



**Highland Community College Board of Trustees  
Board Retreat  
December 6, 2017 – 8:30 a.m.**

**Highland Community College  
Student/Conference Center Room H-206  
2998 West Pearl City Road, Freeport, Illinois**

- I. CALL TO ORDER/ROLL CALL**
- II. PUBLIC COMMENTS**
- III. OPENING REMARKS**
- IV. ADMINISTRATIVE UPDATES**
  - A. Columbia College Opportunity
  - B. Course and Miscellaneous Fees
- V. CLOSED SESSION**
  - A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  - B. Semi-annual Review of All Closed Session Minutes and Tapes
- VI. ACTION, IF NECESSARY**
  - A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  - B. Semi-annual Review of All Closed Session Minutes and Tapes
- VII. TOUR TO VIEW PROPOSED PH&S PROJECTS**
- VIII. ADMINISTRATIVE UPDATES (continued)**
  - A. Budget
  - B. Tuition
  - C. Protection, Health, and Safety (PH&S) Projects

**IX. MAIN MOTIONS (ACTION)**

- A. Resolution Authorizing Project “Campus-wide Hazardous Sidewalk Replacement Project” and to Authorize Approval for a Health and Safety Levy (Page 1)
- B. Resolution Authorizing Project “Air Quality and Building Materials Safety Testing” and to Authorize Approval for a Health and Safety Levy (Page 4)
- C. Resolution Authorizing Project “Building F Room #10 ADA Accessibility” and to Authorize Approval for a Health and Safety Levy (Page 7)
- D. Course and Miscellaneous Fee Changes/Additions for Fall 2018 (Page 10)
- E. Revised Job Description: Director, TRiO Services (Page 12)
- F. New Job Description: Coordinator, Upward Bound (Page 15)
- G. Compensation Adjustment: Director, TRiO Services (Page 18)

**X. BOARD UPDATES**

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

- A. Board Self-Evaluation

**XIII. ADJOURN**

**AGENDA ITEM #IX-A  
DECEMBER 6, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "CAMPUS-WIDE HAZARDOUS  
SIDEWALK REPLACEMENT PROJECT" AND TO AUTHORIZE APPROVAL FOR A  
HEALTH AND SAFETY LEVY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves a Protection, Health, and Safety project for Campus-wide Hazardous Sidewalk Replacement and approves a levy of health and safety funds to finance the project.

**BACKGROUND:** Highland Community College has many areas of deteriorated sidewalk across campus, which create unsafe walkways and ADA accessibility issues. Some areas have cracked and broken, creating trip hazards, and other areas have heaved up or sunken to the point where water will pond on the walks creating a continual ice hazard in the winter. Replacing the sidewalks in these areas will eliminate trip hazards, level walkways, and restore accessibility.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2017 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$683,000, with the Campus-wide Hazardous Sidewalk Replacement project amounting to \$518,000. Two additional projects, Air Quality and Building Materials Safety and Building F Room #10 ADA Accessibility, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: \_\_\_\_\_

**RESOLUTION AUTHORIZING PROJECT "CAMPUS-WIDE HAZARDOUS  
SIDEWALK REPLACEMENT" AND TO AUTHORIZE  
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Campus-Wide Hazardous Sidewalk Replacement on campus, a project which will substantially upgrade the College's hazardous sidewalks; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Campus-wide Hazardous Sidewalk Replacement on Campus is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to, any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017, collected in the year 2018; and to levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for health and safety purposes in the amount not to exceed the sum of \$518,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: Other than health and safety resolutions adopted by the Board at the meeting on December 6, 2017, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 8: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**AGENDA ITEM #IX-B  
DECEMBER 6, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "AIR QUALITY AND BUILDING  
MATERIALS SAFETY TESTING" AND TO AUTHORIZE APPROVAL FOR A  
HEALTH AND SAFETY LEVY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves a Protection, Health, and Safety project for Air Quality and Building Materials Safety Testing and approves a levy of health and safety funds to finance the project.

**BACKGROUND:** Highland Community College will perform tests for health risk contributors such as asbestos, lead based paint, mold, radon, particulate, and hazardous metals to determine indoor air quality in some buildings on campus. The results of the tests will be analyzed to determine if action is required to improve indoor air quality.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2017 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$683,000, with the Air Quality and Building Materials Safety project amounting to \$50,000. Two additional projects, Campus-wide Hazardous Sidewalk Replacement and Building F Room #10 ADA Accessibility are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: \_\_\_\_\_

**RESOLUTION AUTHORIZING PROJECT “AIR QUALITY AND BUILDING MATERIALS SAFETY TESTING” AND TO AUTHORIZE APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Air Quality and Building Materials Testing on campus, a project which will test indoor air quality in some campus buildings; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Air Quality and Building Materials Testing on Campus is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017, collected in the year 2018; and to levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for health and safety purposes in the amount not to exceed the sum of \$50,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: Other than health and safety resolutions adopted by the Board at the meeting on December 6, 2017, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 8: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_

Chairman

ATTEST:

\_\_\_\_\_

Secretary



**AGENDA ITEM #IX-C  
DECEMBER 6, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "BUILDING F ROOM #10 ADA  
ACCESSIBILITY" AND TO AUTHORIZE APPROVAL FOR A HEALTH AND  
SAFETY LEVY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves a Protection, Health, and Safety project for Building F Room #10 ADA Accessibility and approves a levy of health and safety funds to finance the project.

**BACKGROUND:** Room number 10 in the Ferguson Fine Arts Center at Highland Community College was originally constructed in a tiered design to benefit vocal music classes and give the effect of choral risers. Recently, this design has begun to be an impediment for students with disabilities. There is currently a ramp along one edge of the room but it does not comply with ADA Standards. Leveling the floor in this room would achieve compliance with ADA standards.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2017 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$683,000, with the project Building F Room #10 ADA Accessibility amounting to \$115,000. Two additional projects, Campus-wide Hazardous Sidewalk Replacement and Air Quality and Building Materials Safety, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: \_\_\_\_\_

**RESOLUTION AUTHORIZING PROJECT “BUILDING F ROOM #10 ADA  
ACCESSIBILITY” AND TO AUTHORIZE  
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Building F Room #10 ADA Accessibility on campus, a project which will result in ADA compliance; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Building F Room #10 ADA Accessibility is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017, collected in the year 2018; and to levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for health and safety purposes in the amount not to exceed the sum of \$115,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: Other than health and safety resolutions adopted by the Board at the meeting on December 6, 2017, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 8: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**AGENDA ITEM #IX-D  
DECEMBER 6, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COURSE AND MISCELLANEOUS FEE CHANGES/ADDITIONS  
FOR FALL 2018**

**RECOMMENDATION OF THE PRESIDENT:** That the course and miscellaneous fee changes/additions listed be approved beginning with the Fall 2018 semester.

**BACKGROUND:** The purpose of course and miscellaneous fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset increased cost of course supplies or to reflect area service costs.

BOARD ACTION: \_\_\_\_\_

**PROPOSED COURSE FEE CHANGES/ADDITIONS FOR FALL 2018:**

| <b>Course</b>                          | <b>Current</b> | <b>Proposed</b> |
|--|----------------|-----------------|
| AUTB191 Intro to Auto Body             | \$80.00        | \$85.00         |
| AUTB192 Painting Equipment & Materials | \$80.00        | \$85.00         |
| AUTB194 Auto Body Repair I             | \$80.00        | \$85.00         |
| AUTB196 Auto Electrical Systems        | \$50.00        | \$55.00         |
| AUTB197 Auto Chassis/Accessory Systems | \$50.00        | \$55.00         |
| AUTB292 Auto Body Repair II            | \$80.00        | \$85.00         |
| AUTB294 Damage Analysis                | \$55.00        | \$60.00         |
| AUTB296 Paint Application II           | \$90.00        | \$100.00        |
| Transcript Fee                         | \$0.00         | \$6.00          |
| Technology Fee                         | \$16.00        | \$19.00         |
| Activity Fee                           | \$ 9.00        | \$13.00         |

**AGENDA ITEM #IX-E  
DECEMBER 6, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION  
DIRECTOR, TRiO SERVICES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Director, TRiO Services. It is recommended that the position placement on the Highland Salary Range Table be moved from a range 55 to range 60. This continues to be an exempt professional, grant-funded position and is included in the FY18 Student Support Services and Upward Bound grant budgets.

**BACKGROUND:** The College had received an Upward Bound grant for many years until Fall of 2012. Mr. Anthony Sago, Director of Student Support Services, wrote and submitted the application for a five-year Upward Bound grant. The College was awarded this federal grant for September 1, 2017, through August 31, 2022. Mr. Sago has taken on the director responsibilities of both the Student Support Services grant and the Upward Bound grant. The current Director, Student Support Services job description has been updated to include the duties as director over both grants, and the salary range has been adjusted to reflect the responsibilities over both grants.

BOARD ACTION: \_\_\_\_\_

## Highland Community College Position Description

**TITLE:** Director, ~~Student Support Services~~ TRiO Services\*

**THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide ~~direction and leadership for the College's administration, implementation, and continuation of the U.S. Department of Education funded TRiO (e.g., Upward Bound and Student Support Services) projects~~ gram.

**PRINCIPAL DUTIES: (essential functions)**

- Ensures compliance with all federal, state, local laws, regulations, and College policies, processes and standards, as well as secondary school district policies.
- Oversees the successful delivery of activities associated with TRiO Upward Bound and Student Support Services programs (e.g., educational, cultural, and social experiences).
- ~~Assists with the intake, assessment and academic advisement of project participants.~~
- ~~Serves as the liaison and referral center for participants with disabilities.~~
- Reviews the needs assessment results with project participants and assists them in the scheduling of academic programs.
- Serves as an advocate for projects' students.
- Assists in the design, maintenance and evaluations of the projects' information systems.
- Collaborates with appropriate College and administrative units as well as with key stakeholders at participating target school.
- ~~Meets with project participants to develop and monitor education support plans.~~
- Consults and confers with all projects' staff to develop prescriptive plans for all students identified as high risk and identified academic need.
- Trains, supervises and evaluates the work performance of assigned faculty and staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Involved in the recruitment and selection of programs' faculty and staff.
- Develops and administers the program budget. Monitors and manages grant funds.
- Develops and recommends policies and procedures with the assistance of staff and in consultation with appropriate administrative officers.
- Applies continuous improvement strategies in processes and procedures in dealing with students, other departments and technology applications.
- Develops and/or arranges faculty and staff development opportunities.
- Manages the daily operations of the Upward Bound and Student Support Services offices.
- Facilitates communication plan and public relations activities.
- Completes year-end annual performance reports for the U.S. Department of Education and Highland Community College, oversees program evaluation processes, and conducts impact assessments.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of programs, practices and techniques to increase educational success of high risk students.

Knowledge of assessment and advising techniques and degree requirements.

Knowledge of team building methods.

Knowledge of computer hardware and software applications.

Knowledge of budget management, grant administration, revenue sources and the financial management of a public program.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of computer hardware and software applications.

Skill in assessing and reporting the program's goals and objectives.

Skill in advising and counseling high risk students.

Skill in creating and analyzing accounts and other financial reports.

Skill in designing, managing and/or implementing student support services or similar projects.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in developing, implementing and evaluating policies and procedures.

Skill in selecting, organizing and evaluating staff performance.

Skill in operating computer hardware and software applications.

Skill in establishing and maintaining effective relationships with co-workers and others.

Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

**MINIMUM QUALIFICATIONS:** ~~Bachelor's degree in special education, learning disabilities, assessment, adult education or a related field with Master's degree preferred and two (2) years experience teaching disadvantaged students OR an equivalent combination of education and experience that provide the required knowledge and skills. Master's degree in education, administration, guidance counseling, adult education (higher education emphasis) or related field required; personal background of overcoming barriers that are similar to Student Support Services' participants preferred.~~

**REQUIRED LICENSE/CERTIFICATION:** Must be approved by the ~~TRIO~~-TRIO funding agency.

**REPORTS TO:** ~~Associate Vice President, Student~~ Development and Support Services

**APPOINTED BY:** Board of Trustees.

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 4820

**JOB SERIES/FAMILY:** Student Support Services Series/Student Support Services Group

**LAST REVISED:** ~~1/23/08~~ \*12/6/17 Pending Board Approval

**REVISION HISTORY:** 10/24/06, 1/23/08



**AGENDA ITEM #IX-F  
DECEMBER 6, 2017  
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION  
COORDINATOR, UPWARD BOUND**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached new job description for Coordinator, Upward Bound with placement at range 48 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the Upward Bound grant for the FY18 grant year.

**BACKGROUND:** The recently awarded five-year Upward Bound grant will support a portion of the Director, TRiO Services position, as well as funding two full-time positions: Coordinator Upward Bound (grant position) and Administrative Assistant (grant position). This new Coordinator, Upward Bound position will report to the Director of TRiO Services and will provide the overall coordination of the program and direction of day-to-day operations. The revised Administrative Assistant position will not require action by the Board, as the revision is a change to the title of this position's supervisor, so it is not a substantive change, as outlined under College Board Policy 4.001-Job Descriptions.

BOARD ACTION: \_\_\_\_\_

## Highland Community College Position Description

**TITLE: Coordinator, Upward Bound\***

**THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To promote student success in development toward college preparation by coordinating the College's Upward Bound program and resources through a variety of means such as delivering courses, facilitating workshops, providing information and resources, managing staff, assessing success, and grant reporting.

**PRINCIPAL DUTIES: (essential functions)**

- Provides overall program coordination and direction of the day-to-day program operations of the Upward Bound program.
- Assists in the development and implementation of program goals and objectives.
- Plans and implements all project programs.
- Identifies and recruits program participants; aids in identifying and meeting academic needs of participants.
- Advises, teaches, tests and motivates program participants.
- Assists with college preparation including ACT/SAT preparation, college and scholarship application assistance, and financial aid applications.
- Recruits, trains, supervises and evaluates the work performance of assigned staff and attends evening tutoring (requires some evenings). Recommends an employee for promotion, reassignment, discipline and termination.
- Communicates with school personnel regarding program visits and student concerns.
- Teaches Summer Program courses and co-plans and participates in summer program activities (requires some overnight responsibilities).
- Facilitates workshops regarding test preparation, student skill development and the college-going process at monthly Saturday Back-to-Campus events (requires monthly weekends).
- Administers grade level appropriate self-assessments in areas of personal/social development and career exploration.
- Plans and leads college visits each semester (requires some overnight and weekend responsibilities).
- Assists with program communication and presence to include website maintenance, social media presence, and mailings.
- Contributes to a collegial and supportive environment that advances the goals and objectives of Upward Bound, including curriculum development, assessment and other program activities.
- Assists with writing reports, new proposals and other communications concerning all aspects of the grant.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of programs, practices and performance measures of the Upward Bound project.  
Knowledge of principles, practices and techniques of motivating and coaching program participants.

Knowledge of principles, practices and processes of learning and teaching.

Knowledge of instructional techniques and processes.