

**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:

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		✓	Riley Scarbrough (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		✓	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 Nicolaidis, 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:

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