MINUTES OF THE BOARD OF TRUSTEES  
SPECIAL MEETING  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE ROAD; HARRISBURG, IL  62946  
JUNE 11, 2013; 6:00 P.M.  

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, June 11, 2013, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. Board members in attendance were: Dr. Pat York, JoAnna Lane, Gary Allen, Jim Ellis, Richard Morgan, Dr. Frank Barbre, and Mr. Chuck Hearn. Also present were: Tim Walker, Chad Flannery, Dr. Dana Keating, Dr. Jonah Rice, Gina Sirach, David Wright, Greg McCulloch and Barbara Potter.

Consent Agenda

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the consent agenda which included the treasurer’s report and April and May 2013 bills totaling $1,503,61.26 for April including $644,393.63 in payroll and $1,365,496.06 including $772,037.72 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  

Motion carried.

Action Items

Amend Academic Calendars 2013-14 and 2014-15

A motion was made by Ms. Lane and seconded by Mr. Allen to approve to amend the 2013-14 and 2014-15 academic calendars that were originally approved by the Board in October 2011. The purpose for the proposed change is to allow finals and grades to be provided to the high schools for the dual credit students in order for class rank/class valedictorian/salutatorian calculations and high school graduations. The revision also provides additional time for the end of spring term processing prior to summer semester beginning. The proposed revision for 2013-14 provides for 76 days of instruction and the 2014-2015 proposed revision provides 77 days of instruction. The ICCB requirement is 75 days of instruction for a semester.

All members voted aye. Motion carried.
Banking RFP

A motion was made by Mr. Ellis and seconded by Mr. Hearn to approve to retain Banterra Bank to provide the College’s banking services.

All members voted aye. Motion carried.

San Lease Agreement

A motion was made by Dr. Barbre and seconded by Mr. Morgan to approve a lease agreement for an upgrade for computer Storage Area Network (SAN). The data storage is needed to support instructional and administrative operations that is growing rapidly. We are at a critical point where our Storage Area Network (SAN) housing this data needs to be upgraded. Even though the project did not meet the ICCB requirements to seek a formal bid process, the college did conduct an informal request for proposal from vendors to seek the best price and value to meet storage needs. We received responses from four vendors with no proposals received from any in-district vendors. Of the four proposals received, LRS (Levi, Ray, Shoup) IT Solutions headquartered in Springfield, Illinois, partnered with IBM, provided the most robust, cost effective solution to meet College needs. The total cost for the project is $25,457.84 (not including interest on lease agreement). There are variable implementation expenses of approximately $2,500 for travel, shipping, etc. The lease agreement is a five year lease where the college will own the equipment at the end of the lease period. The annual institutional expense for the lease payments will be $4,636 for five years.

The following Resolution was presented and approved.

RESOLUTION AUTHORIZING AND APPROVING LEASE/PURCHASE MASTER AGREEMENT

WHEREAS, it is deemed advisable, necessary, and in the best interest of Southeastern Illinois Community College District No. 533 (the “College”) that certain technology equipment and software be leased for the College, all in accordance with the specifications reviewed by the Board of Trustees of Southeastern Illinois Community College District No. 533 (the “Board”), and on file with the Secretary of the Board; and

WHEREAS, the College has the authority to obtain the technology software and equipment authorized by an affirmative vote of two-thirds of the members of the Board, by lease with an option to purchase for a period not to exceed five (5) years pursuant to the provisions of Section 3-38 of the Illinois Community College Act, 110 ILCS 805/3-38; and
WHEREAS, the Board has determined that it is in the best interest of the College to avail itself of the provisions of said Section 5-3-38 in order to obtain the property by means of a Lease/Purchase Master Agreement; and

WHEREAS, IBM Credit LLC (the “Lessor”) has agreed to lease the technology software and equipment to the College pursuant to such an Agreement on the terms which are lawful and acceptable to the Board.

NOW, THEREFORE, be it resolved by the Board of Trustees of Southeastern Illinois Community College District No. 533 as follows:

1. **Incorporation of Preambles**

   The above preamble recitals are hereby incorporated into the text of this resolution as if fully set forth herein.

2. **Authorization of Lease Agreement**

   The Board hereby finds and determines that it is in the best interest of the College to enter into, and does hereby approve, the Lease/Purchase Master Agreement with IBM Credit LLC, a copy of which is attached to this Resolution as Exhibit A and is made a part hereof.

3. **Execution of Lease Agreement**

   The Board hereby designates the President of the College, or his designee, to execute the Lease/Purchase Master Agreement as well as any other documents necessary and essential to effectuate the provisions of the Agreement.

4. **Designation as Qualified Tax Exempt Obligation**

   The Board hereby designates the Lease/Purchase Master Agreement as a Qualified Tax Exempt Obligation pursuant to Section 265(B)(3)(b) of the Internal Revenue Code of 1986, as amended. The Board further directs the College President or his designee to execute the appropriate certifications in connection therewith.

Adopted June 11, 2013 by the following vote:

Ayes:
Ms. Lane
Mr. Allen
Mr. Hearn
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York

Nayes:

Absent:

BOARD OF TRUSTEES OF
SOUTHEASTERN ILLINOIS
COMMUNITY COLLEGE DISTRICT
NO. 533

By: ________________________________ President

ATTEST:

By: ________________________________ Secretary

Date: ________________________________

All members voted aye. Motion carried.

Suspension of Game Management and Shooting Complex Management Programs

A motion was made by Ms. Lane and seconded by Mr. Allen to approve discontinuing participation in the Game Management and Shooting Complex Management programs based on a continual decline in enrollment. The Board was notified that after extensive communication from program director Bruce Hering as well as academic leadership, it is recommended that the AAS Degree in Game Preserve Management and AAS Degree in Shooting Complex Management be suspended for new freshmen for the fall 2013 semester. Courses would be offered during the 2013-2014 academic year to allow any students in the program to take courses needed to complete their degrees. No new freshmen would be enrolled in the program for the fall 2013 semester.

All members voted aye. Motion carried.

BlueCross/BlueShield Insurance Renewal
A motion was made by Mr. Hearn and seconded by Mr. Allen to approve a renewal from BlueCross/BlueShield that included a 2.3% increase over the 2012 rates effective July 1, 2013.

The rates are as follows:

**Current**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$612.98</td>
<td>employee</td>
</tr>
<tr>
<td>$1,192.22</td>
<td>employee + spouse</td>
</tr>
<tr>
<td>$1,104.06</td>
<td>employee + child(ren)</td>
</tr>
<tr>
<td>$1,671.71</td>
<td>family</td>
</tr>
<tr>
<td>$370.49</td>
<td>employee/Medicare</td>
</tr>
<tr>
<td>$740.98</td>
<td>family</td>
</tr>
</tbody>
</table>

**New Rates Effective July 2013**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$627.08</td>
<td>employee</td>
</tr>
<tr>
<td>$1,219.64</td>
<td>employee + spouse</td>
</tr>
<tr>
<td>$1,129.45</td>
<td>employee + child(ren)</td>
</tr>
<tr>
<td>$1,710.16</td>
<td>family</td>
</tr>
<tr>
<td>$379.01</td>
<td>employee/Medicare</td>
</tr>
<tr>
<td>$758.02</td>
<td>family</td>
</tr>
</tbody>
</table>

All members voted aye. Motion carried.

**Budget Transfer Requests**

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve budget transfer requests. Illinois state statute requires that budget transfers be presented to the board for approval. The following transfers were approved:

<table>
<thead>
<tr>
<th>Environmental Services</th>
<th>From: Bldg System T&amp;M Repair</th>
<th>Decrease: $ 5,600.00</th>
<th>Increase: $ 5,600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: Lawn Service Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Gas Utilites</td>
</tr>
<tr>
<td>Bldg System</td>
</tr>
<tr>
<td>HVAC Annual Maint Agrmt</td>
</tr>
<tr>
<td>HVAC Time &amp; Materials Repair</td>
</tr>
<tr>
<td>Other Contractual</td>
</tr>
<tr>
<td>Drives,Lots,Walks – other supplies</td>
</tr>
<tr>
<td>Drives,Lots,Walks – cust. supplies</td>
</tr>
<tr>
<td>To: Drives,Lots,Walks – T&amp;M</td>
</tr>
</tbody>
</table>

All members voted aye. Motion carried.
Assessment Technology Institute (ATI) Fee Request

A motion was made by Mr. Allen and seconded by Ms. Lane that the Board approve Assessment Technology Institute (ATI) fee increases effective July 1, 2013. The fee increase is necessary because ATI is increasing their fees. The ADN fee increase will be for academic year 2013-2014 only. After the 2013-14 academic year, the fees for the ADN students will revert to the previous fee schedule. The temporary increase is prorated to cover costs that were not covered during these students’ PN year.

The fee increase recommendations are as follows:

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN 270 A $50.00</td>
<td>$86.00</td>
</tr>
<tr>
<td>ADN 276 A $50.00 + $300.00 for ATI live review</td>
<td>$411.00</td>
</tr>
<tr>
<td>NUR 171 A $126.00</td>
<td>$187.33</td>
</tr>
<tr>
<td>NUR 199 A $98.00</td>
<td>$142.33</td>
</tr>
<tr>
<td>NUR 211 A $98.00 + $250.00 for ATI live review</td>
<td>$390.34</td>
</tr>
<tr>
<td>NUR 171 O $90.00</td>
<td>$187.33</td>
</tr>
<tr>
<td>NUR 176 O $90.00</td>
<td></td>
</tr>
<tr>
<td>NUR 190 O $62.00</td>
<td></td>
</tr>
<tr>
<td>NUR 198 O $62.00</td>
<td></td>
</tr>
<tr>
<td>NUR 211 O $62.00 + $250.00 for ATI live review</td>
<td>$390.34</td>
</tr>
<tr>
<td>NUR 171 B $90.00</td>
<td></td>
</tr>
<tr>
<td>NUR 176 B $62.00</td>
<td></td>
</tr>
<tr>
<td>NUR 190 B $62.00</td>
<td>$114.67</td>
</tr>
<tr>
<td>NUR 198 B $62.00</td>
<td>$114.67</td>
</tr>
<tr>
<td>NUR 211 B $62.00 + $250.00 for ATI live review</td>
<td>$362.67</td>
</tr>
</tbody>
</table>

All members voted aye. Motion carried.

Appoint Interim Treasurer

A motion was made by Dr. Barbre and seconded by Mr. Allen that the Board appoint Mr. David Wright, Controller, as interim treasurer effective June 28, 2013.

All members voted aye. Motion carried.

Curriculum Committee Requests

A motion was made by Mr. Hearn and seconded by Mr. Morgan to accept the following curriculum committee recommendations:

(New Course) SAFE 133 SAFELANDUSA Training – Ideas and methods for preventing personal injury and property damage specific to the oil and gas industry are discussed. Provides instruction in safety, ethics and responsibilities for entry level personnel. This course is variable credit (.5 hours to 3 hours) and repeatable 3 times. Fee: $55 Effective: August 1, 2013
(New Course) ENGY 290 Selected Topics in Biofuels Tech – An in-depth study of topics in the biofuels technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Variable credit from .5 – 3 credits is available. Fee: $0 Effective: August 1, 2013

All members voted aye. Motion carried.

Chargeback Requests

A motion was made by Ms. Lane and seconded by Dr. Barbre to approve a chargeback from Mary Beth Hetzman, Carmi, Illinois, to enroll in the Long Term Care Administration curriculum of College of DuPage for the summer 2013 semester and the 2013-14 academic year, and a chargeback from Emily Frost, Harrisburg, Illinois, to enroll in the Health Information Technology program at John A. Logan College during the 2013-14 academic year.

All members voted aye. Motion carried.

Non-Action Items

Media Policy (First Reading)

The Board was presented with the following Media Policy to help provide guidelines to faculty and staff on social site usage. This policy was presented as a first reading with adoption at the July board meeting.

Social Media Policy

A. Purpose

- Thousands of current and future students, faculty, staff, alumni, and donors are utilizing mediums such as Facebook, Twitter, LinkedIn, YouTube, and many others to stay connected. Southeastern Illinois College (SIC) believes that having a presence in social media will allow the College to better broadcast information and interact with the public. In order to effectively operate within these mediums and increase opportunities for educational growth, Southeastern Illinois College has developed this Social Media Policy.

- While the College recognizes the benefits and strengths of social media, it recognizes that the use of social media at or concerning the College is governed by the same laws, policies and rules of conduct that apply to all other activities at or concerning the College.

B. Scope
• Definition: Social media is defined, for purpose of this Policy, as tools and platforms that enable individuals to communicate, participate, share and network through websites and online media, such as Facebook, Twitter, LinkedIn, YouTube, etc.

• The guidelines set forth in the College's Social Media Policy are broad in nature and designed to accommodate any differences in online venues while maintaining a universal code of conduct. This policy focuses on the safe use of social media to support learning and other activities consistent with the college mission.

• This Policy applies to all use of social media by College students, faculty and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other computer resources. Personal use of social media on personal time is not governed by this Policy. However, individuals must take care not to engage in conduct that violates college policy or state and federal laws.

• Participation in a College course shall not depend only on social media sites such as Facebook. Alternatives shall be made available to any student who does not have access to social media or chooses not to use it. Course content posted to a social media site must also be provided to students by other means such as email and/or posted inside the course itself.

C. Authorization of Social Media Sites

Any person or organization who seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and a reasonable plan for managing its content. Authorization must be obtained in advance by the appropriate Department Chair, Dean, or Supervisor. Sites include:

• **Institution sites** that represent Southeastern Illinois College as a whole must be authorized in advance by the President or his/her designee.

• **Program and department sites** must be authorized in advance by the Department Chair or Dean.

• **Sites administered by members of the faculty in connection with specific courses or programs** must be authorized by the faculty member and approved by the Department Chair or Dean.

• **Sites sponsored by recognized student organizations in connection with specific activities** must be authorized by the Dean or his or her designee.

D. Site Administrators
• Each authorized College social media site must have a designated administrator. The College's Marketing Coordinator and IT shall be notified of all administrators for the site by the appropriate site administrator/creator.

E. **Expectations for Appropriate Use of Social Media**

• Use good judgment about social media content, respect privacy laws and exercise discretion in posting content that could reflect negatively on users or the College. Online posts should be treated as permanent and not recallable.

• Users shall not post any content onto social media which discloses confidential or propriety information of the College.

• Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the College name to promote anything that is inconsistent with the approved activity or the College Mission.

• Only whole-group posts and messages should be sent to students through Social Media Sites. Messages to individual students must be sent from a college email account to the student’s email account through the regular college email services or through the course management site.

• By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected
fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.

- The College has the right to remove any content for any reason, including but not limited to, content that it deems threatening, demeaning, malicious, obscene, a violation of intellectual property rights or privacy laws, harassing in nature, or otherwise injurious or illegal.

- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

- Users shall not post content on social media sites which violates any laws of the United States, State of Illinois, including but not limited to HIPAA and FERPA.

F. Additional Considerations

- Violations, complaints or questions regarding this Policy should be directed to the appropriate supervisor or dean.

- Violators of this Policy may be subject to disciplinary action, up to and including dismissal from the College or termination of employment.

- Every College social media site shall include the following disclaimer:

  "Content posted to this site represents the views of the individuals who post it and unless stated otherwise, neither represents the views of nor are endorsed by Southeastern Illinois College."

Legislative and Fiscal Update

Dr. Barbre briefly updated the board on presentations given at the ICCTA Annual Convention in which both Mike Monaghan and Tom Ryder reported that they do not expect the General Assembly to accomplish much at the June 19 special session in the way of pension reform. He noted that Tom Ryder praised community college board of trustee members for their participation in the recent Lobby Day activities held in Springfield and to all those who wrote letters to their legislators regarding community college funding issues.

Dr. Rice reported on the following: the General Assembly had passed a flat budget for community colleges and was now waiting for the Governor to sign; the Governor called a special session for June 19 to address pension reform; MAP grants were increased by $1.9M, but due to administrative costs there will be $5.6M less to serve students; the Illinois bond rating was downgraded after the legislative session ended; Dr. Rice is coordinating a meeting with regional presidents’ and Mike Monaghan to meet with Senator Durbin regarding PILT possibilities; summer enrollment saw an increase in head count but a decrease in credit hours. He distributed several handouts.
Closed Session

A motion was made by Ms. Lane and seconded by Mr. Allen to convene into closed session as allowed by the Open Meetings Act, 5 ILCS 120/2, Section C, Sub Section 1) appointment, employment, and compensation of specific employees, 2) negotiations, 5) acquisitions of property, 9) student discipline, and 11) litigation. The board went into closed session at 6:25 p.m. On roll call, the following members voted:

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

Ms. Lane
Mr. Allen
Mr. Hearn
Mr. Ellis
Mr. Morgan
Dr. Barbre
Dr. York

A motion was made by Dr. Barbre and seconded by Mr. Ellis to reconvene into open session at 7:15 p.m.

Personnel

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

Resignation of Music Instructor

Accepted the resignation of Dr. Kurt Miyashiro effective immediately.

Resignation of ABE/GED Assistant to the Coordinator

Accepted the resignation of Tina Kuppart effective June 30, 2013.

Resignation of Events Facilitator

Accepted the resignation of Kelly Smith effective June 13, 2013.

Resignation of Vice President of Administration and Business Affairs

Accepted the resignation of Mr. Tim Walker effective late June 28, 2013.

Resignation of ABE/GED Coordinator and Data Manager
Accepted the resignation of Marsha Humphrey, ABE/GED Coordinator and Data Manager, effective June 27, 2013.

**Position Description New – Music Instructor**

Approved a Music Instructor position description (attached at the end of the minutes).

**Position Description Revision – Financial Aid Assistant**

Approved a revised financial aid position description and title change (attached at the end of the minutes).

**Employment of ADN Instructor**

Approved the employment of Teri Dudley as a full-time ADN instructor at a salary of $42,147. Mrs. Dudley will be placed on the SICEA salary schedule at MS+0, Step 5, $42,147.

**Employment of Adjunct Faculty**

Approved the following list of adjunct faculty:

**Summer 2013**

<table>
<thead>
<tr>
<th>Name</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burford, Kyla</td>
<td>EDUC O</td>
</tr>
<tr>
<td>Ford, Kenny</td>
<td>Fitness Center Monitor (Summer Only)</td>
</tr>
<tr>
<td>Jones, Sean</td>
<td>MATH 225</td>
</tr>
<tr>
<td>Linz, Jeffrey</td>
<td>PHIL 122 O</td>
</tr>
<tr>
<td>Naas, Hannah</td>
<td>THTR 280 D</td>
</tr>
<tr>
<td>Packard, Catherine</td>
<td>ENG 105 O, ENG 121 O2</td>
</tr>
<tr>
<td>Parish, Rachel</td>
<td>ENG 121 A, ENG 122 A</td>
</tr>
<tr>
<td>Williams, Robert</td>
<td>Fire Science Instructor</td>
</tr>
</tbody>
</table>

**Fall 2013**

<table>
<thead>
<tr>
<th>Name</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garibay, Bryant</td>
<td>ONG Safeland Training</td>
</tr>
<tr>
<td>Gossman, Steven</td>
<td>ONG Safeland Training</td>
</tr>
<tr>
<td>Hernandez, Kari</td>
<td>BUS 192 O</td>
</tr>
<tr>
<td>Lehman, Cara</td>
<td>BUS 134 O</td>
</tr>
<tr>
<td>O’Hara, Angela</td>
<td>BUS 234 8A, BUS 234 8B</td>
</tr>
<tr>
<td>Robb, Cathy</td>
<td>BUS 234</td>
</tr>
</tbody>
</table>

**Adjournment**

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre that the meeting adjourn. The meeting adjourned at 7:15 p.m.
Southeastern Illinois College

MUSIC INSTRUCTOR

DIVISION: Humanities and Fine Arts
SHIFT: Various
LOCATION: Main Campus
REPORTS: Dean of Academic Services
BOARD APPROVED: June 11, 2013
REVISION:

POSITION SUMMARY:
This is a Full-time tenure track position with primary teaching responsibilities in music appreciation, music theory, choral ensembles, voice, and piano. Responsible for directing and/or securing directors/conductors for musical theatre and community productions.

ESSENTIAL RESPONSIBILITIES:
1. Fulfill all duties of full-time instructors, as listed in the Board-approved Duties of Full-Time Instructors.
2. Teach General Education Music Courses, Music theory and appreciation, as well as course work in other areas of expertise as assigned including private applied, class piano, choral ensembles, musical theatre, and music production.
3. Serve as liaison for Music for the Humanities and Fine Arts Division with area high schools, providing leadership, developing/facilitating activities and other content area related events/activities with the high schools, such as course articulation, high school and middle school outreach/recruitment, other high school related assignments. This will involve occasional travel to area schools in the college district.
4. Work with the High School Recruiter & Dual Credit Coordinator to develop, offer and promote dual credit music classes in the Humanities and Fine Arts Division.
5. Maintain teaching load and office hours as required by the SICEA contract.
6. Direct choral ensembles, such as community choir, gospel/madrigal choir, and/or musical theatre choir.
7. Direct and/or assist students with creative co-curricular endeavors outside the traditional classroom as appropriate, including concerts, madrigal, and musical theatre productions.
8. Direct and/or secure directors/conductors/instrumentalists/accompanists for musical theatre productions.
9. Contribute to the overall well-being and vitality of the institution through the faithful discharge of all assignments and other duties assigned by the Dean of Academic Services and/or the Vice President for Academic and Student Affairs.
10. Contribute to the overall success of the Humanities Division, including active engagement with student activities as assigned.
11. Participate in and attend campus-wide activities;
12. Serve on college committees, as well as committees/panels external to the college as approved.
13. Be proficient in computer and instructional technology, and embrace the use of instructional technology in the classroom.
14. Teach traditional, online and hybrid courses.
15. Perform all other duties as assigned.

EDUCATION: Must possess a Master’s Degree in Music. Prior teaching experience including teaching in an online environment preferred but not required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Excellent organizational skills and the ability to communicate with others are essential along with the ability to work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

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

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

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch. The employee must have the ability to work at a computer and view a computer screen for long periods of time.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.
WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

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

Financial Aid Specialist (Full-time position)

SALARY: Based on UMWA Schedule
DIVISION: Financial Aid Office/Enrollment Services
LOCATION: Main campus
REPORTS: Director of Financial Aid
BOARD APPROVED: June 11, 2013

SHIFT: This position typically will work Monday through Friday 8:00 am to 4:30 pm. However, occasional evening hours will be required depending on the needs of the department. Some travel is also required with overnight stays for continued training, professional development, and financial aid workshops throughout the year.

POSITION SUMMARY: This position requires significant responsibility which involves the coordination and management of federal, state, and institutional financial aid sources. Responsible for assisting students and families on financial aid forms, applications, and eligibility. Demonstrate knowledge and competency in federal and state regulations as well as institutional policies. Present good judgment and excellent customer service skills. Work is evaluated in terms of efficiency, accuracy, timeliness, communication skills, and confidentiality. There will be a 90 day probationary period.

ESSENTIAL RESPONSIBILITIES: Responsible for the supervision of one to three part-time student employees reporting to the Financial Aid Office;
Assist students and parents regarding all aspects of financial aid including application, eligibility, verification, and disbursement of financial aid via in person, phone, or email;
Understand and abide by federal and state regulations and institutional policies;
Establish and foster effective communication with other employees and faculty regarding important dates and deadlines within the financial aid office;
Analyze and verify student financial aid files against criteria and resolve any discrepancies or adjustments to student financial aid application, files, or accounts;
Review financial aid recipients’ academic performance for satisfactory progress and notify students of either their warning period or suspension;
Act as a liaison between the Financial Aid Office and Foundation Office;
Perform entrance counseling for private student loan applicants as well as certify and maintain Cost of Attendance, enrollment, and disbursement rosters for private student loan recipients;
Coordinate and manage athletic, divisional, academic, and talent scholarship applicants, eligibility requirements, notification of recipients, and academic progress;
Establish and maintain relationships with the area high school guidance counselors to determine dates for financial aid workshops and deadlines for scholarship applications, etc.;
Disburse federal, state, and institutional grants, scholarships, and loans to the Business Office and maintain a transfer of aid schedule;
Reconcile federal, state, and institutional grants, scholarships, and loans and resolve any adjustments needed;
Manage the Return of Title IV report, prepare Return of Title IV worksheets, and perform calculation of Return to Title IV funds within the guidelines of federal regulations; Generate scheduled student correspondence in the form of Award Letters and Documents Reminder Letters;
Administrate the Federal and Institutional Work Study Program, create work study budget, post student worker positions, maintain student worker eligibility, monitor earnings, and reconcile with the Business Office;
Train student workers on various financial aid tasks and provide an example of professionalism;
Perform other job-related duties as assigned.

QUALIFICATIONS:
Strong computer skills in all Window based software including Excel and other office equipment. Knowledge in financial aid and accounting is a plus. 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.

EDUCATION:
Associate's Degree (A.A., A.S., A.A.S.) required in Business, Education, or related field desired.

SKILLS:
Excellent organizational, written and verbal communications, analytical, interpersonal skills, detail-oriented, and attention to deadlines with excellent follow-up skills are needed to be successful in this position. Must have the ability to perform basic mathematical skills.

REASONING ABILITIES:
Must have the ability to define and solve practical problems while dealing with a variety of concrete variables. Establish a system to collect data and facts to draw a valid conclusion in situations where standards are required and must be maintained.

CERTIFICATES AND 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 stand, walk, and talk or hear. The employee is occasionally required to sit, use hands to finger, hand, or feel objects, or control; reach with hands and arms; 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 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.