MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING AND REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL 62946
1700 COLLEGE AVENUE; CARMI, IL 62821
OCTOBER 21, 2010; 6:00 P.M.

A public hearing to review the FY11 proposed budget was held on Tuesday, October 21, 2010 at 6:00 p.m. at the David L. Stanley Center in Carmi, Illinois. Dr. Pat York, Chair, called the meeting to order. On roll call the following members were present: Dr. Frank Barbre, Ms. JoAnna Lane, and Mr. Jim Ellis. Absent: Mr. Gary Allen, Mr. Chuck Hearn, Mr. Richard Morgan, and Nicole Trepanier, student trustee. Others present for the hearing identified themselves as Dr. Jonah Rice, Dr. Dana Keating, Dr. Sarah Bond, Mr. Brian Surprenant, Mrs. Karen Weiss, Mrs. Lori Cox, Ms. Donna Patton, Mr. Tim Walker, and Mrs. Barbara Potter.

Mr. Walker presented a FY11 budget to the Board that he noted has been on display for thirty days for public review. He said there have been no revisions made to the budget since the tentative budget was presented at the September meeting and there have been no inquiries made to his office from the public regarding the tentative budget.

At the conclusion of the FY11 budget presentation, Dr. York allowed a time for public comment. There were no comments at this time. A motion was made by Mr. Ellis and seconded by Dr. Barbre instructing the secretary to file a record of the proceedings in the President’s Office. All members voted aye. Motion carried.

A motion was made by Ms. Lane and seconded by Dr. Barbre to adjourn the public hearing at 6:07 p.m. All members voted aye. Motion carried.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, October 21, 2010, immediately following the public hearing at the David L. Stanley Center in Carmi, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Jim Ellis, Dr. Frank Barbre, and Dr. Pat York. Absent: Gary Allen, Chuck Hearn, and Nicole Trepanier, student trustee. Also present were: Dr. Jonah Rice, Donna Patton, Karen Weiss, Brian Surprenant, Dr. Dana Keating, Lori Cox, Tim Walker, Dr. Sarah Bond, and Barbara Potter.

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

**Reports**

Dr. Barbre reported the next ICCTA Board of Representatives meeting will be held November 12 – 13 in Oakbrook, Illinois.

Dr. Rice reported that SIC was one of the select few community colleges in the country (1/4 odds and 200 applicants) to win a Federal Title III Strengthening Institutions Grant. Our consultant said Illinois did not fare very well with Title III awards, so SIC is especially grateful to have been selected. This is a nearly $2 million dollar grant for five years that will help us with new
program development and technological upgrades. Five positions will be filled by the grant, not including the program director, Ms. Karen Weiss, who will spend 50% of her time on the grant. Multiple faculty positions will be created within the next 2 1/5 years.

He noted the Crisp Building Dedication and Ceremony went very well and was attended by a number of campus groups. Mr. Crisp and his son Lee attended the event as well as Ms. Staci (Pemberton) Crisp, a graduate of SIC and former member of the SIC speech team.

He said he will attend a Route 13 Marketing meeting organized by Larry Woolard. This meeting will explore ways to expand the use of Route 13.

He reported a small group of SIC staff met with Allan Ninness from the Saline County Emergency Management team to discuss earthquake preparedness. We will work with the group in upcoming exercises. Mr. Walker will provide to Mr. Ninness a list of possible volunteers from SIC who could work with the SCEM exercise. Next year, SIC may work on a large-scale exercise with the emergency management team and regional emergency officials.

He noted that he and Lori Cox met with Jon Herron of the Garimedia Group. This led to a subsequent meeting between Jon and the academic team at SIC to discuss internship possibilities for our SMA and GD students.

He said he and Patty Winters attended a webinar on health insurance legislation and future outcomes. While much is still being defined in the legislation, we were updated on the chronology of some significant changes. Few of the current changes will impact SIC directly (e.g., adult children coverage), but some changes in the future could affect us directly, such as employer tax reporting (2012, tax year FY 11). Other changes to watch include notification requirements for new employees, health insurance exchanges by state, wellness program changes, etc. Most changes will occur in 2014, a “big year” for health insurance changes. The business office and human resources will need to stay current of the changes.

He noted he hosted another Brown Bag It with the President in September. Staff discussed a variety of items and he also met with the Leadership Group, Division Chairs, and the Student Affairs staff to discuss budget and related issues.

He said the Strategic Planning committee approved a proposal to extend the current plan for one more year until after the Illinois election when a clearer picture of the future of community college funding will look like. Currently, I am examining process and sample plans to bring to Dr. Keating and the committee when we discuss the creation of the new plan. The BOT retreat will also engage a revision of the Board’s current goals which will impact planning directives.

The White House Summit on Community Colleges was made available in the PDR for the campus community. Many thanks to Media Services for arranging this.

He reported on various other topics such as a possible land donation, the Carmi Chamber of Commerce Dinner and Annual Awards Ceremony, the Poshard Fundraiser, a tree replacement for Don VanOrmer, legislative updates, and the September President’s Council.
Dr. Keating reported on the following: she attended the Regional Superintendents Meeting on September 10 to share with them the proposed WIN (Writing Improvement Network) workshop and it was received positively. Work has continued on the project, and the conference for high school instructors is scheduled for November 5, 2010. The conference is being sponsored by the Humanities Division, and led by Allan Kimball; A meeting was held with Kerry Jones and Jim Richerson concerning the hunter safety program. A demonstration of the Laser Shot equipment was given for them, and they felt it would be very helpful for the class. Details will continue to be worked out. A meeting is set for October 19 with a representative from IDNR to discuss the course, and possibly an instructor training course. The Laser Shot equipment will also be demonstrated at this time; A meeting with Jon Herron of GARI Media Group to discuss how our Graphics Design and Sound and Media Arts programs could work together. There is a possibility of an internship program with him. He is in need of employees, and is very interested in working with us. A second meeting will be held in early December; Staff Development Day was held October 8 where the agenda focused on new initiatives at SIC; She and Karen Weiss along with Diane Russell from IECC Coal Mining Program, traveled to the Inaugural Nationwide Mine Rescue Skills Championship. It was very interesting and quite a learning experience. Mr. Woolery and Mr. Reese will be visiting us in December to see our facilities and further discuss the possibility of holding a regional competition at SIC. They have offered their support in planning and holding the event, as well as some assistance with funding; A second meeting with Shawnee Community College instructional administrators will be held on October 15 to further discuss cooperative programming; Diabetes Day/Health Fair will be held on October 20, 9 am – noon in the Harry L. Crisp Conference Center. Approximately 35 vendors, health information providers, screenings free or at a minimal cost will be available. Flu shots will also be available for $25. Three free seminars are also scheduled. On October 26th, the Breast Cancer Awareness T.E.A./Luncheon will be held in SIC’s Private Dining Room; on November 6 & 7 the 33rd annual “Heritage Festival” will be held. Hours are Saturday, 9:00 a.m. – 4:00 p.m., and Sunday from 10:00 a.m. – 4:00 p.m. The festival features some heritage crafts, handmade crafts and gifts, food and entertainment, as well as free admission, free Heiken Puppet Show 11:00 & 1:00 Saturday, and free Harrisburg Middle School Band Concert at 2:00 on Sunday. Entertainment is in the Student Center. Over 100 vendors are expected to participate; the Strategic Planning Committee met on September 29 to discuss a proposal to extend the current plan one additional year due to the uncertainty of funding for FY11 and FY12, as well as the changes that might be brought about by the November election. After discussion, it was the consensus of the group that this would be the wise thing to do given the circumstances. However, it was stressed that work will continue on the initiatives in the plan, and new initiatives would continue to be added for FY11 and FY12; She will attend a marketing workshop on October 25 at Kaskaskia College with other SIC personnel; The Professional Planning and Development Committee will sponsor the annual Halloween Party on November 29. Plans are also being made for a Holiday Stoll and Social Event on December 10.

Mr. Surprenant reported on the following: Sonny Dotson has invited Matt Lees and two SIC government students to do at least three segments of political analysis for WEBQ on election night. Matt and his students first did political analysis for WEBQ in 2008; Andrew Dunaway and Brian Surprenant gave a Laser Shot demonstration to area high school counselor at the High School Areas Counselors Conference on Tuesday, October 5, and on October 8, two demonstrations were given as part of the staff development activities; On October 22, Matt Lees,
Dan Holt, Karen Keasler, and Brian Suprenant will meet with individuals from the SIUC College of Business for the purpose of establishing a cooperative agreement between SIC’s Business Management program and SIUC Online Business Management program; Kellye Whittler and Donna Patton visited the Carmi campus on October 6th to distribute SIC t-shirts; The Carmi campus served local residents by offering the AARP Defensive Driving class on Sept. 22-23. The Carmi campus also works with the Egyptian Health Center, which brings some of its clients to the computer lab on a weekly basis to learn computer skills.

Dean Weiss reported on the following: Wes Campbell with TriCounty Coal visited SIC’s Fire Training facility on Friday, September 24th. Mr. Campbell was able to observe actual fire training on that day. We will be scheduling fire training with TriCounty Coal in November, 2010; she attended the ICCB Forum for Excellence Conference in Springfield from September 28th through September 30th. This Conference provides current information on Perkins grant and other related grant information; Dr. Keating, Diane Russell, with IECC, and myself traveled to Washington, PA to attend (and observe) a National Mine Rescue Skills Competition, hosted by the Mining Training and Technology Center. This was the first national competition sponsored by the MTTC. We have been asked by MTTC representatives to serve as a host site for a regional Midwest competition in the 2011; The CIS-IT PTR (grant) team met on October 7th to organize and prepare for implementation of the POS (Programs of Study) Implementation Grant. We were awarded this $25,000 grant to assist in the recruitment and retention of students into the CIS and IT programs. We are collaborating on this grant with Ohio Wabash Valley Regional Vocational System; she will be attending a POS Implementation Grant meeting in Springfield on October 26th; SIC will be hosting the Fall CTE Advisory Council meeting on Tuesday, November 16th: Applied Technology Spotlight Day is planned for Friday, December 3rd. We will be inviting our in-district high schools and a few high schools outside of our district (for regional programs). Last year approximately 250 students attending the Applied Technology spotlight day. We are estimating a similar number for this year as well. Our guest speaker this year will be Mr. Paul Melton with BlendStar. Mr. Melton is an SIC alum, and lives locally in Norris City; fire training has been scheduled through November and to date, SIC has trained over 230 miners through the burn tunnel; Lori Blumenstock, the CTE Liaison and Transition Coordinator, has been actively presenting to area high schools and to on- and off-campus GED classes, and attending College and Career Days as part of her recruitment responsibilities. She participated in the Area High School Counselors meeting, hosted by SIC’s Enrollment Services and Student Affairs offices, and she also participated in the SIC Staff Development Day, as part of the Recruitment Team. She has taken a more active role with Job Placement, and created a job board with current local and regional job postings in G building outside of the CTE Administrative office suite.

Dr. Bond reported on the following: On September 10, SIC’s Shooting Team attended the Indiana State Sporting Clays Event at Terre Haute, IN; All veterans within our community are allowed to attend the Fitness Center at no charge; U.S. Constitution Week will be held September 20-24; Dr. Sarah Bond and Justin LaReau, SIC’s new Men’s Basketball Coach, attended the Region 24 Athletic Director’s Meeting held at Lakeland College, Mattoon, IL; SIC’s B.A.S.I.C. Club sponsored their annual “See You at the Pole” on September 22; The annual Back to School Bash was held on September 22, with beautiful weather and the usual large turnout; Student Senate Elections were held on September 29 and it was one of the closest
elections in several years. An induction ceremony was held on October 7, 2010; Student Government and Phi Theta Kappa sponsored a “Get Out and Vote Drive” on September 29; Phi Theta Kappa held a cookie sales fundraiser for Boss’s Day. Cookie orders from Dream Baskets were sold and delivered to recipients on campus; SIC hosted the Annual Area High School Counselors Conference. All area high schools participated. CPDU’s were offered for the Conference; Phi Theta Kappa participated in the “Lee National Denim Day” to promote breast cancer awareness; On October 9, SIC Student Ambassadors participated in the Carmi parade; The Financial Aid Office submitted the 2009-2010 Fiscal Operations Report and Application to participate for 2011-2012. This is a federal mandated report our office must submit each year to continue to participate in campus-based aid (SEOG and Federal Work Study). In 2009-2010, SIC paid 963 students $3,445,797 in Pell grant money. SIC receives $5 per Pell grant student which totals $4,815. This may be optional-SIC also is allowed to keep 5% of campus-based funds for administrative cost allowance for a total of $4,597 in 2009-2010; Dr. Bond participated in the Pat’s Kids Bocce ball tournament/fundraiser with the surrounding regional community college student services officers on Saturday, October 10, 2010. PTK supported the event by hosting a loose change drive; SIC’s Theater Department, under the direction of Alan Kimball, presented the musical “Into the Woods”, October 15 – October 17, 2010. This was a collaborative effort between Art, Diesel, Cosmetology, Music, and Harrisburg High School; Phi Theta Kappa sponsored a blood drive on October 20, in conjunction with SIC’s Health Fair; SIC sponsored the annual ICE Fair on October 21, with over 50 college and universities representatives participating.

Ms. Cox reported: she has been working with Women in the Outdoors for a Spring Conference for May 13 – 15; she is working with Camp Ondessonk to host an event for SIC; she is working on a Quilting Weekend for February 18 – 20; she is working on a small plot farming series to run from February 1 – March 15; she reported a CPR training for .5 credit had 273 students enrolled and that there are between 100 – 150 students enrolled in a Zumba class.

Ms. Patton reported on the following: Wrote and disseminated 14 press releases; Wrote and placed 5 ads; Attended weekly Rotary meetings; Attended the Poshard Fundraising dinner; held the new student orientation at the Carmi Center; Worked with Jeff Jones on the athletic group photos; Met with all of our nine high school yearbook teams to buy their yearbook ads for 2010-11; Attended a Foundation seminar in Springfield; met with and distributed 7 Nursing stipends packets I have created to CEO’s of local banks-wrote and submitted one grant for ONB for the nursing stipend; Attended 2 Falcon Society committee lunches; Prepped and attended the Joan Ferrell golf tourney ($ 2100 profit on the event).

**Consent Agenda**

A motion was made by Dr. Barbre and seconded by Mr. Ellis to approve the September 21, 2010 regular and closed session minutes, to destroy the tapes of March 2009 closed session, to approve the treasurer’s report, and the September bills in the amount of $3,476,872.62 which included $601,873.35 in payroll. On roll call, the following members voted:

Aye [Name]
Nay [Name]
Action Items

Resolution to Adopt FY11 Budget

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees adopt the following resolution regarding the FY11 budget:

WITH RESPECT TO THE FY11 BUDGET

WHEREAS, the Board of Trustees of Southeastern Illinois College, Community College District #533, Counties of Saline, Gallatin, Pope, Hardin, White, Johnson, Hamilton, and Williamson, State of Illinois, caused to be prepared in tentative form a budget and secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and;

WHEREAS, a public hearing was held as to said budget on the 21st day of September, 2010 and notice of said hearing was given at least thirty days prior thereto as required by law though publication in the Daily Register, and all other legal requirements having been complied with, and;

WHEREAS, a review of the tentative budget was given to the major sections,

NOW, THEREFORE, BE IT RESOLVED by the Community College District #533 Board of Trustees as follows:

That the attached budget containing as estimate of amounts available in each Fund separately and of expenditures from each fund be and the same is hereby approved as the budget of the Community College District #533 for the same fiscal year subject to amendment by the Board of Trustees as allowed by the laws of the State of Illinois.

All members voted aye. Motion carried.

Resolution for Conveyance of Property

A motion was made by Ms. Lane and seconded by Dr. Barbre that the Board of Trustees adopt the following resolution to allow the conveyance of property back to the City of Harrisburg.

RESOLUTION AUTHORIZING AND DIRECTING CONVEYANCE OF CERTAIN REAL PROPERTY BY SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE NO. 533 TO THE CITY OF HARRISBURG
WHEREAS, Southeastern Illinois Community College No. 533, Harrisburg, Illinois, (the “College”) is the owner of certain real property commonly know as 409 E. McIlrath, Harrisburg, IL, 62946, and 404 E. Logan, Harrisburg, IL, 62946.

WHEREAS, the College and the City of Harrisburg (the “City”) are parties to a certain Intergovernmental Agreement for Conveyance of Real Estate, dated March 1, 2007 (the “Agreement”);

WHEREAS, the City previously conveyed the Property to the College in fee pursuant to the Agreement, upon the condition that if the College did not commence improvements on the Property with one (1) year from the date of that conveyance and finalize such improvements within three (3) years from the date of that conveyance, the College would re-convey the Property to the City; and

WHEREAS, the College has not commenced improvements on the Property within one (1) year from the date of that conveyance and finalize such improvements within three (3) years from the date of that conveyance of the Property, and thus desires to re-convey the Property to the city pursuant to the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Southeastern Illinois Community College No. 533 as follows:

Section 1. The preamble recitals of this Resolution are hereby adopted as if fully set forth herein.

Section 2. The College is hereby authorized and directed to convey the Property to the city by quitclaim deed.

Section 3. The Board hereby authorizes and directs the Chairman of the Board of Trustees to execute a quitclaim deed for said Property.

Section 4. The Board hereby authorizes and directs the College President to execute any and all other documents necessary to accomplish the purpose of said conveyance.

Section 5. This Resolution shall be in full force and effect immediately upon its passage. ADOPTED this 21st day of October, 2010.

All members voted aye. Motion carried.

Resolution to Maintain Property

A motion was made by Mr. Ellis and seconded by Ms. Lane that the Board of Trustees approve the following resolution for the college to retain the property at 415 E. Walnut Street in Harrisburg.

RESOLUTION
WHEREAS, the Board of Trustees ("Board") of Southeastern Illinois Community College district No. 533 ("College"), Gallatin, Hardin, Pope, Saline and portions of Hamilton, Johnson, White, and Williamson Counties, Illinois, desires to maintain ownership of the from the City of Harrisburg, Illinois, certain real properties (collectively, “Real Estate”) located within the College’s territory in the City of Harrisburg, Illinois; and

WHEREAS, the common address of the property comprising the Real Estate is 415 East Walnut Street, Harrisburg, Illinois

WHEREAS, the Board is authorized pursuant to Article VII, Section 10 of the 1970 Illinois Constitution, the Intergovernmental Cooperation Act, 5 ILCS 220-1 et. Seq., and the Local Government Property Transfer Act, 50 ILCS 605 et. seq., to maintain ownership of the real property for public purposes when the Board declares that it is necessary or convenient for the College to use, occupy or improve said property; and

WHEREAS, the Board has determined that it is in the best interests of the College to maintain ownership of the above-referenced Real Estate from; and

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Southeastern Illinois Community College District No. 533, Gallatin, Hardin, Pope, Saline and portions of Hamilton, Johnson, White and Williamson Counties, Illinois as follows:

SECTION 1. The preamble recitals of this Resolution are hereby adopted as if fully set forth herein.

SECTION 2. The Board hereby declares its intent to maintain ownership of the Real Estate located at 415 East Walnut Street, Harrisburg, IL.

SECTION 3. The Board hereby declares that acquisition of the Real Estate will further and advance public purposes, that it is necessary or convenient for the College to use, occupy or improve said Real Estate, and that it is in the best interests of the College to maintain ownership of the Real Estate; and;

SECTION 4. The Board hereby declares its desire to enter into an Intergovernmental Agreement between Southeastern Illinois Community College District No. 533, and the City of Harrisburg, Illinois, which will remove the present demand on Southeastern Illinois College to re-convey said Property to the City of Harrisburg, Illinois, per the Intergovernmental Agreement dated August 18, 2005.

SECTION 5. The Board hereby authorizes and directs its Chairman, Secretary and College President to execute all documents necessary to accomplish the acquisition of the Real Estate (including the Intergovernmental Agreement to maintain ownership), provided that all such documents have been approved as to form by the College’s counsel, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

SECTION 6. This Resolution shall be in full force and effect immediately upon its passage.
Adopted this 21st day of October, 2010.

All members voted aye. Motion carried.

Proposal to Accept Grants

A motion was made by Dr. Barbre and seconded by Ms. Lane that the Board of Trustees approve to accept the Early School Leavers Transition Program and the Student Success grants.

All members voted aye. Motion carried.

Budget Transfer Request

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

All members voted aye. Motion carried.

Approval to Advertise for Title III Positions

A motion was made by Ms. Lane and seconded by Dr. Barbre that the Board of Trustees approve to advertise for three new Title III positions as a result of the College being awarded the Title III grant.

All members voted aye. Motion carried.

Curriculum Committee Recommendations

A motion was made by Dr. Barbre and seconded by Ms. Lane that the Board of Trustees approve the following recommendations of the curriculum committee:

(Revisions to Program Content) D-HO 41 Hybrid Online A.A.S. in Nursing: Change in curriculum guide reflects that the ADN elective must be a baccalaureate transfer course in the area of Communication, Humanities and Fine Arts, Social and Behavioral Sciences, Mathematics or Physical & Life Sciences. Effective: August 1, 2010.

(New Course) ARTV 114 Drawing and Illustration II – 1.5/1/1 (Variable and Repeat x 3): This course is designed to instruct students on the techniques of drawing and illustration. This is a continuation of ARTV 112 Elements of Drawing and Illustration. This course may be offered as variable credit and repeated three times. Effective: December 1, 2010.

(New Course) ENGY 299 Energy Systems Internship – 5/0/25 (Variable and Repeat x 3): This course provides a practical work experience in which the student works in a renewable fuels production facility. This course is intended to provide the student with the opportunity to practice and observe the application of some of the specifics in the biofuels, ethanol, biodiesel, or
renewable fuels production. This course may be offered as variable credit and repeated three times. Effective: December 1, 2010.

(New Course) PE 125 Dance II – 1/0/2 (Variable and Repeat x 3): This course is a continuation of PE 128 Dance with emphasis on basic steps and dance patterns associated with different types of dance. This course may be offered as variable credit and repeated three times. Effective: January 1, 2011.

All members voted aye. Motion carried.

**Non-Action Items**

**Board Retreat Discussion**

Dr. Rice noted as the November Board Retreat was approaching he would like the board to begin to think about reviewing and revising the Board Goals from the Strategic Plan and to review and create Board of Trustee strategic initiatives. The board retreat is scheduled for November 16 at 3:00 p.m.

**Correspondence**

The following correspondence was presented to the Board:

- Title III Award Notification Letter.

A number of FYIs were also presented to the Board.

**Closed Session**

A motion was made by Ms. Lane and seconded by Mr. Ellis 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 6:50 p.m. On roll call, the following members voted:

**Aye** Ms. Lane  Mr. Ellis  Dr. Barbre  Dr. York
**Nay**

A motion was made by Dr. Barbre and seconded by Ms. Lane to reconvene into open session at 7:45 p.m.
Personnel

A motion was made by Mr. Ellis and seconded by Ms. Lane to table two personnel items: employ an Early School Leavers Transition Coordinator/Instructor and employ a Student Success Facilitator. All members voted aye. Motion carried. A motion was then made by Mr. Ellis and seconded by Ms. Lane to approve the following personnel items:

Position Description Revision – Vice President for Academic Affairs

Approved the following revision to the job description of Vice President for Academic Affairs (attached)

Vice President for Academic Affairs
(Full-time administrative exempt position)

SUMMARY: The Vice-President for Academic Affairs reports directly to the President and is a member of the President’s Administrative Cabinet. This position is responsible for the overall administration, development, and maintenance of all college instruction and instructional support programs, including correctional education programs.

The responsibilities of this position include but are not limited to the following:

Supervise and/or coordinate the employment and evaluation of full and part-time instructors and staff and make recommendations concerning their retention or dismissal, including those employed at the correctional sites;

Initiate and to work cooperatively with the Professional Development planning committee in presenting staff development programs and activities for administrators, faculty, and staff. Lead and integrate academic planning, leadership and operations with systems such as quality processes, strategic planning, and collective bargaining;

Promote leadership and civic engagement opportunities for faculty, staff, and students;

Initiate and oversee the preparation and submission of annual reports including the review of instructional programs, the Accountability/Program Report, and the Resource and Management Planning (RAMP) report;

Responsible for the articulation of all appropriate courses and curricula with other education institutions and the Illinois Community College Board;

Oversee usage of campus facilities for instruction and other purposes;

Ensure compliance with faculty bargaining agreement;

Supervise the development, preparation, and publication of the master class schedule;
Provide administrative leadership for instructional programs and operations, including planning, implementation, and evaluation;

Drive academic assessment;

Write, supervise, and implement grant projects relating to the instructional areas. Secure external funding to support educational infrastructures;

Develop and oversee alternating instructional delivery systems, international exchange programs, and services to special populations such as those in military service, international students and professional development programs;

Maintain instructional program and course approval documents, including course outlines;

Chair the College Curriculum Committee;

Provide leadership to initiatives such as Illinois Articulation Initiative, the Franklin University Alliance, and the Illinois Virtual Campus project;

Lead outreach initiatives to external education, professional, and business communities;

Participate in mediating faculty and student issues grievances and appraisals;

Promote an environment supportive of the college mission, vision, values, goals, student-centered services and teaching excellence;

Assure continuous quality improvement of instruction through data analysis and technology applications;

Perform other duties as may be assigned by the President.

SUPERVISORY RESPONSIBILITIES
Responsible for the supervision of the Learning Resource Center/Media Services, Carmi Center, the baccalaureate transfer programs, and assists with the supervision of the Faculty Secretary. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

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

EDUCATION and/or EXPERIENCE
Master’s degree and four years related experience and/or training in a college setting. Proficiency with the Windows operating system, word processing, spreadsheet, e-mail, etc. is essential.
LANGUAGE SKILLS
Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students and staff, regulatory agencies, or members of the community. Ability to effectively present information to faculty, staff, administration, public groups. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the college.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Drivers 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Position Description Revision – Dean of Career and Technical Education
Approved the following revision to the job description of Dean of Career and Technical Education (attached)

The Dean of Career & Technical Education reports directly to the Vice-President for Academic Affairs. Duties include the following:

- Plan, organize, assess, evaluate, and administer the Southeastern Illinois College programs for all Career and Technical Education (CTE). Provide leadership and supervision for the Directors, Division Chairpersons, and College Coordinators of the various CTE.
- Prepare and administer all budgets for the total operation of Southeastern Illinois CTE.
- Evaluate personnel in the CTE and recommend specific action in writing to the Vice-President for Academic Affairs and to the President of Southeastern Illinois College. Provide leadership in the development and upgrading of curricula and new program development for all CTE program areas.
- Supervise and/or prepare all required reports related to the educational programs offered by Southeastern Illinois College CTE.
- Review and approve all purchases for instructional programs in accordance with approved budgets for CTE.
- Develop and conduct orientation and in-service staff workshops as approved by the Vice-President for Academic Affairs and/or President of Southeastern Illinois College.
- Monitor all assessment, planning, and evaluation for CTE.
- Recruit, interview, and recommend staff to the Vice-President for Academic Affairs/President for positions with the CTE.
- Maintain a schedule of visits to all Southeastern Illinois College sites and other course/program locations.
- Recommend to the Vice-President for Academic Affairs and the President of Southeastern Illinois College any staff employment information regarding employment/dismissal of Southeastern Illinois College personnel.
- Initiate staff disciplinary actions necessary.
- Continue to improve professional development by keeping abreast of the latest technology and developments within CTE for improved programming.
- Assist in the recruitment of students.
- Prepare and recommend to the Director of Public Information news releases and promotional materials for the CTE programs.
- Initiate and maintain an equipment and materials inventory used in the CTE programs.
- Initiate advisory committees for the CTE programs and serve as the college representative to these advisory committees.
- Assist in the preparation of the master schedule of course offerings each semester.
- Participate in local, state, and regional organizations developed for the improvement of CTE.
- Provide for the appropriate orientation of new instructors in the CTE area and recommend programs of professional growth for new or continuing instructors.
- Serve in student/staff/faculty appeal process as outlined in college policy/contracts.
• Assist in administrative computing development/design/implementation.
• Submit applications, implement, and complete reports for grants for CTE.
• Explore new sources of funding for CTE.
• Initiate, develop, and maintain relationships with all private & public sector entities to promote college CTE.
• Continue the development of dual credit initiatives with high schools.
• Serve as Project Director for the Title III Strengthening Institutions Grant (50% time).

Perform other duties as assigned or delegated by the Vice-President for Academic Affairs and/or President of Southeastern Illinois College.

Position Description Revision – Institutional Advancement Officer

Approved the following revision to the job description of Institutional Advancement Officer (attached)

Institutional Advancement Officer
(Full-time position)

POSITION SUMMARY: Assist supervisor to implement all fund-raising programs including major gifts, annual giving, capital campaigns, alumni relations, community relations, planned giving, private Foundations, event planning, prospect research and development. Some travel required.

KNOWLEDGE OF: Fund development for Foundations; principles and procedures for non-profit 501(c)3 organizations; budgeting and accounting procedures; principles and techniques of establishing and maintaining good public and community relations; production and dissemination of information; utilization of organizational skill sets; use of computer systems and applicable software. Grant experience is preferred.

ABILITY TO: Motivate volunteers and staff; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with donors, the media, community partners, college faculty and staff; analyze situations accurately and in a timely manner in order to adopt an effective course of action; meet schedules and deadlines; work in confidentially and with discretion at all times; and must possess interpersonal skills using tact, patience, and courtesy in a professional manner with the utmost transparency.

DUTIES AND RESPONSIBILITIES:
• Assists supervisor & assigned personnel with:
  o Preparation of a Financial Commitment Plan for the College.
  o Promotion of a strong and positive image of the College and the Foundation.
  o The Foundation’s long-range and short-term fund-raising efforts.
1. Preparation of annual budget.

2. All functions of Foundation fund raising events (e.g. golf tournament, bass tournament, or other events otherwise developed).

3. Developing and maintaining a donor database and donor recognition plan, monitoring the processing of all gifts to assure that all pledges and payments are managed and acknowledged accurately and in a timely manner.

4. Foundation correspondence in an open and transparent manner between the College Board of Trustees and the Foundation Board of Directors, students, faculty, staff, stake holders, media outlets and donor community.

5. Representation as the Foundation at State, Local, and National conferences/meetings/events as designated by the Foundation Executive committee.

6. Fundraising policies and procedures must be followed and approvals obtained for all fundraising activities and events.

7. Foundation board and committee meetings, including preparation of agenda and minutes which are disseminated in a timely manner.

- Manages institutional grant applications and process as assigned
  - Interacts with administration and faculty as assigned in grants-seeking priorities
  - Conduct grant research, submission as assigned
  - Routinely monitor possible grants for the institution and/or Foundation
  - Provide oversight of grants as assigned
  - Follow grant regulations, agency policies, and procedures including report writing

- Expands/Grows planned giving/estate giving and other fund-raising ventures.

- Facilitates the expansion and growth of annual membership groups (e.g. Alumni and Friends, Falcon Society, etc.).

- Solicits new large, individual, corporate and Foundation and private sector (local, state, regional and national) gifts, funding and scholarship opportunities.

- Establishes and strengthens relationships with existing donors, Corporations, Foundations, governments and the greater community in an effort to broaden the College’s overall funding opportunities.

- Conducts prospect research, identification, strategy development, visit/call preparation and proposal development.
• Create & implement a fundraising plan approved by supervisor, the president, & SICF chair.

• Conveys the College’s and the Foundation’s strategic plans to donors and prospects

• Works with Executive Finance Committee to create policy/procedure manual

• Serves as liaison with membership group’s steering committees and boards.

• Assists with the Foundation strategic planning process in developing and implementing a strategic plan that includes the goals and objectives tied to the College strategic plan.

• Assists the director with College assessment team in development and reporting of assessment goals and objectives as they relate to institutional advancement.

• Maintains a highly visible presence as a representative of the College in community leadership circles and events increasing the College and Foundation’s visibility and identity.

• Builds a strong volunteer structure for advancement.

• Participates with weekly management meetings with Foundation staff (Administrative, controller and clerical.)

• Assists assigned personal with foundation scholarships including but not limited to:
  o Working with donors of scholarships
  o Provide donors with completed scholarship applications if necessary.
  o Assist with the administration of scholarships.

• Facilitates and/or creates Foundation promotional materials that help advance a positive image of the College & Foundation including but not limited to:
  o Posters, brochures, fliers
  o Newsletter - Electronic
  o Letters, forms, applications
  o Web page content management
  o Others as assigned

• Performs all other duties commensurate with the position as assigned by the Supervisor or College President.
QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Fundraising experience preferred. Experience in a community college setting preferred. Strong interpersonal and communications skills. A demonstrated ability to work as a member of a leadership team. Demonstrated experience in the use of basic Information Technology. Experience in fundraising, grant writing, and/or other resource development is also preferred.

EDUCATION: Bachelor’s degree highly 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.

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.

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

Approval of Temporary Personnel Assistant

Approved the temporary employment of Barbara Pruett effective October 18, 2010 for a salary of $15.00 per hour for up to 28 hours per week.

Approval of Full-time Food Service Assistant

Approved Ms. Becky Dale as the full-time Food Service Assistant effective September 27, 2010 for a salary of $18,000.

Employ Institutional Advancement Officer

Approved the employment of Ms. Tricia Richerson-Johnson effective November 8, 2010, for a base salary of $45,000.
Employ Assistant Men’s Basketball Coach

Approved the employment of Mr. Joshua Ervin as the assistant men’s basketball coach effective immediately for a stipend of $3,221.68 (2009-10 SICEA agreement).

Termination of Child Study Teacher

Approved the termination of Ms. Nancy Harris, Child Study Teacher effective immediately.

Advisory Council Recommendations

Approved the following advisory council members:

Rita Prather, RHIT, CTR as a member of our Allied Health Advisory Board. She is the Health Information Manager at Harrisburg Medical Center, and has 18 years of experience in the medical office/health information area.

Carol Pool, RHIT at Ferrell Hospital as a member of our Allied Health Advisory Board. Carol is supervisor of the Medical Records department at Ferrell, and has worked at the hospital for 36 years.

Kathy Head, RN, Director of Nursing at Fountainview Nursing Home as a member of our Nursing Advisory Board.

LeeAnn Jones, RN, Director of Nursing at Herrin Hospital as a member of our Nursing Advisory Board.

Marsha Broadway, RN, Director of Nursing at Hardin County General Hospital as a member of our Nursing Advisory Board.

Chris Boyd, RN, Nurse Manager at Harrisburg Medical Center as a member of our Nursing Advisory Board.

Doug Rash, Network Administrator at Ferrell Hospital as a member of the CIS/Information Technology Advisory Board.

Allan Ninness, Saline county ESDA Coordinator as a member of the CIS/Information Technology Advisory Board.

Employment of Adjunct Faculty

Approved the following list of adjunct faculty:

**Spring 2011**

<table>
<thead>
<tr>
<th>Name</th>
<th>Course/Section</th>
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<tbody>
<tr>
<td>Adams, Deborah</td>
<td>MATH 141 O/144 O</td>
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<tr>
<td>Ahfield, Clayton</td>
<td>DOS 112 A-C/112 X</td>
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<td>Allen, Keesha</td>
<td>PE 128 X/140 X</td>
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<td>Austin, Terry</td>
<td>DRA 130 X</td>
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<tr>
<td>Bax, Thys</td>
<td>PE 129 X/X2/X3/X4</td>
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<td>Beal, Sue</td>
<td>FCS 124 O</td>
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<td>Bell-Janowick, Tara</td>
<td>ENG 121 8G/122 C</td>
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<td>Berry, L. Rachel</td>
<td>EDUC 243 O/PSYC 244 O/121 OM/260 O</td>
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<td>Billman, Jenny</td>
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<td>Blair, Brittian</td>
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<td>Clark, Matthew</td>
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<td>Cleveland, Jan</td>
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<td>Cooper, Edmund</td>
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<td>Cusic, Lisa</td>
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<td>Denton, Michele</td>
<td>ECE 114 O/121 O</td>
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<td>Dunaway, Andrew</td>
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<td>Duncan, William</td>
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<td>Fortner, Stephanie</td>
<td>ART 121 X/ARTV 112 X</td>
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<td>Fradelos, Jamie</td>
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<td>Fuller, Danae</td>
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<td>Gladfelter, Jamie</td>
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<td>Goolsby, Helen</td>
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<td>Green, Tim</td>
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<td>LaReau, Justin</td>
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<td>Mathias, Terry</td>
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<td>McKinney, Karen</td>
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<td>Packard, Catherine</td>
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<td>Pulliam, Joni</td>
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<td>Rudolph, Charles</td>
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<td>Rutter, Patricia</td>
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<td>Schweizer, Dale</td>
<td>HIST 141 DE/DG/XE</td>
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<tr>
<td>Tate, Leigh</td>
<td>PE 183 S SR</td>
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Tennyson, Timothy   MATH 144 A/205 A
Thompson, Roger     MUS 121 X
Weiss, Karen        COM 144 O
Wheeler, Andrew     PSYC 121 X
Young, Carla        CIS 119 X
Russell, Robin      NUR (Clinical PN)
Sigler, Susan       NUR 195
Anderson, Rachel    Dual Credit
Lewis, Kelli        NUR OADN
Stowers, Daniel     FIRE

All members voted aye. Motion carried.

**Adjournment**

There being no further business to discuss, a motion was made by Dr. Barbre and seconded by Mr. Ellis to adjourn the meeting. The meeting adjourned at 7:46 p.m.