The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, March 15, 2011, at 6:00 p.m. in Room 600 of the Gallatin County High School in Junction, Illinois. On roll call, the following members were present: Gary Allen, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Nicole Trepanier, student trustee. Absent: JoAnna Lane and Chuck Hearn. Also present were: Dr. Jonah Rice, Donna Patton, Karen Weiss, Brian Surprenant, Dr. Dana Keating, Dr. Sarah Bond, Dr. Jason Bond, Kelly Boyd, Tim Walker, Tricia Johnson, and Barbara Potter.

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

Reports

Dr. Barbre reported the ICCTA meeting was held in March and some of the following topics were discussed or action taken: Adopted positions on a number of legislative issues; discussed the March 11 presentation by SURS executive director Bill Mabe on proposed changes in public pensions and benefits. One proposal would shift the “normal cost” of public pensions from the state of Illinois to local K-12 and community college districts; learned that ICCTA’s March 11 seminar on the Illinois Green Economy Network received high marks from participants and may be adapted for use at the association’s regional meetings; acknowledged retiring trustees Kathy Wessel and Sandy Kim for their service to ICCTA and their college.

Dr. Rice reported on the following: The Higher Learning Commission (HLC) has accepted our report on governance and they deemed it a success. No further reports are required and the next visit will be held in 2018-2019. The Statement of Affiliation Status includes comments from the Commission about our accreditation status. Select points from the HLC evaluation include:

- The transition to a new president for Southeastern was smooth, seamless and without disruption to the College's operation.
- The additional materials clarified that the Board's self-assessment focuses on continuous quality improvement.
- The campus survey to a sizeable cross-section of employees and employee groups--without having any prior knowledge of the request by the HLC for reasons of pure research to prevent any team collusion resulted in strong evidence of the authenticity of the conclusion that the institution has been diligent and effective in dealing with governance improvement.
- 100% of the 30 employees surveyed (leadership group was largest single group) felt that they understood appropriate protocol and chain of command at the college.
- 94% of respondents report that the chain of command and protocol work for them at SIC.
• 90% of respondents report that they are satisfied with how well they comply with protocol and chain of command.
• 95% of respondents report that protocol and chain of command work for them at SIC.
• "SIC is commended for submitting excellent materials in support of its governance concerns. It is commended, as well, for the documented progress it has made as a college community in addressing those governance concerns."
• "A new spirit of transparency and communication has been the keys to Southeastern's success as it continues to deal with the financial situation in Illinois. State level officials in Springfield have commended Southeastern for its approach to financial management and planning, which have only been possible through effective governance, leadership and communication."
• "The Board, and the institution as a whole, has clearly taken seriously the charge to address the governance and communication protocol concerns. The presidential transition was a smooth, seamless process with stable, experienced leadership throughout. The needed improvement to governance policy and procedure, and clarification of communication protocol was accomplished as the presidential transition occurred."

Dr. Rice also reported there were several items discussed and action taken at the President’s Council Meeting in February. They are listed below in summative form:

Transfer Articulation. Sen. Silverstein introduced a bill last month, and it is assigned to a committee. The Bill has structural problems. The Curriculum and Transfer Services Committee has identified a group of presidents to work with chief academic officers to make corrections to the bill. Among the presidents are Tom Choice, David Sam, John Avendano, Lori Sundberg, and Jack Becherer; ISAC MAP Bonding Proposal. The IBHE Blue Ribbon Task Force has been meeting to make recommendations regarding a proposal to bond for ISAC funding for community colleges. Task Force Chair Tom Schmidt provided an overview of the process. ICCB and ICCTA have opposed the current proposal. After a lengthy discussion, the PC made a motion and voted unanimously to stand with ICCTA and ICCB and not support the proposal in its current form; Senate Bill 3. The PC made a motion and voted unanimously to support SB3. SB3 will allow the state to borrow to pay back bills. The ICCTA also unanimously voted to support this legislation. I encourage you to call your legislators requesting their support of this bill, which requires a bi-partisan support (3/5th majority) to pass; Community College Funding. The Council discussed issues around the credit hour funding formula. Terry Ludwig (temp VP at Moraine) highlighted some of the trends that warrant serious review. The Finance and Administrative Services Committee will study this and bring a recommendation to the March meeting. However, notes from the FASC state that a new committee will be formed. I am currently seeking clarification on this. Mr. Walker is on the current FASC and I have voiced our support for keeping consistency of funding talks with one committee; Simon Presentation. Lt. Gov. Sheila Simon advocated her college completion agenda by announcing that she will visit all 48 community colleges to demonstrate her personal commitment to community colleges and to find out what each school is doing to improve student success. Colleges are encouraged to contact Simon’s office to schedule a visit and create a media event for the visit; Nursing – BSN in 10 Issue. There was a presentation and discussion about legislation that is being reviewed and will impact Illinois ADN graduates who will be required to complete a BSN within 10 years to
maintain license to practice. Presidents are urged to work with four-year universities to get articulation agreements in place. In the meantime, our lobbyists will closely monitor this legislation. I have talked with local healthcare leaders about the possible negative impact on rural healthcare. This legislation could add to the nursing shortage. SIC, along with other community colleges, does have an articulation agreement with McKendree University for nursing completion. We are open to new relationships in case the BS in 10 legislation becomes law.

Dr. Rice noted that the Governor’s proposed FY2012 budget has community college funding remaining at flat levels except for a modest reduction in the small college grant which will result in a slight loss for SIC. This budget reflects what was recommended by president’s council for flat funding for FY 12. The president’s council also requested that the state prioritize base operating and equalization grant payments above other payments.

Ms. Patton, Director of Marketing and Institutional Advancement reported on numerous press releases her office had participated in as well as various meetings she attended.

Ms. Tricia Johnson, Institutional Advancement Officer, reported that her office is researching leases for office rental and banquet facilities in order to be able to provide a new lease for tenants that should help improve policies and procedures awareness and that would help guide and provide structure for upcoming events. Her office is in the process of updating the square footage and rent calculator and is also working on a marketing plan. She reported that the Foundation Board approved to support Nursing Stipends for fall 2010 for $27,000, and for spring 2011 in the amount of $10,000. Fall 11 and spring 12 would result in $10,000 for each semester. Ms. Johnson also reported that the Cook fund will be suspended for at least 3-5 years to allow the fund to grow which would allow the foundation board to be able to use interest income once again for scholarships and other projects needed by college. She reported that the Falcon Society event was a huge success and hopefully will result in potential new donors. Ms. Johnson discussed new initiatives that her office is currently working on that includes: an appeal letter, an alumni letter, a pledge letter, the Bass Tournament, the Joan Ferrell Golf Tournament, and other fundraising ideas.

Dr. Dana Keating, Vice President for Academic Affairs, reported on the following: A high school survey is being conducted during the spring semester. We are surveying all student groups that visit campus for Spotlight Days, dual credit students, etc. We hope to collect near 750 surveys, if at all possible. The results of this survey will assist with strategic planning for programming, as well as provide information about our district’s high school students and their plans after high school; she, along with Brian Surprenant, Allan Kimball and Kim Martin, will be attending the ICCB, IBHE and ISBE sponsored regional workshop on the Common Core College Readiness Standards and curriculum alignment throughout Illinois. The workshop will be April 4 at John A. Logan, and is the first event in a series of higher education efforts to inform he field on the College Readiness Standards and to assist the field on the difficult endeavor of curriculum alignment; she, along with Dr. Rice, Karla Lewis and Matt Lees will be attending the Higher Learning Conference in Chicago on April 10 -12. We hope to learn a great deal about the new Pathways option for accreditation, as we are schedule to be moved to that process in 2012. Strategic Planning will also be a focus for us as we select sessions to attend during the three
days; letters have been sent to all superintendents and high school principals of the school districts in SIC’s district. This was done in an effort to remind them of dual credit options available to their students, and offer our programs and services to them as partners in meeting the educational needs of our region;

Mr. Brian Surprenant, Dean of Academic Services, reported on the following: the MIG team has been named “Co-Outstanding Large Delegation.” SIC led the entire simulation in total points more than doubling the points of the small delegation winner 13-5 while also outscoring the other large delegation winner by 1; Mr. Surprenant and Sharon Jakobsen attended a Career & Academic Readiness System (CARS) Workshop that was held at John A. Logan College. The Illinois Community College Board wanted to help enhance existing remedial education curriculum and extend the delivery of remedial education throughout Illinois by creating the Career & Academic Readiness System. This online teaching and learning system provides an interactive and engaging curriculum for students to use to better prepare themselves for their academic studies in higher education. The CARS system allows community colleges to supplement their existing developmental education offerings, for adult education providers to help students transition to higher education, and for high schools to help their students prepare for college-level coursework.

Mr. Tim Walker, Vice President of Administration and Business Affairs, reported on the following: continued review of issues pertaining to the credit hour rates formula with the following recommendations: If the community college system receives level funding on base operating grants for fiscal year 2012, the Committee unanimously supports the distribution of those funds to each district in exactly the same way as they were distributed in fiscal year 2011. If funds are increased or decreased from the fiscal year 2011 level, that same percentage increase or decrease should be awarded to each district. Further, the committee recommends the ICCB establish a Change the Formula Study Committee as soon as practical; Illinois Public Risk Fund Grant – We have applied for a $6,200 grant from the Illinois Public Risk Fund which we have successfully been awarded for the past 3-4 years. This year we are targeting building a concrete storage pad near the southeast corner of campus that will enable us to store a small quantity of road salt in order to provide a safer environment during winter conditions. Additionally, the use of road salt should help decrease the impact of abrasive sand on the asphalt sealant of campus parking lots and provide some savings over bagged products; Identity Theft Loss Prevention, LLC. – We are working to complete the contractual arrangement to start the identity theft and loss prevention work in April. A cross-departmental committee has been formed to work with this vendor; Update on Security Installations – Welding and Diesel Shop areas – The necessary authorizations have been made to start the work of installing shop doors and security cameras during the week of spring break; Continuing challenges to maintain A,B,C roof integrity – We continue to repair damage to roof fabric coverings and various flashings and drains. We are working to provide a comprehensive plan to address the deteriorating condition; Bleacher replacement project is moving slower than anticipated and it is becoming more urgent to move forward while the funds are available. Hopefully, we will be able to move forward soon.

Dean Weiss reported on the following: Several items, including computer equipment and software, have been purchased through the Title III grant. A bid has been accepted from Reynolds and Doyle for computer work stations for the Faculty Teaching and Learning Center,
with work to begin after Spring Break. A recommendation for the Storage Area Network (SAN) will be brought to the Board for approval in April; The Business Skills Competition and Spotlight Day were held last Thursday, February 24th, and it was a great success. Approximately 60 high school students from six (6) different schools participated in the event. Harrisburg High School was the overall point winner for the competition. The next several recruitment dates for Spotlight Days and FFA competitions include: March 4 – Nursing and Allied Health Spotlight Day; March 22 – FFA Business Skills Competition; April 22 – FFA Ag Mechanics Competition. Lori Blumenstock continues to meet with College Recruitment Team. This past month, Lori has presented at Pope County High School, made presentations at Galatia High School and Eldorado High School for the CIS and IT programs (through PTR Grant), and assisted with the Business Skills Competition; Dean Weiss, along with Melissa Crow from OWVRVS and Clinton Wolff, guidance counselor at CWCHS and member of the PTR grant team, will be attending a POS-PTR grant workshop in Champaign, IL on March 3 and 4. This is a grant requirement. The grant team continues to meet on a monthly basis and fulfill reporting obligations for the grant award. Through this grant, we have been able to purchase computer hardware and software to share with in-district high schools, as part of a recruitment effort for the CIS and IT programs; through the Innovation Grant, we have been able to purchase needed Welding equipment and supplies for both our on-campus Welding program and the dual credit Welding program located at Carmi-White County High School. Through this grant, we will also be developing a program of study for Welding Technology (Manufacturing); We received notification this past week that the DSL program has been approved for the 2011-2012 Fabick/CAT Dealer Scholarship Award in the amount of $2,000. Based upon this award, the program will receive an additional $2,000 from Caterpillar to match this grant award to be used for student scholarships; our first Fire Training will be held March 14th with Wildcat Mines. We have several dates already scheduled in March and April. The CTE office also completed a mass mailing of brochures and information concerning the fire training last month, and sent between 300 and 400 flyers out to coal mines within the Midwest Region and neighboring states.

Dr. Sarah Bond, Executive Dean of Student Affairs, reported on the following: the Marion VA Office provided PTSD/Suicide workshops to/faculty & staff; the Math and Science Club held a Valentine chocolate sales fundraiser; the Nursing Club held a Little Caesar’s coupon sales drive; the Forensic Falcons attended the Harper Forensics Tournament; the Cosmetology Club held a Bake Sale and also a Silent Auction; the Nursing Club participated in the Special Olympics Polar Plunge fundraising event on March 5, at Sandusky Beach; the Financial Aid Office has been busy visiting most of the area high schools, assisting students and families with their financial aid applications for 2011-2012. Among those area high schools are Harrisburg, Carmi, Eldorado, Pope County, Galatia, Gallatin County, and Hardin County. Approximately 25-50 students and families attend these financial aid nights; the Financial Aid Office disbursed funds for the spring 2011 on February 4. The first transfer totaled $1,811,080.00 in grants, scholarships, and waivers. Additionally, as of February 22, the Financial Aid Office has also disbursed $3,165,769 in Pell funds; a draft copy of the EMP has been sent to cabinet for feedback. A committee created the document per the Higher Learning Commission’s suggestion during our self-study visit.

Nicole Trepanier, student trustee, reported on the following: the Women’s Basketball Regional Tournament against Kaskaskia will be held at 7 p.m. on March 1 and will be a home game; the Men’s Basketball Regional Tournament against Lake Land will be held at 5 p.m. on March 1 and
will be an away game. Ms. Trepanier also reported on several club fundraising events as well as competitive team outcomes.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the February 15, 2011 regular and closed session minutes, approved to destroy the tapes of August 2009 closed session, to approve the treasurer’s report, and the February 2011 bills in the amount of $2,813,929.05 which included $618,758.02 in payroll. On roll call, the following members voted:

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

**Action Items**

**Budget Transfers**

A motion was made by Mr. Allen and seconded by Mr. Morgan that the Board of Trustees approve, as per the requirements of the Illinois Public Community College Act, which specifies that any budget transfers be noted in board proceedings.

All members voted aye. Motion carried.


A motion was made by Dr. Barbre and seconded by Mr. Morgan that the Board of Trustees approve that the 2010-11 academic calendar be amended to reflect that offices are closed during the week of spring break and that the 2011-12 academic calendar begin instruction eight days earlier which would move spring break, semester final exams, and commencement earlier by a week. Approved calendars attached.

All members voted aye. Motion carried.
CALENDAR
SOUTHEASTERN ILLINOIS COLLEGE
2010-11 ACADEMIC YEAR CALENDAR

Fall Semester – 2010

August 13  Faculty/Staff Workshop (tentative)
August 16  Instruction Begins
September 6  Labor Day Holiday – College Closed
October 8  Staff Development Day (Classes meet until 11:30 a.m.)
October 8  Mid-Term
October 11  College Closed for Columbus Day Holiday
November 11  Veterans Day – College Closed
November 24-25-26  Thanksgiving Holiday – College Closed
November 29  Classes Resume
December 13-14-15  Semester Final Exams
December 15  End of 2010 Fall Semester
December 21  Offices Close at 4:30 p.m.
December 22-January 1  Offices Closed

Spring Semester – 2011

January 3  Offices Open at 8:00 a.m.
January 10  Instruction Begins
January 17  Martin Luther King’s Birthday – College Closed
February 21  President’s Day – College Closed
March 4  Mid-Term
March 7-11  Spring Break
March 7-11  Offices Closed
March 14  Classes Resume
April 22  College Closed
May 10-11-12  Semester Final Exams
May 12  End of 2011 Spring Semester
May 13  Commencement

Summer Session – 2011

May 16  Four Day Work Week Begins
May 30  Memorial Day – College Closed
June 6  Summer Session Begins
July 5  Mid-Term
July 4  Independence Day – College Closed
August 1  End of Summer Session
August 5  Four Day Work Week Last Friday Off
CALENDAR
SOUTHEASTERN ILLINOIS COLLEGE
2011-12 ACADEMIC YEAR CALENDAR

Fall Semester – 2011

August 12  Faculty/Staff Workshop (tentative)
August 15  Instruction Begins
September 5  Labor Day Holiday – College Closed
October 7  Staff Development Day (Classes meet until 11:30 a.m.)
October 7  Mid-Term
October 10  College Closed for Columbus Day Holiday
November 11

Veterans Day  College Closed
November 23-24-25  Thanksgiving Holiday – College Closed
November 28  Classes Resume
December 12-13-14  Semester Final Exams
December 14  End of 2011 Fall Semester
December 20  Offices Close at 4:30 p.m.
December 21-January 1  Offices Closed

Spring Semester – 2012

January 2  Offices Open at 8:00 a.m.
January 9  Instruction Begins
January 16  Martin Luther King’s Birthday – College Closed
February 20  President’s Day – College Closed
March 2  Mid-Term
March 5 - 9  Spring Break (Offices Closed)
March 12  Classes Resume
April 6  College Closed
May 8 - 9 - 10  Semester Final Exams
May 11  End of 2012 Spring Semester
May 11  Commencement

Summer Session – 2012

May 14  Four Day Work Week Begins
May 28  Memorial Day – College Closed
June 4  Summer Session Begins
June 29  Mid-Term
July 4  Independence Day – College Closed
July 26  End of Summer Session
August 10  Four Day Work Week Last Friday Off
Emergency Operations Plan (EOP)

A motion was made by Mr. Ellis and seconded by Mr. Allen that the Board of Trustees approve the Emergency Operations Plan (EOP) as prepared by Mr. Walker, Vice President of Administration and Business Affairs and Dr. Bond, Executive Dean of Student Affairs. After feedback of the EOP by the Illinois Emergency Management Agencies (IEMA) the plan would then be submitted to the Illinois Community College Board (ICCB) to be in compliance with the Campus Security Enhancement Act of 2008 (110 ILCS 12).

All members voted aye. Motion carried.

Capital Bond Expenditure Requests

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the expenditure of approximately $23,200 from capital bond funding for equipment in the chemistry/biology lab and for office enclosure walls in the business office area.

All members voted aye. Motion carried.

Instructor Sharing Agreement Between Shawnee Community College/SIC

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board of Trustees approve an Instructor Sharing Agreement between Shawnee Community College and Southeastern Illinois College. The sharing agreement was designed as a means to mutually benefit both Southeastern and Shawnee by creating an instructor/course cost sharing agreement between the colleges when the expense and/or enrollment prove challenging for a single college.

All members voted aye. Motion carried.

HLTH 150 Pharmacy Technician Certification

A motion was made by Mr. Ellis and seconded by Mr. Morgan that the Board of Trustees approve a fee of $105.00 be added to HLTH 150, Preparation for Pharmacy Technician beginning in the fall 2011 semester. This fee would include the cost of the state certification exam that is required prior to licensure and would be helpful for students who receive scholarship and/or financial assistance to enroll in this course. The cost of the exam would be included in the total fee cost and would encourage students to take the exam immediately upon course completion thus increasing pass rates.

All members voted aye. Motion carried.

Health Insurance Premium Increase for Non-bargaining Employees

A motion was made by Mr. Allen and seconded by Mr. Ellis that the Board of Trustees approve an increase of $25.00 for a total of $50.00 per month be applied to all non-bargaining employees to go towards the employee share of the group health insurance premium effective beginning April 1, 2011.
All members voted aye. Motion carried.

**Curriculum Committee Recommendations**
A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve the recommendations of the curriculum committee which included ARTGD 270, Graphic Design Internship, ARTGD 290, Selected Topics in Graphic Design, and CPR 217, Heartsaver CPR w/AED III.

All members voted aye. Motion carried.

**Chargeback Request**
A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board of Trustees approve a chargeback request from Delaney Cowsert of Golconda to attend John A. Logan’s Early Childhood program.

All members voted aye. Motion carried.

**Non-Action Items**

**WA Policy Revision (First Reading)**
Due to attendance and reporting issues discussed in the Academic and Student Affairs Leadership Group Meeting in November 2010, the group recommended that a taskforce be created to review and consider revisions to the current Class Attendance Policy and the current WA Grade Policy. A taskforce was created consisting of Robbie Lindhorst (Diesel Faculty Member), Gina Sirach (Director of Nursing and Allied Health and Faculty Member), Karen Keasler (Business and CIS Faculty Member), Dr. Aaron Alford (Biology Faculty Member), Emily Henson (Financial Aid Director), Kelly Boyd (Director of Enrollment Services), Dr. Sarah Bond (Executive Dean of Student Affairs), and Dr. Dana Keating (Vice President for Academic Affairs), who chaired the taskforce. The group met over the past few months considering revisions to the policies.

The proposed revisions have been discussed with their fellow faculty members and input was received from all concerned. A first reading was presented to the Board with adoption at the April meeting. Mr. Ellis suggested that a minor modification be made to the language only in paragraph seven in order to clean up an incomplete sentence.

**Admission of High School Students Policy Revision (First Reading)**
The change being recommended to the Admission of High School Students policy for consideration is the addition of one sentence at the end of the policy to provide some flexibility when special circumstances arise. The additional sentence is: “Appeals for consideration of special circumstances may be made to the Vice President for Academic Affairs.” A first reading was presented to the Board with adoption at the April meeting.
Correspondence

The following correspondence was presented to the Board:

- Higher Learning Commission (HLC) Letter

Closed Session Requested

A motion was made by Dr Barbre and seconded by Mr. Allen that the Board 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 7:10 p.m. On roll call, the following members voted:

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

A motion was made by Dr. Barbre and seconded by Mr. Allen to reconvene into open session at 8:13 p.m.

Personnel

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

A. Evaluations
   1. President
   2. Administrative Cabinet
   3. Other Administrative Personnel
   4. Twelve-month Personnel

Approved the recommended re-employment of the President, Administrative Cabinet, other administrative and twelve-month personnel.

Position Description – New – Small Business Consultant (Part-time, Grant-Funded)

Approved the Small Business Consultant position description as recommended (attached).
Small Business Consultant
(Part-time position)

SALARY: $18.00/hour Approximately 28 hours weekly

LOCATION: WISBDC
REPORTS: WISBDC

PREPARED: Lori Cox Date:
APPROVED: Date:

POSITION SUMMARY:
This is a part-time position and requires the availability to work a 28 hour a week schedule Monday – Friday from 8-4:30. In addition, flexibility will be required with some night and weekend hours to meet the needs of the department. Some travel with overnight stays may be required.

The candidate must perform clerical/administrative duties to support the daily business of the Small Business Development Center Program. These duties include, but are not limited to, one-on-one business consulting with start up and existing businesses, leading small business training classes, assisting in business plan development, cash flow projections and market research for clients and marketing outreach for the program. The suitable candidate must be a self-starter, team-player and extremely customer service oriented. This is a DCEO SBDC grant funded position.

JOB DESCRIPTION

SMALL BUSINESS CONSULTANT:

The Small Business Consultant of the Workforce and Illinois Small Business Development Center is under the direct supervision of the Workforce and Illinois Small Business Development Center Director and has the following duties and responsibilities:

- Provide direct client counseling assistance.
- Maintain client files with appropriate records included.
- Provide referrals to other appropriate DCEO programs.
- Assist in the completion of monthly reporting.
- Proficient in the use of computers and business related software.
- Research and develop material necessary for client needs.
- Assist in the production of promotional materials for center.
- Develop marketing plans for training programs.
• Develop training programs and assess impact on participants.
• Assist clients in finding sources of funding for projects.
• Assist clients in researching and developing business plans and cash flow projections.
• Provide services and coordination for all agencies based in the center.
• Develop and expand the list of consultants, resource providers and pro bono speakers for business programs.
• Publish newsletter for clients.
• Position requires some evening and weekend hours, including the possibility of overnight and extended travel.
• Other duties as required or assigned.

ESSENTIAL RESPONSIBILITIES:
Must be proficient in: Phone Skills, Organizational Skills, Microsoft Word, Microsoft Excel and Dealing with professionals and students.

• Develop and maintain a consultative partnership with area businesses including relationship building.
• Assist with retention surveys to assess the need for training or other assistance by area businesses and other organizations.
• Help market the program to area business and industry.
• Network and market WISBDC to area businesses and organizations serving the district.
• Attend appropriate training activities and conferences for the Small Business Development Center Program.
• Other duties as required or assigned.

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.

EDUCATION:
Associates Degree required, Bachelors Degree preferred. Experience in Business, Entrepreneurship, Marketing, Economics, or Accounting 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.

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. Must be able to maintain a flexible work schedule and be able to work at various locations throughout the college district.

Position Description – New – Grants Coordinator (Part-time, Grant-funded)

Approved a new position description for a part-time grants coordinator (attached).

CTE Grants Coordinator
(Part-time position)

SALARY: $18 per hour for 28 hours per week
Division: Career & Technical Education
For 48 weeks (100% Grant Funded)

SHIFT: Primarily days; however, the hours of work may vary depending on the need of the department. Occasional weekend and evening hours may be required. Flexibility of schedule is required in order to meet the needs of the position and CTE Office.

LOCATION: Main Campus
REPORTS: Dean of Career and Technical Education

PREPARED: Dr. Dana Keating
BOARD APPROVED: Date:
REVISED: Date:
POSITION SUMMARY:
The major purpose of this position is to provide direct assistance to the Dean of Career and Technical Education with grant applications, reports, budget monitoring, purchasing and ensuring that the goals and objectives of the grants are being met. More specifically, the responsibilities of this position include, but are not limited to, the following:

ESSENTIAL RESPONSIBILITIES:
1. Assist faculty with purchase requisitions for grant purchases, making sure they are allowable purchases under the grant and following SIC purchasing process guidelines.
2. Monitor grant budgets, goals, objectives and timelines to ensure that all requirements are being met in a timely manner.
3. Attend grant related training, meetings and/or conferences at the local, regional and state level as necessary.
4. Write CTE related grant applications/proposals, reports, amendments, and complete other required forms and/or documents as required by grants.
5. Serve as SIC liaison with local, regional and state agencies that are partners/supporters of grant related activities and/or programs.
6. Make CTE grant related presentations to various groups as requested.
7. Assist and participate in all CTE grant related activities and programs as requested by the Dean of CTE.
8. Performs other duties as requested by the Dean of Career and Technical Education 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:
Bachelor’s Degree required. Community college and CTE related experience is preferred. Grant experience is preferred. Computer skills are needed.

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 – New – Marketing Coordinator (Full-time)

Approved the position description for a new full-time Marketing Coordinator (attached).

Southeastern Illinois College

Marketing Coordinator
(Full-time position)

Reports to: President

This position required an energetic, creative, and organized individual who will be responsible for development and execution of marketing strategies for the college and works with the public information office. The successful candidate will implement market segmentation to reach multiple identified audiences via traditional and non-traditional media, including social and electronic forms. An ability to meet deadlines is required. Graphic design background is preferred. A commitment to continuous quality improvement is desired.

Implements marketing plans and calendars for the college.

Writes, designs, edits, and prepares marketing material for the college.

Works with public information on press releases and related materials.
Fosters new approaches to marketing.

Provides suggestions and recommendations for promotions and marketing.

Governs distribution of various promotional items with external vendors.

Assists with electronic college media including web, social media.

Explores/recommends contemporary electronic marketing strategy of such as YouTube and other emerging applications.

Oversees budgeting process for the department.

Creates a marketing process manual for the college.

Manages promotional lists used for mail, e-mail, and texting.

Works closely with the President and other staff to arrange and coordinate special events such as, open house ceremonies, dedications, etc.

Manages the marketing budget and budgeting priorities.

Assists in the development of student recruiting strategies.

Coordinates publicity-related aspects of special events and ceremonies.

Focuses marketing efforts for instructional courses/programs, etc. within the district and regionally, where appropriate.

Maintains professional working relationships with area media representatives, including newsprint, TV, and radio.

Works closely with recruiting personnel and the leadership group on marketing needs assessment.

Works closely with web content managers and college website personnel.

Performs the duties as assigned.

Assists with major college publications (e.g. catalog, student handbook, brochures, etc.)

**QUALIFICATIONS:**

REQUIRED:
Degree (BA or BS) in marketing, public relations, multimedia, or equivalent degree. Knowledge of computer applications (e.g. PC, Adobe Software, Apple Suite, etc.)
Knowledge of social media skills (e.g. Twitter, Facebook, YouTube, etc.)
Knowledge of websites and online advertising.
Ability to work flexible schedule that may include some evenings and weekends plus travel.
Self-driven yet team-focused.

PREFERRED:
Experience in marketing, public relations, and/or advertising.
Experience with community college.

Position Description – Revision – Institutional Advancement Officer

Approved the recommended revised position description and title change from Institutional Advancement Officer to Director of Institutional Advancement and Foundation Executive Director (attached).

Southeastern Illinois College

Director of Institutional Advancement and Foundation Executive Director
(Full-time position)

DIVISION: President’s Office

SHIFT: Primarily Days

LOCATION: Main Campus
REPORTS TO: College President

BOARD APPROVED: March 15, 2011

POSITION SUMMARY: Provides oversight of fund-raising programs including major gifts, annual giving, capital campaigns, alumni relations, grants, community relations, planned giving, private Foundations, event planning, prospect research and development. Provides oversight of all advancement/foundation personnel and functions. 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 upmost transparency.

**DUTIES AND RESPONSIBILITIES:**  
- Provides supervision of all:
  
  o Advancement and Foundation Personnel and related functions/duties.  
  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.  
  o Preparation of annual budget.  
  o All functions of Foundation fund raising events (e.g. golf tournament, bass tournament, or other events otherwise developed).  
  o 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.  
  o Foundation correspondence in an open and transparent manner between the College Board of Trustees and the Foundation Board of Directors, students, faculty, staff, stakeholders, media outlets and donor community.  
  o Representation as the Foundation at State, Local, and National conferences/meetings/events as designated by the Foundation Executive committee.  
  o Fundraising policies and procedures must be followed and approvals obtained for all fundraising activities and events.  
  o 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  
  o Interacts with administration and faculty as assigned in grants-seeking priorities  
  o Conduct grant research, submission as assigned  
  o Routinely monitor possible grants for the institution and/or Foundation  
  o Provide oversight of grants as assigned  
  o 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:
  - Working with donors of scholarships
  - Provide donors with completed scholarship applications if necessary.
  - 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:
  - Posters, brochures, fliers
  - Newsletter - Electronic
  - Letters, forms, applications
  - Web page content management
  - Others as assigned

- Directs Foundation correspondence and fosters open and transparent communication between the College Board of Trustees and the Foundation board of Directors, SIC’s CEO, students, faculty, staff, stake holders, media outlets and donor community.

- Performs the administrative and financial oversight of the Falcon Society, Alumni Association, Athletic Booster Club, and Game Preserve Management Intern program and any other approved program(s). All college fundraising policies and procedures must be followed and approvals obtained for all fundraising activities and events.

- Provides the College Board of Trustees with a monthly financial report. The report will be delivered to the College President by the first of each month for inclusion in the packet of materials prepared for the Board of Trustees meeting.

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

- Work cooperatively with the college administration to create a structured communication and approval track for college courses/activities that are held in partnership with the SIC Foundation Center that clearly explains the responsibilities and expectations of all parties involved.

- Meets quarterly with College President, Foundation Chairperson, Foundation Finance Committee Chairperson, and at the request of the College President the College Chief Financial Officer to review financial updates and overall progress or status reports.

- Oversees all donor development and solicitation including scholarships.

- Administration of the SIC Foundation Center: Collaborates with Foundation Building Committee and SICF building personnel in the completion of related duties:
  - Conducts management meetings with Foundation staff (e.g. administrative, security, maintenance, etc.) as needed.
  - Facilitates communication with center tenants as needed.
Coordinates center promotion and marketing.

- Engages in professional development activities related to resource development.
- Participates in College activities related to faculty in-service training and graduation ceremonies.
- Performs all other duties commensurate with the position and college functions as assigned by the College President. Relevant work will be in collaboration with the SICF Executive and Finance Committee.

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.

SICEA Bargaining Agreement
Approved the SICEA Bargaining Agreement for academic year 2010-11 which will expire June 30, 2011.

**Family Medical Leave (FMLA)**
Approved family medical leave for the following employees:

Van Wathen, Custodian, effective February 10, 2011.

Kathy Headrick, Custodian, effective February 14, 2011,

Debbie Suh, Education Technology Specialist, effective March 7, 2011.

**Administrative/Staff FY11 Pay Increases**

Approved the administrative/staff pay increases of 1.5% for FY11 retroactive to July 1, 2011 with the exception of the President who has requested that his salary remain frozen.

**Employ Accounts Receivable Specialist**

Approved the employment of Ms. Jennifer Fravel-Scherrer effective, pending official board approval, February 23, 2011 for a salary of $11.00 per hour for up to 28 hours per week.

**Employ Small Business Consultant**

Approved the employment of Amanda McFarland for the position of Small Business Consultant, effective March 21, 2011 for a salary of $18.00 per hour for up to 28 hours per week.

**Employ Title III Administrative/Technical Support Assistant**

Approved the employment of Kelli Clark as the Title III Administrative/Technical Support Assistant effective April 4, 2011 for a salary of $30,000.

**Resignation of Men’s Basketball Coach**

Accepted the resignation of Justin LaReau, Men’s Basketball Coach, effective at the conclusion of the 2011 men’s basketball season.

**Employment of Adjunct Faculty**

Approved the attached listing of adjunct faculty:

<table>
<thead>
<tr>
<th>Fall 2011</th>
<th>Course</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahlfield, Clayton</td>
<td>FOS 112 X</td>
<td>Previously Approved</td>
</tr>
<tr>
<td>Allen, Keesha</td>
<td>PE 128 X/140 X</td>
<td>Previously Approved</td>
</tr>
<tr>
<td>Bax, Thys</td>
<td>PE 183 X2</td>
<td>Previously Approved</td>
</tr>
<tr>
<td>Cleveland, Jan</td>
<td>CISV 115 X/115 X2</td>
<td>Previously Approved</td>
</tr>
</tbody>
</table>
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 8:16 p.m.