

MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
SOUTHEASTERN ILLINOIS COLLEGE
3575 COLLEGE ROAD; HARRISBURG, IL 62946
NOVEMBER 16, 2010; 6:00 P.M.

The Southeastern Illinois College Board of Trustees held its regular meeting on Tuesday, November 16, 2010, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Chuck Hearn, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Nicole Trepanier, student trustee. Also present were: Dr. Jonah Rice, Donna Patton, Tricia Johnson, Lori Cox, Tim Walker, Mr. Matt Businaro, and Barbara Potter.

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

Reports

Dr. Barbre reported he attended the ICCTA Board of Representatives meeting held November 12 – 13 in Oakbrook, Illinois. He noted guest speaker Rich Miller, Capital Fax, gave an interesting presentation. He said regardless of politics, Governor Quinn being elected was a good thing for community colleges.

Dr. Rice reported that to date, we have received only one-twelfth of our base operating funds (credit hours) and zero of twelve of our equalization funds. We have never been this far behind in payments. He noted that a list of community college legislative positions were shared with legislators along with other related requests. He noted that a Financial Management Planning document was sent to ICCB and will be shared with the Board Of Trustee budget subcommittee once feedback is received from state officials. He noted he hosted a number of meetings with on- and off-campus individuals collecting information from a request from the IDNR to suggest partnership ideas for the Sahara Woods Development. Board Vice-Chair Allen and Mr. Ellis attended a tour of the recreation area with members of cabinet. He reported he is serving on a committee chaired by Larry Woolard, DCEO, pertaining to the marketing of the Route 13 corridor. The goal of the committee is to continue to work on streamlining a regional approach to tourism as destination development of I-57 continues. He said he has been assigned on the asset committee. He reported on a SICCM OTA accreditation conference call, a regional public relations meeting held at Kaskaskia Community College, the Winter Honor Roll Academy, a tour of property SIC could use for any future ag-related programs, a Health Care Reform Webinar plus Legal Presentation on Healthcare Reform, a WIN initiative with ROE, and a number of other items.

Dr. Keating reported on the following: The “Writing Improvement Network” workshop for area high school English teachers is scheduled for November 5, with 15 registered. Susan Morrison, Deputy Superintendent and Chief of Staff for the Illinois State Board of Education, is scheduled to be the luncheon speaker, and will speak about the “Common Core Standards for Reading and Writing” with the group. Thanks to Allan Kimball and the Humanities Division for taking the lead in providing this workshop for the area high schools; a meeting with representatives from

Rend Lake College was held concerning the possibility of providing a Spanish class for them via distance learning. I, along with Brian Surprenant, Paul Cummins (Humanities Division Chairperson) and Jennifer Roehm (Spanish instructor), discussed options for such an arrangement. The meeting went well and all are hopeful that an agreement can be worked out for such an arrangement; thanks to Donna Hearn and Community Education Department for a very successful Health Fair and another enjoyable Heritage Festival! Additionally, the Department is sponsoring the “Generations Serving Generations” event on Nov. 16. Area agencies and service providers will gather to provide local input on the topics of preventing students from leaving education and helping to prevent chronic disease. The information collected during this local discussion will be included in the *Interdependence of Generations Report*, which will be submitted to the Governor and the General Assembly; attended the marketing workshop at Kaskaskia College on October 25; attended the meeting at Norris City with the SIC group to discuss the possible property donation with the donor. A visit is planned to the property on November 6th;

I will speak to the Inter-agency Council on November 9th, when they hold their monthly meeting here on SIC’s campus. I will share a brief power-point presentation with them highlighting new initiatives at SIC.

Feedback from high school counselors has been used by Dr. Bond and I to make revisions to the requirements for continued participation by students in the Early College Program. Efforts have also been made to better inform and more clearly communicate important items of information to students, parents and high school counselors. (See attached information that provides detail on these changes.) Work will continue to improve our communication, services and enrollments in the Early College Program.

CURRENT CONTINUED PARTICIPATION GUIDELINES

Students must make at least a grade of “C” in each college class to continue to participate in the program in subsequent semesters/years. Students who officially withdraw from a class or receive a “WA” grade for non-participation/attendance may not re-enroll in the program except with an approved appeal. Appeals should be submitted to the Dual Credit Coordinator, who will confer with the high school counselor. Final approval on appeals will be given by the Executive Dean of Student Affairs.

REVISED PARTICIPATION GUIDELINES

- Students must maintain a “C” average (2.00) for continued participation in the Early College Program (ECP). *(This is a change from a “C” in every class to a “C average 2.00.)*
- Students who receive a “WA” grade for non-attendance/non-participation may not re-enroll in the ECP unless an appeal is approved by the Executive Dean of Student Affairs. *(An appeal will continue to be required in this circumstance. However, ECP students would use the WA Appeal Form/Process that is used by all college students. This brings this process in line with the process that has been in place for years for any student who wants to appeal a “WA” grade.)*
- Students who officially withdraw themselves from a class may continue in the program. However, they should be aware that the “W” grade is on their permanent college

transcript and may affect eligibility for future financial aid as well as have possible negative effects when transferring or applying for admission to specific university programs. *(Previous guidelines required an appeal in this situation. That requirement has now been removed and students who officially withdraw themselves may continue in the ECP program.)*

ADDITIONAL steps are being taken to better communicate needed information to students, parents and high school counselors.

- Additional information has been added to all communication with parents and students, with copies of this correspondence being sent to high school counselors, as well.
- Information sheet with key items of information and critical dates being given to students when they register for classes with SIC advisors.
- Informational sessions for parents and students are offered to the high schools upon their request.

Mr. Surprenant reported on the following: The election night analysis on WEBQ provided by Matt Lees and two of his MIG students (Jacob Cleek and Keturah Tanner) went well. They were initially only scheduled for a couple of segments but they ended up staying until 10:00 p.m. for five additional segments. Sonny Dotson indicated that they were "very pleased" and that our students "demonstrate the strength of the institution." Mr. Dotson also said he would like to have Mr. Lees and his students back for additional election cycles; A collaborate effort between SIC's Business program and SIUC Online Business Administration program has been established. A transfer curriculum guide has been developed that allows SIC students to earn their Associate in Science degree and transfer to the SIUC Online Business Administration program. Marketing on this agreement is underway; Dr. Jonah Rice, Barb Potter and Brian Surprenant attended an Employee Benefits Conference on October 29 at Lisle, Illinois. The conference was presented by Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.; Brian Surprenant attended the fall IAI Transfer Coordinator meeting at Illinois State University on Tuesday, November 9; The IAI Criminal Justice Major Panel held its fall meeting via conference call on Monday, November 8; The IAI Agriculture Major Panel has reviewed the HORT 121 Introduction to Horticulture course and has added it to the list of approved courses. This is the new course that will be offered in conjunction with the University of Illinois (ACES ACCESS); Brian Surprenant attended the Early School Leavers meeting at Illinois State University on November 16. This was a mandatory meeting for all recipients of the Early School Leavers grant; The October 28 Curriculum Committee meeting was cancelled due to a lack of agenda items.

Mr. Walker reported on the Presidents Council – Finance and Administration Committee Update; Financial Aid Advisory Committee Meeting update - Gayle Saunders shared with the group the pros and cons of the proposed five-year \$100 million per year bonding proposal.

Pros:

1. Focus is clearly on community colleges
2. Guaranteed revenue stream for five years
3. Addresses timing issues (i.e., most community college students apply late in the year)
4. ISAC is one of the few agencies that already has a bonding mechanism in place
5. Three percent of the amount would go towards ISAC operations
6. Community colleges now get \$50 mil annually. Would increase to \$100 mil

7. Supports the Public Agenda and should lead to more completers/more degrees.

Concerns:

1. Appears to be an exchange of funds of GRF for bond funds—need clarification
2. Interest rates will be high because of the State's credit rating
3. The payback is certainly not guaranteed. It will be difficult to determine how much CC graduates increased revenue, and whatever increased revenue is generated will go directly into (and be absorbed by) the GRF leaving the bonds to be paid by an already strapped state. This will just further reduce funds available for higher education because they are being used to repay bond debt.
4. Adding more major debt at a time of high interest rates
5. No real attempt to modify current practice and provide for those most in need (versus more money ultimately going to for-profit and four-year institutions)
6. More questions need to be addressed
7. The real need should be to systematically address the needs of community colleges
8. After 5 years, how do community colleges get back into the GRF funding stream? (this is a huge concern)
9. What agency is in charge of the bond proceeds? Will the proceeds be used elsewhere when the state is in need of money? Recent history shows a propensity to “rob Peter to pay Paul.”

Possible modifications to consider:

1. Have ICCB work with ISAC on controls
2. Cut back on the amount to be borrowed
3. Increase community college awards to full tuition

Alternatives:

1. Implement the Carl Sandburg-Black Hawk-WIU model-1st 2 years at CC. Bank the difference in tuition from CC and WIU, then student guaranteed 3rd and 4th year at \$4900 ISAC max at WIU
2. Consider rationing
3. All first and second-year students would get the same amount of an award
4. Figure out how to stop having CC students be competing with the private institutions.
5. Put a cap on proprietary schools or refuse to fund if not accredited or bad ads

Continuing discussion on performance-based funding; tuition caps - need to consider the impact of the “85% rule” requirement for equalization eligibility (legislation pending to correct the problem) at the same time as we’re looking at the “cannot exceed one-third per capita cost law” (ILCS 805/6-1) and its impact as colleges reduce costs and tuition becomes greater than 1/3 of per capita costs even though tuition has not been increased; consistency in reporting unit costs and per capita costs - Although there might be some variations, the bottom line should not change much if following the unit cost management manual; Emergency Operations/Security Training date change – The College will be hosting a joint training for National Incident Management Courses ICS 300 & 400 for the region. The ICS 300 class will be held January 8th and 9th and the ICS 400 will be conducted on March 5th and 6th. This is a joint effort of the University of Illinois – Fire Service Institute and SIC. It is a requirement for many schools,

municipalities, hospitals, health agencies, law enforcement and fire fighters in our area. I have been certified to teach with the Fire Service Institute, the Homeland Security training agency for Illinois; Book Rental Pilot Program – The Bookstore will launch the Pilot Textbook Rental Project in January. The project will include books from 13 classes. The classes were selected by division chairs to determine “best fit” for the project. There will be rentals available from baccalaureate and nursing areas. The “Textbook Rental Program - Student User Guide” will be provided to you during at the upcoming Board meeting; Update – Transfer of Property, City of Harrisburg – The City Council of Harrisburg voted unanimously to approve the request of Southeastern Illinois College to reconvey the ownership of 409 East McIlrath Street and 404 East Logan Street to the city. Additionally, the City of Harrisburg agreed to allow the college to retain ownership of 415 East Walnut under a new agreement to build on the lot within three years. If construction has not started within the period, the college will reconvey the lot to the city. Harrisburg City Attorney Nina Brown will facilitate the two transfers and an amendment or new Intergovernmental Agreement for the extension for the Walnut lot; Telephone Service Audit Initiative – On November 8th the college met with a leading region provider of telecommunication services in an effort to collect information regarding the possibility of initiating a telecommunication audit for the college. TECH Electronics offers a service that is very similar to an energy audit for facilities. For no fee they evaluate the potential to improve services while decreasing expenditures. As with an energy audit service, they create documentation for RFPs for the recommended changes. This is the early stage of preparation to meet the current and future telecommunication needs of the college.

Dean Weiss reported on the following: attended a POS-PTR Implementation Grant Cross-site Meeting in Springfield on October 26th; the Title III (grant) team met Tuesday, October 26th to review draft job descriptions of the three full-time grant positions currently being advertised. These job descriptions are included in this month’s Board packet for approval. IT submitted a timeline for the SAN (Storage Area Network) project, which is a major project to be completed within the first year of the grant. Also, Eddie Fitzgerald reported on the preliminary work for the Teaching and Learning Center construction project. The next team meeting is scheduled for November 30th; the CIS-IT (grant) team met on Thursday, November 4th to continue work on grant activities pertaining to the recruitment and retention of students in the CIS and IT programs; I will be presenting a program on SIC’s Fire Brigade training (w/PowerPoint presentation) to a guidance counselor meeting, hosted by OWVRVS, at the U of I Extension Office in Carmi on Friday, November 5th; attended a monthly Workforce Investment Board (WIB) meeting on Tuesday, November 9th in Harrisburg. I serve as the Perkins representative to the Board; we will be hosting our Fall CTE Advisory Council meeting on Tuesday, November 16th at SIC. We will be inviting business and industry, along with our high school dual credit instructors. We again are co-sponsoring this meeting with OWVRVS; Applied Technology Spotlight Day is planned for Friday, December 3rd. We will be inviting our in-district high schools and a few high schools outside of our district (for regional programs). Last year approximately 250 students attending the Applied Technology spotlight day. We are estimating a similar number for this year as well. Our guest speaker this year will be Mr. Paul Melton with BlendStar. Mr. Melton is an SIC alum, and lives locally in Norris City; Lori Blumenstock, CTE Liaison and Transition Coordinator, has been actively presenting to area high schools and to SIC GED classes. This past month she has made visits to Pope County, Fairfield High School, Bosse High School (Evansville, IN), Union County, KY, Mt. Vernon, IN (College Fair), and attended a

Veterans' Job Fair at Marion High School. She has several recruitment projects that she is working on, including Applied Tech Spotlight Day and promotion of our Spring Biofuels courses.

Dr. Bond reported on the following: the SSS/Trio Program held several workshops for their participants; the SIC Forensic Falcons won first place at Illinois Central College Invitational Tournament, the weekend of 10/22/10. Fourteen schools participated in the tournament; Spring Registration opened October 25th; attended a Financial Aid Workshop hosted by ISAC on November 26th at John A Logan College; Emily Henson, Kelly Boyd and Dr. Sarah Bond attended a webinar from Veterans Affairs regarding Veterans Substance Abuse on October 27, 2010; attended the ribbon cutting of the SIUC Arena on October 28, 2010; the SSS/Trio Program participants toured the USI campus on 10/29/10; the Cultural Arts Series sponsored a performance of Weavermania on 10/31/10; November 1st SIC Faculty and Recruiters visit Union County Kentucky; Men's Basketball opened the season at home on November 1st against New Creations with a win; between November 2nd and 18th Recruiters/Advisors carried out Early College registration at the area high schools; ADA Services, Recruitment and Academic Advisement teamed up to create "visit days" for district high school students considered special education. By request they toured Enrollment Services, the Student Success Center and G building, but also walked through the TRIO lab, Bookstore and the cafeteria. Carmi White County High School visited on November 2, 2010, with approximately 25 students. Eldorado and Pope County High Schools visited November 9, 2010, with approximately 30 students. Harrisburg High School visited November 16, 2010, with approximately 20 students; spoke at the PTK induction that was held on November 4, 2010; spoke at the November 8th Student Government Meeting; attended the GRAC Conference meeting at Rend Lake on November 9th; Kelly Whitler and Nicole Trepanier, SIC's Student Trustee, attended the ISAC Student Trustee meeting November 11-November 13, in Chicago, IL; Student Government held a Game Night on November 19th; The Illinois Board of Higher Education Survey for FY 2010 was submitted Tuesday, November 2, 2010. This is an annual report that accounts for every grant, scholarship, loan, waiver, and student employment disbursed between July 1, 2009-June 30, 2010. The grand total was \$5,994,619 serving 6,516 students (this amount is not unduplicated); The Financial Aid Office has begun scheduling visits to the local high school to assist students and their parents complete the FAFSA. With state shortfalls, we are encouraging our local students to apply early even if they are uncertain about attending college. The Financial Aid Office visits the area high schools every February during what was formerly known as College Awareness and Preparation month; The Veterans Success Center has been busy planning the Veterans Recognition Ceremony scheduled Wednesday, November 10. In addition to the ceremony, the Veterans Success Center hosted a care package drive for local soldiers deployed during the holiday season. Our student veteran population continues to increase and the need to for programs and services will also increase. During 2009-2010, we had approximately 70 student veterans attending SIC.

Ms. Cox reported on the following: excited to report we will be providing CPR training to Gallatin County High School in February. We now only have three (Pope County, Hardin County and Harrisburg) more high schools to add to have every high school in the district participating in the program; just completed City of Harrisburg CPR training for 48 people at 1 credit hour; partnered with Zumba Program to provide 1 credit hours for approximately 60

people; Debbie Hadfield and I are meeting with the Women in the Outdoors group to plan the spring event. We will be co-hosting the event with the Women in the Outdoors for the first year; we have been told by DCEO that there may be more money for the SBDCs for the next two years thanks to the Small Business Jobs Act. We will know more in a few weeks; November 16 we will be having a SBDC Accreditation visit @ SIU. This is where a federal team comes into the area to verify that the state of Illinois is complying with all SBA/SBDC requirements which will in turn be tied to funding. We do not anticipate any major problems; Digital Divide Grant – The DDG has finally gotten underway as of Oct. 1 (when we got the computer). Since that time, Annalese has trained 57 people and held 18 training sessions; we are meeting with an instructor for the Vacation/Education Program on quilting for the February event; WISBDC Holiday Open House December 2 4:30-6:00.

Ms. Patton reported on the following: wrote and disseminated 11 press releases---ICCB visit, Title III award, ICE fair, Health fair; wrote and placed 9 display ads---Into the Woods, GED ads, Heritage Fest (multiple runs), WISBDC computer class, etc.; wrote and placed 8 classifieds---TRIO, CSC teacher, substitute GED teacher, etc; attended weekly Rotary lunches; attended day at Kaskaskia College—Marketing presentation; finished up the Spring/Summer schedules and sent to press.

Consent Agenda

A motion was made by Mr. Hearn and seconded by Mr. Allen to approve the October 21, 2010 regular and closed session minutes, destroy the tapes of April 2009 closed session, to approve the treasurer’s report, and the October bills in the amount of \$838,306.83 which included \$614,766.35 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. Trepanier (advisory vote)

Action Items

Resolution to Name Nursing Wing

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve that the nursing wing be named the Shirley Oshel Nursing Complex in honor of Mrs. Oshel. The following resolution was adopted:

WHEREAS, Mrs. Shirley Oshel was instrumental in establishing the Nursing Program in 1955, and;

WHEREAS, she developed the initial curriculum and served as the first director and instructor in the program, and;

WHEREAS, she continues to show interest in the Southeastern Illinois College Nursing Program by attending special events and maintaining contact with current instructors, as well as serving as an advisory council member,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District #533 that the Southeastern Illinois College nursing wing be named the *Shirley Oshel Nursing Complex*.

All members voted aye. Motion carried.

Budget Transfer Request

A motion was made by Dr. Barbre and seconded by Mr. Ellis that the Board of Trustees approve the budget transfer request as presented.

All members voted aye. Motion carried.

Accept Annual Audit

A motion was made by Mr. Ellis and seconded by Dr. Barbre that the Board of Trustees approve the annual audit. Mr. Matt Businaro, Kemper CPA Group, was in attendance to present the annual audit. He commended Mr. Walker and Mr. Wright on the exceptional quality of preparation to ensure the college had an exemplary audit and he noted the audit went smoothly in spite of the economic circumstances and had a positive cash flow for the year. He noted that during the audit it was discovered that there was a large balance of allowance for doubtful accounts, up 47.89% over the prior year. Recommendations were made that would strengthen internal controls. He said there was one finding regarding undercollateralized deposits and recommended that the District closely monitor its cash balances and work with its depository institutions to ensure that the depository pledges adequate collateral.

All members voted aye. Motion carried.

Certificate of Tax Levy

A motion was made by Mr. Ellis and seconded by Mr. Hearn that the Board of Trustees approve the certificate of tax levy. The bond levy resulted in no tax increase as compared to previous years bond levies.

All members voted aye. Motion carried.

Capital Renewal Approval

A motion was made by Mr. Allen and seconded by Mr. Ellis that the Board of Trustees approve to authorize an expenditure not to exceed \$25,300 so that the project to move forward with the replacement of the south bleachers could occur.

All members voted aye. Motion carried.

Non-Action Items

Generations Serving Generations

A report was shared with the Board regarding generations serving generations. Southeastern was a host site for one of the seminars that are being held at other community colleges across the state. The seminars focus on older adult healthcare wellness and prevention and the benefits of having retired individuals mentoring and volunteering in schools.

Closed Session

Closed Session

Dr. York, Chair, called for a motion to go into closed session for the purpose of discussing appointment, employment, compensation of specific employees, negotiations, acquisitions of property, student discipline, and to discuss a security issue.

A motion was then 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, and (9) student discipline. The board went into closed session at 8:00 p.m. On roll call, the following members voted:

| <u>Aye</u> | <u>Nay</u> |
|-------------------|-------------------|
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|-------------------------------|--|
| Ms. Lane | |
| Mr. Allen | |
| Mr. Hearn | |
| Mr. Ellis | |
| Mr. Morgan | |
| Dr. Barbre | |
| Dr. York | |
| Ms. Trepanier (advisory vote) | |

A motion was made by Ms. Lane and seconded by Mr. Hearn to reconvene into open session at 8:30 p.m.

Personnel

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

Termination of Part-time Food Service Assistant

Approved the recommendation to terminate Ms. Sheryl Overby, part-time food service assistant, effective August 10, 2010.

Employ Athletic Assistant

Approved the employment of Ashley Lowery as the Athletic Assistant effective November 17, 2010, for a salary of \$10.58 per hour for up to 28 hours per week.

Employ Child Study Center Teacher

Approved the employment of Ms. Amber Short for the position of Infant Room Teacher for a salary of \$8.50 per hour effective immediately.

Employ Early School Leaver Transition Coordinator/Instructor

Approved the employment of Jerome Vigil as the Early School Leaver Transition Coordinator/Instructor for a salary of \$18.00 per hour for 28 hours per week through June 30, 2011 at which time the grant terminates.

Employ Student Success Facilitator

Approved the employment of Mrs. Kitty Vigil as the Student Success Facilitator effective November 17, 2010 for a salary of \$18.00 per hour for 28 hours per week through June 30, 2011 at which time the grant ends.

Position Description Title III Activity Coordinator/Online Curriculum Developer

Approved the Title III Activity Coordinator/Online Curriculum Developer position description.

Southeastern Illinois College

Title III – Activity Coordinator/Online Curriculum Developer

(Full-time Title III Grant Funded position)

Salary: Based on SICEA Salary Schedule

Division: Media Services/Title III

SHIFT: This is a 12 month, full-time grant-funded position working 37.5 hours per week and requires the availability to work Monday - Friday from 8:00 a.m. through 4:30 p.m. and adjusted

Summer hours. The position may also require an occasional evening and/or weekend schedule to meet the needs of the College. Some travel may be required with occasional overnight stays.

LOCATION: Main Campus

REPORTS: Title III Project Director

PREPARED: Gary Jones/Karla Lewis/Dana Keating Date: March 12, 2010

BOARD APPROVED: Date:

REVISION: Date: October 26, 2010

POSITION SUMMARY: This is a Title III grant-funded position working directly with professional staff members and faculty to oversee and support the Title III online program and course development process. The Activity Coordinator/Online Curriculum Developer will collaborate with faculty using the SIC's selected learning management system, and a variety of multimedia software, to design, develop, and improve online courses and programs designated in the Title III proposal. An excellent working relationship with faculty and students is required with an emphasis on quality customer service as well as a willingness to continue education and training to stay current with technology related to online course improvement. This position also oversees the administration of the Title III grant. This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

ESSENTIAL RESPONSIBILITIES: Must work effectively and efficiently in a fast-paced team environment, be self-motivated, absorb information quickly and possess excellent technical, organizational, interpersonal, and communication skills, both oral and written.

1. In conjunction with faculty content experts, develop online courses and programs as designated in the Title III proposal.
2. In conjunction with distance learning staff members, coordinate the activities of the Title III Teaching and Learning Center.
3. Coach faculty in instructional design best practices.
4. Review faculty-developed course content, suggest improvements, and ensure that courses are successfully reviewed through the online course review process.
5. Work with faculty to make necessary course changes based on feedback from course assessment and student evaluations to meet quality standards for online courses and programs.
6. Maintain and offer a strong schedule of training workshops to teach faculty best practices in instructional design and use of the SIC's selected learning management system, and other online instructional technologies related to Title III online course and program development.
7. Stay abreast of emerging online technologies, innovations in online course development, and instructional technologies.
8. Coordinate and communicate with Title III Project Director regularly to facilitate the timely implementation of all Title III initiatives.
9. Coordinate and communicate with all faculty and support staff participating in the Title III initiatives to facilitate the timely implementation of all Title III initiatives.
10. Attend all Title III staff meetings, and assist the Project Director as needed with these meetings.

11. Assist the Project Director with the creation of a Title III Project Manual.
12. Assist the Project Director with the completion of all Title III reports, both internal and external. Coordinate with all faculty and staff to provide the Project Director with needed data for completion of required reports.
13. Perform other duties as assigned by the Title III Project Director, the Vice President for Academic Affairs, and the College President.

QUALIFICATIONS:

1. Master's degree preferred; Bachelor's degree required in instructional design or related field.
2. Experience in higher education with online course development and implementation.
3. Two years community college teaching experience preferred. Previous experience in a supervisory role also helpful.
4. Demonstrated ability to work with adult students who have a wide range of technology literacy skills.
5. Familiarity with LMS and multimedia development software.
6. Ability to learn and apply various software programs related to online course development and/or improvement.
7. Excellent computer skills and ability to use Microsoft products with a high level of skill.
8. Experience and a high level of skill with the use of a variety of instructional technology/equipment.
9. Strong project management skills.
10. Excellent communication and organizational skills.
11. History of success in working relationships with faculty.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and ability to meet deadlines with excellent follow-up skills needed to be successful in this position. Ability to read and interpret agreements, procedure manuals, and reports required. Ability to make presentations to groups, as well as work on an individual basis with students, faculty, and staff is necessary.

REASONING ABILITIES:

Must have the ability to solve practical problems and deal with a variety of variables where standards are required. Ability to define problems, collect data, establish facts, draw valid conclusions, and develop acceptable solutions. Ability to coordinate complex projects is necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, talk and hear. The employee is occasionally required to sit; use hands and fingers, feel objects, use tools, 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 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.

OTHER REQUIREMENTS:

Some evening hours may be occasionally required. Travel to training, conferences, seminars, etc. will be required, some of which may involve overnight stays.

Revised 1 November 2010

Position Description Title III Administrative/Technical Support Assistant

Approved the Title III Administrative/Technical Support Assistant position description.

Southeastern Illinois College

Title III – Administrative/Technical Support Assistant

(Full-time Title III Grant Funded position)

Salary: Commensurate with Education and Experience

Division: Title III

SHIFT: This is a 12-month, full-time grant-funded position working 37.5 hours per week and requires the availability to work Monday - Friday from 8:00 a.m. through 4:30 p.m., and adjusted Summer hours, and may also require an occasional evening and/or weekend schedule to meet the needs of the College. Some travel may be required with occasional overnight stays.

LOCATION: Main Campus

REPORTS: Title III Project Director

PREPARED: Gary Jones/Karla Lewis

Date: October 19, 2010

BOARD APPROVED:

Date:

REVISION:

Date:

POSITION SUMMARY: This is an exempt full-time Title III grant-funded position working directly with professional staff members to support the Title III program, providing technical and

administrative support to Title III professional staff, online course and support developers, and faculty. The position also requires willingness to continue education and training to stay current with technology. This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

ESSENTIAL RESPONSIBILITIES:

Must work effectively and efficiently in a fast-paced team environment, be self-motivated, absorb information quickly and possess excellent organizational, interpersonal and communication skills, both oral and written;

1. Provides services and technical support for Title III professional staff, including Project Director, Activity Coordinator, online course and support developers, and faculty.
2. Assist with needed research through the use of InfoMaker and other Jenzabar tools to provide necessary data for reporting needs, both internal and external, concerning the Title III activities.
3. Provide technical support in the preparation of report documents to meet both internal and external requirements, including the Annual Performance Report for Title III for the DOE.
4. Provide administrative support for Title III office and professional staff, including processing of purchase requisitions, tracking budget and expenditures, and maintaining equipment inventory.
5. Coordinate staff scheduling and communications.
6. Performs other duties as assigned by Title III Project Director and/or Title III Activity Coordinator/Online Curriculum Developer

QUALIFICATIONS:

Bachelor's degree preferred; Associate degree in information technology related field required. Strong computer and database research skills required. Candidates must have sufficient skill in PC and networks to produce professional documents for internal and external reporting.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills needed to be successful in this position. Ability to read and interpret agreements, procedure manuals, and reports required.

REASONING ABILITIES:

Must have the ability to solve practical problems and deal with a variety of variables where standards are required. Ability to define problems, collect data, establish facts, draw valid conclusions, and develop acceptable solutions.

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, talk and hear. The employee is occasionally required to sit; use hands and fingers, feel objects, use tools, 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 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.

Revised 29 Oct 2010

Position Description Title III Online Student Services Developer

Approved the Title III Online Student Services Developer position description.

Southeastern Illinois College

Online Student Services Developer (Full-time Title III Grant Funded Position)

SALARY: Commensurate with Education and Experience **Division:** IT/Title III

SHIFT: This is a 12 month, full-time grant-funded position working 37.5 hours per week and requires the availability to work Monday - Friday from 8:00 a.m. through 4:30 p.m., and adjusted Summer hours. The position may also require an occasional evening and/or weekend schedule to meet the needs of the College. Some travel may be required with occasional overnight stays.

LOCATION: Main Campus

REPORTS: Title III Activity Coordinator

PREPARED: Greg McCulloch

Date: October 13, 2010

BOARD APPROVED:

Date:

REVISION:

Date:

POSITION SUMMARY: This is an exempt full-time Title III grant funded position working with professional staff members within Title III, Information Technology (IT), and Student

Affairs. The position is vital to the development and support of student online services and its interfaces with other aspects of the SIC web presence.

ESSENTIAL RESPONSIBILITIES: Must work effectively and efficiently in a fast-paced team environment, be self-motivated, absorb information quickly and possess excellent technical, organizational, interpersonal and communication skills both oral and written.

1. Demonstrate a student friendly, student-first philosophy.
2. Meet Title III grant objectives on-time, on-budget in cooperation with other Title III team members.
3. Be open and responsive to input from Student Affairs, Marketing, and other campus constituents for an appealing, student friendly system design.
4. Design, develop, and pilot student online systems and their interfaces using modern web technologies that meet web accessibility and ADA standards.
5. Convert traditional paper student services processes to an online platform.
6. Verify, test, and correct online developed systems.
7. Provide support and training to users on newly developed systems.
8. Develop and write procedures and training manuals on newly developed systems.
9. Proactively seek to broaden and deepen knowledge on new technologies that will assist in the development of online student services.
10. Maintain a positive professional working relationship with the faculty, staff, students, and other outside parties.
11. Perform all other duties as requested by the Title III Project Director, Title III Activity Coordinator, Chief Information Officer, and the College President or designee.

QUALIFICATIONS:

Master's degree preferred; Bachelor's degree required in an IT related field, and relevant certifications or work experience. Preference to individuals with a minimum of two years web design and development experience with any of the following technologies: HTML, XML, .NET, ASP, Visual Basic, Java, C++, C#, Perl, PHP, VBScript, JavaScript, DOM, CSS, Photoshop, Flash, Dreamweaver, ColdFusion, SQL or MySQL databases, or other web languages and tools.

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 contract agreements, manuals, and procedures required.

REASONING ABILITIES:

Employee must have the ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained. Additionally, have the ability to define problems, collect data, establish facts, draw valid conclusions, and develop acceptable solutions.

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, fingers, feel objects, use tools, 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 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.

Revised 1 November 2010

Approve UMWA Contract

Approved the UMWA contract.

Approval of UMWA Local 1995 contract pending ratification by UMWA membership

**CLASSIFIED STAFF
MEMORANDUM OF UNDERSTANDING**

Between

Board of Trustees
Southeastern Illinois College
Community College District #533

And

International Union,
United Mine Workers of America

Whereas, the last effective agreement between the Board of Trustees, Southeastern Illinois College and the Union Membership of Local Union 1995 of the International Union, United Mine Workers of America expired at midnight on June 30, 2010 and,

Whereas, all parties listed above recognized the need to enter into an agreement that promotes and improves the harmonious relationship between the parties by setting forth basic agreements covering rates of pay, hours of work and conditions of employment of the membership and,

Whereas, the parties have met to negotiate terms and conditions of a new agreement,

NOW, THEREFORE, all parties agree to the following:

The agreement of September 26, 2006 reached between the parties shall be extended until midnight of June 30, 2011 and shall be amended only to the degree to effect the following changes:

A new 2011 salary schedule will be created by adding a 1.5% increase to the currently used salary schedule, which is a continuation of the schedule of school year 2009-2010 from the September 26, 2006 agreement. A retro payment shall be made on the first pay after the signing of this agreement. The amount of retro pay shall be calculated as the amount of the 1.5% increase of salary annualized between July, 1, 2010 and the end of the first pay period following the signing of this agreement.

In addition to the retro payment, each member will receive an increase of \$200 to the annual lump sum payment of the September 26, 2006 Agreement. The new lump sum payment shall be \$400 for the term of this MOU.

Each member will be given an additional two paid days off during spring break.

There will be no membership contributions to Health Care costs during the term of this agreement.

If another bargaining unit receives a total salary increase above 1.5% for the term of this agreement, a comparison will be made between the higher increase percentage net the percent of increase of additional Health Care contributions compared to the average salary of that bargaining unit. The Classified Staff members will then receive an average of the net higher percent increase and the 1.5% increase of this base agreement.

If any provision of the September 26, 2006 Agreement or this MOU is declared invalid, all other provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereto set their hands this _____ day of November, 2010.

Chairman, Board of Trustees
Southeastern Illinois College

International Representative
United Mine Workers of America

Secretary, Board of Trustees
Southeastern Illinois College

President, Local Union 1995
United Mine Workers of America

Employment of Adjunct Faculty

Approved the following listing of adjunct faculty:

Spring 2011

| | |
|--------------------------|---------------------------|
| Brown, Michelle | CNA Clinicals |
| Diefenbach, Tracy | CRJ 136 O/214 E/218 E |
| Doan, Charles | CRJ 250 E |
| Gunning, John | FIRE117 E |
| Heflin, Neal | CRJ 211 E |
| Loesche, Renee | ENGY 131 O, 211 O |
| McClellan, Sharon | PN Clinicals |
| Pavelonis, John | CRJ 122 A, 213 A, 215 A |
| Pfeiffer-Scherrer, Julia | ART 223 8A |
| Pietsch, Charles | DRA 135 E, 136 E |
| Popetz, George | WELD 131-151 E, 131-151 K |
| Pool, Dawn | EMP 111 A |
| Richardson, Bre | CIS 256 A, 271 A, 272 O |
| Sowels, Robin | BUS 258 E |
| Werkmeister, Russ | CRJ 212 E |

Summer 2011

| | |
|--------------------|------------------------------|
| Berry, Rachel | PSYC 121 O3 |
| Blair, Brittain | ENG 121 A, 121 O2, 122 A |
| Cooper, Edmund | MATH 109 E |
| Fradelos, Jamie | COM 121 O |
| Gladfelter, Jamie | ECON 121 O |
| Kupart, Tina | EDUC 226 O |
| Lewis, Karla | EDUC 160 O |
| Lowery, Anita | BUS 111 O, 115 O,/READ 108 O |
| Mathias, Terry | ENG 122 O, 245 O |
| McNally, Michael | HIST 121 O, 241 O |
| Packard, Catherine | ENG 105 O, 121 O |
| Pulliam, Joni | EDUC 241 O |
| Rudolph, Charles | ENG 121 DA/XD, 122 DE/XE |

| | |
|-------------------|--------------------|
| Schweizer, Dale | HIST 242 DE/XE |
| Tennyson, Timothy | MATH 141 A, 144 A |
| Wilburn, Heather | PHIL 121 O, 121 O2 |

All members voted aye. Motion carried.

Adjournment

There being no further business to discuss, a motion was made by Mr. Morgan and seconded by Dr. Barbre to adjourn the meeting. The meeting adjourned at 8:30 p.m.