

REND LAKE COLLEGE BOARD OF TRUSTEES MEETING

February 10, 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. Wednesday, February 11, 2026; 3:30pm
**RLC Banterra Sports Complex Ribbon Cutting
and Open House of Complex**
Banterra Sports Complex
2. Wednesday, February 11, 2026; 4:30pm-7:30pm
RLC Open House
Event Center
3. Wednesday, February 11, 2026; 5:00pm / 7:00pm
**Women’s Basketball game & Men’s Basketball
game – Complimentary Entrance**
James “Hummer” Waugh Gymnasium
4. Friday, February 13, 2026; 8:00am-2:00pm
High School Counselor Conference
SIMA
5. Tuesday, February 17, 2026; 8:00am-4:00pm
RLC In-Service
Event Center
6. Thursday, February 19, 2026; 12:00pm
RLC Foundation Board of Directors Meeting
Student Center – PDA

7. Tuesday, February 24, 2026; 10:00am-2:00pm
RLC Job Search Party
Event Center
8. Thursday, February 26, 2026; 5:30pm
Annual RLC Foundation Scholarship Dinner
Event Center
9. Wednesday, March 4, 2026; 9:00am-1:00pm
Transition Summit
Event Center
10. Tuesday & Wednesday, March 10 & 11, 2026;
8:00am-2:00pm
Kickstart Your Journey
Event Center
11. Tuesday, March 10, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center
12. Tuesday, March 17, 2026; Doors open at 5:00pm
CTE Advisory Committee Meetings
Event Center & Breakout Rooms
13. Thursday - Saturday, April 9-11, 2026; 7:00pm
& Matinee Sunday, April 12; 2:00pm
Spring Musical “CABARET”
Theater
14. Tuesday, April 14, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center
15. Thursday, April 23, 2026; 8am-1pm
Children’s Health Fair
Recreation Center
16. Friday, April 24, 2025; 9am-1pm
Kindergarten Day
Event Center and Various Breakout Rooms
17. Thursday, April 30, 2026; 12:00pm
RLC Foundation Board of Directors Meeting
Student’s Center

18. Thursday, May 14, 2026; 11:30am
Radiology Pinning
RLC Theater
19. Thursday, May 14, 2026; 1:30pm
ADN Pinning
RLC Theater
20. Thursday, May 14, 2026; 3:00pm
Medical Assistant Pinning
RLC Theater
21. Thursday, May 14, 2026; 4:00pm
CNA Pinning
RLC Theater
22. Saturday, May 16, 2026
Rend Lake College Graduation
8:30am – AA/AS/AES/AFA
10:30am – AAS/Certificate
Banterra Sports Complex – Waugh Gymnasium

IV. Executive Session – The Board may go into closed session pursuant to Section 2(c)(1)(6)(9)(11)(21) of the Open Meetings Act.

Subsection (1) appointment, employment, and compensation of specific employees; (6) setting of price for sale or lease of property; (9) student discipline; (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
January 13, 2026 Executive Session
January 13, 2026 Board of Trustees Meeting

02 *

VIII. New Business

- | | | |
|----|---|---|
| 09 | * | A. Approval of Revisions to Rend Lake College Policy & <i>Procedure 4.1115-Fees</i> |
| 39 | * | B. Approval of Revisions to Rend Lake College Policy & <i>Procedure 3.1205-Performance Evaluation and Tenure of Faculty Members</i> |

45	*	C.	Approval of Revisions to Job Descriptions
99		D.	Approval of Revisions to Rend Lake College <i>Policy & Procedure</i> 3.1010-Selection of Personnel (FIRST READING)
103		E.	Approval of Tuition Rates for FY 2027
		IX.	Personnel
105		A.	Resignation of Project Manager -Information Technology and Institutional Research
108		B.	Permission to Revise Job Description, Advertise for and Ratify the Appointment of Director -Institutional Research and Analysis
111		C.	Tenure - Automotive Instructor
		X.	Financial Information
115		A.	Ratification of the Payment of College Expenses including Travel Expense Reimbursements
116		B.	Financials (INFORMATIONAL)
		XI.	Reports
			1. Academic Council
			2. ICCTA Representative
			3. Rend Lake College Foundation
			4. Accreditation Report
			5. Obsolete Equipment
		XII.	Public Comment
		XIII.	President's Comments
		XIV.	Adjournment

MINUTES

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

January 13, 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 6:29pm in the Rend Lake College Event Center.

ROLL CALL

Mr. Tony Wielt, Secretary, called the roll.

Those present were:

Mr. John D. Aiken
Mr. Ron Daniels
Mr. Brian Dorris
Mr. Larry Manning
Mr. Tony Wielt
Mr. Henry Meinert (Student Trustee)

Those absent were:

Dr. David Asbery
Mr. Joe Coy

Others present were:

Mrs. Lori Ragland, Dr. Chad Copple, Mr. John Gulley, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mrs. Jena Jensik, Mr. Kent McKown, Mr. Brett Crocker, Mrs. Mary Huggins, Mr. Joe Ervin, Mrs. Amy Epplin, Mr. Nathan Wheeler, Ms. Kendra Gregory, Mrs. Shari Carpenter, Mrs. Vickie Schulte, Mr. Chris Edwards

GENERAL INFORMATION

ANNOUNCEMENTS

1. Thursday, February 5, 2026; 12pm
RLC Foundation Board of Directors Meeting
Student Center – PDA

2. Tuesday, February 10, 2026; 3pm-4:30pm
RLC Foundation High Tea
Event Center
3. Tuesday, February 10, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center
4. Wednesday, February 11, 2026; 3:30pm
RLC Banterra Sports Complex Ribbon Cutting and Open House of Complex
Banterra Sports Complex
5. Wednesday, February 11, 2026; 4:30pm-7:30pm
RLC Open House
Event Center
6. Wednesday, February 11, 2026; 5pm & 7pm
Women's Basketball game & Men's Basketball game – Complimentary Entrance
James "Hummer" Waugh Gymnasium
7. Tuesday, February 17, 2026; 8am-4pm
RLC In-Service
Event Center
8. Tuesday, February 24, 2026; 10am-2pm
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9. Thursday, February 26, 2026; 5:30pm
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Event Center
10. Wednesday, March 4, 2026; 9am-1pm
Transition Summit
Event Center
11. Tuesday-Wednesday, March 10-11, 2026
8am-2pm
Kickstart Your Journey
Event Center

12. Tuesday, March 10, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center

13. Tuesday, March 17, 2026; Doors open at 5:00pm
CTE Advisory Committee Meetings
Event Center & Breakout Rooms

**MOTION FOR
EXECUTIVE SESSION**

Chairman Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(9)(11)(21). Mr. Meinert made a motion; seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:31pm.

RESUME OPEN MEETING

Chairman Manning asked for a motion to reopen the public meeting; Mr. Meinert motioned; seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes. At 6:54pm, Chairman Manning reconvened the open session of tonight's meeting.

CONSENT AGENDA

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

1. December 9, 2025 Executive Session*;
2. December 9, 2025 Board of Trustee Meeting Minutes*;
3. Course/Curriculum*;
4. Approval to Destroy Closed Session Tapes*;
5. Approval to Release Closed Session Minutes*;

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

NEW BUSINESS

APPROVAL OF
STUDENT TRUSTEE
ELECTION NOTICE

Mrs. Ragland recommended to approve the Notice of Election for the Student Board Member of the Board of Trustees effective January 13, 2026.

As recommended, Mr. Aiken made a motion to approve the Notice of Election for the Student Board Member of the Board of Trustees effective January 13, 2026. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

**RESOLUTION TO
AUTHORIZE MONTHLY
TRANSFERS OF INTEREST
REVENUE FROM FUND 01
TO FUND 02**

Mrs. Ragland recommended to allow the Treasurer to make monthly transfers of interest earned from Fund 01 (Education Fund) to Fund 02 (Operations and Maintenance Fund) for the remaining six months of Fiscal Year 2026.

As recommended, Mr. Dorris made a motion to allow the Treasurer to make monthly transfers of interest earned from Fund 01 (Education Fund) to Fund 02 (Operations and Maintenance Fund) for the remaining six months of Fiscal Year 2026. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERSONNEL
RATIFY APPOINTMENT
OF DIRECTOR –TRIO
PROGRAM**

Mrs. Ragland recommended to ratify the appointment of Mrs. Dara Whaley as Director -TRIO Program, on a full-time, 50-week, non-tenure track, grant-funded contract at an annual salary of \$52,000, prorated for the remainder of the grant year, effective December 16, 2025.

As recommended, Mr. Aiken made a motion to ratify the appointment of Mrs. Dara Whaley as Director - TRIO Program, on a full-time, 50-week, non-tenure track, grant-funded contract at an annual salary of \$52,000, prorated for the remainder of the grant year, effective December 16, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
TECHNICIAN –
MAINTENANCE

Mrs. Ragland recommended to appoint Mr. Craig Jerrells as Technician -Maintenance on a full-time, 50-week, non-tenure track contract at an annual salary of \$45,000 prorated for the remainder of the fiscal year, pending a successful background check, pre-work physical and drug screening, effective January 21, 2026.

As recommended, Mr. Daniels made a motion to appoint Mr. Craig Jerrells as Technician -Maintenance on a full-time, 50-week, non-tenure track contract at an annual salary of \$45,000 prorated for the remainder of the fiscal year, pending a successful background check, pre-work physical and drug screening, effective January 21, 2026. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

FINANCIAL INFORMATION

RATIFICATION OF THE
PAYMENT OF COLLEGE
EXPENSES INCLUDING
TRAVEL EXPENSE
REIMBURSEMENTS

Mrs. Ragland recommended to ratify the payment of college expenses 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. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

REPORTS

ACADEMIC COUNCIL

Mr. Joe Ervin, Academic Council President, reported two classes were adjusted as reflected in this board packet, with no other news to report.

ICCTA REPRESENTATIVE

No Report

RLC FOUNDATION

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, gave notice of some

upcoming events including the RLC Foundation's High Tea event on February 10, Open House of the Banterra Center on February 11, and the RLC Foundation Scholarship Dinner on February 26. Mrs. DeJarnette also reported the foundation has received a \$200k donation from the Zola Hutchison Estate. She also reminded everyone the Foundation Scholarship application is now open for next year.

ACCREDITATION

Dr. Chad Copple, Vice President of Institutional Effectiveness, reported our next comprehensive evaluation will include a site visit from an HLC peer review team within the 2028/2029 academic year. Dr. Copple will be reviewing the Year Four review feedback from 2023 along with updating our Assurance Argument.

OBSOLETE EQUIPMENT

No Report

PUBLIC COMMENT

None

PRESIDENT'S COMMENTS

President Lori Ragland reported the Allied Health Building Project is waiting on the Capital Development Board to approve the bid. We should be hearing something within the coming weeks if the bid is approved. If so, we have \$2M in a Trust account that was set back in 2023 for the project. President Ragland also reported spring enrollment is looking positive.

ADJOURNMENT

There being no other business, at 7:04pm all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

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

Rend Lake College Board of Trustees

February 10, 2026

RECOMMENDATION: To approve revisions to Rend Lake College Policy & *Procedure* 4.1115 – Fees, effective the Fall Term 2026.

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

EFFECTIVE DATE: Fall Term 2026

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 ~~his / her~~ **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. 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 ~~he/she~~ **they** chooses 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: February 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	Supplies	8/15/2024 10:55	Active	4
AGAT 1201	AG TECH SOFTWARE APPLICATIONS	0	Supplies	8/15/2024 10:55	Active	4
AGAT 1202	CIRCUITS AND DIGITAL LOGIC	0	Supplies	8/15/2024 10:55	Active	4
AGAT 1203	AUTO APPLICATIONS IN AGRICULTURE	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	Equipment and supplies	2/12/2020 13:38	Active	4
AGRI 1181	INTRODUCTION TO ANIMAL SCIENCES	35	Equipment, travel, and supplies	2/12/2020 13:38	Active	4
AGRI 1203	IGNITIONS & ELECT. SYSTEMS	40	Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 1204	PHYSICS OF HYDRAULICS	50	Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 1205	ASSEMBLY, ADJUSTMENT AND MAINTENANCE	110	Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 1206	AG AIR CONDITIONING SYSTEMS	60	Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 1207	MACHINERY RECONDITIONING RESTORATION	110	Supplies and Equipment	9/14/2022 10:29	Active	5
AGRI 1208	DIESEL ENGINES	110	Supplies and Equipment	9/19/2019 12:15	Active	6
AGRI 1209	SUPERVISED OCCUPATIONAL EXPERIENCE	30	Supplies	7/17/2024 11:29	Active	2
AGRI 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30	Handouts and Travel	9/19/2019 12:15	Active	4
AGRI 1213	PEST MANAGEMENT	15	Supplies and Greenhouse	9/19/2019 12:15	Active	3
AGRI 1214	INTRO TO DIGITAL FARM MANAGEMENT	0	Supplies	10/7/2024 9:19	Active	3
AGRI 1215	SMALL ENGINES	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	Supplies and Equipment	9/14/2022 10:31	Active	4
AGRI 1285	AGRICULTURE TECHNOLOGIES	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	Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 2204	ADVANCED MAJOR OVERHAUL	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 Supplies	10/7/2024 9:20	Active	3
AGRI 2210	SUPERVISED AGRICULTURAL OCCUPATIONAL EXPI	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 Software	2/12/2020 13:40	Active	5
ALH 1200	INTRODUCTION TO PHARMACOLOGY	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, '	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 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 Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 1235	ENGINE PERFORMANCE A	55 Supplies and Equipment	9/19/2019 12:15	Active	5
AUTO 1240	AUTO AIR CONDITIONING	55 Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 1245	BRAKING SYSTEMS	55 Supplies and Equipment	9/19/2019 12:15	Active	4
AUTO 1266	MAINTENANCE AND LIGHT REPAIR	165 Ford Fee	9/14/2022 10:40	Active	1
AUTO 1607	SELECTED TOPICS IN AUTOMOTIVE TECH	0	9/19/2019 12:15	Active	4
AUTO 1609	SMALL ENGINE REPAIR	20 Supplies and Equipment	7/17/2024 14:23	Inactive	2

AUTO 2213	HYBRID AND ELECTRIC VEHICLES I	30	Supplies and Equipment	11/5/2024 15:31	Active	2
AUTO 2214	AUTOMATIC TRANS/TRANSAXLE	50	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	Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 2232	ENGINE PERFORMANCE C	55	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	Supplies and Equipment	9/19/2019 12:15	Active	4
AUTO 2250	AUTOMOTIVE COMPUTER ELECTRONICS	55	Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 2251	HYBRID AND ELECTRIC VEHICLES II	55	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
BME 1201	INTRODUCTION TO BIOMED TECH	25	Supplies and Equipment	9/15/2021 11:30	Inactive	3
BME 1202	BIOMEDICAL ELECTRONICS DEVICES	25	Supplies and Equipment	9/15/2021 11:30	Inactive	3
BME 1203	INTRO TO RADIOGRAPHY BIOMED	25	Supplies and Equipment	9/15/2021 11:31	Inactive	3
BME 1204	BIOMED INTERNSHIP I	145	Travel, Drug Screen and Liability Insuran	9/15/2021 11:31	Inactive	3
BME 1205	ADVANCED MEDICAL ELECTRONICS	25	Supplies and Equipment	9/15/2021 11:31	Inactive	3
BME 1206	BIOMED INTERNSHIP II	75	Travel, Drug Screen and Liability Insuran	9/15/2021 11:32	Inactive	3
BME 1207	CBET EXAM PREP	0		9/15/2021 11:32	Inactive	1
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 Insuran	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	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 1240	DIGITAL FUNDAMENTALS	60	Supplies and Equipment. Added software	4/21/2021 12:24	Inactive	3
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
CNTD 1600	SPECIAL TOPICS IN EDUCATION	0		11/14/2019 12:20	Active	4
CNTD 1601	A TO Z GRANT WRITING	0		11/14/2019 12:20	Active	4
CNTD 1602	BIG IDEAS IN LITTLE BOOKS	0		11/14/2019 12:20	Active	4
CNTD 1603	THE CLASSROOM COMPUTER	0		11/14/2019 12:20	Active	4
CNTD 1604	THE CREATIVE CLASSROOM	0		11/14/2019 12:20	Active	4
CNTD 1605	DIFFERENTIATED INSTRUCTION CLASSROOM	0		11/14/2019 12:20	Active	4
CNTD 1606	ENHANCING LANGUAGE DEVELOPMENT	0		11/14/2019 12:20	Active	4
CNTD 1607	GET ASSERTIVE!	0		11/14/2019 12:20	Active	4
CNTD 1608	GUIDED READING/DIFFERENTIATED CLASS	0		11/14/2019 12:20	Active	4
CNTD 1609	GUIDING KIDS ON THE INTERNET	0		11/14/2019 12:20	Active	4
CNTD 1610	INTEGRATING TECH IN K-5 CLASSROOM	0		11/14/2019 12:20	Active	4
CNTD 1611	LEADERSHIP	0		11/14/2019 12:20	Active	4
CNTD 1612	MS WORD IN THE CLASSROOM	0		11/14/2019 12:20	Active	4
CNTD 1613	POWER POINT IN THE CLASSROOM	0		11/14/2019 12:20	Active	4
CNTD 1614	MS EXCEL IN THE CLASSROOM	0		11/14/2019 12:20	Active	4
CNTD 1615	SOLVING CLASSROOM DISCIPLINE PROB I	0		11/14/2019 12:20	Active	4
CNTD 1616	SOLVING CLASSROOM DISCIPLINE PROB II	0		11/14/2019 12:20	Active	4
CNTD 1617	UNDERSTANDING ADOLESCENTS	0		11/14/2019 12:20	Active	4

CNTD 1618	USING THE INTERNET IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1619	INTRODUCTION TO TEACHING ESL/EFL	0	11/14/2019 12:20	Active	4
CNTD 1620	SPECIAL TOPICS IN NURSING	0	11/14/2019 12:20	Active	4
CNTD 1621	SPECIAL TOPICS IN HEALTH CARE	0	11/14/2019 12:20	Active	4
CNTD 1622	SPECIAL TOPICS IN RADIOLOGY	0	11/14/2019 12:20	Active	4
CNTD 1630	SPECIAL TOPICS IN EMERGENCY SERVICES	0	11/14/2019 12:20	Active	4
CNTD 1640	FIREARM SAFETY & MARKSMANSHIP	0	11/14/2019 12:20	Active	0.5
CNTD 1641	CONCEALED CARRY LAW & QUALIFICATION	0	11/14/2019 12:20	Active	0.5
CNTD 1642	BASIC HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
CNTD 1643	ADVANCED HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
CNTD 1644	LOW LIGHT HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
CNTD 1650	SIGN LANGUAGE	0	11/14/2019 12:20	Active	4
CNTD 1651	CREATING THE INCLUSIVE CLASSROOM	0	11/14/2019 12:21	Active	4
CNTD 1652	GUIDED READING AND WRITING	0	11/14/2019 12:21	Active	4
CNTD 1653	SURVIVAL KIT FOR NEW TEACHERS	0	11/14/2019 12:21	Active	4
CNTD 1654	READY, SET, READ!	0	11/14/2019 12:21	Active	4
CNTD 1655	SPEED SPANISH	0	11/14/2019 12:21	Active	4
CNTD 1656	SINGAPORE MATH STRATEGIES	0	11/14/2019 12:21	Active	4
CNTD 1657	WORKING SUCCESSFULLY WITH LD STUDENT	0	11/14/2019 12:21	Active	4
CNTD 1658	TEACHING STUDENTS WITH AUTISM	0	11/14/2019 12:21	Active	4
CNTD 1659	TEACHING MATH GRADES 4-6	0	11/14/2019 12:21	Active	4
CNTD 1660	TEACHING SCIENCE GRADES 4-6	0	11/14/2019 12:21	Active	4
CNTD 1661	TEACHING WRITING GRADES 4-6	0	11/14/2019 12:21	Active	4
CNTD 1690	SELECT TOPICS CONT ED PROFESSIONALS	0	11/14/2019 12:21	Active	4
CNTD 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 1101	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 APPLICATION	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	750	800 Supplies, Equipment and Kit	2/1/2023 12:25	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
CRJS 1201	INTRODUCTION TO CRIMINAL JUSTICE	0		9/19/2019 12:16	Active	3
CRJS 1202	CRIMINOLOGY	0		9/19/2019 12:16	Active	3
CRJS 1203	INTRODUCTION TO CORRECTIONS	0		9/19/2019 12:16	Active	3
CRJS 1204	COMMUNITY POLICING	0		9/19/2019 12:16	Active	3
CRJS 1205	CYBER CRIME AND LAW	0		9/19/2019 12:16	Active	3
CRJS 1206	COMMUNITY-BASED CORRECTIONS	0		9/19/2019 12:16	Active	3
CRJS 1208	PRIVATE INVESTIGATOR	110	Firearms Supplies and Range	9/19/2019 12:16	Active	3
CRJS 1209	LAW ENFORCEMENT SCENARIOS	50	Supplies and Equipment	9/19/2019 12:16	Active	3
CRJS 1220	INTRO TO PRIVATE SECURITY	0		9/19/2019 12:16	Active	3

CRJS 1250	SPECIAL TOPICS IN CRIMINAL JUSTICE	0	9/14/2022 10:53	Active	3
CRJS 1602	FIREARMS RETRAINING / QUALIFICATION	20 Firearms Supplies and Range	9/19/2019 12:16	Active	0.5
CRJS 1603	ACTIVE SHOOTER TRAINING	0	9/19/2019 12:16	Active	0.5
CRJS 1604	FIREARMS TRAINING	0	9/19/2019 12:16	Active	1.5
CRJS 2201	POLICE PATROL TACTICAL OPERATIONS	0	9/19/2019 12:16	Active	3
CRJS 2202	JUVENILE JUSTICE	0	9/19/2019 12:16	Active	3
CRJS 2203	POLICE TRAFFIC FUNCTIONS	0	9/19/2019 12:16	Active	3
CRJS 2204	CRIMINAL JUSTICE ADMINISTRATION	0	9/19/2019 12:16	Active	3
CRJS 2205	POLICE WEAPONS & DEFENSIVE TACTICS	55 Firearms Supplies and Range	9/19/2019 12:16	Active	3
CRJS 2206	CRIMINAL PROCEDURE	0	9/19/2019 12:16	Active	3
CRJS 2208	CRIMINAL INVESTIGATION	0	9/19/2019 12:16	Active	3
CRJS 2209	CRIMINAL LAW	0	9/19/2019 12:16	Active	3
CRJS 2210	CRIMINAL JUSTICE INTERNSHIP	30 Handouts and Travel	9/19/2019 12:16	Active	3
CRJS 2212	CORRECTIONAL COUNSELING	0	9/19/2019 12:16	Active	3
CRJS 2214	PROBATION AND PAROLE	0	9/19/2019 12:16	Active	3
CRJS 2216	CYBER CRIME AND INVESTIGATION	0	9/19/2019 12:16	Active	3
CRJS 2220	LOSS CONTROL AND CRIME PREVENTION	0	9/19/2019 12:16	Active	3
CRJS 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 APPLIC	0	9/14/2022 10:56	Active	3
CSCI 1103	INTRODUCTION TO PROGRAMMING	35 Computer Equipment	1/5/2022 8:10	Inactive	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 1261	MASTERING .NET PLATFORM FUNDAMENTALS	0	6/3/2025 15:32	Inactive	3
CSCI 1262	ADVANCED .NET PLATFORM DEVELOPMENT	0	6/3/2025 15:33	Inactive	3
CSCI 1263	MICROSOFT EXCEL SPREADSHEET	0	9/14/2022 10:58	Active	3
CSCI 1264	WEB APPLICATION DEVELOPMENT	0	6/3/2025 15:32	Inactive	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	9/14/2022 11:03	Active	3
CSCI 1612	BEGINNING MICROSOFT WORD	90 Software and Materials, .50 Credit \$45,	9/14/2022 11:03	Active	4

CSCI 1616	BEGINNING MICROSOFT EXCEL	90	Software and Materials, .50 Credit \$45,	9/14/2022 11:05	Active	4
CSCI 1617	INTERMEDIATE MICROSOFT EXCEL	90	Software and Materials, .50 Credit \$5, 1	9/14/2022 11:06	Active	4
CSCI 1621	INTERMEDIATE MICROSOFT POWERPOINT	90	Software and Materials, .50 Credit \$45,	9/14/2022 11:08	Active	4
CSCI 1694	BEGINNING QUICKBOOKS	90	Software and Materials, .50 Credit \$45,	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	400 275	Supplies and Equipment	2/2/2026 8:53	Active	4 -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	PROGRAMING/TEACHING SCHOOL-AGE	0		9/19/2019 12:16	Active	3
ECE 2206	PROGRAMING/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 1601	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 f	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 f	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 f	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 I	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 I	9/19/2019 12:16	Active	3
EMTP 1273	PARAMEDIC CLINICAL II	50 Supplies, Equipment, Drug Screen and I	9/19/2019 12:16	Active	3
EMTP 1274	PARAMEDIC CLINICAL III	50 Supplies, Equipment, Drug Screen and I	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
GEOL 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 Equip	9/19/2019 12:17	Active	3
GRD 1203	ADVERTISING DESIGN	45	Software, Handouts, Supplies and Equip	9/19/2019 12:17	Active	3
GRD 1204	DIGITAL PHOTOGRAPHY	55	Software, Handouts, Supplies and Equip	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 Equip	9/19/2019 12:17	Active	4
GRD 1207	CREATIVITY	30	Supplies and Handouts	9/19/2019 12:17	Active	3
GRD 1208	HISTORY OF GRAPHIC DESIGN	0		9/19/2019 12:17	Active	3
GRD 1209	MOTION DESIGN I	0		9/19/2019 12:17	Active	3
GRD 1215	WEB PAGE DESIGN	45	Software, Handouts, Supplies and Equip	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 2202	ADVANCED DIGITAL PHOTOGRAPHY	55	Software, Handouts, Supplies and Equip	9/19/2019 12:17	Active	3
GRD 2203	DIGITAL ILLUSTRATION	30	Software, Handouts, Supplies and Equip	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 2208	ELECTRONIC PREPRESS	45	Software, Handouts, Supplies and Equip	9/19/2019 12:17	Active	3
GRD 2209	COMPUTER TYPE DESIGN	45	Software, Handouts, Supplies and Equip	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 Equip	9/19/2019 12:17	Active	3
GRD 2218	PACKAGE DESIGN	45	Software, Handouts, Supplies and Equip	9/19/2019 12:17	Active	3
GRD 2220	ADOBE ESSENTIALS III	45	Software, Handouts, Supplies and Equip	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 f	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 1201	HEALTH CARE PSYCHOLOGY	0		1/13/2021 13:06	Inactive	3
HECO 1202	HEALTH CARE TERMINOLOGY	0		9/19/2019 12:17	Active	3

HECO 1203	COMMUNITY HEALTH CARE	0		1/13/2021 13:06	Inactive	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		6/15/2022 13:36	Active	3
HIT 1202	HEALTH CARE DELIVERY SYSTEMS	0		4/16/2021 12:52	Inactive	3
HIT 1205	PATHOPHYSIOLOGY FOR HIT	0		9/19/2019 12:17	Active	4
HIT 2201	HEALTH INFORMATION DATA ANALYSIS	0		4/16/2021 12:52	Inactive	2
HIT 2202	PROFESSIONAL PRACTICE EXPERIENCE	170 Travel, Drug Screen and Liability Insuran		4/16/2021 12:52	Inactive	3
HIT 2203	LEADERSHIP & MGMT FOR HEALTH INFO	0		4/16/2021 12:53	Inactive	3
HIT 2205	PHARMACOLOGY FOR HEALTH INFORMATION	0		9/19/2019 12:17	Active	2
HIT 2206	MEDICAL CODING	20 Supplies and Equipment		4/16/2021 12:53	Inactive	3
HIT 2207	COMPLIANCE & ETHICS IN HEALTH CARE	0		9/19/2019 12:17	Active	3
HIT 2208	HEALTH INFORMATION GOVERNANCE	20 Supplies and Equipment		4/16/2021 12:53	Inactive	4
HIT 2217	QUALITY/PERFORMANCE IN HEALTH CARE	0		4/16/2021 12:53	Inactive	3
HIT 2218	HEALTH CARE REIMBURSEMENT	0 Price of book for course *Remove book		6/15/2022 13:37	Active	2
HIT 2219	PROCEDURAL CODING	20 Supplies and Equipment		4/16/2021 12:53	Inactive	3
HIT 2220	HEALTH INFORMATION REVIEW	0		4/16/2021 12:53	Inactive	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
INEL 1250	ELECTRIC MOTORS AND CONTROL CIRCUITS	60 Supplies and Equipment. Added softwa		4/21/2021 12:25	Inactive	6

INEL 1265	SOLID STATE ELECTRONICS	30	Supplies and Equipment	4/21/2021 12:25	Inactive	4
INEL 1291	BASIC ELECTRONICS FOR TECHNICIANS	60	Supplies and Equipment. Added softwa	4/21/2021 12:25	Inactive	5
INEL 1611	SELECTED TOPICS IN INDUSTRIAL ELECT.	0		4/16/2021 12:54	Inactive	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 2258	AUTOMATED PNEUMATIC MACHINE CONTROL	195 Supplies		4/22/2025 14:33	Inactive	4
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
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 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 1408	MATH FOR HEALTH OCCUPATIONS	0		9/15/2021 11:32	Inactive	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	6/15/2022 13:38	Active	3
MEDC 1208	INTERM MEDICAL & CPT CODING	0	Price of book for course *Remove book	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 UNDGRD 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	225	Instructional Fees	9/19/2019 12:17	Active	2
MUSI 1121	APPLIED MUSIC I (WOODWINDS) (1 CREDIT \$225 2	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1122	APPLIED MUSIC I (BRASS) (1 CREDIT \$225 2 CREDI	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1123	APPLIED MUSIC I (STRINGS) (1 CREDIT \$225 2 CRE	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1124	APPLIED MUSIC I (PERCUSSION) (1 CREDIT \$225 2	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1126	APPLIED MUSIC I (CLASSICAL GUITAR) (1 CREDIT \$:	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1127	APPLIED MUSIC I (KEYBOARD) (1 CREDIT \$225 2 CI	225	Instructional Fees	9/19/2019 12:18	Active	2
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	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2121	APPLIED MUSIC II (WOODWINDS) (1 CREDIT \$225 :	225	Instructional Fees	9/19/2019 12:18	Active	2

MUSI 2122	APPLIED MUSIC II (BRASS) (1 CREDIT \$225 2 CRED	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2123	APPLIED MUSIC II (STRINGS)(1 CREDIT \$225 2 CRE	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2124	APPLIED MUSIC II (PERCUSSION) (1 CREDIT \$225 2	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2126	APPLIED MUSIC II (CLASSICAL GUITAR) (1 CREDIT \$	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2127	APPLIED MUSIC II (KEYBOARD) (1 CREDIT \$225 2 C	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 t	2/1/2023 11:43	Active	4
NURS 1201	BASIC HEALTH CONCEPTS CLINICAL	145	Drug Screen, Liability Insurance, and Ba	9/14/2022 12:18	Active	1
NURS 1202	HEALTH-ILLNESS CONCEPTS	1055	Supplies, Equipment, and Software, In	2/12/2025 14:19	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- Inci	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- Inci	7/16/2024 11:54	Active	3
NURS 2213	HEALTH CARE CONCEPTS CLINICAL	145	Drug Screen, Liability Insurance, and Ba	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 1203	BUILD KEYBOARD SPEED & ACCURACY I	0		2/11/2021 10:16	Inactive	1

OFTC 1204	BUILD KEYBOARD SPEED & ACCURACY II	0		2/11/2021 10:16	Inactive	1
OFTC 1206	COMPUTERIZED ACCOUNTING W/QUICKBOOKS	0		9/19/2019 12:18	Active	1
OFTC 1232	BUSINESS DATA ENTRY	35	Software	2/11/2021 10:17	Inactive	3
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
OFTC 1252	RECORDS MGMT CONCEPT/COMP APPL	0		2/11/2021 10:17	Inactive	3
OFTC 1280	MEDICAL TERMINOLOGY	0		2/11/2021 10:17	Inactive	3
OFTC 1281	MEDICAL TRANSCRIPTION	0		2/11/2021 10:17	Inactive	3
OFTC 2261	OFFICE PROCEDURES & TECHNOLOGY	0		2/11/2021 10:17	Inactive	3
OFTC 2262	INTEGRATED OFFICE PROCEDURES	0		2/11/2021 10:17	Inactive	3
OFTC 2265	OFFICE SUPERVISION/ADMIN	0		2/11/2021 10:18	Inactive	3
OFTC 2291	COOPERATIVE EXPERIENCE I	30	Handouts and Travel	2/22/2021 12:16	Inactive	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,	9/14/2022 12:32	Active	3
PHAR 1205	PHARMACY HOSPITAL CLINICAL	50	Travel, Drug Screen and Liability Insuran	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,	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	25	0 Supplies and Equipment	9/19/2019 12:18	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

POLI 1101	STATE & LOCAL GOVERNMENT	0	9/19/2019 12:18	Active	3
POLI 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
PVED 1103	GOLF	0	9/19/2019 12:18	Active	1
PVED 1104	BASKETBALL	0	9/19/2019 12:18	Active	1
PVED 1105	WEIGHT CONDITIONING I	45 Instructional Fee, Supplies, and Equipm	9/14/2022 12:36	Active	1
PVED 1107	VOLLEYBALL	0	9/19/2019 12:18	Active	1
PVED 1108	BASEBALL	0	9/19/2019 12:18	Active	1
PVED 1118	AEROBICS	0	9/19/2019 12:18	Active	1
PVED 1128	SOFTBALL	0	9/19/2019 12:18	Active	1
PVED 1130	INTRODUCTION TO PHYSICAL EDUCATION	0	8/15/2024 14:12	Active	3
PVED 1133	CONCEPTS OF PHYSICAL FITNESS	0	8/15/2024 14:12	Active	3
PVED 1136	AEROBICS II	0	9/19/2019 12:18	Active	1
PVED 1137	LIFE GUARD TRAINING I	90 Supplies, Equipment, and Certification f	9/14/2022 12:36	Active	1.5
PVED 1142	SPORTS AND MODERN SOCIETY	0	8/15/2024 14:12	Active	3
PVED 1143	WEIGHT CONDITIONING II	45 Instructional Fee, Supplies, and Equipm	9/14/2022 12:37	Active	1
PVED 1144	WEIGHT TRAINING I	45 Instructional Fee, Supplies, and Equipm	9/14/2022 12:37	Active	1.5
PVED 1160	FITNESS CENTER	45 Instructional Fee, Supplies, and Equipm	9/14/2022 12:38	Active	1
PVED 1164	INTRODUCTION TO COACHING	0	8/15/2024 14:12	Active	2
PVED 1165	FITNESS CENTER II	45 Instructional Fee, Supplies, and Equipm	9/14/2022 12:38	Active	1
PVED 1170	FITNESS CENTER III	45 Instructional Fee, Supplies, and Equipm	9/14/2022 12:38	Active	1
PVED 1175	FITNESS CENTER IV	45 Instructional Fee, Supplies, and Equipm	9/14/2022 12:39	Active	1
PVED 1180	AQUATIC FITNESS	45 PT Lab Assistants, Supplies and Equipm	9/15/2021 11:33	Inactive	1
PVED 1185	AQUATIC FITNESS II	45 PT Lab Assistants, Supplies and Equipm	9/15/2021 11:33	Inactive	1
PVED 1190	AQUATIC FITNESS III	45 PT Lab Assistants, Supplies and Equipm	9/15/2021 11:33	Inactive	1
PVED 1195	AQUATIC FITNESS IV	45 PT Lab Assistants, Supplies and Equipm	9/15/2021 11:33	Inactive	1
RAD 1200	RADIOLOGIC TECHNOLOGY ORIENTATION	ϕ- 10 Price increase due to Handbook and P;	9/19/2019 12:18	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, Inc	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, Inc	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 Liat	9/19/2019 12:18	Active	5
RAD 1208	RADIOLOGY CLINICAL II	150	Filmbadge, Travel, Drug Screen and Liat	2/1/2023 12:28	Active	6
RAD 1209	RADIOGRAPHIC EQUIPMENT & IMAGING II	100	Filmbadge, Supplies and Equipment, Inc	6/15/2022 14:23	Active	2
RAD 1210	RADIOLOGY PATHOLOGY	0	Price of books for course *Remove bool	6/15/2022 14:20	Active	2
RAD 1211	RADIOLOGY CLINICAL III	150	Filmbadge, Travel, Drug Screen and Liat	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 Liat	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	6/15/2022 14:21	Active	2
RAD 1220	COMPUTED TOMOGRAPHY APPLICATIONS	0	Price of books for CT program *Remove	6/15/2022 14:23	Active	4
RAD 1221	COMPUTED TOMOGRAPHY CLINICALS	75	Filmbadge, Travel, Drug Screen and Liat	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 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 1231	LEGAL & ETHICAL TOPICS IN HEALTHCARE	0		4/16/2021 12:54	Inactive	2
RAD 1232	MRI PRINCIPLES	0		9/19/2019 12:18	Active	4
RAD 1233	MRI APPLICATIONS	0		9/19/2019 12:18	Active	4
RAD 1234	MRI CROSS SECTION	0		9/19/2019 12:18	Active	2
RAD 1235	MRI CLINICAL	50	Filmbadge, Travel, Drug Screen and Liat	9/19/2019 12:18	Active	6
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 1206	CLASS B CDL DRIVING II	1550 Truck Usage and Repairs	2/12/2025 14:55	Inactive	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	3
UAS 1600	SUAS LAW/TEST PREP/FLIGHT	0	9/19/2019 12:18	Active	2
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	GASTUNGSTEN 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
REND LAKE COLLEGE BOARD POLICY &
PROCEDURE 3.1205 –
PERFORMANCE EVALUATION AND
TENURE OF FACULTY MEMBERS**

Rend Lake College Board of Trustees

February 10, 2026

RECOMMENDATION: To approve revisions to Rend Lake College Board Policy & *Procedure 3.1205 –Performance Evaluation and Tenure of Faculty Members* as presented, effective February 10, 2026.

RATIONALE: The tenured/tenure track faculty seniority list is updated each February and October as needed and requires Board approval for revisions.

EFFECTIVE DATE: February 10, 2026

3.1205 Performance Evaluation and Tenure of Faculty Members

POLICY

The single most important responsibility of the Rend Lake College Board, faculty, and staff is to provide a quality instructional program designed to promote effective student learning. Excellence of instruction can be achieved when the College employs only fully qualified faculty members. Faculty members should be familiar with the best pedagogical approaches and work in an atmosphere where the freedom to teach and learn is encouraged.

Evaluation is properly a function and responsibility of the administration. This evaluation program is not intended to be a punitive instrument. The purpose of evaluation is to improve the learning process, to apprise instructional staff of their strengths, weaknesses, progress, and overall status, to determine the desirability of tenure when an individual is eligible, and to provide information for use in making personnel decisions in accordance with [110 ILCS 805/3B](#).

The administration has developed systematic and professional procedures for the primary purpose of assessing the quality of instruction and academic support services at Rend Lake College and to determine which instructors shall have continued employment with the College. Certain guidelines for evaluation of faculty may be set forth in an applicable Collective Bargaining Agreement.

Because tenure confers special rights and privileges on the recipient, it is the policy of the Board to extend tenure to only the most qualified individuals who are otherwise eligible. For this policy and subsequent procedures, the following definitions will apply:

- A. Faculty Member means a full-time employee of the district regularly engaged in teaching or academic support services, but shall exclude supervisors, administrators, and all office support and physical plant employees.
- B. Academic Support Services includes counseling and the Learning Resources Center.
- C. Academic Support Personnel means contractual employees including counselors and professional librarians, excluding supervisors, administrators, office support and physical plant employees.
- D. School Year means the fall and spring semesters which constitute the regular academic year and shall exclude the summer session.
- E. Term means the fall or spring semesters within a school year.
- F. Notice means a written notice delivered in person or deposited in the U.S. Mail by Certified or Registered Mail, postage prepaid, addressed to the faculty member's last known address.
- G. Tenure means continuous contractual employment unless dismissed for adequate cause or due to a decision of the Board to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program.
- H. Full-Time Employment for the purposes of this tenure policy shall be defined as follows:
 - 1. Faculty Members: Faculty members must have an instructional load of at least thirty (30) equated semester hours per school year. An instructional load of less than thirty (30) equated semester hours per school year shall not be considered full-time employment. Faculty members on extended contract must have a proportionately higher load. See applicable Collective Bargaining Agreement.
 - 2. Academic Support Personnel: Academic support personnel must have a normal work week of at least 35 hours during the regular school year, i.e., the fall and spring semesters, but excluding the summer session. A normal work week of less than 35 hours per week during the regular school year shall not be considered full-time employment.
- I. Seniority means the length of continuous full-time employment since the last date of hire as a full-time faculty member. Conflicts in seniority among faculty members with the same beginning date of continuous employment shall be resolved on the basis of the earliest date on the initial contract of employment.

- J. Eligibility: Faculty members shall be eligible for tenure in accordance with the provisions of [110 ILCS 805/3 B-2](#). The Board reserves the right to extend the probationary period to four years in accordance with the Illinois Revised Statutes [110 ILCS 805/3 B-2](#).

PROCEDURE

Tenure recommendation for eligible faculty and staff members shall be initiated by the appropriate dean, director or coordinator. Recommendations shall generally be submitted in writing by February 1 (October 1 for staff members hired at the start of the spring semester) to the appropriate Vice President who in turn shall generally make recommendations by February 5 (October 5 for faculty and staff members hired at the start of the spring semester) to the President for their review and recommendation to the Board of Trustees.

The President shall generally submit any recommendations on the granting of tenure to the Board of Trustees by the second Tuesday in February (second Tuesday in October for staff members hired at the start of the spring semester). If the Board of Trustees decides to dismiss a non-tenured faculty or staff member, the Board shall generally give notice thereof to the faculty or staff member not later than sixty (60) days before the end of the school year or term, whichever is applicable. The Board may, at its option and pursuant to [3 B-2](#) of the Tenure Act, extend the probationary period for one additional school year by giving the faculty or staff member notice no later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Should the Board determine to extend the probationary period for one year, such notice must state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure, and all provisions of [Section 3 B-2](#) of the Tenure Act shall be followed.

A list of the tenured / tenure-track individuals will be maintained by the Chief Academic Officer (CAO) and will be reviewed and approved by the Rend Lake College Board of Trustees no later than their regularly scheduled October and February meetings.

TENURED/TENURE TRACK FACULTY AND STAFF SENIORITY LIST BEGINNING DATE OF

~~SEPTEMBER 09, 2025~~ FEBRUARY 10, 2026

CONTINUOUS, FULL-TIME EMPLOYMENT ON TENURE TRACK

Individuals who are tenured or who may be eligible to achieve tenure as defined by the Act are listed below. This list will be revised by February 1 of each year.

	Effective Date	Name
Agriculture	08/17/2009	Helmets, Kathy
Allied Health	08/17/2009	Fann, Amber
Art	01/12/2004	McClement-Engler, Melissa
Automotive	08/23/1999 08/21/2023	Perkins, Shannon Copple, Jay

Biology	08/22/2005 08/15/2013 08/16/2018	Ragan, Caroline Jones, Emily Duncan-Gunter, Karla
Business	08/12/2010	Jornd, Mark
Chemistry	08/22/2005	Sandrock, Paul
Computer Networking	08/08/2017	Edwards, Chris
Computer Science	08/18/2000 01/09/2006	*Carpenter, Shari Helm, Bradley
Cosmetology	06/01/2005 01/06/2025	Mitchell, Daphne Beltz, Andrea Jo
Criminal Justice	08/12/2010	Meek, Ronald
Culinary Arts	08/01/2011	Fairbanks, Jeff
Diesel Technology	08/08/2017	Jones, Colin
English	08/23/1999 08/23/1999 01/07/2008	Biggs, Rebecca Davis, Peggy Ervin, Joseph
Health & P.E.	08/18/1992	Wills, Tim
Heavy Equipment	08/12/2010	Vahlkamp, Zachary
History	08/16/2004 08/17/2009	* Leeck, Henry Brouwer, Nathan
Industrial Electronics	08/23/1999	*Sink, Chris

	08/11/2022 01/06/2025	Chambliss, Andrew Doolin, Johnnie
Math	08/18/2000 08/18/2014 08/16/2018	Caldwell, Cindy Martin, Alex Keen, Jeff
Music	08/20/2007	Sanders, Sara
Nursing	07/19/2017 01/03/2018 07/16/2018 09/12/2022 08/01/2024	*Wiley, Susan Griffith, Denise Hopfinger, Sarah Hostetter, Zachary McCoy, Cheyenne
Office Technology	01/08/2007	Bilderbeck, Sarah
Philosophy	08/16/2018	Kemling, Jared
Physical Science	08/21/2006 08/17/2015	*Hollmann, Greg Holland, Richard
Psychology	01/08/2001	Mitchell, Jeannie
Radiologic Technology	06/04/2007 01/03/2011 01/02/2014 01/01/2019	* Wilkerson, Kim * Robinson, Bria Heisner, Holly Nelson, Racheal
Sociology	08/12/2010	* Draper, Sarah
Speech	08/19/2005	Bailey-Smith, Elizabeth
Theater	01/07/2002	Webb, Tracey
Visual Communication Design	08/17/2001	Tarantino Linsin, Jennifer
Welding	08/15/2019	Meinert, Mike

STAFF TENURE

Reference, Librarian

08/16/2003

* West, Sandy

Academic Advisor

03/20/2005

* Jensik, Jena

07/01/2019

*Bauersachs, Heather

11/15/2019

*Bertolozzi, Jessica

08/16/2021

*Sean Carley

07/22/2024

*Deanna Hamilton

*Names with asterisk indicate tenured/tenure track but not members of bargaining unit.

Last Revised: February 2026

APPROVAL OF REVISIONS TO JOB DESCRIPTIONS

Rend Lake College Board of Trustees

February 10, 2026

RECOMMENDATION: To revise job descriptions as presented, effective February 10, 2026.

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

EFFECTIVE DATE: February 10, 2026

JOB DESCRIPTION

POSITION TITLE: Vice President –Academic & Student Services
DEPARTMENT: Academic & Student Services
REPORTS TO: President
SUPERVISES: Dean -Arts & Sciences, Coordinator -FYE, Director - Athletics, Director -TRIO Programs, Dean -Enrollment Services, Specialist -Communications, Dean -Student Success & Development/**Title III Student Success System Developer, and Director-Recreational Center.**
STATUS: Active
DATE: ~~10/14/2025~~ 02-10-2026

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

Vice President of Academic & Student Services (continued)

ENVIRONMENT

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

DISCLAIMER

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

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

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

JOB DESCRIPTION

POSITION TITLE: Coordinator - Student Success and Wellness
DEPARTMENT: Student Success & Development
REPORTS TO: Dean -Student Success and Development/Title III Student Success System Developer
SUPERVISES: ~~Specialist Recruitment & Student Success with Baseball and~~ Student Worker(s)
STATUS: Active
DATE: ~~8/9/2022~~ 02-10-2026

ESSENTIAL FUNCTIONS

1. Assist/partner with college staff to identify, develop, implement and support student success programs that will increase persistence and graduation rates.
2. Work with academic advising for students on probation to encourage them to utilize additional services that will help lead them to completion of academic goals.
3. Work as part of a team to develop and maintain relationships with secondary schools in our district.
4. Counsel students and parents with complex, extenuating, or unusual circumstances related to enrollment, verification, and/or financial aid opportunities.
5. ~~Supervise Specialist Recruitment, Student Success and Student Worker.~~
6. Lead the Community Enrichment and Cultural Arts committees.
7. Communicate and work closely with faculty members to identify academic issues and work to better develop early intervention strategies.
8. Plan, coordinate and assist with recruitment activities and campus tours.
9. Report, track, and assess the effectiveness of student success efforts.
10. Track success indicators of cohorts of entering majors; continually measure progress of individual students through graduation.
11. Assist First Year Experience Coordinator with semester content planning and delivery.
12. Collect data and formulate reports reflecting student success activities.
13. Work closely with Marketing and Public Information staff to produce informational materials.
14. Oversee daily operation of Wellness Center.
15. Oversee messaging of mental health services.
16. Act as primary contact of mental health services.

OTHER FUNCTIONS

17. Attend conferences and maintain professional affiliations to gain information for program development.
18. Represent the college during campus tours, at high school college fairs, financial aid seminars, and recruitment opportunities both on and off campus.
19. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with extended hours necessary to complete necessary functions. Some evening hours will be required.

DISCLAIMER

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

Coordinator - Student Success and Wellness (Continued)

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

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

JOB DESCRIPTION

POSITION TITLE: Specialist –Student Success
DEPARTMENT: Student Success and Development
REPORTS TO: Dean -Student Success and Development/**Title III Student Success System Developer**
SUPERVISES: N/A
STATUS: Active
DATE: ~~8/12/2025~~ **02-10-2026**

ESSENTIAL FUNCTIONS

1. Plan, coordinate, implement, and track retention activities across campus.
2. Assist/partner with college staff to identify, develop, implement, and track/assess the effectiveness of student success programs that will increase persistence and completion rates for target populations.
3. Counsel students and parents in respect to circumstances related to enrollment, verification, scholarships, and/or financial aid opportunities.
4. Report, track, and assess the effectiveness of student success efforts.
5. Assist members of the RL-Cares Team to address issues as identified by the student or staff and serve as a member of RL-Cares as directed.
6. Work with RLC's Marketing & Communication Department to disseminate information about educational opportunities and support services available to students.
7. Refer students to other services as needed or requested.
8. Represent RLC at high school and community events.
9. Assist in coordination of campus tours.
10. Support College functions and events across campus.
11. Coordinate and oversee campus food pantry.
12. Plan and implement Student Activities in conjunction with other Student Success staff.
13. Operate campus Welcome Center.

OTHER FUNCTIONS

14. Assist with walk-in advisement, as well as periodic CTE advisement.
15. Serve on RLC's Community Enrichment Committee, assist with Community Enrichment activities.
16. Assist in facilitation of the yearly IACAC College Fair.
17. Assist in management of Strategic Enrollment Management Plan as requested.
18. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Specialist –Student Success (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*	Permanent						
Exempt/Non-exempt	Non-Exempt						
Exemption Classification	N/A						

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

JOB DESCRIPTION

POSITION TITLE: Specialist –Business Office (Part-time)
DEPARTMENT: Business Office
REPORTS TO: ~~Controller~~ VP of Finance or designee
SUPERVISES: N/A
DATE: ~~12/14/2021~~ 02-10-2026

ESSENTIAL FUNCTIONS

1. Assist ~~the Accountant—Payroll & Financial~~ with payroll processing and corresponding required reporting.
2. Assist in the maintenance of journal entries for the college.
3. Assist in the preparation of reports for the college.
4. Provide and maintain coverage ~~to the Specialist—~~ for Accounts Receivable during periods of absence, breaks in coverage, and during periods of peak activity.
5. Assist ~~the Specialist—Accounts Payable~~ in the maintenance of vendor files.
6. Maintain the integrity and confidentiality of Business Office information.
7. Assist the ~~Accountant—Business Office~~ VP of Finance or designee as needed.
8. Maintain a courteous and friendly attitude with employees, students, and outside agencies when performing job functions.

OTHER FUNCTIONS

9. Participate in general Business Office Functions.
10. Assist other Business Office staff members.
11. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting, works a standard work week with compensatory time 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.

JOB DESCRIPTION

POSITION TITLE: Specialist –Business Office
DEPARTMENT: Business Office
REPORTS TO: ~~Controller~~ VP of Finance or designee
SUPERVISES: N/A
STATUS: Active
DATE: ~~5/11/2021~~ 02-10-2026

ESSENTIAL FUNCTIONS

1. Prepare, enter, and maintain journal entries for the college.
2. Prepare and maintain reports for the college.
3. Assist with preparation for audits of college financial records.
4. Prepare and reconcile daily deposits.
5. Prepare and submit monthly sales tax.
6. Balance and monitor assigned accounts. Review policies and procedures relating to Business Office functions. Suggest improvements to the administration and implement changes.
7. Assist ~~the Specialist~~ Accounts Receivable with the entry and maintenance of the fee attribute tables within the Student Billing Module.
8. Reconcile facility rental income.
9. Reconcile A/R for Advanced Tech programs.
10. Post student billing charges and credits to the General Ledger.
11. Process financial aid files.
12. Verify and receipt all payments to include both student payments and those obtained from auxiliary operations, internal departments, and other outside sources, balance the Business Office cash drawer, and prepare receipt totals.
13. Assist ~~the Accountant—Payroll & Financial~~ with payroll processing.
14. Enter and properly maintain the charge/credit code tables.
15. Provide and maintain coverage to the Specialist –Accounts Receivable during periods of absence, breaks in coverage, and during periods of peak activity.
16. Prepare monthly reconciliation for all of the College's cash and credit card accounts.
17. Maintain records related to unclaimed property held by the College and perform the necessary reporting associated with these records.
18. Maintain the integrity and confidentiality of Business Office information.
19. Assist the ~~Accountant—Business Office~~ VP of Finance or designee as needed.
20. Maintain a courteous and friendly attitude with employees, students, and outside agencies when performing job functions.

OTHER FUNCTIONS

21. Participate in general Business Office Functions.
22. Assist other Business Office staff members.
23. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with compensatory time 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.

Specialist – Business Office (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

JOB DESCRIPTION

POSITION TITLE: Specialist – Retention & Career Services
DEPARTMENT: Student Success & Development and TRIO
REPORTS TO: Dean -Student Success & Development/**Title III Student Success System Developer**
SUPERVISES: N/A
STATUS: Active
DATE: ~~12/14/2021~~ **02-10-2026**

ESSENTIAL FUNCTIONS

1. Administer career assessments.
2. Provide one-on-one career advising services to Rend Lake College students and prospective students on an on-going basis.
3. Maintain inventory of all career assessment materials.
4. Coordinate and conduct workshops, presentations and fairs related to understanding career development, selecting a major and making career decisions.
5. Represent Rend Lake College at community events.
6. Operate the Welcome Center and conduct campus visits when necessary.
7. Assist Enrollment Services with the development, implementation, tracking and evaluation of student success efforts.
8. Track success indicators of cohorts of entering majors; continually measure progress of individual students through graduation.
9. Communicate and work closely with faculty members to identify academic issues and work to better develop early intervention strategies.
10. Collect data and formulate reports reflecting student success activities.
11. Assist local industry with labor market needs and students with job placement by posting job opportunities and making connections.
12. Assist transfer students with college applications and college searches.
13. Assist students in securing a job through resume and cover letter workshops, mock interviews, and job searching.
14. Advise and register undecided, new, and continuing students as needed.
15. Work with academic counseling for students on probation to encourage them to utilize additional services that will help lead them to completion of academic goals.
16. Develop and monitor STARS workshops.
17. Work closely with Marketing and ~~Public Information~~ **Communications** staff to produce informational materials.
18. Refer students to other services as needed or requested.

OTHER FUNCTIONS

19. Attend conferences and maintain professional affiliations to gain information for program development.
20. Support college functions across campus.
21. Serve on committees as assigned.
22. Perform other duties as assigned

ENVIRONMENT

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

DISCLAIMER

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

Specialist – Retention & Career Services (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*

JOB DESCRIPTION

POSITION TITLE: Specialist –Recruitment & Student Success
DEPARTMENT: Student Success and Development
REPORTS TO: Dean -Student Success and Development/**Title III Student Success System Developer**
SUPERVISES: N/A
STATUS: Active
DATE: ~~8/12/2025~~ **02-10-2026**

ESSENTIAL FUNCTIONS

1. Plan, coordinate, implement, and track recruitment activities across campus.
2. Assist/partner with college staff to identify, develop, implement, and track/assess the effectiveness of student success programs that will increase persistence and completion rates for target populations.
3. Counsel students and parents with complex, extenuating, or unusual circumstances related to enrollment, verification, scholarships, university applications and transfer process, and/or financial aid opportunities.
4. Communicate with/visit district high schools monthly.
5. Coordinate recruitment efforts by working closely with college personnel in relation to programs and recruitment of students.
6. Serve as a member of RL-Cares as directed.
7. Work with RLC's Marketing & Communications Department to disseminate information about educational opportunities and support services available to students.
8. Assist in management of Strategic Enrollment Management Plan as requested.
9. Refer students to other services as needed or requested.
10. Represent RLC at high school and community events related to recruitment of students and align efforts with community outreach initiatives.
11. Assist with walk-in advisement, as well as periodic CTE advisement.
12. Coordinate campus tours

OTHER FUNCTIONS

13. Support College functions and events across campus.
14. Serve on RLC's Community Enrichment Committee and assist with Community Enrichment Week.
15. Facilitate/organize the yearly IACAC College Fair.
16. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Specialist – Recruitment & Student Success (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*	Permanent						
Exempt/Non-exempt	Non-Exempt						
Exemption Classification	N/A						

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

JOB DESCRIPTION

POSITION TITLE: Dean -Facilities and Campus Operations
DEPARTMENT: Facilities and Campus Operations
REPORTS TO: VP Finance and Auxiliary Services
SUPERVISES: Supervisor -Maintenance, Supervisor -Custodial, Supervisor -Grounds,
Administrative Assistant **Director** -Facilities & Campus Operations, Technician
–Shipping/Receiving (~~Part-Time~~), **Stipend -Coordinator of Sustainability and Renewable Energy**, and Work-Study Students
STATUS: Active
DATE: ~~1/1/2024~~ **02-10-2026**

ESSENTIAL FUNCTIONS

1. Recommend and implement college policies concerning Physical Plant.
2. Coordinate and supervise the maintenance staff to ensure the proper care, maintenance, and surveillance of the physical plant for safe and secure conditions. (15)%-time assignment)
3. Coordinate and supervise the maintenance/grounds staff to maintain the grounds in a proper manner.
4. Administer a comprehensive preventive maintenance program for all campus equipment.
5. Coordinate and supervise the assignments and time schedules of the custodial staff.
6. Develop, implement, and continually update an energy conservation program.
7. Prepare and manage the budget for the Physical Plant.
8. Ensure proper and adequate training of the physical plant.
9. Develop, implement, and continually update emergency procedures and act as coordinator during emergency conditions, such as tornadoes, snowstorms, etc.
10. Recommend employment, supervise and evaluate the Physical Plant Department.
11. Prepare State and Federal reports as mandated by the appropriate agencies.
12. Serve as project manager for the Asbestos Program and the Safe Air Program.

OTHER FUNCTIONS

13. Participate in management meetings with supervisors to review and discuss policy.
14. Adjust and respond to grievances of subordinates.
15. Create and update the Facilities Master Plan and Facility Improvement Plan every 5 years.
16. Serve on committees as assigned.
17. Support college functions across campus.
18. Attend all Board of Trustee meetings.
19. Maintain confidentiality.
20. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Dean – 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		Exempt					
Exemption Classification		Executive					

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

JOB DESCRIPTION

POSITION TITLE: Specialist -Financial Aid
DEPARTMENT: Financial Aid
REPORTS TO: ~~Director—Institutional Compliance & Research~~ Director -Financial Aid
SUPERVISES: Student Workers
STATUS: Active
DATE: ~~1/1/2024~~ 02-10-2026

ESSENTIAL FUNCTIONS

1. Assist students with information and application processes for grants, loans, scholarships, and student employment.
2. Assist in the processing and awarding of all federal and state financial aid programs.
3. Assist with or perform as directed tasks including, but not limited to: Return of Title IV funds; coordination of programs with outside agencies; processing student loans; management of the student employment program; completion of the Fiscal Operations Report and Application to Participate (FISAP); management of the Common Origination Disbursement (COD) with the Department of Education; etc.
4. Establish and maintain a Financial Literacy program for RLC students and, as appropriate, the community.
5. Coordinate and conduct financial aid awareness events, including FAFSA completion events, within local high schools and other locations as directed.
6. Mentor students on financial aid warning/probation.
7. Work with Community Outreach on the college's micro-scholarship program and associated efforts.
8. Assist in processing and billing for outside agencies.
9. Assist with completion of the verification process of the Student Aid Reports for Pell grants.
10. Review changes in the FAFSA process for the next year.
11. Update documents and keep current information on the RLC website.
12. Assist with completion of various reports internally and externally.
13. Assist with reconciliation of all financial aid programs.
14. Coordinate information with the Business Office and the Rend Lake College Foundation.
15. Assist with SAP reporting and processing.
16. Assist and coordinate correspondence and other general office responsibilities.
17. Advise and determine financial aid awards.
18. Assist in maintaining Policies and Procedures.
19. Participate in recruitment and retention efforts on and off campus.
20. Assist with financial aid software functions and updates.

OTHER FUNCTIONS

21. Attend conferences and maintain professional affiliations to gain information for program development.
22. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with overtime as necessary and approved in advance. Some travel and evening hours 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.

Specialist – Financial Aid (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*

JOB DESCRIPTION

POSITION TITLE: Laboratory Assistant -Rec Center (Part Time)
DEPARTMENT: Rec Center
REPORTS TO: ~~Director—Rec Center~~ Coordinator -Recreational Center with Assistant Men's Basketball Coaching
SUPERVISES: Student Workers
STATUS: Active
DATE: ~~11/8/16~~ 02-10-2026

ESSENTIAL FUNCTIONS

1. Assist in overseeing the preparation and daily operations of the recreation center.
2. Assist in the supervision of the rec center/weight room facilities/and track and field complex.
3. Provide assistance to all individuals who are utilizing the facilities and services offered at the Rec Center.
4. Perform office procedures as assigned.
5. Maintain an orderly, professional, and safe environment in the Center.
6. Assist students, faculty, community members and staff with wellness activities.

OTHER FUNCTIONS

7. Perform other duties as assigned.

ENVIRONMENT

Most of work is performed in a recreational center setting. Some lifting required. 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)					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: Executive Director –Administrative Services
DEPARTMENT: President's Office
REPORTS TO: President
SUPERVISES: ~~Administrative~~ **Executive** Assistant –President, Director -Human Resources, ~~Assistant~~ Director of Development –RLC Foundation, **Coordinator -Events,** and Student Worker(s)
STATUS: Active
DATE: ~~7/12/2021~~ **02-10-2026**

ESSENTIAL FUNCTIONS

1. Provides administrative support to the President.
2. Directly handles matters of institutional importance on behalf of the President as appropriate and works closely with the President to keep him/her updated on last minute and changing situations.
3. Is responsible for official functions/events hosted by the President.
4. Coordinates special projects on behalf of the President, frequently involving senior administrators of the college.
5. Serves as chief aide and liaison to the College Board of Trustees and handles support activities and matters of institutional significance for the Board on behalf of the President.
6. Provides administrative support to the Board of Trustees including arranging travel; scheduling meetings; preparing minutes for all board of trustee meetings; maintaining permanent Board of Trustees records; coordinating development of board meeting agendas and preparation of the monthly board packet.
7. Maintains the Board Policy & Procedure Manual and Job Descriptions for the college.
8. Maintains the college organizational chart.
9. Participates with the President and other senior officers in institutional planning, policy development, and problem resolution.
10. Coordinates strategic planning efforts for the President's Office, Board of Trustees, and Human Resources.
11. Collaborates with college senior leadership to coordinate Higher Learning Commission accreditation activities.
12. Oversees the assigned functions of the Human Resources Department.
13. Oversees the assigned functions of the Rend Lake College Development Office.
14. Is responsible for administering exit interviews for all full-time employees, collecting the data, and evaluating trends.
15. Oversees the assigned functions and coordination of campus events.
16. Evaluates emerging administrative trends with recommendations and oversight as appropriate.
17. Recommends and monitors control of budgets for the President's Office, Board of Trustees, ~~Higher Learning Commission,~~ Human Resources, **and** Development Office, ~~and Campus Police Department.~~
18. Serves as a member of the President's Cabinet and Executive Leadership Team (PELT).
19. Schedules meetings, prepares agendas, takes and records minutes, and distributes information to PELT.
20. Serves as the college's Open Meetings Act Designee and FOIA Officer.
21. Coordinates Leadership Opportunities across campus.

Executive Director – Administrative Services (Continued)

OTHER FUNCTIONS

- 22. Attends all Board of Trustee meetings.
- 23. Serves on committees as assigned.
- 24. Supports college functions across campus.
- 25. Maintains confidentiality.
- 26. Performs other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

	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

JOB DESCRIPTION

POSITION TITLE: Dean - Enrollment Services
DEPARTMENT: Enrollment Services
REPORTS TO: VP –Academics and Student Services
SUPERVISES: Advisor -Academic, Specialist -Testing and Placement, Director -Student Records/Registrar, ~~Director – Land of Lincoln AmeriCorps~~, Coordinator - Dual Credit/Academic Advisor, and Student Workers
STATUS: Active
DATE: ~~1/1/2024~~ 02-10-2026

ESSENTIAL FUNCTIONS

1. Train all campus advisors.
2. Advise students.
3. Recommend employment, assign work and evaluate employees; respond to grievances.
4. Prepare and maintain the budget for Enrollment Services.
5. Develop, coordinate and evaluate the advising program, to include advisors and faculty advisors.
6. Coordinate high school advisement outreach.
7. Oversee and update website for Enrollment Services.
8. Serve as a Transfer Coordinator.
9. Develop and maintain liaisons with the College's staff and faculty and with area educational institutions and community agencies.
10. Coordinate advisement dates for all semesters.
11. Serve as Campus Security Authority member.
12. Serve as Advisor of Phi Theta Kappa
13. Coordinate assessment and program review of Enrollment Services.
14. Coordinate on campus and high school placement testing.
15. Coordinate annual high school counselors' workshop.
16. Attend articulation conferences with four-year colleges and universities and relay information to all advisors.
17. Evaluate and use data in decision-making to build and enhance enrollment processes and strategies.
18. Serve as liaison between the college and secondary schools for dual credit and transition services.
19. Coordinate the Credit Recovery program.
- ~~20. Oversee the AmeriCorps grant and assigned functions.~~
21. Oversee and update website for dual credit.

OTHER FUNCTIONS

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

ENVIRONMENT

Sometimes works in an office setting, sometimes travels off-campus. Works hours required to accomplish objectives.

DISCLAIMER

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

Dean -Enrollment Services (Continued)

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

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

JOB DESCRIPTION

POSITION TITLE: Dean –Applied Science & Technology
DEPARTMENT: Applied Science and Technology
REPORTS TO: VP –CTE and Student Support
SUPERVISES: Full & Part-time Faculty, Support Staff, Office Support Staff, Director - Instructional Design & Assessment, CTE Mentor/Success Coach, **Director - Competency Based Education, Coordinator-Online Learning & Accessibility, Stipend -Coordinator Entrepreneurship,** and Student Workers
STATUS: Active
DATE: ~~10/14/2025~~ **02-10-2026**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

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

DISCLAIMER

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.

Dean -Applied Science & Technology (Continued)

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

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

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 Specialist –CTE Analyst and Institutional Research (Part-Time)**
STATUS: Active
DATE: ~~10/14/2025~~ **02-10-2026**

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

JOB DESCRIPTION

POSITION TITLE: Accountant - Business Office
DEPARTMENT: Business Office
REPORTS TO: Controller
SUPERVISES: N/A
STATUS: ~~Active~~ Inactive
DATE: ~~12/10/2024~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Develop, prepare, and maintain monthly and annual financial statement close-outs for the College.
2. Prepare, enter, and maintain journal entries for the College and the Rend Lake College Foundation.
3. Reconcile and monitor grants within the projects accounting module in the computerized accounting system for the college.
4. Provide needed accounting functions for specific grants as required by grant agreements.
5. Assist in the entry to and maintenance of the general ledger chart of accounts.
6. Prepare and maintain reports for the college, state, federal, and other reporting agencies - i.e. Uniform Financial Reporting Statements, monthly trial balances, grant quarterly reports, etc.
7. Assist with audits of College and Foundation financial records. Prepare and coordinate audit work papers as needed for the College and Foundation.
8. Review and reconcile daily deposits for the College.
9. Prepare and post electronic deposits to the College bank accounts.
10. Review policies and procedures relating to Business Office functions. Suggest improvements to the administration and implement changes.
11. Complete drawdowns and wires from the various College bank accounts.
12. Prepare monthly reconciliations of College assets and liability accounts as assigned.
13. Maintain and input various miscellaneous College receivables sent to outside organizations.
14. Assist the Accountant – Payroll & Financial with payroll processing of the College.
15. Provide and maintain coverage to the Specialist-Accounts Receivable during periods of absences, breaks in coverage, and during periods of peak activity.
16. Distribute all required information associated with the accounting function to fiscal managers of the College and Foundation as requested.
17. Prepare monthly bank reconciliations for the Rend Lake College Foundation.
18. Prepare periodic board financial reports for the Rend Lake College Foundation and attend any required meetings.
19. Insure the integrity and confidentiality of Business Office information.
20. Maintain a courteous and friendly attitude with employees, students, and outside agencies when performing job functions.

OTHER FUNCTIONS

21. Participate in general Business Office functions.
22. Assist other Business Office staff members.
23. Perform other duties as assigned.

ENVIRONMENT

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

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.

Accountant – Business Office 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)					FT		
Perm/Temp*					PERM		
Exempt/Non-exempt					Exempt		
Exempt Classification					Learned Professional		

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

Coordinator – Technology Integration and Training

JOB DESCRIPTION

POSITION TITLE: Coordinator - Technology Integration and Training
DEPARTMENT: Information Technology
REPORTS TO: Chief Information Officer
SUPERVISES: Technician-Help Desk & Support, Technician-Computer (Part-time), and Student Workers
STATUS: ~~Active~~ Inactive
DATE: ~~10/8/2024~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Create/update training materials for college systems and applications including the college ERP, the Learning Management System and other programs integrated or developed to support administrative and instructional functions.
2. Utilize current technology to provide documentation and training materials online.
3. Train faculty and staff on new software and hardware implementations supported by the IT Department.
4. Coordinate integration, training and technical support for the college's Course Management System.
5. Coordinate training and technical support for help desk and self-service applications.
6. Coordinate the staffing of the Help Desk, supervise and evaluate Help Desk personnel, and answer Help Desk calls as needed.
7. Compile data to document and evaluate training activities and help desk services, and other software/hardware integrations.
8. Assist in preparing the annual budgets for Information Technology, Audiovisual, and Marketing & Public Information.
9. Investigate, recommend and support technology integrations to improve administrative and instructional functions.
10. Process orders, track expenditures and reconcile budgets for IT department accounts and telecommunication expenses.
11. Coordinate and process quotes for equipment purchases and services as directed.
12. Maintain contract expiration documentation and software / hardware maintenance renewals.
13. Monitor the ISR system and assign new requests to appropriate personnel.
14. Maintain and update endpoint system restoration programs and assist with management of enterprise applications.
15. Coordinate and maintain Information Technology documents for the annual audit and HLC archives.
16. Assist computer technicians and other IT staff, as well as Marketing & Public Information staff, with projects as directed.

OTHER FUNCTIONS

17. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting, works a standard work week with overtime as necessary and approved in advance. Some travel, may be required.

DISCLAIMER

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

Coordinator – Technology Integration and Training (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*

Developer – Title III Student Success System

JOB DESCRIPTION

POSITION TITLE: Developer- Student Success System
DEPARTMENT: Title III
REPORTS TO: Title III Project Director
SUPERVISES: N/A
STATUS: ~~Active~~ Inactive
DATE: ~~10/10/2023~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Oversee acquisition and implementation of new student success management software.
2. Coordinate with external vendors and Rend Lake College faculty/staff to develop new student success management system and to customize the system to support underserved student groups.
3. Oversee Title III Success Coaches assisting with pilots of the new student success management system.
4. Assist in project evaluation efforts.
5. Coordinate with project staff and Rend Lake College faculty/staff to institutionalize the new student success management system.
6. Work closely with the Title III Project Director to document project implementation.
7. Coordinate with IT and other departments as needed to implement new student success management software.
8. Provide necessary documentation for Title III reporting.

OTHER FUNCTIONS

9. 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.

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

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

JOB DESCRIPTION

POSITION TITLE: Director – Institutional Compliance and Research
DEPARTMENT: Institutional Compliance & Research
REPORTS TO: Vice President -- Institutional Effectiveness
SUPERVISES: Financial Aid Staff, Project Manager (in cooperation with IT), Student Workers
STATUS: ~~Active~~ Inactive
DATE: ~~1/1/2024~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Provide leadership to departmental staff, evaluate staff reporting directly to this position, and work with the Vice President of Institutional Effectiveness to recommend employment of personnel.
2. Ensure compliance with federal, state, and institutional policies, working with various college departments as appropriate and / or as directed.
3. Serve as Director of Financial Aid.
4. Recommend and monitor control over departmental budgets, and coordinate strategic planning efforts for the department.
5. Perform or delegate tasks including, but not limited to: Return of Title IV funds; coordination of programs with outside agencies; processing student loans; management of the student employment program; completion of the Fiscal Operations Report and Application to Participate (FISAP); management of the Common Origination Disbursement (COD) with the Department of Education; professional judgements; management and reconciliation of financial aid programs; record management; etc.
6. Maintain up-to-date knowledge of all Federal Title IV, Higher Education Act, FERPA, Privacy Act, and state regulatory laws, and assist with Higher Learning Commission compliance requirements.
7. Develop and execute an annual monitoring system to ensure that key financial aid and enrollment reporting functions are evaluated on a recurring basis.
8. Monitor retention trends and work with appropriate college staff to facilitate improvements.
9. Oversee the microscholarship program.
10. Gather information for and assist with audit completion, and consult on any necessary remediation.
11. Assist the Vice President of Institutional Effectiveness with monitoring progress of institutional strategic planning projects.
12. Work with the Vice President of Institutional Effectiveness to coordinate submission of program review to the ICCB.
13. Assist with maintenance of the Rend Lake College Policy Manual and with the development and implementation of policies and procedures to comply with changes in governmental laws and regulations.
14. Maintain and update the Financial Aid Policies and Procedures manual.
15. Monitor emerging trends in financial aid, institutional research, compliance and related fields, and recommend and develop any appropriate strategies / projects.
16. Maintain master calendar of all federal, state, and agency reporting dates and ensure compliance.
17. Oversee Institutional Research staff to ensure proper and timely reporting of data to appropriate agencies, and work with IR and other departments to collect and analyze student and institutional information for trends.
18. Ensure completion and validation of various reporting internally and externally.

OTHER FUNCTIONS

19. Attend all Board of Trustees meetings and other meetings as directed by the President and Vice President of Institutional Effectiveness.
20. Recommend and participate in professional development activities for the Director and departmental staff as appropriate.
21. Perform other duties as directed.

Director – Institutional Compliance and Research (continued)

ENVIRONMENT

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

DISCLAIMER

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

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

Director - Instructional Design & Assessment

JOB DESCRIPTION

POSITION TITLE: Director-Instructional Design & Assessment
DEPARTMENT: Instruction & Student Affairs
REPORTS TO: Dean – Applied Science and Technology
SUPERVISES: Coordinator-Instructional Design & Assessment
STATUS: ~~Active~~ Inactive
DATE: ~~1/1/2024~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Provide support and training to faculty and staff with technology-based projects and tools, including the college's LMS and assessment software.
2. Develop, coordinate, and deliver training sessions related to instructional technology.
3. Provide assistance/training in online course development, web-based instructional modules, and teaching methods.
4. Provide Microsoft Office or other related trainings to faculty, staff, and community partners as requested.
5. Keep abreast of current technology and share technical resources with faculty, staff and students.
6. Collaborate with administration in advancing the college by fulfilling the technology and instructional needs of faculty, staff, and students.
7. Lead the college's assessment processes including support and training.
8. Chair or co-chair the Institutional Assessment Committee.
9. Serve as unit administrator and campus liaison for the college's assessment software.
10. Develop and coordinate online readiness tool(s) for students.
11. Coordinate the online/hybrid course review process to ensure instructional quality.
12. Chair or co-chair the Online Committee.
13. Teach courses as assigned.

OTHER FUNCTIONS

14. Assist with documentation and reports as requested.
15. Other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with occasional extended hours to complete necessary functions. Some travel and evening work may be required.

DISCLAIMER

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

Director - Instructional Design & Assessment (Continued)

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

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

Director – Land of Lincoln AmeriCorps

JOB DESCRIPTION

POSITION TITLE: Director - Land of Lincoln AmeriCorps
DEPARTMENT: AmeriCorps
REPORTS TO: Dean – Enrollment Services
SUPERVISES: AmeriCorps members and Student Workers
STATUS: ~~Active~~ Inactive
DATE: ~~1/1/2024~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Serve as Project Director for the “Land of Lincoln Southern Seven AmeriCorps” grant.
2. Maintain information relative to grant goals, personnel, and budget.
3. Assemble and utilize a Project Advisory Committee as a source of feedback regarding operational policies and project improvement.
4. Ensure appropriate site supervision, campus coordination, and compliance with terms of grant agreements.
5. Prepare and disseminate budget and progress reports to local, state, and federal agencies.
6. Provide leadership in the expansion of grant activities and write re-applications for future funding.
7. Supervise and evaluate student workers.

OTHER FUNCTIONS

8. Travel throughout Illinois making service site visits as needed.
9. Attend conferences and meetings relevant to management of the operational grant proposal.
10. Visit other active AmeriCorps program sites throughout Illinois to gain insight into the needs of operational projects.
11. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works hours required to accomplish objectives. Requires frequent statewide travel.

DISCLAIMER

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

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

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

Director – Medical Assistant Program

JOB DESCRIPTION

POSITION TITLE: Director-Medical Assistant Program
DEPARTMENT: Allied Health
REPORTS TO: Dean - Allied Health
SUPERVISES: N/A
STATUS: ~~Active~~ Inactive
DATE: ~~10/01/18~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Instruct lecture and/or laboratory classes as assigned.
2. Select, order, prepare, and maintain necessary materials, supplies and equipment, which aid in the actual classroom instruction.
3. Supervise and maintain related laboratories and laboratory equipment.
4. Prepare and administer appropriate evaluation instruments as necessary to determine the progress of the student.
5. Hold office hours as assigned for the purpose of counseling with students concerning course work.
6. Assist in programmatic and course assessment.
7. Act as Practicum Coordinator; must approve appropriate Practicum sites.
8. Provide orientation for onsite supervisors.
9. Provide oversight of the Practicum experience.
10. On site assessment of student experiences and quality of learning opportunities every semester.

OTHER FUNCTIONS

11. Assist in the academic advisement and career counseling of students as requested.
12. Assist in the curricula development of the appropriate program.
13. Serve on committees as appointed.
14. Aid in the recruitment of students to the college.
15. Attend general faculty meetings and departmental meetings.
16. Attend the college graduation ceremony.
17. Mentor Dual Credit Instructors.
18. Follow MAERB guidelines for initial CAAHEP accreditation and follow up accreditation processes.
19. Follow Policy & Procedures outlined in the CAAHEP Program Directors Handbook and attend accreditation workshops.
20. Perform other duties as assigned.

ENVIRONMENT

Works in an office, classroom and/or laboratory setting. Works hours required to accomplish objectives.

DISCLAIMER

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

Director – Medical Assistant Program (continued)

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

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

Major Gifts Officer - Rend Lake College Foundation (Part-time)

JOB DESCRIPTION

POSITION TITLE: Major Gifts Officer - Rend Lake College Foundation (Part-time)
DEPARTMENT: Rend Lake College Foundation
REPORTS TO: Director – Development of the Rend Lake College Foundation
SUPERVISES: NA
STATUS: ~~Active~~ Inactive
DATE: ~~1/1/2025~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Serve as a member of the RLC Foundation Development team and work collaboratively to accomplish overall fundraising goals.
2. Work with the RLC Executive Director of Administrative Services and Director of Foundation in supporting the current and future endeavors of the College.
3. Maintain a direct line of communications with the RLC Executive Director of Administrative Services and Director of Development to assure that the College and Foundation goals/projects are in alignment.
4. Develop, implement, and supervise a comprehensive, yearly, and future fundraising plan/s for major gifts, special projects, corporate, and planned gifts.
5. Work with the Director of Foundation to manage all major gifts procurement within capital campaigns and oversee the success of the campaign.
6. Will engage in and be responsible for all aspects of the major gifts donor development cycle, including: donor identification, cultivation, solicitation, acknowledgement, and stewardship.
7. Gather, update information, and enter actions/moves obtained from donor contacts into the Award Spring software.
8. Develop and present fundraising, progress reports at the RLC Foundation board meetings.
9. Provide input for the Foundation board development committee.
10. Participate in RLC Foundation and interrelated RLC events.
11. Work with the Director of Foundation and development team to develop the Annual Dinner agenda and serve as spokesperson at the event as appropriate.
12. Coordinate the development of major gifts fundraising marketing materials.
13. Promote a positive image while participating in a variety of meetings, committees, and/or activities within the College's district to communicate information regarding the College and Foundation in the public
14. Adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, reflect optimistic and positive attitude, and convey sensitivity to the needs of the donor.
15. Participate in professional development activities by attending conferences and workshops to develop expertise in fundraising.

ENVIRONMENT

Works in an office setting. Works hours set by Director of Development – RLC Foundation. 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.

Recruiter – CTE

JOB DESCRIPTION

POSITION TITLE: Recruiter - CTE
DEPARTMENT: CTE & Student Support
REPORTS TO: VP – CTE and Student Support
SUPERVISES: N/A
STATUS: ~~Active~~ Inactive
DATE: ~~1/1/2024~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Provide outreach and guidance to potential CTE students.
2. Visit high schools and speak with groups and meet with students individually, collaborate with school counselors to promote recruitment activities and arrange visits from prospective students and family members.
3. Provide information regarding admission requirements and program benefits to prospective students and parents via phone, mail, and visits; follow up with mail or phone call as appropriate.
4. Assist in coordinating special events and supportive services relevant to CTE.
5. Create a database and maintain continual and timely communication that meets the needs of prospective and current students.
6. Maintain confidentiality.
7. Attend relevant meetings and conferences.
8. Ensure compliance with CTE specific grants as assigned.
9. Produce follow-up reports regarding activities and future recruiting.
10. Serve on internal committees to implement student recruitment activities.
11. Assist in answering routine inquiries about admissions.
12. Maintain a general knowledge of RLC programs, policies, procedures and personnel.
13. Maintain time and effort reporting.
14. Assist CTE divisions with tasks as assigned.
15. Assist with Community Outreach events.

OTHER FUNCTIONS

16. Compose correspondence as necessary.
17. Support College functions across campus.
18. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Specialist – Recruitment (Continued)

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

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

Specialist – CTE Analyst and Institutional Research (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Specialist – CTE Analyst and Institutional Research (Part-Time)
DEPARTMENT: Resource Development (Grants)
REPORTS TO: VP – CTE and Student Support
SUPERVISES: N/A
STATUS: ~~Active~~ Inactive
DATE: ~~01/01/2025~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Assist in the gathering and analysis of information needed as part of reporting and appropriate applications.
2. Assist in the preparation of reports as assigned.
3. Extract and analyze data from various systems and sources to provide relevant and timely information needed to evaluate enrollment and enrollment trends in CTE.
4. Assist in the monitoring of grant compliance and performance as needed.
5. Provide analysis of trends and possible causes in an understandable format to be used in institutional planning and decision making.
6. Conduct research for institutional self-assessment and planning.
7. Analyze institutional data and present possible courses of action to address gaps in performance.
8. Analyze labor market data in light of course and program offerings to highlight opportunities which may exist for future growth.
9. Analyze data for enrollment, retention, completion, student success, and job placement in light of assessment of student outcomes and institutional assessment.
10. Assist in special research projects as needed.

OTHER FUNCTIONS

11. Serve on committees as assigned.
12. Participate in campus activities as assigned.
13. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Specialist – Title III Sustainable Manufacturing

JOB DESCRIPTION

POSITION TITLE: Specialist – Sustainable Manufacturing
DEPARTMENT: Title III
REPORTS TO: Title III Project Director
SUPERVISES: N/A
STATUS: ~~Active~~ Inactive
DATE: ~~10/10/2023~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Lead development and pilots of new courses for Industrial Wiring and Renewable Energy certificates and Logistics and Operations Management AAS degree, with support from subject matter experts and adjunct faculty.
2. Oversee equipping of instructional spaces for the sustainable manufacturing academic programs.
3. Assist in project evaluation efforts.
4. Coordinate with Rend Lake College faculty and staff to institutionalize the new academic programs, including provide assistance to Rend Lake College administration with program approval/accreditation process.
5. Work closely with the Title III Project Director to document project implementation.
6. Assist in preparing formative, summative, and performance reports.
7. Coordinate with industry partners to ensure grant objectives are appropriately addressed.
8. Recruit for the curriculums consistent with Title III grant.
9. Assemble Advisory Committees for proper implementation of curriculums.

OTHER FUNCTIONS

10. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

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

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

Specialist – Upward Bound

JOB DESCRIPTION

POSITION TITLE: Specialist – Upward Bound
DEPARTMENT: TRIO
REPORTS TO: Director – TRIO Programs
SUPERVISES: N/A
STATUS: ~~Active~~ Inactive
DATE: ~~11/8/16~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Coordinate the design and implementation of academic related workshops, study groups and tutorial sessions for Upward Bound participants.
2. Develop and implement individualized instructional plans for each Upward Bound participant.
3. Provide responsive and quality customer service to Upward Bound participants.
4. Serve as a liaison for participating high schools and Rend Lake College.
5. Prepare performance and attendance reports for Upward Bound Participants.
6. Oversee onsite tutoring at high schools.
7. Organize and attend “Saturday College” sessions.
8. Provide referrals and use of institutional and community support services as needed.
9. Maintain accurate records in a timely manner and update records/database according to federal guidelines.
10. Assist TRIO Director in preparing and submitting Annual Performance Report to the U.S. Department of Education and any other required reports.
11. Assist Upward Bound participants with financial aid, scholarships and the college application process.
12. Plan and attend educational, cultural and social field trips during the academic and summer component.
13. Provide students with educational, career, social and civic opportunities that will help develop leadership skills.

OTHER FUNCTIONS

14. 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. 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.

Specialist – Upward Bound (Continued)

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

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

Specialist - Community and Corporate Education

JOB DESCRIPTION

POSITION TITLE: Specialist - Community and Corporate Education
DEPARTMENT: Community and Corporate Education
REPORTS TO: Director – Workforce Development
SUPERVISES: Student Worker
STATUS: ~~Active~~ Inactive
DATE: ~~10/08/2024~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Assist in organizing special events.
2. Develop, facilitate, and administer all professional development and noncredit programs including summer youth camps.
3. Identify the needs of the community and develop course offerings and new course ideas designed to meet those needs.
4. Develop, plan, and distribute all marketing materials, such as promotional brochures, flyers, and catalogs using support services of the College.
5. Calculate and process payroll for instructors and trainers based on college policy.
6. Enter the schedule for credit/non-credit courses.
7. Reconcile records with financial reports and budgets.
8. Prepare deposits, purchase orders, expense sheets, and invoices.
9. Update and organize various mailing lists and information relative to the department.
10. Attend meetings, record and distribute minutes.

OTHER FUNCTIONS

12. Conduct public speaking engagements on behalf of the college as needed.
13. Attend conferences and meetings relative to the position.
14. Supervise registration process for participants (computerization, maintenance of files, receipts, deposits, refunds, etc.)
15. Schedule room usage for trainings and conferences.
16. Develop and maintain instructional materials, evaluations, informational packets, rosters, etc.
17. Perform other duties as assigned.

ENVIRONMENT

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

Specialist – Community & Corporate Education (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

Administrative Assistant – CCAMPIS/Rend Lake College Foundation Children’s Center (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant - CCAMPIS/Rend Lake College Foundation Children’s Center (Part-Time)
DEPARTMENT: Rend Lake College Foundation Children’s Center
REPORTS TO: Director – Rend Lake College Foundation Children’s Center
SUPERVISES: N/A
STATUS: ~~Active~~-Inactive
DATE: ~~12/14/2021~~ 2/10/2026

ESSENTIAL FUNCTIONS

1. Establish and maintain student files for grant participants.
2. Establish and maintain financial files related to grant activities.
3. Compile reports, surveys, evaluations, and other required documentation
4. Process requisitions, invoices and professional correspondence in a timely manner.
5. Reconcile records with financial reports
6. Schedule, coordinate, and attend meetings as assigned
7. Provide office management and administrative support.
8. Maintain confidentiality.
9. Perform general clerical duties such as filing, typing, copying and receptionist duties.
10. Prepare and distribute meeting minutes.
11. Maintain a general knowledge of RLC programs, policies, procedures and personnel.
12. Actively participate in and assist in the coordination of department activities and recruitment.

OTHER FUNCTIONS

13. Maintain schedules for department.
14. Update and revise information relative to the department.
15. Compose correspondence as necessary.
16. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works hours set by the campus coordinator.

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 – CCAMPIS/Rend Lake College Foundation Children's Center (Part-Time)

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

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

Director – Workforce Development

JOB DESCRIPTION

POSITION TITLE: Director – Workforce Development
DEPARTMENT: Community & Corporate Education
REPORTS TO: Dean – Applied Sciences and Technology
SUPERVISES: Coordinator-Industry Training & Apprenticeship and Specialist – Community & Corporate Education
STATUS: ~~Active~~ **INACTIVE**
DATE: ~~07/09/2024~~ 02/10/2026

ESSENTIAL FUNCTIONS

1. Develop and facilitate high impact activities that coordinate an academic success program for apprenticeship students while promoting an environment of academic excellence and promoting student success and retention.
2. Develop, market, and coordinate training opportunities to local professionals and area businesses.
3. Provide training for industry.
4. Coordinate the lead of collection, interpretation and reporting of data necessary for programs, grants, and training to adhere to federal and state regulations.
5. Travel both local and statewide as needed.
6. Stay abreast of current workplace and/or industry needs to develop related training solutions.
7. Strengthen business partnerships by meeting employment needs.
8. Assist CTE students with gaps in soft skills by providing Employability Skills
9. Develop and coordinate training and testing programs in conjunction with business and industry.
10. Utilize labor market data and business relationships to coach students and provide direction for programs.
11. Maintain records for mandated training and certifications.
12. Advise apprenticeship students as needed.
13. Serve as liaison between the college and employers for apprenticeship programs.
14. Align strategies including apprenticeship, internship, on-the-job training and placement programs in support of students and local industry.
15. Work with administrative team to identify and research grant opportunities and proposals. Provide information and data as requested.
16. Coordination and promotion of competency-based education programs and micro-credentials.
17. Collaborate extensively with internal and external stakeholders to inform, understand, and develop strategies focused on ensuring current and future workforce needs are identified and met.
18. Represent Rend Lake College at the state and national level, as appropriate or necessary.

OTHER FUNCTIONS

19. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Director- Workforce Development (continued)

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

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

Director – Community, Corporate & Workforce Education

JOB DESCRIPTION

POSITION TITLE: Director –Community, Corporate & Workforce Education
DEPARTMENT: Community & Corporate Education
REPORTS TO: Dean –Applied Sciences and Technology
SUPERVISES: Coordinator -Industry Training & Apprenticeship and Coordinator –Community & Corporate Education
STATUS: Active
DATE: 02/10/2026

ESSENTIAL FUNCTIONS

1. Develop and implement a comprehensive vision for community, corporate and workforce education programs, including workforce development, apprenticeships, professional development, and lifelong learning.
2. Lead efforts to identify and respond to regional workforce needs through partnerships with employers, economic development agencies, and community organizations.
3. Oversee development, marketing, and delivery of training programs for business and industry, including customized solutions and short-term certifications.
4. Supervise coordinators and staff to ensure effective program management, compliance, and customer service.
5. Collaborate with internal departments to integrate noncredit and credit pathways, competency-based education, and micro-credentials.
6. Manage budgets, contracts, and reporting for grants and corporate/workforce initiatives.
7. Represent the college at local, state, and national meetings related to community, corporate and workforce education.
8. Utilize labor market data to inform program development and advise stakeholders.
9. Support and assist with apprenticeship, internship, and on-the-job training programs by engaging with employers to ensure alignment with workforce needs and student success.
10. Support and collaborate on the design, delivery, and continuous improvement of professional development and noncredit programs to meet community and industry demand.
11. Ensure compliance with federal, state, and accreditation requirements for corporate and workforce programs.
12. Drive marketing and outreach strategies to increase program visibility and enrollment.
13. Stay abreast of evolving workplace and/or industry needs to develop related training solutions.
14. Strengthen employer partnerships by supporting or developing solutions that address workforce and employment needs.
15. Provide and support employability skills/soft skills programming for CTE and other learners.
16. Work with administrative team to identify and research grant opportunities and proposals. Provide information and data as requested.
17. Collaborate extensively with internal and external stakeholders to inform, understand, and develop strategies focused on ensuring evolving workforce needs are identified and met.

OTHER FUNCTIONS

18. Conduct public speaking engagements on behalf of the college as needed.
19. Attend conferences and meetings relative to the position.
20. Perform other duties as assigned.

ENVIRONMENT

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

Director – Community, Corporate & Workforce Education (continued)

DISCLAIMER

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

	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		Learned Professional					

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

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE *POLICY AND
PROCEDURE 3.1010 -
SELECTION OF PERSONNEL
(FIRST READING)***

Rend Lake College Board of Trustees

February 10, 2026

RECOMMENDATION: To approve revisions to Rend Lake College *Policy and Procedure 3.1010 – Selection of Personnel (First Reading)* as presented, effective March 10, 2026.

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

EFFECTIVE DATE: March 10, 2026.

3.1010 Selection of Personnel

POLICY

All full-time positions and salaries at the College will be considered for creation and elimination by the Board of Trustees based upon the recommendation of the President.

All personnel shall be selected on the basis of merit. Applicants will be judged on evidence of professional, educational and /or vocational qualifications.

It shall be the responsibility of the President to ensure that all candidates recommended for employment meet the qualifications established by the Board of Trustees and by statutes for the positions recommended.

When a vacancy occurs in an existing and budgeted position, the President is authorized to transfer an existing employee to the position with subsequent appointment or ratification by the Board of Trustees.

When advertising an open position, ~~anyone presently on the staff~~ **current employees** may apply for the position. College employees will undergo the same screening process as any applicant.

PROCEDURE

APPROVAL

If the position is an existing and budgeted position, the President can make the decision to either advertise the position or transfer an employee to fill the vacancy. If the decision is made to advertise for the position, the appropriate President's Executive Leadership Team member should review the current job description to make sure it is current. If the active job description is current, the next step is to advertise the position. If the job description needs revision, the proposed revisions should go to the Board of Trustees for approval. Once the revised job description has been approved by the Board, the process moves to advertisement.

If the position is a new position, the appropriate ~~Dean, Associate Vice President or Vice President~~ **Executive Leadership Team member or their designee** should create a job description to be taken to the Board of Trustees for approval to create and advertise. Once approval to move forward has been granted by the Board, the process moves to advertisement. A job description should include duties, ~~qualifications~~, tenure status, exempt status, classification, and grant funding (if applicable).

These guidelines refer to all full-time positions at all levels within the College with the exception that vacancies may be filled by the President with temporary or substitute help.

ADVERTISEMENT

After approval by the President and/or the Board of Trustees to fill the vacancy, the appropriate ~~Dean, Associate Vice President or the Vice President~~ **President's Cabinet** member in cooperation with the immediate supervisor and Human Resources will develop a ~~position announcement~~ **job posting** which includes the following information:

- A. Name of position
- B. Job description
- C. Qualifications
- D. Salary Information
- E. Type of contract
- F. Application deadline and/or until filled
- G. Name / title and address of persons to contact to obtain further information
- H. Starting date or date as negotiated

With the exception of the position of the President, the President or the President's designee will determine whether a position should be advertised internally, locally, regionally, or nationally. For the position of the President, the Board of Trustees will determine the whole selection process.

The advertisements will contain information about the position. Generally, advertisements should be published no less than 10 days prior to the application deadline and should be released to at least the following:

- A. Campus-wide email
- B. College website and social media platforms
- ~~C. Illinois Department of Employment Security~~ **Other appropriate employment platforms**
- ~~D. Any media or other outlets as decided by the administration~~

SELECTION

Human Resources will be responsible for ensuring that the appropriate people have access to all applicant materials and for printing and logging all application materials from candidates.

All applicants for full-time positions should submit the following minimum application materials:

- A. Cover letter
- B. Rend Lake College application
- C. Resume
- D. Transcripts or copies of transcripts required of all professional positions
- E. Any relevant credentialing information required / relevant for the position

The ~~first-level supervisor~~ **interview committee lead** or designee shall:

- A. Form an ~~an selection~~ **interview** committee, consisting of an appropriate representation of campus. The appropriate President's Executive Leadership Team member or designee will be a member of the selection committee.
- B. Review applications and share materials with all members of the selection committee.
- C. Arrange and conduct interviews with prospective candidates.
- D. Perform any applicable reference checks and work with the selection committee to decide upon recommended candidate.
- E. With the consent of the President, the appropriate ~~Cabinet~~ **Executive Leadership Team** member **or their designee** will make the offer to the recommended candidate subject to Board approval and successful completion of the background check process. The offer of employment should include conditions of employment, salary, fringe benefits and starting date.
- F. Notify the President of the candidate's decision. With the acceptance of the offer of employment, the Board will consider the employment of all full-time candidates.
- G. Contact Human Resources to initiate **the kick-off of the New** Employee Recommendation Form and the background check process. **The interview committee lead or designee will be responsible for providing Human Resources with a list of search committee members, candidates interviewed, and the recommended candidate for the position.**
- ~~H. Provide Human Resources with a list of the names of selection committee members, candidates interviewed and the recommended candidate.~~ All candidates receiving an interview should be notified **by the interview committee lead or designee** that the position has been filled following the sooner of either ratification to hire or Board action.

- I. Ensure that the Recommendation Form has been completed and signed by all selection committee members.
- J. After the President makes the recommendation of the selected candidate to the Board of Trustees, it will be the responsibility of the ~~hiring supervisor~~ **interview committee lead** to schedule an appointment with the Human Resources department prior to or on the first day of employment to initiate the onboarding process.

Human Resources will provide written notification to all applicants who were not selected for an interview. Application materials for these candidates will be maintained for a one-year period and can be re-activated for open positions upon the request of the candidate.

Last Revised: March 2026

APPROVAL OF TUITION RATES FOR FY 2027

Rend Lake College Board of Trustees

February 10, 2026

RECOMMENDATION: To establish the in-district, out-of-district, and out-of-state tuition rates for Summer 2026, Fall 2026, and Spring 2027 as follows:

In-District Tuition Rates per Credit Hour*

Summer 2026	\$110
Fall 2026	\$110
Spring 2027	\$110

**Current Rate - \$110 per credit hour*

Out-of-District Tuition Rates per Credit Hour*

Summer 2026	\$220
Fall 2026	\$220
Spring 2027	\$220

**Current Rate - \$220 per credit hour*

Out-of-State Tuition Rates per Credit Hour*

Summer 2026	\$220
Fall 2026	\$220
Spring 2027	\$220

**Current Rate - \$220 per credit hour*

RATIONALE: At this time, the College feels that it will be able to maintain a strong financial position and meet the forecasted budgetary needs of the College without increasing our tuition rates.

EFFECTIVE: Summer 2026 term

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION PROJECT MANAGER – INFORMATION TECHNOLOGY AND INSTITUTIONAL RESEARCH

Rend Lake Board of Trustees

February 10, 2026

RECOMMENDATION: To accept with regret the resignation of Mr. Jaron Hubbard, Project Manager of Information Technology and Institutional Research, effective February 13, 2026.

EFFECTIVE DATE: February 13, 2026

January 27, 2026

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

President Lori Ragland,

I am writing to inform you of my resignation as Project Manager of Information Technology and Institutional Research effective February 13, 2026.

I would like to thank Rend Lake College for the opportunities provided for both personal and professional growth and I wish Rend Lake College the best in the future.

I hope to provide a seamless transition during the rest of my time with Rend Lake College.

Sincerely,

A handwritten signature in black ink that reads "Jaron Hubbard". The signature is written in a cursive, flowing style with a large initial "J" and a long, sweeping underline.

Jaron Hubbard



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

January 28, 2026

Mr. Jaron Hubbard
[REDACTED]

Dear Jaron,

I am in receipt of your resignation letter dated January 27, 2026, resigning from your position of Project Manager of Information Technology and Institutional Research at Rend Lake College effective February 13, 2026.

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

Very truly yours,

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

Lori Ragland
President

LR/mh

PERMISSION TO REVISE JOB DESCRIPTION, ADVERTISE FOR AND RATIFY THE APPOINTMENT OF DIRECTOR –INSTITUTIONAL RESEARCH & ANALYSIS

Rend Lake College Board of Trustees

February 10, 2026

RECOMMENDATIONS: To grant permission to revise the job description, advertise for and ratify the appointment of Director -Institutional Research & Analysis, effective February 10, 2026.

RATIONALE: This position is needed due to the resignation of the Project Manager for Information Technology and Institutional Research, and the continued focus on data-informed decision making and continuous improvement from the Higher Learning Commission and other regulators. The existing job description for Coordinator -Institutional Research and Analysis, which has been vacant for several years, is being revised to Director -Institutional Research and Analysis.

EFFECTIVE DATE: February 10, 2026

~~Coordinator~~ **Director** – Institutional Research and Analysis

JOB DESCRIPTION

POSITION TITLE: ~~Coordinator~~ **Director** – Institutional Research and Analysis
DEPARTMENT: Institutional ~~Compliance &~~ Research
REPORTS TO: ~~Director~~ **Dean of** - Institutional ~~Compliance &~~ Research
SUPERVISES: **Part-time Staff,** Student Workers
STATUS: Active
DATE: ~~09/05/2024~~ **2/10/2026**

ESSENTIAL FUNCTIONS

1. Prepare and submit required ICCB, IPEDS, enrollment, accreditation, institutional, state, and federal reports.
2. ~~Extract and analyze data from the ERP system to maintain accuracy and validity of Student Information System.~~ **Run error checking reports and functions to verify accuracy of data in the college's ERP and related systems; when errors are found, locate the cause and implement corrective actions.**
3. ~~Serve as IPEDS keyholder.~~
4. Consult with college administration, faculty, and staff in the use and distribution of information and data analysis, **with a goal of continuous improvement.**
5. Provide analysis of trends and possible causes in an understandable format.
6. ~~Develop and maintain dashboard information supplying demographics, curriculum, enrollment, grade distribution, completion rates, etc.~~ **Assist with dashboard maintenance.**
7. Work with appropriate IT staff ~~as well as other departments to help enhance and automate the functions and process of the college ERP and associated programs, and work with other departments to identify such opportunities for improvement.~~ **to develop reports which provide data/information as needed by the college administration and departments and verify their accuracy.**
8. ~~Conduct research for institutional self-assessment, and assist with development, implementation, and evaluation of institutional self-assessment and planning.~~ **Serve as the clearinghouse for and main distributor of college surveys, and aggregate and provide resulting data / information; assist with data collection for national / state / local surveys.**
9. Assist college administration, faculty, and staff in development of ad hoc reports and/or special research projects.
10. Collect and organize data for enrollment, retention, completion, student success, job placement, and trend analysis, and assess outcomes and institutional effectiveness on this data.
11. Provide data for Program Review, accreditation, accountability studies, grant applications, and quality improvement.
12. ~~Track progress on strategic goals, initiatives, and performance indicators.~~
13. Maintain and provide regular enrollment data to college administration., ~~or delegate this work.~~
14. ~~Data collection for completion of numerous national / state / local surveys.~~
15. ~~Work with Information Technology staff to develop and test internal reports using data extracted from the ERP system, as well as reports within the ERP system.~~
16. ~~Assist with survey construction, development of survey instruments, and design of survey protocols and procedures.~~
17. Coordinate production of the Rend Lake College **Fact Data** Book.
18. ~~Work with the Project Manager and Institutional Compliance to assist with Institutional Research and Analysis work as appropriate.~~

OTHER FUNCTIONS

19. Attend conferences and / or other professional development activities and maintain professional affiliations to gain information for program development.
20. Assist with institutional strategic planning and make recommendations for the annual budget process.
21. Perform other duties as assigned.

~~Coordinator~~ **Director** – Institutional Research & Analysis (continued)

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 for the referenced position.

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

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

TENURE AUTOMOTIVE INSTRUCTOR

Rend Lake College Board of Trustees

February 10, 2026

RECOMMENDATION: To grant tenure to Mr. Jay Copple, Automotive Instructor, effective February 10, 2026.

RATIONALE: Mr. Copple has demonstrated a dedication to bringing quality education to our students and challenging them to reach educational goals in the Automotive Program. Mr. Copple continues to hone his teaching techniques for the betterment of the students.

EFFECTIVE DATE: February 10, 2026



REND LAKE COLLEGE

468 N KEN GRAY PKWY
INA, ILLINOIS 62846

(618) 437-5321

www.rlc.edu

January 15, 2026

Kim Wilkerson
Rend Lake College
468 N Ken Gray Parkway
Ina, IL 62846

Dear Kim,

Please accept this letter as a recommendation for granting tenure to Mr. Jay Copple. Jay accepted a faculty position in August of 2023 and has since demonstrated a dedication to bringing quality education to students.

Jay brings a great deal of expertise to the classroom and is eager to share that knowledge with students. He genuinely cares about the success of his students and challenges them to reach their educational goals. Jay regularly attends campus events and continues to hone his teaching techniques.

Based on Jay's dedication to Rend Lake College and the students along with his continued professional and personal development, I am pleased to recommend tenure.

Sincerely,

Shari Carpenter
Dean, Applied Science and Technology



REND LAKE COLLEGE

468 NORTH KEN GRAY PARKWAY

INA, ILLINOIS 62846

(618) 437-5321

www.rlc.edu

January 25, 2026

To: Lori Ragland, President

From: Kim Wilkerson, Vice President of CTE & Student Support

Re: Jay Copple Tenure Recommendation

Please consider this letter as a recommendation for the granting of tenure to Mr. Jay Copple. This is his sixth full semester as an instructor in the Automotive Program.

Jay brings a great deal of industry knowledge to the classroom and has made efforts to transition from industry to education.

I recommend Jay Copple for tenure.

Sincerely,

Kimberly Wilkerson, MBA, R.T. (R)
Vice President of CTE & Student Support

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

February 10, 2026

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

EFFECTIVE DATE: February 10, 2026

REND LAKE COLLEGE
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)
For the Seven Months Ending January 31, 2026

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		JANUARY	YEAR-TO-DATE	BUDGET	
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (5,093,131.00)	\$ (209,305.81)	\$ (4,372,337.07)	\$ (720,793.93)	85.85%
STATE GOVERNMENT	\$ (8,331,737.00)	\$ (799,424.15)	\$ (4,278,761.65)	\$ (4,052,975.35)	51.35%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (1,567.58)	\$ (10,871.12)	\$ (11,128.88)	49.41%
TUITION & FEES	\$ (7,294,370.00)	\$ (478,489.50)	\$ (7,832,828.95)	\$ 538,458.95	107.38%
SALES & SERVICE	\$ (970,054.00)	\$ (56,122.38)	\$ (684,160.86)	\$ (285,893.14)	70.53%
FACILITIES REVENUE	\$ (655,900.00)	\$ (45,305.72)	\$ (319,614.24)	\$ (336,285.76)	48.73%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (909,129.96)	\$ 507,629.96	226.43%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (570,044.00)	\$ (12,655.96)	\$ (240,734.74)	\$ (329,309.26)	42.23%
TOTAL REVENUES	\$ (23,338,736.00)	\$ (1,602,871.10)	\$ (18,648,438.59)	\$ (4,690,297.41)	79.90%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 12,256,091.00	\$ 930,621.30	\$ 6,084,418.59	\$ 6,171,672.41	49.64%
EMPLOYEE BENEFITS	\$ 2,952,542.00	\$ 154,658.45	\$ 1,111,025.19	\$ 1,841,516.81	37.63%
CONTRACTUAL SERVICES	\$ 1,646,500.00	\$ 82,007.35	\$ 1,117,825.29	\$ 528,674.71	67.89%
MATERIALS/SUPPLIES	\$ 2,232,000.00	\$ 147,829.05	\$ 1,446,550.85	\$ 785,449.15	64.81%
CONF/MEETING/TRAVEL	\$ 461,450.00	\$ 18,011.52	\$ 206,080.52	\$ 255,369.48	44.66%
FIXED CHARGES	\$ 183,150.00	\$ 9,458.86	\$ 127,373.39	\$ 55,776.61	69.55%
UTILITIES	\$ 946,700.00	\$ 116,001.80	\$ 607,126.65	\$ 339,573.35	64.13%
CAPITAL OUTLAY	\$ 432,000.00	\$ 1,336.05	\$ 139,219.48	\$ 292,780.52	32.23%
OTHER EXPENSES	\$ 2,212,000.00	\$ 276,371.97	\$ 2,207,743.60	\$ 4,256.40	99.81%
TOTAL EXPENSES	\$ 23,322,433.00	\$ 1,736,296.35	\$ 13,047,363.56	\$ 10,275,069.44	55.94%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,415,639.00	\$ -	\$ -	\$ 1,415,639.00	
OP TRANSFER FROM OTHER FUNDS	\$ (1,715,639.00)	\$ -	\$ -	\$ (1,715,639.00)	
TOTAL TRANSFERS	\$ (300,000.00)	\$ -	\$ -	\$ (300,000.00)	
GRAND TOTAL	\$ (316,303.00)	\$ 133,425.25	\$ (5,601,075.03)	\$ 5,284,772.03	

REND LAKE COLLEGE
Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit, Tort)
For the Seven Months Ending January 31, 2026

	ACTUAL		ACTUAL	
	JANUARY		YEAR-TO-DATE	
REVENUES				
RESTRICTED FUNDS				
LOCAL GOVERNMENT	\$	(110,306.59)	\$	(4,338,402.42)
STATE GOVERNMENT	\$	(469,137.51)	\$	(1,285,051.09)
FEDERAL GOVERNMENT	\$	(323,955.21)	\$	(3,661,005.36)
TUITION & FEES	\$	-	\$	-
SALES & SERVICE	\$	-	\$	(52,321.53)
FACILITIES REVENUE	\$	-	\$	-
INVESTMENTS	\$	-	\$	(427,890.12)
NON GOVERNMENT	\$	(9,582.87)	\$	(288,962.85)
OTHER	\$	(25,595.78)	\$	(173,096.64)
TOTAL REVENUES	\$	(938,577.96)	\$	(10,226,730.01)
EXPENSES				
RESTRICTED FUNDS				
SALARIES	\$	195,685.01	\$	1,373,515.84
EMPLOYEE BENEFITS	\$	53,830.62	\$	405,263.64
CONTRACTUAL SERVICES	\$	264,348.28	\$	1,045,343.80
MATERIALS/SUPPLIES	\$	9,438.53	\$	190,731.40
CONF/MEETING/TRAVEL	\$	3,858.15	\$	115,918.25
FIXED CHARGES	\$	-	\$	3,837,048.42
UTILITIES	\$	687.37	\$	12,894.25
CAPITAL OUTLAY	\$	253,287.43	\$	4,175,053.06
OTHER EXPENSES	\$	42,994.32	\$	2,905,483.11
TOTAL EXPENSES	\$	824,129.71	\$	14,061,251.77
TRANSFERS				
OP TRANSFER TO OTHER FUNDS	\$	-	\$	-
OP TRANSFER FROM OTHER FUNDS	\$	-	\$	-
TOTAL TRANSFERS	\$	-	\$	-
GRAND TOTAL	\$	(114,448.25)	\$	3,834,521.76

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	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
Medical Insurance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Working Cash	\$ 228,645.90	\$ 227,915.19	\$ 191,643.42	\$ 156,646.08	\$ 126,176.11	\$ 6,191,741.70
*Working Cash CD's	\$ 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

	July 2025	June 2025	May 2025	April 2025	March 2025	February 2025
Operating Account	\$ 41,662,245.51	\$ 43,628,885.59	\$ 44,639,418.12	\$ 43,860,601.05	\$ 43,545,531.87	\$ 44,350,813.13
Medical Insurance Reserve	\$ -	\$ -	\$ 56,170.39	\$ 55,958.11	\$ 55,751.70	\$ 55,539.22
Working Cash	\$ 6,168,127.90	\$ 6,319,533.73	\$ 6,296,203.22	\$ 6,272,189.13	\$ 6,249,035.24	\$ 6,225,199.32
*Working Cash CD	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00
2023B Bond Account	\$ 1,761,669.82	\$ 1,806,040.12	\$ 1,799,371.48	\$ 3,745,046.98	\$ 3,728,835.00	\$ 3,714,612.10
Investments**						
Liquid Fund	\$ 14.88	\$ 4,378.19	\$ 3,313.13	\$ 2,285.29	\$ 1,227.58	\$ 588,492.99
MAX Fund	\$ 30,097.66	\$ 24,610.64	\$ 24,525.26	\$ 24,437.57	\$ 34,352.77	\$ 168,372.50
Cert of Deposit	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00
Cert of Deposit (DTC)	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18	\$ 736,474.10
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 57,060,547.95	\$ 59,221,840.45	\$ 60,257,393.78	\$ 61,398,910.31	\$ 61,053,126.34	\$ 61,808,753.36

*Funds invested as follows:

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

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