

TO BE PROVIDED ITEMS

**APPOINTMENT
ASSISTANT DIRECTOR OF DEVELOPMENT –
REND LAKE COLLEGE FOUNDATION
(TO BE PROVIDED)**

Rend Lake College Board of Trustees

August 14, 2026

RECOMMENDATION: To appoint Mrs. Charlotte Loss as Assistant Director of Development of the Rend Lake College Foundation on a full-time, 49-week, non-tenure track contract, effective September 16, 2026. Salary will remain the same.

RATIONALE: Mrs. Loss has been employed at the College for the past nine years in the Community and Corporate Education Department. Her experience, institutional knowledge, and established working relationship position her for continued success in this new position.

EFFECTIVE DATE: September 16, 2026

If Employment:

JOB TITLE: Assistant Director of Development Rend Lake College Foundation

SALARY: \$49,920

CLASSIFICATION : Administrative

OF WEEKS: 49

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Exempt

EXEMPT CLASSIFICATION: Administrative

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Assistant Director of Development – Rend Lake College Foundation
Number of Applicants:	19
Number of Applicants who Met Advertised Requirements:	17
Number of Applicants Contacted For an Interview:	8
Number of Applicants Interviewed:	7
Applicants Interviewed by:	Amy Newell, Cathy DeJarnette, ReAnne May, Rachel Lewis, Sue Scattone, Brett Crocker

<u>Applicant Recommended:</u>	Charlotte Loss
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<u>Educational Preparation:</u>	Southern Illinois University–Carbondale B.A. – English 2009
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<u>Experience:</u>	Rend Lake College Coordinator – Community & Corporate Education May 2017 – Present Franklin Co. Circuit Clerk’s Office Clerk / Bookkeeper September 2014 – May 2017
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