

**REND LAKE COLLEGE  
BOARD OF TRUSTEES MEETING**

**March 10, 2026**

**6:30 PM**

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

**Page  
No.**

- I. Call to Order**
- II. Roll Call**
- III. Audit Presentation (Materials To Be Provided)**
- IV. General Information**
  - A. Announcements**
    - 1. Tuesday, March 17, 2026; Doors open at 5:00pm  
**CTE Advisory Committee Meetings**  
Event Center & Breakout Rooms
    - 2. Tuesdays, March 19 – May 7, 2026; 3:00-9:00pm  
**Culinary Showcases**  
PDA
    - 3. Thursday - Saturday, April 9-11, 2026; 7:00pm  
& Matinee Sunday, April 12; 2:00pm  
**Spring Musical “CABARET”**  
Theater
    - 4. Tuesday, April 14, 2026; 6:30pm  
**RLC Board of Trustees Meeting**  
Event Center
    - 5. Thursday, April 23, 2026; 8am-1pm  
**Children’s Health Fair**  
Recreation Center
    - 6. Friday, April 24, 2025; 9am-1pm  
**Kindergarten Day**  
Event Center and Various Breakout Rooms

7. Wednesday, April 29, 2026; 6:00pm  
**Upward Bound Banquet**  
Event Center
8. Thursday, April 30, 2026; 12:00pm  
**RLC Foundation Board of Directors Meeting**  
SIMA, Rend Lake College MarketPlace
9. Friday, May 1, 2026; 8:45am  
**Career Connections**  
Event Center
10. Thursday, May 14, 2026; 11:30am  
**Radiology Pinning**  
RLC Theater
11. Thursday, May 14, 2026; 1:30pm  
**ADN Pinning**  
RLC Theater
12. Thursday, May 14, 2026; 3:00pm  
**Medical Assistant Pinning**  
RLC Theater
13. Thursday, May 14, 2026; 4:00pm  
**CNA Pinning**  
RLC Theater
14. Friday, May 15, 2026; 10:00am  
**Pre-K Graduation**  
RLC Theater
15. Saturday, May 16, 2026  
**Rend Lake College Graduation**  
8:30am – AA/AS/AES/AFA  
10:30am – AAS/Certificate  
Banterra Sports Complex -Waugh Gymnasium

01

**B. Student Trustee Election Report (To Be Provided)**

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

Subsection (1) appointment, employment, and compensation of specific employees; (6) setting of price for sale or lease of property; (9) student discipline; (11) litigation; (21) discussion of executive session minutes

**VI. Resume Open Meeting**

**VII. Approval of Consent Agenda**

Consent Items are marked with an asterisk (\*)

**VIII. Approval of Minutes**

- 03 \* February 10, 2026 Executive Session
- \* February 10, 2026 Board of Trustees Meeting

**IX. New Business**

- \* A. Approval of Revisions to Rend Lake College *Policy & Procedure* 3.1010-Selection of Personnel (Second Reading)
- \* B. Course / Curriculum Approvals
- 18 C. Approval of Revisions to Rend Lake College *Policy & Procedure* 2.1720 – Community Use of College Facilities (First Reading)
- 21 D. Acceptance of Fiscal Year 2025 Audit and Annual Comprehensive Financial Report (To Be Provided)
- 22 E. Permission to Create Rend Lake College *Policy & Procedure* 2.1513 - Gramm-Leach-Bliley Act (GLBA) Information Security (First Reading)
- 25 F. Approval to Remodel Vacant Space at the Rend Lake College MarketPlace Using Auxiliary Fund (Fund 05) Unrestricted Fund Balance; Advertise for Sealed Bids Where Required
- 26 G. Permission to Bid Sealing and Striping Ina Campus Parking Lots
- 27 H. Approval of Articulation Agreements between Rend Lake College and McKendree University

**X. Personnel**

- 36 A. Resignation – Financial Aid Specialist
- B. Appointment of Director - Community, Corporate & Workforce Education (To Be Provided)
- 39 C. Permission to Revise Job Description and Appoint Coordinator – Dual Credit / Academic Advisor

43 D. Appointment of Coordinator - Online Learning and Accessibility

**XI. Financial Information**

46 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements

47 B. Financials (INFORMATIONAL)

**XII. Reports**

1. Academic Council
2. ICCTA Representative
3. Rend Lake College Foundation
4. Accreditation Report
5. Obsolete Equipment

**XIII. Public Comment**

**XIV. President's Comments**

**XV. Adjournment**

# 2026 STUDENT TRUSTEE ELECTION RESULTS

## Rend Lake College Board of Trustees

March 10, 2026

We, the undersigned, have canvassed the election and have stated that Landen D. Catron did obtain the majority of ballots cast and is the duly elected student member of the Board of Trustees until the election of a successor.

Jena Jensik  
Jena Jensik  
Dean of Enrollment Services  
Rend Lake College

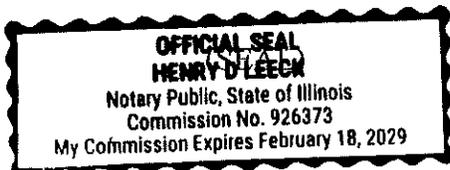
Vickie Schulte  
Vickie Schulte  
Dean of Student Success & Development  
Rend Lake College

Karessa Keyser  
Karessa Keyser  
Executive Assistant of Instruction  
Rend Lake College

Beth Stevens  
Beth Stevens  
Testing Specialist  
Rend Lake College

STATE OF ILLINOIS        )  
  ) ss.  
COUNTY OF JEFFERSON )

On this 5th day of March, 2026 before me, a Notary Public in and for said County and State, personally appeared Jena Jensik, Vickie Schulte, Karessa Keyser, and Beth Stevens known to me to be the persons whose names are subscribed to the within Student Trustee Election results.



Henry D. Leech  
(Notary Public's Signature)

<u>Names of Candidates</u>	<u>Number of Votes</u>
Lily Owen	12
Landen D. Catron	<u>49</u>
Total Ballots	61

# MINUTES

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

**February 10, 2026**

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

**CALL TO ORDER**

Vice Chairman, Brian Dorris, called the regular Board of Trustees meeting to order at 6:31 pm in the Rend Lake College Event Center.

**ROLL CALL**

Mr. Ron Daniels, Acting Secretary, called the roll.

Those present were:

Mr. John D. Aiken  
Dr. David Asbery  
Mr. Joe Coy  
Mr. Ron Daniels  
Mr. Brian Dorris  
Mr. Henry Meinert (Student Trustee)

Those absent were:

Mr. Larry Manning  
Mr. Tony Wielt

Others present were:

Mrs. Lori Ragland, Dr. Chad Copple, Mr. John Gulley, Mrs. Cathy DeJarnette, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Andrea Banach, Mrs. Jena Jensik, Mr. Kent McKown, Mr. Brett Crocker, Mrs. Mary Huggins, Mr. Joe Ervin, Mrs. Amy Epplin, Mr. Nathan Wheeler, Ms. Kendra Gregory, Mrs. Shari Carpenter, Mrs. Vickie Schulte, Mrs. Bria Robinson, Mr. Corey Phillips, Mr. Greg Hollmann, Mrs. Mallory Howell, Mr. Donnie Millenbine

**GENERAL INFORMATION**

**ANNOUNCEMENTS**

1. Wednesday, February 11, 2026; 3:30pm  
**RLC Banterra Sports Complex Ribbon Cutting and Open House of Complex**  
Banterra Sports Complex

2. Wednesday, February 11, 2026; 4:30pm-7:30pm  
**RLC Open House**  
Event Center
3. Wednesday, February 11, 2026; 5:00pm / 7:00pm  
**Women's Basketball game & Men's Basketball game – Complimentary Entrance**  
James "Hummer" Waugh Gymnasium
4. Friday, February 13, 2026; 8:00am-2:00pm  
**High School Counselor Conference**  
SIMA
5. Tuesday, February 17, 2026; 8:00am-4:00pm  
**RLC In-Service**  
Event Center
6. Thursday, February 19, 2026; 12:00pm  
**RLC Foundation Board of Directors Meeting**  
Student Center – PDA
7. Tuesday, February 24, 2026; 10:00am-2:00pm  
**RLC Job Search Party**  
Event Center
8. Thursday, February 26, 2026; 5:30pm  
**Annual RLC Foundation Scholarship Dinner**  
Event Center
9. Wednesday, March 4, 2026; 9:00am-1:00pm  
**Transition Summit**  
Event Center
10. Tuesday & Wednesday, March 10 & 11, 2026;  
8:00am-2:00pm  
**Kickstart Your Journey**  
Event Center
11. Tuesday, March 10, 2026; 6:30pm  
**RLC Board of Trustees Meeting**  
Event Center

12. Tuesday, March 17, 2026; Doors open at 5:00pm  
**CTE Advisory Committee Meetings**  
 Event Center & Breakout Rooms
  
13. Thursday - Saturday, April 9-11, 2026; 7:00pm  
 & Matinee Sunday, April 12; 2:00pm  
**Spring Musical "CABARET"**  
 Theater
  
14. Tuesday, April 14, 2026; 6:30pm  
**RLC Board of Trustees Meeting**  
 Event Center
  
15. Thursday, April 23, 2026; 8am-1pm  
**Children's Health Fair**  
 Recreation Center
  
16. Friday, April 24, 2025; 9am-1pm  
**Kindergarten Day**  
 Event Center and Various Breakout Rooms
  
17. Thursday, April 30, 2026; 12:00pm  
**RLC Foundation Board of Directors Meeting**  
 Student's Center
  
18. Thursday, May 14, 2026; 11:30am  
**Radiology Pinning**  
 RLC Theater
  
19. Thursday, May 14, 2026; 1:30pm  
**ADN Pinning**  
 RLC Theater
  
20. Thursday, May 14, 2026; 3:00pm  
**Medical Assistant Pinning**  
 RLC Theater
  
21. Thursday, May 14, 2026; 4:00pm  
**CNA Pinning**  
 RLC Theater
  
22. Saturday, May 16, 2026  
**Rend Lake College Graduation**  
 8:30am – AA/AS/AES/AFA  
 10:30am – AAS/Certificate  
 Banterra Sports Complex – Waugh Gymnasium

**MOTION FOR EXECUTIVE SESSION**

Vice Chairman Dorris asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(6)(9)(11)(21). Mr. Meinert 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 6:30 pm.

**RESUME OPEN MEETING**

Vice Chairman Dorris asked for a motion to reopen the public meeting; Mr. Aiken motioned; seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes. At 6:49 pm, Vice Chairman Dorris reconvened the open session of tonight's meeting.

**CONSENT AGENDA**

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

1. January 13, 2025 Executive Session\*;
2. January 13, 2025 Board of Trustee Meeting Minutes\*;
3. Approval of Revisions to Rend Lake College Policy & *Procedure* 4.1115-Fees\*;
4. Approval of Revisions to Rend Lake College Policy & *Procedure* 3.1205-Performance Evaluation and Tenure of Faculty Members \*;
5. Approval of Revisions to Job Descriptions \*;

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

**NEW BUSINESS**

APPROVAL OF REVISIONS TO REND LAKE COLLEGE *POLICY* & *PROCEDURE* 3.10101 – SELECTION OF PERSONNEL (FIRST READING)

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

As recommended, Dr. Asbery made a motion to approve revisions to Rend Lake College *Policy and Procedure* 3.1010 – Selection of Personnel (First Reading) as presented, effective March 10, 2026. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF  
TUITION RATES  
FOR FY 2027

Mrs. Ragland recommended to establish the in-district, out-of-district, and out-of-state tuition rates for Summer 2026, Fall 2026, and Spring 2027 as follows:

**In-District Tuition Rates per Credit Hour\***

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

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

**Out-of-District Tuition Rates per Credit Hour\***

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

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

**Out-of-State Tuition Rates per Credit Hour\***

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

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

As recommended, Mr. Meinert made a motion to establish the in-district, out-of-district, and out-of-state tuition rates for Summer 2026, Fall 2026, and Spring 2027 as follows:

**In-District Tuition Rates per Credit Hour\***

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

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

**Out-of-District Tuition Rates per Credit Hour\***

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

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

**Out-of-State Tuition Rates per Credit Hour\***

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

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

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

**PERSONNEL**

**RESIGNATION OF PROJECT  
MANAGER – INFORMATION  
TECHNOLOGY & INSTITUTIONAL  
RESEARCH**

Mrs. Ragland recommended to accept with regret the resignation of Mr. Jaron Hubbard, Project Manager of Information Technology and Institutional Research, effective February 13, 2026.

As recommended, Mr. Aiken made a motion to accept with regret the resignation of Mr. Jaron Hubbard, Project Manager of Information Technology and Institutional Research, effective February 13, 2026. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

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

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

As recommended, Mr. Daniels made a motion to grant permission to revise the job description, advertise for and ratify the appointment of Director -

Institutional Research & Analysis, effective February 10, 2026. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

TENURE – AUTOMOTIVE  
INSTRUCTOR

Mrs. Ragland recommended to grant tenure to Mr. Jay Copple, Automotive Instructor, effective February 10, 2026.

As recommended, Mr. Aiken made a motion to grant tenure to Mr. Jay Copple, Automotive Instructor, effective February 10, 2026. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

**FINANCIAL INFORMATION**

RATIFICATION OF THE  
PAYMENT OF COLLEGE  
EXPENSES INCLUDING  
TRAVEL EXPENSE  
REIMBURSEMENTS

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

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

**REPORTS**

ACADEMIC COUNCIL

No Report

ICCTA REPRESENTATIVE

No Report

RLC FOUNDATION

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, reported 85 ladies attended the RLCF Wilma Guy High Tea Event on February 10. Mrs. DeJarnette also reported the ribbon cutting for the Banterra Sports Complex would be held at 3:30pm February the 11. The Foundaiton will also hold their Annual Scholarship Dinner on February 26.

ACCREDITATION

No Report

OBSOLETE EQUIPMENT

Mr. Donnie Millenbine, Dean of Facilities Management & Campus Operations, gave notice of some equipment that will be obsoleted to auction including file cabinets, desks, and counter tops.

**PUBLIC COMMENT**

None

**PRESIDENT’S COMMENTS**

President Lori Ragland recognized Mr. Donnie Millenbine and his entire team for their excellent work clearing the snow for campus to reopen; and for their quick and efficient discovery and clean up of a water leak in the library.

President Ragland explained monies set aside in 2021 and 2022 for the boiler project left a surplus of \$842,000 after the lowest bid was awarded. She mentioned these funds could possibly be used toward the Allied Health Building project. If the second-lowest bidder is deemed responsive we will need to commit \$2.5mil to a trust to fund the project; this is \$500,000 more than would have been required with the initial bid.

President Ragland also provided a handout detailing the SP26 enrollment increase. She also referred to a letter from our auditing provider, Sikich, that states they need more time to complete our audit on their end with no negative reflection to the college.

**ADJOURNMENT**

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

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

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Chairman

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Secretary

# NEW BUSINESS

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

*Rend Lake College Board of Trustees*

**March 10, 2026**

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

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

**EFFECTIVE DATE:** March 10, 2026

### 3.1010 Selection of Personnel

#### POLICY

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

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

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

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

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

#### PROCEDURE

##### APPROVAL

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

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

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

##### ADVERTISEMENT

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

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

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

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

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

## SELECTION

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

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

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

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

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

- J. After the President makes the recommendation of the selected candidate to the Board of Trustees, it will be the responsibility of the ~~hiring supervisor~~ **interview committee lead** to schedule an appointment with the Human Resources department prior to or on the first day of employment to initiate the onboarding process.

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

**Last Revised: March 2026**

# **COURSE / CURRICULUM APPROVALS**

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To approve the development of new courses, approval of 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 – February 18, 2026**  
**Academic Council Meeting – February 23, 2026**

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

**Approval – New Courses**

- LGOM 1200 Intro to Supply Chain Management
  - LGOM 1201 Transportation and Logistics
  - LGOM 1202 Principles of Operations Management
  - LGOM 1203 Physical Dist & Security Regulations
  - LGOM 1204 Global Supply Chain Economics
  - LGOM 1205 Procurement & Contract Management
- Effective 8/1/2026*

**Approval – New Curriculum**

- LGOM 0001 Logistics & Operations Management
- Effective 8/1/2026*

**Signatures**

Curriculum Committee Chair *Kathryn Hedmon* Date 02/24/2026

Academic Council Chair *Joseph Ferris* Date 02/24/2026

Vice President *Kimberly N. K. Brown* Date 02/24/2026

**APPROVAL OF REVISIONS TO REND LAKE  
COLLEGE *POLICY & PROCEDURE 2.1720 –  
COMMUNITY USE OF COLLEGE FACILITIES*  
(FIRST READING)**

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To approve revisions to Rend Lake College *Policy & Procedure 2.1720 – Community Use of College Facilities (FIRST READING)* as presented, effective April 14, 2026.

**RATIONALE:** These revisions are needed to include fees for use of the new space available in the sports complex.

**EFFECTIVE DATE:** April 14, 2026

## 2.1720 Community Use of College Facilities

### POLICY

Rend Lake College allows the use of its facilities by outside entities. However, in all cases, the College reserves the right to approve or disapprove any event and to cancel any reservation at any time. Outside entities using College facilities must follow all College policies including, but not limited to, the following:

- Under the direction of the Board of Trustees, per Illinois Community College Act 235 ILCS 5/6-15, alcoholic beverages may be delivered to and sold or served on campus for receptions, cultural events, conferences or convention type activities provided that:
  - The alcoholic beverages are sold or served only at an event authorized by the College President.
  - The alcoholic beverages are limited to participants attending receptions, cultural events, conferences or convention type activities (non-student related activities).
  - Alcohol usage and consumption is compliant with the “Terms and Conditions” provided with the facilities contract.
- The College reserves the right to alter or change fees without prior notification to the general public.
- The College reserves the right to alter or change the facilities that are available for use by the general public without prior notification to the general public.
- Because of specialized equipment in the Theater, Gymnasium and Event Center, or if specialized equipment is required in other facilities, the College may require the presence of College trained personnel; additional fees may be incurred by the User.
- Laptop computers, smart phones, tablet computers or other devices ~~may not~~ may be connected to the college ~~network~~ public Wi-Fi.
- All entities using College facilities will be required to complete a Rend Lake College Use of Facilities Agreement form, sign a Terms and Conditions form, and provide proof of insurance, either through an existing policy or through the purchase of a special events policy naming Rend Lake College as the venue that covers the scope of the event. The amount of liability coverage must meet or exceed \$1,000,000 for a business, and \$100,000 for an individual user. The President may waive the requirement to provide proof of insurance at their discretion.
- The College reserves the right to cancel the reservation if the fee balance is not submitted to the college at least three business days prior to the event.
- Fees for damages to Rend Lake College equipment or facilities will be charged to the User.

The following procedures are established to ensure compliance.

### PROCEDURE

The College will not confirm reservations for an event occurring between the dates of January 1 and August 15 prior to the preceding October 1, and for the dates August 16 and December 31 prior to March 1.

Facility scheduling will be done through the President’s Office or appointed, trained personnel.

Event Center, ~~Conference Room~~ Main Hall, Gymnasium, SIMA Bay area, and AIC Bay area reservations will require a \$500.00 non-refundable booking fee. All other facility reservations will require a \$25 non-refundable booking fee payable at the time of the reservation. Booking fee will be applied toward the total bill due. The Rend Lake College Use of Facilities Agreement form, proof of insurance and fee balance must be received at least three business days prior to the event to avoid cancellation.

The following fee schedule is established for the use of facilities, equipment, and/or personnel. Fees may be waived by the President or designee for governmental or educational agencies, individual groups or organizations that have a working relationship with the College or its Foundation, or as deemed appropriate.

<b><u>Facility Fees:</u></b>	<b><u>First Hour</u></b>	<b><u>Each Add'l Hour</u></b>
Theatre	\$100.00	\$50.00
<del>Gymnasium</del>	<del>\$100.00</del>	<del>\$50.00</del>
Rec Center	\$100.00	\$50.00
Computer Lab	\$30.00	\$15.00
Pat Kern Private Dining Area	\$30.00	\$15.00
Classrooms and Other Facilities	\$20.00	\$10.00
Warrior Lounge	\$75.00	\$25.00
<b><u>Gymnasium</u></b>	<b><u>\$250</u></b>	<b><u>\$100 (up to \$1,000 max/day)</u></b>
• <b><u>Visitor Locker Room (4 total)</u></b>	<b><u>\$25.00 per locker room per day</u></b>	
• <b><u>Concession Stand</u></b>	<b><u>\$150.00/day</u></b>	
• <b><u>Concession Stand Cleaning Fee</u></b>	<b><u>\$100 flat fee per use</u></b>	

S.I.L Manufacturing Academy (SIMA)

- Classroom \$100.00 \$50.00
- Bay area \$250.00 \$100.00
- Special events – will be determined by the President or their designee

Agronomy Innovation Center (AIC)

- Classroom \$100.00 \$50.00
- Bay area \$250.00 \$100.00
- Special events – will be determined by the President or their designee

Event Center

- Conferences and Meetings \$250.00 \$100.00 (up to \$1,000 max/ day)
- Special Events (weddings, receptions, etc.) – will be determined by the President or their designee
- A refundable \$500 damage deposit will be required for special events (weddings, receptions, etc.) held in the Event Center.

Educational Partners (classroom) \$175 per credit hour per course

**Specialty Fees (when applicable):**

AV/Computer Technician Fee	\$30.00/hour
<b><u>(ex: for Video Board/Scoreboard/Theater Lighting/Etc.)</u></b>	
Security Fee	\$30.00/hour
Event Coordinator Fee	\$30.00/hour
Event Center Cleaning Fee	\$100 flat fee per use

(Licensing fees for videoconferences, webinars, etc. are the sole responsibility of the individual, group or organization)

*Last Revised: March 2026*

**ACCEPTANCE OF FISCAL YEAR 2025 AUDIT AND  
ANNUAL COMPREHENSIVE FINANCIAL REPORT  
(TO BE PROVIDED)**

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To accept the fiscal year 2025 audit and annual comprehensive financial report as presented.

**RATIONALE:** The audit and financial statements have been reviewed with the independent auditors, and management believes that they are fairly presented.

**EFFECTIVE DATE:** March 10, 2026

**PERMISSION TO CREATE  
REND LAKE COLLEGE  
*POLICY & PROCEDURE 2.1513* – GRAMM-LEACH-  
BLILEY ACT (GLBA) INFORMATION SECURITY  
(FIRST READING)**

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To grant permission to create Rend Lake College *Policy & Procedure 2.1513* – Gramm-Leach-Bliley Act (GLBA) Information Security, as presented (FIRST READING) effective April 14, 2026.

**RATIONALE:** This policy is being created to comply with the provisions of the Gramm-Leach-Bliley Act.

**EFFECTIVE DATE:** April 14, 2026

## 2.1513 Gram-Leach-Bliley Act (GLBA) Information Security

### POLICY

This Policy establishes the College's written information security program in accordance with the Gramm–Leach–Bliley Act (GLBA) and the FTC Safeguards Rule (16 C.F.R. Part 314). The purpose of the program is to protect the security, confidentiality, and integrity of nonpublic personal information (NPI) maintained by the College in connection with financial services, including administration of federal student financial aid.

This Policy is adopted pursuant to:

- The Gramm–Leach–Bliley Act and the FTC Safeguards Rule
- U.S. Department of Education requirements applicable to Title IV-participating institutions
- Applicable Illinois law governing data protection, records retention, and breach notification

This Policy applies to all College trustees, officers, employees, student workers, contractors, and third parties that access, maintain, process, or transmit NPI on behalf of the College, regardless of format (electronic or paper).

### PROCEDURE

The College shall develop, implement, and maintain a risk-based information security program containing reasonable administrative, technical, and physical safeguards designed to:

- Ensure the security and confidentiality of NPI
- Protect against anticipated threats or hazards to the security or integrity of NPI
- Prevent unauthorized access to or use of NPI that could result in substantial harm or inconvenience

### Governance and Oversight

The Chief Information Officer (CIO) is designated as the College's GLBA Coordinator and is responsible for overseeing and administering the information security program. The Board of Trustees retains oversight responsibility and shall receive updates at least annually regarding the status of the College's GLBA information security program, material risks, and significant incidents, as appropriate.

Under the direction of the CIO, the College shall maintain a written information security program that is appropriate to the size, complexity, and activities of the institution and the sensitivity of the information it maintains.

The CIO may delegate operational responsibilities to appropriate personnel while retaining overall program coordination and accountability.

### Risk Assessment

The College shall periodically identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of NPI. Risk assessments shall inform the selection, implementation, and modification of safeguards.

### Safeguards

Based on identified risks, the College shall implement and maintain reasonable safeguards, which may include administrative, technical, and physical measures designed to control access to NPI, protect information systems and records, and reduce the likelihood and impact of unauthorized disclosure.

Specific safeguards and standards shall be documented and maintained administratively and may be updated as technology, risks, or regulatory guidance change.

### **Workforce Training and Awareness**

Employees and others with access to NPI shall receive periodic training appropriate to their roles and responsibilities regarding information security, privacy, and incident reporting.

### **Service Provider Oversight**

The College shall take reasonable steps to select and retain service providers capable of maintaining appropriate safeguards for NPI. Contracts with service providers shall include provisions requiring the protection of NPI and compliance with applicable law.

### **Incident Response**

The College shall maintain procedures for responding to suspected or confirmed security incidents involving NPI, including investigation, mitigation, notification, and remediation in accordance with applicable federal and Illinois law.

### **Monitoring and Program Adjustment**

The information security program shall be monitored and adjusted as necessary in response to:

- Changes in risk, operations, or technology
- Results of assessments, testing, or audits
- Security incidents or emerging threats

### **Records Management**

NPI and related documentation shall be retained and disposed of in accordance with the Illinois Local Records Act and applicable College records retention schedules.

### **Review and Updates**

This Policy and Administrative Procedure shall be reviewed periodically and updated as necessary to maintain compliance with applicable law and regulatory guidance. Substantive changes shall be presented to the Board of Trustees for approval.

Created 04/14/2026

**APPROVAL TO REMODEL VACANT SPACE AT THE  
REND LAKE COLLEGE MARKETPLACE USING  
AUXILIARY FUND (FUND 05) UNRESTRICTED FUND  
BALANCE; ADVERTISE FOR SEALED BIDS WHERE  
REQUIRED**

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To approve the expenditure of up to \$750,000 of Auxiliary Fund (Fund 05) unrestricted fund balance to remodel and repurpose approximately 5,700 square feet of vacant space and 756 square feet of occupied space at the Rend Lake College MarketPlace, and to authorize administration to advertise for sealed bids for aspects of the project where required.

**RATIONALE:** The space formerly occupied by Showdown Steakhouse requires extensive renovation to repurpose it for use other than a restaurant. Renovation will also include incorporating rooms 230, 231, 232, and 234 for a combined suite total of approximately 6,456 square feet. The majority of the work will be performed in-house, but some aspects of the project may require outside contractors. In those instances where outside contracts are expected to exceed the legal threshold for competitive bids, sealed bids will be sought pursuant to Rend Lake College Board Policy and Illinois Statute. Contracts will be subject to award and approval by the Board of Trustees.

**EFFECTIVE DATE:** March 10, 2026

# PERMISSION TO BID SEALING AND STRIPING INA CAMPUS PARKING LOTS

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To grant permission to seek bids for sealing and striping the parking lots at the Rend Lake College Ina campus.

**RATIONALE:** The parking lots were paved with new asphalt in the fall of 2023. Sealing and striping is recommended to maintain the condition of the new asphalt. The project will be timed to allow allocation of the project costs evenly between FY26 and FY27.

**EFFECTIVE DATE:** March 10, 2026

**APPROVAL OF ARTICULATION AGREEMENTS  
BETWEEN REND LAKE COLLEGE  
AND  
MCKENDREE UNIVERSITY**

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To approve the Associate of Applied Science in Agricultural Business to a BS in Agribusiness and the Associate of Arts in Agriculture to a BS in Agribusiness between Rend Lake College and McKendree University, as presented, effective March 10, 2026.

**RATIONALE:** These Articulation Agreements allow students to complete an AAS Degree in Agricultural Business or an AA in Agriculture at Rend Lake College and seamlessly transfer to McKendree University and earn the BS in Agribusiness.

**EFFECTIVE DATE:** March 10, 2026

**Articulation Agreement  
Between  
McKendree University and Rend Lake College  
Agriculture**

This articulation agreement is the result of discussions between McKendree University and Rend Lake College. McKendree and Rend Lake agree that both institutions value this cooperative agreement and that this agreement will best serve the current students of both institutions.

**Terms and Conditions**

**Section I: Admissions and Matriculation**

McKendree and Rend Lake have developed a four-year program plan to facilitate the most seamless transfer possible for Rend Lake students who complete the

Associate in Applied Science Degree Agricultural Business  
Associate of Arts Degree in Agriculture

at Rend Lake and desire to earn the Bachelor of Science Degree in Agribusiness at McKendree University.

Students who satisfactorily complete either degree with Rend Lake will be admitted to McKendree University.

McKendree and Rend Lake agree to inform potential transfer students of the existence of this institutional articulation agreement and the advantages of pursuing the articulated programs.

**Section II: Transfer of credit**

McKendree University agrees to accept a maximum of 90 semester hours of credit from the Rend Lake graduate who seeks to complete a baccalaureate degree at McKendree. McKendree University will communicate specific options for students and give careful consideration to all previously completed courses. Courses in addition to those used to earn the degree at Rend Lake will be evaluated individually to determine which are transferable and what requirements have been met. Completion of the degree fulfills all general education requirements with McKendree University.

### **Section III: Program Plan**

The four-year program plans for the B.S. in Agribusiness are included at the end of this agreement. These plans will specify the student degree course plan and transfer credit requirements.

Degree course plans will be reviewed by both McKendree University and Rend Lake representatives on an annual basis, and revised or updated as needed to reflect any changes in the degree requirements.

Notices should be mailed to the following addresses by first class mail in order to fulfill any notice of revision/updates to this Agreement.

For Rend Lake College:

Jena Jensik  
Dean of Enrollment Management  
Rend Lake College  
468 N. Ken Gray Parkway  
Ina, IL 62846

For McKendree University:

Dr. Melissa Meeker  
Dean of Worldwide Programs  
McKendree University  
701 College Road  
Lebanon, IL 62254

### **Terms of the Agreement**

This agreement becomes effective on March 1, 2026 and remains in effect until July 31, 2030, unless changed in writing by mutual agreement of McKendree University and Rend Lake College. The agreement can be amended at any time with the approval of both institutions. Should either institution desire to discontinue this agreement, written advance notification of 60 days will be required. Termination, however, will not be executed without a negotiated teach-out agreement for students currently enrolled.

Both institutions hereby indicate full agreement to the terms and conditions included above and the honoring of the course, program, and other requirements outlined in the four-year program plan attached at the end of this agreement.

IN WITNESS WHEREOF, the parties have executed this Articulation Agreement by their duly authorized officers on the date first written above.

**Rend Lake College**

**McKendree University**

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Lori Ragland  
President  
Rend Lake College

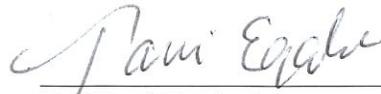


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Dan Dobbins  
President  
McKendree University

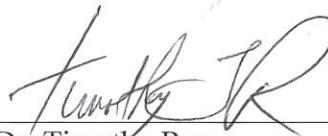
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Henry Leeck  
Vice President Academic and  
Student Services  
Rend Lake College



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Dr. Tami Eggleston  
Provost  
McKendree University



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Dr. Timothy Ros  
Chair, School of Business  
McKendree University



To



## AAS in Agricultural Business to BS in Agribusiness

<b>Rend Lake College Courses</b>					
<b>68 hours</b>					
AGRI 1161	Soil Science	4	AGRI 1263	Crop Science	4
AGRI 1222	Applied Mathematics or MATH Elective	3	AGRI 2223	Agricultural Finance	3
AGRI 1251	Intro to Ag Production	3	AGRI 2225	Food and Agricultural Policy	3
AGRI 1285	Agricultural Technologies	3	COMM 1101	Principles of Effective Speaking	3
ENGL 1101	Rhetoric and Composition	3	CSCI 1102	Intro to Computers w/ Business Applications	3
AGRI 1141	Agricultural Economics	3	PSYC 2101 or PSYC 2106	Introduction to Psychology or Human Relations	3
AGRI 1210	Supervised Occupational Experience	4	AGRI 1181	Introduction to Animal Science	4
AGRI 1221 or BUSI 1202	Intro to Agricultural Occupations or Employability Skills	1	AGRI 2210	Supervised Occupational Experience	4
AGRI 1223	Intro to Ag Business	3	AGRI 2241	Farm Management	3
AGRI 1262	Agricultural Chemicals	3	AGRI 2242	Marketing Agricultural Products	5
			ELEC	General Education	3
<b>McKendree University Courses</b>					
<b>McKendree University – 54 hours</b>					
ACC 205	Principles of Financial Accounting	3	BIO 250	Introduction to Environmental Science	3
ECO 211	Principles of Microeconomics	3	BUS 330	Project Management	3
ECO 212	Principles of Macroeconomics	3	ENT 301	Theory of Entrepreneurship	3
BUS 303 or 304	Business Law I or Business Law II	3	ENT 330	Process Entrepreneurship	3
BUS 310	Quantitative Analysis for Business Dec.	3	ENT 452	Agribusiness Capstone	3
MTH 170	Statistics	3	FIN 360	Financial Management	3
MGT 204	Principles of Management	3	MGT 376	Operations Management	3
MKT 205	Principles of Marketing	3	MKT 340	International Business	3
BUS 450	Business Strategy and Policy	3	MTH 105	Intermediate Algebra	3
<b>Total Hours to Bachelor Degree: 122 Hours</b>					

**Instructional Delivery – Face to Face**

**McKendree University Residency** – Students must complete a minimum of 30 credit hours with McKendree University.

**Transfer Credits** – McKendree University will accept a maximum of 90 hours in transfer credits. Only courses with a grade of C or better will be transferred.

**Degree Requirements** – Students must complete a minimum of 120 credit hours to receive a bachelor's degree from McKendree University. Some programs require additional hours.

**Contact us for more information:**

**Rend Lake College**

Jena Jensik  
Dean of Enrollment Services  
618.437.5321 x1293  
[jensikj@rlc.edu](mailto:jensikj@rlc.edu)

**McKendree University**

Melissa Meeker, EdD  
Dean of Worldwide Programs  
618.537.6834  
[mmeeker@mckendree.edu](mailto:mmeeker@mckendree.edu)



To



## Associate of Arts in Agriculture to BS in Agribusiness

### Rend Lake College Courses

**66 hours**

AGRI 1161	Soil Science	4	AGRI 1263	Crop Science	4
BOT 1101	Plants & Society	4	CHE 1101	General Chemistry I	5
ENGL 1101	Rhetoric and Composition I	3	COMM 1101	Principles of Effective Speaking	3
ACCO 1101	Principles of Financial Accounting	4	FINE ARTS	IAI Fine Arts	3
MATH 1111	Statistics	3	SOC/BEH SCI	IAI Social/Behavioral Sciences	3
AGRI 1141	Agricultural Economics	3	AGRI 1262	Agricultural Chemicals	3
AGRI 1181	Introduction to Animal Science	4	CHE 1102	General Chemistry II	5
ENGL 1102	Rhetoric and Composition II	3	FA/HUM	IAI Fine Arts/Humanities	3
ECON 2101	Principles of Economics I	3	ECON 2102	Principles of Economics II	3
HUMANITIES	IAI Humanities*	3			

### McKendree University Courses

**McKendree University – 54 hours**

BUS 303 or 304	Business Law I or Business Law II	3	ENT 301	Theory of Entrepreneurship	3
FIN 308	Principles of Business Finance	3	ENT 330	Process Entrepreneurship	3
BUS 310	Quantitative Analysis for Business Dec.	3	ENT 452	Agribusiness Capstone	3
MGT 204	Principles of Management	3	FIN 360	Financial Management	3
MKT 205	Principles of Marketing	3	MGT 376	Operations Management	3
BUS 450	Business Strategy and Policy	3	MKT 340	International Business	3
BIO 250	Introduction to Environmental Science	3	MTH 105	Intermediate Algebra	3
BUS 330	Project Management	3	GNL ELEC	General Electives	9

**Total Hours to Bachelor Degree: 120 Hours**

**\*Work with RLC advisor to meet Multiculturalism requirement**

**Instructional Delivery – Face to Face**

**McKendree University Residency** – Students must complete a minimum of 30 credit hours with McKendree University.

**Transfer Credits** – McKendree University will accept a maximum of 90 hours in transfer credits. Only courses with a grade of C or better will be transferred.

**Degree Requirements** – Students must complete a minimum of 120 credit hours to receive a bachelor's degree from McKendree University. Some programs require additional hours.

**Contact us for more information:**

**Rend Lake College**

Jena Jensik

Dean of Enrollment Services

618.437.5321 x1293

[jensikj@rlc.edu](mailto:jensikj@rlc.edu)

**McKendree University**

Melissa Meeker, EdD

Dean of Worldwide Programs

618.537.6834

[mmeeker@mckendree.edu](mailto:mmeeker@mckendree.edu)

# PERSONNEL

# **RATIFY ACCEPTANCE OF RESIGNATION SPECIALIST – FINANCIAL AID**

*Rend Lake Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To accept with regret the resignation of Mrs. Lindsey Batts, Financial Aid Specialist, effective March 13, 2026.

**EFFECTIVE DATE:** March 13, 2026

**February 27<sup>th</sup> 2026**

Please accept this as my formal notice of resignation from my position as Financial Aid Specialist. My last day will be **Friday, March 13<sup>th</sup>, 2026**.

I want to say how much I appreciate ReAnne. I'm I got the chance to work with her, she's a great boss, incredibly hard-working, and genuinely kind person.

Thank you for the opportunity to be part of the team. I will help ensure a smooth transition.

Sincerely,

**Lindsey Batts**



# REND LAKE COLLEGE

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

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## OFFICE OF THE PRESIDENT

March 02, 2026

Mrs. Lindsey Batts



Dear Lindsey,

I am in receipt of your resignation letter dated February 27, 2026, resigning from your position of Financial Aid Specialist at Rend Lake College effective March 13, 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 REVISE JOB DESCRIPTION AND  
APPOINT  
COORDINATOR-DUAL CREDIT / ACADEMIC  
ADVISOR**

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATIONS:** To revise the job description and appoint Ms. Kristin White as Coordinator-Dual Credit/Academic Advisor, on a full-time, 50-week, tenure track contract at an annual salary of \$41,000, prorated for the remainder of the fiscal year, effective April 1, 2026.

**RATIONALE:** Ms. White has the required experience and education to be successful in the position.

**EFFECTIVE DATE:** April 1, 2026

*If Employment:*

**JOB TITLE:** Coordinator-Dual Credit / Academic Advisor

**SALARY:** \$41,000

**CLASSIFICATION:** Academic Support

**# OF WEEKS:** 50

**TENURE TRACK:** Yes   X   No           

**GRANT FUNDED:** Yes            No   X  

**EXEMPT/NON-EXEMPT:** Non-Exempt

**EXEMPT CLASSIFICATION:** NA

## RECOMMENDATION FOR APPOINTMENT

### General Information

Position to be Filled:	Coordinator-Dual Credit / Academic Advisor
Number of Applicants:	29
Number of Applicants who met the advertised requirements:	8
Number of Applicants Interviewed:	5
Applicants Interviewed by:	Jena Jensik, Hillary Halsey, Bria Robinson, Kelly Downes, Buster Leeck

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Applicant Recommended: Kristin White

### Educational Preparation:

M.S. in Education  
Southern Illinois University-Carbondale  
2002-2004

B.S. in Education  
Southern Illinois University-Carbondale  
2000-2002

AAS – Rend Lake College  
Early Childhood Educaiton  
1998-2000

### Experience:

Pre-K Learning House  
Owner/Lead Teacher  
2018-Present

Southern Illinois University-Carbondale  
Academic Advisor  
2008-2015

Rend Lake College  
Adjunct Instructor  
2004-2015

## JOB DESCRIPTION

**POSITION TITLE:** Coordinator–Dual Credit / Academic Advisor  
**DEPARTMENT:** Enrollment Services  
**REPORTS TO:** Dean-Enrollment Services  
**SUPERVISES:** None  
**STATUS:** Active  
**DATE:** ~~12/9/2025~~ 3/10/2026

### ESSENTIAL FUNCTIONS

1. Cultivate partnerships, **acting as a liaison**, through the development and maintenance of annual dual credit agreements with high schools.
2. Collaborate with the college's secondary education partners and RLC Divisions on dual credit options for students.
3. Coordinate dual credit student testing, applications, enrollment processes, and instructional supplies with appropriate personnel.
4. **Assist in the collection of dual credit instructor credentials.**
5. **Assist in assurance activities, ensuring equivalency, rigor, and alignment with on-campus courses.**
6. **Maintain the schedule of course evaluations, classroom observations, and faculty reviews in collaboration with academic deans and faculty.**
7. Coordinate communications with DC instructors, other stakeholders, and secondary education partners each semester, outlining dual credit procedures, calendar of dates and deadlines, procedures for verifying class rosters, final grade submission, and on-campus activities.
8. Maintain a list of charges for course fees by student and high school; coordinate billing with high school and RLC Business Office.
9. Coordinate logistics with secondary partners for dual credit course offerings on RLC campuses.
10. Provide on-site support to teachers and high school counselors as requested by secondary education partners.
11. Oversee web content for the dual credit program, ensuring it remains up to date.
12. **Assist in the collection, maintenance, and submission of dual credit data and reporting.**
13. Plan and conduct any needed orientation sessions for dual credit students and instructors.
14. Coordinate and conduct high school dual credit process meetings with high schools during the annual high school counselors conference.
15. Familiarize students with the College by informing them about academic policies and procedures.
16. Assist students in understanding the scope and requirements of various college programs, including course selection and transfer to four-year colleges or universities.
17. Refer students to special services if needed.
18. Advise Dual Enrollment students.

### OTHER FUNCTIONS

19. Assist students in developing and evaluating educational plans consistent with career and life goals.
20. Advise and assist students in developing schedules of classes related to completion of their educational plans.
21. Administer and interpret on-campus and high school placement tests as needed.
22. Advise on-campus students as assigned.
23. Perform other duties as assigned.

### ENVIRONMENT

Works in an office setting. Works a standard work week with compensatory or overtime as necessary and approved in advance. Off-campus travel will be required. Valid driver's license required.

**DISCLAIMER**

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

Coordinator – Dual Credit/Academic Advisor (Continued)

	<b>Academic Support</b>	<b>Administrative</b>	<b>Clerical</b>	<b>Custodial / Maintenance</b>	<b>Professional / Technical</b>	<b>Supervisory</b>	<b>Teaching Faculty</b>
Tenure Track (Y/N)	<b>Yes</b>						
Grant Funded (Y/N)	<b>No</b>						
Full Time/Part Time (FT/PT)	<b>FT</b>						
Perm/Temp*	<b>Perm</b>						
Exempt/Non-exempt	<b>Non-Exempt</b>						
Exemption Classification							

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

# APPOINTMENT COORDINATOR-ONLINE LEARNING AND ACCESSIBILITY

*Rend Lake College Board of Trustees*

**March 10, 2026**

**RECOMMENDATION:** To appoint Mr. Steve Marlow as Coordinator-Online Learning and Accessibility on a full-time, 50-week, non-tenure track contract at an annual salary of \$45,000, prorated for the remainder of the fiscal year, effective March 16, 2026.

**RATIONALE:** Mr. Marlow has a Master's Degree in Communication with a strong background in educational technology and instructional design. He brings the skills needed to be successful and support accessible course design, assist with digital content remediation, provide faculty support on LMS and accessibility tools, and contribute effectively to campus online learning initiatives.

**EFFECTIVE DATE:** March 16, 2026

*If Employment:*

**JOB TITLE:** Coordinator-Online Learning and Accessibility

**SALARY:** \$45,000

**CLASSIFICATION:** Academic Support

**# 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: Coordinator-Online Learning and Accessibility

Number of Applicants: 24

Number of Applicants who met the advertised requirements: 2

Number of Applicants Interviewed: 2

Applicants Interviewed by: Shari Carpenter, Kim Wilkerson, Lynanne Page, Matt Jackson, Vickie Schulte

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Applicant Recommended: Steve Marlow

### Educational Preparation:

M.S. in Communication  
University of Illinois  
1995-1999

B.S. in Media Arts, Video Production  
University of Arizona

### Experience:

New Wave E-Learning  
E-Learning Designer  
2024-Present

Carrier  
E-Learning Dev/Instructional Designer  
2022-2024

GDIT  
Instructional Developer  
2020-2021

# FINANCIAL INFORMATION

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

**Rend Lake College Board of Trustees**

**March 10, 2026**

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

**EFFECTIVE DATE:** March 10, 2026

REND LAKE COLLEGE  
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)  
For the Eight Months Ending February 28, 2026

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		FEBRUARY	YEAR-TO-DATE	BUDGET	
<b>REVENUES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
LOCAL GOVERNMENT	\$ (5,093,131.00)	\$ (173,505.51)	\$ (4,545,842.58)	\$ (547,288.42)	89.25%
STATE GOVERNMENT	\$ (8,331,737.00)	\$ (137,253.00)	\$ (4,416,014.65)	\$ (3,915,722.35)	53.00%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (5,666.74)	\$ (16,537.86)	\$ (5,462.14)	75.17%
TUITION & FEES	\$ (7,294,370.00)	\$ (52,118.00)	\$ (7,884,946.95)	\$ 590,576.95	108.10%
SALES & SERVICE	\$ (970,054.00)	\$ (55,393.25)	\$ (736,730.17)	\$ (233,323.83)	75.95%
FACILITIES REVENUE	\$ (655,900.00)	\$ (49,813.29)	\$ (383,977.51)	\$ (271,922.49)	58.54%
INVESTMENTS	\$ (401,500.00)	\$ (113,109.26)	\$ (1,167,731.66)	\$ 766,231.66	290.84%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (570,044.00)	\$ (44,354.65)	\$ (309,536.38)	\$ (260,507.62)	54.30%
<b>TOTAL REVENUES</b>	<b>\$ (23,338,736.00)</b>	<b>\$ (631,213.70)</b>	<b>\$ (19,461,317.76)</b>	<b>\$ (3,877,418.24)</b>	<b>83.39%</b>
<b>EXPENSES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
SALARIES	\$ 12,256,091.00	\$ 1,050,236.81	\$ 7,132,992.34	\$ 5,123,098.66	58.20%
EMPLOYEE BENEFITS	\$ 2,952,542.00	\$ 185,095.31	\$ 1,298,301.07	\$ 1,654,240.93	43.97%
CONTRACTUAL SERVICES	\$ 1,646,500.00	\$ 108,044.14	\$ 1,223,008.96	\$ 423,491.04	74.28%
MATERIALS/SUPPLIES	\$ 2,232,000.00	\$ 127,056.10	\$ 1,579,648.05	\$ 652,351.95	70.77%
CONF/MEETING/TRAVEL	\$ 461,450.00	\$ 46,142.21	\$ 253,030.63	\$ 208,419.37	54.83%
FIXED CHARGES	\$ 183,150.00	\$ 7,999.20	\$ 135,372.59	\$ 47,777.41	73.91%
UTILITIES	\$ 946,700.00	\$ 116,384.53	\$ 723,511.18	\$ 223,188.82	76.42%
CAPITAL OUTLAY	\$ 432,000.00	\$ 36,033.11	\$ 175,252.59	\$ 256,747.41	40.57%
OTHER EXPENSES	\$ 2,212,000.00	\$ 364,198.54	\$ 2,582,357.54	\$ (370,357.54)	116.74%
<b>TOTAL EXPENSES</b>	<b>\$ 23,322,433.00</b>	<b>\$ 2,041,189.95</b>	<b>\$ 15,103,474.95</b>	<b>\$ 8,218,958.05</b>	<b>64.76%</b>
<b>TRANSFERS</b>					
OP TRANSFER TO OTHER FUNDS	\$ 1,415,639.00	\$ -	\$ 128,439.30	\$ 1,287,199.70	
OP TRANSFER FROM OTHER FUNDS	\$ (1,715,639.00)	\$ -	\$ (128,439.30)	\$ (1,587,199.70)	
<b>TOTAL TRANSFERS</b>	<b>\$ (300,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (300,000.00)</b>	
<b>GRAND TOTAL</b>	<b>\$ (316,303.00)</b>	<b>\$ 1,409,976.25</b>	<b>\$ (4,357,842.81)</b>	<b>\$ 4,041,539.81</b>	

REND LAKE COLLEGE  
Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit, Tort)  
For the Eight Months Ending February 28, 2026

	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>FEBRUARY</b>	<b>YEAR-TO-DATE</b>
<b>REVENUES</b>		
<b>RESTRICTED FUNDS</b>		
LOCAL GOVERNMENT	\$ (190,167.64) \$	(4,528,570.06)
STATE GOVERNMENT	\$ (69,469.00) \$	(1,354,520.09)
FEDERAL GOVERNMENT	\$ (1,342,573.49) \$	(5,003,578.85)
TUITION & FEES	\$ - \$	-
SALES & SERVICE	\$ - \$	(52,321.53)
FACILITIES REVENUE	\$ - \$	-
INVESTMENTS	\$ (16,040.00) \$	(486,111.96)
NON GOVERNMENT	\$ (221,868.00) \$	(510,830.85)
OTHER	\$ (114,650.20) \$	(287,746.84)
<b>TOTAL REVENUES</b>	<b>\$ (1,954,768.33) \$</b>	<b>(12,223,680.18)</b>
<b>EXPENSES</b>		
<b>RESTRICTED FUNDS</b>		
SALARIES	\$ 212,812.58 \$	1,587,991.48
EMPLOYEE BENEFITS	\$ 55,923.09 \$	479,125.51
CONTRACTUAL SERVICES	\$ 39,160.37 \$	1,084,504.17
MATERIALS/SUPPLIES	\$ 52,874.07 \$	246,930.83
CONF/MEETING/TRAVEL	\$ 3,843.76 \$	119,922.16
FIXED CHARGES	\$ 19,369.93 \$	3,947,105.77
UTILITIES	\$ 696.14 \$	13,590.39
CAPITAL OUTLAY	\$ 162,122.07 \$	4,337,175.13
OTHER EXPENSES	\$ 2,015,945.72 \$	4,922,678.83
<b>TOTAL EXPENSES</b>	<b>\$ 2,562,747.73 \$</b>	<b>16,739,024.27</b>
<b>TRANSFERS</b>		
OP TRANSFER TO OTHER FUNDS	\$ - \$	-
OP TRANSFER FROM OTHER FUNDS	\$ - \$	-
<b>TOTAL TRANSFERS</b>	<b>\$ - \$</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>\$ 607,979.40 \$</b>	<b>4,515,344.09</b>

**STATEMENT OF CASH POSITION - REND LAKE COLLEGE**

	<b>February 2026</b>	<b>January 2026</b>	<b>December 2025</b>	<b>November 2025</b>	<b>October 2025</b>	<b>September 2025</b>
Operating Account	\$ 38,475,661.53	\$ 39,270,203.43	\$ 39,311,873.48	\$ 41,352,682.51	\$ 40,442,796.13	\$ 41,952,620.23
Medical Insurance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Working Cash	\$ 297,178.80	\$ 228,645.90	\$ 227,915.19	\$ 191,643.42	\$ 156,646.08	\$ 126,176.11
*Working Cash CD's	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,300,000.00
2023B Bond Account	\$ 1,805,115.13	\$ 1,799,875.04	\$ 1,794,080.49	\$ 1,787,932.23	\$ 1,781,382.50	\$ 1,774,967.17
Investments**						
Liquid Fund	\$ 255,302.48	\$ 140.48	\$ 140.17	\$ 74,936.19	\$ 314,984.57	\$ 313,908.38
MAX Fund	\$ 106,257.67	\$ 105,965.76	\$ 105,641.92	\$ 30,510.43	\$ 30,412.50	\$ 30,308.26
Cert of Deposit	\$ 2,549,700.00	\$ 2,776,850.00	\$ 2,776,850.00	\$ 2,776,850.00	\$ 2,536,150.00	\$ 2,536,150.00
Cert of Deposit (DTC)	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 54,257,565.49</b>	<b>\$ 54,950,030.49</b>	<b>\$ 54,984,851.13</b>	<b>\$ 56,982,904.66</b>	<b>\$ 56,030,721.66</b>	<b>\$ 57,502,480.03</b>

	<b>August 2025</b>	<b>July 2025</b>	<b>June 2025</b>	<b>May 2025</b>	<b>April 2025</b>	<b>March 2025</b>
Operating Account	\$ 39,484,608.79	\$ 41,662,245.51	\$ 43,628,885.59	\$ 44,639,418.12	\$ 43,860,601.05	\$ 43,545,531.87
Medical Insurance Reserve	\$ -	\$ -	\$ -	\$ 56,170.39	\$ 55,958.11	\$ 55,751.70
Working Cash	\$ 6,191,741.70	\$ 6,168,127.90	\$ 6,319,533.73	\$ 6,296,203.22	\$ 6,272,189.13	\$ 6,249,035.24
*Working Cash CD	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00
2023B Bond Account	\$ 1,768,411.31	\$ 1,761,669.82	\$ 1,806,040.12	\$ 1,799,371.48	\$ 3,745,046.98	\$ 3,728,835.00
Investments**						
Liquid Fund	\$ 788,414.62	\$ 14.88	\$ 4,378.19	\$ 3,313.13	\$ 2,285.29	\$ 1,227.58
MAX Fund	\$ 30,205.40	\$ 30,097.66	\$ 24,610.64	\$ 24,525.26	\$ 24,437.57	\$ 34,352.77
Cert of Deposit	\$ 2,536,150.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00	\$ 2,769,250.00
Cert of Deposit (DTC)	\$ 976,993.41	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18	\$ 1,469,142.18
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 54,976,525.23</b>	<b>\$ 57,060,547.95</b>	<b>\$ 59,221,840.45</b>	<b>\$ 60,257,393.78</b>	<b>\$ 61,398,910.31</b>	<b>\$ 61,053,126.34</b>

\*Funds invested as follows:

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

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