

BOARD BOOK

NOVEMBER 21, 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@shawneeccc.edu by 2:00 p.m. on November 21, 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
RIVER ROOM, ULLIN, IL
NOVEMBER 21, 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:**
 - Cameryn Curtis, HCCTP Coordinator
 - Rhiannon Martin, Human Resource Support Specialist
 - Kristien Basler, Bookstore Assistant
 - James Walton, Director of Educational Talent Search
 - Toby Martinez, Welding Instructor
 - Student Senate: Erin King**
- 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
 - vii. **Student Affairs** – Jeff McGoy
 - E. Illinois Community College Trustees Association** – Andrea Witthoft
- VIII. Monitoring Reports & Board Policy Review**
 - A. Presentation of the Transfer Programming Annual Report** (3pp)
 - B. Acceptance of the Continuing Education & Workforce Training Annual Report**
 - i. Continuing Education Programming Policy **B1005** (2pp)
 - ii. Workforce Training Policy **B1006** (2pp)
 - C. Acceptance of Finance & Investment Quarterly Report** (7pp)
- IX. Consent Agenda**
 - A. Disposition of 10/17/24 Regular Board Meeting Minutes**
 - B. Disposition of 10/28/24 Board Finance Committee Meeting Minutes**,
 - C. Acceptance of Treasurer's Report**
 - D. Consideration for Ratification of October Bills**
 - E. Acceptance of Personnel Report**
 - F. Consideration for Approval of CY25 Treasurers Bond Renewal** (1p)
 - G. Consideration for Amending B1003 Transfer Programming** (noted in VIII.A.)

X. Shared Governance - Administrative Update

- A. New/Revised Policy
 - i. A4000 Culture of Professionalism and Inclusion
 - ii. A4100 Pursuit of Excellence in Employment Practices
- B. New/Revised Operating Standard
 - i. None

XI. Presentations, Discussion, and Action Items

- A. Presentation of [HLC Criterion-1](#) (13 pp)
- B. Board Finance Committee [Update](#) (6pp)
- C. Consideration for Approval of [Commercial Insurance Coverage](#) (5pp)
- D. Review of the [CY24 Estimated Tax Levy](#) (2 pp)
- E. Consideration for Approval of the [CY25 Board Calendar](#) (1p)

XII. Executive Session

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c) (1)
 - i. [President's Evaluation](#)
- B. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)
 - i. [Grand Tower Energy Center Property Tax Appeal](#)
 - ii. [Dreamscape Learn Agreement](#)
 - iii. [SCEA Request](#)
 - iv. [Foundation Update](#)

XIII. Executive Session Action Items

- A. None

XIV. Trustee Comments

XV. Adjournment

Student Trustee**Board Report, November 21, 2024**

This month I have taken the initiative to deploy a reporting system throughout the clubs in the hope to gain a greater perspective than any one person could ever present alone. In addition, it is my hope that the activity of filling out this simple form for me to build my reports off of will aide in students feeling as though each of their unique voices are heard. This should help reaching one of my goals of cultivating a more community driven atmosphere across campus. In doing so, I created a simple Google form I called “The Club Report”, and sent it to the sponsors of all the clubs on campus with the request that it be filled out once a month. I have an example included in my report. This will be my first report delivered on such data and in such a format.

As SCC Student Trustee, who also serves as Phi Theta Kappa Regional President, I traveled to Elgin for the first annual Leading Illinois Together, PTK and ISSACC Joint-Conference. This was a leadership training conference held at Elgin Community College. I was accompanied on Friday by PTK Advisor Lori Armstrong. The “joint” approach of this conference really seemed to impact attendance.

On October 24th 2024, Miriah Faire, Ag Club Secretary, reports that on October 1, 2024, the Ag Club held one of their regular meetings. The main topic of business during this meeting was the assigning of their officers. Also, the Club discussed future outings and activities for derby days. The Club also had other meetings throughout the month planning fundraisers. The Club was also a part of an SCC recruiting event this month.

The SCC Book Club Sponsor Amber Filbeck, reported that the Student Book Club held two meetings for the month of October. One on the 17th and another on the 18th.

The Student Ambassador Sponsor Carrie Davis, reported that the Student Ambassador organization serves to meet the requirements for the Student Ambassador scholarship, which also has a leadership class attached to it. This class meets in person every Wednesday at 3pm at our Main Campus. All Student Ambassadors are required to attend unless they are using an excused absence. They discussed upcoming events that would be taking place throughout the month. Carrie also reported, that they have attended multiple parades, such as the AJ Homecoming Parade, Massac Homecoming Parade, Mounds Fall Festival Parade, and the Pulaski Pecan Festival Parade. The Ambassadors also assisted with SCC Day, Bernie's Place and the SCC Regional Band Day Event.

The History Club sponsor Mike McNally reported, 4 of the History Club students attended the November meeting in the SCC Library (H1027). Fundraising and Club activity ideas for next semester were discussed. Also discussed were history topics to share with one another at the next meeting.

The Music Club Sponsor Lee Van Alstine reported, the Club had over 75 high school students perform at our Oct. 22nd SCC Regional Band Festival. The audience exceeded 150, and was very well attended.

The LGBTQ+ Club Leader Aaron McMahan reported that, their Club met two times in October over the fundraiser that they are doing now from Nov 1st through the 13th. 4 to 5 members attend both meetings. Members helped SCC students in the Writing Lab both times. The Club decided on putting together two gift baskets to raffle off as one of their fundraisers.

Submitted by:**Michael Deno, Student Trustee**

Faculty

Board Report, November 21, 2024

The band will perform at the Nov. 9th and 23rd basketball games.

We had over 75 high school students perform at our Oct. 22nd regional band festival. Our audience exceeded 150, and was very well attended.

We will hold Jr. High Choir fest on Nov. 14th. Last year, we have over 50 junior high students performing.

The winter band and choir concert will be different this year. The music club will host a murder mystery play set in the 1930's in conjunction with our concert. Connie's will cater our meal. Tickets are on sale. The theme of the music will be big band jazz inspired.

The music club will host our annual "Breakfast with Santa" on Dec. 14th. 9-12. A.M. This year the music club will add a family themed escape room. along with our other activities.

The Jr. High band fest is scheduled for Feb. 13th.

Maggie Calcaterra has been working with the women's basketball team, applying sport psychology principles to their training. She will begin work with the softball team on November 12th.

On October 10, Dr. Thornsberry participated in the webinar, "Beginning with the End in Mind: Evidence-based Course Design Practices to Improve Student Engagement and Learning Outcomes." Macmillan Learning sponsored the webinar and was part of their Engage Students to Achieve More: Professional Development Series.

On October 17, Dr. Thornsberry participated in the webinar, "More than Meets the AI: How AI Chatbots Can Enhance Critical Thinking Skills." Macmillan Learning sponsored the webinar and was part of their Engage Students to Achieve More: Professional Development Series.

On October 30, Dr. Thornsberry participated in the webinar, "Authentic Assessment in the Age of AI." Macmillan Learning sponsored the webinar and was part of their Engage Students to Achieve More: Professional Development Series.

During the month of October, dual credit observations were conducted by JoElla Basler. She made visits to Cobden and Vienna high schools.

JoElla Basler conducted VR experiences with SCC day participants. These experiences related to topics and concepts taught in Psychology courses. JoElla was assisted by Rob Lucas and Donna Price.

JoElla Basler, Lori Armstrong and Ian Nicolaides participated in Part I of the Leadership Training conducted by the Steve Gavatorta Group.

On October 8, Dr. Frizzell conducted a dual credit observation of Laura Hosfelt who is teaching SPC 111 at Vienna High School.

SCC presented Tarzan The Musical on November 7-9. The cast and crew consisted of approximately 60 students and community members, including SCC student Trustee Michael Deno. The production was very successful with several sold-out performances.

On October 23, Wendy Harris and Mike McNally presented an overview of Criterion 1 and Criterion 2 of the HLC report. The HLC steering committee will give additional presentations in December and January to prepare for the HLC visit at the end of January.

Mike McNally attended the annual Assessment Institute conference in Indianapolis October 27-30. Relevant information from the conference will be shared at the next SAAT and HLC steering committee meetings.

Lori Armstrong conducted in-person dual credit observations of the following courses during October:

- Vienna High School: AST 111, GRY 214, BIO 111, BIO 211, MAT 209, MAT 210
- Goreville High School: MAT 121 and BIO 111
- Meridian High School: MAT 121
- Cobden High School: MAT 121
- Massac County High School: MAT 121

The SCC Experience Day activities provided by the MS Department included:

- Viewing of the sun with a solar filter (Dr. Robinson Karunanity)
- Bones, x-rays and Anatomage Tablets with Dr. Brenda Brown
- Anatomage Table with Dr. Ian Nicolaides
- Snakes with Lori Armstrong
- Math and Logic Games and career discussions with students with Math faculty (David Black, Jennifer Watkins, and Christy Parks)

Lori Armstrong and Mike Deno attended the PTK Regional Leadership Conference at Elgin Community College on October 11-13.

Lori Armstrong and Dr. Ian Nicolaides attended Dreamscape Learn Zoom Meetings on Oct 28 and November 2, 2024.

Lori Armstrong and former Lab Assistant Krista Aud attended STEM Night at Herrin Elementary School (HES) on November 4 to present Snake Educational Programs. They were invited by former Noyce Grant participant and HES Instructional Coach, Janae McGee.

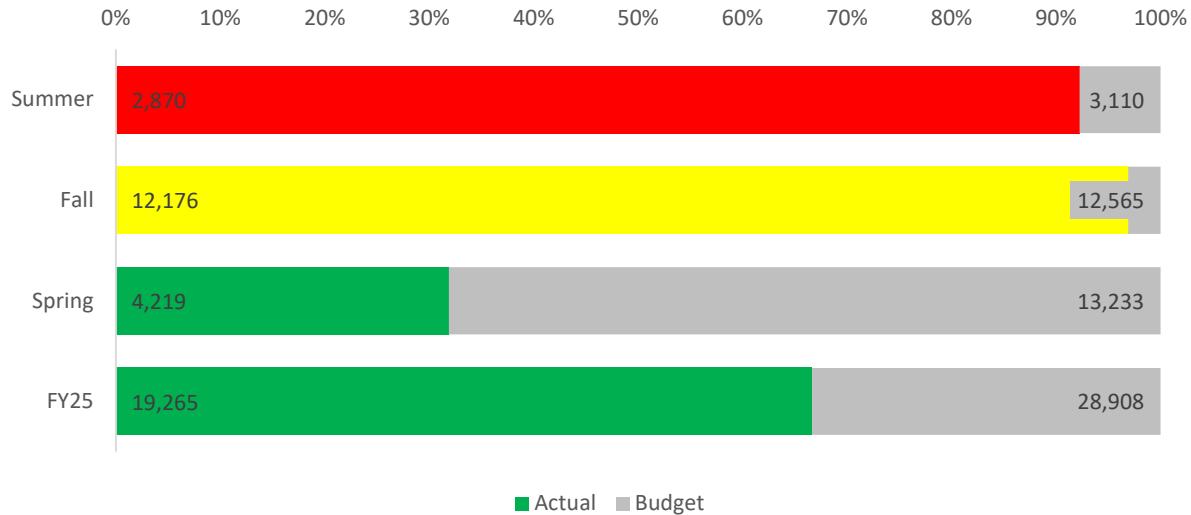
Submitted by:

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



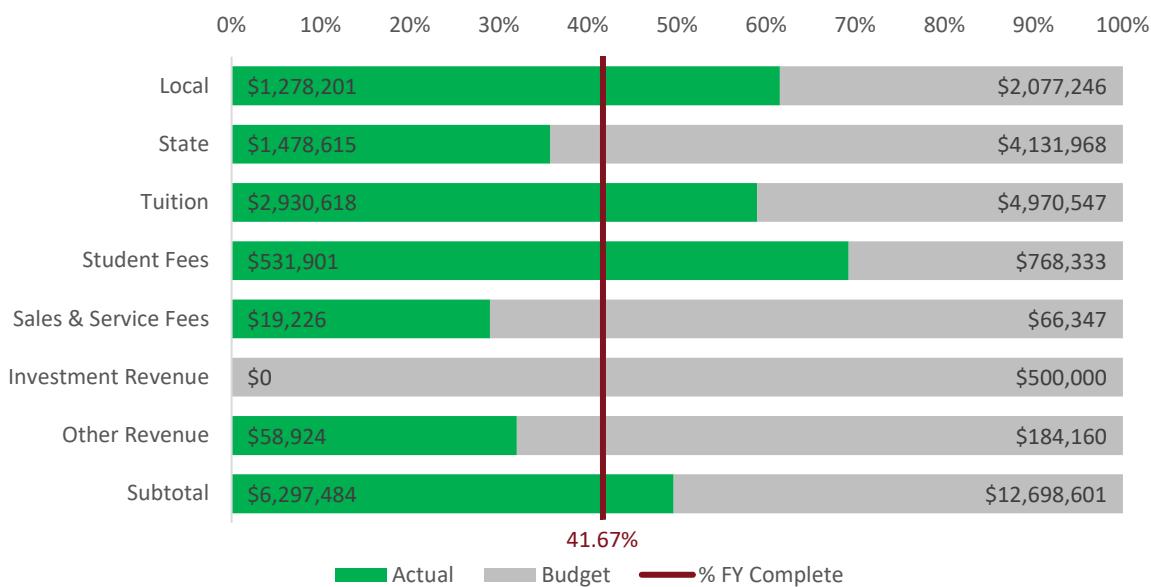
President's Report November 21, 2024

Enrollment Dashboard - FY25



*Data pulled 11/12/2024; 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.

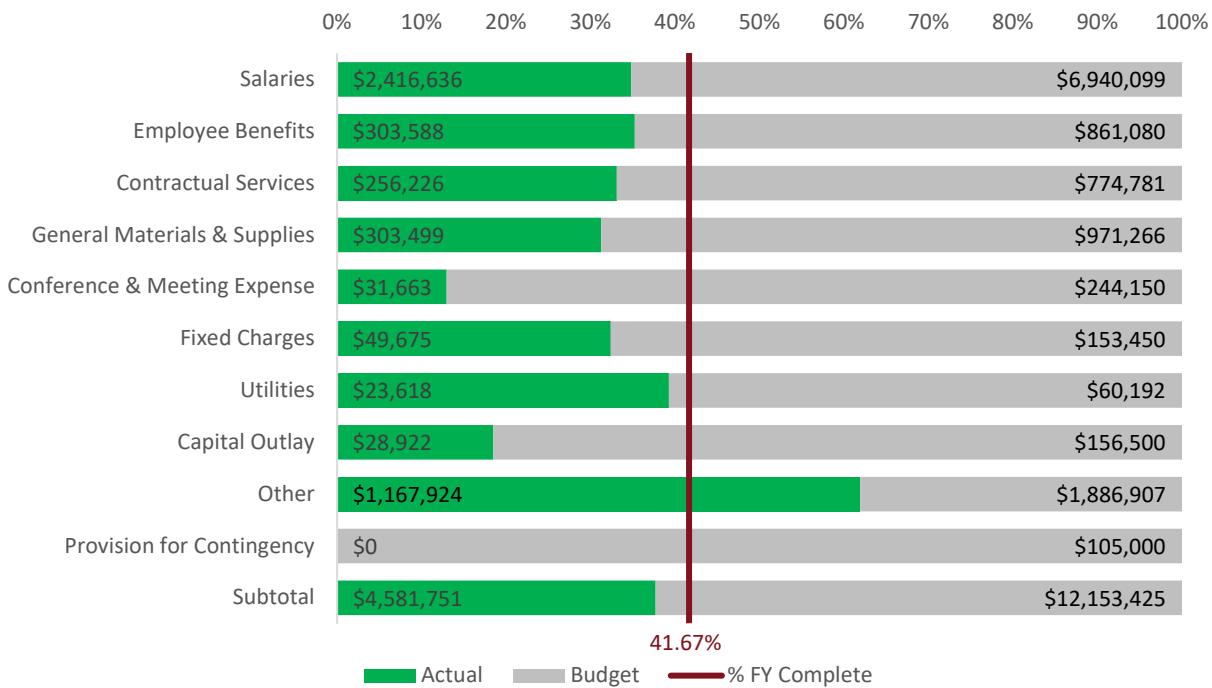
Revenue Dashboard - FY25



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

Page 1 of 5

Expense Dashboard - FY25



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

The following events are noteworthy:

- 10/22, received a letter from the city of Cairo stating they are conducting a study to establish a TIF District. The Area proposed encompasses parcels of property in the central part of the City between Washington Avenue and Pine Street.
- 10/31, received an Institutional Response letter from HLC approving our request to offer the Welding program as a credit-granting competency-based education (CBE) program. Incidentally, only three out of the five Illinois CC applications for approval were accepted by HLC this year. This is the first of three approvals needed to provide CBE in all programs.
- 11/04, attended the SICCM Regular Board meeting. This is a G1O2 (General) initiative. Agenda items included Consultant Reports, Court of Claims Process Update, Surplus Items, Personnel Update, Approval of Liability Insurance, Real Estate Update, and Approval of the Dissolution Plan & Resolution for Written Consent to dissolve the SICCM entity. The next meeting is scheduled for 12/16. Outcomes of interest are:
 - All FY24 funds from DCFS have been received, except for \$144. As noted last month, there is still a pending court claim of approximately \$5.7K related to FY22 activities. However, DCFS has shown progress, with a supervisor approving the necessary documents for payment. A specific timeframe for payment has not been provided.
 - All DHS funds for SNAP have been received.
 - DHS funds for TANF are about four months (~\$13.3K) delayed. It is likely we will have to file a Claim (i.e., Court of Claims process) to recover the funds owed.
 - Discussions continue with DHS, DCFS, and SIUC regarding the transfer of grants.
 - Unwanted surplus property was sold for ~\$950 through GovDeal.com, with plans for more sales in the future.
 - Approved a PT employment contract for an individual to assist with various tasks following the conclusion of all FT employment contracts in December.

- A liability policy covering the period from 11/12/24 to 11/12/25, totaling \$5,467, has been preliminarily approved. Consultant McCormick will verify the term for accuracy. This policy is essential to ensure coverage for buildings and directors through the dissolution date, and it reflects a significant cost reduction from last year.
- A legal description allowing for an easement to access the Vet Tech building was approved. Real Estate progress was discussed. The ED was directed to provide proposals for a new Real Estate Agent for the December meeting.
- The final *Plan of Dissolution and Liquidation* and *Resolution for Written Consent to Dissolve* the SICCM enterprise was approved.
- Miscellaneous Culture Building Activities (G3O5SE)
 - 10/16 - Meet & Greet w/ Mackenzie Scherer, SBDC Coordinator.
 - 10/23 - Attended Lunch w/ Leadership event.
 - 10/28 - Meet & Greet w/ Rhiannon Martin, HR Support Specialist.
 - 10/30 - Met w/ ALT to clarify vision with Dreamscape project.
 - 11/01 - Meet & Greet w/ Sophia Conley, Admin. Support Specialist, MCEC.
- Miscellaneous Shared Governance Activities (G3O4SC&D)
 - 10/24 - The Executive Council (EC) recommended, and I **approved**, the following new policies:
 - A4000 *Culture of Professionalism and Inclusion*;
 - A4100 *Pursuit of Excellence in Employment Practices*;
- Community Engagement Meetings (G1O3S-All):
 - 10/08 thru 11/08 - 36 personalized messages sent to regional HS students.
 - 10/15 - Attended Regional Trustees meeting w/ Trustees Holt & Shelton-Yates.
 - 10/17 - Met w/ Foundation Chair Black.
 - 10/23 - Met w/ Foundation Chair Black.
 - 10/25 - Union County *CEO Mentor* Program.
 - 10/25 - Hosted ICCB Recognition visit; outcomes are pending.
 - 10/30 - Breakfast w/ Mike McMahan.
 - 10/31 - Met w/ Board Chair Heisner & Foundation Chair Black.
 - 11/01 - Attended Foundation Board meeting.
 - 11/01 - Participated in Statewide Funding Committee meeting on *Adequacy*.
 - 11/01 - Participated in Statewide Funding Committee meeting on *Equity*.
 - 11/01 - Met w/ Foundation Director Overturf; discussed fundraising strategy.
 - 11/07 - Met w/ Don Robbins, Heather Helm, and Carla McManus from Massac Memorial Hospital, along with Massac County Board Member Jayson Farmer, to discuss program expansion. Deans Stephenson and Hannan, as well as VP Teske, were also in attendance.
 - 11/12 - Southern Five Board Meeting.
- Performance Evaluation Meetings (G3O2SE)
 - 10/15 - VP Teske; completed goal development 10/18.
 - 10/25 - ED Rouse, completed goal development.
 - 10/28 - Interim ED Black, completed goal development.
 - 10/29 - VP Clark, completed goal development.
 - 11/04 - VP McGoy, completed goal development.

- Miscellaneous Meetings, not already noted (G3O5SE):
 - 10/17 - Met w/ HR Consultant, Donna Vassallo-Schlaner.
 - 10/18 - Met w/ David Husemoller and Brad McCormick on IGEN opportunities.
 - 10/18 - Met w/ ASU, discussed adaptive tech used for developmental courses.
 - 10/21 & 10/22 - Senator Dale Fowler, Trustee Witthoft, ED Hunsperger, Dr. Muckler, ED Fehrenbacher, Jonathan Van Meter, Director Reach, Director Goforth, and I visited ASU's Dreamscape Learn facility.
 - 10/23 - Met w/ Lori Armstrong and Mike Deno on PTK project.
 - 10/23 - Hosted Town Hall, focused on HLC criterion 1 and 2.
 - 10/29 - Purchase Process Management Class, five participants.
 - 10/29 - VP Clark and I met w/ Julie Villa of Cordogan-Clark to review Facility Master Plan progress.
 - 10/31 - Provided welcome and purpose for Leadership Training Group #2
 - 11/06 - Attended Board Finance Committee meeting; focused on enrollment projection, cost model, and financial aid processes.
 - 11/07 - Met w/ VP Teske, Deans Hannan and Koch-Stephenson to discuss Facilities Master Plan details.
 - 11/12 - VP Clark and I met w/ Julie Villa of Cordogan-Clark to review Facility Master Plan progress.

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

- **ICCB REV UP Grant Application** (≈\$353,000) - allows for the creation and delivery of electric vehicle training. This course may be offered for dual credit.
- **ICCB College and Career Bridge Grant Application** (\$200,000) - The proposal aims to help students transition between educational levels and into the workforce by addressing gaps in academic support and career guidance. If funded, a PT position will be added to support grant activities.
- **ICCB Workforce Training Initiative Grant** (≈\$100,000) - Expand noncredit courses in agriculture and emergency responder training.
- **Arrowleaf** - Affiliation Agreement to provide Student Mental Health Services.
- **IBHE Active Learning Grant** (≈\$140,000) - Furniture and equipment for nursing and allied health students.
- **IL DCEO** - Quarterly Financial Report for SBDC grant. This is an annual update.

Requisitions signed under Presidential Authority

- **Martin Hood Auditors** ($\approx \$53,000$) - Audit Services for FY24. Board Approved 06.15.23
- **Samron Midwest Contracting** ($\approx \$35,300$) - Pay Request #6, Project23014 OTA Bio Lab Classroom-Union Co Extension Center - Board approved 06.15.23.
- **Southern FS** ($\approx \$18,300$) - Diesel fuel for Boilers.
- **Heartland Mechanical** ($\approx \$15,400$) - Pay Request #4, Project 24, 24004 Massac Co Extension Ctr, Heating/Cooling System - Board approved 02.15.24.
- **Learning Pool** ($\approx \$15,100$) - Annual subscription for Moodle/LMS
- **United Rental** ($\approx \$14,000$) - Scissor Lift, FY25 Capital Equipment Priority List #7.
- **Kaplan** ($\approx \$14,000$) - Testing for LPN and ADN Students
- **Assessment Technologies** ($\$12,600$) - TEAS Testing for nursing students.
- **Gavatoria Group, LLC** ($\approx \$8,000$) - Leadership Training, Session 2 for both groups. Board approved 08.15.24.
- **CDWG** ($\approx \$8,000$) - Annual subscription for MS Defender.
- **Connie's Catering** ($\approx \$7,500$) - Lunch for Local HS Staff attending SCC Day.
- **Gavatoria Group, LLC** ($\approx \$5,500$) - Leadership Training, Session 1 for Group-A. Board approved 08.15.24.
- **Zurich American Insurance** ($\approx \$5,500$) Catastrophic Athletic Insurance, Board approved 07.18.24.
- **Gavatoria Group, LLC** ($\approx \$4,500$) - Leadership Training, Session 1 for Group-B. Board approved 08.15.24.

Academic Affairs**Board Report, November 21, 2024**

This month, the report has been formatted as a one-page highlight of results since the last report. Questions regarding items listed or anything you feel is missing can be addressed at the meeting **Please let me know if you like this format or desire the previous (or other) format.**

Highlights for Academic Affairs

The following are the more notable results since the last report (10/3/2024-11/3/2024):

- HLC approved the CBE Welding program; beginning preparations for cross-divisional meetings for implementation target in the fall of 2025 (SP 1.2.P.)
- A new EKG program was approved by HLC (SP 1.2)
- Continued development of the CBE Business program (SP 1.2.S)
- Working with Dr. Shelby (ALO) and Steering Committee on HLC preparations (SP 4.1.J)
- Submitted quarter one grant reports: Perkins V, Rev Up EV, Trades II, Non-Credit Workforce Initiative, Access & Equity in Dual Credit, PATH, and annual report for the Congressional Member Directed Spending (Durbin/TDR grant) (SP 1.2, 1.3, 1.4)
- Submitted new grant applications: Rev UP EV Round 3 and Non-Credit Workforce Initiative Round 2 (SP 1.2, 1.3, 1.4); Working on other grant applications: Trades III (SP 1.2.)
- Met with SIU to kick-off our efforts to create major-specific associates degrees (SP 1.1)
- Developing an interactive pathways webpage (SP 1.1)
- Prepared the annual monitoring reports and report presentations (SP 4.1.G)
- Completed annual staff/administrator/faculty evaluations
- Participated in Leadership Training with Steve Gavatorta (SP 3.2.E.)
- Hosted our Cengage representative to learn about ways to make textbooks more affordable for students; initiated a process with the bookstore to streamline use of these products
- All departments recorded attendance at professional development workshops/webinars, grant meetings, professional councils and boards, and networking meetings, such as Chambers, city councils, One Shawnee, SIDEZ, Massac Memorial, Arrowleaf (SP 1.3)
- Held advisory council meetings including Nursing and Allied Health, Ag, Auto, Business, Criminal Justice, and Cosmetology; planning others (SP 4.2.B.)
- Exploring and implementing VR in the classroom, such as vSim for nursing and VR fetal pigs in biology; began discussions with Dreamscape Learn and other colleges who have implemented regarding curriculum development and best practices (SP 2.2.A.)
- Participated in program recruitment and engagement activities, such as parades, SCC Day, and SIH Career Expo (SP 1.2, 1.3.H., 4.4.A.)
- Conducted and/or participated in community service activities, such as nursing students at the Alzheimer's awareness walks, collecting money for a local women's shelter, and supporting domestic violence, breast cancer, and pregnancy and infant loss awareness (SP 1.3)
- Sponsored SI Made; attended Senator Fowler's recognition event (SP 1.3)
- Continued trainings/onboarding for the Business & Workforce Training department (SP 1.4)
- Participated in the Dreamscape Learn visit to ASU (SP 2.2.A.)

Submitted by:**Dr. April Teske, Vice President of Academic Affairs**

Administrative Services
Board Report, November 21, 2024

Business Services (F409SB)

Completed the Annual Financial Report for publication for fiscal year 2024. Completed the annual unclaimed property report. Completed the Illinois Grant Accountability and Transparency Act Portal Reports for fiscal year 2024. Compiled the annual Illinois Business Enterprise Program actual expenditure report for fiscal year 2024. Assisted with the GFOA Budget document for fiscal year 2025. Compiled the tax year 2024 tax levy. Met with ICCB and answered questions and reviewed processes related to the College finances for the recognition visit. Attended a webinar hosted by Robbin Schwartz on legal updates for higher education. Attended the Illinois Committee Purchasing Committee meeting.

Facilities Department (G408SB)

Maintenance Department continues to address multiple projects on all College campuses. Director Koch attended Leadership training on November 6. Facilities Department has been busy with logistics for the Tarzan production.

Information Technologies (G407SA)

The IT Department continues to collaborate with Student Affairs to configure the new EAB Navigate 360 portal. The content placement phase is nearly complete. The next steps include sandbox testing. The data import of our new HR software NeoEd is complete. Members from IT attended Murray State's Security Matters conference on October 17 in Paducah, Kentucky. The Computer Services Specialists and Director attended a Dreamscape VR demo at Arizona State University on October 22. The LMS Selection Committee met and discussed other LMS platforms to possibly demonstrate. The Events Coordinator upgraded sound equipment in the Cafeteria and has all equipment in the Education Center ready for this year's musical Tarzan.

Vice President of Administrative Services (G409SB)

Communication with Dodd Architect regarding purchase options for Union County Extension Center building. 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 regarding Audit results. Preparation for ICCB Recognition Visit, linking responses & material requests being readily available.

10-11 – Conducted Fire Drill on all Campuses
10-15/10-22/10-29 & 11/12 – Weekly Meeting w/Administrative Service Team
10-16 – Meeting, Saints Foundation Support
10-16/10-23 & 11/12 – Weekly Check-in Meeting w/Cordogan Clark re: Facilities Master Plan
10-17 – Monthly IGEN Liaison Call; Board of Trustees Meeting
10-18 – Hosted IGEN Visit (David Husemoller and Brad McCormick)
10-21 – Administrative Services Council Meeting; Meeting w/Steve Gavatorta
10-23/11-13 – Cabinet Meeting
10-23 – Lunch with Leadership; Bushue Bid Opening; and HLC Community Assembly
10-24 – Executive Council Meeting; and STIC FOUO Public Safety Webinar
10-25 – ICCB Recognition Visit; and EPIC Health Insurance Meeting
10-30 – Monthly VP Meeting w/Dr. Taylor; and Attend Academic Affairs Leadership Team Meeting (Cengage and Dreamscape)
10-31 – Attended Part 1 of Leadership Training led by Steve Gavatorta
11-1 – Meeting with Dodd Architect; EPIC Health Insurance Meeting

Submitted by:

Chris Clark, Vice President of Administrative Services

Human Resources

Board Report, November 21, 2024

Personal Development

- Illinois Community College Diversity Webinar - Equity Plan Challenges and Opportunities

Donna Vassallo Schlaner, Inclusive Outliers (HR Consultant)

- Researched community college policies on Accommodations for Religious Observations, Compensation, Lactation for Nursing Mothers, Workplace Harassment and Discrimination, and Whistleblower Complaints.
- Wrote operating standards or statements for Accommodations for Religious Observations, Compensation, Lactation for Nursing Mothers, Workplace Harassment and Discrimination, and Whistleblower Complaints.

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 75% complete, with an anticipated completion date of December 3, 2024.

Governance Committee Meetings

Cultural and Community Awareness Team

- The Cultural and Community Awareness Team held its monthly meeting to discuss concerns raised by employees and students from the extension centers about feeling disconnected from the main campus. In response, the team visited the Massac County Extension Center on October 30, 2024. During the visit, they provided lunch and discussed with employees and students to gather suggestions for strengthening the relationship between the extension center and the main campus. The team has also scheduled additional visits to the other extension centers to gather similar feedback and explore ways to build stronger connections with the main campus.

Employee Relations Team

- It was previously reported the fundraiser, 'Big Hearts and Big Rigs' to honor Kelly Jennings, raised \$925, but the final total presented to his family by the Saints Family was \$1925.
- The Employee Relations Team met for the regularly scheduled monthly meeting to finalize the plans for the appreciation lunch following the HLC visit in January. Additionally, the team suggested different awards or services to present to employees as part of the revised employee recognition platform.

DEIB Council

- The DEIB Council met for the regularly scheduled monthly meeting to continue policy development. During the October meeting, the Executive Council approved the policies, Culture of Professionalism and Inclusion and Pursuit of Excellence in Employment Practices.

Submitted by:

Felicia Rouse, Executive Director of Human Resources

Institutional Effectiveness
Board Report, November 21, 2024

“Thursdays at Three” (T@T) was held on October 24th. Attending were 14 employees representing Institutional Effectiveness, Academic Affairs, Student Services, Administrative Services, and the President’s Office. We went over the ICCB State Report Data. We discussed the purpose of the reports, things that may be affecting the data, and ways to make the reports better.

The following summarizes the more notable activities conducted by the Office of Institutional Effectiveness from 10/04/24-11/11/24:

- 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.):
 - IPEDS Completion Survey
 - IPEDS Cost I Survey
- Assisted with the ICCB Recognition On-site Visit (4.1.F, 4.1.H.)
- 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 (10/17)
 - President’s Cabinet (10/9, 10/23)
 - Recruitment & Enrollment Team (10/23)
 - Student Academic Assessment Team (10/28)
- Other professional meetings, trainings, and events attended:
 - HLC Steering Committee Meeting - Black (10/9, 10/16)
 - IAIR SEO A Closer Look at the National Community College Benchmark Project! - Nuokye (10/18)
 - IAIR/SIU MOU Discussion - Black 10/24
 - Leadership Training with Steve Gavatorta - Black (10/7, 11/6)
 - One Shawnee Summit - Black (10/11)
 - RAMP Research Analytics Mentor Program - Nuokye (10/17, 10/31)
 - SCC Advisor Information Meeting- Black (10/18, 11/1)
 - SCC Agriculture Advisory Meeting - Black (11/4)
 - SCC Automotive Advisory Meeting- Black (11/4)
 - SCC Cosmetology Advisory Meeting - Black (11/4)
 - SCC Day - Black, Nuokye (10/10)
 - SCC HLC for Rookies - Black (11/4)
 - SCC HLC Town Hall - Black, Nuokye (10/23)
 - Shawnee & SIUC Data Sharing (10/10)

Team Planning 1 TEALS Program- Nuokye (10/7, 10/15, 10/16, 10/18, 10/28)

Submitted by:
Sabrina Black, Interim Executive Director of Institutional Effectiveness

**Public Information & Marketing
Board Report, November 21, 2024**

The reporting period is October 7 - November 4, 2024. Please let me know if you have questions about other Shawnee Community College social media accounts. My email is kevinh@shawneeccc.edu, and my phone number is 618-634-3270 or 618-303-9132.

A new video highlighting the College's allied health and nursing programs was produced on October 16. As of this report, Idea Creative Marketing is editing the video. Once complete, this 30-second video will be featured on our social media and on KBSI (Fox), KFVS (CBS), WPSD (NBC), and WSIL (ABC).

On October 21-22, I traveled to Arizona State University with Dr. Tim Taylor, Trustee Andrea Witthoft, Senator Dale Fowler, and other colleagues to experience the DreamScape Immersive Learning experience. To say that I was impressed is an understatement. I look forward to working with our team and DreamScape on a marketing strategy for this initiative.

I have been working on the Shawnee Community College Christmas card this month. This year's design will feature several students representing the college's programs and athletics. I want to thank Becky Hawes and Kaylyn Meyers for their assistance with this project.

We have ads and organic posts about spring 2025 enrollment and the upcoming intersession courses between the fall and spring semesters.

Plans are underway for video projects highlighting the upcoming HLC visit and the Saints Foundation.

On November 10, I will attend the American Marketing Association's Higher Education Symposium in Las Vegas. This is my first conference as Executive Director of Public Information and Marketing, and I look forward to being a sponge for several days.

The IYCM (In Case You Missed It) Newsletter continues to be distributed weekly to our faculty, staff, students, board members, and media partners. This effort has resulted in several stories being picked up and published.

Our social media channels continue to grow in followers and engagement. If you would like specific information, please let me know.

Recent podcast guests have included Joplin Schools Superintendent Dr. Greg Goins, members of the LBGTQ+ Club, and performers from Tarzan the Musical. You can listen to Spotify and Apple Podcasts or click on our website. <https://shawneeccc.edu/podcasts/>

Video versions are also available at
<https://www.youtube.com/watch?v=4dq9em1msLk&list=PLuW4AgtGnIkbbBVgOlve0IsOLuhky52x>.

Media Coverage

Week of October 7

SCC Day

(no link) aired on WSIL TV at 10:00 p.m. and on the morning news.

Week of October 21

Fall Enrollment

https://thesouthern.com/news/state-local-community-colleges-seeing-an-increase-in-enrollment/article_e388ad2f-a87d-58c7-b306-0a311c0c54e4.html

Week of October 28

Feed the Need

https://www.wsiltv.com/news/consumer/shawnee-community-college-food-drive-continues-through-november/article_238dda7a-9622-11ef-9766-b35418427b6a.html

SIH Career Fair

<https://www.kfvs12.com/video/2024/10/28/sih-career-day-southern-illinois-schools/>

Press Releases Sent Out

SCC Day Reminder

October Board Actions

PATH Grant Support (ICCB Initiative)

SEM Update from Idea Creative Marketing

We took \$750 of your budget and supercharged your search marketing. While we kept some of your tried-and-true keywords, we expanded into what we call "Search Everywhere Marketing" - catching people whether they're talking to their phones, using AI tools, or searching in new ways. The best part? We're seeing way better numbers than traditional search ads because we're putting more of your money directly into the ads instead of fees. Your content shows up more often, and more people click through.

The other exciting change was spending \$450 to try something new with your videos. We're now showing them to super-targeted households in your area through smart TV advertising. We're using AI to find people most likely interested in your offer. It looks at things like their recent life changes, what they're into, and their behaviors. Then, it matches them with your most relevant content.



October 2024 Report

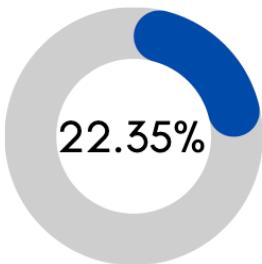
Tactics: SEM

Paid Search Report / Budget \$750

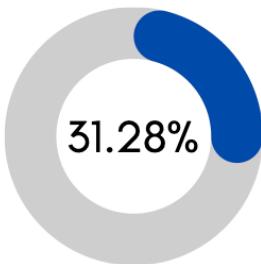
Actionable Clicks	Cost	Impressions	Cost Per Click	Phone Calls
2.41k	\$749	7.71k	\$0.31	71

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

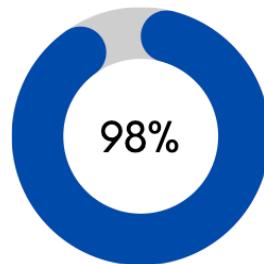
Impression Share



Click through Rate

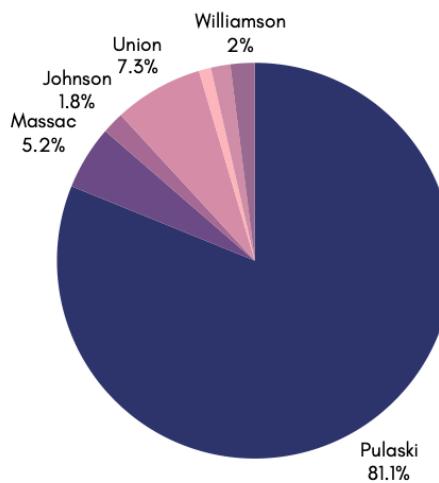


Ad Optimization Score

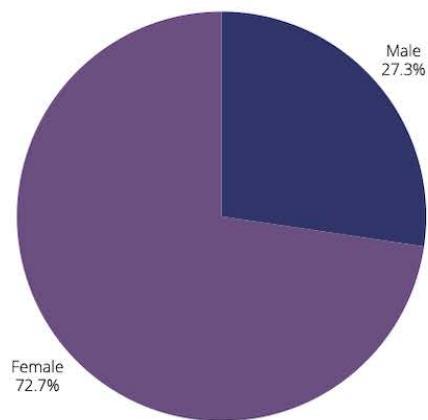


Top Locations

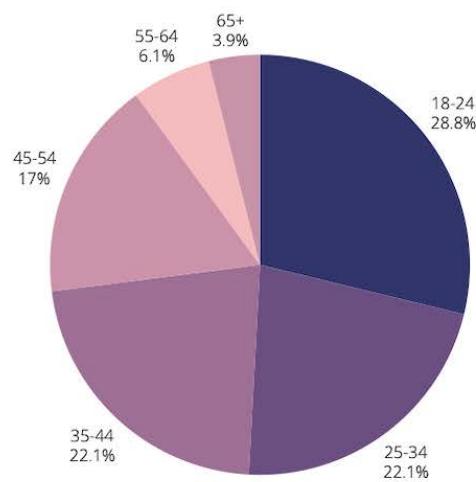
- Pulaski County
- Union County
- Massac County
- Williamson County
- Johnson County
- Jackson County
- Alexander County



Gender



Age





new tactic

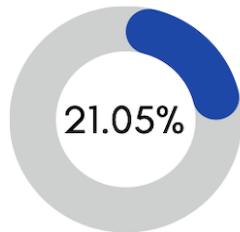
October 2024 Report
Tactics: Performance Video Display

Google Video Display / Budget \$450

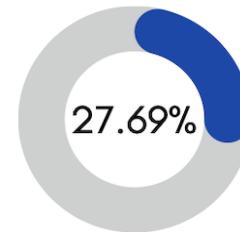
Actionable Clicks	Cost	Impressions	Cost Per Click
1.03k	\$438	3.71k	\$0.43

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

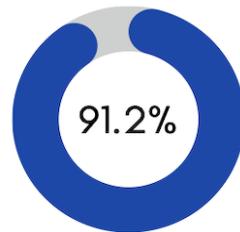
Impression Share



Click through Rate

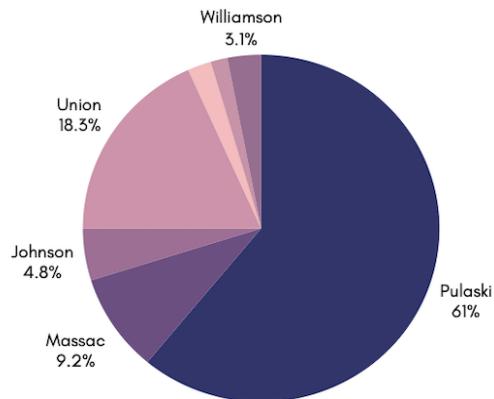


Ad Optimization Score



Top Locations

Pulaski County
 Union County
 Massac County
 Johnson County
 Goreville
 Alexander County
 Jackson County



Submitted by:

Kevin Hunsperger, Executive Director of Public Information & Marketing

**Saints Foundation
Board Report, November 21, 2024**

Scholarships

Since last reporting, the Foundation has awarded **an additional \$2,800** in Scholarship Funding.

The Foundations Scholarship opportunities and their criteria have been updated. Academic Works is now open (as of November 1). High School Counselors are aware and students are now able to apply for internal waivers as well as external, Foundation-managed scholarship opportunities.

<https://shawneecc.academicworks.com/>

The Foundation has been receiving memorial donations earmarked for Softball. A recently signed player whose father recently passed, requested that donations be made for the Softball program.

Audit

FY24 Audit results should be available by Thanksgiving. Tentatively, Martin Hood will be providing a presentation during the December 19 Board of Trustees meeting.

Bernie's Place (SCC Food Pantry)

Feed the Need Campaign. The Foundation created an Amazon Wishlist with input from Bernie's Place coordinator for this initiative sponsored by ICCB. Colleges are asked to track each item collected and report to ICCB by December 16, 2024. The winning College will receive a plaque and be recognized the ICCB Board Meeting on January 31, 2025.

https://www.amazon.com/hz/wishlist/ls/342227P9TQN5U/ref=hz_ls_biz_ex

Employee Giving Campaign

We have 7 employees who are participating in the employee giving campaign via payroll deduction, resulting in a total of \$115/pay period.

Foundation Board/Committee Development

The Board of Directors met on November 1, electing Mike Ulen as Treasurer. After review by the Directors, committee structures were updated and include the following:

- Marketing/Outreach will merge with Fundraising as one committee.
- Policy Committee
- Scholarship Committee
- Executive will merge with Finance as one committee.

The next Foundation Board of Directors meeting is scheduled for Friday, December 13.

Submitted by:

Tina Dudley, Executive Assistant to the President

Student Affairs

Board Report, November 21, 2024

Student Support Services – Amber Suggs

- In October, SSS provided three transfer activities, three study skills workshops, one personal enhancement workshop, and one retention event were held. There will be two rescheduled workshops. A total of 24 students attended October workshops and events.
- The SSS Tutor Coordinator has provided 25 tutoring sessions for October. (SP Goal 2)
- SSS staff have been busy staying abreast of professional development training. SSS Staff has completed a collective total of seven professional development and training events. Kudos to Gabe Nuokye for providing SSS Staff with Excel Training. (SP Goal 2)
- SSS Students have attended on-campus transfer visits to SIUC, MSU & SEMO this semester. (SP Goal 2, Obj. 3)
- SSS Students have started spring class registration (SP Goal 2)
- SSS is celebrating Campus First Generation Day 2024. November 8 is the day to commemorate the signing of the Higher Education Act ("HEA") of 1965 by then-President Lyndon B. Johnson. This act created federal financial aid programs to fund students' educations and made key investments in colleges and universities." A first-generation tree was placed in K Atrium for staff and students to sign paper tree leaves acknowledging being a first-generation college student.
- SSS Scholarships were awarded to three SSS students. The scholarships will cover a portion of their expenses. (SP Goal 2)
- SSS Staff conducted mid-semester grade check-in. (SP Goal 2)
- School care packets were distributed to Nursing Students, and invitations to tutoring services (SP Goal 2)

Educational Talent Search – James Walton

Events and Meetings:

- ACT workshops for Joppa and Massac High School students
- Participated in R3 Grant Community meeting to plan "Celebrating Our Local History" field trip for Alexander, Johnson, and Pulaski County freshman students
- STEM Robotics Workshops
- Finalizing and waiting for approval to service Cypress Elementary School District

Training and Development:

- Completed training on:
 - Professional development training (transfr)
 - RVR robotics training

School District Engagement:

- Made school visits to:
 - Joppa
 - Vienna Middle and High School
 - Egyptian HS/MS
 - Cairo Jr/HS
 - Maple Grove Elementary
 - Brookport Elementary
 - Goreville High School
- Total amount of students served: 217

Program Upgrades:

- Digital program enhancements, including making Keva plans 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.
- Creating Science and Math sections for ACT prep.

Athletics – John Sparks***Baseball (Ken Reichert)***

The baseball team completed their fall season with an even record of nine wins, nine losses, and one tie. On Wednesday, October 30, the team will have a Halloween Baseball Bash. The event will feature a fun, slow-pitch softball game in costume, with a meal provided afterward by the coaches for the players.

Men's Basketball (John Sparks)

The Men's Basketball team wrapped up their preseason scrimmages with significant victories over ranked teams #20 Walters State and #21 Mineral Area, along with a win against ASU Mid-South on October 24 at Shawnee. The Saints are set to participate in the Moberly Area Invitational, beginning on October 31, where they'll face top-tier teams, including Link Year Prep on November 1 and Coffeyville Community College on November 2.

Women's Basketball (Kristin Shelby)

The Women's Basketball team will kick off their season on November 6 at Southwestern Tennessee Community College. The Saints' first home game is scheduled for November 13 at 5 p.m., where they will host Kaskaskia.

Softball (Kyle Smith)

The Softball team concluded their fall ball schedule with seven wins, six losses, and one tie. Additionally, the team represented the college by participating in the Massac County Homecoming Parade.

Volleyball (Mark Mizell)

The Volleyball team holds an overall record of 8-18, with a 4-11 record in conference play. The Lady Saints hosted Southeastern Illinois on October 28 in the Region 24 tournament play-in game and secured a victory, advancing to face Lake Land College on October 30.

Recruitment & Enrollment – Mindy Reach***Enrollment Services***

We are pleased to announce that registration for Spring 2025 is now open. Students are actively working with their advisors to create schedules, and participation is already underway. (KPI 3.D & E)

SCC Day, held on October 10, was a great success. The Student Engagement Department took the lead in organizing this event, with collaboration from the Recruitment Department. This event serves as a significant recruitment opportunity, offering prospective students a chance to explore our programs, participate in hands-on activities, and experience campus life. We were excited to welcome 426 juniors and seniors from local high schools. (KPI 3.A)

Additionally, on October 7, Mindy Reach participated in a Leadership Training session. (KPI 11 A & B)

High School Visits:

In October, our Recruiter/Advisors made 25 visits to local high schools. During these visits, they discussed future college and career plans with students, provided information about dual credit and dual enrollment opportunities, and assisted several seniors in completing college applications. Many sophomores also submitted applications for dual credit/dual enrollment programs. (KPI 3.A)

Parades:

Participating in parades allows the college to engage with the community, contribute to local events, and enhance visibility. The college (both employees and students) took part in the following community parades (KPI 1.C):

10/4	A-J Homecoming Parade
10/5	Vienna Fall Fest Parade
10/18	Massac Homecoming Parade
10/19	Mounds Fall Fest Parade
10/19	Pulaski Pecan Fest Parade

College and Career Fairs:

On October 9, SCC participated in the ROE Career Fair, where 947 students attended, and students from high schools in Alexander, Pulaski, Johnson, Massac, and Union counties were represented. On October 22, SCC joined a College & Career Fair hosted by Sikeston High School, attended by students from both Sikeston and East Prairie High Schools. Additionally, on October 29, SCC attended the SIH Career Fair, which welcomed 320 high school seniors. At this event, we primarily promoted our Occupational Therapy Assistant (OTA) program and discussed other Allied Health programs with interested students. (KPI 3.A)

Navigate 360:

In October, the Recruitment team held five meetings with EAB to configure settings, preferences, student communication, defaults, and automation for the Navigate 360 Recruitment Success platform. (2.1.D)

Transfer Partnerships:

On October 18, Mindy Reach participated in Arizona State University's New Transfer Partnership Training Webinar, which focused on helping us guide students through ASU's transfer portal. She also attended an in-person visit to ASU to experience a demonstration of the Dreamscape Learn platform, where promising data on student success rates was shared. (1.1)

Additionally, on October 11, several SCC advisors attended SIUC's Community College Conference. The event provided updates on scholarships, admissions, transfer opportunities, and curriculum changes. (1.1)

Registrar/Records Office - Danielle Boyd

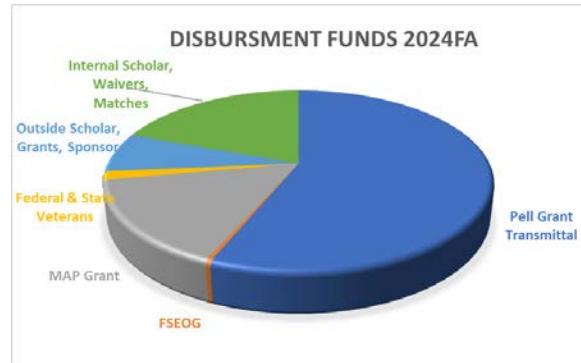
- Seven transcripts from other colleges were received from September 27 - October 27.
- One hundred fifteen transcripts were processed from September 27 - October 27. (KPI 8. B)
- Danielle Boyd attended the Leadership Training on October 7. (KPI 3. A)
- Danielle Boyd attended the SIUC Community College Conference on October 11. (1.1)

Financial Aid - Keyarra Blissett

Office Business:

- Our office serviced roughly 261 students and parents in October. 67 Face-to-face, 107 Phone Calls, and 87 emails (finaid@shawneecc.edu only)
 - Seven outbound calls for the FAFSA Completion Call Campaign.
 - We identify 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.
 - Ten outbound calls for pending documentation
 - We identify students who have submitted a FAFSA but still need to submit verifying documents to complete their FAFSA.
- We have processed 70 ISIRS this month.
- New Hire- Trina Moore, Financial Aid Administrative Assistant
- Scholarship Portal Opens November 1st- updates on scholarships coming soon
- Financial Aid Specialists registered for the ILASFAA Workshop on November 19 at Rend Lake

Disbursement Numbers



- Pell Grant- \$1,050,634.64
- FSEOG- \$6,552
- MAP- \$290,915
- Federal & State Veterans- \$27,567
- Outside Scholarships, grants, & Sponsorships- \$131,096.94
- Internal Scholarships, Waivers, SCC Matches- \$361,857.00

Outreach

- Alexander County: October 16 and 28 (4 students)
- Union County: October 9 (0 students)
- Metro Center: October 21 (8 students)

Student & Community Outreach - Lindsay Johnson

Alexander County Extension Center Board Report

The Alexander County Center hosted the Housing Task Force on October 9. The committee continues to meet to address the housing crisis in the area that directly impacts recruitment and retention. Blake from Career Services came in on October 16. On this day, he completed resume writing for the HCCTP class, community members, and job search. Keyerra from Financial came in on October 16 and 28 to help with FAFSA completions for current and new students.

The Alexander Center Breast Cancer Awareness workshops are on October 2, October 8, October 15, October 22, and October 31st. They were open to all students and community members. During the workshops, they gave information on the signs and symptoms of breast cancer, and each week, survivors told their stories. The partnership aimed to educate, serve, offer resources, and introduce new community members to SCC's educational culture.

Community Outreach and Engagement for October included participating in two recruitment events. On October 22, the coordinator attended the College and Career fair from 5 to 7 p.m. Meridian Fall Fast Festival is on October 29 from 4 to 7 p.m.

HCCTP has completed several projects in the community, and the CNA class took a field trip to Logan Chiropractic Cadaver lab on October 18. The extension center recently found an instructor to teach an evening CNA class for adults scheduled for the Spring.

Johnson County Extension Center Board Report

During the month, the center made several efforts to strengthen its connection with the community through various outreach initiatives.

Participation in Local Events: The center had a Johnson County Community Fair booth where staff promoted upcoming programs and distributed flyers. This event helped raise awareness and encouraged community members to inquire about educational opportunities.

Business Outreach: The center reached out to local businesses in Johnson County to explore partnerships, particularly for the Food Service Course. Some businesses expressed interest in sending their employees for training or certification, creating potential future collaborations.

Ongoing Partnerships: The center continued its successful collaboration with Vienna High School for the Little Saints Book Club, helping to increase enrollment by promoting the club and letting Little Saints utilize the Star Lab. **New Partnerships:** New connections were made with local restaurants for the Food Service Course. Some restaurants were interested in hosting workshops or providing hands-on experience for course participants.

Massac County Center Board Report:

In October, the Massac Center Advised twenty-seven students, proctored six ACCUPLACER Tests (2.2.E), and was the site for the Heating and Cooling-Pay/Progress Meeting on October 2nd.

A Driver Safety class was held on October 12th. Three students were in attendance. On October 15th, the Center hosted the State and Federal Careers Workshop. Approximately eight individuals attended. (2.3.A)

The Massac Center's Phlebotomy class began its second course for the fall semester on October 15th. There are 11 students in attendance. The second course of the Truck Driving program began at the Massac Center on October 21st. Five students attended the main campus, while eight attended the Massac Center. The Center held a FAFSA Day on October 21st with Financial Aid Specialist Lisa Meyer. Lisa helped approximately eight students. The Center will host another FAFSA Day in November. (2.2.E)

The Massac Center hosted the first River City Coffee Truck event. It was greatly appreciated by students, faculty, staff, and local businesses. The Center has another date for the Coffee truck in November. (2.3.A)

Bernie's Place Cupboard (Massac location) continues to be utilized by students for breakfast, lunch, and dinner. Approximately 17 students were served. (2.3.A)

Union County Center Board Report:

In addition to managing daily tasks like ensuring classes run smoothly, overseeing the fitness center, supporting student needs, proctoring tests, attending monthly team meetings, and

facilitating community education classes, registration opened on October 26. Many students have started scheduling appointments to register for the spring semester.

In October, one Accuplacer test and 20 advisement appointments were scheduled, not including walk-in appointments.

In October, the Union County Extension Center conference room was utilized for the following events; CPR classes on 10/3, 10/10, and 10/23, Union County CEO on 10/2 and 10/8, AFSCME Retirees monthly meeting on 10/22 and United Recovery Community Coalition (URCC) on 10/31. Staff attended the homecoming parade on October 4. Staff also helped with SCC day on October 10. The coordinator attended the SIU Community College Conference on October 11 and the rescheduled leadership training on October 31. Staff also attended the HLC Town Hall meeting and Thursdays at Three. Egyptian Health dropped off a Narcan distribution box at the center on October 28 as they lost their current location with the closing of Bethany Village. (2.3.B, 2.3.E)

Financial Aid was available on campus for the students on 10/9. Our driver's safety class was held on October 10. Our food service class for the semester was held on 10/15 and 10/17.

The Union County Extension Center hosted two community education classes in October. Elle Basler presented the basics of Estate Planning on October 2. There were ten students in the class. This class covered the foundational aspects of estate planning and clearly explained key legal documents commonly used to help clients plan for their future. I received great email feedback about Elle and her presentation. One participant mentioned there were questions about long-term care planning, so a follow-up class in November was scheduled. Also, a Halloween Buttercream Cookie Decorating class was held on October 28. Alaina Riley was the instructor. There were eight students in the class, and they learned holiday cookie decorating tips and were supplied with decorating tools, buttercream icing, and cookies to use. (2.3.A)

The center coordinator attended the Union County Chamber of Commerce meeting on October 3. The lunch meeting was held at The Kitchen on Lafayette, in Anna. Trish Steckenrider from Metropolis Tourism gave an excellent presentation on her marketing approach for the city of Metropolis. (1.3.C)

Student Success – Mindy Ashby

- Attended the Mental Health Early Action on Campus Bidder conference (October 1) to apply for a competitive grant.
- Participated in Shawnee Recruitment Success working sessions through EAB (Oct 2, 3, 9).
- Attended Leadership Training with Steve Gavatorta (October 7).
- Submitted \$400,000 College and Career Bridge grant application for wraparound services (October 8).
- Participated in CTE Day events (October 10).
- Submitted FY25 Mental Health Early Action Agreement usage funds (October 14).
- Attended the Togetherall Roundtable to explore peer-to-peer mental health services (October 15).
- Certified in QPR training (October 16).
- Attended the Men's Basketball Pep Rally (October 17).
- Certified as Pearson VUE administrator (October 22).
- Attended EAB Navigate Implementation meeting (October 23).
- Attended Executive Council meeting (October 24).
- Assisted with Haunted Hallway event decorations (October 25).
- Participated in part one of the Illinois Campus Cares Solutions-Focused coaching series (October 25).
- Submitted the Student Success performance evaluations to the VP of Student Affairs (October 28).
- Enrolled in the Activating Allyship Program through ICCB (October 29)

(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 Center

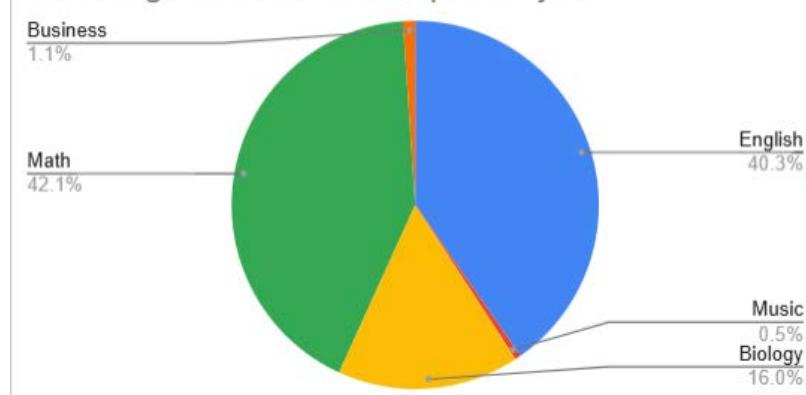
- Assisted with the October Mental Health Display Case (October 1).
- Assisted with Haunted Hallway event decorations (October 25 & 26).
- Assisted in the library as needed (October 3, October 16, & October 29).

Accuplacer	36
Accommodations	21
ATI TEAS	1
SIUC Distance Learning	1
Instructor Make-Up Exams	21
Pearson Vue	20
ACT WorkKeys	2

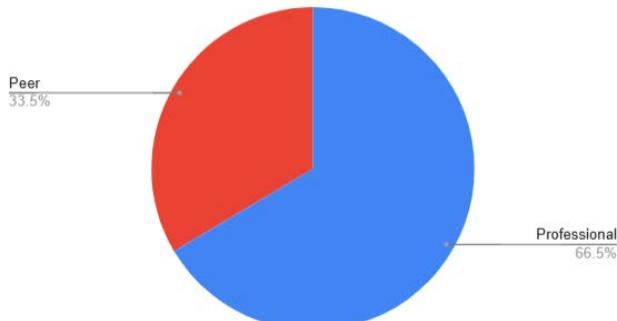
Tutoring

Since the beginning of the semester, we have received 41 requests for tutoring, with 12 new requests coming in during October. To date, 143.40 hours of tutoring have been provided. Professional tutors have covered 66% of these hours, while peer-to-peer tutoring accounted for 33%. Math and English continue to be the subjects with the highest demand for tutoring support.

Percentage of hours tutored per subject



Hours tutored by type of tutor



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

- 116 Cases since the beginning of the semester
- 1 Personal Issue referral



(CROA 10.25.24)

Career Services- Blake Goforth

- Attended Leadership Training (October 7).
- Participated in the Student Affairs Council meeting (October 8).
- Attended Man-Tra-Con career fair with 947 students (October 9).



- Assisted with SCC Day (October 10).
- Attended Illinois and Federal Careers workshop and held office hours at Massac County Extension Center (October 15).
- Held office hours at Alexander County Extension Center and assisted 9 HCCTP students with resumes (October 16).
- Led Academic Affairs Council meeting (Oct 17).
- Attended ASU Dreamscape VR workshop (Oct 21-22).
- Held VR workshop and office hours at Alexander County Extension Center with 9 HCCTP students (October 23).
- Attended Executive Council, met with Wingspans, and attended Student Services meeting (October 24).
- Led a resume-building workshop at Joppa High School (October 29).

Career Coach Statistics - 30 Days

- Career Coach Visits- 174
- Career Assessments completed- 63 – started- 77
- Resumes download- 28 – started- 23
- Widget views- 3,052
- Widget clicks- 1,614
- Career Coach clicks from Widget- 14
- Employer Profiles created- 1
- 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

- Student Senate meeting (10/7)
- Attended Student Affairs Council (10/8)
- Hosted American Red Cross Blood Drive (10/9)



- Hosted SCC Day (October 10)
 - 387 high school students
 - 10 high schools represented
 - 18 SCC program sessions





- Met with The Great Game representatives (10/21)
- Student Senate meeting (10/21)
- Distributed tickets for Lunch with Leadership (10/24)
- Attended HLC Town Hall (10/23)
- Haunted Hallway set-up (10/24 & 10/25)



- Student Senate meeting (10/28)
- Haunted Hallway (10/28-10/31)



- Costume Competition (10/30-10/31)



Counseling/Advising- Donna Price

- Attended the ICC TAC workgroup meeting (October 8).
- Participated in the LGBTQ+ Diversity Club meeting and the Cultural and Community Engagement meeting (October 9).
- Assisted the psychology program during SCC Day (October 10).
- Attended the Equity-Minded Leadership meeting (October 11).

- Attended the Illinois Swipe Out Hunger Summit (October 15).
- Attended the AIM meeting and advised two students about spring classes (October 18).
- Attended the BHWG Telehealth for Behavioral Health Providers ECHO (October 21).
- Attended the Downstate Counselors meeting and Benefits Navigator Communities of Practice meeting (October 22).
- Participated in the LGBTQ+ Diversity Club meeting and HLC Town Hall (October 23).
- Participated in the ICC SFBT Skills and Practice Coaching session (October 24).
- Participated in House Liaison 101 (October 28)
- LGBTQ+ Diversity Club started the basket raffle fundraiser (October 28)
- Participated in the Benefits Navigator meeting (October 29)



This month, the Wall of Influence focused on Mental Health and resources for students.



Counseling Sessions Overview:

- External Referrals- 2
- Internal Referrals- 3
- Counseling Hours- 23.8
- After Hours-2

SNAP DATA

- Six individuals applied this month
- Four students were eligible for benefits, and two were not.
- Estimated benefits unlocked: \$2,385.92

Accessibility

- Assisted students with success coaching on and off (Oct 9, 18, 23,25, 28).
- Attended an IEP meeting at Century High School for a future Shawnee student (October 17).
- Received three new accessibility applications in October.

Library

Amber Filbeck, Librarian

- Maintained LRC services throughout continued disruption due to construction and staffing shortages
- Created a display featuring true crime stories
- Participated in the A-J Homecoming parade (October 4)
- Collaborated with IT to launch booking calendar for side room reservations (October 7)
- Attended CARLI's ConsortiaManager training (October 8)
- Greeted visiting students for SCC Day (October 10)
- Facilitated Student Book Club meetings (October 17th-18th)
- Conducted plagiarism remediation with one student for the use of AI
- Attended the HLC Town Hall (October 23)
- Attended Purchasing Process Management Training (October 29)
- Participated in Part 1 of Leadership Training (October 31)



Smore Newsletter

"New Library Catalog, D&D and More!" sent Oct. 7th:

Views - 1038

- Mobile use - 30%
- Desktop use - 70%
- Buttons clicked - 9
- Video watched - 2
- Links used - 5



Charity Frizzell, Library Assistant

- Assisted with SCC Day (October 10)
- Assisted patrons with new booking calendar for side room reservations (Initiated October 7)

LRC Statistics

October 2024 Circulation Stats

- Local Item Circulations: 52
- Interlibrary Loan Items Sent: 114
- cloudLibrary Items Accessed: 22
 - Audiobooks: 11
 - eBooks: 11

September 2024 Circulation Stats

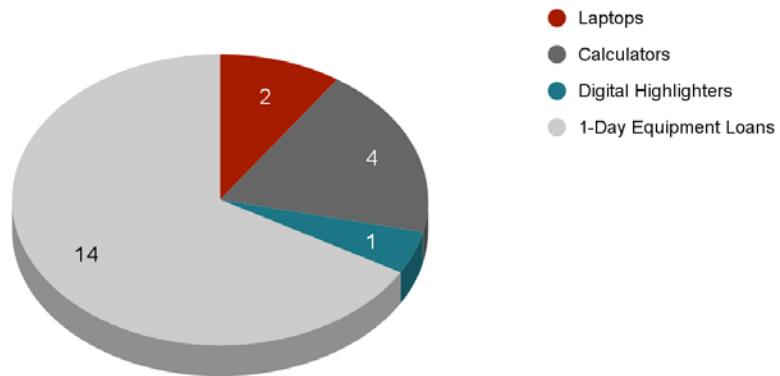
- Local Item Circulations: 94
- Interlibrary Loan Items Sent: 109
- cloudLibrary Items Accessed: 51
 - Audiobooks: 27
 - eBooks: 24

LCR Usage Since Last Board Notes

- We helped 1144 faculty, staff, students, and community members 1199 times at the circulation desk, helping them face-to-face, through email, or via phone.
- Over 793 people used the tables and chairs and study corrals throughout the LRC.
- The computer lab welcomed 722 people, averaging 34 people per day.
- Side rooms were reserved 119 times, opened 69 times, and used by 172 people.
- Student-athletes signed in to the LRC for Saints Study Tables 747 times in October, averaging 39 daily.
- We registered six new patrons.

Equipment Requests in October 2024

Total Request: 19

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

For October, Bernie's Place recorded an overall utilization of 718, with 183 unique users accessing the service. Below is the breakdown.

Location	Total Utilization	Total Unique Users
Alexander County	111	41
Main Campus	556	134
Massac County	48	5
Union County	3	3

Vice President of Student Affairs – Jeff McGoy

Attended the Following Events/Meetings for October:

- EAB Recruitment Success Meeting (Zoom) - 10/1/2024.
- Meeting regarding Potential Career & College Bridge Grant - 10/3/2024.
- ETS Director Interviews - 10/3/2024.
- EAB Recruitment Success Meeting (Zoom) - 10/3/2024.
- An Introduction to TRIO APR Digital Signature Meeting (Virtual) - 10/3/2024.
- AJ Homecoming Parade (Spectator) - 10/4/2024.
- Leadership Training with Steve Gavatorta - 10/7/2024.
- Meeting regarding ETS Budget - 10/8/2024.
- Student Opinion Survey Meeting - 10/8/2024.
- EAB Recruitment Success Meeting (Zoom) - 10/8/2024.
- SCC Day - 10/10/2024.
- Title IX Meeting (Teams) - 10/11/2024.
- NASPA New Vice Presidents Institute in Columbus, Ohio - 10/13 to 10/16/2024.
- SCC Men's Basketball Pep Rally - 10/17/2024.
- ICCCCSO Monthly Connection Meeting - 10/18/2024.
- ASU Adaptive Technology Follow-Up - 10/18/2024.
- Leadership Training Debrief - 10/21/2024.
- Meeting with Steve Gavatorta - 10/21/2024.
- ETS Team Meeting - 10/22/2024.
- 4-H Teen Leader Training Welcome - 10/22/2024.
- IACRAO Conference Workshop Presentation in Alsip, IL - 10/23 to 10/24/2024.
- Meeting with Dr. Taylor - 10/25/2024.
- 2024 NACEP National Conference in Orlando, FL - 10/26 to 10/29/2024.
- Staff Performance Evaluations - 10/30 to 11/1/2024.
- Women's Volleyball 2nd Round Tournament Send Off - 10/30/2024.

Attended the Following Weekly/Monthly Meetings for October:

- Weekly Cabinet Meetings.
- Weekly One-on-One Meeting with SCC President.
- One on One Meetings with Direct Reports - All Month.
- Student Affairs Leadership Team Meeting (SALT) - 10/1/2024.
- SCC MP Bi-Weekly Check-In Meeting - 10/1/2024.
- SCC Board of Trustees Meeting - 10/17/2024.

Submitted by:

Jeff McGoy, Vice President of Student Affairs



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

NOMINATIONS ARE OPEN FOR ICCTA's 2025 AWARDS PROGRAM

ICCTA offers 4 scholarships for Illinois community colleges students and recognizes the state's outstanding community college alumni, faculty, business partners, and professional board staff. Here's a sampling of the systemwide recognition program for 2025:

Deadline of February 28, 2025 for:

Distinguished Alumnus Award

The Distinguished Alumnus Award recognizes the many success stories of Illinois' community college graduates. Nominees must have completed a recognized program of instruction or attended at least 30 semesters hours at an ICCTA member college. Currently serving trustees and presidents are not eligible for nomination. Posthumous nominations are not eligible for submission.

Equity and Diversity Award

The Equity and Diversity Award recognizes exemplary commitment by an Illinois public community college board and its chief executive officer to achieve diversity, equity and inclusion in the college's education programs.

Gary W. Davis Ethical Leadership Award

The Gary W. Davis Ethical Leadership Award honors individuals who have made an outstanding contribution to the pursuit and support of ethical leadership and decision-making in their fields of work and volunteer service.

Prairie State College / Gigi Campbell Student Trustee Excellence Scholarship

The Gigi Campbell Student Trustee Excellence Scholarship recognizes the system's outstanding student leaders. The recipient will receive a \$500 scholarship for fall 2024. Only student trustees who are currently serving on the board of an ICCTA member college are eligible for nomination.

Pacesetter Award

The Pacesetter Award recognizes the accomplishments of Illinois' more recent community college graduates. Nominees must have completed a recognized program of instruction (including dual credit courses) or attended at least 30 semesters hours at an Illinois public community college after June 30, 2014.

Professional Board Staff Member Award

The Professional Board Staff Member Award recognizes exemplary professional service to an Illinois community college board.

Ray Hartstein Trustee Achievement Award

The Ray Hartstein Trustee Achievement Award recognizes exemplary service by a currently serving community college board member. Former trustees are not eligible for nomination. Deadline of March 28, 2025 for:

Business/Industry Partnership Award

The Business/Industry Partnership Award recognizes an Illinois business that has built a successful workforce-training alliance with a local community college.

Gandhi/King Peace Scholarship

The Gandhi/King Peace Scholarship provides a \$1,000 scholarship to the student who best articulates the peaceful messages of Mahatma Gandhi and Dr. Martin Luther King, Jr. This award has been endowed by Oakton Community College trustee Jody Wadhwa and the Wadhwa Foundation. All currently enrolled students at ICCTA member colleges are eligible to participate; however, each college may submit only one entry per academic year.

Gregg Chadwick Student Service Scholarship

The Gregg Chadwick Student Service Scholarship provides a \$500 scholarship to a currently enrolled Illinois community college student for extraordinary commitment to volunteer service.

Lifelong Learning Award

The Lifelong Learning Award celebrates the accomplishments of Illinois' community college students who have used their community college as a resource on multiple occasions.

Outstanding Adjunct Faculty Member Award

The Outstanding Adjunct Faculty Member Award recognizes the high achievement of Illinois' part-time community college instructors.

Outstanding Full-Time Faculty Member Award

The Outstanding Full-Time Faculty Member Award recognizes the high achievement of Illinois' full-time community college instructors.

Paul Simon Student Essay Contest

The Paul Simon Student Essay Contest provides a one-time \$500 scholarship to the student who best describes "How My Community College Has Changed My Life." All currently enrolled students at ICCTA member colleges are eligible to participate; however, each ICCTA member college may enter only one student essay in the statewide competition each year.

Information related to specific award nomination forms, guidelines, and past winners is posted on ICCTA's website <https://www.communitycolleges.org/iccta-s-awards-and-scholarships>. Questions? Contact us at iccta@communitycolleges.org.

Copied from ICCTA email.

Board Memorandum



Board of Trustees

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Michael Deno

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Dr. April Teske
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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
Date: 11.21.24

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.

Last month, the annual [Transfer Programming Monitoring Report](#) was presented to the Board for preliminary review. At this time, Dr. Kristin Shelby will provide a presentation on this report.

After the presentation, the Board should collectively discuss the outcomes of the report, identify perceived strengths of the program, and areas for desired improvement. Further, the Board should note resources needed to support future improvement efforts and begin considering how these resource needs might be met during the FY26 budget development process.

Consistent with Board's policy governance responsibilities, the Board should use its discussion of Transfer Programming to evaluate the extent that new language is needed to clarify Board expectations of college performance related to the [Transfer Programming](#) (B1003) policy.

If the Board determines the current language is sufficient, then the Board should update the Change Log to communicate the policy was reviewed but no changes were made. This can be done by approving the Consent Agenda (i.e., [Section IX](#) of the Regular Board Meeting Agenda). At this point, the staff is not recommending any changes to the policy.

Otherwise, if it is determined new language is needed, the Board should communicate the language desired. If changes are deemed minor (i.e. changes do not substantially change the intent or direction of the policy), then a second read can be waived as noted in [Bylaw 4000 Section 4](#).

Recommendation: I recommend the Board review and amend, as appropriate, policy [B1003](#) (*Transfer Programming*) and direct the President to implement the updated policy



Policy

Policy Title: Transfer Programming
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

Number: B1003

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/format, 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		

Board Memorandum



Board of Trustees

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 Felicia Rouse

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. April Teske

RE: Continuing Education & Workforce Training Report – First Read

Date: 11.21.24

Background: As outlined in the Board Policy on [College Purpose](#) (B1000), one of the College's primary purposes is to provide *continuing education and/or training seminars, courses, certificates, and programs designed for individuals who want to upgrade occupational skills for current jobs, retrain for new jobs, or prepare for a new career.*

Another related purpose is to provide *customized workforce training, consulting, and technical assistance programs/services that support public and private sector economic development.*

To those ends, the Board designated [Continuing Education Programming](#) (B1005) and [Workforce Training](#) (B1006) as Strategic Outcomes.

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 *Continuing Education and Workforce Training Annual Report* scheduled for preliminary review at the November Board meeting.

At the December Board meeting, Dean Kristy Koch-Stephenson will present this report, after which the Board will review and may update the attached [Continuing Education Programming](#) (B1005) and [Workforce Training](#) (B1006) Strategic Outcome policies.

By providing these documents in advance, we hope the Board can evaluate the report and consider how the College might enhance [Continuing Education](#) and [Workforce Training](#) for our service area.

Recommendation: I recommend the Board review the *Continuing Education & Workforce Training Annual Report* and evaluate the extent to which the College has achieved the designated Strategic Outcomes.



Policy

Policy Title: Continuing Education Programming

Number: B1005

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, continuing education programming is an essential service that assists students with developing new occupational skills to use in their current and/or future career.

Students receive value by engaging in the College's continuing education courses, seminars, certifications, credentials, and programs (i.e. continuing education programming) designed to help them upgrade their skills for their current job, retrain for a new job, or prepare for a new career. By completing these activities, students potentially increase their employability, mobility, and earning potential. Students receive greater value when they can document their participation in continuing education programming that meets nationally recognized criteria. Students receive greater benefits when they can transfer their continuing education course or program between various other systems of professional development (e.g., Continuing Education Units, Continuing Professional Development Units, Professional Development Hours, Professional Learning Units, etc.). Students receive value by maintaining their current or obtaining a new professional license or certification. Students receive the greatest value when their continuing education programming can be connected to the College's professional certificate and degree programs.

When employees complete continuing education programming, employers receive value from: an agile and skilled workforce that brings new ideas and creativity to a rapidly changing market and work environment; the alignment of employee skills with business goals and objectives; improved employee loyalty, morale, job satisfaction, and retention. This leads to a culture of continuity and consistency; improved productivity and profitability; and the opportunity to develop future organizational leaders.

To achieve these benefits, the Board directs the President to establish, execute, and continuously improve a program of continuing education.

Key Monitoring Activities:

As it relates to the key performance areas noted in the *Monitoring College Effectiveness* policy, the Board is interested in community need, student interest, enrollment, employment readiness, 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 **community need** may include data that illustrates how workforce development needs are being met. Potential indicators might include the number of College service area and regional employees completing professional development courses; percentage of courses and programs that align with in-demand jobs within the College service area and region; and the number of partnerships w/ external organizations that provide professional development training.

Specific measures for **student interest** may include data that demonstrates increased program relevance. A potential indicator might identify the percentage of courses and programs having professional recognition and/or nationally recognized credentials.

Specific measures for **enrollment** may include data that reflects CEU's, FTE, and headcount of students taking continuing education courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of students who participate in continuing education courses and programs; the number of professional CEU's earned, the number of students who participate in continuing education courses and programs to help them upgrade their skills for their current job, the number of students who participate in continuing education courses and programs to help them retrain for a new job, and the number of students who participate in continuing education courses and programs to help them prepare for a new career.

Specific measures for **employment readiness** may include data that demonstrates licensure pass rates, pass rates for certification exams, and job placement rates. Potential indicators might describe the percentage of students that passed licensure exam within 6 months of completion of a continuing education course or program; the number of students that passed nationally recognized certifications exams while enrolled at SCC or within 6 months of completion; and, the number of continuing education course or program completers that obtain a sustainable job.

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/format, 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	
12-05-22	Added Deployment Measures	
12-14-23	Board Reviewed, No Changes	
12-19-24		



Policy

Policy Title: Workforce Training

Number: B1006

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, workforce training, consulting, and technical assistance programs and services are essential services that support public and private sector development.

When employees complete customized workforce training, employers receive value from an agile and skilled workforce that brings new ideas and creativity to a rapidly changing market and work environment; the alignment of employee skills with business goals and objectives; improved employee loyalty, morale, job satisfaction, and retention. This leads to a culture of continuity and consistency; improved productivity and revenue growth; and the opportunity to develop future organizational leaders. Employers also receive value when College provided consulting or technical assistance services lead to improved productivity and profitability.

Employees receive value by engaging in the College's workforce development programs designed to help them upgrade their skills or retrain for a new job assignment; by completing these activities, employees increase their productivity, employability, mobility, and earning potential. Employees receive greater value when they can document their participation in workforce training that meets nationally recognized criteria.

Employees also receive value by maintaining their current (or obtaining a new) professional license or certification. Employees receive the greatest value when their workforce training can be connected to the College's professional certificate and degree programs.

Employees receive greater benefits when they can transfer their workforce training course or program between various other systems of professional development (e.g., Continuing Education Units, Continuing Professional Development Units, Professional Development Hours, Professional Learning Units, etc.).

To achieve these benefits, the Board directs the President to establish, deliver, and continuously improve a program of workforce training.

Key Monitoring Activities:

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

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

Specific measures for **community need** may include data that illustrates how workforce development and economic development needs are being met. Potential indicators might include the number and amount of workforce training contracts with employers located within the College's service area; the number and amount of consulting contracts with the district employers; the number and amount of contracts and/or alliances from trade associations; the number and amount of technical assistance contracts with district employers; the number of College service area and regional employees participating in workforce training; percentage of courses and programs that align with in-demand jobs within the College's service area and region; employer satisfaction with workforce training; the number of employers who engage in repeat business; and the number of employers who convert from an agency funded source to employer paid contracts.

Specific measures for **student interest** may include data that demonstrates increased program relevance. A potential indicator might identify the percentage of courses and programs having professional recognition and/or nationally recognized credentials.

Specific measures for **enrollment** may include data that reflects CEU's, FTE, and headcount of students and employers taking workforce training courses. Data aggregated by student demographic profiles is appropriate. Potential indicators might identify the number of employers and students who participate in workforce training courses and programs, the number of professional CEU's earned in a fiscal year, and/or the percentage of employees within the district in private and public sectors taking workforce training courses in a fiscal year.

Specific measures for **employment readiness** may include data that demonstrates licensure pass rates and pass rates for certification exams. Potential indicators might describe the percentage of students that passed licensure exam within 6 months of completion of a workforce-training course or program and/or the number of students that passed nationally recognized certifications exams while enrolled at SCC or within 6 months of completion.

Key Monitoring Activities: [CONTINUED]

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

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

Change Log		Governance Unit: Board of Trustees
Date	Description of Change	
03-07-22	Initial Adoption	
12-05-22	Added Deployment Measures	
12-14-23	Board Reviewed, No Changes	
12-19-24		

Board Memorandum**Board of Trustees**

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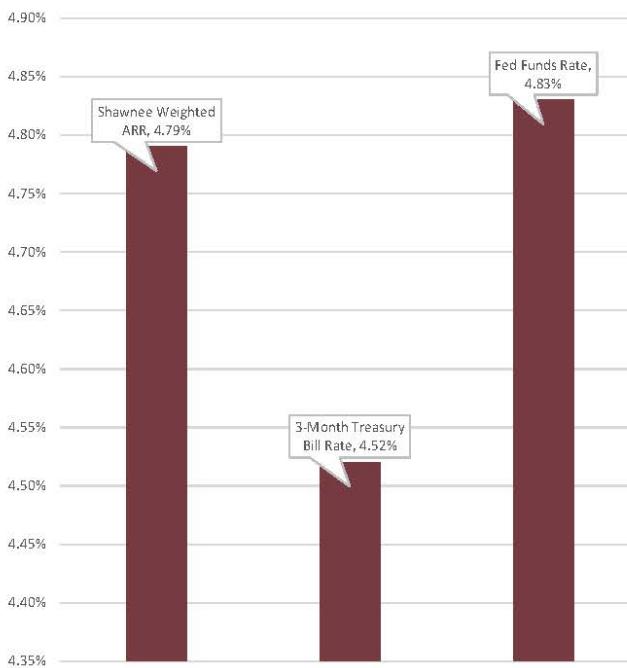
To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Quarterly Report - Finance & Investment
Date: 11.21.24

Background: As noted in, [Section 10 of Board Policy 4003](#) the College is to provide a Quarterly Finance & Investment Monitoring Report in the month of November. The second quarter report, following the format approved by the Board Finance Committee, is attached (next page).

VP Clark is available to answer any questions you may have about this report.

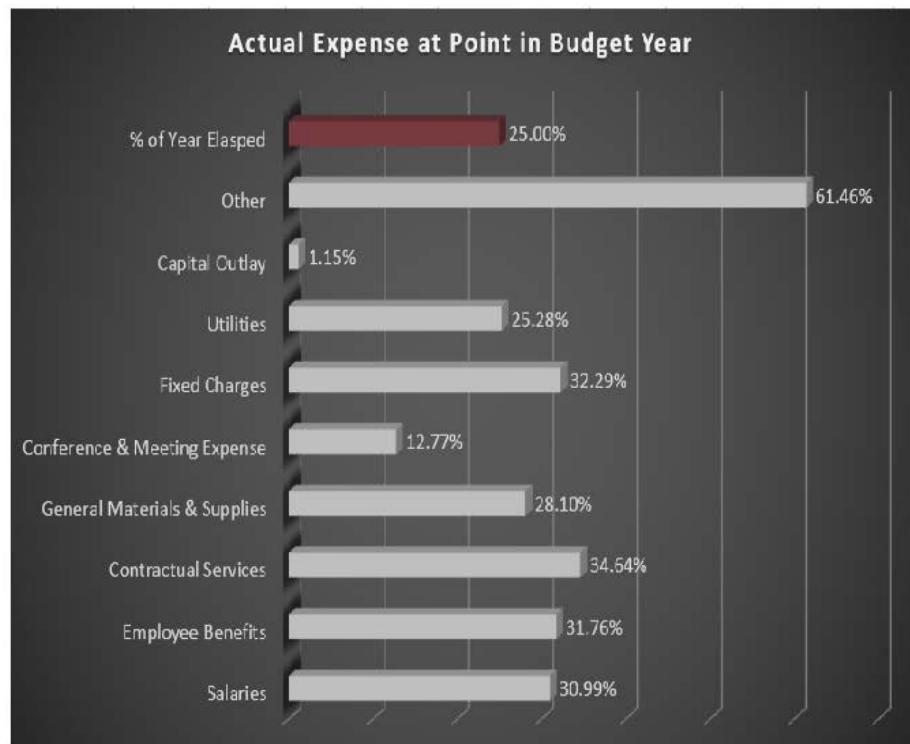
Recommendation: I recommend the Board review the Finance & Investment Quarterly report and direct any questions to the CFO or the President.

Investment Returns Compared to Benchmarks
September 2024

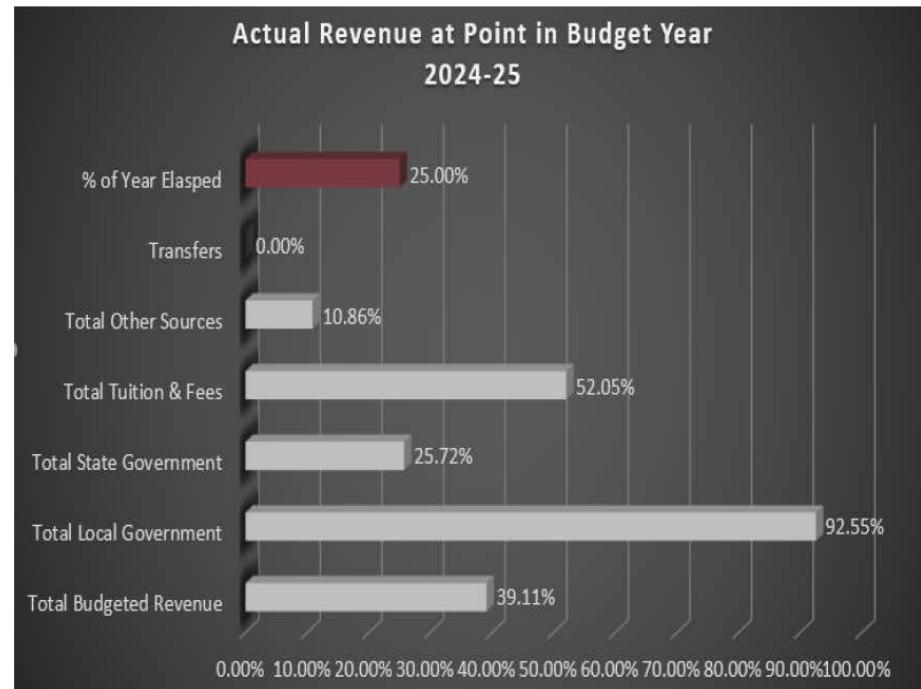


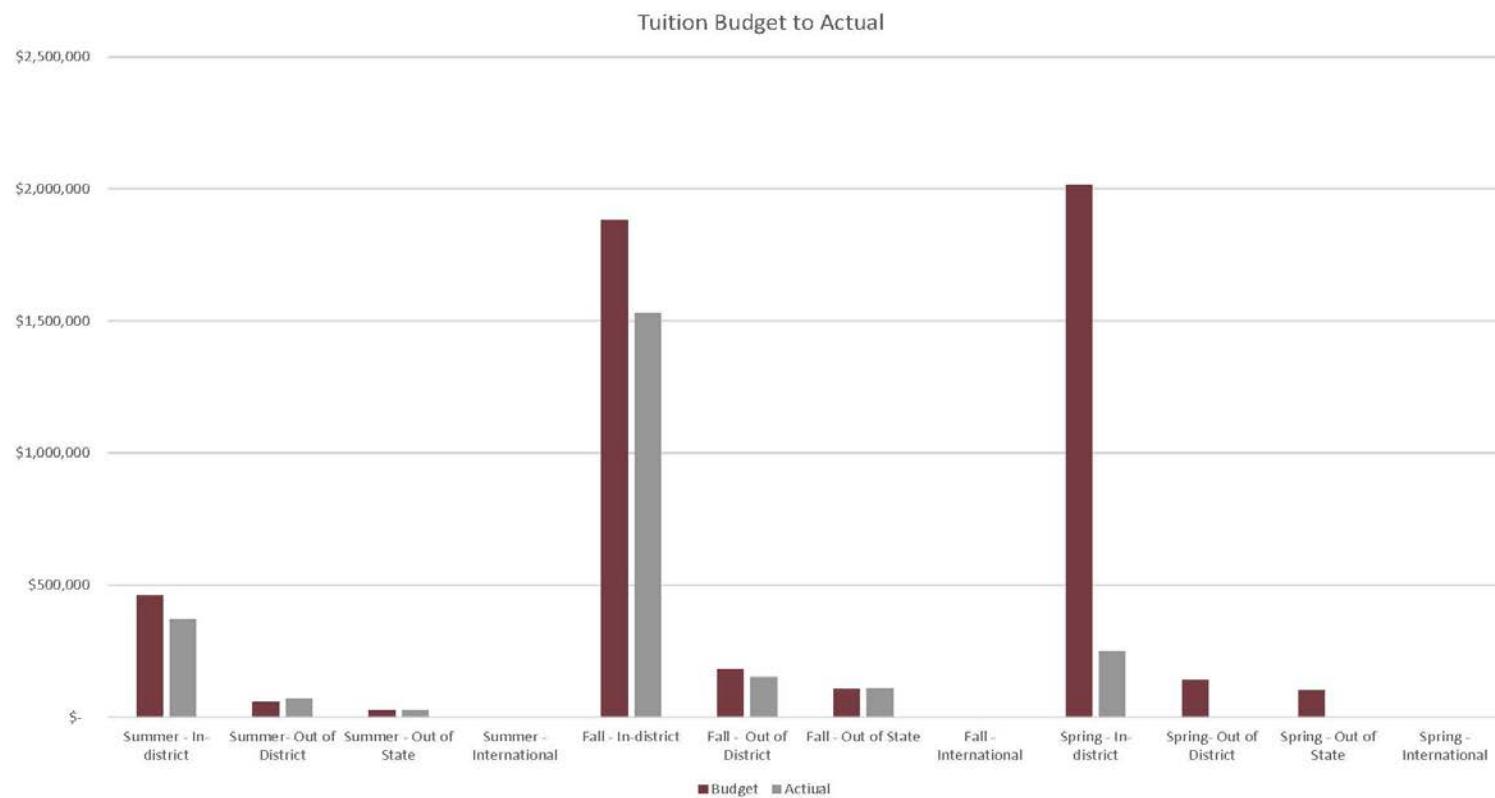
Banking Institution	Cost	Face Amount	Investments in PMA Financial			% of Investment at Pool	Weighted Avg Rate of Return
			Purchased Date	Maturity Date	Time		
Discover Bank	244,671.10	244,000.00	10/4/2022	10/4/2024	2yr	4.005%	4.07%
First Bank of Ohio, OH	233,000.00	249,677.05	4/21/2023	10/28/2024	15yr	4.750%	4.16%
Bank HaPoalim B M, NY	232,300.00	249,720.10	4/21/2023	10/28/2024	15yr	4.793%	4.16%
Schertz Bank & Trust, TX	233,350.00	249,675.95	4/27/2023	10/28/2024	15yr	4.643%	4.16%
Wells Fargo Bank	248,530.27	248,000.00	4/27/2023	11/4/2024	15yr	4.753%	4.14%
Baxter Credit Union, IL	227,450.00	249,595.43	4/27/2023	4/28/2025	2yr	4.770%	4.16%
Fieldpoint Private Bank & Trust, CT	226,800.00	249,627.80	4/21/2023	4/28/2025	2yr	4.927%	4.16%
The First National Bank of McGregor, TX	228,350.00	249,644.73	4/21/2023	4/28/2025	2yr	4.650%	4.16%
First Internet Bank of Indiana, IN	223,300.00	249,626.41	5/19/2023	5/19/2025	2	4.352%	4.16%
BMO Harris Bank NA	24-666.68	244,000.00	5/24/2023	5/27/2025	2yr	4.706%	4.07%
Western Alliance Bank, CA	231,500.00	249,878.50	5/26/2024	5/28/2025	1yr	5.212%	4.17%
KS StateBank, KS	228,400.00	249,832.18	6/2/2023	6/2/2025	2yr	4.600%	4.17%
First Heritage Bank	248,803.21	248,000.00	6/7/2023	6/6/2025	2yr	4.629%	4.14%
Morgan Stanley PVT Bank	243,663.03	243,000.00	6/7/2023	6/9/2025	2yr	4.756%	4.05%
Idaho First Bank	248,684.90	248,000.00	6/3/2023	6/9/2025	2yr	4.755%	4.14%
Parkway Bank & Trust Co	248,810.47	248,000.00	6/19/2023	6/15/2025	2yr	4.773%	4.14%
Gbank, NV	239,900.00	249,913.43	9/30/2024	9/30/2025	1yr	4.174%	4.17%
BOM Bank, LA	239,300.00	249,919.96	9/30/2024	9/30/2025	1yr	4.438%	4.44%
Cornerstone Bank, NE	221,400.00	249,896.30	4/25/2024	4/29/2026	2yr	4.847%	4.17%
Bank of America	243,453.12	243,000.00	5/2/2024	5/4/2026	2yr	4.850%	4.05%
Goldman Sachs Bank USA	243,201.46	243,000.00	5/7/2024	5/7/2026	2yr	4.856%	4.05%
Traditions Bank	243,453.32	243,000.00	5/8/2024	5/8/2026	2yr	4.851%	4.05%
Vibrant Credit Union, IL	226,050.00	249,635.58	5/20/2024	5/20/2026	2yr	5.112%	4.16%
Harmony Bank, TX	228,300.00	249,852.96	7/3/2024	7/2/2026	2yr	4.727%	4.73%
Liq Account Balance	4.74	4.74				5.13%	0.00%
Max Account Balance	47,860.51	47,860.51				5.23%	0.80%
Total	5,743,814.81	5,396,361.63					0.047%

SHAWNEE COMMUNITY COLLEGE EXPENDITURE REPORT OPERATING FUNDS					
FOR THREE MONTHS ENDED SEPTEMBER 30, 2024					
Percent of Year Complete is 25%					
	Legal Budget Original 9/30/24	Legal Budget As Adjusted 9/30/24	Year to Date Expenditures 9/30/24	(Over)Under Budget 9/30/24	Percent of Budget Expended 9/30/24
Expenditures By Program					
Instruction	\$ 4,051,752	\$ 4,052,252	\$ 1,160,148	\$ 2,392,104	
Academic Support	964,972	984,472	272,402	692,070	
Student Services	1,281,660	1,231,660	447,979	383,631	
Public Services	770,231	770,231	243,219	527,012	
Operation & Maint. of Plant	1,764,554	1,754,554	432,859	1,281,695	
Institutional Support	3,323,203	3,323,203	944,034	2,379,156	
Scholarship, Student Grants, & Waivers	1,781,607	1,781,607	1,158,682	802,925	
TRANSFERS	2,498,749	2,498,749	463,987	2,034,762	
Total 2024-25 Budgeted Expenditures	\$ 16,416,728	\$ 16,416,728	\$ 5,173,310	\$ 11,243,418	31.51%
ADJUSTED EXPENDITURES	\$ 16,416,728	\$ 16,416,728	\$ 5,173,310	\$ 11,243,418	
By Object					
Salaries	\$ 7,166,992	\$ 7,186,992	\$ 2,220,706	\$ 4,946,236	
Employee Benefits	882,678	882,676	230,625	602,351	
Contractual Services	1,318,501	1,318,501	456,725	861,776	
General Materials & Supplies	1,079,768	1,031,766	303,656	777,810	
Conference & Meeting Expense	244,150	244,150	31,167	212,983	
Fixed Charges	220,450	220,450	71,176	149,274	
Utilities	723,037	723,037	132,785	540,252	
Capital Outlay	240,500	238,500	2,753	235,747	
Other	1,886,907	1,836,907	1,159,730	727,177	
Provision for Contingency	155,030	155,000	-	155,000	
TRANSFERS	2,498,749	2,498,749	463,987	2,034,762	
Total 2024-25 Budgeted Expenditures	\$ 16,416,728	\$ 16,416,728	\$ 5,173,310	\$ 11,243,418	31.51%
ADJUSTED EXPENDITURES	\$ 16,416,728	\$ 16,416,728	\$ 5,173,310	\$ 11,243,418	

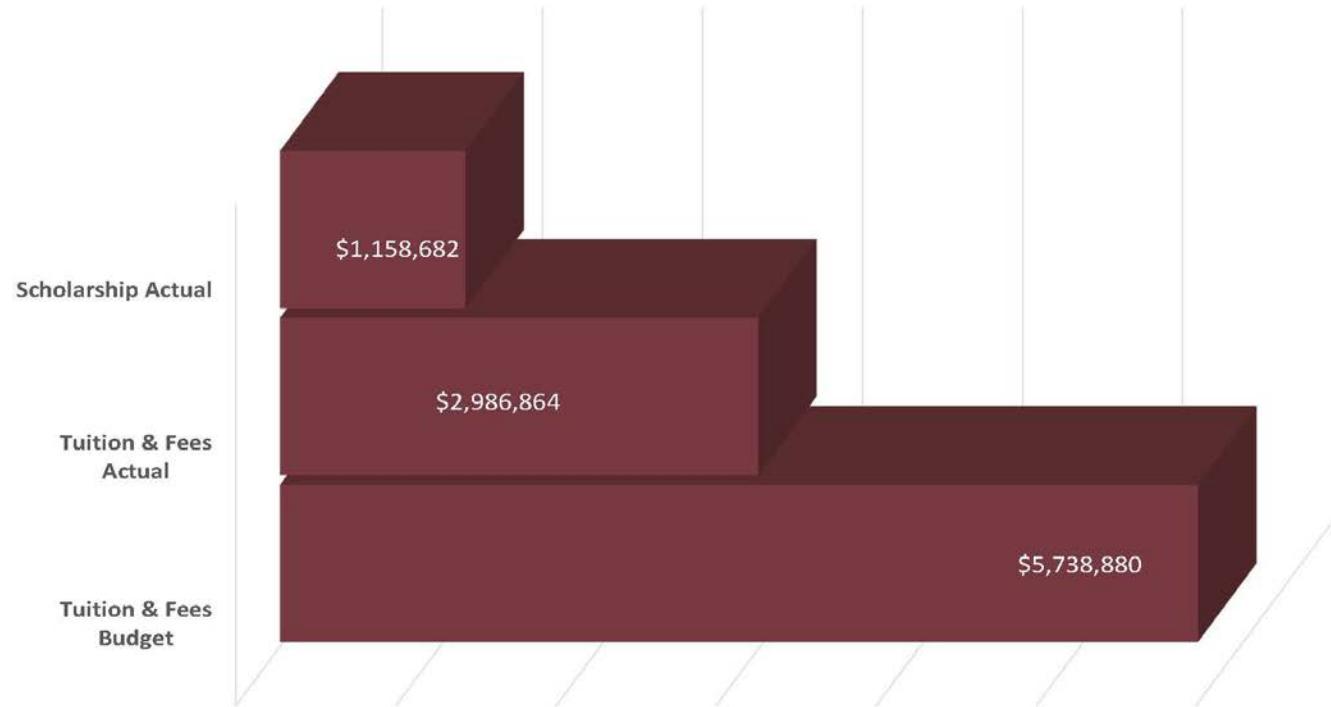


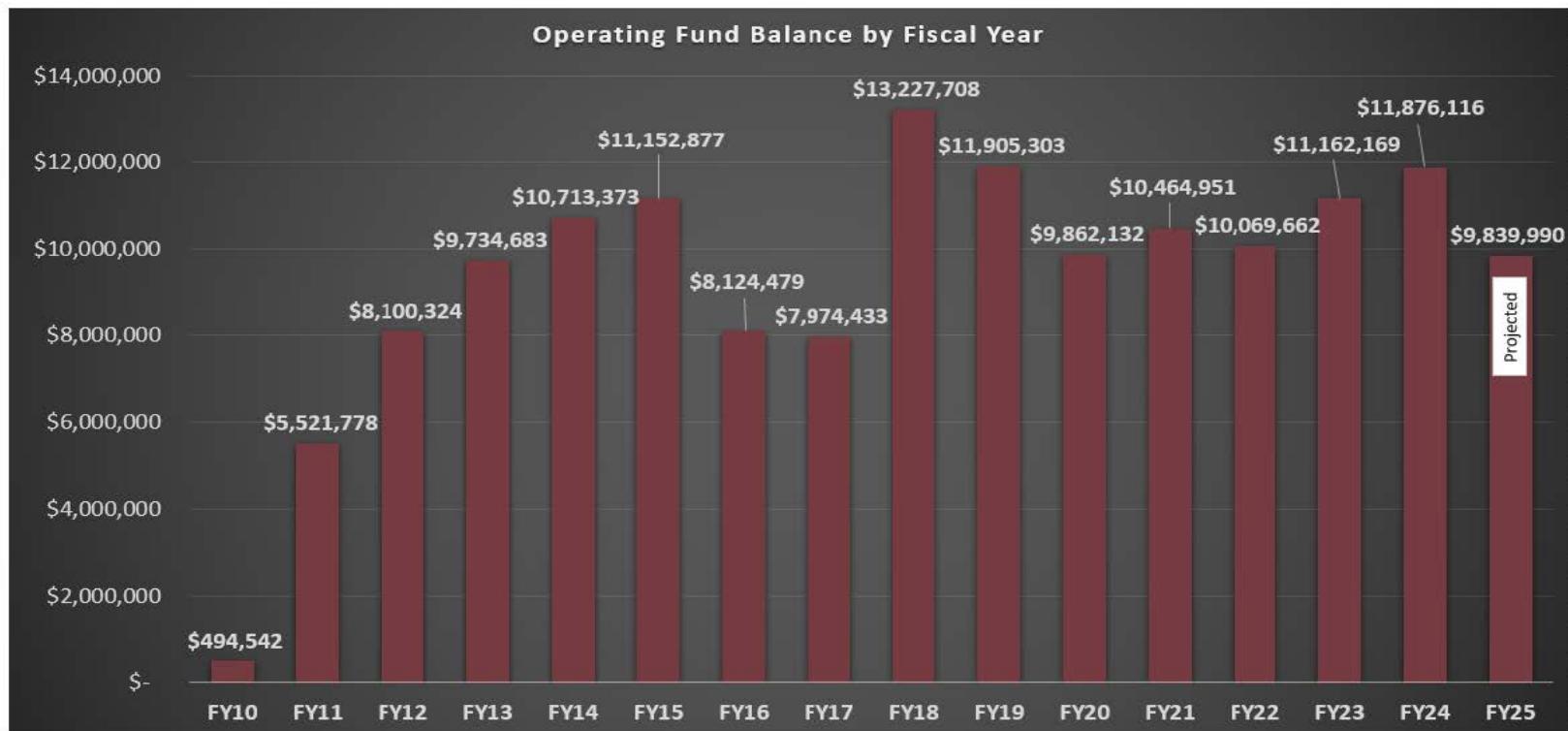
SHAWNEE COMMUNITY COLLEGE REVENUE REPORT OPERATING FUNDS FOR THREE MONTHS ENDED SEPTEMBER 30, 2024				
Percent of Year Complete is 25%	Legal Budget As Adjusted 9/30/24	Year to Date Revenues 9/30/24	(Over)/Under Budget 9/30/24	Percent of Budget Realized 9/30/24
Operating Revenues by Source				
Local government:				
Current taxes	\$ 2,128,589	\$ 1,300,281	\$ (818,228)	
Chargeback revenue	-	-	0	
TOTAL LOCAL GOVERNMENT	\$ 2,128,589	\$ 1,300,281	\$ 810,278	61.51%
State government:				
KCUB Credit Hour Grants	\$ 1,356,994	\$ 376,639	\$ 980,355	
KCBB Equalization Grants	3,115,120	776,779	2,338,341	
State Board of Education-				
Vocational Education	118,965	59,483	59,482	
Corporate Personal Property				
Replacement Tax	948,577	31,639	914,938	
TOTAL STATE GOVERNMENT	\$ 5,537,656	\$ 1,240,540	\$ 4,291,116	22.51%
Federal government:				
Federal Stimulus Funds-HFFRF	\$ -	\$ -	\$ -	
TOTAL FEDERAL GOVERNMENT	\$ -	\$ -	\$ -	
Student Tuition and Fees:				
Tuition	\$ 4,970,547	\$ 2,515,430	\$ 2,455,117	
Fees	788,333	411,414	788,294	
TOTAL TUITION AND FEES	\$ 5,730,000	\$ 2,906,064	\$ 2,752,016	52.05%
Other sources:				
Sales and Service Fees	\$ 66,341	\$ 15,229	\$ 51,118	
Facilities revenue	50,000	11,782	38,218	
Investment revenue	500,000	-	500,000	
Other sources	209,160	\$ 1,517	154,643	
TOTAL OTHER SOURCES	\$ 825,501	\$ 81,528	\$ (43,979)	9.88%
TRANSFERS	\$ 150,000	\$ -	\$ 150,000	
TOTAL 2024-25 BUDGETED REVENUE	\$ 14,380,602	\$ 6,624,213	\$ 8,766,389	39.11%
Less non-operating items:				
Tuition chargeback revenue	\$ -	\$ -	\$ -	
ADJUSTED REVENUE	\$ 14,380,602	\$ 5,624,213	\$ 8,756,389	30.11%

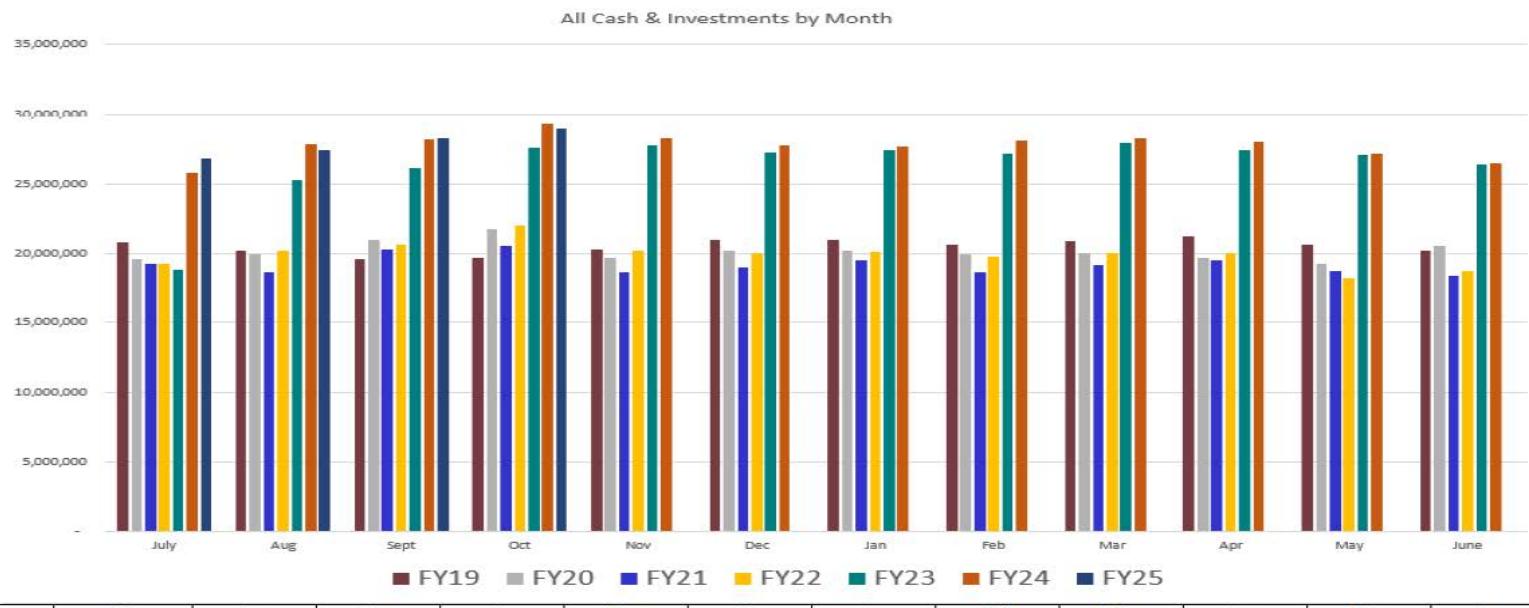




Tuition & Fees: Budget, Actual and Scholarship







	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY19	20,761,107	20,145,712	19,612,021	19,618,879	20,235,629	20,930,718	20,927,253	20,598,614	20,818,958	21,212,830	20,555,580	20,135,193
FY20	19,566,061	19,887,366	20,935,057	21,723,617	19,676,992	20,137,525	20,181,684	19,948,361	19,994,173	19,667,112	19,221,069	20,506,364
FY21	19,211,379	18,676,065	20,222,491	20,485,725	18,665,829	18,992,124	19,455,994	18,682,127	19,171,204	19,449,744	18,694,110	18,360,644
FY22	19,247,103	20,171,895	20,558,158	21,963,753	20,172,869	19,965,744	20,099,758	19,765,901	19,997,225	20,020,964	18,186,130	18,710,473
FY23	18,827,694	25,301,025	26,123,158	27,571,153	27,777,850	27,222,215	27,376,483	27,129,104	27,887,808	27,434,097	27,020,522	26,368,079
FY24	25,756,409	27,829,102	28,166,281	29,242,141	28,258,435	27,697,488	27,627,006	28,039,983	28,264,073	28,014,092	27,155,058	26,464,092
FY25	26,839,296	27,417,832	28,256,308	28,960,122								

**REGULAR MEETING
BOARD OF TRUSTEES DISTRICT NO. 531
SCC RIVER ROOM
OCTOBER 17, 2024, 6:00 P.M.**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held October 17, 2024 in the River Room and via Zoom. The meeting was called to order by Chairperson Steve Heisner.

- I. Call to Order
- II. Pledge of Allegiance
- III. 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 (via Zoom)
 Dr. Kristin Shelby, Dean of Transfer & Adult Education
 Kristy Stephenson, Dean of Career & Technical Programs (via Zoom)
 Jesse Smith-Fulia, Faculty, S.C.E.A. President
 Wendy Harris, Faculty, Department Chair
 Karen McGoy, Payroll Specialist
 Dwayne Fehrenbacher, Director of Information Technology (via Zoom)
 Adrian Fox, Events Coordinator
 Jonathan Van Meter, Computer Services Specialist
 Dr. Dane Muckler, Curriculum Development Manager
 Mackenzie Scherer, Small Business Development Director
 Melissa Luttenbacher, Director of Workforce Development
 Lindsay Johnson, Director of Community Education & Outreach Centers
 Sophia Conley, Administrative Support Specialist, Massac County Extension Center
 Donna Vassallo-Schlener, Inclusive Outliers, HR Consultant
 John Schneider, Attorney
 Tina Dudley, Executive Assistant
 Becky Hawes, Executive Assistant (via Zoom)
 Jackie Hamilton-Smith, Executive Assistant (via Zoom)
 Danielle Boyd, Registrar (via Zoom)
 Dr. Ian Nicolaides, Faculty, Department Chair (via Zoom)
 Amber Suggs, Director of Student Support Services (via Zoom)
 Brandy Woods, Director of Business Services
 Julie Villa, Cordogan Clark (via Zoom)
 Greg Goebel, Cordogan Clark (via Zoom)
 Chris Huff, Dreamscapes Learn (via Zoom)

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Student Ambassadors:

Mary Pender	Jada Furlow
Princess Smith	Chassidy Johnson
Luke Choate	Riley Wright
Ty Schuetz	Ashlyn Pierson
Katie Meyer	Brody Greer
Ellie Rottman	

V. Agenda & Addendums**ACTION - 1**

A motion was made by Deborah Shelton-Yates and seconded by Michael Deno 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, and A. Witthoft all voted Yea. J. Darden and T. Schultz were absent. The Chairperson declared the motion carried.

VI. Recognition of Guests and Public Comment

- Melissa Luttenbacher introduced Mackenzie Scherer
- Lindsay Johnson introduced Sophia Conley
- Felicia Rouse introduced Donna Vassallo-Schlener
- Carrie Davis introduced the Student Ambassadors

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. Further information included all district High Schools were present at the Counselor's Retreat on September 12 with the exception of Cairo, and Cobden had to leave early. Also, April Moore commended the Criminal Justice classroom experience.
- The Saints Foundation report was previously provided and there were no further updates.
- The ICCTA report included the dates for the ACCT Summit on February 9-12, 2025 in Washington.

VIII. Monitoring Reports & Board Policy Review

A. Acceptance of Transfer Programming Annual Report (First Read) - **ACCEPTED**

- Transfer Programming Policy B1003

ACTION - 2

A motion was made by Andrea Witthoft and seconded by Nancy Holt to approve the Consent Agenda with a correction to the Board Finance Committee Meeting Minutes.

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

Minutes pp. 2 of 5

IX. Approval of Consent Agenda

- A. Disposition of Minutes from 09/19/24 Regular Board Meeting Minutes - **APPROVED**
- B. Disposition of Minutes from 10/07/24 Special Board Meeting Minutes, Board Finance Committee - **APPROVED** (with completion of sentence of all members voted in favor of adjournment)
- C. Acceptance of Treasurer's Report - **APPROVED**
- D. Consideration for Ratification of September Bills - **APPROVED**
- E. Acceptance of Personnel Report - **APPROVED**

X. Shared Governance - Administrative Update

- C. New/Revised 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 Standard
 - 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

XI. A. i. BOARD FINANCE COMMITTEE - CONSIDERATION FOR APPROVAL TO ADVANCE WITH FACILITY MASTER PLAN DIRECTION**ACTION - 3**

A motion was made by Michael Deno and seconded by April Moore to provide Cordogan Clark with direction so the Facility Master Plan can be completed.

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

XI. A. ii. BOARD FINANCE COMMITTEE - CONSIDERATION FOR ACCEPTANCE OF AGREEMENT WITH DREAMSCAPE LEARN**ACTION - 4**

A motion was made by Nancy Holt and seconded by Deborah Shelton-Yates to authorize the CEO to enter into an Agreement with Dreamscape Learn to initiate the creation of an Immersive Learning Center Concept.

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

XI. B. CONSIDERATION FOR APPROVAL OF DUAL CREDIT AGREEMENT FOR TYPE-C COURSES

ACTION - 5

A motion was made by Andrea Witthoft and seconded by Michael Deno to 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.

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

XI. C. CONSIDERATION FOR ACCEPTANCE OF SICCM DISSOLUTION DETAILS

ACTION - 6

A motion was made by Andrea Witthoft and seconded by Nancy Holt to authorize the CEO to execute the SICCM Plan of Dissolution and Liquidation and sign the Written Consent of Dissolution Resolution.

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

XI. C. CONSIDERATION FOR ACCEPTANCE OF SICCM DISSOLUTION DETAILS

ACTION - 7

A motion was made by Deborah Shelton-Yates and seconded by April Moore to authorize the CEO to negotiate and accept offers on behalf of the Board for SICCM owned real estate.

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

XI. D. CONSIDERATION FOR ACCEPTANCE OF AGREEMENT WITH AEGIS

ACTION - 8

A motion was made by Nancy Holt and seconded by Deborah Shelton-Yates to authorize the CEO to enter into a contract with Aegis Grant Consulting, LLC. for consultation and writing services in developing an Education Talent Search application.

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

XI. E. CONSIDERATION FOR SCHEDULING A BOARD RETREAT

ACTION - 9

A motion was made by Michael Deno and seconded by Deborah Shelton-Yates to establish a date for the Spring 2025 Retreat and authorize the Board Chair and CEO to begin planning the details.

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

XI. F. ACCREDITATION AND RECOGNITION UPDATE

No Motion Necessary

XII. EXECUTIVE SESSION

ACTION - 10

A motion was made by Nancy Holt and seconded by April Moore to adjourn into Executive Session at 8:01pm 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, and A. Witthoft all voted Yea. J. Darden and T. Schultz were absent. The Chairperson declared the motion carried.

ACTION - 11

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to adjourn out of Executive Session at 9:19pm.

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

ACTION - 12

A motion was made by Michael Deno and seconded by Nancy Holt to approve the minutes of the Executive Session held on October 17, 2024.

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

XIV. TRUSTEE COMMENTS

XV. ADJOURNMENT

ACTION - 13

A motion was made by Deborah Shelton-Yates and seconded by April Moore to adjourn at 9:20pm.

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

Minutes pp. 5 of 5



**SPECIAL MEETING MINUTES
BOARD OF TRUSTEES / BOARD FINANCE COMMITTEE
SHAWNEE COMMUNITY COLLEGE DISTRICT #531
FOUNDERS ROOM, ULLIN, IL
NOVEMBER 6, 2024 @ 9:00AM**

I. Call to Order

Chairperson Witthoft called the meeting to order at 9:04am.

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
√	Jeff McGoy, CSSO		√	Mindy Reach, Director of Enrollment Svcs
√	Keyarra Blissett, Coordinator of Financial Aid/Veteran Affairs		√	Brandy Woods, Director of Business Svcs

IV. Recognition of Guests and Public Comment

There were no guests or public comments.

V. Presentation, Discussion, and Action Items

A. Develop Tuition Policy/Strategy

Enrollment Forecasting

Dr. Taylor presented the Enrollment Projection Document and distributed a correlation document. This working document will be updated/adjusted prior to rolling out any recommended tuition strategy. The projection tool takes into account several variables including K-12 student enrollment, unemployment rates, dual-credit/dual-enrollment, and overall population trends.

Further discussion will occur during the January Board Retreat as well as be presented to the Decennial Committee.

Revenue & Operational Cost Projections

Chris shared Cost Projection Document, reiterating the conservative approach to the budget forecasting. Variables considered include the current tax, credit hour, property tax, and state-issued funding. Several items will affect cost projections and this form will continue to be manipulate to adjust to:

- Overall impact of new programming.
- Expenditure cuts.
- Investments/improvement (non-traditional students/workforce development, etc.).
- Tuition Strategy.
- Instructional Costs.

Program/Discipline Cost Model

Dr. Taylor presented the Program/Discipline Cost Model Document which represents the College-wide cost by faculty-type/program. This document is under construction and will include adjustments related to Adult Education, miscellaneous revenue, and HCCTP programming. This tool will be used in an effort to decrease costs and increase revenue.

Presentation - Financial Aid Outcomes & Practices

The Financial Aid department presented on the various form of assistance as well as initiatives to enhance Veteran Services and FAFSA completion. Assistive documents distributed included "Financial Aid Information", "Federal Student Aid Terms & Definitions", and a spreadsheet noting overall internal waiver and external Foundation scholarship opportunities.

VI. Adjournment

Nancy made a motion to adjourn the meeting at 12:10pm, with a second by Andrea. All members voted in favor and the motion carried.

SHAWNEE COMMUNITY COLLEGE
Fund Balances
As of October 31, 2024

Fund	
Education	\$10,581,496.99
Operations & Maintenance (Building)	\$3,033,184.91
Operations & Maintenance (Restricted Building)	\$8,501,154.11
Bond & Interest	\$1,525,869.17
Auxiliary Enterprises	\$134,858.16
Working Cash	\$5,873,869.95
Trust & Agency	\$252,374.88
Audit	\$38,291.20
Liability Protection Settlement (TORT)	\$989,294.86
Grand Total	\$30,930,394.23

SHAWNEE COMMUNITY COLLEGE
Operating Funds
Statement of Revenue, Expenses, & Changes in Net Assets
For Four Months Ended October 31, 2024

REVENUES	Education Fund	O&M Fund
Local Government Sources	\$ 1,156,856	\$ 581,504
State Government Sources	1,591,314	211,482
Tuition & Fees	3,295,638	
Sales & Service Fees	19,226	
Facilities Revenue	-	16,359
Investment Revenue		
Other Revenue	55,588	7,270
Total Revenues:	\$ 6,118,622	\$ 816,615
EXPENDITURES		
Instruction	1,160,148	
Academic Support	272,402	
Student Services	447,979	
Public Services/Continuing Education	243,219	
Operations & Maintenance of Plant		482,859
Institutional Support	944,034	
Scholarships, Student Grants, & Waivers	1,158,682	
Total Expenditures:	\$ 4,226,464	\$ 482,859
TOTAL TRANSFERS AMONG FUNDS:		
Interfund Transfers		
Total Transfers Among Funds:	463,987	-
NET INCREASE/DECREASE IN NET ASSETS	\$ 1,428,171	\$ 333,756

Board Memorandum

**Board of Trustees**

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

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 October Bills
Date: 11.21.24

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

Fund	Expenditures (Bills) Fiscal Year 2025				△ Budget to Actual
	Budget	Previously Approved	October*		
Education	\$13,652,174	3,333,469.00	1,356,982.00	\$8,961,723.00	
Building	\$2,764,554	415,170.00	67,689.00	\$2,281,695.00	
Building (Restricted)	\$9,303,315	278,351.82	50,545.46	\$8,974,417.72	
Bond & Interest	\$1,396,375	-	-	\$1,396,375.00	
Auxiliary Enterprises	\$1,686,092	465,082.69	292,067.99	\$928,941.32	
Restricted Purposes	\$6,374,723	635,324.39	1,278,168.96	\$4,461,229.65	
Trust & Agency	-	14,062.36	475.06	-	
Audit	\$50,000	27,500.00	-	\$22,500.00	
Liability/Protect/Settle	\$1,557,311	449,366.10	84,969.43	\$1,022,975.47	
Grand Total	\$36,784,544	\$5,618,326.36	\$3,130,897.90	\$28,049,857.16	

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

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

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: Felicia Rouse

RE: Personnel Report

Date: 11.21.24

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

Part-Time Ratifications

- Trina Moore, Assistant, Financial Aid - \$15 per hour
- Mike Burgess, Adult Ed Instructor - \$24 per hour

Resignation

- Rob Lucas resigned from the Education Technology Specialist position effective November 15, 2024

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

Full-Time

- Academic Specialist (TRiO)
- Administrative Assistant to Dean of CTE
- Data Reporting Specialist
- Education Technology Coordinator
- Executive Assistant to VP of Administrative Services
- Information Technology Student Support Specialist
- Nursing Simulation Coordinator & Student Success Coach
- Small Business Development Center Advisor

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

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: Treasurer's Bond Renewal
Date: 11.21.24

Background: According to [110 ILCS 805/7-26](#) of the Illinois Community College Act, “*the community college treasurer shall, before receiving any of such money, execute a surety bond with a surety company authorized to do business in this State conditioned upon the faithful discharge of his duties.*”

Further, the ICCB, in its [Fiscal Management Manual](#), clarifies, “each community college treasurer must be bonded. *A copy of each bond must be filed with the county clerk(s) and the ICCB*” p. 44. The completed [form](#), utilizing ICCB’s suggested statutory language for Community College Treasurer’s Bond, is attached to this memo.

The premium for a one-year term Public Official Bond for the Treasurer, with coverage of \$6,900,000, is \$8,428. A copy of the quote is noted below.

On behalf of Travelers Casualty and Surety Company of America we are pleased to offer this quotation for **Chris Clark** pursuant to the following terms & conditions:

<u>Coverage</u>	<u>Total Limit of Bond</u>	<u>Deductible</u>	<u>Premium</u>
Treasurer	\$6,900,000	\$0	\$8,428

Recommendation: I recommend the Board approve the College Treasurer's Bond as presented and authorize the President to execute payment and file copies in accordance with ICCB Fiscal Rules.

Illinois Community College Board

COMMUNITY COLLEGE TREASURER'S BOND

Community College District Name: Shawnee Community College Dist. No. 531

County(ies) of Alexander, Massac, Pulaski, Union, Johnson and Jackson

Know All Men by These Present: That we, Travelers Casualty/American and Motors/CC Services are held and firmly bound, jointly and severally, unto the Board of Community College District No. 531, County(ies) of Alexander, Massac, Pulaski, Union, Johnson and Jackson, and State of Illinois in the penal sum of see below dollars, for the payment of which we bind ourselves, our heirs, executors and administrators firmly by these presents.

In witness whereof we have hereunto set our hands and seals this 21st day of November, 2024. The condition of this obligation is such that if Chris Clark, treasurer in the district aforesaid, faithfully discharges the duties of his office, according to law, and shall deliver to his successor in office, after that successor has qualified by giving bond as provided by law, all monies, books, papers, securities and property, which shall come into her/his hands or control, as such treasurer, from the date of his bond up to the time that his successor has qualified as treasurer, by giving such bond as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Signed: _____

Approved and accepted by the Board of Community College District No. 531 County(ies) of Alexander, Massac, Pulaski, Union, Johnson and Jackson, and State of Illinois.

By _____, Chairman _____, Secretary _____

General Fund \$6,900,000 107584497 yrly. bond Exp. 01/01/26

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. Tim Taylor
RE: Shared Governance – Administrative Update
Date: 11.21.24

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 October 24, 2024, and approved by the President.

- A. New Policies
 - i. [A4000](#) Culture of Professionalism and Inclusion
 - ii. [A4100](#) Pursuit of Excellence in Employment Practices
- B. New/Revised Operating Standards
 - i. None

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

Recommendation: None

Board Memorandum



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 Felicia Rouse

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: HLC Criterion 1 - Presentation
Date: 11.21.24

Background: We are pleased to announce that the Higher Learning Commission (HLC) Comprehensive Evaluation Visit is scheduled for January 27-28, 2025. In preparation, we are providing you with a presentation led by Dr. Shelby and the HLC Steering Team, designed to deepen your understanding of the college's alignment with HLC Criterion-1: Mission. This session will highlight how our mission, vision, and values drive our operations, shape our decision-making, and foster meaningful community engagement.

Criterion-1 emphasizes the college's mission and its central role in informing policies, practices, and initiatives. It evaluates how well our mission meets the educational needs of our students, aligns with the goals of our faculty and staff, and serves the public good. Our presentation will illustrate how we fulfill these responsibilities and align with HLC standards.

Here are the key topics to be covered:

- Communication & implementation of our mission across the college.
- Evidence of mission-aligned decision-making and resource allocation.
- Examples of community engagement and public service initiatives.
- Strategic planning that supports our mission-driven goals.

To support your review, we've attached the current version of the Criterion 1 self-study, which provides a comprehensive overview of our progress and achievements in this area. This document, alongside the presentation, is intended to equip you with a clear, thorough understanding of Criterion-1 in preparation for the upcoming review.

We appreciate your engagement and support as we work together to uphold HLC expectations and deepen our commitment to our students and community.

Recommendation: None

2024-25 SHAWNEE COMMUNITY COLLEGE HLC ASSURANCE ARGUMENT

CRITERION 1. MISSION

The institution's mission is clear and articulated publicly; it guides the institution's operations.

CORE COMPONENT 1.A

1.A. The institution's mission is articulated publicly and operationalized throughout the institution.

1. The mission was developed through a process suited to the context of the institution.
2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.
3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.
4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.
5. The institution clearly articulates its mission through public information, such as statements of purpose, vision, values, goals, plans or institutional priorities.

1.A.1. Narrative

The mission statement (in evidence folder) is periodically reviewed to determine ongoing relevance to the district. A comprehensive review of the mission statement was conducted in 2020-2021 upon the hiring of the new President in September of 2020. That process included the following activities

Listening Tour. Beginning in November of 2020, President Taylor and the senior leadership began a “listening tour” with College constituents, including community members, employees, and students. An example of the breadth of this “tour” can be seen in President Taylor’s December 2020 Report to the Board of Trustees (in evidence folder). At that time, thirty “Meet & Greet” activities with employees had already been completed, tours of the Anna, Cairo, and Metropolis Extension Centers had been completed, and he had met with more than 80 students at the main campus and extension centers. Meetings with the remaining full-time employees were conducted through January 2021. So far, meetings with five K-12 superintendents were documented, meetings with the remaining 14 were scheduled, and he and senior leaders had toured local businesses and spoke with area employers.

Strategic Planning Summits. President Taylor transitioned into Strategic Planning Summits in March of 2021, where the mission of the College was assessed while reviewing and revising the College’s existing Strategic Plan. A summary of these four summits is provided in his April 2021 President’s Report to the Board of Trustees (p. 3-4, 7-9) (in evidence folder). The Strategic

Plan (in evidence folder) was adopted at the July 6, 2021 BoT meeting (p. 30-31). (in evidence folder)

Strategic Outcomes Policy Development. In addition to the “listening tour” and Strategic Planning summits, President Taylor and the Board of Trustees did a comprehensive review of the mission resulting in the development of Strategic Outcomes Policies, included in the Board Policy Manual (p. 4-35) (in evidence folder).

The purpose of the Strategic Outcomes Policies is to operationalize the mission through the College’s programming, clearly articulating the College’s purpose on behalf of the community and expressing how the employees will achieve the mission. The review, development and adoption process began in May of 2021, and included the Board of Trustees, Administrators, and SCC employees. President Taylor and the Board of Trustees formed an ad hoc committee to draft the initial policies that the Board would eventually adopt (see the Ad Hoc Committee Timeline) (in evidence folder). Policy training and adoption were standing items on Board of Trustees meetings during the 2021-2022 years, as can be seen in the January 18, 2021 agenda (p. 2, Item VIII, E. and F.) (in evidence folder). President Taylor utilized the Shared Governance process to collaborate with administration and SCC employees as evidenced in the June 2021 President’s Board of Trustees report (p. 2) (in evidence folder). This resulted in the drafting and approval of the Strategic Outcomes Policies (Board Policy Manual, p. 4-35). The final Board of Trustees Policy Manual was adopted at the March 7, 2022 BoT meeting (p. 4) (in evidence folder).

Emphasis on Mission-Specific Board Policies and Strategic Outcomes. The strategic outcomes policies ensure the mission statement identifies what the College intends to accomplish as it *carries out the Board’s purpose*. The policies begin with *B1000 College’s Purpose* (Board Policy Manual, p. 4) and *B1001 Mission, Vision, and Values* (Board Policy Manual, p. 6) where the Board clearly articulates the College’s purpose on behalf of the community and designates the President to interpret the Board’s policy on purpose and develop an inclusive and collaborative process that expresses how the employees will achieve the purpose through various public means documents, including statements of mission, vision and values.

The *B1001 Mission, Vision, and Values* policy designates in writing that the Board, in collaboration with the President, shall continually review and suggest revisions to the mission, vision, and values to strengthen the alignment between Board expectations and employee efforts, support HLC accreditation requirements, make them available on the College’s website and, as determined by the President, through other public sources. The subsequent Strategic Outcomes Policies articulate values of the strategic outcomes identified in *B1000* and *B1001*, operationalizing the College’s mission, and identifying the key performance indicators for measuring the effectiveness, as described in *B1002 Monitoring College Effectiveness* (p. 7-8).

In accordance with *B1002*, an annual monitoring report is submitted to the Board for each strategic outcome. This monitoring system was intentionally integrated into policy to ensure the College is reviewing its mission on an ongoing basis. An example of the ongoing review of the mission, vision, and values through the monitoring of the Strategic Outcomes can be seen in the March 21, 2024 Board of Trustees Board Meeting, p. 2, *VIII. Monitoring Reports & Board Policy Review*, pages 49-93 (in evidence folder). To illustrate, *B1000 College Purpose* (Board Policy Manual, p. 4) identifies transfer courses and degrees as an essential service that prepares students for the first two years of a baccalaureate education. As such, Strategic Outcome Policy *B1003 Transfer Programming* (Board Policy Manual, p. 9-10) operationalizes this outcome and determines how the Board will monitor its effectiveness by recommending key performance

indicators (KPIs) from the College's Effectiveness System (**1A1 Transfer programming monitoring report example in evidence folder**).

Ensuring the activities in each monitoring report are aligned with the Strategic Plan strategies takes the Colleges' Purpose, Mission, Vision, and Values beyond operational to actualized. In February of 2024, the Institutional Effectiveness *A1300.05 Strategic Planning* procedure (**in evidence folder**) was adopted by the College's Executive Council, recognizing strategic planning as "a fundamental process for the College to align its Mission, Values, and Goals in ways that help the College achieve its Vision". As is outlined in this procedure, the Strategic Plan Development Process begins with the review, refresh, and strengthening of the operational implementation of the College's Mission (p. 5).

1.A.2. Narrative (**1A2 Key Webpage Links in evidence folder**)

The SCC mission is a "living statement" that guides every aspect of the institution, as described in 1.A.1. As the Mission states, SCC endeavors to demonstrate quality in 1.) higher education, 2.) community education, 3.) training, and 4.) services that are accessible, affordable, and promote life-long learning. The mission statement is based on the values collectively held by the College, which are Life-Long Learning, Role as a Change Agent for the Public Good, Equal Access to Educational Opportunities for all Citizens, Multicultural Diversity within a Pluralistic Society, The Dignity and Worth of Individuals, Systematic and Participatory Management Approach to Decision Making, Reciprocal Relationship with the Community, Prudent Utilization of Resources, and Pursuit of Excellence, and demonstrated in the following areas.

1.) Higher Education Programming

Strategic Outcomes Policies *B1003 Transfer Programming* (p. 9-10), *B1004 Professional Programming* (p. 11-13), *B1008 College Readiness* (p. 22-24), *B1009 Adult Education Programming* (p. 25-27), and *B1011 Accreditation and Certification* (p. 31-32) articulate the College's programming that describes the values of each type to the internal and external College stakeholders. This ensures that the mission of the College is carried out through the design, implementation, and evaluation of all types of programming.

To illustrate, *B1008 College Readiness* states, "Students receive greater benefit when they can navigate through college readiness courses and sequences as quickly as possible. The College benefits when students successfully transition into and successfully complete college-level coursework as soon as possible". Strategic Plan initiative 2.4.C. is "accelerate developmental education course sequences". This is demonstrated in the 2023 *B1008 College Readiness* Board monitoring report (p. 10) (**in evidence folder**) and the development and implementation of math and English multiple measures placement and co-requisite courses.

2.) Community Education

Strategic Outcomes Policy *B1007 Community Education* (Board Policy Manual, p. 20-21) articulates how the College will accomplish this part of our mission and directs the President and employees to deliver "lifelong learning activities" that help students "enrich their lives, increase their personal satisfaction, gain a sense of self fulfillment, adapt to change, increase their wisdom, and strike a balance between work and life" and identifies the key performance indicators the Board of Trustees will use annually to monitor the College's progress in fulfilling this aspect of our mission.

3.) Workforce Training

Strategic Outcomes Policy *B1008 Workforce Training* (Board Policy Manual, p. 17-19) articulates how the College will fulfill the training part of our mission through workforce training, consulting, and technical assistance programs and services essential to support public

and private sector development. For example, *B1008* states the College's service area employees "receive value by engaging in the College workforce development programs designed to help them upgrade their skills or retrain for a new job". This is highlighted through the following examples. The College is collaborating with the Federal Highway Administration and Illinois Department of Transportation to offer a Highway Construction Career Training Program in an effort to increase access to highway construction jobs for minorities, women and disadvantaged individuals. The Health Services Training Center's goal is to deliver the most up-to-date, science-based training for treating life threatening emergencies in the workplace and community, such as CPR, AED, EMT, first-aid, and basic life safety.

4.) Services that are Accessible, Affordable, Promote Life-Long Learning

Strategic Outcomes Policies *B1010 Student Services* (p. 28-30) and *B1012 Diversity, Equity and Inclusion* (p. 33-35) articulate the importance of "providing essential resources to enable students to identify, pursue, persist, and complete their academic goals" and "ensuring that diversity, in all its forms, is respected and valued by fostering and promoting an environment of equity, inclusiveness and feelings of belonging". *B1012* describes the value to all stakeholders when the College is committed to services and programming aligned with our mission- increasing cultural competency through understanding and engagement with multicultural, social, and civic issues. For instance, the College offers free tutoring and counseling services to all students through the Student Success Center.

1.A.3. Narrative

SCC's Vision is "Student Centered, Community Connected". The Vision and Mission are not merely statements; they are guiding principles that inform every aspect of the service to the community. As demonstrated in 1.A.1 and 1.A.2, the nature, scope, and value of the service to the College's constituents are clearly defined. These services are intentionally planned, implemented, evaluated, and continually improved to ensure SCC continually achieves its Mission, Vision, and Values.

As evidence of this, professional programming and workforce training are identified in *B1000 College Purpose* (Board Policy Manual, p. 4) as essential services provided by the College.

Strategic Outcome Policy *B1004 Professional Programming* (Board Policy Manual, p. 11-13) (**need Professional Programming monitoring report as evidence**) states the nature and scope of this essential service and describes the constituents for which it is designed through carefully developed value statements:

- To prepare students for direct entry level employment in the workplace, and to ensure they earn a wage in a high skill-high demand career located within the district after completion of a SCC professional course or program of study.
- To supply employers with employees who possess the knowledge, skills and abilities needed to succeed, and an agile and skilled workforce that brings new ideas and creativity to a rapidly changing market and work environment.

Strategic Outcome Policy *B1008 Workforce Training* (Board Policy Manual, p. 17-19) (**need Workforce Training monitoring report as evidence**) describes the nature of this service as a contribution to "a culture of continuity and consistency; improved productivity and revenue

growth; and the opportunity to develop future organizational leaders". The constituents for which it is designed through carefully developed value statements:

- Employees - alignment of employee skills with business goals and objectives, improved employee loyalty, morale, job satisfaction, and retention.
- Employers - consulting or technical assistance services that lead to improved productivity and profitability.

SCC's programs and services are designed to meet the needs of individuals from all walks of life, ensuring everyone can pursue their educational and career goals. Outreach efforts are extended beyond the campus through partnerships with local organizations and businesses, providing valuable resources and opportunities to the broader community.

1.A.4. Narrative

SCC's academic offerings, student support services, and enrollment profile are thoughtfully crafted to align with our mission. Maintaining consistency between the mission and institutional practices, SCC remains steadfast in its commitment to serving the needs of students and community members and empowering them to achieve their academic, professional, and community educational goals.

Academic Offerings:

SCC's academic programs are designed to meet student and community members' diverse needs and aspirations as described in Strategic Outcomes Policies *B1003 Transfer Programming* (p. 9-10), *B1004 Professional Programming* (p. 11-13), *B1008 College Readiness* (p. 22-24), *B1009 Adult Education Programming* (p. 25-27), and *B1011 Accreditation and Certification* (p. 31-32). From associate degree programs in various fields to vocational training and certificate courses, the College's offerings are carefully designed to provide relevant and high-quality education that prepares students for success in their chosen careers or further academic pursuits.

Curricula and services are reviewed on an annual basis as described in the Strategic Outcomes policy monitoring process, and every five years in accordance with the Illinois Community College Board (ICCB) program review cycle (in evidence folder). In both the annual reviews and ICCB 5-year program reviews, detailed labor market data and advisory boards are utilized to ensure programs remain relevant and address industry needs.

Student Support Services:

SCC recognizes academic success is not solely determined by the quality of instruction but also by the availability of comprehensive support services. The College is dedicated to providing a robust network of student support services. The services implemented and monitored as a result of *B1010 Student Services* include recruitment, counseling, advisement, learning resources, financial resources and assistance, disability resources and assistance, and co-curricular and extracurricular activities that promote personal development, leadership development, augments classroom instruction, and contributes to academic success. These services empower students to overcome obstacles, achieve educational goals, and thrive inside and outside the classroom. Data is collected and monitored on an ongoing basis and is reported publicly in an annual monitoring report (need the FY23 and 24 monitoring reports as evidence).

Enrollment Profile:

SCC's enrollment profile reflects its commitment to accessibility and inclusivity. As illustrated in the 2024 SCC Equity Plan (in evidence folder), the College's service area population and enrollment are predominantly white ($\approx 74\%$). The percentage of Hispanic student enrollment ($\approx 4\%$) is commensurate with the percentage in our service area population. The Black or African American student enrollment percentage ($\approx 16\%$) is above our service area population percentage and has been increasing over the years.

The majority of our students are not only non-traditional, but over 80% are also first-generation college students, reflecting many of the challenges our students face in navigating the higher education system and processes for the first time. Students reporting multiple disabilities have increased and more students are using our services than in previous years.

The College is committed to removing barriers to enrollment, ensuring that cost and other factors do not hinder individuals from pursuing higher education and lifelong learning opportunities. *B1012 Diversity, Equity, Inclusion, and Belonging* (p. 33-35) addresses ways this is accomplished, such as creating diverse learning experiences that foster active thinking, intellectual engagement, increased motivation, consistent attendance, creative problem-solving; identifying and narrowing achievement gaps for low-income and minority students; and delivering employee engagement activities that take place in a diverse, equitable, and inclusive educational environment. To ensure these efforts remain at the forefront, the College has integrated these into Shared Governance team charges ([Shared Governance Manual as evidence](#)) including Recruitment Enrollment (pp. 36-37), Student Experience (pp. 38-39) and Cultural Awareness teams (pp. 40-41). Progress is measured by periodically administering student surveys, such as the *Survey of Entering Student Engagement (SENSE)* ([in evidence folder](#)).

1.A.5. Narrative

The Mission, Vision, Values, Strategic Plan, Strategic Outcomes policies, and annual monitoring reports of all of our programming and services are easily accessible as public documents on the College website, allowing for full transparency to the college community, as dictated in *B1001 Mission, Vision, and Values* policy. This policy designates the Board, in collaboration with the President, shall make these documents available on the College's website and, as determined by the President through other public sources. ([in evidence folder](#))

The institution's mission is clearly articulated on course syllabi ([in evidence folder](#)) and is posted in classrooms and hallways throughout the Main Campus and in the Extension Centers. The community is engaged directly through public forums and presentations shared by the President and Trustees illustrating the transparency of institutional operations and allowing the public to know that SCC is their community college.

CORE COMPONENT 1.B

1.B. The institution's mission demonstrates commitment to the public good.

- 1. The institution's actions and decisions demonstrate that its educational role is to serve the public, not solely the institution or any superordinate entity.**
- 2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.**
- 3. The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.**

1.B.1. Narrative

SCC's mission is a commitment to serve the needs of students and the community. The College's services and programming are designed around the values to constituents, as has been demonstrated in 1.A. Practical examples include hosting bi-annual business and industry advisory meetings ([get list from the monitoring reports](#)) to determine employers' needs, and how SCC can adjust to meet those needs by designing professional, workforce training, and continuing education programming. Likewise, the College collaborates with other educational institutions and government agencies to create transfer courses and programming, including articulation agreements ([provide the link in the link pdf and get the list of IAI](#)), that prepares students for the first two years of a baccalaureate education.

Community education courses are open to the general public and include experiences for all ages ([get a newsletter for this year or a list from CROA](#)), including topics such as cake decorating, gun safety, physical fitness, genealogy, summer youth camps, crafts, and holiday events. Most of these are free of charge to the public or at low-cost. Senior citizens can attend SCC tuition-free.

The College maintains a campus or extension center in all of the district's five counties for accessibility and the ability to respond quickly to needs. Staff are always available during business hours at all locations. Career Services, computer labs, and Wi-Fi are available to the public at no cost. Several courses and programs are offered online and in the evenings at the centers.

1.B.2. Narrative

SCC is part of the Illinois Community College Board (ICCB) system, and does not benefit, nor have any investors or external interests that benefit from any financial returns from the College. SCC is a not-for-profit organization. Additionally, it is independent without a parent company. Applicable staff are required to complete a Statement of Economic Interest ([in evidence folder](#)) that is filed with the county courthouse annually.

According to Board of Trustees *policy B3005 Budget, Forecasting, Development & Adoption*, the Board has a fiduciary responsibility to ensure public funds are used in a transparent, ethical, *and fiscally responsible manner*. These policies promote trust, confidence, and accountability towards using resources to best achieve educational responsibilities, increase growth capacity, and increase accessibility to programs and services. The budget reflects the college only spends its resources on that which supports the goals of the college that are aligned with our mission and values and is a tool that allows the Board to make resource allocation decisions and monitor institutional performance based upon institutional strategic priorities focused on achieving the College's mission and legislative purposes defined in the Illinois Community College Act. This is demonstrated in the Government Finance Officers Association (GFOA) budget ([in evidence folder](#)) that received a Distinguished Budget Award.

1.B.3. Narrative

Shawnee Community College prioritizes lifelong learning and aims to foster a community of continuous education. Through our community education initiatives, in addition to certificate and degree programs, we strive to enhance the well-being of our area by offering relevant and impactful courses.

The College's purpose statement (*B1000*) underscores the importance of community education programming, which enhances personal interest, growth, and enrichment. Per the Board's policy (*B1007*), students derive value from participating in diverse community education activities to develop their skills and knowledge on topics of personal interest. These lifelong learning opportunities enable students to enrich their lives, increase satisfaction, adapt to change, and achieve work-life balance. Such programming also fosters social inclusion and active citizenship. The Board directs the President to establish and improve community education offerings to maximize these benefits.

Fundamental to achieving the *B1000 College purpose* and the Board directive, SCC maintains a campus or extension center in all five counties that comprise the district'; they collaborate closely to ensure services meet the specific needs of each local community. The following community education examples are indicative of the varied needs and the College's responses.

- Alexander County: Host grant-writing workshops to empower residents to pursue civic projects; and Reading Adventures to promote childhood literacy, featuring activities and local authors.
- Johnson County: Host book clubs and events for children, fostering literacy and socialization, and social media marketing.
- Main Campus (Pulaski County): Host career and transfer fairs and continuing education.
- Massac County: Host community meetings and task forces on broadband expansion and clean energy business exploration.
- Union County: Host health literacy and mental well-being courses, including art-based self-expression activities.

SCC is committed to community involvement on and off our campuses. Over the past few years, Shawnee has incorporated new processes for tracking and analyzing community participation:

- Event Request Form for use by those wishing to utilize SCC facilities: In the summer of 2023, the Facility Management Team, which reports to the Administrative Services Council, created an event request form ([create PDF](#) <https://shawneecc.edu/about/facility-usage/>) and posted it on the website to make it accessible to faculty, staff, and community members.
- The College has noticed increased requests to use SCC facilities. From June 2023 until March 2024, SCC received 370 internal and external event request forms.
- The College is also tracking what types of events are taking place on all campuses. With the creation of the SCC Board monitoring reports, the *B1007 Community Education Programming Monitoring Report* ([include as evidence](#)) takes a deep dive into the yearly offerings and new partnerships to the community in the form of non-credit courses.
- Another addition is the continuous updates in the strategic plan with goals for SCC's community involvement. ([include usage data](#))

The College's Strategic Plan addresses community education specifically. Goal 1 is to "Identify and Develop Programs that Meet the Educational Needs of Our Community and Region." The strategies include:

- Strategy B states, "Build a new President's Advisory Council." In March of 2022, President Taylor met individually with each member of this Council. In March of 2023,

it was decided that this council could expand and diversify beyond our local five counties.

- Strategy C states, "Strengthen relationships with the local Chamber of Commerce. The Union County Extension Center Coordinator regularly attends Union County Women in Business and Chamber meetings. The Massac County Extension Center Coordinator attends the Metropolis Rotary Meetings, and the Johnson County Extension Center Coordinator attends the Johnson County Small Business Group meetings."
- Strategy D states, "Establish a college presence at County Board Meetings in all 5 Counties." SCC continues to work with Massac County, Southern 5 Planning Commission, Massac Unit 1, and Joppa Maple Grove school districts planning to eventually purchase a building that would allow for a combined career and technology training center allowing for expansion in the area of basic electricity, HVAC and construction trades. SCC trustees attend K-12 school board meetings throughout the academic year. (refer to the schedule; get from Tina)

CORE COMPONENT 1.C

1.C. The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.

1. **The institution encourages curricular or cocurricular activities that prepare students for informed citizenship and workplace success.**
2. **The institution's processes and activities demonstrate inclusive and equitable treatment of diverse populations.**
3. **The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.**

1.C.1. Narrative

Shawnee Community College is committed to global and cultural engagement, as evidenced in the college's mission statement, value statements, strategic planning initiatives, shared governance (link), and the general education core competency of Global and Cultural Awareness (link). Board of Trustees Strategic Outcome policy *B1012 Diversity, Equity, Inclusion & Belonging* demonstrates the commitment to establish, implement, and continuously improve activities and programs to improve the College's equitable and inclusive learning and work environment. SCC Value 4 (link) encourages and preserves global recognition by providing cocurricular, curricular, and continuous learning opportunities for all constituents (TLC offerings in evidence folder) to provide opportunities for civic engagement in a diverse, multicultural society and globally connected world.

Curricular

Faculty members integrate civic engagement and multicultural perspectives into their teaching practices across various disciplines. Courses across disciplines such as history, sociology, and political science, incorporate content and discussions related to civil rights, diversity, and global issues, as evidenced by the courses aligned to the global and cultural awareness core competency. For example, in HIS-0216 African American History (syllabus in evidence folder) students examine significant events and movements in civil rights history, providing students with a comprehensive understanding of the struggles and achievements of marginalized

communities. In SOC-0218 Cultural Diversity (syllabus in evidence folder) students explore topics such as social inequality and cultural diversity, encouraging students to analyze societal structures and advocate for social justice critically.

Additionally, faculty members facilitate experiential learning opportunities, such as service-learning projects and community-based research, that allow students to apply course content to real-world contexts and develop a deeper understanding of civic responsibility. In order to prepare students for workplace success, work-based learning opportunities are integrated into several programs, such as internships in the Career and Technical Programs (Ag Business program guide in evidence folder), Allied Health and Nursing Programs (Medical Asst program guide in evidence folder), as well as observations and experiential learning in individual courses. For example, EDU-0110 Introduction to Education (syllabus in evidence folder) requires 15 clock hours of field work outside of the classroom. SCC equips students with the knowledge, skills, and values necessary to become active and engaged citizens in an increasingly diverse and interconnected world through these instructional strategies.

Co-curricular

SCC ensures our cocurricular activities support the learning that occurs within the curriculum. For example, cross-disciplinary faculty organize an annual trip to the National Civil Rights Museum (still need trip agenda and photos) as part of the commitment to promoting civic engagement and multicultural understanding among students. This transformative experience allows students to explore the rich history of civil rights movements in the United States, fostering empathy, critical thinking, and reflection on social justice issues.

Students also deepen their understanding of the importance of equality and advocacy in today's society through participation and attendance in campus presentations like the one organized by students in the Cosmetology Club (need information on COS Club presentation), student ambassador work with guided tours and volunteerism, workshops and activities through the College's TRiO program (need to link to or insert TRIO workshops), and through SCC's Shawnee Christian Fellowship Club where students engage in meaningful dialogue and reflection.

Administrative

The commitment to civic engagement and multicultural understanding extends to administrative initiatives. SCC administrative teams actively support and promote multicultural programs and cocurricular activities to encourage student engagement (list in evidence folder). SCC prioritizes diversity and inclusion in policy development processes, ensuring that institutional policies reflect equity and social responsibility values. An example of such administrative policy is A1200 Professional Behavior (in evidence folder). Additionally, administrative teams collaborate with faculty, staff, and student organizations to identify and implement initiatives that promote civic engagement and multicultural awareness across campus, as illustrated in the lists of trainings and events and employee courses from human resources (both in evidence folder). Through these administrative efforts, SCC fosters a supportive and inclusive environment where students can thrive as informed and socially conscious members of society.

1.C.2. Narrative

SCC recognizes that diversity encompasses a wide range of identities, including but not limited to race, ethnicity, gender, sexual orientation, socioeconomic status, ability, religion, and age. Strategic Plan (NEED extract just pages 124-132 and make a pdf) Goal 3, Objective 1 is “Integrate elements of diversity, equity, and inclusion into all College systems and processes” and includes strategies to ensure the institution’s processes and activities demonstrate inclusive and equitable treatment of diverse populations.

In an effort to promote inclusion and belonging, SCC strategically places recruiters/advisors, with ties to each community, in every high school and at each extension center. Recruitment and admissions processes are designed to attract and support students from diverse backgrounds, including underrepresented minorities and marginalized communities. The College makes courses and programs accessible and equitable that are of interest to students while meeting community needs. This is accomplished by providing many courses and programs at the College locations within the community of need. For example, the HCCTP and CNA programs are offered in Alexander County, the truck driving program expanded to Massac County, and the Medical Assistant program is offered in Union County. The College practices course scheduling and instructional delivery flexibility to accommodate student and community needs. (need DEIB monitoring report)

The College actively recruits diverse faculty and staff members in an effort to reflect the demographics of the student population and bring unique perspectives to the campus community. SCC provides ongoing training and professional development opportunities for faculty, staff, and student leaders on cultural competence, unconscious bias, and inclusive teaching practices. (need HR monitoring report)

The College offers various support services and resources tailored to meet the needs of diverse populations, including counseling services, academic support programs, and student organizations, such as LGBTQ+ and Shawnee Christian Fellowship organizations, focused on cultural identity and social justice issues. These initiatives aim to foster a sense of belonging and empower students from all backgrounds to succeed academically and personally.

Through these concerted efforts, SCC demonstrates its commitment to inclusive and equitable treatment of diverse populations, enriching the educational experience for all community members.

1.C.3. Narrative

The College is committed to fostering a climate of respect where all individuals are recognized as valued, included, and empowered to contribute to the shared mission of academic excellence and community engagement. Strategic Outcomes Policy *B1012 Diversity, Equity, Inclusion, and Belonging* clearly outlines the values SCC holds which guide our programming and administrative policies and operating standards. (include in the evidence) SCC recognizes that diversity of backgrounds, ideas, and perspectives enriches the educational experience and strengthens the institution. An equity plan was written in 2024 as a result of the analysis of institutional and state-wide data. The College administered a climate survey in Fall 2024. The results will be received in late November 2024 and used to further refine the equity plan. (equity plan is in evidence folder) Strategic Plan Goal 1, Objective 3, “Integrate elements of diversity, equity, and inclusion into all College systems and processes” guides our efforts in this area. The strategic initiatives to accomplish this objective are written into the Equity Plan.

SCC has implemented various initiatives and strategies that encourage open dialogue, mutual understanding, and collaboration across diverse groups. Through these initiatives and efforts, SCC embraces diversity and promotes inclusivity, creating a welcoming community where

everyone can thrive and succeed. These initiatives include and can be found in the DEIB Monitoring Report ([include in the evidence](#)) and the Employee Courses from Human Resources ([in evidence folder](#)), Training and Events ([in evidence folder](#)), and listing of Student Engagement Events ([in evidence folder](#)):

Diversity and Inclusion Training: Regular training sessions for students, faculty, staff, and administrators focus on cultural competence, effective communication, and conflict resolution. These training sessions aim to increase awareness of diversity issues and foster respectful interactions among community members.

Diversity Programming: Various events and activities celebrate diversity and promote intercultural exchange. These include cultural festivals, guest lectures, panel discussions, and film screenings highlighting different perspectives and experiences.

Support Services: Support services and resources for students, faculty, and staff from diverse backgrounds, including counseling services, mentorship programs, and affinity groups. These initiatives provide a supportive network for individuals to connect, share experiences, and access resources tailored to their needs.

Policies and Procedures: Establish clear policies and procedures that prohibit discrimination and harassment based on race, gender, sexual orientation, religion, and disability. These policies are enforced consistently and transparently to ensure a safe and respectful environment for all community members.

Community Engagement: Actively engage with external partners and community organizations to promote diversity, equity, and inclusion both on and off campus. These partnerships provide collaboration, advocacy, and outreach opportunities to address systemic barriers and promote social justice.

Board Memorandum**Board of Trustees**

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Tim Taylor
RE: Board Finance Committee
Date: 11.21.24

Background: As noted in the [minutes](#) of the 11.06.24 Board Finance Committee (BFC) meeting, the Committee's focus was on *Developing a long-term financial plan, including the development of tuition policy* (G409A). Agenda topics were: Enrollment Forecasting, Revenue & Operational Cost Projection, Program/Discipline Cost Modeling, and preliminary review of Financial Aid Outcomes & Practices.

A full summary of activities is attached to this email.

Recommendation: None



Board Finance Committee Summary

Enrollment Forecasting

The enrollment forecasting model uses two distinctly different data sets to predict future College enrollment. The first data set, using FY17 through FY24 [fall enrollment count data from ISBE](#), attempts to analyze how high school enrollment influences college enrollment.

The second data set, using population data from the [US Census Bureau](#) and the [Illinois Demographics Project](#), attempts to analyze how trends in the general population of the College's service area influences college enrollment.

To increase forecasting confidence, a linear regression analysis is performed to examine the statistical correlation between college enrollment and both data sets.

Here are the relevant observations from the High School data (charts supporting observations follow this summary):

- The number of seniors in all K-12 schools is projected to decline at the rate of 3% per year for the next five years.
- The number of juniors and seniors (i.e., eligible for dual credit) is projected to decline about 2% per year for the next five years.
- The percentage of recent HS graduates that matriculate to the College directly after graduation is approximately 5.5% of the College's overall unduplicated headcount.
- Approximately 2.8% of the College's overall unduplicated headcount consists of recent high school graduates who completed dual credit courses and enrolled directly after graduation.
- Approximately 2.2% of the College's overall unduplicated headcount consists of recent high school graduates who only completed dual enrollment courses and enrolled directly after graduation.
- Over the last five years, 25% of the College's credit-hours have been generated by HS students (both dual credit and dual enrollment).
- Over the last five years, 14% of the College's credit-hours have been generated by dual credit students. This is trending up.
- Over the last five years, 11% of the College's credit-hours have been generated by dual enrollment students. This is trending up.
- Tuition waivers for dual credit courses, put financial pressure on the College, resulting in increased tuition rates for non-dual credit students in order for the college to recover operating costs. This is trending up.

Here are the relevant observations from the census and demographic data (charts supporting observations follow this summary):

- The College's service area population declines about 1% per year.
- Approximately 5% of the College's service area population take courses annually.
- Approximately 95% of the College's overall unduplicated headcount consists of non-recent high school graduates.

Here are overall statistical observations when considering both data sets:

- The correlation coefficient of 0.41 between high school senior data and college enrollment suggests that the relative number of high school seniors is a moderate predictor of enrollment.
- The correlation coefficient of 0.85 between high school matriculation data and college enrollment suggests that high school matriculation data is a very strong predictor of enrollment.
- The correlation coefficient of 0.99 between general population data (non-recent high school graduates) and college enrollment indicates population data is the strongest predictor of enrollment.
- In light of projected annual decreases in high school seniors (2.25%) and a 1.1% yearly decline in the service area population, the BFC has chosen a prudent enrollment forecast, anticipating a 3% annual decline each year through 2029.
- With a projected 5.5% matriculation rate for high school graduates and 94.5% for non-high school graduates, the BFC believes that focusing on strategies for adult learners holds the greatest potential for positively impacting enrollment.

Financial Forecast Modeling

The five-year financial forecast model was created using the following conservative assumptions:

- 3% annual enrollment decline
- 2% increase in property tax revenue
- No change in state base operating funds
- No change in equalization funding
- 3.25% annual increase in expenditures.

Based on these assumptions, the forecast anticipates an annual deficit of \$650K each year through 2029. While the BFC is not endorsing this outcome, future meetings will explore revenue enhancement strategies (such as new programs, investments, and tuition adjustments) and cost-reduction approaches.

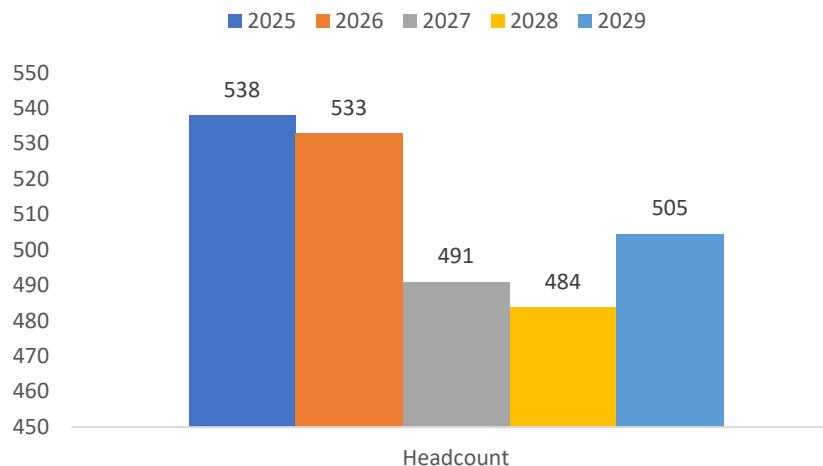
Program/Discipline Cost Model

The program/discipline cost model was reviewed and compared with ICCB cost data. Although College cost are significantly lower than the State weighted cost for each instructional category, there is still a significant tuition gap (~\$175/credit-hour) that needs to be addressed. This will be the focus of future BFC meetings.

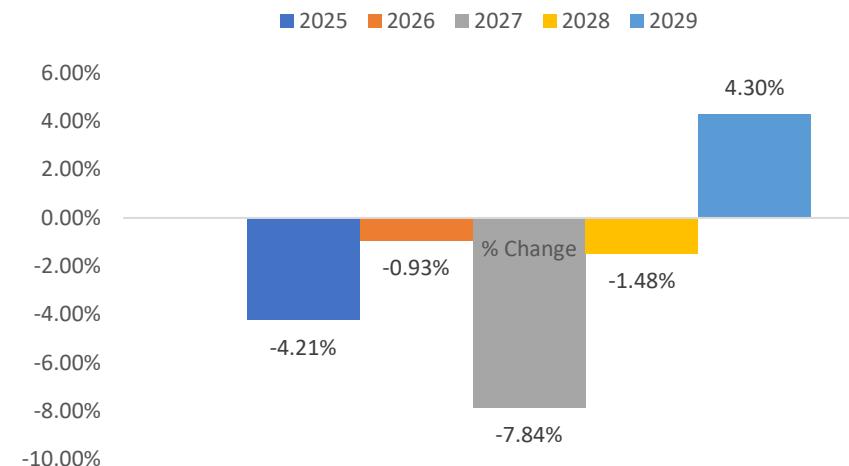
Financial Aid Outcomes & Practices

The Financial Aid Team consisting of VP McGoy, Director Reach, and Coordinator Blissitt, provided an overview of financial aid operations. Student aid terms were identified, the intricacies of FAFSA completion were discussed, and the order of billing was presented. The BFC identified several data points need from the Financial Aid Team for future consideration. Finally, the idea of using the College's tuition waiver process, as a needs-based tool (e.g., Saints Promise program) to assist students and families of low income was introduced.

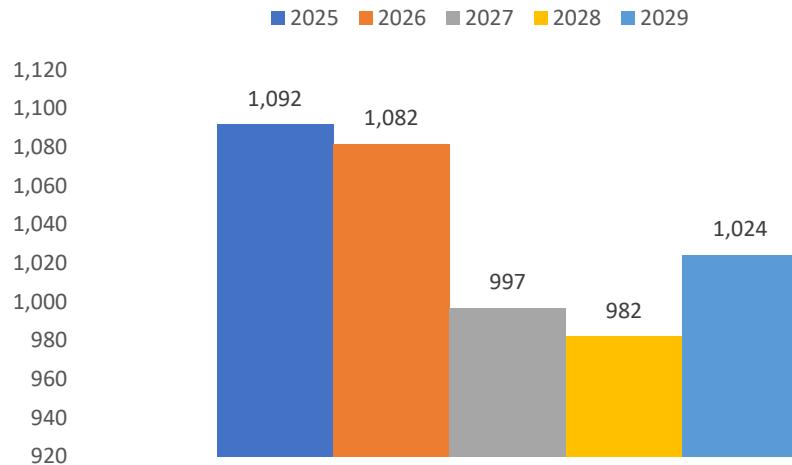
HS Senior Trend



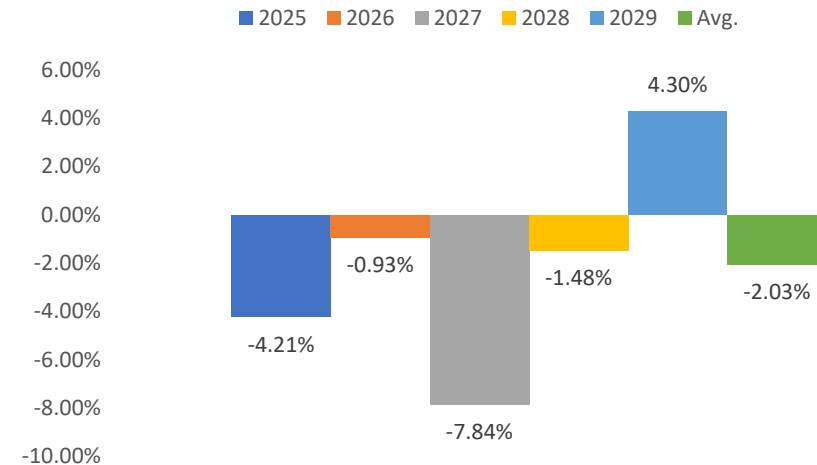
HS Senior Trend



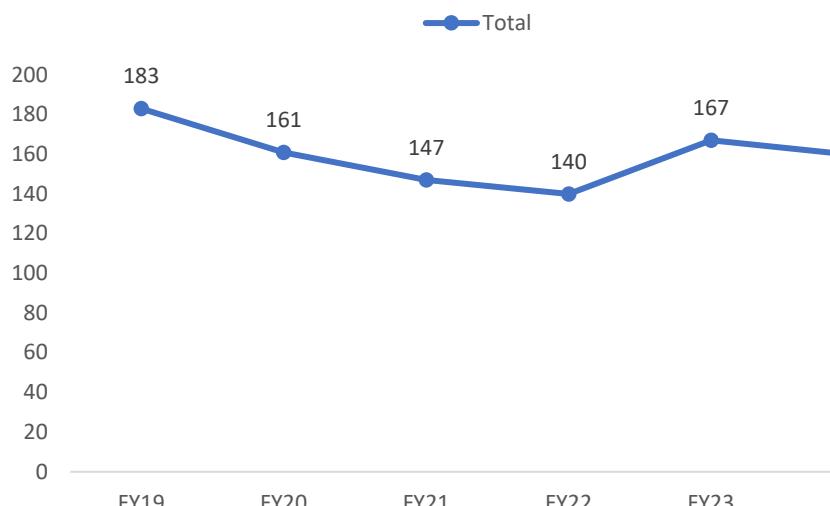
HS Students Eligible for DC



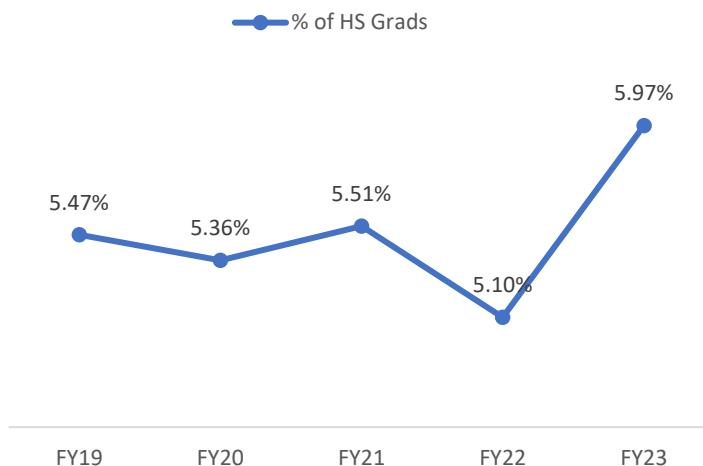
% Change in HS Students Eligible for DC



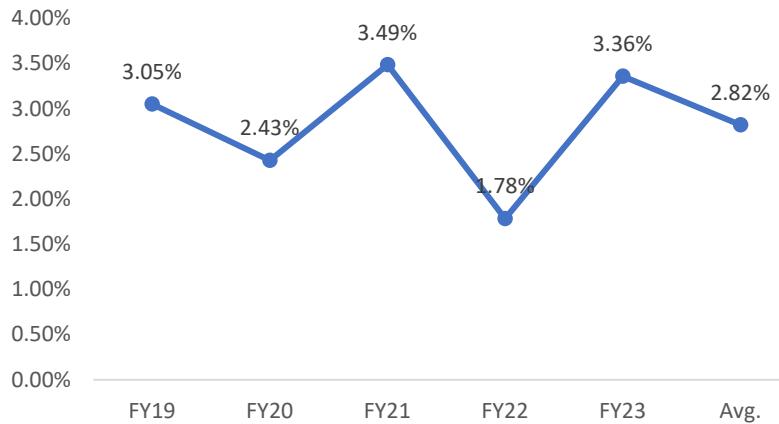
Matriculation by HS Enrollment Type



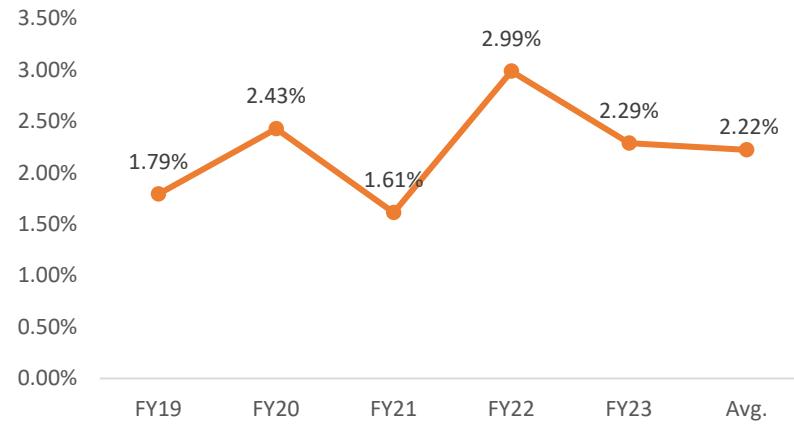
Percentage of College Enrollment w/ Recent HS Grads



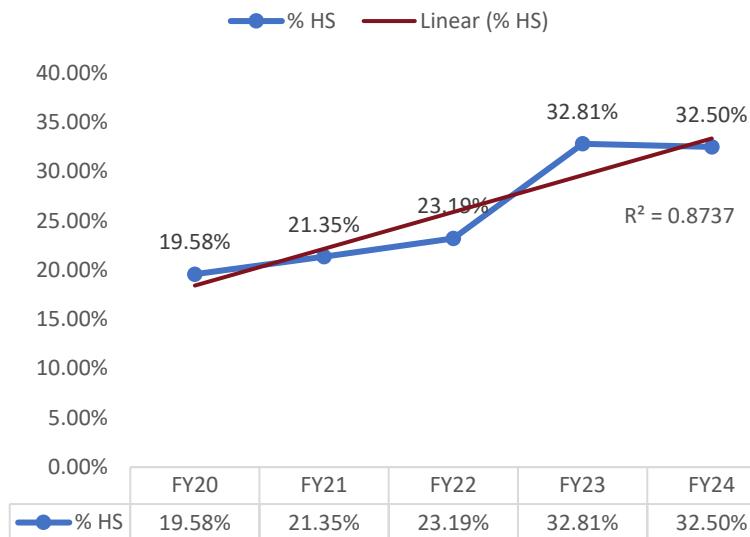
% of HS Students who took Dual Credit Courses of Overall College Enrollment



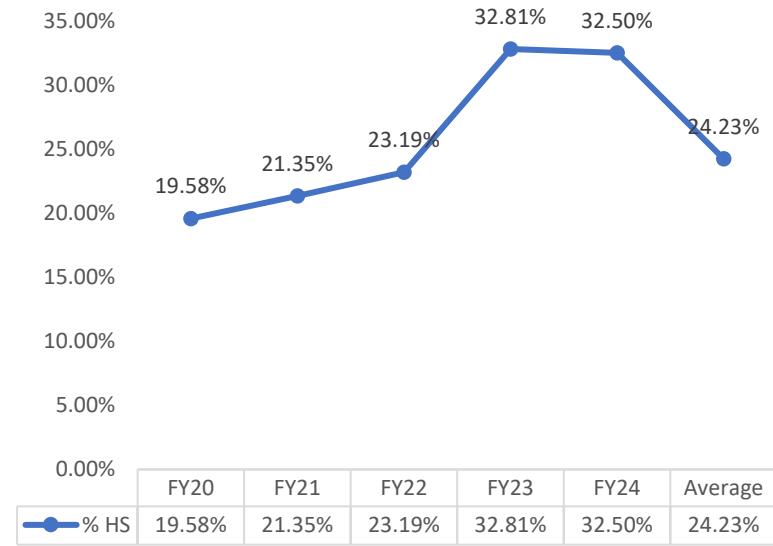
% of HS Students who took Dual Enrollment Courses of Overall College Enrollment



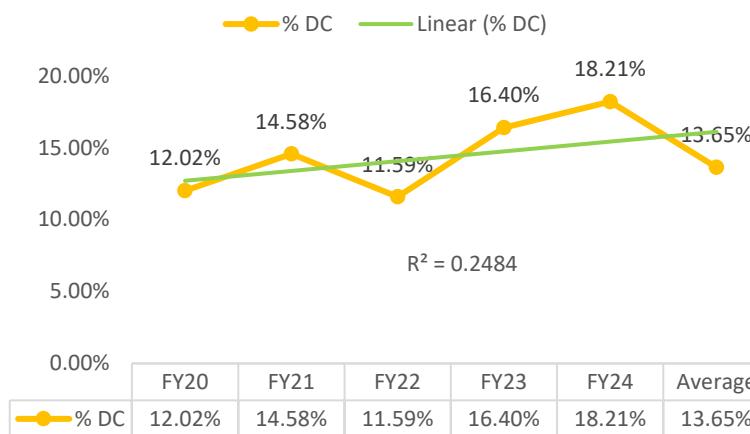
% of College CH Generated by HS Students



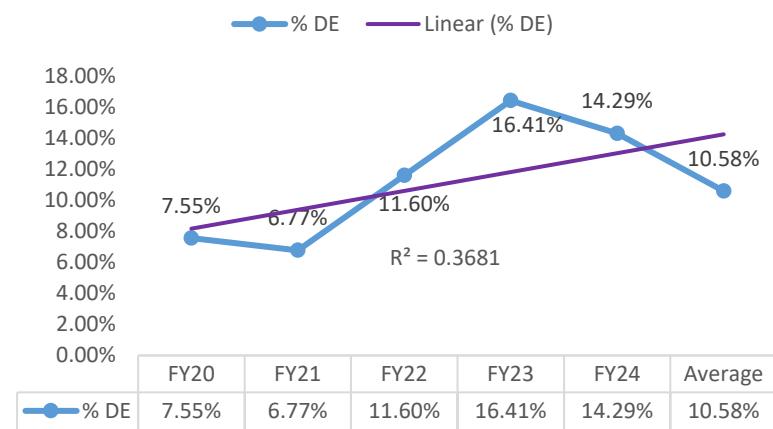
% of College CH Generated by HS Students



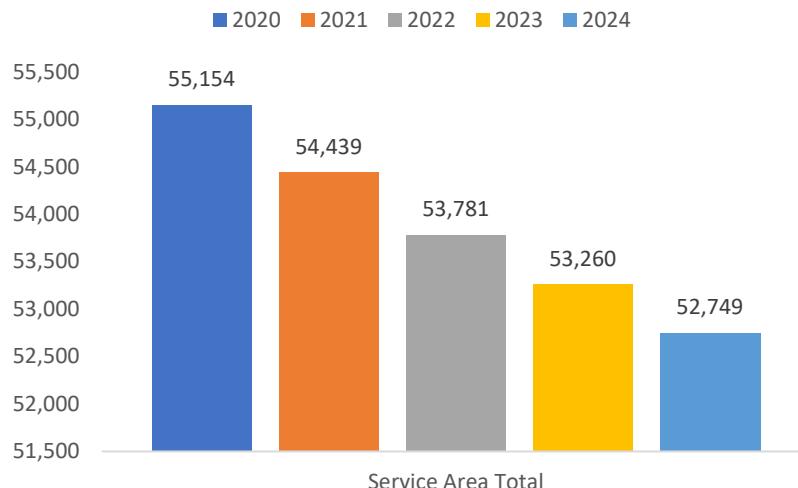
% of College CH Generated by DC Students



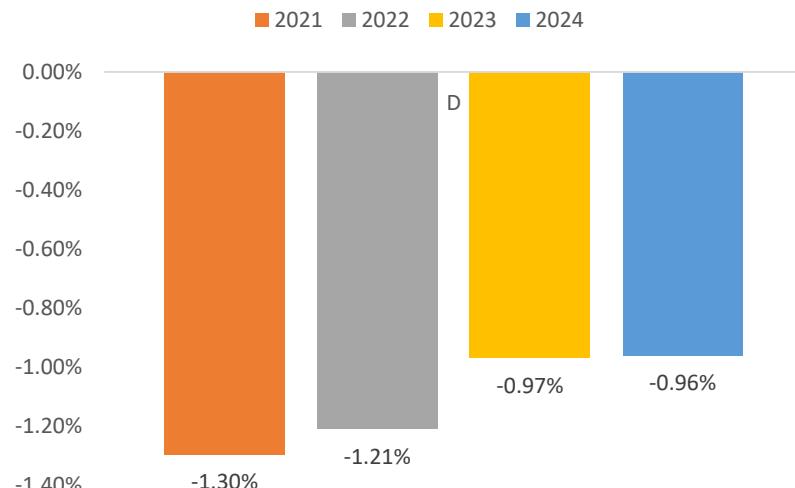
% of College CH Generated by DE Students



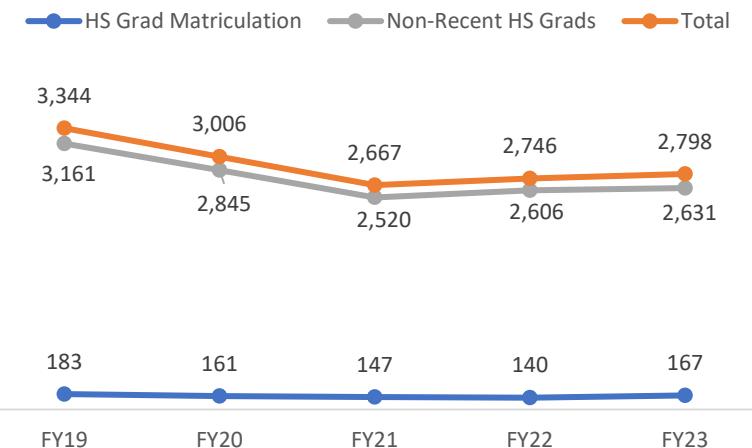
Service Area Population Trend



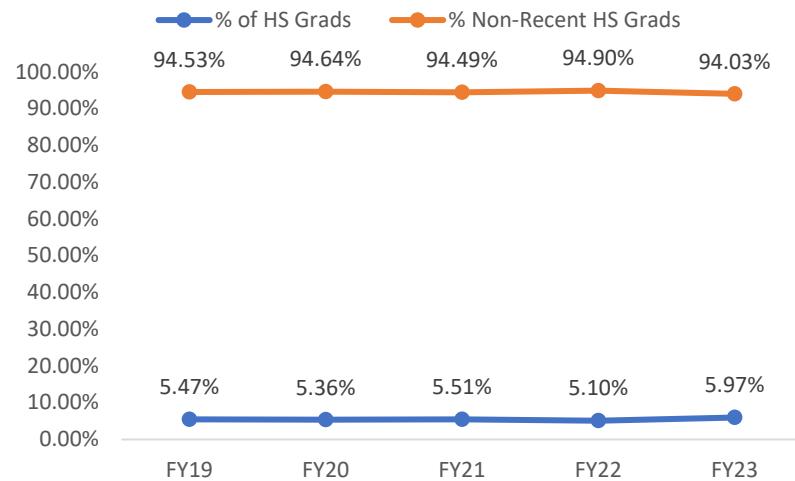
% Change in Service Area Population



Matriculation of HS Grads Compared with College Unduplicated Enrollment



% of College Enrollment w/ HS Grads



Board Memorandum



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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Chris Clark
RE: Commercial Insurance Coverage Policies
Date: 11.21.24

Background: The College partners with Bushue HR, Inc. to manage our commercial insurance coverage needs, which expire on 12.01.24. Bushue HR, Inc. provides specialized services in risk management, including Human Resources, Insurance, Background Screenings, and Fingerprinting.

Following best practices, we aim to seek competitive bids for insurance every three years. Since the last bidding process took place in 2019, and in light of current market conditions, the College's claims history, and prior results, we initiated a new competitive bidding process.

Bushue engaged with ten potential insurance carriers, six of which submitted proposals. A summary of these proposals is included in the attached information.

After careful evaluation, Bushue recommends the following coverages:

- **Illinois Counties Risk Management Trust (ICRMT) Package**
- **Mt. Hawley for Excess Earthquake (Layer 1)**
- **RSUI & Aspen for Excess Earthquake (Layer 2)**
- **Encova for Workers' Compensation**
- **Beazley for Cyber Liability**
- **Aspen Specialty for Storage Tank Pollution Liability**

The proposed annual premium is \$341,547, which is \$31,161 (or 8.36%) lower than the current policies. If accepted, the term for all coverages would commence on 12.01.24 and proceed through 11.30.25.

Chris Clark and I are available to answer any questions regarding the proposals or specific policy details.

Recommendation: I recommend that the Board approve the coverages proposed by Bushue and authorize the President to execute the necessary documents.

Shawnee Community College District #531 - Renewal Date: 12/01/2024
Totals

Insurance Agency Name	MH Insurance Centre / Consolidated Insurance / Gallagher	MH Insurance Centre / Consolidated Insurance / Gallagher	MH Insurance Centre / Consolidated Insurance / Dimond Bros. Insurance Agency	MH Insurance Centre / Consolidated Insurance / Dimond Bros. Insurance Agency
Insurance Carrier Name	ICRMT / EQOne / Star Insurance / Coalition / Nautilus	ICRMT / EQOne / Star Insurance / Coalition / Nautilus	ICRMT (\$2M/\$1M SM&M) / Mt. Hawley / RSUI & Aspen / Encova Beazley / Aspen Specialty	ICRMT (\$5M SM&M) / Mt. Hawley / RSUI & Aspen / Encova Beazley / Aspen Specialty
Coverage	Current	Renewal	Alternate Proposal	Alternate Proposal
Total Property Premium	161,889.00 (Earthquake Limit: \$10,000,000)	157,489.00 (Earthquake Limit: \$5,000,000)	157,489.00 (Earthquake Limit: \$5,000,000)	161,067.00 (Earthquake Limit: \$5,000,000)
Total Liability Premium	Included	Included	Included	Included
Total Crime Premium	Included	Included	Included	Included
Total Boiler & Machinery Premium	Included	Included	Included	Included
Total Inland Marine Premium	Included	Included	Included	Included
Excess Earthquake (Layer 1)	141,517.00 (Excess Earthquake Limit: \$27,500,000)	188,322.00 (Excess Earthquake Limit: \$32,500,000)	45,969.00 (Excess Earthquake Limit: \$5,000,000)	45,969.00 (Excess Earthquake Limit: \$5,000,000)
Excess Earthquake (Layer 2)	-	-	108,713.00 (Excess Earthquake Limit: \$27,500,000)	108,713.00 (Excess Earthquake Limit: \$27,500,000)
Commercial Auto	Included	Included	Included	Included
Umbrella	Included	Included	Included	Included
Legal Liability	Included	Included	Included	Included
Worker's Compensation	28,882.00	25,891.00	15,821.00	15,821.00
Cyber Liability	34,776.00	36,501.00	10,071.00	10,071.00
Storage Tank Pollution Liability	5,644.00	6,221.00	3,484.00	3,484.00
Terrorism Coverage (All Lines)	Included	Included	Included	Included
Total Premium	\$372,708.00	\$414,424.00	\$341,547.00	\$345,125.00
Savings		(\$41,716.00)	\$31,161.00	\$27,583.00
Percentage of Increase		11.19%	-8.36%	-7.40%
Total Premium Without Terrorism	-	\$414,424.00	\$341,547.00	\$345,125.00

Notes:

Illinois Counties Risk Management Trust (ICRMT)

ICRMT Trust Agreement contains a Resolution making the Program non-assessable.

Illinois Public Risk Fund (IPRF)

IPRF is an assessable policy up to a cap of 10% of the member's premium the previous year.

The College qualified for a Safety Grant in 2024 from IPRF, in the amount of \$500. If the College approves coverage, the College can visit www.iprf.com for additional information and the Grant Application.

Monoline Policies

Excess Earthquake (Layer 1)			
Insurance Agency Name	Consolidated Insurance	Consolidated Insurance	Dimond Bros. Insurance Agency
	EQOne	Mt. Hawley	Palomar Specialty
Insurance Carrier Name	\$32,500,000 in Excess of \$5,000,000	\$5,000,000 in Excess of \$5,000,000	\$25,000,000 in Excess of \$5,000,000
Total Premium	\$188,322.00	\$45,969.00	\$113,793.00

Excess Earthquake (Layer 2)			
Insurance Agency Name	Consolidated Insurance	Dimond Bros. Insurance Agency	
	RSUI & Aspen	Atlantic Specialty	
Insurance Carrier Name	\$27,500,000 in Excess of \$10,000,000	\$7,500,000 in Excess of \$30,000,000	
Total Premium	\$108,713.00	\$64,500.00	

Worker's Compensation				
Insurance Agency Name	Gallagher	Consolidated Insurance	Dimond Bros. Insurance Agency	Dimond Bros. Insurance Agency
Insurance Carrier Name	Star Insurance	ICW	Previsor	Encova
Total Premium	\$25,891.00	\$15,961.00	\$17,378.00	\$15,821.00

Worker's Compensation		
Insurance Agency Name	Ramza Insurance Group	Jim Lyons Insurance Agency
Insurance Carrier Name	StarStone	IPRF
Total Premium	\$22,641.00	\$20,007.00

Cyber Liability					
Insurance Agency Name	MH Insurance Centre	MH Insurance Centre	Dimond Bros. Insurance Agency	Dimond Bros. Insurance Agency	Ramza Insurance Group
Insurance Carrier Name	Coalition	TMHCC NetGuard	Cowbell	Beazley	CFC
Total Premium	\$36,501.00	\$10,638.00	\$10,048.00	\$10,071.00	\$10,768.00

Storage Tank Liability		
Insurance Agency Name	Consolidated Insurance	MH Insurance Centre
Insurance Carrier Name	Nautilus	Aspen Specialty
Total Premium	\$6,221.00	\$3,484.00

These Proposal worksheets were provided and prepared as a service to Shawnee Community College District #531. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Shawnee Community College District #531. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2024 Bushue HR, Inc.



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P.O. Box 89
Effingham, IL 62401

Phone: (217) 342-3046
Fax: (217) 342-5673
Email: info@bushuehr.com

November 6, 2024

Shawnee Community College District #531
8364 Shawnee College Road
Ullin, IL 62992
Attention: Mr. Chris Clark

Dear Mr. Clark,

We would like to take this opportunity to thank the Board of Trustees and Administration for allowing our firm the opportunity to provide services for Shawnee Community College District #531. Bushue HR, Inc. is an Outsourced Risk Management Company focusing on Human Resources, Insurance, Background Screening and Fingerprinting services throughout the State of Illinois.

The attached summary illustrates coverages for all insurance carriers/agents presenting proposals. The first column of each page is the expiring insurance coverage for the College. The second column is the renewal coverage as presented by the current insurance carrier and agent. The subsequent columns denote the agency name submitting the bid at the top, as well as the insurance carrier. In total, we had ten (10) agents contact us regarding an interest in bidding on the College. We received proposals back from six (6) of those agents. Those insurance agents are listed below.

1. MH Insurance Centre – Gary Hill, Marion, IL.
2. Gallagher – Glen Hummel, Davenport, IA.
3. Consolidated Insurance – Scott Schlenker, Carbondale, IL.
4. Dimond Bros. Insurance Agency – Tom Simpson, Centralia, IL.
5. Ramza Insurance Group – Craig Ramza Jr., Streator, IL.
6. Worthy Insurance – Dave Ballantyne, Skokie, IL. *(No Proposal Submitted)*
7. Jim Lyons Insurance Agency – Jim Lyons, Troy, IL.
8. Hub International – Chris Nixon, Kansas City, MO. *(No Proposal Submitted)*
9. Church Insurance Agency – Robert Pegg, Paris, IL. *(No Proposal Submitted)*
10. Gold River Insurance – Jenna Girompini, Brooklyn, NY *(No Markets Requested)*

Notes about the proposals:

- ICRMT used the most recent Appraisal and followed the recommendation of their Reinsurance Company to obtain the Property Blanket Limit. Therefore, the Property Blanket Limit increased from \$83,805,242 to \$87,035,290 for the 2024-2025 term.
- Under the Inland Marine, the Audio/Visual (A/V), Cameras, and Related Equipment category value increased from \$400,000 to \$450,000, per the College's request.
- Under the Inland Marine, the Phone System category value increased from \$105,000 to \$120,000, per the College's request.
- Under the Inland Marine, the Bush Hog – Woods (Serial # 10007717191001) was added with a category value of \$18,000, per the College's request.

An Outsourced Risk Management Company Focusing on Human Resources, Insurance, Background Screening and Fingerprinting



Bushue HR, Inc.
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Effingham, IL 62401

Phone: (217) 342-3046
Fax: (217) 342-5673
Email: info@bushuehr.com

- Under the Inland Marine, the Land Pride Finish Mower (Serial # 959717) was added with a category value of \$15,000, per the College's request.
- Under the Inland Marine, the Ferris Zero Turn (Serial # 400656819) was added with a category value of \$12,000, per the College's request.
- Under the Inland Marine, the Telecommunications Equipment (Ullin, IL Locations) category value was increased from \$173,892 to \$175,000, per the College's request.
- The Worker's Compensation payrolls have been modified for the renewal, per the College's request. The Class Code 8868 (Colleges or Schools, Teachers) payroll has been increased from \$7,449,000 to \$7,464,000. The Class Code 7380 (Drivers, Chauffeurs, and Their Helpers) payroll has been decreased from \$17,000 to \$14,900. The Class Code 9101 (All Other Employees) payroll has been decreased from \$225,000 to \$224,000.
- The Worker's Compensation rates have been modified for the renewal.
- The Worker's Compensation Experience Modification Factor has remained the same at 0.79 for 2023 and 2024. The standard Experience Modification Factor is 1.00.
- Alternative Options were quoted and analyzed with Administration, as a part of the bidding process.

We evaluated all Package proposals along with evaluating all individual proposals to see what options would be the most advantageous for the Board of Trustees to consider. After reviewing and evaluating all options, Illinois Counties Risk Management Trust (ICRMT) for the Package, Mt. Hawley for the Excess Earthquake (Layer 1), RSUI & Aspen for the Excess Earthquake (Layer 2), Encova for the Worker's Compensation, Beazley for the Cyber Liability, and Aspen Specialty for the Storage Tank Pollution Liability would be the lowest proposal. If the College approves the lowest proposal, the College will receive a premium savings of \$31,161, which is 8.36% less than the expiring. Below are notes regarding the proposal:

- ICRMT provides a \$2,000,000 Sexual Misconduct and Molestation Aggregate Limit and a \$1,000,000 Sexual Misconduct and Molestation Occurrence Limit.
- ICRMT excludes Sexual Misconduct and Molestation & Employers Liability (Worker's Compensation) as an underlying coverage under the Umbrella policy.
- ICRMT includes a \$5,000,000 Aggregate Limit per underlying coverage, for a total of \$6,000,000 per line of underlying coverage under the Umbrella policy.
- ICRMT's Trust Agreement contains a Resolution making the Program non-assessable.
- ICRMT includes a \$5,000,000 Earthquake Limit.
- Mt. Hawley includes a \$5,000,000 Earthquake Limit in Excess of \$5,000,000.
- RSUI & Aspen includes a \$27,500,000 Earthquake Limit in Excess of \$10,000,000.
- Encova is "A" (Excellent) rated through A.M. Best.
- The Beazley Cyber Liability proposal includes a \$2,000,000 Limit with a \$25,000 Deductible Per Occurrence.

The second lowest proposal provided is through Illinois Counties Risk Management Trust (ICRMT) for the Package, Mt. Hawley for the Excess Earthquake (Layer 1), RSUI & Aspen for the Excess Earthquake (Layer 2), Encova for the Worker's Compensation, Beazley for the Cyber Liability, and Aspen Specialty for the Storage Tank Pollution Liability. If the College approves this proposal, the College will receive a premium savings of

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\$27,583, which is 7.40% less than the expiring. The notes above apply to this proposal as well; however, the ICRMT proposal includes a \$5,000,000 Sexual Misconduct and Molestation Aggregate & Occurrence Limit.

The College has the option to remove Excess Earthquake coverage. If the College approves coverage without Excess Earthquake, the College will receive a premium savings of \$182,265, which is 48.90% less than the expiring.

We appreciate the opportunity to serve the College. If you have any questions, please feel free to contact our office.

Respectfully,

A handwritten signature in black ink that reads "Travis J. Bushue".

Travis J. Bushue
President, Bushue HR, Inc.

KND

**An Outsourced Risk Management Company Focusing on Human
Resources, Insurance, Background Screening and Fingerprinting**

Board Memorandum



Board of Trustees

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 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: Estimated Tax Levy for CY2024
Date: 11.21.24

Background: The Board must certify Shawnee Community College's tax levy for Calendar Year 2024 for taxes collected in Calendar Year 2025 and considered as income in Fiscal Year 2026. The preliminary Certificate of Tax Levy is attached for your review.

Prior year's information is also presented in a fiscal year format for comparison purposes.

In addition, the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance.

The tax rate for CY24 is estimated at 64.86 cents per \$100 in equalized assessed valuation. The proposed levy is \$3,663,003 plus \$1,399,125 is levied for bond issues. This is an increase of approximately 4.803% over actual tax extension of CY23.

The Board must approve the tax levy certificate at the December 2024 regular Board meeting.

Recommendation: I recommend the Board review the Estimated CY24 Tax Levy and direct any questions to VP Clark

CERTIFICATE OF TAX LEVY

Community College District No. 531 County(ies) All of Alexander, Massac, Pulaski, Union and parts of Johnson & JacksonCommunity College District Name: Shawnee Community College and State of Illinois**We hereby certify that we require:**the sum of \$ 1,587,317 to be levied as a tax for educational purposes (110 ILCS 805/3-1), andthe sum of \$ 795,762 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

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

the sum of \$ 839,516 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), andthe sum of \$ 130,638 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), andthe sum of \$ 59,769 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), andthe sum of \$ 250.000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

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

Signed this 21th day of November, 2024._____
Chairman of the Board of Said Community College District_____
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 2 _____.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No.531 County(ies) of all of Alexander, Massac, Pulaski, Union, & parts of Johnson and Jackson and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2024 was filed in the office of the County Clerk of this county on _____, 2024.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2024 is \$ 1,399,125 _____.

Date_____
County Clerk and County

Shawnee Community College													
Tax Year	Fiscal Year to be Collected	Actual EAV	Educational Levy	O&M Levy	PHS Levy	Audit Levy	Liability Levy	Social Security Levy	Bond Levy	Total Levy	Total Tax Levy Rate	Actual Extension Tax Rate	
2000	2002	\$ 365,839,304	\$ 698,500	\$168,619	\$183,000	\$ 16,500	\$ 205,881	\$ 60,000	\$ -	\$1,332,500	0.3642309575		
2001	2003	\$ 389,931,149	\$ 733,000	\$177,000	\$192,000	\$ 17,000	\$ 206,000	\$ 73,000	\$ -	\$1,398,000	0.3585248328		
2002	2004	\$ 445,440,869	\$ 769,000	\$385,000	\$201,000	\$ 17,800	\$ 225,000	\$ 90,000	\$ -	\$1,687,800	0.3789055108		
2003	2005	\$ 462,860,604	\$ 846,350	\$423,170	\$220,000	\$ 17,800	\$ 225,000	\$ 90,000		\$1,822,320	0.3937081670	0.4046000000	
2004	2006	\$ 458,715,672	\$ 905,000	\$440,275	\$230,000	\$ 17,800	\$ 228,495	\$ 90,000	\$ -	\$1,911,570	0.4167221913	0.4231000000	
2005	2007	\$ 471,618,434	\$ 917,451	\$458,725	\$230,000	\$ 22,300	\$ 387,582	\$ 93,000	\$ -	\$2,109,058	0.4471958363	0.4165800000	
2006	2008	\$ 484,110,430	\$ 943,236	\$471,618	\$230,000	\$ 22,900	\$ 453,300	\$ 93,000	\$1,033,609	\$3,247,663	0.6708516898	0.6712800000	
2007	2009	\$ 510,992,897	\$ 993,553	\$498,949	\$230,000	\$ 20,000	\$ 490,123	\$ 93,000	\$1,033,744	\$3,359,369	0.6574199015	0.6708500000	
2008	2010	\$ 535,803,808	\$ 1,064,599	\$509,683	\$230,000	\$ 21,000	\$ 620,099	\$ 93,000	\$1,036,875	\$3,575,256	0.6672696137	0.6761000000	
2009	2011	\$ 558,891,943	\$ 1,114,115	\$536,522	\$243,507	\$ 21,000	\$ 652,747	\$ 98,085	\$1,036,963	\$3,702,939	0.6625500772	0.6905900000	
2010	2012	\$ 563,869,093	\$ 1,212,820	\$593,990	\$262,662	\$ 37,398	\$ 592,966	\$ 115,647	\$1,707,291	\$4,522,774	0.8020964540	0.7650800000	
2011	2013	\$ 566,119,649	\$ 1,215,867	\$591,390	\$275,536	\$ 30,180	\$ 621,659	\$ 121,306	\$1,664,787	\$4,520,725	0.7985458706	0.7791700000	
2012	2014	\$ 575,086,019	\$ 1,216,996	\$591,557	\$287,179	\$ 29,749	\$ 648,586	\$ 126,564	\$1,693,251	\$4,593,882	0.7988164984	0.7881500000	
2013	2015	\$ 572,818,519	\$ 1,179,533	\$573,582	\$250,000	\$ 30,204	\$ 681,007	\$ 120,639	\$1,697,223	\$4,532,188	0.7912082710	0.7826900000	
2014	2016	\$ 576,047,867	\$ 1,156,537	\$582,762	\$250,000	\$ 30,144	\$ 679,522	\$ 120,481	\$1,713,878	\$4,533,324	0.7869699307	0.7832600000	
2015	2017	\$ 587,294,095	\$ 1,206,125	\$604,562	\$250,000	\$ 30,314	\$ 709,496	\$ 125,824	\$1,710,325	\$4,636,646	0.7894930393	0.7867300000	
2016	2018	\$ 603,418,627	\$ 1,273,654	\$616,674	\$252,808	\$ 30,901	\$ 725,506	\$ 128,726	\$1,715,420	\$4,743,689	0.7861356590	0.7760900000	
2017	2019	\$ 624,484,718	\$ 1,362,839	\$663,759	\$255,113	\$ 31,725	\$ 695,851	\$ 122,130	\$1,682,078	\$4,813,495	0.7707946826	0.7453400000	
2018	2020	\$ 635,983,048	\$ 1,397,095	\$686,933	\$258,408	\$ 32,809	\$ 669,884	\$ 116,305	\$1,773,511	\$4,934,945	0.7759554308	0.7507300000	
2019	2021	\$ 649,341,448	\$ 1,388,338	\$680,503	\$250,000	\$ 33,456	\$ 687,764	\$ 125,345	\$1,759,000	\$4,924,406	0.7583692702	0.7461700000	
2020	2022	\$ 660,122,102	\$ 1,394,466	\$694,323	\$250,000	\$ 34,132	\$ 705,400	\$ 122,156	\$1,720,500	\$4,920,977	0.745464663	0.7261500000	
2021	2023	\$ 683,320,904	\$ 1,403,429	\$706,331	\$250,000	\$ 35,449	\$ 709,107	\$ 119,134	\$1,606,500	\$4,829,950	0.706834808	0.7091400000	
2022	2024	\$ 719,421,866	\$ 1,445,125	\$717,145	\$250,000	\$ 36,741	\$ 748,316	\$ 122,162	\$1,397,725	\$4,717,214	0.655695111	0.6567483000	
2023	2025	\$ 792,198,302	\$ 1,495,366	\$751,492	\$250,000	\$ 41,604	\$ 790,108	\$ 125,325	\$1,396,375	\$4,850,270	0.612254531	0.6486890000	
										Average	0.6437881942	0.689042105	

**Board of Trustees**

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 Nancy Holt
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 Deborah Shelton-Yates
 Andrea Witthoft

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Board Memorandum

To: Board of Trustees

From: Dr. Tim Taylor

Recommending Staff: Dr. Tim Taylor

RE: Board Calendar - CY25

Date: 11.21.24

Background: According to [5 ILCS 120/2.03](#), commonly referred to as the Open Meetings Act, the Board must make available to the public its regular meeting schedule for either a calendar of fiscal year. Specifically, the Act states, *"In addition to the notice required by Section 2.02, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings."*

To this end, after discussion with Board Chair Heisner, the attached proposed Calendar for the Board's CY25 meetings is presented for your consideration. Please note a regular Board meeting IS NOT scheduled for January; instead, a Board Retreat is scheduled for Saturday, 01.11.25.

The following assumptions/parameters were made relative to the regular Board meetings:

- Each meeting is scheduled for the third Thursday of the Month, with the exception of the June meeting.
- June 19, 2025 is an approved holiday.
- Each meeting is scheduled to begin at 6:00p, unless otherwise established by the Board Chairperson.
- Each meeting will take place in the Learning Education Center.
- Executive Sessions will take place in the Founders Room, as needed.

If the Board prefers to meet in the River Room, as opposed to the Learning Education Center and/or Founders Room, it would be appropriate to declare that intention now so the calendar might be accurately modified.

Recommendation: I recommend the Board approve the Board Meeting Calendar as presented and direct the President to post the Calendar on the College's website, as required by statute.

Board Calendar – 2025

January 11, 2025 – Board Retreat
February 20, 2025
March 20, 2025
April 17, 2025
May 15, 2025
June 12, 2025 (accommodate Juneteenth, June 19 Holiday)
July 17, 2025
August 21, 2025
September 18, 2025
October 16, 2025
November 20, 2025
December 18, 2025