MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL 62946
JUNE 15, 2010; 6:00 P.M.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 533, Counties of White, Gallatin, Saline, Hardin, Pope, Johnson, Williamson and Hamilton and State of Illinois, held at the Rodney J. Brenner Board Room, 3575 College Road, Harrisburg, Illinois, in said Community College District at 6:00 o’clock P.M., on the 15th day of June, 2010.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, June 15, 2010, at 6:00 p.m. in the Rodney J. Brenner Board Room in Harrisburg, Illinois. The meeting was called to order, and upon the roll being called, Pat York, the Chairman, and the following Trustees at said location answered present: Gary Allen, Frank Barbre, Jimmy Ellis, Charles Hearn, and Cacy Ellis (non-voting student member). Richard Morgan entered the meeting after the roll had been called. Absent: JoAnna Lane.

Also present were: Dr. Jonah Rice, Donna Patton, Karen Weiss, Brian Surprenant, Dr. Dana Keating, Dr. Sarah Bond, Lori Cox, Tim Walker, Nicole Trepanier, Nancy Reach, Stacy Moore, B.J. Davis, Karen Davis, Brian Davis, Kenneth Schneider, David Pistorius, and Barbara Potter.

* * *

Dr. York welcomed guests and allowed a time for comments from the audience.

B. J. Davis read a statement to the Board where he shared his concerns regarding his baseball scholarship.

Reports

Dr. Barbre reported that the June ICCTA Convention was an excellent meeting. He noted the ICCTA Board of Representatives took the following actions at its June 5, 2010, convention and annual meeting at the President Abraham Lincoln Hotel in Springfield: Reviewed the spring 2010 legislative session. The Illinois community college system budget for Fiscal Year 2011 currently reflects “level funding” but the Governor has been given emergency authority to cut programs and spending at his discretion; Elected ICCTA’s 2010-2011 officers by unanimous ballot:

- Jim Ayers (Parkland) – Vice president
- Bob Johnson (Kishwaukee) – Treasurer
- James Polk (Illinois Central) – Secretary

ICCTA’s current vice president, David Harby (Danville), will assume the presidency on July 1, succeeding Barbara Oilschlager (Lake County); Recognized ICCTA’s 2009-2010 officers, regional chairs, and committee chairs and organizational liaisons; Adopted ICCTA’s budget for fiscal year 2011, which includes no dues
increase for FY11; Approved recommended changes in the association’s Operating Manual; Heard updates on the Illinois Community College Board, the Illinois Presidents Council, the ICCB Student Advisory Committee, the Illinois Policy Academy on the Civic Engagement of Older Adults, the Illinois Workforce Investment Board, Association of Community College Trustees; Were informed that trustee “letters to the editor “ featuring local student success stories are appearing in newspapers across the state; Encouraged attendance at the October 20-23 ACCT Leadership Congress in Toronto and the November 19 Leadership and Core Values Institute in Tinley Park; Received positive feedback on the educational programs at ICCTA’s convention, including the one-on-one media training, the Sophomore Seminar, and James Nowlan and Rick Winkel’s presentation on Illinois politics. Dr. Barbre also included the following documents in his report: Pocket Guide to the Illinois State Budget 2009 edition, The Changing Nature of Illinois, Citizen’s Partially Responsible for Illinois Corruption, and Opportunities for Reforms and Culture Change in Illinois Politics.

Dr. Rice reported that he and Dr. Keating have had recent talks with Sheriff Brown and Mobile Training Unit #15 regarding FATS education.

Educational and custom training initiatives have begun to show some promise. We are planning on new custom training and educational opportunities in behavior threat assessment and emergency operations and procedures. This custom training will take place in the fall. Training will be for our district and surrounding areas.

We are also exploring occupational Spanish for local healthcare and emergency responders. The burn tunnel continues to remain busy as Ms. Weiss can attest. Changes discussed at last board meeting will be engaged. Graphic Design has modest enrollment and we have secured a highly qualified adjunct instructor to make the offerings more cost effective. The graphic design program utilizes most of the equipment we use for the Sound and Media Arts program which continues to have moderate but steady enrollment. The biofuels courses do not have significant enrollment despite a great marketing effort on the part of our adjunct instructor. We will continue to monitor and track the progress of the Abengoa plant in Mt. Vernon, IN. Capture and Create initiatives have progressed well and we will continue to look for valuable, creative offerings and partnerships in the area.

I attended the governor’s visit to Harrisburg Library for the Portrait of a Soldier exhibit. He recognized SIC at the function and said that “help is on the way.” Gov. Quinn is a former community college teacher and still has hopes for a 1% income tax geared for education.

Dr. Keating, Dr. Bond, and I have met to discuss strategic planning. We plan on merging some functions of the growth committee into strategic planning. I have also set aside one day of staff development day for the fall to be devoted to planning. We will seek feedback from the campus community and also work on strategically collecting data from local high school students and other audiences.

I have requested cabinet to engage the following BOT reports/projects in the coming months. These will be covered either in standing reports or as non-action items. They will be concise yet specific presentations to keep you abreast of significant items of business. If there are other items you would like to see covered, please let us know.
June
Community Education Reorganization Report  DK
Capital Projects (safety of bleachers, roof, RAMP, windmill, etc.)  TW
Insurance Update JR

July
Assessment Reorganization  DK
Student Success Center Reorganization Report  BS
SICF Reorganization Update  JR/DP
Custom Training Update SB
Custom Training Update TW

August
Student Affairs Reorganization Report  SB
Administrative Volunteerism Impact and Update  JR
Economic Development Initiatives and Planning  LC
RAMP Ideas (old, revised and new)  KW
Webpage Improvements  GM
Marketing Initiatives Update  DP

September
Strategic Planning Update  DK/JR
Enrollment Strategy Update  SB
Marketing Strategy  DP
4-day work week/modified 5-day, year-round  BS
HLC Report  DK
Healthcare Analysis and Projections  TW

At the request of several Members of Congress, the Federal Trade Commission is further delaying enforcement of the “Red Flags” Rule through December 31, 2010, while Congress considers legislation that would affect the scope of entities covered by the Rule. Today’s announcement and the release of an Enforcement Policy Statement do not affect other federal agencies’ enforcement of the original November 1, 2008 deadline for institutions subject to their oversight to be in compliance.

The extension of the Red Flags Rule enforcement date has given businesses, schools, government agencies, and other organizations a much needed reprieve. Many have borrowed or created policies that fall short of addressing the full scope of their operations. Others have not implemented an Identity Theft Prevention Program that effectively detects, prevents, and mitigates identity theft. Some simply need to test their efforts. Many organizations are trying to implement their program using “low-risk” techniques due to this type of law being “uncommon” or “unfamiliar” to comply with.

We are planning a reception for Dr. Rita Cheng, the new chancellor at SIU-Carbondale. We would invite the BOT to visit with Dr. Cheng. This will be an opportunity for her to engage our campus community and work on building an even stronger relationship between SIC and SIU.
Federal/State Budget and Appropriations Update:
The US Senate voted for cloture on the supplemental appropriations bill by a vote of 69-29. This paves the way for the Senate to vote on final passage. While the Senate is finishing action, the House Appropriations Committee will not mark up its bill this week. The Committee is postponing action until after the Memorial Day recess period. Earlier this week, House Appropriations Chairman David Obey (D-WI) announced that he was going to include $23 billion for education jobs and $5.7 billion for the Pell Grant shortfall. Unfortunately, the education jobs funds do not include public higher education. The House leadership is working to gather support for the larger House version of the supplemental bill.

For community colleges, the extender bill (federal) contains important changes to the Community College and Career Training Grant (CCCTG) program funded by the reconciliation bill. The CCCTG program is funded at $500 million for fiscal years 2011, 2012, 2013, and 2014. According to the summary, the provisions included in the bill would expand the program by authorizing the grants to benefit individuals who are eligible for unemployment insurance, who are likely to be eligible for unemployment insurance (according to specific criteria), or who have exhausted their unemployment insurance. Additionally, the provisions would: (1) clarify that only public and non-profit educational institutions are eligible for grants; (2) authorize the Department of Labor to spend up to five percent of program funds to administer, evaluate, and establish reporting systems for the program; and (3) give the Department of Labor more flexibility by allowing it to obligate grant funds in the year that they are appropriated as well as the subsequent fiscal year. The changes outlined for the community college grant program do not have a cost and rather only affect how the program will function. A summary of the bill can be viewed at:

http://waysandmeans.house.gov/media/pdf/111/America_Jobs_Summary.pdf

State lawmakers failed to approve a $4 billion borrowing plan that was supposed to help keep the cash-strapped government afloat this year.

The Legislature left Springfield for the holiday weekend (Memorial Day), with no specified return date, after the Senate determined that it could not find enough votes to pass what the House had just passed, a nearly $4 billion borrowing plan. There is a possibility legislators could reconvene in the coming weeks or months. Without borrowing, the state's required $3.7 billion annual payment to its employee pension systems will have to be taken out of the regular state budget. There is a projected $13 billion budget deficit for FY 11 without any borrowing. About $6 billion in state bills will have to go unpaid. As some have observed, this is a sort of de facto borrowing whereby colleges, schools, vendors, and the like will have to take out loans to support programs. The Legislature did grant emergency budget powers for Gov. Quinn. These powers will allow him to spend and cut at his discretion.

Dr. Keating reported on the following: A meeting was held with Chuck Doan (MTU #15) and Sheriff Brown on May 26 to discuss further planning for the simulator training. A basic calendar has been agreed upon. I also had a good discussion with Kerry Jones concerning use of the simulator for hunter safety training. He has since spoken with the five instructors who assist with this class. As soon as the equipment arrives and we have been trained, he and his instructors will meet to test the equipment and determine its best use for hunter safety training. Once we have a plan in place for Saline County, we will then contact the other counties in our
Karen Weiss and I will attend a mine rescue competition in Vincennes, IN, on June 3. We will set up a display and market the burn tunnel training. We are contacting personnel concerning doing the same thing at other mine rescue competitions to promote the burn tunnel regionally and nationally. The Professional Development and Planning Committee met on May 20 for its spring retreat to plan activities and organize for the next academic year. The meeting was very productive and resulted in a well thought-out plan that will provide many nice events next year, yet on a budget of almost zero dollars. The committee members for FY11 will be Kari Hernandez, Jennifer Roehm, Richard Holland, Debbie Suh, Rhonda Smith, Robbie Lindhorst, and me. I will attend the summer CAO meeting on June 8 & 9. I skipped the spring meeting to save on travel expenses, but need to stay in involved with this group to stay current with issues and activities. On June 7, the Illinois State Police will hold training on campus for motorcycle safety. There will be 50 to 100 troopers on campus for that event. Renee Loesche, the biofuels instructor, will be promoting the two online classes scheduled for fall at a national biofuels conference in St. Louis in mid-June.

Mr. Surprenant reported on the following: A HAZWOPER refresher course was held at the Carmi Center on May 14th. Approximately 30 people attended. This class was arranged by the WSBDC. The Carmi Center continues to offer teleconference services to the community. On May 12th the Guardian Center rented the distance-education room, and plans have been made for summer teleconferences as well. On May 21st Trudy Jacobs presented SIC scholarships to graduating seniors at the CWCHS Awards Day. A fitness through conditioning class is being held at Eldorado High School for the student athletes. Mr. Brandon Hampton, head football coach will be conducting the training. The fitness training is taking place at the high school but is not in conjunction with a high school physical education class, so the class will not be dual credit. Mr. Hampton has graciously agreed to teach the class for no salary. Enrollment in the class is limited to students 16 years of age or older. I will be conducting a survey of non-instructional areas of the college to determine what impact a year around four day work week would have on the operation of each functional area. Once completed the information obtained from the surveys will be combined and a report will be submitted to the board for review. A draft of the survey instrument is attached. Three courses were created after the last curriculum committee meeting of the 2009-2010 academic year. Because the effective date of the classes is prior to the next curriculum committee meeting, the courses are being presented to the board for approval at this time. The courses will be added to the first curriculum committee meeting of the 2010-2011 academic year as an informational agenda item.

Mr. Walker reported on the following: On June 2nd, Director of Environmental Services, Ed Fitzgerald and I completed training in FEMA’s Event Security Planning for Public Safety Professionals. The training was provided free of charge by the Rural Domestic Preparedness Consortium. This consortium was specifically created by Congress and the U.S. Department of Homeland Security to develop and deliver relevant all-hazards training in support of rural homeland security requirements. We are continuing to evaluate training and possible instruction opportunities with this group. The colleges and universities in the consortium are: Eastern Kentucky University, East Tennessee State University, Iowa Central Community College, North Carolina Central University, NorthWest Arkansas Community College and University of Findlay. The main water, sewage and electrical has been completed up to the building site on the
outdoor instructional area projects. Protective bollards have been installed at each LP gas tank. Posts have been installed for east and west gates. Gates should be installed in the next two week period.

Dean Weiss reported on the following: A Ribbon Cutting ceremony for the Burn Tunnel is being held on June 7th to coincide with WISBDC’s Legislative Breakfast. Business and College partners, who were instrumental in the development and implementation of the Burn Tunnel, have been invited for the event, along with our Fire Science instructors, College personnel, and other dignitaries. We have a few more Fire Trainings scheduled this month, including Gateway Mine on June 11th, and TECO Mine from Hazard, KY on June 29-30th. We also have some dates scheduled in August and September. Dr. Keating and I attended a Mine Rescue Competition event in Vincennes, IN on Thursday, June 3rd to market the Fire Brigade and Mine Rescue training, including the burn tunnel. Additional trips are planned for later dates in Summer and Fall. The FY11 Perkins Grant application has been submitted. Our available Perkins allocation for next year has increased to $142,618.00 from the FY10 original allocation of $128,382 (not including the additional Perkins allocation noted above). This is tied in large part to Pell Grant awards this past year for SIC students. Hopefully we will hear confirmation of approval by end of Summer. I attended the CSI-CTE Retreat at Rend Lake Resort on June 4th. The purpose of this meeting is to get updates on Perkins and other related grant opportunities, including Special Populations. This group is composed of both secondary and post-secondary CTE administrators from southern Illinois.

Dr. Bond reported on the following: Dr. Sarah Bond attended a Behavioral Threat Assessment workshop in Decatur, Illinois, May 26, 2010. The Early College Program Summer Orientation was held Tuesday, June 1st in the VPAC. Sixty five students, plus their parents, attended the event. Students were given the opportunity to purchase textbooks, parking stickers, obtain student ID, set up Falcon Mail and MySIC accounts, make schedule changes and ask questions. The IT staff (Greg McCulloch, Brea Richardson, James Carlton & Andrew Oxford), Auxiliary Services (Stacey Moore), Student Activities (Kellye Whitler) and Enrollment Services (Kelly Boyd, Tabitha Neal & Kim Hughes), and several student workers helped make the evening a success. There are currently 181 high school students enrolled for the summer Early College Program, taking 889 credit hours of classes. This is an increase of students participating from last year, which was 158. Student Trustee, Nicole Trepanier, attended the ISAC meeting in Springfield, IL, June 3-5. June 3-5, 2010, Kellye Whitley, PTK Sponsor, and PTK members Ryan Sisk and Alex Watson, attended the PTK Regional’s in Rockford, IL. On June 12, 2010, the Women’s Basketball team held a Rummage Sale fundraiser at the Foundation Center. June 18 & 19, 2010, a Women’s Basketball Tournament Fundraiser was held in the Deaton Gym. Men’s Basketball Camp was held June 21-24, 2010, 8 a.m. – 5 p.m., in the Deaton Gym.

WSBDC Director Lori Cox reported on the following: The Legislative Breakfast was a very good event this year with Sen. Gary Forby speaking as well as Larry Phelps, father of Brandon Phelps. The Small Businesses of the Year were Don Luna Mexican Restaurant and Auto Trim Mart. We have been sent an award letter for the Bridging the Digital Divide Grant, however at this point there is not money to fund the project. That being said, even if we are funded it is only
for $40,000 as opposed to $70,000 (that we requested). This is not enough to fully execute the goals as they are written (serving 1400 individuals). We are talking to DCEO about the situation.

We are continuing to work with the USDA and the Dixon Springs Ag Center for the Sustainable Living Expo in October. I will have more information to report as the plan become final. The Chamber is hosting Saline County Night at Rent One Park on Tuesday, June 15 for the ballgame as well as the annual Chamber Golf Tournament on Friday, June 18. In Workforce Development we are hosting QuickBooks and OSHA training this month. Galatia has agreed to offer CPR to high school student in the fall. The Delta Leadership Institute Program held graduation this month in Biloxi. The Delta Regional Authority has chosen my group’s project as one they are going to fund for upcoming projects. They are working on a Delta-Wide GIS mapping system and a conference that would teach local municipalities and other how to use the system to benefit the 252 counties in the Delta.

Marketing Director Donna Patton reported on the following: Wrote and disseminated 9 press releases (Recognition lunch/Coal mine man trip donation/ list of graduates/ CPR Training etc.); Wrote and placed 2 display ads: WISBDC safety seminar/truck driving class; Wrote and placed 3 classified ads: softball coach/Chamber administrative assistant/ and PT groundskeeper; Created and produced out-of-state tuition discount flier and mailer/ fundraising mailing and letter to medical community for nursing stipends/ writing copy for Dr. Rice (graduation speech/letter in support of STAR bonds/ the TALON introduction; Attended weekly Rotary lunches; Prepared for and attended quarterly Exec./finance committee meeting; Worked with Judy Comer on our new tee shirt design and also on final touches on the new year’s Talon.

Student Trustee Cacy Ellis reported on the following: Incoming student trustee Nicole Trepanier attended the ISAC meeting in Springfield, IL on June 3 – 5; the PTK Regionals were held in Rockford, IL on June 3 – 5; a women’s basketball fundraiser was held in June along with the men’s basketball camp; the student center game room was recently painted; Student Government along with Media Services is putting the finishing touches on their student video project.

**Consent Agenda**

A motion was made by Mr. Hearn and seconded by Mr. Ellis to approve the May 18, 2010 regular and closed session minutes, and May 25 special minutes, destroy the tapes of November 2008 closed session, to approve the treasurers report, and the May bills in the amount of $1,439,458.99 which included $856,782.17 in payroll. On roll call, the following members voted:

<table>
<thead>
<tr>
<th>Aye</th>
<th>Nay</th>
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<tbody>
<tr>
<td>Mr. Allen</td>
<td></td>
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<tr>
<td>Mr. Hearn</td>
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<td>Mr. Ellis</td>
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<tr>
<td>Mr. Morgan</td>
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<td>Dr. Barbre</td>
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<td>Dr. York</td>
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<tr>
<td>Ms. Ellis (advisory vote)</td>
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</tbody>
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Action Items

Consideration and Action on a Resolution Declaring the Intent of the College to Issue Funding Bonds

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board of Trustees approve the Consideration and Action on a Resolution Declaring the Intent of the College to Issue Funding Bonds. On roll call, the following members voted aye:

Aye  Nay
Mr. Allen
Mr. Hearn
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Ellis (advisory vote)

Motion carried.

Public Hearing Concerning the Intent of the College to Sell Funding Bonds

Dr. York announced that the next agenda item for the Board of Trustees was a public hearing to receive public comments on the proposal to sell $6,000,000 Funding Bonds for the purpose of funding and paying claims against the District and explained that all persons desiring to be heard would have an opportunity to speak at this time. Since there were no comments from the audience or public, a motion was made by Mr. Morgan and seconded by Mr. Hearn to close the public hearing. On roll call, the following members voted aye:

Aye  Nay
Mr. Allen
Mr. Hearn
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Ellis (advisory vote)

Motion carried.

Capital Projects
A motion was made by Mr. Allen and seconded by Dr. Barbre that the Board of Trustees approve the replacement of the south bleacher section of the Deaton Gymnasium including a construction and contingency budget of $90,000 and an A&E service budget of $6,300 including the approval to expend local capital restricted funds in the amount of $13,300 and the directive to apply for the FY2010 Capital Renewal Appropriation immediately.

All members voted aye. Motion carried.

Mary Jo Oldham Center for Child Study Fee Increase Proposal

A motion was made by Mr. Morgan and seconded by Mr. Allen that the Board of Trustees approve the following Mary Jo Oldham Center for Child Study fee increases:

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<thead>
<tr>
<th>Classroom</th>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Infant</td>
<td>$24</td>
<td>$30</td>
</tr>
<tr>
<td>Toddler</td>
<td>$22</td>
<td>$26</td>
</tr>
<tr>
<td>Preschool</td>
<td>$18.50</td>
<td>$22</td>
</tr>
<tr>
<td>Summer</td>
<td>$18.50</td>
<td>$22</td>
</tr>
</tbody>
</table>

All members voted aye. Motion carried.

Naming of Gym Floor Proposal

A motion was made by Mr. Allen and seconded by Mr. Hearn to table this item until further information is available.

All members voted aye. Motion carried.

Financial Aid Satisfactory Academic Progress Policy Revision - Adoption

A motion was made by Mr. Hearn and seconded by Mr. Ellis that the Board of Trustees approve the adoption of the following Financial Aid Satisfactory Academic Progress Policy revision effective June 15, 2010 with implementation beginning with the fall 2010 semester.

Financial Aid Satisfactory Academic Progress Policy

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran’s educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs.

Satisfactory academic progress is based upon three categories:
1. Overall Grade Point Average (GPA)  
2. Completion Rate  
3. 150% Maximum Program Completion Time  

Failure to meet these requirements results in financial aid probation. A student may continue to receive financial aid while on probation. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the probation semester. Failure to meet the satisfactory academic progress guidelines during the probation semester will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern.

**Programs Governed By This Policy**  
Federal Student Aid Programs:  
Federal Pell Grant  
Supplemental Educational Opportunity Grant (SEOG)  
Academic Competitiveness Grant (ACG)  
Federal Work Study  

Illinois Grant Programs:  
Monetary Award Program (MAP)  
Illinois Veterans Grant (IVG)  
Illinois National Guard (ING)  
MIA/POW Scholarship  

Private (non-federal) Alternative Loan Programs:  
Varies by lender  

Southeastern Programs:  
Varies by division or department  

Third Party or Private Donor Programs:  
Varies by donor’s requirements  

Veterans Benefits:  
Chapter 30, 31, 32, 33, 35, 1606, 1607  

**Overall Grade Point Average**  
The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students with an overall GPA below 2.0 will be placed on suspension status and will not be eligible for financial aid.

**Example:** During the fall semester, Melissa enrolled in 12 credit hours and earned a GPA of 1.9 during her first semester at Southeastern. The following semester, Melissa is placed on probation and able to receive financial aid. Melissa attends in the spring and earns an OGPA of 1.9. She would then be placed on suspension and disqualified to receive financial aid.
Completion Rate
Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better, 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be placed on suspension status and will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included as an attempted course.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of “W” or “WA” are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate. However, these courses are not included in the maximum time allowed to degree calculation.

Example: Melissa recently completed her first academic year of classes. The first semester she attempted 12 hours and completed 6 hours (6/12 = 50% completion rate). Melissa did not complete the minimum 67% completion rate and therefore would be placed on financial aid probation. She is allowed to receive financial aid for the subsequent semester. The second semester she attempted 15 hours but only completed 9 hours. Her cumulative completion rate would be 14 completed hours (6 from first semester and 9 from second semester) divided by 27 attempted hours (14/27 = 52% completion rate). Melissa would be placed on financial aid suspension for failing to meet the 67% requirement and disqualified from receiving further financial aid.

150% Maximum Program Completion Time
Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites and may exceed the 150% maximum program completion time. A PN student is
expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

**Example:** Melissa is enrolled in an academic program that requires 30 semester hours to complete. The maximum number of semester hours Melissa is allowed to attempt is 45, which is determined by multiplying 1.5 times 30 (1.5 X 30 = 45). If Melissa has already attempted 50 hours and has not yet completed her academic program, she will be placed on financial aid suspension and disqualified from receiving further financial aid.

Hours attempted for courses not acceptable for any certificate or degree of greater than 16 credit hours in length are excluded in this calculation (i.e. CNA, FOS, etc.)

**Financial Aid Academic Progress Evaluation**

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on probation. As stated in the policy, students on probation are eligible to receive financial aid. Students on probation who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and not qualify for further financial aid.

**Appeal Process For Financial Aid Suspension**

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to follow the formal documentation requirements provided by the college. Students should provide the Director of Financial Aid with specific details that fully explain the cause(s) preventing the student from achieving satisfactory academic progress requirements. If the appeal is accepted, the student’s financial aid will be reinstated, along with a possible probationary period, whereby the director will outline specific requirements that will be used to bring the student’s academic progress within standards. If the appeal is denied, students may appeal this decision to the Executive Dean of Student Affairs. Decisions made by the dean are final.

**Regaining Eligibility For Financial Aid**

If, in a regularly scheduled evaluation, it is determined students once again meets the standards outlined in this policy, students will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

All members voted aye. Motion carried.

**Interdistrict Agreement – John A. Logan**

A motion was made by Mr. Ellis and seconded by Mr. Allen that the Board of Trustees approve a 2010-11 Interdistrict Agreement with John A. Logan College.

All members voted aye. Motion carried.
Budget Transfers

A motion was made by Dr. Barbre and seconded by Mr. Hearn that the Board of Trustees approve the budget transfer requests as presented.

All members voted aye. Motion carried.

Prevailing Wage Rate Ordinance

Illinois statute requires the College Board to annually approve the payment of prevailing wages. A motion was made by Mr. Hearn and seconded by Mr. Allen that the Board of Trustees approve the prevailing wage rate ordinance for 2010.

All members voted aye. Motion carried.

Working Cash Interest Transfer

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the Working Cash Fund Resolution to make it possible to transfer interest to the Operation and Maintenance Fund.

All members voted aye. Motion carried.

Firearms Simulation Training Class Fee Proposal

A motion was made by Mr. Ellis and seconded by Mr. Hearn that the Board of Trustees approve to add a class fee of $45 for the CRJ 250 Firearms Simulation training course effective June 15, 2010.

All members voted aye. Motion carried.

Fire Brigade Training Fee Increase Proposal

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve to increase the fire brigade training fee from $850 per day to $1,100 per day for up to 10 students. For a class of 11 or more students, the fee would increase to $1,100 plus $100 for each additional student per day effective July 1, 2010.

All members voted aye. Motion carried.

Annual Health Insurance Renewal Rates

The college has received the health insurance renewal rates from Williams and Associates for Blue Cross/Blue Shield. Last year the renewal rate saw a 9.2% increase in premiums. This year, with no changes to the plan, the rate soared to a 37.7% increase. Through the efforts of the
insurance committee and BlueCross/BlueShield to work on a plan design change the premium increase lowered to 22.4%. The plan change will have modest increases that the employee will be responsible for. The current co-pay is $20/40 and under the new plan co-pays will increase to $30/50. Prescriptions will also be increased nominally.

The current and new rates are listed below:

**BCBS of Illinois Rates**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate 09-10</th>
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A motion was made by Mr. Allen and seconded by Mr. Hearn that the Board of Trustees approve the annual health insurance renewal with Williams and Associates effective July 1, 2010 which included a slight plan change.

All members voted aye. Motion carried.

**Curriculum Committee Recommendations**

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board of Trustees approve the following curriculum changes:

(New Course) CRJ 251 Use of Force – 3/3/0 (Variable Credit & Repeatable 3 times)

This class is intended for law enforcement officers utilizing the firearms simulation training equipment. The previously approved course CRJ 250 Firearms Simulation Training will be primarily used by criminal justice students and non-law enforcement individuals and will have a course fee.

CRJ 251 is intended for law enforcement professionals to improve speed, accuracy, and decision making skills in the use of firearms, taser, and chemical spray. This course may be offered as variable credit and repeated three times. Effective: June 1, 2010

(New Course) MUS 128 Introduction to Choral Singing – 1/0/2 (Variable & Repeatable x 3)

This course is intended primarily for dual credit students but could be offered at the main campus for traditional college age students. This course is designed for the beginning singer to introduce and develop basic singing techniques, sight reading skills and basic music theory concepts. Public performances presented each semester. The course may be used as elective credit for students completing their A.A. or A.S. degree. It is the purpose of chorus to provide a quality musical experience through the preparation and performance of good music. Participation in chorus should
benefit the general student whose participation is primarily for pleasure and the prospective music major for which chorus participation is an important part of their musical training. This course may be offered as variable credit and repeated three times. Effective: July 1, 2010

(New Course) MUS 168 Introduction to Instrumental Music – 1/0/2 (Variable and Repeatable x 3) This course is intended primarily for dual credit students but could be offered at the main campus for traditional college age students. This course is designed for the beginning instrumentalist to introduce and develop basic band techniques, sight reading skills, and basic music theory concepts. Public performances presented each semester. Intended for individuals wanting a quality musical and learning experience through the rehearsal and performance of good music. Participation in Introduction to Instrumental Music should benefit both the general student whose participation is primarily for pleasure and the prospective music major. May be used as elective credit toward the A.A. and A.S. degree. This course may be offered as variable credit and repeated three times. Effective: July 1, 2010

All members voted aye. Motion carried.

Chargeback Request

A motion was made by Mr. Ellis and seconded by Mr. Allen that the Board of Trustees approve a chargeback request from Michael Benjamin Maloney, 1000 Murray Street, Eldorado, IL to enroll in the Agriculture Business program at Rend Lake College during the 2010 summer semester and the 2010/11 academic year.

All members voted aye. Motion carried.

Non-Action Items

Grant Initiative Information (Keating)

Dr. Keating shared a grant report with the Board that detailed grants that have been applied for.

Illinois Community College Board Recognition Visit Information

Dr. Rice shared with the Board that the upcoming ICCB Recognition Visit will be conducted on August 30 – 31, 2010.

SIC Telephone Automated Operator System

Dr. Rice shared a brief survey that was conducted that compared SIC’s telephone automated operator system to that of other community colleges.

Correspondence

The following correspondence was shared with the Board:
Phi Theta Kappa announcement that Southeastern’s Mu Psi Chapter of Phi Theta Kappa received the prestigious “5 Star Chapter” at the recent ICCB Annual Convention.

Closed Session

A motion was made by Dr. Barbre and seconded by Mr. Allen to convene into closed session as allowed by the Open Meetings Act, 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisitions of property, and (9) student discipline. The board went into closed session at 7:46 p.m. On roll call, the following members voted:

Aye       Nay
Mr. Allen
Mr. Hearn
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Ellis (advisory vote)

A motion was made by Mr. Allen and seconded by Dr. Barbre to reconvene into open session at 8:35 p.m.

Personnel

A motion was made by Mr. Ellis and seconded by Mr. Hearn that the Board of Trustees approve the following personnel items:

Resignation of Full-time Cosmetology Instructor

Accepted a letter of resignation from Ms. Rebecca Brandon effective July 29, 2010.

Employ Part-time Grounds/Custodian

Approved the employment of Mr. Gary Conley as the part-time Grounds/Custodian for a salary of $8.50 per hour, up to 28 hours per week, effective June 16, 2010.

Employ Part-time Food Service Assistant

Approved the employment of Ms. Sheryl Overby as a part-time Food Service Assistant for a salary of $9.00 per hour, up to 28 hours per week, effective June 16, 2010.

Employ Part-time Food Service Assistant

Approved the employment of Ms. Becky Dale as a part-time Food Service Assistant for a salary of $9.00 per hour, up to 28 hours per week, effective June 16, 2010.
Employ Veterans and International Students Academic Advisor

Approved the employment of Mr. Tyler Billman as the Veterans and International Students Academic Advisor to be placed on the SICEA salary schedule at MS+0, Step 4 ($40,460), effective July 1, 2010.

Employ Career and Technical Education Academic Advisor

Approved the employment of Dr. Cathy Robb as the Career and Technical Education Academic Advisor to be placed on the SICEA salary schedule at PhD, Step 8 ($51,621), effective July 1, 2010.

Employ Financial Aid Assistant

Approved the employment of Ms. Amy Lowery as the Financial Aid Assistant for a salary of $18,000.00 (per UMWA salary schedule) effective June 16, 2010.

Employ Part-time Saline County Chamber Assistant

Approved the employment of Jonathan Street as the part-time Saline County Chamber Assistant effective June 16, 2010 for a salary of $8.00 per hour for 16 – 20 hours per week.

Position Description Revision – Secretary to Community Education Department

Approved the following job description revisions.

Secretary to Community Education Department
(Full-time position)

POSITION SUMMARY:
This is a shared position between Community Education Office and the Learning Resource Center/Student Success Center. Perform as secretary to the Dean of Community Education and other staff members in the department supporting the operation of the Department to include: course schedule entry; purchase requisition entry; filing and maintaining all records for the office; mail distribution; assisting with Department-sponsored events; filling requests for instructors; providing information requested by students; serving as office receptionist; and, general office work necessary for the successful functioning of the office and department. Data entry for other departments may also be assigned. LRC responsibilities would include assisting students and providing support to the general operation of the LRC. Student Success Center responsibilities would include test monitoring and providing support for the general operation of the SSC.
ESSENTIAL RESPONSIBILITIES:
1. Enter all course schedule information for all areas of the department.
2. Prepare and disseminate instructor contracts for each semester. Maintain office copies and provide copies to the Personnel Office.
3. Prepare and disseminate personnel recommendations for the Dean to the President and the Vice President for Academic Affairs for inclusion in Board packets for approval.
4. Prepare and disseminate payroll request vouchers to Payroll Clerk.
5. Prepare and disseminate materials needed by department’s instructors.
6. Enter all purchase requisitions for the department.
7. Assist with document/report/application preparation by Dean and/or other Department staff members.
8. Prepare certificates or licensure certifications for all Continuing Education classes, as required by the State or other agencies.
9. Process personnel information, Staff Absence Reports, Mileage Reimbursement Claims, Requests to Attend Meeting, and Travel Expense Vouchers for the department’s staff members.
10. Assist with dispersing and collecting mid-term and final grade sheets each semester to instructors.
11. Maintain permanent outlines as per SIC requirements for courses taught by the department.
12. Maintain all office files and records in an organized manner.
13. Serve as receptionist for the Community Education Offices and staff members.
14. Distribute mail to members of the department.
15. Assist with data entry for other departments as may be assigned.
16. Compose routine correspondence as requested by the Dean.
17. Record minutes of staff meetings, if requested by the Dean.
18. Prepare outgoing mail.
19. Provide general assistance to students in the LRC, and provide general support to the operation of the LRC as assigned by the Director or the Dean of Academic Services.
20. Provide assistance with test monitoring in the Student Success Center, and provide general support to the operation of the SSC as assigned by the Coordinator or the Dean of Academic Services.
21. Perform other duties as assigned by the Dean of Community Education, the Dean of Academic Services, or by the Vice President of Academic Affairs.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills should include: word processing, data base, spreadsheet and other computer software systems; keyboarding skills; record keeping; mastery of verbal and written English; office organizational skills; knowledge of office protocol and etiquette; ability to work well under pressure and without supervision; and, public and customer relations skills.
EDUCATION REQUIREMENTS:
Associate degree required; three years of secretarial experience preferred.

COMMUNICATIONS SKILLS:
Excellent organizational, written and verbal communications skills; analytical and interpersonal skills; attention to details and deadlines; and, excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, procedure reports is required.

REASONING ABILITIES:
Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is necessary.

CERTIFICATES, LICENSES:
Valid driver’s license is required.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, depth perception and the ability to view a computer screen for extended periods of time.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Position Description Revision – Dean of Community Education

Approved the following job description revisions.

Dean of Community Education
(Part-time position)

SALARY: $9600 for up to 32 Hours Per Month For 11 Months (August – June)
Division: Community Education Department

LOCATION: Main Campus
POSITION SUMMARY:
The Dean of Community Education is directly responsible to the Vice-President for Academic Affairs. The person filling this position is responsible for the overall administration, development, and maintenance of the college district-wide continuing education and community service programs. Additionally, this person has direct administrative responsibility for the ABE/GED Program. More specifically, the responsibilities of this position include, but are not limited to, the following:

ESSENTIAL RESPONSIBILITIES:
1. Coordinate the delivery of the district-wide continuing and community education/service programs.
2. Create new continuing and community education courses and public service programs as needed to meet needs of the district, and prepare ICCB paperwork for course submission as needed.
3. Coordinate necessary advisory committees to strengthen College/community communications and provide continuous review of the department’s programs.
4. Recruit, interview, and recommend new instructors to the Vice President for Academic Affairs for continuing/community education classes.
5. Prepare budgets for programs within the department.
6. Conduct community surveys as needed to determine changing programmatic needs for all age groups represented in the district, partnering with other entities of the College as needed.
7. Coordinate and supervise the Food Service, Real Estate and other classes as assigned, ensuring sufficient offerings are available to meet the needs of the district.
8. Coordinates Volunteer efforts.
9. Coordinate and supervise College programs offered at the Golconda Job Corps Center, making regular visits to the site to maintain communication with both instructors and the Job Corps administration for successful operation of those programs.
10. Coordinate the scheduling of most campus facilities.
11. Initiate, implement and supervise grant projects in the department.
12. Provide leadership to the ABE/GED Program.
13. Coordinate and supervise events/programs such as the annual Heritage Festival, College for Kids, etc.
14. Submit reports to the President or Vice President for Academic Affairs as requested.
15. Performs other duties as requested by the President and/or Vice-President for Academic Affairs.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Strong organizational and administrative skills, as well as excellent written and verbal communication skills are required. Excellent public and customer relations skills are necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION REQUIREMENTS:**
Master’s Degree required. Three years of experience in the community college setting, in adult and community education, or a related is area is preferred

**COMMUNICATIONS SKILLS:**
Excellent organizational, written and verbal communications skills; analytical and interpersonal skills; attention to details and deadlines; and, excellent follow-up skills are needed to be successful in this position. The ability to read and interpret budget and financial documents; negotiate contracts and agreements; and, read and implement manuals and procedure documents is required.

**REASONING ABILITIES:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is necessary.

**CERTIFICATES, LICENSES:**
Valid driver’s license is required.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, and depth perception. The ability to view a computer screen for extended periods of time is necessary.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Position Description ABE/GED Coordinator & Data Manager – New

Approved the following new job description.
ABE/GED COORDINATOR & DATA MANAGER
(10 month part-time, grant-funded position)

SALARY: $18 Per Hour / 28 Hrs Per Week          Division: Community Education
10 Months (August – May)

SHIFT: This is a part-time position working 28 hours per week. However, the hours of work may vary depending on the need of the department. Occasional weekend and evening hours may be required, with the need to travel occasionally with overnight stays.

LOCATION: Main Campus
REPORTS: Dean of Community Education

PREPARED: Jane Flannigan DATE:
APPROVED: Pending approval DATE:
BOARD APPROVED: DATE:
REVISION: May 2010 DATE:

POSITION SUMMARY: The ABE/GED Coordinator & Data Manager works under the direction of the Dean of Community Education and has the essential responsibilities listed below. This is an ICCB Adult Education grant-funded position. This is a ten month position during the academic year (August – May), working 28 hours per week. Scheduling will be coordinated with the Dean of Community Education. Ninety day probationary period.

ESSENTIAL RESPONSIBILITIES:
1. Coordinate and conduct direct outreach, recruitment, and enrollment of eligible Adult Basic Education (ABE) and GED students for all courses offered under the ABE/GED program.

2. Coordinate marketing and promotion of ABE/GED educational opportunities through the various media and governmental, social and civic agencies within District # 533.

3. Coordinate testing, evaluation, and administration of all pre and post-testing for the ABE/GED program, as well as any additional inventories, tests, needs assessments, students satisfaction studies or surveys that may be deemed necessary for the program.

4. Coordinate academic and career advisement and information referral for all students in the ABE/GED program.

5. Complete reports, forms and records that are necessary to, and/or are legally required by the program for the college, the State of Illinois, and/or the federal government.

6. Manage all data and information processing, which includes entry of all student data, scheduling of classes, and maintaining all instructor information for the ABE/GED program.
Program in the Data and Information System Illinois (DAISI). Competencies for DAISI users include:

A. Sophisticated knowledge of modern computer technology in all of its facets, including Windows operating system, software programs, use of the Internet and email;
B. Understanding of budgeting and the ABE/GED budget process particularly;
C. Knowledge of ABE/GED program classes, courses, instructors, scheduling, and location needs;
D. Willingness to pursue additional training and skill upgrading as necessary.

7. Complete data entry and processing of all local, state and national reports for the ABE/GED Program, to include (but not limited to):
   A. Annual Adult Education Plan
   B. ABE/GED Program Application
   C. Semi-annual Enrollment Reports
   D. Mid-term Enrollment Breakdown Report
   E. Quarterly Expenditure Reports
   F. Student Profile Report
   G. Performance Report
   H. Quarterly Public Assistance Master Lists
   I. Public Assistance Special Projects Report
   J. Year End Report.

8. Prepare and disseminate all instructor and student information required for the administrative and instructional operation of the program including testing, attendance sheets, grade sheets, professional staff development opportunity information, program and research surveys, course evaluations, report data, recruitment data, and retention statistics.

9. Maintain open lines of communication and cooperation between the ABE/GED program and area agencies, particularly the local Department of Human Services/Public Assistance Offices, to ensure a positive working relationship and program coordination.

10. Refer ABE/GED students to other program areas of the college, such as counseling, job placement, financial aid, admissions etc. for comprehensive services that may be necessary for students to remain in the program or to transition into college programs.

11. Monitor and evaluate the academic advancement, progress toward achievement of career goals, and other quality indicators of all ABE/GED program students.

12. Assist in the development and maintenance of ABE/GED funding (including grant writing) available for the continuation and growth of the program.

13. All other duties that may be deemed essential to the ABE/GED Program or meet any other grant requirements as assigned by the Dean of Community Education.
**TRAINING REQUIREMENTS:**
Required technical skills training (e.g. computer courses) that may be necessary for the satisfactory functioning and completion of the job. Attendance at required local in-service training on college staff development days. Attendance at all required regional and state meetings.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Excellent verbal and written skills and the ability to relate well with people from all walks of life are required. Good organizational and networking skills as well as computer applications and word processing skills are essential. Related work experience preferred.

**EDUCATION:**
Bachelor’s degree is required, with a major in social work, psychology, education, communications or related field preferred. Previous experience with ABE/GED program or other similar programs is preferred.

**COMMUNICATIONS SKILLS:**
Excellent organizational skills; written and verbal communication skills; analytical and interpersonal skills; attention to detail and deadlines; and, excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents is also required.

**REASONING ABILITIES:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is necessary.

**CERTIFICATES, LICENSES, REGISTRATIONS:**
Valid driver’s license is required.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/ or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.
Position Description ABE/GED Assistant to the Coordinator – New

Approved the new ABE/GED Assistant to the Coordinator position description.

**ABE/GED Assistant to the Coordinator**

(10 month part-time grant-funded position)

**SALARY:** $15 Per Hour/40 Hrs Per Month
10 Months (August-May)

**DIVISION:** Community Education

**SHIFT:** This is a part-time position working up to 40 hours per month. The hours of work may very depending on the needs of the department. Occasional weekend and evening hours may be required with the need to travel with overnight stays.

**LOCATION:** Main Campus, as well as other locations of ABE/GED classes in the district.

**REPORTS:** ABE/GED Coordinator & Data Manager

**PREPARED:** Jane Flannigan  
**APPROVED:** pending approval  
**BOARD APPROVED:**  
**REVISION:** May 2010  

**POSITION SUMMARY:** The primary focus of the position is to support the ABE/GED Coordinator by making visits to ABE/GED classes; assisting with data collection and management; information processing for the National Reporting Systems; and promoting transition of students to post-secondary programs. Scheduling will be coordinated with the ABE/GED Coordinator & Data Manager. This is an ICCB Adult Education grant funded position. Ninety day probationary period.

**ESSENTIAL RESPONSIBILITIES:**

1. Visit ABE/GED classes throughout the district to perform essential functions for successful program operation.
2. Provide academic and career advisement and information referral for all students in the ABE/GED program.
3. Administer and supervise TABE testing, evaluation, needs assessments, administration of all pre-and post-testing, inventories, and student surveys necessary for the program.
4. Monitor and evaluate the academic advancement, progress toward achievement of career goals, and other quality indicators of all ABE/GED program students
5. Prepare and disseminate information to instructor relating to students and classes for the administration and instructional operation of the program to include: testing results, attendance reports, grade sheets, staff development information, program and research surveys, course evaluations, report data, recruitment materials, and retention statistics.
6. Perform as a member of the ABE/GED team, maintaining a highly self-motivated and positive attitude
7. Assist the ABE/GED Coordinator with program implementation and meeting program requirements as requested within the guidelines of the grant.

   Training Requirements:
   - Attend required local in-service training during College staff development days.
   - Attend and complete all required regional and state meetings and conferences as assigned by supervisor.
   - Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee, the Dean of Community Education, or the Vice President for Academic Affairs in a satisfactory manner.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Excellent organizational skills and the ability to communicate with others is essential along with the ability work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: Bachelors degree is required, with a major in social work, psychology, education, communications or related field preferred. Previous experience with ABE/GED programs is preferred

COMMUNICATIONS SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, procedure reports, and/or ability required. preferred.

REASONING ABILITIES:
Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid driver’s license.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.
The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Performing the duties of this position will require a professional attitude and proper office protocol at all times.

**Employment of Adjunct Faculty**

Approved the following list of adjunct faculty:

**Fall 2010**

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All members voted aye. Motion carried.

**Adjournment**

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre to adjourn the meeting. The meeting adjourned at 8:36 p.m.