

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

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

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

Present	Trustee	Present	Trustee
✓	Mr. James Darden	✓	Ms. April Moore, Secretary
✓	Ms. Deborah Shelton-Yates, Assistant Secretary	✓	Mr. John Windings
✓	Mr. Steve Heisner, Chairperson	✓	Ms. Andrea Witthoft, Vice Chairperson
✓	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 Nicolaidis, S.C.E.A., President		Dr. Ryan Thornsberry, Instructor of English
✓	Tina Dudley, Executive Assistant, President & Foundation	✓	Brad McCormick, Consultant

IV. APPROVAL OF AGENDA & ADDENDUMS

MOTION NO. 1

A motion was made by Michael McMahan 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 and A. Witthoft all voted Yea. R. Scarbrough was absent. The Chairperson declared the motion carried.

V. DISPOSITION OF MINUTES - June 6, 2022 Regular Board Meeting

MOTION NO. 2

A motion was made by Andrea Witthoft and seconded by April Moore to approve the minutes of the June 6, 2022, Regular Board Meeting.

On roll call vote, the members voted as follows: R. Scarbrough was Absent. 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 - June 24, 2022 Special Board Meeting, Board Finance Committee

MOTION NO. 3

A motion was made by James Darden and seconded by Deborah Shelton-Yates to approve the minutes of the June 24, 2022, Special Board Meeting, Board Finance Committee.

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

VI. RECOGNITION OF GUESTS AND PUBLIC COMMENT

Dr. Taylor introduced Lydia Dover, Director of Workforce Development; Cody Dawson, Research Associate; Timothy Cornwell, IT Support Specialist and Cecilia Knight, Librarian. There were no public comments.

VII. COMMUNICATIONS

Reports from Faculty, President Taylor, Senior Leadership, the Saints Foundation and ICCTA were presented within the previously sent Board Book.

VIII. APPROVAL OF CONSENT AGENDA

MOTION NO. 4

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

- 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

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

IX. CONSIDERATION FOR APPROVAL OF FUND TRANSFER

MOTION NO. 5

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to **approve the interfund transfer (\$65,000.00): To make an interfund loan from the Education Fund to Restricted Purposes Fund (5.31.22)**

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

X. MONITORING REPORTS

The Annual Community Education Monitoring Report was presented in the previously submitted Board Book for a first read.

XI. A. Board Finance Committee Update

The Board will review the updates of the Board Finance Committee (BFC), including the recommendations made by the BFC and direct any questions to BFC Chairperson John Windings, Vice President (VP) Clark or Dr. Taylor.

MOTION NO. 6

XI. B. CONSIDERATION FOR ISSUANCE OF NOT TO EXCEED \$6,450,000 GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX), TO BE ISSUED BY THE DISTRICT, PURSUANT TO SECTION 17(b) OF THE LOCAL GOVERNMENT DEBT REFORM ACT, AND THAT THE BOARD OF TRUSTEES WOULD CONSIDER THE ADOPTION OF A RESOLUTION PROVIDING FOR AN INSTALLMENT PURCHASE AGREEMENT IN ORDER TO COMPLETE CAPITAL PROJECTS IN AND FOR THE DISTRICT, INCLUDING BUT NOT LIMITED TO IMPROVING AND UPGRADING EXISTING DISTRICT FACILITIES, AUTHORIZING THE ISSUANCE OF SAID CERTIFICATES EVIDENCING THE RIGHTS TO PAYMENT UNDER SAID AGREEMENT AND PROVIDING FOR THE SALE OF SAID CERTIFICATES.

Chairperson Heisner Continued:

This resolution sets forth the parameters for the issuance of not to exceed \$6,450,000 of General Obligation Debt Certificates and sale thereof by designated officials of the District and summarizes the pertinent terms of said parameters, including the specific parameters governing the sale, length of maturity, rates of interest and purchase price for said Certificates.

Secretary Moore read:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 531, Counties of Alexander, Johnson, Massac, Pulaski, Union, and Jackson and the State of Illinois, and for the issue of not to exceed \$6,450,000 General Obligation Debt Certificates (Limited Tax), of said Community College 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.

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend that said Resolution as presented and read by title, be adopted. After a full discussion, Chairperson Heisner, directed that the roll be called for a vote upon the motion to adopt said resolution.

On roll call vote, the members voted as follows: M. McMahan, J. Windings, A. Witthoft, J. Darden, D. Shelton-Yates, S. Heisner and A. Moore all voted Yea. R. Scarbrough was absent. **Whereupon the Chairperson declared the motion carried and said Resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois, which was done.**

MOTION NO. 7

XI. C. CONSIDERATION FOR APPROVAL OF FY23 BUDGET, FIRST READ

A motion was made by April Moore and seconded by Andrea Witthoft to recommend the Board

- Accept the FY23 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.

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

MOTION NO. 8

XI. D. CONSIDERATION FOR APPROVAL OF THE RENEWAL AGREEMENT WITH BUSHUE, INC.

A motion was made by Deborah Shelton-Yates and seconded by John Windings to recommend the Board approve a one-year contract with Bushue, Inc. from August 1, 2022 through July 31, 2023, at a cost of \$5,200.00.

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

MOTION NO. 9

XI. E. CONSIDERATION FOR APPROVAL OF THE 2023 ACADEMIC YEAR STUDENT HANDBOOK

A motion was made by James Darden and seconded by John Windings to recommend the Board adopt the AY23 Student Handbook with an effective date commencing with the start of the Fall 2022 semester.

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

MOTION NO. 10

XI. F. CONSIDERATION FOR APPROVAL TO RATIFY THE EXPENDITURE TO VIENNA HIGH SCHOOL

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

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

XII. BOARD POLICY REVIEW/APPROVAL

None

MOTION NO. 11

XIII. EXECUTIVE SESSION

A motion was made by Michael McMahan and seconded by April Moore to adjourn and go into Executive Session at 7:01 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\)\(11\)](#)

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

MOTION NO. 12

A motion was made by Michael McMahan and seconded by James Darden to recommend the Board adjourn out of Executive Session at 7:43 p.m.

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

MOTION NO. 13

A motion was made by Deborah Shelton-Yates and seconded by John Windings to approve the minutes of the Executive Session held on July 5, 2022.

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

XIV. A. i. COLLECTIVE BARGAINING UPDATE

No Motion Necessary

MOTION NO. 14

XIV. A. ii. CONSIDERATION FOR APPROVAL TO HIRE A FULL-TIME NURSING INSTRUCTOR

A motion was made by April Moore and seconded by Deborah Shelton-Yates to recommend the Board approve the hire of Hailey Merriman for the full-time position of Nursing Instructor effective July 6, 2022.

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

MOTION NO. 15

XIV. A. iii. CONSIDERATION FOR APPROVAL TO HIRE A COUNSELOR & ACADEMIC ADVISOR

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to recommend the Board approve the hire of Donna Price for the position of Counselor & Academic Advisor with an effective date of July 6, 2022.

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

MOTION NO. 16

XIV. A. iv. CONSIDERATION FOR APPROVAL TO EXTEND CONTRACTUAL SERVICE AGREEMENT FOR A FINANCIAL & COLLEGE OPERATIONS CONSULTANT

A motion was made by James Darden and seconded by John Windings to recommend the Board ratify the attached contract and authorize the CEO to enter into an agreement with BeMac Consulting, LLC., for a term of July 5, 2022 through December 31, 2022.

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

MOTION NO. 17

XIV. A. v. CONSIDERATION FOR APPROVAL TO RATIFY SPRING 2022 ADJUNCT FACULTY STIPENDS

A motion was made by Deborah Shelton-Yates and seconded by Michael McMahan to recommend the Board ratify the Spring 2022 Adjunct Faculty stipends as presented.

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

MOTION NO. 18

XIV. A. vi. CONSIDERATION FOR APPROVAL TO PART-TIME EMPLOYEES

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

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

MOTION NO. 19

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

Proposals have been reviewed by both parties and a draft contract is ready for approval.

NO MOTION NECESSARY

XV. TRUSTEE COMMENTS

MOTION NO. 20

XVI. ADJOURNMENT

A motion was made by John Windings and seconded by Deborah Shelton-Yates **to adjourn at 7:52 p.m.**

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