

BOARD BOOK

July 5, 2022





**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
EDUCATION CENTER, ULLIN, IL
July 5, 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 July 5, 2022 at 5:30 PM. Citizens and staff may participate in person and via teleconference by using the following link: [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 member of the public that would like to make a public comment, must submit their public comment via email to comments@shawneecc.edu by 2:00 p.m. on July 5, 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. Disposition of Minutes**
[June 6, 2022](#), Regular Meeting
[June 24, 2022](#), Special Board Finance Committee meeting
- V. Recognition of Guests and Public Comment**
 New Employee Introduction: Lydia Dover, Director of Workforce Development; Cody Dawson, Research Associate; Timothy Cornwell, IT Support Specialist and Cecilia Knight, Librarian
- VI. 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

VII. Approval of Consent Agenda

- a. [Treasurer's Report](#)
- b. [Approval of Bills](#)

Education Fund	\$2,301,618.64
Building Fund	147,488.69
Restricted Bldg. Fund	4,350.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	81,049.73
Restricted Purposes Fund (Grants)	468,534.65
Restricted Purposes - FWS*	1,691.04
Restricted Purposes - PELL	0.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	4,266.80
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	78,165.56
Grand Total	\$3,087,165.11

VIII. Consideration for Approval of Fund Transfer

Interfund Transfer: (\$65,000.00) To an interfund loan from the Education Fund to the Restricted Purpose Fund (5.31.22)

IX. Monitoring Reports

A. Annual Community Education [Monitoring Report](#), First Read (📄 12pp)

X. Presentations, Discussion, and Action Items

A. Board Finance Committee [Update](#) (📄 9pp)

B. Consideration for approval of Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of financing capital improvements in and for the District and for the issue of not to exceed \$6,450,000 General Obligation Debt Certificates (Limited Tax), of the District, evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

C. Consideration for Approval of [FY23 Budget](#) FIRST READ

i. FY23 Tentative Budget (14 pp)

ii. [Resolution](#) to Adopt Tentative Budget 2022-07-05-02 (📄 2pp)

iii. Board Policy [B3005](#) Budget Forecasting, Development, & Adoption (📄 2pp)

iv. Board Policy [B3006](#) Financial Condition (📄 2pp)

v. Board Policy [B3009](#) Financial Planning (📄 2pp)

- D. Consideration for Approval of [Renewal Agreement](#) with Bushue, Inc. (☞ 1p)
- E. Consideration for Approval of AY23 [Student Handbook](#) – Sent Separately
- F. Consideration for Approval to Ratify the Expenditure to [Vienna High School](#)

XI. Board Policy Review/Approval

XII. 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 a FT [Nursing Instructor](#)
 - iii. Consideration for Approval to Hire a FT [Counselor/Academic Advisor](#)
 - iv. Consideration for Approval to Extend Contractual Service Agreement for a Financial & College Operations [Consultant](#) (☞ 6pp)
 - v. Consideration for Approval to Ratify Spring 2022 [Adjunct Faculty Stipends](#) (☞ 2pp)
 - vi. Consideration for Approval to Ratify [Part-Time Employees](#)
 - vii. 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 \(c\)\(1\)](#)
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

XIII. 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 a Full-Time [Nursing Instructor](#)
 - iii. Consideration for Approval to Hire a [Counselor & Academic Advisor](#)
 - iv. Consideration for Approval to Extend the Contractual Service Agreement for a Financial & College Operations [Consultant](#) (☞ 6pp)
 - v. Consideration for Approval to Ratify Spring 2022 [Adjunct Faculty Stipends](#) (☞ 2pp)
 - vi. Consideration for Approval to Ratify [Part-Time Employees](#)
 - vii. 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
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation

XIV. Trustee Comments

XV. Adjournment

**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
SCC EDUCATION CENTER
JUNE 6, 2022, 5:30 P.M.**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on June 6, 2022 in the Education Center and via Zoom. The meeting was called to order by Chairperson Steve Heisner at 5:30 pm.

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		✓	Ms. 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, Executive Director of Human Resources
✓	Dr. April Teske, Executive Director Institutional Effectiveness		✓	Kevin Hunsperger, Executive Director of Public Information & Marketing
✓	Dr. Jeffrey Dufour, Executive Director of Saints Foundation		✓	John Schneider, Attorney
✓	Dr. Ian Nicolaides, S.C.E.A., President			Dr. Ryan Thornsberry, Instructor of English
✓	Tina Dudley, Executive Assistant, President & Foundation		✓	Ruth Smith, Department Chair (Career & Technical)

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IV. APPROVAL OF AGENDA & ADDENDUMS

MOTION NO. 1

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

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

**V. DISPOSITION OF MINUTES – April 26, 2022
Special Board Meeting, Board Finance Committee**

MOTION NO. 2

A motion was made by Andrea Witthoft and seconded by John Windings to approve the minutes of the April 26, 2022, Special Board Meeting, Board Finance Committee.

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

**V. DISPOSITION OF MINUTES – May 2, 2022
Regular Board Meeting**

MOTION NO. 3

A motion was made by Deborah Shelton-Yates and seconded by John Windings to approve the minutes of the May 2, 2022, Regular Board Meeting.

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

VI. RECOGNITION OF GUESTS AND PUBLIC COMMENT

New Employee Introduction: Daniel Kineman (Network Support Specialist) was introduced by Chris Clark.

VII. COMMUNICATIONS

Reports from Faculty, President Taylor, Senior Leadership, the Saints Foundation and ICCTA were presented within the Board Book previously sent. Dr. Taylor added that there is an increase in enrollment: Summer by 5.45% and Fall is looking good as well. Trustee Windings appreciates the community connection and notes the College will benefit greatly. Trustee Heisner complimented the Truck Driving Ribbon Cutting and shared feeling the energies of so many components coming together.

VIII. APPROVAL OF CONSENT AGENDA**MOTION NO. 4**

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

- A. Treasurer's Report
- B. Approval of Bills

Education Fund	\$701,396.41
Building Fund	125,950.63
Restricted Bldg. Fund	9,580.47
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	36,384.67
Restricted Purposes Fund (Grants)	193,911.94
Restricted Purposes - FWS*	1,902.00
Restricted Purposes - PELL	18,831.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	3,581.12
Audit Fund	0.00
Liability Protection Settlement Fund (TORT)	42,284.66
Grand Total	\$1,133,822.90

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

IX. CONSIDERATION FOR APPROVAL OF FUND TRANSFER**MOTION NO. 5**

A motion was made by April Moore and seconded by Michael McMahan to **approve the interfund transfer (\$55,000.00): To make an interfund loan from the Education Fund to Restricted Purposes Fund (4.30.22).**

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

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X. MONITORING REPORTS

None

XI. A. BUDGET DEVELOPMENT PRESENTATION

- i. Revenue Projection Model Presentation
- ii. Preliminary Department Review
- iii. Schedule Board Finance Committee Meeting for June

The Board Finance Committee agreed to meet on Friday, June 24 beginning at 4:30pm.

MOTION NO. 6

XI. B. CONSIDERATION FOR APPROVAL OF THE CAPITAL PROJECT APPLICATION (FORMERLY RAMP SUBMISSION)

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend the Board approve the Capital Project requests and authorize the College's VP of Administrative Services, Chris Clark, to sign and submit the document, as per ICCB guidelines.

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

MOTION NO. 7

XI. C. CONSIDERATION FOR APPROVAL OF BLANKET PURCHASE ORDERS OVER \$25,000

A motion was made by April Moore and seconded by Riley Scarbrough to recommend the Board approve the FY23 blanket purchase orders over \$25,000 (totaling \$1,783,910) that are identified in the attachment presented.

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

MOTION NO. 8

XI. D. CONSIDERATION FOR APPROVAL OF THE FY22 AUDIT ENGAGEMENT LETTER

A motion was made by Andrea Witthoft and seconded by Riley Scarbrough to recommend the Board approve the selection of Martin Hood for FY22 Audit Services as outlined in the attached Audit Engagement Letter.

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

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XII. BOARD POLICY REVIEW/APPROVAL

None

MOTION NO. 9

XIII. EXECUTIVE SESSION

A motion was made by Deborah Shelton-Yates and seconded by James Darden to adjourn and go into Executive Session at 6:46 pm 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: J. Windings, A. Witthoft, R. Scarbrough, J. Darden, D. Shelton-Yates, S. Heisner, A. Moore and M. McMahan all voted Yea. The Chairperson declared the motion carried.

MOTION NO. 10

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend the Board adjourn out of Executive Session at 9:17 pm.

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

MOTION NO. 11

A motion was made by Michael McMahan and seconded by Riley Scarbrough to approve the minutes of the Executive Session held on June 6, 2022.

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

XIV. A. i. COLLECTIVE BARGAINING UPDATE

No Motion Necessary

MOTION NO. 12

XIV. A. ii. CONSIDERATION FOR APPROVAL TO HIRE AN IT SUPPORT SPECIALIST

A motion was made by Andrea Witthoft and seconded by James Darden to recommend the Board approve the hire of Timothy Cornwell for the full-time position of IT Support Specialist effective June 7, 2022.

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

MOTION NO. 13

XIV. A. iii. CONSIDERATION FOR APPROVAL TO HIRE A RESEARCH ASSOCIATE

A motion was made by Riley Scarbrough and seconded by Deborah Shelton-Yates to recommend the Board approve the hire of Cody Dawson for the full-time position of Research Associate effective June 7, 2022.

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

MOTION NO. 14

XIV. A. iv. CONSIDERATION FOR APPROVAL TO HIRE A LIBRARIAN

A motion was made by April Moore and seconded by Riley Scarbrough to recommend the Board approve the hire of Cecilia Knight for the full-time position of Librarian effective June 7, 2022.

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

MOTION NO. 15

XIV. A. v. CONSIDERATION FOR APPROVAL OF STIPEND FOR INTERIM ASSIGNMENT

A motion was made by James Darden and seconded by Riley Scarbrough to recommend the Board approve the weekly wage increase (minimum of 6 weeks, with potential of 8 weeks) for Mandee Trowbridge to cover the responsibilities of the Bookstore Manager until Stacy Simpson returns from leave.

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

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MOTION NO. 16

XIV. A. vi. CONSIDERATION FOR APPROVAL TO RATIFY SPRING 2022 FACULTY STIPEND

A motion was made by Riley Scarbrough and seconded by Deborah Shelton-Yates to recommend the Board ratify the Spring 2022 Faculty Stipends as presented.

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

MOTION NO. 17

XIV. A. vii. CONSIDERATION FOR APPROVAL TO RATIFY THE PART-TIME EMPLOYEES

A motion was made by April Moore and seconded by Andrea Witthoft to recommend the Board ratify the part-time hires as listed.

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

MOTION NO. 18

XIV. A. viii. CONSIDERATION FOR APPROVAL OF THE PRESIDENT'S CONTRACT

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to recommend the Board review the changes recommended by Chairperson Heisner and Attorney Schneider and consider sharing the final recommended changes with the President.

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

MOTION NO. 19

XIV. B. i. CONSIDERATION FOR APPROVAL TO ACCEPT A FULL TIME FACULTY RETIREMENT

A motion was made by Deborah Shelton-Yates and seconded by Riley Scarbrough to recommend the Board approve the retirement of Sherrie Malone effective January 1, 2023.

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

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MOTION NO. 20

XIV. B. ii. CONSIDERATION FOR APPROVAL TO ACCEPT A FULL TIME EMPLOYEE RETIREMENT

A motion was made by Riley Scarbrough and seconded by April Moore to recommend the Board approve the retirement of Greg Sheppard effective June 30, 2022.

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

MOTION NO. 21

XIV. C. i. CONSIDERATION FOR APPROVAL TO DETERMINE CONTINUED CONFIDENTIALITY OF EXECUTIVE SESSION MINUTES

A motion was made by Michael McMahan and seconded by Riley Scarbrough to recommend the Board approve the continued confidentiality of Executive Session Minutes from October 13, 1986 to present and to authorize the destruction of the closed session audiotapes as provided in the Open Meetings Act for closed sessions held prior to December 2, 2020.

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

XV. TRUSTEE COMMENTS

MOTION NO. 22

XVI. ADJOURNMENT

A motion was made by Michael McMahan and seconded by James Darden **to adjourn at 9:30 p.m.**

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

**SPECIAL BOARD MEETING
SCC BOARD FINANCE COMMITTEE
FOUNDERS ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
June 24, 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 Chairperson John Windings at 4:42 pm.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

	Trustee		Trustee
√	Mr. James Darden		Ms. April Moore
√	Mr. John Windings, Chairperson		

Others Present:

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

IV. Recognition of Guests and Public Comment

There were no public comments received.

V. Presentation, Discussion and Action Items

A. Tammie Schallmo, PMA Securities, LLC

1. Debt Scenario/Bond Issue Presentation
2. Timetable
3. Working Cash Fund
4. Parameters Resolution

B. Discussion on Assumptions

C. Discussion on Corporate Tax/What has Changed

D. Review of Fund Balance Goals & Related Transfers

E. Review Preliminary Information Presented June 6

1. Enrollment Plans, Insurance & Salary Scenarios
2. Capital Projects & Facility Maintenance Requests
3. Strategic Plan and CQI Initiatives Addressed

F. Final Recommendations for Inclusion in the Budget

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V. A. Presentation, Tammie Schallmo, PMA Securities, LLC

Tammie provided a brief presentation to inform the Committee, on the existing debt service on bonds, debt certificates-to-funding bonds for capital projects, treasury rates comparative to tax-exempt interest rates, and debt service payments.

In addition, the method of sale of those bonds or debt certificates and an overall timeline of these events was shared. PMA Securities, LLC will ensure our timeliness and overall success in this process. The overall deadline for completion is February of 2023. Presentation concluded at 5:18 pm.

V.B. Discussion on Assumptions

The following assumptions to build the budget were shared with the Committee: 5% Enrollment Increase, 11% Insurance Increase, Salaries at FY22 levels, Using Tax Levy estimates for All Funds, CPPRT - \$575K (\$402K/\$173K) + FY22 Accrual (≈\$150K), Reduce Grants & Waivers by \$200K (≈8%).

V.C. Discussion on Corporate Tax/What has changed

Corporate tax dollars will be split 70% (Education Fund) and 30% (Operations & Maintenance Funds).

V.D. Review of Fund Balance Goals & Related Transfers

Discussion included Education Fund and the conservative approach to spenddown Operations & Maintenance (Fund 2) and Liability, Protection, Safety (Fund 12) currently on hold due to undertaking the Bond project.

V.E. Review of Preliminary Information Presented June 6

1. Enrollment Plans, Insurance & Salary Scenarios
2. Capital Projects & Facility Maintenance Requests
3. Strategic Plan and CQI Initiatives Addressed

If Budget is approved for First Read, a 30-day marker will be established, followed by a Public Hearing held on campus and conducted by Chris Clark, CFO, with the potential of formal acceptance of the final budget by the September 6 Board of Trustees meeting.

V.F. Final Recommendations for Inclusion in the Budget

Dr. Taylor expressed his final recommendation that the Board Finance Committee give the final budget to the Board of Trustees during the July 5 meeting, and approve for First Read.

MOTION NO. 1

VI. ADJOURNMENT

A motion was made by James Darden and seconded by John Windings to adjourn at 8:00 pm.

On roll call vote, the members voted as follows: J. Darden and J. Windings all voted Yea, A. Moore was absent. The Chairperson declared the motion carried.

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**Student Trustee Report
Board Report, July 5**

With the summer upon us and fewer students at the school, there is not much to report. The summer semester started on June 6th. The students I interviewed mentioned that their classes were going well, and they were pleased to work this summer and learn online. They were delighted to report on the convenience of enjoying the warm weather most of the week and then writing their papers when the sun goes down.

Southern Illinois's assisted living, mental health centers, and area hospitals have hired several of our graduated PN students. We are patiently awaiting the testing dates for the state board tests. Upon completing and passing the NCLEX test, they will be able to practice as licensed practical nurses! One of our PN students passed the NCLEX test for Missouri's state board of nursing, and we wish all of our PN students good luck completing their licensing requirements for Kentucky and Illinois. Most testing dates will occur in July, and the PN program is shooting for a 100% pass rate. I know that our students can do it!

*Submitted by
Riley Scarbrough
Student Trustee*

Faculty Report Board Report, July 5

The following information was supplied to me as of June 24, 2022. Any item forwarded to me after this time will be included in the August report.

Math and Science

Lori Armstrong participated in Illinois Science Assessment (ISA) Report panel Zoom meeting on June 1st.

Lori Armstrong met the SI Bridges students participating in the two-week long 2020 Summer Research Immersion at SIUC on May 25. She also attended their research presentations on June 3rd. Two recent SCC graduates, Rebekah Schemonia and Caleb Gentry participated in the Immersion and are continuing their research in the full SI Bridges program this summer.

Lori Armstrong is working with Dr. Harvey Henson, STEM Education Research Center Interim Director, and Dr. Senetta Bancroft, both of SIUC, on an NSF (National Science Foundation) grant proposal. This proposal is a collaboration between five universities and their community college partners. If funded, the grant will provide training and stipends for SCC science and/or math faculty to incorporate the flipped classroom model to improve learning and retention in STEM education. The group meets weekly via zoom until the proposal is submitted in July.

Music

The Music Club went to see The Lion King at the Fox Theatre on 6/15. Ate at the Old Spaghetti Factory, and hung out at the Zoo. It was a very long but fun day.

Dr. Nicolaides

Given that it is mid-summer and faculty submissions for our report are fairly short, I will write a few reflective thoughts. Every job is different and until someone has functioned in that role for a significant period of time, it is often difficult or impossible for others to understand the various attributes and demands associated to the role. Educators directly in front of a class mention the rewards of “seeing the light bulb turn on” when students reach a learning objective, or in contrast, mention how they are mentally exhausted at various points in the semester for a myriad of reasons. One of my mentoring teachers at S.I.U.C. explained that it took 3-4 years full-time teaching for a new teacher just to get past focusing on themselves (do I know this well enough to explain it) and move on to focusing on the students.

Teaching has become increasingly taxing for educators in the front-lines on how to organize, format, and present information. Remember how a first-grade teacher trained the students to walk in a line down the hallway? What would happen if 3 different groups of students formed in that hallway and wanted to each walk down three different hallways to get to the same place. It could be done but obviously some issues might occur. Would workload and stress for the first-grade teacher increase in this situation? What if they all wanted to do the walk at different times and

different speeds? In a similar fashion, with Covid-19, each instructor has been faced with similar challenges while at the same time teaching content and maintaining as much order and fairness as possible. I know personally for me, on almost a daily basis, I felt like I was working at two different places at the same time. Each instructor had to modify/tailor their class differently for many variables mostly only known by that instructor. I faculty can all agree that we are now even more dynamic and capable teachers having redeveloped and practiced the art of teaching in many complex scenarios. In fact, not just faculty, but students, staff, and administration have all become better from the challenges related to remote learning and everyone should be commended for overcoming the obstacles. With all the login codes we have now, no wonder why we might forget our keys more often.

Reflecting on the end of my second term as president of the Shawnee College Education Association, the past 4 years did have some uncomfortable times and challenges yet collectively the experience has been rewarding and an honor. One uncomfortable time that I won't forget is when I was deep in thought about an upcoming meeting and on cruise control at 70 mph on Hwy 24. After the red lights turned on, I realized that I was in the 55-mph construction zone. Unfortunately, not only did I still have to finish my thoughts later, but I also had to go to traffic safety class and pay a user fee to the county for a nice sum. At least the class was hosted by S.C.C.! Despite the ticket, demanding thought, and extra meetings, I am thankful to have met and worked with many fantastic professionals from across the college.

I sincerely appreciate my fellow faculty members and those that have served on the faculty leadership team. I have seen my fellow educators work diligently in countless tireless ways serving students and keeping current in their disciplines. Having taught several years before coming to S.C.C. at two different high schools and as an adjunct at J.A.L.C and S.I.U.C., I can state with enthusiasm and absolute confidence that the faculty group at Shawnee Community College is hands down top-notch. Not only are they highly accomplished in their own areas of expertise, but more importantly, they consistently strive to help students reach their goals. It has been said by many educators that the best teaching and learning is at a community college. I agree completely and will add that despite being small we are big on quality.

A central theme from many faculty has been how important honest communication is at relationship building. These items have improved greatly and mechanisms for communication have been designed and put in place. I am sure the future will bring new challenges, however, knowing some of those challenges of the past and how the institution is increasingly functioning as a team, the future will be great. This fall the faculty association will select a new leadership team and I will shift my focus to other areas such as getting the math & science club flying again, building a trebuchet as a project, and going on a field trip.

*Yours in Education,
Ian Nicolaides
SCEA, President*

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President's Report
July 5, 2022
Enrollment Update

	Reimbursable Credit-Hours			Total Credit-Hours		
	FY 21	FY 22	Δ	FY 21	FY 22	Δ
Summer	2,938	2,740	-6.74%	3,142	2,982	-5.09%
Fall	12,027	11,971	-0.47%	12,435	12,341	-0.76%
Spring	13,821	11,783	-14.75%	14,168	12,078	-14.75%
Total	28,786	26,494	-7.96%	29,745	27,401	-7.88%
FY 22 Credit-Hour Budget Projection				33,237	Difference (6,743)	

*Data pulled from Final SRSU Report for FY 22 (i.e. this is the final enrollment numbers for FY22); State reimbursement is based on unrestricted reimbursable credit-hours.

FY-23 Enrollment Update

	Headcount				Reimbursable Credit-Hours			
	FY23	FY22 (YTD)	% Δ	FY22 (Final)	FY 23	FY22 (YTD)	% Δ	FY22 (Final)
Summer	582	607	-4.12%		3,038	2,587.00	17.43%	
Fall	506	495	2.22%		5,364	5,320.50	0.82%	
Spring								
Total	1,088	1,102	-1.27%	0	8,402	7,908	6.25%	
FY 23 Credit-Hour Budget Projection					29,086	Difference: (20,684)		

*Data pulled 06/28/2022; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- On 06/01, hosted a third Zoom meeting with Dr. Deb Bragg (Bragg & Associates), Tim Harmon (Bragg & Associates), Dr. April Teske, VP Darci Cather, Dr. Price, Dean Mandy Hannan, and April Dollins (Kayla Sauerbrunn and Craig Bradley were invited but couldn't attend). The purpose of the meeting was to gain faculty perspective on the College's CCB Case-Making initiative. Much of the conversation revolved around confirming area labor market need and confirming faculty perspectives about the supply of baccalaureate programming in our service region. This is a G1O1 and G1O2 focused initiative.
- Attended the Executive Council (EC) meeting on 06/02. Topics included: Council/Team Updates, Annual Educators Award Program Initiative, Review of Remote Work Policy/Procedure Draft, Review of SARA Procedure Language, and Student Withdrawal Procedure Form/Procedure. This is a G3O4SA focused activity. Outcomes of interest are:

- Annual Educators Award Program - This idea was submitted through the Shared Governance suggestion box. Essentially, a recommendation to recognize local K-12 educators was made. Given the fact this idea will require institutional resources to implement and it is thought to be a community outreach/engagement initiative, it will be sent to the Student Affairs Leadership Team for further consideration and development.
- Remote Work Policy Draft for Review - A draft policy from the Diversity, Equity, and Inclusion (DEI) Council was presented for review. Given the policy was not mailed out previously and Executive Council (EC) members did not have an opportunity to review ahead of time, it was recommended the policy discussion be tabled until next month. In the meantime, each of the EC Team will review the policy using the policy evaluation tool and be prepared to provide constructive criticism for improvement of the policy. In addition, Institutional Effectiveness Office will begin reflecting on ways to use the policy evaluation tool for new policies.
- SARA Process Language for Review - State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for the approval of interstate postsecondary distance education courses and programs. Specifically, SARA pertains to approval of distance education courses and programs offered across state lines by institutions that already have degree authorization in at least one state.

Information on how the State Authorizes the College's participation in SARA can be found here. <http://www2.iccb.org/iccb/divisions/distance-learning/sara/>

Review of the FY23 Application language impacting Student Affairs is complete. The application will be sent to Academic Affairs for further review.

- The Student Affairs Council presented revised draft of the Student Initiated Withdrawal Form for review. Several comments were made. The form was approved and will be available on the website (and eventually integrated as webform that communicates directly with the ERP)

- On 06/03, I attended the Saints Foundation Board meeting (G4O3SD). The Foundation Directors were presented with a modified version of my June President's Report. In addition, I suggested the following policies to be developed:
 - Governance (should be a review and revision of current bylaws)
 1. Establishment of Purpose/Mission Statement
 2. Board Authority & Responsibility
 3. Board Leadership & Organization
 4. Relationship to the College
 5. Director Responsibility & Expectations
 6. Vacancy
 7. Code of Ethics
 8. Whistleblower Policy
 - Fundraising
 1. Fundraising Activities/Guidelines
 2. Gift Solicitation
 3. Gift Acceptance Policy
 4. Gift Processing and Recognition
 5. Naming Opportunities
 6. Memorial Tributes & Deferred Gifts
 7. Publication and Presentation of Gifts
 - Management
 1. Accounts Management (i.e. operating, restricted, portfolio, etc)
 2. Borrowing
 3. Establishing a College Department Account?
 4. Funding and Reimbursement
 5. Expenditure of Funds (Maybe examples of permissible and unallowable?)
 6. Travel Policy
 7. Employment and Remuneration
 8. Investment Policy Statement
 9. Disposition of Securities and Real Property
 10. Spending Policy
 - Programs
 1. Endowment
 2. Scholarships
 3. Scholarship Creation
 4. Scholarship Award Amounts
 5. Recipient Selection and Communication
 6. Distribution of Funds
 7. Institutional Coordination

- On 06/03, VP Clark, Brad McCormick and I attended a Zoom meeting with Tammie Schallmo, Jennifer Currier, and Sheryl Marshall of PMA Securities - the College's Financial Advisor. In addition, Erin Bartholomy and Jennifer Krah of Chapman and Cutler (the College's Bond Counsel) was introduced. The purpose of the meeting was to discuss options for: a preliminary financing plan, method of sale, and develop a preliminary financing timeline. After discussion, a preliminary financing plan, timeline, and options for method of sale were selected to be presented to the Board Finance Committee. This is a G4O9SB activity.
- On 06/07, attended the Equal Justice Initiative (EJI)/Healing Southern Illinois planning meeting hosted by Lynn Chambers. The purpose of the meeting was to check on the Coalition's planning progress for summer and fall activities focused on EJI's Community Remembrance Project. The project aims to change the narrative about the history of lynching in our region so individual beliefs and actions might be aligned in ways that create a more inclusive community. The Team is planning an event that focuses on the expression of art for the early fall. The event will be in Cairo. I offered the use of the Cairo Center but the Team felt the venue was not large enough for the anticipated volume of participants. This is a G1O3 focused activity.
- On 06/07, attended the Joppa-Maple Grove District Reorganization feasibility presentation. This presentation focused on partnership opportunities with Vienna High School. The presentation included data on curriculum, enrollment trends, transportation, facilities and finances from both Districts and was presented in a way that both Boards could make an informed decision on a possible reorganization. This is a G1O3SH focused activity.
- On 06/08, met with Jeff McGoy from SIUC. The purpose of the meeting was to strengthen partnerships between the two organizations and gain a better understanding on how SIUC's focused advising initiatives are impacting student success. In addition, several ideas were shared on how SCC might improve service to the residents of Alexander and Pulaski County. This is a G1O3 (general) activity.
- On 06/13, presented the weekly program at the Cobden Lions Club dinner. The first part of the program focused on my background and remaining part of the program described how elements of the College's Strategic Plan could positively impact the Cobden (and Union County) Community. Feedback from the event was positive. This was a G1O3SE initiative.
- On 06/21, met with Dr. Kirk Overstreet, President of John A. Logan College. The purpose of the discussion was to explore partnership opportunities between the institutions. Specific topics included: Direction for the SICCM partnership and the possibility of co-hosting a Highway Construction Careers Program for Cairo residents. This is a G1O2 and G1O3 focused initiative.

- On 06/22, participated in the Laborers Local 773 Foundation Golf Scramble. The College was represented with two teams: Team one - Emily Forthman, Blake Goforth, Dennis Lowery and Chris Clark as well as Team two - Dr. Kristin Shelby, Heather Heisner, Jamie Kerley and Dr. Tim Taylor. Both Teams shot a 64 and beat John A. Logan's score of 66. This is a G1O3 (General) focused activity.
- Miscellaneous Employee Culture Building Activities (G3O5SE):
 - 06/13, Retirement Ceremony for Monica Brahler & Greg Sheppard.
 - 06/20, Juneteenth Celebration with Dr. Joseph Smith, SIU Professor of African Studies.
 - 06/22, Luncheon with Karen McGoy to Celebrate her selection of SCC Distinguished Alumnus of the Year. This luncheon was attended by VP Cather, VP Clark, Dr. Price, Erin King (nominator), as well as the Review Team consisting of Felicia Rouse, Jackie Smith, and Blake Goforth. Karen was presented a plaque for her award.
- Over the course of the month, the following Budget Development (G4O6SC) meetings occurred:
 - 06/07 - Reviewed Extension Center staffing options for with Dr. Price, Lindsay Johnson, VP Clark, Dr. Doerr, Emily Forthman and Dr. Teske.
 - 06/10 - Reviewed budgets with all VP's. This was a 12-hour meeting and focused on helping all VP's understand the entire budget.
 - 06/21 - Reviewed the Order of Billing with Dr. Price, VP Clark, Dr. Doerr, and Brad McCormick.
 - 06/24 - Reviewed Board Finance Committee Budget Presentation with VP Clark.
 - 06/24 - Participated in Board Finance Committee Meeting (minutes of meeting provided in Board Book).
 - 06/27 - Reviewed Grant Budgets with VP Clark, Brandy Woods, and Christina Wright.

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

- **ICCB Grant** – Signed Uniform Grant Budget (\$220,000) for College Bridge Programs.
- **National Student Clearinghouse** – Signed the Master Agreement for the Postsecondary Data Partnership from the National Student Clearinghouse.
- **Shawnee Mass Transit** – signed the annual contract in the amount of \$18,578.
- **NIU/IBHE Grant** – Signed Agreement for our acceptance into the cohort of Community College and High School Districts collaborating on implementation of College and Career Pathway Endorsements.
- **MOU** – Signed FY23 MOU for Adult Ed & Perkins with WIOA26 One-Stop – This is a long-standing partnership and the local services are robust.
- **Massac County Mental Health & Family Counseling Center** – Signed a linkage agreement so the facility can provide services for our students, as needed.
- **Greater Egypt Regional Planning & Development Commission** – Signed the Small Business Community Navigator Program Certification Agreement.
- **Requisition (Vienna High School)** – \$104,610.61 Purchase of Services (Salaries & Benefits) for Grant Coordinators SIFTC (Brooke May and Hannah Middleton)
- **Requisition (Kaplan)** – \$37,048 ADN & PN (Blanket PO's already approved)
- **Requisition (D&D Equipment)** – \$9,998.71 (Perkins Funds) Table Top Tire Changer
- **Requisition (Secure Data Technologies)** – \$9,312.50 Maintenance & Support
- **Requisition (Virtra)** – \$8,100.00 Criminal Justice Maintenance/Additional Year Annual Service Agreement
- **Requisition (Verizon)** – \$7,334.39 for College Cellphone Usage.
- **Requisition (Farnsworth Group)** – \$7,250.00 Professional Services (Capital Project 0181691.11 Ballfield/Roadway Access)
- **Requisition (McGraw Hill Textbooks)** – \$6,807.97 Textbooks for EDV 111 - ISBE-CTE Ed Career Pathway
- **Requisition (CDW-G)** – \$6,780 Barracuda, Server Virus Updates
- **Requisition (BeMac Consulting)** – \$6,660.00 April/May 2022 Consulting Services
- **Requisition (Crowdus)** – 5,272,50 for extra COVID cleaning.
- **Requisition (Ellucian)** – \$5,349.00 Signed the E Commerce Annual License Renewal
- **Requisition (ICCCP)** – \$4,250 Annual Dues Membership
- **Requisition (ICCTA)** – \$4,165 ½ of Annual Dues Membership

Academic Affairs Board Report, July 5, 2022

Dean of Transfer & Adult Education Programs Report

- On June 7, Dr. Shelby, Teale Betts, Darci Cather, and Kathy Anderson met with Juan Gonzalez of Ed Systems on the development of multiple pathways from SCC district high schools into SCC and beyond. This will assist with both ICCB Programs of Study development and Guided Pathways. *(SP Goal 2, Objective 5, Strategy C)*
- Dr. Shelby has been involved in several training sessions for the implementation of Simple Syllabus. Dr. Shelby will work with Rob Lucas on Simple Syllabus process mapping for implementation.
- On June 23, Dr. Shelby was one of several members who represented SCC in the Ed Smith Golf Outing at Kokopelli Golf Course in Marion, IL.
- On June 29, Dr. Shelby and others at SCC, participated in Ed Systems' CCPE (College and Career Pathway Endorsement) Currency Kickoff Meeting addressing the teacher shortage in Illinois.
- Dr. Shelby is working with Deans and Department Chairs on final equipment purchases to close out the FY22 Perkins Reserve and FY22 Perkins V Basic Grants. *(SP Goal 1, Objective 2, Strategy O)*
- Dr. Shelby received notification from the ICCB iPlacement Panel that the STEM Transitional Math submission in collaboration with Massac County High School has been approved. The LAP (Local Advisory Panel) consisting of Dr. Shelby, SCC math faculty, and several high school math teachers, now has the ability to grant approval of district high school Transitional Math submissions in the areas of Quantitative Reasoning and Statistics (QR/Stats) and STEM. Dr. Shelby and Teale Betts will begin work on bringing the other high schools on board with their Transitional Math offerings in the fall semester. Currently, those high schools approved to offer Transitional Math are Century High School for QR/Stats, and Massac County High School for STEM. AJ and Joppa High Schools are seeking LAP approval to offer STEM Transitional Math. Vienna is the only district high school who has officially gone through the state process and been approved to opt out of teaching Transitional Math. *(SP Goal 2, Objective 4, Strategy D)*

Coordinator of High School Partnerships and Pathways Report

- On June 14, Coordinator Teale Betts, Dr. Price, Carrie Davis, Dr. Doerr, and Darci Cather attended Parent Night at Dongola High School to answer questions of parents of juniors and seniors participating in the Early College Partnership with SCC. *(SP Goal 2, Objective 2, Strategy G)*
- During the month of June, Coordinator Teale Betts worked on high school dual credit textbook alignment as part of the SCC Innovative Bridges Grant. The Committee in charge of the Career Expo continued planning for the event to be held at SCC on November 3. *(SP Goal 1, Objective 3, Strategy A)*
- During the month of June, Coordinator Teale Betts and Dr. Shelby worked on various improvements to the dual credit program, including establishing a dual credit timeline, dual credit handbook, and planning a dual credit orientation in the fall for high school dual credit instructors. *(SP Goal 4, Objective 2, Strategy E)*

Director of Adult Education and Alternative Instruction Report

- The FY23 Continuation Plan for Adult Education was submitted on June 8. Total allocation for FY23 is \$281,903. This represents a \$39,269 increase over FY22.
- The new Adult Education Lab is open at the Metro Center. The lab will house the Alternative High School students during the day and serve as an open lab resource for GED/HSE/Bridge students each evening. The program will continue to offer GED classes at the Spence Community Center in Metropolis, as well. Students are able to walk to this location, keeping those classes accessible to students with limited transportation. *(SP Goal 4, Objective 4.7, Objective 4.8)*
- Interactive whiteboards are being installed in the Adult Education classrooms at Anna, Cairo, Metropolis, and Main Campus this summer. These boards help instructors provide an immersive, engaging experience for students. Investing in technological upgrades of hardware and software supports student learning by providing extensive academic resources, allowing students to gain knowledge and skills to help them compete in the workplace. *(SP Goal 4, Objective 4.7, Objective 4.8; SP Goal 2, Objective 2.2)*
- On June 16-17, Director Harner attended the IACEA Committee and Board Meetings in Springfield, IL. Mrs. Harner is currently the Senior Director of Region 5, but is among the officers being considered for President-Elect of this state association. Results of the IACEA election will be available next month.
- On June 24, Director Harner participated in the Illinois Digital Learning Lab Solstice Event to share how SCC's program has used digital resources and instructional technology. In FY22, SCC Adult Ed students have shown proficiency in over 8,600 skills and have mastered over 5,500 skills. *(SP Goal 4, Objective 4.7, Objective 4.8)*

Nursing and Allied Health Report

Nursing

- The 2022-2023 PN Classes have started. At present, we have 28 Students (7 students are part time in the 2024 cohort). Orientation was held on June 2, 2022. We had Dr. Tammy Capps from financial aid speak with students, student services provided a wonderful tour in groups with Mindy Ashby, Blake Goforth, and Kylee Frassato, and the library's Cecilia Knight presented wonderful information on using SCC's database resources and formatting nursing research papers and projects using the 7th edition of the American Psychological Association (APA). Jamie Hickam and April Dollins were here to present in the orientation as well.
- PN Students are on campus Monday and Tuesday. They were recently seen around the campus measuring vital signs on employees, students, etc!
- ADN Students are in their final semester, currently attending clinicals at Baptist Health Paducah or SIH Carbondale Memorial Hospitals on Monday and Tuesday with classes on campus Wednesday and Thursdays.
- CNA is running a full class (8) at Anna as of the 6/13/22 Enrollment report.
- ACEN Evaluation Review Panel Deliberation was held on June 6th at 1:45pm. We met the requirements in all of the criteria and the panel recommended Shawnee Community College for Initial Accreditation for both the PN and ADN programs. The official notice will not come until 30 days after the ACEN Meeting in September 2022. The nursing department is proud of the recommendations and remarks from the ERP last week.

Enrollment Data

New Practical Nursing 22-23 Cohort:

Beginning of Month	PN (Total FT/PT)	Full-Time (Expected 2023 Grad)	Part-Time (Expected 2024 Grad)
June 2022	28	21	7

ADN 2021-2022:

Beginning of Month	ADN (Total FT/PT)	Drop/Fail/WD
June 2022	28	2 failed May 2022

Allied Health

- Enrollment for MA classes starting in the Fall is up to 7, growing from the last cohort (5).
- There are currently 8 SCC students in SICCM Surgical Tech summer courses.
- SCC has students that have accepted spots for the 22-23 school year with SICCM (As of June 2, 2022) to start Fall 2022:
 - 2 accepted seats in the MLT program
 - 4 accepted seats in the OTA program
 - 5 accepted seats in the Surgical Tech program

Career and Technical Programs Report

CPR Courses:

Subject	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022*
# of Classes	29	33	51	36	25	8
Total Student Headcount	101	92	188	209	81	27
Total Credit Hours	50	44.5	91.5	69.5	33.5	13

*Numbers are June 1st-14th

Driver's Safety Classes (noncredit)

Subject	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022*
# of In-person classes	0	2	3	4	3	2
Total # of Classes	0	2	3	4	3	2
In-person Student Headcount	0	8	11	24	18	21
Online Student Headcount	173	112	131	70	140	69
Total Student Headcount	173	120	142	94	158	90

*Numbers are June 1st-14th

SBDC Courses & Advising:

Subject	April 2022	May 2022	June 2022*
Number of Non-Credit Classes	1	1	1
Number of Credit Classes	0	0	0
Total Student Headcount	4	8	4
Total Credit Hours	0	0	0
Face-to-Face Advising Clients	15	18	3
Phone Advising Clients	25	25	7
Email Advising Clients	14	15	9
Total Clients Advised	54	58	19
Face-to-Face Advising Hours	36.75	34.25	13
Phone Advising Hours	19.5	24	7
Email Advising Hours	5.75	8.25	6.25
Total Advising Hours	60	66.5	26.25
New Client Sign-ups	4	3	5
Personal Development Hours Total	33	52	23
Minority-owned business w/Licensure	0	0	0

*Numbers are June 1st-23rd

SBDC Continued:

- The SBDC, University of Illinois Extension, and the Southernmost Illinois Delta Empowerment Zone are promoting the annual ELITE Youth Entrepreneur Camp to be held July 18-21.
- Promoted Shawnee Community College on June 11 at the annual Superman celebration in Metropolis. A table with material displayed many activities, events, and opportunities at SCC.
- Attended the grand opening of SBDC client DJ's Restaurant at the Pulaski Business Center in Mounds on June 1.
- Hosted a Starting/Expanding a Business webinar on June 7. Four small business owners/entrepreneurs participated in the workshop.

Workforce Development

- Dr. Mason met with the owner of Alto Vineyards to discuss developing internships for Assistant Winemaker, Assistant Vineyard Keeper, and an Assistant Events Coordinator. Candidates for the Winemaker and Vineyard Keeper Internship are expected to be enrolled in an Associate in Science degree program at Shawnee Community College, be at least 18 years of age, have a driver's license, have good math skills (add, subtract, multiply, divide, fractions) and be able to physically perform the tasks of these occupations.

Darci Cather

Vice-President Academic Affairs

July 5, 2022

Date

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Administrative Services
Board Report, July 5, 2022

Facilities Department

Continuation of HVAC work, cleaning the coils on air conditioning equipment, installation of the light bulbs. Multiple installations of televisions at all campuses, including installation of Smart TVs for Ginger McBride; installation of campus TV's are almost complete. Weekly mowing of the campus grounds. Deck work has started by the pond. Continuous communication with the architect for the gymnasium bleacher project. Working with multiple groups on the pad and electrical installation for the truck driving simulator. Worked with the baseball coach on the baseball field. Attendance at monthly meeting. Monitor the expansion of the truck driving lot (at Metropolis), which is on schedule and should be completed by early August.

Business Service Department

Attended the Ellucian 2nd Quarter Release Webinar. Attended the Grant Management Training webinars. Preparing for the fiscal year end close out and continue to work with auditors on the upcoming audit. Participated in monthly administrative team meetings. Also attended the webinar on New Reporting Guidelines for the HEERF grants.

IT Department

The IT Department uploaded data to the Ellucian Cloud for the Mock 2 review. This data will be used for user acceptance testing. All Colleague users will have to test each function in our new cloud environment. This will be the last upload before our go-live scheduled in August. A new computer lab was installed at the Metropolis Center for Adult Education. Class room televisions have been installed at all locations. Summer pilots for the new ID123 Virtual ID cards and Simple Syllabus have launched.

Administrative Services / CFO

Campus Safety Plans were updated and sent to ICCB on June 22. (The due date has been changed from June 30, to October 1 going forward). Meetings with iGen, Tim Gibson, discussed ways SCC could submit invoices for potential reimbursement if having met requirements for energy savings. iGen provided insight on our light assessment project and what is required in our count of lamps, if occupancy sensors are required and establishing what existing kWh per year used and how this information can be used to replace florescent bulbs with LEDs (notable savings in our utility bills). Review of GATA form and the related policies. Participated in multiple monthly meetings, including Union County CEO Meeting, Safety Risk Management, Operationalizing Your Budget for Campus Technology and Ellucian Cloud User Acceptance Testing, Pre-Bid Meeting for the SCC Ballfield Road and Fall Convocation.

Submitted by
Chris Clark
Vice President of Administrative Services

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Human Resources Board Report, July 5, 2022

I started out June recruiting for and conducting interviews for the following positions: Automotive Faculty, Nursing Faculty & Advisor/ Counselor. I also held orientation including campus tours for three of the new hires.

June consisted of various events for my DEI Council and teams. The DEI Council drafted and proposed a remote work policy to the Executive Council. We also made sure to provide education to faculty & staff surrounding “How to build an LGBTQ+ Inclusive campus” and provided a webinar regarding communication and proper pronouns to use. We also had an article shared on how to be an inclusive campus for transgendered.

The Cultural Awareness team decorated the campus for Juneteenth and we had a live zoom presentation with Dr. Joseph Brown from SIU. This brought television news coverage to campus and KFVS12 interviewed me about the event. Several employees thanked me for the effort and enjoyed the decorations through the hall to truly make it a celebratory feeling.



The Professional Development team shared Supervisor skills related to accountability and how to set clear expectations and boundaries as well as provided a webinar about bridging generational gaps. The Employee Relations team has put together a policy statement to go along with the Exit Interview tool that was developed. We also made sure to send a reminder of the policy along with reporting instructions about Fraud, Waste & Abuse.

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Institutional Research, Effectiveness & Planning Board Report, July 5, 2022

A special thanks to the Board of Education and Dr. Taylor for the addition of the Research Associate position to the Office of Institutional Effectiveness. Cody Dawson began on June 7, and he has acclimated quickly. Additionally, Dr. Teske would like to thank the College for the privilege to be part of the 2022-2023 Illinois Aspiring Leaders Academy, which includes participation in the renowned Chair Academy. The program, thus far, has been truly transformational.

The following summarizes the more notable activities of the Office of Institutional Effectiveness since the submission of the last Board report (May 25, 2022-June 22, 2022):

- 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 (2.1.H., 4.1.A., 4.1.E, 4.1.F., 4.3.C., 4.5.B., 4.5.C.).
 - Conducted weekly (and as needed) report meetings with C. Dawson, S. Black, D. Fehrenbacher, and J. VanMeter
 - With the ad hoc survey committee and B. Goforth, finalized the graduate exit and follow-up survey and employer survey questions to pilot this fall with SmartEvals
 - Worked with Academic Affairs and IT on a process for coding the on-campus dual credit courses and developmental education courses in Colleague
 - Provided feedback to Student Affairs on the in-house State Authorization Reciprocity Agreement (SARA) process
 - Provided an orientation to Lydia Dover, Director of Business & Workforce Development (SCCES, Strategic Plan, Workforce Training policy & monitoring report)
 - Worked with S. Black and Academic Affairs on new coding of courses/departments/program in Colleague to align to the reorganization
 - Worked with D. Cather, L. Price, M. Ashby, and B. Goforth on selection of a program to serve career services, academic programs, and inform our labor market needs
- Completed data and reporting requirements and requests:
 - Completed work on the CCRC Summer Institute data files (2.1.A.)
 - Continued work on the Community College Baccalaureate (CCB) proposal data (1.2.)
 - Worked with L. Johnson on the community education data for B1007 annual monitoring report (4.1.G.)
 - Submitted the annual State Authorization Reciprocity Agreement (SARA) data report
 - Along with IT, worked with the CROA consultant on regular reporting needs and updates for ICCB reporting (4.1.F., 4.1.H.)

- Completed the enrollment projection analysis and presentation to the Board of Trustees (4.6.)
- Conducted a meeting with the Executive Assistants on how to prepare the data from their respective Shared Governance teams' policy reviews; created a video training for them (3.4)
- The Office of Institutional Effectiveness was represented in the following Shared Governance meetings and has completed resulting action items (3.4):
 - Weekly Cabinet meeting
 - Executive Council (6/2/22)
 - Business & Finance Team (6/6/22)
 - Student Academic Assessment Team (6/6/22)
 - DEI Council (6/9/22)
 - Employee Relations (6/21/22)
 - Recruitment and Enrollment Team (6/22/22)
- Attended the Juneteenth celebration speaker (3.1.C.)
- Dr. Teske attended the Illinois Aspiring Leaders Academy conference in Champaign (3.2)
- C. Dawson completed new hire orientation and mandatory trainings

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

Public Information & Marketing Board Report, July 5, 2022

The reporting period is from May 25 to June 21, 2022, unless otherwise noted. You will notice a dip in some of the Facebook results. That's because May saw a lot of engagement on Facebook with commencement, the LPN pinning event, and the truck driving announcement. Please let me know if you have any questions. Thank you!

Facebook

Total followers: 6,983

Total likes: 6,624

Facebook page reach: 38,092 (+12%)

*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: 34 (-28%)

New page followers: 39 (-43%)

Page visits: 1,290 (-34%)

Recommendations: 1 (+100%)

Post engagement: 10,147 (-54%)

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

Video views: 1,309 (-82%)

Facebook Ads

The summer/fall enrollment carousel ad had a reach of 15,344 and 49,706 impressions. The total amount spent was \$250.

Instagram

Total followers: 1,026

Reach: 9,345 (+435%)

Accounts Engaged: 489 (+161%)

Content Interactions: 875 (+9.6%)

New followers: 10 (+.07%)

Instagram has had a great month. I have started incorporating more videos (Reels) on the page. These have been very successful and have reached thousands of Instagram users.

Twitter

Total followers: 1,157 (+9)

Tweets: 138 (+25.5%)

Tweet impressions: 15,200 (+22.2%)

Profile visits: 6,579 (+12.4%)

Mentions: 7 (-63%)

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LinkedIn

Total followers: 2,189 (+30)

Impressions: 1,283

Local News Coverage

May 25		The Southern	Truck Driving	
25		Metropolis Planet	Truck Driving	
25		The Patch	Truck Driving	
25		InfoTatle	Truck Driving	
25		IL Transportation News	Truck Driving	
25		The Expired Meter	Truck Driving	
26		KPVI TV (Idaho)	Truck Driving	
26		WRPW Radio (Normal, IL)	Truck Driving	
JUNE				
3	AM & 6 PM	WSIL	Job Squad Automotive Technology Faculty	N/A
18	10 PM News	WSIL	Cairo Health Fair VO	N/A
20	AM News	WSIL	Juneteenth Preview	N/A
20	AM News	WPSD	Juneteenth Preview	N/A
20	6 PM News	KFVS	Juneteenth Celebration PKG	Emily Forthman



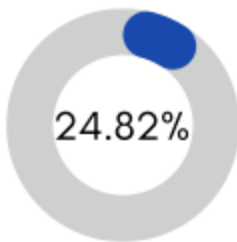
May 20- June 20, 2022 Report
Tactics: SEM

Paid Search Report / Budget \$1,900

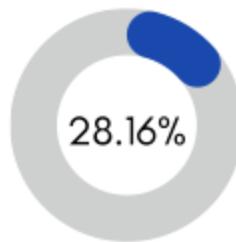
Actionable Clicks	Cost	Impressions	Cost Per Click	Phone Calls
2.42k	\$1.19k	8.59k	\$0.51	58

Actionable Clicks: the user clicked on your ad and then took action on your page.

Impression Share

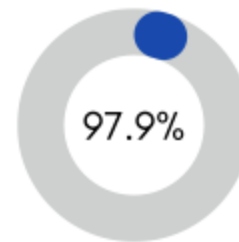


Click through Rate



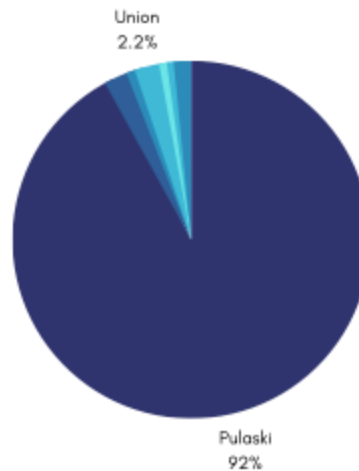
Nationwide Average 5.78%

Ad Optimization Score

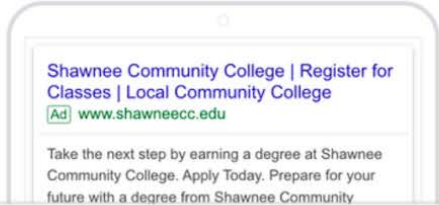


Top Locations

- Pulaski County
- Union County
- Massac County
- Williamson County
- Johnson County
- Alexander County
- Jackson County



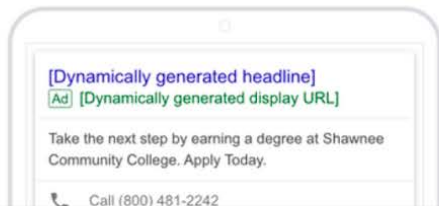
Top Performing Ads



Shawnee Community College | Register for Classes | Local Community College
[Ad] www.shawneecc.edu

Take the next step by earning a degree at Shawnee Community College. Apply Today. Prepare for your future with a degree from Shawnee Community

Ad	Impressions	Clicks	CTR
● Enabled	2,863	913	31.89%

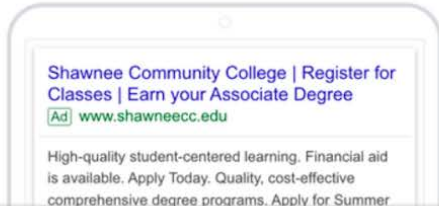


[Dynamically generated headline]
[Ad] [Dynamically generated display URL]

Take the next step by earning a degree at Shawnee Community College. Apply Today.

Call (800) 481-2242

Ad	Impressions	Clicks	CTR
● Enabled	2,843	724	25.47%



Shawnee Community College | Register for Classes | Earn your Associate Degree
[Ad] www.shawneecc.edu

High-quality student-centered learning. Financial aid is available. Apply Today. Quality, cost-effective comprehensive degree programs. Apply for Summer

Ad	Impressions	Clicks	CTR
● Enabled	1,456	323	22.18%

**The Saints Foundation
Board Report, July 5, 2022**

The Saints Foundation will be meeting in the near future with potential candidates to serve of the Saints Foundation Board to replace those members that have retired from serving on the board. In the past few months Buddy Walls has stepped away from his duties on the board and most recently Jack Guetterman has decided to resign from his position. These potential candidates will be forwarded to the Saints Foundation Chair Sherrie Crabb when they have expressed a desire to serve.

The next meeting of the Saints Foundation Board of Directors is set for Friday, August 19th, 2022, beginning at 9:00 a.m. in the River Room of the Main Campus. This meeting will also be on Zoom for those that can't meet in person.

*Submitted by
Dr. Jeffrey Dufour*

Student Affairs
Board Report, July 5, 2022

Student Support Services – Amber Suggs

The Student Support Services (SSS) will host our summer activity with a trip to the Cultural Museum in St. Louis, A visit to MSU. Paducah Campus, and the Escape Room.

Our end of the semester data: President's List: 8 students, Vice-President's List: 4 students, Semester G.P.A. above 2.0: 82 students, Average Semester G.P.A.: 2.448, Cumulative GPA above 2.0: 92 students, Average Cumulative G.P.A.: 2.743

SSS is recruiting for the summer term. We are looking forward to welcoming new students to the program. In addition, SSS is looking to begin technology upgrades in phases into the next grant year. Finally, we want to keep staff and students technologically current in the era of security vulnerabilities.

Educational Talent Search – Jipaum Askew

During the summer session, ETS staff continue recruiting efforts at all schools, especially at schools where increased percentage of ETS presence is a goal, such as Vienna and Dongola. Additionally, in June, staff collaborated with the University of Illinois (U of I) extension center to assist students with projects and judge the projects for the 4-H program in preparation for the upcoming county fair submissions.

Staff is continuing to collect senior transcripts, student third and fourth quarter grades, and information on promotion status in preparation for the Annual Performance Report (APR).

Athletics – John Sparks

General News (John Sparks)

The John Sparks Fun-DA-Mental Basketball Camp had 42 participants this year! This was a terrific turnout considering we were competing with other camps on campus and within Southern Illinois.

The SAINTS Elite Basketball Camp for HS kids and unsigned seniors had 25 participants in attendance on day one. Day two had 20, and day three finished up with ten prospects.

Men's Basketball (John Sparks)

Robert Stafford from Egyptian High School signed a National Letter of Intent to continue his education and play basketball at Shawnee Community College.

Women's Basketball (Chevis Thompson)

The Lady Saints completed their recruiting for the 2022-23 season.

Baseball (Ken Reichert)

Saints Baseball are working diligently on their recruiting this Summer.

Softball (Kyle Smith)

The Lady Saints are working diligently on their recruiting this Summer.

Volleyball (Jamie Chambers)

The Lady Saints Volleyball is preparing for training camp beginning in July. Their 1st official day of practice will be set for August 1. Coach Chambers has hit the ground running, trying to assemble a team in a short amount of time. They currently have eleven girls on the roster, and she's working to sign four more.

Recruitment & Enrollment – Dr. Cara Doerr

Joined Dr. Price, Darci Cather, and Amanda Hannan to tour the SIU BSN classrooms and labs and met with Dr. Kelli Whittington, SIU BSN Program Director. We discussed ways to strengthen our partnership and increase transfer opportunities for SCC students. I attended the Pronouns: Navigate Gendered Language with Confidence Webinar on June 15 and the SCC Juneteenth Celebration on June 19. Dr. Price, Emily Forthman, Monica Brahler, and I conducted four interviews for the open Counselor/Advisor position. Work is ongoing with regard to restructuring the financial aid order of billing. Working to tighten up processes in the Financial Aid and Registrar Offices.

There are several changes being made to the Federal Methodology and the Pell Grant Program, which begin to take effect on July 1, 2022. Since the changes being made are significant, the Department of Education is doing a phased roll out, with the majority of changes going into effect in two years. I will hold several staff trainings so everyone is educated and knowledgeable of the new guidelines. Below is a timeline for when changes must be implemented. (more details attached).

July 1, 2022

- Max Pell award increased to \$6,895

July 1, 2023

- Pell grant eligibility restored for individuals who are incarcerated and enrolled in a Prison Education Program
- Selective Service registration status and drug conviction-related questions removed from FAFSA

July 1, 2024

- Simplified FAFSA with all income data transferred from IRS to ED
- New eligibility criteria for maximum and minimum Pell grant based on non-tax filing status or AGI as a percentage of federal poverty guideline
- Student Aid Index (SAI) replaced EFC

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- SAI allowed to be as low as -1,500
- New automatic zero and automatic -1,500 SAI eligibility criteria
- New maximum age for IASG and CFH scholarship raised to 33
- All Pell grant provisions
- Use of prior prior year income for calculating eligibility codified
- All provisions of new FM SAI formula
- ED authority to regulate all COA components except tuition and fees

July 1, 2024 (with provision for July 1, 2023 implementation at the Dept of Ed's discretion)

- All PJ provisions
- All changes to COA components
- Provisional independent student status
- Determination process for unaccompanied homeless youth
- Documentation process for former foster youth

Recruitment & Advisement

The Recruiters/Advisors are busy advising and registering students for summer and fall. Looking at recruitment and promotional materials for the upcoming recruitment cycle.

We offered extended registration hours for summer and fall on June 1, June 2, and June 30 from 4:00-6:00pm and Saturday, June 4 from 8:00am-12:00pm. All Registrar, Admissions, Advising, Financial Aid, Student Services, Bookstore, and Extension Center staff assisted in this effort.

Academic Enrollment as of 06/20/22*

Summer 2022

increase of 6 student registrations = 1.25% increase over last year

increase of 172 cr. hrs. = 6.74% increase over year

Fall 2022

increase of 145 student applications = 38% increase over this week last year

increase of 57 student registrations = 13.54% increase over this week last year

increase of 338.5 cr. hrs. = 7.18% increase over this week last year

Sent recruitment materials with staff from the Economic Development Office for the Superman Celebration in Metropolis on June 10.

Financial Aid

Assisted students both in person and through Zoom (when requested) with questions regarding the 2021-2022 and 2022-2023 FAFSA, verification, professional judgment, and dependency overrides for both Summer 2022 and Fall 2022. Spoke to the LPN students regarding financial aid during their orientation on June 2. Reviewed the Summer 2022 purge list, determined students who had not completed

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a FAFSA and had no eligibility issues, and called them to make sure they were aware of the opportunity to complete the 2021-2022 FAFSA. Staff attended the NASFAA Webinar—Open Regulatory Q & A on June 8.

Registrar

Mailed Congratulations postcards to all high school graduating seniors from our 12 high schools - 502 in total were mailed. Ongoing work with Articulation Agreements/Updates. Working to develop a Registrar landing page with links to Articulation Agreements, Academic Catalogs, Academic Calendar, Transcript Requests, Policies (FERPA, Residency Requirement, DACA etc.), Graduation Application, Transfer/Saluki Step Ahead, Forms, and the Student Handbook. Updating student record and enrollment forms. Attended Colleague Security Training on June 27-29.

Student & Community Outreach - Lindsay Johnson

Anna Extension Center Report

During June, the Anna Extension Center has been active with many events. CPR courses were taught in the conference room on June 1st, 6th, 8th, and 22nd. June 1st, 2nd, and 4th offered late registration hours for students to enroll in summer and fall courses. SCC's Driver Safety program held a class on June 2. The Regional Office of Education #30 held a meeting in the conference room. The Anna Center had eight academic credit classes that began on June 6. On June 11, SCC and PAST of Union County collaborated on a community education class, Historical Tours of Union County. During the course, twenty-three participants toured landmarks led by local historians, such as Stinson Library, St. Anne's Church, Lincoln Douglas Debate site, PAST home, Kornthal Church, and St. Johns Church. On June 13th and 14th, a Servsafe class was offered in the conference room. On June 21, ROE #30 and SCC Community Education hosted an informational session on applying for the Paraprofessional and Substitute Certificates through the ISBE website. SCC's Career Services Coordinator discussed options that are offered through their department. SIUC's Grow Your Own Teacher program did a short presentation on the benefits of their program. Twenty people pre-registered, and seventeen participants attended. After well-received feedback from the participants, a follow-up short-term substitute class will be scheduled in the future. SCC Saints Kids Camp offered the Little Artistic Saints class to 19 students.

Cairo Extension Center Report

The Cairo Center has held several kids camps this month class. The first camp was a junior chef class which was done in collaboration with U of I. It was June 6-10th. The second camp was Canvas Creations (Art Camp) on June 14, and Cookie Decorating was done on June 21. The Cairo Center partnered with the NAACP to bring the Kidney Mobile southern Seven (WOW van), CHESI, Local 773, Department of Aging, and

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Shawnee Development on June 17. I also attended a meeting at Magnolia Manor with Comptroller Susan Mendoza on June 24 to discuss the Cairo Port project.

Metro Extension Center Report

The Metro Center began the summer session on June 6 with seven classes. The Metro Center also held a Driver Safety class on June 9. Summer camps started on June 13 thru June 16. Camps included: First "Class" Cookie, Healthy Kids 101, 2 Art Camps, and Its Alive Science Camp, a total of 42 campers attended. We will add other camps next year based on the interest and waiting lists.

Vienna Extension Center

Activity at the Vienna Extension Center has been centered on continued student recruitment for both the Summer and Fall semesters. Summer classes at the Vienna Center have started and are going well, mainly in an ITV instructional setting. Continued recruitment efforts in the Goreville and Vienna "uncommitted" High School graduates' lists have resulted in 3 new fall registrations from the Goreville area. Steps are underway to publicize and enroll students for the August 20 Food Service Sanitation Course at the Vienna Extension Center. The Vienna center Coordinator continued to work with and attend the monthly Johnson County Business Organization meeting. This organization continues to explore ways to work with Shawnee Community College on community partnership activities in Johnson County.

Student Success - Mindy Ashby

From the Library-Cecilia Knight became the new SCC Librarian in June. She attended a webinar series over three weeks called *Using Research for Evidence-Informed Career Development Practice*, as well as six others: *The Future of Academic Libraries*, *Pronouns: Navigate Gendered Language with Confidence*, *Decoding and Decolonising Mixed-Race: An International Conversation*, *Gender, Work and Organization: In conversation with Professor Judith Butler*, *Neurodiversity - Masterclass Series*, and *Inclusion Metrics Series: Inclusive Culture*. She also attended the Juneteenth Presentation on Main Campus. Cecilia completed a Barcoding Class through Share Training and enrolled in a Cataloging Series. She presented on library resources, nursing specific database searching, and APA citation at the Nursing Orientation on July 2. She has updated the Moodle Library Resources and Research course available in the Academic Support Links and is working on updating the Library as an Information Resource (LCR-0112) Course. She received Accuplacer training and helped with Extended Registration coverage and sign in for the Drama Camp.

The library team set up the Juneteenth/Pride Month display in the main hallway.

In May 2022, the library supplied 110 items to other libraries and received 13 items from other libraries to fulfill our interlibrary requests for our patrons. In addition, there were 33 audio and ebooks checked out in cloudLibrary.

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Rachel Hannan, library assistant, attended the following webinars: *The Future of Academic Libraries*; *Inclusion at Work*; *Pronouns: Navigate Gendered Language with Confidence*; and *Educational Equity Webinar Series: Building Bridges Among Generational Differences in the Workplace*. She also attended the retirement celebration for Greg Sheppard and Monica Brahler. Rachel attended the Juneteenth presentation via Zoom. She assisted a student via Zoom with research two days in a row.

From Student Engagement-Erin King assisted in planning events and activities for LGBTQIA and Pride Month as well as the Juneteenth Celebration. She has attended her various team meetings and participated in policy review. King assisted with evening registrations and registering students for fall. A year-long student engagement calendar is nearly complete.

From Career Services-Blake Goforth has been researching career exploration software to determine which would fulfill the requirements of the goals and objectives in the Career Services department and that of other campus departments. Goforth has been working on planning the Career Expo, which will be held in November 2022 for all in-district high school junior and seniors.

From the Retention Specialist-Kaylyn Meyers was busy proctoring the end of the year tests for students. Pearson-Vue, Accuplacer, and Illinois Nurse Assistant Aid Competency Evaluation have continued to be given in the Testing Center. Meyers has embraced her new role and began advising student-athletes keeping very busy. She assisted with evening registration and Saturday registration. Meyers met with the Athletic Department.

From the Director of Student Success-Mindy Ashby, Kaylyn Meyers, and Erin King met to create a more cohesive plan for serving accessibility students. Ashby continued to attend her team meetings and chaired the Student Academic Assessment Team.

Student Health/COVID - Kylee Frassato

The month of June brought about significant changes to the Covid-19 response. As this report is being written, the Executive Order is set to expire on June 25. As a result, the University of Illinois Shield testing will no longer be receiving funding and will nullify any current contract that they have open on June 30. This means that Shawnee will no longer be requiring weekly Covid testing for non-vaccinated individuals starting June 25, with complete testing cessation on June 30. The Covid team has been busy readying supplies to send back to Springfield and ensuring the current testing area is appropriately sanitized. June also brought about a slight uptick in positive cases, with the overall positive total reaching three confirmed cases. At the end of June, the total number of Covid tests given since the first day of testing being October 4, 2021, will be around 2,500. The efforts made by the Saints community to lessen the spread of Covid-19 in the rural southern Illinois area have been tremendous, and the data speaks for itself.

Student Affairs - Dr. Lisa Price

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Dr. Price continued to work with Dr. Taylor and others on budgets for Student Affairs. Price attended various team meetings, led the Student Affairs Leadership Team, and hosted the retirement party for Monica Brahler and Greg Sheppard. She also assisted with the check-in and check-out for the kids' camps. In addition, price attended the Parent Night for the Dongola College Academy.

Price met with staff members from Utah State University who are doing a study on support services for the underserved population in Pulaski County. Two of the members from USU grew up in the area. In addition, price attended the press conference in Cairo with Comptroller Susan Mendoza regarding an update on the Cairo Port Authority Project.

*Submitted by
Dr. Lisa Price
July 6, 2022*

The entire news article can be viewed from The Chronicle of Higher Education at:
<https://www.chronicle.com/article/39-million-americans-went-to-college-but-didnt-earn-a-degree-heres-what-we-know-about-who-returned>

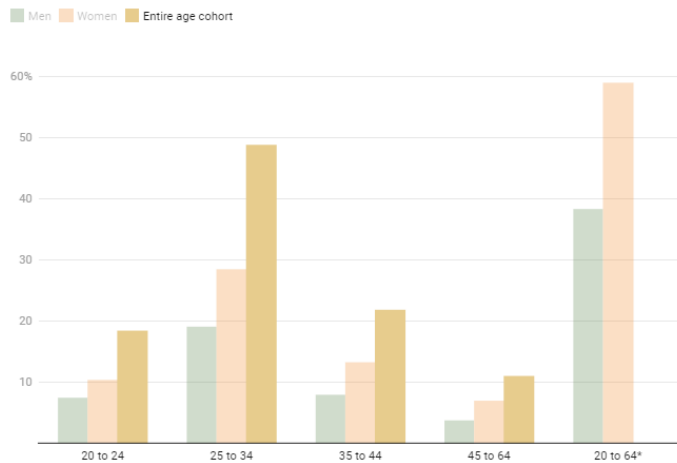
39 Million Americans Went to College but Didn't Earn a Degree. Here's What We Know About Who Returned.

By [Dan Bauman](#)

MAY 10, 2022

More Women Re-Enroll, in All Age Groups

Of the more than 900,000 students who re-enrolled in college in 2020-21, nearly 60 percent were women.

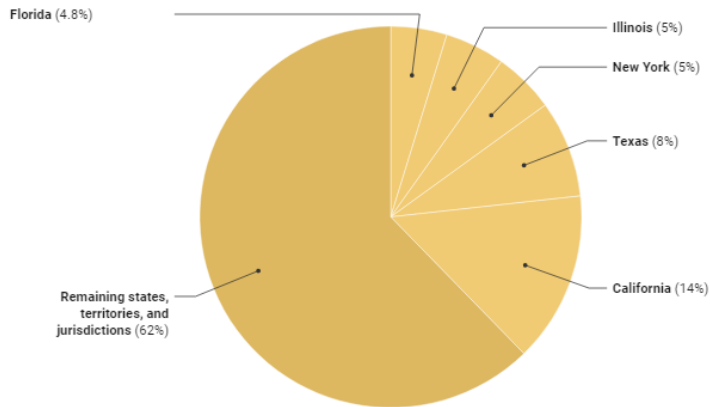


Gender and/or age data is absent for 25,303 student records. To avoid duplication, a bar for "Entire Age Cohort, 20-64" is not depicted.

Source: National Student Clearinghouse Research Center • [Get the data](#) • Created with [Datavrapper](#)

Where the Potential Re-Enrollees Are

A little over a third of former college attendees (age 20-35) who left higher ed without a credential reside in just five states.



Where Re-Enrollers Came From, and Where They're Going

Just over 44 percent of re-enrollers who dropped out of community college returned to the community college they had attended the most recently.

Sector of last enrollment	Sector of re-enrollment	Return to same institution	Headcount
Community college	Community college	Yes	227,086
Community college	Community college	No	136,417
Community college	Primarily associate, 4-year	No	24,104
Community college	Primarily online	No	60,760
Community college	Private for-profit, 4-year	No	7,228
Community college	Private nonprofit, 4-year	No	25,350
Community college	Public, 4-year	No	31,758
Primarily associate, 4-year	Community college	No	23,435
Primarily associate, 4-year	Primarily associate, 4-year	Yes	47,809
Primarily associate, 4-year	Primarily associate, 4-year	No	12,212
Primarily associate, 4-year	Primarily online	No	12,915
Primarily associate, 4-year	Private for-profit, 4-year	No	2,006
Primarily associate, 4-year	Private nonprofit, 4-year	No	5,394
Primarily associate, 4-year	Public, 4-year	No	6,325
Primarily online	Community college	No	14,627
Primarily online	Primarily associate, 4-year	No	2,799
Primarily online	Primarily online	Yes	16,416
Primarily online	Primarily online	No	14,995
Primarily online	Private for-profit, 4-year	No	1,475
Primarily online	Private nonprofit, 4-year	No	4,614

+ Show 22 more

Headcount column will not sum to 944,168.

Source: [National Student Clearinghouse Research Center](#) • [Get the data](#) • Created with [Datawrapper](#)

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The following commentary is reprinted from The Hechinger Report at:

<https://hechingerreport.org/opinion-with-college-enrollment-tumbling-new-strategies-are-urgently-needed/>

With college enrollment tumbling, new strategies are urgently needed

Four-year colleges must take notice — and reach out to nontraditional students

by [JOSH WYNER](#) May 23, 2022

U.S. college enrollments have [declined by 3 million students](#) over the past decade. While the decrease has been concentrated in community colleges, it's coming soon to many four-year institutions.

Demographers predict an “enrollment cliff” beginning in 2025, when the traditional college-age population will start shrinking for the foreseeable future.

Unless they bring in more students, colleges will struggle financially, and some could shut their doors. [Some are already doing so](#). The result: fewer Americans will have the skills needed to strengthen our democracy, advance our knowledge-based economy and solve the challenges of our time — from climate change to life-threatening diseases to racial inequities.

To reverse enrollment trends, colleges must do more than compete for the dwindling number of graduating high school seniors. They need new strategies to attract populations they have long undervalued and underserved: high-school students taking college courses, community-college transfers and working adults.

Here are ways colleges can develop the talents of these three groups.

High school students: The number of high school students taking Advanced Placement courses has surged, [increasing by 57 percent over the last](#) decade, with even faster growth in the number of high schoolers taking college courses, mostly at community colleges. But too few of these dual-enrollment courses count toward a college degree; that's a lost opportunity to make college more affordable for working-class students and families.

Colleges can bolster enrollments by better serving these dual-enrollment students. A great example: The Alamo Colleges District, a 90,000-student system in San Antonio, Texas, works with K-12 partners to advise thousands of diverse high schoolers to enroll in not just any college courses, but those aligned with valuable credentials.

Alamo has developed clear course sequences that advisers use to guide high school students to associate degree pathways that lead directly to good jobs or seamless transfers into bachelor's degree programs at one of seven nearby universities. In this way, Alamo is translating growing interest in college-level work into what families care about most — setting students on a path to the bright future that comes with a high-quality degree.

Community-college transfers: The vast majority of community college students want a bachelor's degree, but only about one in every six accomplishes that goal within six years of community college entry. Those derailed most often are Black and Hispanic students, as well as students from low-income neighborhoods, who are more likely than others to begin higher education at a community college.

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To grow enrollments, universities and community colleges should stop competing against one another for students and compete together to substantially increase the likelihood that students will in fact obtain a bachelor's degree. One excellent example: a [partnership](#) between Northern Virginia Community College (NOVA) and George Mason University. By enrolling new students at both institutions simultaneously, this large community college and top research university report that they are helping 3,000 students each year get on the path to a low-cost, high-quality bachelor's degree — the most certain route to a well-paying job in northern Virginia.

Unlike most community college students, those enrolled in this program do not need to apply twice, or wonder if credits will transfer or sort through conflicting information from two financial aid offices.

Adults needing high-quality short-term training: Postsecondary education could help millions of adults move out of jobs that don't pay family-sustaining wages. But they need salary increases much more quickly than the two years it takes to earn an associate degree, let alone the four years needed for a bachelors.

Unfortunately, [research shows](#) that many shorter-term credentials do not significantly increase salaries, and don't lead to paths out of low-wage work.

Colleges across the country can sustainably attract more students by ensuring that their short-term certificates actually lead to better-paying jobs with benefits. They can learn from [Valencia College](#) in Orlando, Florida, whose president reports that every year they deliver accelerated skills training to nearly 1,000 adults in construction, advanced manufacturing, information technology and other fields. In programs that last four to 22 weeks, students earn industry-recognized credentials that lead to substantially higher salaries as well as access to additional training to improve their job prospects.

What lessons can educators learn from these examples? From 2010 to 2019, enrollments dropped 25 percent at community colleges nationwide, but held steady at NOVA and increased by 15 percent at Valencia and 20 percent at the Alamo Colleges District.

And while enrollments increased by just 20 percent at public four-year colleges in that decade, they rose nearly 50 percent at George Mason.

Unless they bring in more students, colleges will struggle financially, and some could shut their doors.

These stories demonstrate that new students will show up when they see campuses committed to delivering what they want and need. Enrollments will sustainably increase if college leaders develop new models that provide value to nontraditional populations.

By following these examples, other colleges and universities can reinvigorate themselves while creating opportunities for coming generations to bolster the country's economy, democracy and capacity to solve pressing problems.

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Shawnee Community College

Financial Report



Eleven Months Ended

May 31, 2022

SHAWNEE COMMUNITY COLLEGE
Investments in PMA Financial
Certificate of Deposits
May 31, 2022

<u>Banking Institution</u>	<u>Cost</u>	<u>Face Amount</u>	<u>Purchased Date</u>	<u>Maturity Date</u>	<u>Time</u>	<u>CD Rate</u>
Servisfirst Bank Florida	249,800.00	249,974.86	7/21/2021	7/21/2022	1 yr	0.070%
CBC International Bank California	249,800.00	249,901.17	7/21/2021	7/21/2022	1 yr	0.041%
First National Bank	190,400.00	190,477.97	7/21/2021	7/21/2022	1 yr	0.044%
Sandy Spring Bank	245,240.43	245,000.00	5/18/2022	5/15/2023	1 yr	1.900%
Morgan Stanley PVT Bank	245,240.43	245,000.00	5/19/2022	5/19/2023	1yr	1.900%
Morgan Stanley Bank NA	245,240.43	245,000.00	5/19/2022	5/19/2023	1yr	1.900%
Goldman Sachs Bank USA	244,311.22	244,000.00	5/25/2022	5/25/2023	1yr	1.920%
Bank United NA	244,239.22	244,000.00	5/25/2022	5/25/2023	1yr	2.000%
Pony Express Bank	245,239.79	245,000.00	5/31/2022	5/30/2023	1yr	1.900%
Washington Trust Westerly	244,263.16	244,000.00	5/31/2022	5/31/2023	1yr	1.990%
Kearny Bank	244,239.33	244,000.00	5/31/2022	5/31/2023	1yr	1.950%
	<u>\$ 2,648,014.01</u>	<u>\$ 2,646,354.00</u>				

Shawnee Community College

Fund	5/1/2022 Beg. Balance	May Receipts/Adj.	May Expenditures/Adj.	5/31/2022 Ending Balance
Education	7,986,731.49	605,528.47	2,301,618.64	6,290,641.32
Building	3,057,932.67	141,537.16	147,488.69	3,051,981.14
Working Cash	5,032,294.43	1,627.69	0.00	5,033,922.12
Restricted Building	1,316,153.19	0.00	4,350.00	1,311,803.19
Bond & Interest	437,751.09	0.00	0.00	437,751.09
Auxiliary Enterprise	255,247.97	16,038.83	81,049.73	190,237.07
Liab. Prot. Settlement	1,633,420.17	0.00	78,165.56	1,555,254.61
Audit	37,594.25	0.00	0.00	37,594.25
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
College Work Study	0.00	1,691.04	1,691.04	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	0.00	0.00	0.00
Special Grants	3,992.30	484,734.16	468,534.65	20,191.81
Trust & Agency	245,846.71	1,173.32	4,266.80	242,753.23
Total	20,020,964.27	1,252,330.67	3,087,165.11	18,186,129.83

Brandy Woods

 Brandy Woods, Director of Business Services

June 23, 2022

 Date

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
OPERATING FUNDS
FOR ELEVEN MONTHS ENDED MAY 31, 2022**

Percent of Year Complete is 92.00%	Legal Budget As Adjusted 5/31/22	Year to Date Revenues 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Realized 5/31/22
Operating Revenues by Source				
Local government:				
Current taxes	\$ 1,982,403	\$ 1,890,769	\$ 91,634	
Chargeback revenue	-	-	0	
TOTAL LOCAL GOVERNMENT	\$ 1,982,403	\$ 1,890,769	\$ 91,634	95.38%
State government:				
ICCB Credit Hour Grants	\$ 1,217,883	\$ 1,259,540	\$ (41,657)	
ICCB Equalization Grants	2,711,080	2,551,377	159,703	
State Board of Education- Vocational Education	118,591	112,396	6,195	
Corporate Personal Property Replacement Tax	525,834	1,331,663	(805,829)	
TOTAL STATE GOVERNMENT	\$ 4,573,388	\$ 5,254,976	\$ (681,588)	114.90%
Federal government:				
Federal Stimulus Funds-HEERF	\$ 900,000	\$ -	\$ 900,000	
TOTAL FEDERAL GOVERNMENT	\$ 900,000	\$ -	\$ 900,000	
Student Tuition and Fees:				
Tuition	\$ 4,397,667	\$ 3,831,968	\$ 565,699	
Fees	812,894	601,059	211,835	
TOTAL TUITION AND FEES	\$ 5,210,561	\$ 4,433,027	\$ 777,534	85.08%
Other sources:				
Sales and Service Fees	\$ 87,000	\$ 65,035	\$ 21,965	
Facilities revenue	45,000	47,499	-2,499	
Investment revenue	32,500	16,989	15,511	
Other sources	440,800	93,584	347,216	
TOTAL OTHER SOURCES	\$ 605,100	\$ 223,107	\$ 381,993	36.87%
TRANSFERS	\$ 20,000	\$ -	\$ 20,000	
TOTAL 2021-22 BUDGETED REVENUE	\$ 13,291,252	\$ 11,801,879	\$ 1,489,373	88.79%
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 13,291,252	\$ 11,801,879	\$ 1,489,373	88.79%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
OPERATING FUNDS
FOR ELEVEN MONTHS ENDED MAY 31, 2022

Percent of Year Complete is 92.00%

<u>Expenditures By Program</u>	Legal Budget As Adjusted 5/31/22	Year to Date Expenditures 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
Instruction	\$ 4,961,238	\$ 4,090,175	\$ 871,063	
Academic Support	434,560	377,520	57,040	
Student Services	1,162,181	984,980	177,201	
Public Services	79,885	47,117	32,568	
Operation & Maint. of Plant	1,368,740	1,145,018	223,722	
Institutional Support	2,615,515	1,898,057	717,458	
Scholarship, Student Grants, & Waivers	2,201,786	1,937,235	264,551	
TRANSFERS	2,663,771	560,930	2,102,841	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 11,041,032	\$ 4,446,444	71.29%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 11,041,032	\$ 4,446,444	
 <u>By Object</u>				
Salaries	\$ 6,836,734	\$ 5,654,463	\$ 1,182,271	
Employee Benefits	781,490	574,970	206,520	
Contractual Services	1,255,305	1,123,396	131,909	
General Materials & Supplies	627,028	443,567	183,461	
Conference & Meeting Expense	122,002	40,249	81,753	
Fixed Charges	130,560	105,899	24,661	
Utilities	643,240	524,366	118,874	
Capital Outlay	85,200	36,541	48,659	
Other	2,342,146	1,976,651	365,495	
Provision for Contingency	-	-	-	
TRANSFERS	2,663,771	560,930	2,102,841	
Total 2021-22 Budgeted Expenditures	\$ 15,487,476	\$ 11,041,032	\$ 4,446,444	71.29%
ADJUSTED EXPENDITURES	\$ 15,487,476	\$ 11,041,032	\$ 4,446,444	

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

Percent of Year Complete is 92.00%

	Legal Budget As Adjusted 5/31/22	Year to Date Expenditures 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
EDUCATION FUND				
INSTRUCTION				
Salaries	\$ 4,071,939	\$ 3,451,467	\$ 620,472	
Employee Benefits	426,794	297,501	129,293	
Contractual Services	170,712	137,586	33,126	
General Materials & Supplies	150,681	95,842	54,839	
Conference & Meeting Expense	20,542	7,160	13,382	
Fixed Charges	83,860	71,654	12,206	
Utilities	35,150	28,607	6,543	
Other	360	138	222	
Capital Outlay	1,200	220	980	
TOTAL	\$ 4,961,238	\$ 4,090,175	\$ 871,063	82.44%
ACADEMIC SUPPORT				
Salaries	\$ 311,488	\$ 281,252	\$ 30,236	
Employee Benefits	26,527	25,176	1,351	
Contractual Services	37,392	21,704	15,688	
General Materials & Supplies	55,253	47,535	7,718	
Conference & Meeting Expense	1,200	1,119	81	
Utilities	-	-	-	
Capital Outlay	2,700	734	1,966	
TOTAL	\$ 434,560	\$ 377,520	\$ 57,040	86.87%
STUDENT SERVICES				
Salaries	\$ 909,270	\$ 790,697	\$ 118,573	
Employee Benefits	136,492	121,960	14,532	
Contractual Services	42,450	32,260	10,190	
General Materials & Supplies	68,094	38,049	30,045	
Conference & Meeting Expense	4,875	2,014	2,861	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	1,000	-	1,000	
TOTAL	\$ 1,162,181	\$ 984,980	\$ 177,201	84.75%
PUBLIC SERVICES/CONTINUING EDUCATION				
Salaries	\$ 52,279	\$ 33,145	\$ 19,134	
Employee Benefits	10,206	4,657	5,549	
Contractual Services	4,160	3,660	500	
General Materials & Supplies	10,540	5,268	5,272	
Conference & Meeting Expense	800	327	473	
Fixed Charges	1,700	60	1,640	
Utilities	-	-	-	
TOTAL	\$ 79,685	\$ 47,117	\$ 32,568	59.13%

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

Percent of Year Complete is 92.00%

	Legal Budget As Adjusted 5/31/22	Year to Date Expenditures 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
EDUCATION FUND				
INSTITUTIONAL SUPPORT				
Salaries	\$ 1,282,301	\$ 972,758	\$ 309,543	
Employee Benefits	154,953	112,466	42,487	
Contractual Services	537,216	503,304	33,912	
General Materials & Supplies	281,160	173,509	107,651	
Conference & Meeting Expense	94,585	29,629	64,956	
Fixed Charges	45,000	34,184	10,816	
Utilities	20,000	19,169	831	
Other	140,000	39,278	100,722	
Provision for Contingency	-	-	-	
Capital Outlay	60,300	13,760	46,540	
TOTAL	\$ 2,615,515	\$ 1,898,057	\$ 717,458	72.57%
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS				
Other	\$ 2,201,786	\$ 1,937,235	\$ 264,551	
TOTAL	\$ 2,201,786	\$ 1,937,235	\$ 264,551	87.98%
TRANSFERS	2,384,790	560,930	1,823,860	23.52%
TOTAL EDUCATION FUND	\$ 13,839,755	\$ 9,896,014	\$ 3,943,741	71.50%
OPERATIONS and MAINTENANCE FUND				
OPERATION AND MAINTENANCE OF PLANT				
Salaries	\$ 209,457	\$ 125,143	\$ 84,314	
Employee Benefits	26,518	13,212	13,306	
Contractual Services	463,375	424,883	38,492	
General Materials & Supplies	87,300	83,364	3,936	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	562,090	476,589	85,501	
Provision for Contingency	-	-	-	
Capital Outlay	20,000	21,827	(1,827)	
Other	-	-	-	
TOTAL	1,368,740	1,145,018	223,722	
TRANSFERS	278,981	-	278,981	
TOTAL OPERATIONS and MAINTENANCE FUND	\$ 1,647,721	\$ 1,145,018	\$ 447,444	69.49%
TOTAL OPERATING FUNDS	\$ 15,487,476	\$ 11,041,032	\$ 4,391,185	71.29%

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

Percent of Year Complete is 92.00%

	Legal Budget 5/31/22	Year to Date Revenues 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Realized 5/31/22
Operations and Maintenance Fund-Restricted				
Local Governmental Sources:				
Current Taxes	\$ 250,000	\$ 240,575	\$ 9,425	
TOTAL LOCAL GOVERNMENT SOURCES	\$ 250,000	\$ 240,575	\$ 9,425	96.23%
Other Sources				
Investment Revenue	\$ -	\$ -	\$ -	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 250,000	\$ 240,575	\$ 9,425	96.23%

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

Percent of Year Complete is 92.00%

	Legal Budget As Adjusted 5/31/22	Year to Date Expenditures 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
Operations and Maintenance Fund-Restricted				
INSTITUTIONAL SUPPORT				
Capital Outlay	\$ 1,286,250	\$ 47,166	\$ 1,239,084	
Contractual Services	116,000	16,730	99,270	
TOTAL INSTITUTIONAL SUPPORT	\$ 1,402,250	\$ 63,896	\$ 1,338,354	4.56%
TOTAL BUDGETED EXPENDITURES	\$ 1,402,250	\$ 63,896	\$ 1,338,354	4.56%

SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
BOND AND INTEREST FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022

Percent of Year Complete is 92.00%

	Legal Budget As Adjusted 5/31/22	Year to Date Revenues 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Realized 5/31/22
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,720,500	\$ 1,655,504	\$ 64,996	
TOTAL BUDGETED REVENUES	\$ 1,720,500	\$ 1,655,504	\$ 64,996	96.22%

SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
BOND AND INTEREST FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022

Percent of Year Complete is 92.00%

	Legal Budget As Adjusted 5/31/22	Year to Date Expenditures 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,625,000	\$ 1,625,000	\$ -	
Bond Interest	95,500	64,000	\$ 31,500	
TOTAL BUDGETED EXPENDITURES	\$ 1,720,500	\$ 1,689,000	\$ 31,500	98.17%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUXILIARY ENTERPRISES FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022**

Percent of Year Complete is 92.00%

	Legal Budget As Adjusted 5/31/22	Year to Date Revenues 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Realized 5/31/22
Auxiliary Enterprises Fund				
Other Sources:				
Sales and Service Fees	\$ 438,800	\$ 348,812	\$ 89,988	
TOTAL OTHER SOURCES	\$ 438,800	\$ 348,812	\$ 89,988	
TRANSFERS	712,790	560,930	151,860	
TOTAL BUDGETED REVENUE	\$ 1,151,590	\$ 909,742	\$ 241,848	79.00%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUXILIARY ENTERPRISES FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022**

Percent of Year Complete is 92.00%

	Legal Budget As Adjusted 5/31/22	Year to Date Expenditures 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
Auxiliary Enterprises Fund				
INDEPENDENT OPERATIONS				
Salaries	\$ 218,284	\$ 198,486	\$ 19,798	
Employee Benefits	27,225	21,568	5,657	
Contractual Services	71,725	59,014	12,711	
General Materials & Supplies	422,443	411,466	10,977	
Conference & Meeting Expense	42,385	33,779	8,606	
Fixed Charges	25,000	15,887	9,113	
Utilities	-	-	-	
Capital Outlay	32,000	2,155	29,845	
Provision for Contingency	-	-	-	
Other	443,159	348,001	95,158	
TRANSFERS	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 1,282,221	\$ 1,090,356	\$ 191,865	85.04%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
RESTRICTED PURPOSES FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022**

Percent of Year Complete is 92.00%

Restricted Purposes Fund	Legal Budget As Adjusted 5/31/22	Year to Date Revenues 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Realized 5/31/22
State governmental sources:				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	236,270	173,485	62,785	
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	-	151,492	(151,492)	
TOTAL STATE GOVERNMENT	\$ 806,681	\$ 758,595	\$ 48,086	94.04%
Federal governmental sources:				
Department of Education	\$ 7,944,546	\$ 4,779,444	\$ 3,165,102	
Department of Health and Human Services	15,000	-	15,000	
Other Federal Government Sources	216,044	383,811	(167,767)	
TOTAL FEDERAL GOVERNMENT	\$ 8,175,590	\$ 5,163,255	\$ 3,012,335	63.15%
Other Sources:				
Nongovernmental Grants	\$ -	\$ -	\$ -	
TOTAL BUDGETED REVENUES	\$ 8,982,271	\$ 5,921,850	\$ 3,060,421	65.93%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
RESTRICTED PURPOSES FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022**

Percent of Year Complete is 92.00%

Restricted Purposes Fund	Legal Budget As Adjusted 5/31/22	Year to Date Expenditures 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
STUDENT SERVICES				
Salaries	\$ 221,436	\$ 198,325	\$ 23,111	
Employee Benefits	62,987	53,138	9,849	
Contractual Services	10,017	7,795	2,222	
General Materials & Supplies	8,740	7,749	991	
Conference & Meeting Expense	10,426	2,853	7,573	
Capital Outlay	-	-	-	
Other	47,118	35,281	11,837	
TOTAL STUDENT SERVICES	\$ 360,724	\$ 305,141	\$ 55,583	84.59%
INSTITUTIONAL SUPPORT				
Salaries	\$ 743,801	\$ 799,337	\$ (55,536)	
Employee Benefits	138,012	125,828	12,184	
Contractual Services	446,920	410,805	36,115	
General Materials & Supplies	240,522	180,874	59,648	
Conference & Meeting Expense	99,296	35,478	63,818	
Fixed Charges	-	-	-	
Utilities	100,680	64,049	36,631	
Capital Outlay	569,972	615,140	(45,168)	
Other	1,207,934	63,065	1,144,869	
TOTAL INSTITUTIONAL SUPPORT	\$ 3,547,137	\$ 2,294,576	\$ 1,252,561	64.69%
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS				
Financial Aid	\$ 5,659,451	\$ 2,186,108	\$ 3,473,343	
TOTAL	\$ 5,659,451	\$ 2,186,108	\$ 3,473,343	38.63%
TOTAL BUDGETED EXPENDITURES	\$ 9,567,312	\$ 4,785,825	\$ 4,781,487	50.02%

**SHAWNEE COMMUNITY COLLEGE
REVENUE REPORT
AUDIT FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022**

Percent of Year Complete is 92.00%

Audit Fund	Legal Budget As Adjusted 5/31/22	Year to Date Revenues 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Realized 5/31/22
Local Government Sources:				
Current Taxes	\$ 34,000	\$ 31,729	\$ 2,271	
TOTAL BUDGETED REVENUES	\$ 34,000	\$ 31,729	\$ 2,271	93.32%

**SHAWNEE COMMUNITY COLLEGE
EXPENDITURE REPORT
AUDIT FUND
FOR ELEVEN MONTHS ENDED MAY 31, 2022**

Percent of Year Complete is 92.00%

Audit Fund	Legal Budget As Adjusted 5/31/22	Year to Date Expended 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
INSTITUTIONAL SUPPORT				
Contractual Services	\$ 38,000	\$ 37,950	\$ 50	
Provision for Contingency	-	-	-	
TOTAL BUDGETED EXPENDITURES	\$ 38,000	\$ 37,950	\$ 50	99.87%

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

Percent of Year Complete is 92.00%	Legal Budget As Adjusted 5/31/22	Year to Date Revenues 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Realized 5/31/22
Liability Protection and Settlement Fund				
Local Government Sources:				
Current Taxes	\$ 827,555	\$ 796,331	\$ 31,224	
TOTAL BUDGETED REVENUES	\$ 827,555	\$ 796,331	\$ 31,224	96.23%

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

Percent of Year Complete is 92.00%	Legal Budget As Adjusted 5/31/22	Year to Date Expended 5/31/22	(Over)/Under Budget 5/31/22	Percent of Budget Expended 5/31/22
Liability Protection and Settlement Fund				
INSTITUTIONAL SUPPORT				
Salaries	86,000	\$ 65,466	20,534	
Employee Benefits	208,255	176,662	31,593	
Contractual Services	303,500	235,568	67,932	
General Materials & Supplies	20,000	-	20,000	
Fixed Charges	313,500	236,368	77,132	
Capital Outlay	444,824	444,824	444,824	
Other	50,000	50,000	50,000	
TOTAL BUDGETED EXPENDITURES	\$1,426,079	\$714,064	\$691,401	50.07%

SHAWNEE COMMUNITY COLLEGE

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

FUND	EXPENDITURES
Education Fund	\$2,301,618.64
Building Fund	147,488.69
Restricted Bldg. Fund	4,350.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	81,049.73
Restricted Purposes Fund (Grants)	468,534.65
Restricted Purposes - FWS*	1,691.04
Restricted Purposes - PELL	0.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	4,266.80
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	78,165.56
GRAND TOTAL	\$ 3,087,165.11

Chairperson

Secretary

Date

[Return to Agenda](#)

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

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97781	5/13/2022	Carver, Justin R.	227.32
97782	5/13/2022	Christie, Roberta L.	4,618.95
97783	5/13/2022	Corbit, Nathan L.	257.99
97784	5/13/2022	Faulkner, Christina L.	1,324.87
97785	5/13/2022	Hawkins, Robert	801.29
97786	5/13/2022	Meyer, Brian A.	372.68
97787	5/13/2022	Seyer, Jonathan	223.19
97788	5/13/2022	Bucher, Christian T.	220.56
97789	5/13/2022	Elliott, Timothy W.	142.29
97790	5/13/2022	Flannell, Trenton R.	54.09
97791	5/13/2022	Holder, Kyonte D.	136.87
97792	5/13/2022	King, Nya Z.	273.74
97793	5/13/2022	Reichert, Joellen	621.21
97794	5/13/2022	Reichert, Kendall F.	802.93
97795	5/13/2022	Starling, Randy D.	188.11
97796	5/13/2022	Stubblefield, Vernon	225.46
97797	5/13/2022	Tondevoid, Meagan	72.00
97798	5/13/2022	Tyson, Noaah G.	170.43
97799	5/13/2022	Vincent, Connie M.	151.19
97800	5/13/2022	Ashby, Malinda J.	475.90
97801	5/27/2022	Christie, Roberta L.	2,243.25
97802	5/27/2022	Faulkner, Christina L.	1,324.87
97803	5/27/2022	Bucher, Christian T.	176.86
97804	5/27/2022	Flannell, Trenton R.	54.09
97805	5/27/2022	Goldsberry, Teri E.	106.72
97806	5/27/2022	Holder, Kyonte D.	34.22
97807	5/27/2022	King, Nya Z.	250.93
97808	5/27/2022	Reichert, Joellen	526.70
97809	5/27/2022	Reichert, Kendall F.	618.62
97810	5/27/2022	Starling, Randy D.	32.28
97811	5/27/2022	Stubblefield, Vernon	225.46
97812	5/27/2022	Tondevoid, Meagan	60.00
97813	5/27/2022	Tyson, Noaah G.	314.64
97814	5/31/2022	Chambers, Jamie M.	263.20
78837	5/13/2022	Adams, Jane E.	262.20
78838	5/13/2022	Armstrong, Lori A.	9,494.75
78839	5/13/2022	Ashby, Malinda J.	1,818.10
78840	5/13/2022	Askew, Jipaum S.	2,126.74
78841	5/13/2022	Austin, David C.	413.07
78842	5/13/2022	Ball, Orena L.	2,215.12
78843	5/13/2022	Basler, Joella	3,198.41

**Shawnee Community College
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May 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78844	5/13/2022	Betts, Robert G.	263.62
78845	5/13/2022	Betts, Teale M.	1,762.45
78846	5/13/2022	Bigham, Stephanie M.	980.91
78847	5/13/2022	Black, David E.	11,047.10
78848	5/13/2022	Black, Sabrina L.	1,135.38
78849	5/13/2022	Boyd, Danielle N.	1,489.31
78850	5/13/2022	Bradley, Craig	10,131.35
78851	5/13/2022	Brahler, Monica J.	2,511.87
78852	5/13/2022	Brown, Brenda R.	6,839.43
78853	5/13/2022	Capps, Tamara K.	2,302.08
78854	5/13/2022	Cather, Darci A.	3,232.06
78855	5/13/2022	Chamness, Virginia S.	1,031.24
78856	5/13/2022	Clark, Christopher A.	2,927.94
78857	5/13/2022	Clark, Lora L.	1,247.34
78858	5/13/2022	Copeland, Vyta N.	223.19
78859	5/13/2022	Cornelious-Weldon, Leslie A.	1,647.11
78860	5/13/2022	Cornelissen, Vicky J.	1,029.04
78861	5/13/2022	Crowe, Beth A.	1,852.74
78862	5/13/2022	Davault, Christopher R.	217.66
78863	5/13/2022	Davenport, Anna	6,108.10
78864	5/13/2022	Davis, Carrie B.	1,301.39
78865	5/13/2022	Davis, Evelyn D.	894.76
78866	5/13/2022	Dillow, Rhonda L.	422.36
78867	5/13/2022	Doerr, Cara C.	2,166.45
78868	5/13/2022	Dollins, Judith A.	6,470.95
78869	5/13/2022	Dudley, Tina M.	1,183.06
78870	5/13/2022	Fehrenbacher, Dwayne J.	1,821.23
78871	5/13/2022	Fontana, Sandra L.	8,470.51
78872	5/13/2022	Forthman, Emily B.	2,191.54
78873	5/13/2022	Frassato, Kylee N.	1,417.97
78874	5/13/2022	Frizzell, Timothy A.	5,173.56
78875	5/13/2022	Gerard, Anthony S.	8,486.18
78876	5/13/2022	Goforth, Charles B.	1,516.03
78877	5/13/2022	Gordon, Beatrice	869.85
78878	5/13/2022	Grohler, Randall P.	516.80
78879	5/13/2022	Hamilton-Smith, Jacqueline	1,062.35
78880	5/13/2022	Hannan, Amanda N.	2,360.44
78881	5/13/2022	Harmer, Ginger R.	2,354.65
78882	5/13/2022	Harris, Wendy D.	2,369.96
78883	5/13/2022	Hazel, Amanda N.	1,143.87
78884	5/13/2022	Hembree, Lex V.	223.19

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Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78885	5/13/2022	Herre, Brian C.	1,416.88
78886	5/13/2022	Herren, Jennifer K.	1,214.81
78887	5/13/2022	Hickam, Jamie L.	1,322.84
78888	5/13/2022	Hill, Ayan	783.02
78889	5/13/2022	Hill, Tanya S.	1,752.96
78890	5/13/2022	Hines, Lorena M.	3,776.35
78891	5/13/2022	Holland, Micah C.	584.54
78892	5/13/2022	Howard, Eric	1,972.23
78893	5/13/2022	Hunsperger, Kevin	2,055.83
78894	5/13/2022	Ingram, Caleb W.	2,350.78
78895	5/13/2022	Jennings, Kelly D.	1,949.57
78896	5/13/2022	Johnson, Lindsay B.	1,753.26
78897	5/13/2022	Jones, Courtney R.	663.40
78898	5/13/2022	Kineman, Daniel L.	1,491.00
78899	5/13/2022	King, Erin R.	1,596.15
78900	5/13/2022	Koch, Donald N.	2,353.53
78901	5/13/2022	Lingle, Randy W.	7,012.34
78902	5/13/2022	Lucas, Robert	1,934.83
78903	5/13/2022	Luttrell, Denise	612.67
78904	5/13/2022	Malone, Sherrie D.	5,511.92
78905	5/13/2022	Mason, Gregory K.	2,323.97
78906	5/13/2022	Mays, Ann M.	466.84
78907	5/13/2022	McGinnis, Connie R.	4,226.16
78908	5/13/2022	McGoy, Jeffery L.	494.74
78909	5/13/2022	McGoy, Karen M.	1,798.88
78910	5/13/2022	McNally, Michael	2,662.09
78911	5/13/2022	Merriman, Hailey C.	773.96
78912	5/13/2022	Meyer, Lisa F.	1,361.30
78913	5/13/2022	Meyers, Kaylyn L.	1,224.52
78914	5/13/2022	Miller, Roger A.	1,212.48
78915	5/13/2022	Mishler, Shelye	442.26
78916	5/13/2022	Nicolaides, Ian A.	8,802.61
78917	5/13/2022	Nodeen, Marsha K.	363.70
78918	5/13/2022	Owens, Peter	486.40
78919	5/13/2022	Poat, Erica R.	223.19
78920	5/13/2022	Price, Lisa L.	3,073.05
78921	5/13/2022	Reach, Mindy J.	1,354.03
78922	5/13/2022	Ribbing, Sheryl L.	5,038.45
78923	5/13/2022	Rice, Ronnie D.	1,340.73
78924	5/13/2022	Rippinger, Parker D.	887.63
78925	5/13/2022	Rouse, Felicia	1,410.12

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Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78926	5/13/2022	Salazar, Becky	749.46
78927	5/13/2022	Sauerbrunn, Kayla R.	7,610.12
78928	5/13/2022	Severs, Virginia L.	1,164.89
78929	5/13/2022	Shallenberger, Elizabeth	12,177.76
78930	5/13/2022	Sheffer, Amy L.	6,046.29
78931	5/13/2022	Sheffer, Susan R.	215.60
78932	5/13/2022	Shelby, Kristin N.	2,207.14
78933	5/13/2022	Sheppard, Gregory S.	1,710.24
78934	5/13/2022	Simpson, Stacy J.	1,459.79
78935	5/13/2022	Smith, Kyle S.	1,781.21
78936	5/13/2022	Smith, Wanda R.	5,464.26
78937	5/13/2022	Smith-Fulia, Jesse R.	5,144.76
78938	5/13/2022	Sparks, John R.	2,240.65
78939	5/13/2022	Stalions, Terry R.	387.18
78940	5/13/2022	Steinmetz, Matthew E.	1,546.15
78941	5/13/2022	Steinmetz, Rebecca L.	1,237.45
78942	5/13/2022	Stoup, William R.	1,846.25
78943	5/13/2022	Suggs, Amber	1,745.01
78944	5/13/2022	Taylor, Timothy	5,094.92
78945	5/13/2022	Teske, April Y.	2,315.14
78946	5/13/2022	Thompson, Chevis L.	2,120.96
78947	5/13/2022	Thompson, Tad W.	288.55
78948	5/13/2022	Thornsberry, Ryan J.	3,817.12
78949	5/13/2022	Trowbridge, Mandee M.	867.10
78950	5/13/2022	Van Meter, Jonathan L.	1,760.14
78951	5/13/2022	VanAlstine, Lee F.	3,167.75
78952	5/13/2022	Vellella, Christopher A.	2,216.00
78953	5/13/2022	Vines, Deborah	1,241.88
78954	5/13/2022	Walton, James L.	1,513.67
78955	5/13/2022	Whitnel, Brett P.	1,512.03
78956	5/13/2022	Wilburn, Dorie S.	322.48
78957	5/13/2022	Williams, Michelle L.	829.60
78958	5/13/2022	Woods, Brandy S.	2,373.96
78959	5/13/2022	Woolridge, Robert E.	3,685.65
78960	5/13/2022	Wright, Christina D.	1,554.21
78961	5/13/2022	Baker, Debra L.	99.01
78962	5/13/2022	Blood, Adelina J.	942.80
78963	5/13/2022	Crites, Marilyn M.	1,117.17
78964	5/13/2022	Dalton, Amelia R.	221.20
78965	5/13/2022	Danas, Judy A.	231.61
78966	5/13/2022	Devenny, Marianne	150.70

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Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
78967	5/13/2022	Duke, Jordan	986.28
78968	5/13/2022	Edwards, Jessica E.	647.59
78969	5/13/2022	Fisher, Stephanie J.	646.38
78970	5/13/2022	Green, Kandyce T.	638.65
78971	5/13/2022	Hannan, Rachel A.	768.68
78972	5/13/2022	Harris, Rana L.	630.22
78973	5/13/2022	Hayes, Stephanie	381.65
78974	5/13/2022	Hill, Madison E.	102.65
78975	5/13/2022	Holderfield, Summer M.	161.75
78976	5/13/2022	Hubbard, Andrew D.	662.18
78977	5/13/2022	Hudgens, Faith V.	1,043.29
78978	5/13/2022	Johnson, Kelly J.	340.85
78979	5/13/2022	Knight, Cecilia M.	558.35
78980	5/13/2022	Korte, Rhea C.	384.44
78981	5/13/2022	Kwiatkowski, Miley E.	385.44
78982	5/13/2022	Lewis, Jan F.	1,053.55
78983	5/13/2022	Little, Latayvia S.	222.42
78984	5/13/2022	McBride, Artie M.	798.19
78985	5/13/2022	McClellan, Heaven M.	231.90
78986	5/13/2022	McEwen, Sayveon L.	596.21
78987	5/13/2022	McNichols, Randall J.	686.93
78988	5/13/2022	Meshell, Caitlyn N.	157.32
78989	5/13/2022	Meyers, Tiffany A.	677.54
78990	5/13/2022	Miller, John P.	1,147.17
78991	5/13/2022	Murray, Maggie A.	520.42
78992	5/13/2022	Prevallet, James W.	219.57
78993	5/13/2022	Ribbing, Sheryl L.	110.30
78994	5/13/2022	Rose, Jayla E.	387.80
78995	5/13/2022	Ryan, Blake R.	519.22
78996	5/13/2022	Sargent, Kimberly S.	289.37
78997	5/13/2022	Solomon, Jabre A.	518.36
78998	5/13/2022	Sommer, Gary H.	910.40
78999	5/13/2022	Spence, Kaylee	235.97
79000	5/13/2022	Stecher, Beverly A.	409.30
79001	5/13/2022	Taylor, Cody M.	704.12
79002	5/13/2022	Thoe, Alexandra I.	574.06
79003	5/13/2022	Woods, Aaron C.	674.86
79004	5/27/2022	Armstrong, Lori A.	2,316.73
79005	5/27/2022	Ashby, Malinda J.	1,818.10
79006	5/27/2022	Askew, Jipaum S.	2,126.74
79007	5/27/2022	Ball, Orena L.	1,498.02

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Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79008	5/27/2022	Basler, Joella	2,288.62
79009	5/27/2022	Betts, Teale M.	1,762.45
79010	5/27/2022	Bigham, Stephanie M.	1,031.50
79011	5/27/2022	Black, David E.	2,640.65
79012	5/27/2022	Black, Sabrina L.	1,135.38
79013	5/27/2022	Boyd, Danielle N.	1,489.31
79014	5/27/2022	Bradley, Craig	2,356.67
79015	5/27/2022	Brahler, Monica J.	2,511.87
79016	5/27/2022	Brown, Brenda R.	2,269.91
79017	5/27/2022	Capps, Tamara K.	2,302.08
79018	5/27/2022	Cather, Darci A.	3,232.06
79019	5/27/2022	Chamness, Virginia S.	1,031.24
79020	5/27/2022	Clark, Christopher A.	2,927.94
79021	5/27/2022	Clark, Lora L.	1,247.34
79022	5/27/2022	Cornelious-Weldon, Leslie A.	1,647.11
79023	5/27/2022	Cornelissen, Vicky J.	1,098.43
79024	5/27/2022	Crowe, Beth A.	1,629.37
79025	5/27/2022	Davenport, Anna	1,682.42
79026	5/27/2022	Davis, Carrie B.	1,301.39
79027	5/27/2022	Davis, Evelyn D.	894.76
79028	5/27/2022	Doerr, Cara C.	2,166.45
79029	5/27/2022	Dollins, Judith A.	1,724.82
79030	5/27/2022	Dudley, Tina M.	1,183.06
79031	5/27/2022	Fehrenbacher, Dwayne J.	1,821.23
79032	5/27/2022	Fontana, Sandra L.	2,052.09
79033	5/27/2022	Forthman, Emily B.	2,191.54
79034	5/27/2022	Frassato, Kylee N.	1,417.97
79035	5/27/2022	Frizzell, Timothy A.	2,043.64
79036	5/27/2022	Gerard, Anthony S.	2,767.44
79037	5/27/2022	Goforth, Charles B.	1,516.03
79038	5/27/2022	Gordon, Beatrice	869.85
79039	5/27/2022	Hamilton-Smith, Jacqueline	1,062.35
79040	5/27/2022	Hannan, Amanda N.	2,360.44
79041	5/27/2022	Harner, Ginger R.	2,354.65
79042	5/27/2022	Harris, Wendy D.	2,136.03
79043	5/27/2022	Hazel, Amanda N.	1,143.87
79044	5/27/2022	Herre, Brian C.	1,441.88
79045	5/27/2022	Herren, Jennifer K.	1,214.81
79046	5/27/2022	Hickam, Jamie L.	1,322.84
79047	5/27/2022	Hill, Tanya S.	1,752.96
79048	5/27/2022	Hines, Lorena M.	1,867.20

**Shawnee Community College
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79049	5/27/2022	Howard, Eric	1,850.42
79050	5/27/2022	Hunsperger, Kevin	2,187.68
79051	5/27/2022	Ingram, Caleb W.	541.50
79052	5/27/2022	Jennings, Kelly D.	1,555.34
79053	5/27/2022	Johnson, Lindsay B.	1,753.26
79054	5/27/2022	Kineman, Daniel L.	1,491.00
79055	5/27/2022	King, Erin R.	1,596.15
79056	5/27/2022	Koch, Donald N.	2,353.53
79057	5/27/2022	Lingle, Randy W.	2,010.56
79058	5/27/2022	Lucas, Robert	1,934.83
79059	5/27/2022	Malone, Sherrie D.	2,196.41
79060	5/27/2022	Mason, Gregory K.	2,323.97
79061	5/27/2022	McGinnis, Connie R.	2,276.81
79062	5/27/2022	McGoy, Karen M.	1,798.88
79063	5/27/2022	McNally, Michael	2,019.08
79064	5/27/2022	Meyer, Lisa F.	1,361.30
79065	5/27/2022	Meyers, Kaylyn L.	1,224.52
79066	5/27/2022	Nicolaides, Ian A.	2,279.67
79067	5/27/2022	Price, Lisa L.	3,073.05
79068	5/27/2022	Reach, Mindy J.	1,354.03
79069	5/27/2022	Ribbing, Sheryl L.	2,027.77
79070	5/27/2022	Rice, Ronnie D.	1,340.73
79071	5/27/2022	Rouse, Felicia	1,410.12
79072	5/27/2022	Sauerbrunn, Kayla R.	1,852.65
79073	5/27/2022	Severs, Virginia L.	1,164.89
79074	5/27/2022	Sheffer, Amy L.	2,063.36
79075	5/27/2022	Shelby, Kristin N.	2,207.14
79076	5/27/2022	Sheppard, Gregory S.	1,710.24
79077	5/27/2022	Simpson, Stacy J.	1,521.83
79078	5/27/2022	Smith, Kyle S.	1,781.21
79079	5/27/2022	Smith, Wanda R.	2,523.53
79080	5/27/2022	Smith-Fulia, Jesse R.	2,013.99
79081	5/27/2022	Sparks, John R.	1,960.99
79082	5/27/2022	Steinmetz, Matthew E.	1,596.07
79083	5/27/2022	Steinmetz, Rebecca L.	1,237.45
79084	5/27/2022	Stoup, William R.	1,846.25
79085	5/27/2022	Suggs, Amber	1,745.01
79086	5/27/2022	Taylor, Timothy	5,094.92
79087	5/27/2022	Teske, April Y.	2,315.14
79088	5/27/2022	Thompson, Chevis L.	1,897.24
79089	5/27/2022	Thornsberry, Ryan J.	2,280.64

**Shawnee Community College
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Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79090	5/27/2022	Trowbridge, Mandee M.	867.10
79091	5/27/2022	Van Meter, Jonathan L.	1,760.14
79092	5/27/2022	VanAlstine, Lee F.	2,078.01
79093	5/27/2022	Vellella, Christopher A.	2,243.10
79094	5/27/2022	Vines, Deborah	1,102.13
79095	5/27/2022	Walton, James L.	1,513.67
79096	5/27/2022	Whitnel, Brett P.	1,512.03
79097	5/27/2022	Williams, Michelle L.	829.60
79098	5/27/2022	Woods, Brandy S.	2,373.96
79099	5/27/2022	Woolridge, Robert E.	2,266.21
79100	5/27/2022	Wright, Christina D.	1,554.21
79101	5/27/2022	Baker, Debra L.	314.81
79102	5/27/2022	Blood, Adelina J.	942.80
79103	5/27/2022	Burgess, Michael	237.38
79104	5/27/2022	VOID	-
79105	5/27/2022	Crites, Marilyn M.	1,117.17
79106	5/27/2022	Dalton, Amelia R.	623.24
79107	5/27/2022	Danas, Judy A.	626.72
79108	5/27/2022	Duke, Jordan	986.28
79109	5/27/2022	Eads, Brianna F.	125.47
79110	5/27/2022	Edwards, Jessica E.	729.76
79111	5/27/2022	Fisher, Stephanie J.	611.83
79112	5/27/2022	Green, Kandyce T.	628.78
79113	5/27/2022	Hannan, Rachel A.	768.68
79114	5/27/2022	Harris, Julian M.	253.45
79115	5/27/2022	Harris, Rana L.	600.26
79116	5/27/2022	Hayes, Stephanie	201.96
79117	5/27/2022	Hill, Madison E.	51.33
79118	5/27/2022	Holderfield, Summer M.	93.31
79119	5/27/2022	Hudgens, Faith V.	1,043.29
79120	5/27/2022	Johnson, Kelly J.	454.48
79121	5/27/2022	Knight, Cecilia M.	558.35
79122	5/27/2022	Korte, Rhea C.	405.18
79123	5/27/2022	Kwiatkowski, Miley E.	325.14
79124	5/27/2022	Lewis, Jan F.	1,053.55
79125	5/27/2022	Little, Latayvia S.	114.06
79126	5/27/2022	McBride, Artie M.	828.35
79127	5/27/2022	McClellan, Heaven M.	533.61
79128	5/27/2022	McEwen, Sayveon L.	584.70
79129	5/27/2022	McNichols, Randall J.	686.93
79130	5/27/2022	Meyers, Tiffany A.	677.54

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Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79131	5/27/2022	Miller, John P.	1,147.17
79132	5/27/2022	Murray, Maggie A.	307.96
79133	5/27/2022	Ribbing, Sheryl L.	3.43
79134	5/27/2022	Rose, Jayla E.	387.80
79135	5/27/2022	Ryan, Blake R.	274.66
79136	5/27/2022	Sargent, Kimberly S.	119.76
79137	5/27/2022	Solomon, Jabre A.	314.64
79138	5/27/2022	Sommer, Gary H.	664.81
79139	5/27/2022	Spence, Kaylee	244.72
79140	5/27/2022	Squellati, Brooke D.	216.71
79141	5/27/2022	Stecher, Beverly A.	506.05
79142	5/27/2022	Taylor, Cody M.	557.05
79143	5/27/2022	Thoe, Alexandra I.	679.62
79144	5/27/2022	Woods, Aaron C.	686.95
		Total	541,569.88

**Shawnee Community College
Accounts Payable Check Register
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Check Number	Check Date	Payee	Check Amount	Void Amount
0030995	5/2/2022	Andrew B. Oxford	320.00	
0030996	5/3/2022	City National Bank	9,000.00	
0030997	5/3/2022	City National Bank	20,000.00	
0030998	5/4/2022	Glenn McDay	185.00	
0030999	5/6/2022	A-1 Automotive Repair	501.04	
0031000	5/6/2022	Ameren Illinois	1,646.08	
0031001	5/6/2022	American Heart Association	1,810.00	
0031002	5/6/2022	Art FX Signs & Graphics	167.50	
0031003	5/6/2022	Craig Bradley	535.66	
0031004	5/6/2022	Mr. Rodney Brugger	725.00	
0031005	5/6/2022	BSN Sports	2,419.95	
0031006	5/6/2022	City of Metropolis	2,937.33	
0031007	5/6/2022	Computer Discount Warehouse Go	4,763.70	
0031008	5/6/2022	Computer Discount Warehouse Go	2,604.00	
0031009	5/6/2022	Computer Discount Warehouse Go	6,324.00	
0031010	5/6/2022	Computer Discount Warehouse Go	2,078.01	
0031011	5/6/2022	Computer Discount Warehouse Go	1,300.08	
0031012	5/6/2022	Computer Discount Warehouse Go	43.96	
0031013	5/6/2022	Computer Discount Warehouse Go	117.00	
0031014	5/6/2022	Connie Sue's Restaurant Corpor	727.50	
0031015	5/6/2022	Council for Opportunity in Edu	3,525.00	
0031016	5/6/2022	Crowdus Maintenance & Cleaning	4,674.00	
0031017	5/6/2022	Cara C. Doerr	17.35	
0031018	5/6/2022	Ellucian, Inc.	1,618.75	
0031019	5/6/2022	Ellucian, Inc.	750.00	
0031020	5/6/2022	Ellucian, Inc.	19,166.00	
0031021	5/6/2022	Ellucian, Inc.	129.50	
0031022	5/6/2022	Ellucian, Inc.	518.00	
0031023	5/6/2022	Farnsworth Group, Inc.	4,350.00	
0031024	5/6/2022	Fort Massac Water District	1,185.88	
0031025	5/6/2022	Frontier	67.45	
0031026	5/6/2022	Caleb George	160.00	
0031027	5/6/2022	Douglas Grogan	220.00	
0031028	5/6/2022	Hutson	731.76	
0031029	5/6/2022	Illinois Trucking Association	200.00	
0031030	5/6/2022	Ixl Learning	2,350.00	
0031031	5/6/2022	Johnson, Schneider & Ferrell,	750.00	
0031032	5/6/2022	Johnstone of Paducah	1,034.67	
0031033	5/6/2022	Koch Air LLC	65.91	
0031034	5/6/2022	Marlo Beauty Supply	144.99	
0031035	5/6/2022	NAPA Auto Tire & Parts	1,547.28	

**Shawnee Community College
Accounts Payable Check Register
May 2022**

Check Number	Check Date	Payee	Check Amount	Void Amount
0031036	5/6/2022	Makenzie L. Ness	100.00	
0031037	5/6/2022	Orkin	95.00	
0031038	5/6/2022	ReadSpeaker	2,640.00	
0031039	5/6/2022	Regions Bank	2,595.50	
0031040	5/6/2022	Regions Bank	3,844.33	
0031041	5/6/2022	Regions Bank	853.30	
0031042	5/6/2022	Regions Bank	8,063.82	
0031043	5/6/2022	Reppert's Office Supply	615.15	
0031044	5/6/2022	Reppert's Office Supply	318.48	
0031045	5/6/2022	Michael Roper	220.00	
0031046	5/6/2022	Safety-Kleen Systems	130.50	
0031047	5/6/2022	Kayla R. Sauerbrunn	56.16	
0031048	5/6/2022	SCC Bookstore	1,340.39	
0031049	5/6/2022	SCC Bookstore	370.52	
0031050	5/6/2022	SCC Bookstore	1,237.04	
0031051	5/6/2022	Scheffer Financial Services	198.53	
0031052	5/6/2022	American Welding & Gas, Inc.	188.86	
0031053	5/6/2022	American Welding & Gas, Inc.	25.56	
0031054	5/6/2022	American Welding & Gas, Inc.	189.95	
0031055	5/6/2022	Silkworm Screenprint Inc.	536.87	
0031056	5/6/2022	Southern 14 Workforce Investme	181.80	
0031057	5/6/2022	Southern FS Inc.	1,558.20	
0031058	5/6/2022	Southern Illinois Electric Coo	26,734.45	
0031059	5/6/2022	St. Moritz Security Services,	9,417.36	
0031060	5/6/2022	Rebecca L. Steinmetz	8.84	
0031061	5/6/2022	Surgireal Products, Inc.	3,342.75	
0031062	5/6/2022	Ultra-Chem, Inc	286.02	
0031063	5/6/2022	UPS	525.69	
0031064	5/6/2022	UPS	118.12	
0031065	5/6/2022	Deborah Vines	121.70	
0031066	5/6/2022	David A. Voigt	1,120.00	
0031067	5/6/2022	Warden Electric Co.	504.70	
0031068	5/6/2022	Laila Warren	100.00	
0031069	5/6/2022	Brad R. Wilson	160.00	
0031070	5/6/2022	Yankee Book Peddler	23.68	
0031071	5/10/2022	Illinois American Water	228.89	
0031072	5/10/2022	AFLAC Attn Remittance Processi	504.06	
0031073	5/10/2022	American Century Investments	639.08	
0031074	5/10/2022	Bank of America HSA (Electroni	354.86	
0031075	5/10/2022	Bluecross Blueshield of Illino	38,512.70	
0031076	5/10/2022	Continental American Insurance	36.41	

SHAWNEE COMMUNITY COLLEGE

Date	Vendor	Amount
July 5, 2022	Shawnee Community College	\$65,000.00

From: Fund-16 (Restricted Purpose Fund)

To: Fund-01 (Education Fund)

Purpose: To repay inter-fund loan originally made on 05/31/22 from the Education fund to the Restricted Purposes fund.

Chairman

Secretary

Date: July 5, 2022

Board Memorandum



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Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Lisa Price
RE: Community Education Programming Monitoring Report
Date: 07/05/2022

Background: As identified in the Board Policy on College Purpose (B1000), one of the primary purposes of the College is to provide *Community education and avocational activities and programs that contribute to personal interest, growth, and enrichment* for the benefit of our Community. By doing so, the Board designated *Community Education Programming* as a Strategic Outcome.

In addition, the Board Policy on Monitoring College Effectiveness (B1002) provides an *effective and consistent assessment framework for the Board to evaluate College progress towards the achievement of the Board's Strategic Outcomes*.

Finally, Section 10 of Board Policy 4003 identifies a calendar of expected Board activities. In that policy, the Community Education Programming Monitoring Report is to be evaluated by the Board during the month of August at the regular Board meeting. To that end, the Community Education Monitoring Report (attached) is being presented for review.

At next month's regular Board meeting Lindsay Johnson will provide a presentation on this report. After the presentation, the Board will be asked to review, and potentially update, the Community Education Programming (B1007) Strategic Outcome policy, which is also attached. By providing these documents ahead of time, it is hopeful the Board has the opportunity to study the report and formulate an opinion on how the College might improve Community Education Programming for citizens within our service area.

Recommendation: Review the Community Education Programming Monitoring Report and prepare to evaluate the extent to which the College has achieved the Strategic Outcome designated.



Policy

Policy Title: Community Education Programming

Number:B1007

Policy Type: Board - Strategic Outcomes

Responsible: President

Related Policies: B1002

Linked Procedures: None

Related Laws: None

Related Standards: None

HLC Criterion: 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

Policy Statement

As identified in the College purpose statement, community education programming is an essential service that contributes to the personal interest, growth, and enrichment of community members.

Students receive value by engaging in the College's community education courses, seminars, camps, and programs (i.e. community education programming) designed to help them fully develop their natural abilities by gaining knowledge and skill on topics of personal interest. By completing these lifelong learning activities, students potentially: enrich their lives, increase their personal satisfaction, gain a sense of self-fulfillment, adapt to change, increase their wisdom, and strike a balance between work and life. Further, students benefit from community education programming that enables them to continuously pursue and sustain their passion in ways that lead to feelings of social inclusion and demonstrations of active citizenship through active and meaningful contributions to society. Students receive greater value when their passions for community education programming can be linked to their professional interests or work life.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve community education programming.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in community need, student interest, enrollment, and fiscal stewardship.

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.

Key Monitoring Activities: [CONTINUED]

Specific measures for **community need** may include data that illustrates how civic development and engagement needs are being met. Potential indicators might include the number of community education courses (or programs) offered; the number of unique community education courses offered (i.e. those courses not offered by other community education providers throughout the district); and, the number of courses offered in partnership with other community education providers throughout the district.

Specific measures for **student interest** may include data that illustrates student course preference and increasing course (or program) flexibility. Potential indicators might identify the number of community education courses (or programs) delivered (made), the number of courses offering multiple delivery methods, and the percentage of students participating in alternative delivery courses.

Specific measures for **enrollment** may include data that reflects headcount of students taking community education courses and market penetration. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of students who participate in community education courses and programs; the number of people who take more than one community education course in a fiscal year; the number of people who demonstrate a sustained enrollment pattern in community education courses; the number of people (i.e. referrals) who take community education courses at partner community education providers; and, the percentage of district residents taking community education courses in a fiscal year.

Specific measures for **fiscal stewardship** may include data that demonstrates sustainability of community education courses and programs. Potential indicators might reflect the revenue generated, costs incurred, and margins realized by community education courses and programs.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees

Board Monitoring Report

Community Education Programming

June 2022

[Return to Agenda](#)



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Introduction to SCC Monitoring Reports

The SCC Board of Trustees, through the [Strategic Outcomes](#) policy on College Purpose (B1000), has identified eight critical services:

- Transfer Programming (B1003)
- Professional Programming (B1004)
- Continuing Education Programming (B1005)
- Workforce Training (B1006)
- Community Education Programming (B1007)
- College Readiness Programming (B1008)
- Adult Education Programming (B1009)
- Student Services (B1010)

In addition, the Board believes accreditation and diversity are essential elements needed to support the achievement of those services (B1002). As such, the Board has identified Strategic Outcome policies for Accreditation & Certification (B1011) and Diversity, Equity, and Inclusion (B1012).

To provide an effective and consistent assessment framework for the Board to evaluate the College's progress, the Board will regularly inspect (B4003), through President-provided monitoring reports, College performance using the Shawnee College Effectiveness System (SCCES). Specific monitoring measures and indicators of performance are suggested in each Strategic Outcomes policy and aligned to Strategic Plan strategies.

In accordance with the Board policy on Monitoring College Effectiveness (B1002), [monitoring reports](#) will assist the Board with guiding the President on decisions related to the Strategic Plan for prioritizing improvement initiatives and allocating resources. Monitoring reports will include, at a minimum:

- An explicit alignment with the College's Strategic Plan strategies
- An in-depth analysis of the aligned key performance indicators in SCCES
- Relevant strengths and areas for improvement informed by the analysis
- Specific, measurable actions and recommendations for continuous improvement anchored in a realistic timeframe

Further, through the Governance & Bylaws policies, the Board has identified key areas integral to the success of the Strategic Outcome policies for which monitoring reports are required (B4003). These areas include:

- Finance & Budget (Quarterly)
- Investment (Quarterly)
- Foundation (Quarterly)
- Facilities (Quarterly)
- Information Technology (Quarterly)
- Human Resources (Quarterly)
- Risk Management (Quarterly)
- Student Academic Assessment (Annual)



Executive Summary for Community Education

As identified in the College purpose statement (B1000), community education programming is an essential service that contributes to the personal interest, growth, and enrichment of community members.

According to the Board's Community Education Programming Strategic Outcomes policy (B1007), students receive value by engaging in the College's community education courses, seminars, camps, and programs (i.e. community education programming) designed to help them fully develop their natural abilities by gaining knowledge and skill on topics of personal interest. By completing these lifelong learning activities, students potentially: enrich their lives, increase their personal satisfaction, gain a sense of self-fulfillment, adapt to change, increase their wisdom, and strike a balance between work and life. Further, students benefit from community education programming that enables them to continuously pursue and sustain their passion in ways that lead to feelings of social inclusion and demonstrations of active citizenship through active and meaningful contributions to society. Students receive greater value when their passions for community education programming can be linked to their professional interests or work life.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve community education programming. This report provides updates on the College's Community Education Programming and how it aligns with the Board Strategic Outcomes using the Key Performance Indicators (KPIs) in the [Shawnee Community College Effectiveness System \(SCCES\)](#).

Some areas of focus for Community Education in 2021-2022, along with the [Strategic Plan](#) initiative to which they are aligned, include:

- Increase the variety and number of Community Ed courses (S2G3OA)
- Improve the recruitment process for Community Ed courses (S2G1OH, S4G4OA)
- Increase the number of course offerings at each SCC location (S2G3OA, S2G3OE)
- Increase our partnerships with community organizations to deliver Community Ed courses of interest to residents (S2G3OA)
- Determine ways to discover the Community Ed courses residents desire (S2G3OA)
- Make the registration process more accessible and user-friendly (S2G1OD)
- Determine ways to track the revenue and costs for Community Ed courses (S2G3OE)



As specified by Board Policy *B1007 Community Education Programming*, the following SCCES areas of performance have been identified:

- [Community Need](#)
- [Student Interest](#)
- [Enrollment](#)
- [Fiscal Stewardship](#)

An additional performance area, [Deployment](#), was identified while completing this report and is included.

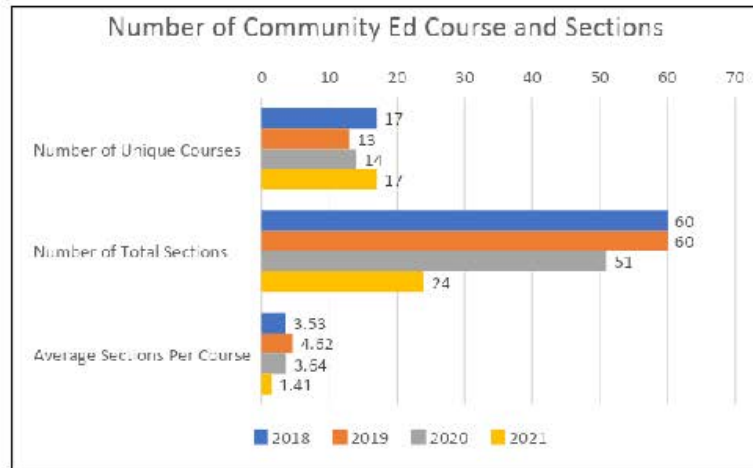
When analyzing the KPIs aligned to these SCCES areas, the following patterns and trends are evident (with 2021 the exception due to COVID):

- Number of Community Ed courses, sections, and average sections per course has remained relatively constant since 2018
- Delivery method of Community Ed courses is primarily lecture and lab (for fitness courses)
- Location of Community Ed courses is primarily at the Anna Center, Main Campus, and then Metro Center
- Community Education headcount increased between 2018 and 2019 and was impacted in 2020 and 2021 by COVID. We are now seeing a rise in enrollment.
- Community Ed sustained enrollment, year-to-year, decreased slightly between 2018 and 2019 but is now on the rise since COVID.
- Percent of Unduplicated Headcount that are SCC Service Area Residents has ranged from 58% to 100%, with about 1% of the SCC Service Area total population taking a Community Ed course each year since 2018
- While average Community Ed enrollment per course has decreased, the average enrollment per section has remained relatively constant since 2018, suggesting good stewardship with scheduling practices
- Up to now, there has not been a way to identify the revenue and costs of Community Ed courses
- The Deployment KPA is not currently included in *B1007 Community Education Programming* but was informative when measuring progress and identifying further considerations.

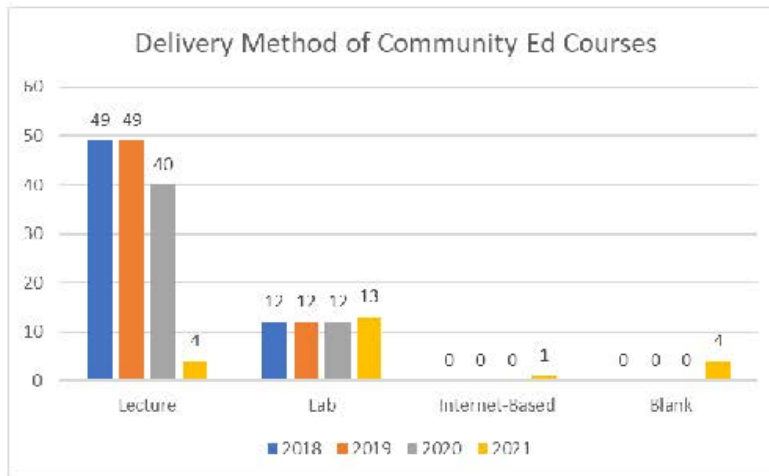


Performance Areas

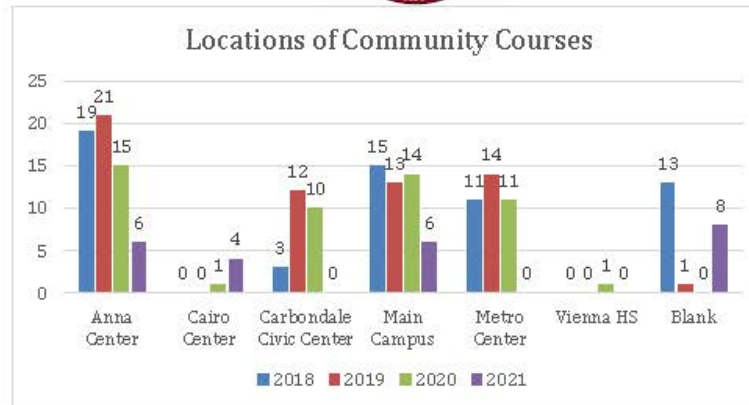
Performance Areas: Community Needs and Student Interest



Data Source: SCCCROA report "Number of Courses and Enrollment by AY."



Data Source: SCCCROA report "Number of Courses and Enrollment by AY."



Data Source: SCCROA report "Number of Courses and Enrollment by AY."

The number of courses, sections per course, and average sections per course have remained constant since 2018 until COVID. The typical delivery method since 2018 is a lecture. The courses coded as a lab are the fitness courses. When looking at the delivery method, only one section, PS 271-95N, Cyber Security, in 2021, was in an online alternative delivery method. Ninety-three students participated (23% of the 2021 enrollment). Aside from the Fit for Seniors sections, this is the course with the largest enrollment. When looking deeper into this, this course was developed for all SCC employees as mandatory training. Other trends noticed were the blank delivery methods and locations. We have worked with Institutional Effectiveness and IT to develop a process to ensure all courses are coded. As of now, we have no blank course codes for FY23. The Institutional Research Department has developed a monthly report for monitoring this, and the Community Education Department has developed an *Add Course Form* for all Community Education classes. Each class must have all required fields on the document before being submitted to the Academic Affairs Executive Associate for processing. Regarding the location of courses, the Anna Center, Main Campus, and Metro Center have typically held the most classes. We are looking into ways to expand course offerings into Vienna and Cairo.

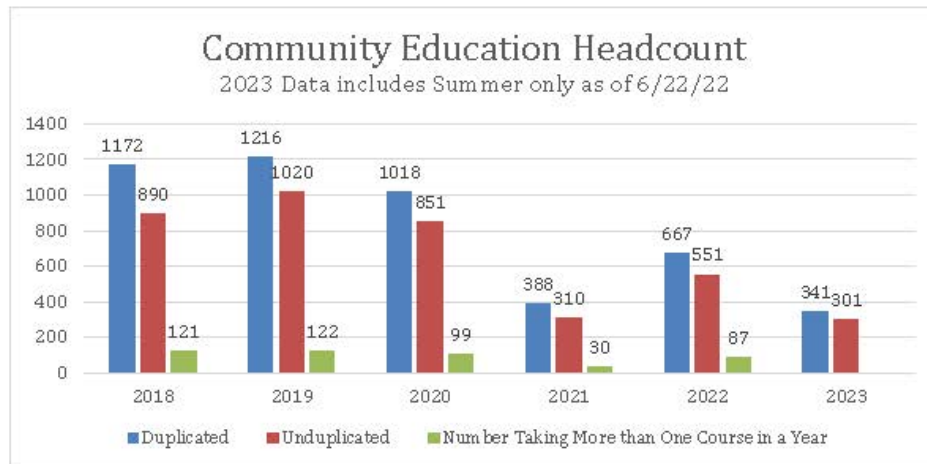
When looking at the KPIs in the Community Needs and Student Interest areas, we realized we were not tracking courses offered in partnership with community organizations. In August, we will meet with Ellucian for the Colleague Curriculum Management module training and seek guidance on this.

Although we are not officially tracking partnerships, the following Community Education courses are possible due to our community partnerships, as of June 2022:

1. Massac Mental Health – PS 280-01 SCC Professional Development Course.
2. P.A.S.T. of Union County – PS 176-67 Southern Illinois History
3. SBDC & SIDEZ – PS 191-01 Elite Entrepreneur
4. Regional Office of Education #30 – PS 301-67 How to Apply for Substitute and Paraprofessional License.
5. University of Illinois Extension Centers – PS 600A-30 Container Gardening



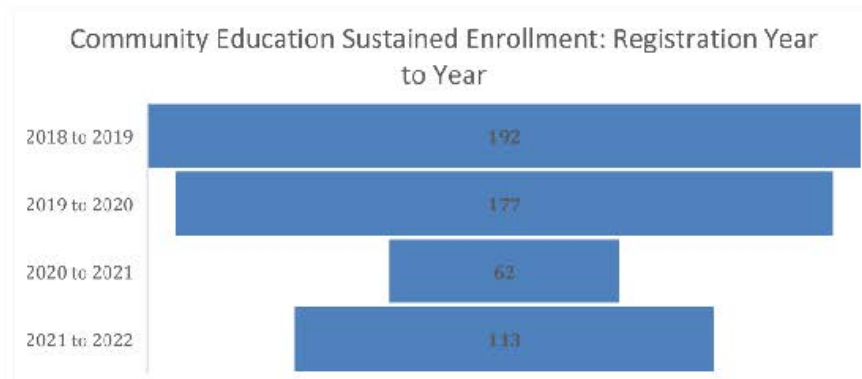
Performance Area: Enrollment



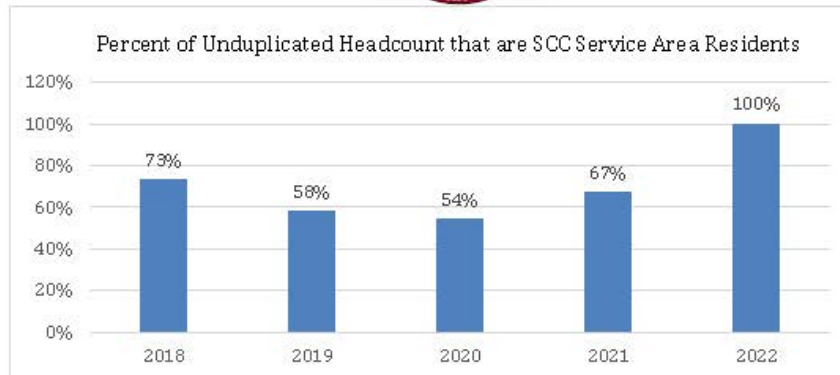
Data Source: SCC CROA report, "Community Ed Unduplicated Headcount," 4/18/22, and "Enrollment Comparison Non-Credit", 6/22/22

Percentage taking more than one course in a year	
2018	14%
2019	12%
2020	12%
2021	10%
2022	16%

Data Source: SCC CROA report, "Community Ed Unduplicated Headcount," 4/18/22



Data Source: SCC CROA report: "CommEd Unduplicated Headcount Sustained Enrollment" (April-Enrollment), 5/16/22



Data Sources: SCC CROA report "Community Ed Unduplicated Headcount College Service Area Residents" (April-Enrollment), 5/16/22

Percent of SCC Service Area Residents Taking Community Education Courses	
2018	1.20%
2019	1.10%
2020	1.00%
2021	0.39%
2022	1.00%

Data Sources: SCC CROA report "Community Ed Unduplicated Headcount College Service Area Residents" (April-Enrollment), 5/16/22; census.gov

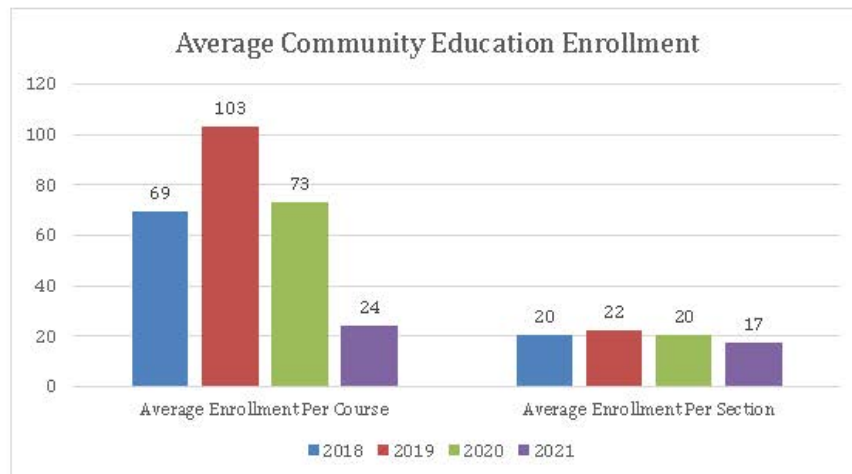
The Summer 2022 semester has seen an increase in headcount for Community Education. As of June 22nd, the unduplicated headcount for the summer semester is 301. The total unduplicated enrollment for Community Education in the academic year 2022 (which includes Summer 2021, Fall 2021, and Spring 2022) had a total of 551. Within one semester, the Community Education department has successfully enrolled over half the total number of all Community Ed students for the entire 2022 academic year.

When looking at enrollment in Community Education courses, a few trends emerge. It appears enrollment was increasing until the year COVID hit. As of this report, enrollment is increasing. The number and percentage of community members taking more than one course in a year have remained relatively stable over the years and are slightly rising. When looking at sustained enrollment (enrollment from one year to another), it has slowly decreased, with a sudden drop during COVID. However, it is encouraging that 113 from 2021 enrolled for 2022, as of the date of the data report. Most of our Community Education enrollment composition is from the five SCC Service Area counties. Except for the 2021 year, we have consistently enrolled about 1% of our total service area population.

We are not currently tracking the number of people who take community education courses at partner providers. A community education request form has been added to the website along with the registration form requesting to hear desired courses we do not currently offer.



Performance Area: Deployment



Data Source: SCC CROA report. "

The Deployment Performance Area is not included in the *BI007* policy, however, we felt it was essential to look at some KPIs in the measures of curriculum management and scheduling effectiveness, including breadth of courses, % of courses offered in multiple timeframes/formats, # of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, average enrollment per section. Regarding scheduling effectiveness, the average enrollment per course section has remained consistent, even though average enrollment per course has decreased since COVID, which suggests that have adjusted and are not over-scheduling courses.

The typical course format, as seen in the [Community Needs and Student Interest areas](#), is lecture/lab. We want to consider expanding online courses when appropriate. As stated earlier, there is a renewed focus on developing community education in the Cairo and Vienna Extension Centers. The types of courses until COVID were mainly Defensive Driving and Fitness Courses, with a few Kids summer courses.

In May of 2022, the Community Education Department launched a new online registration and payment portal with an option to use PayPal for secure payment processing. The registration and payment options have been utilized extensively by our community members. The registration link is located on the newly redesigned shawnecc.edu/communityeducation link. The link provides information for Personal Development/Community Events Classes for Adults and also a link to the SCC Kid Camps and Events page. As of June 8th, there have been over 300 registrations processed through the online portal.

The Community Education Department also purchased Smore, an interactive newsletter that can be embedded on websites or provide a straightforward process of establishing mass e-mailings. As of June 8th, the Community Education – Events and Personal Development newsletter has received 3353 views, and the SCC Kids Camps newsletter has had 3726 views.



Performance Area: Fiscal Stewardship

Before Dr. Taylor arrived, we were not tracking the revenue and costs incurred for Community Education courses. With the new budget model, we will better be able to track these.

We are tracking the revenue generated from the SCC Summer Kids Camps beginning the summer 2022 semester. Participants that enroll online are directed to PayPal. Weekly, the Director of Business, downloads the transactions, and the transactions are transferred to the appropriate accounts.

Actions and Recommendations

Actions Completed/Currently Implemented and the [Strategic Plan](#) Initiative to which they are aligned:

- Online registration and payment option for community education courses to increase accessibility, increase timely registration, and be more consumer-friendly, completed April 2022 by the Director of Community Education and Extension Centers, Computer Systems Specialist, and the Director of Business Services. (S2G1OD)
- S'more Newsletter and mass email newsletters to the community to assist with recruitment, completed April 2022, by the Director of Community Education and Extension Centers, Computer Systems Specialist. (S2G1OH, S4G4OA)
- Increased community partnerships in the past six months, ongoing, Director of Community Education and Extension Centers and Extension Center Coordinators. (S2G3OA)
- Increased Summer youth events and registrations, Completed June 2022, Director of Community Education and Extension Center Coordinators. (S2G3OA)
- Created forms for class creation and procedures, completed April 2022, Director of Community Education and Extension Centers.
- Upgraded forms and documentation for community education, completed April 2022, Director of Community Education and Extension Centers.

Recommendations and Actions for Future Consideration and the [Strategic Plan](#) Initiative to which they are aligned:

- Online community education course offerings, projected implementation, Fall 2022, Director of Community Education and Extension Centers. (S2G3OA)
- Stackable certificates in non-credit curriculum, projected implementation, Fall 2023, Director of Community Education and Extension Centers.
- Work with Ellucian to determine how to track partnerships with community organizations, Fall 2022, Director of Community Education and Extension Centers, and the Institutional Effectiveness Department. (S3G2OA)
- Increase the Community Ed offerings at the Vienna and Cairo Extensions Centers, Spring 2023, Director of Community Education and Extension Centers, and the Extension Center Coordinators. (S2G3OA, S2G3OE)



- Continue to increase our partnerships with community organizations to deliver Community Ed courses of interest to residents, ongoing, Director of Community Education and Extension Centers, and the Extension Center Coordinators. (S2G3OA)
- Determine ways to discover the Community Ed courses residents desire by potentially adding questions to the SCC Community Survey, ongoing, Executive Director of Public Information and Marketing, Director of Community Education and Extension Centers, and the Executive Director of Institutional Effectiveness. (S2G3OA)
- Determine ways to track the revenue and costs for Community Ed courses, projected implementation, Fall 2022, Director of Community Education and Extension Centers, and the Director of Business Services. (S2G3OE)
- Consider adding the Deployment KPIs to the *B1007* Strategic Outcomes policy, Board of Trustees, July-August 2022 (S3G4OB)

Board Memorandum



Board of Trustees

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

Student Trustee

Riley Scarbrough

President

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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 Update
Date: 07/05/2022

Background: The Board Finance Committee (FC) met on 06/24/22. The Agenda included a Presentation from the College's Financial Advisor (Tammie Schallmo of PMA Security), which focused on a couple of debt management scenarios and a detailed presentation on the development of the College's FY23 budget. The [minutes](#) from the meeting were presented earlier in the Board Book.

Here are the notable outcomes from the PMA presentation:

- Preliminary Financing Plan.
 - Debt Certificate to Funding Bond for Capital Project is selected.
 - \$1M for Working Cash Bonds (taxable).
 - \$6.37M for Capital Project Funding Bonds (non-taxable).
 - Maintains \$1.4M annual debt service.
- Method of Sale - Two types
 - Direct placement for debt certificates.
 - Bonds will either be direct placement or negotiated sale depending on market conditions.
- Timeline (attached)

Here are a few notable outcomes from the FY23 budget presentation:

- Assumptions
 - 5% Enrollment Increase
 - 11% Insurance Increase
 - Salaries at FY22 levels
 - Using Tax Levy estimates for all funds
 - CPPRT - \$575K (\$402K/\$173K) + FY22 Accrual (≈\$150K)
 - Reduce Grants & Waivers by \$200K (≈8%)
- Financial Reserve Parameters
 - Operating Fund - Fund-1 is 5.82mo; Fund-2 is 22.94mo.
 - Working Cash - Slightly over 3mo.
 - Liability, Protection Settlement - 23.87mo.
 - Capital Projects -
- FY23 Enrollment Projection - 27,819 reimbursable credit-hours
- FY23 Revenue Projection - \$12,117,609
- Operating Fund Expense Projection - \$13,114,583
- List of personnel funded - attached
- List of Strategic Plan initiatives - attached
- List of CQI initiatives - attached
- List of Capital Equipment - attached
- List of Facility projects - attached

FC Chair Windings, VP Clark, and myself can answer any questions you might have about the FC work.

Recommendation: Review the recommendations from the FC and direct questions to FC Chair Windings, VP Clark, and/or myself.



Preliminary Timeline for Debt Certificates-to-Funding Bonds and Working Cash Bonds (To Enable the College to Impact the 2022 Levy)

July 5	Board adopts parameters resolution authorizing the sale of Debt Certificates at regular meeting
By late July	Debt Certificates sold; delegates approve final results
By mid August	Debt Certificates close; College receives proceeds
September 6	Board adopts Notice of Intent Resolution for Funding Bonds and Resolution calling for Bond Issue Notification Act (BINA) hearing for Funding and Working Cash Bonds at regular meeting
By mid September	Legal notices published in the newspaper
October 3	Board holds BINA hearing for Funding and Working Cash Bonds at regular meeting
By mid October	30-day petition period ends for Funding bonds
November 7	Board approves parameters resolution authorizing the bond sale at regular meeting
Mid November	Funding and Working Cash Bonds sold; delegates approve final results
By mid December	Bonds close; Debt Certificates paid off and College receives Working Cash Bond proceeds (<i>*Bonds must close no later than February 28, 2023</i>)



Policy

Policy Title: Management of Financial Reserves **Number:** Axxxx
Policy Type: Administrative
Responsible: Vice President of Finance and Operations
Related Policies: B3005 Budgeting/Forecasting; B3006 Financial Condition;
B3009 Financial Planning
Axxxx Budget Forecasting, Development and Adoption
Linked Procedures: Pxxxx Fund Balance Calculations
Related Laws: ILCS 805/3-20
Related Standards: GASB Statement No. 54, GFOA Guidance, Moody's Investor Service
"Scorecard" Rating System 2014
HLC Criterion: 5B

Policy Statement

In keeping with recommendations from the Government Finance Officers Association (GFOA) and National Advisory Council on State and Local Budgeting (NACSLB), this policy establishes parameters that guide the management of financial reserves, which are to be maintained as "financing bridges." Further, this policy prescribes how fund balances are to be used and replenished.

Fund balances maintained at levels prescribed in this policy protect taxpayers and employees from unexpected changes in financial condition, protect the college against financial instability and help in meeting future needs. To those ends, the following factors are considered:

1. The predictability of revenues and the volatility of expenditures;
2. The perceived exposure to significant one-time outlays (i.e., disasters, one-time capital facility needs, capital equipment, state budget cuts);
3. Potential drain upon general fund resources from other funds, as well as availability of resources in other funds;
4. Liquidity of funds;
5. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds; and
6. Commitments and assignments of funds for other purposes.

The Vice President of Finance and Operations is responsible for monitoring reserve levels and reporting current and projected reserves annually in the budget document. The Vice President of Finance and Operations shall report whether considerations have been identified that would warrant consideration of a change in recommended fund balance threshold(s).

Fund	Minimum Threshold	Maximum Threshold
Operating	Four (4) Months Operating Expenditures	Eight (8) Months Operating Expenditures
Working Cash	Three (3) Months Operating Expenditures	Six (6) Months Operating Expenditures
Liability, Protection & Settlement	Six (6) Months of Fund Expenditures	Twelve (12) Months of Fund Expenditures
Capital Projects	\$500,000	No Maximum

Prioritization in Use of Fund Balance

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) funds are available, the College will use restricted funds first, unless determined otherwise in the professional judgment of the Vice President for Financial and College Operations.

Use of Funds

Fund balance in excess of the levels set in policy may be used to create and/or fund reserves established by the Board of Trustees for specifically identified uses (i.e. capital investment in facilities, retirement of debt, liability accruals, etc.). Excess unrestricted fund balance may also be used to replenish other funds which may be below established policy parameters. These include, but are not limited to, Capital Project funds. Further, fund balance may be used to pay operating expenditures when necessary to maintain the quality or a defined level of services.

Replenishment of Funds

If a particular fund, or series of funds, is predicted to fall below the parameters established in this policy, within six months of budget adoption, the President shall present a plan to the Board of Trustees that will replenish fund balance(s) to the policy level within three (3) years, depending upon the economic realities at the time. Factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Resources to be used for replenishment include nonrecurring revenues, budget surpluses, and excess revenues from other sources in other funds (if legally permissible and there is defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

Change Log

Date of Change	Description of Change	Responsible Party
04-05-21	Initial Adoption	VP of Financial & Operations

PERSONNEL
Armstrong, Lori
Ashby, Mindy
Askew, Jipaum
Ball, Orena
Basler, JoElla
Betts, Teale
Bigham, Stephanie
Black, David
Black, Sabrina
Boyd, Danielle
Bradley, Craig
Brown, Brenda
Capps, Tammy
Cather, Darci
Chamness, Virginia
Christie, Roberta
Clark, Chris
Clark, Lora
Cornelious-Weldon, Leslie
Cornelissen, Vicky
Cornwell, Tim
Counselor (Monica Brahler Replacement)
Crowe, Beth
Davenport, Anna
Davis, Carrie
Davis, Evelyn
Dawson, Cody
Doerr, Cara
Dover, Lydia
Dollins, Judith (April)
Dudley, Tina
Faulkner, Christina
Fehrenbacher, Dwayne
Fontana, Sandy
Forthman, Emily
Frassato, Kylee
Frizzell, Tim
Gerard, Tony
Goforth, Charles Blake
Gordon, Beatrice

Hamilton-Smith, Jacqueline
Hannan, Amanda
Harner, Ginger
Harris, Wendy
Hazel, Amanda
Herre, Brian
Herren, Jennifer
Hickam, Jamie
Hill, Tanya
Hines, Lorena
Howard, Eric
Hunsperger, Kevin
Ingram, Caleb
Jennings, Kelly
Johnson, Lindsay
Kineman, Daniel
King, Erin
Knight, Cecilia
Koch, Donald
Lingle, Randy
Lucas, Rob
Malone, Sherrie
Mason, Greg
McGinnis, Connie
McGoy, Karen
McNally, Michael
Meyer, Lisa
Meyers, Kaylyn
Nicolaides, Ian
Price, Lisa
Reach, Mindy
Ribbing, Sheryl
Rice, Ronnie
Rouse, Felicia
Sauerbrunn, Kayla
Severs, Virginia
Shallenberger, Betsy
Sheffer, Amy
Shelby, Kristin
Simpson, Stacy
Smith, Kyle
Smith, Ruth

Smith-Fulia, Jesse
Sparks, John
Steinmetz, Rebecca
Steinmetz, Matthew
Stoup, William (Russ)
Suggs, Amber
Taylor, Tim
Teske, April
Thompson, Chevis
Thornsberry, Ryan
Trowbridge, Mande
Van Meter, Jonathan
VanAlstine, Lee
Vellella, Chris
Vines, Deborah
Walton, James
Whitnel, Brett
Williams, Michelle
Woods, Brandy
Woolridge, Robert
Wright, Christina
Open Positions Below
Admin. Asst. to Dean of Transfer & Adult Ed.
Information Technology Instructor (Sander replace)
Business Instructor (Vella reallocated)
Exec. Asst. to President
Nursing Instructor Faculty
Automotive Tech Faculty
Lab Technician (After CARES expires)
Anna Extension Center Coordinator
Vienna Extension Center Coordinator

#	Strategic Plan Initiatives	Activity Funding Request	Department
1.1.D	Career Assessment Tools		Career Svcs
1.2.B	Increase Capacity / Adjuncts Simulation Lab Faculty / Tutor Role Additional Adjuncts as Needed Evidence Kits Ext. Center Tutor in Student Success Org Metro Center upgrades for truck driving written in CDS grant Ext. Center Tutor in Student Success Org Metro Center upgrades for truck driving written in CDS grant Ext Center Tutor in Student Success Org See Recruitment Budget Wifi Infrastructure		PN ADN ADN Criminal Justice Metro Center Metro Ctr. Cairo Ctr. Cairo Ctr. Vienna Ctr. Advising IT
1.2.C	NATEF Accreditation		Automotive
1.2.N	eSports fee for FY23 Updated eSports PCs		IT IT
1.4.E	Dell Certification		IT
2.1.A	Banner, Signage CCRC Cost (<i>Travel to rural guided pathways</i>)		Career Services VP Student Affairs
2.1.C	First Year Experience Program (FYE) Items SMART Transportation Virtual IDs		Student Engagement IT
2.1.D	PTK Annual Funds		Student Engagement
2.1.E	Online Catalog & Handbook Implementation		VP Student Affairs
2.1.F	FA Training		ERP
2.1.G	CRM Implementation (<i>Consultant</i>)		Recruitment
2.1.H	Recruitment (<i>Computer Resources</i>)		Recruitment
2.2.A	Simulation Lab Faculty / Tutor Role		ADN
2.2.B	Microsoft Lifecam for study rooms Dell OptiPlex-micro-Core i7 Wall Computers for Library Logitech MK850 Performance for Micro computers Study carrels and study tables Instructional Aids, ie, heart, skeleton etc for study rooms.		Library Library Library Library Library
2.2.C	Colleague Consultant NASFAA & AVECO Registration Training		Fin Aid Fin Aid ERP
2.2.D	Retention Alert Training		ERP

#	Strategic Plan Initiatives	Activity Funding Request	Department
2.2.F	Mentor Program		Student Engagement
2.3.F	Professional Tutors for each Extension Center		Testing & Tutoring
3.1.C	Noel-Levitz or similar		Inst. Effect
3.2.A	CROA Training CROA Training Colleague UI Module Training		ERP ERP ERP
4.1.H	Postsecondary Data Partnership with NSC (comes with public facing dashboard)		Inst. Effect.
4.3.B	Curriculum Training		ERP
4.3.C	Curriculum Training		ERP
4.4.A	TV Advertising Radio Advertising Newspaper Advertising Miscellaneous Advertising (e.g. Yearbooks, Journals, etc.) Misc. Video Production		Pub. Info & Mkt. Pub. Info Pub. Info Pub. Info
4.4.B	Facebook Ads Search Engine Marketing (SEM)		Pub. Info & Mkt. Pub. Info.
4.4.C	Virtual Tour Video Virtual Tour		IT Pub. Info & Mkt.
4.5.A	Career Assessment Tools Job Fair Partnership Community Gifts Travel-In District Professional Dev Travel for PD Online Grad Portal		Career Svcs Career Svcs Career Svcs Career Svcs Career Svcs Career Svcs Career Svcs Career Svcs
4.7.A	Upgrade 3 Classrooms – Main, Anna, Metro TV Replacement		Ed. Tech. Ed. Tech.
4.7.B	Network Assessment (<i>Not located, SB did not know</i>)		IT

Continuous Quality Improvement (CQI) Initiatives Addressed		
#	Activity Funding Request	Department
	2023 Poetry Slap Supplies	Literature
	Pep Band Supplies	Music
	Faculty Development Next GEN NCLEX	PN
	Nursing Lab Room Divider	ADN
	Mobile Lab / Windows Based Computers	ADN
	Plan for Developing HIT Program	Health Info Tech
	AHIMA Accreditation	Health Info Tech
	Equine Simulator 1.0	Agriculture
	Bovine Birthing and Ultrasound	Agriculture
	2-Gallon Hand Sprayers	Agriculture
	Soil Samples	Agriculture
	Tire Changer	Automotive
	Air Compressor	Automotive
2	Tool Boxes	Automotive
10	Welding Booths	Welding
	Welding Curtains	Welding

#	Capital Equipment Requests Activity Funding Request	Department
2	Firewall for Main & Anna (Unit 30000)	TORT
1	Autoclave	Biology
	Simulators – Pediatric & Adult	PN
	Simulator – Adult & Pediatric	ADN
2	SIM Scope + RFID Tags (Unit 3900)	ADN
6	Exam Tables (Unit 800)	Medical Asst
1	6x4 Diesel Utility Vehicle	Agriculture
1	Oscilloscope	Automotive
1	Motor Tester	Automotive
1	Batter Reconditioner	Automotive
1	Battery Lift Table	Automotive
1	A/C Machine R134a	Automotive
1	A/C Machine R1234yf	Automotive
5	Portable AC/DC Electrical Circuit Applications and Analysis Training system (Unit 7065)	Basic Electricity
2	TU-302 Control Board, Electric Heat Trainer 1 (Unit 3950)	HVAC
1	TU-502 Gas Fired Heating Control Board 1	HVAC
1	TU-406C Deluxe TU-406 with Duct Work & TV 1	HVAC
1	TU-805 Mobile Table-top Refrigerant & Air Conditioning	HVAC
23	Nursing Lab PCs (Unit 1130)	IT
1	Outdoor AP – Main Campus South	IT
4	Vehicle Lease (Year 1 of 5) (Unit 10000)	Grounds

#	Facility Maintenance Requests	Activity Funding Request	Department
	Parking Lot Repairs and Modification (Unit 190909)		TORT
1	Replace Wall System		PHS
1	HVAC at Metro		PHS
1	Assessment of Electrical		PHS
1	J1021 Lab Renovation		Biology
	K1113 Blind Replacement		Biology
	Building H Exterior Windows / Heat Resistant Film		Biology
	Nursing Computer Lab (Single Room)		PN
	Lounge Area for Students		PN
	Automatic Towel Dispenser		PN
	Reformatted Sink Area		PN
	Storage Area for Supplies		PN
	Anna Lab Reno – Need Architect Estimate		Medical Asst
1	Classroom space with tile floor for hydroponics systems		Agriculture
	Greenhouse completion (electricity, water, pests)		Agriculture
	Interior Paint (excludes labor)		Metro Center
	Carpet		Metro Center
	Light Replacement		Metro Center
	Bathroom upgrades (toilet replacement)		Metro Center
	Update outdoor signage		Metro Center
	Power wash Building and sidewalks		Metro Center
	Landscaping		Metro Center
	Power washing		Cairo Center
	Landscaping		Cairo Center
	Signage Update		Cairo Center
	Tree Removal		Cairo Center
	Fix Back Door		Cairo Center
	Put a garage door in the space where the classroom is.		Automotive
	Projector in classroom space		Automotive
	White Board in classroom space		Automotive
	Restore dry lab to intended use.		Automotive
	Updated tables/chairs (if remaining in dry lab)		Automotive
	Fix Welding Lab Roof (major leaks)		Welding
	Hudl Focus Camera		Mens Basketball
	Hudl Focus Camera		Baseball
	Wind Screen for outfield fence		Baseball
	Storage building		Baseball
	Move Visitor's bull pen outside of the field for safety reasons		Baseball
	HUDL Focus Camera		Softball
	Storage Building		Softball
	New Score Board		Softball
	Fitness Center Equipment Upgrades		Physical Fitness

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: FY23 Budget First Read
Date: 07/05/2022

Background: The Illinois Public Community College ACT ([110 ILCS 805/3-20](#)) states, "...budget shall be prepared in tentative form by some person or persons designated by the board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon. At least one public hearing shall be held as to such budget prior to final action thereon. Notice of availability for public inspection and of such public hearing shall be given by publication in a newspaper published in such district, at least 30 days prior to the time of such hearing."

Further, the Illinois Community College Board's (ICCB) Fiscal Manual states, "Each local board of trustees must adopt a budget for each fiscal year within or before the first quarter of each fiscal year. Moreover, a tentative budget must be available for public inspection for at least 30 days prior to final adoption; and at least one public hearing must be held on the tentative budget." Finally, Section 1501.504 of ICCB Administrative Rule states, "an electronic copy of the official district budget shall be filed with ICCB by October 15 of each year in the format prescribed by the ICCB. An electronic copy of amended budgets shall also be filed with ICCB within 30 days after their adoption. Colleges may develop a budget format for internal use that reflects their own individual organizational structures."

To meet these deadlines, the College's FY23 tentative budget is attached and we will make it available to the public after the July 5th Board meeting. The tentative budget will remain available for public inspection in the CFO's office through the scheduled August 23, 2022 Budget Hearing and the September 6, 2022 regular Board meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget will be placed in the Monday's Pub newspaper.

The FY23 tentative budget is attached and was sent to the Trustees under separate cover. The tentative budget represents the current and best judgment of the College's administration relative to anticipated revenues for FY23. It is based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on September 6th prior to approval of a final budget. As required by law, a Public Hearing on the Budget will be held on August 23, 2022 at 6:00p and following the hearing, a final budget will be presented to the Board for its approval.

Recommendation: I recommend the Board: Accept the FY22 tentative budget to be made available for public inspection; Adopt the attached Resolution and Notice of Public Hearing for August 23, 2022; and, authorize the CFO to meet all legal requirements concerning the advertisement of the tentative budget and public hearing.



Shawnee Community College

Annual Budget

State of Illinois – Community College District 531
July 1, 2022 – June 30, 2023

Prepared By:

Chris Clark, Vice President of Administrative Services

Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992
(618) 634-3200
Fax: (618) 634-3300

**Shawnee Community College
Operating Funds - Budget Summary
FY 2023**

Operating Fund			
Revenue		\$12,117,609	
Expenses		<u>\$13,114,583</u>	
	Difference		(\$996,974)
One Time Budgeted Expenditures			
	Total One Time Expenditures		\$0
	Expected change in operating fund balance less one time budgeted expenditures		(\$996,974)

Summary of Fiscal Year 2023 Budget by Fund

	General		Special Revenue		
	Education Fund	Operations and Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection and Settlement Fund
Beginning Balance	\$6,500,000	\$2,861,160	\$0	\$48,477	\$1,715,000
Budgeted Revenue	\$10,742,114	\$1,275,495	\$7,216,484	\$35,449	\$709,107
Budgeted Expenditures	(\$11,693,786)	(\$1,420,797)	(\$7,216,484)	(\$38,000)	(\$810,937)
Budgeted Transfers from (to) Other Funds*	\$100,000				
Budgeted Ending Balance	\$5,648,328	\$2,715,859	\$0	\$45,926	\$1,613,170

	Debt Service Fund	Capital Projects Fund (Restricted)	Proprietary Fund Auxiliary Enterprises Fund
	Operations and Maintenance Fund		
Beginning Balance	\$608,886	\$3,266,342	\$415,000
Budgeted Revenue	\$1,606,500	\$250,000	\$455,200
Budgeted Expenditures	(\$1,606,500)	(\$751,000)	(\$1,348,957)
Budgeted Transfers from (to) Other Funds			\$679,452
Budgeted Ending Balance	\$608,886	\$2,765,342	\$200,696

The official budget which is accurately summarized in this document was approved on _____

Attest: _____
Secretary, Board of Trustees

Summary of Fiscal Year 2023 Estimated Revenues

District: Shawnee Community College

District No: 531

Year Ended: June 30, 2023

<u>Operating Revenues by Source</u>	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Total Operating Funds</u>
Local government:			
Current taxes	\$1,333,258	\$671,014	\$2,004,272
Chargeback revenue	\$0		\$0
TOTAL LOCAL GOVERNMENT	<u>\$1,333,258</u>	<u>\$671,014</u>	<u>\$2,004,272</u>
State government:			
ICCB Credit Hour Grants	\$891,290	\$381,981	\$1,273,271
ICCB Equalization Grants	\$2,955,150		\$2,955,150
State Board of Education- Vocational Education	\$116,852		\$116,852
Corporate Personal Property Replacement Tax	\$553,000	\$172,500	\$725,500
TOTAL STATE GOVERNMENT	<u>\$4,516,292</u>	<u>\$554,481</u>	<u>\$5,070,773</u>
Federal government:			
Federal Stimulus Funds-HEERF	\$0		\$0
TOTAL FEDERAL GOVERNMENT	<u>\$0</u>		<u>\$0</u>
Student Tuition and Fees:			
Tuition	\$4,023,566		\$4,023,566
Fees	\$631,112		\$631,112
TOTAL TUITION AND FEES	<u>\$4,654,678</u>		<u>\$4,654,678</u>
Other sources:			
Sales and Service Fees	\$68,286		\$68,286
Facilities revenue		\$50,000	\$50,000
Investment revenue	\$45,000		\$45,000
Other sources	\$124,600		\$124,600
TOTAL OTHER SOURCES	<u>\$237,886</u>	<u>\$50,000</u>	<u>\$287,886</u>
TOTAL REVENUE	<u>\$10,742,114</u>	<u>\$1,275,495</u>	<u>\$12,017,609</u>
TRANSFERS	\$100,000		\$100,000
TOTAL 2021-22 BUDGETED REVENUE	<u>\$10,842,114</u>	<u>\$1,275,495</u>	<u>\$12,117,609</u>
Less non-operating items*:			
Tuition chargeback revenue	\$0		\$0
ADJUSTED REVENUE	<u>\$10,842,114</u>	<u>\$1,275,495</u>	<u>\$12,117,609</u>

*Chargeback revenue that does not generate local district credit hours are subtracted to allow for statewide comparisons.

Summary of Fiscal Year 2023 Operating Budgeted Expenditures

<u>By Program</u>	Education Fund	Operations and Maintenance Fund	Total Operating Funds	%
Instruction	\$3,485,264		\$3,485,264	26.58%
Academic Support	\$963,039		\$963,039	7.34%
Student Services	\$1,210,423		\$1,210,423	9.23%
Public Services	\$641,802		\$641,802	4.89%
Operation & Maint. of Plant		\$1,420,797	\$1,420,797	10.83%
Institutional Support	\$2,886,275		\$2,886,275	22.01%
Scholarship, Student Grants, & Waivers	\$1,727,531		\$1,727,531	13.17%
Total Expenditures	\$10,914,334	\$1,420,797	\$12,335,131	
TRANSFERS	\$779,452		\$779,452	5.94%
Total 2022-23 Budgeted Expenditures	<u>\$11,693,786</u>	<u>\$1,420,797</u>	<u>\$13,114,583</u>	<u>100%</u>
ADJUSTED EXPENDITURES	<u>\$11,693,786</u>	<u>\$1,420,797</u>	<u>\$13,114,583</u>	
<u>By Object</u>				
Salaries	\$6,342,834	\$175,831	\$6,518,665	49.71%
Employee Benefits	\$610,064	\$17,158	\$627,223	4.78%
Contractual Services	\$790,775	\$490,600	\$1,281,375	9.77%
General Materials & Supplies	\$704,870	\$61,800	\$766,670	5.85%
Conference & Meeting Expense	\$208,500	\$0	\$208,500	1.59%
Fixed Charges	\$131,660	\$40,000	\$171,660	1.31%
Utilities	\$55,700	\$585,408	\$641,108	4.89%
Capital Outlay	\$92,400	\$0	\$92,400	0.70%
Other	\$1,867,531	\$0	\$1,867,531	14.24%
Provision for Contingency	\$110,000	\$50,000	\$160,000	1.22%
Total Expenditures	\$10,914,334	\$1,420,797	\$12,335,131	
TRANSFERS	\$779,452		\$779,452	5.94%
Total 2022-23 Budgeted Expenditures	<u>\$11,693,786</u>	<u>\$1,420,797</u>	<u>\$13,114,583</u>	<u>100%</u>
ADJUSTED EXPENDITURES	<u>\$11,693,786</u>	<u>\$1,420,797</u>	<u>\$13,114,583</u>	

Fiscal Year 2023 Budgeted Expenditures

<u>Education Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	\$2,931,548	
Employee Benefits	\$200,066	
Contractual Services	\$118,300	
General Materials & Supplies	\$158,950	
Conference & Meeting Expense	\$48,200	
Fixed Charges	\$0	
Utilities	\$0	
Other	\$28,200	
Capital Outlay	<u>\$0</u>	\$3,485,264
ACADEMIC SUPPORT		
Salaries	\$758,307	
Employee Benefits	\$65,712	
Contractual Services	\$46,550	
General Materials & Supplies	\$51,920	
Conference & Meeting Expense	\$13,800	
Fixed Charges	\$0	
Utilities	\$0	
Other	\$26,750	
Capital Outlay	<u>\$0</u>	963,039
STUDENT SERVICES		
Salaries	\$763,000	
Employee Benefits	\$136,023	
Contractual Services	\$67,700	
General Materials & Supplies	\$193,450	
Conference & Meeting Expense	\$43,000	
Fixed Charges	\$0	
Utilities	\$0	
Other	\$7,250	
Capital Outlay	<u>\$0</u>	1,210,423
PUBLIC SERVICES/CONTINUING EDUCATION		
Salaries	\$430,942	
Employee Benefits	\$49,650	
Contractual Services	\$1,200	
General Materials & Supplies	\$29,350	
Conference & Meeting Expense	\$10,300	
Fixed Charges	\$86,660	
Utilities	\$33,700	
Other	\$0	
Capital Outlay	<u>\$0</u>	641,802
INSTITUTIONAL SUPPORT		
Salaries	\$1,459,035	
Employee Benefits	\$158,614	
Contractual Services	\$557,025	
General Materials & Supplies	\$271,200	
Conference & Meeting Supplies	\$93,200	
Fixed Charges	\$45,000	
Utilities	\$22,000	
Other	\$30,200	
Capital Outlay	\$140,000	
Provision for Contingency	<u>\$110,000</u>	2,886,275
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS		
Other	<u>\$1,727,531</u>	1,727,531
TRANSFERS		
		<u>779,452</u>
GRAND TOTAL		
		<u><u>\$11,693,786</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Operations and Maintenance Fund</u>	<u>Appropriations</u>	<u>Totals</u>
OPERATION AND MAINTENANCE OF PLANT		
Salaries	\$175,831	
Employee Benefits	\$17,158	
Contractual Services	\$490,600	
General Materials & Supplies	\$61,800	
Conference & Meeting Expense	\$0	
Fixed Charges	\$40,000	
Utilities	\$585,408	
Other	\$0	
Capital Outlay	\$0	
Provision for Contingency	\$50,000	
	<hr/>	\$1,420,797
TRANSFERS		<hr/>
GRAND TOTAL		<u><u>\$1,420,797</u></u>

Fiscal Year 2023 Budgeted Revenues

<u>Operations and Maintenance Fund-Restricted</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources:		
Current Taxes	\$250,000	
Other Sources		
Investment Revenue	\$0	
TRANSFERS		
GRAND TOTAL		\$250,000

Fiscal Year 2023 Budgeted Expenditures

<u>Operations and Maintenance Fund-Restricted</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Capital Outlay		\$656,000
Contractual Services		\$95,000
GRAND TOTAL		\$751,000

Fiscal Year 2023 Budgeted Revenue

<u>Bond and Interest Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources:		
Current Taxes	\$1,606,500	\$1,606,500
GRAND TOTAL		\$1,606,500

Fiscal Year 2023 Budgeted Expenditures

<u>Bond and Interest Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Interest	31,500	
Bond Principal Retired	1,575,000	\$1,606,500
GRAND TOTAL		\$1,606,500

Fiscal Year 2023 Budgeted Revenues

<u>Auxiliary Enterprises Fund</u>	<u>Revenues</u>	<u>Totals</u>
Other Sources:		
Sales and Service Fees	\$455,200	\$455,200
TRANSFERS		679,452
GRAND TOTAL		\$1,134,652

Fiscal Year 2023 Budgeted Expenditures

<u>Auxiliary Enterprises Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INDEPENDENT OPERATIONS		
Salaries	\$271,998	
Employee Benefits	\$27,882	
Contractual Services	\$88,451	
General Materials & Supplies	\$441,825	
Conference & Meeting Expense	\$62,900	
Fixed Charges	\$25,000	
Utilities	\$0	
Capital Outlay	\$28,900	
Other	\$402,000	
Provision for Contingency	\$0	\$1,348,957
TRANSFERS		-
GRAND TOTAL		\$1,348,957

Fiscal Year 2023 Budgeted Revenue

<u>Restricted Purposes Fund</u>	<u>Revenue</u>	<u>Totals</u>
State governmental sources:		
ICCB Workforce Preparation Grant		
ICCB P-16 Initiative Grant		
ICCB Adult Education	\$243,085	
ICCB Career and Technical Education	\$116,852	
ICCB Innovation Grant	\$150,000	
ICCB College & Career Readiness		
ICCB Dual Credit Enhancement		
DCEO -Dept. of Commerce and Economic Opportunity	\$92,400	
Department of Corrections		
Other Illinois Governmental Sources	<u>\$220,830</u>	
TOTAL STATE GOVERNMENT		\$823,167
Federal governmental sources:		
Department of Education	6,061,817	
Department of Health and Human Services		
Other Federal Government Sources	<u>331,500</u>	
TOTAL FEDERAL GOVERNMENT		<u>6,393,317</u>
Other sources:		
Nongovernmental grants	<u>0</u>	
TOTAL OTHER SOURCES		<u>\$0</u>
GRAND TOTAL		<u><u>\$7,216,484</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Restricted Purposes Fund</u>	<u>Appropriation</u>	<u>Totals</u>
STUDENT SERVICES		
Salaries	\$221,436	
Employee Benefits	62,987	
Contractual Services	1,017	
General Materials & Supplies	2,988	
Conference & Meeting Expense	3,426	
Capital Outlay	-	
Other	<u>47,118</u>	\$338,972
INSTITUTIONAL SUPPORT		
Salaries	\$ 637,363	
Employee Benefits	117,287	
Contractual Services	231,347	
General Materials & Supplies	208,133	
Conference & Meeting Expense	101,679	
Fixed Charges	-	
Utilities	300	
Capital Outlay	191,607	
Other	<u>42,903</u>	1,530,619
SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS		
Financial Aid	<u>\$5,346,893</u>	<u>\$5,346,893</u>
GRAND TOTAL		<u><u>\$7,216,484</u></u>

Fiscal Year 2023 Budgeted Revenues

<u>Audit Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current taxes	<u>\$35,449</u>	\$35,449
GRAND TOTAL		<u>\$35,449</u>

Fiscal Year 2023 Budgeted Expenditures

<u>Audit Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services	\$39,000	
Provision for Contingency	<u>\$0</u>	\$39,000
GRAND TOTAL		<u>\$39,000</u>

Fiscal Year 2023 Budget Expenditures

<u>Liability Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	\$117,792	
Employee Benefits	\$236,145	
Contractual Services	\$271,000	
General Materials & Supplies	\$1,500	
Conference & Meeting Expense	\$0	
Fixed Charges	\$8,500	
Utilities	\$0	
Other	\$176,000	
Capital Outlay	\$0	
Provision for Contingency	\$0	\$810,937
GRAND TOTAL		<u>\$810,937</u>



Board RESOLUTION

2022-07-05-02

BE IT RESOLVED that the Board of Trustees of Shawnee Community College District No. 531, in the counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and the State of Illinois hereby adopt the period from July 1 through June 30 as the official fiscal year of the College for the purposes of budgeting and fiscal reporting, and;

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee Community College District No. 531, hereby authorize and instruct Dr. Timothy L. Taylor, President, to prepare in tentative form a budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023;

BE IT ALSO RESOLVED that the Board of Trustees of Shawnee Community College District No. 531, authorize and instruct Chris Clark, Vice President of Administrative Services, to publish a notice that the tentative budget is available for public inspection on the College campus and on the College's website during the time and on the date therein specified in the following newspaper in the district:

The Monday's Pub
112 Lafayette St.
Anna, IL 62906

AND BE IT FURTHER RESOLVED by the Board of Trustees of Shawnee Community College, District No. 531, that such notice is in the following form:

NOTICE OF PUBLIC HEARING

Notice is hereby given by the Board of Trustees of Shawnee Community College, Community College District No. 531, in the Counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and the State of Illinois, that the tentative budget for said Community College District for the fiscal year beginning July 1, 2022, will be on file and conveniently available for public inspection (as noted in the Illinois Public Community College Act [110 ILCS 805/3-20.1](#)) at the office of the Vice President of Administrative Services, H2110, at 8364 Shawnee College Road Ullin, Illinois, and on the College's website (www.shawneecc.edu) from and after 8:00 a.m. on the 5th day of July 2022 through 5:30 p.m. on the 6th day of September 2022. Requests for an Adobe Acrobat version of the tentative budget can be made to the College's Vice President of Administrative Services, Chris Clark, at chrisc@shawneecc.edu.

Notice is further given that a public hearing on said budget will be held at 6:00 p.m. on the 23rd day of August 2022, at Shawnee Community College, 8364 Shawnee College Road, Room J2052 (River Room), Ullin, IL.

Dated this 5th day of July 2022 by the Shawnee Community College Board of Trustees of Community College District No. 531 in the Counties Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and the State of Illinois.

ADOPTED THIS 5th Day of July, 2022

Chairman, Board of Trustees
Shawnee Community College

ATTEST:

Secretary, Board of Trustees
Shawnee Community Colleges



Policy Title: Budget Forecasting, Development, & Adoption **Number:** B3005
Policy Type: Board - Executive Limitations
Responsible: Vice President of Finance & College Operations
Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#)
Linked Procedures: PXXXX Budget Development & Adoption
Related Laws: [ILCS 805/3-20](#)
Related Standards: Government Finance Officers Association (GFOA)
HLC Criterion: 5B

Policy Statement

The Board has a fiduciary responsibility to ensure public funds are used in a transparent, ethical, and fiscally responsible manner. As such, the Board shall adopt an annual legal budget prior to the start of the fiscal year, if possible, but no later than September 30 of each fiscal year.

The budget is a tool that allows the Board to make resource allocation decisions and monitor institutional performance based upon institutional strategic priorities focused on achieving the College's mission and legislative purposes defined in the Illinois Community College Act. In addition, the budget is a resource deployment plan that can be amended by the Board throughout the fiscal year to improve strategic outcomes.

To assist with these functions, the Board directs the President to prepare and present a proposed budget for Board review no earlier than the April Board meeting but no later than the July Board meeting. Once presented with a proposed budget, the Board can accept the proposal as tentative or the Board can request additional information. Once the Board accepts the budget as tentative, the College will make the tentative budget available for public inspection for at least 30 days. Further, the Board Secretary will arrange for a public hearing so the public can provide comment on the budget.

Notification for the public hearing shall be given at least 30 days prior to the time of the hearing.

Once the Board adopts a final legal budget, the President will operate the College within the budget parameters approved by the Board and provide the Board with

quarterly monitoring updates that demonstrate compliance with the Board's direction.

Accordingly, the President shall not present a proposed budget that fails to:

- Support the accomplishment of the College's mission and strategic plan.
- Support the continuous improvement of student learning, student success, and the operational effectiveness of the College.
- Anticipate emerging factors (such as the influence of technology, demographic shifts, and globalization) on College programs and services.
- Consider input from College employees.
- Reasonably projects cash flow, income, and expenses.
- Provide a projection of facility maintenance and improvement projects.
- Ensure projected fund balances are consistent with policy AXXXX.
- Provide adequate support for Board Development activities.
- Comply with applicable law.

In addition, the President shall not present a proposed budget document that fails to:

- Provide written budget assumptions.
- Provide a format that is acceptable to the Board.
- Provide a detailed comparison of the budgeted revenue and expenditures to prior fiscal year actual revenue and expenditures.
- Include anticipated impact of proposed strategic initiatives on the key performance areas noted in the Board's Monitoring policy.

Change Log

Date of Change	Description of Change	Governance Unit
05-03-21	Initial Adoption	Board of Trustees
03-07-22	Review - Grammatical Changes	Board of Trustees



Policy

Policy Title: Financial Condition	Number: B3006
Policy Type: Board – Executive Limitations	
Responsible: Vice President of Finance & College Operations	
Related Policies: B2001 , B2002 , B2203 , B3005 , B3007 , B3008 , B3009 AXXXX Management of Financial Reserves	
Linked Procedures: PXXXX Fund Balance Calculations PXXXX Bonds and Indebtedness PXXXX Audit Firm Selection	
Related Laws: ILCS 805/3-20	
Related Standards: Government Finance Officers Association (GFOA)	
HLC Criterion: 2A & 5B	

Policy Statement

The Board has a fiduciary responsibility to ensure public funds are used in a transparent, ethical, and fiscally responsible manner. As such, the Board adopts a budget for College operations, which will be administered by the CFO. The CFO shall administer the Board approved budget within parameters approved by the Board and protect the College from financial risk.

With respect to the actual, ongoing financial conditions and activities, the President shall not cause, or allow, the development of fiscal jeopardy, or actual expenditures, that are not aligned with achievement of the Board's Strategic Outcomes.

Further, without limiting the scope of the above statement by the following list, the President shall not:

- Fail to comply with laws, administrative codes, rules, or agency regulations that apply to college activities.
- Fail to comply with the College's administrative policies, administrative rules, guidelines, and procedures, except when in the College's best interest. Any deviation will be communicated to the Board at the next regularly scheduled meeting.
- Materially deviate from the approved budget by:
 - Expending more funds than have been budgeted in aggregate in any fund without prior Board approval, except in emergency situations.
 - Failing to notify the Board of an emergency purchase in excess of legal limits, within a reasonable timeframe and seek Board approval. State Law requires $\frac{3}{4}$ of the members of the Board (i.e. 6 elected trustees) to approve an emergency purchase.

[Return to Agenda](#)

- Make any purchase without prudent protection against conflict of interest.
- Fail to implement a system that subjects contracts for goods and services to a periodic cycle of review for quality and cost, including an assessment of the market.
- Accept gifts or grants that require the College to commit resources (both human and financial) unless the gift or grant advances the achievement of the College’s mission and aligns with the College’s strategic priorities. An impact analysis on future resources will be completed prior to acceptance of the gift or grant.
- Fail to assist the Board with conducting an annual independent audit of the College that is consistent with Illinois law.
- Fail to employ an internal control structure and develop procedures to ensure accuracy and transparency for financial reporting. [Board Finance Committee Review]
- Fail to ensure tax payments or other government-ordered payments are submitted in a timely manner.
- Fail to manage the College’s comprehensive debt program to preserve the Districts’ credit strength and financial flexibility by establishing and monitoring prudent debt management goals.

Change Log

Date of Change	Description of Change	Governance Unit
05-03-21	Initial Adoption	Board of Trustees
03-07-22	Review - Grammatical Changes	Board of Trustees



Policy

Policy Title: Financial Planning

Number: B3009

Policy Type: Board - Executive Limitations

Responsible: Vice President of Finance & College Operations

Related Policies: [B2001](#), [B2002](#), [B2203](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#)

Linked Procedures: None

Related Laws: [ILCS 805/3-20](#)

Related Standards: Government Finance Officers Association (GFOA)

HLC Criterion: 2A & 5B

Policy Statement

The Board has a fiduciary responsibility to utilize, maintain, and protect College financial assets and provide resources for strategic initiatives aimed at the attainment of the strategic outcomes. As such, with assistance from the Board Finance Committee, the Board directs the President to implement policies, rules, guidelines, procedures, and practices to assist the Board with this responsibility. Further, the Board directs the President to ensure the College's financial assets are used in ways that support the College's mission and achieve the Board's Strategic Outcomes.

Finally, without limiting the scope of the above statements by the following list, the President shall not fail to:

- Engage the Board Finance Committee in the development of a long-term financial plan for the College.
- Allocate resources in ways that are aligned with achievement of the Board's Strategic Outcomes.
- Operate with a documented, multi-year strategy that can be expected to achieve a reasonable interpretation of the Strategic Outcomes.
- Permit planning that explains and justifies assumptions, and identifies relevant environmental factors.
- Permit budgeting for any fiscal period or the remaining part of any fiscal period that is not derived from the multi-year plan.
- Permit financial planning that omits credible projection of revenues and expenses, separation of capital expenditures and operational expenses, cash flow projections, prior year comparisons, and disclosure of planning assumptions.
- Provide prior year comparisons for departments.
- Provide less than the amount required to address critical deferred maintenance as a priority over new capital infrastructure.

[Return to Agenda](#)

- Provide in the annual operating budget adequate provision for plant and facilities maintenance, electronic and institutional equipment, program and course development, staff development, and institutional research.
- Allocate 4.5% of the total operating budget for plant and facilities maintenance.
- Allocate 3.5% of the total operating budget for electronic and institutional equipment.
- Permit financial planning that includes credible three-year pro-forma trends of revenues and expenses.
- Permit financial planning without a projected five-year facilities master plan.
- Permit planning that risks any situation or condition described as unacceptable in the “Financial Condition” policy.
- Permit financial planning that does not provide the amount of operating funds determined annually by the Board for its direct use during the year to ensure Board advancement and competent governance of the College, such as costs of fiscal audit, Board development, Board and committee meetings, and Board legal fees.
- Prevent the disbursement of funds that exceeds the annual operating budget revenue projection for more than two consecutive years.
- Permit planning that endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve future Strategic Outcomes.

Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees

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: Renewal Agreement w/Bushue, Inc.
Date: 07/05/2022

Background: Bushue HR, Inc. has been our consultant since 2010. Bushue is an independent contractor providing Insurance Consulting Services with regard to the following coverages:

- Property & Casualty
- General Liability
- Legal Liability
- Auto
- Inland Marine
- Umbrella
- Worker's Compensation
- Student Accident
- Treasurer's Bond

Since 2010, the College has customarily signed a 3-year agreement with Bushue. As such, Bushue initially sent a renewal agreement that would lock the College in through FY25 at a rate of \$4,780 for FY23; \$4,790 for FY24, and \$4,800 for FY25.

However, since the College has used Bushue since 2010 without looking for other providers, it may be fiscally prudent to open these services for bid. Given the timeframe that these services need to be complete (i.e. November 2022), there is not enough time to perform a QBS process for this FY. Therefore, we asked Bushue for, and they provided, a one-year renewal agreement. The cost of the agreement is \$5,200.

The College plans to perform a QBS process for Insurance Consulting Services in early 2023 - prior to the expiration of this renewal agreement.

Recommendation: I recommend the Board approve a one-year contract with Bushue, Inc. from August 1, 2022 through July 31, 2023 at a cost of \$5,200.



Bushue HR, Inc.
P.O. Box 89
Effingham, IL 62401

Phone: (217) 342-3046
Fax: (217) 342-5673
Email: info@bushuehr.com

June 24, 2022

Attn: Mr. Chris Clark
Shawnee Community College
8364 Shawnee College Rd.
Ullin, IL. 62992

Dear Mr. Clark:

Consulting Agreement

Agreement made August 1, 2022, between Shawnee Community College with principal offices at 8364 Shawnee College Rd., Ullin, IL. 62992, hereinafter called "client" and Bushue HR, Inc. with principal offices at P.O. Box 89, Effingham, IL 62401 hereinafter called "consultant."

1. Services:

Consultant, as an independent contractor, agrees to perform, during the term of this agreement, the following services:

Bushue HR, Inc. agrees to provide Insurance Consulting Services with regard to Property & Casualty, General Liability, Legal Liability, Auto, Inland Marine, Umbrella, Worker's Compensation, Student Accident, and Treasurer's Bond Coverage for Shawnee Community College. The scope of services includes bidding and negotiating terms and conditions of coverage, preparing bid specifications, communications with insurance agents, review of bid submittals and providing recommendations to the board. The entire process is subject to the direction and authority of client at all times.

2. Compensation:

Client hereby agrees to pay Consultant \$5,200 for insurance consulting services per contract year. During a year in which the client decides to competitively bid out the insurance coverage, for the client there will be an additional charge of \$500.

3. Payment Terms:

Payment shall be paid in advance upon signing agreement. In the event client fails to pay consulting fee as required, consultant shall be entitled to recover reasonable attorney's fees and court costs incurred to collect fees.

4. Term:

The term of this agreement shall be 12 consecutive months in duration from August 1, 2022 to July 31, 2023. (Rates are subject to change annually). This agreement may be extended beyond the initial term or any extension term only by the written agreement of both parties.

5. Designation of Duties:

Consultant shall receive their requests for services to be performed from Chris Clark, Vice President of Administrative Services, and/or Shawnee Community College Board of Trustees.

6. Indemnification: Limitation of Liability:

Client agrees that any and all loss, liability, demand, suit, expense, or cause of action arising out of consultant's acts or omissions during the performance of the services identified herein shall be limited to a sum equal to the amount paid by client to consultant in connection herewith. Consultant shall not be responsible for any fees, penalties, or fines client receives from Federal, State, or local governmental entities.

7. Non-Solicitation of Employees:

During the term of the Agreement and for three (3) years thereafter, the Client and Consultant mutually agree not to recruit, solicit or hire any employee of the other without written permission.

IN WITNESS WHEREOF, the parties have signed this Agreement:

Client

By: _____
Signature Printed Name Date

Consultant

By: _____
Signature Printed Name Date

An Outsourced Risk Management Company Focusing on Human Resources, Insurance, Background Screening and Fingerprinting

Board Memorandum



Board of Trustees

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April Moore
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John Windings
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Dr. Jeffrey Dufour

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Lisa Price
RE: AY23 Student Handbook (Sent Separately)
Date: 07/05/2022

Background: Administrative Policy 8310 states, *"It is the policy of the Board of Trustees to support the College policies that are included in the Student Handbook."* In addition, [Illinois Community College Board System Rule 1501.204e](#) states, *"each community college district shall maintain... a student handbook or copy of rules pertaining to students."*

The annual student handbook (sent as a separate document) contains pertinent information for students describing general College information including mission, vision, philosophy, values and core competencies. The student handbook also houses such information as the academic calendar, college directory, student support service access information, emergency procedures, student code of conduct, grade appeal and grievance procedures, and substance abuse/alcohol and Title IX policies. All information is consistent with College policy and follows state and federal regulatory guidance.

Recommendation: I recommend the Board adopt the AY23 Student Handbook with an effective date commencing with the start of the Fall 2022 semester.

Board Memorandum



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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff:
RE: Ratification of Expenditure for Vienna High School
Date: 07/05/2022

Background: In March 2021, Shawnee Community College was awarded a grant from the Illinois State Board of Education (ISBE) entitled CTE Education Pathways. The overall purpose of the four-year, \$249,000 grant is to address the teacher shortage by increasing awareness of education pathways and to recruit students to education pathways beginning in junior high and continuing through university completion. Grant activities focus on supporting students who want to enter educational careers through student activities, guided pathways advisement, teacher credentialing, job shadowing/mentoring, and future educator clubs.

The grant submission was a collaborative effort between Shawnee Community College, John A. Logan College, and Southern Illinois University-Carbondale and will serve the following high schools and their feeder schools: Anna-Jonesboro, Cobden, Joppa, Massac County, Meridian, Vienna, Carterville, Frankfort, and Johnston City. All SCC high schools were invited to participate. The collaborating team chose "Southern Illinois Future Teachers Coalition" or SIFTC as the grant title. Shawnee Community College is the grant administrator and the ISBE regulations do not allow the grant administrator to hire and pay staff salaries. Therefore, staff salaries must be paid through purchase of service.

Vienna High School (VHS) is serving as the hiring agent for the two grant coordinators and invoiced Shawnee Community College for salaries and benefits for services rendered in both FY21 and FY22 in FY22. ISBE approved paying both FY21 and FY22 services from grant funds.

In March 2022, the College was presented with a request to reimburse Vienna High School for two instructors, Brooke May and Hannah Middleton, in the amount of \$104,610.61, for services rendered in FY22. The invoice got lost and was recently found. Since the SIFTC Grant is scheduled to conclude on June 30, I authorized payment in the amount of \$104,610.61 so the College could use the grant fund appropriately. Since this amount exceeds my approval limit, I'm asking the Board to ratify the payment.

Recommendation: I recommend the Board ratify the payment to Vienna High School in the amount of \$104,610.61 to pay for services rendered for the SIFTC grant.