

REND LAKE COLLEGE BOARD OF TRUSTEES MEETING

October 13, 2026

6:30 PM

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

Page
No.

I. **Call to Order**

II. **Roll Call**

III. **General Information**

A. **Announcements**

1. Friday, October 23, 2026; 8:00am-4:30pm
CNA Conference
RLC Event Center
2. Thurs-Saturday, November 5-7, 2026; 7:00pm
Sunday, November 8, 2026; Matinee at 2:00pm
RLC Fall Play: *The Jungle Book*
RLC Theater
3. Friday-Saturday, November 6-7, 2026
Meeting: Saturday 9:00am-3:00pm
RLC Board of Trustees Retreat
Four Seasons, St. Louis
4. Monday -Tuesday, November 9-10, 2026;
9:00am-1:00pm
Career Days 2026
RLC Event Center
5. Tuesday, November 17, 2026; 6:30pm
RLC Board of Trustees Meeting
RLC Event Center
6. Tuesday, December 1, 2026; 7:00pm
Winter Concert
RLC Theater

7. Tuesday, December 8, 2026; 6:30pm
RLC Board of Trustees Meeting
 RLC Event Center
8. Thursday, December 10, 2026; 5:30pm-9:00pm
RLC Foundation 47th Annual Dinner
 RLC Event Center
9. Saturday-Thursday, December 5-10, 2026
Fall 2026 Semester Exams
 All Campuses

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

Subsection (1) appointment, employment, and compensation of specific employees; (9) student discipline; (11) litigation; (21) discussion of executive session minutes

V. Resume Open Meeting

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

VII. Approval of Minutes
 September 8, 2026 Board of Trustees Meeting
 September 22, 2026 RLC/SIC Joint Board of Trustees Meeting

02 *

13 *

VIII. New Business

- | | | |
|----|---|--|
| 16 | * | A. Approval of Revisions to Rend Lake College Board
<i>Policy</i> 6.1075 – Jeanne Clery Act Compliance Policy
(Second Reading) |
| 18 | * | B. Approval of Revisions to Rend Lake College Board
<i>Policy and Procedure</i> 2.1100 – Freedom of
Information |
| 22 | | C. Approval of Revisions to Rend Lake College Board
<i>Policy and Procedure</i> 4.1405 – Release of Student
Information & Access to Student Records
(First Reading) |
| 30 | | D. Approval to Remodel the Student Welcome Center in
the Baker Administration Building; Advertise for
Sealed Bids Where Required |

- 31 E. Resolution of Intent to Levy Special Tax for Educational and Operations and Maintenance Purposes Pursuant to 110 ILCS 805, Section 3-14.3 of the Illinois Public Community College Act
- 35 F. Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2026 Payable 2027
- 37 G. Approval of Articulation Agreement with Blackburn College

IX. Personnel

- 45 A. Ratify Resignation of Advisor – Upward Bound
- 48 B. Ratify Resignation of Administrative Assistant -Enrollment Services
- 51 C. Appointment of Coordinator – Community and Corporate Education
- 53 D. Appointment of Specialist – Financial Aid
- 55 E. Permission to Create the Position, Job Description and Advertise for Associate Dean – Applied Science and Technology
- 58 F. Permission to Advertise for and Ratify the Appointment of an Additional Full-Time Welding Instructor

X. Financial Information

- 60 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- 61 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**

September 8, 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 6:30 pm in the Rend Lake College Event Center.

ROLL CALL

Mr. Tony Wielt, Secretary, called the roll.

Those present were:

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

Those absent were:

Mr. Joe Coy

Others present were:

Dr. Lori Ragland, Dr. Chad Copple, Mr. John Gulley, Mrs. Cathy DeJarnette, Mr. Henry “Buster” Leeck, Mr. Kent McKown, Ms. Kendra Gregory, Mr. Joe Ervin, Mrs. Andrea Banach, Mrs. Jena Jensik, Mr. Greg Hollmann, Mrs. Vickie Schulte, Mr. Brett Crocker, Mrs. Mary Huggins, Mrs. Shari Carpenter, Mr. Chris Edwards, Mr. Matt Jackson

BUDGET HEARING

The hearing was called to order by board treasurer John Gulley. Mr. Gulley stated that the FY2027 tentative budget was approved by the Rend Lake College Board of Trustees at its regular meeting on July 14, 2025. Copies of the tentative budget were sent to the county clerks in Franklin, Jefferson, Perry,

Williamson, White, Wayne, Hamilton, and Washington Counties. Copies were also sent to the regional offices of education in regions 13, 20, 21, and 30. A legal ad was published in the Sentinel on July 18, 2026, announcing that the budget was on public display in the above-mentioned locations and at the Rend Lake College Administration Building. The ad also gave notice of the budget hearing and the date of the final board action on the budget.

Mr. Gulley stated that FY2027 budgeted operating revenues are \$23 million, compared to FY2026 budgeted operating revenues of \$21.6 million. Mr. Gulley stated that FY2027 budgeted operating expenditures are \$23 million, compared to FY2026 budgeted operating expenditures of \$21.5 million. Mr. Gulley stated that the FY2027 budget includes a \$9,000 surplus in the operating funds. Mr. Gulley explained that for the purpose of the budget, operating funds include the education fund and the operations/maintenance fund. Mr. Gulley opened the floor for questions and/or public comment. No questions were asked, and no member of the public wished to make comment.

DEPARTMENT PRESENTATION –
“AT MY PACE” (AMP) COMPETENCY
BASED EDUCATION (CBE)
AT RLC

Mr. Matt Jackson, Director of Competency Based Education (CBE) gave a presentation on the CBE program at RLC otherwise known as the AMP program (At My Pace). AMP is a skill paced program not a seat-based program. He explained how it benefits students by allowing them to learn at their own pace and master the skills not simply fill a seat and not successfully grasp the concepts. The accelerating students can move on while students needing more practice are able to practice until the skill is mastered. Mr. Jackson presented more differences, benefits and obstacles of an AMP based program versus traditional learning for some students. Currently RLC offers AMP Programs for Welding, Industrial Electronics, CAD and CMA degrees.

GENERAL INFORMATION

A. Announcements

1. Wednesday, September 16, 2026; 11am-1pm
Fun Fest
Ina Campus
2. Tuesday-Friday, September 22-25, 2026; 9:30am-1pm
Amazing Career Race
RLC Event Center
3. Tuesday, September 22, 2026; 5:30pm-7:30pm
Joint RLC-SIC Fall Meeting
Southeastern College Campus– Carmi Building
4. Thursday, October 1, 2026; 12:00pm
RLCF Board of Directors Meeting
Student Center – Executive Board Room
5. Monday, October 5, 2026; 4pm-7pm
RLC Open House
All Campuses
6. Tuesday, October 13, 2026; 8am-4pm
In-Service (No Classes)
RLC Event Center
7. Tuesday, October 13, 2026; 6:30pm
RLC Board of Trustees Meeting
RLC Event Center
8. Friday-Saturday, November 6-7, 2026
Meeting: Saturday 9am-3pm
RLC Board of Trustees Retreat
Four Seasons, St. Louis

CONSENT AGENDA

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

1. August 11, 2026 Executive Session*;
2. August 11, 2026 Board of Trustees Meeting*;
3. August 14, 2026 Special Board of Trustees Meeting*;
4. Approval of Handbook*;
5. Approval of Revisions to Job Description*;
6. Approval of Revisions to Rend Lake College Policy

- and *Procedure* 3.1205- Performance Evaluation and Tenure of Faculty Members*,
7. Approval of Revisions to Rend Lake College *Policy and Procedure* 2.1205-Drug and Alcohol-Free Workplace for Employees **(Second Reading)***;
 8. Approval of Revisions to Rend Lake College *Policy* 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees **(Second Reading)***;

Mr. Daniels made a motion to approve the Consent Agenda as recommended; 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* 6.1075 – JEANNE CLERY ACT COMPLIANCE *POLICY* (FIRST READING)

Dr. Ragland recommended to approve revisions to Rend Lake College Board *Policy* 6.1075 – Jeanne Clery Act Compliance Policy, first reading, as presented, effective October 13, 2026.

As recommended, Mr. Daniels made a motion to approve revisions to Rend Lake College Board *Policy* 6.1075 – Jeanne Clery Act Compliance Policy, first reading, as presented, effective October 13, 2026. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF DUAL CREDIT AGREEMENTS FOR 2026-2029

Dr. Ragland recommended to approve the Dual Credit Agreements for 2026 - 2029 between Rend Lake College District #521 and the following high schools, as presented:

Benton High School
Christopher High School
Hamilton County High School
Mt. Vernon High School
Pinckneyville High School

Sesser High School
Thompsonville High School
Waltonville High School
Wayne City High School
Webber High School
Woodlawn High School
Zeigler-Royalton High School

As recommended, Mr. Aiken made a motion to approve the Dual Credit Agreements for 2026 - 2029 between Rend Lake College District #521 and the following high schools, as presented:

Benton High School
Christopher High School
Hamilton County High School
Mt. Vernon High School
Pinckneyville High School
Sesser High School
Thompsonville High School
Waltonville High School
Wayne City High School
Webber High School
Woodlawn High School
Zeigler-Royalton High School

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

**APPROVAL OF
FY 2027 BUDGET (TO BE
PROVIDED)**

Dr. Ragland recommended to adopt the final FY 2027 budget as presented at the July 14, 2026, Board of Trustees meeting

As recommended, Mr. Daniels made a motion to adopt the final FY 2027 budget as presented at the July 14, 2026, Board of Trustees meeting This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO UPDATE
PROTECTION, HEALTH, AND
SAFETY PROJECTS (PHS LEVY)
FOR FY25 AND FY26

Dr. Ragland recommended to grant permission to change the FY 2025 and FY 2026 PHS projects from replacing Student Center air handler units 12 and 13 to replacing HVAC control systems across campus.

As recommended, Mr. Wielt made a motion to grant permission to change the FY 2025 and FY 2026 PHS projects from replacing Student Center air handler units 12 and 13 to replacing HVAC control systems across campus. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF PROTECTION,
HEALTH, AND SAFETY
PROJECT (PHS LEVY)
FOR FY27

Dr. Ragland recommended to grant permission to use PHS Levy funds for FY27 (along with PHS Levy funds for FY 25 & 26) to finish upgrading campus HVAC control systems. The project will be completed by Premium Mechanical and Automation, Jackson, MO, at an estimated cost of \$370,770. This project is exempt from sealed bidding under 110 ILCS 805/3-27.1(f) because it involves a computerized building automation/HVAC controls system, including software, networked control equipment, interconnection, and related technical services.

As recommended, Mr. Aiken made a motion to grant permission to use PHS Levy funds for FY27 (along with PHS Levy funds for FY 25 & 26) to finish upgrading campus HVAC control systems. The project will be completed by Premium Mechanical and Automation, Jackson, MO, at an estimated cost of \$370,770. This project is exempt from sealed bidding under 110 ILCS 805/3-27.1(f) because it involves a computerized building automation/HVAC controls system, including software, networked control equipment, interconnection, and related technical

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

PERMISSION TO BID AND
AWARD THE ACADEMIC
BUILDING ENERGY
EFFICIENCY PROJECT

Dr. Ragland recommended to grant permission to bid and award the Academic Building energy efficiency project as outlined in the attached sub-award from the Illinois Green Economy Network (IGEN).

As recommended, Mr. Wielt made a motion to grant permission to bid and award the Academic Building energy efficiency project as outlined in the attached sub-award from the Illinois Green Economy Network (IGEN). This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL
RATIFY RESIGNATION
OF SPECIALIST –
SUSTAINABLE
AGRICULTURE

Dr. Ragland recommended to accept with regret the resignation of Mr. Addison Page, Sustainable Agriculture Specialist at Rend Lake College, effective September 4, 2026.

As recommended, Mr. Dorris made a motion to accept with regret the resignation of Mr. Addison Page, Sustainable Agriculture Specialist at Rend Lake College, effective September 4, 2026. This motion was seconded by Dr. Asbery. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY RESIGNATION
OF TECHNICIAN –
MAINTENANCE

Dr. Ragland recommended to accept with regret the resignation of Mr. Craig Jerrells, Maintenance Technician at Rend Lake College, effective September 4, 2026.

As recommended, Mr. Wielt made a motion to accept with regret the resignation of Mr. Craig Jerrells, Maintenance Technician at Rend Lake College, effective September 4, 2026. This motion was seconded by Dr. Asbery. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF TECHNICIAN – MAINTENANCE

Dr. Ragland recommended to appoint Mr. Travis Thacker as Maintenance Technician 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 September 9, 2026.

As recommended, Mr. Aiken made a motion to appoint Mr. Travis Thacker as Maintenance Technician 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 September 9, 2026. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT SPECIALIST – RETENTION AND CAREER

Dr. Ragland recommended to appoint Ms. Laura Lee as Retention and Career Services Specialist on a full-time, 50-week, non-tenure track contract, effective September 9, 2026. Salary will remain the same.

As recommended, Dr. Asbery made a motion to appoint Ms. Laura Lee as Retention and Career Services Specialist on a full-time, 50-week, non-tenure track contract, effective September 9, 2026. Salary will remain the same.

APPOINTMENT INSTRUCTOR – INDUSTRIAL ELECTRONICS

Dr. Ragland recommended to appoint Mr. Mark Greene as Industrial Electronics Instructor on a full-time, 50-week, tenure track industrial contract at an

annual salary of \$68,555 prorated for the remainder of the fiscal year, effective September 9, 2026.

As recommended, Mr. Wielt made a motion to appoint Mr. Mark Greene as Industrial Electronics Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$68,555 prorated for the remainder of the fiscal year, effective September 9, 2026. This motion was seconded by Mr. Catron. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT
ADMINISTRATIVE
ASSISTANT –
PHYSICAL PLANT

Dr. Ragland recommended to appoint Ms. Taylor Hutchens as Administrative Assistant -Physical Plant, on a full-time, 50-week, non-tenure track contract at an annual salary of \$38,000 prorated for the remainder of the fiscal year, pending a successful background check and transcript audit, effective September 21, 2026.

As recommended, Mr. Dorris made a motion to appoint Ms. Taylor Hutchens as Administrative Assistant -Physical Plant, on a full-time, 50-week, non-tenure track contract at an annual salary of \$38,000 prorated for the remainder of the fiscal year, pending a successful background check and transcript audit, effective September 21, 2026. 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

Council Chair, Mr. Joe Ervin, announced the new Academic Council Chair, Ms. Sarah Hopfinger, and Vice Chair Ms. Rachel Smith. He thanked the board for the opportunity.

ICCTA REPRESENTATIVE

No Report

RLC FOUNDATION

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, thanked everyone for the help and support of the Rend Lake College Foundation Golf Scramble last week.

ACCREDITATION

No Report

PUBLIC COMMENT

None

PRESIDENT'S COMMENTS

Dr. Lori Ragland reported enrollment and headcount is down .5% from this time last year. The 10-day census report is due October 1st and is currently being completed.

The college is busy completing and organizing applying to six grants. There are two ICCB grants allocated by ICCB for Allied Health: ROOTS and REACH that will tally approximately \$400k. One is for non-credit workforce training, and another is for the Bridge Program. The EV "Rev Up" Grant is being written that could result in \$100k-\$350k.

RLC is also part of an Ed Systems project through Northern Illinois University with Parkland and Lewis & Clark Colleges. If the grant is awarded, each college should receive \$225k towards CBE efforts.

RLC has applied for a grant of \$130,500 to go towards the EPA project budget of \$145k to replace the South side windows of the Student Center.

The RLC & SIC Joint Meeting will be held on
September 22, 2026, at the SIC Carmi Campus.

ADJOURNMENT

There being no other business, at 7:18 pm all
Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

**Meeting Minutes from Joint RLC & SIC Board of Trustees Alliance Meeting
in Southeastern IL College Williams Career & Training Center, Carmi IL**

September 22, 2026 @6pm

CALL TO ORDER:

RLC Chairman, Mr. Larry Manning, called the Joint RLC & SIC Board of Trustees meeting to order at 6:06 pm in the SIC Williams Career & Training Center, 1700 College Avenue, Carmi, IL.

ROLL CALL:

Mr. Tony Wielt, RLC Secretary, called the roll.

Those present were:

Mr. John D. Aiken
Mr. Ron Daniels
Mr. Larry Manning
Mr. Tony Wielt
Mr. Landen Catron (Student Trustee)

Those absent were:

Dr. David Asbery
Mr. Brian Dorris
Mr. Joe Coy

SIC attendees introduced themselves.

Those present were:

Dr. Frank Barbre
Mr. Jim Ellis
Dr. Cliff Karnes
Mrs. Gina Sirach

Others present were:

Dr. Lori Ragland, Mr. Chad Copple, Mrs. Kim Wilkerson, Mrs. Cathy DeJarnette, Mr. John Gulley, Dr. Karen Weiss, Dr. Tyler Billman, Dr. Kyla Burford, Dr. Chris Barr, Mrs. Lisa Hite, Mrs. Kathy Volkening, Ms. Jessica Nardulli

GUEST SPEAKER

Ms. Jessica Nardulli, ICCTA Legislative Counsel, gave a legislative update from Springfield.

UPDATES ON THE ALLIANCE BETWEEN REND LAKE COLLEGE AND SOUTHEASTERN ILLINOIS COLLEGE

INSTRUCTION

Mrs. Kim Wilkerson, RLC Vice President of CTE and Student Support, and Dr. Tyler Billman, SIC Executive Dean of Academic Services, provided a handout and discussed instructional sharing, as well as creation of the Southern Illinois Workforce Group.

PRESIDENTS' COMMENTS

Dr. Lori Ragland, Rend Lake College President, and Dr. Karen Weiss, Southeastern Illinois College President, reiterated the appreciation for the collaboration and sharing between institutions.

ACTION ITEM

MEETING ROTATION SCHEDULE

Dr. Lori Ragland and Dr. Karen Weiss recommended to approve the annual joint meetings of the Rend Lake College and Southeastern Illinois College Boards of Trustees, as presented, effective September 22, 2026.

Tuesday, July 13, 2027; 6:00pm at RLC
Tuesday July 18, 2028; 6:00pm at SIC

As recommended, Mr. John D. Aiken made a motion to approve the annual joint meetings of the Rend Lake College and Southeastern Illinois College Boards of Trustees, as presented, effective September 22, 2026.

Tuesday, July 13, 2027; 6:00pm at RLC
Tuesday July 18, 2028; 6:00pm at SIC

The motion was seconded by Mr. Tony Wielt. On a roll call vote all voted yes. The student trustee voted yes.

ADJOURNMENT

There being no other business, at 7:18 pm all Trustees present voted aye in favor of adjourning.

The motion to adjourn was made by Mr. Ron Daniels and seconded by Mr. Landen Catron.

Chairman

Secretary

NEW BUSINESS

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE BOARD *POLICY* 6.1075 –
JEANNE CLERY ACT COMPLIANCE POLICY
(SECOND READING)**

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To approve revisions to Rend Lake College Board *Policy* 6.1075 –Jeanne Clery Act Compliance Policy, second reading, as presented, effective October 13, 2026.

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

EFFECTIVE DATE: October 13, 2026

6.1075 Jeanne Clery Act Compliance Policy

POLICY

Rend Lake College will comply with all the requirements of the Clery Act. The Jeanne Clery **Campus Safety** ~~Disclosure of Campus Security Policy and Campus Crime Statistics~~ Act ([20 USC 1092 \(f\)](#)) is a federal law which mandates that all colleges and universities that receive federal financial assistance must disclose certain timely and annual information concerning campus crime and safety. Each year the updated **Annual Security Report** ~~report~~ will be distributed to current students and employees and will be made available to the general public on the College's website.

~~In order to ensure compliance with all requirements, the~~ **The** Rend Lake College Police Department will be responsible for the preparation of **the Annual Security Report, which also will serve as** an all-inclusive policy and procedures document ~~which applies~~ **applicable** to students, faculty, staff and visitors. ~~This internal document will be reviewed and approved annually by the Rend Lake College Board of Trustees and will address all requirements as outlined in the Handbook for Campus Safety and Security Reporting.~~

APPROVAL OF REVISIONS TO REND LAKE COLLEGE BOARD POLICY & *PROCEDURE* 2.1100 – FREEDOM OF INFORMATION

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To approve revisions to Rend Lake College Board Policy & *Procedure* – Freedom of Information, as presented, effective October 13, 2026.

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

EFFECTIVE DATE: October 13, 2026

2.1100 Freedom of Information

POLICY

The College will comply with the Illinois Freedom of Information Act, [5 ILCS 140/1](#) et. seq.

PROCEDURE

Individuals seeking permission to inspect college records and/or obtain copies of records will be instructed by all college employees to make their requests to the FOIA Officer. Rules pertaining to the access to information by the public and instructions for submitting FOIA requests can be found on the [RLC website](#).

~~A. Summary and Purpose~~

~~These procedures are established to implement the Freedom of Information Act 5 ILCS 140/1 et. seq. The purpose is to support the policy of providing public access to the public records in the possession of Rend Lake College while, at the same time, protecting legitimate privacy interests and maintaining administrative efficiency. Additionally, the purpose is to create a procedure by which the public may request and obtain public records.~~

~~B. Definitions~~

- ~~1. Terms used shall have the same meaning as in the Freedom of Information Act.~~
- ~~2. "FOIA" means the Freedom of Information Act.~~
- ~~3. "Requester" means an individual who submits a request for public records in accordance with this procedure.~~
- ~~4. "Agency" means Rend Lake College.~~

~~C. Procedure for Requesting Public Records~~

~~1. Requests for public records shall be submitted to:~~

~~FOIA Officer
Rend Lake College
468 North Ken Gray Parkway
Ina, IL 62846~~

~~2. Form and Content of Requests~~

- ~~a. Requests in accordance with the FOIA and these procedures shall be made in writing. Such requests may be submitted electronically through the [RLC website](#) or in written communication directed to the FOIA Officer.~~
- ~~b. The requester shall provide the following information in a request for public records:
 - ~~i. The requester's full name, address and phone number.~~
 - ~~ii. A brief description of the public records sought, being as specific as possible.~~
 - ~~iii. Whether the request is for inspection of public records, copies of public records, or both.~~~~

~~D. Procedures for College Response to Requests for Public Records.~~

~~1. Timeline for College response. (5 ILCS 140/3(d))~~

- ~~a. The College shall respond to a written request for public records within 5 working days after the receipt of such request.~~
- ~~b. The College may give notice of an extension of time to respond which does not exceed an additional 5 working days. Such an extension is allowable only if written notice is~~

~~provided within the original 5 working day time limit and only for the reasons provided in Section 3(d) of the FOIA. Such notice of extension shall state the reasons the extension is necessary.~~

~~2. Types of responses:~~

- ~~a. The College shall respond to a request for public records in one of three ways:
 - i. Approve the request.
 - ii. Approve in part and deny in part.
 - iii. Deny the request.~~
- ~~b. Upon approval of a request for public records, the College may either provide the materials immediately; give notice that the materials shall be made available upon payment of reproduction costs; or give notice of the time and place for inspection of records.~~
- ~~c. A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with exemptions from disclosure found in 5 ILCS 140/7 and the names and titles of individuals responsible for the decision. It shall also give notice of the requester's right to appeal to the President unless the initial denial has been made by the President, in which case that decision is final.~~
- ~~d. Categorical requests creating an undue burden upon the College shall be denied only after extending to the requester an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(g) of the FOIA.~~
- ~~e. Failure to respond to a written request within 5 working days may be considered by the requester a denial of the request.~~

~~E. Procedures for Appeal of a Denial~~

~~1. Appeal of a Denial:~~

- ~~a. A requester whose request has been denied by the College's FOIA Office may appeal the denial to the President. The notice of appeal shall be filed within 10 days of receipt of the denial, made in writing and sent to:
 - President
 - Rend Lake College
 - 468 North Ken Gray Parkway
 - Ina, IL 62846
 - Attn: FOIA Appeal~~
- ~~b. The notice of appeal shall include a copy of the original request, a copy of the denial received by the requester, and a statement of the reasons the appeal should be granted.~~

~~2. President's Response to Appeal~~

~~The President shall respond to an appeal within 5 working days after receiving notice thereof. The President shall either affirm the denial or provide access to the requested public records. Failure to respond within 5 working days may be considered by the requester an affirmation of the denial. The written answer of the President shall be final.~~

~~F. Procedures for Providing Public Records to Requesters.~~

~~1. Inspection of Records~~

- ~~a. Generally, public records will be made available for inspection during normal working hours of the College.~~
- ~~b. Documents which the requester wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by College employees.~~
- ~~c. The inspection of records shall take place at the location within the office designated.~~
- ~~d. An employee of the College may be present throughout the inspection. A requester may be prohibited from bringing bags, briefcases or other containers into the inspection room.~~

~~2. Copies of Public Records~~

- ~~a. Copies of public records shall be provided to the requester only upon payment of any charges which are due.~~

The College's FOIA Officer shall process all requests for public records in accordance with the requirements of the Illinois Freedom of Information Act, [5 ILCS 140/1 et seq.](#), including the response deadlines, exemptions from disclosure, and appeal rights established by the Act. Requests should be directed to the FOIA Officer as described above.

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE BOARD *POLICY AND
PROCEDURE 4.1405 –
RELEASE OF STUDENT INFORMATION &
ACCESS TO STUDENT RECORDS
(FIRST READING)***

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To approve revisions to Rend Lake College Board *Policy & Procedure 4.1405 – Release of Student Information and Access to Student Records*, first reading, as presented, effective November 17, 2026.

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

EFFECTIVE DATE: November 17, 2026

4.1405 Release of Student Information & Access to Student Records

POLICY

The College will abide by all applicable laws and regulations with respect to access and release of student records. The policy, which shall be published annually, shall read as follows:

POLICY ON THE RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS FOR REND LAKE COLLEGE

A. Purpose

Rend Lake College at Ina, Illinois, hereinafter referred to as the College, maintains individual records and information about students for the purpose of providing educational, vocational and personal services to the student.

B. Definitions

1. "Student" is defined as a person who is or has been enrolled at the College in a course of study either on campus or off campus. Solely for the purpose of this policy, any student attending the College will be considered to be an adult and to have sole control over the release of his / her information except as provided in this policy. The term "enrolled" is defined as "having registered and paid fees for a course of study."
2. "Education records" means:
 - a. those records which are directly related to a student, and are maintained by the College or any subunit, or by any party acting for the College;
 - b. the term does not include:
 - i. Personal records of instructional, supervisory, and administrative personnel which are not revealed to other individuals.
 - ii. Employment records, so long as they are maintained separately from any educational record.
 - iii. Records of a physician, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity which are used only in connection with treatment and are not disclosed to individuals other than those providing the treatment, provided that these records can be personally reviewed by a physician or other appropriate professional of the student's choice.
 - iv. Records which contain only information relating to a person after that person is no longer a student at the College, such as alumni files.
3. "Student information" means any information contained in an educational record. Students who wish to verify or correct the existing student directory information must also contact in person the Office of Student Records, Administration Building.
4. "Personally identifiable information" includes:
 - a. The name of a student, the student's parent, student's spouse, or other family member.
 - b. The address of the student.
 - c. A personal identifier such as the student's social security number or student number.
 - d. A list of personal characteristics which would make the student's identity easily traceable.
 - e. Other information that would make the student's identity easily traceable.

5. “Directory information” includes:

Name
Address
Date of birth
Dates of attendance
Major fields of study
Full or part-time status
Degrees and awards received
Most recent previous institution attended
Participation in officially recognized activities/sports
~~Photograph~~

C. Basic Policy Regarding Disclosure of Information about Educational Records

1. Disclosure not requiring prior consent

- a. The appropriate record-keeping office shall obtain the written consent of the student before disclosing personally identifiable information from the records of a student except in the case of directory information or disclosure to:
 - i. The student himself / herself.
 - ii. College personnel who have a legitimate educational need to permit their functioning or research. The sufficiency of the need will be determined by the head of the unit from which the records are sought. Student information supplied to any College personnel or unit is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about students which they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All institutional personnel should be alert to refer promptly to the appropriate office requests for transcripts, certifications or other information which that office typically provides. They should restrict their responses to acknowledging, when appropriate, the receipt of requests for student information germane to their share of responsibility.
 - iii. Officials of other schools or school systems in which the student seeks or intends to enroll, if there is a legitimate need. The sufficiency of the need will be determined by the head of the unit from which the records are sought. A copy of any information sent will be provided to the student upon request.
 - iv. Faculty or students conducting student characteristic research providing the research project has written approval of the academic unit executive officer sponsoring the research and providing guarantees are made that no personally identifiable information will be published or released.
 - v. Certain state and federal representatives specified by law for the sole purpose of evaluation and auditing of governmentally funded programs in which the College participates, with the guarantee that the identity of the students shall be protected.
 - vi. State and local officials as directed by State Statute adopted prior to November 19, 1974, as approved by College legal counsel.
 - vii. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering

predictive tests, administering student aid programs, and improving instruction, with the guarantee that the identity of the student shall be protected.

- viii. In connection with financial aid for which the student has applied or received.
- ix. Accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student shall be protected.
- x. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.
- xi. Comply with a judicial order or subpoena, but the College should make a reasonable effort to notify the student first. The sufficiency of the order or subpoena will be determined by College legal counsel and that office shall send the required notice to the student.

2. Disclosure Requiring Prior Consent

- a. Except as listed in (a) above, all requests for student information other than directory information must be accompanied by a written consent of the student.
- b. The written consent required by this section must be signed and dated by the student giving the consent and shall include (a) a specification of the records to be disclosed, and (b) the party or parties to whom the disclosure may be made.
- c. When a disclosure is made pursuant to this section, the appropriate recordkeeping office shall, upon request, provide a copy of the records which are disclosed to the student.
- d. Student information will not be released to parents of students without the student's permission.

3. Disclosure of Directory Information

Directory information pertaining to students, may be released by the College at any time provided that it publishes the definition at least once each academic year in an official college publication with wide circulation, and the individual student is given a reasonable period of time to inform the College in writing, through the Office of Student Records, that he / she does not wish such information concerning himself / herself to be released without his/her prior consent. The Admission and Records Office will be responsible for identifying or deleting all information which the student desires not to be released outside the College and for informing all College recipients of that information that such information is not to be released. The student must request deletion of information each year.

The procedural requirements of this section do not apply to the disclosure of directory information from the education records of an individual who is no longer in attendance at the College. Thus, the College (or appropriate record keeping office) is not required to give public notice of the above to former students.

All recipients of student information will be bound by this policy. Lists of student information are never knowingly provided to any requesting party for a commercial or political purpose. If a student directory is published, it shall be equally available to all.

4. Records of Disclosure Made

The College shall maintain a record, kept with the education records of each student, which will indicate all individuals (other than the student), agencies, or organizations which have requested or obtained access to a student's education records maintained by the College and which will indicate specifically the legitimate interest that each such person, agency or organization has in obtaining this information.

Records of such access shall be available to the student, school official and assistants who are responsible for the custody of such records, and to such persons or organizations authorized in, and given express authority, to audit the operation of the system.

The College may disclose personal information to a third person on the condition that such party will not permit any other party to have access to such information without the written consent of the student, except in the case of disclosure of directory information.

The College shall, except for disclosure of directory information, inform the party to whom the disclosure is made of the obligation to receive the student's consent for further disclosure to other parties.

5. Waiver of Right to Inspect and Review Education Records

- a. The student may waive his/her right to inspect and review education records. The waiver, in order to be valid, must be in writing and signed by the student. The College (or each appropriate record keeping office) may not require a waiver of rights but it may request such a waiver.
- b. If a student has waived his/her right to see confidential letters of recommendation placed in his/her record after January 1, 1975, the waiver will be effective only if:
 - i. the applicant or student is, upon request, notified of the names of all individuals providing the letters or statements;
 - ii. the letters or statements are used only for the purpose for which they were originally intended, and
 - iii. such waiver is not required by the College as a condition of admission to or receipt by any other service or benefit from the College.
- c. A waiver may be revoked, but the revocation must be in writing and signed by the student. Revocation of waiver will affect only documents received after its execution.

D. Identification and Description of Student Information

1. Academic Records

The Office of Student Records retains the official academic record of a student. It is a cumulative history of a student's admission, registration and academic participation and performance. Certain biographic and demographic information is also kept for identification for enrollment and research-related purposes. For information concerning these records contact the Office of Student Records.

2. Financial Records

The Business Office maintains certain financial records which relate to the payment and accounting of tuition, fees, and other charges. For information concerning these records, contact the Accounts Receivable Specialist / Cashier.

The Financial Aids Office maintains records of students receiving loans, grants and aid along with scholarship information and some academic information. It also maintains records pertinent to student employment including the family financial statement. For information concerning these records, contact the Financial Aids Office.

3. Disciplinary Records

The Office of the Vice President of Student Services maintains records of disciplinary action which has been taken against a student with documentation pertaining thereto and maintains records pertaining to the counseling function. That office also maintains only the academic information necessary to permit its functioning. For information concerning these records, contact the Vice President of Student Services.

E. Access to Records

1. Right to Inspect or Review Educational Records

- a. The student has the right to physically review his / her records in the presence of a designated College representative.
- b. Requests for review may be required to be submitted in writing to the appropriate office.
- c. That office shall comply with the request within a reasonable time, but in any case, compliance shall be no more than thirty (30) days after the receipt of the request.
- d. Where necessary, interpretation of the record shall be provided by qualified College personnel.
- e. Original records cannot be removed from College premises. A copy will be provided if requested, but only if not providing a copy would preclude review of the educational record by the student.
- f. Copies of transcripts from other educational institutions will be provided only if the original source of those transcripts is no longer available or going to the original source would cause undue hardship as determined by the College.

2. Limitations on Right to Inspect or Review

- a. The student may not inspect the following records:
 - i. Financial records and statements of their parents.
 - ii. Confidential letters or materials placed in records before January 1, 1975, so long as they were solicited with an understanding of confidentiality and are used only for the purpose for which they are written.
 - iii. Confidential letters of recommendation and confidential statements of recommendation placed in the educational records of the student after January 1, 1975, are subject to the student's right to inspect and review unless the student has signed a written waiver.
- b. Reports that involve two or more persons may be censored to protect the identity of the other person(s).

3. Administrative Hold on College Records

On occasion it is necessary for the College to place an administrative hold on a student's ability to request a transcript, to register for a subsequent term, to re-enter the College after a period of attendance interruption, or to be officially graduated.

In cases where an administrative hold has been placed on a student's record, the student may view such records but will not be able to obtain a copy of said record until the administrative hold is removed through the appropriate College channels.

F. Challenging the Contents of a Student's Educational Record

1. Purpose

A student has the right to challenge the content of a record on the ground that he/she believes it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted in the record his/her written explanation of its contents. Academic grade review procedures are covered in the College catalog and/or such particular academic unit, department or division and not by this policy.

2. Procedure

To initiate such a challenge, the student shall, within sixty (60) days after he/she has inspected and reviewed the record in question for the first time, file with the College office responsible for maintaining such record a written request for correction, on a form specified by the College. Within thirty (30) days following receipt of such request, the head of such office, or his/her designated representative, shall review the record in question with the student and either order the correction or deletion of such alleged inaccurate, misleading or otherwise inappropriate data as specified in the request or notify the student of the right to a hearing at which the student and other persons directly involved in the establishment of the record shall have an opportunity to present evidence to support or refute the contention that the data specified in the request are inaccurate, misleading, or otherwise inappropriate.

3. Hearing

The student shall be given written notice sent to his/her last known address of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a College representative who does not have a direct interest in the outcome. The student might well challenge the hearing officer. Any disagreement regarding the hearing officer will be resolved by the appropriate Dean.

The student shall have the right to attend the hearing, to be advised by an individual of his/her choice at his/her own expense, including an attorney, and to call witnesses in his/her behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing or within five (5) days of a decision without a hearing. Such decision is final. The decision reached shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

(Note: A hearing may not be requested by a student to contest the assignment of a grade; however, a hearing may be requested to contest whether or not the assigned grade was recorded accurately in the education records of the student.)

G. Destruction of Records

1. The College may destroy education records when they are no longer necessary, with the following limitations:
 - a. Education records may not be destroyed if there is an outstanding request to inspect and review them.
 - b. Explanations placed in the record by the student and the record of disclosure of information must be maintained as long as the education record to which it pertains is maintained.
2. Right to File Complaints
 - a. If the student thinks his or her rights have been violated, he or she should first file a complaint with the head of the office which maintains the records in question.

- b. After exhausting all the internal remedies available within the College, if the student still thinks his or her rights have been violated, written complaints can be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-~~4605~~5920

The office shall notify the complainant and the College of the receipt of the complaint and an investigation will follow.

PROCEDURE

The Board will abide by all applicable laws and regulations with respect to access and release of student records and data as provided by the RLC Policy Manual.

The notice shown below will be published annually in accordance with the Disclosure of Directory Information.

PUBLIC NOTICE DIRECTORY INFORMATION

**The Family Educational Rights and Privacy of 1974, as amended.
REND LAKE COLLEGE
INA, ILLINOIS**

Under Public Law 93-380 as amended, the College may make accessible to any person external to the College “directory information” concerning a student, unless that student notifies the Office of Student Records that he or she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Notice is therefore given that the directory information listed below in respect to each student enrolled at Rend Lake College will be available to any person unless the student files in writing with the Office of Student Records a request to restrict release of student directory information to external sources. The College has designated ~~as “directory information” the following student information-~~under Section B.5 of this policy.

~~Name
Address
Date of birth
Dates of attendance
Major fields of study
Full or part-time status
Degrees and awards received
Most recent previous institution attended
Participation in officially recognized activities/sports
Photograph~~

Any student who does not wish to have released any or all of the above listed items of information should contact, in person, the Office of Student Records in the Administration Building. Students who elect to restrict release of student information must sign a statement to that effect. The restriction on the release of student information will be valid for one school year and must be renewed annually each fall semester.

APPROVAL TO REMODEL THE STUDENT WELCOME CENTER IN THE BAKER ADMINISTRATION BUILDING; ADVERTISE FOR SEALED BIDS WHERE REQUIRED

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To approve the remodeling of the Student Welcome Center in the Baker Administration Building, and to authorize administration to advertise for sealed bids for aspects of the project where required.

RATIONALE: The Student Welcome Center in the Baker Administration Building will create a more student-friendly experience for incoming and current students. 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: October 13, 2026

**RESOLUTION OF INTENT TO LEVY SPECIAL TAX FOR
EDUCATIONAL AND OPERATIONS AND
MAINTENANCE PURPOSES PURSUANT TO 110 ILCS
805, SECTION 3-14.3 OF THE ILLINOIS PUBLIC
COMMUNITY COLLEGE ACT**

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To approve a resolution of intent to levy a special tax for educational and operations and maintenance purposes pursuant to 110 ILCS 805, Section 3-14.3 of the Illinois Public Community College Act, as presented, effective October 13, 2026.

RATIONALE: The Illinois Community College Board has authorized Rend Lake College to levy a special tax for educational and operations and maintenance purposes. ICCB grants this authorization annually to community college districts that 1) receive equalization funding and 2) have a combined educational and operations and maintenance tax rate lower than the statewide average.

EFFECTIVE DATE: October 13, 2026

**RESOLUTION OF INTENT TO LEVY SPECIAL TAX FOR EDUCATIONAL AND
OPERATIONS AND MAINTENANCE PURPOSES PURSUANT TO
110 ILCS 805, SECTION 3-14.3 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE
ACT**

WHEREAS, 110 Illinois Compiled Statutes (ILCS) 805, Section 3-14.3 of the Illinois Public Community College Act authorizes the board of a community college district to levy a special tax upon the taxable property of the district in any year in which the Illinois Community College Board issues a letter of eligibility to do so; and

WHEREAS, Section 3-14.3 states that the equity tax may be used to increase the total taxing authority of the district to the most recently reported statewide average actual levy rate for educational and operations and maintenance purposes as certified by the Illinois Community College Board; and

WHEREAS, the Board of Trustees of Rend Lake College District No. 521, Counties of Jefferson, Franklin, Hamilton, Perry, Washington, Wayne, White, and Williamson, State of Illinois, has received from the Illinois Community College Board a letter of eligibility to levy an equity tax pursuant to Section 3-14.3; and

WHEREAS, said letter of eligibility states that the Board is eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 27.47 cents per \$100 of assessed valuation in accordance with the provisions of Section 3-14.3, which represents an equity rate of 2.47 cents; and

WHEREAS, a copy of said letter of eligibility is attached to this Resolution and incorporated herein by reference; and

WHEREAS, Section 3-14.3 requires the Board to publish this resolution after its passage in order to give district voters an opportunity to request a referendum on the equity tax levy proposed herein; and

WHEREAS, it is in the best interest of Rend Lake College students and the district for the Board to state its intent to levy an equity tax under Section 3-14.3; and

WHEREAS, this equity tax will be levied upon taxpayers for calendar year 2026, payable in calendar year 2027, and recognized as revenue by Rend Lake College in its fiscal year 2028.

THEREFORE BE IT RESOLVED by the Board of Trustees of Rend Lake College
District No. 521:

1. The Board has received a letter of eligibility from the Illinois Community College Board authorizing the Board to levy an equity tax pursuant to 110 ILCS 805, Section 3-14.3 of the Illinois Public Community College Act.
2. Rend Lake College has met all the eligibility requirements of Section 3-14.3.
3. The Board herewith states its intent to levy for purposes of a combined educational and operations and maintenance rate of 27.47 cents per \$100 of assessed valuation in accordance with the provisions of Section 3-14.3, which represents an equity rate of 2.47 cents as stipulated in the terms set forth in the letter of eligibility.
4. The Chairman of the Board and the Secretary are authorized to publish the notice to district voters as required by Section 3-14.3.
5. A certified copy of the Resolution, accompanied by the letter of eligibility, shall be filed in the office of the County Clerks of Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White, and Williamson Counties.

Dated this 13th Day of October 2026.

Chair, Board of Trustees
Rend Lake College

Secretary, Board of Trustees
Rend Lake College



September 30, 2026

Dr. Lori Ragland
President
Rend Lake College
468 North Ken Gray Parkway
Ina, IL 62846

Dear Dr. Ragland,

At the meeting held on September 25, 2026, the Illinois Community College Board authorized your district's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section specify that your board of trustees must adopt a resolution expressing its intent to levy the tax; and thereby, giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 27.47 cents, and Rend Lake College can levy an additional 2.47 cents. The levy does not circumvent tax cap legislation.

If you have any questions, please contact Jennifer Franklin, Deputy Director for Finance and Administration, at (217)-785-0031 or at Jennifer.L.Franklin2@Illinois.gov.

Sincerely,

Brian Durham, Ed.D.
Executive Director

cc: John Gulley, CFO

RESOLUTION REGARDING ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2026 PAYABLE 2027

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To accept/determine the 2026 Tax Levy (Payable 2027). The proposed tax levy will be filed in accord with the Truth in Taxation compliance laws.

RATIONALE: The proposed taxes to be levied for tax year 2026 payable 2027 will be as follows:

	2025 Payable <u>2026 extension</u>	2026 Payable <u>2027</u>	Percentage <u>Incr/(Dec)</u>
Corporate and Special Purpose	\$6,566,073	\$6,893,421	4.99%
Debt Service	<u>\$3,511,985</u>	<u>\$3,386,424</u>	
TOTAL	\$10,078,058	\$10,279,845	2.00%

Due to the fact that the amount of the proposed corporate and special purpose tax levy is NOT greater than 105% of the prior year's levy, Rend Lake College is not required to publish a notice of tax increase nor conduct a Truth in Taxation hearing.

CERTIFICATE OF TAX LEVY

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

We hereby certify that we require:

the sum of \$ <u>4,082,737</u>	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ <u>1,020,684</u>	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ <u>495,000</u>	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ <u>900,000</u>	to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 109-107), and
the sum of \$ <u>175,000</u>	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 & 5/21-110.1), and
the sum of \$ <u>70,000</u>	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ <u>150,000</u>	to be levied as a special tax for Protection, Health, and Safety purposes (110 ILCS 805/3-20.3.01), on the taxable property of our community college district for 2026.

Signed this 17th day of November, 2026

<<TENTATIVE>>

Chairman of the Board of Rend Lake College District 521

<<TENTATIVE>>

Secretary of the Board of Rend Lake College District 521

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

The Number of bond issue of said community college district which have not been paid in full is -TWO (SERIES 2023A & 2023B).

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 521 Counties of Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White, and Williamson, and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2025 was filed in the office of the County Clerk of this county on _____, 2026.

In addition to an extension of taxes authorized by levies made by the board of the said community college district additional extension(s) may be made and authorized by resolutions(s) on file in this office to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolutions(s), for said purpose for the year 2026 is \$ 3,386,424.

County Clerk & County

Date

**APPROVAL OF PROGRAM ARTICULATION
AGREEMENT BETWEEN REND LAKE COLLEGE,
DISTRICT #521
AND
BLACKBURN COLLEGE**

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To approve Program Articulation Agreement between Rend Lake College, District #521 and Blackburn College, as presented, effective October 13, 2026 through July 31, 2030.

RATIONALE: The Articulation Agreement will allow students to complete an Associate of Arts Degree from Rend Lake College and transfer seamlessly to Blackburn College Bachelor of Arts Degree in Psychology. The term of this agreement begins on October 13, 2026, with automatic renewal for successive twelve (12) month periods until July 31, 2030.

EFFECTIVE DATE: October 13, 2026



Blackburn College – Rend Lake College Partnership Agreement

This Partnership Agreement ("Agreement") is effective as of the date of the last party to sign below and is between Blackburn College, and Rend Lake College ("RLC"), an Illinois public community college organized and existing under the laws of the State of Illinois.

Blackburn and RLC desire to enter into this Agreement to establish a Psychology Program to increase opportunities for student access to and success in Psychology by mutually agreeing to clarify transfer policies and procedures that assure articulation between programs and to assist students in making a seamless transfer of RLC course work to Blackburn for the completion of the baccalaureate degree in Psychology;

Based on our mutual commitments, we agree to the following:

- I. Purpose - The purpose of the Psychology Program is for students to be able to obtain a bachelor degree by attending RLC and then attending Blackburn. Upon completion of the curricula requirements agreed upon by both parties, students will qualify for an Associate in Arts degree from RLC and a Bachelor of Arts Degree in Psychology from Blackburn. Sample curricula outlining how a typical student would be able to satisfy the requirements are attached to this Agreement. The parties agree to inform each other of any future curriculum changes so that the basic agreement between the parties remains in force as curriculum changes occur at either school.
- II. Policies and Procedures for Operation of the Psychology Program
 - a. Student Admissions Eligibility
 - i. Students are required to apply for Admission to Blackburn College. Students are encouraged to submit the application as soon as they have identified an interest in the Psychology Program
 - ii. Students who are satisfactorily completing the RLC part of the agreed upon curriculum and have a cumulative GPA of 2.0 will be admitted directly to their intended major following formal admission to the College.
 - iii. The Blackburn catalog will be in effect from the term of admission throughout continuous enrollment and timely completion of degree requirements. Students failing to complete requirements within the timeline established by Blackburn policy may be subject to new and/or revised requirements.
 - b. Student Matriculation Eligibility
 - i. Students will be admitted upon acceptance of the application and completion of Blackburn admission standards. The curricula standards, which are agreed upon, by both Blackburn and RLC are attached to this Agreement. The outlined curricula will be the standard for determining successful completion for matriculation.
 - ii. Prior to the student's anticipated entry term, Blackburn will review the student's academic progress to ensure that matriculation requirements of Blackburn for the Psychology Program have been satisfied. Students meeting requirements will be eligible to enroll at that time.
 - c. Academic Standing & Retention

Once admitted to Blackburn, students must maintain a cumulative GPA of 2.0 to remain in good academic standing. Upon matriculation, students will be subject to standard retention requirements applied to all Blackburn students. Students must maintain a GPA of 2.0 to remain in the Psychology program.

- d. Transfer of Coursework
Upon receipt of official transcripts from RLC, Blackburn will record all transfer credit to the student's record as articulated.
- e. Reverse Transfer of Credit
Blackburn College and RLC support reverse transfer pathways that allow students to complete their associate degree after transfer. Students who enroll at Blackburn before completing an associate degree at RLC may request that their Blackburn academic credits be sent back to RLC for evaluation.

With the student's permission, Blackburn will send an official transcript to RLC once the student has earned the credits needed to satisfy remaining degree requirements. RLC will determine degree eligibility based on its policies.

III. Blackburn College Responsibilities

- a. Designate a contact person to handle all communication with RLC that relates to the administration of the Psychology Program.
- b. Inform RLC of any current and planned changes to the curriculum that may impact the operation of the Psychology Program.
- c. Consult with, and obtain approval of, the RLC Office of Marketing and Communications prior to using RLC name and/or logo in any recruitment materials for the Psychology Program.

IV. Rend Lake College Responsibilities

- a. Designate a contact person to handle all communication with Blackburn that relates to the administration of the Psychology Program.
- b. Inform Blackburn of any current and planned changes to the curriculum that may impact the operation of the Psychology Program.
- c. Consult with and obtain the approval of the Blackburn Office of Marketing and PR prior to using the Blackburn name and/or logo in any recruitment materials for the Psychology Program.

- V. Term -The term of this Agreement shall begin on October 13, 2026, to July 31, 2030. Thereafter, this Agreement shall automatically renew for successive twelve (12) month periods unless terminated by either party with or without cause, with 120 days prior written notice to the other party. Termination, however, will not be effective without a negotiated phase-down agreement for students currently enrolled.

- VI. Relationship of the Parties - The parties agree that they are independent contractors, and that nothing contained in this Agreement is to be construed as making the parties partners or joint venturers. For purposes of the subject matter of this Agreement, the employees, officers and agents of one party shall not be employees, officers, or agents of the other party and may not hold themselves as such nor

they make any representations or commitments on behalf of the other party. Both parties, however, through their employees, officers, and agents, may represent such matters and understandings as are contained in this Agreement.

- VII. Notices - All notices pursuant to this Agreement shall be made in writing and will be deposited in the United States mail, postage prepaid, addressed to the following designated representatives for each party or emails sent via institutional email servers. Each entity may designate a new representative for the purpose of this Agreement by providing notice to the other.

Blackburn College

Dr. Laura Wiedlocher
700 College Ave
Carlinville, IL 62626
laura.wiedlocher@blackburn.edu

Rend Lake College

Jena Jensik
468 N. Ken Gray Parkway
Ina, IL 62846
jensikj@rlc.edu

VIII. Mutual Understandings

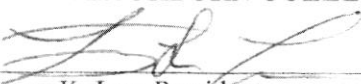
- a. Compliance - Performance pursuant to this Agreement shall comply with all federal, state, and local laws, regulations, ordinances, and orders. Further, each party shall be governed by the applicable and mandatory policies, procedures, and regulations established by their governing bodies, any accrediting bodies, and any other agency with oversight obligations in the implementation and interpretation of this Agreement.
- b. Non-Discrimination - The parties agree that neither party shall, in the performance of this Agreement, discriminate against any individual on the basis of race, religion, sex, sexual orientation, creed, marital status, national origin, physical or mental disability unrelated to ability, or unfavorable discharge from military service not including dishonorable discharge.
- c. Program Promotion - Each party shall advertise the program that is the subject of this Agreement so that it is disseminated to prospective and existing students by reasonable means, which may include, but is not limited to, the Internet, student catalogs, view books, program brochures, and other advertising. Advertising copy for the Psychology Program shall be reviewed and approved in writing by each party prior to publication. Each party shall have a royalty-free, non-transferrable, limited, non-exclusive right to use the name, trademarks, and logos of the other party solely in the advertising for the Psychology Program during the term of this Agreement. Upon expiration or termination of this Agreement, the parties shall cease and desist from using the other party's name, trademarks or logos in any manner.
- d. Cooperation - Each party shall encourage and maintain a high degree of cooperation between their support staffs in the operation of this Agreement.
- e. Waiver - Waiver by either party of any term or provision of this Agreement shall not constitute a waiver of any other terms or provisions. To be effective, any waiver, change, discharge or termination of any provision of this Agreement shall be in writing signed by both parties.
- f. Confidentiality of Student Education Records - Each party shall comply fully with all provisions of the Family Education Rights and Privacy Act (FERPA) in performance of obligations pursuant to this Agreement. Subject to FERPA, the parties shall share student records to the extent necessary to operate the Psychology Program and shall protect such

records from unauthorized disclosure.

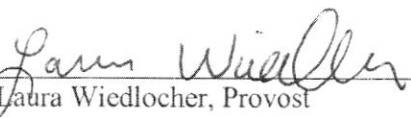
- g. Applicable Law - Questions of validity, execution, construction, and interpretation which may arise hereunder shall be governed by the laws of the state of Illinois without reference to conflict of law principles. The parties agree that jurisdiction and venue for any legal controversy arising hereunder shall lie exclusively in the Illinois Court of Claims.
- h. Severability - If any clause or provision of this Agreement, or the application of any clause to a particular context or to a particular situation, circumstance or person, should be held unenforceable, invalid or in violation of law by any court, the validity and enforceability of the enforceable portion of any such provision and/or the remaining provisions shall not be affected thereby.
- i. Amendments - This Agreement may be amended only by written addendum signed by both parties.
- j. Entire Agreement - This Agreement and its attachments constitute the entire agreement between the parties pertaining to the Psychology Program and supersedes all prior written or verbal agreements between the parties.
- k. Counterparts - This Agreement may be signed in counterparts, each and every one of which shall be deemed an original, notwithstanding variations in format or file designations, which may result from the electronic transmission, storage and printing of copies of this Agreement from separate computers or printers. Facsimile and electronic signatures shall be treated as original signatures.

IN WITNESS WHEREOF, each party is signing this Agreement on the date stated below that party's signature.

BLACKBURN COLLEGE

By: 
Larry K. Lee, President

Date: 9-22-26

By: 
Laura Wiedlocher, Provost

Date: 9/22/2026

REND LAKE COLLEGE

By: _____

Date: _____

By: _____

Date: _____

REND LAKE COLLEGE – BLACKBURN COLLEGE

TRANSFER PATHWAY - SUGGESTED AA DEGREE GUIDE FOR PSYCHOLOGY

Associate in Arts Degree (Transfer) —Model

Rend Lake College students pursuing an Associate in Arts Degree (Transfer)(AA) in Psychology are encouraged to follow the general education sequence model outlined below:

FIRST SEMESTER - FALL

ENGL 1101 - Rhetoric and Composition I	3 Cr. Hrs.
PSYC 2101 - Introduction to Psychology	3 Cr. Hrs.
Fine Arts	3 Cr. Hrs.
Life Science with Lab	4 Cr. Hrs.
Elective	2 Cr. Hrs.
Total	15 Cr. Hrs.

SECOND SEMESTER - SPRING

ENGL 1102 - Rhetoric and Composition II	3 Cr. Hrs.
HEA 1101 - Health Education	2 Cr. Hrs.
PSYC 2104 - Personality Dynamics	3 Cr. Hrs.
SOCI 1101 - Introduction to Sociology	3 Cr. Hrs.
Humanities (ENGL or PHIL)	3 Cr. Hrs.
Physical Science	3 Cr. Hrs.
Total	17 Cr. Hrs.

THIRD SEMESTER - FALL

ANTH 1101 - Cultural Anthropology	3 Cr. Hrs.
COMM 1101 - Princ of Effective Speaking	3 Cr. Hrs.
MATH 1107 – Contemp. College Math	3 Cr. Hrs.
PSYC 2105 - Social Psychology	3 Cr. Hrs.
SPAN 1101 - Elementary Spanish I	4 Cr. Hrs.
Total	16 Cr. Hrs.

FOURTH SEMESTER - SPRING

EDUC 1106 – Human Development	3 Cr. Hrs.
POLI 2101 - American Government	3 Cr. Hrs.
PSYC 2108 - Abnormal Psychology	3 Cr. Hrs.
SPAN 1102 - Elementary Spanish II	4 Cr. Hrs.
Humanities (ENGL or PHIL)	3 Cr. Hrs.
Total	16 Cr. Hrs.

Total = 64 Hours

BLACKBURN COURSES

WR 111
PY 101 – Analytical Qualitative
Creative Thinking
Analytical Quantitative
*Elective

WR 112
*Elective
PY 262
SO 104 - Diversity/Multicultural
Critical Reading or Philosophy/Religion
Analytical Quantitative

*Elective
CO 213 - Emotional Intelligence
MA 120 - Problem Solving
PY 252
SP 101

*PY 230
PS 102 – Analytical Qualitative
*Elective
SP 102
Critical Reading or Philosophy/Religion

* 2 credit hours of Physical Education and Fitness activity are required at Blackburn and/or other courses in a chosen Blackburn minor can be taken.

Rend Lake College to Blackburn College

Completion of Bachelor of Arts – Psychology Major

Completion requirements: 122 semester hours with a cumulative grade point average of 2.0 or above in all course work completed at Blackburn. Complete the last 30 hours, or 36 of the last 45 hours as a Blackburn -enrolled student. Complete the requirements for the major, an approved minor and additional graduation requirements as stated in the Blackburn college catalog.

FIFTH SEMESTER – FALL

SS 230 Introduction to Research Methods for the Social Sciences	3	
PY 334 Psychopathology	3	
or PY 344 Psychology of Learning (alternate year, fall course)		
Psychology Elective	3	
Vocation Requirement	3	
Minor (1 course)	3	
PE Activity course	1	
		16

SIXTH SEMESTER – SPRING

SS 330 Statistics for the Social Sciences	3	
SS 430 Research Design for the Social Sciences	3	
PY 415 Behavioral Neuroscience	3	
or PY 424 Cognitive Psychology (alternate year, spring courses)		
Minor (1 course)	3	
PE Activity course	1	
		13

SEVENTH SEMESTER – FALL

PY 490 Psychology Seminar	3	
PY 334 Psychopathology	3	
or PY 344 Psychology of Learning (alternate year, fall course)		
Psychology Elective (1 course)	3	
Minor (2 courses)	6	
		15

EIGHTH SEMESTER – SPRING

PY 415 Behavioral Neuroscience	3	
or PY 424 Cognitive Psychology (alternate year, spring courses)		
Psychology Elective (2 courses)	6	
Minor (2 courses)	6	
		<u>15</u>

62

123 total hrs.

Psychology Electives – 12 hours required:

- PY 220 Human Sexuality (3 hrs.)
- PY 300 Internship (1-12 hours)
- PY 331 Counseling Skills (3 hrs.)
- PY 372 Ethical and Legal Issues in Mental Health (3 hrs.)
- PY 390 Topics in Psychology (3 hrs.)
- PY 400 Psychology Research Laboratory (3 hrs.)
- PY 416 Psychological Tests and Measurements (3 hrs.)
- PY 426 Psychology of Gender (3 hrs.)

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION – ADVISOR -UPWARD BOUND

Rend Lake Board of Trustees

October 13, 2026

RECOMMENDATION: To accept with regret the resignation of Ms. Emily Minor, Upward Bound Advisor, effective September 30, 2026.

EFFECTIVE DATE: September 30, 2026

September 22nd, 2026

Dear Dara Whaley and Rend Lake College Administration,

Please accept this letter as a formal notice of my resignation from my position as an Upward Bound Advisor at Rend Lake College, Effective September 30, 2026.

This was not an easy decision, as I have thoroughly enjoyed my time at Rend Lake College and am thankful for the opportunity to work with the Upward Bound program. I am thankful for the experiences that I gained working with students and the relationships that I have built with the best colleagues here at Rend Lake College.

While I am currently on maternity leave, I wanted to provide a formal notice that I have accepted another position that I believe is best for my family and I. I truly believe that Rend Lake College is a "family" and I am so thankful that I got the opportunity to be a part of that during my time here.

I wish the Upward Bound program and everyone I had the privilege of working with continued success in the future.

Thank you again for everything.

Sincerely,

A handwritten signature in cursive script that reads "Emily Minor". The signature is written in a dark ink and is positioned above the printed name.

Emily Minor



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

September 25, 2026

Ms. Emily Minor
[REDACTED]

Dear Emily,

I am in receipt of your resignation letter resigning from your position of Upward Bound Advisor effective September 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/mh

RATIFY ACCEPTANCE OF RESIGNATION – ADMINISTRATIVE ASSISTANT OF ENROLLMENT SERVICES

Rend Lake Board of Trustees

October 13, 2026

RECOMMENDATION: To accept with regret the resignation of Ms. Jennifer Junkins, Administrative Assistant of Enrollment Services, effective October 8, 2026.

EFFECTIVE DATE: October 8, 2026

September 24, 2026

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

Dear Jena,

Please accept this letter as formal notice of my resignation from my position as Administrative Assistant for Enrollment Services at Rend Lake College. My final day of employment will be Thursday, October 8th, 2026.

I appreciate the opportunity to work at Rend Lake College. I will continue to be grateful for the excellent work you and the Enrollment Services team are providing for the Rend Lake College students and the surrounding communities.

Please let me know if there is anything I can do to be of assistance during my final two weeks.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Junkins", written in a cursive style.

Jennifer Junkins



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

September 25, 2026

Ms. Jennifer Junkins
[REDACTED]

Dear Jennifer,

I am in receipt of your resignation letter resigning from your position of Administrative Assistant to Enrollment Services effective October 8, 2026.

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

Very truly yours,

A handwritten signature in cursive script, reading "Lori Ragland". The signature is written in black ink and is positioned above the printed name and title.

Lori Ragland
President

LR/mh

APPOINTMENT OF COORDINATOR -COMMUNITY AND CORPORATE EDUCATION

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To appoint Ms. Lexi Allen as Coordinator of Community and Corporate Education, on a full-time, 50-week, non-tenure track contract at an annual salary of \$40,000 prorated for the remainder of the fiscal year, effective October 14, 2026.

RATIONALE: Ms. Allen is a RLC alumni and recent business degree graduate with experience in sales operations, advertising, and working with local businesses. She demonstrates exceptional professionalism, genuine enthusiasm for the role, and a commitment to community engagement. Ms. Allen also possesses a creative and forward-thinking approach to problem-solving, with thoughtfulness and innovation that will contribute to her success in this position.

EFFECTIVE DATE: October 14, 2026

If Employment:

JOB TITLE: Coordinator – Community and Corporate Education

SALARY: \$40,000

CLASSIFICATION : Professional/Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: N/A

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Coordinator – Community and Corporate Education
Number of Applicants:	21
Number of Applicants who met the Advertised Requirements:	16
Number of Applicants Interviewed:	7
Applicants Interviewed by:	Jeremy Hentz, Kim Wilkerson, Kelly Downes, Charlotte Loss, Shari Carpenter

<u>Applicant Recommended:</u>	Lexi Allen
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Educational Preparation:

B.S.
Murray State University
2024-2026

A.A.
Rend Lake College
2022-2024

Experience:

Withers Broadcasting
Account Executive
6/2026—Present

Arthrex St. Louis
Medical Device Sales Intern
6/2025-8/2025

TRIM NRE
Locomotive Part Sales Intern
6/2023-7/2024

APPOINTMENT OF SPECIALIST – FINANCIAL AID

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATIONS: To appoint Ms. Ashley Whitelow as Financial Aid Specialist on a full-time, 50-week, non-tenure track, contract at an annual salary of \$39,000, prorated for the remainder of the fiscal year, effective October 16, 2026.

RATIONALE: Ms. Whitelow meets all job requirements and has extensive employment background providing services and resources to underprivileged individuals in Southern Illinois. Her experience, education, organization skills, and adaptability will be assets to the financial aid office.

EFFECTIVE DATE: October 16, 2026

If Employment:

JOB TITLE: Specialist – Financial Aid

SALARY: \$39,000

CLASSIFICATION: Professional/Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: N/A

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Specialist – Financial Aid
Number of Applicants:	8
Number of Applicants Meeting Advertised Requirements:	5
Number of Applicants Interviewed:	5
Applicants Interviewed by:	ReAnne May, Amy Epplin, Mallory Howell, Amy Newell, Chad Copple, Alexis Parchman

<u>Applicant Recommended:</u>	Ms. Ashley Whitelow
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<u>Educational Preparation:</u>	Webster University Master's Degree – Business Administration 2023-2026 Capella University Master's Degree – Educational Psychology 2019-2022 SIU-E Bachelor of Science - Psychology 2017-2019 SWIC A.A. – General Studies 2015-2017
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<u>Experience:</u>	Hoyleton Youth & Family Services Youth Care Coordinator 2026-Present BJC Behavioral Health Community Support Specialist 2023-2026 UMSL Center for Behavioral Health Patient Navigator 2021-2023
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PERMISSION TO CREATE THE POSITION AND JOB DESCRIPTION AND ADVERTISE FOR ASSOCIATE DEAN – APPLIED SCIENCE AND TECHNOLOGY

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To grant permission to create the position, job description, and advertise for an Associate Dean for Applied Science and Technology effective October 13, 2026.

RATIONALE: Prior organizational changes merged the Director of Instructional Design and Assessment duties with the AST Dean position, creating substantial administrative burden. Concurrently, the Instructional Design department continues to assume expanded compliance responsibilities and emerging modality initiatives, while the AST division itself is growing in instructional modalities, program offerings, and workforce training initiatives. Creating the position of Associate Dean for Applied Science and Technology will restore essential administrative capacity to the division and enable the Dean to effectively manage both core AST operations and the integrated assessment/instructional design responsibilities. This position is essential to sustain operational excellence, support compliance initiatives, and enable strategic growth in the AST division.

EFFECTIVE DATE: October 13, 2026

JOB DESCRIPTION

POSITION TITLE: Associate Dean- Applied Science and Technology
DEPARTMENT: Applied Science & Technology
REPORTS TO: Dean of Applied Science and Technology
SUPERVISES: Director of Community, Corporate and Workforce Education, student workers or other personnel as designated
STATUS: Active
DATE: 10/13/2026

ESSENTIAL FUNCTIONS

1. Assist the Dean in the administration, coordination, and daily operations of the Applied Science and Technology division.
2. Assist with preparation, monitoring, and analysis of divisional budgets, including program expenditures, equipment needs, supplies, grant-funded activities, and resource allocation.
3. Develop course schedules, instructor assignments, facility usage, lab scheduling, and modality planning for division programs as assigned.
4. Support the recruitment, onboarding, supervision, evaluation, and professional development of full-time faculty, part-time faculty, support staff, and student workers as assigned.
5. Assist with the hiring process for full-time and part-time faculty, including screening applications, participating in interviews, checking qualifications, and supporting onboarding processes.
6. Serve as a point of contact for faculty, staff, and students regarding divisional questions, concerns, and operational needs.
7. Assist with program review activities, including data collection, report preparation, action planning, documentation, and follow-up.
8. Support implementation of the division's strategic plan and assist in monitoring progress toward divisional and institutional goals.
9. Coordinate, support, and monitor assigned grants, special projects, and workforce initiatives within the division.
10. Assist with coordinating advisory committee meetings, including scheduling, agenda development, minutes, membership records, industry feedback, and follow-up action items.
11. Develop and maintain effective relationships with area businesses, industry partners, educational institutions, community organizations, and other relevant stakeholders.
12. Support the development and coordination of training, testing, customized workforce programs, and industry-recognized credentialing activities.
13. Assist with recruitment and retention activities for Applied Science and Technology programs, including outreach events, student engagement activities, campus visits, and employer/community events.
14. Represent the division at meetings, events, or institutional activities as assigned.
15. Maintain confidentiality of student, employee, budget, personnel, and institutional information.

OTHER FUNCTIONS

16. Assist with oversight of the Instructional Design and Assessment Department and Community and Corporate Education Department.
17. Support competency-based education, online learning, accessibility, entrepreneurship, workforce development, community and corporate education, and other division initiatives as assigned.
18. Participate in management meetings, division meetings, advisory meetings, accreditation meetings, and institutional committees as assigned.
19. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week.

DISCLAIMER

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

Associate Dean – Applied Science & Technology Cont.'d

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

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

PERMISSION TO ADVERTISE FOR AND RATIFY THE APPOINTMENT OF AN ADDITIONAL FULL-TIME WELDING INSTRUCTOR

Rend Lake College Board of Trustees

October 13, 2026

RECOMMENDATION: To grant permission to advertise for an additional Welding 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 due to the interest in and growth of the CBE welding program, along with continuing to serve dual credit students and providing industry trainings.

EFFECTIVE DATE: October 13, 2026

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

October 13, 2026

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

EFFECTIVE DATE: October 13, 2026

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

	BUDGET	ACTUAL SEPTEMBER	ACTUAL YEAR-TO-DATE	REMAINING BUDGET	% USED
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (6,136,254.00)	\$ (1,777,015.46)	\$ (2,427,493.18)	\$ (3,708,760.82)	39.56%
STATE GOVERNMENT	\$ (7,885,858.00)	\$ (656,927.28)	\$ (1,796,046.46)	\$ (6,089,811.54)	22.78%
FEDERAL GOVERNMENT	\$ (22,000.00)	\$ (260.00)	\$ (1,476.51)	\$ (20,523.49)	6.71%
TUITION & FEES	\$ (7,976,500.00)	\$ (157,734.00)	\$ (4,641,334.25)	\$ (3,335,165.75)	58.19%
SALES & SERVICE	\$ (1,049,151.00)	\$ (56,905.73)	\$ (303,837.09)	\$ (745,313.91)	28.96%
FACILITIES REVENUE	\$ (600,100.00)	\$ (86,235.53)	\$ (108,304.62)	\$ (491,795.38)	18.05%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (234,129.72)	\$ (167,370.28)	58.31%
NON GOVERNMENT	\$ -	\$ -	\$ (5,225.00)	\$ 5,225.00	0.00%
OTHER	\$ (445,650.00)	\$ (18,435.26)	\$ (43,121.36)	\$ (402,528.64)	9.68%
TOTAL REVENUES	\$ (24,517,013.00)	\$ (2,753,513.26)	\$ (9,560,968.19)	\$ (14,956,044.81)	39.00%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 12,512,713.00	\$ 1,015,404.09	\$ 2,261,194.93	\$ 10,251,518.07	18.07%
EMPLOYEE BENEFITS	\$ 3,184,927.00	\$ 197,292.69	\$ 533,841.36	\$ 2,651,085.64	16.76%
CONTRACTUAL SERVICES	\$ 1,873,250.00	\$ 174,569.47	\$ 470,002.72	\$ 1,403,247.28	25.09%
MATERIALS/SUPPLIES	\$ 2,215,000.00	\$ 181,076.78	\$ 760,990.03	\$ 1,454,009.97	34.36%
CONF/MEETING/TRAVEL	\$ 490,175.00	\$ 23,943.74	\$ 56,408.99	\$ 433,766.01	11.51%
FIXED CHARGES	\$ 154,150.00	\$ 8,175.20	\$ 77,680.11	\$ 76,469.89	50.39%
UTILITIES	\$ 1,092,700.00	\$ 94,457.60	\$ 207,947.79	\$ 884,752.21	19.03%
CAPITAL OUTLAY	\$ 936,000.00	\$ 105,682.91	\$ 345,086.13	\$ 590,913.87	36.87%
OTHER EXPENSES	\$ 2,599,000.00	\$ 379,535.63	\$ 1,338,225.15	\$ 1,260,774.85	51.49%
TOTAL EXPENSES	\$ 25,057,915.00	\$ 2,180,138.11	\$ 6,051,377.21	\$ 19,006,537.79	24.15%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,299,877.00	\$ -	\$ -	\$ 1,299,877.00	
OP TRANSFER FROM OTHER FUNDS	\$ (1,849,877.00)	\$ -	\$ -	\$ (1,849,877.00)	
TOTAL TRANSFERS	\$ (550,000.00)	\$ -	\$ -	\$ (550,000.00)	
GRAND TOTAL	\$ (9,098.00)	\$ (573,375.15)	\$ (3,509,590.98)	\$ 3,500,492.98	

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

	ACTUAL		ACTUAL
	SEPTEMBER		YEAR-TO-DATE
REVENUES			
RESTRICTED FUNDS			
LOCAL GOVERNMENT	\$	(1,434,510.01)	\$ (1,831,326.12)
STATE GOVERNMENT	\$	(52,014.73)	\$ (303,624.16)
FEDERAL GOVERNMENT	\$	(1,223,671.73)	\$ (1,679,111.80)
TUITION & FEES	\$	-	\$ -
SALES & SERVICE	\$	-	\$ (40,820.32)
FACILITIES REVENUE	\$	-	\$ -
INVESTMENTS	\$	-	\$ (109,910.99)
NON GOVERNMENT	\$	(243,390.98)	\$ (253,144.98)
OTHER	\$	(29,429.55)	\$ (41,740.05)
TOTAL REVENUES	\$	(2,983,017.00)	\$ (4,259,678.42)
EXPENSES			
RESTRICTED FUNDS			
SALARIES	\$	217,388.24	\$ 514,060.62
EMPLOYEE BENEFITS	\$	57,719.75	\$ 177,858.03
CONTRACTUAL SERVICES	\$	104,553.94	\$ 726,165.94
MATERIALS/SUPPLIES	\$	13,820.99	\$ 30,352.34
CONF/MEETING/TRAVEL	\$	10,076.43	\$ 65,536.04
FIXED CHARGES	\$	12,674.90	\$ 99,810.13
UTILITIES	\$	716.60	\$ 2,149.97
CAPITAL OUTLAY	\$	-	\$ 32,117.50
OTHER EXPENSES	\$	1,915,005.05	\$ 1,946,533.24
TOTAL EXPENSES	\$	2,331,955.90	\$ 3,594,583.81
TRANSFERS			
OP TRANSFER TO OTHER FUNDS	\$	4,239,023.67	\$ 4,239,023.67
OP TRANSFER FROM OTHER FUNDS	\$	(3,814,837.46)	\$ (3,814,837.46)
TOTAL TRANSFERS	\$	424,186.21	\$ 424,186.21
GRAND TOTAL	\$	(226,874.89)	\$ (240,908.40)

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	September 2026	August 2026	July 2026	June 2026	May 2026	April 2026
Operating Account	\$ 39,019,784.78	\$ 36,527,515.05	\$ 36,022,311.08	\$ 35,927,033.20	\$ 37,719,384.23	\$ 37,542,341.07
Working Cash	\$ 148,697.01	\$ 161,884.97	\$ 126,050.15	\$ 453,302.43	\$ 415,668.34	\$ 414,335.79
*Working Cash CD's	\$ 9,300,000.00	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,254,903.26	\$ 9,254,903.26
2023B Bond Account	\$ 293,412.28	\$ 292,502.31	\$ 326,104.19	\$ 1,140,390.98	\$ 1,136,850.72	\$ 1,816,585.58
Investments**						
Liquid Fund	\$ 320,894.14	\$ 294,811.98	\$ 38,824.24	\$ 283,357.22	\$ 282,531.15	\$ 281,681.67
MAX Fund	\$ 108,514.38	\$ 108,186.68	\$ 107,856.94	\$ 107,530.15	\$ 107,215.52	\$ 106,891.96
Cert of Deposit	\$ 2,089,800.00	\$ 2,089,800.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,549,700.00
Cert of Deposit (DTC)	\$ 1,713,024.03	\$ 1,713,024.03	\$ 1,713,024.03	\$ 1,468,349.88	\$ 1,468,349.88	\$ 1,468,349.88
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ 249,152.81	\$ 249,152.81	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 53,243,279.43	\$ 50,691,781.09	\$ 50,138,773.89	\$ 51,184,567.12	\$ 52,934,603.10	\$ 53,434,789.21

	March 2026	February 2026	January 2026	December 2025	November 2025	October 2025
Operating Account	\$ 38,109,106.00	\$ 38,475,661.53	\$ 39,270,203.43	\$ 39,311,873.48	\$ 41,352,682.51	\$ 40,442,796.13
Working Cash	\$ 333,744.74	\$ 297,178.80	\$ 228,645.90	\$ 227,915.19	\$ 191,643.42	\$ 156,646.08
*Working Cash CD	\$ 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	\$ 1,810,936.04	\$ 1,805,115.13	\$ 1,799,875.04	\$ 1,794,080.49	\$ 1,787,932.23	\$ 1,781,382.50
Investments**						
Liquid Fund	\$ 280,859.78	\$ 255,302.48	\$ 140.48	\$ 140.17	\$ 74,936.19	\$ 314,984.57
MAX Fund	\$ 106,578.94	\$ 106,257.67	\$ 105,965.76	\$ 105,641.92	\$ 30,510.43	\$ 30,412.50
Cert of Deposit	\$ 2,549,700.00	\$ 2,549,700.00	\$ 2,776,850.00	\$ 2,776,850.00	\$ 2,776,850.00	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 53,959,275.38	\$ 54,257,565.49	\$ 54,950,030.49	\$ 54,984,851.13	\$ 56,982,904.66	\$ 56,030,721.66

*Funds invested as follows:

\$6,100,000.00 - 12 month CD at a rate of 4% - Maturity date of 9/2/2027

\$3,200,000.00 - 12 month CD at a rate of 4.05% - Maturity date of 9/16/2027

**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.