

REND LAKE COLLEGE BOARD OF TRUSTEES MEETING

August 11, 2026

6:30 PM

Rend Lake College–Event Center

468 N Ken Gray Parkway

Ina, IL 62846

Page
No.

I. **Call to Order**

II. **Roll Call**

III. **General Information**

A. **Announcements**

1. Thursday, August 13, 2026; 4:30pm-8:00pm
Faculty Orientation
Academic & Science Buildings
2. Friday, August 14, 2026; 8am-3pm
Student Success Day
LRC 206 & 207
3. Saturday, August 15, 2026
Super Saturday - Warrior Day
Event Center 9am–12pm
Administration & Academic Buildings 12–2pm
4. Monday, August 17, 2026
First Day of Fall Classes
All Campuses
5. Friday, August 28, 2026 – Athletics
Monday, August 31, 2026 – Agriculture/AIC
Wednesday, September 2, 2026 – Cosmetology
Friday, September 4, 2026 – Culinary
Saturday, September 5, 2026 – SIMA / Welding
4pm-9pm most nights
RLC at the State Fair
DuQuoin State Fairgrounds

6. Wednesday, September 2, 2026; 9am-11am
IL Regional College Fair
Event Center
7. Thursday, September 3, 2026; 12pm Start
RLCF Annual Golf Outing
Rend Lake Golf Course
8. Tuesday, September 8, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center – Warrior Lounge
9. Wednesday, September 16, 2026; 11am-1pm
Fun Fest
Ina Campus
10. Saturday, September 19, 2026; 10am
SIMA Fest
Southern IL Manufacturing Academy
11. Tuesday, September 22, 2026; 5:30pm-7:30pm
Joint RLC-SIC Fall Meeting
Southeastern College Campus– Carmi Building

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

Subsection (1) appointment, employment, and compensation of specific employees; (2) collective negotiating matters; (11) litigation; (21) discussion of executive session minutes

V. Resume Open Meeting

VI. Approval of Consent Agenda
Consent Items are marked with an asterisk (*)

VII. Approval of Minutes
July 14, 2026 Executive Session
July 14, 2026 Board of Trustees Meeting

02 *

VIII. New Business

15 * A. Approval of Job Descriptions

37 * B. Approval of Handbook

- | | | |
|----|---|---|
| 38 | * | C. Permission to Create <i>Policy & Procedure 2.1512 – Responsible AI Use</i> (Second Reading) |
| 41 | * | D. Approval of Revisions to Rend Lake College Policy and <i>Procedure 4.1115 – Fees</i> |
| 63 | | E. Approval of Revisions to Rend Lake College <i>Policy and Procedure 2.1205 – Drug and Alcohol-Free Workplace for Employees</i> (First Reading) |
| 75 | | F. Approval of Revisions to Rend Lake College <i>Policy and Procedure 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees</i> (First Reading) |
| 78 | | G. Resolution Abating a Portion of the Working Cash Fund |
| 81 | | H. Approval of Resolution to Appoint Representatives of the Board Secretary |

IX. Personnel

- | | |
|----|---|
| 85 | A. Resignation – Assistant Director of Development of RLC Foundation |
| 88 | B. Resignation – Industrial Electronics Instructor |
| 90 | C. Permission to Create the Position and Job Description, Advertise For and Ratify the Appointment of Administrative Assistant – Physical Plant |
| | D. Appointment of Adult Education Program Coordinator and Revise Job Description (To Be Provided) |

X. Financial Information

- | | |
|----|--|
| 94 | A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements |
| 95 | B. Financials (INFORMATIONAL) |

XI. Reports

1. Academic Council
2. ICCTA Representative
3. Rend Lake College Foundation
4. Accreditation Report
5. Gramm-Leach-Bliley Act/Information Security Report

XII. Public Comment

XIII. President's Comments

XIV. Adjournment

MINUTES

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

July 14, 2026

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

CALL TO ORDER

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

ROLL CALL

Mr. Tony Wielt, Secretary, called the roll.

Those present were:

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

Those absent were:

Others present were:

Dr. Lori Ragland, Dr. Chad Copple, Mr. John Gulley, Mrs. Cathy DeJarnette, Mr. Henry “Buster” Leeck, Mr. Kent McKown, Ms. Kendra Gregory, Mr. Donnie Millenbine, Mr. Joe Ervin, Mrs. Andrea Banach, Mrs. Glenna Maxwell, Mrs. Jena Jensik, Mr. Greg Hollmann, Mrs. Vickie Schulte, Mrs. Bria Robinson

GENERAL INFORMATION

A. Announcements

1. Monday–Thursday; July 27-30, 2026
Community Ed: Kids Camps
Various places & times around campus

2. Wednesday, July 29, 2026; 9am-12pm
Wednesday, August 5, 2026; 9am-12pm
Fall Warrior Days
Event Center
3. Thursday, August 6, 2026; 12:00pm
RLC Foundation Board of Director's Meeting
Student Center 110– Private Dining Area
4. Tuesday, August 11, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center– Warrior Lounge
5. Thursday, August 13, 2026; 4:30pm-8:00pm
Faculty Orientation
Academic & Science Buildings
6. Friday, August 14, 2026; 8am-3pm
Student Success Day
LRC 206 & 207
7. Saturday, August 15, 2026
Super Saturday - Warrior Day
Event Center 9am–12pm
Administration & Academic Buildings 12–2pm
8. Monday, August 17, 2026
First Day of Fall Classes
All Campuses
9. Friday, August 28 - Saturday, September 5, 2026
4pm-9pm most nights
RLC at the State Fair
DuQuoin State Fairgrounds
10. Thursday, September 3, 2026; 12pm Start
RLCF Annual Golf Outing
Rend Lake Golf Course
11. Tuesday, September 8, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center – Warrior Lounge
12. Saturday, September 19, 2026; 10am
SIMA Fest
Southern IL Manufacturing Academy

13. Tuesday, September 22, 2026; 5:30pm-7:30pm
Joint RLC-SIC Fall Meeting
Southeastern College Campus– Carmi Building

**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. Dorris made a motion; seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:32 pm.

RESUME OPEN MEETING

Chairman Manning asked for a motion to reopen the public meeting; Mr. Aiken motioned; seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes. At 6:41pm, Chairman Manning reconvened the open session of tonight's meeting.

CONSENT AGENDA

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

1. June 9, 2026 Executive Session*;
2. June 9, 2026 Board of Trustees Meeting*;
3. Approval of Job Descriptions*;
4. Approval to Destroy Closed Session Recordings*;
5. Approval to Release Closed Session Minutes*;
6. Approval of Revisions to Rend Lake College Board Policy & *Procedure* 3.1115 – Stipends *;
7. Approval of Revisions to Rend Lake College Board Policy & *Procedure* 3.112 – Student Employment*

Dr. Asbery made a motion to approve the Consent Agenda as recommended; seconded by Mr. Coy. 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

PERMISSION TO CEATE
POLICY & PROCEDURE
2.1512 – RESPONSIBLE AI
USE

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

As recommended, Mr. Dorris made a motion to grant permission to create Rend Lake College *Policy & Procedure 2.1512 – Responsible AI Use*, first reading, as presented, effective August 11, 2026. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF 2026-2027
HANDBOOKS
(TO BE PROVIDED)

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

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

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

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

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

APPROVAL OF RESOURCE
ALLOCATION MANAGEMENT
PLAN (RAMP) FY 2028
(TO BE PROVIDED)

Dr. Ragland recommended to approve the Resource Allocation Management Plan (RAMP) FY28, provided as a separate document, for transmittal to the Illinois Community College Board effective July 14, 2026. Under Illinois Community College Board guidelines, each of these projects requires Board approval.

As recommended, Mr. Wielt made a motion to approve the Resource Allocation Management Plan (RAMP) FY28, provided as a separate document, for transmittal to the Illinois Community College Board effective July 14, 2026. Under Illinois Community College Board guidelines, each of these projects requires Board approval. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

ANNUAL REVIEW AND
ACCEPTANCE OF COLLEGE
MISSION STATEMENT
AND MISSION DOCUMENT

Dr. Ragland recommended to review and accept the College Mission Statement presented below, as well as the mission document, as provided.

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

As recommended, Dr. Asbery made a motion to review and accept the College Mission Statement presented below, as well as the mission document, as provided.

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

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

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

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

As recommended, Mr. Daniels made a motion to approve a Joint Agreement for Dual Credit Educational Cooperation between Rend Lake College, District #521 and John A. Logan College, District #530, as presented, effective July 14, 2026. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF FY 2027
TENTATIVE BUDGET
(TO BE PROVIDED)

Dr. Ragland recommended to approve the tentative FY 2027 budget as presented.

As recommended, Mr. Wielt made a motion to approve the tentative FY 2027 budget as presented. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL

**ACCEPTANCE OF
RESIGNATION –
MAINTENANCE
TECHNICIAN**

Dr. Ragland recommended to accept with regret the resignation of Mr. Alex Volini, Maintenance Technician, effective August 6, 2026.

As recommended, Dr. Asbery made a motion to accept with regret the resignation of Mr. Alex Volini, Maintenance Technician, effective August 6, 2026. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPROVAL OF REVISION
TO FY27 SALARIES**

Dr. Ragland recommended to approve revision to FY 2027 salaries as provided, retroactive to July 1, 2026.

As recommended, Mr. Dorris made a motion to approve revision to FY 2027 salaries as provided, retroactive to July 1, 2026. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPOINTMENT OF
LEAD TEACHER –
INFANT ROOM AT RLCF
CHILDREN’S CENTER**

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

As recommended, Mr. Wielt made a motion to appoint Ms. Mackenzie Gray as Lead Teacher -Infant Room for the Rend Lake College Foundation Children’s Center on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000, prorated for the remainder of the fiscal year, effective July 16, 2026. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
ADMINISTRATIVE
ASSISTANT- ENROLLMENT
SERVICES

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

As recommended, Mr. Daniels made a motion to appoint Ms. Jennifer Junkins as Administrative Assistant -Enrollment Services, on a full-time, 50-week, non-tenure track contract at an annual salary of \$38,000 prorated for the remainder of the fiscal year, pending a successful background check and transcript audit, effective August 3, 2026. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
NURSING INSTRUCTOR

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

As recommended, Mr. Aiken made a motion to appoint Ms. Angela Lively as Nursing Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$66,755, prorated for the remainder of the fiscal year, effective July 27, 2026. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
COMMUNICATIONS
INSTRUCTOR
(TO BE PROVIDED)

Dr. Ragland recommended to appoint Mr. Scott Jarmon as Communications Instructor on a full-time, 36-week, tenure track contract effective August 14, 2026, pending a successful background check and

transcript audit. The salary will be determined by the Salary Committee.

As recommended, Mr. Danels made a motion to appoint Mr. Scott Jarmon as Communications Instructor on a full-time, 36-week, tenure track contract effective August 14, 2026, pending a successful background check and transcript audit. The salary will be determined by the Salary Committee. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPOINTMENT OF
CTE SUPPORT AND
GRANTS SPECIALIST
(TO BE PROVIDED)**

Dr. Ragland recommended to appoint Mr. Wade Lucas as CTE Support and Grants Specialist on a full-time 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective July 16, 2026.

As recommended, Mr. Aiken made a motion to appoint Mr. Wade Lucas as CTE Support and Grants Specialist on a full-time 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective July 16, 2026. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPOINTMENT OF
ENGLISH INSTRUCTOR
(TO BE PROVIDED)**

Dr. Ragland recommended to appoint Mr. Joshua Christian as English Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$73,455, prorated for the remainder of the fiscal year, pending a successful background check and transcript audit, effective August 10, 2026.

As recommended, Mr. Dorris made a motion to appoint Mr. Joshua Christian as English Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$73,455, prorated for the

remainder of the fiscal year, pending a successful background check and transcript audit, effective August 10, 2026. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
ENGLISH INSTRUCTOR
(TO BE PROVIDED)

TABLED

APPOINTMENT OF
INDUSTRIAL ELECTRONICS
INSTRUCTOR

Dr. Ragland recommended to appoint Mr. Jay Carter as Industrial Electronics Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$72,455, prorated for the remainder of the fiscal year, effective July 27, 2026.

As recommended, Dr. Asbery made a motion to appoint Mr. Jay Carter as Industrial Electronics Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$72,455, prorated for the remainder of the fiscal year, effective July 27, 2026. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

FINANCIAL INFORMATION

RATIFICATION OF THE
PAYMENT OF COLLEGE
EXPENSES INCLUDING
TRAVEL EXPENSE
REIMBURSEMENTS

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

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

REPORTS

ACADEMIC COUNCIL

No Report

ICCTA REPRESENTATIVE

No Report

RLC FOUNDATION

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, reported that the foundation office continues to work on the audit. Scholarship awarding also continues, although priority awarding has passed, there are still opportunities for students registering for Fall Semester. Plans are underway for the 2026 RLCF Golf Scramble. A flyer was provided and trustees were invited to participate.

ACCREDITATION

Dr. Chad Copple reported we are roughly two years out from our tentative review date. Dr. Copple has begun working with Shari Carpenter and Lynanne Page to help gather evidence for some instructional pieces of the Assurance Argument

Dr. Copple also reported he has started flagging items that may need updated for the Assurance Argument and will start enlisting help from other departments. Our visit will be sometime in the 2028-2029 academic year.

OBSOLETE EQUIPMENT

Mr. Donnie Millenbine reported a few items to be obsoleted, \$497 for the month of June.

PUBLIC COMMENT

None

PRESIDENT'S COMMENTS

Dr. Lori Ragland shared with trustees that she had received a letter from Benton Lions Club & Dave Severin thanking the college for allowing them to use the gym facilities for their annual basketball tournament.

Dr. Ragland reported that the chair lift in the gym is being replaced this week. She also shared excellent news regarding the nursing program: of the 29 Rend Lake College graduates who have taken their nursing board examinations, 28 have passed, resulting in an outstanding 97% pass rate.

ADJOURNMENT

There being no other business, at 7:06pm all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

APPROVAL OF REVISIONS TO JOB DESCRIPTIONS

Rend Lake College Board of Trustees

August 11, 2026

RECOMMENDATION: To revise job descriptions as presented, effective August 11, 2026.

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

EFFECTIVE DATE: August 11, 2026

*Assistant – ~~Learning Enhancement~~ **Tutoring** Center (Part-Time)*

JOB DESCRIPTION

POSITION TITLE: Assistant – ~~Learning Enhancement~~ **Tutoring** Center (Part-Time)
DEPARTMENT: ~~Student Services-CTE & Student Support~~
REPORTS TO: ~~Coordinator-LEC & CTE Success Centers~~ Director-SHINE Program and Tutoring
SUPERVISES: N/A
STATUS: Active
DATE: ~~10/08/2024~~ 08/11/2026

ESSENTIAL FUNCTIONS

1. Assist in the daily operation of the center
2. Monitor usage of the center.
3. Assist and supervise students to ensure a proper study environment.
4. Provide first contact and resolution for students in the center.
5. Provide professional and friendly customer service.
6. Record events and problems along with resolutions within tracking system.
7. Protect the confidentiality of student information in accordance with institutional policies.
8. Maintain student check-in/check-out procedures and accurate attendance documentation.
9. ~~Supervise students in the Learning Enhancement Center to ensure a quiet study area.~~
10. ~~Enter time sheets and tutor logs for Learning Enhancement Center tutors and supervisors.~~
11. Assist with generating reports related to student attendance in the ~~Learning Enhancement~~ Center.
12. ~~Monitor students doing make-up tests to ensure academic integrity.~~
13. ~~Assist students as needed.~~

OTHER FUNCTIONS

14. ~~Other duties as assigned by Learning Enhancement Specialist and the Vice President – Institutional Effectiveness~~
15. Perform other duties as assigned.

ENVIRONMENT

Works assigned hours in an office setting. ~~Works hours set by Coordinator-LEC & CTE Success Centers.~~

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 – ~~Learning Enhancement~~ **Tutoring** Center (Part-Time) cont.

	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)	PT						
Perm/Temp*	Perm						
Exempt/Non-exempt	Non-exempt						
Exemption Classification	N/A						

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

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant – Athletics
DEPARTMENT: Athletics
REPORTS TO: Athletic Director
SUPERVISES: Student Worker(s)
STATUS: Active
DATE: ~~12/14/2021~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Provide office management and administrative support.
2. Maintain confidentiality.
3. Perform general clerical duties such as ordering supplies, distributing mail, filing, typing, copying and receptionist duties.
4. Process purchase orders, invoices and professional correspondence in a timely manner.
5. Organize, coordinate and maintain files.
6. Reconcile records with financial reports.
7. Schedule, coordinate, and attend meetings as assigned.
8. Prepare and distribute meeting minutes.
9. Compile reports, surveys, evaluations, and other required documentation.
10. Maintain a general knowledge of RLC programs, policies, procedures and personnel.
11. Actively participate in and assist in the coordination of department activities and recruitment.
12. Schedule gym facility usage.
13. Prepare deposits from athletic events as needed.
14. Register and process paperwork for athletic camps.
15. Coordinate early alert and midterm grade checks.
16. Prepare NJCAA GPA reports for Academic Honors.
17. Add student athletes to the proper associations in ERP system.
18. Provide athlete GPA report to the ~~Coordinator-Learning Enhancement & CTE Success Centers~~ **Coordinator – Disability Services** each semester.

OTHER FUNCTIONS

19. Maintain schedules for department faculty/staff.
20. Coordinate travel arrangements for department.
21. Update and revise information relative to the department.
22. Compose correspondence as necessary.
23. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

The 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.

Administrative Assistant – 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			Non-exempt				
Exemption Classification			N/A				

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

Stipend – Women's Golf Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Women's Golf Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the **Coordinator – Learning Enhancement & CTE Support Center Coordinator – Disability Services** to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Insure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student-athletes and program.
14. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
15. Instruct Women's Golf course as assigned.

OTHER FUNCTIONS

16. Purchase equipment and maintain appropriate inventory.
17. Coordinate fundraising activities.
18. Attend department, conference and region meetings as necessary.
19. 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.

Note Taker (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Note Taker (Part-Time)
DEPARTMENT: Learning Enhancement Center
REPORTS TO: ~~Coordinator-Learning Enhancement Center & CTE Success Centers~~
Coordinator – Disability Services
SUPERVISES: N/A
STATUS: Active
DATE: ~~11/8/16~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. ~~Have demonstrated to the instructor's satisfaction an a~~Ability to take clear, thorough notes to the instructor's satisfaction.
2. Consistently attend class.
3. Provide notes to the instructor or indicated student in a timely manner.
4. Maintain confidentiality regarding the student receiving the notes.

OTHER FUNCTIONS

5. Perform other duties as assigned.

ENVIRONMENT

Works in a classroom setting. Works a standard work week.

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)					PT		
Perm/Temp*					Perm		
Exempt/Non-exempt					Non-exempt		
Exemption Classification					N/A		

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

Stipend – Men’s Baseball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Men’s Baseball Coach
DEPARTMENT: Athletics
REPORTS TO: Athletic Director
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student-athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the ~~Coordinator – Learning Enhancement & CTE Support Center~~ **Coordinator – Disability Services** to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Hire assistant coaches in conjunction with the Athletic Director and the Vice President of Academic and Student Services.
10. Operate with departmental budgetary guidelines.
11. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
12. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
13. Insure that all departmental paperwork is completed and returned by the established deadlines.
14. Maintain overall control of student-athletes and program.
15. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
16. Perform field maintenance.
17. Instruct Baseball course as assigned.

OTHER FUNCTIONS

18. Purchase equipment and maintain appropriate inventory.
19. Coordinate fundraising activities.
20. Attend department, conference and region meetings as necessary.
21. Perform other duties as assigned

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: Stipend – Men's Golf Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the ~~Coordinator – Learning Enhancement & CTE Support Center~~ **Coordinator – Disability Services** to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Insure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student-athletes and program.
14. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
15. Instruct Men's Golf course as assigned.

OTHER FUNCTIONS

16. Purchase equipment and maintain appropriate inventory.
17. Coordinate fundraising activities.
18. Attend department, conference and region meetings as necessary.
19. 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: Stipend – Men's Basketball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student-athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the ~~Coordinator – Learning Enhancement & CTE Support Center~~ **Coordinator – Disability Services** to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Hire assistant coaches in conjunction with the Athletic Director and the Vice President of Academic and Student Services.
10. Operate with departmental budgetary guidelines.
11. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
12. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
13. Insure that all departmental paperwork is completed and returned by the established deadlines.
14. Maintain overall control of student-athletes and program.
15. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
16. Instruct Men's Basketball course as assigned.

OTHER FUNCTIONS

17. Purchase equipment and maintain appropriate inventory.
18. Coordinate fundraising activities.
19. Attend department, conference and region meetings as necessary.
20. 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: Stipend – Softball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the **Coordinator – Learning Enhancement & CTE Support Center**
Coordinator – Disability Services to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Ensure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Ensure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student athletes and program.
14. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
15. Hire assistant coaches in conjunction with the Athletic Director and the Vice President of Academic and Student Services.
16. Perform field maintenance.
17. Instruct Softball course as assigned.

OTHER FUNCTIONS

18. Purchase equipment and maintain appropriate inventory.
19. Coordinate fundraising activities.
20. Attend department, conference and region meetings as necessary.
21. 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.

Stipend – Trap Shooting Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Trap Shooting Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the **Coordinator – Learning Enhancement & CTE Support Center**
Coordinator – Disability Services to manage academic progress of team members.
4. Oversee event or meet preparation and coaching.
5. Coordinate home event or meet management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Insure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student athletes and program.
14. Develop an understanding of shooting sports rules and regulations and demonstrate a commitment to following those rules.
15. Hire assistant coaches in conjunction with the Athletic Director and the Vice President of Academic and Student Services

OTHER FUNCTIONS

16. Purchase equipment and maintain appropriate inventory.
17. Coordinate fundraising activities.
18. Attend department, conference and region meetings as necessary.
19. 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.

Stipend – Women’s Basketball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Women’s Basketball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the ~~Specialist~~ **Learning Enhancement Center Coordinator – Disability Services** to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Insure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student-athletes and program.
14. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
15. Hire assistant coaches in conjunction with the Athletic Director and the Vice President of Student Services.
16. Instruct Women’s Basketball course as assigned.

OTHER FUNCTIONS

17. Purchase equipment and maintain appropriate inventory.
18. Coordinate fundraising activities.
19. Attend department, conference and region meetings as necessary.
20. 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.

Stipend – Women’s Basketball Assistant Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Women’s Basketball Assistant Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the **Coordinator – Learning Enhancement & CTE Support Center**
Coordinator – Disability Services to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Insure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student-athletes and program.
14. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
15. Hire assistant coaches in conjunction with the Athletic Director and the Vice President of Academic and Student Services.
16. Instruct Women’s Basketball course as assigned.

OTHER FUNCTIONS

17. Purchase equipment and maintain appropriate inventory.
18. Coordinate fundraising activities.
19. Attend department, conference and region meetings as necessary.
20. 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.

Stipend – Women's Volleyball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Women's Volleyball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the ~~Coordinator – Learning Enhancement & CTE Support Center~~ **Coordinator – Disability Services** to manage academic progress of team members.
4. Oversee game preparation and coaching.
5. Coordinate home game management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Insure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student athletes and program.
14. Develop an understanding of NJCAA rules and regulations and demonstrate a commitment to following those rules.
15. Hire assistant coaches in conjunction with the Athletic Director and the Vice President of Academic and Student Services.
16. Instruct Volleyball course as assigned.

OTHER FUNCTIONS

17. Purchase equipment and maintain appropriate inventory.
18. Coordinate fundraising activities.
19. Attend department, conference and region meetings as necessary.
20. 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.

Vice President – Institutional Effectiveness

JOB DESCRIPTION

POSITION TITLE: Vice President – Institutional Effectiveness
DEPARTMENT: Institutional Effectiveness
REPORTS TO: President
SUPERVISES: Director-Marketing & Communications, Director-Adult Education, Director-Institutional Compliance & Research, Chief of Police,
~~Coordinator – LEC & CTE Success Centers,~~
Coordinator – Disability Services
Chief Information Officer
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

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 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**

	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					

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.

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

JOB DESCRIPTION

POSITION TITLE: Vice President –CTE & Student Support
DEPARTMENT: CTE & Student Support
REPORTS TO: President
SUPERVISES: Dean -Applied Science & Technology, Dean –Allied Health, Director -Perkins & CTE/Data Analyst, Director – Grants Management, Director –SIMA, Director -CCR&R, and Director – Learning Resource Center, Director – SHINE Program **and Tutoring**, and Specialist –CTE Analyst and Institutional Research (Part-Time)
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

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 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

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

Stipend – Archery Head Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Archery Head Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Recruit student athletes.
2. Plan, organize, and supervise team practices.
3. Work in conjunction with the ~~Coordinator – Learning Enhancement and CTE Support Center~~ **Coordinator – Disability Services** to manage academic progress of team members.
4. Oversee event or meet preparation and coaching.
5. Coordinate home event or meet management activities in conjunction with the Athletic Director.
6. Oversee player and team development.
7. Coordinate team travel.
8. Coordinate scheduling of opponents.
9. Operate with departmental budgetary guidelines.
10. Insure that all athletes have a current physical exam on file in the Athletic Department prior to participating in any team practices or competitions.
11. Establish a written set of team rules and deal with disciplinary matters related to violations of those rules.
12. Insure that all departmental paperwork is completed and returned by the established deadlines.
13. Maintain overall control of student athletes and program.
14. Develop an understanding of shooting sports rules and regulations and demonstrate a commitment to following those rules.
15. Hire assistant coaches in conjunction with the Director-Athletics and the Vice President-Academic and Student Services

OTHER FUNCTIONS

16. Purchase equipment and maintain appropriate inventory.
17. Coordinate fundraising activities.
18. Attend department, conference and region meetings as necessary.
19. 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.

Tutor – Peer Tutor – Learning Enhancement Center (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Tutor – Peer Tutor – Learning Enhancement Center
REPORTS TO: ~~Coordinator LEC & CTE Success Centers~~ ~~Coordinator – Disability Services,~~
Director – SHINE Program and Tutoring, Dean of Arts & Sciences
SUPERVISES: N/A
STATUS: Active
DATE: ~~10/08/2024~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. Have demonstrated superior knowledge of course content.
2. Tutor students in the designated course.
3. Keep accurate student logs and time sheets to be turned in when payroll is due.

OTHER FUNCTIONS

4. Perform other duties as assigned.

ENVIRONMENT

Works in a classroom and office setting. Works a standard work week.

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)					PT		
Perm/Temp*					Perm		
Exempt/Non-exempt					Non-exempt		
Exemption Classification					N/A		

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

Tutor (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Tutor (Part-Time)
DEPARTMENT: LEC & ~~CTE~~ Student Success Center
REPORTS TO: ~~Coordinator LEC & CTE Success Centers~~ Coordinator – Disability Services
Dean of Arts & Sciences, Director of SHINE Program & Tutoring
SUPERVISES: N/A
STATUS: Active
DATE: ~~11/08/2016~~ 8/11/2026

ESSENTIAL FUNCTIONS

1. ~~Have demonstrated~~ **Demonstrates** superior knowledge of course content.
2. Tutor students in the appropriate subject area.
3. Keep accurate students logs and time sheets to be turned in when payroll is due.

OTHER FUNCTIONS

4. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

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

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

APPROVAL OF 2026 – 2027 HANDBOOK (TO BE PROVIDED)

Rend Lake College Board of Trustees

August 11, 2026

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

Coaches Handbook

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

EFFECTIVE DATE: August 11, 2026

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

Rend Lake College Board of Trustees

August 11, 2026

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

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

EFFECTIVE DATE: August 11, 2026

2.1512 Responsible AI Use

POLICY

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

For purposes of this policy:

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

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

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

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

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

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

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

PROCEDURE

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

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

Last Revised: August 11, 2026

APPROVAL OF REVISIONS TO REND LAKE COLLEGE POLICY & *PROCEDURE* 4.1115 – FEES

Rend Lake College Board of Trustees

August 11, 2026

RECOMMENDATION: To approve revisions to Rend Lake College Policy & *Procedure* 4.1115 – Fees, effective the Spring Term 2027.

RATIONALE: Rend Lake College Policy & *Procedure* 4.1115 – Fees needs to be updated to better reflect the needs of the college.

EFFECTIVE DATE: Spring Term 2027

4.1115 Fees

POLICY

A schedule of the fees for appropriate courses and activities shall be developed by the Administration and approved by the Board of Trustees, which schedule may be amended from time to time and communicated to the general public via approved form of publication.

PROCEDURE

The administration shall establish a schedule of fees for appropriate courses and/or activities not to exceed the limitations identified below and shall annually communicate to the Board of Trustees the charges for participation in courses and/or activities. Communication to the Board of Trustees shall occur on or before the August Board meeting for the current fiscal year. The Board may amend the limitations for establishing the fees at any meeting of the Board of Trustees.

The guidelines for the establishment of fees are as follows:

- A. The College shall establish tuition and publish the applicable charge.
- B. The President may waive any tuition and / or fees.
- C. Transcript – Transcript requests are to be processed online and all fees involved are paid directly to the service provider. In the event that a student wishes to make an in-person request for a copy of their transcript, a \$5 fee for transcript will be due. This fee must be paid to the Business Office before the transcript will be released.
- D. The additional fees are established at the following rates:
 - 1. Service charge on returned check – \$30 / check
 - 2. Library fees
 - a. Fee for library materials that are lost or damaged beyond repair – Replacement cost plus \$25
 - b. Damage to audiovisual equipment – Repair / replacement cost
 - 3. Printing / Photocopies – \$0.10 per page for black and white, \$0.25 per page for color copies
 - 4. Instructional Support Fee - \$42 per credit hour. Instructional Support Fees include costs associated with textbooks, technology costs which directly support academic functions, and other general costs associated with academic services of the College.
 - 5. Replacement of lost key cards – \$25
 - 6. Course Fees
Course fees are listed in an Excel sheet linked within this document (see below).

[Course Fees -- Rend Lake College](#)

7. Membership to The Rec

	<u>Single</u>	<u>Family</u>
Fall Semester (Sept-Dec)	\$120.00	\$450.00 + *\$15/person for family member above 5 person family

Spring Semester (Jan-April)	\$120.00	\$450.00 + *\$15/person for family member above 5 person family
Summer Semester (May-August)	\$120.00	\$450.00 + *\$15/person for family member above 5 person family

*THE \$15 IS NOT SUBJECT TO ANY PROMOTIONAL DISCOUNTS

The Rec Day Pass	
Fall Semester	\$5.00
Spring Semester	\$5.00
Summer Semester	\$5.00

8. Parking and/or Speeding Tickets Issued by Rend Lake College Security

Parking Tickets	\$25
Parking in a Handicapped Space	\$250
Speeding Tickets (1-5 mph over posted limit)	\$25
Speeding Tickets (5+ mph over posted limit)	\$25+\$1/mile over posted limit

Speeding tickets issued within 500 ft. of posted speed limits near the Rend Lake College Foundation Children's Center will be double the ticket fees as calculated in the above formula.

9. Non-Compliance Fees:

Failure to Comply with Directive in Emergency Situation	\$250
Failure to Comply with COVID Protocols	\$100

10. Non-returned Textbook Fees

A student who receives textbooks as part of the all-inclusive tuition program and does not return the issued textbooks by the pre-established deadline will be charged the retail price for the textbook.

11. Registration Fee for Contractual Education Agreements

Students enrolling in classes under which we have a contractual agreement with their employer will be required to submit a fee of \$25 per class. This fee must be submitted, along with their registration, to the Business Office at the time of class registration.

12. Testing Fees

1. **Accuplacer** – All students will be able to take the Accuplacer test a maximum of two times after the beginning of the student's senior year in high school. If they choose to test more than two times, the student will be required to pay a \$15 fee for each and every subsequent testing. Any one component or combination of all components will be considered as one testing session and students will be charged accordingly.
2. **Upward Mobility Testing** – Students who are testing as part of the Upward Mobility program will be charged a \$15 fee for testing required for eligibility within the program.

3. **Test Proctoring** – In the event that an educational institution or outside agency allows a test to be proctored by Rend Lake College staff, students will be charged a \$15 fee per test.

*Last Revised: **August 2026***

CourseId	Title	CourseFee	Justification	Modified	CourseStatus	CreditHours
ABE 1707	ABE MATH ONLY	0		3/6/2024 11:09	Active	4
ABE 1708	ABE READING/LANGUAGE ARTS ONLY	0		12/19/2019 15:00	Active	4
ACCO 1101	PRINCIPLES OF FINANCIAL ACCOUNTING	0		9/19/2019 12:15	Active	4
ACCO 1102	PRINCIPLES OF MANAGERIAL ACCOUNTING	0		9/19/2019 12:15	Active	4
ACCO 1202	PAYROLL ACCOUNTING	0		9/19/2019 12:15	Active	2
ACCO 1209	COMPUTERIZED ACCOUNTING	0		9/19/2019 12:15	Active	3
ACCO 2201	INTERMEDIATE ACCOUNTING I	0		9/19/2019 12:15	Active	3
AGAT 1200	INTRO TO AGRICULTURAL ENGINEERING	0	0 Supplies	8/15/2024 10:55	Active	4
AGAT 1201	AG TECH SOFTWARE APPLICATIONS	0	0 Supplies	8/15/2024 10:55	Active	4
AGAT 1202	CIRCUITS AND DIGITAL LOGIC	0	0 Supplies	8/15/2024 10:55	Active	4
AGAT 1203	AUTO APPLICATIONS IN AGRICULTURE	0	0 Supplies	8/15/2024 10:55	Active	4
AGRI 1141	AGRICULTURE ECONOMICS	0		9/19/2019 12:15	Active	3
AGRI 1161	SOIL SCIENCE	20	20 Equipment and supplies	2/12/2020 13:38	Active	4
AGRI 1181	INTRODUCTION TO ANIMAL SCIENCES	35	35 Equipment, travel, and supplies	2/12/2020 13:38	Active	4
AGRI 1203	IGNITIONS & ELECT. SYSTEMS	40	40 Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 1204	PHYSICS OF HYDRAULICS	50	50 Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 1205	ASSEMBLY, ADJUSTMENT AND MAINTENANCE	110	110 Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 1206	AG AIR CONDITIONING SYSTEMS	60	60 Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 1207	MACHINERY RECONDITIONING RESTORATION	110	110 Supplies and Equipment	9/14/2022 10:29	Active	5
AGRI 1208	DIESEL ENGINES	110	110 Supplies and Equipment	9/19/2019 12:15	Active	6
AGRI 1209	SUPERVISED OCCUPATIONAL EXPERIENCE	30	30 Supplies	7/17/2024 11:29	Active	2
AGRI 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30	30 Handouts and Travel	9/19/2019 12:15	Active	4
AGRI 1213	PEST MANAGEMENT	15	15 Supplies and Greenhouse	9/19/2019 12:15	Active	3
AGRI 1214	INTRO TO DIGITAL FARM MANAGEMENT	0	0 Supplies	10/7/2024 9:19	Active	3
AGRI 1215	SMALL ENGINES	60	60 Supplies and Equipment	9/19/2019 12:15	Active	3
AGRI 1221	INTRODUCTION TO AG OCCUPATIONS	0		9/19/2019 12:15	Active	1
AGRI 1222	APPLIED MATHEMATICS	0		9/19/2019 12:15	Active	3
AGRI 1223	INTRODUCTION AGRICULTURE BUSINESS	0		9/19/2019 12:15	Active	3
AGRI 1251	INTRODUCTION AGRICULTURE PRODUCTION	0		9/19/2019 12:15	Active	3
AGRI 1262	AGRICULTURAL CHEMICALS	0		9/19/2019 12:15	Active	3
AGRI 1263	CROP SCIENCE	20	20 Supplies and Equipment	9/14/2022 10:31	Active	4
AGRI 1285	AGRICULTURE TECHNOLOGIES	15	15 Supplies	9/14/2022 10:31	Active	3
AGRI 1605	AGRICULTURE UPDATE	0		9/19/2019 12:15	Active	4
AGRI 2201	TRANSMISSIONS & POWER TRAINS	60	60 Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 2204	ADVANCED MAJOR OVERHAUL	110	110 Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 2206	ADVANCED ELECTRICAL AND HYDRAULICS	0		9/19/2019 12:15	Active	4
AGRI 2207	FARM DATA MANAGEMENT AND ANALYTICS	0	0 Supplies	10/7/2024 9:20	Active	3
AGRI 2210	SUPERVISED AGRICULTURAL OCCUPATIONAL EXPERIENCE	30	30 Handouts and Travel	9/19/2019 12:15	Active	4
AGRI 2223	AGRICULTURAL FINANCE	0		9/19/2019 12:15	Active	3
AGRI 2225	FOOD AND AGRICULTURAL POLICY	0		9/19/2019 12:15	Active	3
AGRI 2241	FARM MANAGEMENT	0		9/19/2019 12:15	Active	3
AGRI 2242	MARKETING AGRICULTURAL PRODUCTS	30	30 Software	2/12/2020 13:40	Active	5
ALH 1200	INTRODUCTION TO PHARMACOLOGY	10	10 Supplies	9/19/2019 12:15	Active	3
ALH 1201	ANATOMY AND PHYSIOLOGY/FUNDAMENTALS	0		9/19/2019 12:15	Active	3
ALH 1202	MEDICAL LAW AND ETHICS	0		9/19/2019 12:15	Active	3
ALH 1203	CAREER EXPLORATION IN HEALTHCARE	0		9/19/2019 12:15	Active	1
ALH 1204	INTRODUCTION TO VENIPUNCTURE	25		9/19/2019 12:15	Active	0.5
ALH 1205	CLINICAL EXPERIENCE	120	Background Check, Liability Insurance, Travel & Drug Screening	9/19/2019 12:15	Active	3
ANTH 1101	CULTURAL ANTHROPOLOGY	0		9/19/2019 12:15	Active	3
AOT 1201	APPLICATOR MAINTENANCE	0		9/10/2021 11:22	Active	4.00

AOT 1202	AG RETAIL SALES	0		9/10/2021 11:23	Active	3.00
AOT 1203	FIELD COMPUTER SYSTEMS	110 Supplies		9/10/2021 11:27	Active	2.00
AOT 1204	FIELD CALIBRATION OF EQUIPMENT	110 Supplies and Chemicals		9/10/2021 11:29	Active	2.00
AOT 1205	PESTICIDE SAFETY	0		9/10/2021 11:30	Active	3.00
AOT 1206	APPLICATOR EQUIPMENT OPERATIONS	110 Supplies and Chemicals		9/10/2021 11:31	Active	3.00
ARCH 1202	ARCHITECTURAL MATERIALS AND METHODS	25 Supplies and Handouts		9/14/2022 10:34	Active	5
ARCH 1205	INTRODUCTION TO ARCHITECTURAL DRAWING	25 Supplies and Handouts		9/14/2022 10:34	Active	5
ARCH 1208	ARCHITECTURAL DRAWING	35 Supplies and Handouts		9/14/2022 10:35	Active	3
ARCH 1209	ARCHITECTURAL BUILDING TECHNOLOGY	35 Plotters and Supplies		9/14/2022 10:35	Active	3
ARCH 1211	INTRO TO ARCH THEORY & HISTORY	0		9/19/2019 12:15	Active	3
ARCH 1212	ARCHITECTURAL CONSTRUCTION SYSTEMS	0		9/19/2019 12:15	Active	3
ARCH 2203	SITE SURVEYING	20 Survey Equipment		9/19/2019 12:15	Active	4
ARCH 2206	ARCHITECTURAL DRAWING & DESIGN	60 Software and Supplies		9/14/2022 10:35	Active	4
ARCH 2207	ARCHITECTURAL RENDERING	45 Supplies, Handouts, and Materials		9/14/2022 10:36	Active	4
ARCH 2210	INTERNSHIP	30 Handouts and Travel		9/19/2019 12:15	Active	3
ARCH 2212	ARCHITECTURAL PROJECT	25 Plotters and Supplies		9/14/2022 10:36	Active	5
ARCH 2214	COST ESTIMATING	0		9/19/2019 12:15	Active	2
ARCH 2215	MECHANICAL AND ELECTRICAL SYSTEMS	0		9/19/2019 12:15	Active	3
ARCH 2216	ARCHITECTURAL/ENGINEERING PROJECT	45 Plotters and Supplies		9/14/2022 10:37	Active	4
ARCH 2218	SITE PLANNING	35 Supplies, Handouts, and Materials		9/14/2022 10:37	Active	3
ARCH 2220	STRUCTURAL DESIGN & ANALYSIS	0		9/19/2019 12:15	Active	4
ARCH 2224	CONSTRUCTION DOCUMENTS	0		9/19/2019 12:15	Active	2
ARCH 2225	CONSTRUCTION SYSTEMS	55 Building Materials		9/19/2019 12:15	Active	4
ARCH 2226	ARCHITECTURAL DOCUMENTS AND ESTIMATING	45 Supplies, Handouts, and Materials		9/14/2022 10:38	Active	3
ARCH 2227	ARCHITECTURAL BUILDING CODES	0		9/19/2019 12:15	Active	3
ARCH 2230	PORTFOLIO REVIEW	0		9/19/2019 12:15	Active	1
ART 1101	ART APPRECIATION	0 Art Supplies		9/12/2025 9:48	Active	3
ART 1103	DESIGN I	50 Studio Supplies		9/19/2019 12:15	Active	3
ART 1104	DESIGN II	75 Studio Supplies		9/19/2019 12:15	Active	3
ART 1105	DRAWING I	50 Studio Supplies		9/19/2019 12:15	Active	3
ART 1106	DRAWING II	75 Studio Supplies and Model		9/19/2019 12:15	Active	3
ART 1107	PAINTING I	50 Studio Supplies		9/19/2019 12:15	Active	3
ART 1108	PAINTING II	75 Studio Supplies		9/19/2019 12:15	Active	3
ART 2105	SCULPTURE I	75 Studio Supplies and Kilns		9/19/2019 12:15	Active	3
ART 2106	SCULPTURE II	75 Studio Supplies and Kilns		9/19/2019 12:15	Active	3
ART 2108	BEGINNING JEWELRY	75 Studio Supplies		9/19/2019 12:15	Active	3
ART 2109	ADVANCED JEWELRY	75 Studio Supplies		9/19/2019 12:15	Active	3
ART 2113	INTRODUCTION TO CERAMICS	75 Studio Supplies and Kilns		9/19/2019 12:15	Active	3
ART 2114	ADVANCED CERAMICS	75 Studio Supplies and Kilns		9/19/2019 12:15	Active	3
ART 2115	PRINTMAKING I	75 Supplies and Equipment		9/19/2019 12:15	Active	3
ART 2116	PRINTMAKING II	75 Supplies and Equipment		9/19/2019 12:15	Active	3
ART 2120	LIFE DRAWING	75 Studio Supplies and Model		9/19/2019 12:15	Active	3
ART 2121	INTRODUCTION TO STAINED GLASS	100 Supplies and Tools		9/19/2019 12:15	Active	3
ART 2111	ART HISTORY I	0		9/19/2019 12:15	Active	3
ART 2112	ART HISTORY II	0		9/19/2019 12:15	Active	3
ART 2201	ILLUSTRATION I	100 Studio Supplies		9/19/2019 12:15	Active	3
ART 2202	ILLUSTRATION II	100 Studio Supplies		9/19/2019 12:15	Active	3
ASE 1800	ASE MATH ONLY	0		9/19/2019 12:15	Active	9
ASE 1810	ASE READING/LANGUAGE ARTS ONLY	0		12/19/2019 14:59	Active	4
AST 1101	INTRODUCTION TO ASTRONOMY I	25 Supplies and Equipment		9/19/2019 12:15	Active	4
AUTO 1202	ENGINE REPAIR	55 60 Supplies and Equipment		9/14/2022 10:40	Active	5

AUTO 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30 Handouts and Travel		9/19/2019 12:15	Active	4
AUTO 1231	INTRO TO AUTOMOTIVE TECHNOLOGY	30 Supplies and Equipment		9/19/2019 12:15	Active	2
AUTO 1232	AUTO ELECTRICAL SYSTEMS A	55 60 Supplies and Equipment		9/19/2019 12:15	Active	3
AUTO 1235	ENGINE PERFORMANCE A	55 60 Supplies and Equipment		9/19/2019 12:15	Active	5
AUTO 1240	AUTO AIR CONDITIONING	55 60 Supplies and Equipment		9/19/2019 12:15	Active	3
AUTO 1245	BRAKING SYSTEMS	55 60 Supplies and Equipment		9/19/2019 12:15	Active	4
AUTO 1607	SELECTED TOPICS IN AUTOMOTIVE TECH	0		9/19/2019 12:15	Active	4
AUTO 2213	HYBRID AND ELECTRIC VEHICLES I	30 Supplies and Equipment		11/5/2024 15:31	Active	2
AUTO 2214	AUTOMATIC TRANS/TRANSAXLE	50 60 Supplies and Equipment		9/19/2019 12:15	Active	5
AUTO 2215	MANUAL DRIVE TRAIN AND AXLES	25 Supplies and Equipment		9/19/2019 12:15	Active	5
AUTO 2230	AUTO ELECTRICAL SYSTEMS B	55 60 Supplies and Equipment		9/19/2019 12:15	Active	3
AUTO 2232	ENGINE PERFORMANCE C	55 60 Supplies and Equipment		9/19/2019 12:15	Active	3
AUTO 2235	ENGINE PERFORMANCE B	0		9/19/2019 12:15	Active	5
AUTO 2245	SUSPENSION AND STEERING	55 60 Supplies and Equipment		9/19/2019 12:15	Active	4
AUTO 2250	AUTOMOTIVE COMPUTER ELECTRONICS	55 60 Supplies and Equipment		9/19/2019 12:15	Active	3
AUTO 2251	HYBRID AND ELECTRIC VEHICLES II	55 60 Supplies		11/1/2024 13:53	Active	3
BIO 1100	COLLEGE BIOLOGY FOR NON-MAJORS	45 Supplies and Equipment		10/28/2019 10:47	Active	4
BIO 1101	COLLEGE BIOLOGY	55 Supplies and Equipment		9/19/2019 12:15	Active	5
BIO 1102	ENVIRONMENTAL ECOLOGY	45 Supplies and Equipment		9/19/2019 12:15	Active	4
BIO 1104	COLLEGE BIOLOGY II	60 Supplies and Equipment		9/19/2019 12:15	Active	5
BOT 1101	PLANTS AND SOCIETY	55 Supplies and Equipment		9/19/2019 12:15	Active	4
BSB 1700	HEALTH CARE BASIC SKILLS	0		12/19/2019 14:58	Active	12
BSB 1701	MANUFACTURING BASIC SKILLS	0		12/19/2019 14:58	Active	12
BSB 1702	EARLY CHILDHOOD EDUCATION SKILLS	0 Supplies		7/17/2024 10:52	Active	3.00
BSB 1703	INFORMATION TECHNOLOGY BASIC SKILLS	0		5/16/2024 9:03	Active	12.0
BSB 1705	CAREER PLANNING	0		3/15/2022 11:58	Active	4.00
BSB 1720	ICAPS EMPLOYABILITY SKILLS	0		7/7/2022 14:08	Active	3.00
BSB 1722	CUSTOMER SERVICE	0		7/7/2022 14:08	Active	3.00
BSB 1724	FOOD HANDLERS & WAIT STAFF	0		7/7/2022 13:58	Active	3.00
BSB 1726	ENVIRONMENTAL SERVICES	0		7/7/2022 13:58	Active	3.00
BSB 1728	TRANSITIONS AND WORK READINESS	0		7/7/2022 13:58	Active	3.00
BSB 1730	WORK EXPERIENCE	0		7/7/2022 13:57	Active	3.00
BSB 1820	EMPLOYABILITY SKILLS	0		7/7/2022 13:52	Active	3.00
BSB 1822	CUSTOMER SERVICE	0		7/7/2022 13:51	Active	3.00
BSB 1824	FOOD HANDLERS & WAIT STAFF	0		7/7/2022 13:51	Active	3.00
BSB 1826	ENVIRONMENTAL SERVICES	0		7/7/2022 13:50	Active	3.00
BSB 1828	TRANSITIONS AND WORK READINESS	0		7/7/2022 13:50	Active	3.00
BSB 1830	WORK EXPERIENCE	0		7/7/2022 13:49	Active	3.00
BSB 1832	ADULT EDUCATION ICAPS SUPPORT COURSE	0		5/29/2025 14:39	Active	2
BUSI 1101	INTRODUCTION TO BUSINESS	0		9/19/2019 12:15	Active	3
BUSI 1103	BUSINESS LAW I	0		9/19/2019 12:15	Active	3
BUSI 1200	JOB STRATEGY	0		9/19/2019 12:15	Active	1
BUSI 1202	EMPLOYABILITY SKILLS	0		3/12/2020 8:32	Active	1
BUSI 1203	ENTREPRENEURIAL SKILLS	0		9/19/2019 12:15	Active	4
BUSI 1204	BUSINESS FUNCTIONS	0		9/19/2019 12:15	Active	5
BUSI 1601	SELECTED TOPICS IN BUSINESS & IND.	0		9/19/2019 12:15	Active	4
BUSI 2101	BUSINESS LAW II	0		9/19/2019 12:15	Active	3
BUSI 2102	CUSTOMER SERVICE	0		9/19/2019 12:15	Active	3
BUSI 2105	LEGAL & SOCIAL ENVIRONMENT	0		9/19/2019 12:15	Active	3
BUSI 2107	BUSINESS COMMUNICATIONS	0		9/19/2019 12:15	Active	3
BUSI 2203	BUSINESS ETHICS	0		9/19/2019 12:15	Active	3

BUSI 2205	E-COMMERCE	0		9/19/2019 12:15	Active	3
BUSI 2206	BUSINESS DYNAMICS	0		9/19/2019 12:15	Active	3
BUSI 2207	BUSINESS ORGANIZATION	0		9/19/2019 12:15	Active	3
BUSI 2208	INTERCULTURAL BUSINESS	0		9/19/2019 12:15	Active	3
BUSI 2209	INVENTORY MANAGEMENT	0		9/19/2019 12:15	Active	3
CAD 1201	INTRODUCTION TO CAD	35 Plotters and Supplies		9/14/2022 10:40	Active	2
CAD 1203	CAD APPLICATIONS - ARCHITECTURAL	35 Plotters and Supplies		9/14/2022 10:41	Active	2
CAD 1204	CAD APPLICATIONS - MECHANICAL	35 Plotters and Supplies		9/14/2022 10:41	Active	2
CAD 1205	CAD APPLICATIONS - CIVIL	35 Plotters and Supplies		9/14/2022 10:41	Active	2
CAD 1208	CAD APPLICATIONS - 3D	35 Plotters and Supplies		9/14/2022 10:41	Active	3
CAD 1210	COMPUTER APP. FOR THE WORK PLACE	35 Plotters and Supplies		9/14/2022 10:41	Active	2
CHE 1101	GENERAL CHEMISTRY I	55 Supplies and Equipment		9/19/2019 12:15	Active	5
CHE 1102	GENERAL CHEMISTRY II	55 Supplies and Equipment		9/19/2019 12:15	Active	5
CHE 1103	INORGANIC CHEMISTRY	55 Supplies and Equipment		9/19/2019 12:15	Active	5
CHE 1104	QUALITATIVE ANALYSIS INORGANIC CHEMISTRY	55 Supplies and Equipment		9/19/2019 12:15	Active	5
CHE 2120	ORGANIC CHEMISTRY I	55 Supplies and Equipment		9/19/2019 12:15	Active	5
CHE 2121	ORGANIC CHEMISTRY II	55 Supplies and Equipment		9/19/2019 12:15	Active	5
CMA 1201	ADMINISTRATIVE ASPECTS	0		9/19/2019 12:15	Active	4
CMA 1202	PATIENT CARE I	35 Supplies		9/19/2019 12:15	Active	3
CMA 1203	BILLING AND CODING	0		9/19/2019 12:15	Active	3
CMA 1204	PROFESSIONALISM AND SAFETY	0		9/19/2019 12:15	Active	3
CMA 1205	LAB LOGISTICS	0		9/19/2019 12:15	Active	4
CMA 1206	PATIENT CARE II	35 Supplies		9/19/2019 12:15	Active	3
CMA 1207	PRACTICUM	170 Travel, Drug Screen and Liability Insurance, Background Check		9/19/2019 12:15	Active	4
CMA 1208	ESSENTIALS OF HIM	0		10/28/2019 16:21	Active	3
CNA 1201	CERTIFIED NURSE ASSISTING	50 Supplies, Equipment, Liability Insurance		9/19/2019 12:15	Active	7
CNA 1603	NURSING AIDE SKILLS RECERTIFICATION	0		9/19/2019 12:15	Active	1
CNA 1604	NURSING AIDE SKILLS	0		9/19/2019 12:15	Active	0.5
CNS 1207	FUNDAMENTALS OF INFORMATION SECURITY	0		9/14/2022 10:42	Active	4
CNS 1210	INTRODUCTION TO NETWORKS	0		9/14/2022 10:42	Active	5
CNS 2200	EMERGING TECHNOLOGIES	200 0 Certification Fee		9/14/2022 10:44	Active	5
CNS 2228	HACKING TECHNIQUES AND TOOLS	0		9/14/2022 10:44	Active	4
CNS 2231	NETWORK SECURITY FIREWALLS AND VPN'S	0		9/14/2022 10:44	Active	3
CNS 1212	HARDWARE AND OPERATING SYSTEMS	0		9/14/2022 10:45	Active	5
CNS 1221	NETWORK ROUTER TECHNOLOGY	0		9/14/2022 10:45	Active	5
CNS 1231	WINDOWS PROFESSIONAL	0		9/14/2022 10:45	Active	3
CNS 1232	WINDOWS SERVER	0		9/14/2022 10:45	Active	3
CNS 1234	LINUX NETWORKING	0		9/14/2022 10:47	Active	3
CNS 1235	LINUX SERVER	0		9/14/2022 10:47	Active	4
CNS 2230	NETWORK IMPLEMENTATION	0		9/14/2022 10:47	Active	3
CNS 2260	WIRELESS LAN / WAN	0		9/14/2022 10:47	Active	4
ENTD 1600	SPECIAL TOPICS IN EDUCATION	0		11/14/2019 12:20	Active	4
ENTD 1601	A TO Z GRANT WRITING	0		11/14/2019 12:20	Active	4
ENTD 1602	BIG IDEAS IN LITTLE BOOKS	0		11/14/2019 12:20	Active	4
ENTD 1603	THE CLASSROOM COMPUTER	0		11/14/2019 12:20	Active	4
ENTD 1604	THE CREATIVE CLASSROOM	0		11/14/2019 12:20	Active	4
ENTD 1605	DIFFERENTIATED INSTRUCTION CLASSROOM	0		11/14/2019 12:20	Active	4
ENTD 1606	ENHANCING LANGUAGE DEVELOPMENT	0		11/14/2019 12:20	Active	4
ENTD 1607	GET ASSERTIVE!	0		11/14/2019 12:20	Active	4
ENTD 1608	GUIDED READING/DIFFERENTIATED CLASS	0		11/14/2019 12:20	Active	4
ENTD 1609	GUIDING KIDS ON THE INTERNET	0		11/14/2019 12:20	Active	4

NTED 1610	INTEGRATING TECH IN K-5 CLASSROOM	0	11/14/2019 12:20	Active	4
NTED 1611	LEADERSHIP	0	11/14/2019 12:20	Active	4
NTED 1612	MS WORD IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
NTED 1613	POWER POINT IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
NTED 1614	MS EXCEL IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
NTED 1615	SOLVING CLASSROOM DISCIPLINE PROB I	0	11/14/2019 12:20	Active	4
NTED 1616	SOLVING CLASSROOM DISCIPLINE PROB II	0	11/14/2019 12:20	Active	4
NTED 1617	UNDERSTANDING ADOLESCENTS	0	11/14/2019 12:20	Active	4
NTED 1618	USING THE INTERNET IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
NTED 1619	INTRODUCTION TO TEACHING ESL/EFL	0	11/14/2019 12:20	Active	4
NTED 1620	SPECIAL TOPICS IN NURSING	0	11/14/2019 12:20	Active	4
NTED 1621	SPECIAL TOPICS IN HEALTH CARE	0	11/14/2019 12:20	Active	4
NTED 1622	SPECIAL TOPICS IN RADIOLOGY	0	11/14/2019 12:20	Active	4
NTED 1630	SPECIAL TOPICS IN EMERGENCY SERVICES	0	11/14/2019 12:20	Active	4
NTED 1640	FIREARM SAFETY & MARKSMANSHIP	0	11/14/2019 12:20	Active	0.5
NTED 1641	CONCEALED CARRY LAW & QUALIFICATION	0	11/14/2019 12:20	Active	0.5
NTED 1642	BASIC HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
NTED 1643	ADVANCED HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
NTED 1644	LOW LIGHT HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
NTED 1650	SIGN LANGUAGE	0	11/14/2019 12:20	Active	4
NTED 1651	CREATING THE INCLUSIVE CLASSROOM	0	11/14/2019 12:21	Active	4
NTED 1652	GUIDED READING AND WRITING	0	11/14/2019 12:21	Active	4
NTED 1653	SURVIVAL KIT FOR NEW TEACHERS	0	11/14/2019 12:21	Active	4
NTED 1654	READY, SET, READ!	0	11/14/2019 12:21	Active	4
NTED 1655	SPEED SPANISH	0	11/14/2019 12:21	Active	4
NTED 1656	SINGAPORE MATH STRATEGIES	0	11/14/2019 12:21	Active	4
NTED 1657	WORKING SUCCESSFULLY WITH LD STUDENT	0	11/14/2019 12:21	Active	4
NTED 1658	TEACHING STUDENTS WITH AUTISM	0	11/14/2019 12:21	Active	4
NTED 1659	TEACHING MATH GRADES 4-6	0	11/14/2019 12:21	Active	4
NTED 1660	TEACHING SCIENCE GRADES 4-6	0	11/14/2019 12:21	Active	4
NTED 1661	TEACHING WRITING GRADES 4-6	0	11/14/2019 12:21	Active	4
NTED 1690	SELECT TOPICS CONT ED PROFESSIONALS	0	11/14/2019 12:21	Active	4
NTED 1691	SPECIAL TOPICS IN ENV SUSTAINABILITY	0	11/14/2019 12:21	Active	4
COMM 1101	PRINCIPLES OF EFFECTIVE SPEAKING	0	9/19/2019 12:16	Active	3
COMM 1103	SMALL GROUP COMMUNICATION	0	9/19/2019 12:16	Active	3
COMM 1104	INTERPERSONAL COMMUNICATION	0	9/19/2019 12:16	Active	3
COMM 1106	INTERCULTURAL COMMUNICATIONS	0	9/19/2019 12:16	Active	3
COOP 2101	COOPERATIVE EDUCATION	30 Handouts and Travel	2/12/2020 13:46	Active	4
COOP 2101	COOPERATIVE EDUCATION II	30 Handouts and Travel	2/12/2020 13:46	Active	4
COSM 1201	BARBER/COSMETOLOGY THEORY I	0	9/14/2022 10:50	Active	3
COSM 1202	BARBER/COSMETOLOGY CLINIC I	900 Supplies, Equipment and Kit	9/19/2019 12:16	Active	7
COSM 1203	COSMETOLOGY THEORY II	0	9/19/2019 12:16	Active	2
COSM 1204	COSMETOLOGY CLINIC II	350 Supplies and Equipment	9/14/2022 10:50	Active	8
COSM 1205	BARBER / COSMETOLOGY CLINIC III	300 Supplies and Equipment	9/14/2022 10:51	Active	8
COSM 1206	BARBER/COSMETOLOGY INTERNSHIP	0	9/19/2019 12:16	Active	1
COSM 1207	BARBER THEORY II	0	9/19/2019 12:16	Active	2
COSM 1208	BARBER CLINIC II	250 Supplies and Equipment	9/19/2019 12:16	Active	8
COSM 1209	COSMETOLOGY/BARBER REFRESHER	250 Supplies and Equipment	9/19/2019 12:16	Active	6
COSM 1210	POST-GRADUATE TRAINING I	0	9/19/2019 12:16	Active	10
COSM 1211	POST-GRADUATE TRAINING II	0	9/19/2019 12:16	Active	8
COSM 1212	TEACHING METHODS	0	9/19/2019 12:16	Active	3

COSM 1213	COSMETOLOGY TEACHING METHODS APPLICATIONS	0		9/19/2019 12:16	Active	5
COSM 1214	STUDENT TEACHING	0		9/19/2019 12:16	Active	8
COSM 1215	NAIL TECHNOLOGY THEORY I	0		9/14/2022 10:51	Active	4
COSM 1216	NAIL TECHNOLOGY CLINIC I	800 Supplies, Equipment and Kit		2/17/2026 14:42	Active	4
COSM 1217	NAIL TECHNOLOGY THEORY II	0		9/19/2019 12:16	Active	4
COSM 1218	NAIL TECHNOLOGY CLINIC II	150 Supplies and Equipment		9/19/2019 12:16	Active	4
COSM 1219	ESTHETICS THEORY I	0		9/14/2022 10:51	Active	5
COSM 1220	ESTHETICS CLINIC I	900 Supplies, Equipment and Kit		9/19/2019 12:16	Active	5
COSM 1221	ESTHETICS THEORY II	0		9/19/2019 12:16	Active	5
COSM 1222	ESTHETICS CLINIC II	600 Supplies and Equipment		9/14/2022 10:52	Active	5
COSM 1223	ESTHETICS THEORY III	0		9/19/2019 12:16	Active	5
COSM 1224	ESTHETICS CLINIC III	300 Supplies and Equipment		9/14/2022 10:52	Active	5
COSM 1225	INTERNSHIP	0		9/19/2019 12:16	Active	0.5
COSM 1226	BARBER/COSMETOLOGY THEORY I-A	0		9/19/2019 12:16	Active	3
COSM 1227	BARBER/COSMETOLOGY CLINIC I-A	250 Supplies and Equipment		9/19/2019 12:16	Active	7
COSM 1228	COSMETOLOGY THEORY II-A	0		9/19/2019 12:16	Active	2
COSM 1229	COSMETOLOGY CLINIC II-A	350 Supplies and Equipment		9/14/2022 10:52	Active	8
COSM 1230	BARBER/COSMETOLOGY THEORY III	0		9/19/2019 12:16	Active	1
COSM 1231	BARBER THEORY II-A	0		9/19/2019 12:16	Active	2
COSM 1232	BARBER CLINIC II-A	250 Supplies and Equipment		9/19/2019 12:16	Active	8
COSM 1233	NOVALASH CLASSIC LASH EXTENSIONS	0		3/12/2020 8:35	Active	1.0
COSM 1234	SPECIAL TOPICS IN COSMETOLOGY	0		3/12/2020 8:35	Active	4.0
CRIS 1201	INTRODUCTION TO CRIMINAL JUSTICE	0		9/19/2019 12:16	Active	3
CRIS 1202	CRIMINOLOGY	0		9/19/2019 12:16	Active	3
CRIS 1203	INTRODUCTION TO CORRECTIONS	0		9/19/2019 12:16	Active	3
CRIS 1204	COMMUNITY POLICING	0		9/19/2019 12:16	Active	3
CRIS 1205	CYBER CRIME AND LAW	0		9/19/2019 12:16	Active	3
CRIS 1206	COMMUNITY-BASED CORRECTIONS	0		9/19/2019 12:16	Active	3
CRIS 1208	PRIVATE INVESTIGATOR	110 Firearms Supplies and Range		9/19/2019 12:16	Active	3
CRIS 1209	LAW ENFORCEMENT SCENARIOS	50 Supplies and Equipment		9/19/2019 12:16	Active	3
CRIS 1220	INTRO TO PRIVATE SECURITY	0		9/19/2019 12:16	Active	3
CRIS 1250	SPECIAL TOPICS IN CRIMINAL JUSTICE	0		9/14/2022 10:53	Active	3
CRIS 1602	FIREARMS RETRAINING / QUALIFICATION	20 Firearms Supplies and Range		9/19/2019 12:16	Active	0.5
CRIS 1603	ACTIVE SHOOTER TRAINING	0		9/19/2019 12:16	Active	0.5
CRIS 1604	FIREARMS TRAINING	0		9/19/2019 12:16	Active	1.5
CRIS 2201	POLICE PATROL TACTICAL OPERATIONS	0		9/19/2019 12:16	Active	3
CRIS 2202	JUVENILE JUSTICE	0		9/19/2019 12:16	Active	3
CRIS 2203	POLICE TRAFFIC FUNCTIONS	0		9/19/2019 12:16	Active	3
CRIS 2204	CRIMINAL JUSTICE ADMINISTRATION	0		9/19/2019 12:16	Active	3
CRIS 2205	POLICE WEAPONS & DEFENSIVE TACTICS	55 Firearms Supplies and Range		9/19/2019 12:16	Active	3
CRIS 2206	CRIMINAL PROCEDURE	0		9/19/2019 12:16	Active	3
CRIS 2208	CRIMINAL INVESTIGATION	0		9/19/2019 12:16	Active	3
CRIS 2209	CRIMINAL JUSTICE	0		9/19/2019 12:16	Active	3
CRIS 2210	CRIMINAL JUSTICE INTERNSHIP	30 Handouts and Travel		9/19/2019 12:16	Active	3
CRIS 2212	CORRECTIONAL COUNSELING	0		9/19/2019 12:16	Active	3
CRIS 2214	PROBATION AND PAROLE	0		9/19/2019 12:16	Active	3
CRIS 2216	CYBER CRIME AND INVESTIGATION	0		9/19/2019 12:16	Active	3
CRIS 2220	LOSS CONTROL AND CRIME PREVENTION	0		9/19/2019 12:16	Active	3
CRIS 2225	CRIME SCENE INVESTIGATION	30 Supplies		9/19/2019 12:16	Active	4
CSCI 1101	INTRODUCTION TO COMPUTERS	0		9/14/2022 10:56	Active	3
CSCI 1102	INTRO TO COMPUTERS WITH BUSI APPLICATIONS	0		9/14/2022 10:56	Active	3

CSCI 1104	INTRODUCTION TO PROGRAMMING	35		9/12/2025 9:50	Active	4
CSCI 1236	INTEGRATING TECHNOLOGIES	0		9/19/2019 12:16	Active	2
CSCI 1237	IT SUPPORT PROFESSIONAL	400	Software and Certification Fee	9/14/2022 10:55	Active	6
CSCI 1243	BEGINNING MICROSOFT WORD	0		9/14/2022 10:56	Active	3
CSCI 1255	MICROSOFT ACCESS DATABASE	0		9/14/2022 10:56	Active	3
CSCI 1257	SQL SERVER DATABASE DESIGN	0		9/14/2022 10:56	Active	3
CSCI 1260	INTRO TO .NET PLATFORM PROGRAMMING	0		9/14/2022 10:56	Active	3
CSCI 1263	MICROSOFT EXCEL SPREADSHEET	0		9/14/2022 10:58	Active	3
CSCI 1275	MICROSOFT POWERPOINT	0		9/14/2022 10:58	Active	3
CSCI 1280	ADVANCED DATABASE SYSTEMS	0		9/14/2022 10:59	Active	3
CSCI 1290	SPECIAL PROGRAMMING PROJECT	0		9/14/2022 10:59	Active	4
CSCI 1600	SELECTED COMPUTER TOPICS	90	Software and Materials .50 Credit \$45, 1 credit \$90, 1.5 credit \$138	9/14/2022 11:03	Active	3
CSCI 1612	BEGINNING MICROSOFT WORD	90	Software and Materials, .50 Credit \$45, 1 credit \$90, 1.5 credit \$138	9/14/2022 11:03	Active	4
CSCI 1616	BEGINNING MICROSOFT EXCEL	90	Software and Materials, .50 Credit \$45, 1 credit \$90, 1.5 credit \$141	9/14/2022 11:05	Active	4
CSCI 1617	INTERMEDIATE MICROSOFT EXCEL	90	Software and Materials, .50 Credit \$5, 1 credit \$90, 1.5 credit \$142	9/14/2022 11:06	Active	4
CSCI 1621	INTERMEDIATE MICROSOFT POWERPOINT	90	Software and Materials, .50 Credit \$45, 1 credit \$90, 1.5 credit \$146	9/14/2022 11:08	Active	4
CSCI 1694	BEGINNING QUICKBOOKS	90	Software and Materials, .50 Credit \$45, 1 credit \$90, 1.5 Credit \$159	9/14/2022 11:09	Active	3
CSCI 2100	DISCRETE STRUCTURES	0		9/14/2022 11:10	Active	3
CSCI 2104	ADVANCED DATA STRUCTURES	0		9/14/2022 11:10	Active	4
CSCI 2209	SYSTEMS ANALYSIS AND DESIGN	0		9/19/2019 12:16	Active	3
CSCI 2243	INTERMEDIATE MICROSOFT WORD	0		9/14/2022 11:10	Active	3
CSCI 2245	INTEGRATING MICROSOFT APPLICATIONS	0		9/14/2022 11:10	Active	3
CULA 1201	PROFESSIONAL COOKING I	400	Supplies and Equipment	9/14/2022 11:59	Active	6
CULA 1202	NUTRITION AND MENU PLANNING	0		9/19/2019 12:16	Active	3
CULA 1203	PROFESSIONAL COOKING II	400	Supplies and Equipment	9/14/2022 11:59	Active	6
CULA 1205	FOOD SANITATION	55	Certification Fee	9/14/2022 12:00	Active	2
CULA 1206	SELECTED TOPICS IN CULINARY ARTS	0		9/19/2019 12:16	Active	4
CULA 1207	CULINARY MATH	0		9/19/2019 12:16	Active	3
CULA 1208	PROFESSIONAL ARTISAN BREAD	400	Supplies and Equipment	9/14/2022 12:01	Active	3
CULA 1209	EVENT CATERING	0		9/19/2019 12:16	Active	2
CULA 1210	GRILLING AND SMOKING	35	Supplies and Equipment	9/14/2022 12:01	Active	1
CULA 1605	FOOD SANITATION REFRESHER	0		9/19/2019 12:16	Active	0.5
CULA 2201	PROFESSIONAL BAKING TECHNIQUES	400	Supplies and Equipment	9/14/2022 12:01	Active	6
CULA 2202	RESTAURANT MANAGEMENT	0		9/19/2019 12:16	Active	3
CULA 2203	DINING ROOM & BANQUET MANAGEMENT	0		9/19/2019 12:16	Active	4
CULA 2204	GARDE MANAGER	400	Supplies and Equipment	9/14/2022 12:02	Active	4
CULA 2205	RESTAURANT COST CONTROL	0		9/19/2019 12:16	Active	3
CULA 2206	RESTAURANT OPERATIONS	400	Supplies and Equipment	9/14/2022 12:02	Active	5
CULA 2207	PROFESSIONAL PASTRY PRINCIPLES	275	Supplies and Equipment	2/17/2026 14:43	Active	6
CULA 2208	EXPLORING WINES	250	Supplies	9/19/2019 12:16	Active	4
CULA 2209	PROFESSIONAL COOKING III	400	Supplies and Equipment	9/14/2022 12:03	Active	6
CULA 2210	RESTAURANT PRODUCTION DESSERTS	400	Supplies and Equipment	9/14/2022 12:03	Active	2
CULA 2212	CHOCOLATE MANUFACTURING	150	Supplies and Equipment	2/2/2026 8:51	Active	2.00
DIEL 1201	DIESEL FUEL SYSTEMS	60	Supplies	7/17/2024 11:19	Active	3.00
DIEL 1202	BASIC DIESEL FUEL SYSTEMS	60	Supplies and Equipment	9/19/2019 12:16	Active	2
DIEL 1203	HEAVY EQUIPMENT ALIGNMENT	60	Supplies and Equipment	9/19/2019 12:16	Active	2
DIEL 1204	INTERMEDIATE DIESELS	60	Supplies and Equipment	9/19/2019 12:16	Active	4
DIEL 1205	HEAVY EQUIPMENT BRAKES	60	Supplies and Equipment	9/19/2019 12:16	Active	3
DIEL 1206	ADVANCED DIESELS	20	Supplies and Equipment	9/14/2022 12:04	Active	2
DIEL 1208	DIESEL ACCESSORIES	60	Supplies and Equipment	9/19/2019 12:16	Active	2
DIEL 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30	Handouts and Travel	9/19/2019 12:16	Active	4

DIEL 2210	SUPERVISED OCCUP. EXPERIENCE II	30 Handouts and Travel	9/19/2019 12:16	Active	4
ECE 1603	PROMOTE SOCIAL EMOTIONAL COMPETENCE	0 Supplies and Equipment	4/27/2023 13:21	Active	
ECE 1604	STRENGTHENING BUSINESS IN CHILDCARE	0	10/17/2022 11:38	Active	3.0
ECE 1201	CHILD DEVELOPMENT	0	9/19/2019 12:16	Active	3
ECE 1202	INTRODUCTION TO EARLY CHILDHOOD ED	0	9/19/2019 12:16	Active	3
ECE 1204	CREATIVE ARTS FOR YOUNG CHILDREN	0	9/14/2022 12:04	Active	3
ECE 1205	HEA, SAFE, & NUTR FOR YOUNG CHILDREN	0	9/19/2019 12:16	Active	3
ECE 1206	CURRICULUM FOR YOUNG CHILDREN	0	9/14/2022 12:04	Active	3
ECE 1207	LANGUAGE ARTS FOR YOUNG CHILDREN	0	9/19/2019 12:16	Active	3
ECE 1208	FAMILY/COMMUNITY/STAFF RELATIONS	0	9/19/2019 12:16	Active	3
ECE 1209	CURRICULUM LAB	0	9/14/2022 12:05	Active	3
ECE 1210	CHILD STUDY & OBSERVATION	0	9/19/2019 12:16	Active	3
ECE 1600	SPECIAL TOPICS IN ECE	0	10/28/2019 16:22	Active	4
ECE 1601	EXTEND PRESCHOOL CHILD'S THINKING	0	3/10/2022 10:36	Active	3.0
ECE 1602	INFANT TODDLER PERSPECTIVES	0	10/17/2022 11:02	Active	3.0
ECE 1603	PROMOTE SOCIAL EMOTIONAL COMPETENCE	0	10/17/2022 10:33	Active	3.0
ECE 1605	BUILDING SOCIAL AND EMOTIONAL SKILLS	0	12/11/2023 13:09	Active	3
ECE 2202	CENTER-BASED CHILD CARE MANAGEMENT	0	9/19/2019 12:16	Active	3
ECE 2203	SCIENCE/MATH FOR YOUNG CHILDREN	0	9/19/2019 12:16	Active	3
ECE 2205	PROGRAMMING/TEACHING SCHOOL-AGE	0	9/19/2019 12:16	Active	3
ECE 2206	PROGRAMMING/TEACHING INFANTS/TODDLERS	0	9/19/2019 12:16	Active	3
ECE 2207	CHILD GUIDANCE	0	9/19/2019 12:16	Active	3
ECE 2208	TEACHING THE CHILD WITH DISABILITIES	0	9/19/2019 12:16	Active	3
ECE 2209	PRACTICUM	0	9/14/2022 12:05	Active	4
ECE 1602	INFANT TODDLER PERSPECTIVES	0 Supplies and Equipment	12/4/2024 11:18	Active	
ECON 1101	INTRODUCTION TO ECONOMICS	0	9/19/2019 12:16	Active	3
ECON 2101	PRINCIPLES OF ECONOMICS I	0	9/19/2019 12:16	Active	3
ECON 2102	PRINCIPLES OF ECONOMICS II	0	9/19/2019 12:16	Active	3
EDUC 1101	INTRO TO EDUCATION & OBSERVATION	35 Background Check	9/19/2019 12:16	Active	3
EDUC 1104	EDUCATIONAL TECHNOLOGY	0	9/19/2019 12:16	Active	3
EDUC 1106	HUMAN DEVELOPMENT	0	9/19/2019 12:16	Active	3
EDUC 1107	DIVERSITY IN EDUCATION	0	9/19/2019 12:16	Active	3
EDUC 1200	TUTOR TRAINING	0	9/19/2019 12:16	Active	2
EDUC 1601	INSTRUCTOR TRAINING	0	9/19/2019 12:16	Active	9
EDUC 1602	ONLINE INSTRUCTIONAL METHODS	0	5/17/2021 8:58	Active	3.0
EDUC 1603	INSTRUCTIONAL METHODS & STRATEGIES	0	9/19/2019 12:16	Active	3
EDUC 1604	ADVANCED INSTRUCTIONAL METHODS	0	9/19/2019 12:16	Active	3
EDUC 1605	INSTRUCTIONAL METHODS IN PRACTICE	0	9/19/2019 12:16	Active	3
ELEC 1210	NATIONAL ELECTRICAL CODE	0	9/19/2019 12:16	Active	3
ELEC 1611	ELECTRICAL QUALIF RETRAIN.(UNDERGRD)	55 Instructional Fees	9/14/2022 12:06	Active	0.5
EMS 1240	HAZ/MAT AWARENESS: EMS	0	9/19/2019 12:16	Active	4
EMS 1255	INCIDENT COMMAND FOR FIRST RESPONDER	0	9/19/2019 12:16	Active	4
EMS 1256	INCIDENT COMMAND FOR MANAGERS	0	9/19/2019 12:16	Active	4
EMS 1601	AHA CORE INSTRUCTOR	0	9/19/2019 12:16	Active	0.5
EMS 1604	AHA BASIC LIFE SUPPORT INSTRUCTOR	0	9/19/2019 12:16	Active	1
EMS 1614	CPR AND FIRST AID	35 Supplies, Equipment, and Certification Fee	9/14/2022 12:07	Active	0.5
EMS 1620	ACLS PREPARATORY	0	9/19/2019 12:16	Active	0.5
EMS 1621	ADVANCED CARDIAC LIFE SUPPORT	35 Supplies, Equipment, and Certification Fee	9/14/2022 12:07	Active	1
EMS 1622	ACLS INSTRUCTOR	0	9/19/2019 12:16	Active	1
EMS 1625	PALS PREPARATORY	0	9/19/2019 12:16	Active	0.5
EMS 1626	PEDIATRIC ADVANCED LIFE SUPPORT	35 Supplies, Equipment, and Certification Fee	9/14/2022 12:07	Active	1

EMS 1627	PALS INSTRUCTOR	0		9/19/2019 12:16	Active	1
EMS 1641	BASIC ARRHYTHMIAS	0		9/19/2019 12:16	Active	1
EMS 1642	INTERNATIONAL TRAUMA LIFE SUPPORT	0		9/19/2019 12:16	Active	1
EMS 1643	TRAUMA NURSING CORE COURSE	0		9/19/2019 12:16	Active	1
EMT 1204	EMERGENCY MEDICAL RESPONDER	0		9/19/2019 12:16	Active	3
EMT 1250	EMERGENCY MEDICAL TECHNICIAN	50 Supplies, Equipment, Drug Screen and Liability Insurance		9/19/2019 12:16	Active	9
EMT 1601	EMT REFRESHER	0		9/19/2019 12:16	Active	1.5
EMT 1605	PARAMEDIC REFRESHER	0		9/19/2019 12:16	Active	2
EMT 1606	SPECIAL TOPICS IN EMERGENCY MEDICINE	0		9/19/2019 12:16	Active	1
EMTP 1250	DRUG DOSAGE CALCULATIONS	0		9/19/2019 12:16	Active	3
EMTP 1260	PARAMEDIC SERVICES I	50 Software, Supplies, and Equipment		9/14/2022 12:09	Active	6
EMTP 1262	PARAMEDIC SERVICES II	50 Supplies and Equipment		9/19/2019 12:16	Active	12
EMTP 1263	PARAMEDIC SERVICES III	50 Supplies and Equipment		9/19/2019 12:16	Active	12
EMTP 1264	PARAMEDIC SERVICES IV	50 Supplies and Equipment		9/19/2019 12:16	Active	6
EMTP 1272	PARAMEDIC CLINICAL I	50 Supplies, Equipment, Drug Screen and Liability Insurance		9/19/2019 12:16	Active	3
EMTP 1273	PARAMEDIC CLINICAL II	50 Supplies, Equipment, Drug Screen and Liability Insurance		9/19/2019 12:16	Active	3
EMTP 1274	PARAMEDIC CLINICAL III	50 Supplies, Equipment, Drug Screen and Liability Insurance		9/19/2019 12:17	Active	3
ENGG 1101	GRAPHICS	0		9/19/2019 12:17	Active	4
ENGL 1101	RHETORIC & COMPOSITION I	0		9/19/2019 12:17	Active	3
ENGL 1102	RHETORIC & COMPOSITION II	0		9/19/2019 12:17	Active	3
ENGL 1103	CREATIVE WRITING	0		9/19/2019 12:17	Active	3
ENGL 1104	WRITING FOR NURSES	0		9/19/2019 12:17	Active	3
ENGL 1201	TECHNICAL WRITING	0		9/19/2019 12:17	Active	3
ENGL 1204	SELECTED TOPICS IN LIBERAL ARTS	0		9/19/2019 12:17	Active	4
ENGL 1205	SELECTED TOPICS IN ENGLISH&LITERATUR	0		9/19/2019 12:17	Active	4
ENGL 1411	ACCELERATED LEARNING PROGRAM	0		9/19/2019 12:17	Active	3
ENGL 2101	CLASSICAL LITERATURE	0		9/19/2019 12:17	Active	3
ENGL 2102	INTRODUCTION TO LITERATURE	0		9/19/2019 12:17	Active	3
ENGL 2103	SPECIAL TOPICS IN LITERATURE	0		9/19/2019 12:17	Active	3
ENGL 2104	THE SHORT STORY	0		9/19/2019 12:17	Active	3
ENGL 2105	INTRODUCTION TO POETRY	0		9/19/2019 12:17	Active	3
ENGL 2106	INTERMEDIATE COMPOSITION	0		9/19/2019 12:17	Active	3
ENGL 2107	MYTHOLOGY	0		9/19/2019 12:17	Active	3
ENGL 2108	INTRODUCTION TO SHAKESPEARE	0		9/19/2019 12:17	Active	3
ENGL 2109	BRITISH LITERATURE-BEOWULF TO 1799	0		9/19/2019 12:17	Active	3
ENGL 2110	BRITISH LITERATURE-1800 TO PRESENT	0		9/19/2019 12:17	Active	3
ENGL 2111	AMERICAN LITERATURE TO 1865	0		9/19/2019 12:17	Active	3
ENGL 2112	AMERICAN LITERATURE, 1865 TO PRESENT	0		9/19/2019 12:17	Active	3
ENGL 2113	INTRODUCTION TO DRAMA	0		9/19/2019 12:17	Active	3
ENGL 2114	THE NOVEL	0		9/19/2019 12:17	Active	3
ENGL 2115	INTRO. TO CHILDRENS LITERATURE	0		9/19/2019 12:17	Active	3
FIRE 1601	FIREFIGHTER II - INTRODUCTION	0		9/19/2019 12:17	Active	4
FIRE 1602	FIREFIGHTER II - BASIC	0		9/19/2019 12:17	Active	4
FIRE 1603	FIREFIGHTER II - ADVANCED	0		9/19/2019 12:17	Active	3
FIRE 1604	FIREFIGHTER III - MODULE A	0		9/19/2019 12:17	Active	4
FIRE 1605	FIREFIGHTER III - MODULE B	0		9/19/2019 12:17	Active	4
FIRE 1606	FIREFIGHTER III - MODULE C	0		9/19/2019 12:17	Active	4
FIRE 1608	FIRE PREVENTION OFFICER	0		9/19/2019 12:17	Active	3
FIRE 1609	MANAGEMENT I	0		9/19/2019 12:17	Active	3
FIRE 1610	MANAGEMENT II	0		9/19/2019 12:17	Active	3
FIRE 1611	TACTICS AND STRATEGY	0		9/19/2019 12:17	Active	3

FIRE 1620	FIRE INSTRUCTOR 1	0		9/19/2019 12:17	Active	3
FIRE 1621	FIRE INSTRUCTOR II	0		9/19/2019 12:17	Active	3
FLPR 1262	FLUID POWER FUNDAMENTALS	25	Supplies and Equipment	9/19/2019 12:17	Active	5
FLPR 2255	HYDRAULIC CIRCUITRY AND CONTROLS	15	Supplies and Equipment	9/19/2019 12:17	Active	4
FMGT 1201	INTRO TO FACILITY MANAGEMENT	0		9/19/2019 12:17	Active	3
FMGT 1202	BUILDING ENVIRONMENTS	0		9/19/2019 12:17	Active	3
FMGT 1203	WASTE MANAGEMENT	0		9/19/2019 12:17	Active	1
FMGT 1204	FLEET MANAGEMENT	0		9/19/2019 12:17	Active	1
GEOG 1101	INTRODUCTION TO GEOGRAPHY	0		9/19/2019 12:17	Active	3
GEOI 1101	PHYSICAL GEOLOGY	55	Supplies and Equipment	9/19/2019 12:17	Active	3
GFM 1201	PLAN AND DEVELOP GREEN FACILITIES	0		9/19/2019 12:17	Active	4
GFM 1202	BUILDING AUTOMATION CONTROL SYSTEMS	0		9/19/2019 12:17	Active	4
GFM 1203	ENERGY MODELING AND MANAGEMENT	0		9/19/2019 12:17	Active	4
GFM 1204	LANDSCAPE AND GROUNDS MANAGEMENT	0		9/19/2019 12:17	Active	4
GRD 1201	INTRODUCTION TO GRAPHIC DESIGN	45	Software, Supplies, and Handouts	9/14/2022 12:10	Active	3
GRD 1202	TYPOGRAPHY AND COLOR THEORY	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 1203	ADVERTISING DESIGN	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 1205	DRAWING FOR COMMUNICATION	30	Supplies and Handouts	9/14/2022 12:11	Active	3
GRD 1206	PRODUCTION PREPRESS	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	4
GRD 1209	MOTION DESIGN I	0		9/19/2019 12:17	Active	3
GRD 1215	WEB PAGE DESIGN	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 1220	ADVANCED WEB DESIGN	0		9/19/2019 12:17	Active	3
GRD 2201	ADOBE ESSENTIALS I	45	Software, Supplies, and Handouts	9/14/2022 12:11	Active	3
GRD 2203	DIGITAL ILLUSTRATION	30	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2204	PORTFOLIO REVIEW	0		9/19/2019 12:17	Active	3
GRD 2205	MOTION DESIGN II	0		9/19/2019 12:17	Active	3
GRD 2206	MOTION DESIGN III	0		9/19/2019 12:17	Active	3
GRD 2209	COMPUTER TYPE DESIGN	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2210	COOPERATIVE EXPERIENCE I	0		9/19/2019 12:17	Active	3
GRD 2215	ADOBE ESSENTIALS II	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2218	PACKAGE DESIGN	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2220	ADOBE ESSENTIALS III	45	Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
HEA 1101	HEALTH EDUCATION	0		9/19/2019 12:17	Active	2
HEA 1102	BASIC FIRST AID	55	Supplies, Equipment, and Certification Fee	9/14/2022 12:12	Active	2
HEA 1103	INTRODUCTION TO NUTRITION	0		9/19/2019 12:17	Active	3
HEA 1120	STRESS MANAGEMENT	0		9/19/2019 12:17	Active	3
HEA 2130	SUBSTANCE ABUSE	0		9/19/2019 12:17	Active	3
HECO 1200	INTRODUCTION TO HEALTH CARE	0		9/19/2019 12:17	Active	4
HECO 1202	HEALTH CARE TERMINOLOGY	0		9/19/2019 12:17	Active	3
HEQT 1201	HEAVY EQUIPMENT MAINTENANCE	60	Supplies	9/19/2019 12:17	Active	4
HEQT 1208	FUNDAMENTALS OF MACHINE ELECTRONICS	60	Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 1209	HEATING, VENTILATION & AIR COND.	60	Supplies and Equipment	9/19/2019 12:17	Active	2
HEQT 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30	Handouts and Travel	9/19/2019 12:17	Active	4
HEQT 1211	ENGINE FUEL SYSTEMS	60	Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2203	MACHINE SYSTEMS - ELECTRONICS	60	Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2204	TRANSMISSIONS & TORQUE CONVERTERS	60	Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2205	UNDERCARRIAGE AND FINAL DRIVES	60	Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2207	MACHINE SYSTEMS DIAG. & TROUBLESHOOTING	60	Supplies and Equipment	9/19/2019 12:17	Active	4
HIST 1101	WESTERN CIVILIZATION I	0		9/19/2019 12:17	Active	3
HIST 1102	WESTERN CIVILIZATION II	0		9/19/2019 12:17	Active	3
HIST 2101	AMERICAN HISTORY I	0		9/19/2019 12:17	Active	3

HIST 2102	AMERICAN HISTORY II	0		9/19/2019 12:17	Active	3
HIST 2106	BLACK AMERICAN HISTORY	0		9/19/2019 12:17	Active	3
HIST 2107	LATIN AMERICAN HISTORY	0		9/19/2019 12:17	Active	3
HIST 2108	BRITISH HISTORY	0		9/19/2019 12:17	Active	3
HIT 1200	SELECTED TOPICS IN HEALTH INFO. TECH	0		2/9/2022 10:05	Active	4
HIT 1201	INTRODUCTION TO HEALTH INFORMATION	0	Price of book for course *Remove book fee	6/15/2022 13:36	Active	3
HIT 1205	PATHOPHYSIOLOGY FOR HIT	0		9/19/2019 12:17	Active	4
HIT 2205	PHARMACOLOGY FOR HEALTH INFORMATION	0		9/19/2019 12:17	Active	2
HIT 2207	COMPLIANCE & ETHICS IN HEALTH CARE	0		9/19/2019 12:17	Active	3
HIT 2218	HEALTH CARE REIMBURSEMENT	0	Price of book for course *Remove book fee	6/15/2022 13:37	Active	2
HORT 1201	INTRODUCTION TO HORTICULTURE	15	Supplies and Greenhouse	9/19/2019 12:17	Active	3
HUMT 1104	INTRODUCTION TO FILM	0		9/19/2019 12:17	Active	3
HUMT 1105	THE HUMANITIES THROUGH THE ARTS	0		9/19/2019 12:17	Active	3
INDP 1200	INDEPENDENT STUDY	0		9/19/2019 12:17	Active	4
INTG 1701	INTEGRATED ABE CURRICULUM I	0		9/19/2019 12:17	Active	16.5
INTG 1702	INTEGRATED PRE-GED CURRICULUM I	0		9/19/2019 12:17	Active	16.5
INTG 1703	INTEGRATED ABE CURRICULUM II	0		9/19/2019 12:17	Active	16.5
INTG 1704	INTEGRATED PRE-GED CURRICULUM II	0		9/19/2019 12:17	Active	16.5
INTG 1705	INTEGRATED ABE CURRICULUM III	0		9/19/2019 12:17	Active	16.5
INTG 1706	INTEGRATED PRE-GED CURRICULUM III	0		9/19/2019 12:17	Active	16.5
INTG 1707	INTEGRATED ABE CURRICULUM IV	0		9/19/2019 12:17	Active	16.5
INTG 1708	INTEGRATED PRE-GED CURRICULUM IV	0		9/19/2019 12:17	Active	16.5
INTG 1709	INTEGRATED ABE CURRICULUM V	0		9/19/2019 12:17	Active	16.5
INTG 1710	INTEGRATED PRE-GED CURRICULUM V	0		9/19/2019 12:17	Active	16.5
INTG 1711	INTEGRATED ABE CURRICULUM VI	0		9/19/2019 12:17	Active	16.5
INTG 1712	INTEGRATED PRE-GED CURRICULUM VI	0		9/19/2019 12:17	Active	16.5
INTG 1801	INTEGRATED ASE CURRICULUM I	0		9/19/2019 12:17	Active	15
INTG 1802	INTEGRATED ASE CURRICULUM II	0		9/19/2019 12:17	Active	15
INTG 1803	INTEGRATED ASE CURRICULUM III	0		9/19/2019 12:17	Active	15
INTG 1804	INTEGRATED ASE CURRICULUM IV	0		9/19/2019 12:17	Active	15
INTG 1805	INTEGRATED ASE CURRICULUM V	0		9/19/2019 12:17	Active	15
INTG 1806	INTEGRATED ASE CURRICULUM VI	0		9/19/2019 12:17	Active	15
IST 2230	INTRODUCTION TO PLC'S	60	Software and Equipment	9/14/2022 12:12	Active	4
IST 1122	OSHA CERTIFICATION	15	Supplies	7/17/2024 14:34	Active	.5
IST 1201	INDUSTRIAL TOOLS AND FABRICATION	145	Supplies and Equipment	9/13/2023 9:30	Active	3
IST 1210	FORKLIFT TASK TRAINING	30		5/15/2024 14:24	Active	0.50
IST 1221	INDUSTRIAL SAFETY	60	Supplies	5/22/2023 15:51	Active	2
IST 1222	OSHA CERTIFICATION	15		5/15/2024 14:21	Active	0.50
IST 1230	INTRODUCTION TO ROBOTICS	45	Equipment	9/19/2019 12:17	Active	3
IST 1240	DIGITAL FUNDAMENTALS	60	Supplies and Equipment	9/14/2022 12:13	Active	3.00
IST 1250	ELECTRIC MOTORS AND CONTROL CIRCUITS	195	Supplies and Equipment	8/15/2024 11:35	Active	6.0
IST 1252	INDUSTRIAL ELECTRICAL SYSTEMS	135	Supplies	8/15/2024 11:46	Active	2.00
IST 1255	INDUSTRIAL WIRING	135	Supplies	8/15/2024 11:52	Active	3.00
IST 1265	SOLID STATE ELECTRONICS	30	Supplies and Equipment	3/11/2021 11:10	Active	4.0
IST 1291	BASIC ELECTRONICS FOR TECHNICIANS	60	Supplies and Equipment	9/14/2022 12:14	Active	5.0
IST 1295	ELECTRICAL POWER DISTRIBUTION	120	Supplies	5/30/2024 10:55	Active	3.00
IST 1606	SPECIAL TOPICS IN MANUFACTURING	0		9/19/2019 12:17	Active	4
IST 1609	SELECTED TOPICS IN INDUSTRIAL SAFETY	0		9/19/2019 12:17	Active	4
IST 1671	INDUSTRIAL SAFETY	0		9/19/2019 12:17	Active	4
IST 2220	INDUSTRIAL MECHANICS	45	Supplies	9/19/2019 12:17	Active	4
IST 2230	INTRODUCTION TO PLCs	195	Software	8/15/2024 11:56	Active	4

IST 2231	ADVANCED PROGRAMMABLE CONTROLLERS	195 Software and Equipment	8/15/2024 11:56 Active	3
IST 2232	BRANDED CONTROLLERS & INDUSTRIAL PCS	60 Software and Equipment	9/14/2022 12:14 Active	3
IST 2260	INTEGRATED MECHATRONICS SYSTEMS	0	6/3/2025 11:05 Active	4.00
JOUR 1101	MASS MEDIA IN MODERN SOCIETY	0	9/19/2019 12:17 Active	3
LEAD 1101	LEADERSHIP DEVELOPMENT STUDIES	0	9/19/2019 12:17 Active	3
LEAD 1102	FURTHERING LEADERSHIP POTENTIAL	0	9/19/2019 12:17 Active	3
LEAD 1600	LEADERSHIP	0	9/19/2019 12:17 Active	4
LGOM 1200	INTRODUCTION TO SUPPLY CHAIN MANAGEMENT	0	5/18/2026 13:52 Active	3
LGOM 1201	TRANSPORTATION AND LOGISTICS	20 Supplies and Equipment	5/18/2026 14:00 Active	2
LGOM 1202	PRINCIPLES OF OPERATION MANAGEMENT	170 Supplies and Equipment	5/19/2026 8:57 Active	3
LGOM 1203	PHYSICAL DIST & SECURITY REGULATIONS	170 Supplies and Equipment	5/19/2026 9:00 Active	3
LGOM 1204	GLOBAL SUPPLY CHAIN ECONOMICS	20 Supplies and Equipment	5/19/2026 9:08 Active	3
LGOM 1205	PROCUREMENT & CONTRACT MANAGEMENT	20 Supplies and Equipment	5/19/2026 9:14 Active	2
MACH 1201	MACHINE TECHNOLOGY	110 Supplies and Equipment	9/19/2019 12:17 Active	4
MACH 1202	MACHINE TECHNOLOGY II	110 Supplies and Equipment	9/19/2019 12:17 Active	4
MACH 1203	MACHINE TECHNOLOGY III	110 Supplies and Equipment	9/19/2019 12:17 Active	3
MACH 1205	SPECIAL PROBLEMS IN MACHINING	0	9/19/2019 12:17 Active	3
MATH 1105	BASIC CONCEPTS OF STATISTICS	0	9/19/2019 12:17 Active	3
MATH 1107	CONTEMPORARY COLLEGE MATHEMATICS	0	9/19/2019 12:17 Active	3
MATH 1108	COLLEGE ALGEBRA	0	9/19/2019 12:17 Active	3
MATH 1109	PLANE TRIGONOMETRY	0	9/19/2019 12:17 Active	3
MATH 1110	PRECALCULUS	0	9/19/2019 12:17 Active	5
MATH 1111	STATISTICS	0	9/19/2019 12:17 Active	4
MATH 1121	CALCULUS AND ANALYTIC GEOMETRY I	0	9/19/2019 12:17 Active	5
MATH 1130	MATHEMATICS FOR ELEMENTARY TEACHER I	0	9/19/2019 12:17 Active	4
MATH 1131	MATHEMATICS FOR ELEMENTARY TEACHERS	0	5/19/2026 9:18 Active	5
MATH 1201	TECHNICAL MATHEMATICS	0	9/19/2019 12:17 Active	3
MATH 1202	BUSINESS MATH	0	9/19/2019 12:17 Active	3
MATH 1203	SELECTED TOPICS IN APLIED MATHEMATICS	0	9/19/2019 12:17 Active	4
MATH 1401	COMPUTATIONAL MATH	0	9/19/2019 12:17 Active	3
MATH 1402	ALGEBRA FOR COLLEGE STUDENTS	0	9/19/2019 12:17 Active	3
MATH 1403	MATHEMATICAL PATHWAYS	0	9/19/2019 12:17 Active	5
MATH 1407	GEOMETRY/INTERMEDIATE ALGEBRA	0	9/19/2019 12:17 Active	5
MATH 1409	BEGINNING & INTERMEDIATE ALGEBRA	0 Supplies	5/22/2024 11:48 Active	5.00
MATH 1410	ACCELERATED LEARNING PRGRAOM	0	5/13/2021 11:45 Active	2.00
MATH 1411	SUPPORT FOR STATISTICS	0 Supplies	5/22/2024 11:55 Active	2.00
MATH 1412	SUPPORT FOR COLLEGE ALGEBRA	0 Supplies	5/22/2024 12:05 Active	3.00
MATH 2103	BUSINESS STATISTICS	0	9/19/2019 12:17 Active	3
MATH 2106	FINITE MATHEMATICS	0	9/19/2019 12:17 Active	3
MATH 2108	LINEAR ALGEBRA WITH APPLICATIONS	0	9/19/2019 12:17 Active	3
MATH 2110	MATHEMATIC FOR ELEMENTARY TEACHER II	0	9/19/2019 12:17 Active	3
MATH 2115	CALCULUS FOR BUSINESS	0	9/19/2019 12:17 Active	4
MATH 2122	CALCULUS AND ANALYTIC GEOMETRY II	0	9/19/2019 12:17 Active	5
MATH 2123	CALCULUS AND ANALYTIC GEOMETRY III	0	9/19/2019 12:17 Active	4
MATH 2130	DIFFERENTIAL EQUATIONS	0	9/19/2019 12:17 Active	3
MEDC 1200	MEDICAL OFFICE PROCEDURES	0	9/19/2019 12:17 Active	3
MEDC 1206	INTRO TO MEDICAL CODING	0 Price of books for course **Remove book fee	6/15/2022 13:38 Active	3
MEDC 1208	INTERM MEDICAL & CPT CODING	0 Price of book for course *Remove book fee	6/15/2022 13:59 Active	3
MEDC 1210	CODING CLINICAL PRACTICUM	0	9/19/2019 12:17 Active	3
MEDC 1211	SELECTED TOPICS IN MEDICAL CODING	0	9/19/2019 12:17 Active	4
MFG 1200	MANUFACTURING EMPLOYMENT SKILLS	0	9/19/2019 12:17 Active	5

MFG 1201	INTRODUCTION TO MATERIALS	0		9/19/2019 12:17	Active	3
MFG 1205	MANUFACTURING PROCESSES	0		9/19/2019 12:17	Active	3
MFG 1207	SAFETY		220 Software and Certification Fee	9/14/2022 12:15	Active	3
MFG 1208	MFG PROCESSES & PRODUCTION		220 Software and Certification Fee	9/14/2022 12:15	Active	3
MFG 1209	MAINTENANCE AWARENESS		220 Software and Certification Fee	9/14/2022 12:16	Active	3
MFG 1210	QUALITY PRACTICES & MEASUREMENT		220 Software and Certification Fee	9/14/2022 12:16	Active	3
MFG 1220	PRODUCTION AND INVENTORY CONTROL	0		9/19/2019 12:17	Active	3
MFG 1230	BLUEPRINT READING	0		9/19/2019 12:17	Active	3
MFG 1610	SELECTED TOPICS IN MANUFACTURING	0		9/19/2019 12:17	Active	4
MGMT 2201	PRINCIPLES OF MANAGEMENT	0		9/19/2019 12:17	Active	3
MGMT 2207	SUPERVISION	0		9/19/2019 12:17	Active	3
MICR 1101	BASIC MICROBIOLOGY	75 Supplies and Equipment		9/19/2019 12:17	Active	4
MICR 1111	MICROBIOLOGY	55 Supplies and Equipment		9/19/2019 12:17	Active	4
MIN 1610	INTRODUCTION TO MINING	165 Instructional Fees		3/23/2023 13:29	Active	2.5
MIN 1220	MINE ATMOSPHERE AND STRATA CONTROL	0		9/19/2019 12:17	Active	3
MIN 1221	MACHINE OPERATION	0		9/19/2019 12:17	Active	2
MIN 1230	MINE RESCUE I	0		9/19/2019 12:17	Active	2
MIN 1240	MECHANICS	0		9/19/2019 12:17	Active	3
MIN 1607	CURRENT PROBLEMS IN MINE RESCUE	0		9/19/2019 12:17	Active	3
MIN 1608	MINE RESCUE-FIRE BRIGADE I	0		9/19/2019 12:17	Active	1
MIN 1609	MINE RESCUE-FIRE BRIGADE II	0		9/19/2019 12:17	Active	1
MIN 1656	ANU RETRAIN OF UNDRGRD COAL MINE EMPL	50 MSHA Forms, Supplies, and Equipment		9/14/2022 12:17	Active	0.5
MIN 1666	ANU RETRAIN OF SURF AREA MINE EMPLOY	50 MSHA Forms, Supplies, and Equipment		9/14/2022 12:18	Active	0.5
MIN 1672	MINE EXAMINER/MANAGER PREPARATION	0		9/19/2019 12:17	Active	2
MIN 1675	SURFACE MINE CERTIFICATION	120 MSHA Forms, Supplies, and Equipment		9/14/2022 12:17	Active	4
MIN 1683	PRACTICAL MINING METHODS	30 MSHA Forms, Supplies, and Equipment		9/14/2022 12:17	Active	0.5
MIN 2225	REPAIR & MAINTENANCE OF PREP PLANT	0		9/19/2019 12:17	Active	3
MIN 2227	MINE HEALTH SAFETY AND RESCUE	0		9/19/2019 12:17	Active	5
MIN 2240	MINE ELECTRICAL SYSTEMS	0		9/19/2019 12:17	Active	4
MIN 2245	ADV MECHANICAL MAINTENANCE	0		9/19/2019 12:17	Active	3
MRKT 2201	PRINCIPLES OF MARKETING	0		9/19/2019 12:17	Active	3
MUSI 1100	MUSIC APPRECIATION	0		9/19/2019 12:17	Active	3
MUSI 1101	MUSIC THEORY I	0		9/19/2019 12:17	Active	3
MUSI 1102	MUSIC THEORY II	0		9/19/2019 12:17	Active	3
MUSI 1103	AURAL SKILLS I	0		9/19/2019 12:17	Active	1
MUSI 1104	SPECIAL TOPICS IN MUSIC	0		9/19/2019 12:17	Active	3
MUSI 1105	PRACTICUM IN MUSIC THEATRE	0		9/19/2019 12:17	Active	3
MUSI 1106	AURAL SKILLS II	0		9/19/2019 12:17	Active	1
MUSI 1109	FUNDAMENTALS OF MUSIC	0		9/19/2019 12:18	Active	3
MUSI 1110	INTRODUCTION TO AMERICAN MUSIC	0		9/19/2019 12:17	Active	3
MUSI 1111	MUSIC LITERATURE	0		9/19/2019 12:17	Active	3
MUSI 1120	APPLIED MUSIC I (PRIVATE VOICE) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:17	Active	2
MUSI 1121	APPLIED MUSIC I (WOODWINDS) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 1122	APPLIED MUSIC I (BRASS) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 1123	APPLIED MUSIC I (STRINGS) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 1124	APPLIED MUSIC I (PERCUSSION) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 1126	APPLIED MUSIC I (CLASSICAL GUITAR) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 1127	APPLIED MUSIC I (KEYBOARD) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	1
MUSI 1140	VOCAL CLASS I	0		9/19/2019 12:18	Active	1
MUSI 1145	PIANO CLASS I	0		9/19/2019 12:18	Active	1
MUSI 1146	PIANO CLASS II	0		9/19/2019 12:18	Active	1

MUSI 1159	CONCERT CHOIR I	0		9/19/2019 12:18	Active	1
MUSI 1161	CONCERT BAND I	0		9/19/2019 12:18	Active	1
MUSI 1163	COMMUNITY ORCHESTRA	0		9/19/2019 12:18	Active	1
MUSI 1164	INSTRUMENTAL ENSEMBLE I	0		9/19/2019 12:18	Active	1
MUSI 1166	COMMUNITY CHORUS	0		9/19/2019 12:18	Active	1
MUSI 2101	MUSIC THEORY III	0		9/19/2019 12:18	Active	3
MUSI 2102	MUSIC THEORY IV	0		9/19/2019 12:18	Active	3
MUSI 2103	AURAL SKILLS III	0		9/19/2019 12:18	Active	1
MUSI 2104	AURAL SKILLS IV	0		9/19/2019 12:18	Active	1
MUSI 2120	APPLIED MUSIC II (PRIVATE VOICE) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 2121	APPLIED MUSIC II (WOODWINDS) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 2122	APPLIED MUSIC II (BRASS) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 2123	APPLIED MUSIC II (STRINGS) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 2124	APPLIED MUSIC II (PERCUSSION) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 2126	APPLIED MUSIC II (CLASSICAL GUITAR) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 2127	APPLIED MUSIC II (KEYBOARD) (1 CREDIT \$225 2 CREDITS \$450)	225 Instructional Fees		9/19/2019 12:18	Active	2
MUSI 2159	CONCERT CHOIR II	0		9/19/2019 12:18	Active	1
MUSI 2161	CONCERT BAND II	0		9/19/2019 12:18	Active	1
MUSI 2163	COMMUNITY ORCHESTRA	0		9/19/2019 12:18	Active	1
MUSI 2164	INSTRUMENTAL ENSEMBLE II	0		9/19/2019 12:18	Active	1
MUSI 2166	COMMUNITY CHORUS	0		9/19/2019 12:18	Active	1
NURS 1200	INTRO TO BASIC HEALTH CONCEPTS	200 Supplies and Equipment, Increase due to price of books for course	** Remove book fee	2/1/2023 11:43	Active	4
NURS 1201	BASIC HEALTH CONCEPTS CLINICAL	145 Drug Screen, Liability Insurance, and Background Check		9/14/2022 12:18	Active	1
NURS 1202	HEALTH-ILLNESS CONCEPTS	1100 Supplies, Equipment, and Software Increase due to fee from ATI		2/17/2026 14:44	Active	4
NURS 1203	HEALTH-ILLNESS CONCEPTS CLINICAL	75 Drug Screen and Liability Insurance		9/19/2019 12:18	Active	2
NURS 1204	TOOLS FOR NURSING EDUCATION	0		9/19/2019 12:18	Active	2
NURS 1205	FAMILY HEALTH CONCEPTS	50 Equipment		9/19/2019 12:18	Active	3
NURS 1206	FAMILY HEALTH CONCEPTS CLINICAL	75 Drug Screen and Liability Insurance		9/19/2019 12:18	Active	2
NURS 1207	HOLISTIC HEALTH CONCEPTS	100 Supplies and Equipment		9/19/2019 12:18	Active	3
NURS 1208	HOLISTIC HEALTH CONCEPTS CLINICAL	75 Drug Screen and Liability Insurance		9/19/2019 12:18	Active	2
NURS 1209	PHARMACOLOGY	0		9/19/2019 12:18	Active	2
NURS 1212	PRACTICAL NURSE ROLE DEVELOPMENT	626 Supplies, Equipment, and Software		2/1/2023 12:26	Active	4
NURS 1213	INTRO TO HEALTH CONCEPTS II	805 Supplies, Equipment, and Software- Increase due to fee from ATI		2/12/2025 14:19	Active	4
NURS 1214	MEDICATIONS IN NURSING	0		9/19/2019 12:18	Active	2
NURS 1609	METRICS FOR NURSES	0		9/19/2019 12:18	Active	0.5
NURS 1616	CLINICAL SKILLS REVIEW	20 Supplies and Equipment		9/14/2022 12:20	Active	1
NURS 1625	CNA INSTRUCTOR	0		9/19/2019 12:18	Active	3
NURS 1655	OCCUPATIONAL HEALTH CARE EXPERIENCE	0		9/19/2019 12:18	Active	6
NURS 2201	REGISTERED NURSE REVIEW COURSE	0		9/19/2019 12:18	Active	2
NURS 2202	NCLEX-RN PREP COURSE	0 Instructional Fees		2/5/2025 10:39	Active	2
NURS 2212	HEALTH CARE CONCEPTS	1055 Supplies, Equipment, and Software- Increase due to fee from ATI		7/16/2024 11:54	Active	3
NURS 2213	HEALTH CARE CONCEPTS CLINICAL	145 Drug Screen, Liability Insurance, and Background Check		9/14/2022 12:22	Active	2
NURS 2214	HEALTH SYSTEMS CONCEPTS	150 Supplies and Equipment		2/1/2023 12:20	Active	3
NURS 2215	HEALTH SYSTEMS CONCEPTS CLINICAL	75 Drug Screen and Liability Insurance		9/19/2019 12:18	Active	2
NURS 2216	COMPLEX HEALTH CONCEPTS	125 Supplies, Equipment and Simulation		9/19/2019 12:18	Active	6
NURS 2217	COMPLEX HEALTH CONCEPTS CLINICAL	75 Drug Screen and Liability Insurance		9/19/2019 12:18	Active	4
OCCU 1601	SKILLS FOR SUCCESSFUL CAREER	0		9/19/2019 12:18	Active	6
OFTC 1206	COMPUTERIZED ACCOUNTING W/QUICKBOOKS	0		9/19/2019 12:18	Active	1
OFTC 1233	OFFICE ACCOUNTING	0		9/19/2019 12:18	Active	3
OFTC 1234	COMMUNICATION IN TECHNICAL SERVICES	0		9/19/2019 12:18	Active	3
ONE 1500	ONE 1500	0		2/21/2020 15:30	Active	0.00

ORIE 1101	ORIENTATION	0		9/19/2019 12:18	Active	1.5
PHAR 1201	PHARMACOLOGY & MEDICAL CALCULATIONS	10 Supplies		9/19/2019 12:18	Active	3.5
PHAR 1202	PHARMACY TECHNICIAN PRACTICES	10 Supplies		9/19/2019 12:18	Active	3
PHAR 1203	PHARMACY DRUG DISTRIBUTION	10 Supplies		9/19/2019 12:18	Active	3.5
PHAR 1204	PHARMACY COMMUNITY CLINICAL	120 Travel, Drug Screen, Liability Insurance, and Background Check		9/14/2022 12:32	Active	3
PHAR 1205	PHARMACY HOSPITAL CLINICAL	50 Travel, Drug Screen and Liability Insurance		9/19/2019 12:18	Active	3
PHIL 1101	INTRODUCTION TO PHILOSOPHY	0		9/19/2019 12:18	Active	3
PHIL 2101	LOGIC	0		9/19/2019 12:18	Active	3
PHIL 2103	WORLD RELIGIONS	0		9/19/2019 12:18	Active	3
PHIL 2104	ETHICS	0		9/19/2019 12:18	Active	3
PHIL 2105	NON-WESTERN PHILOSOPHY	0		9/19/2019 12:18	Active	3
PHIL 2106	PHILOSOPHY OF RELIGION	0		9/19/2019 12:18	Active	3
PHLE 1200	INTRODUCTION TO PHLEBOTOMY	70 Supplies and Equipment		9/12/2025 9:50	Active	4
PHLE 1201	PHLEBOTOMY CLINICAL PRACTICUM	170 Travel, Drug Screen, Liability Insurance, and Background Check		9/14/2022 12:35	Active	6
PHSC 1101	PHYSICAL SCIENCE	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHSC 1102	PRINCIPLES OF EARTH SCIENCE	0 Supplies and Equipment		2/17/2026 14:44	Active	3
PHSC 1201	SELECTED TOPICS IN PHYSICAL SCIENCE	0		9/19/2019 12:18	Active	4
PHY 1101	COLLEGE PHYSICS I	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 1102	COLLEGE PHYSICS II	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 1103	UNIVERSITY PHYSICS I	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 1104	UNIVERSITY PHYSICS II	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 2101	STATICS	0		9/19/2019 12:18	Active	3
PHY 2102	DYNAMICS	0		9/19/2019 12:18	Active	3
PHY 2121	ELECTRICAL ENGINEERING CIRCUITS	0		9/19/2019 12:18	Active	4
POL 1101	STATE & LOCAL GOVERNMENT	0		9/19/2019 12:18	Active	3
POL 2101	AMERICAN GOVERNMENT	0		9/19/2019 12:18	Active	3
PREP 1403	ALLIED HEALTH ENGL & READ BRIDGE	0		9/19/2019 12:18	Active	3
PREP 1404	INTEGRATED READING AND WRITING	0		9/19/2019 12:18	Active	3
PSYC 2101	INTRODUCTION TO PSYCHOLOGY	0		9/19/2019 12:18	Active	3
PSYC 2102	CHILD PSYCHOLOGY	0		9/19/2019 12:18	Active	3
PSYC 2103	EDUCATIONAL PSYCHOLOGY	0		9/19/2019 12:18	Active	3
PSYC 2104	PERSONALITY DYNAMICS	0		9/19/2019 12:18	Active	3
PSYC 2105	SOCIAL PSYCHOLOGY	0		9/19/2019 12:18	Active	3
PSYC 2106	HUMAN RELATIONS	0		9/19/2019 12:18	Active	3
PSYC 2107	FORENSIC PSYCHOLOGY	0		9/19/2019 12:18	Active	3
PSYC 2108	ABNORMAL PSYCHOLOGY	0		2/11/2021 10:18	Active	3.00
PYED 1103	GOLF	0		9/19/2019 12:18	Active	1
PYED 1104	BASKETBALL	0		9/19/2019 12:18	Active	1
PYED 1105	WEIGHT CONDITIONING I	45 Instructional Fee, Supplies, and Equipment		9/14/2022 12:36	Active	1
PYED 1107	VOLLEYBALL	0		9/19/2019 12:18	Active	1
PYED 1108	BASEBALL	0		9/19/2019 12:18	Active	1
PYED 1118	AEROBICS	0		9/19/2019 12:18	Active	1
PYED 1128	SOFTBALL	0		9/19/2019 12:18	Active	1
PYED 1130	INTRODUCTION TO PHYSICAL EDUCATION	0		8/15/2024 14:12	Active	3
PYED 1133	CONCEPTS OF PHYSICAL FITNESS	0		8/15/2024 14:12	Active	3
PYED 1136	AEROBICS II	0		9/19/2019 12:18	Active	1
PYED 1137	LIFE GUARD TRAINING I	90 Supplies, Equipment, and Certification Fee		9/14/2022 12:36	Active	1.5
PYED 1142	SPORTS AND MODERN SOCIETY	0		8/15/2024 14:12	Active	3
PYED 1143	WEIGHT CONDITIONING II	45 Instructional Fee, Supplies, and Equipment		9/14/2022 12:37	Active	1
PYED 1144	WEIGHT TRAINING I	45 Instructional Fee, Supplies, and Equipment		9/14/2022 12:37	Active	1.5
PYED 1160	FITNESS CENTER	45 Instructional Fee, Supplies, and Equipment		9/14/2022 12:38	Active	1

PYED 1164	INTRODUCTION TO COACHING	0		8/15/2024 14:12	Active	2
PYED 1165	FITNESS CENTER II	45 Instructional Fee, Supplies, and Equipment		9/14/2022 12:38	Active	1
PYED 1170	FITNESS CENTER III	45 Instructional Fee, Supplies, and Equipment		9/14/2022 12:38	Active	1
PYED 1175	FITNESS CENTER IV	45 Instructional Fee, Supplies, and Equipment		9/14/2022 12:39	Active	1
RAD 1200	RADIOLOGIC TECHNOLOGY ORIENTATION	10		2/17/2026 14:45	Active	0.5
RAD 1201	INTRODUCTION TO RADIOLOGY	0		9/19/2019 12:18	Active	2
RAD 1202	RADIOGRAPHIC PROCEDURES	360 Filmbadge, Supplies and Equipment, Increase due to adding Bootcamp		2/12/2025 14:50	Active	3
RAD 1203	PATIENT CARE	0		9/19/2019 12:18	Active	2
RAD 1205	RADIOGRAPHIC EQUIPMENT & IMAGING I	100 Filmbadge, Supplies and Equipment, Increase of book and workbook *Remove book fee		6/15/2022 14:17	Active	2
RAD 1206	INTERMEDIATE RADIOGRAPHIC PROCEDURES	0		9/19/2019 12:18	Active	3
RAD 1207	RADIOLOGY CLINICAL I	150 Filmbadge, Travel, Drug Screen and Liability Insurance		9/19/2019 12:18	Active	5
RAD 1208	RADIOLOGY CLINICAL II	150 Filmbadge, Travel, Drug Screen and Liability Insurance, Course book		2/1/2023 12:28	Active	6
RAD 1209	RADIOGRAPHIC EQUIPMENT & IMAGING II	100 Filmbadge, Supplies and Equipment, Increase due to price of mid-curricular exam (HESI) *Rem		6/15/2022 14:23	Active	2
RAD 1210	RADIOLOGY PATHOLOGY	0 Price of books for course *Remove book fee		6/15/2022 14:20	Active	2
RAD 1211	RADIOLOGY CLINICAL III	150 Filmbadge, Travel, Drug Screen and Liability Insurance		9/19/2019 12:18	Active	7
RAD 1212	RADIOGRAPHIC EQUIPMENT & IMAGING III	100 Filmbadge, Supplies and Equipment		9/19/2019 12:18	Active	2.5
RAD 1213	RADIATION BIOLOGY	0		9/19/2019 12:18	Active	2
RAD 1214	RADIOLOGY CLINICAL IV	150 Filmbadge, Travel, Drug Screen and Liability Insurance		9/19/2019 12:18	Active	7
RAD 1215	CROSS-SECTIONAL ANATOMY	0		9/19/2019 12:18	Active	1.5
RAD 1216	RADIOLOGIC TECHNOLOGY REVIEW	0 Price of HESI exit bundle *Remove fee of HESI exit bundle		6/15/2022 14:21	Active	2
RAD 1220	COMPUTED TOMOGRAPHY APPLICATIONS	0 Price of books for CT program *Remove book fee		6/15/2022 14:23	Active	4
RAD 1221	COMPUTED TOMOGRAPHY CLINICALS	75 Filmbadge, Travel, Drug Screen and Liability Insurance		9/19/2019 12:18	Active	6
RAD 1222	COMPUTED TOMOGRAPHY PHYSICS	0		9/19/2019 12:18	Active	4
RAD 1223	COMPUTED TOMOGRAPHY CRSS SEC ANATOMY	0		9/19/2019 12:18	Active	2
RAD 1224	CLINICAL ED FOR TECHNOLOGIST	0		9/19/2019 12:18	Active	0.5
RAD 1230	SPECIAL TOPICS IN RADIOLOGY	0		9/19/2019 12:18	Active	4
RAD 1236	DIGITAL RADIOGRAPHY AND PACS	0		9/19/2019 12:18	Active	2
RNEW 1201	COMMERCIAL LOAD CALC & ENERGY AUDITS	0		6/2/2025 12:58	Active	3
RNEW 1200	INTRO TO RENEWABLE ENERGY SYSTEMS	0		6/2/2025 12:53	Active	3
RNEW 1202	PV ALTERNATIVE ENERGY GENERATION	0		6/2/2025 13:13	Active	3
RNEW 1203	PV INSTALLATIONS AND STANDARDS	0		6/2/2025 13:15	Active	3
SDGB 1201	SUSTAINABLE BUILDING DESIGNS	0		9/19/2019 12:18	Active	3
SE 1811	AMERICAN HISTORY I-A	0		1/16/2020 13:43	Active	6
SE 1812	AMERICAN HISTORY I-B	0		1/16/2020 13:43	Active	6
SE 1813	ENGLISH I-A	0		1/16/2020 13:43	Active	6
SE 1814	ENGLISH I-B	0		1/16/2020 13:43	Active	6
SE 1815	ENGLISH II-A	0		1/16/2020 13:43	Active	6
SE 1816	ENGLISH II-B	0		1/16/2020 13:43	Active	6
SE 1817	ENGLISH III-A	0		1/16/2020 13:43	Active	6
SE 1819	ENGLISH III-B	0		1/16/2020 13:43	Active	6
SE 1820	ENGLISH IV-A	0		1/16/2020 13:43	Active	6
SE 1821	ENGLISH IV-B	0		1/16/2020 13:43	Active	6
SE 1824	MATHEMATICS I	0		1/16/2020 13:43	Active	6
SE 1825	MATHEMATICS II	0		1/16/2020 13:43	Active	6
SE 1826	ALGEBRA IA	0		1/16/2020 13:43	Active	6
SE 1827	ALGEBRA IB	0		1/16/2020 13:43	Active	6
SE 1828	ALGEBRA IIA	0		1/16/2020 13:43	Active	6
SE 1829	ALGEBRA IIB	0		1/16/2020 13:43	Active	6
SE 1830	GEOMETRY IA	0		1/16/2020 13:43	Active	6
SE 1831	GEOMETRY IB	0		1/16/2020 13:43	Active	6
SE 1832	TRIGONOMETRY IA	0		1/16/2020 13:43	Active	6

SE 1833	GOVERNMENT I-A	0		1/16/2020 13:43	Active	6
SE 1834	CONSUMERS EDUCATION I-A	0		1/16/2020 13:43	Active	6
SE 1835	ECONOMICS I-A	0		1/16/2020 13:43	Active	6
SE 1836	ECONOMICS I-B	0		1/16/2020 13:43	Active	6
SE 1837	HEALTH I-A	0		1/16/2020 13:43	Active	6
SE 1838	SOCIOLOGY I-A	0		1/16/2020 13:43	Active	6
SE 1839	SOCIOLOGY I-B	0		1/16/2020 13:43	Active	6
SE 1840	SCIENCE I-A	0		1/16/2020 13:43	Active	6
SE 1841	BIOLOGY I-A	0		1/16/2020 13:43	Active	6
SE 1842	BIOLOGY I-B	0		1/16/2020 13:43	Active	6
SE 1843	PSYCHOLOGY I-A	0		1/16/2020 13:42	Active	6
SE 1844	SCIENCE I-B	0		1/16/2020 13:42	Active	6
SE 1845	GEOGRAPHY I - A	0		1/16/2020 13:42	Active	6
SE 1846	GEOGRAPHY I-B	0		1/16/2020 13:42	Active	6
SERV 1101	SERVICE LEARNING	0		9/19/2019 12:18	Active	0.5
SOCI 1101	INTRODUCTION TO SOCIOLOGY	0		9/19/2019 12:18	Active	3
SOCI 2101	SOCIAL PROBLEMS	0		9/19/2019 12:18	Active	3
SOCI 2102	MARRIAGE & THE FAMILY	0		9/19/2019 12:18	Active	3
SOCI 2103	INTRODUCTION TO SOCIAL WORK	0		9/19/2019 12:18	Active	3
SOCI 2104	MODERN BRITAIN	0		9/19/2019 12:18	Active	3
SOSC 2101	TOPICS IN SOCIAL SCIENCE	0		9/19/2019 12:18	Active	6
SOSC 2102	INSIDE-OUT PRISON EXCHANGE	0		9/19/2019 12:18	Active	3
SPAN 1101	ELEMENTARY SPANISH I	0		9/19/2019 12:18	Active	4
SPAN 1102	ELEMENTARY SPANISH II	0		9/19/2019 12:18	Active	4
SPAN 2101	MODERN SPANISH I	0		9/19/2019 12:18	Active	4
SPAN 2102	MODERN SPANISH II	0		9/19/2019 12:18	Active	4
THEA 1101	ACTING	0		9/19/2019 12:18	Active	3
THEA 1102	PRACTICUM IN THEATRE	0		9/19/2019 12:18	Active	3
THEA 1103	ACTING II	0		9/19/2019 12:18	Active	3
THEA 1105	STAGE MAKEUP	0		9/19/2019 12:18	Active	3
THEA 1106	THEATRE APPRECIATION	0		9/19/2019 12:18	Active	3
THEA 1107	INTRODUCTION TO TECHNICAL THEATRE	0		9/19/2019 12:18	Active	3
TRUK 1201	COMMERCIAL DRIVERS LICENSE REVIEW	250 Drug Testing, Supplies and Travel		7/17/2024 9:42	Active	1
TRUK 1202	TRUCK DRIVING I	1870 Truck Usage and Repairs		9/13/2023 9:26	Active	3
TRUK 1203	TRUCK DRIVING II	1870 Truck Usage and Repairs		9/13/2023 9:26	Active	3
TRUK 1204	CLASS B CDL PERMIT REVIEW	250 Drug Testing, Supplies and Travel		7/17/2024 9:47	Active	1.00
TRUK 1205	CLASS B CDL DRIVING I	1550 Truck Usage and Repairs		7/17/2024 9:48	Active	3.00
TRUK 1207	HAZARDOUS MATERIAL REVIEW	0		5/13/2022 10:24	Active	
TRUK 1604	TRUCK DRIVING REFRESHER	0		9/19/2019 12:18	Active	1
TRUK 1605	COMMERCIAL DRIVING INSTRUCTOR REVIEW	0		9/19/2019 12:18	Active	1.5
TRUK 1606	TEEN ACCREDITATION INSTRUCTOR REVIEW	0		9/19/2019 12:18	Active	3
UAS 1200	INTRO TO UNMANNED AIRCRAFT SYSTEMS	75 Software, Supplies and Equipment		9/19/2019 12:18	Active	3
UAS 1201	ADVANCED UNMANNED AIRCRAFT SYSTEMS	75 Software, Supplies and Equipment		9/19/2019 12:18	Active	3
UAS 1202	UNMANNED AIRCRAFT LAW & TEST PREP	50 Software, Supplies and Equipment		9/19/2019 12:18	Active	3
UAS 1204	ADVANCED FLIGHT, NATURE VIDEOGRAPHY	50 Software, Supplies and Equipment		9/19/2019 12:18	Active	3
UAS 1205	VIDEOGRAPHY PRODUCTION	50 Software, Supplies and Equipment		9/19/2019 12:18	Active	2
UAS 1600	SUAS LAW/TEST PREP/FLIGHT	0		9/19/2019 12:18	Active	3
VET 1210	SMALL ANIMAL NURSING I	150 Supplies and Equipment		9/19/2019 12:18	Active	3
VET 1214	ANIMAL GROOMING	0		9/19/2019 12:18	Active	3
VET 1215	ANIMAL FACILITIES MANAGEMENT	0		9/19/2019 12:18	Active	3
VET 1218	VETERINARY PRACTICE MANAGEMENT	150 Supplies and Equipment		9/19/2019 12:18	Active	2

VET 2231	VET TECH INTERNSHIP I	200 Supplies and Equipment	9/19/2019 12:18	Active	3
VOL 1100	VOLUNTEERISM	0	9/19/2019 12:18	Active	1
WBM 1220	INTRODUCTION TO HTML	0	9/14/2022 12:44	Active	3
WBM 1222	JAVASCRIPT WEB APPLICATIONS	0	10/28/2019 16:20	Active	3
WBM 1223	SERVERLESS WEB DEVELOPMENT	0	10/28/2019 16:21	Active	3
WBM 1224	PROGRESSIVE WEB APPLICATIONS	0	10/28/2019 16:19	Active	3
WDAY 1500	WARRIOR DAY	0	4/29/2020 14:10	Active	0.00
WELD 1204	GAS TUNGSTEN ARC WELDING	37.5 Supplies	5/21/2025 15:06	Active	1.00
WELD 1201	OXY-ACETYLENE WELDING	37.5 Supplies and Equipment	5/21/2025 15:06	Active	
WELD 1202	STRUCTURAL SHIELDED METAL ARC WELD	37.5 Supplies	5/21/2025 15:06	Active	1.00
WELD 1203	GAS METAL ARC WELDING	37.5 Supplies	5/21/2025 15:06	Active	1.00
WELD 1205	SMAW II	37.5 Supplies	7/17/2024 11:48	Active	1
WELD 1206	SMAW III	37.5 Supplies	7/17/2024 11:51	Active	1
WELD 1207	SMAW IV	37.5 Supplies	7/17/2024 11:54	Active	1
WELD 1208	SMAW V	37.5 Supplies	7/17/2024 13:06	Active	1
WELD 1209	GMAW II	37.5 Supplies	7/17/2024 13:13	Active	1
WELD 1210	GMAW III	37.5 Supplies	7/17/2024 13:19	Active	1
WELD 1211	GMAW IV	37.5 Supplies	7/17/2024 13:27	Active	1
WELD 1212	GTAW II	37.5 Supplies	3/13/2025 13:22	Active	1
WELD 1270	INTRODUCTION TO WELDING PROCESSES	150 Supplies and Equipment	9/19/2019 12:18	Active	4
WELD 1272	STRUCTURAL SHIELDED METAL ARC WELD	150 Supplies and Equipment	9/19/2019 12:18	Active	4
WELD 1282	GMAW/GTAW WELDING	150 Supplies and Equipment	9/19/2019 12:19	Active	4
WELD 1283	GMAW/GTAW PIPE WELDING	150 Supplies and Equipment	9/19/2019 12:19	Active	4
WELD 1284	BASIC GTAW WELDING	120 Supplies and Equipment	9/19/2019 12:19	Active	3
WELD 1605	WELDING REFRESHER	35 Supplies and Equipment	9/19/2019 12:19	Active	0.5
WELD 2240	METALLURGY & HEAT TREATMENT	15 Supplies	9/19/2019 12:19	Active	2
WELD 2242	WELD INSPECTION FOR QUALITY CONTROL	15 Supplies and Equipment	9/19/2019 12:19	Active	2
WELD 2262	PIPE WELDING I	150 Supplies and Equipment	9/19/2019 12:19	Active	4
WELD 2274	BLUEPRINT READING FOR WELDERS	130 Supplies and Equipment	9/19/2019 12:19	Active	3
WELD 2275	ADVANCED SHIELDED METAL ARC WELDING	150 Supplies and Equipment	9/19/2019 12:19	Active	2
WELD 2276	FLUX CORE ARC WELDING (FCAW)	150 Supplies and Equipment	3/12/2020 8:36	Active	3.0
WELD 2285	PIPE WELDING II	150 Supplies and Equipment	9/19/2019 12:19	Active	4
ZOO 1101	GENERAL ZOOLOGY	55 Supplies and Equipment	9/19/2019 12:19	Active	4
ZOO 1105	ANATOMY AND PHYSIOLOGY I	55 Supplies and Equipment	9/19/2019 12:19	Active	4
ZOO 1106	ANATOMY AND PHYSIOLOGY II	55 Supplies and Equipment	9/19/2019 12:19	Active	4
ZOO 1107	A AND P I FOR ALLIED HEALTH	0	8/27/2025 11:25	Active	4
ZOO 1108	A AND P II FOR ALLIED HEALTH	0	8/27/2025 11:28	Active	4
ZZZZ 1101	TEST COURSE	125 TEST JUSTIFICATION	9/19/2019 12:19	Active	

**APPROVAL OF REVISIONS TO
BOARD POLICY & *PROCEDURE* 2.1205 –
DRUG AND ALCOHOL-FREE WORKPLACE
FOR EMPLOYEES
(FIRST READING)**

Rend Lake College Board of Trustees

August 11, 2026

RECOMMENDATION: To approve revisions to current Board *Policy & Procedure* 2.1205 – Drug and Alcohol-Free Workplace for Employees, first reading, as presented, effective September 8, 2026.

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

EFFECTIVE DATE: September 8, 2026

2.1205 Drug and Alcohol Free Workplace

POLICY

Rend Lake College values its employees and recognizes their need for a safe and healthy work environment. Furthermore, the College recognizes that employees abusing drugs and/or alcohol are less productive and are often a risk to the safety of others as well as the productivity of the College. The establishment of this policy is consistent with Rend Lake College's desired culture and is in the best interest of all parties.

The Board of Trustees declares that Rend Lake College is to be a drug & alcohol free workplace and workforce. It is the policy of the College that:

- A. Reporting to work or attempting to work under the influence of intoxicating liquors; being under the influence of intoxicating liquors while on College owned, leased, or used property or vehicles; and attempting to drink, sell, barter, give, or distribute intoxicating liquors while on College property are prohibited.
- B. Reporting to work or attempting to report to work while under the influence of controlled substances or unauthorized legal drugs is prohibited. Additionally, no employee, contractor or subcontractor shall unlawfully manufacture, distribute, dispense, possess or use any drug as defined below within this policy while on premises owned, leased or used by the Board of Trustees, or College.
- C. Use of alcohol is prohibited:
 - 1. In any College owned, leased, or used vehicle;
 - 2. In transit to or from College activities or travel to a business related to College activities;
 - 3. On or in any workplace for purposes of the Drug & Alcohol-Free Workplace Act except as expressly authorized in Paragraph E below.
- D. Should it be determined that an employee has violated paragraph 1 or 2 above, the employee will be subject to discipline up to and including the possibility of discharge for the first offense.
- E. Under the direction of the Board of Trustees, per Illinois Community College Act 235 ILCS 5/6-15, alcoholic beverages may be delivered to and sold or served on campus for receptions, cultural events, conferences or convention type activities provided that:
 - 1. The alcoholic beverages are sold or served only at an event authorized by the College President.
 - 2. The alcoholic beverages are limited to participants attending receptions, cultural events, conferences or convention type activities (non-student related activities).

Prescription and Non-Prescription Medications

No prescription drug shall be brought upon College owned, leased, or used premises & property by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall

be used only in the manner, combination, and quantity as prescribed. Employees taking such medication that may alter the employee's behavior or physical or mental ability or which contains a cautionary label regarding the use of machinery or operating of a vehicle, must notify their immediate supervisor before commencing work. The College may change the employee's job assignment during the period of treatment. Without such notification and authorization to possess such medication the employee will be considered as possessing and being under the influence of unauthorized legal drugs, and therefore be subject to discipline in the same fashion as indicated in paragraph 3 above.

Drug/Alcohol Prohibitions

For the protection of employees, as well as the protection of College owned, leased, or used property, the following acts of conduct are strictly prohibited:

- Use, possession, manufacture, distribution, or sale of illegal drugs or drug paraphernalia on College owned, leased, or used property or College business, in College supplied vehicles, or during working hours;
- Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on College owned, leased, or used premises or College business, in College supplied vehicles, or during work hours;
- Unauthorized use, manufacture, distribution, dispensation or possession or any sale of alcohol on College owned, leased, or used premises or College business, in College supplied vehicles, or during work hours;
- Storing in a locker, desk, automobile, or other repository on College owned, leased, or used premises or College supplied vehicles any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized;
- Being under the influence of any unauthorized controlled substance, illegal drug or alcohol on College owned, leased, or used premises or College business, in College supplied vehicles, or during working hours; "being under the influence" of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified ng/ml level;
- Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off College owned, leased, or used premises that adversely affects the employee's work performance, their own or other's safety at work, or the College's regard or reputation in the community;
- Switching or adulterating any urine sample submitted for testing;
- Refusing consent to testing or refusing to submit to a breath, saliva, urine, or blood sample for testing when requested by management;
- Refusing to submit to an inspection when requested by management;
- Failure to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
- Conviction under any criminal drug statute;
- Arrest under any criminal drug statute under circumstances that adversely affect the College's regard or reputation in the community;
- Failure to notify the College of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction;
- Failure to report to their immediate supervisor the use of a prescribed drug which may alter the employee's behavior or physical or mental ability, or that contains a cautionary label regarding the use of machinery or operation of a vehicle;
- Refusing to sign a statement agreeing to abide by the College Drug & Alcohol Free Workplace Policy;
- Refusal to complete a consent form prior to testing;
- Refusal to complete a Chain of Custody Form after the submission of a urine, blood, saliva, breath, or other specimen.

Definitions

- A. "Possession" will include more than being physically on a person; it will include being in areas under the control of the employee (e.g. inside personal vehicles, lockers, tool boxes, parcels, bundles, lunch boxes, or any other containers within the control of the employee.)
- B. "Authorized legal drugs" or "Prescription or Nonprescription Medications" means a drug or medication obtained pursuant to a prescription or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
- C. "Under the Influence" will be considered as a positive drug test that indicates a detectable level of illegal drugs or unauthorized legal drugs, or a level of alcohol that indicates impairment of an employee's bodily system. Additionally, an employee will be considered to be under the influence if they are unable to perform work in a safe and productive manner and/or is in a physical or mental condition that creates a risk to the safety and well-being of the affected employee, other employees, or Rend Lake College owned, leased, or used property.
- D. "Alcohol or alcoholic beverages" means any beverage that may be legally sold and consumed and that has an alcoholic content in excess of .2% by volume.
- E. "Drug" means alcohol including distilled spirits, wines, malt beverages, and intoxication liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substances listed herein.
- F. "Drug test" or "test" means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites including urine, saliva, breath, sweat, and/or hair testing.
- G. "Specimen" means a tissue or product of the human body capable of revealing the presence of alcohol and/or drugs or their metabolites.

Drug and Alcohol Testing

Rend Lake College asserts its legal right and prerogative to test any employee for drug and/or alcohol abuse. Employees may be asked to submit to a medical examination and/or submit to urine, saliva, breath, sweat, and/or hair testing for drugs or alcohol. Any information obtained through such examinations may be retained by Rend Lake College and is the property of Rend Lake College.

In particular, Rend Lake College reserves the right, in its discretion, and within the limits of federal and state laws, to examine and test for the presence of drugs and alcohol (as stated above) in situations such as, but not limited to, the following:

- **Post Job Offer:** All offers of employment will be made subject to the results of a drug test. Applicants will be required to voluntarily submit to a saliva test and sign an acknowledgement form, which will release Rend Lake College from liability. Rend Lake College will not discriminate against applicants for employment because of past drug abuse, it is the current abuse of drugs which prevents employees from properly performing their jobs.
- **Post-Accident:** A drug and/or alcohol test will be conducted on all employees involved in accidents occurring during work time or while on Rend Lake College owned, leased, or used property. Covered

accidents include, but are not limited to, accidents that the employees caused or contributed to that involve:

- a. Personal injury to employees or others which necessitates medical attention (beyond first aid) or results in lost work time; and/or
- b. Damage to Rend Lake College owned, leased, or used property or any property while driving or operating a vehicle on College business.

Employees are required to make themselves available for testing immediately after an accident. Failure to do so may subject the employee to disciplinary action. If circumstances require an employee to leave the scene of an accident, the employee must make a good faith attempt to be tested and to notify Rend Lake College of their location.

Failure to report any accident which meets the post-accident testing criteria is in violation of Rend Lake College policy and subject to disciplinary action. Employees testing positive or refusing to submit to a drug and/or alcohol test under certain state laws, may be ineligible for workers' compensation benefits.

- Reasonable Suspicion/Cause: The College may require drug testing based on a belief that an employee is using or has used drugs in violation of the College's policy. The suspension may be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
 - Observable phenomena while at work, such as direct observation of drug use or of physical symptoms or manifestations of being under the influence of a drug.
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance or attendance.
 - A report of drug use at work, provided by a reliable and credible source, which has been corroborated independently.
 - Evidence that an individual has tampered with a drug test during their employment with the College.
 - Information that an employee has caused, or contributed to, an accident while at work, including accidents involving a College vehicle.
 - Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on College owned, leased, or used premises or while operating College vehicles, machinery or equipment.
 - Involvement in an altercation on College owned, leased, or used property.

The President and Vice-President over the direct line of supervision of the employee, or their designated representative will determine when a reasonable suspicion exists. Additionally, employees returning from a leave of absence which lasted sixty (60) days or more, may, at the discretion of management, be required to submit to a substance test prior to returning to work.

- Follow-up: If the employee in the course of employment enters an employee assistance program for drug or alcohol related problems or an alcohol and drug rehabilitation program, the employee will be required to submit to a drug test as a follow-up to such program, and on a quarterly, semi-annual, or annual basis for up to two years thereafter.

Drug and Alcohol Testing Procedures

1. Normally, the initial drug and alcohol test will be obtained from a saliva specimen collected at a Rend Lake College location by a qualified collector. The collection samples must be done in such a manner as to preserve the individual employee's right of privacy, and to insure a high degree of security for the sample and its freedom from adulteration.
2. In the event any employee's FIRST TEST is positive, they will be transported to a qualified testing laboratory or facility for a body fluid drug and/or alcohol test. Alcohol will be tested by the use of a breath analyzer. Rend Lake College will take reasonable steps to inquire that the laboratory or the facility selected conforms to all NIDA standards.
3. The qualified laboratory or facility shall establish a chain of custody procedure for both sample collection and testing that will insure the integrity and the identity of each sample and test result.
4. The laboratory or facility shall collect a sufficient sample of the same body fluid (normally urine) or material from an employee to allow for initial screening, a confirmatory screening and a sufficient amount to be set aside and reserved for further testing if requested by the employee. If blood samples are required for some reason, they shall be drawn only by qualified medical personnel.
5. The laboratory or facility shall confirm any sample that tests positive in the initial screening for drugs by testing a second portion of the sample.
6. The laboratory or facility shall confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the sample by gas chromatography, plus mass spectrometry or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected metabolites.
7. The laboratory or facility shall provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the President or Vice-President over the direct line of supervision of the employee within forty-eight (48) hours of receiving the results of the tests.

Test Results

Initial Test

The initial screen for all drugs shall use an immunoassay procedure approved by the Food and Drug Administration. The initial test for alcohol shall be an enzyme oxidation methodology. The following cutoff levels shall be used when first screening specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal to or exceeding the following shall be reported as positive:

• Alcohol	.02 g/dl%
• Amphetamines	1,000 ng/ml
• Barbiturates	300/ng/ml
• Benzodiazepines	300 ng/ml
• Cannabinoids	100 ng/ml
• Cocaine	300 ng/ml
• Methaqualone	300 ng/ml
• Opiates	300/ng/ml

- Phencyclidine 25 ng/ml

Synthetic Narcotics:

- Methodone 300 ng/ml
- Propoxyphene 300 ng/ml

No employee shall be terminated solely on the basis of a positive initial test.

Confirmation Test

All specimens identified as positive on the initial tests shall be confirmed using a second test, a Gas Chromatography/Mass Spectrometry (GC/MS) test, except that alcohol will be confirmed using gas chromatography. The following confirmation cutoff levels shall be used when analyzing specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal to or exceeding in the following shall be reported as positive:

- Alcohol .02 g/dl%
- Amphetamines 1,000 ng/ml
- Barbiturates 300/ng/ml
- Benzodiazepines 300 ng/ml
- Cannabinoids 100 ng/ml
- Cocaine 300 ng/ml
- Methaqualone 300 ng/ml
- Opiates 300/ng/ml
- Phencyclidine 25 ng/ml

Synthetic Narcotics:

- Methodone 300 ng/ml
- Propoxyphene 300 ng/ml

Positive Screening

If the screening is confirmed positive the employee may advise the College of any medication prescribed by the employee's own physician which may have affected the results of the screening process. The employee will be required to sign a release of information in the event that a physician must be contacted for clarification or verification. In the event the evidence shows that the positive test results arose from those circumstances, usually no disciplinary action will be taken against the employee.

The employee may have the original specimen independently rescreened, at their own expense by a laboratory selected by the participant that meets the guidelines of this policy.

Discipline

Use of illegal controlled drugs at any time while employed by the College, abuse of prescription drugs, as well as being under the influence of alcohol or the consumption of alcohol while on duty shall be a cause for discipline up to and including termination. While not required, in the first instance that an employee tests positive for drugs or is found to be under the influence of alcohol and for whom the College deemed appropriately should undergo treatment in lieu of or in addition to some disciplinary action, the employee may be given the opportunity to do so by the College at the employee's own expense.

Nothing contained in this Section shall limit the College's right to discipline an employee for misconduct which occurred while the employee is under the influence of drugs and alcohol. Should the College determine that it is appropriate to require the employee to obtain treatment in lieu of, or in addition to discipline, the employee must submit to follow up testing during the hours off work for treatment purposes.

PROCEDURE

The President is authorized to take such action or actions as may be necessary to give effect to this Board Policy and to comply with the terms of the Drug & Alcohol-Free Workplace Act.

In order to educate and assist employees in understanding this Board Policy and the goals of achieving a drug-free workplace, the President shall take the following actions and such other as may appear appropriate

- A. The President shall provide to those currently employed and all other employees upon being employed a copy of this Board Policy. An appropriate statement may also be included by the President in any employment manuals or otherwise disseminated.
- B. The President shall undertake a drug & alcohol-free awareness program to inform employees about:
 - 1. The dangers of drug & alcohol abuse in the workplace
 - 2. The Board of Trustees' policy of maintaining a drug & alcohol-free workplace;
 - 3. Any available drug & alcohol counseling, rehabilitation, and employee assistance program;
 - 4. The penalties that may be imposed on employees for drug & alcohol abuse violations.
- C. The President shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of the conviction from an employee or otherwise upon receiving actual notice of such conviction. To facilitate the giving of notice, any employee aware of such conviction shall report the same to the President.

2.1205 Drug- and Alcohol-Free Workplace

POLICY

The College is committed to maintaining a drug- and alcohol-free workplace in compliance with applicable federal and Illinois law, including:

- Drug-Free Workplace Act of 1988 (41 U.S.C. § 8101–8106)
- Government-Wide Drug-Free Workplace Requirements (2 CFR Part 182)
- Drug-Free Schools and Campuses Regulations (34 CFR Part 86)
- Federal Controlled Substances Act (21 U.S.C. § 812)
- Illinois Drug-Free Workplace Act (30 ILCS 580)
- Illinois Cannabis Regulation and Tax Act (410 ILCS 705/10-50)
- Illinois Right to Privacy in the Workplace Act (820 ILCS 55)
- Illinois Smoke-Free Campus Act (110 ILCS 64)
- Illinois Liquor Control Act

This policy applies to all College employees, including full-time, part-time, temporary, and student employees, while working, on call, on College property, or in College vehicles.

Use of alcohol on campus is prohibited except as expressly authorized for approved College events. Smoking and vaping of tobacco or cannabis are prohibited anywhere on campus, indoors and outdoors.

Although cannabis may be lawful under Illinois law, it remains prohibited on campus and during work and is restricted to comply with federal law and to protect federal funding.

Definitions

- Alcohol: Ethanol in any beverage intended for consumption.
- Illegal Drugs: Any drug or controlled substance that is illegal to possess, sell, or use under federal, state, or local law; any controlled substance obtained without a valid prescription, or a legally prescribed drug used in a manner, for a purpose, or by a person other than for whom it was originally prescribed; or other prohibited substances not intended for human consumption.
- Controlled Substance: Any substance listed in Schedules I–V of the Federal Controlled Substances Act (21 U.S.C. § 812).
- Conviction: A finding of guilt, plea of no contest, or imposition of sentence for a violation of a criminal drug statute.
- Employee: Any individual receiving compensation from the College.
- Workplace: College buildings, grounds, vehicles, off-campus sites used for College business, or any location where College work is performed.
- Cannabis Impairment: Observable symptoms that create a good-faith belief an employee is under the influence or impaired while working or on-call, as permitted by 410 ILCS 705/10-50.

Prohibited Conduct

Employees may not:

- Unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace or while working
- Report to work or remain at work while impaired by illegal drugs, cannabis, alcohol, or misused legal drugs

- Possess, use or distribute alcohol on College property or while working, except as authorized by the President or designee under limited exceptions.

Cannabis-Specific Provisions

Consistent with the Illinois Cannabis Regulation and Tax Act:

- The College prohibits cannabis possession, use, or impairment while working, on-call, or on College property
- The College does not discriminate against lawful off-duty cannabis use that does not result in workplace impairment or violate federal law
- Disciplinary decisions based on cannabis impairment will be supported by a good-faith belief, documented observable symptoms, and the employee will be given a reasonable opportunity to contest the determination
- Nothing in this policy limits the College's ability to comply with federal law or avoid loss of federal or state funding

Approved Alcohol Events (Limited Exceptions)

Alcohol may be permitted at approved College events and other events on campus under the following conditions:

- Approval: Advance approval by the College President
- Incidental Use: Alcohol must be incidental to the primary purpose of the event
- Licensed Vendor: Alcohol that is sold must be served exclusively by a properly licensed vendor
- Licensing and Insurance: Required state/local licenses and dram shop liability insurance must be obtained
- BASSET & Age Enforcement: BASSET-certified servers; valid ID required; no service to minors or intoxicated individuals
- Controls & Safety: Food, non-alcoholic beverages, drink limits, and event security must be provided
- Time & Location Limits: Alcohol may not leave the approved event area
- Smoke-Free & Cannabis-Free: Campus smoking/vaping prohibitions remain in effect

Events Where the Employee is Working

If an employee is attending an on-campus or off-campus event as part of their job duties – including presenting, recruiting, staffing a table or booth, supervising students, operating college-owned equipment, or performing any function that constitutes work duties as part of their job – the employee may not consume alcohol while performing work duties or while in an official working capacity.

Professional, Networking, and Social Events

Employees who are not performing work duties, are not on-call, and are not in safety sensitive roles may consume alcohol at approved College events, provided they comply with policy, and conduct themselves in a professional manner.

To provide clarity regarding employee conduct at events that involve other colleges, agencies, businesses, or professional organizations, the following provisions apply:

College Hosted Events

If the College is hosting or co-hosting an event where alcohol is served, the event must follow the College's Approved Alcohol Events (Limited Exceptions) requirements, including presidential approval.

Events Not hosted by the College

When an employee attends a professional, social, or networking event as a representative of the college, that is not hosted, sponsored, or controlled by the College, and where alcohol is lawfully served by the host organization, an employee may consume alcohol provided that:

- The employee is not performing work duties;
- The employee is not on-call; and
- The employee remains fit for duty and does not engage in conduct that could reflect poorly on the College.

Professional Conduct Expectations

At all professional, networking, and social events, regardless of host, employees attending as a representative of the college are expected to maintain professional behavior consistent with College standards and must remain able to safely travel, act responsibly, and uphold the College's reputation.

Condition of Employment & Employee Obligations

As a condition of employment employees must:

- Receive and comply with this policy
- Notify Human Resources in writing within five (5) calendar days of any criminal drug statute conviction for a workplace violation

Nothing in this policy is intended to alter, waive, or supersede the rights of employees under state or federal employment laws.

Drug and Alcohol Testing

The Drug-Free Workplace Act does not require testing; however, where permitted by law and applicable agreements, the College may require testing under circumstances such as:

- Reasonable suspicion of impairment
- Post-accident investigations
- Safety-sensitive positions

Testing will be conducted in a lawful, non-discriminatory manner and consistent with Illinois law and College procedures.

Sanctions

Violations of this policy may result in disciplinary action up to and including termination, referral to law enforcement, and/or mandatory participation in counseling or rehabilitation programs, consistent with law and College procedures.

Following a criminal drug statute conviction for a violation occurring in the workplace, the College shall, within thirty (30) days, take appropriate personnel action against the employee, up to and including termination, or require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program, consistent with the Drug-Free Workplace Act of 1988.

PROCEDURE

The President is authorized to take such action or actions as may be necessary to give effect to this Board Policy and to comply with the terms of the Drug & Alcohol-Free Workplace Act.

In order to educate and assist employees in understanding this Board Policy and the goals of achieving a drug-free workplace, the President shall take the following actions and such other as may appear appropriate:

- A. The President or designee shall provide to those currently employed and all other employees upon being employed access to Board Policy. An appropriate statement may also be included in any employment manuals or otherwise disseminated.
- B. The President or designee shall undertake a drug- & alcohol-free awareness program to inform employees about:
 - 1. The dangers of drug & alcohol abuse in the workplace;
 - 2. The Board of Trustees' policy of maintaining a drug- & alcohol-free workplace;
 - 3. Any available drug & alcohol counseling, rehabilitation, and employee assistance program;
 - 4. The penalties that may be imposed on employees for drug & alcohol abuse violations.
- C. The College shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of the conviction from an employee or otherwise upon receiving actual notice of such conviction. To facilitate the giving of notice, any employee aware of such conviction shall report the same to the President.
- D. The College shall conduct a biennial review of its drug and alcohol prevention programs to determine their effectiveness and to ensure that disciplinary actions are consistently enforced, in accordance with 34 CFR Part 86. Records of the biennial review shall be maintained and made available as required by law.

Last Revised: September, 2026

**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

August 11, 2026

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 September 14, 2026.

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

EFFECTIVE DATE: September 14, 2026

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	<u>Part-time Specialized Skilled Laborers</u>	<u>\$17.00 to \$25.00/hour</u>
------------------	--	---------------------------------------

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~~ **Executive Leadership Team member** 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 <u>Specialized Skilled Professional</u>	\$20.00/hour
------------------	--	-------------------------

Hourly rates of pay will be based upon the specialized skilled professionals educational experience and/or prior work experience. Approval of hourly rate of pay from the appropriate Executive Leadership Team member will be required prior to the employment of the part-time specialized skilled professional.

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 <u>\$16.00</u> /Hour
-------------------	--------------------------------------	--

Classification 13	Part-time Lab Assistants	\$15.00 <u>\$16.00</u> /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.

Last Revised: **September 2026**

RESOLUTION ABATING A PORTION OF THE WORKING CASH FUND

Rend Lake College Board of Trustees

August 11, 2026

RECOMMENDATION: To abate a portion of the working cash fund in the amount of \$3,814,837.46 and permanently transfer the abated portion to the Operations and Maintenance Restricted fund.

RATIONALE: Community college districts are allowed to abate or abolish their working cash funds and permanently transfer the abated or abolished balance to designated funds. These abated funds will be used to reimburse expenses incurred in the Operations and Maintenance Restricted fund related to capital improvements to the gymnasium.

EFFECTIVE DATE: Retroactive to June 30, 2026

RESOLUTION abating a portion of the working cash fund of Community College District No. 521, Counties of Jefferson, Franklin, Perry, Washington, Wayne, White, Williamson, and Hamilton, and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 521, Counties of Jefferson, Franklin, Perry, Washington, Wayne, White, Williamson, and Hamilton and State of Illinois (the “*District*”), has heretofore created and maintained a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that a portion of the Fund be abated and transferred to the Operations and Maintenance Restricted Fund for the purpose of reimbursing expenses incurred in the fund related to capital improvements to the gymnasium; and

WHEREAS, Section 3-33.6a of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), authorizes the Board to abolish or abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 521, Counties of Jefferson, Franklin, Perry, Washington, Wayne, White, Williamson, and Hamilton and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Amount of Abatement. The Fund shall be abated as of June 30, 2026, by the amount of \$3,814,837.46 (the “*Abatement Amount*”).

Section 3. Permanent Transfer. The Treasurer of the District is hereby authorized and directed to forthwith permanently transfer the Abatement Amount to the Operations and Maintenance Restricted fund of the District, the same being the fund of the District most in need

of the Abatement Amount. It is also hereby found and determined that following said abatement, the balance to the credit of the Fund, and amounts transferred pursuant to Section 3-33.6 of the Act and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

Section 5. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption retroactive to June 30, 2026.

Adopted August 11, 2026.

Chairman, Board of Trustees

Secretary, Board of Trustees

APPROVAL OF RESOLUTION TO APPOINT REPRESENTATIVES OF THE BOARD SECRETARY

Rend Lake College Board of Trustees

August 11, 2026

RECOMMENDATION: To adopt the attached resolution appointing Lori Ragland, Cathy DeJarnette and John Gulley as representatives of the Rend Lake College Board Secretary to accept candidate's nominating petitions.

RATIONALE: The Consolidated Election Law has established that the election of candidates whose term of office will expire will be held on Tuesday, April 6, 2027. Persons elected on April 6, 2027 will be seated at the April 29, 2027 meeting of the Rend Lake College Board of Trustees.

The Consolidated Election Law as amended established the election of two (2) trustees for six-year terms.

The following dates have been confirmed by the State Board of Elections as they relate to the upcoming election:

Tuesday, August 25, 2026	First day to circulate petitions
Monday, November 16, 2026 through Monday, November 23, 2026	Period for filing nominating petitions
Thursday, January 28, 2027	Last day for board secretary to certify candidates to the election authority
Tuesday, April 6, 2027	Election of community college board members at the consolidated election
Thursday, April 29, 2027	Trustees' organizational meeting to seat trustees

Petition forms, Statement of Candidacy-Nonpartisan, the Loyalty Oath (optional), and the Statement of Economic Interest forms are available in the county clerk's offices, from the Illinois State Board of Election at www.elections.il.gov, and at the Rend Lake College Administration Building.

Part of the process entails the adoption of the attached resolution which provides for the appointment of Lori Ragland, Cathy DeJarnette and John Gulley as representatives of the Board Secretary to accept candidates' nominating petitions.

RESOLUTION

BE IT RESOLVED that the Board of Trustees of Rend Lake College appoints as representatives of the Board Secretary, Lori Ragland, Cathy DeJarnette and John Gulley, to accept nominating petitions for Trustees election.

Secretary, Board of Trustees

ATTEST:

Chairman, Board of Trustees

DATED:

August 11, 2026

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION – ASSISTANT DIRECTOR OF DEVELOPMENT OF THE RLC FOUNDATION

Rend Lake Board of Trustees

August 11, 2026

RECOMMENDATION: To accept with regret the resignation of Ms. Jessica Jackanicz, RLC Foundation Assistant Director of Development, effective August 7, 2026.

EFFECTIVE DATE: August 11, 2026

7/20/2026

Dear Dr. Lori Ragland,

I am writing to formally submit my resignation from Rend Lake College, with my last day of employment being **August 7, 2026**.

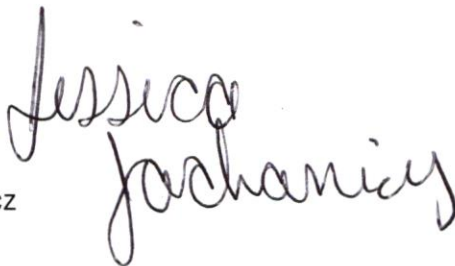
My time at Rend Lake College has been incredibly rewarding, and I am truly grateful for the opportunities I have had to learn, grow, and develop both personally and professionally. It has been a privilege to work alongside the Foundation team.

Over the next few weeks, I will work with the Foundation team to ensure that there is a smooth transition and provide assistance with the transfer of my responsibilities. There is no doubt in my mind the College and Foundation will continue to make a meaningful impact in our community, and I wish you all continued success in the future.

Thank you for the opportunities, support, and experiences I have gained during my time here.

Sincerely,

Jessica Jackanicz

A handwritten signature in cursive script that reads "Jessica Jackanicz". The signature is written in dark ink and is positioned to the right of the typed name.



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

July 22, 2026

Ms. Jessica Jackanicz



Dear Jessica,

I am in receipt of your resignation letter dated July 20, 2026, resigning from your position of Assistant Director of Development at the Rend Lake College Foundation effective August 7, 2026.

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

Very truly yours,

A handwritten signature in cursive script, which appears to read "Lori Ragland", is written over a horizontal line.

Lori Ragland
President

LR/mh

RATIFY ACCEPTANCE OF RESIGNATION – INDUSTRIAL ELECTRONICS

Rend Lake Board of Trustees

August 11, 2026

RECOMMENDATION: To accept the resignation of Mr. Jay Carter, Industrial Electronics Instructor, effective August 3, 2026.

EFFECTIVE DATE: August 11, 2026



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

August 4, 2026

Mr. Jay Carter
[REDACTED]
[REDACTED]

Dear Jay,

I am in receipt of your resignation email dated August 3, 2026, resigning from your position of Industrial Electronics Instructor effective immediately.

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

Very truly yours,

A handwritten signature in blue ink that reads "Lori Ragland".

Lori Ragland
President

LR/mh

**PERMISSION TO CREATE THE POSITION AND
JOB DESCRIPTION, ADVERTISE FOR AND
RATIFY THE APPOINTMENT OF ADMINISTRATIVE
ASSISTANT -PHYSICAL PLANT**

Rend Lake College Board of Trustees

August 11, 2026

RECOMMENDATION: To grant permission to create the position and job description, advertise for and ratify the appointment of Administrative Assistant – Physical Plant, effective August 11, 2026.

RATIONALE: This position had previously been filled by Lynne French who was promoted to Assistant Director of Facilities and Campus Operations in 2022. Since this move, the position had been filled by a part-time assistant. With the continued increase of demand on the department and to better fit the needs of the college, a full-time assistant is necessary.

EFFECTIVE DATE: August 11, 2026

Administrative Assistant – Facilities and Campus Operations

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant – Facilities and Campus Operations
DEPARTMENT: Facilities and Campus Operations
REPORTS TO: Assistant Director– Facilities and Campus Operations
SUPERVISES: N/A
STATUS: Active
DATE: 08/11/2026

ESSENTIAL FUNCTIONS

1. Provide office management and administrative support.
2. Maintain confidentiality.
3. Perform general clerical duties such as answering phones, ordering supplies, distributing mail, filing, typing, copying, and receptionist duties.
4. Process requisitions, purchase orders, invoices, and professional correspondence in a timely manner.
5. Organize, coordinate, and maintain files.
6. Reconcile records with financial reports.
7. Schedule, coordinate, and attend meetings as assigned.
8. Prepare and distribute meeting minutes.
9. Compile reports, surveys, evaluations, and other required documentation.
10. Maintain a general knowledge of RLC programs, policies, procedures, and personnel.
11. Actively participate in and assist in the coordination of department activities.
12. Receive and dispatch calls to appropriate staff.
13. Coordinate facilities preparation for campus functions.
14. Assist to ensure college equipment is inventoried and to maintain a computerized database of all current campus equipment as assigned.
15. Maintain records of issued and returned campus keys.
16. Prepare monthly billing for other departments for Physical Plant.
17. Assist with work order and preventive maintenance systems.
18. Assist in coordinating campus recycling.
19. Assist with college record retention process as needed.
20. Assists department supervisors with safety data sheet records.
21. Coordinate RLC and rental vehicle reservations.
22. Maintain records of all campus utility usages monthly.
23. Assist with project documentation as needed.

OTHER FUNCTIONS

24. Maintain schedules for department.
25. Coordinate travel arrangements for department.
26. Update and revise information related to the department.
27. Compose correspondence as necessary.
28. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

The 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.

Administrative Assistant – Facilities and Campus Operations (Continued)

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

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

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

August 11, 2026

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

EFFECTIVE DATE: August 11, 2026

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

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		JUNE	YEAR-TO-DATE	BUDGET	
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (5,093,131.00)	\$ -	\$ (4,773,827.42)	\$ (319,303.58)	93.73%
STATE GOVERNMENT	\$ (8,331,737.00)	\$ (571,720.55)	\$ (7,244,675.00)	\$ (1,087,062.00)	86.95%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (2,671.45)	\$ (25,413.80)	\$ 3,413.80	115.52%
TUITION & FEES	\$ (7,294,370.00)	\$ (5,861.25)	\$ (7,976,000.95)	\$ 681,630.95	109.34%
SALES & SERVICE	\$ (970,054.00)	\$ (89,901.33)	\$ (1,078,351.55)	\$ 108,297.55	111.16%
FACILITIES REVENUE	\$ (655,900.00)	\$ 37,311.22	\$ (500,454.96)	\$ (155,445.04)	76.30%
INVESTMENTS	\$ (401,500.00)	\$ (239,144.76)	\$ (1,776,659.13)	\$ 1,375,159.13	442.51%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (570,044.00)	\$ (183,344.41)	\$ (647,832.14)	\$ 77,788.14	113.65%
TOTAL REVENUES	\$ (23,338,736.00)	\$ (1,055,332.53)	\$ (24,023,214.95)	\$ 684,478.95	102.93%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 12,256,091.00	\$ 1,489,675.10	\$ 11,596,360.65	\$ 659,730.35	94.62%
EMPLOYEE BENEFITS	\$ 2,952,542.00	\$ 567,056.17	\$ 2,324,516.26	\$ 628,025.74	78.73%
CONTRACTUAL SERVICES	\$ 1,646,500.00	\$ 132,551.29	\$ 1,749,361.09	\$ (102,861.09)	106.25%
MATERIALS/SUPPLIES	\$ 2,232,000.00	\$ 293,366.94	\$ 2,222,805.77	\$ 9,194.23	99.59%
CONF/MEETING/TRAVEL	\$ 461,450.00	\$ 19,779.07	\$ 443,153.70	\$ 18,296.30	96.04%
FIXED CHARGES	\$ 183,150.00	\$ 7,564.55	\$ 178,453.39	\$ 4,696.61	97.44%
UTILITIES	\$ 946,700.00	\$ 178,049.25	\$ 1,215,697.55	\$ (268,997.55)	128.41%
CAPITAL OUTLAY	\$ 432,000.00	\$ 452,134.84	\$ 667,844.86	\$ (235,844.86)	154.59%
OTHER EXPENSES	\$ 2,212,000.00	\$ 38,889.62	\$ 2,721,608.02	\$ (509,608.02)	123.04%
TOTAL EXPENSES	\$ 23,322,433.00	\$ 3,179,066.83	\$ 23,119,801.29	\$ 202,631.71	99.13%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,415,639.00	\$ 115,808.05	\$ 726,118.07	\$ 689,520.93	
OP TRANSFER FROM OTHER FUNDS	\$ (1,715,639.00)	\$ (539,994.26)	\$ (1,150,304.28)	\$ (565,334.72)	
TOTAL TRANSFERS	\$ (300,000.00)	\$ (424,186.21)	\$ (424,186.21)	\$ 124,186.21	
GRAND TOTAL	\$ (316,303.00)	\$ 1,699,548.09	\$ (1,327,599.87)	\$ 1,011,296.87	

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

	ACTUAL		ACTUAL
	JUNE		YEAR-TO-DATE
REVENUES			
RESTRICTED FUNDS			
LOCAL GOVERNMENT	\$	-	\$ (4,539,072.97)
STATE GOVERNMENT	\$	(183,213.60)	\$ (2,480,539.04)
FEDERAL GOVERNMENT	\$	(1,178,467.01)	\$ (7,515,456.83)
TUITION & FEES	\$	-	\$ -
SALES & SERVICE	\$	47,792.87	\$ (4,338.19)
FACILITIES REVENUE	\$	-	\$ -
INVESTMENTS	\$	(55,785.14)	\$ (782,524.32)
NON GOVERNMENT	\$	(2,033,676.20)	\$ (2,587,576.82)
OTHER	\$	(2,119.71)	\$ (343,949.29)
TOTAL REVENUES	\$	(3,405,468.79)	\$ (18,253,457.46)
EXPENSES			
RESTRICTED FUNDS			
SALARIES	\$	319,362.50	\$ 2,595,087.10
EMPLOYEE BENEFITS	\$	109,641.53	\$ 793,566.32
CONTRACTUAL SERVICES	\$	77,779.08	\$ 1,274,352.20
MATERIALS/SUPPLIES	\$	75,951.82	\$ 381,600.67
CONF/MEETING/TRAVEL	\$	10,792.60	\$ 179,222.74
FIXED CHARGES	\$	150,131.17	\$ 4,697,036.99
UTILITIES	\$	704.05	\$ 16,394.15
CAPITAL OUTLAY	\$	653,306.45	\$ 6,086,401.92
OTHER EXPENSES	\$	463,317.63	\$ 6,226,808.99
TOTAL EXPENSES	\$	1,860,986.83	\$ 22,250,471.08
TRANSFERS			
OP TRANSFER TO OTHER FUNDS	\$	424,186.21	\$ 424,186.21
OP TRANSFER FROM OTHER FUNDS	\$	-	\$ -
TOTAL TRANSFERS	\$	424,186.21	\$ 424,186.21
GRAND TOTAL	\$	(1,120,295.75)	\$ 4,421,199.83

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	July 2026	June 2026	May 2026	April 2026	March 2026	February 2026
Operating Account	\$ 36,022,311.08	\$ 35,927,033.20	\$ 37,719,384.23	\$ 37,542,341.07	\$ 38,109,106.00	\$ 38,475,661.53
Working Cash	\$ 126,050.15	\$ 453,302.43	\$ 415,668.34	\$ 414,335.79	\$ 333,744.74	\$ 297,178.80
*Working Cash CD's	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,300,000.00	\$ 9,300,000.00
2023B Bond Account	\$ 326,104.19	\$ 1,140,390.98	\$ 1,136,850.72	\$ 1,816,585.58	\$ 1,810,936.04	\$ 1,805,115.13
Investments**						
Liquid Fund	\$ 38,824.24	\$ 283,357.22	\$ 282,531.15	\$ 281,681.67	\$ 280,859.78	\$ 255,302.48
MAX Fund	\$ 107,856.94	\$ 107,530.15	\$ 107,215.52	\$ 106,891.96	\$ 106,578.94	\$ 106,257.67
Cert of Deposit	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00
Cert of Deposit (DTC)	\$ 1,713,024.03	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 50,138,773.89	\$ 51,184,567.12	\$ 52,934,603.10	\$ 53,434,789.21	\$ 53,959,275.38	\$ 54,257,565.49

	January 2026	December 2025	November 2025	October 2025	September 2025	August 2025
Operating Account	\$ 39,270,203.43	\$ 39,311,873.48	\$ 41,352,682.51	\$ 40,442,796.13	\$ 41,952,620.23	\$ 39,484,608.79
Working Cash	\$ 228,645.90	\$ 227,915.19	\$ 191,643.42	\$ 156,646.08	\$ 126,176.11	\$ 6,191,741.70
*Working Cash CD	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 3,200,000.00
2023B Bond Account	\$ 1,799,875.04	\$ 1,794,080.49	\$ 1,787,932.23	\$ 1,781,382.50	\$ 1,774,967.17	\$ 1,768,411.31
Investments**						
Liquid Fund	\$ 140.48	\$ 140.17	\$ 74,936.19	\$ 314,984.57	\$ 313,908.38	\$ 788,414.62
MAX Fund	\$ 105,965.76	\$ 105,641.92	\$ 30,510.43	\$ 30,412.50	\$ 30,308.26	\$ 30,205.40
Cert of Deposit	\$ 2,776,850.00	\$ 2,776,850.00	\$ 2,776,850.00	\$ 2,536,150.00	\$ 2,536,150.00	\$ 2,536,150.00
Cert of Deposit (DTC)	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 976,993.41
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 54,950,030.49	\$ 54,984,851.13	\$ 56,982,904.66	\$ 56,030,721.66	\$ 57,502,480.03	\$ 54,976,525.23

*Funds invested as follows:

\$454,903.26 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026

\$6,100,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/3/2026

\$2,200,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026

\$500,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026

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