MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
HARDIN COUNTY HIGH SCHOOL
ROUTE 2; ELIZABETHTOWN, IL  62931
MARCH 22, 2012; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, March 22, 2012, in the Conference Room at the Hardin County High School in Elizabethtown, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Chuck Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Shawna Browning, student trustee. Also present were: Dr. Jonah Rice, Tim Walker, Brian Surprenant, Dr. Dana Keating, Chad Flannery, Karen Weiss, Gina Sirach, Ed Fitzgerald, Jason Fitzgerald, Elisha Burton, Dr. Sandra Jerrells, and Barbara Potter.

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

Dr. York welcomed Jason Fitzgerald, biology instructor and Spotlight Employee of the Month, and thanked him for his commitment to students and for his eleven years of service to Southeastern.

Elisha Burton of Harrisburg was sworn in as the 2012-13 student member of the Board of Trustees. Ms. Burton’s duties of the office of student trustee will commence with the July board meeting and will conclude with the June 2013 board meeting.

Reports

Dr. Barbre, ICCTA Representative, reported the ICCTA Board of Representatives took the following actions at its March 10, 2012, meeting at the Hyatt Regency Hotel in Schaumburg, Illinois: Voted to support legislation that would deny Monetary Award Program grant eligibility to nonaccredited for-profit institutions. In addition, trustees were urged to educate political candidates about the deceptive marketing and recruiting practices of some for-profit colleges; were informed that participants in ICCTA’s Trustee Roundtable and Government Relations Committee discussed the impact of shifting employer pension expenses from the state of Illinois to local community colleges; learned that at the request of trustees, ICCTA may add a roundtable session on Friday evening for additional networking opportunities; were reminded of two upcoming legislative events: April 19 Student Advocacy Day (in conjunction with MAP Awareness Day) and May 2 ICCTA Lobby Day. Both events will take place in Springfield; praised ICCTA’s March 9 panel discussions on “The Role of the Board Chair” and “Board Chair/College President Relations”; encouraged trustees to submit nominations for the 2012-2013 ICCTA office. The nomination deadline is April 27, with candidate interviews to be conducted in Springfield on May 1; learned that Southeastern Illinois College suffered extensive damage to campus roofs, landscaping and athletic fields during an EF4 tornado that hit Harrisburg on February 29; approved a $1,000 donation to the Illinois Community College Board’s Student Advocacy Committee, which is raising funds for a one-time nursing scholarship in honor of recent SIC nursing graduate Jaylynn Ferrell, who died in the Harrisburg tornado;
heard an update on ICCB’s Alumni Relations initiative. ICCB is seeking another trustee to join Frank Barbre (Southeastern) on its Alumni Relations Committee; learned that the ICCTA Diversity Committee is planning a “Global Awareness Requires Global Education” conference for late October; received updates on activities by the Illinois Presidents Council, the Illinois Student Assistance Commission, and the Association of Community College Trustees; and were reminded that March 30 is the nominations deadline for ICCTA’s Full-Time Faculty, Part-Time Faculty, Business/Industry Partnership, and Professional Board Staff Member awards and the Paul Simon Student Essay Contest. Dr. Barbre commented that he attended a seminar presented by author Vaughn Sherman who wrote the book *Walking the Board Walk* which was very informative. He said he was asked to share a report regarding the tornado and storm damage to the college. He also reminded the trustees that May 2 was Lobby Day and he welcomed as many of the trustees as schedules permitted to attend the event in Springfield.

Dr. Rice, President, reported that on the day of the storm the perimeter was secured and safety assessment followed. The College was closed Wednesday through Friday to allow for assessment and ensure the safety of the students and employees. He noted he was asked to assist with creating the SICF Center into a temporary incident command center and emergency operations staging area. He reported that debris clean-up has been remarkable. Cabinet met and divided into four groups to assess all storm damage minus the roofs. Seven pages of visible damage were taken. He noted he provided the Board with a general list of damages via e-mail communication at the time. Insurance company and contractors have been engaged. E-Building roof has suffered substantial damage that resulted in leaks on the southwest wall, second floor (all offices). Temporary roof repair has resulted (second time). A volunteer campus debris pick-up day was held during spring break and there were approximately 40+ employees who participated. He reported on the Bridging the Gap: Common Core Standards for Secondary to Postsecondary Alignment will be held at the Rend Lake Resort on April 10, and that Dr. Keating was putting together a team to engage in the discussions. He reported that the pension crisis is being discussed at all the state meetings and pension reform is under legislative review. He reported that House Leadership wants to eliminate state support for health insurance for retirees. He reported and explained about the tiered levels for the MAP and noted the original purpose of MAP was to cover the full cost of tuition and fees for eligible Illinois students. MAP has failed in that respect as it currently covers only 47% of tuition and fees at a public university. Plus, it manages to not serve over 400,000 students each year who submit FAFSAs. In FY 11, the number of students denied MAP will be greater than the number receiving an award. Late applicants who may qualify receive nothing from MAP, and these are typically community college students. He said a new state proposal would greatly benefit more students and help community college applicants. The TAP MAP Proposal would provide 28%-55% more scholarships at more realistic times when students actually apply. The TAP is recommended in four timely tiers. This would modify the first come, first served approach that is currently in place. Instead of 54% of students getting MAP, 92% would be eligible. Instead of more funding for fewer applicants, it would be less money for more applicants. Tier 1 a student would receive $4,800 by a certain date. If the student is not considered for Tier 1 the student would be moved to Tier 2, $3,800 committed to the student by a later date than Tier 1. If the student does not get Tier 2, then the student would be moved to Tier 3, $2,800 would be committed to a student by an even later date than tier 2. If the student does not receive tier 3, the student would then be moved to Tier 4 where the student would be considered for residual funds from account.
Dr. Keating, Vice President of Academic and Student Affairs, reported on the following: On April 1, 2 and 3, SIC’s team of Dr. Rice, Tim Walker, Chad Flannery, Gina Sirach and I will be attending the annual Higher Learning Commission Conference in Chicago. We are anxious to gather more information about the new Pathways Accreditation Process, the new Criteria for Accreditation, and the new Guidelines for Assessment and Accountability in Higher Education. Dr. Rice, Mr. Walker and I will be presenting at the conference on Monday, April 2. We have just been informed by ICCB that we need to send a team to a “Train the Facilitator” session on April 10 to receive training on how to work with area high schools and other colleges to implement the Common Core Standards for College and Career Readiness. We will then be provided grant funds in the amount of $4,000 to hold a summit on campus for our district’s high schools to work on articulation of the standards, and get the process of implementation underway. We will begin immediately to work on this project, as it must be accomplished by June 30, 2012. The annual Kid’s Fair, sponsored by the Community Education Department, will be held on April 10 in Deaton Gymnasium. Several hundred children and parents attend this event each year. The RFP for the Adult Education (GED program) Grant will be submitted by March 30, as required. The application process is very lengthy and complicated this year. Thanks to Terry Lucas, Lori Cox, Jane Flannigan and Tina Kuppart for the time and effort they have put into this project. The Strategic Planning process for the 2012 – 2017 Strategic Plan is progressing well. At this point, a draft of sub-goals for the seven major initiatives has been developed. The committee will meet on March 12 to begin the review of the sub-goals. All are tentative at this point and are under review and consideration by the committee. We hope to have them revised and in final form in the next few weeks. Registration for summer and fall semesters will begin March 19, with registration scheduled at Harrisburg High School on March 28 and 29, and on-campus registration/orientation sessions for all other in-district high schools scheduled in April.

Brian Surprenant, Dean of Academic Services, reported on the following: On March 9, I attended the Illinois Council of Community College Presidents meeting for Dr. Rice in Schaumburg, Illinois. Interviews for the Secretary to the Dean of Academic Services were delayed until Tuesday, March 20, as a result of the storm and spring break. I will be attending the spring IAI Criminal Justice Major Panel meeting on April 4, 2012, and the IAI GECC Math Panel meeting on April 13, 2012. Gina Sirach and I will be attending the Spring Transfer Coordinator meeting in Normal on April 17. We will be piloting an ENG 121 section with an additional hour of instruction in the fall semester support. This will be accomplished by using 1 semester hour of ENG 105 which is approved as variable credit. Enrollment in this section will be restricted to students who score 35 – 40, which is below the required 41 ASSET test score. Students will be tracked to determine their success. The purpose of this pilot is to determine if additional assistance to students will be enough for students to successfully pass the class. If the pilot is successful, the time to completion for the AAS degree/certificate will be reduced, while the number of developmental course hours required by the student will be reduced. This project was undertaken with the support and assistance of the humanities division. ICCB has suggested several changes to the outdoor recreation curriculum before sending the proposed curriculum to the committee at ICCB that conducts the official review. Basically, ICCB wants less baccalaureate transfer courses and more CTE courses. As a result, revisions have been made that use the OUTR courses already created, making them required rather than electives. I have been
able to keep the required hours the same for both the AAS degree and certificate. These revisions are being presented to the March 29 curriculum committee for their review.

Tim Walker, Vice President of Administration and Business Affairs, reported on the following: He expressed his appreciation to the Board and Dr. Rice for the support to the facilities during the recent storm. He reported state receipts are down and student accounts are down. He said expenses have been kept down and are currently helping with shortfalls, and it appears as of now that the College will not suffer a budget deficit. He noted that BlueCross/BlueShield sent the FY13 premium with a -4.1 percent decrease to the plan which is welcome news.

Karen Weiss, Dean of Career and Technical Education, reported on the following: Title III Grant Update: We continue to make progress toward completion of Year 2 initiatives. The first two (of four) Biotechnology online/hybrid courses have been completed and approved by SIC’s Curriculum Committee and have been submitted for ICCB approval. Faculty are also in the process of converting a few business courses for online delivery, per grant initiatives. Gary Jones received notification last month that SIC has been invited to participate in I-Share, which is a state-wide online database resource. Perkins Grant: I attended an FY13 Perkins application workshop hosted by ICCB on March 6th at RLC Marketplace. FY13 Perkins applications are due in by May 25, 2012. We will budget for flat funding until state Perkins allocations are released later in the year. ICCB is not anticipating any increases in Perkins funding for the coming year.

Chad Flannery, Dean of Student Services and Enrollment, reported on the following: Financial Aid staff have visited the area high schools this month, giving Financial Aid presentations and information. On 3/17/12, the Title IV TRiO/SSS program took participants on a cultural trip to Memphis, TN. Southeastern Illinois College’s Model Illinois Government (MIG) team was named “Outstanding Small Delegation”—the highest honor bestowed to a delegation of 10 students or less—during the annual Model Illinois Government Competition held at the Capitol the weekend of March 3. MIG is a legislative simulation and moot court with students filling roles as legislator, lobbyist, journalist, attorney, judge and party positions of leadership. This year, 250 students from 16 Illinois colleges and universities participated. Several of the team members won awards at the simulation, and the team compiled a total of 8 composite points, narrowly defeating Western Illinois University. This is the third consecutive year the delegation brought home three major awards. The undefeated Forensic Falcons showcased their talent to the public on 3/23/2012 during the annual “Night Before Nationals.” March 14 was the suspension date for MAP there was a dramatic increase in applications from last year. He reported that SIU Transfer Day was held on March 21 with 30+ students participating, gave a short report on the sports programs and noted that registration is underway.

Student Trustee Shawna Browning reported on a number of student meetings and club activities.

Consent Agenda

A motion was made by Mr. Ellis and seconded by Mr. Allen to approve the February 23, 2012 regular and closed session minutes, destroy the tapes of June 2010 closed session, to approve the treasurer’s report, and the February bills in the amount of $2,793,846.77 which included $657,595.84 in payroll. On roll call, the following members voted:
Aye ___________________ Nay

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

**Action Items**

**Emergency Repair Expense Waiver**

A motion was made by Mr. Allen and seconded by Mr. Hearn that the Board of Trustees approve to waive bidding for emergency repairs of damaged college property as a result of the storm of February 29, 2012, per the provisions of the Illinois Public Community College Act, 110 ILCS 805/3-27.1(m) for projects exceeding Fifty Thousand Dollars ($50,000.00). This will include but not be limited to roof, signage, skylight, outdoor lighting and fencing projects. Mr. Walker noted that this would allow the administration to work quickly with the insurance company and get vendors and contractors in to do the work and get the repairs and replacements completed quickly.

All members voted aye. Motion carried.

**Approval of Bond Funds for Repairs (A, B, & C Roofs)**

A motion was made by Mr. Hearn and seconded by Mr. Allen that the Board of Trustees approve the expenditure of bond funds to complete remaining repairs to the roofs of A, B, and C Buildings as per the prior bid award to Lakeside Roofing, Inc., which totals an amount of $811,130.00 with the specific condition that bond fund expenditures will be reduced by the square footage repaired as storm damage and covered by the college’s insurance policy from the storm of February 29, 2012, or by a settlement of claims for storm damage to the roofs of A, B, and C Buildings which results in a cash contribution toward the prior bid award. In all cases a written agreement between the college and underwriter will be drafted by the parties and signed by the Chair of the Board of Trustees prior to committing college funds to the A, B, and C roof repairs. The roof repairs noted are above and beyond the temporary emergency A, B, and C roof repairs currently authorized by the underwriter to protect the building and business property from immediate water damage.

All members voted aye. Motion carried.

**Approval of Bond Funds for Repairs (Signage)**
A motion was made by Dr. Barbre and seconded by Mr. Morgan that the Board of Trustees approve to authorize the administration and board officers to utilize bond funding up to $40,000 to cover expenses to match the remaining undamaged campus signage to the new color, design and format of those lost or damaged in the storm of February 29, 2012, and covered under the college’s insurance policy.

All members voted aye. Motion carried.

Approval of Working Cash Fund for Temporary Repairs Expenses

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve to transfer the sum of Eight Hundred Thousand Dollars ($800,000.00) from the Working Cash Fund to the Operation and Maintenance Fund with the specific direction that expenditures will be allowed only in cases where the college administration and the college’s insurance company and/or its agent has agreed in writing that a specific college expenditure will be repaid in full by insurance proceeds. Repairs that were needed immediately were roof repairs to a portion of buildings A, B C and E.

All members voted aye. Motion carried.

Rabbi Trust Fund

A motion was made by Ms. Lane and seconded by Mr. Ellis that the Board of Trustees approve to dissolve the Rabbi Trust fund established for the former president Dr. Raymond Cummiskey and return the funds to the Education Fund.

All members voted aye. Motion carried.

Identity Theft Prevention Policy (Adoption)

A motion was made by Mr. Hearn and seconded by Mr. Allen that the Board of Trustees approve the Identity Theft Prevention policy for adoption as presented at the February board meeting for a first reading with adoption at the March meeting. The policy in its entirety is included at the end of the minutes.

All members voted aye. Motion carried.

Students Called to Active Military Duty (Adoption)

A motion was made by Ms. Lane and seconded by Dr. Barbre that the Board of Trustees approve the Students Called to Active Military Duty policy that was presented at the February board meeting for a first reading with adoption at the March meeting. The policy in its entirety is included at the end of the minutes.

All members voted aye. Motion carried.
Curriculum Committee Recommendations

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board of Trustees approve the recommendations of the curriculum committee as follows:

SAFE 132 OSHA Construction Industry Safety and Awareness Training change PCS Code from 16 to 12 and Curriculum Prefix and number from VOSK 1600 to D-IND 149.

GIS 111 Introduction to GIS/GPS and GIS 113 GIS/GPS Applications I revised catalog description to delete references to specific GIS/GPS software.

Biotechnology Program-62 hours was developed and implemented as an Associate Degree program for Biotechnology with funding through the Title III grant.

BTC 121 Scientific Literature for Biotech-3/3/0 (New Course)
An online-based course designed to assist in the development of scientific writing skills with an emphasis in the life-sciences. BTC 121 Scientific Literature for Biotech is the first of four classes to be developed for the upcoming Biotechnology program that will begin at SIC during the Fall 2012 semester. Effective: August 1, 2012

BTC 221 Introduction to Biotechnology-4/3/2 (New Course)
This course is intended to give a comprehensive overview of the methods and techniques utilized in the various aspects of biotechnology. BTC 221 Introduction to Biotechnology is the second of four classes to be developed for the upcoming Biotechnology program that will begin at SIC during the Fall 2012 semester. This course is intended to transfer to senior institutions as an elective for science majors. Effective: August 1, 2012

HLTH 101Orientation to Health Occupations-3/2/3 / HLTH 102 Health Occupations Related Skills-3/2/2
These courses were designed for High School Health Occupations students at the sophomore level. Due to ICCB regulations, these courses can no longer be offered to sophomore students. Therefore, it is requested that these courses be withdrawn. Effective: August 1, 2012

GIS 110 Mapping the World-4/4/0 / GIS 112 GIS/GPS for Forestry Managers-2/2/0
Because of CIP Code changes, it is requested that the CIP Codes for GIS 110 Mapping the World and GIS 112 GIS/GPS for Forestry Managers be changed from 030401 to 030511. Effective: March 1, 2012

AG 222 Introduction to Soil Science-4/3/2
Change prerequisite for AG 222 Introduction to Soil Science to “one year of high school chemistry or the concurrent enrollment in CHEM 123 Basic Inorganic/Organic Chemistry.” Effective: July 1, 2012

Budget Transfer
A motion was made by Mr. Ellis and seconded by Mr. Morgan that the Board of Trustees approve the following budget transfer.

Game Management, fund 3234, $2211 from other contractual to class and lab supplies.

**Non-Action Items**

**Storm Damage Report**

Mr. Walker reported on various damaged areas from the February tornado:

The skylights were estimated at $26,000 in damage; debris, trees, the overturned semi and cleanup of the ball fields estimates were $14,450 and a $880 charge from Red Dot; $46,400 damage to the light poles; $30,569 in sign damage with an upgrade of traffic signs due to the Ordinance of Law change; roof damage of over $500,000; there still is no estimate at this time on the ball fields for the replacement of fencing, etc., but damage could be as high as $250,000; as well as securing bids for fences around HVAC condensers, miscellaneous outdoor furnishings, and CSC playground equipment.

**Closed Session**

A motion was made by Ms. Lane and seconded by Mr. Morgan 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. The board went into closed session at 7:18 p.m. On roll call, the following members voted:

<table>
<thead>
<tr>
<th>Aye</th>
<th>Nay</th>
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<tbody>
<tr>
<td>Ms. Lane</td>
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<tr>
<td>Mr. Allen</td>
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<tr>
<td>Mr. Hearn</td>
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<tr>
<td>Mr. Ellis</td>
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<tr>
<td>Mr. Morgan</td>
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<tr>
<td>Dr. Barbre</td>
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<tr>
<td>Dr. York</td>
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<tr>
<td>Ms. Browning (advisory vote)</td>
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A motion was made by Mr. Hearn and seconded by Dr. Barbre to reconvene into open session at 7:39 p.m.

**Personnel**

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

Approved the reemployment of the President, administrative cabinet members, and other administrative and twelve-month personnel.

Retirement – Graphic Designer

Accepted the retirement of Mrs. Judy Comer effective May 31, 2012.

Retirement – Mary Jo Oldham Center for Child Study Teacher

Accepted the retirement of Denise Conrad effective May 18, 2012.

Resignation – Food Service Assistant

Approved the resignation from Becky Dale effective March 9, 2012.

Resignation – Food Service Assistant

Approved the resignation of Brandy Rann effective March 29, 2012.

Resignation – Switchboard Operator

Approved the resignation of Edna Butler effective immediately.

Position Description – Media Technology and Graphic Design Specialist (temporary)

Given shifting demands and immediate high-skilled demands in media and marketing services, the Board of Trustees approved a temporary full-time professional support/administrative position be created at a salary of $34,500.

Position Description Criminal Justice Instructor

The Board of Trustees approved a Title III grant criminal justice instructor position provided through the Title III grant. The position will be an SICEA full-time, tenure-track instructor position and the salary will be commensurate with the SICEA salary schedule.

Position Description Customer Service Center Specialist

Approved a position description revision and title change from Switchboard Operator to Customer Service Center Specialist.

Employ Full-time Academic Services Secretary

Approved the transfer of Yolanda Betz from the academic services secretary position to the bookstore buyer/clerk position.
Employ Full-time Media Technology and Graphic Design Specialist (temporary).

Approved the employment of Andrew Dunaway as the full-time, temporary, Media Technology and Graphic Design Specialist, effective March 1, 2012 for a salary of $34,500.

Transfer/Reassign Custodial Employee to Food Service Assistant

Approved the reassignment of Kathy Headrick, custodian, to full-time Food Service Assistant for a salary of $18,383.

Approval of TSA

Approved a $25,500 lump sum payment upon retirement tax sheltered annuity for Brian Surprenant with Modern Woodmen of America.

The Board also approved the request of Dr. Jonah Rice to have his 403(b) through Edward Jones, increased from $290 per month to $990 per month.

Employment of Adjunct Faculty

Approved the following listing of adjunct faculty:

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<tr>
<th>Spring 2012</th>
<th>Course</th>
<th>Approval Status</th>
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<tr>
<td>Borum, Crystal</td>
<td>Child Study Center substitute (as-needed)</td>
<td>New</td>
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<td>Mathias, Terry</td>
<td>ENG 121 OM</td>
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<th>Fall 2012</th>
<th>Course</th>
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<td>Adams, Deborah</td>
<td>MATH 144 O</td>
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<tr>
<td>Ahlfield, Clayton</td>
<td>FOX 112 X</td>
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<tr>
<td>Appel, Jarrod</td>
<td>MATH 106 E, MATH 151 O</td>
<td>Previously Approved</td>
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<tr>
<td>Armstrong, Pam</td>
<td>BUS 111 X</td>
<td>Previously Approved</td>
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<tr>
<td>Bax, Thys</td>
<td>PE 184 X2</td>
<td>Previously Approved</td>
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<tr>
<td>Beal, Sue</td>
<td>FCS 124 O</td>
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<tr>
<td>Berry, Thys</td>
<td>PSYC 121 O2, PSYC 121 O3, PSYC 121 O4, PSYC 221 O</td>
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<td>Billman, Jennifer</td>
<td>COM 121 8A, COM 121 8B, COM 146 A</td>
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<td>Billman, Tyler</td>
<td>COM 246 A</td>
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<td>Blair, Brittain (Archie)</td>
<td>ENG 121 A, ENG 121 DB/DB, ENG 121 F, ENG 122 A</td>
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<td>Buck, Clyde</td>
<td>PE 164 A</td>
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<td>Conover, Carolyn</td>
<td>ENG 121 8K, ENG 122 O2</td>
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<td>Cooper, Ed</td>
<td>MATH 108 A, MATH 151 A</td>
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<td>Craig, Jason</td>
<td>MATH 106 X</td>
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<td>Cusic, Lisa</td>
<td>HYG 121 X, NUR 195 X</td>
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<td>Denton, Michele</td>
<td>ECE 240 O</td>
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<td>Ervin, Joshua</td>
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<td>Fortner, Stephanie</td>
<td>ART 121 X, ARTV 114 X, ARTV 114 X2, ART 280 X</td>
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<td>Fowler, Jolene</td>
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<td>Fradelos, Jamie</td>
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<td>Gholson, Terry</td>
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<td>Gines, Donald</td>
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<td>Gladfelter, Jamie</td>
<td>ECON 121 O, ECON 121 OM</td>
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<td>Green, Tim</td>
<td>MUS 141 E-144 E</td>
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<td>Gregali, Dominic</td>
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<td>Herman, Cheryl</td>
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<td>Hill, Ross</td>
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<td>Huggins, Robin</td>
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<td>Kimball, Pam</td>
<td>THTR 121 O</td>
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<td>Kuppart, Atina</td>
<td>EDUC 226 O</td>
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<td>Lewis, Karla</td>
<td>EDUC 160 O</td>
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<td>Linz, Jeffrey</td>
<td>PHIL 121 DE/XE, PHIL 122 O</td>
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<td>Lipford, Kristie</td>
<td>SOC 121 DE/XE, SOC 121 O2, SOC 221 DA/XD</td>
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<td>Lowery, Anita</td>
<td>BUS 115 OM, BUS 171 O</td>
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<td>Mathias, Terry</td>
<td>ENG 121 O, ENG 121 O2</td>
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<td>McKinney, Karen</td>
<td>HLTH 118 X</td>
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<td>O'Dell, Dale</td>
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<td>Packard, Catherine</td>
<td>ENG 105 O, ENG 121 O3, ENG 122 O, READ 106 O</td>
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<td>Pool, Dawn</td>
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<td>Pulliam, Joni</td>
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<td>Rudolph, Charles</td>
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<td>Sanders, Carla</td>
<td>ENG 105 8A, READ 108 A</td>
<td>Previously Approved</td>
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<tr>
<td>Shultz, Cheryl</td>
<td>MATH 151 E</td>
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<td>Sykes, Jane</td>
<td>NUR 153 X</td>
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<tr>
<td>Thompson, Roger</td>
<td>MUS 121X, MUS 122 X</td>
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<tr>
<td>Wood, Marla</td>
<td>CNA 131 X</td>
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<tr>
<td>Young, Carla</td>
<td>CIS 119 X</td>
<td>Previously Approved</td>
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</table>

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 7:41 p.m.
Identity Theft Prevention Policy

Background
Southeastern Illinois College (“College”) developed this Identity Theft Prevention Policy (“Policy”) pursuant to the Federal Trade Commission’s Red Flag Rule (“Rule”), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with consideration of the size of the College’s operations and covered accounts, and the nature and scope of the College’s activities. The College has implemented multiple measures and ongoing training in the past and followed procedure to engage the rule and this plan satisfies those efforts.

Purpose
An Identity Theft Prevention Program is designed to detect, prevent and mitigate identity in connection with the opening of a Covered Account or an existing Covered Account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

- Identify relevant Red Flags for Covered Accounts it offers or maintains and incorporate those Red Flags into the Program.
- Detect Red Flags that have been incorporated into the Program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
- Ensure the Program is updated periodically to reflect changes in risks to students and employees pertaining to identity theft.

The program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

Definitions
- **Identity Theft** means fraud committed or attempted using the identifying information of another person without authority.
- **Covered Account** - an account that a creditor offers or maintains, primarily for person, family or household purposes that involves or is designed to permit multiple payments or transactions
- **Red Flag** means a pattern, practice or specific activity that indicates the possible existence of identity theft
- **Personal Information** - Personal information is identifying information which is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, of birth, government issued driver’s license or identification
number, alien registration number, government passport number, employer or taxpayer identification number, computer’s Internet Protocol address, or routing code.

**Identify Theft Prevention Program Report**

The Red Flags Rule allows the College to design and implement an identity theft prevention program that is appropriate to our size, complexity and the nature of our operation. Since the College is a creditor and student accounts subject to the Red Flags Rule which requires the College to develop and implement an identity theft prevention program. Programs must contain reasonable policies and procedures to:

**Key Departments Affected by Program**

- Administration and Finance Office/ Business Affairs
- Student Service
  - Financial Aid
  - Registration/ Enrollment Services
  - Support Services
  - Athletics
- Human Resources
- Advertisement
- Academics
- Information Technology

**Existing Policies and Practices**

Many offices at the College maintain records of students (along with parent information), employees (along with family information), and alumni. These records can be in paper and/or electronic form. The records are safeguarded to ensure the privacy and confidentiality of each of these individuals.

The controls by the College over privileged information include:

- Students are given the opportunity to release certain information (billing, financial aid, residence life, and registrar) to a third party (parents or grandparents) by signing the FERPA (Family Educational Rights and Privacy Act) release form.
- Relevant employees are trained to know FERPA regulations.
- Social Security numbers are not used as primary identification numbers.
- The College is sensitive to personal data, and will not disclose any information unless by written request or a legitimate “need-to-know” basis.
- The College’s official personnel files for all employees are retained in the Human Resources Office. Employees have the right to review the materials contained in their personnel file as specified by 820 ILCS 40 Personnel Record Review Act.
- The College ensures that its website is secure with identifying information.
- The College securely destroys paper documents and files containing student or employee information when a decision is made to no longer maintain such information.
• The College’s office computers are secured with password access.
• The College’s virus protection is consistently up-to-date.
• Offices and storage rooms that contain critical information are secured at the end of each workday or when they are unsupervised.
• All student workers are required to sign a Confidentiality Agreement upon being hired which is maintained by the Dean of Student Services.
• Student workers identified as being in areas with confidential and sensitive information must agree to a criminal background check.
• The College’s Acceptable Use Policy regularly goes through periods of review and is updated for increased protection.
• Third Party Payment plans for covered student accounts.
• Background checks in employee hiring process

Step 1: Identification of Relevant Red Flags

Identification of relevant red flags includes, but is not increasingly limited to, the following circumstances and examples:

• Presentation of suspicious documents and/or suspicious activities relate to accounts.
  • Name discrepancy on identification.
  • Altered or falsified identification.
  • Description information on ID does not match photo or presenter of the ID.
  • Account activity inconsistent with prior use.
  • Mail sent to a student is consistently returned as “undeliverable”.
  • Submission of Social Security Numbers already assigned to another individual.
• Alerts, Notifications, or Warnings from Consumer Reporting Agency
  • If a fraud or active duty alert is included with a consumer report.
  • If a consumer reporting agency provides a notice of address discrepancy.
• Unusual Use of, or Suspicious Activity Related to, the Student Account
  • If a student account is used in a manner that is not consistent with established patterns of activity on the account.
  • If a student account that has been inactive for a reasonable lengthy period of time is used.
• Notices from Students, Victims of Identity Theft, Law Enforcement Authorities or Others
  • If the College is notified by a student, a victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by SIC.

Step 2: Detection of Red Flags

In addition to identifying potential Red Flags, the College will also perform the following to detect when Red Flags could possibly occur:

• Training staff how to recognize, record, and report suspected red flag activity.
- Ensuring that all requested information to establish an account has been provided and matches other available information.
- Establishing an individual or group of individuals who act as the point of contact for all red flag-related activity by monitoring and reporting the activity.
- Obtaining identifying information about and verifying the identity of newly hired employees, newly enrolled students, etc.
- Monitoring transactions through photo ID (Drivers License/the College Student ID Card) verification.
- Requiring an alternative identification method if photo ID appears to be altered or forged.
- Rejecting any application for a service or transaction that appears to be altered or forged.
- Verify the identity of individuals requesting a change in name, address, or other account information.

**Step 3: Responding to Red Flags**

Once red flags have been identified and detected, the College must respond to the situation according to an established plan, and notify the affected parties. Responding to red flags includes some of all the following, which should be performed within 48 hours of detection:

- Once detected, gather all related documentation and write a description of the situation. Present this information to the VPA&BA who will then determine if the transaction is fraudulent.
- Contact the owner of the covered account or the identity theft victim that is being questioned by phone, email, letter, or other source of communication.
- Cancel the transaction.
- Monitor an account for evidence of identity theft.
- Notify the appropriate law enforcement if appropriate.
- Change any passwords that permit access to the covered account.
- Close existing covered account and reopen a new covered account.
- Determining that no response is warranted under particular circumstances.

**Step 4: Administering the Program**

Administering the program will consist of the following duties:

- Access to a copy of this program at all times through the College website on Intrinsic.
- Staff training as necessary and applicable to effectively implement the program.
  - Training may consist of several requirements of the Red Flags Rule, the policies and procedures that are set forth in this program, and the importance placed by the College on compliance with the program and the prevention and mitigation of identity theft.
  - Training topics may include topics:
    - Ensure College website is secure or provide clear notice that the website is not secure;
• Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
• Ensure office computers with access to student account information are password protected;
• Limit use of social security numbers;
• Ensure computer virus protection is up to date;
• Require and keep only student information that is necessary for college purposes; and
• Provide identity theft information on webpage in Consumer Information/ Student Right to Know section;
• Provide Release of Student Information Guidelines to new and current staff who work with student records, financial aid or other personal identifiable information;
• Shredding documents;
• Good passwords;
• Anti-phishing attempts.
• Overseeing service providers
  • It is the responsibility of the College to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

Oversight of the Program

Responsibility for developing, implementing and updating this Program Lies with the Vice-President of Administration and Business Affairs (VPABA). The VPABA will be responsible for the program administration, for ensuring the detection of Red Flags and the steps for presenting and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program. The VPABA will convene the committee once a year or as needed to update the program. The committee will include: VPABA, Dean of Student Services, Chief Information Officer, Dean of Academic Services, Registrar and Controller.

Responsibilities of the committee include:
1. Investigating identity theft, fraud, and information security concerns.
2. Establishing roles and responsibilities
3. Defining confidential and sensitive information
4. Taking inventory of information assets.
5. Designing an identity theft prevention policy and an incident response plan.
6. Implement security measures.
7. Monitor, evaluate, and enforce the identity theft prevention program.

Updating the Program

The Program will be periodically reviewed and updated to reflect changes in risks to students and the College. At least once per year, at the end of the spring term, the Vice-President of
Administration and Business Affairs will lead the discussion regarding the College’s experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College’s business arrangements with other entities. This will be instituted by the Vice-President of Administration and Business Affairs with the assistance of the committee. After considering these factors, the committee will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program will be updated.

For additional information on the Federal Trade Commission’s Red Flags Rule, please visit the following website: http://www.ftc.gov/bcp/edu/microsites/redflagsrule/index.shtml
Students Called to Active Military Duty

Tuition Refund
Any active student who is required to withdraw from classes during his/her regular semester, intersession, or summer term due to active military obligations will be entitled to a full refund of tuition (unless paid by a State/federal agency) upon proper evidence and notification to the College within the semester, session, or term of withdrawal. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Readmissions Requirements for Service members
The College will not deny readmission to a service member of the uniformed services for reasons relating to their service. In addition, a student who is readmitted to the College will be readmitted with the same academic status as the student had when he/she last attended the College. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Any student whose absence from the College is necessitated by reason of service in the uniformed services is entitled to readmission if

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at the College
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years; and
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the College.

No advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student’s absence from the College.

When determining the cumulative length of the student’s absence for service, the period of service does not include any service:

- that is required, beyond five years, to complete an initial period of obligated service;
- during which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student;
- performed by a member of the Armed Forces (including the National Guard and Reserves) who is:
ordered to or retained on active duty
ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress;
ordered to active duty (other than for training) in support of an operational mission for which personnel have been ordered to active duty ordered to active duty in support of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve);
called into Federal service as a member of the National Guard

An affected service member must, upon the completion of a period of service in the uniformed services, notify the institution of his or her intent to return to the institution no later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the institution of his or her intent to return to the institution no later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission to the institution, but is subject to the institution’s established leave of absence policy and general practices.

A student who submits an application for readmission to an institution must provide to the institution documentation to establish that:

- the student has not exceeded the specified service limitations;
- the student’s eligibility for readmission has not been terminated.

The College may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student’s eligibility for readmission to an institution under this section by reason of such student’s service in the uniformed services terminates upon the occurrence of any of the following events:

- a separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge

Southeastern Illinois College follows the policies and procedures set forth by the Department of Defense, Department of Education, and HEA.

Southeastern Illinois College

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

DIVISION: Learning Resource Center – Media Services
LOCATION: Main Campus
REPORTS: Director of the Learning Resource Center
BOARD APPROVED: 
REVISED: 
SALARY: Commensurate with Experience and Education
SHIFT: Primarily M-F from 8 am – 4:30 pm during fall and spring and 7:30 am-4:30 pm during the summer. The position 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.
2. Conceptualizes, designs, and produces graphic materials in support of the college mission.
3. Creates and produces digital video content in support of the college mission.
4. Provides digital media production services to faculty and staff.
5. Coordinates and administers the Tightrope digital signage system
6. Coordinates the maintenance and technical support of smart classroom equipment
7. Maintains, updates, and troubleshoots streaming media server.
8. Coordinates instructional technology equipment selection, purchase, repair, and maintenance for media services equipment.
9. Accepts other assignments designated by the Learning Resource Center Director.

EDUCATION:
Bachelor degree (or in process of completion within 18 months) in discipline related to job requirements. Experience highly 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 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

**TITLE III - CRIMINAL JUSTICE ONLINE PROGRAM DEVELOPER**

*(Full-time Title III Grant Funded position)*

**SALARY:** Commensurate with current SICEA Salary Schedule  
**DIVISION:** Career & Technical Education  
**SHIFT:** This is a 9-month, full-time faculty position per SICEA contract  
**LOCATION:** Main Campus  
**REPORTS:** Dean for Career & Technical Education and Title III Project Director  
**BOARD APPROVED:**  
**REVISION:**

**POSITION SUMMARY:**
This is a Title III grant-funded Criminal Justice full-time tenure track position working with the online Criminal Justice program.

**ESSENTIAL RESPONSIBILITIES:**
1. Fulfill all duties of full-time instructors, as listed in the Board-approved Duties of Full-Time Instructors.  
2. Convert Criminal Justice (CRJ) courses to online modality, as per the Title III timeline.  
3. Pilot (teach) selected online CRJ courses as assigned.  
4. Assist CRJ adjunct instructors with transition to online instruction.  
5. Coordinate integration of the online CRJ program into SIC’s curriculum and schedule.  
6. Work with SIC’s Marketing committee and Title III staff members, as well as the High School Recruiter and Dual Credit Coordinator, to market the online CRJ courses and/or program.  
7. Maintain teaching load and office hours as required by the SICEA contract.  
8. 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 Career & Technical Education and/or the Vice President for Academic and Student Affairs.  
9. Contribute to the overall success of the CRJ program within the Applied Technology Division, including active engagement with student activities as assigned.  
10. Participate in and attend campus-wide activities;  
11. Serve on college committees, as well as committees/panels external to the college as approved.  
12. Be proficient in computer and instructional technology, in online instructional techniques, and embrace the use of instructional technology in the classroom.  
13. Teach online and hybrid courses, as assigned.  
14. Perform all other duties as assigned.
EDUCATION:
Master’s degree in Criminal Justice or related field with a minimum of 5 years of experience out in the field and 3 years of teaching experience preferred. Bachelor’s degree in Criminal Justice or related field with 5 years of experience in the field, and previous higher education teaching experience required.

QUALIFICATIONS:
1. Demonstrated ability to work with a variety of online instructional technology.
2. Demonstrated ability to work with diverse learning styles in classroom/online environments.
3. Excellent computer skills and current knowledge of relevant computer hardware, software and Web resources, as well as ability to work with current instructional technology modalities.
4. Ability to develop curriculum and provide high quality instruction in the content area.

COMMUNICATIONS SKILLS:
Excellent organizational skills, as well as written, verbal and interpersonal communications skills are necessary. Attention to details, and the ability to meet deadlines with excellent follow-up skills are also 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.
Southeastern Illinois College

ENROLLMENT SERVICES CUSTOMER SERVICE CENTER SPECIALIST

(Part-time up to 28 hours per week)

DIVISION: Enrollment Services
LOCATION: Main Campus
REPORTS: Director of Enrollment Services
BOARD APPROVED:
REVISION:

POSITION SUMMARY:
This is a part-time position managing the college switchboard, as well as assisting students and the Director of Enrollment Services.

ESSENTIAL RESPONSIBILITIES:
1. Manage college switchboard by directing phone calls to appropriate persons throughout the institution.
2. Retrieve and distribute phone messages promptly.
3. Assist and direct students to appropriate window for assistance with enrollment and/or financial aid.
4. Assist students with navigating MySIC, including accessing student email, grades and the college’s online course portal.
5. Review, maintain and schedule advisement appointments for advisors.
6. Assist Enrollment Services with the distribution of midterms and finals, mass mailings and student record review, including Jenzabar EX data entry and look-up.
7. Assist Enrollment Services Director with student worker schedule and prep for staff meetings.
8. Responsible for maintaining Enrollment Services/Financial Aid office supplies, including tracking needs and placing orders.
9. Sort and distribute E building mail.
10. Manage room calendar for E108.
11. Other clerical duties, as assigned.

QUALIFICATIONS:
1. Two –year degree or Customer Service Certificate or related area.
2. Must possess the ability to multi-task and handle high volume environment.
3. Must possess excellent verbal communication skills and an upbeat and pleasant phone voice.
4. Must possess outstanding customer service skills.
5. Must possess general working knowledge of college departments and processes.
6. Must be able to make informed decisions quickly, and execute those decisions with confidence.
7. Must possess working knowledge of Microsoft Office including Outlook, Word and Excel.

COMMUNICATIONS SKILLS:
Excellent organizational skills, as well as written, verbal and interpersonal communications skills are necessary. Attention to details, and the ability to meet deadlines with excellent follow-up skills are also 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:
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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.

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