The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, February 23, 2012, at 6:00 p.m. in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Chuck Hearn, Jim Ellis, Dr. Frank Barbre, Dr. Pat York, and Shawna Browning, student trustee. Absent: Richard Morgan. Also present were: Dr. Jonah Rice, Karen Weiss, Dr. Dana Keating, Paul Cummins, Tim Walker, Andrew Dunaway, Angela Wilson, Kellye Whittler, and Barbara Potter.

Dr. York welcomed guests and allowed comments from the audience. There being no comments from the audience, Dr. York welcomed Kellye Whittler as the Spotlight Employee of the Month and thanked her for her dedication and 15 years of service to Southeastern Illinois College.

Reports

Dr. Barbre, Trustee and ICCTA Representative, reported the next Illinois Community College Trustees Association (ICCTA) meeting will be held March 9 – 10, in Schaumburg, Illinois.

Dr. Rice, President, reported on the following: The website development team reports that everything is still on track for an Fall 2012 website launch. SIC's enrollment is similar to most of other regional and state colleges reflecting a drop in enrollment compared to last year. SIC has the largest percentage of enrollment growth in a five-year comparison out of all the regional colleges. We will report slightly above 5% (+) decrease in head count to the ICCB for 10th day reporting. That number could change, of course, during the term depending upon late-term enrollment and custom programs. Much of this is most likely the continued drop in dual credit discussed in the multi-year enrollment analysis report from the January meeting. Southeastern Illinois College participated in the Great Central US ShakeOut for Earthquake Preparedness on Tuesday, February 7, 2012. The president’s office in cooperation with Peoples National Bank and the SIC Student Government, hosted an essay contest in honor of Presidents Day. The creative writing assignment allowed area fifth-grade students to consider what they would do if they were president. Fifth-grade teachers in the five-county district submitted up to three top classroom essays to be judged by the SIC Student Government. Savings bonds will be awarded to the top three writers, compliments of Peoples National Bank during a reception at the college on February 21, 2012. Peoples bank is donating a $200 savings bond for first place, a $100 savings bond for the runner up and a $50 savings bond for third place. Dr. Rice distributed a handout outlining the newly created archery competitive team budget, along with additional information regarding other athletic information. Dr. Rice shared legislative information with the Board regarding issues that the community college system is either monitoring, opposing or supporting. Dr. Rice reported on the pension reform and noted that Governor Pat Quinn outlined a plan to reform the pension system and slash $2 billion from the Medicaid program. He noted that employer contributions will force local school boards and universities to pay a higher share of the employee contribution, which, could be phased in over time, and that employee
contributions could also increase by as much as 3 percent. Dr. Rice reported that he as given the charge to implement the Higher Learning Commission’s suggestion that Southeastern attempt to achieve a budgetary award from the Government Finance Officers Association. Dr. Rice noted the Juvenile Justice/Department of Corrections has not funded any of the IYC contract to date so the College has received no payments this year. The contract was renewed in July 2011, with the State sending no funding to date. Dr. Rice shared foundation, WSBDC/Community Ed, and marketing information with board.

Dr. Keating, Vice President for Academic and Student Affairs, reported on the following: I will be attending another IGEN Retreat with Renee Loesche on March 7th and 8th. We are hoping to get further direction from the grant administrators on various aspects of the grant. We feel we are off to a good start with the project. We are currently planning on-campus new student orientation and registration sessions for seniors from all district high schools except Harrisburg. However, we will be taking a team to HHS to provide registration for those students. We are working out the details with HHS at this point. I will be attending a meeting with Lori Cox and Terry Lucas on February 17th at the Rend Lake Marketplace to hear from the state officials concerning the RFP for GED funding for FY13. The Early College Cohort Project with Eldorado High School is progressing well, with a day of advisement scheduled for the students with Tyler Billman on March 13. Kyla Burford will then spend March 20th at the high school conducting registration for the students. Work is underway to market the new programs that are starting up this fall, which are Esthetics, Nail Technology, Personal Trainer, IT Certificate, Facilities Maintenance and Outdoor Recreation. We are also working on new marketing strategies for our high school programs. Strategic Planning is progressing well. The seven major initiatives have been identified, and sub-goals for each are now being developed. More information will be shared with the Board in March.

Mr. Surprenant, Dean of Academic Services, reported on the following: The Library recently received word that it has been approved by the board of the Consortium of Academic and Research Libraries in Illinois (CARLI) as an I-Share Participant. Along with Southwestern Illinois College, Richland Community College, and Morton College, the library will be a member of one of the nation's largest academic library consortia. After the migration to I-Share, library users will have direct-loan access to an integrated library system consisting of the collections from 80 academic and research libraries in Illinois including 13 state-supported university libraries, and 20 community colleges libraries. The I-Share union catalog consists of over 11 unique bibliographic records and contains nearly 39 million holdings. In preparation for the migration, library staff is conducting an extensive database review and update. Once the licensing is in place, the process will take approximately three months to complete. Anyone wishing to browse the database may access it at http://vufind.carli.illinois.edu.

Mr. Walker, Vice President of Administration and Business Affairs, reported on the following: We are exploring the opportunity to strive to achieve the “Distinguished Budget Presentation Award” that is sponsored by the Government Finance Officers Association. We have presently mapped a path to reaching this goal by identifying the key elements for success. The outstanding budgeting process of SIC will only be enhanced by some of the additional recommendations of the GFOA. The Higher Learning Commission recognized the importance of our desire to receive “Third Party” validation of excellence in financial management at SIC. It is reasonable to assume
this could take several years to achieve, however; all efforts will have immediate benefit to the institution. He reported to expect the Governor’s budget address on February 22 to call for level funding for the Community College System for FY13, when other agencies will be facing possible nine percent cuts. Although this sounds promising to community colleges, the fact of the matter is there is no way that the State can pay its bills (somewhere between $4B and $8B) without bonding. Discussions are underway for trying to push the State’s obligation for funding pensions off to the local community college districts, which will have the effect of driving already-rising tuition rates even higher. The only alternative to raising tuition would be to allow districts to levy for the difference without voter approval. Community Colleges need to be vigilant on this matter as well as the State’s interest in shifting the cost for funding its retiree health insurance obligation to the local districts. Need to reinstate the exemption on capping SERS retirement calculations at 6 percent provided the increase is tied to overtime or overload, or in cases where an employee has been promoted to a position that has always existed. The compact tractor approved by the Board has arrived and we thank the Board for this addition to the department. We are continuing to obtain estimates on various capital projects for planning purposes. Security and Environmental Services relocations are complete and the IT Department relocation will continue for 2-4 weeks. He reported the Bookstore committee continues to meet to study and evaluate new services and vendors. He reported the College is planning to change the phone outside line access number from “8” to “9” in an effort to eliminate or greatly reduce the number of mistaken “911” dialing. These would take place early summer. He noted the emergency satellite phone is now in services and was tested during the Great Central U.S. ShakeOut exercise.

Mrs. Weiss, Dean of Career and Technical Education reported on the following: We continue to make progress toward completion of Year 2 initiatives within the Title III grant. The online PN program began February 6, with five (5) students enrolled. Online Biotechnology courses are being created, and will be approved through Curriculum Committee, and then submitted to ICCB for approval. We will be launching a marketing campaign for the new Biotechnology courses. Faculty are in the process of converting a few Business courses for online delivery, per grant initiatives. We have secured a date in August for our external evaluation with Pinnacle Services (Dr. Caffey), who we used last year for our evaluation. I am working with the Business Office to secure bids for a newer model, used truck through the FY12 Delta Regional Authority (DRA) Grant. She reported on several meetings she had attended and some upcoming CTE events.

Mr. Flannery, Dean of Student Services and Enrollment, was representing Southeastern at another event, but submitted the following report: The TriO/SSS program held a “Subway Social” for program participants, to celebrate the start of the 2012 spring semester. The SSS Program held a Financial Aid/Scholarship workshop for program participants on 1/25/12, and a Study Skills workshop on 1/26/12. The Forensic Falcons won first place at the Phi Rho Pi tournament held at Webster University the weekend of January 27, 2012. Forty colleges and universities participated in the tournament. As part of the Cultural Arts Series, The New Arts Jazztet with Strings performed on January 29, 2012, with approximately 60 people in attendance. A production of the satirical comedy, Tartuffe, was performed February 11-12, 2012, with a matinee given on February 10th for area high schools. The Nursing Club conducted a Valentine’s Day Getaway Raffle, February 6-14, 2012, as one of their fundraising events. The raffle included a weekend stay at the Irish Inn Bed and Breakfast and a basket filled with items
donated from area businesses. The Math and Science Club held their annual homemade Valentine Chocolate sale, February 13th and 14th, as one of their club fundraising events. The Forensic Falcons participated in the Harper Forensic Tournament, February 16-February 19, 2012. The Cultural Arts Series sponsored the Egyptian Combo Dance on February 24, 2012. The twelfth annual SIC Athletic Hall of Fame will be held on Saturday, February 25, 2012, with five new members inducted this year (Vedrana Bajagic, Demar Dotson, Samantha Hathaway, B.J. Huff and Carl Shelton). He submitted in his report, that the administrative cabinet has developed a Child Sex Offender Protocol in order to comply with state law. This protocol defines a specific process and enrollment plan for any student who is a child sex offender. It also ensures that the College is doing its due diligence to ensure the safety of all minors on campus. A copy of the protocol can be provided upon request.

Ms. Browning, student trustee, reported the Student Government Senators judged the President’s Day Essay Contest for Fifth Graders. Student senators will speak at the Foundation Meeting on February 23, 2012 about the Student Center renovation project from the student perspective. There will be a Parking Spot and Instructor Pie-N-Face Raffle fundraiser on February 29, 2012 at 12:30 p.m. in cafeteria with the money raised going toward Student Center renovations. Ms. Browning also shared some upcoming events and dates with the Board.

Consent Agenda

A motion was made by Dr. Barbre and seconded by Mr. Ellis to approve the regular and closed session minutes, approve the bi-annual review of closed session minutes, destroy the tapes of May 2010 closed session, to approve the treasurer’s report, and the January 2012 bills in the amount of $1,129,554.47 which included $569,455.36 in payroll. On roll call, the following members voted:

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

Action Items

Mascot Proposal

Ms. Angela Wilson, Marketing Coordinator, and Andrew Dunaway, Graphic Designer, presented a report on mascot activities and a proposal that Southeastern adopt a mascot. The following mascot images were presented to use for various functions. It was noted that this is not a replacement for the current official logo. A motion was made by Mr. Allen and seconded by Ms. Lane that the Board of Trustees approve the proposal of an SIC mascot design with variations for use.
All members voted aye. Motion carried.

**Budget Transfers**

A motion was made by Mr. Hearn and seconded by Mr. Allen that the Board of Trustees approve the following budget transfers:

Counseling and Recruitment, fund 4032, $731.82 from staff development to job related travel.
CPR Community Services, fund 3258, $1500.00 from consumable institutional equipment to class and lab supplies.
Math & Science Division, fund 3102, $400.00 from consumable office equipment to job related travel.
Diesel Tech, fund 3212, $500.00 from instructional supplies, $500.00 from reference materials, $500.00 from consumable instructional equipment, and $1000.00 from staff development, travel, and annual maintenance to $2500.00 OSHA Agreement.
Child Study Center, fund 5691, $500.00 from other contractual, $310.00 from office supplies, and $500.00 from instructional equipment to $1310.00 class and lab supplies.
IT/Data Processing, fund 4095, $8000.00 from office equipment to drives, lots, and walks.

All members voted aye. Motion carried.
Request for Exemption to Bid

Southeastern received a grant from the Delta Regional Authority (DRA) in the amount of $36,750, earmarked for the purchase of a newer semi-tractor for use with the Truck Driving (CDL) program. In order to secure the best possible price for the purchase of the truck, a motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve the request to waive the bidding process so that when a truck was located it could be purchased without any further delays so as not to lose the opportunity.

All members voted aye. Motion carried.

IGEN Intergovernmental Agreement

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Board of Trustees approve the following IGEN Intergovernmental Agreement.

INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE ILLINOIS GREEN ECONOMY NETWORK

THIS INTERGOVERNMENTAL AGREEMENT is entered by and between the signatories hereto, all being community colleges organized and operating under the laws of the State of Illinois, for the purpose of establishing the Illinois Green Economy Network (“IGEN”).

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network (“IGEN”) in order to create and foster sustainability centers, provide training and education for a “green collar” workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, College of Lake County, Southwestern Illinois College and Heartland Community College, all Community College districts organized and existing under the laws of the state of Illinois, are the Administrative Member Districts of the IGEN; and,

WHEREAS, all community college districts organized and existing under the laws of the State of Illinois, are Districts eligible to join as members of IGEN and desire to join into a network for cooperation and collaboration to promote sustainability by becoming members of IGEN; and,
WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and,

WHEREAS, IGEN provides opportunities for all community college districts in this State to engage in the activities to promote energy efficiency and sustainability on their campuses and in their districts as more fully set forth in public documents, grants, and by-laws to this Intergovernmental Agreement.

NOW, THEREFORE, the Illinois community colleges signatory hereto agree as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The following Illinois community college districts shall be Administrative Members of IGEN: College of Lake County, Southwestern Illinois College, and Heartland Community College.

3. All other community college districts in the State of Illinois shall be eligible to become and known as Member Districts of IGEN.

4. By executing this Intergovernmental Agreement, each Board of Trustees for each Illinois community college shall become a member of IGEN in the designated class as described herein.

5. The President of each Administrative Member District or the President’s alternate will comprise the standing members of the Steering Committee of IGEN. The standing members of the Steering Committee may appoint up to three additional voting members of the Steering Committee from among the Presidents of the Member Districts. The appointed voting members shall serve one (1) year terms or until a new appointment is made after expiration of a term. The
standing members may appoint a replacement for resignations or inability to serve by an appointed member. In addition, the Steering Committee may appoint the Chief Executive Officer of the Illinois Community College Board, or his/her designee, as an *ex officio*, non-voting member of the Steering Committee.

5.1 The Steering Committee will develop and adopt by-laws, including the designation of the quorum required to take action, other governing rules, and, if necessary, a supplement to this Intergovernmental Agreement.

5.2 The Steering Committee shall select a Chair and Vice-Chair, at least one of which shall be an Administrative Member, and such other officers as it deems appropriate.

5.3 Each Steering Committee meeting will be held at a location convenient to its members or meetings may be conducted through electronic media.

5.4 The Steering Committee shall provide governing oversight of IGEN activities including: reviewing and approving necessary budgets, strategic plans and grant submissions; arranging steering committee and working group meetings; interfacing with potential public and private partners; hiring of the IGEN Executive Director; provision of ongoing support and guidance to ensure the success of the IGEN Executive Director role, and any other items necessary to maintain IGEN as a viable entity.

6. College of Lake County shall serve as Administrative Agent for IGEN, and Southwestern Illinois College shall serve as Fiscal Agent for IGEN.

7. Upon a 2/3 affirmative vote of the Steering Committee or upon the resignation of a community college from the Administrative Member class, a member of the Member District class may be nominated to become an Administrative Member class. In the event that College of
Lake County and/or Southwestern Illinois College resigns from the Administrative Member Class, this Intergovernmental Agreement and the IGEN by-laws shall be amended to reflect the appropriate change of Administrative Agent and/or Fiscal Agent designations.

8. Each community college, regardless of member class designation, shall pay annual, non-refundable membership dues up to Three Thousand Dollars ($3,000) into the IGEN Fund. These membership dues may be established at the community college whose President serves as the Steering Committee Fiscal Agent or, all or a portion thereof, may be handled through another agency such as the Illinois Community College Trustees Association.

9. Each grant submitted by IGEN to State or Federal agencies or private foundations or corporations, will include, where permitted, a line item for legal and administrative costs.

10. Pursuant to the authority granted in Section 3-27.2 of the Illinois Public Community College Act (110 ILCS 805/3-27.2) and Section 2(a) of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/2(a)), the Administrative and Member Districts agree to participate with one another in joint purchases of personal property, supplies and services related to the subject matter of this Intergovernmental Agreement and associated grants. All such joint purchases shall be by competitive bids, with the letting of bids conducted by the Fiscal Agent for IGEN under this Intergovernmental Agreement, in accordance with the provisions of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 et seq.). The expenses of such bid-letting shall be shared by the participating Administrative and Member Districts in proportion to the amount of personal property, supplies or services each participating Administrative and Member District purchases.

11. IGEN shall exist as long as at least three (3) Administrative or Member Districts remain members. Community colleges may withdraw from IGEN by providing IGEN at least
thirty (30) days notice of withdrawal. In addition, Member Districts may be removed by the Standing Committee for failure to pay membership dues.

12. Any member may make additional voluntary payments to the IGEN Fund consistent with State law.

13. If IGEN should cease to exist, any remaining funds after the payment of all claims shall be distributed amongst the then remaining Member Districts in equal payments.

14. This Intergovernmental Agreement with any subsequent written and duly authorized amendment(s) hereto, constitute the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

WHEREFORE, the undersigned has executed this Agreement as of the ___ day of ____________________, 201__.

BOARD OF TRUSTEES
SOUTHEASTERN ILLINOIS COLLEGE

By: ________________________________
    Chair

Attest: ________________________________
    Secretary

All members voted aye. Motion carried.

Resolution to Adopt IGEN Intergovernmental Agreement

A motion was made by Mr. Allen and seconded by Dr. Barbre that the Board of Trustees approve the following Resolution for approval of the IGEN Intergovernmental Agreement.

RESOLUTION NO. ________

A RESOLUTION APPROVING AND AUTHORIZING
AN INTERGOVERNMENTAL AGREEMENT

ESTABLISHING THE ILLINOIS GREEN ECONOMY NETWORK

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network (“IGEN”) in order to create and foster sustainability centers, provide training and education for a “green collar” workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and,

WHEREAS, this Board of Trustees of Southeastern Illinois College, desires to approve and authorize the execution of an Intergovernmental Agreement, substantially in the form attached hereto as Exhibit A, and all other actions required to satisfy the obligations thereunder, in order to engage in activities to promote energy efficiency and sustainability.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF Southeastern Illinois College that this Board of Trustees of Southeastern Illinois College, hereby approves and authorizes its Chairperson and Secretary to execute an Intergovernmental Agreement substantially in the form attached hereto as Exhibit A, and its President to take all other actions required to satisfy the obligations thereunder.

PASSED AND APPROVED by the Board of Trustees of Southeastern Illinois College, on this 23rd day of February, 2012.

____________________________
Dr. Pat York, Chairperson

____________________________
JoAnna Lane, Board Secretary

ATTEST:

Board of Trustees
Southeastern Illinois College

All members voted aye. Motion carried.

No Tuition Increase for FY13

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve no tuition increase for FY13.

All members voted aye. Motion carried.
Background Checks for Nursing Students

A motion was made by Mr. Ellis and seconded by Mr. Hearn that the Board of Trustees approve the recommendation to add a nation-wide background check to the nursing enrollment process rather than just the Illinois state police background check.

At this time, the nursing department has elected to use Certified Background Check as the vendor for the background checks for a cost to the student of $52.00. If at some time in the future, Certified Background Check was no longer the most economical and efficient, the department could change vendors to meet the needs of both the students and the nursing department.

All members voted aye. Motion carried.

Curriculum Committee Recommendations

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

The Nail Technology Program was made inactive December 1, 2004, due to low demand for the program. Nails have always been included in the Cosmetology curriculum; but, not as a stand alone program. Due to a renewed interest in nail technology from the public and the desire for a stand-alone program, this certificate will be offered for those students not interested in enrolling in the full Cosmetology curriculum. It is requested that the program be reactivated. The hours are increased from 10 to 16. This will allow for financial aid eligibility. Change the CIP code from 120403 to 120410. Effective: June 1, 2012

COSN 111 Nail Technology Theory-4/4/0 ; COSN 112 Nail Technology Clinic-4/0/12
Revisions were made to COSN 111 Nail Technology Theory and COSN 112 Nail Technology Clinic. It is requested that the hours for COSN 112 Nail Technology Clinic be increased from 3/0/9 to 4/0/12. Change the CIP code from 120403 to 120410. This will more accurately reflect the content of the curriculum. Effective: June 1, 2012

COSN 113 Nail Technology Theory II - 4/4/0 ; COSN 114 Nail Technology Clinic II - 4/0/12
Revisions were made to COSN 113 Nail Technology Theory II and COSN 114 Nail Technology Clinic II. It is requested that the title be changed from COSN 113 Nail Related Technology Clinic to Nail Technology Theory II and the hours be changed from 2.5/0/7.5 to 4/4/0. It is requested that the title be changed from COSN 114 Nail Technology Internship to Nail Technology Clinic II and the hours be changed from 0.5/9/35 to 4/0/12. It is also requested that the CIP Code be changed from 120403 to 120410. This change will more accurately reflect the content of the curriculum. Effective: June 1, 2012

This program, D-AG 90 Basic Turf Grass Technician-14 hours, will be offered at the Illinois Youth Center-Harrisburg. This short certificate will allow students to complete a program of study during their time of incarceration. For many students, A.A.S. degrees and longer certificates are not obtainable due to short-term incarceration. Effective: April 1, 2012
This program, D-AG 91 Basic Landscape Technician-18 hours, will be offered at the Illinois Youth Center-Harrisburg. This short certificate will allow students to complete a program of study during their time of incarceration. For many students, A.A.S. degrees and longer certificates are not obtainable due to short-term incarceration. Effective: April 1, 2012

By making ENG 105 Introduction to College Writing-3/3/0 a variable credit course and repeatable will allow the course to be offered in smaller units of instruction and repeated in the event that students need/require additional instruction. Effective: March 1, 2012

New Course: GMGT 291 Applied Topics in Game Management-3/3/0 Repeatable, is intended for students who wish to develop advanced skills and knowledge in the game management field. Students will work individually or on group projects. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Effective: March 1, 2012

All members voted aye. Motion carried.

Non-Action Items

Identity Theft Prevention Policy (First Reading - New)

An Identity Theft Prevention Policy was presented to the Board of Trustees for a first reading to help Southeastern meet legislative compliance statutes, and will be presented for adoption at the March board meeting.

Students Called to Active Military Duty (First Reading - Revision)

The Students Called to Active Military Duty policy revisions were presented to the Board of Trustees for a first reading with adoption at the March meeting.

Dr. Rice introduced Paul Cummins, Speech Instructor and co-humanities division chair, who addressed the Board and thanked them for consideration of the English full-time instructor position for Fall 2012, that was listed in the personnel section of the agenda.

Closed Session

A motion was made by Ms. Lane and seconded by Mr. Ellis to convene into closed session as allowed by the Open Meetings Act, 5 ILCS 120/2, Section C, Sub-Section (1) appointment, employment, and compensation of specific employees, (2) negotiations, (5) acquisitions of property, and (9) student discipline, and (11) litigation. The board went into closed session at 6:53 p.m. On roll call, the following members voted:

Aye __________ Nay

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

A motion was made by Mr. Allen and seconded by Ms. Lane to reconvene into open session at 7:22 p.m.

**Personnel**

A motion was made by Mr. Ellis and seconded by Ms. Lane to table personnel item C, Retirement – Graphic Designer – and to approve the remaining personnel items:

**Evaluations**

Tenure was granted to the following two instructors:

   Barb Keller – Associate Degree Nursing Instructor
   Sylvia Moore – Practical Nursing Instructor

And the following non-tenured faculty members and SICEA professional staff were recommended for reemployment for the 2012 – 2013 academic year:

   Wendy Harris – Cosmetology Instructor
   Robin Russell – Practical Nursing Instructor
   Dr. Cathy Robb – Career and Technical Education Advisor
   Tyler Billman – Veterans and International Student Advisor

**Resolution Regarding Grant-Funded Employees**

Approved the following Resolution Authorizing Dismissal of Non-Tenured Grant-Funded Employees:

   **RESOLUTION AUTHORIZING DISMISSAL OF NON-TENURED GRANT-FUNDED EMPLOYEES**

   WHEREAS, the Board of Trustees has determined to discontinue some particular type of service or program in Community College District #533 due to anticipated lack of grant funds; and

   WHEREAS, the employees hereinafter set forth are in grant-funded positions and have been so employed during the 2011-12 academic year; and
WHEREAS, the Board of Trustees has determined that the employees hereinafter set forth shall be dismissed at the end of the 2011-12 school term, pursuant to Section 103B-5 of the Illinois Public Community College Act, as a result of the decision of the Board of Trustees to discontinue some particular type of teaching service or program in Community College District #533;

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Southeastern Illinois Community College District #533, Counties of Saline, Gallatin, Pope, Hardin, White, Hamilton, Johnson and Williamson, State of Illinois, as follows:

Section 1: That the following employees shall be dismissed at the end of the 2011-12 school term because of the decision by the Board of Trustees to discontinue some particular type of service or program because of the loss of grant funding to support the service or program:

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<td>Kelly Alongi</td>
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<td>Lori Blumenstock</td>
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<td>Lori Cox</td>
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<td>Cammy Duggins</td>
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<td>Blaine Felty</td>
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<td>Steffanie Ferrell</td>
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<td>Joni Gravatt</td>
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<td>Stephen Humphrey</td>
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<td>Tammy Kears</td>
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<td>Dan King</td>
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<td>Tina Kuppart</td>
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<td>Kelli Lewis</td>
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<td>Renee Loesche</td>
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<td>Anita Lowery</td>
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<td>Lolita Mack</td>
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<td>Kelli Mahoney</td>
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<td>Marcey Martin</td>
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<td>Clay Nolen</td>
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<td>Bre Richardson</td>
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<td>Robin Russell</td>
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<td>Lisa Seets</td>
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<td>Amy Spivey</td>
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<td>Charles Wilson</td>
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Section 2: That the President and Secretary of the Board of Trustees are hereby authorized and directed to send the employees set forth herein a written notice of dismissal at least sixty (60) days before the end of the academic term.

Section 3: That this Resolution shall be in full force and effect forthwith upon its passage. Adopted this 23 day of February, 2012.

Chairman, Board of Trustees
ATTEST:
Secretary, Board of Trustees

Retirement – Graphic Designer

This item was tabled.

Position Description – Biology Instructor

Approved a full-time SICEA biology instructor position description (included at the end of the minutes).

Position Description – English Instructor
Approved a full-time SICEA English instructor position description (included at the end of the minutes).

Employ Part-time Student Services Support Specialist

Approved the employment of Danielle Kizziar as the part-time Student Services Support Specialist effective February 13, 2012, for a salary of $10.00 per hour up to 28 hours per week.

Employ Full-time Biology Instructor

Approved the employment of Mr. Aaron Poole as a full-time, tenure-track biology instructor effective summer 2012. Mr. Poole has taught at Southeastern Illinois College since the 2011 fall semester. During his adjunct and temporary full-time teaching assignment Mr. Poole has received favorable student evaluations and has engaged in the campus environment participating in math and science club and other campus activities. He is comfortable using instructional technology and teaching online and he will soon complete his Ph.D. from SIU.

Transfer Academic Services Secretary to Bookstore Buyer/Clerk

Approved the recommendation to transfer Yolanda Betz to the position of Bookstore Buyer/Clerk upon the retirement of Sharon Pyle. Mrs. Betz salary and benefits remain the same.

Proposal for ENG Position for Fall 2012

Approved the proposal to employ a full-time tenure-track English instructor effective fall 2012 semester.

Reduction in Force of Welding Instructor (Carmi High School)

Approved the Reduction in Force of Eric Hart, dual credit welding instructor at Carmi High School, effective at the end of the 2011-12 academic year.

IT Advisory Council Board Recommendation

Approved the recommendation of Mike Phalin as an Information Technology (IT) advisory council member effective immediately.

Employ Adjunct Faculty

Approved the following listing of adjunct recommendations:

<table>
<thead>
<tr>
<th>Spring 2012</th>
<th>Course</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilson, Chuck</td>
<td>GED Sub</td>
<td>New</td>
</tr>
<tr>
<td>Jones, Lonita</td>
<td>CSC Sub</td>
<td>New</td>
</tr>
<tr>
<td>Gholson, Terry</td>
<td>PE 183 X5</td>
<td>Previously Approved</td>
</tr>
</tbody>
</table>
All members voted aye. Motion carried.

**Adjournment**

There being no further business to discuss, a motion was made by Dr. Barbre and seconded by Mr. Ellis to adjourn the meeting. The meeting adjourned at 7:24 p.m.
Southeastern Illinois College

BIOLOGY INSTRUCTOR

DIVISION: Mathematics and Science
SHIFT: Various
LOCATION: Main Campus
REPORTS: Dean of Academic Services
BOARD APPROVED: 
REVISION: 

POSITION SUMMARY:
This is a full-time tenure track position primarily teaching responsibilities in biology.

ESSENTIAL RESPONSIBILITIES:
1. Fulfill all duties of full-time instructors, as listed in the Board-approved Duties of Full-time Instructors.
2. Teach BIOL 121 Introductory Biology and other biology courses as assigned.
3. Provide leadership, develop/facilitate the following activities and other content area related events in the mathematics and science division, including but not limited to Science Fairs, High School and Middle School Outreach/Recruitment, and other high school related assignments. This will involve occasional travel to area schools in the college district.
4. Work with the H.S. Dual Credit Coordinator and Recruiter to develop, offer and promote dual credit classes in the Mathematics and Science Division.
5. Maintain teaching load and office hours as required by the SICEA contract.
6. Contribute to the overall well-being and vitality of the institution through the faithful discharge of all assignments and other duties assigned by the Dean of Academic Services or the Vice President for Academic and Student Affairs.
7. Contribute to the over-all success of the Math and Science Division, including active engagement with student activities as assigned.
8. Participate and attend campus-wide activates.
9. Serve on college committees, as well as committees/panels external to the college as approved.
10. Be proficient in computer and instructional technology, and embrace the use of instructional technology in the classroom.
11. Online and hybrid course development and teaching is required.
12. Perform all other duties as assigned.

EDUCATION: Must possess a Master’s Degree in Life Sciences
QUALIFICATIONS:
Understanding of and commitment to the community college philosophy; teaching experience at the college level; experience with online instruction; and experience with instructional technology are preferred.

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 abilities required. Excellent organizational skills and the ability to communicate with others are essential along with the ability work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:
The ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is needed.

CERTIFICATES, LICENSES, REGISTRATIONS:
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 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.

Performing the duties of this position will require a professional attitude and proper office protocol at all times.
Southeastern Illinois College

ENGLISH INSTRUCTOR

DIVISION: Humanities and Fine Arts
SHIFT: Various
LOCATION: Main Campus
REPORTS: Dean of Academic Services
BOARD APPROVED: 
REVISION: 

POSITION SUMMARY:
This is a full-time tenure track position with primary teaching responsibilities in English.

ESSENTIAL RESPONSIBILITIES:
1. Fulfill all duties of full-time instructors, as listed in the Board-approved Duties of Full-Time Instructors.
2. Teach English/Communication courses as assigned, but primary assignment of ENG 121 Rhetoric and Composition I, ENG 122 Rhetoric and Composition II, and COM 121 Principles of Speaking.
3. Serve as liaison for the Humanities and Fine Arts Division with area high schools, providing leadership, developing/facilitating activities and other content area related events/activities with the high schools, such as course articulation, Common Core Standards for College and Career Readiness work, High School and Middle School Outreach/Recruitment, other high school related assignments. This will involve occasional travel to area schools in the college district.
4. Work with the High School Recruiter & Dual Credit Coordinator to develop, offer and promote dual credit classes in the Humanities and Fine Arts Division.
5. Maintain teaching load and office hours as required by the SICEA contract.
6. Contribute to the overall well-being and vitality of the institution through the faithful discharge of all assignments and other duties assigned by the Dean of Academic Services and/or the Vice President for Academic and Student Affairs.
7. Contribute to the overall success of the Humanities Division, including active engagement with student activities as assigned.
8. Participate in and attend campus-wide activities;
9. Serve on college committees, as well as committees/panels external to the college as approved.
10. Be proficient in computer and instructional technology, and embrace the use of instructional technology in the classroom.
11. Teach traditional, online and hybrid courses.
12. Perform all other duties as assigned.

EDUCATION: Must possess a Master’s Degree in English or Communication, with required graduate hours to teach in both disciplines.
QUALIFICATIONS:
Understanding of and commitment to the community college philosophy; teaching experience at the college level; experience with online instruction; and experience with computers and instructional technology are required.

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 abilities required. Excellent organizational skills and the ability to communicate with others are essential along with the ability work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 is necessary.

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

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 have the ability to work at a computer and view a computer screen for long periods of time.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

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

Performing the duties of this position will require a professional attitude and proper office protocol at all times.