

# BOARD BOOK

**September 6, 2022**





**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531  
EDUCATION CENTER, ULLIN, IL  
SEPTEMBER 6, 2022  
5:30 P.M.**

As permitted by Governor Pritzker's Executive Orders 2020Ġ07, 2020Ġ33, and, 2020Ġ55 Shawnee Community College, Pulaski County, Illinois, will convene a regular meeting on September 6, 2022 at 5:30 PM. Citizens can participate in person or by teleconference. Citizens and staff can participate in the teleconference by using the following [link](#):(full URL on Title Page) 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 Citizen participating in the meeting via teleconference that would like to make a public comment, must submit their public comment via email to [comments@shawneecc.edu](mailto:comments@shawneecc.edu) by 2:00 p.m. on September 6, 2022. 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 Agenda & Addendums**
- V. Disposition of Minutes**  
August 1, 2022, Regular Board Meeting [Minutes](#)  
August 9, 2022, Special Board Finance Committee Meeting [Minutes](#)
- VI. Recognition of Guests and Public Comment**  
New Employee Introduction: Amanda Hazel, Anna Center Coordinator  
Alexandrew Copley, Automotive Instructor; and  
Rebecca Wilson, Learning Skills Specialist/Tutor Coordinator.
- VII. Communications**
  - A. [Student Report](#) - Riley Scarbrough
  - B. [Faculty](#) - Dr. Ian Nicolaides
  - C. [President](#) - Dr. Tim Taylor
  - D. Senior Leadership
    - i. [Academic Affairs](#) - Darci Cather
    - ii. [Administrative Services](#) - Chris Clark
    - iii. [Human Resources](#) - Emily Forthman
    - iv. [Institutional Effectiveness](#) - Dr. April Teske
    - v. [Public Information & Marketing](#) - Kevin Hunsperger
    - vi. [Saints Foundation](#) - Tina Dudley
    - vii. [Student Affairs](#) - Dr. Lisa Price
  - E. [Illinois Community College Trustees Association](#) - James Darden

**VIII. Approval of Consent Agenda****A. Treasurer's Report****B. Approval of Bills**

Education Fund	\$938,392.39
Building Fund	86,478.10
Restricted Bldg. Fund	14,879.41
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	100,630.95
Restricted Purposes Fund (Grants)	107,710.27
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	243,470.32
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	845.03
Audit Fund	0.00
Liability. Protection Settlement Fund (TORT)	41,780.97
<b>Grand Total</b>	<b>\$1,534,188.44</b>

**IX. Consideration for Approval of Fund Transfer**

**Interfund Transfer:** (\$140,000) On 07.31.22, a transfer was initiated to repay an interfund loan made on 08.31.21 from the Education Fund to the Restricted Purpose Fund.

**X. Monitoring Reports**

- A. Presentation of Quarterly [Facilities Monitoring Report](#) (☞ 10pp)
- B. Presentation of Quarterly [Information Technology Monitoring Report](#) (☞ 8pp)
- C. Presentation of Quarterly [Human Resources Monitoring Report](#) (☞ 13pp)

**XI. Board Policy Review/Approval**

- A. Consideration for Amending B1007 [Community Education Programming](#) (☞ 4pp)
- B. Consideration for Amending B2002 [President Accountability Policy](#) (☞ 3pp)

**XII. Presentations, Discussion, and Action Items**

- A. Consideration for [Approval of Resolution](#) setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in the amount of not to exceed \$6,600,000 for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law. (☞ 5pp)

- B. Consideration for [Approval of Resolution](#) calling a public hearing concerning the intent of the Board of Trustees to sell \$6,600,000 Funding Bonds for the purpose of paying claims against the District and \$1,025,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District (☞ 4pp)
- C. Consideration for Approval of a [Facility Conditions Assessment](#) Provider (☞ 3pp)
- D. Consideration for Approval of the [SICCM Payment](#) (☞ 1p)
- E. Consideration for Approval of the Purchase of the [Juno SimLab Bundle](#) (☞ 4pp)
- F. Consideration for Approval of the [FY23 Risk Management Plan](#) (☞ 10pp)
- G. Presentation of the [2022 Summer Graduates](#) (☞ 3pp)
- H. Presentation of the [Athletic Report](#) (☞ 3pp)
- I. Consideration for Approval of the [FY23 Budget](#) (☞ 6pp)

### **XIII. Executive Session**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. [Collective Bargaining Update](#)
  - ii. Consideration for Approval to Hire the [Vienna Center Coordinator](#)
  - iii. Consideration for Approval to Hire the [Bookstore Assistant](#)
  - iv. Consideration to Ratify the Hire of the [Medical Assistant Instructor](#)
  - v. Consideration to Ratify [Part-Time Employees](#)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. Consideration for Approval of Full Time Employee [Resignation](#) (☞ 1p)
  - ii. Consideration for Approval of Full Time Employee [Resignation](#) (☞ 1p)
  - iii. Consideration for Approval of Full-Time Employee [Resignation](#) (☞ 1p)
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\) \(11\)](#)

### **XIV. Executive Session Action Items**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
  - i. [Collective Bargaining Update](#)
  - ii. Consideration for Approval to Hire the [Vienna Center Coordinator](#)
  - iii. Consideration for Approval to Hire the [Bookstore Assistant](#)
  - iv. Consideration to Ratify the Hire of the [Medical Assistant Instructor](#)
  - v. Consideration to Ratify [Part-Time Employees](#)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
  - i. Consideration for Approval of Full Time Employee [Resignation](#) (☞ 1p)
  - ii. Consideration for Approval of Full Time Employee [Resignation](#) (☞ 1p)
  - iii. Consideration for Approval of Full-Time Employee [Resignation](#) (☞ 1p)
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation

### **XV. Trustee Comments**

### **XVI. Adjournment**

**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531  
SCC EDUCATION CENTER  
AUGUST 1, 2022, 5:30 P.M.**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on August 1, 2022 in the Education Center 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:**

<b>Present</b>	<b>Trustee</b>		<b>Present</b>	<b>Trustee</b>
✓	Mr. James Darden		✓	Ms. April Moore, Secretary
	Ms. Deborah Shelton-Yates, Assistant Secretary		✓	Mr. John Windings
✓	Mr. Steve Heisner, Chairperson		✓	Ms. Andrea Witthoft, Vice Chairperson (ZOOM)
	Mr. Michael McMahan		✓	Ms. Riley Scarbrough (Advisory Vote)

**Others Present:**

<b>Present</b>	<b>Others</b>		<b>Present</b>	<b>Others</b>
✓	Dr. Tim Taylor, President		✓	Darci Cather, Vice President of Academic Affairs
✓	Dr. Lisa Price, Vice President of Student Affairs		✓	Chris Clark, Vice President of Administrative Services
✓	Dr. Greg Mason, Dean of Career & Technology			Dr. Kristin Shelby, Dean of Transfer & Adult Education (Vacation)
✓	Amanda Hannan, Dean of Allied Health & Nursing			Emily Forthman, Executive Director of Human Resources (Vacation)
✓	Dr. April Teske, Executive Director Institutional Effectiveness		✓	Kevin Hunsperger, Executive Director of Public Information & Marketing
✓	Dr. Ian Nicolaidis, S.C.E.A., President		✓	John Schneider, Attorney
✓	Tina Dudley, Executive Assistant, President & Foundation			Dr. Ryan Thornsberry, Instructor of English
			✓	Brad McCormick, Consultant

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#### **IV. APPROVAL OF AGENDA & ADDENDUMS**

##### **MOTION NO. 1**

A motion was made by April Moore and seconded by James Darden **to approve the Agenda and Addendums as follows:**

On roll call vote, the members voted as follows: J. Darden, R. Scarbrough, S. Heisner, A. Moore, J. Windings and A. Witthoft all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

#### **V. DISPOSITION OF MINUTES – July 5, 2022 Regular Board Meeting**

##### **MOTION NO. 2**

A motion was made by James Darden and seconded by Riley Scarbrough to approve the minutes of the July 5, 2022, Regular Board Meeting.

On roll call vote, the members voted as follows: R. Scarbrough, J. Darden, S. Heisner, A. Moore, J. Windings and A. Witthoft all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

#### **VI. RECOGNITION OF GUESTS AND PUBLIC COMMENT**

Dr. Taylor introduced Hailey Merriman, Full-Time Nursing Instructor and Donna Price, Counselor & Academic Advisor. There were no public comments.

#### **VII. COMMUNICATIONS**

Reports from Faculty, President Taylor, Senior Leadership, the Saints Foundation and ICCTA were presented within the previously sent Board Book.

#### **VIII. APPROVAL OF CONSENT AGENDA**

##### **MOTION NO. 3**

A motion was made by John Windings and seconded by Riley Scarbrough to approve the consent agenda as follows:

- A. Treasurer's Report
- B. Approval of Bills

Education Fund	<b>\$2,376,618.29</b>
Building Fund	<b>432,470.33</b>
Restricted Bldg. Fund	<b>0.00</b>
Bond & Interest Fund	<b>31,500.00</b>
Auxiliary Enterprises Fund	<b>37,172.77</b>
Restricted Purposes Fund (Grants)	<b>1,569,043.54</b>
Restricted Purposes - FWS*	<b>0.00</b>
Restricted Purposes - PELL	<b>1,624.00</b>
Restricted Purposes - SEOG	<b>0.00</b>
Trust & Agency Fund	<b>7,265.82</b>
Audit Fund	<b>0.00</b>
Liability Protection Settlement Fund (TORT)	<b>73,873.47</b>
Grand Total	<b>\$4,520,568.22</b>

On roll call vote, the members voted as follows: J. Windings, J. Darden, R. Scarbrough, S. Heisner, A. Moore and A. Witthoft all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

#### **IX. CONSIDERATION FOR APPROVAL OF FUND TRANSFER(S)**

##### **MOTION NO. 4**

A motion was made by James Darden and seconded by Riley Scarbrough to **approve the interfund transfer (\$8,204.34): To make an interfund loan from FY2022 Working Cash Fund Interest Income to the Education Fund. (6.30.22)**

**Also, to approve the interfund loan (\$250,000.00) from the Education Fund to the Restricted Purposes Fund to cover shortage of funds. (6.30.22)**

On roll call vote, the member voted as follows: A. Witthoft, J. Windings, J. Darden, R. Scarbrough, S. Heisner, and A. Moore all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

#### **X. MONITORING REPORTS**

Presentation of the Annual Community Education Monitoring Report.

#### **XI. A. Discussion on Finance-oriented Quarterly Monitoring Reports**

- i. Finance & Budget Monitoring Report
- ii. Investment Monitoring Report
- iii. Foundation Monitoring Report

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The Board Finance Committee scheduled a meeting for August 9 at 4:30 pm to identify the information and format for the finance-related monitoring reports.

**MOTION NO. 5**

**XI. B. CONSIDERATION FOR APPROVAL OF BALLPARK SUPPLEMENTAL ROAD PROJECT BID**

A motion was made by Andrea Witthoft and seconded by John Windings to recommend the Board accept the bid from E.T. Simonds Construction Company, the lowest qualified bid, in the amount of \$330,237.00 and authorize the administration to work with Farnsworth Group and E.T. Simonds to execute the contract.

On roll call vote, the members voted as follows: A. Moore, J. Windings, A. Witthoft, J. Darden, S. Heisner and R. Scarbrough all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 6**

**XI. C. CONSIDERATION FOR APPROVAL OF A FACILITY CONDITION ASSESSMENT CONTRACTOR**

This was tabled until the September 6, 2022 Regular Board Meeting.

**MOTION NO. 7**

**XI. D. CONSIDERATION FOR APPROVAL OF THE MASTER LEASE FROM FIRST AMERICAN**

A motion was made by April Moore and seconded by James Darden to recommend the Board approve the Master Lease from First American and authorize the administration to execute a lease arrangement, pending legal review and approval, for the four vehicles reflected in the FY23 budget.

On roll call vote as follows: S. Heisner, A. Moore, J. Windings, A. Witthoft, J. Darden and R. Scarbrough all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 8**

**XI. E. CONSIDERATION FOR APPROVAL OF THE TREASURER'S BOND**

A motion was made by James Darden and seconded by John Windings to recommend the Board approve the Treasurer's Bond as presented.

On roll call vote as follows: R. Scarbrough, S. Heisner, A. Moore, J. Windings, A. Witthoft and J. Darden all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

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**MOTION NO. 9**



## **XI. F. CONSIDERATION FOR APPROVAL OF THE ATHLETIC INSURANCE RENEWAL**

A motion was made by John Windings and seconded by Riley Scarbrough to recommend the Board approve the proposal of \$34,495.00 with Insurance Benefits Services Group in Mounds, IL as the agent and Zurich as the insurance carrier for general athletic insurance. I also recommend the Board approve the proposal of \$5,433.00 with Ramza Insurance Group as the agent and Zurich as the insurance carrier for catastrophic athletic insurance.

On roll call vote as follows: S. Heisner, A. Moore, J. Windings, A. Witthoft, J. Darden and R. Scarbrough all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

## **XI. G. DISCUSSION ON K-12 SCHOOL BOARD VISITS (G1O3SH)**

I recommend the Board declare intent to continue visiting K-12 School Boards throughout FY23 and provide an opportunity for individual Trustees to select a particular K-12 of their interest.

## **XII. BOARD POLICY REVIEW/APPROVAL**

A. Consideration for Amending Community Education Programming (B1007) Policy

I recommend the Board review the Board Policy B1007 on Community Education Programming for a First Read to make any necessary changes. Approval will occur in the September Regular Board Meeting.

## **MOTION NO. 10**

## **XIII. EXECUTIVE SESSION**

A motion was made by April Moore and seconded by James Darden to adjourn and go into Executive Session at 7:05 p.m. for the purpose of discussing:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- B. Consideration of Approval for Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- C. Consideration of Approval 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: S. Heisner, R. Scarbrough, A. Moore, J. Windings, A. Witthoft, and J. Darden all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

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**MOTION NO. 11**

A motion was made by James Darden and seconded by John Windings to recommend the Board adjourn out of Executive Session at 8:05 p.m.

On roll call vote, the members voted as follows: R. Scarbrough, S. Heisner, A. Moore, J. Windings, A. Witthoft and J. Darden all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 12**

A motion was made by April Moore and seconded by Riley Scarbrough to approve the minutes of the Executive Session held on August 1, 2022.

On roll call vote, the members voted as follows: J. Darden, DR. Scarbrough, S. Heisner, A. Moore, J. Windings and A. Witthoft all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**XIV. A. i. COLLECTIVE BARGAINING UPDATE**  
**No Motion Necessary**

**MOTION NO. 13**

**XIV. A. ii. CONSIDERATION FOR APPROVAL TO HIRE THE ANNA CENTER COORDINATOR**

A motion was made by Riley Scarbrough and seconded by James Darden to recommend the Board approve the hire of Amanda Hazel for the full-time position of the Anna Center Coordinator effective August 2, 2022.

On roll call vote, the members voted as follows: J. Darden, R. Scarbrough, S. Heisner, A. Moore, J. Windings and A. Witthoft all voted Yeah. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 14**

**XIV. A. iii. CONSIDERATION FOR APPROVAL TO HIRE A LEARNING SKILLS SPECIALIST/TUTOR COORDINATOR**

A motion was made by Riley Scarbrough and seconded by John Windings to recommend the Board approve the hire of Rebecca Wilson for the position of Learning Skills Specialist/Tutor Coordinator with an effective date of September 1, 2022.

On roll call vote, the members voted as follows: A. Witthoft, J. Windings, J. Darden, , S Heisner, R. Scarbrough and A. Moore all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

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**MOTION NO. 15**

**XIV. A iv. CONSIDERATION FOR APPROVAL TO HIRE AN AUTOMOTIVE INSTRUCTOR**

A motion was made by James Darden and seconded by Andrea Witthoft to recommend the Board approve the hire of Alexandrew Copley for the position of Automotive Faculty effective August 15, 2022.

On roll call vote, the members voted as follows: J. Windings, J. Darden, R. Scarbrough, S. Heisner, A. Moore and A. Witthoft all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 16**

**XIV. A. v. CONSIDERATION FOR APPROVAL OF FACULTY OVERLOAD/SUMMER STIPENDS**

A motion was made by Riley Scarbrough and seconded by John Windings to recommend the Board approve the Faculty Overload and Summer stipends for Summer 2022. In addition, I recommend the Board ratify the Summer 2022 Adjunct Faculty listing.

On roll call vote, the members voted as follows: A. Moore abstained. R. Scarbrough, J. Windings, A. Witthoft, J. Darden, and S. Heisner all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 17**

**XIV. A. vi. CONSIDERATION FOR APPROVAL TO RATIFY PART-TIME EMPLOYEES**

A motion was made by Riley Scarbrough and seconded by John Windings to recommend the Board ratify the part-time hires listed.

On roll call vote, the members voted as follows: A. Moore, J. Windings, A. Witthoft, J. Darden, R. Scarbrough, and S. Heisner all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 18**

**XIV. A. vii. CONSIDERATION FOR APPROVAL TO AUTHORIZE THE PRESIDENT TO MAKE AN EMERGENCY HIRE FOR A MEDICAL ASSISTANT INSTRUCTOR**

A motion was made by April Moore and seconded by Riley Scarbrough to recommend the Board provide the President with emergency hiring authority for the position of full-time Medical Assistant Instructor.

On roll call vote, the members voted as follows: A. Moore, J. Windings, A. Witthoft, J. Darden, R. Scarbrough, and S. Heisner all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried. *August 1, 2022 Minutes pg. 7 of 8*

**MOTION NO. 19**

**XIV. A. vii. CONSIDERATION FOR APPROVAL OF THE PRESIDENT’S CONTRACT**

A motion was made by John Windings and seconded by James Darden to recommend the Board approve the President’s contract as presented.

On roll call vote, the members voted as follows: A. Moore, J. Windings, A. Witthoft, J. Darden, R. Scarbrough, and S. Heisner all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 20**

**XIV. B. i. CONSIDERATION FOR APPROVAL OF FULL-TIME EMPLOYEE RESIGNATION**

A motion was made by April Moore and seconded by Riley Scarbrough to recommend the Board approve the resignation of Mande Trowbridge effective July 15, 2022.

On roll call vote, the members voted as follows: A. Moore, J. Windings, A. Witthoft, J. Darden, R. Scarbrough, and S. Heisner all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**MOTION NO. 21**

**XIV. B. ii. CONSIDERATION FOR APPROVAL OF FULL-TIME EMPLOYEE RESIGNATION**

A motion was made by Riley Scarbrough and seconded by Andrea Witthoft to recommend the Board approve the resignation of Orena Ball effective August 1, 2022.

On roll call vote, the members voted as follows: A. Moore, J. Windings, A. Witthoft, J. Darden, R. Scarbrough, and S. Heisner all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

**XV. TRUSTEE COMMENTS**

**MOTION NO. 22**

**XVI. ADJOURNMENT**

A motion was made by James Darden and seconded by April Moore **to adjourn at 8:17 p.m.**

On roll call vote, the members voted as follows: R. Scarbrough, S. Heisner, A. Moore, J. Windings, A. Witthoft and J. Darden all voted Yea. D. Shelton-Yates and M. McMahan were absent. The Chairperson declared the motion carried.

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**Special Board Meeting  
SCC Board Finance Committee  
Founders Room, Shawnee Community College, Ullin, IL  
August 9, 2022**

A special meeting of the Shawnee Community College District No. 531 Board Finance Committee was held on August 9, 2022, in the Founders Room. The meeting was called to order by Chairperson John Windings at 4:33 pm.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**

✓	Chris Clark		✓	James Darden
✓	Brad McCormick, Consultant		✓	April Moore
✓	Dr. Timothy Taylor, President		✓	John Windings, Chairperson
✓	Tina Dudley, Recording Secretary			John Schneider, Attorney

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

There were no public comments.

**V. Action and Discussion Items**

**A. Discussion on Finance-Oriented Quarterly Monitoring Reports**

Section 10, Board Policy B4003 notes the College should be providing Quarterly Monitoring Reports. It is proper for the Board Finance Committee to identify the Board's expectations for these reports. For the Fiscal and Investment reports, it would be beneficial to combine these into one report. A presentation of what this may look like was viewed as a PowerPoint slideshow.

- Investment Returns Compared to Benchmarks
- Actual Expenses (at any point in a budget year)
- Revenue Source Comparison
- Fund Balance to Date (suggestion to add Fund Descriptions)
- Financial Reserves
- Tuition Budget to Actual (breakdown by semester)
- Tuition Budget to Actual and Scholarships (includes Athletic breakout)
- Operations & Maintenance Restricted Fund Balances
- All Cash/Investments by Month (over a period of five years, being a living, running document)

**VI. Adjournment**

James made a motion to adjourn at 5:57 pm with a second by April. All members voted in favor and the Chairperson declared the motion carried.

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**Student Trustee Report**  
**Board Report, September 6, 2022**

With the beginning of the fall semester upon us, my classmates and I are so excited to be back and anxious to get started! The New Student Open House had a pretty good turnout this year. I spoke with a student named Kourtie D., who stated, "I was very nervous about coming, but after meeting other students and staff members, I relaxed really fast. I didn't know where to go or what to do, and all of the staff members I met were really nice and pointed me in the right direction. I was nervous that I'd get lost, and good thing I didn't!" Other students I spoke with shared the same sentiment and agreed they were very nervous at first, but after the Open House and the first week of classes, they became much more comfortable. Another student who requested not to be named stated, "It was nice that I could finally put a name to a face from our emails. Also, I was happy to see all of the resources available in the library, the bookstore, and the Cupboard. It's hard to work and go to school at the same time, and it's great to know that I'd be able to get food if I needed it. "

Thankfully, the fall semester also brings significant new COVID-19 policies for Shawnee. I spoke with several students, and the consensus is that we are all very relieved that the mandatory COVID testing and tracing are gone! Entering the building used to be a bit of a chore, and inputting our student ID numbers was hard to do with full hands. For several students who were initially running late to class, the COVID tracing made them even later than they would have been already. Thankfully with the tracing gone, the beginning of the school day is a much simpler process. For many new students who are still getting used to the time management required for college, the added step of COVID testing between class hours was inconvenient and caused them to miss lunches or do last-minute studying before their next class. We are all thrilled that we can have more freedom when entering campus!

***Submitted by: Riley Scarbrough, Student Trustee***

**Faculty****Board Report, September 6, 2022**

The Fall semester is off to a good start. The Shawnee College Education Association will hold elections for officers in the near future and I will continue to serve on the Executive Council as past president. We will announce the results as soon as they are determined which should be before mid-September.

Students appear elated that we are back on campus without the more ridged health check protocols of the recent past, albeit, everyone is respectful of personal space and personal health concerns for the potential of communicable infections. The lunch room on Main campus has been busy and many teachers are having lunch in the lunch room. It has been great to see the cosmetology and nursing students in their uniforms.

The grape vine brought some disappointing news for faculty recently when information about Russ Stroup was headed to U of I filtered through the halls. Russ has been fantastic to work with and without hesitation always helped set-up and trouble shoot various e-learning platforms and tools. Faculty sincerely wish him the best for his new position and thank him for his service during his years here at SCC. Given that at the time of this report we are only about one-week into the semester this report is on the shorter side. In no particular order the information below was submitted to me by April 26<sup>th</sup>, 2022.

- On August 25<sup>th</sup> Tony Gerard gave a presentation on Amphibians of the Cache River Watershed at the Carbondale Civic Center. Saturday, Aug 27<sup>th</sup> he presented a program on "Reptiles of the Cache River Watershed" at the Wetlands Visitor Center followed by a hike to Heron Pond. SCC's animals were utilized in this program.
- Eric Howard met with The Kentucky State Police Recruitment team at the main campus Tuesday, August 30<sup>th</sup>, to talk to criminal justice students about employment possibilities.
- Lori Armstrong is working with Craig Bradley on PTK activities in preparation for taking over the PTK chair position when Mr. Bradley retires at the next solar eclipse.
- School mascot Bernie buzzed over main campus at 1,200 feet AGL and took some pictures from the air to help recruit students for the Math and Science Club. He had several safety pilots on board to help with his aerial photography. The club plans on touring the Life Flight air medical evacuation facility at Carbondale airport. In similar, the SIU Transportation Department will be available as a tour.

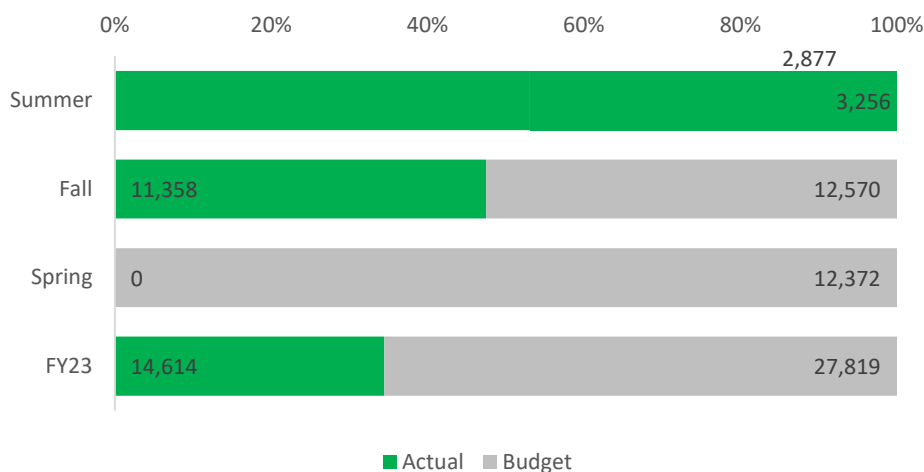
**Compiled by faculty submissions**

**Ian Nicolaides, Shawnee College Education Association, President**



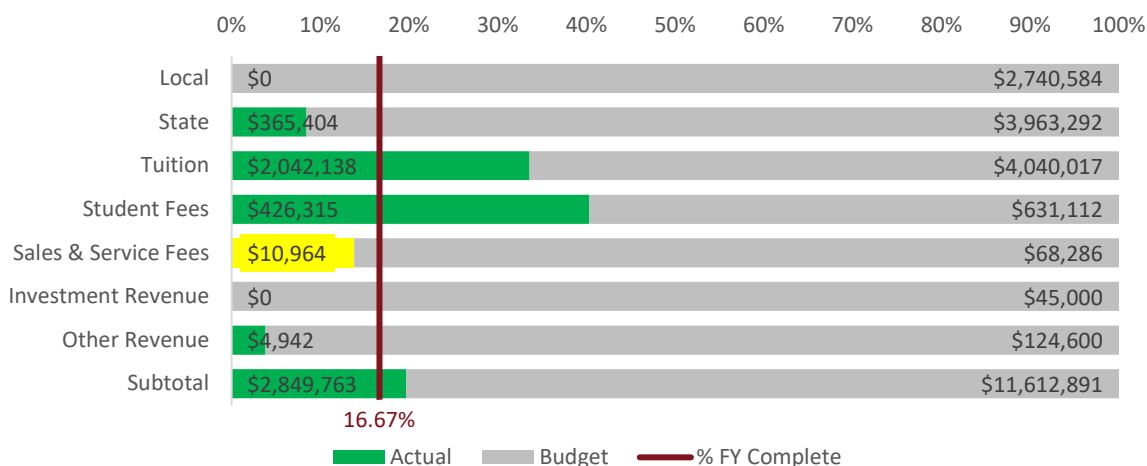
## President's Report September 6, 2022

### \*Enrollment Dashboard - FY23



\*Data pulled 08/29/2022; reimbursable credit-hours are a calculated estimate, we will not know exact reimbursable credit-hours until several weeks after the semester has ended.

### \*\*Revenue Dashboard - FY23



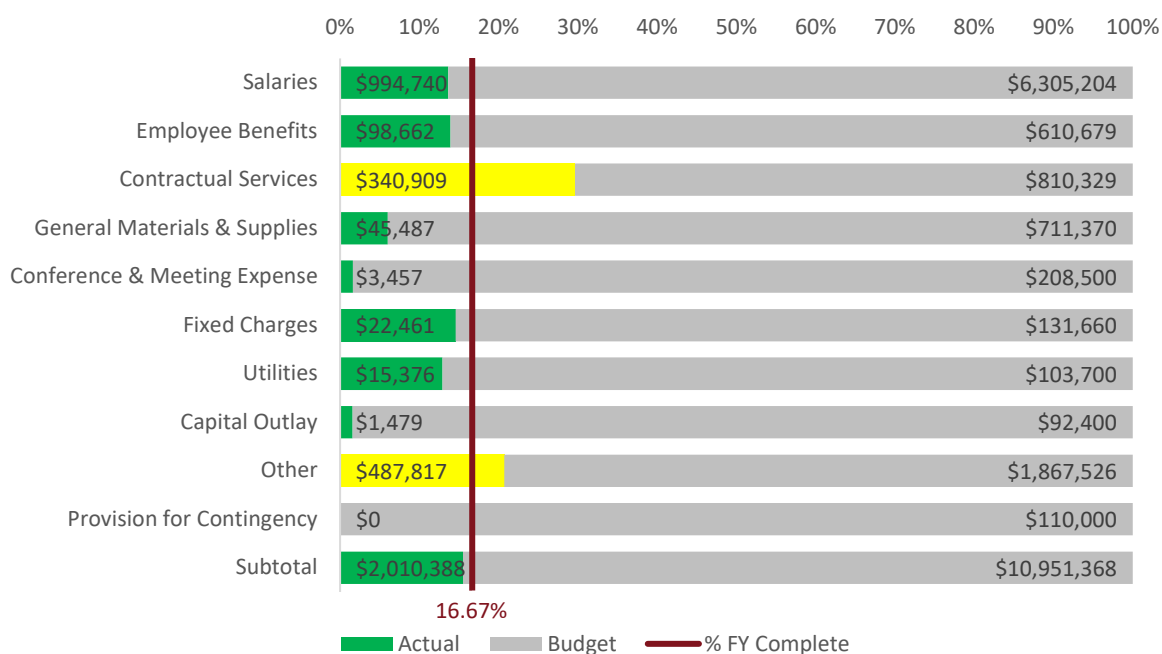
\*\*Reflects adjustments made to the Tentative budget.

*Sales & Service Fees* include fees from Traffic Safety Seminar, Industrial Training, Community Service Revenue, CNA Testing, and various other minor fee categories. We anticipate these will increase as we get further into the Academic Year.

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## \*\*\*Expense Dashboard - FY23



\*\*\*Reflects adjustments made to the Tentative budget.

The *Contractual Services* object code reflects a one-time transfer of ≈\$220K from General Materials/Supplies (544020 Computer Software) to Contractual Services (534000 Maintenance Services) for annual computer software maintenance subscriptions. We anticipate this will even out and turn green over the course of the Fall term.

The *Other* object code reflects an increase of ≈\$12K (27%) in State Mandated waivers for the Summer term. This is expected due to actual enrollment surpassing the 5% budgeted estimate.

**Announcement:** Please mark your calendars for the morning of Monday January 9, 2023 as we have secured an extraordinary talent – Paul Hernandez – to speak at our Spring-term convocation. Mr. Hernandez, a former at-risk student, is a nationally recognized award-winning educator and trainer... and a very close personal friend of mine. His *Pedagogy of Real Talk* is a critically acclaimed practical methodology that helps educators build rapport with students, who he characterizes as *at promise* (not at-risk), while creating relevant (and life-changing) learning experiences.

Aside from his consulting business, Mr. Hernandez currently works for Achieving the Dream. I think you'll find that Mr. Hernandez's message, coupled with his speaking style, is incredibly engaging... and when he's done, you won't realize where the time went and you'll definitely want more.

SCC is incredibly lucky to obtain the services of a speaker of Mr. Hernandez's caliber. Generally, Mr. Hernandez makes between \$7,500 to \$20,000 for his personal appearances. However, because he and I are close friends, he refused to let us pay him anything – including reimbursement for his travel expenses. That said, I authorized the purchase of 21 copies of his book, *The Pedagogy of Real Talk*, for ≈\$600, and have distributed it to several employees. If you would like a copy, please let Tina know.

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**The following events are noteworthy:**

- On 08/02, met with Goreville Superintendent Dr. Steve Webb. The purpose of the meeting was to discuss the Vienna Extension Center Coordinator position. I provided Dr. Webb the opportunity to suggest changes to the job description and also brainstormed potential candidates for the position. In addition, Dr. Webb and I discussed how the position might evolve in the future to better serve all residents of Johnson County. This was a G1O3SH focused activity.
- On 08/02, met with Saints Foundation Chair, Sherrie Crabb, about the vacant Executive Director position. Our conversation focused on the key functions/attributes the Foundation was looking for from an Executive Director and ways in which the Foundation might optimize its financial position. Toward those ends, I suggested a leadership approach where the College might provide additional assistance in ways that could eliminate the need for an Executive Director. At the end of the conversation, Mrs. Crabb asked that I develop a proposal and present it to the Foundation's Executive Team (scheduled for September 7) ahead of the September 23, quarterly meeting. I agreed to do so. This is a G4O3SD focused activity
- On 08/03, met with Massac Unit-1 Superintendent Jason Hayes for the purpose of discussing future partnership efforts. The focus of our conversation, which was a follow-up from a May conversation, was to explore the possibility of establishing an Early College (EC) partnership between Massac and SCC. We identified three potential outcomes of mutual interest including the establishment of a transfer-oriented EC program to be offered at the Metropolis Center; the establishment of some CTE programming (programs to be determined) to be offered in vacant labs at Massac high school; and, create some opportunities for relationship building between some of our key staff. At the conclusion of the meeting Mr. Hayes and I agreed to begin facilitating these outcomes after fall classes get started in mid-September. This is a G4O3SD focused activity.
- On 08/04, attended the Executive Council (EC) meeting. Topics included: Google Certificates, Disposal of Surplus Equipment, Review of Expressive Activity & Commercial Solicitation Procedure, Review of Travel Policy, Review of Remote Work Policy, and Review of Administrative withdrawal language used in Student Handbook. This is a G3O4SA focused activity. Outcomes of interest are:
  - Jobs for Future is partnering w/ Adult Ed and wants to bundle the Google eCommerce micro-credential with ASE programming. The EC encouraged Ginger Harner to share the information with Workforce Education (i.e. Lydia Dover). In addition, with the rapid rise of micro-credentialing on large scale, the faculty serving on the EC were encouraged to review micro-credentialing options in future academic program development activities.
  - The Expressive Activity & Commercial Solicitation Procedure developed by the Administrative Services Council (ASC) was reviewed and will be sent back to ASC with directions to improve (and separate) policy from guidelines and procedure (using the appropriate templates). In addition, the EC directed the ASC to: add a "*Purpose Statement*" to the policy section; consider integrating electronic communications into definition for expressive activity; and provide a final review of policy with the idea of electronic communications as a possibility... especially those communications not already governed in appropriate use policy.
  - A suggestion to create a Master Dictionary of terms was made so that definitions, like expressive activity, can be used for all policies and procedures. This will be implemented in the future by the EC.

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- The Travel Policy developed by the Administrative Services Council (ASC) was reviewed and will be sent back to ASC with directions to improve (and separate) policy from guidelines and procedure. In addition, the EC directed the ASC to: consider integrating value statements into policy language; implement a process to gather more input from employees (outside of the business office) to ensure policy/procedure serves ALL COLLEGE EMPLOYEES; consider guidelines for selection of college vehicle v. personal vehicle when planning work travel; and consider per-diem options for travel.
  - A Remote Work Policy, developed by the Diversity, Equity, and Inclusion (DEI) Council was reviewed and sent back to DEI with directions to improve (and separate) policy from guidelines and procedure. In addition, the EC directed the DEI Council to consider integrating value statements, particularly those that impact inclusion and belonging, into policy language. In addition, the EC recommended the DEI Council develop definitions for diversity, equity, inclusion, and belonging as they would be helpful for other Teams to use as they work through shared governance tasks.
  - After initial review of the Administrative Withdrawal language, it appeared to be more operational oriented than policy oriented. As such the EC felt it was under the purview of the Student Affairs Leadership Team (SALT) (maybe working with Administrative Services Council) and didn't comment on the proposed language.
- On 08/09, met with SIU-C Chancellor Austin Lane. The purpose of the meeting was to continue relationship building and identify potential areas for strengthening the relationship between the institutions. At this meeting, I alerted Chancellor Lane to the College's involvement in the ICCTA sponsored Community College Baccalaureate project - he was supportive of this initiative since our target audience (working adults) is different than SIU's and he wishes to help us support our community. In addition, we talked about the possibility of our organizations jointly experimenting with some competency-based nursing programming or some other CTE-type of programming. We will continue this discussion at some point early in the fall semester. This is a G1O1SC focused activity.
  - On 08/10, had a phone conversation with Dr. Sandra LeConte from SEMO. Dr. LeConte asked for College support of the Race, Equity, and Unity event which is scheduled for 09/09 through 09/11 at Cairo High School. We agreed to provide artist easels and a tent. Further, I agreed speak at the DEI event on 09/11. This is a G1S3 and G3S1 focused activity.
  - On 08/11, met with US Fish & Wildlife Regional Manager, Ben McGuire. The purpose of the meeting was to identify ways both organizations could build mutually beneficial partnerships. Mr. McGuire took me on a tour of several protected regional wildlife properties and suggested potential internship opportunities for SCC students. In addition, Mr. McGuire asked if the College might be interested in renewing the lease so his office can be remain co-located on College property. At the end of the meeting, I suggested Mr. McGuire contact the College's Ag Instructor, Anna Davenport, and see if there was an opportunity for him to service on the program's advisory committee. He said he would do so. In addition, I directed him to work with College's CFO, Chris Clark, to begin negotiations on the lease. Again, he agreed to do so. This is G1O3S-All focused activity.
  - On 08/13, participated in the College-wide Student Orientation program organized by Student Affairs superstar, Erin King. I've participated in dozens of these student orientation events over the course of my career and this one was by far, the best (and this is not hyperbole). The teamwork and dedication to students demonstrated during that event was extraordinary and makes me very proud. This is G2O1C focused activity.

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- On 08/16, met with the President of Rend Lake College, Terry Wilkerson. The purpose of the meeting was to discuss potential collaborative activities and resolve territorial recruiting concerns. Several areas of collaboration were identified including RLC's willingness to share their Biomedical Electronics, Culinary Arts, and Visual Communication programs, the development of consistent faculty credentialing standards/processes, and willingness to engage in strategies aimed at mitigating potential legislative impact on the quality of our dual credit courses.

In addition, Mr. Wilkerson is serving as the President of the Illinois Community College Council of Presidents (ICCCP) this year and we discussed a recent (surprising) decision by the Council to refrain from pursuing the development of a BSN as part of Community College Baccalaureate (CCB) degree initiative that we (SCC) are participating in. Mr. Wilkerson informed me that a group of CC Presidents met with a group of University Presidents to advise them of this initiative and at that meeting, the University Presidents said they would not oppose a community college baccalaureate degree if the CC Presidents agreed to "*pull the BSN off-the-table.*" As such, the CC Presidents made (voted on) the decision to cease pursuing the BSN as part of the at the CCB initiative at the June 10 ICCCP meeting (which I did not attend). Although I am personally vehemently opposed to this decision (for several reasons I am willing to discuss with you personally), I agreed to adjust the College's focus on the CCB initiative to the Operations Management degree so the ICCCP group can continue to appear united, from a political perspective. This is G1O2 and G1O3 focused activity.

- 08/22, met with Vienna HS Superintendent Josh Stafford. The purpose of the meeting was to confirm information around the College's upcoming Career Expo (scheduled for 11/03). To that end, I provided Mr. Stafford with the opportunity to receive answers for his questions from Blake Goforth (the event organizer). At the conclusion of the meeting, I directed Mr. Goforth to endeavor to include Universities in future Career Expo events. By doing so, K-12 organizations can potentially integrate College Fair activities into our Career Expo events (if desired) and limit the number of non-instructional days for their students.
- 08/27, participated in the College-wide ERP cloud migration effort, organized by Dwayne Fehrenbacher (Director of Information Technology). Joining Director Fehrenbacher were several of the College's identified, *super-user* employees including: **Sabrina Black, Danielle Boyd, Dr. Tammy Capps, Chris Clark, Cody Dawson, Tina Dudley, Karen McGoy, Lindsay Johnson-Meisenheimer, Felicia Rouse, Ginny Severs, Dr. April Teske, Jonathan Van Meter, and Brandy Woods.** VP Clark and Ms. Dudley made sure all folks participating were well fed, serving a wonderful breakfast and lunch. At the end of the day, all testing went well and we finished ahead of schedule.

In my view, this speaks highly to the commitment and quality of our Team, when nearly 15% of our full-time workforce worked all-day on a beautiful Saturday (first day of College Football too 😊) to ensure this project went smoothly. That said, please take note of (and if given the opportunity, please publicly recognize) the individuals participating in this event. This is G4O7SA & G3O5SE focused activity.

- Additional Community Engagement Meetings not already noted (G1O3S-All):
  - 08/04, attended the Southern Illinois Electric Coop's annual meeting.
  - 08/11, agreed to sponsor the Anna-Jonesboro "White-Out" homecoming event in the amount of \$1,000.

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- Miscellaneous Employee Culture Building Activities (G3O5SE):

- 08/02, met with Leslie Cornelius-Weldon and toured the Cairo Center. We discussed Center needs. At the conclusion of the meeting, I approved the hire of additional part-time personnel to help cover Center operating hours.
- 08/04, Meet & Greet with Matthew Steinmetz.
- 08/05, participated in Campus Cleanup Day activities. Trustee Windings and I fixed the fence in Veterans Park.
- 08/10, Meet & Greet with Donna Price.
- 08/10, Meet & Greet with Tim Cornwell.
- 08/15, participated in College-wide Convocation. The primary themes were Customer Service and Guided Pathways.
- 08/16, participated in the College-wide Adjunct Orientation meeting.
- 08/18, Meet & Greet with Cody Dawson.
- Over the course of the month, the following Budget Development (G4O6SC) meetings occurred:
  - 08/08, met w/ Mandy Hannan, Becky Steinmetz, and Chris Clark to confirm budget needed for nurse testing and resolve purchase tracking issues.
  - 08/09, participated in the Board Finance Committee meeting. The purpose was to identify content and format for future Finance & Budget, Investment, and Foundation Monitoring Reports.
  - 08/18, met w/ Becky Steinmetz to develop a flowchart of the College's purchasing process and an applied interactive course for supervisory and administrative support personnel so they might strengthen their understanding of the purchasing process and build a tracking tool aimed at supporting budget and purchasing decisions with accurate and timely information. This course is built in a competency-based format and we intend to give employees who complete the course a digital badge. Although the course is going to be initially offered in a face-to-face mode, there are plans to integrate it into a larger employee orientation (first year experience) and in a multiple-entry/multiple-exit format.
  - 08/23, participated in the Public Hearing for the College's FY23 Budget. VP Chris Clark and I opened the meeting at 6:00p as identified in the announcement. No one from the public or the College showed at the hearing. The meeting was officially closed at 6:30p.

The progress timeline for the debt-certificate/funding bond project is noted below:

Action Required	Target Date	Status
<b>Step – 1 Issue Debt Certificates</b>		
- Adopt Resolution authorizing sale of Debt Certificates	07/05	Complete
- Debt Certificates sold, College approves results	Late July	Complete 08/04
- Debt Certificates close, College receives proceeds Note: College (City National Bank) received \$6,404,550	Late July	Complete 08/18
<b>Step – 2 Issue <del>Non-Referendum</del> Funding Bonds</b>		
- Resolution calling for bond issue - Consistent with Bond Issue Notification Act (BINA)	09/06	Pending
- Legal Notice published in newspaper and website	Mid-Sept.	Pending
- BINA Hearing	10/03	Pending
- 30-Day petition period ends (Note: must be at least 30 days after legal notices are published).	Mid-Oct.	Pending
- Adopt Resolution authorizing sale of Funding Bonds	11/07	Pending
- Funding Bonds sold, College approves results	Mid-Nov.	Pending
- Funding Bonds close, Debt Certificates paid off. Note: Must close by 02/28/23	Mid-Dec.	Pending

We Are Here

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

- **CDB** – Change Order for Gym Floor Project in the amount of \$7,166.74 to add a video recording platform (so games can be streamed) and supporting electrical work.
- **Early Childhood Access Consortium (EACACE)** – Update (previously signed in July) to the Intergovernmental Agreement to streamline, coordinate, and improve accessibility for students pursuing a degree and/or certificate in the ECE pathway.
- **First American** – Master Agreement for Capital Leasing (Board Approved 08/01)
- **ICCB** – Grant Agreement (\$220,000) for Bridges Project aimed at accelerating students' ability to transition from developmental to college-level classes.
- **ICCB** – Grant Agreement (\$358,000) for PATH Project aimed at reducing equity gaps for low income, first generation, and minority students by developing/ expanding career pathways for students. This project helps us: expand CNA & EMT programming at two Extension Centers; develop a dual-credit healthcare careers certificate program; develop a healthcare careers pathway course; and, establish a state-approved healthcare simulation lab.
- **John A. Logan College** – Career Agreement that allows JALC to teach two Construction Management courses at Vienna High School, as required by the Dual Credit Quality Act.
- **McKendree College** – Articulation Agreement for:
  - AA to BSED Elementary Education
  - AAS Ag Business to BBA Management
  - AAS Business Management to BBA Business Management
  - AAS Criminal Justice to BA Sociology
  - AAS Social Work to BA Sociology
- **NIU** – Procurement Agreement that allows us to receive funding (≈\$25K) for our participation in the ISBE Healthcare Career Pathway Endorsement Project.

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- **NC SARA** – Reciprocity Agreement that acknowledges the College will meet standards for interstate offering of distance education courses. This allows us to obtain students from other States who wish to take a SCC course offered using any form of distance learning technology.
- **Pam Fowler** – Independent Contractor Agreement (\$100/hr. not to exceed \$14,500) to conduct a Financial Aid Audit.
- **Ron Duncan** – Independent Contractor Agreement (≈\$3K) to teach the OSHA-30 and OSHA-10 classes.
- **SIU-C** – Sub-Agreement for SI Bridges to Baccalaureate project that increases our award amount from \$50K to \$65K.
- **Union County Hospital** – Clinical Affiliation Agreement for Allied Health and Nursing students.
- **USDOE TRiO Grant** – Signed FY23 Grant Award Notification for Talent Search.

**Requisitions signed under Presidential Authority**

- **Vienna High School** – \$11,765 for software for Ed Rising/Pathway Grant
- **Ellucian** – \$11,396 for CROA consulting
- **CDW-G** – \$10,282 for renewal of Microsoft EES agreement
- **Silkworm** – \$9,575 for T-Shirts for Career Expo & Convocation (Grant funded)
- **WW Norton & Company** – \$7,655 for textbooks
- **Kendall Hunt** – \$7,593 for textbooks
- **Verizon** – \$6,793 for College cellphone service
- **Orkin** – \$4,180 for pest control at the Cairo Extension Center
- **MPS** – \$3,875 for textbooks
- **BSN Sports** – \$3,730 for windscreen for baseball field fence (Trust & Agency)
- **Johnson, Schneider & Ferrell** – \$2,450 for July consulting services
- **Rochester 100inc.** – \$1,120 for textbooks

**Academic Affairs****Board Report, September 6, 2022****Academic Affairs Highlights:**

- Obtained the College Bridge Grant for \$220,000. The College Bridge Grant will allow the College to implement the Focus on the Ultimate Student Experience (FUSE) project. This FUSE project is designed to support the summer bridge programs for high school students to successfully transition into college-level coursework through the development of a First Year Experience and wraparound student support services. The goals of the project include:
  - Redesign of orientation to support guided pathways model
  - Development of a First Year Guided Educational Pathways course
  - Cross-training of Student Affairs professionals on available internal and external resources, customer service best practices, and/or case management approaches
  - Build in intentional career, academic, and life coaching throughout student experience through expansion of Student Success Coaches to extension centers
  - Sustain instrumental student support services offered during Covid-19
- Hosted a Dual Credit and Adjunct Faculty orientation on Main Campus on August 16<sup>th</sup> (*SP Goal 2, Objective 1, Strategy D*)
- Academic Affairs staff attended a Colleague Training the week of August 9-12<sup>th</sup>
- ADN Pinning Ceremony was held July 28th at 6pm in the Ed Center. 19 Associate Degree Nurses were pinned in a wonderful ceremony.
- Kicked off Dongola College Academy at the main campus with 37 new students.
- Doubled Truck Driving Program Enrollment with the inclusion of a new class offering at the Metropolis Center.
- Applied for and received the PATH grant of \$358,063.00. The PATH grant will enable the College to develop and strengthen health science programs and further develop health science career pathways to enhance program enrollments and alleviate equity gaps identified in our programs and communities. In doing so, the College will be better able to meet the unmet healthcare employment needs as we increase our enrollment and retention in our health sciences career pathways.

**Dean of Transfer & Adult Education Programs Report**

- On August 23, Dr. Shelby and Teale Betts met to plan a three-year plan for Early College for Dongola High School. (*SP Goal 2, Objective 1, Strategy D*)
- Dr. Shelby and Teale Betts hosted a Transitional English Workshop with District high schools the last week of August. Work with the high schools will be ongoing throughout the fall semester to bring them on board with offering Transitional Math and Transitional English courses to ensure that more students are college-ready, thus decreasing time to degree completion at SCC. (*SP Goal 2, Objective 4, Strategy D and E*)
- Dr. Shelby and the Math Department met with Kathy Almy of Almy Education on August 31 regarding the continuation of development of math co-requisites as part of the ASPIRE project and Developmental Education Innovation Grant for Co-requisite Development. (*SP Goal 2, Objective 4, Strategies C, D, and F*)
- Dr. Shelby worked with Math Faculty and Institutional Effectiveness to develop a survey to administer to math students as part of data collection for the



Developmental Education Innovation Grant for Co-requisite Development. *(SP Goal 2, Objective 4, Strategies C, D, and F)*

### **Coordinator of High School Partnerships and Pathways Report**

- The HS Partnerships and Pathways Coordinator worked with Dongola High School Early College students and teachers on August 17 to ensure smooth transition for the students after the first day of classes. *(SP Goal 2, Objective 1, Strategy D)*
- The HS Partnerships and Pathways Coordinator held a meeting on August 23 to continue planning for the Career Expo. *(SP Goal 1, Objective 3, Strategy A)*

### **Director of Adult Education and Alternative Instruction Report**

- The IT Department has completed installation of interactive whiteboards in the Adult Education classrooms at Anna, Cairo, Metropolis, and on the Main Campus. These boards are state of the art and help instructors provide an immersive, engaging experience for students. The Program has invested in technology upgrades of hardware and software that support student learning, provide extensive academic resources for students, and allow students to gain skills that will help them compete in the workplace. Career Navigator, Christina Faulkner, is providing individualized training to instructors on the use of the new technology. *(SP Goal 4, Objective 4.7, Objective 4.8; SP Goal 2, Objective 2.2)*
- Director Harner has been named to the Adult Education Advisory Council for FY23. Mrs. Harner served as Chair of this Council for the past three years, and will now continue on as a Council Member. The Advisory Council helps shape Adult Ed policy for the state and provides guidance to the ICCB on the important issues facing the field of Adult Education. *(SP Goal 3, Objective 3.1, Objective 3.2)*
- The Adult Education program received a rating of Superior for its Data Quality. This is a new evaluation of data practices by Adult Ed ICCB. *(SP Goal 4, Obj. 1.6)*
- Director Harner has been named to the Policy & Planning Committee, the Oversight Committee, and the Executive Committee for the Southern 14 Workforce Investment Board. Participation on the Board is just one way that WIOA-funded programs at the college collaborate with our Title 1 Partners. *(SP Goal 1, Objective 3.7)*

### **Nursing and Allied Health Report**

Highlights: The Nursing and Allied Health Departments have received the Gaumard Pediatric Hal and Super Tory High-fidelity simulator manikins, 8 new hospital beds, new linens, and new bedside tables along with other supplies and equipment to develop our state-of-the-art simulation lab through the Delta Healthcare Grant. The CNA lab for Cairo center is set up and ready for a new dual-credit program for Cairo and Meridian students! The CNA lab is set up at the Metropolis center and we are actively seeking a CNA instructor for Metropolis.

### **Nursing**

- The fall ADN Orientation was held on August 12th. The ADN program welcomed 41 students (after 46 were accepted into the program).
- The nursing department welcomed Hailey Merriman as our newest CNA and Practical nursing faculty. Hailey will teach the CNA courses at the Anna extension and will teach Practical Nursing clinicals at Union County Hospital and join us for summer PN courses as well. 8 students are enrolled in the program.

- We welcome new nursing adjuncts Brittany Sullivan and Brenda Bradford. Brittany will be taking practical nursing students and Brenda will have both a PN and ADN group.

Enrollment Data:

Practical Nursing 22-23:

Beginning of Month	PN (Total FT/PT)	Full-Time (Expected 2023 Grad)	Part Time (Expected 2024 Grad)	Reason for change
June 2022	28	21	7	
July 2022*	26	19	7	1 dropped program Week 6, 1 medical leave.
August 2022 (07/19/22 - 08/18/22)	22	14	8	2 failed Summer 2022, 2 dropped the program in July 22. Some statuses changed to PT for retention.

ADN 2021-2022:

Beginning of Month	ADN (Total FT/PT)	Drop/Fail/WD
June 2022	28	2 failed May 2022
July 2022	28	1 failed, 8 PT to continue, 19 graduated.

ADN 2022-2023:

Beginning of Month	PN (Total FT/PT)	Full-Time (Expected 2023 Grad)	Part Time (Expected 2024 Grad)	Reason for change
August 2022	41			

CNA Fall 2022:

Beginning of Month	Total students	Drop/Fail/WD
August 2022	8	

### Allied Health

- There are currently 10 students enrolled in the Alexander County EMT program on Saturdays throughout the Fall 2022 Semester.
- 5 Students are enrolled in the Main campus EMT program on Tuesday/ Thursday evenings.

- We welcomed Kayde Pender to the Allied Health department as our new Medical Assistant instructor. She will be teaching online MA and HIT courses and face-to-face MA courses at Anna on Tuesday/ Thursday evenings.
- Orientation was held on August 11th in Anna. There were 15 students enrolled in the MA Program for Fall 2022. All 15 students attended the orientation. We are pleased to see an increase from the previous semester and hope to continue to grow the MA program.
- We are working to create internship agreements with several more facilities. Increasing the number of internship locations will allow us to increase the numbers of students we accept into the program each year.

**MA 2022-2023:**

Beginning of Month	Total students	Drop/Fail/WD
August 2022	15 accepted	
As of 8/18/22	13	2 dropped program

**SICCM programs 2022-2023:****Surgical Tech:**

Beginning of Month	Total students Year 1	Total Students Year 2	Total Program Enrollment	Drop/Fail/WD
August 2022	6	7	13	

**Occupational Therapy Assistant:**

Beginning of Month	Total students Year 1	Total Students Year 2	Total Program Enrollment	Drop/Fail/WD
August 2022	2	3	5	

**Medical Lab Tech:**

Beginning of Month	Total students Year 1	Total Students Year 2	Total Program Enrollment	Drop/Fail/WD
August 2022	2	4	6	

**Career and Technical Programs Report****CPR & Public Safety**

The CPR Program has held 56 classes and certified 223 students for the Summer Semester. There 3 instructors renewed and certified and 2 new instructors certified.

The Driver Safety Program received and processed 417 applications for Summer Semester. There have been 253 participants who received a certificate of completion.

Osha Class included 5 students, 4 face to face, and 1 via zoom. Class held on 7-15 to 7-30 at Metro Campus. All students completed, instructed by Ron Duncan

#### **CPR Courses:**

<b>Subject</b>	<b>February 2022</b>	<b>March 2022</b>	<b>April 2022</b>	<b>May 2022</b>	<b>June 2022</b>	<b>July 2022</b>
<b># of Classes</b>	33	51	36	25	22	25
<b>Total Student Headcount</b>	92	188	209	81	89	105
<b>Total Credit Hours</b>	44.5	91.5	69.5	33.5	44.5	52.5

\*As of Aug 10, 2022

#### **Workforce Development**

Lydia Dover and Brett Whitnel attended the July 7th Union County Chamber of Commerce Meeting. They promoted the ELITE camp, Social Media Class & Grant Writing Class coming up. Three new clients signed us as clients for the SBDC at the meeting.

SBDC met with 10 minority-owned businesses to discuss minority business certification and potential enrollment in a certification workshop.

The Coalition Meeting was held on July 11. There were 9 participants.

Elite Camp was July 18th-21st. There were 4 students who attended. They learned about entrepreneurship from multiple speakers. Each child built their own business plans. These plans were presented to parents and staff on the final day of camp.

Social Media class was held on July 23rd. There were 14 participants.

Grant Writing workshop was held on July 30th. There were 8 participants.

#### **Driver's Safety Classes (noncredit)**

<b>Subject</b>	<b>February 2022</b>	<b>March 2022</b>	<b>April 2022</b>	<b>May 2022</b>	<b>June 2022</b>	<b>July 2022</b>
<b># of In-person classes</b>	2	3	4	3	2	2
<b># of online classes</b>						
<b>Total # of Classes</b>	2	3	4	3	2	2
<b>In-person Student Headcount</b>	8	11	24	18	21	17
<b>Online Student Headcount</b>	112	131	70	140	121	99
<b>Total Student Headcount</b>	120	142	94	158	142	116

July Classes were held on July 7th and 16th

**SBDC Courses & Advising:**

<b>Subject</b>	<b>May 2022</b>	<b>June 2022</b>	<b>July 2022</b>	<b>August 2022*</b>
Number of Non-Credit Classes	1	2	3	0
Number of Credit Classes	0	0	0	0
Total Student Headcount	8	8	0	0
<b>Total Credit Hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Face-to-Face Advising Clients	18	20	4	5
Phone Advising Clients	25	27	3	2
Email Advising Clients	15	21	1	3
<b>Total Clients Advised</b>	<b>58</b>	<b>68</b>	<b>8</b>	<b>9</b>
Face-to-Face Advising Hours	34.25	44.5	11	13.25
Phone Advising Hours	24	30.75	2.5	4.25
Email Advising Hours	8.25	12.25	1	1.25
<b>Total Advising Hours</b>	<b>66.5</b>	<b>87.5</b>	<b>14.5</b>	<b>18.75</b>
<b>New Client Sign-ups</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>1</b>
<b>Personal Development Hours Total</b>	<b>52</b>	<b>70.5</b>	<b>46</b>	<b>0</b>
<b>Minority-owned business w/Licensure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Updated through August 10th

Darci Cather

Vice President Academic Affairs

September 6, 2022

Date

**Administrative Services**  
**Board Report, September 6, 2022**

**Facilities Department**

Continued remodeling of the River Room. Team participated in multiple setups this month for the start of classes and an open house. Ballfield wall was fixed, removal of multiple bricks to prevent trip hazard. Continued mowing and beautification of the main campus. Oversee the tree trimming at the Metro Center. Requested services of exterminator for the Cairo Center, insect and rodent issues. Installed new wash basins in Cosmetology department. Continued installation of TV's in rooms throughout the campus. Continue work on the truck driving lot at the Metro Center. Coordinating work with contractors with the removal of the gym floor and bleachers in the gymnasium. Facilities continues to maintain the HVAC systems.

**Business Service Department**

Completed workpapers and the final trial balance for the FY22 audit. Attended the Illinois Community College CFO meeting via zoom. Attended the facility assessment proposal interviews. Assisted with the update of financial information for the College's Risk Management Plan. Recorded multiple journal entries. Confirmed over \$6M in Bond money was secured at our financial intuition for capital improvements.

**IT Department**

The IT Department has finished UAT testing with Colleague users. Final data from on-premise databases will be copied up to the Ellucian Cloud on Wednesday, August 24th. On Saturday, August 27th, the live cloud environment will be handed over to our users for final testing and sign-off to the Ellucian Cloud team. This will ensure all business processes are ready on Monday, August 29th when Colleague UI and Self Service will be fully functional in the cloud environment. Lower K labs have been upgraded to Microsoft Windows 11 and Office 21. Finished network wiring new GED Lab at Metropolis. Simple Syllabus summer pilot completed and rollout for Fall semester has begun. Classroom technology upgrades are finished.

**Administrative Services / CFO**

Grants awarded from iGen (Illinois Green Economy Network), two separate grants for FY23 Notice of Funding Opportunity. The first funding proposal that was requested received award of \$95,530 instead of the original \$191,060.00 requested for lamp removal and replacement of 5,617 T8 fluorescent bulbs, 1,874 fixtures and replace with the installation of LED energy efficient lighting at the College's main and Rustic Campus. The second funding proposal received was for the original amount of \$8,339.00 for one, dual-sided charging station for electric vehicles. Lease discussions were had for the Anna facility. Participated in the annual SIEC meeting. Continued meetings for GFOA Tracking (Government Finance Officers Association). Clery Reports returned from our surrounding municipalities (13), all reported zero in regards to campus crime statistics. Participated in multiple monthly meetings, including Union County CEO Meeting, budgetary meetings, and the starting of the replacement of the gymnasium floors and bleachers began work on August 22.

*Chris Clark*

Vice President of Administrative Services

## **Human Resources**

### **Board Report, September 6, 2022**

August was spent recruiting for and conducting interviews for the following positions: Vienna Center Coordinator, Bookstore Assistant, Admin. Asst. to the Dean of Transfer, Financial Aid Assistant and Medical Asst. Instructor. I also held orientation for the new hires.

I was joyed to spend Open House meeting students as they came in for their Orientation and helping some unfamiliar with campus to find their classes on the first day of class.

The DEI Council met to go through all of the policies in the employee section and divided them between all the teams so that they can start to be reviewed. The Council reviewed a recommendation from the Employee Relations Team to revise our sick leave transfer policy.

The Cultural Awareness team held a contest to see who could find the most left-handed employees on campus to honor Left-Handers Day on Aug. 13<sup>th</sup>. We also shared resources to help families with back-to-school anxiety. Another cookout and clean-up day was held on August 5<sup>th</sup>.

The Professional Development team held the first round of Customer Service Training with Sherry Wessel, GM of Harrah's Casino in Metropolis during Convocation as well as a legal presentation on bias by Attorney John Schneider.

The Employee Relations team worked on revising the sick leave transfer policy to make it more inclusive to all employees, new and long term and to make it more available to those who need it.

We were also able to honor the following employees for their Service Awards:

<b>One-Year of Service</b>	<b>Five-Years of Service</b>	<b>Twenty-Years of Service</b>
Dr. April Teske	Jacqueline Smith	Christina Wright
Carrie Davis	Kaylyn Meyers	Brenda Brown
Kyle Smith	Michael McNally	<b>Twenty-Five Years of Service</b>
Darci Cather	Wendy Harris	Lori Armstrong
Amanda "Mandy" Hannan	Christina Faulkner	<b>Thirty-Years of Service</b>
Deborah Vines	<b>Ten-Years of Service</b>	Craig Bradley
Virginia "Ginny" Severs	Evelyn Davis	Dr. Tammy Capps
Anna Davenport	Dr. Ryan Thornsberry	
Jamie Hickam	<b>Fifteen-Years of Service</b>	
Amanda "Mandy" Hazel	Lora Clark	
<b>Three-Years of Service</b>	Ginger Harner	
Beatrice "Bea" Gordon	Rob Lucas	
Amy Scheffer	Connie McGinnis	
Michelle Williams		

*Submitted By: Emily Forthman, Executive Director of Human Resources*

**Institutional Research, Effectiveness, & Planning**  
**Board Report, September 6, 2022**

The following summarizes the more notable activities conducted (7/20/22-8/27/22):

- Continued meeting with staff and leadership to strengthen the use of our data infrastructure (2.1.H., 4.1.A., 4.1.E, 4.1.F., 4.3.C., 4.5.B., 4.5.C.):
  - Facilitated report meetings to review and refine recurring CROA reports for student affairs and for student planning
  - Continued work on an internal data dashboard in CROA for employee access
  - Attended the Ellucian Colleague Curriculum Management training and assisted with developing the action plan for fall
  - Along with S. Black and D. Boyd, developed data collection avenues in Colleague for new ICCB data reporting elements
  - Worked with IT on the integration of SmartEvals with Colleague and Moodle
  - Continued assisting departments with monthly and quarterly monitoring reports
  - Continued working with employees on refining the SCCES visual (student experience)
  - Refined Tableau reports for our website dashboard
  - Assisted with Career Coach workflow process
  - On hand for Colleague migration day (8/27)
- Completed data and reporting requirements and requests:
  - Along with IT, worked with the CROA consultant on regular reporting needs and updates for ICCB reporting and regular reporting needs (4.1.F., 4.1.H.)
  - Completed the daily/weekly internal and external data requests received (3.2.A., 4.1.F.)
  - Continued work on the Community College Baccalaureate (CCB) proposal data (1.2.)
  - Began work on the NIH Bridges grant report
  - Assisted with labor market data for diesel technology proposal (1.2.H.)
- Began work on GFOA Budget charts, tables, and narratives (4.6.D.)
- Assisted with the Guided Pathways presentation/data for Convocation (2.1.A.)
- Completed FERPA and data sharing trainings through US Dept of Education
- Participated in SCC Clean Up Day (8/5)
- The Office of Institutional Effectiveness was represented in the following Shared Governance meetings and has completed resulting action items (3.4):
  - President's Cabinet (7/25, 8/1, 8/8, 8/22)
  - Recruitment and Enrollment Team (7/26, 8/26)
  - Executive Council (8/4)



- Academic Leadership Team (8/4)
- Employee Relations (8/23)
- Student Success Team (8/25)
- Other professional meetings and trainings attended:
  - SIU Women's Club monthly dinner- Dr. Teske (7/27 and 8/24)
  - Association of Institutional Research Small Office virtual meeting- Dr. Teske (7/29)
  - *Student Enrollment in Pandemic Times: Recovery and Change* webinar-C. Dawson (8/18)
  - SIU Mix and Mingle (with VP Cather and Director Dover)- Dr. Teske (8/26)

***Submitted by: Dr. April Teske***  
***Executive Director Institutional Effectiveness***

**Public Information & Marketing**  
**Board Report, September 6, 2022**

Unless otherwise noted, the reporting period is from July 28 - August 25. Facebook continues to modify the way it records data. I have added a new section to this report called Other Interactions.

**Facebook**

**Total followers:** 7,055

**Facebook page reach:** 39,935 (July: 35,776)

\*This is the number of people who saw any content from the Shawnee Community College FB page or about our page. This includes posts, stories, ads, social information from people who interact with our page, etc.

**New page followers:** 83 (July: 36)

**Post engagement:** 19,105 (July: 7,400)

\*This is the number of times people engage with a post through reactions, comments, shares, or clicks.

**Other Interactions**

**Reactions:** 2,972

**Comments:** 502

**Shares:** 398

**Photo Views:** 8,121

**Link Clicks:** 54

**Facebook Ads**

**Paid Reach:** 9,537

**Paid Impressions:** 20,559

**Instagram**

**Total followers:** 1,069 (July: 1,043)

**New Followers:** 26

**Reach:** 9,146 (July: 16,748)

**Accounts Engaged:** 292 (July: 669)

**Twitter**

**Total followers:** 1,171 (July: 1,163)

**Tweets:** 147 (July: 124)

**Tweet impressions:** 18,300 (July: 14,800)

**Profile visits:** 6,035 (July: 6,044)

**Mentions:** 7 (July: 14)

**LinkedIn**

**Total followers:** 2,222 (July: 2,197)

**Impressions:** 2,400 (July: 1,100)

Media Coverage

AUGUST				
3	Website	WSIL	COVID 19 Mitigations	Dr. Taylor
3	Newspaper	The Southern	Esports	Jonathan Van Meter
8	Newspaper	Metropolis Planet	COVID 19 Mitigations	Dr. Taylor
13	Weekend News	WSIL	New Student Open House VO	N/A
19	Evening News	WSIL	Energy Grants VO	N/A
19	Evening News	KFVS	Energy Grants VO	N/A
22	Newspaper	The Southern	Energy Grants	Chris Clark

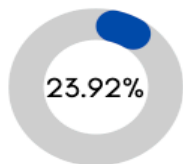
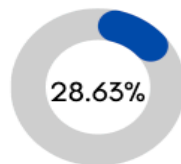


**July 20-August 24, 2022 Report**  
**Tactics: SEM**

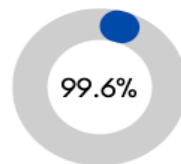
**Paid Search Report / Budget \$1,500**

Actionable Clicks	Cost	Impressions	Cost Per Click	Phone Calls
2.81k	\$1.41k	9.82k	\$0.50	93

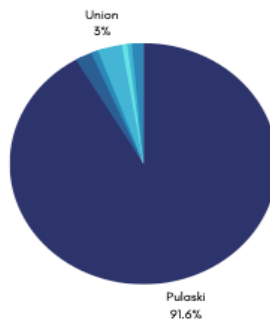
Actionable Clicks: the user clicked on your ad and then took action on your page.

**Impression Share****Click through Rate**

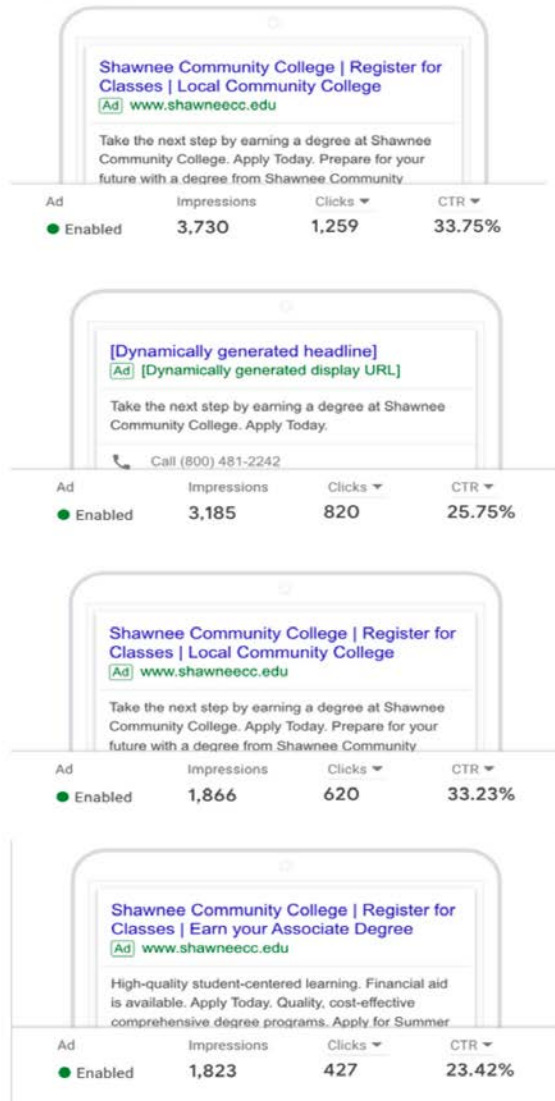
Nationwide Average 5.78%

**Ad Optimization Score****Top Locations**

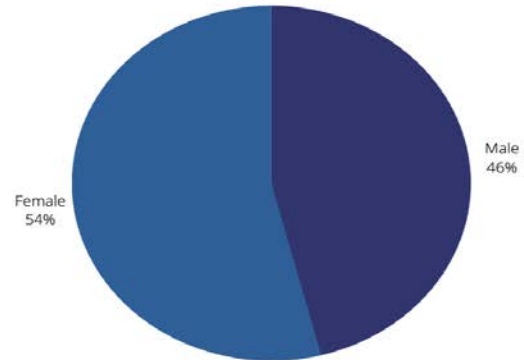
Pulaski County  
 Union County  
 Massac County  
 Williamson County  
 Johnson County  
 Alexander County  
 Jackson County



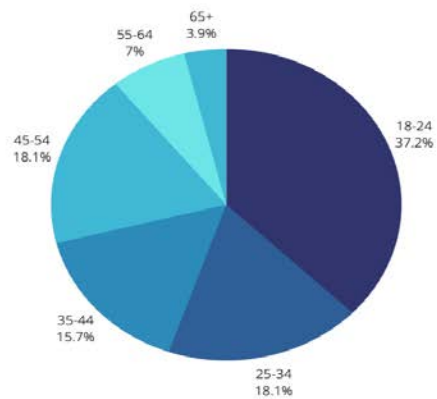
## Top Performing Ads



## Gender



## Age



## Highest click through rate

Male 18-24  
Female 18-24

**Submitted By**  
**Kevin Hunsperger**  
**Executive Director of Public Information & Marketing**

**The Saints Foundation**  
**Board Report, September 6, 2022**

The Saints Foundation paid Scholarships for the Academic Year 2021-2022 as noted below.

Academic Year <u>2021-2022</u> Scholarship Opportunity	Number of Students Awarded	Total Awards Paid Out
Willard Murrie (SIDEZ)	3	\$1,500
Saints Foundation Challenge	3	\$1,500
Cairo Horizons, Senior	2	\$8,000
Cairo Horizons, Non-Traditional	1	\$2,000
IL Community College System Foundation	2	\$2,400
Gene & Diane Honn Scholarship	2	\$1,000
Edward & Betty Smith Scholarship	2	\$1,500
City National Bank	2	\$2,000
Holcomb-Kiwanis Club – Anna	2	\$2,000
Andy “Charlie Brown” Helman Memorial	1	\$500
Ray Hendrick Memorial	1	\$2,000
Earl Marلمان Memorial	1	\$500
Ullico Management, Svcs	1	\$1,000
Clairene Weaver Scholarship	1	\$1,000
Ullin Veteran’s Memorial	1	\$1,000
Mr. A Scholarship	20	\$8,750
Mr. A (One-Time Memorial) Scholarship	3	\$1,500
Southern IL Electric Co-Op	2	\$2,000
Miller Nursing Scholarship	1	\$500
J. Shumaker Music Memorial	1	\$700
Arrowleaf/Autumn Ridge CAN	1	\$250
Legence Bank	1	\$250
Kreuter Family	1	\$1,000
<b>GRAND TOTAL</b>	55	<b>\$42,850</b>

New Scholarship Opportunities for 2022-23 include:

- Heartland Coca-Cola (2-\$500 Awards) for Truck Driving Students – These were awarded to two, non-traditional students in April. **Paid out \$1,000 Summer 2022**
- Ingram Barge (2-\$500 Awards) for Welding Students, not awarded yet.
- Harrah’s Technical Scholarship/Internship (1-\$500 award) for students enrolled in electrical, HVAC, Welding, or Commercial Refrigeration and requires an internship during the second semester, not awarded yet.
- Caroline Pohl Staley Memorial & Hannah N.D. Staley Scholarship (\$1,000 & TBD) for PN & ADN Students, not awarded yet.
- SCC Friends of Tiffiney Ryan Memorial Scholarship (1-\$1,000) for students in any program of study.

Paid out for Summer 2022:

- Clairene Weaver, **\$1,050** paid for student to complete degree Fall 2022; 2<sup>nd</sup> - **\$1000** paid out for student to complete degree Fall 2022
- Mr. A, **\$1,000** paid for student to complete degree Summer 2022
- Saints Foundation Challenge Scholarship, **\$1240** paid for student participating in SI Bridge/Summer Research Immersion at SIUC; paid **\$704** to pay up a continuing Nursing student and **\$190** for Phlebotomy student and **\$118.75** for Connect (access) card and **\$500** for continuing student.
- Paid **\$2,000** for non-traditional student for Cosmetology completion from re-awarded scholarships not accepted by initial recipients.

The Foundation will lose \$36,500 in Scholarship funding for Academic Year 2023-24. Identified areas to cultivate to recoup funding, include:

Peoples National Bank
American Red Cross
Shawnee Development Council
IL Masonic Chapters
Delta Theta Tau Sororities
Rural Health, Inc.
Union Co Hospital Auxiliary
Massac Co Hospital Auxiliary
Anna Rehab (Integrity Healthcare)
So IL Community Foundation
Home & Community Education (HCE) Groups through Extension Offices
And the HOST of Massac County entities holding their own Awards Banquet (Rotary/Kiwanis)
County Soil & Water Districts
County Farm Bureaus

Current donors are receiving commitment letters for the Academic Year 2023-2024, with invoicing for their commitment to the current Academic Year (2022-2023).

A Saints Foundation Board meeting is scheduled for September 23. Current Board members are listed:

Jane Adams (Pulaski)	Steve Bundy (Union via Jefferson)
Sherry Wessel (Massac)	Sherrie Crabb (Johnson)
Tricia Overturf (Union)	Jody Johnson (Johnson)
Jamie Kerley (Johnson)	Stephany Hoehner (Union)
Patrick Windhors (Massac)	Dr. Tiffany Faulkner-Hines (Alumni)
Dorothy Sparks (Massac)	Mike Ulen (Pulaski)
Jack Gueterrman – last attended Aug 2021 (Alexander) and submitted his resignation.	<b>TOTAL 13</b>

*Submitted by Tina Dudley*

*Executive Assistant, President & Saints Foundation*

## **Student Affairs**

### **Board Report, September 6, 2022**

#### **Student Support Services – Amber Suggs**

We are beginning the new academic year this month.

Our summer academic summary has 11 students who made the President's List. Our average semester GPA is 2.32, and our average cumulative GPA is 2.68. Summer 2022: 64% of our students finished the summer semesters above 2.0, and 88% finished the summer semester cumulative GPA above 2.0. We had 4% raise their GPA out of warning/probating rate. Our summer graduation numbers are seven graduates, 5 with AA, 2 with AS (duplicated students), and 1 with General Studies.

We took four trips this summer: Two to St. Louis, Murray State University Paducah Campus, and the SIUC campus

We are growing our transfer partnerships. Transfer schools have graciously sent "swag" items to help us create positive incentives for our students.

#### **Educational Talent Search – Jipaum Askew**

ETS staff are continuing to update student files prior to the beginning of the new year in preparation for the annual performance report. In addition, staff participated in the Cairo Community Bash on August 4. As schools begin to open for the 2023 academic year, ETS staff are in the process of contacting school counselors to schedule their school visits for the upcoming academic year.

#### **Athletics – John Sparks**

##### **General News (John Sparks)**

Athletics at Shawnee Community College started the semester off with 96 student-athletes. Each student-athlete is enrolled in, on average, 17 credit hours. Baseball has 32. Men's basketball has 17. Women's basketball has 15. Softball has 18, and Volleyball has 14.

They participated in the New Student Orientation hosted by Erin King on August 16. It was well attended, and we received numerous positive compliments about this group of student-athletes.

On August 17, we had our Athletic Orientation. I met with all our student-athletes regarding the rules and expectations at Shawnee Community College. This group of athletes had great energy and enthusiasm. I think it's going to be a really good year for us.

##### **Men's Basketball (John Sparks)**

The Men's Basketball roster and schedule for the 2022-23 season have been completed and posted on the SCC website and social media.

The Academic All-American nominee is Kyonte Holder, who graduated with honors and a 4.0 GPA and signed with Our Lady of the Lake University on a full scholarship, where he will continue his academic and athletic career.

**Women's Basketball** (Chevis Thompson)

The Lady Saints roster and schedule for the 2022-23 season have been completed and posted on the SCC website and social media.

**Baseball** (Ken Reichert)

Saints Baseball fall ball season starts September 3 vs. SIC at 1 pm.

- September 3 vs. SIC 1 pm (2-7s)
- September 13 vs. Lake Area Post Grad 2 pm (2-7s)
- September 15 vs. SIC 2 pm (2-7s)
- September 17 @ Lake Area Post Grad 2 pm (2-7s)
- September 24 Showcase @ SIU (2-7s)
- September 29th @ SIC 2pm (2-7s)
- October 9 Scout Series Showcase @ Maryville College (2-7s)

**Softball** (Kyle Smith)

The Lady Saints fall ball season starts September 10 at the Wabash Valley Invitational.

- September 10 @ Wabash Valley Invitational TBA
- September 14 vs. Mineral Area 2 pm and 4 pm.
- September 17 @ Murray State University 12 pm and 2 pm.
- September 24 @ Greenville University 12 and 2 game times.
- October 1 vs. Lincoln Land 12 and 2 game times.
- October 14 & 15th Red Wolf Howl Showcase @ Arkansas State University TBA

**Volleyball** (Jamie Chambers)

The Lady Saints Volleyball team opened up on the road at Vincennes University with a Tri-Match. They fell 3-0 to Vincennes and 3-0 to East Central (MO). Their home opener at Century High School is scheduled for August 25 at 5:30 pm vs. Vincennes University.

**Recruitment & Enrollment – Dr. Cara Doerr**

**Financial Aid Board Report—**

Assisted numerous students with financial aid questions face to face and through Zoom.

Attended the "NASFAA Webinar: Top 10 Issues Impacting Financial Aid" on August 4.

Participated in extended registration and New Student Open House on Saturday, August 13.

Participated in extended registration on August 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>.



Participated in Approval Application for VA Benefits Training on August 16.

Participated in August Office Hours for School Certifying Officials on August 25.

Participated in the Cloud Go Live Testing.

### **Registrar/Records Office**

One hundred fifty-six postcards were sent out to students that had completed an application for Fall 2022 but had not yet enrolled in classes.

Danielle Boyd attended the Pulaski County Fair on August 1.

The Summer 2022 graduation list was finalized. There were 95 completions awarded. Summer 2021 had 128 completions.

### **Student & Community Outreach - Lindsay Johnson**

#### **Anna Extension Center Report**

The Anna Extension Center hosted a variety of classes and events in August. CPR courses were taught to community members on August 9<sup>th</sup>, 23<sup>rd</sup>, and 25<sup>th</sup>, and a CPR course for the C.N.A. students was held on August 18. A Driver Safety class was born on August 11. The new Medical Assistant class met for orientation on August 11 with 15 students in attendance. The Union County CEO board held a monthly meeting in the conference room on August 17<sup>th</sup> and 18<sup>th</sup>. On Monday, August 22, the Anna Center staff hosted a "Welcome Back Students" event with donuts and cookies for students.

#### **Cairo Extension Center Report**

The Cairo Center Coordinator is working to increase dual enrollment with Cairo and Meridian school districts. The Center coordinator has attended the Back to School Bash on Thursday, August 4, at Cairo High School and The Welcome Back Bash at Meridian High on Monday, August 8. Donuts and juice were provided to students to welcome them to the fall semester on August 23. The Cairo Center has been continuously recruiting to increase enrollment and gearing up for the Fall semester, including attending the monthly Southern Seven Policy Council meeting on August 24, 2022, and the Arrowleaf Board meeting on August 29, 2022.

#### **Metro Extension Center Report**

The Metro Center has been busy during the month of August. They were host to a CPR class on August 12 and a Driver Safety class on August 13. As of August 18, 2022, nine Accuplacer tests have been administered to new students (all of which resulted in students taking SCC classes). IT upgraded cable to a few of the Metro classrooms. It was greatly appreciated. The Metro Center has seen an increase in foot traffic and enrollment in August. The students we have met with have been excited to be back in school and enjoyed Donuts as a Welcome to the Metro Center on August 22. Meeting the first truck-driving students at the Metro Center has also been exciting. They are eager to get on the road! The Metro Center will host a Self-Defense class for five weeks beginning September 8. More details will be in the October report.

#### **Vienna Center Report**

The Vienna Center welcomed new and returning students to meet with SCC Student Services representatives on August 11<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 25<sup>th</sup>, and 30<sup>th</sup>. On August 17, the Vienna Center began the fall semester with ten classes offered at their center. In addition, a Food Service class was held on Saturday, August 20 at the Vienna Center. Participants took the ServSafe exam at the end of the course for their certification.

### **Student Success – Mindy Ashby**

The Student Success Department hosted the New Student Orientation/Open House on August 13, 2022. Over 200 individuals explored wraparound services, picked up their books, received technology assistance, and engaged with SCC staff and faculty. Student Ambassadors lead campus tours to boost new students' familiarity with the campus and their classrooms. The Success Department used onboarding strategies such as: removing barriers to increase retention, career path exploration, and individualized support to promote student success. The event atmosphere was collaboration, much-needed connection, and excitement for the new student experience.

Erin King, Student Engagement Coordinator, hosted a Week of Welcoming (WOW) in the Commons. Several support services were onboard to assist students with their individual needs. Rob Lucas, Educational Technology Specialist, instantly helped students with learning management issues. TRIO Student Support Services, Mindy Reach, and Tanya Hill, Academic Coaches, assisted students with helpful information about their service offerings. The Student Engagement Coordinator also hosted Fun Fridays, which included table games to get students to interact and connect with friendly campus community members.

The Department kicked off the first day of classes with the "Donut Feel Good To Be A Saint" initiative. Students, faculty, and staff enjoyed free donuts. The Department hosted the Athletic New Student Orientation in the Cafeteria on August 16, 2022. Students enjoyed pizza while the Student Engagement Coordinator presented campus information; students also visited the Learning Resource Center to sign up for the Saints Study Tables sessions. The Saints Study Tables is a free educational program coordinated by Kaylyn Meyers, Retention Specialist/Athletic Advisor. It provides a framework for students to manage their time effectively by blocking study, research, and professional development time. The Retention Specialist works collaboratively with the Learning Resource Center. There are presently 21 students enrolled in the Saints Study Tables program.

Cecilia Knight, Librarian, attended the following webinars: *ACRL Presents Ethical Engagement in Learning Analytics: Lessons Learned by Campus Colleagues*; *Open systems in the Age of Library Services Platforms: A Conversation with Marshall Breeding*; *Alexander Street @ Your Library*; *Cultivating Civility and Resilience in Libraries: Challenges and Solutions*; and *Transforming Scholarly Research with Blockchain Technologies and AI: A New Era of Possibilities*. She also presented plagiarism, database searching in EBSCO and Ovid, and APA citations at the ADN Orientation. The Librarian was in attendance during the morning Convocation Sessions and attended the Dual Credit/ Adjunct Orientation. She participated in the New Student Orientation on Saturday, August 13, 2022, and the Athlete Orientation on Tuesday, August 16, 2022. She worked with Kaylyn Meyers, Retention Specialist, and

Rachel Hannan, Librarian Assistant, to prepare the SAINTS Study Tables program for the coming year.

The Department sent a "Welcome to the Pack" Newsletter with over 2,939 student and community views. The newsletter embedded links for quick access to all Shawnee Community College wraparound services. There are currently 27 students taking advantage of the Accessibility and Resource Services resources. There have been 11 students currently receiving tutoring and are steadily inquiring about tutoring, auxiliary, accessibility and resources, and counseling services.

Blake Goforth, Career Service Coordinator, launched the Career Coach program on August 1, 2022. Career Coach is accessible to all students, faculty, staff, and the community. These free resources are but are not limited to: exploring career paths, resume building, interview skills, planning long-term goals, and job search. The Coordinator will partner with our community high schools to ensure students have access to career decision-making as early as possible. Melissa McKenney, Manager of Lightcast, has asked to highlight some innovative ways SCC uses labor market solutions when she meets with Brian Durham, Executive Director of the Illinois Community College Board (ICCB).

Rachel Hannan, Library Assistant, attended *Taking Flight with DISC: Building Trust and Collaboration in the Workplace* webinar. She took an active role in New Student Orientation and Athlete Orientation. Rachel collaborated with Kaylyn Meyers, Retention Specialist, and Cecilia Knight, Librarian, to prepare the SAINTS Study Tables program for implementation.

The library has checked out 56 laptops, 55 jetpacks, and 16 calculators to students as of Thursday, August 18, 2020.

In July 2022, we received ten items from other libraries for our patrons, and we sent 111 of our items to patrons at other libraries. Our patrons accessed 32 audiobooks and eBooks in cloudLibrary (a slight increase from 30 audiobooks and eBooks in June). Also, in July 2022, we had a total of 126 check-outs and 120 check-ins for our library.

Illinois Community College Board has rewarded the College and the Department of Student Success with a Bridge Grant. The grant narrative, written by Vice President of Academic Affairs Darci Cather, supports needs around mental health, the first year experience, and academic support services such as tutoring. The Department is excited about how these funds will support and optimize the student experience. Director of Student Success, Mindy Ashby, is completing the Mental Health First Aid Training Credential from August 23-25, 2022. The Director will be able to provide training to all faculty and staff regarding mental health awareness. The Director will work with the College Counselor to begin campus-wide professional development opportunities for mental health training.

**Student Affairs – Dr. Lisa Price**

During the month of August, Dr. Price participated in the Colleague Curriculum training on campus. She also coordinated the various aspects of the financial aid audit.

Dr. Price would like to commend the Student Success team and all other staff who helped host our students at the Open House on Saturday, August 13, on Main Campus. Staff introduced students to the many support services at SCC, including tutoring, accessibility, career services, counseling, food pantry, TRIO, SMART bus, and others. Students were also able to receive advisement and register for classes, change their classes, tour campus and find their classes, purchase books, and pay bills. It was invigorating having a large number of students and guests on campus.

Dr. Price had the opportunity to serve students at the Vienna Extension Center. Along with Dr. Cara Doerr, Lindsay Johnson, and Beth Crowe, Price is rotating at Vienna to ensure that the Johnson County community has SCC representation until a new coordinator can be named.

Governor Pritzker was in the area on August 26 and requested a meeting with students to discuss their economic situations and other barriers they face in college completion. Price coordinated a visit with Governor Pritzker held at John A Logan College

Submitted by

***Dr. Lisa Price***



Submitted by James Darden  
Illinois Community College Trustees Association Liaison  
[www.communitycolleges.org](http://www.communitycolleges.org)

No Report.

# Shawnee Community College

## Financial Report



**One Month Ended**

**July 31, 2022**

SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATING FUNDS  
FOR ONE MONTH ENDED JULY 31, 2022

Percent of Year Complete is 9%	Legal Budget As Adjusted 7/31/22	Year to Date Revenues 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Realized 7/31/22
<b>Operating Revenues by Source</b>				
Local government:				
Current taxes	\$ 2,004,272	\$ -	\$ 2,004,272	
Chargeback revenue	-		0	
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 2,004,272</b>	<b>\$ -</b>	<b>\$ 2,004,272</b>	<b>0.00%</b>
State government:				
ICCB Credit Hour Grants	\$ 1,273,271	\$ 170,202	\$ 1,103,069	
ICCB Equalization Grants	2,955,150	246,263	2,708,887	
State Board of Education- Vocational Education	116,852	-	116,852	
Corporate Personal Property Replacement Tax	1,579,826	-	1,579,826	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 5,925,099</b>	<b>\$ 416,465</b>	<b>\$ 5,508,634</b>	<b>7.03%</b>
Federal government:				
Federal Stimulus Funds-HEERF	\$ -	\$ -	\$ -	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Student Tuition and Fees:				
Tuition	\$ 4,154,325	\$ 1,541,385	\$ 2,612,940	
Fees	631,112	320,623	310,489	
<b>TOTAL TUITION AND FEES</b>	<b>\$ 4,785,437</b>	<b>\$ 1,862,008</b>	<b>\$ 2,923,429</b>	<b>38.91%</b>
Other sources:				
Sales and Service Fees	\$ 68,286	\$ 5,752	\$ 62,534	
Facilities revenue	50,000	4,521	45,479	
Investment revenue	45,000	-	45,000	
Other sources	124,600	2,429	122,171	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 287,886</b>	<b>\$ 12,702</b>	<b>\$ 275,184</b>	<b>4.41%</b>
TRANSFERS	\$ 100,000		\$ 100,000	
<b>TOTAL 2022-23 BUDGETED REVENUE</b>	<b>\$ 13,102,694</b>	<b>\$ 2,291,175</b>	<b>\$ 10,811,519</b>	<b>17.49%</b>
Less non-operating items*:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
<b>ADJUSTED REVENUE</b>	<b>\$ 13,102,694</b>	<b>\$ 2,291,175</b>	<b>\$ 10,811,519</b>	<b>17.49%</b>



SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS  
FOR ONE MONTH ENDED JULY 31, 2022

Percent of Year Complete is 9%

	Legal Budget As Adjusted 7/31/22	Year to Date Expenditures 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
<b><u>Expenditures By Program</u></b>				
Instruction	\$ 3,459,900	\$ 309,524	\$ 3,150,376	
Academic Support	890,329	53,739	836,590	
Student Services	1,214,923	73,782	1,141,141	
Public Services	674,458	49,234	625,224	
Operation & Maint. of Plant	1,420,797	88,478	1,334,319	
Institutional Support	2,984,248	185,087	2,819,161	
Scholarship, Student Grants, & Waivers	1,727,531	287,028	1,440,503	
TRANSFERS	779,452	-	779,452	
<b>Total 2022-23 Budgeted Expenditures</b>	<b>\$ 13,151,638</b>	<b>\$ 1,024,872</b>	<b>\$ 12,126,766</b>	<b>7.79%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,151,638</b>	<b>\$ 1,024,872</b>	<b>\$ 12,126,766</b>	
<b><u>By Object</u></b>				
Salaries	\$ 6,483,969	\$ 555,628	\$ 5,928,341	
Employee Benefits	627,773	53,838	573,935	
Contractual Services	1,298,075	79,706	1,218,369	
General Materials & Supplies	773,170	26,977	746,193	
Conference & Meeting Expense	208,500	1,431	207,069	
Fixed Charges	171,660	13,815	157,845	
Utilities	689,108	4,970	684,138	
Capital Outlay	92,400	1,479	90,921	
Other	1,887,531	287,028	1,580,503	
Provision for Contingency	160,000	-	160,000	
TRANSFERS	779,452	-	779,452	
<b>Total 2022-23 Budgeted Expenditures</b>	<b>\$ 13,151,638</b>	<b>\$ 1,024,872</b>	<b>\$ 12,126,766</b>	<b>7.79%</b>
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 13,151,638</b>	<b>\$ 1,024,872</b>	<b>\$ 12,126,766</b>	

SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR ONE MONTH ENDED JULY 31, 2022

Percent of Year Complete is 9%

	Legal Budget As Adjusted 7/31/22	Year to Date Expenditures 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
<b>EDUCATION FUND</b>				
<b>INSTRUCTION</b>				
Salaries	\$ 2,908,184	\$ 288,987	\$ 2,617,217	
Employee Benefits	200,088	17,298	182,788	
Contractual Services	118,300	589	117,701	
General Materials & Supplies	158,960	2,277	156,673	
Conference & Meeting Expense	48,200	382	47,818	
Fixed Charges	-	-	-	
Utilities	-	0	-	
Other	28,200	1	28,199	
Capital Outlay	-	-	-	
<b>TOTAL</b>	<b>\$ 3,459,900</b>	<b>\$ 309,524</b>	<b>\$ 3,150,376</b>	<b>8.95%</b>
<b>ACADEMIC SUPPORT</b>				
Salaries	\$ 690,619	\$ 42,923	\$ 647,696	
Employee Benefits	60,690	5,223	55,467	
Contractual Services	48,550	1,202	45,348	
General Materials & Supplies	51,920	4,168	47,754	
Conference & Meeting Expense	13,800	225	13,575	
Utilities	-	-	-	
Capital Outlay	26,750	-	26,750	
<b>TOTAL</b>	<b>\$ 890,329</b>	<b>\$ 53,739</b>	<b>\$ 836,590</b>	<b>6.04%</b>
<b>STUDENT SERVICES</b>				
Salaries	\$ 787,500	\$ 55,629	\$ 711,871	
Employee Benefits	136,023	9,360	126,663	
Contractual Services	67,700	8,384	59,316	
General Materials & Supplies	193,450	329	193,121	
Conference & Meeting Expense	43,000	28	42,974	
Utilities	-	-	-	
Other	-	-	-	
Capital Outlay	7,250	54	7,196	
<b>TOTAL</b>	<b>\$ 1,214,923</b>	<b>\$ 73,782</b>	<b>\$ 1,141,141</b>	<b>6.07%</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>				
Salaries	\$ 483,374	\$ 30,799	\$ 432,575	
Employee Benefits	49,874	3,834	46,040	
Contractual Services	1,200	-	1,200	
General Materials & Supplies	29,350	670	28,680	
Conference & Meeting Expense	10,300	-	10,300	
Fixed Charges	88,660	11,207	75,453	
Utilities	33,700	2,724	30,976	
<b>TOTAL</b>	<b>\$ 674,458</b>	<b>\$ 49,234</b>	<b>\$ 625,224</b>	<b>7.30%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATING FUNDS BY FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%

	Legal Budget As Adjusted 7/31/22	Year to Date Expenditures 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
<b>EDUCATION FUND</b>				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 1,480,460	\$ 121,910	\$ 1,358,550	
Employee Benefits	163,963	16,655	147,308	
Contractual Services	573,725	6,568	567,157	
General Materials & Supplies	277,700	13,347	264,353	
Conference & Meeting Expense	93,200	798	92,402	
Fixed Charges	45,000	2,608	42,392	
Utilities	70,000	1,776	68,224	
Other	30,200	-	30,200	
Provision for Contingency	110,000	-	110,000	
Capital Outlay	140,000	1,425	138,575	
<b>TOTAL</b>	<b>\$ 2,984,248</b>	<b>\$ 165,087</b>	<b>\$ 2,819,161</b>	<b>5.53%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>				
Other	\$ 1,727,531	\$ 287,028	\$ 1,440,503	
<b>TOTAL</b>	<b>\$ 1,727,531</b>	<b>\$ 287,028</b>	<b>\$ 1,440,503</b>	<b>16.61%</b>
<b>TRANSFERS</b>	<b>779,452</b>		<b>779,452</b>	<b>0.00%</b>
<b>TOTAL EDUCATION FUND</b>	<b>\$ 11,730,841</b>	<b>\$ 938,394</b>	<b>\$ 10,792,447</b>	<b>8.00%</b>
<b>OPERATIONS and MAINTENANCE FUND</b>				
<b>OPERATION AND MAINTENANCE OF PLANT</b>				
Salaries	\$ 175,831	\$ 15,398	\$ 160,433	
Employee Benefits	17,158	1,469	15,689	
Contractual Services	490,600	62,953	427,647	
General Materials & Supplies	61,800	6,188	55,612	
Conference & Meeting Expense	-	-	-	
Fixed Charges	40,000	-	40,000	
Utilities	585,408	470	584,938	
Provision for Contingency	50,000	-	50,000	
Capital Outlay	-	-	-	
Other	-	-	-	
<b>TOTAL</b>	<b>1,420,797</b>	<b>86,478</b>	<b>1,334,319</b>	
<b>TRANSFERS</b>	<b>-</b>		<b>-</b>	
<b>TOTAL OPERATIONS and MAINTENANCE FUND</b>	<b>\$ 1,420,797</b>	<b>\$ 86,478</b>	<b>\$ 2,668,638</b>	<b>6.09%</b>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 13,151,638</b>	<b>\$ 1,024,872</b>	<b>\$ 13,461,085</b>	<b>7.79%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%	Legal Budget	Year to Date	(Over)/Under	Percent of
	7/31/22	Revenues	Budget	Budget
Operations and Maintenance Fund-Restricted		7/31/22	7/31/22	Realized
				7/31/22
Local Governmental Sources:				
Current Taxes	\$ 250,000		\$ 250,000	
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>0.00%</b>
Other Sources				
Bond Proceeds	6,420,000			
Investment Revenue	\$ -	\$ -	\$ -	
<b>TOTAL OTHER SOURCES</b>	<b>\$ 6,420,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 6,670,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
OPERATION AND MAINTENANCE FUND-RESTRICTED  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%	Legal Budget	Year to Date	(Over)/Under	Percent of
	As Adjusted	Expenditures	Budget	Budget
Operations and Maintenance Fund-Restricted	7/31/22	7/31/22	7/31/22	Expended
				7/31/22
<b>INSTITUTIONAL SUPPORT</b>				
Capital Outlay	\$ 1,106,000	\$ 3,809	\$ 1,102,191	
Contractual Services	140,000	\$ 11,070		
Other Charges	15,450		15,450	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 1,261,450</b>	<b>\$ 14,879</b>	<b>\$ 1,117,641</b>	<b>1.18%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 1,261,450</b>	<b>\$ 14,879</b>	<b>\$ 1,117,641</b>	<b>1.18%</b>

SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
BOND AND INTEREST FUND  
FOR ONE MONTH ENDED JULY 31, 2022

Percent of Year Complete is 9%	Legal Budget As Adjusted 7/31/22	Year to Date Revenues 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Realized 7/31/22
<u>Bond and Interest Fund</u>				
Local Government Sources:				
Current Taxes	\$ 1,606,500	\$ -	\$ 1,606,500	
<b>TOTAL BUDGETED REVENUE \$</b>	<b>\$ 1,606,500</b>	<b>\$ -</b>	<b>\$ 1,606,500</b>	<b>0.00%</b>

SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
BOND AND INTEREST FUND  
FOR ONE MONTH ENDED JULY 31, 2022

Percent of Year Complete is 9%	Legal Budget As Adjusted 7/31/22	Year to Date Expenditures 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
<u>Bond and Interest Fund</u>				
INSTITUTIONAL SUPPORT				
Bond Principal Retired	\$ 1,575,000	\$ -	\$ 1,575,000	
Bond Interest	31,500	-	\$ 31,500	
<b>TOTAL BUDGETED EXPENDITURES \$</b>	<b>\$ 1,606,500</b>	<b>\$ -</b>	<b>\$ 1,606,500</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%	Legal Budget As Adjusted 7/31/22	Year to Date Revenues 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Realized 7/31/22
<b>Auxiliary Enterprises Fund</b>				
<b>Other Sources:</b>				
Sales and Service Fees	\$ 455,200	\$ 8,570	\$ 446,630	
<b>TOTAL OTHER SOURCE S</b>	<b>\$ 455,200</b>	<b>\$ 8,570</b>	<b>\$ 446,630</b>	
<b>TRANSFERS</b>	<b>679,452</b>	<b>-</b>	<b>679,452</b>	
<b>TOTAL BUDGETED REVENUE</b>	<b>\$ 1,134,652</b>	<b>\$ 8,570</b>	<b>\$ 1,126,082</b>	<b>0.76%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUXILIARY ENTERPRISES FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%	Legal Budget As Adjusted 7/31/22	Year to Date Expenditures 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
<b>Auxiliary Enterprises Fund</b>				
<b>INDEPENDENT OPERATIONS</b>				
Salaries	\$ 271,998	\$ 19,783	\$ 252,215	
Employee Benefits	27,882	1,359	26,523	
Contractual Services	88,451	5,715	82,736	
General Materials & Supplies	441,825	39,501	402,324	
Conference & Meeting Expense	62,900	1,318	61,582	
Fixed Charges	25,000	90	24,910	
Utilities	-	-	-	
Capital Outlay	28,900	-	28,900	
Provision for Contingency	-	-	-	
Other	402,000	32,865	369,135	
<b>TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGETED EXPENDITURE S</b>	<b>\$ 1,348,956</b>	<b>\$ 100,631</b>	<b>\$ 1,248,325</b>	<b>7.46%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
RESTRICTED PURPOSES FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%	Legal Budget As Adjusted 7/31/22	Year to Date Revenues 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Realized 7/31/22
<b>Restricted Purposes Fund</b>				
<b>State governmental sources:</b>				
ICCB Workforce Preparation Grant	\$ -	\$ -	\$ -	
ICCB P-16 Initiative Grant	-	-	-	
ICCB Adult Education	243,085		243,085	
ICCB Career and Technical Education	116,852	76,704	40,148	
ICCB Innovation Grant	150,000		150,000	
ICCB College & Career Readiness			-	
ICCB Dual Credit Enhancement			-	
DCEO -Dept. of Commerce and Economic Opportunity	92,400		92,400	
Department of Corrections			-	
Other Illinois Governmental Sources	220,830.00	15,000	205,830	
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 823,167</b>	<b>\$ 91,704</b>	<b>\$ 731,463</b>	<b>11.14%</b>
<b>Federal governmental sources:</b>				
Department of Education	\$ 6,061,817	\$ 347,353	\$ 5,714,464	
Department of Health and Human Services	-	17,494	(17,494)	
Other Federal Government Sources	331,500	-	331,500	
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 6,393,317</b>	<b>\$ 364,847</b>	<b>\$ 6,028,470</b>	<b>5.71%</b>
<b>Other Sources:</b>				
<b>Nongovernmental Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 7,216,484</b>	<b>\$ 456,551</b>	<b>\$ 6,759,933</b>	<b>6.33%</b>

SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
RESTRICTED PURPOSES FUND  
FOR ONE MONTH ENDED JULY 31, 2022

Percent of Year Complete is 9%

	Legal Budget As Adjusted 7/31/22	Year to Date Expenditures 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
<b>Restricted Purposes Fund</b>				
<b>STUDENT SERVICES</b>				
Salaries	\$ 221,436		\$ 221,436	
Employee Benefits	62,987		62,987	
Contractual Services	1,017		1,017	
General Materials & Supplies	2,988		2,988	
Conference & Meeting Expense	3,426		3,426	
Capital Outlay	-		-	
Other	47,118		47,118	
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 338,972</b>	<b>\$ -</b>	<b>\$ 338,972</b>	<b>0.00%</b>
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	\$ 637,363	\$ 57,715	\$ 579,648	
Employee Benefits	117,287	10,395	106,892	
Contractual Services	231,347	2,170	229,177	
General Materials & Supplies	208,133	9,524	198,609	
Conference & Meeting Expense	101,679	3,359	98,320	
Fixed Charges	-		-	
Utilities	300		300	
Capital Outlay	191,607		191,607	
Other	42,903	3,200	39,703	
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 1,530,619</b>	<b>\$ 86,363</b>	<b>\$ 1,444,256</b>	<b>5.64%</b>
<b>SCHOLARSHIP, STUDENT GRANT \$, AND WAIVERS</b>				
Financial Aid	\$ 5,346,893	\$ 243,470	\$ 5,103,423	
<b>TOTAL</b>	<b>\$ 5,346,893</b>	<b>\$ 243,470</b>	<b>\$ 5,103,423</b>	<b>4.55%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 7,216,484</b>	<b>\$ 329,833</b>	<b>\$ 6,886,651</b>	<b>4.57%</b>



**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
AUDIT FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%

Audit Fund	Legal Budget As Adjusted 7/31/22	Year to Date Revenues 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Realized 7/31/22
Local Government Sources:				
Current Taxes	\$ 35,449	\$ -	\$ 35,449	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 35,449</b>	<b>\$ -</b>	<b>\$ 35,449</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
AUDIT FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%

Audit Fund	Legal Budget As Adjusted 7/31/22	Year to Date Expended 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
<b>INSTITUTIONAL SUPPORT</b>				
Contractual Services	\$ 39,000	\$ -	\$ 39,000	
Provision for Contingency	-	-	-	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 39,000</b>	<b>\$ -</b>	<b>\$ 39,000</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
REVENUE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%				
	Legal Budget As Adjusted 7/31/22	Year to Date Revenues 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Realized 7/31/22
Liability Protection and Settlement Fund				
Local Government Sources:				
Current Taxes	\$ 828,241	\$ -	\$ 828,241	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 828,241</b>	<b>\$ -</b>	<b>\$ 828,241</b>	<b>0.00%</b>

**SHAWNEE COMMUNITY COLLEGE  
EXPENDITURE REPORT  
LIABILITY PROTECTION AND SETTLEMENT FUND  
FOR ONE MONTH ENDED JULY 31, 2022**

Percent of Year Complete is 9%				
	Legal Budget As Adjusted 7/31/22	Year to Date Expended 7/31/22	(Over)/Under Budget 7/31/22	Percent of Budget Expended 7/31/22
Liability Protection and Settlement Fund				
<b>INSTITUTIONAL SUPPORT</b>				
Salaries	119,499	\$ 8,972	110,527	
Employee Benefits	236,145	12,852	223,293	
Contractual Services	571,000	19,859	551,141	
General Materials & Supplies	21,500	-	21,500	
Fixed Charges	349,000	97	348,903	
Capital Outlay	196,000	-	196,000	
Other	-	-	-	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$1,493,144</b>	<b>\$41,780</b>	<b>\$1,340,837</b>	<b>2.80%</b>

**SHAWNEE COMMUNITY COLLEGE**

**For the Month of July 2022**  
**Approval of Bills**

**FUND**

Education Fund	\$938,392.39
Building Fund	86,478.10
Restricted Bldg. Fund	14,879.41
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	100,630.95
Restricted Purposes Fund (Grants)	107,710.27
Restricted Purposes - FWS*	0.00
Restricted Purposes - PELL	243,470.32
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	845.03
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	41,780.97
<b>GRAND TOTAL</b>	<b>\$1,534,188.44</b>

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 Chairman

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 Secretary

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 Date


**Shawnee Community College  
Accounts Payable Check Register  
July 2022**

Check Number	Check Date	Payee	Check Amount	Void Amount
0031800	7/7/2022	A-1 Automotive Repair	2,408.42	
0031801	7/7/2022	Allen Media Broadcasting	505.00	
0031802	7/7/2022	Bushue Human Resources, Inc.	36.00	
0031803	7/7/2022	Celco Partnership	63.45	
0031804	7/7/2022	City of Metropolis	4,131.96	
0031805	7/7/2022	Computer Discount Warehouse Go	177.00	
0031806	7/7/2022	Computer Discount Warehouse Go	960.48	
0031807	7/7/2022	Computer Discount Warehouse Go	175.90	
0031808	7/7/2022	Computer Discount Warehouse Go	439.80	
0031809	7/7/2022	Computer Discount Warehouse Go	167.91	
0031810	7/7/2022	Connie Sue's Restaurant Corpor	370.75	
0031811	7/7/2022	Crowdus Maintenance & Cleaning	36,327.00	
0031812	7/7/2022	Diamedical Usa Equipment Llc	289.49	
0031813	7/7/2022	Dish Network	173.08	
0031814	7/7/2022	Ellucian, Inc.	1,618.75	
0031815	7/7/2022	Fort Massac Water District	1,092.11	
0031816	7/7/2022	Frontier		90.44
0031817	7/7/2022	Frontier	67.45	
0031818	7/7/2022	Harrah's Metropolis	800.00	
0031819	7/7/2022	Higher Learning Commission	5,438.30	
0031820	7/7/2022	Hitterman's Merchandise Mart	18.94	
0031821	7/7/2022	Kevin Hunsperger	84.24	
0031822	7/7/2022	Idea Creative Marketing, Inc	1,500.00	
0031823	7/7/2022	Illinois Department of Agricul	50.00	
0031824	7/7/2022	Johnstone of Paducah	1,259.07	
0031825	7/7/2022	NAPA Auto Tire & Parts	34.74	
0031826	7/7/2022	Wabash Valley College		3,200.00
0031827	7/7/2022	Orkin	90.00	
0031828	7/7/2022	Paducah Sun	1,225.00	
0031829	7/7/2022	Pilot TravelCenters LLC	400.00	
0031830	7/7/2022	Pocket Nurse	80.45	
0031831	7/7/2022	Pocket Nurse	57.54	
0031832	7/7/2022	Pocket Nurse	1,439.10	
0031833	7/7/2022	Regions Bank	269.07	
0031834	7/7/2022	Regions Bank	742.01	
0031835	7/7/2022	Republic Services	148.93	
0031836	7/7/2022	SCC Bookstore	11.59	
0031837	7/7/2022	SCC Bookstore	976.67	
0031838	7/7/2022	SCC Bookstore	294.81	
0031839	7/7/2022	SCC Bookstore	257.22	
0031840	7/7/2022	SCC Bookstore	354.53	

**Shawnee Community College  
Accounts Payable Check Register  
July 2022**

Check Number	Check Date	Payee	Check Amount	Void Amount
0031841	7/7/2022	Southern FS Inc.	159.90	
0031842	7/7/2022	Southern Illinois Electric Co	35,672.86	
0031843	7/7/2022	St. Moritz Security Services,	8,811.14	
0031844	7/7/2022	Trainers Warehouse	301.23	
0031845	7/7/2022	UPS	792.15	
0031846	7/7/2022	West End Plaza	336.00	
0031847	7/7/2022	Marcella Woodson	300.00	
0031848	7/12/2022	AFLAC Attn Remittance Processi	487.06	
0031849	7/12/2022	American Century Investments	228.08	
0031850	7/12/2022	Bank of America HSA (Electroni	152.08	
0031851	7/12/2022	Bluecross Blueshield of Illino	37,714.90	
0031852	7/12/2022	Continental American Insurance	36.41	
0031853	7/12/2022	Delta Dental of Illinois-Risk	1,151.39	
0031854	7/12/2022	EFTPS (E lectronic Fed Tax Paym	38,425.26	
0031855	7/12/2022	EMC National Life Company	13.63	
0031856	7/12/2022	Family Support Payment Center	106.00	
0031857	7/12/2022	Fiduciary Trust Intl of the So	37.50	
0031858	7/12/2022	Illinois Tax Pmt Program (Elec	13,278.99	
0031859	7/12/2022	Illinois Tax Pmt Program (Elec	394.23	
0031860	7/12/2022	Kentucky State Treasurer	912.06	
0031861	7/12/2022	Sun Life Financial	2,712.22	
0031862	7/12/2022	VALIC	25.00	
0031863	7/12/2022	Washington National Ins. Co.	46.25	
0031864	7/13/2022	Xerox Financial Services LLC	412.00	
0031885	7/15/2022	D & D Equipment Sales, Inc.	10,063.34	
0031886	7/15/2022	ACI Payments, Inc.	889.03	
0031887	7/15/2022	Ameren Illinois	90.44	
0031888	7/15/2022	Baker & Taylor	228.12	
0031889	7/15/2022	Teale M. Betts	66.63	
0031890	7/15/2022	Mr. Rodney Brugger	725.00	
0031891	7/15/2022	Bushue Human Resources, Inc.	5,200.00	
0031892	7/15/2022	Cairo Public Utilities	2,042.79	
0031893	7/15/2022	ILCARRICOTTHREE, LLC	10,926.50	
0031894	7/15/2022	City of Anna	150.73	
0031895	7/15/2022	Clearwave Communications	3,827.12	
0031896	7/15/2022	Computer Discount Warehouse Go	192.70	
0031897	7/15/2022	Computer Discount Warehouse Go	177.00	
0031898	7/15/2022	Computer Discount Warehouse Go	296.25	
0031899	7/15/2022	Computer Discount Warehouse Go	722.18	
0031900	7/15/2022	Computer Discount Warehouse Go	722.18	
0031901	7/15/2022	Connie Sue's Restaurant Corpor	161.00	

**Shawnee Community College  
Accounts Payable Check Register  
July 2022**

Check Number	Check Date	Payee	Check Amount	Void Amount
0031902	7/15/2022	Mr. Dana Cross	550.00	
0031903	7/15/2022	Ellucian, Inc.	13,014.75	
0031904	7/15/2022	Ellucian, Inc.	3,000.00	
0031905	7/15/2022	Flinn Scientific Inc.	929.23	
0031906	7/15/2022	Frontier	372.41	
0031907	7/15/2022	Gibbs Technology Company	1,172.95	
0031908	7/15/2022	Graphics Galore	2,545.00	
0031909	7/15/2022	Gt Leasing Corporation	630.05	
0031910	7/15/2022	Heiberg Consulting	1,599.00	
0031911	7/15/2022	Hitterman's Merchandise Mart	60.94	
0031912	7/15/2022	Illinois Masonic Children's	500.00	
0031913	7/15/2022	Lowe's	1,941.71	
0031914	7/15/2022	McGraw-Hill Global Education	5,073.75	
0031915	7/15/2022	Office Depot	240.80	
0031916	7/15/2022	SCC Bookstore	16.68	
0031917	7/15/2022	SCC Bookstore	2,133.28	
0031918	7/15/2022	SCC Bookstore	3,429.50	
0031919	7/15/2022	Scheffer Financial Services	13.49	
0031920	7/15/2022	Shawnee Mass Transit District	8,384.38	
0031921	7/15/2022	Sommer Lawn Care	2,152.00	
0031922	7/15/2022	St. Moritz Security Services,	9,137.32	
0031923	7/15/2022	Chevis L. Thompson	285.00	
0031924	7/15/2022	UPS	73.85	
0031925	7/15/2022	David A. Voigt	1,120.00	
0031926	7/15/2022	Woodburn Press	865.46	
0031927	7/15/2022	WPSD TV	637.50	
0031928	7/15/2022	Xerox Corporation	76.24	
0031929	7/15/2022	Xerox Financial Services LLC	189.50	
0031930	7/20/2022	Illinois American Water	228.50	
0031931	7/20/2022	Makenzie L. Ness	100.00	
0031935	7/22/2022	Ac Systems, Inc.	425.14	
0031936	7/22/2022	ACT Finance	48.00	
0031937	7/22/2022	Kathy L. Anderson	1,050.00	
0031938	7/22/2022	Teale M. Betts	333.53	
0031939	7/22/2022	BSN Sports	475.00	
0031940	7/22/2022	Celco Partnership	6,791.06	
0031941	7/22/2022	Beth A. Crowe	68.00	
0031942	7/22/2022	Elsevier Health Science	16,606.59	
0031943	7/22/2022	Farnsworth Group, Inc.	2,369.85	
0031944	7/22/2022	Farnsworth Group, Inc.	8,700.00	
0031945	7/22/2022	FP Mailing Solutions	89.31	

**Shawnee Community College  
Accounts Payable Check Register  
July 2022**

Check Number	Check Date	Payee	Check Amount	Void Amount
0031946	7/22/2022	Frontier	56.33	
0031947	7/22/2022	Gibbs Technology Leasing, LLC	93.44	
0031948	7/22/2022	Grand Rivers Community Bank	2,000.00	
0031949	7/22/2022	Grand Rivers Community Bank	10,000.00	
0031950	7/22/2022	Gt Leasing Corporation	572.31	
0031951	7/22/2022	Rachel A. Hannan	20.63	
0031952	7/22/2022	Hitterman's Merchandise Mart	40.93	
0031953	7/22/2022	Illinois Heartland Library Sys	9.00	
0031954	7/22/2022	Illinois Library Association	95.00	
0031955	7/22/2022	Johnson Controls, Inc.	2,001.90	
0031956	7/22/2022	Johnson, Schneider & Ferrell,	2,550.00	
0031957	7/22/2022	Johnstone of Paducah	528.51	
0031958	7/22/2022	KBSI-TV	4,755.00	
0031959	7/22/2022	KLK Grant Consultants	1,492.25	
0031960	7/22/2022	Office Depot	5.40	
0031961	7/22/2022	Performance Health Holdings, I	2,306.18	
0031962	7/22/2022	Pick Up Mart	942.27	
0031963	7/22/2022	Pick Up Mart	2,113.24	
0031964	7/22/2022	Alaina K. Pinnon	75.00	
0031965	7/22/2022	Quill	2,216.25	
0031966	7/22/2022	Regions Bank	1,717.91	
0031967	7/22/2022	Regions Bank	9,609.96	
0031968	7/22/2022	Regions Bank	5,034.37	
0031969	7/22/2022	Reppert's Office Supply	1,613.68	
0031970	7/22/2022	Reserve Account	4,000.00	
0031971	7/22/2022	American Welding & Gas, Inc.	273.90	
0031972	7/22/2022	Shawnee Stone, LLC	1,253.10	
0031973	7/22/2022	Sparklight Business	94.71	
0031974	7/22/2022	BEMAC Consulting	3,140.00	
0031975	7/22/2022	Kara L. Story	75.00	
0031976	7/22/2022	Titan Industrial Chemicals, LL	720.00	
0031977	7/22/2022	University of Illinois	2,092.00	
0031978	7/22/2022	UPS	64.13	
0031979	7/22/2022	Tia R. Whitaker	125.00	
0031980	7/22/2022	Worldpoint ECC Inc.	184.20	
0031981	7/22/2022	Xerox Financial Services LLC	222.50	
0031982	7/22/2022	Baker & Taylor	48.52	
0031983	7/26/2022	Alliance Screening & Occupatio	785.80	
0031984	7/26/2022	AFLAC Attn Remittance Processi	487.06	
0031985	7/26/2022	AirMedCare Network	1,324.15	
0031986	7/26/2022	American Century Investments	234.08	

**Shawnee Community College  
Accounts Payable Check Register  
July 2022**

Check Number	Check Date	Payee	Check Amount	Void Amount
0031987	7/26/2022	Bank of America HSA (Electroni	152.08	
0031988	7/26/2022	Bluecross Blueshield of Illino	37,714.90	
0031989	7/26/2022	Continental American Insurance	36.41	
0031990	7/26/2022	Delta Dental of Illinois-Risk	1,151.39	
0031991	7/26/2022	EFTPS (E lectronic Fed Tax Paym	37,233.75	
0031992	7/26/2022	EMC National Life Company	13.63	
0031993	7/26/2022	Family Support Payment Center	106.00	
0031994	7/26/2022	Fiduciary Trust Intl of the So	37.50	
0031995	7/26/2022	Illinois Tax Pmt Program (Elec	13,098.01	
0031996	7/26/2022	Illinois Tax Pmt Program (Elec	394.23	
0031997	7/26/2022	Kentucky State Treasurer	887.00	
0031998	7/26/2022	Sun Life Financial	2,701.77	
0031999	7/26/2022	VALIC	25.00	
0032000	7/26/2022	Washington National Ins. Co.	46.25	
E0000018	7/19/2022	State Universities Retirement	29,168.01	
E0000019	7/19/2022	State Universities Retirement	3,788.26	
E0000020	7/27/2022	State Universities Retirement	32,230.46	
M228	7/11/2022	Illinois Department of Revenue	2,184.00	
		Total	566,896.24	3,290.44



**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
97833	7/15/2022	Christie, Roberta L.	2,243.25
97834	7/15/2022	Faulkner, Christina L.	1,324.87
97835	7/15/2022	McKeown, Jayson D.	505.91
97836	7/15/2022	Seyer, Jonathan	518.04
97837	7/15/2022	Stark, Karen L.	1,454.89
97838	7/15/2022	Brown, Gregory A.	47.20
97839	7/15/2022	Reichert, Joellen	755.08
97840	7/15/2022	Reichert, Kendall F.	630.13
97841	7/15/2022	Stubblefield, Vernon	173.63
97842	7/29/2022	Christie, Roberta L.	2,243.25
97843	7/29/2022	VOID	-
97844	7/29/2022	Price, Donna S.	1,633.84
97845	7/29/2022	Seyer, Jonathan	518.04
97846	7/29/2022	Stark, Karen L.	1,454.89
97847	7/29/2022	Reichert, Joellen	444.65
97848	7/29/2022	Reichert, Kendall F.	348.29
97849	7/29/2022	Vincent, Connie M.	71.14
97850	7/29/2022	Faulkner, Christina L.	1,324.87
79419	7/15/2022	Armstrong, Lori A.	6,584.86
79420	7/15/2022	Ashby, Malinda J.	1,818.10
79421	7/15/2022	Askew, Jipaum S.	2,126.73
79422	7/15/2022	Ball, Orena L.	1,498.02
79423	7/15/2022	Basler, Joella	2,778.04
79424	7/15/2022	Betts, Teale M.	1,762.45
79425	7/15/2022	Bigham, Stephanie M.	980.91
79426	7/15/2022	Black, David E.	3,478.29
79427	7/15/2022	Black, Sabrina L.	1,135.38
79428	7/15/2022	Boyd, Danielle N.	1,489.31
79429	7/15/2022	Bradley, Craig	3,872.57
79430	7/15/2022	Brown, Brenda R.	3,245.24
79431	7/15/2022	Capps, Tamara K.	2,302.08
79432	7/15/2022	Cather, Darci A.	3,232.06
79433	7/15/2022	Chambers, Lynne M.	498.88
79434	7/15/2022	Chamness, Virginia S.	1,031.24
79435	7/15/2022	Clark, Christopher A.	2,927.94
79436	7/15/2022	Clark, Lora L.	1,247.34
79437	7/15/2022	Copeland, Vyta N.	498.88
79438	7/15/2022	Cornelious, Weldon, Leslie A.	1,647.12
79439	7/15/2022	Cornelissen, Vicky J.	1,039.11
79440	7/15/2022	Cornwell, Timothy J.	1,472.34
79441	7/15/2022	Crowe, Beth A.	2,076.11

**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79442	7/15/2022	Davenport, Anna	1,682.42
79443	7/15/2022	Davis, Carrie B.	1,301.39
79444	7/15/2022	Davis, Evelyn D.	894.76
79445	7/15/2022	Dawson, Cody	1,533.46
79446	7/15/2022	Dillow, Rhonda L.	1,971.00
79447	7/15/2022	Doerr, Cara C.	2,288.80
79448	7/15/2022	Dollins, Judith A.	2,703.66
79449	7/15/2022	Dover, Lydia J.	1,673.50
79450	7/15/2022	Dudley, Tina M.	1,183.06
79451	7/15/2022	Fehrenbacher, Dwayne J.	1,821.23
79452	7/15/2022	Fontana, Sandra L.	2,610.51
79453	7/15/2022	Forthman, Emily B.	2,191.54
79454	7/15/2022	Frassato, Kylee N.	1,417.97
79455	7/15/2022	Frizzell, Timothy A.	3,718.90
79456	7/15/2022	Gerard, Anthony S.	2,767.44
79457	7/15/2022	Goforth, Charles B.	1,516.03
79458	7/15/2022	Gordon, Beatrice	869.85
79459	7/15/2022	Hamilton, Smith, Jacqueline	1,062.34
79460	7/15/2022	Hannan, Amanda N.	2,360.44
79461	7/15/2022	Harner, Ginger R.	2,264.02
79462	7/15/2022	Harris, Wendy D.	2,136.03
79463	7/15/2022	Hazel, Amanda N.	1,143.87
79464	7/15/2022	Herre, Brian C.	1,441.88
79465	7/15/2022	Herren, Jennifer K.	1,214.81
79466	7/15/2022	Hickam, Jamie L.	1,322.84
79467	7/15/2022	Hill, Tanya S.	1,752.96
79468	7/15/2022	Hines, Lorena M.	2,682.89
79469	7/15/2022	Holland, Micah C.	731.77
79470	7/15/2022	Howard, Eric	1,850.42
79471	7/15/2022	Hunsperger, Kevin	2,287.22
79472	7/15/2022	Jennings, Kelly D.	1,555.34
79473	7/15/2022	Johnson, Lindsay B.	1,753.24
79474	7/15/2022	Justice, Kaylee	865.27
79475	7/15/2022	Kineman, Daniel L.	1,491.01
79476	7/15/2022	King, Erin R.	1,596.15
79477	7/15/2022	Knight, Cecilia M.	1,222.57
79478	7/15/2022	Koch, Donald N.	2,353.54
79479	7/15/2022	Lingle, Randy W.	2,010.56
79480	7/15/2022	Lucas, Robert	1,934.83
79481	7/15/2022	Malone, Sherrie D.	2,754.82
79482	7/15/2022	Mason, Gregory K.	2,323.96

**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79483	7/15/2022	McGinnis, Connie R.	2,276.81
79484	7/15/2022	McGoy, Jeffery L.	494.74
79485	7/15/2022	McGoy, Karen M.	1,798.88
79486	7/15/2022	McNally, Michael	3,135.92
79487	7/15/2022	Meyer, Lisa F.	1,361.30
79488	7/15/2022	Meyers, Kaylyn L.	1,224.51
79489	7/15/2022	Nicolaides, Ian A.	3,898.77
79490	7/15/2022	Nodeen, Marsha K.	929.78
79491	7/15/2022	Pearman, Allen W.	975.72
79492	7/15/2022	Poat, Erica R.	977.78
79493	7/15/2022	Price, Lisa L.	3,073.05
79494	7/15/2022	Reach, Mindy J.	1,354.03
79495	7/15/2022	Ribbing, Sheryl L.	3,480.15
79496	7/15/2022	Rice, Ronnie D.	1,340.73
79497	7/15/2022	Rottmann, Heather A.	518.04
79498	7/15/2022	Rouse, Felicia	1,821.91
79499	7/15/2022	Salazar, Becky	519.07
79500	7/15/2022	Sauerbrunn, Kayla R.	3,292.70
79501	7/15/2022	Severs, Virginia L.	1,283.45
79502	7/15/2022	Sheffer, Amy L.	3,848.76
79503	7/15/2022	Shelby, Kristin N.	2,207.14
79504	7/15/2022	Simpson, Stacy J.	1,521.83
79505	7/15/2022	Smith, Kyle S.	1,773.57
79506	7/15/2022	Smith, Wanda R.	2,523.53
79507	7/15/2022	Smith, Julia, Jesse R.	2,572.41
79508	7/15/2022	Sparks, John R.	1,961.00
79509	7/15/2022	Steinmetz, Matthew E.	1,451.10
79510	7/15/2022	Steinmetz, Rebecca L.	1,237.45
79511	7/15/2022	Stoup, William R.	1,846.25
79512	7/15/2022	Suggs, Amber	1,745.01
79513	7/15/2022	Taylor, Timothy	5,094.92
79514	7/15/2022	Teske, April Y.	2,315.14
79515	7/15/2022	Thompson, Chevis L.	1,926.05
79516	7/15/2022	Thornsberry, Ryan J.	2,280.64
79517	7/15/2022	Thornsberry, Sarah E.	496.82
79518	7/15/2022	Trowbridge, Mande M.	1,356.35
79519	7/15/2022	Van Meter, Jonathan L.	1,760.14
79520	7/15/2022	VanAlstine, Lee F.	3,194.85
79521	7/15/2022	Vellella, Christopher A.	2,243.10
79522	7/15/2022	Vines, Deborah	1,102.13
79523	7/15/2022	Walton, James L.	1,513.67

**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79524	7/15/2022	Whitnel, Brett P.	1,512.03
79525	7/15/2022	Williams, Michelle L.	829.60
79526	7/15/2022	Woods, Brandy S.	2,373.96
79527	7/15/2022	Woolridge, Robert E.	2,755.62
79528	7/15/2022	Wright, Christina D.	1,554.21
79529	7/15/2022	Baker, Debra L.	218.78
79530	7/15/2022	Blood, Adelina J.	897.83
79531	7/15/2022	Burgess, Michael	237.38
79532	7/15/2022	Chambers, Jamie M.	193.93
79533	7/15/2022	Claspihl, Stacey E.	871.84
79534	7/15/2022	Crites, Marilyn M.	779.87
79535	7/15/2022	Dalton, Amelia R.	479.02
79536	7/15/2022	Devenny, Marianne	36.04
79537	7/15/2022	Dusch, Keturah M.	893.93
79538	7/15/2022	Eads, Brianna F.	262.34
79539	7/15/2022	Edwards, Jessica E.	874.59
79540	7/15/2022	Fisher, Stephanie J.	531.19
79541	7/15/2022	Green, Kandyce T.	483.68
79542	7/15/2022	Hannan, Rachel A.	805.56
79543	7/15/2022	Harris, Julian M.	557.05
79544	7/15/2022	Harris, Rana L.	1,002.11
79545	7/15/2022	Hayes, Stephanie	409.30
79546	7/15/2022	Koch, Brian S.	890.78
79547	7/15/2022	Korte, Rhea C.	332.60
79548	7/15/2022	Lewis, Jan F.	1,053.55
79549	7/15/2022	McBride, Artie M.	719.03
79550	7/15/2022	McClellan, Heaven M.	638.16
79551	7/15/2022	McEwen, Sayveon L.	695.21
79552	7/15/2022	McNichols, Randall J.	452.61
79553	7/15/2022	Meyers, Tiffany A.	666.79
79554	7/15/2022	Murray, Maggie A.	514.08
79555	7/15/2022	Rice, Colton D.	523.31
79556	7/15/2022	Ryan, Blake R.	902.76
79557	7/15/2022	Solomon, Jabre A.	487.40
79558	7/15/2022	Sommer, Gary H.	181.55
79559	7/15/2022	Squellati, Brooke D.	278.62
79560	7/15/2022	Stecher, Beverly A.	553.89
79561	7/15/2022	Taylor, Cody M.	704.12
79562	7/15/2022	Thoe, Alexandra I.	574.06
79563	7/15/2022	Woods, Aaron C.	795.81
79564	7/29/2022	Armstrong, Lori A.	4,792.90

**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79565	7/29/2022	Ashby, Malinda J.	1,818.10
79566	7/29/2022	Askew, Jipaum S.	2,126.73
79567	7/29/2022	Ball, Orena L.	1,498.02
79568	7/29/2022	Basler, Joella	2,778.04
79569	7/29/2022	Betts, Teale M.	1,702.45
79570	7/29/2022	Bigham, Stephanie M.	980.91
79571	7/29/2022	Black, David E.	3,478.29
79572	7/29/2022	Black, Sabrina L.	1,135.38
79573	7/29/2022	Boyd, Danielle N.	1,489.31
79574	7/29/2022	Bradley, Craig	3,966.06
79575	7/29/2022	Brown, Brenda R.	3,245.24
79576	7/29/2022	Capps, Tamara K.	2,302.08
79577	7/29/2022	Cather, Darci A.	3,232.06
79578	7/29/2022	Chambers, Lynne M.	498.88
79579	7/29/2022	Chamness, Virginia S.	1,031.24
79580	7/29/2022	Clark, Christopher A.	2,757.94
79581	7/29/2022	Clark, Lora L.	1,247.34
79582	7/29/2022	Copeland, Vyta N.	498.88
79583	7/29/2022	Cornelious, Weldon, Leslie A.	1,647.12
79584	7/29/2022	Cornelissen, Vicky J.	1,039.11
79585	7/29/2022	Cornwell, Timothy J.	1,472.34
79586	7/29/2022	Crowe, Beth A.	2,076.11
79587	7/29/2022	Davenport, Anna	1,682.42
79588	7/29/2022	Davis, Carrie B.	1,301.39
79589	7/29/2022	Davis, Evelyn D.	894.76
79590	7/29/2022	Dawson, Cody	1,533.46
79591	7/29/2022	Dillow, Rhonda L.	1,971.00
79592	7/29/2022	Doerr, Cara C.	2,288.80
79593	7/29/2022	Dollins, Judith A.	2,703.66
79594	7/29/2022	Dover, Lydia J.	1,673.50
79595	7/29/2022	Duckworth, Victor	262.20
79596	7/29/2022	Dudley, Tina M.	1,183.06
79597	7/29/2022	Fehrenbacher, Dwayne J.	1,821.23
79598	7/29/2022	Fontana, Sandra L.	2,610.51
79599	7/29/2022	Forthman, Emily B.	2,134.88
79600	7/29/2022	Frassato, Kylee N.	1,387.97
79601	7/29/2022	Frizzell, Timothy A.	3,718.90
79602	7/29/2022	Gerard, Anthony S.	2,767.44
79603	7/29/2022	Goforth, Charles B.	1,516.03
79604	7/29/2022	Gordon, Beatrice	869.85
79605	7/29/2022	Hamilton, Smith, Jacqueline	1,062.34

**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79606	7/29/2022	Hannan, Amanda N.	2,360.44
79607	7/29/2022	Harner, Ginger R.	2,264.02
79608	7/29/2022	Harris, Wendy D.	2,788.59
79609	7/29/2022	Hazel, Amanda N.	1,143.87
79610	7/29/2022	Herre, Brian C.	1,441.88
79611	7/29/2022	Herren, Jennifer K.	1,214.81
79612	7/29/2022	Hickam, Jamie L.	1,322.84
79613	7/29/2022	Hill, Tanya S.	1,692.96
79614	7/29/2022	Hines, Lorena M.	2,943.92
79615	7/29/2022	Holland, Micah C.	731.77
79616	7/29/2022	Howard, Eric	2,148.25
79617	7/29/2022	Hunsperger, Kevin	2,287.22
79618	7/29/2022	Jennings, Kelly D.	1,555.34
79619	7/29/2022	Johnson, Lindsay B.	1,753.24
79620	7/29/2022	Justice, Kaylee	865.27
79621	7/29/2022	Kineman, Daniel L.	1,491.01
79622	7/29/2022	King, Erin R.	1,596.15
79623	7/29/2022	Knight, Cecilia M.	1,222.57
79624	7/29/2022	Koch, Donald N.	2,353.54
79625	7/29/2022	Lingle, Randy W.	2,010.56
79626	7/29/2022	Lucas, Robert	1,934.83
79627	7/29/2022	Malone, Sherrie D.	2,754.82
79628	7/29/2022	Mason, Gregory K.	2,267.30
79629	7/29/2022	McGinnis, Connie R.	2,276.81
79630	7/29/2022	McGoy, Jeffery L.	494.74
79631	7/29/2022	McGoy, Karen M.	1,798.88
79632	7/29/2022	McNally, Michael	3,135.92
79633	7/29/2022	Meyer, Lisa F.	1,361.30
79634	7/29/2022	Meyers, Kaylyn L.	1,224.51
79635	7/29/2022	Nicolaides, Ian A.	3,898.77
79636	7/29/2022	Nodeen, Marsha K.	929.78
79637	7/29/2022	Pearman, Allen W.	975.72
79638	7/29/2022	Poat, Erica R.	977.78
79639	7/29/2022	Price, Lisa L.	3,073.05
79640	7/29/2022	Reach, Mindy J.	1,354.03
79641	7/29/2022	Ribbing, Sheryl L.	3,480.15
79642	7/29/2022	Rice, Ronnie D.	1,167.40
79643	7/29/2022	Rottmann, Heather A.	518.04
79644	7/29/2022	Rouse, Felicia	1,821.91
79645	7/29/2022	Salazar, Becky	519.07
79646	7/29/2022	Sauerbrunn, Kayla R.	3,292.70

**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79647	7/29/2022	Severs, Virginia L.	1,164.89
79648	7/29/2022	Sheffer, Amy L.	3,848.76
79649	7/29/2022	Shelby, Kristin N.	2,147.14
79650	7/29/2022	Simpson, Stacy J.	1,521.83
79651	7/29/2022	Smith, Kyle S.	1,773.57
79652	7/29/2022	Smith, Wanda R.	2,523.53
79653	7/29/2022	Smith, Fulia, Jesse R.	2,572.41
79654	7/29/2022	Sparks, John R.	1,961.00
79655	7/29/2022	Steinmetz, Matthew E.	1,281.10
79656	7/29/2022	Steinmetz, Rebecca L.	1,237.45
79657	7/29/2022	Stoup, William R.	1,846.25
79658	7/29/2022	Suggs, Amber	1,745.01
79659	7/29/2022	Taylor, Timothy	4,957.42
79660	7/29/2022	Teske, April Y.	2,315.14
79661	7/29/2022	Thompson, Chevis L.	1,926.05
79662	7/29/2022	Thornsberry, Ryan J.	2,280.64
79663	7/29/2022	Thornsberry, Sarah E.	496.82
79664	7/29/2022	Van Meter, Jonathan L.	1,760.14
79665	7/29/2022	VanAlstine, Lee F.	3,194.85
79666	7/29/2022	Vellella, Christopher A.	2,243.10
79667	7/29/2022	Vines, Deborah	1,042.13
79668	7/29/2022	Walton, James L.	1,513.67
79669	7/29/2022	Whitnel, Brett P.	1,512.03
79670	7/29/2022	Williams, Michelle L.	829.60
79671	7/29/2022	Woods, Brandy S.	2,373.96
79672	7/29/2022	Woolridge, Robert E.	2,755.62
79673	7/29/2022	Wright, Christina D.	1,554.21
79674	7/29/2022	Baker, Debra L.	116.12
79675	7/29/2022	Blood, Adelina J.	806.56
79676	7/29/2022	Brown, Phillip C.	515.98
79677	7/29/2022	Burgess, Michael	237.38
79678	7/29/2022	Chambers, Jamie M.	427.40
79679	7/29/2022	Clark, Jenna N.	65.55
79680	7/29/2022	Claspihl, Stacey E.	871.84
79681	7/29/2022	Crites, Marilyn M.	684.83
79682	7/29/2022	Dalton, Amelia R.	382.88
79683	7/29/2022	Dusch, Keturah M.	993.25
79684	7/29/2022	Eads, Brianna F.	250.93
79685	7/29/2022	Edwards, Jessica E.	849.57
79686	7/29/2022	Fisher, Stephanie J.	640.62
79687	7/29/2022	Green, Kandyce T.	325.44

**Shawnee Community College  
Payroll Check and Advice Register  
July 2022**

Check/Advice Number	Check/Advice Date	Employee Name	Check/Advice Amount
79688	7/29/2022	Hannan, Rachel A.	770.12
79689	7/29/2022	Harris, Julian M.	572.53
79690	7/29/2022	Harris, Rana L.	609.70
79691	7/29/2022	Hayes, Stephanie	423.12
79692	7/29/2022	Koch, Brian S.	983.32
79693	7/29/2022	Korte, Rhea C.	225.46
79694	7/29/2022	Lewis, Jan F.	1,053.55
79695	7/29/2022	McClellan, Heaven M.	474.04
79696	7/29/2022	McEwen, Sayveon L.	681.40
79697	7/29/2022	McNichols, Randall J.	626.93
79698	7/29/2022	Meyers, Tiffany A.	758.17
79699	7/29/2022	Murray, Maggie A.	395.36
79700	7/29/2022	Rice, Colton D.	513.38
79701	7/29/2022	Ryan, Blake R.	830.44
79702	7/29/2022	Smith, Sherie S.	355.72
79703	7/29/2022	Solomon, Jabre A.	735.08
79704	7/29/2022	Taylor, Cody M.	588.01
79705	7/29/2022	Thoe, Alexandra I.	377.34
79706	7/29/2022	Woods, Aaron C.	751.46
Total			<u>\$ 475,862.15</u>



**SHAWNEE COMMUNITY COLLEGE**

Interfund Transfer		
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
September 6, 2022	Shawnee Community College	\$140,000.00
<b>From:</b> Fund-16 (Restricted Purpose Fund)		
<b>To:</b> Fund-01 (Education Fund)		
<b>Purpose:</b> On 7.31.22, a transfer was initiated to repay an interfund loan made on 8.31.21 from the Education Fund to the Restricted Purposes Fund.		
_____		_____
Chairman		Secretary
<b>Date:</b> _____		

## Board Memorandum



### Board of Trustees

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

### Student Trustee

Riley Scarbrough

### President

Dr. Tim Taylor

### Vice Presidents

Darci Cather  
Chris Clark  
Dr. Lisa Price

### Executive Directors

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Chris Clark

**RE:** Quarterly Monitoring Report - Facilities

**Date:** 09.06.22

**Background:** As noted in Section 10 of Board Policy B4003, the College is to provide a Quarterly Facilities Monitoring Report in the month of September. The report is attached (next page).

Since this is the College's initial/first Facilities Monitoring Report, VP Clark and Director Koch will provide an overview of the projects and progress included.

**Recommendation:** I recommend the Board review the Facilities Monitoring Report, direct any questions, and/or make recommendations for future improvement to VP Clark and Director Koch.



## Quarterly Board Monitoring Report

### Facilities

September 2022

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## Introduction to Facilities

**DON KOCH**

Director of Facilities

### **MAINTENANCE TEAM**

**RONNIE RICE**

Maintenance Technician

**RANDY McNICHOLS**

Maintenance Assistant

### **HVAC SPECIALIST**

**MATTHEW STEINMETZ**

HVAC Technician

## Executive Summary for Facilities

The SCC Facilities Department is responsible for the following (and in alignment with **Goal 4, Objective 8, Strategy A** of the Strategic Plan: Strengthening the Colleges Infrastructure in ways that promote student learning, completion and institutional sustainability):

- Align capital projects plan with the College's strategic plan.
- Evaluate the possibility of conducting a Facility Conditions Assessment (FCA).

## Quarterly Update: Completed Projects

### **Metropolis Parking Lot**

Ribbon cutting on May 24<sup>th</sup>, expanding truck driving program by adding additional entrances and exits into the area of the parking lot used for the training range.

Added new drive lanes, modifying existing parking lot striping and modified existing parking lot lighting.

- Substantial completion was August 4, 2022.
- Final completion was August 18, 2022.



Base Bid – Existing westernmost landscaping islands within the parking area to remain, no work to be done. Existing light poles located in the westernmost landscaping islands to remain.

Alternate Bid: Demolish existing westernmost landscaping islands (4 total). Remove and salvage existing parking lot light poles and light fixtures (2 total), currently located within the demolished landscaping islands. Remove existing conductors and abandon conduit after cutting below the parking lot surface. Install new asphalt paving and subbase at locations of demolished landscaping islands. Install salvaged parking lot lighting assembly west of the western perimeter of the parking lot in the grassy area. Install new conduit and conductors as indicated on the drawings.

- Base Bid: \$145,925.87
- Alternate Bid: \$44,983.24
- Total: \$190,909.11



New entrance looking south. Water draining across existing parking lot.

## Ballfield Fence and Batting Cage

The batting cage building has been insulated and some pieces of metal have been replaced. The netting was installed that should help reduce the number of batted balls that can strike the walls of the building. The fencing for the baseball field has been installed. The fence for the softball field will be installed as soon as weather permits the work to be done.



## Compressors (2) Installed for Buildings H & I

The three existing York 150 ton air-cooled chillers serving Building H & I are nearing the end of their useful life. Of the three chillers, SCC is able to get one (sometimes two) to function properly in order to properly cool the spaces they serve. The three chillers were originally designed so that one was a redundant piece of equipment.

The proposed design would be based upon a new air-cooled chiller located in the same designated exterior space. If possible, it will reuse the existing concrete curb, electrical gear, wall penetrations and ancillary items.

The scope of professional services mentioned above was completed by Farnsworth Group for the below professional fees:

- Architecture \$10,000
- Mechanical & Electrical Engineering \$32,350
- Commissioning \$2,000

## **Office Moves, Painting and Classroom Updates**

Nine offices were moved on January 31, 2022, prior to those, six offices were moved. Additional offices moved afterward were U of I, SBDC and PR. IT Department and all of Maintenance was involved in these moves.

Classroom updates, replacement of TV's, computers and existing monitors, added additional touchscreen monitors, removed and replaced all cables. We had 11 rooms done, ten here and one at Anna, but over the summer SCC upgraded 17 more rooms. Of the 17, four have not had the TV's put up yet, but everything else is done. Metro had three rooms upgraded. Cairo will have one totally upgraded and one partially upgraded. Anna had 7 rooms upgraded. Also upgraded was a conference room at Anna.

Along with the traditional classrooms, our Educational Technology Administrator upgraded all the ITV rooms. Founders Room, River Room, Darci's, April's, Chris', and Dr. Taylor's office and H1042 and TLC at the Main Campus, 111 at Anna, 106 and 117 at Metro underwent major upgrading. 122 at Metro was moved and received an upgrade as did Cairo 100, 101 and 122.

Vienna 303, 309 and 112 is having major upgrades, all basically completed except the added monitors, but they are on campus.

Installation of TV's alone, maybe 2 or 3 a day was a norm.

## **Anna LED**

Replaced all interior and exterior lights at the Anna Extension Center (not the parking lot lights). All lights were replaced with energy efficient LED bulbs.

- Project assigned to Ameren Illinois.
- Cost of total project, \$13,198.32 with the project incentive amount being \$6,466.32 and SCC's cost at \$6,732. This included all equipment and installation.
- Estimated annual electric dollars saved is \$2,672.99.
-



## Gymnasium Floor and Bleachers

Replacement of gymnasium floor and bleachers, renovation for ADA compliancy. Project also includes providing additional wiring and disconnect for single phase 120 volt power to home and visitor sites, and adding 4' x 8' media platform.

- Contract Amount - \$230,229



## Gymnasium Floor and Bleachers Approximate Timeline

Task Name	Duration	Start	Finish
<b>Milestones</b>	109 days	Tue 4/26/22	Fri 9/23/22
Contract executed	1 day	Tue 4/26/22	Tue 4/26/22
Notice to Proceed	1 day	Tue 4/26/22	Tue 4/26/22
Preconstruction Meeting	1 day	Thu 5/5/22	Thu 5/5/22
<b>Submittal Review</b>	40 days	Tue 4/26/22	Mon 6/20/22
Wood Flooring	25 days	Wed 4/27/22	Tue 5/31/22
Bleachers	67 days	Wed 4/27/22	Thu 7/28/22
Electrical	40 days	Wed 4/27/22	Tue 6/21/22
<b>Lead Times</b>	<b>114 days</b>	<b>Wed 6/1/22</b>	<b>Mon 11/7/22</b>
Wood Flooring	74 days	Wed 6/1/22	Mon 9/12/22
Bleachers	72 days	Fri 7/29/22	Mon 11/7/22
<b>Demo</b>	<b>17 days</b>	<b>Mon 8/22/22</b>	<b>Tue 9/13/22</b>
Remove Bleachers	7 days	Mon 8/22/22	Tue 8/30/22
Remove Gym Floor	8 days	Wed 8/31/22	Fri 9/9/22
Repair Subfloor	2 days	Mon 9/12/22	Tue 9/13/22
Repair walls after bleacher removal	2 days	Mon 9/12/22	Tue 9/13/22
<b>Install</b>	<b>65 days</b>	<b>Tue 9/6/22</b>	<b>Mon 12/5/22</b>
Electrical install	5 days	Tue 9/6/22	Mon 9/12/22
Wood Floor Install	20 days	Mon 9/12/22	Fri 10/7/22
Wood Floor Cure Time	20 days	Mon 10/10/22	Fri 11/4/22
Bleacher Install	20 days	Tue 11/8/22	Mon 12/5/22

## **Ballfield Road and Lighting**

The scope of SCC Ballfield Road and Lighting was provided by Farnsworth Group, with the following task order:

A gravel road begins at the south asphalt paved parking lot termination, loops southward toward the baseball and softball fields, then extends northward and connects to the asphalt paved lot near the truck driving school. SCC want to pave this gravel road and accommodate two-way traffic. A small access road will be extended from the new road to the existing paved old tennis courts. The old tennis courts will be utilized for ballfield parking. No additional pavement work will be need at the parking area. Additionally, the gravel area northeast and northwest of the batting cage will be paved to accommodate parking.

The road will be illuminated for general wayfinding and to provide some basic light. The lighting will not meet any standards or specific criterial for illumination standards.

## **LED Light Project – Main Campus**

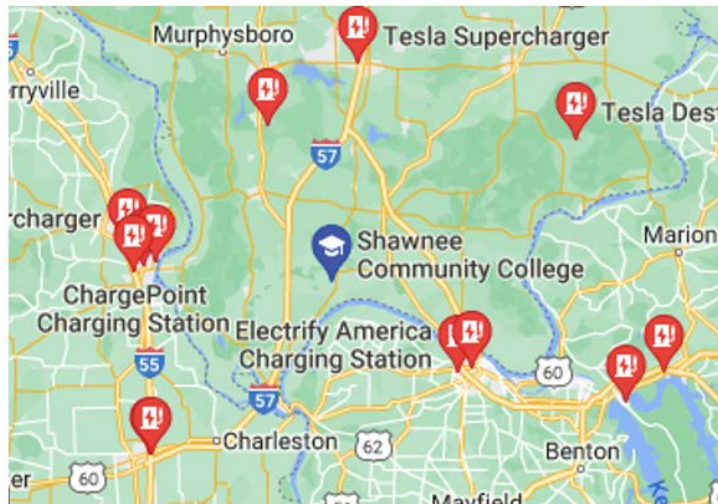
Submission, and awarded IGEN (Illinois Green Economy Network) Grant of \$95,000 for Lamp removal and replacement of T8 fluorescent bulbs, fixtures and replace with the installation of LED energy efficient lighting at Shawnee's main and Rustic Campus.

## **Electric Charging Station**

Submission, and awarded IGEN (Illinois Green Economy Network) Grant of \$8,339 for costs associated with the installation of a dual-sided charging station.

Approximate cost for dual level 2 station base price would be \$2,490, delivery at \$150, software at \$99 per year, additional charges for electrical work, signage and installation.

Below is a map noting the closest charging stations from Shawnee Community College. SCC, because of its economic standing will, have to encourage marketing for travelers from the interstate to utilize our services. This would bring notice to our college, and the surround businesses. SCC also plans on purchasing an electric vehicle for its fleet, which will also be used as a teaching reference for our automotive classes.



Above are the closest charging stations to Shawnee Community College (Center of Map).

The charging stations to the left, are in our neighboring state Missouri. The stations located to the right are in our other neighboring state, Kentucky.

The closest charging station in Illinois would be: Tesla Supercharger in Marion IL, approximately 40 miles to our north. Or Tesla Destination Charger, again approximately 40 miles from the college. Or there is one in Herod, 60 miles from Shawnee Community College.

## River Room

The River Room is going under much need renovations. The display case, which was on loan, was returned, the captain's wheel was moved to the Cairo Extension Center. New coat of paint, sheetrock, electrical work, three TV's, and a new ceiling.

Work began immediately after the previous board meeting, completion is set for August 31, 2022 – just in time for the next board meeting.

## Facility Conditions

Once Board finalizes approval of a firm for our RFP “Facility Condition Assessment Services”, some typical touchpoints, both external and internal would be employed during strategic capital planning to create alignment and coordinate work:

- Mobilization – a meeting to formally initiate the project.
- Status Reports – bi-monthly meetings, to provide status updates.
- Data Collection – SCC will provide firm with any pre-existing studies and/or data sets.
- Building Walk Throughs – As needed.
- Interviews – Interviews with specific system trade supervisors to confirm and verify information compiled during field inspections. The deficiency list, prioritization and costing information will be verified during these interviews.
- Data Qualification – Review assessment information to date in presentation format.

- Strategy Qualification Meeting - Discussion of historical and future funding availability, institutional priorities
- Preliminary Presentation - Approved firm will deliver a presentation to validate findings and identify questions with data collection and/or analysis.
- Final Presentation - To be given to leadership team, trustees, or any appropriate audience. Presentation will provide context of historical funding levels, detail how backlog came to exist, give a summary level overview of facilities needs highlighting key strategic issues, and summarization of firm recommendation for a facilities reinvestment plan that showcases the relationship between mission and available funding.

## Board Memorandum



### Board of Trustees

James Darden  
Steve Heisner  
Michael McMahan  
April Moore  
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John Windings  
Andrea Witthoft

### Student Trustee

Riley Scarbrough

### President

Dr. Tim Taylor

### Vice Presidents

Darci Cather  
Chris Clark  
Dr. Lisa Price

### Executive Directors

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Chris Clark

**RE:** Quarterly Monitoring Report – Information Technology

**Date:** 09.06.22

**Background:** As noted in Section 10 of Board Policy B4003, the College is to provide a Quarterly Information Technology Monitoring Report in the month of September. The report is attached (next page).

Since this is the College's initial/first Information Technology Monitoring Report, VP Clark and Director Fehrenbacher will provide an overview of the projects and progress included.

**Recommendation:** I recommend the Board review the Information Technology Monitoring Report, direct any questions, and/or make recommendations for future improvement to VP Clark and Director Fehrenbacher.



## Quarterly Board Monitoring Report

### Information Technology

September 2022

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## Introduction to Information Technology

### DWAYNE FEHRENBACHER

Director of Information Technology

#### EDUCATION TECHNOLOGY

##### RUSS STOUP

Education Technology Administrator

##### ROBERT LUCAS

Education Technology Specialist

#### NETWORK INFRASTRUCTURE

##### DAN KINEMAN

Network Support Specialist

#### INFORMATION SYSTEMS

##### JONATHAN VAN METER

Computer Services Specialist

#### I.T. SUPPORT

##### TIM CORNWELL

I.T. Support Specialist

##### SABRINA BLACK

I.T. Student Support Specialist

##### JULIAN HARRIS

Technology Support Specialist

## Executive Summary for Information Technology

The SCC Information Technology Department is responsible for the following (and in alignment with **Goal 4, Objective 7, Strategy A** of the Strategic Plan: Strengthening the Colleges Infrastructure in ways that promote student learning, completion and institutional sustainability):

- Implementing educational technologies that enhance the classroom experience
- Maintaining a reliable network infrastructure
- Providing a support Helpdesk for all students, staff and faculty
- Administrating all software services and information systems required for the College's operation



## Quarterly Update: Completed Projects

### **Ellucian Cloud Migration Project – Phase 1**

#### **Services moved to the cloud:**

- **Colleague UI** – The user interface managed by staff in order to enter student data, course information, financial aid, etc. Data entered is stored in a Microsoft SQL database and is now maintained and secured by Ellucian.
- **Self-Service** – Provides a suite of features for students, staff and faculty that is integrated with Colleague. Important services include financial aid, schedule planning and enrollment, advisement, time entry, item procurement, and retention alert.
- **Operational Data Store (ODS)** – This is an updatable copy of the College's production database for reporting. It allows production data to be accessible for reporting while business processes continue.
- **Ethos** – A unifying platform that fosters an open environment in which applications can talk to each other and deliver a seamless user experience.

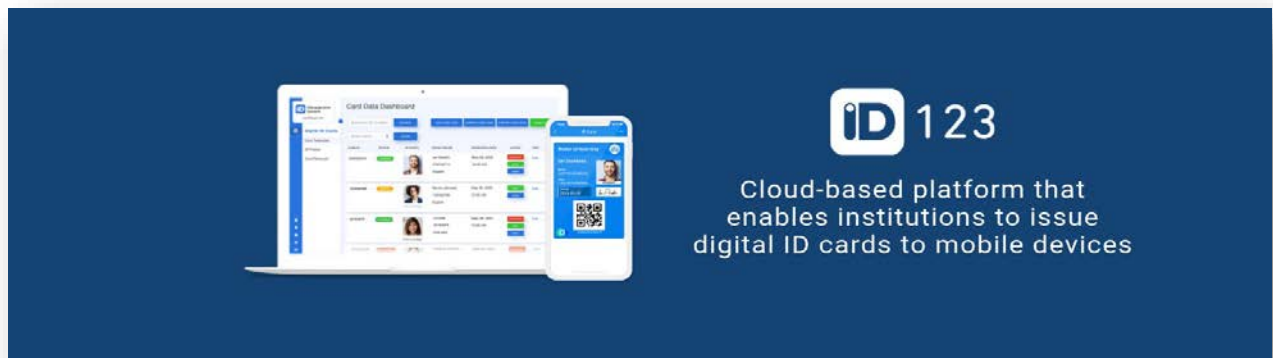
The project's **Mock 2 Data Upload** was completed on June 17th. This resulted in the creation of a Colleague cloud test environment, which allowed us to begin our **User Acceptance Training (UAT)**.

UAT began on June 20th. This process involved the testing of all Colleague UI and Self-Service functions that are a part of the College's standard operations. Each department's Colleague power users were responsible for testing their respective areas of the system. This testing was done to ensure that no standard operating procedures would be negatively affected or unusable on the project go-live date.

The final Mock upload will begin on August 24th in which the on-premise database will be copied to the Ellucian cloud. The cloud team will turn the live environment over to the UAT Colleague power users for final testing and acceptance on August 27th. Pending acceptance, the new cloud environment be live for all users on August 29th. This will mark the completion of Phase 1 of the cloud migration project.

## Third Party Software & Integrations

### SCC Virtual IDs



The Technology Team began looking for a new solution for the College's aging ID card system back in March 2022. It was proposed that the College move to a virtual ID system. The team looked at different solutions, eventually deciding to implement the ID123 virtual ID system.

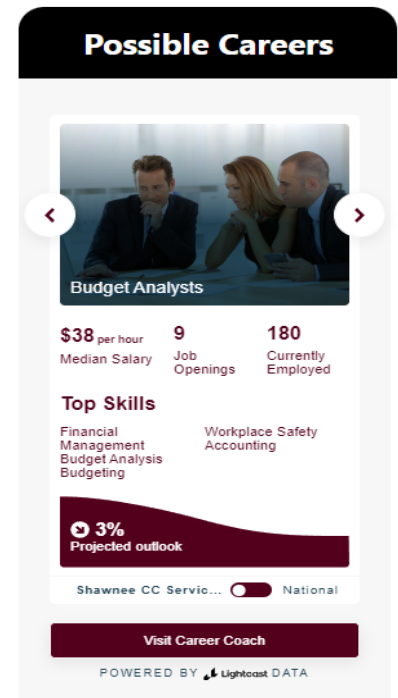
A group of students and full-time employees was selected to pilot the implementation of the new platform. The reception was very positive. In August the system was rolled out to all students and employees.



## Career Coach

The Career Coach platform allows students and community members to discover majors and in-demand careers based on their interests.

I.T. assisted Career Services in implementing Career Coach on the SCC website. The Career Services webpage was redesigned to incorporate Career Coach. A Career Coach widget was added to all SCC Programs of Study webpages, allowing viewers to see what careers the programs can prepare them for at a glance.



## Simple Syllabus

Simple Syllabus is a centralized, template-driven platform that enables instructors to quickly personalize and publish interactive class syllabi.

A successful pilot of the software was completed in Summer 2022. The software was rolled out to all faculty in Fall 2022.

## Smart Evals

SmartEvals is an institutional assessment software for higher education.

Piloting will begin with the Fall 2022 semester. A full rollout is planned for Q4 of 2022 with full Ellucian Ethos integration into Colleague.

## Etrieve Upgrade

Etrieve by Softdocs is the College's electronic document filing system.

Over the Summer, I.T. upgraded Etrieve to the newest version. This provided major bug fixes and enhancements, including advanced searching and form submissions.

## Educational Technology

Many upgrades were implemented over the Summer 2022 semester. These include and are aligned with **Goal 4, Objective 7, Strategy A** (Strengthening the College's Infrastructure in ways that promote student learning, completion, and institutional sustainability, ensuring technology supports student learning and student success):

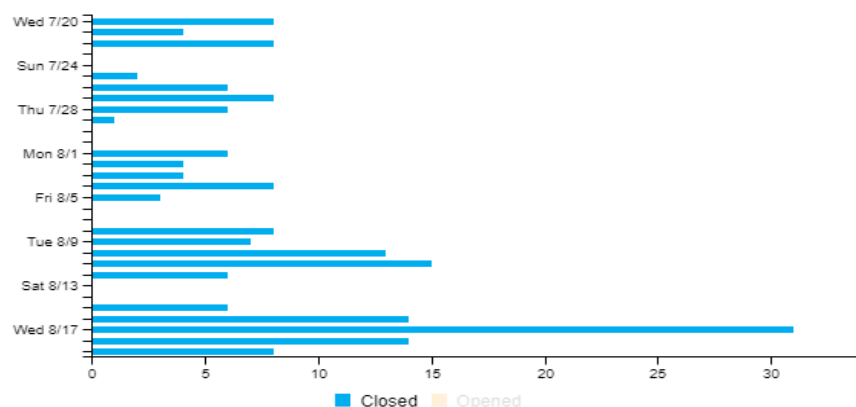
- Replaced all classroom PCs
- Added touchscreen monitors in all ITV classrooms
- Replaced outdated Smart Boards with Smart TVs
- Relocated the Metropolis ITV room from 121 to 122
- Installed a new Adult Education computer lab at Metropolis with 18 student PCs
- Technology was added to all classrooms to allow Zoom collaboration
- K1127 and K1135 computer labs were upgraded to Windows 11 to support updated curriculum
- Installed Solid State Drives (SSDs) in all SBDC lab PCs to greatly increase performance

## Help Desk

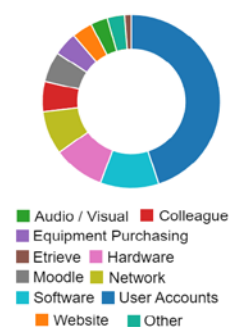
The I.T. Department provides support to all SCC students and employees via email, phone, and the Help Desk portal. Tickets are assigned to the appropriate team member and completed as quickly as possible.

The Help Desk system keeps track of all tickets created and can generate custom reports used to improve I.T. procedures. This is aligned with **Goal 4, Objective 8, Strategy A** (Strengthening the College's Infrastructure in ways that promote student learning, completion, and institutional sustainability, ensuring facilities support student learning and success).

Tickets Closed 7/20/22 - 8/17/22



Category Breakdown



## Quarterly Update: Planned Projects

### **Ellucian Cloud Migration Project – Phase 2**

#### **Ellucian Experience**

Ellucian Experience is a personalized hub for timely, actionable campus information. Experience aggregates relevant content from multiple sources to provide value and key information.

Experience will replace the current mySCC user portal with a modern interface and an enhanced user experience. The project kickoff began August 2nd with an anticipated go-live date of December 2022.

#### **Intelligent Learning Platform (ILP)**

The ILP integrates our Learning Management System (Moodle) with our student information system (Colleague). I.T. will be migrating the ILP from on-premise to the cloud in September 2022.

#### **Ellucian Ethos Integration**

In Q4 2022, I.T. will be configuring Ethos with third-party software vendors, including ID123 Virtual IDs, Smart Evals, and Simple Syllabus.

### **Planned Infrastructure Updates**

- Firewall replacement at Main Campus and Anna Extension
- Replace all non-PoE network switches
- Add mobile nursing lab
- Integrate College Catalog with SCC Website
- Slow rollout of Windows 11 to users
- Full rollout of Office 2021
- Evaluate the potential of conducting a Technology Readiness Assessment (**Goal 4, Objective 7, Strategy B**)

## Board Memorandum



### Board of Trustees

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

### Student Trustee

Riley Scarbrough

### President

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### Executive Directors

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Emily Forthman

**RE:** Quarterly Monitoring Report – Human Resources

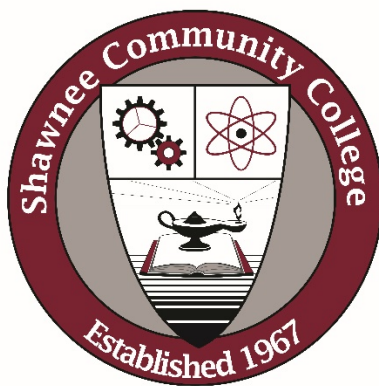
**Date:** 09.06.22

**Background:** As noted in Section 10 of Board Policy B4003, the College is to provide a Quarterly Human Resources Monitoring Report in the month of September. The report is attached (next page).

In addition, the Board Policies of *Employee Relationships* (B3001), *Organizational Culture* (B3003), and *Employment, Compensation, & Benefits* (B3004) might assist with analysis of this Monitoring Report; thus, all three policies are included, for your convenience... and located after the Monitoring Report.

Since this is the College's initial/first Human Resources Monitoring Report, ED Forthman will provide an overview of the projects and progress included.

**Recommendation:** I recommend the Board review the Human Resources Monitoring Report, direct any questions, and/or make recommendations for future improvement to ED Forthman.



## Quarterly Board Monitoring Report

Human Resources

September 2022

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## Introduction to Human Resources

This year has been a busy year. I look forward to sharing with you all that's been accomplished toward the Strategic Plan initiatives for this quarter. I have really enjoyed the part of the Shared Governance process that allows me to work directly with employees on their desires and needs for their employment. Although it's a new mindset it is empowering to see them work together for the common good and to see positive changes being discussed as a team. Throughout the year the DEI Council has worked to integrate elements of diversity, equity, and inclusion into all College systems and processes utilizing the work of the Employee Relations Team, Professional Development Team as well as the Cultural Awareness Team.

***Emily Forthman,***  
***Executive Director of Human***  
***Resources***



## Executive Summary for Human Resources

SCC Human Resources is responsible for the following areas of the Strategic Plan:

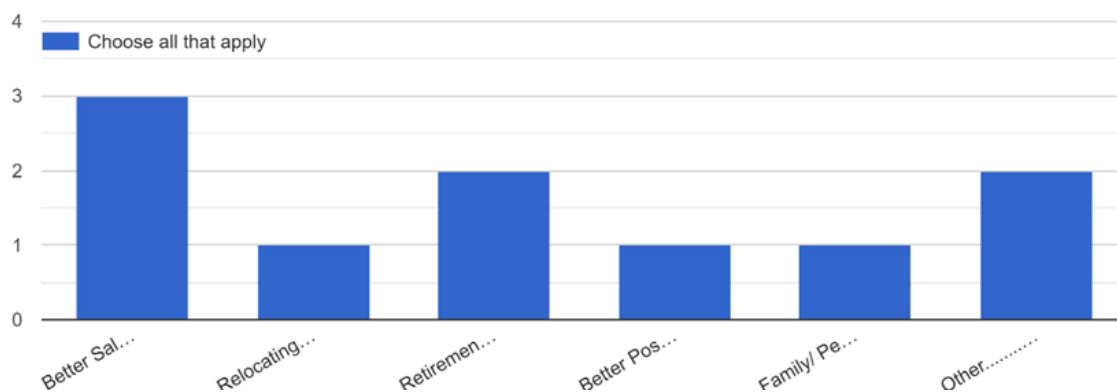
- **Goal 3, Objective 1, Strategy A – Establish a Diversity, Equity, & Inclusion Committee**
  - Committee established and has been meeting regularly.
  - In June, a Training was provided entitled Fostering Diversity, Equity & Inclusion in the Workplace.
  - A DEI plan to strengthen organizational DEI should be completed by Dec. 2022.
- **Goal 3, Objective 1, Strategy F – Review and revise HR procedures to ensure equity**
  - Employee policies and procedures are being divvied up to teams to review & revise as needed.
  - A Remote Work policy has been drafted for insertion to the manual.
  - Bias training was provided by Attorney John Schneider to aid in equitable hiring, supervisory and evaluation processes.
- **Goal 3, Objective 2, Strategy B – Provide Customer Service Training**
  - Kicked off the first round of a series of training at Convocation with guest speaker, Sherry Wessel, SVP/GM of Harrah's Metropolis Casino.
- **Goal 3, Objective 2, Strategy D – Explore the possibility of establishing an externship or exchange experience for interested employees.**
- **Goal 3, Objective 3, Strategy B – Perform an organizational skills assessment to identify talent gaps**
- **Goal 3, Objective 3, Strategy C – Create opportunities for cross-skill training**
  - Advising is working to do this and to identify back ups to assist in an emergency
- **Goal 3, Objective 5, Strategy A – Establish a new orientation process**
  - The Employee Relations team identified a checklist of items and training that is necessary for orientation. We will work on improving each piece of this to be more interactive so that it's not all HR.
  - 28 New hires were brought through the hiring process since January 1, 2022.
- **Goal 3, Objective 5, Strategy B – Implement an employee exit interview process**
  - Completed and started (see results on page 5-6)
- **Goal 3, Objective 5, Strategy D – Create consistent employee recognition processes.**
  - We have made sure to recognize new hires with photos so that those on campus will know them when they see them and to help them feel welcomed.
  - Started recognizing employee service awards more broadly to include social media for public recognition and praise.
  - Employee Relations team has brainstormed a list of ideas and will be finalizing a draft proposal to the council in the near future.
  - Goal 3, Objective 5, Strategy E – Develop events that promote inclusive employee interaction.
    - See page 10 for a complete list of employee programming/ activities

## Exit Interview

The Employee Relations team worked with me to implement an **exit interview process**. I have been using that a few months now and have gathered data from 7 employees who terminated. Here is a summary of the results received thus far.

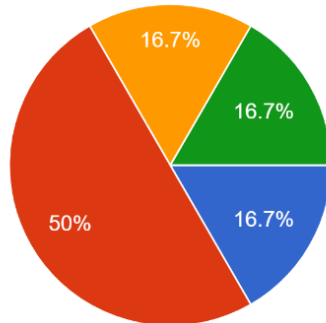
This will enable SCC to identify trends that need to be addressed or opportunities where we can improve our ability to respond to employee issues and develop retention strategies aimed to address these issues. Those who leave their employment voluntarily are interviewed face to face by Human Resources and asked the following questions. We have questions directly related to the supervisor and several that are open ended question to allow for further explanation. But here is a recap of the ones that reflect directly on their thoughts about Shawnee Community College.

Was your decision to leave Shawnee Community College influenced by any of the following?



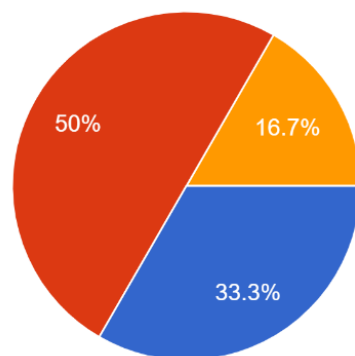
How was the cooperation within your department?

6 responses



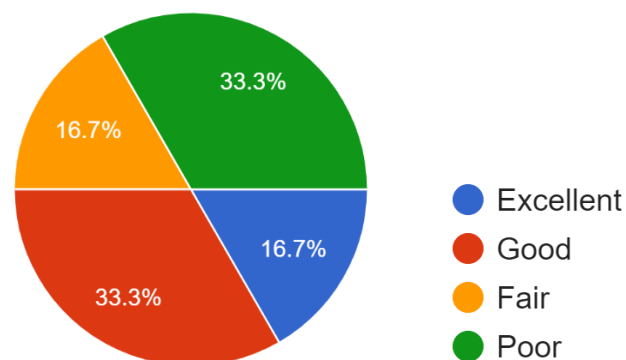
How would you rate the Executive Leadership of the College?

6 responses



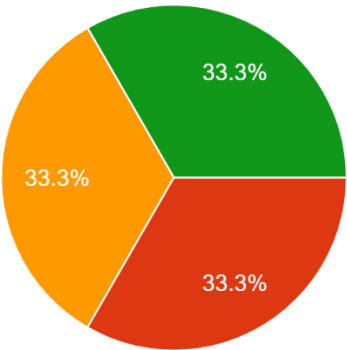
How was communication on the SCC Campus

6 responses

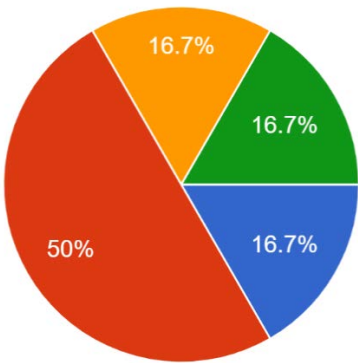


How would you rate your salary for your position?

6 responses

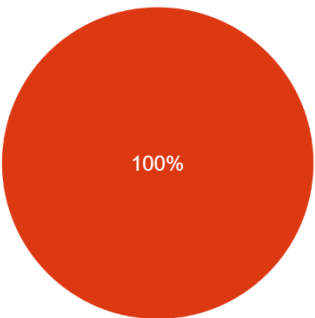


working conditions at SCC?

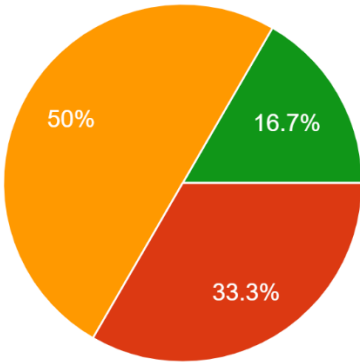


How was SCC Health Insurance?

5 responses



rate the advancement opportunities



- Excellent
- Good
- Fair
- Poor

## SCC Employee Culture

The Cultural Awareness team is working to increase employee teamwork and satisfaction with the workplace. Based on Strategic Plan 3.5.E. the team has done the following: Had a Crazy Sock day in March to bring awareness to Down Syndrome. Door posting contest in April to Celebrate Diversity Month, had an employee appreciation week where we had certain themed potlucks each day. We had a mental health speaker provide a lunch and learn during this session. A cornhole tourney was a success with trophies provided to the winners. We've held various cookouts and campus clean up days which helps us work with other employees we don't normally see or work with.

When it was discovered that employees were concerned about SCC not celebrating the Juneteenth Holiday this year (knowing it was only put on the calendar for 2023), the team made a request/recommendation for it to be honored in 2022. The team provided awareness by having a speaker and decorations to make it a true celebration.

A presentation was provided on American Disability Act day which showcased celebrities and their ABILITIES even though they had a particular disability.



## Recruitment

With recruitment being such a big part of time spent this year, I wanted to break down some of the numbers for you. We've had approximately 30 employees hired since January 1, but it takes speaking to so many more than that to get an applicant hired. Applicants are pushed to go to the Shawnee website to apply and we often wonder why they don't submit any of the documents needed when they do. Why is there no resume or cover letter or letters of recommendation attached? Since we don't have an applicant tracking system, I try to use the free version of Indeed in that way. When looking at the analytics of my Indeed postings, the answer is pretty clear. It's because 77% of our applicant traffic is from mobile devices. They aren't going to have those items readily accessible to send. The Employee Relations team hasn't gotten to review our hiring policy or procedures yet, but it is definitely something we will want to consider updating. Are we outdated is asking applicants before they even get an interview to provide us two letters of recommendation? I seem to lose the most applicants at that point because they can't get it easily or have other options more easily accessible, they can apply, be interviewed and be hired much more quickly. At the College, we have to tell applicants that we can't make an offer for a few weeks after the next Board meeting and some decide to take other positions by that point. I put most of my advertising into Indeed because it gets me the most traffic per job posting. I get a more diverse group of applicants from all over the region versus newspaper advertising in only our local towns. From August 1, 2022 – August 23, 2022 our job postings had 3,047 impressions. Now only about 7% of those viewing the job actually applied. Many of those don't end up submitting an actual SCC application, but it at least gives me several more candidates to source from and an avenue to follow up with them about all of the documentation needed to apply.

Since this is my first report, I will leave you with this list of Employee activities that have been accomplished in the past five months.



Activity	Date	Program
Door posting defining diversity	4/1/2022	Celebrate Diversity Month
New Hire Welcome	4/1/2022	Photo Acknowledgement - Kylee Frassato & Ronnie Rice
Shared EAP Resource Guide	4/7/2022	Workplace Diversity: Standing Together
Celebrate Diversity Month	4/14/2022	ASK Model
New Hire Welcome	4/18/2022	Photo Acknowledgement - Matt Steinmetz, Dan Kineman
Mandated Reporter Refresher Training	4/26/2022	Sent out reminder of certification needed every 3 years
Employee Appreciation Week	5/2/2022	Mental Health Speaker - lunch & learn (potato bar)
Employee Appreciation Week	5/3/2022	Taco Tuesday and Games
Employee Appreciation Week	5/4/2022	May the Fourth be with You Star Wars décor and potluck
Employee Appreciation Week	5/5/2022	Cornhole Tourney & Cookout
Covid Leave Reimbursement	5/5/2022	HB1167 Bill which gave employees eligible time off for covid
Employee Appreciation Week	5/6/2022	Cookout and campus clean-up day
Video Tips	5/6/2022	Crucial Conversations - How to disagree respectfully
Webinar	5/12/2022	Better Communication in a Diverse Workforce
Mental Health Newsletter	5/17/2022	Mental Health Awareness
New Hire Welcome	5/19/2022	Photo Acknowledgement - Lydia Dover
Article Reading - Crucial Skills for Supv	5/25/2022	How to Address Repeated Bad Behavior
Article Reading	6/1/2022	How to build an LGBTQ+ Inclusive Campus
Remote Work Policy	6/2/2022	Remote Work policy draft taken to Executive Council
Holiday Recommendation	6/6/2022	Request made and approved to celebrate Juneteenth in 2022
Accountability	6/6/2022	Supervisor Sills Article RE: Accountability
LGBTQIA in the Workplace	6/7/2022	EAP Resources re: parenting, Work/Life, Legal, Financial, Counseling
Webinar	6/8/2022	Bringing a more inclusive approach to diversity
Transgender Persons	6/13/2022	Article for how to be inclusive in the workplace of transgendered
Pronouns Webinar	6/15/2022	Communication for LGBTQ+
Video Tips	6/15/2022	Crucial Conversations - How to set clear expectations & Boundaries
Fraud, Waste and Abuse Reminder	6/16/2022	Sent out reminder of policy along with reporting instructions
Webinar	6/16/2022	Bridging Generational Gaps
Fostering Diversity, Equity, & Inclusion in the Workplace	6/28/2022	Training with certification
Life Flight Discount Suggested	7/1/2022	Fringe Benefits
Minority Mental Health Month	7/6/2022	EAP Resources sent out
Cookout and cleanup Day	7/15/2022	Clean Up & Cookout Day (along with Band Camp performance)
ABILITIES Presentation	7/26/2022	American Disability Act Day
Reduce Stress Article	8/3/2022	Sent Crucial Skills article about reducing stress in this economy
Cookout and cleanup Day	8/5/2022	Burger, Brats, Hot Dogs, Chips and Cookies
Back to School Anxiety	8/10/2022	ComPsych - helping employees help family with back-to-school anxiety
National Lefthander Day	8/13/2022	Contest of who can find the most left-handed employees
Service Awards	8/15/2022	Presented Service Awards at Convocation
Customer Service Training	8/15/2022	Sherry Wessel, Harrah's gave 45-minute presentation on Service
Unconscious Bias Training	8/15/2022	John Schneider, Attorney did a 1 hour training





# Policy

**Policy Title:** Employee Relationships

**Number:** B3001

**Policy Type:** Board – Executive Limitations

**Responsible:** President

**Related Policies:** [B2000](#), [B2001](#), [B2002](#), [B2203](#)

**Linked Procedures:** None

**Related Laws:** None

**Related Standards:** None

**HLC Criterion:** 1C2, 1C3, 2A2, 3C, 5A, 5B

## Policy Statement

The President shall create and sustain an environment that supports the achievement of the Board's Strategic Outcomes. As such, the President shall create a workplace environment where employees feel safe and believe they are treated in a respectful, ethical, and equitable manner.

Without limiting the scope of the above statement by the following list, the President shall not:

- Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
  - Permit staff to be without adequate protection from harassment and bias.
  - Permit staff to be uninformed of the performance standards by which they will be assessed.
- Fail to take appropriate action when the President becomes aware of any violation of law, collective bargaining agreement, or any College policy.
- Retaliate against any staff member for non-disruptive expression of dissent.
- Allow staff to be unprepared to deal with emergency situations.
- Permit staff to be without reasonable opportunity for professional growth and development.

## Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees



# Policy

**Policy Title:** Organizational Culture

**Number:** B3003

**Policy Type:** Board – Executive Limitations

**Responsible:** President

**Related Policies:** [B2000](#), [B2001](#), [B2002](#), [B2203](#)

**Linked Procedures:** None

**Related Laws:** None

**Related Standards:** None

**HLC Criterion:** 1B3, 1C2, 1C3, 2A2, 2E2, 2E4, 3B3, 3C, 5A, 5B

## Policy Statement

The President shall create and sustain an environment that supports the achievement of the Board's Strategic Outcomes. As such, the President shall create a work environment of open, transparent, and honest communication that encourages the development of trust, cooperation, and collaboration while maintaining appropriate confidentiality.

Without limiting the scope of the above statement by the following list, the President shall not:

- Operate without an enforced internal Code of Conduct, of which all employees are made aware, that clearly outlines the rules of expected employee behavior.
- Permit employees and others to be without a mechanism for confidential reporting of alleged or suspected improper activities, without fear of retaliation.
- Cause or allow research involving either human subjects or animals that does not adhere to generally accepted ethical principles and policy.
  - Permit potential researchers to be without readily available guidelines for ethical research and assistance in identifying and solving ethical problems.
  - Permit research that has not been subject to independent ethical review.

## Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees



# Policy

**Policy Title:** Employment, Compensation, and Benefits

**Number:** B3004

**Policy Type:** Board – Executive Limitations

**Responsible:** President

**Related Policies:** [B2001](#), [B2002](#), [B2203](#)

**Linked Procedures:** None

**Related Laws:** None

**Related Standards:** None

**HLC Criterion:** 1C2, 1C3, 2A2, 3C, 5A, 5B

## Policy Statement

The President shall create and sustain a compensation and benefit system that enables the College to attract and retain high-quality employees without jeopardizing the fiscal integrity of the College.

Accordingly, the President shall not:

- Unilaterally change the terms of his/her employment contract with the College.
- Promise or imply permanent or guaranteed employment.
- Establish compensation and benefits that:
  - Create obligations over a term that cannot be sustained by projected revenues.
  - Exceed parameters established by the Board.
  - Cause unfunded liabilities to occur.
  - Violate federal or state law.
- Fail to implement processes to address conflicts of interest in hiring of employees, consultants, and contract workers.
- Fail to disclose any known conflict of interest to the Board prior to hiring. If any conflict of interest becomes known after the date of hire, the President will notify the Board at the next regularly scheduled Board meeting.
- Fail to provide the Board with a quarterly Human Resource Monitoring Report.

## Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees

## Board Memorandum



### Board of Trustees

James Darden  
Steve Heisner  
Michael McMahan  
April Moore  
Deborah Shelton-Yates  
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Dr. Lisa Price

### Executive Directors

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Dr. Lisa Price

**RE:** Community Education Programming (B1007) Policy

**Date:** 09.06.22

**Background:** The annual Community Education Monitoring Report was presented at the August 1, 2022 Board meeting. At that meeting, new policy language was introduced (highlighted on the next page) aimed at improving the Board's expectations and increasing administrative accountability. A first read of the new policy language was made. At this point, it would be appropriate for the Board to make any final adjustments to the policy and approve a revision.

**Recommendation:** I recommend the Board adopt the revised B1007 Community Education Programming policy and direct the President to implement the revised policy.



# Policy

**Policy Title:** Community Education Programming **DRAFT REVISION** **Number:** B1007  
**Policy Type:** Board – Strategic Outcomes  
**Responsible:** President  
**Related Policies:** [B1002](#)  
**Linked Procedures:** None  
**Related Laws:** None  
**Related Standards:** None  
**HLC Criterion:** 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

## Policy Statement

As identified in the College purpose statement, community education programming is an essential service that contributes to the personal interest, growth, and enrichment of community members.

Students receive value by engaging in the College's community education courses, seminars, camps, and programs (i.e. community education programming) designed to help them fully develop their natural abilities by gaining knowledge and skill on topics of personal interest. By completing these lifelong learning activities, students potentially: enrich their lives, increase their personal satisfaction, gain a sense of self- fulfillment, adapt to change, increase their wisdom, and strike a balance between work and life. Further, students benefit from community education programming that enables them to continuously pursue and sustain their passion in ways that lead to feelings of social inclusion and demonstrations of active citizenship through active and meaningful contributions to society. Students receive greater value when their passions for community education programming can be linked to their professional interests or work life.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve community education programming.

### Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in community need, student interest, enrollment, fiscal stewardship **and deployment.**

The measures and indicators suggested below are advisory in nature and are intended to provide the President with a broad range of ideas as to what the Board might find helpful as it monitors the College's progress on the key performance areas for this Strategic Outcome. The President, at his/her discretion, can modify the measures and indicators as needed.

## Key Monitoring Activities: [CONTINUED]

Specific measures for **community need** may include data that illustrates how civic development and engagement needs are being met. Potential indicators might include the number of community education courses (or programs) offered; the number of unique community education courses offered (i.e. those courses not offered by other community education providers throughout the district); and, the number of courses offered in partnership with other community education providers throughout the district.

Specific measures for **student interest** may include data that illustrates student course preference and increasing course (or program) flexibility. Potential indicators might identify the number of community education courses (or programs) delivered (made), the number of courses offering multiple delivery methods, and the percentage of students participating in alternative delivery courses.

Specific measures for **enrollment** may include data that reflects headcount of students taking community education courses and market penetration. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of students who participate in community education courses and programs; the number of people who take more than one community education course in a fiscal year; the number of people who demonstrate a sustained enrollment pattern in community education courses; the number of people (i.e. referrals) who take community education courses at partner community education providers; and, the percentage of district residents taking community education courses in a fiscal year.

Specific measures for **fiscal stewardship** may include data that demonstrates sustainability of community education courses and programs. Potential indicators might reflect the revenue generated, costs incurred, and margins realized by community education courses and programs.

Specific measures for **deployment** may include data in the measures of curriculum management and scheduling effectiveness, including breadth of courses, percentage of courses offered in multiple timeframes/formats, number of students who access courses from off-campus locations, the average number of sections per course, average enrollment per course, and average enrollment per section.

## Change Log

Date of Change	Description of Change	Governance Unit
03-07-22	Initial Adoption	Board of Trustees
08-01-22		

## Board Memorandum



### Board of Trustees

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

### Student Trustee

Riley Scarbrough

### President

Dr. Tim Taylor

### Vice Presidents

Darci Cather  
Chris Clark  
Dr. Lisa Price

### Executive Directors

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** President Accountability (B2002) Policy  
**Date:** 09.06.22

**Background:** Trustee McMahon asked the Board Chair to place the President Accountability Policy (B2002) on the Board Agenda for discussion and potential modification. The currently approved policy is attached.

Trustee McMahon may have some alternative language to consider as it relates to the Management section of the policy.

**Recommendation:** I recommend the Board review the President Accountability Policy (B2002) policy and make any changes the Board feels is appropriate.



# Policy

**Policy Title:** President Accountability

**Number:** B2002

**Policy Type:** Board – Delegation of Authority

**Responsible:** President

**Related Policies:** [B2000](#), [B2001](#), [B2003](#), [B3000](#), [B3001](#), [B3002](#), [B3003](#), [B3004](#), [B3005](#), [B3006](#), [B3007](#), [B3008](#), [B3009](#), [B3010](#), [B3011](#), [B3012](#), [B3013](#)

**Linked Procedures:** None

**Related Laws:** [110 ILCS 805/](#) Illinois Public Community College Act

**Related Standards:** None

**HLC Criterion:** 2C5, 5A, 5C

## Policy Statement

The President is the Board's primary employee and official link to the administration and operation of the College. The Board shall instruct the President through written Strategic Outcome and Executive Limitation policies.

The Board recognizes and supports the primary role of the President, which is to lead the College, internally and externally, and create the rules and processes (i.e. Means) to accomplish the Board's Strategic Outcomes in an efficient and effective manner. The Board shall delegate full authority to the President to determine, implement and execute the Means to achieve the Board's Strategic Outcomes. Although the President may delegate Means authority to the College's employees, the President remains accountable to the Board for Means activities and outcomes.

The Board, as a collective body, will assess the President's performance annually. The President's performance will be considered synonymous with the performance of the College as related to the achievement of the Board's Strategic Outcome policies through implementation of activities identified in the College's Strategic Plan.

The President is accountable to the Board for:

1. Accomplishment of the Board's policies on Strategic Outcomes.
2. Accomplishment of the College's strategic plan.
3. Operating the College within the prudent and ethical boundaries established in Executive Limitation policies.
4. Accomplishment of the responsibilities set forth in the duties below.

Within the areas of President accountability to the Board, the President exercises broad authority in executing the following (non-exhaustive list of) duties:



## LEADERSHIP

- Advises the Board on policy development and review.
- Prepares and submits plans to the Board.
- Prepares and submits budget recommendations to the Board; implements the College budget as approved and amended.
- Develops and approves Administrative Policies, Rules and Guidelines needed for effective College operation in the achievement of the Board's Strategic Outcome policies. Administrative Policies, Rules and Guidelines will be shared with the Board as points of information.
- Engages in legislative activities that influence the work of the College.
- Communicates with the Board by providing timely and accurate information that relates to the Board's oversight role and College needs.
- Develops and sustains a high performing Cabinet.
- Prepares agenda materials in consultation with the Board Chairperson, for Board meetings and maintains a record of the proceedings.
- Prepares, in conjunction with the Board Chairperson, a strategy and schedule for Board Engagement with the community that may include, but is not limited to: meeting with individuals and community groups; observing and meeting with other public Boards; and hosting opportunities which afford the public the opportunity to learn about the College.
- Makes timely monitoring reports to the Board as it relates to the performance of academic programs, student support/success programs, community service programs and other operational areas of the College as requested by the Board.

## MANAGEMENT

- Ensures alignment and integration of the Strategic Plan with college operations and the annual operating budget.
- Assesses the effectiveness of College programs and services based on student and community need.
- Enhances student success by implementing quality improvements to programs and services.
- Promotes and sustains a healthy institutional climate of mutual respect and high standards of performance for all employees in achieving high levels of student success.
- Models and sustains effective Servant-Leadership and shared governance practices which enhance achievement of institutional goals.
- Manages College operations.
- Recommends for Board approval the appointment or dismissal of any full-time College employee.
- Provides the Board with a list of all other personnel actions taken, including the appointment or dismissal of all part-time employees.
- Serves as the final decision-making authority for all personnel and student disputes.
- Manages the administrative structure of the College. The Board will be informed of major changes to the organizational structure prior to implementing changes.

- Ensures the College operates in compliance with applicable laws, rules, regulations, and Board policies.
- Delegates administrative authority, as appropriate.
- Develops succession planning to ensure continuity of College operations.

#### ACCOUNTABILITY

- Ensures the College meets all Higher Learning Commission accreditation standards, eligibility requirements, and policies.
- Promotes an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of instruction and student support services.
- Establishes performance standards for college programs and services.

#### COMMUNITY/PARTNERSHIPS

- Represents the College, in collaboration with the Board and employees, to the community and develops appropriate partnerships which assist in the advancement of the College's mission and vision.
- Engages with P-20 Partners within the tri-state area to facilitate student transition and success with their higher education pursuits.

#### FISCAL

- Ensures sound fiscal practices.
- Collaborates with College Foundation and other community partners to enhance the financial resources of the College.
- Ensures the accuracy of all reports required by local, state, and federal agencies.

#### Change Log

<b>Date of Change</b>	<b>Description of Change</b>	<b>Governance Unit</b>
03-07-22	Initial Adoption	Board of Trustees

## Board Memorandum

**Board of Trustees**

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

**Student Trustee**

Riley Scarbrough

**President**

Dr. Tim Taylor

**Vice Presidents**

Darci Cather  
Chris Clark  
Dr. Lisa Price

**Executive Directors**

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Chris Clark

**RE:** Intent for Non-Referendum Funding Bonds - Resolution

**Date:** 09.06.22

**Background:** At the May 2022 regular Board meeting, after hearing recommendations from the Board Finance Committee and PMA, the Board directed the College to pursue the issue of non-referendum funding bonds in the amount of (approximately) \$6.4M for future Capital Projects and (approximately) \$1M to improve the College's working cash position.

It is anticipated the College will use the annual tax levy process, similar to what was done for the 2017 funding bond issue, to pay for both the capital projects and working cash amounts. Further, estimates from PMA suggests future tax levies needed to pay off this debt, will actually be less than the levies used to pay off the 2017 funding bond issue. By following this strategy, a potential win-win scenario is created in that the College will receive funding to address some long-overdue (deferred) facility maintenance projects, improve working cash to strengthen Board directed reserve levels, and the taxpayers will likely receive a bit of property tax relief.

To issue non-referendum funding bonds, and use the annual tax levy process to pay off the bonds, the College must perform a two-step process, which was clarified in the Board Finance Committee and PMA's original recommendation. To accomplish this task, PMA developed a recommended timeline.

The first step of the timeline was for the Board to issue debt certificates. The Board approved the Resolution for this issue in July. The College received \$6.4M in funding for the debt certificates earlier this month... so this step is done.

The second (and final) step, is for the College to issue non-referendum funding bonds to pay off the debt certificates. A Resolution to declare the Board's Intent to issue Non-Referendum Funding Bonds, developed by Chapman Cutler PMA's Bond Counsel, follows this email. This Resolution has been reviewed by College Counsel, John Schneider.

**Recommendation:** I recommend the Board approve Resolution (22-09-06-01) Intent for Non-Referendum Funding Bonds, as presented.



# Board RESOLUTION

2022-09-06-01

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the “Act”), Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois (the “District”), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$6,600,000 (the “Claims”), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the “Board”) has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$6,600,000 (the “Bonds”); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. The Claims.* The Claims are the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2022, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

*Section 3. Declaration of Intent.* The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$6,600,000 for the purpose of paying the Claims.

*Section 4. Notice of Intent.* In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Monday's Pub*, the same being a newspaper of general circulation in the District.

*Section 5. Form of Notice.* The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF  
COMMUNITY COLLEGE DISTRICT NO. 531,  
COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON AND JACKSON AND  
STATE OF ILLINOIS  
TO ISSUE \$6,600,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 6th day of September, 2022, the Board of Trustees (the "*Board*") of Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$6,600,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 3,615 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 28th day of February, 2023, unless none of the voters of the District are scheduled to cast votes for any candidates for nomination for, election to or retention in public office at said election, in which case an election on the proposition to issue

said bonds shall be held on the 4th day of April, 2023. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois.

DATED this 6th day of September, 2022.

April Moore  
Secretary, Board of Trustees,  
Community College District No. 531,  
Counties of Union, Alexander, Massac,  
Pulaski, Johnson and Jackson and State  
of Illinois

Steve Heisner  
Chairperson, Board of Trustees,  
Community College District No. 531,  
Counties of Union, Alexander, Massac,  
Pulaski, Johnson and Jackson and State  
of Illinois

*Section 6. Further Proceedings.* If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

*Section 7. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 8. Repealer and Effective Date.* All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

ADOPTED THIS 6<sup>th</sup> Day of September, 2022

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Chairperson, Board of Trustees  
Shawnee Community College

ATTEST:

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Secretary, Board of Trustees  
Shawnee Community Colleges



## Board Memorandum



### Board of Trustees

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

### Student Trustee

Riley Scarbrough

### President

Dr. Tim Taylor

### Vice Presidents

Darci Cather  
Chris Clark  
Dr. Lisa Price

### Executive Directors

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees

**From:** Dr. Tim Taylor

**Recommending Staff:** Chris Clark

**RE:** Public Hearing for Non-Referendum Funding Bonds and Working Cash Fund Bonds- Resolution

**Date:** 09.06.22

**Background:** If the previous Resolution declaring the Board's Intent to issue Non-Referendum Funding Bonds and Working Cash Fund Bonds is passed, it would be appropriate for the Board to establish a public hearing as noted in the Bond Issue Notification Act ([30 ILCS 352/](#)).

To that end, Resolution 22-09-06-02 calling for a Public Hearing on the Board's Intent to issue Non-Referendum Funding Bonds and Working Cash Fund Bonds, developed by Chapman Cutler PMA's Bond Counsel, follows this email. This Resolution has been reviewed by College Counsel, John Schneider.

**Recommendation:** I recommend the Board approve Resolution (22-09-06-02) Intent for Non-Referendum Funding Bonds and Working Cash Fund Bonds, as presented.



# Board RESOLUTION

2022-09-06-02

WHEREAS, Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois (the “*District*”), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Trustees of the District (the “*Board*”) intends to sell bonds in the amount of \$6,600,000 for the purpose of paying claims against the District and \$1,025,000 for the purpose of increasing the working cash fund of the District (together, the “*Bonds*”); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board’s intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

*Section 2. Public Hearing.* The Board hereby calls a public hearing to be held at 5:30 o'clock P.M. on the 3rd day of October, 2022, at the Education Center on the Main Campus of Shawnee Community College, 8364 Shawnee College Road, Ullin, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

*Section 3. Notice.* The Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Monday's Pub*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 72-hour period preceding the Hearing.

*Section 4. Form of Notice.* Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF  
THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 531,  
COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON AND JACKSON AND  
STATE OF ILLINOIS  
TO SELL \$6,600,000 FUNDING BONDS AND \$1,025,000 WORKING CASH FUND BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois (the "*District*"), will hold a public hearing on the 3rd day of October, 2022, at 5:30 o'clock P.M. The hearing will be held at the Education Center on the Main Campus of Shawnee Community College, 8364 Shawnee College Road, Ullin, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$6,600,000 for the purpose of paying claims against the District and bonds of the District in the amount of \$1,025,000 for the purpose of increasing the working cash fund of the District.

By order of the Board of Trustees of Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois.

DATED the 6th day of September, 2022.

April Moore  
Secretary, Board of Trustees, Community  
College District No. 531, Counties of Union,  
Alexander, Massac, Pulaski, Johnson and  
Jackson and State of Illinois

*Section 5. Hearing Requirements.* At the Hearing the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

*Section 6. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 7. Repeal.* All resolutions and parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED THIS 6<sup>th</sup> Day of September, 2022

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Chairperson, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges

## Board Memorandum

**Board of Trustees**

James Darden  
Steve Heisner  
Michael McMahan  
April Moore  
Deborah Shelton-Yates  
John Windings  
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Riley Scarbrough

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Darci Cather  
Chris Clark  
Dr. Lisa Price

**Executive Directors**

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Facility Condition Assessment Provider  
**Date:** 09.06.22

**Background:** As noted in G408SB of the Strategic Plan, the College needs to “conduct a Facility Conditions Assessment (FCA).” The purpose of an FCA is to measure the condition and functionality of all the College’s buildings and infrastructure to determine suitability for intended academic and student support functions. According to the Association of Physical Plan Administrators (a best practice organization) the following are the specific purposes of an FCA:

- Verify accuracy and reliability of a space inventory
- Provide an inspection of all facilities identifying physical and functional deficiencies
- Assist in defining regular & preventive maintenance requirements
- Develop metrics for performance measures, e.g., Facilities Condition Index (FCI) and Facilities Quality Index (FQI).
- Define capital renewal and replacement projects to reduce deferred maintenance backlog
- Eliminate conditions that are either potentially damaging to property or present safety hazards
- Identify energy conservation and sustainability measures
- Inventory accessibility and disabled persons requirement
- Develop cost estimates and schedules to correct deficiencies and for capital renewal or replacement, and renovation or modernization projects.

After the FCA is complete, it is anticipated the College will use this information to develop a long-term facilities Master Plan.

On Wednesday, July 20, Facilities Team members Don Koch, Brandy Woods, Dwayne Fehrenbacher, Lindsay Johnson, Russ Stoup, Jonathan Van Meter, Lora Clark, along with Financial Consultant Brad McCormick, met to review proposals from the following organizations:

- Farnsworth Group (\$124,900)
- Gordian (\$66,264)
- ISES Corporation (\$96,875 plus \$7,500 annually)

Of the three proposals received, and based on the overall cost, two were chosen for evaluation: Gordian and ISES.

The Facilities Team chose Gordian: Least expensive, with more value; previously worked with several Community Colleges; overall responsiveness to questions during presentation; overall software package to track for future projects and will assist the College in developing a comprehensive capital strategy including a multi-year capital plan with different funding scenarios.

**Recommendation:** I recommend the Board approve Gordian as the FCA provider and authorize the administration to execute the agreement.



*Proposal to Shawnee Community College*

## Cover Letter

July 15, 2022

Shawnee Community College  
Attn: Chris Clark, Vice President of Administrative Services  
8364 Shawnee College Road  
Ullin, IL 62992

Dear Chris,

It is with pleasure that Gordian provides the following proposal in response to your RFP "Facility Condition Assessment Services" for Shawnee Community College.

Gordian has a proven track record within higher education of delivering complex data and service solutions that connect campus constituents by creating a common understanding around the challenges and opportunities available to them. It is through this common understanding where fact-based decisions, priorities, and opportunities can be openly discussed so that the final solutions align with the strategic direction of the District.

The information within this RFP highlights an extremely complex initiative that involves numerous stakeholders, data consolidation, analysis, and the ability to confidently compare against like organizations from other institutions, capital planning and estimating models. Our long-term experience with more than 450 institutions demonstrates our capabilities to effectively deliver large complex data and service solutions.

Given our deep experience and broad expertise across all of higher education, we believe that there is no company better suited than Gordian to help guide, develop, and provide the metrics and analytics to solve these challenges. It is for these reasons that we are excited to work with the District on developing solutions that have the potential to transform the higher education landscape.

We appreciate the opportunity to participate in your RFP and look forward to working with you in the future.

Gordian is recommending the standard Sightlines Master Agreement document to be used for this project. This proposed agreement is included under Tab A of this proposal.

Please do not hesitate to reach out to me should you have any questions regarding this proposal.

Kind regards,

*Keith Macejewski*

Regional Account Executive, Higher Education  
972.955.5299  
k.macejewski@gordian.com

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[www.gordian.com](http://www.gordian.com)



## Proposed Timeline

Completing the assessment and developing the capital plan typically takes 20-24 weeks. The variation depends on whether access to the buildings is readily available and the availability of Gordian and client staff. Our proposed timeline follows:

Week #	Component	Milestones for this Week
1-4	Kick-Off Presentation and System Setup	<ul style="list-style-type: none"> <li>Schedule dates and times for site visit</li> <li>Collect existing base data</li> <li>Introduce strategic tools</li> <li>Discuss common costing and life cycles</li> </ul>
5	Building Walk-Throughs and System Setup	<ul style="list-style-type: none"> <li>Buildings Inspected</li> <li>Accessibility evaluation</li> </ul>
6-8	Data Processing	<ul style="list-style-type: none"> <li>List skeleton built</li> <li>Inspection data entered</li> </ul>
9	Supervisor Interviews	<ul style="list-style-type: none"> <li>All interviews completed</li> <li>Collect all capital planning documents—funding, projects, etc.</li> <li>Discuss investment objectives</li> </ul>
10-12	Data Processing	<ul style="list-style-type: none"> <li>All projects priced and codified</li> <li>All interview follow-ups completed</li> </ul>
13	Data Qualification Meeting	<ul style="list-style-type: none"> <li>All follow-up questions addressed</li> <li>Finalized project inventory</li> <li>Introduction to Gordian Cloud</li> </ul>
14-16	Data Refinement	All changes made
17	Strategy Qualification Meeting	<ul style="list-style-type: none"> <li>Finalized strategic tools</li> <li>Finalized portfolios</li> <li>Discuss funding availability</li> </ul>
18-20	Data Cleanup	<ul style="list-style-type: none"> <li>Preliminary presentation built</li> </ul>
21	Preliminary Presentation	<ul style="list-style-type: none"> <li>Capital Plan finalized</li> <li>Initial training for Gordian Cloud</li> </ul>
22-23	Data Refinement	<ul style="list-style-type: none"> <li>Final Presentation built</li> </ul>
24	Final Presentation	



Service Element	Basis for Fee Calculation	Fee
Detailed Assessment		
<ul style="list-style-type: none"><li>Building Walk Throughs</li></ul>	28 Buildings	\$44,159
<ul style="list-style-type: none"><li>Supervisor Verification</li></ul>	293,801 GSF	
<ul style="list-style-type: none"><li>Project Selection</li></ul>		
<ul style="list-style-type: none"><li>PM Schedule Development</li></ul>		
Tier II ADA Accessibility Assessment		
<ul style="list-style-type: none"><li>Tier II Checklist</li></ul>	11 Buildings	\$14,105
<ul style="list-style-type: none"><li>Correction and Renewal Need</li></ul>	282,113 GSF	
Project Deliverables		Included
Total Professional Fee		\$58,264
Expense Estimate * (Not to Exceed)		\$8,000*
Total Proposal Estimate		\$66,264

\*Includes 2 onsite visits. Additional onsite visits will be charged at the rate of \$2,000/visit + reimbursable expenses.

## Board Memorandum



### Board of Trustees

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** SICCM Payment  
**Date:** September 6, 2022

**Background:** The annual payment to Southern Illinois Collegiate Common Market (SICCM) is \$165,929 which covers operational and program costs for Medical Laboratory Technologist (MLT), Occupational Therapy Assistant (OTA), and Surgical Technology (STP). This is a decrease of \$43,182 from FY22.

The program cost analysis is attached (next page).

**Recommendation:** I recommend the Board approve the payment to SICCM for FY23 program and operational costs in the amount of \$165,929.

## SICCM INSTITUTIONAL ASSESSMENTS FY-2023

Updated Student count as of 8/15/22											
Institutions	*HIT	MLT	OTA	STP	**VTP	Total Program Costs	100% Program Assessment	Consortium Membership Fee	Vet Tech Building Payment	Total Assessment	
John A. Logan College	\$0	\$108,384	\$172,471	\$74,468	\$0	\$355,323	\$355,323		\$0	\$355,323	
Shawnee Community College	\$0	\$54,192	\$47,908	\$63,829	\$0	\$165,929	\$165,929		\$0	\$165,929	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
SIU Carbondale	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
SIU Edwardsville	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Program Total Budgeted Costs	\$0	\$162,576	\$220,379	\$138,297	\$0	\$521,252	\$521,252	\$0	\$0	\$521,252	
Total Program Costs/Total # Students-All Campuses											
Average costs by Individual Program											
=Cost per Student by Program		9,032.00	9,581.70	5,319.12							
Cost per student x total # of students (Each individual campus) = Cost per campus (ALL Programs)											
Enrollments											
John A. Logan College	0	12	18	14	0	44	\$8,075.52	Average Cost for ALL Programs			
Shawnee Community College	0	6	5	12	0	23	\$7,214.30	for each Campus			
	0	0	0	0	0	0					
	0	0	0	0	0	0					
	0	0	0	0	0	0					
Totals	0	18	23	26	0	67					
Adjusted Percentage											
	(0%)	(0%)									
Percentage of Program Costs Paid											
	(50%)	(50%)	(50%)	(0%)	(0%)	(100%)	(100%)	(100%)	100%	100%	
Actual Assessments Paid	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY16 Refund
Per Institution											Totals
John A. Logan College	\$105,601	\$28,000	0	0	\$199,398	\$344,829	\$328,289	\$347,001	\$362,954	\$284,158	(\$383,351)
Kaskaskia College	\$87,283	\$25,000	0	0	\$116,265	\$62,296	\$0	\$0	\$0	\$0	(\$320,472)
Rend Lake College	\$96,122	\$28,000	0	0	\$121,466	\$64,390	\$0	\$0	\$0	\$0	(\$359,906)
Shawnee Community College	\$97,659	\$28,000	0	0	\$99,150	\$127,339	\$142,255	\$160,152	\$181,714	\$209,111	(\$319,233)
Southeastern Illinois College	\$79,305	\$28,000	0	0	\$96,165	\$67,052	\$0	\$0	\$0	\$0	(\$291,541)
SIU Carbondale	\$28,000	\$28,000	0	0	\$0	\$0	\$0	\$0	\$0	\$0	(\$97,998)
SIU Edwardsville	\$28,000	\$28,000	0	0	\$0	\$0	\$0	\$0	\$0	\$0	(\$97,998)
SWIC											(\$17,500)
Totals	\$521,970	\$193,000	\$0	\$0	\$632,444	\$665,906	\$470,544	\$507,153	\$544,668	\$493,269	(\$1,887,999)
FY17&18-KAS/RLC/SIC did not pay total of (\$465,338)											
					\$298,548	\$534,464					
					(\$333,896)	(\$131,442)					
					Not Paid By	Not Paid By					
*Health Information Technology Program (HIT) no longer offered at SICCM effective FY 2016.											
**Veterinary Technology Program (VTP) no longer offered at SICCM effective FY 2019.											
					KAS/RLC/SIC	RLC/SIC					

## Board Memorandum

**Board of Trustees**

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Dr. April Teske

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Darci Cather  
**RE:** Juno SimLab Bundle  
**Date:** 09.06.22

**Background:** In the spring, the Board approved the purchase of five CAE Juno high-fidelity simulation manikins with diverse skin tones that will be used to increase education and training for various healthcare positions and create an effective simulation lab at Shawnee Community College. Because I was unaware that the dollar amount required a bid process or sole source provider, so the purchase was held. When revisiting, DiaMedicalUSA was able to provide an exclusive bundle.

This is a Delta Healthcare grant-funded purchase for EMT, CMA, and CMA programs that will benefit all Allied Health and Nursing programs with a clinical component. It was required for the federal grant to obtain bids or an exclusive or sole-source provider. That process was started in Summer 2022.

DiaMedicalUSA, Inc. who is a distributor of the CAE Juno Simulators, provided a Simulation-specific offer. The company offers an exclusive line called SimLab Solutions for use in simulation programs for healthcare. In this, they were able to provide an exclusive bundle with the requested 5 manikins, two heavy weight pro series IV poles, and offered a "Simulation Screen" to move from bed to bed to evaluate students using the simulators.

This SimScreen® piece is invaluable to the simulation experience so heavy simulation manikins do not have to be moved in and out of the one "simulation room" that we currently have. The SimScreen® is an innovative solution for nursing and health professions simulation lab instruction.

The SimScreen® SS1 Standard Simulation Panel is a cost effective and portable two-way mirror panel which separates the nursing instructor from the student during simulation and can also be used for in situ simulation. It facilitates effective observation, patient communication, and teaching during simulation while decreasing distractions for the student nurse. The SimScreen also offers space saving advantages to the college limited space for their teaching environment. With 8 beds in the simulation lab, this offers the ability to make all 8 spaces simulation spaces.

As previously described, these are the same CAE Juno simulation manikins as discussed in February. They prepare healthcare providers for prehospital and hospital environments and sicker patients, even as access to clinical opportunities and clinical hours has diminished. Simulation manikins help fill the gap by delivering consistent training and helping students to develop critical thinking skills. CAE Juno, CAE Healthcare's clinical skills manikin, is a modern manikin that was designed to meet educational requirements for clinical skills, from task training through advanced patient care scenarios.

## Board Memorandum

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Darci Cather  
**RE:** Juno SimLab Bundle  
**Date:** 09.06.22

**Background Continued:** The state-of-the-art high-fidelity simulators can be used in the classroom and lab setting, in the SCC Experience and Career and Technical Education Day offerings for local high schools. It is possible that the equipment can be transported to Extension centers as needed.

The CAE Juno manikins would be a huge asset to the college as we utilize the Delta Healthcare Grant to create programs that create high-skill, high-wage jobs to our region. The Delta Healthcare Grant alone serves to develop programs that meet the needs of our community and region, but this equipment will benefit all Allied Health and Nursing programs which meets SCC's Strategic Plan Goal 1, Objective 2, Strategy B, Strategy F. High Fidelity Simulation equipment can also meet Strategic Plan Goal 4, Objective 2.

The purchase includes 3 medium skin manikins and 2 dark skins manikins for the purpose of representing diversity within the classroom/skills lab setting. The following items are included in the exclusive simulation bundle from DiaMedicalUSA, Inc.:

3 Medium Skin CAE Juno Simulators with 1-year service/ warranty included (funded in full by the Delta Healthcare Grant)

2 Dark Skin CAE Juno Simulator: with 1-year service/ warranty included (funded in full by the Delta Healthcare Grant)

- (2) Two DiaMedicalUSA Heavy Base Pro IV Stands

- (1) SimScreen Standard Simulation Panel

Total: \$55,995 (includes shipping)

(The previous approved total was \$54,000 for manikin/simulators only, with same specs)

**Recommendation:** I recommend the Board approve the purchase of the five CAE Juno simulators bundle with the simulation package, using Delta Healthcare Grant funds, for a total of \$55,995.



Michael Kulig  
Vice President  
DiaMedical USA  
7013 Orchard Lake Rd. Ste. 110  
West Bloomfield, MI 48322

**Re: Exclusive Bundle Letter**

To: Whom it may concern,

DiaMedical USA is the exclusive distributor of the following bundle below.

MS140085-C

Includes:

- (3) Three CAE Juno Manikins - Complete Model - Medium Skin Tone
- (2) Two CAE Juno Manikins - Complete Model - Dark Skin Tone
- (2) Two DiaMedical USA Heavy Base Pro IV Stands
- (1) SimScreen Standard Simulation Panel

**As the sole source provider, this exclusive bundle may only be purchased through DiaMedical USA Equipment LLC.**

Should you have any questions or would like to discuss this further please contact me.

Thank you,

**Michael Kulig | Vice President**  
**DiaMedical USA | SimLabSolutions.com**  
P. 248.855.3966 | TF. 877.593.6011 | F. 248.671.1550

7013 Orchard Lake Rd, Suite # 110, West Bloomfield, MI 48322  
Phone: 248.855.3966 | 877.593.6011 | Fax: 248.671.1550  
DiaMedicalUSA.com | SimLabSolutions.com | Info@DiaMedicalUSA.com





7013 Orchard Lake Rd., Suite #110  
West Bloomfield, MI 48322  
(877) 593-6011 | orders@diamedicalusa.com



QUOTE # 203254

<b>Bill To</b>	<b>Ship To</b>
Shawnee Community College Attn: Accounts Payable 8364 Shawnee College Rd. Ullin, IL 62992 ap@shawneecc.edu	8/5/2022 Shawnee Community College Attn: Amanda Hannan 8364 Shawnee College Rd. Ullin, IL 62992

Notes: *We will beat any competitors quote. Guaranteed!*



To Order: orders@diamedicalusa.com  
Fax: 248-671-1550

Please send your tax-exempt certificate if applicable. You will be charged for tax if an exemption status is not on file.

Qty	Description	Item Number	Price per Unit	Total
1	Exclusive DiaMedical USA Bundle Includes: - (3) Three CAE Juno Manikins - Complete Model - Medium Skin Tone - (2) Two CAE Juno Manikins - Complete Model - Dark Skin Tone - (2) Two DiaMedical USA Heavy Base Pro IV Stands - (1) SimScreen Standard Simulation Panel	MS140085-C	55,995.00	55,995.00
	Includes Free Shipping			
	Quote Valid Until 9/30/2022			
	Contact For Delivery: - Amanda Hannan - (618) 634-3277			
	*Practi-Meds and Simulated Fluids are for Simulation Purposes Only. Not Intended for Human or Animal Use			
	Total sales tax calculated by AvaTax		0.00	0.00
	Select this as a transaction's tax to use AvaTax		0.00%	0.00

**IMPORTANT!**

Please note on your purchase order:

- Onsite contact for freight delivery orders.
- If your order must be received by a specific date.
- If your facility has special delivery acceptance availability or holiday hours.

Please be aware: Large freight orders may take up to 8 weeks during peak season.

**Total** \$55,995.00

**WE CAN  
DO THAT!**

**TIPS**  
CONTRACT #  
200804

orders@diamedicalusa.com | www.simlabsolutions.com | www.diamedicalusa.com



## SKU: SC031101

**Customize Your SimScreen®**

*An account manager will contact you with submission guidelines*

☐ Custom 16" X 20" Vinyl Graphic (\$195)

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Add To Cart

Add To Quote

## Shipping & Returns

[Learn More](#)

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## SKU: MS140085

### Options

Complete

**Skin Tone**

Medium Skin Tone

### Optional Training Bundles

☐ SimLabSolutions Rapid Sequence Intubation Training Bundle (\$199.95)

☐ SimLabSolutions VAP Prevention Training Bundle (\$249.95)

☐ SimLabSolutions Asthma Management Training Bundle (\$299.95)

☐ SimLabSolutions Chest Tube Management Training Bundle (\$299.95)

-	1	+
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Add To Cart



Home / Medical Equipment / Quick Ship Infection Control Supplies / DiaMedical USA Heavy Base Pro IV Stand



**DIAMEDICAL USA HEAVY  
BASE PRO IV STAND**

SKU: IV046905

**\$199**

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Add To Cart

Add To Quote

**Shipping & Returns**

[Learn More](#)

**Description**

- Six (6) caster for easy maneuverability
- Low center of gravity base for extra stability
- Stainless steel base
- Telescoping stainless steel pole

## Board Memorandum



### Board of Trustees

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Dr. April Teske

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** FY23 Risk Management Plan  
**Date:** 09.06.22

**Background:** The Risk Management Plan was created to identify risks and plan accordingly. The attached plan was developed by Safety and Risk Management Team with input from college administrators. The plan identifies costs associated with mitigating risks that are allowable to be expended through the Tort Fund. Following the rules established in the Illinois Compiled Statute (ILCS) [745 ILCS 10/9-107](#) which provides for use of the tax levy to pay expenses for:

*“...risk management directly attributable to loss prevention and loss reduction, legal services directly attributable to the insurance, self-insurance, or joint self-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction.”*

**Recommendation:** I recommend the Board approve the FY23 Risk Management Plan, as presented.



# SHAWNEE COMMUNITY COLLEGE



## Risk Management Plan FY23

8364 Shawnee College Road, Ullin, IL 62992 . 618-634-3200 . [www.shawneecc.edu](http://www.shawneecc.edu)

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## **PURPOSE STATEMENT**

Risk management is a process that allows for identifying risks aggressively and early. It should be a continuous, forward-looking process. The best risk management programs are proactive rather than reactive. Risks can endanger the College's progress toward achieving critical objectives. Risk management is a process to proactively and aggressively identify risks, then work to eliminate or reduce probable negative impacts. Having a risk management plan is easier and more cost-effective than addressing a sudden emergency, crisis or out of control situation.

The activities outlined in this plan have been identified and intended to address risk to individuals and/or the College as an entity. The list of activities was developed through conversation with staff, review of the Facilities Master Plan as updated in May 2018, and by review of the Information Technology Plan for 2020-2022.

## **AUTHORIZING LEGISLATION**

In 1965, the Illinois legislature passed the act known as the "Local Government and Governmental Employees Tort Immunity Act". As cited in the Act, "the purpose of the Act is to protect local public entities and public employees from liability arising from the operation of government. It grants only civil immunities and defenses. Any defense or immunity, common law or statutory, available to any private person shall likewise be available to local public entities and public employees."

The Act specifies the immunity available to public entities and public employees, including the indemnification of employees and elected officials. It also specifies specific immunity from liability for injury occurring in the use of public property, payment of claims arising from any judgment and the powers of the entity to levy tax for funding related to such.

## **AUTHORITY TO LEVY TAX – 745 ILCS 10/9-107**

Illinois Compiled Statute (ILCS) 745 ILCS 10/9-107 provides for use of the tax levy to pay expenses for:

*"....risk management directly attributable to loss prevention and loss reduction, legal services directly attributable to the insurance, self-insurance, or joint self-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction..."*

In order to provide the protection afforded under the Act, the legislature has authorized the public entity to levy a tax to cover the expenses deemed prudent by the entity to mitigate the risks identified. Specific language authorizing the levy of the tax along with the authorized expenses for which the tax can be levied is provided as follows:

*"(a) The General Assembly finds that the purpose of this Section is to provide an extraordinary tax for funding expenses relating to (i) tort liability, (ii) liability relating to actions brought under the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 or the Environmental Protection Act, but only until December 31, 2010, (iii) insurance, and (iv) risk management programs. Thus, the tax has been excluded from various limitations otherwise applicable to tax levies...."*



*(b) A local public entity may annually levy or have levied on its behalf taxes upon all taxable property within its territory at a rate that will produce a sum that will be sufficient to: (i) pay the cost of insurance, individual or joint self-insurance (including reserves thereon), including all operating and administrative costs and expenses directly associated therewith, claims services and risk management directly attributable to loss prevention and loss reduction, legal services directly attributable to the insurance, self-insurance, or joint self-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction...."*

Annually, at the November board meeting, the administration presents a certificate of tax levy to the Board of Trustees for its consideration. This tax levy includes a number of categories. The distinct line pertaining to tort immunity is highlighted below in the example from the 2020 tax levy, payable in 2021.

**CERTIFICATE OF TAX LEVY**

Community College District No. 531 County(ies) All of Alexander, Massac, Pulaski, Union and parts of Johnson & Jackson

Community College District Name: Shawnee Community College and State of Illinois

**We hereby certify that we require:**

the sum of \$ 1,403,429 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 706,331 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ \_\_\_\_\_ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 709,107 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

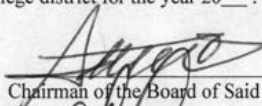
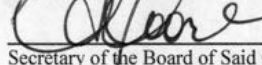
the sum of \$ 119,134 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 35,449 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 250,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ \_\_\_\_\_ to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20\_\_.

Signed this 6th day of December, 2021.

  
 Chairman of the Board of Said Community College District  
  
 Secretary of the Board of Said Community College District

Accounting rules require the tax levy revenue received be allocated in the fiscal year in which received. Budgeted revenues for a fiscal year do not match exactly the prior year levy because the budget is a blend of two different calendar year levies. The total fiscal year 2021 budget attributable tort immunity is \$812,646.

The college's Risk Management Program is broken into the following categories:

## **ACTIVITY CATEGORIES**

### **Indemnity Insurance**

Illinois Compiled Statute (ILCS) 805/3-29 provides for the use of a tax levy to:

*“To indemnify and protect board members and employees of boards against civil rights damage claims and suits, constitutional rights damage claims and suits, death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member or employee is engaged in the exercise or performance of any powers or duties of the board, or is acting within the scope of employment or under the direction of the community college board. To insure against any loss or liability of the district or board members and employees of boards against civil rights damage claims and suits, constitutional rights damage claims and suits and death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member or employee is engaged in the exercise or performance of any powers or duties of the board, or is acting within the scope of employment or under the direction of the board. Such insurance shall be carried in a company licensed to write such coverage in this State.”*

Expenditures for all insurances are budgeted at a total of \$260,000, excluding unemployment insurance of \$50,000. An additional \$7,500 is budgeted for a commercial/industrial property appraisal to ensure correct property valuation within the insurance package.

Insurance claims below the deductibles are budgeted to be paid from the tort tax levy. For fiscal year 2022, a total of \$80,500 will be budgeted for deductible payments. This can be seen on page 9 of the Budget Appendix.

The various lines of insurance at the premiums for policy period December 1, 2020 through December 1, 2021 with current carriers and brokers are as follows:

Carrier	Policy #	Broker	Broker Location	Premium (\$)	Short Description of Coverage
Illinois Counties Risk Management Trust (ICRMT)	P3-1000735-2122-01	MH Insurance Centre	Marion, IL	\$125,294	Property, General Liability, Crime, Inland Marine, Umbrella, Auto, Legal Liability, Cyber Liability
RSUI Indemnity Company	NHD921065	Consolidated Insurance Agency, Inc.	Carbondale, IL	\$53,500	Excess Earthquake Coverage
Nautilus Insurance Company	CST2005018-20	Consolidated Insurance Agency, Inc.	Carbondale, IL	\$4,774	Underground Fuel Tank Liability
Star Insurance Company	WC 0867317	AJ Gallagher Risk Mgmt Services, Inc.	Davenport, IA	\$24,925	Workers Compensation
US Fire Insurance Company	13-SCH-60000228-01-004	Ramza Insurance Group	Streator, IL	\$6,281	Athletic Accident - Catastrophic
Pan American Life		Insurance Benefit Services Group	Mounds, IL	\$40,508	Athletic Accident
American Casualty Company of Reading, Pennsylvania	0418723627-8	Health Providers Service Organization	Fort Washington, PA	\$4,051	Student and Instructor Professional Liability, Medical, OTA, and Cosmetology

**TOTAL PREMIUM \$259,333**

### Campus Security

Shawnee Community College has the authority under 110 ILCS 805/3-42.1 *“To appoint law enforcement officer and non-law enforcement officer members of the community college district police department or department of public safety...”*. This section of the law goes on to describe the powers and authority of such department officers. Budgets for this department have historically been provided for through the tort levy as a risk management and liability reduction expense. The detailed budget for this department is provided in the Budget Appendix. The total tort budget for the department for fiscal year 2023 is \$365,146. Of this total, \$130,646 is for salaries and fringe benefits. The remaining \$234,500 is divided across object code categories as shown in the Appendix.

### Risk Management Activities Assigned to General Staff

Specific employees are assigned risk management responsibilities as determined by the College President specific to each position. The percentage of compensation attributed to risk management activities for those employees is shown in the table below. Duties for these individuals are included as risk management plan activities in their respective job descriptions.

Salary Allocation (% of FTE)	Job Title
10%	Executive Assistant to VP Administrative Services
5%	Athletic Director & Fitness Center Coordinator
5%	Director of Anna Center
3%	Director of Business Services
5%	Director of Cairo Center
10%	Executive Director of Public Information and Marketing
15%	Director of Facilities
5%	Executive Director of Human Resources
20%	Director of Information Technology
5%	Director of the Metro Center
5%	Director of the Vienna Center
5%	Vice President of Academic Affairs
10%	Vice President of Administrative Services
5%	Vice President of Student Affairs
10%	Workforce Training Specialist



### **Formalization of Safety Committee**

A safety committee was formalized in the Fall 2021 semester. The committee will make recommendation to the administration related to policy formation relative to workplace health and safety. In addition, working with the vice president of finance and operations and the College's risk management partners (insurance carriers), the committee will be responsible for creation and implementation of an ongoing facilities safety inspection plan and an incident investigation procedure. Members of the committee shall receive OSHA 10-hour training.

### **Buildings & Grounds Safety**

#### **Assessment and Repair of Walking Surfaces Hazards (Sidewalks, Parking Lots, Curbing, Entrances & Exits) – \$43,000**

When asked what type of accident is the leading cause of injury, most people would probably answer car accidents. However, the real answer is slips and falls. The Consumer Product Safety Commission estimates accidental falls account for the most hospital visits each year. Falls are the leading cause of unintentional death for individuals 65 and older. However, insurance companies see falls across all age groups at facilities as a leading cause of injury. Even while writing this narrative, there was a trip and fall of a senior citizen on the sidewalk at the college while accessing the facilities during a COVID-19 vaccination clinic. A very good resource for identification and mitigation of these types of risks can be found at <https://www.guideone.com/safety-resources/slips-and-falls-walking-surfaces>. Main campus and extension centers will be included in the assessment and repair project.

#### **Miscellaneous Safety Remediation - \$10,000**

A budget of \$10,000 is planned within the Director of Facilities budget for use in remediating incidental safety concerns that arise within the year. Documentation of need as a safety measure is required prior to expenditure of these funds. Examples include, but are not limited to, repair of eye wash stations in a lab, purchase of a detachable speed bump where traffic problem might exist, etc.

#### **Wenger Risers - \$3-6,000**

Current risers are missing latches and pin and collapse. Current risers are 20 plus years old.

### **Information Security, Business Continuity, and Disaster Recovery**

There is \$159,432 budgeted related to minimizing the college's risk of employee and student identity theft (information security), business continuity, and disaster recovery. The specific components included are shown on page 9 of the Budget Appendix.

#### **Redundant Firewall Installation for Main Campus and Anna Extension Center - \$60,000**

All network traffic to and from Shawnee College's network pass through a firewall. A firewall allows control of all network traffic at a granular level. Some of the features and benefits the firewall provides are threat protection, URL filtering, traffic visibility, fail-safe operation, and global-protect connection. The colleges main servers are located at Main campus with Anna campus being our high availability, secondary site. In the event of Main campus servers and phones being offline then all campuses will be directed to the Anna campus equipment.

**Migration of ERP Software as a System (SAS) to Ellucian Managed Cloud Environment - \$79,432**

The decision was made to host the Ellucian SAS software on the College owned servers at the time of the start of the implementation of the Ellucian system in 2017. At the time, that was the best decision given the financial climate and the fact we were operating in a pre-pandemic world. The response to COVID-19 and its impact on instructional delivery, student services, and administrative services has made it more apparent we can be nimbler in delivering these services when not dependent upon internal hosting on college owned and maintained servers. It is VERY IMPORTANT to understand that this analysis places no value on the avoided costs related to a data breach. It also places no value on the potential retention impact of better service delivery, which Ellucian was estimated at \$193,000. Neither does it consider the value of lost productivity for down time or disaster recovery costs. By depending upon the experts in IT security available through Ellucian, the IT staff can shift attention from installing patches and updates to software to a more innovative and instructionally supportive focus. At the same time, the security of the data stored is increased. The migration to the Ellucian Managed Cloud Environment project started in fiscal year 2022. Funds were budgeted and expended in fiscal year 2022 for the majority of the migration however the migration project will continue into fiscal year 2023. The estimated remaining project fees for the migration to the cloud for fiscal year 2023 is \$79,432.

**Mandated Employee Safety and Student Behavior Training**

**Cloud-based Employee Safety and Student Behavior Training Platform - \$20,000**

Human Resources does not presently have an efficient software for the delivery, assignment, and tracking of state or federally mandated employee training related to safety. At the same time, student services do not have an online training tool related to student responsibility and behavior. A number of cloud-based tools are available to assist in both of these areas. Some of the tools available also provide options for Safety Data Sheet & Chemical Management, as well as, Incident Reporting and Management. If the Risk Management Plan is approved, the College would begin an evaluation of systems to select a tool that would assist both Human Resources and Student Services meet training requirements, as well as, addressing needs in emergency communications. Precise estimates are unavailable until a chosen partner is selected. But, \$20,000 is a reasonable estimate from which to begin the process of selecting a partner.

**SUMMARY**

The Risk Management Plan for Fiscal Year 2023 is a compilation of activities and insurances. The college can never eliminate risk entirely. But we do have a legal obligation to use the authority provided in statute to mitigate the risks inherent in offering education and services to the community to the best of our ability. The insurance package, professional services offered by employees and consultants, and our investment in security, safety and technology services are a prudent response to this obligation. As Vice President of Finance and Operations, my job description includes the responsibility to protect our college, the employees and our students and community members to the best of my ability. This plan has itemized several components of our Risk Management Plan. The financial and descriptive detail of the plan is contained in the

Budget Appendix. This plan is submitted to the Board of Trustees and includes activities to be planned and budgeted for in Fiscal Year 2023. Approval of this plan denotes acceptance of the risk management activities contained in it, without giving up the responsibility and authority vested in the board by the Illinois Public Community College Act and those in board policies.

### **BUDGET APPENDIX**

<b>Fiscal Year 2023 Budgeted Revenues</b>			
<u>Liability Protection and Settlement Fund</u>	<u>Revenues</u>		<u>Totals</u>
<b>Local Government Sources</b>			
Current Taxes	\$ 828,241		\$ 828,241
<b>GRAND TOTAL</b>			<b>\$ 828,241</b>
<b>Fiscal Year 2023 Budget Expenditures</b>			
<u>Liability Protection and Settlement Fund</u>	<u>Appropriations</u>		<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>			
Salaries	119,499		
Employee Benefits	236,145		
Contractual Services	571,000		
General Materials & Supplies	21,500		
Fixed Charges	349,000		
Capital Outlay	196,000		
Other	-		\$ 1,493,144
<b>GRAND TOTAL</b>			<b>\$ 1,493,144</b>

Campus Safety and Security Survey  
**Completion Certificate**

The Campus Safety and Security data for  
**Shawnee Community College**  
**(148821)**  
were completed and locked on **August 30, 2022**.



<u>Campus Name (ID)</u>	<u>Date of Completion</u>
Main Campus (148821001)	August 30, 2022
Anna Extension Center (148821002)	August 30, 2022
Metropolis Regional Education and Training Center (148821003)	August 30, 2022

Thank you for your participation in the 2022 data collection.  
This certificate was prepared on **August 30, 2022**

## Board Memorandum



### Board of Trustees

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

### Student Trustee

Riley Scarbrough

### President

Dr. Tim Taylor

### Vice Presidents

Darci Cather  
Chris Clark  
Dr. Lisa Price

### Executive Directors

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Lisa Price  
**RE:** 2022 Summer Graduates  
**Date:** 09.06.22

**Background:** Per Shawnee Community College Board Policy 8470, the Illinois Community College Board establishes graduation requirements for all certificates and degrees. Transcript evaluations for Summer 2022 applications for graduation have been completed. The official graduation list includes 290 completions (attached).

- **64 Associate of Arts Degrees**
- **19 Associate of Science Degrees**
- **20 Associate of Applied Science Degrees**
- **16 Associate of General Studies Degrees**
- **106 One-Year Certificates**
- **64 Less-Than-One-Year Certificates**

**Recommendation:** None



# Shawnee Community College

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## Graduation List-Summer 2022

August 8, 2022

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Prepared By:

Danielle Boyd, Registrar

SHAWNEE COMMUNITY COLLEGE  
8364 SHAWNEE COLLEGE ROAD  
ULLIN, IL 62992  
(618) 634-3200  
FAX: (618) 634-3300

### **Associate Degree Nursing**

Hunt, Illori  
Green, Catilyne  
Barnett, Kierra  
Badgley, Kelcey  
Reichert, Taylor  
Dismore, Zoe  
Snell, Makayla  
Dailey, Tonya  
Potter, Jamie  
Moore, Ashten  
Harner, Colton  
Parmer, Jordan  
Bullock, Johnathan  
Phelps, Chali  
Cole, Heather  
Rolape, Alexia  
Altangerel, Morgyn  
Blackburn, Marina  
Meade, Whitney

### **Associate of Arts**

Name  
Carver, Andrew  
Davis, David  
Woods, Sandi  
Berkland, Jeri  
Childress, La'daza  
Dover, Fleming  
Kwiatkowski, Miley

Tondevold, Meagan  
Parks, Ethan  
Visoso-Lozano, Juliet  
Garner, Lillian  
Oxford, Brylee  
Walker, Maelin  
Osman, Chase  
Jones, Xiana  
Williams, Michelle  
Merrell, Parker  
Kaszubski, Shannon  
McHaney, Alisha  
Hess, Anna  
Hannan, Katelyn  
Cassel, Tommie  
Anderson, Mia  
Gravatt, Drake

### **Associate of General Studies**

Smith, Gwenda  
Cook, Shannon  
Woods, Sandi  
Schemonia, Rebekkah

### **Associate of Science**

Dover, Fleming  
Melcher, Aaron  
Parks, Ethan  
Osman, Chase  
McHaney, Alisha  
Hess, Anna  
Hannan, Katelyn

**Automotive Technology AAS**

Lopez, Cruz

Jones, Seth

**Certified Nursing Assistant**

Daniels, Jessica

Mull, Trista

Trandel, Angel

Amezquita-Anaya, Avigail

Short, Halle

Conway, Dymond

Fry, Noah

**Cosmetology**

Cox, Kalissa

**Criminal Justice AAS**

Alspach, Austin

**General Education Core**

Carver, Andrew

Davis, David

Woods, Sandi

Berkland, Jeri

Childress, La'daza

Dover, Fleming

Kwiatkowski, Miley

Tondevoid, Meagan

Parks, Ethan

Visoso-Lozano, Juliet

Garner, Lillian

Oxford, Brylee

Walker, Maelin

Osman, Chase

Jones, Xiana

Williams, Michelle

Merrell, Parker

Kaszubski, Shannon

McHaney, Alisha

Hess, Anna

Hannan, Katelyn

Cassel, Tommie

Anderson, Mia

Gravatt, Drake

Gordon, Ryan

**Truck Driving**

Tribout, Roger

Boyd, Robert

Baker, Louis

Travis-Hughes, Kellee

Akins, Michael



## Board Memorandum



### Board of Trustees

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Dr. Lisa Price  
**RE:** Athletic Report  
**Date:** September 6, 2022

**Background:** A few Trustees notified the Board Chair they would like to review athletic recruiting information. To that end, the attached report (next page) was developed by Athletic Director, John Sparks.

**Recommendation:** I recommend the Board review the attached report and direct any questions to AD Sparks.

## Factors That Influence Recruitment Decisions

Our athletic program looks at several factors when it comes to recruiting student-athletes to attend Shawnee Community College. Some of these factors include the obvious such as talent level and academics. There are also other factors that as coaches we have to consider when evaluating a potential student-athlete. Some of these factors include character, coachability, and work ethic. When we identify an in-district prospect that checks these boxes it's a homerun or slam dunk for us as coaches, but often times these student athletes have other schools recruiting them. Just like the majority of the out of district student-athletes that attend Shawnee Community College these students want to get away from home. We can recruit and we can offer in-district prospects, but that does not mean they will sign with us. On the men's basketball side of things, we offered an in-district kid during his junior season. We recruited him over that summer and throughout the Fall and Spring. He chose to sign with another community college within our conference. This is just one story from men's basketball. I have several more just like this one and I'm sure our other coaches have experienced the same challenges.

## Pros and Cons of Signing In-District Prospects

The great thing about an in-district prospect that has some talent and possesses the character, coachability, and work ethic is they have room and board, a fan base, and it's just easier on the coach. In an ideal world this is the way to go, but in the real world you have to fill the needs of your team. An example would be as the MBB coach I can only sign so many 5'8" basketball players. I need size, I need wings, power forwards and centers. The baseball or softball team cannot sign ten outfielders and ten catchers and two pitchers. You have to fill the needs at those positions for that particular sport. Here are the facts; the majority of our district is comprised of Class A schools, the smallest class in the state of Illinois. Some of our schools have a graduating class of less than twenty students.

### Fall 2022 Athletic In-District Numbers

Baseball 40% (13/32) \* Offered 11  
Softball 38.8% (7/18) \* Offered 9  
Volleyball 38% (5/13) \* Offered 4  
Men's Basketball 13% (2/15) \* Offered 3  
Women's Basketball 7% (1/13) \* Offered 2

**Note:** Several prospects were invited to open workouts and did not show up.

There are a limited number of student-athletes to choose from within our district. As an example, If Meridian HS has a good basketball player, he's probably one of their best baseball players too. It's very difficult to play two sports at the collegiate level so that prospect has to choose. The same can be said about the female sports.

## Collegiate Sports Requires a Major Commitment

All high school athletes are not interested in playing at the collegiate level. In my experience this is more so on the women's side than the men's. There is a population within our district that chooses to attend a four-year institution or they choose to go into the workforce. Practicing five and six days a week, double header games on Saturday or Sunday afternoon, the amount of traveling we do and the overall commitment that it takes to be part of a college program is not for everyone. Being a part of collegiate sports is a major commitment. Student-athletes do not get all of the holiday breaks that a normal student receives. They may be on the road for a Thanksgiving Tournament while their family is having Thanksgiving Dinner. They may only get two or three days for their Christmas Break. They may be required to attend Summer School instead of going on a family vacation. They may miss the entire Spring Break preparing to compete in the national tournament or competing during their baseball or softball season. This is all part of the commitment that many of our in-district student athletes do not understand or are not interested in.

It is very difficult to field competitive athletic teams with 40% in-district prospects at Shawnee Community College. Unfortunately, the best prospects often choose to leave the district or choose not to even pursue sports in college. Again, our district is comprised of a majority of small Class A schools and there is a limited number of prospects to choose from. Men's Basketball and Baseball are competing against each other for the same kids. Not everyone is interested in playing at the collegiate level and an even smaller number have the talent to be contributors at one of the top JUCO Region/Conference in the nation.

## Why In-District Athletes Choose to Leave

There are three key reasons athletes choose to leave our district to participate in sports at other community colleges. There are two things we hear more often than anything else. The first thing we often hear is that they want to get away from home. They want to get the college experience of living off campus. The second thing we hear quite often is regarding housing. This ranges from the fact we do not have on campus housing, we do not cover room and board, and the housing options that are available are substandard. Our in-district kids want the same thing that most kids across the country want when choosing a place to start their collegiate and athletic career. The last thing is winning. Everyone wants to be a part of winning program, organization, or team. The success of our men's basketball program on and off the floor and the placement of our student athletes at the next level is a major component on why out of district prospects choose Shawnee Community College. This is all part of building a winning culture. Where are these in-district athletes going? The top prospects from our district that sign to play at the community college level consistently sign with John A. Logan, Three Rivers, Kaskaskia, Lakeland, Wabash Valley, and Rend Lake. Five out of those six offer scholarships that include tuition, books, course fees, room and board.

### Men's Basketball In-District Prospects Over Time

Total # Recruited - 108  
Total # Offered - 90 (83%)  
Total # Signed - 60 (55%)

## Benefits of Out of District Student-Athletes

There are some major benefits that our out of district student-athletes bring to Shawnee Community College. Some of these benefits include improving the diversity of the campus, they impact our in-district economy and they help with the entire collegiate feel for everyone. Our out of district student-athletes must establish in-district residency. By establishing in-district residency the college is able to receive equalization and credit-hour reimbursement. That means that they must establish residency. In other words, they are paying rent, buying gas, groceries, paying utilities, and dining at our local businesses. I would estimate that the student-athletes renting in our district are paying approximately \$160K or more per year while they are attending Shawnee Community College. These student-athletes serve as great ambassadors for us locally and abroad. Our out of district athletes also increase our enrollment! These students would not be attending Shawnee Community College without their interest in athletics. These student-athletes improve our visibility nationally and that has a positive impact on numerous factors. Finally, our student athletes are enrolled on average in 17 hours per semester. I would argue that our student-athletes have one of the highest graduation rates of any program on campus and they seemed to be called on more than any other program to be the face of the college.

### Sparks Era 21 YEARS At Shawnee CC

Professional - 10  
NCAA D1 - 18  
NCAA D2 - 26  
NAIA - 27  
NCAA D3 - 2

Graduation 75/99 (75%)  
John Sparks Record 284-267

## Everyone Loves A Winner

Everyone wants to be a part of a winning program. The Shawnee Community College Nursing program is a winning program. They are well known by all of the counselors and employers within our regional area of producing quality employees. Quality students choose Shawnee Community College because they have a reputation on producing quality RN's. They are winners! All of our coaches want to win, but winning is hard. It's especially hard in the Great Rivers Athletic Conference (GRAC) which is one of the top 5 JUCO conferences in the nation. The teams and the coaches in this league are good. Unfortunately, we don't have the same resources as the other schools in this region or conference. These resources include housing and meal plans for our student-athletes. John A. Logan, Vincennes University, Wabash Valley, and Southwestern IL have the best athletic package which makes it extremely difficult to recruit against. They are all located within a city with several places to eat at. They all have nice housing for their student-athletes. SWIC has \$40k for men's basketball housing and \$30K allocated toward housing for women's basketball. Wabash Valley has 13 full rides, that includes tuition, books, course fee, room and board. Most of us are familiar with the setup at John A. Logan. They often come into our backyard and steal our top in-district prospects. Vincennes University has an unlimited budget and a campus that rivals that of Southern Illinois University at Carbondale.

### In-District Women's Basketball

Egyptian – No Team  
Cairo – No Team  
Dongola – No Team  
Joppa – Team of Six girls  
Shawnee – No Team in 2021

Note: Cairo and Egyptian combined for a team in 2021-22.

## Being Competitive at Shawnee Community College

As a head coach at Shawnee Community College, you have to figure out a plan of attack. We want to identify the top prospects early through watching them play on local high school team, AAU / Summer team, holiday tournaments, watch them at practice & inviting them out to camps and showcases hosted by SCC. Unfortunately, many of these prospects do not show any interest. Men's Basketball has had kids drive in from Chicago IL, Memphis, TN, Little Rock AR, Lexington KY, fly in from Houston, TX, and Harlem, NY just to name a few, but the kids 15 minutes do not come and have received invitations by SCC coaches and through their own coaches.

The Lady Saints Volleyball team has been between 60-70% in-district over the past four seasons. So, they have met the in-district threshold of 40%, but let's look at the outcome. Their combined record of the past four seasons is 1-86. They have not won a single game in the last three seasons. Put yourself in the position of a potential student-athlete within our district that's an exceptional volleyball player with other options. Are you considering joining our volleyball program? I know the answer to this because the men's basketball program was nearly in that condition when I took the helm over twenty years ago. Whatever is after the last option, that's what we were. It's very difficult to change that perception. There is not anyone pressuring our coaches to win, but it should be an expectation that we are striving to be competitive on the athletic field.

### 2022 Estimated In-District Senior Class

Massac – 125  
AJ – 110  
Vienna – 100  
Cobden – 40  
Goreville – 35  
Meridian – 30  
Century – 25  
Egyptian – 20  
Shawnee – 15  
Cairo – 12  
Dongola – 12  
Joppa – 10  
**Total – 534**

## Board Memorandum

**Board of Trustees**

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

**Student Trustee**

Riley Scarbrough

**President**

Dr. Tim Taylor

**Vice Presidents**

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Chris Clark  
Dr. Lisa Price

**Executive Directors**

Emily Forthman  
Kevin Hunsperger  
Dr. April Teske

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** FY23 Budget  
**Date:** September 6, 2022

**Background:** The Illinois Public Community College ACT [110 ILCS 805/3-20](#) states, "...budget shall be prepared in tentative form by some person or persons designated by the board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon. At least one public hearing shall be held as to such budget prior to final action thereon. Notice of availability for public inspection and of such public hearing shall be given by publication in a newspaper published in such district, at least 30 days prior to the time of such hearing."

Further, the Illinois Community College Board's (ICCB) Fiscal Manual states, "Each local board of trustees must adopt a budget for each fiscal year within or before the first quarter of each fiscal year. Moreover, a tentative budget must be available for public inspection for at least 30 days prior to final adoption; and at least one public hearing must be held on the tentative budget."

Finally, Section 1501.504 of ICCB Administrative Rule states, "***an electronic copy of the official district budget shall be filed with ICCB by October 15 of each year in the format prescribed by the ICCB. An electronic copy of amended budgets shall also be filed with ICCB within 30 days after their adoption. Colleges may develop a budget format for internal use that reflects their own individual organizational structures.***"

The tentative FY23 budget was accepted by the Board at the 07.05.22 regular meeting. On 07.06.22, the tentative budget was made available for public inspection in the CFO's office and on the College's website. Further, notice of the 08.23.22 public hearing on the budget was placed in the Monday's Pub newspaper on 07.18.22. As of this writing, no comments have been received from the public.

For FY23, the adjusted operating expenditures of the budget compared to FY22 actual are as follows:

	<b>FY23</b>	<b>FY22</b>
Education Fund	\$11,676,059	\$13,839,755
O&M Fund	\$1,420,799	\$1,647,721
Total Operating Funds	\$13,096,858	\$15,487,476

Prior to the public hearing on 08/23, the College adjusted the tentative budget to reflect an increase in anticipated CPPRT funding, actual summer revenue received, and some additional expenditures not previously budgeted. A total list of changes and a more detailed report can be found after the attached recommended final budget (next page). Chris Clark will be available to answer any questions.

The College has complied with all notice and budget hearing requirements set forth in Statute and reflected in ICCB Administrative Rules for the FY23 Budget.

**Recommendation:** I Recommend the Board approve the FY23 Budget for Shawnee Community College District 531 as presented. In addition, I recommend the Board authorize the College's CFO to file the FY23 budget with ICCB, as outlined in the Administrative Rules.





# Shawnee Community College

## Annual Budget

State of Illinois – Community College District 531  
July 1, 2022 – June 30, 2023

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**Prepared By:**

Chris Clark, Vice President of Administrative Services

Shawnee Community College  
8364 Shawnee College Road  
Ullin, IL 62992  
(618) 634-3200  
Fax: (618) 634-3300

**Shawnee Community College  
Operating Funds - Budget Summary  
FY 2023**

Operating Fund			
Revenue		13,152,688	
Expenses		<u>(13,096,858)</u>	
	Difference		55,830
One Time Budgeted Expenditures			
	Total One Time Expenditures		<u>-</u>
	Expected change in operating fund balance less one time budgeted expenditures		<u>55,830</u>

## Summary of Fiscal Year 2023 Budget by Fund

	General		Special Revenue		
	Education Fund	Operations and Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection and Settlement Fund
Beginning Balance	\$6,500,000	\$2,861,160	\$0	\$48,477	\$1,715,000
Budgeted Revenue	11,727,193	1,275,495	7,216,484	35,449	828,241
Budgeted Expenditures	(10,896,604)	(1,420,799)	(7,216,484)	(39,000)	(1,493,146)
Budgeted Transfers from (to) Other Funds*	(629,455)	-			
<b>Budgeted Ending Balance</b>	<b>\$6,701,134</b>	<b>\$2,715,856</b>	<b>\$0</b>	<b>\$44,926</b>	<b>\$1,050,095</b>

	Debt Service	Capital Projects	Proprietary Fund
	Bond and Interest Fund	Operations and Maintenance Fund (Restricted)	Auxiliary Enterprises Fund
Beginning Balance	\$608,866	\$3,266,342	\$415,000
Budgeted Revenue	1,606,500	6,670,000	455,200
Budgeted Expenditures	(1,606,500)	(1,261,450)	(1,348,960)
Budgeted Transfers from (to) Other Funds		0	679,455
<b>Budgeted Ending Balance</b>	<b>\$608,866</b>	<b>\$8,674,892</b>	<b>\$200,695</b>

The official budget which is accurately summarized in this document was approved on \_\_\_\_\_.

Attest:

Secretary, Board of Trustees



## Summary of Fiscal Year 2023 Estimated Revenues

District: Shawnee Community College

District No: 531

Year Ended: June 30, 2023

<u>Operating Revenues by Source</u>	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Total Operating Funds</u>
<b>Local government:</b>			
Current taxes	\$1,333,257	\$671,014	\$2,004,271
Chargeback revenue			0
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$1,333,257</b>	<b>\$671,014</b>	
<b>State government:</b>			
ICCB Credit Hour Grants		\$381,981	\$1,273,271
ICCB Equalization Grants	2,955,150		2,955,150
State Board of Education- Vocational Education	116,852		116,852
Corporate Personal Property Replacement Tax	1,407,326	172,500	1,579,826
<b>TOTAL STATE GOVERNMENT</b>	<b>\$5,370,618</b>	<b>\$554,481</b>	<b>\$5,925,099</b>
<b>Federal government:</b>			
Federal Stimulus Funds-HEERF	\$0	\$0	\$0
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$0</b>		<b>\$0</b>
<b>Student Tuition and Fees:</b>			
Tuition			
Fees	631,110		631,110
<b>TOTAL TUITION AND FEES</b>			
<b>Other sources:</b>			
Sales and Service Fees	\$68,285		\$68,285
Facilities revenue		50,000	50,000
Investment revenue			45,000
Other sources	45,000		124,600
<b>TOTAL OTHER SOURCES</b>	<b>124,600</b>	<b>\$50,000</b>	
<b>TOTAL REVENUE</b>	<b>\$11,727,193</b>	<b>\$1,275,495</b>	<b>\$13,002,688</b>
TRANSFERS	150,000	0	150,000
<b>TOTAL 2022-23 BUDGETED REVENUE</b>	<b>\$11,877,193</b>	<b>\$1,275,495</b>	<b>\$13,152,688</b>
<b>Less non-operating items*:</b>			
Tuition chargeback revenue	\$0		\$0
<b>ADJUSTED REVENUE</b>	<b>\$11,877,193</b>	<b>\$1,275,495</b>	<b>\$13,152,688</b>

\*Inter-district revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

### Summary of Fiscal Year 2023 Operating Budgeted Expenditures

<u>By Program</u>	Education	Operations and Maintenance	Total Operating	%
	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>	
Instruction	\$3,405,082		\$3,405,082	
Academic Support	890,337		890,337	6.80%
Student Services	1,214,935		1,214,935	9.28%
Public Services	674,467		674,467	5.15%
Operation & Maint. of Plant		1,420,799	1,420,799	10.85%
Institutional Support	2,984,257		2,984,257	22.79%
Scholarship, Student Grants, & Waivers	<u>1,727,526</u>		<u>1,727,526</u>	13.19%
Total Expenditures	10,896,604	1,420,799	12,317,403	
<b>TRANSFERS</b>	779,455		779,455	5.95%
<b>Total 2022-23 Budgeted Expenditures</b>	<b><u>\$11,676,059</u></b>			
<b>ADJUSTED EXPENDITURES</b>	<b><u>\$11,676,059</u></b>			

#### By Object

Salaries	\$6,253,294	\$175,831	\$6,429,125	49.09%
Employee Benefits	610,679	17,160	627,839	4.79%
Contractual Services	807,475	490,600	1,298,075	9.91%
General Materials & Supplies	711,370	61,800	773,170	5.90%
Conference & Meeting Expense	208,500		208,500	1.59%
Fixed Charges	131,660	40,000	171,660	1.31%
Utilities	103,700	585,408	689,108	5.26%
Capital Outlay	92,400	-	92,400	0.71%
Other	1,867,526		1,867,526	14.26%
Provision for Contingency	<u>110,000</u>		<u>160,000</u>	1.22%
		<u>50,000</u>		
Total Expenditures	\$ 10,896,604	\$ 1,420,799	\$ 12,317,403	
<b>TRANSFERS</b>	779,455		779,455	5.95%
<b>Total 2022-23 Budgeted Expenditures</b>	<b><u>\$11,676,059</u></b>			
<b>ADJUSTED EXPENDITURES</b>	<b><u>\$11,676,059</u></b>	<b><u>\$1,420,799</u></b>	<b><u>\$13,096,858</u></b>	

## Fiscal Year 2023 Budgeted Expenditures

<u>Education Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTRUCTION</b>		
Salaries	\$2,851,330	
Employee Benefits	200.102	
Contractual Services	118.300	
General Materials & Supplies	158.950	
Conference & Meeting Expense	48.200	
Fixed Charges	-	
Utilities	-	
Other	-	
Capital Outlay	<u>28.200</u>	<b>\$3,405,082</b>
<b>ACADEMIC SUPPORT</b>		
Salaries	\$690,621	
Employee Benefits	60.696	
Contractual Services	46.550	
General Materials & Supplies	51.920	
Conference & Meeting Expense	13.800	
Utilities	-	
Capital Outlay	<u>26.750</u>	<b>890,337</b>
<b>STUDENT SERVICES</b>		
Salaries	\$767,503	
Employee Benefits	136.032	
Contractual Services	67.700	
General Materials & Supplies	193.450	
Conference & Meeting Expense	43.000	
Utilities	-	
Other	-	
Capital Outlay	<u>7.250</u>	<b>1,214,935</b>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>		
Salaries	\$463,377	
Employee Benefits	49.880	
Contractual Services	1.200	
General Materials & Supplies	29.350	
Conference & Meeting Expense	10.300	
Fixed Charges	86.660	
Utilities	<u>33.700</u>	<b>674,467</b>
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	\$1,480,463	
Employee Benefits	163.969	
Contractual Services	573.725	
General Materials & Supplies	277.700	
Conference & Meeting Supplies	93.200	
Fixed Charges	45.000	
Utilities	70.000	
Other	140.000	
Provision for Contingency	110.000	
Capital Outlay	30.200	<b>2,984,257</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>		
Other	<u>\$1,727,526</u>	<b>1,727,526</b>
<b>TRANSFERS</b>		<b>779,455</b>
<b>GRAND TOTAL</b>		<b><u>\$11,676,059</u></b>

## Fiscal Year 2023 Budgeted Expenditures

<b><u>Operations and Maintenance Fund</u></b>	<b><u>Appropriations</u></b>	<b><u>Totals</u></b>
<b>OPERATION AND MAINTENANCE OF PLANT</b>		
Salaries	\$175,831	
Employee Benefits	17,160	
Contractual Services	490,600	
General Materials & Supplies	61,800	
Conference & Meeting Expense	-	
Fixed Charges	40,000	
Utilities	585,408	
Provision forContingency	50,000	
Capital Outlay	-	
Other	-	
	<hr/>	<hr/>
		\$1,420,799
<b>TRANSFERS</b>		<hr/>
		0
<b>GRAND TOTAL</b>		<hr/>
		<b>\$1,420,799</b>

## Fiscal Year 2023 Budgeted Revenues

<u>Operations and Maintenance Fund-Restricted</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Governmental Sources:</b>		
Current Taxes	\$250,000	
<b>Other Sources</b>		
Bond Proceeds	\$6,420,000	
Investment Revenue	-	
TRANSFERS	-	
GRAND TOTAL		<u><u>\$6,670,000</u></u>

## Fiscal Year 2023 Budgeted Expenditures

<u>Operations and Maintenance Fund-Restricted</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Capital Outlay	\$1,106,000	
Contractual Services	140,000	
Other Charges	15,450	<u>\$1,261,450</u>
GRAND TOTAL		<u><u>\$1,261,450</u></u>

## Fiscal Year 2023 Budgeted Revenue

<u>Bond and Interest Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Government Sources:</b>		
Current Taxes	<u>\$1,606,500</u>	<b>\$1,606,500</b>
GRAND TOTAL		<u><u>\$1,606,500</u></u>

## Fiscal Year 2023 Budgeted Expenditures

<u>Bond and Interest Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Interest	31,500	
Bond Principal Retired	<u>1,575,000</u>	\$1,606,500
GRAND TOTAL		<u><u>\$1,606,500</u></u>

## Fiscal Year 2023 Budgeted Revenues

<u>Auxiliary Enterprises Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Other Sources:</b>		
Sales and Service Fees	\$455,200	<b>\$455,200</b>
TRANSFERS		<b>779,455</b>
GRAND TOTAL		<b>\$1,234,655</b>

## Fiscal Year 2023 Budgeted Expenditures

<u>Auxiliary Enterprises Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INDEPENDENT OPERATIONS</b>		
Salaries	\$271,999	
Employee Benefits	27,885	
Contractual Services	88,451	
General Materials & Supplies	441,825	
Conference & Meeting Expense	62,900	
Fixed Charges	25,000	
Utilities	-	
Capital Outlay	28,900	
Provision for Contingency	-	
Other	402,000	<b>\$1,348,960</b>
TRANSFERS		<b>100,000</b>
GRAND TOTAL		<b>\$1,448,960</b>

## Fiscal Year 2023 Budgeted Revenues

<u>Restricted Purposes Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>State governmental sources:</b>		
ICCB Workforce Preparation Grant	\$ -	
ICCB P-16 Initiative Grant	-	
ICCB Adult Education	243,085	
ICCB Career and Technical Education	116,852	
ICCB Innovation Grant	150,000	
ICCB College & Career Readiness	-	
ICCB Dual Credit Enhancement	-	
DCEO -Dept. of Commerce and Economic Opportunity	92,400	
Department of Corrections	-	
Other Illinois Governmental Sources	<u>220,830</u>	
<b>TOTAL STATE GOVERNMENT</b>		<b>\$823,167</b>
<b>Federal governmental sources:</b>		
Department of Education	6,061,817	
Department of Health and Human Services	-	
Other Federal Government Sources	<u>331,500</u>	
<b>TOTAL FEDERAL GOVERNMENT</b>		<b><u>\$6,393,317</u></b>
<b>Other sources:</b>		
<b>Nongovernmental grants</b>	<u>-</u>	
<b>TOTAL OTHER SOURCES</b>		<b><u>\$0</u></b>
 <b>GRAND TOTAL</b>		 <b><u><u>\$7,216,484</u></u></b>



## Fiscal Year 2023 Budgeted Expenditures

<u>Restricted Purposes Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>STUDENT SERVICES</b>		
Salaries	\$221,436	
Employee Benefits	62,987	
Contractual Services	1,017	
General Materials & Supplies	2,988	
Conference & Meeting Expense	3,426	
Capital Outlay	-	
Other	47,118	\$338,972
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	\$637,363	
Employee Benefits	117,287	
Contractual Services	231,347	
General Materials & Supplies	208,133	
Conference & Meeting Expense	101,679	
Fixed Charges	-	
Utilities	300	
Capital Outlay	191,607	
Other	42,903	1,530,619
<b>SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS</b>		
Financial Aid	\$5,346,893	5,346,893
GRAND TOTAL		\$7,216,484

## Fiscal Year 2023 Budgeted Revenues

<u>Audit Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Government Sources</b>		
Current taxes	\$35,449	\$35,449
GRAND TOTAL		<u>\$35,449</u>

## Fiscal Year 2023 Budgeted Expenditures

<u>Audit Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Contractual Services	\$39,000	
Provision for Contingency	-	\$39,000
GRAND TOTAL		<u>\$39,000</u>

## Fiscal Year 2023 Budgeted Revenues

<u>Liability Protection and Settlement Fund</u>	<u>Revenues</u>	<u>Totals</u>
<b>Local Government Sources</b>		
Current Taxes	\$ 828,241	\$ 828,241
 GRAND TOTAL		 <u><u>\$ 828,241</u></u>

## Fiscal Year 2023 Budget Expenditures

<u>Liability Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	119,500	
Employee Benefits	236,146	
Contractual Services	571,000	
General Materials & Supplies	21,500	
Fixed Charges	349,000	
Capital Outlay	196,000	
Other	<u>-</u>	\$ 1,493,146
 GRAND TOTAL		 <u><u>\$ 1,493,146</u></u>

## Changes to Shawnee College FY 23 Budget between First Read and Second Read

### Revenue

CCPRT (01-0-00-0000-413000) Increase due to actual amount expected  
 Original (\$553,000)  
 Updated (\$1,407,326)

Summer Tuition – Resident (01-0-00-0000-440110) Increase due to actual numbers  
 Original (\$372,482)  
 Updated (\$398,420)

Summer Tuition – Out of District (01-0-00-0000-440210) Increase due to actual numbers  
 Original (\$34,545)  
 Updated (\$46,620)

Summer Tuition – Out of State (01-0-00-0000-440310) Decrease due to actual numbers  
 Original (\$44,219)  
 Updated (\$22,660)

Fall Tuition – Out of District (01-0-00-0000-440220) Increase due to actual numbers  
 Original (\$102,900)  
 Updated (\$148,155)

Fall Tuition – Out of State (01-0-00-0000-440320) Increase due to actual numbers  
 Original (\$76,149)  
 Updated (\$145,200)

Bond Proceeds (13-0-00-7023-415000) Increase for Bond Proceeds

Transfers from (01-0-00-0000-721000)  
 Increase due to transfer from Working Cash Fund for Annual Interest Revenue Transfer

### Expenses

Transfer \$5000 from Public Information and Marketing to HR Advertising (01-0-83-8102-547000 to 01-0-84-8202-547000) To advertise open positions

Add \$1700 to HR Other Contractual Services (01-0-84-8202-539000) for background checks

Add \$500 to HR Publications (01-0-84-8202-546000) for subscription

Add \$6000 to Other Institutional (01-0-89-8104-541090) for copy paper

Add \$48,000 to Other Institutional Expenses (01-0-00-8104-575000) for JetPacks for Students

Add \$20,000 to TORT Software (12-0-00-0000-544020) for HR Software

Add \$300,000 to TORT Maintenance (12-0-00-0000-534000) for Ellucian Cloud

Add \$20,000 to TORT Site Improvement (12-0-00-0000-582000) for Sidewalk and Parking Lot Repair

Add \$7,442 to VP Student Services (01-0-81-8109-xxxxxx) for Salary & Benefits

Add \$15,000 to VP Student Services (01-0-81-8109-539000) for SMART Transportation

Decrease \$9,051 to VP of Administrative Salary & Benefits for adjustment (01-0-82-8200-xxxxxx)

Add \$28,378 to Foundation for Salary & Benefits

Add 15,450 to Restricted Operations & Maintenance Fund (13-0-00-7023-594200) for Bond Issuance Costs

Add \$45,000 to Restricted Operations & Maintenance Fund (13-0-00-7023-533000) for Architect Fees

Add \$450,000 to Restricted Operations & Maintenance Fund (13-0-00-7023-582000) for Capital Improvements

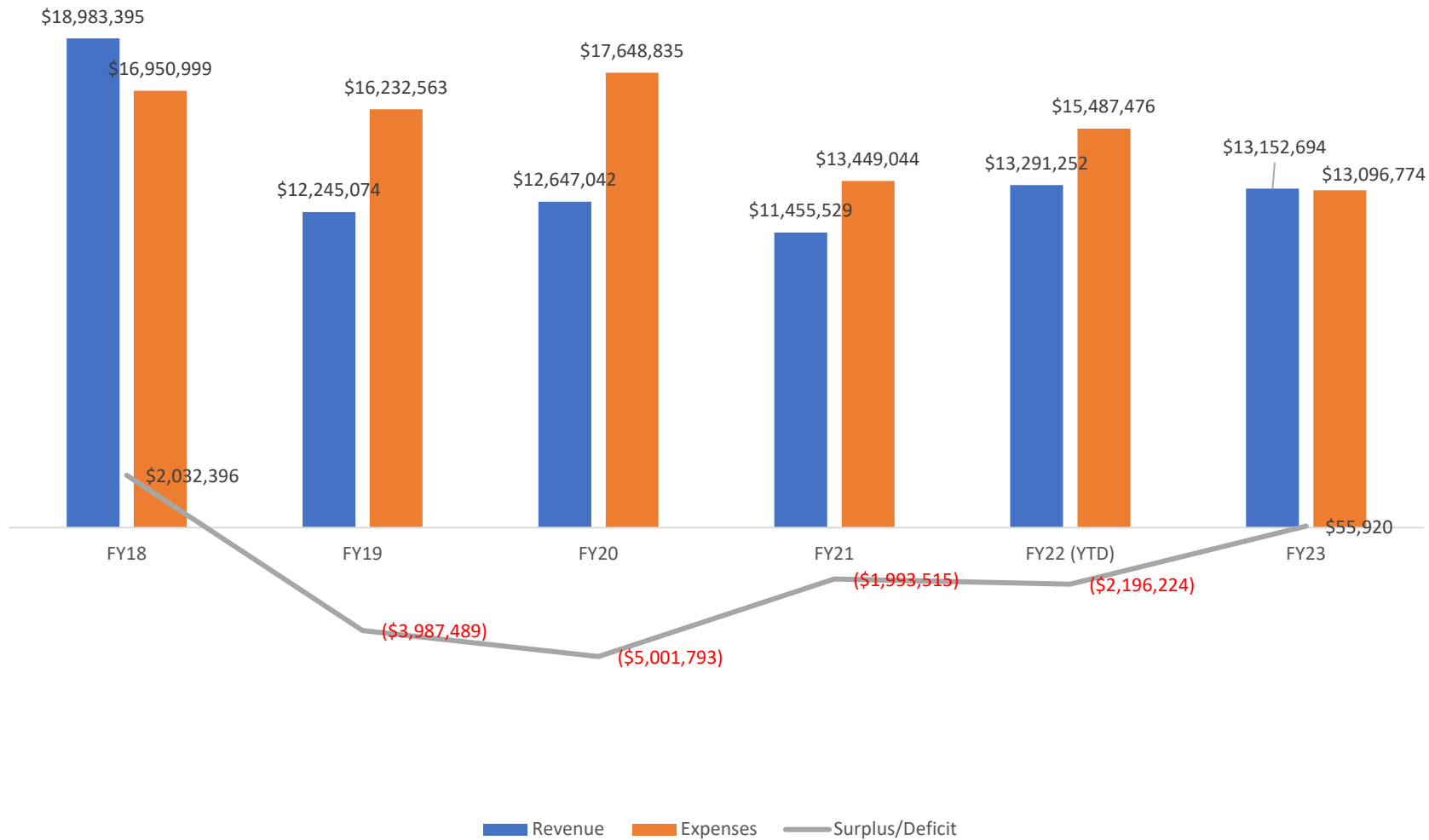
Decrease \$27,356 to Business Management (01-0-12-1506-513010) for Salary

Decrease \$27,508 to Computer Systems (01-0-13-1507-513010) for Salary

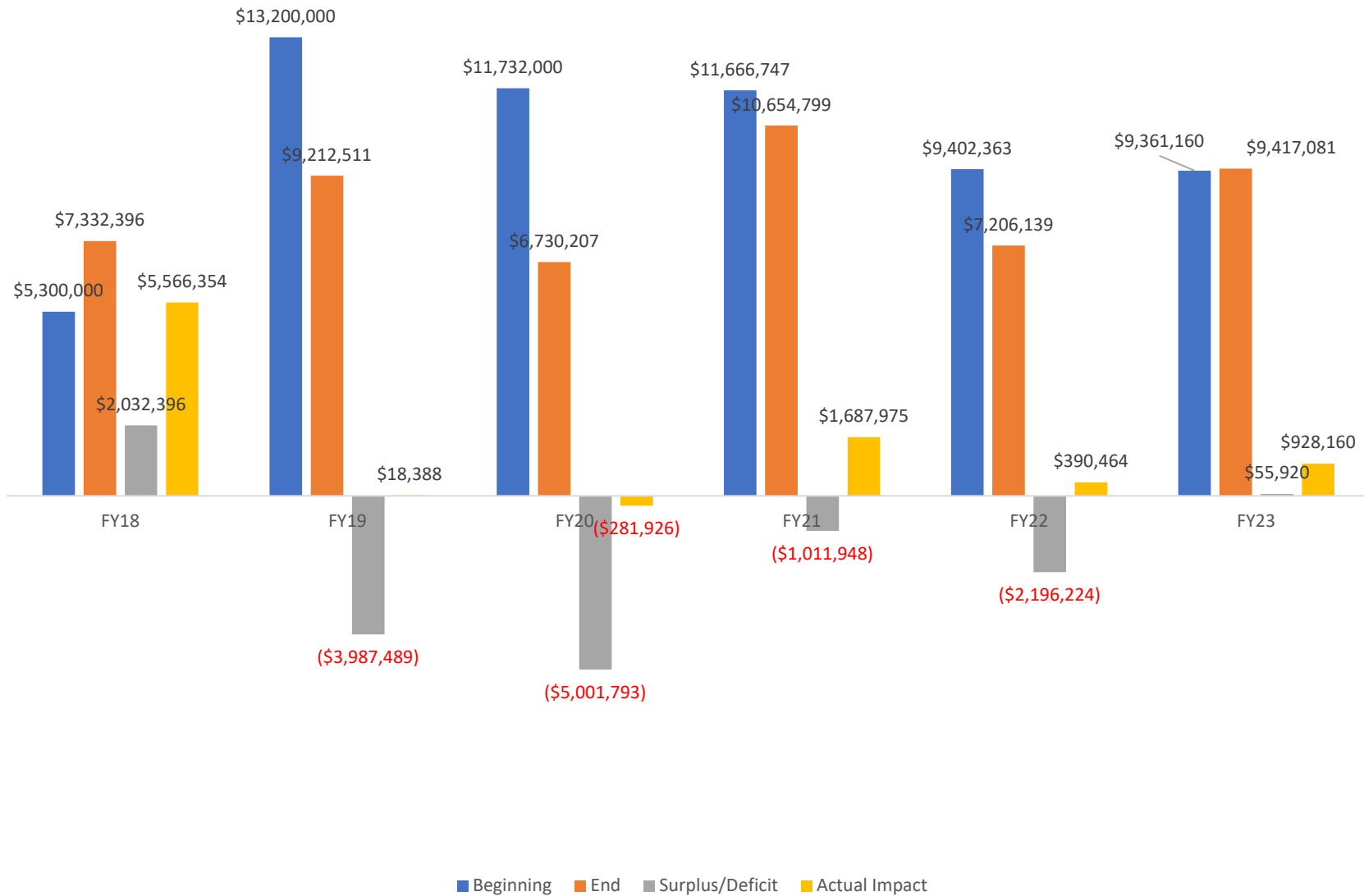
Add 340,500 to TORT General Insurance (12-0-00-0000-565000) for Insurance

# FY Budget Analysis

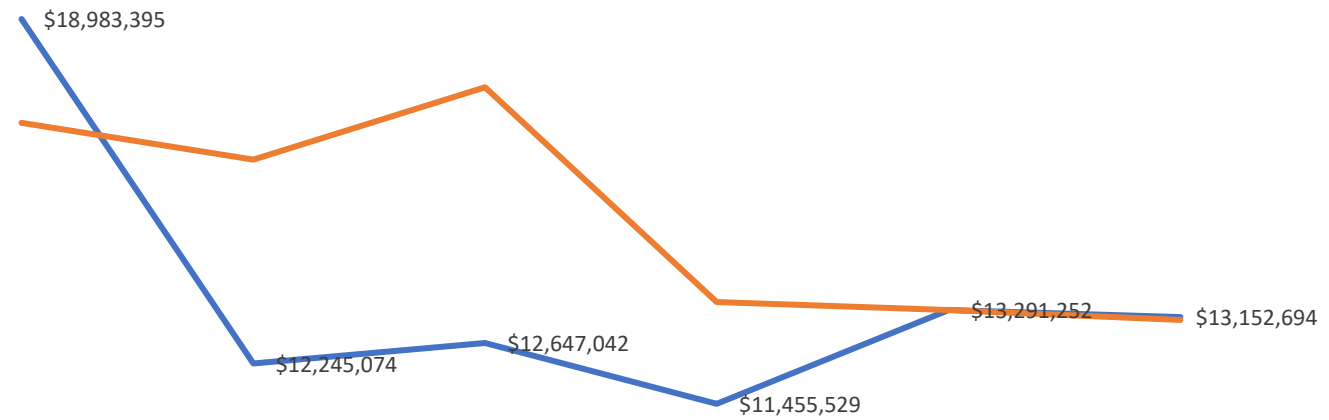
## Legal Budget Summary - History



## Legal Budget - Anticipated Operating Fund Balance Impact



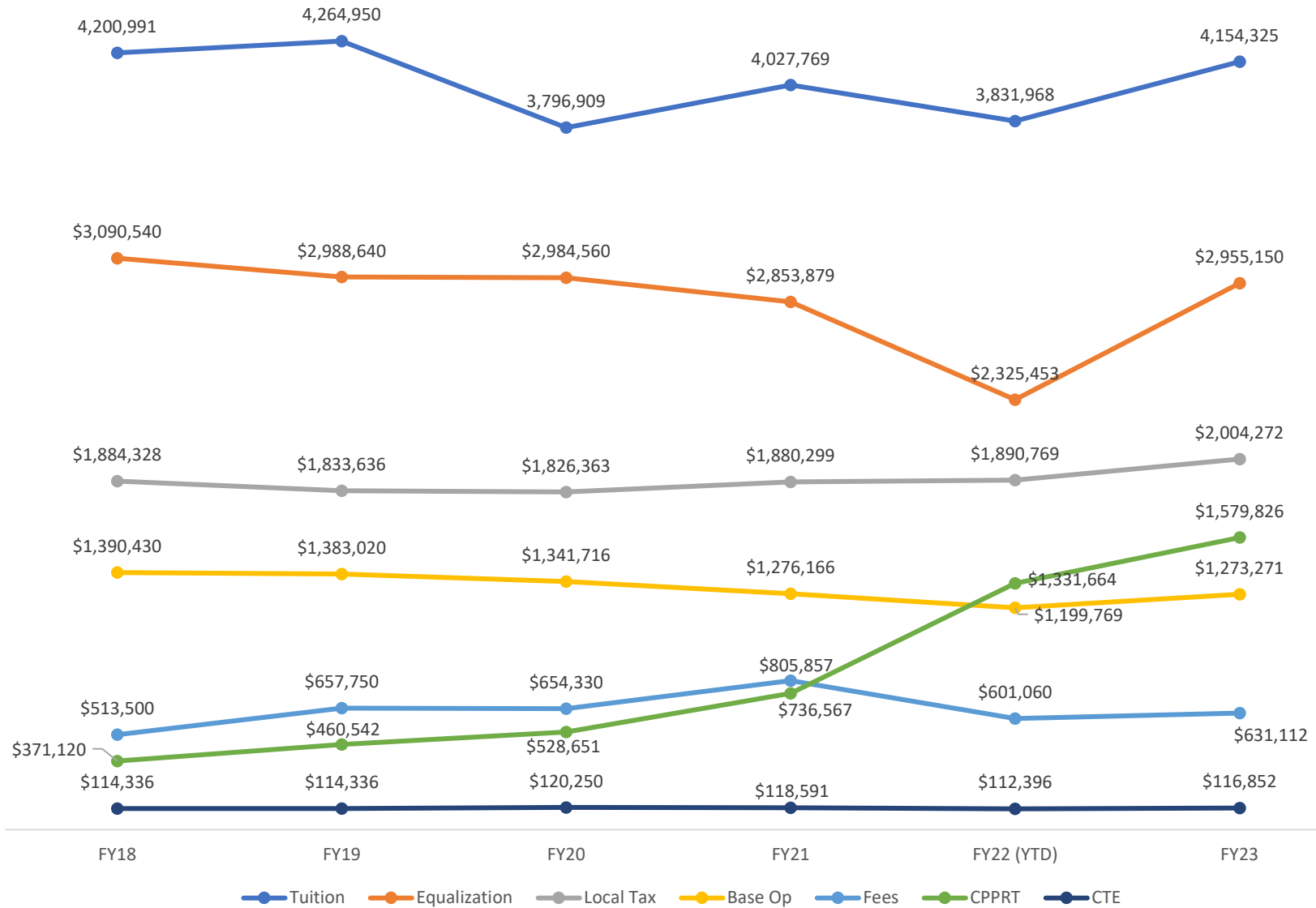
## Legal Budget - Adjusted Revenue &amp; Expenses



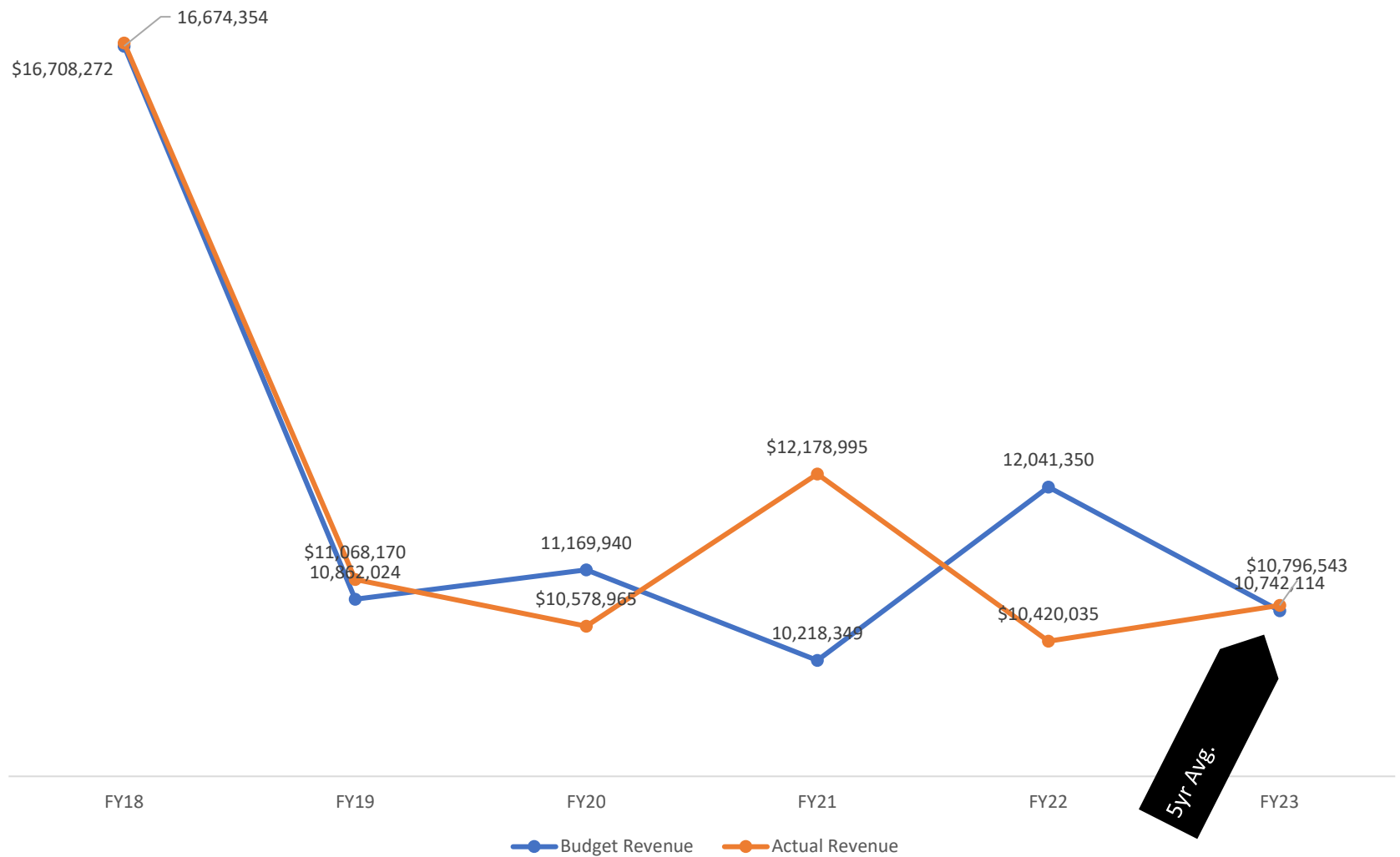
	FY18	FY19	FY20	FY21	FY22	FY23
Adjusted Revenue	\$18,983,395	\$12,245,074	\$12,647,042	\$11,455,529	\$13,291,252	\$13,152,694
Adjusted Expenses	\$16,950,999	\$16,232,563	\$17,648,835	\$13,449,044	\$13,291,252	\$13,096,774

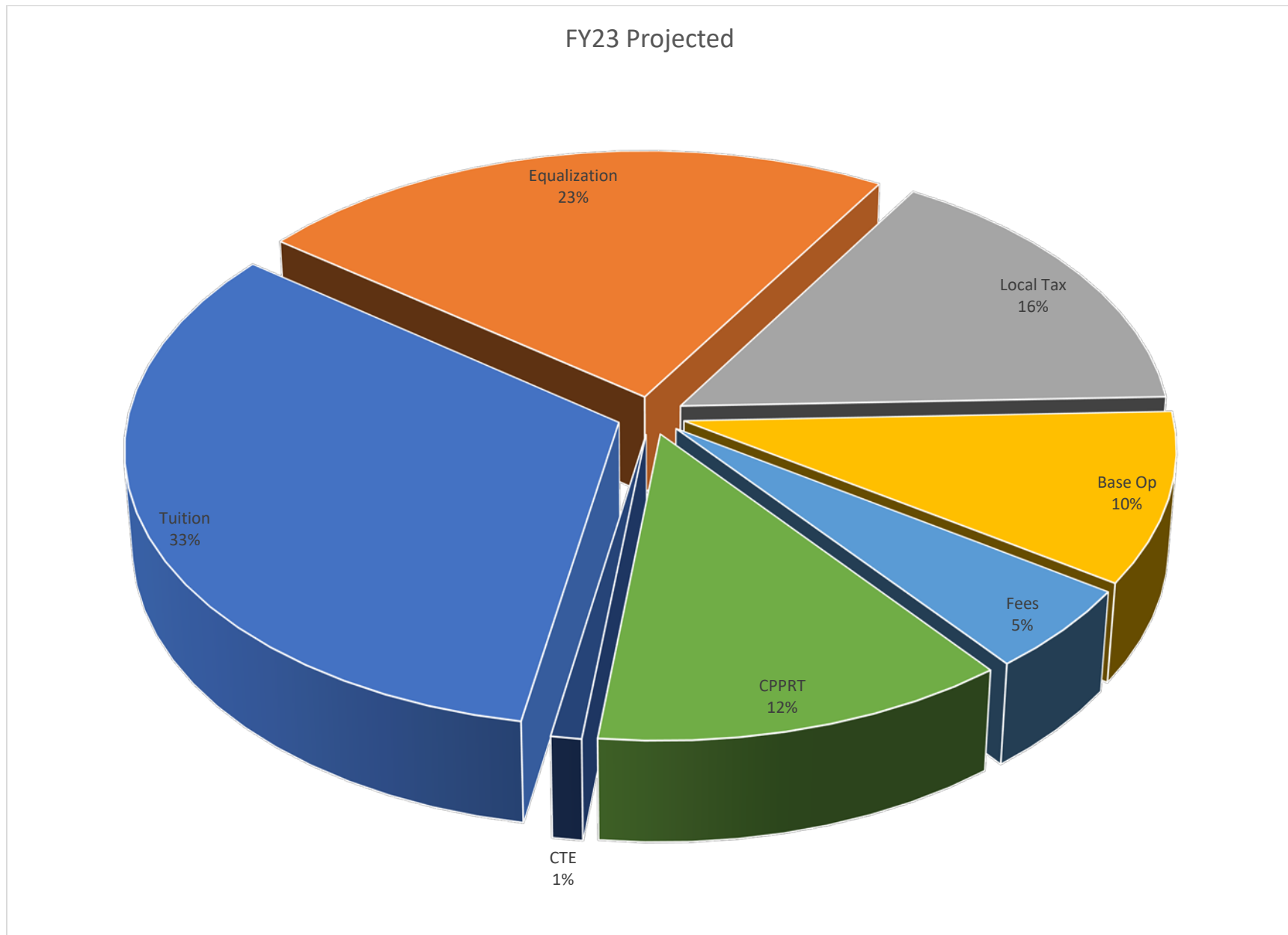


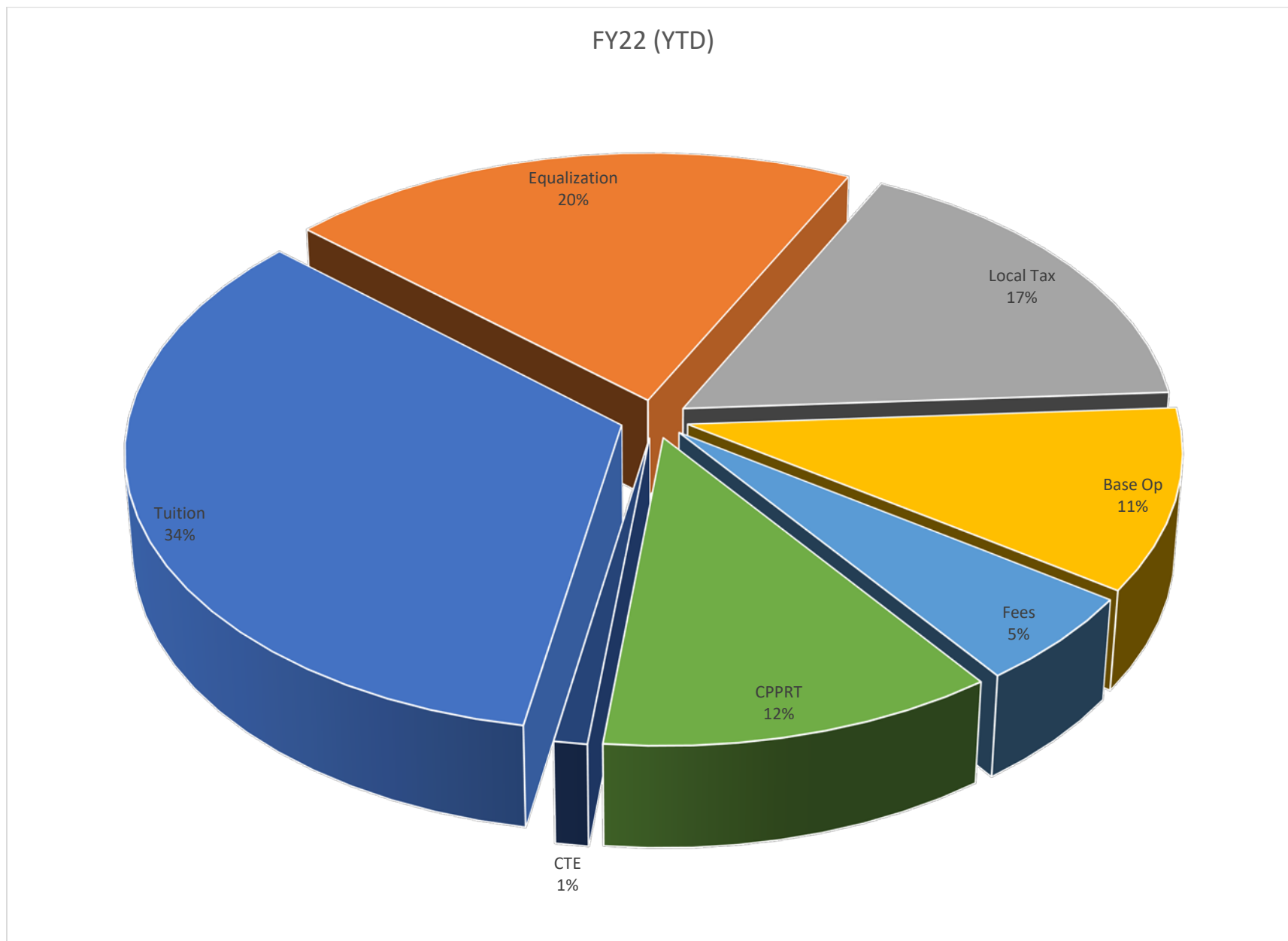
## Revenue Trend



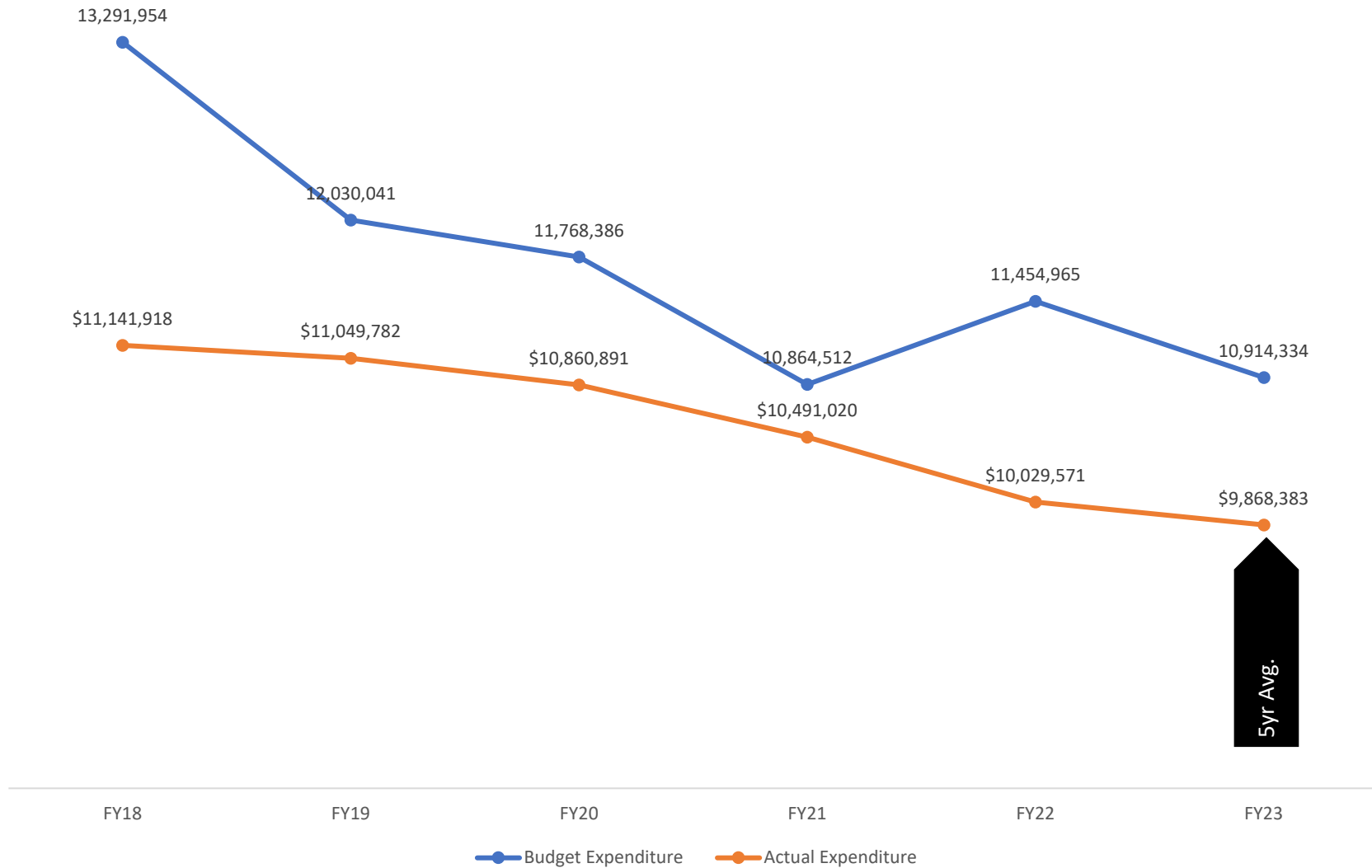
## Education Fund Revenue Trend



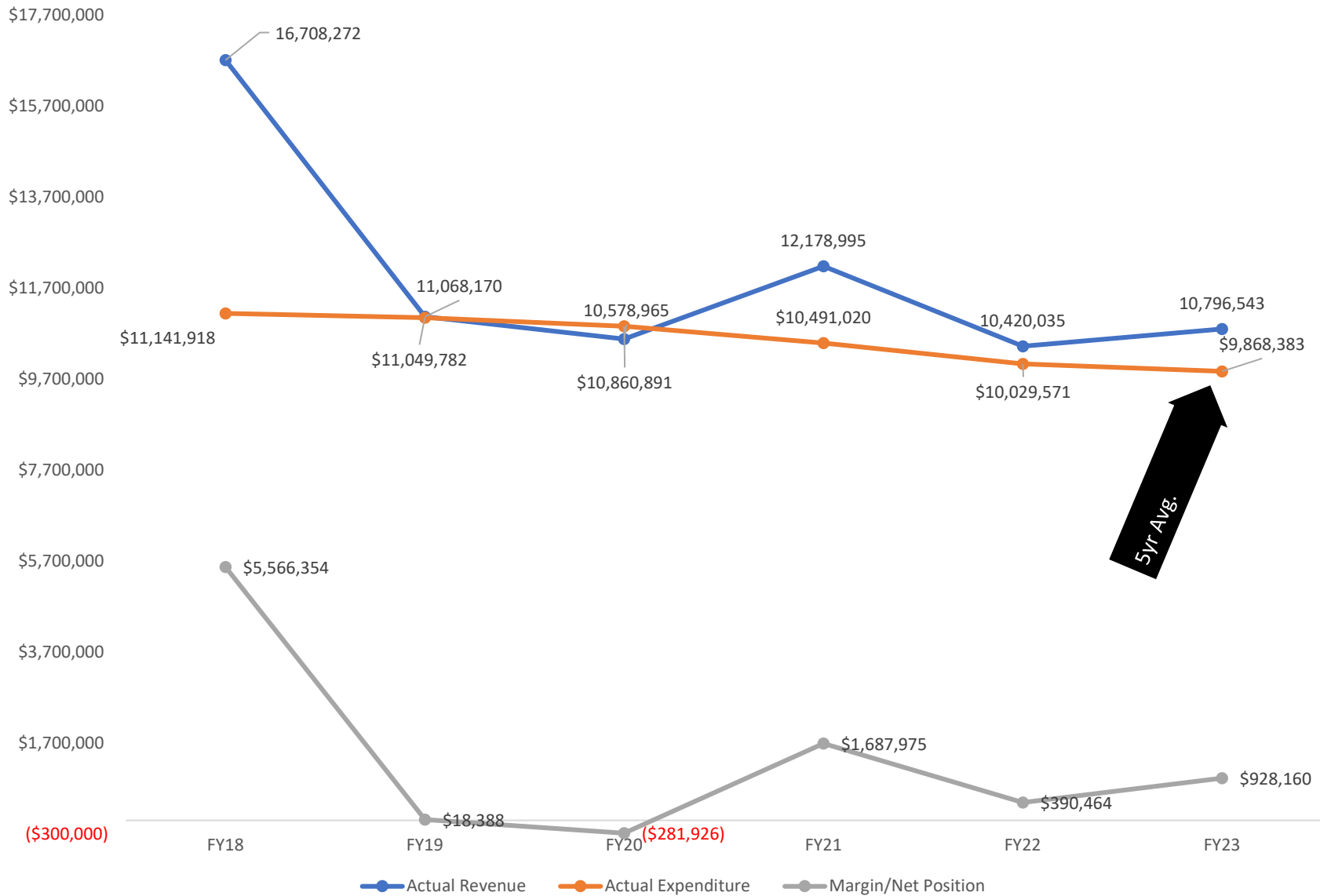




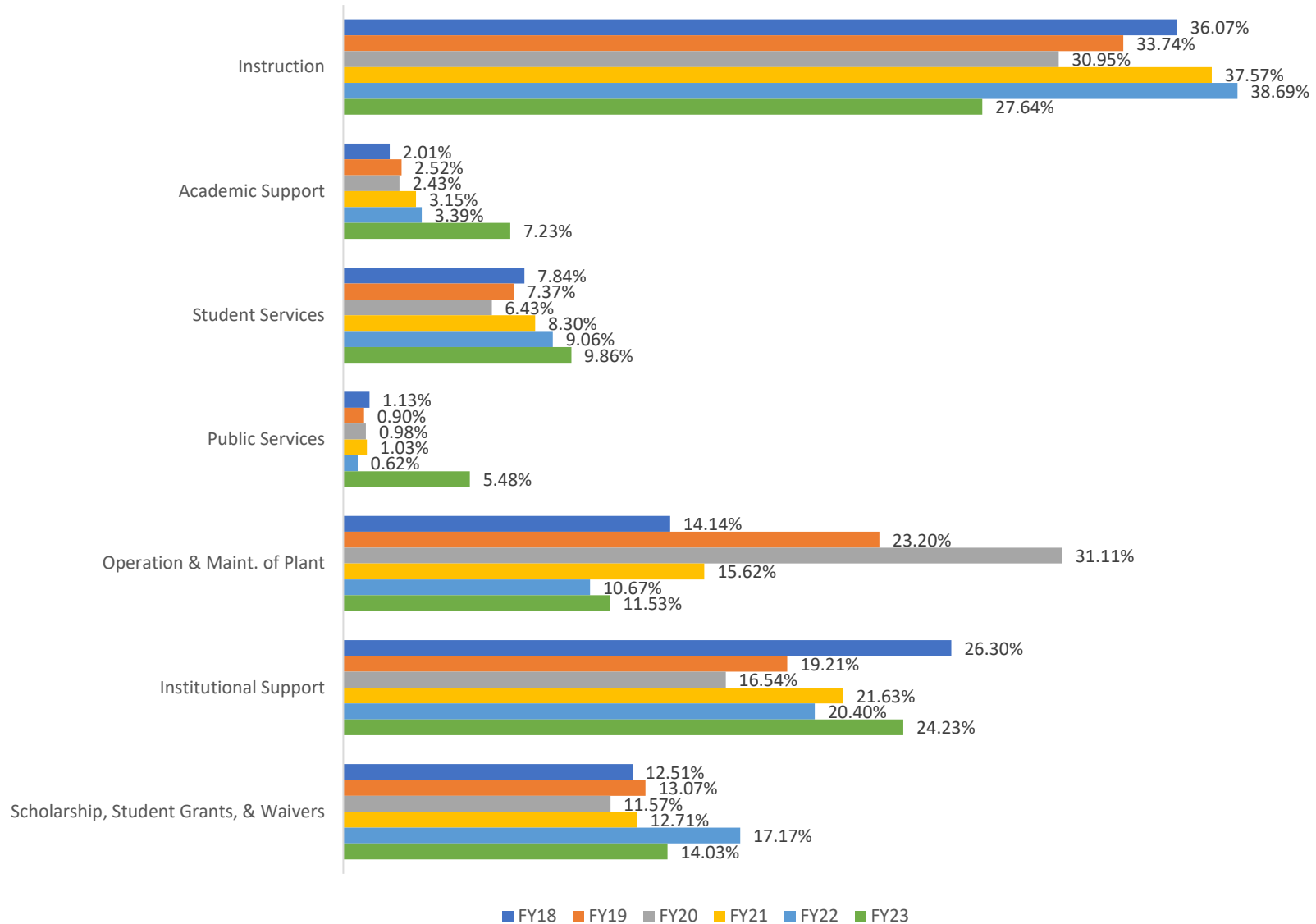
## Education Fund Expenditure Trend



### Margin/Net Position Trend



## Legal Budget - Expenditure History by Program (%)



## Legal Budget - Expenditures History by Object (%)

