The Southeastern Illinois College Board of Trustees held its organizational and regular meeting on Monday, May 2, 2011, at 6:00 p.m. in the Rodney J. Brenner Board Room. On roll call, the following members were present: Gary Allen, Mr. Hearn, Jim Ellis, Dr. Frank Barbre, and Dr. Pat York. Absent: JoAnna Lane, Richard Morgan and Nicole Trepanier, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, and Barbara Potter.

Resolution Declaring Election Results

Due to canvassing the election results being removed from community colleges and given to county clerks, Dr. York called for a motion for the Board of Trustees to approve the Resolution Declaring the canvass of ballots as official and certify the election of Dr. Frank Barbre and Charles Hearn to six-year terms ending in 2017. A motion was made by Mr. Allen and seconded by Mr. Ellis that the Board of Trustees adopt the resolution to declare Dr. Barbre and Mr. Hearn as the official elected board members. Mr. Ellis then congratulated Dr. Barbre and Mr. Hearn. (Attached is a resolution declaring the election results).

RESOLUTION DECLARING ELECTION RESULTS

WHEREAS, the election for Members of the Board of Trustees of Community College District No. 533, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Saline, White, and Williamson Counties, Illinois, was held on the 5th day of April 2011; and

WHEREAS, the returns of voter election and the abstract of the results thereof by the various election authorities, were examined and canvassed by the Saline County Clerk on the 19th day of April, 2011 and being in due form of law; and

WHEREAS, a copy of the abstract executed by the Saline County Clerk was forwarded by the Saline County Clerk to each election authority within said District and to the State Election Board within the time prescribed by law.

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

SECTION 1: That the annual election held in and for the Community College District on April 5, 2011, was called and held in the manner and form provided by law.

SECTION 2: That the results of said election were as follows for the full term:

DR. FRANK BARBRE
CHARLES HEARN

SECTION 3: That there were two seats available and two respective candidates running at said election for the office of Member of the Board of Trustees of Community College District No. 533, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Saline, White, and Williamson Counties, Illinois for the full term and each is declared to be duly elected to the office of the Board of Trustees of Community College District No. 533, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Saline, White, and Williamson Counties, Illinois for the full term.

SECTION 4: That this Resolution shall be in full force and effect from and after its adoption.

Appointment of Chair Pro-temp

The College President was then appointed Chair pro-temp and the nominations were made for the officers in the order listed on the agenda. Following election of a Chair that person will assume the position for the balance of the election of officers.

Acting as chair pro tem, Dr. Rice performed the swearing in of Dr. Frank Barbre and Charles Hearn as official members of the 2011-2017 Board of Trustees of Southeastern Illinois College.

Dr. Rice called the new board to order and asked Ms. Potter to call roll. On roll call, members present were:

Mr. Allen, Mr. Hearn, Mr. Ellis, Dr. Barbre, and Dr. York.

Length of Term for Officers

As stated in the Illinois Public Community College Act 110 ILCS 805/3-8 the terms of board office shall be 2 years, except that the board by resolution may establish a policy for the terms of office to be one year.

Dr. Rice informed the Board that according to current Board Policy 2002 "Officers", the chair position rotates to the vice-chair; however, the board indicated at the 2009 Organizational meeting that they would like Dr. York to continue in the position of chair. Dr. Rice noted that since the board leadership has not changed and if that is still the pleasure of the board, Dr. Rice would call for a motion for Dr. York to be named chair. A motion was made by Mr. Hearn and seconded by Dr. Barbre that Dr. York be named chair. All members voted aye. Motion carried.

Election of Officers

Dr. Rice then asked Dr. York to preside over the elections. Dr. York called for nominations beginning with the position of Vice Chair. A motion was made by Mr. Ellis and seconded by Mr. Hearn that Gary Allen be nominated as Vice Chair. There being no other nominations for Vice Chair, a motion was made by Mr. Hearn and seconded by Dr. Barbre to close the position. All members voted aye. Position closed. A motion was made by Mr. Allen and seconded by Dr. Barbre that Ms. Lane be nominated as Secretary with Mr. Ellis being named alternate. A motion
was made by Dr. Barbre and seconded by Mr. Ellis to close the position. Position closed. A motion was made by Mr. Hearn and seconded by Mr. Allen that Dr. Barbre be nominated as the Illinois Community College Trustees Association (ICCTA) Representative. There being no other nominations for ICCTA representative, a motion was made by Mr. Ellis and seconded by Mr. Allen to close the position. Position closed. Dr. York then appointed Mr. Walker as the Southeastern Illinois College treasurer. All members voted aye. Motions carried.

Since there is no official function of having an ICCTA Alternate to serve during board meetings, it was suggested separate from the motions, that Mr. Ellis serve as the ICCTA Alternate and all members were in favor of the appointment.

Adjournment

A motion was made by Mr. Ellis and seconded by Dr. Barbre to adjourn the organizational meeting. The meeting adjourned at 6:15 p.m.
The Southeastern Illinois College Board of Trustees held its regular meeting following the organizational meeting on Monday, May 2, 2011, at 6:15 p.m. in the Rodney J. Brenner Board Room. On roll call, the following members were present: Gary Allen, Mr. Hearn, Jim Ellis, Dr. Frank Barbre, and Dr. Pat York. Absent: JoAnna Lane, Richard Morgan and Nicole Trepanier, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, and Barbara Potter.

Dr. York welcomed guests and allowed a time for comments.

**Action Items**

**WA Policy Revision (Adoption)**

The following WA policy was presented as a second reading and for adoption. A motion was made by Mr. Allen and seconded by Dr. Barbre that the Board of Trustees adopt the revisions to the WA policy.

All members voted aye. Motion carried.

**CLASS ATTENDANCE**

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student’s responsibility to contact the instructor(s) in advance of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college-sanctioned activities; however, there will be no punitive impact on students’ grades.

Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student’s responsibility to:

- Arrive to class on time and remain in class until dismissed.
- Come to class prepared.
- Participate in classroom activities.
- Complete all assignments.

**WA POLICY**
A WA grade signifies an unofficial withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class. The following conditions apply:

1. WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor’s records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports. For classes that meet less than the full semester, the non-participation time for a WA will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor’s email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.

2. The WA grade is non-punitive for SIC grade point average calculations. However, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.

3. Instructors will file a WA drop form for students being assigned the WA grade. The WA grade may also be issued as a midterm grade, to indicate nonattendance/nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.

4. Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.

5. If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.

6. WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.

7. A student wishing to challenge the WA grade will have due process as with the appeal of any other. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal should be submitted to the Executive Dean of Student Affairs for review.

The WA grade may be used to administratively withdraw students as deemed necessary by the Executive Dean of Student Affairs, the Dean of Academic Services, the Dean of Career and Technical Education, or the Vice President for Academic Affairs.
Roof Action Item

Mr. Walker submitted the following Resolution for Board consideration to enter into an agreement with Tremco, Inc. to replace the roof in sections of building A and B:

Approval to enter into an agreement with Tremco, Inc. to provide services to Southeastern Illinois College for a project development to replace the failing roof systems of roofs A2 and B1 on the main campus. The services include but are not limited to the construction of appropriate bidding documents, facilitating engineering review and approval of the project plan, providing a list of approved contractors, periodic inspection of the work process, technical support, reviewing pay requests and change orders with SIC and providing ongoing inspection of the roofs after installation. The services of Tremco shall be at no cost to the college.

Funding for this phase of the project shall be from the Restricted Capital Fund and shall not exceed $677,000 without further consent of the Board.

This is an approval to develop the plan of action, receive bids, evaluate bids and report the findings to the Board prior to any commitment for expenditures of funds, with the exception of the cost of an engineering review which shall not exceed FOUR THOUSAND DOLLARS AND NO CENTS ($4,000.00).

A motion was then made by Mr. Hearn and seconded by Dr. Barbre that the Board of Trustees approve to enter into an agreement with Tremco, Inc. to provide the services listed in the above resolution not to exceed $677,000 from restricted capital funds and $4,000 for the cost of an engineering review.

All members voted aye. Motion carried.

Curriculum Committee Recommendations

A motion was made by Mr. Allen and seconded by Mr. Ellis that the Board of Trustees approve the recommendations of the curriculum committee as presented.

All members voted aye. Motion carried.

Closed Session

A motion was made by Mr. Allen and seconded by Dr. Barbre 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 6:31 p.m. On roll call, the following members voted:

Aye  Mr. Allen

Nay
Mr. Hearn  
Mr. Ellis  
Dr. Barbre  
Dr. York  

A motion was made by Mr. Hearn and seconded by Mr. Ellis to reconvene into open session at 6:48 p.m.

**Personnel**

A motion was made by Dr. Barbre and seconded by Mr. Allen to approve the following personnel items:

**Resignation of High School Recruiter**

Accepted the resignation of Mrs. Emma Lane, High School Recruiter, effective April 29, 2011.

**Resignation of Part-time Carmi Custodian**

Accepted the resignation of Kathleen Rister, part-time Carmi custodian, effective June 2, 2011.

**Position Title Adjustment for Executive Assistant to the President and Board**

Approved a title adjustment for Barbara Potter to Executive Assistant to the President and Board and Human Resources Administrator.

**Position Title Change for Personnel Assistant**

Approved a title change for the Personnel Assistant to Human Resources Assistant.

**Laborers Bargaining Agreement**

Approved the 2010-2011 Laborers Bargaining Agreement through June 30, 2011.

**Employ Human Resources Assistant**

Approved the employment of Greg Keller as the full-time Human Resources Assistant effective May 3, 2011 for a salary of $32,000.

All members voted aye. Motion carried.

A motion was then made by Mr. Ellis and seconded by Mr. Allen to approve agenda item E:

**Position Description Revision for High School Recruiter**
**Southeastern Illinois College**

**High School Recruiter**  
(Full-time 9 month position)

**SALARY RANGE:** $25,000 - $30,000 Commensurate  
Division: Student Affairs  
with education and experience

**SHIFT:** Must be able to travel and work with other campus personnel at off-campus sites, and area high schools. The work schedule will be day and some evening hours as required with some additional hours which may be required to meet the needs of the department.

**LOCATION:** Main campus  
**REPORTS:** Dean of Student Services and Enrollment

**PREPARED:** Dr. Tim Daugherty  
Date: May 3, 2007  
**APPROVED:** Dr. Ray Cummiskey  
Date: May 8, 2007  
**BOARD APPROVED:**  
Date: July 17, 2007  
**REVISION:**  
Date:  
**FLSA:** Exempt

**POSITION SUMMARY:** This position is an exempt position working during the academic year for the fall and spring semesters respectively, for nine (9) months and responsible for conducting area recruitment activities for Southeastern Illinois College within area high schools, agencies, businesses and civic organizations. He/she is responsible for having a current knowledge base of Southeastern's programs and services in order to represent the College to all audiences. This position requires self-motivation, excellent organizational skills, outstanding customer service skill set required and the ability to communicate effectively with others. Performing the duties of this position will require a professional attitude and proper office protocol at all times. This is a high energy position demanding flexibility; ability to multi-task, and the ability to perform as a team player. The position reports directly to the Dean of Student Services and Enrollment and will work closely with other staff members within student affairs as well as other employees on campus.

**ESSENTIAL RESPONSIBILITIES:**  
Serve as the primary recruiter for area high schools and adult populations. Report bi-weekly, or as other wise directed on progress attained in achieving assigned goals;

Perform classroom presentations at area high schools and collects information of prospective students;
Serve as initial contact for any new prospective students, providing general information about academic programs, admission and enrollment procedures;

Coordinate and conduct campus tours for prospective students including individuals, families, high schools, and community groups;

Meet with faculty and other departments on campus as needed to maintain a current knowledge base of all College programs and services.
Provide follow-up contacts with individuals who have expressed interest in enrolling at the college, but have not yet applied for admission, to answer any additional questions and offer further assistance with their college decision.

Generate continuous data to measure his/her individual progress in meeting goals and evaluate the effectiveness of his/her recruitment activities;

Assist prospective students in understanding of SIC’s admissions and enrollment policies and procedures;

Continuously encourage and cultivate prospective students from high schools, businesses, and community;

Work with prospective or current students in career exploration activities.

Provide assessment testing in district high schools.

Provide comprehensive prospective student recruitment activities within district high schools, assisting them with admissions, registration and financial aid processes.

Work with Enrollment Services in the collection and processing of admission applications and student registrations.

Serve as a member of the Enrollment Services on and off campus high school registration team.

Enter data and instruct others in the use of Falcon Net, the College’s online student information system.

Distribute recruiting literature and conduct presentations in district schools, agencies, civic groups and businesses.

Maintain a consistent and positive presence for Southeastern Illinois College in area schools, agencies and civic organizations.

Maintain familiarity with Southeastern’s programs, policies and current activities.

Participate with other College personnel in planning and attending college nights and other similar outreach activities.
During peak times, advise and register students.

Assist the Director of Enrollment Services with the implementation of all high school programs.

Participate in the annual New Student Orientation.

Provide recruitment activities for students enrolled in GED classes.

Assist the counseling and advising staff by responding to email and voice mail inquiries.

Coordinate recruitment activities with the Vocational Recruiter and Marketing Coordinator, as needed.

Other duties may be assigned by the Dean of Student Services and Enrollment.

QUALIFICATIONS:
Excellent written and oral communications skills needed. Individual must be people-oriented, display high energy, enthusiasm, show initiative and improvisation skills, be creative and have the ability to communicate with high school populations. Ability to plan work activities, establish priorities, and work toward achieving goals. Must have an understanding and commitment to continuing education and the role of the community college mission. Must possess a high level of communication skills: teamwork/cooperation, customer service, and commitment to continuous professional growth in skills and knowledge.

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 REQUIREMENTS:
A minimum of an Associate's degree with a bachelor's preferred with experience in recruitment in a community college setting preferred. Experience as a presenter in front of large groups (particularly high school populations) 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:
Valid driver’s license.
**PHYSICAL DEMANDS:**
While performing these duties of this job, the employee is frequently required to stand; talk and hear. The employee may regularly lift and/or move up to 25 pounds. Specifically 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 noise level in the work environment is usually quiet to moderate.

There being no further business to discuss, a motion was then made by Dr. Barbre and seconded by Mr. Ellis to adjourn the meeting. The meeting adjourned at 6:55 p.m.