

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
January 11, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on January 11, 2021, via Zoom. The meeting was called to order by Chairman Randall Rushing.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

The roll call was as follows:

Mr. James Darden - Present
Ms. Cathy Belcher - Present
Mr. Steve Heisner - Present
Mr. Michael McMahan - Present
Mr. Randall Rushing - Present
Mr. John Windings - Present
Ms. Andrea Witthoft - Present
Mr. Steven Etter, Student Trustee - Present

Others Present:

Tim Taylor, Ph.D. President - Present
Kathleen Curphy, Ph.D. Vice President of Academic Affairs - Present
Lisa Price, Ed.D., Interim Vice President of Student Success & Services - Present
Jean Ellen Boyd, Academic Affairs - Present
Brandy Woods, Director of Business Services - Present
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education - Present
Dr. Kristen Shelby, Dean of Academic Affairs and Student Learning Present
Rob Betts, Director of Communications/Public Relations - Present
John Schneider, Attorney - Present
Dr. Ian Nicolaides, S.C.E.A., President - Present
Beth Crowe, Administrative Assistant to the President - Present

IV. Recognition of Guests and Public Comment

V. Approval of Consent Agenda

MOTION NO. 1

A motion was made by Steve Heisner and seconded by Steven Etter to **approve the consent agenda** as follows:

1. Regular Meeting Minutes December 7, 2020
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$1,340,806.11
Building Fund	140,013.08
Restricted Bldg. Fund	0.00
Bond & Interest Fund	1,696,000.00
Auxiliary Enterprises Fund	83,123.76
Restricted Purposes Fund (Grants)	116,680.57
Restricted Purposes - FWS*	3,642.70
Restricted Purposes - PELL	76,614.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	204.00
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	221,164.13
Grand Total	3,678,248.35

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes
Mr. Michael McMahan - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. James Darden - Yes
Mr. Randall Rushing - Yes

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

VI. Consideration of Addendum and Re-Investments

MOTION NO. 2

A motion was made by Cathy Belcher and seconded by James Darden to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$100,000.00 and Education Fund to Bond & Interest Fund in the amount of \$47,000.00. November 30, 2020**

On roll call vote, the member 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. James Darden - Yes
Mr. Michael McMahan - Yes

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

VII. Reports

A. Student Trustee – Steven Etter

PTK has finished its College Project report to send for our Five Star Award. Our college project is about the creation of our food pantry, “The Cupboard” and how our chapter has helped in spreading the word to student by creating flyers and table toppers for the dining room. It also tells of our donations of money and personal hygiene supplies and with volunteering. This brings us closer to receiving our Five Star Award for the third consecutive year. Work continues on our Honors in Action project which is the last piece of our Five Star Award.

Student Senate has continued to work on their short videos to help students navigate online classes, access the library remotely, availability of laptops and Jet-packs, spring registration, and more. the Senate is working with Robb Betts to edit and make these videos available through the Senate Facebook page and You-tube. The senate has also taken up a vote to make a donation of \$500.00 to the “Bear Cares” charity. Since donations are down for every charity nation-wide, Student Senate looked for a local charity that would help children in our Shawnee community.

B. Faculty – Dr. Ian Nicolaides, President, S.C.E.A

Faculty have and are still reflecting on the challenges last year. Moving forward the experiences and challenges we all faced due to COVID19 issues have given insight on how to best serve students under various restrictive circumstances. Given the situation last year faculty did a stellar job making instruction accessible for students. Certainly, the staff and administration should also be commended as it was a team effort by all.

One item I personally find most interesting is that while students often express that they need flexibility and want choice with regard to how they access instruction is that unfortunately a more open framework on how instruction is delivered often increases the students own confusion with their studies. Most students need consistency and need to be guided by the regular format of attending class face-to-face. There are many reasons for this but one significant obstacle last year was when students did attend synchronous instruction over Zoom they often used a cell phone rather than a larger device with a more appropriate screen size. Many teachers also noticed that students did not take notes while using remote devices and many students admitted that they were easily distracted during remote instruction and that they often multitask. Albeit, for those students who do take attending class on Zoom seriously it has been instrumental in affording access to instruction for students and has many advantages.

While it is hoped that new medicines will afford us all the opportunity to return to living as accustomed prior to COVID19, faculty are now better prepared for the future. In general, the faculty views face-to-face instruction to be the gold standard for student learning and they look forward to this new year as we plan such. One major positive from last year independent of the future we all are stronger and more knowledgeable on how we can best serve students. In similar, while faculty are continuing to serve students much concern about personal safety for all

those involved remains and both students and instructors need to be understanding and flexible within reasonable parameters. Ultimately, early student communication with their instructor is paramount for best working towards student success.



President's Report
January 4, 2021

Enrollment Update				
	Headcount		Reimbursable Credit-Hours	
	FY 21	FY 20	FY 21	FY 20
Summer 20	668	953	3,139.5	3,773
Fall 20	1,632	1,794	12,589.5	12,963.5
Spring 21	776	966	7,882	9,336.5
Total	3,076	3,713	23,611	26,073
FY 21 Credit-Hour Budget Projection		28,078	Difference	(4,467)

*Data pulled 01/04/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- Internal and external networking efforts continue. At this point, 52 “Meet & Greet” activities with employees have been completed. Meetings with the remaining fulltime employees are scheduled throughout the spring term. In addition, I sent approximately 350 personalized Christmas Cards to employees (both full and part-time) and several community partners.
- Facilitated a meeting with the College’s Shared Governance Committee on 12/10. Topics included: Academic Calendar, Shared Governance Definition, Low Enrolled Class Cancellation Protocols, Retention Alert, Consulting Plans, and a Student Assessment Committee report. Outcomes of interest are:
 - Academic Calendar Committee will meet and address faculty concerns.
 - A working definition of Shared Governance was approved by the Committee. The working definition will be shared with others throughout the institution to gather feedback and make improvements. The Committee will attempt to finalize the definition by the end of March 2021.
 - Faculty will contact fall students and encourage them to enroll for the Spring Term.
 - Faculty will be encouraged to update the Retention Alert system to provide additional information for advisors on students who received a D or did not pass a fall semester course. In addition, ways to automate the retention alert process was discussed.

- Participated in the Guidance Counselors Retreat on 12/11 at Magnolia Manor in Cairo. Eleven HS Guidance Counselors attended the event. In my presentation, I encouraged the Counselors to strengthen current partnerships with SCC in efforts to help our local students and their families break the chain of poverty. Met with Superintendent Patrick Rice of Cairo School District 1 on 12/11. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Cairo with District goals. Superintendent Rice communicated Cairo's enrollment has declined this year but is currently unsure as to how many students have been lost.

In general, the meeting went well and I think a foundational framework to improve relations between the two organizations was established. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and strengthen our relationship.

- Met with Saints Foundation Directors on 12/11. Topics included: Financial Report, College President Update, Executive Director Report, and Mid-Year Review of Strategic Plan. As part of my report, I shared:
 - My personal background, guiding principles, and values.
 - Shared the College's primary focus would be to help community residents lift themselves out of poverty and change their lives and lifestyles. This focus includes eliminating the achievement gap for low income and minority students. I invited Foundation Directors to help us with this initiative.
 - Shared the College will be concentrating on improving and personalizing programs and services for students.
 - Communicated the College's strategic plan will be updated and refreshed over the next four months and extended an offer to the Foundation Directors to participate in that process.
- On 12/22, we completed the lottery for the Trustee election in April... here are the results:
 - 6-Year Unexpired Term (3-Seats)
 - James Darden (Johnson County)
 - John L. Windings (Massac County)
 - April Moore (Pulaski County)
 - 2 Year Unexpired Term (1-Seat)
 - Deborah Shelton-Yates (Johnson County)
 - Steven Etter (Union County)

- Our winter term intersession class (Comp II) started with an enrollment of 5. Several College employees including Lindsay Johnson, Blake Goforth, Stacy Simpson, Chris Clark and myself were there supporting the students and faculty on the first day. As of today (01/04), all five students are still enrolled.
- Over the last couple of weeks, I've had the opportunity to review the College's policy manual. Clearly, improvement of the manual needs to be a major focus in the near future. I have several ideas that I will be sharing with each Trustee in January and February.
- Over the last several months, I've been developing a relationship with Frank Bass. Mr. Bass is a high-powered lobbyist for the Black Caucus and has considerable influence in the Illinois General Assembly. If Mike Madigan retains his Speaker of the House duties, it will be because of the support from the Black Caucus (i.e. Frank Bass). Senator Dale Fowler made the introduction.

Mr. Bass and I found common ground in Cairo and have been developing a personal relationship since. Initially, Mr. Bass was trying to recruit business from the College but has since agreed to work on the College's behalf for free. Essentially, Mr. Bass is going to work with the General Assembly to try to get an earmark for the College. I'm not sure if these efforts will be successful but he appears to have genuine intentions. Mr. Bass intends to introduce me to the *"right people"* in Springfield and plans to advocate on the College's behalf.

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

- Innovative Model of Developmental Education Grant – this \$25,000 ICCB grant provides opportunity for the English and Math Departments to develop models of instruction that decrease time to degree completion for students testing into developmental education. A match of College funds is not required for this grant.
- Distance Learning & Telemedicine (The Connecting Shawnee Project) – this three-year \$450,545 US Dept. of Agriculture grant provides distance learning equipment, technologies and connectivity to students and teachers for each high school located within the College's service area. In addition, the grant will provide funds to update distance learning equipment at the main campus and all four Extension Centers. The College must provide a \$67,700 match for this grant.
- SBDC Coronavirus Urgent Remediation Emergency for Small Businesses (CURES) Grant – this \$40,000 Illinois Department of Commerce and Economic Opportunities grant provides funding to develop webinars, workshops, advising models, and technical support to assist small businesses impacted by COVID-19. A match of College funds is not required for this grant.

D. Vice-Presidents

i. Academic Affairs – Dr. Kathleen Curphy

Dean's Report.

On Monday, December 7, 2020, Dr. Shelby submitted the Developmental Education Innovation Grant proposal to the ICCB. This competitive grant opportunity could provide up to \$25,000 for the Math and English Departments to develop alternative methods of delivering remedial education and decrease time to degree completion for students. This was a collaborative effort in which Dr. Shelby would like to thank Lori Armstrong, Jipaum Askew, JoElla Basler, David Black, Sabrina Black, and Sandy Fontana for their efforts.

CTE Day will be delivered virtually to high school students in late February/early March. CTE faculty will record short, three-minute videos highlighting certain aspects of their programs, including current job market information, salary range, time to degree completion, etc. At the end of each video, student contact information will be collected for recruiting purposes. These videos can also be used as recruiting tools in advising, on the website, and social media.

Dr. Shelby continues to track all student COVID exposures and positive COVID test results. The website is updated weekly and found under the COVID-19 tab at (<https://www.shawneecc.edu/covid-19-confirmed-cases>). There has been a steady decline in the number of student cases reported since November 20 when the college transitioned to remote learning.

Dr. Shelby and Melissa Luttenbacher are assisting Perkins students with book returns and Spring 2021 applications, which are now online due to COVID-19. This application can be found under the “Students” and “Academics” tabs on the website (<https://www.shawneecc.edu/perkins>).

Library/Technology

The library added almost 40 new juvenile and young adult books in November, with a focus on diversity and inclusion. The young adult novels often deal with topics that appeal to college students and encourage reading as a lifelong habit. Rachel continued to check laptops and jetpacks out to students. Russ has set up three classrooms to be more Zoom friendly. Plans are to convert twenty more rooms.

Extension Centers Report

Anna Center

During the month of December, the Anna Center has wrapped up another successful semester. The Anna Center advisors have been busy enrolling students for the Spring semester. Blake Goforth visited students at Anna-Jonesboro High School on December 15th. The Anna Center staff participated in the “Pay It Forward” campaign which helps local children in need this Christmas season. This year, the Anna Center staff sponsored two children with hopes of bringing a smile to their faces this Christmas. Blake Goforth has been corresponding with students that are interested in taking intersession courses offered at the Anna Center on December 28th through January 8th.

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Cairo Center

Dr. Shelby arranged a meeting with Kelly Jennings and Greg Shepard to discuss ways to bring the Truck Driving program to the Cairo Center due to an increase in interest and the intended need for the Cairo Port. The program will begin in the summer where the students will meet the first two weeks of class at the Cairo Center and then complete the driving portion of the class on main campus.

Metro Center

On November 12th, the Metro Center hosted a breakfast with the president and vice presidents. In addition to enrolling new and returning students for the spring 2021 semester, Hayley has enrolled dual credit students, and Greg has enrolled all students on SCC athletic teams except for one team and those students' registration for spring 2021 should be complete by the end of December semester

Vienna Center

Leslie Weldon and Teale Betts gave seniors the Kuder Test on December 16th. The seniors uploaded this information to their Career portal at Vienna High School. Vienna High School juniors and seniors were emailed their degree audits and encouraged to stop by and ask Teale Betts questions about college. The labor hall sent out letters to current apprentices and those who graduated in the state of Illinois. Teale Betts has communicated with the perspective Construction Management students. Goreville and Vienna High School were contacted about the scholarship booklet.

Workforce Innovation, Small Business Development

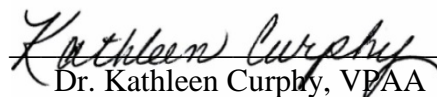
The CREATE BRIDGES initiative has completed its asset mapping of the businesses and business support resources in the five-county area. Dean Mason and Brett Whitnel conducted 5 community forums for regional small businesses

The Alexander-Pulaski NAACP will partner with the SBDC to provide business training to individual NAACP members and associated businesses

Webinars have been held throughout the end of the year about the GATA (Grant Accountability and Transparency Act) process for SBDC clients interested in how to apply for available federal and state business grants and loans.

The SBDC's outreach to minority businesses generated three new business clients for the center. The SBDC continues to work with business clients who have been impacted by COVID-19.

The division is adapting its non-credit Mental Health First Aid training course to be offered for credit. Student Services staff will be encouraged to take the class as part of their professional development


Dr. Kathleen Curphy, VPAA

January 11, 2021

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ii. Student Success and Services – Dr. Lisa Price

Admissions

Danielle Boyd—Registrar

Danielle Boyd worked on the findings from the Program Review audit. She has also entered 50 SAT scores in for area high school students and sent out letters. Danielle attended the guidance counselors retreat on December 10 in Cairo and worked on processing the Fall 2020 graduation applications.

Advisement and Recruitment Report

Advisors continue to advise students via in person, email, Zoom, and phone appointments. Escrow students have been requesting meetings frequently to register for Spring 2021, which often includes involvement from local high school counselors. The Ambassadors did a class project that involved interviewing a faculty member of their choice and creating an edited video from the interview. The result was wonderful, and these videos are being used on SCC's social media to promote our wonderful College and faculty.

Greg Sheppard has been reviewing student-athlete transcripts and course schedules checking for completion. Blake Goforth and Carrie Davis created a recruitment video talking about the spring semester and the many student support services available.

Athletics

John Sparks—Athletic Director

The majority of our athletes returned home for Thanksgiving and will continue their classes remotely. Most of them expect to return around January 1 to start preparing for the Spring semester.

The current plan is for all of our sports will play a reduced schedule consisting of Region 24 and Conference games. Men's Basketball, Women's Basketball, and Volleyball start their season at the end of January. Baseball and Softball will start their season in March.

Academically our coaches are trying to push these student-athletes across the finish line as we enter Final Exams. We are in contact with these student-athletes multiple times a week. Some are even doing Zoom Workouts as early as 8 am three days a week, while others communicate via email, text, and phone calls. The majority of our athletes registered for the Spring semester before the Thanksgiving break.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career services have contacted 33 dislocated workers from Aperion and provide numerous services such as resume assistance, job search, and 33 referrals to WOIA for additional training/education. In December, the office will have provided 83 Kuder assessments and Career Keys. Cairo high school seniors will be given the Kuder on January 22, 2021. Ms. Weldon will be rescheduling a career presentation that had been cancelled at Meridian due to COVID-19. She

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will also be working with other guidance counselors to schedule the administration of the Kuder Career Survey. The office has reached out to 24 local employers about job postings, employment and training needs, job shadowing, and internship opportunities.

Career Services will start to prepare for our annual job fair this month in hopes of being able to have it in March 2021 and exploring options such as drive-thru or virtual job fairs.

Completion Coach

Carrie Davis, the part-time completion coach, wanted to detail a few of the projects she's been working on over the last few weeks. One of the first projects she started was "Student Satisfaction Surveys." This survey was sent to every student at SCC. The idea was to get answers on their favorite aspects of the College and find out what they feel we could add that would be beneficial to them. The overall census was that students are happy with the "home-like" feel of SCC. They love that they feel important to their teachers and staff. There weren't a lot of responses to the question, "what should we add." Carrie also sent out a survey to students who have dropped classes during the fall semester. This was to get a feel for why they dropped classes, and if there were things that we could do that would help them complete. Carrie is still waiting on those responses.

Another project that she has been working on is starting a podcast here at SCC. She's been researching ideas on how to get started. Carrie has a lot of the equipment needed to get started. She's currently trying to line up ideas on the show topics and directions that the podcast could go. She's very excited about this opportunity and to see what this can do for SCC! Carrie has also been excited to be able to assist Rob Betts in editing ambassador videos. The ambassadors took time to interview different faculty members about their classes and their advice to current and future students. Rob and Carrie have been editing those videos for the past couple of weeks. It's been exciting and rewarding to see how those are turning out. Carrie's very excited to be here and see how she can help make a difference at SCC!

Counseling & Accessibility

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Ms. Brahler, the School Counselor, continues to provide services remotely for students who need support. She serves as the advisor for the College's veterans, SICCM students, and our general student population. Ms. Brahler has been reviewing SICCM program applications for the 2021-2022 academic year.

Mr. Brahler has been reviewing the spring schedule for low enrollment classes. She researches students' specific needs for graduation and alerts division chairs and administration to those needs. She attended the Guidance Counselor Retreat by Zoom.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

The Financial Aid team participated in the annual Federal Student Aid Training Conference online from December 1 through December 4 and the Second Chance Pell Grant webinar on December 3.

Dr. Capps participated in the Exit Conference for the ISAC Program Review and the Title IX Program Review and has been completing necessary changes needed to policies and procedures.

Dr. Capps presented financial aid information at the Guidance Counselor's Retreat on December 10.

All first-term MAP payments have been submitted as well as 2020 Illinois National Guard and Illinois Veterans Grant claim submissions.

The new scholarship software system, Academic Works is being installed and will allow our students to apply for all scholarships using an online application.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center is proud to announce that Aaron Woods has joined their department as a Professional Math Tutor. Aaron is a Southern Illinois native and SCC alumnus. The SSC is excited about the expertise, and versatility Aaron will bring to the Tutoring Lab. Two weeks before finals week, the SSC emailed all students, encouraging them to seek any SSC service(s) applicable to their unique end-of-semester needs and/or concerns, like getting final papers proofread, spending one-on-one time brushing-up on formulas, and/or letting one of the professional or peer tutors act as a study partner to prepare for finals. Responses were addressed quickly, and students seemed grateful for the extra support. The SSC director presented at the Guidance Counselor Retreat held on Thursday, December 10, 2020.

The Testing Center administered several final exams and proctored several makeup exams during finals week. The Testing Center staff would like to thank all of the adjunct and full-time faculty members. They supported and encouraged the SSC's effort to provide a reliable, distraction-free environment for students during finals week. With the assistance of Johnathan VanMeter and Rachel Hannan, the Testing Center staff ensured that computers were adequately set-up for the use of Proctorio and other assistive technology students needed to test successfully. The Center has also continued supporting other departments at the College with entrance exams, high-stakes testing, and accommodations. The Testing Center staff would also like to applaud the faculty members who repeatedly went the extra mile for their students this semester where testing was concerned.

The SSC director created a Student Retention Committee to examine current methods as well as create and facilitate collective, efficient procedures for the Retention Alert Program. The committee is comprised of key individuals responsible for adopting new strategies and maintaining key practices designed to reap the greatest benefits from the Program. To date, the Retention Alert Program has been instrumental in cultivating early intervention and identifying

at-risk students to prevent students from slipping through the cracks. By focusing on how the current model's successes and shortcomings have impacted student engagement, attendance, and overall performance, progressive forms of mitigation and intervention will be forged, allowing broader student success goals to be supported. The committee is slated to meet before the spring semester begins.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

Student Support Services successfully completed and scored high on the Annual Performance Report 2020. At the end of the semester, we award our Supplemental Grant Aid to the students who met the requirements. SSS students that we're able to complete their requirements for Cares Act has have been serviced. Director Amber Suggs completed the post award conference call with budget approval from the Dept of Education.

SSS staff have participated in multiple professional development training virtually. We have attended webinars that seek to provide insight into the online format for TRiO Students.

We are elated to feature Dr. Tim Taylor in our upcoming e-newsletter to SSS students. It will be an opportunity to learn about SCC's administrators and how they are connected to our students.

TRiO Educational Talent Search

James Walton - Assistant Director/Academic Specialist

The ETS staff and Romana Munsell and Associates, are close to completing the grant. There is still not a submission date yet for the grant; we are still waiting. Staff are still currently working on virtual events for our students. ETS staff have successfully completed our APR for this year and successfully rolled over our system into our new fiscal year. Chevis Thompson has joined the ETS staff.

Student Success and Services

Dr. Lisa Price—Vice President of Student Success and Services

On December 10, 2020, the Guidance Counselors Retreat was held at Magnolia Manor. Five guidance counselors attended in person and six attended via Zoom. Student Success and Services and Academic Affairs worked collaboratively to provide an informative day. Presentations from staff were given on scholarships, financial aid, dual credit, placement testing, Educational Talent Search, and advisement. The division chairs gave overviews and updates from the four areas with Monica Brahler providing an update from SICCM.

Dr. Price on behalf of SCC partnered with SIUC, JALC, nine high schools (six in the SCC district) and the feeder schools to the high schools to submit a grant entitled CTE Education Pathways. The partners named the grant “Southern Illinois Future Teachers Coalition” and the goal is to spark interest in education careers as early as junior high and continue that interest through high school to the community college and to the university. Dr. Curphy also participated on the Steering Committee.

Recruitment efforts included postcards being mailed to continuing students not enrolled; 2020 high school graduates not enrolled; spring, summer and fall students who withdrew from courses. Also, a video was made by Blake Goforth and Carrie Davis about spring semester enrollment and was pushed on social media.

Dr. Lisa Price

Vice President of Student Success and Services

1/11/2021

Date

iii. Financial and Campus Operations – Brandy Woods

State Payment Update

The state currently owes for December Equalization and Base Operating.

Facilities

Maintenance continues to monitor health and safety protocols to ensure a safe campus environment. Continue to assist with current capital projects on campus.

Business Service Department

Attended meeting with the Capital Development Board to discuss capital projects. Payroll Specialist entered new benefits rates into Colleague after open enrollment and processed fall semester pay for faculty and adjuncts. Business office is preparing to close out the calendar year. Currently working on quarterly grant reports.

IT Department

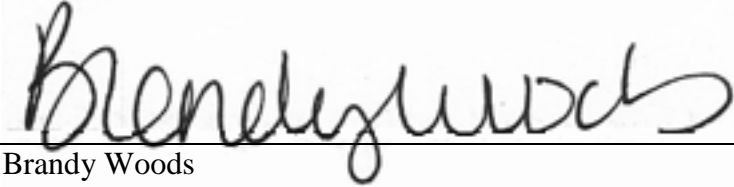
Notified employees of email phishing scams. Created an online application for students to apply for Perkins assistance and created fillable forms for the driver safety program. Installed updates to the Financial Aid module in Colleague, and firewall security. Planned for upcoming quarterly and biyearly updates to the server and Colleague during Christmas break. Continue to work on transcript subroutines in Colleague through Action Line. Setup new laptops and surfaces for employees and board members. Worked on imports for Academic Works and WENS software. Supported the bookstore with the POS conversion. Created several different data analysis reports for the Fiscal Planning Committee, Advisors, Registrar, and SSS Director. Tested the Zerto disaster recovery virtual machine. Setup Microsoft Teams to help manage departmental tasks. Completed mandated reporter training.

Human Resources

Over the past month, HR department has held several interviews to fill positions such as Nursing Instructor, Academic Specialist, Librarian and Bookstore Assistant to ensure the College is ready for the upcoming year. We've also completed Open Enrollment successfully online. It all went smoothly being completely virtual and employees were pleased with a very low increase in their plan premiums. Continue to track employee training and staying informed of the ever-changing CDC guidelines for employees. Continue to track any employee COVID-19 exposure and positive cases so that they can be reported on the website and to conduct contact tracing prior to the Health Department contacting the employees.

Bookstore

The campus bookstore held book buybacks on the main campus during the second week in December. The buybacks were processed through the new point of sale system. The new point of sale system is live and is operating resourcefully.

A handwritten signature in black ink, reading "Brandy Woods", is positioned above a horizontal line. The signature is fluid and cursive.

Brandy Woods

Interim Vice President of Financial and Campus Operations

E. PR & Marketing Summary – Robert Betts

Google Analytics-

Google Analytics reporting for the period ending December 13, 2020, indicated the number of users to our website was 7,226 The data also indicated that we had 5,671 new users. The top 3 locations by state for views during this reporting period continues to include:

Current Month

Previous Month

4. Illinois	3,144	3,963
5. Missouri	1,491	1,692
6. Kentucky	505	593

During this period the breakdown for top five pages most frequently visited on our website are www.shawneecc.edu/:

student-resources/library/databases	1516
/academics/programs	1472
/community-services/employmentopportunities	600
/about/contact	512
/admissions	426

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
11/13/20	2	1	1593	9183	34327
11/14/20	1		2225	8656	34503
11/15/20			2041	8173	34135
11/16/20			2096	7366	33878
11/17/20			2360	7352	34167
11/18/20	1		2101	7906	34405
11/19/20	2		2347	8448	33692
11/20/20	2	1	1813	8542	33441
11/21/20	1		2063	8612	31976

11/22/20	2		2350	8651	30749
11/23/20	4		1571	8495	29934
11/24/20			699	7868	29535
11/25/20		1	870	7305	28310
11/26/20	1		2634	7981	28676
11/27/20	1		2049	8138	28361
11/28/20	1		1331	7601	28226
11/29/20	3		800	6668	27966
11/30/20			953	6199	27404
12/1/20	2	1	3654	7936	26916
12/2/20	1		3968	9586	26136
12/3/20	4		3900	9771	26141
12/4/20	2		3975	10614	26383
12/5/20	2		4496	11939	26035
12/6/20	1	1	2847	12482	25199
12/7/20	1		3607	13521	25187
12/8/20	2		3067	13351	25015
12/9/20			2904	12885	25152
12/10/20			1902	12357	25368
12/11/20		1	1619	11389	25533
12/12/20		1	730	9698	25358
12/13/20			368	8954	24652

Traditional Media Sources:

Coverage this month includes stories covering:

New SCC President connects with Saints Family

PTK Wins National Service Award

Shawnee Community College, Cairo Police Department team up for simulation training

Officers get first shot at police simulator

New President says college is a light on a hill

SCC Science Instructor talks turkey

This data reflects the amount of coverage we received that was not purchased with marketing dollars. The numbers used to calculate the value of this coverage is based on the number of viewers reached and the cost per minute of advertising in our local market which fluctuates based on time of day, programming etc. in accordance with Neilson Rating Standards.

Minutes page 19 of 40

Date	Outlet	Title	Local Ad Value	Local
11/23/2020 4:49	11/23/2020	The Breakfast Show	\$299.57	7326
11/26/2020 18:08	11/26/2020	News 3 News at 6	\$1,493.40	46962
11/27/2020 5:36	11/27/2020	News 3 News This Morning	\$32.81	1516
12/1/2020 18:34	12/1/2020	News 3 News at 6:30pm	\$1,256.40	39923
12/2/2020 5:33	12/2/2020	News 3 News This Morning	\$50.49	1214
12/3/2020 18:04	12/3/2020	Heartland News @ 6	\$1,482.60	29213
12/3/2020 18:05	12/3/2020	Heartland News @ 6	\$1,482.60	29213
		TOTALS	\$6,097.86	155367

Synopsis

This month we obtained free press on two affiliates, including ABC and CBS. Our television news coverage report indicates that we received \$6,097.86 in free advertising through news stories in our region! This is in addition to the television advertising we are purchasing on all of our local affiliate stations.

Press releases this month included stories that focused equally on student success and community engagement opportunities. One report highlighted our Science in Seconds program and was featured on WSIL for Thanksgiving. (These can all be viewed on Youtube) Our recently released radio ads, television commercials (Playing on WPSD, WSIL, KFVS, & FOX), and our newspaper ads for Spring Enrollment have been well received based on feedback we see on social media. I am leaving the QR codes embedded again this month if you have not yet seen the commercials. These QR's will take you to our YouTube channel to view all of our commercials.

Social media ads include several testimony videos from our students and faculty, and we encourage you to view them online on our Facebook page. We also have some additional videos scheduled for the next few weeks that should prove beneficial for engagement.

Use Your Phone Camera To View Our Spring 2021 Student Spotlights



F. Saints Foundation - Gene Honn

The Saints Foundation of Shawnee Community College met on Friday, December 11, 2020. There were ten Board of Director members present via Zoom. A synopsis of the business transacted is listed below.

The Board accepted the resignations of Board members Larry Houston and Jeff McGoy. The Board further discussed the need to add members that will represent the diversity of the District in all aspects. Board members are to send recommended Board member names to Gene Honn.

Treasurer, Jody Johnson provided the financial reports for both year-end July 31, 2020 and October 31, 2020. The October Balance Sheet showed a balance of \$1,210,536.13. Michelle Trambley, CPA provided comments related to the Financial Reports. The Financial Reports were approved.

Dr. Tim Taylor, President was introduced by Chair Ed Smith. Dr. Taylor shared his personal and professional background and experience with the Foundation Board. Dr. Taylor shared that his main goal is to help students and the District end the poverty cycle through SCC providing a good educational experience to as many people as we can reach. The goal is to further help our communities in eliminating the achievement gap of our students. Dr. Taylor added that the College must excel in and customize the student experience and called upon the Foundation Board to join in those efforts.

Dr. Taylor opened his report up to questions that covered such topics as; current enrollment, status and timeline for updating the Strategic Plan, and possible collaborative efforts with businesses and leaders in the District.

Executive Director, Gene Honn provided a detailed review of the mid-year status of the Saints Foundation Strategic Plan. Each goal of the plan was reviewed as to status based on stated goals. Following the report, Board Members were asked to be thinking of goals to be added in the Spring of 2021, when the Strategic Plan will next be updated for fiscal year 2021.

Gene Honn reported that he and Ed Smith have been working on a major gift proposal that has been submitted to the Harry Crisp II family. Separately, a proposal with Pepsi MidAmerica is being reviewed that would provide an annual contribution to the Student and Employee Support Fund and upon signing, the purchase of a new video scoreboard for the Gymnasium in exchange for exclusive vending for the College. That proposal is pending approval and signatures from the College and Saints Foundation.

G. ICCTA Report – Andrea Witthoft

The Consolidated Appropriations ACT of 2021 was signed into law on December 27, 2020. A fact sheet, summarizing COVID-19 relief provisions of interest to community colleges, was emailed by the Association of Community College Trustees (ACCT). I will mention five provisions I found of particular interest.

- \$22.7 billion was allocated for the Higher Education Emergency Relief Fund (HEERF).
 - \$20.2 billion of the HEERF is for direct grants to non-profit institutions of higher education. Allocations are based on the percentage of Pell Grant recipients served by the institution.
- The Supplemental Nutrition Assistance Program (SNAP) was extended to college students, including part-time students meeting low-income criteria.
- The Second Chance Pell Grant restores Pell Grant eligibility for individuals incarcerated in federal, state or local penal institutions.
- Changes were made to the Free Application for Federal Student Aid (FAFSA). The changes simplify the application form and qualify more students to receive Pell Grant funding.
- The ACT allows employers to contribute up to \$5,250 tax-free towards their employee's student loan payments.

ICCB emailed an article from the Chronicle of Higher Education titled “Displaced Workers Haven’t Turned to College for a Fresh Start. Here’s What Might Bring Them Back”. To summarize, data suggests that when workers impacted by the pandemic decide to learn new skills, they are most likely to enroll in a non-degree program or seek skills training. I wanted to bring this article to your attention because, as trustees, we need to think about how this type of information correlates to allocation of scarce resources at SCC.

If you did not get time to read the fact sheet or the Chronicle article, I have printouts. Copies can be made during executive session.

The Illinois General Assembly returned to Springfield on Friday, January 8th for a lame-duck session. The 102nd General Assembly will be inaugurated on Wednesday, January 13th and then the process of choosing the House speaker will begin. This assembly will be faced with making decisions on budget cuts, a potential tax increase to deal with the \$3.9 billion state budget shortfall, and the drawing of new legislative maps for the Illinois House, Senate and U.S. House.

Because of Illinois’ loss of population, the state is expected to lose one or two seats in the U.S. House, accompanied by a reduction in the current 18 congressional districts. New maps will affect all members of the state House and Senate, and U.S. House candidates, beginning with elections in 2022.

The Association of Community College Trustees (ACCT) is providing an opportunity for trustees to participate in a live webinar on parliamentary procedures on Thursday, January 21st. This is a repeat of the webinar held for board chairs last month. The webinar is free for ACCT members, but [register as soon as possible](#) because the webinar will be limited to 100 trustees.

Registration is open for the 2021 ACCT Virtual Community College National Legislative Summit scheduled for February 8th through the 10th. The summit provides an opportunity for trustees, CEOs and others to advocate on behalf of community colleges and our students.

Upcoming Events

January 21: Parliamentary Procedures for all Trustees, Live Webinar

February 8-10: ACCT National Legislative Summit, Virtual Event

March 12-13: ICCTA Board of Representatives meetings, Hyatt Regency Schaumburg Hotel, Schaumburg

April 11-14: [American Association of Community College's in-person convention](#), Nashville, Tennessee

June 3-5: ICCTA Annual Convention, Marriott Bloomington-Normal Hotel and Conference Center, Normal, IL

K. Assessment Update – Phyllis Sander



Shawnee Community College

Student Academic Assessment Committee Update

Monday, January 11, 2021

SCC Board of Trustees Meeting

CORE COMPONENT 4B

The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

- Effective processes for the assessment of student learning, both academic and co-curricular
- Utilizes information gained from assessment to improve student learning
- Processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members

4B EXAMPLES OF EVIDENCE

- Effective processes: assessment plan, templates, cycle, SLOs - Gen. Ed./course/program/institution, SLOs - co-curricular, SLOs – known to students, rubrics, curriculum maps, direct measures, indirect measures, annual reports, faculty review, assessment/curriculum committee(s), faculty senate, assessment office/coordinator/director,

CRITERIONS FOUR: Overview and Examples of Evidence Stephanie Brzuzy,
Higher Learning Commission, May 12, 2020

<https://www.youtube.com/watch?v=JoglywRa9XQ&feature=youtu.be>



Training Resources for Peer Reviewers

<https://www.hlcommission.org/Programs-Events/peer-reviewer-training-resources.html>

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4B EXAMPLES OF EVIDENCE

- Closing the loop with actions: employer feedback, licensure exams, curricular changes, revisions (SLOs, measures, rubrics), agendas/minutes (program, Gen. Ed., institution)

Employer Feedback: Advisory committee meetings

Licensure/Certification Exams: Dean of Academic Affairs

Curricular Changes: C&I Committee, Vice-President of Academic Affairs

Co-Curricular Changes: SAAC, Clubs & Organizations Advisers, Vice-President of Student Success and Services

Revisions of Assessment Processes: Student Academic Assessment Committee and College Council

Assessment Agendas/Minutes: WEAVE Assessment ERP



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Assessment Projects Completed for FY19 and FY20

Academic

Accounting
Administrative Assistant
Agriculture
Associate Degree Nursing
Automotive
Business Management
Certified Nurse Assistant
Computer Systems and Networking
Cosmetology
Criminal Justice
Education
General Education
Health Information Technology



Information Management
Systems
OSHA
Practical Nursing
Truck Driving
Welding

Co-Curricular

Ambassadors
Athletics
Cosmetology
ESports
Future Teachers Organization
History Club
Phi Beta Lambda
Phi Theta Kappa
Scholastic Bowl Team
Student Senate

Programs

Admissions, Advisement
& Recruitment
Business Development
Extension Centers
Financial Aid
IT
Learning Resource Center
Security
Student Success Center
Student Success Services

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Student Academic Assessment Committee

Lori Armstrong, JoElla Basler, Danielle Boyd,
Monica Brahler, April Dollins, Dr. Connie Drury, Tanya Hill,
Mike McNally, Kaylyn Meyers, Phyllis Sander, Chair;
Kayla Sauerbrunn, Dr. Kristin Shelby,
Ruth Smith, Dr. Ryan Thornsberry

Assessment of Student Learning . . . Because we want SCC GRADUATES to be
LIFE LONG LEARNERS . . .



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VIII. Action and Discussion Items

- A. Consideration of Approval of Change in Status for the Construction Management for Laborers Program (**Construction Tab**)
- B. Consideration of Approval of FY22 Academic Calendar – **Attachment #2**
- C. Consideration of Approval to pay Martin Hood for Audit Services – **Attachment #3**
- D. FIRST READ – Non-Discrimination & Harassment Policy - **Attachment #4**
- E. FIRST READ - Financial Aid Policy – **Attachment #4**

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Discussion of Collective Bargaining
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2](#) (c)(1)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2](#) (c)(11)

X. Action and Discussion on Executive Session Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College
- C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 3

**CONSIDERATION OF APPROVAL OF CHANGE OF STATUS FOR THE
CONSTRUCTION MANAGEMENT FOR LABORERS PROGRAM**

A motion was made by Mike McMahan and seconded by John Windings to approve the classification change to the Construction Management for Laborers program from a DISTRICTWIDE program to a STATEWIDE program and authorize the CAO to submit the appropriate paperwork to ICCB.

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Mr. Steven Etter, (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - Yes

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

MOTION NO. 4

CONSIDERATION OF APPROVAL OF FY22 ACADEMIC CALENDAR

A motion was made by James Darden and seconded by Steve Heisner to approve the proposed FY22 Academic Calendar as presented.

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Michael McMahan - Yes
Mr. Steve Heisner - Yes
Mr. Steven Etter, (advisory vote) - Yes
Mr. Randall Rushing - Yes
Mr. James Darden - Yes
Ms. Cathy Belcher - Yes

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

MOTION NO. 5

CONSIDERATION OF APPROVAL TO PAY MARTIN HOOD FOR AUDIT SERVICES

A motion was made by Cathy Belcher and seconded by John Windings to approve the invoice #161156 from Martin Hood for the FY2020 audit services.

On roll call vote, the members voted as follows:

Mr. John Windings - Yes
Ms. Cathy Belcher - Yes
Mr. Steve Heisner - Yes
Mr. Mike McMahan - Yes
Mr. Steven Etter, (advisory vote) - Yes
Mr. Randall Rushing - Yes
Mr. James Darden - Yes
Ms. Andrea Witthoft - Yes

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

MOTION NO. 6

FIRST READ OF NON-DISCRIMINATION & HARASSMENT POLICY

A motion was made by _____ and seconded by _____

Review the proposed Non-Discrimination & Harassment Policy, directing questions or concerns to Dr. Timothy Taylor, President.

NO VOTE – SECOND READ IN MARCH

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Mr. Michael McMahan	_____	_____	_____	_____
Ms. Andrea Witthoft	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____
Mr. Steve Heisner	_____	_____	_____	_____
Mr. Steven Etter, (advisory vote)	_____	_____	_____	_____
Mr. Randall Rushing	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Ms. Cathy Belcher	_____	_____	_____	_____

Results: _____ yeas, _____ nays, _____ abstentions, _____ absent. The Chairman declared the motion _____ carried _____ failed.

MOTION NO. 7

FIRST READ OF FINANCIAL AID POLICY

A motion was made by _____ and seconded by _____

Review the proposed Financial Aid Policy, directing any questions or concerns to Dr. Timothy Taylor, President.

NO VOTE – SECOND READ IN MARCH

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Mr. James Darden	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Mr. Michael McMahan	_____	_____	_____	_____
Mr. Steven Etter (advisory vote)	_____	_____	_____	_____
Mr. Steve Heisner	_____	_____	_____	_____
Ms. Cathy Belcher	_____	_____	_____	_____
Mr. Randall Rushing	_____	_____	_____	_____
Ms. Andrea Withoft	_____	_____	_____	_____

Results: _____ yeas, _____ nays, _____ abstentions, _____ absent. The Chairman declared the motion _____ carried _____ failed.

MOTION NO. 8
IX. EXECUTIVE SESSION

A motion was made by John Windings and seconded by Steven Etter to **adjourn and go into executive session** at 6:35 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Discussion of Collective Bargaining
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2](#) (c)(1)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2](#) (c)(11)

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Mr. John Windings - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - Yes
Mr. Steven Etter, (advisory vote) - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. Randall Rushing - Yes

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

MOTION NO. 9

A motion was made by Mike McMahan and seconded by James Darden to adjourn out of executive session at 7:08pm.

On roll call vote, the members voted as follows:

Mr. James Darden - Yes
Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. Randall Rushing - Yes
Mr. John Windings - Yes
Mr. Steven Etter, (advisory vote) - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - Yes

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

MOTION NO. 10

A motion was made by Steven Etter and seconded by James Darden to approve the minutes of the executive session held on January 11, 2021.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - Yes
Mr. Randall Rushing - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Ms. Andrea Witthoft - Yes
Mr. Steven Etter, (advisory vote) - Yes

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

MOTION NO. 11

DISCUSSION OF COLLECTIVE BARGAINING

A motion was made by _____ and seconded by _____

NO DISCUSSION

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Mr. Randall Rushing	_____	_____	_____	_____
Ms. Cathy Belcher	_____	_____	_____	_____
Mr. Steven Etter, (advisory vote)	_____	_____	_____	_____
Mr. Michael McMahan	_____	_____	_____	_____
Ms. Andrea Witthoft	_____	_____	_____	_____
Mr. Steve Heisner	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____

Results: _____ yeas, _____ nays, _____ abstentions, _____ absent. The Chairman declared the motion _____ carried _____ failed.

XI. Adjournment

MOTION NO. 12

A motion was made by Mike McMahan and seconded by John Windings to **adjourn at 7:10 p.m.**

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Mr. Steve Heisner - Yes
Mr. Steven Etter, (advisory vote) - Yes
Mr. John Windings - Yes
Ms. Cathy Belcher - Yes
Mr. Michael McMahan - Yes
Mr. Randall Rushing - Yes

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