

REND LAKE COLLEGE BOARD OF TRUSTEES MEETING

June 9, 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. **Welcome Aspiring Leaders Group**
 - B. **Announcements**
 - 1. Monday – Thursday; June 8-11, 2026
Monday – Thursday; June 22-25, 2026
Monday – Thursday; July 27-30, 2026
Community Ed: Kids Camps
Various places & times around campus
 - 2. Monday – Wednesday; June 15-17, 2026
CTE Camps
Various places & times around Campus
 - 3. Thursday, June 25, 2026; 3:00 pm
LPN Pinning
Theater
 - 4. Tuesday, July 14, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center – Warrior Lounge
 - 5. Tuesday, August 11, 2026; 6:30pm
RLC Board of Trustees Meeting
Event Center – Warrior Lounge
 - 6. Monday, August 17, 2026
First Day of Fall Classes
All Campuses

- 52 C. Permission to Transfer Lead Childcare Provider Infant Room to Lead Childcare Provider Toddler Room at the Rend Lake College Foundation Children’s Center
- 53 D. Appointment of Accountant – Payroll & Financial
- 55 E. Permission to Create the Position and Job Description and Advertise For Administrative Assistant – Enrollment Services
- 58 F. Permission to Advertise for and Ratify the Appointment of an Additional Full-Time Industrial Electronics Instructor
- 59 G. Approval of FY 2027 Salaries

X. Financial Information

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

May 12, 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. Brian Dorris, Acting Secretary, called the roll.

Those present were:

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

Those absent were:

Mr. Joe Coy
Mr. Tony Wielt

Others present were:

Dr. Lori Ragland, Dr. Chad Copple, Mr. John Gulley, Mrs. Cathy DeJarnette, Mr. Henry “Buster” Leeck, Mr. Kent McKown, Mrs. Amy Epplin, Ms. Kendra Gregory, Mrs. Shari Carpenter, Mrs. Vickie Schulte, Mrs. Bria Robinson, Mr. Donnie Millenbine, Mrs. Kim Wilkerson, Mr. Chris Edwards, Mr. Joe Ervin, Mrs. Andrea Banach

**DEPARTMENT PRESENTATION –
STUDENT SUCCESS AT RLC**

Vickie Schulte, Dean of Student Success and Development presented to the Board of Trustees on what the Student Success Division does and the tools they use, for example, Navigate 360 and RLCares.

GENERAL INFORMATION

A. Announcements

1. Thursday, May 14, 2026; 11:30am
Radiology Pinning
RLC Theater
2. Thursday, May 14, 2026; 1:30pm
ADN Pinning
RLC Theater
3. Thursday, May 14, 2026; 3:00pm
Medical Assistant Pinning
RLC Theater
4. Thursday, May 14, 2026; 4:00pm
CNA Pinning
RLC Theater
5. Friday, May 15, 2026; 10:00am
Pre-K Graduation
RLC Theater
6. Saturday, May 16, 2026
Rend Lake College Graduation
8:30am – AA/AS/AES/AFA
10:30am – AAS/Certificate
Banterra Sports Complex -Waugh Gymnasium
7. Monday, June 1, 2026
First Day of Summer 2026 Classes
All Campuses
8. Monday – Thursday; June 8-11, 2026
Community Ed: Kids Camps
Various places & times around campus
9. Monday – Wednesday; June 15-17, 2026
CTE Camps
Various places & times around campus
10. Monday, August 17, 2026
First Day of Fall Classes
All Campuses

11. Saturday, September 19, 2026; 10:00am-2:00pm
SIMA Fest
Southern Illinois Manufacturing Academy

**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. Aiken made a motion; seconded by Dr. Asbery. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:40pm.

RESUME OPEN MEETING

Chairman Manning asked for a motion to reopen the public meeting; Mr. Daniels motioned; seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:04pm, Chairman Manning reconvened the open session of tonight's meeting.

CONSENT AGENDA

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

1. Course/Curriculum Approvals*;
2. Approval of Job Description*

Mr. Aiken made a motion to approve the Consent Agenda as recommended; 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

RATIFY THE AWARD FOR
SEALING AND STRIPING INA
CAMPUS PARKING LOTS

Dr. Ragland recommended to ratify the award for sealing and striping the parking lots at the Rend Lake College Ina campus. The award is for the base bid only.

As recommended, Mr. Aiken made a motion to ratify the award for sealing and striping the parking lots at the Rend Lake College Ina campus. The award is for the base bid only. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF ENGAGEMENT
LETTER/STATEMENT OF
WORK FOR FY 2026 AUDIT

Dr. Ragland recommended to approve the engagement letter/statement of work for audit services and tax return preparation for FY 2026 as presented.

As recommended, Mr. Dorris made a motion to approve the engagement letter/statement of work for audit services and tax return preparation for FY 2026 as presented. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL
RETIREMENT RESIGNATION
OF ASSOCIATE
PROFESSOR-NURSING

Dr. Ragland recommended to ratify with regret the acceptance of the retirement resignation of Ms. Denise Griffith, Associate Professor of Nursing at Rend Lake College, effective July 1, 2026.

As recommended, Mr. Dorris made a motion ratify with regret the acceptance of the retirement resignation of Ms. Denise Griffith, Associate Professor of Nursing at Rend Lake College, effective July 1, 2026. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

RETIREMENT RESIGNATION
OF DIRECTOR-HUMAN
RESOURCES

Dr. Ragland recommended to ratify with regret the acceptance of the retirement resignation of Mrs. Kim Rogers, Director of Human Resources at Rend Lake College, effective July 1, 2026.

As recommended, Mr. Daniels made a motion ratify with regret the acceptance of the retirement resignation of Mrs. Kim Rogers, Director of Human Resources at Rend Lake College, effective July 1, 2026. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
EXECUTIVE ASSISTANT-
CURRICULUM AND
INSTRUCTION (TO
BE PROVIDED)

Dr. Ragland recommended to appoint Ms. Marlene Smith as Executive Assistant of Curriculum and Instruction on a full-time, 50-week, non-tenure track contract at an annual salary of \$42,000 prorated for the remainder of the fiscal year pending a successful background check, effective June 22, 2026.

As recommended, Mr. Daniels made a motion to appoint Ms. Marlene Smith as Executive Assistant of Curriculum and Instruction on a full-time, 50-week, non-tenure track contract at an annual salary of \$42,000 prorated for the remainder of the fiscal year pending a successful background check, effective June 22, 2026. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
SPECIALIST – STUDENT
SUCCESS

Dr. Ragland recommended to appoint Ms. Beth Stevens as Student Success Specialist on a full-time, 48-week, non-tenure track contract, salary to remain the same, effective May 16, 2026.

As recommended, Mr. Aiken made a motion to appoint Ms. Beth Stevens as Student Success Specialist on a full-time, 48-week, non-tenure track contract, salary to remain the same, effective May 16, 2026. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

TRANSFER OF PAYROLL
& FINANCIAL ACCOUNTANT
TO DIRECTOR – HUMAN
RESOURCOES

Dr. Ragland recommended to grant permission to transfer Mrs. Glenna Maxwell from Payroll and Financial Accountant to Director of Human Resources on a full-time, 48-week, non-tenure track contract with

an annual salary of \$76,000, prorated for the remainder of the fiscal year, effective May 16, 2026. This individual is not eligible for a salary increase in FY 2027.

As recommended, Mr. Catron made a motion grant permission to transfer Mrs. Glenna Maxwell from Payroll and Financial Accountant to Director of Human Resources on a full-time, 48-week, non-tenure track contract with an annual salary of \$76,000, prorated for the remainder of the fiscal year, effective May 16, 2026. This individual is not eligible for a salary increase in FY 2027. This motion was seconded by Mr. Daniels On a roll call vote, all voted yes. Student Trustee voted yes.

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

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

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

REPORTS

ACADEMIC COUNCIL

Mr. Joe Ervin, Academic Council President, reported on four tabled items and one approved from the council's last meeting as listed in this packet.

ICCTA REPRESENTATIVE

Mr. Ron Daniels attended Lobby Day where ICCTA advocated \$10 million for the PATH program, as well as the community college baccalaureate program.

RLC FOUNDATION

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, reported the RLC Foundation Board of Directors seated a new board member, Jim Johnson, CEO of Franklin County Hospital in Benton,

at the April Board meeting. Also, the foundation has now received 329 scholarship applications with 200 applicants rewarded. The foundation is still working on awarding a few nursing scholarships that require a second-year student.

ACCREDITATION

Dr. Chad Copple, Vice President of Institutional Effectiveness provided a handout on the Education Department's proposed regulations on accreditation.

OBSOLETE EQUIPMENT

Mr. Donnie Millenbine, Dean of Facilities Management and Campus Operations, reported that bar top cooler shell shelving units from MarketPlace Suite A have been sold.

PUBLIC COMMENT

None

PRESIDENT'S COMMENTS

Rend Lake College President, Dr. Lori Ragland gave an update on the cyberattack of LMS/Canvas. Chief Information Officer, Mr. Kent McKown explained the April 29 incident has been identified. Several admins backed up grade books overnight. Canvas has not reported to us that RLC is compromised or on the published list. Canvas paid the ransom and says all is safe.

ADJOURNMENT

There being no other business, at 7:25pm all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

COURSE / CURRICULUM APPROVALS

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To approve new curriculum and to authorize their submission to the Illinois Community College Board (ICCB) for action effective on the dates listed.

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

Curriculum Committee Meeting – April 15, 2026
Academic Council Meeting – May 18, 2026

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

Approval- New Curriculum

ARCH 0002 Computer Aided Drafting CBE

Effective 8/1/26

IST 0004 Industrial Maintenance Multi-Tech CBE

Effective 8/1/26

CMA 0003 Medical Assistant CBE

Effective 8/1/26

WELD 0119 Welding Fundamentals CBE

Effective 8/1/26

WELD 0058 Welding Technology CBE

Effective 8/1/26

Signatures

Curriculum Committee Chair *Kathryn Helms* Date 05/19/2026

Academic Council Chair *Joseph Tuma* Date 05/19/2026

Vice President *Kimberly Miller* Date 05/19/2026

APPROVAL OF JOB DESCRIPTIONS

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To approve the job descriptions as presented, effective June 9, 2026.

RATIONALE: The job descriptions are needed to better meet the needs of the institution.

EFFECTIVE DATE: June 9, 2026

Security Officer

JOB DESCRIPTION

POSITION TITLE: Security Officer
DEPARTMENT: Police Department
REPORTS TO: Chief of Police
SUPERVISES: N/A
STATUS: Active
DATE: 01/14/25

ESSENTIAL FUNCTIONS

1. Frequently patrol the interiors and exteriors of the structures of the campus and all properties owned by the college.
2. Enforce campus parking and traffic regulations and ensure crosswalk safety.
3. Help enforce classroom order, open lab order, and student conduct on campus.
4. Investigate reported violations of rules and regulations.
5. Prepare reports on violations and of actions taken.
6. Respond to any emergency that may occur on College property.
7. Protect life, property, and the environment.
8. Assist in every way possible those persons using the College facilities, to unlock doors, turn on lights, and to secure these areas after scheduled usage.
9. Make out daily reports of activity at the end of each shift and other reports as their shift requires.
10. Monitor air handler systems at the college, when necessary, especially during nights, weekends, and holidays.
11. Monitor physical conditions of campus grounds, facilities, furniture, and equipment, and report damage or potentially hazardous conditions to the President and/or Chief of Police.

OTHER FUNCTIONS

12. Perform other duties as assigned.
13. Assist the Chief of Police with various programs.
14. Perform courier services for valuable securities, mail, and monies as assigned by the Business Office.
15. Assist faculty, staff, students, and campus visitors with minor automobile problems such as jump starts and vehicle unlocks.
16. Lock and unlock buildings and classrooms according to daily schedule.

ENVIRONMENT

Works in all areas of the College. May be required to work outdoor in adverse condition. Some lifting may be required. Patrol car duty as well as foot patrol of grounds. Works a standard work week with 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.

Security Officer (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		
Exempt Classification					N/A		

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

CURRENT

Security Officer

JOB DESCRIPTION

POSITION TITLE: Security Officer
DEPARTMENT: Police Department
REPORTS TO: Chief of Police
SUPERVISES: Part-Time Security Staff
STATUS: Active
DATE: 07/01/2026

ESSENTIAL FUNCTIONS

1. Create schedule for and supervise Security staff as directed by the Chief of Police.
2. Frequently patrol the interiors and exteriors of the structures of the campus and all properties owned by the college, as directed by the Chief of Police.
3. Monitor the schedule of events to ensure appropriate coverage.
4. Coordinate with college staff on events requiring security coverage.
5. Enforce campus parking and traffic regulations and ensure crosswalk safety.
6. Help enforce classroom order, open lab order, and student conduct on campus.
7. Investigate reported violations of rules and regulations.
8. Prepare reports on violations and actions taken.
9. Respond to any emergency that may occur on College property and contact local law enforcement when appropriate.
10. Assist in every way possible those persons using College facilities, including unlocking doors, turning on lights, and securing these areas after scheduled usage.
11. Make out daily reports of activity at the end of each shift and other reports as their shift requires.
12. Monitor physical conditions of campus grounds, facilities, furniture, and equipment, and report damage, mechanical failures, or potentially hazardous conditions to the President and/or Chief of Police.
13. Conduct monthly safety checks as directed by the Chief of Police.
14. Perform courier services for valuable securities, mail, and monies as assigned by the Business Office.
15. Assist faculty, staff, students, and campus visitors with minor automobile problems such as jump starts and vehicle unlocks.
16. Lock and unlock buildings and classrooms according to daily schedule.

OTHER FUNCTIONS

17. Assist the Chief of Police with various programs.
18. Perform other duties as assigned.

ENVIRONMENT

Works in all areas of the College. May be required to work outdoors in adverse conditions. Some lifting may be required. Patrol car duty as well as foot patrol of grounds. Works a standard work week with overtime as necessary and approved in advance.

DISCLAIMER

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Security Officer (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		
Exempt Classification					N/A		

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

PROPOSED NEW

Coordinator – Child Care Assistance Program- CCR&R

JOB DESCRIPTION

POSITION TITLE: Coordinator – Child Care Assistance Program- CCR&R
DEPARTMENT: Child Care Resource & Referral
REPORT TO: Director - Child Care Resource & Referral
SUPERVISES: Student Worker(s) and ~~Subsidized Child Care~~ **CCAP** Specialists
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Supervise the daily operations for ~~IDHS (Illinois Department of Human Services)~~ **IDEC (Illinois Department of Early Childhood)** subsidy services, keeping director informed of on-going subsidy activities.
2. **Provide supervision of CCAP Specialists, with regard to IDEC policy and procedure.**
3. Perform regular child care case management.
4. Review child care certificates for completeness and accuracy, and process payments.
5. Maintain communication with clients, providers, local DHS offices, other CCR&R's and other members of the community.
6. Maintain communication with ~~IDHS~~ **IDEC** to insure contract compliance and implement program requirements.
7. ~~Take incoming IDHS calls and~~ Respond to requests, inquiries, and complaints from clients and providers.
8. Prepare reports as required by the ~~IDHS~~ **IDEC** contract and others as needed.
9. Analyze monthly reports provided by ~~IDHS~~ **IDEC**.
10. Complete stop-pay and reissue requests for child care payments.
11. Process referrals for child care overpayments.
12. Investigate reports of fraud and refer to ~~IDHS~~ **IDEC**.
13. Serve as liaison for technical issues, working with the Rend Lake College IT department, IDHS help desk and ~~IDHS IT~~ **at IDEC**.
14. Batch DCFS Authorizations for Background check.
15. Monitor Child Care Management System Dashboard for case maintenance and provider issues.
16. Archive inactive files.
17. Process case transfers.
18. Provide ongoing training to staff.
19. Complete and submit access request documents for new staff. ~~provider training.~~
20. Complete requirements for audits.
21. Complete annual SPCQ documents and data sharing agreements.
22. Respond to improper payments inquiries.

OTHER FUNCTIONS

- ~~Assist in organizing special events relevant to the department.~~
~~Attend conferences and meetings, and maintain professional affiliations to gain information to enhance the program.~~
23. **Attend trainings and workdays as required by IDEC.**
 24. Perform other duties as assigned. ~~by the Child Care Resource and Referral Director.~~

ENVIRONMENT

Works in an office setting **and travels throughout the Service Delivery Area**. Works a standard work week with compensatory or overtime as necessary and approved in advance. **May include evenings and weekends.**

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 – Child Care Assistance Program- CCR&R (cont.)

	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		

JOB DESCRIPTION

POSITION TITLE: Director - Child Care Resource and Referral
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: VP – CTE and Student Support
SUPERVISES: Child Care Resource and Referral Staff
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Provide administrative supervision of CCR&R staff.
 - ~~a. Develop and maintain the Child Care Provider Data Base.~~
 - ~~b. Provide consumer education and referrals to parents.~~
 - ~~c. Recruit new child care resources.~~
 - ~~d. Train and provide technical assistance to:
 - ~~(1) Child Care Providers~~
 - ~~(2) Employers~~
 - ~~(3) Parents~~
 - ~~(4) Community Groups~~~~
 - ~~e. Analyze and Report Statistical Information.~~

~~Coordinate and supervise the subsidy services within Service Delivery Area 15.~~
2. Review and recommend the selection, retention and termination of all CCR&R staff.
3. **Complete annual CCR&R staff performance evaluations as required by IDEC.**
4. **Ensure CCR&R staff meet professional development requirements for Rend Lake College and the Illinois Department of Early Childhood (IDEC) contract deliverables.**
5. **Prepare and manage the CCR&R program plan and budget and submit budget revisions, ensuring allowable use of funds.**
6. **Prepare and submit quarterly IDEC Periodic Performance Report (PPR).**
7. **Participate in regular meetings (virtual and in-person) with Illinois CCR&R Directors.**
8. **Assist with daily tasks to ensure compliance, accuracy and timely delivery of CCAP services.**

~~Identify and secure funding sources to meet collaborative funding requirements.~~
9. **Review and approve requisitions and purchasing requests to ensure alignment with approved budgets and allowable expenditures.**

~~Load, transport and deliver heavy equipment, boxes and materials throughout the Service Delivery Area.~~
~~Convene and conduct program advisory councils.~~
~~Prepare reports for funding agencies as required.~~
10. **Serve as liaison between the fiscal agent (RLC) and the funder (IDEC).**
11. **Serve on statewide and regional committees/councils in the Service Delivery Area as needed.**
12. **Oversee the distribution of grants and scholarships to child care providers.**

OTHER FUNCTIONS

- ~~Meet with community groups to promote and publicize the program.~~
13. **Participate in Rend Lake College events to support institutional initiatives.**
14. **Attend trainings and workdays as required by IDEC.**
15. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting and travels throughout the Service Delivery Area. Works hours required to accomplish objectives.

Director - Child Care Resource and Referral (cont.)

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

JOB DESCRIPTION

POSITION TITLE: Higher Education Navigator - Child Care Resource and Referral
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: Director – Child Care Resource and Referral
SUPERVISES: ~~N/A~~ **Student Worker(s)**
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Recruit and connect incumbent early childhood care and education workforce members with appropriate Early Childhood Education (ECE) programs at 2- and 4-year institutions to obtain additional degrees, licenses, and credentials and to connect them with ECE Scholarship Opportunities.
2. Conduct outreach and follow-up activities; stay abreast of ECE programs offered by 2 and 4 year institutions within their designated Service Delivery Area (SDA).
3. Provide support to incumbent workforce on assessing needs, sharing information, and connecting them to higher education opportunities through phone calls, email, in-person / virtual meetings.
4. Build relationships with key staff at ECE programs at 2- and 4-year institutions to understand programs and help identify appropriate candidates from incumbent workforce.
5. Plan, publicize, and facilitate general informational/educational sessions on higher education and scholarship and financial aid processes/opportunities for incumbent ECE workforce.
6. Provide technical assistance on completing the FAFSA, accessing state scholarships and applying to the relevant institution and program.

OTHER FUNCTIONS

7. ~~Participate in required training programs.~~ **Attend trainings and workdays as required by the Illinois Department of Early Childhood.**
8. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting and travels throughout the Service Delivery Area. Works a standard work week with compensatory or overtime as necessary and approved in advance. May include evenings and weekends.

DISCLAIMER

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

	Academic Support	Administrative	Clerical	Custodial / Maintenance	Professional / Technical	Supervisory	Teaching Faculty
Tenure Track (Y/N)					No		
Grant Funded (Y/N)					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 – Financial/Program Improvement (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Specialist – Financial/Program Improvement (Part-Time)
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: Director - Child Care Resource and Referral
SUPERVISES: NA
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

12. Attend ~~staff meetings and regional and state~~ **trainings and workdays as required by IDEC.**
13. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting **and travels throughout the Service Delivery Area.** Hours will be set by the Director – Child Care Resource and Referral.

DISCLAIMER

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JOB DESCRIPTION

POSITION TITLE: Coordinator – Provider Services/Quality Specialist / CCR&R
DEPARTMENT: Child Care Resource & and Referral
REPORT TO: Director - Child Care Resource & Referral
SUPERVISES: Student Worker(s)
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Support professionalism and quality improvement among ~~child~~ early childhood and school age care providers through training, coaching and consultation. ~~by promoting training and professional development opportunities.~~
2. Provide technical assistance ~~and management for child care programs~~ to child care programs related to program operations, classroom practices and continuous quality improvement efforts.
- ~~3.~~ Assist child care programs in working toward and maintaining participation in ExceleRate Illinois.
4. Develop, coordinate and ~~implement~~ deliver a training program for professional development opportunities for early childhood professionals, including training aligned with best practices, research-based frameworks and state initiatives.
5. Support program-wide implementation of the Pyramid Model through training, coaching and reflective practice.
- ~~5.~~ ~~Coordinate training with community college programs, human service agencies and early childhood associations.~~
- ~~5.~~ ~~Provide technical assistance to early childhood professionals, social service agencies and other related organizations.~~
- ~~6.~~ ~~Develop and deliver training opportunities for early childhood professional in SDA 15.~~
- ~~7.~~ ~~Serve as designated Quality Rating System (QRS) Specialist.~~
- ~~8.~~ ~~Provide technical assistance and training for the QRS to all child care providers.~~
- ~~6.~~ Collaborate with early childhood professionals to strengthen curriculum planning, learning environments, adult-child interactions and family engagement practices.
- ~~7.~~ Serve as liaison between child care programs and local, regional and state early childhood systems.
- ~~8.~~ Maintain documentation, records and reports related to training, technical assistance and quality improvement activities as required.

OTHER FUNCTIONS

- ~~9.~~ ~~Meet with early childhood associations and interagency groups to promote and coordinate services.~~
- ~~9.~~ Participate in early childhood coalitions, associations and interagency groups to promote coordinated services.
- ~~10.~~ Attend trainings and workdays as required by IDEC.
11. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting and travels throughout the Service Delivery Area. Works a standard work week with compensatory or overtime as necessary and approved in advance. May include evenings and weekends.

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 – Provider Services/**Quality Specialist** / CCR&R

	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 – Infant Toddler Child Care

JOB DESCRIPTION

POSITION TITLE: Specialist – Infant Toddler Child Care
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: Director - Child Care Resource and Referral
SUPERVISES: Student Worker(s)
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Identify **and respond to the needs of** infant **and** toddler **programs** ~~needs in within~~ the CCR&R's service delivery area.
2. Provide ~~on-site~~ **coaching, consultation** and technical assistance **to infant and toddler child care programs using relationship based and reflective practices.** ~~based on assessments of the infant toddler program (using PITC principles, ITERS, etc.)~~
~~Provide technical assistance by phone and e-mail.~~
3. **Support programs in implementing evidence based infant and toddler care practices and quality standards, including PITC principles and Environmental Rating Scales such as ITERS and other applicable ERS tools.**
4. **Conduct observations, assessments and data informed reviews to support program planning, goal setting and ongoing quality improvement efforts.**
5. Assist child care practitioners **and program leadership** with developing, ~~and~~ implementing **and sustaining continuous** quality improvement plans **aligned with ExceleRate Illinois Quality Rating and Improvement System requirements.**
6. ~~Development~~ **Design, facilitate and support** ~~intensive infant toddler~~ **professional development and training opportunities** ~~that will be offered statewide; recruit infant toddler practitioners for intensive training~~ **for infant and toddler practitioners using a variety of delivery formats.**
7. ~~Work in cooperation~~ **Collaborate** with ~~and refer to child Care Nurse Consultants~~ **Infant Early Childhood Mental Health Consultants, and QRS Quality Specialists, and other internal and external partners** ~~as necessary~~ **to support comprehensive services for programs and families.**
~~Provide infant toddler resources and guidance to CCR&R staff.~~
~~Suggest infant toddler resources to add to the CCR&R resource libraries.~~
8. **Support program-wide implementation of the Pyramid Model through training, coaching and reflective practice.**
9. Work with community partners to increase awareness of the importance of brain development and the impact ~~that of~~ high quality **infant and toddler** ~~child care has~~ **on the developing child children, families and communities.**
10. Maintain documentation **and data** ~~that supports work with infant toddler child care providers, e.g. program plans, environmental assessments, number of TA visits made, number of trainings given, etc.~~ **related to technical assistance, training, quality improvement, Environment Rating Scale activities and ExceleRate Illinois participation to support reporting, planning and program improvement.**
~~Submit reports to the Illinois department of Human Services, or its agent, as required.~~

OTHER FUNCTIONS

11. ~~Participate in ongoing professional development, including work days, webinars, etc.~~ **Attend trainings and workdays as required by IDEC.**
12. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting **and travels throughout the Service Delivery Area.** Works a standard work week with compensatory or overtime as necessary and approved in advance. **May include evenings and weekends.**

Specialist – Infant Toddler Child Care (cont.)

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)					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*

~~License Exempt Monitor~~ **Health and Safety Coach** – CCR

JOB DESCRIPTION

POSITION TITLE: ~~License Exempt Monitor~~ **Health and Safety Coach**-CCR&R
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: Director- Child Care Resource and Referral
SUPERVISES: Student Workers
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Works with the license –exempt provider community to enhance the quality of care being provided in the child care setting.
2. Ability to identify health and safety violations in the child care environment.
3. Provide basic technical assistance to child care providers on issues related to health and safety standards.
4. Schedules and conducts on-site monitoring visits to license exempt child care providers that receive payment from the IDHS child care assistance program.
5. Use of computer, software and electronic communication in order to complete and submit reports.
6. Report abuse/neglect in license-exempt and illegal child care operations.
7. Refer complaints regarding health and safety violations to ~~IDHS~~ **IDEC**.

OTHER FUNCTIONS

8. Proof of valid driver’s license and auto insurance
9. Basic computer skills.
10. Attend staff development and in-service training.
11. Complete other required training and become a Gateways registry member upon hire.
12. Perform other duties as assigned.

ENVIRONMENT

Work in a CCR setting with travel throughout the service delivery area. Works ~~hours set by the Child Care Resource and Referral~~ a standard work week ~~Works~~ **with** compensatory or overtime as necessary and approved in advance. **May include evenings and weekends**.

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					Non-exempt		
Exemption Classification					N/A		

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

Specialist – Data and Technology (CCR&R)

JOB DESCRIPTION

POSITION TITLE: Specialist – Data and Technology (CCR&R)
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: Director - Child Care Resource & Referral
SUPERVISES: Student Worker(s) ~~(if applicable)~~
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. **Answer incoming CCR&R phone calls and provide technical assistance as needed.**
2. **Greet public at the front desk and provide customer service.**
3. **Manage general e-mail delivery box: respond to e-mails and route to appropriate staff.**
4. **Date stamp, log and distribute incoming CCAP mail.**
5. Maintain the Child Care Resource and Referral Provider and Customer Databases.
6. Coordinate updates, reports, manual updates and other related issues.
7. Compile and analyze local and state data and prepare reports for staff ~~advisory council members~~, community organizations, employers and state agencies.
8. Maintain up-to-date child care statistics for each of the twelve counties in the CCR&R service delivery area.
9. Provide technical assistance to staff with regard to computer hardware and software. Act as liaison to Rend Lake College regarding computer network and system issues.
10. **Communicate as needed with telephone services provider.**
11. ~~Maintain filing system on the network server and back up files regularly.~~
12. ~~Update Project CHILD's web site as needed.~~
13. ~~Coordinate marketing activities for the CCR&R including advertising, informational materials, promotional items and public relations activities.~~
14. ~~Organize and coordinate the annual Project CHILD Children's Festival.~~

OTHER FUNCTIONS

13. ~~Answer incoming CCR&R phone calls and provide technical assistance as needed.~~
11. Attend ~~staff meetings and regional and state~~ **trainings and workdays as required by IDEC.**
12. 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. **May include evenings and weekends.**

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					Non-exempt		
Exemption Classification					N/A		

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

JOB DESCRIPTION

POSITION TITLE: Specialist - Provider Recruitment/Quality CCRR
DEPARTMENT: Child Care Resource and Referral
REPORTS: Director - Child Care Resource and Referral
SUPERVISES: Student Worker(s) ~~where applicable~~
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

- ~~Encourage the development of new child care resources.~~
1. Develop **and implement** annual plan to recruit and retain providers.
 2. **Host informational sessions, orientations and one-on-one consultations to inform participants of the steps to open or expand child care programs.**
~~Implement recruitment and retention plan.~~
 3. Provide technical assistance and consultation services **using a variety of delivery formats both on-site and via phone and email** to child care providers specific to. ~~QRIS~~ **the ExceleRate Illinois Quality Rating and Improvement System.**
~~Promote the QRIS to providers within the CCR&R service delivery area (SDA).
Provide training related to the QRIS and assist with the QCCC Training Grant cohort.~~
 4. Assist child care providers as needed in completing an initial program assessment(s).
 5. Assist child care providers with developing and implementing quality improvement plans.
 6. Work with other consultant team members in providing resources, referrals and guidance to providers related to improving quality.
 7. Conduct assessments of child care programs using specified assessment tools and report results as required by **DHS the Illinois Department of Early Childhood.**
 8. ~~Use the Data Tracking Program to record activities with providers and create quality improvement plans.~~ **Maintain documentation, records and reports related to training, technical assistance and quality improvement activities as required.**
~~Assist with the QCCC Training Grant cohort.~~
 9. **Support program-wide implementation of the Pyramid Model through training, coaching and reflective practice.**
 10. **Provide technical assistance to child care providers and CCR&R staff on the Illinois Gateways registry enrollment and navigation.**
 11. **Provide parent counseling and referral services to families seeking child care options in the Service Delivery Area.**
 12. **Participate in early childhood coalitions, associations and community organizations to promote coordinated services.**

OTHER FUNCTIONS

13. Perform other duties as assigned.
14. ~~Attend required/regular training and meetings for Quality Specialists/Training Coordinators.~~
Attend trainings and workdays as required by IDEC.

ENVIRONMENTS

Works in an office setting **and travels throughout the Service Delivery Area.** Works a standard work week with compensatory or overtime as necessary and approved in advance. ~~Some travel required.~~ **May include evenings and weekends.**

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 - Provider Recruitment/Quality CCRR (cont.)

	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.

Stipend – Smart Start Workforce Grant Expert

JOB DESCRIPTION

POSITION TITLE: Stipend – Smart Start Workforce Grant Expert
DEPARTMENT: Child Care Resource and Referral ~~Project CHILD~~
REPORTS TO: ~~CCRR~~ Director- Child Care Resource and Referral
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Train other staff member on the Smart Start Workforce Grant program.
2. Visit child care centers and family child care homes to assist in the application and reporting process.
3. Attend bi-weekly zoom calls with experts throughout the state to gather information and share.
4. Develop and execute a workplan to reach all child care programs and successfully enroll 80% of those already participating in transition grants in Smart Start Workforce Grants.
5. Complete monthly reporting in the statewide data tracking program.
6. Review program eligibility.
7. Provide technical assistance.

OTHER FUNCTIONS

8. Attend all conferences and webinars relative to the Smart Start Workforce Grant.
9. Attend trainings and workdays as required by the Illinois Department of ~~Human Services~~ Early Childhood.
10. Perform other duties, as necessary, related to the Smart Start Workforce Grant.

ENVIRONMENT

Works in an office ~~and childcare~~ setting and travels throughout across the ~~twelve-county~~ service delivery area. Works a standard work week with compensatory or overtime as necessary and approved in advance. ~~hours required to accomplish objectives. Some evening and weekend hours may be required.~~ May include evenings and weekends.

DISCLAIMER

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

Stipend – Smart Start Workforce Grant Technical Assistant

JOB DESCRIPTION

POSITION TITLE: Stipend – Smart Start Workforce Grant Technical Assistant
DEPARTMENT: Child Care Resource and Referral–~~Project CHILD~~
REPORTS TO: ~~CCRR~~ Director- Child Care Resource and Referral
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Provide technical assistance to child care centers and homes related to the Smart Start Workforce Grant.
2. Visit child care centers and family child care homes to assist in the application and reporting process.
3. Develop and mail recruitment information to child care programs to introduce them to Smart Start.
4. Implement steps in the workplan to reach all child care programs and successfully enroll 80% of those already participating in transition grants in Smart Start Workforce Grants.
5. Complete monthly reporting in the statewide data tracking program.
6. Be present at meetings, conferences ~~s~~ and local events to provide information about Smart Start Workforce Grants.

OTHER FUNCTIONS

7. Attend all conferences and webinars relative to the Smart Start Workforce Grant.
8. Attend trainings and workdays as required by the Illinois Department of ~~Human Services~~ Early Childhood.
9. Perform other duties, as necessary, related to the Smart Start Workforce Grant.

ENVIRONMENT

Works in an office ~~and childcare~~ setting and travels throughout across the ~~twelve-county~~ service delivery area. Works a standard work week with compensatory or overtime as necessary and approved in advance. ~~hours required to accomplish objectives. Some evening and weekend hours may be required.~~ May include evenings and weekends.

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 – ~~Subsidized Child Care~~ Child Care Assistance Program

JOB DESCRIPTION

POSITION TITLE: Specialist – ~~Subsidized Child Care~~ Child Care Assistance Program – CCR&R
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: Director - Child Care Resource & Referral
SUPERVISES: Student Worker(s) (~~if applicable~~)
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Review and verify IDHA Illinois Department of Early Childhood (IDEC) Child Care Assistance Program (CCAP) client applicant eligibility for child care assistance based upon state mandated criteria; process approvals, denials and cancellations, accordingly.
2. Verify provider eligibility to receive IDEC child care payments.
- ~~3. Process redeterminations and distribute and process provider change forms.~~
3. Offer technical assistance to community members to ensure proper completion of necessary forms.
4. Review child care ~~certificates~~ billing forms for completeness and accuracy, and process payments.
5. Maintain an assigned caseload; may assist other Specialists with their caseloads, as assigned.
6. Prepare and distribute required documents related to family and provider eligibility for CCAP.
7. Perform data entry functions related to assigned caseload.
- ~~8. Process provider CANTS (Child Abuse and Neglect Tracking System) checks and follow-up as needed.~~
8. Maintain communication with clients families, providers, local ~~IDHA~~ IDHS offices, other CCR&R's and ~~other members of the community~~ other applicable agencies, to support family access to CCAP.
9. Answer telephones and route calls to the appropriate staff member, answer questions as needed.
- ~~10. Greet public in pleasant and efficient manner and answer questions as needed.~~
- ~~11. Work with local IDHS offices to insure consistency of services to clients.~~

OTHER FUNCTIONS

10. Attend trainings ~~as necessary~~ and workdays as required by IDEC.
11. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting and travels throughout the Service Delivery Area. Works a standard work week with compensatory or overtime as necessary and approved in advance. May include evenings and weekends.

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 – ~~Subsidized Child Care~~ **Child Care Assistance Program (cont.)**

	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

APPROVAL OF CAMPUS FACILITIES MASTER PLAN (TO BE PROVIDED)

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To approve the Campus Facilities Master Plan, as provided, for submission to the Illinois Community College Board, effective June 9, 2026.

RATIONALE: The Master Plan document has been prepared and updated to be filed with the Illinois Community College Board (ICCB) in accordance with policy.

RESOLUTION DIRECTING TREASURER TO TRANSFER FY26 WORKING CASH INVESTMENT INTEREST TO OPERATIONS AND MAINTENANCE FUND

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To direct the district treasurer to transfer FY26 working cash investment interest to the operations and maintenance fund to be used for the improvement, maintenance, repair, or benefit of buildings and property.

RATIONALE: 110 ILCS 805/3-33.6 permits community colleges to transfer funds earned as interest from the investment of the working cash fund to the operations and maintenance fund without any requirement of repayment, upon the authority of the board by separate resolution.

EFFECTIVE DATE: June 30, 2026

APPROVAL OF 2026-2027 TREASURER'S BOND

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To approve a revision to the amount of coverage needed under a surety bond for Rend Lake College District No. 521 as required by Illinois statute for Fiscal Year 2027.

RATIONALE: 110 ILCS 805/3-19 requires that the College execute and obtain a surety bond from a recognized agent for the Treasurer of the district. The amount required must be for an amount no less than 25% of the total of all bonds, notes, mortgages, moneys, and effects of which the Treasurer is to have custody. After a review of the current cash balances, investments held, and bonds outstanding it has been determined that the College needs a surety bond in an amount no less than \$16,354,727.71 to meet the legal requirement for the protection of the District's counties and the State of Illinois.

EFFECTIVE DATE: July 1, 2026

REND LAKE COLLEGE BOARD OF TRUSTEES
COMMUNITY COLLEGE TREASURER'S BOND

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

Known By All Here Present: That I, John David Ralph Gulley, am held and firmly bound, jointly and severally, unto the Board of Trustees of Illinois Community College District No. 521 (Rend Lake College) Counties of Franklin, Jefferson, Hamilton, Perry, Wayne, White, Washington, and Williamson, and State of Illinois, in the penal sum of \$16,354,727.71 for payment of which I bind myself, and my heirs, executors, and administrators firmly by these present.

In witness whereof, we have hereunto set our hands and seals this 9th day of June, 2026. The condition of this obligation is such that if John Gulley, Treasurer in the District, aforesaid, faithfully discharges the duties of his office according to law, and shall deliver to his successor in office, after that successor has qualified by giving bond as provided by law all monies, books, papers, securities, and property, which shall come into his hand or control, as such treasurer, from the date of his bond up to the time that his successor has qualified as treasurer, by giving such bonds as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Signed:

John Gulley
Treasurer, Rend Lake College

Approved and accepted by the Board of Trustees of Illinois Community College District No. 521 (Rend Lake College) Counties of Franklin, Jefferson, Perry, Hamilton, Wayne, White, Washington, and Williamson, and State of Illinois.

Chairperson

Secretary

COMMUNITY COLLEGE TREASURER'S BOND
ILLINOIS-CORPORATE SURETY FORM

BOND NO. 0023280
PREMIUM AMOUNT \$10,219.00
AUTHORITY REFERENCE NO.
B1284RE251444A

STATE OF ILLINOIS,
ss,
Jefferson County(or Counties)

We, John David Ralph Gulley
are obligated, jointly and severally, to the Rend Lake Comm College #521
County (or Counties) of Jefferson and State of Illinois in the penal sum of
Eleven million and two hundred and fifty thousand and no/100ths----- Dollars (\$11,250,000),
for the payment of which we obligate ourselves, our heirs, executors and administrators.

IN WITNESS WHEREOF, we have set our hands and seals, this 12th day of May, 2026.
This bond to be effective 7/01/26 until cancelled.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if John David Ralph Gulley, Treasurer in the
district above stated, faithfully discharges the duties of his or her office, according to law, and delivers
to his or her successor in office, after that successor has qualified by giving bond as provided by law,
all moneys, books, papers, securities and property, which shall come into his or her possession or control, as such
Treasurer, from the date of his or her bond to the time that his or her successor has qualified as treasurer, by
giving such bond as required by law, then this obligation to be void; otherwise to remain in full force and effect.

Approved and accepted by:

John Gulley
Principal

Concert Insurance Company
Surety

BY: Erica L. Sandner
Brokers' Risk, a subsidiary of
One80 Intermediaries, Inc. - Program Administrator

STATE OF ILLINOIS,
Williamson ss,
COUNTY, I, Cathy DeJarnette
hereby certify that John Gulley who is personally known to me to be the same person
whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged they signed,
sealed and delivered said instrument as their free and voluntary act for the uses and purposes as therein set forth.
Given under my hand and _____ seal, this

1 day of June 20 26
Catherine DeJarnette



Approved and accepted by:
Board of Community College District No _____ County (or Counties) of Jefferson and State of Illinois.
BY: _____ Chairman Secretary



CONCERT
GROUP

This Bond is effected with Concert Insurance Company.

This Bond is issued in accordance with the limited authorization granted to the Program Administrator by Concert Insurance Company (hereinafter called the "Company").

The Bond Holder is requested to read this Bond, and if it is not correct, return it immediately to the Program Administrator for appropriate alteration.

The Program Administrator issuing this Bond Insurance is:



Brokers' Risk, a subsidiary of One80 Intermediaries
155 North Wacker Drive, Suite 7700 • Chicago, Illinois 60606-1731
Telephone: 312-906-8111 Fax: 312-906-8116

The Program Administrator acts as agent for the Company in respect of this Bond.

All inquiries and complaints regarding this Bond should be addressed to the Program Administrator.



CONCERT
GROUP

Concert Insurance Company
1701 Golf Road Suite 1-1110
Rolling Meadows, IL 60008

Concert Insurance Company
1701 Golf Road Suite 1-1110
Rolling Meadows, IL 60008

INSURANCE PROVISIONS

1. **Program Administrator Not Insurer.** The Program Administrator is not an insurer or Surety hereunder and neither is nor shall be liable for any loss or claim whatsoever. The Surety hereunder is Concert Insurance Company.
2. **Service of Suit.** It is agreed that in the event of failure of the Company to pay any amount claimed to be due hereunder, the Company, at the request of the Bond Holder, will submit to the jurisdiction of a court of competent jurisdiction within the United States. Nothing in this clause constitutes or should be understood to constitute a waiver of the Company's right to commence an action in any court of competent jurisdiction in the United States, to remove an action to a United States District Court, or to seek a transfer of a case to another court as permitted by the laws of the United States or any State in the United States. In the event of any litigation arising out of the insurance hereunder, the Director of the Illinois Department of Insurance and its successors in office are hereby appointed agents to accept service of process on behalf of the Company.
3. **Insured's Insolvency.** The insolvency or bankruptcy of the Bond Holder shall not release the Company from its obligations under this Bond.
4. **Complaints.** If you have any complaints concerning your Bond, please contact the Program Administrator. If it is unable to resolve the matter, you may contact Concert Insurance Company. You may also seek the assistance of the Illinois Department of Financial and Professional Regulation, Department of Insurance, 320 W. Washington Street, Springfield, Illinois 62767-0001.
5. **Attached Conditions Incorporated.** This Bond is made and accepted subject to all provisions, conditions and warranties set forth herein, attached, or endorsed, all of which are to be considered incorporated herein. However, any provision herein that is contrary to the requirements of 105 ILCS 5/8-2 or that causes the Regional Superintendent to reject the filing of this Bond shall be invalid and have no force or effect; any invalid provision shall be severed from this Bond but all other provisions of this Bond shall remain in full force and effect.
6. **War and Civil War Exclusion Clause.** Notwithstanding anything to the contrary contained herein this Bond does not cover Loss or Damage directly or indirectly occasioned by, happening through or in consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation or nationalization or requisition or destruction of or damage to property by or under the order of any government or public or local authority.

7. **Cancellation Clause.** Notwithstanding anything contained in this Bond to the contrary this Bond may be cancelled by the Obligee at any time by written notice or by surrendering of this Contract of Bond. This Bond may also be cancelled by or on behalf of the Company by delivering to the Obligee or by mailing to the Obligee, by registered, certified or other first-class mail, at the Obligee's address as shown in this Bond, written notice stating when, not less than 10 days thereafter, the cancellation shall be effective. The mailing of notice as aforesaid shall be sufficient proof of notice and this Bond shall terminate at the date and time specified in such notice.

If this Bond shall be cancelled by the Obligee, the Company shall retain the customary short rate proportion of the premium hereon, except that if this Bond is on an adjustable basis, the Company shall receive the Earned Premium hereon or the customary short rate proportion of any Minimum Premium stipulated herein, whichever is the greater. If this Bond shall be cancelled by or on behalf of the Company, the Company shall retain the pro rata proportion of the premium hereon, except that if this Bond is on an adjustable basis, the Company shall receive the Earned Premium hereon or the pro rata proportion of any Minimum Premium stipulated herein, whichever is the greater. Payment or tender of any Unearned Premium by the Company shall not be a condition precedent to the effectiveness of Cancellation, but such payment shall be made as soon as practicable. If the period of limitation relating to the giving of notice is prohibited or made void by any law controlling the construction thereof, such period shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

8. **Sanction Limitation and Exclusion Clause.** The Company shall not be deemed to provide cover and the Company shall not be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose the Company to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.



Rider No. 1

To be attached to and form a part of

Type of Bond: Treasurer's Bond

Bond No: 30BSBJB5695

Executed by: John David Ralph Gulley (Principal)

and by: Hartford Fire Insurance Company (Surety)

in favor of: Rend Lake Comm College #521 (Obligee)

In consideration of the mutual agreements herein contained, the Principal and the Surety hereby consent to the following changes:

It is hereby understood and agreed that Bond No. 30BSBJB5695 has been DECREASED from \$5,470,337 to \$5,104,728 effective 7/1/2026 and extended from 7/1/26 to 7/1/2027

Nothing herein contained shall vary, alter or extend any provision or condition of this Bond except as herein expressly stated.

In the event of a default by the Principal, Hartford Fire Insurance Company shall be liable, limited to the penal sum of this bond, and only in the event that the amount of loss is in excess of the primary bond liability, extended by Lyndon Southern Insurance Company, via bond #0023280

Signed and Sealed May 22, 2026
(Month, Day, Year)

John David Ralph Gulley Principal

Hartford Fire Insurance Company
Surety

By: 
Courtney W. Judge, Attorney-In-Fact



POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-11

One Hartford Plaza

Hartford, Connecticut 06155

Bond.Claims@thehartford.com

call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: RSC INSURANCE BROKERAGE INC

Agency Code: 30-721693

- Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of Unlimited** :

Lauren K Burkhart, Douglas J. Dixon, Melody Gist, Courtney W. Judge, Laura E. Scholze, Thomas A. Whipple, Brian C. Whipple of HUNT VALLEY, Maryland

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPier

Joelle L. LaPier, Assistant Vice President

STATE OF FLORIDA

COUNTY OF SEMINOLE

SS. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPier, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.



Jessica Ciccone

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of May 22, 2026.

Signed and sealed in Lake Mary, Florida.



Keith D. Dozois

Keith D. Dozois, Assistant Vice President

PERMISSION TO PURCHASE KUBOTA EQUIPMENT

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To grant permission to purchase three pieces of Kubota equipment to support implementation of the Kubota TECH program at Rend Lake College: ZD1021-3-60 zero-turn mower, RTV-1140 UTV, and B26-TLB tractor/loader/backhoe. The Kubota TECH program enables delivery of industry-recognized certifications within existing agriculture and heavy equipment coursework.

Make	Model	Description	Price
Kubota	ZD1021-3-60	Zero-Turn Mower	\$14,900
Kubota	RTV-1140	UTV	\$20,500
Kubota	B26-TLB	Tractor/Loader/Backhoe	\$44,000

RATIONALE: By purchasing the three pieces of Kubota equipment listed above, students will be able to complete seven industry-aligned certifications in electrical, engines, hydraulics, transmissions, maintenance procedures, preventative maintenance inspection, and product delivery inspection & assembly. 110 ILCS 805/3-27.1 (I) provides a bidding exemption for “contracts for goods...which are economically procurable from only one source...”

EFFECTIVE DATE: June 9, 2026

APPROVAL OF PAYMENT OF ADDITIONAL FY2026 HEALTH INSURANCE EXPENSES

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To expense \$409,669.68 in additional FY26 health insurance expenses and transfer funds from the operating bank account to the employee benefit fund bank account.

RATIONALE: In FY26, our monthly, self-funded health insurance premiums were \$920 per-employee, per-month. Our actual costs were as follows:

	Actual Costs	Premium*	Difference	Shortfall
Employee (173)	\$ 1,116.70	\$ 920.00	\$ 196.70	\$408,349.20
Employee + 1 (0)	\$ 2,233.35	\$2,160.00	\$ 73.35	\$ -
Employee +2 (1)	\$ 3,350.04	\$3,240.00	\$ 110.04	\$ 1,320.48
TOTAL				\$409,669.68
*Includes employee contributions for EE+1 and EE+2				

This discrepancy between our premium and our actual costs has required us to use health insurance reserve funds to pay medical claims.

EFFECTIVE DATE: June 9, 2026

APPROVAL OF 2026 – 2027 HANDBOOKS (TO BE PROVIDED)

Rend Lake College Board of Trustees

June 9, 2026

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

Culinary Arts Handbook
Medical Assistant Handbook
Phlebotomy Handbook
Rad Tech Handbook
Student Handbook
Student Athlete Handbook

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

EFFECTIVE DATE: June 9, 2026

PERSONNEL

**RATIFY ACCEPTANCE OF RESIGNATION
LEAD TEACHER – REND LAKE COLLEGE
CHILDREN’S CENTER**

Rend Lake Board of Trustees

June 9, 2026

RECOMMENDATION: To accept with regret the resignation of Mrs. Nichole Martie, Lead Preschool Teacher – Rend Lake College Children’s Center, effective June 30, 2026.

EFFECTIVE DATE: June 30, 2026

June 1, 2026

President Lori Ragland
Rend Lake College
468 N Ken Gray Parkway
Ina, IL 62864

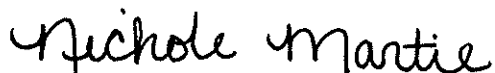
Dear President Ragland,

Please accept this letter as my formal resignation from my position as Lead Preschool Teacher at the Rend Lake College Foundation Children's Center. My last day of employment will be Tuesday, June 30, 2026.

My professional career began at Rend Lake College, and the experiences and opportunities I have been given here have helped shape me into the person I am today. It has truly been an honor to work alongside such caring, compassionate, and dedicated individuals. I will forever cherish the relationships and memories I have made, as well as the opportunity to have played a meaningful role in the lives of so many children and their families throughout the years.

As I step away from this position, please know that I am committed to doing whatever is necessary to help ensure a smooth transition. I would also like to wish the Children's Center and the entire Rend Lake College community continued success in the future.

Sincerely,

A handwritten signature in black ink that reads "Nichole Martie". The signature is written in a cursive, flowing style.

Nichole Martie



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

June 2, 2026

Mrs. Nichole Martie
[REDACTED]

Dear Nichole,

I am in receipt of your resignation letter dated June 1, 2026, resigning from your position of Lead Preschool Teacher at the Rend Lake College Foundation Children's Center effective June 30, 2026.

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

Very truly yours,

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

Lori Ragland
President

LR/cd

**PERMISSION TO TRANSFER
LEAD CHILDCARE PROVIDER TODDLER ROOM
TO
LEAD CHILDCARE PROVIDER PRESCHOOL
ROOM AT THE REND LAKE COLLEGE
FOUNDATION CHILDREN'S CENTER**

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATIONS: To grant permission to transfer Ms. Haley Miller from Lead Childcare Provider Toddler Room to Lead Childcare Provider Preschool Room at the Rend Lake College Foundation Children's Center on a full-time, 50-week, non-tenure track contract, prorated for the remainder of the fiscal year, effective July 1, 2026. Ms. Miller will be eligible for a raise in FY27.

RATIONALE: There will be a vacant Lead Childcare Provider position at the Children's Center with the resignation of Nichole Martie. Reassignment of Lead Childcare Provider positions will allow current lead teachers to transition along with their current students and minimize disruption.

EFFECTIVE DATE: July 01, 2026

**PERMISSION TO TRANSFER LEAD CHILDCARE
PROVIDER INFANT ROOM
TO
LEAD CHILDCARE PROVIDER TODDLER ROOM
AT THE REND LAKE COLLEGE FOUNDATION
CHILDREN'S CENTER**

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATIONS: To grant permission to transfer Mrs. Tommie Hall from Lead Childcare Provider Infant Room to Lead Childcare Provider Toddler Room at the Rend Lake College Foundation Children's Center on a full-time, 50-week, non-tenure track contract with annual salary to remain the same, effective July 1, 2026. Mrs. Hall will be eligible for a raise in FY27.

RATIONALE: There will be a vacant Lead Childcare Provider position at the Children's Center with the resignation of Nichole Martie. Reassignment of Lead Childcare Provider positions will allow current lead teachers to transition along with their current students and minimize disruption.

EFFECTIVE DATE: July 01, 2026

APPOINTMENT ACCOUNTANT – PAYROLL & FINANCE

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To appoint Mrs. Samantha Britton as Accountant – Payroll & Finance on a full-time, 50-week, non-tenure track contract at an annual salary of \$50,000, effective July 1, 2026. This individual is not eligible for a raise in FY27.

RATIONALE: Mrs. Britton holds a Bachelor of Science in Business Administration with a minor in Marketing from University of Southern Indiana. She has served Rend Lake College for the past three years, providing support to the Career and Technical Education (CTE) and Grants departments. Through her educational background, professional experience, and familiarity with the College's operations and culture, Mrs. Britton is well-positioned to be successful in this role.

EFFECTIVE DATE: July 1, 2026

If Employment:

JOB TITLE: Accountant – Payroll & Finance

SALARY: \$50,000

CLASSIFICATION: Professional / Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/ NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: NA

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled: Accountant – Payroll & Finance

Number of Applicants: 16

Number of Applicants
With Advertised Requirements 7

Number of Applicants Interviewed: 4

Applicants Interviewed by: John Gulley, Brett Crocker, Glenna Maxwell,
Cathy DeJarnette, Hillary Halsey

Applicant Recommended: Samantha Britton

Educational Preparation: B.S.
University of Southern Indiana
2017

Experience: Rend Lake College
CTE Support & Grants Specialist
2023 - Present

Consumer Loan Officer
Southern Illinois Bank
2017-2023

**PERMISSION TO CREATE THE POSITION
AND JOB DESCRIPTION AND ADVERTISE
FOR ADMINISTRATIVE ASSISTANT –
ENROLLMENT SERVICES**

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATIONS: To grant permission to create the position, job description, and advertise for Enrollment Services Administrative Assistant effective June 9, 2026.

RATIONALE: This position is needed to support the Enrollment Services and Financial Aid departments with administrative tasks. With Beth Steven's recent transition from Testing Specialist to Student Success Specialist a reorganization of duties has created the need for administrative support in the area.

EFFECTIVE DATE: June 9, 2026

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant-Enrollment Services
DEPARTMENT: Enrollment Services
REPORTS TO: Dean of Enrollment Services
SUPERVISES: Student Worker(s)
STATUS: Active
DATE: 06/09/2026

ESSENTIAL FUNCTIONS

1. Knowledge of all programs, policies, procedures and personnel of the College.
2. Knowledge of Financial Aid processes.
3. Answer phone calls for Academic Advisement and Financial Aid.
4. Respond to email for Academic Advisement and Financial Aid.
5. Update documents and keep information current on the RLC website for Academic Advisement and Financial Aid.
6. Coordinate all correspondence for Academic Advisement and Financial Aid, mail letters to students, parents, high schools, and others as directed.
7. Assist students with completion of pre-advisement tasks.
8. Provide financial aid information and assist with the application process for grants, loans, scholarship, and student employment.
9. Perform general office duties such as making copies, filing, scanning documents, and sending faxes as needed.
10. Update and organize advisement materials in the transfer center.
11. Contact in-district high schools to obtain lists of students by graduation year and maintain database.
12. Schedule, coordinate, and attend assigned meetings.
13. Compile reports, surveys, evaluations, and other required documentation.
14. Process purchase orders, invoices, and professional correspondence for Enrollment Services, Student Success and Development, and Financial Aid.
15. Assist with balancing reports and verifying information.
16. Assist students making appointments for Academic Advisement.

OTHER FUNCTIONS

17. Assist with Accuplacer testing.
18. Assist with switchboard coverage as necessary.
19. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Administrative Assistant – 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			Non-exempt				
Exemption Classification			N/A				

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

Proposed New

**PERMISSION TO ADVERTISE FOR AND
RATIFY THE APPOINTMENT OF AN
ADDITIONAL FULL-TIME INDUSTRIAL
ELECTRONICS INSTRUCTOR**

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To grant permission to advertise for an additional Industrial Electronics Instructor on a full-time, 50 week, industrial tenure track faculty contract to be ratified at a board meeting at a later date.

RATIONALE: This position is needed to address growth in industry trainings through the Southern Illinois Manufacturing Academy.

EFFECTIVE DATE: June 9, 2026

APPROVAL OF FY 2027 SALARIES

Rend Lake College Board of Trustees

June 9, 2026

RECOMMENDATION: To approve the salaries for administration, academic support, office support, police department, and physical plant personnel as provided, and to authorize the administration to set appropriate contract lengths as they see fit, not to exceed one year. Salary increases will begin July 1, 2026, except for the individuals whose grants have a different beginning and ending date, in which case the salary increase would correspond with the grant period. The proposed salaries represent a 4% raise with other additional increases specific to areas where there are expanded duties/responsibilities and/or to be aligned better with the job market.

Also attached are sample contract letters for each classification of personnel. These contract letters represent salaries ranging from \$36,400 to \$192,400.

RATIONALE: In determining the FY 2027 salaries, consideration was given to the following:

1. The college's financial condition
2. State averages for comparable positions and
3. Local salaries
4. Salary adjustments made to align with current market conditions
5. Increasing minimum wage requirements in the State of Illinois

EFFECTIVE DATE: July 1, 2026

July 10, 2026

Name
Address
City, State Zip Code

Dear Mr. Name:

Pursuant to the recommendation of the administration to the Board of Trustees, I am happy to tender you a full-time contract as **Position** for the upcoming fiscal year. Your employment status is subject to all of the terms and conditions of Board Policy 3.1015 and all other applicable policies and procedures outlined in the Board Policy & Procedure Manual.

Effective dates: July 1, 2026 through June 30, 2027
Contract Type: 50 weeks, non-tenured track *Exempt Status:*
Annual salary: **\$Salary Amount**

To complete our records, please return your signed letter to me within 15 days of the date of this letter. You may keep the second copy for your records. Should you have any questions about your employment or benefits, please do not hesitate to contact Human Resources.

I am pleased that you are a part of our staff, and I wish you the very best for the coming year.

Sincerely,

Dr. Lori Ragland
President

I understand that the college has an established default work week as defined in Board Policy. I agree that any and all deviations from this default work week must be pre-approved by my supervisor and a vice-president. In the event that I am approved to work hours outside of the default work week, I understand that in lieu of cash payments, I may be awarded compensatory time according to the proper accrual methods.

I hereby accept the appointment under the above conditions, including those specified in Board Policy 3.1015 and 3.1105.

Signature

Date

July 10, 2026

Name
Address
City, State Zip Code

Dear **Name**

Pursuant to the recommendation of the administration to the Board of Trustees, I am happy to tender you an individual employment contract as an instructor at Rend Lake College for the upcoming school year. Your employment status is subject to all of the terms and conditions of Board Policy 3.1015 and all other applicable policies and procedures outlined in the Board Policy & Procedures Manual.

Effective Dates: July 1, 2026 through June 30, 2027
Contract Type: 50 Week Industrial Contract – Tenure Track
The contract would require 37 hours per week in a setting that would not conform to the academic calendar. Vacation days, sick days and holidays will be as provided in the RLC Administrative Procedures Manual.

Placement 2026-2027
Salary Schedule: I, 1
Annual Salary: **\$Salary Amount**

If additional credits are obtained by September 1st that causes a change in column and/or step, adjustments will be made on the September 5th pay.

To complete our records, please return your signed letter to me within 15 days of the date of this letter. You may keep the second copy for your records. Should you have any questions about your employment or benefits, please do not hesitate to contact Human Resources.

I am pleased that you are a part of our staff, and I wish you the very best for the coming year.

Sincerely,

Lori Ragland
President

I hereby accept the appointment under the above conditions.

Signature

Date

September 7, 2026

Name
Address
City, State Zip Code

Dear Name:

As recommended by the administration and the Board of Trustees, I am happy to tender you an individual employment contract as an instructor at Rend Lake College for the upcoming school year.

Effective Dates:	August 17, 2026 through May 15, 2027
Contract Type:	Regular 36 week
Placement on 2026-2027 Salary Schedule:	IX-20
Annual Salary:	\$92,205 per the contract between the Board of Trustees and Local Co. 3708 AFT/IFT AFL-CIO

To complete our records, please return your signed letter to me within 15 days of the date of this letter. You may keep the second copy for your records. Should you have any questions about your employment or benefits, please do not hesitate to contact Human Resources.

I am pleased that you are a part of our staff, and I wish you the very best for the coming year.

Sincerely,

Lori Ragland
President

I hereby accept the appointment under the above conditions.

Signature

Date

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

June 9, 2026

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

EFFECTIVE DATE: June 9, 2026

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

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		MAY	YEAR-TO-DATE	BUDGET	
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (5,093,131.00)	\$ (128,574.55)	\$ (4,773,827.42)	\$ (319,303.58)	93.73%
STATE GOVERNMENT	\$ (8,331,737.00)	\$ (529,734.55)	\$ (6,672,954.45)	\$ (1,658,782.55)	80.09%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (2,123.73)	\$ (22,742.35)	\$ 742.35	103.37%
TUITION & FEES	\$ (7,294,370.00)	\$ (23,432.50)	\$ (7,970,139.70)	\$ 675,769.70	109.26%
SALES & SERVICE	\$ (970,054.00)	\$ (105,059.01)	\$ (985,618.07)	\$ 15,564.07	101.60%
FACILITIES REVENUE	\$ (655,900.00)	\$ (48,961.64)	\$ (538,291.18)	\$ (117,608.82)	82.07%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (1,415,449.36)	\$ 1,013,949.36	352.54%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (570,044.00)	\$ (28,348.05)	\$ (442,961.86)	\$ (127,082.14)	77.71%
TOTAL REVENUES	\$ (23,338,736.00)	\$ (866,234.03)	\$ (22,821,984.39)	\$ (516,751.61)	97.79%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 12,256,091.00	\$ 1,040,835.01	\$ 10,106,685.55	\$ 2,149,405.45	82.46%
EMPLOYEE BENEFITS	\$ 2,952,542.00	\$ 157,760.81	\$ 1,758,356.55	\$ 1,194,185.45	59.55%
CONTRACTUAL SERVICES	\$ 1,646,500.00	\$ 85,162.95	\$ 1,604,728.46	\$ 41,771.54	97.46%
MATERIALS/SUPPLIES	\$ 2,232,000.00	\$ 105,184.10	\$ 1,924,124.36	\$ 307,875.64	86.21%
CONF/MEETING/TRAVEL	\$ 461,450.00	\$ 41,266.60	\$ 426,398.90	\$ 35,051.10	92.40%
FIXED CHARGES	\$ 183,150.00	\$ 10,924.41	\$ 169,249.24	\$ 13,900.76	92.41%
UTILITIES	\$ 946,700.00	\$ 81,926.55	\$ 1,037,648.30	\$ (90,948.30)	109.61%
CAPITAL OUTLAY	\$ 432,000.00	\$ 22,916.99	\$ 215,710.02	\$ 216,289.98	49.93%
OTHER EXPENSES	\$ 2,212,000.00	\$ 29,544.10	\$ 2,682,718.40	\$ (470,718.40)	121.28%
TOTAL EXPENSES	\$ 23,322,433.00	\$ 1,575,521.52	\$ 19,925,619.78	\$ 3,396,813.22	85.44%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,415,639.00	\$ -	\$ 488,245.01	\$ 927,393.99	
OP TRANSFER FROM OTHER FUNDS	\$ (1,715,639.00)	\$ -	\$ (488,245.01)	\$ (1,227,393.99)	
TOTAL TRANSFERS	\$ (300,000.00)	\$ -	\$ -	\$ (300,000.00)	
GRAND TOTAL	\$ (316,303.00)	\$ 709,287.49	\$ (2,896,364.61)	\$ 2,580,061.61	

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

	ACTUAL		ACTUAL	
	MAY		YEAR-TO-DATE	
REVENUES				
RESTRICTED FUNDS				
LOCAL GOVERNMENT	\$	-	\$	(3,856,801.17)
STATE GOVERNMENT	\$	(64,219.80)	\$	(2,297,325.44)
FEDERAL GOVERNMENT	\$	(218,221.13)	\$	(6,282,885.30)
TUITION & FEES	\$	-	\$	-
SALES & SERVICE	\$	(290.00)	\$	(52,131.06)
FACILITIES REVENUE	\$	-	\$	-
INVESTMENTS	\$	-	\$	(666,691.89)
NON GOVERNMENT	\$	-	\$	(553,900.62)
OTHER	\$	(6,541.67)	\$	(308,465.09)
TOTAL REVENUES	\$	(289,272.60)	\$	(14,018,200.57)
EXPENSES				
RESTRICTED FUNDS				
SALARIES	\$	168,366.32	\$	1,834,931.70
EMPLOYEE BENEFITS	\$	49,003.45	\$	510,780.18
CONTRACTUAL SERVICES	\$	11,475.24	\$	1,044,643.26
MATERIALS/SUPPLIES	\$	21,882.56	\$	280,152.00
CONF/MEETING/TRAVEL	\$	6,934.40	\$	164,840.48
FIXED CHARGES	\$	396,758.14	\$	4,229,695.77
UTILITIES	\$	704.55	\$	15,690.10
CAPITAL OUTLAY	\$	192,748.21	\$	5,398,415.47
OTHER EXPENSES	\$	32,723.97	\$	5,761,108.95
TOTAL EXPENSES	\$	880,596.84	\$	19,240,257.91
TRANSFERS				
OP TRANSFER TO OTHER FUNDS	\$	-	\$	-
OP TRANSFER FROM OTHER FUNDS	\$	-	\$	-
TOTAL TRANSFERS	\$	-	\$	-
GRAND TOTAL	\$	591,324.24	\$	5,222,057.34

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	May 2026	April 2026	March 2026	February 2026	January 2026	December 2025
Operating Account	\$ 37,719,384.23	\$ 37,542,341.07	\$ 38,109,106.00	\$ 38,475,661.53	\$ 39,270,203.43	\$ 39,311,873.48
Working Cash	\$ 415,668.34	\$ 414,335.79	\$ 333,744.74	\$ 297,178.80	\$ 228,645.90	\$ 227,915.19
*Working Cash CD's	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00
2023B Bond Account	\$ 1,136,850.72	\$ 1,816,585.58	\$ 1,810,936.04	\$ 1,805,115.13	\$ 1,799,875.04	\$ 1,794,080.49
Investments**						
Liquid Fund	\$ 282,531.15	\$ 281,681.67	\$ 280,859.78	\$ 255,302.48	\$ 140.48	\$ 140.17
MAX Fund	\$ 107,215.52	\$ 106,891.96	\$ 106,578.94	\$ 106,257.67	\$ 105,965.76	\$ 105,641.92
Cert of Deposit	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,776,850.00	\$ 2,776,850.00
Cert of Deposit (DTC)	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 52,934,603.10	\$ 53,434,789.21	\$ 53,959,275.38	\$ 54,257,565.49	\$ 54,950,030.49	\$ 54,984,851.13

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

*Funds invested as follows:

\$454,903.26 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026
 \$6,100,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/3/2026
 \$2,200,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026
 \$500,000.00 - 12 month CD at a rate of 4.5% - Maturity date of 9/17/2026

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