

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

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

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

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

Others Present:

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

IV. Recognition of Guests and Public Comment

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

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

V. Approval of Consent Agenda

MOTION NO. 1

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

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

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

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

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

MOTION NO. 2

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

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

VII. Reports

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

MOTION NO. 3

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

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

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

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

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

MOTION NO. 4

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

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

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

MOTION NO. 5

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

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

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

MOTION NO. 6

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

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

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

MOTION NO. 7

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

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

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

MOTION NO. 8

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

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

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

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

MOTION NO. 9

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

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

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

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

MOTION NO. 10

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

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

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

MOTION NO. 11

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

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

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

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

MOTION NO. 12

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

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

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

MOTION NO. 13

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

Discussion only – No Recommendation/No Motion Required

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

MOTION NO. 14

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

MOTION NO. 15

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

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

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

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

MOTION NO. 16

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

Discussion only – No Recommendation/No Motion Required

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

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

MOTION NO. 17

IX. EXECUTIVE SESSION

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

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

MOTION NO. 18

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

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

MOTION NO. 19

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

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

MOTION NO. 20

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

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

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

MOTION NO. 21

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

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

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

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

MOTION NO. 22

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

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

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

MOTION NO. 23

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

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

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

MOTION NO. 24

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

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

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

MOTION NO. 25

XI. Adjournment

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

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

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