

**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)

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.

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.

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 Mande 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.

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.

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.