

**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
SCC EDUCATION CENTER
AUGUST 1, 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:

Present	Trustee	Present	Trustee
√	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:

Present	Others	Present	Others
√	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

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

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

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.

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 (G103SH)

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.

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.

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.