

**REGULAR BOARD MEETING  
SCC BOARD OF TRUSTEES DISTRICT NO. 531  
SCC RIVER ROOM, SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
August 2, 2021**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on August 2, 2021, in the River Room and via Zoom. The meeting was called to order by Chairperson Steve Heisner.

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**The roll call was as follows:**

Mr. James Darden - Present  
Ms. Deborah Shelton-Yates - Present  
Mr. Steve Heisner - Present  
Mr. Michael McMahan - Present  
Ms. April Moore - Present  
Mr. John Windings - Present  
Ms. Andrea Witthoft - Present  
Mr. Bradley West, Student Trustee - Present

**Others Present:**

Tim Taylor, Ph.D. President - Present  
Jean Ellen Boyd, Interim Vice President of Academic Affairs - Present  
Lisa Price, Ed.D., Vice President of Student Success & Services - Present  
Brandy Woods, Director of Business Services - Present  
Greg Mason, Ph.D., Dean of Workforce Innovation, Adult Basic & Continuing Education - Present  
Dr. Kristin Shelby, Dean of Academic Affairs and Student Learning - Present  
Dr. April Teske, Institutional Research, Effectiveness & Planning - Present  
Rob Betts, Director of Communications/Public Relations - Absent  
John Schneider, Attorney - Present  
Dr. Ian Nicolaidis, S.C.E.A., President - Present  
Dr. Ryan Thornsberry, Instructor of English - Absent  
Beth Crowe, Administrative Assistant to the President - Present  
Phyllis Sander, Accounting, Business Mgmt, Computer Science, Economics – Present  
Chris Clark, Director of Information Technology & Campus Security- Present  
Russ Stoup, Director of Learning Resources & Instructional Technology – Present  
Beatrice Gordon, Administrative Assistant - Present  
Tina Dudley, Administrative Assistant to the President & Saints Foundation – Present  
Kyle Smith, Metro Center & Athletics - Present

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

**V. Approval of Consent Agenda**

**MOTION NO. 1**

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to **approve the consent agenda** as follows:

- A. Regular Meeting Minutes July 6, 2021
- B. Treasurer's Report
- C. Approval of Bills

Education Fund	\$1,076,906.52
Building Fund	140,336.10
Restricted Bldg. Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	48,812.28
Restricted Purposes Fund (Grants)	254,338.70
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	10,322.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	2,129.94
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	44,239.37
Grand Total	\$1,577,084.91

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. Bradley West, (advisory vote) - Yes
- Ms. Deborah Shelton-Yates - Yes
- Mr. James Darden - Yes
- Ms. April Moore - Yes

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

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

### **MOTION NO. 2**

**A motion was made by James Darden and seconded by Andrea Witthoft to **approve the transfer of FY2021 working cash fund interest income from the working cash fund to the education fund. \$23,697.66. June 30, 2021****

On roll call vote, the member voted as follows:

- Ms. April Moore - Yes
- Mr. John Windings - Yes
- Ms. Andrea Witthoft - Yes
- Mr. Bradley West, (advisory vote) - Yes
- Ms. Deborah Shelton-Yates - Yes
- Mr. Steve Heisner - Yes
- Mr. James Darden - Yes
- Mr. Michael McMahan – Yes

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

## **VIII. Action and Discussion Items**

- A. Covid Protocol Update
- B. Consideration of Approval of Crowdus Janitorial Contract Renewal
- C. Consideration of Athletic Insurance Renewal
- D. Consideration of Approval FY22 Budget
- E. Consideration of Approval FY22 Risk Management
- F. Consideration of Approval of EMS & EMT Lab Fee
- G. Consideration of Approval of Financial Aid Audit Liability Results
- H. Consideration of Approval of Reimburse Vienna High School for CTE Education Pathways Grant Purchase of Service – Employee
- I. Consideration of Approval of Reimburse John A. Logan College for CTE Education Pathways Grant Purchase of Technology Equipment
- J. Discussion of Community Engagement

## **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 Director of Nursing
  - ii. Consideration of Approval to Hire a Full-Time Medical Assistant Instructor
  - iii. Consideration of Approval to Hire a Financial Aid Assistant
  - iv. Consideration of Approval to Hire a Full-Time Agriculture Instructor
  - v. Consideration of Approval of Ratification of Part-Time Hires

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

**X. Action and Discussion on Executive Session Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. Consideration of Approval to Hire a Director of Nursing
  - ii. Consideration of Approval to Hire a Full-Time Medical Assistant Instructor
  - iii. Consideration of Approval to Hire a Financial Aid Assistant
  - iv. Consideration of Approval to Hire a Full-Time Agriculture Instructor
  - v. Consideration of Approval of Ratification of Part-Time Hires
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
  - i. Consideration of Resignation of Full-Time Employee
- C. Consideration of Items That May Lead or Have Led to Litigation

**MOTION NO. 3**

**CONSIDERATION OF APPROVAL OF THE CROWDUS JANITORIAL CONTRACT RENEWAL**

A motion was made by John Windings and seconded by Deborah Shelton-Yates to recommend the Board approve a one-year contract extension and **the option to auto renew each year** with Crowdus Maintenance and Cleaning Services to provide for industrial cleaning services at the Main Campus, Anna Extension Center and the Metropolis Extension Center. Term July 1, 2021 through June 30, 2022.

On roll call vote, the members voted as follows:

Ms. April Moore - Yes  
Mr. Bradley West (advisory vote) - Yes  
Mr. Steve Heisner - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. James Darden - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. John Windings – Yes

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

**MOTION NO. 4**

**CONSIDERATION OF APPROVAL OF THE ATHLETIC INSURANCE RENEWAL**

A motion was made by April Moore and seconded by Andrea Witthoft to recommend the Board accept the alternate proposal with Insurance Benefit Services Group in Mounds, IL as the agent with Zurich as the insurance carrier for general athletic insurance.

On roll call vote, the members voted as follows:

Ms. Deborah Shelton-Yates - Yes  
Ms. April Moore - Yes  
Mr. Steve Heisner - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Mr. John Windings - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden - Yes

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

**MOTION NO. 5**

**CONSIDERATION OF APPROVAL OF THE FY22 TENTATIVE BUDGET BE MADE FOR AVAILABLE FOR PUBLIC INSPECTION (FIRST READ)**

A motion was made by Andrea Witthoft and seconded by James Darden to recommend the Board Accept the FY22 Tentative Budget to be made available for public inspection; Adopt the attached Resolution and Notice of Public Hearing for September 7, 2021; and authorize the CFO to meet all legal requirements concerning the advertisement of the tentative budget and public hearing.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes  
Mr. Michael McMahan - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Ms. Deborah Shelton-Yates - Yes  
Ms. April Moore - Yes  
Mr. John Windings - Yes  
Mr. James Darden - Yes

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

**MOTION NO. 6**

**CONSIDERATION OF APPROVAL OF THE FY22 RISK MANAGEMENT PLAN**

A motion was made by Michael McMahan and seconded by Deborah Shelton-Yates to recommend the Board approve the FY22 Risk Management Plan as presented.

On roll call vote, the members voted as follows:

Mr. Bradley West (advisory vote) - Yes  
Mr. Michael McMahan - Yes  
Mr. Steve Heisner - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. John Windings - Yes  
Mr. James Darden - Yes  
Ms. April Moore - Yes  
Ms. Andrea Witthoft – Yes

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

**MOTION NO. 7**

**CONSIDERATION OF APPROVAL OF THE EMS & EMT LAB FEE**

A motion was made by April Moore and seconded by John Windings to recommend the Board approve lab fee for the EMT 160 course and the lab fee for the EMR 118 and add to the FY22 Fees List.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes  
Mr. James Darden - Yes  
Mr. John Windings - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Mr. Steve Heisner - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes  
Ms. April Moore - Yes

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

**MOTION NO. 8**

**CONSIDERATION OF APPROVAL OF THE FINANCIAL AID AUDIT LIABILITY RESULTS**

A motion was made by James Darden and seconded by Bradley West to recommend the Board approve the payment to USDOE (US Department of Education) to cover the College's liability for the audit findings.

On roll call vote, the members voted as follows:

Ms. April Moore - Yes  
Ms. Andrea Witthoft - Yes  
Mr. James Darden - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Mr. Michael McMahan - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Steve Heisner - Yes  
Mr. John Windings - Yes

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

**MOTION NO. 9**

**CONSIDERATION OF APPROVAL TO REIMBURSE VIENNA HIGH SCHOOL FOR CTE EDUCATION PATHWAYS GRANT PURCHASE OF SERVICE**

A motion was made by John Windings and seconded by Michael McMahan to recommend the Board approve the reimbursement to Vienna High School for salaries and benefits for FY21 and FY22 to be paid from the CTE Education Pathways (SIFTC) Grant.

On roll call vote, the members voted as follows:

Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes  
Mr. John Windings - Yes  
Mr. Steve Heisner - Yes  
Mr. James Darden - Yes  
Mr. Bradley West (advisory vote) - Yes  
Ms. April Moore - Yes  
Ms. Andrea Witthoft - Yes

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

**MOTION NO. 10**

**CONSIDERATION OF APPROVAL TO REIMBURSE JOHN A. LOGAN COLLEGE FOR CTE EDUCATION PATHWAYS GRANT PURCHASE OF TECHNOLOGY EQUIPMENT**

A motion was made by Michael McMahan and seconded by April Moore to recommend the Board approve the reimbursement to John A. Logan College for distance learning equipment and the equipment for the Grant Coordinator to be paid from the CTE Education Pathways (SIFTC) grant.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes  
Mr. Bradley West (advisory vote) - Yes  
Mr. John Windings - Yes  
Mr. James Darden - Yes  
Mr. Steve Heisner - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes  
Ms. April Moore – Yes

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



**MOTION NO. 11**

**DISCUSSION OF COMMUNITY ENGAGEMENT MEETINGS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
To recommend each Trustee review this list and notify the President’s office of events they would be interested in attending. **DISCUSSION ONLY – NO MOTION**

On roll call vote, the members voted as follows:

	Yes	No	Abstain	Absent
Mr. Michael McMahan	_____	_____	_____	_____
Ms. April Moore	_____	_____	_____	_____
Mr. Steve Heisner	_____	_____	_____	_____
Mr. Bradley West, (advisory vote)	_____	_____	_____	_____
Mr. James Darden	_____	_____	_____	_____
Ms. Andrea Witthoft	_____	_____	_____	_____
Mr. John Windings	_____	_____	_____	_____
Ms. Deborah Shelton-Yates	_____	_____	_____	_____

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

**MOTION NO. 12**

**IX. EXECUTIVE SESSION**

A motion was made by Michael McMahan and seconded by James Darden to **adjourn and go into executive session** at 8:02 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees’ Employment
  - i. Consideration of Approval to Hire a Director of Nursing
  - ii. Consideration of Approval to Hire a Full-Time Medical Assistant Instructor
  - iii. Consideration of Approval to Hire a Financial Aid Assistant
  - iv. Consideration of Approval to Hire a Full-Time Agriculture Instructor
  - v. Consideration of Approval of Ratification of Part-Time Hires
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or Employee of the College
  - i. Consideration of Resignation of Full-Time Employee
- C. Consideration of Items That May Lead or Have Led to Litigation

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes  
Mr. John Windings - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Mr. James Darden - Yes  
Mr. Steve Heisner - Yes  
Ms. April Moore – Yes

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

An executive session of the Board of Trustees of Shawnee Community College was held on August 2, 2021, at 8:12 p.m. at Shawnee Community College River Room.

**BOARD MEMBERS:**

Ms. Deborah Shelton-Yates – Present	Mr. Bradley West (student trustee) - Present
Mr. Steve Heisner – Present	Mr. John Windings - Present
Mr. Michael McMahan – Present	Ms. Andrea Witthoft - Present
Ms. April Moore – Present	Mr. James Darden - Present

**ALSO PRESENT:**

Dr. Tim Taylor, President  
John Schneider, Attorney

**MOTION NO. 13**

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to adjourn out of executive session at 8:46 p.m.

On roll call vote, the members voted as follows:

Mr. James Darden - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Steve Heisner - Yes  
Ms. April Moore - Yes  
Mr. John Windings - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes

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

**MOTION NO. 14**

A motion was made by Michael McMahan and seconded by Bradley West to approve the minutes of the executive session held on August 2, 2021.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes  
Ms. April Moore - Yes  
Mr. James Darden - Yes  
Mr. John Windings - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Bradley West, (advisory vote) – Yes

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

**MOTION NO. 15**

**CONSIDERATION OF APPROVAL TO HIRE A DIRECTOR OF NURSING**

A motion was made by Deborah Shelton-Yates and seconded by James Darden to recommend the Board approve Amanda Hannan for the position of Director of Nursing with an effective date of August 3, 2021.

On roll call vote, the members voted as follows:

Ms. Deborah Shelton-Yates - Yes  
Ms. April Moore - Yes  
Mr. Steve Heisner - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Mr. John Windings - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden – Yes

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

**MOTION NO. 16**

**CONSIDERATION OF APPROVAL TO HIRE A FULL-TIME MEDICAL ASSISTANT INSTRUCTOR**

A motion was made by John Windings and seconded by April Moore to recommend the Board approve the job description for the posting of a position to hire a Full-Time Medical Assistant Instructor.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - Yes  
Mr. James Darden - Yes  
Mr. John Windings - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Ms. April Moore - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Michael McMahan - Yes  
Mr. Steve Heisner - Yes

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

**MOTION NO. 17**

**CONSIDERATION OF APPROVAL TO HIRE A FINANCIAL AID ASSISTANT**

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to recommend the Board approve Amanda Hazel for the position of Financial Aid Assistant effective August 3, 2021.

On roll call vote, the members voted as follows:

Mr. James Darden - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Mr. Michael McMahan - Yes  
Ms. April Moore - Yes  
Mr. Steve Heisner - Yes  
Mr. John Windings - Yes  
Ms. Andrea Witthoft – Yes

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

**MOTION NO. 18**

**CONSIDERATION OF APPROVAL TO HIRE AGRICULTURE INSTRUCTOR**

A motion was made by James Darden and seconded by Michael McMahan to recommend the Board provide the President with emergency authority to hire a full-time Ag Instructor, if one of the interviewed candidates is suitable for the position and can begin instruction at the start of the Fall semester. If such an emergency hire is made, recommendation will be brought to the September Board meeting for ratification.

On roll call vote, the members voted as follows:

Ms. Deborah Shelton-Yates - Yes  
Ms. April Moore - Yes  
Mr. Steve Heisner - Yes  
Mr. Bradley West, (advisory vote) - Yes  
Mr. John Windings - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Mr. James Darden - Yes

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

**MOTION NO. 19**

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

A motion was made by April Moore and seconded by Bradley West to recommend the Board ratify the part-time hires as listed.

On roll call vote, the members voted as follows:

Mr. Steve Heisner - Abstain  
Ms. Andrea Witthoft - Yes  
Mr. Michael McMahan - Yes  
Ms. April Moore - Yes  
Mr. James Darden - Yes  
Mr. John Windings - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. Bradley West, (advisory vote) – Yes

Results: 6 yeas, 0 nays, 1 abstentions, 0 absent. The Chairperson declared the motion carried.

**MOTION NO. 20**

**CONSIDERATION OF APPROVAL OF LETTER OF RESIGNATION**

A motion was made by John Windings and seconded by Bradley West to recommend that the Board approve the resignation of Anna Vaughn-Doom effective July 31, 2021.

On roll call vote, the members voted as follows:

Mr. Bradley West (advisory vote) - Yes  
Ms. Deborah Shelton-Yates - Yes  
Mr. John Windings - Yes  
Mr. Steve Heisner - Yes  
Ms. April Moore - Yes  
Mr. James Darden - Yes  
Mr. Michael McMahan - Yes  
Ms. Andrea Witthoft – Yes

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

**MOTION NO. 21**

**XI. Adjournment**

A motion was made by Michael McMahan and seconded by James Darden to **adjourn at 8:53 p.m.**

On roll call vote, the members voted as follows:

Mr. James Darden - Yes  
Ms. Andrea Witthoft - Yes  
Mr. Bradley West (advisory vote) - Yes  
Mr. John Windings - Yes  
Mr. Michael McMahan - Yes  
Ms. Deborah Shelton-Yates - Yes  
Ms. April Moore - Yes  
Mr. Steve Heisner – Yes

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