

# BOARD BOOK

May 3, 2021





**REGULAR MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
RIVER ROOM - ULLIN, IL  
May 3, 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 May 3, 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 May 3, 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. **Approval of [Minutes of Regular April 5, 2021 Meeting](#)**
- V. **Acceptance of [Student Trustee Referendum](#) and [Oath of Office](#)**
- VI. **Recognition of Service for Student Trustee – Steve Etter**
- VII. **[Consideration of Resolution to Accept the April 6, 2021 SCC Trustee Election Results](#)**
- VIII. **Adjournment of Previously Elected Board – Sine Die**
- IX. **[Organization of Newly Elected Board](#)**
  - A. Consideration for the Appointment of Temporary Secretary
  - B. Administer Oath of Office & Seat Newly Elected Trustees
    - i. [James Darden](#)
    - ii. [April Moore](#)
    - iii. [John Windings](#)
    - iv. [Deborah Shelton-Yates](#)
  - C. Consideration for the Election of Board Officers
    - i. Chairperson
    - ii. Vice Chairperson
    - iii. Secretary
    - iv. Assistant Secretary

- D. [Consideration for the Appointment of Board Delegates](#)**
  - i. ICCTA
  - ii. ICCTA, Alternate
  - iii. Saints Foundation Liaison
- E. [Consideration for the Appointment of Board Committees](#)**
  - i. Finance Committee
  - ii. Policy Committee
- F. [Consideration to Adopt a Resolution](#) to Identify Schedule of CY21 Regular Board Meetings**
- G. [Consideration to Adopt a Resolution](#) to Accept the Rules, Regulations, & Actions of Prior Boards**
- H. Recognition of Retiring Trustees**
  - i. Consideration to Adopt a Ceremonial [Resolution](#) Honoring Cathy Belcher
  - ii. Consideration to Adopt a Ceremonial [Resolution](#) Honoring Randall Rushing

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

- i. Dr. April Teske

**XI. Approval of Consent Agenda**

- A. [Treasurer’s Report](#)
- B. [Approval of Bills](#)

Education Fund	\$1,115,594.81
Building Fund	112,071.79
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	239,107.48
Restricted Purposes Fund (Grants)	190,778.41
Restricted Purposes - FWS*	2,342.00
Restricted Purposes - PELL	798,476.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	8,150.00
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	32,640.33
<b>Grand Total</b>	<b>\$2,499,160.82</b>

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

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

Re-Investments: [Investments in PMA Financial CD’s](#)

### **XIII. Reports**

- A. [Student Report](#)– Bradley West
- B. [Faculty](#) – Dr. Ian Nicolaides
- C. [President](#) – Dr. Tim Taylor
- D. Vice Presidents
  - i. [Academic Affairs](#)– Jean Ellen Boyd
  - 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

### **XIV. Action and Discussion Items**

- A. Consideration of Approval (SECOND READ) of [Financial Condition Policy – Attachment #1](#).(2 pages)
- B. Consideration of Approval (SECOND READ) of [Management of Financial Reserves Policy – Attachment #2](#). (3 pages)
- C. Consideration of Approval (SECOND READ) of [Budget Forecasting, Development, & Adoption Policy – Attachment #3](#). (2 pages)
- D. Consideration of Approval (SECOND READ) of [Asset Protection & Planning Policy – Attachment #4](#) (2 pages)
- E. Consideration of Approval of [Capital Budget for FY2022 – Attachment #5](#) (6 pages)
- F. Consideration of Approval of [Cairo Lease Attachment #6](#) (7 pages)
- G. Consideration of Approval of [Spring 2021 Graduation List Attachment #7](#)(3 pages)
- H. Consideration of Approval to [Select a Consultant for Board Governance Training – Attachment #8](#) (7 pages)
- I. Consideration of Approval to [Establish a Special Meeting Date for Strategic Plan Review – Attachment #9](#) (26 pages)
- J. [Commencement Ceremony Update](#) (May 14, 2021 @ 5:00p)

### **XV. 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 Employee](#)
  - ii. Consideration of [Full-Time Staff Compensation Changes](#) for FY21 & FY22.
  - iii. Consideration of [Hiring a Full-Time Admin Asst to Dean of Academic Affairs](#)
  - iv. Consideration of [Hiring a Full-Time Delta Healthcare Project Manager](#)
  - v. Discussion of Full-Time CFO Position
  - vi. Consideration of President's Mid-Term Evaluation
- 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 #10](#)
  - ii. Consideration of [Resignation of Full-Time Employee – Attachment #11](#)
  - iii. Consideration of [Resignation of Full-Time Employee – Attachment #12](#)
  - iv. Consideration of [Resignation of Full-Time Employee – Attachment #13](#)

- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

**XVI. Executive Session Action Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Approval of [Ratification of Part-Time Employee](#)
  - ii. Consideration of [Full-Time Staff Compensation Changes](#) for FY21 & FY22
  - iii. Consideration of [Hiring Full-Time Admin Asst to Dean of Academic Affairs](#)
  - iv. Consideration of [Hiring Full-Time Delta Healthcare Project Manager](#)
  - v. Discussion of Full-Time CFO Position
  - vi. Consideration of President's Mid-Term Evaluation
- 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 #10](#)
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  - iv. Consideration of [Resignation of Full-Time Employee – Attachment #13](#)
- C. Consideration of Items That May Lead or Have Led to Litigation

**XVII. Adjournment**

**REGULAR BOARD MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
APRIL 5, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on April 5, 2021, in the River Room and 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 - Present  
Lisa Price, Ed.D., Vice President of Student Success & Services - Present  
Jean Ellen Boyd, Academic Affairs - Present  
Brad McCormick, Consultant - 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 Nicolaidis, S.C.E.A., President - Absent  
Dr. Ryan Thornsberry - Present  
Beth Crowe, Administrative Assistant to the President – Present

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

Guest: Bradley West was introduced as the Student Trustee Elect.

Guest: Craig Bradley shared that PTK is successful in the REACH (Recognizing Excellence in Acceptance and Completion with Honors) Reward Program. Steven Etter has been a major asset in recruitment efforts and several students are eligible for scholarships.

**V. Approval of Consent Agenda**

**MOTION NO. 1**

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

- A. Regular Meeting Minutes March 1, 2021
- B. Special Board Meeting Minutes 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*	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

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, 0 absent. The Chairman declared the motion carried.

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

### **MOTION NO. 2**

**A motion was made** by Mike McMahan and seconded by Steve Heisner to **approve Addendum: Education Fund to Restricted Purposes Fund in the amount of \$85,000.00. 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, 0 absent. The Chairman declared the motion carried.

## **VII. Reports**

### **A. Student Trustee – Steven Etter**

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

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

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C. President – Dr. Tim Taylor



**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.

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- 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.

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- 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. Nicolaides, 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.

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- 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.

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- 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 pick-up 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.

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- 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

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- 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/1Q1LaGPf5yHKOxcjrmzmu4jgt\\_4NcSNB/view](https://drive.google.com/file/d/1Q1LaGPf5yHKOxcjrmzmu4jgt_4NcSNB/view) My part starts about the 13m 55s mark.

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- 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.

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- 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.**

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- ☐ 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)

## **D. Vice-Presidents**

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

#### **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), 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.

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### **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.

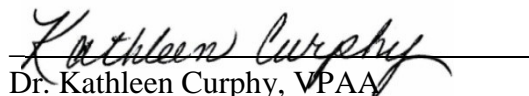
### **Workforce Innovation, Adult Education & Continuing Education**

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**

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.

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

#### **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.

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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.

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## **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. 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.

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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

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

#### **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.

*Minutes page 25 of 63*

## **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.

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

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

**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 8<sup>th</sup>:

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/): *Minutes page 27 of 63*

/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>

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

<b>Date</b>	<b>Headline</b>	<b>Source</b>	<b>Reach</b>	<b>Desktop Reach</b>	<b>Mobile Reach</b>
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	College News	Metropolis	6525	2747	3778

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12:00AM		Planet			
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.

Date	Outlet	Title	Local Ad	Local Viewership
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. *Minutes page 30 of 63*

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.

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

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

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

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 *Minutes page 32 of 63*

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

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

**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 *Minutes page 33 of 63*

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

**H. Financial Presentation – Brad McCormick**

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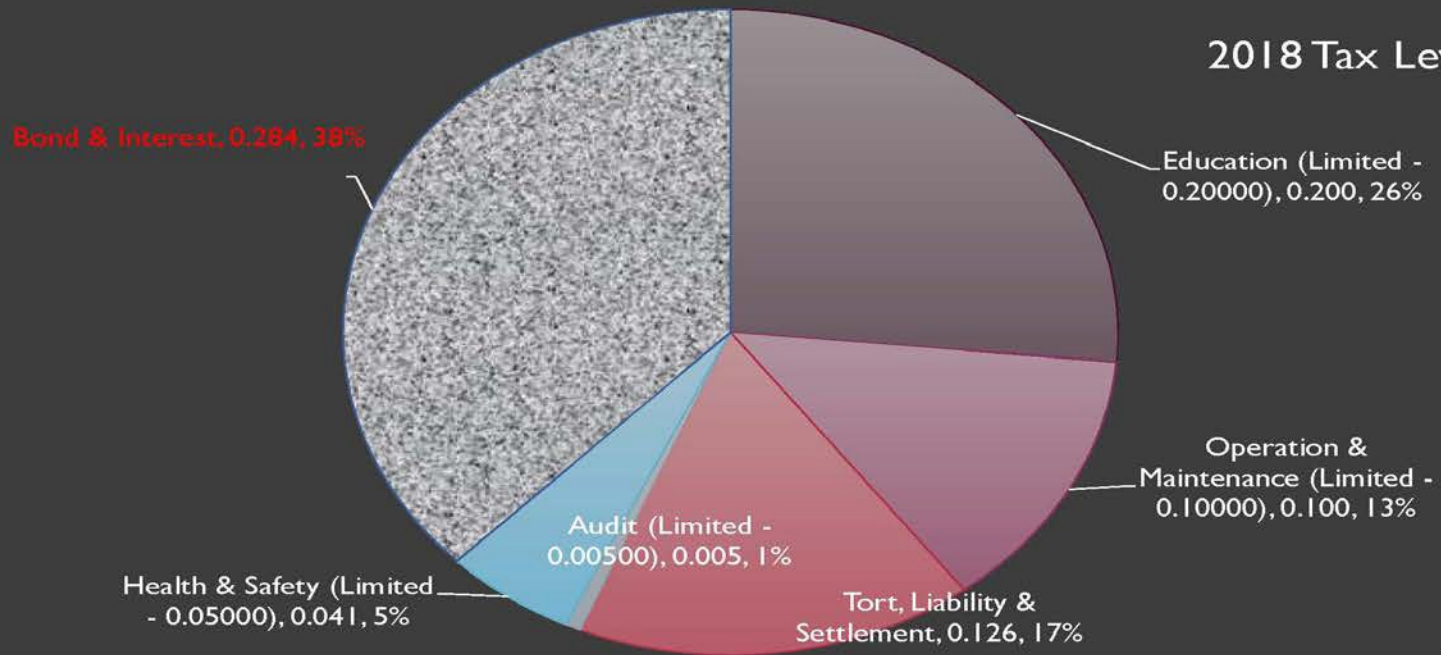
# FINANCIAL ANALYSIS

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





## 2018 Tax Levy

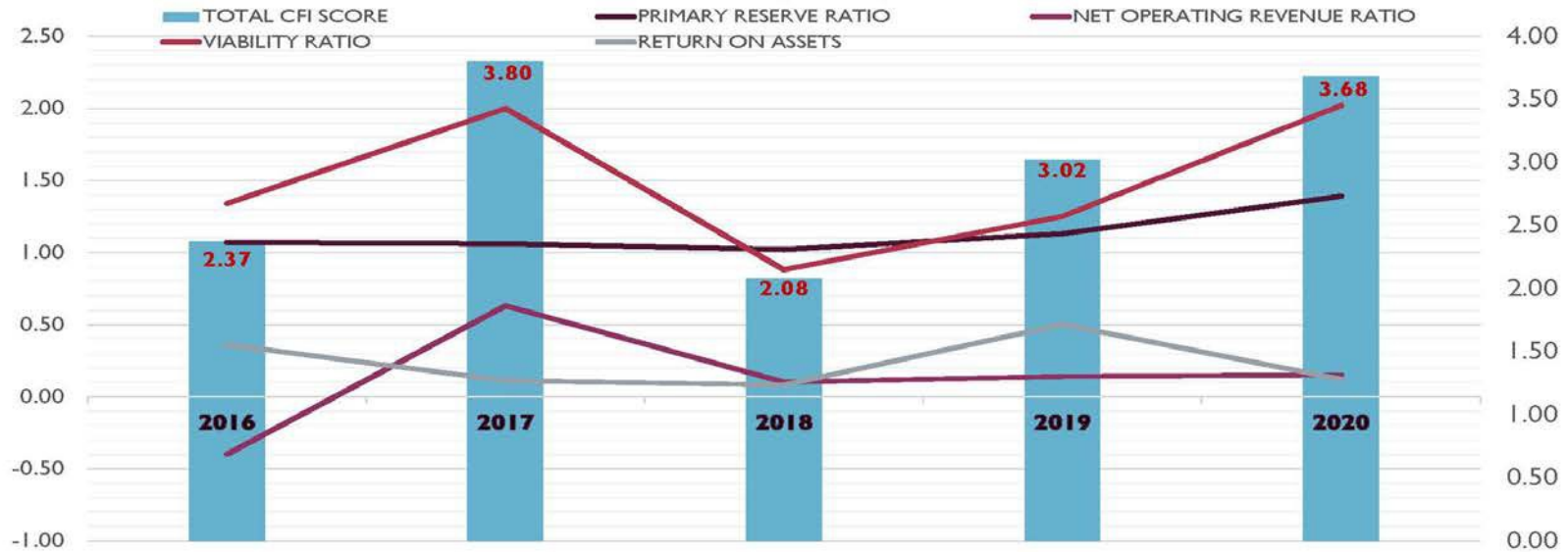


Consistent bond & interest levy historically with 38% of 2018 tax levy being for bond & interest (28 cents of 76 cents).

## 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 an 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.

CFI Scores by Component



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”.

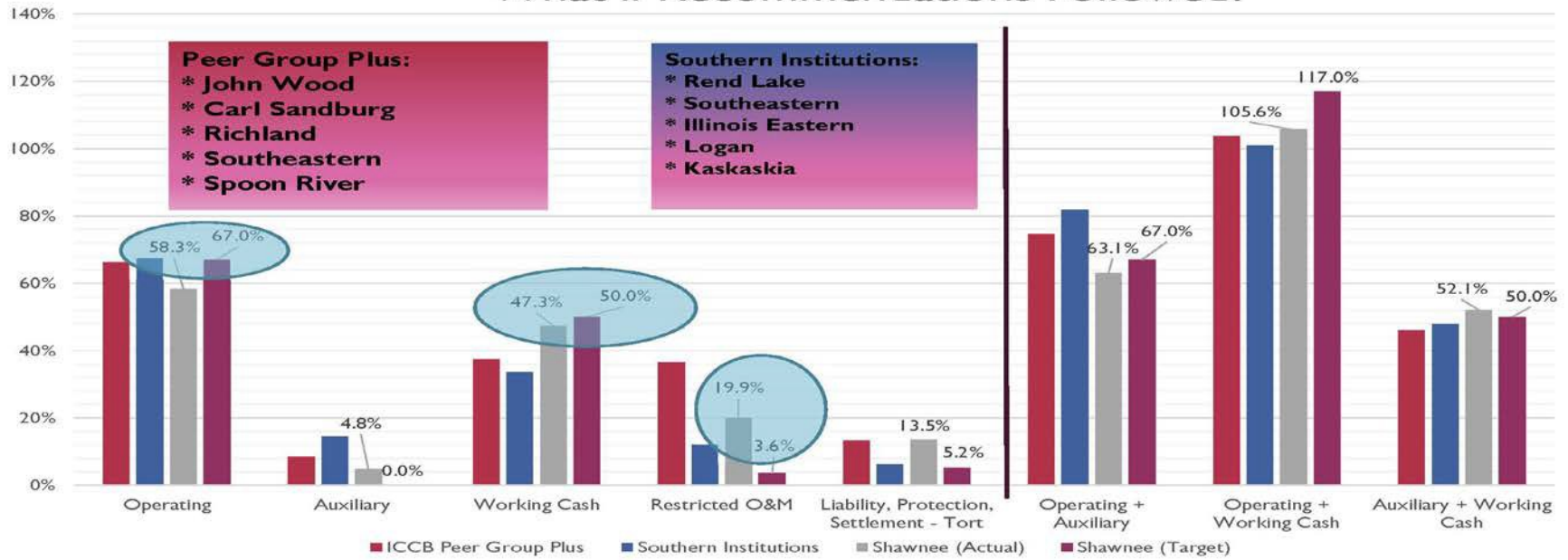
### Shawnee - “Above the Zone” last 5 Years

“CFI” TYPE	2020	2019	2018	2017	2016
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





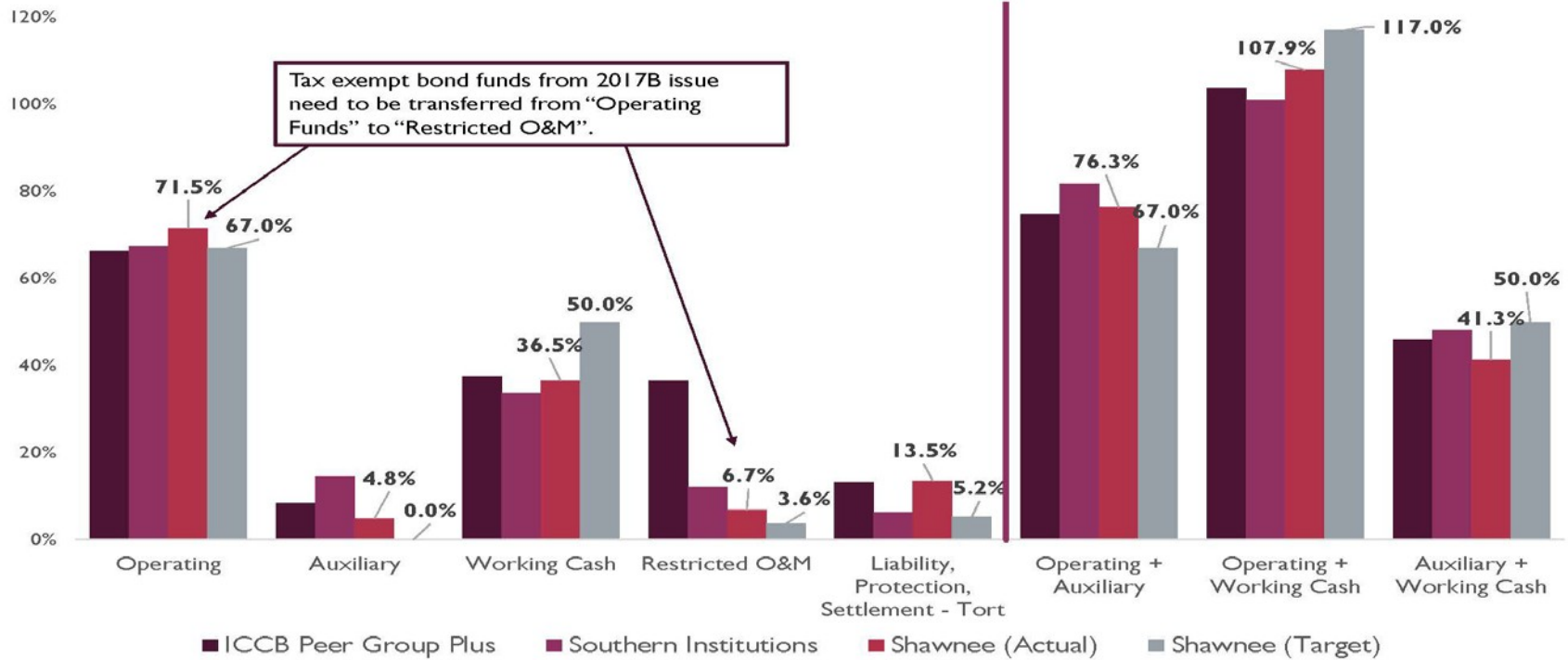
## “What if Recommendations Followed?”

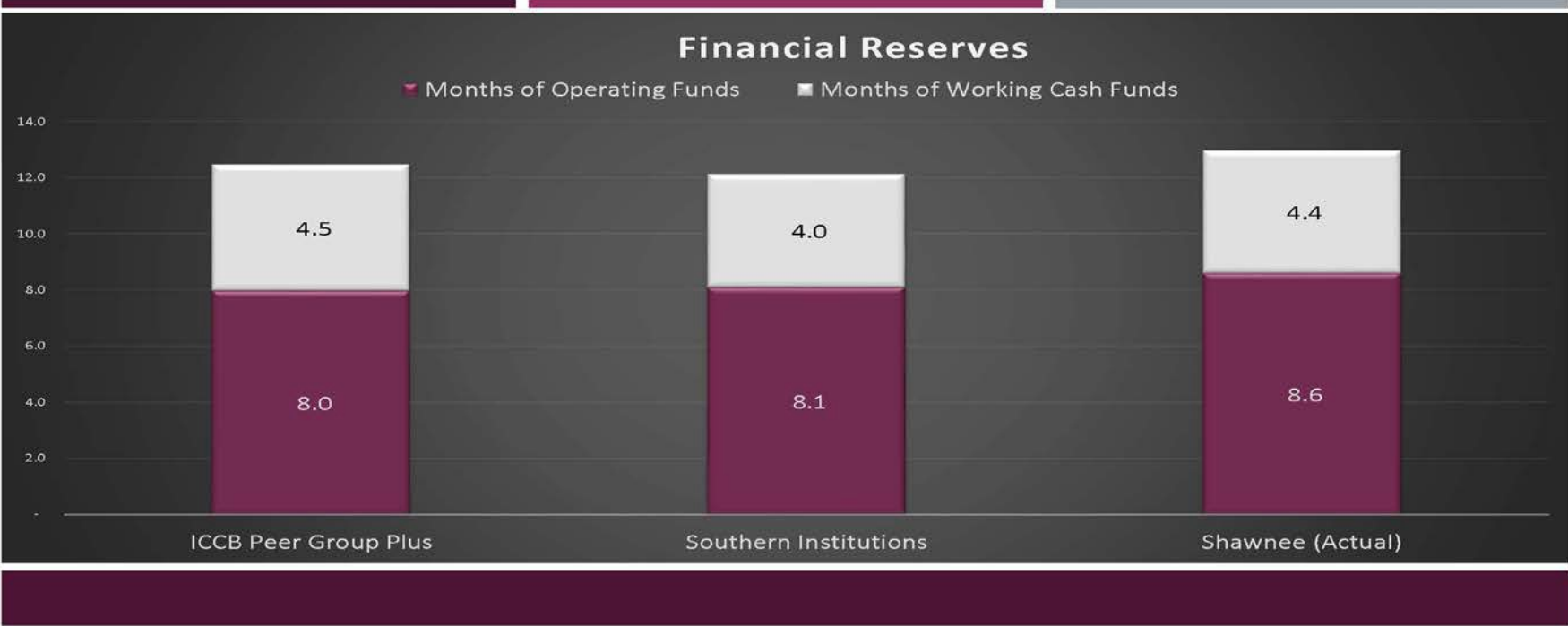


## RESERVE RELATED RECOMMENDATIONS

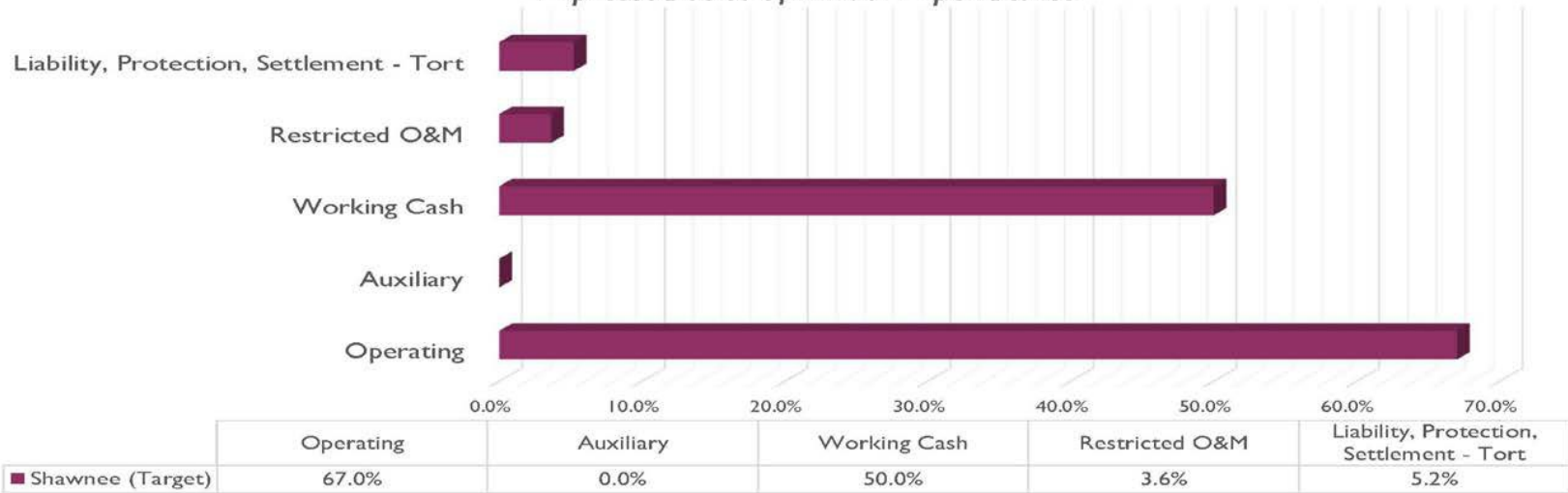
- 1) Begin increasing O&M Restricted fund balance by annually transferring General Fund targeted amount beginning with FY2023 or 2024.
- 2) With FY2023 budget, transfer remaining tax-exempt bond funds (2017B bond issue) from General Fund to either O&M Restricted (03) or other restricted fund to make 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.







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



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

## 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

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## 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

## 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

## 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

## VIII. Action and Discussion Items

- A. Consideration of Approval (SECOND READ) of Non-Discrimination & Harassment Policy **Attachment #1**
- B. Consideration of Approval (SECOND READ) of Financial Aid Policy **Attachment #2**
- 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 **Bursar Tab**
  - ii. Consideration of Ratification of Part-Time Employees **Ratification Tab**
  - 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 **Collective Barg Tab**
- 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**
  - 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

## X. Action and Discussion on Executive Session Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Approval to Hire a Full-Time Bursar **Bursar Tab**
  - ii. Consideration of Ratification of Part-Time Employees **Ratification Tab**
  - 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 **Collective Barg Tab**



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 pursuant to

**MOTION NO. 3**

**CONSIDERATION OF APPROVAL (SECOND READ) OF NON-DISCRIMINATION & HARASSMENT POLICY**

A motion was made by Cathy Belcher and seconded by John Windings to recommend the Board adopt the proposed Non-Discrimination & Harassment Policy. **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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL (SECOND READ) OF FINANCIAL AID POLICY**

A motion was made by Steve Heisner and seconded by Mike McMahan to recommend the Board adopt the proposed Financial Aid Policy. **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, 0 absent. The Chairman declared the motion carried.

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**MOTION NO. 5**

**CONSIDERATION OF FINANCIAL CONDITION POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the proposed Financial Condition Policy and direct any questions or concerns to Dr. Taylor. **Attachment #3 NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 6**

**CONSIDERATION OF MANAGEMENT OF FINANCIAL RESERVES POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the proposed Management of Financial Reserve Policy, including supporting procedural information: Fund Balance Calculations; Bonds and Indebtedness and Audit Firm Selection, and direct any question or concerns to Dr. Taylor. **Attachment #4 NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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

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**MOTION NO. 7**

**CONSIDERATION OF BUDGET FORECASTING, DEVELOPMENT & ADOPTION POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the proposed Budget Forecasting, Development & Adoption Policy, including supporting procedural information: Budget Development & Adoption, and direct any questions or concerns to Dr. Taylor. **Attachment #5 NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 8**

**CONSIDERATION OF ASSET PROTECTION & PLANNING POLICY (FIRST READ)**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend the Board review the proposed Asset Protection & Planning Policy and direct any questions or concerns to Dr. Taylor. **NO ACTION NEEDED**

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 55 of 63*

**MOTION NO. 9**

**DISCUSSION OF NEW BOARD OF TRUSTEES ORGANIZATION**

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

**NO ACTION NEEDED**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. \_\_\_\_\_ 10**

**IX. EXECUTIVE SESSION**

A motion was made by Cathy Belcher and seconded by Mike McMahan to **adjourn and go into executive session** at 6:48 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 Approval to Hire a Full-Time Bursar **Bursar Tab**
  - ii. Consideration of Ratification of Part-Time Employees **Ratification Tab**
  - 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 **Collective Barg Tab**
- 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**
  - 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 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, 0 absent. The Chairman declared the motion carried.

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**MOTION NO. \_\_\_\_\_ 11**

A motion was made by Mike McMahan and seconded by Cathy Belcher to adjourn out of executive session at 9:05 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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. \_\_\_\_\_ 12**

A motion was made by Mike McMahan and seconded by Cathy Belcher to approve the minutes of the executive session held on April 5, 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, 0 absent. The Chairman declared the motion carried.

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**MOTION NO. 13**

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME BURSAR**

A motion was made by John Windings and seconded by James Darden to recommend the Board approve Virginia Severs for the position of Bursar effective April 6, 2021. **Bursar 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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 14**

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

A motion was made by Steve Heisner and seconded by Cathy Belcher to recommend the Board ratify the Part-Time Hires as listed. **Ratification 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, 0 absent. The Chairman declared the motion carried.

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**MOTION NO. 15**

**CONSIDERATION OF APPROVAL FOR TENURE OF FACULTY**

A motion was made by John Windings and seconded by Steve Heisner to recommend the Board approve tenure for April Judith Dollins effective April 4, 2021. **Attachment #7**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 16**

**CONSIDERATION OF APPROVAL TO HIRE A GRANT WRITING CONSULTANT**

A motion was made by James Darden and seconded by John Windings to recommend the Board approve the contract of Kim Guetersloh as submitted. **Attachment #8**

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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 17**

**CONSIDERATION OF RATIFICATION OF THE FY2021 & FY2022 COLLECTIVE BARGAINING AGREEMENT**

A motion was made by Cathy Belcher and seconded by Steve Heisner to recommend the Board ratify the FY2021 and FY2022 Collective Bargaining Agreement. **Collective Barg Tab**

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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 18**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by John Windings and seconded by Steve Heisner to recommend the Board accept the letter of resignation for Deborah Vines effective at the end of the work day on March 12, 2021. **Attachment #9**

On roll call vote, the members voted as follows:

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

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

**MOTION NO. 19**

**CONSIDERATION OF RESIGNATION OF FULL-TIME EMPLOYEE**

A motion was made by James Darden and seconded by Cathy Belcher to accept the letter of resignation for Melissa Luttenbacher effective at the end of the work day on March 10, 2021.

**Attachment #10**

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, 0 absent. The Chairman declared the motion carried.

**MOTION NO. 20**

**CONSIDERATION OF APPROVAL FOR THE RENEWAL OF VP CONTRACTS**

A motion was made by Steve Heisner and seconded by Mike McMahan to renew the contract of Dr. Lisa Price as recommended. **Attachment #11**

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, 0 absent. The Chairman declared the motion carried.

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**MOTION NO. 21**

A motion was made by Cathy Belcher and seconded by Mike McMahan to not renew the contract of Dr. Kathleen Curphy for the upcoming year.

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 - No  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden - Yes

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

**XI. Adjournment**

**MOTION NO. 22**

A motion was made by Cathy Belcher and seconded by Mike McMahan to **adjourn at 9:25 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, 0 absent. The Chairman declared the motion carried.

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## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Lisa Price  
**RE:** Student Trustee Referendum  
**Date:** 05/03/21

**Background:** Pursuant to [110 ILCS 805/3-7.24](#), “Each community college board shall have one non-voting member who is a student enrolled in the community college under the jurisdiction of the board.”

College Policy 3380 states, “The method of selecting the student member shall be determined by campus-wide student referendum.”

An election (i.e. referendum) for Student Trustee was held on February 24, 2021. Two candidates – Bradley West and Sandy Woods – were presented to the student body for consideration. Dr. Lisa Price certified the following election results:

- Bradley West – 56 votes
- Sandy Woods – 22 votes.

Bradley West was declared the winner.

Both [110 ILCS 805/3-7.24](#) and College policy identify the start of the student’s term as April 15. Since this is the first Board meeting after the April 15 date, the Board needs to

1. Accept the results of the Student Referendum,
2. Appoint Bradley West Student Trustee for a term commencing April 15, 2021 and ending April 14, 2022.
3. Administer Mr. West’s Oath of Office
4. Seat Mr. West

**Recommendation:** I recommend the Board accept the student referendum results and appoint Mr. Bradley West Student Trustee for a term commencing April 15, 2021 and ending April 14, 2022.

In addition, I recommend Secretary Witthoft Administer Mr. West’s Oath of Office.

### 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

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn



# Oath of Office Student Trustee

I, **Bradley West**, having been selected to the office of **Student Trustee** of **Shawnee Community College District 531** in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois and will faithfully discharge the duties of the office of **Student Trustee** to the best of my ability.

SIGNED and SWORN TO on this 3<sup>rd</sup> Day of May 2021.

---

Bradley West

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Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

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Secretary, Board of Trustees  
Shawnee Community Colleges

## Board Memorandum

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Dr. Tim Taylor

**RE:** Resolution to Accept the April 6, 2021 SCC Trustee Election Results

**Date:** 05/03/21

**Background:** Pursuant to [10 ILCS 5/22-1](#), “*within 21 days after the close of the election ...the election authorities of the respective counties shall open the returns and make abstracts of the votes on a separate sheet for ...Trustee of a Regional Board of School Trustees.*” The appropriate election authority for the College’s Trustee elections is Ms. Julie Hancock, Pulaski County Clerk and Recorder. The College received a certified copy of the April 6, 2021 Consolidation Election results on April 22, 2021.

At this point, it is appropriate for the Board to formally accept the certified results from the April 6, 2021 Consolidation Election. Trustees elected for six-year terms were Mr. James Darden, Ms. April Moore, and Mr. John Windings. The Trustee elected for the two-year term was Ms. Deborah Shelton-Yates.

**Recommendation:** I recommend the Board accept the certified results from the April 6, 2021 Consolidation Election.

### 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

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn



# Board RESOLUTION

2021-05-03-01

## DECLARATION OF ELECTION RESULTS

The Board of Trustees of Shawnee Community College District #531 hereby states:

WHEREAS on April 6, 2021, an election was held for the purpose of electing four members to the Board of Trustees in the counties or portions of counties within Shawnee Community College District #531, namely the counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and;

WHEREAS Julie Hancock, Pulaski County Clerk and Recorder, is the Election Authority for Shawnee Community College District #531, and has certified the official ballot for the office of Trustee and candidates for that office and;

WHEREAS Julie Hancock, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Shawnee Community College District #531 at the election held on April 6, and;

WHEREAS Julie Hancock, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Julie Hancock will certify that the following votes were tabulated for a full six year term:

- James Darden – 1,872
- April Moore – 2,169
- John Windings – 2,526

and;

WHEREAS Julie Hancock will certify that the following votes were tabulated for the remaining 2 years of a 6-year term:

- Deborah Shelton-Yates 2,084

and;

WHEREAS Julie Hancock will certify that James Darden, April Moore, and John Windings were elected as trustees to serve a full term and;

WHEREAS Julie Hancock will certify that Deborah Shelton-Yates was elected as trustee to serve the remaining 2 years of a six-year term and;



THEREFORE, the Board of Trustees of Community College District #531 hereby accepts the official results of the April 6, 2021 election as provided by Julie Hancock, Pulaski County Clerk and Recorder, and Election Authority, and further declares that James Darden, April Moore and John Windings were duly elected to serve full terms as Trustees and that Deborah Shelton-Yates was duly elected to serve the remaining 2 years of a full term as Trustee.

ADOPTED THIS 3<sup>rd</sup> Day of May, 2021.

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Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

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Secretary, Board of Trustees  
Shawnee Community Colleges

ABSTRACT OF VOTES

PULASKI COUNTY, ILLINOIS at the Consolidated Election on April 6, 2021

STATE OF ILLINOIS

COUNTY OF PULASKI

**SHAWNEE COMMUNITY COLLEGE 531**

For Trustees of The Community College District to Serve a 6-Year Term

(Vote for 3)

APRIL MOORE	2169
JAMES DARDEN	1872
JOHN L. WINDINGS	2526

For Trustees of The Community College District to Serve a 2-Year Term

(Vote for 1)

STEVEN ETIER	959
DEBORAHSHELTON-YATES	2084

DATED: April 22, 2021

*Julie Hancock*  
 Julie Hancock, Pulaski County Clerk



## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Organization of Newly Elected Board  
**Date:** 05/03/21

**Background:** According to [110 ILCS 805/3-8](#), “*the new board shall hold its organizational meeting on or before the 28th day after the election.*” The 28<sup>th</sup> day after the April 6, 2021 election would be May 4, 2021. Therefore, to comply with the law, it would be appropriate for the Board to conduct its organizational meeting on May 3, 2021. Board policy 3200 informs the organization process.

From a parliamentary procedure perspective, the term of the new Board commences after the old board adjourns sine die (e.g., final adjournment without expectation of future action). Once that happens, technically, all previous Trustees who have not been elected to serve on the new Board (e.g., Trustees Belcher and Rushing) cease to be members of the new Board. Further, all Board Officer positions are considered vacant. In addition, technically, new Trustees must take their oath before they can be seated as voting members of the Board. To facilitate the seating of Trustees and the election of new Board Officers, it is necessary to appoint a temporary Chairperson and a temporary Secretary.

Board policy 3210, informs this selection process. Specifically, it states, “*Each officer shall hold his/her position until the Board again reorganizes.*” This language provides the opportunity for Trustee Witthoft to serve as the temporary Secretary until the Board elects a new Secretary. However, since the Board’s previous Chairman, Randall Rushing, is no longer serving on the Board, this is not an option. In this situation, [110 ILCS 805/3-8](#) provides the following guidance, *At all other organizational meetings, the chairman of the board, or, in his or her absence, the president of the community college or acting chief executive officer of the college shall convene the new board, and conduct the election for chairman, vice chairman and secretary.*” Therefore, I will convene the meeting, administer the oath of office for the newly elected Trustees, and facilitate the election of the new Board Chairperson, Vice Chairperson, and Secretary. Once the new officers are elected, the newly elected Chairperson will lead the rest of the meeting.

Again technically, Trustees Darden, Moore, Shelton-Yates, and Windings must take their oath before they can be seated as voting members of the new Board. Since this technicality is presented, I’ll ask Trustees Heisner, McMahon, and Witthoft along with Student Trustee West to confirm Trustee Witthoft as the Temporary Secretary. If for some reason one of those individuals are absent, and a quorum cannot be reached, I will appoint a Temporary Secretary, from one of the voting eligible Trustees in attendance.

**Recommendation:** I recommend the Board confirm Trustee Witthoft as the Temporary Secretary until the Board can elect a new Board Secretary. Further, I recommend the Temporary Secretary administer the Oath of Office for Trustees Darden, Moore, Shelton-Yates, and Windings. Finally, I recommend the Board reorganize according to Policy 3200.

### Board of Trustees

James Darden  
Steve Heisner  
Michael McMahon  
April Moore  
Deborah Shelton-Yates  
John Windings  
Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

STATE OF ILLINOIS

Pulaski COUNTY }<sup>ss.</sup>

**OFFICIAL OATH**

I, James Darden

**having been selected to the office of** Member of the Board of Trustees  
**of** Shawnee Community College District 531

**in the County of** Pulaski, in the State of Illinois,

**DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of**  
**the United States of America and the Constitution of the State of Illinois and**  
**will faithfully discharge the duties of the office of** Board of Trustees  
\_\_\_\_\_ **to the best of my ability.**

\_\_\_\_\_

**Signed and Sworn To, or Affirmed**

**before me this** 3 **day of**

May **A.D.** 2021

\_\_\_\_\_

Chairperson

STATE OF ILLINOIS

Pulaski COUNTY }<sup>ss.</sup>

**OFFICIAL OATH**

I, April Moore

**having been selected to the office of** Member of the Board of Trustees  
**of** Shawnee Community College District 531

**in the County of** Pulaski, in the State of Illinois,

**DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of**  
**the United States of America and the Constitution of the State of Illinois and**  
**will faithfully discharge the duties of the office of** Board of Trustees  
to the best of my ability.

\_\_\_\_\_

**Signed and Sworn To, or Affirmed**

**before me this** 3 **day of**

May **A.D.** 2021

\_\_\_\_\_

Chairperson

STATE OF ILLINOIS

Pulaski COUNTY }<sup>SS.</sup>

**OFFICIAL OATH**

I, John Windings

**having been selected to the office of** Member of the Board of Trustees  
**of** Shawnee Community College District 531

**in the County of** Pulaski, in the State of Illinois,

**DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of**  
**the United States of America and the Constitution of the State of Illinois and**  
**will faithfully discharge the duties of the office of** Board of Trustees  
to the best of my ability.

\_\_\_\_\_

**Signed and Sworn To, or Affirmed**

**before me this** 3 **day of**

May **A.D.** 2021

\_\_\_\_\_

Chairperson

STATE OF ILLINOIS

Pulaski COUNTY }<sup>SS.</sup>

**OFFICIAL OATH**

I, Deborah Shelton-Yates

**having been selected to the office of** Member of the Board of Trustees  
**of** Shawnee Community College District 531

**in the County of** Pulaski, in the State of Illinois,

**DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of**  
**the United States of America and the Constitution of the State of Illinois and**  
**will faithfully discharge the duties of the office of** Board of Trustees  
to the best of my ability.

\_\_\_\_\_

**Signed and Sworn To, or Affirmed**

**before me this** 3 **day of**

May **A.D.** 2021

\_\_\_\_\_

Chairperson

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Appointment of Board Delegates  
**Date:** 05/03/21

**Background:** It is traditional for the Board to appoint delegates/liaisons to external organizations as part of the Board's organizational process. In the past, a delegate and alternate were appointed to the Illinois Community College Trustees Association (ICCTA). Also, a Liaison was appointed to the College's Saints Foundation. It would be appropriate for the Board to appoint, at a minimum, the following delegates/liaison:

- ICCTA Delegate
- ICCTA Alternate
- Saints Foundation Liaison

**Recommendation:** I recommend the Board appoint delegates to the ICCTA and to the Saints Foundation.

### Board of Trustees

James Darden  
Steve Heisner  
Michael McMahon  
April Moore  
Deborah Shelton-Yates  
John Windings  
Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn



## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Appointment of Board Committees  
**Date:** 05/03/21

**Background:** Policy 3220 states, “*The Chairman shall appoint ad hoc committees when the need arises. These committees will be comprised of not more than three (3) board members and shall be discharged upon completion of their assignment.*”

After review of the College’s financial position and forthcoming strategic planning recommendations, I believe it would be beneficial for the Board to establish a Board Finance Committee. The purpose of the Committee would be to review strategic plan resource activities as recommended by the Chief Executive Officer, review proposed financing activities as recommended by the Chief Financial Officer, review capital and information technology project recommendations as presented by the Chief Financial Officer, oversee the work of the external and internal auditors, and recommend actions to the Board. This committee should improve transparency and assist the Board with understanding the intricacies of the College’s fiscal operations.

After review of the College’s Board Policy Manual and considering the Higher Learning Commission’s November visit focused on policy and shared governance, I believe it would be beneficial for the Board to establish a Policy Committee. The purpose of this Committee would be to assist the Board in drafting meaningful Board policies and bylaws that support the mission, values and strategic goals of the College and assist with achieving Board’s legislative requirements. In addition, this Committee would be responsible for identifying the need for new policies in conjunction with the CEO; review existing policies and recommending revisions to ensure they are current, comply with administrative policy, procedures, guidelines, College’s legislative purposes, and applicable law.

**Recommendation:** I recommend the Chairperson appoint up to three Trustees to serve on a Board Finance Committee. Further, I recommend the Chairperson appoint up to three Trustees to serve on a Board Policy Committee.

### Board of Trustees

James Darden  
Steve Heisner  
Michael McMahon  
April Moore  
Deborah Shelton-Yates  
John Windings  
Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn

## Board Memorandum

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Dr. Tim Taylor

**RE:** Resolution to Identify Schedule of CY21 Regular Board Meetings

**Date:** 05/03/21

**Background:** According to [110 ILCS 805/3-8](#), the Board “*shall fix a time and place for its regular meetings.*” The statute also states, “*Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year.*” The previous Board adopted the CY21 regular meeting calendar at the November 2, 2020 Board meeting. The attached resolution essentially affirms those dates for the remaining part of CY21.

**Recommendation:** I recommend the Board adopt the resolution confirming the dates, time, and place of the CY21 regular meeting calendar.

### Board of Trustees

James Darden  
Steve Heisner  
Michael McMahan  
April Moore  
Deborah Shelton-Yates  
John Windings  
Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn



# Board RESOLUTION

2021-05-03-02

## DECLARATION OF REGULAR MEETINGS

**Resolved**, the Board of Trustees regular monthly meetings shall be held as follows during the 2021 calendar year:

- ☐ Monday, June 7, 2021, 5:30p, River Room, Ullin, IL
- ☐ Tuesday, July 6, 2021, 5:30p, River Room, Ullin, IL  
(July 4th Observation)
- ☐ Monday, August 2, 2021, 5:30p, River Room, Ullin, IL
- ☐ Tuesday, September 7, 2021, River Room, Ullin, IL  
(Labor Day Observation)
- ☐ Monday, October 4, 2021, River Room, Ullin, IL
- ☐ Monday, November 1, 2021, River Room, Ullin, IL
- ☐ Monday, December 6, 2021, River Room, Ullin, IL

ADOPTED THIS 3<sup>rd</sup> Day of May, 2021.

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Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

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Secretary, Board of Trustees  
Shawnee Community Colleges

## Board Memorandum

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Dr. Tim Taylor

**RE:** Resolution to Accept the Rules, Regulations, & Actions of Prior Boards

**Date:** 05/03/21

**Background:** Illinois statute [110 ILCS 805/3-8](#) requires the Board to “*enter upon the discharge of its duties*” during its organizational meeting. Essentially, this is a legal phrase that suggests the Board must declare how they intend to operate.

Typically, Boards meet this requirement by adopting rules, regulations, policies, and actions of past Boards. Often, Board’s communicate their voting procedure as well.

**Recommendation:** I recommend the Board adopt the resolution accepting the rules, regulations, & actions of prior Boards.

### Board of Trustees

James Darden  
Steve Heisner  
Michael McMahon  
April Moore  
Deborah Shelton-Yates  
John Windings  
Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
Dr. Lisa Price  
Brandy Woods

### Executive Directors

Robb Betts  
Gene Honn



# Board RESOLUTION

2021-05-03-03

## DECLARATION ON DISCHARGE OF DUTIES

BE IT RESOLVED by the Board of Trustees of Shawnee Community College District No. 531, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes are not allowed during the taking of a roll call vote. Roberts Rules of Order will be followed for general procedural guidelines but will not be adopted. When voice votes are taken, any Trustee may ask for a roll call vote on that issue.

ADOPTED THIS 3<sup>rd</sup> Day of May, 2021.

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Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges



# Board RESOLUTION

2021-05-03-04

## RECOGNITION OF SERVICE

Ms. Cathy Belcher  
2005-2021

WHEREAS Ms. Cathy Belcher of Anna, IL grew up and attended high school in Chicago IL. Ms. Belcher graduated from SIU and since graduation has remained in Southern IL. Ms. Belcher is retired from Southern Illinois Electric Co-op, and;

WHEREAS Ms. Belcher has 2 daughters, Laura and Beth, sons-in-law, Patrick and Andrew, and five grandchildren with one arriving in September 2021, and;

WHEREAS Ms. Belcher was elected to the Shawnee Community College Board of Trustees in 2005. Ms. Belcher has also served as the Shawnee Community College Board of Trustee Foundation Liaison since 2008, Trustee on the St. Mary's Church Council, and Two Rivers Child Advocacy Group since 2001, and;

WHEREAS Ms. Belcher in recognition of her contribution and continuous service to the Shawnee Community College District- consisting of Alexander County, Johnson County, Massac County, Pulaski County, Union County, and portions of Jackson County, and;

WHEREAS Ms. Belcher has brought a commitment to all District residents, a wealth of knowledge, experience, education, intellect, and courage to the Trustee's position for the last sixteen years, and;

WHEREAS Ms. Belcher has served honorably, effectively, with great enthusiasm and energy, and most importantly with high moral character, and;

WHEREAS Ms. Belcher has influenced Shawnee Community College District Board of Trustees to intensely focus on teaching and learning by promoting an unwavering belief that education changes the lives of our students for the better, leading to stronger communities, and;

WHEREAS Ms. Belcher has contributed a great deal of extra time and energy to concerns of the District to ensure his own understanding of the details, and thereby providing valuable guidance in the decision-making process, and;

WHEREAS Ms. Belcher during his years of high-performance leadership on the Shawnee Community College District Board of Trustees, has helped guide the District through some challenging times and was instrumental in developing and implementing critical policies that have assisted the District in establishing positive approaches to governance, problem-solving, and decision-making, and;

WHEREAS Ms. Belcher has represented the Shawnee Community College District admirably, professionally, and with distinction as trustee, and;

WHEREAS Ms. Belcher has nurtured trust and collaboration between all constituencies within the District in matters concerning the education of the District's residents, and;

WHEREAS Ms. Belcher has provided leadership in the development of District-wide policies that influence excellence in academics, operations, and strategic growth of our communities, and;

WHEREAS Ms. Belcher has demonstrated compassion and understanding of others through outstanding service to the Shawnee Community College District as a trustee who is responsive to community issues and concerns;

BE IT RESOLVED, that the Shawnee Community College District hereby adopts this resolution, thanking Ms. Belcher for her time, talent, passion, dedication, guidance to the betterment of the lives of citizens throughout the district, and outstanding contribution to the communities located within the boundaries of Shawnee Community College District and especially her support and love for the College, the Board would like to bestow its' deepest gratitude and appreciation for a job well done.

ADOPTED THIS 3<sup>rd</sup>. Day of May, 2021.

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Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges



# Board RESOLUTION

2021-05-03-05

## **RECOGNITION OF SERVICE**

Mr. Randall Rushing  
2013-2021

WHEREAS Mr. Randall Rushing graduated from Metropolis Community High School and received a Bachelor of Science degree in Accounting and Finance from Southern Illinois University and a Master's in Business Administration from Murray State University, and;

WHEREAS Mr. Rushing and his wife, Kathy (Oliver) have been married for over 40 years and have two children, Zachary and Amanda, and seven grandchildren, and;

WHEREAS Mr. Rushing of Metropolis was first appointed to the Shawnee Community College Board of Trustees in 2013, and;

WHEREAS Mr. Rushing also serves as the President of Southern Illinois Electric Cooperative, the Illinois Workforce Innovation Board, and The Massac-Metropolis Port District, and is also a Director on the Southern Illinois Power Board. He has served as Past President of the Massac Unit One School District, and the Metropolis Area Chamber of Commerce. He also served on the Massac County Hospital District Board for many years, and;

WHEREAS Mr. Rushing in recognition of his contribution and continuous service to the Shawnee Community College District- consisting of Alexander County, Johnson County, Massac County, Pulaski County, Union County, and portions of Jackson County, and;

WHEREAS Mr. Rushing has brought a commitment to all District residents, a wealth of knowledge, experience, education, intellect, and courage to the Trustee's position for the last eight years, and;

WHEREAS Mr. Rushing has served honorably, effectively, with great enthusiasm and energy, and most importantly with high moral character, and;

WHEREAS Mr. Rushing has influenced Shawnee Community College District Board of Trustees to intensely focus on teaching and learning by promoting an unwavering belief that education changes the lives of our students for the better, leading to stronger communities, and;



WHEREAS Mr. Rushing has contributed a great deal of extra time and energy to concerns of the District to ensure his own understanding of the details, and thereby providing valuable guidance in the decision-making process, and;

WHEREAS Mr. Rushing during his years of high-performance leadership on the Shawnee Community College District Board of Trustees, has helped guide the District through some challenging times and was instrumental in developing and implementing critical policies that have assisted the District in establishing positive approaches to governance, problem-solving, and decision-making, and;

WHEREAS Mr. Rushing has represented the Shawnee Community College District admirably, professionally, and with distinction as trustee, and;

WHEREAS Mr. Rushing has nurtured trust and collaboration between all constituencies within the District in matters concerning the education of the District's residents, and;

WHEREAS Mr. Rushing has provided leadership in the development of District-wide policies that influence excellence in academics, operations, and strategic growth of our communities, and;

WHEREAS Mr. Rushing has demonstrated compassion and understanding of others through outstanding service to the Shawnee Community College District as a trustee who is responsive to community issues and, concerns;

BE IT RESOLVED, that the Shawnee Community College District hereby adopts this resolution, thanking Mr. Rushing for his time, talent, passion, dedication, guidance to the betterment of the lives of citizens throughout the district, and outstanding contribution to the communities located within the boundaries of Shawnee Community College District and especially his support and love for the College, the Board would like to bestow its' deepest gratitude and appreciation for a job well done.

ADOPTED THIS 3<sup>rd</sup>. Day of May, 2021.

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Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges

## Shawnee Community College

Fund	3/1/2021 Beg. Balance	March Receipts/Adj.	March Expenditures/Adj.	3/31/2021 Ending Balance
Education	6,824,409.29	1,673,728.60	1,115,594.81	7,382,543.08
Building	2,841,138.19	73,587.91	112,071.79	2,802,654.31
Working Cash	5,031,905.39	289.52	0.00	5,032,194.91
Restricted Building	1,118,522.77	534.41	0.00	1,119,057.18
Bond & Interest	418,513.04	3,760.08	0.00	422,273.12
Auxiliary Enterprise	372,642.14	235,456.73	239,107.48	368,991.39
Liab. Prot. Settlement	1,802,411.57	1,866.86	32,640.33	1,771,638.10
Audit	41,673.12	71.28	0.00	41,744.40
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	2,342.00	2,342.00	0.00
S.E.O.G	0.00	0.00	0.00	0.00
PELL	0.00	798,476.00	798,476.00	0.00
Special Grants	2,724.12	197,461.45	190,778.41	9,407.16
Trust & Agency	214,186.70	663.05	8,150.00	206,699.75
Total	18,682,126.94	2,988,237.89	2,499,160.82	19,171,204.01

*Brandy Woods*

Brandy Woods, Director of Business Services

April 12, 2021

Date

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

# Shawnee Community College

## Financial Report



**Nine Months Ended**

**March 31, 2021**

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATING FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

Operating Revenues by Source	Legal Budget As Adjusted 3/31/21	Year to Date Revenues 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Realized 3/31/21
<b>Local government:</b>				
Current taxes	\$ 1,931,070	\$ 1,833,512	\$ 97,558	
Chargeback revenue	0		0	
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 1,931,070</b>	<b>\$ 1,833,512</b>	<b>\$ 97,558</b>	<b>94.95%</b>
<b>State government:</b>				
ICCB Credit Hour Grants	\$ 1,276,166	\$ 973,254	\$ 302,912	
ICCB Equalization Grants	2,853,879	2,140,409	713,470	
State Board of Education- Vocational Education	118,591	59,296	59,295	
Corporate Personal Property Replacement Tax	475,786	262,920	212,866	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 4,724,422</b>	<b>\$ 3,435,879</b>	<b>\$ 1,288,543</b>	<b>72.73%</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	\$ 3,706,809	\$ (45,670)	
Fees	717,298	796,293	(78,995)	
<b>TOTAL TUITION AND FEES</b>	<b>\$ 4,378,437</b>	<b>\$ 4,503,102</b>	<b>\$ (124,665)</b>	<b>102.85%</b>
<b>Other sources:</b>				
Sales and Service Fees	\$ 87,000	\$ 64,269	\$ 22,731	
Facilities revenue	40,000	35,603	4,397	
Investment revenue	72,000	9,007	62,993	
Other sources	189,600	161,444	28,156	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 388,600</b>	<b>\$ 270,323</b>	<b>\$ 118,277</b>	<b>69.56%</b>
TRANSFERS	\$ 33,000	\$ -	\$ 33,000	
<b>TOTAL 2020-21 BUDGETED REVENUE</b>	<b>\$ 11,455,529</b>	<b>\$ 10,042,816</b>	<b>\$ 1,412,713</b>	<b>87.67%</b>
<b>Less non-operating items*:</b>				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
<b>ADJUSTED REVENUE</b>	<b>\$ 11,455,529</b>	<b>\$ 10,042,816</b>	<b>\$ 1,412,713</b>	<b>87.67%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

<u>Expenditures By Program</u>	Legal Budget As Adjusted 3/31/21	Year to Date Expenditures 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Expended 3/31/21
Instruction	\$ 4,837,343	\$ 2,974,571	\$ 1,862,772	
Academic Support	404,320	289,732	114,588	
Student Services	1,068,995	724,796	344,199	
Public Services	132,915	44,765	88,150	
Operation & Maint. of Plant	2,010,912	1,432,426	578,486	
Institutional Support	2,784,364	1,559,785	1,224,579	
Scholarship, Student Grants, & Waivers	1,636,575	1,722,502	(85,927)	
<b>TRANSFERS</b>	573,620	570,403	3,217	
<b>Total 2020-21 Budgeted Expenditures</b>	<b>\$ 13,449,044</b>	<b>\$ 9,318,980</b>	<b>\$ 4,130,064</b>	<b>69.29%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,449,044</b>	<b>\$ 9,318,980</b>	<b>\$ 4,130,064</b>	
<b><u>By Object</u></b>				
Salaries	\$ 6,522,949	\$ 4,192,229	\$ 2,330,720	
Employee Benefits	752,420	496,254	256,166	
Contractual Services	1,377,068	932,551	444,517	
General Materials & Supplies	646,865	303,609	343,256	
Conference & Meeting Expense	126,035	20,063	105,972	
Fixed Charges	127,860	84,701	43,159	
Utilities	645,390	379,784	265,606	
Capital Outlay	899,902	615,851	284,051	
Other	1,776,935	1,723,535	53,400	
Provision for Contingency	-	-	-	
<b>TRANSFERS</b>	573,620	570,403	3,217	
<b>Total 2020-21 Budgeted Expenditures</b>	<b>\$ 13,449,044</b>	<b>\$ 9,318,980</b>	<b>\$ 4,130,064</b>	<b>69.29%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,449,044</b>	<b>\$ 9,318,980</b>	<b>\$ 4,130,064</b>	

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

<b>EDUCATION FUND</b>	<b>Legal Budget As Adjusted 3/31/21</b>	<b>Year to Date Expenditures 3/31/21</b>	<b>(Over)/Under Budget 3/31/21</b>	<b>Percent of Budget Expended 3/31/21</b>
<b>INSTRUCTION</b>				
Salaries	\$ 3,983,346	\$ 2,438,612	\$ 1,544,734	
Employee Benefits	393,672	260,595	133,077	
Contractual Services	166,545	113,712	52,833	
General Materials & Supplies	141,075	77,910	63,165	
Conference & Meeting Expense	31,885	4,367	27,518	
Fixed Charges	81,160	59,548	21,612	
Utilities	37,300	19,763	17,537	
Other	360	64	296	
Capital Outlay	2,000	-	2,000	
<b>TOTAL</b>	<b>\$ 4,837,343</b>	<b>\$ 2,974,571</b>	<b>\$ 1,862,772</b>	<b>61.49%</b>
<b>ACADEMIC SUPPORT</b>				
Salaries	\$ 290,015	\$ 223,070	\$ 66,945	
Employee Benefits	17,229	12,610	4,619	
Contractual Services	43,214	19,809	23,405	
General Materials & Supplies	48,982	33,190	15,792	
Conference & Meeting Expense	3,880	75	3,805	
Utilities	-	-	-	
Capital Outlay	1,000	978	22	
<b>TOTAL</b>	<b>\$ 404,320</b>	<b>\$ 289,732</b>	<b>\$ 114,588</b>	<b>71.66%</b>
<b>STUDENT SERVICES</b>				
Salaries	\$ 815,904	\$ 592,803	\$ 223,101	
Employee Benefits	137,374	93,486	43,888	
Contractual Services	36,500	14,049	22,451	
General Materials & Supplies	70,454	23,615	46,839	
Conference & Meeting Expense	6,300	843	5,457	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	2,463	-	2,463	
<b>TOTAL</b>	<b>\$ 1,068,995</b>	<b>\$ 724,796</b>	<b>\$ 344,199</b>	<b>67.80%</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>				
Salaries	\$ 89,114	\$ 33,591	\$ 55,523	
Employee Benefits	21,372	6,349	15,023	
Contractual Services	5,029	2,000	3,029	
General Materials & Supplies	14,900	2,780	12,120	
Conference & Meeting Expense	800	45	755	
Fixed Charges	1,700	-	1,700	
Utilities	-	-	-	
<b>TOTAL</b>	<b>\$ 132,915</b>	<b>\$ 44,765</b>	<b>\$ 88,150</b>	<b>33.68%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

	Legal Budget As Adjusted 3/31/21	Year to Date Expenditures 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Expended 3/31/21
<b>EDUCATION FUND</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 1,180,530	\$ 770,060	\$ 410,470	
Employee Benefits	161,022	108,357	52,665	
Contractual Services	645,605	448,339	197,266	
General Materials & Supplies	303,864	129,533	174,331	
Conference & Meeting Expense	83,460	14,734	68,726	
Fixed Charges	45,000	25,153	19,847	
Utilities	20,000	16,320	3,680	
Other	140,000	968	139,032	
Provision for Contingency	-	-	-	
Capital Outlay	204,883	46,321	158,562	
<b>TOTAL</b>	<b>\$ 2,784,364</b>	<b>\$ 1,559,785</b>	<b>\$ 1,224,579</b>	<b>56.02%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>				
Other	\$ 1,636,575	\$ 1,722,502	\$ (85,927)	
<b>TOTAL</b>	<b>\$ 1,636,575</b>	<b>\$ 1,722,502</b>	<b>\$ (85,927)</b>	<b>105.25%</b>
<b>TRANSFERS</b>	<b>573,620</b>	<b>570,403</b>	<b>3,217</b>	<b>99.44%</b>
<b>TOTAL EDUCATION FUND</b>	<b>\$ 11,438,132</b>	<b>\$ 7,886,554</b>	<b>\$ 3,551,578</b>	<b>68.95%</b>
<b>OPERATIONS and MAINTENANCE FUND</b>				
<b>OPERATION AND MAINTENANCE OF PLANT</b>				
Salaries	\$ 194,040	\$ 134,092	\$ 59,948	
Employee Benefits	21,751	14,855	6,896	
Contractual Services	450,175	334,643	115,532	
General Materials & Supplies	67,300	36,581	30,719	
Conference & Meeting Expense	-	-	-	
Fixed Charges	-	-	-	
Utilities	588,090	343,702	244,388	
Provision for Contingency	-	-	-	
Capital Outlay	689,556	568,553	121,003	
Other	-	-	-	
<b>TOTAL OPERATIONS and MAINTENANCE FUND</b>	<b>\$ 2,010,912</b>	<b>\$ 1,432,426</b>	<b>\$ 578,486</b>	<b>71.23%</b>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 13,449,044</b>	<b>\$ 9,318,980</b>	<b>\$ 4,130,064</b>	<b>69.29%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

	Legal Budget	Year to Date	(Over)/Under	Percent of
	3/31/21	Revenues	Budget	Budget
Operations and Maintenance Fund-Restricted		3/31/21	3/31/21	Realized
				3/31/21
<b>Local Governmental Sources:</b>				
Current Taxes	\$ 250,000	\$ 240,545	\$ 9,455	
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>\$ 250,000</b>	<b>\$ 240,545</b>	<b>\$ 9,455</b>	<b>96.22%</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>\$ 240,545</b>	<b>\$ 9,455</b>	<b>96.22%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

	Legal Budget	Year to Date	(Over)/Under	Percent of
	As Adjusted	Expenditures	Budget	Budget
Operations and Maintenance Fund-Restricted	3/31/21	3/31/21	3/31/21	Expended
				3/31/21
<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 NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

	Legal Budget As Adjusted 3/31/21	Year to Date Revenues 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Realized 3/31/21
<b><u>Bond and Interest Fund</u></b>				
<b>Local Government Sources:</b>				
Current Taxes	\$ 1,759,000	\$ 1,692,388	\$ 66,612	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 1,759,000</b>	<b>\$ 1,692,388</b>	<b>\$ 66,612</b>	<b>96.21%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
BOND AND INTEREST FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

	Legal Budget As Adjusted 3/31/21	Year to Date Expenditures 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Expended 3/31/21
<b><u>Bond and Interest Fund</u></b>				
<b>INSTITUTIONAL SUPPORT</b>				
Bond Principal Retired	\$ 1,600,000	\$ 1,600,000	\$ -	
Bond Interest	<u>159,000</u>	<u>96,000</u>	\$ 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 NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

	Legal Budget As Adjusted 3/31/21	Year to Date Revenues 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Realized 3/31/21
<b>Auxiliary Enterprises Fund</b>				
<b>Other Sources:</b>				
Sales and Service Fees	\$ 410,200	\$ 350,769	\$ 59,431	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 410,200</b>	<b>\$ 350,769</b>	<b>\$ 59,431</b>	
<b>TRANSFERS</b>	<b>573,620</b>	<b>570,403</b>	<b>3,217</b>	
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 983,820</b>	<b>\$ 921,172</b>	<b>\$ 62,648</b>	<b>93.63%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

	Legal Budget As Adjusted 3/31/21	Year to Date Expenditures 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Expended 3/31/21
<b>Auxiliary Enterprises Fund</b>				
<b>INDEPENDENT OPERATIONS</b>				
Salaries	\$ 204,350	\$ 144,836	\$ 59,514	
Employee Benefits	16,762	14,069	2,693	
Contractual Services	49,301	41,486	7,815	
General Materials & Supplies	320,845	286,431	34,414	
Conference & Meeting Expense	24,100	17,654	6,446	
Fixed Charges	25,000	18,286	6,714	
Utilities	-	-	-	
Capital Outlay	32,000	9,721	22,279	
Provision for Contingency	-	-	-	
Other	361,985	403,314	(41,329)	
<b>TRANSFERS</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,234,343</b>	<b>\$ 935,797</b>	<b>\$ 298,546</b>	<b>75.81%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
RESTRICTED PURPOSES FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

Restricted Purposes Fund	Legal Budget As Adjusted 3/31/21	Year to Date Revenues 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Realized 3/31/21
<b>State governmental sources:</b>				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	267,844	123,823	144,021	
ICCB Career and Technical Education	314,702	126,389	188,313	
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	<u>30,972</u>	<u></u>	<u>30,972</u>	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 741,018</b>	<b>\$ 292,712</b>	<b>\$ 448,306</b>	<b>39.50%</b>
<b>Federal governmental sources:</b>				
Department of Education	\$ 5,219,636	\$ 3,067,950	\$ 2,151,686	
Department of Health and Human Services	-	-	-	
Other Federal Government Sources	<u>-</u>	<u>29,678</u>	<u>(29,678)</u>	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 5,219,636</b>	<b>\$ 3,097,628</b>	<b>\$ 2,122,008</b>	<b>59.35%</b>
<b>Other Sources:</b>				
<b>Nongovernmental Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 5,960,654</b>	<b>\$ 3,390,340</b>	<b>\$ 2,570,314</b>	<b>56.88%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
RESTRICTED PURPOSES FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

Restricted Purposes Fund	Legal Budget As Adjusted 3/31/21	Year to Date Expenditures 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Expended 3/31/21
<b>STUDENT SERVICES</b>				
Salaries	\$ 257,483	\$ 152,796	\$ 104,687	
Employee Benefits	78,312	42,324	35,988	
Contractual Services	6,869	4,869	2,000	
General Materials & Supplies	9,302	1,548	7,754	
Conference & Meeting Expense	12,196	2,118	10,078	
Capital Outlay	-	-	-	
Other	<u>55,558</u>	<u>18,439</u>	<u>37,119</u>	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 419,720</b>	<b>\$ 222,094</b>	<b>\$ 197,626</b>	<b>52.91%</b>
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 708,597	\$ 393,768	\$ 314,829	
Employee Benefits	184,955	75,285	109,670	
Contractual Services	148,010	156,348	(8,338)	
General Materials & Supplies	197,984	120,766	77,218	
Conference & Meeting Expense	97,300	8,838	88,462	
Fixed Charges	-	-	-	
Utilities	-	-	-	
Capital Outlay	827,948	311,940	516,008	
Other	<u>48,752</u>	<u>9,746</u>	<u>39,006</u>	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 2,213,546</b>	<b>\$ 1,076,691</b>	<b>\$ 1,136,855</b>	<b>48.64%</b>
<b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>				
Financial Aid	<u>\$ 3,905,710</u>	<u>\$ 1,989,749</u>	<u>\$ 1,915,961</u>	
<b>TOTAL</b>	<b>\$ 3,905,710</b>	<b>\$ 1,989,749</b>	<b>\$ 1,915,961</b>	<b>50.94%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 6,538,976</b>	<b>\$ 3,288,534</b>	<b>\$ 3,250,442</b>	<b>50.29%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUDIT FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

Audit Fund	Legal Budget As Adjusted 3/31/21	Year to Date Revenues 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Realized 3/31/21
<b>Local Government Sources:</b>				
Current Taxes	\$ 32,000	\$ 30,541	\$ 1,459	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 32,000</b>	<b>\$ 30,541</b>	<b>\$ 1,459</b>	<b>95.44%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUDIT FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

Percent of Year Complete is 75.00%

Audit Fund	Legal Budget As Adjusted 3/31/21	Year to Date Expended 3/31/21	(Over)/Under Budget 3/31/21	Percent of Budget Expended 3/31/21
<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 NINE MONTHS ENDED MARCH 31, 2021**

<b>Percent of Year Complete is 75.00%</b>				
	<b>Legal Budget As Adjusted 3/31/21</b>	<b>Year to Date Revenues 3/31/21</b>	<b>(Over)/Under Budget 3/31/21</b>	<b>Percent of Budget Realized 3/31/21</b>
<b>Liability Protection and Settlement Fund Fund</b>				
<b>Local Government Sources:</b>				
Current Taxes	\$ 815,000	\$ 782,373	\$ 32,627	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 815,000</b>	<b>\$ 782,373</b>	<b>\$ 32,627</b>	<b>96.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR NINE MONTHS ENDED MARCH 31, 2021**

<b>Percent of Year Complete is 75.00%</b>				
	<b>Legal Budget As Adjusted 3/31/21</b>	<b>Year to Date Expended 3/31/21</b>	<b>(Over)/Under Budget 3/31/21</b>	<b>Percent of Budget Expended 3/31/21</b>
<b>Liability Protection and Settlement Fund</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Employee Benefits	240,000	122,856	117,144	
Contractual Services	517,000	330,567	186,433	
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>\$647,179</b>	<b>\$417,821</b>	<b>60.77%</b>

**SHAWNEE COMMUNITY COLLEGE**

**For the Month of March 2021  
Approval of Bills**

<u>FUND</u>	<u>EXPENDITURES</u>
Education Fund	\$1,115,594.81
Building Fund	112,071.79
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	239,107.48
Restricted Purposes Fund (Grants)	190,778.41
Restricted Purposes - FWS*	2,342.00
Restricted Purposes - PELL	798,476.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	8,150.00
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	<u>32,640.33</u>
GRAND TOTAL	<u><u>\$ 2,499,160.82</u></u>

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

<b>Shawnee Community College</b>			
<b>Payroll Check and Advice Register</b>			
<b>March 2021</b>			
<b>Check/Advice Number</b>	<b>Check/Advice Date</b>	<b>Employee Name</b>	<b>Check/Advice Amount</b>
97164	3/15/2021	Carlson, Kenneth P.	231.44
97165	3/15/2021	Carver, Justin R.	227.32
97166	3/15/2021	Christie, Roberta L.	2,097.59
97167	3/15/2021	Corbit, Nathan L.	257.99
97168	3/15/2021	Faulkner, Christina L.	1,241.76
97169	3/15/2021	Hawkins, Robert	542.02
97170	3/15/2021	King, Erin R.	1,500.63
97171	3/15/2021	McKeown, Jayson D.	504.07
97172	3/15/2021	Meyer, Brian A.	372.68
97173	3/15/2021	Seyer, Jonathan	223.19
97174	3/15/2021	Stark, Karen L.	223.19
97175	3/15/2021	Tarver, Sandra K.	260.05
97176	3/15/2021	Thornton, Janet	653.57
97177	3/15/2021	Vincent, Connie M.	747.43
97178	3/15/2021	Allen, Ashley K.	184.64
97179	3/15/2021	Daley, Tishawna	73.19
97180	3/15/2021	Ellerbee, Janiece S.	146.38
97181	3/15/2021	Green, Anessa D.	120.55
97182	3/15/2021	Hosman, Lydia R.	250.35
97183	3/15/2021	Jackson, Peggy D.	106.29
97184	3/15/2021	Johnson, Carl W.	67.3
97185	3/15/2021	King, Nya Z.	115.01
97186	3/15/2021	Reichert, Joellen	320.15
97187	3/15/2021	Reichert, Kendall F.	903.26
97188	3/15/2021	Ryan, Colin T.	604.08
97189	3/15/2021	Stubblefield, Vernon	171.97
97190	3/15/2021	Tolbert, Helaina	420.28
97191	3/15/2021	Tondevoid, Meagan	163.79



97192	3/15/2021	Tucker, Jaylynn	7.84
97193	3/15/2021	Vincent, Connie M.	97.83
97194	3/15/2021	Woods, Sandi N.	70.02
97195	3/31/2021	Carlson, Kenneth P.	231.44
97196	3/31/2021	Carver, Justin R.	227.32
97197	3/31/2021	Christie, Roberta L.	2,097.59
97198	3/31/2021	Corbit, Nathan L.	257.99
97199	3/31/2021	Faulkner, Christina L.	1,241.76
97200	3/31/2021	Hawkins, Robert	542.02
97201	3/31/2021	McKeown, Jayson D.	504.07
97202	3/31/2021	Meyer, Brian A.	372.68
97203	3/31/2021	Seyer, Jonathan	223.19
97204	3/31/2021	Stark, Karen L.	223.19
97205	3/31/2021	Tarver, Sandra K.	260.05
97206	3/31/2021	Thornton, Janet	653.57
97207	3/31/2021	Vincent, Connie M.	747.43
97208	3/31/2021	Allen, Ashley K.	144.47
97209	3/31/2021	Daley, Tishawna	156.83
97210	3/31/2021	Ellerbe, Janiece S.	94.1
97211	3/31/2021	Hosman, Lydia R.	83.64
97212	3/31/2021	Jackson, Peggy D.	104.98
97213	3/31/2021	Johnson, Carl W.	163.44
97214	3/31/2021	King, Nya Z.	230.02
97215	3/31/2021	Reichert, Joellen	476.1
97216	3/31/2021	Reichert, Kendall F.	955.11
97217	3/31/2021	Ryan, Colin T.	604.08
97218	3/31/2021	Starling, Randy D.	566.18
97219	3/31/2021	Stubblefield, Vernon	275.65
97220	3/31/2021	Tolbert, Helaina	169.35
97221	3/31/2021	Tondevoid, Meagan	110
97222	3/31/2021	Tucker, Jaylynn	15.68
97223	3/31/2021	Ward, Christopher	31.37
97224	3/31/2021	Woods, Sandi N.	70.23

74559	3/15/2021	Abbott, Autumn D.	1,332.43
74560	3/15/2021	Adkinson, Shelby E.	1,626.61
74561	3/15/2021	Armstrong, Lori A.	2,487.90
74562	3/15/2021	Ashby, Malinda J.	1,419.78
74563	3/15/2021	Askew, Jipaum S.	2,005.95
74564	3/15/2021	Austin, David C.	213.93
74565	3/15/2021	Basler, Joella	2,487.64
74566	3/15/2021	Betts, Robert G.	2,643.02
74567	3/15/2021	Betts, Teale M.	1,695.00
74568	3/15/2021	Black, David E.	2,472.28
74569	3/15/2021	Black, Sabrina L.	1,098.23
74570	3/15/2021	Boyd, Danielle N.	1,439.01
74571	3/15/2021	Bradley, Craig	1,895.97
74572	3/15/2021	Brahler, Monica J.	2,366.63
74573	3/15/2021	Brown, Amanda S.	1,598.24
74574	3/15/2021	Brown, Brenda R.	2,107.94
74575	3/15/2021	Brown, Donna R.	1,130.05
74576	3/15/2021	Canter, Lora	263.45
74577	3/15/2021	Capps, Tamara K.	2,169.59
74578	3/15/2021	Carmichael, Thomas	325.03
74579	3/15/2021	Chamness, Virginia S.	962.95
74580	3/15/2021	Clark, Christopher A.	2,782.31
74581	3/15/2021	Clark, Lora L.	1,191.80
74582	3/15/2021	Copeland, Vyta N.	223.19
74583	3/15/2021	Cornelious-Weldon, Leslie A.	1,557.63
74584	3/15/2021	Crowe, Beth A.	1,760.04
74585	3/15/2021	Curphy, Kathleen	2,942.99
74586	3/15/2021	Davault, Christopher R.	215.99
74587	3/15/2021	Davis, Christy R.	223.19
74588	3/15/2021	Davis, Evelyn D.	834.79
74589	3/15/2021	Diemer, Cheri L.	644.72
74590	3/15/2021	Dillow, Rhonda L.	915.11
74591	3/15/2021	Dollins, Judith A.	1,547.08

74592	3/15/2021	Drury, Connie F.	2,273.59
74593	3/15/2021	Dudley, Tina M.	913.18
74594	3/15/2021	Dunlap, Stephanie M.	905.69
74595	3/15/2021	Fehrenbacher, Dwayne J.	2,091.51
74596	3/15/2021	Fontana, Sandy L.	1,883.71
74597	3/15/2021	Forthman, Emily B.	1,902.04
74598	3/15/2021	Frizzell, Timothy A.	1,871.96
74599	3/15/2021	Gerard, Anthony S.	2,593.71
74600	3/15/2021	Goforth, Charles B.	1,353.32
74601	3/15/2021	Gordon, Beatrice	809.53
74602	3/15/2021	Hamilton-Smith, Jacqueline	995.66
74603	3/15/2021	Harner, Ginger R.	2,400.55
74604	3/15/2021	Harris, Wendy D.	1,954.20
74605	3/15/2021	Herren, Jennifer K.	1,138.48
74606	3/15/2021	Hill, Ayan	1,125.32
74607	3/15/2021	Hill, Tanya S.	1,658.91
74608	3/15/2021	Hines, Lorena M.	1,711.68
74609	3/15/2021	Holland, Micah C.	697.23
74610	3/15/2021	Howard, Eric	1,551.47
74611	3/15/2021	Ingram, Caleb W.	717.03
74612	3/15/2021	Jennings, Kelly D.	1,814.03
74613	3/15/2021	Jerrell, Ricky L.	1,114.71
74614	3/15/2021	Johnson, Lindsay B.	1,490.38
74615	3/15/2021	Koch, Donald N.	2,218.07
74616	3/15/2021	Kohler, Gilbert B.	213.93
74617	3/15/2021	Lingle, Randy W.	1,842.18
74618	3/15/2021	Lucas, Robert	1,836.72
74619	3/15/2021	Luttenbacher, Melissa E.	2,294.46
74620	3/15/2021	Luttrell, Denise	610.4
74621	3/15/2021	Malone, Sherrie D.	2,026.59
74622	3/15/2021	Mason, Gregory K.	2,218.46
74623	3/15/2021	McGinnis, Connie R.	2,100.22
74624	3/15/2021	McGoy, Jeffery L.	237.99

74625	3/15/2021	McGoy, Karen M.	1,754.58
74626	3/15/2021	McNally, Michael	1,850.70
74627	3/15/2021	Meyer, Lisa F.	1,173.98
74628	3/15/2021	Meyers, Kaylyn L.	973.85
74629	3/15/2021	Mishler, Shelye	221.13
74630	3/15/2021	Morris, Joseph A.	2,286.49
74631	3/15/2021	Nicolaides, Ian A.	2,117.81
74632	3/15/2021	Nodeen, Marsha K.	411.4
74633	3/15/2021	Owens, Peter	421
74634	3/15/2021	Parker, Tammy J.	862.85
74635	3/15/2021	Pearman, Allen W.	257.99
74636	3/15/2021	Pender, Derek S.	1,578.92
74637	3/15/2021	Poat, Erica R.	444.32
74638	3/15/2021	Price, Lisa L.	2,981.62
74639	3/15/2021	Reach, Mindy J.	1,290.63
74640	3/15/2021	Ribbing, Sheryl L.	1,866.97
74641	3/15/2021	Rivera, John J.	1,211.27
74642	3/15/2021	Rouse, Felicia	1,323.92
74643	3/15/2021	Salazar, Becky	647.37
74644	3/15/2021	Sander, Phyllis J.	2,475.00
74645	3/15/2021	Sauerbrunn, Kayla R.	2,043.82
74646	3/15/2021	Shallenberger, Elizabeth	1,408.46
74647	3/15/2021	Sheffer, Amy L.	2,030.04
74648	3/15/2021	Sheffer, Susan R.	638.39
74649	3/15/2021	Shelby, Kristin N.	2,325.87
74650	3/15/2021	Sheppard, Gregory S.	1,608.52
74651	3/15/2021	Simpson, Stacy J.	1,138.90
74652	3/15/2021	Smith, Wanda R.	2,751.18
74653	3/15/2021	Smith-Fulia, Jesse R.	1,785.65
74654	3/15/2021	Sparks, John R.	2,197.34
74655	3/15/2021	Stalions, Terry R.	226.62
74656	3/15/2021	Steinmetz, Rebecca L.	1,258.46
74657	3/15/2021	Story, Hayley M.	1,552.95

74658	3/15/2021	Stoup, William R.	1,781.96
74659	3/15/2021	Suggs, Amber	1,640.48
74660	3/15/2021	Taylor, Timothy	5,112.78
74661	3/15/2021	Terbrak, Darlene R.	156.13
74662	3/15/2021	Thompson, Chevis L.	1,246.13
74663	3/15/2021	Thornsberry, Ryan J.	1,805.42
74664	3/15/2021	Van Meter, Jonathan L.	1,435.81
74665	3/15/2021	VanAlstine, Lee F.	1,709.66
74666	3/15/2021	Vaughn-Doom, Anna	1,485.68
74667	3/15/2021	Vellella, Christopher A.	2,088.85
74668	3/15/2021	Vines, Deborah	1,106.82
74669	3/15/2021	Walton, James L.	1,609.31
74670	3/15/2021	Whitnel, Brett P.	1,419.51
74671	3/15/2021	Williams, Michelle L.	824.3
74672	3/15/2021	Woods, Brandy S.	3,174.86
74673	3/15/2021	Woolridge, Robert E.	2,104.36
74674	3/15/2021	Wright, Christina D.	1,457.87
74675	3/15/2021	Amis, Shelby L.	79.68
74676	3/15/2021	Amis, Terrell W.	663.12
74677	3/15/2021	Ballard, Melanie T.	455.61
74678	3/15/2021	Brown, Halli M.	250.93
74679	3/15/2021	Burgess, Michael	934.97
74680	3/15/2021	Crites, Marilyn M.	1,045.78
74681	3/15/2021	Daley, Trishawna B.	83.64
74682	3/15/2021	Davis, Carrie B.	860.33
74683	3/15/2021	Devenny, Marianne	1,340.91
74684	3/15/2021	Farris, Dale A.	377.58
74685	3/15/2021	Fisher, Stephanie J.	375.23
74686	3/15/2021	Hannan, Rachel A.	603.84
74687	3/15/2021	Harris, Julian M.	94.1
74688	3/15/2021	Hayes, Stephanie	646.05
74689	3/15/2021	Hefner, Cynthia L.	853.58
74690	3/15/2021	Hefner, Monte K.	1,012.74

74691	3/15/2021	Henderson, Mildred R.	60.64
74692	3/15/2021	Honn, Gene A.	1,443.59
74693	3/15/2021	James, Shaian	167.29
74694	3/15/2021	Johnson, Carl D.	292.3
74695	3/15/2021	Johnson, Harold C.	144.17
74696	3/15/2021	Johnson-Adams, Dora J.	626.37
74697	3/15/2021	Kern, Gracen E.	114.39
74698	3/15/2021	Kineman, Daniel L.	606.99
74699	3/15/2021	Korte, Rhea C.	608.2
74700	3/15/2021	Lewis, Jan F.	953.47
74701	3/15/2021	Matthews, Brittany R.	558.88
74702	3/15/2021	McNichols, Randy J.	631.76
74703	3/15/2021	Miller, John P.	942.99
74704	3/15/2021	Phillips, Alyvea R.	156.73
74705	3/15/2021	Riley, Nicholas A.	315.07
74706	3/15/2021	Rose, Jayla E.	324.12
74707	3/15/2021	Sanders, Jaiden E.	141.15
74708	3/15/2021	Sommer, Gary H.	419.9
74709	3/15/2021	Stecher, Beverly A.	331.04
74710	3/15/2021	Earll, Mary E.	118.15
74711	3/15/2021	Taylor, Carolyn A.	519.01
74712	3/15/2021	Thompson, Chevis L.	833.39
74713	3/15/2021	Toman, Sierra N.	83.64
74714	3/15/2021	Turner, Gregory	434.64
74715	3/15/2021	Woods, Aaron C.	750.36
74716	3/15/2021	Yewell, Sonia M.	970.72
74717	3/31/2021	Abbott, Autumn D.	983.25
74718	3/31/2021	Adams, Jane E.	262.2
74719	3/31/2021	Adkinson, Shelby E.	1,626.61
74720	3/31/2021	Armstrong, Lori A.	2,487.90
74721	3/31/2021	Ashby, Malinda J.	1,419.78
74722	3/31/2021	Askew, Jipaum S.	2,005.95
74723	3/31/2021	Austin, David C.	213.93
74724	3/31/2021	Basler, Joella	2,487.64
74725	3/31/2021	Betts, Robert G.	2,643.02

74726	3/31/2021	Betts, Teale M.	1,695.00
74727	3/31/2021	Black, David E.	2,472.28
74728	3/31/2021	Black, Sabrina L.	1,098.23
74729	3/31/2021	Boyd, Danielle N.	1,439.01
74730	3/31/2021	Bradley, Craig	1,895.97
74731	3/31/2021	Brahler, Monica J.	2,366.63
74732	3/31/2021	Brown, Amanda S.	1,598.24
74733	3/31/2021	Brown, Brenda R.	2,107.94
74734	3/31/2021	Brown, Donna R.	1,130.05
74735	3/31/2021	Canter, Lora	263.45
74736	3/31/2021	Capps, Tamara K.	2,169.59
74737	3/31/2021	Carmichael, Thomas	445.35
74738	3/31/2021	Chamness, Virginia S.	962.95
74739	3/31/2021	Clark, Christopher A.	2,782.31
74740	3/31/2021	Clark, Lora L.	1,191.80
74741	3/31/2021	Copeland, Vyta N.	223.19
74742	3/31/2021	Cornelious-Weldon, Leslie A.	1,557.63
74743	3/31/2021	Crowe, Beth A.	1,760.04
74744	3/31/2021	Curphy, Kathleen	2,942.99
74745	3/31/2021	Davault, Christopher R.	215.99
74746	3/31/2021	Davis, Christy R.	223.19
74747	3/31/2021	Davis, Evelyn D.	834.79
74748	3/31/2021	Diemer, Cheri L.	644.72
74749	3/31/2021	Dillow, Rhonda L.	915.11
74750	3/31/2021	Dollins, Judith A.	1,547.08
74751	3/31/2021	Drury, Connie F.	2,273.59
74752	3/31/2021	Dudley, Tina M.	913.18
74753	3/31/2021	Dunlap, Stephanie M.	905.69
74754	3/31/2021	Fehrenbacher, Dwayne J.	2,091.51
74755	3/31/2021	Fontana, Sandy L.	1,883.71
74756	3/31/2021	Forthman, Emily B.	1,902.04
74757	3/31/2021	Frizzell, Timothy A.	1,871.96
74758	3/31/2021	Gerard, Anthony S.	2,593.71
74759	3/31/2021	Goforth, Charles B.	1,353.32
74760	3/31/2021	Gordon, Beatrice	809.53

74761	3/31/2021	Hamilton-Smith, Jacqueline	995.66
74762	3/31/2021	Harner, Ginger R.	2,400.55
74763	3/31/2021	Harris, Wendy D.	1,954.20
74764	3/31/2021	Herren, Jennifer K.	1,138.48
74765	3/31/2021	Hill, Ayan	975.41
74766	3/31/2021	Hill, Tanya S.	1,658.91
74767	3/31/2021	Hines, Lorena M.	1,711.68
74768	3/31/2021	Holland, Micah C.	582.72
74769	3/31/2021	Howard, Eric	1,551.47
74770	3/31/2021	Ingram, Caleb W.	717.03
74771	3/31/2021	Jennings, Kelly D.	1,814.03
74772	3/31/2021	Jerrell, Ricky L.	1,114.71
74773	3/31/2021	Johnson, Lindsay B.	1,490.38
74774	3/31/2021	King, Erin R.	1,500.63
74775	3/31/2021	Koch, Donald N.	2,218.07
74776	3/31/2021	Kohler, Gilbert B.	213.93
74777	3/31/2021	Lingle, Randy W.	1,842.18
74778	3/31/2021	Lucas, Robert	1,836.72
74779	3/31/2021	Luttrell, Denise	610.4
74780	3/31/2021	Malone, Sherrie D.	2,026.59
74781	3/31/2021	Mason, Gregory K.	2,218.46
74782	3/31/2021	McGinnis, Connie R.	2,100.22
74783	3/31/2021	McGoy, Jeffery L.	237.99
74784	3/31/2021	McGoy, Karen M.	1,754.58
74785	3/31/2021	McNally, Michael	1,850.70
74786	3/31/2021	Meyer, Lisa F.	1,173.98
74787	3/31/2021	Meyers, Kaylyn L.	973.85
74788	3/31/2021	Mishler, Shelye	221.13
74789	3/31/2021	Morris, Joseph A.	2,286.49
74790	3/31/2021	Nicolaides, Ian A.	2,117.81
74791	3/31/2021	Nodeen, Marsha K.	411.4
74792	3/31/2021	Owens, Peter	421
74793	3/31/2021	Parker, Tammy J.	862.85
74794	3/31/2021	Pearman, Allen W.	257.99
74795	3/31/2021	Pender, Derek S.	1,578.92



74796	3/31/2021	Poat, Erica R.	444.32
74797	3/31/2021	Price, Lisa L.	2,981.62
74798	3/31/2021	Reach, Mindy J.	1,290.63
74799	3/31/2021	Ribbing, Sheryl L.	1,866.97
74800	3/31/2021	Rivera, John J.	580.94
74801	3/31/2021	Rouse, Felicia	1,323.92
74802	3/31/2021	Salazar, Becky	992.96
74803	3/31/2021	Sander, Phyllis J.	2,475.00
74804	3/31/2021	Sauerbrunn, Kayla R.	2,043.82
74805	3/31/2021	Shallenberger, Elizabeth	1,408.46
74806	3/31/2021	Sheffer, Amy L.	2,030.04
74807	3/31/2021	Sheffer, Susan R.	638.39
74808	3/31/2021	Shelby, Kristin N.	2,325.87
74809	3/31/2021	Sheppard, Gregory S.	1,608.52
74810	3/31/2021	Simpson, Stacy J.	1,138.90
74811	3/31/2021	Smith, Wanda R.	2,751.18
74812	3/31/2021	Smith-Fulia, Jesse R.	1,785.65
74813	3/31/2021	Sparks, John R.	2,197.34
74814	3/31/2021	Stalions, Terry R.	226.62
74815	3/31/2021	Steinmetz, Rebecca L.	1,198.05
74816	3/31/2021	Story, Hayley M.	1,552.95
74817	3/31/2021	Stoup, William R.	1,781.96
74818	3/31/2021	Suggs, Amber	1,640.48
74819	3/31/2021	Taylor, Timothy	5,112.78
74820	3/31/2021	Terbrak, Darlene R.	156.13
74821	3/31/2021	Thompson, Chevis L.	1,246.13
74822	3/31/2021	Thornsberry, Ryan J.	1,805.42
74823	3/31/2021	Van Meter, Jonathan L.	1,435.81
74824	3/31/2021	VanAlstine, Lee F.	1,709.66
74825	3/31/2021	Vaughn-Doom, Anna	1,485.68
74826	3/31/2021	Vellella, Christopher A.	2,088.85
74827	3/31/2021	Walton, James L.	1,609.31
74828	3/31/2021	Whitnel, Brett P.	1,419.51
74829	3/31/2021	Williams, Michelle L.	824.3
74830	3/31/2021	Woods, Brandy S.	3,174.86

74831	3/31/2021	Woolridge, Robert E.	2,104.36
74832	3/31/2021	Wright, Christina D.	1,457.87
74833	3/31/2021	Amis, Shelby L.	204.15
74834	3/31/2021	Amis, Terrell W.	688.9
74835	3/31/2021	Ballard, Melanie T.	510.42
74836	3/31/2021	Brown, Halli M.	161.22
74837	3/31/2021	Burgess, Michael	1,130.48
74838	3/31/2021	Crites, Marilyn M.	1,186.17
74839	3/31/2021	Daley, Trishawna B.	167.29
74840	3/31/2021	Davis, Carrie B.	968.26
74841	3/31/2021	Devenny, Marianne	1,523.79
74842	3/31/2021	Earll, Mary E.	21.28
74843	3/31/2021	Farris, Dale A.	844.95
74844	3/31/2021	Fisher, Stephanie J.	568.22
74845	3/31/2021	Green, Anessa D.	104.5
74846	3/31/2021	Hannan, Rachel A.	720.86
74847	3/31/2021	Harris, Julian M.	96.09
74848	3/31/2021	Hayes, Stephanie	490.57
74849	3/31/2021	Hefner, Cynthia L.	1,027.48
74850	3/31/2021	Hefner, Monte K.	1,213.18
74851	3/31/2021	Henderson, Mildred R.	79.56
74852	3/31/2021	Honn, Gene A.	1,642.75
74853	3/31/2021	James, Shaian	167.29
74854	3/31/2021	Johnson, Carl D.	426.67
74855	3/31/2021	Johnson, Harold C.	220.79
74856	3/31/2021	Johnson-Adams, Dora J.	782.27
74857	3/31/2021	Kern, Gracen E.	376.25
74858	3/31/2021	Kineman, Daniel L.	715.35
74859	3/31/2021	Korte, Rhea C.	479.54
74860	3/31/2021	Lewis, Jan F.	1,149.10
74861	3/31/2021	Matthews, Brittany R.	639.72
74862	3/31/2021	McNichols, Randy J.	682.08
74863	3/31/2021	Miller, John P.	695.88
74864	3/31/2021	Phillips, Alyvea R.	161.96
74865	3/31/2021	Rose, Jayla E.	167.29

74866	3/31/2021	Sanders, Jaiden E.	209.11
74867	3/31/2021	Sommer, Gary H.	276.53
74868	3/31/2021	Stecher, Beverly A.	506.26
74869	3/31/2021	Taylor, Carolyn A.	668.78
74870	3/31/2021	Thompson, Chevis L.	805.47
74871	3/31/2021	Toman, Sierra N.	83.64
74872	3/31/2021	Turner, Gregory	543.3
74873	3/31/2021	Woods, Aaron C.	788.38
74874	3/31/2021	Yewell, Sonia M.	670.06
		<b>Total</b>	<b>\$ 421,906.02</b>

April 12 2021  
15:01

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

BANK CODE: 01    City National Bank  
3L ACCOUNT NO: 01-0-00-0000-111000

CHECK NUMBER	DATE	STATUS	VENDOR NUMBER	P A Y E E	CHECK AMOUNT	VOID AMOUNT
0024057	03/01/21	Outstanding	0300117	Computer Discount Warehouse Go	1,248.97	
0024058	03/01/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	630.05	
0024059	03/01/21	Outstanding	0350480	McGraw-Hill Global Education	6,332.78	
0024060	03/01/21	Outstanding	0300050	UPS	141.27	
0024061	03/01/21	Outstanding	0350973	Xerox Financial Services LLC	847.00	
0024062	03/01/21	Void	0270624	Morgan E. Sadler		50.00
0024063	03/01/21	Void	0270624	Morgan E. Sadler		50.00
0024064	03/01/21	Void	0270624	Morgan E. Sadler		50.00
0024065	03/01/21	Void	0270624	Morgan E. Sadler		50.00
0024066	03/01/21	Outstanding	0270624	Morgan E. Sadler	50.00	
0024067	03/02/21	Outstanding	0354159	Bradford Polk	350.00	
0024078	03/08/21	Void	0354163	Prudent Publishing Co., Inc		397.01
0024079	03/08/21	Void	0351035	Advanced Digital Solutions		32.64
0024080	03/08/21	Void	0265472	Jipaum S. Askew		81.76
0024081	03/08/21	Void	0350792	B&H Photo		66.29
0024082	03/08/21	Void	0351058	Tena Bennett		135.00
0024083	03/08/21	Void	0153884	Teale M. Betts		19.44
0024084	03/08/21	Void	0119084	Craig Bradley		21.28
0024085	03/08/21	Void	0300064	BSN Sports		935.00
0024086	03/08/21	Void	0300080	Canon Financial Services, Inc.		98.00
0024087	03/08/21	Void	0351666	Cellco Partnership		1,750.50
0024088	03/08/21	Void	0300096	Cengage Learning		1,134.37
0024089	03/08/21	Void	0011896	Lynne M. Chambers		1,000.00
0024090	03/08/21	Void	0350502	Cheekos		1,630.37
0024091	03/08/21	Void	0353534	Moses Chikosi		1,000.00
0024092	03/08/21	Void	0300236	City of Metropolis		2,761.26
0024093	03/08/21	Void	0300117	Computer Discount Warehouse Go		6,490.21
0024094	03/08/21	Void	0300118	Connie Sue's Restaurant Corpor		459.00
0024095	03/08/21	Void	0248866	Judith A. Dollins		47.94
0024096	03/08/21	Void	0300168	Flinn Scientific Inc.		892.80
0024097	03/08/21	Void	0350472	Frontier		67.32
0024098	03/08/21	Void	0300176	Gazette Democrat		884.40
0024099	03/08/21	Void	0351988	Gibbs Technology Leasing, Llc		858.06
0024100	03/08/21	Void	0351981	KFVS TV		160.00
0024101	03/08/21	Void	0353252	Hedlux LLC		5,768.56
0024102	03/08/21	Void	0300192	Hitterman's Merchandise Mart		3.76
0024103	03/08/21	Void	0300065	The Home Depot Pro		590.00
0024104	03/08/21	Void	0351070	Illinois American Water		214.25
0024105	03/08/21	Void	0193722	Illinois Phi Beta Lambda		270.00
0024106	03/08/21	Void	0015764	J.W. Pepper & Son		565.69
0024107	03/08/21	Void	0352812	JE Boyd Consulting		6,450.00
0024108	03/08/21	Void	0300233	Maier's Tidy Bowl		176.00

April 12 2021  
15:01

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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
0024109	03/08/21	Void	0350515	Marianna		815.56
0024110	03/08/21	Void	0351026	Megabytes Incorporated		197.00
0024111	03/08/21	Void	0353597	Lisa Meng		250.00
0024112	03/08/21	Void	0350561	Partnership		202.56
0024113	03/08/21	Void	0300146	Pick Up Mart		2,382.80
0024114	03/08/21	Void	0300144	Pilot Travel Centers LLC		582.76
0024115	03/08/21	Void	0300141	Pocket Nurse		1,173.97
0024116	03/08/21	Void	0350745	Pulaski County Highway Departm		152.00
0024117	03/08/21	Void	0300133	Quill		77.99
0024118	03/08/21	Void	0300113	Regions Bank		10,083.57
0024119	03/08/21	Void	0300109	Reppert's Office Supply		319.92
0024120	03/08/21	Void	0300108	Republic Services		99.78
0024121	03/08/21	Void	0351562	Saints Foundation		5,175.00
0024122	03/08/21	Void	0350554	SCC Bookstore		1,072.60
0024123	03/08/21	Void	0251576	Science News		90.00
0024124	03/08/21	Void	0300078	Southern FS Inc.		587.55
0024125	03/08/21	Void	0300076	Southern Illinois Electric Coo		26,054.35
0024126	03/08/21	Void	0351059	Allen A. Stensland		135.00
0024127	03/08/21	Void	0351613	Summit Environmental Services,		2,235.00
0024128	03/08/21	Void	0350805	Toshiba Financial Services		134.90
0024129	03/08/21	Void	0352996	Anna Vaughn-Doom		574.00
0024130	03/08/21	Void	0166056	David A. Voigt		1,340.00
0024131	03/08/21	Void	0300047	Yankee Book Peddler		84.15
0024132	03/08/21	Outstanding	0354163	Prudent Publishing Co., Inc	397.01	
0024133	03/08/21	Outstanding	0351035	Advanced Digital Solutions	32.64	
0024134	03/08/21	Outstanding	0265472	Jipaum S. Askew	81.76	
0024135	03/08/21	Outstanding	0350792	B&H Photo	66.29	
0024136	03/08/21	Outstanding	0351058	Tena Bennett	135.00	
0024137	03/08/21	Outstanding	0153884	Teale M. Betts	19.44	
0024138	03/08/21	Outstanding	0119084	Craig Bradley	21.28	
0024139	03/08/21	Outstanding	0300064	BSN Sports	935.00	
0024140	03/08/21	Outstanding	0300080	Canon Financial Services, Inc.	98.00	
0024141	03/08/21	Outstanding	0351666	Cellco Partnership	1,750.50	
0024142	03/08/21	Outstanding	0300096	Cengage Learning	1,134.37	
0024143	03/08/21	Outstanding	0011896	Lynne M. Chambers	1,000.00	
0024144	03/08/21	Outstanding	0350502	Cheekos	1,630.37	
0024145	03/08/21	Outstanding	0353534	Moses Chikosi	1,000.00	
0024146	03/08/21	Outstanding	0300236	City of Metropolis	2,761.26	
0024147	03/08/21	Outstanding	0300117	Computer Discount Warehouse Go	6,490.21	
0024148	03/08/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	459.00	
0024149	03/08/21	Outstanding	0248866	Judith A. Dollins	47.94	
0024150	03/08/21	Outstanding	0300168	Flinn Scientific Inc.	892.80	

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FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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
0024151	03/08/21	Outstanding	0350472	Frontier	67.32	
0024152	03/08/21	Outstanding	0300176	Gazette Democrat	884.40	
0024153	03/08/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	858.06	
0024154	03/08/21	Outstanding	0351981	KFVS TV	160.00	
0024155	03/08/21	Outstanding	0353252	Hedlux LLC	5,768.56	
0024156	03/08/21	Outstanding	0300192	Hitterman's Merchandise Mart	3.76	
0024157	03/08/21	Outstanding	0300065	The Home Depot Pro	590.00	
0024158	03/08/21	Outstanding	0351070	Illinois American Water	214.25	
0024159	03/08/21	Outstanding	0193722	Illinois Phi Beta Lambda	270.00	
0024160	03/08/21	Outstanding	0015764	J.W. Pepper & Son	565.69	
0024161	03/08/21	Outstanding	0352812	JE Boyd Consulting	6,450.00	
0024162	03/08/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0024163	03/08/21	Outstanding	0350515	Marianna	815.56	
0024164	03/08/21	Outstanding	0351026	Megabytes Incorporated	197.00	
0024165	03/08/21	Outstanding	0353597	Lisa Meng	250.00	
0024166	03/08/21	Outstanding	0350561	Partnership	202.56	
0024167	03/08/21	Outstanding	0300146	Pick Up Mart	2,382.80	
0024168	03/08/21	Outstanding	0300144	Pilot Travel Centers LLC	582.76	
0024169	03/08/21	Outstanding	0300141	Pocket Nurse	1,173.97	
0024170	03/08/21	Outstanding	0350745	Pulaski County Highway Departm	152.00	
0024171	03/08/21	Outstanding	0300133	Quill	77.99	
0024172	03/08/21	Outstanding	0300113	Regions Bank	10,083.57	
0024173	03/08/21	Outstanding	0300109	Reppert's Office Supply	319.92	
0024174	03/08/21	Outstanding	0300108	Republic Services	99.78	
0024175	03/08/21	Outstanding	0351562	Saints Foundation	5,175.00	
0024176	03/08/21	Outstanding	0350554	SCC Bookstore	1,072.60	
0024177	03/08/21	Outstanding	0251576	Science News	90.00	
0024178	03/08/21	Outstanding	0300078	Southern FS Inc.	587.55	
0024179	03/08/21	Outstanding	0300076	Southern Illinois Electric Coo	26,054.35	
0024180	03/08/21	Outstanding	0351059	Allen A. Stensland	135.00	
0024181	03/08/21	Outstanding	0351613	Summit Environmental Services,	2,235.00	
0024182	03/08/21	Outstanding	0350805	Toshiba Financial Services	134.90	
0024183	03/08/21	Outstanding	0352996	Anna Vaughn-Doom	574.00	
0024184	03/08/21	Outstanding	0166056	David A. Voigt	1,340.00	
0024185	03/08/21	Outstanding	0300047	Yankee Book Peddler	84.15	
0024186	03/08/21	Outstanding	0233314	Shaylin M. Carlton	30.00	
0024187	03/08/21	Outstanding	0233314	Shaylin M. Goins	30.00	
0024188	03/08/21	Outstanding	0350610	UT Martin Softball	90.00	
0024189	03/08/21	Outstanding	0095564	Jo E. Bledsoe	156.80	
0024190	03/08/21	Outstanding	0350945	Mid-America Advertising	3,650.00	
0024191	03/08/21	Void	0350574	Procelebrity		262.26
0024192	03/09/21	Outstanding	0350451	AFLAC Attn Remittance Processi	515.18	

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FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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
0024193	03/09/21	Outstanding	0350452	American Century Investments	131.75	
0024194	03/09/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0024195	03/09/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,811.32	
0024196	03/09/21	Outstanding	0300121	Continental American Insurance	36.41	
0024197	03/09/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,090.28	
0024198	03/09/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	29,983.52	
0024199	03/09/21	Outstanding	0300160	EMC National Life Company	13.63	
0024200	03/09/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0024201	03/09/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	11,391.38	
0024202	03/09/21	Outstanding	0350459	Kentucky State Treasurer	909.21	
0024203	03/09/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0024204	03/09/21	Outstanding	0351562	Saints Foundation	115.00	
0024205	03/09/21	Outstanding	0350462	The Anna-Jonesboro National Ba	1,439.87	
0024206	03/09/21	Outstanding	0300072	State Universities Retirement	24,700.10	
0024207	03/09/21	Outstanding	0300052	Sun Life Financial	1,019.76	
0024208	03/09/21	Outstanding	0300052	Sun Life Financial	211.80	
0024209	03/09/21	Outstanding	0300052	Sun Life Financial	354.64	
0024210	03/09/21	Outstanding	0300052	Sun Life Financial	218.70	
0024211	03/09/21	Outstanding	0300052	Sun Life Financial	91.46	
0024212	03/09/21	Outstanding	0300052	Sun Life Financial	567.63	
0024213	03/09/21	Outstanding	0300046	VALIC	25.00	
0024214	03/09/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0024215	03/10/21	Outstanding	0300072	State Universities Retirement	3,728.32	
0024216	03/12/21	Outstanding	0354195	Hometown Grocery	290.20	
0024217	03/12/21	Outstanding	0054600	Gene A. Adams	320.00	
0024218	03/12/21	Outstanding	0351035	Advanced Digital Solutions	28.21	
0024219	03/12/21	Outstanding	0300013	Ameren Illinois	77.72	
0024220	03/12/21	Outstanding	0284058	Mr. Terrell W. Amis	24.64	
0024221	03/12/21	Outstanding	0350467	Assessment Technologies Instit	350.00	
0024222	03/12/21	Outstanding	0354190	Dominic Blesener	180.00	
0024223	03/12/21	Outstanding	0300064	BSN Sports	407.00	
0024224	03/12/21	Outstanding	0350986	Todd R. Carver	360.00	
0024225	03/12/21	Outstanding	0072772	Preston W. Childers	160.00	
0024226	03/12/21	Outstanding	0300104	City of Anna	1,022.56	
0024227	03/12/21	Outstanding	0300117	Computer Discount Warehouse Go	2,411.17	
0024228	03/12/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	738.50	
0024229	03/12/21	Outstanding	0300153	Dish Network	168.06	
0024230	03/12/21	Outstanding	0300159	Elsevier Health Science	6,229.30	
0024231	03/12/21	Outstanding	0258470	Jimmy Fields	380.00	
0024232	03/12/21	Outstanding	0300170	Fort Massac Water District	1,460.31	
0024233	03/12/21	Outstanding	0351955	Jason M. Franchuk	180.00	
0024234	03/12/21	Outstanding	0350472	Frontier	387.82	

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FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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
0024235	03/12/21	Outstanding	0351988	Gibbs Technology Leasing, Llc	1,372.28	
0024236	03/12/21	Outstanding	0351694	Trey Hargrove	180.00	
0024237	03/12/21	Outstanding	0351070	Illinois American Water	223.30	
0024238	03/12/21	Outstanding	0300201	Johnson, Schneider & Ferrell,	1,650.00	
0024239	03/12/21	Outstanding	0300225	Kone, Inc.	624.93	
0024240	03/12/21	Outstanding	0350497	Lowe's	342.48	
0024241	03/12/21	Outstanding	0156132	Melissa E. Luttenbacher	44.63	
0024242	03/12/21	Outstanding	0351912	Victor Martin	360.00	
0024243	03/12/21	Outstanding	0350984	Reba E. McBurrows	180.00	
0024244	03/12/21	Outstanding	0017586	McKeel Equipment Co.	71.64	
0024245	03/12/21	Outstanding	0352722	Brian S. McPherson	540.00	
0024246	03/12/21	Outstanding	0300248	Metropolis Planet	980.00	
0024247	03/12/21	Outstanding	0300253	NAPA Auto Tire & Parts	2,966.44	
0024248	03/12/21	Outstanding	0350561	Partnership	260.63	
0024249	03/12/21	Outstanding	0300149	Kevin R Braden - Treasurer	1,500.00	
0024250	03/12/21	Outstanding	0300138	Premier Fire Protection Inc.	1,548.00	
0024251	03/12/21	Outstanding	0354189	Jason Reed	180.00	
0024252	03/12/21	Outstanding	0300113	Regions Bank	3,151.90	
0024253	03/12/21	Outstanding	0300109	Reppert's Office Supply	399.90	
0024254	03/12/21	Outstanding	0300108	Republic Services	665.74	
0024255	03/12/21	Outstanding	0200636	David H. Roof	160.00	
0024256	03/12/21	Outstanding	0351910	Eric T. Saunders	180.00	
0024257	03/12/21	Outstanding	0350554	SCC Bookstore	2,578.52	
0024258	03/12/21	Outstanding	0000001	Shawnee Community College	69.78	
0024259	03/12/21	Outstanding	0300087	SI Seed & Supply LLC	39.00	
0024260	03/12/21	Outstanding	0300078	Southern FS Inc.	327.75	
0024261	03/12/21	Outstanding	0353621	St. Moritz Security Services,	8,599.04	
0024262	03/12/21	Outstanding	0353611	BEMAC Consulting	4,100.00	
0024263	03/12/21	Outstanding	0162830	Brad Stonecipher	180.00	
0024264	03/12/21	Outstanding	0350568	United Refrigeration	418.95	
0024265	03/12/21	Outstanding	0300050	UPS	11.77	
0024266	03/12/21	Outstanding	0300045	Vienna Times	38.00	
0024267	03/12/21	Outstanding	0166056	David A. Voigt	580.00	
0024268	03/12/21	Outstanding	0300027	WIBH-AM	110.00	
0024269	03/12/21	Outstanding	0350963	Michael A. Woods	180.00	
0024270	03/12/21	Outstanding	0300018	Xerox Corporation	529.58	
0024271	03/12/21	Outstanding	0300047	Yankee Book Peddler	123.55	
0024597	03/19/21	Outstanding	0354324	Swift River Online Learning	1,600.00	
0024598	03/19/21	Outstanding	0350908	ACI Payments, Inc.	366.77	
0024599	03/19/21	Outstanding	0265472	Jipaum S. Askew	181.46	
0024600	03/19/21	Outstanding	0351090	Joshua L. Bagley	180.00	
0024601	03/19/21	Outstanding	0153884	Teale M. Betts	157.92	



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FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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
0024602	03/19/21	Outstanding	0350977	James W. Bickham	180.00	
0024603	03/19/21	Outstanding	0119084	Craig Bradley	17.08	
0024604	03/19/21	Outstanding	0350970	Ford W. Branch	180.00	
0024605	03/19/21	Outstanding	0354193	Bruce Mayhew	160.00	
0024606	03/19/21	Outstanding	0300064	BSN Sports	174.85	
0024607	03/19/21	Outstanding	0011504	Burmax Company Inc.	365.36	
0024608	03/19/21	Outstanding	0011624	Cairo Public Utilities	1,544.57	
0024609	03/19/21	Outstanding	0350986	Todd R. Carver	360.00	
0024610	03/19/21	Outstanding	0351666	Cellco Partnership	6,806.47	
0024611	03/19/21	Outstanding	0300100	Centrieva, LLC	11,050.00	
0024612	03/19/21	Outstanding	0321243	Century High School	150.00	
0024613	03/19/21	Outstanding	0350502	Cheekos	826.82	
0024614	03/19/21	Outstanding	0300110	Clearwave Communications	3,548.26	
0024615	03/19/21	Outstanding	0300127	Crowdus Maintenance & Cleaning	5,403.52	
0024616	03/19/21	Outstanding	0140324	Beth A. Crowe	74.38	
0024617	03/19/21	Outstanding	0350504	D. Stafford & Associates	89.00	
0024618	03/19/21	Outstanding	0263886	JaRon L. Dent	180.00	
0024619	03/19/21	Outstanding	0350985	Ryan Eaton	180.00	
0024620	03/19/21	Outstanding	0350505	EBSCO	605.88	
0024621	03/19/21	Outstanding	0351955	Jason M. Franchuk	180.00	
0024622	03/19/21	Outstanding	0350958	Robert L. Frazier	180.00	
0024623	03/19/21	Outstanding	0350472	Frontier	33.73	
0024624	03/19/21	Outstanding	0351981	KFVS TV	125.00	
0024625	03/19/21	Outstanding	0067296	Douglas E. Halterman	270.00	
0024626	03/19/21	Outstanding	0300065	The Home Depot Pro	34.68	
0024627	03/19/21	Outstanding	0300215	Infobase Learning	4,461.00	
0024628	03/19/21	Outstanding	0270506	Greg T. Jones	180.00	
0024629	03/19/21	Outstanding	0352035	Jacob A. Joyner	180.00	
0024630	03/19/21	Outstanding	0351057	Christopher Kays	135.00	
0024631	03/19/21	Outstanding	0350993	KLG Grant Consultants	1,492.25	
0024632	03/19/21	Outstanding	0320947	Massac County High School	100.00	
0024633	03/19/21	Outstanding	0350479	MBS Textbook Exchange Inc	8,442.00	
0024634	03/19/21	Outstanding	0354377	Bradley McCoy	180.00	
0024635	03/19/21	Outstanding	0353779	Glenn McDay	180.00	
0024636	03/19/21	Outstanding	0350480	McGraw-Hill Global Education	604.82	
0024637	03/19/21	Outstanding	0352722	Brian S. McPherson	180.00	
0024638	03/19/21	Outstanding	0300248	Metropolis Planet	714.99	
0024639	03/19/21	Outstanding	0350746	Midwest Terminal	13,698.30	
0024640	03/19/21	Outstanding	0353620	Mounds Stop & Shop	122.92	
0024641	03/19/21	Outstanding	0300253	NAPA Auto Tire & Parts	27.44	
0024642	03/19/21	Outstanding	0300264	Office Depot	315.36	
0024643	03/19/21	Outstanding	0351054	Orkin	85.00	

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FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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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
0024644	03/19/21	Outstanding	0300149	Kevin R Braden - Treasurer	185.00	
0024645	03/19/21	Outstanding	0300146	Pick Up Mart	311.96	
0024646	03/19/21	Outstanding	0258726	Marc A. Profancik	180.00	
0024647	03/19/21	Outstanding	0300133	Quill	369.31	
0024648	03/19/21	Outstanding	0300113	Regions Bank	10,333.66	
0024649	03/19/21	Outstanding	0300109	Reppert's Office Supply	559.86	
0024650	03/19/21	Outstanding	0354375	Reginald Riley	180.00	
0024651	03/19/21	Outstanding	0350671	Russell Electric	260.00	
0024652	03/19/21	Outstanding	0351562	Saints Foundation	7,260.00	
0024653	03/19/21	Outstanding	0223200	David A. Sands	180.00	
0024654	03/19/21	Outstanding	0351910	Eric T. Saunders	180.00	
0024655	03/19/21	Outstanding	0350554	SCC Bookstore	447.52	
0024656	03/19/21	Outstanding	0300097	Scheffer Financial Services	3.89	
0024657	03/19/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0024658	03/19/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0024659	03/19/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0024660	03/19/21	Outstanding	0300094	Secretary of State of Illinois	50.00	
0024661	03/19/21	Outstanding	0354354	Daryan Selvy	180.00	
0024662	03/19/21	Outstanding	0351067	Andrea K. Shadley	135.00	
0024663	03/19/21	Outstanding	0350714	Shawnee Mass Transit District	1,800.00	
0024664	03/19/21	Outstanding	0350690	Shawnee Stone, LLC	224.76	
0024665	03/19/21	Outstanding	0352913	Southern Illinois Piping Contr	936.00	
0024666	03/19/21	Outstanding	0300261	Sparklight Business	160.36	
0024667	03/19/21	Outstanding	0350498	Stericycle	47.21	
0024668	03/19/21	Outstanding	0354376	Tracy Stone	180.00	
0024669	03/19/21	Outstanding	0352507	Jackson Strong	180.00	
0024670	03/19/21	Outstanding	0241492	Rodney Taylor	180.00	
0024671	03/19/21	Outstanding	0353658	Tri State Food Bank, Inc	78.80	
0024672	03/19/21	Outstanding	0300050	UPS	102.57	
0024673	03/19/21	Outstanding	0166056	David A. Voigt	580.00	
0024674	03/19/21	Outstanding	0950965	Anthony B. Wilson	180.00	
0024675	03/19/21	Outstanding	0300018	Xerox Corporation	772.96	
0024676	03/19/21	Void	0350973	Xerox Financial Services LLC		1,175.12
0024677	03/19/21	Outstanding	0300047	Yankee Book Peddler	68.77	
0024678	03/19/21	Outstanding	0300107	Reserve Account	4,000.00	
0024679	03/19/21	Outstanding	0350973	Xerox Financial Services LLC	1,137.00	
0024680	03/22/21	Outstanding	0300121	Continental American Insurance	143.50	
0024687	03/25/21	Void	0354393	Business Radio Licensing		105.00
0024688	03/25/21	Void	0354186	Engineering Services and Produ		6,109.85
0024689	03/25/21	Void	0354395	Kool Snacks, Llc		606.72
0024690	03/25/21	Void	0350556	American Occupational Therapy		683.65
0024691	03/25/21	Void	0350855	AHEAD		325.00

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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
0024692	03/25/21	Void	0300064	BSN Sports		936.50
0024693	03/25/21	Void	0300083	Cape Electrical Supply		119.65
0024694	03/25/21	Void	0351666	Cellco Partnership		1,750.50
0024695	03/25/21	Void	0300096	Cengage Learning		449.60
0024696	03/25/21	Void	0350502	Cheekos		359.55
0024697	03/25/21	Void	0300117	Computer Discount Warehouse Go		30,350.00
0024698	03/25/21	Void	0300117	Computer Discount Warehouse Go		10,012.20
0024699	03/25/21	Void	0300117	Computer Discount Warehouse Go		15,671.20
0024700	03/25/21	Void	0300118	Connie Sue's Restaurant Corpor		720.00
0024701	03/25/21	Void	0300147	Demco Educational Corp.		95.91
0024702	03/25/21	Void	0300158	Ellucian, Inc.		937.50
0024703	03/25/21	Void	0350958	Robert L. Frazier		180.00
0024704	03/25/21	Void	0216680	Dennis Frech		220.00
0024705	03/25/21	Void	0351694	Trey Hargrove		180.00
0024706	03/25/21	Void	0354387	Wesley Harper		180.00
0024707	03/25/21	Void	0300065	The Home Depot Pro		1,016.41
0024708	03/25/21	Void	0300194	Honey's Service Station & Tire		25.00
0024709	03/25/21	Void	0300203	Illinois Office State Fire Mar		100.00
0024710	03/25/21	Void	0300211	Illinois Online Network		200.00
0024711	03/25/21	Void	0015740	IL Student Assistance Commissi		588.00
0024712	03/25/21	Void	0350809	Illinois TRIO		300.00
0024713	03/25/21	Void	0350538	Instructional Technology Counc		150.00
0024714	03/25/21	Void	0015764	J.W. Pepper & Son		329.49
0024715	03/25/21	Void	0350475	Johnstone Supply		2,853.23
0024716	03/25/21	Void	0270506	Greg T. Jones		180.00
0024717	03/25/21	Void	0351105	James P. Lashley, II		180.00
0024718	03/25/21	Void	0274184	Kevin Lashley		180.00
0024719	03/25/21	Void	0300233	Maier's Tidy Bowl		176.00
0024720	03/25/21	Void	0350515	Marianna		13.33
0024721	03/25/21	Void	0184380	Michael McGrath		220.00
0024722	03/25/21	Void	0300253	NAPA Auto Tire & Parts		1,493.01
0024723	03/25/21	Void	0300264	Office Depot		109.48
0024724	03/25/21	Void	0351054	Orkin		85.00
0024725	03/25/21	Void	0300151	Pearson Education		3,324.62
0024726	03/25/21	Void	0300146	Pick Up Mart		80.00
0024727	03/25/21	Void	0197268	Kevin L. Poore		180.00
0024728	03/25/21	Void	0300133	Quill		156.86
0024729	03/25/21	Void	0300108	Republic Services		96.99
0024730	03/25/21	Void	0350554	SCC Bookstore		119.05
0024731	03/25/21	Void	0020444	Shivelbines Music Store		60.00
0024732	03/25/21	Void	0157070	Stacy J. Simpson		70.85
0024733	03/25/21	Void	0300078	Southern FS Inc.		915.30

April 12 2021  
15:01

S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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
0024734	03/25/21	Void	0353621	St. Moritz Security Services,		7,792.28
0024735	03/25/21	Void	0353611	BEMAC Consulting		4,460.00
0024736	03/25/21	Void	0162830	Brad Stonecipher		180.00
0024737	03/25/21	Void	0350893	Tobacco Road Tees		2,280.41
0024738	03/25/21	Void	0353658	Tri State Food Bank, Inc		199.26
0024739	03/25/21	Void	0350622	Union County Chamber of Commer		190.00
0024740	03/25/21	Void	0300050	UPS		106.27
0024741	03/25/21	Void	0350963	Michael A. Woods		180.00
0024742	03/25/21	Void	0300018	Xerox Corporation		38.12
0024743	03/25/21	Void	0350973	Xerox Financial Services LLC		637.50
0024744	03/25/21	Void	0300047	Yankee Book Peddler		524.15
0024745	03/25/21	Void	0354393	Business Radio Licensing		105.00
0024746	03/25/21	Void	0354186	Engineering Services and Produ		6,109.85
0024747	03/25/21	Void	0354395	Kool Snacks, Llc		606.72
0024748	03/25/21	Void	0350556	American Occupational Therapy		683.65
0024749	03/25/21	Void	0350855	AHEAD		325.00
0024750	03/25/21	Void	0300064	BSN Sports		936.50
0024751	03/25/21	Void	0300083	Cape Electrical Supply		119.65
0024752	03/25/21	Void	0351666	Cellco Partnership		1,750.50
0024753	03/25/21	Void	0300096	Cengage Learning		449.60
0024754	03/25/21	Void	0350502	Cheekos		359.55
0024755	03/25/21	Void	0300117	Computer Discount Warehouse Go		30,350.00
0024756	03/25/21	Void	0300117	Computer Discount Warehouse Go		10,012.20
0024757	03/25/21	Void	0300117	Computer Discount Warehouse Go		15,671.20
0024758	03/25/21	Void	0300118	Connie Sue's Restaurant Corpor		720.00
0024759	03/25/21	Void	0300147	Demco Educational Corp.		95.91
0024760	03/25/21	Void	0300158	Ellucian, Inc.		937.50
0024761	03/25/21	Void	0350958	Robert L. Frazier		180.00
0024762	03/25/21	Void	0216680	Dennis Frech		220.00
0024763	03/25/21	Void	0351694	Trey Hargrove		180.00
0024764	03/25/21	Void	0354387	Wesley Harper		180.00
0024765	03/25/21	Void	0300065	The Home Depot Pro		1,016.41
0024766	03/25/21	Void	0300194	Honey's Service Station & Tire		25.00
0024767	03/25/21	Void	0300203	Illinois Office State Fire Mar		100.00
0024768	03/25/21	Void	0300211	Illinois Online Network		200.00
0024769	03/25/21	Void	0015740	IL Student Assistance Commissi		588.00
0024770	03/25/21	Void	0350809	Illinois TRIO		300.00
0024771	03/25/21	Void	0350538	Instructional Technology Counc		150.00
0024772	03/25/21	Void	0015764	J.W. Pepper & Son		329.49
0024773	03/25/21	Void	0350475	Johnstone Supply		2,853.23
0024774	03/25/21	Void	0270506	Greg T. Jones		180.00
0024775	03/25/21	Void	0351105	James P. Lashley, II		180.00

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S U M M A R Y   C H E C K   R E G I S T E R  
FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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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
0024776	03/25/21	Void	0274184	Kevin Lashley		180.00
0024777	03/25/21	Void	0300233	Maier's Tidy Bowl		176.00
0024778	03/25/21	Void	0350515	Marianna		13.33
0024779	03/25/21	Void	0184380	Michael McGrath		220.00
0024780	03/25/21	Void	0300253	NAPA Auto Tire & Parts		1,493.01
0024781	03/25/21	Void	0300264	Office Depot		109.48
0024782	03/25/21	Void	0351054	Orkin		85.00
0024783	03/25/21	Void	0300151	Pearson Education		3,324.62
0024784	03/25/21	Void	0300146	Pick Up Mart		80.00
0024785	03/25/21	Void	0197268	Kevin L. Poore		180.00
0024786	03/25/21	Void	0300133	Quill		156.86
0024787	03/25/21	Void	0300108	Republic Services		96.99
0024788	03/25/21	Void	0350554	SCC Bookstore		119.05
0024789	03/25/21	Void	0020444	Shivelbines Music Store		60.00
0024790	03/25/21	Void	0157070	Stacy J. Simpson		70.85
0024791	03/25/21	Void	0300078	Southern FS Inc.		915.30
0024792	03/25/21	Void	0353621	St. Moritz Security Services,		7,792.28
0024793	03/25/21	Void	0353611	BEMAC Consulting		4,460.00
0024794	03/25/21	Void	0162830	Brad Stonecipher		180.00
0024795	03/25/21	Void	0350893	Tobacco Road Tees		2,280.41
0024796	03/25/21	Void	0353658	Tri State Food Bank, Inc		199.26
0024797	03/25/21	Void	0350622	Union County Chamber of Commer		190.00
0024798	03/25/21	Void	0300050	UPS		106.27
0024799	03/25/21	Void	0350963	Michael A. Woods		180.00
0024800	03/25/21	Void	0300018	Xerox Corporation		38.12
0024801	03/25/21	Void	0350973	Xerox Financial Services LLC		637.50
0024802	03/25/21	Void	0300047	Yankee Book Peddler		524.15
0024803	03/25/21	Outstanding	0354393	Business Radio Licensing	105.00	
0024804	03/25/21	Outstanding	0354186	Engineering Services and Produ	6,109.85	
0024805	03/25/21	Outstanding	0354395	Kool Snacks, Llc	606.72	
0024806	03/25/21	Outstanding	0350556	American Occupational Therapy	683.65	
0024807	03/25/21	Outstanding	0350855	AHEAD	325.00	
0024808	03/25/21	Outstanding	0300064	BSN Sports	936.50	
0024809	03/25/21	Outstanding	0300083	Cape Electrical Supply	119.65	
0024810	03/25/21	Outstanding	0351666	Cellco Partnership	1,750.50	
0024811	03/25/21	Outstanding	0300096	Cengage Learning	449.60	
0024812	03/25/21	Outstanding	0350502	Cheekos	359.55	
0024813	03/25/21	Outstanding	0300117	Computer Discount Warehouse Go	30,350.00	
0024814	03/25/21	Outstanding	0300117	Computer Discount Warehouse Go	10,012.20	
0024815	03/25/21	Outstanding	0300117	Computer Discount Warehouse Go	15,671.20	
0024816	03/25/21	Outstanding	0300118	Connie Sue's Restaurant Corpor	720.00	
0024817	03/25/21	Outstanding	0300147	Demco Educational Corp.	95.91	

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S U M M A R Y C H E C K R E G I S T E R  
FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

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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
0024818	03/25/21	Outstanding	0300158	Ellucian, Inc.	937.50	
0024819	03/25/21	Outstanding	0350958	Robert L. Frazier	180.00	
0024820	03/25/21	Outstanding	0216680	Dennis Frech	220.00	
0024821	03/25/21	Outstanding	0351694	Trey Hargrove	180.00	
0024822	03/25/21	Outstanding	0354387	Wesley Harper	180.00	
0024823	03/25/21	Outstanding	0300065	The Home Depot Pro	1,016.41	
0024824	03/25/21	Outstanding	0300194	Honey's Service Station & Tire	25.00	
0024825	03/25/21	Outstanding	0300203	Illinois Office State Fire Mar	100.00	
0024826	03/25/21	Outstanding	0300211	Illinois Online Network	200.00	
0024827	03/25/21	Outstanding	0015740	IL Student Assistance Commissi	588.00	
0024828	03/25/21	Outstanding	0350809	Illinois TRIO	300.00	
0024829	03/25/21	Outstanding	0350538	Instructional Technology Counc	150.00	
0024830	03/25/21	Outstanding	0015764	J.W. Pepper & Son	329.49	
0024831	03/25/21	Void	0350475	Johnstone Supply		2,853.23
0024832	03/25/21	Outstanding	0270506	Greg T. Jones	180.00	
0024833	03/25/21	Outstanding	0351105	James P. Lashley, II	180.00	
0024834	03/25/21	Outstanding	0274184	Kevin Lashley	180.00	
0024835	03/25/21	Outstanding	0300233	Maier's Tidy Bowl	176.00	
0024836	03/25/21	Outstanding	0350515	Marianna	13.33	
0024837	03/25/21	Outstanding	0184380	Michael McGrath	220.00	
0024838	03/25/21	Outstanding	0300253	NAPA Auto Tire & Parts	1,493.01	
0024839	03/25/21	Outstanding	0300264	Office Depot	109.48	
0024840	03/25/21	Outstanding	0351054	Orkin	85.00	
0024841	03/25/21	Outstanding	0300151	Pearson Education	3,324.62	
0024842	03/25/21	Outstanding	0300146	Pick Up Mart	80.00	
0024843	03/25/21	Outstanding	0197268	Kevin L. Poore	180.00	
0024844	03/25/21	Outstanding	0300133	Quill	156.86	
0024845	03/25/21	Outstanding	0300108	Republic Services	96.99	
0024846	03/25/21	Outstanding	0350554	SCC Bookstore	119.05	
0024847	03/25/21	Outstanding	0020444	Shivelbines Music Store	60.00	
0024848	03/25/21	Outstanding	0157070	Stacy J. Simpson	70.85	
0024849	03/25/21	Outstanding	0300078	Southern FS Inc.	915.30	
0024850	03/25/21	Outstanding	0353621	St. Moritz Security Services,	7,792.28	
0024851	03/25/21	Outstanding	0353611	BEMAC Consulting	4,460.00	
0024852	03/25/21	Outstanding	0162830	Brad Stonecipher	180.00	
0024853	03/25/21	Outstanding	0350893	Tobacco Road Tees	2,280.41	
0024854	03/25/21	Outstanding	0353658	Tri State Food Bank, Inc	199.26	
0024855	03/25/21	Outstanding	0350622	Union County Chamber of Commer	190.00	
0024856	03/25/21	Outstanding	0300050	UPS	106.27	
0024857	03/25/21	Outstanding	0350963	Michael A. Woods	180.00	
0024858	03/25/21	Outstanding	0300018	Xerox Corporation	38.12	
0024859	03/25/21	Outstanding	0350973	Xerox Financial Services LLC	637.50	

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S U M M A R Y C H E C K R E G I S T E R  
FOR PERIOD STARTING: 03/01/2021 - PERIOD ENDING: 03/31/2021

12

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
0024860	03/25/21	Outstanding	0300047	Yankee Book Peddler	524.15	
0024861	03/26/21	Outstanding	0350451	AFLAC Attn Remittance Processi	515.18	
0024862	03/26/21	Outstanding	0350452	American Century Investments	131.75	
0024863	03/26/21	Outstanding	0350454	Bank of America HSA (Electroni	292.49	
0024864	03/26/21	Outstanding	0167036	Bluecross Blueshield of Illino	39,811.32	
0024865	03/26/21	Outstanding	0300121	Continental American Insurance	36.41	
0024866	03/26/21	Outstanding	0300145	Delta Dental of Illinois-Risk	1,090.28	
0024867	03/26/21	Outstanding	0350453	EFTPS (Electronic Fed Tax Paym	29,917.65	
0024868	03/26/21	Outstanding	0300160	EMC National Life Company	13.63	
0024869	03/26/21	Outstanding	0350456	Fiduciary Trust Intl of the So	37.50	
0024870	03/26/21	Outstanding	0350455	Illinois Tax Pmt Program (Elec	11,307.12	
0024871	03/26/21	Outstanding	0350459	Kentucky State Treasurer	920.27	
0024872	03/26/21	Outstanding	0352912	Law Office of Brian S. Katz	230.97	
0024873	03/26/21	Outstanding	0351562	Saints Foundation	115.00	
0024874	03/26/21	Outstanding	0350462	The Anna-Jonesboro National Ba	1,439.87	
0024875	03/26/21	Outstanding	0300072	State Universities Retirement	24,408.61	
0024876	03/26/21	Outstanding	0300052	Sun Life Financial	1,019.76	
0024877	03/26/21	Outstanding	0300052	Sun Life Financial	211.80	
0024878	03/26/21	Outstanding	0300052	Sun Life Financial	354.64	
0024879	03/26/21	Outstanding	0300052	Sun Life Financial	218.70	
0024880	03/26/21	Outstanding	0300052	Sun Life Financial	91.46	
0024881	03/26/21	Outstanding	0300052	Sun Life Financial	553.23	
0024882	03/26/21	Outstanding	0300046	VALIC	25.00	
0024883	03/26/21	Outstanding	0300039	Washington National Ins. Co.	62.90	
0024884	03/31/21	Outstanding	0300145	Delta Dental of Illinois-Risk	127.98	
0024885	03/31/21	Outstanding	0300072	State Universities Retirement	3,202.97	
M166	03/22/21	Outstanding	0350510	Illinois Department of Revenue	5,871.00	
M167	03/22/21	Outstanding	0350510	Illinois Department of Revenue	11.00	
					-----	-----
					586,952.02	292,838.86
					=====	=====
					586,952.02	292,838.86

**SHAWNEE COMMUNITY COLLEGE**

ADDENDUM TO RESTRICTED PURPOSES FUND

May 3, 2021

<u>Date</u>	<u>Vendor</u>	
3/31/21	Shawnee Community College	\$60,000.00
	Education Fund	
	Ullin, IL 62992	

To repay inter fund loan outstanding originally made on 6/30/20 and 8/31/20 from the Education Fund to the Restricted Purposes Fund.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



**Shawnee  
Community  
College  
Reinvestments  
May 3, 2021**

<b>Invested in PMA Financial Bank Institution</b>	<b>Cost</b>	<b>Purchased Date</b>	<b>Maturity Date</b>	<b>CD Rate</b>	<b>Fund Name</b>
Western Alliance Bank	\$ 249,700.00	4/6/2021	4/6/2022	0.106%	Working <i>Cash Fund</i>
First Bank of Ohio	\$ 249,700.00	4/6/2021	4/6/2022	0.043%	Working <i>Cash Fund</i>
CFG Bank	\$ 249,700.00	4/6/2021	4/6/2022	0.043%	Working <i>Cash Fund</i>
Allegiance Bank Texas	\$ 249,800.00	4/6/2021	4/6/2022	0.043%	Working <i>Cash Fund</i>
Royal Business Bank	\$ 249,800.00	4/6/2021	4/6/2022	0.042%	Working <i>Cash Fund</i>
First Internet Bank of Indiana	\$ 249,800.00	4/6/2021	4/6/2022	0.042%	Working <i>Cash Fund</i>
CIBC Bank USA	\$ 249,800.00	4/6/2021	4/6/2022	0.040%	Working <i>Cash Fund</i>
New OMNI Bank USA	\$ 249,900.00	4/6/2021	4/6/2022	0.040%	Working <i>Cash Fund</i>
	\$ 1,998,200.00				

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**Student Report**

## Faculty Board Report May 2021

Ian Nicolaides, SCEA President

The following information includes activities from both March and April, 2021. On April 7<sup>th</sup>, Ian Nicolaides, Ryan Thornsberry, Connie McGinnis, Lori Armstrong and Kayla Sauerbrunn met with Dr. Tim Taylor. During the two-hour meeting many topics were discussed. Faculty sincerely appreciate Dr. Taylor's communication and wisdom moving the collage forward.

### **BOT Department**

March 10-12, 2021 – Phyllis Sander participated in the Virtual 2021 Cengage Computing Experience Conference. She attended the following sessions:

- Wednesday, March 10  
Closing the Skills Gap with Data Analytics and Visualization  
Diversity and Inclusion Panel Round-Table  
Cybersecurity in a Pandemic  
Online Teaching Tips for Windows Server 2019 & Linux
- Thursday, March 11  
*Creating an Inclusive Experience in Computer Science*  
*Teaching SQL*  
*Where We're Going with Network+ and Cloud+*
- Friday, March 12  
*Creating Virtual Reality in Your Concepts Course*  
*Cybersecurity and the Role of Ethical Hacking*  
*Developing Web Apps in Your Python Course*

March 25, 2021 – Eric Howard, Sherrie Malone, Phyllis Sander, Ruth Smith, and Anna Vaughn-Doom participated in a live presentation by Dr. Vickie Cook from the University of Illinois-Springfield on the topic of Hyflex. Information regarding options, delivery, and challenges was presented to the group.

March 25, 2021 – The Business Department hosted the annual High School Business Skills competition. The competition was virtual, and the awards ceremony was hosted via Zoom. Cairo, Goreville, Massac County, and Vienna high schools participated.

March 26, 2021 – Ruth Smith participated in the ICCB Program of Study Quality Components webinar. This was the seventh webinar in a series of ten.

March 26, 2021 – Eric Howard and the Criminal Justice Department hosted a virtual event related to the Discovery+ special, "Who Killed My Son." Guest speakers for the event were Monica Zukas, a victim's advocate, Lovely Varughese, mother of the victim, and Joe Cervantez, Jackson County State's Attorney. The topic is the case that has received national attention since 2014 when Pravin Varughese was found deceased in Carbondale, IL.

March – Phyllis Sander assisted the members of Nu Alpha Phi Beta Lambda (PBL) student organization in their preparations for the Illinois State Leadership Conference. The students created presentations, wrote reports, and completed practice exams for the competitive events portion of the conference to be held virtually on Saturday, April 10.

### **Math & Science Department**

Roberta Christie and Connie McGinnis attended the annual IMACC conference via zoom on April 9 and 16.

Roberta Christie attended the Curriculum Committee meeting and participated in the audit of IMACC.

Lori Armstrong and Ian Nicolaides met virtually with a sales representative for Anatonage Virtual Dissection table. The table is similar to an iPad and has 4 full sized human cadaver models that can be used for instruction and/or lab dissection.

Lori Armstrong attended the HLC conference with fellow department chairs.

Sheryl Ribbing and Ian Nicolaides had a phone meeting with a virtual lab vendor to explore online lab options.

Brenda Brown and Ian Nicolaides submitted final drafts of the new A & P 1 and A & P 2 course syllabi. Syllabi are currently in the approval process.

### **Humanities Department**

The Poetry Slam will be held in the L-Atrium at 10:00 on Wed., April 28.

Thank you,  
Sandy

JoElla, Robbie and Mike McNalley are taking students (from Psychology, Literature, and History classes) to the National Civil Rights Museum in Memphis April 30. This is the third year we have taken students to the museum. It is a long day but it is a wonderful learning experience and boosts camaraderie among students and faculty.

Tim Frizzell judged speeches for the recent Regional High School Beta Club contest.

On March 19<sup>th</sup>, Dr. Thornsberry attended a webinar and discussion on “Ensuring Integrity in Online Courses” from the Innovative Educators Virtual Summit. The discussion was hosted by Hawkes Learning.

On March 23<sup>rd</sup>, Dr. Thornsberry attended a webinar and discussion on “Living Nations, Living Worlds.” The discussion was hosted by the National Council of the Teachers of English and the Library of Congress and was the signature project of US Poet Laureate Joy Harjo.

On March 24<sup>th</sup>, Dr. Thornsberry participated in a webinar and discussion on “Teaching Tips for Online Instruction and Engagement.” The webinar was hosted by ICCB’s Career and Technical Education Center.

The English Department has concluded the Celebrating Young Writer’s Contest for 2020-2021. It was the 23<sup>rd</sup> year for the contest. Six of the area high schools received certificates and awards. In addition, high schools from Missouri and Michigan won prizes. It was the first time, in the history of the contest, out-of-state schools submitted entries.

On April 14<sup>th</sup>, Dr. Thornsberry attended the ICCB webinar, “How to Identify and Address Bias on Your Campus.”



**President’s Report**  
May 3, 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	1,608	1,725	13,659.5	13,552
<b>Total</b>	<b>3,908</b>	<b>4,491</b>	<b>29,388.5</b>	<b>30,940.5</b>
FY 21 Credit-Hour Budget Projection		28,078	Difference	<b>1,310.5</b>

\*Data pulled 04/27/2021; State reimbursement is based on credit-hours generated at mid-term.

**The following events are noteworthy:**

- Met with Steve Bundy at the aeriz facility in Anna on 04/02. The purpose of the meeting was to finalize a press release concerning our partnership and to tour the aeriz facility. In addition, we developed a plan to bring our teams together and agreed to the outcomes/expectations of that meeting.
- Attended the Union County Chamber of Commerce Gala at the Havisham House in Alto Pass on 04/02. The College sponsored a table of eight. I was accompanied by Trustee Windings (and spouse) and Trustee Witthoft. In addition, I was joined by Gene Honn and Tina Dudley (and guest). The College sponsored a table of eight. There were approximately 100 people in attendance throughout the night. The 50/50 raffle raised nearly \$500, with a contribution of \$120 from our table (so our 7 participants put in roughly 25% of the revenue raised) ...so we were more philanthropic on a per-participant basis. 😊 In addition, I networked with several individuals throughout the evening. Finally, Trustee Windings did his best Killer (i.e. Jerry Lee Lewis) impersonation and brought down the house with a lively rendition of Great Balls of Fire. Fun was had by all.
- Met w/ a group of faculty members on 04/07 to discuss a variety of issues and concerns. Faculty participants included: Lori Armstrong, JoElla Basler, Connie McGinnis, Ian Nicolaides, Kayla Sauerbrunn, Ruth Smith, and Ryan Thornsberry. Topics of the meeting included VP transition, communication, dual credit, scheduling, and workload. I felt the meeting went very well. (Hopefully) trust and respect was strengthened.

- On 04/08, I met with one of my Community Advisory Committee members, Lynne Chambers. Topics of the meeting included: Minority business development, diversifying SCC's employee candidate pools, the Art Collective, the Delta Leadership Institute, and the potential for SCC to lead an economic development plan for Alexander County. In addition, Ms. Chambers and I spent a great deal of time getting to know each other. Ms. Chambers is very persuasive as at the end of our meeting I agree to co-facilitate one of the Art Collective events in June.
- On 04/09, I was interviewed by KFVS Channel 12 about our partnership with aeriz. During the interview, I stressed the workforce and economic development impacts of this partnership for our community residents. The full transcript and video interview can be found [here. https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=31172e67-d803-4398-9fba-e3be20e7dea3](https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=31172e67-d803-4398-9fba-e3be20e7dea3)
- Met with Superintendent Shelly Clover-Hill of Shawnee District 84 on 04/09. Topics of the meeting included: Dual credit, recruitment, resource sharing ideas, and ways in which SCC could assist Shawnee with District goals. Superintendent Clover-Hill and I spent a fair amount of time getting to know each other on a personal level.

We also spent a fair amount of time discussing the impact of the Grand Tower Energy Center property tax dispute on Shawnee School District finances. Afterwards, we discussed potential dual credit possibilities that might be offered at the Anna Center for Shawnee HS students. 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.

- Had a phone meeting with Ed Smith and Griffin Goetz from the Illinois Laborer's Local 773 on 04/15. The purpose of the discussion was to discuss the planned expansion of the College's Construction Management for Laborers program. Concerns about the College's pending request to become a State-wide program were discussed. I communicated that ICCB is expecting to act on (i.e. approve) that request at their June Board meeting. I also communicated that recent changes to the College's online tuition structure would benefit Laborers from outside Shawnee's District... which was beneficial to Local 773's membership. Finally, we discussed personnel changes in both the College and the Local's Training department. We agreed to bring both teams together in early May so we can strengthen our partnership and develop a recruitment plan for Local 773 membership who reside beyond the SCC District. This meeting is scheduled for May 6.
- Met with Kim Guetersloh, the College's grant-writing independent contractor, and Jean Ellen Boyd on 04/15. Topics of the meeting included contractual issues, Delta Health grant concerns, the College's strategic direction, and anticipated uses of Kim's services in the future. As it related to the contract, apparently, the contract that Dr. Curphy submitted for Board approval in April was not the latest version of the contract. We worked through those concerns and will bring another contract forward for Board consideration in June. In

term of the Delta Health grant, we communicated the College was working through technical concerns with the DOE (which were subsequently resolved) and that we were intending to hire a grant coordinator at our May meeting. As it related to Kim's service in the future, we suggested that when the revision of our Strategic Plan becomes public in June, that we intended to focus her efforts on achieving the outcomes of that plan. We gave her a preview of the strategies being recommended and she mentioned that she would begin researching grant opportunities to support those areas. I felt the meeting was very well and was extremely productive.

- On 04/19, I met with a group of ICCB Presidents and Illinois Department of Corrections (IDOC) leaders to discuss community college recommendations aimed at sharpening (and streamlining) the College's corrections center programming proposals (which are due by the end of April). College Presidents participating were Dr. Bullock (Lake Land), Dr. Evans (Kaskaskia), Dr. Nacco (DACC), Dr. Wynes (Black Hawk), and myself. Participants from IDOC included Alyssa Williams (Chief of Programs and Support Services), James Deen (Chief Financial Officer), and Jared Brunk (Chief of Administration). The College Presidents are presenting a United Front on these negotiations and are attempting to create a standard. During this meeting the President's stressed the following eight points:

1. Return the indirect reimbursement rate to 10% in Section of the contract supplementals to account for increasing legal costs, unemployment benefits, and the general cost to the colleges of administering the contract.

*We suggested revised Language: Expenditures made by the vendor for all other programs in the contract including indirect costs (which consists of 10% of the costs of the vocational programs excluding administration and vocational prep). This invoice must reflect a deduction of actual other income received plus 1/12 of the anticipated ICCB income.*

2. Strengthen Section 2.5 of the contract supplementals to ensure staff get paid in the same manner as non-essential IDOC staff for an emergency lock-out or a "do not" report directive, such as happened with COVID-19.

*Suggested Language: Immediately following such declarations or upon request of the vendor, the OAEVS Administrator will provide written notification of the timekeeping protocols for non-essential employees of the Illinois Department of Corrections to direct timekeeping procedures for vendor employees.*

3. Expand language in Section 1.7 of the contract regarding where services can be performed with IDOC approval to address future situations similar to COVID-19.

*Suggested Language: As approved by OAEVS Administrator, vendor services may be delivered to IDOC facilities from an offsite location.*



4. Clarify language regarding ownership of equipment, commodities and materials purchased with Perkins funds.

*Revised Language: All equipment, commodities and materials purchased by this contract will become the property of IDOC, with the exception of those items purchased by Community Colleges with Carl Perkins grant funds. Equipment purchased with Perkins funds will become the property of the Illinois Community College Board.*

5. To facilitate the hiring and retention of staff, wage increases for college staff should be commensurate with percentage increases for other IDOC staff as outlined in the most current AFSCME contract. We requested a 3% annual increase for staff, based on the rising CPI and threat of inflation.
6. Expand supplementals Section 4 Compensation to include language in requiring IDOC to provide written notification, including itemized expenditures and reasons for denial, to the vendor when payment of an invoice is denied.

*Suggested Language: The Department of Corrections will provide written notification to the vendor when payment of an invoice is denied in total or in part. The notification of the denial of payment will include a list of itemized expenditures and reasons for the denial.*

7. Clarify the inclement weather policy to align with our respective colleges versus IDOC Administrative Rules.
8. Integration of distance learning into the correctional centers and assistance with IT support to maintain all systems.

In developing the recommendations, Dr. Bullock and Dr. Evans shared a litany of issues they faced with IDOC over the last several years. It seems clear, that if these issues are not appropriately addressed, then fiscal sustainability of IDOC programming is in question. IDOC said they would review our proposal and get back to us.

- On 04/19, I was interviewed by KFVS Channel 12 about the potential impact of President Biden's College Promise legislation. During the interview, I explained there are several types of Promise programs and the details of President Biden's plan were currently unknown. However, the potential affordability and access opportunities for our community residents were exciting. The full transcript and video interview can be found [here](https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=dab20835-c18f-4cce-b706-4abb65143987).  
<https://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=dab20835-c18f-4cce-b706-4abb65143987>

- On 04/21, the College hosted a meeting with several aeriz employees at the Anna Center. The purpose of the meeting was to introduce the Teams of each organization and brainstorm some strategies for moving forward. Participants from SCC were Jean Ellen Boyd, Dr. Kristin Shelby, Dr. Greg Mason, and Rob Betts. Participants from aeriz included their General Manager, Office Manager, Director of Human Resources, their Extraction Operations Manager, and their Grower/Extractor Supervisor.

In this meeting we clarified that aeriz intends to hire 300 individuals for the positions of Trimmer, Grower, Extractor, Harvester, and Packer by January 2022. Aeriz intends to pay these new employees while they are taking training provided by SCC at the Anna Extension Center. Potential topics of the training were identified – basic computer skills, OSHA, appropriate workplace behavior, food sanitation, pest management, plant nutrient needs, extraction methods, and cannabis rules/regulations. At this point, we are estimating the training to take place over a 2-3-week timeline.

In addition, SCC agreed to assist aeriz with their job search processes and potentially host some job fairs at the Anna facility. Aeriz will provide job descriptions for the positions listed and the College will begin customizing the training for those positions. Both staffs will continue to meet and work out details over the next few weeks.

- On 04/21, Dr. Bullock (Lake Land), Dr. Evans (Kaskaskia), Dr. Nacco (DACC), Dr. Wynes (Black Hawk), and myself met briefly to discuss our pending IDOC proposals. At that meeting we agreed to collaborate and standardize program cost for the Auto Tech, Construction Tech, Career Tech, HVAC, and Welding programs (e.g. proposals from all schools providing an Auto Tech program would have the same costs identified).
- Attended the Illinois Community College Council of President's Zoom meeting on 04/22. The Agenda included: Saluki Step-Ahead program, ICCTA Update, ICCB Update, Illinois Community College Foundation Update, and a Legislative Update. Topics of Board interest include:
  - Dr. Austin Lane (Chancellor of SIU-C) described the Saluki Step-Ahead program, which allows students true 2+2 options for the Accounting, Business and Administration, Criminology & Criminal Justice, Health Care Management, and Radiologic Science pathways. In addition to the streamlined pathway, students will receive a discounted tuition (\$7,800) for their junior and senior years at SIU-C. The pilot agreement, developed in Collaboration between SCC and SIU-C was held up as the model agreement. At the conclusion of Dr. Lane's presentation, there was much interest from other College Presidents hoping to establish the same partnership as we have done. To that end, ICCB offered to negotiate a state-wide agreement and Chancellor Lane said he'd pursue that option.
  - Dr. Durham (ICCB) mentioned another round of GEAR funding would likely be forthcoming. In addition, \$4M will likely be added to GEAR-1.
  - IBHE's Strategic Plan will release by the end of April for public review. President's and Trustees are being encouraged to review and comment on the plan.

- Legislation requiring Community College's to develop an Equity Plan seems to be gaining steam – no new money is being allocated for these activities (i.e. another unfunded mandate).
  - The idea of providing MAP funding for students with incomes less than \$45K to attend Community College's for free is also gaining support.
  - Senate Bill 1832, which provides an opportunity for Community College's to provide a BS in Early Childhood Education is gaining support throughout the General Assembly.
- On 04/23, I met with one of my Community Advisory Committee members, Ron Cross. Topics of the meeting included: Union County business development, Union County community organizations, attracting qualified candidates for open SCC positions, pending legislation allowing CC's to offer BS degrees in Early Childhood Education, and strategies for improving local K-12 partnerships. In addition, Mr. Cross and I spent a great deal of time getting to know each other. Finally, Mr. Cross agreed to assist with obtaining community engagement to enhance College strategic planning activities.
  - Met with Dr. Kirk Overstreet, new President of John A. Logan College on 04/23. Topics of the meeting included SIU-C partnership building opportunities, resource-sharing ideas, dual credit policy concerns, SICCM partnership evolution, and perspectives on several pieces of pending legislation. 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 issues of mutual strategic interest.
  - As of 04/22, I have conducted 84 Meet-and-Greet meetings with the full-time employees. I have 13 more scheduled.

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

- Vending Lease Agreement – Signed a lease with Robertson Vending to provide vending services for the main campus and all four Extension Centers. Robertson has a reputation of providing high-quality service. As part of the agreement, the College will receive 12.5% of gross sales. The term for the agreement is 2 years. The agreement was reviewed by College Counsel.

**Academic Affairs & Student Learning Report  
Board of Trustees Report  
May 3, 2021**

**Dean's Report**

Dr. Shelby attended the Accreditation Liaison Officer (ALO) workshop at the Higher Learning Commission's Annual Conference held virtually this year. Dr. Shelby also attended sessions in the General Program pertaining to focused visits and monitoring reports. Dr. Shelby also attended a webinar, *Teaching Tips for Online Instruction and Engagement*, hosted by Illinois State University.

Dr. Shelby is also working with CTE Faculty on equipment purchases as part of the FY21 Perkins V Grant closeout. Dr. Shelby is also assisting departments complete ICCB 5-year Program Review. Dr. Shelby is completing quarterly reporting for the Perkins V Grant, the Transitional Math and English/Language Arts Grants, and Developmental Education Innovation Grants, which are due by April 30.

**Library/Technology**

Rachel Hannan, library assistant, attended two webinars: *Well-being: A Student's Perspective*; and *Forward Together: Lifting and Supporting Women in the Workplace*. Rachel also began a seven-week certification course from the University of South Florida Muma College of Business. The course is titled *Diversity, Equity, and Inclusion in the Workplace*. Rachel continues to track the checkouts of laptops, Jetpacks, and graphing calculators.

There have been weekly meetings with EBSCOhost as we set up our new authenticator, OpenAthens, and transition away from our former service, EZProxy. This will ensure simple, user-friendly database access for students off campus who access the databases after signing in to MySCC. Our philosophy, psychology and religion section has been updated to ensure high quality, current sources are available for students. On March 30th, Christina taught a Computer Basics class at the Anna campus, with plans to continue to facilitate classes from the library in the future.

Rob has started the OAC (Online Advisory Committee) has been started back up to look at quality and design in online courses. The committee previously had a rubric to help address this. The rubric we use to define what our institution considers "best practices." The TLC hosted a demo on simple syllabus and the League for Innovation course sharing program.

Equipment purchased with the DLT grant has started arriving and plans are being made to begin installing it.

**Extension Centers Reports**

**Anna Center**

Registration is open for summer and fall enrollment, and the Anna Center advisors have been busy meeting with students. On April 8th, the Union County Chamber of Commerce held its monthly meeting at the Anna Center. Blake Goforth has been very active in the high school meeting with students to enroll for summer and fall classes. The Anna Center hosted a CPR class for local businesses on April 14<sup>th</sup>. Due to such high demand, the Anna Center hosted a second community education course titled "An Essential Computers Skills" on April 27<sup>th</sup>.

### **Cairo Center**

On March 16<sup>th</sup>, the “Illinois Freedom Project” traveling exhibit was installed in our center. This exhibit covers over 200 years of Illinois history. So far, we’ve had 50 people throughout different communities visit the exhibit. On last Friday, April 2<sup>nd</sup>, a religious organization brought 40 people to visit the exhibit! This was an exciting, but lengthy process, as we navigated each visitor through our pandemic guidelines. More have stated their intent to come. This exhibit has provided us with the opportunity to create greater awareness of our center. The exhibit will end on May 31<sup>st</sup>.

Shawnee Development Council’s Cairo location moved into our center on March 29<sup>th</sup>. We are grateful for this opportunity for both our students and our center.

Our center will offer a “DIY Carpentry for Women” community education class on April 10<sup>th</sup> and April 17<sup>th</sup>. So far, 23 people have signed up to attend the class, with more showing interest. Because of the interest, we may offer a third class on April 24<sup>th</sup>.

On Wednesday, April 7<sup>th</sup>, our center participated in Arrowleaf’s “Pinwheels for Prevention Day.” This day is dedicated to the community taking a stand against child abuse.

### **Metro Center**

Hayley with the assistance other SCC Advisors and a Financial Aid representative, held early fall 2021 registration for 34 Massac County High School students as well as 8 seniors and 8 juniors from Joppa High School. Follow-up early registration for students who were unable to attend the first early registration will sporadically take place throughout the remaining month of April into May. Hayley will be assisting with Vienna’s early registration on April 14<sup>th</sup>.

The Metro Center staff continues to participate in the Rotary Club of Metropolis’ food pantry at the Brookport library. Starting the week of April 5<sup>th</sup>, the Metro Center is serving as the local Accuplacer testing site for Massac High School students. On Saturday, April 10<sup>th</sup>, the Metro Center will host a Serve Safe (Food Sanitation) class.

### **Vienna Center**

Hayley Story, Erin King, Greg Sheppard, Carrie Davis, Lisa Meyer, and Teale Betts went to Vienna High School for summer and fall registration on April 14<sup>th</sup>. Teale Betts went to Goreville High School for summer and fall registration on April 21<sup>st</sup>. Registration for summer and fall classes are taking places. Seniors at Vienna High School and Goreville High School have been contacted through email to see what their future plans are. Teale Betts went to the speak to Illinois Laborers’ & Contractors Joint Apprenticeship and Training Program Juniors and Seniors in the program on April 3<sup>rd</sup> in Marion, Illinois

### **Nursing**

The Pinning of our 51st practical nursing class is scheduled for May 19, 2021. Additional information will be announced as plans are finalized. The nursing department will be sending out acceptance letters for the 2021-2022 practical nursing and associate degree nursing cohorts. Informational meetings for these students will be held on April 22, 23, 29, and 30th.

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

The CPR program is working with the Metro Center to provide CPR training to 44 first responders in Massac County beginning in April. A training schedule is being developed that will allow the individuals to be trained safely under the current college and American Heart Association COVID guidelines. The division is working with the Saints Foundation to apply for a mini-grant that will help to offset the training costs for the first responders.

Kayla Sauerbrunn, Allied Health Division Chair and Dr. Mason met to review the Delta Health grant budget for equipment and staffing needs for the Medical Assistant and CNA programs being funded under the grant.

Dr. Mason and Dr. Taylor met with ICCB to discuss Shawnee Community College resuming offering correctional education programs in Shawnee Correctional and Vienna Correctional.

Dr. Mason was part of the team led by Dr. Taylor to discuss development of training programs for jobs in the cannabis industry for medical marijuana dispensary Aeriz. Teams from the college and Aeriz will meet in April to begin planning.

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. Three new minority business owners have agreed to become SBDC clients.

Dr. Mason met with Matthew J. Simpson, African American Business Development Manager for the Office of Minority Economic Empowerment - Illinois Department of Commerce & Economic Opportunity. Mr. Simpson has been invited to meet with the SBDC's minority business owners to discuss the varying types of support his office can offer.

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.

Jean Ellen Boyd  
VPAA

May 3, 2021  
Date

## Student Academic Assessment Committee Update Report April 20, 2021

Many SAAC members participated in the HLC Annual Conference virtually Tuesday, April 6 through Friday, April 9. Data sharing and discussion between SAAC members concerning “Best Practices” presented have occurred. Presently planning logistics for efficiently communicating knowledge and data to campus stakeholders. The following is a sampling of Assessment sessions attended by SAAC members:

- Assessment Task Force
- Efficient Online Assessment
- Mega Trends in Assessment
- HLC Co-curricular Assessment
- HLC Interim Report

Phyllis Sander, SAAC Chair, participated in the Weave Webinar: Taking the Mystery out of the Accreditors' Site Visit on Wednesday, April 14. The presenter (a site reviewer) provided guidelines for both virtual and on-campus review visits.

WEAVE has updated its functionality to include curriculum mapping and visualization of Program Learning Outcomes in relation to Institutional Learning Outcomes (SCC Core Competencies); Phyllis Sander attended an introduction session on Tuesday, April 20 to view other institutions' use of the mapping tool. Monday, April 26, additional training will be completed to import SCC courses from the current catalog into WEAVE degree plan projects in order for instructors to begin completing this mapping process.

Once completed, a visualization graphic is created which can be shared online on in a report for HLC review. Continuous updates to the curriculum map for programs are expected and an updated graphic can be generated to reflect those updates.

The SAAC members continue to distribute a monthly assessment “News Page” to keep Assessment activities at the forefront of the college associates. April promotes “Grow Your Assessment Toolkit” with an outline of HLC Best Practices gained from the HLC Annual Conference and discusses how SCC Assessment processes correlate.

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

**Student Success and Services Division  
Board of Trustee Report  
May 3, 2021**

**Admissions**

Danielle Boyd—Registrar

Danielle Boyd attended the Higher Learning Commission virtual conference that was held April 5 through April 9. She attended the Ellucian Live virtual conference April 12<sup>th</sup>-April 14<sup>th</sup>. Danielle Boyd also attended the National Institute for Staff and Organizational Development (NISOD) conference was held virtually April 28<sup>th</sup>-April 30<sup>th</sup>.

Danielle Boyd is processing the spring graduation applications and checking students who have over 60+ hours to see if all degree requirements are met.

**Advisement and Recruitment Report**

Registration for the Summer and Fall semesters is in full swing! Amanda is currently on maternity leave, Monica has been meeting with students who visit her office via Zoom, and Erin is on campus for face-to-face appointments and questions. Testing and registration events at each of the high schools in Shawnee's district are also ongoing. Erin has held registrations for Egyptian, Century, and Meridian Fast Start students. She also attended events at Massac County and Vienna High School. Retention Alert referrals continue as our students face challenges both in their classes and as a result of life's interference. Carrie Davis has also stepped up to help with registration in Amanda's absence and is a welcome addition to the group!

Hayley Story, Erin King, Greg Sheppard, Carrie Davis, Lisa Meyer, and Teale Betts went to Vienna High School for summer and fall registration on April 14<sup>th</sup>. Teale Betts went to Goreville High School for summer and fall registration on April 21<sup>st</sup>. Seniors at Vienna High School and Goreville High School have been contacted through email to see what their future plans are. Blake Goforth has scheduled registration dates with the remaining schools.

Teale Betts went to the speak to Illinois Laborers' & Contractors Joint Apprenticeship and Training Program Juniors and Seniors in the program on April 3<sup>rd</sup> in Marion, Illinois.

**Athletics**

John Sparks—Athletic Director

Men's and Women's Basketball season has concluded with several team and individual accomplishments. The Lady SAINTS finished with an overall record 11-10 and 10-5 within the Great Rivers Athletic Conference (GRAC). They were a four seed in the Region 24 tournament and hosted a first-round game. Tionne Colyer and Zakyra Stallworth were selected to the 2021 GRAC All-Conference Team and the All-Region 24 Team. The SAINTS finished with an overall record of 9-12 and a 6a record of 6-7 in the GRAC. The SAINTS were the seventh seed in the Region 24 tournament and went on the road to defeat the #2 seed and nationally ranked Olney Central 70-57. The SAINTS went back on the road and were defeated by nationally-ranked Vincennes University in the semi-final game. The SAINTS had two players that



received post-season awards. Keon Jones and Adrain Cohen were selected to the 2021 GRAC All-Conference Team and the All-Region 24 Team.

Volleyball season has concluded, and Baseball and Softball are both in the middle of their seasons.

### **Career Services**

Leslie Cornelius-Weldon—Career Services Coordinator

Career Services continues to work with students on career plans, resume assistance, job search, and interviewing skills. In April, the office will have provided 40 Kuder assessments and 10 Career Keys. Career Services conducted three classroom presentations, one on resume writing, interviewing, and Backpack to Briefcase.

The office has reached out to 20 local employers about job postings, employment and training needs, job shadowing, and internship opportunities. Career Services hosted the annual SCC Job Fair on March 17, 2021. The job fair was scheduled from 9:00 am until 11:00 am using the Zoom Platform. We had 29 employers to participate and about 75 or 80 students/community members to participate in the event. The responses for the employers were favorable and "One employer shared that this is the best virtual career fair they had attended," and another state that they had attended other fairs with local colleges and universities, and this the best yet. I have had several students report that they had scheduled interviews after the fair. The Virtual Career was a team effort, and I really would like to thank Russ Stoup, Rob Betts, and Jonathan Van Meter for helping to make this event successful for our students, alumni, and community members.

### **Completion Coach**

Carrie Davis

Carrie has started as a fill-in advisor this month as Amanda Brown is on maternity leave. She is being trained and has begun taking appointments with students. She has continued her work with "The Cupboard". Earlier this month, she and Jacqueline Smith hosted an "Easter Bag Giveaway." These bags contained a small ham, mashed potatoes, macaroni and cheese, corn, and a cake mix; fifty bags in total were given away. Carrie is still working with the retention alert. Her focus has been on students whose GPAs are 2.0 or less. Another project Carrie worked on was sending out letters to all high school seniors reminding them of the scholarship deadline and other important information. She is excited to continue learning and growing here at SCC!

### **Counseling**

Monica Brahler-Admissions, Recruitment, Advising/Counselor

Ms. Brahler is in the process of reviewing and holding interviews for the 2021-22 Ambassador group. The following schools have Ambassador scholarships available. A/J, Cairo, Cobden, Dongola, Egyptian, Joppa, Massac Vienna.

### **Financial Aid**

Tammy Capps—Director of Financial Aid/Veterans

Dr. Capps continues to work with the consultant to ensure we are fully utilizing Colleague's financial aid capabilities to our best advantage. She attended the virtual Higher Learning Commission conference from April 5 to 9<sup>th</sup>, the virtual Ellucian Live conference from April 12 to 14<sup>th</sup> and a webinar about report building for the scholarship software. Lisa Meyer participated in the Vienna High School registration event on April 14.

FA staff reviewed scholarship applications, gave them to the reviewers, received scholarship nomination forms for the selected recipients, and printed certificates for those awarded.

### **Student Success Center**

Mindy Ashby—Director of Student Success Center

In an effort to support student success, the Student Success Center's professional tutors will be hosting a series of face-to-face and online events to help students before finals. Students will have the ability to meet with tutors to get help with papers, projects, and assignments. Students may choose to request individual times or work with peers during these sessions. The students will be emailed links for ZOOM sessions, resources, and other tools to support success during finals.

The Student Success Center Testing Center is facilitating ACCUPLACER testing requests from area high school counselors to test their students for dual credit purposes. As a way to recruit students, promote SCC services, and begin the process of familiarizing students with different areas of the College, the SSC director, and testing technician are slated to host the area high school students at Main Campus. The testing center staff is working in concert with academic advisors as well as Carrie Davis, to give each student a welcoming, personalized testing experience. The director of the Student Success Center highly recommends this method of exam administration as it proves to enhance student engagement. To date, 696 Next Generation exams have been administered this year.

The Student Retention Alert Committee has been dedicated to improving retention efforts. A Student Success Survey was sent out to students in the month of March. There were 73 survey responses and of those: 70% reported being full-time students, 98% reported feeling academically prepared for college, 44% reported they would benefit from an online readiness course before registering for classes, 52% reported feeling prepared for remote learning, 80% students reported owning their own computer/laptop. Overall the survey proved to be helpful with gaining insight on if/how we are addressing student needs this semester. To date, there are currently 236 classroom issues and 36 academic issues that are all actively open.

### **Student Support Services**

Amber Suggs—TRiO Student Support Services Director

The Student Support Services (SSS) had the April "First Friday" event of a virtual game of code name game! A lot of fun for students and staff. SSS is beginning the transfer season; thus, we have students applying to the University of Kentucky, University of Tennessee Martin, Greenville College, Southern Illinois University Edwardsville, Southern Illinois University Carbondale, and Southeast Missouri State University. We have more to follow.

SSS Director Amber Suggs presented at the Oklahoma Student Division Assistance TRiO Staff State Conference workshop, Embracing The Now, Preparing For The Next".

### **TRiO Educational Talent Search**

James Walton - Assistant Director/Academic Specialist

ETS staff attended the virtual Health and Wellness panel hosted by the Illinois Coalition For Community Services and Men of Power and Women of Strength. The purpose of the forum was to educate the community about maintaining a healthy lifestyle. The panel addressed the importance of dental, nutritional, and mental health and regular testing and visits to a physician.

Talent Search staff is currently recruiting and presenting financial literacy workshops. ETS and U of I extension center collaborate to initiate STEM training equipment and upcoming workshops this summer. ETS is also collaborating with Arrowleaf, another community outreach group, to plan forthcoming events during National Prevention Week in Johnston, Pulaski, and Alexander counties.

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

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

Dr. Price has been working with other team members in regard to getting closer to full reopening of the main campus and extension centers. Hopefully, with the increase of the availability of the vaccine, the College can continue to move to a more open campus.

Dr. Price, Danielle Boyd, Mindy Ashby, Tammy Capps, and Blake Goforth attended the HLC pre-conference Student Success Workshop. The regular conference followed and there was a wide variety of sessions geared to student success, student engagement, bouncing back from the pandemic, and many others.

The Cupboard, led by Jackie Smith, accepted the 50 allotted food boxes by the Laborers Union and Senator Dale Fowler partnership. This extra donation of food certainly boosts the numbers and ways that we can assist students with food insecurities.

Notice was received that the GEER grant has been extended the deadline to expend the funds from June 30, 2021 to June 30, 2022. These funds were received to assist colleges to help enroll and retain students affected by COVID-19.

Dr. Price attended the announcement event for CLEAN SO-IL created by the Poshard Foundation to clean up southern Illinois. The partnership between the Poshard Foundation and the southernmost community colleges will provide three scholarship opportunities for students interested in leading the efforts to beautify southern Illinois.

### **Clubs & Organizations**

Phi Theta Kappa-Sponsor Craig Bradley

At the Phi Theta Kappa International Convention held virtually on April 5-10, 2020, Craig Bradley, Advisor of the Alpha Lambda Epsilon Chapter, received the award of Distinguished

Chapter Advisor. Only 21 of more than 1300 chapters achieved this award at the international convention. The chapter gathered and socially distanced on Friday night to watch General Session 3. Congratulations to Craig Bradley on this honor!

Phi Beta Lambda-Sponsor Phyllis Sander

SCC Phi Beta Lambda Chapter Nu Alpha Alpha finished the Illinois State Leadership Conference, Saturday, April 10 as expected --DEMONSTRATING LEADERSHIP! The awards received were:

Chapter:

Most funds raised for March of Dimes sponsorship

Third largest Illinois chapter membership

Individual Awards:

Accounting Principles - Kaitlyn May, 2nd Place

Business Communications - Kaitlyn May, 1st Place

Business Presentation - Bethany Bell 2nd Place

Computer Concepts - Kaitlyn May, 3rd Place

Job Interview - Kaitlyn May, 2nd Place

Public Speaking - Kaitlyn May, 2nd Place

Social Media Challenge - Bethany Bell, 1st Place

Congratulations to these winners and way to go SCC Nu Alpha Alpha Phi Beta Lambda!

Ag Advocates Club Sponsor-Sponsor Dr. Anna Vaughn-Doom

Dr. Vaughn-Doom and her students have been working long hours in the greenhouse and started a plant sale. The available days and times for the sale can be found at the Shawnee College Agriculture Facebook page.

### **Student Senate**

Erin King

Student Senate continues to be active with another Red Cross Blood Drive bus on campus April 28 and Spirit Week being hosted May 3<sup>rd</sup>-7<sup>th</sup>. A campus-wide survey of students, faculty, and staff was distributed on April 1 regarding the community's interest and preferences for campus activities and engagement. A meeting between Student Senate and other student organizations will be held before finals to discuss the results and formulate a plan for the upcoming school year.

*Dr. Lisa Price*

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Vice President of Student Success and Services

*5/3/2021*

Date

**Financial and Campus Operations  
Board of Trustees Report  
May 3, 2021**

**State Payment Update**

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

**Facilities Department**

A meeting was held with State of Illinois Capital Development Board to plan the HVAC project on main campus. The architects were on campus and met with the Director of Facilities and the Interim Vice President of Financial and Campus Operations to plan for future capital projects.

**Business Service Department**

Completed the Integrated Postsecondary Education Data System (IPEDS) finance report and the Higher Learning Commission finance report. Submitted the audit report to ICCB along with the instructional cost report and the uniform financial spreadsheet which are required to be completed after the audit is finalized. Compiled and submitted quarterly grant reports. The financial and campus operations division attended a meeting with the financial consultant to review new and updated policies and procedures that were generated to better serve the fiscal functions of the College. The Department of Education has now given guidance on how to calculate lost revenue due to COVID which will be covered under CARES act grant.

**IT Department**

IT staff attended Ellucian Live and CROA consulting. The Spring IPEDS and HLC Institutional Update was completed. Compiled strategic plan data and midterm collection. Provided reports to the President and Jean Ellen Boyd. Set up Spiceworks, a new help desk and inventory system. Finished crosslisting summer and fall courses. Redesigned sections of the website, created an A-Z index for the website, and updated the look of mySCC. Created a registration form for Community Education courses, a new fillable course change form for CQI, fixed a Facilities form issue in Content, and worked with Transcript. Installed a new load balancer and web application firewall. Completed the upgrade on the Mitel phone system, installed cameras and a phone at the Maintenance Shop, and provided Security with a cordless phone. Provided support for the integration with Open Athens for the library and moved the register in the Bookstore. Changed securities to ST groups in UI, updated VPN software on all firewalls, and changed the IP address at Anna. Finished the MBS Financial flat file and fixed the Academic Works flat file.

**Human Resources**

In April, conducted interviews for the Bursar and Vice President of Financial and Campus Operations position. Recruited for the Administrative Assistant to the Dean of Academic Affairs, the Delta Healthcare Project Manager, and the part-time adult education positions. Attended a Title IX webinar presented by Robins Schwartz Law Firm. Participated in the first ever SCC virtual job fair. Met with EPIC to discuss a plan for wellness activities for employees. Sent a survey college wide to get feedback on what the College's employees would like from their wellness plan. Attended the Four Rivers Society for Human Resources Management (SHRM) meeting.

**Bookstore**

Completed inventory for the bookstore to enter into the new point of sale system which links to the bookstore website. The bookstore website is almost complete and will be very convenient for our students. Students will be able to purchase books directly from the website by selecting their course within the website and they will be able to purchase books with their financial aid.

*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 April 12, 2021 indicated the number of users to our website was 10,187. Currently our generated traffic from Google Ad placement results are as follows for March 8<sup>th</sup> – April 12th:

1.23K - Clicks on our Google Ad                      52 – 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              5,454	5,662
5. Missouri            1,752	1,692
6. Kentucky          607	528

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

/athletics/softball	2114
/academicsd/programs	1650
/athletics/baseball	1506
/athletics/mens-basketball	1479
/athletics	1243

**Facebook Analytics**

Date	Daily New Likes	Daily Unlikes	Daily Total Reach	Weekly Total Reach	28 Days Total Reach
3/10/21	4		1584	9068	27029
3/11/21	4	3	2884	10264	27813
3/12/21	2		3538	11551	28942
3/13/21	5	1	5820	13093	30204
3/14/21	3	1	5393	14897	32027
3/15/21	2		4578	16369	33401
3/16/21	1		3444	17222	34661
3/17/21	5	1	2652	17955	35017

3/18/21	1	1	3466	18551	35416
3/19/21	4		1820	17797	35701
3/20/21	2		1597	15761	34829
3/21/21	2		2184	13636	34117
3/22/21	1		2172	11168	34144
3/23/21		2	3376	10516	34575
3/24/21	1		2776	10230	34320
3/25/21	3		2741	9052	34398
3/26/21	3	1	1562	8655	32332
3/27/21			1212	8548	31649
3/28/21		1	1001	8262	31589
3/29/21	1		1707	8388	31353
3/30/21	4		1612	7368	30777
3/31/21	5	1	4374	9492	33380
4/1/21	3		3230	9812	34343
4/2/21	1	1	2379	10443	34948
4/3/21	3	3	3304	11274	34412
4/4/21	2		3319	12554	34707
4/5/21			3259	13209	35234
4/6/21			3329	14611	36029
4/7/21	6	1	3010	13705	36684
4/8/21	1		1840	13041	36232
4/9/21	2		1806	12370	35798
4/10/21	1	2	1434	11434	34344
4/11/21	1		1288	10303	31893
4/12/21			1071	8375	29608
Totals	<b>73</b>	<b>19</b>	<b>90762</b>	<b>408974</b>	<b>1131906</b>

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

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
09-Apr-2021 11:00PM	SCC Agriculture Program opens greenhouse for plant sales	The Paducah Sun	32903	10863	22040
09-Apr-2021 05:43AM	receives \$70,000 to establish cannabis industry workforce	MMJ Daily	35189	6287	28902
08-Apr-2021	Shawnee Community	KFVS 12	325403	69826	255577



02:37PM	College receives donation to start cannabis industry program				
08-Apr-2021 02:02PM	Shawnee Community College receives \$70,000 to establish cannabis industry workforce training program	WSIL-TV	134010	21702	112308
08-Apr-2021 12:00AM	SCC women's basketball is fourth in region	Metropolis Planet	10180	3859	6321
08-Apr-2021 12:00AM	SCC Agriculture Program opens greenhouse for plant sales	Metropolis Planet	10180	3859	6321
06-Apr-2021 07:01PM	2021 Election Results: Union County	WSIU   News	15224	4524	10700
06-Apr-2021 07:01PM	2021 Election Results: Jackson County	WSIU   News	15224	4524	10700
05-Apr-2021 06:01PM	Heartland police departments struggle to remain full staff	KFVS 12	316473	64436	252037
01-Apr-2021 12:00AM	Fort Massac DAR honors area high school seniors with Good Citizen Awards	Metropolis Planet	9550	2740	6810
01-Apr-2021 12:00AM	SCC releases softball coaching staff	Metropolis Planet	9550	2740	6810
01-Apr-2021 12:00AM	Hogart rakes at Wabash Valley; Peyton, Tow face off in Lexington	The Messenger	12232	3183	9049
01-Apr-2021 12:00AM	The College Report: Houchlei A Godsend For Blue Angels	The Journal News	11554	5910	5644
01-Apr-2021 12:00AM	Vaccine opened to healthy adults 18, up as variant spreads	Metropolis Planet	9550	2740	6810
31-Mar-2021 06:30PM	Shawnee College Gets Rid of Softball Coaching Staff	WSIU   News	15224	4524	10700
31-Mar-2021 03:00PM	Shawnee Community College announces in-person "rolling commencement" ceremony	Thesouthern.com	157326	48800	108526
29-Mar-2021	SCC fires softball staff	Thesouthern.com	157326	48800	108526
29-Mar-2021 05:57PM	Shawnee Community College announces in	KFVS 12	316473	64436	252037

	person "rolling commencement"				
29-Mar-2021 05:00PM	Local community college fires softball coaches after investigation	WSIL-TV	315090	53185	261905
29-Mar-2021 04:59PM	Shawnee Community College to host in-person "rolling commencement"	WSIL-TV	315090	53185	261905
29-Mar-2021 03:09AM	Neely conducts COVID-19 vaccination site visit on SCC campus	Terror Alert	173	173	0
28-Mar-2021 11:28AM	Red Cross Needs Blood Donors to Refuel Supply	West Kentucky Star	69627	12271	57356
28-Mar-2021 11:28AM	Help Local Red Cross Refuel the Blood Supply	West Kentucky Star	69627	12271	57356
28-Mar-2021 10:58AM	Help the Red Cross Refuel the Blood Supply	West Kentucky Star	69627	12271	57356
28-Mar-2021 10:58AM	Help the Red Cross Refuel the Blood Supply	West Kentucky Star	69627	12271	57356
25-Mar-2021 06:42PM	Coalition of southern Illinois schools gets \$1M grant to address teacher shortage	WPSD Local 6	223511	51978	171533
25-Mar-2021 07:28AM	Blood Donors Could Win Trip to Indy 500	West Kentucky Star	69627	12271	57356
25-Mar-2021 07:28AM	Blood Donors Could Win Trip to Indy 500	West Kentucky Star	69627	12271	57356
25-Mar-2021 07:28AM	Blood Donors Could Win Trip to Indy 500	West Kentucky Star	69627	12271	57356
25-Mar-2021 12:00AM	JOPPA-MAPLE GROVE UNIT 38 SCHOOL BOARD CANDIDATES	Metropolis Planet	9550	2740	6810
25-Mar-2021 12:00AM	MASSAC COUNTY UNIT 1 SCHOOL BOARD CANDIDATES	Metropolis Planet	9550	2740	6810
25-Mar-2021 12:00AM	Early voting ends April 5 for Consolidated Election	Metropolis Planet	9550	2740	6810
22-Mar-2021 11:00PM	Walk-ins welcome at southern Illinois vaccine clinics	The Paducah Sun	48024	15146	32878
22-Mar-2021	COVID-19 vaccine clinics	MetropPlanet	9550	2740	6810
22-Mar-2021 06:36PM	Walk-ins welcome at COVID-19 vaccine clinics in southern Illinois	Herald Ledger	1874	364	1510

22-Mar-2021 06:36PM	Walk-ins welcome at COVID-19 vaccine clinics in southern Illinois	The Mayfield Messenger	3232	984	2248
22-Mar-2021 06:36PM	Walk-ins welcome at COVID-19 vaccine clinics in southern Illinois	WPSD Local 6	223511	51978	171533
22-Mar-2021 03:21PM	ISBE Grants \$1 Million Across The State Too Address Illinois' Teacher Shortage	WSIU   News	15224	4524	10700
22-Mar-2021 08:53AM	ISBE Grants \$1 Million Across The State To Address Illinois' Teacher Shortage	WSIU	20511	7071	13440
19-Mar-2021 03:49PM	Southern Seven Health Department offering limited walk-in COVID-19 vaccines	Metropolis Planet	9550	2740	6810
19-Mar-2021 02:49PM	Southern Seven Health Department offering limited walk-in COVID-19 vaccines	Herald Ledger	1874	364	1510
19-Mar-2021 02:49PM	Southern Seven Health Department offering limited walk-in COVID-19 vaccines	WPSD Local 6	223511	51978	171533
18-Mar-2021 07:30PM	\$1M ISBE grant to teacher coalition aims to create pipeline for homegrown educators	Thesouthern.com	157326	48800	108526
18-Mar-2021 08:18AM	Chaney competing at next level	Beech Tree News Network	4818	2150	2668
18-Mar-2021 12:00AM	CITY OF METROPOLIS CITY COUNCIL CANDIDATES	Metropolis Planet	9550	2740	6810
17-Mar-2021 06:09PM	Heartland Community College Baseball team helps save women out of flipped vehicle	KFVS 12	316473	64436	252037
17-Mar-2021 05:45PM	Baseball team helps woman in flipped car	KFVS 12	316473	64436	252037
15-Mar-2021 07:15PM	Illinois Freedom Project exhibit on display in Cairo	WSIL-TV	315090	53185	261905
15-Mar-2021 06:16PM	Shawnee Saints baseball team rescues woman	WPSD Local 6	223511	51978	171533

	from overturned pickup				
15-Mar-2021 07:50AM	Local baseball team saves woman trapped in vehicle	WSIL-TV	315090	53185	261905

### 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.

Date	Outlet	Title	Local Ad	LocalViewership
3/10/2021 18:09	KFVS (CBS)	Heartland News @ 6	\$1,841.18	43614
3/10/2021 21:05	KBSI (FOX)	Heartland News at 9 on Fox23	\$1,007.76	16561
3/11/2021 12:05	WPSD (NBC)	Local 6 Midday	\$575.99	23101
3/12/2021 22:04	KFVS (CBS)	Heartland News @ 10	\$1,609.56	26310
3/13/2021 6:05	KFVS (CBS)	Breakfast Show	\$283.25	8952
3/15/2021 4:37	KFVS (CBS)	The Breakfast Show	\$226.78	5720
3/15/2021 5:34	WSIL (ABC)	News 3 News This Morning	\$29.10	880
3/15/2021 6:54	WPSD (NBC)	Local 6 Today	\$437.46	12726
3/15/2021 7:58	WPSD (NBC)	Today	\$579.26	19730
3/15/2021 17:08	WPSD (NBC)	WPSD Local 6 at Five	\$1,175.52	42113
3/15/2021 18:07	WSIL (ABC)	News 3 News at 6	\$1,424.33	52158
3/15/2021 18:10	WPSD (NBC)	WPSD Local 6 at 6:00	\$2,219.70	52793
3/16/2021 5:01	WPSD (NBC)	Local 6 Today	\$302.34	8352
3/16/2021 5:07	WSIL (ABC)	News 3 News This Morning	\$30.13	857
3/16/2021 5:09	WPSD (NBC)	Local 6 Today	\$302.34	8352
3/16/2021 6:02	WPSD (NBC)	Local 6 Today	\$408.60	12021
3/16/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$4.49	363
3/16/2021 12:05	WPSD (NBC)	Local 6 Midday	\$503.41	17658
3/17/2021 5:06	WSIL (ABC)	News 3 News This Morning	\$25.53	767
3/17/2021 17:10	KFVS (CBS)	Heartland News @ 5	\$1,043.16	35968
3/25/2021 22:05	WSIL (ABC)	News 3 News at 10	\$1,156.94	22546
3/26/2021 5:33	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
3/29/2021 21:32	KBSI (FOX)	Heartland News at 9 on Fox23	\$877.46	13135
3/29/2021 22:03	WSIL (ABC)	News 3 News at 10	\$1,313.51	23656
3/30/2021 7:23	WSIL (ABC)	Good Morning America	\$4.49	363
4/1/2021 17:06	WPSD (NBC)	WPSD Local 6 at Five	\$1,113.19	33510
4/2/2021 6:48	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
4/5/2021 16:04	KFVS (CBS)	Heartland News Now	\$680.81	23772
4/5/2021 18:04	KFVS (CBS)	Heartland News @ 6	\$1,926.22	45697
4/5/2021 18:06	KFVS (CBS)	Heartland News @ 6	\$1,926.22	45697

4/6/2021 5:35	KFVS (CBS)	The Breakfast Show	\$624.80	17479
4/8/2021 18:03	KFVS (CBS)	Heartland News @ 6	\$1,330.71	25819
4/8/2021 22:04	KFVS (CBS)	Heartland News @ 10	\$1,498.89	19077
4/8/2021 22:07	WSIL (ABC)	News 3 News at 10	\$1,156.94	22546
4/9/2021 4:37	KFVS (CBS)	The Breakfast Show	\$194.81	5075
4/9/2021 6:05	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
4/9/2021 6:15	WSIL (ABC)	News 3 News This Morning	\$27.95	1516
4/9/2021 6:53	KFVS (CBS)	The Breakfast Show	\$430.22	12629
4/9/2021 17:03	KFVS (CBS)	Heartland News @ 5	\$824.46	24547
4/10/2021 7:31	WPSD (NBC)	WPSD Local 6 Saturday	\$445.63	15709
		<b>TOTALS</b>	<b>\$29,646.87</b>	<b>\$29,646.87</b>

### Synopsis

This month we obtained free television coverage on four local affiliates, ABC, CBS, NBC, and Fox. Our television news coverage report indicates that the value of the coverage during this period was \$29,646.87 up from last month (\$4,867.21) Stories included information about the SCC Baseball team, vaccination opportunities, SCC Criminal Justice Program, Visit by IL National Guard highest ranking official, and our new partnership with aeriz.

We are now releasing videos for our CTE Programs on social media. We have almost completed ad buying for the summer/fall enrollment period. In addition to the billboard campaign we are in with SIU (they payed all cost), we are airing our commercials on nearly all local affiliates including, MY49, KBSI, KFVS-12, and WSIL. Our ads are running in all local newspapers in our district and radio ads are on in markets including Southern IL, Western Ky, and Southeast Missouri. WCIL, Z100, K103, and The River.

### Streaming Ads.

All radio ads will be on traditional radio and streaming online and mobile equivalent stations. Currently we are running targeted ad that include Roku, Apple TV, etc. in a 50 mile radius of SCC. This means that our ads will run for “cord cutters” as well as traditional viewers. We are actively geo-fencing all of our locations so that if anyone who receives our ads on their mobile device then visits one of our physical locations we will know that they have been on campus.

## Saints Foundation Report May 2021

With the arrival of Spring brings the topic of scholarships. The Saints Foundation received nearly 200 scholarship applications from students in the District. Many of them qualify for potentially more than one scholarship, giving us almost 300 scholarship applicants. This is a nice increase in applications from last year, which is rewarding given that we switched to a new online application process. Many thanks to the SCC Advisors, High School Counselors and Tina Dudley, that helped students through the process. We are now in the award mode and making selections for the Saints Foundation Board to approve. The benefit to the Foundation Scholarships are that the tuition assistance we provide generates students to attend that might not otherwise be able. Since we don't provide full-tuition, our efforts help bring in tuition revenue that might not otherwise be obtained. It is always heart-warming to read through the applications to learn of the great need that exists in our District. I am proud of our donors that support these students through their generous gifts.

As we work on scholarships it has also been a great opportunity to reach out to our donors to keep them involved. A newsletter has gone out every two months to donors to thank them for their support and keep them aware of activities of the College and the Saints Foundation. We are in the process of making contacts over the next few months to reach out to new potential donors and gain their support for the College through the Saints Foundation.

On behalf of the College, the Saints Foundation received a \$70,000 gift from AERIZ and is holding it in a restricted account pending the decision on its use. It was nice to see AERIZ support of the College and how that can lead to a future relationship for all involved.

The Saints Foundation assisted the College in seeking proposals for a new vending agreement for the Ullin, Anna, Cairo and Metropolis campuses. Proposals were received from Pepsi MidAmerica of Marion and Robertson Vending of Carbondale. Both vendors have a long history of providing vending services in the region. The College is reviewing the agreements and will make their decision on vendors soon.

The Saints Foundation is preparing for our May 14, 2021 Board of Directors meeting. At that meeting we will also make plans for an Annual Meeting to be held in August 2021. At the May meeting we will be focused on the Strategic Plan for 2021-2022 and fundraising efforts to gain additional non-restricted gifts and donations.

An effort continues with selected donors to have the Saints Foundation included in their planned giving arrangements. One donor has confirmed that she has done so and will remember the Saints Foundation upon her passing. The Saints Foundation is honored to have such committed donor relationships.

ICCTA Report

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods and Brad McCormick  
**RE:** Financial Condition Policy  
**Date:** 05/03/21

**Background:** This policy was presented for first read at the April 5, 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 last month's version. The text below is the rationale provided last month.

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 adopt the proposed Financial Condition Policy.

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahan  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
 Dr. Lisa Price  
 Brandy Woods

### Executive Directors

Robb Betts  
 Gene Honn





- 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

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Management of Financial Reserve Policy  
**Date:** 05/03/21

**Background:** This policy was presented for first read at the April 5, 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 last month's version. The text below is the rationale provided last month.

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 adopt the proposed Management of Financial Reserve Policy.

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahon  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
 Dr. Lisa Price  
 Brandy Woods

### Executive Directors

Robb Betts  
 Gene Honn



<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

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods and Brad McCormick  
**RE:** Budget Forecasting, Development, & Adoption Policy  
**Date:** 05/03/21

**Background:** This policy was presented for first read at the April 5, 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 last month's version. The text below is the rationale provided last month.

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 adopt the proposed Budget Forecasting, Development, & Adoption Policy.

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahan  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
 Dr. Lisa Price  
 Brandy Woods

### Executive Directors

Robb Betts  
 Gene Honn

# Policy

<b>Policy Title:</b> Budget Forecasting, Development, & Adoption	<b>Number:</b> BXXXX
<b>Policy Type:</b> Board	
<b>Responsible:</b> Finance & College Operations	
<b>Related Policies:</b> BXXXX Financial Condition	<b>DRAFT</b>
<b>Linked Procedures:</b> PXXXX Budget Development & Adoption	
<b>Related Laws:</b> ILCS 805/3-20	
<b>HLC Criterion:</b> 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 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 **XXXXX**;
- 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

## Board Memorandum

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahon  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

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Jean Ellen Boyd  
 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:** 05/03/21

**Background:** This policy was presented for first read at the April 5, 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 last month's version. The text below is the rationale provided last month.

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 adopt the proposed Asset Protection & Planning Policy.

# 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

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods and Brad McCormick  
**RE:** Capital Budget for FY2022  
**Date:** 05/03/21

**Background:** As noted in the College's [Budget Development Procedure](#) (included after the project lists and graphic illustration of costs), it is appropriate for the Board to consider potential capital projects to include in the FY22 Budget.

The proposed [FY22 Capital Projects Budget](#) recommends 15 projects, four of which appear on the State's Capital Development Board (CDB) Projects list. These projects were identified by a team of individuals including Brad McCormick, Don Koch, Chris Clark, and representatives from the College's Architecture Firm (Farnsworth Group). With the exception of the IT Firewalls and Cloud-based Storage projects, all projects are facility improvement related. None of the projects are currently listed in the College's Strategic plan; however, 10 were listed in the 2018 version of the Facilities Master Plan. The total amount proposed for all 15 projects is \$4,469,000. Potential funding categories are identified for each project. The [Cost Illustration Graphic](#), provides you with a visual comparison of each proposed project.

Since we are moving the College into a multi-year budget outlook/forecast, it is appropriate to look at capital projects that might be considered for future funding. To that end, the proposed [Future Capital Project List](#) (i.e. FY23 and beyond) recommends 19 projects. These projects were also identified by the same a team of individuals noted earlier. These projects are primarily facility improvement related – although six are new construction. None of the projects are currently listed in the College's Strategic plan; however, four were listed in the 2018 version of the Facilities Master Plan. The total amount proposed for all 19 projects is \$9,034,500. Potential funding categories are identified for each project.

At this point, we are asking for Board permission to POTENTIALLY include these projects in the FY22 budget. Please understand, I am not asking for project approval at this time... just the ability to consider these projects as part of the FY22 budget process. If given the permission to consider these projects as part of the College's FY22 final budget, and the Board approves the final FY22 budget with some of these projects included, we would still need to bring bids/quotes for Board consideration and approval for those projects that exceed \$25K, as per Policy 7152.

**Recommendation:** I recommend the Board approve the capital projects listed on the FY22 Capital Projects List to be considered for potential funding in the College's FY22 final budget.

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahon  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

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 Dr. Lisa Price  
 Brandy Woods

### Executive Directors

Robb Betts  
 Gene Honn

CAPITAL PROJECTS BUDGETED FOR FY2022										
Category	Project ID	Included in 2018 Master Plan Update (*)	Project Description:	Budget Year Assignment	Fund 03 Protection, Health & Safety Tax	Fund 03 Bond Proceeds	Fund 03 O&M Restricted	Fund 12 Tort	TBD Foundation, State, or HEERF (COVID-19 Relief)	Total Cost
M-1	TBD	*	Parking Lot Repairs/Maintenance On and Off Campus Facilities including Modification to Metro Center for Truck Driving	2022			\$ 25,000	\$ 25,000		\$ 50,000
M-3	TBD		Replacement of South Facing Window Wall System in H and Lower K	2022	\$ 300,000					\$ 300,000
M-3	TBD	*	Replacement of Exterior Doors & Hardware Main Campus Buildings K & L	2022		\$ 86,250			\$ 258,750	\$ 345,000
M-4	TBD	*	Metropolis Center Parking Lot Lighting	2022					\$ 25,000	\$ 25,000
M-4	TBD	*	HVAC Rooftop H & I (CDB)	2022		\$ 500,000			\$ 1,500,000	\$ 2,000,000
M-4	TBD	*	HVAC in Server Rooms Buildings H, I, K, L (CDB)	2022	\$ 45,000				\$ 75,000	\$ 120,000
M-4	TBD	*	Replacement of HVAC at Metropolis Center	2022	\$ 40,000					\$ 40,000
M-4	TBD	*	Interior Lighting Upgrades to LED on Main Campus	2022					\$ 100,000	\$ 100,000
M-4	TBD	*	Third-party Assessment of Electrical Capacity in Main Building(s)	2022	\$ 15,000					\$ 15,000
M-5	TBD		Weatherization of Hitting Barn	2022	\$ 25,000					\$ 25,000
NC	TBD		Anna Extension Center Allied Health (Medical Assistant) Classroom	2022		\$ 150,000				\$ 150,000
R	TBD	*	Gymnasium Bleacher & Floor Replacement (CDB)	2022		\$ 125,000			\$ 375,000	\$ 500,000
R	TBD		Miscellaneous Small Projects < \$50,000	2022			\$ 50,000			\$ 50,000
T	TBD	*	Information Technology System Firewalls at Anna & Main Campus	2022				\$ 60,000		\$ 60,000
T	TBD		Cloud Based Data Storage (1st Year)	2022				\$ 320,000		\$ 320,000
			Architectural & Engineering Services 9%		\$ 38,000	\$ 78,000	\$ 7,000	\$ 36,000	\$ 210,000	\$ 369,000
			<b>Totals</b>		<b>\$ 463,000</b>	<b>\$ 939,250</b>	<b>\$ 82,000</b>	<b>\$ 441,000</b>	<b>\$ 2,543,750</b>	<b>\$ 4,469,000</b>

Category Legend			
FC	Future Consideration	M-5	Environmental & Safety
M-1	Maintenance - Site & Exterior Utilities	NC	New Construction
M-2	Maintenance - Roofs	R	Renovation
M-3	Maintenance - Exterior & Windows	T	Technology
M-4	Mechanical, Electrical & Plumbing		
*	Architectual & Engineering Fees Assumed 9%.		

Status
Approved by the Board of Trustees and Appropriated in State Budget

FUTURE CAPITAL PROJECTS TO BE CONSIDERED FOR FY2023 AND BEYOND										
Category	Project ID	Included in 2018 Master Plan Update (*)	Project Description:	Budget Year	Fund 03 Protection, Health & Safety Tax	Fund 03 Bond Proceeds	Fund 03 O&M Restricted	Fund 12 Tort	TBD Foundation, State, or HEERF (COVID-19 Relief)	Total Cost
M-5	TBD		Electronic Access Controls for Exterior Entry Points	TBD				\$ 100,000		\$ 100,000
M-4	TBD	*	Replace Hard Wired Clock System	TBD	\$ 30,000					\$ 30,000
M-4	TBD	*	Address Electrical Capacity in Campus Facilities	2023	\$ 250,000					\$ 250,000
M-5	TBD		Window Treatments in Lower L around Nursing	2023		\$ 50,000				\$ 50,000
NC	TBD		Renovation of Rustic Campus Building (G) for Relocation of Cosmetology & Spa	TBD					\$ 500,000	\$ 500,000
NC	TBD		Outdoor Athletic Facility Development (Concession, Restrooms, Player Development, Asphalt Drive)	TBD		\$ 400,000			\$ 250,000	\$ 650,000
NC	TBD		Classroom Facility for Truck Driving & Logistics	TBD		\$ 750,000				\$ 750,000
NC	TBD		Relocation of Bookstore and Renovation of Prior Location	2023						\$ 200,000
NC	TBD		Tie L Atrium with Access to Gym	TBD	\$ 50,000	\$ 150,000				\$ 200,000
NC	TBD		500 kW Solar Array to Serve Vocational Building	2023					\$ 800,000	\$ 800,000
R	TBD	*	Complete Renovation of Chemistry Lab (H1046)	2023	\$ 400,000					\$ 400,000
R	TBD		Construct Biology Lab (A1041)	2023		\$ 250,000				\$ 250,000
R	TBD		Repurpose Existing Biology Lab (A1113) to Classroom	2023	\$ 100,000					\$ 100,000
R	TBD	*	Renovation of Library into Learning Commons	TBD	\$ 500,000		\$ 500,000		\$ 500,000	\$ 1,500,000
R	TBD		Renovation of Nursing Facilities (Larger Project)	TBD		\$ 2,000,000				\$ 2,000,000
R	TBD		Renovations of Restrooms in Lower J Building (J1018, J1020) and Near Library (H1038, H1039)	2023	\$ 100,000					\$ 100,000
R	TBD		Renovation of Administration Area	TBD	\$ 100,000	\$ 100,000			\$ 100,000	\$ 300,000
T	TBD		Scoreboards at Baseball and Softball with Fiber Internet Connection	2023					\$ 100,000	\$ 100,000
M-5	TBD		Address Safety Concerns in J1017	2023				\$ 7,500		\$ 7,500
			Architectural & Engineering Services 9%		\$ 138,000	\$ 333,000	\$ 45,000	\$ 10,000	\$ 203,000	\$ 747,000
			<b>Totals</b>		<b>\$ 1,668,000</b>	<b>\$ 4,033,000</b>	<b>\$ 545,000</b>	<b>\$ 117,500</b>	<b>\$ 2,453,000</b>	<b>\$ 9,034,500</b>

### Project by Size Representation







# 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

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Brandy Woods  
**RE:** Cairo Lease  
**Date:** 05/03/21

**Background:** The Board approved a lease agreement between the College and Shawnee Development Council, Inc. (SDCI) at the February regular meeting. At that time, the SDCI wished to lease rooms 104 and 105 at the Cairo Extension Center. For various reasons, including inclement weather, SDCI was unable to sign the agreement before March 1, 2021 – the initial start of the lease. In addition, the SDCI decided their needs could be met by leasing only room 103 at the Cairo Center. Therefore, a new lease agreement has been created. The new lease dates will be April 1, 2021 through March 31, 2022. Also, a few minor typographical errors found in the prior lease agreement were corrected.

For your convenience, here is the background from the February meeting:

**Prior** SDCI is a non-profit Community Action Agency that serves Alexander, Hardin, Johnson, Massac, Pope, Pulaski, and Union Counties in Illinois. Their mission is to enable individuals, families, and communities to determine their needs and obtain the resources required to accomplish their goals of self-sufficiency and a better quality of life. The Alexander/Pulaski County SDCI Branch, currently located in Cairo, is looking to lower their expenses and approached the College about the possibility of leasing space at the Cairo Extension Center. Currently, rooms 104 and 105 at the Center are underutilized and could be used as office space for this purpose. Since the College has a history of supporting community agency co-location requests (e.g. Southern 7 – Rustic Campus & Regional Office of Education – Anna Center), coupled with the fact that both SDCI and SCC’s missions are mutually supportive, and currently the Cairo Center is underutilized, a request to lease space was recommended by staff. After consideration, a draft lease (attached below) was developed and reviewed by the College’s Attorney and tentative terms were negotiated. In summary of terms, SDCI will pay the College \$300 per month to lease office space in rooms 104 and 105 in the Cairo Extension Center. This lease would be on an annual basis. The College has options to renew and/or terminate the agreement as our needs change. The initial term of the lease shall commence on March 1, 2021 through February 28, 2022.

**Recommendation:** I recommend the Board approve the attached lease agreement with SDCI, for an effective term commencing April 1, 2021 through March 31, 2022, and in accordance with the terms identified.

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahon  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

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 Brandy Woods

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Robb Betts  
 Gene Honn

## LEASE AGREEMENT

This Lease Agreement is effective April 1, 2021 by and between Shawnee Community College, an Illinois Public Community College, located in Ullin, Illinois, hereinafter referred to as Lessor, and Shawnee Development Council, Inc, hereinafter referred to as "Lessee", witnesseth:

1. **Leased/Demised Premises.** Lessor does hereby lease to Lessee, and Lessee does hereby lease from Lessor, the following described premises: Room 103 located on the Shawnee Community College Cairo Extension Center campus in the City of Cairo, County of Alexander, and State of Illinois, hereinafter referred to as " Demised Premises."

The Lessee shall also be permitted the non-exclusive use of all common areas such as the parking lot located at the Cairo Extension Center building in Cairo, Illinois, for Lessee's employees and clients.

2. **Term and Options to Extend.** The initial term of this Lease shall be for a period of one (1) year and shall commence on April 1, 2021 and extend until March 31, 2022. Either party shall have the exclusive option to terminate this lease for any reason by giving the other ninety (90) days written notice. Unless terminated by either party in writing ninety (90) days prior to the expiration of this Lease, or in the event of default by Lessee during the term of this Lease, this Lease shall automatically extend for successive one (1) year periods without any action by either party for up to a total lease term of five (5) years from the date of this Lease. In the event that either party does not wish to extend this Lease, then it shall provide the other party written notice of termination at lease ninety (90) days prior to the expiration of the Lease term.
3. **Payment for Rent.** During the term of this Lease, the monthly rent amount shall be three hundred dollars (\$300.00) per month. Said rent is payable in advance on the first day of month during the term of the lease. The first of said monthly rent payments shall begin on the first day of April 2021. Said rent is payable to Lessor at 8364 Shawnee College Road, Ullin, IL 62992, or such other place as Lessor may direct in writing.
4. **Utility Charges.** Lessor agrees to pay for the cost of the utilities including electric, gas, water, sewer and trash removal for the area being leased from Lessor during any term of this Lease Agreement.
5. **Improvements to the Demised Premises.** In the event that Lessee decided to make any improvements to the demised premises, Lessee does hereby agree to obtain the expressed written consent of Lessor's president prior to conducting any repairs and/or improvements to the premises. In the event Lessee is allowed to make improvements to the demised premises, then Lessee shall be solely and exclusively responsible for the costs associated with those improvements. Any repairs and/or improvements to the

property by Lessee shall become the sole and exclusive property of Lessor at the end of the Lease.

6. **Maintenance and Repairs.** In the event Lessor determines to repair, replace or otherwise maintain the area being leased by Lessee, then Lessor shall be responsible for any cost associated with such repair, replacement or maintenance. In the event Lessee causes damage to the area being leased by Lessee, to the demised premises, or to the building /parking lot where the demised premises is located, then at Lessor's sole and exclusive discretion Lessee shall be responsible to either repair the damage or reimburse Lessor for such repair to Lessor's satisfaction. Lessee expressly understands that it will provide its own equipment, supplies or other materials necessary to conduct its business on the demised premises and that it should be responsible for moving any such equipment or supplies to or from demised premises. At the termination of this Lease, Lessee shall surrender the premises to Lessor in good condition, ordinary wear excepted.

Lessor or its agents shall have the right if it so elects to enter upon the Demised Premises at reasonable times and in the manner that does not interfere with the operation of Lessee's business (except as many be necessitated by emergency) for the purpose of inspecting the same and/or for the purpose of maintenance and repair of any pipes and/or conduits and/or ducts whether same are used in the supply of services to the Lessee or to other occupants of building or adjacent buildings in connection with carrying on any reasonable or necessary work, cleaning, repairs, alterations or improvements in and about the building. Lessor agrees to notify Lessee in advance of such entry unless notice cannot be provided due to an emergency.

Lessee acknowledges that it is receiving the Leased Area "As Is" and "Where Is".

7. **Alterations and Improvements.** All alterations and improvements proposed by Lessee shall first be approved by Lessor's president in writing. Lessor's approval shall not be unreasonably withheld. Lessee agrees to indemnify and hold Lessor harmless from any mechanic or materialmen's liens that may be asserted against the Demised Premises. In the event a mechanic or materialmen's lien is filed or asserted against Lessor real property, Lessee agrees to timely have the same removed accordingly.
8. **Vending Machines.** Lessor shall have the exclusive right to place vending machines in or upon the demised premises and to collect all rents, issues, and profits therefrom. Lessor shall make ta reasonable effort to lace said vending machines in a location that does not substantially disrupt Lessee's occupancy of the demised premises. Lessee agrees not to place any vending machines upon the demised premises without the express written consent of the Lessor.

9. **Taxes and Assessments.** Lessee agrees to pay, otherwise reimburse Lessor. for all real estate property taxes and other assessments on the Demised Premises, if the same are assessed.
  
10. **Quiet Enjoyment.** In the even that Lessee complies with the obligations imposed upon it by this Lease, then Lessee shall have peaceable and quiet enjoyment of all the Demised Premises for the term of this Lease.
  
11. **Indemnification.** Lessee shall, at all times prior to the termination of this Lease and to the delivery to Lessor of possession of the Demised Premises and all improvements thereon, indemnify Lessor against all liability, loss, cost, damage, or expense sustained by Lessor, including attorney's fees and other expenses of litigation, arising prior to termination of this Lease term and delivery to Lessor of possession of the Demised Premises:
  - a. The negligent or intentional acts of omissions of Lessee or Lessee ' s agents;
  - b. On account of or through the use of the Demised Premises or improvements or any part thereof by Lessee for any purpose inconsistent with the provisions of this Lease;
  - c. Arising out of, or directly or indirectly due to, any failure of Lessee in any respect promptly and faithfully to satisfy Lessee's obligation under this Lease;
  - d. Arising out of, or directly or indirectly due to, any accident or other occurrence causing injury to any person or persons or property resulting from the use of the Demised Premised and improvements or any part thereof by Lessee; and
  - e. For which the Demised Premises and improvements or any part thereof for the Lessor as owner thereof or interested therein may hereafter throughout the fault of Lessee without fault by Lessor become liable, and especially, but not exclusively, any such liability, Joss, cost, damage, or expense that may arise under any statute, ordinance, or regulation.

Lessee also shall, at all times prior to termination of the Lease term and delivery of Lessor of possession of the Demised Premises, indemnify Lessor against all liens and charges of any and every nature that may at times be established against the premises or any improvements thereon or any part thereof as a consequence, direct or indirect, of any act or omission of Lessee or as a consequence, direct or indirect, of the existence of Lessee's interest under this Lease.

Lessor shall indemnify and hold Lessee harmless from and against any claims, cost, liabilities, losses, damages and expenses arising, directly or indirectly, at any time from or out of:

- a. The negligent or intentional acts or omissions of Lessor or Lessor's agents;
- b. Use or occupancy of any portion of Shawnee Community College not leased to Lessee;

- c. The use or occupancy of the Demised Premises by any person or entity prior to or after the term of this Leases; or
- d. The failure of Lessor in any respect promptly and faithfully to satisfy its obligations under this Lease.

12. **Insurance.** The parties agree that Lessee shall procure and maintain public liability insurance covering the Demised Premises in the minimum amounts of \$1,000,000.00 per person and \$2,000,000.00 per occurrence naming Lessor as an additional insured on said policy. Lessee shall annually furnish to Lessor evidence of paid insurance coverage as set forth above.

Further, Lessee shall be responsible for maintaining fire, casualty and other multi- peril insurance on any of the personal property contained in or erected on the Demised Premises by Lessee, whether owned by Lessee or not.

13. **Destruction of Demised Premises.** If the building on the Demised Premises shall be damaged by fire or other casualty covered by Lessor's policy of fire and extended coverage casualty insurance maintained on the building and

- a. The Demised Premises are thereby rendered wholly unsuitable for its intended use or
- b. The cost of repair or restoration as estimated by a contractor, architect or other construction consultant selected by Lessor, exceeds one-half (2) of the full replacement cost of the building; then in either such event either party may terminate this Lease. In addition, if the contractor, engineer or other construction consultant estimates that the required repair or restoration work cannot be completed within ninety (90) days of the occurrence of such damage, either Lessor or Lessee may terminate this Lease. If either party is entitled to terminate this Lease and desire to do so, it shall give the other party written notice of termination within thirty (30) days of the occurrence of such damage, and upon the giving of such notice, this Lease shall terminate as of the dates of the casualty, and any prepaid rent shall be refunded to Lessee. If the Demised Premises shall be damaged by any casualty as described in the first sentence of this section, and neither Lessor nor Lessee elect to terminate this Lease, then the insurance proceeds collected under the policy or policies maintained by Lessee pursuant to Paragraph 11 shall be paid over to Lessor, and Lessor shall promptly repair the same at its expense, and the rent shall proportionately abate during the period of which the Demised Premises is untenable. In the even the repairs or restoration are not completed within three hundred sixty- five (365) days from the date of the casualty, then Lessee shall have the continuing right to terminate this Lease.



14. **Subletting/Assignment.** Lessee may not sublet any portion of the Demised Premises or otherwise assign this Lease Agreement without the prior written consent of Lessor.

15. **Default.** With the exception of failure to pay rent by Lessee, if default be made in any of the covenants herein contained to be kept by Lessee for a period of thirty (30) days from the date they are due then Lessee shall be considered in default under the terms and conditions of this Lease upon thirty (30) days written notice of said default Lessor has the right and option to declare said term ended and to re-enter the Demised Premises, either with or without process of law and to remove and expel, without prejudice to any other remedy which might continue to be used for arrears of rent or breach of covenants, any person or persons occupying the Demised Premises. In the event of non-payment by Lessee, Lessor reserves the right to terminate this Lease Agreement within thirty (30) days of not receiving payment. No further notice or ability to cure is required of Lessor in the event of nonpayment.

In the event Lessor has to exercise its rights under the Lease Agreement, including an action for failure of Lessee to pay rent, unlawful detainer and eviction, or for any other cause of action at law or in equity, Lessee shall be responsible for Lessor's reasonable attorney's fees and court costs.

If Lessor fails to comply with any covenant, promise or condition contained in this Lease then Lessee shall give Lessor thirty (30) days written notice of said item default which shall provide that Lessor shall have the right and option to remedy that item of default within the aforesaid thirty (30) day period. In the event that Lessor does not remedy the item in default then Lessee may terminate this Lease without any further obligation to Lessor or in the alternative pursue with or without process of law any other remedy which might be available to Lessee.

16. **Notice.** Any notice, demand, request, statement, or payment which may be required or permitted according to the terms, conditions, or provisions of this Lease shall be given or made at the place hereinafter designated for giving notice to either party hereto. Any such notice, demand, request or statement shall be in writing and signed by the Lessor or the Lessee, or any of their agents, officers, or attorneys, and shall be deemed to have been duly given or served when

- a. personally, delivered to the Lessor or the Lessee or any of their agents, employees, or attorneys so authorized to conduct the business of Lessor or the Lessee, respectively, or
- b. forwarded by certified or registered mail with postage fully prepaid thereon, properly addressed to such party at the place hereinafter designated for giving notice.

- i. The place for giving notice to the Lessor is: Board of Trustees of Community College District Number 531, Counties of Alexander, Jackson, Johnson, Massac, Pulaski and Union, State of Illinois, 8364 Shawnee College Road, Ullin, IL 62992
- ii. The place for giving notice to the Lessee is: Shawnee Development Council, 530W. Washington Street, Karnak, IL 62956 (PO Box 2980)

Such place and address may be changed by either party from time to time by serving and giving notice of such change to the opposite party in the matter hereinabove provided for giving notice.

17. **Right to Mortgage.** Lessor reserves the right to subject and subordinate this Lease at all times to the lien of any mortgages now or hereafter placed upon the Lessor's interest in the said Demised Premises and on the land of which the Demised Premises form a part. And the Lessee covenants and agrees to execute and deliver upon demand such further instruments subordinating this Lease to the lien of any such mortgage or mortgages as shall be desired by the Lessor and/or any mortgages or proposed mortgages.
18. **Law.** This Lease shall be interpreted and enforced in accordance with the laws of the State of Illinois.
19. **Heirs, Assigns and Successors.** This Lease is binding upon and inures to the benefit of the heirs, assigns, successors in interest, and legal representatives of the parties.
20. **Waiver of Item of Default.** No waiver by either part of any default shall be construed as a waiver of any subsequent default.
21. **Entire Agreement.** This Lease contains all the terms and conditions agreed upon by the parties and may be amended only by mutual agreement of the parties as reflected in an instrument or writing signed by both parties. No verbal statements or agreements shall constitute an amendment of any of the provisions of this contract. The parties expressly acknowledge that they have not relied on any prior or contemporaneous oral or written representation or statements by the other party in connection with the subject matter of this Agreement except as expressly set forth herein.
22. **Severability.** If any provision of this Agreement or the application of this Agreement is held invalid, the remainder of this Agreement and the application of such provision other than to the extent it is held invalid, will not be invalidated or affected thereby.

SIGNATURE PAGE TO FOLLOW

LESSOR

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER 531, COUNTIES OF UNION,  
ALEXANDER, MASSAC, PULASKI, JOHNSON, AND JACKSON, STATE OF ILLINOIS

BY: \_\_\_\_\_  
Chairperson

ATTEST: \_\_\_\_\_  
Secretary

DATE: \_\_\_\_\_

LESSEE

SHAWNEE DEVELOPMENT COUNCIL, INC

BY: \_\_\_\_\_  
Executive Director

ATTEST: \_\_\_\_\_  
Secretary

DATE: \_

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Lisa Price  
**RE:** Spring 2021 Graduation List  
**Date:** 05/03/21

**Background:** Per Shawnee Community College Board Policy 8470, the Illinois Community College Board establishes graduation requirements for all certificates and degrees. Transcript evaluations for the Spring 2021 applications for graduation have been completed. The Spring 2021 Graduation List, pending final grade checks, includes:

- 78 Associate of Arts degrees
- 28 Associate of Science degrees
- 16 Associate of Applied Science degrees
- 19 Associate of General Studies degrees
- 51 One-Year Certificates
- 7 Less-Than-One-Year Certificate.

Once the Board approves the Spring 2021 Graduation List and all spring semester grades are finalized, the Registrar's Office will process diplomas. After graduation processing is complete, a final list of graduates will be submitted to the President's Office.

Graduates from Fall 2020, Spring 2021 and Summer 2021 have been invited to the 2021 Commencement ceremony which will be held on May 14, 2021.

**Recommendation:** I recommend that the Board approve the Spring 2021 Graduation List as presented.

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahon  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

### Student Trustee

Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
 Dr. Lisa Price  
 Brandy Woods

### Executive Directors

Robb Betts  
 Gene Honn

## Spring 2021 Graduation List

### **Accounting AAS**

Austin-Skaggs, Elizabeth  
Clutts, Zachary  
Loyd, Rebecca  
Pender, Jaycee  
Simmons, Cierra  
Voigt, David

### **Agriculture Certificate**

Bledsoe, Jo

### **Agriculture Business and Management AAS**

Person Full Name  
Kacinski, Jennifer

### **Associate of Arts**

Allbritten, Joshua  
Andrae, Emma  
Ballard, Malik  
Bannerman, GeAni  
Bent, Addison  
Bowling, Tracy  
Brashear, Sharon  
Brown, Halli  
Burkeen, Alexander  
Cantrell, Katelynne  
Childress, Kambria  
Conley, Kalysta  
Diaz, Kevin  
Dismore, Zoe  
Dodd, Danyelle  
Ellis, Kasey  
Fitzgerald-Deener, Brayden  
Franklin, Demond  
Glasco, Kamryn  
Goines, Haylee  
Green, Anessa  
Hammer, Jenna  
Hammon, Rhonda  
Hardin, Tyreon  
Harmon, Lucas  
Heavrin, Heather  
Helton, Charles

### **Associate of Arts -Continued**

Hileman, Dakota  
Hinkle, Savana  
Hite, Moneque  
Hoehner, Brian  
Holland, Noah  
Hosman, Lydia  
Jenkins, Taylor  
Johnson, Ciara  
Johnson, Harold  
Jones, Keon  
Lence, Jordan  
Lingle, Shaylee  
Lopez, Alejandra  
May, Kaitlyn  
McMahan, Autumn  
Miller, Alivia  
Mitchell, Shelby  
Montgomery, Alivia  
Montgomery, Tyreek  
Morrison, Carsen  
Mulholland, Melvin  
Myrick, Cheryl  
O'Neal, Zachary  
Ozment, Hailey  
Parker, Tristan  
Pavone, Gianna  
Penrod, Brianna  
Porter, Lauren  
Powell, Kenya  
Reinwald, Layton  
Rendleman, Grace  
Rhine, Megan  
Robertson, Heather  
Root, Courtney  
Roper, Dilynn  
Salmon, Meagan  
Sampson, Clay  
Sanders, Jaiden  
Schaefer, Christopher  
Seip, Dalton  
Stallworth, Zakyra  
Steinsultz, Alexis

**Associate of Arts -Continued**

Toman, Sierra  
Turner, Destini  
Tyler, Jonathon  
Voigt, David  
Ward, Christopher  
Watkins, Jax  
Welch, Hattie  
Womack, Harmony  
Wood, Logan

**Associate of General Studies**

Bowling, Tracy  
Colyer, Tionne  
Ditterline, Kelly  
Green, Anessa  
Hammer, Jenna  
Hinkle, Savana  
Hoehner, Brian  
Jordan, Lexie  
Kacinski, Jennifer  
McMahan, Autumn  
Poindexter, Linda  
Rendleman, Grace  
Sanders, Jaiden  
Scott, Angel  
Smith, Mayling  
Starling, Halie  
Welch, Hattie  
Williams, Gretchen  
Woodworth, Alexis

**Associate of Science**

Burkeen, Alexander  
Cantrell, Katelynne  
Conley, Kalysta  
Dismore, Zoe  
Ellis, Kasey  
Fitzgerald-Deener, Brayden  
Harmon, Lucas  
Hartline, Alaina  
Hatt, Glorianna  
Helton, Charles  
Hinkle, Savana  
Hite, Moneque  
Hosman, Lydia

**Associate of Science -Continued**

Jones, Keon  
May, Kaitlyn  
McMahan, Autumn  
Morrison, Carsen  
Parker, Tristan  
Penrod, Brianna  
Porter, Lauren  
Rendleman, Grace  
Rhine, Megan  
Robertson, Heather  
Sanders, Jaiden  
Schaefer, Christopher  
Seip, Dalton  
Stallworth, Zakyra  
Toman, Sierra

**Basic Heating and Air Conditioning Certificate**

Steinmetz, Matthew

**Business Management AAS**

Voigt, David  
Xelhua, Elaina

**Combination Welding Certificate**

Anderson, Brock  
Hunt, Lewis  
Kelso, Edward  
Pummer, Christopher  
Thomas, Joseph

**Construction Management of Laborers AAS**

Jourdan, David  
Musick, Constance

**Cosmetology Certificate**

Kelley, Karlie  
Roeder, Ashley

**Criminal Justice Certificate**

Huckelberry, Carissa

**General Education Core**

Harris, Hannah  
Kelley, Zach  
Murray, Indocin

**Medical Biller Certificate**

Grace, Lesley  
Green, Calah  
Wright, Tracy

**Medical Coder Certificate**

Flowers, Brittney  
Grace, Lesley  
Green, Calah

**Medical Coding Specialist Certificate**

Derossett, Gabriella  
Green, Calah  
Hartline, Alaina  
Hartline, Lisa  
Horace-Logwood, Hope  
Logwood, Jameela

**Medical Laboratory Technologist AAS**

Helton, Haley  
Penrod, Emily

**Occupational Therapy Assistant AAS**

Biggers, Aubrey  
Guest, Faith  
Williams, Gretchen

**Practical Nursing Certificate**

Altangerel, Morgyn  
Bakos, Lauren  
Billington, Madilyn  
Bullock, Johnathan  
Bunch, Jamie  
Carter, Sarah  
Dismore, Zoe  
Dowdy, Chloe  
Edwards, Jordan  
Ellet, Madilyn  
Ensley, Shannon  
Gifford, Merandia  
Green, Catilyne  
Hailey, Sable  
Harner, Colton  
Hudgins, Jessica  
Hunt, Illori  
Jackson, Becca  
Jones, Talia  
Lafollette, Justin  
Lott, Madelyn  
Newman, Candice  
Olds, Lloyd  
Phelps, Chali  
Rohlfing, Deja  
Rosenthal, Shailen  
Smith, Kyleigh  
Steinsultz, Jarrett  
Tipler, Sarai  
Trammel, Payton  
Trover, Sara  
West, Bradley  
Wiley, Taylor

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Consultant for Board Governance Training  
**Date:** 05/03/21

**Background:** In October 2018, a Higher Learning Commission (HLC) peer review Team performed a mid-cycle review of the College’s compliance with HLC accreditation standards. In that review, the College received a “*met with concern*” rating for its shared governance practices. Shared Governance is a concern for the Board and the College’s employees. [Criterion 2C and 5A](#) identifies HLC’s expectations of shared governance. In general, Criterion 2C identifies the Board’s role. As it pertains to Criterion 2C, in the 2018 mid-cycle review the HLC peer review team noted, “*Feedback received during the visit indicated that Board members may not be adhering to their own policy: “The Board will select the President who will be the chief executive officer of the College and be directly responsible to the Board for its total administration.” in that Board members were reported to have been involved in day-to-day operations of the college through direct meetings and conversations related to the operations of the college with personnel other than the President.*”

The College is scheduled to receive a focused-visit from HLC on November 15 and November 16, 2021 to address this concern. At that time, the HLC Review Team will expect to see evidence the Board is leading through policy governance and the College is employing effective shared governance practices. Although we have recently starting to revise our policies to reflect this model, there is much work to be done in a short amount of time. Here is a rough timeline for Board activities that need to be completed prior to HLC’s visit:

- 5/3 – Select Trainer; Form Policy Committee;
- May/June – Complete Policy & Shared Governance Training;
- June through August – Revise Board policies and collect data;
- August/September – Adopt as many new Board policies as possible
- September 20 – Submit Self-Study to HLC.

To facilitate understanding of policy and shared governance, the Board asked me to identify a trainer and provide some training options. I obtained proposals (attached) from ACCT, AGB, and ICCTA. Here’s a quick summary of my findings:

- ACCT – 4 Potential Consultants; cost ranges from \$4K-\$6K + travel;
- AGB – Dr. Middleton, Consultant; cost is \$8K + travel;
- ICCTA – Dr. Jim Reed, Consultant; cost part of ICCTA membership.

**Recommendation:** I recommend the Board identify three or four dates in early June (after June 7 Board meeting) and authorize me to schedule a training session with ICCTA’s Dr. Jim Reed.

### Board of Trustees

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**ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES  
PROPOSAL FOR BOARD SERVICES**  
For Shawnee Community College



### Overview

The Association of Community College Trustees (ACCT) is pleased to submit a proposal to facilitate a board retreat/workshop for the Shawnee Community College (SCC) Board of Trustees (BOT).

### Objective

To provide a customized board retreat/workshop that aims to help the board understand various approaches to governance. Understanding the differences can be confusing and complex. The board's role is to develop policy after considering recommendations from various stakeholders and ultimately inform the strategic planning process.

### Process/Proposed Scope of Work

- An ACCT consultant will be recommended for the SCC BOT to consider. (See attached bios.)
- A mutually agreeable date will be identified for the retreat/workshop.
- The ACCT consultant will begin working with the Board chair (or designee) and the president to identify the intended outcomes.
- At the board chair's discretion, the ACCT facilitator will interview each board member to determine the retreat/workshop content.
- The ACCT consultant will facilitate an in-person retreat/workshop with the SCC BOT.

### Fees

ACCT's fee and expense structure is cost effective and considers the ethical and judicious use of public funds.

Consultant	1 day fee	Note
Pamela Fisher, Ed.D.	\$5,000+	Pam has written extensively on policy governance, shared governance, and other governance models.
Brad Ebersole, Ph.D.	\$4,000+	Brad has extensive experience working with rural populations and small communities. He brings an understanding of shared governance and how it informs the strategic planning process.
Dave Rutledge*	\$4,000+	Dave is a former trustee from Washtenaw Community College (MI). He brings the trustee perspective to understanding shared governance and how policy is developed, implemented, and carried out.
Bruce Leslie, Ph.D.*	\$4,000+	Bruce is the former chancellor of Alamo Colleges in Texas. He helped lead the college to being named a Bellwether Award winner.

1-day, in-person Retreat (approximately 6-8 hours): \$4,000-\$5,000 per day plus travel expenses (billed at cost). Note: ACCT consultants are mindful of the judicious use of public funds and make their best efforts to travel at the lowest possible rates available.

\*Dave Rutledge and Bruce Leslie are available to work independently or as a team. The fee for the team is \$6,000 for a one-day retreat (plus travel expenses).

**About ACCT**

Founded in 1972, ACCT is the only nonprofit educational organization created specifically for Boards of Trustees of community, technical and junior colleges in the United States, and is recognized as the leading organization on community college governance. ACCT's purpose is to strengthen the capacity of community, technical and junior colleges and to foster the realization of their mission statements through effective board leadership and advocacy at the local, state, and national levels. Student access, equity, student success, completion, and institutional accountability represent the most important public policy work that governing boards can undertake to fulfill their governance and fiduciary responsibilities.

Thank you for inviting ACCT to submit this proposal.

**Contact:**

Colleen Allen, Director, Educational Services  
Association of Community College Trustees (ACCT)  
1101 17th Street, NW, Suite 300 | Washington, DC 20036  
M: 202-558-8682 | [callen@acct.org](mailto:callen@acct.org) | [www.acct.org](http://www.acct.org)

### Suggested Facilitators



Pamila J. Fisher, Ed.D. is available to serve as the lead search consultant for this search while being backed and assisted by the entire ACCT Searches Team. Dr. Fisher's career as an experienced Chief Executive Officer was in California but her career as a consultant of ACCT has included working with governing boards and presidents throughout the country. She has been a Search Consultant for ACCT since 2006 and has led approximately 50 searches. These searches have included the positions of chancellor, superintendent/ president, and campus president. On behalf of ACCT, she also has facilitated numerous retreats for governing boards in many states and is a frequent presenter at ACCT's Annual Leadership Congress.

She maintains a positive working relationship with governing boards and presidents long after a search or retreat has concluded.

Dr. Fisher is an alumnus of Modesto Junior College and devoted 30 years of her career to the Yosemite Community College District, the last 12 years as Chancellor of this California multi-college district. In 2012 she served as the Interim Chancellor of City College of San Francisco during a time of major crises.

Dr. Fisher has received numerous awards, including the Association of Community College Trustees' (ACCT) Charles Kennedy Equity Award, the ACCT Pacific Region CEO Award, and the American Association of Women in Community and Junior Colleges' President and Woman of the Year Awards. She has held multiple higher education leadership positions on a national level including Chair of the Board of Directors of the American Association of Community Colleges, President of the American Association of Women in Community Colleges, and board membership on the American Council on Education's (ACE) Commission on Women in Higher Education. In 2012 she received ACE's Leadership Network award for her service as the founder and director of the California Asilomar Leadership Skills Seminar, a professional development program now in its 31st year.

Dr. Fisher is a strong proponent of professional development and believes in leadership at all levels. She enjoys working closely with governing boards, chief executive officers, administrators, faculty, staff, and student leaders.



Bradley Ebersole, Ph.D., has had a 41-year career in community college education that culminated in a six-year tenure as president at Washington State Community College, Ohio. During his career Ebersole, himself a community college graduate (1973), taught sociology, held positions in workforce development, and was part of a team of administrators that started a community college (Carroll Community College, Md.). As vice chancellor for academic affairs at Baton Rouge Community College (BRCC) he was engaged in leading a mid-sized college in a time of exponential enrollment growth of 30%. Twice in his career, once as vice chancellor for academic affairs at BRCC and again as president at

Washington State Community College, he was charged with strategically implementing significant improvement of campus climate and organizational culture.

As a former community college student and president, Brad brings in-depth understanding regarding the mission and operation of the community college. While serving as president he initiated a structured and comprehensive planning processes and implemented a budget management system that was transparent and responsible yet incentivized institutional advancement. The board of trustees was appropriately involved in this transformation as the end result of stability and advancement was their directive.

Dr. Ebersole thoroughly understands the complexities of president and board communication, the imperative to effectively integrate diverse personalities, and the means to articulate well defined president and board roles. He has consistently demonstrated success at garnering genuine support and confidence of a faculty and community, all while maintaining a focus on the most important goal of student success. His personality as a listener, mediator, and problem solver is a good fit for board development training, particularly for mid-sized and smaller colleges as he understands the unique culture of such institutions.



**Bruce Leslie, Ph.D.** has successfully implemented cohesive operational systems and strategic, creative, and accountable cultures, engaging all stakeholders, and emphasizing leadership development for all members of the organization, especially the board of trustees, resulting in dramatic, nationally recognized performance outcomes at each institution he has led. Leslie's skills include board development and board/CEO relations, partnership development, workshop facilitation and employment, the Malcolm Baldrige Quality program, FranklinCovey resources, especially 4DX, employee leadership development, collective bargaining, strategic planning, and international development.



**David Rutledge** received his undergraduate degree in Political Science from Tennessee State University and has studied at both Harvard Law School and the University of Michigan Law School. He holds an honorary doctoral degree from Eastern Michigan University.

David's work history includes both public and higher education experiences. He has chaired both the Washtenaw Community College Board of Trustees in Ann Arbor, Michigan, and the ACCT Board of Directors (2003-2004). From 2011 through 2016, he served as a Michigan State Representative, and he presently serves on the faculty at Central Michigan University, holding the position of Griffin Endowed Chair in the Political Science Department. He is a Viet Nam era military veteran having served in the United States Air Force as a Personnel Officer achieving the rank of Captain.

David has served on state commissions appointed by two governors from different political parties. He currently serves at the pleasure of the governor on the Michigan Veterans Facility Authority Board. Because of his leadership and service to his community and the State of Michigan, David has been honored by the Ann Arbor News as its Citizen of the Year.



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April 5, 2021

Tim Taylor, PhD  
President  
Shawnee Community College  
8364 Shawnee College Road  
Ullin, IL 62992  
Sent via email to: [timt@shawneecc.edu](mailto:timt@shawneecc.edu)

Dear President Taylor:

The Association of Governing Boards of Universities and Colleges (AGB) welcomes the opportunity to work with you and the Shawnee Community College Board. From our conversations, we understand that the board is interested becoming a more effective and strategic board in order to set itself and the College up for future success. What follows is a proposal for how AGB and Senior Consultant Charles Middleton can work with you and the board on a facilitated workshop in late May or early June 2021. The date of the workshop is to be determined. We welcome a conversation to discuss the scope of work in more detail.

#### Scope of Work

As part of AGB's engagement with Shawnee Community College, Dr. Middleton will facilitate a board workshop on good board governance to set the College up for future success. The workshop will include conversations on the hallmarks of effective boards and on building the relationship between the board and the president. Dr. Middleton will work with you and Board leadership to develop the agenda and materials for the workshop, which will take place in late May or early June 2021, at a time and location to be determined.

#### Pricing

**The professional fee for the workshop on is \$8,000, plus travel.** The amount covers the fee for the consultant as well as AGB staff and operational support. AGB will invoice for the professional fee at the start of the engagement. Invoices for travel will be sent separately with receipts. Payments are made directly to AGB. AGB is responsible for transferring payments to the consultant.

## AGB Terms of Business

Attached and incorporated by reference as part of this agreement are AGB's terms of business. This includes provisions for confidentiality, termination of the engagement, intellectual property, and other aspects of the consulting relationship.

## About AGB and Qualifications

AGB is a membership organization serving over 1,300 public and private higher education institutions and 36,000 individual board members, presidents, and senior administrators. Founded over ninety years ago, AGB advances the practice of citizen trusteeship that distinguishes American higher education. By serving as a continuing-education resource to trustees and boards and by contributing to effective working relationships between boards and chief executives, AGB seeks to strengthen the governance of higher education institutions.

AGB works to identify emerging issues of concern to higher education and to promote their visibility by conducting research, developing publications, holding forums for discussion, and by encouraging appropriate member initiatives, whether on individual campuses, in state systems, or across higher education. Our goal is to help ensure that higher education remains a strong and vital national asset. AGB's comprehensive portfolio of services for the boards and chief executives of our member institutions is nationally recognized.

The Association has conducted a significant number of consulting projects and board development efforts for our private and public institution members as well as university systems, and affiliated university foundations. AGB consultants are engaged by the Association as independent contractors and represent the best thinking and practices related to institutional and system governance.

We look forward to the opportunity to working with you and the Shawnee Community College Board. Please do not hesitate to contact us if you have questions or need additional information. I can be reached at 202-776-0823.

Sincerely,

*Elizabeth Alvarado*

Elizabeth Alvarado  
Director, AGB Consulting

Enclosed: AGB Consulting Terms of Business

# ICCTA

Illinois Community College Trustees Association

**Executive Director**

Jim Reed, Jr., J.D.

401 E. Capitol Ave.

Springfield, IL 62701

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**Bio and Services – Mr. Jim Reed**

James "Jim" Reed, Jr. became the Illinois Community College Trustees Association's sixth executive director on July 15, 2019.

Prior to joining ICCTA, Jim served as Director of Government Relations for the Illinois Education Association, which represents 131,000 teachers and education support professionals across the state of Illinois.

He also served as Deputy Legislative Director for Attorney General Lisa Madigan from 2002-2006 and as legislative director for Citizen Action/Illinois.

Jim attended the United States Military Academy at West Point, New York, and graduated from the University of Wisconsin-Lacrosse, where he received a B.S. degree. He received a Juris Doctor from the Hamline University School of Law in St. Paul, Minnesota. Upon completion of his studies, Jim worked as a judicial clerk for the Michigan Supreme Court under Dennis Archer and Conrad Mallett, Jr.

Since coming to ICCTA, Jim has facilitated numerous Board retreats and sessions on specific topics of interest to community college trustees. Those topics have ranged from Board Roles & Responsibilities, Board-President Relations, Shared Governance, Presidential Search and Diversity, Equity and Inclusion (DEI).

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Tim Taylor  
**RE:** Establish a Special Meeting Date for Strategic Plan Review  
**Date:** 05/03/21

**Background:** As part of my employment agreement with the Board, I was asked to “*evaluate institutional readiness/performance and provide the Board with a report for future strategic action.*”

Since last September, I have been evaluating the College’s readiness/performance using a comprehensive institutional effectiveness model (attached). In addition, I have examined the College’s current Strategic Plan and have worked with all College employees to update the plan so that it is more focused and more accountable. I would like to share both results with the Board during a Strategic Planning Retreat towards the end of May or the early part of June.

**Recommendation:** I recommend the Board schedule a special meeting for the purpose of reviewing recommended changes to the College’s Strategic Plan.

### Board of Trustees

James Darden  
 Steve Heisner  
 Michael McMahon  
 April Moore  
 Deborah Shelton-Yates  
 John Windings  
 Andrea Witthoft

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Bradley West

### President

Dr. Tim Taylor

### Vice Presidents

Jean Ellen Boyd  
 Dr. Lisa Price  
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### Executive Directors

Robb Betts  
 Gene Honn





## Shawnee Community College Effectiveness

### Key Performance - Transparency for the Community

	Inputs	Processes	Outputs	Outcomes
<b>Student Success</b>	Community Need	Enrollment	Completion	Transfer Readiness
	Student Interest	Academic (College) Readiness		Employment Readiness
		Academic Progress		Student Satisfaction
		Academic Success		
<b>Employee Engagement</b>	Preparation	Performance	Cultural Condition	Employee Satisfaction
<b>Infrastructure Effectiveness</b>	Development	Deployment	Delivery	Fiscal Stewardship
				Capital Asset Stewardship

<b>Area-1: Community Need (Input)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Workforce Development	<ul style="list-style-type: none"> <li>• # of graduates that enter high-skill/high-wage jobs in College Service Area</li> <li>• # of graduates employed in Illinois Demand SCC Occupations</li> <li>• # of College Service Area employees completing professional development courses</li> <li>• # of College Service Area companies served in a fiscal year</li> <li>• # of training contracts entered each year</li> <li>• # of training contracts completed each year</li> <li>• Adequacy of graduate output by labor market need</li> </ul>
B. Economic Development	<ul style="list-style-type: none"> <li>• income created by graduates</li> <li>• return on student investment</li> <li>• poverty rate impact</li> <li>• return on taxpayer investment</li> <li>• employer satisfaction with graduates</li> <li>• gross wages paid to SCC employees</li> <li>• increased revenues of College Service Area employers attributed to professional development/services obtained from SCC</li> </ul>
C. Civic Development	<ul style="list-style-type: none"> <li>• # of community education/personal enrichment courses delivered</li> <li>• # of community service projects</li> <li>• # of service-learning projects</li> <li>• # of students participating in community service projects</li> <li>• # of external groups utilizing campus facilities on annual basis</li> <li>• # of public service activities performed by the college on an annual basis</li> <li>• # of college employees who participate in community events on an annual basis</li> <li>• # of cultural activities available to the public on an annual basis</li> <li>• # of recreational activities available to the public on an annual basis</li> <li>• Community perception of College's performance</li> <li>• Community awareness of lifelong learning opportunities</li> </ul>

<b>Area-2: Student Interest (Input)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Employment (Mobility)	<ul style="list-style-type: none"> <li>• Potential ROI on tuition cost by program</li> <li>• #of graduates in sustainable jobs above the living wage</li> </ul>
B. Career Pathways	<ul style="list-style-type: none"> <li>• # of graduates earning a sustainable wage</li> <li>• Potential ROI on tuition cost by program</li> </ul>
C. Transfer Pathways	<ul style="list-style-type: none"> <li>• % of majors with a transfer plan of study</li> <li>• # of articulation agreements</li> <li>• #of 2+2 arrangements</li> <li>• # of 3+1 arrangements</li> </ul>
D. Flexible Programs/Services	<ul style="list-style-type: none"> <li>• # of programs/services offering multiple delivery methods</li> <li>• % of students participating in alternative delivery programs/services</li> <li>• # of programs that can be completed in less than a semester</li> <li>• # of programs that can be completed in less than 1 yr.</li> <li>• #course section options</li> </ul>
E. Accessible (Convenient) Programs/Services	<ul style="list-style-type: none"> <li>• # of programs that can be completed within a semester</li> <li>• # of programs that can be completed within a year</li> <li>• # of support services available online</li> <li>• % of programs that can be completed in less than a 2-year timeframe</li> <li>• #of accommodation services available</li> <li>• #of students receiving accommodation services</li> </ul>
F. Affordable Programs/Services	<ul style="list-style-type: none"> <li>• % of students that receive financial support</li> <li>• % of students receiving Pell grants</li> <li>• % of students receiving student loans</li> <li>• avg. student-loan debt ratio</li> </ul>

<b>Area-2: Student Interest (Input)</b>	
<b>Measure</b>	<b>Indicator</b>
G. Relevant Programs/Services	<ul style="list-style-type: none"><li>• % of programs having professional recognition</li><li>• %of courses aligned with industry skill standards</li><li>• % of programs that align with the community need index</li><li>• % of programs that align with high-skill-high wage jobs in College Service Area</li><li>• % of programs that align w/ Illinois Demand Occupations</li><li>• % of programs that lead to a job with a wage of \$15/hr. (or more)</li><li>• % of AAS programs that have an experiential learning component</li></ul>

<b>Area-3: Enrollment (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Recruitment	<ul style="list-style-type: none"> <li>• # of HS visits by SCC employees</li> <li>• # of external recruiting events attended</li> <li>• # of internal recruiting events hosted</li> <li>• # of campus tours provided</li> <li>• # of alumni participating with events</li> <li>• # of students indicating SCC is their first choice</li> <li>• Website traffic volume</li> <li>• # of website traffic referrals</li> <li>• Inbound links and volumes</li> <li>• # of new users</li> <li>• # of impressions</li> <li>• # of new Email subscribers</li> <li>• # of Social media followers</li> <li>• # of pages and posts viewed</li> <li>• # of email opens and clicks</li> <li>• # of people participating in chatbots</li> <li>• Click-through rate</li> <li>• Bounce rate</li> <li>• # of people submitting email requests</li> <li>• # of people downloading information</li> <li>• # of people requesting consultation</li> <li>• # of telephone calls received</li> </ul>
B. Inquiries	<ul style="list-style-type: none"> <li>• # of student inquiries about SCC program and services</li> <li>• % of students who matriculate into the institution after seeking information</li> </ul>
C. Applications	<ul style="list-style-type: none"> <li>• # of applications received at a given point during registration cycle</li> <li>• Yield</li> <li>• Melt</li> </ul>

<b>Area-3: Enrollment (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
D. Advising	<ul style="list-style-type: none"> <li>• # of students with a declared educational goal/program</li> <li>• # of student major changes each year</li> <li>• Accuracy of advising information</li> <li>• Turn-around time for web-based advising</li> <li>• Avg. number of students per advisor per week</li> <li>• Turn-around time for web-based advising</li> <li>• Time spent per student advising</li> <li>• Student satisfaction w/ admission processes and procedures</li> <li>• % of students changing majors</li> </ul>
E. Registrations	<ul style="list-style-type: none"> <li>• # of (unduplicated) students registered for classes at a given point during registration cycle</li> <li>• # of credit-hours registered at a given point during a registration cycle</li> </ul>
F. Credit-Hours	<ul style="list-style-type: none"> <li>• # of credit-hours</li> <li>• avg. credit-load</li> <li>• credits earned by semester</li> <li>• credits earned by academic year</li> </ul>
G. FTE	<ul style="list-style-type: none"> <li>• # full-time equivalent students</li> </ul>
H. Headcount	<ul style="list-style-type: none"> <li>• # of unduplicated credit students</li> <li>• # unduplicated non-credit students</li> <li>• # of duplicated credit students</li> <li>• # duplicated non-credit students</li> </ul>
I. Section Fill Rate	<ul style="list-style-type: none"> <li>• #of course, sections that fill to 80% (or more) of capacity</li> </ul>
J. Market Penetration	<ul style="list-style-type: none"> <li>• % of total May/June high school graduates who enrolled at SCC in the subsequent fall semester</li> <li>• % of total High School graduates that enroll by 2nd semester following graduation</li> <li>• % of Dual Enrollment and Dual Credit students enrolling in SCC programs following their high school graduation</li> <li>• % of College Service Area residents taking degree/certificate courses in a fiscal year</li> <li>• % of College Service Area residents taking professional development courses in a fiscal year</li> <li>• % of College Service Area residents taking personal enrichment courses in a fiscal year</li> </ul>

<b>Area-4: Academic (College) Readiness (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Placement Exam Scores	<ul style="list-style-type: none"> <li>• Avg. ACT/SAT/COMPASS/Accuplacer/TABE scores</li> <li>• Avg. placement rate of DE students</li> </ul>
B. Placement in Developmental Education (DE)	<ul style="list-style-type: none"> <li>• # of students placing into DE</li> <li>• % of students placing into DE, by discipline</li> </ul>
C. Participation in DE	<ul style="list-style-type: none"> <li>• # of students taking at least one DE course</li> <li>• # of students taking DE sequence</li> </ul>
D. DE Writing Success Rate	<ul style="list-style-type: none"> <li>• % of DE Writing students enrolled completing with a C or better</li> </ul>
E. DE Reading Success Rate	<ul style="list-style-type: none"> <li>• % of DE Reading students enrolled completing with a C or better</li> </ul>
F. DE Math Success Rate	<ul style="list-style-type: none"> <li>• % of DE Math students enrolled completing with a C or better</li> </ul>
G. Success Rate of DE Students in College-Level Writing	<ul style="list-style-type: none"> <li>• % of DE Writing Students completing college-level writing course, with a C or better, within 4 semesters after completing DE course</li> </ul>
H. Success Rate of DE Students in College-Level Math	<ul style="list-style-type: none"> <li>• % of DE Math Students that complete a college-level math course, with a C or better, within 4 semesters after completing DE course</li> </ul>

<b>Area-5: Academic Progress (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Full-time Attendance	<ul style="list-style-type: none"> <li>• Avg. Credit-Load/Semester</li> <li>• # of students taking 12 or more credits in a given semester</li> <li>• % of students taking 12 or more credits in a given semester</li> <li>• # of students taking 24 or more credits in a given academic year</li> <li>• % of students taking 24 or more credits in a given academic year</li> <li>• # of students taking 30 or more credits in a given academic year</li> <li>• % of students taking 30 or more credits in a given academic year</li> </ul>
B. Course Completion	<ul style="list-style-type: none"> <li>• %courses completed that were attempted</li> <li>• 10th day to mid-term course retention</li> <li>• 10th day to final course retention</li> <li>• 1st day to final course retention</li> </ul>
C. Credit Accumulation Rate	<ul style="list-style-type: none"> <li>• % of students who completed up to 12 credits in an academic year</li> <li>• % of students who completed 12-23 credits in an academic year</li> <li>• % of students who completed 24-29 credits in an academic year</li> <li>• % of students who completed 30 or more credits in an academic year</li> </ul>
D. Continuous Enrollment	<ul style="list-style-type: none"> <li>• % of students who were continuously enrolled between the time they started taking courses &amp; the time they either completed their program of study or transferred to another higher ed. institution</li> </ul>
E. Retention (IPEDS)	<ul style="list-style-type: none"> <li>• % of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall</li> <li>• % of students utilizing academic support services</li> <li>• % of students utilizing student support services</li> <li>• Avg. turnaround time for graded assignments</li> <li>• Withdrawal rate per course section</li> <li>• # of incompletes issued per semester</li> <li>• % of student attendance rate per section</li> <li>• Dropout motives</li> </ul>



<b>Area-5: Academic Progress (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
F. Persistence	<ul style="list-style-type: none"> <li>• % of fall entering cohort of full and part-time students who re-enroll spring of the same fiscal year</li> <li>• % of fall entering cohort of full and part-time students who re-enroll the subsequent fall</li> <li>• # of students who persisted to 2nd, 4th, and 6th year but did not attain a credential after 6th year</li> </ul>
G. Credit Threshold Milestones	<ul style="list-style-type: none"> <li>• % of students who achieved 15 credit milestone within 2 years</li> <li>• % of students who achieved 30 credit milestone within 2 years</li> <li>• % of students who achieved 45 credit milestone within 2 years</li> <li>• % of students who achieved 60 credit milestone within 2 years</li> <li>• % of students who achieved 15 credit milestone within 6 years</li> <li>• % of students who achieved 30 credit milestone within 6 years</li> <li>• % of students who achieved 45 credit milestone within 6 years</li> <li>• % of students who achieved 60 credit milestone within 6 years</li> </ul>

<b>Area-6: Academic Success (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Student Learning Outcomes	<ul style="list-style-type: none"> <li>• % of student learning outcome benchmark targets met</li> <li>• % of program outcome benchmarks target met</li> <li>• % of CTE programs with program assessment plans</li> <li>• # of programs completing the program review cycle</li> </ul>
B. Core Ability Outcomes	<ul style="list-style-type: none"> <li>• % of general education outcome benchmarks targets met</li> <li>• % of sections offered that have evidence of core ability attainment</li> </ul>
C. Student Engagement	<ul style="list-style-type: none"> <li>• % of students participating in co-curricular or extracurricular activities</li> <li>• % of students meeting co-curricular program benchmarks</li> <li>• # of students who report visiting faculty during office hours</li> <li>• % of students participating in volunteer or service-learning activities</li> <li>• # of students participating in Phi Theta Kappa</li> <li>• # of students participating in athletics</li> <li>• # of faculty who report involvement with a student organization or club</li> </ul>
D. Transfer Curriculum Completion Rate	<ul style="list-style-type: none"> <li>• Avg. amount of time it takes students to complete IAI core</li> <li>• Avg. amount of time it takes students to complete a transfer degree</li> <li>• % of IAI credits earned of credits completed for students pursuing transfer degrees</li> </ul>
E. Experiential Learning	<ul style="list-style-type: none"> <li>• % of student participating in a work-based learning course</li> <li>• % of programs with a work-based learning requirement</li> <li>• # of students participating in internship courses</li> <li>• # of students participating in externship courses</li> <li>• # of students participating in cooperative education courses</li> </ul>

<b>Area-7: Completion (Output)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Graduation Rates	<ul style="list-style-type: none"> <li>• % of degree/certificate-seeking students who completed a degree or certificate within three years of initial enrollment</li> <li>• Goal achievement reported by students</li> </ul>
B. Credentials Awarded	<ul style="list-style-type: none"> <li>• #of certificates and associates degrees awarded</li> </ul>
C. Completion Rate	<ul style="list-style-type: none"> <li>• % of college-ready, degree seeking students completing within 6 years</li> <li>• avg. # of months from initial enrollment to completion of first credential (i.e., certificate or associate degree)</li> <li>• avg. # of credits earned from initial enrollment to completion of first credential (i.e., certificate or associate degree)</li> </ul>
D. Persistence w/out a Credential	<ul style="list-style-type: none"> <li>• % of students who have not completed a degree/certificate or transferred to a four-year institution within six years of first enrolling at SCC</li> </ul>
E. Near Program Completion	<ul style="list-style-type: none"> <li>• % students who earned 30 credits or more but did not complete a credential or transfer within 6 yrs;</li> </ul>

<b>Area-8: Transfer Readiness/Success (Outcome)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Matriculation	<ul style="list-style-type: none"> <li>• % of courses transferred as equivalent</li> <li>• % of credits transferred as equivalent</li> <li>• % of degree/certificate-seeking students who enrolled at a senior-level higher education institution within 3 yrs. of initial enrollment at SCC</li> <li>• % of students transferring to a senior institution with junior (or higher) status</li> <li>• Avg. # of credits earned at SCC that were not used in students major at senior-level institution</li> <li>• % of students that transfer out annually</li> <li>• % of students who transfer to an Illinois public university</li> <li>• % of students who transfer to a senior institution within a 90mi radius</li> <li>• Top 10 transfer institutions</li> </ul>
B. Achievement/Performance	<ul style="list-style-type: none"> <li>• Cumulative grade point average at end of first year after transferring</li> <li>• Bachelor's degree completion rate compared to native students</li> <li>• Before/after transfer grade point averages</li> <li>• Student progress rates after transfer compared w/ native students</li> <li>• Student grade point average after transfer compared w/ native students</li> <li>• Student skill level after transfer compared w/ native students</li> <li>• Student satisfaction w/ preparation for transfer</li> </ul>

<b>Area-9: Employment Readiness (Outcome)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Licensure Pass Rates	<ul style="list-style-type: none"> <li>• % of students that passed licensure exam within 6 months of graduation</li> </ul>
B. Certification Exam Pass Rates	<ul style="list-style-type: none"> <li>• # of students that passed nationally recognized certifications exams while enrolled at SCC or within 6 months of graduation</li> </ul>
C. Job Placement Rates	<ul style="list-style-type: none"> <li>• % of students participating in internships or co-ops who obtain a permanent position at that place of employment</li> <li>• % of graduates employed full-time with six months of graduation in an SCC Occupation related to their program of study</li> <li>• Avg. time lag between graduation and job attainment for field of study</li> </ul>
D. Graduate Wage Rate	<ul style="list-style-type: none"> <li>• median wage of graduates by program area</li> <li>• Avg. income for graduates in 5-years after graduation</li> </ul>
E. Graduate Wage Growth	<ul style="list-style-type: none"> <li>• % of wage growth from the time a student matriculates into SCC to 6 months after graduation</li> <li>• % of wage growth from the time a student matriculates into SCC to 5 years after graduation</li> </ul>
F. Employer Satisfaction	<ul style="list-style-type: none"> <li>• Graduate preparedness for job or career</li> <li>• Graduate performance</li> <li>•</li> </ul>

<b>Area-10: Student Satisfaction (Outcome)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Active & Collaborative Learning	<ul style="list-style-type: none"> <li>• % of students that report participation in group study</li> </ul>
B. Student Effort	<ul style="list-style-type: none"> <li>• % of students who report a high degree of participation required to complete course</li> <li>• Avg. amount of time spent per class doing homework as reported by students</li> </ul>
C. Academic Challenge	<ul style="list-style-type: none"> <li>• % of students who report being significantly challenged by course</li> </ul>
D. Student-Faculty Interaction	<ul style="list-style-type: none"> <li>• Faculty availability</li> </ul>
E. Support for Learners	<ul style="list-style-type: none"> <li>• Graduate satisfaction w/ academic support services</li> <li>• Graduate satisfaction w/ student support services</li> </ul>

Area-11: Preparation (Input)	
Measure	Indicator
A. Leadership	<ul style="list-style-type: none"> <li>• Influence</li> <li>• Team Building</li> <li>• Performance Management</li> <li>• Lead by Example</li> <li>• Problem-Solving</li> <li>• Conflict Management</li> <li>• Advocacy</li> <li>• Customer Service</li> <li>• Transparency</li> <li>• Confidence in senior-level administration</li> <li>• Accountability &amp; Autonomy</li> <li>• Clear Vision of Institutional Success</li> <li>• Clarification of Project Outcome Expectations</li> </ul>
B. Growth & Development	<ul style="list-style-type: none"> <li>• % of budget spent on employee development</li> <li>• # of personal and career development plans</li> <li>• # of staff receiving credentials</li> <li>• Employee Qualifications</li> <li>• Employee Skill Attainment</li> <li>• Employee Support Services</li> <li>• Talent diversity</li> <li>• Ability to perform in all key areas of role</li> <li>• Career Advancement</li> <li>• Professional (colleague) learning communities</li> <li>• Professional discourse on teaching &amp; learning</li> <li>• \$ spent on professional development</li> </ul>

<b>Area-11: Preparation (Input)</b>	
<b>Measure</b>	<b>Indicator</b>
C. Organizational Alignment	<ul style="list-style-type: none"> <li>• Organizational Chart</li> <li>• #policies reviewed</li> <li>• #policies changed</li> </ul>
D. Operating Standards	<ul style="list-style-type: none"> <li>• Institutional Values</li> <li>• Administrative Principles</li> <li>• Performance Guidelines</li> <li>• Benchmark Utilization</li> </ul>
E. Employee Diversity	<ul style="list-style-type: none"> <li>• # of full-time faculty</li> <li>• % of full-time faculty of total faculty</li> <li>• % of total employees that are full time faculty</li> <li>• % of course sections taught by full time faculty</li> <li>• # of faculty who report involvement with a student organization or club</li> <li>• # of faculty who are active with professional organizations</li> <li>• # of fulltime administrators</li> <li>• Ratio of faculty to support staff</li> <li>• Ratio of student to faculty</li> </ul>



Area-12: Performance (Process)	
Measure	Indicator
A. Communication	<ul style="list-style-type: none"> <li>• Opportunities for two-way group communication</li> <li>• Timeliness</li> <li>• College-wide meetings</li> <li>• College-wide email</li> <li>• College-wide information videos</li> <li>• Employee participation</li> <li>• Employee Recognition</li> </ul>
B. Effort & Strategy Alignment	<ul style="list-style-type: none"> <li>• Activities performed as part of the strategic plan</li> <li>• Projects performed as part of the strategic plan</li> <li>• Employee contribution to strategy attainment</li> <li>• Employee perception of meaningful work</li> <li>• Employee perception of challenging work</li> </ul>
C. Decision-Making	<ul style="list-style-type: none"> <li>• Policy Effectiveness</li> <li>• Shared Governance Structures</li> <li>• Committee Structure Effectiveness</li> <li>• Employee participation</li> <li>• Data Sharing</li> </ul>
D. Empowerment& Collaboration	<ul style="list-style-type: none"> <li>• Employee initiated projects aimed at solving operational issues</li> <li>• Employee initiated projects aimed at improving customer service</li> <li>• Administrative delegation of responsibility for work outcomes</li> <li>• Employee willingness to accept accountability for work outcomes</li> </ul>
E. Work Execution	<ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Creativity and Innovation</li> <li>• Time Management</li> <li>• Consistency</li> </ul>
F. Customer Service	<ul style="list-style-type: none"> <li>• Average turnaround time for graded assignments</li> <li>• Student satisfaction with turnaround time for graded assignments</li> </ul>
G. Safety	<ul style="list-style-type: none"> <li>• # of annual safety incidents</li> </ul>

<b>Area-13: Cultural Condition (Output)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Reward & Recognition	<ul style="list-style-type: none"> <li>• # of faculty that receive teaching awards and recognition</li> <li>• # of employees recognized for public contributions</li> <li>• # of employees recognized for workplace contributions</li> <li>• # of College awards and recognition received from external sources</li> </ul>
B. Enhanced Effort	<ul style="list-style-type: none"> <li>• Motivation</li> <li>• Initiative</li> <li>• Higher task accomplishment</li> <li>• Employee Sense of Contribution</li> </ul>
C. Work Environment Quality	<ul style="list-style-type: none"> <li>• # working days lost through illness</li> <li>• Tardiness &amp; Absenteeism</li> <li>• Employee Health &amp; Safety</li> <li>• Voluntary Attrition or Turnover Rate</li> <li>• High resiliency and low distress</li> </ul>

<b>Area-14: Employee Satisfaction (Outcome)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Loyalty	<ul style="list-style-type: none"> <li>• Employee Retention</li> <li>• Sense of engagement/community</li> <li>• Sense of fulfillment</li> </ul>
B. Pride	<ul style="list-style-type: none"> <li>• Willingness to take ownership of area (embrace their role)</li> <li>• Employee concern with reputation as it relates to quality of personal service</li> <li>• Employee desire to continuously improve self and processes of responsibility</li> <li>• Employee willingness to engage with other employees and provide constructive feedback</li> <li>• Professional demeanor and appearance</li> <li>• Workplace appearance</li> </ul>
C. Morale	<ul style="list-style-type: none"> <li>• Willingness to Cooperate</li> <li>• Enthusiasm</li> <li>• Willingness to focus on solutions instead of fault-finding</li> <li>• # of complaints</li> </ul>
D. Environment	<ul style="list-style-type: none"> <li>• Information flow</li> <li>• Employee empowerment</li> <li>• Supervisor relationships</li> <li>• Professional development</li> <li>• Overall Job Satisfaction</li> </ul>

<b>Area-15: Development (Input)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Institutional Research & Planning	<ul style="list-style-type: none"> <li>• Strategic</li> <li>• Operational</li> <li>• Facilities Master Plan</li> <li>• Technology Master Plan</li> <li>• Risk Management</li> <li>• Institutional Assessment &amp; Improvement</li> </ul>
B. Budgeting	<ul style="list-style-type: none"> <li>• Prioritization Methods</li> <li>• Allocation</li> <li>• Tuition &amp; Fees</li> </ul>
C. Information Technology	<ul style="list-style-type: none"> <li>• Staffing Requirements and Talent</li> <li>• Operating Practices</li> <li>• System Direction and Technical Platform Considerations</li> <li>• IT Governance Processes</li> <li>• Performance Measurement and Reporting</li> <li>• Implementation Strategy</li> <li>• Network Capacity</li> </ul>
D. Teaching & Learning Systems Design	<ul style="list-style-type: none"> <li>• Accessible</li> <li>• Adaptable</li> <li>• Interoperable</li> <li>• Affordable</li> </ul>
E. Accreditation	<ul style="list-style-type: none"> <li>• Institutional</li> <li>• Program</li> <li>• Course Certifications</li> </ul>
F. Facilities	<ul style="list-style-type: none"> <li>• Supportive of mission</li> <li>• Rationale</li> <li>• Responsibility</li> <li>• Management</li> <li>• Constraints</li> </ul>

<b>Area-16: Deployment (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Budget & Purchasing	<ul style="list-style-type: none"> <li>• Employee participation</li> <li>• Budget transfers</li> <li>• Budgeted versus actual expenditure</li> <li>• Requisition processing time</li> <li>• Error rate</li> <li>• Service Contracting</li> </ul>
B. Curriculum Management	<ul style="list-style-type: none"> <li>• # course revisions</li> <li>• % of courses revised each year to reflect industry need</li> <li>• # program revisions</li> <li>• % of curriculum that is aligned with national/state/local skill standards</li> <li>• Effectiveness of course/program development and revision procedures</li> <li>• Program completion rate</li> <li>• Range of courses, certificates, and program options available to students</li> <li>• % of courses requiring projects, research papers, and/or presentations</li> <li>• % of budget spent on course maintenance and development</li> <li>• Breadth of programs</li> <li>• Breadth of courses</li> <li>• Use of Wizards to create online content</li> </ul>
C. Curriculum Delivery	<ul style="list-style-type: none"> <li>• % of courses with a clear participation policy</li> <li>• # of incompletes issued per semester</li> <li>• % of faculty that report using group projects or learning communities in their classes</li> <li>• Learning activities to support multiple learning styles</li> <li>• Multiple learning communication structures (e.g., FAQ, Discussion Archives, Threaded Discussions, Chat Rooms, Private Discussion Areas, etc.)</li> <li>• % of courses including team projects</li> </ul>

<b>Area-16: Deployment (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
D. Scheduling Effectiveness	<ul style="list-style-type: none"> <li>• % of courses offered in multiple timeframes/formats</li> <li>• # of students who access courses from off-campus locations</li> <li>• Avg. number of sections per course</li> <li>• Avg. enrollment per course</li> <li>• Avg. enrollment per section</li> <li>• % of courses that run as low-enrolled</li> <li>• % of faculty using alternative delivery methodologies</li> <li>• # of independent study sections offered per student</li> </ul>
E. Financial Aid	<ul style="list-style-type: none"> <li>• # of need-based scholarships</li> <li>• # of merit-based scholarships</li> <li>• Avg. packaging turnaround time</li> </ul>
F. Learning/Student Support	<ul style="list-style-type: none"> <li>• % of students using academic support services one or more times per year</li> <li>• % of students using student services one or more times per year</li> <li>• Per student expenditure for customer support</li> <li>• Per student expenditure for maintaining technology infrastructure</li> <li>• Technical Support/Help Desk</li> <li>• Tutoring</li> <li>• Library</li> <li>• Bookstore</li> </ul>
G. IT System Sustainability	<ul style="list-style-type: none"> <li>• % of budget spent on maintaining technology infrastructure</li> <li>• Per student expenditure for maintaining technology infrastructure</li> <li>• Social impact</li> <li>• Environmental impact</li> <li>• Economic impact</li> </ul>
H. IT System Reliability	<ul style="list-style-type: none"> <li>• % of time that IT systems are operational</li> <li>• Avg. time to resolve customer support issues</li> <li>• Per student expenditure for customer support</li> </ul>

<b>Area-16: Deployment (Process)</b>	
<b>Measure</b>	<b>Indicator</b>
I. IT System Usability	<ul style="list-style-type: none"> <li>• # of faculty that use of technology for instruction</li> <li>• % of courses reliant on technology for delivery</li> <li>• Student perception of ease and convenience of access</li> <li>• Employee perception of ease and convenience of access</li> <li>• # of computers available</li> <li>• # of devices available/supported</li> <li>• # of computers available for student use outside of classrooms/labs</li> </ul>
J. IT System Scalability	<ul style="list-style-type: none"> <li>• Response time</li> <li>• Throughput</li> <li>• Network usage</li> </ul>
K. Facility Effectiveness	<ul style="list-style-type: none"> <li>• Construction</li> <li>• Operation</li> <li>• De-Certification</li> <li>• Performance Indices (e.g., asset condition, asset priority, asset utilization)</li> </ul>

<b>Area-17: Delivery (Output)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Learning System Effectiveness	<ul style="list-style-type: none"> <li>• Faculty perception of ease and convenience of access</li> <li>• Student perception of ease and convenience of access</li> <li>• Response time to student inquires</li> <li>• # of students who access courses from off-campus locations</li> <li>• Time to resolve customer support issues</li> <li>• Robust</li> <li>• Reusable</li> <li>• Secure</li> <li>• Reliable</li> <li>• Consistent</li> <li>• Connectivity</li> <li>• Structure Utilization</li> <li>• Authentication and logon</li> <li>• Course Management Utilization</li> </ul>
B. Interaction with Interface	<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• User-friendly,</li> <li>• Intuitive</li> <li>• Common</li> <li>• Navigability,</li> <li>• Word/watermarking,</li> <li>• Typography &amp; Images</li> <li>• Ease of use</li> </ul>
C. Faculty Satisfaction	<ul style="list-style-type: none"> <li>• Student satisfaction</li> <li>• Employee satisfaction</li> <li>• Response time to employee inquires</li> <li>• Contribution to achieving mission functions</li> <li>• Contribution to achieving vision functions</li> <li>• Contribution to achieving strategic goals</li> </ul>



<b>Area-18: Fiscal Stewardship (Outcome)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Revenue	<ul style="list-style-type: none"> <li>• \$ from Tuition</li> <li>• \$ from Fees</li> <li>• \$ from State appropriation</li> <li>• \$ from Local Tax (EAV)</li> <li>• \$ from Other Sources</li> <li>• Tuition cost compared with other institutions</li> <li>• Grant aid as a percentage of tuition and fee income</li> </ul>
B. Costs	<ul style="list-style-type: none"> <li>• Admin cost/credit-hour</li> <li>• Admin cost/FTE</li> <li>• Instructional cost/credit-hour</li> <li>• Instructional cost/FTE</li> <li>• Operational cost/credit-hour</li> <li>• Operational cost/FTE</li> <li>• % of budget spent on maintaining technology infrastructure</li> <li>• % of courses that recover instructional costs</li> <li>• % of courses that recover costs</li> </ul>
C. Budget Deployment	<ul style="list-style-type: none"> <li>• % budget spent compared to % of fiscal year completed</li> </ul>
D. Fund Balance	<ul style="list-style-type: none"> <li>• % of fund compared to 1 year of operating costs</li> </ul>
E. Credit Rating	<ul style="list-style-type: none"> <li>• Composite Financial Index (CFI)</li> <li>• Moody's Standing</li> <li>• Standard &amp; Poor's Rating</li> </ul>
F. Sustainability	<ul style="list-style-type: none"> <li>• Fund balances</li> <li>• Assets to liability ratio</li> <li>• Debt to Illinois GDP ratio</li> </ul>
G. Flexibility	<ul style="list-style-type: none"> <li>• Debt service cost to %revenue ratio</li> <li>• %of revenue from govt. sources compared to Illinois GDP</li> </ul>
H. Vulnerability	<ul style="list-style-type: none"> <li>• %of state appropriations to total revenue</li> <li>• %of property tax to total revenue</li> </ul>

<b>Area-19: Capital Asset Stewardship (Outcome)</b>	
<b>Measure</b>	<b>Indicator</b>
A. Condition	<ul style="list-style-type: none"> <li>• Net Asset Value Index</li> <li>• Total Asset Reinvestment Backlog</li> <li>• Accumulated Deferred Maintenance</li> <li>• Energy Consumption</li> <li>• Unscheduled Major Maintenance</li> <li>• Capital Improvements</li> <li>• Capital Additions</li> </ul>
B. Maintenance	<ul style="list-style-type: none"> <li>• Normal Maintenance costs</li> <li>• Renewal and Replacement Maintenance</li> </ul>
C. Utilization	<ul style="list-style-type: none"> <li>• Gross Square Feet (GSF)</li> <li>• GSF per employee</li> <li>• GSF per student</li> <li>• Net Assignable Square Feet (NASF)</li> <li>• NASF per employee</li> <li>• NASF per student</li> </ul>
D. Value	<ul style="list-style-type: none"> <li>• Net Asset Value</li> <li>• Replacement Value</li> </ul>

## Board Memorandum

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Lisa Price  
**RE:** Commencement Ceremony Update (May 14,2021 @ 5:00p.m.)  
**Date:** 05/03/21

**Background:** Our “*Rolling Commencement*” will begin at 5:00 p.m. on Friday, May 14. We will have simultaneous ceremonies in the Gymnasium and the Ed Center. Graduates are being given specific directions and a time to “*attend*” the ceremony.

Trustees will be split between the Gym and the Ed Center. The Vice Chair, three Trustees, and myself will be on the stage in the Gym. Jean Ellen Boyd, the Board Chair, and three Trustees will be on stage in the Ed Center. Faculty and staff not assisting with the ceremonies will be seated on the floor (social distanced) and split between the Gym and the Ed Center. All faculty and staff will be wearing their regalia. Everyone will be in place by 4:50p.

**If you are to be accompanied by a guest, please notify Dr. Price and/or Beth Crowe so that we can make proper accommodations.**

In terms of process, a map of the gym will guide students (and their guests) through the ceremony. Each graduate and their family will enter the gym and walk down the aisle. An usher will meet them and send the graduate to the stage - their family will be guided to holding area for pictures. Graduates will hand the announcer their name card... the Graduate’s name will be announced... they will walk across the stage and pick up their diploma cover... pause by either Jean Ellen Boyd and Trustees (Ed Center) or myself and Trustees (Gym) for a Lifetouch photo... will be instructed by an appropriate Trustee to move their tassel... and then exit the stage. Lifetouch will take another picture with the graduate in front of the SCC backdrop while their family is being ushered out.

There will not be a Commencement Reception.

I will be pre-recording a congratulatory and inspirational speech to be broadcast throughout the building during the event.

A light dinner will be available for pick up in the River Room between 3:30-4:30 for all Trustees (and their family) and employees.

Full COVID mitigation measures, including wearing of masks and social distancing, will be observed.

**Recommendation:** N/A

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