

**REND LAKE COLLEGE
BOARD OF TRUSTEES MEETING**

July 14, 2026

6:30 PM

**Rend Lake College–Event Center
468 N Ken Gray Parkway
Ina, IL 62846**

**Page
No.**

- I. Call to Order**
- II. Roll Call**
- III. General Information**
 - A. Announcements**
 - 1. Monday–Thursday; July 27-30, 2026
Community Ed: Kids Camps
Various places & times around campus
 - 2. Wednesday, July 29, 2026; 9am-12pm
Wednesday, August 5, 2026; 9am-12pm
Fall Warrior Days
Event Center
 - 3. Thursday, August 6, 2026; 12:00pm
RLC Foundation Board of Director’s Meeting
Student Center 110– Private Dining Area
 - 4. Tuesday, August 11, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center– Warrior Lounge
 - 5. Thursday, August 13, 2026; 4:30pm-8:00pm
Faculty Orientation
Academic & Science Buildings
 - 6. Friday, August 14, 2026; 8am-3pm
Student Success Day
LRC 206 & 207

7. Saturday, August 15, 2026
Super Saturday - Warrior Day
 Event Center 9am–12pm
 Administration & Academic Buildings 12–2pm
8. Monday, August 17, 2026
First Day of Fall Classes
 All Campuses
9. Friday, August 28 - Saturday, September 5, 2026
 4pm-9pm most nights
RLC at the State Fair
 DuQuoin State Fairgrounds
10. Thursday, September 3, 2026; 12pm Start
RLCF Annual Golf Outing
 Rend Lake Golf Course
11. Tuesday, September 8, 2026; 6:30pm
RLC Board of Trustees Meeting
 Rend Lake Golf Course
12. Saturday, September 19, 2026; 10am
SIMA Fest
 Southern IL Manufacturing Academy
13. Tuesday, September 22, 2026; 5:30pm-7:30pm
Joint RLC-SIC Fall Meeting
 Southeastern College Campus– Carmi Building

IV. Executive Session – The Board may go into closed session pursuant to Section 2(c)(1)(9)(11)(21) of the Open Meetings Act.

Subsection (1) appointment, employment, and compensation of specific employees; (9) student discipline; (11) litigation; (21) discussion of executive session minutes

V. Resume Open Meeting

VI. Approval of Minutes

June 9, 2026 Executive Session

June 9, 2026 Board of Trustees Meeting

02

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VII. Approval of Consent Agenda

Consent Items are marked with an asterisk (*)

VIII. New Business

- 14 * A. Approval of Job Descriptions
- 21 * B. Approval to Destroy Closed Session Recordings
- 22 * C. Approval to Release Closed Session Minutes
- 23 * D. Approval of Revisions to Rend Lake College Board Policy & *Procedure 3.1115 – Stipends*
- 26 * E. Approval of Revisions to Rend Lake College Board Policy & *Procedure 3.1112 – Student Employment*
- 28 F. Permission to Create *Policy & Procedure 2.1512 – Responsible AI Use (First Reading)*
- 31 G. Approval of 2026 – 2027 Handbooks **(To Be Provided)**
- 32 H. Approval of Resource Allocation Management Plan (RAMP) FY 2028 **(To Be Provided)**
- 33 I. Annual Review and Acceptance of College Mission Statement and Mission Document
- 36 J. Approval of Joint Agreement for Dual Credit Educational Cooperation Between Rend Lake College, District #521 and John A. Logan College, District #530
- 40 K. Approval of FY 2027 Tentative Budget **(To Be Provided)**

IX. Personnel

- 42 A. Acceptance of Resignation – Maintenance Technician
- 45 B. Approval of Revision to FY27 Salaries
- C. Appointment of:
- 46 1. Lead Teacher – Infant Room at RLCF Children’s Center
- 48 2. Administrative Assistant – Enrollment Services
- 50 3. Nursing Instructor
4. Communications Instructor **(To Be Provided)**
5. CTE Support and Grants Specialist **(To Be Provided)**
6. English Instructor **(To Be Provided)**
7. English Instructor **(To Be Provided)**
8. Industrial Electronics Instructor **(To Be Provided)**

X. Financial Information

53

A. Ratification of the Payment of College Expenses including
Travel Expense Reimbursements

54

B. Financials (INFORMATIONAL)

XI. Reports

1. Academic Council
2. ICCTA Representative
3. Rend Lake College Foundation
4. Accreditation Report
5. Obsolete Equipment

XII. Public Comment

XIII. President's Comments

XIV. Adjournment

MINUTES

**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 521
MINUTES OF MEETING OF BOARD OF TRUSTEES**

June 9, 2026

**Rend Lake College – Event Center
468 N Ken Gray Parkway
Ina, IL 62846**

CALL TO ORDER

Chairman, Larry Manning, called the regular Board of Trustees meeting to order at 6:30 pm in the Rend Lake College Event Center.

ROLL CALL

Mr. Tony Wielt, Secretary, called the roll.

Those present were:

Mr. John D. Aiken
Mr. Brian Dorris
Mr. Larry Manning
Mr. Tony Wielt
Mr. Landen Catron (Student Trustee)

Those absent were:

Dr. David Asbery
Mr. Joe Coy
Mr. Ron Daniels

Others present were:

Dr. Lori Ragland, Dr. Chad Copple, Mr. John Gulley, Mrs. Cathy DeJarnette, Mr. Henry “Buster” Leeck, Mrs. Kim Wilkerson, Mr. Kent McKown, Mrs. Amy Epplin, Ms. Kendra Gregory, Mrs. Shari Carpenter, Mr. Donnie Millenbine, Mrs. Mary Huggins, Mr. Joe Ervin, Mrs. Andrea Banach, Mrs. Glenna Maxwell, Mr. Matt Jackson, Mrs. Jessica Bertolozzi, Mrs. Faith Blair, Ms. Amy Browning, Mr. Sean Carley, Mr. Brett Crocker, Mrs. Mallory Howell, Mr. Reed Raubach, Mrs. Laura Lee, Mrs. Megan Rounds, Mrs. Jena Jensik, Mr. Greg Hollmann, Mr. Corey Phillips, Mrs. Vickie Schulte,

GENERAL INFORMATION

A. Welcome Aspiring Leaders Group

B. Announcements

1. Monday – Thursday; June 8-11, 2026
Monday – Thursday; June 22-25, 2026
Monday – Thursday; July 27-30, 2026
Community Ed: Kids Camps
Various places & times around campus
2. Monday – Wednesday; June 15-17, 2026
CTE Camps
Various places & times around Campus
3. Thursday, June 25, 2026; 3:00 pm
LPN Pinning
Theater
4. Tuesday, July 14, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center – Warrior Lounge
5. Tuesday, August 11, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center – Warrior Lounge
6. Monday, August 17, 2026
First Day of Fall Classes
All Campuses

MOTION FOR EXECUTIVE SESSION

Chairman Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(9)(11)(21). Mr. Wielt made a motion; seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:36 pm.

RESUME OPEN MEETING

Chairman Manning asked for a motion to reopen the public meeting; Mr. Wielt motioned; seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:11 pm, Chairman Manning reconvened the open session of tonight's meeting.

CONSENT AGENDA

Dr. Ragland recommended approving the Consent Agenda, which included the following items:

1. May 12, 2026 Executive Session*;
2. May 12, 2026 Board of Trustees Meeting*;
3. Course/Curriculum*;
4. Approval of Job Descriptions*

Mr. Dorris made a motion to approve the Consent Agenda as recommended; seconded by Mr. Aiken. On a roll call vote, all present voted yes. Student Trustee voted yes. Those items marked with an asterisk (*) are a part of these minutes

NEW BUSINESS

**APPROVAL OF CAMPUS
FACILITIES MASTER PLAN
(TO BE PROVIDED)**

Dr. Ragland recommended to approve the Campus Facilities Master Plan, as provided, for submission to the Illinois Community College Board, effective June 9, 2026.

As recommended, Mr. Dorris made a motion to approve the Campus Facilities Master Plan, as provided, for submission to the Illinois Community College Board, effective June 9, 2026. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

**RESOLUTION DIRECTING
TREASURER TO TRANSFER
FY26 WORKING CASH
INVESTMENT INTEREST TO
OPERATIONS & MAINTENANCE
FUND**

Dr. Ragland recommended to direct the district treasurer to transfer FY26 working cash investment interest to the operations and maintenance fund to be used for the improvement, maintenance, repair, or benefit of buildings and property.

As recommended, Mr. Wielt made a motion to direct the district treasurer to transfer FY26 working cash investment interest to the operations and maintenance fund to be used for the improvement, maintenance, repair, or benefit of buildings and property. This motion was seconded by Mr. Catron.

On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF 2026-2027
TREASURER'S BOND

Dr. Ragland recommended to approve a revision to the amount of coverage needed under a surety bond for Rend Lake College District No. 521 as required by Illinois statute for Fiscal Year 2027.

As recommended, Mr. Aiken made a motion to approve a revision to the amount of coverage needed under a surety bond for Rend Lake College District No. 521 as required by Illinois statute for Fiscal Year 2027. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
PURCHASE KUBOTA
EQUIPMENT

Dr. Ragland recommended to grant permission to purchase three pieces of Kubota equipment to support implementation of the Kubota TECH program at Rend Lake College: ZD1021-3-60 zero-turn mower, RTV-1140 UTV, and B26-TLB tractor/loader/backhoe. The Kubota TECH program enables delivery of industry-recognized certifications within existing agriculture and heavy equipment coursework.

Make	Model	Description	Price
Kubota	ZD1021-3-60	Zero-Turn Mower	\$14,900
Kubota	RTV-1140	UTV	\$20,500
Kubota	B26-TLB	Tractor/Loader/Backhoe	\$44,000

As recommended, Mr. Wielt made a motion to grant permission to purchase three pieces of Kubota equipment to support implementation of the Kubota TECH program at Rend Lake College: ZD1021-3-60 zero-turn mower, RTV-1140 UTV, and B26-TLB tractor/loader/backhoe. The Kubota TECH program enables delivery of industry-recognized certifications within existing agriculture and heavy equipment coursework. This motion was seconded by Mr. Dorris.

On a roll call vote, all voted yes. Student Trustee voted yes.

Make	Model	Description	Price
Kubota	ZD1021-3-60	Zero-Turn Mower	\$14,900
Kubota	RTV-1140	UTV	\$20,500
Kubota	B26-TLB	Tractor/Loader/Backhoe	\$44,000

**APPROVAL OF PAYMENT OF
ADDITIONAL FY26 HEALTH
INSURANCE EXPENSES**

Dr. Ragland recommended to expense \$409,669.68 in additional FY26 health insurance expenses and transfer funds from the operating bank account to the employee benefit fund bank account.

As recommended, Mr. Aiken made a motion to expense \$409,669.68 in additional FY26 health insurance expenses and transfer funds from the operating bank account to the employee benefit fund bank account. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPROVAL OF 2026-2027
HANDBOOKS
(TO BE PROVIDED)**

Dr. Ragland recommended to approve the following 2026-2027 Handbooks as provided, with addenda as needed:

- Culinary Arts Handbook
- Medical Assistant Handbook
- Phlebotomy Handbook
- Rad Tech Handbook
- Student Handbook
- Student Athlete Handbook

As recommended, Mr. Dorris made a motion to approve the following 2026-2027 Handbooks as provided, with addenda as needed:

- Culinary Arts Handbook
- Medical Assistant Handbook
- Phlebotomy Handbook

Rad Tech Handbook
Student Handbook
Student Athlete Handbook

This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL

RESIGNATION –
LEAD TEACHER RLC
CHILDREN’S CENTER

Dr. Ragland recommended to accept with regret the resignation of Mrs. Nichole Martie, Lead Preschool Teacher – Rend Lake College Children’s Center, effective June 30, 2026.

As recommended, Mr. Aiken made a motion to accept with regret the resignation of Mrs. Nichole Martie, Lead Preschool Teacher – Rend Lake College Children’s Center, effective June 30, 2026. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO TRANSFER
LEAD CHILDCARE PROVIDER
TODDLER ROOM TO LEAD
CHILDCARE PROVIDER
PRESCHOOL ROOM AT THE
REND LAKE COLLEGE
FOUNDATION CHILDREN’S
CENTER

Dr. Ragland recommended to grant permission to transfer Ms. Haley Miller from Lead Childcare Provider Toddler Room to Lead Childcare Provider Preschool Room at the Rend Lake College Foundation Children’s Center on a full-time, 50-week, non-tenure track contract, prorated for the remainder of the fiscal year, effective July 1, 2026. Ms. Miller will be eligible for a raise in FY27.

As recommended, Mr. Dorris made a motion to grant permission to transfer Ms. Haley Miller from Lead Childcare Provider Toddler Room to Lead Childcare Provider Preschool Room at the Rend Lake College Foundation Children’s Center on a full-time, 50-week,

non-tenure track contract, prorated for the remainder of the fiscal year, effective July 1, 2026. Ms. Miller will be eligible for a raise in FY27. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO TRANSFER
LEAD CHILDCARE PROVIDER
INFANT ROOM TO LEAD
CHILDCARE PROVIDER
TODDLER ROOM AT THE
REND LAKE COLLEGE
FOUNDATION CHILDREN'S
CENTER

Dr. Ragland recommended to grant permission to transfer Mrs. Tommie Hall from Lead Childcare Provider Infant Room to Lead Childcare Provider Toddler Room at the Rend Lake College Foundation Children's Center on a full-time, 50-week, non-tenure track contract with annual salary to remain the same, effective July 1, 2026. Mrs. Hall will be eligible for a raise in FY27.

As recommended, Mr. Aiken made a motion to grant permission to transfer Mrs. Tommie Hall from Lead Childcare Provider Infant Room to Lead Childcare Provider Toddler Room at the Rend Lake College Foundation Children's Center on a full-time, 50-week, non-tenure track contract with annual salary to remain the same, effective July 1, 2026. Mrs. Hall will be eligible for a raise in FY27. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT
OF ACCOUNTANT –
PAYROLL & FINANCIAL

Dr. Ragland recommended to appoint Mrs. Samantha Britton as Accountant – Payroll & Finance on a full-time, 50-week, non-tenure track contract at an annual salary of \$50,000, effective July 1, 2026. This individual is not eligible for a raise in FY27.

As recommended, Mr. Dorris made a motion to appoint Mrs. Samantha Britton as Accountant –

Payroll & Finance on a full-time, 50-week, non-tenure track contract at an annual salary of \$50,000, effective July 1, 2026. This individual is not eligible for a raise in FY27. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO CREATE THE POSITION AND JOB DESCRIPTION AND ADVERTISE FOR ADMINISTRATIVE ASSISTANT – ENROLLMENT SERVICES

Dr. Ragland recommended to grant permission to create the position, job description, and advertise for Enrollment Services Administrative Assistant effective June 9, 2026.

As recommended, Mr. Wielt made a motion to grant permission to create the position, job description, and advertise for Enrollment Services Administrative Assistant effective June 9, 2026. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO ADVERTISE FOR AND RATIFY THE APPOINTMENT OF AN ADDITIONAL FULL—TIME INDUSTRIAL ELECTRONICS INSTRUCTOR

Dr. Ragland recommended to grant permission to advertise for an additional Industrial Electronics Instructor on a full-time, 50-week, industrial tenure track faculty contract to be ratified at a board meeting at a later date.

As recommended, Mr. Wielt made a motion to grant permission to advertise for an additional Industrial Electronics Instructor on a full-time, 50-week, industrial tenure track faculty contract to be ratified at a board meeting at a later date. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF
FY 2027 SALARIES

Dr. Ragland recommended to approve the salaries for administration, academic support, office support, police department, and physical plant personnel as provided, and to authorize the administration to set appropriate contract lengths as they see fit, not to exceed one year. Salary increases will begin July 1, 2026, except for the individuals whose grants have a different beginning and ending date, in which case the salary increase would correspond with the grant period. The proposed salaries represent a 4% raise with other additional increases specific to areas where there are expanded duties/responsibilities and/or to be aligned better with the job market.

Also attached are sample contract letters for each classification of personnel. These contract letters represent salaries ranging from \$36,400 to \$192,400.

As recommended, Mr. Aiken made a motion to approve the salaries for administration, academic support, office support, police department, and physical plant personnel as provided, and to authorize the administration to set appropriate contract lengths as they see fit, not to exceed one year. Salary increases will begin July 1, 2026, except for the individuals whose grants have a different beginning and ending date, in which case the salary increase would correspond with the grant period. The proposed salaries represent a 4% raise with other additional increases specific to areas where there are expanded duties/responsibilities and/or to be aligned better with the job market.

Also attached are sample contract letters for each classification of personnel. These contract letters represent salaries ranging from \$36,400 to \$192,400. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

FINANCIAL INFORMATION
RATIFICATION OF THE
PAYMENT OF COLLEGE
EXPENSES INCLUDING
TRAVEL EXPENSE

REIMBURSEMENTS

Dr. Ragland recommended to ratify the payment of college expenses including travel expense reimbursements as presented.

As recommended, Mr. Dorris made a motion to ratify the payment of college expenses including travel expense reimbursements as presented. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

REPORTS

ACADEMIC COUNCIL

Council Representative, Mr. Joe Ervin reports the last two academic council meetings have been good, and they have worked through the Competency Based Education programs.

ICCTA REPRESENTATIVE

None

RLC FOUNDATION

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, reported the Foundation Board of Directors met Thursday June 4th at the Pinckneyville Murphy-Wall Campus. Mr. Robert Rubenacker was seated as a new board director. RLCF hosted the regional joint Foundation meeting again this year. The auditors will be here June 22nd. Preparation for the annual RLCF Golf Outing has begun.

ACCREDITATION

None

OBSOLETE EQUIPMENT

Mr. Donnie Millenbine reported several items have been sold from the govdeals.com site for a total profit of \$123 this month.

PUBLIC COMMENT

None

PRESIDENT’S COMMENTS

Dr. Lori Ragland informed the group the construction on the Student Center windows is done. October 1st is set to be the completion date for updates to the former restaurant building that will be the new ShoeStop at RLC MarketPlace. The college is applying for IGEN Funds to use on updates in the Academic Building. The plans are to renovate the Admin Building and develop a “Student Welcome

Center". The Allied Health building is still waiting on CBB approval.

Enrollment is down 6% but there is still time to reach out to students who haven't decided yet.

ICCB approved for up to 1% increase to community colleges in their budget, however, some colleges may not receive a full 1% increase.

Dr. Ragland also made the trustees aware that our auditors may reach out to speak to a few board members in July.

ADJOURNMENT

There being no other business, at 7:34 pm all Trustees present voted aye in favor of adjourning.

The motion to adjourn was made by Mr. Dorris and seconded by Mr. Aiken.

Chairman

Secretary

NEW BUSINESS

APPROVAL OF REVISIONS TO JOB DESCRIPTIONS

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To revise job descriptions as presented, retroactive to July 1, 2026.

RATIONALE: These job description revisions are needed to better meet the needs of the institution.

EFFECTIVE DATE: July 1, 2026

Coordinator – Learning Enhancement and CTE Success Centers

JOB DESCRIPTION

POSITION TITLE: Coordinator-Learning Enhancement and CTE Success Centers
DEPARTMENT: LEC & CTE Student Success
REPORTS TO: VP – Institutional Effectiveness
SUPERVISES: Part-time Staff/Tutors, Notetakers and Student Workers
STATUS: ~~Active~~ Inactive
DATE: ~~1/1/2024~~ 7/01/2026

ESSENTIAL FUNCTIONS

1. Participate in the daily operation of the campus Learning Enhancement and CTE Success Centers, including maintaining inventory and supplies.
2. Coordinate and evaluate tutoring services, including online services, for students.
3. Hire, train, and evaluate tutors/services to provide one-on-one and small group.
4. Collaborate with faculty to identify software, equipment and supplies for use in the CTE Success Center.
5. Tutor students in areas of qualification.
6. Teach courses as assigned.
7. Coordinate all tutor and notetaker schedules, logs, and payroll.
8. Act as a liaison between faculty, staff and tutors to ensure necessary information for tutoring and/or study groups are available for students using the centers services.
9. Conduct study sessions and monitor attendance for students using the center.
10. Maintain attendance reports including daily logs, service reports, and information folders on students referred to the center.
11. Assist students in understanding the scope of an academic program and career pathways, including requirements for transfer to a four-year college or university.
12. Conduct weekly meetings with identified at-risk students.
13. Assist students with disabilities in documentation and accommodations.
14. Assist retention staff with processes related to the early alert warning system.
15. Act as the Disability Services Coordinator.
16. Coordinate the campus Transition Summit.

OTHER FUNCTIONS

17. Assist Deans in collection and analysis of evaluation data.
18. Collaborate with the Instructional Designer on instructional methods and tools.
19. Collaborate with the Institutional Research Department to develop processes and reports to track and evaluate academic success of students.
20. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with compensatory or overtime as necessary and approved in advance.

DISCLAIMER

The information contained in this job description is intended solely for compliance with the American Disabilities Act and is not for any other purpose.

Coordinator – Learning Enhancement and CTE Success Centers (Continued)

	Academic Support	Administrative	Clerical	Custodial / Maintenance	Professional / Technical	Supervisory	Teaching Faculty
Tenure Track (Y/N)	N						
Grant Funded (Y/N)	N						
Full Time/Part Time (FT/PT)	FT						
Perm/Temp*	Perm						
Exempt/Non-exempt	Non-Exempt						
Exemption Classification	N/A						

* Temp = a) grant funded or b) ending date is known.

Current

Coordinator – Disability Services

JOB DESCRIPTION

POSITION TITLE: Coordinator – Disability Services
DEPARTMENT: Institutional Effectiveness
REPORTS TO: VP – Institutional Effectiveness
SUPERVISES: Notetakers, Student Workers
STATUS: Active
DATE: 7/1/2026

ESSENTIAL FUNCTIONS

1. Serve as the Disability Access Services (DAS) Coordinator.
2. Coordinate and evaluate disability services for students.
3. Assist students with disabilities in documentation and accommodations.
4. Maintain all necessary DAS documentation.
5. Attend IEP meetings as appropriate.
6. Arrange for notetakers as needed for DAS students.
7. Proctor tests as needed.
8. Collaborate with faculty to identify software, equipment and supplies for use in providing needed accommodations.
9. Coordinate all notetaker schedules, logs, and payroll, and document proper completion of notetaker work.
10. Conduct academic monitoring of all student athletes, collaborating with Athletic Department staff as appropriate.
11. Enter notes from academic monitoring into the student communication system.
12. Assist students in understanding the scope of an academic program and career pathways, including requirements for transfer to a four-year college or university.
13. Conduct weekly meetings with identified at-risk students.
14. Assist retention staff with processes related to the early alert warning system.
15. Coordinate the campus Transition Summit.

OTHER FUNCTIONS

16. Assist Deans in collection and analysis of evaluation data.
17. Collaborate with the Institutional Research Department to develop processes and reports to track progress of DAS students and student athletes, as appropriate.
18. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with compensatory or overtime as necessary and approved in advance.

DISCLAIMER

The information contained in this job description is intended solely for compliance with the American Disabilities Act and is not for any other purpose.

Coordinator – DAS & Athletic Monitoring (Continued)

	Academic Support	Administrative	Clerical	Custodial / Maintenance	Professional / Technical	Supervisory	Teaching Faculty
Tenure Track (Y/N)	N						
Grant Funded (Y/N)	N						
Full Time/Part Time (FT/PT)	FT						
Perm/Temp*	Perm						
Exempt/Non-exempt	Non-Exempt						
Exemption Classification	N/A						

* Temp = a) grant funded or b) ending date is known.

Proposed New

Director – SHINE Program and Tutoring

JOB DESCRIPTION

POSITION TITLE: Director – SHINE Program and Tutoring
DEPARTMENT: CTE & Student Support
REPORTS TO: VP – CTE and Student Support
STATUS: Active
DATE: ~~5/13/2025~~ 7/01/2026

ESSENTIAL FUNCTIONS

- ~~1. Manage overall operations of the program and provide services to students in the program.~~
2. Establish and maintain program goals and outcomes while using assessment strategies for continuous improvement.
3. Oversee the daily operation of the **SHINE** program and **CTE Center** while ensuring a safe and effective learning environment.
4. Develop and manage the admissions process for accepting program applicants in the SHINE program.
5. Foster and maintain working relationships with area agencies, state agencies, schools, employers to increase awareness of the program and enhance services for **SHINE** program participants.
6. Coordinate with the Marketing Department to develop a marketing plan and promotional items.
7. Serve as the lead recruiter for the **SHINE** program while handling inquiries for prospective students.
8. Coordinate with internal and external stakeholders for integration into campus and community activities.
9. Develop and maintain internship opportunities for **SHINE** program participants.
10. Plan, coordinate, and lead activities relating to employable skill development and academic reinforcement.
11. Advise **SHINE** program participants in course enrollment and degree or certificate planning processes.
- ~~12. Advocate for students with disabilities and assist students in obtaining and using appropriate accommodations~~
13. Collaborate with the staff to support **SHINE** program participant.
- ~~14. Coordinate and provide academic tutoring to program participants~~
15. Serve as a liaison between faculty and **SHINE** program participants and a member of the academic services team.
16. Serve as primary contact in order to support the safety and wellbeing of **SHINE** program participants.
17. Maintain record keeping ~~for program participants~~ while maintaining confidentiality in accordance with FERPA.
18. Coordinate and evaluate tutoring services in the CTE Center.
19. Act as a liaison between faculty, staff, and tutors to ensure necessary information for tutoring and/or student groups are available for students using the CTE center.
20. Hire, train and evaluate tutors to provide one-on-one and small group tutoring.
21. Manage ~~program~~ budget and spending allocations
22. Attend meetings and college functions as required.
23. Other duties as assigned.

OTHER FUNCTIONS

1. Compose correspondence as necessary.
2. Practice strong ethics and effective transparency with the College and its partners.
3. Perform other duties as assigned for the improvement and expansion of the college

ENVIRONMENT

Works in an office setting. Works hours required to accomplish objectives. Some evening and weekend hours will be required. Some travel will be required.

Director – SHINE Program and Tutoring (continued)

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed for the referenced position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the referenced position.

	Academic Support	Administrative	Clerical	Custodial / Maintenance	Professional / Technical	Supervisory	Teaching Faculty
Tenure Track (Y/N)		N					
Grant Funded (Y/N)		Y					
Full Time/Part Time (FT/PT)		FT					
Perm/Temp*		<u>Perm</u> Temp (a)					
Exempt/Non-exempt		Exempt					
Exemption Classification		Administrative					

* Temp = a) grant funded or b) ending date is known

APPROVAL TO DESTROY CLOSED SESSION RECORDINGS

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To authorize destruction of closed session recordings after they have been held for eighteen (18) months, in accordance with and as provided by the Illinois Open Meetings Act:

October 08, 2024
October 18, 2024
November 01, 2024
November 05, 2024
December 10, 2024

RATIONALE: Paragraph 120, Section 2.06 of the Illinois Open Meeting Act states that the Board must take action to preserve the confidentiality of all recordings of closed sessions and authorize their destruction after they have been held for at least eighteen (18) months after the meeting for which written minutes have been approved.

APPROVAL TO RELEASE CLOSED SESSION MINUTES

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: The Board of Trustees has the opportunity to review the closed session minutes monthly and has decided that the minutes from the following months will not be released to the general public:

October 08, 2024
October 18, 2024
November 01, 2024
November 05, 2024
December 10, 2024

RATIONALE: Paragraph 120, Section 2.06 of the Illinois Open Meeting Act states that the minutes of closed sessions will be reviewed to determine whether the minutes may be in whole or in part made part of the public record.

**APPROVAL OF REVISIONS TO
BOARD POLICY & *PROCEDURE* 3.1115 –
STIPENDS**

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To approve revisions to current Board Policy & *Procedure* 3.1115 – Stipends, as presented, retroactive to July 1, 2026.

RATIONALE: The stipend list reflects revisions to better meet the needs of the college.

EFFECTIVE DATE: July 1, 2026

3.1115 Stipends

POLICY

Stipends may be awarded for performance of duties which are not included in contractual job descriptions and that are outside the scope of an employee's regular job duties. Hours worked in stipend positions are not paid on a per hour basis and do not count toward full-time status. Due to the nature of some of the duties involved with a stipend position, the Board of Trustees may choose to limit the hours worked per fiscal year for specified positions.

The Board of Trustees approves the creation of the position and the amount of the stipend. The President of the College is authorized to appoint personnel to stipend positions and at the end of the appointment period to remove personnel from such positions or terminate the positions. The President may, with Board approval, terminate a stipend position with or without cause at any time during the appointment term.

PROCEDURE

Letters of appointment to stipend positions will be issued by the President. An appointment to a stipend position is for one year or less and does not imply continuous employment. Stipends will be paid throughout the fiscal year and prorated as needed for partial years. The Board of Trustees will be provided an annual report of stipend positions and appointments at the July meeting.

Stipend may be:

POSITION	STIPEND	MAX HOURS WORKED PER FISCAL YEAR	PERSON RECEIVING STIPEND
Archery Coach	\$9,800 <u>\$12,000</u>	650 <u>800</u>	Donnie Millenbine
Archery Assistant Coach	\$5,000	330	Dave Oxford
Assessment or Dual Credit Mentor(s)/Reviewer(s)	\$100per semester		Multiple
Athletic Director	\$15,404 <u>\$21,000</u>		Tim Wills
Chocolate Factory Facilitator	\$10,000		Jeff Fairbanks
Coordinator Of CNA	\$4,500		Sarah Hopfinger
EMT / Paramedic Medical Director	\$3,000		Christie Foster
EMT / Paramedic Program Director	\$3,000		Robert Hyman
Entrepreneurship coordinator	3 equated load hours per semester		Mark Jornd
Lab Manual Developer	\$500 per manual + \$100 per lab activity		
Men's Baseball Assistant Coach	\$12,000	800	Ryan Trokey
Men's Basketball Coach	\$18,000	1200	Tim Wills
Men's Golf Coach	\$12,000	800	Corey Phillips
Mine Training Coordinator	\$3,000		Don McBride
Online Quality – Reviewer(s)	\$50		Multiple
OSHA Coordinator	\$2,500		John C. Maxwell
Smart Start Workforce Grant Expert	\$11,690		Courtney Hatcher

Smart Start Workforce Grant Technical Assistant	\$5,010		Ashley Baldrige
Softball Coach	\$18,000	1,200	Matt Knox Chad Todaro
Softball Assistant Coach	\$12,000	800	OPEN Scott Carter
Sustainability and renewable energy coordinator	\$5,000		Lynne French
Trap Shooting Coach	\$18,000	1,200	Dennis "Doc" Lynch
Women's Basketball Coach	\$18,000	1,200	Mike Helton
Women's Basketball Assistant Coach	\$12,000	800	Mariah Fleming
Women's Golf Coach	\$12,000	800	James Gray
Women's Volleyball Coach	\$18,000	1,200	Reginald Bateman

Last Revised: July 14, 2026

**APPROVAL OF REVISIONS TO
BOARD POLICY & *PROCEDURE* 3.1112 –
STUDENT EMPLOYMENT**

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To approve revisions to current Board Policy & *Procedure* 3.1112 – Student Employment, as presented, effective July 14, 2026.

RATIONALE: These revisions are necessary to better meet the needs of the college.

EFFECTIVE DATE: July 14, 2026

3.1112 Student Employment

POLICY

Student worker employees are those individuals who are employed at Rend Lake College while being a full-time student. Appointment of a student worker employee does not lead to continued employment from semester to semester or year to year. Student workers are not entitled to any benefits. Students desiring employment each year at Rend Lake College are required to complete the Free Application for Federal Student Aid. Exception to this requirement may be made on a case-by-case basis by the Director of Financial Aid.

PROCEDURE

Students are required to complete a Rend Lake College Student Employment Application via the online application accessible on the [website](#). ~~Here.~~

During the fall and spring semesters, students will be allowed to work a maximum of twenty (20) hours per week to allow for sufficient study in all subjects. During the summer and during breaks when classes are not being held, students may work a maximum of twenty-four (24) hours per week. The number of hours to be worked per week is not guaranteed and should not be expected if the department does not have enough work demand.

Students who graduate or terminate enrollment will no longer be allowed to work effective the date of graduation or termination of enrollment. Exception will be made during the summer for students who have graduated, but will be enrolled in at least (3) credit hours during the summer semester. These students may work through the end of the summer semester.

Students who are enrolled full-time during the fall semester may work the preceding summer without being enrolled in any summer credit hours.

Students should be informed of unsatisfactory work performance and be given the opportunity to improve performance.

Student workers who drop below **six credit hours in the fall or spring semester** ~~full-time status~~ are required to meet with the Financial Aid **Director** in order to determine continuing work eligibility.

Student workers must maintain an overall 2.0 grade point average, which will be monitored by a designee in the Financial Aid Office.

Student workers who are working a 7 ½ hour shift are required to take a ½ hour break (non-paid) no later than the 5th hour.

Prior approval must be obtained from the appropriate ~~Associate Vice President, Chief Financial Officer~~ **Executive Leadership Team member** and the President should determine that a student worker is needed to work in excess of twenty (20) hours a week during the fall and spring semesters, or in excess of twenty-four (24) hours during the summer and during breaks when classes are not being held. Justification should be provided outlining the number of hours, rationale, and the accounts to be charged.

Student workers are required to enroll in and successfully complete BUSI 1202 during the first semester they are employed. BUSI 1202 is a hybrid course which begins with a mandatory face-to-face workshop followed by online modules.

Last Revised: July 14, 2026

**PERMISSION TO CREATE REND LAKE COLLEGE
POLICY & PROCEDURE
2.1512 – RESPONSIBLE AI USE
(First Reading)**

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To grant permission to create Rend Lake College *Policy & Procedure 2.1512 – Responsible AI Use*, first reading, as presented, effective August 11, 2026.

RATIONALE: This policy is being created to address the growing prevalence of artificial intelligence tools, ensure their responsible use and safeguard institutional information.

EFFECTIVE DATE: August 11, 2026

2.1512 Responsible AI Use

POLICY

Rend Lake College encourages the responsible use of artificial intelligence (AI) tools to support student success and employee productivity. The college permits responsible use of artificial intelligence tools, including large language models (LLMs), AI agents, and tools that can take actions or complete tasks on a user's behalf, only in a manner consistent with applicable law, College policy, and information security requirements.

For purposes of this policy:

- “Consumer AI tool” means an artificial intelligence application or service offered for general individual use, whether free or paid, that a user can access directly without a college approved contract, security review, or institutional administrative oversight.
- “Public AI tool” means an artificial intelligence application or service that is publicly accessible over the internet and has not been specifically approved by Rend Lake College for use with protected, confidential, or restricted College data.
- “Approved AI tool” means an artificial intelligence application or service that has been formally reviewed and approved by Rend Lake College for an identified institutional use.
- “AI agent” means an artificial intelligence application or service that can initiate actions, carry out multi-step tasks, access files or applications, interact with websites or systems, make decisions, or act on behalf of a user with limited direct human intervention.

No employee, contractor, or other authorized user may enter, upload, paste, transmit, or otherwise disclose protected, confidential, or restricted College data into any consumer, public, unapproved AI tool, or unapproved AI agent.

For purposes of this policy, protected data includes student education records and Personally Identifiable Information (PII) governed by the Family Educational Rights and Privacy Act (FERPA), employee confidential information, nonpublic personal financial information governed by the Gramm-Leach-Bliley Act (GLBA), and payment cardholder data subject to Payment Card Industry Data Security Standard (PCI DSS) requirements.

The following data may not be used in consumer, public, or unapproved AI tools:

- Student records, grades, schedules, advising notes, accommodation information, disciplinary information, financial aid information, and any other FERPA-protected education record.
- Employee personnel records, health-related records, background check information, salary data, disciplinary information, or other confidential employment information.
- Bank account information, tax information, student financial records, loan data, or other GLBA-covered financial information.
- Credit card numbers, cardholder data, payment processing data, or other information subject to PCI DSS controls.
- Passwords, multifactor authentication codes, API (application programming interface) keys, security configurations, vulnerability data, or incident response information.

Employees remain responsible for ensuring the accuracy, appropriateness, and lawful use of AI-generated output and may not delegate final decisions involving student status, financial aid, discipline, employment, or other legally significant matters solely to AI.

Violations of this policy may result in removal of access, disciplinary action, and any other corrective measures authorized by Rend Lake College policy or related laws.

PROCEDURE

The AI Task Force will serve as a clearinghouse for requests for use of LLMs and AI tools. Requests must include the particular tool being requested and the intended purpose of its use. The AI Task Force will vet the tool and make a recommendation to PELT. Any AI tool used with protected College data must be reviewed and approved by the Chief Information Officer and the President's Executive Leadership Team before use.

If a particular LLM or AI tool is deemed to be a security risk or pose other threats, the use of that tool will be prohibited, and the IT Department will make efforts to prevent its use.

Last Revised: August 11, 2026

APPROVAL OF 2026 – 2027 HANDBOOKS (TO BE PROVIDED)

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To approve the following 2026-2027 Handbooks as provided, with addenda as needed:

Children's Center Family Handbook
Children's Center Staff Handbook
CNA Handbook
Employee Handbook
EMT Basic Handbook
EMT Paramedic Handbook
Instructor Reference Guide
Medical Coding Handbook
Nursing Handbook
Pharmacy Tech Handbook
Student Worker Handbook
Studio RLC Handbook

RATIONALE: The provided Handbooks have been updated to reflect revisions to board policy & procedure and/or updates to processes that have changed within the program.

EFFECTIVE DATE: July 14, 2026

ANNUAL REVIEW AND ACCEPTANCE OF COLLEGE MISSION STATEMENT AND MISSION DOCUMENT

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To review and accept the College Mission Statement presented below, as well as the mission document, as provided.

Rend Lake College provides accessible, high-quality educational opportunities which empower a diverse student population to achieve their goals and contribute to their communities. We are committed to our students' success in achieving their academic and career goals and to meeting the workforce and training needs of our community. With Rend Lake College, student journeys start here.

RATIONALE: Annual board review of our mission documents was adopted as part of the strategic planning process in order to keep the mission prevalent in the college's regular operations and to meet the Higher Learning Commission's accreditation requirements.

EFFECTIVE DATE: July 14, 2026

COLLEGE MISSION

MISSION

The mission statement is the essential purpose of the college from which all college activities originate:

Rend Lake College provides accessible, high-quality educational opportunities which empower a diverse student population to achieve their goals and contribute to their communities. We are committed to our students' success in achieving their academic and career goals and to meeting the workforce and training needs of our community. With Rend Lake College, student journeys start here.

Value Statement:

In serving our students and community, we are student-focused, authentic, and resourceful.

INSTITUTIONAL OUTCOMES

Rend Lake College has adopted four essential learner outcomes, fundamental learning objectives embedded in every program of study, that all degree-completing students should be able to demonstrate. These are:

Critical Thinking: Demonstrate the ability to think in a self-directed, reflective manner when understanding, evaluating, and solving problems.

Problem-Solving: Demonstrate the ability to resolve computational problems.

Oral Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through verbal and non-verbal language.

Written Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through written language.

WHO WE ARE

Institutional history defines the College from the perspective of organization and assets; however, the people who operate within the college systems and manage those assets are the primary element for successful education. We believe all employees, regardless of their job description, are part of each student's education. Administrative, community outreach, student service, and physical plant personnel all support the student learning process. Our instructors are primary points of contact with the Rend Lake College educational experience. These educators are generally organized into four divisions: Allied Health; Applied Science & Technology; Arts and Sciences; and Community & Corporate Education. Whether in a supporting role or as a direct point of contact, each college employee draws upon professional expertise and academic accomplishment to promote the success of every student.

WHO WE SERVE

Student-centered colleges are best defined by who they serve. An understanding of the distinctiveness of our student population allows us to effectively meet the goals of our programs and succeed in our mission. RLC is committed to fair treatment, access, opportunity and advancement for all students, faculty, and staff, while striving to identify and eliminate barriers that have prevented the full participation of some groups.

Our population's cultural distinctiveness is centered on age and socioeconomic status more than diverse ethnic origin. As global connectivity broadens, so too do our program offerings. We continue to serve groups with diverse characteristics, such as:

- Age
- Disability
- Gender
- National origin
- Race/ethnicity
- Religion
- Socioeconomic status
- Special populations

Rend Lake College provides general, transfer, and career technical education to both traditional and non-traditional students through the use of reciprocal agreements; regional, state, and national education programs; dual-credit high school classes; and opportunities for civic engagement. We offer skill and trade opportunities for students seeking employment and economic mobility. We also provide professional and personal fulfillment as well as growth through community and corporate education classes.

Often, an individual's purpose for engaging with the college is a combination of factors such as:

- Career Retraining
- Economic Mobility
- Enrichment / Hobby
- Lifelong Learning
- Discovery / Curiosity
- Educational Requirements
- Healthy Lifestyle
- New / Enhanced Skills

Rend Lake College values neurodiversity, including conditions such as autism, ADHD, dyslexia, and dyspraxia, as a crucial aspect of human variation that enhances our educational journey and community. Our commitment is to foster a supportive environment where neurodivergent individuals are acknowledged, respected, and enabled to unleash their full capabilities.

Working together, we can create a brighter future for all individuals, including those with neurodivergent conditions, by providing them with the necessary resources, support, and opportunities for success in and out of the classroom. Our commitment to embracing neurodiversity and learning more about its impact will bring positive outcomes for everyone involved.

COMMON OUTCOME

Regardless of the cultural backgrounds, purposes or origins of our constituents, Rend Lake College serves each individual equally with an open admission policy and an opportunity for success. Furthermore, Rend Lake College is united by the shared commitment of students, faculty, staff, and community to meet its institutional, educational, and program objectives.

**APPROVAL OF JOINT AGREEMENT FOR DUAL
CREDIT EDUCATIONAL COOPERATION BETWEEN
REND LAKE COLLEGE, DISTRICT #521
AND
JOHN A LOGAN COLLEGE, DISTRICT #530**

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To approve a Joint Agreement for Dual Credit Educational Cooperation between Rend Lake College, District #521 and John A. Logan College, District #530, as presented, effective July 14, 2026.

RATIONALE: This Joint Agreement will allow the community colleges listed above to provide additional educational programs to the high school students of each district.

EFFECTIVE DATE: July 14, 2026

**A JOINT AGREEMENT FOR DUAL CREDIT EDUCATIONAL COOPERATION BETWEEN
REND LAKE COLLEGE, DISTRICT #521
AND
JOHN A. LOGAN COLLEGE, DISTRICT #530**

This agreement effective Fall 2026 – Spring 2027 entered into between the Board of Trustees of the above listed community colleges for the expressed purpose of providing additional educational programs to the high school students of each district. The above listed community colleges will follow the Dual Credit Quality Act (110 ILCS 27).

Purpose

It is the desire of the districts entering into this agreement to expand dual credit educational services to their respective high school students.

I. Instructional Identification

For the purpose of this agreement, the college district sending the students to another college will be referred to as the “sending district” and the college receiving students from another district will be referred to as the “receiving district.”

II. Educational Programs/Courses

Any educational program/course offered by and between the parties to this agreement shall be approved by the Illinois Community College Board and the Board of Higher Ed. Dual credit courses can be established upon the receiving institution ensuring the courses meet its dual credit standards.

Rend Lake College, District #521, agrees to accept dual credit students from John A. Logan College, District #530, as follows:

HIGH SCHOOL	PROGRAM	RLC COURSE
Marion High School	Architecture	CAAD 1201 – Introduction to CAD CAD 1203 – CAD Applications-Architectural CAD 1204 – CAD Applications-Mechanical CAD 1208 – CAD Applications-3D BUSI 1202 – Employability Skills
Marion High School	Culinary Arts	CULA 1202 – Nutrition and Menu Planning CULA 1207 – Culinary Math
Frankfort Community High School	Entrepreneurship	BUSI 1202 – Employability Skills BUSI1203 – Entrepreneurial Skills BUSI 1204 – Business Functions MGMT 2201 – Principles of Management

John A. Logan College, District #530, agrees to accept students from Rend Lake College, District #521, as follows:

HIGH SCHOOL	PROGRAM	JAL COURSE
Benton High School	Construction Management	CMG 110 – Wood Frame Construction

The sending district will provide placement test scores to the receiving district if required for any of its in-district students.

III. STUDENT ENROLLMENT AND RESPONSIBILITY

The cooperating institutions allow program/course enrollment included in this agreement on the same basis as enrollment for in-district students. High schools wishing to pursue a course contained in this agreement may enter into an agreement with the receiving college. Students will pay any charges assessed per the district schools MOU with the receiving college. The students from the sending district will assume the same responsibilities and comply with the same rules and regulations as in-district students of the receiving district.

IV. RECEIVING DISTRICT’S RESPONSIBILITIES

The receiving district shall maintain academic control of its courses.

The receiving district will maintain the official records which include the student’s transcript, grades, and other related records. The receiving district will award any certificate earned by the student.

The receiving district shall, at the end of each semester, provide the sending district with a listing of the sending district’s students, name of the course(s) enrolled, and the number of credit hours they were enrolled in each of the courses covered by this agreement during the preceding semester.

The receiving college will notify the sending college before the receiving college conducts recruitment activities for programs outlined in this agreement within the sending college’s district. At no time will a receiving college recruit students for programs/courses not listed in this agreement within the sending college’s district.

V. FINANCE

The receiving district shall claim credit hours or other state and federal reimbursement normally received for students of its district for any course contained in this agreement but will receive no equalization for these students. The sending district will pay no chargeback to the receiving district for any program/course contained in this agreement but will receive equalization for these students.

Procedurally, high schools who wish to enroll their students at the receiving district in any of the courses herein identified will secure from their sending district a letter designating them as eligible to participate in the specific program/course covered by this cooperative agreement. The letter will be sent directly to the receiving district.

VI. PUBLICITY AND CATALOG

The receiving and sending districts may assist each other in distributing information about programs/courses covered under this agreement to high schools within their respective districts.

VII. AMENDMENTS TO AGREEMENT

This agreement will be reviewed annually or at any time by mutual written consent of the participating colleges. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

VIII. TERMINATION

This agreement may be terminated at any time by the participating colleges. In the event of such termination, students who have entered the educational programs/courses covered by this agreement shall be allowed to complete.

The following responsible college representatives commit the aforementioned agencies to this joint agreement.

REND LAKE COLLEGE
District #521

President

Date

JOHN A. LOGAN COLLEGE
District #530



President



Date

APPROVAL OF FY 2027 TENTATIVE BUDGET (TO BE PROVIDED)

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To approve the tentative FY 2027 budget as presented.

RATIONALE: Provided as a separate document, the FY 2027 budget is presented in a tentative form at the July meeting.

As required by law, the proposed budget will be available for public inspection for thirty (30) days and a public hearing on the budget will be held at 6:30 p.m. as part of the regular board of trustees meeting to be held on September 8, 2026.

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION – MAINTENANCE TECHNICIAN

Rend Lake Board of Trustees

July 14, 2026

RECOMMENDATION: To accept with regret the resignation of Mr. Alex Volini, Maintenance Technician, effective August 6, 2026.

EFFECTIVE DATE: August 6, 2026

July 7, 2026

President Lori Ragland
Rend Lake College
468 N Gray Parkway
Ina, IL 62864

Dear Dr. Lori Ragland,

Please accept this letter as my formal notification that I am resigning from my position as Maintenance Technician at Rend Lake College. My last day of employment will be Thursday, August 6, 2026.

I want to express my sincere gratitude for the opportunities I have had during my time with the college. I have thoroughly enjoyed my time employed here and am proud of the work we accomplished to keep the campus safe, functional, and running smoothly for our students and staff. I am incredibly grateful for the experiences that helped me grow into the technician I am today. Working with such a talented, motivated, and dedicated team has been an absolute honor. I will always cherish the lifelong friendships and memories I made during my time here at RLC.

During my remaining time, I am fully committed to completing any outstanding work orders and assisting in the transition of my responsibilities. Please let me know how I can best help during this period.

Thank you again for a wonderful employment experience. I wish the Physical Plant and the entire Rend Lake College family continued success.

Cheers,

A handwritten signature in black ink that reads "Alex Volini". The signature is written in a cursive, slightly slanted style.

Alex Volini



REND LAKE COLLEGE

468 N. Ken Gray Pkwy
Ina, IL 62846
618.437.5321 • www.rlc.edu

OFFICE OF THE PRESIDENT

July 7, 2026

Mr. Alex Volini



Dear Alex,

I am in receipt of your resignation letter dated July 7, 2026, resigning from your position of Maintenance Technician at the Rend Lake College effective August 6, 2026.

I accept with regret your resignation on behalf of the Board of Trustees.

Very truly yours,

A handwritten signature in cursive script that reads "Lori Ragland".

Lori Ragland
President

LR/mh

APPROVAL OF REVISION TO FY27 SALARIES

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To approve revision to FY 2027 salaries as provided, retroactive to July 1, 2026.

RATIONALE: To correct the FY27 salaries which were incorrectly reported at the June board meeting.

EFFECTIVE DATE: July 1, 2026

APPOINTMENT OF LEAD TEACHER – INFANT ROOM FOR REND LAKE COLLEGE FOUNDATION CHILDREN’S CENTER

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To appoint Ms. Mackenzie Gray as Lead Teacher -Infant Room for the Rend Lake College Foundation Children’s Center on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000, prorated for the remainder of the fiscal year, effective July 16, 2026.

RATIONALE: Ms. Gray possesses twelve years of experience as an Early Childhood Educator. Over the past 20 months, she has served as the Assistant Teacher in the RLCFCC infant room. Mackenzie is familiar with RLCFCC policy and procedures and already knows the daily operations of the infant room. She has the necessary skills and experience to be successful in this position.

EFFECTIVE DATE: July 16, 2026

If Employment:

JOB TITLE: Lead Teacher Infant Room- Rend Lake College Foundation Children’s Center

SALARY: \$36,000

CLASSIFICATION : Professional/Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/ NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: NA

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Lead Teacher Infant Room- Rend Lake College Foundation Children's Center
Number of Applicants:	4
Number of Applicants who met the advertised requirements:	3
Number of Applicants Interviewed:	2
Applicants Interviewed by:	Christy Jean, Tommie Hall, Hillary Halsey, John Gulley, Corey Phillips

Applicant Recommended: Ms. Mackenzie Gray

Educational Preparation: Rend Lake College
AAS – Early Childhood Education
2013-2015

Experience:

Rend Lake College Foundation
Children's Center
9/2024-Present
Assistant Teacher – Infant Room

Rascal X-Press
11/2022-9/2024
Early Childhood Educator

Kids Corral
6/2022-11/2022
Early Childhood Educator

APPOINTMENT OF ADMINISTRATIVE ASSISTANT – ENROLLMENT SERVICES

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To appoint Ms. Jennifer Junkins as Administrative Assistant -Enrollment Services, on a full-time, 50-week, non-tenure track contract at an annual salary of \$38,000 prorated for the remainder of the fiscal year, pending a successful background check and transcript audit, effective August 3, 2026.

RATIONALE: Ms. Junkins meets all job requirements and has an extensive employment background providing customer service. This position will serve both Academic Advisement and Financial Aid.

EFFECTIVE DATE: August 3, 2026

If Employment:

JOB TITLE: Administrative Assistant – Enrollment Services

SALARY: \$38,000

CLASSIFICATION : Clerical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: NA

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Administrative Assistant – Enrollment Services
Number of Applicants:	36
Number of Applicants who met the Advertised Requirements:	17
Number of Applicants Interviewed:	5
Applicants Interviewed by:	Jena Jensik, Buster Leeck, ReAnne May, Mindy Reach, Dara Whaley

<u>Applicant Recommended:</u>	Jennifer Junkins
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<u>Educational Preparation:</u>	Associate in Science Lincoln Trail College 1994-1996
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<u>Experience:</u>	SSM Health Benefits Specialist 2023—Present
	SSM Health Employee Health Office Assistant 2022-2023
	SSM Health Senior Benefits Specialist/Benefits Analyst 2018-2021

APPOINTMENT NURSING INSTRUCTOR

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To appoint Ms. Angela Lively as Nursing Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$66,755, prorated for the remainder of the fiscal year, effective July 27, 2026.

RATIONALE: Ms. Lively holds a Master of Science in Nurse Practitioner and has worked as an RN in the clinical setting since 2018. She has served as a tutor and lab assistant for the nursing program as well this past academic year. Ms. Lively is well-positioned to be successful in this role.

EFFECTIVE DATE: July 27, 2026

If Employment:

JOB TITLE: Nursing Instructor

SALARY: \$66,755

CLASSIFICATION : Faculty

OF WEEKS: 50

TENURE TRACK: Yes X No _____

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Exempt

EXEMPT CLASSIFICATION: Learned Professional

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Nursing Instructor
Number of Applicants:	4
Number of Applicants who met the advertised requirements:	3
Number of Applicants contacted for an interview:	3
Number of Applicants interviewed:	2
Applicants Interviewed by:	Susan Wiley, Bria Robinson, Cheyenne McCoy, Chris Edwards, Kim Wilkerson

Applicant Recommended: Angela Lively

Educational Preparation: Chamberlin University
MSN - 2026
BSN - 2023

Rend Lake College
ADN
2018

Experience: Rend Lake College
September 2025 – May 2026
Nursing Tutor & Lab Assistant, Part-time

SSM Good Samaritan
February 2025 – September 2025
RN Staff, Cardiac Step Down Unit

September 2024 – February 2025
RN Staff, Emergency Room

January 2023 – August 2024
RN Staff, Good Sam Clinic

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

July 14, 2026

RECOMMENDATION: To ratify the payment of college expenses including travel expense reimbursements as presented.

EFFECTIVE DATE: July 14, 2026

REND LAKE COLLEGE
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)
For the Twelve Months Ending June 30, 2026

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		JUNE	YEAR-TO-DATE	BUDGET	
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (5,093,131.00)	\$ -	\$ (4,773,827.42)	\$ (319,303.58)	93.73%
STATE GOVERNMENT	\$ (8,331,737.00)	\$ (571,720.55)	\$ (7,244,675.00)	\$ (1,087,062.00)	86.95%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (1,544.04)	\$ (24,286.39)	\$ 2,286.39	110.39%
TUITION & FEES	\$ (7,294,370.00)	\$ (5,861.25)	\$ (7,976,000.95)	\$ 681,630.95	109.34%
SALES & SERVICE	\$ (970,054.00)	\$ (45,615.98)	\$ (1,034,066.20)	\$ 64,012.20	106.60%
FACILITIES REVENUE	\$ (655,900.00)	\$ 75,724.55	\$ (462,041.63)	\$ (193,858.37)	70.44%
INVESTMENTS	\$ (401,500.00)	\$ (123,336.71)	\$ (1,660,851.08)	\$ 1,259,351.08	413.66%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (570,044.00)	\$ (71,200.71)	\$ (535,372.93)	\$ (34,671.07)	93.92%
TOTAL REVENUES	\$ (23,338,736.00)	\$ (743,554.69)	\$ (23,711,121.60)	\$ 372,385.60	101.60%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 12,256,091.00	\$ 962,490.82	\$ 11,069,176.37	\$ 1,186,914.63	90.32%
EMPLOYEE BENEFITS	\$ 2,952,542.00	\$ 554,413.10	\$ 2,312,792.95	\$ 639,749.05	78.33%
CONTRACTUAL SERVICES	\$ 1,646,500.00	\$ 100,679.66	\$ 1,717,490.12	\$ (70,990.12)	104.31%
MATERIALS/SUPPLIES	\$ 2,232,000.00	\$ 197,201.51	\$ 2,126,640.34	\$ 105,359.66	95.28%
CONF/MEETING/TRAVEL	\$ 461,450.00	\$ 14,096.15	\$ 437,250.78	\$ 24,199.22	94.76%
FIXED CHARGES	\$ 183,150.00	\$ 7,564.55	\$ 178,453.39	\$ 4,696.61	97.44%
UTILITIES	\$ 946,700.00	\$ 76,601.12	\$ 1,114,249.42	\$ (167,549.42)	117.70%
CAPITAL OUTLAY	\$ 432,000.00	\$ 416,212.04	\$ 631,922.06	\$ (199,922.06)	146.28%
OTHER EXPENSES	\$ 2,212,000.00	\$ 38,874.90	\$ 2,721,593.30	\$ (509,593.30)	123.04%
TOTAL EXPENSES	\$ 23,322,433.00	\$ 2,368,133.85	\$ 22,309,568.73	\$ 1,012,864.27	95.66%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,415,639.00	\$ -	\$ 610,310.02	\$ 805,328.98	
OP TRANSFER FROM OTHER FUNDS	\$ (1,715,639.00)	\$ -	\$ (610,310.02)	\$ (1,105,328.98)	
TOTAL TRANSFERS	\$ (300,000.00)	\$ -	\$ -	\$ (300,000.00)	
GRAND TOTAL	\$ (316,303.00)	\$ 1,624,579.16	\$ (1,401,552.87)	\$ 1,085,249.87	

REND LAKE COLLEGE
Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit, Tort)
For the Twelve Months Ending June 30, 2026

	ACTUAL		ACTUAL	
	JUNE		YEAR-TO-DATE	
REVENUES				
RESTRICTED FUNDS				
LOCAL GOVERNMENT	\$	-	\$	(4,539,072.97)
STATE GOVERNMENT	\$	(365,369.73)	\$	(2,662,695.17)
FEDERAL GOVERNMENT	\$	(67,862.57)	\$	(6,403,469.91)
TUITION & FEES	\$	-	\$	-
SALES & SERVICE	\$	-	\$	(52,131.06)
FACILITIES REVENUE	\$	-	\$	-
INVESTMENTS	\$	-	\$	(726,739.18)
NON GOVERNMENT	\$	(2,040,680.20)	\$	(2,594,580.82)
OTHER	\$	(2,119.71)	\$	(343,949.29)
TOTAL REVENUES	\$	(2,476,032.21)	\$	(17,322,638.40)
EXPENSES				
RESTRICTED FUNDS				
SALARIES	\$	211,410.60	\$	2,487,135.20
EMPLOYEE BENEFITS	\$	85,281.94	\$	752,461.33
CONTRACTUAL SERVICES	\$	74,572.48	\$	1,271,165.60
MATERIALS/SUPPLIES	\$	21,600.09	\$	327,248.94
CONF/MEETING/TRAVEL	\$	10,070.92	\$	178,501.06
FIXED CHARGES	\$	23,814.42	\$	4,508,832.92
UTILITIES	\$	704.05	\$	16,394.15
CAPITAL OUTLAY	\$	477,619.61	\$	5,910,715.08
OTHER EXPENSES	\$	449,320.85	\$	6,212,812.21
TOTAL EXPENSES	\$	1,354,394.96	\$	21,665,266.49
TRANSFERS				
OP TRANSFER TO OTHER FUNDS	\$	-	\$	-
OP TRANSFER FROM OTHER FUNDS	\$	-	\$	-
TOTAL TRANSFERS	\$	-	\$	-
GRAND TOTAL	\$	(1,121,637.25)	\$	4,342,628.09

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	June 2026	May 2026	April 2026	March 2026	February 2026	January 2026
Operating Account	\$ 35,927,033.20	\$ 37,719,384.23	\$ 37,542,341.07	\$ 38,109,106.00	\$ 38,475,661.53	\$ 39,270,203.43
Working Cash	\$ 453,302.43	\$ 415,668.34	\$ 414,335.79	\$ 333,744.74	\$ 297,178.80	\$ 228,645.90
*Working Cash CD's	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00
2023B Bond Account	\$ 1,140,390.98	\$ 1,136,850.72	\$ 1,816,585.58	\$ 1,810,936.04	\$ 1,805,115.13	\$ 1,799,875.04
Investments**						
Liquid Fund	\$ 283,357.22	\$ 282,531.15	\$ 281,681.67	\$ 280,859.78	\$ 255,302.48	\$ 140.48
MAX Fund	\$ 107,530.15	\$ 107,215.52	\$ 106,891.96	\$ 106,578.94	\$ 106,257.67	\$ 105,965.76
Cert of Deposit	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,776,850.00
Cert of Deposit (DTC)	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 51,184,567.12	\$ 52,934,603.10	\$ 53,434,789.21	\$ 53,959,275.38	\$ 54,257,565.49	\$ 54,950,030.49

	December 2025	November 2025	October 2025	September 2025	August 2025	July 2025
Operating Account	\$ 39,311,873.48	\$ 41,352,682.51	\$ 40,442,796.13	\$ 41,952,620.23	\$ 39,484,608.79	\$ 41,662,245.51
Working Cash	\$ 227,915.19	\$ 191,643.42	\$ 156,646.08	\$ 126,176.11	\$ 6,191,741.70	\$ 6,168,127.90
*Working Cash CD	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 3,200,000.00	\$ 3,200,000.00
2023B Bond Account	\$ 1,794,080.49	\$ 1,787,932.23	\$ 1,781,382.50	\$ 1,774,967.17	\$ 1,768,411.31	\$ 1,761,669.82
Investments**						
Liquid Fund	\$ 140.17	\$ 74,936.19	\$ 314,984.57	\$ 313,908.38	\$ 788,414.62	\$ 14.88
MAX Fund	\$ 105,641.92	\$ 30,510.43	\$ 30,412.50	\$ 30,308.26	\$ 30,205.40	\$ 30,097.66
Cert of Deposit	\$ 2,776,850.00	\$ 2,776,850.00	\$ 2,536,150.00	\$ 2,536,150.00	\$ 2,536,150.00	\$ 2,769,250.00
Cert of Deposit (DTC)	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 976,993.41	\$ 1,469,142.18
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 54,984,851.13	\$ 56,982,904.66	\$ 56,030,721.66	\$ 57,502,480.03	\$ 54,976,525.23	\$ 57,060,547.95

*Funds invested as follows:

\$454,903.26 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026
 \$6,100,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/3/2026
 \$2,200,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026
 \$500,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026

**The College currently has cash and marketable securities which are invested with the Illinois School District Liquid Asset Fund. These funds are unrestricted funds which can be used for general operating expenses following a directive from the Board of Trustees. These funds are the result of the issuance of Alternate Revenue Source Bonds Series 2010. Investments in the MAX Fund are in a AAA-rated uncollateralized money market account. The underlying investments are authorized under state law. DTC certificates of deposit pay interest in the form of coupon payments, similar to securities.