MINUTES OF THE BOARD OF TRUSTEES  
REGULAR MEETING  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE ROAD; HARRISBURG, IL  62946  
JULY 9, 2013; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting at 6:00 p.m. on Tuesday, July 9, 2013, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. Board members in attendance were: Dr. Pat York, Ms. JoAnna Lane, Mr. Gary Allen, Mr. Chuck Hearn, Mr. Jim Ellis, Dr. Frank Barbre, and Nicole York, student trustee. Absent was Mr. Richard Morgan. Also present were: Dr. Diane King, Chad Flannery, Dr. Dana Keating, David Wright, Karen Weiss, Gina Sirach, Dr. Trudy Jacobs, Bill Ghent and Barbara Potter.

Dr. York welcomed guests and allowed a time for comment. There being no comments from the audience, he welcomed Dr. Trudy Jacobs, David L. Stanley Center Director, as the employee of the month.

Reports

Dr. Frank Barbre reported the ICCTA Board of Representatives took the following actions at its June 8, 2013, annual meeting at the Hotel Sofitel Water Tower in Chicago, Illinois: Received an update on the Illinois General Assembly’s spring 2013 legislative session, including: FY 2014 state budget -- Lawmakers approved level funding for community colleges despite Gov. Pat Quinn’s proposed 5% reduction; Pension reform – Proposals to change Illinois’ public pension systems have stalled once more. Trustees were urged to use FY14 as a “planning year” and assume that future years will include more responsibility for pension costs; State payments – State payments to community colleges continue to run approximately 6 months behind; Learned that Gov. Quinn has called the Illinois General Assembly back to Springfield for a June 19 special session on pension reform; Were informed that Dr. Karen Hunter Anderson will become the new executive director of the Illinois Community College Board, effective July 1. She succeeds retiring president/CEO Geoff Obrzut; Discussed Illinois Veterans Grants funding, the Monetary Award Program, and farmland assessments; Elected the following ICCTA 2013-2014 officers by unanimous ballot: William Kelley (Harper) – Vice president, Nancy Svoboda (DuPage) – Treasurer, Andrew Bollman (Sauk Valley) – Secretary, ICCTA’s current vice president, Bob Johnson (Kishwaukee), will become president on July 1, succeeding Reggie Coleman (John Wood); Congratulated the nominees and winners of ICCTA’s alumnus, faculty, business, service, education, and student leadership awards, who were honored at the association’s June 7 luncheon and banquet; Recognized ICCTA’s 2012-2013 officers, regional chairs, committee chairs, and organizational liaisons; Reported that ICCTA’s June 7 seminars on trusteeship received positive evaluations from participants; Heard updates on the Illinois Community College Board, the Illinois Student Assistance Commission, the Illinois Community College Presidents Council, and the Association of Community College Trustees; and thanked ICCTA’s convention sponsors comprised of: Chevron Energy Group (Silver Sponsor), Legat Architects (Silver Sponsor), Hitchcock Design Group (Bronze Sponsors) and the Illinois Community College System Foundation (Paul Simon Student Essay Contest).
Dr. Jonah Rice, President reported on the following: Pension Reform: The recently created conference committee is working to negotiate between House and Senate pension reform proposals. There is mounting optimism that a deal may be made; received a thank you from ISAC for returning funds for MAP per their statewide mishap in calculations this year; the send-off picnic for Mr. Walker was held Thursday, June 27th. We wished him well on his new opportunity; CFO Search: The search is well underway. A schedule has been created and a team of 10 individuals will serve on the committee with two campus tour guides. Questions are being created for the interview. The search is open until filled; CFO Transition Team: The transition team is working on assigned projects. They have done a tremendous job in this transition and I wish to praise their professionalism and support; Foundation: We are working with the Foundation Board on day to day operations. The Foundation audits are progressing well. We have visited the building to provide consultation on the roofing project; Oil and Natural Gas Training: We are working with the Illinois DCEO to travel to Eastern Ohio for a visit with oil and gas developers and economic development personnel. SIC will participate in the regional discussion for political officials and economic developers at RLC. IECC and the IDCEO among other entities will participate in this large event; Budget: ICCB has not yet released official numbers since the Governor has not yet signed off on the budget. We do obviously expect a loss in revenue due to formula calculations.

Dr. Rice introduced Mr. Bill Ghent who was invited to report on the risk management issues of having a gun range either on campus or using another facility off campus. Mr. Ghent briefly reported on the pros and cons of having a shooting range on campus as opposed to using an off-site facility. He said he believes the College is protected with enough insurance coverage, but the best scenario would be to keep the shooting as contained as possible which would require the use of an indoor range, as the environment is a more controlled setting. He noted that since conceal carry is new to Illinois the insurance requirements will evolve as the law evolves. Dr. Rice asked Mr. Ghent in his opinion as risk manager, what is his opinion on the options discussed regarding a gun range. Mr. Ghent replied, the best option would be to have an indoor range on SIC property, the second best option would be to build a dirt berm on SIC property and the last option would be to use an external site such as a local gun club facility.

Dr. Keating, Vice President for Academic and Affairs, reported on the following: On May 28th, Kyla Burford and I met with the Dual Credit Coordinator and Superintendent from Vienna High School to discuss dual credit/dual enrollment options for the students who attend VHS and live in SIC’s district. Kyla has made good connections with those students this year and we are planning some new marketing strategies targeting that group. It was a productive meeting and we feel we will see increased enrollments from this group of students in the future; Two new student orientation sessions/classes are scheduled for July 24 and August 6. These sessions will be for those students who were not a part of the high school senior groups that attended orientation this spring. New students are being strongly encouraged to attend; Renee Loesche, biofuels instructor, and I have been invited to talk with John Caupert's group at the National Corn-to-Ethanol Research Center (NCERC) to discuss a collaboration on our biofuels certificate program; We will host an OSHA 10-hour class for the members of the Illinois Public Risk Fund Group on October 10 & 11. They are holding a series of five of these classes throughout the state and we will be hosting the southern-most class for them; Plans are being finalized for all
back-to-school activities, committee meetings, etc., for the August 16 staff in-service day with August 19th being the first day of fall semester.

Karen Weiss, CTE Dean, reported on the following: Title III Grant Update: We recently received our GAN (Grant Award Notification) for Year 4 funding for Title III. Dr. Caffey, external evaluator for Title III, will once again be visiting our campus for a site visit on August 27th. Perkins Grant: The FY14 Perkins Grant application was completed and submitted prior to the May 31st deadline. We did receive notification of FY14 Perkins allocations and our grant allocation was reduced by approximately $10,000 due mainly to federal funding cuts from the sequestration. SIC hosted the 2013 Mine Rescue Skills Competition, which was held June 11 and 12. We had a total of 10 teams competing, with teams from Illinois, Indiana and West Virginia. The Black Panther Coal team from Oakton, IN took first place on the second day of competition, and grand prize overall. The Lively Grove composite team took first place on the first day of competition. They won first place overall in last year’s event. We had several SIC and IECC faculty and personnel, as well as state and federal mine officials assisting with the two-day event.

Chad Flannery, Dean for Student Services and Enrollment, reported the following: Chaperones Alan Kimball, Pam Kimball, Kellye Whitler, and eight Theta Sigma Phi members participated in a field trip to St. Louis, MO, the weekend of May 25th. They spent a day at Six Flags and also attended a production at the Fox Theater; Phi Theta Kappa members Shawna Browning and Lesa Adams attended the PTK Regional meeting, June 6-June 7, at Kaskaskia College; June 5-June 8, Kellye Whitler and Nicole York attended the Student Trustee Orientation in Chicago, IL; SIC participated in the Summer University Tour on June 11, 2013. Transfer advisors and admissions representatives from the state universities visited with Student Affairs staff and faculty to discuss transfer options and programs for SIC students; Chad Flannery, Dean for Student Services and Enrollment, attended the ICCCSSO 2013 Summer meeting in Joliet, IL, June 19-June 20, 2013. Topics discussed: Affordable Care Act; Expansion of the Jeanne Clery Campus Security Act requirements to include statistics and policies for violence against women; Academic Early Alert systems; Dealing with student felons; The Enrollment Services staff met with the IT staff about expanding student holds in Jenzabar. This allows the institution to communicate why students have particular holds and how to resolve holds; Enrollment (credit hours, head count, FTE) for Fall 2013 is ahead of where enrollment was for Fall 2012 at this point in time in relation to the start of semester. We continue to monitor enrollment trends as the semester approaches.

Gina Sirach, Dean of Academic Services, reported the following: Cosmetology students have been given an opportunity to attend a class with Nick Arrojo on June 27th at Cheuveux Salon in Marion IL. Mr. Arrojo is a stylist who has appeared on the television show What Not to Wear. The Cosmetology Department will also be awarding CEUs for in-district stylists who attend the event. Cosmetology students are preparing for the annual showcase event. The event is scheduled for July 12th at 7:00 pm. Practical Nursing students assisted with children’s activities during the first annual Wing-a-ma-jig in Harrisburg. The students also provided educational programs at the Ridgway Golden Circle Summer Program for Children. Terry Lucas, Karla Lewis, and Kelly Alongi recently attended the University of Illinois Faculty Summer Institute. The conference focused on new and changing technology for use in college classrooms.
The trip was completely funded by Title III professional development travel money. The large data projector in the B 126 E has been replaced and all installation work was done in-house by Media Services staff, with a savings of approximately $5000. Two high definition (HD) videoconference systems are scheduled to be installed in classrooms within the next month. Both systems were obtained through the Delta Regional Authority and USDA grants obtained by Southern Illinois Healthcare. One system will be installed in the Nursing Department and the other into an existing Distance Learning Classroom, A 114. The HD video systems will allow nursing students and area nursing professionals to connect with the new SIH simulation lab at John A. Logan College. This will provide experience for nursing students, as well as provide continuing education opportunities for area nurses.

Social Science: May 14-20: Matt Lees took the Government 161 class to Washington DC. The students met individually with Senator Durbin, Congressman Shimkus and their staff members. They also met with President Obama’s most senior staff member. Students received varied perspectives on political processes. Wellness Committee Initiatives include The Falcon Point Bistro offering “Wholesome Wednesday” each week to help promote health and wellness throughout the summer. This is offered as a wellness initiative in response to the Wellness Survey that was distributed last semester.

**Consent Agenda**

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the consent agenda which included the June 11, 2013, special and closed session minutes, destroying tapes of the January 2012 closed session, and the June 2013 treasurer’s report.

On roll call the following members voted:

<table>
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<tr>
<th>Aye</th>
<th>Nay</th>
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<td>Ms. Lane</td>
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<td>Mr. Allen</td>
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<td>Mr. Hearn</td>
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<td>Mr. Ellis</td>
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<td>Dr. Barbre</td>
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<td>Dr. York</td>
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<td>Ms. York</td>
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Motion carried.

**Action Items**

**Media Policy (Adoption)**

A motion was made by Ms. Lane seconded by Mr. Allen that the Board of Trustees approve the adoption of a social media policy that would apply to students, faculty and staff. A first reading was presented to the Board at the June meeting with the policy being reviewed by legal counsel, administrators and faculty leadership. Since no revisions had been made to the proposed policy since the first reading, the policy was brought forth for adoption.
All members voted aye. Motion carried.

**FY2015 RAMP**

A motion was made by Dr. Barbre seconded by Mr. Ellis that the Board of Trustees approve the fiscal year 2015 RAMP application, for the development of a vocational and occupational education building in Carmi, as required by the Illinois Community College Board.

All members voted aye. Motion carried.

**Cooperative Agreements**

A motion was made by Mr. Allen seconded by Ms. Lane that the Board of Trustees approve the 2013-14 joint cooperative agreements between Southeastern Illinois College, John A. Logan College, Kaskaskia College, Rend Lake College, and Shawnee Community College.

All members voted aye. Motion carried.

**SAFE 171 Introduction to Basic Hand Gun Shooting Fee Proposal**

A motion was made by Mr. Allen seconded by Dr. Barbre that the Board of Trustees approve a sliding course fee between $50 and $100 per credit hour for SAFE 171 Introduction to Basic Hand Gun Shooting effective immediately.

All members voted aye. Motion carried.

**Board of Trustee September Meeting Date Change**

A motion was made by Mr. Ellis seconded by Ms. Lane that the Board of Trustees approve to change the date of the September board meeting from September 17 to September 24.

All members voted aye. Motion carried.

**Curriculum Committee Recommendations**

A motion was made by Mr. Allen seconded by Dr. Barbre that the Board of Trustees approve the recommendations of the curriculum committee, which include PE 170 Intermediate Archery (a new course) that is an introduction to the intermediate techniques and skills required for archery, with an emphasis in target shooting effective August 1, 2013; BRI 011 Transition to Health Science Career (a new course) that is a ABE/GED bridge course that will allow hands on and classroom education for students interested in transitioning into a health related career, certification program, or post-secondary education degree program following the successful completion of their GED exam effective September 1, 2013; and, a pre-requisite change for BTC 241 Immunology for Biotechnology that would change the current pre-requisite of BIOL 221 or BIOL 261 to BIOL 221 or BIOL 261 or instructor consent.

All members voted aye. Motion carried.
Chargeback Request

A motion was made by Ms. Lane seconded by Mr. Allen that the Board of Trustees approve a chargeback request for Jacob Ninness to enroll in the Agricultural Mechanics curriculum at Rend Lake College during the 2013-14 academic year, a curriculum that is not offered at Southeastern.

All members voted aye. Motion carried.

Prevailing Wage Statement

A motion was made by Mr. Hearn seconded by Mr. Ellis that the Board of Trustees approve the attached Prevailing Wage Resolution:

PREVAILING WAGE RATE ORDINANCE RESOLUTION

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended (Ill. Rev. Stat. 1987, Ch. 48 par. 39s-1 et seq. as amended by public Acts 86-799 and 86-693) and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Community college District #533 investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Saline County employed in performing construction of public works, for said county.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #533:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of Community College District #533 is hereby ascertained to be the same as the prevailing rate of wages for construction work in Saline County as determined by the Department of Labor of the State of Illinois as of May of the current year a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's May determination and apply to any and all public works construction undertaken by Community College District#533. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of Community College District #533 to the extent required by the aforesaid act.
SECTION 3: The Community College District #533 Vice President of Administration and Business Affairs shall publicly post or keep available for inspection by any interested party in the main office of Community College District #533 this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Community College District #533 Vice President of Administration and Business Affairs shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Community College District #533 Vice President of Administration and Business Affairs shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Community College District #533 Vice President of Administration and Business Affairs shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Passed this 9th day of July, 2013.

Dr. Pat York, Chair, Board of Trustees

Non-Action

There were no non-action items this month.

Closed Session

There was no closed session held this month.

Personnel

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

Retirement of Game Management Instructor
Approved the retirement of Bruce Hering effective May 1, 2014.

Retirement of TRIO Program Specialist
Approved the retirement of Lisa Seets effective July 31, 2013.

Transfer of Admissions Specialist to Events Facilitator
Approved the transfer of Dee Dee Droit from Admissions Specialist to Events Facilitator effective July 16, 2013.

**Employment of Admissions Specialist**
Approved the employment of Danielle Kizziar effective July 16, 2013 at the 2013-14 UMWA salary rate.

**Employment of ABE/GED Assistant to the Coordinator and Data Manager**
Approved the employment of Angela Dunk for a salary of $9.00 per hour up to 28 hours per week effective July 11, 2013.

**Employment of ABE/GED Coordinator and Data Manager**
Approved the employment of Lindsey Duvall for a salary of $18.00 per hour up to 28 hours per week effective July 25, 2013.

**Employment of Title III Online PN Instructor**
Approved the employment of Laura DeVous effective August 19, 2013 (Fall 2013 semester) for a salary of $39,729, BS+0, Step 6.

**Employment of Payroll/Accounting Clerk**
Approved the employment of Vicki Blackman effective July 29, 2013 at the 2013-14 UMWA salary rate.

**Position Description Revision – TRIO Program Specialist**
Approved to reduce the TRIO program specialist position description from full-time to part-time (position description attached at the end of the minutes).

**Position Description Revision – Vice President of Administration and Business Affairs**
Approved the attached revisions to the Vice President of Administration and Business Affairs position description effective July 9, 2013 (position description attached at the end of the minutes).

**Employment of Adjunct Faculty**
Approved the following list of adjunct faculty:
(Dr. and Ms. York abstained from voting on this item as there was a family member on the list of recommended adjunct instructors being proposed for approval.)

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<th>Summer 2013</th>
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<td>York, Andrea</td>
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**Adjournment**

There being no further business to discuss, a motion was made by Mr. Ellis and seconded by Dr. Barbre that the meeting adjourn. The meeting adjourned at 7:00 p.m.
Southeastern Illinois College

TRIO/SSS Program Specialist

(Part-time 28 hours per week)

DIVISION: Student Support Services
SHIFT: The TRIO/SSS Program Specialist is a part-time, 28 hours per week, 12 month position. The major function of this position is to provide support TRIO/SSS Program students and staff. Hours of work are scheduled as needed by supervisor and the needs of the department.
LOCATION: Main Campus
REPORTS TO: Director of Student Support Services
BOARD APPROVED: DATE: October 18, 2005
REVISED: DATE: September 22, 2009/July 9, 2013

SUMMARY: This is a part-time 28 hour per week grant funded secretarial position with the primary responsibility of assisting the Director of Student Support Services in the management of all activities within the Student Support Services program.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Maintain confidentiality of all student information as required by the Family Educational Rights and Privacy Act (FERPA).

Maintain budget information, written logs and computer program log.

Assist with the preparation of all required grant proposals and reports.

Enter data into Blumen Software and any other program used to track SSS student information.

Assist the Director in arranging events and travel for staff within the department.

Assist the Director with Assessment data processing, maintain an orderly filing system and keep records of all SSS student/program activities up to date in a timely manner.

Assist Director, SSS Advisor and TRIO/SSS Program Education/Technology Coordinator with mailings.

Coordinate, process and type office correspondence, reports, student records, minutes of staff meetings, etc., and distribute as needed.
Assist with SSS student degree audits, retention and completion efforts, and the maintenance of tutor records and payroll.

Assist students with questions, problems and referrals as assigned by the Director or SSS Advisor.

Coordinate information with the College’s retention specialist and disability services as it pertains to SSS students, assisting staff and students as needed in these areas.

Answer telephone calls, take messages, make appointments and other duties as assigned by the Director.

Assist Advisor and TRIO/SSS Program Education/Technology Coordinator with normal office interactions and business activities.

Maintain occasional evening office hours as needed for special events.

Perform other duties as assigned by the Director of Student Support Services or Dean of Student Services and Enrollment.

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.

EDUCATION AND/OR EXPERIENCE:

Associate’s degree required with two years of related work experience or equivalent combination of education and experience is preferred. Must also be proficient in the use of computer applications and programs.

COMMUNICATION SKILLS:

Excellent organizational, written and verbal communications, analytical and interpersonal skills, attention to details, and deadlines are needed. Ability to respond to common inquires; complaints from students, public, regulatory agencies, or members of the business community. Represent the college in a professional diplomatic manner.

REASONING ABILITY:

Ability to define and solve problems collects data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver’s license

PHYSICAL DEMANDS:

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

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

The employee must occasionally lift and/or move 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 job.

While performing the duties of this job, the employee will have the opportunity to work in a professional work setting while having direct contact with students and the public. Professional attitude and protocol is required for this position.

The employee will perform all duties as assigned in a safe and professional manner and comply with all policies and procedure guidelines as set by Southeastern Illinois College.
POsITION SUMMARY. The Vice-President of Administration is a member of the President’s Administrative Cabinet and reports directly to the President, and is responsible for the preparation and explanation of the annual budget estimates; College purchasing; collective bargaining with units represented at the College; supervises the operation of buildings, grounds, and security; coordinates construction projects; assumes responsibility for College operations under contractual agreement; directs the operation of the accounting office; prepares reports and financial documents required by local, state and federal laws; prepares required forms for local taxing units in order to facilitate the collections of taxes; assumes responsibility for administrative data processing services; assumes responsibility for investment of College funds; supervises the accounting for income-producing activities and student organizations; assists with the administration of the scholarship and financial aid program; and assumes responsibility for building key and inventory control; non-profit fiscal oversight; and auxiliary services. As a key member of the President’s Cabinet, the VPABA should provide insightful, timely analysis and recommendations concerning essential responsibilities. Must be able to successfully pass a credit background check

ESSENTIAL RESPONSIBILITIES:

Responsible for the strategic direction, organization, direction, and evaluation of the fiscal affairs, selected human services, maintenance and care of facilities and grounds, and labor relations for the College;

The preparation, explanation, and distribution of the annual budget, with a broad understanding of the varied budgetary components of a community college;

The long-term fiscal planning for the College based upon institutional needs, community and state resources;

Providing leadership and direction to the operation of the accounting office and auxiliary functions (bookstore, cafeteria, Child Study Center, and mail center);

The preparation and review of monthly financial reports to the President and Board of Trustees and for the accounting systems necessary to provide accurate financial facts and records for audit purposes and as a basis for formulating policy decision;
Direction and the proper administration of accounting procedures for the College which includes receipts, collections, disbursements, payroll, inventory, and all other assets accruing to the College; review and recommend modification of procedures as needed to remain current;

Develop, interpret, and administer local, state, and federal reports as required for local, state, and federal agencies associated with fiscal, physical, and labor related requirements;

Direct and supervise the maintenance, care, and security of the buildings and grounds;

Planning and coordinate construction projects including financial arrangements, contract negotiations, and general overall supervision;

The collection, deposit, and accounting of all monies accruing to the College;

Preparation of the annual tax levy and must meet all fiscal deadlines;

Knowledgeable of federal, state, and local policies and statutes relating to the fiscal operation of the college, including workman’s compensation, and OSHA regulation;

Responsible for all areas of risk management including all insurance and workplace safety, as well as, campus security;

Serves as the lead negotiator in labor contract negotiations;

Responsible for the operational aspects of the telephone system;

Assist with the determination of inclement weather conditions and other emergency conditions that necessitate college closings;

Perform other duties as assigned by the President and the Board of Trustees;

Knowledgeable of the interpretation and application of generally accepted accounting principles and administrative software applications;

Ability to function in a team-oriented, collective bargaining environment;

Engage in strategic and master planning;

Participate in open and closed sessions of the Board of Trustees as needed;

Willingness to travel as required and make presentations at special events;

Engage relevant external community organizations as assigned; and

Knowledgeable of and application of emergency trends in community colleges;

EDUCATION:

Must hold a master’s degree in business, accounting or finance from an accredited university and have five years’ full-time applicable work experience in a major administrative position. Public higher education administrative experience is encouraged.

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.

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. Foster a collaborative, team- and service-oriented college organizational culture. Strong interpersonal and professional communication desired along with a keen acuity of protocol and organizational loyalty. Ability to multi-task, develop others, and build trust while leading through vision and values.

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.