

**SCC BOARD MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM, COLLEGE ROAD
ULLIN, ILLINOIS
June 17, 2019**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on June 17, 2019. The meeting was called to order by Chairman Randall Rushing.

The roll call was as follows:

Present

Ms. Cathy Belcher
Mr. Steve Heisner
Mr. Michael McMahan
Mr. Don E. Patton
Mr. Randall Rushing
Mr. John Windings
Ms. Andrea Witthoft
Mr. Steven Etter, Student Trustee

Others Present:

John Schneider, Attorney
Countance Anderson, Ed.D., Vice President of Student Success & Services
Kathleen Curphy, Ph.D., Vice President of Academic Affairs & Student Learning
Kristin Shelby, Ph.D., Dean of Academic Affairs and Student Learning
Dee Blakely, Ph.D., Dean of Student Success & Services
Greg Mason, Ph.D., Dean of Innovation, Adult Basic and Continuing Education
Brandy Woods, Director of Business Services
Rob Betts, Director of Communications/Public Relations
Carolyn Dumas, Administrative Assistant to the President

RECOGNITION OF GUESTS AND PUBLIC COMMENT

Kenny Reichert, Assistant Baseball Coach
Bob Murley, Baseball Coach

FORMAL PRESENTATION

Dr. Gregory Mason provided an overview of the Innovation, Adult Basic and Continuing Education division here at Shawnee Community College.

HLC REPORT FROM ACCREDITATION LIAISON OFFICER

Dr. Kristin Shelby provided a written report and gave an oral report regarding progress staff is making toward the HLC Focused Visit November 18-19, 2019. A portion of that report is attached.

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the consent agenda as follows:

1. Minutes of Organizational Meeting April 25, 2019
2. Minutes of Regular Meeting May 6, 2019
3. Consideration of Treasurer's Report

4. Approval of Bills

Education Fund	\$742,673.61
Building Fund	92,555.93
Restricted Bldg. Fund	19,887.96
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	36,890.92
Restricted Purposes Fund (Grants)	88,314.39
Restricted Purposes - FWS*	4,894.67
Restricted Purposes - PELL	25,770.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	9,654.94
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	25,373.73
GRAND TOTAL	\$ 1,046,016.15

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes
Mr. Steve Heisner - yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes

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

FACULTY REPORT

Dr. Ian Nicolaides read and provided a written report.

STUDENT TRUSTEE REPORT

Student Trustee Steven Etter reported on the student events held during the month of May.

FOUNDATION REPORT

Cathy Belcher provided a copy of the Saints Foundation's 2020 Strategic Plan to the Board of Trustees members for their review.

ICCTA REPORT

Don Patton reported that he attended the Annual Convention and Board of Representatives Meeting in Schaumburg June 7-8, 2019. ICCTA thanked Mike Monaghan for 30 years of service with the association. James Reed, Director of Government Relations at IEA, will be the new Executive Director of ICCTA beginning July 15. Mr. Patton reported that he recertified his four hours for Community College Trustee Training at the Convention. Mildred Henderson was recognized as a candidate for the Lifelong Learners award; and he received a 30-year service award during the convention. Mr. Patton was also acknowledged as one of the finalists for the Ray Hartstein Award and as the out-going chair of the Trustee Education Committee. It is Shawnee's rotational turn to host the Southeast Region Meetings for the Fall and Spring. Mr. Patton will serve as Regional Chair that will host John A. Logan College, Southeastern Community College and Rend Lake Community College. This year's ICCTA Leadership Retreat will be held at John A. Logan College in mid-August.

VICE PRESIDENTS' REPORT

Reports from the Vice Presidents are attached.

A motion was made by Don Patton and seconded by Michael McMahan to approve tuition waivers for the difference between out-of-state tuition and in-district tuition for students enrolling from the border counties of Scott, Cape Girardeau, New Madrid, and Mississippi Counties in Missouri; and McCracken, Ballard, and Livingston Counties in Kentucky.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes

Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes

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

A motion was made by Don Patton and seconded by John Windings to approve the FY2020 Open Purchase Orders Exceeding \$25,000. See attached list.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes

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

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the Capital Project Application for a boiler replacement.

On roll call vote, the members voted as follows:

Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes
Mr. Michael McMahan - yes

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

A motion was made by Andrea Witthoft and seconded by Michael McMahan to approve splitting the ATI lab fee of \$920 for PN 121. PN 121 lab fee will be \$460 in the summer and \$460 will be applied to PN 129 in the fall semester.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes

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

A motion was made by John Windings and seconded by Steve Heisner to approve the contract with Southern Illinois Security Consultants, Inc., for security services from July 1, 2019, through June 30, 2020.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes

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

A motion was made by Andrea Witthoft and seconded by Michael McMahan to approve planning a special board meeting to conduct a Board Retreat.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes

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

A motion was made by Steve Heisner and seconded by Michael McMahan to ratify check signature authority for Brandy Woods, Dr. Kathleen Curphy and Dr. Countance Anderson; and to allow Dr. Kathleen Curphy to approve all expenditures up to \$25,000.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes

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

A motion was made by Cathy Belcher and seconded by Steven Etter to approve the FY2021 RAMP Community College Capital Project Request.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes

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

A motion was made by Cathy Belcher and seconded by Steve Heisner to adjourn into executive session at 7:20 p.m. for the purpose of discussing:

1. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - A. Consideration of Employment of the Certified Nurse Assistant (CNA) Program Coordinator

- B. Consideration of Employment of the Accounts Payable Clerk
 - C. Consideration of the Alteration of Compensation of Full Time Staff
 - D. Consideration of the Alteration of Compensation for Part-time Staff
 - E. Ratification of Employment of Faculty/Staff for Part-Time Positions
Summer Semester, 2019
2. Consideration of Non-Renewal, Resignation or Termination
 3. Consideration of Collective Bargaining Agreement
 4. Consideration of Staff Raises Not Adjusted for in the Compensation Study
and Part-time Staff Inequity Pay Increases
 5. Consideration of Interim President
 6. Consideration of Items That May Lead or Have Led to Litigation

On roll call vote, the members voted as follows:

- Mr. Randall Rushing - yes
- Mr. John Windings - yes
- Ms. Andrea Witthoft - yes
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner – yes
- Mr. Michael McMahan - yes
- Mr. Don E. Patton – yes

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

A motion was made by Cathy Belcher and seconded by Steven Etter to adjourn out of executive session at 8:00 p.m.

On roll call vote, the members voted as follows:

- Mr. John Windings - yes
- Ms. Andrea Witthoft - yes
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner – yes
- Mr. Michael McMahan - yes
- Mr. Don E. Patton – yes
- Mr. Randall Rushing - yes

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

A motion was made by Don Patton and seconded by Cathy Belcher to approve the minutes of the executive session held on June 17, 2019.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton – yes
Mr. Randall Rushing - yes
Mr. John Windings - yes

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

A motion was made by John Windings and seconded by Michael McMahan to employ Amy Sheffer for CNA Program Coordinator with a salary of \$68,389 effective June 18, 2019.

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton – yes
Mr. Randall Rushing - yes
Mr. John Windings - yes
Ms. Andrea Witthoft - yes

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

A motion was made by Don Patton and seconded by Steve Heisner to employ Rachel Harrell for Accounts Payable Clerk with a salary of \$36,000 effective June 18, 2019.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton – yes
Mr. Randall Rushing - yes
Mr. John Windings - yes

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

A motion was made by Andrea Witthoft and seconded by John Windings to compensate Lisa Meyer, while completing her duties as the Financial Aid Executive Secretary and the duties of the Financial Aid Specialist, with a \$394 per month stipend retroactive to April 1, 2019.

On roll call vote, the members voted as follows:

- Ms. Cathy Belcher - yes
- Mr. Steve Heisner – yes
- Mr. Michael McMahan - yes
- Mr. Don E. Patton – yes
- Mr. Randall Rushing - yes
- Mr. John Windings - yes
- Ms. Andrea Witthoft - yes
- Mr. Steven Etter, (advisory vote) - yes

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

A motion was made by Cathy Belcher and seconded by Steve Heisner to increase the truck driver adjunct pay from \$15 per hour to \$18 per hour.

On roll call vote, the members voted as follows:

- Mr. Michael McMahan - yes
- Mr. Don E. Patton – yes
- Mr. Randall Rushing - yes
- Mr. John Windings - yes
- Ms. Andrea Witthoft - yes
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner – yes

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

A motion was made by Michael McMahan and seconded by Cathy Belcher to ratify employment of faculty/staff for part-time positions, summer semester 2019 as presented below:

Name	Status	Credentials	Course/ *Location	Compensation
Molter Sr., Edward	PT	CDL & 2,000+ hours Over the Road Truck Driving Experience	Truck Driving Instructor	\$18/hr (up to 29 hrs/wk)
Edwards, Jessica	PT	Associate of Arts	Receptionist (as needed)	\$13.25/hr (up to 24 hrs/wk)

Ashby, Malinda	FT	BS – Business Management	Display Case Coordinator	\$600 per year
----------------	----	--------------------------	--------------------------	----------------

On roll call vote, the members voted as follows:

- Mr. Michael McMahan - yes
- Mr. Don E. Patton – yes
- Mr. Randall Rushing - yes
- Mr. John Windings - yes
- Ms. Andrea Witthoft - yes
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner – yes

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

A motion was made by Michael McMahan and seconded by Steve Heisner to accept the resignation of Tina Waid effective May 31, 2019.

On roll call vote, the members voted as follows:

- Mr. Randall Rushing - yes
- Mr. John Windings - yes
- Ms. Andrea Witthoft - yes
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner – yes
- Mr. Michael McMahan - yes
- Mr. Don E. Patton – yes

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

A motion was made by Cathy Belcher and seconded by Don Patton to approve staff raises not adjusted for in the compensation study and part-time staff inequity pay increases as listed in the attachment to the minutes.

On roll call vote, the members voted as follows:

- Mr. John Windings - yes
- Ms. Andrea Witthoft - yes
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner – yes
- Mr. Michael McMahan - yes
- Mr. Don E. Patton – yes

**FY2020
Open Purchase Orders Exceeding \$25,000**

<u>Vendor Name/Description</u>	<u>FY2018 Purchase Order Amount</u>
ABBCO	\$227,978.00
Ameren Illinois – Electricity/Anna Extension Center	\$32,000.00
Assessment Technologies Institute – Nursing Assessments	\$80,000.00
Cengage Learning – Bookstore Supplies	\$40,000.00
City of Metropolis – Electricity/Metropolis Extension Center	\$50,000.00
Clearwave Communications – Telephone	\$46,000.00
Ellucian- Support/Maintenance Services	\$85,000.00
Elsevier Health Science- Bookstore Supplies	\$30,000.00
Follett Higher Education Group	\$35,000.00
ILCARRICOTHREE, LLC– Anna Extension Center Lease (Lawrence D. Carrico Living Trust)	\$63,960.00
Johnson, Schneider and Ferrell	\$30,000.00
MBS Textbook Exchange – Bookstore Supplies	\$50,000.00
McGraw Hill Book Companies – Bookstore Supplies	\$45,000.00
Pearson Education – Bookstore Supplies	\$33,000.00
Southern Illinois Electric Cooperative – Electricity/Main Campus	\$359,000.00
Southern Illinois Security Consultants	\$156,000.00
Xerox Corporation – Copier Lease/Main Campus	<u>\$40,000.00</u>
TOTAL	\$1,402,938.00

Mr. Randall Rushing - yes

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

A motion was made by Don Patton and seconded by John Windings to adjourn.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - yes
Mr. Steven Etter, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. Steve Heisner - yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Mr. John Windings - yes


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

Submitted by:



Ms. Andrea Witthoft, Secretary

7-1-2019
Date

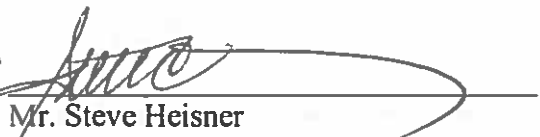
ATTEST:


Ms. Cathy Belcher


Mr. Randall Rushing


Mr. Don E. Patton


Mr. Michael McMahan


Mr. Steve Heisner

Mr. John Windings

HLC Focused Visit Board Report – June 17, 2019

HLC Focused Visit Timeline

June 3	Submit first draft to Dr. Shelby, HLC Accreditation Liaison Officer, and Steering Committee (Four of six committee drafts were submitted late)
June 17 24	Send draft to faculty and staff electronically for suggested edits
June 20 27	Faculty and staff suggested edits conclude
June 24	Steering Committee returns draft to committees for edits
July 1	Committees return edited drafts to Steering Committee Dr. Shelby will set meetings with Committees to make edits
July 8	Dr. Shelby submits draft to Marie Giacomelli for comments/edits (TBD)
July 22	Marie returns edited document to Dr. Shelby (TBD)
July 29	Steering Committee submits draft to Board Members
August 5	Board Meeting (draft first read for Board input)
August 6	Steering Committee prepares final draft for submission to the HLC with Board suggestions
September (?)	Board Meeting (final approval from Board before submission date)
September 23	Draft submission due to the HLC (8 weeks prior to visit)
<i>November 18-19, 2019 – HLC Focused Visit Date</i>	

HLC ad hoc Committee Minutes, Supportive Evidence, and Report Drafts (as of June 17, 2019)

(all documents the have been submitted are attached)

Committee	Meeting Dates and Minutes (suggested to meet bi-weekly)	Evidence Collected	Draft Submission Date
Assessment Committee (SAAC)	None submitted	None submitted/ No Assessment Reports Submitted	June 11, 2019
Communication/Collaborative Decision-Making	March 27, 2019 April 10, 2019 April 24, 2019	None submitted	June 13, 2019
Data Usage	March 29, 2019	None submitted	March 29, 2019
Mission Review/Vision Development	March 28, 2019 April 11, 2019 April 25, 2019 May 9, 2019	Yes	May 14, 2019
Policies/Procedures Review	November 29, 2018 January 17, 2019 January 31, 2019 February 14, 2019	Yes	June 6, 2019

	April 4, 2019		
Professional Development	March 27, 2019 April 10, 2019 April 24, 2019 May 5, 2019	Yes	June 5, 2019

HLC Focused Visit Update

Due to four of six committee reports being submitted late, the project is now a week behind schedule in an already tight timeline. The first draft to be sent to faculty and staff for suggested edits will now be sent June 24 instead of the original date of June 17, with faculty edits to conclude June 27. To get the project back on schedule, Dr. Shelby will hold individual meetings with each of the committees' co-chairs to make suggested edits and prepare the draft to be submitted to Marie Giacomelli by July 8.

Question for the Board: It was suggested in the Action Plan that members of the Board of Trustees and students participate on these committees alongside faculty and staff. Would the Board like to participate on any of the Committees? Would the Board also like access to the Google Drive folders to monitor committee progress and the evidence that is being submitted? Please let me know which, if any, the Board decides to do.

Student Trustee Report

June 17, 2019

On May 8th the student senate had its finals floats and survival sundae event. Senate members made floats and sundaes for students, teachers and faculty as a stress relief for the last full week of school before finals

On May 10th the music department held its spring concert in the auditorium. The band and the choir preformed for an audience of students and the community.

May 17th was the graduation ceremony for the 2018-2019 school year. Students and their families celebrated the hard work and sacrifice that it takes to achieve their diplomas. Mildred Henderson was a guest speaker and gave a wonderful and inspirational speech. This was also the day of the nurses received their 2-year pins.

On May 28th student senate members took a trip to Holiday World as a team building and stress relief for the members. A great time was had by all.

On May 31st the Phi Theta Kappa Honor Society left for Parkland College in Champaign for the Illinois Reginal Convention. While there we presented a seminar on achieving 5 Star status called "Transforming a Chapter: 1 Star to 5 Star". We also attended seminars and discussed the honor study topic. There were also speakers that spoke on educational and inspirational topics. There was also an awards banquet where our team received 8 awards including The Illinois Reginal Service Award, 5 Star Chapter Award, 2 Officer and one Member Awards, two Advisor Awards, and Distinguished Chapter Officer Team Award.

On June 3rd Student Senate met to discuss future activities and fundraising for the 2019-2020 school year. Activities included Spring and Fall Fest, Homecoming Celebration, and possibly bringing back the Annual Shawnee Car Show.

SCC Board of Trustees Meeting 6/17/2019

Faculty Report – Due to the brief list of items this report is not separated by division.

Prepared by: Dr. Ian Nicolaides, S.C.E.A. President

On May 23, 2019, Craig Bradley attended a 2-hour training on the Q-strait system used by Shawnee Mass Transit District to restrain wheelchairs when travelling in their vehicles. This training was required so he could safely transport a student to Champaign for the PTK Regional Convention.

Dr. Fischer purchased and planted a new planting arrangement at the Saints home team dugout. If the plants can survive all the clay, it will be beautiful. Check it out. Additional plants were purchased for the front bed near the President's and visitors parking.

Dr. Fischer attended the FAA UAS Symposium, held in Baltimore, MD. The purpose was to have a sidebar meeting of community colleges that have or are in the process of creating drone programs. Dr. Fischer was the only representative from the Midwest, and was able to make connections with multiple colleges on both coasts.

Dr. Fischer attended a week long "Principles of Aeronautics Training Boot Camp" at Embry-Riddle Aeronautical University in Daytona Beach. The training covered all aspects of aeronautics, including history, rules and regulations, weather, and advanced topics covered in the FAA Pilot's Handbook of Aeronautical Knowledge (PHOAK) manual. The group toured the airport facilities, flight operations building, air traffic control labs, and the normobaric chamber, the first of it's kind and only 1 of 5 in the entire country. Embry-Riddle does testing for corporate and commercial customers of the danger of hypoxia in the chamber.

Dr. Fischer is attending a one-day Farm Journal and University of Kentucky's Hemp College conference in Lexington. The possibilities of producing industrial hemp are a financial opportunity SCC would like to investigate.

Lori Armstrong led DNA themed activities for around 70 local 8th graders at the Celebrate YOUTH conference at SCC on May 21st. This is an annual event sponsored by U of I Extension.

Lori Armstrong (M/S division chair) and Ruth Smith (BOT Division Chair) attended the NISOD (National Institute for Staff and Organizational Development) International Conference on Teaching and Leadership Excellence held in Austin, TX from May 25-28, 2019.

Lori Armstrong is presenting "Common Reptiles of the Cache River Basin" tomorrow, June 18th, at the Henry Barkhausen Wetlands Center. This is an ENTICE (Environment and Nature Training Institute for Conservation Education) Workshop for area teachers. SCC's snakes will also be utilized for this program.

**Academic Affairs & Student Learning Report
Board of Trustees Report
June 17, 2019**

The Academic Affairs Office is wrapping up the spring semester and getting ready for the summer semester. The Master Academic Plan is now complete. Processes, procedures, and forms for the development of curriculum have been revised. These should simplify the work flow, so it is complete when it is presented to the Curriculum and Instruction Committee. Assessment Committee members, in conjunction with SCC Administration, will be submitting assessment data during the summer semester in order to report analysis findings to internal stakeholders at the beginning of the fall 2019 semester.

Nursing

On Wednesday, May 8, 2019 the Nursing Department celebrated National Nurses' Week with coffee, juice and donuts served to all of our nursing students. A Pinning Ceremony for our 39 ADN graduates was held Friday, May 17th at 5:00 p.m. in the Education Center. The nursing department appreciates the approval of the purchase of the high-fidelity simulation manikin. This high-fidelity manikin will be beneficial to our students for practicing assessments, performing skills, and participating in case studies that can enhance critical thinking in medical-surgical, OB, and pediatric nursing.

Library

The library conducted "Snapshot Day" to get a picture of library activity in one single day on Wednesday, April 29. During that day, library staff counted everyone and every activity, as much as possible, while still conducting normal library activity.

Approximately 76 different people used the computer lab. Other counts included 10 people studying at tables and 3 studying in small classrooms. Activities included helping people with equipment 3 times, opening study rooms 3 times, giving directions or other simple information 3 times, helping with research skills or assignments briefly once, and spending over an hour and a half assisting two students with research skills and assignment questions. We also assisted students with computer skills 4 times.

Throughout the day, we counted computer users every 15 minutes. Typically for a Monday, Wednesday, or Friday, usage was highest from 8 a.m. to noon, with up to 23 different users in a single hour. Afternoon usage is lower, with four or five people in the computer lab at a time. Three people used the computer lab from 4 p.m. to 5 p.m. and one person used the lab from 5 p.m. to 6 p.m.

For the month of April, library staff assisted 154 people (duplicated headcount) 196 times. Of those 154 people, 12 were faculty/staff members who were helped for a total of 90 minutes (1 by phone, 1 virtually through email, and 10 in person); 22 used reserve items; 9 had study room reservations, and 4 were new patron registrations. A duplicated headcount showed that 111

people used the study tables and 98 people used study rooms (36 of the study room users were nursing students completing an assignment for their instructor). Virtual reference service (answering questions online) included approximately 5 questions; this does not include interacting with faculty to arrange for lab reservations, speaking to classes, etc.

Circulation of library materials included 184 checkouts, including renewals; 38 interlibrary loan requests that we received for our patrons; and 158 items that were sent to other libraries to fulfill requests.

Instructors using the library computer lab included Mary Fischer, who brought Ag classes twice; and Robbie Woolridge, who brought English composition classes four times. In other activities, Rob Lucas proctored an Astronomy exam for Craig Bradley on Wednesday, April 10, and Tracey Johnson presented to Ruth Smith's class about library resources on April 24.

Teaching and Learning Center

Rob Lucas attended the one-day Learning Innovations conference at Richland Community Colleges on April 26th. Rob led sessions on "Excel Tips and Tricks", using Readspeak in Moodle, and "Getting Started with OER". The Teaching and Learning Center hosted several webinars, "Student Engagement in College: The Heartbeat of Student Success", Plotting a Course: Activity Completion & Conditional Release", and Using Moodle' Survey Tools.

Russ Stoup helped with the AV needs at several events. Several of these were Honors Night, the Scholarship Gala, Graduation, and the TRIO awards ceremony. Equipment has been purchased and will replace some aging equipment at Anna, Metropolis, and Main campus over the summer.

Anna Center

During May, the Anna Extension Center held a CPR course on May 1st and May 14th, and a Driver Safety course on May 11th. On May 1st, a transfer representative from SEMO was at the center to meet with students interested in transferring after graduation. The Union County Chamber of Commerce held their board meeting in the conference room on May 2nd. The Anna Blue Dolphins Swim Team held a meeting on May 2nd in the conference room.

Cairo Center

The Cairo Center will host University of Illinois Extension's Professional Development Event on Friday, May 17th. Around 60 of U of I's staff will be in attendance. SCC TRiO students will take part in this event as well. The Cairo Center is planning an Open House with Student Success and Services sometime in early July to increase awareness of the center and will possibly be followed by a series of weekly, registration/enrollment nights. Fashion Camp for kids will be held at the Cairo Center June 24-27.

Metro Center

The Metro Center held a Community Yard Sale from 8:00 am to 1:00 pm on Saturday, April 27th. The event welcomed about 100 community guests, 16 vendors and two food trucks. Due to the

popularity of this event, it is held annually to invite the Massac County community to become more familiar with the Metro Center. The Metro Center will host a computer camp on May 29th and 30th from 8:00 am - 12:00 pm for students ages 10-15. Dr. Faris Sahawneh, an instructor at Murray State University will teach students basic internet safety regarding fishing emails, cyber security, website authentication, and computer building. The camp will also teach students about video game development and coding.

On May 6th, there were four young men geocaching at the Metro Center; a direct result of a geocaching recruitment idea from Mindy Reach two years ago. The purpose of geocaching is to build intrigue for students and community members to visit the various Shawnee Community College campuses.

Vienna Center

The Vienna Extension Center will have class offerings for both the summer and fall semesters. Flyers have been posted throughout the county. During summer break, ITV rooms and interior signage will be added to the Vienna Extension Center. On May 2nd, Vienna High School held Honors Night and Site Director Teale Betts represented Shawnee Community College. On May 17th, Teale Betts presented awards at graduation for students who have completed 30-plus college credit hours. On May 22nd, Ms. Betts attended Goreville High School Honors Day. Director Betts, also, presented at the Johnson County Republican Women's Club. Enrollment calls for the upcoming fall semester are currently taking place. The Vienna Center Director presented to the Vienna High School Board on May 20th. Saints Summer Kids Camp packets were distributed to all Johnson County schools.



May 16, 2019

Dr. Kathleen Curphy,

Date

Vice President of Academic Affairs & Student Learning

Student Success and Services Division
June 17, 2019

Student Activities

Honor's Ceremony: The College recognized over 75 students during this year's Honor's Ceremony which was held on April 26, 2019. Many family and community members were present to help us celebrate the accomplishments of the academic and leadership award recipients.

Commencement Ceremony: The Class of 2019 commencement ceremony was held on May 17, 2019. Graduates were presented for conferment for the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science degrees as well as for certificates.

RETENTION

Student Success Center

Tutoring: Sixty-one requests for tutoring were submitted. Of those, the majority have been requests for tutorial assistance with developmental Math, developmental English and resume writing.

Testing Lab: There were 827 exams administered 544 ACCUPLACER, 5 PSB (Psychological Services Bureau) exams, 34 Pearson-Vue exams, 4 Distance Learning exams, 80 Illinois Nurse Assistant/Aid Competency Exam, 27 tests with accommodations, 3 CNA TABE, 1 Constitution, 126 make-up tests, and 3 ACT WorkKeys assessments.

Retention Alert: There are currently 160 student retention cases open - 41 academic issues, 116 classroom issues, and 3 personal issues. Faculty and advisors work in collaboration to bridge students to resources; both internal and external to promote student success.

Student Support Services (SSS-TRIO)

Celebration of Achievement Program: The annual Celebration of Achievement Program was held on May 8, 2019. Students were recognized for leadership, academic excellence as well as other humorous mentions. Faculty and staff were also recognized and awarded certificates of excellence for their contributions to the success of the students. Thirty-five of the Student Support Services (SSS) participants will be graduating during this commencement ceremony.

Accessibility and Resource Program

Accessibility: More students are attending with need for special accommodations in the classroom. There are 37 graduating seniors with accessibility issues that are considering SCC as their institution for higher learning. "Students with disabilities have the same expectations as any other student: to be able to complete their program of study successfully and obtain meaningful

employment. It's necessary to identify and maintain the academic and technical standards that are fundamental to providing a quality academic program while ensuring the rights of individuals with disabilities" (www.ccdaily.com, 2018).

Perkins Funding: FY20 State Perkins allocations have been published. We are expecting \$147,744, up 35% from last year and a 75% increase from FY18.

Financial Aid

The Financial Aid Office has awarded 137 scholarships for 2019-2020. Other awards are pending based on future deadlines. The office also contacted 2018-2019 scholarship recipients that were awarded dollars for Summer 2019 that have not yet enrolled to encourage summer enrollment.



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

5-30-2019

Date