

# **REND LAKE COLLEGE BOARD OF TRUSTEES MEETING**

**December 9, 2025**

**6:30 PM**

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

**Page  
No.**

- I. Call to Order**
- II. Roll Call**
- III. Department Presentation – Agronomy Innovation Center  
and Land Lab Updates**
- IV. General Information**
  - A. Announcements**
    - 1. Saturday-Thursday, December 6-11, 2025  
**Fall 2025 Semester Exams**  
All Campuses
    - 2. Friday, December 12, 2025; 11am-1pm  
**RLC Employee Holiday Party**  
(offices closed during party)  
Event Center
    - 3. Friday, January 9, 2026; 8am–3:30pm  
**Student Success Day**  
LRC and Event Center
    - 4. Monday, January 12, 2026  
**First Day of Spring 2026 Classes**  
All Campuses
    - 5. Thursday, February 5, 2026; 12pm  
**RLC Foundation Board of Directors Meeting**  
Student Center – PDA
    - 6. Tuesday, February 10, 2026; 3pm-4:30pm  
**RLC Foundation High Tea**  
Event Center

7. Wednesday, February 11, 2026; 3:30pm  
**RLC Banterra Sports Complex Ribbon Cutting and Open House of Complex**  
 Banterra Sports Complex
8. Wednesday, February 11, 2026; 4:30pm-7:30pm  
**RLC Open House**  
 Event Center
9. Tuesday, February 17, 2026; 8am-4pm  
**RLC In-Service**  
 Event Center
10. Thursday, February 26, 2026; 5:30pm  
**Annual RLC Foundation Scholarship Dinner**  
 Event Center

**V. 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

**VI. Resume Open Meeting**

**VII. Approval of Consent Agenda**

Consent Items are marked with an asterisk (\*)

**VIII. Approval of Minutes**

	*	November 18, 2025 Executive Session
02	*	November 18, 2025 Board of Trustees Meeting

**IX. New Business**

- |    |   |   |
|----|---|---|
| 11 | * | A. Course/Curriculum  |
| 13 | * | B. Approval of Revisions to Rend Lake College Board Policy & <i>Procedure</i> 3.1115 – Stipends       |
| 16 | * | C. Approval of Revisions to Rend Lake College Policy & <i>Procedure</i> 1.5000 – Organizational Chart |
|    |   | D. Approval of 2026-2027 Rend Lake College Catalog<br><b>(To Be Provided)</b>                         |

- 26 E. Approval of Rend Lake College Board of Trustees Calendar Year 2026 Meeting Schedule

**X. Personnel**

- 29 A. Retirement Resignation of Coordinator -Technology Integration and Training
- 32 B. Retirement Resignation of Technician -Maintenance
- 35 C. Resignation of Director -Workforce Development
- C. Appointment of Director -TRIO Program **(To Be Provided)**
- 38 D. Permission to Create the Position and Job Description, Advertise for and Ratify the Appointment of Coordinator -Dual Credit / Advisor
- 41 E. Permission to Create the Position and Job Description, Advertise and Ratify the Appointment of Coordinator -Online Learning and Accessibility

**XI. Financial Information**

- 45 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- 46 B. Financials (INFORMATIONAL)

**XII. Reports**

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

**XIII. Public Comment**

**XIV. President's Comments**

**XV. Adjournment**

# MINUTES

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

**November 18, 2025**

**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 6:29pm in the Rend Lake College Event Center.

**ROLL CALL**

Mr. Tony Wielt, Secretary, called the roll.

Those present were:

Mr. John D. Aiken  
Dr. David Asbery  
Mr. Joe Coy  
Mr. Ron Daniels  
Mr. Brian Dorris  
Mr. Larry Manning  
Mr. Tony Wielt  
Mr. Henry Meinert (Student Trustee)

Those absent were:

N/A

Others present were:

Mrs. Lori Ragland, Dr. Chad Copple, Mr. Henry “Buster” Leeck, Mr. John Gulley, Mrs. Kim Wilkerson, Mrs. Cathy DeJarnette, Mr. Donnie Millenbine, Mrs. Andrea Banach, Mr. Greg Hollmann, Mrs. Jena Jensik, Mr. Kent McKown, Mr. Brett Crocker, Mrs. Mary Huggins, Mr. Joe Ervin, Mr. Corey Phillips, Mrs. Amy Newell, Mrs. Vicke Schulte

**TRUTH IN TAXATION  
HEARING**

Mr. John Gulley stated that the purpose of this public hearing is to comply with the Illinois Truth in Taxation Law. A Truth in Taxation notice was posted on October 15, 2025 on a page accessible through a direct link from Rend Lake College’s homepage and

has been accessible for over 30 consecutive days. Truth in taxation notices were published in the manner described in the Truth in Taxation law in the Washington County News, Marion Republican, Mt. Vernon Sentinel, Wayne County Press, McLeansboro Gazette, Franklin County Gazette, Weekly-Press, and Carmi Hometown Register, being newspapers of general circulation published in each county in which any part of the district is located.

Mr. Gulley stated that this increase is necessary for the district's tax rate to keep pace with recent increases in the district's equalized assessed value. Rend Lake College is required by the Illinois Community College Board to levy no less than 95% of our maximum tax rate in order to remain eligible for equalization funding. No one contacted Mr. Gulley prior to the meeting desiring to appear and present testimony. Mr. Gulley opened the floor for public comment. No one came forward to speak.

With no public comments, Chairman Larry Manning asked for a motion to close the public hearing; Mr. Coy motioned; seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

## **GENERAL INFORMATION**

### **ANNOUNCEMENTS**

1. Wednesday-Thursday, November 19 & 20, 2025  
11am-1pm both days  
**Thanksgiving Meal for Students, Staff, and Faculty**  
PDA – Student Center
2. Monday, December 1, 2025; 6:30pm-9pm  
**Winter Concert**  
Theater
3. Thursday, December 4, 2025; 6pm-9pm  
**RLC Foundation 46<sup>th</sup> Annual Dinner**  
Event Center
4. Tuesday, December 9, 2025; 6:30pm  
**RLC Board of Trustees Meeting**  
Event Center

5. Saturday-Thursday, December 6-11, 2025  
**Fall 2025 Semester Exams**  
All Campuses
6. Friday, December 12, 2025; 11am-1pm  
**RLC Christmas Party (office closed during party)**  
Event Center
7. Monday, January 12, 2026  
**First Day of Spring 2026 Classes**  
All Campuses
8. Thursday, February 5, 2026; 12pm  
**RLC Foundation Board of Director's Meeting**  
Student Center – PDA
9. Tuesday, February 10, 2026; 3pm-4:30pm  
**RLC Foundation High Tea**  
Event Center

#### **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. Meinert made a motion; seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:35 PM.

#### **RESUME OPEN MEETING**

Chairman Manning asked for a motion to reopen the public meeting; Mr. Dorris motioned; seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:12 PM, Chairman Manning reconvened the open session of tonight's meeting.

#### **CONSENT AGENDA**

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

1. October 14, 2025 Executive Session\*;
2. October 14, 2025 Board of Trustee Meeting Minutes\*;
3. November 08, 2025 Annual Board Retreat Meeting with edit to remove Jeff Jones from attendance\*;
4. Approval of Revisions to Rend Lake College *Policy* 3.1110 – Computation of Hourly Rate of Pay for Part – Time Employees (Second Reading)\*;

5. Approval of Revisions to Rend Lake College *Policy* 5.1215 – Travel Reimbursement (Second Reading)\*;

Mr. Coy made a motion to approve the Consent Agenda as recommend; 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**

### **REVIEW AND ACCEPTANCE OF REVISED COLLEGE MISSION STATEMENT AND MISSION DOCCUMENT**

Mrs. Ragland recommended to review and accept the revised college mission Statement and mission document, as provided.

As recommended, Mr. Meinert made a motion to review and accept the revised college mission Statement and mission document, as provided. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

### **RATIFY AWARD OF STUDENT CENTER EFFICEINCY PROJECT**

Mrs. Ragland recommended to ratify the award for the Student Center efficiency project for the base bid amount of \$318,400.

As recommended, Mr.Coy made a motion to ratify the award for the Student Center efficiency project for the base bid amount of \$318,400. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes except Mr. Dorris who abstained. Student Trustee voted yes.

### **RESOLUTION TO ADOPT 2025 TAX LEVY (PAYABLE 2026)**

Mrs. Ragland recommended to adopt the 2025 Tax Levy (Payable 2026). The proposed tax levy will be filed in accord with the Truth in Taxation compliance laws.



As recommended, Mr. Aiken made a motion to adopt the 2025 Tax Levy (Payable 2026). The proposed tax levy will be filed in accord with the Truth in Taxation compliance laws. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF  
2026-2027, 2027-2028,  
2028-2029 ACADEMIC  
CALANDERS

Mrs. Ragland recommended to approve the 2026-2027, 2027-2028 and 2028-2029 Academic Calendars as presented, with edits to page 34, 2027 summer semester, to observe Juneteenth on Thursday June 17, 2027.

As recommended, Mr. Dorris made a motion to approve the 2026-2027, 2027-2028 and 2028-2029 Academic Calendars as presented, with edits to page 34, 2027 summer semester, to observe Juneteenth on Thursday June 17, 2027. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERSONNEL**  
RETIREMENT RESIGNATION  
PROFESSOR -  
ENGLISH LITERATURE

Mrs. Ragland recommended to ratify with regret the acceptance of the retirement resignation of Ms. Peggy Davis, English Literature Professor, effective December 31, 2025.

As recommended, Mr. Meinert made a motion to ratify with regret the acceptance of the retirement resignation of Ms. Peggy Davis, English Literature Professor, effective December 31, 2025. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY THE  
APPOINTMENT OF  
RETENTION AND  
CAREER SERVICES

## SPECIALIST

Mrs. Ragland recommended to ratify the appointment of Ms. Misty Bradley as Retention and Career Services Specialist on a full-time, 50-week, non-tenure track contract at an annual salary of \$37,000 prorated for the remainder of the fiscal year, effective November 3, 2025.

As recommended, Mr. Dorris made a motion to ratify the appointment of Ms. Misty Bradley as Retention and Career Services Specialist on a full-time, 50-week, non-tenure track contract at an annual salary of \$37,000 prorated for the remainder of the fiscal year, effective November 3, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

## RATIFY THE APPOINTMENT OF COMPETENCY BASED EDUCATION DIRECTOR

Mrs. Ragland recommended to ratify the appointment of Mr. Matt Jackson as Competency-Based Education (CBE) Director on a full-time, 50-week, non-tenure track contract at an annual salary of \$65,000 prorated for the remainder of the fiscal year, effective November 1, 2025.

As recommended, Dr. Asbery made a motion to ratify the appointment of Mr. Matt Jackson as Competency-Based Education (CBE) Director on a full-time, 50-week, non-tenure track contract at an annual salary of \$65,000 prorated for the remainder of the fiscal year, effective November 1, 2025. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

## APPOINTMENT OF COORDINATOR RECREATIONAL CENTER WITH ASSISTANT MEN'S BASKETBALL COACHING AND REVISIONS TO JOB DESCRIPTION

(TO BE PROVIDED)

Mrs. Ragland recommended to appoint Mr. Nicholas “Nick” Boone as Coordinator of the Recreational Center with Assistant Men’s Basketball Coaching on a full-time, 50-week, non-tenure track contract at an annual salary of \$43,000 prorated for the remainder of the fiscal year and revise job description, effective November 19, 2025.

As recommended, Mr. Meinert made a motion to appoint Mr. Nicholas “Nick” Boone as Coordinator of the Recreational Center with Assistant Men’s Basketball Coaching on a full-time, 50-week, non-tenure track contract at an annual salary of \$43,000 prorated for the remainder of the fiscal year and revise job description, effective November 19, 2025. This motion was seconded by Mr. Wielt. 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**

Mrs. Ragland recommended to ratify the payment of college expenses.

As recommended, Dr. Asbery made a motion to ratify the payment of college expenses. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

### **REPORTS**

#### **ACADEMIC COUNCIL**

Academic Council President, Mr. Joe Ervin stated there were no updated courses and discussed the future of their committees and subcommittees.

#### **ICCTA REPRESENTATIVE**

No Report

#### **RLC FOUNDATION**

Executive Director of Administrative Services, Mrs. Cathy DeJarnette, announced the Annual Foundation Dinner will be December 4<sup>th</sup>. The Board of Directors voted via email to transfer an asset (the stand alone athletic wall) to the college that was built in 2007. Its removal was necessary with the expansion of the gymnasium and Banterra Complex. The pieces from

the wall will be included within the gymnasium. A Ribbon Cutting and Open House of the facility will be held in February.

ACCREDITATION

No Report

OBSOLETE EQUIPMENT

Dean of Facilities and Campus Operations, Mr. Donnie Millenbine stated they have sold \$431 worth of obsolete equipment on govdeals.com with more items to be listed.

**PUBLIC COMMENT**

None

**PRESIDENT'S COMMENTS**

President Lori Ragland thanked the trustees for attending the Board of Trustees retreat and thanked Mrs. Mary Huggins for organizing the retreat. President Ragland informed the group she will be taking a group from RLC to an ICCCA conference to attend meetings with colleagues.

**ADJOURNMENT**

There being no other business, at 7:30pm all Trustees present voted aye in favor of adjourning.

The motion to adjourn was made by Mr. Daniels and seconded by Mr. Meinert

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Chairman

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Secretary

# NEW BUSINESS

# **COURSE / CURRICULUM APPROVALS**

*Rend Lake College Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To approve the development of a new course, changes to existing curriculum, and to authorize their submission to the Illinois Community College Board (ICCB) for action effective on the dates listed.

**RATIONALE:** The attached items have been approved by the Curriculum Committee and Academic Council. These changes improve the college's educational offerings and support efforts to enhance the quality of instruction.

**Curriculum Committee Meeting – November 24, 2025**  
**Academic Council Meeting – December 1, 2025**

The following requests for new courses and changes to new curriculum were approved:

**Approval – New Course**

MATH 1131 Mathematics for Elementary Teachers  
*Effective 8/1/26*

*The following changes are for informational purposes and do not need submission to ICCB.*

ARCH 0009 Computer Aided Drafting Occupational Certificate  
*Effective 1/1/26*

**Signatures**

Curriculum Committee Chair Kathryn Helmers Date 12/02/2025

Academic Council Chair Joseph Enn Date 12/02/2025

Vice President Kimberly Wilkerson Date 12/02/2025

# **APPROVAL OF REVISIONS TO REND LAKE COLLEGE BOARD POLICY & *PROCEDURE 3.1115 – STIPENDS***

*Rend Lake College Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To approve revisions to current Rend Lake College Board Policy & *Procedure 3.1115 – Stipends*, as presented, to be effective December 9, 2025.

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

**EFFECTIVE DATE:** December 9, 2025



### 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	650	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		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	<b>Ryan Trokey</b>
Men's Basketball Coach	\$18,000	1200	Tim Wills
<del>Men's Basketball Assistant Coach</del>	<del>\$12,000</del>	<del>800</del>	<del>Nick Boone</del>
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
<b><u>Softball Assistant Coach</u></b>	<b><u>\$12,000</u></b>	<b><u>800</u></b>	<b><u>OPEN</u></b>
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

**APPROVAL OF REVISIONS TO  
REND LAKE COLLEGE  
POLICY & *PROCEDURE* 1.5000 –  
ORGANIZATIONAL CHART**

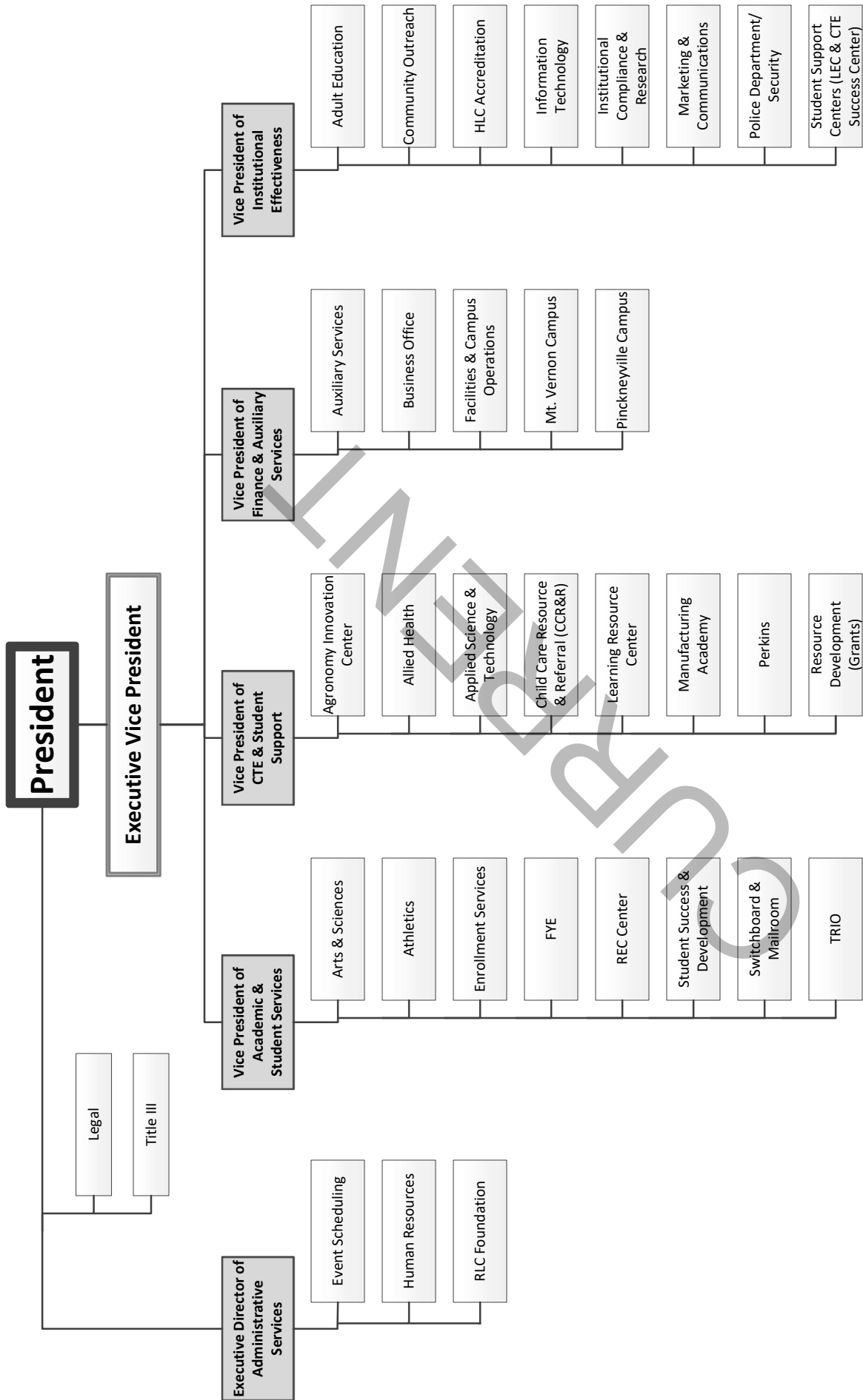
***Rend Lake College Board of Trustees***

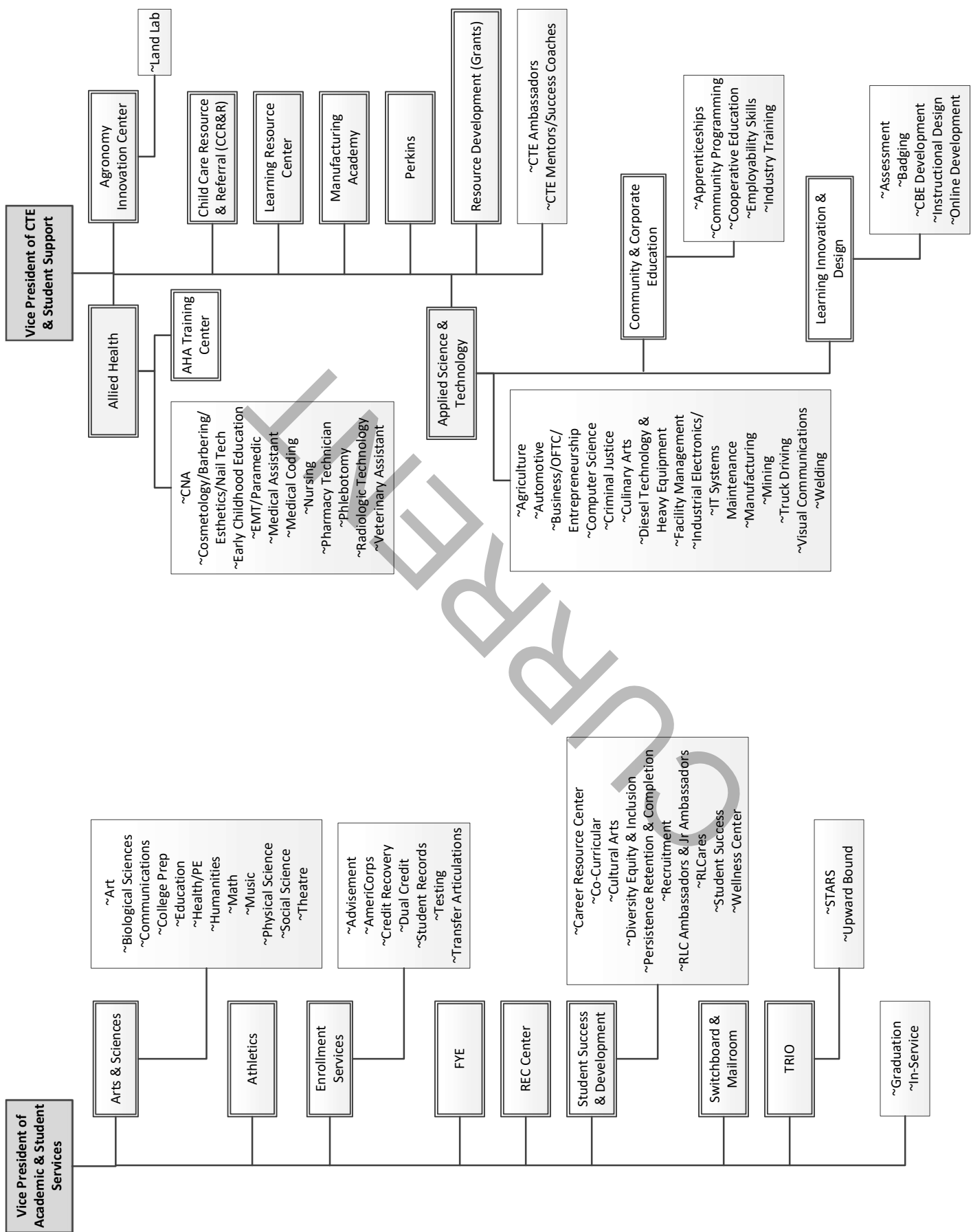
**December 9, 2025**

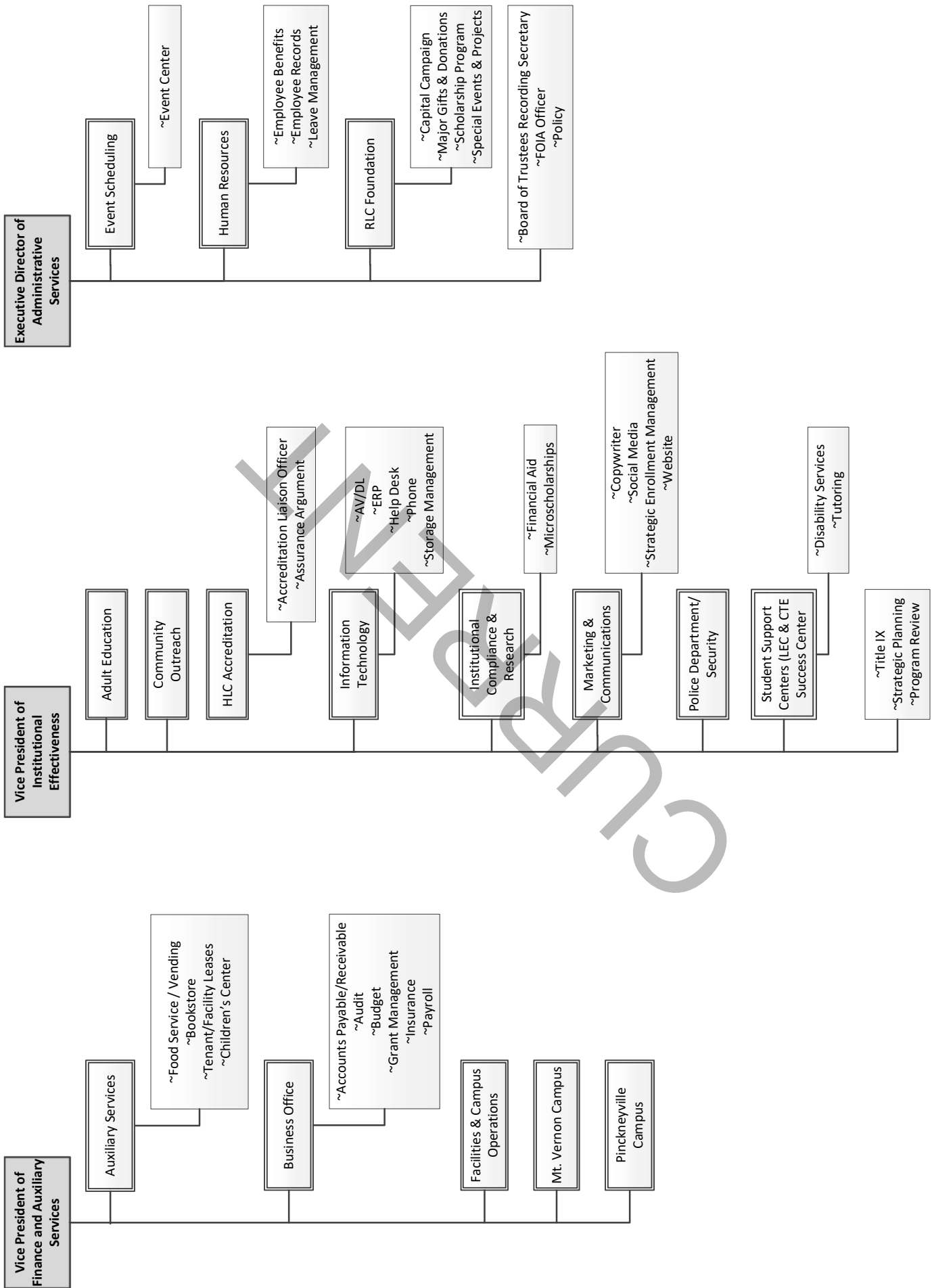
**RECOMMENDATION:** To approve revisions to Policy & *Procedure* 1.5000 Organizational Chart, as presented, effective December 9, 2025.

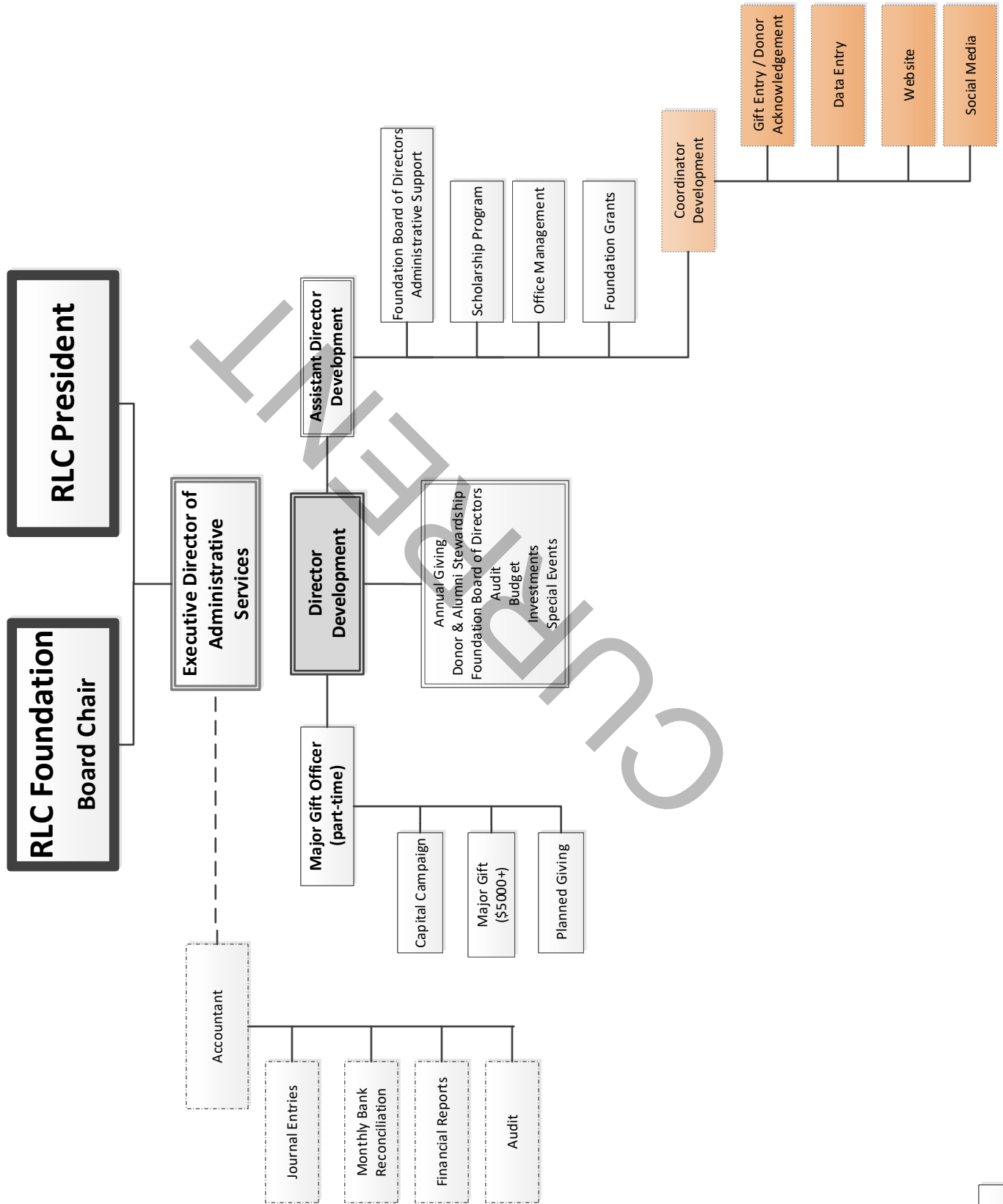
**RATIONALE:** These changes are needed to better reflect the organizational structure of the institution.

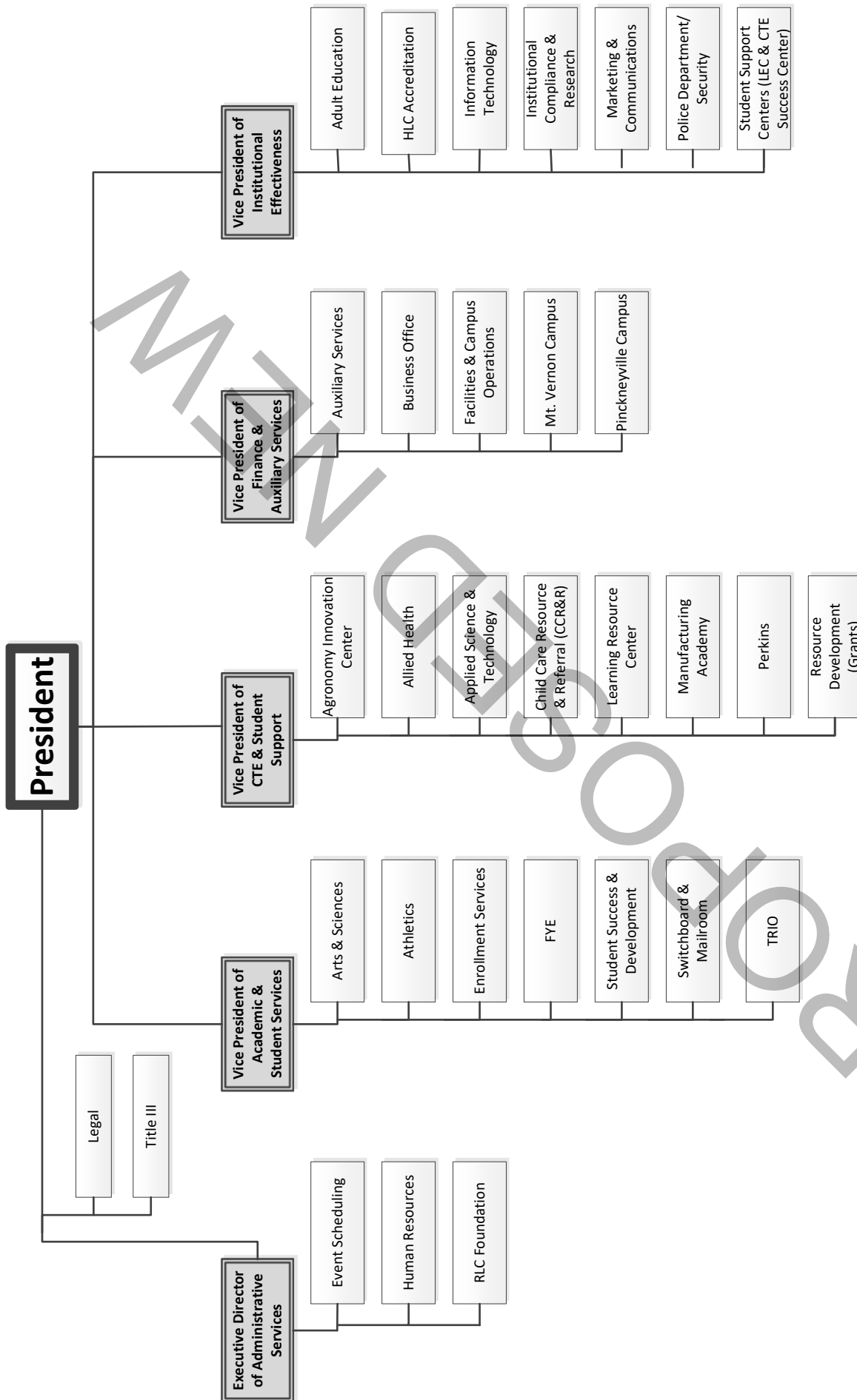
**EFFECTIVE DATE:** December 9, 2025



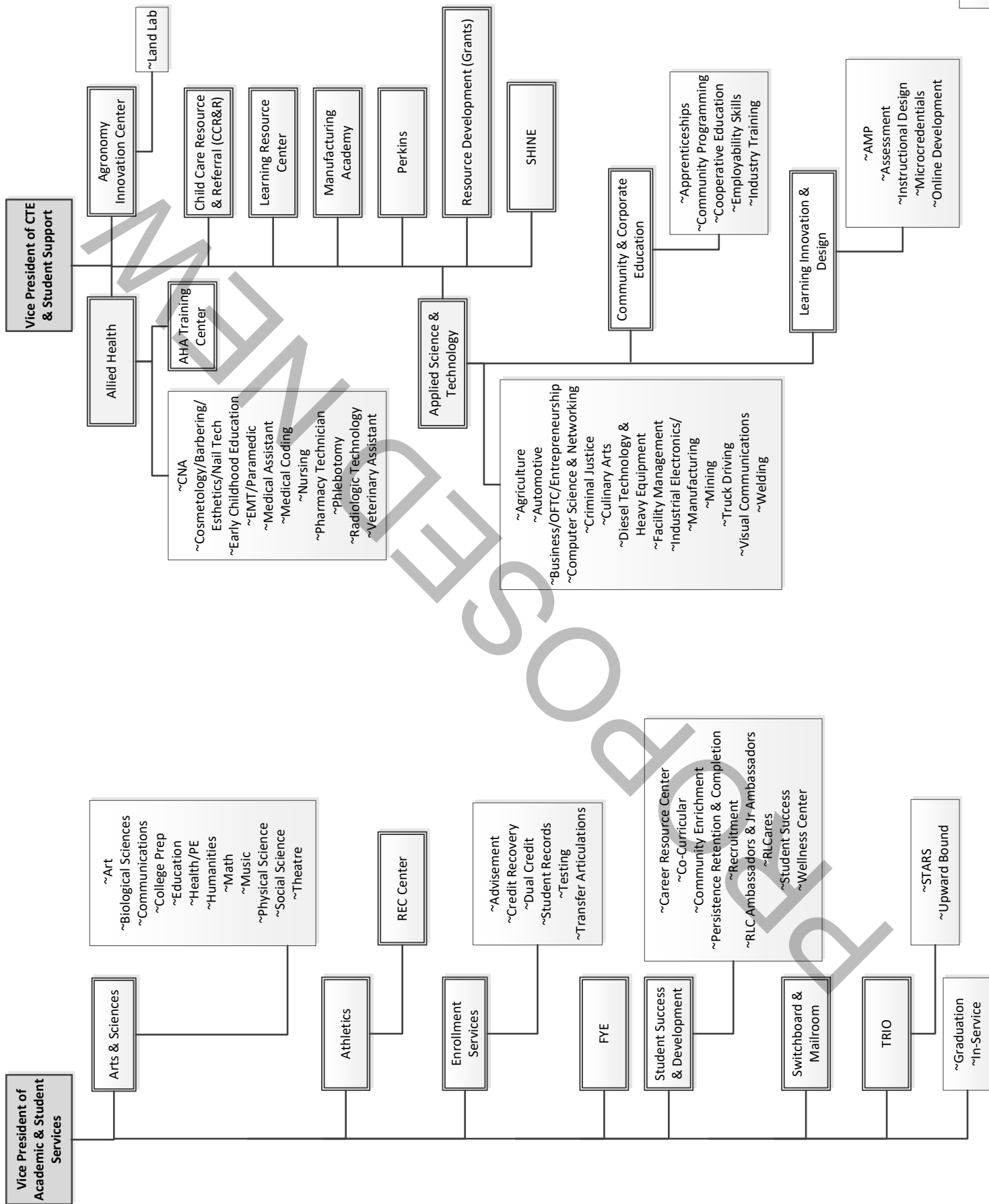


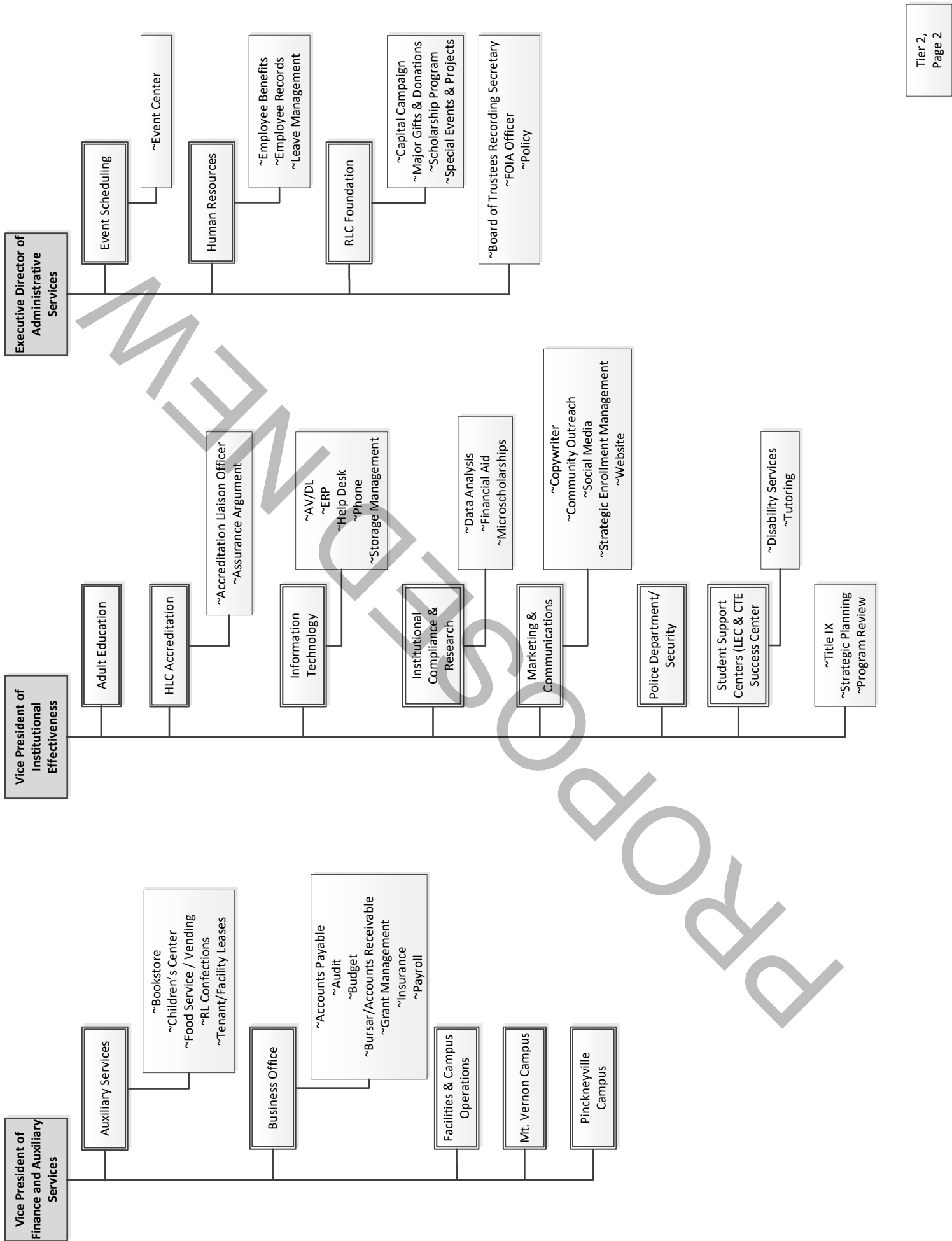


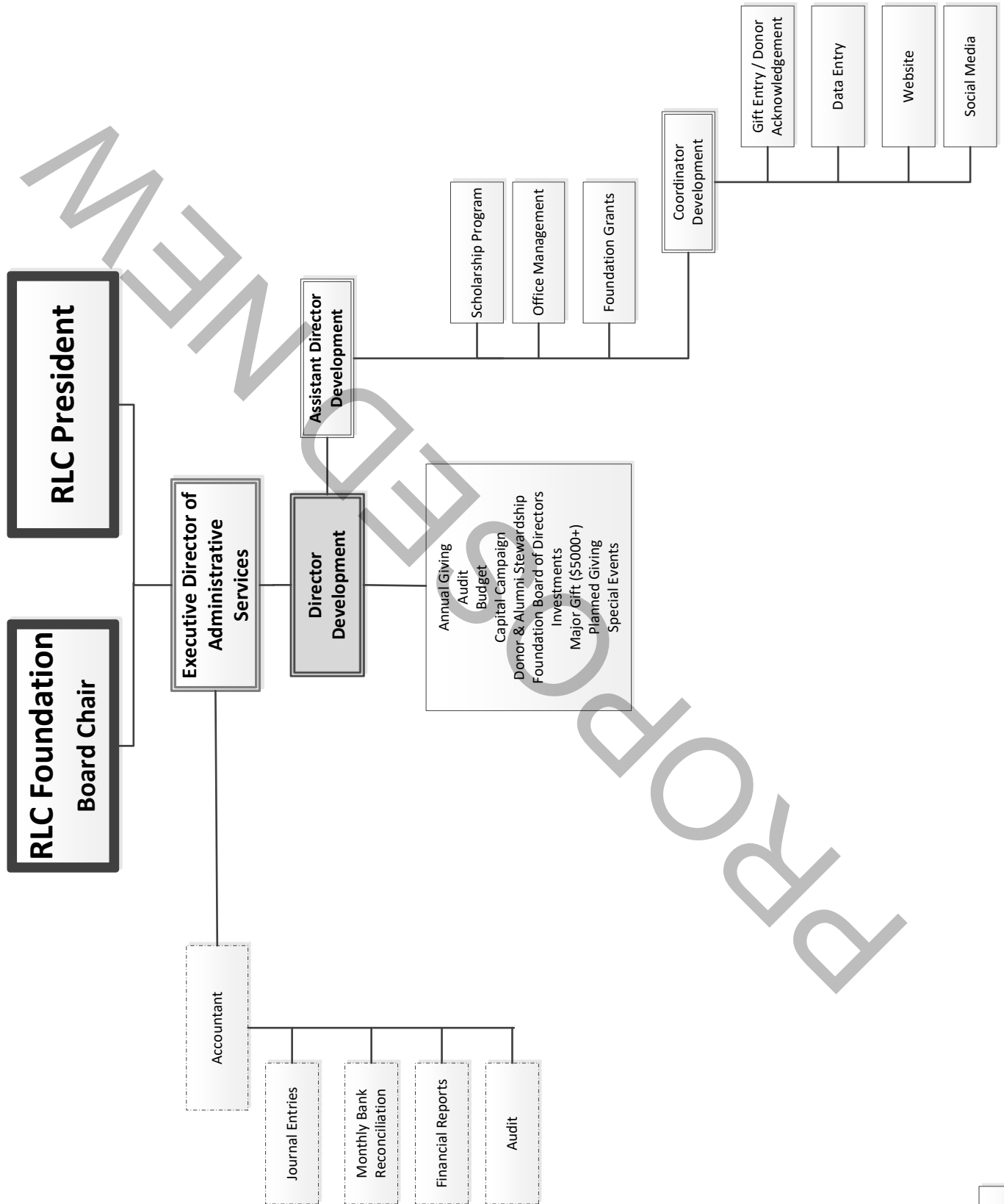












# **APPROVAL OF 2026-2027 REND LAKE COLLEGE CATALOG (TO BE PROVIDED)**

*Rend Lake College Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To approve the 2026-2027 Rend Lake College Catalog as provided and to authorize addendum as needed.

**RATIONALE:** The catalog contains information related to academic standards, program requirements and student policies which cover admission, instruction and graduation.

**EFFECTIVE:** December 9, 2025

# **APPROVAL OF REND LAKE COLLEGE BOARD OF TRUSTEES CALENDAR YEAR 2026 MEETING SCHEDULE**

*Rend Lake College Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To approve the schedule of meetings of the Rend Lake College Board of Trustees for calendar year 2026, as presented.

**RATIONALE:** The calendar year 2026 schedule provides for the Board of Trustees to meet on Tuesdays each month in the Event Center Warrior Lounge on the Rend Lake College campus.

**EFFECTIVE:** December 9, 2025

# REND LAKE COLLEGE

## CALENDAR YEAR 2026

### BOARD OF TRUSTEES

### MEETING SCHEDULE

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	January 13, 2026	6:30 PM	Warrior Lounge
Tuesday	February 10, 2026	6:30 PM	Warrior Lounge
Tuesday	March 10, 2026	6:30 PM	Warrior Lounge
Tuesday	April 14, 2026	6:30 PM	Warrior Lounge
Tuesday	May 12, 2026	6:30 PM	Warrior Lounge
Tuesday	June 9, 2026	6:30 PM	Warrior Lounge
Tuesday	July 14, 2026	6:30 PM	Warrior Lounge
Tuesday	August 11, 2026	6:30 PM	Warrior Lounge
Tuesday	September 8, 2026	6:30 PM	Warrior Lounge
Tuesday	October 13, 2026	6:30 PM	Warrior Lounge
Fri – Sat	November 6-7, 2026	6:00PM/9:00AM	Four Seasons, STL
Tuesday	November 17, 2026	6:30 PM	Warrior Lounge
Tuesday	December 8, 2026	6:30 PM	Warrior Lounge

# PERSONNEL

**RATIFY ACCEPTANCE OF RETIREMENT  
RESIGNATION  
COORDINATOR - TECHNOLOGY INTEGRATION  
AND TRAINING**

*Rend Lake Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To ratify with regret the acceptance of the retirement resignation of Ms. Gina Shafer-Schenk, Coordinator of Technology Integration and Training, effective January 30, 2026.

**EFFECTIVE DATE:** January 30, 2026



November 24, 2025

President Lori Ragland  
Rend Lake College  
468 N. Ken Gray Pkwy  
Ina, IL 62846

Dear President Ragland,

I am writing to formally announce my retirement from Rend Lake College. My last day of employment will be Friday, January 30, 2026, with the first day of retirement being Sunday, February 1, 2026. After much consideration, I'm excited to move forward into the next chapter of my life.

Reflecting on my 14 years employed by Rend Lake College, I am filled with gratitude for the opportunities, experiences, and relationships I have been blessed with over the years. I feel incredibly fortunate to have been a part of this wonderful RLC team. Rend Lake College has been more than just a workplace, it has been a family.

I appreciate all the support and encouragement I've received over the years. I will assist with anything I can to help make this transition as smooth as possible.

I wish Rend Lake College and my colleagues much success in the future.

With appreciation,



Gina Shafer-Schenk  
Coordinator of Technology Integration & Training  
Information Technology



# REND LAKE COLLEGE

468 N. Ken Gray Pkwy  
Ina, IL 62846  
618.437.5321 • [www.rlc.edu](http://www.rlc.edu)

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## OFFICE OF THE PRESIDENT

November 25, 2025

Ms. Gina Shafer-Schenk



Dear Gina,

I am in receipt of your retirement resignation letter dated November 24, 2025, resigning from your position as Coordinator of Technology Integration and Training. I acknowledge the date of your retirement to be February 1, 2026, with your last day of work to be January 30, 2026.

I accept with regret your resignation on behalf of the Board of Trustees and wish you well in retirement.

Sincerely,

A handwritten signature in cursive script, reading "Lori Ragland".

Lori Ragland  
President

LR/mh

cc: Human Resources

# **RATIFY ACCEPTANCE OF RETIREMENT RESIGNATION TECHNICIAN - MAINTENANCE**

*Rend Lake Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To ratify with regret the acceptance of the retirement resignation of Mr. Charlie Massie, Maintenance Technician, effective January 30, 2026.

**EFFECTIVE DATE:** January 30, 2026

November 30, 2025

Lori Ragland  
President  
Rend Lake College  
468 N. Ken Gray Parkway  
Ina, IL 62846

Dear Mrs. Ragland,

I am writing to formally resign from my position as Maintenance Technician in the Physical Plant. My last working day will be January 30, 2026, with first day of retirement being February 01, 2026.

Working at Rend Lake College has been a blessing for me and my family. I want to thank you and the board of trustees for the opportunity that I have had to work here.

Sincerely,

A handwritten signature in cursive script that reads "Charlie Massie".

Charlie Massie



# REND LAKE COLLEGE

468 N. Ken Gray Pkwy  
Ina, IL 62846  
618.437.5321 • [www.rlc.edu](http://www.rlc.edu)

## OFFICE OF THE PRESIDENT

December 1, 2025

Mr. Charlie Massie



Dear Charlie,

I am in receipt of your retirement resignation letter dated November 30, 2025, resigning from your position as Maintenance Technician. I acknowledge the date of your retirement to be February 1, 2026, with your last day of work to be January 30, 2026.

I accept with regret your resignation on behalf of the Board of Trustees and wish you well in retirement.

Sincerely,

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

Lori Ragland  
President

LR/mh

cc: Human Resources

# **RATIFY ACCEPTANCE OF RESIGNATION DIRECTOR – WORKFORCE DEVELOPMENT**

*Rend Lake Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To ratify with regret the acceptance of the resignation of Mrs. Maggie Ervin, Director -Workforce Development, effective December 31, 2025.

**EFFECTIVE DATE:** December 31, 2025

Dear President Ragland,

Please accept this as my letter of resignation, effective December 31, 2025.

Rend Lake College is a special place, and I'm grateful for the time I've been able to spend here. I've worked with fantastic students, generous and kind colleagues, and innovative, empathetic supervisors. I wish them all the best and know that RLC will continue to leave its mark on the surrounding community.

Warm regards,

Maggie Doyle Ervin



# REND LAKE COLLEGE

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

## OFFICE OF THE PRESIDENT

December 4, 2025

Mrs. Maggie Ervin



Dear Maggie,

I am in receipt of your resignation letter dated today, resigning from your position of Director of Workforce Development at Rend Lake College effective December 31, 2025.

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

Very truly yours,

A handwritten signature in black ink, appearing to read "Lori Ragland".

Lori Ragland  
President

LR/mh



**PERMISSION TO CREATE THE POSITION AND JOB  
DESCRIPTION, ADVERTISE FOR AND  
RATIFY THE APPOINTMENT  
COORDINATOR - DUAL CREDIT / ACADEMIC  
ADVISOR**

***Rend Lake College Board of Trustees***

**December 9, 2025**

**RECOMMENDATION:** To grant permission to create the position and job description, advertise for and ratify the appointment of a Coordinator - Dual Credit / Academic Advisor, effective December 9, 2025.

**RATIONALE:** This position is being created to better meet the needs of the institution. We do not have anyone with a primary focus of dual credit administration. The position will serve as support in the Enrollment Services Department to administer dual credit and dual enrollment programs and advise on campus when available. The primary duties of this position will be to ensure compliance with the Dual Credit Quality Act and the cultivation of partnerships with secondary education. This is a 50-week tenure-track position.

**EFFECTIVE DATE:** December 9, 2025

## **JOB DESCRIPTION**

**POSITION TITLE:** Coordinator–Dual Credit /Academic Advisor  
**DEPARTMENT:** Enrollment Services  
**REPORTS TO:** Dean-Enrollment Services  
**SUPERVISES:** None  
**STATUS:** Active  
**DATE:** 12/9/2025

### **ESSENTIAL FUNCTIONS**

1. Cultivate partnerships through development and maintenance of annual dual credit agreements with high schools.
2. Collaborate with the college's secondary education partners and RLC Divisions on dual credit options for students.
3. Coordinate dual credit student testing, applications, enrollment processes, and instructional supplies with appropriate personnel.
4. Coordinate communications to DC instructors, other stakeholders and secondary education partners each semester, outlining dual credit procedures, calendar of dates and deadlines, procedures for verifying class rosters, final grade submission and on campus activities.
5. Maintain list of charges for course fees by student and high school; coordinate billing with high school and RLC Business Office.
6. Coordinate logistics with secondary partners for dual credit course offerings on RLC campuses.
7. Provide on-site support to teachers and high school counselors as requested by secondary education partners.
8. Oversee web content for the dual credit program, ensuring it remains up to date.
9. Plan and conduct any needed orientation sessions for dual credit students and instructors.
10. Coordinate and conduct high school dual credit process meetings with high schools during annual high school counselors conference.
11. Familiarize students with the College by informing them about academic policies and procedures.
12. Assist students in understanding the scope and requirements of various college programs including course selection and transfer to four-year colleges or universities.
13. Refer students to special services if needed.
14. Advise Dual Enrollment students.

### **OTHER FUNCTIONS**

15. Assist students in developing and evaluating educational plans consistent with career and life goals.
16. Advise and assist students in developing schedules of classes related to completion of their educational plans.
17. Administer and score on campus and high school placement tests as needed.
18. Advise on campus students as assigned.
10. 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. Off-campus travel will be required. Valid driver's license required.

### **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.

*Coordinator – Dual Credit / Academic Advisor Cont.*

	<b>Academic Support</b>	<b>Administrative</b>	<b>Clerical</b>	<b>Custodial / Maintenance</b>	<b>Professional / Technical</b>	<b>Supervisory</b>	<b>Teaching Faculty</b>
Tenure Track (Y/N)	<b>Yes</b>						
Grant Funded (Y/N)	<b>No</b>						
Full Time/Part Time (FT/PT)	<b>FT</b>						
Perm/Temp*	<b>Perm</b>						
Exempt/Non-exempt	<b>Non-Exempt</b>						
Exemption Classification							

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

**PERMISSION TO CREATE THE POSITION AND JOB  
DESCRIPTION, ADVERTISE FOR AND  
RATIFY THE APPOINTMENT OF  
COORDINATOR - ONLINE LEARNING AND  
ACCESSIBILITY**

*Rend Lake College Board of Trustees*

**December 9, 2025**

**RECOMMENDATION:** To grant permission to create the position and job description, advertise for and ratify the appointment of Coordinator - Online Learning and Accessibility, effective December 9, 2025.

**RATIONALE:** This position is necessary to assist in providing guidance and training in online course development, ensuring course compliance with federal and state mandates, and promoting the development of additional online resources. This position will also help provide consistency across college offerings and promote innovation in online curriculum.

**EFFECTIVE DATE:** December 9, 2025

## **JOB DESCRIPTION**

**POSITION TITLE:** Coordinator-Online Learning & Accessibility  
**DEPARTMENT:** Applied Science and Technology/Instructional Design  
**REPORTS TO:** Dean-Applied Science and Technology  
**SUPERVISES:** N/A  
**STATUS:** Active  
**DATE:** 12/09/2025

### **ESSENTIAL FUNCTIONS**

1. Stay informed on evolving legislation, best practices, and emerging technologies in accessibility and inclusive design.
2. Provide expertise as the primary campus resource on digital accessibility standards (WCAG, ADA, Section 508).
3. Collaborate with student disability services, faculty, and campus colleagues to develop accessible course materials and proactive solutions that enhance accessibility and reduce the need for individual accommodation.
4. Design, develop, and deliver training, workshops, resources, and process documentation on accessibility best practices and the creation of accessible course content using supported tools (e.g., Microsoft Office, Learning Management System (LMS)) for faculty, staff, students, and course developers.
5. Evaluate digital learning materials for accessibility and provide reports to campus administration and faculty.
6. Assist with faculty remediation of documents and media, including accessible PDFs, Word documents, presentations, and captioned or transcribed videos.
7. Contribute to the institutional accessibility strategy through collaboration with departments and committees.
8. Research, evaluate, and implement new and emerging assistive technologies and tools that support best practices in digital accessibility.
9. Provide guidance and training in online course development, web-based instructional modules, and effective teaching methods.
10. Monitor current technology trends and share technical resources with faculty, staff, and students.
11. Coordinate the online/hybrid course review process to ensure instructional quality.
12. Chair or co-chair the Online Committee.
13. Champion the institution's involvement in committees and initiatives such as NC-SARA, Online Course Exchange (OCE), and Illinois Community College Online (ILCCO).
14. Provide training and support related to online learning and instructional tools, including assistance with LMS and syllabus software.

### **OTHER FUNCTIONS**

Strong organizational, project management, and problem-solving skills with the ability to balance and prioritize multiple tasks.

### **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 Americans with Disabilities Act and is not for any other purpose.

*Coordinator – Online Learning & Accessibility Cont.'d*

	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							

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

# FINANCIAL INFORMATION

# **RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS**

**Rend Lake College Board of Trustees**

**December 9, 2025**

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

**EFFECTIVE DATE:** December 9, 2025



REND LAKE COLLEGE  
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)  
For the Five Months Ending November 30, 2025

	BUDGET	ACTUAL NOVEMBER	ACTUAL YEAR-TO-DATE	REMAINING BUDGET	% USED
<b>REVENUES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
LOCAL GOVERNMENT	\$ (5,093,131.00)	\$ (926,579.13)	\$ (2,407,982.87)	\$ (2,685,148.13)	47.28%
STATE GOVERNMENT	\$ (8,331,737.00)	\$ (529,734.55)	\$ (2,949,602.95)	\$ (5,382,134.05)	35.40%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (2,258.80)	\$ (7,569.45)	\$ (14,430.55)	34.41%
TUITION & FEES	\$ (7,294,370.00)	\$ (854,373.50)	\$ (6,503,316.95)	\$ (791,053.05)	89.16%
SALES & SERVICE	\$ (970,054.00)	\$ (77,101.03)	\$ (483,751.03)	\$ (486,302.97)	49.87%
FACILITIES REVENUE	\$ (655,900.00)	\$ (48,460.92)	\$ (212,988.78)	\$ (442,911.22)	32.47%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (612,484.50)	\$ 210,984.50	152.55%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (570,044.00)	\$ (54,692.04)	\$ (189,028.97)	\$ (381,015.03)	33.16%
<b>TOTAL REVENUES</b>	<b>\$ (23,338,736.00)</b>	<b>\$ (2,493,199.97)</b>	<b>\$ (13,366,725.50)</b>	<b>\$ (9,972,010.50)</b>	<b>57.27%</b>
<b>EXPENSES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
SALARIES	\$ 12,256,091.00	\$ 1,012,833.92	\$ 4,153,617.34	\$ 8,102,473.66	33.89%
EMPLOYEE BENEFITS	\$ 2,952,542.00	\$ 169,235.41	\$ 799,136.24	\$ 2,153,405.76	27.07%
CONTRACTUAL SERVICES	\$ 1,646,500.00	\$ 244,692.83	\$ 906,175.34	\$ 740,324.66	55.04%
MATERIALS/SUPPLIES	\$ 2,232,000.00	\$ 161,610.40	\$ 1,099,916.63	\$ 1,132,083.37	49.28%
CONF/MEETING/TRAVEL	\$ 461,450.00	\$ 13,164.53	\$ 133,518.40	\$ 327,931.60	28.93%
FIXED CHARGES	\$ 183,150.00	\$ 17,364.52	\$ 106,581.72	\$ 76,568.28	58.19%
UTILITIES	\$ 946,700.00	\$ 127,622.30	\$ 403,549.60	\$ 543,150.40	42.63%
CAPITAL OUTLAY	\$ 432,000.00	\$ 2,890.00	\$ 135,251.65	\$ 296,748.35	31.31%
OTHER EXPENSES	\$ 2,212,000.00	\$ 224,756.57	\$ 1,610,807.63	\$ 601,192.37	72.82%
<b>TOTAL EXPENSES</b>	<b>\$ 23,322,433.00</b>	<b>\$ 1,974,170.48</b>	<b>\$ 9,348,554.55</b>	<b>\$ 13,973,878.45</b>	<b>40.08%</b>
<b>TRANSFERS</b>					
OP TRANSFER TO OTHER FUNDS	\$ 1,415,639.00	\$ -	\$ -	\$ 1,415,639.00	
OP TRANSFER FROM OTHER FUNDS	\$ (1,715,639.00)	\$ -	\$ -	\$ (1,715,639.00)	
<b>TOTAL TRANSFERS</b>	<b>\$ (300,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (300,000.00)</b>	
<b>GRAND TOTAL</b>	<b>\$ (316,303.00)</b>	<b>\$ (519,029.49)</b>	<b>\$ (4,018,170.95)</b>	<b>\$ 3,701,867.95</b>	

REND LAKE COLLEGE  
Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit, Tort)  
For the Five Months Ending November 30, 2025

	ACTUAL		ACTUAL	
	NOVEMBER		YEAR-TO-DATE	
REVENUES				
RESTRICTED FUNDS				
LOCAL GOVERNMENT	\$	(1,015,560.61)	\$	(2,395,192.66)
STATE GOVERNMENT	\$	(403,669.89)	\$	(804,415.43)
FEDERAL GOVERNMENT	\$	(162,340.27)	\$	(3,013,626.84)
TUITION & FEES	\$	-	\$	-
SALES & SERVICE	\$	(566.44)	\$	(51,351.89)
FACILITIES REVENUE	\$	-	\$	-
INVESTMENTS	\$	-	\$	(277,009.90)
NON GOVERNMENT	\$	(174,999.29)	\$	(276,879.98)
OTHER	\$	(35,192.95)	\$	(134,944.84)
TOTAL REVENUES	\$	(1,792,329.45)	\$	(6,953,421.54)
EXPENSES				
RESTRICTED FUNDS				
SALARIES	\$	233,949.85	\$	961,511.55
EMPLOYEE BENEFITS	\$	55,589.33	\$	295,941.78
CONTRACTUAL SERVICES	\$	17,752.23	\$	634,463.83
MATERIALS/SUPPLIES	\$	13,069.20	\$	160,633.73
CONF/MEETING/TRAVEL	\$	11,892.09	\$	98,818.00
FIXED CHARGES	\$	3,564,144.12	\$	3,800,899.13
UTILITIES	\$	3,701.42	\$	8,509.55
CAPITAL OUTLAY	\$	339,771.49	\$	3,473,710.58
OTHER EXPENSES	\$	15,710.65	\$	2,840,043.84
TOTAL EXPENSES	\$	4,255,580.38	\$	12,274,531.99
TRANSFERS				
OP TRANSFER TO OTHER FUNDS	\$	-	\$	-
OP TRANSFER FROM OTHER FUNDS	\$	-	\$	-
TOTAL TRANSFERS	\$	-	\$	-
GRAND TOTAL	\$	2,463,250.93	\$	5,321,110.45

# STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	November 2025	October 2025	September 2025	August 2025	July 2025	June 2025
Operating Account	\$ 41,352,682.51	\$ 40,442,796.13	\$ 41,952,620.23	\$ 39,484,608.79	\$ 41,662,245.51	\$ 43,628,885.59
Medical Insurance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Working Cash	\$ 191,643.42	\$ 156,646.08	\$ 126,176.11	\$ 6,191,741.70	\$ 6,168,127.90	\$ 6,319,533.73
*Working Cash CD's	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00
2023B Bond Account	\$ 1,787,932.23	\$ 1,781,382.50	\$ 1,774,967.17	\$ 1,768,411.31	\$ 1,761,669.82	\$ 1,806,040.12
Investments**						
Liquid Fund	\$ 74,936.19	\$ 314,984.57	\$ 313,908.38	\$ 788,414.62	\$ 14.88	\$ 4,378.19
MAX Fund	\$ 30,510.43	\$ 30,412.50	\$ 30,308.26	\$ 30,205.40	\$ 30,097.66	\$ 24,610.64
Cert of Deposit	\$ 2,776,850.00	\$ 2,536,150.00	\$ 2,536,150.00	\$ 2,536,150.00	\$ 2,769,250.00	\$ 2,769,250.00
Cert of Deposit (DTC)	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 976,993.41	\$ 1,469,142.18	\$ 1,469,142.18
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 56,982,904.66</b>	<b>\$ 56,030,721.66</b>	<b>\$ 57,502,480.03</b>	<b>\$ 54,976,525.23</b>	<b>\$ 57,060,547.95</b>	<b>\$ 59,221,840.45</b>

	May 2025	April 2025	March 2025	February 2025	January 2025	December 2024
Operating Account	\$ 44,639,418.12	\$ 43,860,601.05	\$ 43,545,531.87	\$ 44,350,813.13	\$ 45,488,470.72	\$ 44,664,751.39
Medical Insurance Reserve	\$ 56,170.39	\$ 55,958.11	\$ 55,751.70	\$ 55,539.22	\$ 55,347.96	\$ 55,136.60
Working Cash	\$ 6,296,203.22	\$ 6,272,189.13	\$ 6,249,035.24	\$ 6,225,199.32	\$ 6,203,748.31	\$ 6,180,041.24
*Working Cash CD	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00
2023B Bond Account	\$ 1,799,371.48	\$ 3,745,046.98	\$ 3,728,835.00	\$ 3,714,612.10	\$ 3,701,812.24	\$ 4,125,350.72
Investments**						
Liquid Fund	\$ 3,313.13	\$ 2,285.29	\$ 1,227.58	\$ 588,492.99	\$ 6.37	\$ 2,081.65
MAX Fund	\$ 24,525.26	\$ 24,437.57	\$ 34,352.77	\$ 168,372.50	\$ 126,523.90	\$ 122,933.70
Cert of Deposit	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 3,051,350.00	\$ 3,051,350.00
Cert of Deposit (DTC)	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18	\$ 736,474.10	\$ 729,593.84	\$ 729,593.84
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ 254,121.09	\$ 254,121.09
<b>TOTAL</b>	<b>\$ 60,257,393.78</b>	<b>\$ 61,398,910.31</b>	<b>\$ 61,053,126.34</b>	<b>\$ 61,808,753.36</b>	<b>\$ 62,810,974.43</b>	<b>\$ 62,385,360.23</b>

\*Funds invested as follows:

\$500,000.00 - 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.