BOARD BOOK

JULY 18, 2024

Citizens and staff can participate in person or by teleconference with the following link. The meeting includes an opportunity for public comment. Any Citizen participating in the meeting via teleconference who wishes to make a public comment, must submit their public comment, via email, to comments@shawneecc.edu by 2:00 p.m. on July 18, 2024. Public comments submitted via email will be announced during the public comment portion of the meeting.

REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
EDUCATION CENTER, ULLIN, IL
JULY 18, 2024
6:00 P.M.

- **I. Call to Order**
- **II. Pledge of Allegiance**
- **III. A Few Moments of Voluntary Prayer and Reflection**
- **IV. Roll Call**

- **V. Agenda & Addendums**

- **VI. Recognition of Guests and Public Comment**

- **VII. Communications**
  - A. Student Report – Michael Deno
  - B. Faculty – Jesse Smith-Fulia
  - C. President – Dr. Tim Taylor
  - D. Senior Leadership
    - i. Academic Affairs – Dr. April Teske
    - ii. Administrative Services – Chris Clark
    - iii. Human Resources – Felicia Rouse
    - iv. Institutional Effectiveness – Sabrina Black
    - v. Public Information & Marketing – Kevin Hunsperger
    - vi. Saints Foundation – Tina Dudley & John Windings
    - vii. Student Affairs – Jeff McGoy
  - E. Illinois Community College Trustees Association – Andrea Witthoft

- **VIII. Monitoring Reports & Board Policy Review**
  - A. Acceptance of the Community Education Programming Annual Report
    - i. B1007 Community Education Programming

- **IX. Consent Agenda**
  - A. Disposition of 06/20/24 Regular Board Meeting Minutes
  - B. Acceptance of Treasurer's Report
  - C. Consideration for Ratification of June Bills
  - D. Acceptance of Personnel Report
  - E. Consideration for Approval of the AY25 Student Handbook
  - F. Consideration for Approval of the Saints Foundation Agreement (🗎 10pp)
  - G. Consideration for Approval of Athletic Insurance Renewal (🗎 3pp)

- **X. Shared Governance – Administrative Update**
  - A. New/Revised Policy
    - i. A5200 Procurement Excellence
    - ii. A5500 Asset Stewardship
    - iii. A6100 Infrastructure Quality
    - iv. A7300 Ethical Use of Facility Resources

  - B. New/Revised Operating Standard
    - i. A5200.00 Expenditure Authorization

XI. Presentations, Discussion, and Action Items

A. SENSE Survey Presentation
B. Update on the Facilities Master Plan Survey
C. Update on the FY25 Budget
D. Consideration for Approval to Purchase HR Software (🗎 6pp)
E. Consideration for Approval of the Capital Project Application (aka RAMP) (🗎 22pp)

XII. Executive Session

A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c) (1)

B. 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. None

XIV. Trustee Comments

XV. Adjournment

Student Trustee
Board Report, July 18, 2024

On June 3 Former and current student basketball players served as coaches over the course of four days during John Sparks Fun-Da-Mental Camp. There was a significant turn out for this event and it really highlights the community engagement we have here at SCC.

On June 17th students and staff alike celebrated their differences for the Juneteenth celebration. This was a hybrid event, meaning it was both in person and broadcast across zoom. The event was catered by Big Ed's and held in the L-Atrium. The event was hosted by the SCC Diversity, Equity, Inclusion, and Belonging Council. Events like this really showcase this school's dedication to diversity. Furthermore, offering them in hybrid form seems to really gain additional interest.

On Tuesday July 9th the Student Senate held a virtual meeting to make first contact for the fall semester a few scheduling items were discussed for fall session. This is one of many ways student organizations at our school are encouraged to flourish even outside of general fall or spring sessions.

On July 11th and 12th Student trustee Michael Deno traveled to Champaign Illinois for A Phi Theta Kappa Regional Officer Retreat. This is simply a couple days to bond as a team and explore each other's goals for the team over the next year. With our student trustee serving as regional president of this prestigious honors society our school is becoming highlighted on both a regional and national stage.

Something else important of note about this month in student activity is on behalf of the entire student body we would like to say thank you to the administration for the food truck efforts. This venture helps keeps campus life interesting. So, thank you.

Submitted by:
Michael Deno, Student Trustee

Agenda – Student Report

Faculty
Board Report, July 18, 2024

The June/July transition marks the halfway mark for the summer. During this time many faculty prepare to use new textbooks and teaching methods. Department chairs ensure classes will be covered by full time and adjunct faculty. Faculty attend trainings and review new finds in their respective fields.

Dr. Ian Nicolaides and Lori Armstrong hosted 15 Science Campers on June 17th. The campers built and set off rockets, conducted safe dissections, played chemistry bingo, and other fun science activities!

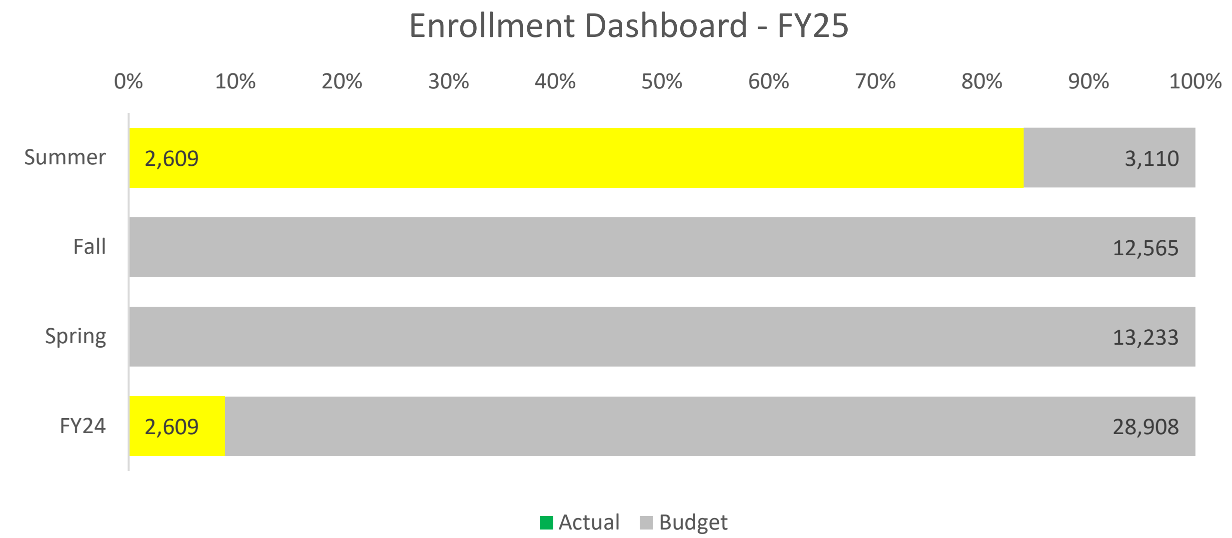
Jesse Smith-Fulia attended a webinar on Jun 21 regarding AI and human diversity.

Brenda Brown had the honor of receiving the Outstanding Faculty award from SSS, in May. Also May 17th and 18th attended a seminar on Cellular Health and Function. The second portion of this seminar will be attended June 14th and 15th.

Submitted by:
Jesse Smith-Fulia, S.C.E.A. President

Agenda – Faculty Report

President's Report
July 18, 2024



*Data pulled 07/08/2024; credit-hours are a calculated estimate, we will not know exact credit-hours until several weeks after the semester has ended.

The following events are noteworthy:

- 06/17, attended the SICCM Regular Board meeting. This is a G1O2 (General) initiative. Agenda items included: Consultant Reports; Surplus Items; FY23 Audit Presentation; Real Estate Update; USDA recapture discussion; Copier Lease Agreement; and, FY25 Budget approval. The next meeting is scheduled for August 19. Outcomes of interest are:
  - Receipt of funds from DCFS is about 3mo (≈$51K) behind.
  - Receipt of funds from DHS for SNAP is about 5mo (≈$45K) behind.
  - Receipt of funds from DHS for TANF is about 5mo (≈$46K) behind.
  - The plan to move academic programs to college campuses is complete.
  - Conversations for the transfer of grants with DHS, DCFS, and SIUC continue.
  - The FY23 Audit results were shared. There were no audit exceptions (i.e., a clean audit). However, the old accounting software that was used is no longer supported. The Board authorized the expenditure of funds to use QuickBooks to perform FY24 and FY25 closeout activities.
  - The tentative FY25 budget was approved. Highlights include ≈$900K of expected revenue (mostly grant receivables and anticipated sale of buildings of $800K). No institutional assessments are needed/expected for FY25. An anticipated member distribution of ≈$910K for the division of assets is also included in the expenses. SCC will receive half of the division of assets or ≈$455K.

Agenda – President Report

  - After discussion with the USDA, it was learned that the $72K recapture anticipated from the sale of the Vet Tech building (required due to their initial investment in the construction of that building) can be re-directed to fund existing CTE programs at each institution (SCC & JALC). Each College will need to direct half the sale price to support CTE programs once the building sells.
  - Unwanted surplus property has been sold (≈$1,200) through the GovDeal.com website; more will be done in the future.
  - The Board directed the Interim Executive Director to engage independent counsel – Courtney Cox – to begin preparing a list of remaining "to do" items for FY25, including a draft agreement for the division of assets to be shared by SCC, JALC, and SIU. This will be reviewed at a future Board meeting.

- 06/18, met w/ Mr. Jon Green (Superintendent – Meridian). The purpose of the meeting was to continue strengthening the relationship between our respective institutions. Part of the discussion focused on the slow progress related to the College's attempt to develop a District-Wide Early College/Dual Credit Local Agreement template. Specifically, the College's position on several of the remaining "sticking points" was clarified and much of the mythology about the negotiation process was dispelled.

  In general, Mr. Green was very understanding (and supportive) of the College's position – especially elements related to the College's effort to protect the academic integrity of dual credit courses and the potential expansion of CTE programming. He acknowledged some limitations with the Model Partnership Agreement (MPA) but is generally satisfied with our progress for FY25 course selection/delivery. We also had a high-level discussion about the dual credit cost model. I assured him that a more detailed data analysis related to the outcomes of dual credit, specifically for Meridian, would be shared with him after our Decennial Committee meeting concludes in the fall term. This is a G1O3SH initiative.

- 06/27, met w/ Dr. Steve Webb (Superintendent – Goreville). The purpose of the meeting was to continue strengthening the relationship between our respective institutions. Part of the discussion focused on the slow progress related to the College's attempt to develop a District-Wide Early College/Dual Credit Local Agreement template. Specifically, the College's position on several of the remaining "*sticking points*" was clarified and much of the mythology about the negotiation process was dispelled.

  In general, Dr. Webb was very understanding (and supportive) of the College's position – especially elements related to the College's effort to protect the academic integrity of dual credit courses and the potential expansion of CTE programming. He acknowledged some limitations with the Model Partnership Agreement (MPA) but is generally satisfied with our progress for FY25 course selection/delivery. We also had a high-level discussion about the dual credit cost model. I assured him that a more detailed data analysis related to the outcomes of dual credit, specifically for Goreville, would be shared with him after our Decennial Committee meeting concludes in the fall term. This is a G1O3SH initiative.

Agenda – President Report

- Miscellaneous Shared Governance Activities (G3O4SC&D)
  - 06/27 – Reviewed and recommended policy and operational standard proposals for the Executive Council Meeting. The Council approved: A5200 *Procurement Excellence,* A5500 *Asset Stewardship*, A6100 *Infrastructure Quality*, and the A7300 *Ethical Use of Facility Resources* policies. In addition, the Council approved the A5200.00 *Expenditure Authorization* operating standard.

- Miscellaneous Culture Building Activities (G3O5SE)
  - 06/21 – Attended Leadership Academy graduation for Mandy Hannan at Parkland College.

- Additional Community Engagement Meetings not already noted (G1O3S-All):
  - 06/15 thru 07/12 – 5 personalized messages sent to regional HS students.
  - 06/24 – met w/ Mike & Lynn McMahan. Purpose was to discuss the potential for the College to engage with the Area Volunteer Income Tax Preparation program. This is a program that assists senior citizens and low-income families with the preparation of simple income tax statements.

- Miscellaneous Meetings, not already noted (G3O5SE):
  - 06/25 – Biweekly meeting with Foundation ED, John Windings.

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

- **DCEO Grant Budget (≈$85,000)** – SBDC Agreement for CY24.
- **ICCB Pathways Grant (≈$199,000)** – FY25 funding allocation/agreement for nursing and allied health programs.
- **ICCB Taking Back the Trades Grant (≈$400,000)** – FY25 funding agreement for the development of several CTE-oriented programs, including expansion of laborers dual credit program and development of a Power Motorsport program.
- **IGEN (≈$89,000)** – Application for REV UP (EV vehicle training) grant. Subsequently, we received notification that we were fully funded.
- **Kaplan** – Master Services Agreement for PN and ADN programs. Provides NCLEX test preparation services for students.
- **Marie Giacomelli** – Independent Contract for HLC writing Services.
- **Massac Co Mental Health** – Linkage Agreement, signed annually.
- **SSS Program Profile Form** – SSS TRiO performance data; required for continued grant funding.
- **Shawnee Mass Transit District** – Annual (08.24 through 07.25) agreement for student transportation.
- **Worldwide Instructional Design System (WIDS**) Service Agreement, Board Approved June 20, 2024.
- **SIU-C (MOU)** – Agreement for SBDC to provide business advising services for contractors in our service region to develop/implement clean energy projects as part of the Clean Energy **Accelerator** program.
- **SIU-C (MOU) –** Agreement for SBDC to provide business advising services for contractors in our service region to develop/implement clean energy projects as part of the Clean Energy **Incubator** program.

Agenda – President Report

Professional Development Opportunities Authorized

- **None**

Requisitions signed under Presidential Authority

- **Samron Midwest Contracting (≈$95,000**) – Pay Application #4 OTA renovation project at the UCEC. Bond Funded. Board Approved 06.15.23.
- **Wisconsin Technical College System Foundation ($35,000)** – Service Agreement for CBE curriculum development coaching for Business program courses. Perkins Funded. Board Approved 06.18.24.
- **Vienna High School (≈$27,350) –** Invoice for Teaching Services. SIFTC funded. Board Approved 06.18.24.
- **AWG (≈$26,540)** – Augmented Reality Welding system. Perkins Funded. Board Approved 06.18.24.
- **Ellucian (≈$14,000)** – CROA Consulting/Colleague Reporting.
- **Kaplan (≈$13,700)** – Testing fees for PN and ADN Students.
- **Airgas (≈$13,200)** – Portable Pipe Beveler w/Tool Bits. Perkins Funded.
- **Ellucian (≈11,300)** – CROA Consulting for FY25 ICCB Updates.
- **McGraw-Hill (≈$11,300) –** Textbooks for Bookstore.
- **Joliet Junior College (≈$10,000) –** Annual Membership for IGEN.
- **EMS Metals Corp (≈$10,000**) Welding Supplies, Trades Grant Funded.
- **OzarcGas (≈$10,000) –** Welding Supplies, Trades Grant Funded.
- **Uniform Headquarters (≈$8,500)** – Scrubs for ADN and PN students. PATH Funded.
- **New Reader's Press/ProLiteracy (≈$8,000) –** Curriculum GED Instruction.
- **SCC Bookstore (≈$7,500) –** Books for Welding students. Trades Grant Funded.
- **Pearson Publishing (≈$7,500**) - Textbooks for Bookstore.
- **DiaMedical USA (≈$7,100**) – Supplies for AND/PN student kits. PATH Funded.
- **Archetype Innovation (≈$5,000)** – Subscription to Electronic Health Record System for PN students.
- **Sphero (≈$5,000)** – RVR Robot Class Pack**.** TRiO-SSS Funded.
- **ICCTA Annual Membership (≈$3,700)** – Semi-Annual dues payment.

Woodburn Press (≈$3,000) – Recruiting materials and display. TRiO-TS Funded

Academic Affairs
Board Report, July 18, 2024

Highlights for Academic Affairs

The following are the more notable results since the last Board of Trustees report:

- We received notification we received the FY25 Rev Up EV (electric vehicle) Community College Initiative Round 2 grant (89K). This grant will allow us to integrate EV/hybrid technologies into our current automotive technology program, purchase an EV simulator and safety kits, and provide professional development for Alex Copley in EV technologies. *(SP Goal 1, Obj 2.C.)*
- Dr. Teske attended the ICCB Chief Academic Officers Summer Retreat in Peoria. Among the updates and discussions held were dual credit programing, legislative topics, faculty qualifications, and competency-based education. Dr. Teske will serve on the CAO sub-committee that will work on faculty credentialing.
- We are working with Christina Wright to close FY24 grant budgets and reporting requirements while setting up the FY25 grants to begin expending funds.
- Planning is underway to organize our strategic plan priorities for FY25.

Transfer & Adult Education

The following summarizes the notable activities conducted by the Dean of Transfer & Adult Education Programs from 6/6/24-7/3/24.

- Dr. Shelby and the HLC Steering Committee Team met for a half-day on 6/10, and a full-day on 6/26, to draft the College's HLC Assurance Argument in preparation for the January 2025 Reaffirmation Visit. The HLC Steering Committee work is going extremely well thus far. The following is an update on the Team's progress: *(SP Goal 4, Obj 1.J.)*
    - Criterion 1 has been completed by the Team and reviewed by the HLC Consultant. The HLC Consultant commended the Team and College for their excellent work on Criterion 1 and recommended minimal edits; mostly in the form of additional evidence to solidify the argument.
    - The HLC Steering Committee Team also completed their review of Criteria 2 and 3. Follow-up was needed with some Shared Governance Chairs for parts of the Criteria core and subcomponents prior to being submitted to the HLC Consultant for review. These updates are due to the HLC Steering Committee by July 8.
- Academic and Student Affairs leadership and staff responsible for the College Catalog met on 6/25 to discuss the 2025-2026 catalog timeline and processes for review and changes.
- Dr. Shelby participated in the following Shared Governance committee meetings from 6/6/24-7/3/24:
    - Academic Leadership Team, 6/11
    - Other professional meetings, trainings, and events attended by the Dean of Transfer & Adult Education from 6/6/24-7/3/24:
    - IASA Golf Scramble at Kokopelli Golf Course, 6/12
    - Massac Memorial Hospital Foundation Golf Scramble at Metropolis Country Club, 6/14
    - Juneteenth Lunch and Learn Virtual Experience, 6/17
    - SCC Board of Trustees meeting, 6/20
    - Edward Smith Golf Tournament at Kokopelli Golf Course, 6/27

Agenda – VPAA Report

Nursing & Allied Health

- TEAS dates have been extended for students applying to the OTA program starting in August 2024. There are currently 10 applicants, three of which are testing or re-testing during this extended period. *(SP Goal 1, Obj 2.T.)*
- The **FY25 PATH grant** allocations were received in June. This grant was submitted and will support 10 scholarships for each CNA, Phlebotomy, and EMT in FY25.
- By the end of the first week of the PN program, we have 40 practical nursing students.
- 3 current Nursing faculty, Lorena Hines, Dr. April Dollins, and Judy Sullivan-Murray (full-time and adjunct) became CPR instructors in June. This will help to cover our nursing CPR classes held in summer and increase our number of instructors for other programs such as CNA and Phlebotomy and other programs to be added in the future.
- There are 16 students in the Phlebotomy program this summer! They will be placed for their internships in the fall.
- A CNA pinning will be held July 8th at 10:30am in the L Atrium. 8 students from the summer course are being pinned.
- Dean Hannan attended the Illinois Deans and Directors of Nursing Programs quarterly meeting on June 13th. This meeting includes updates from the Board of Nursing and discussion on NCLEX and other teaching issues.
- Dean Hannan completed Session 2 of the Illinois Aspiring Leaders Chair Academy; Academy for Leadership and Development. This was a wonderful 2-year experience and she is thankful for being given the opportunity to attend this training. *(SP Goal 3, Obj 2.E.)*
- ADN pinning will be held on Thursday, July 25th at 6pm in the Education Center with a reception to follow in the K-Atrium. We will have 16 ADN graduates being pinned. *(SP Goal 1, Obj 2.B.)*
- OTA Open House will be held on Wednesday, August 7th at the Anna center. *(SP Goal 1, Obj 2.T.)*

Career & Technology Education

- Revisions and final budget for the FY25 Perkins application were submitted. **Funding for FY25 is $287,000.00.** *(SP Goal 1, Obj 2)*
- June (weekly meetings): Dean Stephenson represented SCC on the Massac County Broadband Breakthrough Cohort. The 16-week cohort assisted member counties in identifying broadband needs, best steps to identify a service provider and ultimately, identifying available funds for the infrastructure development. Letters of support were awarded to service providers for funding applications through the BEAD (Broadband Equity Access and Deployment) Program. *(SP Goal 1, Obj 3.A.)*
- June 1-14th: Worked with Dr. Teske on the FY25 Rev Up EV (electric vehicle) Community College Initiative Round 2 grant application. The grant provides funding for a cohort of colleges to build capacity for the transition to and addition of electric vehicle technology. The grant is funded by ICCB and is part of the Climate and Equitable Jobs Act. We were informed on June 26th that we were awarded the grant in the amount of $89,0067 and are awaiting the grant agreement for execution. *(SP Goal 1, Obj 2.C.)*
- June 26th: Dean Stephenson, Melissa Luttenbacher, and Kelly Jennings attended Senator Fowler's Trucking Advisory Meeting in Marion, IL. The annual meeting is co-sponsored

by the Illinois Truckers Association and provided an industry specific legislative update and also administrative updates by the Illinois Department of Transportation. *(SP Goal 1, Obj 3.A.)*

- June 25th: Dean Stephenson attended a meeting of the Massac County Board of Commissioners and the Director of the Southern Five Regional Planning District to discuss the year 2 application for the Energy Replacement grant and necessary revisions of the year one grant agreement. Planning continues to provide education and training resources to Massac County High School and Joppa High School. *(SP Goal 1, Obj 3 & 2.)*
- The Intergovernmental Grant Agreement for Taking Back the Trades Round 2 was executed in June. **The grant award is for an amount of $400,000** and will allow us to continue our efforts in expanding and improving our "trades" programs and workforce development opportunities. *(SP Goal 1, Obj 3 & 2.)*

Coordinator of High School Partnerships and Pathways

- Worked with high schools on dual credit textbook needs and with SCC Bookstore to get dual credit textbooks through the Equity Grant. (*SP Goal 2, Objective 2, Strategy B*).
- Attended the Action Council Meeting on June 6th at Vienna High School.
- Worked with Becky Steinmetz on Convocation/Adjunct Faculty Planning throughout the month.
- Attended NACEP Chapter Pre conference meeting on June 12th.
- Continued working with high schools on the dual credit agreements for FY25. *(SP Goal 1, Obj 3.H.)*

Curriculum Development Manager

- Presented with Dr. Teske on competency-based education at a webinar hosted by the Worldwide Instructional Design Systems (WIDS).
- Wrote and submitted an application for the approval of our competency-based education welding program to the Illinois Community College Board. *(SP Goal 1, Obj 2.P.)*
- Drafted an application for the approval of our competency-based educational welding program to the Higher Learning Commission. *(SP Goal 1, Obj 2.P.)*
- Drafted an application for renewal of the college's participation in NC-SARA.
- Working on updating our compliance for NC-SARA to meet the new regulations.

Submitted by:
Dr. April Teske, Vice President of Academic Affairs

Administrative Services
Board Report, July 18, 2024

Business Services (F409SB)
Continue to work on FY24 fiscal year end general ledger close out processes. Continue to provide auditors with information requested. Attended the Ellucian 2nd Quarter Release Webinar. Completed the fiscal year end bookstore inventory. Assisted on the writing of Higher Learning Commission Criterion Two. Attended Higher Learning Commission Steering Committee meetings.

Facilities Department (G408SB)
Maintenance is in full summer mode, working on projects that are more easily completed during summer months. Several offices that were left vacant due to retirements have been updated and repainted. Drain issues to the main campus lagoon have been completed. RP Coating is painting at the Union County Extension Center. Facilities is seeking to hiring landscapers for Main Campus and detailers for Shawnee's Fleet vehicles. Charging stations are now complete. Anyone wanting to charge their E-car or hybrid can now pay at the charging station to charge their electric vehicle.

Information Technologies (G407SA)
The IT Department has successfully connected our Ellucian Colleague ERP to EAB Navigate 360 using Python scripting. This implementation will enable students, faculty, and staff to collaborate on enhancing the student experience, from recruitment to career development. The next step is to set up the Navigate 360 portal. Email phishing training continues with SecurePhish. New Zoom Room technology for Distance Learning classes has been installed at the Main Campus. The Education Technology Specialist has completed five of eight summer camps for kids. The Director of IT attended Tennessee State University's AI For All Summit last month. The Computer Services Specialist will travel to Arizona State University to experience Dreamscape Learn VR, an innovative virtual reality platform that enhances educational experiences through immersive technology.

Vice President of Administrative Services (G409SB)
6-24 – Working on HLC Criteria 2.A
6-24 – Union County Housing Board Meeting
6-25 – Administrative Services Leadership Team Meeting
6-25 – Met with Edward Jones to discuss SCC's CD's
6-26 & 7/10 – Cabinet Meeting
6-26 – Deferred Maintenance via Sharepoint Meeting
6-27 – Executive Council Meeting
7/1 – IGEN Projects Meeting; Golf Scramble Meeting w/Coach Sparks; Project Meeting 810-086-017 and HLC Meeting
7-2 – Union County OTA Progress Report @ Union County; Meet w/Cintas Group
7-8 – Work on any Budget Modifications
7-8 – Lion's Club Meeting
7-10 – Meet with Michael McGuire for CDB #810-86-017, Upgrade Mechanical System
7-11 – CFO Zoom Meeting
7-15 – Administrative Services Council Meeting

Submitted by:
Chris Clark, Vice President of Administrative Services

Agenda – VPAS Report

Human Resources
Board Report, July 18, 2024

Professional Development
The American Association for Access Equity and Diversity offered a training opportunity to the College: Beyond Rainbows and Safe Space Stickers. The webinar provided information on moving beyond superficial displays of support to explore systemic changes essential for fostering genuine inclusivity for LGBTQ individuals. It highlighted opportunities to evaluate the effectiveness of current practices and introduce strategies that institutions can implement to ensure every individual can thrive as their authentic self.

The HLC Steering Committee (Dr. Kristin Shelby, Dr. April Teske, Christina Wright, Danielle Boyd, Sabrina Black, Wendy Harris, and Felicia Rouse) had two full-day sessions to edit the Assurance Argument for Criteria 1, Criteria 2, and Criteria 3. The committee is progressing and will be completed before the submission date.

Governance Committee Meetings

<u>Cultural Awareness Team</u>
- The Cultural Awareness Team hosted a Juneteenth Lunch and Learn Virtual Experience. An interactive presentation of the history of Juneteenth was presented via Zoom between the studio location and onsite location in Hampton, Virginia at Fort Monroe (the location of the first enslaved Africans) to highlight Freedom's Fortress, Jefferson Davis prison, and the Emancipation Oak. We had 61 students and 38 employees present. (Goal 3.1.C)

<u>Employee Relations Team.</u>
- The team did not meet as scheduled for June. The team will hold the regularly scheduled monthly meeting to review FY25 initiatives and prepare for the Climate Survey to be held in the fall.

<u>DEIB Council</u>
- The DEIB Council did not meet in person for the regularly scheduled monthly meeting but communicated through email to continue developing Human Resource policies.

Submitted by:
Felicia Rouse, Executive Director of Human Resources

Agenda – EDHR Report

Institutional Effectiveness
Board Report, July 18, 2024

The following summarizes the more notable activities conducted by the Office of Institutional Effectiveness from 06/03/24-07/02/24:

- Continued meeting with staff and leadership to strengthen the use of our data infrastructure (2.1.H., 4.1.A., 4.1.E, 4.1.F., 4.1.J., 4.3.C., 4.5.B., 4.5.C.):
  - Attended CROA consulting meetings
  - Continued improvements and additions to the CROA internal data dashboard and reports
  - Continued working on integration of Colleague with Post-Secondary Data Partnership (PDP)
- Completed data and reporting requirements and requests:
  - Completed internal data and help desk requests (3.2.A., 4.1.F.)
  - Assisted the Curriculum Development Manager with NC-SARA Data (4.1.F., 4.1.H.)
  - Submitted the FY2024 ICCB C3 Annual Faculty, Staff, & Salary Report (4.1.F., 4.1.H.)
  - Submitted the Spring FY2024 SR & SU Credit Hour Claim Reports (4.1.F., 4.1.H.)
- Assisted the Executive Assistant to the President and Foundation, and the Vice President of Administrative Service with the disbursement of the survey for the Facility Master Plan to all Faculty, Staff, Students, Community, and the Board of Trustees (4.1.D.)
- Assisted Academic Affairs on paperwork for submission of Welding CBE program (1.2.P)
- Assisted Academic Affairs and Student Affairs with bridge options for nursing students and PE course options
- Assisted Academic Affairs and Student Affairs with ICCB Recognition Dual Credit Credentials Desk Audit (4.1.F)
- The Office of Institutional Effectiveness was represented in the following Shared Governance meetings and has completed resulting action items (3.4, 4.1, 4.2)
  - President's Cabinet (6/5)
  - Recruitment & Enrollment Team (6/26)
- Other professional meetings, trainings, and events attended:
  - Financial Value Transparency and Gainful Employment Webinar – Nuokye (6/13)
  - HLC Steering Committee Writing Day - Black (6/10, 6/13, 6/26)
  - Insurance Committee Presentation – Black (7/1)
  - Predict the Gender Pay Gap with AI Webinar – Nuokye (6/27)
  - RAMP Research Analytics Mentor Program – Nuokye (6/13)
  - SAP Appeal Committee Meeting – Nuokye (6/20)
  - Using the PDP to Support a Student–Centered Continuous Quality Improvement Plan – Nuokye (6/24)
  - Using the PDP to Understand Academic Momentum: Strategies for Timely College Completion – Nuokye (6/17)

Submitted by:
Sabrina Black, Interim Executive Director of Institutional Effectiveness

Agenda – EDIE Report

Public Information & Marketing
Board Report, July 18, 2024

The reporting period is June 10 - July 7, 2024. Please let me know if you have questions about other Shawnee Community College social media accounts. My email is kevinh@shawneecc.edu, and my phone number is 618-634-3270 or 618-303-9132.

Shawnee Community College Facebook
Total followers: 8,387 (May: 8,343) (April 8,236)
Facebook page reach: 58,624 (May: 188,975) (April: 94,951)
*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 interacting with our page, etc.
New page followers: 44 (May: 107) (April: 66)
Post engagement: 14,092 (May: 40,342) (April: 27,918)
*This is the number of times people engage with a post through reactions, comments, shares, or clicks.
Other Interactions
- **Reactions:** 2,155 (May: 5,445) (April: 5,450)
- **Comments:** 536 (May: 891) (April: 452)
- **Shares:** 257 (May: 432) (April: 543)
- **Photo Views:** 6,082 (May: 16,064) (April: 11,934)
- **Link Clicks:** 871 (May: 2,493)

Top Post: Ed Smith Golf Scramble (June 27, 2024)
- **Post Impressions:** 13,080
- **Post Reach:** 13,808
- **Post Engagement:** 1,185

Instagram
Total followers: 1,366 (May: 1,358) (April: 1,352)
New Followers: 8 (May: 6) (April: 27)
Reach: 2,200 (May: 8,205) (April: 4,112)
Accounts Engaged: 214 (May: 435) (April: 396)

X (FKA: Twitter)
Total followers: 1,299 (May: 1,289) (April: 1,285)

LinkedIn
Total followers: 2,540 (May: 2,531) (April: 2,522)

TikTok
Total followers: 1,286 (May: 1,180) (April: 1,097)
Video Views: 22,000 (May: 36,000) (April: 21,000)
Shares: 18 (May: 50) (April: 69)

YouTube
Total Subscribers: 607 (April: 594) (March: 579)
Views: 1,983 (May: 8,169) (April: 3,677)
Watch Time: 53.6 hours (May: 179.8 hours) (April: 120.4 hours)

Agenda – EDPIM Report

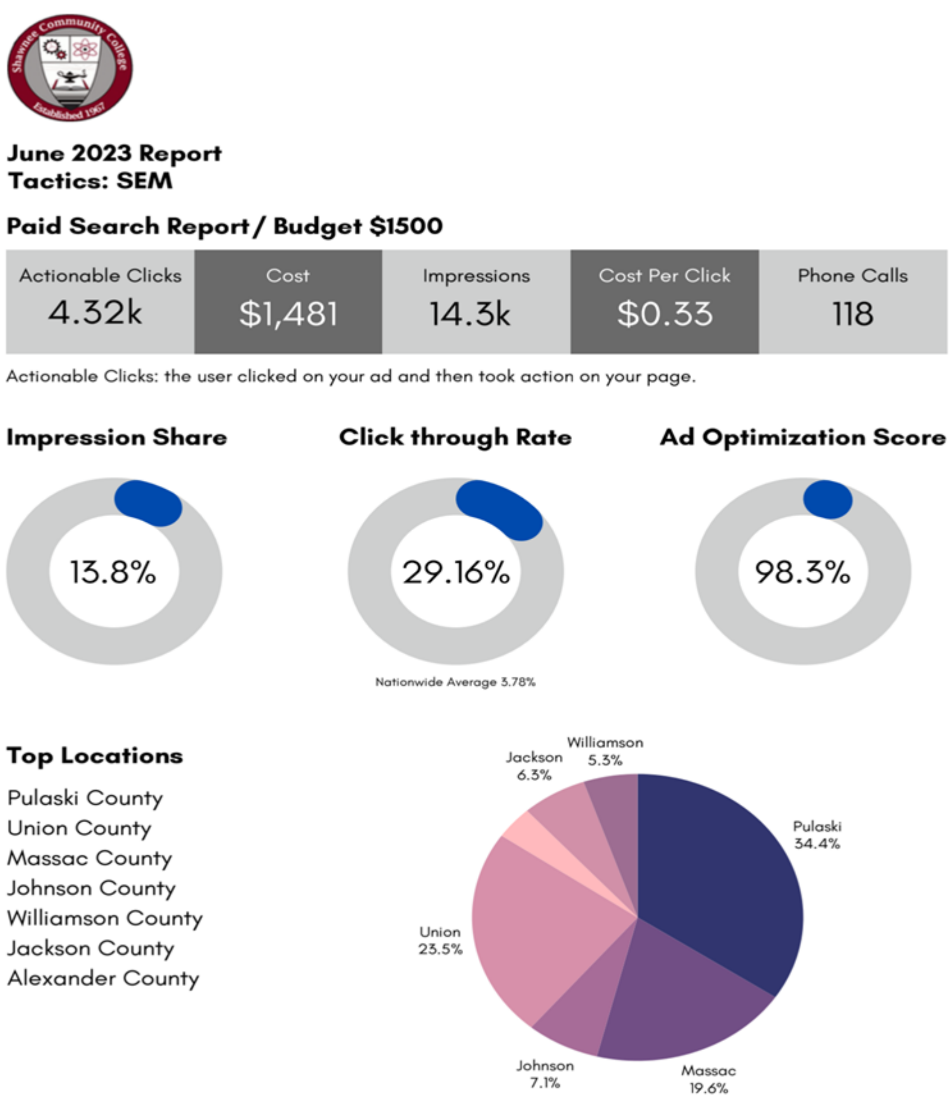
<u>Media Coverage</u>

Job Openings

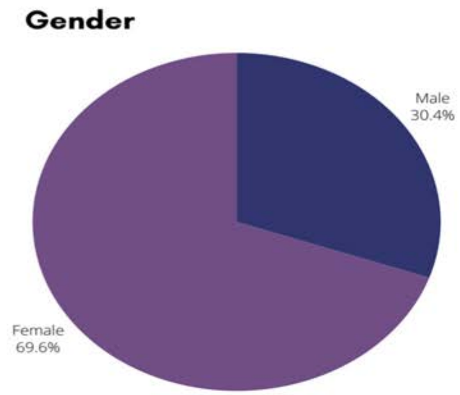
https://www.wsiltv.com/features/job-squad-july-5-2024/article_383926d8-3ad2-11ef-9170-df9a52ca3569.html

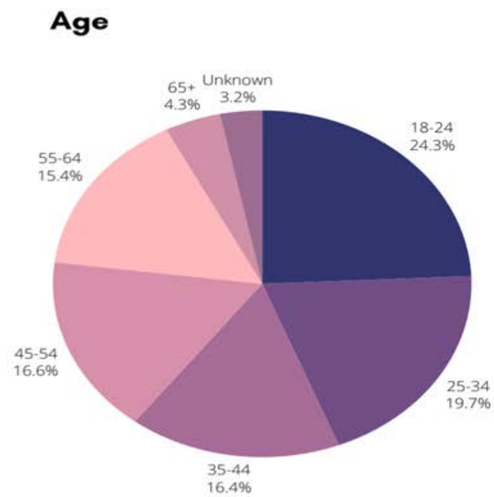
Press releases sent out.

June Board Meeting



Agenda – EDPIM Report





Submitted by:
Kevin Hunsperger, Executive Director of Public Information & Marketing

Agenda – EDPIM Report

Saints Foundation
Board Report, July 18, 2024

Scholarships
Since last reporting, the Foundation has awarded an additional $4,500 in scholarship funding and $383 in access card/book relief assistance. The Foundation is being requested to assist Fall enrollees with a number of access/connect cards which are not covered by traditional waivers.

The Foundation paid out $88,400 in scholarship funding for the 23-24 Academic Year, assisting 66 students.

The Scholarships and their criteria are currently being updated per donor requests during the call-out for continued support.

Literacy Project/Little Saints Read
- July Literacy Event has been planned for July 20 @ Johnson County
- Literacy Events have been planned for the month of July at the Alexander County Extension Center

SCC Kids Camp(s) – Community Education
The Foundation is currently assisting with kids' camps, to provide camp fees (when requested) and provide luncheon services for campers attending all-day camps held on Main Campus. Through previous employee giving campaigns, the Foundation holds funds for this purpose.

Audit
The Foundation is currently pulling information requested by Martin Hood for the purposes of the FY24 Audit.

Annual Athletic Golf Scramble
Planning is underway for the Annual Athletic Golf Scramble scheduled for September 13 (rain date September 20), 2024, at the Union County Country Club in Anna.

Foundation Board/Committee Development
The Members have begun development of a Strategic Planning. A component of that plan is the formation of committees. The Committee structure includes the Executive Committee, Finance Committee, Policy Committee, Scholarship Committee, Fundraising Committee and the Marketing & Outreach Committee. Some members, based on their position, were appointed committee assignments.

Potential new Board Members will be introduced at the July 22 meeting and our Annual Board meeting will be scheduled in August with election of new officers.

Executive Director John Windings
- Bi-Weekly Meeting with Dr. Taylor on July 11
- Weekly (touch base) meetings are scheduled with Foundation Board of Directors each Friday morning via Zoom.
- Meeting with Metropolis Kiwanis Club
- Joined the Metropolis Rotary Club

Submitted by:
Tina Dudley, Executive Assistant to the President & Saints Foundation

Agenda – Foundation Report

Student Affairs
Board Report, July 18, 2024

Student Support Services – Amber Suggs
SSS Fall 2023 Grade Summary: President's List: 8, Vice President's List: 14, Academic Good Standing: 80% Average Semester GPA: 2.63, Average Semester Cumulative GPA: 2.88.

SSS Spring 2024 Grade Summary: President's List: 10, Vice President's List: 20, Academic Good Standing: 84%, Average Semester GPA: 2.91, Average Semester Cumulative GPA: 2.98.

SSS staff participated in the Transfer Advisor Day held on campus on June 12. It was an informative event that encouraged transferring.

SSS staff spent a day on Student Access Software Training on June 24. This software is vital to the Annual Performance Report's student documentation and data output.

SSS staff have begun mobile office hours in the nursing department to grow rapport with our nursing students. Nursing students are a significantly increasing population of SSS. This has been a great collaboration. Thanks to SSS Alumnae Michelle Williams, Nursing Dept Personnel, for her great effort in continuing to support the mission.

SSS staff continue to support the grant writers as the competition is underway.

A big thank you to the Saints Foundation for supporting another SSS student. Their support continues to make an impact on student retention.

Educational Talent Search – James Walton
The Educational Talent Search (ETS) team is dedicated to recruiting new participants. We recently conducted a week-long entrepreneurship workshop that provided students with a comprehensive exploration of entrepreneurship using virtual reality (VR) technology. Students engaged in activities such as establishing a mock candle business, mastering label creation with a silhouette machine, and crafting candles. The workshop culminated in students applying their marketing and advertising skills to their mock candle businesses. This immersive experience equipped students with knowledge of marketing strategies, relationship building, candle crafting, and diverse career pathways within entrepreneurship.

Athletics – John Sparks
General News
The Saints are looking forward to students returning on August 12. We will have our annual Athletic Orientation on August 13. We are also planning to have a guest speaker come in and speak to our athletes this fall as well as this spring.

The Saints Golf Challenge is set for September 13 at the Union County Country Club. All of the proceeds go to our athletic program. This is the Saints' biggest athletic fundraiser of the year. We appreciate everyone who works to make this such a successful event. If you have not participated in the past but are interested, please get in touch with us. We would love to have you come out and join in the fun!

Men's Basketball—John Sparks
Men's Basketball hosted three successful summer camps in June:
- The John Sparks Fun-Da-Mental Basketball Camp—Main Campus (40 campers)
- The John Sparks Fun-Da-Mental Basketball Camp—Cairo (25 campers)
- SAINTS Elite Camp—Main Campus (35 campers)

Agenda – VPSA Report

Women's Basketball—Kristin Shelby
The Lady Saints Women's Basketball team is finishing up recruiting.

Volleyball—Mark Mizell
Volleyball canceled their team camp scheduled for June 14-15. However, they are hosting their kids camp July 23-26.

Recruitment & Enrollment – Mindy Reach
Enrollment Services – Mindy Reach
Enrollment Services is excited about the upcoming Fall semester. In cooperation with the Extension Center Coordinators, enrollment events are planned to reach out to potential new students.

Implementation efforts for the CRM EAB Navigate 360 are beginning as a launch training is scheduled for mid-July. (2.1.D)

Recruitment & Advisement –Mindy Reach
Athletic Advisor Kaylyn Meyers attended the American Association for Access, Equity, and Diversity (AAAED) Speaker Series Webinar: Beyond Rainbows and Safe Space Stickers - Achieving Authentic Inclusion for LGBTQ Communities. (3.1.C)

Advising days for athletes have begun, with more dates scheduled for softball and women's basketball in the near future.

The Recruitment & Enrollment team has identified a potential for student "melt" over the summer. Students often register for fall classes as early as April of their senior year but may not receive much communication from SCC during the summer months. To address this, a student ambassador has recorded a welcoming video that will be sent to students enrolled in Fall 2024. (KPI 3.C)

Additionally, a list of low-enrollment courses and programs has been shared with the marketing department for a promotional push.

Financial Aid – Keyarra Blissett
Mindy Reach completed the NASFAA Webinar "In Case You Missed It: New Regulations Effective July 1, 2024". (KPI 14.D)

Financial Aid Department updates- July.

- Work with the Blue Icon Consultants has been very successful (2.1.F)
    - Imported 1100 ISIRs (some duplicated)
    - Currently auditing information: budgets, rejected ISIRs, and C flags
    - Reviewing updated forms
    - Updating websites, handbooks, and policy manuals
- Blue Icon Contract was approved to extend to the end of July 2024.
- Illinois VA State Approving Agency Application Approved for 2024-2025
- Reviewing accounts for summer disbursements is nearly complete for a check to be ready on Monday, July 8.
- The Satisfactory Academic Progress (SAP) Appeal Committee has met and drafted a policy for the committee and submitted it to the Student Affairs Council (SAC).

Agenda – VPSA Report

Registrar/Records Office – Danielle Boyd
Twelve transcripts from other colleges were received from May 31 –June 30. (1.1.1)

One hundred ninety-eight transcripts were processed from May 31 –June 30. (1.1.1)

Danielle Boyd participated in the HLC Steering Committee writing days on June 10 and 26.

Student & Community Outreach – Lindsay Johnson
Alexander County Extension Center Board Report
During June, we hosted a diverse range of activities, including four Saints Kids Camps with excellent attendance. The first camp was on June 12, and Zachara Nelson was the instructor for the jewelry-making camp. The next camp was held on June 20, and it was Sew Fun Camp, which Anita Long taught. The students learned to Make Burrito pillows, sew buttons on clothes, and hand sew. Basketball Camp was held on June 25 in collaboration with Emerson Elementary and was run by John Sparks, two men's basketball players, and two women's basketball players. The players did a great job working with the younger kids and hope to get some local fans to support the teams. Also, we had a cookie decorating class on June 26, where students learned to make frosting and decorate cooking. Jane Adams taught this class.
The coordinator attended the Cairo Port Authority meeting on June 10, the Cairo Housing Task Force meeting on June 18, and the Arrowleaf Board Meeting on June 24. The coordinator has been registering high school students and traditional and non-traditional students.

Johnson County Extension Center Board Report
The Johnson County Center has launched a study session to provide students with support for their academic endeavors and any other assistance they may require. This was started to help students who need help studying or making notes to help with studying for tests. Thursday studies happen every Thursday from 5:30 pm to 8:30 pm through June and July. At this time, Johnson County Extension has been able to help three students so far with extra study help. On June 12, the coordinator attended the Dignity Fair, sponsored by Arrowleaf. At this event, SCC disseminated information regarding GED classes and available programs at Shawnee Community College, fostering a sense of community involvement. Donna Price also participated in this event and made a great connection through this opportunity. On June 13, the coordinator attended a Meeting with the Illinois Art Council. This meeting is part of regional outreach meetings focused on funding opportunities for artists, educators, organizations, and communities. It was a great opportunity to strengthen our community connections and explore potential collaborations.

The Little Saints Book Club met on June 15. This month, the Club read a book about Backyard Bugs. The participants played with the two new sensory tables donated by Birth to Five of Illinois.

Massac County Center Board Report:
June has been busy at the Massac County Extension Center with various events. We advised thirty-nine students, assisted ten in completing FAFSA forms, and proctored four Accuplacer tests. Our Center is enrolling students weekly for fall classes, ensuring a continuous flow of learning opportunities.

The Broadband Grant meetings held at the Massac Center concluded in June. The Center looks forward to hosting the group at a later date. On June 11, Southgate Nursing and Rehabilitation Center employees participated in the AHA CPR Training. A Driver Safety course was held on June 15 at the Massac Center. (2.3.A). The Center was the sight for a Saints Foundation Policy Committee meeting on June 18th and 24th.

Agenda – VPSA Report

On June 20, the Massac Center hosted a delightful summer camp, the Royal Etiquette Tea Party, attended by seven enthusiastic campers. Instructors Sophia Conley, Autumn Jeffords, and Bailey Brewer did a fantastic job teaching the prince and princesses proper etiquette. The event was a hit, as evidenced by the positive feedback from all participants. We are proud to have provided such a memorable experience.

Union County Center Board Report:
The Union County Extension Center had 12 scheduled advisement appointments and two scheduled Accuplacer appointments in June; this does not include walk-ins. (2.1.D)

June was busy with continued construction to the OTA, MA, and CNA program areas (1.2.T, 2.3.A). We also hosted four kid's camps this summer. On June 6, we hosted a Safe Sitter camp taught by SCC Nursing instructor Hailey Merriman. On June 10, we hosted a sign painting camp taught by Angi Smith. On June 18, we hosted a cake decorating camp taught by Alaina Riley. On June 26, we hosted a sign language camp taught by Jenna Clark.

The extension center was used for various community meetings and trainings in June. These included a CEO Board meeting on June 18, a community CPR class on June 20, and an AFSCME meeting on June 25. (2.3) The coordinator also attended the State University Summer Tour on the main campus on June 12.

<u>Student Success – Mindy Ashby</u>

- The director attended the Illinois Campus Cares TAC meeting held virtually on May 4, 2024
- The director attended the webinar "Innovative Applications for AI in Student Success" on June 6, 2024
- The director led the Student Affairs Council (SAC) on June 11, 2024
- The director attended the Student Engagement Team (SET) on June 13, 2023
- The director attended the Innovative Applications for AI in Student Success webinar held on June 6, 2024
- The director attended the "The Ride Ahead" Film Screening and Q&A held on June 10, 2024
- The director led the Student Affairs Council (SAC) on June 11, 2024
- The director participated in the webinar Managing Anxiety In Autistic Children & Adults on June 11, 2024
- The director led the Cultural Awareness Team on June 12, 2024
- The director attended the professional development series AAAED Speaker Series Webinar: Beyond Rainbows and Safe Space on June 12, 2024
- The director led the Student Experience Team (SET) on June 13, 2024
- The director attended the Student Academic Assessment Meeting on June 24, 2024
- The director attended the AIM advisor meeting on June 24, 2024, with guest speakers CCRR
- The director participated in the webinar Nudging: Using Low-cost, Low-touch Interventions to Support Students Experiencing Homelessness Confirmation on June 25, 2024

(Strategic Planning Priorities: Goal 1, Objective 2, Strategy N; Goal 2, Objective 1, Strategies C, E, F; Goal 2, Objective 2, Strategies D, F; and Goal 2, Objective 3, Strategies A, E.F.)

Agenda – VPSA Report

Testing/Tutoring

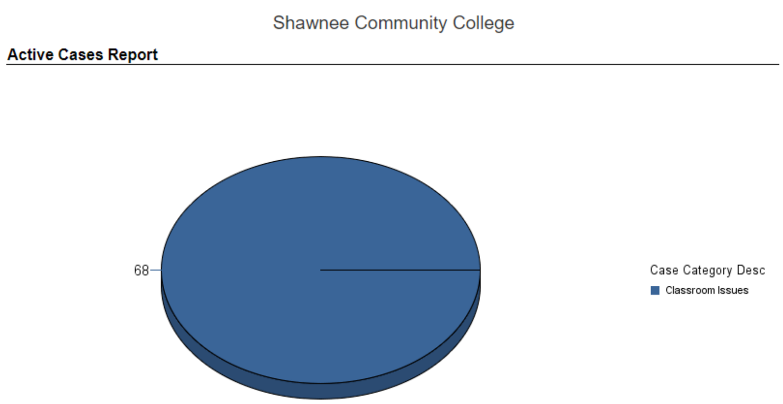
- The testing technician participated in the Autism Training and Technical Assistant Project's webinar, "Managing Anxiety in Autistic Children & Adults," on June 11, 2024.
- The testing technician represented SCC in the IASA Shawnee Division 25th Annual Scholarship Golf Scramble on June 12, 2024
- The testing technician represented SCC in the Massac County Memorial Hospital Foundation Golf Scramble on June 14, 2024.
- The testing technician represented SCC in the Edward M. Smith Golf Tournament to benefit the Connell F. Smith Homer Brown Scholarship on June 27, 2024.

Pearson Vue	5
Accuplacer	12
Test w/Accommodations	1
INACE	7
Make-Up Exams	9
NCCT Medical Assistant	8

Strategic Priorities: (SP Goal 4, Obj. 4.7)

Retention Alert-

There are currently 68 active cases being worked on with the assistance of academic advisors.



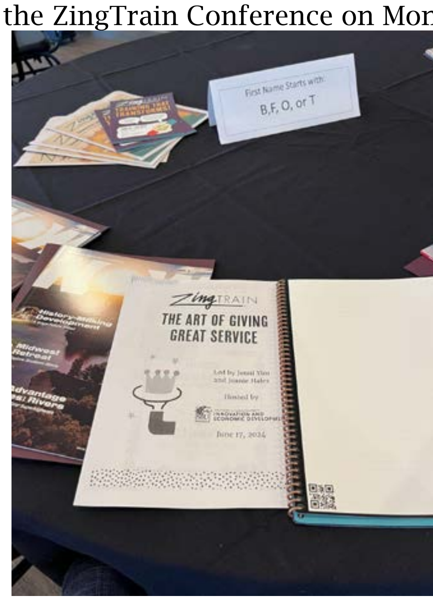
(CROA 4.3.24)

Agenda – VPSA Report

Career Services- Blake Goforth

- The Career Services Coordinator, Blake Goforth, met with representatives from My Career Closet on Monday, June 3, 2024.
- The Coordinator presented the CareerLabs VR workshop to ETS students (2) participating in the Next Generation Entrepreneur camp on Monday, June 10, 2024.

- The Coordinator attended the Student Affairs Council meeting on Tuesday, June 11, 2024.
- The Coordinator represented SCC at the IASA annual fundraiser on Wednesday, June 12, 2024.
- The Coordinator attended the Student Experience Team meeting on Thursday, June 13, 2024.
- The Coordinator represented SCC at the Massac Memorial Foundation fundraiser on Friday, June 14, 2024.
- The Coordinator attended the ZingTrain Conference on Monday, June 17, 2024.



- The Coordinator attended the NACE Virtual Conference on Wednesday, June 26, 2024.
- The Coordinator represented SCC at the Edward M. Smith Memorial fundraiser on Thursday, June 27, 2024.
- The Coordinator helped with library lunch and morning coverages.
- The Coordinator met one-on-one with students (19) for Career Services.
- The Coordinator worked on WIOA Program Reviews.

Agenda – VPSA Report

Career Coach Statistics - 30 Days

- Career Coach Profiles were created- 2
- Career Assessments completed- 7 – started- 8
- Resumes download- 12 – started- 2
- Widget views- 3,193
- Widget clicks- 1,399
- Career Coach clicks from Widget- 9
- Employer Profiles created- 0
- Job Postings currently live- 0

Strategic Priorities: (1.1.D., 2.1.C., 2.1.D., and 2.1.H.), (2.1.A)

Student Engagement- Erin King

- The Student Engagement Coordinator attended the Student Affairs Council meeting on June 11.
- The Student Engagement Coordinator attended a SAP Appeal meeting.
- The Student Engagement Coordinator scheduled 41 events for the Fall 2024 semester:
    - Nine Social Events (Fall Fest, Haunted House, etc.)
    - Three Service Events (Red Cross Blood Drives, etc)
    - Twenty-One Program Events (Presentations for Counseling, Career Services, Moodle 101, etc)
    - Nine Personal Development Events (Southern 7 Health Department, Shawnee Speaks Presenters, etc.)

Counseling/Advising- Donna Price

- The Counselor attended an online session of the Illinois Campus Cares Technical Assistance Center (ICC TAC) hosted a learning session for mental health on Campus Learning Collaborative on June 4
- Worked on completing social work CEUs for the year
- Donna attended an online House Liaison 101 training session on June 11
- The Counselor attended the online ACCA downstate monthly group meeting where the state budget was discussed on June 11
- The Counselor had a student come to her in crisis on June 12, and the Counselor was able to assist the student
- That same day, another student came needing counseling. I assisted her and her friend, who was with her, for moral support.
- June 12, in time for Pride month, the AAAED speaker series webinar: Beyond Rainbows and Safe Space Stickers-Achieving Authentic Inclusion for LGBTQ Communities was offered for all to watch
- Also, on June 12, Arrowleaf held an unhoused resource fair in which Stacy Simpson and Donna Price participated. While resourcing, Donna discussed counseling, McKinney-Vento, the House Liaison, and budget navigator duties. She provided individuals with information on the GED program and college classes. Donna Distributed Saints Care bags to those in attendance. She also offered cases to facilities that assist the homeless in the area, such as Comprehensive Connection, Arrowleaf, SICIL, and Arrowleaf's homeless facility.

Agenda – VPSA Report

Student Delvon Yates was passing through the L atrium and stopped for a photo with Ms. Price. He was happy because Arrowleaf offered him a free gas card just for passing through.

- On June 17, DEIB hosted a Juneteenth Lunch and Learn Virtual Experience that multiple students, staff, and faculty attended. I purchased buttons that were offered as swag to those in attendance.
- On June 18, Donna completed a class on Addressing Human Trafficking from a Clinical and Macro Perspective for NASW.
- On June 20, Donna attended a webinar for the ACCA community college team. We discussed what each school has seen occurring at their campuses. An extensive discussion occurred about students' desire for in-person classes. Many have struggled since COVID with online courses.
- Attended SAP appeal meeting.
- On June 20, the Counselor attended the ACCA Community College monthly meeting- discussed mental health at college, other colleges' utilization of success coaches, and the number of students in online classes is up at colleges because those are the only classes offered and students need hours.
- On Friday night, June 21, a student messaged the "bat phone" in need of assistance, and I was able to message them back and forth for two hours, calming them.
- A student messaged me on Saturday, June 22, needing support due to life circumstances.
- On June 24, an instructor contacted me about a student, and the student came to see me about their living arrangements.
- Also, on June 24, I had an advisor reach out to me about the mental health of a student wanting to drop all classes and move away for a fresh start.
- During the AIM meeting on June 24, We had guest speakers from CCRR, and they discussed child care for parents in Illinois.
- Also, on June 24, I received an email from a student needing assistance with emergency housing, child care, and other items.
- On June 25, Learnings from an Evolving Counseling Services Delivery model @ Oklahoma City Community College

Accessibility and Resource Services- Donna Price

- An accessibility meeting was held with a student on June 5
- An accessibility meeting was held with a student on June 12
- On June 18, Donna attended a webinar on the introduction of plain language strategies
- On June 20, a SAP Appeal meeting was held to approve or deny applicants and work on policy and protocol for SAP.
- Donna Continues to register students for fall classes as needed via phone or in person.
- On June 25, Donna met with John Windings from the Foundation to get to know him and to learn more about the Foundation. How can the Foundation help the students and how can Donna help the Foundation?

Nudging: Using Low-cost, Low-touch Interventions to Support students experiencing homelessness

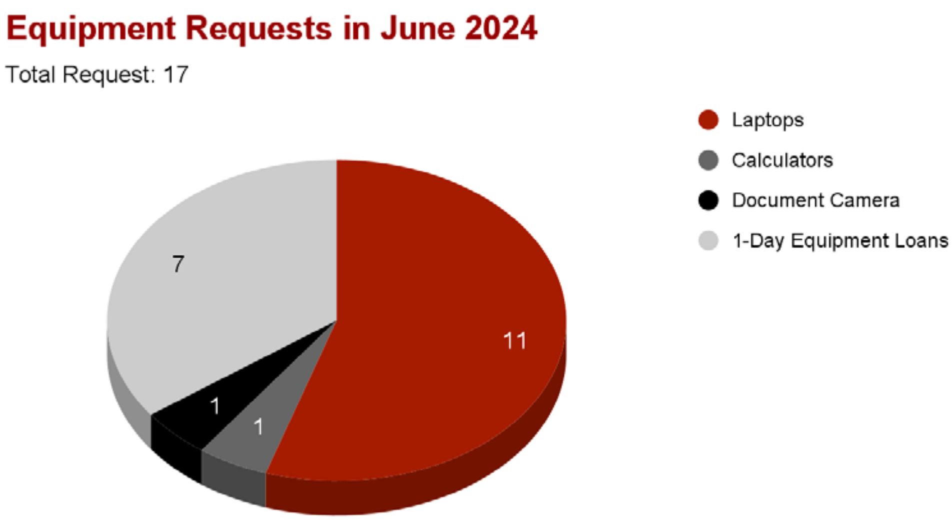
Library
Amber Filbeck, Librarian

- Created a pop-up display to celebrate Juneteenth on June 17
- Displayed books on various construction and labor skills to complement the work being done in the LRC
- Facilitated summer equipment loans
- Co-coordinated the temporary circulation desk move to the opposite side of the LRC for the duration of summer construction projects
- Began to inventory the library's holdings
- Prepared for transition to Aspen Discovery, a new online library catalog service
- Attended the following webinars:
  - *Introduction to WorldShare Interlibrary Loan*
  - *The Chronicle of Higher Learning: The Strategic Value of Libraries*
  - *Supporting and Engaging Students in an AI-Powered, Post-Pandemic World*
  - *Empower the Post-Pandemic Student*
  - *Patron-Driven Experience in Aspen Discovery*

Charity Frizzell, Library Assistant

- Summer semester equipment check-outs
- Under construction: Helped move the circulation area to a temporary location, ensuring seamless service to our students, staff, faculty, and community.
- Updated our New Items rack and Juvenile displays
- Created a Juneteenth educational video presentation
- Designed “Exploring Nursing Resources in Your Library,” an ongoing visual display highlighting available resources to our nursing students
- Began inventory of all library items
- Webinars: The Chronicle of Higher Education presents T*he Strategic Value of Libraries* and Choice-ACRL webinar *Research Integrity and AI: Navigating Challenges and Leveraging Potential.*

LRC Statistics



June 2024 Circulation Stats
- Interlibrary Loan Items Received: 16
- Interlibrary Loan Items Sent: 84
- cloudLibrary Items Accessed: 39
  - Audiobooks: 25
  - eBooks: 14

May 2024 Circulation Stats
- Interlibrary Loan Items Received: 19
- Interlibrary Loan Items Sent: 91
- cloudLibrary Items Accessed: 43
  - Audiobooks: 24
  - eBooks: 19

LRC Usage Since Last Board Notes
- We helped 214 faculty, staff, students, and community members 302 times at the circulation desk, helping them face-to-face, through email, or via phone.
- Over 23 people used the tables and chairs and study corrals located throughout the LRC.
- The computer lab welcomed 217 people, averaging 12 people per day.
- Side rooms were reserved 0 times, opened 12 times, and used by 16 people.
- We registered nine new patrons.

<u>Vice President of Student Affairs – Jeff McGoy</u>
<u>Student Affairs – Jeff McGoy</u>

Current Projects:

- Fall Semester Planning.

Attended the Following Events/Meetings for June:

- Robbins Schwartz Title IX Update Training Meeting – 6/4/2024.
- SCC Fun-Da-Mental Camp – 6/4/2024.
- Meeting with FA regarding Scholarships – 6/6/2024.
- EAB Recruitment Success Virtual Monthly Forum – 6/10/2024.
- Meeting with Dwayne – 6/11/2024.
- Predicting Student Support Needs with LMS Data (Virtual) – 6/11/2024.
- Meeting with FA regarding Scholarships – 6/11/2024.
- Illinois State Universities Summer Tour Meeting – 6/12/2024.
- Meeting with Blake – 6/13/2024.
- Meeting with Mindy Ashby – 6/13/2024.
- Meeting with Lindsay – 6/20/2024.
- Meeting with VPs and Tina regarding Shared Governance Manual Edits – 6/20/2024.
- SCC Board Meeting – 6/20/2024.
- Education Technology Position Meeting – 6/24/2024.
- BiMonthly Meeting with Dr. Taylor – 6/24/2024.
- Meeting to Discuss SA Input with Mindy, Lindsay, and Mindy – 6/24/2024.
- Meeting with Mindy Reach – 6/24/2024.
- SCC Catalog Discussion – 6/25/2024.

Attended the Following Weekly/Monthly Meetings for June:

- Weekly Cabinet Meetings.
- Weekly One-on-One Meeting with Dr. Taylor.
- One on One Meetings with Direct Reports – All Month.
- Student Affairs Leadership (SALT) Team Meeting – 6/4/2024.
- Executive Council Meeting – 6/27/2024.
- Student Affairs All Team Meeting – 6/11/2024.

Submitted by:
Jeff McGoy, Vice President of Student Affairs

Agenda – VPSA Report

Submitted by Andrea Witthoft
Illinois Community College Trustees Association Liaison
www.communitycolleges.org

Trustee Witthoft delivered a verbal report to remind all that the Association of Community College Trustees' Leadership Congress is scheduled for October 23 through October 26, 2024 in Seattle, WA.

Also, the Regional Trustees Meeting is scheduled for October 29 and will be hosted by Southeastern Illinois College (SIC).

Agenda – ICCTA Report

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Jeff McGoy
RE: Community Education Annual Report
Date: 07.18.24

Background: As identified in the Board Policy on *Community Education Programming* (B1007), one of the strategic outcomes of the College is to provide an essential service that contributes to the personal interest, growth, and enrichment of community members.

Furthermore, 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*. In addition, *Section 10 of Board Policy 4003* identifies a calendar of expected Board activities. In that policy, the Community Education Programming Annual Report is to be presented for a first read during the month of July at the regular Board meeting

To facilitate your evaluation of the *Community Education Programming* Annual Report (sent separately), we are presenting it to you for early review. At next month's regular Board meeting, Director Johnson will provide a presentation of this report. After the presentation, the Board will be asked to review, and potentially update, the *Community Education Programming* (B1007) policy.

By providing this report ahead of time, it is hopeful the Board has the opportunity to study the information and formulate an opinion on how the College might improve Community Education programming within our service area.

Recommendation-1: I recommend the Board review the Community Education Programming Annual Report and the *Community Education Programming* (B1007) policy prior to the presentation at the August, regular Board Meeting.

Agenda – Community Ed. Report

Policy

Policy Title: Community Education Programming **Number:** B1007
Policy Type: Board – Strategic Outcomes
Responsible: President
Related Policies: B1002
Linked Operating Standards: None
Related Laws: None
Related Operating 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, fiscal stewardship and deployment.

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.

Agenda – Community Ed. Report

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.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.

Change Log	Governance Unit: Administrative Services Council
Date	**Description of Change**
03-07-22	Initial Approval
09-06-22	Added Deployment Measure
08-17-23	Reviewed, No Changes
08-15-24	

Agenda – Community Ed. Report

REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
SCC EDUCATION CENTER
JUNE 20, 2024, 6:00 P.M.

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held June 20, 2024 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. A Few Moments of Voluntary Prayer and Reflection

IV. Roll Call

The roll call was as follows:

Present	Trustee		Present	Trustee
√	Mr. James Darden		√	Ms. April Moore, Secretary
√	Ms. Deborah Shelton-Yates		√	Ms. Andrea Witthoft, Vice Chairperson
√	Ms. Nancy Holt		√	Mr. Michael Deno (Advisory Vote)
√	Ms. Tiffany Schultz		√	Mr. Steve Heisner, Chairperson

Others Present:

Dr. Tim Taylor, President
Dr. April Teske, Vice President of Academic Affairs
Chris Clark, Vice President of Administrative Services
Dr. Kristin Shelby, Dean of Transfer & Adult Education (via Zoom)
Kristy Stephenson, Dean of Career & Technical (via Zoom)
Felicia Rouse, Executive Director of Human Resources
Kevin Hunsperger, Executive Director of Public Information & Marketing
Jesse Smith-Fulia, Faculty, S.C.E.A. President
Jacqueline Hamilton-Smith, Executive Assistant (via Zoom)
Hannah Browning, Administrative Assistant to the Dean of Career & Technology
John Schneider, Attorney
Tina Dudley, Executive Assistant
Becky Hawes, Executive Assistant (via Zoom)

V. Agenda & Addendums

ACTION – 1

A motion was made by Deborah Shelton-Yates and seconded by Michael Deno to approve the Agenda and Addendums as presented.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, A. Moore, J. Darden, S. Heisner and T. Schultz all voted Yea. The Chairperson declared the motion carried.

Agenda – Consent Agenda

VI. Recognition of Guests and Public Comment

Kristy Stephenson introduced Hannah Browning, Administrative Assistant to the Dean of Career & Technology.

VII. Communications

- Mr. Michael Deno, Student Trustee previously provided his report with no additions.
- Jesse Smith-Fulia spoke on behalf of Faculty, noting prior submission of the Faculty report.
- Dr. Tim Taylor and Senior Leadership presented reports previously within the board book.
- The Saints Foundation report was previously provided.
- Vice Chairperson Witthoft provided a verbal summary of the ICCTA Report which was distributed June 20, 2024.

VIII. Monitoring Reports & Board Policy Review

A. Presentation of the Accreditation & Certification Annual Report

ACTION – 2

A motion was made by Deborah Shelton-Yates and seconded by Nancy Holt to approve the Consent Agenda with the exception of the Ratification of Spring 2024 Adjunct Salaries.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, A. Moore, J. Darden, S. Heisner and T. Schultz all voted Yea. The Chairperson declared the motion carried.

IX. Approval of Consent Agenda

A. Disposition of Minutes from 05/20/2024 Regular Board Meeting Minutes - **Approved**
B. Disposition of Minutes from 06/06/2024 Board Finance Committee Meeting Minutes - **Approved**
C. Acceptance of Treasurer's Report - **Approved**
D. Consideration for Ratification of May Bills - **Approved**
E. Acceptance of Personnel Report - **Approved**
F. Consideration for Ratification of Spring 2024 Faculty Stipends - **Approved**
G. Consideration for Ratification of Spring 2024 Adjunct Salaries – **Pulled for separate vote**
H. Presentation of Spring 2024 Graduates - **Approved**
I. Consideration for Amending Policies - **Approved**
  i. B1011 Accreditation & Certification

ACTION – 3

A motion was made by Michael Deno and seconded by Andrea Witthoft to ratify the Spring 2024 Adjunct Salaries as presented.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden and T. Schultz all voted Yea. A. Moore abstained. The Chairperson declared the motion carried.

X. Shared Governance – Administrative Update

C. New/Revised Policy
  i. A4700 Culture of Fair Treatment

Agenda – Consent Agenda

XI. BOARD FINANCE COMMITTEE UPDATE
NO MOTION REQUIRED

XI. B. i. CONSIDERATION FOR ACCEPTANCE OF THE FY25 TENTATIVE BUDGET

ACTION – 4

A motion was made by April Moore and seconded by Deborah Shelton-Yates to recommend the Board

- Accept the FY25 Tentative Budget, to be made available for public inspection; to
- Adopt the Resolution and Notice of Public Hearing for August 15, 2024; 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: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. B. ii. CONSIDERATION FOR APPROVAL OF THE FY25 EMPLOYEE LIST

ACTION – 5

A motion was made by Andrea Witthoft and seconded by Tiffany Schultz to recommend the Board approve the recommended FY25 Employee List and direct the CEO to begin the hiring process for the new positions.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. B. iii. CONSIDERATION FOR APPROVAL OF THE FY25 CAPITAL PROJECTS LIST

ACTION – 6

A motion was made by James Darden and seconded by Nancy Holt to recommend the Board approve the recommended FY25 Capital Projects List and direct the CFO to begin the Task Order Process.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. B iv. CONSIDERATION FOR APPROVAL OF THE FY25 CAPITAL EQUIPMENT LIST

ACTION – 7

A motion was made by Deborah Shelton-Yates and seconded by Michael Deno to recommend the Board approve the recommended FY25 Capital Projects List and direct the CFO to initiate the purchase process.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

Agenda – Consent Agenda

XI. C. CONSIDERATION FOR APPROVAL OF THE DUAL CREDIT TUITION/FEE WAIVERS

ACTION – 8

A motion was made by April Moore and seconded by Andrea Witthoft to recommend the Board approve the corrected FY25 dual credit tuition and fee waivers as outlined and authorize the College's Senior Team to integrate these waivers into the local Early College/Dual Credit (ECDC) partnership agreements.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. D. CONSIDERATION FOR APPROVAL FOR PAYMENT TO VIENNA HIGH SCHOOL FOR SERVICES RENDERED FOR THE SIFTC GRANT

ACTION – 9

A motion was made by James Darden and seconded by Deborah Shelton-Yates to recommend the Board approve the payment to Vienna High School in the amount of $27,357 to pay for services rendered for the SIFTC Grant.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. E. CONSIDERATION FOR APPROVAL OF BLANKET (OPEN) PURCHASE ORDERS8

ACTION – 10

A motion was made by Nancy Holt and seconded by Michael Deno to recommend the Board approve the list of suggested blanket (open) purchase orders.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. F. CONSIDERATION FOR APPROVAL TO PURCHASE WELDING EQUIPMENT

ACTION – 11

A motion was made by Deborah Shelton-Yates and seconded by Tiffany Schultz to recommend the Board approve purchase of the Augmented Reality Arc Welding System from AWG, which provided the lowest qualifying bid in the amount of $26,538.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

Agenda – Consent Agenda

XI. G. CONSIDERATION FOR APPROVAL OF THE WIDS SERVICE AGREEMENT

ACTION – 12

A motion was made by Michael Deno and seconded by Deborah Shelton-Yates to recommend the Board approve the service agreement with WIDS in the amount of $35,000 and authorize the President to execute the agreement

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. H. i. CONSIDERATION FOR APPROVAL OF TASK ORDER

ACTION – 13

A motion was made by James Darden and seconded by Michael Deno to recommend the Board approve the task order for the Main Campus Parking Lot repairs and maintenance and authorize the CFO to initiate the bid process.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. H. ii. CONSIDERATION FOR APPROVAL OF TASK ORDER

ACTION – 14

A motion was made by Nancy Holt and seconded by April Moore to recommend the Board approve the task order for the Main Campus Window Project for the H and K buildings and authorize the CFO to initiate the bid process.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XI. H. iii. CONSIDERATION FOR APPROVAL OF TASK ORDER

ACTION – 15

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to recommend the Board approve the task order for the HVAC Replacement Project for the Cosmetology lab in the I Building and authorize the CFO to initiate the bid process.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

Agenda – Consent Agenda

XII. EXECUTIVE SESSION
There was no need to adjourn into closed session.

XIII. EXECUTIVE SESSION ACTION ITEMS

XIII. A. CONSIDERATION FOR APPROVAL TO MAINTAIN THE CONFIDENTIALITY OF EXECUTIVE SESSION MINUTES

ACTION – 16

A motion was made by Tiffany Schultz and seconded by April Moore to recommend the Board keep closed the written 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 January, 2023.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

XIV. TRUSTEE COMMENTS
There were no Trustee comments however Dr. Taylor mentioned gratitude with the patience demonstrated by all Trustees during the budget development process.

XV. ADJOURNMENT

ACTION – 17

A motion was made by Deborah Shelton-Yates and seconded by Michael Deno to adjourn at 7:18pm.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, A. Witthoft, S. Heisner, J. Darden, A. Moore and T. Schultz all voted Yea. The Chairperson declared the motion carried.

Agenda – Consent Agenda

SHAWNEE COMMUNITY COLLEGE
Fund Balances
As of June 30, 2024

Fund	Ending 05/31/24
Education	$8,979,681.00
Operations & Maintenance (Building)	$2,727,521.00
Operations & Maintenance (Restricted Building)	$8,815,552.57
Bond & Interest	$480,683.09
Auxiliary Enterprises	$224,556.61
Working Cash	$5,873,869.95
Trust & Agency	$207,874.75
Audit	$32,956.61
Liability. Protection Settlement (TORT)	$786,122.27
Grand Total	**$28,128,817.85**

SHAWNEE COMMUNITY COLLEGE
Operating Funds
Statement of Revenue, Expenses, & Changes in Net Assets
For Twelve Months Ended June 30, 2024

REVENUES		Education Fund		O&M Fund
Local Government Sources	$	1,414,642	$	694,878
State Government Sources		4,819,889		701,780
Tuition & Fees		5,175,967		
Sales & Service Fees		65,047		
Facilities Revenue				54,155
Investment Revenue		505,968		
Other Revenue		180,515		30,243
Total Revenues:	**$**	**12,162,028**	**$**	**1,481,056**
EXPENDITURES				
Instruction		3,461,025		
Academic Support		769,690		
Student Services		1,128,844		
Public Services/Continuing Education		630,439		
Operations & Maintenance of Plant				1,421,775
Institutional Support		2,753,544		
Scholarships, Student Grants, & Waivers		2,075,386		
Total Expenditures:	**$**	**10,818,928**	**$**	**1,421,775**
TOTAL TRANSFERS AMONG FUNDS:				
Interfund Transfers				
Total Transfers Among Funds:		**857,348**		-
NET INCREASE/DECREASE IN NET ASSETS	**$**	**485,752**	**$**	**59,281**

Agenda – Consent Agenda

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Approval of June Bills
Date: 07.18.24

Background: The following summary of bills presented during the month of June by Fund, is noted in the tables below.

Expenditures (Bills) Fiscal Year 2024				
Fund	**Budget**	**Previously Approved**	**June***	**Δ Budget to Actual**
Education	$12,319,085	10,852,674.00	815,159.24	$651,251.76
Building	$1,518,589	1,338,510.00	85,163.95	$94,915.05
Building (Restricted)	$1,261,450	687,059.28	92,160.61	$482,230.11
Bond & Interest	$1,397,725	1,397,725.00	-	-
Auxiliary Enterprises	$1,470,653	1,355,858.90	56,846.89	$57,947.21
Restricted Purposes	$7,216,484	4,474,747.64	382,773.46	$2,358,962.90
Trust & Agency	-	69,772.73	716.00	-
Audit	$39,000	39,000.00	-	-
Liability/Protect/Settle	$1,502,739	1,228,814.98	44,517.39	$229,406.63
Grand Total	**$26,725,725**	**$21,444,162.53**	**$1,477,337.54**	**$3,874,713.66**

**Does not include bills received after the end of the month.*

Recommendation: I recommend the Board approval the June Bills as presented.

Agenda – Consent Agenda

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Felicia Rouse
RE: Personnel Report
Date: 07.18.24

The following reflects the routine personnel actions taken since the last Board meeting.

Employment
Began Employment
- Elizabeth Wheeler, Occupational Therapy Assistant Program Director, started working on July 01, 2024.

Part-Time Ratifications
- Isabel Hawes, Assistant, Bookstore - $15 per hour

The following is a list of open positions reflected in the FY25 budget:
Vacancies
Full-Time
- Bookstore Manager
- Data Reporting Specialist
- Education Technology Coordinator
- Events Coordinator
- HCCTP Coordinator
- Human Resource Operations Specialist
- Massac County Administrative Support Specialist
- Nursing Simulation Coordinator & Student Success Coach
- Professional Tutor
- Small Business Development Center Advisor
- Small Business Development Center Coordinator
- Welding Instructor
- Workforce Training Specialist

Part-Time
- Assistant, Financial Aid

Other
The Department of Labor FLSA's new overtime rule affected two positions with a salary threshold of less than $43,888. On July 1, 2024, the positions were reclassified from Exempt to Non-Exempt.

- Amber Filbeck, Librarian
- Kenya Powell, ETS Academic Specialist

Recommendation: I recommend the Board ratify and accept the July Personnel Report as presented.

Agenda – Consent Agenda

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Jeff McGoy
RE: AY25 Student Handbook (sent separately)
Date: 07.18.24

Background: The 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.*"

Further, Administrative Policy *Student Rights and Responsibilities* 3400.20 states, "*It is the policy of the Board of Trustees to support the College policies that are included in the Student Handbook.*"

As such, the College's past-practice is to update the Student Handbook (Handbook) annually. The responsibility for managing activities related to the Handbook, is assigned to VP McGoy and the Student Affairs Leadership Team (SALT). After gaining broad input from a variety of stakeholders throughout the institution, SALT reviewed and updated the Handbook (*sent as a separate document*).

As noted throughout the Handbook, there are several items of general information that are pertinent for students including the College's mission, vision, philosophy, values and core competencies. Further, the Handbook contains specific policies, operating standards, guidelines, and contact information that students need to successfully navigate their academic pursuits

At this point VP McGoy recommends the adoption of the revised Handbook for the 2025Academic Year (AY25). VP McGoy and SALT certify the information contained is consistent with college policy and meets all State and Federal regulatory requirements.

Recommendation: I recommend the Board adopt the AY25 Student Handbook with an effective date commencing with the start of the Fall 2024 semester.

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Saints Foundation Agreement
Date: 07.18.24

Background: As you are aware, the College's relationship with the Saints Foundation is defined by a Memorandum of Understanding (MOU). This document was last updated in September 2020. Since that time, given the significant amount of change experienced by both organizations, a thorough review of this relationship was initiated about 18 months ago.

The Saints Foundation MOU has been thoroughly reviewed by Counsel Schneider, Tim Keller (Saints Foundation Legal Counsel) and myself. Here is a summary of the significant changes:

- Converted from a MOU to a formal Agreement.
- Responsibilities of both organizations was updated.
- The College's CFO (VP Clark) was added as an ex-officio member of the Foundation Board of Directors.
- The College's administrative support structure and support fee was clarified (i.e., all College employees are considered employees of the College …there are **NO** partial appointments).
- Clarified the Saints Foundation Executive Director is an employee of the Foundation (not the College).
- The College will pay for the Foundation's annual audit (the cost will be recaptured through the administrative fee).
- The Saints Foundation Board MUST get College Board approval before acquiring debt.
- The Saints Foundation Board will review their bylaws annually and provide the College with any significant changes made.
- The responsibilities related to the operation of the Cupboard (Food Pantry) was clarified.

Counsel Schneider and I will be available to answer your questions.

Recommendation: I recommend the Board approve the Saints Foundation Agreement as presented and authorize the President to execute the Agreement with the Saints Foundation.

Agenda – Consent Agenda

Agreement between
Shawnee Community College
and
Saints Foundation of Shawnee Community College

THIS AMENDED AND RESTATED AGREEMENT is entered into this ____ day of ___________, 20____, by and between the Shawnee Community College (College) and the Saints Foundation of Shawnee Community College (Foundation), a non-profit Illinois corporation created and operated for the benefit of the College. This Agreement supersedes any prior agreement or memorandum of understanding between the parties, including the September 8, 2020, memorandum of understanding;

WITNESSETH:

WHEREAS, the College is an educational institution created pursuant to 110 ILCS 805/ of the Illinois Community College Act; and

WHEREAS, the Foundation was organized and, incorporated on 02/01/18 under the laws of the State of Illinois and authorized under Section 501(c)(3) of the Federal Internal Revenue Code to operate as a non-profit corporation for the sole purpose of generating, receiving, holding, investing, managing, and allocating external/private funds from individuals, alumni, students, employees, parents, friends, corporations, foundations, social agencies, and others for the advancement, achievement, development, and benefit of the College As such, the Foundation is a legally separate, tax exempt component unit separate from the College; and

WHEREAS, the Foundation IS NOT designated as a community college auxiliary organization/enterprise described in 110 ILCS 805/3-31.1; and

WHEREAS, the Foundation's exists to raise and manage private resources supporting the mission and strategic priorities of the College, provide opportunities for students, and contribute to the institutional excellence of the College; and

WHEREAS, the Foundation assists the College by fostering a culture of philanthropy, fundraising, friend-raising, investment, fund management (including endowment fund management) of funds donated for the benefit of the College and/or students of the College and otherwise promoting and providing financial and other support for students, employees, and the College's strategic priorities and charitable purposes; to provide assistance to the College in all legal ways possible for the support and development of the College in its educational, cultural, social, civic, and professional endeavors and strategic priorities; and

WHEREAS, the Foundation is responsible for identifying and nurturing relationships with potential donors and other friends of the College; soliciting funds, securities, real, personal, and intellectual property, and other private resources for the support of the College; and acknowledging and stewarding such gifts in accordance with donor intent and fiduciary responsibility; and

WHEREAS, the College designates the Foundation as the repository of private gifts made in support of the College unless otherwise specified by the donor. The Foundation will have the right to endorse checks made out to the College that are intended as charitable gifts for the Foundation; and

WHEREAS, the parties hereto wish to enter into this Agreement to formalize the relationship between the parties in order to effectively coordinate activities aimed at achieving their respective purposes, comply with the requirements of Illinois Statutes, Illinois Community College Board Administrative Rules, and the Accreditation requirements of the Higher Learning Commission (HLC).

THEREFORE, in consideration of the mutual commitments and conditions herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1.0 RESPONSIBILITIES OF THE COLLEGE

As a part of this Agreement, the College acknowledges the following responsibilities and obligations during the effective term of this Agreement. The Foundation mutually agrees to College's responsibilities and obligations as set forth herein.

1.1 The College designates the Foundation as the repository of private gifts made in support of the College unless otherwise specified by the donor. The College recognizes the Foundation is a separate, private non-profit corporation with the authority to keep all records and data confidential, consistent with Illinois and Federal law. College and Foundation recognize and acknowledge that information may have to be disclosed in accordance with the law. Both the College and the Foundation will use their best efforts to maintain confidentiality when possible. The College recognizes the Foundation bears primary responsibility for fundraising, and College representatives will coordinate fundraising initiatives, including major gifts solicitations, with the Foundation.

1.2 The Board of Trustees, through the President of the College, are responsible for determining philanthropic goals, projects, resource requirements, strategic priorities and other needs of the College and will communicate these annually to the Foundation, so the Foundation might align its philanthropic efforts, programs, initiatives and campaigns with the needs of the College.

1.3 The College President will communicate with the Foundation on a regular basis to ensure effective coordination of Foundation efforts.

1.4 The College's President and Chief Financial Officer shall serve as an ex-officio non-voting members of the Foundation Board of Directors and shall assume prominent roles in the fundraising activities.

1.5 The Board of Trustees of the College may, if so desired, appoint a liaison from the College Board to serve as a non-voting member of the Foundation Board.

1.6 The College shall comply with its statutory authority to assign employees to assist the Foundation's Executive Director with the operation of the Foundation. These employees shall be and remain, for all purposes, employees of College and subject to all rights, responsibilities, duties and obligations of other College employees. As such, College employees assigned to the Foundation shall be subject to all applicable College policies, operating stardards, and rules. The College retains the right of supervision over these employees, and may modify or amend the job descriptions of these employees according to the needs of the College in satisfying this obligation to the Foundation. The job description of each employee so assigned is available for inspection by Foundation members at the College's Human Resources Department.

1.7 The College shall make available to the Foundation office space, equipment, supplies, utilities, hardware, software, technology support services, and other related resources for an administrative fee (to be negotiated annually prior to December) to the Foundation to assist the Foundation in fulfilling its mission and purpose. Such office space shall be located at the discretion of the President, and according to the needs of other employees of the College, and shall include, but not be limited to, utilities, janitorial service, security, facilities maintenance, furniture and fixtures, use of campus mail service, campus vehicles, telephone, other reasonable communication services, and other services as may be needed from time to time by the Foundation. The College shall also provide, as part of the administrative fee to the Foundation, access to other services provided by the College that include reasonable copying, public relations, marketing, social media support, website maintenance, event scheduling and related facilities and services.

1.8 Because Foundation resources are used substantially for the benefit of the College, the Illinois Community College Board legally considers the Foundation to be a component unit of the College. And, as such, the College's compliance with 110 ILCS 805/3-22.1 requires the Foundation participate in an annual audit. The College will pay for the Foundation's annual audit.

1.9 The College shall include the Foundation and the Foundation Executive Director as an active and prominent participant in strategic planning for the College.

1.10 The College shall follow and enforce any established policies of the Foundation provided to the College that support the Foundation's ability to respect the privacy and confidentiality of donor records and/or information when possible.

1.11 The College shall ensure that restricted gift funds and other private contributed resources are used in compliance with donor intent.

1.12 The College recognizes that the Foundation bears the majority responsibility for fundraising. College representatives will assist, when possible, with fundraising initiatives, including major gifts solicitations with the Foundation. The College will ensure that all athletic program and patron of the arts fundraising initiatives are coordinated with the Foundation.

1.13 The College President and other senior administrators of the College will work in conjunction with the leadership of the Foundation Board of Directors and the Foundation Executive Director to identify, cultivate, and solicit prospects for private gifts. When possible, the College shall promptly alert the Foundation Executive Director to prospective gifts, so each opportunity for enhancing gift potential and donor relations is fully utilized.

1.14 The College will make reasonable efforts to create an environment conducive to increasing levels of private support. The College shall cooperate with the Foundation in the development of the Foundation's fund-raising programs and campaigns as may reasonably be necessary for the successful conduct of fund-raising initiatives, programs and campaigns.

1.15 The College will ensure that the Food Pantry (The Cupboard) is operated in an appropriate manner, acceptable to the Foundation, while the Food Pantry is operating under the name of the Foundation. The College will hold harmless the Foundation from any liability related to the operation of the Food Pantry.

2.0 RESPONSIBILITIES OF THE FOUNDATION

As a part of this Agreement, Foundation acknowledges the following responsibilities and obligations during the effective term of this Agreement. The College mutually agrees to Foundation's responsibilities and obligations as set forth herein.

2.1 The Foundation shall maintain its status as a separately incorporated 501(C)(3) nonprofit organization created to raise, manage, distribute, and steward private resources to support the various priorities of the College system-wide. The Foundation shall conduct its activities in such a manner as to maintain its status as an independent, non-profit, tax exempt, charitable organization under state and federal tax laws.

2.2 The Foundation will consult with the College President and Board of Trustees before making any changes to its Bylaws that impact or relate to the Foundation's statutory mission, the College's accrediting status with the Higher Learning Commission ("HLC"), or the collaborative relationship between the Foundation and the College. The Foundation shall provide the College President with an advance copy of any amendments, additions, or deletions to the Foundation's Bylaws.

2.3 Any changes in the Foundation's articles of incorporation shall be consistent with, and not impair the Foundation's mission and purpose, nor risk the College's accreditation status with the HLC or the collaborative relationship between the Foundation and the College. The Foundation shall provide the College President with an advance copy of any such proposed amendments to Articles of Incorporation and a final copy once adopted.

2.4 In carrying out its mission, the Foundation shall through appropriate licensed agents, hold, raise, invest, manage, distribute, and endow funds and property for specific College purposes in accordance with the laws of the State of Illinois and any applicable federal laws. The Foundation is responsible for planning and executing comprehensive fundraising and donor acquisition programs in support of the strategic priorities identified by the College's Board of Trustees and communicated by the President. These programs include annual giving, major gifts, planned gifts, special projects, and other designated campaigns as appropriate. Such funds collected shall be used for educational, cultural, and excellence programs, college advancement, real estate and campus expansion, capital improvements including signage, educational infrastructure and equipment, and other innovation projects.

2.5 The Foundation is responsible for identifying, cultivating, and nurturing relationships with potential donors and other friends of the College, soliciting funds, gifts, securities, real and intellectual property, and other private resources for the support of College strategic priorities, and where appropriate, in the name of the Foundation, on behalf of the College. Correspondence, solicitations, activities and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation. The foregoing notwithstanding, the College may authorize the use of the College's name, trademarks and service marks for Foundation activities. The Foundation shall cease using said trademarks and service marks in the event of:

a. dissolution of Foundation;
b. termination of the MOU between the parties; or
c. the Foundation ceases to be 501(c)(3) non-profit corporation

2.6 The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts, consistent with donor requests.

2.7 The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly addresses the Foundation Board's fiduciary responsibilities, including expectations of individual directors based upon ethical guidelines and policies. The Foundation will apprise the College of significant changes made to the bylaws. Foundation shall annually provide College with the current bylaws then in effect. The bylaws shall be provided by no later than January 31 each year and if new bylaws are adopted, then a copy shall be provided to College within fourteen (14) days of being adopted by the Foundation.

2.8 The Foundation shall establish and enforce policies to identify and manage potential conflicts of interest and ensure that Foundation assets do not directly or indirectly unduly benefit any specific individual.

2.9 The Foundation will provide a copy of its policy/operating standards to the College annually, no later than January 31 of each year.

2.10 The Foundation is responsible for the employment, compensation, and evaluation of all its employees, including the Foundation Executive Director. The College President will be included as a prominent participant in discussion and decision making regarding the hiring, assessment, and termination of the Foundation Executive Director.

2.11 When reasonable to do so, the Foundation Executive Director and the College may collaborate in the joint hiring and evaluation of Foundation Employees/personnel.

2.12 For the purpose of creating a philanthropic and/or supportive social culture at the College, the Foundation may earmark a portion of its unrestricted funds to a discretionary fund for the College President and will either transfer those funds or reimburse appropriate Presidential expenditures. All such expenditures must comply with the IRS codes and be consistent with the Foundation mission. Funds earmarked may be used to reimburse College for expenses and costs incurred by the College for goods and/or services provided by the College for the direct benefit of the Foundation. Any reimbursements or payments made by Foundation to the College pursuant to this provision shall be documented by Foundation and such documentation shall be provided to College upon request by College. Any disclosure of documentation shall occur within seven (7) days of the request unless College and Foundation agree to a different timeframe.

2.13 The Foundation may create and maintain its own social media and marketing presence using their approved logo and posting information that is consistent with the mission of the Foundation. When it is beneficial to do so, both parties may collaborate on social media and marketing efforts.

2.14 The Foundation will be responsible for the promotion, selection, acknowledgement and management of external scholarships under the responsibility of the Foundation. The College will not promote external scholarships, scholarship donors or scholarship recipients without the prior approval of The Foundation.

2.15 The Foundation will allow the College to operate a Food Pantry (The Cupboard) under the name of The Foundation. The Foundation will monitor Food Pantry activity and its management and provide the College a thirty-day notice if approval is to be terminated.

Agenda – Consent Agenda

Fundraising

2.16 The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of the College.

2.17 The Foundation is responsible for planning and executing comprehensive fundraising and donor-acquisition programs in support of the strategic priorities identified by the College President and Board of Trustees. These programs may include annual giving, major gifts, planned gifts, employee giving, special projects, special events, and campaigns as appropriate.

2.18 The Foundation will establish, adhere to, and periodically assess its gift management and acceptance policies, especially in regard to gifts of real estate and other types of real property, and to follow the requirements of state and federal law.

2.19 The Foundation shall be responsible for acknowledging and stewarding gifts in accordance with donor intent and fiduciary responsibility. It will promptly acknowledge and issue receipts for all gifts. The Foundation shall not disclose donation amounts to the College Board of Trustees or any other entity or person unless express permission is given by the donor or required by law.

2.20 The Foundation shall obtain prior approval from the College before accepting any gift for the benefit of the College that contains restrictive terms or conditions. The Foundation will advise prospective donors that any such gift(s) are subject to the approval of the College under this Agreement.

2.21 With the approval of the President and agreement of the granting agencies, the Foundation may accept grants from state or federal agencies, where the participation, and or management of a grant serves the benefit of the College.

2.22 The Foundation shall establish and enforce policies to protect donor confidentiality and rights as allowed by law.

2.23 The Foundation Board of Directors retains their right to refuse any contribution, donation, or gift which comes from a source which, in the Foundation Board's determination, is not in concert with the Foundation's mission or its inherent legal, moral, and ethical standards.

Asset Management

2.24 Using appropriate licensed agents, the Foundation will receive, hold, manage, invest and disburse contributions of funds, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.

2.25 On a case-by-case basis, based on the asset secured, The Foundation and the College may enter into a license agreement, or other mutual arrangement, that is agreed to by both Boards.

2.26 The Foundation will establish internal controls and other enterprise risk management practices commensurate with its fiduciary responsibilities.

Agenda – Consent Agenda

Entrepreneurial Activities

2.27 The Foundation may explore current opportunities, including acquisition and management of real estate or personal property for the benefit of the College, for future allocation, transfer, or use.

2.28 The Foundation may engage in entrepreneurial activities for the College in such activities as purchasing, developing, or managing real estate for campus expansion, student housing, or participating in joint ventures that advance the mission of the College. It also may hold licensing agreements and other forms of intellectual property, borrow or engage in other activities to increase Foundation revenue with no direct connection to an institutional purpose.

FINANCES AND ADMINISTRATION

Transfer of Funds

2.29 The Foundation shall use sound fiscal and business principles, have internal controls in place, and follow generally accepted accounting operating standards which include:

a. Preparation of an annual operations budget;
b. No direct payments from Foundation to any College employee;
c. No acquisition of debt by Foundation without College Board of Trustees approval;
d. Maintaining records implementing and reflecting the intent of gift donors to the extent otherwise allowed herein.

2.30 The books, records, minutes, documents, and operating standards and practices of the Foundation relevant to or affecting this Agreement shall be subject to inspection by the College Board of Trustees, the College President, and the College's Auditor upon request.

2.31 The Foundation will transfer funds to the College entity it designates in compliance with applicable laws, College and Foundation policies, this Agreement and gift agreements.

2.32 The Foundation will disclose to the College any terms, conditions, or limitations imposed by gift donors or legal determinations relating thereto. The College will abide by such restrictions pursuant to law and provide appropriate documentation of its compliance.

2.33 The Foundation's expense disbursements on behalf of the College must be reasonable expenses that support the College, are consistent with donor intent, and do not conflict with the law.

2.34 All College requests for Foundation funds other than previously agreed disbursements and expense reimbursements must be submitted to The Foundation by the President or his or her designee.

2.35 The Foundation agrees to notify, coordinate with, and solicit the comments of the College President regarding all significant disbursements and expenditures planned by the Foundation on behalf of the College.

Funding

2.36 The Foundation Board, is responsible for establishing a financial plan to underwrite the cost of Foundation programs, operations, and services. The Foundation shall assume responsibility for the cost of its variable expenses, fund raising campaigns, and other projects, with the intention that all such activities shall be self-supporting. The Foundation will internally address any shortfalls of such projects and will not expect the College to cover same.

2.37 In consideration for the College's administrative support of Foundation activities and services, including, but not limited, to those enumerated in paragraph 1.7 of this Agreement, the Foundation will make payment to the College for fair and reasonable administrative fees to be negotiated annually by December of the preceding year pursuant to paragraph 1.7 herein.

2.38 The Foundation shall maintain, at its own expense, written record of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.

2.39 The Foundation will provide access to data and records to the College on a need-to-know basis in accordance with applicable laws, Foundation policies, and guidelines. The Foundation will provide copies of its annual report and other information that may be released publicly.

Additional Terms and Obligations of the Agreement

3.0 This Agreement is intended to set forth policies and operating standards that will contribute to the coordination of their mutual activities of the College and Foundation.

3.1 To ensure effective achievement of the terms of this Agreement, the College Board of Trustees and The Foundation Board of Directors shall hold periodic joint meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities. The College and Foundation will review and amend as necessary this agreement at least every four years.

3.2 Either party may, upon ninety (90) days prior written notice to the Chair of the College Board and Chair of The Foundation, may terminate this agreement. The party initiating termination of the agreement must act in good faith to provide an opportunity for a meeting to include College and Foundation officers and board chairs of both parties within thirty (30) days of initial written notice of intention to terminate the Agreement.

Notwithstanding the forgoing, either party may terminate this Agreement in the event the other party defaults in the performance of its obligations and fails to cure the default within sixty (60) days after receiving written show cause notice to the Chief Executive of the defaulting party.

Should the College choose to terminate this Agreement, The Foundation may require the College to pay, within one hundred and eighty (180) days of written notice, all debt incurred by the Foundation on the College's behalf that has been approved in writing by the College, including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives. Should the Foundation choose to terminate this Agreement, the College may require the Foundation to pay debt it holds on behalf of the Foundation in like manner.

3.3 It is the intent of the Foundation to exist perpetually. In the event of dissolution of the Foundation, either voluntarily or involuntarily, all assets and property which remain after the discharge of the Foundation's liabilities and unless otherwise designated by the donor, shall be paid over or distributed by the Foundation Board of Directors directly to the College or to any other non-profit corporation or corporations organized to support the College, and shall be used or distributed for no other object or purpose whatsoever; provided however, that such organization must be exempt from federal income taxes under Section 501(d)(3) and 170(c)(2) of the IRS Code of 1954 or as amended, and be an associated entity approved by the College.

3.4 All notices provided for or associated with this Agreement shall be in writing and shall be given by certified letter, facsimile (with subsequent confirmation), or overnight courier service and shall be deemed received upon receipt. All notices provided for in this MOU shall be addressed to the parties as follows:

TO COLLEGE:
Shawnee Community College
Attn: President's Office
8364 Shawnee College Road
Ullin, IL, 62992
Fax: 618-634-3296

TO FOUNDATION
Saints Foundation of Shawnee Community College
Attn: Chairperson of the Board
8364 Shawnee College Road
Ullin, IL, 62992
Fax: 618-634-3300

3.5 This Agreement shall be construed under and governed by the laws of the State of Illinois. As to any amounts that are owed by the College or Foundation pursuant to this Agreement that there is a dispute over, the Parties will use good faith efforts to collaboratively resolve any disputes regarding any financial obligations or breach thereof that pertain to this Agreement. If the dispute cannot be resolved, or is otherwise not cured within thirty (30) days after the demand for payment is made by the College or the Foundation, then either party may pursue legal recourse in the Circuit Court of Pulaski County, Illinois, to collect what is outstanding and owed. In the event of such lawsuit, the prevailing party may recover its reasonable attorney fees and Court costs in addition to the amounts that are owed. For purposes of this Agreement, "prevailing party" shall mean the party that obtains substantially the relief sought.

3.6 This Agreement constitutes the entire agreement between the parties and any previous agreements, discussions or understanding are merged herein and of no legal effect. Modifications, amendments or additions to this Agreement must be in writing and signed by both parties to be effective. Inaction or failure to demand strict performance of the terms hereof shall not be deemed a waiver of any provision of this Agreement. Each party represents that it has the authority to execute this Agreement, to enter into the transactions contemplated by this Agreement and to perform its obligations under this Agreement

3.7 If any term, promise or condition of this Agreement shall, to any extent, be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each term, promise, or condition of this Agreement shall be valid and be enforced to the fullest extent permitted by law as long as doing so does not distort or compromise the underlying central purposes and objectives of the Agreement.

3.8 Except as otherwise provided herein, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns

IN WITNESS WHEREFORE, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

______________________________	______________________________
Chair, College Board of Trustees	Chair, Saints Foundation Board of Directors
____________________	____________________
Date	Date
______________________________	______________________________
President, Shawnee Community College	Executive Director, Saints Foundation
____________________	____________________
Date	Date

Agenda – Consent Agenda

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Athletic Insurance Renewal
Date: 07.18.24

Background: The College's athletic insurance coverage is set to expire on 08.15.24. As such, the College enlisted the services of Bushue Human Resources, Inc. (BHR) to identify renewal options. The attached letter from BHR outlines their recommendation.

Highlights include: ·

- Ramza Insurance Agency proposed a **blanket** student athlete insurance policy, to be serviced by Zurich as the carrier, in the amount of $22,900.
- Ramza Insurance Agency proposed a **catastrophic** student athlete insurance policy, to be serviced by Zurich as the carrier, in the amount of $5,433.

These proposals provide the same coverage limits and deductibles per occurrence as last year's policies. The total cost for both policies is $28,333, which is a reduction of cost in the amount of $11,595 from last year.

Recommendation-1: I recommend the Board approve the blanket athletic insurance proposal from Ramza Insurance Agency, with Zurich as the insurance carrier, in the amount of $22,900 and authorize the President to execute the agreement.

Recommendation-2: I recommend the Board approve the catastrophic athletic insurance proposal from Ramza Insurance Agency, with Zurich as the insurance carrier, in the amount of $5,433 and authorize the President to execute the agreement.

Agenda – Consent Agenda

BUSHUE HR INC.

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

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

July 10, 2024

Shawnee Community College District #531
8364 Shawnee College Road
Ullin, IL 62992
Attention: Mr. Chris Clark

Dear Mr. Clark,

RE: BLANKET AND CATASTROPHIC STUDENT ATHLETE

The attached summary illustrates the expiring and renewal coverages with the current insurance carriers, Zurich through Insurance Benefit Services Group from Mounds, IL and Zurich through Ramza Insurance Group from Streator, IL.

After reviewing the options provided, the renewal proposals presented through Zurich with the same coverage Limits and Deductibles Per Occurrence would be the most advantageous for the College to consider. If the College were to approve the renewal for both the Blanket & Catastrophic Student Athlete coverages, the College will receive a savings in premium in the amount of $11,595.

We appreciate the opportunity to serve the College. If you have any questions, please feel free to contact our office.

Respectfully,

Travis J. Bushue
President, Bushue HR, Inc.

KND

Agenda – Consent Agenda

Shawnee Community College District #531 - Renewal Date: 08/15/2024

Blanket Student Athlete Renewal Form

Insurance Agency Name	**Insurance Benefit Services Group**	**Insurance Benefit Services Group**	**Insurance Benefit Services Group**	**Insurance Benefit Services Group**	**Insurance Benefit Services Group**
Insurance Carrier Name	**Zurich**	**Zurich**	**Berkley Life & Health**	**Guarantee Trust Life**	**Hartford Fire Insurance**
Blanket Student Athlete	**Current**	**Renewal**	**Alternate Proposal**	**Alternate Proposal**	**Alternate Proposal**
Limit of Insurance	25,000	25,000	25,000	25,000	25,000
Coinsurance	100%	100%	100%	100%	100%
Deductible Per Occurrence	0	0	0	0	0
Total Blanket Student Athlete Premium	$34,495.00	$22,900.00	$22,902.00	$25,179.00	$32,770.00
Is this Insurance Primary?	No - Excess	No - Excess	No - Excess	No - Excess	No - Excess
Is the Student Athlete Insurance School Time Coverage Only?	No	No	No	No	No
If no, please explain the coverage time.	When Authorized, Organized, Supervised By An Official Representative of Applicant; Traveling To and From	When Authorized, Organized, Supervised By An Official Representative of Applicant; Traveling To and From	When Authorized, Organized, Supervised By An Official Representative of Applicant; Traveling To and From	When Authorized, Organized, Supervised By An Official Representative of Applicant; Traveling To and From	When Authorized, Organized, Supervised By An Official Representative of Applicant; Traveling To and From
If School Time Coverage Only, please define School Time.	N/A	N/A	N/A	N/A	N/A
Does this Insurance cover Student Athletes for Football?	No	No	No	No	No
Does this Insurance cover Summer Sports Activities?	Yes - For Authorized Sports	Yes - For Authorized Sports	Yes - For Authorized Sports	Yes - For Authorized Sports	Yes - For Authorized Sports
Does this Insurance cover Student Athletes for activities that start before the actual School year begins?	Yes - For Authorized Sports	Yes - For Authorized Sports	Yes - For Authorized Sports	Yes - For Authorized Sports	Yes - For Authorized Sports

Shawnee Community College District #531 - Renewal Date: 08/15/2024

Catastrophic Student Athlete Renewal Form

Insurance Agency Name	**Ramza Insurance Group**	**Ramza Insurance Group**	**Ramza Insurance Group**	**Ramza Insurance Group**
Insurance Carrier Name	**Zurich**	**Zurich**	**Zurich**	**Zurich**
Catastrophic Student Athlete	**Current**	**Renewal**	**Alternate Proposal**	**Alternate Proposal**
Medical Maximum Per Accident	5,000,000	5,000,000	5,000,000	5,000,000
Deductible Per Occurrence	25,000	25,000	35,000	50,000
Benefit Period	Ten (10) Years	Ten (10) Years	Ten (10) Years	Ten (10) Years
Total Catastrophic Student Athlete Premium	$5,433.00	$5,433.00	$4,618.00	$3,532.00
Is this Insurance Primary?	No	No	No	No
Is the Student Athlete Insurance School Time Coverage Only?	Yes	Yes	Yes	Yes
If no, please explain the coverage time.	N/A	N/A	N/A	N/A
If School Time Coverage Only, please define School Time.	Baseball, Softball, Basketball, & Volleyball Only	Baseball, Softball, Basketball, & Volleyball Only	Baseball, Softball, Basketball, & Volleyball Only	Baseball, Softball, Basketball, & Volleyball Only
Does this Insurance cover Student Athletes for Football?	No	No	No	No
Does this Insurance cover Summer Sports Activities?	Yes	Yes	Yes	Yes
Does this Insurance cover Student Athletes for activities that start before the actual School year begins?	Yes	Yes	Yes	Yes

Agenda – Consent Agenda

Shawnee Community College District #531 - Renewal Date: 08/15/2024

Totals

Insurance Agency Name	Insurance Benefit Services Group / Ramza Insurance Group	Insurance Benefit Services Group / Ramza Insurance Group
Insurance Carrier Name	Zurich / Zurich	Zurich / Zurich
Coverage	Current	Renewal
Blanket Student Athlete	34,495.00	22,900.00
Catastrophic Student Athlete	5,433.00	5,433.00
Total Premium	$39,928.00	$28,333.00
Savings		11,595.00
Percentage of Increase		-29.04%

For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided.
This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies,
please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages
or limits are not correct, inadequate, please let us know.

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Shared Governance – Administrative Update
Date: 07.18.24

Background: As noted in bullet #4 (under the Leadership Heading) of the *President Accountability* (B2002) policy, the President is required to communicate, as points of information, to the Board when the College changes any administrative policy, rule, guideline, and/or operating standard.

To that end, the following new policies and operating standards were recommended by the Executive Council on June 27, 2024, and approved by the President.

Policies

- A5200 Procurement Excellence
- A5500 Asset Stewardship
- A6100 Infrastructure Quality
- A7300 Ethical Use of Facility Resources

Operating Standards

- A5200.00 Expenditure Authorization

Please direct any questions about these policies and operating standard to me.

Recommendation: None

Agenda –Shared Governance

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Sabrina Black
RE: Presentation – SENSE Survey
Date: 07.18.24

Background: To get a more complete understanding of our student's needs and experiences, the College engages with the University of Texas College of Education (through an entity known as CCCSE) to conduct a survey called *Survey of Entering Student Engagement* (SENSE). This nationally recognized survey is designed to collect data about the experiences of **new** students in two-year colleges. Specifically, the primary purposes of the SENSE are to:

1. Understand student experiences - focusing on factors that affect success and engagement.
2. Improve retention and success – identifying areas where we can expand support for new students.
3. Inform operational practice – particularly those related to the onboarding and support of new students.
4. Benchmark and compare data in ways that identify best practice, inform future policy, and lead to effective strategies for improvement.
5. Foster a supportive environment – leading to higher levels of student satisfaction and academic achievement.

Although this survey could be completed annually, the College chooses (for a variety of reasons) to offer this survey to students on a biannual basis (e.g., the fall term of odd numbered years). The SENSE is administered between the 4th and 5th weeks of the fall semester. Consistent with this timeline, the College offered the survey to our student during the fall 2023 semester.

The interim Executive Director of Institutional Effectiveness, Sabrina Black, will provide you with the College's results from the fall 2023 survey.

Recommendation: I recommend you review the SENSE data presented and direct any questions or future directives to Ms. Black or myself.

Agenda –SENSE Survey

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Sabrina Black
RE: Facilities Master Plan Survey Results
Date: 07.18.24

Background: In pursuit of strategic initiative G4O8SB, the Board authorized the hire of Gordian (of Greenville, South Carolina) to conduct a Facilities Condition Assessment (FCA) of all College owned property at the 09.06.22 regular Board meeting.

To remind the Board, the purpose of an FCA (according to the Association of Physical Plan Administrators -a best practice organization) is to:

- Verify accuracy and reliability of a space inventory.
- Provide an inspection of all facilities identifying physical and functional deficiencies.
- Assist in defining regular & preventive maintenance requirements.
- Develop metrics for performance measures, e.g., Facilities Condition Index (FCI) and Facilities Quality Index (FQI).
- Define capital renewal and replacement projects to reduce deferred maintenance backlog.
- Eliminate conditions that are either potentially damaging to property or present safety hazards.
- Identify energy conservation and sustainability measures.
- Inventory accessibility and disabled persons requirement.
- Develop cost estimates and schedules to correct deficiencies and for capital renewal or replacement, and renovation or modernization projects.

To that end, the services of Cordogan Clark Architects were secured to provide architectural and planning services in the development of a ten-year master plan. In support of that development, all District stakeholders were asked to complete a survey. A summary of those results is ***distributed separately.*** These will also be shared with Cordogan Clark and included in a presentation to be delivered by them at our regular August board meeting.

Recommendation: None

Agenda -Facility Master Plan

Executive Summary - Facilities Master Plan survey

The Facilities Master Plan survey results from four stakeholder groups thus Faculty/Staff, Board of Trustees (BOT), the Community, and Students highlight a unified vision for Shawnee Community College (SCC) focused on facilities improvement, technological advancements, and enhanced services. All groups emphasize the need for modern, technology-enhanced facilities, including new buildings for workforce training and a technology center to support distance learning and virtual learning environments. There is also a significant demand for student housing options, renovating the library and enhancing extension centers, especially the Johnson County Extension Center.

Supporting the rural community emerged as a critical priority, with stakeholders calling for increased community services such as mobile dental and eye care units, mobile cosmetology and automotive services, expanded childcare, and enhanced tutoring for K-12 students. Additionally, there is a strong demand for new programs, particularly in allied health and human services, career and technical education (CTE), and the arts. Specific suggestions include respiratory therapy, underwater welding, renewable energies, and bringing back arts programs like photography, videography and studio art courses. The importance of sports and recreation was also highlighted, with calls for adding new sports programs, hosting multiple sports events throughout the year and upgrading existing sports facilities.

Flexible and accessible services, such as increased availability of online courses and transportation options for students, were identified as crucial for meeting the needs of both traditional and non-traditional students. The surveys also stressed the importance of community engagement, with suggestions for more public events and stronger relationships with local high schools. Overall, the feedback reflects a clear vision for SCC's future as a technologically advanced, community-centric institution that offers a diverse range of programs and services to support its students and the wider community.

OVERALL THEMES (In order of the number of responses):

- Identify location options in Johnson County that will allow for the expansion of programs (most responses of a single item)
- Increase the use of facilities by community
- Upgrade sports facilities
- Additional housing options for students
- Workforce training facilities to increase credentialing and workforce training
- Design flexible facilities and technology options to host multiple CTE and academic programs
- Integrate VR/AI/simulation learning into programs including CTE

Agenda –Facility Master Plan

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: FY25 Budget Update
Date: 07.18.24

Background: At the June 20, 2024 Board Meeting, the FY25 Tentative Budget was approved for public inspection with a budget hearing scheduled for August 15, 2024. Since that time, changes have been made and are noted in a change log.

Those changes are mainly due to adjustments that include ACTUAL FY24 ending balances, ICCB modified allocations received in late June, and also reflects the Fund Balance transfers recommended by the Board Finance Committee.

Any questions can be directed to CFO Clark or to myself.

Recommendation: I recommend the Board accept the REVISED FY25 tentative budget and authorize the President to repost for public inspections.

Agenda –FY25 Budget

Account Number	Title	Original		Difference		Updated		Reason
		Debit	Credit	Debit	Credit	Debit	Credit	
01-0-00-0000-421000	General : ICCB Credit Hour Grant	-	1,017,537.00	67,641.00		-	949,896.00	Received final numbers
01-0-00-0000-422000	General : ICCB Equalization Grant		3,154,756.00	39,636.00		-	3,115,120.00	Received final numbers
01-0-00-0000-423000	ICCB Career & Tech Ed Formula		116,852.00		2,113.00	-	118,965.00	Received final numbers
01-0-00-0000-440120	Tuition Resident Fall		1,868,256.00		12,761.00	-	1,881,017.00	Received final numbers
01-0-00-0000-440130	Tuition Resident Spring		2,050,722.00	35,636.00	-	-	2,015,086.00	Received final numbers
01-0-00-0000-440220	Tuition Out of Dist Fall	-	180,173.00		1,346.00	-	181,519.00	Received final numbers
01-0-00-0000-440230	Tuition Out of Dist Spring	-	180,225.00	40,199.00	-	-	140,026.00	Received final numbers
01-0-00-0000-440320	Tuition Out of State Fall	-	105,315.00		1,020.00	-	106,335.00	Received final numbers
01-0-00-0000-440330	Tuition Out of State Spring	-	94,290.00	-	8,348.00	-	102,638.00	Received final numbers
01-0-00-0000-441000	Lab Fees	-	307,000.00	8,368.00	-	-	298,632.00	Received final numbers
01-0-00-0000-441300	Nursing Testing Lab Fees	-	60,000.00	8,368.00	-	-	51,632.00	Received final numbers
01-0-00-0000-441400	Technology Fees	-	372,654.00	810.00	-	-	371,844.00	Received final numbers
01-0-00-0000-441500	Insurance Fees	-	3,991.00	-	33.00	-	4,024.00	Received final numbers
01-0-00-0000-441900	Transcript Fees	-	4,271.00	-	114.00	-	4,385.00	Received final numbers
01-0-00-0000-441920	CPR Fees	-	23,095.00	-	5,617.00	-	28,712.00	Received final numbers
01-0-00-0000-441930	Nurse Entrance Exam Fees	-	6,263.00	-	2,841.00	-	9,104.00	Received final numbers
01-0-00-0000-454010	Traffic Safety Seminars	-	46,052.00	-	2,724.00	-	48,776.00	Received final numbers
01-0-00-0000-454030	Community Service Revenues	-	5,850.00	-	689.00	-	6,539.00	Received final numbers
01-0-00-0000-459000	Other Sales & Services Fees	-	5,109.00	589.00		-	4,520.00	Received final numbers
01-0-00-0000-459010	Other Testing Fees	-	3,205.00	-	482.00	-	3,687.00	Received final numbers
01-0-00-0000-459030	Automotive Revenue	-	1,650.00	1,650.00	-	-	-	Received final numbers
01-0-00-0000-459031	Automotive Taxable Revenue	-	-		2,825.00	-	2,825.00	Received final numbers
01-0-00-0000-491010	Student ID Replacement Fees	-	300.00	300.00		-	-	Received final numbers
01-0-00-0000-491020	LRC Fines	-	300.00	300.00		-	-	Received final numbers
01-0-00-0000-491040	Unreturned/Damaged Equip Fee	-	15,000.00	9,600.00		-	5,400.00	Received final numbers
01-0-00-0000-499000	Miscellaneous Revenue	-	40,000.00		21,017.00	-	61,017.00	Received final numbers
01-0-00-0000-499010	Collection of Old Debt	-	15,000.00	11,521.00	-	-	3,479.00	Received final numbers
01-0-00-0000-499030	Administrative Revenue Grants	-	50,000.00	-	58,516.00	-	108,516.00	Received final numbers
01-0-00-0000-499040	Soda Commissions	-	4,000.00	-	1,748.00	-	5,748.00	Received final numbers
01-0-11-1011-513010	Psychology : Teaching Faculty FT	113,137.00		14,260.00		127,397.00	-	Correct salary of new hire included
01-0-11-1011-521010	Psychology : Medical	-		11,119.00		11,119.00	-	Correct salary of new hire included
01-0-11-1011-521040	Psychology : Life Insurance	-		105.00		105.00	-	Correct salary of new hire included

Agenda –FY25 Budget

01-0-11-1011-528000	Psychology: Retirement Health Insur	452.00		631.00		1,083.00	-	Correct salary of new hire included
01-0-11-1012-513010	Teaching Faculty FT	79,717.00		7,723.00		87,440.00	-	Correct salary of new hire included
01-0-11-1012-521010	Medical	678.00		65.00		743.00	-	Correct salary of new hire included
01-0-11-1104-513010	Biology : Teaching Faculty FT	255,335.00			15,958.00	239,377.00	-	Correct salary of new hire included
01-0-11-1104-521010	Biology : Medical	27,546.00			2,001.00	25,545.00	-	Correct salary of new hire included
01-0-11-1104-521040	Biology : Life Insurance	206.00			12.00	194.00	-	Correct salary of new hire included
01-0-11-1104-528000	Biology : Retirement Health Insuranc	2,107.00			69.00	2,038.00	-	Correct salary of new hire included
01-0-11-1105-513010	Chemistry : Teaching Faculty FT	64,340.00			13,881.00	50,459.00	-	Correct salary of new hire included
01-0-11-1105-521010	Chemistry : Medical	8,059.00			1,779.00	6,280.00	-	Correct salary of new hire included
01-0-11-1105-521040	Chemistry : Life Insurance	50.00			11.00	39.00	-	Correct salary of new hire included
01-0-11-1105-528000	Chemistry : Retirement Health Insura	547.00			118.00	429.00	-	Correct salary of new hire included
01-0-11-1307-513010	Health : Teaching Faculty FT	35,534.00			5,206.00	30,328.00	-	Correct salary of new hire included
01-0-11-1307-521010	Health : Medical	4,447.00			667.00	3,780.00	-	Correct salary of new hire included
01-0-11-1307-521040	Health : Life Insurance	26.00			4.00	22.00	-	Correct salary of new hire included
01-0-11-1307-528000	Health : Retirement Health Insurance	302.00			44.00	258.00	-	Correct salary of new hire included
01-0-11-1314-513010	Physical Education : Teaching Facult	17,423.00		697.00		18,120.00	-	Correct salary of new hire included
01-0-13-1507-513010	Computer Systems : Teaching Facult	28,500.00			28,500.00	-	-	Correct salary of new hire included
01-0-13-1507-521010	Computer Systems : Medical	7,561.00			7,561.00	-	-	Correct salary of new hire included
01-0-13-1507-521040	Computer Systems : Life Insurance	110.00			110.00	-	-	Correct salary of new hire included
01-0-13-1507-528000	Computer Systems : Retirement Hea	242.00			242.00	-	-	Correct salary of new hire included
01-0-13-1511-513010	Truck Driving : Teaching Faculty FT	100,486.00		1,760.00		102,246.00	-	Correct calculation
01-0-13-1511-528000	Truck Driving : Retirement Health Ins	974.00		15.00		989.00	-	Correct calculation
01-0-23-2102-521010	Educational Technology : Medical	10,032.00		1,087.00		11,119.00	-	Correct calculation
01-0-28-2800-511000	Dean of Allied Health&Nursing : Adm	93,583.00		34,702.00		128,285.00	-	Correct calculation
01-0-28-2800-515000	Dean of Allied Health&Nursing : Acad	20,000.00			20,000.00	-	-	Correct calculation
01-0-28-2800-521010	Dean of Allied Health&Nursing : Med	21,681.00		4,448.00		26,129.00	-	Correct calculation
01-0-28-2800-521040	Dean of Allied Health&Nursing : Life	174.00		26.00		200.00	-	Correct calculation
01-0-28-2800-528000	Dean of Allied Health&Nursing : Reti	1,859.00		26.00		1,885.00	-	Correct calculation
01-0-28-2801-521010	Dean of Career & Tech Programs : M	17,790.00			778.00	17,012.00	-	Correct calculation
01-0-28-2801-521040	Dean of Career & Tech Programs : L	105.00			5.00	100.00	-	Correct calculation
01-0-28-2801-528000	Dean of Career & Tech Programs : R	891.00			51.00	840.00	-	Correct calculation
01-0-28-2803-511000	HS Partnership & Pathways : Adminis	55,019.00		331.00		55,350.00	-	Correct calculation
01-0-28-2803-513030	HS Partnership & Pathways : Teachi	9,117.00				9,117.00	-	Correct salary of new hire included
01-0-28-2803-521010	HS Partnership & Pathways : Medica	11,119.00			2,002.00	9,117.00	-	Correct salary of new hire included

01-0-28-2803-521040	HS Partnership & Pathways : Life Ins	66.00			12.00	54.00	-	Correct salary of new hire included
01-0-28-2803-528000	HS Partnership & Pathways : Retiren	574.00			104.00	470.00	-	Correct salary of new hire included
01-0-34-3003-528000	Financial Aid : Retirement Health Ins	1,289.00		14.00		1,303.00	-	Correct calculation
01-0-49-1605-511000	Comm Srvc/Bus Ind Train & Dev : Ad	55,000.00			44,000.00	11,000.00	-	Other slary moved to different fund
01-0-49-1605-521040	Comm Srvc/Bus Ind Train & Dev : Lif	66.00			53.00	13.00	-	Correct calculation
01-0-49-1605-528000	Comm Srvc/Bus Ind Train & Dev : Re	468.00			374.00	94.00	-	Correct calculation
01-0-49-1606-511000	Traffic Safety Training : Administrativ	-		10,500.00		10,500.00	-	Correct calculation
01-0-81-8100-521010	Executive Office : Medical	29,807.00			5,559.00	24,248.00	-	Correct calculation
01-0-81-8100-521040	Executive Office : Life Insurance	197.00			33.00	164.00	-	Correct calculation
01-0-81-8100-528000	Executive Office : Retirement Health	2,320.00			228.00	2,092.00	-	Correct calculation
01-0-81-8100-600000	Executive Office : Contingency	-		20,000.00		20,000.00	-	Added contengency
01-0-81-8108-528000	VP of Academic Affairs : Retirement	1,590.00		38.00		1,628.00	-	Correct calculation
01-0-81-8109-511000	VP of Student Services : Administrati	90,535.00		3,325.00		93,860.00	-	Correct calculation
01-0-81-8109-521040	VP of Student Services : Life Insuran	131.00			10.00	121.00	-	Correct calculation
01-0-81-8109-528000	VP of Student Services : Retirement	1,074.00		29.00		1,103.00	-	Correct calculation
01-0-81-8109-544020	VP of Student Services : Computer Software			6,200.00		6,200.00	-	Adjusted for updated costs
01-0-81-8109-551000	VP of Student Services : Conference & Meeting			2,500.00		2,500.00	-	Adjusted for updated costs
01-0-81-8109-552000	VP of Student Services : Travel-In State			3,500.00		3,500.00	-	Adjusted for updated costs
01-0-81-8109-553000	VP of Student Services : Travel Out-of-State			1,500.00		1,500.00	-	Adjusted for updated costs
01-0-82-8200-521010	CFO : Medical	16,062.00			1,000.00	15,062.00	-	Correct calculation
01-0-84-8202-521010	Human Resources : Medical	18,890.00		11,118.00		30,008.00	-	Correct calculation
01-0-84-8202-521040	Human Resources : Life Insurance	138.00		65.00		203.00	-	Correct calculation
01-0-84-8202-528000	Human Resources : Retirement Heal	1,200.00		382.00		1,582.00	-	Correct calculation
01-0-87-8101-512000	Institutional Research : Professional	91,920.00		6,906.00		98,826.00	-	Correct calculation
01-0-87-8101-521010	Institutional Research : Medical	22,994.00		11,119.00		34,113.00	-	Correct calculation
01-0-87-8101-521040	Institutional Research : Life Insuranc	138.00		65.00		203.00	-	Correct calculation
01-0-87-8101-528000	Institutional Research : Retirement H	1,085.00		351.00		1,436.00	-	Correct calculation
01-0-89-8301-521010	Foundation : Medical	-		5,559.00		5,559.00	-	Correct calculation
01-0-89-8301-521040	Foundation : Life Insurance	-		33.00		33.00	-	Correct calculation
01-0-89-8301-528000	Foundation : Retirement Health Insur	-		228.00		228.00	-	Correct calculation
01-0-91-0000-592000	Student Scholarships	318,000.00			88,559.00	229,441.00	-	Correct calculation
01-0-92-0000-591210	Other State Mand Waivers Sum			1,257.00		1,257.00	-	Correct calculation
01-2-49-3202-516015	Metro Extension Center : Clerical Sta	35,000.00			35,000.00	-	-	Correct calculation
02-0-00-0000-411000	Current Taxes	-	694,878.00	-	19,039.00	-	713,917.00	Correct calculation

Agenda –FY25 Budget

02-0-00-0000-421000	General : ICCB Credit Hour Grant		436,087.00	28,989.00		-	407,098.00	Correct calculation
02-0-00-0000-499000	Miscellaneous Revenue				25,000.00	-	25,000.00	Correct calculation
02-0-71-7000-517000	Maintenance : Maintenance Staff FT	182,057.00			17,164.00	164,893.00	-	Correct calculation
05-0-62-8205-528000	Bookstore : Retirement Health Insura	392.00		364.00		756.00	-	Correct calculation
12-0-00-0000-511000	General : Administrative FT	99,273.00		2,059.00		101,332.00	-	Correct calculation
12-0-00-0000-513010	General : Teaching Faculty FT	6,472.00		-	6,472.00	-	-	Correct calculation
12-0-00-0000-515000	General : Academic Support Staff FT	4,739.00			539.00	4,200.00	-	Correct calculation
12-0-00-0000-517000	General : Maintenance Staff FT	17,456.00		8.00		17,464.00	-	Correct calculation
12-0-00-0000-521010	General : Medical	14,119.00			576.00	13,543.00	-	Correct calculation
12-0-00-0000-521040	General : Life Insurance	120.00			7.00	113.00	-	Correct calculation
12-0-00-0000-525000	General : Medicare	105,000.00		25,000.00		130,000.00	-	Correct calculation
12-0-00-0000-528000	General : Retirement Health Insuranc	988.00		90.00		1,078.00	-	Correct calculation
12-0-00-0000-565000	General : General Insurance	460,000.00			11,595.00	448,405.00	-	Correct calculation
01-0-00-0000-711000	General: Transfer to Other Funds	-		500,000.00		500,000.00	-	Correct calculation
02-0-00-0000-711000	General: Transfer to Other Funds	-		1,000,000.00		1,000,000.00	-	Correct calculation

Agenda –FY25 Budget

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Felicia Rouse
RE: Human Resources Software Purchase
Date: 07.18.24

Background: One of the new strategic plan initiatives (G3O5SF) is aimed at increasing the operational capacity of the College's Human Resource (HR) processes. As part of that initiative, NEOGOV is a human resources management software aimed at transforming the recruitment, onboarding, and performance management of employees. The software will eliminate the burden of managing multiple systems during the hiring process with a centralized online platform. The software is designed for the specific needs of educational institutions and their compliance requirements.

A demonstration of the software was presented to Dwayne Fehrenbacher, Director of Information Technology; Jonathan Van Meter, Computer Services Specialist; Karen McGoy, Payroll Specialist; and Felicia Rouse, Executive Director of Human Resources. Information Technology did not foresee any issues with the implementation or integration of the software with the Ellucian (Colleague) ERP system. NEOGOV is a component of the Colleague system.

In addition, the Team chose to work with ICCTA for the purpose of surveying other institutions within the State to see what other options might be available. A total of 18 colleges/districts responded to the quick survey. The results suggest that many of the colleges are using multiple software systems for their HR needs. Further, NEOGOV is used more often with colleges that utilize Ellucian (Colleague). Some College's use services like Paycor, PeopleSoft, and PeopleAdmin. These organizations were contacted for demonstrations but these systems are designed for ERP's other than Ellucian (Colleague) system.

Since NEOGOV appears to be the College's best option for software that integrates with Ellucian (Colleague), the Team sought a quote. The quote provided (attached) requires the College to make three-year subscription commitment. A summary of the costs by FY are:

FY25 – Year 1 $29,311.20 – subscription
FY25 – Year 1 $22,309.00 – setup
INITIAL PAYMENT $51,620.20
FY26 – Year 2 $39,081.60 – subscription
FY27 – Year 3 $51,294.60 – subscription
TOTAL COST $141,996.40

Recommendation: I recommend the Board approve the purchase of NEOGOV Human Resources software subscription pricing listed above (initial payment for FY25 $51,620.20) and authorize the President to execute the purchase process.

Agenda –HR Software

Exhibit A
Order Form

NEOGOV

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Cedric Marshall

Customer:

Shawnee Community College (IL)
8364 Shawnee College Road
Ullin, IL 62992
USA

Quote Valid From: 3/20/2024
Quote Valid To: 7/31/2024

Quote Number: Q-15371
PaymentTerms: Annual,Net 30
Subscription Term in Months: 36

Employee Count: 150
Order Summary

Year 1

Service Description	Start Date	End Date	Term Price (USD)
Insight Subscription			$4,432.20
Onboard Subscription			$3,877.80
Perform Subscription			$6,648.00
Learn Subscription			$8,421.00
Position Import Subscription			$2,083.80
Single Sign On Subscription			$763.80
Employee Import Subscription			$2,083.80
New Hire Export (IN+ON Data) Subscription			$1,000.80
SchoolJobs.com Institution Free Subscription			$0.00
		Year 1 TOTAL:	$29,311.20

Year 2

Service Description	Start Date	End Date	Term Price (USD)
Insight Subscription			$5,909.60

Service Description	Start Date	End Date	Term Price (USD)
Onboard Subscription			$5,170.40
Perform Subscription			$8,864.00
Learn Subscription			$11,228.00
Position Import Subscription			$2,778.40
Single Sign On Subscription			$1,018.40
Employee Import Subscription			$2,778.40
New Hire Export (IN+ON Data) Subscription			$1,334.40
SchoolJobs.com Institution Free Subscription			$0.00
		Year 2 TOTAL:	$39,081.60

Year 3

Service Description	Start Date	End Date	Term Price (USD)
Insight Subscription			$7,756.35
Onboard Subscription			$6,786.15
Perform Subscription			$11,634.00
Learn Subscription			$14,736.75
Position Import Subscription			$3,646.65
Single Sign On Subscription			$1,336.65
Employee Import Subscription			$3,646.65
New Hire Export (IN+ON Data) Subscription			$1,751.40
SchoolJobs.com Institution Free Subscription			$0.00
		Year 3 TOTAL:	$51,294.60

Year 1

Service Description	Start Date	End Date	Term Price (USD)
Insight Setup			$2,970.00
Onboard Setup			$1,980.00
Perform Setup			$2,970.00
Learn Setup			$2,970.00
Position Import Setup			$3,307.50
Single Sign On Setup			$1,575.00
Employee Import Setup			$3,307.50

Service Description	Start Date	End Date	Term Price (USD)
New Hire Export (IN+ON) Setup			$3,229.00
		Year 1 TOTAL:	$22,309.00

ORDER TOTAL (USD) : $141,996.40

Agenda -HR Software

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at https://www.neogov.com/service-specifications. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

Initial Term: 36 months

"Shawnee Community College (IL)"

Signature: ______________________________

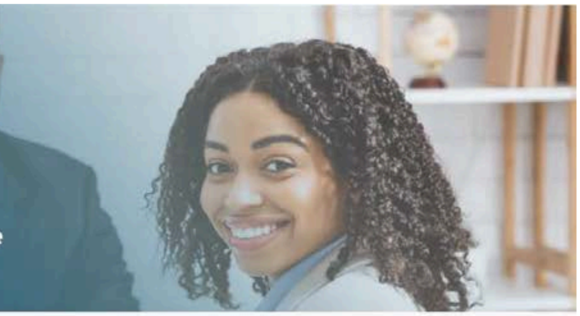
Print Name: ______________________________

Date: ______________________________

NEOGOV

Recruit

Reach - Engage - Screen - Hire - Onboard - Measure



AT **Attract** | Candidate Sourcing

- **Experience the joy of getting 15% more applicants** without adding to your workload
- **Stop wasting time sending emails one by one** – instead reach hundreds of candidates at once
- **No more guessing which recruitment efforts result in the most applicants** – have the data to actually know the answer

GJ **GovernmentJobs.com** | Public Sector Job Board

- **Stop worrying no one will see** your new job postings
- **Feel confident in finding qualified hires** with 177% more success than Indeed and 67% more success than LinkedIn
- **Stop wasting time reaching candidates who aren't interested** in public sector work

IN **Insight** | Applicant Tracking & Screening

- **Be proud of how easy it is for candidates to apply for your jobs** with a user-friendly process
- **Stop forcing your processes to work** and instead use a solution that molds to your needs
- **Make screening applicants a breeze** with automation – and fill new positions without breaking a sweat

ON **Onboard** | New Hire Onboarding

- **Have peace of mind knowing you're always compliant** with public sector new hire requirements
- **Help new hires feel welcome from day one** with easy access to agency and role-specific resources
- **Give new hires a great first impression** by making it easy for them to complete new hire paperwork

***"We went from 200 days average recruitment to 90 days per recruitment;** that includes Public Safety, which tends to have a much longer and detailed exam plan."*

Deborah Erb, HR Business Analyst, San Luis Obispo County

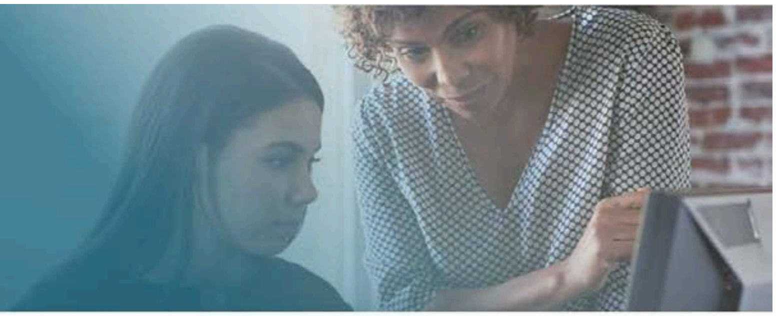
833.903.2915 | contact@neogov.com | neogov.com | @NEOGOV

Agenda -HR Software

NEOGOV

Develop

Coach - Grow - Manage - Track



PE **Perform** | Centralizing and Tracking Evaluations

- **Feel confident that your process is fair** with ongoing employee feedback vs. just once a year
- **Cultivate a culture of engagement and growth** rather than just checking a box
- **Stop struggling with tools that don't fit** your unique public sector processes

> *"We have seen a transformation with Perform and **no longer have a widespread timeliness issue with the completion of evaluations."***
>
> **Julie Broome**, HR Director, Union County

LE **Learn** | Training Storage, Creation, and Tracking

- **Eliminate the hassle of managing your employee training** in multiple systems and places
- **Sleep easy knowing employees are up-to-date** on your required compliance training
- **Be confident employees have a clear path to grow** and stay committed to your agency

> *"The features and functionality of the LMS software have allowed our organization to **drastically improve our compliance, engagement, and overall employee experience around training."***
>
> **Makayle L.**, Capterra Online Review

833.903.2915 | contact@neogov.com | neogov.com | @NEOGOV

Agenda -HR Software

Board Memorandum

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Capital Project Application (Formerly known as RAMP)
Date: 07.18.24

Background: The College, through a submission to the ICCB, requests funding from the Illinois Capital Development Board for local construction projects. Capital projects for consideration can be categorized by new construction, remodeling or rehabilitation of existing facilities, site improvements, land acquisition, and/or utility improvements. According to Section 1501.510 of the Illinois Community College Administrative Rules, the College must submit "*Resource Allocation and Management Plan (RAMP) data by August 1 of each year.*"

The College's FY25 Capital Project Application contains three project requests. As a result of the Facility Conditions Assessment made by Gordian in June 2023, we have added an additional HVAC Project which has taken top priority, along with the Main Campus Lab renovation and Main Campus Parking Area renovation.

Following is the list of projects in order of priority:

Project Title: Main Campus and Extension Center HVAC Renovation
Priority: 1 of 3
Estimated Total Cost: $1,025,500
Estimated College Match: $256,375
Estimated State Contribution: $769,125

Project Title: Main Campus Lab Renovations (H1046, H1113, & J1012)
Priority: 2 of 3
Estimated Total Cost: $3,218,100
Estimated College Match: $804,525
Estimated State Contribution: $2,413,575

Project Title: Student Services and Administrative Renovation
Priority: 3 of 3
Estimated Total Cost: $11,723,000
Estimated College Match: $2,930,750
Estimated State Contribution: $8,792,250

Recommendation: I recommend the Board approve the RAMP projects noted and authorize the President to execute the ICCB submission process.

Agenda - Capital Project Application

Community College Contact For Further Information

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB contacts to answer questions concerning the Capital RAMP requests.

Community College District__Shawnee Community College District #531

Budget Year Request__FY 2024

Capital RAMP Contact Person__Chris Clark

Telephone Number_1(618)634-3200

PROGRAMMATIC JUSTIFICATION NARRATIVE

DISTRICT/COLLEGE: 531 / Shawnee Community College
PROJECT NAME: HVAC Controls and Building Automation Software Replacement

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project.

This is the Text of the programmatic justification

1. Introduction and Background:

Shawnee Community College (SCC), located in Ullin, Illinois, is committed to providing high-quality educational opportunities and fostering an environment conducive to learning and development. Established in 1967, SCC serves a diverse student body and is dedicated to the continuous improvement of its campus facilities to support academic excellence and operational efficiency.

The current Heating, Ventilation, and Air Conditioning (HVAC) systems across the campus are outdated and lack centralized control, resulting in inefficiencies, high energy consumption, and increased operational costs. The proposed project aims to upgrade the HVAC controls and implement a comprehensive Building Automation Software (BAS) system to enhance the environmental quality, energy efficiency, and sustainability of SCC's facilities.

2. Project Description:

The Campus-Wide HVAC Controls and Building Automation Software Project involves the installation of advanced HVAC control systems and the integration of a state-of-the-art BAS to manage and optimize the operation of HVAC equipment across all campus buildings. This project will include:

- **Assessment and Design:** Conducting a thorough assessment of existing HVAC systems and designing a customized control strategy.
- **Equipment Upgrades:** Replacing outdated HVAC controls with modern, energy-efficient systems capable of interfacing with the BAS.
- **Building Automation Software:** Implementing a BAS that provides centralized monitoring, control, and data analytics for all HVAC equipment.
- **Integration and Testing:** Ensuring seamless integration of new controls with existing systems and thorough testing to verify functionality.
- **Training and Support:** Providing comprehensive training for SCC facilities staff on the operation and maintenance of the new system and ongoing technical support.

3. Justification and Need:

Energy Efficiency and Cost Savings: The current HVAC Controls systems is from 2002 and is only capable of operating on one computer station which must only run a decade old version of Windows Platform. This system being over 20 years old, unserviceable, unsupported, and being locally supported by a patchwork of knowledge is detrimental to the entire campus HVAC needs. Some of the Campus HVAC systems run independently without central control, leading to suboptimal performance and higher energy consumption. The implementation of a BAS will allow for precise control, scheduling, and monitoring of HVAC operations, resulting in significant energy savings and reduced utility costs. This aligns with SCC's commitment to sustainability and responsible resource management.

Improved Learning Environment: Consistent and optimal indoor environmental quality is essential for creating a conducive learning environment. Upgraded HVAC controls will ensure better temperature regulation, air quality, and overall comfort for students, faculty, and staff, directly impacting academic performance and well-being.

Operational Efficiency: A centralized BAS will streamline the management of HVAC systems, allowing facilities staff to monitor and control operations from a single interface. This will enhance the ability to quickly identify and address issues, reduce downtime, and improve maintenance efficiency.

4. Alignment with Strategic Goals:

This project supports SCC's strategic goals of enhancing campus infrastructure, promoting sustainability, and improving operational efficiency. By investing in advanced HVAC controls and a BAS, SCC will demonstrate leadership in adopting energy-efficient technologies and sustainable practices, contributing to a greener campus and setting an example for students and the community.

5. Conclusion:

The Campus-Wide HVAC Controls and Building Automation Software Project is a critical initiative for Shawnee Community College, addressing the need for energy efficiency, operational improvement, and enhanced learning environments. By securing funding through the Illinois Community College RAMP program, SCC will be able to implement this essential upgrade, ensuring a sustainable and efficient campus for years to come. We respectfully request your support for this vital project.

Agenda - Capital Project Application

SCOPE OF WORK NARRATIVE

DISTRICT/COLLEGE: 531 / Shawnee Community College
PROJECT NAME: HVAC Controls and Building Automation Software Replacement

FULL NAME OF BUILDING (IF REMODELING): Renovation of Main Campus and Massac County Center
EXACT LOCATION (INCLUDING ADDRESS AND CITY):
Main Campus: 8364 Shawnee College Rd. Ullin, IL 62992
Massac County Center: 5385 Industrial Park Dr. Metropolis, IL 62960

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

This is the Text of the scope

1) **Project Overview**

- Shawnee Community College seeks to undertake a comprehensive Campus-Wide HVAC Controls and Building Automation Software (BAS) Project. This project aims to enhance energy efficiency, improve indoor air quality, and ensure optimal operational performance across all campus buildings. The initiative involves upgrading existing HVAC controls, integrating a state-of-the-art BAS, and implementing advanced monitoring and control systems. The project will align with the college's commitment to sustainability, operational efficiency, and creating a conducive learning environment.

2) Objectives

- **Energy Efficiency:** Reduce energy consumption and operational costs through precise control and monitoring of HVAC systems.
- **Operational Performance:** Enhance the reliability and functionality of HVAC systems to ensure consistent and optimal indoor environmental conditions.
- **Sustainability:** Support the college's sustainability goals by minimizing the environmental footprint of campus operations.
- **Indoor Air Quality:** Improve indoor air quality for students, faculty, and staff to promote health and comfort.
- **System Integration:** Integrate various building systems into a cohesive, automated platform for centralized monitoring and control.

3) Scope of Work

- **Assessment and Design:**

i) Conduct a thorough assessment of existing HVAC controls and BAS infrastructure.

ii) Develop a detailed project design and implementation plan, including system specifications, network architecture, and integration points.

- **HVAC Controls Upgrade:**

  i) Replace outdated HVAC controls with modern, programmable controls.

  ii) Implement variable frequency drives (VFDs) and other energy-saving technologies.

  iii) Ensure compatibility with the new BAS for seamless integration.

- **Building Automation Software Installation:**

  i) Install a state-of-the-art BAS that supports advanced monitoring, analytics, and control capabilities.

  ii) Configure the BAS to integrate with HVAC systems, lighting, security, and other building systems.

  iii) Develop custom dashboards and reporting tools for real-time data visualization and analysis.

- **System Integration and Networking:**

  i) Establish a robust and secure communication network to connect all HVAC controls and BAS components.

  ii) Ensure interoperability between new and existing systems, including legacy equipment where applicable.

  iii) Implement cybersecurity measures to protect against unauthorized access and data breaches.

- **Testing and Commissioning:**

  i) Conduct rigorous testing of all installed components and systems to ensure functionality and performance.

  ii) Perform commissioning procedures to verify system integration and operational readiness.

  iii) Provide detailed documentation, including as-built drawings, system configurations, and operation manuals.

- **Training and Support:**

i) Provide comprehensive training for facilities management staff on the operation and maintenance of the new HVAC controls and BAS.

ii) Offer ongoing technical support and maintenance services to ensure sustained system performance.

iii) Establish a feedback mechanism for continuous improvement and optimization.

4) Implementation Phases

- **Phase 1: Planning and Design (Months 1-3)**

  i) Project kick-off and stakeholder engagement.

  ii) Detailed site assessment and system design.

  iii) Procurement of equipment and materials.

- **Phase 2: Installation and Integration (Months 4-9)**

  i) Installation of HVAC controls and BAS components.

  ii) Network setup and system integration.

  iii) Initial testing and debugging.

- **Phase 3: Testing, Commissioning, and Training (Months 10-12)**

  i) Comprehensive system testing and commissioning.

  ii) Staff training and system handover.

  iii) Final adjustments and project closeout.

5) Expected Outcomes

- **Energy Savings:** Projected reduction in energy consumption by 20-30%, leading to significant cost savings.
- **Improved Comfort:** Enhanced indoor air quality and climate control, contributing to a better learning and working environment.
- **Operational Efficiency:** Streamlined building operations and maintenance through advanced automation and centralized control.
- **Sustainability:** Support for the college's sustainability initiatives by reducing carbon footprint and promoting energy conservation.

6) Conclusion

Agenda - Capital Project Application

- The Campus-Wide HVAC Controls and Building Automation Software Project represents a critical investment in Shawnee Community College's infrastructure. By leveraging modern technologies and sustainable practices, the college will achieve greater energy efficiency, operational excellence, and improved indoor environmental quality. This project will serve as a cornerstone of the college's long-term strategy to enhance campus facilities and support the academic mission.

Agenda - Capital Project Application

PROJECT COST ESTIMATE

DISTRICT/COLLEGE: 531 / Shawnee Community College
PROJECT NAME: HVAC Controls and Building Automation Software Replacement

A: HVAC Controls and Building Automation Software Replace – Main Campus and Massac County Center	1		LS	$ 700,000
B: G/C Overhead and Profit	20		%	$ 140,000
Estimated Construction Cost				$ 840,000
Contingency – 10% of Construction Cost	0.10	%		$ 84,000
A/E Fees – 10% of Actual Construction Cost. See Fee Adjustment per AIA B102.	0.10	%		$ 84,000
Asbestos Abatement Testing - Estimated				Not Applicable
Construction Observation - Hours Estimated	120	hours	$125	$ 15,000
Reimbursable Expenses, Printing, Advertising	Estimated			$ 2,500
Surveying & Soil Investigation				Not Applicable
Total Project Cost				**$ 1,025,500**

Community College Contact For Further Information

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB contacts to answer questions concerning the Capital RAMP requests.

Community College District__Shawnee Community College District #531

Budget Year Request__FY 2024

Capital RAMP Contact Person__Chris Clark

Telephone Number_1(618)634-3200

Programmatic Justification Narrative

District/College: 531 / Shawnee Community College
Project Name: Renovation of Laboratories (H1046, H1113, & J1021)

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project.

This is the Text of the programmatic justification

Project Summary: The proposed project involves the comprehensive renovation of the Chemistry, Biology, and all Learning Laboratories at Shawnee Community College. This initiative aligns with the institution's commitment to advancing educational quality, meeting increasing enrollment demands, and supporting regional workforce needs, particularly in high-demand, living wage occupations such as nursing.

Justification:

1. **Alignment with College-Ready Initiatives:**
    - Shawnee Community College has been a proactive participant in College-Ready initiatives designed to prepare students for higher education and successful careers. The current facilities, however, are outdated and inadequate to support the modern educational demands. Renovating the Chemistry, Biology, and Learning Laboratories will ensure that we can provide high-quality, state-of-the-art educational experiences that align with these initiatives.
2. **Meeting Regional Workforce Needs:**
    - The region served by Shawnee Community College has a significant demand for healthcare professionals, particularly in nursing. Both the Associate Degree Nursing (ADN) and Practical Nursing (PN) programs are expanding to meet this demand. These programs heavily rely on well-equipped laboratory facilities to provide hands-on, practical training essential for nursing education. Renovating the labs will directly support the expansion of these critical programs and help produce a workforce capable of meeting the region's healthcare needs.
3. **Increasing Enrollment and Facility Utilization:**
    - Over recent years, there has been a notable increase in enrollment in courses that utilize the lab facilities. This trend is expected to continue as the college expands its programs and attracts more students. Current laboratory spaces are insufficient in size and functionality to accommodate this growth. Renovation will not only enhance the capacity but also the efficiency and safety of these spaces, thereby supporting the increased demand and improving overall student outcomes.
4. **Enhancing Inclusiveness and Accessibility:**

Agenda - Capital Project Application

- Inclusiveness and accessibility are core values at Shawnee Community College. The existing laboratory entryways and facilities do not adequately meet the needs of all students, staff, and faculty, particularly those with disabilities. Upgrading entryways and ensuring that all lab spaces are fully accessible will significantly reduce the potential for injury and provide a safer, more conducive learning environment for everyone. These upgrades are essential for complying with ADA standards and promoting an inclusive educational atmosphere.

5. **Creating a Safe and Conducive Learning Environment:**

    - Safety in educational laboratories is paramount. The current condition of the lab spaces poses various safety risks due to outdated equipment and infrastructure. Renovating these spaces will involve installing modern safety features, upgrading ventilation systems, and ensuring that all equipment meets current safety standards. This will create a secure environment where students can focus on learning without the risk of injury, thereby enhancing their educational experience and outcomes.

Conclusion: The renovation of the Chemistry, Biology, and all Learning Laboratories at Shawnee Community College is not only a necessity to keep pace with enrollment growth and program expansion but also a strategic investment in the future of our students and the regional workforce. By upgrading these facilities, the college will be better equipped to provide high-quality education, support the region's healthcare needs, and foster an inclusive, safe, and conducive learning environment. This project is essential for Shawnee Community College to continue fulfilling its mission and responding effectively to the evolving educational and economic demands of our community.

Scope of Work Narrative

District/College: 531 / Shawnee Community College
Project Name: Renovation of Laboratories (H1046, H1113, & J1021)

Full Name of Building (if Remodeling): Renovation of Main Campus
Exact Location (including address and city):
Main Campus: 8364 Shawnee College Rd. Ullin, IL 62992

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

This is the Text of the scope

Project Overview: Shawnee Community College, located in Ullin, Illinois, is proposing a comprehensive renovation of its existing Chemistry, Biology, and all Learning Laboratories. This project aims to enhance the educational environment by upgrading critical infrastructure, ensuring compliance with modern standards, and improving accessibility and safety. The renovation will support the college's commitment to providing high-quality education and fostering an inclusive learning environment.

Scope of Work:

1. **Laboratory Renovation:**
   - **Chemistry Laboratories:**
     - Complete renovation of existing Chemistry laboratories.
     - Installation of modern, durable, and chemical-resistant work surfaces and cabinetry.
     - Upgrade of gas, water, and electrical supply systems to meet current standards and support advanced laboratory equipment.
   - **Biology Laboratories:**
     - Complete renovation of Biology laboratories to include new workstations, sinks, and storage solutions.
     - Enhancement of microscope stations and integration of technology for digital learning.
   - **Learning Laboratories:**
     - Modernization of all Learning Laboratories to create flexible and adaptable learning spaces.

    - Implementation of smart technology to support interactive and collaborative learning experiences.

2. **Ventilation System Upgrade:**
    - Installation of an upgraded ventilation system in all laboratories to ensure proper air exchange and removal of hazardous fumes.
    - Integration of fume hoods in Chemistry laboratories to enhance safety during experiments involving volatile chemicals.
    - Implementation of advanced HVAC controls to maintain optimal temperature and air quality in all laboratory environments.
3. **ADA Accessibility:**
    - Renovation of classroom-to-lab pathways to ensure compliance with ADA standards, providing accessible routes for all students.
    - Installation of ADA-compliant lab workstations and equipment to accommodate students with disabilities.
    - Addition of accessible safety equipment, including eyewash stations and emergency showers.
4. **Chemical Storage and Safety:**
    - Creation of dedicated, secure storage areas for chemicals and laboratory supplies.
    - Installation of fire-rated chemical storage cabinets and proper segregation of incompatible chemicals.
    - Implementation of an inventory management system to monitor chemical usage and ensure safe handling and disposal practices.
    - Integration of security measures to control access to chemical storage areas, including keycard access and surveillance systems.
5. **Safety and Monitoring:**
    - Enhancement of overall laboratory safety with the installation of emergency shut-off systems for gas, water, and electricity.
    - Implementation of a centralized monitoring system to oversee lab conditions and equipment performance in real-time.
    - Training for faculty and staff on updated safety protocols and emergency procedures.

Conclusion: The renovation of Chemistry, Biology, and all Learning Laboratories at Shawnee Community College represents a critical investment in the institution's infrastructure and educational mission. By upgrading laboratory facilities, enhancing safety and ventilation systems, and ensuring ADA accessibility, this project will significantly improve the learning environment for all students. The modernization effort will facilitate advanced scientific education and research, preparing students for successful careers in science and technology fields.

PROJECT COST ESTIMATE

DISTRICT/COLLEGE: 531 / Shawnee Community College
PROJECT NAME: Renovation of Laboratories (H1046, H1113, & J1021)

A: Renovation of Laboratories (H1046, H1113, & J1021)– Main Campus	1		LS	$ 2,172,292
B: G/C Overhead and Profit	20		%	$ 434,458
Estimated Construction Cost				$ 2,606,750
Contingency – 10% of Construction Cost	0.10	%		$ 260,675
A/E Fees – 10% of Actual Construction Cost. See Fee Adjustment per AIA B102.	0.10	%		$ 260,675
Asbestos Abatement Testing - Estimated				Not Applicable
Construction Observation - Hours Estimated	700	hours	$125	$ 87,500
Reimbursable Expenses, Printing, Advertising	Estimated			$ 2,500
Surveying & Soil Investigation				Not Applicable
Total Project Cost				**$ 3,218,100**

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB contacts to answer questions concerning the Capital RAMP requests.

Community College District__Shawnee Community College District #531

Budget Year Request__FY 2024

Capital RAMP Contact Person__Chris Clark

Telephone Number_1(618)634-3200

PROGRAMMATIC JUSTIFICATION NARRATIVE

DISTRICT/COLLEGE: 531 / Shawnee Community College
PROJECT NAME: Renovation of Student Services and Administrative

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project.

This is the Text of the programmatic justification

Project Overview:

Shawnee Community College seeks to undertake a significant renovation of its Student Services and Administrative areas to address the outdated and inefficient space plan currently in place. This renovation is critical for improving the user experience, facilitating the efficient transfer of information, enhancing the experiences of both students and staff, attracting new students, and retaining current students.

Current Challenges:

The existing layout of the Student Services and Administrative areas at Shawnee Community College is original to the structure, which dates back to 1970. This outdated design poses several challenges:

1. **Inefficient Space Utilization:** The current space plan is not optimized for modern workflows or technology, leading to inefficient operations and a poor flow of information.
2. **Poor User Experience:** The layout and amenities are not conducive to a positive user experience for students, staff, or visitors. This negatively impacts student satisfaction and engagement.
3. **Attraction and Retention Issues:** The outdated facilities are not competitive with those offered by other institutions, affecting the college's ability to attract and retain students.
4. **Staff Efficiency:** The current environment hampers staff productivity and morale due to poorly designed workspaces and inadequate facilities.

Proposed Solution:

The proposed renovation project aims to create a modern, efficient, and welcoming environment for all users. Key elements of the project include:

1. **Front Door Redevelopment**: The Student Services and Administration is positioned within the building to provide a highly attractive first impression of what SCC can offer.
2. **Redesigned Space Plan:** Developing a new layout that optimizes space utilization, enhances natural light, and creates a logical flow between different functional areas.

Agenda - Capital Project Application

3. **Modern Amenities:** Installing contemporary furnishings, state-of-the-art technology, and accessibility features to create a more inclusive and efficient environment.

4. **Enhanced User Experience:** Creating comfortable, welcoming spaces for students to interact with staff, study, and access services. This includes waiting areas, private consultation rooms, and flexible multi-purpose spaces.

5. **Staff Workspaces:** Designing ergonomic and collaborative workspaces that enhance staff efficiency, productivity, and job satisfaction.

Expected Benefits:

1. **Improved Information Transfer:** A modern layout with integrated technology will streamline operations and improve the efficiency of information transfer between departments and users.

2. **Enhanced User Experience:** A renovated space will significantly improve the user experience for students, staff, and visitors, leading to higher levels of satisfaction and engagement.

3. **Increased Student Attraction and Retention:** Updated, appealing facilities will help Shawnee Community College to attract new students and retain current students, contributing to the institution's long-term sustainability.

4. **Boosted Staff Morale and Productivity:** Modern, well-designed workspaces will enhance staff productivity, reduce stress, and improve overall job satisfaction.

Conclusion:

The renovation of the Student Services and Administrative areas at Shawnee Community College is a critical investment in the institution's future. By addressing the inefficiencies and shortcomings of the current space plan, this project will create a more effective, welcoming, and competitive environment. This renovation aligns with Shawnee Community College's commitment to providing high-quality education and support services to its students and staff, ensuring the college remains a leading choice for higher education in Illinois.

Scope of Work Narrative

District/College: 531 / Shawnee Community College
Project Name: Renovation of Student Services and Administrative

Full Name of Building (if Remodeling): Renovation of Main Campus
Exact Location (including address and city):
Main Campus: 8364 Shawnee College Rd. Ullin, IL 62992

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

This is the Text of the scope

Project Summary:

Shawnee Community College seeks to undertake a comprehensive renovation of its Student Services and Administrative spaces. The current facilities, which have remained largely unchanged since their original construction, present significant challenges in terms of functionality, user experience, and aesthetic appeal. This renovation project aims to modernize these critical areas, thereby enhancing the efficiency of information transfer, improving both student and staff experiences, and bolstering the college's efforts in attracting new students and retaining current ones.

Project Justification:

The existing layout and design of the Student Services and Administrative areas at Shawnee Community College are outdated and inefficient. The original space plan does not adequately support the contemporary needs of students and staff, leading to a suboptimal user experience. Key issues include:

1. **Inefficient Information Transfer:** The current configuration hampers effective communication and workflow among departments, resulting in delays and frustration for both students and staff.
2. **Poor User Experience:** The outdated design fails to provide a welcoming and functional environment, negatively impacting student satisfaction and staff productivity.
3. **Student Attraction and Retention:** In an increasingly competitive educational landscape, the college must offer appealing and efficient facilities to attract prospective students and retain current ones.

Project Objectives:

The primary objectives of the renovation project are as follows:

1. **Enhance Functional Efficiency:** Redesign the space to streamline workflows, facilitating quicker and more efficient transfer of information between students and administrative staff.
2. **Improve User Experience:** Create a modern, inviting, and comfortable environment that meets the needs of students and staff, thereby improving overall satisfaction and productivity.
3. **Boost Attraction and Retention:** Develop a facility that is both visually appealing and functionally superior, enhancing the college's appeal to prospective students and encouraging current students to continue their studies at Shawnee Community College.

Scope of Work:

The scope of the Student Services and Administrative Renovation Project includes:

1. **Space Reconfiguration:**
   - Redesign and reconfigure existing spaces to optimize flow and functionality.
   - Create clearly defined areas for key functions such as admissions, financial aid, academic advising, and student counseling.
2. **Infrastructure Upgrades:**
   - Modernize electrical, plumbing, and HVAC systems to meet current standards and improve energy efficiency.
   - Upgrade technology infrastructure to support enhanced digital services and efficient communication.
3. **Interior Design Enhancements:**
   - Implement a contemporary interior design that reflects the college's commitment to providing a welcoming and professional environment.
   - Select furnishings and finishes that are durable, functional, and aesthetically pleasing.
4. **Accessibility Improvements:**
   - Ensure compliance with ADA standards to provide an accessible environment for all students, staff, and visitors.
   - Install signage, ramps, and other features to enhance accessibility and wayfinding.
5. **Sustainability Initiatives:**
   - Incorporate sustainable materials and practices in the renovation to minimize environmental impact.

- Explore opportunities for natural lighting and energy-efficient systems to reduce operational costs and promote sustainability.

Expected Outcomes:

Upon completion of the renovation project, Shawnee Community College anticipates the following outcomes:

1. **Improved Operational Efficiency:** Streamlined workflows and enhanced communication will lead to more efficient and effective service delivery.
2. **Enhanced User Experience:** A modern and welcoming environment will significantly improve the experience for students and staff, contributing to higher satisfaction levels.
3. **Increased Student Enrollment and Retention:** Upgraded facilities will make the college more attractive to prospective students and encourage current students to remain enrolled.
4. **Sustainable Operations:** The integration of sustainable practices will reduce operational costs and demonstrate the college's commitment to environmental stewardship.

Conclusion:

The renovation of the Student Services and Administrative areas is a critical investment in the future of Shawnee Community College. By addressing the current inefficiencies and creating a more functional, attractive, and welcoming environment, this project will enhance the overall experience for students and staff, improve operational efficiency, and support the college's goals of student attraction and retention.

PROJECT COST ESTIMATE

DISTRICT/COLLEGE: 531 / Shawnee Community College
PROJECT NAME: Renovation of Student Services and Administrative

A: Renovation of Student Services and Administrative - Main Campus	1		LS	$ 8,000,000
B: G/C Overhead and Profit	20		%	$ 1,600,000
Estimated Construction Cost				$ 9,600,000
Contingency – 10% of Construction Cost	0.10	%		$ 960,000
A/E Fees – 10% of Actual Construction Cost. See Fee Adjustment per AIA B102.	0.10	%		$ 960,000
Asbestos Abatement Testing - Estimated				$ 12,000
Construction Observation - Hours Estimated	1500	hours	$125	$ 187,500
Reimbursable Expenses, Printing, Advertising	Estimated			$ 3,500
Surveying & Soil Investigation				Not Applicable
Total Project Cost				**$ 11,723,000**