

**REGULAR MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM
8364 SHAWNEE COLLEGE ROAD - ULLIN, ILLINOIS
November 5, 2018**

A regular meeting of the Board of Shawnee Community College District No. 531 was held on November 5, 2018. The meeting was called to order at 5:30 p.m. by Chairman Randall Rushing. The roll call was as follows:

Present

Mr. James Dumas
Mr. Michael McMahan
Mr. Randall Rushing
Ms. Maxine Russell
Ms. Andrea Witthoft

Absent

Ms. Cathy Belcher
Mr. Don Patton
Ms. Cassandra Nelson, Student Trustee

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
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

FORMAL PRESENTATION

Director of Marketing & Public Relations, Rob Betts, honored veterans and led everyone in the Pledge of Allegiance.

A motion was made by Andrea Witthoft and seconded by James Dumas to approve the consent agenda as follows:

A. Minutes of regular meeting October 1, 2018	
B. Consideration of Treasurer's Report	
C. Approval of Bills	
Education Fund	\$721,577.29
Building Fund	122,639.65
Restricted Bldg Fund	21,639.65
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	31,224.43
Restricted Purposes Fund (Grants)	76,765.35
Restricted Purposes Fund – FWS	4,442.22
Restricted Purposes – PELL	2,829.00
Restricted Purposes – SEOG	480.00
Trust and Agency Fund	4,235.98
Audit Fund	17,000.00
Liab. Prot. Settlement Fund (TORT)	26,626.57
GRAND TOTAL	\$1,029,639.78

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by James Dumas to approve the travel ratifications for Board Member Don E. Patton who traveled to Peoria, IL September 14-15, 2018 for the ICCTA Executive Board of Representatives Meeting. The expenses for this trip totaled \$412.14.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

FACULTY REPORT

A written report was submitted to the Board by Dr. Ian Nicolaides.

STUDENT TRUSTEE REPORT

There was no Student Trustee report for this month.

FOUNDATION REPORT

Dr. Bradford provided a report on the foundation. Area Businessman, Andy Clark, met with the President to discuss a matching gift available through his mother's will. She wanted to help residents in Pulaski/Alexander County, through SCC. We are working on a match opportunity of up to \$20,000 to take advantage of this offer.

Illinois Foundation Board representative met with the President to discuss an endowment gift given by Ms. Clairene Weaver. She was a former English faculty member who left an endowment for permanent district resident female students at SCC. We have now been in touch and made arrangements to do the first distribution. After this distribution, an annual draw down will be done to make sure students have access to the gift. This year awardees were based on a list of all female students, with credit hours of 40 or more beyond developmental credits and on track to graduate in December 2018 or May 2019 with a GPA above 3.0. A meeting was held on two different dates. Our awardees are Jessica Edwards, Cassandra Nelson, Ukari Posey, Kaylie Rose, and Jala Wilson.

This scholarship/gift opportunity will be available in the scholarship book as external scholarships next year. These students and members of the donor family will be invited to the Scholarship Gala event.

ICCTA REPORT

There was no ICCTA report for this month.

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 James Dumas and seconded by Andrea Witthoft to approve placing armed Campus Safety guards on main campus. (Attachment #1)

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Andrea Witthoft and seconded by Cassandra Nelson to approve the Property/Casualty/Liability Insurance bid with Selective Insurance of \$83,234. I also recommend that the Board approve the Primary Earthquake Insurance bid with Beazley for \$34,296, the excess Earthquake coverage bid with RSUI for \$35,187, the Worker’s Compensation Insurance bid with State National for \$25,709 and the Storage Tank Pollution Liability Insurance with Nautilus for \$4,985. . (Attachment #2)

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nay, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by Andrea Witthoft to adjourn into executive session at 6:06 p.m. for the purpose of discussing:

1. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment

- A. Consideration of Employment of the Bursar
- B. Consideration of Employment of the Business & Health Training Specialist
- C. Consideration of Employment of Additional Truck Driving Instructors
- D. Ratification of Employment of Part-Time Faculty for Fall Semester 2018
- E. Ratification of Employment of Part-Time Staff for Fall Semester 2018
- F. Ratification of Employment of Full-Time Faculty for Fall Semester 2018
- G. Ratification of Employment of Full-Time Staff for Fall Semester 2018
- H. Ratification of Employment of Part-Time Faculty for Fall Semester 2018

2. Consideration of Non-Renewal, Resignation, or Termination

- A. Truck Driving Coordinator

3. Discussion of Team Members and Start Date of Negotiation

4. Consideration of Items that May Lead or Have Led to Litigation

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by James Dumas to adjourn out of executive session at 8:12 p.m.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Andrea Witthoft and seconded by James Dumas to approve the minutes of the executive session held on November 5, 2018.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by Andrea Witthoft to approve the employment of Rebecca Steinmetz for **Bursar** with a salary of **\$34,000** effective **November 6, 2018**.

On roll call vote, the members voted as follows:

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

Results: 4 yeas, 1 nay, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by James Dumas and seconded by Michael McMahan to approve the employment of Robert “Tony” LaForest for **Business & Health Training Specialist** with a salary of **\$47,000** effective **November 6, 2018**.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Maxine Russell and seconded by James Dumas to approve the ratification of employment of part-time faculty for fall semester 2018 as presented:

Name	Status	Credentials	Course/*Location	Compensation
Abell Castlebery, Heather	PT Faculty	PhD Law MA Speech Com.	SPC-0111-67	\$600 x 3cr = \$1,800
			GOV-0117-95N	\$600 x 3cr = \$1,800
			SPC-0210-95N	\$600 x 3cr = \$1,800
			GOV-0117-90B/D	\$600 x 3cr = \$1,800
Atherton, Tiffanie	PT Faculty	MS – Biology	BIO-0214-01	\$600 x 2.5cr = \$1,500
			BIO-0111-03	\$600 x 4.5cr = \$2,700
			BIO-0111-02	\$600 x 4.5cr = \$2,700
			BIO-0111-01	\$600 x 4.5cr = \$2,700
Austin, David	PT Faculty	Freon Handler Certificate 2,000+ hours work experience in General Electricity	BEL-0161-20	\$600 x 3.5cr = \$2,100
			BEL-0163-20	\$600 x 2.5cr = \$1,500
			BEL-0164-20	\$600 x 2cr = \$1,200
			NCTE	\$600 x .5 cr = \$300
Belt, Bernice	PT Faculty	PhD – Theology Master of Science – Human Development & Leadership Bachelor of Science – Forensics & Public Address (18 Grad hours in guidance & comm)	SEM-0200-50	\$600 x 3cr = \$1,800
			SOC-0122-50	\$600 x 3cr = \$1,800
Bilyeu-Cox, Evelyn	PT Faculty	2,000 hours in Massage Therapy/ Certificate	MTP 0111-50	\$600 x 3.5cr = \$2,100
			MTP 0112-50	\$600 x 3.5cr = \$2,100
			MTP 0113-50	\$600 x 5cr = \$3,000
Bleyer, Christina	PT Faculty	PhD - Philosophy MS – Philosophy BS - Philosophy	PHI-0218-95N	\$600 x 3cr = \$1,800
Burgess, Mike	PT Faculty	MS – Federal Taxation BS – Accounting and Economics	Adult Ed Instructor	\$22.50/hr x 29 hrs/ week x 16 weeks = \$10,440
Name	Status	Credentials	Course/*Location	Compensation
Carmichael, Thomas	PT Faculty	MS Geology	GEO 0215-95N	\$600 x 4.5cr = \$2,700
Carver, Justin	PT Faculty	Ed.S. Educ Leader MA Liberal Study	PHI-0216-95A/B PHI-0218-95A/B	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Casey, Sally	PT Faculty	MS Math	MAT-0110-65	\$600 x 4 cr = \$2,400
Chambers, Lynne	PT Faculty	J.D. Law MS Social Work	GOV-0117-01	\$600 x 3cr = \$1,800
			GOV-0117-30	\$600 x 3cr = \$1,800
Copeland, Vyta	PT Faculty	MS Rehab Couns	PSY-0211-30	\$600 x 3cr = \$1,800
Davis, Christy	PT Faculty	MS – Human Development & Learning	SEM-0200-30	\$600 x 3cr = \$1,800

Dillow, Kimberly	PT Faculty	MS – Mathematics and Secondary Education	MAT-0041-65 MAT-0041-92BD	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Emmons, Nova	PT Faculty	MS – Workforce Education & Dev	ACC-0111-95N ACC-0219-95N	\$600 x 4cr = \$2,400 \$600 x 2.5cr = \$1,500
English, Jared	PT Faculty	Technical Certificate in Automotive – 2,000 hours in Automotive Work Experience	AUT-0135-01 AUT-0225-20 AUT-0137-01 AUT-0150-20	\$600 x 3.5cr = \$2,100 \$600 x 3.5cr = \$2,100 \$600 x 2cr = \$1,200 \$600 x 3.5cr = \$2,100
Garrett, Zachary	PT Faculty	MA English	ENG-0111-67	\$600 x 3cr = \$1,800
Gilbert, Kenneth	PT Faculty	MA English	ENG-0111-65 ENG-0112-65	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Goeke, April	PT Faculty	MA Fine Arts	ART-0114-95N ART-0114-90ABCD ART-0111-01 ART-0113-01	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800 \$600 x 3.5cr = \$2,100 \$600 x 3.5cr = \$2,100
Hawkins, Robert	PT Faculty	2,000 hrs in Heating /Ventilation Air Conditioning/Refrigeration Welding/Journeyman/Sheet Metal Certificate	HAC-0160-20 HAC-0111-20 HAC-0111-20 HEA-0160-20 NCTE	\$600 x 3.5cr = \$2,100 \$600 x 3.5cr = \$2,100 \$600 x 3.5cr = \$2,100 \$600 x 3.5cr = \$2,100 \$600 x .5 cr = \$300
Hiatt, Lou	PT Faculty	BS – Elementary Education 18 graduate hours in Science	MAT-0121-01	\$600 x 3 cr = \$1,800
Hostert, Timothy	PT Faculty	MA Education – Serv Safe Certificate	FOS 0121-50	\$600 x .5cr = \$300
Kern, Kyle	PT Faculty	MS – Education Administration BS – Religious Studies	Adult Ed Instructor	\$22.50/ hr x 27.5 hrs/ wk x 16 wks = \$9,900
**Kessel, Ruth	PT Faculty	MS Home Economics – Serv Safe Certificate	FOS 0121-67 FOS 0121-65	\$750 x .5cr = \$375 \$750 x .5cr = \$375
Lewis, Jan	PT Faculty	BA French	GED Instructor ABE Instructor	\$22.50/hr x 26 hrs/wk x 16 wks = \$9,360
Name	Status	Credentials	Course/*Location	Compensation
Loven, Terrance	PT Faculty	2,000 hours in Automotive experience	AUT-0136-20 AUT-0122-20	\$600 x 3.5cr = \$2,100 \$600 x 3.5cr = \$2,100
Matthews, Charisse	PT Faculty	MA Education BS Business Mgt.	BUS-0121-30	\$600 x 1.5cr = \$900
McGoy, Jeff	PT Faculty	MA Speech Communication	SPC 0111-65 SPC 0111-30	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
McKeown, Jayson	PT Faculty	Registered Phlebotomy Technician Cert	PHB-0120-65 PHB-0120-55	\$600 x 2cr = \$1,200 \$600 x 2cr = \$1,200
Moorman, John	PT Faculty	Juris Doctorate BA Political Science 18+ Grad hours - Business Law	BUS-0214-55	\$600 x 3cr = \$1,800

Morehead, Joshua	PT Faculty	MS Community Nutrition	HLT-0116-95N HLT-0116-96N	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Nodeen, Marsha	PT Faculty	MS Music	MUS-0115-95N MUS-0130-95N	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Norris, Luke	PT Faculty	MA Sociology	SOC-0212-90ABCD SOC-0217-90A SOC-0212-95N	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Pearcy, Tim	PT Faculty	MS – Divinity BS – Secondary Education and Social Studies	Alternative High School Instructor	\$22.50/ hr x 29 hrs/wk x 16 wks = \$10,440
Poat, Erica	PT Faculty	MS Psychology	PSY 0211-95N PSY 0218-95N PSY 0211-96N	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Schaumburg, Paul	PT Faculty	MS Organizational & Mass Comm. 18 hrs- Communication Journalism, & Mass Communication	SPC 0111-55	\$600 x 3cr = \$1,800
Shoemaker, Bob	PT Faculty	MS Secretarial & Business Educ BS Business Teacher Education	BUS-0124-90ABD COM-0111-65	\$600 x 3cr = \$1,800 \$600 x 4.5cr = \$2,700
Stalions, Terry	PT Faculty	MA Secondary Education - English	ENG-0047-50 ENG-0111-50 ENG-0112-50	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Stark, Karen	PT Faculty	MS – Maternal & Child Nursing BS - Nursing	PN-0115-84 PN-0128-04 PN-0128-01	\$600 x 9cr = \$5,400 \$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Stubblefield, Vernon	PT Faculty	BA History	GED Instructor	\$22.50/ hr x 6 hrs/wk x 16 wks = \$2,160
Name	Status	Credentials	Course/*Location	Compensation
Sweitzer, Samantha	PT Faculty	BS Biology	Alternative High School Instructor	\$18/ hr x 29 hrs/wk x 16 wks = \$3,132
Tarver, Sandra	PT Faculty	MS Human Resources	BUS-0128-30	\$600 x 3cr = \$1,800
Terbrak, Darlene	PT Faculty	MS Psychology	PSY-0211-65 PSY-0218-67	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Thornton, Janet	PT Faculty	BS Nursing	PN-0128-02 PN-0115-82	\$600 x 3cr = \$1,800 \$600 x 9cr = \$5,400
Uehle, Marilyn	PT Faculty	BS Nursing	GED Instructor	\$22.50/hr x 22 hrs/wk x 16 wks = \$7,920
Venable, Michele	PT Faculty	MA TESOL BA Spanish	SPA-0111-55	\$600 x 4cr = \$2,400
Vincent, Connie	PT Faculty	CNA Instructor Certificate	CNA-0120-67	\$600 x 6.5cr = \$3,900

Woods, Robert	PT Faculty	Murray State University Masters – Engineering Tech Bachelors – Engineering Physics	GED Instructor	\$18/ hr x 18 hrs/wk x 16 wks = \$5,184
Yewell, Sonia	PT Faculty	MS – Psychology	Alternative High School Instructor	\$22.50/ hr x 29 hrs/wk x 16 wks= \$10,440

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion failed.

A motion was made by Michael McMahan and seconded by James Dumas to approve the ratification of employment of part-time staff for fall semester 2018 as presented:

O' Connor, Pamela	PT Staff	BA Anthropology	Adult Ed Coordinator 8/1/18-9/14/18	\$20/hr x 20 hrs/wk x 6 wks = \$2,400
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On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Cathy Belcher and seconded by James Dumas to approve the ratification of employment of full-time faculty for fall semester 2018 as presented:

Basler, JoElla	FT Faculty	Master of Ed. – Psychology	Division Chair	\$750 x 5 = \$3,750
Dillow, Rhonda	FT Faculty	MS – Mathematics BS – Mathematics	Division Chair	\$750 x 5 = \$3,750
Lohstroh, Tracy	FT Faculty	MS - Nursing	Division Chair	\$750 x 5 = \$3,750
Smith, W. Ruth	FT Faculty	Master –Educational Policy Studies, IL State Board of Educ License	Division Chair	\$750 x 5 = \$3,750

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by Andrea Witthoft to approve the ratification of employment of full-time staff in part-time faculty positions for fall semester 2018 as presented:

Johnson, Deborah	FT Staff	MA Higher Education Admin. BA Early Childhood Education	GED Instructor ABE Instructor	\$22.50 hr x 6/hrs x 16 wks = \$2,160
Johnson, Tracey	FT Staff	MS - Library & Inf	LRC-0112-95N	\$600 x 1 cr = \$600
McBride, Ginger	FT Staff	BS Psychology	GED Instructor ABE Instructor	\$22.50/ hr x 6 hrs/wk x 16wks= \$2,160 \$22.50/ hr x 10 hr/wk x 19 wks = \$4,275

Sparks, John	FT Staff	MS-Sports Mgmt.	PE-0190-01 PE-0210-01	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Stoup, William	FT Staff	MS Technology/Communication BS Social Studies	INT-0111-96N INT-0111-90A INT-0111-95N	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Walton, James	FT Staff	Masters - C&I; BS – Info. Sys. Tech	SEM-0101-30	\$600 x 3cr = \$1,800

On roll call vote, the members voted as follows:

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

Results: 3 yeas, 2 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by James Dumas and seconded by Andrea Witthoft to approve the ratification of employment of part-time faculty for fall semester 2018 as presented:

Name	Status	Credentials	Course/*Location	Compensation
Carlson, Kenneth	PT Faculty	Ph.D. Chemistry	PHY-0216-90ABD	\$600 x 7.5cr=\$4,500
Copeland, Vyta	PT Faculty	MS Rehab Couns	PSY-0211-30	\$600 x 3cr =\$1,800
Meyer, Brian	PT Faculty	MS Computer Science	MAT-0110-30	\$600 x 4cr = \$2,400
Reuter, Kenneth	PT Faculty	MS Guidance and Counseling	PSY 0211-55 PSY 0218-55	\$600 x 3cr = \$1,800 \$600 x 3cr = \$1,800
Sheffer, Susan	PT Faculty	MA Education	SEM-0101-01 PSY-0211-02 PSY-0211-67	\$600 x 3cr = \$1,800

				$\$600 \times 3cr =$ $\$1,800$ $\$600 \times 3cr =$ $\$1,800$
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On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

A motion was made by Andrea Witthoft and seconded by James Dumas to approve December 11, 2018 as the start date of collective bargaining negotiations.

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) – absent
- Ms. Cathy Belcher - absent
- Mr. James Dumas - yes
- Mr. Michael McMahan – yes
- Mr. Don E. Patton - absent

Results: 5 yeas, 0 nays, 0 abstention, 2 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by James Dumas to approve the termination of Truck Driving Coordinator, Wade Ralls, for cause effective immediately.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.


A motion was made by Michael McMahan and seconded by Andrea Witthoft to adjourn.

On roll call vote, the members voted as follows:

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

Results: 5 yeas, 0 nays, 0 abstentions, 2 absent. The Chairman declared the motion carried.

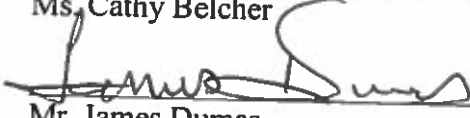
Submitted By:


Ms. Maxine Russell, Secretary

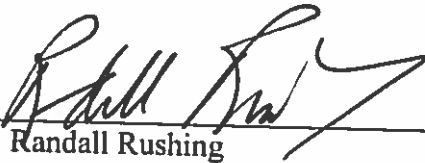
Date

ATTEST:

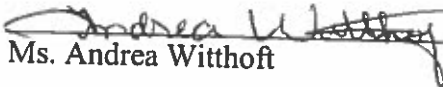
Ms. Cathy Belcher


Mr. James Dumas

Mr. Michael McMahan


Mr. Randall Rushing

Mr. Don E. Patton


Ms. Andrea Witthoft

President's Report
Board of Trustees Report
November 5, 2018

Community Engagement

Vice Presidents and President attended the annual banquet of the NAACP in Carbondale in keeping with the College tradition. Former U.S. Senator Roland Burris spoke about a call to action to vote. Approximately 300 people attended including John A. Logan College President and staff, Southern Illinois University Carbondale staff, area legislators and candidates.

President attended a fall cook out hosted by Vienna Superintendent Joshua Stafford. The collection of exotic animals and hunting grounds were amazing and the event proved to be an excellent opportunity for community engagement.

Academic & Business Partnership

Southern Illinois University Kyle Harfst, on behalf of the Chancellor, came to Shawnee to invite my participation on the Chancellor's Roundtable and to connect further Shawnee Community College with SIU, discuss enrollment, scholarships, and partnership opportunities. Our meeting preceded the untimely death of SIUC's Chancellor. Chancellor Carlo Montemagno was an asset to our institution as he appreciated the importance of the community college and sought to include SCC in future endeavors.

President attended the funeral services of Dr. Carlo Montemagno held at Mound City National Cemetery. Dr. Montemagno will be greatly missed as we had strengthened our partnership between Southern Illinois University (SIU) and Shawnee Community College under his leadership.

Dean Shelby and I met with the Superintendent of Cobden, Edwin Shoemate, to provide enhanced services to the high school. In January, SCC will offer a Spanish face to face class and plan for classes in Math, English, and Welding next year to serve the Cobden student population. Other joint opportunities of collaboration were discussed.

The Higher Learning Commission schedule, assurance argument, and site visit have been completed and we will learn about the results in 4-6 weeks from October 30th. At that point, the College can make corrections as to factual errors only. Then, the full HLC committee will issue their findings. Thank you to faculty, staff, and administrators and a special thank you to Accreditation Liaison Officer (ALO) Dr. Kristin Shelby.

Apprenticeship

ICCB has approved the construction management degree. IBHE will review the degree at its December meeting for approval.

Construction

The Cairo sign has been installed at the site and construction is on track with drywall being installed. Renovation for Anna Center is scheduled for spring 2019.

Signage/Marketing

Banners on the driveway installed, updated SCC website is near completion, and our electronic sign has been installed. These activities are a part of the comprehensive marketing plan. SCC plans to relocate the old signs to centers if feasible in order to save the institution any cost associated with sign purchases for centers.

Legislative Luncheon

The Legislative Luncheon was well attended and the needs of the College were delineated. Senator Dale Fowler commented on his vote to support our capital projects. Senators Fowler, Schimpf, and Illinois Representative Terri Bryant currently serve on the Higher Education Committee and were in attendance along with Trustee Maxine Russell.

Grants

John A. Logan College, Southern Healthcare, and five other partners agreed to help with the submission of the Delta Grant. It is a multi-million dollar grant. Kim Guetersloh has done a great job working with partners and staff to find appropriate grant opportunities for the College.

Foundation

Area Businessman, Andy Clark, met with the President to discuss a matching gift available through his mother's will. She wanted to help residents in Pulaski/Alexander County, through SCC. We are working on a match opportunity of up to \$20,000 to take advantage of this offer.

Illinois Foundation Board representative met with the President to discuss an endowment gift given by Ms. Clairene Weaver. She was a former English faculty member who left an endowment for permanent district resident female students at SCC. We have now been in touch and made arrangements to do the first distribution. After this distribution, an annual draw down will be done to make sure students have access to the gift. This year awardees were based on a list of all female students, with credit hours of 40 or more beyond developmental credits and on track to graduate in December 2018 or May 2019 with a GPA above 3.0. A meeting was held on two different dates. Our awardees are Jessica Edwards, Cassandra Nelson, Ukari Posey, Kaylie Rose, and Jala Wilson.

This scholarship/gift opportunity will be available in the scholarship book as external scholarships next year. These students and members of the donor family will be invited to the Scholarship Gala event.

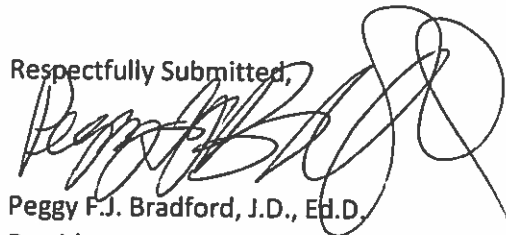
Upcoming Training

- Diversity Training college-wide and breakout sessions
- Supervisor training in Human Resource matters

Upcoming Events

- Veterans Luncheon: November 7th, 11:00 a.m. – 1:00 p.m.
- Holiday Expo: December 5th, 1:00-4:00 p.m.
- Cairo Open House: December 20th (Tentative)
- Vienna Open House: January 9th, 2019 (Tentative)

Respectfully Submitted,



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

Academic Affairs and Student Learning Report
Board of Trustees Report
November 05, 2018

Recently, I read an interesting study supporting the practices central to the guided pathways model and deepening the understanding about how colleges can better help students achieve their degree goals. Specifically, two of the research findings highlight the importance of the guided pathways practices. The first is to ensure that students take a college-level course in a field of interest in their first term. This way, students can see early on if they are excited about a particular field, and if not, they can continue to explore other areas. Prerequisite remedial requirements often prevent students from taking a college-level course of interest in term one. There is growing positive evidence for “corequisite” approaches that contextualize academic support into college-level coursework. Second, colleges need to provide students’ ample opportunities to engage in active learning, particularly in required introductory courses in the student’s field of interest. For colleges seeking to strengthen student success, these findings indicate that active learning is associated with better academic outcomes and can increase students’ motivation to progress in their programs. The sense of confidence that students gain from engaging in active learning and succeeding academically helps them gain momentum in their field.

Distance learning continues to be popular at Shawnee. Currently, online courses are slightly up while interactive video courses are slightly down for the Fall semester. We recently purchased ZOOM and it is being used frequently this semester. One instructor uses it consistently with her dual credit Biology course, and another has been teaching her Accounting course using ZOOM.

In August and September, the librarian presented to 5 classes, reaching 73 students; offered four programs for SSS, reaching 25 students; offered two library skills sessions for SICCM OTA students, reaching 9 students; and had one session with an SCC instructor. Total of 12 sessions and 108 students.

October has a full schedule of professional development for faculty including: Turnitin.com (10/2); **Keeping Students Engaged**, Webinar (10/4); Accessibility, Webinar (10/9); Tour of New Resources in the LRC (10/17); Career Pathways for Students of Color, Webinar (10/18); Creating Accessible Word Document, (10/23) and Web Accessibility, Webinar (10/31). These webinars are offered live as well as recorded for future viewing. The webinars, such as “Keeping Students Engaged” will support student success as referenced in the article above.

Metro Extension Center

On October 11th, the Metro Center hosted the Drivers’ Safety class. On October 23rd, the Metro Center will start a Phlebotomy class. On October 26th, students from the Metro Center Truck Driving class will take their driving tests.

Anna Extension Center

During the Month of October, the Anna Extension Center has had community events. The Union County Chamber of Commerce hosted their monthly meeting at the Extension Center on October 4th, and the Union County CEO program held their board meeting in the conference room on October 16th. The Anna Center had two new classes begin (English 048 and Food

Service and Sanitation). English 048 is offered as an 8-week course and Food Service class is held on two Monday's in October. A Driver Safety course was taught on Saturday, October 13th and CPR courses taught on October 10th and 19th.

Cairo Center

The Cairo Center has been operating smoothly this month. Mrs. Portia Zellars has been meeting at the Center with her students even though they were only supposed to meet online. She meets every Wednesday for about an hour and a half. The students really appreciate the extra effort she takes with them. Connie has talked to retired educators about sending in transcripts to have them evaluated to become adjunct instructors. She has also gotten questions from some who are interested in community classes for senior citizens.

Faculty Activities

The Shawnee Community College Cosmetology department is very excited to be included in the Paul Mitchell Select School Program. The invitation will allow us to enhance our promotion to both traditional and non-tradition markets for student recruitment as well as increase our product recognition with potential clientele in the Saints Color and Cuts Salon. The benefits of this program are deeper discounts on wholesale products purchases, potential increase in retail sales, national marketing through the Paul Mitchell school locator, corporate marketing logo usage, publisher accessibility, and on-and off-site education opportunities for students, licensed professionals and instructors as well. We will also be streaming this product launch with our Farouk Systems CHI Environmental School Program”.

Kenneth Gilbert, one of our English adjunct faculty, just had his 16th book of poetry ‘Pour Me Another Poem” published by Water Forest Press, New York.



October 18, 2018

Dr. Kathleen Curphy,

Date

Vice President of Academic Affairs & Student Learning

Student Learning

Financial and Campus Operations

Board of Trustees Report

November 5, 2018

State Payment Update

Shawnee Community College's state revenue allocation for FY2019 is \$4,407,360. The state owes a total of \$126,052 for base operating grant for August and September, \$498,106.66 for equalization grant for September and October and \$73,120 (annual allocation) for the small college grant. This is a total of \$697,278.66 owed to Shawnee Community College by the State of Illinois.

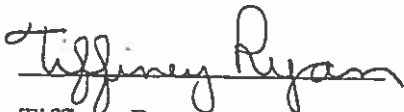
Facilities Update

The Cairo Extension Center project is on schedule. The metal stud walls are installed and the project is progressing as expected.

The college began the Quality Based Selection (QBS) process for architectural services by advertising Request For Qualifications (RFQ). The RFQs are due on November 13, 2018. On November 15, 2018, the committee will meet to select the top 3 - 4 architects, which will move to the next step of the process (presentations/interviews). Presentations/Interviews will be conducted the week of December 3, 2018. The final recommendation will come to the board at the January board meeting.

The selection committee consists of Peggy Bradford, J.D., Ed.D., Don Koch, Chris Clark, Tiffiney Ryan, Brandy Woods, and John Sparks. The committee members are selected based on the individuals that will be involved in the upcoming projects.

As a reminder, QBS is a negotiated procurement process for selection of design professionals based on qualifications and competence in relation to the work to be performed. As with other competitive methods, when conducted properly QBS promotes diversity, helps to ensure fair and reasonable cost and best value for the contracting entity. This process is governed by 50 ILCS 510 Local Government Professional Services Selection and 30 ILCS 535 Architectural, Engineering and Land Surveying Qualification Based Selection (QBS) Act.



Tiffiney Ryan

Vice President of Financial and Campus Operations

10/16/18

**Student Success and Services Division
Board of Trustees Report
November 5, 2018**

RECRUITMENT

Athletic Report

Shawnee Community College will host the 4th Annual Meet the Saints event on Saturday, October 27, 2018 from 1:00pm -3:00pm in the Edward M. Smith Center, located at the SCC Main Campus. This event introduces the 2018-2019 Shawnee Community College Saints and Lady Saints basketball teams to the community. The event is open to the public with free admission. Starting at 12:30pm, both young and the young at heart will enjoy the pre-event activities that include an autograph session with the players. At 1:00pm, the official 'Meet the Saints' event begins with introduction of the players, the Saints Dunk Contest, followed by a Maroon and White inter-squad scrimmage.

Student Activities

Student Senate: The Student Senate attended the Shawnee Community College Board of Trustee meeting on Monday, October 1, 2018. The Student Senate have a community-wide Blood Drive scheduled for Wednesday, October 24, 2018.

Diversity & Inclusion Committee: The Diversity & Inclusion Committee, co-chaired by Heather Casner and John Sparks, sponsored Hispanic Heritage Month in September. During October, students were exposed to programs around National Bullying Prevention Month and Disability Awareness Month.

Events

Main Campus: The Main Campus hosted the Shawnee Experience Day on October 10, 2018. This is our single largest recruitment event of the year. Every senior in our district is invited to visit program workshops, learn more about the admissions and financial processes and take a campus tour. There were 305 high school participants; representation from 11 out of the 12 area high schools.

Anna Center: Southeast Missouri State University transfer representative hosted a transfer information table in the lobby of the Anna Center on October 24.

Cairo Center: The interim director has a meeting the week of October 29 with the guidance counselor at Cairo High School.

Metro Center: During October, the Metro Center staff will visit both Massac County and Joppa High Schools to recruit for the Spring 2019 semester. The alternative education classes will receive presentations on degree programs at Shawnee Community College in anticipation of the April early enrollment on April 1, 2019. The Metro staff will attend Murray State University's

Community College Day on October 22. This event will provide community college advisors information to facilitate student transfer. The Southern Illinois University recruiter, will visit the center to provide Metro students with transfer information and assistance.

RETENTION

Financial Aid

The Shawnee Community College Financial Aid office conducted a FAFSA completion event on October 23rd and 24th. October 11th, the college's Financial Aid Office will host a financial aid workshop from 2:00 pm until 6:00 pm.

Financial aid refund checks were mailed October 10, 2018. We have awarded \$1,053,503 in Pell grants to 445 students. We have not awarded any other financial aid as we have not received the MAP funds. However, we anticipate receiving those funds in the coming days.

Student Success Center

Tutoring: To date, eighty request for tutoring were submitted during October. Of which, 47 requests were for English, 20 requests were for Math and the balance were in various subjects (including Chemistry, Biology, Psychology, Speech and Sociology).

Testing Lab: To date, there were 114 exams administered (18 ACCUPLACER, 1, CNA State Certification exam, 1 Distance Learning exam, 82 make-up exams, and 12 Pearson Vue exams).

Retention Alert: There are currently 151 student retention cases open. Faculty and advisors work in collaboration to bridge students to resources; both internal and external resource to promote student success. Case concerns range from attendance issues to low grade notifications.


Trends in Student Success

Sexual Misconduct Investigations

The Vice President of Student Success and Services (Shawnee Community College's Title IX Coordinator) attended a Sexual Misconduct (Title IX) Investigation Class, offered through ICCSSO, on October 1 & 2, 2018 in Springfield, IL (Lincoln Land Community College). This 2-day intensive training class was designed for campus administrators and investigators who have responsibility for conducting and overseeing sexual misconduct investigations under the auspices of Title IX. The class focused on the neurobiological impact of trauma, the influence of societal myths and stereotypes, and understanding perpetrator behavior all with the goal of learning to conduct effective investigations. New legislation is on the horizon therefore, all participants were encouraged to be aware of new guidance as it comes forth.

Campus Behavioral Threat Assessment

The Vice President of Student Success and Services serves as the Chairperson of the Behavioral Threat Assessment Team, a subcommittee of the Campus Safety Committee which is co-chaired by Chris Clark and Paul Echols. In preparation for this responsibility, she attended a course on Forming a Campus Behavioral Threat Assessment Team, offered through the Illinois Law Enforcement Training and Standard Board Executive Institute, on October 15, 2018 in Carbondale, IL. This 1-day course was designed to address violence prevention through behavioral threat assessment using best practices, research and threat assessment models for higher education institutions. In addition, the course was designed to help increase the capacity of higher education institutions in responding to the mandates of the Illinois Campus Security Enhancement Act and improving overall campus violence prevention efforts. The Vice President will work with the Campus Safety Committee to form a Behavioral Threat Assessment Team, as required by the Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12/20 (B)(2), create a violence prevention plan for all locations and review/create institutional policy around campus violence.



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

10-18-2018
Date

November 5, 2018

Faculty Board Report

At the request of the HLC team a majority of the faculty were able to meet with the HLC team members during the site visit. We were commended on the progression and activity regarding the Assessment of Student Learning. Additionally, as part of that conversation, we received information to consider for possible process adaptations as we continue to move forward.

Allied Health

Tracy Lohstroh, April Dollins, Dr. Helen Moncrief, and Dr. Connie Drury attended the Fall 2018 Self-Study Forum for the Accreditation Commission for Education in Nursing in Orlando Florida.

Business & Technology

Sherrie Malone invited Ryan Thurston, ADM Plant Manager, spoke to her Ag Economics class about demand and supply, grain futures, and global agricultural markets on Friday, September 21, 2018.

Wendy Harris took all Cosmetology and Nail Technology students on a Field Trip on October 2, 2018. Adjunct Debbie Shepard also accompanied the students. They visited Professional supply stores and observed product knowledge education and practical demonstrations. They also visited a full-service salon and spa where they were able to tour the facility and witness some client services and add-on's that the students can incorporate into their own service provisions.

Phyllis Sander organized the Nu Alpha Alpha Chapter of Phi Beta Lambda (PBL) installation of officers for the 2018-19 academic year on Wednesday, October 3, 2018. The new officers are Kent Waddy, President; Sharon Brashear, Vice-President; Breanna Brasher, Secretary; Elania Xehula, Treasurer; and Cheryl Jones, Parliamentarian.

Craig Bradley, Paul Echols, Wendy Harris, Randy Lingle, Sherrie Malone, Phyllis Sander, and Ruth Smith present at the Shawnee Experience on October 9, 2018. Demonstrations and hands-on activities were provided for visiting high school seniors. Each attending student also received a program brochure. Some programs also gave students "goodies" for participating.

Phyllis Sander attended SIU Cybersecurity Day on Saturday, October 13, 2018. Phyllis participated in the cybersecurity mock competition held by the CIU-C Security DAWGs.

Wendy Harris took Cosmetology students that elected to attend the Six Flags Cosmetology Appreciation Day on October 14, 2018. They were able to observe stage make-up, wig works and costuming displaying the "Fright Fest" theme.

The Cosmetology "Saints Color and Cuts" salon and spa opened to the public to provide services to clients on October 17, 2018. Wendy Harris and the students have had a great time welcoming back familiar friends of the clinic and meeting new ones. The students have been very engaged in promoting services with the "friends and family" campaign. The program looks forward to continued growth and experiences.

Phyllis Sander, PBL Adviser, and student members attended the State Fall Leadership Conference on Saturday, October 20, 2018 at Kaskaskia College. They participated in a local business tour, workshops on completing successful negotiations, preparing for an interview as well as questioned a panel of potential employers concerning what they look for in employee candidates.

Phyllis Sander completed Cybersecurity training and evaluated course materials provided by ASCEND Education Cybersecurity from Atlanta on Thursday, October 25, 2018.

Those involved in the Cosmetology program participated in the SCC Pink Out event on October 26, 2018.

Phyllis Sander participated in a webinar presented by McGraw Hill Publishing on Microsoft Office 2019 on Tuesday, October 30, 2018.

Ruth Smith and the Future Teachers Organization, along with the help of multiple faculty and staff, have distributed Saints Reading Logs to all 24 elementary schools within the Shawnee Community College district. The 12th Annual Saints Read Celebration will be held on Main Campus in February 2019 for all children who participate. The Future Teachers raised over \$200 on their recent Christmas greenery fundraiser to apply toward their costs for the Celebration.

Math & Science

Lori Armstrong gave snake presentations for Johnson County 7th graders at "Ecology Day" on Oct. 2, 2018, at Ferne Clyffe State Park.

Lori Armstrong attended the first planning meeting for the "Science in the South" Conference on October 23rd at SIU-C. The conference will be held on January 25, 2019 at SIUC and the theme is "Digging Deeper into Science".

Dr. Nicolaidis participated in the Fall 2018 Illinois Articulation Agreement Life Science meeting. Syllabi were evaluated and voted upon for current expectations from the state. Reviewing multiple syllabi from colleges across the state is providing ideas for new science classes that could potentially be added to I.A.I. approved class offerings at S.C.C. One such class that was recently approved by I.A.I is titled, "Big Bang to Biotechnology."

Dr. Fischer attended the 52 Annual IACCAI (IL Association of Community College Agriculture Instructors) conference in Mattoon. The conference focused on agricultural programs and articulation.

1. Ag Advocates Club held their annual Haunted Trails event on October 26, 2018.

2. Ag Advocates Club gave a \$1,000.00 donation to the SCC Saints Baseball team.
3. Cypress Creek National Wildlife Refuge & SCC Ag Advocates Club will be participating in a greenhouse collaboration to grow pollinator plants for the CCNWR and SCC gardens.
4. GrowMark and USFWS have approached SCC with internship opportunities for SCC Ag students. Both have indicated a desire to have closer collaborations with SCC.

Connie McGinnis

1. "From Math Literacy to Quantitative Literacy" on October 9, 2018.
2. "Teaching Data Science: Trends and Recommendations" on October 8, 2018

Humanities

Dr. Thornsberry is assisting Bedford/St. Martins and Macmillian Learning in their development of digital products to enhance more student-center learning environments. So far, he has given input for ACHIEVE in regards to The Everyday Writer. Currently, he is reviewing an early prototype for feedback and response in composition courses.

Tim Frizzell

This past weekend, the SCC Speech/Theater Dept. presented Disney's Beauty and the Beast as the 29th Fall Theater Production at the college. Nearly all 6 performances were sold out, with record crowds on Friday and Saturday. Many community members, SCC students, and students from our area schools participated in the performance. All in all over approximately 3,000 people saw the show from Thursday to Saturday. Many of the attendees commented on the wonderful performance and how grateful they were that this event exists for our area children. Many thanks to the SCC Maintenance, IT, and Security staffs, as well as our ABBCO Cleaning staff. The Student Senate and Ambassadors helped with seating. Stacy Simpson is my hero and handled all of our ticketing and seating arrangements. She is the best! There are so many people who help me make this happen and as always I appreciate the support of all those that had a hand in continuing this long standing SCC tradition.