

# REND LAKE COLLEGE BOARD OF TRUSTEES MEETING

October 14, 2025

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. Department Presentation – Auxiliary Services
- IV. General Information
  - A. Announcements
    - 1. Monday -Tuesday, October 20-21; 9am-1pm  
**Career Day 2025**  
Event Center
    - 2. Thursday, October 23, 2025; 12pm  
**RLC Foundation Board of Directors Meeting**  
PDA – Student Center
    - 3. Friday, October 24, 2025; 8am-4:30pm  
**CNA Conference**  
Event Center
    - 4. Thurs-Saturday, November 6-8, 2025; 7pm  
Sunday, November 9, 2025; Matinee at 2pm  
**RLC Fall Play: *Anne of Green Gables***  
RLC Theater
    - 5. Friday-Saturday, November 7-8, 2025  
**Board of Trustees Annual Retreat**  
Four Seasons, St. Louis
    - 6. Tuesday, November 18, 2025; 6:30pm  
**RLC Board of Trustees Meeting**  
Event Center

7. Wednesday, November 19, 2025; 11am-1pm  
**Thanksgiving Meal for Students, Staff, and Faculty**  
PDA – Student Center
8. Monday, December 1, 2025; 6:30pm-9pm  
**Winter Concert**  
Theater
9. Thursday, December 4, 2025; 6pm-9pm  
**RLC Foundation 46<sup>th</sup> Annual Dinner**  
Event Center
10. Tuesday, December 9, 2025; 6:30pm  
**RLC Board of Trustees Meeting**  
Event Center
11. Saturday-Thursday, December 6-11, 2025  
**Fall 2025 Semester Exams**  
All Campuses

**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 of the:**  
September 09, 2025 Executive Session  
September 09, 2025 Board of Trustees Meeting

02      \*

**IX. New Business**

- |    |   |  |
|----|---|--|
| 09 | * | A.    Approval of Revisions to Job Descriptions  |
| 39 | * | B.    Approval of Revisions to Rend Lake College <i>Policy &amp; Procedure 3.1715 – Tuition Waivers (Second Reading)</i> |

- 42 C. Resolution of Intent to Levy Special Tax for Educational and Operations and Maintenance Purposes Pursuant to 110 ILCS 805, Section 3-14.3 of the Illinois Public Community College Act
- 46 D. Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2025 Payable 2026
- 48 E. Approval of Revisions to Rend Lake College Board *Policy* 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees (First Reading)
- 51 F. Approval of Revisions to Rend Lake College *Policy* 5.1215 – Travel Reimbursement (First Reading)

**X. Personnel**

- 56 A. Resignation of TRIO Program Director
- 59 B. Retirement Resignation of Director of Recreational Center and Assistant Softball Coach
- 62 C. Appointment of Coordinator - Southern Illinois Manufacturing Academy

**XI. Financial Information**

- 65 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- 66 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**

**September 9, 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 6:28 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. Ron Daniels  
Mr. Brian Dorris  
Mr. Larry Manning  
Mr. Tony Wielt  
Mr. Henry Meinert (Student Trustee)

Those absent were:

Dr. David Asbery  
Mr. Joe Coy

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. Amy Epplin, Mrs. Mallory Howell, Mrs. Jena Jensik, Mrs. Bria Robinson, Mr. Kent McKown, Mrs. Shari Carpenter, Mr. Brett Crocker, Mrs. Mary Huggins

**GENERAL INFORMATION**

## ANNOUNCEMENTS

1. Tuesday, September 9, 2025; 9am-12pm  
**IACAC College Fair**  
Event Center
2. Wednesday, September 17, 2025; 12pm – 3pm  
(During Activities: No Classes, Offices Closed)  
**Fun Fest**  
Warrior Way
3. Sunday, September 21, 2025; 2pm-9pm  
**Archery Awards**  
Event Center
4. Wed-Friday, September 24-26, 2025; 9am-1:30pm  
**Amazing Career Race**  
Event Center
5. Monday, September 29, 2025; 4pm – 7pm  
**Rend Lake College Open House**  
All Campuses
6. Tuesday, September 30, 2025; 5:30pm  
**Southeast Region Trustees Meeting**  
SIMA – Rend Lake College Marketplace
7. Thursday, October 2, 2025; 12:00pm  
**Foundation Board of Directors Meeting**  
Student Center – PDA
8. Tuesday, October 14, 2025; 8am – 4pm  
**In-Service (No Classes)**  
Event Center
9. Tuesday-Wednesday, October 21-22; 9am-1pm  
**Career Day 2025**  
Event Center
10. Friday, November 7, 2025; 9am-3pm  
Saturday, November 8, 2025; 9am-Noon  
**Board of Trustees Retreat**  
Four Seasons, St. Louis

11. Thurs-Saturday, November 6-8, 2025; 7pm  
Sunday, November 9, 2025; Matinee at 2pm  
***RLC Fall Play: Anne of Green Gables***  
RLC Theater

**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. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:32 PM.

**RESUME OPEN MEETING**

Chairman Manning asked for a motion to reopen the public meeting; Mr. Daniels motioned; seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:06 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. August 12, 2025 Board of Trustee Meeting Minutes\*;
2. Approval of Revisions to Rend Lake College Policy & Procedure 4.1115 - Fees
3. Approval of Revisions to Rend Lake College Policy & Procedure 3.1205\*; Performance Evaluation and Tenure of Faculty Members.

Mr. Aiken made a motion to approve the Consent Agenda as recommend; seconded by Mr. Dorris. 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**

REVISIONS TO *POLICY*  
& PROCEDURE 3.1715  
TUITION WAIVERS  
(FIRST READING)

Mrs. Ragland recommended to approve revisions to Rend Lake College Board Policy & Procedure 3.1715 – Tuition Waivers, as presented, first reading, effective October 14, 2025.

As recommended, Mr. Dorris made a motion to approve revisions to Rend Lake College Board Policy & Procedure 3.1715 – Tuition Waivers, as presented, first reading, effective October 14, 2025. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERMISSION TO BID  
AND AWARD STUDENT  
CENTER EFFICIENCY  
PROJECT**

Mrs. Ragland recommended to grant permission to bid and award the Student Center Efficiency Project as outlined in the attached sub-award from the Illinois Green Economy Network (IGEN).

As recommended, Mr. Meinert made a motion to grant permission to bid and award the Student Center Efficiency Project as outlined in the attached sub-award from the Illinois Green Economy Network (IGEN). This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERSONNEL**  
**APPOINTMENT OF MAINTENANCE  
TECHNICIAN (TO BE PROVIDED)**

Mrs. Ragland recommended to appoint Mr. James Bailey as Maintenance Technician on a full-time, 50 week, non-tenure track contract an an annual salary of \$45,000 prorated for the remainder of the fiscal year, pending a successful background check, pre-work physical and drug screening, effective September 22, 2025.

As recommended, Mr. Wielt made a motion to appoint Mr. James Bailey as Maintenance Technician on a full-time, 50 week, non- tenure track contract an an annual salary of \$45,000 prorated for the remainder of the fiscal year, pending a successful background check, pre-work physical and drug screening, effective September 22, 2025. This motion was seconded by Mr. Meinert. 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 to ratify the payment of college expenses including travel expense reimbursements as presented:

#### ***ICCTA Meeting: August 7-9, 2025***

- Mr. Ron Daniels, ICCTA Regional Representative
  - \$228.40 (mileage reimbursement and per diem)

As recommended Mr. Aiken made a motion to ratify the payment of college expenses including travel expense reimbursements as presented:

#### ***ICCTA Meeting: August 7-9, 2025***

- Mr. Ron Daniels, ICCTA Regional Representative
  - \$228.40 (mileage reimbursement and per diem)

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

## **REPORTS**

### **ACADEMIC COUNCIL**

No Report

### **ICCTA REPRESENTATIVE**

ICCTA Representative, Mr. Ron Daniels, reported on the upcoming ICCTA Meeting September 11<sup>th</sup> and September 12<sup>th</sup> in Springfield. Mr. Daninels also reported on the upcoming Southeast Region Trustees Meeting that will take place on September 30<sup>th</sup> here at our SIMA facility in Mt. Vernon.

### **RLC FOUNDATION**

Executive Director of Administrative Services, Mrs. Cathy DeJarnette thanked everyone who came out to the Foundation's golf outing last Thursday and helped make it a success. She reported that the audit is still ongoing. Also, the first volleyball game in the remodeled gymnasium took place last night. Everything went well and the gym looked great.

### **ACCREDITATION**

Vice President of Institutional Effectiveness, Dr. Chad

Copple provided a handout entitled “Revised Criteria for Accreditation”. The handout explained revisions to HLC Accreditation which became effective September 1, 2025.

**OBSOLETE EQUIPMENT**

Dean of Facilities and Campus Operations, Mr. Donnie Millenbine reported of several items sold on gov.deals.com including a batting cage, office chairs, an old scoreboard, a Yamaha golf cart and a flat bed pickup.

**PUBLIC COMMENT**

None

**PRESIDENT’S COMMENTS**

President Lori Ragland thanked our Marketing Department for providing the BOT Highlights handout each month. She also reported approximately sixty area business people would be touring SIMA this Thursday. On Friday she will be attending a Illinois Community College President’s meeting in Springfield. The pre-bid date for the Allied Health Building is scheduled for October 8<sup>th</sup> 2025. She concluded on a positive note by reporting attendance and head count are increasing and enrollment is trending up comparable to Pre-COVID.

**ADJOURNMENT**

There being no other business, at 7:18 PM all Trustees present voted aye in favor of adjourning.

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

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Chairman

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Secretary

# NEW BUSINESS

# **APPROVAL OF REVISIONS TO JOB DESCRIPTIONS**

*Rend Lake College Board of Trustees*

**October 14, 2025**

**RECOMMENDATION:** To revise job descriptions as presented, effective October 14, 2025.

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

**EFFECTIVE DATE:** October 14, 2025

## Specialist – ~~Title III~~ Sustainable Agriculture

### JOB DESCRIPTION

**POSITION TITLE:** Specialist – Sustainable Agriculture  
**DEPARTMENT:** ~~Title III~~ Agronomy Innovation Center / Land Lab  
**REPORTS TO:** ~~Title III Project Director~~ Vice President – CTE and Student Support  
**SUPERVISES:** N/A  
**DATE:** ~~10/10/2023~~ 10/01/2025

### ESSENTIAL FUNCTIONS

1. Lead development and pilots of new courses for the ~~Agricultural Automation Certificate~~ Agronomy Innovation Center (AIC).
2. Assist in fostering partnerships with educators, agencies, service organizations, and businesses and industry in support of the land lab and the Agronomy Innovation Center (AIC).
3. Assist with coordinating land lab activities ~~with other college departments.~~
4. Oversee equipping of instructional spaces for the Agricultural Automation Program.
5. Assist in project evaluation efforts as assigned.
6. Coordinate with Rend Lake College faculty and staff to institutionalize ~~the~~ new AIC programs academic program, including provide assistance to Rend Lake College administration with program approval/accreditation process.
- ~~7. Work closely with the Title III Project Director to document project implementation.~~
8. Assist in preparing formative, summative, and performance reports of AIC programs.
9. Coordinate with Ag industry to ensure grant objectives are appropriately addressed.
- ~~10. Recruit for the Ag Automation curriculum.~~
- ~~11. Assemble Advisory Committee for proper implementation.~~
12. Schedule, coordinate, and provide training within the AIC and Land Lab.
13. Schedule and coordinate outreach events for students and industry partners highlighting access to the AIC.
14. Recruit both students and industry partners with interest in the AIC and Land Lab.
15. Assist with the facilitation and tracking of AIC leases.

### OTHER FUNCTIONS

16. Perform other duties as assigned.

### ENVIRONMENT

Works in an office setting. Works hours required to accomplish objectives.

### 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.

**Specialist – ~~Title III~~ Sustainable Agriculture – cont.**

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

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

## Vice President – CTE & Student Support

### JOB DESCRIPTION

**POSITION TITLE:** Vice President – CTE & Student Support  
**DEPARTMENT:** CTE & Student Support  
**REPORTS TO:** ~~Executive Vice~~ **President**  
**SUPERVISES:** Dean - Applied Science & Technology, Dean – Allied Health, Director - Perkins & CTE/Data Analyst, ~~Coach – CTE Mentor/Success~~, Director – Grants Management, Director – SIMA, Director - CCR&R, and Director – Learning Resource Center.  
**STATUS:** Active  
**DATE:** ~~1/01/2024~~ **10/14/2025**

### ESSENTIAL FUNCTIONS

1. Oversee the development, coordination, direction, and supervision of CTE and student support programs.
2. Oversee the submission of curriculum and courses to the Illinois Community College Board.
3. Recommend facility requirements and modifications to assist the development of education.
4. Recommend employment of personnel in conjunction with departmental supervisors as appropriate, and evaluate personnel directly reporting to this position.
5. Make tenure recommendations to the ~~Executive Vice~~ President regarding full-time faculty members.
6. Attend Curriculum Committee and Academic Council meetings.
7. Develop and coordinate Faculty Orientation and other faculty development opportunities in collaboration with the Vice President of Academic & Student Services.
8. Oversee CTE mentors/success coaches and implement processes to promote student success and retention.
9. Oversee the activities and functions of Resource Development/Grants and Learning Resource Center.
10. Oversee the activities and functions of the Southern Illinois Manufacturing Academy and provide direction for programs and training.
11. Coordinate annual meeting for program advisory committees.
12. Serve as a member of the President's Cabinet and Executive Leadership Team.
13. Analyze program data and work cooperatively with the President's Executive Leadership Team to implement continuous improvement.
14. Monitor emerging trends and assist with resource development opportunities.
15. Approve and monitor institutional budgets for all programs reporting to this position.
16. Recommend the selection, assignment of work, retention and termination of personnel responsible to this position.
17. Oversee the Perkins Grant and assigned functions, including the expenditure of Perkins funds.
18. Oversee the CCR&R Grant and assigned functions.
19. Serve as the college representative for the Illinois Community College Chief Academic Officers.
20. Prepare and submit reports in a timely manner to appropriate agencies.

### OTHER FUNCTIONS

21. Attend all Board of Trustee meetings.
22. Support college functions across campus.
23. Serve on committees as assigned.
24. Maintain confidentiality.
25. Perform other duties as assigned.

## Vice President - CTE & Student Support (Continued)

### **ENVIRONMENT**

Works in an office setting. Works a standard work week with frequent extended hours to complete necessary functions. Some travel required.

### **DISCLAIMER**

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	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		Exempt					
Exemption Classification		Executive					

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



## Dean – Allied Health

### JOB DESCRIPTION

**POSITION TITLE:** Dean – Allied Health  
**DEPARTMENT:** Allied Health  
**REPORTS TO:** VP – CTE and Student Support  
**SUPERVISES:** Full & Part-time Faculty within Division, CTE Mentor/Success Coach and Administrative Assistant – Allied Health  
**STATUS:** Active  
**DATE:** ~~1/1/2024~~ 10/14/2025

### ESSENTIAL FUNCTIONS

1. Schedule classes, instructors, and facilities.
2. Coordinate division inventory of materials, equipment acquisition, and required maintenance.
3. Hire and evaluate division faculty and staff.
4. Respond to student and faculty grievances within the respective division.
5. Initiate and conduct division meetings.
6. Evaluate existing curricula and develop new programs.
7. Perform program reviews as scheduled.
8. Analyze program data and implement continuous improvement.
9. Develop and maintain contact with area educational institutions, businesses, and other relevant organizations.
10. Develop strategic plan for division.
11. Prepare and monitor budgets relative to the division.
12. Oversee the implementation of all grants assigned to the division.
13. Participate in management meetings.
14. Implement policies and procedures required by regulatory or accrediting boards.
15. Oversee program advisory committees.
16. Serve as a liaison within the various areas of the division and with other departments.
17. Strengthen business partnerships by meeting employment needs.
18. Develop and coordinate training and testing programs in conjunction with business and industry.
19. Maintain records for mandated training.

### OTHER FUNCTIONS

20. Oversee assessment procedures and documentation for division.
21. Coordinate advisement and registration of students in consultation with Student Services.
22. Coordinate recruitment and retention activities.
23. Oversee updates of lab manuals/textbooks.
24. Prepare and present necessary reports.
25. Serve on committees as assigned.
26. Attend Board of Trustee meetings.
27. Support college functions across campus.
28. Maintain confidentiality.
29. Perform other duties as assigned.

### ENVIRONMENT

Works in an office setting. Works a standard work week with frequent extended hours to complete necessary functions. Some travel required.

### DISCLAIMER

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**Dean – Allied Health (Continued)**

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

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

## Dean – Applied Science & Technology

### JOB DESCRIPTION

**POSITION TITLE:** Dean – Applied Science & Technology  
**DEPARTMENT:** Applied Science and Technology  
**REPORTS TO:** VP – CTE and Student Support  
**SUPERVISES:** Full & Part-time Faculty, Support Staff, Office Support Staff, Director—  
Instructional Design & Assessment, CTE Mentor/Success Coach, and Student  
Workers  
**STATUS:** Active  
**DATE:** ~~1/1/2024~~ 10/14/2025

### ESSENTIAL FUNCTIONS

1. Prepare and monitor budgets relative to the division.
2. Schedule classes, instructors, and facilities.
3. Responsible for the division inventory of materials and equipment acquisition and maintenance.
4. Evaluate division faculty, staff, and part-time instructional staff.
5. Adjust and respond to student and faculty grievances within the respective division.
6. Recruit and hire full-time and part-time faculty.
7. Initiate and conduct division meetings.
8. Evaluate existing curricula and develop new programs.
9. Perform program reviews as scheduled.
10. Develop and maintain contact with area educational institutions, businesses, and other relevant organizations
11. Develop division Strategic Plan.
12. Oversee the implementation of all grants assigned to the division.
13. Oversee the Instructional Design and Assessment Department.
14. Maintain confidentiality.

### OTHER FUNCTIONS

15. Maintain records for mandated training.
16. Develop and coordinate training and testing programs in conjunction with business and industry.
17. Participate in management meetings.
18. Implement policies and procedures required by regulatory or accrediting boards.
19. Coordinate and monitor interaction with appropriate program advisory committees.
20. Serve as a liaison within the various areas of the division, with other departments and with the administration.
21. Assist faculty in developing outcome assessment measures.
22. Maintain assessment documentation for division.
23. Coordinate advisement and registration of students in consultation with Student Services.
24. Coordinate recruitment and retention activities.
25. Oversee revisions/updates of lab manuals/textbooks.
26. Prepare and present necessary reports.
27. Serve on campus committees as required.
28. Perform other duties as assigned.

### ENVIRONMENT

Works in an office setting. Works a standard work week with frequent extended hours to complete necessary functions. Some travel required.

### DISCLAIMER

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**Dean – Applied Science & Technology (Continued)**

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

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

## Vice President – Executive

### JOB DESCRIPTION

**POSITION TITLE:** Executive Vice President  
**DEPARTMENT:** President's Office  
**REPORTS TO:** President  
**SUPERVISES:** Executive Assistant - Instruction & Student Affairs, Vice President of Academics & Student Services, Vice President of CTE & Student Support, Vice President of Finance & Auxiliary Services, and Vice President of Institutional Effectiveness.  
**STATUS:** ~~Active~~ **INACTIVE**  
**DATE:** ~~1/01/2024~~ 10/14/2025

### ESSENTIAL FUNCTIONS

1. Assist and work closely with the President to ensure the college's success in delivering high-quality education and services.
2. Assume duties of the President in the absence of the President.
3. Provide strategic leadership and operational oversight to support the college's mission and goals.
4. Develop and implement strategic plans, goals, and initiatives in collaboration with college leaders.
5. Foster relationships with internal and external stakeholders, including faculty, staff, students, industry partners, and community members.
6. Monitor emerging trends and assist with resource development opportunities.
7. Approve and monitor institutional budgets.
8. Make tenure recommendations to the President regarding full-time faculty members.
9. Collaborate with the Police Department to ensure student discipline is maintained and monitored for campus safety.
10. Collaborate with college leadership to develop and implement policies and procedures that comply with relevant laws, regulations, and accreditation standards.
11. Monitor and assess the college's performance and outcomes, utilizing data-driven decision-making to drive continuous improvement efforts.
12. Provide leadership and support to college employees, including recruitment, professional development, performance evaluation, and fostering a positive work environment.
13. Represent the college in community events, meetings, and partnerships to enhance the college's visibility and engagement with the local community.
14. Participate in relevant professional development activities and statewide initiatives to remain current on emerging trends, best practices, and innovations in higher education.
15. Assist with the agenda and board packet for the meetings of the Board of Trustees.

### OTHER FUNCTIONS

16. Attend all Board of Trustee meetings.
17. Support college functions across campus.
18. Serve on committees as assigned.
19. Maintain confidentiality.
20. Perform other duties as assigned.

### ENVIRONMENT

Works in an office setting. Works a standard work week with frequent extended hours to complete necessary functions. Some travel 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.

**Vice President – Executive (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		Exempt					
Exemption Classification		Executive					

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

## Vice President – Academic & Student Services

### JOB DESCRIPTION

**POSITION TITLE:** Vice President – Academic & Student Services  
**DEPARTMENT:** Academic & Student Services  
**REPORTS TO:** ~~Executive Vice~~ **President**  
**SUPERVISES:** Dean - Arts & Sciences, Coordinator - FYE, Director - Athletics, Director - TRIO Programs, Dean-Enrollment Services, Specialist-Communications, Dean-Student Success & Development, and Director-Recreational Center.  
**STATUS:** Active  
**DATE:** ~~1/01/2024~~ **10/14/2025**

### ESSENTIAL FUNCTIONS

1. Oversee the development, coordination, direction, and supervision of academic programs and student services.
2. Oversee course and program articulations.
3. Recommend facility requirements and modifications to assist with instruction.
4. Recommend employment of personnel in conjunction with departmental supervisors as appropriate, and evaluate personnel directly reporting to this position.
5. Make tenure recommendations to the ~~Executive Vice~~ President regarding full-time faculty members.
6. Attend Curriculum Committee and Academic Council meetings.
7. Develop and coordinate Faculty Orientation and professional development opportunities in collaboration with the Vice President of CTE & Student Support.
8. Develop and coordinate In-Service trainings and activities.
9. Review and implement procedures for student success and retention.
10. Ensure a system of due process for students and facilitate student discipline and grievance procedures.
11. Coordinate the essential functions of Commencement.
12. Oversee the assigned functions of Enrollment Services, Student Success and Development, First Year Experience, Switchboard and Mailroom, Athletics, and the Recreational Center.
13. Oversee the TRIO Grant and assigned functions.
14. Serve as a member of the President's Cabinet and Executive Leadership Team.
15. Analyze program data and work cooperatively with the President's Executive Leadership Team to implement continuous improvement.
16. Approve and monitor institutional budgets for all programs reporting to this position.
17. Recommend the selection, assignment of work, retention and termination of personnel responsible to this position.
18. Approve international student admissions according to Rend Lake College policy and legal requirements.
19. Prepare and submit reports in a timely manner to appropriate agencies.
20. Serve as the college representative for the Illinois Community College Chief Student Service Officers.

### OTHER FUNCTIONS

21. Attend all Board of Trustee meetings.
22. Support college functions across campus.
23. Serve on committees as assigned.
24. Maintain confidentiality.
25. Perform other duties as assigned.

## Vice President of Academic & Student Services (continued)

### **ENVIRONMENT**

Works in an office setting. Works a standard work week with frequent extended hours to complete necessary functions. Some travel 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.

	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		Exempt					
Exemption Classification		Executive					

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



## Vice President – Finance & Auxiliary Services

### JOB DESCRIPTION

**POSITION TITLE:** Vice President of Finance & Auxiliary Services  
**DEPARTMENT:** Business Office  
**REPORTS TO:** ~~Executive Vice President~~  
**SUPERVISES:** Controller, Bursar & Director of Accounting, Manager - Rend Lake College Bookstore, Director – Auxiliary Services, Dean - Facilities & Campus Operations, and Director – Pinckneyville Campus.  
**DATE:** ~~1/01/2024~~ 10/14/2025

### ESSENTIAL FUNCTIONS

1. Oversee the development, coordination, direction, and supervision of the Finance & Auxiliary Services departments.
2. Serve as the college's Chief Financial Officer and Treasurer.
3. Provide leadership and emphasis on cost-effectiveness and efficiency of operations throughout the college.
4. Provide advice to the President ~~and Executive Vice President~~ concerning financial matters and strategic goals of the college.
5. Prepare and recommend to the President ~~and Executive Vice President~~ policies and procedures affecting college operations.
6. Recommend the selection, assignment of work, retention and termination of personnel responsible to this position.
7. Oversee the establishment and maintenance of a proper system of accounting, purchasing, inventory control, financial and budgetary control.
8. Oversee the preparation and submission of reports in a timely fashion to state and federal agencies.
9. Prepare and/or direct the preparation of monthly financial statements and year-end reports.
10. Provide financial analysis data to college administrative offices and to the Rend Lake College Board of Trustees.
11. Respond to and adjust grievances of subordinates.
12. Oversee the assigned functions of Facilities and Campus Operations and recommendations for facility modifications.
13. Oversee satellite campuses; RLC MarketPlace and Murphy-Wall Pinckneyville Campus.
14. Serve as the College Risk Manager and oversee the Risk Management Plan to include all liabilities and insurance issues to ensure that adequate coverages are maintained for the protection of College assets. (15%-time assignment)
15. Evaluate personnel directly reporting to this position.
16. Approve and monitor institutional budgets.
17. Serve as a member of the President's Cabinet and Executive Leadership Team.
18. Monitor emerging trends and oversee implementation as appropriate.
19. Oversee the assigned functions and activities of the Business Office, Bookstore, Food Services, Facilities & Campus Operations, and other auxiliary services.
20. Serve as the college representative for the Illinois Community College Chief Financial Officers.

### OTHER FUNCTIONS

21. Attend all Board of Trustee meetings.
22. Serve on committees as assigned.
23. Support college functions across campus.
24. Maintain confidentiality.
25. Perform other duties as assigned.

## Vice President – Finance & Auxiliary Services (Continued)

### **ENVIRONMENT**

Works in an office setting. Works a standard work week with frequent extended hours to complete necessary functions. Some travel 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.

	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		Exempt					
Exemption Classification		Executive					

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

## Vice President – Institutional Effectiveness

### JOB DESCRIPTION

**POSITION TITLE:** Vice President – Institutional Effectiveness  
**DEPARTMENT:** Institutional Effectiveness  
**REPORTS TO:** ~~Executive Vice~~ **President**  
**SUPERVISES:** Director-Marketing & Communications, Director-Adult Education, Director-Institutional Compliance & Research, Chief of Police, Coordinator – LEC & CTE Success Centers, Chief Information Officer  
**STATUS:** Active  
**DATE:** ~~1/01/2024~~ **10/14/2025**

### ESSENTIAL FUNCTIONS

1. Oversee the development, coordination, direction, and supervision of the Institutional Effectiveness departments.
2. Recommend the selection, assignment of work, retention and termination of personnel responsible to this position.
3. Evaluate personnel directly reporting to this position.
4. Approve and monitor institutional budgets for all programs reporting to this position.
5. Coordinate the campus strategic planning process.
6. Monitor emerging trends and oversee implementation as appropriate.
7. Serve as the Higher Learning Commission Liaison (ALO).
8. Coordinate Higher Learning Commission accreditation activities and submissions.
9. Coordinate the submission of program review to the Illinois Community College Board.
10. Oversee the Police Department and operations to ensure a safe school environment. (15%-time assignment)
11. Oversee the assigned functions of Marketing & Communications and strategic outreach initiatives, including the Strategic Enrollment Management Plan.
12. Oversee the assigned functions of Information Technology and recommendations for new technologies and systems.
13. Oversee the assigned functions of Institutional Compliance & Research, including Financial Aid.
14. Oversee the activities and functions of Adult Education, Community Outreach, and Student Support Centers.
15. Serve as the college's Title IX Coordinator.
16. Collaborate with departments and with President's Cabinet to determine and recommend student success efforts and institutional improvement projects based on data analysis.
17. Assist the President ~~and Executive Vice President~~ in the functions of his / her job involving the dissemination of information to the public, and/or college personnel, and other areas as directed.
18. Serve as a member of the President's Cabinet and Executive Leadership Team.
19. Analyze program data and work cooperatively with the President's Executive Leadership Team to implement continuous improvement.
20. Prepare and submit reports in a timely manner to appropriate agencies.

### OTHER FUNCTIONS

21. Attend all Board of Trustee meetings.
22. Serve on committees as assigned.
23. Support college functions across campus.
24. Maintain confidentiality.
25. Perform other duties as assigned.

### **ENVIRONMENT**

Works in an office setting. Works a standard work week with frequent extended hours to complete necessary functions. Some travel required.

## Vice President – Institutional Effectiveness (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)		N					
Full Time/Part Time (FT/PT)		FT					
Perm/Temp*		Perm					
Exempt/Non-exempt		Exempt					
Exemption Classification		Executive					

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

## Specialist – Financial/Program Improvement (Part-Time)

### JOB DESCRIPTION

**POSITION TITLE:** Specialist – Financial/Program Improvement (Part-Time)  
**DEPARTMENT:** Child Care Resource and Referral  
**REPORTS TO:** Director - Child Care Resource and Referral  
**SUPERVISES:** NA  
**STATUS:** Active  
**DATE:** 10/14/2025

### ESSENTIAL FUNCTIONS

1. Prepare budgets, budget narratives and financial reports for all Child Care Resource & Referral grants.
2. Prepare and reconcile grant fiscal year closeout reports.
3. Using the provided software system, prepare requisitions, travel reimbursements, and journal entries on a regular basis. Prepare deposits as needed.
4. Serve as liaison between Rend Lake College Business Office and Child Care Resource and Referral for fiscal reporting.
5. Create and/or update spreadsheets as needed, to effectively track expenditures and compile information as requested by the Director, staff members and grantors.
6. Distribute and approve applications for program improvement scholarships and maintain Quality Counts Grant program.
7. Maintain training data for the Quality Rating System and for other CCR&R training programs in the Illinois Dept of Human Services data tracking program (DTP).
8. Maintain Program Improvement Scholarship and Quality Counts Grant database through the DTP system.
9. Provide technical assistance to early childhood professionals and other related organizations.

### OTHER FUNCTIONS

10. Attend staff meetings and regional and state trainings.
11. Perform other duties as assigned.

### ENVIRONMENT

Works in an office setting. Hours will be set by the Director – Child Care Resource and Referral.

### 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.

## Stipend – Facilitator Chocolate Lab ~~Factory~~

### JOB DESCRIPTION

**POSITION TITLE:** Stipend – Facilitator Chocolate Lab ~~Factory~~  
**DEPARTMENT:** Manufacturing Academy  
**REPORTS TO:** ~~Director – Southern Illinois Manufacturing Academy~~ Director – Auxiliary Services  
**STATUS:** Active  
**DATE:** ~~1/1/2024~~ 10/14/2025

### ESSENTIAL FUNCTIONS

1. Develop and facilitate a chocolate lab ~~factory~~ as part of the Southern Illinois Manufacturing Academy.
2. Coordinate and oversee operations, including but not limited to, ordering supplies; maintaining inventory; planning, manufacturing, handling, shipping, and marketing of product.
3. Implement and oversee health and safety protocols.
4. Develop and update curriculum as needed.
5. Participate in facility tours, as well as outreach and recruitment of students.
6. Communicate with Director of Manufacturing Academy, instructors, and other relevant personnel regarding program updates and requirements.
7. Maintain budget, records, and reports as required.

### OTHER FUNCTIONS

8. Perform other duties as necessary for the improvement and expansion of the RLC chocolate lab ~~factory~~.

### ENVIRONMENT

Works hours required to accomplish objectives. Some evening and weekend hours will be 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.

## Director – Marketing & Communication

### JOB DESCRIPTION

**POSITION TITLE:** Director – Marketing & Communication  
**DEPARTMENT:** Marketing & Communication  
**REPORTS TO:** Vice President – Institutional Effectiveness  
**SUPERVISES:** Marketing & Communications Staff and Student Workers  
**STATUS:** Active  
**DATE:** ~~4/1/2024~~ 10/14/2025

### ESSENTIAL FUNCTIONS

1. Provide leadership to departmental staff, evaluate staff reporting directly to this position, and work with the Vice President of Institutional Effectiveness to recommend employment of personnel.
2. Oversee and facilitate the college's overall marketing efforts, including but not limited to traditional, print, digital, online and social media presences, and other appropriate avenues.
3. Determine policy affecting advertising, promotions and other marketing operations and strategies of the college in association with the Vice President of Institutional Effectiveness.
4. Oversee coordination of on-campus dissemination of information and other marketing efforts to keep college personnel well informed of college happenings.
5. Recommend and monitor control over the Marketing & Communications and Community Outreach budgets, and coordinate strategic planning efforts for the department.
6. Consult on and oversee the production of the official college catalog, class schedule, student handbook and other publications.
7. Work with Community Outreach and other staff as appropriate to plan and organize on-campus and off-campus outreach and recruitment activities.
8. Delegate and consult on the development of news releases publications, photographs etc., and the implementation of procedures related to this work.
9. Oversee maintenance and currency of the college's website and coordinate efforts with Information Technology staff as needed.
10. Facilitate meetings and coordinate the work of the Marketing Advisory Team and the Strategic Enrollment Management Planning group.
11. Facilitate research as needed to determine marketing messages, appropriate platforms and delivery methods and to determine the public's impression of the college.
12. Monitor emerging trends in marketing, public relations and related fields, and recommend and develop any appropriate strategies/projects.

### OTHER FUNCTIONS

13. Assist the President, ~~Executive Vice President~~ and Vice President of Institutional Effectiveness in the functions of their jobs involving the dissemination of information to the public and / or college personnel.
14. Attend all Board of Trustee meetings as directed by the President, ~~Executive Vice President~~ and Vice President of Institutional Effectiveness.
15. Recommend and participate in professional development activities for the Director and departmental staff as appropriate.
16. Perform other duties as assigned.

### ENVIRONMENT

Works in an office setting. Works hours required to accomplish objectives. Some travel 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.

**Director – Marketing & Public Communication (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		Exempt					
Exemption Classification		Administrative					

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



## Chief Information Officer

### JOB DESCRIPTION

**POSITION TITLE:** Chief Information Officer  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Vice President – Institutional Effectiveness  
**SUPERVISES:** Information Technology Department Staff, Student Workers  
**DATE:** ~~01/01/2024~~ 10/14/2025

### ESSENTIAL FUNCTIONS

1. Provide leadership for the Information Technology Department, evaluate staff reporting directly to this position, and work with the Vice President of Institutional Effectiveness to recommend employment of personnel.
2. Facilitate development and administration of a college-wide technology plan in support of the college mission and goals.
3. Monitor emerging trends in IT and related fields, and recommend and develop any appropriate strategies, projects and implementations.
4. Coordinate deployment and management of technologies, systems and services.
5. Recommend and monitor control over departmental budgets, and coordinate strategic planning efforts for the department.
6. Direct and delegate work, as appropriate, including but not limited to: physical topology, wiring and compliance; Active Directory; configuration and continued support of firewalls, web filters, and routers for data traffic; administration and support of the campus VoIP and related systems; maintenance of documentation of network equipment; management of port and VLAN security and access list controls for switches; maintenance of the email retention system; monitoring of cybersecurity programs and systems; and other work as needed.
7. Provide analysis and support of systems monitoring networked switches and servers, as appropriate.
8. Coordinate comprehensive cybersecurity initiatives and recommend software and best practices, working with departmental staff as appropriate.
9. Facilitate disaster recovery planning and data security protocols, and work with campus departments on business continuity planning and risk management.
10. Conduct regular security audits to identify possible inefficiencies or security violations, or delegate this work.
11. Train employees on cyber security and compliance issues.
12. Recommend and participate in professional development activities for the CIO and departmental staff as appropriate.
13. Assist with the creation of policy and procedures as directed.

### OTHER FUNCTIONS

14. Consult with IT staff on technology changes and updates.
15. Attend Board of Trustees and other meetings as directed by the President, ~~Executive Vice President~~, and Vice President of Institutional Effectiveness.
16. Perform other duties as assigned by Rend Lake College Administration.

### ENVIRONMENT

Works in an office setting, works hours required to accomplish objectives.

### Chief Information Officer (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)		No					
Grant Funded (Y/N)		No					
Full Time/Part Time (FT/PT)		FT					
Perm/Temp*		Perm					
Exempt/Non-exempt		Exempt					
Exemption Classification		Administrative					

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

## **Coordinator– Recreational Center**

### **JOB DESCRIPTION**

**POSITION TITLE:** Coordinator– Recreational Center  
**DEPARTMENT:** RLC Recreational Center  
**REPORTS TO:** Assistant Director - Athletics with Baseball Coaching  
**SUPERVISES:** None  
**STATUS:** Active  
**DATE:** 11/05/2025

### **ESSENTIAL FUNCTIONS**

1. Oversee the preparation and daily operations of the Recreational Center.
2. Assist in the curricula development of credit course offerings and teach courses as assigned.
3. Prepare and administer appropriate evaluation instruments as necessary to determine the progress of students.
4. Plan, organize, implement and oversee a variety of credit offerings and sports and recreation programs.
5. Coordinate the strength and conditioning programs for intercollegiate athletic teams.
6. Provide personal instruction for all offerings.
7. Schedule all community offerings and facility usage for the Recreational Center.
8. Coordinate sign-up for clinics and camps, individual sports training and campus wellness activities.
9. Facilitate awareness in the community of the facility's educational offerings by implementing and maintaining a marketing plan.
10. Assist with coordination and operation of intramural sports.
11. Develop athletic training opportunities for area athletes.
12. Coordinate and schedule fitness center / weight room / indoor batting cage / basketball court / track and field / baseball / softball complex usage in the campus facilities booking system.
13. Develop schedule for lab assistants and student workers in the Recreational Center.
14. Recommend and maintain policies and procedures for the facility.
15. Maintain supplies, equipment and materials in support of relevant programs.
16. Maintain all necessary license and certifications required to properly perform job duties as assigned.

### **OTHER FUNCTIONS**

17. Perform other related duties as assigned.

### **ENVIRONMENT**

Works standard scheduled workweek as assigned in a lab setting. Some night and weekend hours are necessary as approved in advance. Some lifting is 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 to be construed as an exhaustive list of all responsibilities, duties, and skills required of the referenced position.

**Coordinator– Recreational Center (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	NA						

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

Director – Recreational Center with Softball Assistant Coaching

### **JOB DESCRIPTION**

**POSITION TITLE:** Director – Recreational Center with Softball Assistant Coaching  
**DEPARTMENT:** RLC Recreational Center  
**REPORTS TO:** VP – Academics and Student Services & Director-Athletics  
**SUPERVISES:** Lab Assistants – Rec Center and Student Workers  
**STATUS:** ~~Active~~ **Inactive**  
**DATE:** ~~10/8/2024~~ **11/05/2025**

### **ESSENTIAL FUNCTIONS**

1. Oversee the preparation and daily operations of the recreation facility.
2. Assist in the curricula development of the credit course offerings. Teach courses as assigned.
3. Prepare and administer appropriate evaluation instruments as necessary to determine the progress of students.
4. Plan, organize, implement and oversee a variety of credit offerings and sports and recreation programs, order supplies and collect registrations.
5. Coordinate the strength and conditioning programs for intercollegiate athletic teams.
6. Ensure a quality program by providing personal instruction for all offerings and by supervising all employees.
7. Schedule all community offerings and facility usage for the Recreational Center.
8. Coordinate sign-up registration for credit offering, clinics and camps, individual sports training and campus wellness activities.
9. Facilitate awareness in the community of the facility's educational offerings by implementing and maintaining a marketing plan.
10. Monitor the day-to-day operations of credit offerings and the sports and recreation programs, including making site visits, resolving complaints, and developing program plans for seasonal and / or year-round activities.
11. Develop different athletic training opportunities for area athletes.
12. Supervise fitness center / weight room facility/ track and field complex usage
13. Recommend employment and work hours for lab assistants and student workers in the REC Center. Supervise and evaluate staff members in their performance of job safety and other responsibilities.
14. Be responsible for budgetary and fiscal control of the Rec Center.
15. Be responsible for maintaining a current student record database.
16. Establish and continue a participant evaluation system of the program.
17. Recommend and maintain policies and procedures for the programs.
18. Maintain supplies, equipment and materials in support of relevant programs and advise the Vice President-Academic & Student Services in advance of equipment and supply needs.
19. Maintain all necessary license and certifications required to properly perform job duties as assigned.
20. Serve as Assistant Softball Coach with specific coaching duties as outlined in the coach's handbook.

### **OTHER FUNCTIONS**

21. Perform other related duties as assigned.

### **ENVIRONMENT**

Works in a lab setting. Works the hours necessary to accomplish objectives. Some nights and weekend hours are necessary. Some lifting 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 to be construed as an exhaustive list of all responsibilities, duties, and skills required of the referenced position.

**Director – Recreational Center with Assistant Softball Coaching (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		Exempt					
Exemption Classification		Administrative					

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

## Stipend – Softball Assistant Coach

### JOB DESCRIPTION

**POSITION TITLE:** Stipend – Softball Assistant Coach  
**DEPARTMENT:** Athletics  
**REPORTS TO:** Director-Athletics  
**STATUS:** ~~Inactive~~ Active  
**DATE:** ~~03/01/2022~~ 11/05/2025

#### ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Assist the head coach with conducting team practices.
3. Assist the head coach with game preparation and coaching.
4. Assist the head coach with home game management activities.
5. Work with the head coach on player and team development.
6. Assist with team travel.
7. Assist with scheduling of opponents.
8. Help the head coach ensure that all departmental paperwork is completed and returned by the established deadlines.
9. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
10. Work with head coach and college grounds crew to ensure proper maintenance of the field and surrounding areas.

#### OTHER FUNCTIONS

11. Assist with purchasing equipment and maintaining appropriate inventory.
12. Coordinate fundraising activities.
13. Attend department, conference and region meetings as necessary.
14. Perform other duties as assigned.

#### ENVIRONMENT

Works hours required to accomplish objectives. Some travel 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.

## **JOB DESCRIPTION**

**POSITION TITLE:** Assistant Director – Athletics with Baseball Coaching  
**DEPARTMENT:** Athletics  
**REPORTS TO:** Athletic Director  
**SUPERVISES:** ~~Director~~ **Coordinator**- Recreational Center, **Lab Assistants – Rec Center, Student workers**  
**STATUS:** Active  
**DATE:** ~~7/9/2024~~ **11/05/2025**

### **ESSENTIAL FUNCTIONS**

1. Assist Athletic Director in maintaining compliance with NJCAA rules and regulations.
2. Preparation and filing of on-line eligibility forms for all sports.
3. Assist Athletic Director in preparation and management of departmental budget.
4. Complete and submit the Equity in Athletics Disclosure Act of US Department of Education in conjunction with the Vice President – Academics & Student Services.
5. Review and update the Student Athlete Handbook.
6. Attend as many sporting events of Rend Lake College as possible and serve as game day administrator.
7. Attend Region 24 AD Meetings in absence of Athletic Director.
8. Serve as sports information officer.
9. Plan and manage athletic award program.
10. Assist head coaches in hiring assistant coaches.
11. Assist and monitor outside athletic events as needed.
12. Work with College administration to assure that the athletic program is continually reviewed in an effort to promote the best interest of the student-athletes, staff, College, and community.
13. Coordinate at least two community service events each fall and spring with student athletes.
14. Coordinate and provide student athletes a program to provide soft skills including, time management, mental and physical wellbeing.
15. Assist coaches with recruiting as necessary and assist student athletes with transfer to 4-year institutions.
16. Recruit, hire, and assign personnel for home games.
17. Coordinate community nights and game day entertainment and activities.
18. Coordinate athletic facility maintenance with physical plant.
19. Coordinate and lead a Student Athlete Advisory Council.
20. Coordinate an intramural league for student athletes and the college community at large.
21. Serve as head baseball coach.
22. Supervise ~~Director~~ **Coordinator**-Recreation Center, **Lab Assistants – Rec Center, and Student Workers** and oversee operations of facility.
23. **Develop and oversee budget of the Recreational Center**

### **OTHER FUNCTIONS**

24. Serve on committees as appointed.
25. Perform other duties as assigned.

### **ENVIRONMENT**

Works in an office environment. Works hours needed to meet the objectives.

### **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.



**Assistant Director – Athletics (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		Exempt					
Exemption Classification		Administrative					

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

**APPROVAL OF REVISIONS TO  
REND LAKE COLLEGE BOARD *POLICY* &  
PROCEDURE 3.1715 – TUITION WAIVERS  
(SECOND READING)**

*Rend Lake College Board of Trustees*

**October 14, 2025**

**RECOMMENDATION:** To approve revisions to Rend Lake College Board *Policy* & Procedure 3.1715 – Tuition Waivers, as presented, second reading, effective October 14, 2025.

**RATIONALE:** Revisions to this policy are needed to better define what a dependent is, and to meet the needs of the institution.

**EFFECTIVE DATE:** October 14, 2025

## 3.1715 Tuition Waivers

### POLICY

#### Full-Time Employees

Full-time employees and their dependents are eligible for a waiver of tuition at Rend Lake College. Dependents of full-time employees are defined as a spouse and dependent children. Dependent children would include biological children, adopted children, step-children and any children that you may have guardianship over as long as you are eligible to claim them as dependents on your most recent federal income tax return. Children can qualify as dependent if they satisfy at least two of the following three conditions: 1) are under 24 years of age; 2) are not married; and 3) currently reside with the full-time employee of Rend Lake College. Employees shall not be in class(es) more than six (6) clock hours per scheduled work week.

#### Part Time Employees

For each of the categories of part-time employees listed below, an employee is eligible to receive one tuition waiver per semester for either the employee or their dependent upon completion of the following requirements:

- A. Part-time instructors and high school dual credit instructors, who have taught a minimum of 3 credit hours per semester at Rend Lake College for a minimum of four semesters over the last four years.
- B. Part-time trainers who have taught a minimum of 96 hours per semester for a minimum of four semesters over the last four years.
- C. Part-time employees (other than instructors or trainers) who have worked a minimum of 260 hours per semester for a minimum of four consecutive semesters and is currently employed in the capacity for which eligibility is claimed.

Except for summer, the employee must be currently employed in that capacity for which eligibility is being claimed and qualifying service should immediately proceed the semester in which the waiver is sought. Any exceptions to the timing of tuition waiver being used needs to be submitted by the appropriate Vice President and approved by the President.

#### Retiree Tuition Waiver

Retirees with twenty years of full-time employment at Rend Lake College are eligible for a waiver of tuition.

#### Legacy Tuition Waiver

The spouse and dependent child(ren) of living retirees with twenty years of full-time employment at Rend Lake College will be eligible for tuition waivers for up to 64 credit hours per individual student.

Full tuition waivers for up to 64 credit hours per individual student will be given to spouse and children of full-time employees who pass away while employed at the College or while on disability leave from the College.

**Rec Center Waiver**

All full-time and part-time employees shall not be charged membership fees for the Rend Lake College Rec Center.

**PROCEDURE**

Full-time employee who wish to take courses at the College during the College's normal business hours must obtain advance approval from their immediate supervisor and the appropriate President's Executive Leadership Team member. For full-time, part-time or retirees, the tuition waiver is for a full-time or part-time student credit-hour load. Employees hired prior to January 1, 2014 will be grandfathered. Each full-time or part-time employee applying for a tuition waiver, must complete the Tuition Waiver Form. The form is housed on SharePoint under RLC Forms.

With regard to legacy tuition waivers, spouses and dependent child(ren) who are eligible for this waiver will be required to submit a Legacy Tuition Waiver to the Financial Aid Office. Following verification of employment, the Financial Aid Office will be responsible for placing the tuition onto the student account.

**RESOLUTION OF INTENT TO LEVY SPECIAL TAX FOR  
EDUCATIONAL AND OPERATIONS AND  
MAINTENANCE PURPOSES PURSUANT TO 110 ILCS  
805, SECTION 3-14.3 OF THE ILLINOIS PUBLIC  
COMMUNITY COLLEGE ACT**

*Rend Lake College Board of Trustees*

**October 14, 2025**

**RECOMMENDATION:** To approve a resolution of intent to levy a special tax for educational and operations and maintenance purposes pursuant to 110 ILCS 805, Section 3-14.3 of the Illinois Public Community College Act, as presented, effective October 14, 2025.

**RATIONALE:** The Illinois Community College Board has authorized Rend Lake College to levy a special tax for educational and operations and maintenance purposes. ICCB grants this authorization annually to community college districts that 1) receive equalization funding and 2) have a combined educational and operations and maintenance tax rate lower than the statewide average.

**EFFECTIVE DATE:** October 14, 2025

**RESOLUTION OF INTENT TO LEVY SPECIAL TAX FOR EDUCATIONAL AND  
OPERATIONS AND MAINTENANCE PURPOSES PURSUANT TO  
110 ILCS 805, SECTION 3-14.3 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE  
ACT**

**WHEREAS**, 110 Illinois Compiled Statutes (ILCS) 805, Section 3-14.3 of the Illinois Public Community College Act authorizes the board of a community college district to levy a special tax upon the taxable property of the district in any year in which the Illinois Community College Board issues a letter of eligibility to do so; and

**WHEREAS**, Section 3-14.3 states that the equity tax may be used to increase the total taxing authority of the district to the most recently reported statewide average actual levy rate for educational and operations and maintenance purposes as certified by the Illinois Community College Board; and

**WHEREAS**, the Board of Trustees of Rend Lake College District No. 521, Counties of Jefferson, Franklin, Hamilton, Perry, Washington, Wayne, White, and Williamson, State of Illinois, has received from the Illinois Community College Board a letter of eligibility to levy an equity tax pursuant to Section 3-14.3; and

**WHEREAS**, said letter of eligibility states that the Board is eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 27.80 cents per \$100 of assessed valuation in accordance with the provisions of Section 3-14.3, which represents an equity rate of 2.80 cents; and

**WHEREAS**, a copy of said letter of eligibility is attached to this Resolution and incorporated herein by reference; and

**WHEREAS**, Section 3-14.3 requires the Board to publish this resolution after its passage in order to give district voters an opportunity to request a referendum on the equity tax levy proposed herein; and

**WHEREAS**, it is in the best interest of Rend Lake College students and the district for the Board to state its intent to levy an equity tax under Section 3-14.3; and

**WHEREAS**, this equity tax will be levied upon taxpayers for calendar year 2025, payable in calendar year 2026, and recognized as revenue by Rend Lake College in its fiscal year 2027.

**THEREFORE BE IT RESOLVED** by the Board of Trustees of Rend Lake College  
District No. 521:

1. The Board has received a letter of eligibility from the Illinois Community College Board authorizing the Board to levy an equity tax pursuant to 110 ILCS 805, Section 3-14.3 of the Illinois Public Community College Act.
2. Rend Lake College has met all the eligibility requirements of Section 3-14.3.
3. The Board herewith states its intent to levy for purposes of a combined educational and operations and maintenance rate of 27.80 cents per \$100 of assessed valuation in accordance with the provisions of Section 3-14.3, which represents an equity rate of 2.80 cents as stipulated in the terms set forth in the letter of eligibility.
4. The Chairman of the Board and the Secretary are authorized to publish the notice to district voters as required by Section 3-14.3.
5. A certified copy of the Resolution, accompanied by the letter of eligibility, shall be filed in the office of the County Clerks of Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White, and Williamson Counties.

Dated this 14th Day of October 2025.

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Chair, Board of Trustees  
Rend Lake College

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Secretary, Board of Trustees  
Rend Lake College



September 30, 2025

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

Dear Dr. Ragland,

At the meeting held on September 26, 2025, the Illinois Community College Board authorized your district's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section specify that your board of trustees must adopt a resolution expressing its intent to levy the tax; and thereby, giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 27.80 cents, and Rend Lake College can levy an additional 2.80 cents. The levy does not circumvent tax cap legislation.

If you have any questions, please contact Jennifer Franklin, Deputy Director for Finance and Administration, at (217)-785-0031 or at [Jennifer.L.Franklin2@Illinois.gov](mailto:Jennifer.L.Franklin2@Illinois.gov).

Sincerely,

Brian Durham, Ed.D.  
Executive Director

cc: John Gulley, CFO



# RESOLUTION REGARDING ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2025 PAYABLE 2026

*Rend Lake College Board of Trustees*

**October 14, 2025**

**RECOMMENDATION:** To accept/determine the 2025 Tax Levy (Payable 2026). The proposed tax levy will be filed in accord with the Truth in Taxation compliance laws.

**RATIONALE:** The proposed taxes to be levied for tax year 2025 payable 2026 will be as follows:

	2024 Payable <u>2025</u>	2025 Payable <u>2026</u>	Percentage Incr/(Dec)
Corporate and Special Purpose	\$5,366,577	\$6,600,754	23.00%
Debt Service	<u>\$3,921,103</u>	<u>\$3,386,613</u>	
<b>TOTAL</b>	<b>\$9,287,680</b>	<b>\$9,987,367</b>	<b>7.53%</b>

Due to the fact that the amount of the proposed corporate and special purpose tax levy is greater than 105% of the prior year's levy, Rend Lake College is required to publish a notice of tax increase and conduct a Truth in Taxation hearing.

The Truth in Taxation hearing will be held in the Warrior Lounge on the Rend Lake College Ina Campus, 468 N Ken Gray Parkway, Ina IL on Tuesday, November 18, 2025, at 6:30 PM.

CERTIFICATE OF TAX LEVY

Community College District No. 521 Counties of Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White, & Williamson  
Community College District Name: Rend Lake College and State of Illinois

**We hereby certify that we require:**

the sum of \$ <u>3,869,032</u>	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ <u>959,758</u>	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ <u>537,464</u>	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ <u>853,500</u>	to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 109-107), and
the sum of \$ <u>160,000</u>	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 & 5/21-110.1), and
the sum of \$ <u>71,000</u>	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ <u>150,000</u>	to be levied as a special tax for Protection, Health, and Safety purposes (110 ILCS 805/3-20.3.01), on the taxable property of our community college district for 2025.

Signed this 18<sup>th</sup> day of November, 2025

<<TENTATIVE>>

\_\_\_\_\_  
Chairman of the Board of Rend Lake College District 521

<<TENTATIVE>>

\_\_\_\_\_  
Secretary of the Board of Rend Lake College District 521

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

The Number of bond issue of said community college district which have not been paid in full is -THREE (SERIES 2020B, 2023A, & 2023B).

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 521 Counties of Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White, and Williamson, and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2025 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2025.

In addition to an extension of taxes authorized by levies made by the board of the said community college district additional extension(s) may be made and authorized by resolutions(s) on file in this office to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolutions(s), for said purpose for the year 2025 is \$ 3,386,613.

\_\_\_\_\_  
County Clerk & County

\_\_\_\_\_  
Date

**APPROVAL OF REVISIONS TO  
REND LAKE COLLEGE BOARD *POLICY* 3.1110 –  
COMPUTATION OF HOURLY RATE OF PAY FOR  
PART-TIME EMPLOYEES  
(FIRST READING)**

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

**October 14, 2025**

**RECOMMENDATION:** To approve revisions to Rend Lake College Board *Policy* 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees, as presented, first reading, effective November 18, 2025.

**RATIONALE:** This policy is being revised to better serve the needs of the institution by enabling greater flexibility in hourly wage rates for part-time specialized skilled laborers.

**EFFECTIVE DATE:** November 18, 2025

### 3.1110 Computation of Hourly Rate of Pay for Part-Time Employees

#### POLICY

The hourly rate of pay for all part-time employees shall be established by the Board based upon recommendations from the President.

Classification 1 Part-time Instructors (Credit Classes which require a reasonable amount of both prep and post teaching time and which are not paid on a documented per hour basis.)

(The following schedule is predicated upon a part-time instructor teaching a minimum of one (1) semester per year, attending all required meetings, demonstrating overall support of the College, and receiving positive evaluations.)

<u>Step</u>	<u>Semesters Taught</u>	<u>Rate</u>
1	0-19	\$36.00
2	20+	\$38.00

During any one (1) academic year (consisting of a Fall, Spring, and Summer term), if a part-time faculty fails to teach for the College, in any capacity, the individual will be returned to Step 1 of the schedule.

Classification 2 Part-time Instructional Trainers or Instructional Supervisors (Credit Classes which require minimal amount of either prep or post teaching time and which are paid at a hourly rate of pay based upon documented hours worked).

Hourly rates of pay will be based upon the trainer or supervisor's educational experience and prior work experience. Deans will be required to secure the approval of hourly rate of pay from the appropriate Vice President prior to the employment of the part-time trainer or supervisor.

Classification 3 Community Education Instructors (non-credit) \$20.00/hour

Classification 4 Part-time Teacher Aide – Children's Center \$15.00/hour

Classification 5 Part-time Applied Music Instructors/ \$30.00/hour

Classification 6	Part-time Tutors & Educational Support Specialists	
	HS grad	Minimum Wage
	Associate degree	\$16.00/hour
	Bachelor's degree +	\$18.00 /hour
	Master's degree +	\$20.00/hour

Classification 7 **Hourly rates of pay will be based upon the specialized skilled laborer's educational experience and/or prior work experience. Approval of hourly rate of pay from the appropriate Vice President will be required prior to the employment of the part-time specialized skilled laborers.**

Part-time Specialized Skilled Laborers **\$17.00 to** \$25.00/hour

Classification 8 Part-time Computer Specialists \$20.00/hour

Classification 9	Part-time Food Service Managers	\$17.00/hour
Classification 10	Part-time Library Specialists	\$15.00/hour
Classification 11	Part-time Maintenance, Custodial, Grounds	\$17.00/hour
Classification 12	Part-Time Office Support Specialists	\$15.00/Hour
Classification 13	Part-time Lab Assistants	\$15.00/Hour
Classification 14	Student Workers	\$15.00/hour
Classification 15	Part-time Assistant Teacher - Children's Center (possessing an Associate Degree in child care or higher credentials)	\$17.00/hour
Classification 16	Part-time Retail	\$15.00/Hour
Classification 17	Part-time Food Service	\$15.00/Hour
Classification 19	Part-time Security Officer	\$17.00/hour
Classification 20	Part-time Police Officer (graduate of Illinois Training and Standards Board)	\$20.00/hour

These hourly wages will apply to those employees paid out of institutional funds. Any deviations from the above schedule for positions paid from institutional or grant funds must be approved in advance by the President and Vice President Finance & Auxiliary Services.

**APPROVAL OF REVISIONS TO  
REND LAKE COLLEGE *POLICY* 5.1215 – TRAVEL  
REIMBURSEMENT  
(FIRST READING)**

*Rend Lake College Board of Trustees*

**October 14, 2025**

**RECOMMENDATION:** To approve revisions to Rend Lake College Board *Policy* 5.1215 – Travel Reimbursement, as presented, first reading, effective November 18, 2025.

**RATIONALE:** This policy is being revised to better serve the needs of the institution.

**EFFECTIVE DATE:** November 18, 2025

## 5.1215 Travel Reimbursement

### **POLICY**

#### **Administrative Staff**

Reimbursement for expenses incurred for travel connected with attendance at meetings, conventions and other college business will be made in the following manner:

1. Travel to conferences and meetings must be approved in advance by the appropriate Dean or PELT member.
2. The Accounts Payable Department will be responsible for making flight or train arrangements using the college credit card. After an employee is given permission to travel, the employee should contact the Accounts Payable Department to arrange a time to meet to purchase tickets online in the Accounts Payable Specialist's office. The Accounts Payable Department will be responsible for securing the most reasonable and cost-effective travel arrangements. The maximum amount of reimbursement for travel expenses will be at the lesser cost of either the mileage associated with travel to and from the event if the use of a personal car has been approved by the applicable PELT member, the costs for the expense of a train ticket at a reasonable time and location, or a flight secured at a reasonable time and location and which is the most cost-effective. Once the travel arrangements have been made, the AP Specialist will instruct the employee to create a requisition /purchase order for the cost. As much advanced notice as possible should be given to aid in obtaining the most equitable pricing.
3. For vehicle travel, employees are required to use a College-owned vehicle if a vehicle is available. If an employee chooses to use the employee's own vehicle when a College-owned vehicle is available, then the employee will not be entitled to mileage reimbursement unless permission is received from the applicable PELT member. If a personal vehicle is used, reimbursement for mileage will be at a rate equal to the IRS mileage reimbursement rate and will be paid in accordance with Rend Lake College Policy 5.1505 (Vehicle Usage for College Travel).
4. Arrangements for lodging, meals, rental vehicles, and registration expenses will be arranged by individual employee or department in advance whenever possible through standard purchasing procedures. When making lodging reservations, the employee / department will be responsible for securing the most reasonable and cost-effective accommodations.

The employee may also request a cash advance and / or use a personal credit card to make hotel reservations. The employee / department will be responsible for ensuring that the arrangements were made in the most reasonable and cost-effective manner possible. Reimbursement for the expenses will follow the established procedure.

Reimbursement for lodging will be paid at the single-room rate and may include up to one day prior to the meeting and one day following the meeting. Meal and incidental expenses will be paid at the applicable maximum per diem Federal Rates (other assumable expenses must be accompanied with receipts). A complete listing of all per diem rates and corresponding meal allocations on a per city basis can be found online. Internal Revenue Service guidelines stipulate that if the city to which the employee traveled does not appear on the established list, individuals are to use the standard per diem rate allocations. Meal and incidental expenses may include up to one day prior to the meeting and one day following the meeting. Travel reimbursements which are subject to lower grant limitations may be reimbursed at those lower limitations. Per diem rates and regulations for meals and incidentals are as follows:

Breakfast: Payable when an employee is in travel status and leaves the college or residence (if reporting directly to the destination) at or before 6:00 a.m.

Lunch: Payable when an employee is on travel status and leaves the college at or before 10:00 a.m.

Dinner: Payable when an employee is on travel status and arrives back at the college or residence (if reporting directly from destination) at or after 7:00 p.m.

(The established meals and incidentals allotment includes and defines incidental expenses as tips for porters, baggage carriers, bellhops, hotel maids, hotel servants in foreign countries, and stewards or stewardesses and others on ships.) Other associated travel costs such as parking and cab fares are to be accompanied by a receipt.

No per diem meal is allowed if the meal is included in a conference registration fee. Per diem meal allowances are only allowed if they are ordinary and necessary expenses of traveling away from home for business purposes. Traveling away from home must meet the following Internal Revenue Service guidelines: 1) Your duties require you to be away from the general area of your tax home (Rend Lake College) substantially longer than an ordinary day's work and 2) You need to get sleep or rest to meet the demands of your work while away from home. Receipts do not have to be submitted for meal per diem.

In the event that an employee requests reimbursement for meals during a meeting with a client(s) (i.e. recruits, community members, campus visitors, etc.), reimbursements will be based upon actual meal charges and an itemized receipt showing what was purchased must be submitted for payment. No request for reimbursement will be accepted if the receipt includes charges for alcoholic beverages.

Reimbursement for entertainment expenses (which includes but is not limited to shows, amusements, theaters, sporting events, or any other place of public or private entertainment) is prohibited.

The maximum allowable reimbursement for travel related expenses are as follows:

Type of Expense	Maximum Allowable Reimbursement
Mileage	IRS mileage reimbursement rate
Lodging	\$100 above the applicable CONUS Per Diem Rate ( <b><u>or the conference rate when travel is for the purpose of a conference and approved by a PELT member</u></b> ) (Actual receipt required)
Meals & Incidentals	Applicable CONUS Per Diem Rate
Meal expense incurred during College-related business meetings	Actual (receipt required)
Commercial Carrier	Most reasonable and cost effective (receipt required)
Train or Bus	Most reasonable and cost effective (receipt required)
Parking, Taxi, Tolls, etc.	Actual (receipt required)
Conference / Registration Fees	Actual (receipt required)

In the event that an employee's travel expenses exceed the allowable limits, the expenses will be approved by roll call vote at an open meeting of the Board of Trustees.

The travel expense requisition / purchase order shall be submitted ten (10) days from the date of travel, or no later than the end of the month. Approval by the Vice President of Finance and



Auxiliary Services will be required for travel expense vouchers that are not submitted within thirty (30) days of the date of travel. Under no circumstance will travel expense vouchers be reimbursed if submitted beyond sixty (60) days of the date of travel. Accounts Payable may reduce approved travel expense vouchers and expense checks with amounts outstanding from prior advances for the traveler for the net amount due.

**Part-time Employees**

Part-time employees will not be reimbursed for mileage associated with travel costs to and / or from either their home site or to and / or from their primary work location. Any exception to this procedure must have the approval of both the President and the Vice-President of Finance and Auxiliary Services.

# PERSONNEL

# **RATIFY ACCEPTANCE OF RESIGNATION TRIO PROGRAM DIRECTOR**

*Rend Lake Board of Trustees*

**October 14, 2025**

**RECOMMENDATION:** To accept with regret the resignation of Mrs. Mallory Modellmog, TRIO Program Director, effective October 03, 2025.

**EFFECTIVE DATE:** October 03, 2025

September 16, 2025

Mr. Henry Buster Leeck  
Vice President - Academic & Student Services  
Rend Lake College  
468 N. Ken Gray Parkway  
Ina, IL 62846

Dear Buster,

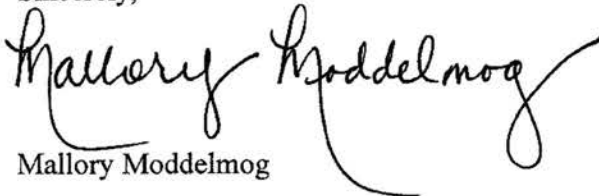
I am writing to formally resign from my position as Director of TRIO Programs at Rend Lake College. My last day of employment will be Friday, October 3, 2025. I have accepted the Career Development Coordinator position at Rose State College and look forward to joining my family in Oklahoma.

I want to express my sincere gratitude for the opportunity to lead the TRIO programs. Your confidence and trust in my ability to manage both the Upward Bound and STARS grants meant the world to me. I am most grateful for your support and friendship during my time at Rend Lake College.

It has been an honor to serve our TRIO students and to be part of the Rend Lake College community. I have been fortunate to work with an incredible TRIO staff whose dedication to student success is truly inspiring. I will always treasure the relationships built and the impact we made together.

Thank you again for the opportunity to be part of such meaningful work. I wish nothing but continued success for the TRIO programs and Rend Lake College.

Sincerely,

  
Mallory Modellmog



# 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

September 16, 2025

Mrs. Mallory Modelmog



Dear Mallory,

I am in receipt of your resignation letter dated today, resigning from your position of Director of the TRIO Program at Rend Lake College effective October 03, 2025.

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

Very truly yours,

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

Lori Ragland  
President

LR/cd

**RATIFY ACCEPTANCE OF RETIREMENT  
RESIGNATION  
RECREATIONAL CENTER DIRECTOR AND  
ASSISTANT SOFTBALL COACH**

*Rend Lake Board of Trustees*

**October 14, 2025**

**RECOMMENDATION:** To ratify with regret the acceptance of the retirement resignation of Mrs. Laura Johnston, Recreational Center Director and Assistant Softball Coach, effective November 04, 2025.

**EFFECTIVE DATE:** November 04, 2025

Laura Johnston



October 6, 2025

To Rend Lake College,

This letter is my official letter of retirement as of November 5<sup>th</sup>, 2025.  
My last day of work will be November 4<sup>th</sup>, 2026.

This has been a decision not taken lightly by me and family members. However, I hope and pray it is the best decision for my family. I have genuinely enjoyed my employment at Rend Lake College. It has been my second home. I will miss my coworkers and students immensely.

Please let me know if I can help with the transition of a new employee into my position. I realize this is rather abrupt and I had hoped to continue to work through the summer of 2026. However, family needs have changed dramatically and unexpectedly.

Again, I truly love Rend Lake College. It has made my life rich in opportunity mentally and physically. I will cherish the great memories made.

Sincerely,

A handwritten signature in cursive script that reads "Laura Johnston".

Laura Johnston



# REND LAKE COLLEGE

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

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## OFFICE OF THE PRESIDENT

October 6, 2025

Ms. Laura Johnston



Dear Laura,

I am in receipt of your retirement resignation letter dated October 6, 2025, resigning from your position as Director of Recreational Center and Assistant Softball Coach. I acknowledge the date of your retirement to be November 5, 2025, with your last day of work to be November 4, 2025.

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

Sincerely,

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

Lori Ragland  
President

LR/mh

cc: Human Resources



# APPOINTMENT OF COORDINATOR – SOUTHERN ILLINOIS MANUFACTURING ACADEMY

*Rend Lake College Board of Trustees*

October 14, 2025

**RECOMMENDATION:** To appoint Ms. Karli Campise as Coordinator – Southern Illinois Manufacturing Academy (SIMA) on a full-time, 50-week, non-tenure track contract at an annual salary of \$70,000, prorated for the remainder of the fiscal year, pending a transcript audit, effective October 27, 2025.

**RATIONALE:** Ms. Campise has a bachelors degree in Mechatronics and Robotics, a degree that integrates mechanical engineering, electronics, computer control systems and industrial automation. This background directly supports SIMA's mission to prepare students and incumbent workers for modern manufacturing careers. She also has several years of industry experience.

**EFFECTIVE DATE:** October 27, 2025

*If Employment:*

**JOB TITLE:** Coordinator – Southern Illinois Manufacturing Academy

**SALARY:** \$70,000

**CLASSIFICATION:** Professional / Technical

**# OF WEEKS:** 50

**TENURE TRACK:** Yes \_\_\_\_\_ No   X  

**GRANT FUNDED:** Yes \_\_\_\_\_ No   X  

**EXEMPT/NON-EXEMPT:** Exempt

**EXEMPT CLASSIFICATION:** Learned Professional

## RECOMMENDATION FOR APPOINTMENT

### General Information

Position to be Filled:	Coordinator – SI Manufacturing Academy
Number of Applicants:	47
Number of Applicants Meeting Advertised Requirements:	39
Number of Applicants Interviewed:	10
Applicants Interviewed by:	Chris Sink, Amy Epplin, Lynne French, Emily DeForest, Maggie Ervin, Kim Wilkerson

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Applicant Recommended: Karli Campise

Educational Preparation: B.S. – Mechatronics and Robotics  
Southern Illinois University - Edwardsville  
2019 - 2022

Experience:

C & C Pumps and Supply  
Engineering Sales  
2023 - Present

Graphic Packaging International  
Process Engineer  
2022 – 2023

Nascote  
Assembly Department Intern  
May 2022 – August 2022

Graphic Packaging International  
Finishing Department Intern  
May 2021 – August 2021

# FINANCIAL INFORMATION

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

*Rend Lake College Board of Trustees*

**October 14, 2025**

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

## ***ICCTA Meetings:***

### ***August 7-9, 2025***

-Mr. Ron Daniels, ICCTA Regional Representative  
\$221.22 (mileage reimbursement underpayment)

### ***September 12-13, 2025***

-Mr. Ron Daniels, ICCTA Regional Representative  
\$290.00 (mileage reimbursement & per diem)

**EFFECTIVE DATE:** October 14, 2025

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

	BUDGET	ACTUAL SEPTEMBER	ACTUAL ACTUAL	REMAINING BUDGET	% USED
<b>REVENUES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
LOCAL GOVERNMENT	\$ (5,093,131.00)	\$ (689,802.09)	\$ (1,176,532.41)	\$ (3,916,598.59)	23.10%
STATE GOVERNMENT	\$ (8,331,737.00)	\$ (529,734.55)	\$ (1,197,470.70)	\$ (7,134,266.30)	14.37%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (1,684.80)	\$ (3,254.34)	\$ (18,745.66)	14.79%
TUITION & FEES	\$ (7,294,370.00)	\$ (136,753.00)	\$ (4,549,535.70)	\$ (2,744,834.30)	62.37%
SALES & SERVICE	\$ (970,054.00)	\$ (58,830.54)	\$ (338,576.61)	\$ (631,477.39)	34.90%
FACILITIES REVENUE	\$ (655,900.00)	\$ (87,387.91)	\$ (116,006.22)	\$ (539,893.78)	17.69%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (315,822.39)	\$ (85,677.61)	78.66%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (570,044.00)	\$ (21,101.57)	\$ (82,582.48)	\$ (487,461.52)	14.49%
<b>TOTAL REVENUES</b>	<b>\$ (23,338,736.00)</b>	<b>\$ (1,525,294.46)</b>	<b>\$ (7,779,780.85)</b>	<b>\$ (15,558,955.15)</b>	<b>33.33%</b>
<b>EXPENSES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
SALARIES	\$ 12,256,091.00	\$ 983,171.53	\$ 2,154,543.64	\$ 10,101,547.36	17.58%
EMPLOYEE BENEFITS	\$ 2,952,542.00	\$ 197,134.01	\$ 479,242.98	\$ 2,473,299.02	16.23%
CONTRACTUAL SERVICES	\$ 1,646,500.00	\$ 165,482.25	\$ 444,801.88	\$ 1,201,698.12	27.01%
MATERIALS/SUPPLIES	\$ 2,232,000.00	\$ 186,645.01	\$ 775,340.73	\$ 1,456,659.27	34.74%
CONF/MEETING/TRAVEL	\$ 461,450.00	\$ 36,380.16	\$ 59,389.61	\$ 402,060.39	12.87%
FIXED CHARGES	\$ 183,150.00	\$ 9,106.72	\$ 78,274.23	\$ 104,875.77	42.74%
UTILITIES	\$ 946,700.00	\$ 86,193.98	\$ 192,762.76	\$ 753,937.24	20.36%
CAPITAL OUTLAY	\$ 432,000.00	\$ 8,266.77	\$ 76,954.77	\$ 355,045.23	17.81%
OTHER EXPENSES	\$ 2,212,000.00	\$ 370,016.13	\$ 1,220,028.68	\$ 991,971.32	55.16%
<b>TOTAL EXPENSES</b>	<b>\$ 23,322,433.00</b>	<b>\$ 2,042,396.56</b>	<b>\$ 5,481,339.28</b>	<b>\$ 17,841,093.72</b>	<b>23.50%</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>\$ 517,102.10</b>	<b>\$ (2,298,441.57)</b>	<b>\$ 1,982,138.57</b>	

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

	ACTUAL		ACTUAL	
	SEPTEMBER		YEAR-TO-DATE	
REVENUES				
RESTRICTED FUNDS				
LOCAL GOVERNMENT	\$	(756,045.31)	\$	(1,159,954.41)
STATE GOVERNMENT	\$	(60,485.00)	\$	(347,766.66)
FEDERAL GOVERNMENT	\$	(1,648,616.70)	\$	(1,778,102.96)
TUITION & FEES	\$	-	\$	-
SALES & SERVICE	\$	(140.00)	\$	(50,226.85)
FACILITIES REVENUE	\$	-	\$	-
INVESTMENTS	\$	-	\$	(122,642.14)
NON GOVERNMENT	\$	(74,264.00)	\$	(86,180.69)
OTHER	\$	(20,351.84)	\$	(61,535.67)
TOTAL REVENUES	\$	(2,559,902.85)	\$	(3,606,409.38)
EXPENSES				
RESTRICTED FUNDS				
SALARIES	\$	214,303.27	\$	503,076.99
EMPLOYEE BENEFITS	\$	56,710.20	\$	153,911.46
CONTRACTUAL SERVICES	\$	100,450.79	\$	139,098.97
MATERIALS/SUPPLIES	\$	28,142.19	\$	52,999.52
CONF/MEETING/TRAVEL	\$	9,348.06	\$	65,887.45
FIXED CHARGES	\$	19,503.05	\$	69,926.04
UTILITIES	\$	693.33	\$	3,112.99
CAPITAL OUTLAY	\$	865,974.23	\$	2,545,812.22
OTHER EXPENSES	\$	2,142,671.85	\$	2,154,735.88
TOTAL EXPENSES	\$	3,437,796.97	\$	5,688,561.52
TRANSFERS				
OP TRANSFER TO OTHER FUNDS	\$	-	\$	-
OP TRANSFER FROM OTHER FUNDS	\$	-	\$	-
TOTAL TRANSFERS	\$	-	\$	-
GRAND TOTAL	\$	877,894.12	\$	2,082,152.14

# STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	September 2025	August 2025	July 2025	June 2025	May 2025	April 2025
Operating Account	\$ 41,952,620.23	\$ 39,484,608.79	\$ 41,662,245.51	\$ 43,628,885.59	\$ 44,639,418.12	\$ 43,860,601.05
Medical Insurance Reserve	\$ -	\$ -	\$ -	\$ -	\$ 56,170.39	\$ 55,958.11
Working Cash	\$ 126,176.11	\$ 6,191,741.70	\$ 6,168,127.90	\$ 6,319,533.73	\$ 6,296,203.22	\$ 6,272,189.13
*Working Cash CD's	\$ 9,300,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00
2023B Bond Account	\$ 1,774,967.17	\$ 1,768,411.31	\$ 1,761,669.82	\$ 1,806,040.12	\$ 1,799,371.48	\$ 3,745,046.98
Investments**						
Liquid Fund	\$ 313,908.38	\$ 788,414.62	\$ 14.88	\$ 4,378.19	\$ 3,313.13	\$ 2,285.29
MAX Fund	\$ 30,308.26	\$ 30,205.40	\$ 30,097.66	\$ 24,610.64	\$ 24,525.26	\$ 24,437.57
Cert of Deposit	\$ 2,536,150.00	\$ 2,536,150.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00
Cert of Deposit (DTC)	\$ 1,468,349.88	\$ 976,993.41	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</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>	<b>\$ 60,257,393.78</b>	<b>\$ 61,398,910.31</b>

	March 2025	February 2025	January 2025	December 2024	November 2024	October 2024
Operating Account	\$ 43,545,531.87	\$ 44,350,813.13	\$ 45,488,470.72	\$ 44,664,751.39	\$ 44,619,581.90	\$ 41,469,775.04
Medical Insurance Reserve	\$ 55,751.70	\$ 55,539.22	\$ 55,347.96	\$ 55,136.60	\$ 54,911.87	\$ 54,687.98
Working Cash	\$ 6,249,035.24	\$ 6,225,199.32	\$ 6,203,748.31	\$ 6,180,041.24	\$ 623,927.90	\$ 621,361.26
*Working Cash CD	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 8,731,423.61	\$ 8,706,295.90
2023B Bond Account	\$ 3,728,835.00	\$ 3,714,612.10	\$ 3,701,812.24	\$ 4,125,350.72	\$ 4,158,760.43	\$ 4,861,205.97
Investments**						
Liquid Fund	\$ 1,227.58	\$ 588,492.99	\$ 6.37	\$ 2,081.65	\$ 1,057.84	\$ 4.17
MAX Fund	\$ 34,352.77	\$ 168,372.50	\$ 126,523.90	\$ 122,933.70	\$ 122,464.89	\$ 121,997.16
Cert of Deposit	\$ 2,769,250.00	\$ 2,769,250.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00
Cert of Deposit (DTC)	\$ 1,469,142.18	\$ 736,474.10	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
<b>TOTAL</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>	<b>\$ 62,347,193.37</b>	<b>\$ 59,870,392.41</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.