

**REGULAR BOARD MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
February 1, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on February 1, 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 - Absent
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
Brad McCormick, Consultant, 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 January 11, 2021
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$935,947.62
Building Fund	\$118,667.58
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	\$26,784.02
Restricted Purposes Fund (Grants)	\$203,439.14
Restricted Purposes - FWS*	\$1,687.20
Restricted Purposes - PELL	\$15,681.83
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	\$788.37
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	\$25,879.17
Grand Total	\$1,328,874.93

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 Mike McMahan and seconded by John Windings to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$50,000.00 and Education Fund to Bond & Interest Fund in the amount of \$47,000.00. December 31, 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- We finished our Honors in Action Award and submitted it on January 10th. This was the last part of our 5-star award program. This makes our chapter a 5-star award recipient for 3 years in a row. I am personally very proud of the time and effort that our officers and member put into finishing this award. With the challenges that COVID has presented it was more difficult to do the research and gather resources. Thanks go out to President Sharon Brashear, Vice President Lauren Porter, Secretary Alejandra Lopez, Public Relations Steven Etter, Advisor Craig Bradley, and Alumni Richard Hamilton and Mathew Bertrand.

Student Senate-

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

Faculty continue to work in concert with the IT department and Student Support Services to make instructional curriculum available for students affected by quarantine. Faculty have continued to place emphasis, to students, on the importance of early communication towards increasing success.

Providing the myriad of class format options has afforded students the ability to attend class in a manner that best fits their learning styles and seems to have reduced student anxiety. One variable that has also likely assuaged student stress levels has been adaptation. Everyone has become more familiar with how to use online technology to their advantage to some degree. With the experience now gained careful reflection can further improve upon how we move forward.

Dr. Ian Nicolaides, Shawnee College Education Association, President

In no particular order the following are faculty submissions;

Dr. Thornsberry is promoting the NISOD (**National Institute for Staff and Organizational Development**) Student Essay Contest. Students at Shawnee Community College are eligible to enter the contest because Shawnee is a NISOD member. Below is information about the prize:

- i. Three (3) winning student authors will each receive a \$1,000 check.
- ii. The featured faculty members, staff members, or administrators in the winning essays will each receive a \$1,000 check.
- iii. The winning essays will be presented during NISOD's annual conference taking place virtually, April 28-30, 2021.
- iv. Each winning student author's college will receive a complimentary 2021-2022 NISOD membership (July 1, 2021 – June 30, 2022).
- v. The winning student essays will be published on NISOD's website along with the photos and names of the winning student author, the featured employees, and the winning student authors' college presidents.

Dr. Thornsberry's African American Literature class (LIT 221) is participating in the 2021 National African American Read-In (AARI). This program was established in 1990 by the Black Caucus of the National Council of Teachers of English (NCTE) to make literacy a significant part of Black History Month.

Tony Gerard is in an Amazon Prime Documentary Special available next month. He is interviewed as a skeptic of the Legend of the Big Muddy Monster.

https://m.facebook.com/story.php?story_fbid=2729856267265426&id=100007232379711

Tony Gerard coordinated the shipment of old books weighing a total of 360lbs to be donated to Ifugano State University in the Philippines. They arrived via boat to the other side of the world a few days ago.

Roberta Christie, Connie McGinnis and David Black (if able) had a zoom meeting with Kathy Almy to work on transitional math and developmental math Wednesday, January 27.

Drs. Brenda Brown and Ian Nicolaides designed and wrote the preliminary syllabi for Anatomy and Physiology I and II.

On November 17, Wendy Harris and David Black participated in a focus group for Strategic Planning with the Illinois Board of Higher Education. The discussion focused on the needs of community college students, particularly those in rural areas.

The Allied health division faculty are working with Rob Betts to create informational videos for each of our CTE programs. These videos will be used for the Virtual CTE Day. Kayla Sauerbrunn met with Dr. Mason to work on implementing the Delta Health Grant the college received in October 2020.

Kayla Sauerbrunn: The CNA program had 4 students who completed it in Summer 2020 with 100% first time pass rate and in the fall 2020 we had 6 complete the program with 100% first time pass rate. Both of those courses were taken at the Anna extension. Currently there are 6 students enrolled in the evening main campus location.

Lee Van Alstine, currently working on a means to reach out to prospective students in band and choir in the region virtually this semester to offer scholarships for band and choir. Also, the band and choir will perform in accordance with Black History month a virtual concert. This is contingent on the number and frequency of Covid exposure and quarantining. Last falls' concert participation was delayed nearly a month due to Covid exposure. Band and choir are also planning on a similar virtual Spring Concert in late April.

BOT Division Faculty Board Report – February Board Meeting

December 2020 – Eric Howard worked with Cairo police officers and Pulaski County deputies to train on the Use of Force Simulator. There were more than 10 participants.

December 7, 2020 – There were multiple news releases for the Use of Force simulator. Reporters from Channels 3 and 12 visited the campus to see it and reported on the evening news. Monday's Pub published an article about the simulator.

December 2020 – Eric Howard organized a meeting for Dr. Curphy, Dr. Mason, Lee Ryker (Illinois Training Board member), Chuck Doan (Illinois Mobile Training Unit Director), Dave Rednour (MTU field Assistant) and Lee Harris (Cairo Chief of Police) to discuss the idea of SCC building police firing range. The group discussed the steps required to build, resources need to start a potential academy, and the benefits for SCC. Rob Betts was also in attendance.

December 29, 2020 – The Criminal Justice department was in the spotlight for VirTra, Inc., the vendor for the Use of Force Simulator:

AGENCY OF THE MONTH: SHAWNEE COMMUNITY COLLEGE

Great training starts at recruit level, and Shawnee Community College has partnered with Cairo PD to provide excellent simulation training for cadets and officers alike. Watch officers and rookies use their VirTra simulator to see how VirTra is a great starting point for officers in training.

January 3, 2021 – Phyllis Sander completed VALUE Calibration Training from the Association of American Colleges and Universities to evaluate Written Communication artifacts submitted for review as part of an assessment process.

January 7, 2021 – The BOT Division was well represented in the winner's circle for the Shawnee Trivia game at the January In-Service by Eric Howard, Phyllis Sander, and Ruth Smith.

January 7, 2021 – Sherrie Malone worked over updated course material for BUS 215 Legal & Social Environment of Business, BUS 225 Business Communication, and ECO 212 Intro to Microeconomics to reflect three newly adopted/updated textbooks.

January 8, 2021 – The BOT Division conducted their division meeting in one of the first Zoom-ready classrooms. It was a beneficial learning experience as we continue to adapt to current trends in higher education and work toward meeting the needs of our student body.

January 11, 2021 – Agriculture students began working on improvements to the greenhouse and storage building. The goal is to establish a variety of fruits and vegetables by the end of the semester. The Crop Science and Horticulture classes will be working with Instructor Anna Vaughn-Doom to establish a variety of plants.

January 11, 2021 – Automotive classes are off to a great start! Enrollment is up from last semester. Students are gaining more hands-on experience by working on vehicles belonging to SCC students, faculty and staff. Instructor Derek Pender is currently working with community businesses to help grow the program with donations of newer engines and a transmission for use in the dry lab. Several local automotive shops are interested in recruiting some of the program students when they complete their certificates and degrees. Derek has scheduled meetings with students from several high schools this semester to discuss the classes, program and opportunities SCC has to offer for those interested in the automotive industry. Derek continues to update the tools and equipment and tools to remain current with industry standards. He worked with IT and Maintenance departments to have the classroom updated with lighting, painting, and a large TV monitor over the winter break.

January 13, 2021 – Two courses, ECE 114 Human Growth and Development and EDU 213 Education for the Exceptional Child, were articulated to SIUC.

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January 14, 2021 – Ruth Smith participated in Governor Pritzker's Town Hall meeting regarding the Commission on Equitable Early Childhood Education and Care Funding. The charge is for the Commission and ECE advocates to work to improve availability, quality, and funding for services across the state.

January 15, 2021 – The Criminal Justice student organization has been chosen as the recipient of the \$1,000 Pravin Varughese Memorial Scholarship on February 20, 2021. Eric Howard will walk the path where the young man was found, and then receive the award at SIUC where he had been a Criminal Justice student at the time of his death.

January 18-24, 2021 – Phyllis Sander completed the workshop training "Creating Effective Assessments (HLC)," which was provided by the Online Learning Consortium (OLC). The training ended with the finalization of an Assessment Strategy Worksheet for a course she teaches.

January 21, 2021 – Phyllis Sander, sponsor of the SCC Nu Alpha Alpha Phi Beta Lambda (PBL) student organization, and the student membership participated in the virtual 2021 Winter Webinar with entrepreneurial speaker, Michele Ward. The keynote address was titled "Dream Big, Start Small."

January 29, 2021 – Eric Howard hosted Nancy Maxwell, an advocate for victims of rape, domestic violence, and social injustice, as a guest speaker in the Introduction to Victimology class. Staff and faculty were invited to attend via Zoom.

January 25-31, 2021 – Phyllis Sander completed the workshop training "Fundamentals: Increasing Interaction & Engagement (HLC)," which was provided by OLC. The training outlined various engagement tools to be used in an online course to promote collaborative learning.

New committee assignments for BOT Division members include Eric Howard serving on the 2021 Graduation Committee and Ruth Smith serving on the Student Retention Committee.

BOT Division faculty have been working with Rob Betts to create videos to be used for marketing purposes and as virtual sessions on the annual CTE Day to be held in February. While there will be more videos by CTE Day, these are the ones that are currently completed:

<https://www.youtube.com/watch?v=OtQ16dWm1jE>

<https://www.facebook.com/292557230804377/videos/1770678123070174>

C. Presidents Report – Dr. Tim Taylor



President's Report
February 1, 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	1,800	12,589.5	13,120
Spring 21	1,244	1,413	11,937	12,785.5
Total	3,544	4,166	27,666	29,678.5
FY 21 Credit-Hour Budget Projection		28,078	Difference	(412)

*Data pulled 01/25/2021; State reimbursement is based on credit-hours generated at mid-term.

The following events are noteworthy:

- Work to update the College's current strategic plan has commenced. Specifically, goals, objectives, strategies, and activities are mapped to a new planning framework to allow for greater transparency and improved accountability. In addition, we are at the beginning stages of infusing more data analytics into the plan. Over the next 6-8 weeks, the update process will allow for broad employee input into the revised plan. Jean Ellen Boyd and Sabrina Black are leading the efforts at this time. Finally, it is my intent to share the revised plan with the Board at the next Board Retreat (to be scheduled soon).
- In an effort to ensure our community members are well-informed about their COVID-19 vaccine options, the College is providing a number of options to help them gain access to the information they need to make data-informed decisions. As a primary strategy, the College has created an open-access landing page on our website, where anyone can read articles and watch videos from health organizations, review refereed scientific journals, and review expert medical opinion on this subject. If they subscribe to the College's Facebook page, they will receive notifications when we post new information. As another strategy, we will provide free public forums, with local medical experts, so any resident can have the opportunity to ask questions about the medical implications of the different vaccine options. Here is a link to the video that we released to the public on this initiative.

<https://shawnecc.edu/statements-concerning-covid-19>

- Facilitated a meeting with the College's Shared Governance Committee on 01/14. Topics included: Shared Governance definition update, Policy and Procedure Template review, Non-Discrimination and Harassment Policy review, Title IX Procedure review, Financial Aid Policy and Procedure review, Procedures for Board Book review, COVID Protocol questions, and Dual Credit concerns. Outcomes of interest are:
 - Faculty will meet and discuss the proposed Shared Governance definition and provide feedback at the February meeting.
 - Felicia Rouse was introduced as the new staff representative for this Committee.
 - Ms. Rouse and I will discuss ways to improve staff participation in the shared governance process
 - Draft Policy & Procedure Templates were shared. Each group will review and make recommendations for improvement.
 - A draft version of the Non-Discrimination & Harassment policy was shared with the Team. Faculty and staff will review the policy and provide input for improvement by February 15.
 - A draft version of the Financial Aid policy was shared with the Team. Faculty and staff will review the policy and provide input for improvement by February 15.
 - New Title IX administrative policy and procedures will be provided to select individuals within the institution for review. The individuals selected, are the individuals within the organization that would likely have direct experience with future Title IX concerns. This team will review and finalize this policy and procedures by February 15.
 - An option allowing students to participate in current face-to-face classes via a synchronous Zoom session was discussed. The idea was generally supported by the Team and a recommendation was made to share this with the CAO for potential implementation.
- Participated, as a speaker, in the annual Reverend Martin Luther King Jr. celebration hosted by the Alexander-Pulaski County Branch of the NAACP on 01/18. Nearly 100 people throughout the State, attended the virtual event. The College was gold sponsor (\$525) of the event. My 15-20m speech focused on my personal background, my vision for the College, and my thoughts about Dr. King's commitment toward education. The speech went very well and I received many positive notes afterwards thanking me for my participation.

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

- SBDC Grant Extension – Initially, grant activities were to be complete by March 2021. However, due to the impact of COVID-19, the Illinois SBDC is allowing us to submit an extension request (i.e. through 09/30/21) so we might have additional time to deliver and complete the planned activities.
 - Kaplan Invoice – allows Nursing Students access to Kaplan course support materials. The amount of the invoice was \$11,030.

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D. Vice-Presidents

i. Academic Affairs – Dr. Kathleen Curphy

The Spring semester 2021 faculty and staff In-service was held January 7, 2021. Dr. Tim Taylor presented on the state of affairs of the college, and a guest speaker, Ms. Kathleen Almy, presented on engaging students in the classroom. Other topics for the day included Safe Zone, grading process and general updates including HLC and COVID-19 guidelines. Classes began January 11, 2021.

Dean's Report

Dr. Shelby worked with the Southern 7 Health Department and the Illinois Department of Public Health to bring free COVID testing to the parking lot of Main Campus on Monday, January 11. This gave students, faculty, and staff the opportunity to walk out and get tested at times convenient to their schedules.

Dr. Shelby and the college received notification that the \$25,000 Developmental Education Innovation Grant proposal was funded by the ICCB. Work will begin immediately with the Math and English Department on implementation. Dr. Shelby and the college will also be contracting with Kathy Almy, of Almy Education, to assist district high schools and the college with the Transitional Math initiative. Training will be conducted via Zoom and will conclude at the end of Spring 2021. Dr. Shelby will be working with Division Chairs Ruth Smith and Kayla Sauerbrunn and faculty to certify programs as official Programs of Study under the Perkins V Grant. Dr. Shelby continues to track all student COVID-19 exposures and positive COVID-19 test results.

Library/Technology

The library said goodbye to Tracey Johnson and wish her well in her retirement. Christina Faulkner, our new librarian, is off to a great start in her new position. Rachel Hannan, the library assistant, was present for book buybacks and helped clean and inventory returned laptops, Jetpacks, and graphing calculators

We have started classroom upgrades with the help of maintenance and IT. Three classrooms are finished (J2045, 2046, and 2047). The new equipment and other work that maintenance has done, has really improved how the rooms look. Eight other classrooms will be completed in the next few weeks. The TLC will also be upgraded to help with training.

Extension Centers Report

Anna Center

During the month of January, the Anna Center has begun another exciting semester. The Anna Center advisors have been busy enrolling students for the Spring semester. Blake Goforth visited Union County High Schools to discuss spring class enrollment along with dual credit registration. An English 112 intersession course was offered at the Anna Center on December 28th through January 8th. We had five students enroll and complete the intense 8-day course. On January 11th, the Anna Center began the semester with 16 face to face 16-week courses. In February and March, we will begin 10 additional classes.

Cairo Center

We are currently in the process of working with Dr. Greg Mason to develop and provide new community education courses for this spring, and needed programs in the future, that will meet the needs of those in our community. Our first meeting was held on January 7th.

At the forum held on December 9th, for the steering committee for Create Bridges, we presented the Cairo Center and SCC in general, as an ideal place to provide workforce training and certification opportunities for the businesses in the Create Bridges, Southern Five Region.

Metro Center

Staff attended the Guidance Counselors' Retreat on December 10th. Hayley registered and enrolled Joppa High School students in dual credit classes for spring 2021 and is in the process of completing registration for Massac High School's dual credit classes. Registration for the spring 2021 semester includes late night registration.

Vienna Center

Spring classes started at the Vienna Center in January. Late start classes began on February 8th. Rhi Slife and Teale Betts went over the online scholarship application with all seniors on February 8th at Vienna High School.

Nursing

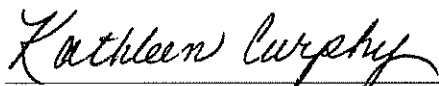
The Nursing Department has made some changes for the Spring semester to foster student success for both practical nursing and associate degree nursing students. Classes have been split to allow nursing students to be in traditional classrooms rather than the auditorium which allows students to have a more conducive learning environment and opportunities for nursing faculty to use a wider range of alternative learning strategies. An additional part-time nursing tutor has been added and policies have been updated in an effort to identify students who are struggling early in their courses and provide them with the assistance needed to be successful.

Workforce Innovation, Adult Education & Continuing Education

The CPR Program held 26 classes and served 86 students in the months of November and December. There were 9 classes cancelled due to COVID related issues. An instructor renewal class was held with 17 instructors renewing their certification. The Driver Safety Program received and processed 272 applications for November and December. There were 224 participants who completed their training and received a certificate of completion.

SBDC launched a Business Retention & Expansion initiative under the CREATE BRIDGES program. The SBDC's outreach to minority businesses generated two new business clients for the center.

The division collaborated with Southern 7 Head Start to offer Head Start Training for their Head Start employees.



Dr. Kathleen Curphy, VPAA

February 1, 2021

Student Academic Assessment Committee

The SAAC committee members are meeting one-on-one with co-curricular areas of the college to redefine plans for FY21 due to the restrictions of the COVID-19 pandemic to students' activities.

Phyllis Sander, SAAC Chair is working with Jonathan VanMeter to update SCC's Assessment processes on the institutional web site within the Institutional Research link found under About on the college's home page.

During the spring 2021 semester, the SAAC will be reviewing the relevance of the Core Competency rubrics and defining assessment terminology in an expanded Index in the SCC Assessment Action Plan.

Additionally, SAAC committee members will be distributing "Assessment Terms" throughout the spring semester through email. Presently SAAC members are considering hold "Ted Talks" virtually to discuss terminology related to SCC's Assessment processes. SAAC members are available for individual/group assistance upon request.

Preliminary development of a timeline to address concerns outlined in HLC Criterion related to Assessment has begun.

ii. Student Success and Services – Dr. Lisa Price

Admissions

Danielle Boyd—Registrar

The Fall 2020 graduation processes are complete. There were 123 completions for Fall 2020 which includes degrees and certificates. There were 136 completions for the Fall 2019 semester.

Advisement and Recruitment Report

Advisors continue to advise in person, email, Zoom, and phone appointments for online courses that begin January 25 and late start classes. Students were accommodated with late night registration dates and a Saturday morning prior to the beginning of the semester to assist their needs. Students have expressed that they are excited to begin their classes and ready for Spring semester.

Advisors continue to contact students who should be continuing with their coursework and working toward getting them enrolled. The advisors have also strategized about spring recruitment and are planning to visit high schools that allow visitors.

The majority of student-athletes are now being advised by Greg Sheppard. Greg has also started serving as a completion coach for the student-athletes and will be the liaison and assisting them on their journey to success.

Athletics

John Sparks—Athletic Director

Although SCC Athletics faced unseen adversity throughout the Fall semester, there were several bright spots within athletics. SCC student-athletes have shown courage through these challenging times. Academically SCC student-athletes did an outstanding job adjusting to financial loss, remote learning, and other challenges. Forty-eight of 95 student-athletes had a GPA at or above 3.0 for Fall 2020. Baseball had an overall GPA of 3.3 with 20 student-athletes having 3.0 or higher; Men's Basketball had an overall GPA of 2.97 with 6 student-athletes having a 3.0 or higher; Women's Basketball had an overall GPA with 3.0 with 7 student-athletes 3.0 or higher; and Volleyball had an overall GPA of 2.88 GPA with 6 student-athletes of 3.0 GPA or higher.

SCC has developed the spring Indoor Return to Play Plan in accordance with NJCAA, Region 24, GRAC, CDC and IDPH guidelines. The student-athletes and coaches are excited to have the opportunity to compete this season in NJCAA Athletics. With protocols and safety measures in place, men's basketball, women's basketball, and volleyball will begin their Spring season at the end of this month. This abbreviated schedule will last approximately two months. Baseball and softball will start their season at the end of February. Schedules for each team are available on our website. Currently, we will not have any fans in attendance at our men's basketball, women's basketball, and volleyball games. We anticipate that we will be able to live stream all of these games. Also, all overnight travel has been suspended until further notice.

Career Services

Leslie Cornelius-Weldon—Career Services Coordinator

Career services have contacted 15 dislocated workers from Aperion and provide numerous services such as resume assistance, job search, and seven referrals to WOIA for additional training/ education. In January, the office will have provided 46 Kuder assessments and Career Keys. Fast Start Meridian students were given the Kuder on January 19, 2021, and Cairo high school seniors were given the Kuder on January 22, 2021. They are working with other guidance counselors to schedule with remaining schools to administer Kuder. The office has reached out to 10 local employers about job postings, employment and training needs, job shadowing, and internship opportunities.

Career Services still exploring options to host the annual job fair start to prepare for our annual job fair this month to have it in March 2021 and explore options such as drive thru or virtual job fairs.

Completion Coach

Carrie Davis, part time completion coach, has been focusing her efforts on retention. She contacted students who had applied for financial aid but had not yet enrolled for the Spring 2021 semester. She called all students on the list and successfully made many appointments for students with their advisors to get them advised, enrolled and ready for the semester. She has also been working with Mindy Ashby in devising a plan to reach students whose GPA is 2.0 or lower. She has also been researching how to get a podcast started here at SCC. She is very excited to see where this leads! The recruitment video with Blake Goforth came out on all social media sites.

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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 and has been advising students remotely.

Ms. Brahler will be working with the Student Ambassador group to continue their interviews with faculty for recruitment purposes. They have been partnering with the Director of Communication and Public Relations for this activity. This semester, the group will explore diversity, equity, and inclusion topics to complement and enhance their leadership skills.

Financial Aid

Tammy Capps—Director of Financial Aid/Veterans

Participated in the night registration events for Spring 2021 on January 6th, 7th, and 11th.
Participated in the Saturday registration event on January 9. Served students who called and walked into the office for assistance with spring 2021 financial aid.

Processed new FAFSA information, verification, and professional judgments for spring 2021.
Sent work study contracts to supervisors for spring 2021. Advertised open work study jobs for the spring 2021.

Completed the response to the Title IV/DOE Program Review Audit.

Student Success Center

Mindy Ashby—Director of Student Success Center

The Student Success Center is gearing up for the new semester. The Tutoring Center is offering both face-to-face tutoring and online tutoring. There have been several students who have already begun filling out request forms for services. Tutors are also adjusting their hours to be flexible for students and accommodate those who have requested additional services. The request for tutoring application is available online, and those students that need assistance completing the form can email our department for assistance.

The Testing Center is scheduling appointments for the Nursing Entrance Exam (TEAS) and the SICCM Program (HOAE). Students are encouraged to email the testing center for an official list of dates and times. Students needing to use the Testing Center as a part of their accommodations are encouraged to complete the Accessibility and Resource online application as soon as possible.

The Student Success Center Director hosted a new Student Retention Alert Committee on January 5, 2020. The committee comprises both faculty and staff that work on creating concerted efforts to improve student retention. The Retention Alert Program will catalyze these efforts. The committee will be charged with reviewing data and monitoring any significant changes within the Retention Alert Program. The Director presented at division meetings on January 8, 2020, and answered questions regarding the Retention Alert program and Accessibility and Resource Services.

Student Support Services

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) has been working on compiling the spring activities. Spring registration has been steady. The Fall 2020 progress report has three students to make the President's List, and 12 students completed the Vice President's List. 90% of students made a cumulative GPA above 2.0, and 78% earned a semester GPA above 2.0. The average semester GPA was 2.75, and the average cumulative GPA of 2.83.

Staff are pleased 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

ETS and Romana Munsell and Associates have a rough draft of the grant to be submitted and going through the editing process. The official deadline to submit it is February 26, 2021. Financial literacy workshops are planned for students using a program called Banzail provided by the SIU Credit Union. Parent conferences are scheduled for the 12th of this month. Our Self Care/Mental Health workshops start on January 19 for all of our schools. Fontenelle Arts will administer this six-week program. ETS has welcomed full-time academic specialist Chevis Thompson.

Vice President of Student Success and Services

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

Dr. Price continues to work with staff on updating processes within Student Services. Currently, the focus has been on Student Records Processes which in a nutshell is and should be a collaborative effort between staff and faculty. Processes that have been focused on were student initial progress reporting, retention alerts, midterm verification, midterm grade entry, final grade entry, and incompletes. The processes are critical to state reimbursement, student retention, financial aid compliance, and overall data analysis.

Dr. Price also has been continuing to complete work on the Title IV/DPO Program Review Audit with the Financial Aid Audit Team. The processes mentioned above among others will help strengthen the response and procedures and processes moving forward for the financial aid department.

Classes began on January 11 and on behalf of the Student Success Services staff, Dr. Price would like to say how great it is to see students in the campus halls. Faculty and staff were asked to wear their Shawnee Community College gear and be out and about assisting students in finding classes and answering other questions.

College graduation is a huge step for many of our students and a milestone for them and for their families. A face-to-face commencement is being planned for May 14, 2021.

Dr. Lisa Price

Vice President of Student Success and Services

2/1/2021

Date

iii. Financial and Campus Operations – Brandy Woods

State Payment Update

The state currently owes for December and January Equalization and Base Operating.

Business Service Department

Attended a webinar through the American Association of Community Colleges which discussed the new funding that College will receive from Coronavirus Response and Relief Supplemental Appropriations Act, 2021. Completed quarterly grant reports. Assembled documentation for workers compensation audit. Payroll Specialist gathered information for the State University Retirement System (SURS) census audit. Updated payroll tax tables for new calendar year, ran quarterly payroll tax reports, and processed W2s. Completed the processing of 1098ts and 1099s.

IT Department

Ran quarterly and biyearly updates to the server, Softdocs, Colleague UI, and Colleague Self Service. Updated Etrieve Central forms. Completed faculty instructions for grading and midterm verification reports. Completed end of the semester reports and submitted SR/SU reports to ICCB for fall 2020 semester. Completed upgrades to the domain controllers to the server. Supported the upgrade of Etrieve by building two new servers. Replaced two main APCs in server room. Worked with maintenance to replace three breakers that control the server room. Worked with the CROA consultant to create flat files to integrate into the third party software; academic works, WENS, and MBS. Helped the bookstore with the new point of sale system setup. Ran new wires and installed a new projector for the December intersession course at Anna.

Human Resources

Started the calendar year out with onboarding the new Nursing Instructor, Academic Specialist, and Bookstore Assistant. Completed end of the year reports and annual vacation rollover process. Continue to track employee training completed. Continue to stay 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 bookstore manager was present during the first day of intersession classes at the Anna Extension to distribute books needed for the English 112 course. The bookstore loaned books for this intersession course. The bookstore was busy during the startup of the spring semester. Continues to train new bookstore assistant.

Brandy Woods

Interim Vice President of Financial and Campus Operation

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E. PR and Marketing – Robert Betts

Google Analytics-

Google Analytics reporting for the period ending January 11, 2020, indicated the number of users to our website was 6,643 The data also indicated that we had 5,337 new users. The top 3 locations by state for views during this reporting period continues to include:

Current Month

Previous Month

4. Illinois	2,247	3,144
5. Missouri	1,192	1,491
6. Kentucky	379	505

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

/academics/programs	1502
/student resources/bookstore	757
/admissions	573
/about/contact	510
/employment opportunities	480

Facebook Analytics

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
12/10/20			1902	12357	25368
12/11/20		1	1619	11389	25533

12/12/20		1	730	9698	25358
12/13/20			662	9165	24768
12/14/20	12	2	4032	9946	26473
12/15/20	2		3612	10124	26773
12/16/20	4	1	2545	9648	26658
12/17/20	2		2110	9470	26554
12/18/20	5	1	2504	9576	26392
12/19/20	5		3428	10953	26553
12/20/20	3		2243	11538	26539
12/21/20	2		1787	10647	26474
12/22/20			1438	9634	27024
12/23/20	1		2088	9339	26969
12/24/20		2	1309	8975	26547
12/25/20			608	8374	25918
12/26/20	1		734	6569	25740
12/27/20	2		535	5642	25778
12/28/20	3		800	5250	25837
12/29/20			977	4754	25198
12/30/20		1	635	3867	24335
12/31/20			456	3164	23753
1/1/21		2	1294	3461	22421
1/2/21			1360	3578	20916
1/3/21			1064	3751	20472
1/4/21		1	1995	4391	19792
1/5/21	1		2231	5567	19685
1/6/21	2		2772	6839	19631
1/7/21	2	1	3164	8160	20167
1/8/21			2398	8975	20422
1/9/21	1	1	2559	9306	21015
1/10/21		2	2715	9976	21378
1/11/21			1108	9961	21067

Traditional Media Sources:

Coverage this month includes stories covering:

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- ☐ SCC volunteering as covid testing site
- ☐ Registration extended hours
- ☐ Shawnee Community College President attends partnership meeting with SIU
- ☐ SCC Science in Seconds program featured for mistletoe episode

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.

Date	Outlet	Title	Local Ad Value	Local Viewership
12/16/2020 5:13	WSIL (ABC)	News 3 News This Morning	\$29.97	767
12/18/2020 18:09	WSIL (ABC)	News 3 News at 6	\$1,287.40	41763
12/18/2020 18:12	WSIL (ABC)	News 3 News at 6	\$1,287.40	41763
12/18/2020 22:06	WSIL (ABC)	News 3 News at 10	\$1,305.00	22275
1/4/2021 17:02	KFVS (CBS)	Heartland News @ 5	\$1,165.50	37572
1/4/2021 22:06	WSIL (ABC)	News 3 News at 10	\$1,442.28	23656
1/5/2021 4:36	KFVS (CBS)	The Breakfast Show	\$190.90	5575
1/5/2021 5:04	WSIL (ABC)	News 3 News This Morning	\$30.13	857
1/5/2021 5:35	KFVS (CBS)	The Breakfast Show	\$494.16	14882
1/5/2021 6:52	WSIL (ABC)	News 3 News This Morning	\$4.49	363
1/10/2021 22:06	WSIL (ABC)	News 3 News at 10	\$366.24	4651
1/11/2021 5:05	WSIL (ABC)	News 3 News This Morning	\$10.93	0
1/11/2021 6:53	WSIL (ABC)	News 3 News This Morning	\$29.10	880
		TOTAL	\$7,643.48	195004

Synopsis

This month we obtained free press on two affiliates, including ABC and CBS. Our television news coverage report indicates that we received \$7,643.48 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.

Special thanks to Mr. John Windings and Mr. Steve Heisner. The Christmas recordings each of these gentlemen provided significantly impacted engagement on our social media. We received considerable feedback thanking us for the series. Also special thanks to Mr. Tony Gerard who continues to work with me to produce the college's Science in Seconds program. We received a great deal of recognition over the Christmas break for our mistletoe episode we recorded in Cairo. This program series has been extremely popular and currently has over 30 episodes. Our radio ads, television commercials continued through the start of the spring semester (Playing on WPSD, WSIL, KFVS, & FOX) along with our newspaper ads for spring enrollment. We were able to obtain a discounted rate on advertising during two recent NFL playoff games on WSIL & FOX which provided us significant exposure due to the viewership these games receive.

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My office worked with Dr. Taylor to produce two new videos which will have been released to the general public prior to the next board meeting. The first video outlines the current issues facing the college regarding budget and enrollment and the second video is a Covid informational update for the community.

F. Saints Foundation – Gene Honn, Executive Director

The Saints Foundation has continued 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 with Pepsi MidAmerica. A request was submitted asking for Pepsi to increase their annual contribution. That proposal is pending approval.

Our donors continue to do amazing acts of kindness to assist our students. Recently we had some of them step up to help students that have experienced needs due to COVID, deaths in the family, family emergencies and financial needs. The Saints Foundation works to assist the students during these stressful times in their life. We could not accomplish this without the generosity of our donors.

A large portion of our time since the last report has been in administering to the development of the Academic Works scholarship program. Tina Dudley has been an incredible asset in going through the training on this program and working to prepare the site with the external scholarship opportunities for our students. The site went live in January so that students could begin applying for scholarship opportunities. It is early in the process and we are continuing to monitor the site to ensure that students have an easy transition in applying for scholarships. We provided guidelines to School Counselors and will be following up with them to ensure they have all the information to help their students.

The next meeting of the Saints Foundation Board of Directors is set for Friday, February 12th at 9:00 am. Along with regular business items, the Board will continue to work on goals and strategies to achieve them for the 2021-2022 fiscal years Strategic Plan. We are working to have a few new board nominees to submit for Board consideration. We continue to strive to have the Foundation reflect the make-up of our District as best as possible. The service of our Foundation Board of Directors is greatly appreciated.

G. ICCTA – James Darden

Topics included for Discussion were the following.

- 2021 ICCTA member engagement
- Strategic Planning for ICCTA to include ICCB strategies; increase post-secondary attainment, closing the equity gap, and affordability/access.
- Talks beginning again on Colleges offering a BSN Program.

- Making Illinois colleges tier 1B eligible for the vaccine so instructors may receive it.
- Bidens administration and higher education agenda

Under the Biden Administration Agenda the following are proposed.

- Community colleges as critical pathways toward economic recovery
- Re-Authorization of the Higher Education Act, which has not been updated since 2014.

With federal priorities on the following:

- Access, affordability, inclusion and accountability
- Expansion of Pell grant awards
- Student Loan forgiveness
- Workforce development, Adult Education and Career Technical education.
- Dream Act and Immigration Policies as to Colleges.

Under the Stimulus Awards ICCTA is asking for new provisions with the feds on spending down of funds to include,

- College loss of revenue, payroll, and institutional support.

VIII. Action and Discussion Items

- A. Consideration of Approval of Cairo Center Lease Agreement with Shawnee Development Council (**Attachment #1**)

IX. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2](#) (c)(1)
 - i. Consideration of Ratification of Faculty Stipends for Fall 2020 **Attachment #2 – 6 pages**
 - ii. Consideration for Approval of Job Description Revision for Vice-President of Financial & College Operations **Attachment #3 – 7 pages**
 - iii. Consideration for Approval of New Job Description for Delta Healthcare Grant Project Manager **Attachment #4**
 - iv. Consideration for Approval of New Job Description for Transition Coordinator **Attachment #5**
 - v. Consideration for Approval of New Job Description for Curriculum Technology Specialist **Attachment #6**
 - vi. Consideration for Approval of Employee Request to Take an Unpaid Leave of Absence **Attachment #7**
 - vii. Consideration of Approval of Transfer of Employee **Transfer Tab**
 - viii. 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)
 - i. Consideration of Resignation of Full-Time Employee **Attachment #8**
- 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)

- i. Consideration of Ratification of Faculty Stipends for Fall 2020 **Attachment #2 – 6 pages**
- ii. Consideration for Approval of Job Description Revision for Vice-President of Financial & College Operations **Attachment #3 – 7 pages**
- iii. Consideration for Approval of New Job Description for Delta Healthcare Grant Project Manager **Attachment #4**
- iv. Consideration for Approval of New Job Description for Transition Coordinator **Attachment #5**
- v. Consideration for Approval of New Job Description for Curriculum Technology Specialist **Attachment #6**
- vi. Consideration for Approval of Employee Request to Take an Unpaid Leave of Absence **Attachment #7**
- vii. Consideration of Approval of Transfer of Employee **Transfer Tab**
- viii. 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)

- i. Consideration of Resignation of Full-Time Employee **Attachment #8**

C. Consideration of Items That May Lead or Have Led to Litigation

MOTION NO. 3

CONSIDERATION OF APPROVAL OF CAIRO CENTER LEASE AGREEMENT WITH SHAWNEE DEVELOPMENT COUNCIL

A motion was made by Mike McMahan and seconded by James Darden to approve the lease agreement with Shawnee Development Council, Inc. for an effective term commencing March 1, 2021 through February 28, 2022, and in accordance with the terms identified. **Attachment #1**

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.

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MOTION NO. 4

IX. EXECUTIVE SESSION

A motion was made by Cathy Belcher and seconded by Steven Etter to **adjourn and go into executive session** at 5:55 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. Consideration of Ratification of Faculty Stipends for Fall 2020 **Attachment #2 – 6 pages**
 - ii. Consideration for Approval of Job Description Revision for Vice-President of Financial & College Operations **Attachment #3 – 7 pages**
 - iii. Consideration for Approval of New Job Description for Delta Healthcare Grant Project Manager **Attachment #4**
 - iv. Consideration for Approval of New Job Description for Transition Coordinator **Attachment #5**
 - v. Consideration for Approval of New Job Description for Curriculum Technology Specialist **Attachment #6**
 - vi. Consideration for Approval of Employee Request to Take an Unpaid Leave of Absence **Attachment #7**
 - vii. Consideration of Approval of Transfer of Employee **Transfer Tab**
 - viii. 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)
 - i. Consideration of Resignation of Full-Time Employee **Attachment #8**
- 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. 5

A motion was made by James Darden and seconded by John Windings to adjourn out of executive session at 7:18 p.m.

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. 6

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the minutes of the executive session held on February 1, 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. 7

CONSIDERATION OF RATIFICATION OF FACULTY STIPENDS FOR FALL 2020

A motion was made by Steven Etter and seconded by James Darden to recommend the Board ratify the Fall 2020 Faculty stipends, as presented. **Attachment #2**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 8

CONSIDERATION FOR APPROVAL OF JOB DESCRIPTION REVISION FOR VICE-PRESIDENT OF FINANCIAL & COLLEGE OPERATIONS

A motion was made by Steve Heisner and seconded by John Windings to recommend the Board approve the Job Description Revisions, including the title change, for the CFO position. Further, to recommend the revised duties be updated in the **Administrative** policy. **Attachment #3**

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes
Mr. James Darden - Yes
Mr. John Windings - Yes
Mr. Steven Etter, (advisory vote) - Yes
Mr. Steve Heisner - 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.

MOTION NO. 9

CONSIDERATION FOR APPROVAL OF NEW JOB DESCRIPTION FOR DELTA HEALTHCARE GRANT PROJECT MANAGER

A motion was made by James Darden and seconded by John Windings to recommend the Board approve the new position description for the Delta Healthcare Grant Project Manager.

Attachment #4

On roll call vote, the members voted as follows:

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

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

MOTION NO. 10

CONSIDERATION FOR APPROVAL OF NEW JOB DESCRIPTION FOR TRANSITION COORDINATOR

A motion was made by Steven Etter and seconded by Mike McMahan to recommend the Board approve the new position description for the IBT Transition Coordinator (part-time) position.

Attachment #5

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - Yes
Mr. Mike McMahan - Yes
Mr. John Windings - Yes
Mr. James Darden - Yes
Mr. Steve Heisner - Yes
Ms. Andrea Witthoft - Yes
Mr. Randall Rushing - 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

CONSIDERATION FOR APPROVAL OF NEW JOB DESCRIPTION FOR CURRICULUM TECHNOLOGY SPECIALIST

A motion was made by Cathy Belcher and seconded by John Windings to recommend the Board approve the new position description for the IBT Curriculum Technology Specialist (part-time) position. **Attachment #6**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 12

CONSIDERATION FOR APPROVAL OF EMPLOYEE REQUEST TO TAKE AN UNPAID LEAVE OF ABSENCE

A motion was made by Mike McMahan and seconded by Steven Etter to recommend the Board approve Mr. Rivera's request for unpaid leave effective January 11, 2021 through December 31, 2021. **Attachment #7**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 13

CONSIDERATION OF APPROVAL OF TRANSFER OF EMPLOYEE

A motion was made Steve Heisner and seconded by Steven Etter to recommend the Board approve this transfer request. **Transfer Tab**

On roll call vote, the members voted as follows:

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

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

MOTION NO. 14

DISCUSSION OF COLLECTIVE BARGAINING

A motion was made by _____ and seconded by _____

NO ACTION

On roll call vote, the members voted as follows:

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

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

MOTION NO. 15

CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE

A motion was made by John Windings and seconded by James Darden to recommend the Board accept Rachel Harrell's resignation. **Attachment #8**

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes
Mr. Steve Heisner - Yes
Mr. James Darden - 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.

XI. Adjournment

MOTION NO. 16

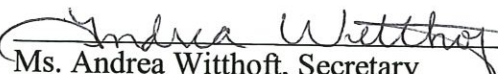
A motion was made by Mike McMahan and seconded by James Darden **to adjourn at 7:29 p.m.**

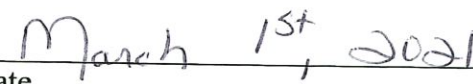
On roll call vote, the members voted as follows:

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


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

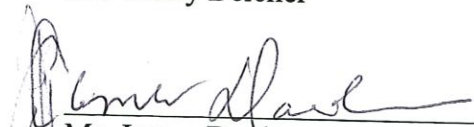
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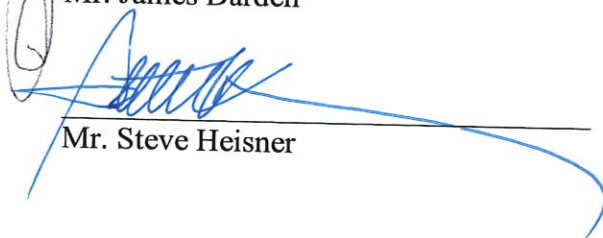

Ms. Andrea Witthoft, Secretary

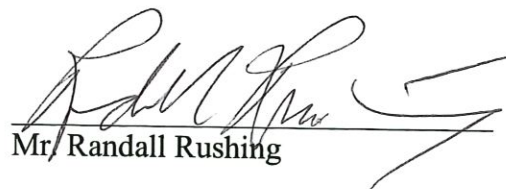

Date

ATTEST:

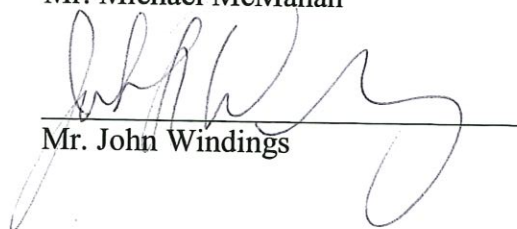

Ms. Cathy Belcher


Mr. James Darden


Mr. Steve Heisner


Mr. Randall Rushing


Mr. Michael McMahan


Mr. John Windings