

BOARD BOOK

OCTOBER 17, 2024



Citizens and staff can participate in person or by teleconference with the following [link](#). The meeting includes an opportunity for public comment. Any Citizen participating in the meeting via teleconference who wishes to make a public comment, must submit their public comment, via email, to comments@shawneecc.edu by 2:00 p.m. on October 17, 2024. Public comments submitted via email will be announced during the public comment portion of the meeting.



**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
SHAWNEE COMMUNITY COLLEGE, RIVER ROOM, ULLIN, IL
OCTOBER 17, 2024
6:00 P.M.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. A Few Moments of Voluntary Prayer and Reflection**
- IV. Roll Call**

- V. Agenda & Addendums**

- VI. Recognition of Guests and Public Comment**
Employee Introductions:
Mackenzie Scherer, Small Business Development Coordinator
Sophia Conley, Administrative Support Specialist, Massac County Extension Center

Student Ambassador Introductions: Carrie Davis

- VII. Communications**
 - A. [Student Report](#) - Michael Deno
 - B. [Faculty](#) - Jesse Smith-Fulia
 - C. [President](#) - Dr. Tim Taylor
 - D. Senior Leadership
 - i. [Academic Affairs](#) - Dr. April Teske
 - ii. [Administrative Services](#) - Chris Clark
 - iii. [Human Resources](#) - Felicia Rouse
 - iv. [Institutional Effectiveness](#) - Sabrina Black
 - v. [Public Information & Marketing](#) - Kevin Hunsperger
 - vi. [Saints Foundation](#) - Tina Dudley & John Windings
 - vii. [Student Affairs](#) - Jeff McGoy
 - E. [Illinois Community College Trustees Association](#) - Andrea Witthoft

- VIII. Monitoring Reports & Board Policy Review**
 - A. Acceptance of [Transfer Programming](#) Annual Report (First Read)
 - i. Transfer Programming Policy [B1003](#)

- IX. Consent Agenda**
 - A. Disposition of 09/19/24 Regular Board Meeting [Minutes](#)
 - B. Disposition of 10/07/24 Special Board Meeting [Minutes](#), Board Finance Committee
 - C. Acceptance of [Treasurer's Report](#)
 - D. Consideration for Ratification of [September Bills](#)
 - E. Acceptance of [Personnel Report](#)

X. Shared Governance – Administrative Update

- A. New/Revised Policy
 - i. A4500 Culture of Equity and Respect
 - ii. A4600 Culture of Confidentiality and Discretion
 - iii. A5300 Auxiliary Services
 - iv. A5400 Risk Management
 - v. A7100 Renovation & Constructions
 - vi. A7200 Operations, Maintenance & Repair

- B. New/Revised Operating Standard
 - i. A2000.05 Academic Integrity/Honesty
 - ii. A2100.60 Academic Program Review
 - iii. A2100.70 Competency Based Education
 - iv. A2300.25 Faculty Handbook Development
 - v. A7300.00 Facility Usage

XI. Presentations, Discussion, and Action Items

- A. [Board Finance Committee Update](#)
 - i. Consideration for Approval to Advance with Facility Master Plan Direction
 - ii. Consideration for Acceptance of Agreement with Dreamscape Learn
- B. Consideration for Approval of [Dual Credit Agreement](#) for Type-C Courses (📄 10pp)
- C. Consideration for Acceptance of [SICCM Dissolution Details](#) (📄 7pp)
- D. Consideration for Acceptance of [Agreement with Aegis](#) (📄 1p)
- E. Consideration for Scheduling a [Board Retreat](#)
- F. [Accreditation and Recognition Update](#) (📄 5pp)

XII. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c) (1)

- B. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)

XIII. Executive Session Action Items

XIV. Trustee Comments

XV. Adjournment

**Student Trustee
Board Report, October 17, 2024**

On September 10th, Student Trustee Michael Deno met with Western Kentucky Red Cross Coordinator Anthony to plan the donor drive, which is now scheduled for October 9th.

On September 11th, Student Senate Members had their annual election.

Talon Bishop, Brennan Hill, Elaine Hammer, and Sophia Dudley all ran for and won seats without opposition, which can be a good sign for cooperation within that group moving forward. Student interaction and participation were high during the election process.

On September 18th, the volleyball-themed Fall Festival at SCC proved to be one of the most successful Fall Festivals in recent years as it erupted from the rear of campus. There were food trucks to enjoy. Students and staff alike participated in a car show. The Cosmetology Club was set up for mannequin head bowling. The LGBTQ Club had a photo booth. The History Club had a root beer chugging contest by your very own Student Trustee Michael Deno. The same Club had costumes for people to try on and axe throwing available. The Esports Team had a screen set up running Mario Kart, and the nonteam member students rallied around them and got involved. There was also an inflatable obstacle course and volleyball enjoyed by many. Student Ambassadors facilitated other games. Also, the Book Club set up cornhole.

On September 23rd, PTK held its first fall meeting on campus and started the season of productivity off right by electing Alexis Peeler as its new Chapter President and seating Michael Deno, Markel Boyce, Tyson Tripp, and Riley Wright as Chapter Vice Presidents. This meeting also served as planning time for the regional leadership conference in Elgin, which is planned for the 11th through the 13th.

On Friday, October 4th, students and staff participated in the Anna Jonesboro School Homecoming Parade.

Submitted by:
Michael Deno, Student Trustee

Faculty

Board Report, October 17, 2024

Mike McNally gave the annual Constitution Day presentation on September 17. This year he spoke about the problems faced by the Founding Fathers in creating the Constitution.

On September 27, Dr. Ryan Thornsberry's English Composition II class tested their learning style with VR simulators.

April Dollins and Amy Sheffer attended the National League of Nursing Education Summit September 18-20 in San Antonio! The theme for the 2024 NLN summit was, "A Daring Proposition: Competency-Based Education".

Dr. Ian Nicolaidis and Dr. Brenda Brown attended and Anatomage Table 11 update webinar on 9/17/2024. The Table 11 update will provide more opportunities to study physiology using the table.

Lori Armstrong and Dr. Ian Nicolaidis attended the Ensuring Inclusive Learning AI workshop on 9/16. This was the first in a four-part series.

Dr. Ian Nicolaidis attended the High School Counselor's Retreat on 9/13/24 and provided updates for the Allied Health and Math/Science Departments.

Lori Armstrong showed the Anatomage Table to a group of AJHS students on 9/20/2024.

Lori Armstrong submitted a letter of support for an NSF grant proposal that, if funded, will provide MRI access for SCC to use in Anatomy and Physiology courses.

Students in JoElla Basler's Child Psychology class participated in VR sessions to allow them to experience the first year of life through the eyes of an infant.

JoElla Basler attended the School Counselor's Retreat on September 12, providing updates for the Humanities and Social Sciences division.

Mike McNally took History Club students to the St Louis Renaissance Faire on October 5.

The regional band concert for high schools is set for Oct. 22nd. The fest will celebrate video game music.

Regional junior choir concert will be held Nov. 14th. Music club is working on setting dates for their breakfast with Santa and a murder mystery theatre/concert in conjunction with the band and choir for December as well. Regional junior high band fest is set for Feb.13th.

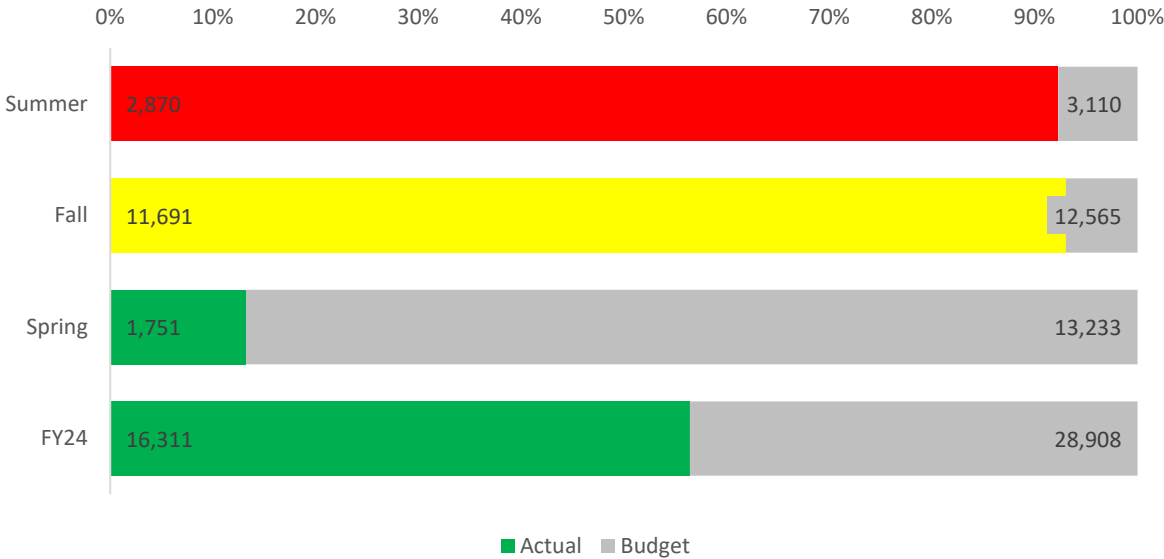
Submitted by:

Jesse Smith-Fulia, S.C.E.A. President



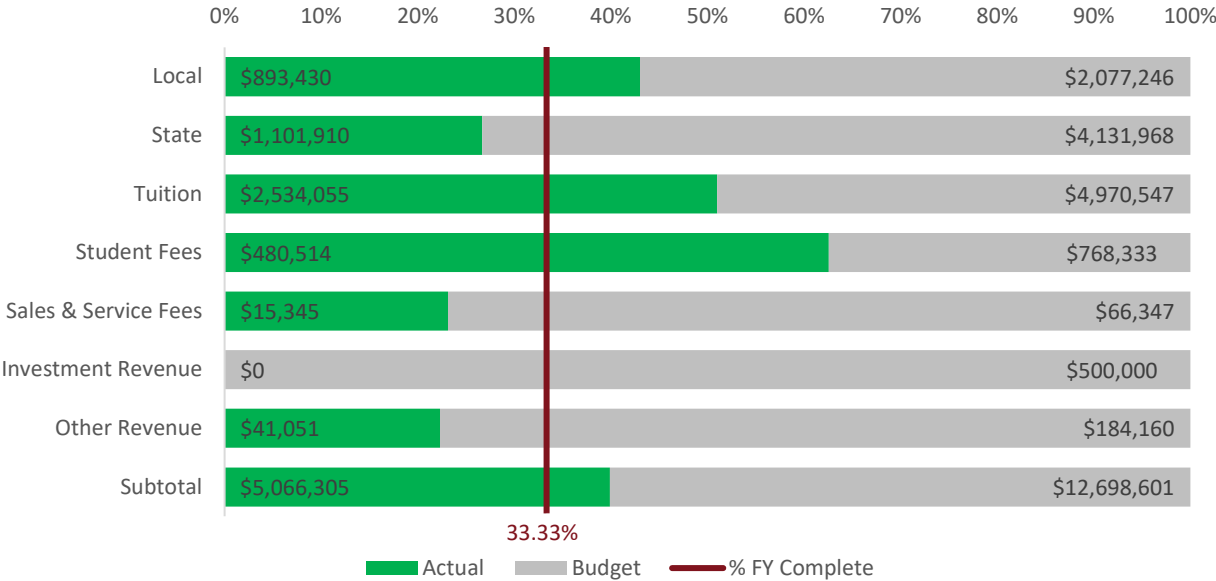
**President's Report
October 17, 2024**

Enrollment Dashboard - FY25



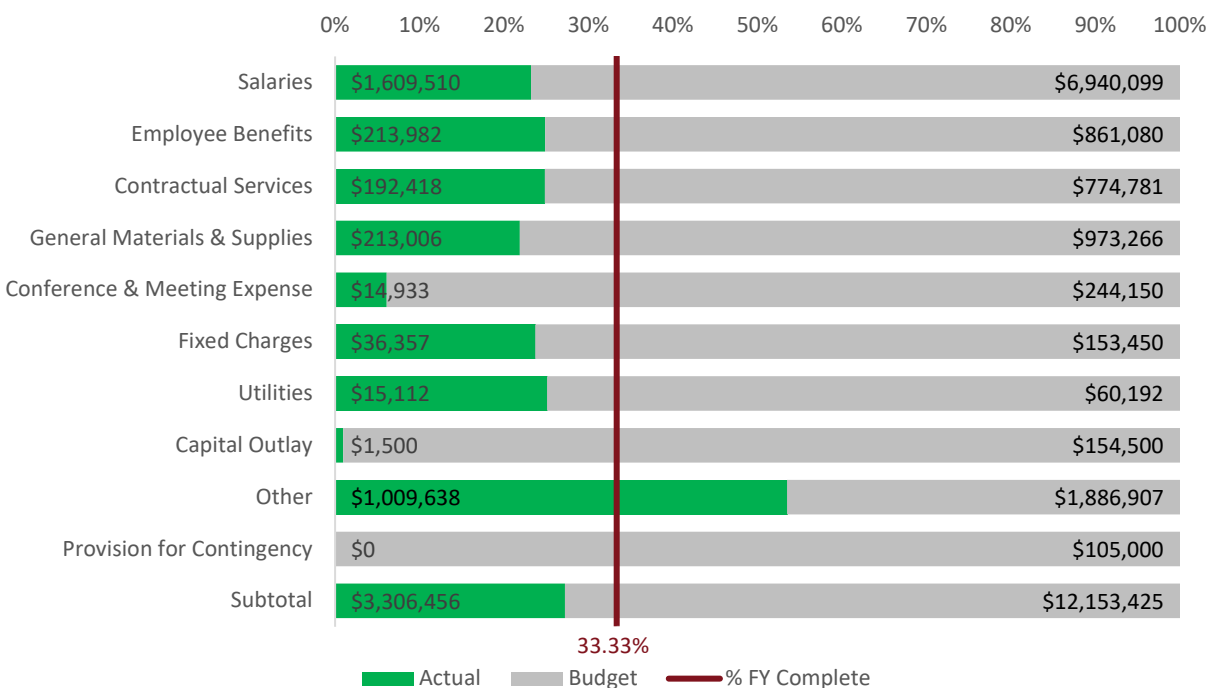
*Data pulled 10/08/2024; credit-hours are a calculated estimate of restricted and unrestricted, we will not know exact credit-hours until several weeks after the semester has ended.

Revenue Dashboard - FY25



** Budget amounts were updated to reflect July budget amendments.

Expense Dashboard - FY25



*** Budget amounts were updated to reflect July budget amendments.

The following events are noteworthy:

- 09/16, I hosted the first session of a four-part AI Webinar Series delivered by the Achieving the Dream (ATD) organization. Attendees included Lori Armstrong, Dwayne Fehrenbacher, Wendy Harris, Jeff McGoy, Dr. Dane Muckler, Dr. Ian Nicolaides, and Dr. Micah Spicer. The session focused on innovative AI tools and techniques that can enhance diverse learning needs and create personalized, accessible educational environments for all students. Here are my key takeaways from the workshop:
 - AI goes far beyond helping students write papers; its capabilities are much broader than most of us at SCC realize.
 - Integrating AI into coursework will likely require faculty to rethink their curricula.
 - Many SCC students are likely already using AI for their coursework. Faculty need to be aware that answers to lower-level cognitive exams (knowledge, comprehension, application, and some analysis/synthesis) are easily accessible through AI.
 - Many employers are incorporating AI into the workplace and encouraging employees to use it. Our graduates need to know how to use AI responsibly.
 - An increasing number of universities are using AI to enhance student learning. Students transferring without AI exposure may be at a disadvantage.
 - Crafting effective prompts is crucial to maximizing AI capabilities.
 - Training AI engines (e.g., ChatGPT) to understand your role, style, and common ideologies enhances results.
 - Instructing the AI to ask clarifying questions at the end of your prompts can further improve outcomes.

For your convenience, here is a list of the AI tools shared at the webinar, please click on the links to explore:

- [ChatGPT](#) - This is most common and widely discussed.
- [Claude](#) - AKA Anthropic. A free version and you'll need to setup an individual account
- [CoPilot](#) - Microsoft AI tool. Similar to ChatGPT. links documents to responses.
- [Diffit](#) - AI made specifically for teachers... it may be K-12 focused and appears to require a subscription to get more thorough access over the free version. This might be a good tool for Humanities faculty.
- [FEEDOUGH](#) - this is a prompt generator for ChatGPT. It looks to be free.
- [Gemini](#) - This is Google's AI engine.
- [Magic School](#) - Looks like a more polished version of Diffit. They have an institutional and free version for teachers and students.
- [Packback](#) - A writing and grading assistant for students and faculty. I didn't create an account but this looks like there may be an institutional option.
- [Perplexity](#) - this appears to be a free... and very similar to ChatGPT

The second part of AI Webinar series, which is titled *Strengthening College and Career Exploration in Dual Enrollment*, is scheduled for November 20.

- 09/30, attended the SICCM Regular Board meeting. This is a G102 (General) initiative. Agenda items included Consultant Reports, Court of Claims Process Review, Surplus Items, and a Review of the Dissolution Plan/Agreement. The next meeting is scheduled for 11/04. Outcomes of interest are:
 - All FY24 funds from DCFS have been received, except for \$144. However, there is a pending court claim for approximately \$5.7K related to FY23 activities.
 - All DHS funds for SNAP have been received.
 - DHS funds for TANF are about four months (≈\$13.3K) delayed. Interim Executive Director Jean Ellen Boyd was asked to make political contacts to avoid filing a claim.
 - Discussions continue with DHS, DCFS, and SIUC regarding the transfer of grants.
 - Unwanted surplus property was sold for approximately \$650 through GovDeal.com, with plans for more sales in the future.
 - A draft *Plan of Dissolution and Liquidation* was reviewed and modifications were suggested. Mr. Cox will update and resend it to the Directors.
- Community Engagement Meetings (G103S-All):
 - 09/06 thru 10/07 - 16 personalized messages sent to regional HS students.
 - 09/20 - Annual Athletic Golf Scramble; personally raised \$700.
 - 10/01 - Saints Foundation Meeting; met w/ new Chair, Hartzel Black and ED Windings prior to discuss issues identified at last month's Board meeting.
 - 10/02 - Union County *CEO Mentor* Program.
 - 10/02 - Conversation w/ Brad Misner, Superintendent of Egyptian HS.
 - 10/02 - Hosted a podcast with Dr. Greg Goins, Superintendent of Joppa HS.
 - 10/04 - Participated in Anna-Jonesboro Homecoming Parade.
 - 10/08 - Southern Five Board Meeting.
 - 10/11 - Attended the One Shawnee Regional Meeting.
 - 10/11 - Participated in Statewide Funding Committee Meeting on Adequacy.
 - 10/11 - Participated in Statewide Funding Committee Meeting on Equity.

- Miscellaneous Culture Building Activities (G3O5SE)
 - 09/18 - Meet and Greet with Adrian Fox, Events Coordinator.
 - 09/18 - Attended Student Fall Fest activities.
 - 10/03 - Meet and Greet with Cameryn Curtis, HCCTP Coordinator.
 - 10/09 - Hosted Breakfast with the President.
 - 10/09 - Meet and Greet with Toby Martinez, Welding Instructor.

- Miscellaneous Shared Governance Activities (G3O4SC&D)
 - 09/26 - The Executive Council (EC) recommended, and I **approved**, the following new policies:
 - A4500 *Culture of Equity and Respect*;
 - A4600 *Culture of Confidentiality and Discretion*;
 - The EC recommended, and I **approved**, the following new operating standards:
 - A2100.05 *Academic Integrity/Honesty*
 - A2100.60 *Academic Program Review*
 - A2100.70 *Competency-Based Education*
 - A2300.25 *Faculty Handbook Development*
 - A7300.00 *Facilities Usage*

- Performance Evaluation Meetings (G3O2SE)
 - 09/23 - Executive Assistant Dudley.
 - 09/24 - VP McGoy.
 - 09/24 - ED Hunsperger.
 - 09/25 - Executive Assistant Hawes
 - 09/26 - ED Rouse
 - 09/27 - Interim ED Black
 - 10/01 - VP Clark

- Miscellaneous Meetings, not already noted (G3O5SE):
 - 09/16 - Met w/ Mike Plecki, Martin Hood to discuss Management Control related questions for the FY24 Audit.
 - 09/17 - VP Clark and I met w/ Julie Villa of Cordogan-Clark to review Facility Master Plan progress.
 - 09/19 - Met w/ Wade Hoey, Martin Hood to discuss FY24 Audit progress and potential finding.
 - 09/20 - Met with Brandon Phelps and Mitch Dickey, State Workforce Manager with Transfr Inc., to discuss VR Solutions related to Workforce programming.
 - 09/23 - Meeting about SCC participation in second round of State IMWE project.
 - 09/25 - Biweekly meeting with Foundation ED, John Windings
 - 10/01 - President's Council Meeting; a continuation from September; I was officially appointed to serve on the Statewide Funding Committee. This Committee will be examining State funding from both an *Adequacy* and *Equity* perspective and make recommendations for funding policy consideration to be presented to the Illinois General Assembly.
 - 10/02 - Met w/ Steve Gavatorra clarify expectations for Leadership Training.
 - 10/07 - Attended the Board Finance Committee.
 - 10/10 - VP Clark and I met w/ Chris Huff of Dreamscape Learn to clarify terms for an Agreement to Proceed.

Contracts, Agreements, MOU's, Grant Participation and Letters of Support signed

- **Arizona State University (ASU)** - Universal Articulation Agreement. Connects all of SCC's degrees & certificate programs to over 400 of ASU's undergraduate majors.
- **ICCB Innovative Bridge and Transitions Grant Application (\$400,000)** - The proposal aims to help students transition between educational levels and into the workforce by addressing gaps in preparedness, especially for those moving from high school to SCC or directly into careers.
- **ICCB Mental Health Grant (\$50,000)** - Agreement for Student Mental Health Services.
- **ICCB Perkins Grant (≈\$288,000)** - Agreement for FY25 Perkins funding.
- **US Department of Education** - Fiscal Operations Report & Application to Participate (FISAP) in Federal Financial Aid programs. This is an annual update.

Professional Development Opportunities Authorized

- **American Marketing Association (≈\$3,100)** - Annual Membership fee and Annual conference focus on issues pertaining to Marketing and Public Information for ED Hunsperger. Las Vegas, NV (November 2024). Institution Funded.
- **Illinois Council of Community College Administrators (ICCCA) (≈\$1,400)** - Annual Conference for VP McGoy, East Peoria, IL. (November 2024). Institution Funded.
- **Illinois Association of Institutional Research (I-AIR) (≈\$1,200)** - Conference for Interim ED Black and Gabriel Nuokye, Effingham, IL (October 2024). Institution Funded.

Requisitions signed under Presidential Authority

- **SI Piping Contractors (≈\$55,500)** - H&I Chiller Replacement Project Pay Application #4, Board Approved 02.15.24
- **Ramona Munsell & Associates (≈\$20,100)** - Technical assistance and grant writing services for TRiO-Student Support Services grant. Board Approved 10/05/20.
- **Ramona Munsell & Associates (≈\$13,700)** - Technical assistance and grant writing services for TRiO-Talent Search grant. Board Approved 08/17/23
- **CDWG (\$9,000)** - Annual license renewal for Google Workspace.
- **DH Digital LLC (\$9,000)** - HAZMAT software subscription to support safety courses. Perkins Funded.
- **Kaplan (≈\$7,900)** - PN student testing fees for 2024 Summer Semester
- **Martin Hood (\$6,000)** - Progress bill for FY24 Audit.
- **Disc Golf Association (DGA) (≈\$5,600)** - Hardware to support Disc Golf Course. Grant Funded.
- **Secure Data Technologies (\$5,500)** - Annual subscription for Zerto software, which assists with disaster recovery, data protection, and cloud mobility.
- **Infobase Learning (≈\$5,400)** - Annual subscription for eight databases used by the library.

Academic Affairs Board Report, October 17, 2024

Highlights for Academic Affairs

The following are the more notable results since the last Board of Trustees report (9/10/2024-10/2/2024):

- Academic Affairs leadership continues with our book study on *Leadership is an Art* by Max DePree.
- Second 8-week courses begin on 10/7.
- Finalized the winter intersession and spring 2025 schedule in collaboration with Student Affairs. The next step is to begin building the course sections in Colleague.
- Provided documentation and evidence to ICCB, as requested, for the Recognition. The ICCB Recognition site visit is scheduled for October 25.
- Continued work on Academic Affairs operating standards.
- Began drafting proposals for 2025-2026 ICCB grants (REV Up, Noncredit Workforce Training). There will be more on these in the coming months. Initial proposal includes such initiatives as development of Advanced Cardiovascular Life Support course/certification, implementation of an Artificial Insemination of Cattle continuing education/workforce course, expansion of Type D dual credit in AUTO, expansion of EMR workforce training course/certification.
- Continued work on new courses and programs. The following were submitted and/or approved since the last board report:
 - EKG and EKG Internship courses and certificate (approved)
 - Patient Care Technician certificate (submitted for approval)
 - CBE Welding (still awaiting HLC approval)
- Participated in the school counselors retreat on 9/12 with Student Affairs.
- Began the FY25 Program Review process.
- Assisted Student Affairs with SCC Day planning.
- Met with local trade union leaders to discuss training needs in order to develop new Introduction to the Trades certificate program (funding provided by the Trades II grant).
- Held an advisory meeting of area business experts to identify the needed skills needed in the development of the CBE Business program.
- Held the annual HCCTP advisory council meeting at Alexander County Center.
- Onboarded several new employees began in the areas of HCCTP Coordinator, HCCTP instructor, SBDC Coordinator, Full-Time Welding faculty, Part-Time Welding Lab Support
- Prepared for the Leadership Training for October 7 & 8.
- Dr. Teske, Sabrina Black, and Danielle Boyd presented on the SCCES Visual project at the Council for Accreditation of Two-Year Colleges (CATYC) on 9/23.

Transfer & Adult Education

The following summarizes the notable activities conducted by the Dean of Transfer & Adult Education Programs from 9/9/24-9/27/24:

- ICCB Program Review (SP 4.2.C):
 - On 9/25, Dr. Shelby led the annual orientation session for program faculty, staff, deans, and directors under review for FY25 ICCB 5-Year Program Review.

- Information was provided to help guide the program review process in accordance with the ICCB Program Review Timeline.
- Higher Learning Commission (SP 4.1.J):
 - Drs. Shelby and Teske, and Sabrina Black met on 9/24 to finalize Criterion 5 of the HLC Assurance Argument.
 - The HLC Steering Committee Team met on 9/25 to plan two fun and interactive community assemblies (October 23 and December 4) to familiarize the campus with the HLC Assurance Argument and expectations for the HLC Reaffirmation Visit in January 2025.
 - The HLC Steering Committee has begun final review of the completed HLC Assurance Argument (Criteria 1-5) and will meet on October 9 to make final edits before submitting the final draft to Dr. Taylor on October 15.
 - Dr. Shelby and Chairs Armstrong and Basler submitted the SP25 Transfer Area spring schedule for review by Student Affairs. (SP 4.3.A)
 - Dr. Shelby has been working on the Transfer Programming Board Monitoring report during the month of September. (SP 4.1.G)

The Dean of Transfer & Adult Education participated in the following Shared Governance committee meetings from 9/9/24-9/27/24:

- Academic Leadership Team, 9/10
- Academic Affairs Council, 9/19
- C&I, 9/19
- SAAT, 9/23

Other professional meetings, trainings, and events attended by the Dean of Transfer & Adult Education from 9/9/24-9/27/24:

- CPR Training, 9/11
- Cabinet (for Dr. Teske), 9/11
- School Counselors Retreat, 9/12
- SCC Board of Trustees Meeting 9/19
- Saints Golf Scramble at Union County Country Club, 9/20
- HLC Criterion 5 Revisions, 9/24
- HLC Steering Committee Meeting, 9/25
- FY25 ICCB Program Review Kick-off Meeting, 9/25
- Feed the Saints at Ohio Valley Church in New Grand Chain, 9/25

Director of Adult Education and Alternative Instruction Report

- On September 9, Ginger Harner attended the Adult Education Administrator's Meeting in East Peoria. (*SP Goal 2, Obj. 2.2, 2.3, 2.5*)
- On September 10-11, Ginger Harner attended the Forum for Excellence Conference in East Peoria. Mrs. Harner, along with Directors from Carbondale Rebound and SIC Adult Ed programs, presented *Making ICAPS Work for your Program*. This was a very well-attended session. (*SP Goal 2, Obj. 2.2, 2.3, 2.5, SP Goal 3, Obj. 3.2*)
- On September 16, Director Harner attended the Administrative Services Council meeting and was elected to Chair the Council for the upcoming year. (*SP Goal 3, Obj. 3.2, 3.4*)
- On September 25, Ginger Harner attended the FY 2025 ICCB 5-Year Program Review Meeting in the River Room in preparation for the upcoming Program Review of Adult Education. (*SP Goal 2, Obj. 2.2, 2.3, 2.5*)
- On September 26-27, Ginger Harner attended IACEA Committee and Board Meetings in Springfield. Mrs. Harner holds the office of Immediate Past President and positions of Membership Chair and Nominations and Elections Chair. (*SP Goal 2, Obj. 2.2, 2.3, 2.5, SP Goal 3, Obj. 3.2*)

Nursing & Allied Health

- Dr. April Dollins and Amy Sheffer attended the National League for Nursing's Competency Based Education in Nursing Conference in San Antonio, TX September 17-21. The said it was an excellent experience and that the use of simulation will be paramount in successfully implementing CBE in a nursing education program.
- The Nursing and Allied Health department met together on 9/4/2024 for their monthly meeting and to plan for upcoming SCC Day in October for high school students.
- Dean Hannan completed the 2024 IDFPR Annual Nursing Reports for both the PN and ADN programs.
- Dean Hannan, Dr. Ian Nicolaides, and Elizabeth Wheeler attended the High School Counselor's Retreat on Thursday, September 12th to inform counselors of changes and new programs within Nursing and Allied Health.
- The Nursing Department partnered with Massac Memorial Hospital to host a flu clinic in the K Atrium. Nursing students, students, faculty, and staff were invited to participate and receive their annual flu vaccine.
- A new Electrocardiography program was taken to C&I and approved by ICCB in September. This will allow students who complete the CNA and PHB programs to complete another stackable healthcare program and sit for the NCCT National Certified Patient Care Technician (NCPCT).
- Dean Hannan attended board meetings at Massac Memorial Hospital and discussed potential healthcare partnerships between the two entities for the future.
- Dr. Nicolaides and Kayde Pender attended a MAERB conference to learn the self-study process for MA Accreditation September 18-21 in Grand Rapids, Michigan.

Career & Technology Education

- September 4th: Dean Stephenson attended Dean's Commission Quarterly meeting (virtual)
- September 9th/10th: Dean Stephenson attended the Forum for Excellence in Peoria, Illinois. This annual professional development meeting is sponsored by ICCB and provides updates for CTE and Allied Health and Nursing administrators. This included the annual Perkins Administrator training.
- September 11th: Dean Stephenson attended the Apprenticeship Learning Community webinar sponsored by ICCB and State of Illinois. (G1 O2 SO)
- September 18th: Dr. Muckler and Dr. Spicer participated in the BUS Advisory meeting and DACUM (developing a curriculum) for the BUS program facilitated by WIDS. Dr. Muckler organized participants for the expert panel and convened their participation. The DACUM identified the needed skills for the business administration program. This information will be used to aid in the redesign of the program. (G1 O2 SO)
- September 20th: Met with local trade union leaders to discuss training needs in order to develop new Introduction to the Trades program (funding provided by the Trades II grant). Ongoing efforts include identifying existing courses that can be built into the program, establishing performance objectives for the next six months and tasks with designated coordinator. (G1, O4; G1, O2 SC)
- September 24th: Hosted recruiting representative from DOT Logistics who met with TDR students to discuss career opportunities with the company. (G1 O4)

- Work with CTE faculty throughout the month to meet instructional needs and supply needs of the students in CTE programs as the new semester begins (G1 O2 SA)
- Assist Director of Workforce with onboarding of new HCCTP coordinator, trainers and new students (G1 O3), various times throughout the month of September
- Assist Director of Workforce Development with onboard of new SBDC Director.
- Ongoing in September: August 21: Participated in SCC Day Planning committee This annual event to be held in October will bring district high school juniors and seniors to campus to learn more about academic offerings and campus life. (G4 O4)
- Began work on grant quarterly reports.

Business, Workforce Training & Continuing Education

- Preparation for new HCCTP class. 10 students began the orientation process and 1 student later withdrew due to other employment. Nine students began the new training this semester. New class began September 9th
- Set up HCCTP Classroom for the first day of class (T-Shirts, Sweatshirts, Lunchboxes, Hats, Steel Toe Boots, Rubber Boots, Flash Drives, Pencils, Pens, Notebooks, Safety Vests, Measuring Tape)
- September 11th: first day for our new Life Skills Instructor, Debra Houston, onboarding
- September 16th: CPR and 1st Aid training.
- September 26th: HCCTP Advisory meeting was held with eight participants from local labor unions, state wide industry contractors and IDOT. The agenda included an update on the existing curriculum and training and recommendations made based on industry training and workforce needs. (G1 O4 SC)
- Onboard new HCCTP coordinator Cameryn Curtis (throughout the month of September)
- Complete HCCTP Quarterly progress report
- Students began site work at New Bethel Church in Mounds, IL

Meetings and other Non HCCTP events:

- Onboard new SBDC coordinator Mackenzie Scherer
- September 10th: Attended Academic Leadership Committee
- COS CEU September 16th: provided continuing education hours to 20 area licensed cosmetologists. G1 O4 SE
- September 20th: Attended the meeting of area local labor union to discuss new Introduction to the Trades program. (G1 O2 SC)
- September 25th: Recruitment and Enrollment Team Meeting
- September 30th: AIM meeting
- September 17th: Employee Relations Team Meeting

Coordinator of High School Partnerships and Pathways

- Worked with Jonathan VanMeter to build out Pathways for Dual Credit offerings for our SCC website through the month.
- Presented at the school Counselor's retreat.
- Participated in the Vienna High School mini career fair.
- Attended a dual credit event at Olney Central College on September 17.
- Attended through Zoom in the ILACEP Board Meeting and Dual Credit Think Tank meeting on October 1, 2024.
- Helped with SCC Day on October 10, 2024.

- Continue facilitating requests by high schools for dual credit programming.
- Worked with SCC faculty on dual credit ideas for 2025-2026
- Assisted with grant proposals for 2025-2026.

Curriculum Development Manager

In the month of September, the Curriculum Development Manager's more noteworthy activities and accomplishments included:

- Attended week-long DACUM training at Ohio State University. Dr. Muckler is now qualified to administer the DACUM for future programs, potentially reducing our dependency on external consultants for the creation of novel programs.
- Continued work on providing wrap-around support to low-income students as part of the ATOMAT grant.
- The business DACUM panel convened on 9/18 for the purpose of identifying what it takes to be a successful manager. The panel included representatives from Alexander, Massac, Johnson and Union counties, working in such diverse sectors as medicine, hospitality, insurance, energy, and retail. Their physical distribution is described in this map below:

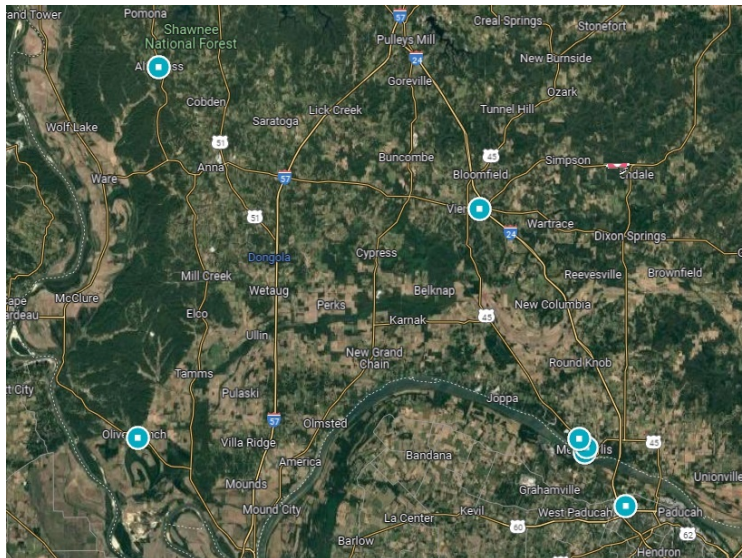


Figure 1 Location of DACUM participants dispersed across the Southern Illinois Confluence Corridor

- The DACUM event was professionally administered by WIDS consultants.

Submitted by:

Dr. April Teske, Vice President of Academic Affairs

**Administrative Services
Board Report, October 17, 2024**

Business Services (F409SB)

The FY24 financial audit with Martin Hood has started and three auditors were on campus at the end of September. Completed the ICCB Tax and Revenue Budget Report. Completed the annual Equity in Athletics Report. Attended the Community College CFO meeting via zoom. Attended a meeting to discuss the GFOA Budget process.

Facilities Department (G408SB)

Maintenance Department continues to address multiple projects on all College campuses, including replacing an air conditioner at the SICCM building and starting up the new boilers at the Massac Co Extension Ctr.. Director Koch participated in the September 20 Golf Scramble and attended Leadership training on October 7. Facilities Department has been diligently gathering information for Insurance Carrier Applications.

Information Technologies (G407SA)

The IT Department is collaborating with Student Affairs to configure the new EAB Navigate 360 portal. The next step involves finalizing content placement. Additionally, the implementation of NeoEd, our new HR software, is now fully underway. IT is currently focusing on automating data imports from our ERP Colleague. Clearwave has completed equipment upgrades at the Union County Extension Center and resolved connection issues at the Massac County Extension Center. Looking ahead, IT plans to participate in Murray State's Security Matters conference on October 17 in Paducah, Kentucky. The Computer Services Specials and Director are scheduled to attend the Dreamscape VR demo at Arizona State University on October 22. A team has been formed to explore options for replacing our Learning Management System Moodle next year.

Vice President of Administrative Services (G409SB)

The annual campus security report was posted in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Communication with Dodd Architect regarding purchase options for Union County Extension Center building. Completing performance evaluations on the three Directors. Preparing presentations for Board Finance committee related to funding strategies for Dreamscapes Learn; unit-cost model and budget forecasting; tuition strategies and continued review of facilities master plan options. Continued communication with Martin Hood. Will be a check-signer for the Saints Foundation. The ICCCFo Conference yielded best practice discussion with fellow CFO's regarding: ICCB Updates, Legal Updates by Robbins Schwartz, Surviving Construction Projects and use of Bonds and Clean Energy Tax Credits.

9-20 - Annual Athletic Golf Scramble

9-23 - Bi-Weekly Zoom Check in with Cordogan Clark and Facilities Master Planning

9-26 - Executive Council, Presented A7300.00 Facility Usage Operating Standard

9-26 - Enrollment Meeting and Safety (STIC) Zoom Meeting

9-30 - Meeting with Steve Gavatorra - Leadership Training Preparation

10-1 - Bi-Weekly Zoom Check in with Cordogan Clark and Facilities Master Planning

10-1 - Saints Foundation Board Meeting

10/1 - 10/4 - ICCCFo Conference Attendance

10-7 - Board Finance Committee

10-8 - Union Co CEO Board Zoom Meeting

10-9 - Pay Progress Meeting-810-086-017 and Pay Progress Meeting-810-086-018

10-10 - Shawnee Experience Day and CFO Monthly Meeting

Submitted by:

Chris Clark, Vice President of Administrative Services

Human Resources Board Report, October 17, 2024

Professional Development

- Karen McGoy, Payroll Specialist and I attended the CUPA-HR annual conference and expo from September 28 to October 1, 2024. It was a fantastic experience to connect with fellow Human Resource professionals facing similar challenges. We attended sessions on topics that included: Employee Learning and Talent Development, Ethics, Compliance and Inclusive Leadership, Employment and Labor Law Updates, The Evolving Workplace, Campus Culture and Conflicts, and Connecting Skills-Based Hiring and Workplace Education.

Human Resource Software

- I have finished the weekly 3-4 hours of project tasks and training with the Project Manager. The first phase of the software implementation for Insight, (Recruitment) is 60% complete, with an anticipated completion date of November 19, 2024.

Governance Committee Meetings

Cultural and Community Awareness Team

- The Cultural and Community Awareness Team met for the regularly scheduled monthly meeting to pinpoint campus and community events for the rest of the semester. With support from the County Clerk representing Alexander, Massac, Pulaski, and Union County, the team organized a voter registration drive for students and the local community.

Employee Relations Team

- The Employee Relations Team met for the regularly scheduled monthly meeting to further discuss employee recognition and start planning an appreciation lunch for all employees following the HLC visit in January. The team also spearheaded the fundraiser, 'Big Hearts and Big Rigs' to honor Kelly Jennings. The effort raised \$925 to be presented to his family.



DEIB Council

- The DEIB Council met for the regularly scheduled monthly meeting to continue policy development. During the September meeting, the Executive Council approved the policies, Culture of Equity and Respect, and Culture of Confidentiality and Discretion. Additionally, the Council removed the Safety and Wellness policy from the DEIB Council.

Submitted by:

Felicia Rouse, Executive Director of Human Resources

Institutional Effectiveness Board Report, October 17, 2024

The following summarizes the more notable activities conducted by the Office of Institutional Effectiveness from 09/09/24-10/03/24:

- 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., 4.1.J., 4.3.C., 4.5.B., 4.5.C.):
 - Attended CROA consulting meetings
 - Continued improvements and additions to the CROA internal data dashboard and reports
 - Continued working on integration of Colleague with Post-Secondary Data Partnership (PDP)
- Completed data and reporting requirements and requests:
 - Completed internal data and help desk requests (3.2.A., 4.1.F.)
 - Submitted Reports (4.1.F., 4.1.H.):
 - FY2024 ICCB A1 Annual Enrollment and Completion Data Report
 - FY2025 ICCB SU Summer Term Data Course Enrollment Report
 - FY2025 ICCB SR Summer Term Data Course Enrollment Report
 - FY2024 ICCB A2 Annual Completions Data
 - FY2024 ICCB AC Annual Course Submission Report
 - FY2024 ICCB IC Annual Student Identification Report
 - FY2025 ICCB Fall Enrollment Survey
 - FY2025 E1 Fall Tern Enrollment Data Report
 - FY2025 ICCB Summer Graduate Reporting for IPEDS GRS
 - IPEDS Institution Characteristics Survey
 - IPEDS 12-Month Enrollment Survey
- Assisted the Vice President of Administrative Services in verification of the FY2024 ICCB Apportionment Summary (4.1.F, 4.1.H.)
- Assisted the Executive Director of Human Resources and Student Affairs with Climate Survey preparation & distribution (3.1.C, 3.1.F)
- Assisted ICCB with data and documentation for the ICCB Recognition audit
- Assisted Martin/Hood Auditors with data for FY2024 audit
- Presented with the Registrar and Vice President of Academic Affairs at the Council on Accreditation for Two-Year Colleges Annual Conference
- The Office of Institutional Effectiveness was represented in the following Shared Governance meetings and has completed resulting action items (3.4, 4.1, 4.2)
 - Curriculum & Enrollment Team (9/19)
 - President's Cabinet (9/11, 9/25)
 - Recruitment & Enrollment Team (9/25)
 - Student Academic Assessment Team (9/23)
 - Academic Standards Team (10/1)
- Other professional meetings, trainings, and events attended:
 - HLC Steering Committee Meeting - Black (9/24, 9/25)
 - IAIR Steering Team Meeting/SIU- Black (10/1)
 - RAMP Research Analytics Mentor Program - Nuokye (9/19, 10/3)
 - SCC Advisor Information Meeting- Black (9/16, 9/30)
 - SmartEvals Consulting- Nuokye (10/1)
 - SSS Excel Training- Nuokye (10/3)
 - Team Planning 1 TEALS Program- Nuokye (9/9, 9/16, 9/30)

Submitted by:

Sabrina Black, Interim Executive Director of Institutional Effectiveness

Public Information & Marketing Board Report, October 17, 2024

The reporting period is September 8 - October 6, 2024. Please let me know if you have questions about other Shawnee Community College social media accounts. My email is kevinh@shawneecc.edu, and my phone number is 618-634-3270 or 618-303-9132.

Shawnee Community College Facebook

Total followers: 8,605 (August: 8,520) (July: 8,435)

Facebook page reach: 61,620 (August: 41,108) (July: 84,526)

*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 interacting with our page, etc.

New page followers: 85 (August: 85) (July: 48)

Post engagement: 40,369 (August: 20,900) (July: 22,053)

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

Other Interactions

Reactions: 8,131 (August: 3,086) (July: 3,411)

Comments: 1,370 (August: 656) (July: 713)

Shares: 633 (August: 297) (July: 477)

Photo Views: 13,401 (August: 7,931) (July: 7,623)

Link Clicks: 193 (August: 448) (July: 1,908)

Top Post: Kelly Jennings Obituary (September 17, 2024)

Post Impressions: 44,283

Post Reach: 38,719

Post Engagement: 21,429

Instagram (New Stats in August)

Total followers: 1,404 (August: 1,396) (July: 1,374)

New Followers: 8 (August: 22) (July: 8)

Views: 28,946 (August: 22,460)

Interactions: 1,418 (August: 1,154)

X (FKA: Twitter)

Total followers: 1,313 (August: 1,308) (July: 1,308)

LinkedIn

Total followers: 2,579 (August: 2,566) (July: 2,556)

TikTok

Total followers: 1,487 (August: 1,491) (July: 1,411)

Video Views: 8,892 (August: 11,000) (July: 23,000)

Shares: 26 (August: 25) (July: 22)

YouTube

Total Subscribers: 681 (August: 668) (July: 624)

Views: 2,508 (August: 3,837) (July: 1,811)

Watch Time: 112.9 (August: 416.8 hours) (July: 58.0 hours) (June: 53.6 hours)

Media Coverage

Week of September 15

African American Women’s Health Conference

https://www.wpsdlocal6.com/news/our-lives-our-stories-annual-african-american-womens-health-conference-raises-awareness-and-provides-resources/article_06dd72b0-738f-11ef-a05d-2f752fb6b185.html

https://www.wsilvtv.com/news/illinois/14th-annual-our-stories-our-lives-african-american-women-s-conference-focuses-on-medical-issues/article_3465ec7c-7488-11ef-93b1-6fed7283a84a.html

Week of September 30

VR Careers

https://thesouthern.com/news/shawnee-students-explore-career-options-with-virtual-reality/article_963894fc-29fe-57ad-8601-1bdc5c795d23.html

Security Report

<https://www.kbsi23.com/news/shawnee-community-college-releases-annual-security-report/>

Press Releases Sent Out

September Board Report

Security Report

Tarzan Ticket Sales

SCC Day Invite



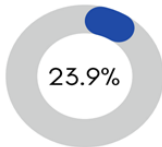
September 2024 Report
Tactics: SEM

Paid Search Report / Budget \$500

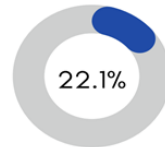
Actionable Clicks	Cost	Impressions	Cost Per Click	Phone Calls
851	\$499	2.65k	\$0.65	47

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

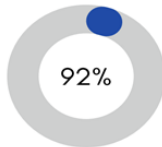
Impression Share



Click through Rate

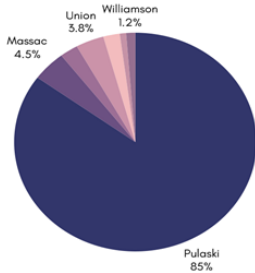


Ad Optimization Score

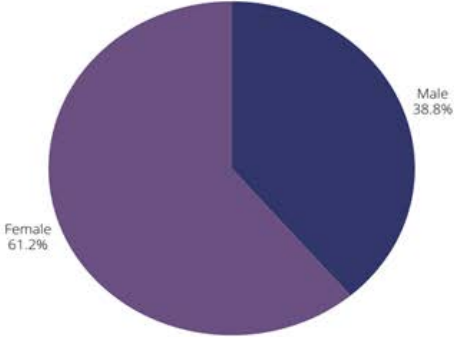


Top Locations

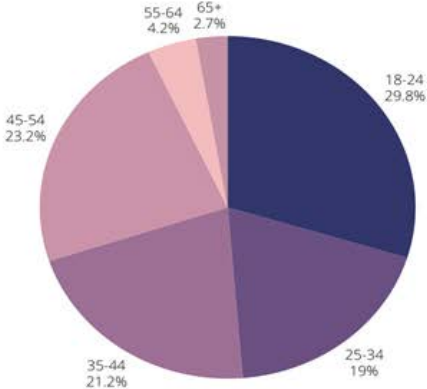
- Pulaski County
- Union County
- Massac County
- Alexander County
- Johnson County
- Williamson County
- Jackson County



Gender



Age



Submitted by:
Kevin Hunsperger, Executive Director of Public Information & Marketing

**Saints Foundation
Board Report, October 17, 2024**

Scholarships

Since last reporting, the Foundation has awarded **an additional \$3,200** in Scholarship Funding.

The Foundation Scholarship opportunities and their criteria have been updated. In working with Student Affairs, the Awards Management/Academic Works database has been updated with an opening date of **November 1, 2024**. This date falls more in line with FAFSA opening date. Students will be able to apply online in November.

The Foundation added the Barbara Brandon Nursing Scholarship as well as a scholarship opportunity through the Illinois Community College System Foundation (Blessman Foundation) specifically for students with an education major.

Audit

The Foundation is pulling information requested by Martin Hood for the purposes of the FY24 Audit. As of this writing, the Audit has not been completed.

Annual Athletic Golf Scramble

September 20, 2024, 19 teams participated in the Annual Golf Scramble, for a total of 72 players. Net proceeds of \$15,606 have been transferred to Men's Basketball, Women's Basketball, Softball and Baseball. September 12, 2025 will be our next scramble.

Bernie's Place (SCC Food Pantry)

The Blackstone Grill Raffle raised \$3,800 for Bernie's Place. Bernie's Place has expanded into each Extension Center. Center Coordinators are able to identify specific student requests relevant to their location and ordering is completed with direct shipment. Stay tuned for the Illinois Community Colleges FEED THE NEED initiative which will kick-off October 14 and go through November 31. Tina created a Bernie's Place Amazon Wish List and it will be available alongside the kick-off!!

Employee Giving Campaign

We have 8 employees who are participating in the employee giving campaign via payroll deduction, resulting in a total of \$120/pay period.

Foundation Board/Committee Development

The Members have begun development of a Strategic Planning. A component of that plan is the formation of committees. The Committee structure includes the Executive Committee, Finance Committee, Policy Committee, Scholarship Committee, Fundraising Committee and the Marketing & Outreach Committee.

Executive Director John Windings

- Bi-Weekly Meeting with Dr. Taylor on September 25
- October 1, 2024 Saints Foundation Board Meeting
- Proposed By-laws have been shared with all members for their review
- A proposed Fundraising Calendar was approved, to include a Day of Giving and a Christmas Variety Show
- Check Signers are being updated to coincide with Board of Officer positions and Auditor request
- Development of an Alumni Association is ongoing
- Board Development includes the addition of Jim Childers

Submitted by:

Tina Dudley, Executive Assistant

**Student Affairs
Board Report, October 17, 2024**

Student Support Services – Amber Suggs

We are beginning our new academic year 2024-2025 recruitment efforts. (SP Goal 2) We completed the year 2023-2024 at approx. 164

Kudos to the faculty for allowing recruitment opportunities in classes (SP Goal2)

Retention Calls are still going. These calls check in with students to ask how we can provide resources or support to overcome obstacles. (SP Goals)

Kudos to all Student Affairs Partners who have agreed to provide services, resources, and presentations to our students. (SP Goal 2)

Our advisors have been attending and will attend the upcoming Transfer Advisors Events at SIUC, SEMO & MSU. (SP Goal 2)

We will be taking students to off-campus transfer visits to SIU, SEMO, and MSU. We will be participating in the SCC Transfer Fair on campus In Nov. (SP Goal 2)

Kudos to SSS students Karlee McCloskey and Blake Schneider for Campus Peer to Peer recruitment. (SP Goal 2)

SSS students have been busy reconnecting with their advisors for Welcome Back and new students' Intro to SSS. (SP Goal 2)

SSS Students have been using our SSS Lab for academic support, tutoring, and relaxation between classes.

Educational Talent Search – James Walton

Events and Meetings:

- Attended the grand opening of the new U of I Extension facility in Union County.
- Participated in R3 Grant Community and Unit 27 Committee meetings.
- Attended a "How to Use Meta Business Suite" session at the Anna Extension Center.

Training and Development:

- Completed training on:
 - Sphero Bolt RVR robots.
 - Meta VR headsets.
 - Transfr Implementation Training Webinar with Transfr CSM for VR headsets.

School District Engagement:

- Met with school counselors and new principals in the district.
- Made school visits to:
 - Meridian HS/MS
 - Joppa
 - Vienna Grade School
 - Egyptian HS/MS
 - Cairo Jr/HS
 - Maple Grove Elementary
 - Brookport Elementary
 - Cairo Middle School

Program Upgrades:

- Digital program enhancements, including making Keva planks more interactive by incorporating math.
- Actively recruiting new students.
- Planning upcoming college tours and cultural field trips.
- Created an outlook for the curriculum for the upcoming year.

Athletics – John Sparks*General News*

The Lady Saints' new softball scoreboard has arrived and been installed. The baseball scoreboard is next on the agenda. We hope to purchase and install it this fall.

The Saints Golf Challenge was a huge success, netting over \$15k this year! We had 23 teams that paid to play and 19 in attendance, with over 45-hole sponsorships. Next year's Golf Challenge is September 12th at Union County Country Club. We appreciate everyone's support.

CEO of One Motive Sports, Drew Kelso, spoke to our athletes on September 26th. Drew is the only NBPA and FIBA licensed agent in Arkansas. He has over 50 clients, two of whom are in the NBA, and one of his clients is Shawnee Community College Alum, Robert Howard. Rob played two seasons for the Saints before graduating and signing with the University of Illinois Chicago. Rob is currently on his third contract overseas. He spoke to the group for about an hour and covered a variety of topics that included;

- Being a 1st generation student, attending Junior College, and starting his own company.
- What is the NIL, and how is it changing athletics?
- Other professional opportunities in athletics?
- Other key themes included;
- "Everyone has a purpose."
- "The little things you do matter."
- Being on time.
- How you treat people.
- What you post on social media & etc."
- L.A.B. (Life After Basketball)

Baseball (Ken Reichert)

- Baseball has had several scrimmage games rained out this fall, but they are diligently working.

Men's Basketball (John Sparks)

- Men's basketball has completed training camp and is preparing for the 1st official day of practice on October 1st. Men's basketball has three scrimmages this Fall;
 - 10/17 v. Crowley's Ridge at 5:30 pm.
 - 10/20 at the Mid-West Jamboree (Marion, IL).
 - 10/24 v. ASU Mid-South at 5:30 pm.

Women's Basketball (Kristin Shelby)

- Women's basketball is in the conditioning process and is preparing for the 1st official day of practice on October 1st.

Softball (Kyle Smith)

- Women's basketball is in the conditioning process and is preparing for the 1st official day of practice on October 1st.

Volleyball (Mark Mizell)

- Volleyball's current record is 3-11-1, with eleven games remaining in their season. They have four home games remaining this season;
 - Southeastern IL (10/11)
 - John A. Logan (10/14)
 - Kaskaskia (10/23)
 - Frontier (10/25)

Recruitment & Enrollment – Mindy Reach**Enrollment Services***School Counselor Retreat:*

The School Counselor Retreat was held on September 12th at the Clyffe Cafe, a service of Arrowleaf. The cafe, which provides employment opportunities for individuals with developmental disabilities to help them build employability and life skills, offered a unique and meaningful venue for the event. One of the cafe participants even assisted with a presentation, adding a special touch to the day's activities.

The retreat provided valuable opportunities for engagement and collaboration with local high school counselors. Presentations were delivered by department chairs, offering updates on their respective programs. Additionally, representatives from TRIO programs, Dual Credit/Dual Enrollment, Recruitment, Career Services, and Financial Aid shared critical information to support counselors in guiding students through academic and career planning. The event fostered productive discussions and strengthened relationships with the high schools in attendance.

A new High School Counselor newsletter was also introduced, receiving 64 views in its inaugural edition.

Mindy Reach attended the Illinois Academic Advisors Association (ILACADA) annual meeting at the University of Illinois Urbana Champaign on September 27. The theme of the event was “Welcome to the Family: Fostering Students’ Sense of Belonging.” Sessions were held on working with Neurodivergent students, students on probation, first-generation students, and first-year students.

University Partnerships:

On September 13th, staff members attended SEMO’s Transfer Advisor Day. Tanya Hill, Mandy Palmer, and Mindy Reach gathered insightful information regarding admissions, scholarships, and program updates that will assist students in navigating the transfer process.

Additionally, Mindy Reach represented the institution at the Eastern Illinois Articulation Conference on September 18, where further information on student transfer processes was shared, and a \$1,000 transfer scholarship for our students was received.

On September 20th, Danielle Boyd and Mindy Reach attended a Zoom meeting with SIUC representatives to discuss the Saluki Step Ahead program, strengthening this key partnership.

Enrollment/Recruitment

Twelve-week late start classes began on September 9. The Enrollment Services department collaborated closely with the Marketing team to promote these courses, utilizing a targeted outreach campaign to increase awareness and drive enrollment. This joint effort ensured that students were informed of the opportunity to enroll in late-start classes, which provided additional flexibility for those seeking to begin or continue their education mid-semester.

Recruiters are actively engaged in area high schools, supporting seniors in determining their post-graduation plans and guiding sophomores through the dual credit application process in preparation for next year's enrollment and placement testing in the spring. Carrie Davis held an Application Completion Day at Anna-Jonesboro High School on September 30, and 45 seniors completed their applications.

9/7	Cache River Parade in Ullin	Carrie Davis
9/7	Blues Festival in Cairo	Leslie Weldon

Athletic Advising—Kaylyn Meyers

- **September 19, 2024** -Participated in the first 2024-2025 National Association of Academic and Student-Athlete Development Professionals (N4A) Academic Programs & Practices Committee (AP&P) meeting. The conference's primary focus was improving communication between coaches and academic departments through Academic Advisement and enhancing the process for grade reporting. Senior committee members facilitated smaller breakout discussions, where participants shared insights on their institution's current grade monitoring programs and practices and offered recommendations for potential improvements
- **September 20, 2024** - Attended the first 2024-2025 meeting of the N4a Ethnic Concerns Committee. Aaron Tillman, Assistant Director of Student-Athlete Development at Florida State University, introduced the Key Performance Indicators (KPIs) assigned to the committee. He also led the group in defining its goals and objectives for the year, addressing ethnic diversity and inclusion within student-athlete development programs.

Navigate 360:

We have continued our efforts with Navigate 360 to enhance and streamline our recruitment processes. Recent work has focused on basic setup and data mapping and defining roles within the system to ensure smooth operation. In addition, we have developed inquiry forms and are learning how to create new forms for future use, which will improve our ability to track and respond to prospective student interests more efficiently.

Financial Aid - Keyarra Blissett

Office Business:

- Our office serviced roughly 227 students and parents in September. 65 Face-to-face, 53 Phone Calls (tracking since September 16), and 109 emails (finaid@shawneecc.edu only)
- We have processed 73 ISIRS this month.
- They made 16 contacts for the Call Campaign by identifying students with enrollment but no FAFSA on file. This is an opportunity for our office to inform the students and provide any assistance they may need in the application process.

Disbursement Day preparation

- We have certified 247 students eligible for the MAP grant. (\$276,455.00)
- Submitted 43 individual ISIR corrections in
- Processed 12 Return to Title IV (R2T4)
- September 30 is Pell Status Day. Budget updates and adjustments for all awarded students will be made to prepare for Pell checks to go out on Oct 15.

Outreach

- Alexander County September 19 & 24 serviced five students

Financial Aid Deadlines:

The Fiscal Operations Report and Application to Participate (FISAP) for 2025-2026 has been submitted. The (FISAP) is used by schools to apply for Campus-Based Program funding for the upcoming award year and to report Campus-Based Program expenditures for the previous award year.

Consultant:

We are still working under our current contract with Blue Icon for the 24/25 ISIR Correction Assistance, which will offer our office additional help with student correction.

Registrar/Records Office - Danielle Boyd

- Eight transcripts from other colleges were received from August 31-September 26.
- One hundred ten transcripts were processed from August 31-September 26.
- Danielle Boyd attended a meeting with ASU about the articulation partnership overview on September 27.

Student & Community Outreach - Lindsay Johnson*Alexander County Extension Center Board Report*

The coordinator attended the SCC Bluesfest on September 5 and 6 to set up a recruitment table. My attendance at various meetings, including the Port Authority meeting on September 9, the Cairo Housing Task Force meeting to discuss the plan to bring 3D Housing to Cairo, the CHESI board meeting on September 19, the Freshman Academy at Meridian on September 23, and the Community Engagement Event on September 26. On September 26, I attended the advisory board meeting for HCCTP. On September 27, I participated in the Spring Dual Credit planning meeting at Meridian High School.

Johnson County Extension Center Board Report

In September, the Johnson County Extension Center held seventeen student advising appointments. On September 11, the Johnson County Extension Center participated in Mock Scholarship Interviews and the College Fair at the Vienna High School. Blake Goforth visited to engage with students. On September 12, I participated in the High School counselor retreat hosted at the Arrowleaf Cliffe Cafe. The Johnson County Extension Center and SCC Ambassadors were represented at the Vienna-Goreville Football Game on September 16, promoting community engagement.

The Johnson County Cabinet for Children and Youth held its quarterly meeting on September 19 to review school procedures and discuss improvements. On September 21, 2024, the Little Saints Book Club held its monthly meeting. The Little Saints attendees read "The Chameleon's Colors," fostering a love for reading among young learners.

Massac County Center Board Report:

In September, the Massac Center participated in the Metropolis Labor Day Parade. Approximately twenty-five SCC employees and students participated in the event. (1.3.B). The Massac Center advised twenty-eight students during September. (2.2.E). Students continue to utilize Bernie's Place (Massac location) for breakfast, lunch, and dinner. (2.3.A)

The Center was the sight for the Heating and Cooling-Pay/Progress Meeting on September 4. On September 6, the Center hosted the Dean's meeting. Becky Steinmetz taught a Driver Safety class on September 14. Thirteen students were in attendance. (2.3.A) County Clerk Hailey Miles was available for the Massac Voter Registration public event on September 23. (2.3.A) Sophia Conley was hired as the full-time Massac Center Administrative Assistant. Sophia is an SCC graduate and an excellent addition to the SCC family.

Union County Center Board Report:

Staff at the extension center have been busy keeping up with the daily tasks of ensuring classes are running smoothly, monitoring the fitness center, assisting students with their needs, proctoring tests, attending our monthly team meetings, and hosting various events, as listed below.

In September, students, faculty, and staff in the extension were allowed to participate in Narcan training through Arrowleaf on September 9. Arrowleaf was also in the parking lot with their new mobile breakroom and coffeehouse on September 10. In conjunction with SCC career services, they offered a space to allow people to complete applications and resumes for job openings through Arrowleaf. The Center hosted a Voter Registration event on September 11 with Union County Clerk Lance Meisenheimer at the Center to assist with voter registration. The Union County CEO class and board meet in our conference room on September 17. AFSCME Retiree Subchapter 90 hosted their monthly meeting on September 24 in the conference room. Two CPR classes were held at the extension center, one on September 26 and the other on September 30. (2.3.B, 2.3.E)

The Union County Extension Center hosted one community education class in September. Katrina Karsen-Denham conducted this class. The topic was how to use the Meta Business Suite. The class targeted anyone using social media pages, including businesses, organizations, and social media influencers. The goal was to help them discover ways to optimize their time managing social media content and gain access to real-time data to track performance (2.3.A)

The center coordinator also attended the Union County Chamber of Commerce meeting on September 5, 2024. The September meeting was held at Sinisi's in Anna. The guest speaker was Melanie Smith, the CEO of the Union County program. Melanie, Hunter Boyd, and Drake Campbell, alumni of the CEO program, spoke to the chamber about the benefits of the program they experienced. I informed chamber members about upcoming events at the extension center, including community education classes, voter registration, and the WOW van. I also spoke to the chamber about the availability of our building to be used for business meetings and training. I also spoke about looking to start coming to local businesses to talk to employees about our programs that might help them further their education and careers. (1.3.C)

Bernie's Place has expanded to the Union County Extension Center. We are working on spreading the word about this resource, which is now available to students in need.

Student Success – Mindy Ashby

- The director attended the Assessment Day on September 3, 2024, and guided multiple staff on completing the annual CQI.
- The director presented on September 4, 2024, on Tutoring Services in the Commons.
- The director attended the Student Experience Team meeting on September 5, 2024.
- The director attended the Softball rally held on September 5, 2024.
- The director facilitated and organized the SCC's participation in the Cairo Heritage Parade, held in Cairo, IL, on September 7, 2024.
- The director attended the MCWA Fall Board Retreat on September 6, 2024.
- The director facilitated a meeting with Arrowleaf's CEO on September 9, 2024, to discuss a college affiliation agreement.
- The director attended the MHEC: Professional Licensure for Illinois Community Colleges on September 10, 2024.
- The director led the Student Affairs Council (SAC) on September 10, 2024.
- The director organized and held the Voter Registration Event on the main campus on September 11, 2024.

(Pictured below, students participate in the voter registration event)



- The director led the Cultural and Community Engagement Team meeting on September 11, 2024.
- The director attended the Guidance Counselor Retreat held at the Clyff Cafe on September 12, 2024.
- The director and counselor were the presenters at the Cosmetology Seminar “Cos-me,” which was held on the main campus on September 16, 2024. The team assisted with innovative “Mindfulness VR” to encourage mental health awareness.



- The director participated in the Constitution Day in the Commons on September 17, 2024.
- The director attended the September 17, 2024, meeting with Wingspan regarding collaboration and career exploration for Career Services.
- The director attended the Shawnee Recruitment Success (EAB) working session held virtually on September 17, 2024.
- The director participated in the annual Fall Fest activities held outside the pavilion on September 18, 2024.
- The director was chosen to participate in the Illinois Campus Care Solutions-Focused Skills Application and Practice Coaching training. The first training session will be held virtually on October 25, 2024

- The director attended the Student Academic Assessment Team meeting held on September 23, 2024.
- The director attended the Student Affairs meeting on August 26, 2024.

(Strategic Planning Priorities: Goal 1, Objective 2, Strategy N; Goal 2, Objective 1, Strategies C, E, F; Goal 2, Objective 2, Strategies D, F; and Goal 2, Objective 3, Strategies A, E.F.)

Testing/Tutoring

- The testing technician assisted with the “Mindfulness VR” during the Cosmetology Seminar on September 16, 2024
- The testing technician attended and participated in the Saints Golf Challenge at the Union Country Club on September 20, 2024
- The testing technician attended the “Creating Neurodiversity-Affirming Schools” webinar on Monday, September 23, 2024.
- The testing technician provided library coverage as needed.
- It is notable that 13 of the 23 (57%) make-up exams have required accommodations.

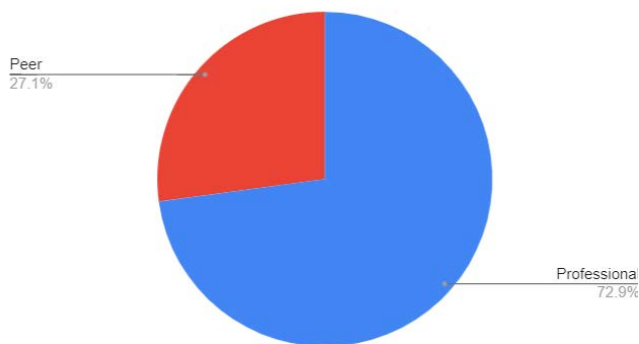
Testing Center

Accuplacer	7
Accommodations	13
CNA Certification Exams	2
SIUC Distance Learning	1
Instructor Make-Up Exams	10
Pearson Vue	9
ACT WorkKeys	4

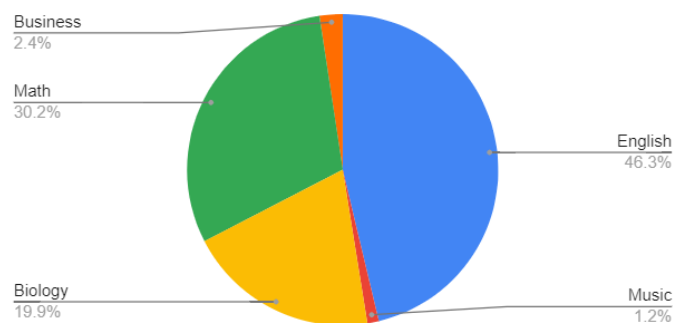
Tutoring

Over 66 hours of tutoring have been conducted this semester, with 72% of sessions led by professional tutors and the remaining 28% facilitated by peer tutors. The subjects most requested for tutoring support continue to be English and math.

Hours tutored by type of tutor



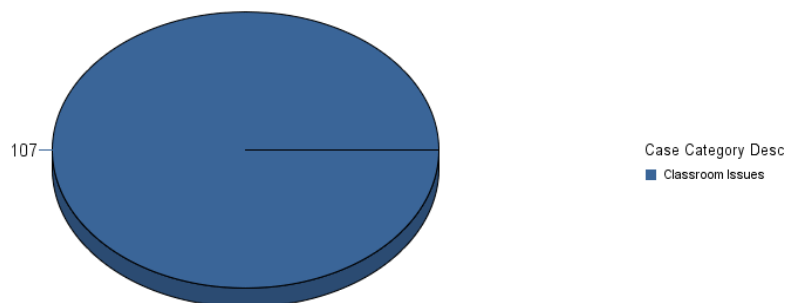
Percentage of hours tutored per subject



Strategic Priorities: (SP Goal 4, Obj. 4.7)

Retention Alert-

Since the start of the semester, 107 retention alert cases have been recorded. Most of these cases are linked to classroom challenges, with the primary concerns being poor attendance, missing assignments, and low test performance. Notably, Biology and Sociology courses have been the most frequent contributors to these alerts.



(CROA 4.3.24)

Career Services- Blake Goforth

- The Career Services Coordinator, Blake Goforth, participated in Assessment Day on Tuesday, September 3, 2024.
- The Coordinator met with DCEO and Southern 14 representatives about rapid response team responsibilities and services, attended the Student Experience Team meeting, and attended the softball pep rally on Thursday, September 5, 2024.
- The Coordinator presented to all senior English classes at Massac High School with the Academic Advisor and Recruiter, Kyle Smith, on Tuesday, September 10, 2024.
- The Coordinator participated in Vienna High School's Scholarship Interview and Career Fair Day on Wednesday, September 11, 2024.
- The Coordinator attended and presented at the High School Counselor's retreat on Thursday, September 12, 2024.
- The Coordinator assisted Mindy Ashby, the Director of Student Success, and other SCC staff with the VR exercise at the CosMe event on Monday, September 16, 2024.
- The Coordinator met with a Wingspans representative and attended the SIU Job Fair on Tuesday, September 17, 2024.
- The Coordinator led the Academic Affairs Council Meeting and presented to Meridian HS freshmen on Thursday, September 19, 2024.

- The Coordinator assisted with and participated in the SCC Saints Challenge Golf Scramble on Friday, September 20, 2024.
- On Tuesday, September 24, 2024, the coordinator assisted a community member and CNA students create resumes at the Alexander County Extension Center.
- The Coordinator attended the Executive Council and Student Affairs meeting on Thursday, September 26, 2024.
- The Coordinator held a Career VR workshop with Dr. Thornsberry's English 112 class on Friday, September 27, 2024.
- The Coordinator and ETS Academic Specialist, James Walton, held a Career VR workshop with Educational Talent Search students at Cairo High School on Tuesday, October 1, 2024.
- The Coordinator attended the 2024 Workforce Summit on Wednesday, October 2, 2024.
- The Coordinator participated in the Anna-Jonesboro High School Homecoming parade on Friday, October 4, 2024.

Career Coach Statistics - 30 Days

- Career Coach Visits- 90
- Career Assessments completed-60 - started- 71
- Resumes download- 23 - started- 11
- Widget views- 2,609
- Widget clicks- 1,031
- Career Coach clicks from Widget- 7
- Employer Profiles created- 2
- Job Postings currently live- 2

Strategic Priorities: (1.1.D., 2.1.C., 2.1.D., and 2.1.H.), (2.1.A)

Student Engagement- Erin King

- The coordinator attended Assessment Day to work on CQIs for Student Organizations.
- The coordinator brought a Southern 7 Health Department presentation to campus on September 9. The presentation encouraged students to engage in routine and preventative care.
- Student Senate elections were held via emailed ballot on September 11. One returning and three new senate members were elected.
- The coordinator attended the High School Counselor's Retreat on September 12 at Clyffe Cafe.
- On September 17, during lunch hours, a Constitution Day presentation was given in the Main Campus Commons. The theme was "Creating the Constitution: Problems Faced by the Founding Fathers."



- The coordinator organized activities for a volleyball-themed Campus Fall Fest on September 18. Students, faculty & staff were all represented in a Show-N-Shine car show judged by SCC Automotive students. Food trucks visited campus for the day. TNT inflatables brought an inflatable obstacle course, and student clubs and activities provided other activities: Cosmetology offered manikin-head bowling, LGBTQIA+ Club offered face painting and worked with the History Club to provide digital portraits with costumes, Book Club organized cornhole, E-Sports played MarioCart, and Ambassadors played Spikeball. Volleyball was also available for anyone who wanted to play.





Counseling/Advising- Donna Price

- The counselor attended Assessment Day and worked diligently on multiple CQIs on September 3.
- The counselor held the first LGBTQIA+ Diversity Club meeting of the semester on September 4. Eight students attended, and a staff member and the counselor sponsored it.
- As the House Liaison, the counselor traveled to Kokopelli Golf Course on Thursday, September 5, for a McKinney-Vento seminar.
- On Saturday, September 7, the Shawnee family turned out in excellent numbers at the Cairo Heritage/Blues Festival Parade in Cairo, Illinois. We passed out candy, pizza cutters, water bottles, bags, stress items, bracelets, and shirts.





- The LGBTQIA+ Diversity Club had a second meeting to plan for their participation in the fall festival on September 11.
- On September 9, the counselor and Director of Student Success met with Arrowleaf to discuss working together and creating a reciprocal agreement.
- Also, on September 11, the counselor attended the Cultural and Community Engagement meeting.
- On September 16, Cosmetology held “Cos-me” in the L Atrium. The counselor researched and created packets on client burnout or fatigue and stylist burnout with tips to help them continue to succeed at their jobs. The director presented the material at the seminar. Several members also helped with the VR mindfulness aspect of the experience.
- The counselor attended a meeting on September th with several downstate community college counselors, during which Mental Health Early Action was discussed and how each school is attempting to progress.
- Also, on September 17, the counselor participated in Title IX training.
- The counselor attended the Title IX meeting led by Vice President of Student Affairs Jeff McGoy on September 18.
- Also, on September 18, the LGBTQIA+ Diversity Club held a photo booth and face painting for the fall festival. With donations and attendees' participation, the group raised \$45.10.
- On September 19, the counselor was invited to serve on the Illinois Campus Cares Technical Assistance (ICC TAC) Work Group, formerly the Mental Health Early Action on Campus (MHEAC) Program. The ICC program is led by the Illinois Board of Higher Education and the Illinois Community College Board.
- The counselor attended the Alexander and Pulaski ROSC meeting on September 19. The counselor and the LGBTQIA+ Diversity Club met on September 25 to discuss ideas for a fall fundraiser and ways the group could participate in community events.
- The counselor attended the monthly ACCA (American College Counseling Association) meeting on September 26.
- The counselor attended the Student Affairs monthly meeting on September 26. The meeting is held monthly to open up discussion between the layers of Student Affairs and discuss how we can better serve the students.
- On September 30, the counselor gave a Suicide Prevention presentation in the Commons. The counselor provided literature, 988 stickers and magnets, mental health stickers, and bracelets.
- In September, 10 of the 14 students who applied for SNAP were accepted. 25 Shawnee Community College People visited the site. \$5,964.80 of estimated benefits were unlocked.

Counseling Overview

- hrs of one-on-one sessions- 23.8
- internal referrals- 1
- external referrals- 0
- of crisis counseling after-hours- 2

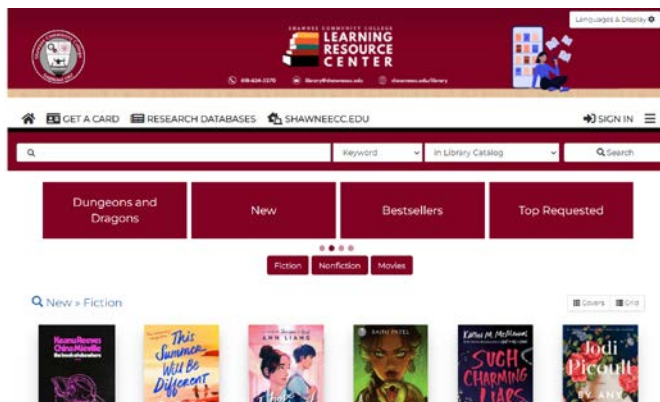
Accessibility and Resource Services- Donna Price

- September 12 was the school counselor’s retreat at the ClyffeCafe in Vienna. The counselor presented the availability of free counseling services and what high school students need to do to acquire accessibility services.
- On September 13, Mrs. Price attended an IEP meeting for a student at Century School.
- Six new individuals have applied and qualified for accessibility services since the last report.

Library

Amber Filbeck, Librarian

- Maintained LRC services throughout continued disruption due to construction delays and staffing shortages
- Promoted and participated in Assessment Day events on September 3.
- Worked on customizations for the new online library catalog at scca.illshareit.com
- Trained four staff members on the use of the Cricut machine
- Assisted the book club in running lawn games at Fall Fest on September 18.
- Held the first meetings of the Student Book Club on September 19. and 20.
- Attended the FY25 ICCB 5-Year Program Review meeting on September 25.



Smore Newsletter

“New Library Catalog, D&D and More!” sent Sept. 9th:

Views - 1,184

Mobile use - 25%

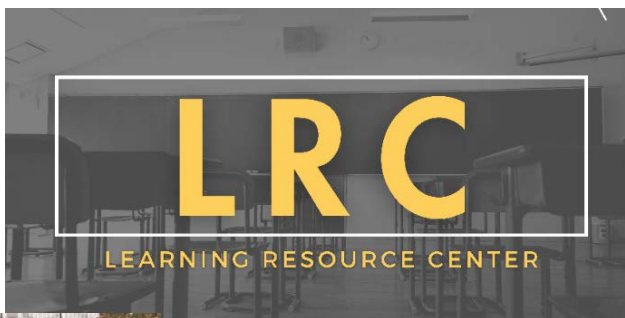
Desktop use - 75%

Buttons clicked - 8

Video watched - 2

Links used - 6

Avg. Reading Time - 45 minutes



Charity Frizzell, Library Assistant

- Designed a presentation highlighting SCC's English Department.
- Created visual marketing for the D&D club.
- Announced our new library catalog on the LRC bulletin board.
- Assisted patrons in learning the new catalog system.
- Web Course: Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation.

Brennan Hill and Sophie Dudley, Student Workers

- Replaced faded spine labels throughout the stacks
- Ongoing shelf reading project

LRC Statistics *September 2024 Circulation Stats*

- Local Item Circulations: 94
- Interlibrary Loan Items Sent: 109
- cloudLibrary Items Accessed: 51
 - Audiobooks: 27
 - eBooks: 24

August 2024 Circulation Stats

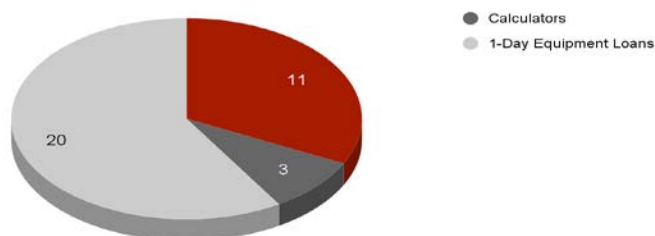
- Local Item Circulations: 84
- Interlibrary Loan Items Sent: 130
- cloudLibrary Items Accessed: 54
 - Audiobooks: 27
 - eBooks:

LRC Usage Since Last Board Notes

- We helped 1202 faculty, staff, students, and community members 1294 times at the circulation desk, helping them face-to-face, through email, or via phone.
- Over 843 people used the tables and chairs and study corrals located throughout the LRC.
- The computer lab welcomed 810 people, averaging 41 people per day.
- Side rooms were reserved 64 times, opened 60 times, used by 181 people.
- Student-athletes signed in to the LRC for Saints Study Tables 829 times in September.
- We registered 12 new patrons.

Equipment Requests in September 2024

Total Request: 34

**Executive Assistant to Vice President of Student Affairs – Jacqueline Smith**

With the help of the Saints Foundation, Bernie's Place was able to extend its services to our extension centers. During September, we collectively reported 638 utilizations, with 175 unique individuals accessing the service. The most popular items requested include Big Texas cinnamon rolls, honey buns, fruit snacks, beef jerky, mandarin oranges, bottled water, ramen noodles, and chocolate chip granola bars.

With the help of two dedicated student workers, Michael Deno and Aaron McMahan, along with Ambassadors Kari Bigham, Jordyn Cummins, Alexis Peeler, Ashly Pierson, Katie Meyer, Ellie Rottman, Ty Schuetz, and Princess Smith volunteering, Bernie's Place has successfully remained open Monday through Friday, from 8 a.m. to 4 p.m.

Vice President of Student Affairs – Jeff McGoy

Attended the Following Events/Meetings for September:

- SCC Assessment Day - 9/1/2024.
- Meeting with Steve Gavatora (Zoom) - 9/2/2024.
- SCC Day Meeting - 9/3/2024.
- SCC Softball Pep Rally - 9/3/2024.
- Campus Safety Discussion - 9/3/2024.
- Title IX Planning Work - 9/6/2024.
- Meeting regarding Student Senate - 9/6/2024.
- SCC Volleyball Game vs Rend Lake - 9/9/2024.
- Meeting with Students - 9/11/2024.
- SCC Volleyball Game @ JALC - 9/11/2024.
- School Counselor's Retreat at Clyffe Café in Vienna - 9/12/2024.
- Meeting regarding Student Affairs Objectives - 9/16/2024.
- Complaint Discussion - 9/16/2024.
- AI Workshop Series #1 - 9/16/2024.
- FAFSA Grant Discussion - 9/16/2024.
- ILCCEML Monthly Meeting (Zoom) - 9/17/2024.
- EAB Recruitment Success Meeting (Zoom) - 9/17/2024.
- Meeting regarding Potential Career & College Bridge Grant - 9/17/2024.
- Meeting regarding ETS Budget - 9/18/2024.
- Title IX Meeting (Zoom) - 9/18/2024.
- Fall Fest - 9/18/2024.
- Audit Meeting - 9/19/2024.
- Meeting with JALC Financial Aid - 9/20/2024.
- SCC Golf Scramble - 9/20/2024.
- Submitted ETS Budget - 9/23/2024.
- Robbin Schwartz Zoom Meeting - 9/23/2024.
- Professional Evaluation with Dr. Taylor - 9/24/2024.
- Meeting regarding Financial Aid - 9/24/2024.
- EAB Recruitment Success Meeting (Zoom) - 9/24/2024.
- Leadership in Higher Education (Communication) Presentation @ SIU - 9/27/2024.
- ASU & Shawnee Articulation Pathway Meeting (Zoom) - 9/27/2024.
- Meeting regarding Student Engagement - 9/27/2024.
- Meeting regarding ETS - 9/27/2024.
- Meeting regarding SA - 9/27/2024.
- Meeting with Steve Gavatora (Zoom) - 9/30/2024.
- EAB: Executive Sponsors' Roundtable: Onboarding & Welcome Session - 9/30/2024.
- Meeting with Tanya regarding Student Affairs Objectives - 9/30/2024.
- Debrief Meeting regarding Student Affairs Objectives - 9/30/2024.

Attended the Following Weekly/Monthly Meetings for September:

- Weekly Cabinet Meetings.
- Weekly One-on-One Meeting with SCC President.
- One on One Meetings with Direct Reports - All Month.
- Student Affairs Council Meeting (SAC) - 9/10/2024.
- SCC Board of Trustees Meeting - 9/19/2024.

Submitted by:

Jeff McGoy, Vice President of Student Affairs



Submitted by Andrea Witthoft
Illinois Community College Trustees Association Liaison
www.communitycolleges.org

Board Memorandum

**Board of Trustees**

James Darden
 Steve Heisner
 Nancy Holt
 April Moore
 Tiffany Schultz
 Deborah Shelton-Yates
 Andrea Witthoft

Student Trustee

Michael Deno

President

Dr. Tim Taylor

Vice Presidents

Dr. April Teske
 Chris Clark
 Jeff McGoy

Executive Directors

Sabrina Black, Interim
 Kevin Hunsperger
 Felicia Rouse

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. April Teske
RE: Transfer Programming Annual Report - First Read
Date: 10.17.24

Background: As outlined in the Board Policy on [College Purpose](#) (B1000), one of the College's primary goals is to *prepare students for the first two years of a baccalaureate education*. To support this, the Board designated [Transfer Programming](#) (B1003) as a Strategic Outcome.

The Board Policy on [Monitoring College Effectiveness](#) (B1002) provides a consistent framework for assessing progress toward achieving these Strategic Outcomes. Additionally, [Section 10 of Board Policy 4003](#) includes a calendar of Board activities, with the [Transfer Programming](#) Annual Report scheduled for review at the October Board meeting.

At the November Board meeting, Dean Dr. Kristin Shelby will present this report, after which the Board will review and may update the attached [B1003](#) Transfer Programming Strategic Outcome policy.

By providing these documents in advance, we hope the Board can review the report and consider how the College might enhance [Transfer Programming](#) for our service area.

Recommendation: I recommend the Board review the [Transfer Programming](#) Annual Report and evaluate the extent to which the College has achieved the designated Strategic Outcome.



Policy

Policy Title: Transfer Programming

Number: B1003

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, transfer programming is an essential service that prepares students for the first two years of a baccalaureate education.

Students receive value by engaging in the College's transfer courses and degrees designed to prepare them for the first two years of a baccalaureate education. Students benefit when upper division colleges and universities accept transfer courses and degrees as elective credit. Students receive greater value when upper division colleges and universities accept completed courses and degrees as major-specific credit. Moreover, students receive the greatest benefit when SCC courses and degrees align with the major requirements found at upper division colleges and universities through clearly defined articulation agreements, which clarify the transfer pathway, reduce time spent obtaining advanced degrees, and potentially limit student loan debt.

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve transfer courses, programs, and agreements.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in student interest, enrollment, academic success, transfer readiness, completion, 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 their discretion, can modify the measures and indicators as needed.

Specific measures for **student interest** may include data that illustrates how students access transfer pathways. Potential indicators might include the number of articulation agreements, including 2+2 and 3+1 arrangements, available to students.

Key Monitoring Activities [CONTINUED]:

Articulation agreement deletions, additions, and revisions to existing agreements could be noted.

Specific measures for **enrollment** may include data that reflects credit-hours, FTE, and headcount of students taking transfer courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the average credit load by semester; number of students participating in early college programs; number of students participating in dual enrollment courses; and/or average credits earned by semester for transfer students.

Specific measures for **academic success** may include data that reflects student learning outcome attainment and student performance in transfer courses. Potential indicators might identify the percentage of students who pass a transfer course with a grade of C or better and percentage of students who receive a D, F, or W in transfer courses.

Specific measures for **transfer readiness** may include data that describes how students matriculate to upper division colleges and universities. Potential indicators might describe the percentage of courses transferred as equivalent and the percentage of courses transferred as elective.

Specific measures for **completion** may include data that describes student graduation rates, completion rates, and credentials awarded. Potential indicators might describe the percentage of degree-seeking students who enrolled at an upper division college or university within 3 years of initial enrollment at SCC and/or the average number of credits earned in a transfer degree at SCC.

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		Governance Unit: Board of Trustees
Date	Description of Change	
03-07-22	Initial Adoption	
02-16-23	Added Deployment Measures	
03-21-24	Reviewed, No Changes	
11-21-24		

**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
SCC EDUCATION CENTER
SEPTEMBER 19, 2024, 6:00 P.M.**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held September 19, 2024 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. A Few Moments of Voluntary Prayer and Reflection**
- IV. Roll Call**

The roll call was as follows:

Present	Trustee	Present	Trustee
	Mr. James Darden	√	Ms. Tiffany Schultz
√	Mr. Michael Deno (Advisory Vote)	√	Ms. Deborah Shelton-Yates
√	Ms. Nancy Holt	√	Ms. Andrea Witthoft, Vice Chairperson
√	Ms. April Moore, Secretary	√	Mr. Steve Heisner, Chairperson

Others Present:

Dr. Tim Taylor, President
 Dr. April Teske, Vice President of Academic Affairs
 Chris Clark, Vice President of Administrative Services
 Jeff McGoy, Vice President of Student Affairs
 Felicia Rouse, Executive Director of Human Resources
 Kevin Hunsperger, Executive Director of Public Information & Marketing
 Sabrina Black, Interim Executive Director of Institutional Effectiveness
 Mandy Hannan, Dean of Allied Health and Nursing
 Dr. Kristin Shelby, Dean of Transfer & Adult Education
 Kristy Stephenson, Dean of Career & Technical Programs
 Jesse Smith-Fulia, Faculty, S.C.E.A. President
 Wendy Harris, Faculty, Department Chair
 Karen McGoy, Payroll Specialist
 Teale Betts, Coordinator of High School Partnerships & Pathways
 Dwayne Fehrenbacher, Director of Information Technology
 Adrian Fox, Events Coordinator
 Jonathan Van Meter, Computer Services Specialist
 Dr. Dane Muckler, Curriculum Development Manager
 John Schneider, Attorney
 Tina Dudley, Executive Assistant
 Becky Hawes, Executive Assistant (via Zoom)
 Jackie Hamilton-Smith, Executive Assistant (via Zoom)
 Chris Huff, Dreamscapes Learn (via Zoom)

V. Agenda & Addendums

ACTION - 1

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to approve the Agenda and Addendums as presented.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

VI. Recognition of Guests and Public Comment

- Dwayne Fehrenbacher introduced Adrian Fox, Events Coordinator

VII. Communications

- The Student Trustee report was previously provided and there were no further additions.
- The Faculty report was previously provided and there were no further updates.
- The President's report was previously provided and there were no further updates.
- Senior Leadership reports were previously provided.
- The Saints Foundation report was previously provided and there were no further updates.
- The ICCTA was provided during the meeting and read aloud to attendees.

VIII. Monitoring Reports & Board Policy Review

- A. Semi-Annual Facilities Report - **Accepted**
- B. Semi-Annual Information Technology Report - **Accepted**

ACTION - 2

A motion was made by Nancy Holt and seconded by Michael Deno to approve the Consent Agenda as presented.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

IX. Approval of Consent Agenda

- A. Disposition of Minutes from 08/15/2024 Regular Board Meeting Minutes-**APPROVED**
- B. Acceptance of Treasurer's Report-**APPROVED**
- C. Consideration for Ratification of August Bills-**APPROVED**
- D. Acceptance of Personnel Report-**APPROVED**
- E. Acceptance of the Clergy Report-**APPROVED**

X. Shared Governance - Administrative Update

- C. Acceptance of the FY25 Shared Governance Manual
- D. New Policies
 - i. A3100 Admissions & Records Excellence
 - ii. A3200 Financial Aid Excellence
 - iii. A3300 Recruiting & Enrollment Excellence
- B. New/Revised Operating Standard
 - i. A2100.70 Competency Based Education
 - ii. A5500.10 Travel on College Business

Minutes pp 2 of 5

XI. A. DREAMSCAPE LEARN IMMERSIVE LEARNING EXPERIENCE

Chris Huff presented on Dreamscape Learn. Trustee Witthoft was appointed to attend the upcoming tour of the Dreamscape Learn experience on October 21 & 22, 2024, on the campus of Arizona State University.

XI. B. CONSIDERATION FOR ADOPTION OF THE MPA FRAMEWORK FOR FY25

ACTION - 3

A motion was made by Deborah Shelton-Yates and seconded by Tiffany Schultz to adopt the MPA framework for FY25 and authorize the CEO to execute each agreement as it is ratified and returned by the high school.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

XI. C. BOARD FINANCE COMMITTEE

The Board Finance Committee will work with the President's office to schedule the meeting.

XI. D. LEADERSHIP TRAINING - SUCCESS INSIGHT REPORT PROCESS

All Trustees are interested in participating in the Leadership Training. Attendance will be coordinated through the President's Office.

XI. E CONSIDERATION FOR APPROVAL OF THE COMPENSATION STUDY BID

ACTION - 4

A motion was made by Michael Deno and seconded by Deborah Shelton-Yates to award the lowest qualifying bid submitted by Gallagher, in the amount of \$47,900 and authorize the CEO to initiate the purchase process.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

XI. F. CONSIDERATION FOR APPROVAL OF THE FY25 BUDGET

ACTION - 5

A motion was made by April Moore and seconded by Tiffany Schultz to approve the FY25 Budget for Shawnee Community College District 531 as presented.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

ACTION - 6

A motion was made by Nancy Holt and seconded by Deborah Shelton-Yates to authorize the President to file the FY25 Budget with ICCB, as outlined in the Administrative Rules.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

XI. G. PRESIDENT EVALUATION

No motion necessary

XII. EXECUTIVE SESSION

ACTION - 7

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to adjourn into Executive Session at 7:45pm for the purpose of:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c)(1)
- B. Consideration of Approval 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: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

ACTION - 8

A motion was made by Deborah Shelton-Yates and seconded by Nancy Holt to adjourn out of Executive Session at 8:55pm.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

ACTION - 9

A motion was made by Michael Deno and seconded by Deborah Shelton-Yates to approve the minutes of the Executive Session held on September 19, 2024.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

XIII. EXECUTIVE SESSION ACTION ITEMS

XIII. A. CONSIDERATION FOR AUTHORIZING THE PRESIDENT TO ENTER INTO AN AGREEMENT TO HIRE AN INTERIM EXECUTIVE DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

ACTION - 10

A motion was made by Nancy Holt and seconded by Andrea Witthoft to authorize the President to enter into an agreement to hire an Interim Executive Director of Institutional Effectiveness following prescribed protocol.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.

XIV. TRUSTEE COMMENTS

Deborah Shelton-Yates, Liaison to the Saints Foundation, encouraged the purchase of raffle tickets in support of Foundation initiatives.

XV. ADJOURNMENT

ACTION - 11

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to adjourn at 9:00 pm.

On roll call vote, the members voted as follows: D. Shelton-Yates, N. Holt, S. Heisner, A. Moore, A. Witthoft, and T. Schultz all voted Yea. J. Darden was absent. The Chairperson declared the motion carried.



**SPECIAL MEETING MINUTES
BOARD OF TRUSTEES / BOARD FINANCE COMMITTEE
SHAWNEE COMMUNITY COLLEGE DISTRICT #531
FOUNDERS ROOM, ULLIN, IL
OCTOBER 7, 2024 @ 1:00PM**

I. Call to Order

Chairperson Witthoft called the meeting to order at 10:03am.

II. Pledge of Allegiance**III. Roll Call**

	James Darden		✓	Andrea Witthoft
✓	April Moore		✓	Nancy Holt

Others Present

✓	Chris Clark, CFO			John Schneider, Attorney
✓	Dr. Timothy Taylor		✓	Tina Dudley, Recording Secretary
✓	Julie Villa, Cordogan Clark		✓	Greg Goebel, Cordogan Clark

IV. Recognition of Guests and Public Comment

There were no guests or public comments.

V. Presentation, Discussion, and Action Items**A. Facilities Master Plan**

Cordogan Clark representatives provided a presentation which included:

- Big picture ideas for re-construction, layout, and the College's overall footprint (project suggestions are dependent on funding strategies and how aggressive those may be).
- Dashboard slides for each campus noting enrollment/instructional hours, square footage needs, overall utilization, assignable space, programming and building statistics, etc.
- An immersive learning space (which included turn-key Dreamscape Learn packaging).

Further discussion provided for:

- Main campus as a community/destination for southern Illinois.
- Square footage construction costs, temporary versus permanent spaces.
- Construction timing, facilities master planning with little disruption to students.

B. Dreamscapes Learn Resource Development Plan**Funding Strategy**

Chris provided different revenue streams and funding options that would allow for entry into an agreement.

Board Authorization to Enter into an Agreement

Board authorization will be on the October 17, 2024 Board of Trustees meeting agenda.

C. Develop Tuition Policy/Strategy

Enrollment Forecasting & Revenue & Operational Cost Projections

Discussion included review of a Unit-Cost Model tool that displays a variety of tuition strategies.

D. Agenda Items for Next Meeting

Program/Discipline Cost Model

Financial Aid Outcomes & Practices

The Financial Aid Department will provide a presentation at the October 28, 2024 meeting.

The goal is to set income levels with a working model by December 2024, and set by the Board of Trustees by February 2025.

VI. Adjournment

April made a motion to adjourn the meeting at 3:43pm, with a second by Nancy. All members voted in favor and the motion carried.

SHAWNEE COMMUNITY COLLEGE
Fund Balances
As of September 30, 2024

Fund	
Education	\$10,857,919.99
Operations & Maintenance (Building)	\$2,862,592.91
Operations & Maintenance (Restricted Building)	\$8,503,950.76
Bond & Interest	\$1,259,180.38
Auxiliary Enterprises	\$153,880.30
Working Cash	\$5,873,869.95
Trust & Agency	\$224,014.11
Audit	\$30,727.89
Liability: Protection Settlement (TORT)	\$899,506.58
Grand Total	\$30,665,642.87

SHAWNEE COMMUNITY COLLEGE
Operating Funds
Statement of Revenue, Expenses, & Changes in Net Assets
For Three Months Ended September 30, 2024

REVENUES	Education Fund		O&M Fund	
Local Government Sources	\$	871,283	\$	437,998
State Government Sources		1,124,058		122,484
Tuition & Fees		2,986,864		
Sales & Service Fees		15,230		
Facilities Revenue		-		11,782
Investment Revenue				
Other Revenue		40,628		6,070
Total Revenues:	\$	5,038,063	\$	578,334
EXPENDITURES				
Instruction		851,305		
Academic Support		206,634		
Student Services		347,366		
Public Services/Continuing Education		179,803		
Operations & Maintenance of Plant				415,170
Institutional Support		679,325		
Scholarships, Student Grants, & Waivers		867,372		
Total Expenditures:	\$	3,131,805	\$	415,170
TOTAL TRANSFERS AMONG FUNDS:				
Interfund Transfers				
Total Transfers Among Funds:		201,664		-
NET INCREASE/DECREASE IN NET ASSETS	\$	1,704,594	\$	163,164

Board Memorandum

**Board of Trustees**

James Darden
 Steve Heisner
 Nancy Holt
 April Moore
 Tiffany Schultz
 Deborah Shelton-Yates
 Andrea Witthoft

Student Trustee

Michael Deno

President

Dr. Tim Taylor

Vice Presidents

Dr. April Teske
 Chris Clark
 Jeff McGoy

Executive Directors

Sabrina Black, Interim
 Kevin Hunsperger
 Felicia Rouse

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Approval of September Bills
Date: 10.17.24

Background: The following summary of bills presented during the month of September by Fund, is noted in the tables below.

Expenditures (Bills) Fiscal Year 2025				
Fund	Budget	Previously Approved	September*	Δ Budget to Actual
Education	\$13,652,174	2,553,453.00	780,016.00	\$10,318,705.00
Building	\$2,764,554	289,665.00	125,505.00	\$2,349,384.00
Building (Restricted)	\$9,303,315	147,050.88	131,300.94	\$9,024,963.18
Bond & Interest	\$1,396,375	-	-	\$1,396,375.00
Auxiliary Enterprises	\$1,686,092	230,576.73	234,505.96	\$1,221,009.31
Restricted Purposes	\$6,374,723	470,683.05	164,641.34	\$5,739,398.61
Trust & Agency	-	13,035.29	1,027.07	-
Audit	\$50,000	21,500.00	6,000.00	\$22,500.00
Liability/Protect/Settle	\$1,557,311	398,776.96	50,589.14	\$1,107,944.90
Grand Total	\$36,784,544	\$4,124,740.91	\$1,493,585.45	\$31,180,280.00

*Does not include bills received after the end of the month.

Recommendation: I recommend the Board approval the September Bills as presented.

Board Memorandum

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Human Resources
RE: Personnel Report
Date: 10/17/24

The following reflects the routine personnel actions taken since the last Board meeting

Previously Board Approved Full-Time Positions Hired

- Rhiannon Martin, Human Resource Operations Specialist, \$45,000 effective 10/15/24
- James Walton, Director of Educational Talent Search, \$60,000 effective 10/16/24
- Kristien Basler, Assistant, Bookstore, \$35,000 effective 10/28/24

Part-Time Ratifications

- None

The following is a list of open positions reflected in the FY25 budget:

Vacancies*Full-Time*

- Academic Support Specialist
- Administrative Assistant to Dean of CTE
- Education Technology Coordinator
- Executive Assistant to Administrative Services
- Nursing Simulation Coordinator & Student Success Coach
- Small Business Development Center Advisor

Recommendation: I recommend the Board ratify and accept the October Personnel Report as presented.

Board Memorandum

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Shared Governance - Administrative Update
Date: 10.17.24

Background: As noted in #4 (under the Leadership Heading) of the *President Accountability* (B2002) policy, the President is required to communicate, as points of information, to the Board when the College changes any administrative policy, rule, guideline, and/or operating standard.

The following policies and operating standards were recommended for approval by the Executive Council on September 26, 2024, and approved by the President.

- A. New Policies
 - i. A4500 Culture of Equity & Respect
 - ii. A4600 Culture of Confidentiality & Discretion
 - iii. A5300 Auxiliary Services
 - iv. A5400 Risk Management
 - v. A7100 Renovation & Construction
 - vi. A7200 Operations, Maintenance & Repair
- B. New/Revised Operating Standards
 - i. A2000.05 Academic Integrity/Honesty
 - ii. A2100.60 Academic Program Review
 - iii. A2100.70 Competency Based Education Operating Standard (2nd read)
 - iv. A2300.25 Faculty Handbook Development
 - v. A7300.00 Facility Usage

I apologize that these documents haven't been uploaded to the website yet, but they are expected to be available sometime next week, hopefully before the Board meeting. In the meantime, if you'd like an electronic or hard copy of any or all of them, please don't hesitate to reach out, and I'll be happy to provide them for you.

Please direct any questions about these administrative policies and operating standards to me.

Recommendation: None

Board Memorandum

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Board Finance Committee
Date: 10.17.24

Background: As noted in the [minutes](#) of the 10.07.24 Board Finance Committee (BFC) meeting, the Committee's focus was on the following Strategic initiatives:

- G4O8SA - *Ensure facilities supports student learning, student success, and administrative needs.*
- G1O2SE - *Pilot A/R (Augmented Reality), V/R (Virtual Reality), and/or M/R (Multiple Reality) to enhance learning in select courses*
- G4O9A - *Develop a long-term financial plan, including the development of tuition policy.*

Regarding G4O8SA, the BFC participated in a presentation by Cordogan Clark, outlining conceptual ideas for the Facility Master Plan, including potential space for an Immersive Learning Center. Given the potential impact on the College's culture, community, and alignment with Board priorities, the BFC recommends that the Board review these ideas and provide Cordogan Clark with direction to begin developing detailed plans. Julie Villa from Cordogan Clark will now present these concepts. After her presentation, the Board should discuss and advise on the key ideas and priorities you intend to support.

Regarding G1O2SE, the BFC explored three promising funding strategies to support the creation of an Immersive Learning Center (ILC). Recognizing the significant benefits for both students and the community, and eager to be at the forefront of this innovative technology, the BFC is enthusiastic about moving forward with the ILC as quickly as possible. Confident in the proposed funding strategies, the BFC recommended that I engage in discussions with Dreamscape Learn to refine the proposal presented at last month's Board Meeting and bring an Agreement to the Board for review. Accordingly, two Agreements, which are sent under separate cover, are now presented for your consideration. The primary difference between the two is the timing for implementing the second 16-station lab.

Regarding G4O9A, the BFC reviewed various development tools and data related to enrollment forecasting, revenue projection, cost modeling, and touched on ideas for tuition policy. These productive discussions will continue at the next BFC meeting on 10/28/24.

Recommendation-1: The BFC and I recommend the Board provide Cordogan Clark with direction so the Facility Master Plan can be completed.

Recommendation-2: The BFC and I recommend that the Board authorize the CEO to work with College Counsel to negotiate and enter into an Agreement with Dreamscape Learn for the purpose of initiating the creation of an Immersive Learning Center.

Board Memorandum

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Teske
RE: Dual-Credit Agreement for Type-C Courses
Date: 10.17.24

Background: At last month's Board meeting, the Board adopted the Model Partnership Agreement (MPA) framework to guide the expansion of dual credit courses across our service area. While it was noted that the MPA does not currently support Type C dual credit courses (those delivered through technology such as online, hybrid, or ITV), we are successfully offering these courses to all twelve of our high school districts.

To continue providing these Type C courses, a local agreement is required. Dr. Teske, using a draft of the Early College Agreement developed by Attorney Schneider and me last year, have created the attached template for local agreements specific to Type C courses.

As a reminder, under the Dual Credit Quality Act, the College must notify faculty within 15 days of any new or renewed agreements. At this time, I recommend the Board adopt the Type-C Local Agreement Template and authorize me to execute these agreements as they are returned by each high school.

Recommendation-1: I recommend that the Board adopt the Type-C Local Agreement framework for FY25 and authorize the CEO to execute each agreement as it is ratified and returned by the high school.



**Local Agreement
for
Type C Dual Credit Courses
Between
Shawnee Community College
AND
[HS District]**

HS Logo

Introduction

This Type C Dual Credit Agreement ("Agreement") is entered into on this [Day] of [Month], [Year], by and between Shawnee Community College, an accredited institution of higher education, and [High School Unit School District #xx], a public educational institution, hereinafter collectively referred to as "the Parties."

Whereas, Shawnee Community College is committed to providing high-quality educational opportunities that promote student achievement and foster a smooth transition from high school to post-secondary education;

Whereas, [High School Unit School District #xx] seeks to enhance the academic experiences of its students by offering opportunities to earn both high school and college credit through dual credit courses;

Whereas, the Parties recognize the benefits of such programs in preparing students for success in higher education and career readiness, and are committed to maintaining the academic rigor, standards, and quality of these courses;

Whereas, the Parties agree to abide by applicable state laws, regulations, and accreditation standards governing dual credit programs;

Now, therefore, in consideration of the mutual covenants and agreements contained herein, the Parties agree to the following terms and conditions outlined in this Agreement to govern the delivery of Type C dual credit courses.

Purpose

In alignment with the purpose outlined in [110 ILCS 27/10](#) of the Illinois Dual Credit Quality Act (DCQA), Shawnee Community College (hereafter referred to as "*College*") and the **HIGH SCHOOL Unit School District #xx** (hereafter referred to as "*District*") agree that dual credit courses provide valuable opportunities for academically prepared *District* students seeking more rigorous, college-level coursework than what is available in the *District* curriculum.

Both parties acknowledge that many students—particularly those from low-income, historically disadvantaged families within the *College's* service area—currently lack access to dual credit programs due to socioeconomic or geographic barriers.

To meet this demand, expand opportunities, and remove barriers, the *College* and *District* agree that Type C dual credit programming offers an effective solution for increasing access and promoting greater equity for *District* students. This approach is especially critical in cases where a *District* does not have teachers who meet the qualifications to teach dual credit courses.

Based on these shared objectives and the parameters set forth in the DCQA, this Agreement outlines the current partnership between the *College* and the *District* to offer a series of high-quality, college-level courses to *District* students.

The parties also agree that, should any language within the DCQA or its implementing regulations conflict with this Agreement, the language of the DCQA shall prevail and supersede the contradictory terms.

General Definitions

- **“Asynchronous”** means a delivery method where learning takes place online, and students do not need to participate at the same time. Instruction typically occurs through a learning management system (LMS), with course materials, assignments, and discussions available for students to access at their convenience. While some courses may have live elements (e.g., an in-person exam or orientation), the bulk of the content is delivered asynchronously, allowing flexibility in when and how students engage with the material. Asynchronous courses are specifically designed for learners to interact with the content, peers, and instructors at different times and locations, which is distinct from synchronous courses, where real-time interaction is required.
- **“DCQA”** means the Dual Credit Quality Act ([110 ILCS 27/1](#) et seq.)
- **“Distance Learning”** means a course where learning occurs in real-time through live interaction between instructors and students via web conferencing tools like Zoom, Microsoft Teams, or Google Meet. Participants engage simultaneously, allowing instructors and students to interact at the same time from different locations.
- **“Dual Credit Course”** or **“Course”** means a college course taken by a high school student during the regular school day, where the student, who meets academic qualifications, earns both high school and college credit simultaneously.
- **“Hybrid”** means a course that combines face-to-face (in-person) instruction with online learning components. The course is purposefully structured so that some parts are delivered in a traditional classroom, while others are provided online, typically asynchronously. Both the online and in-person elements are designed to complement each other, ensuring they work together to achieve the course's learning outcomes.
- **“ICCB”** means the Illinois Community College Board.
- **“ISBE”** means the Illinois State Board of Education.
- **“Liaison(s)”** means an individual designated in writing by either the *College* or *District* as having primary responsibility for the management/administration of this Agreement and the dual credit relationship between the Parties.

- “**Online Course**” means a course where 51% or more of the instruction is delivered asynchronously through a course site, typically hosted on a learning management system (LMS) platform. The learning activities, assessments, and content are designed to be accessed by students at any time. There may be minimal in-person (or real time) sessions but the bulk of the instruction and interaction occurs asynchronously.
- “**Real Time**” means learning where participants engage simultaneously, allowing instructors and students to interact at the same time from different locations. This arrangement closely replicates a traditional classroom experience, enabling live discussions and immediate feedback.
- “**Receiving District**” means a high school district that enrolls students in dual credit courses delivered by the *College*, or another *College*-approved high school district, through a technology-based platform. The receiving district provides the necessary support and resources for students to participate in and benefit from the dual credit course.
- “**Sending Institution**” means the *College* or a *College*-approved high school district responsible for delivering dual credit instruction to students in a receiving district. It provides academic content, oversight, and ensures the courses meet college credit standards. The sending institution maintains course quality and rigor while coordinating with the receiving district to support student success
- “**Synchronous**” means a delivery method where learning takes place via distance learning, and occurs in real-time through live interaction between instructors and students via web conferencing tools like Zoom, Microsoft Teams, or Google Meet. Participants engage in lessons and activities simultaneously from different locations. While the course may offer additional asynchronous elements, such as assignments and resources through a LMS the primary mode of instruction is through scheduled live sessions where all participants are present at the same time.
- “**Technologically Mediated Instruction**” means the delivery of instruction at a distance facilitated by technology, such as via teleconferencing, video-conferencing, or internet.
- “**Type A Course**” means a dual credit course that is taught at the district High School, or other district-managed location, by a district teacher.
- “**Type C Course**” means a Dual Credit Course that is taught online, taught via distance learning, co-taught by a *District* teacher and *College* faculty member, or other hybrid models of other types.

Guidelines for Approval of a Type C Course

The *College* will consider approval of a Type C course under the following circumstances:

- The receiving district does not have a dual credit qualified teacher for the course(s) requested. In event the receiving district does not have a qualified teacher, a Type C course may be taught asynchronously or synchronously by a *College* faculty member or synchronously by the sending district's qualified teacher.
- The sections taught by *district* teachers must be synchronous in nature or co-taught with a *College* faculty member. Asynchronous sections taught by a district teacher will not be considered.
- A co-taught section with a district teacher and a College faculty member is deemed appropriate by the *College* and the *District*.
- Only courses that are lecture only will be considered as Type C. Any course that includes a lab will need to be Type D.
- The *College* will not approve a Type C course request from a *District* if the *District* has been approved to offer the same course as Type A.
- If the course is delivered by a *District*, there is evidence that:
 - a. coordination between the sending and receiving districts is be planned and ongoing,
 - b. technical and physical facilities, including appropriate staffing and technical assistance, are provided to support the course (s),
 - c. the selection of technologies is based on appropriateness for the students, teachers, and learning objectives of this course,
 - d. technical support and training are provided to students, teachers, and staff for each educational technology hardware, software, and delivery system required for this course,
 - e. student learning and course outcomes are at the level required of the course regardless of the electronic delivery method,
 - f. appropriate measures are used to ensure that students are capable of succeeding in an on-line learning environment, and
 - g. assessments of student learning, especially exams, take place in circumstances that include definite student identification and assurance of the integrity of student work.

Course Request and Approval Process for a Type C Course

New Courses. For a Type C course, a request must be initiated by a receiving *district* Liaison, and the *College* Liaison will coordinate the selection of a sending *district*. In working with the *district* Liaisons, the *College* Liaison may determine a Type C course would benefit a *District*. In so doing, the *College* Liaison will work with the schools to find a sending *District* to fill that need

Unless otherwise agreed to by the *College*, for a Fall semester course, the Course Request Form must be submitted to the *College* Liaison by no later than February 1 of the same calendar year. Unless otherwise agreed to by the *College*, for a Spring or

Summer semester course, the Course Request Form must be submitted to the *College Liaison* by no later than May 1 of the calendar year prior to the semester.

If a course is taught by a *College* faculty, the *District* will provide the approximate number of seats needed by Feb. 1. If those slots are not filled by the *District* by [date], those seats may be released and seat availability will be on a case-by-case basis. If the *District* does not notify the *College* by [date], the *District* may be charged for the seats reserved.

Action on Course Requests. The *College* will make a decision within fourteen (14) days of the *College's* receipt of the form. The *College* may disapprove a Type C Course request for the reasons described in the *Guidelines for Approval of a Type C Course*. The basis for the disapproval must be provided on the Course Request Form and returned to the *District* within fourteen (14) days of the *College's* receipt of the form.

Teacher Qualifications. For all Type C courses taught by a *District* teacher, the *District Liaison* or *District's* proposed teacher will submit high school instructor qualifications and all *College*-required Human Resource documents (e.g., employment application, undergraduate and graduate transcripts, highest degree obtained, professional certifications/licenses, etc.) identifying how the proposed teacher meets the HLC, ICCB, and DCQA Qualification Requirements to teach the course(s). The *College* will review the documentation. Within fourteen (14) days of the *College* receiving all required Human Resource documents from the *District Liaison* or the *District's* proposed teacher, the *College Liaison* will respond to the *District* with the *College's* approval decision. This decision may be delayed if all documents are not initially provided by the *District Liaison* or *District's* proposed teacher.

If the *College's* decision is to not approve the *District's* teacher, the *College Liaison* will identify the basis for disapproval in writing and submit the written rationale to the *District Liaison*. The *District Liaison* may request a meeting to discuss the disapproval among the applicable *College* personnel, the Liaisons, and the *District Superintendent* (or designee). The *College* will participate in such a meeting if requested.

Course Planning and Documentation. Once the *College* faculty or *District* teacher is approved, the course planning and documentation process will ensure that Dual Credit Type C course(s) address equivalent content and include the same learning outcomes as those courses taught at the *College*. During this process the Liaisons must ensure adequate timing and engagement opportunities to collaboratively address the following:

- Completion of the *Documentation for Course Planning Decision Areas* form by a date that enables the *District(s)* and/or *College* to prepare instructors and enroll students as of its planned start date
- All prerequisites and placement requirements are determined
- Completion of the *Technologically Mediated Instruction Form* by a date that enables the *District(s)* and/or *College* to prepare for technology, classroom, and professional development needs
- The *College* and sending/receiving *Districts* have multiple opportunities to discuss course content, delivery, and learning outcomes, and that an adequate onboarding process is designed and delivered for new instructors

Observation and Review of Course Delivery

Process. For all Type C courses identified in this Agreement, which are taught by *District* teachers, the *College's* Chief Academic Officer or designee will observe and review the delivery of each course in a manner that is consistent with the *College's* review policy and procedures for *College* adjunct faculty. The *College* is committed to ensuring that all guidelines, including the technology-mediated strategies outlined in the agreement, are being effectively implemented. This can only be confirmed through regular and supportive visits by the *College* administration or designee.

Textbooks and Materials

For Type C Courses, the *District* will purchase textbooks and materials on behalf of students as outlined on the *Documentation for Course Planning Decision Areas* form.

Costs

The *District* and the *College* agree to follow the FY25 Tuition and Fee Schedule approved by the Board of Trustees on 06/24/24:

Course Type	Tuition & Fee	State Mandate	Board Waiver	Cost To HS
Type C - Priority (HS)	\$155	\$38.75 (25%)	\$116.25	\$0
Type C - Non-Priority (HS)	\$155	\$38.75 (25%)	\$116.25	\$0
Type C - Priority (SCC)	\$155	\$38.75 (25%)	\$0	\$116.25
Type C - Non-Priority (SCC)	\$155	\$38.75 (25%)	\$0	\$116.25

When a course typically classified as Type A is offered to the receiving *District* as a Type C (taught simultaneously), the sending *District* will provide it free of charge. If the sending *District* charges for a course that would not have been offered as Type A, the sending *District* will ensure that proof of billing and payment is sent to the *College*.

TYPE C COURSE REQUEST AND APPROVAL FORM

Complete one form per Type C course requested.

Course Information

College course # and title being requested:
and title:

District Course #

Sending institution (College or District Name):

Receiving District:

Proposed District Teacher(s) of the course, if applicable:

Are other Districts planning to participate in this course? If so, please list:

Method of Delivery proposed:

- distance learning/ITV (synchronous/interactive) taught by College faculty member
- distance learning/ITV (synchronous/interactive) taught by District teacher
- online (asynchronous) taught by College faculty member
- co-taught by a District teacher and College faculty member
- hybrid taught by College faculty member
- hybrid taught by District teacher

Justification for the delivery of course as a Type C:

District Approval:

District Liaison

Printed Name

Signature

Date

College Approval:

College Liaison

Printed Name

Signature

Date

If approved, *Exhibit B-3: Documentation for Course Planning Decision Areas* of the MPA, as well as the *Technologically Mediated Instruction Form* (attached) must be completed.



TECHNOLOGICALLY MEDIATED COURSE PLANNING*Complete one form per Type C course requested.*

For Type C Courses, the District(s) and College Liaisons will determine how the technologically mediated decision areas can be assured for the course requested.

Course Information:

College course # and title being requested:
and title:

District Course #

Sending institution (College or District Name):

Receiving District:

Item Required for Technologically Mediated Instruction	Description of Documented Agreement
<p>If the course is delivered by a District, coordination between the sending and receiving Districts is planned and will be ongoing <i>Note: Assurance of the following must be demonstrated:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>A plan is in place for when one District is not in session while the other District(s) is still in session (i.e. incimate weather, breaks, teacher in-services, etc.)</i> 	
<p>Technical and physical facilities, including appropriate staffing and technical assistance, are provided to support this electronically offered course. <i>Note: Assurance of the following must be demonstrated:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>District staff is present during all course sessions and for the entire class period</i> 	
<p>The selection of technologies is based on appropriateness for the students, teachers, and learning objectives of this course. <i>Note: Assurance of the following must be demonstrated:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Technologies required in the course are readily obtainable.</i> <input type="checkbox"/> <i>Technologies are current.</i> 	
<p>Technical support and training are provided to students, teachers, and staff for each educational technology hardware, software, and delivery system required for this course. <i>Note: Assurance of the following must be demonstrated:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Students are provided a clear description of the technical support offered and how to obtain it.</i> 	

Student learning and course outcomes are at the level required of the course regardless of the electronic delivery method.	
Appropriate measures are used to ensure that students are capable of succeeding in an on-line learning environment. <i>Note: Assurance of the following must be demonstrated:</i> <input type="checkbox"/> <i>Students are adequately informed of the nature and expectations of online learning must be demonstrated.</i>	
Assessments of student learning, especially exams, take place in circumstances that include definite student identification and assurance of the integrity of student work.	

Other Professional Expectations for the Course not Addressed Above:

Description of Documented Agreement

Sources: [ICCB Systems Rules for Technologically Mediated Instruction](#), [Quality Matters Standards](#)

Board Memorandum

**Board of Trustees**

James Darden
 Steve Heisner
 Nancy Holt
 April Moore
 Tiffany Schultz
 Deborah Shelton-Yates
 Andrea Witthoft

Student Trustee

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President

Dr. Tim Taylor

Vice Presidents

Dr. April Teske
 Chris Clark
 Jeff McGoy

Executive Directors

Sabrina Black, Interim
 Kevin Hunsperger
 Felicia Rouse

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: SICCM Dissolution Details
Date: 10.17.24

Background: As you know, the College and our partners are in the process of ending our Southern Illinois Collegiate Common Market (SICCM) partnership. Most of the programs have been relocated, and the majority of assets have been distributed or sold. However, a few remaining items, including the buildings, some financial obligations, and legal details, need to be addressed before the partnership is fully dissolved.

To move forward, the SICCM Board has asked its attorney, Courtney Cox, to draft the attached *Plan of Dissolution and Liquidation* and *Written Consent of Dissolution* Resolution, which have been reviewed by Attorney Schneider. It would now be appropriate for the Board to review the plan and resolution, suggest any changes, and authorize me to execute both documents on the Board's behalf.

Additionally, as outlined in the plan, one of the final steps in closing the partnership is selling the buildings and property. These have been listed with Re/Max since last December, initially priced at \$950K, slightly above their appraisal of \$800K. The price was reduced to \$900K this summer to attract more interest. The SICCM Board is now considering another price reduction or possibly switching real estate firms once the agreement with Re/Max ends in December.

Given the nature of real estate transactions, which often require quick decisions, and the potential value of the sale, it would be prudent for the Board to authorize me to negotiate and accept offers on its behalf.

Recommendation -1: I recommend the Board authorize the CEO to execute the SICCM Plan of Dissolution and Liquidation and sign the Written Consent of Dissolution Resolution.

Recommendation -2: I recommend the Board authorize the CEO to negotiate and accept offers on behalf of the Board for SICCM owned real estate.

**PLAN OF DISSOLUTION AND LIQUIDATION
OF
SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET**

This Plan of Dissolution and Liquidation (this **“Plan”**), dated _____, 2024 is intended to accomplish the complete dissolution and liquidation of SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET, an Illinois not for profit corporation (the **“Corporation”**).

1. The current Members of the Corporation are:

John A. Logan College
Shawnee Community College
Southern Illinois University – Edwardsville
Southern Illinois University – Carbondale

2. The current members of the Board of Directors are:

Dr. Kirk Overstreet – Board Chair [JALC]
Dr. Tim Taylor – Board Vice-Chair [Shawnee]
Dr. James T. Minor (Proxy – Dr. Gireesh V. Gupchup) [SIU – Edwardsville]
Dr. Austin A. Lane (Proxy – Lynn Lindberg) [SIU – Carbondale]

3. Date of Dissolution: June 30, 2025

4. The Corporation shall not engage in any business activities after the date of dissolution except to the extent necessary to preserve the value of its assets, wind up its business affairs, and distribute its assets in accordance with this Plan, the Articles of Incorporation, as amended, and the Illinois General Not for Profit Corporation Act (805 ILCS 105/). No later than thirty (30) days following the date of adoption of this Plan of Dissolution, the Corporation shall make all required notifications to the Illinois Attorney General and Secretary of State.

5. From and after the date of adoption of this Plan of Dissolution, the Corporation shall complete the following corporate actions:

- a. The Board of Directors will liquidate the Corporation's assets in accordance with any applicable provision of the General Not for Profit Corporation Act and in accordance with this Plan of Dissolution and Liquidation, as follows:

1. The real estate owned by the Corporation has been placed for sale through a real estate broker. Upon completion of a sale of the real estate the net proceeds will be distributed in equal shares to John A. Logan College and Shawnee Community College to be used exclusively for educational purposes substantially similar to the purposes of the Corporation.

2. If the real estate owned by the Corporation has not been sold by the date of dissolution of the Corporation, ownership of the real estate shall be transferred to John A. Logan College and Shawnee Community College in equal shares as Tenants in Common via a quitclaim. The transfer shall be solely for the purpose of continuing efforts to sell the real estate. John A. Logan College and Shawnee Community College agree that they shall use the real estate exclusively for educational purposes substantially similar to the purposes of the Corporation during any period in which they own the real estate.
 3. If the real estate owned by the Corporation has not been sold by the dated of dissolution and is transferred to John A. Logan College and Shawnee Community Colleges, John A. Logan College shall be responsible for maintaining and insuring the real estate and paying all taxes on the real estate.
 4. If the sale is concluded after the date of dissolution, John A. Logan College shall first be reimbursed its expenses set forth in paragraph 5(a)(3) above and any other unpaid expenses or debts of the subject real estate. The remaining net proceeds shall be divided equally between John A. Logan College and Shawnee Community College to be used exclusively for educational purposes substantially similar to the purposes of the Corporation.
 5. In the event of sale of the main building separately from the tech building, an easement shall be created in favor of the tech building if necessary for the purpose of ingress and egress.
 6. Other items of personal property of the Corporation shall be sold and the proceeds deposited into the Corporation general account. Any items of personal property not sold by the time the main building is sold shall remain with the building.
 7. All monies belonging to the Corporation as of the date of dissolution, after payment of all valid debts of the Corporation, shall be distributed in equal shares to John A. Logan College and Shawnee Community College to be used exclusively for educational purposes substantially similar to the purposes of the Corporation.
 8. All records of the Corporation, including USDA records, will be stored by John A. Logan College for a minimum period of seven (7) years from the date of dissolution.
- b. Without limiting the flexibility of the Board of Directors, the officers of the Corporation shall follow the procedures set forth in the General Not for Profit Corporation Act which instructs such officers to give notice of the dissolution to all persons having a known or unknown claim against the Corporation and provide for the rejection of certain claims.

- c. Pay, or make adequate provision for payment, of all claims made against the Corporation and not rejected, including all expenses related to the sale of assets and the liquidation and dissolution provided for by this Plan.
 - d. In no event shall any such assets or property be distributed to any officer or director or any private individual.
6. After the date of adoption of this Plan of Dissolution, the officers of the Corporation shall, at such time as the Board of Directors, in its absolute discretion, deems necessary, appropriate or desirable, obtain any articles or certificates required from Illinois authorities and, upon obtaining such articles or certificates, the Corporation shall file with the Secretary of State of the State of Illinois an article of dissolution (the "**Articles of Dissolution**") in accordance with the General Not for Profit Corporation Act.
 7. In connection with and for the purposes of implementing and assuring completion of this Plan, the Corporation may, in the absolute discretion of the Board of Directors, pay any brokerage, agency, professional, accounting, legal and other fees and expenses of persons rendering services to the Corporation in connection with the winding up, collection, sale, exchange or other disposition of the Corporation's property and assets, and the implementation of this Plan of Dissolution.
 8. The Corporation shall continue to indemnify its officers, directors, employees, agents and representatives in accordance with its articles of incorporation, as amended, and bylaws and any contractual arrangements, for the actions taken in connection with this Plan and the winding up of the affairs of the Corporation. The Board of Directors, in its absolute discretion, is authorized to obtain and maintain insurance as may be necessary or appropriate to cover the Corporation's obligations hereunder, including seeking an extension in time and coverage of the Corporation's insurance policies currently in effect.
 9. The Board of Directors of the Corporation is hereby authorized to do and perform or cause the officers of the Corporation, subject to approval of the Board of Directors, to do and perform, any and all acts, and to make, execute, deliver or adopt any and all agreements, resolutions, conveyances, certificates, articles and other documents of every kind which are deemed necessary, appropriate or desirable, in the absolute discretion of the Board of Directors, to implement this Plan of Dissolution and the transactions contemplated hereby, including, without limiting the foregoing, all filings or acts required by any state or federal law or regulation to wind up the Corporation's affairs.

BE RESOLVED, that the President of the Corporation shall prepare or cause to be prepared, executed, verified and filed, delivered, or cause to be published, as appropriate, Articles of Dissolution, Notice to Creditors, federal, state, and local tax returns, and any and all other filings, affidavits, and documents that the President determines in his sole discretion

to be required or advisable under applicable federal or state statutes, contracts, or provisions of the Articles or Bylaws of the Corporation; and

BE RESOLVED, that the President of the Corporation is hereby authorized and directed to take such further actions as he may deem appropriate to, effect the Plan of Dissolution or these Resolutions; and

BE RESOLVED, that the President or Secretary of the Corporation is directed to file these Resolutions with the Minutes of the Corporation.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, this Agreement and Plan of Dissolution has been executed by the undersigned and adopted by the undersigned Board of Directors this ____, day of _____, 2024.

SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

By: _____

By: _____

By: _____

By: _____

CONSTITUTING ALL OF THE MEMBERS OF THE BOARD OF DIRECTORS OF THE CORPORATION



**WRITTEN CONSENT OF
THE BOARD OF DIRECTORS OF
SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET**

The undersigned, being all of the members of the Board of Directors of Southern Illinois Collegiate Common Market, an Illinois nonprofit corporation (the "Nonprofit Corporation"), in lieu of a special meeting, do hereby consent to and adopt the following as the resolutions and acts of the Nonprofit Corporation, effective as of [REDACTED] (the "Effective Date"), and hereby waive notice of a meeting and the holding thereof.

WHEREAS, the Nonprofit Corporation was incorporated on April 11, 1985 as a charitable organization;

WHEREAS, the Board of Directors deems it to be in the best interests of the Nonprofit Corporation to dissolve the Nonprofit Corporation.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors hereby authorizes, consents to, and approves of the dissolution of the Nonprofit Corporation to be effective on June 30, 2025.

BE IT FURTHER RESOLVED, that the Board President of the Nonprofit Corporation, be and he hereby is authorized and directed to do such acts and things and to execute such documents, agreements and certificates including, but not limited to, the Articles of Dissolution, Notices of Dissolution, and Articles of Termination, in the name of and on behalf of the Nonprofit Corporation, and to deliver or file such documents, agreements and certificates when executed, and to take all such other action and pay all filing fees and other fees, expenses and charges as he may deem necessary or appropriate to effectuate and consummate the general intent and purposes of the foregoing resolutions.

BE IT FURTHER RESOLVED, that the authority given hereunder shall be deemed retroactive such that any and all actions taken heretofore by any officer, agent, Board Member, representative, attorney, and accountant of the Nonprofit Corporation in furtherance of the intent and purposes of the foregoing resolutions be, and they hereby are, approved, ratified, confirmed, and adopted in all respects.

BE IT FURTHER RESOLVED, that this consent may be executed in one or more counterparts and transmitted by any form of electronic communication, each of which shall constitute an original and which, when taken together, shall constitute one entire consent. It shall be fully executed when each party whose signature is required has signed at least one counterpart even though no one counterpart contains the signature of all of the parties to this consent.

A copy of this consent shall be filed in the minute book of the Nonprofit Corporation and may be certified by any Member of the Nonprofit Corporation's Board of Directors as the duly authorized acts of the Nonprofit Corporation as though adopted at a special meeting of the Board of Directors, duly called and held, at which the members of the Board of Directors were present and approved the actions contained herein.

[Signature page to follow]

IN WITNESS WHEREOF, the undersigned have hereunto executed this consent effective as of the day and year first above written.

Name

Name

Name

Name

**BEING ALL OF THE MEMBERS OF THE BOARD OF DIRECTORS OF
SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET**

Board Memorandum

**Board of Trustees**

James Darden
 Steve Heisner
 Nancy Holt
 April Moore
 Tiffany Schultz
 Deborah Shelton-Yates
 Andrea Witthoft

Student Trustee

Michael Deno

President

Dr. Tim Taylor

Vice Presidents

Dr. April Teske
 Chris Clark
 Jeff McGoy

Executive Directors

Sabrina Black, Interim
 Kevin Hunsperger
 Felicia Rouse

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Jeff McGoy
RE: Agreement with Aegis Grant Consulting, LLC
Date: 10.17.24

Background: With the anticipated Summer 2025 deadline for the Educational Talent Search (ETS) competition, we plan to begin the proposal development process this fall. Our goal is to have a full draft ready by early May 2025, allowing the College to focus on the competitive preference priorities and any new requirements once the U.S. Department of Education releases the official guidelines.

As you are aware, the College has enjoyed a long and successful partnership with Ramona Munsell & Associates Consulting, Inc. (RMA), collaborating on Department of Education grants since 1985. RMA has provided expert grant writing and technical assistance for the college's two Title IV TRiO programs: ETS and Student Support Services (SSS), both funded on five-year grant cycles.

For the upcoming ETS grant, RMA has partnered with Aegis Grant Consulting, LLC. While contracts for ETS will now be managed through Aegis, the same trusted team, including RMA's certified trainers and Senior Associate (who is also Aegis' Principal), will continue to support the grant writing process.

This collaboration blends RMA's deep expertise with Federal Guidelines and decision-making with Aegis' technological resources, ensuring a seamless transition and a strong foundation for securing future funding aligned with U.S. Department of Education initiatives.

Recommendation: I recommend the Board authorize the President to enter into a contract with Aegis Grant Consulting, LLC. for consultation and writing services in developing an Education Talent Search application.

AEGIS GRANT CONSULTING, LLC

43 Basildon Drive
Bella Vista, AR 72715
(417) 312-7650

MEMORANDUM OF UNDERSTANDING

Aegis Grant Consulting, LLC (hereinafter referred to as "Aegis") appreciates the opportunity to be of assistance to **Shawnee Community College** (hereinafter referred to as "College") in its efforts to develop a successful TRIO application under the Title IV Talent Search Program. Aegis will provide consultation and writing services to the College in developing a Talent Search application.

Assuming the grant is obtained, the services of Aegis will also include, when requested, assistance in establishing appropriate program and fiscal controls and technical assistance for project implementation.

It is agreed that should the proposal be successful as a result of the joint efforts of Aegis and the College, the College will pay Aegis a fee equal to six percent (6%) of the funds awarded by each annual grant award document, including any supplemental awards, during the term of the grant. Payment of Aegis's annual fee must be made in equal, quarter-annual installments, commencing with the date the grant begins. Aegis's fee will be reduced to an amount equal to five percent (5%) of the funds awarded each year provided the following conditions are met: (a) data collection and survey results are submitted to Aegis by December 20th, 2024; and (b) all decisions, information, and materials needed to complete a full proposal draft (except competitive preference priorities) are submitted to Aegis by May 1st, 2025.

It is agreed that Aegis will only serve in a consultant or advisory capacity and that the College retains its decision-making powers in both the preparation of the proposal and grant management.

It is agreed that Aegis shall not assert any claim against the College and the College shall not assert any claim against Aegis for any act, omission, or error by the other which results in the failure to obtain a grant or a reduction or termination of funding under a grant.

If you agree with Aegis's understanding of this agreement as set forth in this Memorandum, please sign and return the memorandum. A signed, fully executed document will be returned to you for your records.

AEGIS GRANT CONSULTING, LLC

SHAWNEE COMMUNITY COLLEGE

By: _____
President

By: _____
President

Date: _____

Date: _____

Board Memorandum

**Board of Trustees**

James Darden
 Steve Heisner
 Nancy Holt
 April Moore
 Tiffany Schultz
 Deborah Shelton-Yates
 Andrea Witthoft

Student Trustee

Michael Deno

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Executive Directors

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 Kevin Hunsperger
 Felicia Rouse

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Scheduling a Board Retreat
Date: 10.17.24

Background: B4001 Article II – Trustee Expectations, Section 9. *Trustee Development* states “the Board is committed to the continuing development and education of each Trustee. Each Trustee shall be encouraged to attend Board Retreat(s) as scheduled, the Southeast Regional Trustees Association meetings, Illinois Community College Trustees Association Seminars, and other opportunities for professional growth.”

Traditionally, the Board has held its Retreat in January, and Chair Heisner and I have started discussing the 2025 Board Calendar. We’re considering replacing the January regular meeting with a Board Retreat, as we did this year. Possible topics for the Retreat include preparation for the HLC visit, Board review of DiSC results, setting Board goals, identifying desired training, and conducting a Board self-evaluation.

The agenda is still flexible and open for input. However, given the nature of these discussions, and the potential amount of time needed to discuss topics in full, if the Board prefers an off-site location for the Retreat, it would be helpful to select a date soon so we can begin planning the logistics.

Recommendation: I recommend establish a date for the Spring 2025 Retreat and authorize the Board Chair and CEO to begin planning the details.

Board Memorandum

**Board of Trustees**

James Darden
 Steve Heisner
 Nancy Holt
 April Moore
 Tiffany Schultz
 Deborah Shelton-Yates
 Andrea Witthoft

Student Trustee

Michael Deno

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 Kevin Hunsperger
 Felicia Rouse

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Accreditation and Recognition Visits
Date: 10.17.24

Background: The College's Comprehensive Evaluation Visit from the Higher Learning Commission (HLC) is scheduled for January 27-28, 2025. While the agenda is still being finalized, please mark these dates on your calendars as tentative commitments. We will provide you with the confirmed details as soon as they are available.

In preparation for this important visit, I'm excited to share that the College's comprehensive self-study is nearly complete, marking a significant milestone in our ongoing efforts toward continuous improvement. At the upcoming Board meeting, I would greatly appreciate your input on how you'd like us to present the key highlights of the report to best support your mastery of the content. Your feedback will be invaluable in ensuring that our approach to your preparation is both engaging and effective.

Additionally, the attached Institutional Event Summary provides an overview of the Evaluation Team members and their plan to conduct the embedded monitoring report. This report plays a crucial role in demonstrating the Board's commitment to meeting and exceeding HLC expectations for Board Governance. It outlines the team's responsibilities and underscores the importance of this evaluation in reinforcing our institution's dedication to high standards of governance, accountability, and ongoing enhancement. Together, these efforts highlight the College's commitment to excellence as we approach the evaluation visit.

In addition to the HLC visit, the Illinois Community College Board will be on campus on Friday October 25 completing the Recognition process, which commenced last December. At this point, we do not expect them to request a meeting with you; however, they will be reviewing several administrative processes, including business practices, financial aid distribution, and administration of dual credit courses.

If you have any questions about either of these visits, please let me know.

Recommendation: None



Institution Event Summary

Shawnee Community College – 1154

Contact Information

Main Campus Address:

8364 Shawnee College Rd.
Ullin, Illinois 62992

Chief Executive Officer:

Timothy Taylor
President
(618) 634-3260
timt@shawneecc.edu

Accreditation Liaison Officer:

Kristin Shelby
Dean of Transfer & Adult Ed Programs
(618) 634-3240
kristins@shawneecc.edu

HLC Staff Liaison:

Jamie Stanesa
jstanesa@hlcommission.org

Review Information

Review Type: Comprehensive Evaluation Visit

Is Reaffirmation: Yes

Materials Due: 12/30/2024

Pathway and Year: Standard Pathway Year 10

Review Dates: 01/27/2025 - 01/28/2025

Review Description:

Visit to include an embedded monitoring report providing information on continuous improvement and a commitment to ongoing improvement by the Board of Trustees at Shawnee Community College through (1) evidence of implementation of governance structures including implementation of effective board procedures; (2) evidence of implementation of an evaluation process for the President and a schedule on which these evaluation have been; (3) evidence that the board is delegating day-to-day management of the institution to the institution's administration and is making informed decisions with respect to the institution's strategic direction, academic policies and practices and meeting legal and fiduciary responsibilities; and (4) evidence of activities related to Board training in policy governance.

Additional Review Components:

Federal Compliance Review: Dr. Christopher Demaline - christopher.demaline@centralaz.edu

Team Information

Chair: David Arthur Keller
Curriculum and Assessment Specialist
Kirkwood Community College
Cedar Rapids, Iowa

Email: david.keller@kirkwood.edu
Phone: (319) 398-5597
Ethnicity: White
Gender: Male
Preferred Pronoun: He/Him/His

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ph.D. - Doctor of Philosophy	University of Iowa	2011	Education - Curriculum and Instruction; Education - Policy and Leadership; Higher Education	Educational Policy and Leadership Studies
M.S. - Master of Science	Colorado State University	1997	Mathematics	Mathematics
B.A. - Bachelor of Arts	Simpson College	1995	Education - Secondary; Mathematics	Mathematics

Higher Education Employment

Institution	Title	Start Date	End Date
Kirkwood Community College	Curriculum and Assessment Specialist	07/01/2013	
Kirkwood Community College	Mathematics Professor	07/07/1997	06/30/2013

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
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Reviewer: Deidra Ann Peaslee

President

Saint Paul College-A Community & Technical College

Saint Paul, Minnesota

Email: deidra.peaslee@saintpaul.edu

Ethnicity: White

Gender: Female

Preferred Pronoun: She/Her/Hers

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ed.D. - Doctor of Education	Saint Mary's University of Minnesota	2016	Leadership	
M.S. - Master of Science	Minnesota State University, Mankato	1993	Education - Student Personnel Administration	Counseling and Student Personnel
B.S. - Bachelor of Science	South Dakota State University	1991	Psychology	

Higher Education Employment

Institution	Title	Start Date	End Date
Saint Paul College-A Community & Technical College	President	07/01/2019	
Anoka-Ramsey Community College	Vice President of Academic and Student Affairs	01/03/2011	06/30/2019
Anoka-Ramsey Community College	Dean of Educational Services	06/03/2002	12/31/2011
DePaul University	Assistant Dean, Kellstadt Graduate School of Business	12/01/1997	05/31/2002
South Dakota State University	Acting Coordinator	07/01/1993	06/30/1994

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
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Reviewer: Glen Roberson

Asst Vice President & Professor- School of Advanced Manufacturing, Engineering & Applied Science
 Ivy Tech Community College of Indiana
 Indianapolis, Indiana

Email: groberson@ivytech.edu

Ethnicity: White

Gender: Male

Preferred Pronoun: He/Him/His

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
M.A.Ed. - Master of Arts in Education	Purdue University	2007	Education - Curriculum and Instruction; Education - Policy and Leadership; Education - Vocational/Technical/Continuing Adult Education	Technology Education
B.A.S. - Bachelor of Applied Science	Purdue University	1991	Education; Engineering; Leadership	Mechanical Engineering Technology

Higher Education Employment

Institution	Title	Start Date	End Date
Ivy Tech Community College of Indiana	Asst Vice President & Professor- School of Advanced Manufacturing, Engineering & Applied Science	12/31/2012	
Ivy Tech Community College of Indiana	Dean, School of Advanced Manufacturing,	08/14/2000	12/03/2012
	Engineering & Applied Science		

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
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Reviewer: Donna G Wood

Vice President for Academic and Student Affairs
North Arkansas College
Harrison, Arkansas

Email: dwood3638@gmail.com

Ethnicity: White

Gender: Female

Preferred Pronoun: She/Her/Hers

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ed.D. - Doctor of Education	University of Arkansas, Fayetteville	1997	Education - Vocational/Technical/Continuing Adult Education; Human Development	Human Resource Development/Adult Education/Educational Technology
M.Ed. - Master of Education	University of Arkansas, Fayetteville	1984	Education - Vocational/Technical/Continuing Adult Education	Business Education with computer technology endorsement
B.S.Ed. - Bachelor of Science in Education	University of Arkansas at Little Rock	1979	Education - Secondary	Secondary Education/Business

Higher Education Employment

Institution	Title	Start Date	End Date
North Arkansas College	Vice President, Academic and Student Affairs	06/30/2019	
North Arkansas College	Vice President for Academic and Student Affairs	11/01/2016	
Northeast Lakeview College	Vice President for Academic Affairs	10/01/2014	10/01/2016
Tulsa Community College	Associate VP Academic Affairs	08/01/2009	09/30/2014
NorthWest Arkansas Community College	Associate Vice President Global Business	08/01/2006	08/01/2009
Northeastern State University	Director, Distance Learning/Faculty College of Ed	08/01/1996	10/01/2005

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
Northeastern State University	Educational/Instructional Technology		

Reviewer: Dharma Jairam

Dean of Business and Humanities
Mid-Plains Community College
North Platte, Nebraska

Email: jairamd@mpcc.edu

Ethnicity: Asian

Gender: Male

Preferred Pronoun: He/Him/His

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ph.D. - Doctor of Philosophy	University of Nebraska-Lincoln	2009	Psychology	Educational Psychology
Ed.M. - Master of Education	SUNY at Buffalo	2004	Psychology	Counseling Psychology

Higher Education Employment

Institution	Title	Start Date	End Date
Mid-Plains Community College	Dean of Business and Humanities	06/03/2024	
National University	Professor	12/01/2022	
Fort Hays State University	Chair - Dept. of Psychology	06/15/2020	01/01/2023
Morningside University	Associate Professor	06/01/2015	06/01/2020

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
Morningside University	PSYCHOLOGY		