

**REND LAKE COLLEGE
BOARD OF TRUSTEES MEETING**

October 08, 2024

6:30 PM

**Rend Lake College – MarketPlace Campus
Southern Illinois Manufacturing Academy (SIMA)
321 Potomac Blvd
Mt Vernon, IL 62864**

**Page
No.**

- I. Call to Order**
- II. Roll Call**
- III. Department Presentation – SIMA Tour**
- IV. General Information**
 - A. Announcements**
 - 1. Tues/Wed, October 8/9, 2024; 9-10:30am
Breakfast on the Lake
Student Center
 - 2. Thursday, October 10, 2024; 2:00pm
“Makers on the Move” Manufacturing Tour Bus
SI Manufacturing Academy (SIMA)
Rend Lake College MarketPlace
 - 3. Tuesday, October 15, 2024; 8am-4pm
In-Service
Event Center
 - 4. Tuesday, October 15, 2024; 6pm
Southeast Region Trustee Meeting
Southeastern Illinois College
 - 5. Friday, October 18, 2024; Noon
Special Board of Trustees Meeting
Admin Conference Room
 - 6. Tues/Wed, October 22/23, 2024; 8-4p
CTE Career Days
Event Center

7. Wednesday, October 23, 2024
11am with brunch following ceremony
Game Plan Groundbreaking for Banterra Sports Complex
Gymnasium (West side)
8. Friday-Saturday, November 1-2, 2024
Board of Trustees Annual Retreat
Four Seasons, St. Louis
9. Monday, November 4, 2024; 4-7pm
Rend Lake College Open House
Event Center, Ina Campus
10. Tuesday, November 5, 2024; 6:30pm
Board of Trustee Meeting
Event Center
11. Wednesday, November 6, 2024; 9:30a-1:30pm
Red Cross Blood Drive
South Oasis
12. Thursday-Saturday, November 7-9, 2024; 7pm
Sunday, November 10, 2024; 2pm
RLC Fall Play – FAME
Theater
13. Thursday, November 21st; 4:00pm Ribbon Cutting
4:30-7:00 Open House
Rend Lake College MarketPlace Open House & SI Manufacturing Academy (SIMA) Ribbon Cutting
Rend Lake College MarketPlace

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

Subsection (1) appointment, employment, and compensation of specific employees; (2) collective negotiating matters; (9) student discipline; (21) discussion of executive session minutes

VI. Resume Open Meeting

VII. Approval of Minutes of the:
September 17, 2024 Joint RLC & SIC Board Meeting*
September 17, 2024 Board of Trustees Meeting*

02 *
05 *

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

IX. New Business

- 14 * A. Approval of Course/Curriculum
- 16 * B. Approval of Revisions to Job Descriptions
- 47 C. Approval of Revisions to Rend Lake College *Policy and Procedure 5.1505 – Vehicle Usage for College Travel* (**FIRST READING**)
- 50 D. Approval of Revisions to Rend Lake College *Policy 5.1215 – Travel Reimbursement* (**FIRST READING**)
- 54 E. Approval of Revisions to Rend Lake College *Policy 3.1110 - Computation of Hourly Rate of Pay for Part-Time Employees* (**FIRST READING**)
- 57 F. Approval of Revisions to Rend Lake College *Policy & Procedure 2.1720 – Community Use of College Facilities* (**FIRST READING**)
- G. Ratify Award for Solar Panel Array at the Murphy Wall Pinckneyville Campus (**TO BE PROVIDED**)

X. Personnel

- A. Appointment of Subsidized Child Care Specialist, CCR&R (**TO BE PROVIDED**)
- B. Appointment of Food Services Director (**TO BE PROVIDED**)
- 61 C. Permission to Advertise for Industrial Electronics Instructor

XI. Financial Information

- 63 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- 64 B. Financials (INFORMATIONAL)

XII. Reports

1. Academic Council
2. ICCTA Representative
3. Rend Lake College Foundation

4. Accreditation Report
5. ERP Report
6. Obsolete Equipment

XIII. Public Comment

XIV. President's Comments

XV. Adjournment

MINUTES

**Meeting Minutes from Joint RLC & SIC Alliance Meeting
September 17, 2024 @6pm in RLC Event Center**

CALL TO ORDER: RLC Chairman, Mr. Larry Manning, called the Joint RLC & SIC Board of Trustee meeting to order at 6:00pm in the Rend Lake College Event Center.

ROLL CALL: Mr. Jeff Jones, RLC Secretary, called the roll.

Those present were:

Dr. David Asbery
Mr. Ron Daniels
Mr. Brian Dorris
Mr. Jeff Jones
Mr. Larry Manning
Mr. Tony Wielt
Mr. Wyatt Hamson (Student Trustee)

Those absent were:

Mr. Joe Coy

SIC attendees introduced themselves.

Those present were:

Dr. Karen Weiss, SIC President
Dr. Pat York
Dr. Frank Barbre
Ms. Debbie Hughes
Mr. Jim Ellis
Dr. Tyler Billman

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mr. Henry "Buster" Leeck, Mrs. Lori Ragland, Mr. Donnie Millenbine, Mrs. Mary Huggins, Mr. Nathan Wheeler, Mrs. Jena Jensik, Mrs. Amy Epplin, Mrs. Bria Robinson, Mrs. Andrea Banach, Ms. Kendra Gregory, Mrs. Mallory Howell, Mr. Kent McKown.

INTRODUCTION Both President Wilkerson and President Weiss welcomed everyone. President Wilkerson acknowledged all the work from both entities to keep this alliance viable. President Weiss gave appreciation to the alliance for the betterment of both organizations.

DEPARTMENT REPORTS

ACADEMIC SERVICES Dr. Tyler Billman, Executive Director of Academic Services, SIC;
Mrs. Kim Wilkerson, Vice President of CTE and Student Support, RLC

The major impact from the Alliance is within Academics. A list of shared courses for Spring 2024 and Fall 2024 semesters were handed out. The shared courses allow both RLC & SIC student more options in education. Some shared courses are Music, Physics, Spanish, Sociology, and Vet Assistant. There is room for more potential sharing opportunities in the future. Mrs. Lori Ragland, RLC Executive Vice President, is also closely involved with the academic needs. Current and future academic decisions are made to ensure both institution's needs are being fairly met and in line with comparable rates.

Executive Vice President, Mrs. Lori Ragland expressed this has been a busy year for both colleges with RLC's transition to a new ERP system and Event Scheduling system, and SIC's HLC mid-cycle review and new President. There are also many transitions of new roles at both institutions. Mrs. Ragland reiterated the benefits of the alliance in networking, contact for idea bouncing as well as reaching out for discussion of interpretations for report processes and mandates.

BUSINESS OFFICE Ms. Lisa Hite, Vice President of Administrative Services/CFO, SIC;
Mr. John Gulley, Vice President of Finance & Auxiliary Services, RLC

Ms. Hite and Mr. Gulley collaborate regularly on overarching issues impacting community colleges such as state budgetary initiatives, monthly CFO meetings, IL CFO conferences. The alliance allows for a joint sounding board to discuss ideas, problems, and possible impacts for both institutions.

INFORMATION TECHNOLOGY/
INSTITUTIONAL RESEARCH

Dr. Chris Barr, Executive Dean of Institutional Effectiveness, SIC;
Dr. Chad Copple, Vice President of Institutional Effectiveness, RLC

SIC continues to work with RLC's IT department for programming needs. A computer programmer is being shared as SIC does not have one at the moment. This will be an ongoing sharing request based upon the availability of RLC's IT staff. SIC and RLC have consulted on reporting issues as well in the recent weeks.

STUDENT SERVICES Dr. Kyla Burford, Executive Dean of Student Services, SIC;
Mr. Henry "Buster" Leeck, Vice President of Academic and Student Services, RLC

Both colleges continue to share a Mental Health Counselor, Ms. Brittany Warren as a 4-1 split (4 days at SIC and 1 at RLC). Ms. Warren is researching grant opportunities to possibly benefit both colleges. The partnership between both colleges will continue on the Title IX/Preventing Sexual Violence in Higher Education Act regional task force committee which meets in spring and fall of each year and includes Kaskaskia College as well.

FUTURE OPPORTUNITIES

Future sharing opportunities may include exploring health-related and CTE programming. There are also buildings that may pose sharing opportunities in the Trades: SIC's Williams Career and Training Center in Carmi and RLC's Southern Illinois Manufacturing Academy. Other upcoming items at RLC is the "Game Plan" Gym renovation and Allied Health Building updates.

CLOSING COMMENTS

Dr. Karen Weiss gave appreciation for the work of all those involved in the alliance. She acknowledged the benefits of both colleges working together and thanked all trustees for attending and taking interest in the collaboration.

President Wilkerson again thanked everyone for coming and taking an interest in the future of both institutions. He emphasized the importance he and former SIC President Jonah Rice felt when they began this alliance, and their hope for its continuation. He reiterated the joint meetings have been a good way to strengthen the alliance bond and report to Trustees on the progress and benefit to each institution. Although an alliance of this sort was unheard of when President Wilkerson and former President Rice brainstormed its creation; it is hoped that these joint meetings will continue into the future with the new SIC President, Dr. Weiss, and RLC Executive Vice President/" President Designee" Mrs. Lori Ragland.

Meeting was adjourned at 6:27pm.

Chairman

Secretary

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

**September 17, 2024
Rend Lake College
Event Center – Warrior Lounge
468 N Ken Gray Parkway
Ina, IL 62846**

CALL TO ORDER

Chairman Larry Manning called the regular Board of Trustees meeting to order at 6:32 PM in the Rend Lake College Event Center, Warrior Lounge.

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll.

Those present were:

Dr. David Asbery
Mr. Ron Daniels
Mr. Brian Dorris
Mr. Jeff Jones
Mr. Larry Manning
Mr. Tony Wielt
Mr. Wyatt Hamson (Student Trustee)

Those absent were:

Mr. Joe Coy

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Lori Ragland, Mr. Donnie Millenbine, Mrs. Mary Huggins, Mr. Nathan Wheeler, Mrs. Jena Jensik, Mrs. Amy Eplin, Mrs. Bria Robinson, Mrs. Andrea Banach, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mr. Chris Edwards, Mr. Mark Jornd.

GENERAL INFORMATION

ANNOUNCEMENTS

1. Wednesday, September 18, 2024; 12-3pm
Fun Fest
Warrior Way

2. Thursday, September 19, 2024
4pm Refreshments; 4:30pm Announcement
Deaconess Illinois Announcement
Gymnasium & Outside Area
3. Sunday, September 22, 2024; 2-9pm
Archery Awards
Event Center
4. Wed/Thurs/Fri, Sept. 25/26/27, 2024; 8am-2pm
Amazing Career Race
Event Center
5. Thursday, September 26, 2024; 8am-4pm
JCYL FFA Ag Contest
Agronomy Innovation Center
6. Monday, October 07, 2024; 3-7pm
Truck Driving Showcase & Open House
Murphy-Wall Campus, Pinckneyville
7. Tuesday, October 08, 2024; 6:30pm
RLC Board of Trustee Meeting
Event Center
8. Tues/Wed, October 8/9, 2024; 9-10:30am
Breakfast on the Lake
Student Center
9. Tuesday, October 15, 2024; 8am-4pm
In-Service
Event Center
10. Tuesday, October 15, 2024; 6pm
Southern Regional Trustee Meeting
Southeastern Illinois College
11. Wednesday, October 23, 2024
11am with brunch following ceremony
**Game Plan Groundbreaking for
Banterra Sports Complex**
12. Friday, November 1-2, 2024
Board of Trustees Annual Retreat
Four Seasons, St. Louis

13. Tuesday, November 5, 2024; 6:30pm
Board of Trustee Meeting
Event Center

**MOTION FOR
EXECUTIVE SESSION**

NA

RESUME OPEN MEETING

NA

CONSENT AGENDA

Mr. Wilkerson recommended approving the Consent Agenda, which included the following items:

1. Approval of August, 2024 Meeting Minutes*;
2. Approval of Revisions to Rend Lake College *Policy* 3.1025 –Terms of Appointment and Termination of Part-Time Employees (**SECOND READING**)
3. Approval of Revisions to Rend Lake College Policy and Procedure 3.1205 – Performance Evaluation and Tenure of Faculty Members

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

NEW BUSINESS
**APPROVAL OF THE
FY 2025 BUDGET
(TO BE PROVIDED)**

Mr. Wilkerson recommended to adopt the final FY 2025 budget as presented at the August 13, 2024 Board of Trustees Meeting.

As recommended, Mr. Dorris made a motion to adopt the final FY 2025 budget as presented at the August 13, 2024 Board of Trustees Meeting. This motion was seconded by Mr. Jones. On a roll call vote, those present voted yes. Student Trustee voted yes.

**PERMISSION TO BID
AND AWARD PURCHASE
AND INSTALLATION OF
SOLAR PANEL ARRAY**

Mr. Wilkerson recommended to bid and award for the purchase and installation of a Solar Panel Array for the Murphy Wall Pinckneyville Campus, pending

appropriate approvals from the city of Pinckneyville and the county of Perry.

As recommended, Mr. Daniels made a motion to bid and award for the purchase and installation of a Solar Panel Array for the Murphy Wall Pinckneyville Campus, pending appropriate approvals from the city of Pinckneyville and the county of Perry. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL

RATIFY ACCEPTANCE
OF RESIGNATION
SUBSIDIZED CHILD
CARE SPECIALIST

Mr. Wilkerson recommended to accept with regret the resignation of Ms. Lisa Tennyson, Subsidized Child Care Specialist, effective August 22, 2024.

As recommended, Dr. Asbury made a motion to accept with regret the resignation of Ms. Lisa Tennyson, Subsidized Child Care Specialist, effective August 22, 2024. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
TECHNICIAN-AUDIOVISUAL
AND DISTANCE LEARNING

Mr. Wilkerson recommended to appoint Mr. Ryan Accord as Technician-Audiovisual and Distance Learning, 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, effective September 16, 2024.

As recommended, Mr. Wielt made a motion to appoint Mr. Ryan Accord as Technician-Audiovisual and Distance Learning, 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, effective September 16, 2024. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
CREATE THE POSITION,
JOB DESCRIPTION, AND

TRANSFER COORDINATOR-
RECEIVING AND INVENTORY
CONTROL

Mr. Wilkerson recommended to grant permission to create the position, job description, and transfer Mr. Alan Fox, Sr. from Director of Food Services to week, no tenure track contract. The salary will remain the same.

As recommended, Dr. Asbury made a motion to grant permission to create the position, job description, and transfer Mr. Alan Fox, Sr. from Director of Food Services to week, no tenure track contract. The salary will remain the same. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
COMPUTER TECHNICIAN
(TO BE PROVIDED)

Mr. Wilkerson recommended to appoint Mr. Reed Raubach as Computer Technician 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 September 16, 2024.

As recommended, Mr. Dorris made a motion to appoint Mr. Reed Raubach as Computer Technician 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 September 16, 2024. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
SUBSIDIZED CHLD CARE
SPECIALIST (CCRR)
(TO BE PROVIDED)

TABLED

FINANCIAL INFORMATION

RATIFICATION OF THE
PAYMENT OF COLLEGE
EXPENSES INCLUDING
TRAVEL EXPENSE

REIMBURSEMENTS

Mr. Wilkerson recommended to ratify the payment of college expenses including travel expense reimbursements as presented, effective September 17, 2024.

As recommended, Mr. Dorris made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective September 17, 2024. This motion was seconded by Mr. Hamson. On a roll call vote, those present voted yes.

REPORTS

ACADEMIC COUNCIL

NA

ICCTA REPRESENTATIVE

Mr. Ron Daniels, RLC ICCTA Representative reported that he attended the ICCTA September Meeting, and they are continuing to push the Junior College Baccalaureate Initiative. ICCTA is also seeking support for the renewed funding for PATH (Healthcare Workforce Program). Discussions were had on each college's Diversity Equity Initiative, and the impact of Artificial Intelligence (AI) on education.

REND LAKE COLLEGE FOUNDATION

Mrs. Lori Ragland gave the foundation report in Cathy DeJarnette's absence. Mrs. Ragland thanked everyone for their support of the 44th Annual Foundation Golf Outing on September 5th. Attendance was at capacity with 36 teams competing and community sponsorships were at an all-time high. It was a very good day, and a successful event.

Auditors have been on campus the last two weeks. This is the first year to conduct the foundation office and college audits simultaneously, so there has been a learning curve, but the audit seems to be going well. We are currently waiting on them to get back to us with any additional follow-up.

This Thursday is the Deaconess Special Announcement Event at 4pm here in the event center. Everyone should have received an email invitation,

and is invited to attend. We have finalized a 10-year naming rights agreement with Deaconess and are excited to share the details of this partnership with the community later this week.

Office staff continue to work through the scholarship awarding process, and notifying donors of their scholarship recipients. They are also working on plans for a tentative October 23 ground breaking for the gym renovation project, as well as the December 12th annual dinner.

ACCREDITATION

Dr. Chad Copple reported we have a group assembled to finalize our Quality Initiative proposal for HLC and will meet Monday afternoon. This will be competency-based education. The group now consists of Lori Ragland, Chad Copple, Kim Wilkerson, Shari Carpenter and Maggie Ervin.

ERP

Dr. Chad Copple reported our tech team and Ellucian were able to get Colleague and Canvas communicating as they should last month. We plan on our first refund disbursement through Colleague tomorrow. The focus now is on developing reports through Insights, our reporting platform, and on making overall tweaks to the processes to improve things as we go.

OBSOLETE EQUIPMENT

NA

PUBLIC COMMENT

NA

PRESIDENT'S COMMENTS

Mr. Wilkerson shared his hope that the joint meetings with SIC continue, and leadership from both colleges continue to find creative and unique ways to grow each institution. He also noted that, during the time of the partnership between RLC and SIC, no person has lost their place at the institution; rather, the institutions meshed and worked together to utilize employees and their talents. He appreciates the board and recognized the board's support in these efforts.

ADJOURNMENT

There being no other business, at 7:23PM all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

COURSE/ CURRICULUM APPROVALS

*Rend Lake College Board of
Trustees*

October 8, 2024

RECOMMENDATION: To approve a new course, changes to an existing course, new curriculum, withdrawal of a course and to authorize their submission to the Illinois Community College Board (ICCB) for action effective on the dates listed on the attachment.

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

Curriculum Committee Meeting – September 23, 2024
Academic Council Meeting – September 25, 2024

The following requests for a new course, changes to an existing course, new curriculum and withdrawal of a course were approved:

Approval- New Course

AUTO 2251 Hybrid and Electric Vehicles II
Effective 1/1/2025

Approval- Changes to Existing Course

AUTO 2213 Hybrid and Electric Vehicles I
Effective 1/1/2025

Approval- New Curriculum

AUTO 0095 Automotive HEV/EV Certificate
Effective 1/1/2025

Approval- Course Withdrawal

TRUK 1206 Class B CDL Driving II
Effective 10/1/2024

Signatures

Curriculum Committee Chair *Kathryn Hedmers*

Date 10/01/2024

Academic Council Chair *Joan Kuehly*

Date 10/01/2024

Vice President *Michael Williams*

Date 10/01/2024

APPROVAL OF REVISIONS TO JOB DESCRIPTIONS

Rend Lake College Board of Trustees

October 08, 2024

RECOMMENDATION: To revise job descriptions as presented, effective October 08, 2024.

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

EFFECTIVE DATE: October 08, 2024

Assistant – Learning Enhancement Center (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Assistant – Learning Enhancement Center (Part-Time)
DEPARTMENT: Student Services
REPORTS TO: Coordinator-LEC & CTE Success Centers
SUPERVISES: N/A
STATUS: Active
DATE: ~~12/14/2021~~ **10/08/2024**

ESSENTIAL FUNCTIONS

1. Supervise students in the Learning Enhancement Center to ensure a quiet study area.
2. Enter time sheets and tutor logs for Learning Enhancement Center tutors and supervisors.
3. Assist with generating reports related to student attendance in the Learning Enhancement Center.
4. Monitor students doing make-up tests to ensure academic integrity.
5. Assist students as needed.

OTHER FUNCTIONS

6. Other duties as assigned by Learning Enhancement Specialist and the ~~Associate~~ **Vice-President – Institutional Effectiveness**
7. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

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

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

Director – Recreational Center with Softball Assistant Coaching

JOB DESCRIPTION

POSITION TITLE: Director – Recreational Center with Softball Assistant Coaching
DEPARTMENT: RLC Recreational Center
REPORTS TO: VP – Academics and Student Services & Director-Athletics
SUPERVISES: Lab Assistants – Rec Center and Student Workers
STATUS: Active
DATE: 4/4/2024 **10/08/2024**

ESSENTIAL FUNCTIONS

1. Oversee the preparation and daily operations of the recreation facility.
2. Assist in the curricula development of the credit course offerings. Teach courses as assigned.
3. Prepare and administer appropriate evaluation instruments as necessary to determine the progress of students.
4. Plan, organize, implement and oversee a variety of credit offerings and sports and recreation programs, order supplies and collect registrations.
5. Coordinate the strength and conditioning programs for intercollegiate athletic teams.
6. Ensure a quality program by providing personal instruction for all offerings and by supervising all employees.
7. Schedule all community offerings and facility usage for the Recreational Center.
8. Coordinate sign-up registration for credit offering, clinics and camps, individual sports training and campus wellness activities.
9. Facilitate awareness in the community of the facility's educational offerings by implementing and maintaining a marketing plan.
10. Monitor the day-to-day operations of credit offerings and the sports and recreation programs, including making site visits, resolving complaints, and developing program plans for seasonal and / or year-round activities.
11. Develop different athletic training opportunities for area athletes.
12. Supervise fitness center / weight room facility/ track and field complex usage
13. Recommend employment and work hours for lab assistants and student workers in the REC Center. Supervise and evaluate staff members in their performance of job safety and other responsibilities.
14. Be responsible for budgetary and fiscal control of the Rec Center.
15. Be responsible for maintaining a current student record database.
16. Establish and continue a participant evaluation system of the program.
17. Recommend and maintain policies and procedures for the programs.
18. Maintain supplies, equipment and materials in support of relevant programs and advise the ~~Associate~~-Vice President-Academic & Student Support **Services** in advance of equipment and supply needs.
19. Maintain all necessary license and certifications required to properly perform job duties as assigned.
20. Serve as Assistant Softball Coach with specific coaching duties as outlined in the coach's handbook.

OTHER FUNCTIONS

21. Perform other related duties as assigned.

ENVIRONMENT

Works in a lab setting. Works the hours necessary to accomplish objectives. Some nights and weekend hours are necessary. Some lifting required.

DISCLAIMER

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

Director – Recreational Center with Assistant Softball Coaching (continued)

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

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

Coordinator – Technology Integration and Training

JOB DESCRIPTION

POSITION TITLE: Coordinator - Technology Integration and Training
DEPARTMENT: Information Technology
REPORTS TO: Chief Information Officer
SUPERVISES: Technician-Help Desk & Support, ~~Technician-Computer (Part-time)~~, and Student Workers
STATUS: Active
DATE: ~~1/1/2024~~ 10/08/2024

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

17. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Coordinator – Technology Integration and Training (Continued)

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

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

Project Manager – Information Technology & Institutional Research

JOB DESCRIPTION

POSITION TITLE: Project Manager – Information Technology & Institutional Research
DEPARTMENT: Information Technology
REPORTS TO: Chief Information Officer
SUPERVISES: **Technician – Audiovisual & Distance Learning**, Technician-Computer (Part Time) and Student Workers
DATE: ~~1/1/2024~~ **10/08/2024**

ESSENTIAL FUNCTIONS

1. Maintain, ensure the operation of, and troubleshoot all Distance Learning technology at on- and off-campus locations, including but not limited to codecs, computers, cameras, projectors, monitors, sound systems, cabling, accessories and any other equipment; and maintain inventory of this equipment.
2. Evaluate, recommend and implement new distance learning and videoconferencing technologies.
3. Train distance learning instructors and other employees as needed, and provide technical support and documentation for distance learning rooms.
4. Coordinate the purchase, repair, and maintenance of distance learning, audiovisual, smart classroom, and related equipment.
5. Work with the Information Technology staff to plan and manage the departmental budget.
6. Coordinate audiovisual services for all RLC-sponsored events, including audiovisual equipment setup and-scheduling of technical assistance.
7. Work with Institutional Research (IR) and Information Technology (IT) staff to generate and analyze data compiled from the college's Enterprise Resource Management (ERP) system and Learning Management System (LMS), and recommend and implement appropriate initiatives based on that information.
8. Recommend and coordinate implementation of components, reports and projects related to the college's ERP system and LMS to improve processes, generate more comprehensive information and facilitate better communication of data; evaluate existing reports for accuracy and effectiveness.
9. Assist IR in gathering and analyzing data for the annual Fact Book, program reviews and other assigned projects.
10. Assist in development and assessment of student success initiatives, and in developing methods to identify at-risk students based on performance.
11. Assist in development of tools within and related to the college's Learning Management System.
12. Serve as State Authorization Reciprocity Agreement (SARA) liaison and submit required reports.

OTHER FUNCTIONS

13. Serve on committees as assigned.
14. Participate in Higher Learning Commission work as appropriate.
15. Assist IT with technology maintenance, troubleshooting and resolutions as needed.
16. Participate in professional development activities to update skills and knowledge.
17. Perform other duties as assigned.

ENVIRONMENT

Works primarily in an office setting. Sometimes works with small power tools and electronic equipment. Position requires nominal EMF exposure. Occasional exposure to solvent fumes is possible. May occasionally require light lifting (50 lbs. or less.) Works primarily standard daytime hours; some travel and evening hours are required.

DISCLAIMER

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

Project Manager – Information Technology & Institutional Research (Continued)

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

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

Coordinator – Industry Training and Apprenticeships

JOB DESCRIPTION

POSITION TITLE: Coordinator of Industry Training and Apprenticeships
DEPARTMENT: Community & Corporate
REPORTS TO: ~~Director Apprenticeships & CTE Support~~ **Director – Workforce Development**
SUPERVISES: N/A
STATUS: Active
DATE: ~~10/16/2022~~ **10/08/2024**

ESSENTIAL FUNCTIONS

1. Knowledge of the apprenticeship model of training and working knowledge of postsecondary education.
2. Knowledge of trades, clients, cultural diversity and a working knowledge of industry trends.
3. Identify, recruit, and work with regional/local business to place incumbent workers or new employees into registered apprenticeship program, or other training programs offered by RLC.
4. Organize and establish informational meetings on a regular basis to share apprenticeship program information with designated individuals and relevant external training opportunities.
5. Develop outreach plan according to program needs and capacity.
6. Assist with the development of public relations and communication strategies to support program goals and increase community awareness.
7. Track and report on training outcomes and progress throughout the program.
8. Provide feedback to program participants and management.
9. Establish and maintain relationships with external training providers.
10. Develop timelines with representatives according to grant requirements.
11. Intake, monitor, and oversee apprentices enrolled throughout the local/regional area ensuring apprentices are meeting training and work requirements.
12. Track expenditures, submit reports, process reimbursement requests, compile evaluation data, and other duties as assigned.
13. Frequent travel and visits to industry as needed.
14. Work closely with faculty to increase knowledge of curriculum, as well as inform faculty of training needs and changes within the industry.
15. Establish and maintain relationships with in-district business and industry.
16. Coordinator short-term trainings based on industry need.
17. Assist CTE students with gaps in soft skills by providing and coordinating Employability Skills training.

OTHER FUNCTIONS

18. Other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Coordinator—Industry Training and Apprenticeships (Continued)

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

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

Specialist - Community and Corporate Education

JOB DESCRIPTION

POSITION TITLE: Specialist - Community and Corporate Education
DEPARTMENT: Community and Corporate Education
REPORTS TO: ~~Director of Apprenticeships, Community and Corporate~~ **Director – Workforce Development**
SUPERVISES: Student Worker
STATUS: Active
DATE: ~~01/05/2023~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

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

DISCLAIMER

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

Specialist – Community & Corporate Education (Continued)

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

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

Stipend -- Director-Athletics

JOB DESCRIPTION

POSITION TITLE: Stipend - Director - Athletics
DEPARTMENT: Athletics
REPORTS TO: VP – Academics and Student Services
SUPERVISES: Administrative Assistant – Athletic Department & Coaching Staff
STATUS: Active
DATE: ~~1/1/2024~~ **10/08/2024**

ESSENTIAL FUNCTIONS

1. Insure that all programs are in compliance with NJCAA rules/regulations by maintaining contact with NJCAA officers and keeping abreast of policy changes.
2. Prepare and file on-line eligibility forms for all sports in Fall and Spring.
3. Prepare and manage departmental budget.
4. Plan and manage athletic award program.
5. Complete and submit Equity in Athletics Disclosure Act of US Department of Education in conjunction with the ~~Associate~~ Vice President – Academics & Student Services.
6. Attend Region 24 AD Meetings.
7. Assist head coaches in hiring assistant coaches
8. Attend as many sporting events of Rend Lake College as possible.
9. Assist and monitor outside athletic events as needed.
10. Work with College administration to assure that the athletic program is continually reviewed in an effort to promote the best interest of the student-athletes, staff, College, and community.
11. Review and update the Student Athlete Handbook.
12. Conduct a review of the Student Athlete Handbook with all athletes at the beginning of each academic year.
13. Handle disciplinary matters as they pertain to violations of the Student Athlete Handbook and the Rend Lake College Student Handbook in conjunction with the ~~Associate~~ Vice President – Academics & Student Services.

OTHER FUNCTIONS

14. Serve on committees as appointed.
15. Perform other duties as assigned.

ENVIRONMENT

Works in an office environment. Works hours needed to meet the objectives.

DISCLAIMER

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

Stipend – Archery Head Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Archery Head Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
DATE: ~~02/12/19~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Men’s Basketball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Men’s Basketball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~7/13/2022~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Softball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Softball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~7/13/2022~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Men’s Golf Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Men’s Golf Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~11/8/16~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Men’s Baseball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Men’s Baseball Coach
DEPARTMENT: Athletics
REPORTS TO: Athletic Director
DATE: 07/13/2022
STATUS: ~~Active~~ **Inactive**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

DISCLAIMER

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

Stipend – Women’s Basketball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Women’s Basketball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~7/13/2022~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Women’s Golf Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Women’s Golf Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~7/13/2022~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Women’s Volleyball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Women’s Volleyball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~7/13/2022~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Softball Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Softball Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~7/13/2022~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Stipend – Trap Shooting Coach

JOB DESCRIPTION

POSITION TITLE: Stipend – Trap Shooting Coach
DEPARTMENT: Athletics
REPORTS TO: Director-Athletics
STATUS: Active
DATE: ~~02/12/19~~ **10/08/2024**

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

Works hours required to accomplish objectives. Some travel required.

DISCLAIMER

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

Lead **Pre-K** Child Care Provider - Children's Center

JOB DESCRIPTION

POSITION TITLE: Lead **Pre-K** Child Care Provider - Children's Center
DEPARTMENT: Rend Lake College Foundation Children's Center
REPORTS TO: Director- Rend Lake College Foundation Children's Center
SUPERVISES: Assistant – Child Care Providers (Part-time), Student Workers, Practicum Students, and Other Students
STATUS: Active
DATE: 10/08/24

ESSENTIAL FUNCTIONS

1. Develop weekly curriculum and developmentally appropriate activities for young children.
2. Maintain regulations within the classroom according to DCFS, Public Health, and State Fire Marshall Offices.
3. Adhere to the philosophy and policies and procedures of the center.
4. Supervise and evaluate student workers, practicum students and other students.
5. Coordinate daily activities with the Child Development instructional program.
6. Develop program curriculum in coordination with the Child Development instructional program.
7. Maintain records for children, adult students, and program.
8. Maintain a clean, organized and safe classroom for young children.
9. Performs needed classroom checks to ensure that the facility is properly maintained to existing safety standards.
10. Maintains proper classroom documentation to ensure that the College's exposure to potential loss is minimized.

OTHER FUNCTIONS

11. Administer and assist in the development of a parent involvement program for the center.
12. Attend monthly staff meetings.
13. Attend staff development and in-service training.
14. Communicate with parents on a daily basis - reporting daily events.
15. Other duties as assigned by the Director – Rend Lake College Foundation Children's Center.

ENVIRONMENT

Work in a children's center setting. Works a standard work week with compensatory or overtime as necessary and approved in advance. Some lifting required.

DISCLAIMER

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

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

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

Administrative Assistant – Adult Education & Family Literacy (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant- Adult Education & Family Literacy (Part-time)
DEPARTMENT: Adult Education & Family Literacy
REPORTS TO: Director – Adult Education & Family Literacy
SUPERVISES: N/A
STATUS: Active
DATE: ~~12/14/2021~~ 10/08/2024

ESSENTIAL FUNCTIONS

1. Provide office management and administrative support.
2. Maintain confidentiality.
3. Perform general clerical duties such as ordering supplies, distributing mail, filing, typing, copying and receptionist duties.
4. Process purchase orders, invoices and professional correspondence in a timely manner.
5. Organize, coordinate and maintain files.
6. Reconcile records with financial reports.
7. Schedule, coordinate, and attend meetings as assigned.
8. Prepare and distribute meeting minutes.
9. Compile reports, surveys, evaluations, and other required documentation.
10. Maintain a general knowledge of RLC programs, policies, procedures and personnel.
11. Actively participate in and assist in the coordination of department activities and recruitment.
12. Prepare and maintain student files for entry into the Data and Information System Illinois (DAISI) and into **PowerCampus** college ERP.
13. Maintain accuracy of student files for compliance with ICCB Adult Education rules and regulations.

OTHER FUNCTIONS

14. Maintain schedules for department faculty/staff.
15. Coordinate travel arrangements for department.
16. Update and revise information relative to the department.
17. Compose correspondence as necessary.
18. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works hours set by Director-Adult Education & Family Literacy. Some travel required.

DISCLAIMER

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

Administrative Assistant – Adult Education & Family Literacy (Part-Time) (Continued)

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

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

Controller

JOB DESCRIPTION

POSITION TITLE: Controller
DEPARTMENT: Business Office
REPORTS TO: VP – Finance & Auxiliary Services
SUPERVISES: Accountant – Business Office, Accountant – Payroll & Financial, Specialist-
Business Office, Specialist – Accounts Receivable, Specialist – Accts.
Pay/Purchasing, Specialist – Business Office (Part-Time)
STATUS: Active
DATE: ~~4/1/2024~~ **10/08/2024**

ESSENTIAL FUNCTIONS

1. Provide leadership for the Business Office and its emphasis on cost-effectiveness and efficiency of operation throughout the college.
2. Establish and maintain a proper system of accounting, purchasing, inventory control, payroll, financial and budgetary control.
3. Prepare monthly financial statements, and year-end reports, and Uniform Financial Reporting Statements.
4. Prepare local, state, and federal reports on a timely basis.
5. Provide financial analysis data to college administrative offices.
6. Maintain budgetary control and review of College account lines.
7. Perform financial instrument management functions.
8. Assist with general liability, property, and other insurance of the college.
9. Monitor grant expenditures, billings, and reports.
10. Manage the budget for the Business Office.
11. Enter and maintain charge/credit code tables in **PowerCampus** college ERP.
12. Process 1098-T forms.
13. Serve as liaison with external auditors

OTHER FUNCTIONS

14. Recommend the selection, assignment, retention, and termination of personnel responsible to the Controller.
15. Respond to and adjust grievances of subordinates.
16. Recommend approval of leaves for appropriate staff.
17. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Controller (continued)

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

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

Coordinator – Technology Integration and Training

JOB DESCRIPTION

POSITION TITLE: Coordinator - Technology Integration and Training
DEPARTMENT: Information Technology
REPORTS TO: Chief Information Officer
SUPERVISES: Technician-Help Desk & Support, Technician-Computer (Part-time), and Student Workers
STATUS: Active
DATE: ~~4/1/2024~~ 10/08/2024

ESSENTIAL FUNCTIONS

18. Create/update training materials for college systems and applications including ~~Power~~CAMPUS college ERP, the Course Management System and other programs integrated or developed to support administrative and instructional functions.
19. Utilize current technology to provide documentation and training materials online.
20. Train faculty and staff on new software and hardware implementations supported by the IT Department.
21. Coordinate integration, training and technical support for the college's Course Management System.
22. Coordinate training and technical support for help desk and self-service applications.
23. Coordinate the staffing of the Help Desk, supervise and evaluate Help Desk personnel, and answer Help Desk calls as needed.
24. Compile data to document and evaluate training activities and help desk services, and other software/hardware integrations.
25. Assist in preparing the annual budgets for Information Technology, Audiovisual, and Marketing & Public Information.
26. Investigate, recommend and support technology integrations to improve administrative and instructional functions.
27. Process orders, track expenditures and reconcile budgets for IT department accounts and telecommunication expenses.
28. Coordinate and process quotes for equipment purchases and services as directed.
29. Maintain contract expiration documentation and software / hardware maintenance renewals.
30. Monitor the ISR system and assign new requests to appropriate personnel.
31. Maintain and update endpoint system restoration programs and assist with management of enterprise applications.
32. Coordinate and maintain Information Technology documents for the annual audit and HLC archives.
33. Assist computer technicians and other IT staff, as well as Marketing & Public Information staff, with projects as directed.

OTHER FUNCTIONS

34. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Coordinator – Technology Integration and Training (Continued)

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

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

Specialist - Student Records

JOB DESCRIPTION

POSITION TITLE: Specialist - Student Records
DEPARTMENT: Student Records
REPORTS TO: Director – Student Records
SUPERVISES: Student Worker(s)
STATUS: Active
DATE: ~~4/1/2024~~ 10/08/2024

ESSENTIAL FUNCTIONS

1. Process transcript requests and complete verifications for other institutions and third-party employers.
2. Receive, verify, make corrections when necessary, and file all 10th day, midterm, and final class lists.
3. Process online applications and follow up with the appropriate acceptance letter, phone call, or email depending on the situation.
4. Assign inventory numbers to storage labels, create the storage labels, and record them in the Document Retention spreadsheet.
5. Provide students with their username and login for them to access: **Blackboard Learning Management System**, Online Student Records, Self-Service, and the Print Management system.
6. Process grade change forms and then check the student’s transcript for President or Vice-President List eligibility, then send the appropriate letter.
7. Assist with the accepting of graduation applications, gathering transcript (high school and RLC) and student files to begin the graduation evaluation process.
8. Assist in the registration process for all students and maintain and update student information.
9. Review student information and make appropriate corrections to the student’s account based on these findings.

OTHER FUNCTIONS

10. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

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

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

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE *POLICY AND PROCEDURE*
5.1505 – VEHICLE USAGE FOR COLLEGE TRAVEL
(FIRST READING)**

Rend Lake College Board of Trustees

October 8, 2024

RECOMMENDATION: To approve revisions to current Rend Lake College *Policy and Procedure 5.1505 – Vehicle Usage for College Travel*, as presented, first reading, effective November 06, 2024.

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

EFFECTIVE DATE: November 06, 2024

5.1505 Vehicle Usage for College Travel

POLICY

Employees traveling for a College-related purpose may either schedule the use of a College-owned vehicle, arrange for the use of a rental vehicle, or receive permission to use ~~his/her~~ the employee's personal vehicle.

PROCEDURE

At the earliest time possible after learning of the need for travel, employees should complete a "Request for Vehicle" form which is found on the Rend Lake College Intranet. For non-athletic events, employees should submit the request form to the Physical Plant Department. If the vehicle is needed for athletic purposes, forms should be submitted to the Athletic Department. Employees are required to use a College-owned vehicle if a vehicle is available. If an employee chooses to use the employee's own vehicle when a College-owned vehicle is available, the employee will not be entitled to mileage reimbursement unless permission is received from the applicable PELT member.

As a condition of employment, employees expect to incur commuting expenses between the employee's residence and headquarters. These expenses are not reimbursable. Expenses associated with College business in excess of commuting expenses are reimbursable. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage if the distance between the employee's residence and the employee's first or only destination is less than the distance between the headquarters and the destination, and the travel is not part of the employee's regular commute. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct (i.e. shortest) route. Travel through headquarters is defined as any travel to or through the corporate city limits of the employee's primary location regardless of whether the employee made a stop at the work site.

Examples of reimbursable expenses are as follows:

1. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Benton and returns to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
2. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Springfield and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters, the distance from Mt. Vernon to Springfield is less than the distance from Ina to Springfield, and the travel is not part of the employee's regular commute.
3. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to headquarters. Later, employee drives to Pinckneyville and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
4. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Pinckneyville. Later, employee drives to headquarters. Reimbursement is for all mileage in excess of commuting mileage.

~~If an employee plans to travel 100 miles or more, he / she will be required to use either a College-owned or a rental vehicle unless permission is received from an Associate Vice President, Vice President, or the President.~~

Vehicles are generally reserved on a first-come, first served basis. Scheduling conflicts will be resolved by the Physical Plant Department if necessary depending upon the type and length of travel.

Individuals who are not Rend Lake College employees are not permitted to travel in a College-owned vehicle, or a rental vehicle being used for approved College related travel unless prior approval has been obtained from ~~an Associate Vice President, Vice President, or the President.~~ the applicable PELT member.

Drivers must be 25 or older and must possess a valid driver's license. Employees must complete a release to have ~~his / her~~ the employee's driving status verified through the Illinois Secretary of State's Department of Motor Vehicles Report process. Employees will not be permitted to drive for a College-related purpose until ~~his / her~~ the employee's driving status can be verified. The release form can be obtained from the Human Resources Department. Failure to notify the College of any suspension or revocation of driving privileges prior to the use of a vehicle for College-related purposes will be grounds for dismissal.

When using a vehicle, the driver will record the beginning and ending mileage of the trip. Vehicles will be filled with gas at the time of departure. In the event that an employee needs to refill the tanks during use of the vehicle, ~~he / she should~~ the employee must obtain receipts documenting the costs of the fuel. If a cash advance is not obtained prior to the trip, the driver will be required to submit gas receipts and will be reimbursed using the established reimbursement procedure for all other travel expenditures. All receipts must be submitted to the Business Office within thirty (30) days of the date of travel for advances to be cleared and / or reimbursement made.

College departments will be charged the current federal mileage reimbursement rate for vehicle usage. Employees should submit their gas receipts for reimbursement through the established reimbursement procedures. Reimbursement for gas expenses will not be charged to the individual department but should be expensed to the Physical Plant Department.

The Physical Plant and Athletic Department will be responsible for processing payment for rental vehicles.

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE *POLICY* 5.1215 –
TRAVEL REIMBURSEMENT
(FIRST READING)**

Rend Lake College Board of Trustees

October 8, 2024

RECOMMENDATION: To approve revisions to current Rend Lake College *Policy* 5.1215 – Travel Reimbursement, as presented, first reading, effective November 06, 2024.

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

EFFECTIVE DATE: November 06, 2024

5.1215 Travel Reimbursement

POLICY

Administrative Staff

Reimbursement for expenses incurred for travel connected with attendance at meetings, conventions and other college business will be made in the following manner:

1. Travel to conferences and meetings must be approved in advance by the appropriate ~~Dean, Vice President, and / or President.~~ Dean or PELT member.
2. The Accounts Payable Department will be responsible for making flight or train arrangements using the college credit card. After an employee is given permission to travel, ~~he / she~~ the employee should contact the Accounts Payable Department to arrange a time to meet to purchase tickets online in the Accounts Payable Specialist's office. The Accounts Payable Department will be responsible for securing the most reasonable and cost-effective travel arrangements. The maximum amount of reimbursement for travel expenses will be at the lesser cost of either the mileage associated with travel to and from the event if the use of a personal car has been approved by the applicable ~~Vice President~~ PELT member, the costs for the expense of a train ticket at a reasonable time and location, or a flight secured at a reasonable time and location and which is the most cost-effective. Once the travel arrangements have been made, the AP Specialist will instruct the employee to create a requisition / purchase order for the cost. As much advanced notice as possible should be given to aid in obtaining the most equitable pricing.
3. For vehicle travel, employees are required to use a College-owned vehicle if a vehicle is available. If an employee chooses to use the employee's own vehicle when a College-owned vehicle is available, then the employee will not be entitled to mileage reimbursement unless permission is received from the applicable PELT member. If a personal vehicle is used, reimbursement for mileage will be at a rate equal to the IRS mileage reimbursement rate and will be paid in accordance with Rend Lake College Policy 5.1505 (Vehicle Usage for College Travel). ~~Reimbursement for mileage is to be calculated from Rend Lake College or the employee's primary work location to the desired destination and return to either campus or the employee's primary work location.~~
4. Arrangements for lodging, meals, rental vehicles, and registration expenses will be arranged by individual employee or department in advance whenever possible through standard purchasing procedures. When making lodging reservations, ~~the employee will need to ask if the hotel accepts a purchase. If a purchase order is acceptable,~~ the employee / department will be responsible for securing the most reasonable and cost effective accommodations.

~~If a purchase order is acceptable, the employee will need to enter a requisition to the hotel through the online system.~~

The employee may also request a cash advance and / or use a personal credit card to make hotel reservations. The employee / department will be responsible for ensuring that the arrangements were made in the most reasonable and cost-effective manner possible. Reimbursement for the expenses will follow the established procedure.

Reimbursement for lodging will be paid at the single-room rate and may include up to one day prior to the meeting and one day following the meeting. Meal and incidental expenses will be paid at the applicable maximum per diem Federal Rates (other assumable expenses must be accompanied with receipts). A complete listing of all per diem rates and corresponding meal allocations on a per city basis can be found online. Internal Revenue Service guidelines stipulate that if the city to which the employee traveled does not appear on the established list, individuals are to use the standard per diem rate allocations. Meal and incidental expenses may include up to one day prior to the meeting and one day following the meeting. Travel reimbursements which are subject to lower grant limitations may be reimbursed at those lower limitations. Per diem rates and regulations for meals and incidentals are as follows:

Breakfast: Payable when an employee is in travel status and leaves the college or residence (if reporting directly to the destination) at or before 6:00 a.m.

Lunch: Payable when an employee is on travel status and leaves the college at or before 10:00 a.m.

Dinner: Payable when an employee is on travel status and arrives back at the college or residence (if reporting directly from destination) at or after 7:00 p.m.

(The established meals and incidentals allotment includes and defines incidental expenses as tips for porters, baggage carriers, bellhops, hotel maids, hotel servants in foreign countries, and stewards or stewardesses and others on ships.) Other associated travel costs such as parking and cab fares are to be accompanied by a receipt.

No per diem meal is allowed if the meal is included in a conference registration fee. Per diem meal allowances are only allowed if they are ordinary and necessary expenses of traveling away from home for business purposes. Traveling away from home must meet the following Internal Revenue Service guidelines: 1) Your duties require you to be away from the general area of your tax home (Rend Lake College) substantially longer than an ordinary day's work and 2) You need to get sleep or rest to meet the demands of your work while away from home. Receipts do not have to be submitted for meal per diem.

In the event that an employee requests reimbursement for meals during a meeting with a client(s) (i.e. recruits, community members, campus visitors, etc.), reimbursements will be based upon actual meal charges and an itemized receipt showing what was purchased must be submitted for payment. No request for reimbursement will be accepted if the receipt includes charges for alcoholic beverages.

Reimbursement for entertainment expenses (which includes but is not limited to shows, amusements, theaters, sporting events, or any other place of public or private entertainment) is prohibited.

The maximum allowable reimbursement for travel related expenses are as follows:

Type of Expense	Maximum Allowable Reimbursement
Mileage	IRS mileage reimbursement rate
Lodging	\$100 above the applicable CONUS Per Diem Rate (Actual; receipt required)
Meals & Incidentals	Applicable CONUS Per Diem Rate
Meal expense incurred during College-related business meetings	Actual (receipt required)
Commercial Carrier	Most reasonable and cost effective (receipt required)
Train or Bus	Most reasonable and cost effective (receipt required)
Parking, Taxi, Tolls, etc.	Actual (receipt required)
Conference / Registration Fees	Actual (receipt required)

In the event that an employee's travel expenses exceed the allowable limits, the expenses will be approved by roll call vote at an open meeting of the Board of Trustees.

The travel expense requisition / purchase order shall be submitted ten (10) days from the date of travel, or no later than the end of the month. Approval by the Vice President of Finance and ~~Administration~~ Auxiliary Services will be required for travel expense vouchers that are not submitted within thirty (30) days of the date of travel. Accounts Payable may reduce approved travel expense vouchers and expense checks with amounts outstanding from prior advances for the traveler for the net amount due.

Part-time Employees

Part-time employees will not be reimbursed for mileage associated with travel costs to and / or from either their home site or to and / or from their primary work location. Any exception to this procedure must have the approval of both the President and the Vice-President of Finance and ~~Administration~~ Auxiliary Services.

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE *POLICY* 3.1110 –
COMPUTATION OF HOURLY RATE OF PAY FOR
PART-TIME EMPLOYEES
(FIRST READING)**

Rend Lake College Board of Trustees

October 08, 2024

RECOMMENDATION: To approve revisions to Rend Lake College *Policy* 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees, first reading, as presented, effective January 01, 2025.

RATIONALE: These revisions are needed to better suit the needs of the institution. These salary increases are also an attempt to remain competitive with industry and other institutions, as well as, the status of minimum wage in Illinois.

EFFECTIVE DATE: January 01, 2025

3.1110 Computation of Hourly Rate of Pay for Part-Time Employees POLICY

The hourly rate of pay for all part-time employees shall be established by the Board based upon recommendations from the President.

~~Until otherwise amended by the Board, the established rate of pay shall be as follows (Classification 1 effective Summer Term 2022, Classifications 2-20 effective July 1, 2022):~~

Classification 1 Part-time Instructors (Credit Classes which require a reasonable amount of both prep and post teaching time and which are not paid on a documented per hour basis.)

(The following schedule is predicated upon a part-time instructor teaching a minimum of one (1) semester per year, attending all required meetings, demonstrating overall support of the College, and receiving positive evaluations.)

<u>Step</u>	<u>Semesters Taught</u>	<u>Rate</u>
1	0-19	\$33.00 \$36.00
2	20+	\$35.00 \$38.00

During any one (1) academic year (consisting of a Fall, Spring, and Summer term), if a part-time faculty fails to teach for the College, in any capacity, the individual will be returned to Step 1 of the schedule.

Classification 2 Part-time Instructional Trainers or Instructional Supervisors (Credit Classes which require minimal amount of either prep or post teaching time and which are paid at a hourly rate of pay based upon documented hours worked).

Hourly rates of pay will be based upon the trainer or supervisor’s educational experience and prior work experience. Deans will be required to secure the approval of hourly rate of pay from the appropriate Vice President prior to the employment of the part-time trainer or supervisor.

Classification 3	Community Education Instructors (non-credit)	\$20.00/hour
Classification 4	Part-time Teacher Aide – Children’s Center	\$15.00/hour
Classification 5	Part-time Applied Music Instructors/	\$30.00/hour
Classification 6	Part-time Tutors & Educational Support Specialists	
	HS grad	Minimum Wage
	Associate degree	\$15.00 \$16.00 /hour
	Bachelor's degree ±	\$18.00 /hour
	Master’s degree +	\$20.00/hour
Classification 7	Part-time Specialized Skilled Laborers	\$25.00/hour
Classification 8	Part-time Computer Specialists	\$20.00/hour
Classification 9	Part-time Food Service Managers	\$15.00 \$17.00 /hour
Classification 10	Part-time Library Specialists	\$15.00/hour

Classification 11	Part-time Maintenance, Custodial, Grounds	\$15.00/hour
Classification 12	Part-Time Office Support Specialists	\$15.00/Hour
Classification 13	Part-time Lab Assistants	\$15.00/Hour
Classification 14	Student Workers	\$1 over Min Wage <u>\$15.00/hour</u>
Classification 15	Part-time Assistant Teacher - Children's Center (possessing an Associate Degree in child care or higher credentials)	\$16.00 <u>\$17.00</u> /hour
Classification 16	Part-time Retail	\$15.00/Hour
Classification 17	Part-time Food Service	\$15.00/Hour
Classification 19	Part-time Security Officer	\$15.00 <u>\$17.00</u> /hour
Classification 20	Part-time Police Officer (graduate of Illinois Training and Standards Board)	\$17.00 <u>\$20.00</u> /hour

These hourly wages will apply to those employees paid out of institutional funds. Any deviations from the above schedule for positions paid from institutional or grant funds must be approved in advance by the President and ~~CFO~~ **Vice President Finance & Auxiliary Services.**

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

Rend Lake College Board of Trustees

October 08, 2024

RECOMMENDATION: To approve revisions to Rend Lake College *Policy & Procedure 2.1720 – Community Use of College Facilities*, first reading, as presented, effective November 06, 2024.

RATIONALE: These revisions are needed to better suit the needs of the institution.

EFFECTIVE DATE: November 06, 2024

2.1720 Community Use of College Facilities POLICY

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

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

The following procedures are established to ensure compliance.

PROCEDURE

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

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

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

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

<u>Facility Fees:</u>	<u>First Hour</u>	<u>Each Add'l Hour</u>
Theatre	\$100.00	\$50.00
Gymnasium	\$100.00	\$50.00
Rec Center (north OR south side)	\$50.00 \$100.00	\$25.00 \$50.00
Computer Lab	\$30.00	\$15.00
Pat Kern Private Dining Area	\$30.00	\$15.00
Classrooms and Other Facilities	\$20.00	\$10.00
Warrior Lounge	\$75.00	\$25.00
Event Center		
• Conferences and Meetings	\$250.00	\$100.00 (up to \$1,000 max per day)
• Special Events (weddings, receptions, etc.) – will be determined by the President or their designee		
• A refundable \$500 damage deposit will be required for special events (weddings, receptions, etc.) held in the Event Center.		
Educational Partners (classroom)	\$175 per credit hour per course	
<u>Specialty Fees (when applicable):</u>		
AV/Computer Technician Fee	\$30.00/hour	
Security Fee	\$30.00/hour	
Event Coordinator Fee	\$30.00/hour	
Event Center Cleaning Fee	\$100 flat fee per use	

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

PERSONNEL

PERMISSION TO ADVERTISE FOR AN INDUSTRIAL ELECTRONICS INSTRUCTOR

Rend Lake College Board of Trustees

October 08, 2024

RECOMMENDATION: To grant permission to advertise for an Industrial Electronics Instructor, on a 50 week tenure track industrial contract effective January 1, 2025.

RATIONALE: This position has not been replaced since the transition of Chris Sink to Director of the Southern Illinois Manufacturing Academy. The role of this position is being expanded to an industrial contract in order to satisfy the potential training needs of industry, the exploration of competency-based education, and to be competitive in the current job market.

EFFECTIVE DATE: January 1, 2025

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

October 8, 2024

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

ICCTA Meeting: September 13-14, 2024

Mr. Ron Daniels, ICCTA Rep. - \$228.40

EFFECTIVE DATE: October 8, 2024

REND LAKE COLLEGE
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)
For the Three Months Ending September 30, 2024

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		SEPTEMBER	YEAR-TO-DATE	BUDGET	
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (4,587,330.00)	\$ (860,462.15)	\$ (1,035,772.14)	\$ (3,551,557.86)	22.58%
STATE GOVERNMENT	\$ (8,216,584.00)	\$ (526,471.16)	\$ (1,890,571.26)	\$ (6,326,012.74)	23.01%
FEDERAL GOVERNMENT	\$ (20,000.00)	\$ (1,395.13)	\$ (2,903.39)	\$ (17,096.61)	14.52%
TUITION & FEES	\$ (7,254,620.00)	\$ (56,980.75)	\$ (4,353,948.22)	\$ (2,900,671.78)	60.02%
SALES & SERVICE	\$ (930,152.00)	\$ (36,616.23)	\$ (306,531.23)	\$ (623,620.77)	32.95%
FACILITIES REVENUE	\$ (650,900.00)	\$ (71,606.79)	\$ (101,333.40)	\$ (549,566.60)	15.57%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (166,519.77)	\$ (234,980.23)	41.47%
NON GOVERNMENT	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER	\$ (552,325.00)	\$ (60,909.42)	\$ (124,755.22)	\$ (427,569.78)	22.59%
TOTAL REVENUES	\$ (22,613,411.00)	\$ (1,614,441.63)	\$ (7,982,334.63)	\$ (14,631,076.37)	35.30%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 11,623,421.00	\$ 898,207.91	\$ 1,980,781.72	\$ 9,642,639.28	17.04%
EMPLOYEE BENEFITS	\$ 2,896,687.00	\$ 131,455.71	\$ 385,276.82	\$ 2,511,410.18	13.30%
CONTRACTUAL SERVICES	\$ 1,631,150.00	\$ 136,394.68	\$ 353,861.81	\$ 1,277,288.19	21.69%
MATERIALS/SUPPLIES	\$ 2,277,530.00	\$ 222,497.04	\$ 694,121.25	\$ 1,583,408.75	30.48%
CONF/MEETING/TRAVEL	\$ 465,900.00	\$ 20,012.14	\$ 31,967.72	\$ 433,932.28	6.86%
FIXED CHARGES	\$ 205,650.00	\$ 7,882.45	\$ 82,154.93	\$ 123,495.07	39.95%
UTILITIES	\$ 929,500.00	\$ 85,058.45	\$ 186,336.05	\$ 743,163.95	20.05%
CAPITAL OUTLAY	\$ 191,000.00	\$ 1,452.40	\$ 1,452.40	\$ 189,547.60	0.76%
OTHER EXPENSES	\$ 2,200,500.00	\$ 211,839.10	\$ 996,250.09	\$ 1,204,249.91	45.27%
TOTAL EXPENSES	\$ 22,421,338.00	\$ 1,714,799.88	\$ 4,712,202.79	\$ 17,709,135.21	21.02%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,502,136.00	\$ -	\$ -	\$ 1,502,136.00	
OP TRANSFER FROM OTHER FUNDS	\$ (1,602,136.00)	\$ -	\$ -	\$ (1,602,136.00)	
TOTAL TRANSFERS	\$ (100,000.00)	\$ -	\$ -	\$ (100,000.00)	
GRAND TOTAL	\$ (292,073.00)	\$ 100,358.25	\$ (3,270,131.84)	\$ 2,978,058.84	

REND LAKE COLLEGE

Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit, Tort)
For the Three Months Ending September 2024

	ACTUAL	ACTUAL
	SEPTEMBER	YEAR-TO-DATE
REVENUES		
RESTRICTED FUNDS		
LOCAL GOVERNMENT	\$ (1,164,435.21)	\$ (1,164,435.21)
STATE GOVERNMENT	\$ (129,397.80)	\$ (685,517.78)
FEDERAL GOVERNMENT	\$ (147,452.17)	\$ (691,042.69)
TUITION & FEES	\$ -	\$ -
SALES & SERVICE	\$ -	\$ (255.94)
FACILITIES REVENUE	\$ -	\$ -
INVESTMENTS	\$ -	\$ (229,346.51)
NON GOVERNMENT	\$ (99,214.00)	\$ (129,361.87)
OTHER	\$ (32,497.76)	\$ (88,384.16)
TOTAL REVENUES	\$ (1,572,996.94)	\$ (2,988,344.16)
EXPENSES		
RESTRICTED FUNDS		
SALARIES	\$ 242,911.19	\$ 567,490.27
EMPLOYEE BENEFITS	\$ 66,278.80	\$ 184,228.75
CONTRACTUAL SERVICES	\$ 32,380.13	\$ 650,795.47
MATERIALS/SUPPLIES	\$ 96,551.84	\$ 170,382.76
CONF/MEETING/TRAVEL	\$ 11,491.66	\$ 43,190.49
FIXED CHARGES	\$ 46,238.36	\$ 149,581.43
UTILITIES	\$ 644.41	\$ 2,056.35
CAPITAL OUTLAY	\$ 172,683.30	\$ 1,478,268.18
OTHER EXPENSES	\$ 5,152.03	\$ 44,284.14
TOTAL EXPENSES	\$ 674,331.72	\$ 3,290,277.84
TRANSFERS		
OP TRANSFER TO OTHER FUNDS	\$ -	\$ -
OP TRANSFER FROM OTHER FUNDS	\$ -	\$ -
TOTAL TRANSFERS	\$ -	\$ -
GRAND TOTAL	\$ (898,665.22)	\$ 301,933.68

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	September 2024	August 2024	July 2024	June 2024	May 2024	April 2024
Operating Account	\$ 41,952,645.52	\$ 34,009,764.99	\$ 34,685,682.35	\$ 33,940,299.97	\$ 34,410,866.43	\$ 36,504,501.71
Medical Insurance Reserve	\$ 54,431.46	\$ 54,182.10	\$ 53,930.22	\$ 53,672.72	\$ 53,433.63	\$ 53,182.99
Working Cash	\$ 618,444.93	\$ 615,633.48	\$ 677,009.97	\$ 673,827.92	\$ 670,771.71	\$ 667,623.45
*Working Cash CD's	\$ 8,680,450.39	\$ 15,455,554.07	\$ 15,429,946.86	\$ 15,404,459.80	\$ 15,379,908.76	\$ 15,354,656.44
2023B Bond Account	\$ 4,965,565.45	\$ 4,943,006.38	\$ 5,365,477.33	\$ 5,531,134.58	\$ 7,278,815.49	\$ 7,263,355.11
Investments**						
Liquid Fund	\$ 1,203.36	\$ 149.05	\$ 2,307.40	\$ 1,170.14	\$ -	\$ -
MAX Fund	\$ 119,288.31	\$ 118,793.24	\$ 57,571.48	\$ 57,318.50	\$ 57,073.29	\$ 55,693.60
Cert of Deposit	\$ 3,051,350.00	\$ 3,051,350.00	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28
Cert of Deposit (DTC)	\$ 729,593.84	\$ 729,593.84	\$ 2,586,350.00	\$ 2,586,350.00	\$ 2,586,350.00	\$ 2,586,350.00
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
TOTAL	\$ 60,427,094.35	\$ 59,232,148.24	\$ 60,342,205.98	\$ 59,732,164.00	\$ 61,921,149.68	\$ 63,969,293.67

	March 2024	February 2024	January 2024	December 2023	November 2023	October 2023
Operating Account	\$ 36,915,194.00	\$ 37,149,723.23	\$ 37,480,218.23	\$ 36,776,544.99	\$ 37,810,181.63	\$ 39,143,262.37
Medical Insurance Reserve	\$ 52,937.03	\$ 17,825.83	\$ 52,689.32	\$ 52,437.71	\$ 311,477.82	\$ 310,063.06
Working Cash	\$ 664,586.26	\$ 661,471.56	\$ 658,566.80	\$ 655,471.38	\$ 5,884,149.51	\$ 643,900.29
*Working Cash CD	\$ 15,330,331.66	\$ 15,305,312.06	\$ 15,282,013.06	\$ 15,257,220.37	\$ 10,000,000.00	\$ 15,220,486.32
2023B Bond Account	\$ 7,260,837.68	\$ 7,581,655.48	\$ 7,594,454.02	\$ 7,804,564.13	\$ 7,781,833.75	\$ 7,998,019.99
Investments**						
Liquid Fund	\$ 11.76	\$ 3,431.60	\$ 0.72	\$ 174.14	\$ -	\$ -
MAX Fund	\$ 54,278.89	\$ 49,528.13	\$ 155,778.56	\$ 154,726.78	\$ 154,029.62	\$ 153,177.62
Cert of Deposit	\$ 1,229,809.28	\$ 1,229,809.28	\$ 2,202,300.00	\$ 2,202,300.00	\$ 2,202,300.00	\$ 2,202,300.00
Cert of Deposit (DTC)	\$ 2,586,350.00	\$ 2,586,350.00	\$ 1,497,110.15	\$ 1,497,110.15	\$ 1,497,110.15	\$ 1,497,110.15
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
TOTAL	\$ 64,348,457.65	\$ 64,839,228.26	\$ 65,177,251.95	\$ 64,654,670.74	\$ 65,895,203.57	\$ 67,422,440.89

*Funds invested as follows:

\$5,237,311.00 - 12 month CD at a rate of 5.54% - Maturity date of 12/05/2024

\$3,200,000.00 - 36 month CD at a rate of 3.75% - Maturity date of 9/20/2025

**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.