The Southeastern Illinois College Board of Trustees held a public hearing on Thursday, December 8, 2011, in the Rodney J. Brenner Board Room. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Shawna Browning, student trustee. Also present were: Dr. Jonah Rice, Greg Keller, Tim Walker, Stacy Moore, Nancy Reach, Ed Fitzgerald, Chad Flannery, Karen Weiss, Dana Keating, Brian Surprenant, and Matt Businaro.

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

Reports

Dr. Barbre reported on his ICCTA Board of Representatives meeting on November 12, 2011, in Chicago. Barbre noted that the group had discussed several legal updates and ongoing legislative issues affecting community colleges. Barbre noted that one of the most interesting topics centered on the effects of electronic communications between members of community college boards throughout the state. Members were advised to steer communications between board members toward one-on-one only communications, rather than sending emails, texts, etc. to multiple board members at once, in order to stay within parameters of the Open Meetings Act.

Dr. Rice reported that FY 13 projections are in and shared them with the board. Projects for FY 13 are expected to be engaged again in December. Money for FY 11 is all in, but delays are expected again going forward, and the state maintains a serious structural deficit with approximately $5 billion in unpaid bills as of September 2011. The board will engage the subject of tuition increases. At present, the administration is not recommending an increase, but Rice noted that the college must stay within a certain range based on rates across the state. Currently SIC has the lowest rate of all southern colleges at $88/credit hour, and the fourth-lowest rate in the state. The Fantasy Auction was a huge success for the Foundation and SIC, bringing in nearly $50,000, which will double due to federal matching funds through the Title III grant. Strategic planning is progressing well, with the committee reshaping general institutional initiatives, and beginning operational planning soon. The college’s audit went well, and new information from Kemper and work by the finance team revealed that SIC has doubled its borrowing capacity, which should improve the college’s bond rating status. A modified administrative personnel evaluation may be adopted for Spring evaluations this year. This information will be shared for feedback from the board through Dr. York. The Student Government has agreed to work with the college, and if possible, the SIC Foundation on three-way funding for modest but needed improvements to the student center and patio area, which would hopefully improve usage as did the new furniture in the activity and vending area. The President’s Office is sponsoring a contest with area fifth-graders to celebrate Presidents Day. Discussions continue with the IBHE regarding performance based funding. Community colleges have been told they are ahead of the...
game when compared with other higher ed institutions in terms of data and metrics. Community colleges will push for the performance based funds to be additional, rather than punitive.

Dr. Keating reported that work on the IGEN grant has begun and she will attend a meeting about its implementation on December 14-15 in Bloomington. Kyla Burford and Dr. Keating are working on a pilot project with Eldorado High School students that will create individualized plans with students to help them maximize use of the Early College Program, to potentially complete a year of college credit while they are still in high school. Keating reported that dual credit is growing at an extremely fast rate on a national basis. Keating and Burford have also planned meetings with Galatia High School students regarding ECP and may have a parent meeting as well.

Mr. Surprenant reported that evaluations of various academic disciplines showed strong increases in several humanities categories. Communications enrollments have risen over the past five years, even with the past several years with Dr. Rice out of the department and his position going unfilled. English enrollments are up and dual credit enrollment in that subject is way up, despite the fact that the college has only one full-time English instructor. Spanish enrollment is up as well, with multiple modalities (traditional, hybrid/online, dual credit). Upon question by Mr. Allen, Mr. Surprenant said the English enrollments could be a justification for exploring hiring another full-time instructor in that subject area.

Tim Walker reported that the ICCB approved the project to replace the north bleacher section and overlay the floor of the gymnasium. State funding is expected to be $176,100 of the estimated project cost of $177,305. A proposal was submitted recently for the Illinois Early Childhood Construction grant. A timeline for approval is unknown at the time but Mr. Walker said he planned an email soon to ask for an expected timeline. The SIC proposal features the addition of two new classrooms, improvements to the patio area and an extension of the playground facility, which would accommodate 20 new children, upping the total served to 107. The total project estimate is $1,010,862, with local funding required at $101,187 (10%). At a recent CFO meeting Mr. Walker received word of a reformulation of unit cost/base operating funds. The change could mean up to $80,000 in lost operating funds, but the college could end up “even,” so the issue will be closely monitored. OSHA inspectors are visiting campuses and an Illinois community college was recently hit with stiff penalties. SIC is a very safe and good operation with voluntary monitoring.

Karen Weiss reported that SIC has been selected to receive a FY12 DRA grant award in the amount of $36,750. The grant is earmarked for purchase of a newer semi-tractor for use with the CDL program. The nursing program received two grants through Southern Illinois Healthcare (SIH). One is funded through the DRA and the other through USDA rural utility. The USDA grant concerns SIH’s Simulation Lab, which SIC students can access, as well as distance learning equipment. The DRA grant is also for distance learning equipment. Lori Blumenstock has presented at border high schools, including Livingston (KY) and New Harmony (IN), at the ICE Fair on SIC’s campus and at a Health Career Fair at Hamilton County Hospital. High-school students were on campus December 1 for the Section 25 FFA Computers Contest and December 2 for the Applied Technology spotlight day, with 112 students attending the latter.
Chad Flannery reported on several successful events this fall: the Cultural Arts Coffee Concert on October 2nd, with Dave Ehlert performing, the Student Government inauguration on October 6, with 50 attending, the fall musical “Big River,” with 950 attending, on the weekend of October 14. SIC participated in parades again this fall, including Carmi, Eldorado Town and Country Days, and the Harrisburg Homecoming Parade. Approximately 200 students from district high schools attended the ICE/College Fair and Transfer day on October 25. The Forensic Falcons won their first tournament of the season at Illinois Central College October 27-28. SIC was named a military friendly school for the second year in a row. The college has a 90% retention rate for its student veterans, one of the highest in the state. Flannery also shared a new short registration form to be used for students who are not in degree-seeking mode but wanting to take one or two courses such as community ed courses. The form will collect all data required for ICCB usage but will be easier for students and staff alike.

Shawna Browning, student trustee, reported that she attended the ISAC student trustee meeting in Chicago on November 11-12. Attendees heard a lot about performance based funding. She reported that several fellow attendees voiced concerns with the quality of advisement at their respective colleges, but she praised the work of her advisors at SIC with no complaints. Attendees asked for a modest increase in Pell Grant dollars, hoping that the grants would perhaps be left flat, rather than cut as was being suggested. She thanked the campus environmental committee for the purchase of the flat screen TV for the student center and congratulated the speech team for taking first place at the recent College of Lake County tournament.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Mr. Allen to approve the October 20 regular and closed session minutes, destroy the tapes of the March 2010 closed session, to approve the treasurer’s report, and the November bills in the amount of $1,144,166.55, which included $615,138.23 in payroll. On roll call, the following members voted:

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<th>Aye</th>
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<td>Ms. Lane</td>
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<td>Mr. Allen</td>
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<td>Mr. Ellis</td>
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<td>Dr. Barbre</td>
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<td>Dr. York</td>
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<td>Ms. Browning</td>
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All members voted aye. Motion carried.

**Action Items**

Annual Audit Presentation
A motion was made by Mr. Allen and seconded by Ms. Lane to accept the annual audit presentation by Matt Businaro, Kemper CPA, for the college’s records for FY 2011. All members voted aye. Motion carried.

Certificate of Tax Levy

A motion was made by Dr. Barbre and seconded by Mr. Morgan to approve the Certificate of Tax Levy. All members voted aye. Motion carried.

Board meeting dates and times for 2012

A motion was made by Mr. Morgan and seconded by Mr. Allen to accept a board meeting schedule for 2012, with the following dates:

January 19, February 23, March 22, April 19, May 17, July 10, August 21, September 18, October 16, December 6.

All members voted aye. Motion carried.

Adjunct Compensation Proposal

A motion was made by Mr. Lane and seconded by Mr. Allen to approve two changes to adjunct compensation. First is an in-district 50% tuition waiver for adjuncts teaching at least six credit hours in a semester, eligible for use by the employee and a spouse or dependent, applied during the same term the six hours are being taught or taken within one calendar year of the end of the semester when the teaching occurred. This change will be effective for Fall 2012.

The second change was an increase in adjunct instructor pay to $425 per credit hour, effective for the Spring 2013 semester. This reflects a 3.15% increase over the previous rate of $412.

All members voted aye. Motion carried.

Part-time Tuition Proposal

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve a 50% in-district tuition waiver for part-time employees working over 20 hours per week. The waiver may be used on the employee or spouses/dependents. This policy will be effective for the Spring 2012 semester.

All members voted aye. Motion carried.

DRA Truck Funding Proposal
A motion was made by Mr. Morgan and seconded by Mr. Ellis to solicit RFPs for the purchase of a new or used semi-tractor for use in the CDL program from the DRA grant.

All members voted aye. Motion carried

**Budget Transfers**

A motion was made by Mr. Allen and seconded by Dr. Barbre to approve the budget transfers as presented.

All members voted aye. Motion carried.

**Curriculum Committee Recommendations**

A motion was made by Ms. Lane and seconded by Mr. Ellis to accept the following curriculum committee recommendations:

(Revision to Program Content) D-HO 41 Hybrid Online A.A.S. in Nursing- 68 hours
The following statement was added: Students must have completed at least one online (2 credit hours or more) with a grade of “A” or “B”. In addition Application and TEAS Test dates were changed.

(Revisions to Course Content) PHYS 122 Introduction to Astronomy-3/3/0
The revisions to PHYS 122 Introduction to Astronomy were made and articulation request forms have been sent.

(Withdraw Programs) D-HO 59 EMT Intermediate-20 hours/D-HO 60 Paramedic- 39.5 hours
There is low demand for these programs. The curriculum for these programs is out-of-date and does not meet current guidelines. It is requested the D-HO 59 EMT Intermediate and D-HO 60 Paramedic be withdrawn. Effective: December 1, 2011.

Due to the withdrawal of D-HO 59 EMT Intermediate and D-HO 60 Paramedic programs, it is requested that the following courses be withdrawn.
EMTI 130 EMT Intermediate I-8/6/4
EMTI 131 EMTI Clinical I-2/0/6
EMTI 132 EMT IntermediateII-8/7/2
EMTI 133 EMTI Clinical II-2/0/6
PMED 190 Paramedic I-8.5/5.5/6
PMED 191 Paramedic Clinical I-2/0/6
PMED 192 Paramedic II-8.5/6/5
PMED 193 Paramedic Clinical II-2/0/6
PMED 194 Paramedic III-8.5/6/5
PMED 195 Paramedic Clinical III-2/0/6
Effective: December 1, 2011

(Reasonable & Moderate Extension) D-IND 72 Information Technology Certificate-31 hours
The certificate has been designed for students who are looking to rapidly gain experience with computer hardware and networking. Effective: December 31, 2011.

(Withdraw Programs)
As a result of the program review process, it was noted that the following inactive certificates have been inactive for several years. There is no demand or plans to use these programs. It is requested that these certificates be withdrawn.
D-IND 69 Computer Network/Sys Administrator-50 hours
D-IND 70 Computer Troubleshooting Certificate-14 hours
D-IND 71 Cisco Specialist-20 hours
D-IND 168 Local Area Network Technician-34 hours
Effective: December 31, 2011.

(Revision to Program Content) D-BUS 22 Computer Information Systems-62 hours
CIS 191 Intro to Game Design was added as an elective course. Effective: August 1, 2011.

(Revision to Program Content) D-IND 68 Information Technology-63 hours
CIS 256 C Language and C 257 C Language II were dropped as required courses and moved to elective courses. PSYC 131 Human Relations was added as an option to PSYC 121 Intro Psychology. ENG 211 Technical Writing was added as an option to ENG 122 Rhetoric & Composition II. Effective: August 1, 2011.

(Revision to Course Content and Changes to PN/ADN Handbook)
CNA 131 Certified Nurse Assistant-7/4/6
Due to the requirement for successful completion of the HIPAA exam, it is requested that the following items be added to the CNA 131 Certified Nurse Assistant and the PN/ADN handbook (Spring 2012).

CNA 131 Certified Nurse Assistant Course Outline
Students are required to receive a grade of 100% on the Health Insurance Portability and Accountability Act (HIPAA) exam prior to clinical attendance. A student will be allowed two additional attempts (three total) to successfully retake the same exam to receive the grade of 100%. The retakes will occur on each consecutive day that the course meets until the student receives a grade of 100%. The grade issued for the student is the grade received for the FIRST attempt. If the student does not pass the exam with a grade of 100% after the 3rd attempt, the student will not be allowed to attend clinical and will be dismissed from the course.

PN/ADN Handbook
Students are required to receive a grade of 100% on the Health Insurance Portability and Accountability Act (HIPAA) exam prior to clinical attendance. A student will be allowed a total of three attempts to take the same exam to receive the grade of 100% prior to the first date of clinical attendance. If a student does not pass the exam with a grade of 100% after the 3rd attempt, the student will not be allowed to attend clinical and will be dismissed from the program. Effective: January 1, 2012.

(Change) VET 235 Laboratory and Exotic Animals/VET 236 Animal Management and Nutrition
The course title of VET 235 Laboratory Animals/Exotics was changed to Laboratory and Exotic Animals and VET 236 Animal Management/Nutrition was changed to Animal Management and Nutrition as requested by the Vet Tech Program Director. Effective: November 1, 2011.

(New Program) D-IND 200 - Facilities Maintenance - 24 hours
This program incorporates existing course offerings to provide a formalized training program for those individuals who may be seeking to become employed working in general maintenance or environmental services departments. Effective: June 1, 2012.

Because of CIP Code changes, it is recommend that the following courses PCS/CIP Code be changed from 11 360108 to 11 310501. This is an administrative change that has no effect of funding category.
PE 142 Tennis - 1/0/2
PE 160 Flag Football - .5/0/1
PE 161 Volleyball - .5/0/1
PE 162 Basketball - .5/0/1
PE 168 Basic Archery - 1/0/2
PE 262 Intermediate Golf - 2/0/4
PE 263 Men’s Team Golf I - 2/0/4
PE 264 Men’s Team Golf II - 2/0/4
PE 281 Women’s Team Volleyball I - 2/0/4
PE 282 Women’s Team Volleyball II - 2/0/4
Effective: January 1, 2012.

(New Program) D-HO 90 - Personal Trainer/Fitness Instructor - 27 hours
This program will prepare students to pursue a career in the fitness industry. The program will model and instruct clients on proper training techniques, and design specific exercise programs that are both safe and effective. Effective: July 1, 2012.

(New Program) D-HO 91 - Personal Trainer/Fitness Instructor Short Certificate - 9 hours
This short term certificate will prepare students to pursue a career in the fitness industry. As part of Southeastern Illinois College’s Educational Partnership with the American Council on Exercise (A.C.E.) students will take the A.C.E. certification exam upon completion of this course. Effective: July 1, 2012.

(New Personal Trainer/Fitness Instructor Courses)
The following courses were designed for the Personal Trainer/Fitness Instructor Certificates.
PTR 111 Introduction to Personal Training - 3/3/0
PTR 113 Weight Training: Theory/Application - 3/3/0
PTR 115 American Council on Exercise Capstone - 3/3/0
PTR 117 Internship for Personal Trainers - 3/3/0
Effective: July 1, 2012.

(Withdraw Prerequisites) CIS 272 Web Site Development/Management - 3/3/0
The course has been articulated with area high schools for dual credit. Students taking this course will not have completed, nor do they need to have completed CIS 118 Basic Program Writing &
Development and CIS 119 Basic Applications. It is requested that CIS 118 Basic Program Writing &
Development and CIS 119 Basic Applications are withdrawn as prerequisites. Effective: January 1,
2012.

(Reasonable & Moderate Extension) Esthetics - 31 hours
This is a newly proposed program as a reasonable and moderate extension of the College’s
Cosmetology Program. The college is currently eligible to teach and/or offer this program as part of
the Cosmetology licensure with IDFPR. This will be a stand-alone certificate program, designed to
prepare students in all areas of esthetics. Skin treatments, procedures, product knowledge, machine
usage, and a variety of spa services provide the core curriculum. Following a successful completion
of the program students are eligible to sit for the Illinois State Board Exam for Estheticians. Effective:
June 1, 2012.

(New Esthetics Courses) Each course will be repeatable one time.
COSE 111 Esthetics Theory I - 4/4/0
COSE 112 Esthetics Clinic I - 4/2/12
COSE 113 Esthetics Theory II - 4/4/0
COSE 114 Esthetics Clinic II - 4/2/12
COSE 115 Esthetics Theory III - 2/2/0
COSE 116 Esthetics Clinic III - 4/2/12
COSE 117 Esthetics Theory IV - 2/2/0
COSE 118 Esthetics Clinic IV - 4/2/12

COSE 111 Esthetics Theory I, COSE 113 Esthetics Theory II, COSE 115 Esthetics Theory III and
COSE 117 Esthetics Theory IV are designed to introduce the basic principles of Esthetics.
COSE 112 Esthetics Clinic I, COSE 114 Esthetics Clinic II, COSE 116 Esthetics Clinic III and
COSE 118 Esthetics Clinic IV are designed to introduce the basic principles and application of skin
care products, treatments and systems. Effective: June 1, 2012.

(New) D-AG 18 Outdoor Recreation - 63 hours/D-AG 19 Outdoor Recreation Certificate – 30 hours
The Outdoor Recreation AAS degree and certificate are designed to provide students with the
knowledge and skills necessary to lead, plan and administer outdoor recreation programs in a variety
of potential environments. This program will be submitted to ICCB as a regional program.
Effective: August 1, 2012.

(New Outdoor Recreation Courses)
OUTR 111 Recreation Foundations – 3/3/0
OUTR 112 Outdoor Program Planning – 3/3/0
OUTR 115 Outdoor Recreation Practicum – 1/0/3
OUTR 131 Leadership in Outdoor Recreation – 3/3/0
OUTR 151 Introduction to Ecotourism – 2/2/0
OUTR 152 Environmental Ethics – 2/2/0
OUTR 153 Intro to So Illinois Tourism – 2/2/0
OUTR 154 So Illinois Natural Resource Survey – 2/1/2
OUTR 155 Environmental Interpretation – 2/1/2
OUTR 190 Outdoor Recreation Internship – 5/0/25
All members voted aye. Motion carried.

**Non-Action Items**

**Standards of Conduct**

A first reading was held regarding changes to the Standards of Conduct. A new provision would allow for immediate temporary suspension of a problem student. The provision would be used with great discretion but would allow flexibility to quickly remove a student considered to be a threat, then provide due process to that student later.

**Firearms Policy**

A first reading was held regarding changes to the Firearms Policy, with adoption of the new policy planned for the January Board of Trustees meeting.

**Acceptable Use Policy**

A first reading was held regarding some adjustments to the acceptable use policy. Changes were recommended after input from the Cabinet and leadership group.

**Web and Email Update**

Dr. Rice discussed ongoing meetings of the Website Committee which is coming to the final stages of the design process. The new SIC Web site is slated for launch in August 2012.

**Phase II of Gymnasium Renovation**

The college is at the front of the line among ICCB state-wide projects to receive funds for replacing the north bleachers, with the project already approved by the ICCB and Capital Development Board. SIC has been informed that funds provided by the state are expected to be $176,100, nearly all of an estimated project cost of $177,305.

**Strategic Planning/Institutional Update**

Strategic Planning is progressing well. The Committee is working to re-shape general institutional initiatives. Operational planning will begin soon.

**Closed Session**

A motion was made by Ms. Lane 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,
(9) student discipline, and (11) litigation. The board went into closed session at 8:35 p.m. On roll call, the following members voted:

Aye
Ms. Lane
Mr. Allen
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York
Ms. Browning (advisory vote)

Nay

A motion was made by Mr. Allen and seconded by Ms. Lane to reconvene into open session at 9:02 p.m.

**Personnel**

Personnel

A motion was made by Mr. Ellis and seconded by Ms. Lane to approve the following personnel items:

Position Description New – IGEN Biofuels Curriculum Coordinator (Grant)

Approved the following new position for an IGEN Biofuels Curriculum Coordinator:

**Southeastern Illinois College**

**IGEN Biofuels Curriculum Coordinator**

(Full-time grant-funded position)

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**POSITION SUMMARY:**

The IGEN Biofuels Curriculum Coordinator (IBCC) is directly responsible to the Vice President for Academic and Student Affairs. The person filling this position is responsible for biofuels curriculum development and utilizing designated software and technology to place curriculum online as per the grant requirements. Additionally, the IBCC will be responsible for all aspects of curriculum implementation, meeting the requirements of the IGEN TAA Grant.

**ESSENTIAL RESPONSIBILITIES:**

Develop the specified number of courses and program curricula focused on necessary skills and competencies needed by employees in the biofuels industry, integrating accelerated learning via embedded general education as appropriate.

- Develop teaching approaches embodying advances and current best practices in the field, working with content experts as appropriate.
- Develop curricula customized to the innovative online/hybrid delivery system, providing technical expertise to maintain the online/hybrid delivery system and providing advice back to platform management team on additional needs.
• Participate in activities leveraging the expertise of broad networks of education and training institutions, to ensure widespread use and continuous improvement of project materials.

• Ensure that all online and technology-enabled courses developed are compliant with the latest version of SCORM (Sharable Content Object Reference Model).

• Ensure that all online and technology-enabled courses developed incorporate the principles of universal design to ensure that they are readily accessible to qualified individuals with disabilities in full compliance with the Americans with Disability Act and Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended.

• Coordinate with and assist other faculty as needed, providing necessary training, strategies and resources needed for the courses.

• Coordinate the development and implementation of field, technical, laboratory, internship, and other hands-on learning experiences for the curriculum, integrating entrepreneurial content when appropriate.

• Pilot course offerings, making improvements by integrating lessons learned from the experience.

• Work with grant team to define marketing, enrollment, and fee-related strategies, as well as coordinate efforts with the college Marketing Coordinator and Recruiter to market and recruit students for the program.

• Provide all grant deliverables to the Department of Labor with meta-data in an open format as agreed upon between the colleges and the Department, agreeing to permit free public use and distribution of all online and technology-enabled courses, including the ability to re-use course modules, via an online repository for learning materials to be established by the Federal Government.

• Submit all curricula and materials developed for the program for review by third-party content experts.

• Complete the curriculum approval process in order to receive necessary state level approvals.

• Collaborate with our local public workforce system, such as our Local Workforce Investment Board.

• Coordinate all grant activities with other “hub” colleges and the state-level grant project personnel and liaise consistently with grant coordination team.

• Other grant-related/allowable duties as assigned by the Vice President for Academic and Student Affairs.

EDUCATION:
Bachelor’s degree in industrial technology or other appropriate degree related to the biofuels industry is required. Master’s degree in same preferred. Teaching experience and curriculum development preferred, especially in online instruction methodologies and technologies. Biofuels industry related experience required. A high level of computer skills and online instructional technology needed.

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. Excellent computer skills are necessary. A strong knowledge of instructional technology and online instructional methodology is needed. Travel is required in order to carry out the requirements of the grant; therefore, the employee must be available to travel as needed.

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. The ability to read and interpret budget and financial documents, and grant procedure manuals is necessary. The ability to communicate using technology, such as email, etc. 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, REGISTRATIONS:
Valid driver’s license is needed. Travel will be required with this position.

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 control; reach with hands and arms; climb or balance, stoop, kneel, or crouch. The employee must be able to sit at a computer and view a computer screen for long periods of time.

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.

The ability work independently in an online instructional environment is necessary.

Overnight travel will be necessary to successfully meet the requirements of the grant.
Working with employers in industrial settings may be necessary to accomplish the requirements of the grant.

Position Description Revision-Student Support Services Specialist

Approved the following position description revision for part-time Student Support Services Specialist:

Southeastern Illinois College

STUDENT SERVICES SUPPORT SPECIALIST

POSITION SUMMARY:
The Student Services Support Specialist is a part-time, 28 hours per week, 12 month position. The major function of this position is to provide additional assistance to both registration and financial aid, assisting with tasks in both areas.

ESSENTIAL RESPONSIBILITIES:
Enter and process registrations, with the focus on registration for community education, adult education/GED, workforce development, dual credit, and other specialized program areas (fire brigade, CPR, etc.). Assist with all financial aid processes. Assist with phone calls and student requests for information (both areas). Provide needed services at all enrollment services windows, including admissions/registration/payments/financial aid. Assist with switchboard operation as a substitute when needed. Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee.

EDUCATION:
Associate Degree Required.

QUALIFICATIONS:
General office experience preferred. Strong data entry and computer skills required. Ability to use Microsoft Office programs and email necessary. Strong interpersonal communication skills and customer service skills required. Professional telephone etiquette necessary. Ability to multi-task while giving excellent attention to detail required.

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.

While performing the duties of this position, the employee is regularly required to stand, walk, and speak and hear. The employee is 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 be able to use a computer keyboard at an efficient rate of speed and view a computer screen for long periods of time. The employee must be able to use a telephone, fax machine and copy machine.

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, as well a function effectively in an office setting with other employees with various activities taking place in the surrounding area.

**Resignation of Digital Divide Coordinator**

Accepted the resignation of Annalese Racheter as Digital Divide Coordinator, effective December 31, 2011.

**Retirement of Food Services Instructor-IYC**

Accepted the retirement of Jim Rector as Food Services Instructor at IYC, effective November 30, 2011.

**Employ Full-Time IGEN Biofuels Curriculum Coordinator**

Approved the employment of Renee Loesche as full-time IGEN Biofuels Curriculum Coordinator, effective December 12, 2011.

**Employ Payroll/Accounting Clerk**

Approved the employment of Kristin Hunt as full-time Payroll/Accounting Clerk, effective December 12, 2011.
Employ Adjunct Faculty

Approved the employment of the attached listing of adjunct faculty:

**Fall 2011**
- Baglio, Michael: CE 04037S2
- Humphrey, Stephen: EMP 111
- Griffith, Gabby: CSC Sub (as needed)

**Spring 2012**
- Alongi, Shawn: PE 188S
- Burford, Kyla: GOVT 226 O
- Kanick, Deanna: HLTH 118
- Hargrave, Eugene: GED
- Lipford, Kristie: SOC 121 DE/XE, SOC 121 O, SOC 221 O

**Summer 2012**
- Berry, Rachel: PSYC 121 O3
- Blair, Brittain: ENG 121 A, ENG 121 O2, ENG 122 A
- Conover, Carolyn: READ 106 A
- Cooper, Edmund: MATH 109 E
- Fowler, Jolene: COM 121 Q
- Fradelos, Jamie: COM 121 O
- Gladfelter, Jamie: ECON 121 O
- Kuppart, Tina: EDUC 226 O
- Lemons, Joshua: MATH 128 A, MATH 144 A
- Lewis, Karla: EDUC 160 O
- Linz, Jeffrey: PHIL 122 DA/XD
- Lipford, Kristie: SOC 121 O, SOC 221 O
- Lowery, Anita: BUS 111 O, BUS 115 O, READ 108 O
- Mathias, Terry: ENG 122 O, ENG 245 O
- McNally, Michael: HIST 241 O
- Packard, Catherine: ENG 105 O, ENG 121 O
- Pulliam, Joni: EDUC 241 O
- Robb, Cathy: BUS 132 O
- Rudolph, Charles: ENG 121 DA/XD, ENG 122 DA/XD
- Schweizer, Dale: HIST 141 DA/XD, HIST 242 DE/XE
- Weiss, Karen: COM 144 O
- Wilburn, Heather: PHIL 121 O, PHIL 121 O2

**Adjournment**

There being no further issues to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre to adjourn the meeting. The meeting adjourned at 9:03 p.m.