

**REGULAR MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM
8364 SHAWNEE COLLEGE ROAD - ULLIN, ILLINOIS
August 6, 2018**

A regular meeting of the Board of Shawnee Community College District No. 531 was held on August 6, 2018. The meeting was called to order at 5:35 p.m. by Chairman Randall Rushing. The roll call was as follows:

Present

Ms. Cathy Belcher
Mr. James Dumas
Mr. Michael McMahan
Mr. Don Patton
Mr. Randall Rushing
Ms. Maxine Russell
Ms. Andrea Witthoft
Ms. Cassandra Nelson, Student Trustee

Absent

Others Present

Peggy F.J. Bradford, J.D., Ed.D., President
John Schneider, Attorney
Countance Anderson, Ed.D., Vice President of Student Success and Services
Kathleen Curphy, Ph.D., Vice President of Academic Affairs & Student Learning
Tiffiney Ryan, Vice President of Financial & Campus Operations
Monique Menefee-Profitt, Dean of Workforce Innovation, Adult Basic & Continuing Education
Kristin Shelby, Ph.D., Dean of Academic Affairs & Student Learning
Rob Betts, Director of Communications & Public Relations
Banibrata Roy, Ph.D., Director of Institutional Research, Effectiveness, and Planning
Kennadie Loyd, Administrative Assistant to the President

RECOGNITION OF GUESTS AND PUBLIC COMMENT

President Bradford introduced the new Director of Nursing, Dr. Connie Drury.
Dr. Andrea Evers, Superintendent of Cairo School District, provided a public comment regarding the Cairo Extension Center.

FORMAL PRESENTATION

The Dean of Academic Affairs & Student Learning and Accreditation Liaison Officer (ALO), Dr. Kristin Shelby, presented on the Higher Learning Commission.

A motion was made by Don Patton and seconded by Cathy Belcher to approve the consent agenda, pending revisions to the minutes, as follows:

- A. Minutes of special meeting of July 2, 2018
Minutes of regular meeting of July 2, 2018
- B. Consideration of Treasurer's Report
- C. Approval of Bills
 - Education Fund \$810,558.57
 - Building Fund 168,691.23
 - Restricted Bldg Fund 128,465.03
 - Bond & Interest Fund 0.00
 - Auxiliary Enterprises Fund 37,793.45
 - Restricted Purposes Fund (Grants) 88,010.10
 - Restricted Purposes Fund – FWS 288.75
 - Restricted Purposes – PELL 2,139.00
 - Restricted Purposes – SEOG 0.00
 - Trust and Agency Fund 8,053.97
 - Audit Fund 340.00
 - Liab. Prot. Settlement Fund (TORT) 35,493.06
 - GRAND TOTAL 1,279,833.16

On roll call vote, the members voted as follows:

- Ms. Cathy Belcher – yes
- Mr. James Dumas - yes
- Mr. Michael McMahan - yes
- Mr. Don E. Patton - yes
- Mr. Randall Rushing - yes
- Ms. Maxine Russell - yes
- Ms. Andrea Witthoft - yes
- Ms. Cassandra Nelson – yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

FACULTY REPORT

There was no faculty report for this month.

STUDENT TRUSTEE REPORT

There was no student trustee report for this month.

FOUNDATION REPORT

There was no foundation report for this month.

ICCTA REPORT

Trustee Don Patton reported:

“Recently, I participated in ICCTA executive board retreat in Moline, IL on August 3rd and 4th. The main topics at the retreat centered on the following:

- Funding and enrollment decline throughout the state and the nation
- Upcoming survey that will be coming out to the trustees to gain input on our vision, mission, location of meetings and other legislative matters.
- Redesigning the ICCTA logo whereby students from various community colleges could participate.
- Discussion of products and services offered by ICCTA.

The next upcoming ICCTA seminar and board of Representatives will be held in Peoria September 12th-14th at Illinois Central College.”

VICE-PRESIDENT’S REPORT

Written reports were submitted and attached to the Board Agenda. Copies of those reports have been attached to this document.

PRESIDENT’S REPORT

An oral report from President Bradford was provided to the board. The written document has been attached to this document.

A motion was made by Michael McMahan and seconded by Maxine Russell to approve removing the organizational chart and the job descriptions from the College Policy Manual and make them operational procedures under human resources. (Attachment #1)

On roll call vote, the members voted as follows:

Ms. Cassandra Nelson, (advisory vote) - no
Ms. Cathy Belcher – no
Mr. James Dumas – no
Mr. Michael McMahan - no
Mr. Don Patton - no
Mr. Randall Rushing - no
Ms. Maxine Russell - no
Ms. Andrea Witthoft - no

Results: 0 yeas, 7 nays, 0 abstentions, 0 absent. The Chairman declared the motion failed.

A motion was made by Andrea Witthoft and seconded by Don Patton to approve the 2018-2023 Strategic Plan as presented under separate cover.

On roll call vote, the members voted as follows:

Mr. James Dumas – yes
Mr. Michael McMahan - yes
Mr. Don Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by James Dumas and seconded by Don Patton to approve moving forward with the Cairo Extension Center project and approve the lowest bid project cost of \$812,488 with a projected completion date of December 15, 2018. (Attachment #2)

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell – yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by James Dumas and seconded by Michael McMahan to approve the alternate proposal of \$50,488.00 with Insurance Benefit Services Group in Mounds, IL as the agent and Pan American Life as the insurance carrier for general athletic insurance and to approve accepting the renewal of \$4,725 with Ramza Insurance Group as the agent and U.S. Fire Insurance Co. as the insurance carrier for catastrophic athletic insurance. (Attachment #3)

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes
Ms. Maxine Russell – yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don Patton - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by Don Patton to adjourn into executive session at 7:08 p.m. for the purpose of discussing:

1. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
2. Consideration of Intergovernmental Agreement
3. Consideration of Higher Learning Commission: Assurance Argument Draft
4. Consideration of Items That May Lead or Have Led to Litigation

On roll call vote, the members voted as follows:

Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don Patton - yes
Mr. Randall Rushing – yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Don Patton and seconded by Cathy Belcher to adjourn out of executive session at 8:58 p.m.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) – yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Cathy Belcher and seconded by Andrea Witthoft to approve the minutes of the executive session held on August 6, 2018.

On roll call vote, the members voted as follows:

Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by James Dumas and seconded by Michael McMahan to approve the Intergovernmental Agreement between Vienna High School and Shawnee Community College for the employment of a Spanish Instructor as presented in **Attachment #4** and subject to revision and not to exceed \$27,000.

On roll call vote, the members voted as follows:

Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) – yes
Ms. Cathy Belcher - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Don Patton and seconded by James Dumas to adjourn.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas - yes
Mr. Michael McMahan - no
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell – yes

Results: 6 yeas, 1 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

Submitted By:

Maxine Russell
Ms. Maxine Russell, Secretary

9/4/18
Date

ATTEST:

Ms. Cathy Belcher

James Dumas

Mr. James Dumas

Michael McMahan

Mr. Michael McMahan

Randall Rushing
Mr. Randall Rushing

Don E. Patton
Mr. Don E. Patton

Andrea Witthoft
Ms. Andrea Witthoft

**President's Report
Board of Trustees Report
August 6, 2018**

As we begin the 2018-2019 academic year, the College will focus our efforts on student graduation, student course completion, employment outlooks and the local community business industry workforce needs. Shawnee Community College operates in a number of areas with significant economic challenges. It will take the entire Southern Illinois region including the College faculty and staff working together in collaboration to prepare students and community residents for employment and entrepreneurship opportunities.

Employers and four-year educational institutions seek those who possess a mastery of skills and in some cases, specific industry experience. Thus, student participation in internships, apprenticeships, clinicals and applied learning is essential. As one of 38 community college presidents selected to participate on the American Association of Community Colleges (AACC) Workforce and Economic Committee, Shawnee Community College has the opportunity to be represented in national discussions about the unique needs of rural community colleges.

As Shawnee Community College gears up for the fall 2018 semester, it is critical that we work with students to review their academic or training plans, establish timetables for completion, conduct career inventory exploration during student orientation and automate our registration systems, and focus on student success. We want every student to have a great experience at Shawnee Community College so that they will encourage others to attend and to reach for higher heights.

Enrollment

The efforts we have made to slow and begin to reverse enrollment decline are beginning to pay off. Recent data indicates a decline of 5.42%, the lowest rate of decline in several years. In a continued focused effort to increase enrollment, the College will survey our students and community residents relative to educational and training needs desired and develop training curriculum that is based on these needs.

The Small Business Development Center (SBDC) will assist Cairo residents with creating small business plans and completing loan applications to help revitalize the local community and enhance our access to students.

In addition, we are reviewing opportunities to design and connect with aviation, barge and maritime businesses to further support district residents.

Community Engagement

In partnership with the Community Health and Wellness Center, free exams, immunizations and preventative wellness education will be offered to Shawnee Community College Students on a

monthly basis on Main Campus and twice a semester at the Extension Centers. Be sure to look for the Wow Van!

Professional Development

On July 23rd and 24th, Emergenetics Training participants reviewed Shawnee Community College's mission, values, and team building profiles. This valuable team building training will be offered to members of the faculty and staff at a later date based on their availability for participation. We offered expanded Colleague training to provide necessary training for staff and administration. These trainings, visioning and other updates will be made available for employees as appropriate. FERPA, Sexual Harassment, Diversity, Race Relations, Campus Safety, and student success tool workshops will be held throughout the year.

Several Shawnee Community College staff members have applied and enrolled in masters and doctoral degree programs. The College continues to support and encourage education and professional development. Congratulations to our lifelong learners!

Foundation Board

We just received another notice of another scholarship opportunity for our students. Details will be made public when the final loop is closed.

Business and Academic Partnership

Preliminary interviews were held with students for available internship slots for Geosystems. The College continues to seek out new internships which our students can apply for. Thank you to Dr. Kristin Shelby, Dean of Academic Affairs and Leslie Weldon, Career Inventory Specialist for your work on student intern placements and seeking new internship opportunities.

Superintendent Joshua Stafford of Vienna School District extended an opportunity to Shawnee Community College to contract services for a Spanish Instructor, pending Board approval. By offering regular foreign language courses, the College will receive added points to our grant applications for continuation of the Trio programs as well as other grant programs. The Spanish course is scheduled to be offered online and face to face during the fall 2018 semester.

Kudos and Appreciation

Congratulations to faculty member Sandy Fontana on the publication of her poem entitled "Zippered." The poem is published by The Tishman Review.

Congratulations to Dr. Banibrata Roy for the publication of his two peer-reviewed articles. These articles are entitled "A review of clinical treatment considerations of donepezil in severe Alzheimer's disease" published by Wiley CNS Neuroscience and Therapeutics and "Future Trends and the Economic Burden of Dementia in Manitoba: Comparison with the Rest of Canada and the World" published by Neuro-epidemiology Journal.

I want to acknowledge the Director of Maintenance, Don Koch, and the entire maintenance staff for the preparation of two significant community outreach events that took place on

Shawnee Community College's campus (Southern Illinois Electric Co-Operative and Education Talent Search Back to School Night). Additionally, thank you to the maintenance staff for their work ensuring the facilities are ready and set to welcome new and returning students for the fall 2018 semester.

Kudos to Coach John Sparks for signing two local students to the Women's Volleyball Team. He signed students who were contemplating leaving the district to play at other colleges. Congratulations Coach Sparks!

Thank you, Dr. Countance Anderson and the Student Services Division for your hard work on the enrollment blitz and Southern Illinois Made Expo. Your hard work gave exposure to the great work being done at Shawnee Community College.

Closing Remarks

In closing, the challenges we face in enrollment most significantly impact us in two years financially. Thus, we must continue our efforts to develop solutions that help students choose Shawnee Community College as their first choice. We are in the early stages of reviewing the trends of declining enrollment and expanding our reach. We must transform our negatives into positives, forge a new beginning for Shawnee Community College, and work together to make endless opportunities for our students and district residents. We must be about a higher calling to reverse poverty, expand opportunities, and revitalize our communities. It is my desire that any rebuilding efforts that begin with me will include all of us! We must be about hope, opportunity, and the greater good. I believe there is a great deal of truth in the acronym T.E.A.M. (Together, Everyone, Accomplishes, More).

Respectfully Submitted,



Peggy F.J. Bradford, J.D., Ed.D.
President

**Academic Affairs & Student Learning Report
Board of Trustees Report
August 6, 2018**

Shawnee Community College held the 2018 Practical Nurse Pinning Ceremony on Thursday, July 19, 2018, in the Educational Center. We celebrated the 48th class of students who have successfully completed the College's practical nurse program. Thirty-five students were pinned on Thursday evening bringing the total number of nursing students who have completed the Practical Nurse Program at Shawnee Community College since it was first established in 1969 to one thousand five hundred and ninety-nine students.

The Small Business Development Center hosted the 10th annual Educate Lead Inspire Tomorrow's Entrepreneurs (E.L.I.T.E) Youth Camp, July 16th- 19th. Shawnee Community College worked in partnership with the University of Illinois Extension Office and Southernmost Illinois Empowerment Zone (SIDEZ), to make this camp possible for 10 years. This year, 14 students attended the E.L.I.T.E Camp. On Thursday July 19th, at the conclusion of the camp, students completed written business plans and presented their ideas to an audience of family, friends and panel of judges. Two students won \$100 each for Most Creative - Sarah Flick and Best Overall - Jacey Caudle. Several camp participants expressed the impact of the experience and how the camp changed what they wanted to do in the future in hopes of owning their own business.

During the month of July 2018, the Adult Education program received notice of FY19 funding allocations, a total of \$224,600. To date, this is the largest Adult Education and Literacy award ever received by Shawnee Community College. The allocations included a generous increase in the State Performance funding category which resulted from the program's performance in FY17. Summer Adult Education classes concluded the last week of July and served approximately 83 students. Classes will resume the second week in August.

Anna Extension Center

The Anna Center served 118 students, generating 414 credit hours for the summer semester. Summer semester finals will be July 30-31. New and continuing students are currently registering for the upcoming fall semester.

During the month of July, the Anna Extension Center has held several community events. On July 14, a Driver Safety course was taught. On July 17-18, the Shawnee Community College Kids Soap and Candle Making Camp was held, with students having hands on experience in making bath bombs and scented candles. Tri-County Special Education held a job fair at the Anna Extension Center on July 30.

Cairo Extension Center

The Cairo Extension Center served 23 students for the summer semester, generating 74 credit hours. The Cairo Center is preparing to expand course offerings and hold daytime classes during the fall semester. The College IT team will provide the necessary technical preparations to accommodate a classroom setting for students. Signage for class entrance, parking, and emergency and safety procedures will be in place before classes begin.

Metro Center

The total number of courses offered during the summer semester at the Metro Center were nineteen. Fifty-seven (57) students attended the Metro Center during the summer semester, generating 207 credit hours. A six-week CNA class, a one day Food Sanitation course, two (2) seven-week English courses, and a variety of 12, eight-week courses that included History, English, Government, Health, Math, Massage Therapy, Music, Psychology, and Speech will be completed by the end of July. The Metro Center also, began two (2) four week Math courses and one (1) four week Sociology course in July. Two students in the first cohort of Massage Therapy will graduate at the end of July, and there are already four (4) students enrolled for the next cohort to start during the fall 2018 semester.

Several events and activities associated with the Metro Center have continued its connection to the community. Staff attended the annual Massac County Youth Fair on Tuesday, July 17. A training for AARP (American Association of Retired Persons) was held at the center on Tuesday and Wednesday, July 17-18.



Dr. Kathleen Curphy,

Vice President of Academic Affairs & Student Learning.

July 30, 2018

Date

**Division of Student Success and Services
Board of Trustees Report
August 2018**

RECRUITMENT

Enrollment

Enrollment 'Blitz' activities were scheduled for all campus locations. This was an effort to recruit, advise and admit prospective students. This was also an opportunity to retain returning students by assisting them with any outstanding enrollment challenges and financial aid leading up to the fall semester. The Blitz schedule is listed below:

Monday, July 30	Main Campus
Tuesday, July 31	Anna Extension Center
Wednesday, August 1	Metropolis Extension Center
Thursday, August 2	Cairo Extension Center

Each of the locations held extended hours through 7:00pm and was staffed with members of the enrollment team (Recruitment/Advising/Admissions). The events were marketed within the servicing communities by press release, Public Service Announcements and flyers (electronic and print).

Made in Southern Illinois Expo

We set up for the Made in Southern Illinois Expo in Marion, IL on July 28 and 20 to promote Shawnee Community College.

Evening and Saturday Registration

Extended registration times are scheduled for August 9, 11, and 13-15. During these times, new and continuing students are given guidance in planning their programs of study and class schedules.

New Student Orientation

New Student Orientation (NSO) sessions are scheduled for incoming first-time freshman students. Orientation to the college is not only a recruitment effort but is a way to integrate our students to the campus, its staff and its resources. Various departments will be represented during NSO to support and guide students through enrollment. NSO sessions are scheduled for August 9, 11 and 14. Invitations are being mailed to approximately 200 students.

Women in Work Boots

The Accessibility and Resource Coordinator executed Shawnee Community College's first Women in Work Boots event on July 19 from 4:00pm - 8:00pm. Area women were invited to the main campus to participate in hands-on activities, facilitated by our instructors, in the Automotive, Electrical, HVAC, Truck Driving, and Welding fields. Jessica Suda, a female automotive teacher from SIUC, was present to answer questions women had about working in non-traditional fields. Shawnee Development Council shared information about tuition funding through the Workforce Investment and Opportunity Act program and a few of our area Labor Unions educated the participants about career and salary opportunities in these fields. There were 14 participants. We plan to build on this success and anticipate greater exposure in future events.

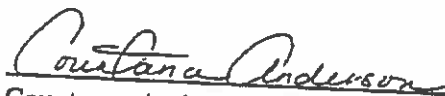
RETENTION

Retention Outreach Effort

Advisors from each of the campus location will contact all students that were registered during the spring and not yet registered for the fall semester to offer assistance with the enrollment process. This effort will be tracked to determine the number of students that were registered as a result of this multi-channel communication effort. The calls began on July 25 and will continue through the first day of class (August 15).

Financial Aid

The Financial Aid Office processed and transmitted summer 2018 Pell for 189 students, Federal Supplemental Educational Opportunity Grant (FSEOG) for 37 students, scholarships for 170 students, and employee waivers for 17 faculty/staff members or dependents. Financial Aid refund checks were mailed July 5. Financial Aid personnel also participated in Illinois Student Assistance Commission (ISAC) webinar on July 25.



Countance Anderson, Ed.D., Vice President of Student Success and Services

7-24-2018
Date

Financial and Campus Operations

Board of Trustees Report

August 6, 2018

State Payment Update

The state has issued all payments as allocated to Shawnee Community College for fiscal year 2018. Shawnee Community College's state revenue allocation for FY2019 is \$4,407,360. This is \$192,161 less than the FY2018 allocation for Shawnee Community College.

ICCB received appropriations for FY19 Base Operating Grants from both the education assistance fund (EAF) and the corporate personal property replacement tax (CPPRT) fund. Because the appropriation was split between the two different funds in unequal amounts, base operating payments will not be issued in 12 equal installments.

ICCB worked with the Illinois Department of Revenue to establish a payment schedule that took into account the cash flow in the fund and attempted to spread out the impact on local governments of usage of CPPRT funds. A quarterly schedule will be used for CPPRT fund payments – July, October, January, April. Payments issued during the remaining 8 months will be from the EAF.

Listed below is a breakout of the monthly base operating payments for Shawnee Community College:

Base Operating Grant Vouchers by Month

July	201,423.00	CPPRT Fund
August	63,026.00	EAF Fund
September	63,026.00	EAF Fund
October	201,423.00	CPPRT Fund
November	63,026.00	EAF Fund
December	63,026.00	EAF Fund
January	201,423.00	CPPRT Fund
February	63,026.00	EAF Fund
March	63,026.00	EAF Fund
April	201,423.00	CPPRT Fund
May	63,026.00	EAF Fund
June	63,026.00	EAF Fund
TOTAL	1,309,900.00	

The remaining operating grant payments have been or will be vouchered according to the following schedule:

- Equalization Grant – vouchered in 12 equal installments (\$249,053.33 per month)
- Small College Grant – vouchered in July (\$73,120 in July)
- CTE Formula Grant – half vouchered in July, half vouchered in January (allocation amount not released)
- Veterans Grant – no information on voucher date at this time (\$35,700)

Information Technology Update

Introduction to Colleague training was on main campus for new employees this month. Work continues with the Colleague Reporting and Operating Analytics (CROA) consultant. The consultant was on campus for training this month and will return in September. The consultant is booked to work with the college on an average of 15 hours per week for the rest of the year. The focus of her time will be training and assistance with building college wide reports and setting up dashboards for summary data points. CROA will allow each department of the college to run reports on departmental specific data. An example would be the number of applicants in the fall for the student services department. Reports can only be run on data that department has security clearance to view. All institutional data, such as enrollment, will come only from the office of institutional research.

Facilities Update

The maintenance staff are working to complete general maintenance at the Metropolis Regional Education and Training Center. The repairs include minor carpet replacement and installing a drop ceiling in one of the back rooms.

The carpet replacement project on main campus is complete except for stair tread replacement, which will be complete before the beginning of fall semester.



Tiffiney Ryan

Vice President of Financial and Campus Operations

7/25/18