The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, July 10, 2012, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Jim Ellis, Dr. Frank Barbre, and Dr. Pat York. The following members entered the meeting after the roll call: Richard Morgan and Courtney Bunting, student trustee. Absent: Charles Hearn. Also present were: Dr. Jonah Rice, Tim Walker, Dr. Dana Keating, Chad Flannery, Gina Sirach, Tricia Johnson, Diane King, Karen Weiss and Barbara Potter.

Dr. York recognized Bruce Hering, game preserve/shooting complex management instructor, as the Spotlight Employee. Dr. Rice noted that Mr. Hering has served Southeastern for thirty-one years and has led the competitive shotgun team to national championships.

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

Reports

Dr. Barbre reported that the ICCTA Board of Representatives took the following actions at its June 2, 2012, annual meeting at the Bloomington-Normal Marriott Hotel and Conference Center in Normal, Illinois: Received an update on the Illinois General Assembly’s spring 2012 legislative session, including: FY 2013 state budget -- Lawmakers approved a 6.14% reduction (or $22 million) below FY12 community college funding; Pension reform – Proposals to change Illinois’ public pension systems have stalled. Trustees were urged to use FY13 as a "planning year" and assume that future years will include more responsibility for pension costs; College Insurance Program -- Proposals to protect health insurance for community college retirees have also stalled. Trustees were told to expect to pay 1.25% (a 0.75% increase) for the employer’s premium cost in FY13. The General Assembly has appropriated $36 million to pay unpaid CIP bills; Heard comments from Illinois Capital Development Board executive director Jim Underwood. Illinois currently has a $4 billion backlog in deferred maintenance, including $200 million for community colleges; Called attention to the Illinois Community College Board’s new "A Million Reasons Why" public relations campaign. Also, ICCTA’s 2012-2013 officers were elected by unanimous ballot and included, Bob Johnson, Kishwaukee Community College for Vice president; Nancy Svoboda, College of DuPage, Secretary; Bill Kelley, Harper Community College, Treasurer; and ICCTA’s current vice president, Reggie Coleman, John Wood Community College, will become president on July 1, succeeding James L. Ayers of Parkland Community College. Congratulations were extended to the winners of ICCTA’s alumnus, faculty, business, service, education, and student leadership awards, who were honored at the association’s June 1 luncheon and banquet. Dr. Barbre noted that Matt Lees, SIC government instructor, was present at the banquet. Association of Community College Trustees president/CEO Noah Brown assisted in presenting ICCTA’s alumni and faculty honors. Recognized ICCTA’s 2011-2012 officers, regional chairs, committee chairs, and organizational
liaisons. Reported that ICCTA’s June 1 seminar on the 2010 census and changing community college demographics received positive evaluations from participants. Heard activity updates on ICCB, ACCT, the Illinois Community College Presidents Council, and the ICCB Student Advisory Committee.

Dr. Rice, SIC President, reported that the tentative budget will be provided to the board at the August meeting and the Board will need 30 days for public review prior to adoption at the September board meeting. Since the days between the two meetings are less than thirty (29 days between August 21 September 18), he suggested that the board could change the August meeting date to August 15 or an alternate date, or, the September meeting could be moved later. He also noted that the Board could call a special meeting as long as the thirty day public notice requirement is met. After discussion the Board opted to move the August Board of Trustees meeting to August 15, 2012, beginning at 6:00 p.m.

Dr. Rice said we were in hopes that the governor would have signed the budget sooner so that we could have received official word from ICCB on our state revenue, but we wanted to wait to submit a budget that would have less likelihood of having to be amended later. That is why we will bring it to the board in August rather than July where we would have had enough days without altering dates. In other matters, Dr. Rice reported Phi Theta Kappa received a special commendation during the Illinois Regional Convention for fulfilling all the requirements to be named a “Five Star Chapter” and he offered congratulations to PTK sponsors and students. Dr. Rice reported that SIC’s Net Price Cost dropped from $6,413 in FY 09 to $6,160 in FY 11. The FY 10 was an off-beat calculation that has been rectified from a 2009 formula in financial aid. SIC should be very proud of its low net cost as we have one of the lowest tuition rates in the state (lowest 10). 77% of our students receive grant aid. Average net price is generated by subtracting the average amount of federal, state/local government, or institutional grant or scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state), books and supplies, and the weighted average for room and board and other expenses. He noted the SIC Foundation voted in May to fund (1/3) of the cost to renovate the student center patio and install a revolving door from the student center to the patio. Student government fees will also fund a 1/3 of the project and SIC will cover the remaining 1/3. The patio is in need of repairs, and this is a great opportunity to provide direct benefit to the student body. The SIC Foundation also voted to fund our High Achiever Scholarship which will allow our top presidential scholarship to cover all tuition. This is a great opportunity for our students and is much appreciated. He notified the Board that a new state law was signed by Governor Pat Quinn to protect young people and to prevent a sex abuse scandal in Illinois similar to what occurred at Penn State University. The legislation requires coaches and university employees to report cases of abuse. The law goes into effect immediately. The law is designed to help further protect children and young people from sex abuse and child abuse, a release from the governor’s office said. Dr. Rice noted that on June 27th the College hosted a campus retirees’ party and that SIC lost over a century of experience in the six individuals who retired. Dr. Rice also provided a legislative update to the Board that included the Illinois FY13 budget in which the community college system was reduced from state General Revenue Funds by $21 million, the Medicaid reform package, and information on pension reform including pension cost-shifting, retiree health insurance information, and current legislation that will impact community colleges.
Mrs. Johnson, Executive Director of the Foundation, reported on Foundation issues which included: the Medicine Shoppe lease is being reviewed with legal. A few modifications are being recommended, then build out will begin. She reported on new and potential businesses that will be moving or considering on moving to the Foundation Center which included Fox Cleaners, Mentors to Kids, and Executive Aviation Consulting. She reported that a banner has been commissioned to advertise rental space availabilities and that she is partnering with a local real estate company to create brochures and website information to market rental space in the Center. She reported that Foundation investments are doing well and that a recent Quick Books mini audit was successful. She and staff are working with Kemper to complete the June 30, 2011 Audit but due to extenuating circumstances the audit has had to be moved to August. She reported that donor initiatives are going well and that she will provide more information as it becomes available. She provided a scholarship update that included information on the Presidential/High Achiever Scholarship that was approved by SIC Foundation in the amount of $15K to provide a larger monetary award to the 10 Presidential/High Achiever Scholarships awarded in FY’14. By adding the $750 per student from the SIC Foundation to the current $800 award provided by SIC each semester, the students will be able to cover more tuition and fees, with the remainder being applied to books and supplies. She also noted a new Stay Fit Scholarship in the amount of $700 will be awarded. She reported on several tournament and upcoming fundraising items that included the Brenner Memorial Bass Tournament this year where approximately $6,000.00 was raised after expenses and the payout for prizes. She said the estimated credit hour rate and equalization rate would be approximately $14,347.32, adding over $20K to fund scholarships and other programs. She reported that the Foundation will be suspending the Joan Ferrell Golf Tournament for this year and the date for the Fantasy Auction will be November 17, 2012. She noted that new ideas for fundraising events will be presented to Dr. Rice and Foundation Board after more dialogue at the next Foundation Quarterly Meeting. In other matters, she reported that there are 46 new Alumni and Friends Association Memberships; the SIC Student Center Renovations Phase #1 for Patio and Revolving Door were approved by the SIC Foundation in the amount of $25K; Nursing Stipends approved by the SIC Foundation for FY’13 in the amount of $10K per semester (Fall ’12 & Spring ’13); Foundation Board Committees have been formed and policies will be revised over the next few months; and that the Foundation is developing a Mission Statement under review by committee at this time. She reported that the next Foundation Quarterly Meeting is scheduled for Thursday, August 23, 2012 at 7:30 am.

Dr. Keating, Vice President for Academic and Student Affairs, reported on the following: Attended the Industry Council Meeting at the Golconda Job Corps Center; attended the Industry Council Meeting at the Earle C. Clements Job Corps Center in Morganfield, Kentucky and that serving on both of these councils keeps the communication lines open with both of these facilities, and provides opportunities to better serve their students. She reported on June 14th, SIC hosted a meeting with the new IGEN Regional Coordinator, as well as John A. Logan’s IGEN Faculty Coordinator. Numerous items related to our partnership on the shared AAS Degree in Sustainable Energy were discussed. On June 14th, SIC hosted the selection committee for the Peabody Leaders in Education Award. The group selected the annual winner, who will be announced in August at a formal event at the Evansville County Club with governors of Illinois and Indiana in attendance. The winner receives a $5000 award. Work on the Instructional Operational Plan is continuing throughout the summer. She is working individually with committee members on their various sections of the plan. The goal is to have it completed.
by mid-July so that there is time to format, proof and finalize by the beginning of the fall 2012 semester. When fall semester begins, work will get underway on the operational plans from all other areas. She will be attending a “Transcript Summit” along with Chad Flannery and Dr. Rice, hosted by ICCB on SIU’s campus on June 25th. This is the first meeting on a project to examine specific transfer issues and concerns for students who transfer from eight community colleges to SIU. The goal of this ICCB project is to improve the transfer process for community college students. She noted planning for all back-to-school activities is underway. We are also beginning work on the schedule development process for the spring and summer 2013 schedule.

Mr. Walker, Vice President for Administration and Business Affairs, reported on the following: Work continues with the SIC insurance adjuster on a case by case basis for completing the remaining repairs from the February tornado storm damage; the insurance adjuster has approved $5,375 for the installation of a new flagpole at the entrance to the Visual and Performing Arts Center but a quote has been solicited for an upgrade to purchase a stronger pole. Mr. Walker also reported on continuing repair work related to the tornado. Additionally, Mr. Walker noted that FY13 budget work continues and his office is in the final stages of detailed budget work relating to salaries and benefits. He said the replacement of the north bleachers will commence the first week of August and the work should be concluded by mid-August. He noted there still has been no information released concerning the Illinois Early Childhood Grant that has been reported to the Board over the past several months. He reported that an RFP will be released for financial services before the beginning of the fall semester; negotiations are ongoing for the represented bargaining units on campus; the College has received approximately $4,600 in IGEN grant funds earmarked for an initiative to reduce the College’s carbon footprint by managing the total acreage mowed at the main campus by planting wild flowers that require little to no maintenance similar to those seen along interstate highways; he is working on a welding ventilation project for the diesel area; a plan to upgrade mobile radios for FY13 to help promote safety and mitigate liability exposures; disposal of an old mobile home used in the fire science area; and information regarding a replacement of the campus telephone system.

Dean Weiss reported on the following: The two Biotech courses – BTC 121 Scientific Writing and BTC 221 Introduction to Biotechnology – were reviewed by the online review committee last week. These courses will be offered in the next academic year 2012-13 (Title III grant year 3). We will be advertising the Title III CRJ Online Developer position beginning July 2012. We hope to bring a qualified candidate for Board approval in September, with the projected start date of October 1, 2012. Terry Clark, ICCB Perkins Liaison was on-campus Monday, June 18th for a Perkins Monitoring site visit. He met with a team of SIC faculty and staff to review the self-evaluation report from this last year’s performance. The site visit went very well, as we received positive feedback. He did provide a few recommendations in areas that we will need to continually monitor and improve, such as programs of study, which incorporates dual credit courses. He indicated that Perkins is slowly moving toward a Tech Prep framework. He added that we should receive a follow-up report from ICCB in the next few weeks. We did receive notification from ICCB late last week that our FY13 Perkins Grant application has been conditionally approved, with a few revisions needed to finalize the grant award. I will be working in the next week to make and submit these revisions to ICCB. Funds through the DRA grant have been expended for FY12. We were able to use the remaining funds to purchase stationary seats for student use to add to the bunk area. Dr. Keating and I continue to meet with
Diane Russell and Mike Thomas to plan the Mine Rescue Competition. The competition was originally scheduled for Monday, September 17th, but we will be re-scheduling to Friday, September 21st, upon request from the mines. We will be sending out invitations and registrations for the events within the next week. SIC’s Cosmetology program will be hosting the 2nd Annual Cosmetology Student Showcase on Friday, July 13th beginning at 7 p.m. in the VPAC. This program will feature student talent in hair, make-up, nail and costume design.

Dean Flannery reported on the following: Southeastern’s newly formed archery team participated in the Illinois Archery Shooters Association Triple Crown 3D tournament the weekend of May 10, 2012, capturing first and second place in the bow hunter division. The College’s 2012-2013 season begins August 15, 2012, when they will begin preparing for the U.S. Collegiate Archery Association’s national outdoor 3D championship at the University of Missouri, Columbia, MO. SIC participated in all the area high schools’ honors programs during the months of April and May, presenting Southeastern’s institutional scholarships as well as many of the Foundation’s scholarships. SIC’s Theater students, chaperoned by Allan Kimball and Kellye Whittler, traveled to New York City for their “Learning on Location Project,” May 15-19. They toured New York sites and attended several Broadway plays. Kellye Whittler, PTK Sponsor, and PTK members, Shawna Browning and Maggie Walters, attended the PTK Regional’s in Schaumburg, IL, May 31-June 2, 2012. Lolita Mack, TRiO/SSS Director, attended the TRiO Training Institute in Chicago, IL, May 26-May 31, 2012, where she received Priority I and Priority IV training. Preston Crandell, one of the new SIC Shotgun Team members, placed as the US Open High All Around Runner Up and High Over All Runner Up at the ATA US Open, Sparta, IL, June 8-10. He also placed at the Illinois State Trap Championship, where he won the 100 Singles Championship and the Junior Runner Up spot. He also won the Junior Runner Up in doubles. Chad Flannery, Dean for Student Services and Enrollment, attended the ICCCSSO Summer meeting, June 20-June 21, in Springfield, IL. Dean Flannery also shared information on the Enrollment Management Plan that is being developed as recommended by the Higher Learning Commission.

Dean Sirach reported on the following: Mr. Matt Lees took a group of students as part of Government 261 to Washington DC. The students visited the national archives and had the opportunity to view the restored Magna Carta, Declaration of Independence, and Constitution. They also visited the Smithsonian and toured the White House, Library of Congress, Pentagon, Arlington National Cemetery, and U.S. Congress. The students met with Senator Durbin and Congressman Shimkus’ staff. Mr. Allan Kimball took a group of student to New York City as part of THTR 280. The students attended 3 Broadway productions and they were given a guided tour of the city. They had the opportunity to visit the 9/11 memorial, Statue of Liberty and other New York Landmarks. As part of our Title III professional development travel, Debbie Suh, Kelly Alongi, and Karla Lewis attended the Faculty Summer Institute (FSI) at the University of Illinois Champaign, May 14 - 16. FSI is an annual 3-day conference for higher education instructors and professionals from Illinois universities, community colleges, and out-of-state universities. Mr. Jason Fitzgerald has been accepted in the M.S. in Biotechnology Program at the Zanvyl Krieger School of Arts & Sciences, Advanced Academic Programs at Johns Hopkins University. Mr. Andrew Dunaway graduated cum laude with a BS in Information Systems Technologies from the College of Applied Sciences and Arts at Southern Illinois University-Carbondale. A summer fitness program, Watch, Walk, and Weigh, has been launched for faculty
and staff interested in improving health by watching what one eats, walking regularly, and maintaining a healthy weight. The following curricula were approved by ICCB: Outdoor Recreation, Associate in Applied Science; Outdoor Recreation, Certificate; and, Basic Landscape Technician, Certificate (Corrections).

Consent Agenda

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the May 23, 2012 regular and closed session minutes, destroy the tapes of September/October 2010 closed session, to approve the treasurer’s report, and the May 2012 bills in the amount of $1,225,131.59 which included $733,383.75 in payroll. On roll call, the following members voted:

Aye: Ms. Lane, Mr. Allen, Mr. Ellis, Mr. Morgan, Dr. Barbre, Dr. York, Ms. Bunting (advisory vote)

Nav:

Action Items

August Surplus Sale

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Southeastern Illinois College Board of Trustees approve the request to sell surplus items through a competitive bid process via a method determined by the Vice-President for Administration and Business Affairs. Equipment includes tables, chairs, shelves, and related items stored in our garages with select items in buildings on the main campus. A complete list will be compiled before prior notice in a local newspaper of general circulation within the district at least 14 days prior to the date of sale. No individual items are valued at $5,000 or greater which would require special board approval. The sale shall be governed by conditions set forth by board policy.

All members voted aye. Motion carried.

Strategic Plan

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Southeastern Illinois College Board of Trustees approve the Strategic Plan that was presented at the May meeting as a non-action report. There were no changes made to the Plan since that meeting. The Strategic Planning process has been modified by the committee to split out strategic initiatives from operational (departmental) plans. These operational plans are currently being built and the Board will be able to review them. Dr. Rice also noted that the administration will also present cross-referencing work between the Strategic Plan and other guiding works such as: board goals, institutional goals, Illinois Public Agenda, HLC criteria, etc.
All members voted aye. Motion carried.

**Joint Agreements (John A. Logan/Rend Lake/Kaskaskia/Shawnee)**

A motion was made by Mr. Morgan and seconded by Mr. Allen that the Southeastern Illinois College Board of Trustees approve 2012-13 Joint Agreements between Southeastern Illinois College and John A. Logan, Rend Lake, Kaskaskia, and Shawnee Community College.

All members voted aye. Motion carried.

**Board Policy 5027 Assignment and Transfer (Adoption)**

A motion was made by Dr. Barbre and seconded by Mr. Morgan that the Southeastern Illinois College Board of Trustees approve the adoption of board policy Assignment and Transfer (5027). This item was presented to the Board at the May meeting for a first reading with adoption at the July meeting. There have been no changes made to the policy since it was presented in May. The newly revised adopted policy is below with the added language in red.

**Assignment and Transfer 5027**

The administration shall assign employees to positions commensurate with the needs of the college and based on the abilities and skills of the employee, except for cabinet level appointments which must be board approved prior to appointment.

Should an employee wish to be promoted or transferred, such desire should be presented in writing to the appropriate Vice-President or Dean.

All members voted aye. Motion carried.

**Board Policy (New) Credit Hour Definition (Adoption)**

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Southeastern Illinois College Board of Trustees approve the adoption of a new policy Credit Hour Definition. The policy was presented to the Board at the May meeting for a first reading. The new policy is presented below.

**Proposed Institutional Policy – Credit Hour Definition**

Southeastern Illinois College will follow the Administrative Rules of the Illinois Community College Board in allocating credit hours to courses. The ICCB rules meet federal compliance requirements. ICCB Administrative Rule Section 1501.309 Course Classifications and Applicability states:

**Course Credit Hour Determination**
1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be
determined on the basis of an expected 45 hours of combined classroom/laboratory and
study time for each semester hour or 30 hours of such time for each quarter credit hour.
2) Courses with students participating in lecture/discussion-oriented instruction will be
assigned one semester credit hour or equivalent for each 15 classroom contact hours of
instruction per semester or equivalent. It is assumed that two hours of outside study will
be invested for each classroom contact hour.
3) Courses in which students participate in laboratory/clinical-laboratory-oriented
instruction will be assigned one semester credit hour or equivalent for each 30-45
classroom contact hours of instruction per semester or equivalent. It is assumed that one
hour of outside study will be invested for each two laboratory contact hour.
4) Students who participate in nonclinical internship, practicum, or on-the-job supervised
instruction shall receive one semester credit hour or equivalent for each 75-149 contact
hours per semester or equivalent and students who participate in clinical practicums shall
receive one semester credit hour or equivalent for each 30-60 contact hours per semester
or equivalent. It is assumed that one hour of outside study time will be invested from
each two clinical practicum contact hours.

All members voted aye. Motion carried.

Curriculum Committee

A motion was made by Mr. Allen and seconded by Ms. Lane that the Southeastern Illinois
College Board of Trustees approve the following changes made to the CIP codes for Information
Technology (IT) and Computer Information Systems (CIS) courses. The revision allows a more
accurate description of the courses per ICCB criteria. The funding category for CIS 233 Field
Experience and CIS 290 Selected Topics in Computer will change from business to technical,
which is a slight increase in funding. This action will be shared with the Curriculum Committee
as an FYI at the first meeting of the academic year. All of the other courses listed remain in the
technical funding category. These changes will be effective August 1, 2012.

All members voted aye. Motion carried.

RAMP 2014

A motion was made by Dr. Barbre and seconded by Mr. Ellis that the Southeastern Illinois
College Board of Trustees approve the Resource Allocation and Management Plan (RAMP)
2014 application. Each year the Illinois Community College Board requires re-submission of the
Resource Allocation and Management Plan (RAMP) application, which pertains to capital
projects to be funded by the state.

All members voted aye. Motion carried.
Prevailing Wage Rate Ordinance

A motion was made by Mr. Morgan and seconded by Mr. Allen that the Southeastern Illinois College Board of Trustees approve the Saline County Prevailing Wage Rate Ordinance as prescribed by law. Illinois statute requires the college board to annually approve the payment of prevailing wages.

All members voted aye. Motion carried.

Non-Action Items

Refinancing 2002 Bond

Mr. Walker presented an in-depth report regarding refunding options for Bond 2002. He noted that in February 2002, the College sold bonds in the amount of approximately $4,140,000 to finance work on the HVAC systems of the main campus. He said the bonds will have a final payment date of October 1, 2018 and that the remaining principal for the period October 2013 through October 2018 is $2,000,000. Each year there is a slightly different interest payment but on average we are above 4.5% for the remaining years of the bond. He reported the 2002 issue becomes callable on October 1, 2012, which means the bond can be paid off then or at any time thereafter. Mr. Walker noted that First MidState, Inc., is the broker/manager of the last Bond issue and they calculated the refinancing numbers based on an interest of 2.5%. Based on their findings, it is reasonable to assume the Board can save between $150,000 - $154,000 by taking advantage of the lower rate. The savings would be realized by the tax payers of the college District and will not be realized directly by the college. Mr. Walker concluded by noting the refunding act does not require public notice and can be accomplished through a Board Resolution. This resolution would be contingent upon MidState, Inc., being able to guarantee a $150,000 - $154,000 savings.

Closed Session

A motion was made by Ms. Lane and seconded by Dr. Barbre 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 7:25 p.m. On roll call, the following members voted:

Aye: Ms. Lane, Mr. Allen, Mr. Ellis, Mr. Morgan, Dr. Barbre, Dr. York, Ms. Bunting (advisory vote)
A motion was made by Dr. Barbre and seconded by Ms. Lane to reconvene into open session at 8:00 p.m.

**Personnel**

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

**Retirement – TrIO Student Support Services Counselor**

Accepted the retirement of Mrs. Joni Pulliam, TrIO Student Support Services Counselor, effective June 30, 2012.

**Position Description Academic Counselor/NJCAA Specialist (New)**

Approved the Academic Counselor/NJCAA Specialist position description (complete position description included at the end of the minutes).

**Position Description Academic Counselor/Transition and Transfer Specialist (New)**

Approved a new position description for Academic Counselor/Transition and Transfer Specialist (complete position description included at the end of the minutes).

**Position Description TrIO Student Support Services Counselor (Revision)**

Approved the TrIO Student Support Services Counselor position description revisions contingent upon approval by the Department of Education (complete position description included at the end of the minutes).

**Position Description Medical Office Support Instructor (New)**

This is a new position description that was presented to the Board as required for a grant that was submitted to the Golconda Job Corps under the USDA contract (complete position description included at the end of the minutes).

**Position Description Medical Office Support Career Specialist (New)**

This is a new position description that was presented to the Board as required for a grant that was submitted to the Golconda Job Corps under the USDA contract (complete position description included at the end of the minutes).

**Position Description Media Technology and Graphic Design Specialist (Revised)**

Approved the revisions to the Media Technology and Graphic Design Specialist position description (complete position description included at the end of the minutes).
Transfer/Reassign Health Oc Instructor to PN Instructor

Due to the retirement of Maritta Pavelonis, effective July 1, 2012, Interim Dean Gina Sirach recommended that Karen McConnell assume the teaching responsibilities in the Practical Nursing Program that was formerly assigned to Mrs. Pavelonis. The proposed effective date of this transition is August 16, 2012. The Board approved the transfer/reassignment of Karen McConnell from Health Oc instructor to PN instructor effective with the fall 2012 semester.

Employ Academic Counselor/NJCAA Specialist

Approved Jeremy Irlbeck as the Academic Counselor/NJCAA Specialist effective fall 2012 semester. Mr. Irlbeck will be placed on the SICEA salary schedule at MS+0, Step 6, for a salary of $42,879. Mr. Irlbeck will also be assigned the Athletic Director and the Head Baseball Coach stipends.

Employ CTE Liaison and Transition Coordinator

Approved the employment of Heidi Flannery as the CTE Liaison and Transition Coordinator effective August 6, 2012 for a salary of $18.00 per hour up to 28 hours per week.

Employ Customer Service Specialist

Approved the employment of Shelly Boots as the Customer Service Specialist effective July 11, 2012 for a salary of $10.00 per hour up to 28 hours per week.

Employ Full-time Media/Graphics Technician

Approved the employment of Randy Daniels as the full-time Media/Graphics Technician effective July 15, 2012 at the beginning salary of $18,414 according to the UMWA bargaining agreement.

Employ Full-time Media Technology and Graphic Design Specialist

Mr. Andrew Dunaway was approved as the temporary Media Technology and Graphic Design Specialist at the March 2012 board meeting. It was recommended to approve Mr. Dunaway as the full-time Media Technology and Graphic Design Specialist effective July 11, 2012. His salary will remain at $34,500.

Employment of Adjunct Faculty

Approved the following listing of adjunct faculty:

<table>
<thead>
<tr>
<th>Summer 2012</th>
<th>Course</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Lowery</td>
<td>READ 106 O</td>
<td>Previously Approved</td>
</tr>
<tr>
<td>Corbyn Wascher</td>
<td>ENGY 111/113</td>
<td>New</td>
</tr>
</tbody>
</table>
Andrew Maginnis  PHYS 242  New
Jesse Burford  Fire Training  New
Rick Gravatt  GED (SIC Campus)  Previously Approved
L. Christine Smith  PE 183/184/185  Previously Approved
Elizabeth Eversmann  HYG 121-0  Previously Approved
Jim Totten  HYG 113-E  Previously Approved
Sandra Dixon  NUR 153 8A  Previously Approved
Jane Williams  NUR 195-O2  Previously Approved
Sara Jo Healy  CNA 131  Previously Approved
Brenda Knight  CNA 131  Previously Approved
Beverly Spivey  NUR 211  Previously Approved
Lezlie Terry  MT 210/211/213  Previously Approved

Fall 2012  Course  Approval Status
Sharon Hewitt  ARTGD 111 O/121 O  New
Marsha Humphrey  Carmi GED  New
Ashley Usery  CNA 131 (Carmi)  Previously Approved
Rick Gravatt  GED (SIC Campus)  Previously Approved
Sandy Dixon  NUR 195  Previously Approved
Sara Jo Healy  NUR 112  Previously Approved
Sue Harmon  SIONI Nursing Instructor  New
Kerry Jones  CE08 030  New
Dwight Howton  CE08 030  New
David Morris  CE08 030  New
John Wright  CRJ 134A  New

All members voted aye. Motion carried.

Adjournment

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre to adjourn the meeting. The meeting adjourned at 8:00 p.m.
Southeastern Illinois College

Academic Counselor/NJCAA Specialist
(Nine month position worked over 12 months)

DIVISION: Student Affairs
SHIFT: Day schedule, with occasional evening and/or weekend responsibilities
LOCATION: Main Campus
REPORTS: Dean of Student Services & Enrollment
BOARD APPROVED: July 10, 2012

POSITION SUMMARY: This is a full-time, nine-month faculty position spread out over twelve months. The major focus of this position is to provide academic advisement to all students, while serving as academic advisor and academic “coach” for all student athletes for the purpose of improving continuing eligibility, as well as increasing retention and completion rates. This position includes teaching three credit hours each semester in a CTE or developmental reading and/or writing areas. Processing athletic academic eligibility and NJCAA Letters of Intent will reside with this position.

ESSENTIAL RESPONSIBILITIES:
1. Provide academic advisement to all students.
2. Serve as academic advisor and academic “coach” to all student athletes.
3. Process athletic eligibility for all student athletes, as well as all NJCAA Letters of Intent.
4. Assist with extra-curricular student activities as assigned, including baseball coaching responsibilities.
5. Perform graduation audits to certify degrees.
6. Teach three credit hours each semester in a CTE or developmental writing and/or reading areas.
7. Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee.

EDUCATION: Bachelor’s Degree in relevant area required with credentials to teach in a CTE or developmental writing and/or reading areas preferred.

QUALIFICATIONS: Academic advising experience preferred. Experience with and knowledge of NJCAA rules and procedures required. Some high school or collegiate baseball coaching experience required. Must possess computer skills, with the ability and willingness to learn and implement technology in advising and other processes.

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. Must possess the ability to communicate on a personal level with all types of students, as well as to both small and large groups.

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

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

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

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

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

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

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

Academic Counselor/Transition and Transfer Specialist
(Full-time nine-month position worked over twelve months)

DIVISION: Student Affairs
SHIFT: Daytime schedule, with some occasional night and/or weekend responsibilities
LOCATION: Main Campus
REPORTS: Dean of Student Services & Enrollment
BOARD APPROVED: July 10, 2012

POSITION SUMMARY: This is a full-time, nine-month faculty position spread out over twelve months. The major focus of this position is to provide academic advisement to all students. Special attention will be given to transitioning students from high school to SIC, and on students transferring to senior institutions, both in keeping with the P-20 emphasis. Keeping current with university transfer information will be an important responsibility. This position includes teaching three credit hours each semester in developmental writing or reading, or criminal justice related area. Academic coaching to assist with retention and completion efforts also resides with this position.

ESSENTIAL RESPONSIBILITIES:
1. Provide academic advising to all students.
2. Assist students with the transition from high school to college by providing individual, personal assistance, as well as organized group activities, such as workshops, “first year experience” program, etc.
3. Maintain a current and thorough knowledge of university transfer information to ensure correct advisement for students.
4. Maintain transfer curriculum guides, keeping information current for students, other advisors, and the general college community.
5. Evaluate transfer credit.
6. Serve as ACT Testing Administrator or assistant.
7. Serve as Title IX Coordinator.
8. Teach three credit hours each semester in the area of developmental writing or reading, or criminal justice related classes.
9. Provide academic coaching to assist with retention and completion efforts.
10. Assist with extra-curricular student activities as assigned.
11. Perform graduation audits to certify degrees.
12. Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee.

EDUCATION: Master’s Degree required in a field relevant to academic advising, with teaching credentials in an area of program need.
QUALIFICATIONS: Academic advising experience required. At least one year of high school advising or teaching experience required. Must possess computer skills, with the ability and willingness to learn and implement technology in advising and other processes.

COMMUNICATIONS SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. The position requires the ability to communicate on a personal level with all types of students, as well as to both small and large groups.

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 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

TRIO/SSS Counselor
(Full-time, twelve-month grant-funded position)

DIVISION: Student Affairs
LOCATION: Harrisburg Main Campus
REPORTS: TRIO/SSS Director
BOARD APPROVED: TRIO/SSS Director
REVISION: July 2012

POSITION SUMMARY: The Student Support Services Counselor must show a sincere interest in students as people and be free of biases toward individuals with disabilities, low-income individuals, first generation college students, and individuals from diverse backgrounds. This is a full-time, twelve-month position. The person filling this position will devote 100% of his/her time to provide general counseling services to those students identified as part of the SSS project. This person will work cooperatively with academic counseling, admissions, financial staff and registrar to provide identified students with the full range of institutional services. The SSS Counselor will report directly to the SSS Director.

ESSENTIAL RESPONSIBILITIES:
1. Assist the SSS director with the identification of targeted students.
2. Help students identify, clarify, choose and implement realistic educational, career, and personal goals.
3. Help plan and implement diagnostic testing and assessment techniques that foster student self-understanding and decision making.
4. Complete the Personal Improvement Plan (PIP) with each new student and update the PIP when registering the student for each subsequent semester.
5. Provide individualized academic coaching to targeted students to improve retention and completion rates.
6. Conduct graduation audits with students on an on-going basis, and complete final graduation audits for all SSS students upon program completion.
7. Maintain SSS student record files as required, including a record of all student contacts.
8. Assist targeted students with the financial aid application process.
9. Provide academic advisement and registration to targeted students each semester as needed.
10. Provide information to targeted students to assist them in making academic and career choices.
11. Assist students in understanding information from senior institutions regarding the entire college transfer process, including organizing trips to local four-year universities.
12. Provide individualized assistance to students with the application process to four-year institutions, as well as the process for obtaining financial aid/scholarships at the four-year college or university.
13. Organize and assist targeted students with cultural enrichment activities.
14. Provide education/counseling to improve financial and academic literacy of SSS students.
15. Plan and conduct a variety of SSS activities, such as the SSS Orientation and the SSS Honors Luncheon, as well as other various workshops and functions throughout the year.
16. Assist the Director in the selection and supervision of SSS mentors.
17. Assist the SSS Director with formative and summative evaluation.
18. Assist the SSS Director with grant writing and reporting.
19. Participate in activities and meetings with the SIC academic counselors and other college staff, including the weekly advisors meetings, area high school counselors meetings, etc.
20. Other duties as assigned by the SSS Director or the Dean for Student Affairs and Enrollment.

EDUCATION:
Master’s Degree required in counseling, student personnel work, education or other related field.

QUALIFICATIONS:
Two years of experience in counseling, education, or a closely related field is required. Experience in post-secondary academic advisement/assessment required. Must possess a thorough understanding of human behavior; be able to work effectively with students and staff; and, demonstrate strong commitment to the SSS project and to the needs of disadvantaged students. A background similar to SSS eligible students is preferred. Computer skills and competency with Microsoft Office is needed. Must be willing to travel as needed to fulfill the requirements of the grant, with some possible overnight trips necessary.

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, and interpersonal skills are needed. Attention to details and deadlines with excellent follow-up skills are needed to be successful in this position. The ability to read and interpret budget and financial documents, manuals, procedure reports, and other similar documents is required.

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 necessary.

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

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

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

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

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

Medical Office Support Instructor
(Full-time position at the Golconda Job Corps Center funded by contract with the US Forest Service)

DIVISION: Workforce and Community Education
SHIFT: Days, based on GJCCCC schedule
LOCATION: Golconda Job Corps Civilian Conservation Center, Golconda, IL
REPORTS: Associate Dean of Workforce and Community Education
BOARD APPROVED: July 10, 2012

POSITION SUMMARY: This is a full-time position funded 100% by contract with the U.S. Forest Service to provide instruction for the Medical Office Support Program at the Golconda Job Corps Civilian Conservation Center. The instructor will develop curriculum to align with the MOS TARs, and provide instruction in accordance with the objectives and TARs provided in the National Healthcareer Association Certification and National Association of Health Unit Coordinators Certification, Inc. publication. The instructor will also provide assistance to the Medical Office Support Career Specialist as needed to meet all contract requirements. The instructor will maintain student files and complete all reports as required by the contract.

ESSENTIAL RESPONSIBILITIES:
1. Fulfill all duties as required of the full-time instructor in the MOS Program and the contract with the U.S. Forest Service.
2. Develop curriculum and provide instruction in accordance with objectives and TARs provided in the National Office of Job Corps Medical Office Support Program Based on National healthcare Association Certification and National Association of Health Unit Coordinators Certification, Inc. publication. Instruction must be provided in an open-entry/open-exit format.
3. Provide leadership, develop/facilitate learning activities and other content area related events/initiatives.
4. Complete lesson plans and schedule classes in line with the contract guidelines and Job Corps policy and procedure.
5. Maintain required classroom and student records and meet all reporting requirements of both SIC and GJCCCC/USF contract.
6. Provide a structured learning environment to enhance positive classroom behavior, setting a professional example at all times for students to model.
7. Provide instruction in employability skills.
8. Enforce all safety rules and regulations.
9. Monitor budget and follow approved SIC/GJCCCC procedures for purchasing program necessities.
10. Work with advisory council for the program.
11. Serve as Building/Area Manager, along with the MOS instructor, for the programs’ instructional spaces, monitoring for safety hazards and submitting work orders for needed repairs or maintenance
12. Participate in appropriate College and GJCCCC sponsored activities;
13. Serve on College and/or GJCCCC committees as approved.
14. Be proficient in computer and instructional technology as needed for program instruction.
15. Abide by all aspects of the USF Contract and the GJCCCC policies and procedures.
16. Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed above, as well as those listed in the U.S. F. S. Contract. 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. The instructor shall, at a minimum, possess the following qualifications:
   a. The ability to instruct in the classroom and in OJT settings.
   b. Capable and willing to communicate to, work with, and counsel male and female students, ages 16-25 years old. Instructors must have the interest, desire, experience and ability to work effectively with unemployed and disadvantaged youth from various economic and social backgrounds without regard to race, creed, color, sex or national origin.
   c. Skill in motivating students from diverse backgrounds who have various degrees of interest in learning the subject.
   d. Ability to conduct a class in an open entry and open exit setting.
   e. Possess necessary computer skills to perform the requirements of the position.

EDUCATION and CERTIFICATION REQUIREMENTS:
AAS or BS required in medical office related field. The instructor shall be certified by NHA and NAHUC, or obtain certification by October 1, 2012. The instructor shall maintain a current Instructor Certification and shall provide to the Contracting Officer and SIC HR Office a copy of his/her current Certification annually. The instructor shall have a minimum of two years of experience teaching and a working knowledge of the NHA and NAHUC Certifications available under the MOS Training

COMMUNICATIONS SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, negotiate contracts agreements, manuals procedure reports, and/or ability 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:
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 required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position 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. All courses are taught on site at the Golconda Job Corps Civilian Conservation Center, which is a residential, educational and vocational training facility that provides academic, vocational and life learning skills to at-risk youth.
Southeastern Illinois College

Medical Office Support Career Specialist
(Full-time position at the Golconda Job Corps Center funded by contract with the US Forest Service)

DIVISION: Workforce and Community Education
SHIFT: Days, based on GJCCCC schedule
LOCATION: Golconda Job Corps Civilian Conservation Center, Golconda, IL
REPORTS: Associate Dean of Workforce and Community Education
BOARD APPROVED: July 10, 2012

POSITION SUMMARY: This is a full-time position funded 100% by contract with the U.S. Forest Service to provide specific career support for students in the Medical Office Support Program at the Golconda Job Corps Civilian Conservation Center. The Medical Office Support Career Specialist (MOSCS) will seek work-based learning (WBL) experience sites for students, as well as provide monitoring and evaluation for students in WBL experiences. The MOSCS will survey labor markets in each student’s home vicinity and coordinate job placement for students. The MOSCS will conduct follow-up surveys of students as required by the contract. The MOSCS will also hold required safety instruction/meetings with students. The MOSCS will work in conjunction with the MOS instructor to maintain student files and produce reports as required by the contract. The MOSCS will also serve as an aide in the classroom to provide individualized tutoring for students, and assist students in preparing for National Healthcareer Association Certification and National Association of Health Unit Coordinators Certification exams.

1. Fulfill all duties as required in the MOS Program Contract with the U.S. Forest Service.
2. Seek and develop work-based learning experiences for the program as appropriate and allowable.
3. Survey labor markets in students’ home vicinities and coordinate job placement with Center Counselors.
4. Contact appropriate prospective employers to determine availability of employment for students. At the time of graduation for a student, if a prospective employer is interested, the MOSCS will familiarize the employer with the background and capability of the prospective student employee.
5. Make a technical analysis of the job requirements of prospective employers interested in employing student in the MOS program. This data will be related to the Center Director or designee so special instruction can be administered to help make the student successful in the job requirements and duties.
6. Provide samples of job application forms for specific employers to the Center Director to give students the opportunity to familiarize themselves with employment application procedures.
7. Conduct required follow-up progress reports on students and submit required reports to the Center Career Transition Manager.
8. Provide a structured learning environment to enhance positive classroom behavior, setting a professional example at all times for students to model.
9. Serve as an aide to students in the classroom to provide individualized tutoring and assist students in preparation for certification exams.
10. Assist students with employment application procedures.
11. Maintain required classroom and student records, and meet all reporting requirements of both SIC and GJCCC/USF contract
12. Serve as Building/Area Manager, along with the MOS instructor, for the programs’ instructional spaces, monitoring for safety hazards and submitting work orders for needed repairs or maintenance.
13. Enforce all safety rules and regulations, and hold Area Safety Meetings at least monthly with students to discuss safety topics relevant to safe use of the instructional area. Summaries of these meetings will be submitted for the Building Manager’s Report.
14. Monitor budget and follow approved SIC/GJCCCC procedures for purchasing program necessities.
15. Work with advisory council for the program.
16. Participate in appropriate College and GJCCCC sponsored activities;
17. Serve on College and/or GJCCCC committees as approved.
18. Be proficient in computer and instructional technology as needed for program instruction.
19. Abide by all aspects of the USFS Contract and the GJCCCC policies and procedures.
20. Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee.

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

a. The ability to fulfill all requirements of the position as listed above.
b. Capable and willing to communicate to, work with, and counsel male and female students, ages 16-25 years old.
c. Interest, desire, experience and ability to work effectively with unemployed and disadvantaged youth from various economic and social backgrounds without regard to race, creed, color, sex or national origin.
d. Skill in motivating students from diverse backgrounds who have various degrees of interest in learning the subject.
e. Ability to work with employers to secure WBL sites, as well as place students in employment upon graduation from the Center.
f. Possess necessary computer skills to perform the requirements of the position.

EDUCATION REQUIREMENTS:
AAS or BS required in a field related to the position. Teaching experience preferred. Previous experience with job corps or similar programs serving disadvantaged youth preferred.

COMMUNICATIONS SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, and procedure reports required. Ability to write reports and evaluations required.
**REASONING ABILITIES:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is required.

**CERTIFICATES, LICENSES:**
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 required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position 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. All courses are taught on site at the Golconda Job Corps Civilian Conservation Center, which is a residential, educational and vocational training facility that provides academic, vocational and life learning skills to at-risk youth.
Southeastern Illinois College

Media Technology and Graphic Design Specialist
(Full-time, 12 month professional staff)

DIVISION: Learning Resource Center – Media Services
LOCATION: Main Campus
REPORTS: Director of the LRC and Dean of Academic Services
BOARD APPROVED: May 2012
REVISED: July 10, 2012
SHIFT: Primarily days. Requires availability to work occasional flexible hours depending upon the needs of the college.

POSITION SUMMARY: This is a full-time administrative/professional staff position providing graphic and multi-media support to institutional marketing, academic affairs, and student affairs. This position also provides support for distance learning activities and first-line supervision of the media/distance learning technician.

ESSENTIAL RESPONSIBILITIES:
1. In cooperation with the LRC director plans and manages budgets for the media center related to classroom equipment, supplies, and AV materials. Also, works cooperatively with the Director of Marketing.
2. Provide assistance with LMS functions in the absence of the Distance Learning Specialist and Educational Technology Specialist.
3. Coordinate professional development in the use of smart classroom and media/computer equipment.
4. In the absence of the Distance Learning Specialist provide technical support for interactive video equipment.
5. Conceptualizes, designs, and produces graphic materials in support of the college mission.
6. Creates and produces digital video content in support of the college mission.
7. Provides digital media production services to faculty and staff.
8. Coordinates and administers the Tightrope digital signage system
9. Coordinates the maintenance and technical support of smart classroom equipment
10. Maintains, updates, and troubleshoots streaming media server.
11. Coordinates instructional technology equipment selection, purchase, repair, and maintenance for media services equipment.
12. Chief creative supervision of campus-wide multi-media/AV materials including but not limited to:
   Marketing Information, Ads, Flyers, Mailers, Banners, and Publications
   Catalog
   Schedule of Classes
   Talons
   Athletic Pocket Schedules
   President’s Newsletter (Scroll)
Legislative Agenda
Program and Service Brochures
Creative/logos for giveaway items/T-shirts
Theatre video/posters
Employee and Student Spotlights

13. Other assignments/duties designated by the Learning Resource Center Director, Dean of Academic Services, and Director of Marketing.

EDUCATION:
Bachelor’s Degree in Media Technology or related area or 5 years related experience. (Work in progress toward a bachelor’s degree that is near completion may be considered. Degree must be completed within 18 months of employment.) Experience in graphic design is preferred.

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

1. Experience with computer technology including PC and Macintosh computers required.
2. Demonstrated proficiency with Finalcut Pro and Motion video editing/animation software
3. Demonstrated proficiency with Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Adobe After Effects
4. Demonstrated web page design experience required; experience with Dreamweaver preferred.
5. Demonstrated graphic design experience
6. Must have excellent written and oral communications skills
7. Must have good organizational skills.

COMMUNICATIONS SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position.

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

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

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this position, the employee is regularly required to stand, walk, and 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.

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