

**SCC BOARD MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM, COLLEGE ROAD
ULLIN, ILLINOIS
September 3, 2019**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on September 3, 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:

Kathleen Curphy, Ph.D., Interim President
John Schneider, Attorney
Countance Anderson, Ed.D., Vice President of Student Success & Services
Kristin Shelby, Ph.D., Dean of Academic Affairs and Student Learning
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
Beth Crowe, Administrative Assistant to the President

RECOGNITION OF GUESTS AND PUBLIC COMMENT

Maxine Russell thanked the SCC employees who attended the Metropolis Labor Day Parade.

FORMAL PRESENTATION

None

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

1. Minutes of Regular Meeting August 5, 2019	
2. Minutes of Special Meeting August 5, 2019	
3. Consideration of Treasurer's Report	
4. Approval of Bills	
Education Fund	\$922,051.97
Building Fund	52,651.04
Restricted Bldg. Fund	5,600.35
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	89,408.61
Restricted Purposes Fund (Grants)	61,736.82
Restricted Purposes - FWS*	2,092.05
Restricted Purposes - PELL	332,880.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	4,392.01
Audit Fund	5,775.00
Liab. Prot. Settlement Fund (TORT)	22,515.97
 Grand Total	 \$1,499,103.82

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 Steve Heisner and seconded by Cathy Belcher to approve payment to Don E. Patton for travel reimbursement in the amount of \$71.78 CK#0016148 for the ICCTA retreat in Marion, IL.

On roll call vote, the members voted as follows:

Mr. Don E. Patton - abstain
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: 6 yeas, 0 nays, 1 abstention, 0 absent. The Chairman declared the motion carried.

A motion was made by Don E. Patton and seconded by John Windings to approve the **Addendum to Working Cash Fund dated June 30, 2019 in order to make an inter fund loan from the education fund to the restricted purposes fund to cover a shortage of funds in the amount of \$60,000.00.**

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

Lori Armstrong distributed a written report from the faculty and provided an oral report on behalf of SCEA President, Dr. Ian Nicolaides.

Shawnee College Faculty Board Report

Special thanks to Lori Armstrong for reporting tonight as Ian Nicolaides teaches Nutrition in Anna from 6 – 9pm each Tuesday.

Message from Dr. Nicolaides, S.C.E.A. President

Speaking on behalf of many and not just faculty, I can confidently state that the college is moving forward. Specific to HLC; Phyllis Sander and Ruth Smith have spent considerable time and effort on the assessment process, Weave Program parameter design/testing, and contributing to the required written responses/communications. Shared Governance meetings over the past few months have been highly productive and this momentum should be encouraged and supported. Shared Governance does meet tomorrow over lunch if a board member happens to be available.

Faculty Submitted Information (In no particular order)

On August 27, the National Health Career Association's Certified Billing and Coding Specialist (CBCS) was given to students who successfully completed the Medical Coding Specialist Program. This national certification allows students the opportunity to obtain a coding credential upon completion of a billing/coding program. The Medical Coding Specialist Program curriculum has been approved by the NHA as a prep for passing the national exam.

While the certification is optional, most SCC students completing the SCC MCS program, will complete the national exam to gain their first coding credential – thus creating an advantage in the health care job market.

SCC has been approved as a proctoring site for the CBCS exam. Students may test here at the college during August or have the option of testing at other independent sites. Of the students who tested on August 27 – all passed the exam and obtained their credential. This continues the 100% pass rate for SCC.

Nancy Gammons, Allied Health Instructor, is the NHA designated proctor for the CBCS exam.

This summer Tony Gerard spent a week volunteering at the Agumbe Rain-forest Research Station in the Western Ghats Mountains of India. While there, among other things, he helped pit tag a 14 foot King Cobra

On Aug 24 Tony presented an program on "Reptiles of the Cache River Watershed" at the Barkhausen Wetlands Visitor center. Afterward he lead a hike to Heron Pond. Approximately 60 people attended the program.

On the weekend of Aug 10-11 Tony gave public interpretive programs on early 19th century medical practices at Discovery Harbor in Ontario, Canada. He gave similar programs last weekend at Ft Morgan State Park in Alabama,

Lori Armstrong met with Jeri Miller (Principal), Anna Craig (Guidance counselor), and Sam Sweitzer (science teacher) at Goreville high school on Friday, August 30th, about biology dual credit. Lori will be teaching BIO 115 (human biology) to a class of 8 students this year.

The following performances have been added to the music schedule.

Sat. Sept 28th SISO (Southern Illinois Symphony Orchestra) Concert. 7 pm Ed. Center

Thursday Oct. 17th High School regional band concert is in the gym, featuring the music of the British Rock Band Queen.

Fri. Dec 6th Combined Band and Choir concert 7 pm Ed center

Junior High Regional Band Concert Feb 13th featuring music from Super Hero movies.

All concerts are free.

Phyllis Sander participated in (August 22) a webinar presented by Inside HigherEd titled "Guiding Students to Success at Community Colleges". The presenters, editors of "Inside HigherED" gave interesting statistics on why students do not complete degrees at community college, even those with tuition being paid by the state. A great deal of discussion and detail was given to the concept of academic advisement in-conjunction with faculty advisers; those faculty who are prepared for the role.

On August 24, Craig Bradley KD9MS attended the Society of Midwest Contesters Fest meeting, an ARRL sanctioned meeting. There were discussions about FCC rules, sunspot cycle, band propagation and band management. VHF contesting and grounding, bonding static and lightning protection. There were over 105 amateur radio operators from the club in attendance. Many faculty are actively participating in promotional activities:

**SCC CTE Community Promotions
Meet the Instructors / Introduce the Programs**

Date	Event	Participating Faculty Members	CTE Program
September 2	Metropolis Parade	Jared English Wendy Harris Kelly Jennings	Automotive Cosmetology Truck Driving
September 6 & 7	Cairo Blues Fest	Wendy Harris Ruth Smith	Cosmetology BOT
September 7	Ullin Cache River Days	Craig Bradley Wendy Harris Kelly Jennings	Computers Cosmetology Truck Driving
September 7-13	SEMO Dist. Fair	Phyllis Sander Ruth Smith	Business/ACC BOT
September 21	Golconda Shrimp Festival	Jared English	Automotive

		Wendy Harris Robert Hawkins Phyllis Sander	Cosmetology HVAC Business/ACC
October 4 & 5	Vienna Fall Fest	Craig Bradley (4 th) Wendy Harris Robert Hawkins (both days) Phyllis Sander (4 th) Ruth Smith (5 th)	Computers Cosmetology HVAC Business/ACC BOT
October 12	Mounds Fall Fest	Wendy Harris Ruth Smith (tentative)	Cosmetology BOT
October 19 & 20	Metropolis Fort Massac Encampment	Jared English Wendy Harris Debbie Penrod	Automotive Cosmetology ADN/PN
October 19	Makanda Vulture Fest	Wendy Harris Nancy Gammons Tracy Lohstroh Phyllis Sander	Cosmetology Health Info. Sys. ADN/PN Business/ACC
November 8	Vienna Senior Expo	Craig Bradley Wendy Harris	Computers Cosmetology
November 9	Vienna Holiday Bash	Wendy Harris Ruth Smith (tentative)	Cosmetology BOT
November 22	Golconda Deer Fest	Jared English Wendy Harris	Automotive Cosmetology

STUDENT TRUSTEE REPORT

Student Trustee Steven Etter reported on the Five Days of Welcome, College Completion Banner, August Clubs and Organizations Sign-Up, and the Convocation for Athletes held on August 22nd.

FOUNDATION REPORT

Trustee Cathy Belcher reported that the Foundation met on August 23rd. In the meeting it was reported that the Scholarship Gala made a revenue of \$23,780. She also reported on items concerning scholarships and improving the tracking system for donors.

ICCTA REPORT

Trustee Don Patton reported that he attending the ICCTA Seminar in Springfield, IL. Additionally, he announced that the Southeast Regional Trustees meeting will be on October 29th at 5:30 p.m. on Main Campus

VICE PRESIDENTS' REPORT

Academic Affairs & Student Learning

Library

In library news, the fiscal year 2019 totals include: borrowing items from other libraries, 448; lending items to other libraries, 1,457; and total checkouts including renewals, 2,196. Total count for cataloged items is 40,658, and the library has 1,706 registered patrons.

In news for the month of July, interlibrary loan activity included lending 157 items to other libraries and borrowing 86. A totally unscientific tally of library activity reported that library staff assisted 116 people (duplicated headcount) 191 times for about 19 and a half hours of contact time. Of those interactions, 22 were with faculty or staff, for about three hours of contact time.

Instructional Technology

In the Teaching and Learning Center, Rob Lucas has completed the new training course for instructors using Moodle. In addition, Rob worked with Russ to install the One Button Studio - a complete, simple-to-use video recording studio specifically for faculty wanting to create instructional videos. It will also be available for staff and student video projects. This studio can be accessed in the Teaching and Learning Center on a walk-in or pre-scheduled basis.

Russ and IT completed the installation of Zoom rooms at each campus. Zoom is the newest trend in video conferencing. The setup is similar to our Polycom systems, however, Zoom is software-based and will be easier to maintain since it is PC based. Cameras and peripherals are USB and easier to replace. The rooms will be tested this fall with two courses. Courses using Zoom can be recorded and transcripts are generated from the recordings. Courses can also be accessed by anyone at any location when using Zoom. When classes are not using the rooms, they will be used for committee meetings, saving fuel and travel time.

Russ and Chris finished installing the last ITV system at Vienna. Shawnee now has three systems at Vienna. Along with the three at Vienna, we have four systems at Cairo, three at Metro, three at main, three at Anna, along with one at Joppa, Dongola, and Goreville.

Anna Center

During the Month of August, the Anna Extension Center hosted an open house on August 1st. Open House. Twenty-seven people who attended the open house signed in to speak to an advisor or financial aid. Late registration for the fall semester was August 8th, 12th, 13th and 14th. A CPR course was taught in the conference room on August 13th. The Union County CEO program hosted a meeting in the conference room on August 20th. The Anna Center hosted a "Week of Welcome" event for new and returning students August 14th -16th. Students were welcomed back with water and snacks. A Driver Safety course was held on Saturday, August 24th.

Cairo Center

The Cairo Center held an open house on July 18th. Many of those who attended signed up for courses either at the center or other locations. Ballard High School in Kentucky as well as all businesses in Wickliffe, Barlow, Pulaski, Mounds and Cairo were invited to attend. Cairo Center staff attended Registration Day and Community Bash held by Cairo School District on July 30th and were able to gain a few parents as prospective students. The Cairo Center will be a vendor at the 1st Annual Smooth Jazz on the River Festival in Cairo on Saturday, August 31st.

Metro Center

The Metro Center hosted an open house on July 29th from Noon-6pm. The college had representation from faculty, financial aid, TRIO, advising, testing and tutoring and career services. On Thursday, August 8th an ACT prep tutorial for high school students was held from 4:00pm - 6:00pm. The Adult Education/Alternative High School held an all-day in service at the Metro Center on Friday, August 9th and Thursday, August 15th. The Metropolis Police Department held a training at the Metro Center on August 8th from 1:00pm - 5:00pm. On Thursday, August 22nd at 6:00pm a Driver's Safety will be held at the Metro Center.

Vienna Center

The Vienna Center open house was held, along with Vienna High School's registration day, on July 31st from Noon – 6:00pm. Approximately sixty-plus individuals attended the open house, with some enrolling for classes. The college had representation from faculty, financial aid, TRIO, advising, testing and tutoring, and career services. The Vienna Times provided coverage before and after the event. Teale Betts, Vienna Extension Center Director, attended day two of Vienna High School registration, which was August 1st.

SCC Advisor, Erin King, and Teale Betts participated at the School Supply Giveaway at Shawnee Worship Center on August 7th. There were an estimated 350 individuals who stopped by the booth. The event coordinator will send Shawnee Community College the names of all the parents who attended the event to provide information on SCC's GED and college offerings. Erin King and Teale Betts enrolled Vienna High School students in dual credit/enrollment courses on Wednesday, August 21st. Teale Betts will visit Goreville High School to enroll students in dual credit/enrollment courses (date TBD). Vienna High School hosted a dual credit training workshop on August 13th. Dr. Shelby, Dean of Academic Affairs and Student Learning, conducted the workshop.

Workforce Innovation, Adult Basic & Continuing Education

Brett Whitnel, Interim Director of the Small Business Development Center concluded another successful year of the ELITE (Educate, Lead and Inspire Tomorrow's Entrepreneurs) camp. Students visited area small businesses, developed their own business concepts and heard from Curt Jones, creator of Dippin' Dots and Forty Below Joe.

Gregory Mason and Tony LaForest met with the Carpenters' Union to discuss development of a Joint Apprenticeship Training relationship like the partnership the college has with the General Contractors' Union. Dr. Mason is drafting a proposal for the possible relationship for review by the president and the cabinet.

Gregory Mason, Ginger Harner and Christina Faulkner attended the annual Transitions Academy in Effingham, IL. The Transitions Academy is sponsored by the state to promote development of Integrated Career & Academic Preparation System (ICAPS) programs. ICAPS is a guided support program based on Washington State's I-BEST model that integrates basic reading, language and computational skills, with occupational skills, soft skills, job readiness training and support services to mitigate traditional employment barriers or facilitate matriculation into an associate degree program.

Over thirty CPR, Basic Life Saver and Re-certification classes were held with over 300 participants being trained; including new Shawnee nursing students.

Kathleen Curphy

August 15, 2019

Dr. Kathleen Curphy, Interim President

Date

Student Success & Services

Activities

The College has been actively involved in community events over the past several weeks. Those include the Massac County Youth Fair, Four Rivers Career Fair, Southern Illinois Made Expo, Cobden Peach Festival, Pulaski County Fair, Cairo Elementary Community Bash, DAEOC Tri-State IRT, Cairo School District Registration Day and Community Bash, Jazz on the River Festival, and the Vienna School Supply Giveaway. Upcoming events include the Cairo Heritage Festival, the Massac County Parade, AJ Homecoming, SEMO District Fair and Grand Chain Steamboat Day. A strategic recruitment plan will be in place for the balance of the year, keeping in mind the need for continuous growth as well as the importance of staying connected to the community.

Athletics

As a reminder, the Saints Annual Golf Challenge is scheduled for September 6, 2019 at the Union County Country Club. This event is a four-person scramble (\$400/team) with a 'shotgun' start at 12:30pm. Hole sponsorships are \$100. Lunch will be provided. All proceeds go toward athletic programs at Shawnee Community College.

New Student Orientation

This fall, there were two New Student Orientation programs presented for our new students to attend. On Saturday, August 10, ninety-four new students participated in new student onboarding sessions, tours and other engagement opportunities. There were 144 new students that attended the New Student Orientation on August 13, 2019; ninety-two of which were student-athletes. We were able to collect referrals from several students by making 'the ask' and tying it to drawings for Shawnee related items. Fun was had by all.

Student Convocation

Last January, the division piloted a Student Convocation. The concept was birthed to reiterate to our scholarship recipients that institutional dollars are being invested to help them reach their educational goals. In addition, expectations and responsibilities for the student-athlete were discussed. Based on data collected at the pilot (suggesting the need to continue to offer this informative program), we are hosting a Fall Student Convocation on August 22, 2019. The guest speaker will be Ken Rogers, founder of Fresh Start Sports and Mentoring, Inc.

RETENTION

Student Success Center

Tutoring: Nineteen requests for tutoring were submitted we submitted on the first day of class.

Testing Lab: There were 445 exams administered this month: 321 ACCUPLACER, 20 Pearson-Vue exams, 3 Distance Learning exams, 36 tests with accommodations, 33 make-up tests, 2 ACT WorkKeys assessment. 5 CST (National Certifying Examination for Surgical), 1 HOAE (Health Occupational Aptitude Exam), 3 INACE (Illinois Nurse Aide Competency Exam), 2 CNA TABE (Certified Nurse Assistant, Test of Adult Basic Education), 1 Constitution, 2 CLEP (College Level Examination Program).

Retention Alert: There are currently 66 student retention cases open - 55 academic issues and 11 classroom issues. Faculty and advisors work in collaboration to bridge students to resources; both internal and external to promote student success.

Educational Talent Search

The Delta Regional Authority (DRA) congratulates three new Illinois graduates of the Delta Leadership Institute (DLI Executive Academy) of which, Deborah Johnson is included. Deborah now has the tools to support DRA's efforts to create jobs, build communities and improve lives across the Mississippi River Delta region and the Black Belt of Alabama. She completed the ten-month DLI Executive Academy, a training program that brings together public, private and nonprofit-sector leaders from each of the eight states served by DRA. She participated in seven training sessions over the past year being educated on the regional and local economic and community development best practices employed across the Delta.

Career Services

In August, the department assisted students with 6 Career Keys Assessment. In addition, a Career Services information booth was available at the Open House's in Cairo, Metro, Anna and Vienna. The coordinator assisted advising students during the peak enrollment season.

Financial Aid

The Financial Aid department has awarded 243 scholarships (not including returning students, other than athletics) for an estimated amount of \$377,481. To date, 352 Pell grants have been awarded for 2019-2020 for a total of \$972,898.



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

8-16-2019
Date

INTERIM PRESIDENT'S REPORT

Dr. Curphy reported on the following:

Community Engagement

Russ Stoup, IT, and our maintenance departments were vital in organizing the facilities for another successful COOP meeting. The crowd was larger than they have had in several years with over 600 attending. Extra seating was added along with the overflow in the atrium. Shawnee was well represented and promotional materials were available.

Several Businesses have reached out to the Cairo Center regarding partnerships to meet the demand for hiring needs. A meeting has been set up with Fred Bernstein, CEO of Community Health and their Board to discuss creating a partnership with SCC to entice more students to become Medical Coders and Billers, Medical Office Assistants and Lab Techs. Community Health is willing to create internships and allow the use of their equipment and building for training purposes. Aperion Care's Human Resource director would like to assist in creating a partnership to train more for CNA positions. The City of Cairo has inquired of possibly creating courses for police training.

Dr. Mason and Dr. Curphy met with grant writer, Kim Gutersloh, to discuss the potential to provide training solutions for the forthcoming Walker Bluff's Casino and Entertainment development. The site of the development is in John A. Logan's district, therefore, we will need to partner with them. Dr. Mason has met with a Walker's Bluff representative who said they are interested in partnering with us on Casino training, along with J. A. Logan.

Dr. Curphy, Gregory Mason and Tony LaForest met with representatives of SIU's ROTC program to continue discussion of the partnership with Shawnee to create a career pathway for Shawnee students into the SIU-ROTC program.

Accreditation

The College has received the ICCB Recognition Report from this year's Recognition visit. The report contains two types of recommendations based on staff review – compliance and advisory. Compliance Recommendations detail specific items that require correction, and Advisory Recommendations reflect best practices and areas of improvement. Compliance Recommendations require a formal, written response which is due September 9, 2019.

Compliance Recommendations the college needs to address are in the areas of faculty credentialing, dual credit student prerequisites enforcement, strengthening data analysis for program review, and courses that were not categorized correctly. In addition, we need a policy to ensure that 75 instructional days a semester are being met. Advisory Recommendations are in the areas of submitting salary data on time, the CAREER Agreement needs to be added to the course catalog, comprehensive course evaluations are required yearly, clear student placement procedures, and courses no longer relevant are removed every 5 years. The above Recommendations are easily corrected or have already been corrected. The ICCB staff will recommend that the ICCB issue a finding of Recognition Continued to Shawnee Community College which means we generally meet ICCB standards which is the highest level.

Foundation

At the last Saints Foundation board meeting it was discussed the need for a Grant Writer to help the College in securing funds for programs, services, equipment, etc. The Delta Region Authority will have a round of grant opportunities released in the near future, as well as others that are already out there. Gene Honn and Dr. Curphy will be meeting with KMG Grant Consultants to discuss terms of an agreement based on an hourly rate.

Speaking Engagements

Board of Trustee Steve Heisner and Dr. Curphy attended the Metropolis Kiwanis meeting, August 13 where Dr. Curphy gave them an overview of my background and spoke on the vision of the college and how it relates to the college's role in the community. In addition, I addressed our new program initiatives and the change in tuition for the surrounding counties in Kentucky and Missouri.

Important Upcoming Dates/Announcements

Saints Annual Golf Challenge is September 6 at the Union County Country Club. Lunch is 11:15 to 12:30 p.m. Shotgun start at 12:30 p.m.

The SIU Orchestra Performance will be Sat, Sep 28, 2019 7:30pm - 9:00 p.m. in the Educational Center.

Closing Remarks

In preparing for my Convocation remarks, I was reminded about the song by Freddy Mercury "We are the Champions" which resonated with me. We are reaching the year 2020, and to me that speaks of having a perfect vision for this college and its students. I believe that if we all work together, we can obtain our 2020 perfect vision. We need to remember, what has made us so great, what has made us so strong. Let's work together to build on those things that will help our students and this college achieve greatness. I challenge you to make the decision today, that we will be champions on behalf of our students and our institution, and that we will maintain our perfect vision for student success. There are 2 words that will help us obtain this goal. They are "recruit and retain". Regardless, of who we are, we all have a hand in the recruitment and retention of our students. There will be lots of R & R this year as we become the Champions for Shawnee Community College.

A motion was made by Steve Heisner and seconded by Steven Etter to approve the revisions to Policy 6260 as presented retroactive to July 1, 2019. **(Attachment #1)**

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) - yes

Ms. Cathy Belcher - no

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: 6 yeas, 1 nay, 0 abstention, 0 absent. The Chairman declared the motion carried.

A motion was made by Michael McMahan and seconded by Cathy Belcher to approve the bid for industrial cleaning services from Crowdus Maintenance and Cleaning Services from July 1, 2019-June 30, 2021 at a total cost of \$534,120.00. (Attachment #2)

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 Andrea Witthoft and seconded by Michael McMahan to approve the tentative FY2020 Budget as presented. (Attachment #3)

On roll call vote, the members voted as follows:

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
Ms. Cathy Belcher - yes

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

Consideration of Revision of Policy 6272 (Attachment #4) This was a first read. **No action was taken.**

A motion was made by John Windings and seconded by Steve Heisner to **approve the 2019-2020 Board Meeting Dates as presented.**

Monday, October 7, 2019
Monday, November 4, 2019
Monday, December 2, 2019
Monday, January 6, 2020
Monday, February 3, 2020
Monday, March 2, 2020
Monday, April 6, 2020
Monday, May 4, 2020
Monday, June 1, 2020
Monday, July 6, 2020
Monday, August 3, 2020
Tuesday, September 8, 2020
Monday, October 5, 2020
Monday, November 2, 2020
Monday, December 7, 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 Don Patton and seconded by Michael McMahan to approve the transfer of \$153,612.99 of endowment funds to the Saints Foundation of Shawnee Community College.

On roll call vote, the members voted as follows:

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
Ms. Cathy Belcher - 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 John Windings to accept the low bid of Keith Martin Inc. Of Johnson City, Illinois at a cost of \$98,000.00.

On roll call vote, the members voted as follows:

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
Ms. Cathy Belcher - 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 Michael McMahan to adjourn into executive session at 6:40 p.m. for the purpose of discussing:

1. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - A. Consideration of Alteration of Dean of Student Success & Services' Job Description – **Attachment #5**
 - B. Consideration of Alteration of Director of Vienna Duties Related to Job Description – **Attachment #6**
 - C. Consideration of Approval to Eliminate Receptionist Position and Create Admin. Asst. One Stop/Admission – **Attachment #7**
 - D. Consideration of Approval Reopen Financial Aid Specialist Full-Time Position – **Attachment #8**
 - E. Consideration of Perkins/Dual Credit Coordinator Job Description – **Attachment #9**
 - F. Discussion of FY2020 Full-Time Staff Compensation – **Attachment #10**
 - G. Consideration of Employment of the Admin. Asst. to Academic Affairs – **No Attachment**
 - H. Consideration of Employment of the Director of Small Business Development Center – **No Attachment**
 - I. Consideration of Employment of the Director of Institutional Research, Effectiveness, and Planning – **No Attachment**
 - J. Consideration of Employment of the Administrative Assistant to the President – **No Attachment**
 - K. Consideration of Ratification of Employment of Part-Time Faculty/Staff for Fall 2019 – **No Attachment**
2. Consideration of Non-Renewal, Resignation, or Termination
3. Consideration of Items That May Lead or Have Led to Litigation

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 John Windings and seconded by Michael McMahan to adjourn out of executive session at 8:06 p.m.

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 Don E. Patton and seconded by Steve Heisner to approve the minutes of the executive session held on September 3, 2019.

On roll call vote, the members voted as follows:

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
Ms. Cathy Belcher - 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 Cathy Belcher to approve the change of duties to the position of Dean of Student Success and Services for advertising and posting effective immediately. **(Attachment #5)**

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 Michael McMahan and seconded by Cathy Belcher to approve the additional duties of enrollment specialist to the Director of Vienna. These new duties were assigned due to compliance issues with Financial Aid. **(Attachment #6)**

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 John Windings and seconded by Steven Etter to approve of restructuring the receptionist area of admissions and advertising and posting updated position effective immediately. **(Attachment #7)**

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 Cathy Belcher and seconded by Michael McMahan to approve advertising and posting the Financial Aid Specialist Position Teale Betts vacated when transferred to Vienna Center. **(Attachment #8)**

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 Steve Heisner and seconded by Don E. Patton to approve the revised position of Perkins/Dual Credit Coordinator position for the purposes of advertising the position. **(Attachment #9)**

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 John Windings and seconded by Cathy Belcher to approve the full-time staff compensation of 1.75% effective July 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.

Consideration of Employment of Revision of Policy 7410 1.D. This was a First Read. No action was taken. **(Attachment #11)**

A motion was made by Andrea Witthoft and seconded by Don E. Patton to approve the employment of Felicia Rouse for Admin Assist. to Academic Affairs effective September 3, 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 Steve Heisner and seconded by John Windings to approve the employment of Indian Hampton for Director of Institutional Research, Effectiveness, and Planning effective September 3, 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 Michael McMahan and seconded by Cathy Belcher to approve the employment of Beth Crowe for Admin Assist. to the President effective September 3, 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 Steven Etter to approve the ratification of employment of part-time faculty/staff for fall 2019.

Name	Status	Course/*Location
Abell-Castleberry, Heather	PT Faculty	GOV 117-70
Amis, Terrell	PT Staff	Head Softball Coach
Burgess, Michael	PT Faculty	Adult Ed Instructor
Hannan, Amanda	PT Staff	CPR Instructor
McBride Harner, Ginger	FT Staff	Adult Ed & GED Instructor
Hayes, Stephanie	PT Faculty	Nail Tech Instructor
Kern, Kyle	PT Faculty	Adult Ed Instructor - AHS
Kinsey, Jeanie	PT Staff	Temp Admin Asst
Lewis, Jan	PT Staff	Adult Ed Coordinator
Piper, Melissa	PT Faculty	Adult Ed Instructor – GED
Smith, Clare	PT Staff	Financial Aid Asst
Stanley, Will	PT Faculty	Adult Ed Instructor – AHS
Stubblefield, Vernon	PT Faculty	Adult Ed Instructor – GED
Uehle, Larry	PT Faculty	Adult Ed Instructor – AHS/GED
Uehle, Marilyn	PT Faculty	Adult Ed Instructor – AHS/GED
Williams, Michelle	PT Staff	Temp Metro Executive Secretary
Woods, Bob	PT Faculty	Adult Ed Instructor – GED

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 Don Patton and seconded by Steve Heisner to adjourn at 8:19 p.m.

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.

Submitted by:



Ms. Andrea Witthoft, Secretary

10-7-19
Date

ATTEST:

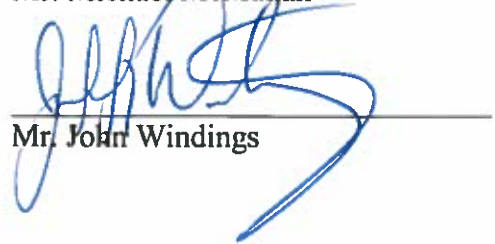

Ms. Cathy Belcher

Mr. Don E. Patton


Mr. Steve Heisner


Mr. Randall Rushing


Mr. Michael McMahan


Mr. John Windings