

# BOARD BOOK

April 5, 2021





**REGULAR MEETING**  
**SCC BOARD OF TRUSTEES DISTRICT NO. 531**  
**RIVER ROOM - ULLIN, IL**  
**April 5, 2021 – 5:30 p.m.**

As permitted by Governor Pritzker’s Executive Orders 2020Ĝ 07, 2020Ĝ33, and, 2020Ĝ55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, regular meeting on April 5, 2021 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the link below: <https://shawneccedu.zoom.us/j/119290368> (please note **there is a new passcode requirement for Zoom. The passcode is, 679248**), or by dialing 1-312-626-6799, when prompted enter conference ID 119290368 and press # instead of a participant number. The meeting will include an opportunity for public comment. Any member of the public that would like to make a public comment, must submit their public comment via email to [comments@shawnecc.edu](mailto:comments@shawnecc.edu) by 2:00 p.m. on April 5, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Recognition of Guests and Public Comment**
- V. Approval of Consent Agenda**
  - A. [Minutes of Regular March 1, 2021 Meeting](#)
  - B. [Minutes of Special Board Meeting March 22, 2021](#)
  - C. [Treasurer’s Report](#)
  - D. [Approval of Bills](#)

Education Fund	\$607,731.83
Building Fund	\$170,759.18
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	\$59,422.90
Restricted Purposes Fund (Grants)	\$198,654.36
Restricted Purposes - FWS*	\$2640.55
Restricted Purposes - PELL	\$20,299.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	\$856.00
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	\$43,846.77
<b>Grand Total</b>	<b>\$1,104,140.59</b>

**VI. Consideration of Addendum and Re-Investments**

Addendum: [Education Fund to Restricted Purposes Fund](#) (1 Transfer)

**VII. Reports**

- A. [Student Report](#)– Steven Etter
- B. [Faculty](#) – Dr. Ian Nicolaides
- C. [President](#) – Dr. Tim Taylor
- D. Vice Presidents
  - i. [Academic Affairs](#)– Dr. Kathleen Curphy
  - ii. [Student Success & Services](#) – Dr. Lisa Price
  - iii. [Financial & Campus Operations](#) – Brandy Woods
- E. [Communications & Public Relations](#) – Rob Betts
- F. [College Foundation](#) – Gene Honn
- G. [Illinois Community College Trustees Association](#) – Andrea Witthoft
- H. [Financial Presentation](#) – Brad McCormick

**VIII. Action and Discussion Items**

- A. Consideration of Approval (SECOND READ) of [Non-Discrimination & Harassment Policy](#) – [Attachment #1](#) (16 pages)
- B. Consideration of Approval (SECOND READ) of [Financial Aid Policy](#) – [Attachment #2](#) (10 pages)
- C. FIRST READ – [Financial Condition Policy](#) - [Attachment#3](#) (2 pages)
  - i. FIRST READ –[Management of Financial Reserves Policy](#) –[Attachment #4](#) (13 pages)
  - ii. SUPPORT INFORMATION [Fund Balance Calculations](#) Procedure
  - iii. SUPPORT INFORMATION [Bonds and Indebtedness](#) Procedure –
  - iv. SUPPORT INFORMATION [Audit Firm Selection](#) Procedure
- D. FIRST READ – [Budget Forecasting, Development, & Adoption Policy](#) - [Attachment #5](#) (5 pages)
  - i. SUPPORT INFORMATION [Budget Development & Adoption](#) Procedure
- E. FIRST READ – [Asset Protection & Planning Policy](#) -[Attachment #6](#) (2 pages)
- F. New Board of Trustees Organization

**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 Approval to Hire a Full-Time [Bursar](#)
  - ii. Consideration of [Ratification of Part-Time Employees](#)
  - iii. Consideration of Approval for [Tenure of Faculty](#) – [Attachment #7](#) (2 pages)
  - iv. Consideration of Approval to Hire a [Grant Writing Consultant](#) – [Attachment #8](#) (6 pages)
  - v. Consideration of Ratification of the FY2021 & FY2022 [Collective Bargaining Agreement](#)

- 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 #9 \(2 pages\)](#)
  - ii. Consideration of [Resignation of Full-Time Employee Attachment #10 \(2 pages\)](#)
  - iii. Consideration of Approval for the Renewal of [VP Contracts Attachment #11 \(6 pages\)](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

**X. Executive Session Action Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Approval to Hire a Full-Time [Bursar](#)
  - ii. Consideration of [Ratification of Part-Time Employee](#)
  - iii. Consideration of Approval for [Tenure of Faculty Attachment #7](#)
  - iv. Consideration of Approval to Hire a [Grant Writing Consultant Attachment #8](#)
  - v. Consideration of Ratification of the FY2021 & FY2022 [Collective Bargaining Agreement](#)
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College
  - i. Consideration of [Resignation of Full-Time Employee Attachment #9](#)
  - ii. Consideration of [Resignation of Full-Time Employee Attachment #10](#)
  - iii. Consideration of Approval for the Renewal of [VP Contracts Attachment #11](#)
- C. Consideration of Items That May Lead or Have Led to Litigation

**XI. Adjournment**

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

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on March 1, 2021, at 5:30pm, 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 - Absent

**Others Present:**

Tim Taylor, Ph.D. President - Present  
Kathleen Curphy, Ph.D. Vice President of Academic Affairs - Absent  
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**

*Minutes page 1 of 33*

**MOTION NO. 1**

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

1. Regular Meeting Minutes February 1, 2021
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$1,058,535.65
Building Fund	212,969.70
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	63,452.88
Restricted Purposes Fund (Grants)	163,296.77
Restricted Purposes - FWS*	745.25
Restricted Purposes - PELL	16,800.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	78.05
Audit Fund	25,550.00
Liab. Prot. Settlement Fund (TORT)	196,958.75
<b>Grand Total</b>	<b>1,738,387.05</b>

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) - Absent  
 Ms. Cathy Belcher - Yes  
 Mr. James Darden - Yes  
 Mr. Randall Rushing - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 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 Mike McMahan to approve **Addendum Education Fund: To make an inter fund loan from the education fund to the restricted purpose fund to cover shortage in funds in the amount of \$30,000.00. February 28, 2021**

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) - Absent  
Ms. Cathy Belcher - Yes  
Mr. Steve Heisner - Yes  
Mr. James Darden - Yes  
Mr. Michael McMahan - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**VII. Reports**

**A. Student Trustee – Steven Etter**

Phi Theta Kappa has begun their spring membership drive. The list of eligible students was uploaded on February 5<sup>th</sup>. We had 326 students eligible this semester up from the last 2 semesters. PTK headquarters will be mailing out letter to prospective students throughout the semester. We plan to hold membership drive meeting on various Wednesdays to give out more information to students. An orientation will be held live and on Zoom at 7 pm and induction will be held on March 24<sup>th</sup> at 3 pm in the River Room We have asked a representative from Murray State University to speak at the induction ceremony.

On February 8<sup>th</sup>, PTK went shopping at the Stop and Shop in Mounds and purchased over \$570.00 worth of non-perishable canned goods. We have been asked to help with shopping for “The Cupboard” and feel this would be a good college project for our chapter this coming year.

Chapter Advisor Craig Bradley has been busy informing members about scholarship opportunities as many of the four-year colleges and universities have closed their competitive scholarship applications, but the transfer scholarships remain attainable.

As was mentioned in the last board packet, our chapter is a Five-Star Chapter for the 3<sup>rd</sup> year in a row. We hope to continue to strive for this top honor. Of 56 total chapters in the Illinois Region, we were number 1 of 22 chapters that gained the Five-Star status.

*Minutes page 3 of 33*

## **B. Faculty – Dr. Ian Nicolaides**

The semester is moving at a very fast pace. Faculty continue to place many if not most F2F class recordings from class on Moodle in order to bridge any attendance gaps various students might have. In similar, instructors continue to reiterate to students that they are available for help upon request. The weather certainly has caused some students to juggle their responsibilities, especially, with regard to sport schedules. Some students in online classes have requested for class information to be available during spring break in order for them to continue working. Students, the administrative team/staff, and faculty should be able to look back at the end of this semester and celebrate as we all have worked towards success and are navigating these uncertain times with strength and compassion.

### **HSS Division – Submitted by JoElla Basler Division Chair**

Currently working on division budget, summer and fall schedules. Evaluations were completed on several faculty in the division.

Two intersession classes will be offered this summer: Introduction to Sociology and Music Appreciation. Classes will begin on May 17 and end on May 28. Sociology will be taught face to face, and Music Appreciation will be a hybrid course.

The division has continued to engage in discussions regarding creative course offerings. Beginning in the fall semester, there will be a variety of courses offered in traditional, compressed, asynchronous, synchronous, and blended learning formats. The division is excited to offer students courses in formats to help train proficiency in the use of multi-environment technology while teaching students the communication skills necessary for today's workspaces.

As of 2/19/2021, The Statewide Transitional English Course Parameters, Competencies, and Policies document has been adopted by ISBE, ICCB, and IBHE. Dr. Thornsberry served on the Competency Development Group which supported the implementation of these policies in communities across Illinois.

MUS 115 online intersession class will be available and Mr. Van Alstine plans on hosting the Black History concert for listening in March, slightly later than normal due to the lack of class practicing in February.

### **BOT Division –Submitted by Ruth Smith Division Chair**

February 1-7, 2021 – Phyllis Sander completed the OLC "Designing with Accessibility in Mind" training for online learning.

February 5, 2021 – Phyllis Sander participated in a planning session with SIUC for the annual Accounting Challenge event, which will be held virtually. Shawnee College AAS Accounting program students competed in the Accounting Challenge event on Friday, February 19<sup>th</sup>.  
February 12, 2021 – Ruth Smith participated in the ICCB Program of Study Approval Cohort meeting.

*Minutes page 4 of 33*



February 17, 2021 – Phyllis Sander, SCC Phi Beta Lambda adviser, and Nu Alpha Alpha PBL members promoted CTE careers and coursework during national PBL Week by providing informational discussion sessions and giving away PayDay candy bars with the label "Invest in Yourself - SCC Courses + Professional Development." CTE-specific door prizes were also awarded.

February 20, 2021 – Eric Howard received an award in recognition of his ongoing professional promotion of social justice. The award was from the family of Pravin Varughese, who had been majoring in Criminal Justice prior to his untimely death. Two SCC Criminal Justice students, Regina Guerin and Treston Masters, were each awarded the \$1,000 Pravin Varughese Memorial Scholarship. Mr. Howard and the students walked the path with Pravin's family where he had been found. The awards were then presented by Pravin's family at SIUC where Pravin had been a Criminal Justice student at the time of his death.

February 24, 2021 – Phyllis Sander completed CompTIA Educational Partnership training. Because of updated Certification testing from CompTIA, this institutional designation must be maintained in order for SCC to keep the Educational Partnership status, which allows testing vouchers price discounts.

### **Math & Science Division – Submitted by Lori Armstrong Division Chair**

The math faculty (Roberta Christie, Connie McGinnis and David Black) and M/S Division Chair Lori Armstrong have had several Zoom meetings with Consultant Kathy Almy to work on developmental math co-requisite model and transitional math courses in our high schools.

Drs. Brenda Brown and Ian Nicolaidis continue to fine tune the laboratory curriculum scope and sequence of the newly designed Anatomy & Physiology 1 and 2 classes. Fall 2021 is the planned start date for their offering.



### President's Report March 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	1,813	12,589.5	13,615.5
Spring 21	1,314	1,539	11,613	12,506.5
<b>Total</b>	<b>3,614</b>	<b>4,305</b>	<b>27,342</b>	<b>29,895</b>
FY 21 Credit-Hour Budget Projection		28,078	Difference	(736)

\*Data pulled 02/22/2021; State reimbursement is based on credit-hours generated at mid-term.

#### The following events are noteworthy:

- Attended the Illinois Community College Council of President's Zoom meeting on 01/28. The Agenda included: Equity, Enrollment, and Outcomes in the Illinois Community College System; Workforce Equity Initiative (WEI) Panel Discussion; Illinois Community College Marketing Collaborative Update; IGEN Update; ICCTA Update; IBHE Strategic Plan; and, Illinois Community College Foundation Update. Topics of Board interest include:
  - The State is approaching the educational attainment goal of 60% by 2025. The 2008 number was 40.8% and the most current data was for 2018 which was 54.4%. There are spikes in the data that was shared which indicated the acknowledgement of short-term certificates in 2014 and industry certificates in 2018. The data also illustrated equity gaps of 17% for African Americans and 27% for Latinos.
  - The Workforce Equity Initiative (WEI) Panel discussion revolved around how we can accelerate programs, stack credentials, involve incumbent worker training, and completion of certificates of one year or less for African American students to get to a livable wage. The Grant criteria was designed in concert with the Illinois Black Caucus and has a goal of 60% African American in the population served. There was discussion of possible "targeted funds" for all districts in the future based on the data collected and success of the WEI program. "Short-term" MAP was also discussed for accelerated curriculum as an item on the legislative agenda.
  - The mission of the Illinois Community College Marketing Collaborative (ICCMC) was discussed. The current campaign is divided into two areas: 1. "Say no to a Gap Year" and 2. *New Careers*. The group is also selecting a branding consultant, Lipman Hearne.
  - Rob Betts is familiar with this initiative and observing ways in which the work of ICCMC can benefit SCC.
- In the ICCB update, the following information was shared: Adult Education enrollment is down by 30% statewide. ICCB asking for Colleges to look at ensuring pre-post testing

*Minutes page 6 of 33*

activities are open the public. ICCB will be asking for a plan to meet performance outcomes; ICCB is also concerned about GEER funding drawdowns – asked Colleges to focus on this in the near future; The State is suspending the requirement for Constitutional Testing for the HS Equivalency certificate... effective 02/01; finally, the IBHE Strategic Plan’s tentative goals are improving equity gaps, improving completion, improving access and affordability.

- Attended the Foundation meeting on 02/12. In my report, I reiterated my two goals for the first 6-9 months of my employment – expanding networking efforts and the institutional analysis/strategic plan update.
  - I encouraged the Foundation Board to watch the COVID Vaccine video and share with their network of influence.
  - I shared the link to the ICCB enrollment video that we made in December which highlights the College’s fall enrollment.
  - In reference to the institutional analysis, I explained this is a data-driven analysis and will be used to update the College’s Strategic Plan. I also communicated, I would share the results of this analysis with Foundation Board, after the College’s Board has had an opportunity to study and provide input.
  - Discussed the Pepsi agreement that Gene has been working on.
  - Expressed the College is establishing a Medical Assistant Program in the Fall with the intention of housing it at the Anna Extension Center. Using Delta Health Grant funds as well as USDA funding, a classroom will be constructed.
  
- Facilitated a meeting with the College’s Shared Governance Committee on 02/18. Topics included: Pros and Cons of Zoom, Remote Day Determination, and Graduation Ceremony Update. Outcomes of interest are:
  - Faculty shared the pros and cons of Zoom. This appears to be an on-going conversation. In general, the new guidelines for Zoom classes appear to be helpful. There is still much work to be done, but the faculty (in general), feel it is heading in the right direction. The notion that Zoom may have a long-term impact on College enrollment was introduced. Specifically, although students may prefer the f-2-f model now... there is growing data that suggests the tide is turning for Gen-Z students as they embrace the low levels of engagement and convenience of the process. It was stressed that our mission might be compromised in the future, unless the College can find ways to strengthen our educational programs, courses, and services... finding ways to leverage the power of online technology to strengthen learning and engagement. I offered to host a summit over the summer so that faculty and administration could have collective conversations about philosophical and operational concerns, with the idea of reaching a consensus about the future direction of our teaching and learning processes. The faculty suggested the idea sounds good but want to discuss it amongst themselves before committing the idea.
 

*Minutes page 7 of 33*
  - The decision-making process for making inclement weather decisions was shared. Here’s some specifics:
    - ✓ All decisions stem from a value... my value is students benefit more from campus being open.
    - ✓ I use two primary criteria for the decision – campus safety and weather forecast.

- ✓ I try to make the decision as early as possible, but before 6:00a.
- ✓ Geography complicates the decision.
- ✓ Initially Remote Learning/Remote Work wasn't an option because we worried about January Start students having the technology and training to participate; worried that staff wouldn't have the equipment at home (i.e. they may have left their laptops or other technology at work prior to the inclement weather); and we felt our communication protocols and procedures are not mature. I decided to try it remote learning/remote work as a pilot based off of input from faculty and my administrative team.
- ✓ I shared the following results from the Zoom logs on our performance from 2/17
  - 74 Meetings in total, 68 were classes and 6 were administrative.
  - 41 classes met 50m or more (potentially 27 didn't meet requisite time).
  - 6 classes met 40-50m
  - 3 classes met 30-40m
  - 18 classes met for 30m or less (range from 30m to 16s)

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

- CDWG Invoice – Chromebooks were purchased for Saints Bounce Transition Program. Quantity purchase 50 and the amount of the invoice was \$11,845.00
- CROA Invoice – CROA is the College's data reporting tool. It is integrated with the College's ERP (i.e. Colleague) system. This tool can be very powerful and our team is learning to optimize its usage. This invoice was to provide consulting services for various staff members. The amount of the invoice was \$7000.
- iTutor.com Agreement – Under the terms of the agreement, a total of 100 hours of individual instruction will be provided to Shawnee Community College students. This is being used to supplement current student needs in hours that are traditionally outside of our normal tutoring hours. The total cost of the agreement is \$6,050.
  - STEM Education Works – Stem products purchased include the following: 3-D printer, Ink, Laser cutter and a power pack. The amount of the invoice was 14,000.91

## D. Vice-Presidents

### i. Academic Affairs – Dr. Kathleen Curphy

#### Dean's Report

Dr. Shelby and Melissa Luttenbacher are finalizing preparations for Virtual CTE Day. Rob Betts and CTE faculty are doing a phenomenal job recording and editing the videos which will also be uploaded on the SCC website and featured on social media. Dr. Shelby is working with Kathy Almy, of Almy Education, and the Math Department on two grant-funded projects. The first is the Transitional Math project with district high schools. The second is the Developmental Education Innovation Grant to decrease time to degree completion for students who test into developmental math and English.

Dr. Shelby, along with Ruth Smith and Kayla Sauerbrunn, are attending a 10-week ICCB Program of Study cohort on certifying CTE programs as eligible programs of study under the Perkins V Grant. Dr. Shelby's office continues to serve Perkins students with books, bus passes, and other supply needs. The Perkins V Grant has also enhanced several of our CTE programs this semester in purchasing instructional materials for the Agriculture Programs, dashboard cameras for the Truck Driving Program, and at the conclusion of the March Board Meeting, hopefully two large pieces of heavy equipment for the Automotive Program. We are also looking at the current condition of the greenhouse in the Agriculture Program and pricing a possible replacement to be purchased with Perkins V funding.

#### Library/Technology

The library has reinstated a chatbox for student research help on the library website and in *EBSCOhost*, the most widely-used library database. The semester is off to an exciting start, with five classes coming in for library orientation during January. Anyone who would like library orientation for their class is encouraged to reach out to Christina at [christinaf@shawneecc.edu](mailto:christinaf@shawneecc.edu). Rachel Hannan has done an excellent job at organizing and tracking the distribution of hotspots, webcams, and laptops to students, faculty, and staff.

Rachel attended a webinar called REopening Archives, Libraries, and Museums: Project Update and Community Reflections. During the webinar, cleaning techniques, quarantine times, and the results of Test 7 and Test 8 were discussed. Quarantine times per library vary anywhere from 24 hours to 7 days based on a library's preference. Based on data and our personal preference, the library has chosen to quarantine items for 7 days.

Rob Lucas continues creating articles for the knowledge base

- Dozens upon dozens of hours have been spent writing, editing, and updated the knowledge base
- Since it was created a little over a year ago, we've grown the knowledge base from **zero** articles to around **140**.
- In the past two weeks, **446** articles have been accessed by students, faculty, and staff.
- In the past year, **5,349** articles have been accessed. (Obviously, some articles are accessed multiple times. For example, one **Proctorio** article has been viewed **97 times** in the last 2 weeks.)
- It can be viewed at <https://shawcc.screenstepslive.com/s> Minutes page 9 of 33

These comments were sent recently. "As a new adjunct, it helps me find information and review processes that I may not use every day. I LOVE the Knowledge Base!"

"Since my first semester at Shawnee in Fall 2019, I have referred to several of the topic articles more than once! It was a great resource for me as a first-time student, and I especially appreciated the Library and Moodle help! Now, with graduation around the corner, I take time to check for added tools, topics, and updates that I can use and share!"

Eleven classrooms have now been upgraded with ZOOM Technology. Ten are on the main campus and one is at Anna. Televisions are still on backorder for most, but finished rooms are in J2045, 2046, and 2047. Along with much needed upgrades, the new rooms make Zoom calls much more user friendly for the instructor and remote students.

## **Nursing**

Positive changes have occurred in the nursing department this semester. In the Fall semester nursing lectures were held in the auditorium in order to maintain social distancing with the larger class sizes. A decision was made to bring the nursing students back to the classrooms within the nursing department by dividing the classes in half so as to have a more conducive learning environment while minimizing possible COVID exposures and maintaining social distancing. Nursing students and faculty have expressed that the smaller class sizes and being back in the classroom has been beneficial and much more conducive to learning. Annual NCLEX pass rates for last year's Shawnee graduates is as follows: 81.39% for ADN, 94.8% for PN. Nursing faculty are continuing to seek ways for improving our NCLEX pass rates including integrating NCLEX preparation into our curriculum.

## **Extension Centers Report**

### **Anna Center**

During the month of February, the Anna Center has been very active. On February 2, the four extension center directors met to collaborate and discuss the summer schedule and community education class options we would like to host at each of our centers. The spring semester late-start classes began on February 8<sup>th</sup>. During the week of February 8<sup>th</sup>, the Anna Center had five classes begin. We are excited to have these additional instructors and students on campus. Southern 7 Health Department dispersed the Covid vaccine to community members on Thursday, February 11<sup>th</sup> here at the Anna Center. Blake Goforth visited with Cobden High School seniors on February 24<sup>th</sup> to discuss SCC scholarship opportunities. The Anna Center hosted a CPR class for a local business on February 22<sup>nd</sup>.

### **Cairo Center**

Thanks to Dr. Mason, the Cairo Center has continued to engage in weekly meetings to discuss the possibility of a workforce training opportunity and apprenticeship for the residents of the Cairo and the surrounding communities. At our last meeting, Senator Fowler was present and gave much insight into our planning. Leslie Weldon has also been helpful in guiding us with informative career planning information.

In meetings held on February 2<sup>nd</sup>, center directors met to discuss ways to make our summer schedules more accommodating for our students, and also discussed community education

classes to offer at our centers. As a result, the Cairo center plans to offer women's auto repair, women's quick home repair and women's self-defense community education classes this spring, with hopes to celebrate and honor Women's History Month, while also educating our students and creating opportunities to better engage our center's communities.

### **Metro Center**

Staff at the Metro Center focused on registering students during the day and during evening night registration (January 6<sup>th</sup>, 7<sup>th</sup>, and 11<sup>th</sup>). On January 28<sup>th</sup> and 29<sup>th</sup>, Hayley began the process of testing Massac County and Joppa High School students in preparation of summer and fall registration beginning in April

### **Vienna Center**

Vienna Center hosted a Food Sanitation class on February 20<sup>th</sup>. The Extension Center directors met about summer schedule and the community education schedule. Teale Betts went over the online scholarship application with seniors at Vienna High School on February 8<sup>th</sup>. Many students were able to complete this process that day. Tina Dudley, Lisa Meyer, and Teale Betts went over the online scholarship application with seniors at Goreville High School on February 10<sup>th</sup>. Late start classes started off well. Teale Betts went to a training at the Anna Center for all of Student Services on March 5<sup>th</sup>. Dr. Curphy and Teale Betts met with Claude Sadler and Joe Riley from Labor Union 773. Claude Sadler will be retiring and Joe will be taking over for him as the LECET Director.

### **Workforce Innovation, Adult Education & Continuing Education**

The CPR Program held 43 classes and served 135 students in the months of January and February. There were 5 classes cancelled due to COVID related issues. New CPR Curriculum began February 1st with 52 CPR Instructors completing Update and re-certified to teach.

The Driver Safety Program received and processed 452 applications for January and February. There were 155 participants who completed their training and received a certificate of completion.

Long-time SBDC client Russell Electric was featured nationally in CEO Today magazine as an exemplary small business with the exceptional leadership of its CEO, Max Russell of Metropolis.

Dr. Mason is working with the Cairo Port Authority, Sen. Dale Fowler's office, labor unions, and regional economic development agencies to develop training and career pathways to prepare individuals for the forthcoming jobs related to the Cairo port project. He is joined by Cairo Center director Shelby Adkinson, and Career Services Coordinator Leslie Weldon.

Dr. Mason has been asked to be a presenter for the Non-Profit Network Leadership Institute being sponsored by the Southern Illinois Community Foundation. The 8-month long program will prepare participants to serve on the boards of non-profit organizations and agencies. He will conduct a workshop on Servant Leadership.

The partners on the Delta Healthcare Initiative (SCC, Southern 5, Shawnee Development Council, and G.R.O.W.) met to continue implementation of the grant. Classes will start in the Summer and Fall.

*Minutes page 11 of 33*



Dr. Kathleen Curphy, VPAA

March 1, 2021

Date

### **Student Academic Assessment Committee**

The SAAC members met on Tuesday, February 9. A lengthy discussion was held related to continued Core Competency application, specifically Global and Cultural Awareness and Personal Growth. The outcome was these Criterion measurements for these Core Competencies remain relevant. It was decided to tweak verbiage in both Core Competency Rubrics to emphasize that student growth for these areas measure Diversity and Inclusion. Additional General Education courses were identified to collect numeric data for the Global and Cultural Awareness and Personal Responsibility student achievement and place into the GedEd FY21 planning CQI documentation.

Phyllis Sander, SAAC Chair is forwarding CTE Program Learning Outcomes that have been vetted through the SAAC to Jonathan VanMeter to be placed under the Academic link on the SCC website.

The SAAC members reviewed the planned February communication of SCC applicable Assessment terms. The documentation of terms with an illustration of where the terms is applied in the SCC process is being distributed to SCC associates the week of February 16 – February 19.

Co-Curricular updates after meeting individually with chapter/club/organization adviser/sponsor

FY21 Updated - (COVID restrictions)

Ambassadors

Cosmetology Club

Future Teachers

History Club

Phi Beta Lambda

Phi Theta Kappa

Student Senate

### **ii. Student Success & Services – Dr. Lisa Price**

#### **Admissions**

Danielle Boyd—Registrar

Danielle Boyd started meeting with consultant Marianne Devenny to look at admission/registration processes. She will also be helping expand the Communication management function in Colleague.

*Minutes page 12 of 33*

[Return to Agenda](#)



Danielle Boyd is working with the National Student Clearinghouse to get Reverse Transfer implemented. This would allow students that transfer from Shawnee to a university before completing an associate degree to potentially transfer the courses taken at the university back to Shawnee to be applied for degree completion.

### **Advisement and Recruitment Report**

Classes are underway, but the advisement hallway on Main Campus is always open and available for students. Amanda Brown and Monica Brahler have been meeting with students who visit their offices via Zoom, and Erin King is on campus for face-to-face appointments and questions. The first several weeks of the semester are also a busy time for the advisors assisting students referred through the Retention Alert system. Carrie Davis has also been working with this system and has been a welcome addition to the group! Blake Goforth has contacted all of the in-district high schools regarding who will allow SCC in for recruitment, financial aid and scholarship assistance and programs of study presentations. Goforth is working with the advisors and is in the process of scheduling with the schools that will allow SCC in. Hayley Story partnered with one of her schools in a SCC application drive where we provided a backpack to be given away to a raffle winner pulled from all of those who had applied for admission.

The SCC Scholarship became available online January 21., and Erin King worked with Tina Dudley to organize a presentation (and a remix) to the guidance counselors and the SCC advisor group to assist with any questions they might have about this new process. Erin and Leslie Weldon also met with the Meridian Fast Start students to answer questions as they worked through their scholarship applications. The ladies also visited Century High School to present career interest inventories to the Junior and Senior classes and talk with them about career options and programs. This is also a time for advisors to visit training such as IACAC's Virtual Transfer Summit on February 18<sup>th</sup> & 19<sup>th</sup> and our own Shawnee Advisement Training day on March 5.

### **Athletics**

John Sparks—Athletic Director

The Athletics Team has been excited about the opportunity to coach, play and compete in athletics at Shawnee Community College and the NJCAA. In this condensed season all teams will primarily play conference games with very little if any scrimmages or pre-season.

Men's basketball opened up with their first four games on the road starting with nationally ranked #1 John A. Logan followed by powerhouse Wabash Valley, Olney Central and Lake Land. The SAINTS lost their first three games but bounced back to beat Lake Land on Monday evening.

Women's basketball opened up with three nationally ranked teams; #13 Mid-South CC, #8 Lake Land, and #11 Wabash Valley. Bouncing back at Olney Central the Lady SAINTS were able to secure the win which was their first win over Olney Central in three seasons. Coach Thompson is very optimistic about the rest of the schedule.

*Minutes page 13 of 33*

[Return to Agenda](#)

Volleyball faced two of the better programs in the GRAC in Vincennes University and Lake Land. Although they fell short in both games they showed improvement each match. Coach Ballard is very optimistic on her ladies being more competitive this season.

Baseball and Softball will start their season the first of next month. In the meantime, they are training and preparing daily for the upcoming season.

Currently we will not have any fans in attendance at our men's basketball, women's basketball, and volleyball games. We are live streaming our Volleyball, Women's Basketball, and Men's Basketball on Facebook Live.

### **Career Services**

Leslie Cornelius-Weldon—Career Services Coordinator

Career services continue to work with students on career plans, resume assistance, job search, and resume writing. In February, the office will have provided 90 Kuder assessments and 30 Career Keys. Century students were given the Kuder on January 29, 2021 and Career Key on February 3, 2021. Joppa High School seniors were given Kuder on February 11, 2021 and Cairo High School seniors were re-scheduled due to COVID-19 for February 17 and 18, 2021. They worked with other guidance counselors to schedule with remaining schools to administer Kuder per the school's guidelines around COVID-19.

The office has reached out to 21 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. Career Services is working with Russ Stoup to host the annual SCC Job Fair on March 17, 2021. The job fair will be scheduled from 9:00 am until 11:00 am via Zoom, and the government agencies will be utilizing Google Meets. So far, we have invited 95 employers to participate in this event.

The office will begin to collect program placement data for all CTE programs in collaboration with CTE faculty starting Spring 2021. This data is vital for the college gainful employment data and ICCB. The career coordinator worked with transportation provider SMART to ensure that all students are wearing a proper face covering while being transported to and from campus.

### **Completion Coaches**

Carrie Davis has been working with retention alert to check in with students whose GPA are 2.0 or lower. Carrie has also been working alongside Jacqueline Smith within the "The Cupboard." She has also been working with the testing center in assisting with entering test scores. She has been working through a list of individuals who have applied at Shawnee to see if they are currently enrolled at this time. This list dates back to the beginning of August 2020. She, along with Connie Lowery, have been working together to plan "Cooking Workshops." These are intended to help students learn how to cook a nutritious meal at home. The first one will take place on February 17. Carrie has also presented the survey findings from her survey in November. She has presented to Cabinet, as well as the Retention Committee.

*Minutes page 14 of 33*

Greg Sheppard is serving as the Completion Coach for the student athletes. Athletic Director John Sparks held a meeting with all coaches, Sheppard, and Lisa Price. Discussion about advisement, retention alerts, follow-up, and possible volunteer opportunities for student-athletes occurred. Sheppard, along with the AD and coaches, monitors retention alerts and grades all working together to assist the student-athletes in being successful students.

### **Counseling**

Monica Brahler-Admissions, Recruitment, Advising/School 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.

The College has an online mental health screening tool accessible to our student population and the general community. The tool allows individuals to choose from well-being, a wide screening tool, and more specific areas such as screening for generalized anxiety. This report includes information related to utilization and demographics for March 16, 2020, to January 31, 2021.

<b>Device Used</b>	<b>Visits</b>	<b>Completions</b>	<b>Completion Rate</b>	<b>Average Time Taken</b>
Desk Top	284	214	75.35%	01:59
Tablets	2	1	50.00%	02:39
Phone	117	54	46.15%	01:59
<b>TOTAL</b>	<b>403</b>	<b>269</b>	<b>66.75%</b>	<b>02:12</b>

<b>Age</b>	<b>Total</b>	<b>Percent</b>
18-24	189	71%
25-34	44	16%
35-44	15	6%
45-54	17	6%
55-64	3	1%
<b>Gender Identity</b>	<b>Total</b>	<b>Percent</b>
Male	33	13%
Female	202	80%
Transgender	5	2%
Other	1	0%
Non-binary	9	4%
I prefer another identity	4	2%
<b>Racial/Ethnic Identity</b>	<b>Total</b>	<b>Percent</b>
Asian	2	1%
Black or African American	26	10%
Hispanic, Latino or Spanish Origin	8	3%
White	209	82%
Other race/ethnicity	1	0%

Multiracial/ethnic	8	3%
--------------------	---	----

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans Coordinator

Financial Aid staff participated in the “Communicating with Students of Color” webinar on February 3<sup>rd</sup> and “Compliance Reporting: Avoiding Common Enrollment Audit Findings” webinar on February 10<sup>th</sup> through the National Student Loan Clearinghouse.

Lisa Meyers was scheduled to work alongside Teale Betts and Tina Dudley at Goreville and Vienna High Schools for scholarship application and FAFSA assistance but these sessions had to be rescheduled due to inclement weather.

Contacted all high school guidance counselors again regarding their FAFSA completion numbers for their seniors and reminded them that the Financial Aid Office is here to assist in any way possible. We also provided a flyer on how students can make an appointment for FAFSA assistance or ask questions.

Assisted approximately 50 students with FAFSA completion either face to face in the office, over the phone, or through Zoom. Assisted students with scholarship questions regarding applying for and ensuring access to the new online scholarship application.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center has been having a great semester thus far. With students being back full-time on campus, professional tutors have continued to assist students with unique success barriers. To publicize the Tutoring Center and encourage students to utilize services, the department sent emails to students and held online, interactive events. The first event was "Meet the Tutors" via Zoom. All students were sent an invitation, via email, to meet one-on-one with the professional tutors. The event was held on February 3, 2021, at 2:00 pm. The Professional Tutors have continued to communicate with faculty and students to engage in dialogue that promotes student self-advocacy in all aspects of their academic endeavors. To that end, the Professional Tutors have focused not only on academic success but also on students' functional needs. Some students need additional support with computer navigation, organization, and communication skills. Future events will be centered around those topics.

The SSC Testing Center staff have been administering high-stakes entrance exams to current and prospective nursing students and candidates who intend to apply for any of SCC's SICCM Programs. On January 21, 2021, Egyptian High School (EHS) Sophomores visited Main Campus. EHS students took the College's placement exam and partook in a group photo and campus tour. Meridian Sophomore and Junior classes are slated to visit the campus in April. Additionally, other area high school counselors have been corresponding with the Student Success Center Director for this opportunity. Student accommodation-testing, as well as makeup exams, are also administered in our Testing Center.

*Minutes page 16 of 33*

Student retention has been a primary focus campus-wide. To date, there have been a total of 151 case submissions through the Retention Alert Program. Of those cases, most faculty observations

[Return to Agenda](#)

have been related to low attendance and incomplete assignments. Academic advisors, as well as faculty, have been working diligently to address these issues. Students are contacted by phone, email, and/or text to address concerns or barriers that may be causing students to fall behind. The Accessibility and Resource Services has put into practice "Check-In Points" for individual students who receive Accessibility and Resource services to promote retention efforts for underrepresented students. This ensures that staff and students have adequate time to adjust accommodations and make students more aware of services available.

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) has the Spring Semester underway. SSS conducted Mentor Roundtable for the incoming newly accepted SSS students. SSS conducted Welcome Back Events for the returning SSS students.

All staff attended the Communicating with Students of Color Webinar. This year's Illinois State TRiO Day Observance will be virtual on February 27. SSS now has the team display board on the wall near the Registrar's Office. It currently features former students and current events happening in SSS.

### **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 on February 26, 2021. ETS has continued to provide financial literacy workshops for our students. Our Self Care/Mental Health workshops have started for all of our schools. We are also in the process of recruiting for the program

### **Vice President of Student Success and Services**

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

In September 2020, SCC received the Governor's Emergency Education Relief (GEER) Grant. These grant funds are federally funded monies that are funded through to the state and being monitored by the Illinois Community College Board. To date, these funds have been used to equip three classrooms with Zoom technology, student loaner laptops, WIFI jetpack service, and additional software.

GEER funds have also been used to fund the overall part-time student Completion Coach, Carrie Davis, and the Student Athlete Completion Coach, Greg Sheppard. A portion of Sheppard's salary is funded by GEER. A section for the Completion Coaches has been added to the Student Services report. Funding is also supporting tutoring costs.

*Minutes page 17 of 33*

Carrie Taylor has been hired as a part-time COVID-19 Student Health Coordinator. Dr. Kristin Shelby has been serving in this capacity with the help of Southern 7 Health Department. Southern 7 Health Department has been and continues to be an excellent partner during the

pandemic. But, their responsibilities along with Dr. Shelby's have increased and the decision was made that this part-time position was necessary. On a side note, S7HD has been using the SCC Main Campus and Extension Centers as a site for their vaccination clinics. Nursing students are getting the opportunity to serve during the vaccination clinics.

GEER funds have been used to support The Cupboard, Student Retention, Student Engagement, Faculty and Staff Professional Development and other functions to support student enrollment and retention.

The Student Services Board Report will now include a section for Clubs and Organizations. SCC is fortunate to have faculty and staff dedicated to provide these opportunities for students. It is also important to note that the pandemic has brought many challenges to some clubs and organizations and some have not been able to have the student participation that they want.

### **Clubs & Organizations**

**Phi Theta Kappa-Craig Bradley** PTK has begun their spring membership drive. The list of eligible students was uploaded on February 5 and 326 students were eligible this semester up from the last two semesters. PTK headquarters will be mailing out letters to prospective students throughout the semester. We plan to hold membership drive meetings on various Wednesdays to give our more information to students. An orientation will be held on March 18 on Zoom at 7pm and induction will be held live and on Zoom on March 24 at 3pm in the River Room. We have asked a representative from Murray State University to speak at the induction ceremony.

On February 8, PTK went shopping at the Stop and Shop in Mounds and purchased over \$570 worth of non-perishable canned and boxed goods. We have been asked to help with shopping for "The Cupboard" and feel this would be a good college project for our chapter this coming year.

Chapter Advisor Craig Bradley has been busy informing members about scholarship opportunities as many of the four-year colleges and universities have closed their competitive scholarship applications, but the transfer scholarships remain attainable.

As was mentioned in the last board packet, our chapter is a Five-Star Chapter for the 3rd year in a row. We hope to continue to strive for this top honor. Of 56 total chapters in the Illinois Region, we were 1 of 22 chapters that gained the Five-Star status.

**Ag Club-Anna Vaughn Doom** Since the beginning of the semester the Ag Club has come together as a team to clean out and organize the greenhouse storage building. The building had many supplies that were no longer functional and were broken or unorganized. The club worked on disposing of old products, arranging pots for use in class and organizing material. The club has also reestablished the greenhouse. Planting a variety of seeds such as tomato, cucumber, squash, zucchini, herbs, as well as flowers such as cannas, and balloon flowers started at the beginning of February. We will continue adding seeds to the greenhouse until late February.

**Phi Beta Lambda-Phyllis Sander** January 21, the SCC Nu Alpha Alpha Phi Beta Lambda membership participated in the Illinois virtual 2021 Winter Webinar with entrepreneurial speaker, Michele Ward; keynote titled "Dream Big, Start Small."

Phi Beta Lambda members are preparing a video to promote PBL Week, February 14 - February 20 in conjunction with Career and Technical Education (CTE) month to be hosted on SCC social media avenues and the SCC YouTube channel.

**Student Senate-Erin King** February is always a pretty big month for the Student Senate group. This would be the time for a Homecoming Event during a normal year, but unfortunately, this is not a normal time. However, Student Senate continues to be active with a Red Cross Blood Drive bus on campus on February 10 and Student Trustee election season running from January 18 through February 24. Shawnee's newest Trustee will be named at March's board meeting before transitioning to their active role in April. Student Senate is also initiating a monthly survey of our student membership called "Taking Notes." This is a way for students to communicate their questions or concerns to both the Student Senate and the Student Trustee. This will become a standing section in the Student Trustee's monthly report.

**Student Ambassadors-Monica Brahler & Amanda Brown** Normally this time of year would be very busy for Student Ambassadors who would be visiting in-district ball games throwing out SCC mini basketballs and handing out other SCC promotional items. Unfortunately, COVID-19 has interfered with this type of recruitment. Instead the advisors are using their weekly time to have discussions about inclusion and diversity.

**Inclusion & Cultural Diversity Committee - John Sparks, Chair** The Cultural Diversity Committee has planned several activities for Black History Month. During the week in "The CAFE" we have sixteen different youtube videos streaming with a variety of accomplishments of African Americans. Mindy Ashby has organized a bulletin board in "The CAFE" celebrating Black History Month. On February 16th we will show Dwayne Logan's film "Black Thoughts" that was nominated for several awards from 12-1pm. On February 25th Jeff McGoy will have a presentation via Zoom from 12-1pm. We are working with SSS and our Extension Centers in coordinating and participating in all of these activities. We have a few more activities in progress that we are still working out the details.

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

**3/1/2021**  
Date

**iii. Financial & Campus Operations – Brandy Woods**

**State Payment Update**

*Minutes page 19 of 33*

The state currently owes for February Equalization and Base Operating.

### **Facilities Department**

The Facilities & Maintenance department handled the first major impacts of winter weather for the season for the college. The Shawnee Community College Main campus as well as all SCC extension centers were closed during the latter part of the week of February 7th through the 13th due to inclement weather. Crews conducted snow and ice removals and applied winter surface treatments at all locations. At times, the weather impacts some areas of the SCC community more than others. This event impacted our entire regional area. The Facilities & Maintenance personnel's prompt response to address parking lot cleanup and pedestrian accessibility cleanup including sidewalks and entrances during this harsh inclement weather event was very much appreciated and commendable. Had discussions on the upgraded SCC Boiler units and their efficiency in operating during the periods of colder weather that we are now dealing with. VP of Finance & Campus Operations will be working with Facilities & Maintenance Department on outlook over the next few weeks in response to any future preparedness planning needs to get through the remaining winter season. Will also be having discussions and working with Facilities over the next few weeks on identifying "potential" capital improvement projects for the college.

### **Business Service Department**

Attended a virtual CCCFO meeting and the main topic of discussion was the CARES act and that the Department of Education has not issued guidance on how to calculate and record lost revenue to be paid from the CARES act funds. Continue to work on academic program costing with financial consultant. Completed lab fee costing justification.

### **IT Department**

Upgraded three active directory servers and built two servers for the upgrade of the Etrieve system. Etrieve is the College's electronic filing system. Continue to monitor wireless internet at the campus sites. Assisted the installers on the security camera upgrades. Completed upgrades to the Colleague self-service API web to the version 2.29, Nelnet self-service, Etrieve, and tax forms and tax tables. Uploaded files for academic works, MBS, and WENS software. Gathered data for the academic program review, strategic plan, and the developmental grant. Completed the ICCB SU/SR fall submission and spring enrollment survey. Attended the virtual ICCCA-TC meeting. Completed several changes/additions to the College's website. Setup 112 new pieces of technology equipment for the business students, adult education lending library, and faculty/staff. The Esports club: there are two students that will represent SCC in the Spring 2021 NJCAA Esports Duos Esports Tournament. Six students will represent SCC in the Spring 2021 NJCAA Overwatch Esports Tournament.

### **Human Resources**

February started out by recruiting for and then onboarding the new part-time Covid Student Health Coordinator as well as scheduling and conducting Director of Institutional Research interviews. Worked on the recruitment and advertising for the Vice President of Financial & Campus Operations position among other part time positions for Academic Affairs. Attended training related to "Title IX such as Conducting Sexual Misconduct Investigations During a Pandemic" and "Intersection of Title IX and Threat Assessment Teams". The next scheduled training is on "Title IX and Community Colleges" offered by D. Stafford & Associates. HR has also shared training information with Dr. Price.



Brandy Woods

Brandy Woods  
Interim Vice President of Financial and Campus Operations

**E. Communications & Public Relations – Rob Betts**

**Google Analytics-**

Google Analytics reporting for the period ending February 11, 2021, indicated the number of users to our website was 9,469. The data also indicated that we had **7,804** up from last period which showed **5,337** new users. Currently our generated traffic from Google Ad placement results are as follows:

545 - Requests for directions to our location                      2140 – Visits to our website  
626 – Phone calls

The top 3 locations by state for views during this reporting period continues to include:

<b>I. Current Month</b>	<b>Previous Month</b>
4. Illinois            5097	2,247
5. Missouri           1,754	1,192
6. Kentucky          566	379

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

/academics/programs	1868
/athletics/mens-basketball	1261
/athletics/womens-basketball	1046
/employment opportunities	851
/athletics	788

**II. Facebook Analytics**

*Minutes page 21 of 33*

<b>Date</b>	<b>Daily New Likes</b>	<b>Daily Unlikes</b>	<b>Daily Total Reach</b>	<b>Weekly Total Reach</b>	<b>28 Days Total Reach</b>

[Return to Agenda](#)

1/11/21			2041	10546	21726
1/12/21	1		1232	9899	20791
1/13/21			1136	9421	20368
1/14/21	1	2	1168	8647	19862
1/15/21			1543	8264	19812
1/16/21	6		2454	8441	18969
1/17/21	2	1	3108	8575	19069
1/18/21			2046	7928	19122
1/19/21		2	1503	7994	18958
1/20/21			2009	8436	18694
1/21/21	1	1	1450	8706	18663
1/22/21	1	1	2921	10133	19989
1/23/21	3		1744	9628	20035
1/24/21	5		2531	9214	20546
1/25/21	1		3350	9884	21025
1/26/21			1850	9916	21161
1/27/21		1	2060	10042	21612
1/28/21	4	1	3854	11360	23338
1/29/21	2	1	1895	10448	23615
1/30/21			2052	10203	23835
1/31/21	2		2366	9751	24033
2/1/21	4	3	1619	8910	24317
2/2/21	10		2454	9585	24381
2/3/21		2	1303	9505	24165
2/4/21	2		1597	8168	23582
2/5/21	1		1316	7683	23097
2/6/21		1	1001	6936	22692
2/7/21	1	4	1718	6583	22066
2/8/21			1770	6462	21591
2/9/21	7	1	2405	6396	22170
2/10/21	3		4607	8619	23426
2/11/21	3	2	2738	9115	23718
Totals	<b>60</b>	<b>23</b>	<b>66,841</b>	<b>28,5398</b>	<b>69,0428</b>

### III. Traditional Media Sources:

Coverage this month includes stories covering:

- SCC Covid-19 informational website launch
- SCC Blood Drive
- SCC Librarian Tracey Johnson Retirement
- Vaccine Awareness Video Release
- Shawnee College Writing Contest
- Shawnee College Criminal Justice Speaker Series Announced
- Presentation by Dr. Tim Taylor Outlining Challenges and Opportunities For Increasing Enrollment.

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.

<b>Date</b>	<b>Outlet</b>	<b>Title</b>	<b>Local Ad</b>	<b>LocalViewership</b>
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
1/28/2021 18:23	WSIL (ABC)	News 3 News at 6	\$1,218.35	42407
2/1/2021 17:00	KFVS (CBS)	Heartland News @ 5	\$837.76	32028
2/4/2021 22:10	WSIL (ABC)	News 3 News at 10	\$1,134.25	22546
2/5/2021 5:14	WSIL (ABC)	News 3 News This Morning	\$26.45	74
2/5/2021 5:37	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
2/5/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
2/5/2021 8:27	WSIL (ABC)	Good Morning America	\$283.59	11959
2/8/2021 5:08	WSIL (ABC)	News 3 News This Morning	\$10.93	0
2/8/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$29.10	880
2/8/2021 8:27	WSIL (ABC)	Good Morning America	\$29.10	880
2/10/2021 5:42	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
		<b>TOTAL</b>	<b>\$3,837.47</b>	<b>119542</b>

#### Synopsis

This month we again obtained free press on two affiliates, including ABC and CBS. Our television news coverage report indicates that we received \$3,837.47 in free advertising through news stories in our region! Our radio ads, television commercials continued through late start of spring semester (Playing on WPSD, WSIL, KFVS, & FOX) along with our newspaper ads for spring enrollment.

My office is currently working to complete CTE videos for each of our programs we have also been releasing short 30second – 1minute spots to highlight other Shawnee College information including extension center information and scholarship ads. We are also scheduled to complete additional ads soon.

[Return to Agenda](#)

I am also working with the ICCB marketing group to determine additional avenues for generating online exposure through retargeting, geofencing, email campaigns etc. This group works collectively through virtual meeting and email chats to discover and share best practices for Illinois community colleges.

#### **F. College Foundation – Gene Honn**

A highlight for the Saints Foundation and the College was a visit by one of our generous scholarship donors known as Mr A. His pastor brought him to the college one morning for a visit. He met with Dr. Taylor, Dr. Lisa Price, Tina Dudley and Gene Honn. Mr. A stated he wanted to see the students and to get to know SCC before he died. Hopefully Mr. A will be around for many more years to help our students.

We have been reaching out to potential Board members from targeted geographical and career areas. We are pleased to be presenting Dr. Tiffany Hines for membership to the Saints Foundation Board. Dr. Hines is a proud graduate of SCC and an Alumni of the Year.

The Saints Foundation has continued working on a major gift proposal that has been submitted to the Harry Crisp II family, as well as preparing a Case Statement to use for future proposals.

Proposals have been solicited and received to provide vending services for the College. Those are under review by the College.

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 Tina has held three webinars for Advisors and School Counselors.

Scholarship donors have received two newsletters to keep them informed of the status of our scholarship program. This is a new feature that we added to keep in contact with our scholarship donors. Donors have been contacted to make their commitment for a scholarship and have been invoiced accordingly.

*Minutes page 24 of 33*

We continue to work to update and upgrade our website to make it more user friendly and interactive in receiving donations.

Plans continue to prepare video content for a Virtual Gala in 2021 and recognition of students, donors, Alumni and Honorary Alumni.

At the May Saints Foundation Board meeting we will work to update our Strategic Plan for the 2021-2022 Fiscal Year.

**G. Illinois Community College Trustees Association – Andrea Witthoft**

No report.

**VIII. Action and Discussion Items**

- D. Consideration of Approval for the Tuition and Universal Fee Rate for FY22. **Attachment #1**
- E. Consideration of Approval for the Course Fee Rate for FY22. **Attachment #2**
- F. Consideration of Approval of the Amended Trust Agreement for CDB Project #810-086-015. **Attachment #3**
- G. Consideration of Approval for Equipment Purchase for USDA Distance Learning & Telemedicine Grant. Attachment #4
- H. Consideration of Approval of the PPP Loan Forgiveness Application. **Attachment #5**
- I. Consideration of Acceptance of the FY20 College Audit. **Audit Tab**

**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 Part-Time Employees. **Ratification Tab**
  - ii. Consideration of Hiring Director of Institutional Research, Effectiveness & Planning. **Hiring Tab**
  - iii. 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)
  - i. Consideration of Ratification of Part-time Employees. **Ratification Tab**
  - ii. Consideration of Hiring Director of Institutional Research, Effectiveness & Planning. **Hiring Tab**
  - iii. 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

**MOTION NO. 3**

**CONSIDERATION OF APPROVAL FOR THE TUITION AND UNIVERSAL FEE RATE FOR FY22**

A motion was made by John Windings and seconded by James Darden to adopt tuition and universal fee rates presented for FY22, including extending in-district tuition to border counties in Kentucky (Ballard, Livingston and McCracken) and in Missouri (Cape Girardeau, Mississippi, New Madrid and Scott). These changes would be effective with the start of Summer 2021 semester. **Attachment #1**

On roll call vote, the members voted as follows:

Mr. James Darden - Yes  
Mr. Steven Etter, (advisory vote) - Absent  
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, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL FOR THE COURSE FEE RATE FOR FY22**

A motion was made by Cathy Belcher and seconded by Steve Heisner to recommend the Board adopt the course fee rates presented for FY22. These changes would be effective with the start of Fall 2021 semester. **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) - Absent  
Mr. John Windings - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 5**

**CONSIDERATION OF APPROVAL OF THE AMENDED TRUST AGREEMENT FOR CDB PROJECT #810-086-015**

A motion was made by Mike McMahan and seconded by John Windings to recommend the Board approve the amendment to the original trust agreement between the City National Bank and CDB and authorize the CEO and CFP to execute the agreement.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - Yes  
Mr. Steven Etter (advisory vote) - Absent  
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, 1 absent. The Chairman declared the motion carried.

*Minutes page 27 of 33*

**MOTION NO. 6**

**CONSIDERATION OF CLASSIFICATION OF PROJECT AS A PHS PROJECT**

A motion was made by Mike McMahan and seconded by Cathy Belcher to recommend the Board classify this project as a PHS project and authorize the use of PHS restricted maintenance funds to provide the College's match. **Attachment #3**

On roll call vote, the members voted as follows:

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

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 7**

**CONSIDERATION OF APPROVAL FOR EQUIPMENT PURCHASE FOR USDA DISTANCE LEARNING & TELEMEDICINE GRANT**

A motion was made by John Windings and seconded by James Darden to recommend the Board approve the purchase of Polycom equipment from SKC in the amount of \$384,144.68 and non-Polycom equipment from CDWG in the amount of \$97,108.79. This recommendation is consistent with the provisions found in 110 ILCS 805/3-27.1 of the Illinois Community College Act. **Attachment #4**

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) - Absent  
Mr. John Windings - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

*Minutes page 28 of 33*



**MOTION NO. 8**

**CONSIDERATION OF THE PPP LOAN FORGIVENESS APPLICATION**

A motion was made by Mike McMahan and seconded by John Windings to recommend the Board approve the PPP Loan Forgiveness Application and authorize the CFO to submit the application to SBA. **Attachment #5**

On roll call vote, the members voted as follows:

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

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 9**

**CONSIDERATION OF ACCEPTANCE OF THE FY20 COLLEGE AUDIT  
TABLED**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_

To recommend the Board schedule a special meeting in March for the purpose of reviewing and accepting the College FY20 Financial Audit. **Audit Tab**

On roll call vote, the members voted as follows:

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

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

*Minutes page 29 of 33*

**MOTION NO. 10**  
**IX. EXECUTIVE SESSION**

A motion was made by Mike McMahan and seconded by Cathy Belcher to **adjourn and go into executive session** at 6:30 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 Part-Time Employees. **Ratification Tab**
  - ii. Consideration for Approval of Hiring Director of Institutional Research, Effectiveness & Planning. **Hiring Tab**
  - iii. 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) - Absent  
Ms. Andrea Witthoft - Yes  
Mr. Steve Heisner - Yes  
Mr. Randall Rushing - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 11**

A motion was made by Cathy Belcher and seconded by Steve Heisner to adjourn out of executive session at 7:38 pm.

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) - Absent  
Ms. Cathy Belcher - Yes  
Mr. Michael McMahan - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 12**

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the minutes of the executive session held on March 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) - Absent

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 13**

**CONSIDERATION OF RATIFICATION OF PART-TIME EMPLOYEES**

A motion was made by John Windings and seconded by James Darden to recommend the Board ratify the Part-Time Employees as listed. **Ratification 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) - Absent  
Mr. John Windings - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

**MOTION NO. 14**

**CONSIDERATION OF HIRING DIRECTOR OF INSTITUTIONAL RESEARCH, EFFECTIVENESS & PLANNING**

A motion was made by Mike McMahan and seconded by Andrea Witthoft to recommend the Board approve Dr. April Teske for the position of Director of Institutional Research, Effectiveness & Planning; allow for vacation accrual at the rate listed and that this appointment be made effective March 2, 2021. **Hiring Tab**

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) - Absent  
Mr. Steve Heisner - Yes  
Ms. Cathy Belcher - Yes  
Mr. Michael McMahan - Yes  
Mr. Randall Rushing - Yes

Results: 7 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

*Minutes page 32 of 33*

**MOTION NO. 15**

**DISCUSSION OF COLLECTIVE BARGAINING  
TABLED**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_

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.

**XI. Adjournment**

**MOTION NO. 16**

A motion was made by Mike McMahan and seconded by John Windings **to adjourn at 7:46 p.m.**

On roll call vote, the members voted as follows:

- Mr. James Darden - Yes
- Mr. Andrea Witthoft - Yes
- Mr. Steven Etter, (advisory vote) - Absent
- 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, 1 absent. The Chairman declared the motion carried.

**SPECIAL BOARD MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
March 22, 2021**

A special meeting of Shawnee Community College District No. 531 Board of Trustees was held on March 22, 2021, in the River Room and via Zoom. The meeting was called to order by Chairman Randall Rushing and the roll call was as follows:

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

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 - Absent  
Dr. Ian Nicolaides, S.C.E.A., President - Absent  
Beth Crowe, Administrative Assistant to the President - Present

**IV. Recognition of Guests and Public Comment**

**V. Action and Discussion Items**

- J. Consideration of Approval of Comprehensive Annual Financial Report for the Year Ended June 30, 2020. **Sent Separately**
- K. Consideration of Approval Spring 2021 Catalog. **Sent Separately** *Minutes pg 1 of 4*

- L. Consideration of Approval of the Purchase of Automotive Equipment. **Attachment #1**
- M. Consideration of Approval

**VI. Executive Session**

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

**VII. 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 pursuant to [5 ILCS 120/2](#) (c)(1)
- C. Consideration of Items That May Lead or Have Led to Litigation

**MOTION NO. 1**

**CONSIDERATION OF APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2020**

A motion was made by Mike McMahan and seconded by Cathy Belcher to recommend the Board accept the College FY20 Financial Audit and authorize the CFO to submit the audit to the Illinois Community College Board, pursuant to ICCB Administrative Rule 1501.503. **Sent Separately**

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. 2**

**CONSIDERATION OF APPROVAL OF THE COLLEGE 2021-22 CATALOG**

A motion was made by Mike McMahan and seconded by James Darden to recommend the Board adopt the College Catalog 2021-22 which would become effective for Fall 2021 semester. **Sent Separately**

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. 3**

**CONSIDERATION OF APPROVAL OF THE PURCHASE OF AUTOMOTIVE EQUIPMENT**

A motion was made by Steven Etter and seconded by Cathy Belcher to recommend the Board approve the lowest quoted bid price in the amount of \$49,986.17 to D&D Equipment for the purchase of automotive equipment. **Attachment #1**

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.

*Minutes pg. 3 of 4*



**MOTION NO. 4**

**VII. EXECUTIVE SESSION - THERE WAS NO EXECUTIVE SESSION**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to **adjourn and go into executive session** at \_\_\_\_\_ p.m. for the purpose of discussing:

- B. 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 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:

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

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

**VII. Adjournment**

**MOTION NO. 5**

A motion was made by James Darden and seconded by Mike McMahan to adjourn at 6:03pm.

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.

*Minutes pg. 4 of 4*

## Shawnee Community College

Fund	2/1/2021 Beg. Balance	February Receipts/Adj.	February Expenditures/Adj.	2/28/2021 Ending Balance
Education	7,408,249.18	23,891.94	607,731.83	6,824,409.29
Building	2,997,425.24	14,472.13	170,759.18	2,841,138.19
Working Cash	5,031,905.39	0.00	0.00	5,031,905.39
Restricted Building	1,113,380.89	5,141.88	0.00	1,118,522.77
Bond & Interest	382,339.80	36,173.24	0.00	418,513.04
Auxiliary Enterprise	422,897.20	9,167.84	59,422.90	372,642.14
Liab. Prot. Settlement	1,829,536.17	16,722.17	43,846.77	1,802,411.57
Audit	41,007.85	665.27	0.00	41,673.12
Auxiliary Imprest	14,000.00	0.00	0.00	14,000.00
Federal Title III & IV	0.61	0.00	0.00	0.61
College Work Study	0.00	2,640.55	2,640.55	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	20,229.00	20,229.00	0.00
Special Grants	1,405.43	199,973.05	198,654.36	2,724.12
Trust & Agency	213,846.60	1,196.10	856.00	214,186.70
Total	19,455,994.36	330,273.17	1,104,140.59	18,682,126.94

*Brandy Woods*

Brandy Woods, Director of Business Services

March 11, 2021

Date

Included in Education Ending Balance is the PPP Loan in the amount of \$1,548,297.90

# Shawnee Community College

## Financial Report



**Eight Months Ended**

**February 28, 2021**

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATING FUNDS  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

Operating Revenues by Source	Legal Budget As Adjusted 2/28/21	Year to Date Revenues 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Realized 2/28/21
<b>Local government:</b>				
Current taxes	\$ 1,931,070	\$ 1,829,182	\$ 101,888	
Chargeback revenue	0		0	
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 1,931,070</b>	<b>\$ 1,829,182</b>	<b>\$ 101,888</b>	<b>94.72%</b>
<b>State government:</b>				
ICCB Credit Hour Grants	\$ 1,276,166	\$ 848,058	\$ 428,108	
ICCB Equalization Grants	2,853,879	1,664,763	1,189,116	
State Board of Education- Vocational Education	118,591	59,296	59,295	
Corporate Personal Property Replacement Tax	475,786	231,516	244,270	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 4,724,422</b>	<b>\$ 2,803,633</b>	<b>\$ 1,920,789</b>	<b>59.34%</b>
<b>Federal government:</b>				
Other	\$ -	\$ -	\$ -	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Student Tuition and Fees:</b>				
Tuition	\$ 3,661,139	\$ 3,681,956	\$ (20,817)	
Fees	717,298	775,856	(58,558)	
<b>TOTAL TUITION AND FEES</b>	<b>\$ 4,378,437</b>	<b>\$ 4,457,812</b>	<b>\$ (79,375)</b>	<b>101.81%</b>
<b>Other sources:</b>				
Sales and Service Fees	\$ 87,000	\$ 57,664	\$ 29,336	
Facilities revenue	40,000	16,071	23,929	
Investment revenue	72,000	7,987	64,013	
Other sources	189,600	162,840	26,760	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 388,600</b>	<b>\$ 244,562</b>	<b>\$ 144,038</b>	<b>62.93%</b>
<b>TRANSFERS</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ 33,000</b>	
<b>TOTAL 2020-21 BUDGETED REVENUE</b>	<b>\$ 11,455,529</b>	<b>\$ 9,335,189</b>	<b>\$ 2,120,340</b>	<b>81.49%</b>
<b>Less non-operating items*:</b>				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
<b>ADJUSTED REVENUE</b>	<b>\$ 11,455,529</b>	<b>\$ 9,335,189</b>	<b>\$ 2,120,340</b>	<b>81.49%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

<u>Expenditures By Program</u>	Legal Budget As Adjusted 2/28/21	Year to Date Expenditures 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
Instruction	\$ 4,837,343	\$ 2,866,252	\$ 1,971,091	
Academic Support	404,320	258,353	145,967	
Student Services	1,068,995	638,404	430,591	
Public Services	132,915	40,696	92,219	
Operation & Maint. of Plant	2,010,912	1,326,047	684,865	
Institutional Support	2,784,364	1,401,629	1,382,735	
Scholarship, Student Grants, & Waivers	1,636,575	1,473,091	163,484	
<b>TRANSFERS</b>	573,620	341,616	232,004	
<b>Total 2020-21 Budgeted Expenditures</b>	<b>\$ 13,449,044</b>	<b>\$ 8,346,088</b>	<b>\$ 5,102,956</b>	<b>62.06%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,449,044</b>	<b>\$ 8,346,088</b>	<b>\$ 5,102,956</b>	
<b><u>By Object</u></b>				
Salaries	\$ 6,522,949	\$ 3,960,491	\$ 2,562,458	
Employee Benefits	752,420	427,405	325,015	
Contractual Services	1,377,068	870,649	506,419	
General Materials & Supplies	646,865	252,177	394,688	
Conference & Meeting Expense	126,035	16,336	109,699	
Fixed Charges	127,860	73,786	54,074	
Utilities	645,390	319,844	325,546	
Capital Outlay	899,902	609,673	290,229	
Other	1,776,935	1,474,111	302,824	
Provision for Contingency	-	-	-	
<b>TRANSFERS</b>	573,620	341,616	232,004	
<b>Total 2020-21 Budgeted Expenditures</b>	<b>\$ 13,449,044</b>	<b>\$ 8,346,088</b>	<b>\$ 5,102,956</b>	<b>62.06%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,449,044</b>	<b>\$ 8,346,088</b>	<b>\$ 5,102,956</b>	

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

	Legal Budget As Adjusted 2/28/21	Year to Date Expenditures 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
<b>EDUCATION FUND</b>				
<b>INSTRUCTION</b>				
Salaries	\$ 3,983,346	\$ 2,391,906	\$ 1,591,440	
Employee Benefits	393,672	232,811	160,861	
Contractual Services	166,545	106,619	59,926	
General Materials & Supplies	141,075	61,149	79,926	
Conference & Meeting Expense	31,885	3,965	27,920	
Fixed Charges	81,160	52,772	28,388	
Utilities	37,300	16,977	20,323	
Other	360	53	307	
Capital Outlay	2,000	-	2,000	
<b>TOTAL</b>	<b>\$ 4,837,343</b>	<b>\$ 2,866,252</b>	<b>\$ 1,971,091</b>	<b>59.25%</b>
<b>ACADEMIC SUPPORT</b>				
Salaries	\$ 290,015	\$ 200,748	\$ 89,267	
Employee Benefits	17,229	10,906	6,323	
Contractual Services	43,214	19,459	23,755	
General Materials & Supplies	48,982	26,187	22,795	
Conference & Meeting Expense	3,880	75	3,805	
Utilities	-	-	-	
Capital Outlay	1,000	978	22	
<b>TOTAL</b>	<b>\$ 404,320</b>	<b>\$ 258,353</b>	<b>\$ 145,967</b>	<b>63.90%</b>
<b>STUDENT SERVICES</b>				
Salaries	\$ 815,904	\$ 527,219	\$ 288,685	
Employee Benefits	137,374	82,613	54,761	
Contractual Services	36,500	7,677	28,823	
General Materials & Supplies	70,454	20,354	50,100	
Conference & Meeting Expense	6,300	541	5,759	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	2,463	-	2,463	
<b>TOTAL</b>	<b>\$ 1,068,995</b>	<b>\$ 638,404</b>	<b>\$ 430,591</b>	<b>59.72%</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>				
Salaries	\$ 89,114	\$ 30,670	\$ 58,444	
Employee Benefits	21,372	5,939	15,433	
Contractual Services	5,029	2,000	3,029	
General Materials & Supplies	14,900	2,087	12,813	
Conference & Meeting Expense	800	-	800	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
<b>TOTAL</b>	<b>\$ 132,915</b>	<b>\$ 40,696</b>	<b>\$ 92,219</b>	<b>30.62%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

	Legal Budget As Adjusted 2/28/21	Year to Date Expenditures 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
<b>EDUCATION FUND</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 1,180,530	\$ 688,538	\$ 491,992	
Employee Benefits	161,022	81,916	79,106	
Contractual Services	645,605	422,940	222,665	
General Materials & Supplies	303,864	117,116	186,748	
Conference & Meeting Expense	83,460	11,755	71,705	
Fixed Charges	45,000	21,014	23,986	
Utilities	20,000	14,740	5,260	
Other	140,000	968	139,032	
Provision for Contingency	-	-	-	
Capital Outlay	204,883	42,642	162,241	
<b>TOTAL</b>	<b>\$ 2,784,364</b>	<b>\$ 1,401,629</b>	<b>\$ 1,382,735</b>	<b>50.34%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>				
Other	\$ 1,636,575	\$ 1,473,091	\$ 163,484	
<b>TOTAL</b>	<b>\$ 1,636,575</b>	<b>\$ 1,473,091</b>	<b>\$ 163,484</b>	<b>90.01%</b>
<b>TRANSFERS</b>	<b>573,620</b>	<b>341,616</b>	<b>232,004</b>	<b>59.55%</b>
<b>TOTAL EDUCATION FUND</b>	<b>\$ 11,438,132</b>	<b>\$ 7,020,041</b>	<b>\$ 4,418,091</b>	<b>61.37%</b>
<b>OPERATIONS and MAINTENANCE FUND</b>				
<b>OPERATION AND MAINTENANCE OF PLANT</b>				
Salaries	\$ 194,040	\$ 121,409	\$ 72,631	
Employee Benefits	21,751	13,220	8,531	
Contractual Services	450,175	311,954	138,221	
General Materials & Supplies	67,300	25,284	42,016	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	288,127	299,963	
Provision for Contingency	-	-	-	
Capital Outlay	689,556	566,053	123,503	
Other	-	-	-	
<b>TOTAL OPERATIONS and MAINTENANCE FUND</b>	<b>\$ 2,010,912</b>	<b>\$ 1,326,047</b>	<b>\$ 684,865</b>	<b>65.94%</b>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 13,449,044</b>	<b>\$ 8,346,088</b>	<b>\$ 5,102,956</b>	<b>62.06%</b>



**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

	Legal Budget 2/28/21	Year to Date Revenues 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Realized 2/28/21
Operations and Maintenance Fund-Restricted				
<b>Local Governmental Sources:</b>				
Current Taxes	\$ 250,000	\$ 240,010	\$ 9,990	
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>\$ 250,000</b>	<b>\$ 240,010</b>	<b>\$ 9,990</b>	<b>96.00%</b>
<b>Other Sources</b>				
Investment Revenue	\$ -	\$ -	\$ -	
<b>TOTAL OTHER SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 250,000</b>	<b>\$ 240,010</b>	<b>\$ 9,990</b>	<b>96.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

	Legal Budget As Adjusted 2/28/21	Year to Date Expenditures 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
Operations and Maintenance Fund-Restricted				
<b>INSTITUTIONAL SUPPORT</b>				
Capital Outlay	\$ 795,500	\$ -	\$ 795,500	
Contractual Services	89,500	11,753	77,747	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 885,000</b>	<b>\$ 11,753</b>	<b>\$ 873,247</b>	<b>1.33%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 885,000</b>	<b>\$ 11,753</b>	<b>\$ 873,247</b>	<b>1.33%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
BOND AND INTEREST FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

<u>Bond and Interest Fund</u>	Legal Budget As Adjusted 2/28/21	Year to Date Revenues 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Realized 2/28/21
<b>Local Government Sources:</b>				
Current Taxes	\$ 1,759,000	\$ 1,688,628	\$ 70,372	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 1,759,000</b>	<b>\$ 1,688,628</b>	<b>\$ 70,372</b>	<b>96.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
BOND AND INTEREST FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

<u>Bond and Interest Fund</u>	Legal Budget As Adjusted 2/28/21	Year to Date Expenditures 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
<b>INSTITUTIONAL SUPPORT</b>				
Bond Principal Retired	\$ 1,600,000	\$ 1,600,000	\$ -	
Bond Interest	159,000	96,000	\$ 63,000	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,759,000</b>	<b>\$ 1,696,000</b>	<b>\$ 63,000</b>	<b>96.42%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

Auxiliary Enterprises Fund	Legal Budget As Adjusted 2/28/21	Year to Date Revenues 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Realized 2/28/21
<b>Other Sources:</b>				
Sales and Service Fees	\$ 410,200	\$ 337,011	\$ 73,189	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 410,200</b>	<b>\$ 337,011</b>	<b>\$ 73,189</b>	
<b>TRANSFERS</b>	<b>573,620</b>	<b>341,616</b>	<b>232,004</b>	
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 983,820</b>	<b>\$ 678,627</b>	<b>\$ 305,193</b>	<b>68.98%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

Auxiliary Enterprises Fund	Legal Budget As Adjusted 2/28/21	Year to Date Expenditures 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
<b>INDEPENDENT OPERATIONS</b>				
Salaries	\$ 204,350	\$ 123,731	\$ 80,619	
Employee Benefits	16,762	12,027	4,735	
Contractual Services	49,301	17,907	31,394	
General Materials & Supplies	320,845	265,903	54,942	
Conference & Meeting Expense	24,100	22,511	1,589	
Fixed Charges	25,000	11,809	13,191	
Utilities	-	-	-	
Capital Outlay	32,000	9,439	22,561	
Provision for Contingency	-	-	-	
Other	361,985	226,699	135,286	
<b>TRANSFERS</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,234,343</b>	<b>\$ 690,026</b>	<b>\$ 544,317</b>	<b>55.90%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
RESTRICTED PURPOSES FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

Restricted Purposes Fund	Legal Budget As Adjusted 2/28/21	Year to Date Revenues 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Realized 2/28/21
<b>State governmental sources:</b>				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	267,844	108,438	159,406	
ICCB Career and Technical Education	314,702	94,118	220,584	
ICCB Innovation Grant	-	-	-	
ICCB College & Career Readiness	-	-	-	
ICCB Dual Credit Enhancement	-	-	-	
DCEO -Dept. of Commerce and Economic Opportunity	127,500	42,500	85,000	
Department of Corrections	-	-	-	
Other Illinois Governmental Sources	30,972	-	30,972	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 741,018</b>	<b>\$ 245,056</b>	<b>\$ 495,962</b>	<b>33.07%</b>
<b>Federal governmental sources:</b>				
Department of Education	\$ 5,219,636	\$ 2,035,888	\$ 3,183,748	
Department of Health and Human Services	-	-	-	
Other Federal Government Sources	-	29,678	(29,678)	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 5,219,636</b>	<b>\$ 2,065,566</b>	<b>\$ 3,154,070</b>	<b>39.57%</b>
<b>Other Sources:</b>				
Nongovernmental Grants	\$ -	\$ -	\$ -	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 5,960,654</b>	<b>\$ 2,310,622</b>	<b>\$ 3,650,032</b>	<b>38.76%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
RESTRICTED PURPOSES FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

Restricted Purposes Fund	Legal Budget As Adjusted 2/28/21	Year to Date Expenditures 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
<b>STUDENT SERVICES</b>				
Salaries	\$ 257,483	\$ 135,911	\$ 121,572	
Employee Benefits	78,312	37,649	40,663	
Contractual Services	6,869	4,869	2,000	
General Materials & Supplies	9,302	1,435	7,867	
Conference & Meeting Expense	12,196	1,493	10,703	
Capital Outlay	-	-	-	
Other	55,558	18,439	37,119	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 419,720</b>	<b>\$ 199,796</b>	<b>\$ 219,924</b>	<b>47.60%</b>
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 708,597	\$ 344,572	\$ 364,025	
Employee Benefits	184,955	66,872	118,083	
Contractual Services	148,010	133,209	14,801	
General Materials & Supplies	197,984	99,248	98,736	
Conference & Meeting Expense	97,300	7,237	90,063	
Fixed Charges	-	-	-	
Utilities	-	-	-	
Capital Outlay	827,948	244,877	583,071	
Other	48,752	9,746	39,006	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 2,213,546</b>	<b>\$ 905,761</b>	<b>\$ 1,307,785</b>	<b>40.92%</b>
<b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>				
Financial Aid	\$ 3,905,710	\$ 1,187,778	\$ 2,717,932	
<b>TOTAL</b>	<b>\$ 3,905,710</b>	<b>\$ 1,187,778</b>	<b>\$ 2,717,932</b>	<b>30.41%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 6,538,976</b>	<b>\$ 2,293,335</b>	<b>\$ 4,245,641</b>	<b>35.07%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUDIT FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

Audit Fund	Legal Budget As Adjusted 2/28/21	Year to Date Revenues 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Realized 2/28/21
Local Government Sources:				
Current Taxes	\$ 32,000	\$ 30,469	\$ 1,531	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 32,000</b>	<b>\$ 30,469</b>	<b>\$ 1,531</b>	<b>95.22%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUDIT FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%

Audit Fund	Legal Budget As Adjusted 2/28/21	Year to Date Expended 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
<b>INSTITUTIONAL SUPPORT</b>				
Contractual Services	\$ 38,000	\$ 36,775	\$ 1,225	
Provision for Contingency	-	-	-	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 38,000</b>	<b>\$ 36,775</b>	<b>\$ 1,225</b>	<b>96.78%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%	Legal Budget As Adjusted 2/28/21	Year to Date Revenues 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Realized 2/28/21
<b>Liability Protection and Settlement Fund Fund</b>				
<b>Local Government Sources:</b>				
Current Taxes	\$ 815,000	\$ 780,635	\$ 34,365	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 815,000</b>	<b>\$ 780,635</b>	<b>\$ 34,365</b>	<b>95.78%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2021**

Percent of Year Complete is 67.00%	Legal Budget As Adjusted 2/28/21	Year to Date Expended 2/28/21	(Over)/Under Budget 2/28/21	Percent of Budget Expended 2/28/21
<b>Liability Protection and Settlement Fund Fund</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Employee Benefits	240,000	108,386	131,614	
Contractual Services	517,000	312,526	204,474	
Fixed Charges	258,000	193,756	64,244	
General Materials & Supplies	-	-	-	
Other	50,000	-	50,000	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$1,065,000</b>	<b>\$614,668</b>	<b>\$450,332</b>	<b>57.72%</b>

## SHAWNEE COMMUNITY COLLEGE

### For the Month of February 2021 Approval of Bills

FUND	EXPENDITURES
Education Fund	\$607,731.83
Building Fund	170,759.18
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	59,422.90
Restricted Purposes Fund (Grants)	198,654.36
Restricted Purposes - FWS*	2,640.55
Restricted Purposes - PELL	20,229.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	856.00
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	43,846.77
GRAND TOTAL	\$ 1,104,140.59

---

 Chairman

---

 Secretary

---

 Date



**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
97107	2/12/2021	Carlson, Kenneth P.	231.46
97108	2/12/2021	Carver, Justin R.	227.34
97109	2/12/2021	Christie, Roberta L.	2,097.59
97110	2/12/2021	Faulkner, Christina L.	1,241.76
97111	2/12/2021	Hawkins, Robert	542.05
97112	2/12/2021	McKeown, Jayson D.	504.07
97113	2/12/2021	Meyer, Brian A.	372.69
97114	2/12/2021	Seyer, Jonathan	223.21
97115	2/12/2021	Simpson, Stacy J.	1,138.90
97116	2/12/2021	Stark, Karen L.	223.21
97117	2/12/2021	Thornton, Janet	653.56
97118	2/12/2021	Allen, Ashley K.	200.77
97119	2/12/2021	Daley, Tishawna	146.38
97120	2/12/2021	Ellerbee, Janiece S.	73.19
97121	2/12/2021	Elliott, Timothy W.	151.19
97122	2/12/2021	Johnson, Carl W.	76.90
97123	2/12/2021	King, Nya Z.	230.02
97124	2/12/2021	Reichert, Joellen	617.87
97125	2/12/2021	Reichert, Kendall F.	811.11
97126	2/12/2021	Ryan, Colin T.	604.08
97127	2/12/2021	Sanders, Jaiden E.	261.39
97128	2/12/2021	Stubblefield, Vernon	171.97
97129	2/12/2021	Tolbert, Helaina	232.08
97130	2/12/2021	Tondevoid, Meagan	66.00
97131	2/12/2021	Tucker, Jaylynn	34.71
97132	2/12/2021	Ward, Christopher	83.64
97133	2/12/2021	Woods, Sandi N.	142.79
97134	2/26/2021	Carlson, Kenneth P.	231.44
97135	2/26/2021	Carver, Justin R.	227.32
97136	2/26/2021	Christie, Roberta L.	2,097.59
97137	2/26/2021	Corbit, Nathan L.	257.99
97138	2/26/2021	Faulkner, Christina L.	1,241.76
97139	2/26/2021	Hawkins, Robert	542.02
97140	2/26/2021	McKeown, Jayson D.	504.07
97141	2/26/2021	Meyer, Brian A.	372.68
97142	2/26/2021	Seyer, Jonathan	223.19
97143	2/26/2021	Stark, Karen L.	223.19
97144	2/26/2021	Thornton, Janet	653.57

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
97145	2/26/2021	Vincent, Connie M.	747.43
97146	2/26/2021	Allen, Ashley K.	175.42
97147	2/26/2021	Daley, Tishawna	115.01
97148	2/26/2021	Ellerbee, Janiece S.	94.10
97149	2/26/2021	Johnson, Carl W.	67.30
97150	2/26/2021	King, Nya Z.	230.02
97151	2/26/2021	Moore, Brien E.	96.67
97152	2/26/2021	Reichert, Joellen	523.36
97153	2/26/2021	Reichert, Kendall F.	788.07
97154	2/26/2021	Ryan, Colin T.	604.08
97155	2/26/2021	Stubblefield, Vernon	223.80
97156	2/26/2021	Tolbert, Helaina	420.28
97157	2/26/2021	Tondevoid, Meagan	226.53
97158	2/26/2021	Tucker, Jaylynn	15.68
97159	2/26/2021	Vincent, Connie M.	26.69
97160	2/26/2021	Ward, Christopher	62.73
97161	2/26/2021	Woods, Sandi N.	132.76
97162	2/26/2021	Tarver, Sandra K.	260.05
97163	2/26/2021	Luttrell, Denise	1,188.61
74247	2/12/2021	Abbott, Autumn D.	1,332.43
74248	2/12/2021	Adkinson, Shelby E.	1,626.61
74249	2/12/2021	Armstrong, Lori A.	2,487.92
74250	2/12/2021	Ashby, Malinda J.	1,419.78
74251	2/12/2021	Askew, Jipaum S.	2,005.95
74252	2/12/2021	Austin, David C.	213.95
74253	2/12/2021	Basler, Joella	2,487.66
74254	2/12/2021	Betts, Robert G.	2,150.67
74255	2/12/2021	Betts, Teale M.	1,695.00
74256	2/12/2021	Black, David E.	2,472.28
74257	2/12/2021	Black, Sabrina L.	1,098.23
74258	2/12/2021	Boyd, Danielle N.	1,439.01
74259	2/12/2021	Bradley, Craig	1,895.97
74260	2/12/2021	Brahler, Monica J.	2,366.63
74261	2/12/2021	Brown, Amanda S.	1,598.24
74262	2/12/2021	Brown, Brenda R.	2,107.94
74263	2/12/2021	Brown, Donna R.	1,130.05
74264	2/12/2021	Capps, Tamara K.	2,169.59
74265	2/12/2021	Carmichael, Thomas	325.08

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
74266	2/12/2021	Chamness, Virginia S.	962.95
74267	2/12/2021	Clark, Christopher A.	2,782.31
74268	2/12/2021	Clark, Lora L.	1,191.80
74269	2/12/2021	Copeland, Vyta N.	223.21
74270	2/12/2021	Cornelious-Weldon, Leslie A.	1,557.63
74271	2/12/2021	Crowe, Beth A.	1,536.67
74272	2/12/2021	Curphy, Kathleen	2,942.99
74273	2/12/2021	Davault, Christopher R.	216.01
74274	2/12/2021	Davis, Christy R.	223.21
74275	2/12/2021	Davis, Evelyn D.	834.79
74276	2/12/2021	Diemer, Cheri L.	644.71
74277	2/12/2021	Dillow, Rhonda L.	422.37
74278	2/12/2021	Dollins, Judith A.	1,547.08
74279	2/12/2021	Drury, Connie F.	2,273.59
74280	2/12/2021	Dudley, Tina M.	913.18
74281	2/12/2021	Dunlap, Stephanie M.	905.69
74282	2/12/2021	Fehrenbacher, Dwayne J.	2,091.51
74283	2/12/2021	Fontana, Sandy L.	1,883.71
74284	2/12/2021	Forthman, Emily B.	1,902.04
74285	2/12/2021	Frizzell, Timothy A.	1,871.96
74286	2/12/2021	Gerard, Anthony S.	2,593.71
74287	2/12/2021	Goforth, Charles B.	1,353.32
74288	2/12/2021	Gordon, Beatrice	809.53
74289	2/12/2021	Hamilton-Smith, Jacqueline	995.66
74290	2/12/2021	Harner, Ginger R.	2,400.55
74291	2/12/2021	Harris, Wendy D.	1,954.20
74292	2/12/2021	Herren, Jennifer K.	1,138.48
74293	2/12/2021	Hill, Ayan	1,125.32
74294	2/12/2021	Hill, Tanya S.	1,658.91
74295	2/12/2021	Hines, Lorena M.	1,711.68
74296	2/12/2021	Holland, Micah C.	697.24
74297	2/12/2021	Howard, Eric	1,551.47
74298	2/12/2021	Ingram, Caleb W.	717.03
74299	2/12/2021	Jennings, Kelly D.	1,814.03
74300	2/12/2021	Jerrell, Ricky L.	1,104.26
74301	2/12/2021	Johnson, Lindsay B.	1,490.38
74302	2/12/2021	King, Erin R.	1,500.63
74303	2/12/2021	Koch, Donald N.	2,218.07

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74304	2/12/2021	Kohler, Gilbert B.	213.95
74305	2/12/2021	Lingle, Randy W.	1,842.18
74306	2/12/2021	Lucas, Robert	1,836.72
74307	2/12/2021	Luttenbacher, Melissa E.	1,117.35
74308	2/12/2021	Malone, Sherrie D.	2,026.59
74309	2/12/2021	Mason, Gregory K.	2,218.46
74310	2/12/2021	McGinnis, Connie R.	2,100.22
74311	2/12/2021	McGoy, Karen M.	1,754.58
74312	2/12/2021	McNally, Michael	1,850.70
74313	2/12/2021	Meyer, Lisa F.	1,173.98
74314	2/12/2021	Meyers, Kaylyn L.	973.85
74315	2/12/2021	Mishler, Shelye	221.15
74316	2/12/2021	Morris, Joseph A.	2,286.49
74317	2/12/2021	Nicolaides, Ian A.	2,117.81
74318	2/12/2021	Nodeen, Marsha K.	411.43
74319	2/12/2021	Owens, Peter	421.03
74320	2/12/2021	Parker, Tammy J.	862.85
74321	2/12/2021	Pender, Derek S.	1,578.92
74322	2/12/2021	Poat, Erica R.	444.35
74323	2/12/2021	Price, Lisa L.	2,981.62
74324	2/12/2021	Reach, Mindy J.	1,290.63
74325	2/12/2021	Ribbing, Sheryl L.	1,866.97
74326	2/12/2021	Rivera, John J.	1,129.83
74327	2/12/2021	Rouse, Felicia	1,323.92
74328	2/12/2021	Salazar, Becky	647.42
74329	2/12/2021	Sander, Phyllis J.	2,475.00
74330	2/12/2021	Sauerbrunn, Kayla R.	2,043.84
74331	2/12/2021	Shallenberger, Elizabeth	1,408.46
74332	2/12/2021	Sheffer, Amy L.	2,030.04
74333	2/12/2021	Sheffer, Susan R.	411.43
74334	2/12/2021	Shelby, Kristin N.	2,325.87
74335	2/12/2021	Sheppard, Gregory S.	1,608.52
74336	2/12/2021	Smith, Wanda R.	2,751.21
74337	2/12/2021	Smith-Fulia, Jesse R.	1,785.65
74338	2/12/2021	Sparks, John R.	2,197.36
74339	2/12/2021	Stalions, Terry R.	226.63
74340	2/12/2021	Steinmetz, Rebecca L.	1,198.05
74341	2/12/2021	Story, Hayley M.	1,552.95

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74342	2/12/2021	Stoup, William R.	1,781.99
74343	2/12/2021	Suggs, Amber	1,640.48
74344	2/12/2021	Taylor, Timothy	5,112.78
74345	2/12/2021	Terbrak, Darlene R.	156.15
74346	2/12/2021	Thompson, Chevis L.	1,246.13
74347	2/12/2021	Thornsberry, Ryan J.	1,805.42
74348	2/12/2021	Van Meter, Jonathan L.	1,435.81
74349	2/12/2021	VanAlstine, Lee F.	1,709.66
74350	2/12/2021	Vaughn-Doom, Anna	1,485.68
74351	2/12/2021	Vellella, Christopher A.	2,088.85
74352	2/12/2021	Vines, Deborah	953.97
74353	2/12/2021	Walton, James L.	1,609.31
74354	2/12/2021	Whitnel, Brett P.	1,419.51
74355	2/12/2021	Williams, Michelle L.	824.30
74356	2/12/2021	Woods, Brandy S.	3,174.86
74357	2/12/2021	Woolridge, Robert E.	2,104.36
74358	2/12/2021	Wright, Christina D.	1,457.87
74359	2/12/2021	Amis, Shelby L.	109.57
74360	2/12/2021	Amis, Terrell W.	650.22
74361	2/12/2021	Ballard, Melanie T.	275.01
74362	2/12/2021	Brown, Halli M.	250.93
74363	2/12/2021	Burgess, Michael	934.97
74364	2/12/2021	Crites, Marilyn M.	1,045.78
74365	2/12/2021	Daley, Trishawna B.	167.29
74366	2/12/2021	Davis, Carrie B.	856.96
74367	2/12/2021	Farris, Dale A.	538.44
74368	2/12/2021	Fisher, Stephanie J.	519.88
74369	2/12/2021	Hannan, Rachel A.	575.85
74370	2/12/2021	Harris, Julian M.	260.45
74371	2/12/2021	Hayes, Stephanie	646.05
74372	2/12/2021	Hefner, Cynthia L.	853.58
74373	2/12/2021	Hefner, Monte K.	1,012.74
74374	2/12/2021	Henderson, Mildred R.	60.64
74375	2/12/2021	Honn, Gene A.	1,403.27
74376	2/12/2021	James, Shaian	167.29
74377	2/12/2021	Johnson, Carl D.	335.30
74378	2/12/2021	Johnson, Harold C.	297.42
74379	2/12/2021	Johnson-Adams, Dora J.	684.84

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74380	2/12/2021	Kern, Gracen E.	225.76
74381	2/12/2021	Kineman, Daniel L.	693.68
74382	2/12/2021	Korte, Rhea C.	702.64
74383	2/12/2021	Lewis, Jan F.	953.47
74384	2/12/2021	Matthews, Brittany R.	605.32
74385	2/12/2021	McGill, Joshua M.	376.40
74386	2/12/2021	McNichols, Randy J.	631.76
74387	2/12/2021	Miller, John P.	1,075.37
74388	2/12/2021	Phillips, Alyvea R.	316.17
74389	2/12/2021	Riley, Nicholas A.	370.81
74390	2/12/2021	Rose, Jayla E.	313.66
74391	2/12/2021	Stecher, Beverly A.	411.28
74392	2/12/2021	Sweitzer, Mary E.	197.99
74393	2/12/2021	Thompson, Chevis L.	620.09
74394	2/12/2021	Toman, Sierra N.	83.64
74395	2/12/2021	Turner, Gregory	608.50
74396	2/12/2021	Woods, Aaron C.	853.58
74397	2/12/2021	Yewell, Sonia M.	970.72
74398	2/26/2021	Abbott, Autumn D.	1,332.43
74399	2/26/2021	Adams, Jane E.	262.20
74400	2/26/2021	Adkinson, Shelby E.	1,626.61
74401	2/26/2021	Armstrong, Lori A.	2,487.90
74402	2/26/2021	Ashby, Malinda J.	1,419.78
74403	2/26/2021	Askew, Jipaum S.	2,005.95
74404	2/26/2021	Austin, David C.	213.93
74405	2/26/2021	Basler, Joella	2,487.64
74406	2/26/2021	Betts, Robert G.	2,643.02
74407	2/26/2021	Betts, Teale M.	1,695.00
74408	2/26/2021	Black, David E.	2,472.28
74409	2/26/2021	Black, Sabrina L.	1,098.23
74410	2/26/2021	Boyd, Danielle N.	1,439.01
74411	2/26/2021	Bradley, Craig	1,895.97
74412	2/26/2021	Brahler, Monica J.	2,366.63
74413	2/26/2021	Brown, Amanda S.	1,598.24
74414	2/26/2021	Brown, Brenda R.	2,107.94
74415	2/26/2021	Brown, Donna R.	1,130.05
74416	2/26/2021	Canter, Lora	263.45
74417	2/26/2021	Capps, Tamara K.	2,169.59

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
74418	2/26/2021	Carmichael, Thomas	325.03
74419	2/26/2021	Chamness, Virginia S.	962.95
74420	2/26/2021	Clark, Christopher A.	2,782.31
74421	2/26/2021	Clark, Lora L.	1,191.80
74422	2/26/2021	Copeland, Vyta N.	223.19
74423	2/26/2021	Cornellious-Weldon, Leslie A.	1,557.63
74424	2/26/2021	Crowe, Beth A.	1,760.04
74425	2/26/2021	Curphy, Kathleen	2,942.99
74426	2/26/2021	Davault, Christopher R.	215.99
74427	2/26/2021	Davis, Christy R.	223.19
74428	2/26/2021	Davis, Evelyn D.	834.79
74429	2/26/2021	Diemer, Cheri L.	644.72
74430	2/26/2021	Dillow, Rhonda L.	915.11
74431	2/26/2021	Dollins, Judith A.	1,547.08
74432	2/26/2021	Drury, Connie F.	2,273.59
74433	2/26/2021	Dudley, Tina M.	913.18
74434	2/26/2021	Dunlap, Stephanie M.	905.69
74435	2/26/2021	Fehrenbacher, Dwayne J.	2,091.51
74436	2/26/2021	Fontana, Sandy L.	1,883.71
74437	2/26/2021	Forthman, Emily B.	1,902.04
74438	2/26/2021	Frizzell, Timothy A.	1,871.96
74439	2/26/2021	Gerard, Anthony S.	2,593.71
74440	2/26/2021	Goforth, Charles B.	1,353.32
74441	2/26/2021	Gordon, Beatrice	809.53
74442	2/26/2021	Hamilton-Smith, Jacqueline	995.66
74443	2/26/2021	Harner, Ginger R.	2,400.55
74444	2/26/2021	Harris, Wendy D.	1,954.20
74445	2/26/2021	Herren, Jennifer K.	1,138.48
74446	2/26/2021	Hill, Ayan	1,125.32
74447	2/26/2021	Hill, Tanya S.	1,658.91
74448	2/26/2021	Hines, Lorena M.	1,711.68
74449	2/26/2021	Holland, Micah C.	697.23
74450	2/26/2021	Howard, Eric	1,551.47
74451	2/26/2021	Ingram, Caleb W.	717.03
74452	2/26/2021	Jennings, Kelly D.	1,913.07
74453	2/26/2021	Jerrell, Ricky L.	1,104.26
74454	2/26/2021	Johnson, Lindsay B.	1,490.38
74455	2/26/2021	King, Erin R.	1,500.63

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74456	2/26/2021	Koch, Donald N.	2,218.07
74457	2/26/2021	Kohler, Gilbert B.	213.93
74458	2/26/2021	Lingle, Randy W.	1,842.18
74459	2/26/2021	Lucas, Robert	1,836.72
74460	2/26/2021	Luttenbacher, Melissa E.	1,096.74
74461	2/26/2021	Malone, Sherrie D.	2,026.59
74462	2/26/2021	Mason, Gregory K.	2,218.46
74463	2/26/2021	McGinnis, Connie R.	2,100.22
74464	2/26/2021	McGoy, Jeffery L.	260.05
74465	2/26/2021	McGoy, Karen M.	1,754.58
74466	2/26/2021	McNally, Michael	1,850.70
74467	2/26/2021	Meyer, Lisa F.	1,173.98
74468	2/26/2021	Meyers, Kaylyn L.	973.85
74469	2/26/2021	Mishler, Shelye	221.13
74470	2/26/2021	Morris, Joseph A.	2,286.49
74471	2/26/2021	Nicolaides, Ian A.	2,117.81
74472	2/26/2021	Nodeen, Marsha K.	411.40
74473	2/26/2021	Owens, Peter	421.00
74474	2/26/2021	Parker, Tammy J.	862.85
74475	2/26/2021	Pearman, Allen W.	257.99
74476	2/26/2021	Pender, Derek S.	1,578.92
74477	2/26/2021	Poat, Erica R.	444.32
74478	2/26/2021	Price, Lisa L.	2,981.62
74479	2/26/2021	Reach, Mindy J.	1,290.63
74480	2/26/2021	Ribbing, Sheryl L.	1,866.97
74481	2/26/2021	Rivera, John J.	1,129.83
74482	2/26/2021	Rouse, Felicia	1,323.92
74483	2/26/2021	Salazar, Becky	647.37
74484	2/26/2021	Sander, Phyllis J.	2,475.00
74485	2/26/2021	Sauerbrunn, Kayla R.	2,043.82
74486	2/26/2021	Shallenberger, Elizabeth	1,408.46
74487	2/26/2021	Sheffer, Amy L.	2,030.04
74488	2/26/2021	Sheffer, Susan R.	638.39
74489	2/26/2021	Shelby, Kristin N.	2,325.87
74490	2/26/2021	Sheppard, Gregory S.	1,608.52
74491	2/26/2021	Simpson, Stacy J.	1,138.90
74492	2/26/2021	Smith, Wanda R.	2,751.18
74493	2/26/2021	Smith-Fulia, Jesse R.	1,785.65



**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74494	2/26/2021	Sparks, John R.	2,197.34
74495	2/26/2021	Stallions, Terry R.	226.62
74496	2/26/2021	Steinmetz, Rebecca L.	1,198.05
74497	2/26/2021	Story, Hayley M.	1,552.95
74498	2/26/2021	Stoup, William R.	1,781.96
74499	2/26/2021	Suggs, Amber	1,640.48
74500	2/26/2021	Taylor, Timothy	5,112.78
74501	2/26/2021	Terbrak, Darlene R.	156.13
74502	2/26/2021	Thompson, Chevis L.	1,246.13
74503	2/26/2021	Thornsberry, Ryan J.	1,805.42
74504	2/26/2021	Van Meter, Jonathan L.	1,435.81
74505	2/26/2021	VanAlstine, Lee F.	1,709.66
74506	2/26/2021	Vaughn-Doom, Anna	1,485.68
74507	2/26/2021	Vellella, Christopher A.	2,088.85
74508	2/26/2021	Vines, Deborah	953.97
74509	2/26/2021	Walton, James L.	1,609.31
74510	2/26/2021	Whitnel, Brett P.	1,419.51
74511	2/26/2021	Williams, Michelle L.	824.30
74512	2/26/2021	Woods, Brandy S.	3,174.86
74513	2/26/2021	Woolridge, Robert E.	2,104.36
74514	2/26/2021	Wright, Christina D.	1,457.87
74515	2/26/2021	Amis, Shelby L.	79.68
74516	2/26/2021	Amis, Terrell W.	650.22
74517	2/26/2021	Ballard, Melanie T.	275.01
74518	2/26/2021	Brown, Halli M.	245.81
74519	2/26/2021	Burgess, Michael	1,032.72
74520	2/26/2021	Crites, Marilyn M.	1,045.78
74521	2/26/2021	Daley, Trishawna B.	125.47
74522	2/26/2021	Davis, Carrie B.	791.84
74523	2/26/2021	Devenny, Marianne	860.90
74524	2/26/2021	Farris, Dale A.	552.37
74525	2/26/2021	Fisher, Stephanie J.	469.23
74526	2/26/2021	Hannan, Rachel A.	588.56
74527	2/26/2021	Harris, Julian M.	142.09
74528	2/26/2021	Hayes, Stephanie	646.05
74529	2/26/2021	Hefner, Cynthia L.	940.53
74530	2/26/2021	Hefner, Monte K.	1,112.96
74531	2/26/2021	Henderson, Mildred R.	79.56

**Shawnee Community College  
Payroll Check and Advice Register  
February 2021**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
74532	2/26/2021	Honn, Gene A.	1,721.45
74533	2/26/2021	James, Shaian	167.29
74534	2/26/2021	Johnson, Carl D.	313.79
74535	2/26/2021	Johnson, Harold C.	259.10
74536	2/26/2021	Johnson-Adams, Dora J.	553.99
74537	2/26/2021	Kern, Gracen E.	228.77
74538	2/26/2021	Kineman, Daniel L.	715.35
74539	2/26/2021	Korte, Rhea C.	581.22
74540	2/26/2021	Lewis, Jan F.	1,051.28
74541	2/26/2021	Matthews, Brittany R.	639.72
74542	2/26/2021	McGill, Joshua M.	125.47
74543	2/26/2021	McNichols, Randy J.	631.76
74544	2/26/2021	Miller, John P.	960.64
74545	2/26/2021	Phillips, Alyvea R.	265.46
74546	2/26/2021	Riley, Nicholas A.	315.07
74547	2/26/2021	Rose, Jayla E.	313.66
74548	2/26/2021	Sanders, Jaiden E.	209.11
74549	2/26/2021	Sommer, Gary H.	316.68
74550	2/26/2021	Stecher, Beverly A.	419.73
74551	2/26/2021	Sweitzer, Mary E.	121.28
74552	2/26/2021	Taylor, Carolyn A.	259.58
74553	2/26/2021	Thompson, Chevis L.	665.86
74554	2/26/2021	Toman, Sierra N.	167.29
74555	2/26/2021	Turner, Gregory	456.37
74556	2/26/2021	Willyerd, Stacy L.	177.86
74557	2/26/2021	Woods, Aaron C.	826.40
74558	2/26/2021	Yewell, Sonia M.	1,070.94
<b>Total</b>			<b>\$ 417,460.54</b>

February 10 2021  
21:19S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

1

BANK CODE: 01    City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023365	01/08/21	Outstanding	0350908	ACI Payments, Inc.	341.56	
0023366	01/08/21	Outstanding	0300013	Ameren Illinois	1,241.69	
0023367	01/08/21	Outstanding	0300016	ASCAP	245.38	
0023368	01/08/21	Outstanding	0350467	Assessment Technologies Instit	35,060.00	
0023369	01/08/21	Outstanding	0350792	B&H Photo	1,559.81	
0023370	01/08/21	Outstanding	0300033	Rosenthal & Rosenthal Southeas	3,329.45	
0023371	01/08/21	Outstanding	0300033	Rosenthal & Rosenthal Southeas	80.60	
0023372	01/08/21	Outstanding	0300064	BSN Sports	3,055.00	
0023373	01/08/21	Outstanding	0300068	Bushue Human Resources, Inc.	462.00	
0023374	01/08/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0023375	01/08/21	Outstanding	0351666	Cellco Partnership	1,897.52	
0023376	01/08/21	Outstanding	0300236	City of Metropolis	2,510.28	
0023377	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	15,445.04	
0023378	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	1,240.44	
0023379	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	408.00	
0023380	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	2,698.80	
0023381	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	9,188.72	
0023382	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	234.48	
0023383	01/08/21	Outstanding	0300117	Computer Discount Warehouse Go	318.39	
0023384	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	65.00	
0023385	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	245.00	
0023386	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	27.00	
0023387	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	60.00	
0023388	01/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	876.00	
0023389	01/08/21	Outstanding	0120594	Leslie A. Cornelious-Weldon	49.48	
0023390	01/08/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	5,562.50	
0023391	01/08/21	Outstanding	0244910	Carrie B. Davis	39.62	
0023392	01/08/21	Outstanding	0300153	Dish Network	172.05	
0023393	01/08/21	Outstanding	0300170	Fort Massac Water District	1,202.18	
0023394	01/08/21	Outstanding	0350472	Frontier	67.32	
0023395	01/08/21	Outstanding	0058758	Jacqueline Hamilton-Smith	33.58	
0023396	01/08/21	Outstanding	0300195	Howard D Happy Company	239.98	
0023397	01/08/21	Outstanding	0300198	ICCTA	4,165.00	
0023398	01/08/21	Outstanding	0352812	JE Boyd Consulting	2,737.50	
0023399	01/08/21	Outstanding	0352812	JE Boyd Consulting	3,150.00	
0023400	01/08/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,941.25	
0023401	01/08/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0023402	01/08/21	Outstanding	0300231	Liberty Utilities Midstates	357.61	
0023403	01/08/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0023404	01/08/21	Outstanding	0350932	Daniel Mattingly	235.00	
0023405	01/08/21	Outstanding	0350480	McGraw-Hill Global Education	154.36	
0023406	01/08/21	Outstanding	0300249	Mississippi River Radio	660.00	

February 10 2021  
21:19S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

2

BANK CODE: 01    City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023407	01/08/21	Outstanding	0300249	Mississippi River Radio	1,500.00	
0023408	01/08/21	Outstanding	0300249	Mississippi River Radio	736.00	
0023409	01/08/21	Outstanding	0300249	Mississippi River Radio	1,288.00	
0023410	01/08/21	Outstanding	0351115	NAPFTDS	375.00	
0023411	01/08/21	Outstanding	0353480	National Social Science Press	45.00	
0023412	01/08/21	Outstanding	0300264	Office Depot	494.24	
0023413	01/08/21	Outstanding	0353016	Oneal Melton and Sons, Inc.	1,114.98	
0023414	01/08/21	Outstanding	0300146	Pick Up Mart	252.16	
0023415	01/08/21	Outstanding	0300133	Quill	77.99	
0023416	01/08/21	Outstanding	0300109	Reppert's Office Supply	2,194.58	
0023417	01/08/21	Outstanding	0300109	Reppert's Office Supply	1,469.91	
0023418	01/08/21	Outstanding	0300109	Reppert's Office Supply	639.84	
0023419	01/08/21	Outstanding	0300108	Republic Services	99.78	
0023420	01/08/21	Outstanding	0350554	SCC Bookstore	32.73	
0023421	01/08/21	Outstanding	0350554	SCC Bookstore	105.56	
0023422	01/08/21	Outstanding	0300097	Scheffer Financial Services	3.45	
0023423	01/08/21	Outstanding	0300095	American Welding & Gas, Inc.	1,466.85	
0023424	01/08/21	Outstanding	0300092	Security Alarm Corporation	285.00	
0023425	01/08/21	Outstanding	0020444	Shivelbines Music Store	849.34	
0023426	01/08/21	Outstanding	0228416	Sommer Lawn Care	1,076.00	
0023427	01/08/21	Outstanding	0300078	Southern FS Inc.	1,095.46	
0023428	01/08/21	Outstanding	0300076	Southern Illinois Electric Co	21,214.17	
0023429	01/08/21	Outstanding	0082604	John R. Sparks	390.43	
0023430	01/08/21	Outstanding	0300073	Speedlink	3,400.00	
0023431	01/08/21	Outstanding	0300073	Speedlink	2,550.00	
0023432	01/08/21	Outstanding	0353197	Timothy Taylor	38.00	
0023433	01/08/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0023434	01/08/21	Outstanding	0350568	United Refrigeration	3,558.46	
0023435	01/08/21	Outstanding	0300050	UPS	12.37	
0023436	01/08/21	Outstanding	0156166	Brandy S. Woods	90.63	
0023437	01/08/21	Outstanding	0300047	Yankee Book Peddler	18.95	
0023439	01/12/21	Outstanding	0350451	AFLAC Attn Remittance Processi	515.18	
0023440	01/12/21	Outstanding	0350452	American Century Investments	131.75	
0023441	01/12/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0023442	01/12/21	Outstanding	0167036	Bluecross Blueshield of Illino	40,584.64	
0023443	01/12/21	Outstanding	0300121	Continental American Insurance	36.41	
0023444	01/12/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,090.28	
0023445	01/12/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	26,596.82	
0023446	01/12/21	Outstanding	0300160	EMC National Life Company	13.63	
0023447	01/12/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0023448	01/12/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	9,927.93	
0023449	01/12/21	Outstanding	0350459	Kentucky State Treasurer	777.34	

February 10 2021  
21:19S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

3

BANK CODE: 01      City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023450	01/12/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0023451	01/12/21	Outstanding	0351562	Saints Foundation	115.00	
0023452	01/12/21	Outstanding	0350462	The Anna-Jonesboro National Ba	1,378.20	
0023453	01/12/21	Outstanding	0300072	State Universities Retirement	22,144.69	
0023454	01/12/21	Outstanding	0300052	Sun Life Financial	1,018.99	
0023455	01/12/21	Outstanding	0300052	Sun Life Financial	225.33	
0023456	01/12/21	Outstanding	0300052	Sun Life Financial	417.93	
0023457	01/12/21	Outstanding	0300052	Sun Life Financial	218.70	
0023458	01/12/21	Outstanding	0300052	Sun Life Financial	91.46	
0023459	01/12/21	Outstanding	0300052	Sun Life Financial	559.03	
0023460	01/12/21	Outstanding	0300046	VALIC	25.00	
0023461	01/12/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0023464	01/14/21	Outstanding	0351035	Advanced Digital Solutions	23.21	
0023465	01/14/21	Outstanding	0300013	Ameren Illinois	84.95	
0023466	01/14/21	Outstanding	0267898	Michael Burgess	108.10	
0023467	01/14/21	Outstanding	0011624	Cairo Public Utilities	1,210.44	
0023468	01/14/21	Outstanding	0011624	Cairo Public Utilities	25.98	
0023469	01/14/21	Outstanding	0300083	Cape Electrical Supply	89.14	
0023470	01/14/21	Outstanding	0353335	Fontenelle Art LLC	3,635.50	
0023471	01/14/21	Outstanding	0300104	City of Anna	616.55	
0023472	01/14/21	Outstanding	0352672	City of Cape Girardeau	753.00	
0023473	01/14/21	Outstanding	0300110	Clearwave Communications	3,514.57	
0023474	01/14/21	Outstanding	0075260	Tina M. Dudley	69.93	
0023475	01/14/21	Outstanding	0353656	Educational Opportunity Associ	135.00	
0023476	01/14/21	Outstanding	0300161	Emergency Medical Products Inc	36.76	
0023477	01/14/21	Outstanding	0300173	FP Mailing Solutions	81.00	
0023478	01/14/21	Outstanding	0350472	Frontier	371.80	
0023479	01/14/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	710.60	
0023480	01/14/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	630.05	
0023481	01/14/21	Outstanding	0300192	Hitterman's Merchandise Mart	10.98	
0023482	01/14/21	Outstanding	0300195	Howard D Happy Company	256.92	
0023483	01/14/21	Outstanding	0351070	Illinois American Water	209.69	
0023484	01/14/21	Outstanding	0350511	Vital Source	160.00	
0023485	01/14/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,650.00	
0023486	01/14/21	Outstanding	0352145	Kathleen L. Almy	500.00	
0023487	01/14/21	Outstanding	0350711	Library Journal	157.99	
0023488	01/14/21	Outstanding	0350497	Lowe's	172.60	
0023489	01/14/21	Outstanding	0300233	Maier's Tidy Bowl	528.00	
0023490	01/14/21	Outstanding	0300232	Martin & Hood	25,550.00	
0023491	01/14/21	Outstanding	0350480	McGraw-Hill Global Education	11,075.00	
0023492	01/14/21	Outstanding	0353620	Mounds Stop & Shop	30.00	
0023493	01/14/21	Outstanding	0300010	Naacp #3025	525.00	

February 10 2021  
21:19S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

4

BANK CODE: 01    City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

-----CHECK-----						
NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023494	01/14/21	Outstanding	0300264	Office Depot	265.87	
0023495	01/14/21	Outstanding	0300146	Pick Up Mart	325.82	
0023496	01/14/21	Outstanding	0300142	Pitney Bowes Inc.	645.00	
0023497	01/14/21	Outstanding	0300109	Reppert's Office Supply	37.23	
0023498	01/14/21	Outstanding	0300109	Reppert's Office Supply	239.94	
0023499	01/14/21	Outstanding	0300109	Reppert's Office Supply	119.97	
0023500	01/14/21	Outstanding	0300108	Republic Services	101.18	
0023501	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023502	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023503	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023504	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023505	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023506	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023507	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023508	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023509	01/14/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0023510	01/14/21	Outstanding	0352997	Shay Roofing, Inc	140,629.70	
0023511	01/14/21	Outstanding	0300077	Southern Illinois Security Con	14,579.69	
0023512	01/14/21	Outstanding	0350912	TD Photography	250.00	
0023513	01/14/21	Outstanding	0353658	Tri State Food Bank, Inc	78.05	
0023514	01/14/21	Outstanding	0350658	U.S. Postmaster	64.00	
0023515	01/14/21	Outstanding	0300050	UPS	198.18	
0023516	01/14/21	Outstanding	0300050	UPS	75.22	
0023517	01/14/21	Outstanding	0300047	Yankee Book Peddler	32.40	
0023518	01/15/21	Outstanding	0082422	Peggy F. Bradford	489.67	
0023519	01/15/21	Outstanding	0300072	State Universities Retirement	2,875.49	
0023527	01/21/21	Outstanding	0350908	ACI Payments, Inc.	403.32	
0023528	01/21/21	Outstanding	0284058	Mr. Terrell W. Amis	59.16	
0023529	01/21/21	Outstanding	0265472	Jipaum S. Askew	75.90	
0023530	01/21/21	Outstanding	0351058	Tena Bennett	130.00	
0023531	01/21/21	Outstanding	0011896	Lynne M. Chambers	1,000.00	
0023532	01/21/21	Outstanding	0350502	Cheekos	532.20	
0023533	01/21/21	Outstanding	0350472	Frontier	33.73	
0023534	01/21/21	Outstanding	0300182	Grand Rivers Community Bank	52.00	
0023535	01/21/21	Outstanding	0351981	KFVS TV	995.00	
0023536	01/21/21	Outstanding	0300194	Honey's Service Station & Tire	289.80	
0023537	01/21/21	Outstanding	0266306	Hospice of Southern Illinois	50.00	
0023538	01/21/21	Outstanding	0350632	J.J. Keller	92.31	
0023539	01/21/21	Outstanding	0353719	Kaplan, Inc	11,030.00	
0023540	01/21/21	Outstanding	0161368	Lake Land College	550.80	
0023541	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	7,952.31	
0023542	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	810.07	

February 10 2021  
21:19S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

5

BANK CODE: 01    City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023543	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	433.19	
0023544	01/21/21	Outstanding	0350479	MBS Textbook Exchange Inc	15.31	
0023545	01/21/21	Outstanding	0350480	McGraw-Hill Global Education	4,110.30	
0023546	01/21/21	Outstanding	0300248	Metropolis Planet	1,100.00	
0023547	01/21/21	Outstanding	0350780	Metropolis Rotary Club	87.50	
0023548	01/21/21	Outstanding	0300249	Mississippi River Radio	4,071.50	
0023549	01/21/21	Outstanding	0300253	NAPA Auto Tire & Parts	80.37	
0023550	01/21/21	Outstanding	0300152	Paducah Sun	331.49	
0023551	01/21/21	Outstanding	0300146	Pick Up Mart	1,106.14	
0023552	01/21/21	Outstanding	0300267	Proquest LLC	3,660.68	
0023553	01/21/21	Outstanding	0300109	Reppert's Office Supply	199.95	
0023554	01/21/21	Outstanding	0300101	Rustys Home Center	9.90	
0023555	01/21/21	Outstanding	0300090	SESAC Inc.	283.00	
0023556	01/21/21	Outstanding	0096306	Deborah D. Simmons-Gray	425.00	
0023557	01/21/21	Outstanding	0300082	SOFTDOCS, Inc.	17,757.00	
0023558	01/21/21	Outstanding	0300078	Southern FS Inc.	787.28	
0023559	01/21/21	Outstanding	0300077	Southern Illinois Security Con	2,700.10	
0023560	01/21/21	Outstanding	0300261	Sparklight Business	138.39	
0023561	01/21/21	Outstanding	0082604	John R. Sparks	115.84	
0023562	01/21/21	Outstanding	0082604	John R. Sparks	107.25	
0023563	01/21/21	Outstanding	0082604	John R. Sparks	175.00	
0023564	01/21/21	Outstanding	0350498	Stericycle	47.21	
0023565	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023566	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023567	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023568	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023569	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023570	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023571	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023572	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023573	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023574	01/21/21	Outstanding	0285436	Chevis L. Thompson	200.00	
0023575	01/21/21	Outstanding	0300048	USA Today	314.80	
0023576	01/21/21	Outstanding	0300045	Vienna Times	6,008.75	
0023577	01/21/21	Outstanding	0166056	David A. Voigt	580.00	
0023578	01/21/21	Outstanding	0168816	James L. Walton	100.00	
0023579	01/21/21	Outstanding	0300027	WIBH-AM	110.00	
0023580	01/21/21	Outstanding	0353233	WPSD TV	1,020.00	
0023581	01/21/21	Outstanding	0351093	WSIL TV-3 Inc.	1,140.00	
0023582	01/21/21	Outstanding	0300018	Xerox Corporation	603.78	
0023583	01/21/21	Outstanding	0300047	Yankee Book Peddler	44.80	
0023584	01/26/21	Outstanding	0350451	AFLAC Attn Remittance Processi	515.18	

February 10 2021  
21:19S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

6

BANK CODE: 01    City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023585	01/26/21	Outstanding	0350452	American Century Investments	131.75	
0023586	01/26/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0023587	01/26/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,724.16	
0023588	01/26/21	Outstanding	0300121	Continental American Insurance	36.41	
0023589	01/26/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,090.28	
0023590	01/26/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	27,609.61	
0023591	01/26/21	Outstanding	0300160	EMC National Life Company	13.63	
0023592	01/26/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0023593	01/26/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	10,468.69	
0023594	01/26/21	Outstanding	0350459	Kentucky State Treasurer	815.22	
0023595	01/26/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0023596	01/26/21	Outstanding	0351562	Saints Foundation	115.00	
0023597	01/26/21	Outstanding	0350462	The Anna-Jonesboro National Ba	1,439.87	
0023598	01/26/21	Outstanding	0300072	State Universities Retirement	23,369.83	
0023599	01/26/21	Outstanding	0300052	Sun Life Financial	993.83	
0023600	01/26/21	Outstanding	0300052	Sun Life Financial	198.27	
0023601	01/26/21	Outstanding	0300052	Sun Life Financial	291.35	
0023602	01/26/21	Outstanding	0300052	Sun Life Financial	218.70	
0023603	01/26/21	Outstanding	0300052	Sun Life Financial	91.46	
0023604	01/26/21	Outstanding	0300052	Sun Life Financial	559.03	
0023605	01/26/21	Outstanding	0300046	VALIC	25.00	
0023606	01/26/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0023693	01/28/21	Outstanding	0350555	Al Corprate Hardware	47.99	
0023694	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	700.00	
0023695	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023696	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023697	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023698	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023699	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023700	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023701	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023702	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023703	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023704	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023705	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023706	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023707	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	30.00	
0023708	01/28/21	Outstanding	0284058	Mr. Terrell W. Amis	350.00	
0023709	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023710	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023711	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023712	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	



February 10 2021  
21:19S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

7

BANK CODE: 01    City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023713	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023714	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023715	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023716	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023717	01/28/21	Outstanding	0162108	Melanie T. Ballard	200.00	
0023718	01/28/21	Outstanding	0162108	Melanie T. Ballard	400.00	
0023719	01/28/21	Outstanding	0267898	Michael Burgess	270.25	
0023720	01/28/21	Outstanding	0300212	ILCARRICOTHREE, LLC	5,330.00	
0023721	01/28/21	Outstanding	0350986	Todd R. Carver	180.00	
0023722	01/28/21	Outstanding	0351666	Cellco Partnership	8,572.67	
0023723	01/28/21	Outstanding	0352796	Jay Chuppe	850.00	
0023724	01/28/21	Outstanding	0353758	Community College Business Off	450.00	
0023725	01/28/21	Outstanding	0300117	Computer Discount Warehouse Go	1,473.12	
0023726	01/28/21	Outstanding	0300117	Computer Discount Warehouse Go	5,958.00	
0023727	01/28/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	247.00	
0023728	01/28/21	Outstanding	0300206	Mr. Dana Cross	250.00	
0023729	01/28/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	23,800.00	
0023730	01/28/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	504.00	
0023731	01/28/21	Outstanding	0244910	Carrie B. Davis	27.10	
0023732	01/28/21	Outstanding	0353545	F.W. Electric, Inc	430.00	
0023733	01/28/21	Outstanding	0351330	Farouk Systems Inc.	1,807.35	
0023734	01/28/21	Outstanding	0300165	Federal Express	64.06	
0023735	01/28/21	Outstanding	0182606	Jonathan D. Green	110.00	
0023736	01/28/21	Outstanding	0173038	Gregory M. Harris, Sr.	110.00	
0023737	01/28/21	Outstanding	0300065	The Home Depot Pro	307.06	
0023738	01/28/21	Outstanding	0351070	Illinois American Water	210.00	
0023739	01/28/21	Outstanding	0351002	Infinisource, Inc.	30.00	
0023740	01/28/21	Outstanding	0353773	Gabriel H. Jones	180.00	
0023741	01/28/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0023742	01/28/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0023743	01/28/21	Outstanding		Massac Memorial Hosptial Found	50.00	
0023744	01/28/21	Outstanding	0350479	MBS Textbook Exchange Inc	272.50	
0023745	01/28/21	Outstanding	0353779	Glenn McDay	180.00	
0023746	01/28/21	Outstanding	0350480	McGraw-Hill Global Education	810.30	
0023747	01/28/21	Outstanding	0300264	Office Depot	723.33	
0023748	01/28/21	Outstanding	0300264	Office Depot	407.96	
0023749	01/28/21	Outstanding	0351054	Orkin	85.00	
0023750	01/28/21	Outstanding	0078552	Kendall F. Reichert	1,050.00	
0023751	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023752	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023753	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023754	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	

February 10 2021  
21:19

S U M M A R Y C H E C K R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

8

BANK CODE: 01 City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

NUMBER	CHECK DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0023755	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023756	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023757	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023758	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023759	01/28/21	Outstanding	0078552	Kendall F. Reichert	350.00	
0023760	01/28/21	Outstanding	0300109	Reppert's Office Supply	325.81	
0023761	01/28/21	Outstanding	0300109	Reppert's Office Supply	439.89	
0023762	01/28/21	Outstanding	0300108	Republic Services	107.71	
0023763	01/28/21	Outstanding	0300108	Republic Services	99.78	
0023764	01/28/21	Outstanding	0350671	Russell Electric	175.00	
0023765	01/28/21	Outstanding	0300101	Rustys Home Center	9.90	
0023766	01/28/21	Outstanding	0350554	SCC Bookstore	247.24	
0023767	01/28/21	Outstanding	0350554	SCC Bookstore	20.04	
0023768	01/28/21	Outstanding	0300097	Scheffer Financial Services	0.43	
0023769	01/28/21	Outstanding	0300095	American Welding & Gas, Inc.	533.63	
0023770	01/28/21	Outstanding	0350725	Secure Data Technologies	9,312.48	
0023771	01/28/21	Outstanding	0020444	Shivelbines Music Store	212.50	
0023772	01/28/21	Outstanding	0196958	Southern 14 Workforce Investme	178.41	
0023773	01/28/21	Outstanding	0300078	Southern FS Inc.	451.16	
0023774	01/28/21	Outstanding	0351087	Southern Illinois Video System	146,608.00	
0023775	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023776	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023777	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023778	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023779	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023780	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023781	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023782	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023783	01/28/21	Outstanding	0082604	John R. Sparks	200.00	
0023784	01/28/21	Outstanding	0082604	John R. Sparks	600.00	
0023785	01/28/21	Outstanding	0300073	Speedlink	610.00	
0023786	01/28/21	Outstanding	0351148	St. Jude Children's Research H	50.00	
0023787	01/28/21	Outstanding	0353621	St. Moritz Security Services,	12,313.02	
0023788	01/28/21	Outstanding	0353611	BEMAC Consulting	4,920.00	
0023789	01/28/21	Outstanding	0353416	TeamViewer Germany Gmbh	1,188.00	
0023790	01/28/21	Outstanding	0300045	Vienna Times	1,428.75	
0023791	01/28/21	Outstanding	0166056	David A. Voigt	860.00	
0023792	01/28/21	Outstanding	0258844	Aaron W. Wright	110.00	
0023793	01/28/21	Outstanding	0300018	Xerox Corporation	811.08	
0023794	01/28/21	Outstanding	0350973	Xerox Financial Services LLC	624.50	
M164	01/15/21	Outstanding	0300113	Regions Bank	10,767.51	

February 10 2021  
21:19

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 01/01/2021 - PERIOD ENDING: 01/31/2021

9

BANK CODE: 01    City National Bank  
GL ACCOUNT NO: 01-0-00-0000-111000

-----CHECK----- NUMBER            DATE            STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
			----- 912,629.00	----- 0.00
			----- 912,629.00	----- 0.00

**SHAWNEE COMMUNITY COLLEGE**

ADDENDUM TO EDUCATION FUND

April 5, 2021

<u>Date</u>	<u>Vendor</u>	
2/28/21	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$85,000.00
	To make an inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds.	

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## Student Trustee Report

## Faculty Report

Dr. Thornsberry reported (Humanities Division) the Young Writers Competition yielded six local and two out of state winning individuals.



**President's Report**  
April 5, 2021

<b>Enrollment Update</b>				
	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	1,813	12,589.5	13,615.5
Spring 21	1,454	1,596	11,707.5	12,293.5
<b>Total</b>	<b>3,614</b>	<b>4,305</b>	<b>27,436.5</b>	<b>29,682</b>
FY 21 Credit-Hour Budget Projection		28,078	Difference	<b>(641.5)</b>

\*Data pulled 03/29/2021; State reimbursement is based on credit-hours generated at mid-term.

**The following events are noteworthy:**

- Attended the Dual Credit Policy Recommendations & Developing Effective Dual Credit Partnerships Webinar hosted the 60X25 network on 02/22. The 60X25 network was established by the Illinois P-20 Council with a goal to increase the number of adults with high-quality college degrees and postsecondary credentials to 60% by the year 2025. The 60X25 network provides: professional development and networking opportunities for K-20 partners; technical assistance; a forum for sharing best practices; connects local efforts to State policy; and, builds capacity and scale for dual credit initiatives by providing mini-grant funding and data analytic assistance. Topics of Board interest include:
  - Participation in and access to dual credit courses for low income and minority students is low. Of the 43% of total students who qualify as low income in the State of Illinois, only 28% have access to dual credit courses; of the 26% of total Latino students in Illinois, only 16% have access to dual credit courses; finally, of the 16% of total Black students in Illinois, only 9% have access to dual credit courses. Not only is there an achievement gap with these populations, but there is also an access gap, which creates equity concerns.
  - As a result of the equity concerns, the Black Caucus introduced HB2170 that focuses on academic acceleration and course equity for low income and minority students. This bill did pass.
  - Vienna High School was recognized as a model program to promote dual credit opportunities for low income students. Specifically, they were praised for their willingness to offer free schoolwide placement testing and their willingness to embed dual credit opportunities throughout the curriculum.

- A discussion about the Model Partnership Agreement (MPA) clarified three important concepts:
  - The Illinois Dual Credit Quality Act (DCQA) **requires** CC's to enter into a partnership with local K-12 Districts upon their request.
  - The MPA **MUST** be implemented to address areas of disagreement between CC's and K-12's around terms of the partnership.
  - The MPA is intended to provide structured parameters for local collaboration between CC's and K-12's to scale and ensure access to quality dual credit courses.
- A discussion about the Dual Credit Endorsement clarified:
  1. The Dual Credit Endorsement, as designated in the DCQA, is an endorsement valid for grades 11-12 to be placed on the Professional Educator License (PEL) at the request of an instructor who meets the appropriate credential standards.
  2. The Dual Credit Endorsement will be initially available for nine dual credit disciplines, further breaking down Math and English to better account for the specific content required.
  3. In order to receive the Dual Credit Endorsement, an instructor must meet the faculty credential standards allowed by the Higher Learning Commission (HLC), the IBHE 23 Illinois Administrative Code 1009.30, **OR** the Illinois Community College Board Administrative Rule 23.
- A discussion about dual credit cost and fee structures clarified:
  - Many Illinois CC's charge for dual credit courses. The tuition charges are sometimes paid by the student and sometimes paid by the K-12 District.
  - A program cost analysis tool was shared to illustrate how some Illinois CC's determine dual credit program costs.
  - The MPA has cost limitations for certain types of dual credit classes.
- Participated in a legislative call with approximately 25 other Illinois Community College Presidents about the possibility of introducing legislation aimed at allowing CC's to offer a BSN degree on 02/25. At this meeting we agreed to act in concert with each other. We reviewed potential language for a House and Senate bill and brainstormed who we might have to sponsor the bills. Ideally, legislation that allowed CC District to opt in or out on a BSN program would be desired.
- Met with Superintendent Josh Stafford of Vienna District 55 on 03/04. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Vienna with District goals. Superintendent Stafford and I reviewed some data that he requested relating dual credit and SCC outreach center performance. Superintendent Stafford would like SCC to increase its utilization of the Vienna Center.

In general, the meeting went well and I believe the relations between the two organizations was strengthened. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and work on mutually strategic issues.



- Facilitated the Shared Governance Committee meeting on 03/04. Topics included: HLC Monitoring Report; Temporary Shared Governance process; policy & procedure updates; Zoom statistic feedback – a faculty perspective; Zoom Tutoring; Strategic Planning; Shared Governance membership; and, Teaching & Learning Summit feedback. Outcomes of interest are:
  - The HLC Monitoring visit for shared governance will be November 15 and 16.
  - A writing team will be assembled to develop the self-study report, which will likely be do around September 20, 2021. Dr. Curphy, Dr. Shelby, Dr. Nicolaidis, Dr. Thornsberry, Karen McGoy, and Felicia Rouse were recommended.
  - A shared drive was created to allow all staff the opportunity to review and comment on any policy or procedure being proposed.
  - Primary review of proposed policies, procedures, and guidelines will be the responsibility of the area in which they originate or have most impact. Specifically, the Academic Affairs area will be primarily responsible for all academic policies, procedures, and guidelines. The Financial and Campus Operations area will be primarily responsible for business, human resource, information technology, and facility policies, procedures, and guidelines. The Student Affairs area will be primarily responsible for the Student Service policies, procedures, and guidelines. It was emphasized that all groups could have input on a particular, policy, procedure, or guideline but it would be the responsibility of the primary area to review comments and revise as appropriate.
  - The Non-Discrimination and Harassment policy was shared with faculty and no concerns were expressed.
  - The Financial Aid policy was shared with faculty and no concerns were expressed.
  - Draft Board policies for Asset Protection, Budget Forecasting, Development, & Adoption, and Financial Condition were shared with the Team. The Team decided to share these policies with their representative groups.
  - Draft Administrative policies for Budget, Development, & Adoption; Management of Financial Reserves, and Selection of Accounting Firm were shared with the Team. The Team decided to share these policies with their representative groups.
  - Clarified the purpose of the Strategic Planning sessions were to gain input from faculty and staff on what should be done to improve student learning, success, and improve enrollment.
  - Feedback from faculty suggested the proposed Teaching & Learning Summit from the previous Shared Governance meeting, may be better suited for a fall in-service as opposed to a summer session.
  
- Attended the Illinois Community College President’s Zoom Meeting on 03/11. Most of the meeting was dedicated to legislative updates, including an update from Robbins Schwartz on the JA Logan Supreme Court Ruling regarding Faculty Layoffs. There is optimism amongst the Presidents, that this ruling will be overturned on appeal. I do not share that optimism.

- Hosted the first of four Strategic Planning Summits 03/11. This event was aimed at encouraging student services staff to share their thoughts and engage in the College's planning processes. Sixteen staff members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *How can we increase enrollment to 40,000 credit hours (target)?*
  - Extensive Colleague training (to harness the power of Colleague's capability)
    - Student planning.
    - Retrieve reports
    - Progress duration
    - Data usage to plan schedules, create more credit hours
    - Information flow must be consistent (seamless from dept. to dept.)
  - Website
    - Chatbot
    - Online registration
    - Geofencing – put in place around big events in district
    - Online catalog
    - Create and utilize a dashboard
    - Simply scholarship application process (a lot of obstacles)
  - Maintain consistent flow of information between departments (SCC one voice).
- *How can we increase retention; What new program ideas do you have?*
  - Identify barriers for students departmentally and create a plan to help students from beginning to end of program
  - Offer nighttime and weekend courses for non-traditional students
  - Build relationships with students before they begin their Shawnee experience
  - Summer Melt – it is important to build lines of communication with seniors the summer after graduation to make sure they do not slip through the cracks. We need to be all-in
  - Communication before during and after graduation.
  - Create classes specific to certificate or degree (contextualized classes)
  - Create a positive image (rewrite our story)
  - Every student needs to feel important and connected
- *What projects are you currently working on OR what new technologies would you like to try?*
  - Retention alerts
  - Working with Shawnee Development Council
  - Part-time completion coaches.
- *What can you do to personalize your services for students?*
  - Engage in professional development.
  - Walk students to offices.

- Met with lobbyist Frank Bass on 03/12. Topics of discussion included a review of Illinois House and Senate Bills that potentially could impact the College. I made recommendations to support, oppose, or neutral on each bill. We discussed potential funding requests for Truck Driving, Nursing, and Teacher Education programs. In addition, we had a lengthy discussion about pre-apprenticeship programs and discussed ways in which we might encourage low-income and minority student participation in the programs. Finally, we discussed ways in which the College might help Alexander County with workforce and economic development needs. I suggested a comprehensive planning effort might be needed to address a variety of needs including housing, infrastructure development, and workforce development. Mr. Bass asked if he could get DCEO to fund the development of this plan, would the College be willing to spearhead it... and I suggested that we would. Mr. Bass asked for dates of my availability where I meet with the Higher Education Chairs in both the Illinois House and Senate. I gave him a few dates but have nothing scheduled at this time.
- Dr. Curphy, Jean Ellen, and I met with James Darden on 03/12 for the purpose of understanding how the College's Adult Education program was run prior to Mr. Darden's retirement. Preliminary data collected from our strategic planning efforts shows enrollment decline rates in our Adult Education programming dramatically exceeds other program areas. We felt Mr. Darden's expertise was needed to gain a broader understanding of what might be done to stem that decline. Mr. Darden provided us with more complete understanding of adult education programming, which we will be able to use in our strategic planning efforts. Also, Mrs. Darden made us some AWESOME snacks! 😊
- Brandy, Brad, and I attended a webinar hosted by BKD Analytics on 03/16. The purpose of the webinar was to learn about their program costing software. The software is very robust and can be customized to provide financial performance analytics at the college, program, department, and course levels, which would assist with program evaluation efforts. The software would connect to our ERP (i.e. Colleague) and provide various ways to analyze program performance. However, the software is not 'real-time' so our analytics would be limited to two snapshots per year. Further, the software might be cost prohibitive. If we were to pursue this as an option, we might want to integrate it as part of a grant RFP.
- Hosted the Five County Regional Vocational System and JAMP (Johnson, Alexander, Massac, Pulaski) Special Education Cooperative on 03/16 in the River Room. Both of these boards meet on a monthly basis. Five County starts its meeting at 10:00am and JAMP at 10:45am. Patrick Harner, the Executive Director at Five County led their meeting. Kim Clayton, the Executive Director at JAMP, led their meeting. Eight superintendents from our District attended these meetings. I participated in the discussion on Five County topics. Specifically, I offered to work with them to develop CTE-oriented dual credit opportunities for District students and would be willing to discuss any potential resource sharing idea they might have.

- Attended the SICCM Board Meeting on 03/16. The agenda included discussions on enrollment and recruitment, review of the FY20 SICCM financial audit, recommended budget parameters for the FY22 budget; and potential salary adjustments for SICCM personnel for FY22. Here's a summary of the discussion:
  - Enrollment is down and recruitment operations are slow but picking up. The entire focus is on recruiting high schools and there is limited access due to COVID restraints. Still, there is optimism that enrollment will pickup before the start of the fall term. SCC's Rob Bett's was praised for his video work on the development of recruitment videos for SICCM programs.
  - The FY20 SICCM financial audit was clean... no material weaknesses.
  - After discussion, it was agreed the FY22 budget revenue projections would reflect a flat enrollment.
  - A 2% raise was requested for all SICCM personnel. JA Logan commented their staff was received similar raises in FY21 but FY22 is unknown. It was noted that SCC staff have not received raises in FY21 and FY22 is not known as well. A motion was made to table the raise request for SICCM personnel and the issue will be reconsidered at the May Board meeting.
- Met with Dr. Collen Allen of ACCT to discuss the possibility of providing Board Policy Governance Training on 03/16. After discussing our direction and needs, a proposal will be forthcoming from ACCT. I will share this proposal with you at the May Board meeting.
- Met with Superintendent Jonathon Green of Meridian CUSD on 03/17. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Meridian District goals.

Superintendent Green and I spent a fair amount of time getting to know each other on a personal level. Afterwards, we he requested that the College consider offering some CTE dual credit courses for Meridian HS students. Mr. Green mentioned that he is willing to allow his students to attend SCC and mix with current SCC students – both day and evening. Specific programs of interest are Welding, HVAC, Basic Electricity, and Automotive Technology. I have assigned Dr. Shelby and Jean Ellen to working on this idea.

In general, the meeting went well and I believe the relations between the two organizations was strengthened. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and work on mutually strategic issues.

- Met with Dr. Jim Reed of ICCTA to discuss the possibility of providing Board Policy Governance Training on 03/18. After discussing our direction and needs, a proposal will be forthcoming from ICCTA. I will share this proposal with you at the May Board meeting

- Hosted the second of four Strategic Planning Summits 03/18. This event was aimed at encouraging full-time faculty to share their thoughts and engage in the College's planning processes. Sixteen faculty members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *How can we increase enrollment to 40,000 credit hours (target)?*
  - Integrate technology into all of our processes both academic and administrative.
  - Explore new testing methods (current generation rejects standard testing).
  - Maintain consistent flow of information between departments (SCC one voice).
- *What new program ideas do you have?*
  - Integrate courses like Math into CTE programs and co-teach.
  - Transitional math courses in the high schools.
  - Offer entire programs online to attract non-traditional students.
- *What projects are you currently working on OR what new technologies would you like to try?*
  - Experiment with A/R & V/R (i.e. augmented reality and virtual reality) use Oculus headsets to supplement a student's hands-on experience.
  - Truck Driving is using dashboard cameras to enhance the learning experience.
  - High definition biology tables.
  - Employ a high-flex delivery model.
  - Nursing would like to integrate more high-fidelity simulators to enhance the lab experiences.
  - Integrate greenhouse technology into the Ag program.
  - Discover ways to keep students from using Apps and technology to cheat – likely will take major course/program redesign
  - Automotive program would like to integrate hybrid and EV vehicles into the curriculum
  - BOT is hosting a Virtual High School Business Skills competition
  - Increase one-on-one zoom tutoring sessions.
- *What can you do to personalize your services for students?*
  - Engage in professional development.
  - Consistently remind students of their importance and let them know "I work for you".
  - Give students my personal cellphone number and encourage them to contact me at any time.

- Hosted the third of four Strategic Planning Summits 03/19. This event was aimed at encouraging administrative staff (i.e. supervisors) to share their thoughts and engage in the College's planning processes. Seventeen staff members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *What's new and interesting in your professional area?*
  - Faculty recorded CTE videos and sent them to high schools to use for CTE day.
  - Transitional math and English course are coming soon.
  - Digital marketing and streaming materials – exploring geofencing
  - Exploring better professional development delivery strategies
  - Bookstore website – online purchasing.
  - In-depth program costing model.
  - Zoom sessions for financial aid and FAFSA
  - More community education classes at Cairo Center
  - Grants – Telemedicine, Delta Healthcare, Developmental Ed. etc.
  - Excel and ETS Robotics at Metropolis Center
  - Integrating technology into adult education courses (BOUNCE grant)
- *What training do you need to improve the efficiency and effectiveness of your daily work?*
  - Electronic form processing.
  - Additional Colleague Training.
- *What projects are you currently working on OR what new technologies would you like to try?*
  - Working on summer courses and different ways to offer them..
- *What can you do to personalize your services for students?*
  - Make myself available to students whenever they need me.
  - Remind students they are the “highlight of my day.”
- Hosted the fourth of four Strategic Planning Summits 03/23. This event was aimed at encouraging administrative, IT, and facilities support staff to share their thoughts and engage in the College's planning processes. Sixteen staff members participated in the event. A portion of the event was focused on sharing and discussing a draft of the College's Institutional Effectiveness model.

The majority of the meeting was focused on discussion about probing four questions:

- *What's new and interesting in your professional area?*
  - Adding new evening and weekend help desk hours.
  - Increasing the amount of IT support for personal devices.
  - Expanding efforts to combat cyber threats

- Excited about the new Ag greenhouse
  - New CRM technology to connect with donors
  - Remote advising seems to be working well for students
  - Zoom meetings with students
  - Website updates
  - 24/7 Chatbot implementation
- *What training do you need to improve the efficiency and effectiveness of your daily work?*
    - Professional development
    - Colleague Training
    - Sensitivity Training
    - Customer Service Training
    - More time to meet with colleagues and brainstorm.
  - *What projects are you currently working on OR what new technologies would you like to try?*
    - Modernizing ITV classrooms
    - Enhance cleaning efforts
    - New donor database
  - *What can you do to personalize your services for students?*
    - Likes all 12 HS Facebook pages and sends shout-outs.
    - Asking for student names instead of ID numbers
    - Providing personal business cards for students or community members who are potential students.
    - Speak positive messages about SCC throughout the community.
- Dr. Mason and I met with Maria Miller, Jared Brunk, and James Deen from the Illinois Department of Corrections (IDOC) on 03/24. The purpose of the meeting was to explore the idea of SCC offering correctional center programs at the Vienna and Shawnee Correctional Centers. We reached consensus on the idea that old the old correctional center programs (e.g. custodial maintenance, horticulture, and computer technology, etc.) are no longer viable. IDOC would like to explore offering SCC's Automotive Technology, HVAC, Welding, Basic Electricity, and potentially Truck Driving programs. In the future, IDOC would be interested in any pre-apprenticeship or Diesel programming that we might develop. SCC will develop a contract proposal for IDOC consideration by mid-April. Dr. Mason is working on this proposal.
  - On 3/24, I made a six-minute video to support Eric Howard's "Who Killed My Son" remote video event. The event was held on 3/26. Here is a link to the video of the event. [https://drive.google.com/file/d/1Q1LaGPf5yHKOxcjxrmzmu4jgt\\_4NcSNB/view](https://drive.google.com/file/d/1Q1LaGPf5yHKOxcjxrmzmu4jgt_4NcSNB/view) My part starts about the 13m 55s mark.

- Had a phone conversation with Glen Poshard on 03/25. The purpose of the conversation was to talk about a student scholarship opportunity. Essentially, Mr. Poshard is using his Foundation funds to build partnerships between Community College's, IDOT, and the Illinois Forestry Service for the purpose of cleaning up Southern Illinois roads and parks. To facilitate this, he would like two student leaders from each participating College to recruit and lead groups of local students with these tasks. For their participation, Mr. Poshard will award each student leader a \$2,000 scholarship. Mr. Poshard indicated that he will provide training and support for these activities. I pledged the College's support and willingness to participate in this effort. Dr. Price, attended a press conference announcing this partnership on 03/30. We will have more details as the program develops.
- Participated in the Virtual Award Ceremony for High School Business Skills competition on 03/25. This event, which was hosted by the College's BOT Division, was a success. Many College faculty members, including Craig Bradley, Ruth Smith, and Phyllis Sander dedicated tremendous effort to ensure the success of this event. I just provide the welcome! 😊
- Met with Steve Bundy (General Manager) and Ryan Thomas (Creative Director) of the aeriz in Anna. Aeriz is the largest aeroponic cannabis cultivators in the world and is currently expanding their business operations in Anna. They also have operations in Arizona.

Aeriz initially contacted Trustee John Windings and said they wanted to donate \$50K to the College. Apparently, to get their cultivator license in Illinois, the State requires them to donate to a non-profit organization... and they wanted to donate to SCC.

When I met with them it was clear there was more to the story. Essentially, the Illinois Department of Agriculture put some stipulations on aeriz requiring them to work out an MOU with the non-profit aimed at developing and training their workforce. I was told that if they couldn't work something out with the College, the State would take their \$50K and direct it elsewhere. When I started to explore their workforce needs it was apparent the College could AND SHOULD help them with their expansion efforts.

Essentially, aeriz has 3 positions targeted for development. These positions are called Grower, Harvester, and Extractor. Right now, they have 24 employees in these positions. Their expansion plans call for them to have 143 employees in these positions by January 2022. After discussion, it was agreed that SCC would help them with their expansion goals. Here is a synopsis of our MOU.

aeriz is committed to:

- Donating **seventy thousand dollars (\$70,000)** to SCC contemporaneous with execution of this MOU.
- to immediately begin developing education and training curriculum aimed at preparing individuals for entry level employment with the company.



- Providing equal employment opportunities for individuals completing SCC cannabis industry training programs for the positions of Grower, Harvester, Extractor, and other entry level positions, as appropriate.
- Developing, with SCC, internships or other type of work-based learning opportunities pursuant to guidelines set by the Illinois Community College Board, applicable industry regulations, and the laws for the State of Illinois.
- Collaborating with SCC to develop coursework/training that reflects the appropriate course length, class/lab instructional needs, and student learning outcomes.
- Assisting SCC with the identification of instructors/trainers to teach the curriculum.
- Designating an aeriz staff member who will be the primary point of contact and assist SCC with the resolution of student and curricular issues.

SCC is committed to:

- Conducting a task analysis of the Grower, Harvester, Extractor, and other entry-level positions suggested by aeriz for the purpose of developing training curriculum.

Coursework will likely cover the following topical areas:

Cannabis Horticulture

- Integrated Pest Management (IPM)
- Fertigation
- Botany of cannabis
- Soil Science

Cannabis Logistics and Inventory

- • Cannabis Industry Supply Chain Management
- • Cannabis Industry Inventory Management
- • Cannabis Industry Operations Management
- Offering courses to aeriz employees using multiple delivery strategies (e.g. in-person instruction, on-line, hyflex, and/or hybrid format).
- Offering courses to aeriz employees at the College's Anna Extension Center campus.
- Collaborating with the aeriz liaison to ensure coursework/training reflects the appropriate course length, class/lab instructional needs, and student learning outcomes.
- Employing instructors/trainers to teach the curriculum.
- Designating a SCC employee who will be the point of contact for aeriz and also be responsible for the planning and delivery of curriculum and the resolution of student issues.
- Assisting aeriz with the Company's recruitment, pre-employment, and initial training efforts aimed at developing the workforce.

The result of our partnership should result in a lot of high-paying jobs available for our community resident. Finally, **we received the \$70K check on 03/29 and placed the funds in the Foundation.**

- Met with Superintendent Landon Sommers of Century District 100 on 03/26. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist with Century with their goals.

Superintendent Sommers and I spent a fair amount of time getting to know each other on a personal level. Afterwards, I received an outstanding tour of the school and met many staff and students. In fact, in anticipation of my arrival, their Ag Teacher, Brent Miller, made sure his students cleaned their labs the day before I arrived. Further, they planned a nice cookout where we had burgers, brats, homemade baked beans, homemade potato salad, homemade coleslaw, cookies, and lemonade. This was, by FAR, the best reception I've had and was truly honored by the student's work and preparation.

During lunch with the students and some Century staff, I shared our CTE dual credit efforts with Meridian and suggested they consider participating as well. Superintendent Sommers said he would be interested in that effort. In addition, Mr. Miller suggested SCC consider hosting an annual FFA event. I responded that I felt we could do that and would encourage our Ag instructor to reach out to Mr. Miller for that purpose. I have assigned Dr. Shelby and Jean Ellen to work on these ideas.

In general, the meeting went well and I believe the relations between the two organizations was greatly strengthened. We agreed to meet on a (roughly) quarterly basis to maintain open lines of communication and work on issues mutually strategic interest.

- Met with Dr. Elizabeth Alvarado and Dr. Charles Middleton of AGB to discuss the possibility of providing Board Policy Governance Training on 03/30. After discussing our direction and needs, a proposal will be forthcoming from AGB. I will share this proposal with you at the May Board meeting

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

- SBDC CARES ACT Budget Modification: This letter is a request for a budget modification (increase) to the SBDC CARES Act the college has received. We were awarded an additional \$20,000.
- Water Coolers with Bottle Fill: We purchased 5 single level water coolers with bottle fill and 7 Bilevel with bottle fill for \$15,085.00. The purchase was necessary to replace some of the older water coolers that were not functional.
- Greenhouse for the Agriculture Department \$24,439.38 (Perkins Funds): The FY21 Perkins V Grant has budgeted for and will fund the purchase of a functional greenhouse for the Agriculture program. The greenhouse we currently have is small and outdated, and is not able to provide quality instruction for students. Since the growing season is much shorter in our region, this greenhouse will allow students to plant and learn year-round. Many of the Agriculture classes are built around soil science, horticulture, agriculture technology, etc. and the greenhouse will be a great teaching and learning resource for students.

- ACEN: Authorized the Accreditation Commission for Education in Nursing (ACEN) to conduct in Spring 2022 the evaluation process for accreditation of its Practical and associate degree nursing program(s)

**Academic Affairs & Student Learning Report  
Board of Trustees Report  
April 5, 2021**

**Dean's Report**

Dr. Shelby and Melissa Luttenbacher are ready to roll out Virtual CTE Day to the high schools as soon as all videos are recorded and edited. We extended the faculty's deadline to record by one week due to the days the college was closed and operating remotely during February's inclement weather. Lunchbox bags with the SCC logo have been filled with snacks and an SCC mask (like the one you will be given at the Board Meeting) were provided to all high school participants. Shawnee is the only school around doing a virtual event so kudos to everyone who contributed.

Dr. Shelby and the Math Department have been working with district high schools on Transitional Math course. Century High School worked closely with Kathy Almy and SCC Math Faculty to meet the submission deadline of March 1, 2021. A state panel will review the content and either approve the course or provide feedback for corrections. As part of the Developmental Education Innovation Grant, Dr. Shelby and the Math Department are also in the process of examining the remedial math sequence so students can decrease time to degree completion. The English Department is moving forward with plans to pilot their proposal in Summer 2021.

Dr. Shelby is also working with CTE Faculty on equipment purchases as part of the FY21 Perkins V Grant closeout. Quarterly reporting for the Perkins V Grant, as well as the Transitional Math and English/Language Arts Grants are being submitted by Dr. Shelby.

**Library/Technology**

Rachel Hannan, library assistant, is still very involved in the process of checking out laptops, Jetpacks, graphing calculators, and webcams to students that need the technology. To date for this semester, there are 74 laptops (this number includes 4 MSI laptops for the BOT classes), 68 Jetpacks, 19 graphing calculators, and two webcams checked out to students. Rachel has also been working diligently to get items returned from previous semesters, or updated paperwork to show that the students still have the items checked out for this current semester.

We've upgraded the chat widget on the website so we can serve multiple students at once, and added a second agent for additional support, to be staffed by Daniel Kineman and Rob Lucas. Each week nursing study groups came in to learn about the NCLEX and TEAS practice tests available in the library databases and received handouts on how to search for books in the library catalogue and how to cite sources with APA.

Weekly library newsletters are being sent out to keep students, faculty and staff in the loop about all the resources available in the library.

As of January, the average publication date of the books in our section on psychology, philosophy and religion was 1973. Since then we've been working on updating the collection to make sure it's relevant, current, and useful for students.

As Rangathan's Laws of Library Science state, the library is a living organism, and should undergo regular maintenance. Weeding the collection means removing books that are no longer relevant for students. To do this, the librarian runs a report of all books in a certain call number range. The report includes author (so classics in the field can be identified), last checkout date (if applicable),

[Return to Agenda](#)

lifetime checkouts since we automated in 1994, and publication year, among other things. Then all the items that are MORE than 30 years old that have never circulated, or items that haven't circulated in the last 20 years, are evaluated. Outdated and noncirculating books are pulled, as well as any books with severe damage (staining, cracked covers and broken spines, extensive highlighting or strong odor).

The deaccessioned titles are listed on a spreadsheet. To ensure all topics are replaced, we search for a new book (published between 2018-2021) in the same call number range that has been either highly recommended or deemed essential to general academic collections by our academic book jobber, Yankee Book Peddler. If a replacement book looks good, its holdings are checked in OCLC to make sure a) there's a complete record for it to import into Polaris, our integrated library system, and b) it's something that is held by other colleges across the state, to ensure it's up to college-level standards and is appropriate for our collection.

The classroom upgrades that have been done as of now have had positive reviews. Out of the eleven, three are done and eight are waiting on televisions.

### **Extension Centers Reports**

#### **Anna Center**

During March, the Anna Center has been very active. On March 5th, the student services department held a training day at the Anna Center. The spring semester's last 8-week classes began this month. Phlebotomy, as well as music and cultural diversity classes, started their sessions. The Anna Center hosted a CPR class for local businesses on March 10<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>. Blake Goforth and the Anna Center staff coordinated a Scholarship Application Event for all Union County High School Seniors interested in applying for scholarships on March 17<sup>th</sup>. On March 23<sup>rd</sup> and 24<sup>th</sup>, the Anna Center offered the Food Service Sanitation class. The Anna Center hosted a community education course titled "An Essential Computers Skills" on March 30<sup>th</sup>.

#### **Cairo Center**

We are participating weekly in the "Cairo Training Opportunity" meeting with Dr. Greg Mason and other community and business leaders in order to develop and provide Cairo Port-related, job trainings and programs needed for the upcoming workforce in regard to the Cairo Port. Our plans are to test the market with a Career Fair tentatively planned on Saturday, April 24<sup>th</sup> at 10:00am, at the Cairo Center.

Our center will host the "Illinois Freedom Project" traveling exhibit from March 16<sup>th</sup> until May 31<sup>st</sup>. "This exhibit is a youth focused multimedia effort that includes a web site, videos, printed materials, curriculum and a traveling exhibit. Together, the resources present the stories of everyday people in Illinois who struggled against slavery and prejudice covering over 200 years of Illinois history. The Illinois Freedom Project is used to inspire youth by presenting stories of victory through adversity." We have reached out to history teachers and principals in our local middle and high schools as this project presents opportunity for community connection, recruitment and exposure to SCC. The exhibit's curriculum also provides opportunity for new and exciting projects and/or assignments for students that will enhance their learning.

### **Metro Center**

On March 23<sup>rd</sup>, Hayley will hold preregistration to Joppa High School students, and Massac County High School students on March 10<sup>th</sup>. Both preregistrations are in preparation of SCC's early registration coming in April. Hayley along with other SCC advisors are scheduled hold early registration for both Massac and Joppa high schools on March 30<sup>th</sup> and 31<sup>st</sup> respectively.

The Metro Center will used as the drop off point for donations to help a young man in the community fight cancer. On March 16<sup>th</sup> the Metro Center will host a Scholarship Drive for students to apply for an SCC scholarship; and finally, Metro staff worked with the Rotary Club of Metropolis to stock the food pantry at the Brookport library

### **Vienna Center**

Lisa Meyer and Teale Betts did a FAFSA Completion workshop on March 2<sup>nd</sup> from 2 to 5 PM and eight students came and filled out their FAFSA and completed their online scholarship application. Tina Waller, Lisa Meyer, and Teale Betts went to Goreville High School for an online scholarship day for their seniors on February 26<sup>th</sup>. Teale Betts went to Goreville High School to go over scholarships on March 9<sup>th</sup> and March 11<sup>th</sup>. Teale Betts met with Joe Riley (new LECET director) to go over the Construction Management program details and went over their remaining balance from their donation. Joe Riley is also a member of the LECET board. The board will meet and discuss giving an additional funding to their labor union members who are enrolled in the Construction Management Program. Vienna Center hosted a Scholarship Drive on March 15<sup>th</sup> from 2 to 6 PM. Registration for summer and fall occurred for seniors in Goreville and Vienna High School.

### **Nursing**

The nursing faculty have been meeting each Tuesday afternoon to address recruitment, retention, NCLEX pass rates, program assessment, and prepare for ACEN accreditation. Currently we are reviewing our student policies that are included in our Nursing Student Rules and Regulations. The ACEN Information Form is in the process of being completed so our dates for the ACEN site visit can be established. We expect their visit to be held in Spring of 2022.

### **Workforce Innovation, Adult Education & Continuing Education**

Dr. Mason, Cairo Center director Shelby Adkinson, and Career Services Coordinator Leslie Weldon are working with the Cairo Port Authority, Sen. Dale Fowler's office, labor unions, and local employers to host a job fair on April 24<sup>th</sup> at the Cairo Center to promote the jobs coming to the region through the port project.

The SBDC held its monthly meeting with the Southern Illinois Coalition of Minority Businesses. Seventeen minority-owned businesses participated in the workshop and heard a presentation on building a successful business during the COVID-19 era. Participants were also informed of upcoming workshops in: Mental Health First Aid During COVID, E-Commerce/E-Marketing (Using Constant Contact), Certification/Procurement – PTAC, HR and Legal Considerations for Small Businesses regarding COVID-19, Social Media Marketing, and Understanding GATA Regulations. Two new minority business owners have agreed to become SBDC clients.

The SBDC is working the Viticulture Enology Science and Technology Alliance (VESTA) and the Illinois Grape Growers & Vintners Alliance to provide training to wineries and vineyards in the Shawnee College district.



Dr. Kathleen Curphy, VPAA

April 5, 2021

Date

Student Academic Assessment Committee

Update Report March 29, 2021

The SAAC members continue to distribute a monthly assessment “News Page” to keep Assessment activities at the forefront of the college associates. March’s communication presented the updates to the Global and Cultural Awareness rubric used to collect data from students’ actions related to diversity and inclusion.

Currently an analysis of adjunct instructor Core Competencies data submission is being conducted to determine if findings in the group indicate needs for improvement of student learning or a correlation between challenges to student learning and budgeted item(s) request. Up to this point, all instruction data have been reviewed and reported holistically or by division or program (full and part-time faculty).

An adjunct Assessment Packet is being prepared to assist adjunct instructors (since scheduling changes adjunct needs each semester) with application of the Assessment of Student Learning processes for Shawnee Community College.



**Student Success and Services Division  
Board of Trustee Report  
April 5, 2021**

**Admissions**

Danielle Boyd—Registrar

Danielle Boyd and Stephanie Dunlap continue to work with consultant Marianne Devenny to review at admission/registration processes.

Danielle Boyd and Stephanie Dunlap attended the Student Services planning day on March 5<sup>th</sup> at the Anna Extension Center. This was a brainstorming day to come up with ideas for recruitment, retention, new processes, and new potential programs.

Danielle Boyd attended a sales meeting with Element 451 for recruitment software and a webinar with the National Student Clearinghouse on compliance reporting.

**Advisement and Recruitment Report**

Advisors and center directors are assisting current and potential students with the 2021-2022 scholarship application. They are organizing scholarship workshops and senior registration days at in-district high schools, and beginning to make advising appointments with current students for Summer and Fall 21 registration. They are also working on updating academic plans for current students and completing degree audits for LPN and ADN applicants.

Lisa Meyer and Teale Betts did a FAFSA Completion workshop on March 2 from 2 to 5 PM and eight students came and filled out their FAFSA and completed their online scholarship application. Tina Dudley, Lisa Meyer, and Teale Betts went to Goreville High School for an online scholarship day for their seniors on February 26. Teale Betts went to Goreville High School to go over scholarships on March 9 and March 11. Vienna Center hosted a Scholarship Drive on March 15 from 2 to 6 PM. Registration for summer and fall occurred for seniors in Goreville and Vienna High School.

**Athletics**

John Sparks—Athletic Director

Due to COVID-19, all five of the SCC teams are currently playing games: men's basketball, women's basketball, volleyball, baseball, and softball. There are still many restrictions and the schedule has been condensed. All coaches have been equipped with Ipads so that games can be streamed and Rob Betts has trained student-athletes to stream the games. Women's basketball has won six of its last seven games, and they are currently tied for fourth in the Great Rivers Athletic Conference. Baseball and softball are just underway, and volleyball has two home games remaining this season.

**Career Services**

Leslie Cornelius-Weldon—Career Services Coordinator

Career Services continues to work with students on career plans, resume assistance, job search, and resume writing. In March, the office will have provided 65 Kuder assessments and 20 Career Keys. Joppa High School seniors rescheduled to complete Kuder on April 1, 2021, due to school closing. Cairo High School seniors were rescheduled due to weather for March 24 and 25, 2021. They were working with other guidance counselors to schedule with remaining schools to administer Kuder per the school's guidelines around COVID-19. Career Services completed two classroom presentations, one on resume writing and the other on interviewing.

Career Services has reached out to 40 local employers about job postings, employment and training needs, and job shadowing and internship opportunities. Career Services hosted the annual SCC Job Fair on March 17, 2021, in collaboration with Shawnee Development Council. The job fair will be scheduled from 9:00 am until 11:00 am using the Zoom Platform. So far, we have invited 169 employers to participate in this event.

**Completion Coaches**

Carrie Davis has been working with retention alert to check in with students whose GPA are 2.0 or lower. Carrie has also been working alongside Jacqueline Smith within "The Cupboard." She has also been working with the testing center in assisting with entering test scores. She has also been working with Financial Aid and was recently trained on assisting with the scholarship submissions.

Carrie has been working on letters to send out to our local high school seniors to let them know of important dates and information. This letter includes the extended date for our scholarship deadline. It also talks about our upcoming "Scholarship Blitzes," the tuition freeze, our upcoming intersession classes, summer and Fall 2021 enrollment. Letters were also sent to the parents of the seniors with the same information.

**Counseling**

Monica Brahler-Admissions, Recruitment, Advising/School 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 as well.

Ms. Brahler will be collaborating with the Director of Communications and Public Relations to provide students, employees and the general community with educational materials related to mental health awareness.

**Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans Coordinator

Pell Status Day was March 1 and refund checks were mailed on March 17. Lisa Meyer participated in a face-to-face FAFSA Completion event on March 2 at Vienna High School.

[Return to Agenda](#)

Dr. Tammy Capps and Lisa Meyer participated in Advisor/Financial Aid training on March 5. A Zoom financial aid presentation to the Cobden High School senior class on March 9. Staff assisted with scholarship application blitz events on Main Campus and at the Extension Centers. Continuing to assist students with FAFSA completions face to face in the office, over the phone, and through Zoom. Participated in Massac High School registration on March 31.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

The Student Success Center has been productive in helping students with math and English coursework. Last month, fifty-four (54) students received help with paper-writing, statistics, intermediate algebra, philosophy, classroom accommodations, and study strategies, in an effort to improve their academic performance. The professional tutors have reported that students are consistent and committed to their weekly scheduled appointments. Some students have been self-advocating by dropping into the Center and asking for help by walk-in, via ZOOM, or in the College's Writing Lab. There were students who worked with the professional tutors every day of their Spring Break. The Student Success Center staff are dedicated to assisting students to achieve their goals and successfully complete the semester.

Several high school counselors have scheduled the Next-Generation Accuplacer for Dual Credit eligibility. Some of the area high schools are scheduled for on-site test dates in the coming months as a way to provide prospective students with the opportunity to visit Main Campus. As a way to improve their scores, "Accuplacer Preparatory Workshops" are slated to begin this summer to assist students that don't meet eligibility requirements for dual credit. The Director and Testing Technician will be offering these workshops in the Testing Center to help students improve their Next-Generation Accuplacer Scores. Discussions have been had with the Humanities Division Chair, JoElla Basler, and Professional English Tutor, Marilyn Crites, to offer a remedial course during the summer semester as well. This will afford students the opportunity to reach college-level eligibility requirements for English 111.

The Retention Alert program has been instrumental in assisting faculty and staff with prioritizing student issues. With the creation of the Student Retention Committee, there have been positive improvements with response times, resolving issues, and overall student engagement. As of the time of this report, there were 264 Retention Alert cases active. Of those cases, the majority were classroom issues consisting of low attendance, late assignments submissions, and low-test scores. The Student Retention Committee created and emailed a "Student Success Survey" that focused on improved student retention, classroom accessibility, and college readiness. There were 70 responses since the survey had been sent out. The survey results will be discussed and analyzed at the next committee meeting.

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) has the Spring Semester is moving along. SSS conducted First Friday's virtually March 5. The event was filled with virtual games and interactive participation from students. The games included bingo and Scattergories.

Mentoring Meeting #2 for new students will begin April 1. SSS students and staff attended the Virtual TRiO Day for Illinois on February 27. All students that attended had favorable reviews for the event. This year's sponsor was SIC from Harrisburg.

SSS now has the team display board on the wall near the Registrar's Office. It currently features former students and current events happening in SSS.

SSS projected graduation numbers for 2020-2021 are 9 for Fall, 17 applied for Spring and 12 applied for summer total to 38.

### **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

ETS and Fontelle Arts have completed our 6 weeks mental health program. Staff are continuing financial literacy workshops with our students. The purchase of new STEM equipment for upcoming summer workshops and collaborating with the U of I extension center for a three-week summer camp.

### **Vice President of Student Success and Services**

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

Two candidates vied for the Student Trustee seat and Bradley West was the winner. Mr. West will be seated at the April board meeting. Prior to the meeting, Dr. Price will visit with Mr. West to discuss his role on the Shawnee Community College Board of Trustees including expectations, representing all students, confidentiality, and professionalism.

As can be determined from many of the individual sections of this report, the focus of Student Success and Services has surrounded FAFSA completion and SCC Scholarship Application. As previously mentioned, a new software has been implemented this year and anytime there is a new process, new headaches and growing pains are going to occur. The scholarship deadline has been extended at least twice. At the beginning of March, Tina Dudley provided reports to the Student Success and Services staff about the numbers of students from each high school who had applied for scholarships. The report showed that extra efforts were needed in several of our high schools and some of those are the ones that are not allowing visitors.

Advising staff moved into action and set up Scholarship Blitz nights for Main Campus and at the Extension Centers. Carrie Davis, the part-time Completion Coach, coordinated the effort to mail letters to all high school seniors about the extended scholarship application deadline and the opportunities for face-to-face staff assistance on campus and at the extension centers. The letter also included information about the tuition freeze, upcoming advisement and registration, and intercession offerings. A similar letter went to the parents of the high school seniors. The same information will be publicized using social media and other outlets.

Process improvement is occurring in the areas of Admission, Financial Aid, and Advisement. Marianne Devenny, a consultant being funded by GEER, is reviewing our processes and comparing them for overall compliance. Ms. Devenny has remarked that staff have been very

open to her services. She and I both believe that we will have positive outcomes from her assistance. Ms. Devenny comes to us with many years of service from McHenry Community College and an interim role at Lincoln Land Community College (both of these colleges use Colleague.)

The second round of federal COVID-19 emergency funding assistance has been announced and is available for drawdown from the government. With the original CARES Act or HEERF funds, the assistance for students was limited to students who were PELL eligible and were not enrolled in a full distance education course schedule. This second round of funding seems to be more open and has the language of being able to assist students “with exceptional need.” However, we are still waiting on guidelines on determining exception need. Dr. Price attended a webinar hosted by the American Association of Community Colleges and the message was clear, “we are still waiting on the guidelines and we are not sure when they will be available.” As soon as the information is received, Dr. Capps and Dr. Price will formulate the distribution plan and get the money to the students.

### **Clubs & Organizations**

#### **Phi Theta Kappa-Craig Bradley**

The SCC Phi Theta Kappa chapter was named a 2021 REACH Chapter and by doing so will receive 4 PTK graduation stoles. This award is achieved through excellence in membership development.

#### **Phi Beta Lambda-Phyllis Sander**

To celebrate CTE Month, as students enter the SCC facility, they are offered a PayDay candy bar along with a basic flyer promoting CTE and will pick up a raffle ticket (these items will be separated on tables to allow for distancing and no human contact between PBL members and students. Winning tickets will be drawn at 2:00 pm on Wednesday, February 24 with the winning numbers distributed through email. No names will be collected due to the movement of students being temperature screened and progressing to class assignments.

Kaitlyn May (\$500) and Jainden Sanders (\$300) earned top awards and received a trophy from SIU-C along with a scholarship for Accounting based programs.

Nu Alpha Alpha Phi Beta Lambda members participated in a DEI - Diversity, Equity and Inclusion It All Starts with You webinar presented by Intuit in partnership with the national FBLA-PBL organization on March 4. Presenter Charisse Daggs, a leader in DEI, provided a useful framework to be effective change agents in our everyday lives by starting with communications focused on DEI. Charisse Daggs is a Group Manager for Diversity, Equity and Inclusion at Intuit, the fintech company behind TurboTax, QuickBooks, and Mint.

#### **Student Ambassadors-Monica Brahler & Amanda Brown**

Ms. Brahler will be working with the 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. Also, this semester the group will be explore diversity, equity, and inclusion topics to complement and enhance their leadership skills.

**Dr. Lisa Price**

Vice President of Student Success and Services

**4/5/2021**

Date

**Financial and Campus Operations  
Board of Trustees Report  
April 5, 2021**

**State Payment Update**

The state currently owes for March and April Equalization and Base Operating.

**Facilities Department**

A meeting was held to discuss and plan for future capital projects with the financial consultant, Director of Facilities, Director of Information Technology, and the Director of Business Services. Ongoing efforts will continue by means of discussions with the Director of Facilities on potential capital improvement projects for the college. The Facilities & Maintenance department will be working on upcoming projects which pertain to routine maintenance for the upcoming spring season. This will be an effort that encompasses all of the College's facilities and locations. The goal is to go over any potential needs that the College may have in this area and plan accordingly.

**Business Service Department**

Attended a virtual CCCFO meeting and discussed various topics from GASB changes, CARES Act expenditures, American Rescue Plan Act of 2021, and U of I Shield Testing. The Department of Education has still not issued guidance on how to calculate lost revenue to be paid from the CARES act. Continue to work on academic program costing with financial consultant. Gathered information required for the PPP loan forgiveness application. Completed program costing for the ACEN accreditation. Completed sponsorship billing to outside agencies. Payroll Specialist has been working with the State Universities Retirement System on the implementation of the new Deferred Compensation Plan. Once the payroll testing process is complete, SCC employees active with SURS will receive information about enrolling in the plan.

**IT Department**

Attended a webinar to discuss the possibility of converting the Colleague system to the cloud instead of in house servers. Worked with the Director of Business Services on how to change the charge tables in Colleague to reflect the new online tuition rate. Completed necessary updates to the Colleague ERP system. Completed the updates to the campus phone system.

**Human Resources**

In March, recruited for the Vice President of Finance, Delta Health Project Manager and conducted interviews for the Bursar position. Collaborated with the Academic Affairs department to ensure all employee credentials are current. Continue to work on collecting, tracking, and processing employee annual performance reviews. Updated the professional development tracking spreadsheet for those employees who have provided proof of training. Continue to monitor any fraudulent unemployment claims, which have been an issue throughout the state and country. Several webinars were attended to stay apprised of any changes in policy within Human Resources. Created an exit interview survey for employees who voluntarily leave the college.

**Bookstore**

The Bookstore has started selling Dippin Dots in the store and there are nine different flavors to choose from. The bookstore is also offering coffee for sale and there are six different flavors which can be added to the coffee. The coffee is supplied from a local company, Steam Shovel, which is located in Anna, Illinois. The last day for students were able to charge books and supplies to their financial aid in the bookstore was February 26<sup>th</sup>.

**CARES Act**

In the spring of 2020, the start of the COVID-19 pandemic, the College was awarded three different grants under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) through the Department of Education to provide assistance to colleges and students who had been negatively impacted by the pandemic. The first award the College received was \$318,810 to provide emergency financial aid grants to students. The second award was \$318,809, which was to help the College transition to online learning and to cover cost associated to changes that were caused from the pandemic. The third award was \$32,243 to strengthen institutions impacted by the pandemic. All awards have been expended. The expenditure reports are located on the Shawnee Community College website at <https://www.shawneecc.edu/financial-aid/cares-act> as required by the Department of Education.

In December 2020, the federal government issued another round of COVID-19 relief funds which was titled CRRSAA: Higher Education Emergency Relief Fund (HEERF II). The College was awarded \$1,959,797. Of this, \$318,810 is to be awarded as financial aid grants to students and the remaining is for institutional funding for loss of revenue, reimbursements for expenses already incurred, and technology costs associated with a transition to distance learning, faculty and staff trainings, payroll cost, and student support activities. An initial zoom meeting was held here at the College with the Vice President of Student Success & Services, the Vice President of Academic Affairs, the Director of Business Services, the Director of Information Technology, and the Director of Learning Resources to discuss how the College plans on expending these additional funds.

**Brandy Woods**

Brandy Woods

Director of Business Services and Interim Vice President of Financial and Campus Operations



**PR & Marketing Summary  
April 2020**

**Google Analytics-**

Google Analytics reporting for the period ending March 8, 2021 indicated the number of users to our website was 8,661 The data also indicated that we had **6,969 new users** Currently our generated traffic from Google Ad placement results are as follows for Feb 8<sup>th</sup> – March 8th:

1,019 - Clicks on our Google Ad                      47 – Phone calls

The top 3 locations by state for views during this reporting period continues to include:

• <b>Current Month</b>	<b>Previous Month</b>
4. Illinois            5,662	5,097
5. Missouri           1,692	1,754
6. Kentucky         528	566

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

/academics/programs	1361
/athletics/baseball	1227
/athletics/mens-basketball	1200
/athletics	1012
/student resources/library/databases	894

• **Facebook Analytics**

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
2/9/21	7	1	2405	6396	22170
2/10/21	3		4607	8619	23426
2/11/21	3	2	2738	9115	23718
2/12/21	5	1	1147	9190	23764
2/13/21	2		2501	10039	23906
2/14/21			1787	10321	23443
2/15/21	4		2696	10795	23311

2/16/21	3		2307	10409	22970
2/17/21	1	2	2347	8783	23157
2/18/21	1		1974	8169	23193
2/19/21	3		2155	8211	22088
2/20/21	3	1	2376	8784	22866
2/21/21	2		2444	9439	22894
2/22/21	1	1	1474	9135	22489
2/23/21	4	3	1760	9202	22807
2/24/21	1		3028	10020	23508
2/25/21	4		2408	10347	22995
2/26/21	8	3	3504	12307	25017
2/27/21	8	2	2009	11754	25396
2/28/21	4		1328	10840	25221
3/1/21	5	1	1982	10792	25487
3/2/21	3		1787	10944	25524
3/3/21	7		1362	9635	25710
3/4/21	2	1	1825	9059	25851
3/5/21			1452	7107	26104
3/6/21	5		3314	7999	27329
3/7/21	3	1	2637	8704	27769
3/8/21			262	7810	27595
<b>Totals</b>	<b>92</b>	<b>19</b>	<b>61,616</b>	<b>26,3925</b>	<b>67,9708</b>

- **Traditional Media Sources: (Includes Television Online Articles, Radio & Newspapers)**

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
04-Mar-2021 12:00AM	April 6 election is around the corner	Metropolis Planet	6525	2747	3778
04-Mar-2021 12:00AM	SCC announces tuition rate freeze for FY-22	Metropolis Planet	6525	2747	3778
03-Mar-2021	Shawnee Community	Metropolis	6525	2747	3778
03-Mar-2021 10:08PM	Shawnee Community College hosting mass vaccination site	The Mayfield Messenger	825	193	632
03-Mar-2021 10:08PM	Shawnee Community College hosting mass vaccination site	The Mayfield Messenger	825	193	632

03-Mar-2021 10:02PM	Shawnee Community College hosting mass vaccination site	Herald Ledger	701	164	537
03-Mar-2021 10:02PM	Shawnee Community College hosting mass vaccination site	WPSD Local 6	327731	78656	249075
03-Mar-2021 10:02PM	Shawnee Community College hosting mass vaccination site	The Mayfield Messenger	825	193	632
03-Mar-2021 08:01AM	Shawnee Community College to freeze tuition	New County Z100	829	82	747
03-Mar-2021 08:01AM	Shawnee Community College to freeze tuition	WJPF-AM	1218	552	666
02-Mar-2021 04:45PM	Shawnee Community College announces tuition freeze	KFVS 12	333318	74460	258858
02-Mar-2021 10:43AM	Shawnee College announces tuition rate freeze for FY2022	KFVS 12	333318	74460	258858
02-Mar-2021 10:21AM	Shawnee Community College announces tuition freeze for fiscal year 2022	WSIL-TV	201487	34783	166704
25-Feb-2021 12:00AM	SCC accepting nursing applications for upcoming semester	Metropolis Planet	6525	2747	3778
25-Feb-2021 12:00AM	College News	Metropolis Planet	6525	2747	3778
22-Feb-2021 03:27PM	Shawnee College to host virtual job fair	KFVS 12	333318	74460	258858
22-Feb-2021 07:13AM	Red Cross Seeks Donations After Winter Storms	West Kentucky Star	57739	9655	48084
20-Feb-2021 10:58PM	Scholarships awarded at former SIU	WSIL-TV	201487	34783	166704
16-Feb-2021 06:17AM	Closings/Cancellations - 2/16/2021 (Updated 5:30am)	WSIU   News	12706	3884	8822
15-Feb-2021 03:52PM	COVID Testing And Vaccine Cancellations	WSIU   News	12706	3884	8822

### Traditional Television Coverage

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.

<b>Date</b>	<b>Outlet</b>	<b>Title</b>	<b>Local Ad</b>	<b>LocalViewership</b>
2/10/2021 5:42	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
2/10/2021 6:55	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
2/10/2021 7:23	WSIL (ABC)	Good Morning America	\$43.01	1214
2/10/2021 8:27	WSIL (ABC)	Good Morning America	\$43.01	1214
2/20/2021 17:01	WSIL (ABC)	News 3 News at 5	\$36.74	2570
2/20/2021 22:08	WSIL (ABC)	News 3 News at 10	\$1,089.75	26075
2/21/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$13.69	581
2/21/2021 6:38	WSIL (ABC)	News 3 News This Morning	\$25.53	1035
2/24/2021 22:08	WSIL (ABC)	News 3 News at 10	\$439.50	8852
2/25/2021 5:06	WSIL (ABC)	News 3 News This Morning	\$32.09	0
2/25/2021 6:54	WSIL (ABC)	News 3 News This Morning	\$50.49	1380
3/2/2021 16:19	KFVS (CBS)	Heartland News Now	\$564.30	16024
3/2/2021 16:22	KFVS (CBS)	Heartland News Now	\$564.30	16024
3/2/2021 18:38	WSIL (ABC)	News 3 News at 6:30pm	\$1,099.35	39923
3/3/2021 5:37	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
3/3/2021 6:16	KFVS (CBS)	The Breakfast Show	\$693.34	19192
3/3/2021 6:37	WSIL (ABC)	News 3 News This Morning	\$43.01	1214
		<b>TOTAL</b>	<b>\$4,867.12</b>	<b>138940</b>

### **Synopsis**

This month we obtained free television coverage on two affiliates, ABC and CBS. Our television news coverage report indicates that the value of the coverage was \$4,867.21 up from last month (\$3,837.47) Stories included information about the SCC/Red Cross Blood Drive, Shawnee College Tuition Freeze, SCC Criminal Justice Program Scholarships received.

My office is continuing efforts to complete CTE videos for each of our programs. We are scheduled to release the videos after completion on an upcoming virtual CTE day. Currently, we are nearly finished with 10 new videos Nail Tech, Computers, Business Management, Automotive, Truck Driving, Agriculture/Fish & Wildlife, Criminal Justice, HIMS, Nursing, CNA. We also completed two more shorter spots for scholarships and the Anna Extension Center.

I have also been working with SIU for a joint billboard project. We assisted with design and cost is being absorbed by SIU. The billboards will be placed strategically throughout our district.

## **Saints Foundation Report April 2021**

The major emphasis this month has been on assisting Advisors and School Counselors on getting students to apply for scholarships. With this being the first year with a new online process the Saints Foundation, via Tina Dudley, has been holding training sessions. In some instances, Tina has gone to the school to assist first-hand with the students going through the application process. The results have grown after each of her visits. Our goal is to get as many students to apply as possible. We know they all won't end up attending in the Fall, but our intent is to contact them so that we can build a relationship and communicate with them into the future. We want to be proactive in helping these "GAP" students come back to SCC at some point in the future. To date we have 202 applicants.

Recently, Dr. Greg Mason made a presentation to the Saints Foundation Board about CTE Programs at the College. During his presentation the Board was motivated by the 'learning by doing' approach of the CTE program instruction. The Board discussed with Dr. Mason the concept of moving from "learning to earning." As a result of the discussion the Foundation will be working with donors to encourage them to consider providing Internship opportunities for students. Another positive outcome of the discussion was getting Buddy Walls connected with Dr. Mason to continue a discussion on the CDL program and transportation career opportunities. Mr. Walls is Consultant to the transportation industry and pledged to assist Dr. Mason in any way possible to help grow job opportunities for our students.

The next meeting of the Saints Foundation is scheduled for May 14, 2021, where we will be reviewing the Strategic Plan for the 2021-2022 fiscal year.

The Saints Foundation has been honored to have Cathy Belcher as the Trustee Liaison to the Saints Foundation. Cathy has been a positive Ambassador for both the College and the Foundation. She has always been willing to step up and help when and where needed. While we will miss Cathy as our Liaison, we hope to continue her strong relationship and support of the Foundation. Best of luck Cathy and thanks so much for all you mean to the College and Foundation. As a result of your service, our students have benefitted from your involvement.

There are currently two donors that Gene Honn is working with to develop a planned gift to the Foundation through their Will and/or Trust. More efforts are being planned to identify potential donors willing to consider leaving the College in their estate through a planned gift to the Foundation.

The Saints Foundation Board is considering a broad outreach/appeal to garner unrestricted donations to assist in funding current and future financial needs that will be expressed in the Strategic Plan and as brought forward by the College as their planning continues to develop for 2021-2022

## ICCTA Report

### SCC Board of Trustees Meeting

March 22, 2021

Two bills of special interest to community colleges will be considered in the Illinois General Assembly spring 2021 session:

- House Bill 2867: Sets aside 15% of Illinois Monetary Award Program grant funds for community college students
- Senate Bill 1832: Allows community colleges to confer bachelor of applied science degrees in early childhood education and Professional Educator Licenses with endorsements in early childhood education and early childhood special education under certain conditions.

The Illinois Workforce Innovation Board's Workforce Consolidation Feasibility Study is underway. The study may have implications for adult education in Illinois. A brief handout is provided.

April is Community College Month. ICCTA has requested an official proclamation from the Governor's office and will feature Illinois-related **#CCMonth** stories on social media.

The initial draft of ICCTA's proposed 2022 Strategic Plan is available on the website. The plan lays out four goals: information exchange, training, advocacy, and administrative efficiencies. A handout of the draft is provided.

ICCTA approved the creation of the ICCTA President's Award. This award may be awarded at the ICCTA President's discretion to recognize an 'unsung hero' who has supported community colleges and the Trustees Association.

ICCTA is looking for beta testers and content providers for ICCTA's "Trustee Chat" searchable online database. Version 1.0 of the search engine will be available on the ICCTA website in June.

ICCTA is producing member-only podcasts to enhance trustee learning. Two podcasts (on trustee fiduciary responsibilities and the Illinois Open Meeting Act) have been recorded.

### Upcoming Events

April 11-14: American Association of Community College's in-person convention, Nashville, Tennessee

April 19: Deadline to apply for a position as an ICCTA officer for 2021-2022

### **May 4: ICCTA Board of Representatives meetings via Zoom**

May 6, 13, 20, and 27: American Association of Community Colleges' digital conference

[Return to Agenda](#)

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

Submitted by Andrea Witthoft, ICCTA Representative

### ICCTA Mission & Vision

Vision: All Illinois community college trustees will effectively lead their institutions and districts.

Mission: ICCTA supports all public community college trustees through information exchange, training, and advocacy to assist them in effective leadership locally and statewide.

Priorities: To support the organization and its mission.

To support members in their role as community college trustees

### 2022 ICCTA Strategic Plan DRAFT

#### Goal 1: Information Exchange

1. Revised regional structure
  - i. Identify regional chair and vice chair
  - ii. Create a training program/plan
  - iii. Attend initial regional meeting (Listening tour)
    - a. Review benefits of the regional structure in the north and central regions
2. Increased member participation
  - i. Enhanced incentives
  - ii. Revised expectations

#### Goal 2: Training

1. Financial training
  - i. Budget workshop (e.g. LLCC)
  - ii. Partner with CFOs, CAOs and CIOs
    - a. Discussion of preparation for next HLC review
2. Diversity, Equity and Inclusion training
3. New Member onboarding
  - i. Revise the current new member handbook (complement with video presentations)
  - ii. Focused events with new members
    - a. New Member badge/ribbon
    - b. Reception focused on networking (members under 40)

#### Goal 3: Advocacy

1. Community college baccalaureate
  - i. Educate Board of Reps and others about the benefits of CCB in Illinois
2. External coordination with foundations and higher ed partners
3. Legislation developed in partnership with state agencies, higher ed partners and policy makers
4. Enhanced community college funding
5. Advocacy on federal issues with ACCT, Members of Congress

Goal 4: Administrative Efficiencies

1. Establish policies and procedures for board and staff succession
  - i. Staffing alignment with organizational needs
2. Enhance ICCTA infrastructure
  - i. Training on website capabilities
  - ii. Fully engage online capabilities
3. Financial sustainability
  - i. Review and analyze membership dues structure
  - ii. Explore non-dues revenue options



---

# FINANCIAL ANALYSIS

BY BRAD MCCORMICK, SHAWNEE BOARD MEETING ON APRIL 5, 2021



## SUMMARY FINANCIAL OBSERVATIONS

GOOD DECISION TO  
ISSUE THE 2017 BONDS

GOOD RELATIVE  
FINANCIAL POSITION  
WITH PEER COMMUNITY  
COLLEGES

CONCERN WITH  
REVENUE TRENDS  
ASSOCIATED WITH LOSS  
IN ENROLLMENT AND A  
LOCAL TAX REVENUE  
CHALLENGES

ABILITY TO ADDRESS  
DEFERRED MAINTENANCE  
WITH ACCUMULATED  
RESTRICTED  
PROTECTION, HEALTH &  
SAFETY FUNDS

RISK MANAGEMENT,  
SAFETY AND LIABILITY  
FUNDING AVAILABLE (SEE  
PLAN COMING IN MAY)

OPPORTUNITY TO INVEST  
IN CAPITAL AND  
STRENGTHEN WORKING  
CASH RESERVES - BONDS  
EXPIRING IN 2023

COMPOSITE FINANCIAL  
INDEX (CFI) SCORES ARE  
"ABOVE THE ZONE" AND  
HEALTHY

## PLANNING STEPS IMPACTING BUDGETING AND FINANCES

- STRATEGIC PLANNING OVERHAUL – IN PROGRESS
- INFORMATION TECHNOLOGY PLAN – UPDATED SEPTEMBER 2019
- ANNUAL CAPITAL PLAN FOR BUDGETING
  - PROPOSED POLICY AND PROCEDURES CALL FOR BOARD REVIEW/APPROVAL OF PLANNED CAPITAL EXPENDITURES TO BE INCLUDED IN THE ANNUAL BUDGET
  - COMING TO YOU IN MAY
- ANNUAL RISK MANAGEMENT PLAN
  - HEALTHY RESTRICTED FUND BALANCE FOR RISK MANAGEMENT
  - IDENTIFIES PROJECTS IN INFORMATION TECHNOLOGY AND FACILITIES
  - COMING TO YOU IN MAY

# HOW ARE WE DOING? COMPARED TO WHAT AND WHO?

**Peer Group Plus:**

- \* John Wood
- \* Carl Sandburg
- \* Richland
- \* Southeastern
- \* Spoon River

**Southern Institutions:**

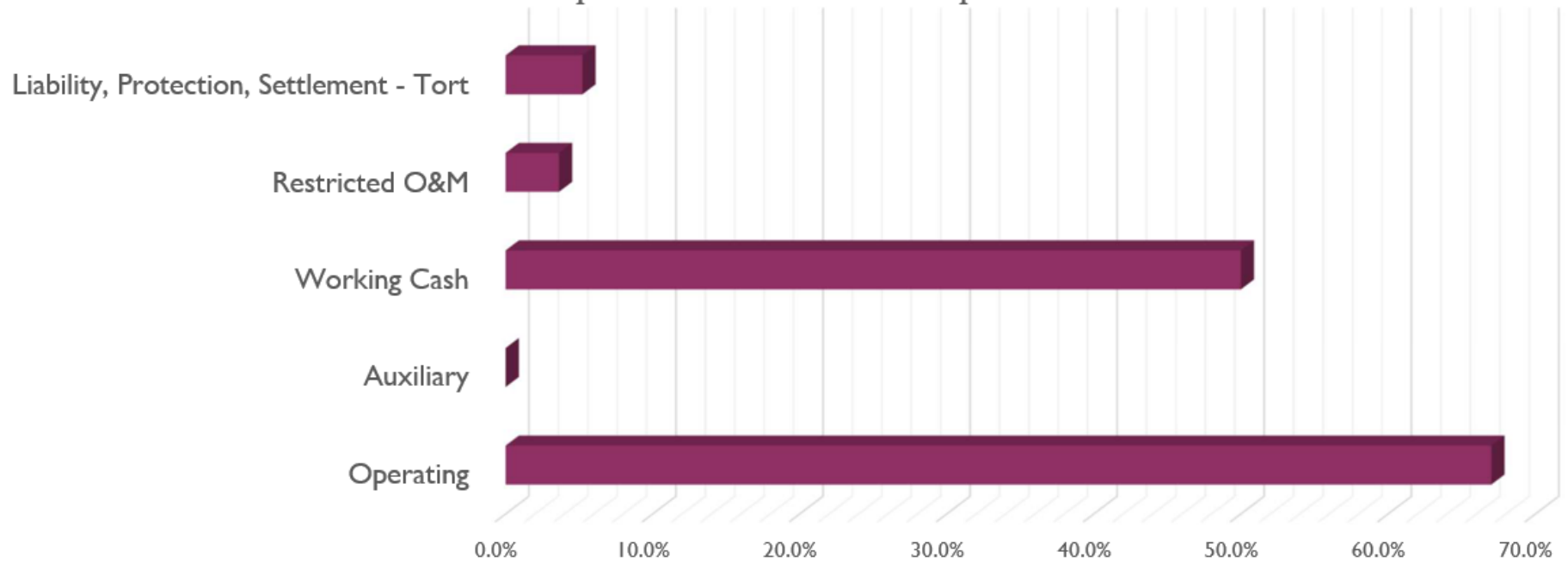
- \* Rend Lake
- \* Southeastern
- \* Illinois Eastern
- \* Logan
- \* Kaskaskia

Recommended Reserves in Admin Procedure - A7122

“Management of Financial Reserves”

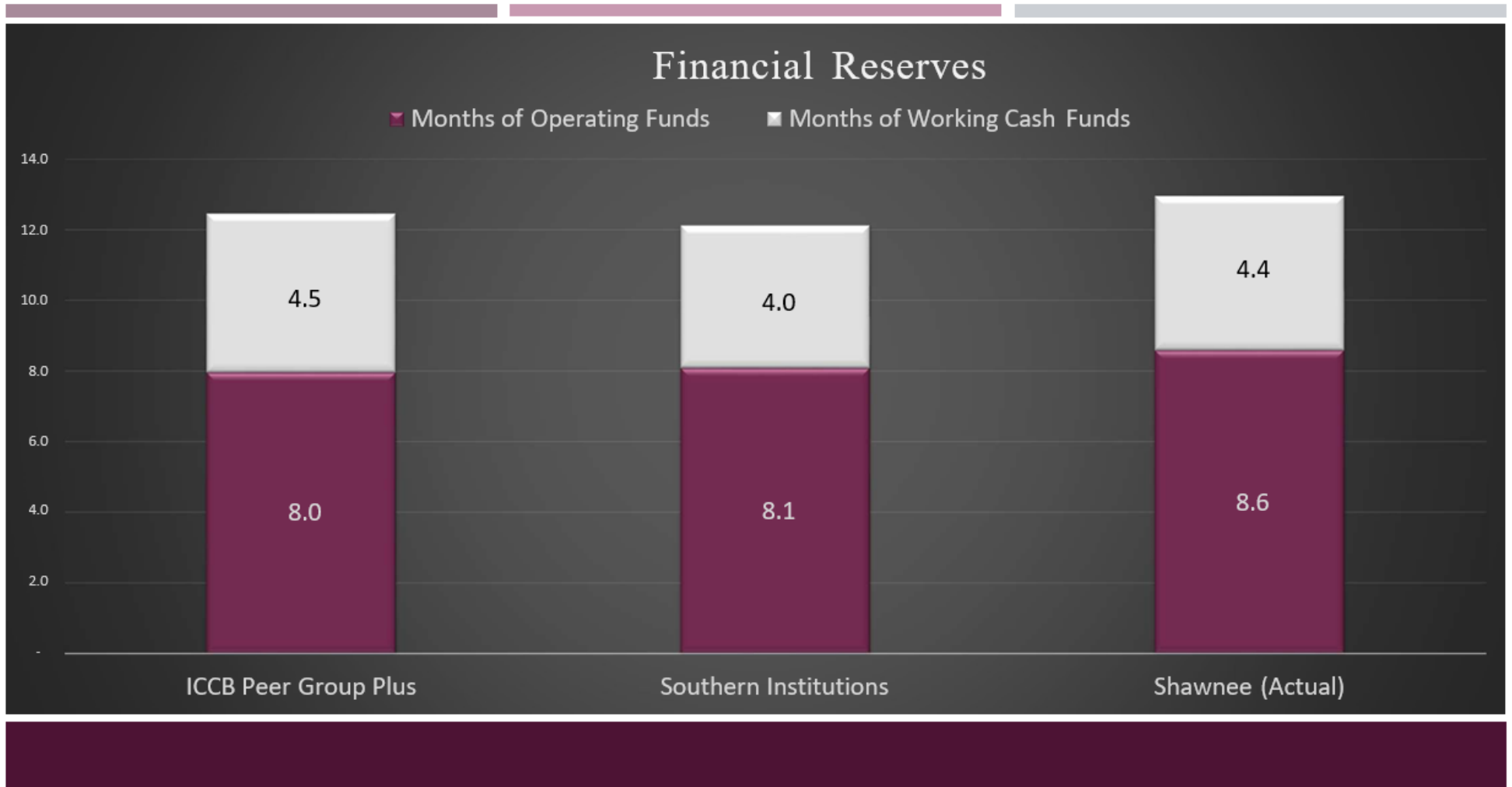
Fund	Minimum Threshold	Full Reserves Threshold
Operating	Four (4) Months General Fund Expenditures	Eight (8) Months General Fund Expenditures
Working Cash	Three (3) Months General Fund Expenditures	Six (6) Months General Fund Expenditures
Liability, Protection & Settlement	Six (6) Months of Fund Expenditures	Twelve (12) Months of Fund Expenditures
Capital Projects	\$500,000	No Maximum

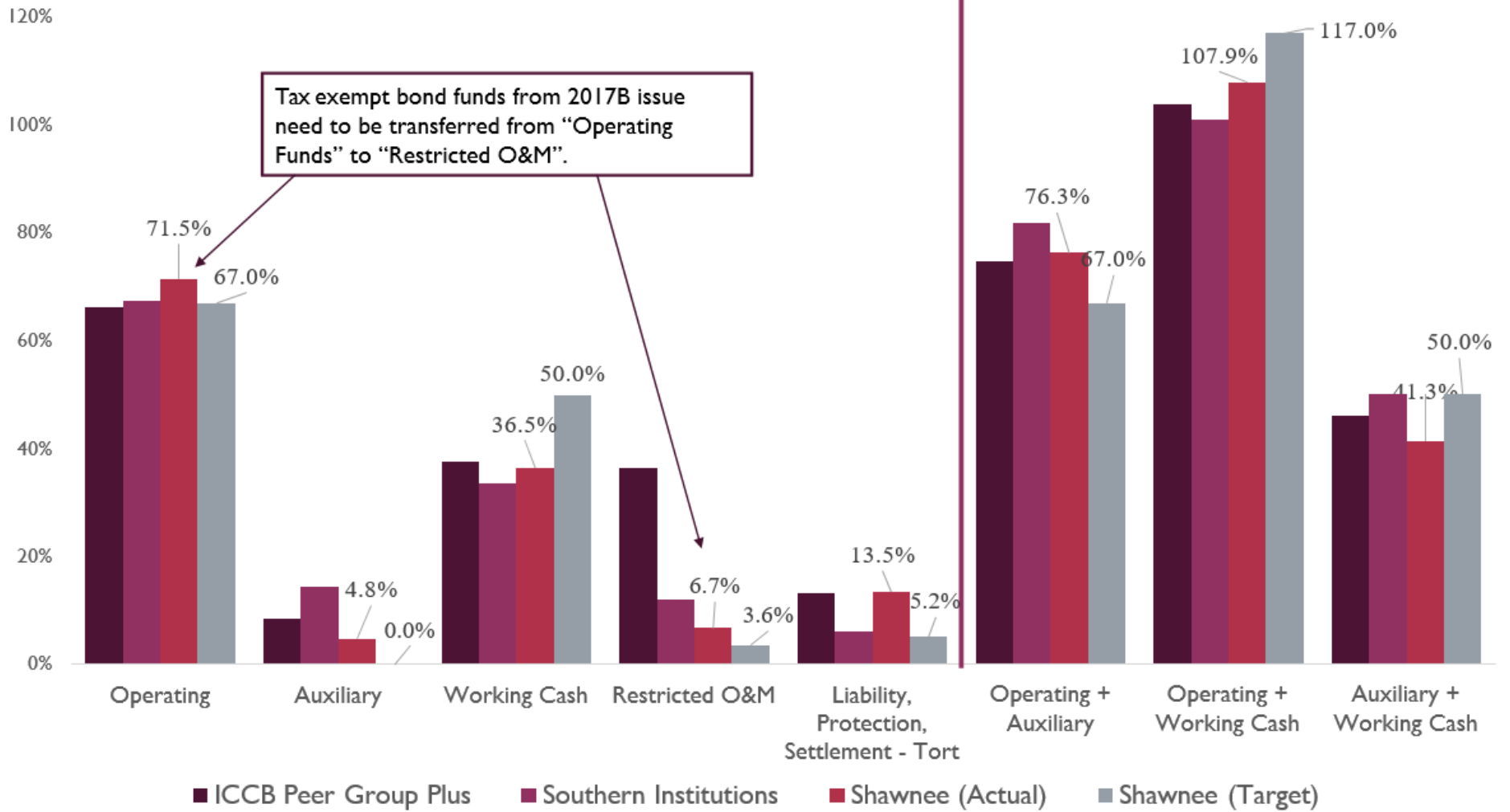
### Shawnee Reserve Goals (Proposed) Expressed as % of Annual Expenditures



	Operating	Auxiliary	Working Cash	Restricted O&M	Liability, Protection, Settlement - Tort
■ Shawnee (Target)	67.0%	0.0%	50.0%	3.6%	5.2%

Note: FY2020 General Fund Expenditures were \$13.5 million. The goal for operating funds would be 67% of this number, or \$9.0.



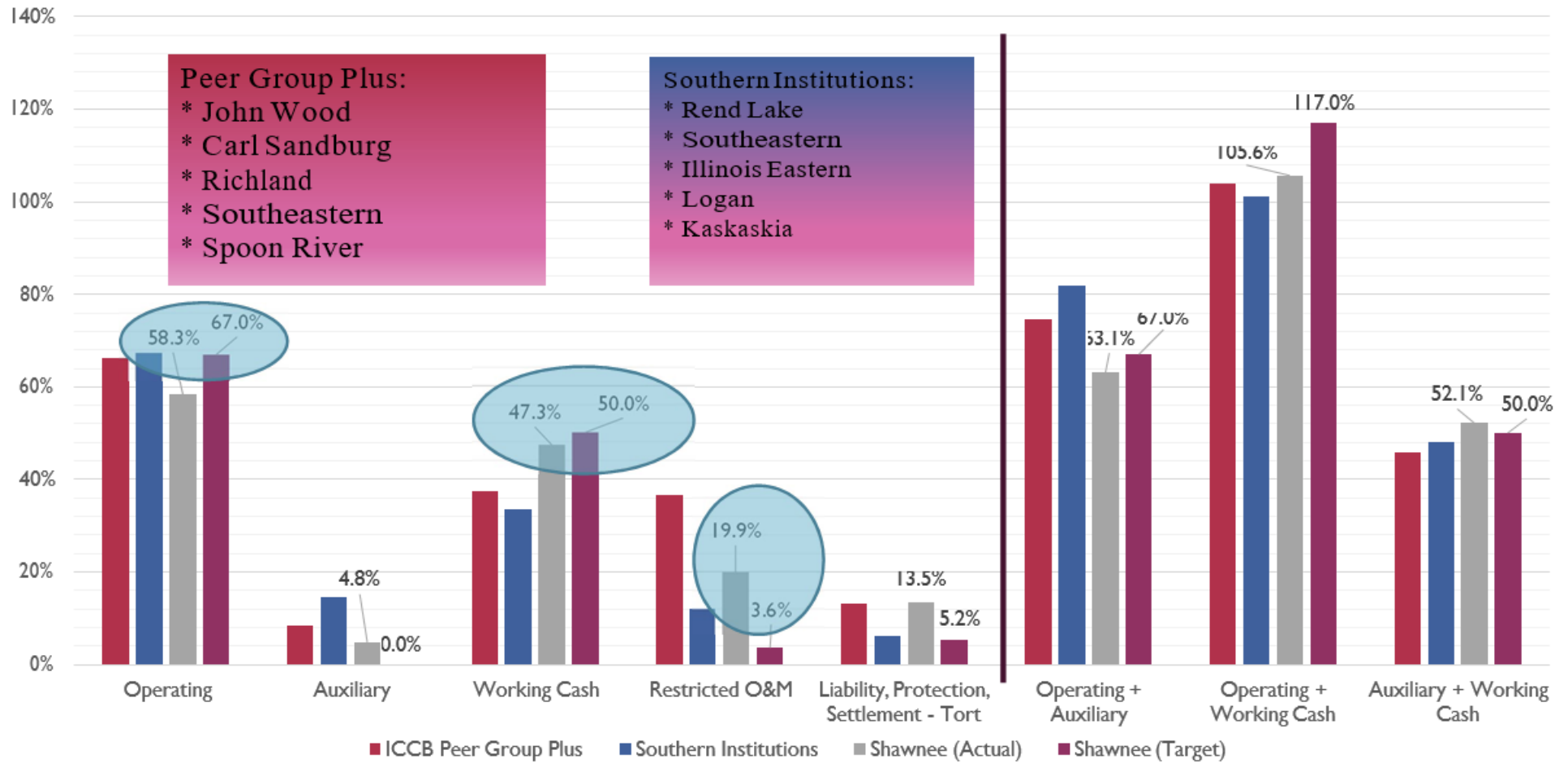


## RESERVE RELATED RECOMMENDATIONS

- 1) Begin increasing O&M Restricted fund balance by annually transferring General Fund targeted amount beginning with FY2023 or 2024.
- 2) With FY2023 budget, transfer remaining tax-exempt bond funds (2017B bond issue) from General Fund to either O&M Restricted (03) or other restricted fund to make it clear the funds are targeted for tax-exempt, capital purpose.
- 3) Increase the Working Cash Fund by \$1.0 - \$1.75 million to move toward reserve goal in a future bond issue.
  - Shawnee is presently \$1.9 million under the reserve top goal of 50% of annual expenses.
  - Current maximum additional bond eligibility for working cash is \$1.77 million.
  - Alternative is to build auxiliary fund with intent that it is secondary working cash source.



## “What if Recommendations Followed?”







The composite financial index (CFI) score serves as a key performance indicator (KPI) for measuring overall relative financial health. It was applied to higher education by the National Association of College and University Business Officers (NACUBO).

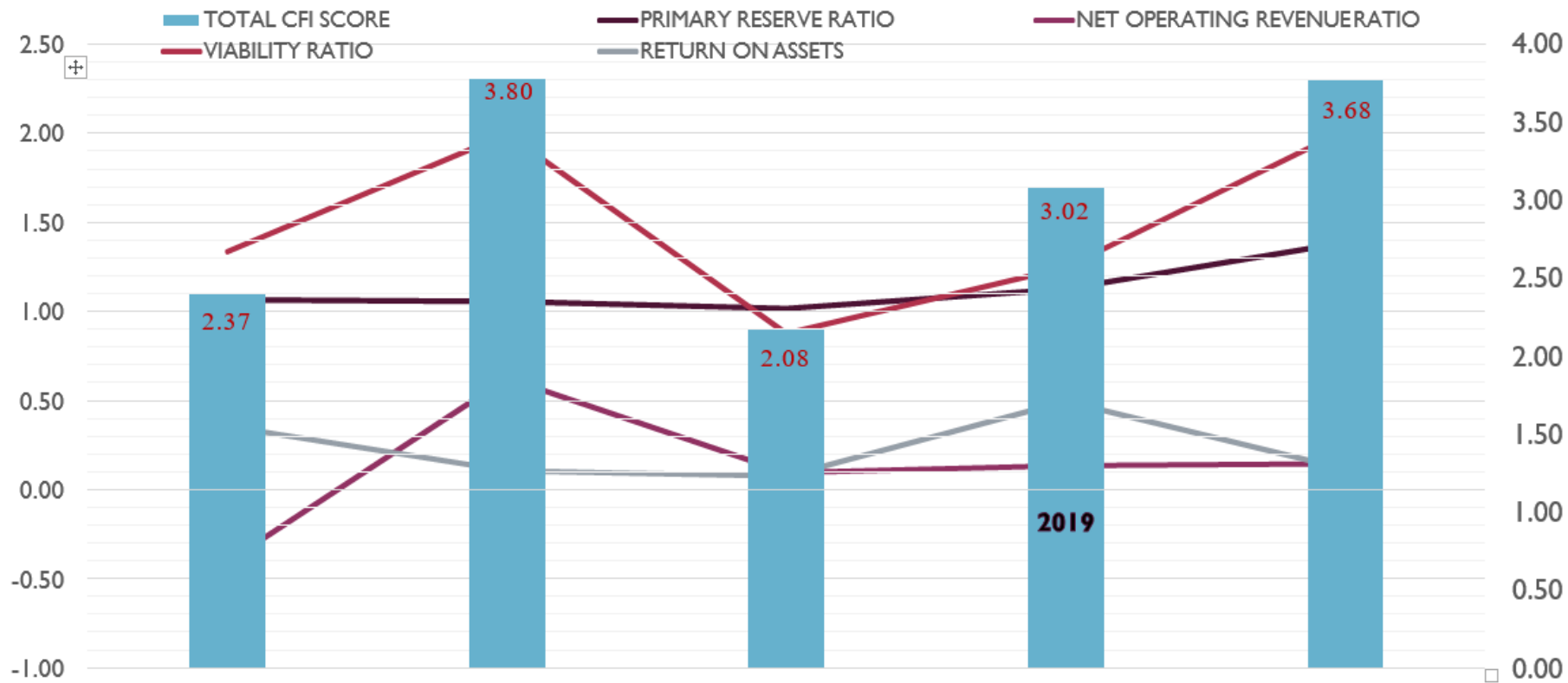
### CFI Ranges for Public Institutions

- HLC has identified ranges, or zones, of CFI values that indicate whether further review is required.
  - Above the Zone - 1.1 to 10.0
    - No additional follow-up is required for institutions with a CFI that falls above the zone.
  - In the Zone - 0 to 1.0
    - Further review is required.
    - 1<sup>st</sup> Year – HLC sends a “Letter of Concern” with requires response from college.
    - 2<sup>nd</sup> Year – Written report with financial documentation required.
  - Below the Zone - -4.0 to -.01
    - Same response as “In the Zone”, but with review by HLC peer reviewer panel each year until back “Above the Zone”.

### Shawnee - “Above the Zone” last 5 Years

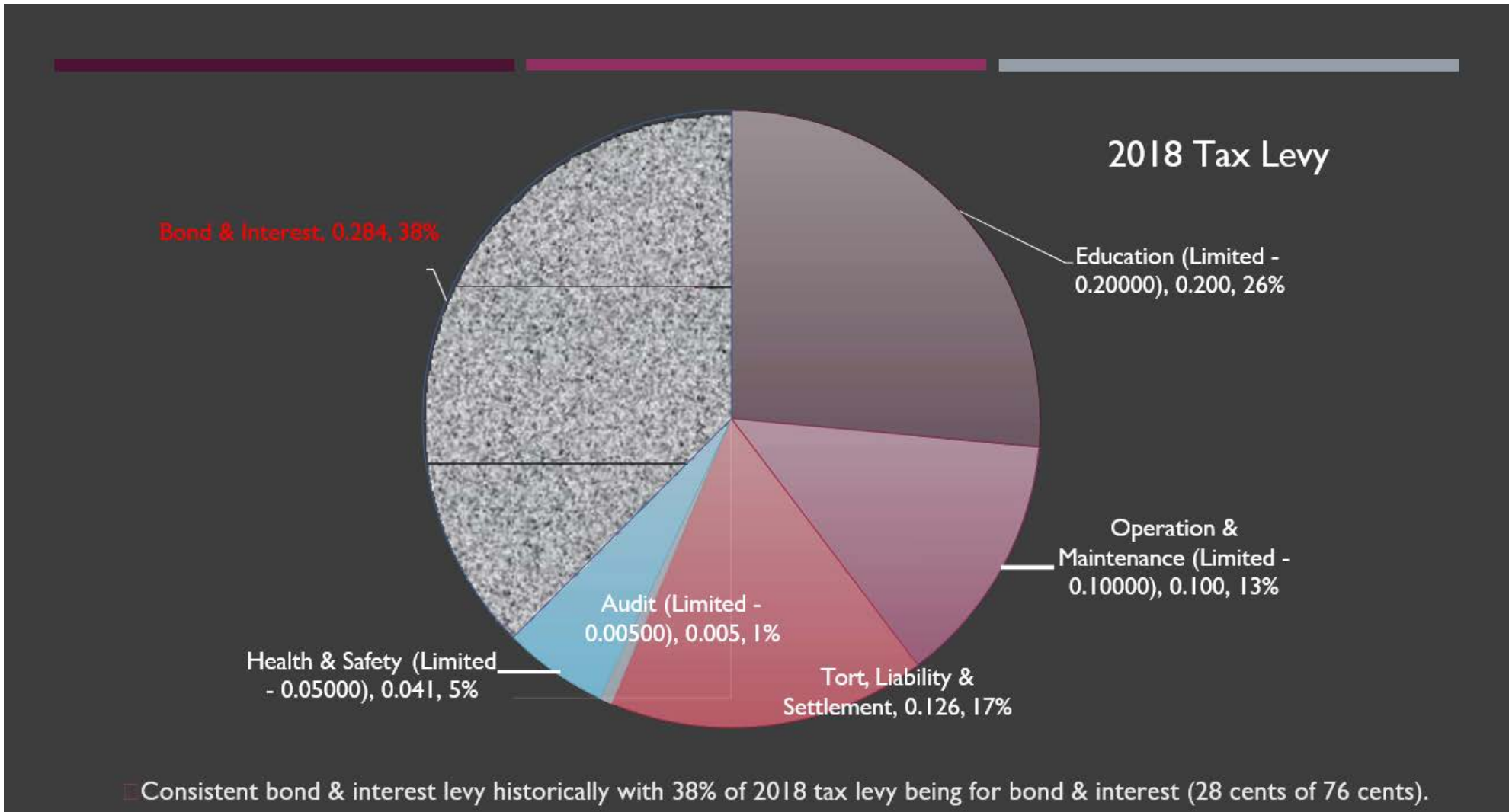
PRIMARY RESERVE RATIO	1.39	1.13	1.02	1.06	1.07
NET OPERATING REVENUE RATIO	0.15	0.14	0.10	0.63	-0.40
VIABILITY RATIO	2.02	1.25	0.88	2.00	1.34
RETURN ON ASSETS	0.12	0.50	0.08	0.11	0.36
TOTAL CFI SCORE	3.68	3.02	2.08	3.80	2.37

### CFI Scores by Component



## DEBT PLANNING

- What is debt planning?
  - Answer: We plan on getting out of debt!
  - Better Answer: Identifying opportunities where a planned, significant investment is needed to multiply the returns of the investment over the cost of the debt (interest).
    - Current municipal bond market interest rates for A+ rating for 5- and 10-year municipal bonds are 0.70% to 1.45%, respectively.
- What investment could the College make in 2 years to grow enrollment?
- Recommendation: Conduct a Request for Qualifications (RFQ) for Financial Advisor Services in Fall 2021 by committee named by the Board Chairperson. Chosen firm would provide recommendations to the administration on timing of future debt issues and bond sale methodology (competitive versus negotiated, etc.).
  - Timeline has been given to Dr. Taylor that would accomplish capital/working cash bond to replace the existing bond levy.



## BRAD'S "TO DO LIST" IN LAST WEEK

- Present Margin Analysis to Dr. Taylor
- Draft Additional Policies and Procedures
  - Fraud Abuse & Whistleblower Protection Policy (New)
  - Capital Planning – Admin Procedure for Bp7270
- Lost Revenue Analysis Resulting from < Full Funding of ICCB Grants
- Recommendations for Board Financial Reporting Changes for Readability, Application and Frequency
- Fy2022 Capital Proposal for Budgeting Purposes – Presented in May
- Fy2022 Risk Management Plan – Presented in May
- Various Strategic Plan Recommendations to Dr. Taylor
  - Cloud-based Budgeting Platform to Assist in Multi-year Financial Projections
  - Sustainability Plan Development



# QUESTIONS?

[Return to Agenda](#)

## Board Memorandum



### Board of Trustees

Cathy Belcher  
James Darden  
Steve Heisner  
Michael McMahon  
Randy Rushing  
John Windings  
Andrea Witthoft

### Student Trustee

Steve Etter

### President

Dr. Tim Taylor

### Vice Presidents

Dr. Kathleen Curphy  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Non-Discrimination & Harassment Policy  
**Date:** 04/05/21

**Background:** This policy was presented for first read at the January 11, 2021 Board Meeting. Since that time, the College's Shared Governance Committee reviewed the policy. Members of the Shared Governance Committee shared this policy with their representative areas and requested feedback for improvement. Further, the policy was placed out for general institutional comment and review from all administrative and administrative support staff... again requesting feedback for improvement. At the conclusion of these efforts, no changes were recommended from the January version.

In addition to this **Board** policy, a revised set of Title IX **administrative** policy, procedures, and guidelines are currently being vetted by our shared governance system. It is our intent that these administrative documents support (and be linked to) the Board's Non-Discrimination & Harassment Policy. We anticipate these documents will be available for public inspection and Board review by the end of May 2021.

Finally, continuing past Board efforts to separate policy from procedure and strengthen future policy governance and College shared governance processes, we have analyzed the influence of the proposed Non-Discrimination & Harassment policy on current Board policies 4510, 4511, 4515, 4520, 4540, 4550 and 8313. For your convenience, I've attached those policies to this memo. Here is a summary:

- 4510 – Equal Opportunity & Affirmative Action Policy
- 4511 – Harassment Policy
- 4515 – Sexual Misconduct -Title IX Policy, Procedures, and Guidelines
- 4520 – Sexual Misconduct -Employee Rights Policy, Procedures, and Guidelines
- 4540 –Sexual Assault Prevention Task Force Policy
- 4550 – False Reports Policy
- 8313 – Sexual Misconduct -Students Policy
- 8313A – Sexual Misconduct Student Procedures

Clearly, the proposed Non-Discrimination & Harassment Policy, provides Board guidance while creating potential to eliminate duplication and conflicting information from existing policies. Once the administrative policies, procedures, and guidelines noted earlier are ready for implementation, we will propose the elimination of policies 4510, 4511, 4515, 4520, 4540, 4550, 8313, and procedure 8313A.

**Recommendation:** I recommend the Board adopt the proposed Non-Discrimination & Harassment Policy.



# Policy

**Policy Type:** Board      **Policy Title:** Non-Discrimination & Harassment      **Number:** BXXXX  
**Responsible:** Human Resources & Student Services  
**Related Policies:** A45xx  
**Linked Procedures:**  
**Related Laws:** Title VI, Title VII, Title IX, 110 ILCS 155, 740 ILCS 24  
**Related Standards**  
**HLC Criterion:** 1C2, 2A, 3B3, 3C1

## Policy Statement

The Board is committed to ensuring the College's learning and work environments reflect the values of inclusiveness, equity, and mutual respect. Specifically, students and employees receive value when they perceive they have been treated equitably in an inclusive environment which leads to mutual understanding and respect; students and employees receive great value when they perceive their campus climate is inclusive and equitable, which often leads to a sense of belonging, improved perceptions of the campus atmosphere, and a willingness to accept intellectual challenges; finally, students receive greatest value from an equitable and inclusive learning environment where their unique learning needs and backgrounds are recognized and embraced which enables them to persist and complete their programs of study.

To achieve these benefits, the Board directs the CEO to:

- Establish, implement, and continuously improve activities, programs, and administrative policies, procedures, guidelines, rules, and practices designed to improve the College's inclusive and equitable learning and work environment.
- Ensure all administrative policies, procedures, rules, guidelines, and practices comply with all applicable laws, including, but not limited to, the Title VI, Title VII, & Title IX components of the Civil Rights Act; the Illinois Civil Rights Act of 2006 (740 ILCS 24); and, the Preventing Sexual Violence in Higher Education Act (110 ILCS 155).
- Ensure administrative policies apply to students, all employees, and third parties at Shawnee Community College.

## Change Log

Date of Change	Description of Change	Responsible Party
	Initial Adoption	Board of Trustees

[Return to Agenda](#)

**STATEMENT OF POLICY FOR STUDENTS AND EMPLOYEES****4510**

Shawnee Community College is an equal opportunity affirmative action institution.

Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to his or her race, color, religion, sex, national origin, ancestry, citizen status, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.

Affirmative action shall be undertaken to insure an equitable representation of groups determined by employment utilization analysis to be under-represented.

All grievances shall be filed according to the board-approved grievance systems established for college employees.

Requests for further information or complaints of affirmative action or Title VIII violations should be directed to the Vice-President of Student and Administrative Services, Shawnee Community College, Ullin, Illinois 62992 or the Illinois Department of Human Rights, Chicago, Illinois.

*Revised: December 2014*

**HARASSMENT****4511**

Shawnee Community College is strongly committed to establishing and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment. Harassment, whether sexual, racial, ethnic, religious, or based on a handicap, is expressly prohibited by law. It is contrary to the fundamental ethical standards of the academic community, and it violates the special bond of intellectual dependence and trust. It is a violation of various state and federal statutes and regulations and it is strongly opposed in all its forms and manifestations at Shawnee Community College. Efforts will be made to maintain and enhance the college as an institution that serves all of our citizens in an atmosphere of mutual trust and respect.

The college expressly condemns and prohibits all forms of harassment and considers all such acts to be serious breaches of our public trust and contrary and detrimental to the mission of Shawnee Community College.

The college will take whatever action it deems necessary or appropriate to prevent behavior that violates this policy. Students, faculty, and staff may be disciplined, expelled, or terminated in the college's discretion for violations of this policy and in accordance with the applicable provisions of the Student Handbook, Notice of Employment, or other provisions of these policies.

**SEXUAL MISCONDUCT – TITLE IX****4515**

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in any federally funded education program or activity. As such, Title IX mandates that no person shall be excluded from participation in or discriminated against on the basis of sex in programs or activities at educational institutions that receive federal financial assistance.

Sexual misconduct is a form of sex discrimination. Sexual misconduct for the purposes of this policy includes but is not limited to sexual harassment, sexual assault, stalking, and sexual exploitation. Additionally, sexual misconduct is any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating another person at whom the action is directed. Shawnee Community College policies are designed to meet requirements of the state of Illinois' laws prohibiting discrimination based upon sex, sexual orientation, and gender identity. These policies apply to all employees, students, and third parties at Shawnee Community College.

Shawnee Community College prohibits all forms of sex offenses and considers all such acts to be entirely unacceptable and unwarranted. Sex offenses are violations of the Illinois Criminal Code and are prosecutable as such. The College is committed to assisting in the prevention of sex offenses, and is determined to apprehend, discipline, and/or prosecute violators. The college will provide immediate respectful support to victims of sex offenses and will ensure that a victim of sexual assault is allowed an opportunity to seek the necessary medical and/or psychological treatment and testing which is usually free of charge, to preserve physical evidence of sexual violence.

The Pulaski County Sheriff's Office, Illinois State Police, or other law enforcement agency assigned to the investigation, may assist the victim through available options. Any such incidents should promptly be reported to the Vice-President of Student Success and Services/Affirmative Action Officer or the Human Resource Officer.

Shawnee Community College adheres to all Title IX standards that prevent and rectify any form of discrimination. Additionally, the college complies with the Jeanne Clery Act regarding disclosure of campus security and campus crime statistics, the Violence Against Women Act (VAWA), and the Campus SaVE (Sexual Violence Elimination) Act. Shawnee Community College holds any individual or group of individuals aiding or promoting any behavior or culture not in agreement with its policies as accountable and therefore susceptible to the same consequences as any individual directly violating its policies.

The primary responsibility of both the Title IX Coordinator and the Associate Title IX Coordinator is to coordinate the College's Title IX compliance efforts. The Title IX Coordinator and Associate Title IX Coordinator responsibilities include, but are not limited to:

1. Coordination of all educational programs for the prevention of Title IX violations.
2. Producing required Title IX educational materials for the use of the college.
3. Investigation of Title IX complaints.
4. Determination as to the extent of confidentiality for each complaint.
5. Coordination with local law enforcement pertaining to any Title IX allegations.
6. Coordination of all training programs for Title IX.
7. Promote a culture of fairness to all people involved.

**SCC PERSONNEL**

**Title IX Coordinator**

Jipaum Askew-Robinson, Vice President of Student Success and Services  
8364 Shawnee College Road, Ullin, IL  
jjipaumr@shawneecc.edu  
(618) 634-3360

**Title IX Associate Coordinator**

Emily Forthman, Director of Human Resources  
8364 Shawnee College Road, Ullin, IL  
emilyf@shawneecc.edu  
(618) 634-3223

**SCC Security**

8364 Shawnee College Road, Ullin, IL  
(618) 634-3232

**Title IX I Advocate**

Director – Lindsay Meisinheimer Johnson  
Anna Center, 1150 E. Vienna St., Anna, IL  
(618) 833-3399

**Title IX Advocate**

Director - vacant  
Location to be determined, Cairo, IL  
(618) 734-3660

**Title IX Advocate**

Faye-Joyner-Keene, Director  
Metropolis Extension Center, 5385 Industrial Park Rd., Metropolis, IL  
(618) 524-3003

Third party (i.e. Individuals who are not considered faculty, staff, or students) should file complaints or report any Title IX violations to any one of the individuals listed above.

**SCC Confidential Resource**

Individuals designated as a confidential resource will not report any information to the Title IX Office except in the rare case an individual is an imminent risk of harm to his or herself or others or where the institution or advisor may be required to disclose information under state and/or federal laws.

**Confidential Resource (Not a mandated reporter)**

Monica Brahler, Student Counselor  
8364 Shawnee College Road, Ullin, IL  
(618) 634-3322

**COMMUNITY MEDICAL HELP FACILITIES**

**Union County Hospital**

517 North Main Street, Anna, IL 62906  
(618) 833-4511

**Massac Memorial Hospital**

28 Chick Street, Metropolis, IL 62960  
(618) 524-2176

**Southeast Hospital**

1701 Lacey Street, Cape Girardeau, MO 63701  
(573) 334-4822

**CRISIS AND COUNSELING CENTERS – Community Confidential Resources**

**Southeast Missouri Network Against Domestic Violence**

73 Sheridan Dr., Cape Girardeau, MO  
(573) 332-1900, After Hours: (877) 820-6278

**Massac County Mental Health**

206 West 5th Street, Metropolis, IL  
(618) 524-9368, Crisis: (877) 670-9753

**Union County Counseling Center**

204 South Street, Anna, IL  
(618) 833-8551, [www.uccinc.org](http://www.uccinc.org)

**FEDERAL AND STATE CRISIS HOTLINES**

Illinois Coalition Against Sexual Assault  
<http://www.icasa.org/home.aspx?PageID=500&>

RAINN (Rape, Abuse & Incent National Network)  
<https://rainn.org/about-national-sexual-assault-telephone-hotline>

Sexual Assault for the DOD (Department of Defense) Community  
<https://www.safehelpline.org/?gclid=CIGGwv36mMOCFZClaQodTP0Bng>

**COMMUNITY LAW ENFORCEMENT**

Pulaski County Sheriff's Dept..... (618) 748-9374  
Ullin Police Dept..... (618) 845-3109  
Alexander County Sheriff's Dept..... (618) 776-5920  
Union County Sheriff's Dept..... (618) 833-5500  
Massac County Sheriff's Dept..... (618) 524-2912  
Illinois State Police District #22..... (618) 845-3737  
*New Policy July 2015; Revised: October 2015, July 2016*



**SEXUAL MISCONDUCT – EMPLOYEE RIGHTS****4520****I. STATEMENT**

The purpose of the policy is to establish a strong commitment to prohibit and to prevent unlawful sexual misconduct in the work place, to define sexual misconduct in its various broad forms, define related terms directly affecting sexual misconduct, to set forth the foundational procedures for an employee to file a complaint regarding sexual misconduct and to establish a method for investigating and resolving those complaints of unlawful sexual misconduct.

Sexual misconduct of any employee, including a supervisor or a management employee by a supervisor, management employee, co-worker, another person on the premises of Shawnee Community College, other than an employee (e.g., a visitor or business invitee), or any other person having contact with an employee while the employee is engaged in the performance of his/her employment duties will not be tolerated.

Disciplinary action up to and including termination will be instituted for any behavior found to constitute sexual misconduct. Any retaliation against a person for filing a sexual misconduct charge or making a sexual misconduct complaint is also prohibited under the Illinois Whistleblower and Human Rights Act and any employee found to be retaliating against another employee will also be subject to disciplinary action up to and including termination.

**II. DEFINITIONS – SEX OFFENSES**

A. Definition of sexual harassment: Unwelcome sexual advances, request for sexual favors (i.e. quid-pro-quo), and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples: Sexual harassment includes, but is not limited to:

1. Speech, such as derogatory comments or slurs, lewd propositioning on the basis of sex or sex-orientated comments on appearance, including the dress or physical features of another person.
2. Physical acts, such as offensive touching, pinching, grabbing, patting, propositioning, or leering.
3. Visual insults including derogatory posters, cartoons, or drawings which are related to sex.

B. Sexual Assault: Sexual assault is any sexual act with another person without their knowledge or consent. Conduct of a sexual nature constitutes sexual assault when:

1. An act of sexual penetration by the use of force or threat of force;
2. An act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent;

3. An act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member; and/or,
4. An act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim.

Examples: Sexual assault includes any non-consensual contact, and is not limited to:

1. Rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts including over clothing.
2. Forced kissing, child sexual abuse, or sexual torture, dating violence, or domestic violence.

- C. Rape: Forcing someone to have sexual intercourse against their will.

Examples: Rape includes any non-consensual sex act with another, and is not limited to: Incest, date rape, statutory rape, or diminished capacity rape.

- D. Sexual Exploitation: Sexual exploitation means taking advantage of another person's sexuality without their knowledge for your personal gratification, profit or gain.

Examples: Excluding consent, sexual exploitation includes, but is not limited to:

1. Recording, photographing, viewing or distributing intimate or sexual material.
2. Exposing your genitals or coercing another to expose their genitals.
3. Pornography, prostitution, or voyeurism.

### III. DEFINITIONS – RELATED TERMS

- A. Sex Discrimination: Sex discrimination or gender discrimination is the adverse treatment of an individual based upon his/her sex as opposed to the person's individual attributes.

Examples: Sex/gender discrimination includes, but is not limited to:

1. Treating an individual differently due to their gender such as salary or discipline differentiation, ability to participate in activities.
2. Demeaning an individual.

- B. Consent: Consent is the agreement clearly communicated either verbally or non-verbally to engage in an activity. Note: Consent can only be established if there is no form of coercion, duress, incoherence, or incapacitation at the time of "consent". Anyone giving consent must have the ability and have the understanding of the act (i.e. no mental impairment). Consent is revocable at any time during an activity.

- C. Retaliation: Retaliation is any adverse action taken towards an individual in response to making a good faith report concerning violations.

Examples: Retaliation includes, but is not limited to threats, intimidation, and/or any other adverse actions affecting employment or education.

- D. Aiding or Facilitating: Refers to any individual or group of individuals facilitating an environment that promotes or encourages another individual to violate Shawnee Community College policy.
- E. Unwelcome or Unwanted Conduct: Unwelcomed or unwanted conduct is action conducted that is neither solicited, nor desired and is offensive.
- F. Stalking: Stalking is any repetitive, unwanted/unwelcomed activity or behavior directed at a specific person on at least two different occasions, causing the targeted person to feel his or her safety or well-being is at risk in some way.  
Examples: Stalking includes, but is not limited to:
1. Watching, following,
  2. Repeated, unsolicited and uninvited visits at the victim's place of business or domicile.
  3. Repeatedly sending unwanted messages, emails, or other communications.

#### **IV. INTERIM MEASURES**

To ensure the safety and to address concerns of faculty and staff, interim measures can be taken during the investigation process. Interim measures include, but are not limited to:

- Issuing an on-campus "no contact order"
- Restricting access to specific locations
- Issuing interim warning and/or discipline to the alleged perpetrator
- Adjusting work schedule/location
- Referral to counseling and/or health services
- Providing campus escorts

#### **V. SANCTIONS**

Based upon the results of an investigation finding that a faculty or staff member has violated college policy, violations will result in discipline up to and including termination.

#### **VI. COMPLAINT PROCEDURE**

1. An employee who believes he or she has experienced any form of sexual misconduct may make a complaint in writing by accessing the online complaint form or access a complaint form from any SCC campus and file a complaint by completing and submitting the complaint form anonymously or in person, by email, or by mail to any of the following persons:
  1. Vice President of Student Success and Services / Affirmative Action Officer.
  2. Human Resource Officer.
  3. Any other person designated by the President of Shawnee Community College.

Note: The College will take reasonable steps to keep reports as confidential as possible. The college, however, cannot guarantee the confidentiality of every report or complaint.

2. Upon receipt of a complaint by any of the above named individuals, that individual shall immediately notify the President of Shawnee Community College and provide the complainant a copy of their written rights.

3. Upon receiving the complaint, the President through the Vice President of Student Success and Services/Affirmative Action Officer and/or the Human Resource Officer shall:

Step 1:

1. Authorize the investigation of the complaint, which will include an interview with the complainant, the accused, and any other person believed to have any knowledge of the allegations surrounding the complaint. Both the complainant and the accused may have the opportunity to have others present during an interview including the opportunity to be accompanied by a representative during interviews.  
Note: Individuals present for the interview other than representatives must be pre-approved by the college.
2. Gather and review factual documents, including pay records, job assignment forms, evaluations, and/or other relevant information deemed necessary.
3. Make findings based upon the information gathered in interviews conducted, giving consideration to all factual information and the totality of the circumstances, including the nature (verbal, physical, or visual) of the abuse and the context in which it occurred.
4. Based upon the “preponderance of the evidence” as the evidentiary standard, make and report findings to appropriate persons, including the complainant, the accused and/or the supervisor of the accused.
5. If a violation is found, prompt remedial action will be imposed on the accused commensurate with the severity of the offense and the Board of Trustees will be notified.
6. Reasonable steps will be taken to protect the complainant from further misconduct and to protect the complainant from retaliation for having filed the complaint.

Step 2:

1. If the grievance is not resolved in Step 1, the complainant must, within seven calendar days of the Step 1, submit a legibly written statement of the grievance and a copy of the Vice-President of Student Success and Services’ decision (from Step 1) to the Vice-President of Student and Administrative Services to request a hearing.
2. Within ten work days of receipt of the documents specified in step 1 above, the Vice-President of Student Success and Services shall convene the Title IX Task Force\* for a hearing of the grievance. The accused student(s) and any faculty/staff member(s) concerned will be required to attend.
3. The Title IX Task Force\* will hear the grievance, render a decision and submit the decision in writing to the all concerned within ten calendar days of said hearing.

Note: If an employee of third party prefers to report an incident confidentially, the complaint can be made with one of the confidential crisis and counseling centers and federal or state crisis hotlines. Also, any complaints intentionally fielded falsely will not be tolerated by the college and are a violation of the Student Code of Conduct and may be subject to additional violations of state criminal laws and civil defamation laws.

\* The Title IX Task Force shall be comprised of the Title IX Coordinator, the Associate Title IX Coordinator, and at least three members of the Shawnee Community College faculty and staff.

*Revised: July 2015, October 2015, July 2016, May 2018*

[Return to Agenda](#)

**COMMUNITY TASK FORCE FOR COORDINATION AND PREVENTION OF SEXUAL ASSAULTS 4540**

Pursuant to the provisions of the Illinois Compiled Statutes, Shawnee Community College does hereby provide for the establishment, by December 1, 1996, of a Community Task Force whose number and appointment shall be at the discretion of the Board of Trustees of Shawnee Community College for the purpose of coordinating with the community leaders and the service providers to prevent sexual assaults and to ensure a coordinated response both in terms of law enforcement and victim services.

**FALSE REPORTS 4550**

Certain provisions of this policy manual permit employees to provide information or report specific behavior to the administration of Shawnee Community College. The College expects its employees to truthfully and accurately provide that information and report on that specific behavior. Consequently, any employee who falsely provides information or falsely reports specific behavior shall be subject to disciplinary action that may include termination.

**Sexual Misconduct – Student Rights 8313**

It is the policy of the Board of Trustees to comply with the CLERY Act and to establish an unwavering commitment to prohibit and prevent unlawful sexual misconduct toward any student by any other student or any Shawnee Community College employee at any time, on or off any campus facility.  
*(Reviewing authority – Shawnee Community College Board of Trustees.)*

**Sexual Misconduct – Students Rights (PROCEDURE)****8313A****I. STATEMENT**

The purpose of this policy is to define sexual misconduct in its various broad forms, define related terms directly affecting sexual misconduct, to set forth the foundational procedures for a student to file a complaint regarding sexual misconduct, and to establish a method for investigating and resolving those complaints of unlawful sexual misconduct.

Sexual harassment of any student by another student, any Shawnee Community College employee or other person on the premises of Shawnee Community College other than an employee (e.g., a visitor or business invitee), or any other person having contact with a student while that person is engaged in the performance of his employment duties will not be tolerated.

Disciplinary action up to and including termination of Shawnee Community College employees will be instituted for any behavior found to constitute sexual misconduct. Any retaliation against a person for filing a sexual misconduct charge or making a sexual misconduct complaint is also prohibited under the Illinois Whistleblower and Human Rights Act, and any person found to be retaliating against a student will also be subject to disciplinary action up to and including termination.

**II. DEFINITIONS – SEX OFFENSES**

- A. Definition of sexual harassment: Unwelcome sexual advances, request for sexual favors (i.e. quid-pro-quo), and other verbal and physical conduct of a sexual nature constitutes sexual harassment when
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic studies;
  2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; and/or
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Examples: Sexual harassment includes, but is not limited to:

1. Speech, such as derogatory comments or slurs, lewd propositioning on the basis of sex or sex-orientated comments on appearance, including the dress or physical features of another person.
2. Physical acts, such as offensive touching, pinching, grabbing, patting, propositioning, or leering.
3. Visual insults including derogatory posters, cartoons, or drawings which are related to sex.

- B. Definition of Sexual Assault: Sexual assault is any sexual act with another person without their knowledge or consent. Conduct of a sexual nature constitutes sexual assault when
- A. An act of sexual penetration by the use of force or threat of force;
  - B. An act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent;
  - C. An act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member; and/or

- D. An act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim.

Examples: Sexual assault includes any non-consensual contact, and is not limited to

1. Rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts including over clothing.
2. Forced kissing, child sexual abuse, or sexual torture, dating violence, or domestic violence.

- C. Definition of Rape: Rape is forcing someone to have sexual intercourse against their will.

Examples: Rape includes any non-consensual sex act with another, and is not limited to: Incest, date rape, statutory rape, or diminished capacity rape.

- D. Definition of Sexual Exploitation: Sexual exploitation means taking advantage of another person's sexuality without their knowledge for your personal gratification, profit or gain.

Examples: Excluding consent, sexual exploitation includes, but is not limited to

1. Recording, photographing, viewing or distributing intimate or sexual material.
2. Exposing your genitals or coercing another to expose their genitals.
3. Pornography, prostitution, or voyeurism.

### III. DEFINITIONS – RELATED TERMS

- A. Definition of Sex/Gender Discrimination: Sex discrimination or gender discrimination is the adverse treatment of an individual based upon his/her sex as opposed to the person's individual attributes.

Examples: Sex/gender discrimination includes, but is not limited to

1. Treating an individual differently due to their gender, such as salary or discipline differentiation, ability to participate in activities.
2. Demeaning an individual.

- B. Definition of Consent: Consent is the agreement clearly communicated either verbally or non-verbally to engage in an activity. Note: Consent can only be established if there is no form of coercion, duress, incoherence, or incapacitation at the time of "consent". Anyone giving consent must have the ability and have the understanding of the act (i.e. no mental impairment). Consent is revocable at any time during an activity.

- C. Definition of Retaliation: Retaliation is any adverse action taken towards an individual in response to making a good faith report concerning violations.

Examples: Retaliation includes, but is not limited to threats, intimidation, and/or any other adverse actions affecting employment or education.

- D. Definition of Aiding or Facilitating: Aiding or Facilitating refers to any individual or group of individuals facilitating an environment that promotes or encourages another individual to violate Shawnee Community College policy.
- E. Definition of Unwelcomed or Unwanted Conduct: Unwelcomed or unwanted conduct is action conducted that is neither solicited, nor desired and is offensive.
- F. Definition of Stalking: Stalking is any repetitive, unwanted/unwelcomed activity or behavior directed at a specific person on at least two different occasions, causing the targeted person to feel his or her safety or well-being is at risk in some way.

Examples: Stalking includes, but is not limited to

1. Watching, following;
2. Repeated, unsolicited and uninvited visits at the victim's place of business or domicile; and/or
3. Repeatedly sending unwanted messages, emails, or other communications.

#### IV. INTERIM MEASURES

To ensure the safety and address concerns, interim measures can be taken during the investigation phase. Interim measures include, but are not limited to

- Adjusting academic deadlines, course schedules, withdrawals, without any penalties
- Issuing an on-campus "no contact order"
- Restricting access to specific locations
- Issuing interim warning and/or discipline to the alleged perpetrator
- Adjusting work schedule/location
- Referral to counseling and/or health services
- Providing campus escorts

#### V. SANCTIONS

Based upon the results of an investigation finding that a student has violated college policy, a sanction or combination of sanctions will be imposed. The Vice President of Student Success and Services, and/or Title IX Task Force determines and issues sanctions, giving consideration to the following:

- The seriousness/severity of the incident;
- The student's understanding of his/her responsibility/involvement;
- The rights of others in the community;
- The disciplinary record of the person(s) involved; and/or
- Any special/mitigating circumstances.

Sanctions and disciplinary actions include, but are not limited to

**Disciplinary Warning** – The student is given written or verbal warning that further misconduct will result in more severe disciplinary action.

**Educational Development** – The student is required to attend a program and/or counseling sessions.

**Restitution** – The student is required to make payment to the College, and/or to person(s) and/or group(s) that incurred damages.

**Relocation** – The student may be required to move to another class or SCC campus.

**Loss/Limitation of Privileges** – The student will lose campus privileges for a temporary or permanent period of time.

[Return to Agenda](#)



**No Contact** – The student will be prevented from addressing or communicating with particular parties and/or individuals.

**Probation** – The student will be placed on disciplinary probation requiring the student to remain free from any kind of disciplinary trouble during a predetermined time period.

**Suspension** – The student will be dismissed from the College for a period of time. Return to SCC as a student will be considered if the student requests in writing to the Vice President of Student Success and Services his/her intent to return and why the request should be granted.

**Expulsion** – The student is permanently dismissed from the College and is banned from all SCC campus sites. \*Expelled students are not entitled to any refunds.

**Note:** More than one (1) sanction may be imposed for any single violation.

## VI. COMPLAINT PROCEDURE

### A. Step 1:

1. A student who believes he or she has experienced any form of sexual misconduct may make a complaint in writing in writing with the complaint form that can be accessed online or from any SCC campus. The student can submit the complaint form in person, by email, or by mail to any of the following persons:
  - a. Vice President of Student Success and Services.
  - b. Human Resource Director/Affirmative Action Officer
  - c. Any other person designated by the President of Shawnee Community College. Note: The College will take reasonable steps to keep reports as confidential as possible; it cannot guarantee the confidentiality of every report or complaint.
2. Upon receipt of a complaint by any of the above named individuals, that individual shall immediately notify the President of Shawnee Community College and provide the complainant a copy of their written rights.
3. Upon receiving the complaint, the President through the Vice President of Student Success and Services and/or the Human Resource Director/Affirmative Action Officer shall:
  - a. Authorize the investigation of the complaint, which will include an interview with the complainant, the respondent, and any other person believed to have any knowledge of the allegations surrounding the complaint. Both the complainant and the respondent shall have the opportunity to have others present during an interview including the opportunity to be accompanied by a representative during investigations.
  - b. Gather and review factual documents, including student records.
  - c. Make findings based upon the information gathered in interviews conducted, giving consideration to all factual information and the totality of the circumstances, including the nature (verbal, physical or visual) of the abuse of the context in which it occurred.
  - d. Based upon the “preponderance of the evidence” as the evidentiary standard, the Vice President of Student Success and Services will submit a written report of the findings to appropriate persons, including the complainant and the respondent.
  - e. If a violation is found, prompt remedial action will be imposed on the respondent commensurate with the severity of the offense and the Board of Trustees will be notified.
  - f. Reasonable steps will be taken to protect the complainant from further misconduct and to protect the complainant from retaliation for making the complaint.

B. Step 2:

1. If the complaint is not resolved in Step 1, the complainant must, within seven (7) college working days of the Step 1 answer, submit a legibly written statement and a copy of the Vice-President of Student Success and Services' decision (from Step 1) to the Vice-President of Student Success and Services to request a hearing.
2. Within ten (10) college working days of receipt of the documents specified in Step 1 above, the Vice-President of Student and Administrative Services shall convene the Title IX Task Force\* for a hearing of the complaint. The respondent(s) and any faculty/staff member(s) concerned will be required to attend.
4. The Title IX Task Force\* will hear the complaint, render a decision, and submit the decision in writing to the student(s) and concerned faculty/staff member(s) within ten (10) calendar days of said hearing.

\* The Title IX Task Force shall be comprised of the Title IX Coordinator, the Associate Title IX Coordinator, and at least three members of the Shawnee Community College faculty and staff.

Note: If a student or third party prefers to confidentially report an incident, the complaint can be made in writing with the complaint form that can be accessed online or from any SCC campus. The form can be submitted anonymously via personal delivery or by mail to any of the following persons: Vice President of Student Success and Services, Human Resource Director/Affirmative Action Officer, or any other person designated by the President of Shawnee Community College.

VII. APPEALS

A. Right to Appeal

1. Students and student organizations have the right to appeal decisions in all disciplinary cases. The appeal must be made in writing to the Vice-President of Student Success and Services within five (5) college working days. A hearing must be held within ten (10) college working days of receipt of the request to appeal.
2. While an appeal is pending, all sanctions imposed, unless a temporary class suspension from the college has been ordered, shall be held in abeyance, and the student's status on campus shall in no way be affected.
3. As briefly stated, all sanctions involving expulsion or suspension are automatically heard by the Disciplinary Hearing Committee.
4. Other sanctions may be appealed to the Disciplinary Hearing Committee on written request to the Vice President of Student Success and Services.
5. Final written appeal for the sanctions of expulsion or suspension may be made within five (5) college working days to the President of the College and the Board of Trustees. The President must respond to the appeal within ten (10) college working days. The Board of Trustees may or may not respond within thirty college working days.

*(Reviewing authority – Shawnee Community College - College Council)*

## Board Memorandum



### Board of Trustees

Cathy Belcher  
James Darden  
Steve Heisner  
Michael McMahon  
Randy Rushing  
John Windings  
Andrea Witthoft

### Student Trustee

Steve Etter

### President

Dr. Tim Taylor

### Vice Presidents

Dr. Kathleen Curphy  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Lisa Price  
**RE:** Financial Aid Policy  
**Date:** 04/05/21

**Background:** This policy was presented for first read at the January 11, 2021 Board Meeting. Since that time, the College's Shared Governance Committee reviewed the policy. Members of the Shared Governance Committee shared this policy with their representative areas and requested feedback for improvement. Further, the policy was placed out for general institutional comment and review from all administrative and administrative support staff... again requesting feedback for improvement. At the conclusion of these efforts, no changes were recommended from the January version.

In addition to this Board policy, a revised set of Financial Aid administrative policies, procedures, and guidelines are currently being vetted by our shared governance system. It is our intent that these administrative documents support (and be linked to) the Board's Financial Aid Policy. We anticipate these documents will be available for public inspection and Board review by the end of May 2021.

Finally, continuing past Board efforts to separate policy from procedure and strengthen future policy governance and College shared governance processes, we have analyzed the influence of the proposed Financial Aid policy on current Board policies 8153, 8154, 8154A, 8155, 8155A, 8156, 8156A, 8157, and 8157A. For your convenience, I've attached those policies to this memo. Here is a summary:

- 8153 – Satisfactory Academic Progress policy procedures, & guidelines
- 8154 – Student Eligibility Code (i.e. Ability to Benefit) policy
- 8154A – Student Eligibility Code (i.e. Ability to Benefit) procedures
- 8155 – Reporting Fraud and Abuse policy
- 8155A – Reporting Fraud and Abuse procedures
- 8156 – Release of Financial Aid Information policy
- 8156A – Release of Financial Aid Information procedures
- 8157 – Special Circumstances (i.e. Professional Judgment) policy
- 8157A – Special Circumstances (i.e. Professional Judgment) procedures

Clearly, the proposed Financial Aid Policy, provides Board guidance while creating potential to eliminate duplication and conflicting information from existing policies. Once the administrative policies, procedures, and guidelines noted earlier are ready for implementation, we will propose the elimination of policies 8153, 8154, 8155, 8156, and 8157 and procedure 8154A, 8155A, 8156A and 8157A.

**Recommendation:** I recommend the Board adopt the proposed Financial Aid Policy.



# Policy

<b>Policy Type:</b> Board	<b>Policy Title:</b> Financial Aid	<b>Number:</b> BXXXX
<b>Responsible:</b> Student Services		
<b>Related Policies:</b> A81xx		
<b>Linked Procedures:</b> 81xx		
<b>Related Laws:</b> Title IV, 105 ILCS 5		
<b>Related Standards</b>		
<b>HLC Criterion:</b> 1C2, 2A, 3B3, 3C1		

**Policy Statement**

The Board is committed to ensuring students have the essential financial resources needed to help them identify, pursue, persist, and complete their academic goals. To that end, students benefit from financial resources and programs that assist them with identifying options to pay for their courses and programs.

To achieve this benefit, the Board directs the CEO to:

- Establish, implement, and continuously improve activities, programs, and administrative policies, procedures, guidelines, rules, and practices designed to allow students to access appropriate Federal and State Financial Aid.
- Ensure all administrative policies, procedures, rules, guidelines, and practices comply with all applicable laws, including, but not limited to, Title IV of the Higher Education Act.
- Conduct periodic internal audits to ensure financial aid policies, procedures, guidelines, rules, and practices comply with evolving Federal and State rules.

**Change Log**

Date of Change	Description of Change	Responsible Party
	Initial Adoption	Board of Trustees

**Standards of Satisfactory Academic Progress for Financial Aid Recipients****8153**

It is the policy of the Board of Trustees to comply with all federal and state laws as it relates to financial aid procedures. The Standards of Satisfactory Academic Progress (SAP) at Shawnee Community College are compliant with U. S. Department of Education regulations, other relevant federal regulations, and the policies of the Illinois Student Assistance Commission. The Shawnee Community College Financial Aid Office is responsible for ensuring that all students who receive federal and state student financial aid are meeting these standards. This policy will be amended whenever applicable federal or state laws or regulations are changed. Other amendments to the policies will be considered through Shawnee Community College policy revision procedures.

Each student who receives federal and/or state student financial assistance must maintain SAP, according to the policies outlined below, in order to continue to receive financial aid. These policies determine SAP in relation to eligibility for the Federal Pell grant, Federal SEOG grant, Federal Work-Study, Federal Veteran's Administration Benefits, SCC Institutional Work-Study, the Illinois Student Assistance Commission's Monetary Award Program, and the Illinois Veteran's Grant, Illinois National Guard, and MIA/POW Scholarship.

At Shawnee Community College, an academic year is defined as two semesters of 15 weeks or more (fall and spring semesters). The summer semester is considered to be part of the previous academic year. In order to assure that a student is satisfactorily progressing toward a certificate or degree, the progress of each student who has received financial aid for at least one of the prior terms in the Shawnee Community College academic year will be assessed after each semester to determine the progress made for the last semester of attendance. Students, who have attended SCC in the past, whether or not they received financial aid, will be assessed prior to receiving aid. Grade and time requirements are in effect for all attempted credit hours, whether the student received financial aid or not. Student progress will be measured in the most recent formally declared program. Transfer students will be assessed for SAP related to grades and percentage of hours earned based only upon courses attempted at Shawnee Community College. Certificate or degree completion will be assessed on Shawnee Community College hours and on hours formally transferred and accepted by Shawnee Community College.

**Grade Requirements**

Each financial aid recipient must be enrolled in an eligible certificate or degree program, and maintain at least a 2.00 cumulative grade point average (GPA) (equivalent to a "C" average) on a 4.00 scale. As long as the cumulative GPA is 2.00, regardless of the current GPA, the student is maintaining satisfactory progress in relation to grade requirements.

Whenever a student's cumulative GPA drops below 2.00, the student will be placed on financial aid warning for the following semester. During the warning semester, the student must attain a 2.00 cumulative GPA to retain financial aid eligibility.

If the student does not attain a 2.00 cumulative GPA during the warning semester, the student will no longer be eligible, and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

Following the semester in which the cumulative GPA reaches 2.00, the student will be taken off of warning or suspension.

**Maximum Time Frame**

A student is expected to complete an Associate Degree after attempting no more than 96 credit hours (150% of 64); to complete a one-year Certificate program after attempting no more than 51 credit hours (150% of 34); and to complete a less-than-one-year Certificate program after attempting no more than 24 credit hours (150% of 16).

Due to required prerequisites in the LPN/ADN programs before a student will be formally accepted into the programs, an LPN student is expected to complete the Certificate after attempting no more than 77 credit hours (150% of 51) and an ADN student is expected to earn the Associate Degree after attempting no more than 122 credit hours (150% of 81).

**Hours Requirement**

Once the allowable level of credit hours attempted has been reached, the student will be placed on financial aid suspension until the appropriate certificate or degree has been completed. To maintain academic progress over time, a student must, by the end of the first full academic year of attendance (one fall and one spring semester), and each year thereafter, have successfully earned 67% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10th day of each semester. If 67% of attempted hours have not been successfully completed, the student will be placed on financial aid warning for one semester. During the warning semester, the student must enroll in and pass enough hours to have successfully earned 67% of attempted hours by the end of the semester.

If the student does not attain the 67% level during the warning semester, the student will no longer be eligible and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded to the student until eligibility is reinstated.

When a student is placed on financial aid warning, probation, or suspension, a notification e-mail is sent to the student. SAP information is available on mySCC. However, lack of receipt of a notification email does not nullify the warning or suspension status.

Failures, Incompletes, Withdrawals, Audits, ABE/High School Equivalency, and Community Education courses are not counted as successfully-completed credit hours. Repeated courses are counted in the review of grade point averages and as an attempted course. All other credited courses, including pass/fail courses and remedial courses, are also counted.

If a student's grade is changed after a designation of financial aid warning, probation, or suspension, it is the student's responsibility to notify the Financial Aid Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from school will not change the student's SAP standing upon re-entering (i.e. if the student was ineligible upon withdrawing from school, he/she will still be ineligible when they return).

### **Monitoring Procedures**

Satisfactory progress toward the completion of a degree or certificate, the percentage of hours attempted that have been earned, and the federal requirement for a 2.00 cumulative GPA are monitored by the Financial Aid Office at the end of each semester for all enrolled students.

### Appeals

Students not meeting one or more of the SAP standards of SCC will be ineligible for continued financial assistance, as described, unless an appeal that justifies reinstatement is submitted and approved. A student may appeal suspension of financial aid by submitting, in writing, any mitigating circumstances that prevented the student from making the required progress.

An appeal letter, along with supporting documentation, appeal form, and degree audit should be sent to the Financial Aid Office at Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Appeals Committee, which serves as the financial aid advisory committee, at their next regularly scheduled meeting after the appeal is received. If the appeal is approved, the student's status is changed to probationary. The Scholarship Committee decision shall be final.

### **Reinstatement**

Students on probation or warning for grade requirements retain probationary or warning status as long as their current grade point average is 2.00 or better.

Students who are on suspension because a certificate or degree has not been completed within 150% of attempting the normal credit hours needed will be reinstated after they have processed an approved graduation application for the appropriate certificate or degree, and have been placed on the graduation list.

Students who are on suspension because they have not successfully earned 67% of attempted hours will be reinstated after they have successfully earned 67% of attempted hours.

To reinstate probation or warning financial aid status after having eligibility suspended, the student must have an appeal approved and enroll. The student must earn a minimum of six (6) semester hours and attain a 2.00 current GPA for all enrolled hours during the semester. Reinstatement without probation will occur when the student's cumulative GPA is 2.00 or better.

*Revised: July 2016, January 2019 per DOE's Handbook guidelines  
Reviewing authority – Shawnee Community College Board of Trustees*

**Student Eligibility Code****8154**

It is the policy of the Board of Trustees that every student seeking to enroll in a Title IV-eligible post-secondary program at Shawnee Community College must be documented as having the ability to benefit from college coursework in order to be enrolled.

*Reviewing authority – Shawnee Community College Board of Trustees*

**Student Eligibility Code****8154A**

Students with a high school diploma (recognized by a state) or a high school equivalency will be assumed to have the ability to benefit from college level work, and will be allowed to register for classes as a regular student in a regular curriculum (program). Proof of the diploma or high school equivalency is required to be on file in the Admissions Office. Students not having a high school diploma or high school equivalency will not be allowed to enroll in a regular curriculum, and, therefore, will not be eligible to receive Title IV financial aid. Every new student enrolling at Shawnee Community College is required to take the college placement test, which measures language usage, reading, and numerical skills. Transfer Students may satisfy Math/English proficiency via transfer credit. Students seeking college-level coursework who do not meet the minimum high school subject requirements and do not score at the minimum levels on the college placement test will be allowed to take classes identified by individual course demands. Financial aid will be paid based on financial aid regulations.

*(Reviewing authority – Shawnee Community College - College Council)*

**Reporting Potential Fraud and Abuse****8155**

It is the policy of the Board of Trustees that whenever, in the course of reviewing a student's information, the Shawnee Community College Financial Aid Office finds that the student may have engaged in fraud or other criminal misconduct in applying for aid, it will be reported to the Inspector General's Office of the U. S. Department of Education.

*Reviewing authority – Shawnee Community College Board of Trustees*

**Reporting Potential Fraud and Abuse****8155A**

The student will first be notified of the situation and asked to come in to discuss the problem. If there are findings, they will be reported, in writing, to the Inspector General's Office and a copy of the report will be sent to the student. The College will cooperate in any way with the ensuing investigation by the Inspector General's Office. Fraudulent statements that might affect the student's eligibility for student financial aid may include, but are not limited to: the use of false identities and/or social security numbers; forgery of signatures or certifications; false claims of income, citizenship, or independent student status; and false certifications relating to previous attendance at other post-secondary institutions, defaults, and repayments.

*(Reviewing authority – Shawnee Community College - College Council)*



**Release of Financial Aid Information****8156**

It is the policy of the Board of Trustees that Shawnee Community College complies with the requirements of the Family Educational Rights and Privacy Act of 1974. In accordance with this, certain public directory information may be released without prior consent (unless the student has requested that it not be released).

Release of public directory information is at the discretion of approved staff. Public directory information includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of activities and sports, dates of attendance, degrees and awards received by the students, and the most recent previous educational agencies or institutions attended by the student.

*Reviewing authority – Shawnee Community College Board of Trustees*

**Release of Financial Aid Information****Procedure No. 8156A**

The following specific policies and procedures relate to the disclosure of information from a student's financial aid record.

1. All current student financial aid records are kept in files located in the Financial Aid Office. Access to the financial aid files are restricted to employees of the division of Financial Aid. All employees in the division are instructed by the Director of Financial Aid/Veterans regarding these procedures and the need for confidentiality. Historical records are stored in the Shawnee Community College Records Room. The same restrictions to access noted above apply to these records.
2. A student may review his/her financial aid records (except for the financial records provided by the student's parents) during regular office hours, within the Financial Aid Office. At the request of the student, one copy of such information will be made for the student. A copy fee of ten cents per page may be charged if the file is extensive (more than 15 pages) or multiple copies are requested.
3. Under no circumstances will an unauthorized third party be allowed to see a student's record, or be provided with information from a student's record, except for public directory information at the staff person's discretion. No information, other than public directory information, will be provided over the phone unless the caller verifies himself/herself as the student, or a person authorized to receive such information, and the student's correct social security number is provided.
4. Student financial aid information may be released without the student's specific and prior consent to an official of Shawnee Community College with a legitimate educational interest, to school officials at a college to which the student intends to transfer, and to persons or organizations determining financial aid decisions, or who are enforcing the terms of a student's financial aid. These include, but are not limited to:
  - a. federal and state educational agencies

- b. programs providing the student with federal or state financial aid (e.g. PELL, JTPA, ISAC, Dislocated Workers, TRA, etc.)
  - c. agencies or institutions guaranteeing, lending, or collecting a student's guaranteed student loan
5. Personally, identifiable information, other than public directory information, will not be provided to other persons or organizations (e.g. the Department of Public Aid, police, probation officers, employers, etc.) without the written consent of the student, or a court order.
  6. Whenever information that is not public directory information is released to a third party, a copy of the release, which identifies the date, party, and the reasons for release, will be filed in the student's record. The release of such information should be accompanied by the following statement: "This information is covered by the Family Educational Rights and Privacy Act of 1974, and may not be disclosed to others without the written consent of the student."

*(Reviewing authority – Shawnee Community College - College Council)*

**Special Circumstances****8157**

It is the policy of the Board of Trustees that Shawnee Community College complies with federal legislation that permits the Financial Aid Administrator, in certain circumstances, to review a student's file and utilize professional judgment in determining financial aid eligibility.

*Reviewing authority – Shawnee Community College Board of Trustees*

**Special Circumstances****Procedure No. 8157A**

Special Circumstances cases will be considered only at the request of the student and at the discretion of the Director of Financial Aid/Veterans, if the student meets one of the outlined criteria for review, and provides proper documentation. In all such cases, eligibility decisions will be made based upon the particular circumstances of each individual student. All unusual circumstances will be documented in the student's file, as well as the decision made and the actions taken.

The Director of Financial Aid/Veterans is designated the Financial Aid Administrator (FAA), and, as such, shall be the individual responsible for determining financial aid eligibility, based upon current Title IV regulations, Shawnee Community College policies and procedures, and required documentation.

No Title IV financial aid disbursements (including federal Pell and FSEOG grants, ISAC MAP grants, and Federal work-study wages) will be approved without a valid Student Aid Report/Institutional Student Information Record on file in the Financial Aid Office.

Once the student initiates a formal request for review by completing a Request for Designation as an Independent Student form or Request for Professional Judgment Consideration form, along with required documentation as detailed on the form or instructed by the FAA, the FAA will begin the individual review.

Dependency Override

**Independent Status**

The FAA may review the Request for Designation as Independent Student form on a case-by-case basis for students with unusual circumstances. Dependency Overrides do not carry over from one award year to the next. The FAA must reaffirm each year that the unusual circumstances persist and an override is still justified.

Documentation is critical to the dependency override process. The documentation must support, and include the reason for, the decision and should, in almost all cases, originate from a third party with knowledge of the unusual circumstances for the student.

The following are possible special circumstances:

1. Since applying for financial aid, the student's only remaining parent has died.

Documentation: Death Certificate

2. All normal family contact has been terminated between the student and the natural parents.

[Return to Agenda](#)

Documentation: Students written, confidential explanation of family circumstances, signed statement of certification of circumstances by related adult or professional counselor

3. The student has lived with a family member other than the natural parent, or another responsible adult, for a minimum of one year prior to the beginning of the academic year in question, and has not been supported by the parents during that time. This could be due to unusual circumstances, such as an abusive family environment that threatens the student's health or safety.

Documentation: Signed statement from the adult or family member that the student has lived with them on a continuous basis for a minimum of one year, and that the adult or other family member, and not the parents, have been supporting the student during this time. - Signed statement corroborating the circumstances by a professional counselor.

4. The student does not know the specific whereabouts of either natural parent, and/or has not had contact with either natural parent within the past two years, and does not have a legal guardian appointed by the courts.

Documentation: A statement by the student, and another adult family member or professional counselor certifying to the above circumstances.

If the FAA determines that an override is appropriate, the determination must be made and retained with supporting documentation. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override.

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as dependent for income tax purposes.

Student demonstrates total self-sufficiency (per FSA Handbook).

### **Professional Judgment**

In unusual circumstances, a student's family base-year income or assets may not accurately reflect the income/assets available to the family for the academic year. The FAA may use Professional Judgment on a case-by-case basis only to adjust the student's cost of attendance. Such circumstances might include, but are not necessarily limited to, those listed below. These and other circumstances may be considered by the FAA on an individual basis. If circumstances warrant, appropriate data changes will be submitted to correct the Student Aid Report to adjust the student's Estimated Family Contribution (EFC).

1. Medical/dental bills paid during the previous year, or to be paid during the current year.

Documentation: Proof of bills/premiums paid, or an agreement for pay on a regular basis. The FAA will take in account the Income Protection Allowance (IPA) for medical care described in the FSA Handbook.

2. A recent layoff, job termination, or greatly reduced income due to a plant or business closure or downsizing, where the likelihood of comparable re-employment is poor.

Documentation: Proof of unemployment or reduced hours.

3. Termination or reduction of employee hours in order to attend classes on a full-time basis as required by the student's program of study.

Documentation: Proof of unemployment or reduced hours, and participation in a curriculum requiring full-time attendance.

4. Loss of Social Security benefits to a family for the student who has attained 18 years of age but will be a full-time college student.

Documentation: Notice of termination of benefits from Social Security.

5. Loss of other benefits received on a regular basis, such as child support.

Documentation: Notification of termination of other benefits.

6. A one-time payment of income or benefits in the previous year that will not be repeated in the current year, such as an IRA.

Documentation: Proof of one-time payment or cessation of payments.

7. Divorce, separation, death or disability of a family member.

Documentation: Divorce decree, Death Certificate, statement certifying separation, physician's statement of disability.

8. A student or supporting parent/guardian has been the victim of a natural disaster (tornado, flood, fire, etc.) during the past or current year that has reduced available assets or income upon which eligibility was based.

If other circumstances exist, the student must contact the FAA for them to possibly be considered.

*(Reviewing authority – Shawnee Community College - College Council)*

## Board Memorandum

**Board of Trustees**

Cathy Belcher  
James Darden  
Steve Heisner  
Michael McMahon  
Randy Rushing  
John Windings  
Andrea Witthoft

**Student Trustee**

Steve Etter

**President**

Dr. Tim Taylor

**Vice Presidents**

Dr. Kathleen Curphy  
Dr. Lisa Price  
Brandy Woods

**Executive Directors**

Robb Betts  
Gene Honn

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Brandy Woods and Brad McCormick

**RE:** Financial Condition Policy

**Date:** 04/05/21

**Background:** Currently, the College has established a goal of aligning our financial operations in ways that are congruent with the Government Finance Officers Association (GFOA) standards. By doing so, we can increase public confidence in our business operations and align them with best industry-recognized practices. Once accomplished, we would be eligible to submit for the GFOA Distinguished Budget Recognition award. Here are the latest requirements <https://www.gfoa.org/budget-award-2021>.

The criteria noted suggest a more program evaluation and strategic plan focus. Essentially, the GFOA endeavors to ensure budget documentation demonstrates the College is aligning finances with effective planning processes. As you know we are currently developing a revised strategic plan and working to develop an enhanced program evaluation model. In addition to these initiatives, we must also review and revise many of our current financial policies. Specifically, policies 7100 through 7192 describe the Board's expectations for the College's financial operations. Many of these policies are outdated and/or conflicting. In addition, there are policy gaps that we need to fill so we can meet the GFOA criteria.

After review of our current policies, it is apparent this new policy direction presents an opportunity for the Board to continue its previous work of separating policy from procedure AND to strengthen movement towards a policy governance model. To those ends, a Financial Condition policy statement, which is consistent with policy governance principles, is attached for your review.

Finally, in anticipation of adopting this Board-level Financial Condition policy, and eliminating many of the current financial operations policies, the College has drafted a [Management of Financial Reserve](#) administrative policy, a procedure for [Bonds and Indebtedness](#), and a procedure for the [Audit of College Accounts](#). We present the procedures for your inspection and review.

**Recommendation:** I recommend the Board review the proposed Financial Condition Policy and direct any questions or concerns to me.



# Policy

**Policy Title:** Financial Condition

**Number:** BXXXX

**Policy Type:** Board

**Responsible:** Finance & College Operations

**Related Policies:** AXXXX Management of Financial Reserves

**DRAFT**

**Linked Procedures:** PXXXX Fund Balance Calculations &  
PXXXX Bonds and Indebtedness  
PXXXX Audit Firm Selection

**Related Laws:** ILCS 805/3-20

**Related Standards**

**HLC Criterion:** 2A & 5B

## Policy Statement

The Board has a fiduciary responsibility to ensure public funds are used in a transparent, ethical, and fiscally responsible manner. As such, the Board adopts a budget for College operations, which will be administered by the CFO. The CFO shall administer the Board approved budget within parameters approved by the Board and protect the College from financial risk.

Accordingly, the Board directs the CEO to:

1. Comply with laws, administrative codes, rules, or agency regulations that apply to college activities.
2. Comply with the College's administrative policies, administrative rules, guidelines, and procedures.
3. Not materially deviate from the approved budget by:
  - a. Expending more funds than have been budgeted in aggregate in any fund without prior Board approval, except in emergency situations.
  - b. Failing to notify the Board of an emergency purchase in excess of legal limits, within a reasonable timeframe and seek Board approval. State Law requires  $\frac{3}{4}$  of the members of the Board (i.e. 6 elected trustees) to approve an Emergency purchase.
  - c. Obligating the organization in an amount greater than can be repaid by unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
4. Not make any purchase without prudent protection against conflict of interest.
5. Implement a system that subjects contracts for goods and services to a periodic cycle of review for quality and cost, including an assessment of the market.
6. Not accept gifts or grants that require the College to commit resources (both human and financial) unless the gift or grant advances the achievement of the College's mission, aligns with the College's strategic priorities, and an impact analysis on future resources is completed.

- 7. Assist the Board with conducting an annual independent audit of the College that is consistent with Illinois law.
- 8. Employ an internal control structure and develop procedures to ensure accuracy and transparency for financial reporting.
- 9. Ensure tax payments or other government-ordered payments are submitted in a timely manner.
- 10. Manage the College’s comprehensive debt program to preserve the District’s credit strength and financial flexibility by establishing and monitoring prudent debt management goals.

**Change Log**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
	Initial Adoption	Board of Trustees



## Board Memorandum

**Board of Trustees**

Cathy Belcher  
James Darden  
Steve Heisner  
Michael McMahon  
Randy Rushing  
John Windings  
Andrea Witthoft

**Student Trustee**

Steve Etter

**President**

Dr. Tim Taylor

**Vice Presidents**

Dr. Kathleen Curphy  
Dr. Lisa Price  
Brandy Woods

**Executive Directors**

Robb Betts  
Gene Honn

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Management of Financial Reserve Policy  
**Date:** 04/05/21

**Background:** The proposed Management of Financial Reserve Policy is an Administrative policy that supports the proposed Financial Condition Board policy presented earlier. This policy establishes parameters for the management of the College's different funds. In addition, this administrative policy will assist the College with managing our composite Financial Index (CFI) score.

The composite financial index (CFI) is a measure of financial health used widely throughout higher education, including the Higher Learning Commission. It relies on information from audited financial statements and utilizes four core ratios measuring various aspects of an organization's financial well-being. These ratios are **primary reserve**, **viability**, **return on net assets**, and **net income**. In addition, the College's CFI score is often used by credit rating agencies, such as Moody's Investors Service and Standard & Poor's to assess the College's financial health.

In the future, assuming we establish an appropriate policy governance model at the Board level, and an adequate shared governance model at the College level, this administrative policy would be given to you for inspection and review. You would rely on the College's shared governance process to approve this document. However, since we do not have that structure in place right now, I am asking that your review this policy with the intent of approving it at a later Board meeting.

**Recommendation:** I recommend the Board review the proposed Management of Financial Reserve Policy and direct any question or concerns to me.



# Policy

<b>Policy Title:</b> Management of Financial Reserves	<b>Number:</b> AXXXX
<b>Policy Type:</b> Administrative	
<b>Responsible:</b> Vice President of Finance and Operations	<b>DRAFT</b>
<b>Related Policies:</b> BXXXX Financial Condition AXXXX Budget Forecasting, Development and Adoption	
<b>Linked Procedures:</b> PXXXX Fund Balance Calculations	
<b>Related Laws:</b> ILCS 805/3-20;	
<b>Related Standards:</b> GASB Statement No. 54, GFOA Guidance, Moody's Investor Service "Scorecard" Rating System 2014	
<b>HLC Criterion:</b> 5B	

## Policy Statement

In keeping with recommendations from the Government Finance Officers Association (GFOA) and National Advisory Council on State and Local Budgeting (NACSLB), this policy establishes parameters that guide the management of financial reserves, which are to be maintained as "financing bridges." Further, this policy prescribes how fund balances are to be used and replenished.

Fund balances maintained at levels prescribed in this policy protect taxpayers and employees from unexpected changes in financial condition, protect the college against financial instability and help in meeting future needs. To those ends, the following factors are considered:

1. The predictability of revenues and the volatility of expenditures;
2. The perceived exposure to significant one-time outlays (i.e., disasters, one-time capital facility needs, capital equipment, state budget cuts);
3. Potential drain upon general fund resources from other funds, as well as availability of resources in other funds;
4. Liquidity of funds;
5. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds; and
6. Commitments and assignments of funds for other purposes.

The Vice President of Finance and Operations is responsible for monitoring reserve levels and reporting current and projected reserves annually in the budget document. The Vice President of Finance and Operations shall report whether considerations have been identified that would warrant consideration of a change in recommended fund balance threshold(s).

<b>Fund</b>	<b>Minimum Threshold</b>	<b>Maximum Threshold</b>
Operating	Four (4) Months Operating Expenditures	Eight (8) Months Operating Expenditures
Working Cash	Three (3) Months Operating Expenditures	Six (6) Months Operating Expenditures
Liability, Protection & Settlement	Six (6) Months of Fund Expenditures	Twelve (12) Months of Fund Expenditures
Capital Projects	\$500,000	No Maximum

### **Prioritization in Use of Fund Balance**

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) funds are available, the College will use restricted funds first, unless determined otherwise in the professional judgment of the Vice President for Financial and College Operations.

### **Use of Funds**

Fund balance in excess of the levels set in policy may be used to create and/or fund reserves established by the Board of Trustees for specifically identified uses (i.e. capital investment in facilities, retirement of debt, liability accruals, etc.). Excess unrestricted fund balance may also be used to replenish other funds which may be below established policy parameters. These include, but are not limited to, Capital Project funds. Further, fund balance may be used to pay operating expenditures when necessary to maintain the quality or a defined level of services.

### **Replenishment of Funds**

If a particular fund, or series of funds, is predicted to fall below the parameters established in this policy, within six months of budget adoption, the President shall present a plan to the Board of Trustees that will replenish fund balance(s) to the policy level within three (3) years, depending upon the economic realities at the time. Factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Resources to be used for replenishment include nonrecurring revenues, budget surpluses, and excess revenues from other sources in other funds (if legally permissible and there is defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

**Change Log**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
	Initial Adoption	VP of Financial & Operations



# Procedure

<b>Type:</b> Administrative	<b>Title:</b> Fund Balance Calculations	<b>Number:</b> PXXXX
<b>Responsible:</b> Vice President of Finance and Operations		
<b>Related Policies:</b> BXXXX Financial Condition & AXXXX, Management of Financial Reserves		
<b>Linked Procedures:</b>		
<b>Related Laws:</b> (110 ILCS 85/3A-1) Public Community College Act, SEC Rule 15c2-12		
<b>Related Standards</b>		
<b>HLC Criterion:</b> 5B		

## Statement

Calculations for maintenance of fund balances shall be made in conjunction with the preparation of the annual budget.

## Comparing Fund Balances to Target and Response for Variance

### *Operating Funds*

Target fund balance shall be determined by calculating the two-year average annual operating fund expenditure times four (4) for the minimum and eight (8) for the maximum balance. Example: FY2022 end-of-year target threshold would be established using audits from FY2019 & FY2020.

### *Liability, Protection & Settlement (Tort)*

The Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10) was created for the purpose of protecting local public entities and public employees from liability arising the operation of the College. The Tort Fund minimum balance threshold shall be calculated by the following formula: Six (6) months of annual expenditures in the Liability, Protection & Settlement Fund. The upper threshold shall be twelve (12) months of annual expenditures. Annual expenditures in the fund are to be calculated using the two-year average (most recently audited) of the annual expenditures in the Tort Immunity Fund.

If the fund is forecasted to fall below the minimum or above the upper threshold by the end of the fiscal year, the tax levy shall be adjusted to restore the fund balance to the range expressed in this policy in no less than two (2) years. If the fund balance is higher than the upper threshold for two (2) contiguous years, the tax levy is to be adjusted to reduce the forecasted fund balance.

### *Working Cash*

The Working Cash Fund balance minimum target shall be set at the two-year (most recently audited) average annual operating expenditures with the upper threshold established at six (6) months.

[Return to Agenda](#)

*Capital Projects*

The administration shall strive to maintain a capital projects non-designated (i.e. non-PHS) fund minimum balance of \$500,000. Funds are to be budgeted annually, to maintain this balance. Priority use of these funds will be for equipping the college to deliver instructional programs.

*Other Funds*

All other funds shall maintain a positive or credit balance at year end.

This procedure may be amended from time to time to assure continued compliance with Generally Accepted Accounting Procedures.

**Change Log**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
	Initial Adoption	VP of Financial & Operations



# Procedure

<b>Type:</b> Administrative	<b>Title:</b> Bonds and Indebtedness	<b>Number:</b> PXXXX
<b>Responsible:</b> Vice President of Finance and Operations		
<b>Related Policies:</b> BXXXX, Financial Condition		
<b>Linked Procedures:</b>		
<b>Related Laws:</b> (110 ILCS 85/3A-1) Public Community College Act, SEC Rule 15c2-12		
<b>Related Standards</b>		
<b>HLC Criterion:</b> 5B		

## Statement

For purposes of this procedure, “debt” is defined as any short-term or long-term obligation to repay principal and interest on a loan whether for operating purposes or capital expenditures and including, but not limited to, general obligation bonds, notes, warrants, leases, alternate bonds, debt certificates, installment contract certificates and any other forms of indebtedness.

These goals and guidelines constitute realistic goals the District can expect to meet, and will guide, but not bind, debt management decisions.

### A. *Financing Team Members*

The District may use the services of professional service providers, such as Bond Counsel, Legal Counsel, Independent Financial Advisors, Bond Rating Analysts, or other debt management advisors in order to assist the District with the effective management of its debt. Financial Advisors are to be chosen through a qualification-based selection (QBS) process.

All financing team members will be required to provide full and complete disclosure, under penalty of perjury, relative to any and all agreements with other financing team members and outside parties. The extent of the disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements will be permitted which would compromise a firm’s ability to provide independent advice which is solely in the best interests of the District, or which could reasonably be perceived as a conflict of interest. All financing team members shall abide by the Board’s Ethics Policy as well as State and Federal laws.

### B. *Maturity of Debt and Impact on Operating Budget:*

The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement, asset, or duration of liability that the issue is financing. The length of maturity of any debt instrument shall be

[Return to Agenda](#)

equal to or less than the useful life of the asset(s) or liability(ies) being financed. The District shall avoid issuing bonds payable through the operating funds greater than a ten-year maturity.

The Board of Trustees will avoid issuing debt for payment of operating expenses unless needed to meet short-term cash flow needs. When considering any debt issuance, the potential impact of debt service and additional operating costs on the District, both short and long-term, will be evaluated.

C. *Debt Service Structure:*

The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and as practical, to recapture or maximize its credit for future use.

D. *Capitalized Interest:*

Unless required for structuring purposes (e.g. first interest payment due before levy dollars are received), the District will seek to avoid the use of capitalized interest in order to avoid unnecessarily increasing the bond size and interest expense.

E. *Debt Limitation and Overlapping Debt:*

Limitations on school district bonded indebtedness are determined in relationship to a district's equalized assessed value (EAV) of real property. (110 ILCS 85/3A-1) Public Community College Act limits the District's total outstanding debt to 2.875% of the assessed valuation of the taxable property of the District.

The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt and the financing plans of local, state and other governments which overlap with the District.

F. *Reporting of Debt:*

The Annual Audit of the District's Financial Statements will serve as the repository for statements of indebtedness.

G. *Monitoring Outstanding Debt:*

The District will monitor all forms of debt annually and include in discussions with the Board of Trustees. Concerns and recommended remedies will be reported to the Board of Trustees as necessary. The District will, with assistance from Financial Advisor(s), monitor bond covenants and federal regulations concerning debt, and adhere to those covenants and regulations at all times.



H. *Arbitrage:*

All issuances and funds subject to arbitrage constraints shall be monitored by the Vice President of Finance and Operations and have arbitrage liability calculations performed in a timely manner.

I. *Investment of Bond Proceeds:*

Investment of bond proceeds shall at all times follow the District's adopted investment policy, comply with federal arbitrage regulations and meet all requirements of bond proceed covenants.

J. *Financial Disclosure:*

The District will follow a policy of full disclosure on every financial report and official statement, voluntarily following disclosure guidelines provided by the Illinois Community College Board and the Government Finance Officers Association for financial reporting and budget presentation, the disclosure requirements of the Securities and Exchange Commission, and arbitrage and rebate restrictions imposed by the Internal Revenue Service. To the extent necessary, professional service providers will be used to insure compliance with continuing disclosure requirements, SEC Rule 15c2-12, as amended from time to time.

K. *Review of Financing Proposals:*

All capital financing proposals involving a pledge of the District's credit through the sale of securities, execution of loans or lease agreements or otherwise directly or indirectly the lending or pledging of the District's credit initially shall be referred to the Vice President for Financial and Operations who shall determine the financial feasibility of such proposal and make recommendations accordingly to the Board.

Preliminary Official Statements (POS) related to debt issuances shall be reviewed by the Vice President of Financial and Operations, the Director of Business Services, and the Registrar prior to issuing to the public and potential purchaser(s) of the debt instrument(s).

L. *Credit Ratings, Credit Enhancer, and Investment Community Relations:*

The District shall endeavor to maintain a positive relationship with the investment community. The Vice President along with the District's financial advisor shall meet with, make presentations to, or otherwise communicate with the rating agencies, bond insurers and credit enhancers on a consistent and regular basis in order to keep the agencies informed concerning the District's capital plans, debt issuance program, and other appropriate financial information.

The District will make every reasonable effort to maintain its high-quality credit ratings. The District will seek to maintain or improve its current bond rating and will specifically discuss with the Board of Trustees any proposal which might cause that rating to be lowered.

For competitive sales the District will provide the option for the purchaser to obtain credit enhancement, such as municipal bond insurance, at the purchaser's option and cost. In the event of a negotiated sale, the District will seek credit enhancement when necessary for marketing purposes or to make the financing more cost effective.

The Vice President shall, as necessary, prepare reports and other forms of communication regarding the District's indebtedness, as well as its future financing plans. This includes information presented to the media and other public sources of information. To the extent applicable, such communications shall be posted on the District's website.

M. *Call Provisions:*

The District will seek to optimize the cost/benefit trade-off from optional redemption call provisions, consistent with its desire to obtain the flexibilities of call provision on bonds when compared to obtaining the lowest possible interest rates on its bonds. The District and its financial advisor will evaluate optional redemption provisions for each issue to assure that the District does not pay unacceptably higher interest rates to obtain advantageous calls.

N. *Competitive versus Negotiated Debt Issuance:*

The District will consult with its financial advisor to determine whether a competitive sale, negotiated sale or private placement is most appropriate. Such determination may be made on an issue-by-issue basis for a series of issues or for part or all of a specific financing program. A negotiated financing may be used where market volatility, refunding sensitivity or the use of an unusual or complex financing or security structure causes a concern with regard to marketability. The District's financial advisor will prepare and distribute a RFP to at least five underwriting firms, receive and evaluate submitted proposals based on various criteria and deliver a recommendation to the Vice President. But, the ultimate decision will be based upon the firm's qualifications. A private placement may be used when the transaction is \$5 million or less and may result in a favorable outcome to the District with fewer costs of issuance.

O. *Refunding and Restructuring Procedure:*

Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt when financially advantageous or beneficial for structuring. The Vice President, along with the

District’s Financial Advisor, shall review a net present value analysis of any proposed refunding in order to decide regarding the cost-effectiveness of the proposed refunding.

**P. *Tax Anticipation Notes or Warrants:***

The District’s Fund Balance Procedure is designed to provide adequate cash flow to avoid the need for Tax Anticipation Notes or Warrants through the establishment of designated and undesignated fund balances sufficient to maintain required cash flows and provide reserves for unanticipated expenditures, revenue shortfalls and other specific uses. The District may issue Tax Anticipation Notes or Warrants in a situation beyond the District’s control or ability to forecast when the revenue source will be received subsequent to the timing of funds needed.

**Q. *Variable Rate Debt:***

To maintain a predictable debt service burden, the District gives preference to debt that carries a fixed interest rate.

**R. *Transaction Records:***

The Vice President or designee shall maintain records of decisions made in connection with each financing, including the selection of the financing team members, the structuring of the financing, and selection of investment products. The Vice President shall provide a summary of each financing to the Board.

**S. *Special Situations:***

Changes in capital markets, District programs and other unforeseen circumstances may from time to time produce situations not covered by the Procedure. These situations may require modifications or exceptions to achieve procedure goals. Management flexibility is appropriate and necessary in such situations.

**Change Log**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
	Initial Adoption	VP of Finance & Operations



# Procedure

<b>Type:</b> Administrative	<b>Title:</b> Audit Firm Selection	<b>Number:</b> PXXXX
<b>Responsible:</b> Vice President of Finance and Operations		
<b>Related Policies:</b> XXXX, Financial Management		
<b>Linked Procedures:</b>		
<b>Related Laws:</b> 110 ILCS 805/3-22.1, 50 ILCS 310		
<b>HLC Criterion:</b> 5B		

## Selection of Auditing Firm

The Vice President of Finance and Operations shall solicit auditing services from an accounting firm with at least one (1) accountant licensed to practice public accounting in Illinois in accordance with ILCS 805/3-22.1. In selecting the accounting firm, the College will issue a request for qualifications (RFO). An ad hoc audit committee shall be selected by the chairperson of the Board of Trustees, which will participate with the administration in the process of choosing the accounting firm to be recommended to the Board of Trustees. The accounting firm conducting the audit may serve no longer than seven (7) contiguous years.

The audit report is due to the Board no later than November 15 after the end of the fiscal year unless application for extension is made to, and approved by, the Illinois Community College Board. The auditing shall perform its examination in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The report shall include a report on internal controls and compliance with laws and regulations. The examination and report will include a verification of student enrollment and any other figures upon which claims are filed with the Illinois Community College Board. The report will also contain a statement of the scope and findings and a professional opinion signed by the auditor. If a professional opinion is denied, the auditing firm will set forth the reasons for the denial. The Board will not limit the scope of the examination so as to cause a qualification of the professional opinion. Copies of the audit report shall be filed with the Illinois Community College Board in accordance with its regulations and shall be filed with the official records of the Board. Procedures for payment of the expenses of the audit shall be in accordance with Section 9 of the Governmental Account Audit Act.

## **Calendar of Activities**

### ***October - December***

1. Determine if the committee wishes to extend the current agreement with the auditor. This should occur following the presentation of the audit to the ad hoc audit committee, in the last year of the present contract.
2. If YES, then request the auditor to send the next year's engagement letter and have the VPFO sign the engagement letter. If NO, notify the auditor in writing that the college will not be extending, but will be issuing a request for qualifications (RFQ). The remainder of this procedure relates the selection of a new auditor.
3. Request best practice RFQ's for auditing services from the Illinois CFO listserv.
4. Update RFQ for Auditing Services to reflect best practices and policy requirements.
5. Request review of RFQ by college legal counsel.

### ***January***

1. Advertise RFQ as required in board policy 7154, Purchasing, and direct mail RFQ's with cover letter to all accounting firms in the college district, along with, all firms used by Southern Illinois community colleges. Request intent to participate be returned upon receipt of the RFQ by end of January.
2. Email RFQ document to members of the audit committee.

### ***February***

1. Response to requests for information pertaining to the audit RFQ through addenda to all firms that returned intent to participate.
2. Create RFQ scoring document.
3. Schedule brief meeting of the audit committee, either in person or interactive video, to review the scoring document and to consider revisions.

### ***March***

1. Public open all RFQ submissions, reading name and address of firm only. Since this is not a bid, there is no requirement to read pricing.
2. Schedule preliminary meeting of the audit committee to present RFQ submissions and review timeline for review and scoring.

### ***April***

1. Finalize RFQ scoring.
2. Hold an audit committee meeting to discuss scoring and discuss whether or not interviews are to be held. If not, reach a decision for the committee recommendation by consensus. Hold interviews, if required.
3. Deliver recommendation for auditor to the Board of Trustees, in writing by April 15<sup>th</sup> ("tax day").

**May**

- 1. Board to name the accounting firm.
- 2. VPFO to contact accounting firm of choice and request letter of engagement and to discuss timeline for audit.
- 3. VPFO to sign the engagement letter.

**Change Log**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
	Initial Adoption	VP of Finance & Operations

## Board Memorandum

**Board of Trustees**

Cathy Belcher  
James Darden  
Steve Heisner  
Michael McMahan  
Randy Rushing  
John Windings  
Andrea Witthoft

**Student Trustee**

Steve Etter

**President**

Dr. Tim Taylor

**Vice Presidents**

Dr. Kathleen Curphy  
Dr. Lisa Price  
Brandy Woods

**Executive Directors**

Robb Betts  
Gene Honn

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Brandy Woods and Brad McCormick

**RE:** Budget Forecasting, Development, & Adoption Policy

**Date:** 04/05/21

**Background:** As mentioned previously, the College has established a goal of aligning our financial operations in ways that are congruent with the Government Finance Officers Association (GFOA) standards. By doing so, we can increase public confidence in our business operations and align them with best industry-recognized practices. Once accomplished, we would be eligible to submit for the GFOA Distinguished Budget Recognition award. Here are the latest requirements <https://www.gfoa.org/budget-award-2021>.

The criteria noted suggest a more program evaluation and strategic plan focus. Essentially, the GFOA endeavors to ensure budget documentation demonstrates the College is aligning finances with effective planning processes. As you know we are currently developing a revised strategic plan and working to develop an enhanced program evaluation model. In addition to these initiatives, we must also review and revise many of our current financial policies. Specifically, policies 7100 through 7192 describe the Board's expectations for the College's financial operations. Many of these policies are outdated and/or conflicting. In addition, there are policy gaps that we need to fill so we can meet the GFOA criteria.

After review of our current policies, it is apparent this new policy direction presents an opportunity for the Board to continue its previous work of separating policy from procedure AND to strengthen movement towards a policy governance model. To those ends, a Budget Forecasting, Development, & Adoption policy statement, which is consistent with policy governance principles, is attached for your review.

Finally, in anticipation of adopting this Board-level Budget Forecasting, Development, & Adoption policy, and eliminating many of the current financial operations policies, the College has drafted a procedure for the Budget Development and Adoption process. We present this procedure for your inspection and review.

**Recommendation:** I recommend the Board review the proposed Budget Forecasting, Development, & Adoption Policy and direct any questions or concerns to me.



## Policy

**Policy Title:** Budget Forecasting, Development, & Adoption

**Number:** BXXXX

**Policy Type:** Board

**Responsible:** Finance & College Operations

**Related Policies:** BXXXX Financial Condition

**Linked Procedures:** PXXXX Budget Development & Adoption

**Related Laws:** ILCS 805/3-20

**HLC Criterion:** 5B

**DRAFT**

### **Policy Statement**

The Board has a fiduciary responsibility to ensure public funds are used in a transparent, ethical, and fiscally responsible manner. As such, the Board shall adopt an annual legal budget prior to the start of the fiscal year, if possible, but no later than September 30 of each fiscal year.

The budget is a tool that allows the Board to make resource allocation decisions and monitor institutional performance based upon institutional strategic priorities focused on achieving the College's mission and legislative purposes. In addition, the budget is a resource deployment plan that can be amended by the Board throughout the fiscal year to improve strategic outcomes.

To assist with these functions, the Board directs the CEO to prepare and present a proposed budget for Board review no earlier than the April Board meeting but no later than the July Board meeting. Once presented with a proposed budget, the Board can accept the proposal as tentative or the Board can request additional information. Once the Board accepts the budget as tentative, the College will make the tentative budget available for public inspection for at least 30 days. Further, the Board Secretary will arrange for a public hearing so the public can provide comment on the budget. Notification for the public hearing shall be given with at least 30 days prior to the time of the hearing

Once the Board adopts a final legal budget, the CEO will operate the College within the budget parameters approved by the Board and provide the Board with quarterly monitoring updates that demonstrate compliance with the Board's direction.

Accordingly, the CEO shall present a proposed budget that:

1. Supports the accomplishment of the College's mission and strategic plan.
2. Supports the continuous improvement of student learning, student success, and the operational effectiveness of the College.
3. Anticipates emerging factors (such as the influence of technology, demographic shifts, and globalization) on College programs and services.



4. Considers input from College employees.
5. Reasonably projects cash flow, income, and expenses.
6. Provides a projection of facility maintenance and improvement projects.
7. Ensures fund balances are consistent with policy **XXXXXX**;
8. Provides adequate support for Board Development activities; and,
9. Complies with applicable law.

In addition, the CEO shall present a proposed budget document that:

1. Provides written budget assumptions.
2. Provides a format that is acceptable to the Board.
3. Provides a detailed comparison of the budgeted revenue and expenditures to prior fiscal year actual revenue and expenditures.
4. Include anticipated impact of proposed strategic initiatives on the key performance areas noted in the Board’s Monitoring policy.

**Change Log**

Date of Change	Description of Change	Responsible Party
	Initial Adoption	Board of Trustees



# Procedure

<b>Type:</b> Administrative	<b>Title:</b> Budget Development and Adoption	<b>Number:</b> PXXXX
<b>Responsible:</b> Vice President of Finance and Operations		
<b>Related Policies:</b> BXXXX Budget Forecasting, Development, and Adoption AXXXX Management of Financial Reserves		
<b>Linked Procedures:</b> PXXXX Fund Balance Calculations PXXXX Bonds & Indebtedness		
<b>Related Laws:</b> ILCS 805/3-20		
<b>HLC Criterion:</b> 5B		

The Vice President of Finance and Operations is responsible for developing the tentative budget in cooperation with other vice presidents and shall submit the budget to the President for review and adjustment prior to presentation of the tentative budget to the Board of Trustees. The presentation of the tentative budget shall occur no earlier than April board meeting and no later than the August board meeting. The tentative budget shall be made conveniently available to the public for inspection for at least 30 days and a public hearing shall held with notification of such given at least 30 days prior to the time of a public hearing. The College President will present a recommendation for adoption of the legal budget and submit this recommendation to the Board of Trustees for its consideration in a meeting no later than September 30<sup>th</sup>.

The budget calendar with associated steps are as follows:

## July - January

1. Academic and administrative departments develop budget requests for the upcoming fiscal year(s).

## February

2. Historical actual revenues and expenditures, along with budget data imported into chosen software to be used for budgeting.
3. Communication sent by Human Resources to the Vice Presidents and President requesting notification of position requests.
4. Human Resources to review/verify new position costs, then submit to the President for review/approval.
5. Memo from the Vice President of Finance and Operations (VPFO) sent to budget officers by end of February.

## **March**

1. Conduct a budget workshop for budget officers for the year (annual event).
2. Budget Officers work to build detailed, multi-year departmental budgets and justify requests using zero-based budgeting for account types selected by the VPFO. Budget requests above an established threshold to be tied to the Strategic Plan.
3. Memo to Director of Institutional Research or Vice President of Student Success and Services sent by the VPFO to request enrollment projections in MS Excel template to be used for revenue budgets and future year projections.
4. VPFO prepares initial revenue projections.
5. Capital project planning initiated.

## **April**

1. Budget requests to be reviewed by the respective vice presidents and returned to VPFO by April 15<sup>th</sup>.
2. Following action by the President, position by position salary and fringe benefit data provided by Human Resources and provided to VPFO.
3. Salary and fringe benefit cost built into the upcoming budget software for initial inclusion in tentative budget.
4. VPFO meets with respective vice presidents to review summary budget data and make edits. Original request with editorial notes are to be retained for future reference.

## **May**

1. Annual raise determination made by the Board of Trustees and/or collective bargaining agreement.
2. VPFO develops projected ending fund balances for prior year to establish beginning fund balances for the new budget year.
3. Meeting held with President to review budget progress. Meeting to include:
  - a. Initial revenue projections, anticipated prior year ending fund balances, and expected budget summary.
4. Proposed capital projects submitted to the Board of Trustees for inclusion in the budget.
5. State revenues are updated based upon ICCB budget.
6. Tuition and fee revenues updated based upon most current enrollment for upcoming fall semester is compared to earlier enrollment projections.
7. Budget message drafted by the VPFO and reviewed by the President.
8. President to meet with the Board Chairperson to present budget overview.

**June**

1. Presentation of Tentative Budget to the board of trustees at the regularly scheduled meeting.
2. Scheduling of the public hearing on the board agenda in July with the meeting to occur prior to the August board meeting.
3. Tentative budget document made available on the college public website for 30-day inspection period.
4. Preparation and sending of advertisement for the local newspaper notifying of the public hearing (at least 30 days in advance of the hearing).

**July**

1. Any adjustments made to tentative budget as required, including adjustment of beginning and ending fund balances.
2. Public hearing held prior to the start of the regular board meeting.
3. Budget presented for adoption to the Board of Trustees.

**December**

1. Statement of Revenues signed by the VPFO sent to counties with the certificate of tax levy

**Change Log**

Date of Change	Description of Change	Responsible Party
	Initial Adoption	VP of Finance & Operations

## Board Memorandum

**Board of Trustees**

Cathy Belcher  
James Darden  
Steve Heisner  
Michael McMahon  
Randy Rushing  
John Windings  
Andrea Witthoft

**Student Trustee**

Steve Etter

**President**

Dr. Tim Taylor

**Vice Presidents**

Dr. Kathleen Curphy  
Dr. Lisa Price  
Brandy Woods

**Executive Directors**

Robb Betts  
Gene Honn

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Brandy Woods and Brad McCormick

**RE:** Asset Protection & Planning Policy

**Date:** 04/05/21

**Background:** As mentioned previously, the College has established a goal of aligning our financial operations in ways that are congruent with the Government Finance Officers Association (GFOA) standards. By doing so, we can increase public confidence in our business operations and align them with best industry-recognized practices. Once accomplished, we would be eligible to submit for the GFOA Distinguished Budget Recognition award. Here are the latest requirements <https://www.gfoa.org/budget-award-2021>.

The criteria noted suggest a more program evaluation and strategic plan focus. Essentially, the GFOA endeavors to ensure budget documentation demonstrates the College is aligning finances with effective planning processes. As you know we are currently developing a revised strategic plan and working to develop an enhanced program evaluation model. In addition to these initiatives, we must also review and revise many of our current facilities and equipment policies. Specifically, policies 7200 through 7260 describe the Board's expectations for the College's facility and equipment operations. Many of these policies are outdated and/or conflicting or procedures. In addition, there are policy gaps that we need to fill so we can meet the GFOA criteria.

After review of our current policies, it is apparent this new policy direction presents an opportunity for the Board to continue its previous work of separating policy from procedure AND to strengthen movement towards a policy governance model. To those ends, an Asset Protection policy statement, which is consistent with policy governance principles, is attached for your review.

Finally, after gaining Board guidance on this policy, the College will develop procedures that will replace those found in 7200 through 7260.

**Recommendation:** I recommend the Board review the proposed Asset Protection & Planning Policy and direct any questions or concerns to me.



# Policy

**Policy Title:** Asset Protection & Planning  
**Policy Type:** Board  
**Responsible:** Finance & College Operations  
**Related Policies:**  
**Linked Procedures:**  
**Related Laws:** ILCS 805/3-20  
**HLC Criterion:** 2A & 5B

**Number:**

**DRAFT**

## Policy Statement

The Board has a fiduciary responsibility to utilize, maintain, and protect College assets. As such, the Board directs the CEO to implement policies, rules, guidelines, procedures, and practices to assist the Board with this responsibility. Further, the Board directs the CEO to ensure the College's physical facilities and other assets are used in ways that support the College's mission.

Accordingly, the Board directs the CEO to:

1. Lead the Board in relevant discussion and work to assure a clear long-term vision for capital assets and facilities.
2. Make infrastructure recommendations that lead to social, economic, and environmental sustainability.
3. Insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to the College, the Board, Trustees, and employees in amounts consistent with limits of coverage obtained by comparable institutions.
4. Bond employees who are responsible for and have access to material amounts of College funds consistent with ICCB Administrative Rules.
5. Ensure facilities and capital equipment are well-maintained and operate as intended.
6. Alleviate known conditions that risk the College's assets and/or expose the College, the Board, Trustees, or employees to claims of liability.
7. Not receive, process, or disburse funds under controls which are insufficient to meet standards established by the Governmental Accounting Standards Board, the Board appointed auditor's and Illinois law.
8. Make investments permitted by applicable law.
9. Acquire Board approval before acquiring or disposing of real property.
10. Implement procedures for the asset tracking, inventory and disposal of college property that consider the market value and applicable laws.
11. Develop a deferred maintenance plan that considers both the preservation of assets and the needs of the College.
12. Protect the College's trademarks, copyrights, and intellectual property interests.
13. Obtain Board approval before naming facilities or parts of facilities.

**Change Log**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
	Initial Adoption	Board of Trustees