

REND LAKE COLLEGE BOARD OF TRUSTEES MEETING

August 12, 2025

6:30 PM

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

5:00 PM BUDGET HEARING – EVENT CENTER LOBBY

Page
No.

- I. **Call to Order**
- II. **Roll Call**
- III. **General Information**
 - A. **Announcements**
 - 1. Thursday, August 14, 2025; 4:00pm – 8:00pm
Faculty Orientation
Ina Campus
 - 2. Friday, August 15, 2025; 8:00am – 3:00pm
Student Success Day
LRC 206 & 207
 - 3. Saturday, August 16, 2025
Super Saturday - Warrior Day
Event Center - 9:00am – 12:00pm
Admin, ACA - 12:00 – 2:00pm – Offices Open
 - 4. Monday, August 18, 2025
First Day of Fall Classes
All Campuses
 - 5. Mon. & Tues., August 18 & 19, 2025; 8am - 12pm
Welcome Back Students
Student Center
 - 6. Tuesday, August 19, 2025; 3:30pm – 6:30pm
**Rend Lake College President Lori Ragland –
Community Meet & Greet**
Hosted by RLC Foundation
Event Center

7. Thursday, September 4, 2025; 12:00pm Start
RLCF 45th Annual Golf Outing
Rend Lake Golf Course
8. Tuesday, September 9, 2025; 9:00am – 12:00pm
IACAC College Fair
Event Center
9. Tuesday, September 9, 2025; 6:30pm
RLC Board of Trustees Meeting
Event Center
10. Wednesday, September 17, 2025; 12pm – 3:00pm
Fun Fest
Warrior Way
11. Monday, September 29, 2025; 4:00pm – 7:00pm
Rend Lake College Open House
All Campuses
12. Tuesday, September 30, 2025; 5:30pm
Southern Regional Trustee Meeting
SIMA – Rend Lake College Marketplace
13. Thursday, October 2, 2025; 12:00pm
Foundation Board of Directors Meeting
Student Center – PDA
14. Tuesday, October 14, 2025; 8:00am – 4:00pm
In-Service
Event Center

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

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

V. Resume Open Meeting

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

VII. Approval of Minutes of the:
July 8, 2025 Executive Session*
July 8, 2025 Board of Trustee Meeting*

		VIII. New Business
13	*	A. Approval of Revisions to Job Description
15	*	B. Course/Curriculum
17		C. Approval of 2025 – 2026 Handbook (TO BE PROVIDED)
		D. Ratify the Award for the Roof Replacement at Rend Lake College Murphy Wall Pinckneyville Campus (TO BE PROVIDED)
18		E. Approval of FY 2026 Budget (TO BE PROVIDED)
20		F. Approval of Revisions to Agreement for Instructor/Course Cost Sharing between Rend Lake College District #521 and Southeastern Illinois College District #533
26		G. Approval of Fundraising Agreement Between Rend Lake College Foundation and Rend Lake College
		IX. Personnel
30		A. Resignation of Title III Student Success System Developer
33		B. Resignation of Assistant Athletic Director & Baseball Coach
36		C. Appointment of Accounts Receivable Specialist
38		D. Ratify the Appointment of Allied Health Coordinator
40		E. Appointment of CCRR Subsidized Child Care Specialist
42		F. Ratify the Appointment of Controller
44		G. Approval of Revision to Job Description of Dean of Student Success and Development to Dean of Student Success and Development/Title III Student Success System Developer
47		H. Approval to Create the Position of Student Success Specialist and Transfer Retention & Career Services Specialist
		I. Appointment of Assistant Athletic Director & Baseball Coach (TO BE PROVIDED)
		X. Financial Information
51		A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
52		B. Financials (INFORMATIONAL)

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

XII. Public Comment

XIII. President's Comments

XIV. Adjournment

MINUTES

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

**July 8, 2025
Rend Lake College – Event Center
468 N Ken Gray Parkway
Ina, IL 62846**

CALL TO ORDER

Chairman Larry Manning called the regular Board of Trustees meeting to order at 6:26 PM in the Rend Lake College Event Center.

ROLL CALL

Mr. Tony Wielt, Secretary, called the roll.

Those present were:

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

Those absent were:

Dr. David Asbery

Others present were:

Mrs. Lori Ragland, Mr. Chad Copple, Mr. Henry “Buster” Leeck, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Mr. Mark Jornd, Mr. Greg Hollmannn, Mrs. Amy Epplin, Mrs. Mallory Howell, Mr. Corey Phillips, Mrs. Vicke Schulte, Mrs. Jena Jensik, Mrs. Bria Robinson, Mr. Chris Edwards, Mr. Kent McKown

GENERAL INFORMATION

ANNOUNCEMENTS

1. Friday, July 25, 2025
Last Day of Summer Classes
All Campuses

2. Monday-Thursday, July 28-31, 2025
Outdoor Life Kids Camp
Agronomy Innovation Center 107A
3. Wednesday, July 30, 2025; 9am-12pm and
Wednesday, August 6, 2025; 9am-12pm
Warrior Days
Event Center
4. Thursday, August 7, 2025; 12:00pm
RLC Foundation Board of Director's Meeting
Student Center 110
5. Tuesday, August 12, 2025; 6:30pm
RLC Board of Trustees Meeting
Event Center
6. Friday, August 15, 2025; 8am-3pm
Student Success Day
LRC 206 & 207
7. Saturday, August 16, 2025
Super Saturday - Warrior Days
Event Center 9:00am – 12:00pm
Admin, ACA 12:00 – 2:00pm
8. Monday, August 18, 2025
First Day of Fall Classes
All Campuses
9. Thursday, September 4, 2025; 12pm Start
RLCF 45th Annual Golf Outing
Rend Lake Golf Course

**MOTION FOR
EXECUTIVE SESSION**

Chairman Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(9)(21). Mr. Coy made a motion; seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:28 PM.

RESUME OPEN MEETING

Chairman Manning asked for a motion to reopen the public meeting; Mr. Daniels motioned; seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes. At 6:39 PM, Chairman Manning reconvened the open session of tonight's meeting.

CONSENT AGENDA

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

1. June 10, 2025 Executive Session*;
2. June 10, 2025 Board of Trustee Meeting *;
3. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 5.1215 – Travel Reimbursement
(SECOND READING)
4. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 2.1720 – Community Use of College Facilities **(SECOND READING)**
5. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 3.1115 – Stipends*;
6. Approval of Revisions to Job Descriptions (with noted adjustment to Director of Financial Aid)
7. Approval to Destroy Closed Session Tapes
8. Approval to Release Closed Session Minutes

Mr. Daniles made a motion to approve the Consent Agenda as recommend; seconded by Mr. Coy. 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 2025-2026 HANDBOOKS (TO BE PROVIDED)

Mrs. Ragland recommended to approve the following 2025-2026 Handbooks as provided:

Coaches Handbook
Club Athletic Handbook
Instructor Reference Guide
Student Athlete Handbook
Student Handbook

As recommended, Mr. Coy made a motion to approve the following 2025-2026 Handbooks as provided:

Coaches Handbook
Club Athletic Handbook
Instructor Reference Guide
Student Athlete Handbook
Student Handbook

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

ANNUAL REVIEW
AND ACCEPTANCE OF
COLLEGE MISSION
STATEMENT AND
MISSION DOCUMENT

Mrs. Ragland recommended to review and accept the College Mission Statement presented below, as well as the mission document, as provided.

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

As recommended, Mr. Aiken made a motion to review and accept the College Mission Statement presented below, as well as the mission document, as provided.

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

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

PERMISSION TO NAME THE
REND LAKE COLLEGE
AGRONOMY INNOVATION
CENTER (AIC)

Mrs. Ragland recommended to grant permission to name the Rend Lake College Agronomy Innovation Center as the Terry Wilkerson Agronomy Innovation Center in honor of Mr. Wilkerson's long-time service and dedication to Rend Lake College, effective July 08, 2025.

As recommended, Mr. Meinert made a motion to grant permission to name the Rend Lake College

Agronomy Innovation Center as the Terry Wilkerson Agronomy Innovation Center in honor of Mr. Wilkerson's long-time service and dedication to Rend Lake College, effective July 08, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY THE AWARD FOR THE
ROOF REPLACEMENT AT
REND LAKE COLLEGE
MURPHY WALL
PINCKNEYVILLE CAMPUS
(TO BE PROVIDED)

TABLED

APPROVAL OF
RESOURCE ALLOCATION
MANAGEMENT PLAN
(RAMP) FY 2027
(TO BE PROVIDED)

Mrs. Ragland recommended to approve the Resource Allocation Management Plan (RAMP) FY27, provided as a separate document, for transmittal to the Illinois Community College Board effective July 8, 2025. Under Illinois Community College Board guidelines, each of these projects requires Board approval.

As recommended, Mr. Meinert made a motion to approve the Resource Allocation Management Plan (RAMP) FY27, provided as a separate document, for transmittal to the Illinois Community College Board effective July 8, 2025. Under Illinois Community College Board guidelines, each of these projects requires Board approval. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF
FY 2026 TENTATIVE
BUDGET **(TO BE PROVIDED)**

Mrs. Ragland recommended to approve the tentative FY 2026 budget as presented. Mr. John Gulley stated RLC has a balanced budget.

As recommended, Mr. Daniels made a motion to approve the tentative FY 2026 budget as presented. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION – ACCOUNTS RECEIVABLE SPECIALIST

Mrs. Ragland recommended to accept with regret the resignation of Ms. Jamie Morehead, Accounts Receivable Specialist, effective June 23, 2025.

As recommended, Mr. Aiken made a motion to accept with regret the resignation of Ms. Jamie Morehead, Accounts Receivable Specialist, effective June 23, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY ACCEPTANCE OF RESIGNATION – SOUTHERN ILLINOIS MANUFACTURING ACADEMY COORDINATOR

Mrs. Ragland recommended to accept the resignation of Mr. Tyler Staats, Southern Illinois Manufacturing Academy (SIMA) Coordinator, effective June 30, 2025.

As recommended, Mr. Wielt made a motion to accept the resignation of Mr. Tyler Staats, Southern Illinois Manufacturing Academy (SIMA) Coordinator, effective June 30, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF ACCOUNTS RECEIVABLE SPECIALIST (TO BE PROVIDED)

TABLED

APPOINTMENT
OF FINANCIAL AID
DIRECTOR

Mrs. Ragland recommended to appoint Ms. ReAnne May as Financial Aid Director on a full-time, 50-week, non-tenure track contract at an annual salary of \$63,500 prorated for the remainder of the fiscal year, pending a successful background check and transcript audit, effective August 4, 2025.

As recommended, Mr. Meinert made a motion to appoint Ms. ReAnne May as Financial Aid Director on a full-time, 50-week, non-tenure track contract at an annual salary of \$63,500 prorated for the remainder of the fiscal year, pending a successful background check and transcript audit, effective August 4, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO CREATE
THE POSITION, JOB DESCRIPTION,
AND ADVERTISE FOR A
COMPETENCY-BASED
EDUCATION (CBE) DIRECTOR

Mrs. Ragland recommended to grant permission to create the position, job description, and advertise for a Competency-Based Education (CBE) Director, effective July 08, 2025.

As recommended, Mr. Coy made a motion to grant permission to create the position, job description, and advertise for a Competency-Based Education (CBE) Director, effective July 08, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO CREATE
THE POSITION, JOB
DESCRIPTION, AND ADVERTISE
FOR AND RATIFY FOR THE
APPOINTMENT OF ALLIED

HEALTH COORDINATOR

Mrs. Ragland recommended to grant permission to create the position, job description, advertise for, and ratify the appointment of an Allied Health Coordinator at the August 12, 2025 meeting, effective July 08, 2025.

As recommended, Mr. Aiken made a motion to grant permission to create the position, job description, advertise for, and ratify the appointment of an Allied Health Coordinator at the August 12, 2025 meeting, effective July 08, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Mrs. Ragland recommended to ratify the payment of college expenses including travel expense reimbursements as presented, effective July 8, 2025.

As recommended Mr. Dorris made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective July 8, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

REPORTS

ACADEMIC COUNCIL

None

ICCTA REPRESENTATIVE

Mr. Ron Daniels, RLC ICCTA Representative has agreed to also serve as the ICCTA Southeast Regional Representative and plans to attend the next meeting on August 8th & 9th. He also informed the group Rend Lake College will be hosting the next Regional ICCTA Conference this fall.

RLC FOUNDATION

Mrs. Cathy DeJarnette brought attention to the Foundation Golf Outing save the date and registration papers that were handed out tonight, and encouraged

everyone to get the information out and support the RLC Foundation.

ACCREDITATION

None

OBSOLETE EQUIPMENT

None

PUBLIC COMMENT

None

PRESIDENT'S COMMENTS

President Lori Ragland commented on her first week as president having been a good experience and all is going well. She invited the group to the SI NOW conference July 24th that RLC is hosting at SIMA in Mt. Vernon. She reiterated Mr. Daniels stating the Southeastern Illinois Regional ICCTA Meeting will be held at the end of September or early October at our SIMA facility in Mt. Vernon.

ADJOURNMENT

There being no other business, at 6:56 PM all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

APPROVAL OF REVISIONS TO JOB DESCRIPTION

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To revise the job description as presented, effective August 12, 2025.

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

EFFECTIVE DATE: August 12, 2025

Specialist – Recruitment & Student Success

JOB DESCRIPTION

POSITION TITLE: Specialist – Recruitment & Student Success
DEPARTMENT: Student Success and Development
REPORTS TO: ~~Coordinator – Student Success and Wellness~~ Dean-Student Success and Development
SUPERVISES: N/A
STATUS: Active
DATE: ~~6/14/2022~~ 8/12/2025

ESSENTIAL FUNCTIONS

1. Plan, coordinate, implement, and track recruitment ~~and retention~~ activities across campus, ~~focusing on students who may be disadvantaged or underserved, including but not limited to minorities, first-generation students and low-income students.~~
2. Assist/partner with college staff to identify, develop, implement, and track/assess the effectiveness of student success programs that will increase persistence and completion rates for target populations.
3. Counsel students and parents with complex, extenuating, or unusual circumstances related to enrollment, verification, scholarships, university applications and transfer process, and/or financial aid opportunities.
- ~~4. Report on, track, and assess the effectiveness of student success efforts.~~
5. Communicate with/visit district high schools monthly.
6. Coordinate recruitment efforts by working closely with college personnel in relation to programs and recruitment of students.
- ~~7. Assist members of the RL-Cares Team for the dissemination of information as requested and/or to address issues as identified by the student and s~~ Serve as a member of RL-Cares as directed.
8. Work with RLC's Marketing & Communication Department to disseminate information about educational opportunities and support services available to students.
9. Assist in management of Strategic Enrollment Management Plan as requested.
10. Refer students to other services as needed or requested.
11. Represent RLC at high school and community events related to recruitment of students and align efforts with community outreach initiatives.
12. Assist with walk in advisement, as well as periodic CTE advisement.
13. Coordinate campus tours

OTHER FUNCTIONS

14. Support College functions and events across campus.
- ~~15. Serve on RLC's Community Enrichment Committee Diversity, Equity and Inclusion team, assist with Cultural Events and Diversity events, which benefit / interest targeted populations.~~ and assist with Community Enrichment Week.
16. Facilitate/organize the yearly IACAC College Fair.
17. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

COURSE / CURRICULUM APPROVALS

Rend Lake College Board of Trustees

August 12, 2025

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

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

Curriculum Committee Meeting – July 23, 2025
Academic Council Meeting – July 28, 2025

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

Approval – New Courses

ZOO 1107 A & P I for Allied Health

ZOO 1108 A & P II for Allied Health

Effective 8/15/2025

Approval – Changes to Existing Course

CRJS 1203 Introduction to Corrections

Effective 8/1/2025

Signatures

Curriculum Committee Chair *Kathryn Helmers* Date 07/31/2025

Academic Council Chair *Jared Kemling* Date 07/31/2025

Vice President *Kimberly Wilkerson* Date 07/31/2025

APPROVAL OF 2025 – 2026 HANDBOOK (TO BE PROVIDED)

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To approve the following 2025-2026 Handbook as provided:

Human Resources Employee Handbook

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

EFFECTIVE DATE: August 12, 2025

APPROVAL OF FY 2026 BUDGET (TO BE PROVIDED)

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To adopt the final FY 2026 budget as presented at the July 08, 2025, Board of Trustees meeting.

RATIONALE: Provided as a separate document, the FY 2026 budget was presented in tentative form at the July meeting.

As required by law, the proposed budget has been available for public inspection for thirty (30) days. A public hearing on said budget was held at 5:00 PM on the 12th day of August, 2025.

EFFECTIVE DATE: August 12, 2025

**CERTIFICATION OF BUDGET
AND APPROPRIATION ORDINANCE
IN ACCORDANCE WITH THE PUBLIC COMMUNITY COLLEGE ACT
(110 ILCS 805)**

The undersigned, being the Secretary and the Chief Fiscal Officer, respectively, of the taxing district hereinafter named, do hereby certify that attached hereto is a true and correct copy of the budget and appropriations of said district for its 2025-2026 fiscal year, adopted August 12, 2025.

We further certify that the estimate of revenue, by sources, anticipated to be received by said taxing district, either set forth in said ordinance as "Estimated Receipts" or attached hereto by separate documents, is a true statement of said estimates.

This certification is made and filed pursuant to the requirements of the Public Community College Act (110 ILCS 805) and on behalf of Illinois Community College District No. 521 (Rend Lake College) Counties of Jefferson, Franklin, Hamilton, Perry, Wayne, White, Williamson, and Washington, and State of Illinois.

ADOPTED: August 12, 2025.

Secretary, Board of Trustees

Treasurer and Chief Fiscal Officer

**APPROVAL OF REVISIONS TO THE AGREEMENT
FOR INSTRUCTOR/COURSE COST SHARING
BETWEEN REND LAKE COLLEGE, DISTRICT #521
AND SOUTHEASTERN ILLINOIS COLLEGE
DISTRICT #533**

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To approve the revisions to the agreement for Instructor/Course Cost Sharing between Rend Lake College, District #521 and Southeastern Illinois College, District #533, as presented, effective Fall 2025 semester, pending SIC board approval.

RATIONALE: This Instructor/Course Cost Sharing agreement is Addendum I under the Educational Programs and Services Intergovernmental Joint Agreement between both institutions constructed and approved in 2023. As both colleges and their needs continue to evolve, the revisions to this agreement are necessary to continue the progression of both institutions.

EFFECTIVE DATE: Fall Semester 2025

**AGREEMENT FOR INSTRUCTOR/COURSE COST SHARING
BETWEEN REND LAKE COLLEGE (RLC) DISTRICT #521
AND SOUTHEASTERN ILLINOIS COLLEGE (SIC) DISTRICT #533**

WHEREAS, RLC and SIC have determined a mutual benefit will be gained by both colleges through an instructor/course cost sharing agreement when the expense and/or enrollment prove challenging for a single college, and

WHEREAS, there currently exists a “CAREER agreement” and “letter of reciprocity” process between the colleges, and

WHEREAS, each college has distance learning courses that could potentially be shared by the other college, and

WHEREAS, each college has online courses that could potentially be shared by the other college, and

WHEREAS, each college has programs that could potentially be shared by the other college, and

NOW THEREFORE, in consideration of the mutual covenants contained herein, it is agreed between RLC and SIC as follows:

SECTION A – CAREER Agreement and Letters of Reciprocity

In the case where programs or courses are approved to be offered by one of the colleges, as indicated on the official ICCB curriculum master and/or course master, the following will apply:

- 1) A college that does not currently offer a specified program may request of the other college to enroll its students using the “CAREER agreement” established by ICCB, unless a separate program agreement as described in Section C is approved by the colleges.
- 2) A college that does not currently offer a specified course may request of the other college to enroll its students using the “letter of reciprocity” arrangements established between RLC and SIC, unless a separate agreement is approved by the colleges.

SECTION B – Distance Learning and Online Courses

Students of RLC and SIC may participate in an equivalent course at the other college in cases where it is mutually beneficial for the colleges to share the instruction of such course. In such cases, the following will apply:

- 1) Any course(s) to be shared would be agreed upon by both colleges each semester.
- 2) Each college shall register its own students, transcript the courses, and grant the degrees earned as determined by each college.
- 3) Each college shall receive and retain its own students’ tuition, credit hour and equalization funding, and any other current or future funds directly derived from the instruction of the student.
- 4) The college conducting the instruction shall be the “host college” for the course. The other college enrolling students but not directly instructing the course will be the “receiving college”.

- 5) The receiving college shall share the costs of lecture and applicable lab instruction with the host college as set forth in Section D – Financial Arrangements.
- 6) The receiving college bears the non-instructional cost of any required lab for such course that it deems necessary to be established on its campus.
- 7) The receiving college shall additionally provide a mileage reimbursement to such on-campus lab, if applicable, and as set forth in Section D – Financial Arrangements.

SECTION C – Program Agreements

- 1) Any program(s) to be shared shall be agreed upon by the colleges.
- 2) In the case of shared programs, each college shall receive and retain its own students' tuition, credit hour and equalization funding, and any other current or future funds directly derived from the instruction of the student.
- 3) The college conducting the instruction will be the “host college” for the specific course. The other college, enrolling students but not directly instructing the course, will be the “receiving college”.
- 4) The receiving college shall share the cost of instruction with the host college as set forth in Section D – Financial Arrangements.
- 5) The receiving college bears the non-instructional cost of any required lab for such course that it deems necessary to be established on its campus.
- 6) The receiving college shall additionally provide a mileage reimbursement to such on-campus lab, if applicable, and as set forth in Section D – Financial Arrangements.
- 7) Any exceptions to the above shall be specified in a separate program agreement.

SECTION D – Financial Arrangements

- 1) For all classes, the host college will invoice the receiving college an amount calculated as follows:
 - a. The base cost of the course will be established by multiplying the total number of weekly instructional hours by \$875.
 - i. Example 1 – 3 credit hour course consisting of 3 lecture hours per week - $3 \times \$875 = \$2,625$
 - ii. Example 2 – 3 credit hour course consisting of 2 lecture hours and 2 lab hours per week – $4 \times \$875 = \$3,500$
 - iii. Example 3 – 3 credit hour course consisting of 1 lecture hour and 4 lab hours per week – $5 \times \$875 = \$4,375$
 - b. The base cost of the course is divided by the combined total number of students enrolled by both colleges to establish the cost per seat.
 - i. Example - $\$2,625 \text{ base cost} / 10 \text{ total students (5 RLC students \& 5 SIC students)} = \262.50 per seat

- c. Host college shall invoice the receiving college the cost per seat multiplied by the number of seats the receiving college has at midterm.
 - i. Example - \$262.50 per seat x 5 SIC students = \$1,312.50 invoiced
 - d. If there is a lab required separately and not shared, it will be billed by the host college using the same formula.
 - e. Any other mutually agreed upon compensation will be addressed on a case-by-case basis.
2. The host college's invoice and supporting documentation shall be provided to the receiving college's Chief Financial Officer immediately following midterm. Supporting documentation shall include, the calculation to justify the amount of the invoice and a class list of students enrolled by both colleges at midterm. The invoice will be payable no later than ten business days following the completion of instruction for the course.
 3. Each college's bookstore will make available to its students the books and similarly required materials necessary for the instruction of the shared class(es) unless the colleges mutually agree to a single source for a specific course.
 4. In the case where lecture is shared but a lab is held on each campus, both colleges shall additionally pay all non-instructional costs of the lab held on its campus.

SECTION E – Standards of Student Conduct

The instructor of the host college will assist the Academic and/or Student Affairs Administrators of the receiving college with information customarily provided by an instructor of record.

SECTION F – Assignment of Instructors

The instructor of the host college who is assigned to a course(s) subject to this agreement shall be assigned according to procedures, policies and collective bargaining agreements in effect at the host college.

SECTION G – Terms of Agreement

The educational programs and courses offered by the colleges as part of this agreement shall be approved by the Illinois Community College Board and the Higher Learning Commission (as applicable).

SECTION H – Duration of Agreement

This agreement shall commence effective with the Fall 2025 semester, and shall be continuous with automatic renewal.

SECTION I – Amendments to Agreement

Amendments and/or revisions to the agreement may be made at a time by mutual consent of both colleges in writing. The procedure for approval of such amendments and/or revisions shall follow the same procedure employed in securing the approval by both colleges in the original agreement.

In the event of amendments and/or revisions to the agreement that affect program delivery, students who have entered an educational program shall be allowed to complete the program under the terms of this agreement.

SECTION J – Termination of Agreement

The participation of either college in this agreement may be terminated by a written notice of at least 90 days. Notices shall be sent by means capable of providing a confirmation of receipt including (a) U.S. mail, certified and return receipt requested, (b) email to college president with confirmation of receipt, or (c) facsimile transmittal, to the addresses set out below or as otherwise specified in writing to one another.

Rend Lake College District #521
Attn: President
468 N. Ken Gray Parkway
Ina, IL 62846
Fax (618) 437-5039

Southeastern Illinois College District #533
Attn: President
3575 College Road
Harrisburg, IL 62946
Fax (618) 252-3156

In the event of such termination, students who have entered an educational program shall be allowed to complete the program under the terms of this agreement.

SECTION K – Good Faith and Dispute Resolution

The colleges agree to use their best, good faith efforts to share mutually beneficial educational programs and services. In the event of a dispute arising under this agreement which cannot be resolved informally by the colleges' respective governing boards, the colleges agree to first engage in mediation to resolve the conflict. If mediation is unsuccessful, the colleges shall then engage in binding arbitration pursuant to the procedures of the American Arbitration Association, in lieu of litigation.

SECTION L – Indemnification

The colleges shall defend, indemnify and hold harmless each other, its officers, agents, servants, and employees from and against any and all suits, actions or causes of action, legal proceedings, claims, demands, damages, costs, expenses and attorney fees resulting from injury to persons or damage to property arising directly or indirectly from its acts or omissions pursuant to this agreement.

IN WITNESS WHEREOF, the colleges have executed this agreement to commence as stated in Section H, and amendments may be made in accordance with Section I. Termination of this agreement shall be made in accordance with Section J.

Rend Lake College District #521

Larry Manning, Board Chairman

Date

Tony Wielt, Board Secretary

Date

Lori Ragland, President

Date

Southeastern Illinois College District #533

Debbie Hughes, Board Chairman

Date

Jim Ellis, Board Secretary

Date

Dr. Karen Weiss, President

Date

**APPROVAL OF FUNDRAISING AGREEMENT
BETWEEN
REND LAKE COLLEGE
AND
THE REND LAKE COLLEGE FOUNDATION**

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To approve the Game Plan fundraising agreement between Rend Lake College and Rend Lake College Foundation, as presented, effective August 12, 2025.

RATIONALE: This fundraising agreement clarifies the expectation of Rend Lake College Foundation in regard to fundraising goals, naming rights within the gym facility, and outlines the payment schedule for The Game Plan Capital Campaign. The Rend Lake College Foundation approved the agreement at their August 7, 2025 Board of Directors meeting.

EFFECTIVE DATE: August 12, 2025

**FUNDRAISING AGREEMENT
BETWEEN
REND LAKE COLLEGE FOUNDATION
AND
REND LAKE COLLEGE**

This Fundraising Agreement is entered into this _____ Day of _____, 2025 between the REND LAKE COLLEGE FOUNDATION (RLCF), an Illinois Not for Profit 501(c)(3) Corporation, and REND LAKE COLLEGE DISTRICT 521 (Rend Lake College), a community college district of the State of Illinois.

1. Rend Lake College desires to expand and renovate the James “Hummer” Waugh Gymnasium (the Game Plan project).
2. RLCF has established a goal to raise and contribute a minimum of \$2,000,000 to Rend Lake College towards the Game Plan project.
3. RLCF will process and steward all designated campaign gifts (i.e. acknowledgement letters, tax receipts, year-end statements, etc.)
4. RLCF will invest all designated campaign gifts according to its investment policies. Interest earned on designated campaign gifts for the Game Plan project may be used by RLCF as unrestricted funds subject to approval by the RLCF Board of Directors.
5. RLCF will assume all fundraising expenses incurred prior to the date of this agreement and will be responsible for any future expenses. RLCF may use interest earned on campaign funds held on deposit to offset any and all fundraising expenses subject to approval by the RLCF Board of Directors.
6. Rend Lake College has awarded a construction contract for the Game Plan project with a base bid amount of \$6,252,000 to Bevis Construction, Mt. Vernon, IL.
7. Rend Lake College has entered into a professional services agreement with Eggemeyer Associates Architects for Phase 2 design services for the Game Plan project in the amount of \$386,196 plus \$9,100 in reimbursable fees.
8. Rend Lake College commits to fund the portion of the Game Plan project in excess of the RLCF minimum commitment of \$2,000,000.
9. Rend Lake College will manage and oversee construction.

10. RLCF will be entitled to direct naming rights to the project including but not limited to the building complex, individual rooms, lobbies, walls, halls, entrance ways, scoreboards, locker rooms, display areas (including the playing surface), etc. The gymnasium will retain the name “James ‘Hummer’ Waugh Gymnasium”. Rend Lake College reserves the right to reject any naming rights that it deems objectionable.
11. Following the expiration of any naming rights agreements negotiated by RLCF as part of the fundraising campaign, Rend Lake College maintains sole authority to grant any future and subsequent naming rights within the building.
12. RLCF’s contribution to construction costs will be paid to Rend Lake College on the following schedule:
 - a. Payment #1 - \$200,000 no later than June 30, 2026
 - b. Payment #2 - \$200,000 no later than June 30, 2027
 - c. Payment #3 - \$200,000 no later than June 30, 2028
 - d. Payment #4 - \$200,000 no later than June 30, 2029
 - e. Payment #5 - \$200,000 no later than June 30, 2030
 - f. Payment #6 - \$200,000 no later than June 30, 2031
 - g. Payment #7 - \$200,000 no later than June 30, 2032
 - h. Payment #8 - \$200,000 no later than June 30, 2033
 - i. Payment #9 - \$200,000 no later than June 30, 2034
 - j. Payment #10 - \$200,000 (plus any donor-designated amount raised in addition to the minimum \$2,000,000 pledge) no later than June 30, 2035

REND LAKE COLLEGE FOUNDATION, by:

Tony Wielt
Chairman, Board of Directors

Amy Newell
Director

REND LAKE COLLEGE DISTRICT 521, by:

Larry Manning
Chairman Board of Trustees

Lori Ragland
President

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION TITLE III STUDENT SUCCESS SYSTEM DEVELOPER

Rend Lake Board of Trustees

August 12, 2025

RECOMMENDATION: To accept the resignation of Ms. Kelly Cunningham, Title III Student Success System Developer, effective July 31, 2025.

EFFECTIVE DATE: July 31, 2025

Kelly Rae Cunningham
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

July 15, 2025

Lori Ragland

President
Rend Lake College
468 N. Ken Gray Parkway
Ina, IL 62846

Dear Ms. Ragland,

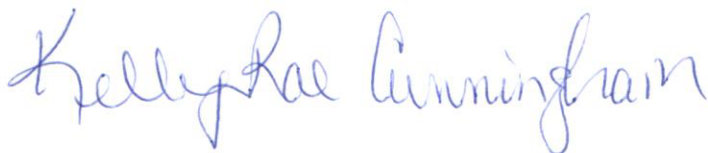
I am writing to formally resign from my position as Title III Student Success System Developer at Rend Lake College, effective July 31, 2025.

After thoughtful consideration, I have accepted a teaching position closer to my home, which will allow me to spend more time with my family. While I am excited about this next chapter, leaving Rend Lake College is not easy. I want to express my sincere gratitude for the opportunity to be a part of the Title III team and to contribute to initiatives that support student success. I have greatly valued my time here and am grateful for the opportunity to work alongside a dedicated team committed to student achievement and institutional progress.

It has been an honor to contribute to the important work being done through the Title III grant. It has been a privilege to work alongside colleagues who are deeply committed to student achievement, and I am grateful for the opportunities I have had to contribute to initiatives that directly impact student success. I appreciate your leadership and support during my tenure.

Thank you again for the opportunity to be part of the Rend Lake College community. I wish you and the college continued success.

Sincerely,



Kelly Rae Cunningham



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

July 15, 2025

Ms. Kelly Rae Cunningham
[REDACTED]
[REDACTED]

Dear Kelly,

I am in receipt of your resignation letter dated July 15, resigning from your position of Title III Student Success System Developer at Rend Lake College effective July 31, 2025.

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

Very truly yours,

A handwritten signature in black ink, appearing to read "Lori Ragland", written over a faint, large watermark of the college's name.

Lori Ragland
President

LR/mh

**RATIFY ACCEPTANCE OF RESIGNATION
ASSISTANT ATHLETIC DIRECTOR AND HEAD
BASEBALL COACH**

Rend Lake Board of Trustees

August 12, 2025

RECOMMENDATION: To accept the resignation of Mr. Chris Modellmog, Assistant Athletic Director and Head Baseball Coach, effective July 31, 2025.

EFFECTIVE DATE: July 31, 2025

To: Tim Wills
From: Chris Modellmog
Subject: Resignation from RLC

July 14, 2025

Dear Tim,

I am writing to formally resign from my position as Assistant Athletic Director and Head Baseball Coach at Rend Lake College. I have accepted the Head Baseball Coach position at Southern Nazarene University—an opportunity that holds deep personal significance for my wife and me, as both of our daughters are currently there. Being closer to our family is a blessing we simply couldn't pass up. My last day will be July 31.

My time at RLC has been incredibly meaningful. I am deeply grateful for the support of the administration, staff, and student-athletes throughout my tenure. I truly believe we have made a positive and lasting impact on the baseball program, and I leave proud of what we've accomplished together.

Thank you for entrusting me with the privilege of serving as both Assistant AD and Head Coach. It has been an honor to lead and grow alongside the outstanding student-athletes at RLC. I will always hold Rend Lake in the highest regard and wish nothing but continued success for the program and the college moving forward.

Sincerely,
Chris Modellmog



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

July 16, 2025

Mr. Chris Modellmog
[REDACTED]

Dear Chris,

I am in receipt of your resignation letter dated July 14, resigning from your position of Assistant Athletic Director and Head Baseball Coach at Rend Lake College effective July 31, 2025.

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

Very truly yours,

Lori Ragland
President

LR/mh

RATIFY THE APPOINTMENT OF ACCOUNTS RECEIVABLE SPECIALIST

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To ratify the appointment of Ms. Emmi Miller as Accounts Receivable Specialist on a full-time, 50-week, non-tenure track contract at an annual salary of \$35,000 prorated for the remainder of the fiscal year, pending a successful background check, effective August 01, 2025.

RATIONALE: Ms. Miller has the education necessary and has performed the Accounts Receivable Specialist's duties since June as the part-time Business Office Specialist. She fulfills the requirements to be successful in this position.

EFFECTIVE DATE: August 01, 2025

If Employment:

JOB TITLE: Accounts Receivable Specialist

SALARY: \$35,000

CLASSIFICATION : Clerical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/ NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: NA

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Accounts Receivable Specialist
Number of Applicants:	21
Number of Applicants Interviewed:	5
Applicants Interviewed by:	Mallory Howell, Charlotte Loss, Heather Richards, Cathy DeJarnette, Amy Epplin, Jessica Jackanicz

<u>Applicant Recommended:</u>	Emmi Miller
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<u>Educational Preparation:</u>	AAS Rend Lake College May 2025
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<u>Experience:</u>	Rend Lake College Business Office Part-time Specialist 6/2025 - Present S & L Construction Office Associate 6/2024 – 5/2025
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RATIFY THE APPOINTMENT OF ALLIED HEALTH COORDINATOR

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To ratify the appointment of Ms. Sarah Bumpus as Allied Health Coordinator on a full-time, 50-week, grant funded, non-tenure track contract at an annual salary of \$48,500, prorated for the remainder of the grant year, pending a successful background check, effective August 4, 2025.

RATIONALE: Ms. Bumpus has over 15 years of experience in healthcare along with teaching and curriculum knowledge. She has worked as the Medical Assistant Instructor at RLC since August 2022 and has the necessary skills to be successful in this position.

EFFECTIVE DATE: August 4, 2025

If Employment:

JOB TITLE: Allied Health Coordinator

SALARY: \$48,500

CLASSIFICATION: Professional / Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes X No _____

EXEMPT/NON-EXEMPT: Exempt

EXEMPT CLASSIFICATION: Learned Professional

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Coordinator – Allied Health
Number of Applicants:	9
Number of Applicants Interviewed:	3
Applicants Interviewed by:	Bria Robinson, Kim Wilkerson, Chad Copple, Susan Wiley

Applicant Recommended: Sarah Bumpus

Educational Preparation:

B.S. – Healthcare Administration
Southern Illinois University
2026

A.A.S. – Medical Assistant
Rend Lake College
2023

Experience:

Rend Lake College
Adjunct Instructor – Medical Assistant
2022-Present

Quinn Law Firm
Legal Assistant
2024-Present

Crossroads Hospital
Medical Assistant
5/2007-3/2017

APPOINTMENT OF SPECIALIST – SUBSIDIZED CHILD CARE – CHILD CARE RESOURCE AND REFERRAL

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To appoint Ms. Mao Rankin as Specialist – Subsidized Child Care – Child Care Resource and Referral on a full-time, 50-week, grant funded, non-tenure track contract at an annual salary of \$37,000, prorated for the remainder of the grant year, effective August 18, 2025 pending completion of a successful background check.

RATIONALE: This position is currently vacant and needs to be filled to meet the needs of the institution and IDHS grant guidelines. Ms. Rankin meets all of the qualifications and possesses the skills needed to be successful in this position.

EFFECTIVE DATE: August 18, 2025

If Employment:

JOB TITLE: Specialist – Subsidized Child Care – Child Care Resource and Referral

SALARY: \$37,000

CLASSIFICATION: Clerical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes X No _____

EXEMPT/ NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: NA

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Specialist – Subsidized Child Care – Child Care Resource and Referral
Number of Applicants:	16
Number of Applicants Interviewed:	5
Applicants Interviewed by:	Tranae Brockhouse, Lisa Bicanich Bria Robinson, Lori Irvin

Applicant Recommended: Mao Rankin

Educational Preparation: B.S. Business Management
University of Phoenix
2015

Experience:

Educational Aide
DODEA Ikego Elementary
2024-2025

Account Manager
Williamson Home
2016-2022

Customer Service Representative
Fifth Third Bank
2013-2015

RATIFY THE APPOINTMENT OF CONTROLLER

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To ratify the appointment of Mr. Brett Crocker as Controller on a full-time, 50-week, non-tenure track contract at an annual salary of \$74,000 prorated for the remainder of the fiscal year, pending a successful background check, effective August 11, 2025.

RATIONALE: Mr. Crocker has the experience and education to be successful in this position.

EFFECTIVE DATE: August 11, 2025

If Employment:

JOB TITLE: Controller

SALARY: \$74,000

CLASSIFICATION : Administrative

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/ NON-EXEMPT: Exempt

EXEMPT CLASSIFICATION: Administrative

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Controller
Number of Applicants:	14
Number of Applicants Interviewed:	5
Applicants Interviewed by:	John Gulley, Cathy DeJarnette, Glenna Maxwell, Chad Copple, Vickie Schulte

Applicant Recommended: Brett Crocker

Educational Preparation: Bachelor of Science-Finance
Southern Illinois University - Carbondale
2009

Experience: Rend Lake Conservancy District
Assistant Comptroller
11/2017 – Present

**APPROVAL OF REVISION TO JOB DESCRIPTION OF
DEAN OF STUDENT SUCCESS AND DEVELOPMENT
TO
DEAN OF STUDENT SUCCESS AND
DEVELOPMENT/TITLE III STUDENT SUCCESS SYSTEM
DEVELOPER**

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To grant permission to revise the description from Dean of Student Success and Development to Dean of Student Success and Development/Title III Student Success System Developer. Vickie Schulte serves in this role and will retain her approved FY 2026 salary. This revision is pending Department of Education approval and will be effective upon their consent.

RATIONALE: Due to the vacancy of the Title III Student Success System Developer position, this revision is necessary to fulfill the grant requirements and continue the development of the RLC Title III grant. Eighty-five percent of Ms. Schulte's time will be allocated towards direct support of the Title III grant and the remaining 15% for her duties as Dean of Student Success and Development. Mrs. Schulte has been an integral part of the student success management system, EAB Navigate 360, and her experience and knowledge will bring stability to this Title III student success program. This request has been submitted to the Department of Education and is awaiting their approval.

EFFECTIVE DATE: August 12, 2025

JOB DESCRIPTION

POSITION TITLE: Dean - Student Success & Development/**Title III Student Success System Developer**
DEPARTMENT: Student Services
REPORTS TO: VP – Academics and Student Services **and Title III Project Director**
SUPERVISES: Coordinator - Student Success, Specialist - Retention & Career Services, Specialist-Recruitment and Student Success, Specialist-Student Success
STATUS: Active
DATE: ~~1/1/2024~~ 8/12/2025

ESSENTIAL FUNCTIONS

1. Provide strategic direction and leadership for the Student Success & Development Staff.
2. Recommend the employment of, supervise and evaluate all personnel reporting to this position.
3. Develop successful strategies to meet the college's admissions and enrollment goals.
4. Strategically align departments into a progression and retention process aimed at student success.
5. Prepare and / or monitor institutional budgets for all departments and programs reporting to this position.
- ~~6. Develop and oversee an exit interview process for graduating, transferring or withdrawing students.~~
- ~~7. Develop and lead any committees deemed necessary to assist in strategic planning formation and other efforts.~~
8. ~~Coordinate~~ **Oversee** RL-Cares initiatives.
- ~~9. Coordinate and oversee campus food pantry.~~
- ~~10. Plan and implement Student Activities in conjunction with other Student and Enrollment Services staff~~
11. ~~Coordinate~~ **Oversee** outreach to at-risk students
- ~~12. Coordinate, document, and analyze co-curricular assessment~~
- ~~13. Coordinate RLC Ambassador & Jr. Ambassador programs.~~
- 14. Manage student success system and implement processes and procedures to maximize utilization of the system to support students.**
- 15. Assist in project evaluation efforts.**
- 16. Coordinate with project staff and Rend Lake College faculty/staff to institutionalize and enhance the student success system.**
- 17. Coordinate with IT and other departments as needed to enhance student success software.**
- 18. Provide necessary documentation for Title III reporting.**

OTHER FUNCTIONS

19. Attend Board of Trustee meetings.
20. Serve on committees as required.
21. Support college functions across campus.
22. Maintain confidentiality.
23. Perform other duties as assigned.
- ~~24. Assist in tracking of COVID cases and required vaccination or testing.~~

ENVIRONMENT

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

DISCLAIMER

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

Dean –Student Success & Development/Title III Student Success System Developer (Continued)

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

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

**PERMISSION TO CREATE THE POSITION, APPROVE
JOB DESCRIPTION, AND TRANSFER RETENTION &
CAREER SERVICES SPECIALIST
TO
STUDENT SUCCESS SPECIALIST**

Rend Lake College Board of Trustees

August 12, 2025

RECOMMENDATION: To grant permission to create the position, approve the job description, and transfer Mrs. Sarah Tepovich from Retention & Career Services Specialist to the position of Student Success Specialist at a salary of \$38,000 prorated for the remainder of the fiscal year, effective September 1, 2025.

RATIONALE: Due to the resignation of the Title III Student Success System Developer and the request to transfer the duties to Mrs. Vickie Schulte, this position is needed to backfill a portion of Mrs. Schulte's current responsibilities and fulfill the increasing demands required of this department. Mrs. Tepovich currently serves as the Retention & Career Services Specialist in the Student Success & Development department, and she currently assists with several of the functions required in this position.

EFFECTIVE DATE: September 01, 2025

JOB DESCRIPTION

POSITION TITLE: Specialist – Student Success
DEPARTMENT: Student Success and Development
REPORTS TO: Dean-Student Success and Development
SUPERVISES: N/A
STATUS: Active
DATE: 8/12/2025

ESSENTIAL FUNCTIONS

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

OTHER FUNCTIONS

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

ENVIRONMENT

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

DISCLAIMER

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

Specialist –Student Success (continued)

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

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

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

August 12, 2025

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

EFFECTIVE DATE: August 12, 2025

REND LAKE COLLEGE
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)
For the Twelve Months Ending June 30, 2025

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		JUNE	YEAR-TO-DATE	BUDGET	
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (4,587,330.00)	\$ (18,204.80)	\$ (4,318,792.78)	\$ (268,537.22)	94.15%
STATE GOVERNMENT	\$ (8,216,584.00)	\$ (526,471.12)	\$ (7,227,809.00)	\$ (988,775.00)	87.97%
FEDERAL GOVERNMENT	\$ (20,000.00)	\$ (3,515.33)	\$ (27,988.91)	\$ 7,988.91	139.94%
TUITION & FEES	\$ (7,254,620.00)	\$ (205,415.73)	\$ (7,065,482.90)	\$ (189,137.10)	97.39%
SALES & SERVICE	\$ (930,152.00)	\$ (38,357.65)	\$ (1,012,316.42)	\$ 82,164.42	108.83%
FACILITIES REVENUE	\$ (650,900.00)	\$ (89,407.64)	\$ (655,275.39)	\$ 4,375.39	100.67%
INVESTMENTS	\$ (401,500.00)	\$ (165,502.87)	\$ (2,075,805.65)	\$ 1,674,305.65	517.01%
NON GOVERNMENT	\$ -	\$ -	\$ (25,000.00)	\$ 25,000.00	0.00%
OTHER	\$ (552,325.00)	\$ (86,288.55)	\$ (653,036.78)	\$ 100,711.78	118.23%
TOTAL REVENUES	\$ (22,613,411.00)	\$ (1,133,163.69)	\$ (23,061,507.83)	\$ 448,096.83	101.98%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 11,623,421.00	\$ 1,690,743.92	\$ 11,191,742.24	\$ 431,678.76	96.29%
EMPLOYEE BENEFITS	\$ 2,896,687.00	\$ 154,771.78	\$ 1,675,502.28	\$ 1,221,184.72	57.84%
CONTRACTUAL SERVICES	\$ 1,631,150.00	\$ 220,367.38	\$ 1,499,151.80	\$ 131,998.20	91.91%
MATERIALS/SUPPLIES	\$ 2,277,530.00	\$ 228,019.50	\$ 1,908,453.71	\$ 369,076.29	83.79%
CONF/MEETING/TRAVEL	\$ 465,900.00	\$ (35,663.43)	\$ 399,359.77	\$ 66,540.23	85.72%
FIXED CHARGES	\$ 205,650.00	\$ 10,321.24	\$ 183,597.02	\$ 22,052.98	89.28%
UTILITIES	\$ 929,500.00	\$ 161,602.99	\$ 1,144,184.07	\$ (214,684.07)	123.10%
CAPITAL OUTLAY	\$ 191,000.00	\$ 281,437.28	\$ 401,727.58	\$ (210,727.58)	210.33%
OTHER EXPENSES	\$ 2,200,500.00	\$ 229,553.61	\$ 2,670,513.61	\$ (470,013.61)	121.36%
TOTAL EXPENSES	\$ 22,421,338.00	\$ 2,941,154.27	\$ 21,074,232.08	\$ 1,347,105.92	93.99%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,502,136.00	\$ -	\$ -	\$ 1,502,136.00	
OP TRANSFER FROM OTHER FUNDS	\$ (1,602,136.00)	\$ (495,067.18)	\$ (495,067.18)	\$ (1,107,068.82)	
TOTAL TRANSFERS	\$ (100,000.00)	\$ (495,067.18)	\$ (495,067.18)	\$ 395,067.18	
GRAND TOTAL	\$ (292,073.00)	\$ 1,312,923.40	\$ (2,482,342.93)	\$ 2,190,269.93	

REND LAKE COLLEGE
Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit, Tort)
For the Twelve Months Ending June 30, 2025

	ACTUAL		ACTUAL
	JUNE		YEAR-TO-DATE
REVENUES			
RESTRICTED FUNDS			
LOCAL GOVERNMENT	\$	-	\$ (4,949,208.98)
STATE GOVERNMENT	\$	(119,622.77)	\$ (3,371,015.90)
FEDERAL GOVERNMENT	\$	(789,258.19)	\$ (8,839,900.06)
TUITION & FEES	\$	-	\$ -
SALES & SERVICE	\$	(70.00)	\$ (68,184.68)
FACILITIES REVENUE	\$	-	\$ -
INVESTMENTS	\$	(90,046.60)	\$ (1,091,729.10)
NON GOVERNMENT	\$	2,350.00	\$ (554,895.85)
OTHER	\$	(14,695.00)	\$ (432,814.21)
TOTAL REVENUES	\$	(1,011,342.56)	\$ (19,307,748.78)
EXPENSES			
RESTRICTED FUNDS			
SALARIES	\$	338,930.28	\$ 2,961,491.33
EMPLOYEE BENEFITS	\$	80,272.46	\$ 808,338.70
CONTRACTUAL SERVICES	\$	166,318.17	\$ 1,222,871.37
MATERIALS/SUPPLIES	\$	132,109.42	\$ 713,963.69
CONF/MEETING/TRAVEL	\$	4,186.25	\$ 150,098.42
FIXED CHARGES	\$	463,918.61	\$ 5,101,932.26
UTILITIES	\$	697.05	\$ 8,151.76
CAPITAL OUTLAY	\$	2,112,588.54	\$ 8,149,851.81
OTHER EXPENSES	\$	555,621.13	\$ 6,068,562.77
TOTAL EXPENSES	\$	3,854,641.91	\$ 25,185,262.11
TRANSFERS			
OP TRANSFER TO OTHER FUNDS	\$	495,067.18	\$ 495,067.18
OP TRANSFER FROM OTHER FUNDS	\$	-	\$ -
TOTAL TRANSFERS	\$	495,067.18	\$ 495,067.18
GRAND TOTAL	\$	3,338,366.53	\$ 6,372,580.51

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

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

	January 2025	December 2024	November 2024	October 2024	September 2024	August 2024
Operating Account	\$ 45,488,470.72	\$ 44,664,751.39	\$ 44,619,581.90	\$ 41,469,775.04	\$ 41,952,645.52	\$ 34,009,764.99
Medical Insurance Reserve	\$ 55,347.96	\$ 55,136.60	\$ 54,911.87	\$ 54,687.98	\$ 54,431.46	\$ 54,182.10
Working Cash	\$ 6,203,748.31	\$ 6,180,041.24	\$ 623,927.90	\$ 621,361.26	\$ 618,444.93	\$ 615,633.48
*Working Cash CD	\$ 3,200,000.00	\$ 3,200,000.00	\$ 8,731,423.61	\$ 8,706,295.90	\$ 8,680,450.39	\$ 15,455,554.07
2023B Bond Account	\$ 3,701,812.24	\$ 4,125,350.72	\$ 4,158,760.43	\$ 4,861,205.97	\$ 4,965,565.45	\$ 4,943,006.38
Investments**						
Liquid Fund	\$ 6.37	\$ 2,081.65	\$ 1,057.84	\$ 4.17	\$ 1,203.36	\$ 149.05
MAX Fund	\$ 126,523.90	\$ 122,933.70	\$ 122,464.89	\$ 121,997.16	\$ 119,288.31	\$ 118,793.24
Cert of Deposit	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00
Cert of Deposit (DTC)	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
TOTAL	\$ 62,810,974.43	\$ 62,385,360.23	\$ 62,347,193.37	\$ 59,870,392.41	\$ 60,427,094.35	\$ 59,232,148.24

*Funds invested as follows:

\$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.