The Southeastern Illinois College Board of Trustees held its regular meeting on Wednesday, August 15, 2012, in the Rodney J. Brenner Board Room in Harrisburg, Illinois. On roll call, the following members were present: Ms. JoAnna Lane, Gary Allen, Jim Ellis, Richard Morgan, Dr. Frank Barbre, Dr. Pat York, and Courtney Bunting, student trustee. Absent: Chuck Hearn. Also present were: Dr. Jonah Rice, Tim Walker, Dr. Dana Keating, Chad Flannery, Diane King, Gina Sirach, Karen Weiss, Greg McCulloch, and Barbara Potter.

Dr. York recognized Gary Jones, Learning Resource Center director and librarian, as the Spotlight Employee. Dr. Rice noted that Mr. Jones has been an employee of Southeastern Illinois College for 27 years and has received several awards during his tenure.

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

Reports

Dr. Barbre reported the next ICCTA Board of Representatives meeting will be held in September at the Crowne Plaza Hotel in Springfield, Illinois.

Dr. Rice reported on various financial modeling as well as information regarding the ongoing Illinois pension reform discussion. He reported that Dr. Rita Cheng hosted an event for regional community college presidents in early August to discuss partnerships and regional issues and that Southeastern may explore new transfer agreements with Southern Illinois University. He said he hosted an outdoor recreation program meeting that included related outdoor recreation majors on campus. He reported Southeastern partnered with the U of I Extension and Ohio State to host an informational meeting on the process of natural gas extraction in Ohio and how that industry may expand in our region. A second part of the presentation dealt with lease agreements for local land owners. He reported the Regional Office for Education Superintendent met with him and Dr. Keating to explore more ways we can partner with the ROE’s office and local high schools. The ROE presented ideas to help facilitate ideas and learn what we have done with individual high schools. He reported that he and Dean Sirach participated in an AACC Webinar that dealt with updates on Pell, Gainful Employment, and Perkins funding. He said Washington is in a “wait and see” mode right now until after the election. Perkins could be reinvented post-election, depending upon the outcome. He reported that Cabinet is working on strategic initiatives for the remaining initiatives in the strategic plan. Dr. Keating has led this charge very well and we expect to have operational plans underway for all functional areas early this fall. He said he has worked closely with Mr. Walker on budget priorities and some deferred maintenance projects. More attention to such projects will arise from the work on strategic
initiative two in the strategic plan. He noted the College received a letter from the Illinois EPA on some lagoon work that needs to be completed and that he has asked Mr. Walker and Mr. Fitzgerald to help formulate a response to the Illinois EPA within the 30-day timeframe. He reminded the Board that the Board of Trustees Fall Retreat will be held in September before the board meeting and that Mike Monaghan will facilitate the Retreat with the main focus being the Open Meetings Act mandated training. He noted he helped coordinate a meeting with media services, instruction, recruiting, and marketing to discuss the ongoing federal and state regulations concerning online education. Each state has its own set of rules, some with hefty provider fees if an all online degree or certificate is offered in that state. He reported that President Kris Williams from Henderson Community College and her immediate staff paid a visit to SIC to exchange ideas and discuss an intrastate consortium that KY and IN have engaged. The meeting was a pleasant exchange of comparisons and ideas. She informed me and my immediate staff that all KY community colleges are up to $140 per credit hour. He reported that he is serving on the strategic planning committee for CSI. At present there seems to be a need for additional funding for the executive director as other funding sources are being reduced/lost. Community colleges have not contributed to this endeavor in the past. We may be asked to do so in the future. He said he is exploring the possibility of attending the Rural Community College Alliance annual meeting which will be held on the Illinois-Iowa border near Galena. This Alliance provides resources for small, rural colleges which could be useful to SIC. This event is in September. He said he has requested from SICCM five years of financials to help with Southeastern’s financial modeling and that he is awaiting the information from Director Sullivan.

Dr. Keating reported on the following: I attended the IGEN state-wide retreat on June 26th – 28th, along with Renee Loesche and Karla Lewis. Training was provided on the new NTER system the first two days of the event. NTER is the new learning management system being created for the national sharing of these courses. On August 25, I will attend the annual Peabody Leaders in Education event at the Evansville Country club. The winner of the annual award will receive $5,000 cash. We have scheduled the first meeting for the next academic year on SIC’s campus on September 13. The group is led by Maureen Moore from the Peabody St. Louis corporate office. The institutional Strategic Plan is now complete and copies will be available at the August meeting for Board members. The Instructional Operational Plan is now complete. When fall semester begins, work will get underway on the operational plans from all other areas. The ICCB/SIU transcript project is underway. A team is reviewing the many transcripts and completing a two-page rubric on each student. SIU and ICCB representatives will be on SIC’s campus on August 31 to meet with us to conduct the review and analyze the findings. Our information will be combined with similar information collected from seven other community colleges. The goal of the project is to identify transfer problems with the focus on how many hours students are taking at the community colleges compared to how many hours are actually accepted by SIU in transfer. We are cooperating with IYC on a new program to provide some community transition activities for youth who are going to be released to less-restrictive facilities in the northern part of the state. Our first group of four youth was on campus on July 23.
I, along with Karen Weiss and Terry Lucas, attended the “Transitions Academy” on July 31. This was an ICCB sponsored event focused on bridge programs that will take GED students into college programs. We are required to have an approved bridge program for FY14 as a part of our GED program. Planning is underway to launch SIC into the new Open Pathways HLC accreditation method. We officially move into Open Pathways on September 1, 2012. I, along with Gina Sirach, will attend the state CAO meeting at Lakeland College on September 6. The “A-Team” (Assessment), along with the Assessment Committee, will be updating and revising the Institutional Assessment Plan, which was last revised in 2006. This process will take place during this academic year, with the goal of bringing an updated plan to the Board in May 2013. The Assessment Process Manual is also being updated for use at the Assessment Orientation for new employees on September 5. The Professional Development and Planning Committee will host a Mentor/Mentee Luncheon on September 5, for all new employees and their mentors. The Assessment Orientation will be held following the luncheon. Dr. Keating also reported that enrollment is up in the Carmi dual credit high school program and that there were 32 enrolled with 28 attending the Utah Conceal and Carry Firearms class.

Vice President Walker reported on the following: On July 31, 2012 the college received an additional $167,965.00 payment from our underwriters for storm recovery. At this time we continue to work with our insurance adjuster on a case by case basis for approvals for completing our last repairs of storm damage. The following is a list of repairs and comments:

- **E and F Building Flagpole** – Approved and paid. Installation in September.
- **Guard rails – South Entrance** – Approved and paid. Installation August – September.
- **Sign Replacements** – All expenses approved and paid. Installation August – September with traffic signs in August.
- **Replacement of trees** – Still working on coverage and limit of liability. Fall project.
- **Ball Field Bleachers** – Complete.
- **Baseball Field Press box** – Construction underway.
- **Ball Field Scoreboards** – Ordered. Installation September.
- **Debris Clean Up North of Water Tower** – MAN-TRA-CON to providing a clean-up of the wooded area that runs immediately north from the campus water tower. The project includes removal of damaged and fallen timber throughout the area and clean-up of drainage areas that are impeded by flood debris.
- **North Parking Lot Lighting** – We are waiting on arrival of new heads for the main light poles. They should be here within the next 3 week period.
- **Roof Repairs for A, B and C Buildings** – Work on C Building has been underway for a couple of weeks. Completion should be within 2-3 weeks. Work on Buildings A and B will start immediately thereafter.
- **Miscellaneous Purchases** – Paid approximately $8,000 for outside items such as trash cans lost in the storm.
- **North Lot Marquee** – We are still evaluating options for an electronic sign.

Mr. Walker reported that the FY2013 tentative budget will be presented to the Board Finance Committee and Board of Trustees on August 15, 2012. He reported the architectural firm of A&E is presently working on flooring options to help get the project within budget while providing flooring under the north bleacher section and that painting on the south bleacher wall is complete and installation will start the last week of August.
He reported the College has received appropriately $4,600 in IGEN grant funds that are being earmarked for an initiative to reduce the College carbon footprint by managing the total acreage mowed at the main campus. Equipment will be purchased for the College’s compact tractor that will allow us to work with community groups to plant wild flower areas similar to those seen on interstate interchanges. The planting plan will be provided for administrative approval prior to the start of the project.

Dean Weiss reported on the following: As of the deadline date (August 1), we have received 11 applications for the Title III CRJ Online Developer position. The Search Committee will begin reviewing applications and scheduling interviews throughout August and September. Our Title III external evaluator will be on-site for a scheduled visit August 24 – 25, and an agenda for the two-day visit has been confirmed. He will be meeting with faculty and staff who have been involved with meeting Year 2 objectives for the grant. We received a positive internal monitoring report with our FY12 Perkins Grant from ICCB. There were not unsatisfactory findings identified during our site monitoring visit with Terry Clark back in June. There were a few areas marked as “OFI” (Opportunity for Improvement), however, no follow-up report is required. These are areas that we will need to monitor over the next year and take actions to improve. The SIC Shooting Team competed in the 2012 American Style Scholastic Clay Target Program (SCTP) held recently (July) at the World Shooting Complex in Sparta, IL. The team took high overall score in three events, giving the team their fourth national HOA title within the same year, the second time the SIC Team has done this. This was also Southeastern’s first national tournament in which the team won all three major events and compiled high overall team score. Congratulations to Coach Bruce Hering and the SIC Shooting Team! Dr. Keating and I continue to meet with Diane Russell and Mike Thomas to plan the Mine Rescue Competition which is set for Friday, September 21. Invitations have been mailed to local and regional mines. We have received sponsorships from Towers Apparatus and Draeger thus far. I, along with one of our adjunct Fire Fighting faculty, will attend the annual IMI (Illinois Mining Institute) conference in Marion on August 22 to recruit for our firefighting training. Dr. Keating, Terry Lucas and myself attending a Transitions Workshop, sponsored by ICCB’s CTE and Adult Education Departments, in Effingham on July 31. Building “bridge” programs between CTE and Adult Ed (ABE/GED) is one of several ongoing state initiatives in higher education. I, along with our CTE recruiter, will be attending a Section 25 Ag Teachers’ meeting in Harrisburg on August 16. I will also be attending a Superintendent’s Meeting, sponsored by the Regional Office of Education, on August 31st in Norris City. I will be representing the College and presenting dual credit and dual enrollment information to the school districts represented at the meeting. Heidi Flannery, our new CTE Liaison & Transition Coordinator, began work on August 6.

Dean Flannery reported on the following: The inaugural Circle K Induction Ceremony was held on August 2, 2012. This group will be formally recognized by the Student Government Association during the Fall semester. The Title IV TRiO SSS program will begin their second year external evaluation on August 22, 2012. The Title IV TRiO SSS program will hold their “Welcome Back Orientation” on August 29, 2012. He also reported we are ready for classes to begin tomorrow and looking forward to a successful 2012-13 academic year.
Dean Sirach reported on the following academic highlights: Karla Lewis attended a three day IGEN Career Pathways Conference in Bloomington to learn about the new LMS system that is being created to deliver the Biofuels courses. E-tutoring, the online tutoring program is scheduled to begin during the fall semester. Tutor training is scheduled to begin soon. SIC Cosmetology Showcase was held July 13, 2012 in the VPAC. Twelve student stylists participated. There were approximately 150 attending the showcase, and we have received very positive remarks. SIC Cosmetology hosted a CND Master Painters Certification Workshop on July 22 & 23. It was the first corporate sponsored event in the region. There were 13 licensed Nail Technicians and Cosmetologists attending. SIC Cosmetology will receive 8 hours per semester of free CND corporate education for our Nail and Cosmetology Students. The library continues to prepare to move from Shawnee Library System’s DYNIX System to the Consortium of Academic Libraries in Illinois (CARLI) I-Share system. The library will remain in the SILNET LLSAP until January 1, 2013 at which time, the conversion to I-Share should be complete. A year-long collection evaluation project has been completed. The goal of the project was to evaluate the collection to remove irrelevant and dated material. As applicable, materials will be replaced with electronic resources including journals and books. Print items will be purchased if an equivalent electronic resource is not available, or a print item is requested by faculty. During FY 2012, nearly 24,000 items were removed from the collection. All deletions were carefully assessed to assure that a full-text electronic or print copy is available. In addition, holdings and bibliographic records were updated and corrected to reflect changes in the collection. She reported on the following faculty and staff accomplishments: Allan Kimball is currently the Co-director of College Auditions for the Illinois High School Theatre Festival, and he has been asked to run for the Illinois Theatre Association’s Board of Directors, as the College Representative. Allan also received the W.P. Stanford award for Service to the Illinois Speech and Theatre Association.

Student Trustee Courtney Bunting reported on the following: She noted there is not much to report as of yet since the fall term begins on Thursday, August 16, but clubs will be organizing and planning their academic year projects soon.

Consent Agenda

A motion was made by Mr. Ellis and seconded by Dr. Barbre to approve the July 10, 2012 regular and closed session minutes, approve the bi-annual review of closed session minutes, destroy the tapes of November 2010 closed session, to approve the treasurer’s report, and the June 2012 and July 2012 bills. On roll call, the following members voted:

Aye        Nay

Ms. Lane
Mr. Allen
Mr. Ellis
Mr. Morgan
Action Items

Consideration and action on a Resolution retaining Chapman and Cutler LLP., as bond counsel and First Midstate Inc., as underwriter for a potential project.

A motion was made by Mr. Morgan and seconded by Dr. Barbre that the Board of Trustees approve to retain the law firm of Chapman and Cutler LLP, as bond counsel with respect to the proposed issuance of $2,000,000, and to retain First Midstate Inc., as underwriter for the Bonds, with the explicit condition that the bond issue will produce no less than $150,000 of savings to the tax payers of District #533 over the total period of payments for both principal and interest.

All members voted aye. Motion carried.

Approve Capital for Patio Project

A motion was made by Mr. Allen and seconded by Dr. Barbre that the Board of Trustees approve to authorize for the expenditure of Bond funds for various repairs, restoration and installations in Building B and patio area south of Building B, and to approve expenditure of up to Thirty-thousand dollars ($30,000.00) of Bond 2010A funds for various repairs, restorations and installations within Building B and the outdoor patio south of Building B.

All members voted aye. Motion carried.

Curriculum Committee Recommendations

Attached are the recommendations of the curriculum committee.

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve the recommendations of the curriculum committee as presented.

All members voted aye. Motion carried.

Chargeback Request

A motion was made by Ms. Lane and seconded by Mr. Allen that the Board of Trustees approve chargeback requests from Ida Robinson, Harrisburg, and from Mary Boyd, Norris City, to enroll in the College of DuPage Longterm Administrator curriculum for the 2012-13 academic year.

All members voted aye. Motion carried.

Non-Action Items

Website Presentation (McCulloch)
Mr. Greg McCulloch, Chief Information Officer, gave a brief presentation of the new website. Mr. McCulloch noted that the website committee was comprised of a broad spectrum of faculty and staff as well as having a member of the student body serve. He noted after more than a year of planning and design on the new college website, it came to life on Friday August 3, 2012 with minimal disruption accessing the site during the transition. Other online services such online classes, MySIC, Falcon Mail, etc. remained available throughout the transition. He noted it is believed the new site enhances the learning and work environment at SIC. The committee worked hard to be inclusive all-the-while taking a “student first” philosophy in design. He said the committee as well as the entire campus community worked hard to make this a successful launch.

Review of Tentative Budget

Mr. Walker, Vice President of Administration and Business Affairs, presented to the Board of Trustees and audience members, a tentative FY2013 budget that projects a balanced budget. He noted that given the state of financial affairs in Illinois this is a very positive financial forecast for Southeastern and budget officers are to be commended on holding expenditures. Mr. Walker distributed the tentative budget packet to the Board and noted the Public Hearing will be conducted before the September Board of Trustees meeting.

Closed Session

A motion was made by Mr. Allen and seconded by Mr. Ellis 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 6:55 p.m. On roll call, the following members voted:

Aye               Nay

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

A motion was made by Ms. Lane and seconded by Mr. Allen to reconvene into open session at 7:13 p.m.

Personnel

A motion was made by Mr. Ellis and seconded by Mr. Allen to approve the following personnel items:
SICEA 2012-13 Collective Bargaining Agreement

Approved the SICEA 2012-13 Collective Bargaining Agreement salary reopener with a 2.6% increase to the salary schedule.

Resignation – Early School Leaver Transition Specialist

Accepted the resignation of Stephen Humphrey, Early School Leaver Transition Specialist, effective July 31, 2012.

Employ Part-time Grounds/Custodian

Approved the employment of Mr. Mark Stucker for the position of part-time Grounds/Custodian effective July 31, 2012 at a salary of $9.30 per hour up to 28 hours per week.

Employ Medical Office Support Career Specialist

Approved the recommendation to employ Cammy Duggins as the Medical Office Support Career Specialist at a salary of $42,975, contingent upon Southeastern Illinois College being awarded the contract by the United States Department of Agriculture.

Employ Medical Office Support Instructor

Approved Hollie Taylor as the Medical Office Support Instructor contingent upon Southeastern Illinois College being awarded the contract by the United States Department of Agriculture at a salary of $42,975.

Employ Early School Leaver Transition Specialist

Approved the employment recommendation of Chrystal Pollard as the Early School Leaver Transition Specialist, effective August 16, 2012, at a salary of $18.00 per hour.

Employ TRiO Student Support Services Counselor

Approved the recommendation to employ (transfer) Debbie Suh to the TRiO Student Support Services Counselor position from the Education Technology Specialist position. Her salary would remain unchanged as both positions are covered in the SICEA Collective Bargaining Agreement.

Employ Academic Counselor/Transition and Transfer Specialist

Approved the employment of Maggie Calcaterra as the Academic Counselor/Transition and Transfer Specialist at a salary of $44,220 per the SICEA 2012-13 salary schedule.
**Employment of Adjunct Faculty**

Approved the following listing of adjunct faculty:

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<th>Summer 2012</th>
<th>Course</th>
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<td>Fox, Kristy</td>
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<td>Irlbeck, Jeremy</td>
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**Position Description (New) GED/Evidence Based Reading Instructor (Grant)**

Approved the grant-funded position description (new) for a GED/Evidence Based Reading Instructor. Position description included following the minutes.
Request to Adjust 403(b)

Approved the request from Mr. Dan Holt to adjust his existing 403(b) Salary Reduction Agreement with Modern Woodmen of America in the amount of $900 each pay period effective September 1, 2012.

All members voted aye. Motion carried.

Adjournment

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

GED /Evidence Based Reading Instructor
(Part-time, grant-funded position)

Salary: $20.00 Per Hour /up to 28 Hours per Week
Division: Community Education
Shift: This is a part-time position working up to 28 hours per week. However, the hours of work may vary depending on the needs of the department. Occasional weekend and evening hours may be required, with the need to travel occasionally with overnight stays. 12-month position.
Location: Main Campus
Reports: ABD/GED Coordinator/Data Manager
Board Approved: August 15, 2012
Revision:

POSITION SUMMARY: This position will be responsible for teaching the day-time GED class on the main campus at SIC. In addition, this position will be the designated Evidence Based Reading Instructional (EBRI) teacher.

ESSENTIAL RESPONSIBILITIES:

1. Instruction of adults and non-high school completion students in basic skills, which will prepare them to take the General Education Development examination.
2. Pre-testing and post-testing of students who enroll in the ABE/GED program.
3. Management of an academic classroom, which includes providing an environment conducive to learning for students of different backgrounds, monitoring attendance and encouraging student motivation.
4. Operation and use of all teaching and learning technology in the classroom to include, but not limited to, computers, web-based teaching materials, and Kindles.
5. Participation in the course and program needs assessment, evaluation and staff development, including attending four in-service meetings a year.
6. Obtain and maintain STAR Training certification for the EBRI Program.
7. Work with the Coordinator to develop, write, pilot and implement the EBRI Program.
8. Recruit students into the GED/EBRI Program.
9. Other duties as assigned by the GED Coordinator/Data Manager or Associate Dean of Community and Workforce Education.

TRAINING REQUIREMENTS:
Required technical skills training (e.g. computer courses) that may be necessary for the satisfactory functioning and completion of the job. Attendance at all required local in-service training on college staff development days. Attendance at all required regional and state meetings.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Excellent verbal and written skills and the ability to relate well with people from all walks of life are required. Good organizational and networking skills as well as computer applications and word processing skills are essential. Related work experience preferred.

**EDUCATION:**
Bachelor’s degree in Education is required. Experience in teaching students at different educational levels, students with special needs and/or reading specialist credentials/experience preferred.

**COMMUNICATIONS SKILLS:**
Excellent organizational skills; written and verbal communication skills; analytical and interpersonal skills; attention to detail and deadlines; and, excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents is also required.

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

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

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

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

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

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