foster a stronger transition to the SCC CJ program.

Friday 04/08/2022 2:00 pm to 4:00 pm Went to Vienna high school for meeting with Superintendent. This was to discuss what educational information should be included in the High school introductory course.

### **Math and Science**

Two students, Rebekkah Schemonia and Caleb Gentry, have applied to participate in the Summer Intersession SI Bridges Grant “Research Experience in Molecular Biology”. The college also purchased a thermal cycler machine that performs PCR (polymerase chain reaction) using funds from the SI Bridges Grant partnership.

Lori Armstrong and Tony Gerard are presenting a snake education program at Giant City School’s STEM Night on April 28th. They were invited by SCC Math adjunct faculty member Kim Dillow.

Math Faculty have developed a new course, MAT 120, College Algebra with Review. This course will allow students who test into MAT 043 (intermediate algebra) to take MAT 120 and get college math credit, with time built in to address concepts and skills from intermediate algebra that they will need to be successful. This course will be piloted in the 2023 academic year upon C & I approval.

Math faculty Roberta Christie and Connie McGinnis attended the virtual IMACC (Illinois Mathematics Association of Community Colleges) Annual Conference. The conference was held virtually and free of charge this year.

Tony Gerard presented on “The Early Fur trade in Indiana and relationships between French colonists and Native Americans” on April 19th to more than 600 K-12 students. This annual event is hosted by University of Southern Indiana at New Harmony, IN. Tony did a similar presentation in Dauphin Island, AL earlier this month with over one thousand attending throughout the weekend.

**Compiled by faculty submissions  
Ian Nicolaides, Shawnee College Education Association, President**

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**Presidents Report - Will be sent separately**

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## Academic Affairs Board Report, May 2, 2022

### Vice President of Academic Affairs

- The College received the Developmental Education Innovation Grant for FY 2022 in the amount of \$25,000.00 through ICCB. This grant will enable us to continue our work in accelerating students through developmental education coursework. The grant supports the redeployment and strengthening of the Level-Up Program and the development of co-requisites math courses.
- Fall Schedule was designed and released on April 11<sup>th</sup>. 3 intercession courses will be offered in between the spring/summer session. 116 sessions will be offered in the Summer 2022.
- In collaboration with the Executive Director of IE and the Truck Driving Coordinator, submitted a Congressionally District Funded request to Senator Durbin's Office for a Transportation Expansion Initiative. Project request totals \$450,000 and is designed to strengthen and expand the Truck Driving Program to the Metropolis Center and conduct a feasibility study for the Cairo Center Expansion (SP G1.O2.SA).
- In collaboration with the Executive Director of IE, submitted a second Congressionally District Funded request to Senator Duckworth's Office for a Transportation Expansion Initiative. Project request totals \$400,800 and is designed to strengthen the Automotive Technology Program and achieve NATEF accreditation for this program (SP G1.O2.SC).
- Attended the Higher Learning Commission Conference in Chicago, Illinois to learn about accreditation updates, assessment best practices, etc. Academic Affairs participants included VPAA, Dean of Transfer & Adult Ed, and Assessment Coordinator/History Instructor Mike McNally.
- Attended Strengthening Community College Training Grant Consortium meeting to discuss possible partnerships and grant opportunities on April 6<sup>th</sup>.
- Attended the American Association of Community Colleges (AACC) with VPSA. Presented on Academic Continuity Planning at the AACC Conference.
- Interviewed candidates for the Director of Business & Workforce Development position on April 8<sup>th</sup>.
- Met with the regional Mobile Training Unit (MTU), Vienna High School representatives, SCC Criminal Justice Instructor Eric Howard, and SCC HSPP Teale Betts to discuss possible partnerships including the expansion of prior learning assessment (PLA) on April 8<sup>th</sup>.
- Attended initial Community College Research Center (CCRC) project kickoff meeting for SCC's participation in CCRC's Guided Pathways Summer Institute on April 11<sup>th</sup>.
- Attended Truck Driving Advisory Council meeting in Marion with Truck Driving Coordinator Kelly Jennings on April 13<sup>th</sup>.
- SAAT held a working retreat to develop an action plan for the upcoming academic year on April 14<sup>th</sup>.
- Met with other Southern Illinois Chief Academic Officers – including CAOs from Rend Lake, JAL, SIC, SWIC – to discuss development of dual credit MOUs, faculty qualifications, etc. April 18<sup>th</sup>.

- Attended regularly scheduled shared governance meetings including: Academic Leadership Team, Academic Standards, Academic Affairs Council, Curriculum & Instruction, and Executive Council.

### **Dean of Transfer & Adult Education Programs Report**

- Dr. Shelby, along with a team of SCC faculty and administrators, attended the Higher Learning Commission's Annual Conference in Chicago, IL on April 2-5, 2022.
- The college received notification from the ICCB that the grant application for the Developmental Education Innovation Grant for Corequisite Development was funded for \$25,000. Dr. Shelby would like to thank Lori Armstrong and JoElla Basler for their assistance in writing this grant. *(SP Goal 2, Objective 4, Strategies B, C, and G)*
- Dr. Shelby attended the Comprehensive Local Needs Assessment workshop on April 19, 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 has worked with Dr. Mason to assist with CTE Program of Study Development (POS) in preparation to submit to ICCB as part of the FY23 Perkins V application process. *(SP Goal 1, Objective 2, Strategy O)*

### **Coordinator of High School Partnerships and Pathways Report**

- The Coordinator meet April 11 on Zoom with Jasmin Jetton-Gonzales and Sam Nelson from ISAC to network about offerings. *(SP Goal 2, Objective 5, Strategy D)*
- The Coordinator assisted with registration at Anna Jonesboro on April 19, Vienna High School April 20, Cobden High School April 22, and Massac High School on April 27. *(SP Goal 2, Objective 2, Strategy D)*
- The Coordinator, Dr. Doerr, and Dr. Price attended the Top Flight for Johnson County on April 25 at Vienna High School. Students received Shawnee Community College T-shirts. *(SP Goal 1, Objective 3, Strategy H)*
- The Coordinator, Darci Cather, Eric Howard, Carl Manley, Joshua Stafford, and Chuck Doan (Southern Illinois Criminal Justice Training Program-Mobile Team Unit 15) met on April 8 at Vienna High School regarding the SCC Criminal Justice curriculum and discussed ideas for potential partnerships and changes. *(SP Goal 4, Objective 2, Strategy B)*
- The Coordinator, along with the Vienna High School Pace Team, attended One Goal. One Goal collaborates with ISBE on a statewide solution for postsecondary success by offering flexible, impactful partnership to meet schools' and districts' diverse needs in order to provide equitable support all students. The team meet on April 7, April 18, and will meet again on May 11. *(SP Goal 2, Objective 1, Strategy G)*
- The Coordinator, along with Darci Cather, Brooke May, Hannah Middleton, and Dr. Shelby, attended the Illinois Dual Credit Regional Virtual Conveying on April 25. *(SP Goal 4, Objective 2, Strategy E)*
- The Coordinator, along with Blake Goforth, Erin King, Kevin Hunsperger, Mindy Ashby, Dr. Price, and Dr. Doerr, met on March 24, March 31, and April 22 regarding the Career Expo Fair to be held on November 3. IDES will also help us host the event and a meeting is planned for May 5. The Career Expo Fair is part of the SCC Innovative Bridges Grant. All 12 of SCC district high schools will be invited to attend. *(SP Goal 1, Objective 3, Strategy A)*



- The Coordinator and Darci Cather worked with Juan Gonzalez from NIU on a \$24,000 grant. (*SP Goal 4, Objective 2, Strategy C*)
- The Coordinator attended the ILACEP (Dual Credit) Summit at McHenry County College on April 29. (*SP Goal 2, Objective 2, Strategy A*)
- The Coordinator attended Vienna High School Freshman Orientation during the day with the students and evening session with the parents on May 2. (*Goal 1, Objective 3, Strategy H*)

### **Director of Adult Education and Alternative Instruction Report**

- Adult Education Staff assisted with CTE Advisory Committee Meetings on campus on March 21. (*SP Goal 1, Objective 1.3*)
- On March 24, Director Harner attended a meeting of the Illinois Adult Education Advisory Council. Mrs. Harner has participated in the Illinois Adult Ed Advisory Council since 2019 and has chaired the Council since 2020. For FY22, the Advisory Council is working on policy recommendations around the areas of Digital Equity, Workforce and Service Integration, and Workplace Literacy. The work of the Advisory Council has been instrumental in helping shape policy that has enabled the field of Adult Education to navigate the challenges brought on by the pandemic, prior years' work has resulted in updated policies in areas such as distance learning, data management, and support services. (*SP Goal 3, Objective 3.1, Objective 3.2*)
- On March 31, the Adult Education Director was one of several SCC representatives who attended the Johnson County Business and Community Leaders' Dinner. (*SP Goal 1, Objective 1.2, 1.3, 1.4*)
- On Tuesday, April 5, the SCC Adult Ed staff participated in the Virtual Spring Administrators Meeting. (*SP Goal 3, Objective 3.2; SP Goal 4, Objective 4.2*)
- On Thursday, April 7 and Friday, April 8, the Adult Education Director attended the IACEA Committee and Board meetings, respectively, in Springfield. Mrs. Harner currently serves as Regional Director for Region 5 on the IACEA Board representing Southern Illinois. (*SP Goal 3, Objective 3.1, Objective 3.2, Objective 3.5*)
- The Adult Education Director and Coordinator traveled to the COABE national conference in Seattle. The Illinois Digital Learning Lab was awarded the Innovation of the Year Award. SCC Adult Education has been a part of the Illinois Digital Learning Lab through the Chicago Citywide Literacy Coalition (now called ScaleLit) since 2019. (*SP Goal 2, Objective 2.2, Objective 2.3, Objective 2.5*)

### **Nursing and Allied Health Report**

#### **Nursing**

- Nursing extended the application date for the PN and ADN Programs to April 14, 2022 in hopes to improve enrollment. With the extended time, 17 additional tests were scheduled with the testing center and 15 individuals tested over 4 scheduled exam days. The application period is now complete and the ranking process has begun. Acceptance letters to future PN students will be sent out by Friday, April 22, 2022. Letters of acceptance for future AND students will be sent out the week of Monday, April 25, 2022. I will have informational meetings in May. Orientation and classes begin in June.

- Practical Nursing pinning ceremony will take place on Saturday, May 14th from 10am-12pm in the Ed Center.
- Updates and revisions to the ACEN Site Visit Report were submitted on April 5, 2022. We will receive notification of our Evaluation Review Panel date and time soon.
- Nursing and Allied Health Advisory Meeting will take place Wednesday, April 27, 2022, via zoom.
- Representatives from several hospitals, healthcare employers, and universities have recently visited nursing classes for lunch and learn opportunities regarding potential jobs, nursing internships, and future educational opportunities.

#### Enrollment Data Fall 21-Spring 2022:

Beginning of Month	PN (Total FT/PT)	ADN (Total FT/PT)	D/F/M/WD*
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	
April 2022	27	31	PN: 1 WD without academic penalty

\* Drop/ Fail/ Medical/ Withdrawal

#### Allied Health

- Amanda Hannan and Kayla Sauerbrunn met with SICCM and JALC on March 29, 2022 for the “Southern Illinois Collegiate Common Market Vocational Deans/Allied Health Coordinators Meeting.” Discussions regarding enrollment, Occupational Assisting/ Medical Lab Technology/ Surgical Technology program updates, program accreditation, recruitment opportunities, marketing, etc. took place.
- There are 5 EMT students enrolled in the EMT program. The course started with an enrollment of 9 EMT students.
- An 8-week Emergency Medical Responder course began on March 14, 2022. The course currently has 2 students enrolled.

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## **Career and Technical Programs Report**

### **CPR & Public Safety**

- The CPR Program has held 136 classes and certified 462 students so far this Spring Semester. There are currently 21 more classes scheduled to take place this spring.
- The Driver Safety Program received and processed 501 applications thus far in the Spring Semester. There have been 208 participants who received a certificate of completion. There have been 7 face-to-face classes held with a total of 29 students attending. There are 3 more classes scheduled for the spring semester.

### **SBDC & Workforce Development**

- At the Community Leaders Dinner held on March 31 at Vienna High School, Brett Whitnel and Dr. Mason presented information on services and workforce development opportunities available through the college's Small Business Development Center. Dr. Tim Taylor and members of the Board of Trustees along with other SCC staff were in attendance.
- The Illinois Small Business Development Center (SBDC) assisted clients in securing \$180,000 in debt financing (business loans) and \$131,100 in equity financing to date.
- SBDC hosted 8 members of the Coalition for Minority Business during its monthly meeting. Three minority-owned businesses are completing their applications for certification as Minority Business Enterprises (MBEs).
- The SBDC advised a total of 30 businesses during the month for a total of 60.5 hours of training and business prep time.

### **HVAC & Basic electricity Renewable Energy Project**

- Dr. Mason and Chris Clark met with AES Solar of Carbondale to discuss how they could work with Shawnee's HVAC and Basic Electricity instructors to begin incorporating solar energy technology into their curriculum and create a campus solar energy project funded by the Illinois Green Energy Network (IGEN).

### **Community Outreach – One Shawnee**

- Dr. Mason presented to the One Shawnee Board the recommendations of the Small Business Development and Workforce Development task force on ways of supporting existing small businesses in the region, addressing the leading barriers to new business formation, and creating a plan and method for evaluating the current workforce development infrastructure within the region with a goal of fostering collaboration and streamlining education-to-career pipelines.

Darci Cather

Vice-President Academic Affairs

May 2, 2022

Date

## **Administrative Services** **Board Report, May 2, 2022**

### **Bookstore**

The bookstore ran a “Spring Cleaning” sale from March 23<sup>rd</sup> – April 1<sup>st</sup>. Summer book adoptions ended on March 23<sup>rd</sup>. Fall book adoptions opened on April 18<sup>th</sup> and will close on April 29<sup>th</sup>. Preparations are currently being made for Book Buybacks which will take place May 9<sup>th</sup> – 14<sup>th</sup>. New merchandise has recently arrived including t-shirts, hoodies, mouse pads, hats, and lanyards. The website is currently being updated to reflect the new items.

### **Business Service Department**

Business Service’s Staff participated in several team, committee, and council meetings as part of the SCC Shared Governance. Continuing to enhance the FY 23 budget. Director attended Lease Accounting Compliance webinar. Bursar worked with Nelnet to provide the best opportunities of payment plans for the assistance to students to effectively pay their tuition. Payroll Specialist completed the comprehensive annual SURS Census Data Reconciliation. This is the first-year reconciliation has been completed, and it will be completed annually going forward. The reconciliation process ensures the accuracy of reported pension balances and postemployment benefits. Accountant is completing the Quarterly Grant Financial Reports.

Completed quarterly grant reports including the HEERF financial report. Attended a Lease Accounting/GASB 87 Compliance webinar since the implementation date for Governmental Accounting Standards Board Statement No. 87, Leases, is coming due. Setup Nelnet student tuition payment plan dates which allows students five months instead of four to pay their tuition during the semester.

### **Facilities Department**

Tables for greenhouse have been assembled. The mowing has begun and landscaping at main campus will be complete before graduation. Rodent control devices have been installed at multiple locations. Office painting and remodeling is continuing. Quotes for concrete repair outside front door of main campus and the ramp at main campus are being collected. Also getting quotes for pressure washing the outside of main campus. Will be conducting a light survey in preparation of a IGEN project. Working on an alarm issue at Cairo extension center. Getting estimates to try to repair one of the two chillers that have failed.

### **I.T. Department**

The IT Department installed a mobile camera at the Baseball fields. This will allow game streaming on our YouTube channel. IT will be upgrading our computer labs to Microsoft Office 2021 during semester break. Select labs will also be upgraded to Microsoft Windows 11. Installation of Ellucian Ethos is in progress with the Ellucian Cloud Migration. The development of a web-based Truck Driving CDL log is ready. Our on-premise check-in system, SaintsCheck, was recently updated. The Anna Center atrium television was replaced. Preparations for adding three televisions to the Founder's room are underway.

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**VP Administrative Services**

Attended Illinois Green Economy Network (IGEN) annual conference in Bloomington. Begin the process to apply for a for funding for the transition to energy efficient LED lighting project. Attended the Illinois Community College Chief Financial Officers (ICCCFO) spring conference. Had weekly meeting with administrative service staff to discuss ongoing and upcoming projects as well as departmental budgets. Attended the following community meetings: Anna Jonesboro Rotary Club, Cobden Lions Club, Union County Housing Board, Rural Health Board, and the Union County CEO Program.

*Chris Clark*

Vice President of Administrative Services

**Human Resources****Board Report, May 2, 2022**

I started out April recruiting for the following positions:

Research Assistant	Executive Assistant to Administrative Svcs
IT Support Specialist	Director of Business & Workforce Development
Nursing Faculty	Adult Education Instructor
Librarian	Health Information Technology Adjunct

All of these positions were advertised on the Shawnee College Website, Indeed. The Research Associate was placed on LinkedIn as well as on Handshake where so far 46 Universities approved it for their job boards. The Librarian position was also advertised with the Illinois Library Association and was sent to Illinois Heartland Library jobs. April was filled with several interviews looking at filling 3 of those full-time position at this May Board meeting.

I am still in contact with Faculty & Staff who are not utilizing the check in process as they should or if they aren't testing when required in order to stay in compliance with the continued mandate.

April was Celebrate Diversity Month and the Diversity, Equity & Inclusion Council asked for employees to put the meaning of Diversity on their workspace. We saw posters and quotes etc. to spread awareness of what makes us all unique.

The Cultural Awareness team worked toward having an employee celebration for Community College month in April. With registration starting it was decided to push this back to the first week in May and will be having a themed potluck along with various games and a cornhole tournament.

I sent out a form to employees to select Professional Development items they were most needing at this point. The Professional Development team met and I reviewed with them the results. We are researching customer service training options at this time. We have decided to do a variety of options whether it be online training, webinars or guest speakers each month. We are starting with what was most prominent on the employee requests and working our way through those options submitted.

The Employee Relations Team met and we are 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.

Lastly, I am involved in the Interest Based Bargaining and we decided as a team what dates we will be meeting in April & May so we can forward with our Collective Bargaining Agreement for the Faculty.

*Submitted By: Emily Forthman, Executive Director of Human Resources*

## Institutional Research, Effectiveness, & Planning Board Report, May 2022

The following report summarizes the more notable activities since the submission of the last Board report (**March 25, 2022-April 20, 2022**).

- Completed data and reporting requirements:
  - Assisted programs with labor market, course, completion, and success rate data needed for ICCB program review (4.5.B.)
  - Assisted D. Cather and K. Shelby with the Developmental Education Reform Act Report and data analysis
  - Began working on the CCRC Summer Institute data files (2.1.A.)
  - Completed the Institutional Research portions of the College Board survey
  - Analyzed community education data for B1007 annual monitoring report (4.1.G.)
- Assisted employees/teams with survey design
- 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 and accreditation.
  - Facilitated planning retreat to develop an action plan and calendar from now through next HLC visit (fall 2024).
  - Facilitated discussions on revising the CQI assessment calendar to align with the budget calendar (4.1.B.)
- Continued work on the policy evaluation matrix and process with Executive Council (3.4.B.)
  - Analyzed and presented the Executive Council policy review results
  - Met with J. Smith-Fulia to plan a policy review training for Council and Team Chairs, VPs, and Executive Directors
- Continued assistance with budgeting (2.3.E., 4.1.B., 4.1.D., 4.1.E., 4.6)
  - Worked with Dr. Taylor and Student Affairs leadership on budget analysis
  - Assisted Student Affairs with budget projections
  - Completed the Institutional Effectiveness budget
- Completed the annual Strategic Plan Update and presented to SCC employees at the Community Assembly
- Attended the HLC Conference in Chicago (April 1-5)
- Attended the following webinars:
  - CCRC Summer Institute Pre-Work webinar (2.1.A.)
  - Data Analytics & Retention Strategies (4.1.F.)
  - Demos for GradLeader and Focus 2 Career for Career Services (2.1.C., 2.1.D., 2.5.G., 4.5.A.)
- Continued meeting with staff and leadership to strengthen the use of our infrastructure for collection of KPIs by determining and revisiting what services/data processes we currently have and exploring gaps in data collection

and processes for systematic collection of the needed data (2.1.H., 4.1.A., 4.1.E, 4.1.F., 4.3.C., 4.5.B., 4.5.C.).

- Met weekly with D. Fehrenbacher and S. Black to work on reports
- Along with D. Fehrenbacher, J. VanMeter, and R. Lucas, developed an implementation and training timeline for SmartEvals 4/19/22.
- Worked with B. Goforth on graduate exit survey and employer data (4.5)
- Participated in the following Shared Governance meetings (3.4):
  - Weekly Cabinet meeting
  - Executive Council 4/7/22
  - Student Success Team 4/14/22
  - Student Academic Assessment Team 3/28/22 and 4/14/22
  - 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 4/6/22
- Along with L. Price and D. Cather, developed and submitted the Supplemental Support under the American Rescue Plan (SSARP) grant application (1.1.D., Goal 2, 3.2).
- Along with D. Cather, developed and submitted two Congressional District Spending (CDS) grant applications:
  - Durbin's Office- Strengthen and Expand Truck Driving Program (1.2.A.)
  - Duckworth's Office- Strengthen and Expand Automotive & Diesel Technology Programs (1.2.C., 1.2.H.)

***Submitted by: Dr. April Teske***



## **Public Information & Marketing Board Report, May 2, 2022**

Reporting period is from March 24-April 21, 2022. Please let me know if you have any questions. Thank you!

### **Facebook**

**Total followers:** 6,898

**Total likes:** 6,572

**Facebook page reach:** 33,740 (+21%)

\*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:** 45 (+7%)

**New page followers:** 54 (+4%)

**Page visits:** 1,216 (-22%)

**Recommendations:** 1 (-67%)

**Post engagement:** 8,662 (+7%)

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

### **Facebook Ads**

The summer enrollment boosted post (\$40) with a reach of 5,000 and 86 clicks.

The summer/fall enrollment carousel ad has (to date) a reach of 13,708 and 36,569 impressions.

### **Instagram**

**Total followers:** 1,010

**Reach:** 5,906 (+512.7%)

**Profile visits:** 206 (-14.5%)

**New followers:** 20 (+5.3%)

### **Twitter**

**Total followers:** 1,128 (+12)

**Tweets:** 84

**Tweet impressions:** 11,100 (+7.3%)

**Profile visits:** 4,538 (-15.2%)

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**Mentions: 25 (-50%)**

**LinkedIn**

**Total followers: 2,137**

**Impressions: 1,600 (+149.6%)**

**Google Analytics**

Our website, shawneecc.edu, had 9,208 total users (7,582 are new users), with an event count of 40,450. The event count is any action taken on the page, like clicking a button, filling out a form, or clicking a link. The top three pages for this period were:

1. Main page - 14,619 views and 5,171 users
2. Shawnee Baseball - 1,533 views and 751 users
3. Register for classes - 1,520 views and 933 users

The SEM (search engine marketing) campaign we have with Google netted 1.49K link clicks and 55 phone calls.

**Local News coverage**

April 5	5 PM News	WSIL	Use of Force Simulator VO/SOT	Eric Howard
April 5	6:30 PM News	WSIL	Use of Force Simulator VO/SOT	Carl Manly VHS
April 6	AM News	WSIL	Use of Force Simulator VO/SOT	Carl Manly VHS
April 12		The Southern	PTK All Honors Team	N/A
April 21		Metropolis Planet	Day of Giving Preview	N/A

**Submitted By**

**Kevin Hunsperger**

**Executive Director of Public Information & Marketing**

**The Saints Foundation  
Board Report, May 2, 2022**

By the time of this meeting, the Day of Giving will have occurred.

As of April 21, 2022, the Saints Foundation has surpassed their 2018 Gala sponsorship donations. I would like to thank Dr. Taylor, Tina Dudley, Kevin Hunsperger, Stacy Simpson, Connie Lowery, Chris Clark, Russ Stoup, Don Koch, Coach John Sparks, Shawnee Community College athletes and students for their assistance in making this event such a success.

I would also like to thank our sponsors and donors for their participation in giving during this event. Lastly, I would like to recognize the faculty and staff of Shawnee Community College. Without their dedication to our students and their future, this evening would not have been possible.

Special thanks to our Saints Foundation Board for their commitment to this event.

External scholarship applications are being reviewed with offers extended to selected, qualified students. We have \$83,500 scholarship dollars to award for the 2022-23 Academic Year.

**Submitted by  
Dr. Jeffrey Dufour  
Executive Director of the Saints Foundation**

**Student Affairs  
Board Report, May 2, 2022**

**Student Support Services – Amber Suggs**

The Student Support Services (SSS) had the April "First Friday," a hybrid event of game of code name game! A lot of fun for students and staff.

SSS is beginning the transfer season. So far, we have students applied to the University of Kentucky, Southern Illinois University Carbondale, Murray State, and Southeast Missouri State University. We have more to follow.

SSS Director Amber Suggs presented at the New Mexico TRiO Staff State Conference workshop.

SSS had 16 SSS students participate in the SCC Job & Transfer Fair. Also, SSS took 2 SSS students to Murray State University on March 17 for TRIO Day.

SSS had eight students signed up to attend the SSS Business Etiquette Luncheon Training on March 30.

We have seen large improvements in retake exam scores by scheduling tutoring sessions the day of and the hour before the retake. SSS TEAS test preparation is in motion for our nursing students. SSS has had over 60 tutoring sessions so far

Thank you to Blake Goforth, who served as a guest speaker for our Social Media Smarts Workshop.

**Educational Talent Search – Jipaum Askew**

ETS Staff continued to provide career exploration for Shawnee Community College (SCC) district sophomore students at Joppa High School (HS). Subsequent career exploration for remaining ETS high schools are being scheduled as students return from spring break.

ETS Staff provided opportunities for students from Cairo Jr./Sr. HS to visit Southeast Missouri State University and LeMoyne-Owen College. Staff continued to provide programs on financial aid and college admissions at Century Middle and HS.

Staff supported the University of Illinois Extension Center at Cobden HS with their "Real World" workshop and participated as a judge for their 4H International Day event.

### **Athletics – John Sparks**

Men's Basketball (John Sparks)

SAINTS Basketball will host its 11th annual College Prospect Showcase on April 30 at Shawnee Community College. We expect around forty prospects from five different states to participate this year.

Adrian Cohen, Tedrick Washington Jr., and Ryan Gordon will travel to Atlanta, GA, on April 23 to participate in JC All-American Camp. It will occur during the NCAA Live recruiting period. They anticipate over 100 college coaches to be in attendance to watch, evaluate, and sign potential junior college prospects.

The John Sparks Fun-Da-Mental Basketball Camp is set for June 13, 2022, at Century Elementary, for 3rd - 8th graders. The camp will emphasize fundamental skill development, and instruction and competitive drills will be given on a daily basis. Campers, boys & girls, will have *fun* while being drilled in shooting, passing, dribbling, defense, and various competitive games.

The SAINTS Elite Basketball Camp is coming this July. This is an invitation only event that will focus on the top college prospects in the Shawnee Community College district and beyond.

Men's Basketball signees: Donta Davis from Tennessee Preparatory Academy

### **Women's Basketball (Chevis Thompson)**

Coach Thompson has several scholarships to fill and is working to identify and sign the best student-athletes in our area.

Women's Basketball has signed Hannah Duke from Century HS.

### **Baseball (Ken Reichert)**

The SAINTS Baseball team is currently 1-27 with thirteen games remaining. Their season will conclude at home on May 7 versus John A. Logan.

The SAINTS Baseball 2022 signees are Eric Steward and Austin Reiter from Fort Zumwalt, Noah Frailey from Galatia, Cade VanMeter from Stonefort, Evan Bowling from Heritage Hills, Lanson Cox from Delta, and Dylan Brown from Danville.

### **Softball (Kyle Smith)**

The Lady SAINTS is currently 6-31, with about twenty games remaining. Their season will conclude at home on May 2 versus St. Louis Community College.

Lady Softball 2022 signees are Madie Jenkins from Massac County, Jace Rose from Hickman County, Gwen Muncil from Grave County, Kaitlyn Kaetzel from Hopkinsville, Maddie Thornton from Vienna, and Sydney Schenk from Carbondale.

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### **Volleyball (Jamie Chambers)**

Jamie Chambers will take over the helm as Shawnee Community College's new Volleyball Coach. Chambers is from Memphis, TN, and has developed a successful Volleyball, Women's Basketball, and Track program at Raleigh Egypt High School. Chambers earned her master's degree in secondary education from Grand Canyon University. She earned her bachelor of science degree from Alabama State University while on a basketball scholarship. Chambers earned her associate degree from Northwest Shoals Community College, playing basketball and tennis. Chambers has two daughters and a son; Ja'Kylie (8), Chloe (5) Kyrie (3)

### **Recruitment & Enrollment – Dr. Cara Doerr**

Worked with the Financial Aid Office on reporting required Consumer Information and posting required data to the SCC website. Re-wrote language to be more straightforward and align with recognized student financial aid terminology. Worked with Dr. Capps to established a timeline for which to send SCC students consumer reports each semester as required by the Department of Education.

Working with Financial Aid Office and IT on the MAP File Import feature available in Colleague as recommended by Marianne Devenny.

Re-wrote the SCC Financial Aid Office website using straightforward language developed by the Department of Education. Developed additional webpages for inclusion in the Financial Aid Office website in order to be in compliance with Department of Education Title IV requirements. Developing and writing language for a Registrar Office webpage.

Assisting the Registrar in the development of necessary student forms such as a Change of Curriculum/Change of Major Form and an Add / Withdraw Form. Working with the Registrar to update SCC's terminology and admission and advisement codes including, screens in Colleague. Working with the Registrar to meet Undocumented Student and DACA requirements set forth by the Department of Education and the State of Illinois. Working with the Registrar to update the Advisor Manual to include a process for making advisor notes in Colleague. Working with the Registrar to develop articulation agreements with the top ten institutions SCC students transfer to complete their bachelor's degree.

The below article discusses President Biden's FY23 budget proposal, which includes doubling the maximum Pell Grant. If this passes, it would increase access to a Shawnee Community College education for a large number of students in our district!

[https://www.nasfaa.org/news-item/27083/Biden\\_s\\_2023\\_Budget\\_Includes\\_Plan\\_to\\_Double\\_Pell\\_by\\_2029](https://www.nasfaa.org/news-item/27083/Biden_s_2023_Budget_Includes_Plan_to_Double_Pell_by_2029)

“The proposal includes \$88.3 billion in discretionary funding for Department of Education (ED) programs, which is a 17% increase from the 2022 enacted level, including \$26.3 billion for federal student aid programs. Specifically, the budget proposal would commit to doubling the maximum Pell Grant by 2029, starting with an increase to \$8,670 for the 2023-24 award year, \$1,775 more than the 2022-23

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maximum award. Overall, the administration estimates that 6.7 million students from low- and middle-income backgrounds would benefit from the increased funding for the Pell Grant program.”

Attended the Chronicle of Higher Education’s Webinar: Closing the Equity Gap in Student Success on March 30. Attended NASFAA’s Webinar: Center Stage -Resolving Frequently Assigned Comment Codes, Flags, and Reject Codes on March 30. Attended the SCC Community Assembly on March 30. Attended the HLC: Evolving Together Conference in Chicago April 1 -5. Attended the CCRC Institute Data Pre-Work Webinar on April 11. Attended Inside Higher Ed’s Webinar: Data Analytics & Retention Strategies on April 12. Attended NASFAA’s Webinar: Center Stage: Summer Aid Issues on April 20.

### **Admissions - Recruitment - Advisement**

The Recruiters/Advisors continue to visit schools weekly and have been busy registering students for summer and fall semester as well as assisting with testing and dual-credit/escrow registration. Below are their activities for the month of April. Virginia Chamness continues to forward student inquiries to Recruiters for follow-up. Virginia Chamness graciously agreed to attend and take minutes at all of the Student Affairs Team & Council meetings.

#### **Color Key**

Monica = purple

Kyle= blue

Carrie = orange

Greg = dark green

Beth = light green

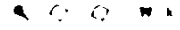
Leslie/Jessica= pink

Campus Visit = yellow

Financial Aid= red

Career= light blue

Ma Aj 2022



27

28

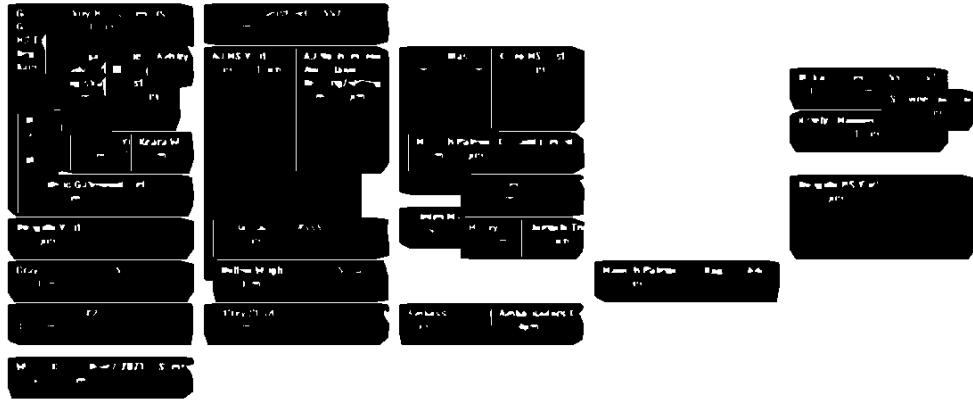
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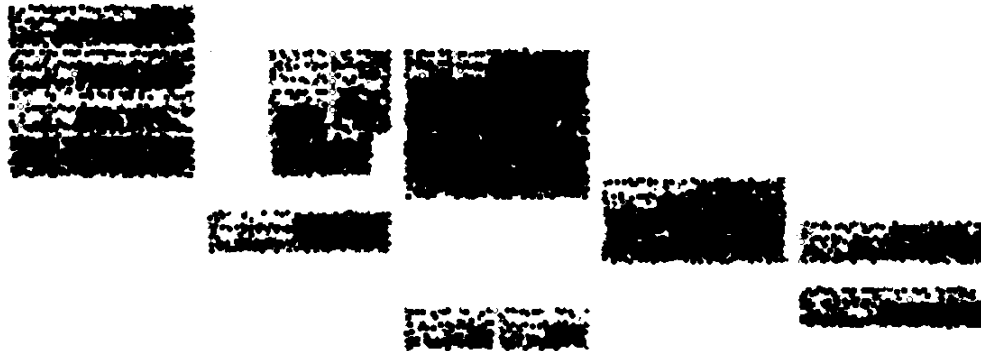
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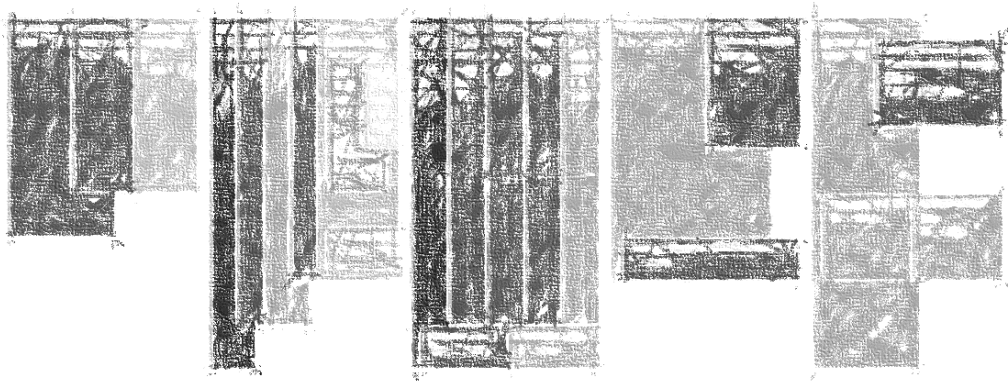
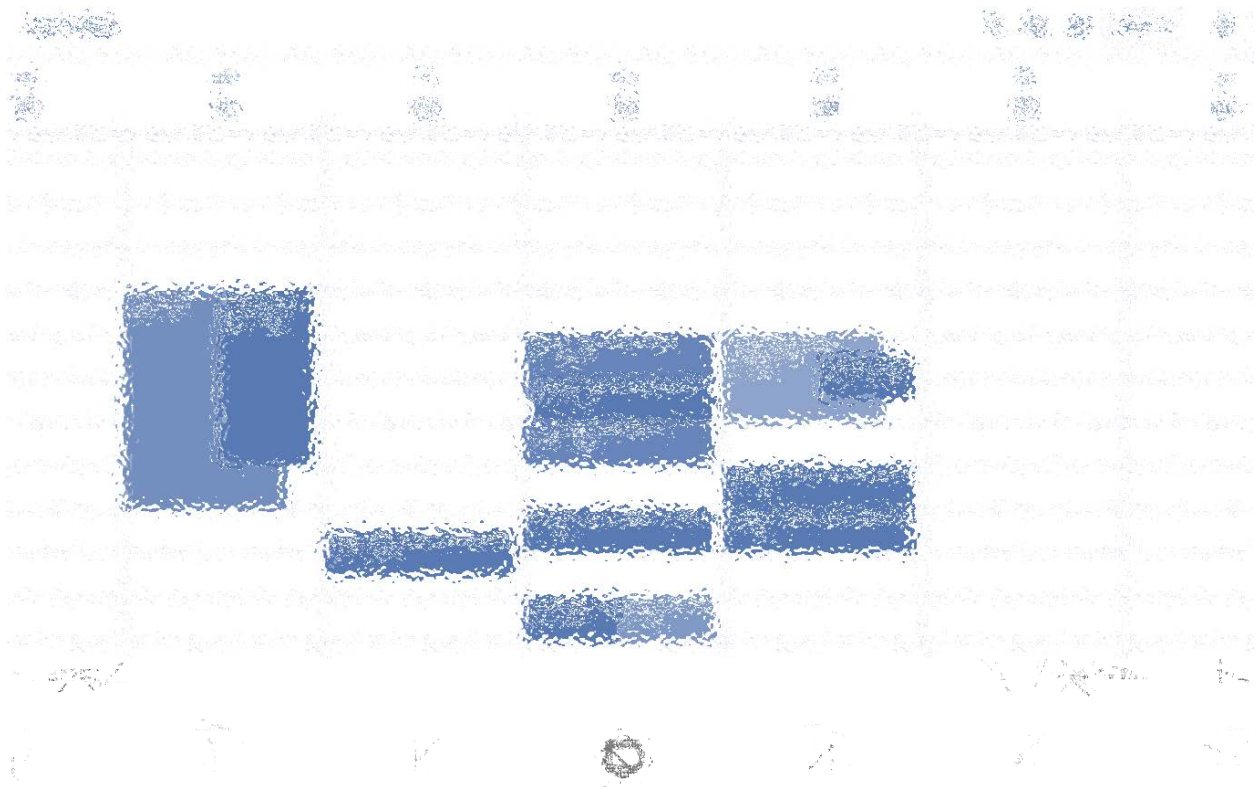
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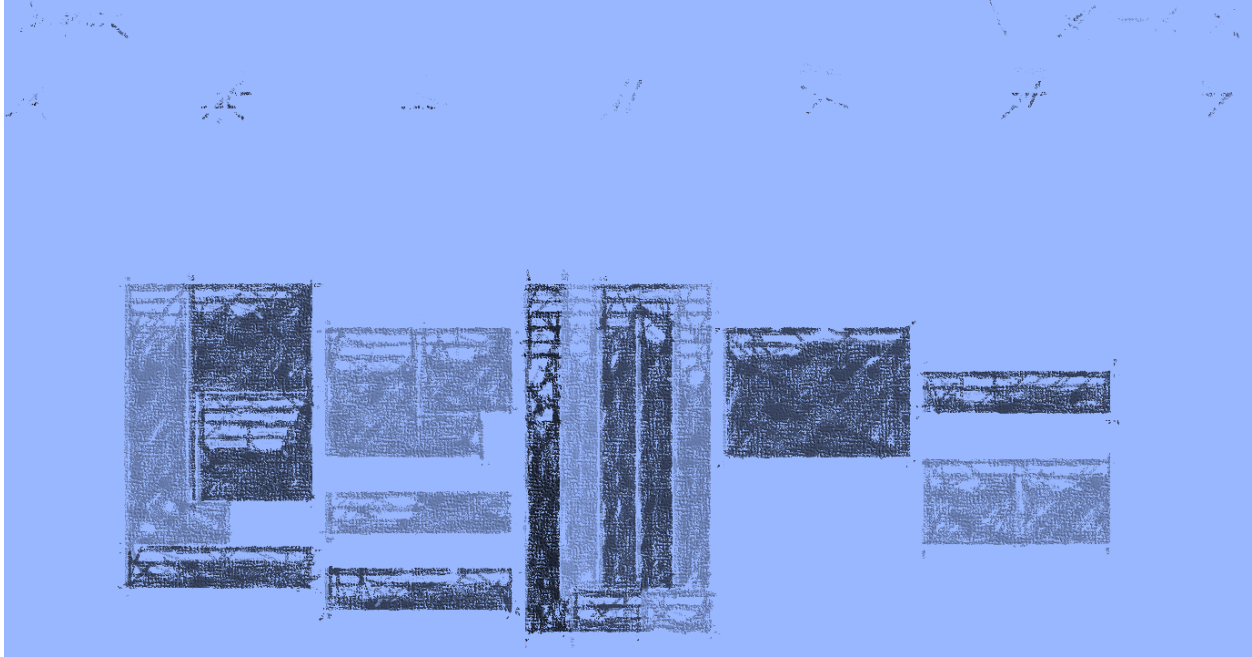


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Below are two emails received by two different individuals praising Monica Brahler, Greg Sheppard, and Carrie Davis that I wanted to share.

*Good afternoon*

*I just wanted to say thank you again for coming out on Saturday. The girls really enjoyed themselves. One girl who was previously thinking of not going to college at all, is now highly considering it, because she saw that there were actually options for her. Another one, after talking with your student ambassador, saw that there were more options than she originally thought possible in her field of interest, which really got her excited. A third girl was able to go home and better research scholarships and get a better idea of what her college path might look like. As for me, I saw a light in one of the girls that I never thought I would see when it came to higher education.*

*So, this was an incredible win and I wish there was something I could say or do that could express my gratitude towards the both of you for coming out, but nothing I could say or do would be adequate enough.*

*Thanks for all you do and making a difference in the lives of young people. Have a blessed day.*

*Jeannie Gerlach  
Girl Scout Troop 8544  
Monica & Breanne*

-----  
*Good morning, Dr. Price.*

*I wanted to reach out to you to do a little bragging and maybe a little begging too.*

*Monica Brahler has restored my faith in SCC. She has been everything and more than I could have ever hoped and dreamed of for my students. She has worked individually*

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*with my students, she has met every kid in our high school and have them excited to see what SCC has to offer, she has worked with Blake and Chevis to bring them into the school to do career interest surveys and Kuder testing WITH follow up on what those test results mean. I have quite a few students interested in truck driving so she got Greg Sheppard to come out and together they talked about all the opportunities and got them all signed up for the program. And, for the first time in my 7 years, my students are being enrolled for classes when registration opens and are able to do this while they are at school. I am blown away by her dedication to our school and our students.*

*She told me on Monday that she is planning to retire and although I am happy for her I am so sad for my students. I finally feel like Century students are wanted and valued at SCC. For the last 7 years, we've received the bare minimum and I took on a lot of the responsibility of advising students for SCC. Although I didn't know any different, after having Monica for the last few months I know without a doubt my students (and selfishly, me too) need the same dedication and attention from whoever replaces her within our school.*

*And here is where the begging begins..... if there is ANY way to get Carrie Davis I would appreciate it more than you could know. Carrie lives in our district, her husband is a graduate of our school, and she is familiar with the community that our students are living in. Not to say that others would not do a great job, but having someone from our little community would greatly benefit our students and provide them a sense of comfort knowing that Carrie isn't living in Union, Massac, or Johnson Co. where opportunities tend to be more accessible than in our county. I need someone with the same dedication and knowledge to come in to replace Monica in our school, someone who will truly get to know our students, show them everything SCC has to offer, and truly take an interest in their plans for college.*

*I understand that I am most likely asking a great deal from you all, but we now know what it's like to have a recruiter/advisor that really does their job well and I just don't know if I can go through the frustration, stress, and anger that we've had in the past. My students are amazing and have so much to offer and we've been overlooked and placed on the back burner for too many years. We are finally valued and we would like to continue receiving the same experience that Monica has provided for us.*

*If you have made it this far, I want to say thank you. I hope that I was able to convey how proud we are that our students are choosing SCC and how excited my high school students are to learn more. Please feel free to reach out with any questions you may have or if you'd like to discuss this any further.*

*I hope you have a wonderful day and the rest of your week!*

Ashley Dexter  
School Counselor  
Century High School  
Ullin, IL 62992  
618-845-3572 ext. 201

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### **Financial Aid Office**

The staff in the Financial Aid Office assisted students with questions and information needed regarding enrollment for Summer 2022 and Fall 2022. Awarded institutional scholarships to students for the 2022-2023 award year. Sent Financial Aid Offers to these students. Assisted with updating the Consumer Information reporting as required by the Department of Education.

Dr. Capps reports that staff all attended the following webinars:

NASFAA: Resolving Frequently Assigned Comment Codes, Flags & Reject Codes - March 30

Quickly Master ELMSelect - March 31<sup>st</sup>

Federal Student Aid (FSA) Birds of a Feather - March 31

National Student Loan Clearinghouse (NSLCH) Enrollment Reporting: Understanding the Submission Schedule - April 6

NSLCH Metrics that Matter: A Deeper Dive into the Postsecondary Data Partnerships Dashboard - April 7

NSLCH Compliance Reporting: Effectively Report Non-Required Terms for NSLDS Compliance (Summer Reporting) - April 13

NSLCH Enrollment Reporting: The Enrollment File Submission Process - April 19

NASFAA Center Stage: Summer Aid Issues - April 20

NSLCH Enrollment Reporting Support: NSLDS Errors - April 20

NSLCH Enrollment Reporting: Correcting the Error Resolution Report- April 26

NSLCH Transcript Services: Third-Party Ordering for Registrars Batch or API Ordering - April 26

NSLCH Conducting a Compliance Audit Enrollment Reporting (NSLDS) - April 27

Tammy Capps: Attended the Ellucian Colleague Q1 Release Overview webinar on March 29<sup>th</sup>. Attended the March Office Hours for VA School Certifying Officials webinar on March 31<sup>st</sup>. Attended the Illinois Department of Veterans Affairs State Approving Agency (SAA) Office Hours webinar on April 6<sup>th</sup>. Attended the 2022 GI Bill<sup>®</sup> Summit webinar on April 14<sup>th</sup>. Attended the ISAC Commission Meeting virtually on April 14<sup>th</sup>.

Mandy Hazel: Participated in the Anna-Jonesboro High School registration event on April 19<sup>th</sup> and talked to students about their financial aid information for Summer 2022 and Fall 2022. Attended the Administrative Professionals Brunch on April 27<sup>th</sup>.

Lisa Meyer: Participated in the Vienna High School registration event on April 20<sup>th</sup> and talked to students about their financial aid information for Summer 2022 and Fall 2022. Participated in the Massac High School registration event on April 27<sup>th</sup> and talked to students about their financial aid information for Summer 2022 and Fall 2022.

Stephanie Fisher: Attended the Administrative Professionals Brunch on April 27<sup>th</sup>.

### **Registrar's Office**

Danielle Boyd reported that she attended a Transfer Coordinator meeting virtually on April 12. Danielle Boyd processed 166 graduation applications.

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## **Student & Community Outreach – Lindsay Johnson**

### **Anna Extension Center Report**

During April, the Anna Center hosted several events for our students and the community. The Anna Blue Dolphins Board held a board meeting in the conference room on April 4. Community College Day was celebrated on April 6 with the "Pizza with the President" event. The Anna Center students enjoy pizza and refreshments from Dr. Taylor's office. A Driver Safety course was taught on April 7. On April 13 SIUC and on April 19 Southeast Missouri State University visited the Anna Center to meet with students interested in transferring to SEMO after graduating from SCC. The Anna Center's part-time staff participated in a CPR class on April 20. Southern 7 Health Department's WOW Van Event was held in the Anna Center's parking lot and was open to students, staff, and the community on April 20. The Anna Center held CPR and First Aid classes for a community group on April 30.

### **Cairo Extension Center Report**

The Cairo Center has had an active month of enrollment opportunities. Leslie Weldon coordinated with Meridian and Cairo High Schools to establish the dates and appointments for advisement of their students for the SCC Summer and Fall registration. Meridian's registration date was April 11 and Cairo's registration was April 19. The Cairo Center staff participated in CPR/AED training on April 14. The Cairo Center staff will be administering Accuplacer testing for sophomores and juniors on April 27<sup>th</sup> and 28<sup>th</sup>. This testing opportunity will determine which Cairo and Meridian students will be eligible to participate in dual credit classes and the escrow program for the fall 2022 semester.

### **Metro Extension Center Report**

The Metro Center participated in the Community College Celebration Day Wednesday, April 6, 2022. Pizza was provided to 24 Metro Center students. Kyle Smith and Beth Crowe met with Joppa High School students to register for Fall 2022 classes on April 18, 2022. They also attended Anna- Jonesboro, Vienna, and Massac High Schools' Fall registration events on April 19<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>. The SCC Metro Center held the Food Service Sanitation class on April 23, 2022. The 7<sup>th</sup> annual Massac County High School College Signing Day was held Friday, April 29, 2022. Due to the pandemic, the event has been canceled for the last two years. Shawnee Community College- Metro Center representatives Beth Crowe and Kyle Smith were in attendance and excited to welcome new SCC Saints.

### **Vienna Extension Center Report**

Several community events took place with representation from the Vienna Extension Center staff. Greg Sheppard attended the Johnson Co. Business Organization Meeting held at the Vienna Art Center. Several ideas for Community Education and partnerships with the College were discussed. The Johnson County Business Dinner was also held at Vienna High School and attended by eight Shawnee Community



College representatives. The Shawnee Community College Truck Driving Program conducted an advisement training meeting to provide updates on the program and changes to recruitment/advisement procedures since implementing new FMCA laws. Finally, Shawnee Development Council representatives met with Greg Sheppard to give updates regarding grant program funding for the remainder of FY '22 and projections for FY '23. This funding has and will directly affect many of our programs at the College.

Summer and Fall Registration dates have been set at Vienna High School (April 20) and Goreville High School (April 18). Seniors as well as Escrow Program high school students will be able to register for classes at the College on these dates. FAFSA Completion Day at Vienna High School saw ten appointments with Vienna High School students and parents attend and complete the FAFSA process. Greg Sheppard has also maintained weekly visits with Goreville High School and Vienna High School students regarding recruitment/advisement activities.

### **Student Success – Mindy Ashby**

The Student Success Department has been working in concert with Recruitment and Enrollment to improve student success. There has been an increase in student engagement efforts on campus as well as in each of the College's area high schools. Coordinated efforts focusing on registration/advisement (in area high schools as well as on-campus), placement testing, career services have been implemented to recruit, retain, and engage students. Kaylyn Meyers, Retention Specialist, has begun registering student-athletes for the summer and fall semesters. Recruiter/Advisor/Admission Specialist, Carrie Davis, and Retention Specialist, Kaylyn Meyers, visited Dongola High School to register seniors on April 21, 2022. The two also visited Egyptian High School on April 25, 2022, to register seniors for summer and fall classes.

The Director of Student Success tested students at the Cairo Outreach Center on March 30, 2022. On April 5, 2022, Recruiter/Advisor/Admission Specialist, Carrie Davis, and Retention Specialist, Kaylyn Meyers, visited Anna-Jonesboro Community High School (AJCHS) to administer the placement test to AJCHS sophomores and juniors. The Retention Specialist welcomed Meridian High School's sophomore class to Main Campus for placement testing on April 14, 2022. Student Engagement Coordinator, Erin King, assisted with the administration and proctoring. Prior to testing, Career Services Coordinator, Blake Goforth, spoke with the students about services provided by and through Career Services. Two students were awarded SCC swag for having scored the highest in reading (Alyssa Harris) and mathematics (Evaden Crecelius). The Retention Specialist, along with the Student Engagement Coordinator will host Meridian High School juniors on April 28, 2022, for placement testing and a college tour.

The Director of Student Success is scheduled to meet with and discuss Accessibility Services with sophomores and juniors at Meridian High School who are in special

education classes on April 28, 2022. The visit will focus on how to prepare for the changes associated with the transition from high school to college. This opportunity will give helpful information to students who have an interest in attending college and are interested in learning more about the collegiate academic environment as well as what and how accommodations can be used.

Rachel Hannan, the library assistant, attended the Ag Debate that was held on March 4. She also helped with Career Fair check-in, and any other duties needed, on March 16. The Women's History Month display in the main hallway was put together by Rachel. We also put together a display in the Student Support Services lab and in the library with items that highlighted Women's History. Rachel attended two webinars *Gen Ztressed: Strategies for Student Engagement During the Mental Health Crisis*; and *Closing the Equity Gap in Student Success*. Cecilia Knight, the library assistant, put together an in-library bulletin display featuring materials for Women's History Month. She also attended the *Closing the Equity Gap in Student Success* webinar.

For interlibrary loans during the month of March, we supplied 151 of our items to other libraries and we received 10 items from other libraries to fulfill our interlibrary loan requests for our patrons. There were 19 audiobooks and ebooks checked out in cloudLibrary. As of late, the library has seen a noticeable increase in the request for and use of group study rooms.

Student Engagement Coordinator, Erin King, organized and distributed snacks for students for finals study week at each SCC Outreach Center as well as Main Campus. The Student Success Department is offering free assistance to students who need study partners or quiet spaces to study. The Student Engagement Coordinator is planning a Fall 2022 HS Career Expo as a joint project with Student Engagement, Career Services, Recruitment & ICCB Innovations Grant. In March and April, the Student Engagement Coordinator has assisted with placement testing for HS sophomores and juniors and is looking at potential recruitment event/opportunities for next year, as well as helping with registration events at the largest high schools. Also lots of planning happening for this coming year! Student Senate sophomore elections were held on March 30. Three sophomores were elected for the 2022-2023 school year. Freshman elections and Outreach Center appointments will be held early in the fall semester.

The Career Services Coordinator, Blake Goforth, is assessing current products and tools used to assist students with career decision-making. This has included but is not limited to gathering information and watching presentations from GradLeader, Kuder, Focus2 Career, and Career Coach. The Career Services Coordinator met with Computer Services Specialist, Jonathan Van Meter, to redesign and plan changes that will be made to the Career Services web page. This includes but is not limited to: links to the

interest and career assessments to make these services more accessible to students everywhere, adding a calendar that lists service offerings each semester, and personalizing the resume-building experience. Career Services has joined the Illinois Community College Career Service Professional organization (IC3SP) and has networked with other Career Services departments from other community colleges in an effort to establish meaningful partnerships for gainful employment. The Career Services Coordinator and Professional English/Writing Tutor, Marylin Crites, have been assisting students from the AGR 197 class with resume writing and interview skills. Career Services has planned a free professional headshot day for graduates with Executive Director of Public Information and Marketing, Kevin Hunsperger, on April 27, 2022, from 10:00 a.m.-2:00 p.m. Students will receive an email with their digital copy for professional use.

The Career Services Coordinator met with, the Executive Director of Institutional Effectiveness, Dr. April Teske, on April 13, 2022, in regard to updating the graduate exit survey to align with the College's Strategic initiatives and key performance indicators. The Career Services Coordinator presented to a group of 37 sophomore students from Meridian High School about Career Services including: interest and career assessment, career information, job outlook statistics, resume writing, interview skills, and job placement.

Student Engagement Coordinator, Erin King, Career Services Coordinator, Blake Goforth, Director of Student Success, [Mindy Ashby](#) and Coordinator of High School Partnerships and Pathways, Teale Betts, Executive Director of Public Information and Marketing met March 31, 2022 to discuss the creation of an annual Career Expo targeting our local high school students. The group will meet again April 22, 2022 and has invited the Illinois Department of Employment Security (IDES) as an added partnership for this initiative.

### **Student Health/COVID - Kylee Frassato**

The month of April was an astounding month for the decline in Covid-19 cases in the Southern Illinois area. Shawnee Community College had zero reported cases across the main campus and extension centers. Because of this, the total positivity rate is plummeting from its high point in January/February of this year. Students and staff have done an amazing job of testing weekly if needed which has also resulted in zero 3<sup>rd</sup> non-compliance steps being reached for April. Again, the numbers speak for themselves and show just how committed the Shawnee college community has been to sticking together to help slow the spread of Covid-19.

### **Student Affairs - Dr. Lisa Price**

Dr. Price had the opportunity to attend the annual Higher Learning Commission conference. During the conference, she attended the general sessions and breakout sessions on mental health initiatives on college campuses, partnerships between

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community colleges and universities, impacts of service learning, social justice, student engagement and others.

Dr. Price teamed with the department directors to dive into the strategic plan and complete budget requests. The team also working on coordinating the efforts for the high school advisement days.

She coordinated a meeting of business office, financial aid, institutional effectiveness, and others to review the various federal and state grants that SCC has received concerning COVID relief. She worked with the vice presidents and executive director of institutional effectiveness to submit a supplementary grant for the American Rescue Plan.

Jackie Smith has continued to take the lead on commencement. With the generous donation from the SAINTS Foundation, students will not incur any expense for graduation.

Submitted by

***Dr. Lisa Price***

***April 4, 2022***



Submitted by James Darden  
Illinois Community College Trustees Association Liaison  
[www.communitycolleges.org](http://www.communitycolleges.org)

<https://capitolnewsillinois.com/NEWS/pritzker-legislative-democrats-announce-budget-agreement>

SPRINGFIELD – Gov. JB Pritzker and Democratic leaders of the General Assembly announced Thursday they had reached agreement on a \$45.6 billion budget package that would include \$1.8 billion of mostly-temporary tax relief.

Senate President Don Harmon, of Oak Park, and House Speaker Emanuel “Chris” Welch, of Hillside, said they expect a vote on the bills Friday, the last scheduled day of the 2022 spring session.

“Over the last few weeks, and especially over the last 48 hours, we engaged in a true give and take, which led to genuine compromise,” Pritzker said during a hastily-called news conference outside his office. “And it honestly helped that we all came into this process committed to a fiscally responsible spending plan that improved our state’s finances and helped our people in an hour of genuine need.”

The overall spending plan had been negotiated between the two chambers, merging three tax relief proposals that were offered by the governor and the two chambers at various points this session.

In his budget address in February, Pritzker proposed a \$1 billion tax relief package that he said was aimed at softening some of the impact of inflation, which is running at its fastest pace in 40 years.

That included a one-year suspension of the state’s 1 percent tax on groceries, a pause in the scheduled inflationary increase in the state’s motor fuel tax, and a doubling of the state’s property tax rebate for homeowners.

Over the ensuing weeks, however, Democrats in both chambers of the General Assembly upped the ante, with the House proposing \$1.3 billion in relief and the Senate raising that to \$1.8 billion.

Those proposals were made possible by higher-than-expected revenue collections that will leave the state with a projected surplus at the end of this year.

The final package announced Thursday includes the governor’s proposal and a mix of the House and Senate add-ons. Those include:

- Suspending the 1 percent grocery tax for one year, saving consumers \$400 million. Proceeds of that tax go to local units of government, but the plan calls for replacing that revenue with state funds.
- Freezing the inflationary increase in the motor fuel tax for six months, instead of the one year that Pritzker proposed, saving consumers \$70 million. That

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money, which is earmarked for road and bridge projects, would be replaced with other state funds.

- Doubling the property tax rebate to qualifying homeowners, up to \$300 per household.
- Permanently expanding the earned income tax credit to 20 percent of the federal credit, up from 18 percent, at a cost of roughly \$100 million per year.
- Direct tax rebates to taxpayers of \$50 per individual and \$100 per child, up to three children per family, with incomes below \$200,000 for individuals and \$400,000 for joint filers.
- And a suspension of the state sales tax on back-to-school purchases for a limited period in August, reducing those revenues by \$50 million.

In addition to those measures, the budget package calls for setting aside \$1 billion in the state's "rainy day" fund, officially known as the Budget Stabilization Fund, and spending an additional \$200 million to pay down the state's unfunded pension liability. Those measures are in addition to the debt repayment package that Pritzker signed into law in March.

Republicans criticized the package for offering mostly temporary relief, noting that the tax rebates will likely arrive just before Election Day while the suspension of the motor fuel tax hike will go away on Jan. 1.

Senate Republicans outlined their own proposal Thursday, calling for \$2.2 billion in permanent relief by eliminating the sales tax on groceries and prescription drugs; capping the retail sales tax on motor fuel; doubling the senior income tax exemption to \$2,000; doubling the income tax credit on property taxes to 10 percent; and offering various other tax credits.

"Right now, we're seeing record-high inflation. It's certainly over what we've seen over the past few years," Senate Minority Leader Dan McConchie, R-Hawthorn Woods, said during a news conference. "Families are hurting, but what we need to do is have this on an ongoing basis, not as some of the (Democratic) plan proposals are, having checks arrive just before the election and then tax reductions expire right after the election."

Welch, however, defended the package, saying he expects some Republican support and noting that budget deals typically don't come together this early in the year.

"We have been very intentional about getting a budget out early, allowing you all and the Republicans to participate," he told reporters. "They (Republicans) printed it out. They've read it. They participated in a budget hearing (Wednesday). We invited them to a meeting today (Thursday) where they had no questions whatsoever. And in committee yesterday, they supported unanimously the revenue proposals that are being talked about here today."

<https://capitolnewsillinois.com/NEWS/lawmakers-pass-ban-on-withholding-college-transcripts>

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SPRINGFIELD - Graduates from Illinois colleges and universities may soon be able to access their transcripts even if they still owe money to the school they attended.

The Illinois House on Tuesday gave its approval to a bill that had already cleared the Senate prohibiting higher education institutions from refusing to provide copies of student transcripts either to the current or former student or that student's current or prospective employer.

The proposed change in Illinois comes as the Biden administration is [considering limited changes](#) to federal [guidelines](#) that have long encouraged colleges and universities to withhold transcripts from anyone who is delinquent on repaying certain student loans.

[Senate Bill 3032](#), dubbed the Student Debt Assistance Act, would go further than the Biden administration's proposal by prohibiting the withholding of transcripts, or charging a higher fee for accessing those transcripts, on the grounds that the student owes the school any debt.

Rep. Bob Morgan, D-Deerfield, the chief House sponsor of the bill, said schools have not limited the practice just to collecting student loan debt but sometimes use transcripts as leverage to collect any debt, including library fines and parking tickets.

"It's estimated that 6.6 million people in the country cannot get a copy of their transcript because they owe a debt to their college, sometimes as little as \$25," he said. "Twenty-five dollars is keeping them from getting access to their transcripts."

He said that can prevent students and graduates from being able to get a job and earn the money it takes to pay off their school debt.

The bill originally passed the Senate without opposition, 55-0. But Republicans in the House raised concerns that the bill has no cap on the amount of money someone could still owe a school while still being able to access their transcripts. That, they said, could make it more difficult for schools to collect money owed to them, which could force them to raise tuition and fees on other students to make up for the loss.

"And that's precisely what this is doing because somebody has to pay for that cost," said Rep. C.D. Davidsmeyer, R-Jacksonville. "And if those debts are outstanding, somebody has to pay for it in the meantime. In the long term, you know, they may pay it 10 years down the road or 20 years down the road, they may pay it off. But in the short term, current students are going to be paying that cost."

Morgan, however, said the bill does not forgive a person's debt, nor does it prohibit schools from using other methods of collecting what's owed to them.

The bill passed the House 74-33 but was sent back to the Senate for concurrence with a minor technical amendment. That vote could happen as early as Wednesday, which would clear the bill to be sent to Gov. JB Pritzker.

Meanwhile, a similar bill is pending in the Senate that would prohibit public high schools from withholding a student's grades, transcripts or diploma because of an unpaid balance in the student's school account.

[House Bill 4243](#) passed out of the House 66-36 on March 4 and passed out of the Senate Education Committee Tuesday on a 10-4 vote. If it clears the Senate, it would also have to be sent back to the House for concurrence with a minor amendment.

# Shawnee Community College

## Financial Report



**Nine Months Ended**

**March 31, 2022**

## Shawnee Community College

Fund	3/1/2022 Beg. Balance	March Receipts/Adj.	March Expenditures/Adj.	3/31/2022 Ending Balance
Education	7,841,199.33	1,513,204.19	1,334,791.12	8,019,612.40
Building	2,995,954.30	114,983.79	95,477.46	3,015,460.63
Working Cash	5,030,859.43	0.00	0.00	5,030,859.43
Restricted Building	1,320,956.26	0.00	2,800.00	1,318,156.26
Bond & Interest	385,605.32	0.00	0.00	385,605.32
Auxiliary Enterprise	206,529.47	269,949.08	191,273.47	285,205.08
Liab. Prot. Settlement	1,692,757.40	0.00	43,080.08	1,649,677.32
Audit	31,601.42	0.00	0.00	31,601.42
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	1,473.00	1,473.00	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	730,481.26	730,481.26	0.00
Special Grants	2,458.17	138,541.11	138,520.71	2,478.57
Trust & Agency	243,980.16	3,521.68	2,933.15	244,568.69
Total	19,765,901.26	2,772,154.11	2,540,830.25	19,997,225.12

*Brandy Woods*

Brandy Woods, Director of Business Services

April 20, 2022

Date

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

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATING FUNDS  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Operating Revenues by Source	Legal Budget As Adjusted 3/31/22	Year to Date Revenues 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Realized 3/31/22
<b>Local government:</b>				
Current taxes	\$ 1,982,403	\$ 1,832,016	\$ 150,387	
Chargeback revenue	-		0	
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 1,982,403</b>	<b>\$ 1,832,016</b>	<b>\$ 150,387</b>	<b>92.41%</b>
<b>State government:</b>				
ICCB Credit Hour Grants	\$ 1,217,883	\$ 943,305	\$ 274,578	
ICCB Equalization Grants	2,711,080	2,033,309	677,771	
State Board of Education- Vocational Education	118,591	112,396	6,195	
Corporate Personal Property Replacement Tax	525,834	695,561	(169,727)	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 4,573,388</b>	<b>\$ 3,784,571</b>	<b>\$ 788,817</b>	<b>82.75%</b>
<b>Federal government:</b>				
Federal Stimulus Funds-HEERF	\$ 900,000	\$ -	\$ 900,000	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>	
<b>Student Tuition and Fees:</b>				
Tuition	\$ 4,397,667	\$ 3,775,908	\$ 621,759	
Fees	812,694	596,645	216,049	
<b>TOTAL TUITION AND FEES</b>	<b>\$ 5,210,361</b>	<b>\$ 4,372,553</b>	<b>\$ 837,808</b>	<b>83.92%</b>
<b>Other sources:</b>				
Sales and Service Fees	\$ 87,000	\$ 53,668	\$ 33,332	
Facilities revenue	45,000	37,329	7,671	
Investment revenue	32,500	2,636	29,864	
Other sources	440,600	72,068	368,532	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 605,100</b>	<b>\$ 165,701</b>	<b>\$ 439,399</b>	<b>27.38%</b>
TRANSFERS	\$ 20,000	\$ -	\$ 20,000	
<b>TOTAL 2021-22 BUDGETED REVENUE</b>	<b>\$ 13,291,252</b>	<b>\$ 10,154,841</b>	<b>\$ 3,136,411</b>	<b>76.40%</b>
<b>Less non-operating items*:</b>				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
<b>ADJUSTED REVENUE</b>	<b>\$ 13,291,252</b>	<b>\$ 10,154,841</b>	<b>\$ 3,136,411</b>	<b>76.40%</b>



**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

<u>Expenditures By Program</u>	Legal Budget As Adjusted 3/31/22	Year to Date Expenditures 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Expended 3/31/22
Instruction	\$ 4,961,238	\$ 3,228,515	\$ 1,732,723	
Academic Support	434,560	320,106	114,454	
Student Services	1,162,181	806,068	356,113	
Public Services	79,685	36,779	42,906	
Operation & Maint. of Plant	1,368,740	886,842	481,898	
Institutional Support	2,615,515	1,591,421	1,024,094	
Scholarship, Student Grants, & Waivers	2,201,786	1,877,908	323,878	
<b>TRANSFERS</b>	2,663,771	560,930	2,102,841	
<b>Total 2021-22 Budgeted Expenditures</b>	<b>\$ 15,487,476</b>	<b>\$ 9,308,569</b>	<b>\$ 6,178,907</b>	<b>60.10%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 15,487,476</b>	<b>\$ 9,308,569</b>	<b>\$ 6,178,907</b>	
<b><u>By Object</u></b>				
Salaries	\$ 6,836,734	\$ 4,511,656	\$ 2,325,078	
Employee Benefits	781,490	472,749	308,741	
Contractual Services	1,246,686	933,343	313,343	
General Materials & Supplies	631,003	360,273	270,730	
Conference & Meeting Expense	128,346	26,418	101,928	
Fixed Charges	130,560	79,434	51,126	
Utilities	643,240	414,735	228,505	
Capital Outlay	83,500	31,744	51,756	
Other	2,342,146	1,917,287	424,859	
Provision for Contingency	-	-	-	
<b>TRANSFERS</b>	2,663,771	560,930	2,102,841	
<b>Total 2021-22 Budgeted Expenditures</b>	<b>\$ 15,487,476</b>	<b>\$ 9,308,569</b>	<b>\$ 6,178,907</b>	<b>60.10%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 15,487,476</b>	<b>\$ 9,308,569</b>	<b>\$ 6,178,907</b>	

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

<b>EDUCATION FUND</b>	<b>Legal Budget As Adjusted 3/31/22</b>	<b>Year to Date Expenditures 3/31/22</b>	<b>(Over)/Under Budget 3/31/22</b>	<b>Percent of Budget Expended 3/31/22</b>
<b>INSTRUCTION</b>				
Salaries	\$ 4,071,939	\$ 2,720,057	\$ 1,351,882	
Employee Benefits	426,794	246,057	180,737	
Contractual Services	161,505	102,060	59,445	
General Materials & Supplies	153,094	78,293	74,801	
Conference & Meeting Expense	27,336	6,175	21,161	
Fixed Charges	83,860	52,396	31,464	
Utilities	35,150	23,157	11,993	
Other	360	101	259	
Capital Outlay	1,200	220	980	
<b>TOTAL</b>	<b>\$ 4,961,238</b>	<b>\$ 3,228,516</b>	<b>\$ 1,732,722</b>	<b>65.07%</b>
<b>ACADEMIC SUPPORT</b>				
Salaries	\$ 311,488	\$ 231,629	\$ 79,859	
Employee Benefits	26,527	22,066	4,461	
Contractual Services	40,480	20,276	20,204	
General Materials & Supplies	53,865	44,405	9,460	
Conference & Meeting Expense	1,200	996	204	
Utilities	-	-	-	
Capital Outlay	1,000	734	266	
<b>TOTAL</b>	<b>\$ 434,560</b>	<b>\$ 320,106</b>	<b>\$ 114,454</b>	<b>73.66%</b>
<b>STUDENT SERVICES</b>				
Salaries	\$ 909,270	\$ 644,898	\$ 264,372	
Employee Benefits	136,492	99,156	37,336	
Contractual Services	39,950	29,079	10,871	
General Materials & Supplies	70,594	31,434	39,160	
Conference & Meeting Expense	4,875	1,501	3,374	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
<b>TOTAL</b>	<b>\$ 1,162,181</b>	<b>\$ 806,068</b>	<b>\$ 356,113</b>	<b>69.36%</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>				
Salaries	\$ 52,279	\$ 24,670	\$ 27,609	
Employee Benefits	10,206	3,705	6,501	
Contractual Services	4,160	3,560	600	
General Materials & Supplies	10,540	4,579	5,961	
Conference & Meeting Expense	800	205	595	
Fixed Charges	1,700	60	1,640	
Utilities	-	-	-	
<b>TOTAL</b>	<b>\$ 79,685</b>	<b>\$ 36,779</b>	<b>\$ 42,906</b>	<b>46.16%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

	Legal Budget As Adjusted 3/31/22	Year to Date Expenditures 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Expended 3/31/22
<b>EDUCATION FUND</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 1,282,301	\$ 793,901	\$ 488,400	
Employee Benefits	154,953	91,479	63,474	
Contractual Services	537,216	459,855	77,361	
General Materials & Supplies	281,610	134,277	147,333	
Conference & Meeting Expense	94,135	17,541	76,594	
Fixed Charges	45,000	26,978	18,022	
Utilities	20,000	15,957	4,043	
Other	140,000	39,278	100,722	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	12,153	48,147	
<b>TOTAL</b>	<b>\$ 2,615,515</b>	<b>\$ 1,591,419</b>	<b>\$ 1,024,096</b>	<b>60.85%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>				
Other	\$ 2,201,786	\$ 1,877,908	\$ 323,878	
<b>TOTAL</b>	<b>\$ 2,201,786</b>	<b>\$ 1,877,908</b>	<b>\$ 323,878</b>	<b>85.29%</b>
<b>TRANSFERS</b>	<b>2,384,790</b>	<b>560,930</b>	<b>1,823,860</b>	<b>23.52%</b>
<b>TOTAL EDUCATION FUND</b>	<b>\$ 13,839,755</b>	<b>\$ 8,421,726</b>	<b>\$ 5,418,029</b>	<b>60.85%</b>
<b>OPERATIONS and MAINTENANCE FUND</b>				
<b>OPERATION AND MAINTENANCE OF PLANT</b>				
Salaries	\$ 209,457	\$ 96,501	\$ 112,956	
Employee Benefits	26,518	10,286	16,232	
Contractual Services	463,375	318,513	144,862	
General Materials & Supplies	61,300	67,285	(5,985)	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	375,621	212,469	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	18,637	1,363	
Other	-	-	-	
<b>TOTAL</b>	<b>1,368,740</b>	<b>886,843</b>	<b>481,897</b>	
<b>TRANSFERS</b>	<b>278,981</b>	<b>-</b>	<b>278,981</b>	
<b>TOTAL OPERATIONS and MAINTENANCE FUND</b>	<b>\$ 1,647,721</b>	<b>\$ 886,843</b>	<b>\$ 963,794</b>	<b>53.82%</b>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 15,487,476</b>	<b>\$ 9,308,569</b>	<b>\$ 6,381,823</b>	<b>60.10%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Operations and Maintenance Fund-Restricted	Legal Budget 3/31/22	Year to Date Revenues 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Realized 3/31/22
<b>Local Governmental Sources:</b>				
Current Taxes	\$ 250,000	\$ 232,997	\$ 17,003	
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>\$ 250,000</b>	<b>\$ 232,997</b>	<b>\$ 17,003</b>	<b>93.20%</b>
<b>Other Sources</b>				
Investment Revenue	\$ -	\$ -	\$ -	
<b>TOTAL OTHER SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 250,000</b>	<b>\$ 232,997</b>	<b>\$ 17,003</b>	<b>93.20%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Operations and Maintenance Fund-Restricted	Legal Budget As Adjusted 3/31/22	Year to Date Expenditures 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Expended 3/31/22
<b>INSTITUTIONAL SUPPORT</b>				
Capital Outlay	\$ 1,286,250	\$ 47,166	\$ 1,239,084	
Contractual Services	116,000	2,800	113,200	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 1,402,250</b>	<b>\$ 49,966</b>	<b>\$ 1,352,284</b>	<b>3.56%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,402,250</b>	<b>\$ 49,966</b>	<b>\$ 1,352,284</b>	<b>3.56%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
BOND AND INTEREST FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%	Legal Budget As Adjusted 3/31/22	Year to Date Revenues 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Realized 3/31/22
<b><u>Bond and Interest Fund</u></b>				
<b>Local Government Sources:</b>				
Current Taxes	\$ 1,720,500	\$ 1,603,358	\$ 117,142	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 1,720,500</b>	<b>\$ 1,603,358</b>	<b>\$ 117,142</b>	<b>93.19%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
BOND AND INTEREST FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%	Legal Budget As Adjusted 3/31/22	Year to Date Expenditures 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Expended 3/31/22
<b><u>Bond and Interest Fund</u></b>				
<b>INSTITUTIONAL SUPPORT</b>				
Bond Principal Retired	\$ 1,625,000	\$ 1,625,000	\$ -	
Bond Interest	95,500	64,000	\$ 31,500	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,720,500</b>	<b>\$ 1,689,000</b>	<b>\$ 31,500</b>	<b>98.17%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Auxiliary Enterprises Fund	Legal Budget As Adjusted 3/31/22	Year to Date Revenues 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Realized 3/31/22
<b>Other Sources:</b>				
Sales and Service Fees	\$ 438,800	\$ 325,616	\$ 113,184	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 438,800</b>	<b>\$ 325,616</b>	<b>\$ 113,184</b>	
<b>TRANSFERS</b>	<b>712,790</b>	<b>560,930</b>	<b>151,860</b>	
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 1,151,590</b>	<b>\$ 886,546</b>	<b>\$ 265,044</b>	<b>76.98%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Auxiliary Enterprises Fund	Legal Budget As Adjusted 3/31/22	Year to Date Expenditures 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Expended 3/31/22
<b>INDEPENDENT OPERATIONS</b>				
Salaries	\$ 218,284	\$ 160,519	\$ 57,765	
Employee Benefits	27,225	17,727	9,498	
Contractual Services	71,725	52,592	19,133	
General Materials & Supplies	422,443	347,269	75,174	
Conference & Meeting Expense	42,385	31,600	10,785	
Fixed Charges	25,000	14,864	10,136	
Utilities	-	-	-	
Capital Outlay	32,000	1,769	30,231	
Provision for Contingency	-	-	-	
Other	443,159	343,583	99,576	
<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,282,221</b>	<b>\$ 969,923</b>	<b>\$ 312,298</b>	<b>75.64%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
RESTRICTED PURPOSES FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Restricted Purposes Fund	Legal Budget As Adjusted 3/31/22	Year to Date Revenues 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Realized 3/31/22
<b>State governmental sources:</b>				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	236,270	157,471	78,799	
ICCB Career and Technical Education	465,411	183,949	281,462	
ICCB Innovation Grant	-	150,000	(150,000)	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	105,000	99,669	5,331	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	-	147,181	(147,181)	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 806,681</b>	<b>\$ 738,270</b>	<b>\$ 68,411</b>	<b>91.52%</b>
<b>Federal governmental sources:</b>				
Department of Education	\$ 7,944,546	\$ 4,535,984	\$ 3,408,562	
Department of Health and Human Services	15,000	-	15,000	
Other Federal Government Sources	216,044	41,629	174,415	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 8,175,590</b>	<b>\$ 4,577,613</b>	<b>\$ 3,597,977</b>	<b>55.99%</b>
<b>Other Sources:</b>				
<b>Nongovernmental Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 8,982,271</b>	<b>\$ 5,315,883</b>	<b>\$ 3,666,388</b>	<b>59.18%</b>



**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
RESTRICTED PURPOSES FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Restricted Purposes Fund	Legal Budget As Adjusted 3/31/22	Year to Date Expenditures 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Expended 3/31/22
<b>STUDENT SERVICES</b>				
Salaries	\$ 221,436	\$ 161,587	\$ 59,849	
Employee Benefits	62,987	43,355	19,632	
Contractual Services	10,017	4,720	5,297	
General Materials & Supplies	8,740	7,556	1,184	
Conference & Meeting Expense	10,426	2,012	8,414	
Capital Outlay	-	-	-	
Other	47,118	26,049	21,069	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 360,724</b>	<b>\$ 245,279</b>	<b>\$ 115,445</b>	<b>68.00%</b>
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 743,801	\$ 633,464	\$ 110,337	
Employee Benefits	138,012	97,639	40,373	
Contractual Services	446,920	358,423	88,497	
General Materials & Supplies	240,522	119,699	120,823	
Conference & Meeting Expense	99,296	22,289	77,007	
Fixed Charges	-	-	-	
Utilities	100,680	51,281	49,399	
Capital Outlay	569,972	301,022	268,950	
Other	1,207,934	50,176	1,157,758	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 3,547,137</b>	<b>\$ 1,633,993</b>	<b>\$ 1,913,144</b>	<b>46.07%</b>
<b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>				
Financial Aid	\$ 5,659,451	\$ 2,175,339	\$ 3,484,112	
<b>TOTAL</b>	<b>\$ 5,659,451</b>	<b>\$ 2,175,339</b>	<b>\$ 3,484,112</b>	<b>38.44%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 9,567,312</b>	<b>\$ 4,054,611</b>	<b>\$ 5,512,701</b>	<b>42.38%</b>



**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUDIT FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Audit Fund	Legal Budget As Adjusted 3/31/22	Year to Date Revenues 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Realized 3/31/22
<b>Local Government Sources:</b>				
Current Taxes	\$ 34,000	\$ 30,737	\$ 3,263	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 34,000</b>	<b>\$ 30,737</b>	<b>\$ 3,263</b>	<b>90.40%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUDIT FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

Percent of Year Complete is 75.00%

Audit Fund	Legal Budget As Adjusted 3/31/22	Year to Date Expended 3/31/22	(Over)/Under Budget 3/31/22	Percent of Budget Expended 3/31/22
<b>INSTITUTIONAL SUPPORT</b>				
Contractual Services	\$ 38,000	\$ 42,950	\$ (4,950)	
Provision for Contingency	-	-	-	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 38,000</b>	<b>\$ 42,950</b>	<b>\$ (4,950)</b>	<b>113.03%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

<b>Percent of Year Complete is 75.00%</b>				
	<b>Legal Budget As Adjusted 3/31/22</b>	<b>Year to Date Revenues 3/31/22</b>	<b>(Over)/Under Budget 3/31/22</b>	<b>Percent of Budget Realized 3/31/22</b>
<b>Liability Protection and Settlement Fund</b>				
<b>Local Government Sources:</b>				
Current Taxes	\$ 827,555	\$ 771,249	\$ 56,306	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 827,555</b>	<b>\$ 771,249</b>	<b>\$ 56,306</b>	<b>93.20%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR NINE MONTHS ENDED MARCH 31, 2022**

<b>Percent of Year Complete is 75.00%</b>				
	<b>Legal Budget As Adjusted 3/31/22</b>	<b>Year to Date Expended 3/31/22</b>	<b>(Over)/Under Budget 3/31/22</b>	<b>Percent of Budget Expended 3/31/22</b>
<b>Liability Protection and Settlement Fund</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	86,000	\$ 53,095	32,905	
Employee Benefits	208,255	147,973	60,282	
Contractual Services	303,500	179,601	123,899	
General Materials & Supplies	20,000	-	20,000	
Fixed Charges	313,500	237,372	76,128	
Capital Outlay	444,824		444,824	
Other	50,000		50,000	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$1,426,079</b>	<b>\$618,041</b>	<b>\$775,133</b>	<b>43.34%</b>

## SHAWNEE COMMUNITY COLLEGE

For the Month of March 2022  
Approval of Bills

FUND	EXPENDITURES
Education Fund	\$1,334,791.12
Building Fund	95,477.46
Restricted Bldg. Fund	2,800.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	191,273.47
Restricted Purposes Fund (Grants)	138,520.71
Restricted Purposes - FWS*	1,473.00
Restricted Purposes - PELL	730,481.26
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,933.15
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	43,080.08
<b>GRAND TOTAL</b>	<b>\$2,540,830.25</b>

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Chairman

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Secretary

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Date

[Return to Agenda](#)

April 18 2022  
12:05S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 03/01/2022 - PERIOD ENDING: 03/31/2022

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029827	03/01/22	Outstanding	0082604	John R. Sparks	200.00	
0029828	03/01/22	Outstanding	0082604	John R. Sparks	200.00	
0029829	03/01/22	Outstanding	0082604	John R. Sparks	200.00	
0029830	03/03/22	Outstanding		Carbondale Public Library	30.00	
0029833	03/04/22	Outstanding	0354592	John T. Allen	220.00	
0029834	03/04/22	Outstanding	0350630	Alliance Screening & Occupatio	283.30	
0029835	03/04/22	Outstanding	0300013	Ameren Illinois	1,517.32	
0029836	03/04/22	Outstanding	0351209	American Heart Association	390.00	
0029837	03/04/22	Outstanding	0112982	Lori A. Armstrong	100.00	
0029838	03/04/22	Outstanding	0350970	Ford W. Branch	185.00	
0029839	03/04/22	Outstanding	0354506	Brand Makers Llc	447.67	
0029840	03/04/22	Outstanding	0300063	Broadcast Music Inc.	321.98	
0029841	03/04/22	Outstanding	0300064	BSN Sports	3,812.50	
0029842	03/04/22	Outstanding	0300064	BSN Sports	704.00	
0029843	03/04/22	Outstanding	0300064	BSN Sports	925.00	
0029844	03/04/22	Outstanding	0300068	Bushue Human Resources, Inc.	36.00	
0029845	03/04/22	Outstanding	0300080	Canon Financial Services, Inc.	108.00	
0029846	03/04/22	Outstanding	0320341	Carterville High School	41.44	
0029847	03/04/22	Outstanding	0321243	Century High School	65.00	
0029848	03/04/22	Outstanding	0300117	Computer Discount Warehouse Go	134.25	
0029849	03/04/22	Outstanding	0300117	Computer Discount Warehouse Go	578.30	
0029850	03/04/22	Outstanding	0300117	Computer Discount Warehouse Go	7.33	
0029851	03/04/22	Outstanding	0300118	Connie Sue's Restaurant Corpor	2,845.50	
0029852	03/04/22	Outstanding	0300127	Crowdus Maintenance & Cleaning	4,417.50	
0029853	03/04/22	Outstanding	0244910	Carrie B. Davis	110.57	
0029854	03/04/22	Outstanding	0355824	Eric Dust	185.00	
0029855	03/04/22	Outstanding	0351226	Farnsworth Group, Inc.	2,800.00	
0029856	03/04/22	Outstanding	0300165	Federal Express	84.79	
0029857	03/04/22	Outstanding	0351955	Jason M. Franchuk	555.00	
0029858	03/04/22	Outstanding	0350472	Frontier	67.45	
0029859	03/04/22	Outstanding	0182606	Jonathan D. Green	185.00	
0029860	03/04/22	Outstanding	0283452	Cory D. Hastings	370.00	
0029861	03/04/22	Outstanding	0353339	Richard Heuring	220.00	
0029862	03/04/22	Outstanding	0300195	Howard D Happy Company	130.48	
0029863	03/04/22	Outstanding	0350790	IACEA	480.00	
0029864	03/04/22	Outstanding	0300203	Illinois Office State Fire Mar	100.00	
0029865	03/04/22	Outstanding	0300208	Jeff's Automotive	4.99	
0029866	03/04/22	Outstanding	0016060	Jones & Bartlett Publishing	1,109.62	
0029867	03/04/22	Outstanding	0300231	Liberty Utilities Midstates	1,441.12	
0029868	03/04/22	Outstanding	0355848	Marrinan & Associates, Llc	337.12	
0029869	03/04/22	Outstanding	0355853	Marriott Hotel Services, Inc	2,227.71	
0029870	03/04/22	Outstanding	0300232	Martin & Hood	2,950.00	

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FOR PERIOD STARTING: 03/01/2022 - PERIOD ENDING: 03/31/2022

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

-----CHECK----- NUMBER            DATE            STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT		
0029871	03/04/22	Outstanding	0353779	Glenn McDay	185.00	
0029872	03/04/22	Outstanding	0352722	Brian S. McPherson	370.00	
0029873	03/04/22	Outstanding	0300253	NAPA Auto Tire & Parts	520.78	
0029874	03/04/22	Outstanding	0350559	Nurse Kits Unlimited	194.92	
0029875	03/04/22	Outstanding	0300265	OMNILERT	3,055.00	
0029876	03/04/22	Outstanding	0355070	Pens, Etc., Inc	229.56	
0029877	03/04/22	Outstanding	0300133	Quill	155.00	
0029878	03/04/22	Outstanding	0355521	The Lampo Group, Llc	195.36	
0029879	03/04/22	Outstanding	0300113	Regions Bank	267.89	
0029880	03/04/22	Outstanding	0300113	Regions Bank	1,336.92	
0029881	03/04/22	Outstanding	0300113	Regions Bank	1,765.17	
0029882	03/04/22	Outstanding	0300113	Regions Bank	377.69	
0029883	03/04/22	Outstanding	0300113	Regions Bank	3,164.28	
0029884	03/04/22	Outstanding	0300113	Regions Bank	1,132.81	
0029885	03/04/22	Outstanding	0300109	Reppert's Office Supply	599.85	
0029886	03/04/22	Outstanding	0300108	Republic Services	119.14	
0029887	03/04/22	Outstanding	0288180	Jayla E. Rose	80.00	
0029888	03/04/22	Outstanding	0350595	Sage Publications	1,200.00	
0029889	03/04/22	Outstanding	0223200	David A. Sands	185.00	
0029890	03/04/22	Outstanding	0351910	Eric T. Saunders	185.00	
0029891	03/04/22	Outstanding	0350554	SCC Bookstore	55.35	
0029892	03/04/22	Outstanding	0300095	American Welding & Gas, Inc.	169.54	
0029893	03/04/22	Outstanding	0355381	Brian Shaw	185.00	
0029894	03/04/22	Outstanding	0300076	Southern Illinois Electric Co	24,959.59	
0029895	03/04/22	Outstanding	0082604	John R. Sparks	166.43	
0029896	03/04/22	Outstanding	0271572	Karen L. Stark	500.00	
0029897	03/04/22	Outstanding	0353611	BEMAC Consulting	4,400.00	
0029898	03/04/22	Outstanding	0350805	Toshiba Financial Services	134.90	
0029899	03/04/22	Outstanding	0300050	UPS	506.03	
0029900	03/04/22	Outstanding	0300050	UPS	307.58	
0029901	03/04/22	Outstanding	0300050	UPS	257.37	
0029902	03/04/22	Outstanding	0300050	UPS	78.59	
0029903	03/04/22	Outstanding	0353365	Deborah Vines	63.77	
0029904	03/04/22	Outstanding	0352712	uCertify Llc	504.00	
0029925	03/09/22	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0029926	03/09/22	Outstanding	0350452	American Century Investments	138.08	
0029927	03/09/22	Outstanding	0350454	Bank of America HSA (Electroni	152.08	
0029928	03/09/22	Outstanding	0167036	Bluecross Blueshield of Illino	37,898.35	
0029929	03/09/22	Outstanding	0300121	Continental American Insurance	36.41	
0029930	03/09/22	Outstanding	0300145	Delta Dental of Illinois-Risk	1,162.06	
0029931	03/09/22	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	32,154.22	
0029932	03/09/22	Outstanding	0300160	EMC National Life Company	13.63	



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FOR PERIOD STARTING: 03/01/2022 - PERIOD ENDING: 03/31/2022

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

-----CHECK-----			VENDOR		CHECK	VOID
NUMBER	DATE	STATUS	NUMBER	P A Y E E	AMOUNT	AMOUNT
0029933	03/09/22	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0029934	03/09/22	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,249.08	
0029935	03/09/22	Outstanding	0350459	Kentucky State Treasurer	820.94	
0029936	03/09/22	Outstanding	0350462	The Anna-Jonesboro National Ba	818.73	
0029937	03/09/22	Outstanding	0300052	Sun Life Financial	2,658.00	
0029938	03/09/22	Outstanding	0300046	VALIC	25.00	
0029939	03/09/22	Outstanding	0300039	Washington National Ins. Co.	46.25	
0029940	03/09/22	Outstanding	0354520	A&o Foods	27.68	
0029941	03/09/22	Outstanding	0354592	John T. Allen	220.00	
0029942	03/09/22	Outstanding	0350630	Alliance Screening & Occupatio	115.00	
0029943	03/09/22	Outstanding	0300013	Ameren Illinois	86.98	
0029944	03/09/22	Outstanding	0350533	Big Johns	539.82	
0029945	03/09/22	Outstanding	0350970	Ford W. Branch	185.00	
0029946	03/09/22	Void	0232350	Dillon M. Brasher		185.00
0029947	03/09/22	Outstanding	0355873	Noah Brinkman	185.00	
0029948	03/09/22	Outstanding	0300064	BSN Sports	63.00	
0029949	03/09/22	Outstanding	0350502	Cheekos	466.24	
0029950	03/09/22	Outstanding	0300104	City of Anna	219.09	
0029951	03/09/22	Outstanding	0300236	City of Metropolis	2,836.81	
0029952	03/09/22	Outstanding	0300117	Computer Discount Warehouse Go	332.49	
0029953	03/09/22	Outstanding	0300117	Computer Discount Warehouse Go	22.74	
0029954	03/09/22	Outstanding	0300117	Computer Discount Warehouse Go	373.98	
0029955	03/09/22	Outstanding	0300117	Computer Discount Warehouse Go	1,023.36	
0029956	03/09/22	Outstanding	0300118	Connie Sue's Restaurant Corpor	56.00	
0029957	03/09/22	Outstanding	0300153	Dish Network	173.08	
0029958	03/09/22	Outstanding	0248866	Judith A. Dollins	100.15	
0029959	03/09/22	Outstanding	0227040	Steven Dunahue	220.00	
0029960	03/09/22	Outstanding	0300158	Ellucian, Inc.	750.00	
0029961	03/09/22	Outstanding	0300158	Ellucian, Inc.	129.50	
0029962	03/09/22	Outstanding	0300170	Fort Massac Water District	5,716.51	
0029963	03/09/22	Outstanding	0350472	Frontier	382.86	
0029964	03/09/22	Outstanding	0351988	Gibbs Technology Leasing, Llc	630.05	
0029965	03/09/22	Outstanding	0300192	Hitterman's Merchandise Mart	26.99	
0029966	03/09/22	Outstanding	0352012	JE Boyd Consulting	4,275.00	
0029967	03/09/22	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,750.00	
0029968	03/09/22	Outstanding	0274184	Kevin Lashley	185.00	
0029969	03/09/22	Outstanding	0350497	Lowe's	1,116.29	
0029970	03/09/22	Outstanding	0259542	Meredith Corporation	9.99	
0029971	03/09/22	Outstanding	0300241	Midwest Living Magazine	12.00	
0029972	03/09/22	Outstanding	0353620	Mounds Stop & Shop	58.82	
0029973	03/09/22	Outstanding	0300253	NAPA Auto Tire & Parts	143.88	
0029974	03/09/22	Outstanding	0109568	James W. Prevallet	226.17	

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FOR PERIOD STARTING: 03/01/2022 - PERIOD ENDING: 03/31/2022

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

-----CHECK----- NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0029975	03/09/22	Outstanding	0300133	Quill	159.73	
0029976	03/09/22	Outstanding	0300109	Reppert's Office Supply	210.67	
0029977	03/09/22	Outstanding	0144844	Kayla R. Sauerbrunn	42.12	
0029978	03/09/22	Outstanding	0350554	SCC Bookstore	484.68	
0029979	03/09/22	Outstanding	0350554	SCC Bookstore	337.87	
0029980	03/09/22	Outstanding	0300097	Scheffer Financial Services	6.21	
0029981	03/09/22	Outstanding	0353621	St. Moritz Security Services,	9,216.47	
0029982	03/09/22	Outstanding	0355872	Taylor & Francis Group Llc	735.00	
0029983	03/09/22	Outstanding	0300045	Vienna Times	38.00	
0029984	03/09/22	Outstanding	0166056	David A. Voigt	1,160.00	
0029985	03/09/22	Outstanding	0166056	David A. Voigt	1,160.00	
0029986	03/09/22	Outstanding	0168816	James L. Walton	350.00	
0029987	03/09/22	Outstanding	0168816	James L. Walton	350.00	
0029988	03/09/22	Outstanding	0300018	Xerox Corporation	750.10	
0030288	03/14/22	Outstanding	0351070	Illinois American Water	224.74	
0030289	03/16/22	Outstanding	0350482	Macmillan Holdings Llc	3,474.29	
0030290	03/18/22	Outstanding	0350908	ACI Payments, Inc.	378.67	
0030291	03/18/22	Outstanding	0351209	American Heart Association	244.05	
0030292	03/18/22	Outstanding	0112982	Lori A. Armstrong	215.90	
0030293	03/18/22	Outstanding	0350792	B&H Photo	1,835.39	
0030294	03/18/22	Outstanding	0350792	B&H Photo	323.94	
0030295	03/18/22	Outstanding	0153884	Teale M. Betts	203.69	
0030296	03/18/22	Outstanding	0011504	Burmax Company Inc.	396.43	
0030297	03/18/22	Outstanding	0011624	Cairo Public Utilities	1,792.84	
0030298	03/18/22	Outstanding	0300212	ILCARRICOTHREE, LLC	5,330.00	
0030299	03/18/22	Outstanding	0351666	Cellco Partnership	1,295.37	
0030300	03/18/22	Outstanding	0351666	Cellco Partnership	6,928.94	
0030301	03/18/22	Outstanding	0350502	Cheekos	245.49	
0030302	03/18/22	Outstanding	0300104	City of Anna	608.26	
0030303	03/18/22	Outstanding	0300110	Clearwave Communications	3,570.49	
0030304	03/18/22	Outstanding	0300117	Computer Discount Warehouse Go	74.50	
0030305	03/18/22	Outstanding	0300117	Computer Discount Warehouse Go	1,946.03	
0030306	03/18/22	Outstanding	0300117	Computer Discount Warehouse Go	61.34	
0030307	03/18/22	Outstanding	0300118	Connie Sue's Restaurant Corpor	631.90	
0030308	03/18/22	Outstanding	0300206	Mr. Dana Cross	275.00	
0030309	03/18/22	Outstanding	0355922	Eric Dunsford	220.00	
0030310	03/18/22	Outstanding	0300157	El Dorado Trading Group, Inc.	336.00	
0030311	03/18/22	Outstanding	0300158	Ellucian, Inc.	9,583.00	
0030312	03/18/22	Outstanding	0351955	Jason M. Franchuk	185.00	
0030313	03/18/22	Outstanding	0283452	Cory D. Hastings	370.00	
0030314	03/18/22	Outstanding	0353252	Hedlux LLC	712.83	
0030315	03/18/22	Outstanding	0353252	Hedlux LLC	3,529.32	

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FOR PERIOD STARTING: 03/01/2022 - PERIOD ENDING: 03/31/2022

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

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0030316	03/18/22	Outstanding	0300192	Hitterman's Merchandise Mart	8.69	
0030317	03/18/22	Outstanding	0300065	The Home Depot Pro	718.92	
0030318	03/18/22	Outstanding	0350786	ILACEP	45.00	
0030319	03/18/22	Outstanding	0350632	J.J. Keller	242.40	
0030320	03/18/22	Outstanding	0320859	Joppa Jr & Sr High School	500.00	
0030321	03/18/22	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0030322	03/18/22	Outstanding	0300225	Kone, Inc.	643.65	
0030323	03/18/22	Outstanding	0111970	Sherrie D. Malone	725.22	
0030324	03/18/22	Outstanding	0350515	Marianna	2,499.97	
0030325	03/18/22	Outstanding	0354893	Brooke May	79.56	
0030326	03/18/22	Outstanding	0350479	MBS Textbook Exchange Inc	580.41	
0030327	03/18/22	Outstanding	0353779	Glenn McDay	185.00	
0030328	03/18/22	Outstanding	0352722	Brian S. McPherson	185.00	
0030329	03/18/22	Outstanding	0355024	Hannah Middleton	139.24	
0030330	03/18/22	Outstanding	0300253	NAPA Auto Tire & Parts	34.12	
0030331	03/18/22	Outstanding	0300264	Office Depot	37.56	
0030332	03/18/22	Outstanding	0300152	Paducah Sun	15.00	
0030333	03/18/22	Outstanding	0300146	Pick Up Mart	3,203.14	
0030334	03/18/22	Outstanding	0300138	Premier Fire Protection Inc.	1,037.50	
0030335	03/18/22	Outstanding	0300133	Quill	232.51	
0030336	03/18/22	Outstanding	0191086	Mindy J. Reach	150.00	
0030337	03/18/22	Outstanding	0300109	Reppert's Office Supply	239.94	
0030338	03/18/22	Outstanding	0300101	Rustys Home Center	349.97	
0030339	03/18/22	Outstanding	0223200	David A. Sands	555.00	
0030340	03/18/22	Outstanding	0350554	SCC Bookstore	148.80	
0030341	03/18/22	Outstanding	0350554	SCC Bookstore	61.94	
0030342	03/18/22	Outstanding	0350554	SCC Bookstore	16.00	
0030343	03/18/22	Outstanding	0352795	Jason Schmitz	220.00	
0030344	03/18/22	Outstanding	0300261	Sparklight Business	94.71	
0030345	03/18/22	Outstanding	0350498	Stericycle	49.41	
0030346	03/18/22	Outstanding	0350893	Tobacco Road Tees	3,497.22	
0030347	03/18/22	Outstanding	0300050	UPS	31.00	
0030348	03/18/22	Outstanding	0300050	UPS	100.52	
0030349	03/18/22	Outstanding	0355919	W. W. Grainger, Inc.	18.15	
0030350	03/18/22	Outstanding	0300018	Xerox Corporation	572.24	
0030351	03/18/22	Outstanding	0350973	Xerox Financial Services LLC	624.50	
0030352	03/24/22	Outstanding	0354522	Martin's Sharp-All Shop	156.96	
0030353	03/24/22	Outstanding	0351035	Advanced Digital Solutions	30.22	
0030354	03/24/22	Outstanding	0350683	Anna Jonesboro High School	500.00	
0030355	03/24/22	Outstanding	0300022	Art FX Signs & Graphics	231.00	
0030356	03/24/22	Outstanding	0350792	B&H Photo	1,572.90	
0030357	03/24/22	Outstanding	0162108	Melanie T. Ballard	200.00	



April 18 2022  
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S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 03/01/2022 - PERIOD ENDING: 03/31/2022

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

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0030358	03/24/22	Outstanding	0153884	Teale M. Betts	201.19	
0030359	03/24/22	Outstanding	0354506	Brand Makers Llc	964.06	
0030360	03/24/22	Outstanding	0072772	Preston W. Childers	160.00	
0030361	03/24/22	Outstanding	0300118	Connie Sue's Restaurant Corpor	880.00	
0030362	03/24/22	Outstanding	0300127	Crowdus Maintenance & Cleaning	29,500.00	
0030363	03/24/22	Outstanding	0244910	Carrie B. Davis	75.46	
0030364	03/24/22	Outstanding	0355948	Caleb George	160.00	
0030365	03/24/22	Outstanding	0283452	Cory D. Hastings	185.00	
0030366	03/24/22	Outstanding	0177230	Tanya S. Hill	47.15	
0030367	03/24/22	Outstanding	0300194	Honey's Service Station & Tire	180.90	
0030368	03/24/22	Outstanding	0300195	Howard D Happy Company	127.26	
0030369	03/24/22	Outstanding	0300211	Illinois Online Network	200.00	
0030370	03/24/22	Outstanding	0355953	Linus Publications, Inc	450.00	
0030371	03/24/22	Outstanding	0300233	Maier's Tidy Bowl	207.90	
0030372	03/24/22	Outstanding	0352722	Brian S. McPherson	185.00	
0030373	03/24/22	Outstanding	0355024	Hannah Middleton	109.99	
0030374	03/24/22	Outstanding	0300253	NAPA Auto Tire & Parts	481.03	
0030375	03/24/22	Outstanding	0355949	Corey Nicklin	185.00	
0030376	03/24/22	Outstanding	0351054	Orkin	85.00	
0030377	03/24/22	Outstanding	0352753	Lisa L. Price	99.81	
0030378	03/24/22	Outstanding	0300133	Quill	220.76	
0030379	03/24/22	Outstanding	0354189	Jason Reed	185.00	
0030380	03/24/22	Outstanding	0300108	Republic Services	134.09	
0030381	03/24/22	Outstanding	0350671	Russell Electric and Contracti	1,108.05	
0030382	03/24/22	Outstanding	0300101	Rustys Home Center	35.74	
0030383	03/24/22	Outstanding	0217608	Colin T. Ryan	60.00	
0030384	03/24/22	Outstanding	0350553	SCC Auxiliary Enterprise Impre	727.42	
0030385	03/24/22	Outstanding	0300094	Secretary of State of Illinois	50.00	
0030386	03/24/22	Outstanding	0300094	Secretary of State of Illinois	50.00	
0030387	03/24/22	Void	0300094	Secretary of State of Illinois		50.00
0030388	03/24/22	Outstanding	0300094	Secretary of State of Illinois	50.00	
0030389	03/24/22	Outstanding	0300094	Secretary of State of Illinois	50.00	
0030390	03/24/22	Outstanding	0300094	Secretary of State of Illinois	50.00	
0030391	03/24/22	Outstanding	0300094	Secretary of State of Illinois	50.00	
0030392	03/24/22	Outstanding	0117860	Kristin N. Shelby	46.58	
0030393	03/24/22	Outstanding	0300081	Southeast Missourian	239.40	
0030394	03/24/22	Outstanding	0300078	Southern FS Inc.	1,792.95	
0030395	03/24/22	Outstanding	0300054	Ullin Auto Care Inc.	78.00	
0030396	03/24/22	Outstanding	0300050	UPS	62.04	
0030397	03/24/22	Outstanding	0166056	David A. Voigt	1,160.00	
0030398	03/24/22	Outstanding	0300034	West End Plaza	234.00	
0030399	03/24/22	Outstanding	0300047	Yankee Book Peddler	299.10	

April 18 2022  
12:05

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 03/01/2022 - PERIOD ENDING: 03/31/2022

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
0030413	03/28/22	Outstanding	0350451	AFLAC Attn Remittance Processi	504.06	
0030414	03/28/22	Outstanding	0350452	American Century Investments	138.08	
0030415	03/28/22	Outstanding	0350454	Bank of America HSA (Electroni	152.08	
0030416	03/28/22	Outstanding	0167036	Bluecross Blueshield of Illino	37,898.35	
0030417	03/28/22	Outstanding	0300121	Continental American Insurance	36.41	
0030418	03/28/22	Outstanding	0300145	Delta Dental of Illinois-Risk	1,162.06	
0030419	03/28/22	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	32,298.57	
0030420	03/28/22	Outstanding	0300160	EMC National Life Company	13.63	
0030421	03/28/22	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0030422	03/28/22	Outstanding	0350455	Illinois Tax Pmt Program (Elec	12,363.94	
0030423	03/28/22	Outstanding	0350459	Kentucky State Treasurer	816.25	
0030424	03/28/22	Outstanding	0350462	The Anna-Jonesboro National Ba	818.73	
0030425	03/28/22	Outstanding	0300052	Sun Life Financial	2,658.00	
0030426	03/28/22	Outstanding	0300046	VALIC	25.00	
0030427	03/28/22	Outstanding	0300039	Washington National Ins. Co.	46.25	
0030439	03/30/22	Outstanding	0232350	Dillon M. Brasher	185.00	
0030440	03/30/22	Outstanding	0148970	Amanda N. Hannan	66.00	
0030442	03/31/22	Outstanding	0164962	Mindy Ashby	340.00	
0030443	03/31/22	Outstanding	0117860	Kristin N. Shelby	370.00	
R0000008	03/02/22	Outstanding	0300072	State Universities Retirement	31,679.21	
E0000009	03/21/22	Outstanding	0300072	State Universities Retirement	30,817.89	
M211	03/03/22	Outstanding	0350510	Illinois Department of Revenue	4,670.00	
M213	03/14/22	Outstanding	0350510	Illinois Department of Revenue	187.57	
M214	03/25/22	Outstanding	0350510	Illinois Department of Revenue	314.00	
					-----	-----
					470,976.67	235.00
					-----	-----
					470,976.67	235.00

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
97699	3/15/2022	Carver, Justin R.	227.32
97700	3/15/2022	Christie, Roberta L.	2,216.15
97701	3/15/2022	Corbit, Nathan L.	257.99
97702	3/15/2022	Faulkner, Christina L.	1,324.87
97703	3/15/2022	Hawkins, Robert	1,251.02
97704	3/15/2022	Meyer, Brian A.	372.68
97705	3/15/2022	Rice, Ronnie D.	1,492.98
97706	3/15/2022	Seyer, Jonathan	223.19
97707	3/15/2022	Tarver, Sandra K.	311.65
97708	3/15/2022	Bucher, Christian T.	80.72
97709	3/15/2022	Goldsberry, Teri E.	106.72
97710	3/15/2022	Holder, Kyonte D.	102.65
97711	3/15/2022	King, Nya Z.	228.12
97712	3/15/2022	Moore, Brien E.	273.44
97713	3/15/2022	Ness, Makenzie L.	618.97
97714	3/15/2022	Randall, Jermayne	114.06
97715	3/15/2022	Reichert, Joellen	160.06
97716	3/15/2022	Reichert, Kendall F.	676.21
97717	3/15/2022	Starling, Randy D.	188.11
97718	3/15/2022	Stubblefield, Vernon	173.63
97719	3/15/2022	Tondevoid, Meagan	120.00
97720	3/15/2022	Tyson, Noah G.	371.45
97721	3/15/2022	Vincent, Connie M.	53.35
97722	3/31/2022	Carver, Justin R.	227.32
97723	3/31/2022	Christie, Roberta L.	2,216.15
97724	3/31/2022	Corbit, Nathan L.	257.99
97725	3/31/2022	Faulkner, Christina L.	1,324.87
97726	3/31/2022	Hawkins, Robert	801.29
97727	3/31/2022	McKeown, Jayson D.	267.82
97728	3/31/2022	Meyer, Brian A.	372.68
97729	3/31/2022	Seyer, Jonathan	223.19
97730	3/31/2022	Tarver, Sandra K.	311.65
97731	3/31/2022	Bucher, Christian T.	648.13
97732	3/31/2022	Davis, David	655.03
97733	3/31/2022	Holder, Kyonte D.	68.44
97734	3/31/2022	King, Nya Z.	273.74
97735	3/31/2022	Moore, Brien E.	420.69
97736	3/31/2022	Randall, Jermayne	45.62

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97740	3/31/2022	Stubblefield, Vernon	225.46
97741	3/31/2022	Tondevoid, Meagan	166.75
97742	3/31/2022	Tyson, Noaah G.	557.05
78166	3/15/2022	Armstrong, Lori A.	2,639.21
78167	3/15/2022	Ashby, Malinda J.	1,818.10
78168	3/15/2022	Askew, Jipaum S.	2,126.74
78169	3/15/2022	Austin, David C.	865.54
78170	3/15/2022	Ball, Orena L.	1,465.19
78171	3/15/2022	Basler, Joella	2,611.11
78172	3/15/2022	Betts, Robert G.	263.62
78173	3/15/2022	Betts, Teale M.	1,762.45
78174	3/15/2022	Bigham, Stephanie M.	980.91
78175	3/15/2022	Black, David E.	2,613.55
78176	3/15/2022	Black, Sabrina L.	1,135.38
78177	3/15/2022	Boyd, Danielle N.	1,489.31
78178	3/15/2022	Bradley, Craig	2,329.57
78179	3/15/2022	Brahler, Monica J.	2,511.87
78180	3/15/2022	Brown, Brenda R.	2,242.81
78181	3/15/2022	Capps, Tamara K.	2,302.08
78182	3/15/2022	Cather, Darci A.	3,232.06
78183	3/15/2022	Chamness, Virginia S.	1,031.24
78184	3/15/2022	Clark, Christopher A.	2,865.89
78185	3/15/2022	Clark, Lora L.	1,247.34
78186	3/15/2022	Copeland, Vyta N.	223.19
78187	3/15/2022	Cornelious-Weldon, Leslie A.	1,647.11
78188	3/15/2022	Cornelissen, Vicky J.	930.52
78189	3/15/2022	Crowe, Beth A.	1,852.74
78190	3/15/2022	Davault, Christopher R.	217.66
78191	3/15/2022	Davenport, Anna	1,655.32
78192	3/15/2022	Davis, Carrie B.	1,301.39
78193	3/15/2022	Davis, Evelyn D.	894.76
78194	3/15/2022	Dillow, Rhonda L.	422.36
78195	3/15/2022	Doerr, Cara C.	2,181.53
78196	3/15/2022	Dollins, Judith A.	1,697.72
78197	3/15/2022	Dudley, Tina M.	1,183.06
78198	3/15/2022	Fehrenbacher, Dwayne J.	1,821.23
78199	3/15/2022	Fontana, Sandra L.	2,024.99
78200	3/15/2022	Forthman, Emily B.	2,191.54
78201	3/15/2022	Frassato, Kylee N.	887.66
78202	3/15/2022	Frizzell, Timothy A.	2,016.54
78203	3/15/2022	Gerard, Anthony S.	2,740.34

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78204	3/15/2022	Goforth, Charles B.	1,516.03
78205	3/15/2022	Gordon, Beatrice	869.85
78206	3/15/2022	Hamilton-Smith, Jacqueline	1,062.35
78207	3/15/2022	Hannan, Amanda N.	2,360.44
78208	3/15/2022	Harner, Ginger R.	2,354.65
78209	3/15/2022	Harris, Wendy D.	2,108.93
78210	3/15/2022	Hazel, Amanda N.	1,143.87
78211	3/15/2022	Hembree, Lex V.	223.19
78212	3/15/2022	Herre, Brian C.	1,547.88
78213	3/15/2022	Herren, Jennifer K.	1,214.81
78214	3/15/2022	Hickam, Jamie L.	1,322.84
78215	3/15/2022	Hill, Ayan	783.02
78216	3/15/2022	Hill, Tanya S.	1,752.96
78217	3/15/2022	Hines, Lorena M.	1,840.10
78218	3/15/2022	Holland, Micah C.	699.66
78219	3/15/2022	Howard, Eric	1,615.53
78220	3/15/2022	Hunsperger, Kevin	2,418.89
78221	3/15/2022	Ingram, Caleb W.	730.10
78222	3/15/2022	Jennings, Kelly D.	1,949.57
78223	3/15/2022	Johnson, Lindsay B.	1,753.26
78224	3/15/2022	Jones, Courtney R.	663.40
78225	3/15/2022	King, Erin R.	1,596.15
78226	3/15/2022	Koch, Donald N.	2,353.53
78227	3/15/2022	Lingle, Randy W.	1,983.46
78228	3/15/2022	Lucas, Robert	1,934.83
78229	3/15/2022	Luttrell, Denise	612.67
78230	3/15/2022	Malone, Sherrie D.	2,169.31
78231	3/15/2022	Mason, Gregory K.	2,323.97
78232	3/15/2022	Mays, Ann M.	466.84
78233	3/15/2022	McGinnis, Connie R.	2,249.71
78234	3/15/2022	McGoy, Jeffery L.	494.74
78235	3/15/2022	McGoy, Karen M.	1,784.25
78236	3/15/2022	McNally, Michael	1,991.98
78237	3/15/2022	Merriman, Hailey C.	773.96
78238	3/15/2022	Meyer, Lisa F.	1,361.30
78239	3/15/2022	Meyers, Kaylyn L.	1,224.52
78240	3/15/2022	Miller, Roger A.	1,212.48
78241	3/15/2022	Mishler, Shelye	602.49
78242	3/15/2022	Nicolaides, Ian A.	2,252.57
78243	3/15/2022	Nodeen, Marsha K.	478.90
78244	3/15/2022	Owens, Peter	486.40



**Shawnee Community College  
Payroll Check and Advice Register  
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<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78245	3/15/2022	Poat, Erica R.	223.19
78246	3/15/2022	Price, Lisa L.	3,073.05
78247	3/15/2022	Reach, Mindy J.	1,354.03
78248	3/15/2022	Ribbing, Sheryl L.	2,000.67
78249	3/15/2022	Rippinger, Parker D.	887.63
78250	3/15/2022	Rouse, Felicia	1,665.41
78251	3/15/2022	Salazar, Becky	749.46
78252	3/15/2022	Sauerbrunn, Kayla R.	2,175.13
78253	3/15/2022	Severs, Virginia L.	1,164.89
78254	3/15/2022	Shallenberger, Elizabeth	1,720.05
78255	3/15/2022	Sheffer, Amy L.	1,840.49
78256	3/15/2022	Sheffer, Susan R.	215.60
78257	3/15/2022	Shelby, Kristin N.	2,456.95
78258	3/15/2022	Sheppard, Gregory S.	1,710.24
78259	3/15/2022	Simpson, Stacy J.	1,459.79
78260	3/15/2022	Smith, Kyle S.	1,781.21
78261	3/15/2022	Smith, Wanda R.	2,896.38
78262	3/15/2022	Smith-Fulia, Jesse R.	1,986.89
78263	3/15/2022	Sparks, John R.	2,240.65
78264	3/15/2022	Stalions, Terry R.	502.31
78265	3/15/2022	Steinmetz, Rebecca L.	1,237.45
78266	3/15/2022	Stoup, William R.	1,846.25
78267	3/15/2022	Suggs, Amber	1,745.01
78268	3/15/2022	Taylor, Timothy	5,094.92
78269	3/15/2022	Teske, April Y.	2,315.14
78270	3/15/2022	Thompson, Chevis L.	2,120.96
78271	3/15/2022	Thompson, Tad W.	288.55
78272	3/15/2022	Thornsberry, Ryan J.	2,249.27
78273	3/15/2022	Trowbridge, Mandee M.	867.10
78274	3/15/2022	Van Meter, Jonathan L.	1,527.50
78275	3/15/2022	VanAlstine, Lee F.	2,050.91
78276	3/15/2022	Vellella, Christopher A.	2,216.00
78277	3/15/2022	Vines, Deborah	1,378.40
78278	3/15/2022	Walton, James L.	1,513.67
78279	3/15/2022	Whitnel, Brett P.	1,512.03
78280	3/15/2022	Wilburn, Dorie S.	322.48
78281	3/15/2022	Williams, Michelle L.	829.60
78282	3/15/2022	Woods, Brandy S.	2,373.96
78283	3/15/2022	Woolridge, Robert E.	2,239.11
78284	3/15/2022	Wright, Christina D.	1,554.21
78285	3/15/2022	Baker, Debra L.	150.34

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78286	3/15/2022	Blood, Adelina J.	766.62
78287	3/15/2022	Burgess, Michael	857.02
78288	3/15/2022	Crites, Marilyn M.	1,023.48
78289	3/15/2022	Dalton, Amelia R.	326.08
78290	3/15/2022	Danas, Judy A.	638.33
78291	3/15/2022	Duke, Jordan	802.26
78292	3/15/2022	Edwards, Jessica E.	319.04
78293	3/15/2022	Fisher, Stephanie J.	472.89
78294	3/15/2022	Frassato, Kylee N.	1,424.62
78295	3/15/2022	Green, Kandyce T.	648.13
78296	3/15/2022	Hannan, Rachel A.	573.82
78297	3/15/2022	Harris, Rana L.	413.33
78298	3/15/2022	Hayes, Stephanie	381.65
78299	3/15/2022	Hill, Madison E.	114.06
78300	3/15/2022	Holderfield, Summer M.	59.09
78301	3/15/2022	Hubbard, Andrew D.	299.26
78302	3/15/2022	Hudgens, Faith V.	837.95
78303	3/15/2022	Johnson, Kelly J.	205.39
78304	3/15/2022	Kineman, Daniel L.	608.66
78305	3/15/2022	Knight, Cecilia M.	386.38
78306	3/15/2022	Korte, Rhea C.	432.82
78307	3/15/2022	Kwiatkowski, Miley E.	272.70
78308	3/15/2022	Lewis, Jan F.	857.77
78309	3/15/2022	Little, Latayvia S.	125.47
78310	3/15/2022	Matthews, Brittany R.	618.60
78311	3/15/2022	McEwen, Sayveon L.	524.83
78312	3/15/2022	McNichols, Randall J.	796.36
78313	3/15/2022	Meshell, Caitlyn N.	148.57
78314	3/15/2022	Meyers, Tiffany A.	596.90
78315	3/15/2022	Miller, John P.	1,005.79
78316	3/15/2022	Murray, Maggie A.	273.00
78317	3/15/2022	Prevallet, James W.	661.59
78318	3/15/2022	Ribbing, Sheryl L.	444.97
78319	3/15/2022	Rose, Jayla E.	330.77
78320	3/15/2022	Ryan, Blake R.	136.87
78321	3/15/2022	Sabo, Tierney R.	781.75
78322	3/15/2022	Sargent, Kimberly S.	187.06
78323	3/15/2022	Solomon, Jabre A.	170.43
78324	3/15/2022	Sommer, Gary H.	690.44
78325	3/15/2022	Spence, Kaylee	227.24
78326	3/15/2022	Stecher, Beverly A.	166.66

**Shawnee Community College  
Payroll Check and Advice Register  
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<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78327	3/15/2022	Taylor, Cody M.	393.29
78328	3/15/2022	Thoe, Alexandra I.	445.88
78329	3/15/2022	Travis, Jennifer L.	144.08
78330	3/15/2022	Whitehead, Tracy L.	904.77
78331	3/15/2022	Woods, Aaron C.	755.49
78332	3/31/2022	Armstrong, Lori A.	2,639.21
78333	3/31/2022	Ashby, Malinda J.	1,818.10
78334	3/31/2022	Askew, Jipaum S.	2,126.74
78335	3/31/2022	Austin, David C.	413.07
78336	3/31/2022	Ball, Orena L.	1,465.19
78337	3/31/2022	Basler, Joella	2,611.11
78338	3/31/2022	Betts, Robert G.	263.62
78339	3/31/2022	Betts, Teale M.	1,762.45
78340	3/31/2022	Bigham, Stephanie M.	980.91
78341	3/31/2022	Black, David E.	2,613.55
78342	3/31/2022	Black, Sabrina L.	1,135.38
78343	3/31/2022	Boyd, Danielle N.	1,489.31
78344	3/31/2022	Bradley, Craig	2,329.57
78345	3/31/2022	Brahler, Monica J.	2,511.87
78346	3/31/2022	Brown, Brenda R.	2,242.81
78347	3/31/2022	Capps, Tamara K.	2,302.08
78348	3/31/2022	Cather, Darci A.	3,232.06
78349	3/31/2022	Chamness, Virginia S.	1,031.24
78350	3/31/2022	Clark, Christopher A.	2,865.89
78351	3/31/2022	Clark, Lora L.	1,247.34
78352	3/31/2022	Copeland, Vyta N.	223.19
78353	3/31/2022	Cornelius-Weldon, Leslie A.	1,647.11
78354	3/31/2022	Cornelissen, Vicky J.	967.37
78355	3/31/2022	Crowe, Beth A.	1,852.74
78356	3/31/2022	Davault, Christopher R.	217.66
78357	3/31/2022	Davenport, Anna	1,655.32
78358	3/31/2022	Davis, Carrie B.	1,301.39
78359	3/31/2022	Davis, Evelyn D.	894.76
78360	3/31/2022	Dillow, Rhonda L.	422.36
78361	3/31/2022	Duerr, Cara C.	2,181.53
78362	3/31/2022	Dollins, Judith A.	1,697.72
78363	3/31/2022	Dudley, Tina M.	1,183.06
78364	3/31/2022	Fehrenbacher, Dwayne J.	1,821.23
78365	3/31/2022	Fontana, Sandra L.	2,024.99
78366	3/31/2022	Forthman, Emily B.	2,191.54
78367	3/31/2022	Frassato, Kylee N.	1,538.46



**Shawnee Community College  
Payroll Check and Advice Register  
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<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78368	3/31/2022	Frizzell, Timothy A.	2,016.54
78369	3/31/2022	Gerard, Anthony S.	2,740.34
78370	3/31/2022	Goforth, Charles B.	1,516.03
78371	3/31/2022	Gordon, Beatrice	869.85
78372	3/31/2022	Grohler, Randall P.	516.80
78373	3/31/2022	Hamilton-Smith, Jacqueline	1,062.35
78374	3/31/2022	Hannan, Amanda N.	2,360.44
78375	3/31/2022	Harner, Ginger R.	2,354.65
78376	3/31/2022	Harris, Wendy D.	2,108.93
78377	3/31/2022	Hazel, Amanda N.	1,143.87
78378	3/31/2022	Hembree, Lex V.	223.19
78379	3/31/2022	Herre, Brian C.	1,547.88
78380	3/31/2022	Herren, Jennifer K.	1,214.81
78381	3/31/2022	Hickam, Jamie L.	1,322.84
78382	3/31/2022	Hill, Ayan	783.02
78383	3/31/2022	Hill, Tanya S.	1,752.96
78384	3/31/2022	Hines, Lorena M.	1,840.10
78385	3/31/2022	Holland, Micah C.	584.54
78386	3/31/2022	Howard, Eric	1,615.53
78387	3/31/2022	Hunsperger, Kevin	2,221.30
78388	3/31/2022	Ingram, Caleb W.	730.10
78389	3/31/2022	Jennings, Kelly D.	1,949.57
78390	3/31/2022	Johnson, Lindsay B.	1,753.26
78391	3/31/2022	Jones, Courtney R.	663.40
78392	3/31/2022	King, Erin R.	1,596.15
78393	3/31/2022	Koch, Donald N.	2,353.53
78394	3/31/2022	Lingle, Randy W.	1,983.46
78395	3/31/2022	Lucas, Robert	1,934.83
78396	3/31/2022	Luttrell, Denise	612.67
78397	3/31/2022	Malone, Sherrie D.	2,169.31
78398	3/31/2022	Mason, Gregory K.	2,323.97
78399	3/31/2022	Mays, Ann M.	466.84
78400	3/31/2022	McGinnis, Connie R.	2,249.71
78401	3/31/2022	McGoy, Jeffery L.	494.74
78402	3/31/2022	McGoy, Karen M.	1,784.25
78403	3/31/2022	McNally, Michael	1,991.98
78404	3/31/2022	Merriman, Hailey C.	773.96
78405	3/31/2022	Meyer, Lisa F.	1,361.30
78406	3/31/2022	Meyers, Kaylyn L.	1,224.52
78407	3/31/2022	Miller, Roger A.	1,212.48
78408	3/31/2022	Mishler, Shelye	442.26

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78409	3/31/2022	Nicolaides, Ian A.	2,252.57
78410	3/31/2022	Nodeen, Marsha K.	363.70
78411	3/31/2022	Owens, Peter	486.40
78412	3/31/2022	Poat, Erica R.	223.19
78413	3/31/2022	Price, Lisa L.	3,073.05
78414	3/31/2022	Reach, Mindy J.	1,354.03
78415	3/31/2022	Ribbing, Sheryl L.	2,000.67
78416	3/31/2022	Rice, Ronnie D.	1,453.85
78417	3/31/2022	Rippinger, Parker D.	887.63
78418	3/31/2022	Rouse, Felicia	1,665.41
78419	3/31/2022	Salazar, Becky	749.46
78420	3/31/2022	Sauerbrunn, Kayla R.	2,175.13
78421	3/31/2022	Severs, Virginia L.	1,164.89
78422	3/31/2022	Shallenberger, Elizabeth	1,720.05
78423	3/31/2022	Sheffer, Amy L.	1,840.49
78424	3/31/2022	Sheffer, Susan R.	215.60
78425	3/31/2022	Shelby, Kristin N.	2,456.95
78426	3/31/2022	Sheppard, Gregory S.	1,710.24
78427	3/31/2022	Simpson, Stacy J.	1,459.79
78428	3/31/2022	Smith, Kyle S.	1,865.33
78429	3/31/2022	Smith, Wanda R.	2,896.38
78430	3/31/2022	Smith-Fulia, Jesse R.	1,986.89
78431	3/31/2022	Sparks, John R.	2,240.65
78432	3/31/2022	Stalions, Terry R.	387.18
78433	3/31/2022	Steinmetz, Rebecca L.	1,237.45
78434	3/31/2022	Stoup, William R.	1,846.25
78435	3/31/2022	Suggs, Amber	1,745.01
78436	3/31/2022	Taylor, Timothy	5,094.92
78437	3/31/2022	Teske, April Y.	2,315.14
78438	3/31/2022	Thompson, Chevis L.	2,120.96
78439	3/31/2022	Thompson, Tad W.	288.55
78440	3/31/2022	Thornsberry, Ryan J.	2,249.27
78441	3/31/2022	Trowbridge, Mandee M.	867.10
78442	3/31/2022	Van Meter, Jonathan L.	1,527.50
78443	3/31/2022	VanAlstine, Lee F.	2,050.91
78444	3/31/2022	Vellella, Christopher A.	2,216.00
78445	3/31/2022	Vines, Deborah	1,102.13
78446	3/31/2022	Walton, James L.	1,513.67
78447	3/31/2022	Whitnel, Brett P.	1,512.03
78448	3/31/2022	Wilburn, Dorie S.	322.48
78449	3/31/2022	Williams, Michelle L.	829.60

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78450	3/31/2022	Woods, Brandy S.	2,373.96
78451	3/31/2022	Woolridge, Robert E.	2,239.11
78452	3/31/2022	Wright, Christina D.	1,554.21
78453	3/31/2022	Baker, Debra L.	90.46
78454	3/31/2022	Blood, Adelina J.	1,029.75
78455	3/31/2022	Burgess, Michael	663.18
78456	3/31/2022	Crites, Marilyn M.	798.61
78457	3/31/2022	Dalton, Amelia R.	382.88
78458	3/31/2022	Danas, Judy A.	887.63
78459	3/31/2022	Duke, Jordan	1,077.58
78460	3/31/2022	Edwards, Jessica E.	754.34
78461	3/31/2022	Fisher, Stephanie J.	626.23
78462	3/31/2022	Frassato, Kylee N.	730.98
78463	3/31/2022	Green, Kandyce T.	792.76
78464	3/31/2022	Hannan, Rachel A.	782.61
78465	3/31/2022	Harris, Rana L.	320.45
78466	3/31/2022	Hayes, Stephanie	201.96
78467	3/31/2022	Hill, Madison E.	57.03
78468	3/31/2022	Holderfield, Summer M.	93.31
78469	3/31/2022	Hudgens, Faith V.	1,136.83
78470	3/31/2022	Johnson, Kelly J.	113.61
78471	3/31/2022	Kineman, Daniel L.	717.02
78472	3/31/2022	Knight, Cecilia M.	562.66
78473	3/31/2022	Korte, Rhea C.	225.46
78474	3/31/2022	Kwiatkowski, Miley E.	330.37
78475	3/31/2022	Larry, Malcolm J.	597.67
78476	3/31/2022	Lewis, Jan F.	1,151.37
78477	3/31/2022	Little, Latayvia S.	159.68
78478	3/31/2022	Matthews, Brittany R.	537.33
78479	3/31/2022	McEwen, Sayveon L.	639.96
78480	3/31/2022	McNichols, Randall J.	1,015.24
78481	3/31/2022	Meshell, Caitlyn N.	96.13
78482	3/31/2022	Meyers, Tiffany A.	758.17
78483	3/31/2022	Miller, John P.	741.89
78484	3/31/2022	Murray, Maggie A.	639.16
78485	3/31/2022	Prevallet, James W.	186.14
78486	3/31/2022	Ribbing, Sheryl L.	158.85
78487	3/31/2022	Rose, Jayla F.	239.53
78488	3/31/2022	Ryan, Blake R.	202.60
78489	3/31/2022	Sabo, Tierney R.	781.75
78490	3/31/2022	Sargent, Kimberly S.	328.83

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

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
78491	3/31/2022	Shakespeare, Sandra L.	231.25
78492	3/31/2022	Solomon, Jabre A.	113.61
78493	3/31/2022	Sommer, Gary H.	630.58
78494	3/31/2022	Spence, Kaylee	323.37
78495	3/31/2022	Stecher, Beverly A.	553.89
78496	3/31/2022	Taylor, Cody M.	450.11
78497	3/31/2022	Thoe, Alexandra I.	491.12
78498	3/31/2022	Travis, Jennifer L.	415.72
78499	3/31/2022	Whitehead, Tracy L.	534.93
78500	3/31/2022	Woods, Aaron C.	537.77
		Total	<u>\$ 449,192.64</u>

**SHAWNEE COMMUNITY COLLEGE**

Interfund Transfer		
Date	Vendor	Amount
3.31.2022	Shawnee Community College	\$20,000.00
<b>From:</b> Fund-16 (Restricted Purpose Fund)		
<b>To:</b> Fund-01 (Education Fund)		
<b>Purpose:</b> To repay inter-fund loan originally made on 5.31.21 from the Education fund to the Restricted Purposes fund.		
_____		_____
Chairman		Secretary
<b>Date:</b> _____	5.2.2022	

## 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:** Chris Clark  
**RE:** Board Finance Committee Meeting Update  
**Date:** 05.02.2022

**Background:** The second meeting of the Board Finance Committee (FC) is scheduled for April 26, 2022. Board Committee members present were Trustee Darden, Trustee Moore, and Trustee Windings. College members present were Vice President Clark and myself.

The Agenda included:

- Review of the FY22 Audit Engagement Letter for Martin Hood
- Evaluation of Financial Advisor Proposals.

Pertaining to the Audit Engagement Letter, FC Chair Windings will likely have a recommendation for the Board to consider at the May 2 regular Board meeting.

Pertaining to the evaluation of Financial Advisor proposals, Consultant, Brad McCormick, led the Committee through the evaluation process for the following Financial Advisors:

- Kings Financial, Monticello, IL
- PMA Securities, LLC., Naperville, IL
- Speer Financial, Chicago, IL

Finance Committee Chair Windings will likely have a recommendation for the Board to consider as it pertains to the selection of a Financial Advisor at the May 2 regular Board meeting.

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

**Recommendation:** None.

**Board Memorandum**



**Board of Trustees**

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Michael McMahan  
April Moore  
Deborah Shelton-Yates  
John Windings  
Andrea Witthoft

**Student Trustee**

Riley Scarbrough

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Dr. April Teske  
Dr. Jeffrey Dufour

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Financial Advisor Proposals  
**Date:** 05.02.2022

**Background:** As noted, in the previous agenda item, on 04/26, the Finance Committee evaluated proposals from the following Financial Advisors:

- Kings Financial, Monticello, IL
- PMA Securities, LLC., Naperville, IL
- Speer Financial, Chicago, IL

At the time of this communication, the Committee has not made their final determination but plan to have a recommendation by one by the 05/02 regular meeting.

Finance Committee Chair Windings, VP Clark and Brad McCormick will be available to answer questions.

**Recommendation:** Recommendation will be available prior to the regular Board meeting on 05/02.



**Board Memorandum**



**Board of Trustees**

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April Moore  
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Dr. April Teske  
Dr. Jeffrey Dufour

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** FY22 Audit Engagement Letter  
**Date:** 05.02.2022

**Background:** As noted, in the previous agenda item, on 04/26, the Finance Committee reviewed the FY22 Audit Engagement Letter from Martin Hood.

At the time of this communication, the Committee has not made their final determination but plan to have a recommendation by one by the 05/02 regular meeting.

Finance Committee Chair Windings, VP Clark and Brad McCormick will be available to answer questions.

**Recommendation:** Recommendation will be available prior to the regular Board meeting on 05/02.

## Board Memorandum

**Board of Trustees**

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 Dr. April Teske  
 Dr. Jeffrey Dufour

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Lisa Price  
**RE:** Commencement Ceremony Update  
**Date:** 05.02.22

**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 was provided at the April board meeting and all trustees indicated that they plan to attend the entire time.

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; chaperone 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. in the River Room. 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.

**Recommendation:** None



#### Board of Trustees

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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

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Capital Projects Budget Review (First Read)  
**Date:** 05.02.22

**Background:** As noted in the College's [Budget Development Procedure](#) (included after the project lists and graphic illustration of costs), it is appropriate for the Board to consider potential capital projects to include in the FY23 Budget.

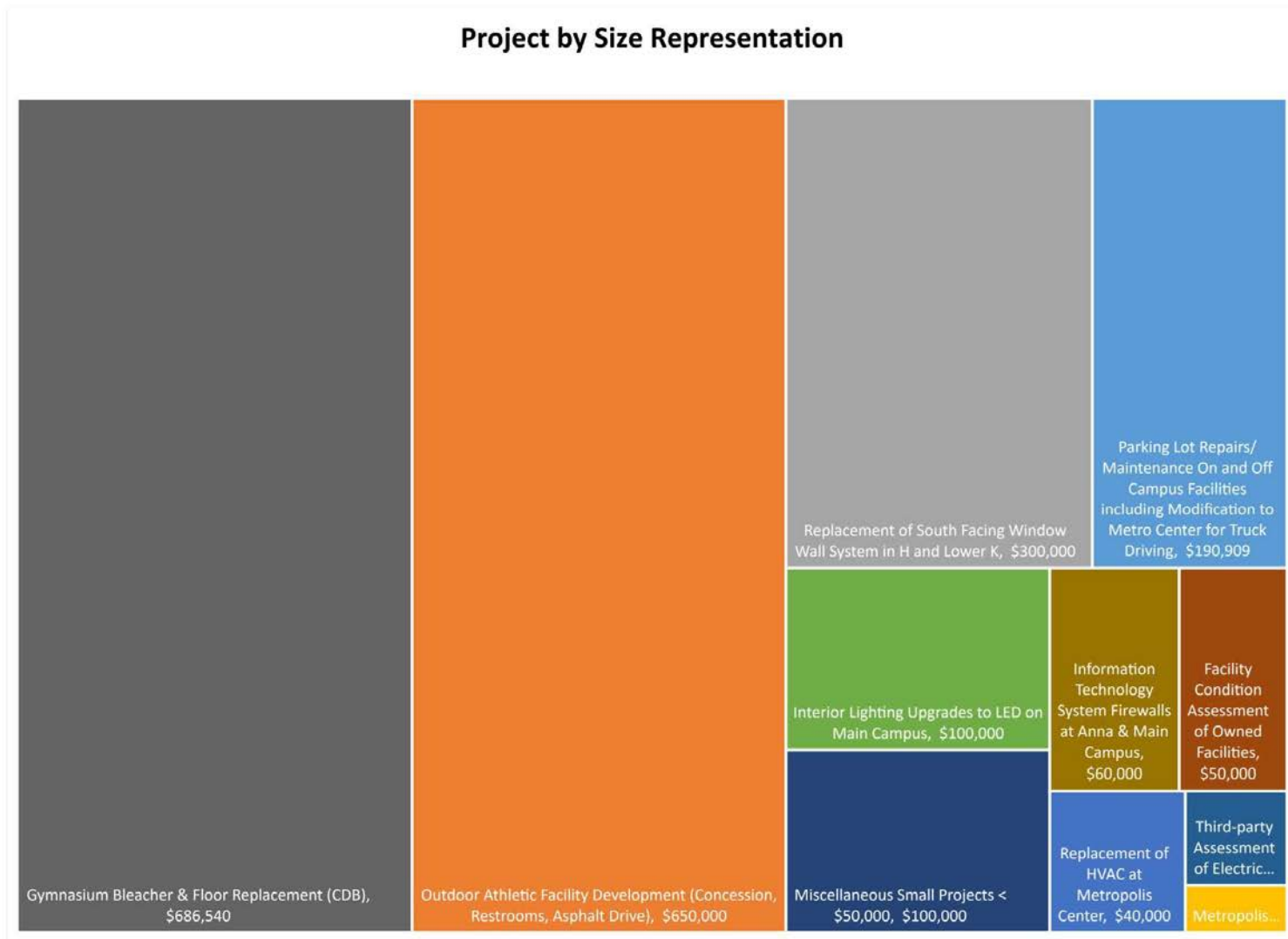
The proposed [FY23 Capital Projects Budget](#) recommends 11 projects, four of which appear on the State's Capital Development Board (CDB) Projects list. These projects were identified by a team of individuals including Don Koch, Chris Clark, and representatives from the College's Architecture Firm (Farnsworth Group). These projects were approved by the College's Facility Team. With the exception of the IT Firewalls, all projects are facility improvement related. Three of the projects are currently listed in the College's Strategic plan; however, 7 were listed in the 2018 version of the Facilities Master Plan. The total amount proposed for all 11 projects is \$2,405,449. Potential funding categories are identified for each project. The [Cost Illustration Graphic](#), provides you with a visual comparison of each proposed project.

Since we are moving the College into a multi-year budget outlook/forecast, it is appropriate to look at capital projects that might be considered for future funding. To that end, the proposed [Future Capital Project List](#) (i.e. FY24 and beyond) recommends 13 projects. These projects were also identified by the same a team of individuals noted earlier. These projects are primarily facility improvement related - although three are new construction. Two of the projects are currently listed in the College's Strategic plan; however, four were listed in the 2018 version of the Facilities Master Plan. The total amount proposed for all 13 projects is \$5,319,000. Potential funding categories are identified for each project.

At this point, we are asking for Board permission to POTENTIALLY include these projects in the FY23 budget. Please understand, we are not asking for project approval at this time, just the ability to consider these projects as part of the FY23 budget process. If given the permission to consider these projects as part of the College's FY23 final budget, and the Board approves the final FY23 budget with some of these projects included, we would bring bids/quotes for Board consideration and approval for those projects that exceed \$25K, as per Administrative Policy 7152.

**Recommendation:** I recommend the Board approve the capital projects listed on the FY23 Capital Projects List to be considered for potential funding in the College's FY23 final budget.

Category Legend	FC			Future Consideration			Status	Approved by the Board of Trustees and Appropriated in State Budget					
	M-1			Maintenance - Site & Exterior Utilities									
	M-2			Maintenance - Roofs									
	M-3			Maintenance - Exterior & Windows									
	M-4			Mechanical, Electrical & Plumbing									
	M-5			Environmental & Safety									
	P			Planning and Facility Assessment									
	NC			New Construction									
	R			Renovation									
	T			Technology									
<b>CAPITAL PROJECTS BUDGETED FOR FY2023</b>													
Category	Project ID	Included in 2018 Master Plan Update (*)	Strategic Plan Reference	Project Description:	Budget Year Assignment	Protection, Health & Safety Tax	Bond Proceeds	O&M Restricted	Auxiliary Fund	Tort	State, IGEN, HEERF (COVID-19 Relief), or Other Grant	Total Cost	
M-1/M-5	TBD	*	G1, O2, S(A)	Parking Lot Repairs/Maintenance On and Off Campus Facilities including Modification to Metro Center for Truck Driving	2023		\$ 140,909	\$ 25,000		\$ 25,000		\$ 190,909	
NC	TBD			Outdoor Athletic Facility Development (Concession, Restrooms, Asphalt Drive)	2023		\$ 400,000				\$ 250,000	\$ 650,000	
M-3	TBD			Replacement of South Facing Window Wall System in H and Lower K	2023	\$ 300,000						\$ 300,000	
M-4	TBD	*		Metropolis Center Outside Building Lighting	2023						\$ 10,000	\$ 10,000	
M-4	TBD	*		Replacement of HVAC at Metropolis Center	2023	\$ 40,000						\$ 40,000	
M-4	TBD	*		Interior Lighting Upgrades to LED on Main Campus	2023						\$ 100,000	\$ 100,000	
M-4	TBD	*	G4, O8	Third-party Assessment of Electrical Capacity in Main Building(s)	2023	\$ 20,000						\$ 20,000	
P	TBD		G4,O8, S(B)	Facility Condition Assessment of Owned Facilities	2023		\$ 50,000					\$ 50,000	
R	TBD	*		Gymnasium Bleacher & Floor Replacement (CDB)	2023		\$ 311,540				\$ 375,000	\$ 686,540	
T	TBD	*		Information Technology System Firewalls at Anna & Main Campus	2023					\$ 60,000		\$ 60,000	
R	TBD			Miscellaneous Small Projects < \$50,000	2023			\$ 100,000				\$ 100,000	
						Architectural & Engineering Services 9%	\$ 32,000	\$ 81,000	\$ 11,000	\$ -	\$ 8,000	\$ 66,000	\$ 198,000
<b>Totals</b>							<b>\$ 392,000</b>	<b>\$ 983,449</b>	<b>\$ 136,000</b>	<b>\$ -</b>	<b>\$ 93,000</b>	<b>\$ 801,000</b>	<b>\$ 2,405,449</b>
<b>CAPITAL PROJECTS NOT BUDGETED, BUT CONSIDERED FOR FY2024 AND BEYOND</b>													
Category	Project ID			Project Description:		Protection, Health & Safety Tax	Bond Proceeds	O&M Restricted	Auxiliary Fund	Tort	State, IGEN, HEERF (COVID-19 Relief), or Other Grant	Total Cost	
M-5	TBD			Electronic Access Controls for Exterior Entry Points	2024					\$ 100,000		\$ 100,000	
M-4	TBD	*		Replace Hard Wired Clock System	2024	\$ 30,000						\$ 30,000	
M-4	TBD	*	G4, O8	Address Electrical Capacity in Campus Facilities	2024	\$ 250,000						\$ 250,000	
NC	TBD		G1, O2, S(A)	Classroom Facility for Truck Driving & Logistics	2024		\$ 750,000					\$ 750,000	
NC	TBD			Relocation of Bookstore and Renovation of Prior Location	TBD				\$ 200,000			\$ 200,000	
NC	TBD			500 kW Solar Array to Serve Vocational Building *IGEN Project*	2024						\$ 800,000	\$ 800,000	
R	TBD	*		Complete Renovation of Chemistry Lab (H1046)	2024		\$ 400,000					\$ 400,000	
R	TBD			Construct Biology Lab (A1041) *Team didn't discuss. Wasn't on list*	2024		\$ 250,000					\$ 250,000	
R	TBD			Repurpose Existing Biology Lab (A1113) to Classroom *Didn't discuss. Not on list*	2024		\$ 100,000					\$ 100,000	
R	TBD	*		Renovation of Library into Learning Commons	2024	\$ 500,000	\$ 500,000				\$ 500,000	\$ 1,500,000	
R	TBD			Renovations of Restrooms in Lower J Building (J1018, J1020) and Near Library (H1038, H1039)	2024	\$ 100,000						\$ 100,000	
R	TBD			Renovation of Administration Area	TBD		\$ 200,000				\$ 100,000	\$ 300,000	
T	TBD			Scoreboards at Baseball and Softball with Fiber Internet Connection	TBD						\$ 100,000	\$ 100,000	
						Architectural & Engineering Services	\$ 34,000	\$ 190,000	\$ 45,000	\$ 18,000	\$ 9,000	\$ 135,000	\$ 439,000
									\$ 27,000			\$ 27,000	
<b>Totals</b>							<b>\$ 414,000</b>	<b>\$ 2,398,000</b>	<b>\$ 548,000</b>	<b>\$ 305,000</b>	<b>\$ 109,000</b>	<b>\$ 1,635,000</b>	<b>\$ 5,319,000</b>
Architectural & Engineering Fees Assumed 9%.													



Project Title	Project Description
Parking Lot Repairs/Maintenance On and Off Campus Facilities including Modification to Metro Center for Truck Driving	Metro parking lot construction to be done this summer.
Outdoor Athletic Facility Development (Concession, Restrooms, Asphalt Drive)	Building for concession and restrooms concept design approved. Asphalt drive design approved
Replacement of South Facing Window Wall System in H and Lower K	Replacement of windows due to seal failure which is causing them to fog up.
Metropolis Center Outside Building Lighting	The parking lot light bulbs on the poles have been changed. This would change the the bulbs on the side of the building to LED.
Replacement of HVAC at Metropolis Center	Original HVAC unit at Metro.
Interior Lighting Upgrades to LED on Main Campus	Would replace all flouresant bulbs with energy effiecient LED bulbs.
Third-party Assessment of Electrical Capacity in Main Building(s)	Assess the electrical capacity since the increased load added over time.
Facility Condition Assessment of Owned Facilities	Determine a plan keep facilities in quality condition.
Gymnasium Bleacher & Floor Replacement (CDB)	Approved project.
Information Technology System Firewalls at Anna & Main Campus	Need to replace the firewall at both campuses because end of life nearing.
Miscellaneous Small Projects < \$50,000	Projects the may arise.



# Procedure

**Title:** Budget Development and Adoption

**Number:** PXXXX

**Type:** Administrative

**Responsible:** Vice President of Administrative Services

**Related Policies:** BXXXX Financial Condition

BXXXX Budget Forecasting, Development, & Adoption

AXXXX Management of Financial Reserves

**Linked Procedures:** PXXXX Fund Balance Calculations

**Related Laws:** ILCS 805/3-20

**Related Standards:**

**HLC Criterion:** 5B

## Statement

The Vice President of Administrative Services (VPAS) is responsible for developing the tentative budget in cooperation with other vice presidents and shall submit the budget to the President for review and adjustment prior to presentation of the tentative budget to the Board of Trustees. The presentation of the tentative budget shall occur no earlier than April board meeting and no later than the August board meeting. The tentative budget shall be made conveniently available to the public for inspection for at least 30 days and a public hearing shall held with notification of such given at least 30 days prior to the time of a public hearing. The College President will present a recommendation for adoption of the legal budget and submit this recommendation to the Board of Trustees for its consideration in a meeting no later than September 30<sup>th</sup>.

The budget calendar with associated steps are as follows:

### **July - January**

1. Academic and administrative departments develop budget requests for the upcoming fiscal year(s).

### **February**

2. Historical actual revenues and expenditures, along with budget data imported into chosen software to be used for budgeting.
3. Communication sent by Human Resources to the Vice Presidents and President requesting notification of position requests.
4. Human Resources to review/verify new position costs, then submit to the President for review/approval.
5. Memo from the Vice President of Administrative Services (VPAS) sent to budget officers by end of February.



### **March**

1. Conduct a budget workshop for budget officers for the year (annual event).
2. Budget Officers work to build detailed, multi-year departmental budgets and justify requests using zero-based budgeting for account types selected by the VPAS. Budget requests above an established threshold to be tied to the Strategic Plan.
3. Memo to Executive Director of Institutional Effectiveness or Vice President of Student Affairs sent by the VPAS to request enrollment projections in MS Excel template to be used for revenue budgets and future year projections.
4. VPAS prepares initial revenue projections.
5. Capital project planning initiated.

### **April**

1. Budget requests to be reviewed by the respective vice presidents and returned to VPAS by April 15<sup>th</sup>.
2. Following action by the President, position by position salary and fringe benefit data provided by Human Resources and provided to VPAS.
3. Salary and fringe benefit cost built into the upcoming budget software for initial inclusion in tentative budget.
4. VPAS meets with respective vice presidents to review summary budget data and make edits. Original request with editorial notes are to be retained for future reference.

### **May**

1. Annual raise determination made by the Board of Trustees and/or collective bargaining agreement.
2. VPAS develops projected ending fund balances for prior to establish beginning fund balances for the new budget year.
3. Meeting held with President to review budget progress. Meeting to include:
  - a. Initial revenue projections, anticipated prior year ending fund balances, and expected budget summary.
4. **Proposed capital projects submitted to the Board of Trustees for inclusion in the budget.**
5. State revenues are updated based upon ICCB budget.
6. Tuition and fee revenues updated based upon most current enrollment for upcoming fall semester is compared to earlier enrollment projections.
7. Budget message drafted by the VPAS and reviewed by the President.
8. President to meet with the Board Chairperson to present budget overview.

### **June**

1. Presentation of Tentative Budget to the Board of Trustees at the regularly scheduled meeting.
2. Scheduling of the public hearing on the board agenda in July with the meeting to occur prior to the August board meeting.

3. Tentative budget document made available on the college public website for 30-day inspection period.
4. Preparation and sending of advertisement for the local newspaper notifying of the public hearing (at least 30 days in advance of the hearing).

**July**

1. Any adjustments made to Tentative Budget as required, including adjustment of beginning and ending fund balances.
2. Public hearing held prior to the start of the regular board meeting.
3. Budget presented for adoption to the Board of Trustees.

**December**

1. Statement of Revenues signed by the VPAS sent to counties with the certificate of tax levy.

**Change Log**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
04-05-21	Initial Adoption	VP of Administrative Svcs

## 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:** PPP Loan payoff  
**Date:** 05.02.2022

**Background:** In the spring of 2020, the Board authorized the College to apply for a Paycheck Protection Program (PPP) Small Business Administration (SBA) loan. Essentially, the PPP allowed qualified entities to apply for low-interest (1%) private loans to pay for payroll and certain other costs. This was a type of CARES Act funding. The calculated amount of a PPP loan was approximately equal to 2.5 times the applicant's average monthly payroll costs. The loan proceeds could be used to cover payroll costs, rent, interest, and utilities.

To qualify for this loan, the applicant must be a small business, sole proprietor, independent contractor, self-employed person, 501(c)(3) or 501(c)(19) nonprofit organization, veterans' organization, or a tribal business. Although the College is a non-profit organization, it is not a 501(c)(3) or 501(c)(19). Therefore, it was questionable whether the College should have been approved for this type of loan.

However, initially, we were approved for (and received) \$1.55M, which is being administered by the City National Bank of Metropolis. Right now, this \$1.55M is showing as a liability on our books. We did not spend any of these funds.

In February 2021, an opportunity to have the loan either partially (or fully) forgiven was made available. At the 03/01/21 regular Board meeting, the Board approved the College's application for Loan Forgiveness and this was submitted to the SBA. Unfortunately, our application for forgiveness was denied and payment is now due.

The College did explore a few possibilities for managing this debt including the idea of potentially extending this debt and using the next bond issue to service the debt. However, the interest rate (3.5% for 24mo.) suggested by City National Bank made this scenario untenable.

As such, it would be financially prudent for the College to pay this debt off ASAP. The principal amount is \$1,548,297.90 and the accumulated interest due as of May 3, 2022 would be \$30,753.85. The total payoff would be \$1,579,051.75.

**Recommendation:** I recommend the Board authorize the CFO to pay off the PPP loan in the amount \$1,579,051.75 on May 03, 2022.

## Board Memorandum

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Security Services for FY23  
**Date:** 05/02/2022

**Background:** The College requires security service to be provided for 24 hours per day, 7 days a week for 365 days per year at the Main Campus. To this end, The College's contract for security services with St. Moritz Security Services, Inc. of Pittsburg, Pennsylvania, expires on 06/30/22. As such, a contract for services (attached) during FY23 was proposed by St. Moritz.

Here is a summary of charges:

- The cost for each unarmed guard will be \$20.82 per hour - an increase of \$1.90 per hour over FY22 rates.
- The cost for each armed guard will be \$26.82 per hour - an increase of \$1.90 per hour over FY22 rates.
- The cost for each armed supervisor will be \$28.27 per hour - an increase of \$1.90 per hour over FY22 rates.
- Overtime will be charged at 1.5 times the normal hourly rate (no change over FY22 rates).
- The Holidays, New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas will be charged at 1.5 times the normal hourly rate (no change over FY22 rates).

In general, the proposed increases reflect projected increases in the cost of labor (e.g. an increase in minimum wage) and the cost of living. The total cost of the contract is estimated to be \$233,600. This is a Fund 12 (Tort) eligible cost.

**Recommendation:** I recommend the Board approve the contract with St. Moritz Security Services, Inc. to provide security services from July 1, 2022, through June 30, 2023.

CONTRACT FOR SECURITY SERVICES

This Contract for Security Services made this 19th day of May 2021, by and between BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO.531, COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON, AND JACKSON IN THE STATE OF ILLINOIS, hereinafter referred to as “College”, ST. MORITZ SECURITY SERVICES, Inc., an Pennsylvania corporation of Pittsburgh, Pennsylvania, hereinafter referred to as “Contractor”,

WITNESSETH:

WHEREAS, the college desires to obtain independent contracting services from Contractor to provide security services at various locations owned and operated by the College under the terms and conditions to be agreed herein:

NOW, THEREFORE, for and in consideration of the individual and mutual covenants herein contained and other good and valuable consideration, and receipt and sufficiency of which is hereby acknowledged, the parties hereto do hereby agree as follows:

ARTICLE I – TERM

The parties agree that this Agreement shall become effective on July 1, 2022, and continue until June 30, 2023, unless sooner terminated as provided herein.

ARTICLE 2 – SECURITY SERVICES

The contractor and its employees shall provide the following security services to the College:

- (a) To be responsible for the physical security of all persons and property on the College campus;

- (b) To assist, in every way possible, those persons using College facilities including, but not limited to, unlocking doors, starting stalled vehicles and securing campus facilities;
- © To check interior and exterior lights and identify all units needing assistance during routine patrols and to complete the necessary work orders to insure any malfunctions with the lighting is corrected as soon as possible.
- (d) To respond to any emergency situations that may develop on campus and to maintain the peace on the campus.
- (e) To make bank deposits for the business office as needed.
- (f) To monitor campus facilities while making routine patrols.
- (g) To notify the cafeteria staff of any power outages that would affect the cooling of the freezers in the cafeteria area.

ARTICLE III – QUALITY OF CONTRACTOR’S EMPLOYEES

- A. Contractor agrees that all of its security personnel assigned to the College’s facilities shall have completed twenty (20) hours of classroom training for security and maintain their permanent employee registration card as required by law. In addition, all personnel will complete OSHA certification within ninety (90) days of their assignment to the Colleges facilities.
- B. All of the Contractor’s employees, like all licensed security personnel, shall have an extensive background check to be performed by the State of Illinois, the FBI and the Contractor’s internal security department.
- C. Pursuant to 110 ILCS 805/3-42.1, the Contractor agrees that all of its employees shall be at least twenty-one (21) years of age and possess a high school diploma or the

equivalent. None of Contractor's employees shall be assigned to the College's facilities unless that person is of good character and not a habitual drunkard, gambler or person convicted of a felony or a crime involving moral turpitude.

D. No employee of Contractor shall be permitted to carry a weapon at any of the College's facilities without the express written permission from the college. Any employee of Contractor permitted to carry a weapon by the college shall receive a course of training in the legal and practical use of such weapons and shall also be instructed in and understand the provisions of Article 7 of the "Criminal Code of 1961" as now or hereafter amended which pertain to the justifiable use of force.

E. All of Contractor's employees shall be in uniform at all times. The uniform shall consist of a hat, shirt, and jacket will all be clearly marked as "Security".

#### ARTICLE IV – CONTRACTOR'S COMPENSATION

For the services provided by Contractor to College under this Agreement, as directed herein by College, the Contractor shall receive \$28.27 for armed supervisor per hour, at the rate of \$26.62 for armed officers per hour and for unarmed officers at the rate of \$20.82 per hour. In the event the Contractor's employees work any overtime at the request of the College the Contractor shall be compensated at 1.5 times the normal hourly rate. The overtime rate of compensation will apply on the following holidays: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

#### ARTICLE V – COMMUNICATIONS

Communications between Contractor and local law enforcement agencies shall be maintained 24 hours per day via Contractor's communication's center. Contractor's on-



site employee shall be able to contact the Contractor's communications center via telephone.

ARTICLE VI – REPORTS

A. Contractor agrees to provide a weekly report by each employee for each shift on each of the College's facilities. Further, an incident report should be completed when something out of the ordinary occurs. Copies of all reports shall be provided to the College on a daily basis and will be reviewed by Contractor's supervisory personnel. Further, the Vice-President of Financial and Campus Operations of the College shall be notified immediately when something out of the ordinary occurs.

ARTICLE VII – RELATIONSHIP OF THE PARTIES

A. The parties agree that their relationship shall not be as employer and employee, partner, joint venture or otherwise, but shall be that of an independent contractual relation wherein the College is the owner and the Contractor is the independent contractor. Contractor shall be responsible for providing all tools and materials necessary or required to perform the services agreed to under this Agreement and shall direct its employees accordingly.

B. Contractor shall be responsible for and shall pay and save the College harmless from any and all federal, state and local income taxes or unemployment compensation due any of its employees. Further, Contractor shall be responsible for the provision of all workers' compensation insurance or other benefits to its employees and shall agree to pay and save the College harmless from any liability therefore.

ARTICLE VIII – INDEMNIFICATION

Contractor shall, at all times during the term of this Agreement, indemnify the College against any and all liability, loss, cost damage or expense sustained by College, including attorney fees and other expenses of litigation, arising directly or indirectly from the performance by Contractor, or its employees of any of the services or promises or conditions imposed upon Contractor under the terms and conditions of this Agreement, include but not limited to injury to persons or property.

ARTICLE IX INSURANCE

Contractor, in order to provide financial responsibility for compliance to the foregoing Article on Indemnification, agrees to procure and maintain general liability coverage in the minimum amount of \$2,000,000.00 naming College as an additional insured. College will be supplied annually a copy of said paid insurance coverages and College will be notified immediately of any charge in coverage or the potential lapse in coverage.

ARTICLE X – BOND

Contractor shall provide to College a fidelity bond in the minimum amount of \$25,000.00 to insure against any loss to College by reason of the Contractor, or any of its employees' breach of its fiduciary duty, including, but not limited to, theft to the College.

ARTICLE XI – TERMINATION

A. The parties agree the College may terminate this Agreement at any time without any liability to Contractor for "cause". "Cause" shall include, but not be limited to, the failure or inability to comply with any services requested by the College; failure to comply with other terms or condition of this Agreement; loss or damage to persons or

property of the College or any of its invitees by reason of the negligence of the Contractor or any of its employees; and loss or property by reason of the breach of any fiduciary duty by the Contractor or any of its employees.

B. In addition to the termination provisions provided in the foregoing paragraph the parties agree that either party may terminate this Contract for any reason and without any liability, other than the payment of services up to the effective date of termination, by giving the other party ninety (90) days written notice of its intention to terminate this agreement.

#### ARTICLE XII – NOTICES

Any notice, demand, request statement or payment which may be required or permitted according to the terms, conditions or provisions of this Contract shall be given or made at the place hereinafter designated for giving notice to either party hereto. Any such notice, demand, request or statement shall be in writing and signed by the College, Contractor or any of their agents, officers or attorneys, and shall be deemed to have been duly given or served when (1) personally delivered to College or Contractor or any of their agents, employees or attorneys so authorized to conduct the business of College or Contractor respectively, or (2) forwarded by certified or registered mail with postage fully prepaid thereon, properly addressed to such party at the place hereinafter designated for giving notice.

The place for giving notice to College is:

President  
Shawnee Community College  
8364 Shawnee College Road  
Ullin, IL 62992

The place for giving notice to Contractor is:

Branch Manager  
St. Moritz Security Services, Inc.  
P.O. Box 1096  
Murphysboro, IL 62966

Such place and address may be changed by either party from time to time by serving and giving notice of such change to the opposite party in the manner hereinabove provided for giving notice.

ARTICLE XIII – MISCELLANEOUS TERMS

- A. This Contract may be amended only by an instrument in writing signed by all the parties hereto and no verbal statements or agreements shall constitute an amendment of any of the provisions of this Contract.
- B. This Contract shall be governed by, and the terms and provisions hereof shall be interpreted and subject to, the laws of the State of Illinois.
- C. The terms, conditions and benefits of this Contract shall be binding upon and shall insure to the benefit of the respective parties hereto, their heirs, successors, administrators, executors, assigns and legal representatives.

IN WITNESS WHEREOF, the parties hereto have hereunto signed and executed this Contract for Security Services on the day and date first above written.

COLLEGE:  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE  
DISTRICT NO. 531, COUNTIES OF UNION,  
ALEXANDER, MASSAC, PULASKI, JOHNSON,  
AND JACKSON IN THE STATE OF ILLINOIS

By: \_\_\_\_\_

President

Attest: \_\_\_\_\_

Vice President

CONTRACTOR:  
ST. MORITZ SECURITY SERVICES, INC.  
an Pennsylvania Corporation

By: *Daniel J. Hoff*  
Branch Manager

Attest: *Patricia B. Baker*  
St. Moritz Security Services Administrative Assistant

