

# BOARD BOOK

**JULY 17, 2025**



Citizens and staff can participate in person or by teleconference with the following [link](#). The meeting includes an opportunity for public comment. Any Citizen participating in the meeting via teleconference who wishes to make a public comment, must submit their public comment, via email, to [comments@shawneecc.edu](mailto:comments@shawneecc.edu) by 2:00 p.m. on July 17, 2025. 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  
July 17, 2025  
6:00 P.M.

Board Book 1

- 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:**  
Matthew White, Head Baseball Coach  
Logan Bledsaw, Assistant Baseball Coach  
Haylie Oliver, Assistant Women's Basketball Coach  
Mark Mizell, Head Volleyball Coach  
Brooke Squellati, Assistant Softball Coach  
John Snider, Softball  
Shane Bennett, Executive Director Saints Foundation
- VII. **Communications**
  - A. [Student Report](#) - Landon Stafford
  - 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](#) - Foundation Support Team
    - vii. [Student Affairs](#) - Jeff McGoy
  - E. [Illinois Community College Trustees Association](#) - Andrea Witthoft
- VIII. **Monitoring Reports & Board Policy Review**
  - A. Acceptance of the [Community Education](#) Annual Report
    - i. [B1007](#) Community Education Programming
- IX. **Consent Agenda**
  - A. Acceptance of [Treasurer's Report](#)
  - B. Consideration for Ratification of [June Bills](#)
  - C. Acceptance of [Personnel Report](#)
  - D. FY26 Tentative [Budget Update](#) (1 pp)
  - E. Consideration for Approval of the [AY26 Student Handbook](#)
  - F. Consideration for Approval of the Annual [Athletic Insurance](#) Renewal (4 pp)
  - G. Consideration for Approval of the [Insurance Consultant](#) Agreement (1p)
  - H. Consideration for Approval of the [Lease Agreement](#) - Five County Vocational System (6pp)
- X. **Shared Governance - [Administrative Update](#)**
  - A. New/Revised Policy
    - i. None
  - B. New/Revised Operating Standard
    - i. [A7200.15](#) Recycling & Waste Reduction

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

- A. Presentation of the [Compensation Study](#)
- B. Disposition of 06/12/25 Regular Board Meeting [Minutes](#) (8pp)
- C. Consideration for Approval of the [President's Contract](#) (19pp)
- D. Consideration for Approval of the [RAMP Project Applications](#) (19pp)
- E. Consideration for Approval of the [Financial Aid Service Agreement](#) (13 pp)
- F. Consideration for Approval of the [Legal Counsel Service Agreement](#) (2pp)
- G. Consideration for Approval of the [Municipal Advisory Agreement](#) with PMA Securities (11pp)
- H. Consideration for Approval of [Financing Resolution for Property Acquisition](#)
  - i. Resolution authorizing and providing for the issue of not to exceed \$5,500,000 General Obligation Debt Certificates (Limited Tax), Series 2025, of the District for the purpose of purchasing and improving a building and purchasing land for community college purposes, providing for the security for and means of payment of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

**XII. Executive Session**

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c) (1)
  - ii. None
- B. Consideration of Purchase or Lease of Real Property for the Use of the Public Body pursuant to 5 ILCS 120/2 (c) (5)
  - i. None
- C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)
  - i. None

**XIII. Executive Session Action Items**

- A. None

**XIV. Trustee Comments**

**XV. Adjournment**

**Student Trustee  
Board Report, July 17, 2025**

During the month of June, there were multiple events and activities that happened during the month including many kids camps and much more.

- On June 30th, the basketball team and staff held a basketball skills camp
- On June 28th, the automotive trades camp let campers get hands-on experience by learning how to take apart and rebuild an engine. It was a very good experience for future automotive students.
- On June 17th, the Shawnee Community College Cosmetology students were able to have hands-on experience with the opportunity to earn additional professional certifications with educator Amber Fisher.
- The SCC Medical Assistant program has moved to the main campus in Ullin, as three spring 2025 Medical Assistant graduates officially passed their National Certified Medical Assistant (NCMA) exam

***Submitted by:***  
**Landon Stafford, Student Trustee**

**Faculty  
Board Report, July 17, 2025**

Brenda Brown attended a seminar in Nashville, Tennessee on May 17th. The topic was nutritional strategies for reducing inflammation and metabolic disease.

ADN students will be finishing their last semester of clinical this month as they prepare to complete the Nursing Program at the end of July.

Hailey Merriman will be instructing the second Safe Sitter kids camp of the summer. Registration is full for the upcoming class.

JoElla Basler participated in interviews for the History faculty position.

Lori Armstrong and Dr. Ian Nicolaides attended the 2025 Anatomage Conference in Santa Clara, CA, July 10-11.

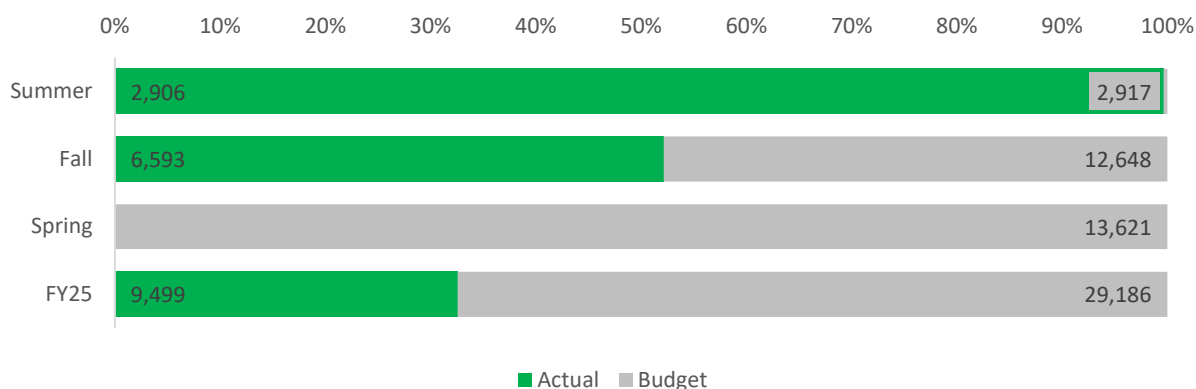
Lori Armstrong participated in interviews for the Coordinator of Learning Innovation and Emerging Technologies position.

***Submitted by:***  
**Jesse Smith-Fulia, S.C.E.A. President**



**Presidents Report  
July 17, 2025**

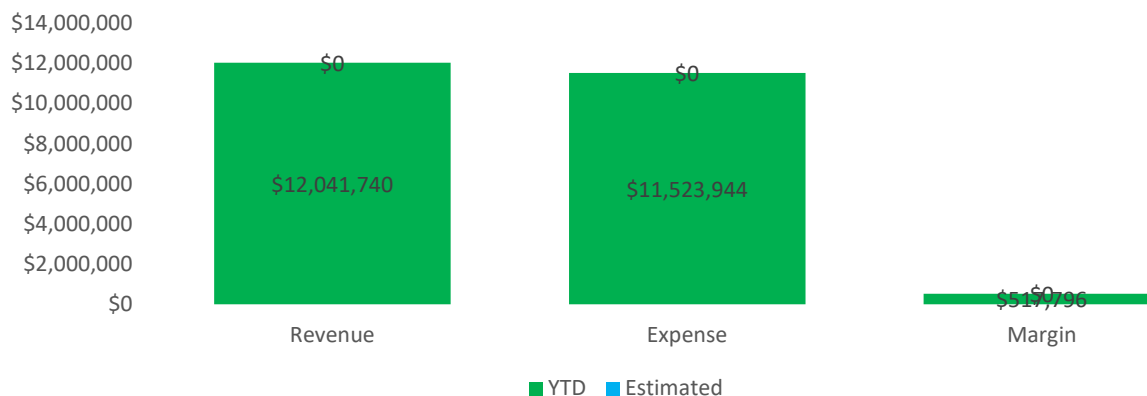
**Enrollment Dashboard - FY26**



**Chart-1 FY26 Enrollment**

\*Data pulled 07.09.25; 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.

**FYE25 Operational Results (Fund-1)**



**Chart-2 FY25 Budget Performance**

The preliminary (unaudited) year-end results for FY25 reflect \$12,041,740 in revenue and \$11,523,944 in expenses. Prior to accounting for planned transfers, the College ended the year with a positive margin of \$517,796. However, as part of the adopted FY25 budget, \$1.5 million in fund transfers were planned—resulting in an anticipated year-end deficit. When \$1,476,739 in actual transfers are applied, the final operating margin is expected to reflect a deficit of approximately \$958,943. This outcome aligns with the Board-approved budget, which included a projected deficit of \$1.5 million to support planned investments and strategic initiatives

### Credit-Hour Overview/Refresher

Since this is the start of a new fiscal year, I thought it might be helpful to share an overview (or refresher) on state-wide credit-hour classification rules, and how those impact our budgeting assumptions and reporting practices. Specifically, the College generates a variety of credit hours across instructional programs. Understanding how these credit hours are classified, reported, and connected to state funding is essential for evaluating budget assumptions and interpreting monthly President's Reports.

#### *Credit Hour Classification*

The Illinois Community College Board (ICCB) distinguishes credit hours based on their eligibility for state reimbursement. These classifications also affect the College's eligibility for equalization funding, a mechanism designed to provide additional support to colleges in low-wealth districts.

- A. **Reimbursable Credit Hours** – These hours are eligible for partial state reimbursement and are included in the State's equalization funding formula. They fall into two subcategories:
- Reimbursable-**Unrestricted** Credit Hours – generated by ICCB-approved courses open to the general student population (e.g., most general education and CTE courses). These form the core of the College's reimbursable activity.
  - Reimbursable-**Restricted** Credit Hours – generated by courses that serve targeted populations or are supported by restricted funding sources (e.g., dual credit, Department of Corrections, customized contract training). These are reimbursable and still count toward equalization, but are tracked separately due to their restricted nature.
  - ICCB 51% Cost Rule – To qualify as reimbursable, ICCB requires that the College must pay at least 51% of the instructional cost. If external sources (e.g., grants, contracts, or third parties) cover more than 49% of the course cost, the credit hours may be deemed non-reimbursable, even if the course content and delivery method otherwise qualify. This rule applies across both unrestricted and restricted reimbursable categories and ensures that state reimbursement is limited to college-supported instructional activity.
  - Relevance to Equalization Funding – Both restricted and unrestricted reimbursable credit hours contribute to the College's equalization formula. Higher reimbursable volume increases the College's eligibility for equalization support by demonstrating instructional activity relative to local tax capacity.

As noted in Chart-3 below, the College's reimbursable-unrestricted credit-hours has risen steadily since 2022. This suggests students are taking more degree and certificate courses.

Reimbursable-**Unrestricted** CH by FY

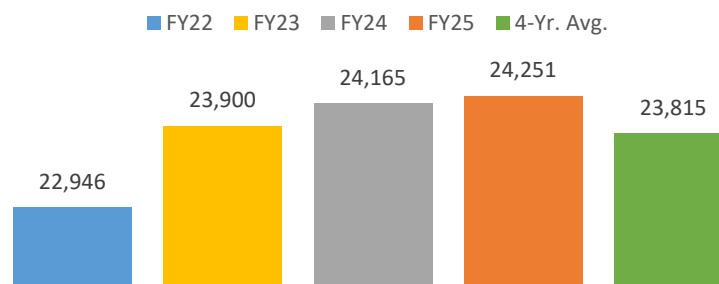


Chart-3 – Reimbursable-**Unrestricted** Credit-Hours BY FY

As noted in Chart 4 below, the College’s reimbursable-restricted credit hours have remained relatively stable over the past four years, despite a consistent annual decline of approximately 2.5% in the regional high school population. The brief increase in FY23 was largely attributable to expanded dual credit offerings for Massac Unit #1. However, those enrollment gains have since tapered, returning to more typical levels.

Reimbursable-Restricted CH by FY

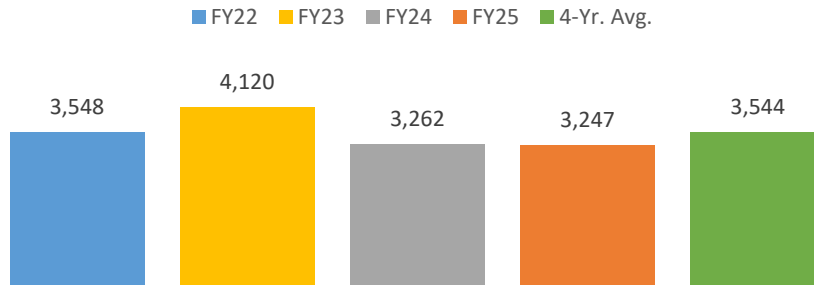


Chart-4 – Reimbursable-Restricted Credit-Hours BY FY

B. **Non-Reimbursable Credit Hours** – These credit hours **ARE NOT eligible for ICCB reimbursement** and are excluded from equalization calculations. They fall into two subcategories:

- Non-Reimbursable-**Unrestricted** Credit Hours - generated by courses that are part of the College’s standard curriculum but fall outside of ICCB eligibility – for example, due to course repetition, scheduling format, or funding structure (e.g., College pays less than 51% of instructional cost).
- Non-Reimbursable-**Restricted** Credit Hours – generated by courses that serve specific non-reimbursable purposes (e.g., community education, personal enrichment, avocational learning). These courses support broader community engagement but are not part of the State’s funding model.
- Relevance to Equalization Funding – these credit hours do not impact the College’s equalization calculation. However, they are monitored internally for strategic, community engagement, and cost-recovery purposes.

As noted in Chart 5 below, despite some year-to-year variability, the overall trend suggests the College has stabilized and regained ground in its non-reimbursable unrestricted instructional activity, culminating in its highest total in FY25.

Non-Reimbursable-Unrestricted CH by FY

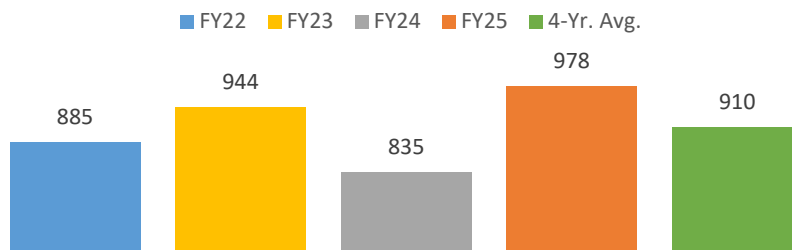


Chart-5 – Non-Reimbursable-Unrestricted Credit-Hours BY FY

The FY23 peak likely reflects the College’s implementation of the ICCB PATH grant, which provided funding to expand capacity in Allied Health and Nursing programs. Under this initiative, faculty salaries were covered through grant funds, resulting in several courses being classified as non-reimbursable due to ICCB’s requirement that the College contribute at least 51% of instructional costs to claim reimbursement.

The decline in FY24 was likely due to operational changes in the College’s Small Business Development Center (SBDC), where programming was temporarily paused due to staffing shortages and a delayed grant cycle.

The rebound in FY25 is tied to increased activity in externally supported workforce programs such as the IDOT-funded Highway Construction Careers Training Program (HCCTP), which similarly falls into the non-reimbursable category because the College’s share of instructional cost did not meet the 51% threshold.

As shown in Chart-6 below, the College has experienced a steady and significant increase in non-reimbursable restricted credit hours, growing from 23 CH in FY22 to 139 CH in FY25 – a sixfold increase over the four-year period. This upward trend reflects the College’s expanding commitment to community education and lifelong learning, particularly through offerings such as kid’s camps, personal interest courses, and non-credit enrichment programming. These types of courses, while valuable to the region, are classified as non-reimbursable restricted because they fall outside ICCB-approved degree and certificate structures and serve avocational or recreational purposes.

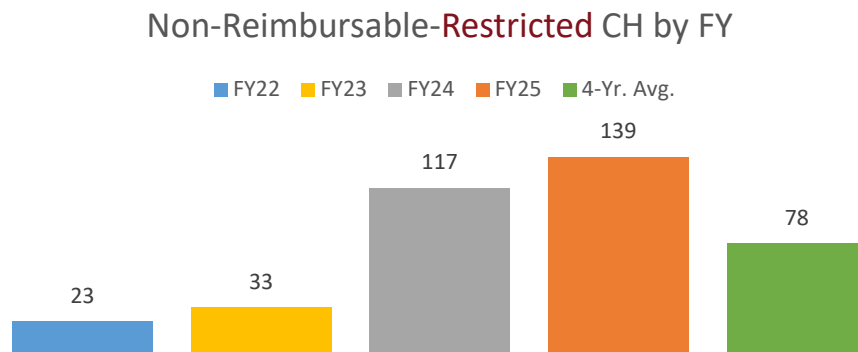
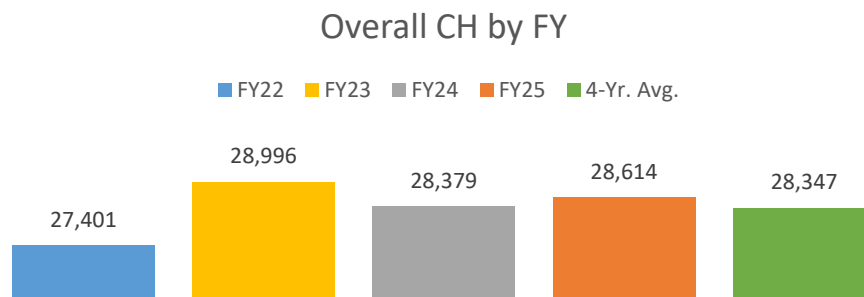


Chart-6 – Non-Reimbursable-Restricted Credit-Hours BY FY

### *Budgeting Assumptions*

Historically, the College's budgeted enrollment projections were based on a percentage increase or decrease of total credit hours compared to the prior year. This approach incorporated all instructional activity—reimbursable and non-reimbursable—regardless of funding eligibility, and served as a practical method for forecasting tuition revenue and operational planning.

This practice was largely supported by the relative consistency in total credit hour generation over time. As shown in Chart 7 below, the College's total credit hour production across all categories has remained relatively stable over the past four years. This overall stability provided a reasonable foundation for projecting enrollment trends, even as internal shifts occurred among different credit hour classifications.



**Chart-7 – Total Credit-Hours BY FY**

Clearly, the College has demonstrated consistency and resilience in overall instructional activity, maintaining credit hour production within a narrow range year over year – despite statewide enrollment challenges in the community college sector. The FY23 high point and subsequent slight decline in FY24 were followed by a modest increase in FY25, suggesting a stabilizing trend.

While total credit hour generation provides a valuable snapshot of the College's instructional activity, relying on total credit hours (across all categories) to develop the FY26 budget presents several key limitations:

1. **Misalignment with State Funding Formulas** – Only reimbursable credit hours are eligible for ICCB credit hour reimbursement and factored into equalization funding calculations. Total credit hours include non-reimbursable instructional activity – such as community education, grant-funded courses, or externally supported training – which do not generate direct state revenue. Basing the budget on total credit hours may overstate anticipated state funding.
2. **Distorted Revenue Projections** – Non-reimbursable courses (e.g., PATH grant-funded nursing classes or HCCTP offerings) may carry significant instructional costs without contributing to reimbursement revenue. Including them in credit hour-based revenue assumptions may result in a disconnect between instructional output and available funding, especially if the College contributes less than 51% of the instructional cost.

3. Inconsistent Cost Structures – Different categories of credit hours have varying cost and revenue profiles. For example:

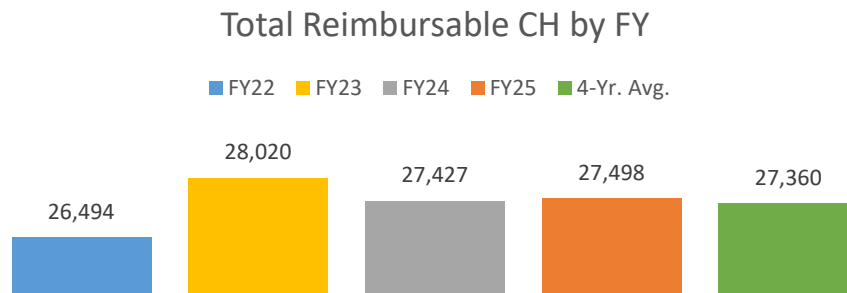
- Dual credit courses, generally produce minimal tuition revenue.
- Grant-funded instruction may be cost-neutral or require match funding.
- Community education courses may generate small fees but no state support.

Budgeting based on total credit hours ignores these nuances, potentially leading to unrealistic assumptions about net revenue per instructional hour.

4. Risk of Overcommitting Resources – Using total credit hours to drive budget decisions may inadvertently support growth in low- or no-revenue instructional areas, leading to overcommitted staffing, space, or financial resources without corresponding funding streams.

For these reasons, **the FY26 budget is based on a 2% increase over the College's total reimbursable credit hours generated in FY25**. This approach ensures that revenue projections are aligned with actual state-eligible instructional activity, resulting in greater fiscal accuracy and accountability.

As illustrated in Chart 8 below, the College generated 27,498 reimbursable credit hours in FY25. Accordingly, the FY26 budget is built on a projection of 28,047 reimbursable credit hours, reflecting a modest and strategic growth assumption consistent with recent performance trends.



**Chart-8 – Total Reimbursable Credit-Hours BY FY**

*President's Report and Ongoing Credit Hour Monitoring*

Although the FY26 budget now focuses on reimbursable credit hours, I will continue to report total year-to-date (YTD) credit hour generation in the monthly President's Report, benchmarked against a 2% increase in total credit hours from the previous fiscal year – as noted in Chart 1 on the first page of this report.

For reference, Chart 6 illustrates that the College generated 28,614 total credit hours in FY25, and Chart 1 projects overall credit-hours to be 29,186 for FY26, reinforcing expectations of stable institutional activity across all instructional categories.

This dual approach provides the Board with:

- **Continuity** in tracking enrollment trends over time
- **Visibility** into both revenue-generating and mission-driven instructional activity
- A clear connection between **operational output** and **funding implications**

**The following events are noteworthy:**

- Community Engagement Meetings (G1O3S-All):
  - 06/10 – Met with Dr. Steve Webb, Superintendent (Goreville)
  - 06/12 – Recorded [podcast](#) with Dr. Landon Sommer, Superintendent (Century)
  - 06/12 – Sponsored a Team consisting of Blake Goforth, Dr. Kristin Shelby, and Jonathan Van Meter for the IASA Golf Scramble
  - 06/17 – Recorded podcast with Mr. Edwin Shoemate, Superintendent (Cobden)
  - 07/03 – Interviewed on WIBH Radio (Moury Bass)
  - 07/08 – Southern Five Board Meeting.
- Miscellaneous Shared Governance Activities (G3O4SC&D)
  - 05/22 – The Executive Council (EC) recommended, and I **approved**, the Recycling & Waste Reduction Operating Standard ([A7200.15](#)).
- Miscellaneous Culture Building Activities (G3O5SE)
  - 06/11 – Preliminary Compensation Study Presentation w/ Gallagher.
  - 06/11 – Meet & Greet with Ender Schmidt, Data Reporting Specialist
  - 06/12 – Met w/ Steve Gavatora – review Senior Leadership Team progress.
  - 06/26 – Met w/ Steve Gavatora – focus on organizational communication strategies.
  - 06/11 – Meet & Greet with Thuraia Ibrahim, Recruiter
- Miscellaneous Meetings, not already noted (G3O5SE):
  - 06/10 – SICCM Board Meeting, focused on Real Estate Auction details.
  - 06/25 – Met w/Financial Advisor (PMA) and Chapman & Cutler for Bond Process.
  - 07/02 – Met w/ Hartzell Black, Foundation Chair
  - 06/25 – Met w/ PMA & Chapman & Cutler to clarify bond parameters.

**Professional Development Opportunities Authorized**

- **ICCCFO Fall Conference (≈\$600)** – Statewide CFO Development for VP Clark, Bloomington, IL (September/October). Institutional Funded.
- **ICCCFO Spring Conference (≈\$500)** – Statewide CFO Development for VP Clark, Oglesby, IL (April 2026). Institutional Funded.
- **CUPA HR Annual Conference (≈\$7,500)** – Annual Conference focused on HR for ED Rouse, Specialist McGoy, and Specialist Martin, (October). Institution Funded.

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

- **ICCB PATH Grant (≈\$182K)** – FY26 funding to support allied health and nursing programs.
- **ICCB REVUP Grant (≈\$110K)** – FY26 funding to support EV programming for auto program.
- **Independent Service Agreement** – Leadership Training w/ Gavatora Group, Inc, Board approved 6.12.25.
- **Independent Service Agreement** – HR Consulting w/ Inclusive Outliers, LLC, Board approved 6.12.25.
- **Letter of Support**– Assist Massac County with the pursuit of an Energy Transition Grant.
- **Massac County Mental Health & Family Counseling** – Annual Linkage agreement for student mental health counseling, as needed.

**Requisitions signed under Presidential Authority**

- **Heartland Mechanical (≈\$120K)** - Project 24011, HVAC Replacement, Pay Progress #3, Board approved 02.20.25. Bond funded.
- **Fager McGee (≈\$45.4K)** - Project 24010, Window Envelope Building H&K, Pay Progress #2, Board approved 02.20.25. Bond funded.
- **Stryker (≈\$41K)** - Power Cot System, Board approved 06.12.25. Grant Funded.
- **NEOGOV (≈\$39K)** - HR Software, year 2 of 3, Board approved 07.18.24.
- **Shawnee Mass Transit (\$19K)** - Bus service for students throughout FY26.
- **Midwest Terminal (\$18K)** - Diesel fuel for Boiler System.
- **Dodd Architect (≈\$16.5K)** - Professional Services for Project 25011 (ACEC Roof Replacement), Board approved 03.20.25. Bond funded.
- **DRC Shelf (≈\$14.4K)** - TABE Test and Materials for Adult ED students, grant funded.
- **SIMX (≈\$14.5K)** - Headsets & VR Software for allied health and nursing students, PATH grant funded.
- **Dodd Architect (≈\$13K)** - Professional Services for Project 25015, (L-Building HVAC Replacement), Board approved 03.20.25. Bond funded.
- **Joliet Junior College (\$10K)** - Annual dues for IGEN membership.
- **Transfr Inc. (≈\$8.4K)** - VR Software for ETS students, TRiO grant funded.
- **Harper Trailer (≈\$6.7K)** - Trailer for CTE Workforce programs. Perkins grant funded.
- **CDWG (≈\$6.6K)** - Tablets to support Math instruction, institution funded.
- **Flinn Scientific (≈\$6.4K)** - Microscopes and supplies for science students.
- **HLC (≈\$6.2K)** - Annual Dues (FY26)
- **Dodd Architect (≈\$5.3K)** - Professional Services for Project 25014, (Gym Concessions), Board approved 03.20.25. Bond funded.
- **Dodd Architect (≈\$4.8K)** - Professional Services for Project 25012, (K-Building Exterior Envelope), Board approved 03.20.25. Bond funded.
- **ICCCP (≈\$4.5K)** - Annual dues for the President's Council.
- **ICCTA (≈\$3.5K)** - Annual dues (fall installment).
- **Johnson, Schneider, Ferrell (≈\$4.1K)** - Professional Services for June 2025.

## **THE BASS GROUP INC.**

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### **SCC July Report**

Prepared by: The Bass Group

Date: July 2025

#### **Overview**

For the month of July, The Bass Group has developed a targeted strategy to introduce the College to key members of the Illinois Senate and House Higher Education and Appropriations Committees.

Our top priority is ensuring that Democratic leaders—who currently chair or significantly influence these committees—are fully briefed on the College’s mission, strategic goals, and legislative priorities. This includes securing additional funding to support the College’s operations and student success initiatives in the coming year.

#### **Senate Engagement**

The following Senators have been identified as critical contacts for our outreach:

- Senator Elgie Sims – Chair, Senate Appropriations Committee
- Senator Mike Halpin – Chair, Senate Higher Education Committee
- Senator Graciela Guzman
- Senator Christopher Belt
- Senator Javier Cervantes
- Senator Paul Faraci
- Senator Emil Jones III
- Senator Lakesia Collins
- Senator Scott Bennett (Walker)

## House Engagement

We are also engaging the following House members:

- Representative La Shawn K. Ford – Chair, House Higher Education Appropriations Committee
- Representative Debbie Meyers-Martin
- Representative Carol Ammons
- Representative Michael Crawford
- Representative Kimberly Du Buclet
- Representative Barbara Hernandez
- Representative Lisa Hernandez
- Representative Theresa Mah
- Representative Katie Stuart – Chair, House Higher Education Committee

## Strategic Importance

We believe that establishing and strengthening relationships with these legislators is essential to advancing the College’s legislative agenda. These engagements will also allow us to highlight the College’s unique contributions, outcomes, and the support needed to continue and expand that impact across the community.

## Legislative Update: HB 3532 Signed into Law

Governor JB Pritzker signed HB 3532 into law on June 30, 2025. Below is a summary of this important legislation:

### Bill Summary – HB 3532: Public University Direct Admission Program Act

This new law establishes a comprehensive direct admission program aimed at improving college access for Illinois high school seniors and community college students.

Key provisions include:

- Automatic admission offers to eligible students based on GPA thresholds, removing traditional entry barriers.
- Annual reporting of admission standards by public universities.
- Oversight of student eligibility and coordination by the Illinois Student Assistance Commission (ISAC).
- Focused outreach to historically underserved student populations.
- Development and implementation of a statewide student application portal, offering streamlined admissions, financial aid information, and related resources.
- Privacy protections to ensure compliance with educational rights laws.
- Ongoing program evaluation, including demographic analyses, enrollment tracking, and improvement recommendations.

This legislation represents a major step toward expanding equity and access in higher education across Illinois.

### Looking Ahead

As discussions around higher education continue to develop, The Bass Group will keep the College informed of all relevant legislative activities, funding opportunities, and strategic moments for engagement.

### Conclusion

This concludes the July report.

Please let us know if any additional information or follow-up is needed.

**Academic Affairs  
Board Report, July 17, 2025**

**2025-2026 Year in Review for Academic Affairs**

The Academic Affairs division did a year-in-review in May to reflect on the impact of our work throughout the year. We successfully completed all of the initiatives and activities listed on our AY25 planning document, except for the two new academic programs that were determined to be better suited for AY26.

**This review was valuable for our division for the following reasons:**

1. Celebrates our successes & builds morale
2. Closes the continuous improvement loop
3. Demonstrates the importance of accountability
4. Strengthens the grant, budgeting, equipment, and resource request planning & process
5. Demonstrate the importance of aligning around shared priorities
6. Supplies evidence for HLC and ICCB, as well as for future grants
7. Sets a baseline for FY26 planning
8. Confirms the necessity of cross-divisional collaboration- Many of these accomplishments required collaboration with our colleagues in other divisions

**Here are some of the exciting accomplishments:**

- Successful contributions to the ICCB Recognition Report and Process
- Meaningful contributions to HLC Accreditation, with Dr. Shelby leading the way
- Contributions to the increase in enrollment (SP25, SU25, and FA25 are scheduled in AY25): Spring- up 3%, Summer- up 14%, Fall- TBD
- 68 new courses developed and approved!
  - 58 Academic
  - 10 Vocational
- 10 new programs developed and approved!
- 3 new programs developed and still awaiting approval
- 5 existing changes/program improvements
- 1 new program implemented
- 15 grants administered, with an estimated value of ≈3 million dollars (and all the equipment, supplies, student support, PD, and other deliverables brought into the College as a result)
- Final approval of CBE Welding; implementation processes; designed the lecture portions
- Developed CBE Business; final ICCB approval
- Reorganized Business & Workforce Office; fully staffed; increased production
- Increased SBDC outcomes in only one quarter
- All Academic Affairs policies written and approved (5)
- ≈18 Academic Affairs Operating Standards written and approved
- Negotiated an approved Dual Credit MPA and Type C agreement with HS Superintendents
- Developed and implemented a Dual Credit Pathway website with program plans for all courses at all HSs
- Increased equity and access for HS students: more CTE-related courses and short-term certs/pathways; HS teacher PD and tuition reimbursement, textbooks, materials and supplies, equipment, etc.
- Improved Developmental Education model
- Completed a Multiple Measures study and made subsequent improvements
- Increased number of students in Adult Ed matriculating

- New Summer Camps developed and implemented: Trades (2), First Responder, Auto & Robotics
- Many Faculty & Staff voluntary achievements and advanced degrees- DACUM/SCID certifications, project mgt certification, doctorates, masters, bachelors, industry certificates, state/county board positions, sought out as presenters at conferences

### **Monthly Board Report**

The following are the more notable results since the last Board of Trustees report (6/1/2025-7/3/2025):

#### **Dean of Allied Health and Nursing**

- 40 NEW Practical Nursing students (plus part-time/ returning) started the PN program on June 2, 2025. They have been active around campus learning new skills like vital signs and other clinical skills.
- Dean Hannan submitted the FY26 PATH Implementation plan with an allocation similar to the previous year at approximately \$197,000. Plans for these funds include new programs for SCC!
- Nursing faculty were trained on and have implemented ExamSoft, which will help our students be able to take NCLEX-style exams with every exam. Faculty worked very hard to complete the training in a short period of time.
- TWO CNA programs are running this summer - one hybrid program at Union County with Karen Stark and an In-person class with Peggy Casper at the Alexander County Center. Each center will hold a pinning ceremony in July.
- Union County: July 10th
- Alexander County: July 23rd
- Marion VA contributed several boxes of supplies to the Nursing and Allied Health programs. We are thankful for our clinical partners!
- EMS Coordinator Dorie Wilburn and Dean Hannan have been working with Workforce to create possible EMT Continuing Education opportunities at SCC.
- An ACOTE update was submitted to ACOTE in mid-June with additional information submitted shortly thereafter with updated OTA Strategic Plan documentation and Pass Rate information.
- EMS, OTA, and other allied health faculty and staff have been collaborating for upcoming events such as SI Made Expo and the DuQuoin State Fair.

Dean Hannan:

- Participated in several ICCB CBEN trainings for the upcoming PATH year, as part of the PATH grant.
- Met with representatives from Central Methodist University, who is interested in an articulation to their online BSN program. They also offer an online OTA completion (BS) degree. Discussions continue.
- Has been meeting 1:1 with Steve Gavatorta for leadership development.
- Attended board meetings for Arrowleaf, Massac Memorial Hospital and the Massac Metropolis Port District board, attended the Illinois Critical Access Hospital Network CEO/ Board meeting on June 9th.
- Monitored 2 BLS (CPR) instructors, Dorie Wilburn and Kayde Pender, at the Union County Center for the EMR CPR class.
- Upcoming: ADN Pinning Ceremony will be held the evening of July 24, 2025.

### **Dean of Career and Technical Education**

- Received approval for the Perkins V grant application in the amount of \$253,277.00 (G1O 2-3)
- Applied for and received the FY26 REV UP Continuation grant in the amount of \$256,000. The grant will provide for continued expansion of EV curriculum into the AUT Tech program and support expansion of dual credit offerings to district high schools. (G1O2SC)
- Dean Stephenson attended the Career Connections Conference with Director of Partnerships and Pathways, Teale Betts, and VP Teske in East Peoria. The conference sponsored by ISBE provided presentations, interactive breakout sessions and exhibits in the secondary and post-secondary CTE space. Sessions included learning tracks in career exploration, curriculum enhancement, work-based learning, instructional engagement and data and program implementation.
- Throughout the month of June: completed end of year grant close out activities, including purchase processing and equipment deliveries and procurement.
- In June, SCC offered three new trades related CTE themed camps: Intro to the Trades, Trade Occupations and Automotive & Robotics. The camps served more than 60 campers and the feedback was very positive.
- TDR offered the first fast track CDL program for HCCTP graduates. Three students completed the course offered from the Alexander County Center with the training provided by Brian Koch. (G1O1SA)

### **Curriculum Development Manager**

- Met and collaborated with welding staff on online course design, including shooting new footage demonstrating the proper execution of specific welding tasks that are not widely available on the internet.
- Submitted Shawnee's NC-SARA application and related annual fees for 2025.
- Continued working with the Student Support staff on CBE welding orientation procedures
- Worked with the Executive Director of Public Information and Marketing on an advertising campaign for CBE welding, which thus far has included over-the-top advertising, local television commercials, and the development of a two-sided handbill which is yet to be distributed. The funds to support this advertising campaign have come from the Advancing Manufacturing Opportunity in Manufacturing and Technology (ATOMAT) grant.
- Worked with the coordinator of High School Partnerships and Pathways to increase the transportation stipend payouts to high schools. This brings the total transportation subsidy payments for 2024-2025 to \$17,000
- IT reports that they have scripted a functional Google forms scheduler for CBE welding. This will also serve as a dashboard for monitoring student engagement.
- Presented with Dr. Teske on our work with the Access & Equity in Dual Credit grant at the Career Connections Conference co-sponsored by ISBE and ICCB.

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

- Dual Credit Pathways & Website Development: Collaborated extensively with Jonathan VanMeter on continued development and updates to the Dual Credit website. Work also continued on drafting and revising Model Partnership Agreements for the 2025-2026 academic year.
- Working with Kirsty Stephenson to begin implementation of the Rev Up Grant application, aimed at enhancing college readiness initiatives.
- Participated in the Community Mapping Luncheon to support regional collaboration and student support alignment.
- Working with Meridian High School to discuss Fast Start student planning and bookstore needs for fall term.

- Attended the ISBE Career Connections Conference alongside Dr. Teske and Kristy Stephenson. Dr. Teske and I served as panelists to share insights and outcomes related to our Equity and Access Grant.
- Working with counselors from Vienna High School to review and plan for Dual Credit course offerings and student supports.
- Developing the Dual Credit Operating Standards in preparation for the upcoming school year.

### **Workforce & Business Development**

#### **Small Business Development Center (SBDC)**

##### **Workshops & Events:**

- Delivered AI for Small Business (June 25, Main Campus - 3 attendees)
- Continued planning for upcoming July workshops:
  - Website Basics (July 17, Anna)
  - Small Business Expo (July 23, Main Campus)
  - Retirement Planning for Small Business (July 30, Main Campus)
- Shared resource tools with SIU, SIC, and Harper College
- Developed GPT-based advisor matching tool for improved client support

##### **Client Engagement:**

- Conducted 48 advising sessions with 15.67 contact hours
- Focused on Small Business Expo promotion and client follow-ups
- Continued assistance with grant writing, startup planning, and lending support

##### **Community Engagement & Partnerships:**

- Coordinated with SIU, SIC, and University of Illinois Extension on final Expo logistics
- Finalized panel topics: Business Basics, Lending, Marketing, and HR
- Maintained outreach through email campaigns and social media

##### **Professional Development:**

- Attended Illinois SBDC Business Growth Academy (June 4-6)
- Earned Business Advisor Certification
- Completed 35 professional development hours

#### **Workforce Training & Outreach**

- In June, Shawnee Community College partnered with area businesses and community members to deliver 37 CPR classes across the district
- Currently developing a rotating monthly CPR schedule between Main Campus and all Extension Centers to ensure wider community access
- Launched Workforce Training Calendar on SCC website
- Working with Dorie Wilburn and Mandy Hannan for EMT CEU development
- Coordinating School Earthquake Preparedness class with Illinois School & Campus Safety Program
- Met with Anna Quarries to plan Winter Training in Basic Electricity and Welding
- Fall scheduling is in progress and includes upcoming offerings such as:
  - QuickBooks
  - Grant Writing
  - Working With the Deaf/Hard of Hearing
  - Hunter Safety Class
- Certified Food Protection Manager Classes:

- July 19 - Massac County Extension Center
- September 6 - Union County Extension Center
- October 25 - Johnson County Extension Center
- November 17 & 18 - Union County Extension Center (evening sessions)

**Highway Construction Careers Training Program (HCCTP)**

- Held Instructor Planning Meeting on June 30 for the Fall 2025 cohort
- Several students from the spring cohort transitioned into union and contractor employment
- Finalized on-site project selections for the fall session beginning September 8
- Continued strong collaboration with industry partners for job placement
- Assisted Instructor Hawkins and Dr. Teske on developing the curriculum for the new Intro to the Trades course (TRA 101)

**Truck Driving Program**

- Completed HCCTP Fast Track CDL class
- Massac County Extension Center Fast Track CDL class began July 1 and is in Week 2
- Continued discussions with employer partners to meet regional CDL demand

***Submitted by:***

**Dr. April Teske, Vice President of Academic Affairs**

**Administrative Services  
Board Report, July 17, 2025**

**Business Services (F409SB)**

Continue to work on FY25 fiscal year end general ledger close out processes. Continue to provide auditors with information requested. Completed the ICCB Fiscal Year 2026 Business Enterprise Program Compliance Plan. The Illinois Business Enterprise Program is the State of Illinois initiative to support and promote businesses owned by minorities, women, and individuals with disabilities. Completed the Fiscal Year 2025 United States Department of Education Grant Audit Confirmation. Attended the Community College CFO meeting via zoom. Attended training with Steve Gavatora on bookstore management processes.

**Facilities (G408SB)**

The Team completed office moves for Student Affairs. Currently, we have 8 projects moving along, with the Parking Lot and H&K Window Envelope being two of the biggest. Other projects underway include the Alexander County Extension Center Roof and the I Building HVAC systems. Several grant-purchased items have arrived, and the team is busy loading/unloading and housing these items, in addition to their day-to-day responsibilities.

**Information Technologies (G407SA)**

The Information Technology Department is busy with summer projects. Installation of new Logitech Zoom ITV equipment is complete at the Alexander County Extension Center and Union County Extension Center. The I.T. Support Specialist is updating all remaining Windows 10 machines to Windows 11. The I.T. Network Specialist replaced the domain controller at the Alexander County Extension Center. Our website was migrated to a new cloud server. I.T. has also been helping with summer kids' camps. The Computer Services Specialist finished the install and setup of Ellucian Insights. The Director and I.T. Student Support Specialist listed and sold surplus office and classroom equipment on GovDeals. The Events Coordinator attended the Infocom Conference in Orlando, Florida. The college hosted several events last month. Highlights include the SCC Car show and a two-day Legacy Training.

**Vice President of Administrative Services (G409SB)**

6/16 - Administrative Services Council Meeting  
 6/17 - Union County CEO Board Meeting  
 6/17 & 6/24- Administrative Services Team Meeting  
 6/17 - Meeting w/ISBE Auditor  
 6/17 - Project Update Meetings w/Dodd Architect  
 6/18 - Facilities Team Meeting  
 6/25 & 7/9- One on One w/Steve Gavatora  
 6/25 & 7/9 - Cabinet Meeting  
 6/25 & 7/8 - Meeting w/Financial Advisors  
 6/26 - Executive Council  
 7/7 - Foundation Board of Directors Meeting  
 7/10 - CFO Monthly Meeting

***Submitted by:***

**Chris Clark, Vice President of Administrative Services**



## **Human Resources Board Report, July 17, 2025**

Human Resources has been actively implementing Gallagher's preliminary recommendations from the compensation study. This work includes developing new or updated job descriptions with equitable salary grades, aligning pay structures with market data, and creating administrative guidelines to support consistent and effective pay system management.

### **Professional Development**

Human Resources participated in a virtual SHRM webinar focused on fostering open communication in the workplace, free from fear of retaliation. Key takeaways from the session include the following best practices to promote a culture of trust and transparency:

1. *Cultivate Psychological Safety* - create a workplace environment where employees feel confident in speaking up, even about challenging issues, without fear of negative consequences.
2. *Reinforce a No-Retaliation Policy* - Clearly communicate and consistently uphold a zero-tolerance policy for retaliation. Ensure all supervisors understand their responsibilities in supporting this commitment.
3. *Invest in Leadership Training* - Offer ongoing training for supervisors on empathetic leadership, active listening, and responding constructively to employee feedback.
4. *Celebrate Transparency* - Acknowledge and appreciate employees who share thoughtful feedback or voice concerns, reinforcing that their input is valued and respected.
5. *Act on Feedback* - Show employees their voices matter by following up and sharing outcomes or actions taken based on their suggestions.
6. *Promote Regular Communication* - Encourage consistent one-on-one and team meetings that create space for open, two-way dialogue and strengthen ongoing communication.

### **Human Resource Software**

- The implementation of Insight - used to engage, screen, and hire applicants-and Onboard, which manages the new employee checklist, has been completed. The implementation of Perform, the performance review module, is expected to be completed by August 5, 2025.

### **Inclusive Outliers**

- Donna Vassallo-Schlaner, the HR Consultant, has worked with Human Resources to establish best practices for aligning departmental duties with specific positions to ensure all duties are addressed. Additionally, she has provided guidance on HR matters related to supervisory accountability, and conflict resolution.

### **Shared Governance**

- The Human Resources Council and the Employee Relations Team will work together to update the Professional Conduct and Personal Appearance operating standard.

### ***Submitted by:***

**Felicia Rouse, Executive Director of Human Resources**

**Institutional Effectiveness  
Board Report, July 17, 2025**

The following summarizes the more notable activities conducted by the Office of Institutional Effectiveness from 06/02/25-07/07/25:

- 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/Insight consulting meetings
  - Continued improvements and additions to the CROA internal data dashboard and reports
- 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.):
    - ICCB: N1 Noncredit Course Enrollment Data
    - ICCB: Spring SR & SU Course Enrollment & Resources Data (Credit Hour Claim)
    - ICCB: Campus Child Care Survey
- 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)
  - Academic Leadership Team (6/24)
  - Administrative Services Council (6/16)
  - President's Cabinet (6/25)
  - Recruitment & Enrollment Team (6/25)
  - Student Academic Assessment Team (6/23)
- Other professional meetings, trainings, and events attended:
  - Comparing PDP and IPEDS Metrics Webinar- Schmidt (6/24)
  - Getting Started with the PSEO Explorer: Navigating Postsecondary Outcomes Data- Schmidt (6/26)
  - Harnessing AI for Your Small Business- Schmidt (6/25)
  - IAIR Social Engagement-2025 AIR Forum Recap- Black, Nuokye, Schmidt, Steinmetz (6/12)
  - ICCB MIS Portal Webinar- Black (6/24)
  - Leveraging Postsecondary Data Partnership Dashboards for Effective Benchmarking Webinar- Schmidt (6/23)
  - Team Planning 1 TEALS Program- Nuokye (6/2, 6/9)
  - The Leading Edge of IR- Schmidt (6/25)

***Submitted by:***

**Sabrina Black, Interim Executive Director of Institutional Effectiveness**

## **Public Information & Marketing Board Report, July 17, 2025**

The reporting period for this report is June 2 to July 6, 2025.

### **Competency-Based Welding Campaign**

We currently have a paid campaign going on for the new competency-based welding program. Ads are running on social media as well as on all four television stations in our market (KBSI (Fox), KFVS (CBS), WPSD (NBC), and WSIL (ABC)).

### **ICYMI Newsletter**

The "In Case You Missed It" Newsletter continues to be published and sent weekly to SCC students, faculty, staff, board members, and the media. It has become an additional resource for keeping all stakeholders informed of what's happening on our campuses.

### **Wall of Influence**

June's display featured the 2025 Saints Kids' Camps. For July, the display features videos promoting the programs available this fall at SCC, including the new competency-based welding program.

### **Social Media Update**

The Shawnee Community College Facebook page received 668,204 views between June 2 and July 6. That's an increase over last month's 424,409 views. The reach increased to 88,292, compared to 81,009 last month. Content interactions are likes and comments on a post. During this time period, the number was 9,094, up from last month's 8,591. We have 9,138 followers on Facebook, up from 9,058 in May.

Our post with the best ORGANIC reach is the post about the Hunter Safety Course being offered in August. It had 32,340 views and 459 interactions (likes, comments, shares, and saves).

### **Media Coverage**

**June 2**

**HLC**

<https://www.kbsi23.com/news/shawnee-community-college-earns-reaffirmation-of-accreditation-from-higher-learning-commission/>

**June 8**

**WSIL aired the Food Safety Class at Alexander County**

**June 11**

**President's/VP's List**

[https://www.metropolisplanet.com/news/on-campus/article\\_19977519-7e8f-5d0c-8320-e3863d3727c2.html](https://www.metropolisplanet.com/news/on-campus/article_19977519-7e8f-5d0c-8320-e3863d3727c2.html)

**STEM Daze**

[https://www.metropolisplanet.com/news/trio-stem-daze-coming-to-scc-metro-center/article\\_50923eaf-b6ef-508e-96f2-2a30e1106361.html](https://www.metropolisplanet.com/news/trio-stem-daze-coming-to-scc-metro-center/article_50923eaf-b6ef-508e-96f2-2a30e1106361.html)

**June 19**

**New WBB Player**

[https://www.paducahsun.com/sports/tilghmans-cienna-roberts-signs-basketball-scholarship-with-shawnee-community-college/article\\_a601ceee-3831-5d0d-b79d-59780bc0ff39.html](https://www.paducahsun.com/sports/tilghmans-cienna-roberts-signs-basketball-scholarship-with-shawnee-community-college/article_a601ceee-3831-5d0d-b79d-59780bc0ff39.html)

**June 26**

**New Baseball Player**

<https://www.fieldlevel.com/app/commitments/ethan.powers.1985996/baseball/294109>

**July 1**

**Union County Error**

[https://thesouthern.com/clerical-error-leads-to-higher-shawnee-college-tax-rate-in-2025/article\\_4f3c8a0d-cfb7-5011-adc4-d9cd86cf2018.html](https://thesouthern.com/clerical-error-leads-to-higher-shawnee-college-tax-rate-in-2025/article_4f3c8a0d-cfb7-5011-adc4-d9cd86cf2018.html)

**July 3**

**Massac Co. Youth Fair Preview**

[https://www.metropolisplanet.com/news/youth-fair-gets-underway-next-week/article\\_4da5848f-b388-5c72-921c-ec7397eb6884.html](https://www.metropolisplanet.com/news/youth-fair-gets-underway-next-week/article_4da5848f-b388-5c72-921c-ec7397eb6884.html)

**Press Releases Sent**

HLC Affirmation

President and Vice President Lists

STEM Daze (for TRiO)

### **Search Engine Marketing Update from Idea Creative Marketing**

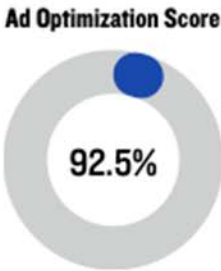
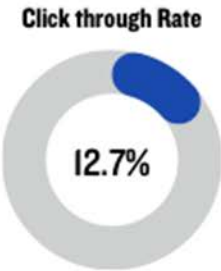
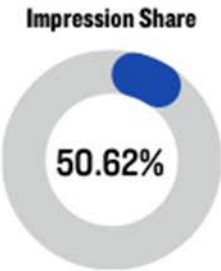
Our June 2025 digital advertising campaign delivered excellent results, maximizing the \$1,100 investment with strong engagement and conversion metrics. The campaign generated 704 clicks at a cost-effective rate of \$0.57 per click, resulting in 352 conversions from a total of 13,000 views. Our click-through rate significantly exceeds industry averages, while the 92.5% ad optimization score demonstrates highly effective targeting and messaging. The campaign successfully focused on our primary service area, with Pulaski County driving 62.5% of engagement and Massac County contributing 28.7%, ensuring efficient reach within our core demographic.



**June 2025 Digital Advertising Report**  
**\$1,100 Budget / Total Spent \$1,100**

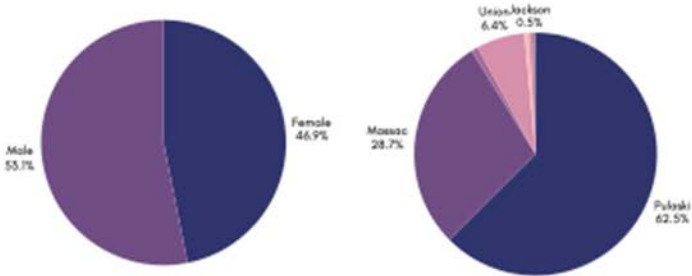
**Search Everywhere Marketing**

|            |                |            |             |                 |
|------------|----------------|------------|-------------|-----------------|
| Clicks     | Cost Per Click | Views      | Conversions | Impression Rate |
| <b>704</b> | <b>\$0.57</b>  | <b>13K</b> | <b>352</b>  | <b>11.13%</b>   |



**Top Locations**

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



**Top Competitors**

- John A. Logan College
- Southern Illinois University
- University of Illinois
- Rend Lake College

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

**Saints Foundation  
Board Report, July 17, 2025**

**Scholarships**

The following remaining scholarships have been awarded, with award letters mailed to students. In addition, Financial Aid has been notified of all awards.

- Additional Cairo Horizons Non-Traditional Scholarships were awarded to 3 students, totaling \$3,500.
- Ed & Betty Smith Scholarships were awarded to 2 students, totaling \$1,500.

**Scholarships – Nursing**

Nursing Scholarship applications are being reviewed by the respective donors.

- Massac Memorial Hospital
- Caroline Pohl Staley Memorial
- Barbara Brandon Nursing
- Miller Nursing

**Student Emergency Funding/Sponsorships**

Two students were assisted through the Student Emergency Funding, totaling \$1,250

**FY25 Audit**

MH, CPA group has begun preliminary review of Foundation financials, policies and operating standards.

**Foundation Board of Directors**

The meeting scheduled for June 25, 2025, was cancelled by Foundation Board Chair, Hartzel Black.

The rescheduled meeting was held on July 7, 2025 and agenda items included:

- Approval of May 14, 2025 Minutes
- Executive Director Update – Approval to hire Executive Director, start date August 4, 2025
- Ratify Executive Team Decisions Since Last Meeting (May 14, 2025)
- Approval for Expenses: AY24-25 Scholarship Payout (\$36,851) and LECET Spring 2025 payout (\$2,025)
- Foundation By-Laws [SECOND READ] – This was tabled
- FY26 Board of Directors Meeting Calendar – Scheduled for August 8, September 5, December 5 (2025) and March 6, June 5 (2026)
- MOU/In-Kind Contribution Clarification – This was tabled.
- Committee Report(s)
  - Financial Report through May 2025 was read.
  - Fundraising – What are the Director responsibilities related to fundraising events? Suggestion of a fundraising event included a wine tasting event.

***Submitted on behalf of Foundation Support Team by:  
Tina Dudley, Executive Assistant***

**Student Affairs**  
**Board Report, December 19, 2024**

**Student Support Services – Amber Suggs**

SSS Fall 2023 Grade Summary: President's List: 8, Vice President's List: 16, Students not enrolled full time that received 4.0: 6. Academic Good Standing: Semester GPA Above: 88% Average Semester GPA: 2.897, Average Semester Cumulative GPA: 3.3, Cumulative GPA Above 2.0: 93%

SSS staff participated in the Transfer Advisor Day on campus on June 11. It was an informative event that encouraged transferring.

SSS staff spent one week in June on Office moves. We have returned to the main hallway and look forward to fall excitement. SSS is recruiting for the summer term. We are looking forward to welcoming new students to the program.

SSS Students are still considering transfer options. Our transfer services and tutoring services are being highly utilized this summer.

**Educational Talent Search – James Walton**

*Events and Meetings:*

- STEM Workshops (Main Campus, Metro, Cairo)
- Finished grant writing (waiting on a draft)
- Promoted summer activities
- Recruiting
- YAC conference meeting
- Grade collection
- Moved offices
- 4-H U of I Extension

*Training and Development:*

- N/A

*School District Engagement:*

- Nineteen students have signed up to attend the YAC Conference.
- The following college tours are planned for our high school students. These tours will allow students to explore campus life, learn about academic programs, and gain insight into college admissions and student support services.
  - University of Illinois at Urbana-Champaign
  - LeMoyne-Owen College
  - Jackson State University
  - University of Memphis

*Program Updates:*

- Waiting on draft from the grant writer for review
- STEM workshops were successful on the Main campus and the Alexander and Massac County Extension Centers.

**Athletics – John Sparks**

*General News*

The Saints Golf Scramble is set for September 12, 2025, at the Union Country Club. This is our big fundraising event for athletics during the academic year, where coaches and our

student-athletes can meet and greet sponsors and supporters of Shawnee Community College and SAINTS Athletics.

*Upcoming Events:*

- August 11—1<sup>st</sup> Day of Class
- August 12—Athletic Orientation (Coaches will meet with their teams that week)
- August 21—Volleyball home opener vs. Vincennes University
- October 1—Men's and women's basketball first day of practice.
- October 21—Men's basketball home opener
- November 1—Women's basketball home opener

*Baseball—Matthew White*

We are excited to start a new era in SAINTS Baseball by hiring Matthew White. He's hit the ground running, recruiting and signing over 25 prospects within his first month. Coach White expects a roster of at least 30 student-athletes this Fall. The fall schedule will be posted on August 1.

*Men's Basketball—John Sparks*

The Men's Basketball program hosted several successful summer camps, providing valuable training and outreach opportunities. These included:

- John Sparks Fun-Da-Mental Basketball Camp for Boys & Girls (Grades 3-8): Held June 9-12 with 30 campers in attendance.
- John Sparks Fun-Da-Mental Camp - Cairo Location (Free Camp): Held June 16 with 18 local participants.
- SAINTS ELITE Basketball Camp (High School Boys, Grades 9-12): Held June 30, attracting 44 prospects from 8 states.

The 2025 Men's Basketball schedule will be officially released on August 1.

*Volleyball—Mark Mizell*

Coach Mizell hosted two volleyball camps this summer, focusing on individual skill development and team-building:

- Volleyball Individual Success Camp: Held June 17-20 with 10 campers in attendance.
- Saints Volleyball Team Camp: Held June 25-27, featuring one team from Egyptian High School with 12 participants.

The 2025 Volleyball schedule will be posted by July 15.

*Women's Basketball—Kristin Shelby*

Coach Shelby hosted multiple training sessions throughout June, averaging nearly 10 prospects per session. The first session began on June 9, with the final session concluding on June 30.

The 2025 Women's Basketball schedule will be released on August 1.

**Registrar/Records Office - Danielle Boyd**

- Twenty-three transcripts from other colleges were received from May 27 to June 30.
- One hundred fifty-five transcripts were processed from May 27 to June 30.
- Danielle Boyd attended the State University's summer tour on June 11.

**Financial Aid***Office Business:*

- Our office handled approximately **51** Face-to-Face Interactions, **104** phone calls, and **177** emails ([finaid@shawneecc.edu](mailto:finaid@shawneecc.edu) only) with students and parents.
- We have processed **11** ISIRS 24-25
- We have imported **203** ISIRS 25-26 (duplicated)
- Summer SAP - **4** appeals reviewed

*Financial Aid Office Updates*

- Pell checks to be mailed on July 9.

*Professional Development*

- Lisa Meyer will be attending AVECO in July.

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

June was a busy and impactful month, highlighted by youth programming, community engagement, and ongoing student support. On June 10-11, we hosted a lively Tie-Dye Camp, followed by a successful Basketball Camp on June 16. The Little Saints Reading Camp started on June 17, promoting literacy and engagement among young readers. On June 18, participants enjoyed the Jewelry Making Camp, which fostered creativity and hands-on learning. TRIO hosted two STEM Camps on June 11 and June 12, providing students with enriching experiences in science and technology. Additionally, on the evening of June 12, the NAACP and Career Services held a Resume Workshop at the Alexander County Center from 6-8 PM, offering valuable career readiness resources to residents.

The coordinator attended the CHESI Board Meeting on June 18 and the Arrowleaf Board Meeting on June 23. These meetings strengthened collaboration and expanded partnerships within the community.

Efforts are also underway to register students for Fall 2025 classes. We continue to follow up with students who are undecided about their college plans, providing guidance and support to help them make informed choices. These combined efforts demonstrate our dedication to education, community service, and student achievement.

***Johnson County Center Board Report***

The Johnson County Extension Center kicked off summer activities with the first Saints Kids Camp of the season. The center started with an engaging Art Camp, led by instructor Kara Story, which marked the beginning of an exciting and busy summer schedule.

Throughout June, the Johnson County Extension Center continued providing essential student services. Staff helped seven students with password resets and offered financial aid support to one student enrolled in summer courses.

In addition to on-site programming, the Saints Kids Camps expanded to the main campus with three Trades-themed camps, held on June 9-11, June 16-18, and June 24-26. On June 21, the Johnson County Extension also hosted the Little Saints Book Club, featuring the seasonal favorite *I See Summer* as the book of the month.

***Massac County Center Board Report***

In June, the Massac Center advised twenty-five students. Two students were assisted with FAFSA forms. Eight Passwords were reset, and the center proctored one ACCUPLACER Test and one math test. The center answered thirty-eight phone calls about fall 2025 enrollment, testing, and SCC programs. (2.2.E)

The Massac Center hosted the Adult Education Orientation on June 4. Massac students and parents attended the event.

The Massac Center Coordinator and SBDC Advisor, Chris Scott, attended the Massac Housing Authority and Project Hope Block Party. Approximately eighty individuals were given information about SCC programs and swag. (2.3.A)

The Massac Center hosted a Junk Journaling camp led by Sophia Conley, with ten students participating. Parents and students were pleased with the camp and what the campers learned. The center also hosted a State and Federal Workshop on June 14. (2.3.A) Students continue to use Bernie's Place Cupboard (Massac location) for breakfast, lunch, and dinner. (2.3.A) Becky Steinmetz conducted a Driver Safety class on June 14, attended by ten students.

### ***Union County Center Board Report***

The Union County extension center coordinator helped 45 students in June and administered one Accuplacer test.

The Union County Extension Center was used for various events and organizations in June. Community CPR classes occurred on 6/5, 6/12, 6/23, 6/24, and 6/26. The Union County CEO held their board meeting on 6/17. AFSCME retirees met for their monthly gathering on 6/24. A Driver Safety class occurred on 6/12. The center also hosted three kids' camps in June: Amigurumi Crochet on 6/12, Safe Sitter on 6/17, and Cookie Decorating on 6/24. (2.3.B, 2.3.E)

### **Student Success – Mindy Ashby**

#### *Director- Mindy Ashby*

- Attended and participated in the Community Mapping Luncheon for the AUTOMAT Grant (6/4)
- Participated in the Technical Assistant Center Meeting (TAC) (6/5)
- Attended Disability intake appointments (June)
- Participated in the Midwest Writing Association Writing Group (6/11)
- Testing Technician Interviews (6/12)
- Managed and coordinated high-stakes certification exams for Allied Health (June)
- Participated in Navigate 360 Implementation (6/25)
- Continued oversight and coverage for the Library and Testing Lab (June)

#### *Tutoring Services*

In the past month, 22 hours of tutoring were logged, with math and nursing being the most frequently tutored subjects.

#### *Testing Services*

June remained steady at the testing center, with consistent activity across health occupational certification exams, proctored exams for faculty teaching online courses, and high-stakes Pearson assessments.

|                          |    |
|--------------------------|----|
| Accuplacer               | 19 |
| Accommodations           | 1  |
| Health Occupations       | 3  |
| Instructor Make-Up Exams | 34 |
| Pearson Vue              | 13 |
| ACT WorkKeys             | 2  |
| INACE CNA                | -  |
| CLEP                     | 2  |
| Distance Learning        | 1  |

*Career Services- Blake Goforth*

- Sent out Metropolis Rehabilitation and Healthcare Center Job Posting (1,172 views/37 clicks) - 6/10
- Sent out Department of Corrections Job Posting (1,138 views/9 clicks) - 6/10
- Sent out Beard and Pugh Job Posting (1,128 views/8 clicks) - 6/11
- Resume Workshop with the NAACP (6) - 6/12
- Sent out FS Career Connection Podcast (1,031 views/53 clicks/95 video views) - 6/12
- VR Workshop with Welding Camp students (18) - 6/16
- Attended State and Federal Career Workshop - 6/17
- VR Workshop with HVAC and Basic Electricity Camp students (19) - 6/17
- Participated in the IASA Golf Scramble Fundraiser - 6/18
- Sent out Department of Corrections Job Posting (1,058 views/18 clicks) - 6/24
- Career Connections Podcast interview with Christian Davis from Element Ag - 6/25
- Sent out Multi Job Posting email (661 views/11 clicks) - 6/26

*Career Coach Statistics - Last 30 Days*

- Career Coach and Wingspans Visits- 68
  - Career Assessments completed- 12 - started- 12
  - Resumes download- 12 - started- 10
  - Widget views- 2,996
  - Widget clicks- 1,242
  - Career Coach clicks from Widget- 4
- Strategic Priorities: (1.1.D., 2.1.C., 2.1.D., and 2.1.H.), (2.1.A)*

*Student Engagement- Erin King*

- Community Car Show was held at Main Campus (5/31)
  - 32+ cars, 70+ spectators, 12 SCC workers, three food vendors
- Themed athletic events 2025-2026 planning meeting (6/10)
- Student Experience Team meeting (6/12)
  - Erin is Chair for 2025-2026 year
- Presented mascot Bernie (Talon) to Fun-Da-Mental Camp to assist with presentation of awards & prizes. (6/12)
- Office location changed to H2091 (6/24-6/25)

*Counseling/Advising- Donna Price*

- Spoke to incoming freshman softball players about the Student Success service department with Blake. I talked about testing, tutoring, accessibility, counseling, advising, House Liaison, Benefits Navigator, and how we can help them succeed. (6/2)
- Participated in Top of Mind- Risk Management Best Practices- Sexual Misconduct Webinar (Title IX) (6/4)
- The Inner Critic- Swapping Perfectionism for Positivity (6/5)
- Donated 12 Shawnee Shoulder bags to the cosmetology department for their internships
- Participated in Military Cultural Competency & Suicide Prevention Training (6/10)
- Attended part of the State Universities' summer tour (6/11)
- I donated 50 water bottles to TRIO ETS for their students during the summer.
- I donated 120 journals to TRIO ETS for students and school staff members.
- I participated in the ICC TAC learning collaborative (6/24)

*Counseling Sessions Overview June:*

- Counseling hours: 8.5
- After hours: 1

*Accessibility*

The director and counselor have been meeting with students and/or families with accommodations to prepare them for the fall semester. There were seven new applicants for services this past month.

*Library- Amber Filbeck (Mary Garner & Sophia Dudley)*

#### LRC Statistics

##### June 2025 Circulation Stats

- Local Item Circulations: 18
- Interlibrary Loan Items Sent: 103
- cloudLibrary Items Accessed: 36
  - Audiobooks: 22
  - eBooks: 14

##### May 2025 Circulation Stats

- Local Item Circulations: 43
- Interlibrary Loan Items Sent: 93
- cloudLibrary Items Accessed: 25
  - Audiobooks: 18
  - eBooks: 7
  -

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

For June, Bernie's Place recorded an overall utilization of 44, with 14 unique users accessing the service. Below is the breakdown.

| <b>Location</b>  | <b>Total Utilization</b> | <b>Total Unique Users</b> |
|------------------|--------------------------|---------------------------|
| Alexander County | 35                       | 9                         |
| Main Campus      | 2                        | 2                         |
| Massac County    | 5                        | 1                         |
| Union County     | 2                        | 2                         |

#### **Vice President of Student Affairs – Jeff McGoy**

Jeff attended the Following Events/Meetings for June:

- University of Illinois Springfield Community College Leadership Symposium II – 6/2/2025
- Meeting with Leadership regarding Athletics Proposal – 6/3/2025
- Meeting with Enrollment and Recruitment Team – 6/4/2025
- Meeting with Financial Aid Team – 6/4/2025
- Meeting with VP Teske – 6/4/2025
- Meeting regarding Office Moves – 6/5/2025
- Car Show Recap Meeting – 6/5/2025
- Vector Solutions Zoom Meeting – 6/5/2025
- Meeting with TRIO Directors – 6/9/2025
- Fall 2025 Themed Athletic Event Meeting – 6/10/2025
- State Universities' Summer Tour Meeting – 6/11/2025
- Meeting with Holly from UIS (Zoom) – 6/11/2025
- Financial Aid Services (FAS) Zoom Meeting – 6/11/2025
- One-on-One with Steve Gavatorra – 6/12/2025
- Trump & Higher Education: Understanding the Latest- Part 1 Zoom Meeting – 6/12/2025
- Student Affairs Reorganization Meeting – 6/12/2025
- Meeting with Student – 6/16/2025
- Thuraia Ibrahim Onboarding – 6/16/2025

- FAS Zoom Meeting - 6/16/2025
- Meeting with Tanya - 6/17/2025
- Meeting with SCC Baseball/Softball Coaches, Facility Team, and Architects regarding Ballfields - 6/17/2025
- Thuraia Tour of High Schools/Ext. Centers - Day 1 - 6/18/2025
- One-on-One with Steve Gavatora - 6/23/2025
- Meeting with Dr. Taylor, VP Clark regarding FAS - 6/24/2025
- ICCSSO Summer Meeting in Springfield, IL - 6/25 & 6/26/2025
- Reorganization Meeting with Human Resources - 6/30/3035
- EAB Navigate360 Check-In Zoom Meeting - 6/30/2025

Attended the Following Weekly/Monthly Meetings for June:

- Weekly Cabinet Meetings
- Monthly SCC President and VP Meeting
- One-on-One Meetings with Direct Reports - All Month
- Student Affairs Leadership Team Meeting (SALT)
- SCC Board of Trustees Meeting

Monthly One-on-One Meeting with SCC President

***Submitted by:***

**Jeff McGoy, Vice President of Student Affairs**



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

### Upcoming Events

#### **September 12 - 13**

ICCTA Board of Representatives and committee meetings  
Crowne Plaza Hotel, Springfield

#### **October 22 - 25**

ACCT Leadership Congress  
*Reimagining Community College: Innovation for a Changing World*  
New Orleans Marriott & Sheraton New Orleans, New Orleans

### Keynote Presenters Announced

- Navigating Change: Preparing Community College Leaders for What's Next, to be presented by Silicon Valley Leadership Group CEO Ahmad Thomas
- Aligning Learning and Opportunity: A Vision for 2040, to be presented by Lumina Foundation President and CEO Jamie Merisotis
- The Future is New: Guiding Colleges Through AI Transformation, to be presented by Glass Half Full Consulting President and Association of Higher Education Consulting and Coaching Co-Founder Dr. Claire Brady

### Pre-Conference Academies — October 22

- Preparing for a Strong Candidacy in the CEO Search Process: Showcasing Essential Skills and Experience — \$200
- Strategies to Address Child Care Needs and Retain Student Parents — Free
- The Board Chair's Academy — \$175
- Effective Board Governance — \$175
- What Trustees Need to Know About Advocacy — \$150

#### **November 13 - 15**

ACCT Governance Leadership Institute November 13  
ICCTA Board of Representatives and committee meetings November 14 - 15  
Chicago Marriott Naperville, Naperville

### From the ACCT Statement on Passage of 'One Big Beautiful Bill Act'

On July 3, 2025, Congress approved the "One Big Beautiful Bill Act" .... the new law does affect our colleges and students.

Specifically, the bill creates the Workforce Pell program. A priority for our institutions for over a decade, Workforce Pell allows eligible students to use the Pell grant when enrolling in workforce focused programs that are between 8 and 15 weeks of length (150 to 600 clock hours). Additionally, the bill provides additional funding for the Pell Grant program to resolve a projected shortfall, makes technical fixes to the FAFSA form to better target need-based aid,

excludes family farms, small businesses, and fisheries from being counted as assets for financial aid purposes, ultimately rejects risk-sharing proposals circulated by lawmakers, and makes changes to the student loan program that will impact how students pay for college.

In response to the passage, ACCT President and CEO Jee Hang Lee said:

The passage into law of the Workforce Pell Program after long-sought advocacy by our colleges will allow students looking to quickly jumpstart or retool their professions to access the financial aid they need to do so. We thank the leaders of the education committees for ensuring this important priority remained a part of the final package.

Several other areas affect higher education as well. We will keep our members up to date about how the changes in student loans and new accountability programs may affect their work.

Additionally, we will monitor how changes to SNAP and Medicaid may impact the ability of our students who rely on these public supports to progress in their studies.

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**President**

Dr. Tim Taylor

**Vice Presidents**

Dr. April Teske  
 Chris Clark  
 Jeff McGoy

**Executive Directors**

Sabrina Black, Interim  
 Kevin Hunsperger  
 Felicia Rouse

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Jeff McGoy  
**RE:** Community Education Annual Report (provided separately)  
**Date:** 07.17.25

**Background:**

As outlined in Board Policy B1007 - [Community Education Programming](#), one of the College's Strategic Outcomes is to offer essential services that support the *personal interests, growth, and enrichment of community members*.

In alignment with this objective, Board Policy B1002 - [Monitoring College Effectiveness](#) provides a structured framework for the Board to evaluate progress toward its Strategic Outcomes. Additionally, [Section 10](#) of Board Policy 4003 establishes a calendar of Board activities, which includes a first reading of the Community Education Programming Annual Report during the July regular Board meeting.

To support a thoughtful and informed review, the FY25 Community Education Programming Annual Report (provided separately) is being shared with you in advance of next month's regular Board meeting. At that time, Director Johnson will offer a presentation summarizing key highlights and findings. Following the presentation, the Board will have the opportunity to review and consider potential updates to Board Policy [B1007](#).

We appreciate your early attention to this report and trust it will help guide a productive discussion on how the College can continue to strengthen and expand Community Education opportunities across our service region.

**Recommendation-1:** I recommend the Board review the Community Education Programming Annual Report and the Community Education Programming ([B1007](#)) policy prior to the presentation at the August, regular Board Meeting.



# Policy

**Policy Title:** Community Education Programming

**Number:** B1007

**Policy Type:** Board - Strategic Outcomes

**Responsible:** President

**Related Policies:** [B1002](#)

**Linked Operating Standards:** None

**Related Laws:** None

**Related External Standards:** None

**HLC Criterion:** 2B2, 3A, 3B, 4A, 4B, 4C, 5A2, 5B4, 5C

## Policy Statement

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

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

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

### Key Monitoring Activities:

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

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

### Key Monitoring Activities:

Specific measures for **community need** may include data that illustrates how civic development and engagement needs are being met. Potential indicators might include the number of community education courses (or programs) offered; the number of unique community

education courses offered (i.e., those courses not offered by other community education providers throughout the district); and the number of courses offered in partnership with other community education providers throughout the district.

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

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

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

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

| Change Log |                           | Governance Unit: Board of Trustees |
|------------|---------------------------|------------------------------------|
| Date       | Description of Change     |                                    |
| 03-07-22   | Initial Adoption          |                                    |
| 09-06-22   | Added Deployment Measures |                                    |
| 08-17-23   | Reviewed, No Changes      |                                    |
| 08-15-24   | Reviewed, No Changes      |                                    |
|            |                           |                                    |

**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531  
SCC MAIN CAMPUS, RIVER ROOM  
JUNE 12, 2025, 6:00 P.M.**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held June 12, 2025 in the River Room and via Zoom. The meeting was called to order at 6pm by Chairperson Steve Heisner.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. A Few Moments of Voluntary Prayer and Reflection**
- IV. Consideration for Appointing Trustee to Fill the Board Vacancy**

**ACTION - 1**

A motion was made by Deborah Shelton-Yates and seconded by Andrea Witthoft to appoint Dr. John Earnhart to serve the remainder of Trustee Darden's unexpired ter, administer the Oath of Office, and officially seat him as a full voting member of the Board.

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

**Secretary April Moore administered the Oath of Office to Dr. John Earnhart.**

**V. Roll Call**

| Code | TRUSTEE                             | Code | TRUSTEE                   |
|------|-------------------------------------|------|---------------------------|
| √    | Ms. Andrea Witthoft                 | √    | Ms. April Moore           |
| √    | Dr. John Earnhart                   | √    | Ms. Tiffany Schultz       |
| √    | Mr. Landon Stafford (Advisory Vote) | √    | Ms. Deborah Shelton-Yates |
| √    | Ms. Nancy Holt                      | √    | Mr. Steve Heisner         |

**Others in attendance will be noted on the sign-in sheet.**

- Dr. Tim Taylor, President
- Dr. April Teske, Vice President of Academic Affairs (via Zoom)
- Chris Clark, Vice President of Administrative Services
- Jeff McGoy, Vice President of Student Affairs (via Zoom)
- Felicia Rouse, Executive Director of Human Resources
- Kevin Hunsperger, Executive Director of Public Information & Marketing
- Sabrina Black, Interim Executive Director of Institutional Effectiveness
- Dr. Kristin Shelby, Dean of Transfer & Adult Education (via Zoom)
- Kristy Stephenson, Dean of Career & Technical Programs (via Zoom)
- Amanda Hannan, Dear of Allied Health & Nursing
- Ender Schmidt, Data Reporting Specialist
- Jesse Smith-Fulia, Faculty, S.C.E.A. President
- Jonathan Van Meter, Computer Services Specialist
- John Schneider, Attorney
- Tina Dudley, Executive Assistant
- Becky Hawes, Executive Assistant (via Zoom)
- Beth Darden
- Dan Darden, and Guest Kyli Koenigsmark
- Andrew Darden, and Guest Tara Copeland

*Minutes pp 1 of 8*

## VI. Agenda & Addendums

### ACTION - 2

A motion was made by April Moore and seconded by Nancy Holt to approve the Agenda and Addendums as presented.

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

## VII. Recognition of Trustee James Darden

**Chairperson Heisner read the Ceremonial Resolution into record and presented the family with an honor gift.**

### ACTION - 3

A motion was made by Deborah Shelton-Yates and seconded by Tiffany Schultz to adopt the ceremonial resolution honoring the life and service of Trustee James Darden and approve renaming the Adult Education Scholarship in his memory.

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

## VIII. Recognition of Guests and Public Comment

- Ender Schmidt, Data Reporting Specialist was introduced by Sabrina Black, Interim Executive Director of Institutional Effectiveness

## IX. Communications

- The Student Trustee report was provided at the meeting, with no further update.
- The Faculty report was previously provided and Jesse reiterated its content.
- The President's report was previously provided and there were no further additions.
- The Saints Foundation report was previously provided and there were no further updates.
- Vice Chairperson Witthoft expanded on the ICCTA report presented and highlighted the list of Bills as well as upcoming dates of ICCTA meetings, in-service training and leadership institutes.

## X. Monitoring Reports & Board Policy Review None

**ACTION - 4**

A motion was made by Nancy Holt and seconded by Andrea Witthoft to approve the Consent Agenda with the removal of the Ratification of Spring 2025 Faculty Stipends and the removal of the Ratification of Spring 2025 Adjunct Stipends.

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

**XI. Approval of Consent Agenda**

- A. Disposition of Minutes from 05/15/25 Regular Board Meeting Minutes - **APPROVED**
- B. Disposition of Minutes from 06/04/25 Board Finance Committee Special Meeting Minutes - **APPROVED**
- C. Disposition of Minutes from 06/04/25 Trustee Vacancy Special Meeting Minutes - **APPROVED**
- D. Acceptance of Treasurer's Report - **APPROVED**
- E. Consideration for Ratification of May Bills - **APPROVED**
- F. Acceptance of Personnel Report - **APPROVED**
- G. Consideration for Ratification of Spring 2025 Faculty Stipends - **REMOVAL**
- H. Consideration for Ratification of Spring 2025 Adjunct Stipends - **REMOVAL**
- I. Consideration for Approval of Service Agreement for HR Consultant - **APPROVED**
- J. Consideration for Approval of Service Agreement for Leadership Training - **APPROVED**
- K. Presentation of Spring 2025 Graduates - **APPROVED**
- L. Presentation of Strategic Planning Update - **APPROVED**

**XII. Shared Governance - Administrative Update**

- C. New/Revised Policy
  - i. None
- B. New/Revised Operating Standard
  - i. A2000.55 Professional Licensure

**XI. G. CONSIDERATION FOR RATIFICATION OF SPRING 2025 FACULTY STIPENDS****ACTION - 5**

A motion was made by Deborah Shelton-Yates and seconded by April Moore to approve the Spring 2025 Faculty Stipends as presented.

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

**XI. H. CONSIDERATION FOR RATIFICATION OF SPRING 2025 ADJUNCT STIPENDS****ACTION - 6**

A motion was made by Tiffany Schultz and seconded by Deborah Shelton-Yates to approve the Spring 2025 Adjunct Stipends as presented.

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

**XIII. A. PRESENTATION OF HLC ACCREDITATION RESULTS**

**No Motion Necessary**

**XIII. B. PRESENTATION OF ICCB RECOGNITION RESULTS**

**No Motion Necessary**

**XIII. C. BOARD FINANCE COMMITTEE UPDATE**

**No Motion Necessary**

**XIII. D. PRESENTATION OF THE FY26 BUDGET (FIRST READ)**

**ACTION - 7**

A motion was made by Andrea Witthoft and seconded by Nancy Holt to accept the FY26 tentative budget and post for public inspection.

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

**ACTION - 8**

A motion was made by Deborah Shelton-Yates and seconded by April Moore to adopt the Resolution and Notice of Public Hearing for August 21,2025.

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

**ACTION - 9**

A motion was made by Tiffany Schultz and seconded by Nancy Holt to accept the FY26 tentative budget and post for public inspection.

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

**XIII. D. i. REVIEW OF THE FY26 EMPLOYEE LIST**

**ACTION - 10**

A motion was made by Nancy Holt and seconded by Deborah Shelton-Yates to approve the recommended FY26 Employee List and direct the CEO to begin the hiring process for the new positions.

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

**XIII D. ii. REVIEW OF THE FY26 CAPITAL PROJECTS LIST****ACTION - 11**

A motion was made by Deborah Shelton-Yates and seconded by April Moore to approve the recommended FY26 Capital Project List and direct the CEO to begin the task order process.

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

**XIII D. iii. REVIEW OF THE FY26 CAPITAL EQUIPMENT LIST****ACTION - 12**

A motion was made by April Moore and seconded by Deborah Shelton-Yates to approve the recommended FY26 Capital Equipment List and direct the CEO to initiate the purchase process.

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

**XIII E. CONSIDERATION FOR APPROVAL OF BLANKET (OPEN) PURCHASE ORDERS****ACTION - 13**

A motion was made by Andrea Witthoft and seconded by Nancy Holt to approve the list of suggested Blanket/Open Purchase Orders.

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

**XIII F. CONSIDERATION FOR APPROVAL OF STRYKER COT SYSTEM PURCHASE****ACTION - 14**

A motion was made by Deborah Shelton-Yates and seconded by Landon Stafford to approve the purchase of the Power Cot and Power Load System from Stryker as a cost of \$40,500 and authorize the President to initiate the purchase process.

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

**XIII G. CONSIDERATION FOR APPROVAL TASK ORDER FOR DUGOUT REPLACEMENT****ACTION - 15**

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to approve the issuance of a formal Notice to Proceed for the Baseball Dugout & Facility Upgrades and Repairs Project and authorize the CEO to initiate the construction process as detailed in Task Order #16 from Dodd Architects.

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

**XIV. EXECUTIVE SESSION**

**ACTION - 16**

A motion was made by Nancy Holt and seconded by Tiffany Schultz to adjourn into Executive Session at 7:36 pm 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 Purchase or Lease of Real Property for the Use of the Public Body pursuant to 5ILCS 120/2 (c)(5)
- C. Consideration of Approval of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)
- D. Consideration of Approval to Determine Continued Confidentiality of Executive Session Minutes pursuant to 5 ILCS 120/2 (c)(21)

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

**ACTION - 17**

A motion was made by Deborah Shelton-Yates and second by April Moore to adjourn at 9:04pm.

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

**ACTION - 18**

A motion was made by Landon Stafford and second by Andrea Witthoft to approve the minutes of the Executive Session held on June 12, 2025.

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

**XV. EXECUTIVE SESSION ACTION ITEMS**

**XV. A. CONSIDERATION FOR APPROVAL OF THE PRESIDENT'S CONTRACT**

**ACTION - 19**

A motion was made by April Moore and second by Deborah Shelton-Yates to extend the President's Contract by one year and adjust his salary by 10% at the time of the extension and by an additional 10% six months from the effective date of the extension. The Board arrived at this decision following a review of ICCB comparable salary data for Presidential salaries for like-sized facilities and tenures.

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

**XV. B. i. CONSIDERATION FOR APPROVAL OF LEASE TERMS (UNION COUNTY EXTENSION CENTER)****ACTION - 20**

A motion was made by Andrea Witthoft and second by Nancy Holt to enter into and allow the President to execute the Lease Agreement provided in the Board Packet for the Anna, Union County, SCC Extension Center location that will be considered effective June 1, 2025, and continue for the term of the lease, which will be ten years. This lease is necessary to continue College operations in Union and surrounding counties so as to provide stability and continuity for the administrative and educational functions of Shawnee Community College. This lease further allows the College to maximize the duration of its operations and to possibly acquire this real property for continued growth and expansion of the College as well.

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

**XV. B. ii. CONSIDERATION FOR APPROVAL AUTHORIZING DEVELOPMENT OF THE PURCHASE AGREEMENT (UNION COUNTY EXTENSION CENTER)****ACTION - 21**

A motion was made by Tiffany Schultz and second by Deborah Shelton-Yates to authorize the College Administration to further develop a plan to enter into a more formal purchase agreement for the acquisition of the Union County Extension Center and to work with Legal Counsel to conduct all necessary due diligence.

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

**XV. B. iii. CONSIDERATION FOR APPROVAL AUTHORIZING THE DEVELOPMENT OF BOND STRATEGY (UNION COUNTY EXTENSION CENTER)****ACTION - 22**

A motion was made by Nancy Holt and second by April Moore to authorize the College Administration to further develop Bond strategies for the acquisition of the Union County Extension Center and to conduct all necessary due diligence for a Bond strategy to be presented at a later date.

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

**XV. C. CONSIDERATION FOR APPROVAL TO MAINTAIN THE CONFIDENTIALITY OF EXECUTIVE SESSION MINUTES**

**ACTION - 23**

A motion was made by Deborah Shelton-Yates and second by Tiffany Schultz to keep closed the written Executive Session minutes from October 13, 1986, to present, and to authorize the destruction of the closed session audiotapes as provided in the Open Meetings Act for closed sessions held prior to December 2023.

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

**XVI. TRUSTEE COMMENTS**

**XVII. ADJOURNMENT**

**ACTION - 24**

A motion was made by Deborah Shelton-Yates and second by Landon Stafford to adjourn at 9:10pm.

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

**SHAWNEE COMMUNITY COLLEGE**  
**Fund Balances**  
As of June 30, 2025\*

| Fund   |                        |
|--|------------------------|
| Education                                      | \$8,217,783.59         |
| Operations & Maintenance (Building)            | \$1,648,135.91         |
| Operations & Maintenance (Restricted Building) | \$7,556,647.69         |
| Bond & Interest                                | \$434,868.03           |
| Auxiliary Enterprises                          | \$100,330.33           |
| Working Cash                                   | \$5,873,869.95         |
| Trust & Agency                                 | \$241,630.88           |
| Audit  | \$24,705.11            |
| Liability: Protection Settlement (TORT)        | \$340,546.14           |
| <b>Grand Total</b>                             | <b>\$24,438,517.63</b> |
| *Not Final                                     |                        |

**SHAWNEE COMMUNITY COLLEGE**  
**Operating Funds**  
**Statement of Revenue, Expenses, & Changes in Net Assets**  
**For Twelve Months Ended June 30, 2025\***

| REVENUES                                   | Education Fund |                   | O&M Fund  |                    |
|--|----------------|-------------------|-----------|--------------------|
| Local Government Sources                   | \$             | 1,872,649         | \$        | 912,439            |
| State Government Sources                   |                | 4,199,541         |           | 407,098            |
| Tuition & Fees                             |                | 5,259,766         |           |                    |
| Sales & Service Fees                       |                | 54,206            |           |                    |
| Facilities Revenue                         |                |                   |           | 52,602             |
| Investment Revenue                         |                | 526,381           |           |                    |
| Other Revenue                              |                | 129,197           |           | 21,780             |
| <b>Total Revenues:</b>                     | <b>\$</b>      | <b>12,041,740</b> | <b>\$</b> | <b>1,393,919</b>   |
| <b>EXPENDITURES</b>                        |                |                   |           |                    |
| Instruction                                |                | 3,825,914         |           |                    |
| Academic Support                           |                | 825,871           |           |                    |
| Student Services                           |                | 1,188,634         |           |                    |
| Public Services/Continuing Education       |                | 757,955           |           |                    |
| Operations & Maintenance of Plant          |                |                   |           | 1,445,212          |
| Institutional Support                      |                | 2,898,287         |           |                    |
| Scholarships, Student Grants, & Waivers    |                | 2,027,244         |           |                    |
| <b>Total Expenditures:</b>                 | <b>\$</b>      | <b>11,523,905</b> | <b>\$</b> | <b>1,445,212</b>   |
| <b>TOTAL TRANSFERS AMONG FUNDS:</b>        |                |                   |           |                    |
| Transfers to Restricted O&M Fund           |                | 500,000           |           | 1,000,000          |
| Transfers to Auxilliary Funds              |                | 976,739           |           | -                  |
| <b>TOTAL TRANSFERS AMONG FUNDS:</b>        | <b>\$</b>      | <b>1,476,739</b>  | <b>\$</b> | <b>1,000,000</b>   |
| <b>NET INCREASE/DECREASE IN NET ASSETS</b> | <b>\$</b>      | <b>(958,904)</b>  | <b>\$</b> | <b>(1,051,293)</b> |
| *Not Final                                 |                |                   |           |                    |

**Board Memorandum**



**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**President**

Dr. Tim Taylor

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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 June Bills  
**Date:** 07.17.25

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

| Expenditures (Bills)<br>Fiscal Year 2025 |                     |                        |                       |                        |
|--|---------------------|------------------------|-----------------------|------------------------|
| Fund                                     | Budget              | Previously Approved    | June*                 | Δ Budget to Actual     |
| Education                                | \$13,652,174        | 11,770,339.00          | 1,230,305             | \$651,530.00           |
| Building                                 | \$2,764,554         | 1,324,263.00           | 1,120,949.00          | \$319,342.00           |
| Building (Restricted)                    | \$9,303,315         | 718,676.98             | 206,265.34            | \$8,378,372.68         |
| Bond & Interest                          | \$1,396,375         | 1,396,375.00           | -                     | -                      |
| Auxiliary Enterprises                    | \$1,686,092         | 1,519,631.07           | 67,535.20             | \$98,925.73            |
| Restricted Purposes                      | \$6,374,723         | 4,603,635.17           | 320,801.28            | \$1,450,286.55         |
| Trust & Agency                           | -                   | 72,841.18              | 3,516.55              | -                      |
| Audit                                    | \$50,000            | 50,000.00              | -                     | -                      |
| Liability/Protect/Settle                 | \$1,557,311         | 1,273,359.58           | 66,824.02             | \$217,127.40           |
| <b>Grand Total</b>                       | <b>\$36,784,544</b> | <b>\$22,729,120.98</b> | <b>\$3,016,196.39</b> | <b>\$11,115,584.36</b> |

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

**Recommendation:** I recommend the Board approval the June Bills as presented

## Board Memorandum

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Human Resources  
**RE:** Personnel Report  
**Date:** 7.17.25

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

**Employment***Previously Board Approved Full-Time Positions Hired*

- Thuraia Ibrahim, Recruiter & Advisor, \$45,000 effective 6/16/25
- Reece Rutland, History Instructor, \$59,985 effective 8/7/2025

*Part-Time Ratifications*

- Matthew White, Head Baseball Coach, \$16 per hour
- Logan Bledsaw, Asst. Baseball Coach, \$15 per hour
- Haylie Oliver, Asst. Women's Basketball Coach, \$15 per hour

*Resignation*

- Jessica Edwards resigned from the Administrative Assistant to Dean of Transfer & Adult Education position effective 6/20/25.
- Dr. April Teske retirement from the Vice President of Academic Affairs position effective 12/31/25.

The following is a list of open positions reflected in the FY26 budget:

**Vacancies***Full-Time*

- Administrative Assistant to Dean of CTE
- Administrative Assistant to Dean of Transfer & Adult Education
- Director of Enrollment
- Director of Financial Aid & Veteran Affairs
- HVAC Faculty
- Grant Manager

*Part-Time*

- Adjuncts
- Bus Driver
- Cosmetology Assistant
- Driver Safety Support Specialist
- Lab Safety Assistant
- Tutor & Testing Center Support

**Recommendation:** I recommend that the Board ratify and accept the July Personnel Report as presented.

## Board Memorandum



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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** FY26 Tentative Budget Update  
**Date:** 07.18.25

**Background:** At the June 12, 2025, Board Meeting, the FY26 Tentative Budget was approved for public inspection with a budget hearing scheduled for August 21, 2025. Since that time, changes have been made and will be distributed separately

Those changes are mainly due to adjustment that include ACTUAL FY25 ending balances, ICCB modified allocations received in late June, and also reflects additional contractual services submitted for Board approval July, 2025.

Any questions can be directed to CFO Clark or to myself.

**Recommendation:** I recommend the Board accept the REVISED FY26 tentative budget and authorize the President to repost for public inspection.

| Account Number      | Title  | Original   |              | Difference   |             | Updated    |              | Reason                            |
|---------------------|--|------------|--------------|--------------|-------------|------------|--------------|-----------------------------------|
|                     |  | Debit      | Credit       | Debit        | Credit      | Debit      | Credit       |                                   |
| 01-0-00-0000-421000 | General : ICCB Credit Hour Grant                   |            | 972,581.00   | (62,837.00)  |             |            | 909,744.00   | Actual numbers from ICCB          |
| 02-0-00-0000-421000 | General : ICCB Credit Hour Grant                   |            | 416,821.00   | (26,931.00)  |             |            | 389,890.00   | Actual numbers from ICCB          |
| 01-0-00-0000-422000 | General : ICCB Equalization Grant                  |            | 3,208,574.00 | (124,774.00) |             |            | 3,083,800.00 | Actual numbers from ICCB          |
| 01-0-28-2803-553000 | of-State   | 2,000.00   |              |              | 1,500.00    | 500.00     | -            | Can be moved to grant funds       |
| 01-0-28-2803-546000 | Publications & Dues                                | 504.00     |              |              | 56.00       | 560.00     |              | Actual amount for dues            |
| 01-0-34-3003-532000 | Financial Aid : Consultants                        | -          |              |              | 60,000.00   | 60,000.00  |              | Added after budget submitted      |
| 01-0-11-1109-513010 | Physics : Teaching Faculty FT                      | -          |              |              | 12,921.00   | 12,921.00  |              | Portion of salary not entered     |
| 01-0-81-8202-532000 | HR : Consultants                                   | 30,000     |              |              | 40,000      | 70,000.00  |              | Added other consultants fee       |
| 01-0-11-1104-513010 | Biology : Teaching Faculty FT                      | 216,076.00 |              |              | (22,200.00) | 193,876.00 |              | Assessment Coordinator Adjustment |
| 01-0-11-1105-513010 | Chemistry : Teaching Faculty FT                    | 40,676.00  |              |              | (11,954.00) | 28,722.00  |              | Assessment Coordinator Adjustment |
| 01-0-81-8108-515000 | VP of Academic Affairs : Academic Support Staff FT | 23,810.00  |              |              | 10,343.60   | 34,153.60  |              | Assessment Coordinator Adjustment |
| 01-0-11-1007-513010 | History : Teaching Faculty FT                      | 35,715.00  |              |              | 24,270.00   | 59,985.00  |              | Actual numbers                    |
| 01-0-11-1007-521010 | History : Medical                                  | -          |              |              | 11,244.00   | 11,244.00  |              | Actual numbers                    |
| 01-0-11-1007-521040 | History : Life Insurance                           | 39.00      |              |              | 27.00       | 66.00      |              | Actual numbers                    |
| 01-0-11-1007-528000 | History : Retirement Health Insurance              | 339.00     |              |              | 231.00      | 570.00     |              | Actual numbers                    |
| 01-0-32-3002-515000 | Advising : Academic Support Staff FT               | 179,328.00 |              |              |             | 141,528.00 |              | Can be moved to ATOMAT grant      |
|                     |  |            |              | (214,542.00) | 126,438.60  |            |              |                                   |
|                     |  |            |              | (88,103.40)  |             |            |              |                                   |
|                     |  |            |              |              |             |            |              |                                   |
|                     |  |            |              |              |             |            |              |                                   |

## Board Memorandum

**Board of Trustees**

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Jeff McGoy  
**RE:** AY26 Student Handbook (sent separately)  
**Date:** 07.17.25

**Background:** In accordance with Illinois Community College Board System Rule [1501.204\(e\)](#), each community college district is required to maintain a student handbook or an equivalent document outlining rules and policies relevant to students.

The Annual Student Handbook (provided separately) fulfills this requirement by offering students clear and accessible information regarding key aspects of the College, including its mission, vision, values, philosophy, and core competencies. It also serves as a comprehensive reference for students, containing details such as the academic calendar, college directory, student support services, emergency procedures, student code of conduct, grade appeal and grievance processes, and key compliance policies related to substance use, alcohol, and Title IX.

Following a thorough review, VP McGoy recommends adoption of the revised AY26 Student Handbook, effective with the start of the Fall 2025 semester. VP McGoy and the Student Affairs Leadership Team affirm that the document aligns with institutional policies and complies with all applicable state and federal regulations.

**Recommendation:** I recommend the Board adopt the Academic Year 2026 Student Handbook, with an effective date beginning Fall 2025.

## Board Memorandum

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Athletic Insurance Renewal  
**Date:** 07.17.25

**Background:** The College's athletic insurance coverage is set to expire on 08.15.25. As such, the College enlisted the services of Bushue Human Resources, Inc. (BHR) to identify renewal options. The attached letter from BHR outlines their recommendation.

Highlights include: ·

- Insurance Benefit Services Group proposed a **blanket** student athlete insurance policy, to be serviced by Zurich as the carrier, in the amount of \$28,662
- Ramza Services Group proposed a **catastrophic** student athlete insurance policy, to be serviced by Zurich as the carrier, in the amount of \$5,433.

These proposals provide the same coverage limits and deductibles per occurrence as last year's policies. The total cost for both policies is \$34,095, which is an increase of \$5,762 from last year.

**Recommendation-1:** I recommend the Board approve the blanket athletic insurance proposal from Insurance Benefits Services Group with Zurich as the insurance carrier, in the amount of \$28,662 and authorize the President to execute the agreement.

**Recommendation-2:** I recommend the Board approve the catastrophic athletic insurance proposal from Ramza Services Group with Zurich as the insurance carrier, in the amount of \$5,433 and authorize the President to execute the agreement.



Bushue HR, Inc.  
P.O. Box 89  
Effingham, IL 62401

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

July 10, 2025

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

Dear Mr. Clark,

**RE: BLANKET AND CATASTROPHIC STUDENT ATHLETE**

The attached summary illustrates the expiring and renewal coverages with the current insurance carriers, Zurich through Insurance Benefit Services Group from Mounds, IL and Zurich through Ramza Insurance Group from Streator, IL.

After reviewing the options provided, the renewal proposals presented through Zurich with the same coverage Limits and Deductibles Per Occurrence would be the most advantageous for the College to consider. If the College were to approve the renewal for both the Blanket & Catastrophic Student Athlete coverages, the College will receive an increase in premium in the amount of \$5,762.

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, appearing to read "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

**Shawnee Community College District #531 - Renewal Date: 08/15/2025  
Blanket Student Athlete Renewal Form**

| <b>Insurance Agency Name</b>                 | <b>Insurance Benefit Services Group</b> | <b>Insurance Benefit Services Group</b> | <b>Insurance Benefit Services Group</b> | <b>Insurance Benefit Services Group</b> |
|--|---|---|---|---|
| <b>Insurance Carrier Name</b>                | Zurich                                  | Zurich                                  | Berkley Life & Health                   | Guarantee Trust Life                    |
| <b>Blanket Student Athlete</b>               | <b>Current</b>                          | <b>Renewal</b>                          | <b>Alternate Proposal</b>               | <b>Alternate Proposal</b>               |
| Limit of Insurance                           | 25,000                                  | 25,000                                  | 25,000                                  | 25,000                                  |
| Coinsurance                                  | 100%                                    | 100%                                    | 100%                                    | 100%                                    |
| Deductible Per Occurrence                    | 0                                       | 0                                       | 0                                       | 0                                       |
| <b>Total Blanket Student Athlete Premium</b> | <b>\$22,900.00</b>                      | <b>\$28,662.00</b>                      | <b>\$41,260.00</b>                      | <b>\$31,486.00</b>                      |

|  |  |  |  |  |
|--|--|--|--|--|
| Is this Insurance Primary?   | No - Excess  | No - Excess  | No - Excess  | No - Excess  |
| Is the Student Athlete Insurance School Time Coverage Only?<br><i>If no, please explain the coverage time.</i> | No<br>When Authorized, Organized,<br>Supervised By An Official<br>Representative of Applicant;<br>Traveling To and From<br>N/A | No<br>When Authorized, Organized,<br>Supervised By An Official<br>Representative of Applicant;<br>Traveling To and From<br>N/A | No<br>When Authorized, Organized,<br>Supervised By An Official<br>Representative of Applicant;<br>Traveling To and From<br>N/A | No<br>When Authorized, Organized,<br>Supervised By An Official<br>Representative of Applicant;<br>Traveling To and From<br>N/A |
| <i>If School Time Coverage Only, please define School Time.</i>  |  |  |  |  |
| Does this Insurance cover Student Athletes for Football?   | No   | No   | No   | No   |
| Does this Insurance cover Summer Sports Activities?  | Yes - For Authorized Sports  | Yes - For Authorized Sports  | Yes - For Authorized Sports  | Yes - For Authorized Sports  |
| Does this Insurance cover Student Athletes for activities that start before the actual School year begins?     | Yes - For Authorized Sports  | Yes - For Authorized Sports  | Yes - For Authorized Sports  | Yes - For Authorized Sports  |

These Proposal worksheets were provided and prepared as a services 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 2025 Bushue HR, Inc.



**Shawnee Community College District #531 - Renewal Date: 08/15/2025  
Catastrophic Student Athlete Renewal Form**

| Insurance Agency Name                             | Ramza<br>Insurance Group | Ramza<br>Insurance Group |
|---|--------------------------|--------------------------|
| Insurance Carrier Name                            | Zurich                   | Zurich                   |
| Catastrophic Student Athlete                      | Current                  | Renewal                  |
| Medical Maximum Per Accident                      | 5,000,000                | 5,000,000                |
| Deductible Per Occurrence                         | 25,000                   | 25,000                   |
| Benefit Period                                    | Ten (10) Years           | Ten (10) Years           |
| <b>Total Catastrophic Student Athlete Premium</b> | \$5,433.00               | \$5,433.00               |

|  |  |  |
|--|--|--|
| Is this Insurance Primary?   | No   | No   |
| Is the Student Athlete Insurance School Time Coverage Only?<br><i>If no, please explain the coverage time.</i> | Yes  | Yes  |
| <i>If School Time Coverage Only, please define School Time.</i>  | N/A  | N/A  |
|  | Baseball, Softball, Basketball,<br>& Volleyball Only | Baseball, Softball, Basketball,<br>& Volleyball Only |
| Does this Insurance cover Student Athletes for Football?   | No   | No   |
| Does this Insurance cover Summer Sports Activities?  | Yes  | Yes  |
| Does this Insurance cover Student Athletes for activities that start before the actual School year begins?     | Yes  | Yes  |

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**Shawnee Community College District #531 - Renewal Date: 08/15/2025  
Totals**

| Insurance Agency Name         | Insurance Benefit Services Group / |                       |
|-------------------------------|------------------------------------|-----------------------|
|                               | Ramza Insurance Group              | Ramza Insurance Group |
| Insurance Carrier Name        | Zurich / Zurich                    | Zurich / Zurich       |
| Coverage                      | Current                            | Renewal               |
| Blanket Student Athlete       | 22,900.00                          | 28,662.00             |
| Catastrophic Student Athlete  | 5,433.00                           | 5,433.00              |
| <b>Total Premium</b>          | \$28,333.00                        | \$34,095.00           |
| <b>Savings</b>                |                                    | -5,762.00             |
| <b>Percentage of Increase</b> |                                    | 20.34%                |

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For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided. This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies. please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages or limits are not correct, inadequate, please let us know.

**Board Memorandum**



**Board of Trustees**

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Renewal Agreement w/Bushue, Inc.  
**Date:** 07.17.25

**Background:** Bushue HR, Inc. has been our consultant since 2010. Bushue is an independent contractor providing Insurance Consulting Services with regard to the following coverages:

- Property & Casualty
- General Liability
- Legal Liability
- Auto
- Inland Marine
- Umbrella
- Worker's Compensation
- Student Accident
- Treasurer's Bond

Since 2010, the College has customarily signed a 3-year agreement with Bushue. As such, Bushue has provided a renewal agreement that would lock the College in through FY28. The table below displays a comparison from the previous three-year agreement to the current, proposed three-year agreement.

| Previous 3-Year Term |         | Proposed 3-Year Term |         | Change in       |
|----------------------|---------|----------------------|---------|-----------------|
| FY23                 | \$4,780 | FY26                 | \$4,825 | <i>Δ\$45.00</i> |
| FY24                 | \$4,790 | FY27                 | \$4,850 | <i>Δ\$60.00</i> |
| FY25                 | \$4,800 | FY28                 | \$4,875 | <i>Δ\$75.00</i> |

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

**Recommendation:** I recommend the Board approve the three-year renewal agreement with Bushue, Inc. as presented, effective August 1, 2025 through July 31, 2028 and authorize the President to initiate the approval process.



Bushue HR, Inc.  
P.O. Box 89  
Effingham, IL 62401

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

June 25, 2025

Attn: Mr. Chris Clark  
Shawnee Community College  
8364 Shawnee College Rd.  
Ullin, IL. 62992

Dear Mr. Clark:

**Insurance Consulting Agreement**

Agreement made August 1, 2025, between Shawnee Community College with principal offices at 8364 Shawnee College Rd., Ullin, IL. 62992, hereinafter called "client" and Bushue HR, Inc. with principal offices at P.O. Box 89, Effingham, IL 62401 hereinafter called "consultant."

**1. Services:**

Consultant, as an independent contractor, agrees to perform, during the term of this agreement, the following services:

**Bushue HR, Inc. agrees to provide Insurance Consulting Services with regard to Property & Casualty, General Liability, Legal Liability, Auto, Inland Marine, Umbrella, Worker's Compensation, Student Accident, and Treasurer's Bond Coverage for Shawnee Community College. The scope of services includes bidding and negotiating terms and conditions of coverage, preparing bid specifications, communications with insurance agents, review of bid submittals and providing recommendations to the board. The entire process is subject to the direction and authority of client at all times.**

**2. Compensation:**

Client hereby agrees to pay Consultant \$4,825 in year one, \$4,850 in year two, and \$4,875 in year three for insurance consulting services per contract year. During a year in which the client decides to competitively bid out the insurance coverage, for the client there will be an additional charge of \$500.00.

**3. Payment Terms:**

Payment shall be paid in advance upon signing agreement. In the event client fails to pay consulting fee as required, consultant shall be entitled to recover reasonable attorney's fees and court costs incurred to collect fees.

**4. Term:**

The term of this agreement shall be 36 consecutive months in duration from August 1, 2025 to July 31, 2028. This agreement may be extended beyond the initial term or any extension term only by the written agreement of both parties.

**5. Designation of Duties:**

Consultant shall receive their requests for services to be performed from Chris Clark, Vice President of Administrative Services, and/or Shawnee Community College Board of Trustees.

**6. Indemnification: Limitation of Liability:**

Client agrees that any and all loss, liability, demand, suit, expense, or cause of action arising out of consultant's acts or omissions during the performance of the services identified herein shall be limited to a sum equal to the amount paid by client to consultant in connection herewith. Consultant shall not be responsible for any fees, penalties, or fines client receives from Federal, State, or local governmental entities.

IN WITNESS WHEREOF, the parties have signed this Agreement:

**Client**

By: \_\_\_\_\_  
Signature Printed Name Date

**Consultant**

By: \_\_\_\_\_  
Signature Printed Name Date

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

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
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 Andrea Witthoft

**Student Trustee**

Landon Stafford

**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:** Lease Agreement – Five County Regional Vocational System  
**Date:** 07.17.25

**Background:** The Five County Regional Vocational System has requested office space to support its regional operations. Suitable space has been identified in the north half of Building D on the Rustic Campus.

The attached draft lease agreement, which has been reviewed by the College's legal counsel, outlines the proposed terms of occupancy. The agreement sets a nominal rent of \$1.00 per calendar year for 2025 and 2026, consistent with the existing lease agreement held by the Southern Seven Health Department, also located on the Rustic Campus.

Under the terms of the lease, the Five County Regional Vocational System will be responsible for all utility and service costs associated with its designated space, including electricity, gas, phone, internet, water, sewer, and trash removal.

This partnership reflects the College's ongoing commitment to supporting regional service agencies whose missions align with workforce development, education, and public service. Providing accessible, affordable space to valued community partners strengthens the College's role as a regional hub for collaboration and impact.

**Recommendation:** I recommend the Board approve the lease agreement with the Five County Regional Vocational System and authorize the President to execute the lease in accordance with the terms outlined.

**LEASE AGREEMENT**

This Lease Agreement is effective \_\_\_\_\_ by and between Shawnee Community College, an Illinois Public Community College, located in Ullin, Illinois, hereinafter referred to as Lessor, and Five County Regional Vocational System (hereinafter referred to as the Lessee),

1. **Leased/Demised Premises.** Lessor does hereby lease to Lessee, and Lessee does hereby lease from Lessor, the following described premises: Office space for Five County staff in the north ½ of Building D of the Rustic Campus on campus and State of Illinois, hereinafter referred to as "Demised Premises."

The Lessee shall also be permitted the non-exclusive use of all common areas such as the parking lot located at Rustic Campus in Ullin, Illinois, for Lessee's employees and clients.

2. **Term and Options to Extend.** The initial term of this Lease shall be for July 1, 2025 and shall terminate on December 31, 2026 (unless extended) and be evaluated for an anticipated one-year extension no later than October 1, 2026. Either party shall have the exclusive option to terminate this lease for any reason by giving the other ninety (90) days written notice.
3. **Payment for Rent.** During the term of this Lease, the payment of \$1.00 for the 2025-2026 Calendar Years Said rent is payable to Lessor at 8364 Shawnee College Road, Ullin, IL 62992, or such other place as Lessor may direct in writing.
4. **Utility Charges.** Lessor agrees to pay for the cost of the utilities including electric, gas, phone, internet, water, sewer and trash removal for the area being leased from Lessor during any term of this Lease Agreement.
5. **Improvements to the Demised Premises.** In the event that Lessee decides to make any improvements to the demised premises, Lessee does hereby agree to obtain the expressed written consent of Lessor's president prior to conducting any repairs and/or improvements to the premises. In the event Lessee is allowed to make improvements to the demised premises, then Lessee shall be solely and exclusively responsible for the costs associated with those improvements. Any repairs and/or improvements to the property by Lessee shall become the sole and exclusive property of Lessor at the end of the Lease.
6. **Maintenance and Repairs.** In the event Lessor determines to repair, replace or otherwise maintain the area being leased by Lessee, then Lessor shall be responsible for any cost associated with such repair, replacement or maintenance. In the event Lessee causes damage to the area being leased by Lessee, to the demised premises, or to the building /parking lot where the demised premises is located, then at Lessor's sole and exclusive discretion Lessee shall be responsible to either repair the damage or reimburse Lessor for such repair to Lessor's satisfaction. Lessee expressly understands that it will provide its own equipment, supplies or other materials necessary to conduct its business on the demised premises and that it should be responsible for moving any such equipment or supplies to or from demised premises. At the termination of this Lease, Lessee shall surrender the premises to Lessor in good condition, ordinary wear excepted.

Lessor or its agents shall have the right if it so elects to enter upon the Demised Premises at reasonable times and in the manner that does not interfere with the operation of Lessee's business (except as many be necessitated by emergency) for the purpose of inspecting the same and/or for the purpose of maintenance and repair of any pipes and/or conduits and/or ducts whether same are used in the supply of services to the Lessee or to other occupants of building or adjacent buildings in connection with carrying on any reasonable or necessary work, cleaning, repairs, alterations or improvements in and about the building. Lessor agrees to notify Lessee in advance of such entry unless notice cannot be provided due to an emergency. Lessee acknowledges that it is receiving the Leased Area "As Is" and "Where Is".

7. **Alterations and Improvements.** All alterations and improvements proposed by Lessee shall first be approved by Lessor's president in writing. Lessor's approval shall not be unreasonably withheld. Lessee agrees to indemnify and hold Lessor harmless from any mechanic or materialmen's liens that may be asserted against the Demised Premises. In the event a mechanic or materialmen's lien is filed or asserted against Lessor real property, Lessee agrees to have the same removed within 30 days accordingly.
8. **Vending Machines.** Lessor shall have the exclusive right to place vending machines in or upon the demised premises and to collect all rents, issues, and profits therefrom. Lessor shall make reasonable effort to place said vending machines in a location that does not substantially disrupt Lessee's occupancy of the demised premises. Lessee agrees not to place any vending machines upon the demised premises without the express written consent of the Lessor.
9. **Taxes and Assessments.** Lessee agrees to pay, otherwise reimburse Lessor, for all real estate property taxes and other assessments on the Demised Premises, if the same are assessed.
10. **Quiet Enjoyment.** In the event that Lessee complies with the obligations imposed upon it by this Lease, then Lessee shall have peaceable and quiet enjoyment of all the Demised Premises for the term of this Lease.
11. **Indemnification.** Lessee shall, at all times prior to the termination of this Lease and to the delivery to Lessor of possession of the Demised Premises and all improvements thereon, indemnify Lessor against all liability, loss, cost, damage, or expense sustained by Lessor, including attorney's fees and other expenses of litigation, arising prior to termination of this Lease term and delivery to Lessor of possession of the Demised Premises:
  - a. The negligent or intentional acts of omissions of Lessee or Lessee's agents;
  - b. On account of or through the use of the Demised Premises or improvements or any part thereof by Lessee for any purpose inconsistent with the provisions of this Lease;
  - c. Arising out of, or directly or indirectly due to, any failure of Lessee in any respect promptly and faithfully to satisfy Lessee's obligation under this Lease;
  - d. Arising out of, or directly or indirectly due to, any accident or other occurrence causing injury to any person or persons or property resulting from the use of the Demised Premised and improvements or any part thereof by Lessee; and

- e. For which the Demised Premises and improvements or any part thereof for the Lessor as owner thereof or interested therein may hereafter throughout the fault of Lessee without fault by Lessor become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance, or regulation.

Lessee also shall, at all times prior to termination of the Lease term and delivery of Lessor of possession of the Demised Premises, indemnify Lessor against all liens and charges of any and every nature that may at times be established against the premises or any improvements thereon or any part thereof as a consequence, direct or indirect, of any act or omission of Lessee or as a consequence, direct or indirect, of the existence of Lessee's interest under this Lease.

Lessor shall indemnify and hold Lessee harmless from and against any claims, cost, liabilities, losses, damages and expenses arising, directly or indirectly, at any time from or out of:

- a. The negligent or intentional acts or omissions of Lessor or Lessor's agents;
- b. Use or occupancy of any portion of Shawnee Community College not leased to Lessee;
- c. The use or occupancy of the Demised Premises by any person or entity prior to or after the term of this Lease; or
- d. The failure of Lessor in any respect promptly and faithfully to satisfy its obligations under this Lease.

This indemnification provision survives termination of this Lease in that any claim or action brought pertaining to Lessee's use of the property prior to termination is subject to this indemnification clause.

- 12. **Insurance.** The parties agree that Lessee shall procure and maintain public liability insurance covering the Demised Premises in the minimum amounts of \$1,000,000.00 per person and \$2,000,000.00 per occurrence naming Lessor as an additional insured on said policy. Lessee shall annually, or upon request by Lessor, furnish to Lessor evidence of paid insurance coverage as required by this paragraph. Further, Lessee shall be responsible for maintaining fire, casualty and other multi-peril insurance on any of the personal property contained in or erected on the Demised Premises by Lessee, whether owned by Lessee or not.
- 13. **Destruction of Demised Premises.** If the building on the Demised Premises shall be damaged by fire or other casualty covered by Lessor's policy of fire and extended coverage casualty insurance maintained on the building and
  - a. The Demised Premises are thereby rendered wholly unsuitable for its intended use or
  - b. The cost of repair or restoration as estimated by a contractor, architect or other construction consultant selected by Lessor, exceeds one-half (1/2) of the full replacement cost of the building; then in either such event either party may terminate this Lease. In addition, if the contractor, engineer or other construction consultant estimates that the required repair or restoration work cannot be completed within ninety (90) days of the occurrence of such damage, either Lessor or Lessee may terminate this Lease. If either party is entitled to terminate this Lease and desire to do so, it shall give the other party written notice of termination within thirty (30) days of the occurrence of such damage,

and upon the giving of such notice, this Lease shall terminate as of the dates of the casualty, and any prepaid rent shall be refunded to Lessee. If the Demised Premises shall be damaged by any casualty as described in the first sentence of this section, and neither Lessor nor Lessee elect to terminate this Lease, then the insurance proceeds collected under the policy or policies maintained by Lessee pursuant to Paragraph 12 shall be paid over to Lessor, and Lessor shall promptly repair the same at its expense, and the rent shall proportionately abate during the period of such partial untenable. In the event the repairs or restoration are not completed within three hundred sixty-five (365) days from the date of the casualty, then Lessee shall have the continuing right to terminate this Lease.

14. **Subletting/Assignment.** Lessee may not sublet any portion of the Demised Premises or otherwise assign this Lease Agreement without the prior written consent of Lessor.
15. **Default.** With the exception of failure to pay rent by Lessee, if default be made in any of the covenants herein contained to be kept by Lessee for a period of thirty (30) days from the date they are due then Lessee shall be considered in default under the terms and conditions of this Lease upon thirty (30) days written notice of said default Lessor has the right and option to declare said term ended and to re-enter the Demised Premises, either with or without process of law and to remove and expel. without prejudice to any other remedy which might continue to be used for arrears of rent or breach of covenants, any person or persons occupying the Demised Premises. In the event of non-payment by Lessee, Lessor reserves the right to terminate this Lease Agreement within thirty (30) days of not receiving payment. No further notice or ability to cure is required of Lessor in the event of nonpayment.

In the event Lessor has to exercise its rights under the Lease Agreement, including an action for failure of Lessee to pay rent, unlawful detainer and eviction, or for any other cause of action at law or in equity, Lessee shall be responsible for Lessor's reasonable attorney's fees and court costs.

If Lessor fails to comply with any covenant, promise or condition contained in this Lease then Lessee shall give Lessor thirty (30) days written notice of said item default which shall provide that Lessor shall have the right and option to remedy that item of default within the aforesaid thirty (30) day period. In the event that Lessor does not remedy the item in default then Lessee may terminate this Lease **Without** any further obligation to Lessor or in the alternative pursue with or **Without** process of law any other remedy which might be available to Lessee.

16. **Notice.** Any notice, demand, request, statement, or payment which may be required or permitted according to the terms, conditions, or provisions of this Lease shall be given or made at the place hereinafter designated for giving notice to either party hereto. Any such notice, demand, request or statement shall be in writing and signed by the Lessor or the Lessee, or any of their agents, officers, or attorneys, and shall be deemed to have been duly given or served when
- a. personally, delivered to the Lessor or the Lessee or any of their agents, employees, or attorneys so authorized to conduct the business of Lessor or the Lessee, respectively,

or:

- b. forwarded by certified or registered mail with postage fully prepaid thereon, properly addressed to such party at the place hereinafter designated for giving notice.
  - i. The place for giving notice to the Lessor is: Board of Trustees of Community College District Number 531, Counties of Alexander, Jackson, Johnson, Massac, Pulaski and Union, State of Illinois, 8364 Shawnee College Road, Ullin, IL 62992
  - ii. The place for giving notice to the Lessee is: Five County Regional Vocational System, 130 Washington Ave., PO Box 70, Tamms, IL 62988.

Such place and address may be changed by either party from time to time by serving and giving notice of such change to the opposite party in the matter hereinabove provided for giving notice.

- 17. **Right to Mortgage.** Lessor reserves the right to subject and subordinate this Lease at all times to the lien of any mortgages now or hereafter placed upon the Lessor's interest in the said Demised Premises and on the land of which the Demised Premises form a part. And the Lessee covenants and agrees to execute and deliver upon demand such further instruments subordinating this Lease to the lien of any such mortgage or mortgages as shall be desired by the Lessor and/or any mortgages or proposed mortgages.
- 18. **Law.** This Lease shall be interpreted and enforced in accordance with the laws of the State of Illinois.
- 19. **Heirs, Assigns and Successors.** This Lease is binding upon and inures to the benefit of the heirs, assigns, successors in interest, and legal representatives of the parties.
- 20. **Waiver of Item of Default.** No waiver by either part of any default shall be construed as a waiver of any subsequent default.
- 21. **Entire Agreement.** This Lease contains all the terms and conditions agreed upon by the parties and may be amended only by mutual agreement of the parties as reflected in an instrument or writing signed by both parties. No verbal statements or agreements shall constitute an amendment of any of the provisions of this contract. The parties expressly acknowledge that they have not relied on any prior or contemporaneous oral or written representation or statements by the other party in connection with the subject matter of this Agreement except as expressly set forth herein.
- 22. **Severability.** If any provision of this Agreement or the application of this Agreement is held invalid, the remainder of this Agreement and the application of such provision other than to the extent it is held invalid, will not be invalidated or affected thereby.

SIGNATURE PAGE TO FOLLOW

LESSOR

BOARD OF TRUSTEES OF  
SHAWNEEE COMMUNITY COLLEGE DISTRICT NUMBER 531,  
COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON,  
AND JACKSON, STATE OF ILLINOIS

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
President Witness

DATE: \_\_\_\_\_

LESSEE

Edwin Shoemate, Chairperson Board of Control  
Five County Regional Vocational Systems  
130 Washington Ave., PO Box 70  
Tamm, IL 62988

BY: \_\_\_\_\_ ATTEST \_\_\_\_\_  
President Witness

DATE: \_\_\_\_\_

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**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:** 07.17.25

**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 January 23, 2025, and approved by the President.

- A. New Policies
  - i.
- B. New/Revised Operating Standards
  - i. [A7200.15](#) Recycling & Waste Reduction

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

**Recommendation:** None

## Board Memorandum

**Board of Trustees**

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**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Felicia Rouse  
**RE:** Compensation Study - Presentation  
**Date:** 07.17.25

**Background:** In accordance with Board Policy [B3004: Employment, Compensation, and Benefits](#) and as outlined in Goal 3, Objective 5, Strategy F of the College's [Strategic Plan](#), the Board authorized a comprehensive compensation and classification study in Fall 2024. The purpose of the study was to ensure the College maintains compensation practices that are equitable, market-aligned, fiscally responsible, and supportive of long-term employee engagement and retention.

Following a competitive RFP process, Gallagher Human Resources & Compensation Consulting was selected as the lowest qualified bidder. Since that time, Gallagher has worked in close collaboration with Executive Director of Human Resources, Felicia Rouse, and the College's leadership team to conduct the study. Gallagher has now submitted its final report, which includes detailed market analysis, structural recommendations, and implementation considerations.

This work is intended to support institutional efforts to strengthen the College's compensation framework in alignment with the values and expectations identified in Board Policy [B3004](#), including equity, market competitiveness, fiscal stewardship, and employee retention.

At the July Board meeting, representatives from Gallagher will present the final Compensation and Classification Study, and Executive Director Rouse will be available to provide additional context and respond to questions. Afterwards, the Board should formally receive the report.

In accordance with Board Policy B3004, the findings - particularly the structural recommendations and implementation considerations - could be referred to the Board Finance Committee (BFC) for detailed review. The BFC could be charged with evaluating the report and bringing forward recommendations for strengthening the College's compensation and classification system for future Board consideration.

**Recommendation - 1:** I recommend the Board receive the final Compensation and Classification Market Report and refer the findings to the Board Finance Committee for detailed review of the structural recommendations and implementation considerations presented.

**Recommendation - 2:** I recommend the Board charge the Board Finance Committee with the responsibility of evaluating the report and bringing forward recommendations to strengthen the College's compensation and classification system for future Board consideration.

## Board Memorandum

**Board of Trustees**

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 Felicia Rouse

**To:** Board of Trustees  
**From:** Steve Heisner  
**Recommending Staff:**  
**RE:** President's Contract  
**Date:** 07.17.25

**Background:** On June 12, 2025, the Board approved a compensation adjustment for Dr. Timothy L. Taylor based on sustained presidential performance, institutional needs, and market-based comparisons. Attached to this agenda item is a statewide [Summary of Presidential Salaries](#) compiled from FY24 Illinois Community College Board (ICCB) data. This analysis confirms that Dr. Taylor's compensation has remained well below market despite the complexity of his role and the stability he has provided during a period of institutional transformation.

The Board affirms that compensation adjustments for the President are based on objective criteria - performance outcomes, benchmarking, and fiscal capacity - and that these principles mirror the College's approach to other employee groups. While the action reflects the Board's commitment to equity and retention, it does not establish precedent for future contracts or successors.

At the June meeting, the Board's intent was to approve a salary adjustment and enter into a new two-year agreement. However, the language of the motion referred to a contract "*extension*." Following consultation with legal counsel, corrective action is necessary to align the official record with the actual intent of the Board.

**Recommendation - 1:** I recommend the minutes of the June 12, 2025, Board Meeting be amended to reflect the Board's intent to increase the President's salary, to [terminate](#) the existing FY23-FY26 Employment Contract by mutual agreement effective June 30, 2025, and to approve a new two-year [Employment Contract](#) with Dr. Timothy L. Taylor, effective July 1, 2025, in the form presented

**Recommendation - 2:** I recommend the Board authorize College Counsel to begin working with Dr. Taylor on a potential multi-year successor agreement, with the status of such negotiations to be presented for Board consideration no later than May 2026.

## Illinois Community College President Salaries – FY24

| STATEWIDE        |                     |      |      |      |           |           |          |            |            |            |
|------------------|---------------------|------|------|------|-----------|-----------|----------|------------|------------|------------|
| College          | Name                | Exp. | Vac. | Sick | Base      | Benefits  | Annuity  | Retirement | Extra Duty | Total Comp |
| Shawnee          | Tim Taylor          | 17   | 20   | 18   | \$169,950 | \$40,718  |          |            |            | \$210,668  |
| Carl Sandburg    | Seamus Reilly       | 5    | 24   | 15   | \$215,757 | \$26,487  |          |            | \$73,072   | \$315,316  |
| John Wood        | Bryan Renfro        | 10   | 25   | 12   | \$210,000 | \$32,965  |          |            | \$4,651    | \$247,616  |
| Southeastern     | Jonah Rice          | 14   | 26   | 21   | \$224,975 | \$34,800  |          | \$66,866   |            | \$326,641  |
| Spoon River      | Curt Oldfield       | 11   | 25   | 15   | \$182,000 | \$33,122  |          |            | \$8,077    | \$223,199  |
| Danville         | Stephen Nacco       | 7    | 16   | 13   | \$193,300 | \$33,687  |          |            | \$15,000   | \$241,987  |
| Highland         | Chris Kuberski      | 3    | 28   | 12   | \$184,548 | \$52,282  | \$2,000  |            |            | \$238,830  |
| Kaskaskia        | George Evans        | 5    | 20   | 12   | \$201,044 | \$9,627   |          |            | \$41,250   | \$251,921  |
| Kishwaukee       | Laurie Borowicz     | 8    | 24   | 12   | \$223,485 | \$26,305  | \$46,000 |            | \$10,000   | \$305,790  |
| Rend Lake        | Terry Wilkerson     | 11   | 20   | 15   | \$220,000 | \$15,802  |          |            | \$12,000   | \$247,802  |
| Sauk Valley      | Dave Hellmich       | 8    | 22   | 24   | \$202,033 | \$53,057  |          |            | \$27,714   | \$282,804  |
| Illinois Eastern | Ryan Gower          | 3    | 20   | 12   | \$190,216 | \$39,826  |          |            | \$21,888   | \$251,930  |
| Illinois Valley  | Tracy Morris        | 0    | 20   | 12   | \$205,000 | \$50,056  |          |            |            | \$255,056  |
| John A. Logan    | Kirk Overstreet     | 3    | 18   | 17   | \$212,500 | \$12,730  |          |            | \$7,500    | \$232,730  |
| Kankakee         | Michael Boyd        | 4    | 18   | 12   | \$209,390 | \$53,731  |          |            |            | \$263,121  |
| Lake Land        | Josh Bullock        | 10   | 23   | 13   | \$272,762 | \$21,201  | \$8,182  |            | \$123      | \$302,268  |
| Lewis & Clark    | Ken Trzaska         | 3    | 22   | 12   | \$260,000 | \$69,343  |          |            |            | \$329,343  |
| McHenry          | Clint Gabbard       | 8    | 21   | 11   | \$323,702 | \$26,682  |          |            |            | \$350,384  |
| Black Hawk       | Jeremy Thomas       | 0    | 27   | 24   | \$230,000 | \$16,811  |          |            | \$21,999   | \$268,810  |
| Heartland        | Keith Cornille      | 5    | 22   | 12   | \$232,316 | \$20,365  |          |            | \$10,350   | \$263,031  |
| Illinois Central | Sheila Quirk-Bailey | 7    | 25   | 15   | \$301,341 | \$33,963  | \$15,000 |            |            | \$350,304  |
| Lincoln Land     | Charlotte Warren    | 17   | 20   | 15   | \$368,470 | \$88,762  | \$49,999 | \$25,286   | \$1,114    | \$533,631  |
| Parkland         | Pam Lau             | 1    | 20   | 12   | \$300,000 | \$54,960  |          |            | \$23,459   | \$378,419  |
| Richland         | Cristobal Valdez    | 7    | 20   | 12   | \$249,430 | \$25,598  |          |            | \$13,000   | \$288,028  |
| Rock Valley      | Howard Spearman     | 3    | 20   | 12   | \$248,619 | \$26,036  | \$9,583  |            |            | \$284,238  |
| Southwestern     | Nick Mance          | 5    | 30   | 18   | \$191,115 | \$42,384  |          |            | \$29,194   | \$262,693  |
| Elgin            | David Sam           | 17   | 20   | 12   | \$324,871 | \$113,546 | \$46,000 |            | \$39,871   | \$524,288  |

| STATEWIDE - Continued |                  |          |      |      |                  |                 |                 |                 |                 |                  |
|-----------------------|------------------|----------|------|------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| College               | Name             | Exp.     | Vac. | Sick | Base             | Benefits        | Annuity         | Retirement      | Extra Duty      | Total Comp       |
| Morton                | Keith McLaughlin | 0        | 22   | 20   | \$245,000        | \$9,829         |                 |                 |                 | \$254,829        |
| Prairie State         | Michael Anthony  | 2        | 21   | 12   | \$225,879        |                 |                 |                 |                 | \$225,879        |
| South Suburban        | Lynette Stokes   | 5        | 25   | 11   | \$229,206        | \$10,317        |                 |                 |                 | \$239,523        |
| Waubensee             | Brian Knetl      | 1        | 22   | 12   | \$283,250        | \$15,088        | \$2,350         | \$25,024        |                 | \$325,712        |
| City Colleges         | Juan Salgado     | 6        | 20   | 12   | \$281,139        | \$11,886        |                 |                 | \$1,200         | \$294,225        |
| Dupage                | Brian Caputo     | 5        | 20   | 15   | \$291,723        | \$30,472        |                 |                 | \$240           | \$322,435        |
| Lake County           | Lori Suddick     | 5        | 22   | 23   | \$320,150        | \$41,416        |                 |                 |                 | \$361,566        |
| Harper                | Avis Proctor     | 4        | 20   | 25   | \$377,825        | \$43,219        | \$5,000         |                 |                 | \$426,044        |
| Joliet                | Clyne Namuo      | 1        | 20   | 20   | \$280,500        | \$30,600        |                 |                 |                 | \$311,100        |
| Moraine Valley        | Pam Haney        | 0        | 21   | 12   | \$250,000        | \$25,283        | \$10,000        |                 | \$27,691        | \$312,974        |
| Oakton                | Joianne Smith    | 8        | 20   | 20   | \$318,427        | \$34,611        |                 |                 | \$50,536        | \$403,574        |
| Triton                | Mary-Rita Moore  | 7        | 23   | 21   | \$288,000        |                 |                 |                 |                 | \$288,000        |
| <b>Average</b>        |                  | <b>6</b> |      |      | <b>\$245,998</b> | <b>\$31,983</b> | <b>\$19,411</b> | <b>\$39,059</b> | <b>\$15,969</b> | <b>\$293,414</b> |

| ICCB Cohort Group |               |           |      |      |                  |                 |            |                 |                 |                  |
|-------------------|---------------|-----------|------|------|------------------|-----------------|------------|-----------------|-----------------|------------------|
| College           | Name          | Exp.      | Vac. | Sick | Base             | Benefits        | Annuity    | Retirement      | Extra Duty      | Total Comp       |
| Shawnee           | Tim Taylor    | 17        | 20   | 18   | \$169,950        | \$40,718        |            |                 |                 | \$210,668        |
| Carl Sandburg     | Seamus Reilly | 5         | 24   | 15   | \$215,757        | \$26,487        |            |                 | \$73,072        | \$315,316        |
| John Wood         | Bryan Renfro  | 10        | 25   | 12   | \$210,000        | \$32,965        |            |                 | \$4,651         | \$247,616        |
| Southeastern      | Jonah Rice    | 14        | 26   | 21   | \$224,975        | \$34,800        |            | \$66,866        |                 | \$326,641        |
| Spoon River       | Curt Oldfield | 11        | 25   | 15   | \$182,000        | \$33,122        |            |                 | \$8,077         | \$223,199        |
| <b>Average</b>    |               | <b>11</b> |      |      | <b>\$200,536</b> | <b>\$33,618</b> | <b>N/A</b> | <b>\$66,866</b> | <b>\$28,600</b> | <b>\$264,688</b> |

| <b>Small (Low Enrollment) Colleges</b> |                  |          |      |      |                  |                 |                 |                 |                 |                  |
|--|------------------|----------|------|------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| College                                | Name             | Exp.     | Vac. | Sick | Base             | Benefits        | Annuity         | Retirement      | Extra Duty      | Total Comp       |
| Shawnee                                | Tim Taylor       | 17       | 20   | 18   | \$169,950        | \$40,718        |                 |                 |                 | \$210,668        |
| Southeastern                           | Jonah Rice       | 14       | 26   | 21   | \$224,975        | \$34,800        |                 | \$66,866        |                 | \$326,641        |
| Spoon River                            | Curt Oldfield    | 11       | 25   | 15   | \$182,000        | \$33,122        |                 |                 | \$8,077         | \$223,199        |
| Danville                               | Stephen Nacco    | 7        | 16   | 13   | \$193,300        | \$33,687        |                 |                 | \$15,000        | \$241,987        |
| Highland                               | Chris Kuberski   | 3        | 28   | 12   | \$184,548        | \$52,282        | \$2,000         |                 |                 | \$238,830        |
| Kishwaukee                             | Laurie Borowicz  | 8        | 24   | 12   | \$223,485        | \$26,305        | \$46,000        |                 | \$10,000        | \$305,790        |
| Rend Lake                              | Terry Wilkerson  | 11       | 20   | 15   | \$220,000        | \$15,802        |                 |                 | \$12,000        | \$247,802        |
| Sauk Valley                            | Dave Hellmich    | 8        | 22   | 24   | \$202,033        | \$53,057        |                 |                 | \$27,714        | \$282,804        |
| Illinois Valley                        | Tracy Morris     | 0        | 20   | 12   | \$205,000        | \$50,056        |                 |                 |                 | \$255,056        |
| Kankakee                               | Michael Boyd     | 4        | 18   | 12   | \$209,390        | \$53,731        |                 |                 |                 | \$263,121        |
| Richland                               | Cristobal Valdez | 7        | 20   | 12   | \$249,430        | \$25,598        |                 |                 | \$13,000        | \$288,028        |
| <b>Average</b>                         |                  | <b>8</b> |      |      | <b>\$205,828</b> | <b>\$38,105</b> | <b>\$24,000</b> | <b>\$66,866</b> | <b>\$14,299</b> | <b>\$262,175</b> |

| <b>Southern Illinois Peer Colleges</b> |                 |          |      |      |                  |                 |                |                 |                 |                  |
|--|-----------------|----------|------|------|------------------|-----------------|----------------|-----------------|-----------------|------------------|
| College                                | Name            | Exp.     | Vac. | Sick | Base             | Benefits        | Annuity        | Retirement      | Extra Duty      | Total Comp       |
| Shawnee                                | Tim Taylor      | 17       | 20   | 18   | \$169,950        | \$40,718        |                |                 |                 | \$210,668        |
| Southeastern                           | Jonah Rice      | 14       | 26   | 21   | \$224,975        | \$34,800        |                | \$66,866        |                 | \$326,641        |
| Kaskaskia                              | George Evans    | 5        | 20   | 12   | \$201,044        | \$9,627         |                |                 | \$41,250        | \$251,921        |
| Rend Lake                              | Terry Wilkerson | 11       | 20   | 15   | \$220,000        | \$15,802        |                |                 | \$12,000        | \$247,802        |
| Illinois Eastern                       | Ryan Gower      | 3        | 20   | 12   | \$190,216        | \$39,826        |                |                 | \$21,888        | \$251,930        |
| John A. Logan                          | Kirk Overstreet | 3        | 18   | 17   | \$212,500        | \$12,730        |                |                 | \$7,500         | \$232,730        |
| Lake Land                              | Josh Bullock    | 10       | 23   | 13   | \$272,762        | \$21,201        | \$8,182        |                 | \$123           | \$302,268        |
| Southwestern                           | Nick Mance      | 5        | 30   | 18   | \$191,115        | \$42,384        |                |                 | \$29,194        | \$262,693        |
| <b>Average</b>                         |                 | <b>9</b> |      |      | <b>\$210,320</b> | <b>\$27,136</b> | <b>\$8,182</b> | <b>\$66,866</b> | <b>\$18,659</b> | <b>\$260,832</b> |

Source: [ICCB Salary Portal](#)



**MUTUAL TERMINATION AGREEMENT**

Employee, Dr. TIMOTHY TAYLOR, and Employer, BOARD OF TRUSTEES OF COMMUNITY COLLEGE NO. 531, COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON AND JACKSON, IN THE STATE OF ILLINOIS  
Shawnee Community College District No. 51, mutually entered into an employment agreement effective July 1, 2022, with an effective term of four years with an end date of June 30, 2026.

By mutual consideration and agreement, and in further consideration of Employee and Employer entering into a new two-year employment contract, Employee and Employer hereby mutually agree to terminate the current employment contract and this Mutual Termination Agreement contains a condition subsequent as to Employee and Employer entering into a new employment contract that will be effective July 1, 2025.

This Mutual Termination Agreement will be considered effective June 30, 2025, and in effect upon the new employment agreement being executed by and between Employer and Employee.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**EMPLOYER:**

**BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 531,  
COUNTIES OF UNION, ALEXANDER,  
MASSAC, PULASKI, JOHNSON AND  
JACKSON, IN THE STATE OF ILLINOIS**

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Secretary

**EMPLOYEE:**

\_\_\_\_\_  
Dr. Timothy Taylor



**EMPLOYMENT CONTRACT**

This Employment Contract (hereinafter referred to as “Contract” or “Agreement”) effective the 1<sup>st</sup> day of July, 2025, by and between BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 531, COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON AND JACKSON IN THE STATE OF ILLINOIS, hereinafter referred to as “Employer”, College”, and/or “Board”, and Dr. Timothy Taylor, of Anna, Illinois, hereinafter referred to as “Employee”. “District” means within Union, Alexander, Massac, Pulaski, Johnson and that part of Jackson Counties, Illinois, that make up the College’s District. WITNESSETH:

1. **Consideration of Employment:** In consideration of the mutual promises and agreements herein contained, Employer hereby employs Employee and Employee hereby agrees to work for Employer under the terms hereby agreed upon by the parties hereto and as set forth in this Agreement.
  
2. **Employee’s Obligated Services for Employer’s Benefit:** The services to be performed by the Employee include, but are not limited to, those duties set forth in this Agreement, as set forth in the Employer’s policy manual (as revised from time to time) and job description for the position of President of the Employer as found in the policies and procedures of Employer. In addition, it is the mutual understanding and agreement of the parties that Employee will strive to meet or exceed the goals and standards, or otherwise make substantial progress towards meeting the goals and standards as mutually agreed upon by and between Employer and Employee.

As to Employee making substantial progress towards meeting and/or exceeding the standards and goals agreed upon with Employer, Employer will inform Employee of its reasonable expectations during the term of this Agreement so that Employee knows the progress he is making in reaching the standards and goals that are set.

The expectations of the President will be reasonable and consistent with those generally expected of presidents of public community colleges in the State of Illinois.

3. **Evaluation of Employee by Employer:** Each year, throughout the term of this Agreement, the Employee acknowledges that the Employer will evaluate the Employee in a manner that is consistent with the Board's *Monitoring President Effectiveness* policy.

The Employer will use the Board's *President Accountability* policy and the mutually agreed-upon goals found in the President's *Performance Evaluation* instrument as the primary basis for evaluation. These goals shall be directly aligned with the College's Strategic Plan, Board Strategic Outcome policies, and institutional priorities related to accreditation or other external accountability systems.

The Employer may also identify areas of professional concentration or annual performance goals throughout the term of this Agreement. The Employee and Employer acknowledge that the results of the evaluation will inform any salary or fringe benefit adjustments beyond those outlined in Section 7.

By October of each year, the Employee may propose additional performance criteria that go beyond baseline expectations. If the Employer accepts these additional criteria, the Employee may be eligible for supplemental compensation. The Employer retains sole discretion in determining whether such additional goals are added and whether additional compensation will be provided.

When goals are not met, the Employer will provide specific feedback and suggested corrective actions. The Employee may also identify and explain any barriers or extenuating circumstances affecting performance outcomes.

4. **Term of Employment:** This Agreement is effective as of July 1, 2025, and shall continue for a period of two (2) years, ending June 30, 2027, unless sooner terminated as provided herein or extended by mutual written agreement of the Employer and Employee.

Employee waives all right to any notice from Employer of non-renewal at the natural expiration of this Contract. Continued employment beyond the expiration date must be evidenced by a written extension or successor contract, duly approved by the Board. No implied or automatic extension shall be inferred.

In the interest of mutual planning and continuity, the Employer shall formally notify the Employee in writing no later than December 31, 2026, of its intent to either: (a) negotiate a successor agreement, or (b) allow the contract to expire without renewal.

Nothing in this section shall obligate the Employer to renew the Agreement or enter into a successor agreement. However, both parties agree to engage in good-faith discussions should either party express interest in renewal.

The Employee may also request a renewal discussion at any time during the contract term, and the Employer may, at its sole discretion, consider such request and enter into a new or extended agreement consistent with applicable Illinois law.

5. **Employee's Devotion and Loyalty to Employer:** Except as otherwise set forth herein, Employee agrees to devote his entire time, skill, labor, and attention to said employment during the term of this employment Agreement, and agrees not to engage in any other business or calling of a permanent nature during the term of his employment with Employer.

Employee shall be permitted to continue in, or undertake further, involvement(s) in professional groups or associations, writing, speaking, or related professional activities. In this connection, therefore, it is additionally acknowledged that Employee may from time to time be called upon to present a speech, research publication, or participate in professional callings and activities, and/or serve as a consultant to college or professionally related organization(s). For these undertakings, Employee shall be permitted to accept financial honoraria, royalties, payment, or cost reimbursement. Employee acknowledges this provision is separate from professional engagements conducted on behalf of Employer. Employee agrees to not undertake any additional involvements during the term of this Agreement that would otherwise interfere with his duties and obligations to Employer. Employer may, at its sole and exclusive discretion, instruct Employee to not undertake any additional involvements other than the employment identified herein if Employer believes such involvement(s) is, will, or may interfere with Employee's ability to conduct his duties and obligations on behalf of Employer at Employer's sole and exclusive discretion.

6. **Non-Disclosure of Employer's Confidential Business and Affairs:** Employee shall not, during the term of this Contract or at any time thereafter, disclose to any person, firm, or corporation any information concerning the confidential business and affairs of Employer which he may have acquired in the course of or incident to his employment hereunder or with Employer unless the Board approves such disclosure or in the event of a lawful order or directive of a court of law that Employer has not objected to or successfully quashed. Any request made of Employee to disclose confidential or protected information of the Employer or Employer's business shall be directed to the Chairperson of the Board and legal counsel for Employer so that further direction can be made as to disclosure versus non-disclosure.

7. **Compensation and other benefits for the benefit of Employee and Other Obligations Related to Said Benefits:**

- (a) **Salary:** Employer agrees to pay employee a base salary, which will be the sum of \$192,553.94 for the first six months of the first year of this Agreement beginning July 1, 2025, and such salary amount shall increase automatically on January 1, 2026, to the amount of \$211,809.34 and said amount will remain as the salary subject to further negotiation between Employer and Employee as to any additional increases in salary after the first year or at any time during the effective terms of this Agreement.

Employee's salary and benefits will be subject to further negotiations and any changes will be mutually agreed to by Employer and Employee as allowed in accordance with the terms of this Agreement and before such changes become effective shall be mutually agreed upon and in writing. Employer and Employee will make reasonable attempts to discuss Contract changes and to further negotiate the terms of changes to the Contract on or before the regular monthly Board of Trustees' meeting in July of each year beginning in the year 2026 and continuing each year thereafter during the term of this Agreement and any extensions thereafter if they exist.

- (b) **Expense Reimbursement:** Any expenses incurred by Employee in connection with fulfilling the duties of President shall be reimbursed pursuant to the policy adopted by Employer pertaining to approval and reimbursement/payment of said expenses incurred and in accordance with applicable laws.
- (c) **Health Insurance Reimbursement:** Employee has indicated that he desires health insurance as offered and provided under Employer's plan of health insurance and as offered to other faculty and staff employed by Employer. Employer will pay the actual value of the premium per pay period for health insurance. ("Employer's Health Insurance Plan").

Employer is offering the family plan offered to other employees of the College with a deductible of \$2,700.00. If Employee chooses a plan with a deductible that is less than \$2,700.00, Employee may do so but will assume, be responsible for, indemnify and hold the Employer harmless from any amounts charged for such coverages opted by Employee.

Employee acknowledges that as for health insurance being provided during the term of this Agreement, it is whatever health insurance benefits are offered to other Employees employed by Employer unless other terms of health insurance coverage are mutually agreed upon by and between Employer and Employee in writing. The parties expressly agree that Employer is making no representations as to the nature and extent of coverage of the Employer's Health Insurance Plan but will provide Employee with exactly the same coverage available to other employees of the Employer under its group plan as now in effect or hereafter amended, including the substitution of insurance carriers or the alteration in coverage, benefits or deductible.

- (d) **Employee Time Off from Work:** Employee shall earn 1.67 days of paid vacation per month, which is equal to twenty (20) actual days of vacation a year. Employee shall be granted eighteen (18) days paid sick leave, three (3) paid personal leave days and two (2) paid days for funeral leave for each year of the term of this Contract. Vacation time, sick leave, personal days, and funeral leave will be regulated by the policy manual as adopted by the College. Use of vacation, sick, personal and funeral days will be at the discretion of the Employee upon notification in writing of the use of same with the Executive Director of Human Resources of Employer and the Board Chairperson of the College. In the event Employee is going to be off work for more than ten (10) consecutive business days, then Employee will, in addition to notifying the Board Chairperson of the College, also seek approval of such time off from work from the Board Chairperson or the Board if the Chairperson does

not respond. Such requests will not be unreasonably withheld by Employer. Employee shall attempt to give at least thirty (30) days prior notice in writing if Employee intends to be off work for more than ten (10) business days. For the purposes of this provision, a writing shall include, but not be limited to something in actual writing, via email correspondence and/or text messaging.

Employee is further allowed regular College administrative holidays as approved by Employer. Employee agrees and acknowledges that the vacation, sick, personal and funeral day leave policy, as is set forth in the College's administrative policy manual, is applicable to Employee and shall govern how vacation, sick, personal and funeral leave shall accrue, be carried over and/or be forfeited if unused within a certain period of time as is set forth in the College's administrative policy manual. It is further acknowledged by Employee that vacation days must be used within the year in which such vacation days accrue, or within six (6) months after the expiration of the year in which the vacation days accrue or such vacation days will be considered forfeited by Employee.

Employee agrees to file with the Executive Director of Human Resources of the Employer monthly absentee, vacation and sick leave reports in the form requested by Employer's Executive Director of Human Resources. At any time, the Chair of the Board may request a copy of such report(s) as well. Such reports shall be due within fourteen (14) days of such request.

- (e) **Vehicle Use and Reimbursement:** Employer acknowledges that Employee will use his own personal vehicle while conducting business for Employer and pursuant to this Agreement. Employer, as an additional benefit to Employee, shall pay on a semi-monthly basis the total amount of One Thousand Two Hundred and Fifty Dollars (\$1,250.00) per pay period, which shall total Two Thousand Five Hundred Dollars (\$2,500.00)

per month during the effective term of this Agreement for vehicle use reimbursement for Employee's benefit. It is the understanding of Employer and Employee that payments for this reimbursement shall be a total of no more than Two Thousand Five Hundred Dollars (\$2,500.00) per month and shall be paid in semi-monthly payments to coincide with when Employee receives his regular salary payment from Employer. It shall be the sole and exclusive responsibility of Employee to use such funds for any vehicle payment, insurance coverage, any taxation owed for such personal vehicle, maintenance and/or repairs of said vehicle, gas and any other costs incurred by Employee for his own use of his personal vehicle. Employee acknowledges this payment is in lieu of Employee claiming a mileage reimbursement(s) from Employer during the term of this Agreement.

During the effective term of this Agreement, it shall be the responsibility of Employee to notify his automobile insurance carrier that he will be operating his motor vehicle for employment related purposes and to add Shawnee Community College as an additional named insured on said motor vehicle policy. At no time shall Employee operate any personal motor vehicle for Employer related business that is not covered by full coverage insurance and where Employer is not named as an additional insured. It shall be the obligation of Employee to obtain said full coverage insurance, name Employer as an additional insured, and provide proof of such insurance to Employer within fourteen (14) days of the effective date of this Agreement and at all times thereafter as requested by Employer.

Employee acknowledges that he may also be authorized to use and operate vehicle(s) owned by Employer and will do so within any guidelines and/or policies Employer has in effect for the use of such Employer owned motor vehicle(s).

- (f) **Cellular Phone:** Employer shall provide Employee with a College owned cellular phone and service. Employee acknowledges that his use of a College owned cellular phone requires Employee to use said phone for Employer related business and in accordance with any policies and/or procedures adopted by Employer and in regard to an employee's use of a College owned cellular phone.
- (g) **Retirement:** Unless otherwise agreed to in writing or further negotiated between Employer and Employee, Employer will make no contribution for Employee to a State University Retirement System ("SURS"). In the event Employee is receiving any payments under or pursuant to a State University Retirement System that has any limitations on Employee being employed by Employer, then Employee will request and have approved a suspension of said SURS payments so that Employee may be employed by Employer and receive all benefits under and pursuant to this Agreement without penalty to Employer. In the event Employer is assessed any monetary penalty by SURS in connection with Employee's employment with Employer, Employer reserves the right, at its sole and exclusive discretion, to choose one of the following options: pay the penalty without any effect whatsoever on this Agreement; if allowed by law and no conflict with SURS, deduct the penalty amount from Employee's salary paid pursuant to the terms of this Agreement or otherwise be reimbursed the penalty amount from Employee; or in the event Employer chooses to not pay the penalty or otherwise cannot deduct said penalty amounts from Employee's salary or be reimbursed the penalty amount by Employee, then Employer reserves the right to terminate the Agreement effective immediately notwithstanding any other provision of this Agreement to the contrary. It is the mutual understanding and agreement of Employer and Employee for Employer's financial obligations for the benefit of Employee to be set forth, or otherwise addressed, in this Agreement and Employer not to pay any additional penalties or assessments due to a SURS or retirement penalty being assessed.

Notwithstanding the parties initially agreeing to no contribution for retirement, this provision may be amended, modified, negotiated, or otherwise changed by the Employer and Employee by written mutual agreement.

8. **Residential domicile of Employee:** Employee has agreed to reside within the boundaries of Employer's district during the effective term of this Agreement. Employee shall reside within a reasonable distance from Employer's main campus located in Ullin, Illinois, so that Employee can report to work and be available for conducting business on behalf of Employer.
  
9. **Termination:** This Agreement shall terminate upon the occurrence of any of the following circumstances:
  - (a) Mutual written agreement of the parties at any time;
  
  - (b) The death of the Employee or the fiscal insolvency or bankruptcy of the Employer. This provision is subject to any rights or remedies Employee may be allowed to exercise in the event of Employer's fiscal insolvency or bankruptcy filing/proceeding. In the event of Employee's death, his estate or heirs at law shall be entitled to receive Employee's final salary amount(s) owed to Employee by Employer, which were owed at the time of Employee's death, if any;
  
  - (c) Subject to other rights and privileges afforded Employee as set forth in this Agreement or as is otherwise allowed by law, Employee's inability to perform or otherwise carry out the duties of President for a period exceeding ninety (90) consecutive days with such reasonable accommodations as may be required by law. If Employee anticipates being away from the office of President for more than thirty (30) days, Employee shall obtain written certification from a licensed physician verifying that Employee is not able to perform the job/position of President;

- (d) Discharge of the Employee by the Employer for just cause. “Just Cause” shall be defined to include any of the following willfully committed and material in nature or consequences:
- (1) The commission of any act or acts of intentional dishonesty in connection with the performance of his duties and/or responsibilities of President;
  - (2) Failure to comply with any written policy of the College or duly authorized legal directive from the Employer pertaining to the performance of Employee’s duties;
  - (3) Failure or refusal to comply with established policies, practices, and/or procedures established by the College or Employer;
  - (4) Failure or refusal to comply with the terms of this Agreement;
  - (5) Conviction of a felony, or conviction of a felony offense which was reduced to a misdemeanor or lesser offense, but charged as a felony, that involves alcohol or narcotics. Or a conviction for a felony, misdemeanor or lesser offense for misappropriation or theft of any property;
  - (6) Committing an act that is considered gross negligence or willful malfeasance that materially harms the College; or
  - (7) Commission of immoral, unethical, or illegal acts in connection with the performance of duties under this Employment Contract or that has any direct, material impact on the College.
- (e) Before the Employer terminates the Employee’s employment for cause under sub-paragraph (d) hereof, the Employee will be afforded the following procedural due process:
- (1) The Employer shall notify the Employee in writing of the nature of the cause for which discharge is contemplated by the Employer at least fourteen calendar (14) days prior to the hearing described hereafter;

- (2) After the aforementioned fourteen (14) day notice to the Employee, the Employer shall conduct a hearing on the question of the termination of the Employee's employment with Employer for cause, and at such hearing, which shall be in closed session, the Employee may present evidence, call witnesses, or submit any defense in opposition to the allegation of "just cause"; and
- (3) Only after the aforementioned notice to the Employee and the procedural due process hearing shall the Employer terminate Employee's employment for cause pursuant to this provision and provide Employee a written explanation of its decision.

If Employer believes Employee has committed an act that violates the terms or conditions of this Agreement, then Employer can suspend Employee until such time the process set forth herein can occur. Suspension will be with pay under such terms and conditions as Employer determines.

**Payments and benefits (termination pursuant to foregoing sub-paragraphs and provisions).** In the event this Agreement is terminated for any of the reasons set forth in the foregoing sub-paragraphs (a) through (d), the Employer's sole responsibility to Employee shall be the payment of all salaries and fringe benefits earned by Employee up to and including the date of termination. Employer's exercise of its right to terminate this Agreement shall be without prejudice to any other right or remedy of either party under this Contract or available at law or in equity.

**Payments if Employer chooses to terminate for any other reason.** The Employee may, without cause or any due process, be relieved of his duties as President at any time during the term of this Contract provided Employer complies with the remaining conditions and obligations set forth herein, including the payment of salary and other fringe benefits to Employee, for the remaining term of this Contract.

10. **Administrator Status:** Employee expressly recognizes he is an administrator (or non-faculty) professional personnel as defined in the Employer's policy manual. Further, Employee recognizes and accepts the foregoing definitions of his employment with Employer as same relate to his rights and obligations under the Illinois Public Community College Act. In addition to all other duties and obligations of Employee as set forth herein, it shall be the responsibility and obligation of Employee to enforce the policies and procedures as established by Employer against any employee, administrator, staff person, volunteer, student worker, agent or anyone else under the direct control of Employee while acting and carrying out his duties and obligations pursuant to this Agreement and the terms thereof.

Employee acknowledges that as an administrator acting on behalf of Employer, Employee has certain fiduciary obligations to Employer. Employee acknowledges that he has a duty of loyalty to Employer and that all matters that are considered confidential by Employer shall remain confidential by Employee. This provision includes, but is not limited to, matters that are shared with Employee by Employer in an executive, closed session meeting of the Trustees of Shawnee Community College.

11. **Incorporation of Policies and Procedures of Employer:** The parties agree by this reference to incorporate herein all of the policies, rules, regulations, and other provisions contained in Employer's official policy manuals, including any and all subsequent amendments thereto. Further, Employee agrees that he shall read, become familiar with, and abide by all of the policies, rules, regulations, and other provisions contained in Employer's official policy manual, as well as any amendment thereto.
12. **Law and Venue:** This Contract shall be interpreted and enforced in accordance with the laws of the State of Illinois. Any action brought regarding this Agreement, to include but not limited to, an action to enforce, for breach, for declaration or interpretation of rights, obligations or privileges or any other cause of action related to this Agreement shall be brought in the Circuit Court

of Pulaski County, Illinois. Both parties agree that the prevailing party, at the discretion of the Court, shall be entitled to recovery of reasonable attorney fees and court costs. Both the Employer and Employee have negotiated in good faith and fully agree and understand the choice of law, venue and fees/costs provisions set forth herein.

13. **Meaning of Words:** All words used herein in the singular number shall include the plural, and the present tense shall include the future, and the masculine gender shall include the feminine and neuter.
14. **Full force and Effect:** This Contract shall be in full force and effect upon the execution hereof by the parties hereto, with an effective date of July 1, 2025.
15. **Original and Copies:** An executed copy of this Contract shall have the same force and effect as the original.
16. **Entire Agreement:** This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes any prior or contemporaneous agreements of any kind between the parties hereto, if any, whether oral or written, relating to the subject matter hereof. No covenants, agreements, representations or warranties of any kind have been made by any party hereto except as specifically set forth herein. The parties expressly acknowledge that they have not relied on any prior or contemporaneous oral or written representations or statements by the other party in connection with the subject matter of this Agreement expressly set forth herein.
17. **Non-Assignment:** Employee has no right to assign or transfer this Agreement without the express written consent of Employer. This Agreement shall be binding upon the Employer's successors and/or assigns if Employer chooses to assign this Agreement.
18. **Binding Effect.** The parties acknowledge that this Agreement reflects the unique terms and conditions negotiated specifically for the current President and shall not be construed as a guarantee or promise of future employment,

future compensation, or renewal beyond the stated contract term.

Nothing in this Agreement shall be interpreted as establishing a precedent for future contracts with this or any other employee of the College. The Employer expressly reserves the right to negotiate future agreements independently and in accordance with its discretion and applicable law.

Likewise, the Employee shall not be bound to accept any future agreement solely by virtue of having entered into this one. Any future employment relationship must be established through a separate written agreement executed by both parties.

- 19. **Voluntary Status:** Employee acknowledges that acceptance of this Agreement is voluntary, Employee has the right to seek the advice of any professional, including an attorney and/or an accountant/CPA, and Employee’s signature on this Agreement shall be prima facie evidence that Employee freely, voluntarily, without duress or coercion, entered into and executed this Agreement as his free and voluntary act accordingly.

**EMPLOYER:**

**BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 531,  
COUNTIES OF UNION, ALEXANDER,  
MASSAC, PULASKI, JOHNSON AND  
JACKSON, IN THE STATE OF ILLINOIS**

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Secretary

**EMPLOYEE:**

\_\_\_\_\_  
Dr. Timothy Taylor

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**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:** FY26 RAMP (Capital Projects) Application  
**Date:** 07.17.25

**Background:** In accordance with Section 1501.510 of the Illinois Community College Board (ICCB) [Administrative Rules](#), the College must submit Resource Allocation and Management Plan (RAMP) data to the ICCB by August 1 of each year. This submission serves as a prerequisite for consideration by the Illinois Capital Development Board (CDB) for potential state funding.

Eligible capital projects may include: new construction; renovation or rehabilitation of existing facilities; site improvements; land acquisition, and/or utility infrastructure enhancements.

Submission of RAMP data enables these projects to be placed on the State's long-term capital funding list, although actual funding is contingent upon future appropriation from the General Assembly.

For Fiscal Year 2026, the College has identified three capital project priorities. A summary of each project is attached. Each project is aligned with the College's Facilities Master Plan (2025) and supports the College's long-range facility, academic, and access goals.

**Recommendation:** I recommend the Board approve the FY26 RAMP capital project priorities as presented, affirm their alignment with the College's Facilities Master Plan, and authorize the President to complete and submit all required documentation to the Illinois Community College Board by the August 1 deadline.

## RAMP Project Summary

Here are the FY26 RAMP Capital Project Requests (in Priority Order):

1. Student Services & Administrative Renovation
  - Estimated Total Cost: \$11,723,000
  - Estimated College Match: \$2,930,750
  - Estimated State Contribution: \$8,792,250
  - Facilities Master Plan Alignment: Phase IV
  - Scope: *This project modernizes core student-facing areas—including enrollment services, advising, and financial aid—as well as administrative offices. The renovation is designed to improve student navigation, promote operational efficiency, and enhance the overall student experience.*
  
2. Main Campus Lab Renovations (H1046, H1113, & J1012)
  - Estimated Total Cost: \$3,402,000
  - Estimated College Match: \$850,500
  - Estimated State Contribution: \$2,551,500
  - Facilities Master Plan Alignment: Phase IV
  - Scope: *This project renovates key science labs to improve instructional delivery, student safety, and compliance with modern academic standards. These spaces serve as high-impact environments for biology, chemistry, and other STEM-related courses.*
  
3. Alexander County Extension Center
  - Estimated Total Cost: \$7,518,850
  - Estimated College Match: \$1,879,712.50
  - Estimated State Contribution: \$5,639,137.50
  - Facilities Master Plan Alignment: Phase VI
  - Scope: *This project creates a permanent instructional and community-facing facility in Alexander County. It expands access to career training, dual credit, and adult education in one of the most underserved areas of the College's district. The facility will also serve as a regional hub for workforce development and community engagement.*

Note: Detailed descriptions of these capital needs and design intents can be found in the Shawnee Community College [Facilities Master Plan](#) (2025).

## COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB contacts to answer questions concerning the Capital RAMP requests.

Community College District Shawnee Community College District #531

Budget Year Request FY 2026

Capital RAMP Contact Person Chris Clark

Telephone Number 1(618)634-3200

## PROGRAMMATIC JUSTIFICATION NARRATIVE

**DISTRICT/COLLEGE:** 531 / Shawnee Community College

**PROJECT NAME:** Renovation of Student Services and Administrative

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project.

This is the Text of the programmatic justification

### Project Overview:

Shawnee Community College seeks to undertake a significant renovation of its Student Services and Administrative areas to address the outdated and inefficient space plan currently in place. This renovation is critical for improving the user experience, facilitating the efficient transfer of information, enhancing the experiences of both students and staff, attracting new students, and retaining current students.

### Current Challenges:

The existing layout of the Student Services and Administrative areas at Shawnee Community College is original to the structure, which dates back to 1970. This outdated design poses several challenges:

1. **Inefficient Space Utilization:** The current space plan is not optimized for modern workflows or technology, leading to inefficient operations and a poor flow of information.
2. **Poor User Experience:** The layout and amenities are not conducive to a positive user experience for students, staff, or visitors. This negatively impacts student satisfaction and engagement.
3. **Attraction and Retention Issues:** The outdated facilities are not competitive with those offered by other institutions, affecting the college's ability to attract and retain students.
4. **Staff Efficiency:** The current environment hampers staff productivity and morale due to poorly designed workspaces and inadequate facilities.

### Proposed Solution:

The proposed renovation project aims to create a modern, efficient, and welcoming environment for all users. Key elements of the project include:

1. **Front Door Redevelopment:** The Student Services and Administration is positioned within the building to provide a highly attractive first impression of what SCC can offer.
2. **Redesigned Space Plan:** Developing a new layout that optimizes space utilization, enhances natural light, and creates a logical flow between different functional areas.
3. **Modern Amenities:** Installing contemporary furnishings, state-of-the-art technology, and accessibility features to create a more inclusive and efficient environment.
4. **Enhanced User Experience:** Creating comfortable, welcoming spaces for students to interact with staff, study, and access services. This includes waiting areas, private consultation rooms, and flexible multi-purpose spaces.
5. **Staff Workspaces:** Designing ergonomic and collaborative workspaces that enhance staff efficiency, productivity, and job satisfaction.
6. **Relocation of Programing:** The project will include a comprehensive analysis of space utilization within key areas of the building. Strategic consideration will be given to how the

location and reconfiguration of program spaces, both within the originally planned area and potentially in other existing parts of the building, can enhance functionality, improve campus circulation, and support the overall success of the project. This may involve renovating underutilized or adjacent spaces to better align with evolving academic and operational needs.

#### **Expected Benefits:**

1. **Improved Information Transfer:** A modern layout with integrated technology will streamline operations and improve the efficiency of information transfer between departments and users.
2. **Enhanced User Experience:** A renovated space will significantly improve the user experience for students, staff, and visitors, leading to higher levels of satisfaction and engagement.
3. **Increased Student Attraction and Retention:** Updated, appealing facilities will help Shawnee Community College to attract new students and retain current students, contributing to the institution's long-term sustainability.
4. **Boosted Staff Morale and Productivity:** Modern, well-designed workspaces will enhance staff productivity, reduce stress, and improve overall job satisfaction.

#### **Conclusion:**

The renovation of the Student Services and Administrative areas at Shawnee Community College is a critical investment in the institution's future. By addressing the inefficiencies and shortcomings of the current space plan, this project will create a more effective, welcoming, and competitive environment. This renovation aligns with Shawnee Community College's commitment to providing high-quality education and support services to its students and staff, ensuring the college remains a leading choice for higher education in Illinois.

## SCOPE OF WORK NARRATIVE

**DISTRICT/COLLEGE:** 531 / Shawnee Community College  
**PROJECT NAME:** Renovation of Student Services and Administrative

**FULL NAME OF BUILDING (IF REMODELING):** Renovation of Main Campus  
**EXACT LOCATION (INCLUDING ADDRESS AND CITY):**  
 Main Campus: 8364 Shawnee College Rd. Ullin, IL 62992

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

This is the Text of the scope

### **Project Summary:**

Shawnee Community College seeks to undertake a comprehensive renovation of its Student Services and Administrative spaces. The current facilities, which have remained largely unchanged since their original construction, present significant challenges in terms of functionality, user experience, and aesthetic appeal. This renovation project aims to modernize these critical areas, thereby enhancing the efficiency of information transfer, improving both student and staff experiences, and bolstering the college's efforts in attracting new students and retaining current ones.

### **Project Justification:**

The existing layout and design of the Student Services and Administrative areas at Shawnee Community College are outdated and inefficient. The original space plan does not adequately support the contemporary needs of students and staff, leading to a suboptimal user experience. Key issues include:

1. **Inefficient Information Transfer:** The current configuration hampers effective communication and workflow among departments, resulting in delays and frustration for both students and staff.
2. **Poor User Experience:** The outdated design fails to provide a welcoming and functional environment, negatively impacting student satisfaction and staff productivity.
3. **Student Attraction and Retention:** In an increasingly competitive educational landscape, the college must offer appealing and efficient facilities to attract prospective students and retain current ones.

### **Project Objectives:**

The primary objectives of the renovation project are as follows:

1. **Enhance Functional Efficiency:** Redesign the space to streamline workflows, facilitating quicker and more efficient transfer of information between students and administrative staff.
2. **Improve User Experience:** Create a modern, inviting, and comfortable environment that meets the needs of students and staff, thereby improving overall satisfaction and productivity.
3. **Boost Attraction and Retention:** Develop a facility that is both visually appealing and functionally superior, enhancing the college's appeal to prospective students and encouraging current students to continue their studies at Shawnee Community College.

### **Scope of Work:**

The scope of the Student Services and Administrative Renovation Project includes:

1. **Space Reconfiguration:**

- Redesign and reconfigure existing spaces to optimize flow and functionality.
  - Create clearly defined areas for key functions such as admissions, financial aid, academic advising, and student counseling.
  - Relocation of Programming: The project will include a comprehensive analysis of space utilization within key areas of the building. Strategic consideration will be given to how the location and reconfiguration of program spaces, both within the originally planned area and potentially in other existing parts of the building, can enhance functionality, improve campus circulation, and support the overall success of the project. This may involve renovating underutilized or adjacent spaces to better align with evolving academic and operational needs.
2. **Infrastructure Upgrades:**
    - Modernize electrical, plumbing, and HVAC systems to meet current standards and improve energy efficiency.
    - Upgrade technology infrastructure to support enhanced digital services and efficient communication.
  3. **Interior Design Enhancements:**
    - Implement a contemporary interior design that reflects the college's commitment to providing a welcoming and professional environment.
    - Select furnishings and finishes that are durable, functional, and aesthetically pleasing.
  4. **Accessibility Improvements:**
    - Ensure compliance with ADA standards to provide an accessible environment for all students, staff, and visitors.
    - Install signage, ramps, and other features to enhance accessibility and wayfinding.
  5. **Sustainability Initiatives:**
    - Incorporate sustainable materials and practices in the renovation to minimize environmental impact.
    - Explore opportunities for natural lighting and energy-efficient systems to reduce operational costs and promote sustainability.

### Expected Outcomes:

Upon completion of the renovation project, Shawnee Community College anticipates the following outcomes:

1. **Improved Operational Efficiency:** Streamlined workflows and enhanced communication will lead to more efficient and effective service delivery.
2. **Enhanced User Experience:** A modern and welcoming environment will significantly improve the experience for students and staff, contributing to higher satisfaction levels.
3. **Increased Student Enrollment and Retention:** Upgraded facilities will make the college more attractive to prospective students and encourage current students to remain enrolled.
4. **Sustainable Operations:** The integration of sustainable practices will reduce operational costs and demonstrate the college's commitment to environmental stewardship.

### Conclusion:

The renovation of the Student Services and Administrative areas is a critical investment in the future of Shawnee Community College. By addressing the current inefficiencies and creating a more functional, attractive, and welcoming environment, this project will enhance the overall experience for students and staff, improve operational efficiency, and support the college's goals of student attraction and retention.

## PROJECT COST ESTIMATE

**DISTRICT/COLLEGE:**     531 / Shawnee Community College

**PROJECT NAME:** Renovation of Student Services and Administrative

|   |           |       |       |                      |
|---|-----------|-------|-------|----------------------|
| A: <u>Renovation of Student Services and Administrative</u> - Main Campus       | 1         |       | LS    | \$ 8,000,000         |
| B: G/C Overhead and Profit  | 20        |       | %     | \$ 1,600,000         |
| <b>Estimated Construction Cost</b>  |           |       |       | <b>\$ 9,600,000</b>  |
| Contingency - 10% of Construction Cost  | 0.10      | %     |       | \$ 960,000           |
| A/E Fees - 10% of Actual Construction Cost.<br>See Fee Adjustment per AIA B102. | 0.10      | %     |       | \$ 960,000           |
| Asbestos Abatement Testing - Estimated  |           |       |       | \$ 12,000            |
| Construction Observation - Hours Estimated                                      | 1500      | hours | \$125 | \$ 187,500           |
| Reimbursable Expenses, Printing, Advertising                                    | Estimated |       |       | \$ 3,500             |
| Surveying & Soil Investigation  |           |       |       | Not Applicable       |
| <b>Total Project Cost</b>   |           |       |       | <b>\$ 11,723,000</b> |

## COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

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Community College District Shawnee Community College District #531

Budget Year Request FY 2026

Capital RAMP Contact Person Chris Clark

Telephone Number 1(618)634-3200

## PROGRAMMATIC JUSTIFICATION NARRATIVE

**DISTRICT/COLLEGE:** 531 / Shawnee Community College

**PROJECT NAME:** Renovation of Laboratories (H1046, H1113, & J1021)

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project.

This is the Text of the programmatic justification

**Project Summary:** The proposed project involves the comprehensive renovation of the Chemistry, Biology, all Learning Laboratories at Shawnee Community College. This initiative aligns with the institution's commitment to advancing educational quality, meeting increasing enrollment demands, and supporting regional workforce needs, particularly in high-demand, living wage occupations such as nursing.

### **Justification:**

#### **1. Alignment with College-Ready Initiatives:**

- Shawnee Community College has been a proactive participant in College-Ready initiatives designed to prepare students for higher education and successful careers. The current facilities, however, are outdated and inadequate to support the modern educational demands. Renovating the Chemistry, Biology, and Learning Laboratories will ensure that we can provide high-quality, state-of-the-art educational experiences that align with these initiatives.

#### **2. Meeting Regional Workforce Needs:**

- The region served by Shawnee Community College has a significant demand for healthcare professionals, particularly in nursing. Both the Associate Degree Nursing (ADN) and Practical Nursing (PN) programs are expanding to meet this demand. These programs heavily rely on well-equipped laboratory facilities to provide hands-on, practical training essential for nursing education. Renovating the labs will directly support the expansion of these critical programs and help produce a workforce capable of meeting the region's healthcare needs.

#### **3. Increasing Enrollment and Facility Utilization:**

- Over recent years, there has been a notable increase in enrollment in courses that utilize the lab facilities. This trend is expected to continue as the college expands its programs and attracts more students. Current laboratory spaces are insufficient in size and functionality to accommodate this growth. Renovation will not only enhance the capacity but also the efficiency and safety of these spaces, thereby supporting the increased demand and improving overall student outcomes.

#### **4. Enhancing Inclusiveness and Accessibility:**

- Inclusiveness and accessibility are core values at Shawnee Community College. The existing laboratory entryways and facilities do not adequately meet the needs of all students, staff, and faculty, particularly those with disabilities. Upgrading entryways and ensuring that all lab spaces are fully accessible will significantly reduce the potential for injury and provide a safer, more conducive learning environment for everyone. These upgrades are essential for complying with ADA standards and promoting an inclusive educational atmosphere.

5. **Creating a Safe and Conducive Learning Environment:**

- Safety in educational laboratories is paramount. The current condition of the lab spaces poses various safety risks due to outdated equipment and infrastructure. Renovating these spaces will involve installing modern safety features, upgrading ventilation systems, and ensuring that all equipment meets current safety standards. This will create a secure environment where students can focus on learning without the risk of injury, thereby enhancing their educational experience and outcomes.

**Conclusion:** The renovation of the Chemistry, Biology, and all Learning Laboratories at Shawnee Community College is not only a necessity to keep pace with enrollment growth and program expansion but also a strategic investment in the future of our students and the regional workforce. By upgrading these facilities, the college will be better equipped to provide high-quality education, support the region's healthcare needs, and foster an inclusive, safe, and conducive learning environment. This project is essential for Shawnee Community College to continue fulfilling its mission and responding effectively to the evolving educational and economic demands of our community.

## SCOPE OF WORK NARRATIVE

**DISTRICT/COLLEGE:** 531 / Shawnee Community College

**PROJECT NAME:** Renovation of Laboratories (H1046, H1113, & J1021)

**FULL NAME OF BUILDING (IF REMODELING):** Renovation of Main Campus

**EXACT LOCATION (INCLUDING ADDRESS AND CITY):**

Main Campus: 8364 Shawnee College Rd. Ullin, IL 62992

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

This is the Text of the scope

**Project Overview:** Shawnee Community College, located in Ullin, Illinois, is proposing a comprehensive renovation of its existing Chemistry, Biology, and all Learning Laboratories. This project aims to enhance the educational environment by upgrading critical infrastructure, ensuring compliance with modern standards, and improving accessibility and safety. The renovation will support the college's commitment to providing high-quality education and fostering an inclusive learning environment.

### Scope of Work:

#### 1. Laboratory Renovation:

- **Chemistry Laboratories:**
  - Complete renovation of existing Chemistry laboratories.
  - Installation of modern, durable, and chemical-resistant work surfaces and cabinetry.
  - Upgrade of gas, water, and electrical supply systems to meet current standards and support advanced laboratory equipment.
- **Biology Laboratories:**
  - Complete renovation of Biology laboratories to include new workstations, sinks, and storage solutions.
  - Enhancement of microscope stations and integration of technology for digital learning.
- **Learning Laboratories:**
  - Modernization of all Learning Laboratories to create flexible and adaptable learning spaces.
  - Implementation of smart technology to support interactive and collaborative learning experiences.
- The project will include a comprehensive analysis of space utilization within key areas of the building. Strategic consideration will be given to how the location and reconfiguration

of program spaces, both within the originally planned area and potentially in other existing parts of the building, can enhance functionality, improve campus circulation, and support the overall success of the project. This may involve renovating underutilized or adjacent spaces to better align with evolving academic and operational needs.

**2. Ventilation System Upgrade:**

- Installation of an upgraded ventilation system in all laboratories to ensure proper air exchange and removal of hazardous fumes.
- Integration of fume hoods in Chemistry laboratories to enhance safety during experiments involving volatile chemicals.
- Implementation of advanced HVAC controls to maintain optimal temperature and air quality in all laboratory environments.

**3. ADA Accessibility:**

- Renovation of classroom-to-lab pathways to ensure compliance with ADA standards, providing accessible routes for all students.
- Installation of ADA-compliant lab workstations and equipment to accommodate students with disabilities.
- Addition of accessible safety equipment, including eyewash stations and emergency showers.

**4. Chemical Storage and Safety:**

- Creation of dedicated, secure storage areas for chemicals and laboratory supplies.
- Installation of fire-rated chemical storage cabinets and proper segregation of incompatible chemicals.
- Implementation of an inventory management system to monitor chemical usage and ensure safe handling and disposal practices.
- Integration of security measures to control access to chemical storage areas, including keycard access and surveillance systems.

**5. Safety and Monitoring:**

- Enhancement of overall laboratory safety with the installation of emergency shut-off systems for gas, water, and electricity.
- Implementation of a centralized monitoring system to oversee lab conditions and equipment performance in real-time.
- Training for faculty and staff on updated safety protocols and emergency procedures.

**Conclusion:** The renovation of Chemistry, Biology, and all Learning Laboratories at Shawnee Community College represents a critical investment in the institution's infrastructure and educational mission. By upgrading laboratory facilities, enhancing safety and ventilation systems, and ensuring ADA accessibility, this project will significantly improve the learning environment for all students. The modernization effort will facilitate advanced scientific education and research, preparing students for successful careers in science and technology fields.

## PROJECT COST ESTIMATE

DISTRICT/COLLEGE: 531 / Shawnee Community College

PROJECT NAME: Renovation of Laboratories (H1046, H1113, & J1021)

|   |           |       |       |                     |
|---|-----------|-------|-------|---------------------|
| A: <u>Renovation of Laboratories (H1046, H1113, &amp; J1021)</u> - Main Campus  | 1         |       | LS    | \$ 2,300,000        |
| B: G/C Overhead and Profit  | 20        |       | %     | \$ 460,000          |
| <b>Estimated Construction Cost</b>  |           |       |       | <b>\$ 2,760,000</b> |
| Contingency - 10% of Construction Cost  | 0.10      | %     |       | \$ 276,000          |
| A/E Fees - 10% of Actual Construction Cost.<br>See Fee Adjustment per AIA B102. | 0.10      | %     |       | \$ 276,000          |
| Asbestos Abatement Testing - Estimated  |           |       |       | Not Applicable      |
| Construction Observation - Hours Estimated                                      | 700       | hours | \$125 | \$ 87,500           |
| Reimbursable Expenses, Printing, Advertising                                    | Estimated |       |       | \$ 2,500            |
| Surveying & Soil Investigation  |           |       |       | Not Applicable      |
| <b>Total Project Cost</b>   |           |       |       | <b>\$ 3,402,000</b> |

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

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Community College District Shawnee Community College District #531

Budget Year Request FY 2026

Capital RAMP Contact Person Chris Clark

Telephone Number 1(618)634-3200

## PROGRAMMATIC JUSTIFICATION NARRATIVE

**DISTRICT/COLLEGE:** 531 / Shawnee Community College

**PROJECT NAME:** Construct New Alexander County Extension Center Building

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project.

This is the Text of the programmatic justification

### **Project Overview:**

Shawnee Community College proposes the construction of a new Alexander County Extension Center to expand and consolidate high-demand workforce training programs in the southernmost region of its service area. The new facility will serve as a permanent, modern instructional hub supporting programs in truck driving, highway construction, and other workforce training needs that cannot be accommodated within the College's current facilities.

### **Rationale:**

Currently, Shawnee Community College's instructional presence in Alexander County is divided across leased classroom space and a retail facility housing the Highway Construction program. These temporary arrangements limit program growth, student services, and the College's ability to respond to regional workforce demands. In particular, the Truck Driving program requires significant outdoor space for a driving range and yard building, needs that cannot be met at the existing locations.

### **Instructional Areas Affected:**

- **Truck Driving Program:** Requires classroom space, a student shelter, and an outdoor IDOT-compliant driving range (110' x 250' lanes).
- **Highway Construction Program:** Requires a large open indoor instructional area, tool and equipment storage, office space, and a bay door for vehicle and material access.
- **New Workforce Offerings:** Flex space within the facility will accommodate new or rotating programs such as forklift driving, OSHA training, and other job readiness courses.
- **Community Use and CNA Program:** The facility will include a meeting room for community training, a CNA classroom with a sink, and office space for program and support staff.

**Functional Relationships:**

By consolidating training programs into a dedicated center, the College will improve access for students, streamline program administration, and provide a cohesive, purpose-built environment that supports both instruction and community engagement. The facility's layout will support instructional efficiency while offering shared use of outdoor training areas and flexible indoor space for multipurpose programs.

**Conclusion:**

The construction of the Alexander County Extension Center New Building is a vital step in advancing Shawnee Community College's mission to provide equitable, high-quality educational and workforce training opportunities across its service region. This project directly addresses the systemic challenges faced by one of the most underserved areas in the state, Alexander County, which has one of the highest concentrations of Black residents per capita in Southern Illinois and faces persistent economic and educational disparities.

By consolidating key workforce programs, such as Highway Construction, Truck Driving, OSHA training, and CNA instruction, into a single, purpose-built facility, the College will not only eliminate the inefficiencies of operating from fragmented, leased spaces but also create a stronger, more visible institutional presence in a region that has historically lacked access to postsecondary infrastructure. The new center will provide modern instructional space, outdoor training areas, flexible labs, and community meeting facilities that will serve both students and local residents.

This investment will significantly improve educational access for historically marginalized populations, especially African-American residents of Cairo and the surrounding communities. The facility will offer practical, living-wage career pathways while creating a community resource that fosters engagement, empowerment, and economic development. It will also position Shawnee Community College as a statewide leader in equitable rural access to career and technical education.

The Alexander County Extension Center is not just a facility, it is a commitment to addressing educational inequity, improving workforce readiness, and creating long-term, transformative change in one of Illinois' most vulnerable regions.

## SCOPE OF WORK NARRATIVE

**DISTRICT/COLLEGE:** 531 / Shawnee Community College

**PROJECT NAME:** Construct New Alexander County Extension Center Building

**FULL NAME OF BUILDING (IF REMODELING):** Not Applicable - New Construction

**EXACT LOCATION (INCLUDING ADDRESS AND CITY):**

To be determined; site acquisition required in Alexander County

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

This is the Text of the scope

### **Project Summary:**

Shawnee Community College proposes a new facility to be constructed on a site to be acquired in Alexander County. The new Extension Center will consolidate existing educational functions currently split between multiple locations, one of which is leased, while expanding program offerings in transportation, construction, and healthcare support services. The building will be a modern, flexible instructional space designed to meet regional workforce training demands.

### **Site Needs and Limitations:**

The College's existing site in Cairo is less than one acre and cannot support the Truck Driving program's outdoor training requirements. Therefore, the project includes acquisition of a larger parcel capable of accommodating the required building footprint and an exterior truck driving range built to IDOT standards.

### **Proposed Facility Features:**

- Three Standard Classrooms (approx. 16 seats each), equipped with smartboards, video conferencing capabilities, and adaptable furniture to accommodate various teaching formats.
- One Flexible Classroom and Computer Lab, designed to serve either as a fixed computer lab with desktop workstations or as a general-purpose room with a mobile laptop cart. The room will include data drops, printing/scanning stations, and accessible layout for group or individual work.
- Dedicated CNA Training Classroom with a sink, handwashing station, storage for medical equipment and training dummies, and layout flexibility to simulate patient-care environments.

- Workforce Program Space tailored for hands-on instruction in Highway Construction and Forklift operations, featuring:
  - A large open instructional lab with durable flooring and high ceilings to accommodate equipment
  - Climate-controlled tool/equipment storage areas with lockable access
  - Bay door access for materials and heavy equipment movement
  - Exterior space for live training activities and vehicle use, shared with truck driving program
- Truck Driving Training Support Spaces:
  - An outdoor driving range designed to IDOT specifications (110' x 250' lanes)
  - A yard building or student shelter adjacent to the range, equipped with seating, lighting, HVAC, and Wi-Fi for waiting periods
  - Access to interior classroom spaces for the instructional portion of CDL training
- Workforce Training and Community Use Offices:
  - Two dedicated offices for program directors and coordinators
  - Two flexible offices for visiting instructors, advisors, or community partners
  - Secure storage for records, instructional materials, and mobile technology
- Meeting/Conference Room for 20+ people, with AV setup, conferencing ability, and flexible seating configurations to support community events, employer training, and internal meetings
- Public Lobby and Open Collaboration Space with soft seating, Wi-Fi access, and workstation kiosks, intended for community member use, informal gatherings, and small study groups
- Breakroom and Support Spaces, including restrooms, vending area, janitor's closet, and mechanical/electrical rooms sized appropriately for the facility's needs
- Maker Space or Flex Innovation Area, equipped with tools and equipment such as 3D printers, laser cutters, large-format plotters, hand tools, sewing machines, and electronic workstations to support entrepreneurship, prototyping, and business incubation activities (optional for future programming or business support)

### Expected Outcomes:

- Improved access and equity for underserved students in Alexander County
- Elimination of facility-related program limitations
- Increased enrollment and completions in workforce programs
- Enhanced community engagement through flexible meeting and training space
- Permanent, cost-effective alternative to leased space
- Direct service to predominantly Black communities that have lacked postsecondary access

### Conclusion:

The Alexander County Extension Center represents a critical expansion of Shawnee Community College's capacity to serve the southern portion of its district. The new facility will consolidate, modernize, and expand the College's ability to deliver high-quality training in alignment with regional workforce priorities. Most importantly, it will serve as a beacon of educational opportunity for residents of Alexander County, particularly the underserved African-American population in Cairo—who have historically faced systemic barriers to access. By locating career and technical education closer to where it is needed most, the College is investing in community transformation, workforce readiness, and a more equitable future for Southern Illinois.

**PROJECT COST ESTIMATE**

DISTRICT/COLLEGE: 531 / Shawnee Community College

PROJECT NAME: Construct New Alexander County Extension Center Building

|   |           |       |       |                     |
|---|-----------|-------|-------|---------------------|
| A: <u>Construct New Alexander County Extension Center Building</u> - Alexander County | 1         |       | LS    | \$ 5,100,000        |
| B: G/C Overhead and Profit  | 20        |       | %     | \$ 1,020,000        |
| <b>Estimated Construction Cost</b>  |           |       |       | <b>\$ 6,120,000</b> |
| Contingency - 10% of Construction Cost  | 0.10      | %     |       | \$ 612,000          |
| A/E Fees - 08% of Actual Construction Cost.<br>See Fee Adjustment per AIA B102.       | 0.08      | %     |       | \$ 489,600          |
| Asbestos Abatement Testing - Estimated  |           |       |       | Not Applicable      |
| Construction Observation - Hours Estimated  | 2250      | hours | \$125 | \$ 281,250          |
| Reimbursable Expenses, Printing, Advertising  | Estimated |       |       | \$ 3,500            |
| Surveying & Soil Investigation  |           |       |       | \$ 12,500           |
| <b>Total Project Cost</b>   |           |       |       | <b>\$ 7,518,850</b> |

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**President**

Dr. Tim Taylor

**Vice Presidents**

Dr. April Teske  
 Chris Clark  
 Jeff McGoy

**Executive Directors**

Sabrina Black, Interim  
 Kevin Hunsperger  
 Felicia Rouse

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Jeff McGoy  
**RE:** Financial Aid Services Agreement  
**Date:** 07.17.25

**Background:** Due to the recent departures of the College's Financial Aid Coordinator and Director of Enrollment Services, the College currently lacks sufficient internal expertise to manage the high-level functions required for federal financial aid compliance. These vacancies coincide with both the start of a new fiscal year and the peak fall enrollment period, placing critical operations – such as Return to Title IV (R2T4) calculations, Satisfactory Academic Progress (SAP) reviews, and the timely packaging of student financial aid – at risk. Delays in any of these processes could negatively impact both compliance and enrollment.

To ensure continuity of operations, the College intends to engage Financial Aid Services (FAS) on a temporary basis. After consultation with peer institutions, Vice President McGoy identified FAS as a reputable provider of interim financial aid support.

The College has negotiated a reduced hourly rate and reviewed draft agreements provided by FAS. College Counsel (John Schneider) and I have reviewed both part-time and full-time versions and submitted redlined revisions for FAS's consideration. Depending on staff availability, services may be provided on-site or remotely with periodic in-person visits.

At the time of this memo's publication, the College has not yet received a revised agreement from FAS. If received prior to the July 17 Board meeting, a draft agreement will be distributed to the Board for review and consideration. If not, immediate authorization is requested to allow services to begin without delay. **The total cost of the agreement is not expected to exceed \$80,000.** Vice President McGoy will be available at the meeting to answer any questions the Board may have.

The following recommended action is contingent on whether the College receives a final contract from FAS prior to the start of the 07.17.25 Board meeting.

**Recommendation:**

If the contract is received before the meeting,

*I recommend the Board approve the agreement with Financial Aid Services (FAS) and authorize the President to execute the contract and engage FAS support services.*

If the contract is **NOT** received before the meeting,

*I recommend the Board authorize the President to finalize contract negotiations and execute an agreement with FAS upon receipt, not to exceed \$80,000, with the understanding that the contract will be submitted for formal ratification at the August 21, 2025 Board meeting.*



FINANCIAL AID SERVICES, LLC  
CONSULTING SERVICES AGREEMENT

This Agreement is entered into as of the last day all parties have signed, between Financial Aid Services, LLC, ("Financial Aid Services"), a Delaware limited liability company, and Shawnee Community College ("College"), for the purpose of setting forth the terms and conditions by which Financial Aid Services may provide certain consulting services to College.

ARTICLE I TERMS

By this Agreement:

- A. Financial Aid Services agrees to perform for College the consulting services set forth in Appendix A to this Agreement (the "Services"). Financial Aid Services shall provide the Services directly to College only, and shall not be required to work with any competitor of Financial Aid Services in connection with providing the Services hereunder. In addition, College agrees that there will be no competitor of Financial Aid Services working in its financial aid office during the time that Financial Aid Services is providing Services hereunder.
- B. In connection with Financial Aid Services providing the Services, College shall perform those tasks and assume those responsibilities specified in Appendix A to this Agreement ("College Responsibilities"). College understands that Financial Aid Services' performance is dependent on College's timely and effective satisfaction of College Responsibilities and timely decisions and approvals by College.
- C. College agrees to reimburse Financial Aid Services according to the schedule set forth in Appendix B to this Agreement.
- D. Financial Aid Services warrants that Services will be performed in a professional manner in accordance with applicable professional standards and shall re-perform any work not in compliance with this warranty brought to its attention within sixty (60) days after the work is performed. THE PRECEDING IS FINANCIAL AID SERVICES' ONLY WARRANTY CONCERNING THE SERVICES, AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR OTHERWISE. In any event, Financial Aid Services' liability with respect to this Agreement shall be limited to actual money damages in an amount not to exceed two (2) times the total amount paid by College to Financial Aid Services for the Services provided under this Agreement during the most recent twelve (12) months. College agrees that the foregoing shall constitute its exclusive remedy and that Financial Aid Services shall not be liable for special, consequential or exemplary damages.
- E. Upon the termination of this Agreement, Financial Aid Services agrees to end all further use and utilization of, and to immediately return to College, without limitation, information, inventions, products, material, papers, drawings, tabulations, reports, computer programs, other documents or equipment, tools or facilities furnished by College or created or prepared by Financial Aid Services pursuant to the provisions or requirements of this Agreement. Notwithstanding the foregoing, nothing in this Agreement shall preclude Financial Aid Services from retaining a copy of its work papers.



- F. During the course of providing the Services for College, each party may be given access to information that (a) relates to the other's past, present and future research, development, business activities, products, services and technical knowledge, and (b) has been identified as confidential ("Confidential Information"). The Confidential Information of the other party may be used by the receiver only in connection with the Services. Each party agrees to protect the confidentiality of the Confidential Information of the other in the same manner that it protects the confidentiality of its own proprietary and confidential information of like kind. Access to the Confidential Information shall be restricted to those of Financial Aid Services' and College's personnel on a need to know basis. The Confidential Information may not be copied or reproduced without the discloser's prior written consent. All Confidential Information made available hereunder, including copies thereof, shall be returned upon the first to occur: (a) completion of the Services, or (b) request by the discloser. Financial Aid Services may retain, however, subject to the terms of this Section, copies of the Confidential Information required for compliance with its quality assurance requirements, and said copies shall be available to other Financial Aid Services employees on a need to know basis only. Nothing in this Agreement shall prohibit or limit either party's use of information (including, but not limited to, ideas, concepts, know-how, techniques and methodologies) (i) previously known to it, (ii) independently developed by it, (iii) acquired by it from a third party which is not, to the acquirer's knowledge, under an obligation not to disclose such information, or (iv) which is or becomes publicly available through no breach of this Agreement. In the event either party receives a subpoena or other validly issued administrative or judicial process requesting Confidential Information of the other party, it shall provide prompt notice to the other of such receipt. The party receiving the subpoena shall thereafter be entitled to comply with such subpoena or other process to the extent permitted by law.

Financial Aid Services may retain copies of confidential information only as required for compliance with applicable law or internal audit purposes. All retained records must be secured in accordance with industry standards and permanently destroyed within one (1) year of contract termination unless otherwise required by law. FAS shall provide the College with a written data destruction confirmation upon request.

Financial Aid Services certifies that all employees or contractors assigned to this engagement have completed annual FERPA training and shall maintain compliance with all federal privacy regulations governing educational records.

- G. College and Financial Aid Services each shall indemnify, hold harmless and defend the other for, from and against any and all claims, suits, damages, losses, liabilities, costs and expenses (including, but not limited to, court costs and reasonable attorneys' fees), of any nature whatsoever (including, but not limited to, property damage or loss, bodily injury or death), to the extent directly or indirectly caused by the performance of their respective obligations under this Agreement, including, but not limited to, any intentional misconduct or negligent acts or omissions of their respective directors, officers, employees, subcontractors, agents or representatives. The party seeking performance under this Article I.G. shall promptly notify the other party of the matter giving rise to the indemnification claim and provide reasonable cooperation in the resolution of this matter. No party shall settle a claim against the other party without such other party's consent, which shall not be unreasonably withheld.
- H. Financial Aid Services reserves the right to determine which of its personnel or independent consultants shall be assigned to perform the Services, and to replace or reassign such personnel or independent consultants during the term hereof; provided, however, that it will, if practicable, subject to scheduling and staffing considerations, honor College's request for specific individuals.

The College reserves the right to request the removal of any FAS personnel whose performance is materially deficient or who fails to meet professional expectations. FAS agrees to replace such personnel with comparably qualified individuals within ten (10) business days of notice.

- I. College acknowledges that in the course of performance hereunder Financial Aid Services may use products, materials or methodologies proprietary to Financial Aid Services.

Notwithstanding the foregoing, Financial Aid Services grants the College a perpetual, non-exclusive, royalty-free license to use, modify, and distribute any deliverables, documents, templates, or tools developed exclusively for the College during the term of this Agreement. This clause shall not apply to Financial Aid Services' pre-existing proprietary materials.

For purposes of this Agreement, "Deliverables" shall include any written reports, findings, compliance documentation, workflow recommendations, audit-ready files, or other tangible outputs, in physical or electronic format, generated by Financial Aid Services under Appendix A. The College shall have the right to request a running inventory of all Deliverables during the engagement.

- J. Either party may terminate this Agreement for any reason with thirty (30) days' written notice. In such event, the College shall be liable only for services actually rendered and expenses incurred up to the effective termination date. The minimum weekly billing requirement in Appendix B shall be waived during the notice period if the College elects to ramp down services.

Upon termination or expiration of this Agreement, Financial Aid Services agrees to work with the College during the 30-day notice period to facilitate the orderly hand-off of active cases, compliance records, and workflows to College personnel or any subsequent service provider. Transition support activities shall be billable in accordance with Appendix B.

- K. Financial Aid Services has adopted a drug-free workplace, and utilizes various alcohol and drug screening programs to identify applicants, employees and independent contractors who abuse alcohol or drugs. Such testing may be required of all applicants. Testing may also be done on a random basis for all employees and independent contractors, and whenever Financial Aid Services determines that such testing is needed in a particular situation, such as poor job performance, near or actual accidents, or an employee or independent contractor exhibits possible symptoms of alcohol or drug abuse. Financial Aid Services prohibits employees and independent contractors from: a. Selling any drug or alcohol, including prescription drugs, unless the employee or independent contractor is legally entitled to do so; b. Possessing any alcoholic beverage or unlawful drug while on duty, on College property, on Financial Aid Services property, or attending a conference; c. Using any illegal drug at any time, which would include use of prescription drugs prescribed for someone else or contrary to prescribed doses; d. Using any substance which runs a risk of adversely affecting job performance. This includes use both off and on duty.
- L. Financial Aid Services does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.
- M. If the engagement exceeds 8 weeks, the parties agree to conduct a mutual performance review at the midpoint of the term to evaluate service delivery, communication effectiveness, and utilization. Adjustments to scope, schedule, or personnel may be proposed by either party.

ARTICLE IIMISCELLANEOUS

- A. **Assignment/Subcontract.** This Agreement will inure to the benefit of and be binding upon the parties and their respective successors; provided, however, that:
1. Financial Aid Services shall not assign this Agreement or delegate any of its obligations without the prior written consent of the College, which shall not be unreasonably withheld. If Financial Aid Services engages any affiliated entity or subcontractor to perform services under this Agreement, it shall notify the College in writing at least five (5) business days in advance. Such written notice shall include the name of the entity, primary contact person, mailing address, telephone number, and email address.  
  
Any assignment, use of an affiliated entity, or engagement of a subcontractor by Financial Aid Services shall not eliminate, reduce, or otherwise affect any duties, obligations, warranties, or liabilities owed to the College under this Agreement. Financial Aid Services shall remain fully responsible for the performance of any permitted assignee or subcontractor.
  2. College shall not assign any rights or obligations under the Agreement in whole or in part without the prior express written consent of Financial Aid Services, which consent will not be unreasonably withheld.
- B. **Amendment.** Except as otherwise provided in this Agreement, this Agreement may not be varied by oral agreement, but only by an instrument in writing executed by both parties.
- C. **Waiver of Rights.** No failure by any party to exercise, or any delay in exercising, and no course of dealing with respect to any right of such party or any obligation of any other party under this Agreement will operate as a waiver thereof, unless, and only to the extent, agreed to in writing by all parties hereto. Any single or partial exercise by any party of its rights shall not preclude such party from any other or further exercise of such right or the exercise of any other right. Any single or partial waiver by any party of any obligation of any other party under this Agreement will constitute a waiver of such obligation only as specified in such waiver and will not constitute a waiver of any other obligation.
- D. **Cumulative Remedies.** Except as otherwise provided in this Agreement, no remedy by the terms of this Agreement conferred upon or reserved to a party is intended to be exclusive of any other remedy, but each and every such remedy shall be cumulative and in addition to every other remedy given under this Agreement or existing at law or in equity or by statute on or after the date of this Agreement including, without limitation, the right to such equitable relief by way of injunction, mandatory or prohibitory, to prevent the breach or threatened breach of any of the provisions of this Agreement or to enforce the performance hereof.
- E. **Resolution of Disputes.** In the event of any dispute or disagreement between the parties hereto, either with respect to the interpretation of any provision of this Agreement or with respect to performance hereunder, each of the parties will appoint a designated officer or agent to meet for the purpose of endeavoring to resolve such dispute or to negotiate for a modification to such provision. No formal proceedings for the judicial resolution of such dispute may be commenced until the designated officers or agents have reasonably discussed the provision or performance in question and have concluded in good faith that amicable resolution through continued negotiation of the matter at issue does not appear likely.
- F. **Severability.** Any provision of this Agreement which is held to be prohibited, unenforceable, or not authorized by any court of competent jurisdiction will, as to such jurisdiction, be ineffective to the

extent of such prohibition, unenforceability, or non-authorization without invalidating the remaining provisions hereof or affecting the validity, enforceability, or legality of such provision in any other jurisdiction.

- G. **Governing Law; Venue; Entire Agreement.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to its conflict of laws principles. Any legal action arising from this Agreement shall be brought in a court of competent jurisdiction located in Pulaski County, Illinois, unless otherwise mutually agreed in writing.

This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, written or oral, not incorporated herein, with respect to the subject matter of the Agreement. All prior writings, correspondence, memoranda, agreements, representations, statements, warranties, covenants, negotiations, and undertakings, express or implied, of any kind or character whatsoever with respect to the subject matter of this Agreement are superseded.

- H. **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been given if sent by first class mail, overnight carrier, facsimile, or personal delivery, addressed (i) if to Financial Aid Services, to the attention of President, Financial Aid Services, 180 Interstate North Parkway, Suite 550, Atlanta, Georgia, 30339, (ii) if to the College, to the attention of the President, 8364 Shawnee College Road, Ullin, IL 62992, or (iii) at such other address as the party to be notified has designated upon reasonable notice. Notices made pursuant to this paragraph by facsimile, overnight carrier, or personal delivery will be deemed to be effective upon receipt. Notices made pursuant to this paragraph by first class mail will be deemed to be effective on the fifth business day following the mailing of such notice.

- I. **Confidential/Proprietary Materials.** The terms and conditions of this Agreement shall be considered confidential. All materials, procedures, written instruments, files, and records developed by either party specifically for use under this Agreement are and shall be treated as proprietary in nature. Each party to this Agreement has developed or may develop materials, procedures, written instruments, files, or records which may be similar to those involved in this Agreement. Neither party to this Agreement shall have or acquire any proprietary or any other right whatsoever in any such materials, procedures, written instruments, files, or records developed by the other party. Neither party to this Agreement may benefit from, deal in, sell, license, publish, use, or otherwise exploit for any purpose those materials, procedures, written instruments, files, or records developed by the other party except as expressly provided in this Agreement. This Agreement shall not in any way restrict the right of each party, for its own exclusive benefit, to deal in, sell, license, publish, use, or otherwise exploit for all purposes those materials, procedures, written instruments, files, or records developed by it. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that sets out requirements designed to protect the privacy of education records, both financial and academic. Financial Aid Services' policy relating to the confidentiality of such records and information is in keeping with FERPA and as such, Financial Aid Services will comply with FERPA.

- J. **No Recourse.** No recourse under or upon this Agreement or any claim based thereon or in respect thereof shall be had against any incorporator, member, officer, employee, or trustee, as such, past, present, or future, of a party or of any successor organizations, either directly or through a party or any successor organizations. This Agreement is solely a corporate obligation and no personal liability against any incorporator, member, officer, employee, or trustee, past, present, or future of the parties shall attach through a party or any successor corporations, because of this Agreement.

- K. **Mitigation of Damages.** In the event that a party is unable to perform any obligations arising under this Agreement, such party shall exercise its best efforts to mitigate and remedy any and all injury sustained by the other party.

L. **Execution.** This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original. This Agreement may be executed via facsimile and the facsimile signature of any party shall be considered valid, binding and effective for all purposes.

M. **Interpretation/Construction.** In this Agreement unless the context otherwise requires:

1. Any headings preceding the texts of the several articles and sections of this Agreement, and any table of contents or marginal notes appending to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.
2. In the event of any inconsistency between the terms and conditions of any Schedule attached hereto and the provisions of this Agreement, this Agreement will prevail.

The parties agree that each party and its counsel reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments, Schedules, exhibits, or addendums thereto.

- N. **Authority.** The parties represent that the undersigned are duly authorized representatives of the parties.
- O. **Independent parties.** The parties agree that no legal relationship of any kind exists as a result of this Agreement, other than the covenants expressly contained herein. This Agreement shall not constitute, create, give effect to or otherwise imply a joint venture, partnership or business organization of any kind. The parties to this Agreement are independent parties and the personnel of one party shall not be deemed the personnel of the other. Each party shall be solely responsible for payment of all compensation owed to its personnel, including payment of any taxes related to employment and workers' compensation insurance. Neither party accepts any responsibility for the employees of the other, and neither shall have any obligation or right to discipline, suspend or terminate the employees of the other party. College shall make an independent determination regarding discipline or termination of its employees, and said determination shall not be based primarily on any information provided by Financial Aid Services in connection with its duties hereunder. College shall indemnify and hold harmless Financial Aid Services from any and all claims, costs and expenses incurred by Financial Aid Services in connection with any actions brought by or involving any of Colleges employees. Financial Aid Services shall indemnify and hold harmless College from any and all claims, costs and expenses incurred by College in connection with any actions brought by or involving any of Financial Aid Services' employees. Nothing in this Agreement shall grant to either party any right to make commitments of any kind or to create any obligation for or on behalf of the other without the prior written consent of the other party, except to the extent stated herein.
- P. **Force Majeure.** If a party is delayed from completing performance of any or all of its obligations under this Agreement by an act of God or any other occurrence beyond its reasonable control, then performance shall be excused for as long as it is reasonably necessary to complete performance.
- Q. **Litigation Costs and Attorney Fees.** If any action, at law or equity, including an action for declaratory relief, is brought to enforce or interpret this Agreement, then the prevailing party shall be entitled to recover its reasonable costs, expenses, and attorney fees from the other party, in addition to any other relief that may be awarded.
- R. **Non-Solicitation By College.** Beginning on the Effective Date and continuing for a period of one (1) year after the expiration or termination of this Agreement, College shall not, without Financial Aid Services' prior written consent (which consent may be withheld at Financial Aid Services' sole discretion), seek to enter, negotiate with the intent to enter, or enter into any contract (including, but not limited to, an employment contract, facilities management contract or consulting contract, and whether oral or written) with (i) any employee or former employee of Financial Aid Services who performed work under this Agreement (a "Financial Aid Services Employee"), (ii) any person, firm, corporation or enterprise by which the Financial Aid Services Employee is employed or with which such Financial Aid Services Employee is affiliated (including, but not limited to, as a consultant, shareholder, member, partner, officer or director) ("Financial Aid Services Employee's New Firm") or (iii) any consultant or independent contractor of Financial Aid Services who is engaged by Financial Aid Services to perform services under this Agreement or any amendment to this Agreement (a "Financial Aid Services Contractor"), whereby the Financial Aid Services Employee, Financial Aid Services Employee's New Firm or Financial Aid Services Contractor would provide to College all or part of the services provided by Financial Aid Services to College under this Agreement. It shall be a violation of this provision if College shall approach any Financial Aid Services Employee or Financial Aid Services Contractor for the purpose of attempting to negotiate with any Financial Aid Services Employee or Financial Aid Services Contractor to offer employment to any Financial Aid Services Employee or Financial Aid Services Contractor with whom College would be barred by this provision from employing.

In the event of a breach of the provisions of this Section, Financial Aid Services may, without requirement for following the procedures set out in Article II, take any and all remedies at law or in equity to enforce the provisions of this Section, including, but not limited to, seeking injunctive relief to enforce adherence to the provisions of this Section. The parties acknowledge that it will be difficult, if not impossible, to determine damages caused by violation of the provisions of this Section and a remedy at law may not be adequate, and therefore Financial Aid Services may seek injunctive relief without having first to seek a remedy at law.

- S. **Non-Solicitation By Financial Aid Services.** Beginning on the Effective Date and continuing for a period of one (1) year after the expiration or termination of this Agreement, Financial Aid Services shall not, without College's prior written consent (which consent may be withheld at College's sole discretion), enter into any contract (including, but not limited to, an employment contract, facilities management contract or consulting contract) with (i) any employee or former employee of College (a "College Employee") or (ii) any person, firm, corporation or enterprise by which the College Employee is employed or with which such College Employee is affiliated (including, but not limited to, as a consultant, shareholder, partner, officer or director) ("College Employee's New Firm"), whereby the College Employee or College Employee's New Firm would provide services to Financial Aid Services, or another on behalf of Financial Aid Services.

In the event of a breach of the provisions of this Section, College may, without requirement for following the procedures set out in Article II, take any and all remedies at law or in equity to enforce the provisions of this Section, including, but not limited to, seeking injunctive relief to enforce adherence to the provisions of this Section. The parties acknowledge that it will be difficult, if not impossible, to determine damages caused by violation of the provisions of this Section and a remedy at law may not be adequate, and therefore College may seek injunctive relief without having first to seek a remedy at law.

IN WITNESS WHEREOF, Financial Aid Services, LLC and the College have each caused this instrument to be executed by their respective duly authorized officers and to take effect as of the date below written.

**SHAWNEE COMMUNITY COLLEGE**

**FINANCIAL AID SERVICES, LLC**

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Kashif Mahmood

\_\_\_\_\_  
Printed Name

Title: Senior Vice President of Finance

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Federal Title IV College Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**INVOICES TO BE SENT TO:**

\_\_\_\_\_  
Printed Name

Will a Purchase Order be issued under this Agreement? \_\_\_\_Yes \_\_\_\_No

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Phone Number



## Appendix A Services and Responsibilities

As noted in Article I.A. of this Agreement, activities not specifically mentioned are the responsibility of College unless College and Financial Aid Services mutually agree to assign responsibility to Financial Aid Services. These changes will be reflected in an amendment to this Agreement. Additional responsibilities may require a reevaluation of project price.

### Financial Aid Services agrees to:

1. Provide a full-time interim director of financial aid for a minimum of 12 weeks to perform the tasks outlined in the June 16, 2025 proposal. The option to extend this engagement in 8-week increments is available via email confirmation.
  
2. Financial Aid Services (FAS) shall perform the following core financial aid functions in compliance with Title IV regulations, applicable state aid rules, and Shawnee Community College procedures. Deliverables may include documentation, system entries, reconciliations, or written summaries.
  - Core Compliance Functions
    - Verification of student eligibility and supporting documentation
    - Calculation and return of funds under Return to Title IV (R2T4)
    - Award packaging and revision of aid
    - Reconciliation of federal aid with COD and internal systems
    - Monitoring and documentation of Satisfactory Academic Progress (SAP)
    - Participation in monthly reconciliation meetings with the Business Office
    - Submission of NSLDS reporting and resolution of related errors
  
  - Operational Support
    - Responding to student inquiries via institutional platforms
    - Workflow documentation and data entry within the College's student information system
    - Case status reports shared with the Vice President of Student Affairs (VPSA)
  
  - Transition & System Support
    - Evaluating the College's Ellucian ERP configuration as it relates to Title IV compliance, identifying gaps or inefficiencies
    - Recommending and assisting with ERP updates, form logic adjustments, or workflow improvements
    - Collaborating with College IT and Ellucian representatives to test system changes impacting aid processing
    - Providing onboarding support to newly hired financial aid staff, including training on compliance workflows, ERP functionality, and institutional timelines
    - Documenting recurring tasks, audit checkpoints, and compliance procedures to assist with internal training and future audits
  
  - Deliverables
    - Weekly progress reports
    - Audit-ready documentation of key actions (verification, R2T4, reconciliation)
    - Compliance checklists or logs, as requested

**College agrees to:**

1. Specify designated College contact person(s).
2. Respond to information requests by Financial Aid Services within two (2) business days.
3. Make available all necessary files and documents.
4. Supply Financial Aid Services personnel with suitable office space, desks, storage, furniture and other normal office equipment support, including computer machine time, telephone service, postage, copying, typing and general office supplies which may be necessary in connection with Financial Aid Services' performance of the Services at College's premises.

**Appendix B  
Schedule of Fees**

1. The fee for Services rendered pursuant to this Agreement shall be:
  - a. \$105 per hour for the Interim Director of Financial Aid (Senior Consultant Level)

The parties agree that Financial Aid Services will bill a minimum of 37 (full-time) hours per week for interim staffing personnel.

2. College shall reimburse Financial Aid Services for reasonable and pre-approved expenses incurred in the performance of Services. Reimbursable expenses must conform to the College's travel and purchasing policies and include standard per diem limits. Expenses must be itemized and submitted with supporting documentation.
3. College agrees to pay Financial Aid Services on a timely basis. Financial Aid Services' invoices shall be mailed on the 15<sup>th</sup> and at the end of each month, and are due and payable upon receipt. If payment is not received within thirty (30) calendar days of the date the invoice was mailed, the account is subject to:
  - a. A late charge of the greater of one-half percent (0.5%) (six percent (6%) per annum) on the unpaid balance or \$10.00 per month on the unpaid balance, and"
  - b. Interruption of activities set forth in Appendix A to this Agreement.
4. College agrees that if this Agreement extends beyond one (1) year, the fees as set forth above shall be reviewed on an annual basis and, if FAS has increased its fees to similar clients for similar work, the fees as set forth above shall be reviewed.

**FINANCIAL AID SERVICES, LLC  
CONSULTING SERVICES AGREEMENT**

**Appendix C  
U.S. Department of Education Required Language**

As required by 34 C.F.R. 668.25(c), Financial Aid Services agrees to:

1. Comply with all statutory provisions of or applicable to Title IV of the Act, all regulatory provisions prescribed under that statutory authority, and all special arrangements, agreements, limitations, suspensions, and terminations entered into under the authority of statutes applicable to Title IV of the Act, including the requirement to use any funds that Financial Aid Services administers under any Title IV, Act program and any interest or other earnings thereon solely for the purposes specified in and in accordance with that program;
2. Refer to the Office of Inspector General of the U.S. Department of Education for investigation of any information indicating there is reasonable cause to believe that the University might have engaged in fraud or other criminal misconduct in connection with the University's administration of any Title IV, Act program or an applicant for Title IV, Act program assistance might have engaged in fraud or other criminal misconduct in connection with his or her application;
3. Be jointly and severally liable with the University to the Secretary of the U.S. Department of Education for any violation by Financial Aid Services of any statutory provision of or applicable to Title IV of the Act, any regulatory provision prescribed under that statutory authority, and any applicable special arrangement, agreement, or limitation entered into under the authority of the statutes applicable to Title IV of the Act;
4. In the case Financial Aid Services disburses funds (including funds received under the Title IV, Act programs) or delivers Federal Stafford Loan or Federal Unsubsidized Stafford Loan proceeds to a student –
  - a. Confirm the eligibility of the student before making that disbursement or delivering those proceeds; and
  - b. Calculate and pay refunds and repayments due a student, the Title IV, Act program accounts, and the student's lender under the Federal Stafford Loan, Federal PLUS, and Federal Unsubsidized Stafford programs in accordance with the University's refund policy, the provision of 34 C.F.R. "668.221 and 668.22, and applicable program requirements; and
5. If Financial Aid Services or the University terminates this Agreement, or if Financial Aid Services stops providing services for the administration of a Title IV, Act program, goes out of business, or files a petition under the Bankruptcy Code, Financial Aid Services shall return to the University all –
  - a. Records in Financial Aid Services' possession pertaining to the University's participation in the program or programs for which services are no longer provided; and
  - b. Funds, including Title IV, Act program funds, received from or on behalf of the University or the University's students for the purposes of the program or programs for which services are no longer provided.

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**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:** Legal Services Agreement  
**Date:** 07.17.25

**Background:** The College has relied on the services of Johnson, Schneider, and Ferrell, LLC for many years to provide legal counsel on matters including contract review, employment issues, governance, compliance, and general operations. Mr. John Schneider has served as the College's lead counsel and has consistently demonstrated sound judgment, professional discretion, and a high level of responsiveness.

John recently informed us that his firm is onboarding an additional attorney with significant experience in labor law, collective bargaining, and employment matters. While John will remain lead counsel, this new attorney may assist with college matters as needed.

As part of this transition, the firm has requested a rate adjustment from \$200/hour to \$250/hour for attorney time. This would be the first increase in several years and remains below the rates charged by comparable counsel representing other affiliated entities in our region. The firm has also expressed a willingness to adjust charges downward, when appropriate, for associate-level work or discrete projects.

To support good governance and ensure continuity, we have prepared a simple Engagement Letter outlining the scope of services, hourly billing rate, and expectations regarding conflicts of interest, billing discretion, and termination. While not legally required, the letter affirms our working relationship, provides clarity in the absence of a prior written agreement, and aligns with best practices recommended by the *Illinois Rules of Professional Conduct* and the *National Association of College and University Attorneys* (NACUA).

A copy of the Engagement Letter is attached for Board review.

**Recommendation:** I recommend the Board approve the proposed Engagement Letter with Johnson, Schneider, and Ferrell, LLC, including the updated hourly rate of \$250.00, and authorize the President to execute the letter on behalf of the College.

Date: July 17, 2025

To: Mr. John Schneider  
Johnson, Schneider, and Ferrell, LLC

Re: Engagement of Legal Services

Dear Mr. Schneider,

This letter confirms that Shawnee Community College is engaging Johnson, Schneider, and Ferrell, LLC to provide legal services on an as-needed basis in support of the College's general legal needs. These services may include, but are not limited to, contract review, labor and employment matters, collective bargaining, regulatory compliance, governance, and such other legal counsel as requested by the College.

**1. Scope of Representation**

You will continue to serve as the College's Lead Counsel. Other attorneys or staff members from your firm may work on college matters under your direction, as appropriate. The College understands that legal services will be rendered in accordance with the Illinois Rules of Professional Conduct and applicable ethical standards.

**2. Billing Terms**

The College agrees to compensate the firm at the following hourly rate:

- \$250.00 per hour for attorney time

The firm may, at its discretion, apply reduced billing rates for associate-level work or certain project-based services, as appropriate. The College also understands that the firm does not routinely bill for minor administrative communications or routine follow-ups, and appreciates the professional discretion consistently applied in billing practices.

**3. Invoicing**

Invoices will be submitted monthly and will include a brief summary of services rendered, the hours worked, and the names of individuals performing the services. The College reserves the right to request additional detail as needed to ensure transparency and proper documentation.

**4. Term and Termination**

This engagement is open-ended and may be modified or terminated by either party at any time with written notice. There is no guaranteed or minimum volume of work under this agreement.

**5. Conflicts of Interest**

The firm agrees to notify the College immediately of any potential or actual conflicts of interest and to take appropriate steps in accordance with applicable legal ethics rules. The firm will act in the College's best interest and will obtain informed consent before proceeding in any matter where a potential conflict exists.

**6. No Retainer**

This engagement does not require a retainer or prepayment. Services will be billed only for work performed at the hourly rate noted above.

**7. Governing Law**

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

**8. No Guarantee of Outcome**

Nothing in this engagement shall be construed as a guarantee of outcome. The firm makes no representation or warranty regarding the results of any legal matter undertaken on behalf of the College.

If this letter accurately reflects our understanding, please sign below and return a fully executed copy to my office. We value our ongoing partnership and look forward to continuing our work together.

Sincerely,

Dr. Timothy L. Taylor  
President, Shawnee Community College

**Acknowledged and Agreed:**  
Johnson, Schneider, and Ferrell, LLC

By: \_\_\_\_\_  
Name: John Schneider  
Title: Partner  
Date:

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
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 Kevin Hunsperger  
 Felicia Rouse

**To:** Board of Trustees  
**From:** Dr. Tim Taylor  
**Recommending Staff:** Chris Clark  
**RE:** Renewal of Municipal Advisory Agreement with PMA Securities  
**Date:** 07.17.25

**Background:** At its June 12, 2025 meeting, the Board authorized the President to further develop bond strategies in support of the acquisition of the Union County Extension Center and the potential purchase of property to establish a future Johnson County Extension Center. The Board also required that all necessary due diligence be completed prior to bringing a financing recommendation forward.

Engaging a qualified municipal advisor is a critical step in ensuring the successful structuring, issuance, and sale of debt certificates or bonds. PMA Securities, LLC has served as the College's municipal advisor on previous issuances - most recently in 2022 - and was initially recommended by the Board Finance Committee in May 2022. Given the complexity of the upcoming projects and our positive past experience, I recommend continuing this relationship.

The attached Municipal Advisory Agreement outlines PMA's fiduciary obligations, scope of services, compensation structure, and regulatory compliance under Municipal Securities Rulemaking Board (MSRB) Rules G-23 and G-42. PMA will provide strategic guidance, market insight, and documentation support throughout the financing process while acting in the College's best interest.

To date, the following due diligence activities have taken place:

- May 8, 2025 - Board Finance Committee meeting
- May 20, 2025 - Initial engagement w/ PMA (Dr. Taylor & VP Clark)
- June 4, 2025 - Board Finance Committee meeting
- June 10, 2025 - Follow-up engagement with PMA
- June 12, 2025 - Board meeting (PMA representative in attendance)
- June 16, 2025 - Legal review completed by College Counsel
- June 25, 2025 - Meeting w/ PMA & bond counsel (Chapman & Cutler)
- July 8, 2025 - Follow-up meeting with PMA & Chapman & Cutler.

Vice President Clark and a representative from PMA Securities will be available at the meeting to answer any questions the Board may have.

**Recommendation:** I recommend the Board approve the updated Municipal Advisory Agreement with PMA Securities, LLC and authorize the President to execute the agreement on behalf of the College.



## MUNICIPAL ADVISORY AGREEMENT

This Municipal Advisory Agreement (the “Agreement”) is made and entered into by and between the Community College District Number 531 (Shawnee), Union, Alexander, Massac, Pulaski, Johnson and Jackson Counties, Illinois (“Issuer”) and PMA Securities, LLC (“PMA”) effective as of June 16, 2025 (the “Effective Date”). The Issuer and PMA collectively constitute the “Parties” hereunder.

### WITNESSETH:

WHEREAS, the Issuer intends to issue \$2,400,000\* Taxable General Obligation Debt Certificates (Limited Tax), Series 2025A (the “2025A Certificates”), \$3,000,000\* General Obligation Debt Certificates (Limited Tax), Series 2025B (the “2025B Certificates”), \$2,505,000\* Taxable General Obligation Community College Bonds, Series 2025C (the “2025C Bonds”), and \$3,125,000\* General Obligation Community College Bonds, Series 2025D (the “2025D Bonds”, collectively with the 2025A Certificates, the 2025B Certificates, and the 2025C Bonds, the “Securities”) to fund capital expenditures, which may be issued in one or more series of issues, and in connection with the authorization, sale, issuance and delivery of such indebtedness, the Issuer desires to retain a Municipal Advisor to advise the Issuer regarding the issuance of the Securities;

WHEREAS, PMA is willing to provide its professional services and its facilities as Municipal Advisor in connection with the Securities as may be considered and authorized by the Issuer during the period in which this Agreement shall be effective;

WHEREAS, the Issuer is a municipal entity and the Securities are municipal securities as defined by the Securities Exchange Act of 1934 and the rules of the Municipal Securities Rulemaking Board (“MSRB”);

WHEREAS, PMA is registered as a municipal advisor with the U.S. Securities Exchange Commission (“SEC”) and the MSRB and thus, may provide municipal advisor services to a municipal entity such as the Issuer, including advice with respect to the issuance of municipal securities; and

WHEREAS, the Municipal Advisory services described herein are provided by PMA exclusively as a Municipal Advisor as described under MSRB Rule G-3(d).

NOW, THEREFORE, the Issuer and PMA, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

### SECTION I SCOPE OF SERVICES

Upon the request of an authorized representative of the Issuer, PMA agrees to perform the Municipal Advisory services (hereinafter “Services” or “Scope of Services”) stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay PMA the compensation as provided in Section VI hereof. The Scope of Services to be performed in connection with the issuance of the Securities are only those listed below.

A. Financial Planning. At the direction of the Issuer, PMA shall:

1. Analysis. Conduct an analysis of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service the Securities contemplated. This analysis will include reviews of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, may include an analysis of

\*Preliminary, subject to change, and reflects the current estimated par amount.

the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. The analysis may take into account any outstanding indebtedness payable from the revenues of existing or projected facilities operated by the Issuer, additional revenues to be available from any proposed rate increases and additional revenues, as projected through internal proprietary systems of PMA and its affiliates or through other parties employed by the Issuer, resulting from improvements to be financed by the Securities under consideration.

2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff, through internal proprietary systems of PMA and its affiliates or through other parties, if any, employed by the Issuer.
3. Recommendations for Securities. Submit recommendations to the Issuer regarding the Securities under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Securities to be sold on terms that are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.
4. Market Information. Advise the Issuer of current bond market conditions, other related forthcoming bond issues, economic data and other market information, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Securities may be set at a favorable time.
5. Elections. Assist in coordinating the assembly of data for the preparation of any necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the issuance of municipal securities, including assistance in the transmission of such data to any law firm retained by the Issuer, such as issuer counsel, bond counsel, disclosure counsel or otherwise, in the event it is necessary to hold an election to authorize the Securities.

B. Debt Management and Financial Implementation. At the direction of the Issuer, PMA shall:

1. Method of Sale. Evaluate the particular financing of Securities being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:
  - a. If the Securities are to be sold by an advertised competitive sale, PMA will:
    - (1) Oversee the sale of the Securities;
    - (2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders' efforts in making timely submission of proper bids which may include the use of a third party auction platform;
    - (3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and
    - (4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.
  - b. If the Securities are to be sold by negotiated sale, PMA will:

- (1) Recommend, for the Issuer's formal approval and acceptance, one or more investment banking firms as managers of an underwriting syndicate to negotiate the purchase of the Securities. This may include a request for proposal for underwriting services. A recommendation will be based upon but not limited to the following: proposed underwriter fees, indicative interest rates and yields, recent comparable bond sales that support the indicative rates and yields, quality of structuring ideas proposed, experience of the underwriter and its personnel, and willingness to commit capital. In keeping with the provisions of Rule G-23 of the MSRB, PMA will not participate in an underwriting syndicate in connection with the negotiated purchase of the Securities.
  - (2) Cooperate with and assist the underwriter(s) in the review of a bond purchase contract and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriter(s), but shall not be or become an obligation of PMA, except to the extent specifically provided otherwise in this Agreement or assumed in writing by PMA.
  - (3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any, and provide a cost comparison for both expenses and interest, which are suggested by the underwriter(s), to the then current market.
  - (4) Advise the Issuer as to the fairness of the prices/yields offered by the underwriter(s).
- c. If the Securities are to be sold as a placement:
- (1) Direct Sale. The Issuer shall identify the potential purchasers and provide the information to PMA in a direct sale. At the request of the Issuer, PMA will disseminate information, including any offering documents, to prospective purchasers and collect prospective purchasers' timely submission of offers to purchase. PMA will analyze such offers to purchase and make a recommendation to the Issuer regarding the acceptance of one or more offers to purchase the Securities according to parameters set out by the Issuer or based on the Issuer's best interest.
  - (2) Private Placement. PMA may recommend that the Issuer engage a placement agent for a private placement of the Securities, under certain circumstances. The recommendation to engage a placement agent will be based upon, but not limited to, the following factors: the size and complexity of the Securities, the credit of the Issuer, the amortization length of the Securities and whether DTC eligibility is appropriate for the issuance. If PMA recommends the use of a placement agent, PMA will then recommend, for the Issuer's formal approval and acceptance, an investment banking firm as placement agent for the Securities. This may include a request for proposal for placement agent services. A recommendation will be based upon, but not limited to the following: proposed fee, indicative interest rates, recent comparable bond sales that support the rates, quality of structuring ideas proposed and experience of the placement agent and its personnel.
2. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested and at all times when PMA may be of assistance or service and the subject matter is related to the Securities.
  3. Review of Third Party Recommendations. Review of a recommendation of another party if requested by the Issuer and the request is within the Scope of Services. PMA will determine, based on the information obtained through reasonable diligence, whether the municipal securities transaction or

municipal financial product is or is not suitable for the Issuer. In addition, PMA will inform the Issuer of:

- (1) PMA's evaluation of the material risks, potential benefits, structure and other characteristics of the recommended municipal securities transaction or municipal financial product;
  - (2) The basis upon which PMA reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Issuer; and
  - (3) Whether PMA has investigated or considered other reasonably feasible alternatives to the recommended municipal securities transaction or municipal financial product that might also or alternatively serve the Issuer's objectives.
4. Offering Documents. Draft the preliminary and final Official Statements, Offering Memoranda or Term Sheets ("Offering Documents") based on information provided by the Issuer as well as information derived from other sources. The information contained in the Offering Documents will be derived from the sources stated or, if not otherwise sourced, from the Issuer. PMA makes no representation, warranty or guarantee regarding the accuracy or completeness of the information in the Offering Document, and its assistance in preparing the Offering Document should not be construed as a representation that it has independently verified such information. The Issuer will be expected to examine, approve and make certifications with respect to the information in the Offering Documents in accordance with its obligations under the federal securities laws.
- (1) In a competitive sale, PMA will coordinate the preparation of the notice of sale and bidding instructions, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification.
  - (2) PMA will electronically distribute the Offering Documents.
  - (3) Some of the data collected may require a fee, such as overlapping debt or an auditor's certificate. Upon the request of an authorized representative of the Issuer, any fees for data will be sent to the Issuer for prior approval.
  - (4) As needed for Offering Documents disclosure purposes, PMA will file reportable event notices and other information to the MSRB's Electronic Municipal Market Access ("EMMA") as directed by the Issuer.
5. Credit Ratings and Insurance. Make recommendations to the Issuer as to the advisability of obtaining a credit rating and/or insurance for the Securities. Where insurance for the Securities is advised, PMA will request bids from insurance agencies. When directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency and/or insurance agencies. If PMA's advice includes personal presentation of information to the rating agency and/or insurance agencies, PMA will arrange for such personal presentations by the Issuer's representatives.
6. Trustee, Paying Agent, Registrar. Assist the Issuer in the selection of a trustee and/or paying agent/registrar for the Securities and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.
7. Escrow Bidding Agent, Escrow Agent, Verification Agent. Assist the Issuer in the selection of an escrow bidding agent, an escrow agent and/or a verification agent for the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto, if needed.

8. Financial Publications. Advise financial publications of the forthcoming sale of the Securities and provide them with all pertinent information, when appropriate. Upon request, PMA will coordinate the publication of legal notices when required by law for the issuance of the Securities.
  9. Consultants. Arrange for reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto.
  10. Legal Counsel. Maintain liaison with bond counsel, disclosure counsel and local counsel, if any, in the preparation of legal documents pertaining to the authorization, sale and issuance of the Securities.
  11. Delivery of the Securities. Coordinate the efforts of the working group for the Securities, which typically includes the Issuer, underwriter, bond counsel, and other counsel, as applicable, rating agency, bond registrar, paying agent, and any other third party engaged by the Issuer, as soon as a bid for the Securities is accepted by the Issuer, so that the Securities may be delivered and paid for as expeditiously as possible. Assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Securities.
- C. Services Not Related to an Issuance of Municipal Securities. If requested by the Issuer, PMA will perform the services following this paragraph for the Issuer, with respect to the Securities, with no additional compensation required. This Agreement hereby terminates any prior Municipal Advisory Agreement or Municipal Advisory Engagement Letter for the provision of the following services:
1. Rating surveillance preparation;
  2. Debt summary and debt book updates;
  3. Educational presentations to the Issuer's governing body, community and/or staff;
  4. Review paying agent/DTC invoices for accuracy;
  5. Review and provide advice related to a bond levy;
  6. Advise the Issuer of filings related to tax credit bonds and the need to approve abatement resolutions and debt service extension base modification resolutions;
  7. Assist with filing debt-related documents with other government entities, such as the state;
  8. Assist with FOIA-related documentation and questions; and
  9. Assist with post-issuance compliance per the rules of the Internal Revenue Service ("IRS").
- D. Limitations on Services. The Services are subject to the following limitations:
1. The Services are limited solely to the services described herein and are subject to any limitations set forth within the Scope of Services.
  2. PMA is not responsible for certifying as to the accuracy or completeness (including the accuracy or completeness of any description of the Issuer's compliance with its continuing disclosure obligations) of any preliminary or final Offering Documents, other than with respect to any information about PMA provided by PMA for inclusion in such documents.

3. The Services do not include tax, legal, accounting or engineering advice with respect to the Securities, services not related to an issuance of municipal securities (except as provided in Section I.C. above) or in connection with any opinion or certificate rendered by bond counsel or any other person at closing, and does not include review or advice on any feasibility study.
4. Unless requested by the Issuer, PMA will not negotiate fees or send out a request for proposal for legal services including issuer counsel, bond counsel or disclosure counsel.
5. Dissemination Agent services for continuing disclosure are not included under this Agreement except as provided under Section I.B.4.(4). Dissemination Agent services include, for example, annual financial information and annual financial statement filings to EMMA. PMA is engaged as Dissemination Agent pursuant to a separate engagement to provide services not covered under Section 1.B.4.(4).

E. Amendment to Scope of Services. The Scope of Services may be amended as set forth in Section VIII.D. The Parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services. Changes to the Scope of Services may result in an increased fee.

## SECTION II POTENTIAL BENEFITS & RISKS OF ISSUING THE SECURITIES

A. The potential benefits involved with issuing the Securities include, among other things:

1. Meeting the Issuer's Funding Needs. The Securities are being issued to meet the Issuer's stated funding needs.
2. Relative Low Cost of Financing. Municipal obligations, such as the Securities, generally offer a lower cost of financing than other available alternatives.
3. Ability to Lower Cost of Financing in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to lower the cost of financing with a future refinancing of the Securities.
4. Ability to Restructure Payments in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to restructure the repayment schedule with a future refinancing or defeasance of the Securities.

B. The potential risks involved with issuing the Securities include, among other things:

1. Interest Rate Risk. The Securities are issued at a fixed rate(s). If market interest rates decline subsequent to the sale of the Securities, the Issuer will not be able to take advantage of lower market interest rates for the Securities unless and until the Securities can be prepaid or refinanced.
2. Prepayment Risk. To the extent the Securities, or a portion of the Securities, are not subject to a prepayment provision, the Issuer cannot prepay the Securities prior to their maturity date(s).
3. Closing Risk. If the Securities fail to attract an appropriate purchaser, or fail to be delivered at closing, the Issuer will not receive proceeds from the Securities.

4. **Default Risk.** If the Issuer fails to make the scheduled principal and/or interest payment(s) on the Securities in a timely manner, a default will occur, which negatively affects the Issuer's ability to get financing for other needs.
5. **Tax Risk.** If the opinion of bond counsel for the Securities identifies the Securities as tax-exempt or tax advantaged, and the IRS subsequently determines the Securities are taxable or ineligible for a tax credit, this determination could cause the IRS to change the designation of the Securities to taxable or to revoke the tax credits, resulting in potential adverse publicity, impairment of the Issuer's ability to issue municipal securities in the future, litigation from bondholders and others or a settlement agreement between the IRS and the Issuer resulting in a payment from the Issuer to the IRS to maintain the tax-exempt or tax advantaged status of the Securities. Potential causes of such a determination may include, but are not limited to the following: the Issuer does not spend the proceeds of the Securities in a timely manner, change in use of the project financed by the Securities and any other determination by the IRS that rules governing the issuance of tax-exempt obligations were violated.
6. **Disclosure Risk.** To the extent the SEC determines that a material fact was omitted from the Offering Documents or a material misstatement was made in the Offering Documents, the SEC could determine that the Issuer violated federal securities laws.

### SECTION III COOPERATION IN MEETING REGULATORY REQUIREMENTS

The Issuer acknowledges that PMA has regulatory duties as municipal advisor to the Issuer, and the Issuer agrees to cooperate, and to cause its agents to cooperate, in carrying out these regulatory duties, including providing complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Issuer agrees that, to the extent the Issuer seeks to have PMA provide advice with regard to any recommendation made by a third party in accordance with Section I.B.3, the Issuer will provide to PMA written direction to do so and any information it has received from such third party relating to its recommendation.

### SECTION IV TERM OF AGREEMENT

The terms of this Agreement are effective as of the Effective Date and shall remain in effect, unless earlier terminated by PMA or at the direction of the Issuer pursuant to the following section, until the closing of the Securities. For only the services (i.e. continuing services) set forth in Section I.C., this Agreement may be renewed for a maximum of three (3) years beyond the Effective Date of this Agreement or any amendment to this Agreement as set forth in Section VIII.D at the Issuer's request for PMA to perform such services.

### SECTION V TERMINATION

This Agreement may be terminated with or without cause by the Issuer upon prior written notice to PMA or by PMA upon at least thirty (30) days' prior written notice to the Issuer of the Party's intention to terminate, specifying in such notice the effective date of such termination. In the event the termination occurs before the Securities close, it is understood and agreed that no amounts are due to PMA for services provided or expenses incurred, unless otherwise stated in Section VI below. No penalty will be assessed for termination of this Agreement. The provisions of Section VII.B. shall survive any termination of this Agreement pursuant to this Section V or the expiration of the term of this Agreement pursuant to Section IV.

## SECTION VI COMPENSATION AND EXPENSE REIMBURSEMENT

A. Compensation. The fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement shall be \$6,000 per series for the 2025A Certificates and the 2025B Certificates, \$13,500 per series for the 2025C and the 2025D Bonds plus \$4,000.00 for the services described in Section I.B.4, Offering Documents, provided that the fee will be \$3,000.00 if these documents are generated from documents originally produced by PMA for an issue that closed within the 12 months prior to the Effective Date. Such fees, for which PMA is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Securities to the purchaser. No fee shall be due from the Issuer to PMA unless the Securities close.

As set forth in PMA's *Municipal Advisor Disclosure Statement*, PMA notes that this Agreement may involve contingent based compensation subject to compensation based conflict. Also, we note how it relates to different structures or scenarios. For example, recommending a multi-issuance strategy versus a single issuance strategy could result in additional compensation for PMA and the application of minimum fees, if any. However, this recommendation would be made only if the benefits exceed the costs. Such benefits could include bank qualification, reduced negative arbitrage in the investment of bond proceeds and meeting the financial goals of the Issuer. Also, the additional compensation would be paid over time, subject to the retention of PMA for subsequent issuances.

### B. Issuer Expenses.

1. Customary fees and expenses incident to a sale are payable by the Issuer. These fees and expenses, depending upon the final structure, can include fees for underwriter(s), bond counsel, local counsel, disclosure counsel, rating agency, insurance premium, trustee/paying agency, competitive sale auction platform, escrow bidding agent and verification agent.
2. Customary fees and expenses incident to the preparation of the Offering Documents, such as overlapping debt and auditor's certificates, are payable by the Issuer. In the event PMA must pay these fees and expenses before the Securities close, the Issuer will be responsible for reimbursing PMA for the pre-paid fees and expenses.

## SECTION VII DISCLOSURES

A. Disclosures. The *Municipal Advisor Disclosure Statement*, and each delivery thereof, as provided from time to time, shall be incorporated by reference into this Agreement as of the date thereof to the same extent as if set forth herein. As set forth in the *Municipal Advisor Disclosure Statement*, PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of the Financial Industry Regulatory Authority and the Securities Investor Protection Corporation. In these roles, PMA generally provides fixed income brokerage services and public finance services to institutional clients, including Municipal Advisory services and advice with respect to the investment of proceeds of municipal securities. PMA is affiliated with PMA Financial Network, LLC, a financial services provider, and PMA Asset Management, LLC, an investment adviser registered with the SEC (the "Advisory Affiliate"). These entities operate under common ownership with the Firm and are referred to in this disclosure as the "Affiliates." Each of these Affiliates also provides services to municipal entity clients. Unless otherwise stated, separate fees are charged for each of these products and services and referrals to its Affiliates result in an increase in revenue to the overall Affiliated companies.

PMA's duties, responsibilities, and fees arise from that as a municipal advisor to the Issuer in connection with the issuance of the Securities. PMA receives additional fees for the services used by the Issuer, if any, described in the paragraph above. The fees for these services arise from separate agreements with the Issuer and with institutions of which the Issuer may be a member.

Additional disclosures are required with the implementation of MSRB Rule G-42. PMA is required to provide the Issuer with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. By signing this Agreement, the Issuer acknowledges that PMA has provided the Issuer with the *Municipal Advisor Disclosure Statement*, which contains important disclosures on matters such as all material conflicts of interest and all legal and disciplinary events that are material to a client's evaluation of us relevant to our provision of municipal advisory services. This disclosure document will also specify the date of the last material change or addition to the legal or disciplinary event disclosures, if any, on any Form MA or Form MA-I that PMA files with the SEC and a brief explanation regarding the materiality of the change or addition.

**B. Scope of Liability.** PMA, at all times, will act in good faith with respect to its Services under this Agreement. The Issuer agrees that PMA shall not be liable to the Issuer for any act or omission in connection with the performance of PMA's services hereunder, other than as a result of PMA's negligent acts or omissions, reckless conduct, intentional misconduct, bad faith, violation of applicable law or material breach of any of the material terms of this Agreement. PMA will have no duty, responsibility or liability under this Agreement as to any services identified in Section I.D. of this Agreement, relating to the services included in the Limitations on Services section. PMA shall not be responsible for any loss incurred by reason of any act or omission of the Issuer, or any member of the working group for the Securities. No recourse may be had against PMA for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Issuer arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action or other proceeding brought by or received from the IRS in connection with the Securities or otherwise relating to the tax treatment of the Securities, or in connection with any opinion or certificate rendered by counsel or any other party.

It is understood that nothing herein shall in any way constitute a waiver or limitation of any of the obligations which PMA may have under federal securities laws or under applicable state law.

## SECTION VIII MISCELLANEOUS

**A. Choice of Law.** This Agreement shall be construed and given effect in accordance with the laws of the state in which the Issuer is located without regard to conflict of law principles.

**B. Binding Effect; Assignment.** This Agreement shall be binding upon and inure to the benefit of the Issuer and PMA, their respective successors and assigns; provided however, neither Party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other Party.

**C. Prior Agreement or Documentation.** Each Party acknowledges and agrees that the provisions of this Agreement modify and supersede any prior agreement or documentation with regards to the issuance of the Securities ("Prior Documentation"). The provision(s) set forth in this Agreement shall control in the event that any provision(s) of this Agreement conflict with any provision(s) contained in any Prior Documentation.

**D. Entire Agreement.** This instrument contains the entire agreement between the Parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed or acknowledged by each Party hereto. The form of this modification may include an email

acknowledged by each Party. The Parties agree to amend or supplement this Agreement promptly to reflect any material changes or additions to the Agreement.

*[The remainder of this page is intentionally left blank.]*

PMA Securities, LLC

Community College District Number 531  
(Shawnee)  
Union, Alexander, Massac, Pulaski, Johnson and  
Jackson Counties, Illinois

By: \_\_\_\_\_

By<sup>(1)</sup>: \_\_\_\_\_

Tammie Beckwith Schallmo  
Senior Vice President  
Managing Director

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(1) By signing this Agreement, as representative of the Issuer, the representative acknowledges that he or she has the ability to bind the Issuer by contract with PMA and that he or she is not a party to a disclosed conflict.

**PMA Use Only:**

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 5/2024

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**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:**  
**RE:** Financing Resolution for Property Acquisition  
**Date:** 07.17.25

**Background:** The College's [Facilities Master Plan](#) calls for strategic investment in both owned and expanded access centers throughout the College's service region. To support this vision, the administration has identified two immediate priorities:

1. Acquisition of the Union County Extension Center, a leased facility currently serving students and the public through academic, workforce, and community-based programming.
2. Purchase of land in Johnson County to serve as the future site of a new Johnson County Extension Center, expanding long-term access in one of the College's core service areas.

These projects were previously reviewed and endorsed, in concept, by the Board Finance Committee and were formally discussed at the 06.12.25 regular Board meeting. At that time, the Board authorized the President to complete all necessary due diligence and return with a formal financing recommendation.

**Financing Strategy** - In coordination with PMA Securities and Bond Counsel (Chapman & Cutler LLP), the College proposes a phased financing approach:

- Phase I: Issuance of General Obligation Debt Certificates (Limited Tax), Series 2025. This initial issuance, not to exceed \$5.5 million, will provide the funds necessary to complete both property acquisitions. Debt certificates are being used as an interim financing tool to meet strategic and market timing needs.
- Phase II: Issuance of General Obligation Bonds. Following the sale of the certificates, the College will engage in a second phase to issue general obligation bonds, allowing for long-term financing aligned with the College's overall capital planning and repayment strategy.

This two-phase structure ensures both financial flexibility and timely project execution.

**Due Diligence & Timeline**

- May 8 and June 4, 2025 - Finance Committee reviews
- May 20 and June 10, 2025 - Administrative engagement with PMA
- June 12, 2025 - Board review and direction to proceed
- July 17, 2025 - Board consideration of financing resolution

All legal and procedural elements of the resolution have been reviewed by College Counsel Schneider, Chapman & Cutler LLP, and PMA Securities.

Vice President Clark and a representative from PMA Securities will be present at the meeting to address any questions the Board may have regarding the resolution, financing structure, or future bond issuance process.

**Recommendation:** I recommend the Board approve the attached resolution authorizing the issuance of not to exceed \$5,500,000 General Obligation Debt Certificates (Limited Tax), Series 2025, for the purpose of purchasing and improving a building and purchasing land for community college purposes, as presented.



# Board RESOLUTION

2025-07-17-01

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois, and for the issue of not to exceed \$5,500,000 General Obligation Debt Certificates (Limited Tax), Series 2025, of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

WHEREAS, Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois (the “*District*”), is a community college district of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois, as amended (the “*Public Community College Act*”), the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the “*Installment Purchase Provisions*”); and

WHEREAS, the Board of Trustees of the District (the “*Board*”) has considered the needs of the District and, in so doing, the Board has deemed and does now deem it advisable, necessary, and for the best interests of the District to complete projects in and for the District, including, but not limited to, acquiring, altering, repairing, equipping and improving a building and purchasing land, all for community college purposes, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful or advisable thereto (the “*Project*”), all as shown on preliminary plans and cost estimates on file with and approved by the Board; and

WHEREAS, the Board has determined the total cost of the Project and expenses incidental thereto, including financial, legal, architectural, and engineering services related to such work (the “*Related Expenses*”) and to the Agreement hereinafter provided for in this Resolution to be not less than \$5,500,000, plus estimated investment earnings which may be received on said sum prior to disbursement; and

WHEREAS, sufficient funds of the District are not available to pay the costs of the Project, and it will, therefore, be necessary to borrow money in the amount of not to exceed \$5,000,000 for the purpose of paying such costs; and

WHEREAS, pursuant to the Installment Purchase Provisions, the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any

terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements; and

WHEREAS, the Board finds that it is desirable and in the best interests of the District to avail of the provisions of the Installment Purchase Provisions to authorize one or more Installment Purchase Agreements (collectively, the “*Agreements*”); name as counter party to the Agreement the Treasurer of the Board (the “*Treasurer*”), as nominee seller; authorize the Chairperson (the “*Chairperson*”) and Secretary (the “*Secretary*”) of the Board to execute and attest, respectively, the Agreements on behalf of the District and to file same with the Secretary in his or her capacity as keeper of the records and files of the District; and issue certificates evidencing the indebtedness incurred under the Agreements in the amount of not to exceed \$5,500,000:

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

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

*Section 2. Authorization.* It is necessary and advisable for the residents of the District to pay the costs of the Project, including all Related Expenses, and to borrow money and, in evidence thereof and for the purpose of financing same, enter into the Agreement and, further, to provide for the issuance and delivery of certificates evidencing the indebtedness incurred under the Agreement.

*Section 3. Agreement is a General Obligation; Annual Budget.* The District hereby represents, warrants, and agrees that the obligation to make the payments due under the Agreement shall be a general obligation of the District payable from any funds of the District lawfully available for such purpose. The District represents and warrants that the total amount due under the Agreement, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of the Agreement.

*Section 4. Execution and Filing of the Agreement.* From and after the effective date of this Resolution, the Chairperson and Secretary be and they are hereby authorized and directed to execute and attest, respectively, the Agreement, in substantially the form set forth in Section 5 of this Resolution, and to do all things necessary and essential to effectuate the provisions of the Agreement, including the execution of any documents and certificates incidental thereto or necessary to carry out the provisions thereof. Further, as nominee seller, the Treasurer is hereby authorized and directed to execute the Agreement. Upon full execution, the original of the Agreement shall be filed with the Secretary and retained in the District records and shall constitute authority for the issuance of the Certificates hereinafter authorized.

*Section 5. Form of Agreement.* The Agreement shall be in substantially the form as follows:

INSTALLMENT PURCHASE AGREEMENT for purchase of real or personal property, or both, in and for Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois.

THIS INSTALLMENT PURCHASE AGREEMENT (this “*Agreement*”) dated as of \_\_\_\_\_, 20\_\_\_\_, by and between the Treasurer of the Board of Trustees (the “*Board*”) of the District (as hereinafter defined), as Nominee Seller (the “*Seller*”), and Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson and State of Illinois, a community college district of the State of Illinois (the “*District*”):

**WITNESSETH**

- A. The Board has determined to complete projects in and for the District, including, but not limited to, acquiring, altering, repairing, equipping and improving a building and purchasing land, all for community college purposes (the “*Project*”), all as previously approved by the Board and on file with the Secretary of the Board (the “*Secretary*”).
- B. Pursuant to the provisions of the Public Community College Act of the State of Illinois (the “*Public Community College Act*”), the Local Government Debt Reform Act of the State of Illinois (the “*Debt Reform Act*”), and, in particular, the provisions of Section 17(b) of the Debt Reform Act (the “*Installment Purchase Provisions*”), in each case, as supplemented and amended (collectively “*Applicable Law*”), the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements.
- C. On the 17th day of July, 2025, the Board, pursuant to Applicable Law and the need to provide for the Project, adopted a resolution (the “*Resolution*”) authorizing the borrowing of money for the Project, the execution and delivery of this Agreement to finance same, and the issuance of certificates evidencing the indebtedness so incurred.
- D. The Resolution is
  - (a) incorporated herein by reference; and
  - (b) made a part hereof as if set out at this place in full;and each of the terms as defined in the Resolution is also incorporated by reference for use in this Agreement.
- E. The Seller, as nominee as expressly permitted by the Installment Purchase Provisions, has agreed to make, construct and acquire the Project on the terms as hereinafter provided.

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained and other valuable consideration, it is mutually agreed between the Seller and the District as follows:

1. MAKE AND ACQUIRE PROJECT

The Seller agrees to make, construct, and acquire the Project upon real estate owned or to be owned by or upon which valid easements have been obtained in favor of the District.

2. CONVEYANCE

The District conveys to the Seller any portion of the Project heretofore acquired by the District and to be paid from proceeds of the Certificates (as defined in the Resolution). The Seller agrees to convey each part of the Project to the District and to perform all necessary work and convey all necessary equipment; and the District agrees to purchase the Project from the Seller and pay for the Project the purchase price of \$\_\_\_\_\_; plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates and in no event shall the total aggregate principal purchase price to be paid pursuant to this Agreement exceed the sum of \$\_\_\_\_\_, plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates.

3. PAYMENTS

The payment of the entire sum of \$\_\_\_\_\_ of said purchase price shall:

- (a) be payable in installments due on the dates and in the amounts;
- (b) bear interest at the rates percent per annum which interest shall also be payable on the dates and in the amounts;
- (c) be payable at the place or places of payment, in the medium of payment, and upon such other terms, including prepayment (redemption);

all as provided for payment of the Certificates in the Resolution.

4. ASSIGNMENT

Rights to payment of the Seller as provided in this Agreement are assigned as a matter of law under the Installment Purchase Provisions to the owners of the Certificates. This Agreement and any right, title, or interest herein, shall not be further assignable. The Certificates, evidencing the indebtedness incurred hereby, are assignable (registrable) as provided in the Resolution.

5. TAX COVENANTS

The covenants relating to the tax exempt status of the Certificates, as set forth in the Resolution, insofar as may be applicable, apply to the work to be performed and the payments made under this Agreement.

6. TITLE

- (a) *Vesting of Title.* Title in and to any part of the Project, upon delivery or as made, during all stages of the making or acquisition thereof, shall and does vest immediately in the District.
- (b) *Damage, Destruction, and Condemnation.* If, during the term of this Agreement, (i) all or any part of the Project shall be destroyed, in whole or in part, or damaged by fire or other casualty or event; or (ii) title to, or the temporary or permanent use of, all or any part of the Project shall be taken under the exercise of the power of eminent domain by any governmental body or by any person,

firm, or corporation acting under governmental authority; or (iii) a material defect in construction of all or any part of the Project shall become apparent; or (iv) title to or the use of all or any part of the Project shall be lost by reason of a defect in title; then the District shall continue to make payments as promised herein and in the Certificates and to take such action as it shall deem necessary or appropriate to repair and replace the Project

7. **LAWFUL CORPORATE OBLIGATION**

The District hereby represents, warrants, and agrees that the obligation to make the payments due hereunder shall be a lawful direct general obligation of the District payable from the general funds of the District and such other sources of payment as are otherwise lawfully available. The District represents and warrants that the total amount due the Seller hereunder, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of this Agreement.

8. **GENERAL COVENANT AND RECITAL**

It is hereby certified and recited by the Seller and the District, respectively, that as to each, respectively, for itself, all conditions, acts, and things required by law to exist or to be done precedent to and in the execution of this Agreement did exist, have happened, been done and performed in regular and due form and time as required by law.

9. **NO SEPARATE TAX**

**THE SELLER AND THE DISTRICT RECOGNIZE THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.**

10. **DEFAULT**

In the event of a default in payment hereunder by the District, the Seller or any Certificate holder may pursue any available remedy by suit at law or equity to enforce the payment of all amounts due or to become due under this Agreement, including, without limitation, an action for specific performance.

IN WITNESS WHEREOF the Seller has caused this Installment Purchase Agreement to be executed, and his or her signature to be attested by the Secretary of the Board, and the District has caused this Installment Purchase Agreement to be executed by the Chairperson of its Board, and also attested by the Secretary of its Board, all as of the day and year first above written.

SELLER                      Signature: \_\_\_\_\_

Chris Clark  
as Nominee Seller and the Treasurer of the  
Board of Trustees

Dated this 17th day of July 2025 by the Shawnee Community College Board of Trustees of Community College District No. 531 in the Counties Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and the State of Illinois.

\_\_\_\_\_  
Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees  
Shawnee Community Colleges