The Southeastern Illinois College Board of Trustees held its regular meeting on Thursday, April 19, 2012, in the Rodney J. Brenner Board Room. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Chuck Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Shawna Browning, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, Brian Surprenant, Dr. Dana Keating, Chad Flannery, Karen Weiss, Gina Sirach, Mark Thomas, Bruce Hering, Betsy Dick, and Greg Keller.

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

Mr. Morgan reported that his son Luke was in the process of transferring from SIC to Murray State, and noted that he had several issues and difficulty in setting up his schedule. Luke noted, “You don’t know how much I’ll miss (SIC counselor) Marilyn Ellis.”

Dr. Rice noted that SIC and the Regional Office of Education had co-hosted the recent Student Recognition Banquet. From setup to food to the entire presentation of the event, Rice said he was proud of the way SIC handled the event.

Mark Thomas was honored as the April SIC Employee Spotlight. Thomas has served as a Welding Instructor with SIC for 13 years.

Chad Flannery, Dean for Student Services and Enrollment, introduced several of SIC’s competitive teams, who were on hand to discuss their activities:

**Competitive Shooting:** Coach Bruce Hering noted that the team was not able to attend as they were officiating at a shoot. However, Hering did bring the Division II ACUI National Championship Trophy the team recently obtained. He noted it was their third national championship in the past two years, after winning the ACUI event a year ago and taking first in the SCTP tournament last July as well. Hering called his team’s performance “stellar” and thanked the board for standing behind the team from its creation.

**Forensics:** Coach Paul Cummins appeared with his team, which had a great season as well. The Forensic Falcons won all five regular season tournaments that they entered, and then took third in individual events and fourth overall at the Phi Rho Pi National Tournament. Members present
at the board meeting included: Nolan Scates, Bethany Oxford, Austin Winters, Lindsay Puckett, Kristen Kyle, Darian Etienne, Tyler Lambert, and Zack Oxford, along with coaches Tyler Billman and Jeff Skaggs. Kyle thanked the board for their support of the Forensics program.

**Model Illinois Government:** Sponsor Matt Lees related the story of a first-place competition that almost didn’t happen. The team was due to depart for the Model Illinois Government simulation the day after the Leap Day tornado in Harrisburg – with six team members from Harrisburg, he wasn’t even sure if going to the event would be appropriate, but in the end, decided to let the team make the decision, which was overwhelmingly in favor of going. The team then captured outstanding small delegation. Members present at the board meeting included: Katie Clayton, Amanda Hays, Cassie Rea, Scott Haag, Kellyn Sirach, Darian Etienne, Courtney Bunting, Valerie Ozment, and assistant sponsor Kayla Kearns. Lees thanked the board for the opportunity to represent SIC at the simulation.

SIC Student Trustee Shawna Browning and SIC Student Government President Betsy Dick presented copies of the 2011-2012 Student Activity Booklet to all board members, and highlighted recent activities including a “Pie A Professor” activity which raised money for Tornado Relief.

**Reports**

Dr. Barbre reported that the next meeting of the Illinois Community College Trustees Association is scheduled for May 1-2 in Springfield, in conjunction with Lobby Day.

Dr. Rice, President, reported that after discussions and research, SIC would look into acquiring a document imaging system to meet the needs of Financial Aid and Enrollment Services. The system would address safety and security, identity theft prevention, avoid loss of records in natural disasters, and address compliance and audit issues, making records more uniform and accessible. The approximate cost would be $40,000 with annual estimated maintenance of between $5,000 and $10,000. He noted that the Delta Regional Authority announced SIC as one of ten winners of the Accelerating Entrepreneurship in the Delta Grant. The average award was $18,453, to pay for training materials, course facilitators and other expenses to deliver the Operation JumpStart SM program. Rice noted changes with the Higher Learning Commission accreditation process. They include new criteria such as more emphasis on governance and dual credit, and a more prescriptive nature in assessment, finances, governance, planning, and enrollment. The HLC is estimating that 7 in 10 colleges and universities will require some sort of follow up with more pressure from the federal government to leverage accrediting power over higher education. There is no more PEAQ process with the 10-year “beemoth” visit, but more annual reporting, quality projects, and a reaffirmation visit. There will be a quality assurance argument similar in some aspects to the old self-study document, but all electronic and limited to
40,000 words. There will be federal definition of a credit hour that will require policy and procedure monitoring. With regard to dual credit, the HLC is focusing more on qualified faculty and consistence of criteria consistent with main campus policy at any extension site. He proposed, with the guidance of the Board, to look at re-engineering some positions to alleviate part-time stress, attach duties to some positions including but not exclusive to athletic and extra-curricular coaching/sponsoring duties, in an effort to provide stability to students, increase retention and completion, and provide greater institutional effectiveness. The positions would be designed and advertised in May as “anticipated openings,” with the directive to stay within current overall salary expenditures. The positions would be approved or rejected at the May meeting, with interviews to follow and hires pending BOT approval at the July meeting.

Currently, SIC is #6 in the state in completion, a number to hang on to and improve, Rice said. Rice recommended a subcommittee study the master agreement with the SIC foundation to look at the bylaw and gift acceptance policies. The master agreement requires agreements on both sides. The subcommittee of Dr. Barbre and Mr. Hearn agreed to review the agreements, report back to the board, and draft a letter with the board’s position to the Foundation. In an IYC update, Rice noted that SIC had received no payments yet for this FY, with three-fourths of invoices submitted. He hoped the vouchers would be paid soon. Rice agreed to investigate and research the matter of extending the Harrisburg TIF district.

Dr. Keating, Vice President of Academic and Student Affairs, reported that 200 seniors had been on campus that week for new student orientations and SIC had also visited Harrisburg High School for registration, with approximately 40 students being registered, with upcoming events scheduled both on and off campus and Carrier Mills, Galatia, Pope County, Carmi, NCOE and Eldorado. A meeting is scheduled with all high school English and Math teachers for April 26 regarding common core standards. The annual Recognition Event is slated for April 30 in the VPAC Lobby, and Honors Night for May 3 at the VPAC. Strategic planning work continues, the Instructional Operational Plan is now being developed, and the 2006-2012 plan is being brought to a conclusion with final reporting in process.

Dr. Brian Surprenant, Dean of Academic Services, reported that Cara Lehman, the new Secretary to the Dean of Academic Services started working on April 16. He attended the spring IAI GECC Math Panel meeting on Friday, April 13 at Heartland Community College in Normal; the spring Transfer Coordinator meeting at Illinois State University Alumni Center in Normal on April 17; was scheduled to attend the spring IAI Criminal Justice Major Panel meeting on April 25 at ICCB in Springfield. The meeting was originally scheduled for April 4. The curriculum committee met on March 29, and the last curriculum committee meeting of the academic year is scheduled for April 26.
Dr. Tim Walker, Vice President of Administration and Business Affairs, reported on the following: funding is lagging again, some $704,000 lower than last year at this point or 9.7% lower. SIC is still on track, though, and in a position to not have a deficit, if all state funding is received. Walker said the college has been excellent on holding the line on expenses. On the day of the meeting the college received Summer/Fall scholarship payment from the SIC Foundation. Projections continue regarding repair costs for the February 29 storm. There is some wide variation in estimates and projections for some of the costs – such as, roof repairs on A1, B2, and C1 and associated penthouses ranges from $376,515 to $454,148. Walker said that there might be a delay in getting a person to actually install the flagpole, as most work is concentrating on roofs. He is considering some savings in certain areas that could go toward improvements in others. Using a less costly design for replacement of the south entrance sign could, as an example, be used to help fund an upgrade from the existing marquee to an electronic marquee. The total high end estimate for repairs is $1,027,343. Pre-construction meetings have been held regarding phase one of the bleacher replacement project – the south bleachers. Work is scheduled to begin the week after graduation and completed before basketball season. The work will include an S-I-C placement in three bleacher sections. Walker presented color options to the Board. The CDB has granted authorization to proceed with the north bleacher and gym floor replacement. Image Architects of Marion has been selected and granted the work, which will start upon receipt of the A&E contract papers.

Karen Weiss, Dean for Career and Technical Education, reported that FY13 Perkins funding appears to be down about $3,600 to around $114,000. She is still looking for a semi-truck using DRA grant money, with several leads that meet price range and specifications. Work continues on Title III grant Year 2 initiatives, including converting Room A113 into a Biotechnology Lab. The Student Services Online Developer is working with Financial Aid office to enhance the MySIC portal. Weiss has been researching curriculum associated with a Natural Gas Technician certificate program, and has contacted a couple of promising leads: a local attorney who is initiating a grass-roots effort to support natural gas exploration in our region, and a faculty member and coordinator for the Natural Gas Technician program at Barton Community College in Kansas. The Welding program received a donation of $82,710 in ventilation equipment from Bechtel Power Corp. Scott Burkitt, SIC’s Airgas representative, identified the equipment for SIC’s use and Ed Fitzgerald and Mark Thomas worked to secure the donation with Thomas assisting in transporting the equipment to the College. The final CTE recruitment was held April 19. The Spring Business Advisory Council and Articulation Meeting was held on March 23 with approximately 50 in attendance. Nursing and Allied Health spotlight day was March 30 with 95 students in attendance. Peabody Energy held a job fair for its mining facilities on campus on April 11. Lori Blumenstock, CTE recruiter, resigned effective April 20 due to her family’s pending relocation to the Indianapolis area. Before leaving, she and Emily Henson presented for Single Parent day at Carmi-White County High School. Lori also helped to administer the Ag Business competition, organized and presented at the GED Keys to Success workshop, helped
plan and coordinate the Ag Mechanics competition, assisted with 3 new student orientations, and was invited with Kyla Burford to participate in mock interviews at the invitation of Annette Braden, NCOE guidance counselor. Wildcat Mine Fire Trainings were scheduled for April 16 and 23, Patiki for April 28, and American Coal and KRI mines were scheduled for training for several dates in May.

Chad Flannery, Dean for Student Services and Enrollment, added that he had looked into the system with Dr. Rice regarding electronic document imaging that was used by John A. Logan College. The system created a well-documented increase in records efficiency at JALC, with no lost files or documents. Flannery reported that SIC’s Student Government hosted a blood drive on March 28, in honor of the victims of the Leap Day Tornado. On March 30th, the SSS/TRiO program took 17 participants to Springfield, IL for a cultural excursion, with tours of Lincoln’s Home and the Presidential Library and Museum. On April 2nd, SIC’s Student Government hosted a forum featuring SIC Alumna and current member of the Obama Administration, Katie Pennell. The Cultural Arts Series presented “Chanson du Soir” on March 31, 2012, with approximately 25 people in attendance. Fifteen members of Southeastern’s Shotgun Team, along with program coordinator, Bruce Herring, attended the 2012 ACUI Collegiate National Shotgun Championship in San Antonio, Texas, March 26-April 2, and won the HOA Division II National Championship. On April 5th, the SSS/TRiO program took their participants to Murray State University in Murray, KY, for a campus tour, housing tour and an Admissions presentation. The Math and Science Club held their annual Easter Bake Sale fundraiser, April 3-April 4, 2012. “SIC Better than Glee” was the self-directed vocal concert presented by Southeastern’s music students on April 5, 2012 with 75 people in attendance. Paul Cummins, Director of Forensics, and Tyler Billman, Assistant Director of Forensics, traveled with ten members of Southeastern’s Forensic Falcons to Chicago, IL, to attend the Speech Team Nationals, April 6-April 15. Student Government held a “Pie in the Face” fundraiser on April 11. April 12-April 15, Chad Flannery, Dean for Student Services and Enrollment, attended “The College Administrator’s Conference” legal seminar in Chicago, IL, with President Rice, and also attended a portion of the Speech Team Nationals which were held in Chicago, IL this year. Kellye Whitler, Phi Theta Kappa Sponsor, and 3 of SIC’s Phi Theta Kappa members (Maggie Walters, Shawna Browning and Elisha Burton) traveled to Nashville, TN, April 12-April 15, to attend the Phi Theta Kappa National Convention. Emily Henson, Director of Financial Aid, attended the ILASFAA Conference in Springfield, IL, April 11-April 13, 2012. Student Government sponsored an Organ Donation Drive April 16-April 19. Kellye Whitler, PTK sponsor, and PTK members Blaire Clark and Cristin Mills, attended the All-Academic Team Banquet held on April 18, in Springfield, IL. On April 19, PTK members Blaire Clark, Cristin Mills, Shawna Browning and Katie Clayton, attended Lobby Day, in Springfield, IL with PTK Sponsor, Kellye Whitler. On April 19, the SSS/TRIO program took their participants to USI in Evansville, IN, for a campus tour, housing tour and an Admissions presentation. The SIC Archery Team received a $1,000 travel grant from the Easton Foundation for the purpose of attending the US Intercollegiate Archery
Championships at the University of Missouri on October 19-21, 2012. The SIC Shooting Team clinched a national title at the Association of College Unions International (ACUI) Division II Intercollegiate Clay Target Championships earlier this month. The title was bestowed for its accumulative score based on a number of shooting events over the course of several days, earning it the distinction of High Overall Aggregate. Ms. Lolita Mack, Director of TRiO, received the 2012 TRiO Achiever’s Award through the state of Illinois. The public recognition of outstanding former TRIO participants is a special event that gives the TRIO community an opportunity to congratulate its alumni on their success. This award further serves as a source of pride in the knowledge that TRIO continues to make a difference in the lives of thousands of first-generation and low-income students throughout the Illinois region and the United States.

Shawna Browning, Student Trustee, reported that the recent organ donation drive by the SIC Student Government netted a dozen donors in around one and a half hours.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Mr. Hearn to approve the March 22, 2012 regular and closed session minutes, destroy the tapes of the July 2010 closed session, to approve the Treasurer’s report, and to approve March bills in the amount of $1,258,208.65, which included $692,464.34 in payroll. On roll call, the following members voted:

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

**Blue Cross/Blue Shield Group Health Insurance Rates**

A motion was made by Mr. Morgan and seconded by Ms. Lane to approve group health renewal with Blue Cross/Blue Shield, effective July 1, 2012. The college received good news as the premium was reduced 4.4 percent from last year. The decrease is welcome news following increases the past two years.
The rates are as follows:

**Current**
- $641.19  employee only
- $1,247.09  employee+spouse
- $1,154.88  employee+child(ren)
- $1,748.65  family
- $384.33  employee/Medicare
- $768.67  family

**Renewal Rates effective 2012**
- $612.98  employee
- $1,192.22  employee+spouse
- $1,104.06  employee+child
- $1,671.71  family
- $370.49  employee/Medicare
- $740.98  family

All members voted aye. Motion carried.

**Wastewater Operator Agreement FY 2012**

A motion was made by Mr. Allen and seconded by Dr. Barbre to accept the Wastewater Operator Agreement, with the payment remaining at $750 per month beginning May 1, 2012. This is a standard agreement submitted for action every three years.

All members voted aye. Motion carried.

**Budget Transfers**

A motion was made by Dr. Barbre and seconded by Mr. Ellis to approve the following budget transfers: $2,867 from the Perkins Student Worker fund to the Perkins part-time hourly tutor fund; $310 from the Perkins office supplies fund to the Perkins contractual fund; $8,250 from the Occupational Skills fund balance to the Occupational Skills instructional equipment fund; and $6,950 to the auxiliary services purchases food/beverage/candy fund, from the following auxiliary services funds: $3,500 from time and materials repair, $1,500 from consumable equipment; $400 from annual maintenance; $250 from office supplies, $850 from maintenance, and $450 from the miscellaneous fund.

All members voted aye. Motion carried.
Curriculum Committee Recommendations

A motion was made by Ms. Lane and seconded by Mr. Allen to approve the recommendations of the Curriculum Committee as follows:

FYI! Curriculum guides for AA-ECE, Elementary Special Education, Secondary & AAT for Secondary Math will be revised. The name of the exam has changed to “Test of Academic Proficiency” from “Basic Skills.”

(Course title change) The title for EDUC 160 is Illinois Basic Skills Test Preparation. Change the title to reflect the new title of the exam to Test of Academic Prof Prep. Effective: May 1, 2012

(New Certificate – Reasonable & Moderate Extension) D-AG 240 Bioenergy Production – 18 hours. This certificate was developed as part of the IGEN Grant. The proposed Bioenergy Production Certificate enhances SIC’s Biofuels Program by offering a certificate with specific emphasis on either Biodiesel or Ethanol production in conjunction with a Biofuels Internship for practical learning and an opportunity to gain experience. This certificate emphasizes the use of Agricultural Wastes and Algae in biofuels production. Effective: August 1, 2012

(New Course) – ENGY 115 Agricultural Wastes to Biofuels – 1/1/0. This course provides an overview of biofuels production from agricultural wastes. It covers the process from waste creation through processing and distribution. Effective: August 1, 2012

(New Course) – ENGY 113 Plant Maintenance – 3/3/0. This course provides students with a detailed understanding of how using the best practices associated with the plant’s maintenance function enhances quality, operations, safety, and profit margins. Effective: August 1, 2012

(New Course) – ENGY 213 Algae Feedstocks – 1/1/0. This course provides an overview of ethanol and biodiesel production from naturally occurring or synthesized algae. Effective: August 1, 2012

(New Course) – ENGY 270 Biofuels Energy Internship – 5/0/25 (variable & repeatable x3). This course provides practical work experience in which the student works in the renewable fuels industry. Effective: August 1, 2012
(Revision OUTR Certificate and OUTR A.A.S. Degree Curriculum Guides) – The revised guides reflect recommendations provided by ICCB regarding total General Education and CTE credit hours. Effective: August 1, 2012

(New Course) – OUTR 199 Program Learning Assessment – 1/1/0
Students will demonstrate understanding of the field of Outdoor Recreation and the ability to practically implementing key concepts and practices by writing a final research paper surveying everything learned in the program. Effective: August 1, 2012

(New Course) – OUTR 211 Physical and Mental Side of Archery – 1/1/0
This course is designed to promote physical fitness and teach a series of physical and mental exercises to improve the success of bow hunters and competitive 3D archers. Effective: August 1, 2012

(New Course) – OUTR 212 Basic Compound Bow Mechanics – 1/1/0
This course is designed to provide basic information and instruction in the overall construction and function of the modern compound bow. Effective: August 1, 2012

(New Course) – OUTR 213 Advanced Compound Bow Mechanics – 1/1/0
This course serves as a sequel to Basic Compound Bow Mechanics. Students will deepen their knowledge of compound bows and their performance. Effective: August 1, 2012

(New Course) – OUTR 214 USCA Rules and Procedures – 1/1/0
An introduction to the basic rules, procedures, and code of conduct of the U.S. Collegiate Archery Association. Effective: August 1, 2012

All members voted aye. Motion carried.

Chargeback request

A motion was made by Ms. Lane and seconded by Dr. Barbre to accept the tuition chargeback request of Angie Helse, Carmi, to enroll in the Long-Term Care Administration curriculum at the College of DuPage for the 2011-12 and 2012-13 summer and fall semesters, and Jacob Ninness, Eldorado, to enroll in the Agricultural Mechanics curriculum at Rend Lake College for the 2012-13 academic year.

All members voted aye. Motion Carried.
Non-Action Items

There were no non-action items this month.

Closed Session

A motion was made by Mr. Allen and seconded by Mr. Hearn 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 7:17 p.m. On roll call, the following members voted:

Aye .......................... Nay

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

A motion was made by Mr. Hearn and seconded by Dr. Barbre to reconvene into open session at 7:34 p.m.

Personnel

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

Retirement – Facility Service Technician
Accepted the retirement of Fred Bush, Facility Service Technician, effective June 30, 2012

Resignation – CTE Liaison and Transition Coordinator
Accepted the resignation of Lori Blumenstock, CTE Liaison and Transition Coordinator, effective April 20, 2012.
Position Description Revision – Admissions Specialist
Approved revisions to the Admissions Specialist position description. It had been fifteen years since the description had been updated. The new description has been reviewed by the union, supervisor and administration and has been updated to meet the functions of the job.

Position Description Revision – Media/Graphics Technician
Approved revisions to the this position due to some restructuring with the hiring of Judy Comer.

Transfer/Reassign Admissions Specialist to Nursing/Allied Health Secretary
Approved the transfer of Tabitha Neal, Admissions Specialist, to the Nursing and Allied Health Secretary position which was to be vacant with the retirement of Linda Stricklin, effective June 30. Mrs. Neal was the only UMWA member to bid on this position during the five day internal posting period for members. This transfer will become effective July 1, 2012, and Mrs. Neal will receive cross-training from Mrs. Stricklin as time permits.

Employ Part-Time Customer Service Center Specialist
Approved the employment of Mrs. Renee Boots as Customer Service Center Specialist, effective April 19, 2012, for a salary of $10.00 per hour, up to 28 hours per week.

Employ Full-Time Toddler Teacher for Mary Jo Oldham Child Study Center
Approved the employment of Katlyn Lawrence as full-time Toddler Teacher in the Mary Jo Oldham Center for Child Study, effective May 21, 2012, for a salary of $8.50 per hour.

Nursing and Allied Health Advisory Board Recommendations
Approved the appointment of Jennifer Woolard (Nurse Educator with Heartland Regional Medical Center) and Gina Goins (Nurse with Heartland Regional Medical Center) to the Advisory Board for the Nursing and Allied Health Program.

Employ Adjunct Faculty
Approved the following recommended adjunct faculty:

<table>
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<tr>
<th>Summer 2012</th>
<th>Course</th>
<th>Approval Status</th>
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<tbody>
<tr>
<td>Beal, Sue</td>
<td>FCS 124 O</td>
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<td>Gladfelter, Laura</td>
<td>PSYC 121 O4</td>
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<th>Fall 2012</th>
<th>Course</th>
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<tbody>
<tr>
<td>Gines, Donald</td>
<td>PE 220 A</td>
<td>Previously Approved</td>
</tr>
<tr>
<td>Harmon, Sue</td>
<td>SIONI Hybrid ADN</td>
<td>New</td>
</tr>
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Adjournment

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre to adjourn. The meeting adjourned at 7:38 p.m.
Southeastern Illinois College

Admissions Specialist
(Full-time position)

DIVISION: Student Services
LOCATION: Campus
REPORTS: Director of Enrollment Services/Registrar
BOARD APPROVED: 8/26/97
REVISION: 4/4/12 (Updated)

POSITION SUMMARY: This is a full-time position with the primary responsibility of assisting the Registrar in support of Enrollment Services.

ESSENTIAL RESPONSIBILITIES:
1. Responds to all admissions inquiries (email, phone, fax, website, in-person) in a timely and friendly manner
2. Processes all admissions applications in a timely manner
3. Responds to applicants promptly with the status of their admissions process
4. Oversees and ensures student records are complete for enrollment/registration
5. Processes all incoming transcripts from high schools, colleges, etc.
6. Assists Enrollment Services team with answering common phone line, taking messages, answering questions and routing calls as appropriate.
7. Enters test scores in computer as needed
8. Notifies the Registrar of any problems related to student admissions
9. Assists in the maintenance of all student permanent records
10. Assists with the Registration window and helps process drops, adds, etc.
11. Assists with the Switchboard, as assigned by Registrar
12. Creates and maintains standard operational procedures and training manuals
13. Produces enrollment and other reports as directed by Registrar
14. Performs routine clerical tasks, including the operation of office equipment such as copy and fax machines;
15. Maintains orderly filing system for admissions
16. Works evening hours during peak registration periods and/or special events (including graduation), as assigned by Director of Enrollment Services
17. Perform other duties as assigned by the Director of Enrollment Services or designee

EDUCATION/EXPERIENCE:
Associates degree required. Two years of work experience in an office setting is also preferred. Effective organizational and communication skills are required.

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

**ESSENTIAL FUNCTIONS:**
1. Must possess the ability to multi-task and handle high volume environment.
2. Must be able to meet departmental deadlines.
3. Must possess excellent written and verbal communication skills.
4. Must possess outstanding customer service skills, including an upbeat and positive attitude.
5. Must possess working knowledge of Enrollment Services, as well as other college departments and processes.
6. Must possess working knowledge of Microsoft Office including Outlook, Word and Excel.
7. Must be willing to learn Jenzabar EX and participate in ongoing training.

**LANGUAGE SKILLS:**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

**MATHEMATICAL SKILLS:**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**
Employee must possess ability to work in a team environment, be dependable, possess tactfulness, neatness of personal work space and the ability to maintain confidentiality.

**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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

GENERAL EMPLOYMENT STATEMENTS:
Length of training and probationary period: 180 days
Hours per Work Week: 37 ½ hours per week
Position: Non-Supervisory
Association Affiliation: Staff

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
Southeastern Illinois College

Media/Graphics Technician
UMWA position

SALARY: UMWA Salary Schedule

LOCATION: Main Campus
REPORTS: Dean of Academic Services, Coordinator of Media Services and Distance Learning

PREPARED: Brian Surprenant
Date: March 29, 2012

APPROVED:
Date:

BOARD APPROVED:
Date:

REVISION:
Date:

POSITION SUMMARY: This is a full-time, twelve month technical position in the Media Center. This individual reports to the Coordinator of Media Services and Distance Learning while accepting assignments from the Media Technology and Graphic Design Specialist as appropriate.

QUALIFICATIONS: The person filling this position must have strong technical skills, be able to operate audiovisual equipment, be proficient with Macintosh and Windows computer operating systems, desktop publishing, and basic graphic layout/design software. In addition, the position requires basic media production skills.

1. Produces AV materials and offers basic graphic services to faculty and staff.
2. Provides technical assistance with interactive video classrooms and the learning management system.
3. Conducts the annual inventory of AV equipment, and maintains consistent inventory of materials, and supplies.
5. Maintains and makes minor repairs of audiovisual equipment and coordinates equipment repair with outside repair services.
6. Schedules, delivers, and operates audiovisual equipment.
7. Produces college photographs and videotapes college activities.
8. Provides technical assistance, troubleshooting, and preventive maintenance of equipment and peripherals within the Learning Resource Center and classrooms.
9. Distributes mail to faculty and staff mailboxes on a daily basis.
10. Supplies and performs basic maintenance of copy machines located in A-153.
11. Assists with library functions as necessary in the case of temporary staff shortages.
12. Other duties as assigned.

EDUCATION: Associate Degree Required
COMMUNICATIONS SKILLS:
Excellent organizational skills, written and verbal communications, analytical, interpersonal
skills, attention to details, and capability of meeting deadlines with excellent follow-up skills are
needed to be successful in this position. Ability to read and interpret budget and financial
documents, manuals, and procedure reports required. Experience in a unionized setting is
preferred.

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

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

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

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

The employee must occasionally lift and/ or remove up to 50 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.