

**REND LAKE COLLEGE
BOARD OF TRUSTEES MEETING**

February 11, 2025

6:30 PM

Rend Lake College – Event Center

468 N Ken Gray Parkway

Ina, IL 62846

**Page
No.**

- I. Call to Order**
- II. Roll Call**
- III. Audit Presentation (MATERIALS TO BE PROVIDED)**
- IV. General Information**
 - A. Announcements**
 - 1. Tuesday, February 18, 2025; 8:30am-3:30pm
In-Service
RLC Ina Campus
 - 2. Tuesday, February 18, 2025; 4pm
RLC Open House
Event Center
 - 3. Thursday, February 27, 2025; 5:30pm
Annual RLC Foundation Scholarship Dinner
Event Center
 - 4. Thursday, March 6, 2025; 8:00am
Transition Summit
Event Center
 - 5. Tuesday, March 11, 2025; 6:30pm
RLC Board of Trustee Meeting
Event Center
 - 6. Tuesday, March 18, 2025; 5:00pm
Advisory Committee Meetings
Event Center and Breakout Rooms
 - 7. Thursday, March 20, 2025; 5pm-9pm
Art Show Reception and Awards
Theater

8. Each Thursday, March 20 through May 1st
Culinary Showcases
Reservations begin 3/3/2025
9. Tuesday, March 25, 2025; 8am-4:30pm
ACEN Site Visit
Various Buildings on the Ina Campus
10. Thursday, March 27, 2025; 5pm-7pm
Auto Open House
Vocational Building Auto Shop & Lab
11. Thursday - Saturday, April 3 - 5, 2025; 7:00pm
& Matinee Sunday, April 6; 2:00pm
Spring Musical “Legally Blonde”
Theater
12. Tuesday, April 8, 2025; 6:30pm
RLC Board of Trustee Meeting
Event Center
13. Thursday & Friday, April 10 & 11, 2025; 8:00am
Kickstart Your Journey
Event Center
14. Thursday, April 24, 2025; 8am-1pm
Children’s Health Fair
Recreation Center
15. Thursday, April 24, 2025; 12noon
RLC Foundation Board of Directors Meeting
Student’s Center
16. Friday, April 24, 2025; 9am-1pm
Kindergarten Day
Event Center and Various Breakout Rooms
17. Friday, May 2, 2025; 8am-1pm
Career Connections (8th graders)
Event Center
18. Saturday, May 17, 2025
Rend Lake College Graduation
8:30am – AA/AS/AES/AFA
11:00am – AAS/Certificate
Outdoors at the Track

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

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

VI. Resume Open Meeting

VII. Approval of Minutes of the:

02 *
*
January 14, 2025 Executive Session*
January 14, 2025 Board of Trustee Meeting*

VIII. Approval of Consent Agenda

Consent Items are marked with an asterisk (*)

IX. New Business

- 10 *
A. Course/Curriculum
- 12 *
B. Approval of Revisions to Rend Lake College Policy & Procedure 4.1115-Fees
- 39 *
C. Approval of Revisions to Rend Lake College Policy & Procedure 3.1205-Performance Evaluation and Tenure of Faculty Members
- 45 *
D. Approval of Revisions to Rend Lake College Policy & Procedure 4.1500-Collection of Student Fees and Debts
- 48
E. Approval of Revisions to Rend Lake College Policy & Procedure 2.1200-Addressing Discrimination and Harassment (to Include Sexual Assault Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking) **(FIRST READING)**
- F. Permission to Award Bid for Bleachers **(TO BE PROVIDED)**
- 102
G. Approval of Tuition Rates for FY 2026
- 103
H. Acceptance of Fiscal Year 2024 Audit and Annual Comprehensive Financial Report **(TO BE PROVIDED)**
- 104
I. Resolution in Support of the Extension of the Route 15 Interstate 57 Tax Increment Financing District
- 106
J. Resolution in Support of the Extension of the Industrial Park Conservation Tax Increment Financing District

- 108 K. Permission to Issue a Request for Proposals (RFP) for Combined Audit Services for Rend Lake College District 521 and the Rend Lake College Foundation for Fiscal Years 2025-2027
- 109 L. Permission to Amend and Fund Trust Agreement for CDB Project #810-078-029
- 112 M. Permission to Bid Purchase of a Semi-Tractor

X. Personnel

- 114 A. Resignation of Retention & Career Services Specialist
- 117 B. Retirement Resignation of Subsidy Services Coordinator at Child Care Resource and Referral
- C. Appointment of Police Officer **(TO BE PROVIDED)**
- D. Appointment of Security Officer for the RLC MarketPlace **(TO BE PROVIDED)**
- 120 E. Appointment of Retention & Career Services Specialist
- 122 F. Ratify the Appointment of RLCF Toddler Room Lead Teacher
- 124 G. Grant Tenure – Industrial Electronics & Maintenance Instructor
- 128 H. Grant Tenure - Nursing Instructor
- 133 I. Permission to Create the Position and Job Description and Advertise for an Event Coordinator
- 136 J. Approval of President Designee’s Contract **(FIRST READING)**

XI. Financial Information

- 152 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- 153 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

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

**January 14, 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 6:31 PM in the Rend Lake College Event Center

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll.

Those present were:

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

Those absent were:

Dr. David Asbery
Mr. Joe Coy

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Lori Ragland, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Amy Eplin, Mrs. Andrea Banach, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mr. Chris Edwards, Mrs. Vickie Schulte, Mrs. Jena Jensik, Mrs. Mallory Howell, Mr. Mark Jornd

**AUDIT PRESENTATION
(MATERIALS TO BE
PROVIDED)**

N/A

GENERAL INFORMATION

ANNOUNCEMENTS

1. Thursday, January 30m 2025; 7:00pm
Thespian Comedy Improv
RLC Theater
2. Tuesday February, 2025; 9:30am-1:00pm
Red Cross Blood Drive
South Oasis
3. Wednesday, February 5 or 12, 2025; 9am-3pm
ACES 2025 Academic Competition
Event Center
4. Thursday, February 6, 2025; 11:30am
RLC Foundation Board of Directors Meeting
Student Center - PDA
5. Tuesday, February 11, 2025; 3pm
RLC Foundation's High Tea
Event Center
6. Tuesday, February 11, 2025; 6:30pm
RLC Board of Trustees Meeting
Event Center – Warrior Lounge
7. Tuesday, February 18, 2025; 8am-3pm
In-Service
RLC Ina Campus
8. Tuesday, February 18, 2025; 4pm
RLC Open House
Event Center
9. Thursday, February 27, 2025; 5:30pm
Annual RLC Foundation Scholarship Dinner
Event Center
10. Thursday, March 6, 2025; 8:00am
Transition Summit
Event Center

11. Tuesday, March 18, 2025; 5:00pm
Advisory Committee Meetings
Event Center and Breakout Rooms

12. Thursday & Friday, April 10 & 11, 2025; 8:00am
Kickstart Your Journey
Event Center

**MOTION FOR
EXECUTIVE SESSION**

Chairman Larry Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(2)(5)(21). Mr. Wielt made a motion; seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:33 PM.

RESUME OPEN MEETING

Chairman Larry Manning asked for a motion to reopen the public meeting; Mr. Jones motioned; seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:00 PM, Chairman Manning reconvened the open session of tonight's meeting.

CONSENT AGENDA

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

1. December 10, 2024 Executive Session*
2. December 10, 2024 Board of Trustee Meeting*
3. Course/Curriculum*
4. Approval to Destroy Closed Session Tapes*
5. Approval of Release Closed Session Minutes*
6. Approval of Revisions to Job Descriptions*

Mr. Hamson made a motion to approve the Consent Agenda as recommend; seconded by Mr. Jones. 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
ACCEPTANCE OF FISCAL
YEAR 2024 AUDIT AND
ANNUAL COMPREHENSIVE
FINNANCIAL REPORT
(TO BE PROVIDED)

Tabled

APPROVAL OF STUDENT
TRUSTEE ELECTION
NOTICE

Mr. Wilkerson recommended to approve the Notice of Election for the Student Board Member of the Board of Trustees effective January 14, 2025.

As recommended, Mr. Dorris made a motion to approve the Notice of Election for the Student Board Member of the Board of Trustees effective January 14, 2025. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL
APPOINTMENT OF LEAD
TODDLER ROOM TEACHER
(TO BE PROVIDED)

Tabled

APPOINTMENT OF DEAN
OF ARTS & SCIENCES
(TO BE PROVIDED)

Mr. Wilkerson recommended to appoint Mr. Greg Hollmann as Dean of Arts and Sciences on a full-time, 48-week, non-tenure track contract at an annual salary of \$100,000, prorated for the remainder of the fiscal year, effective January 16, 2025. Mr. Hollmann is not eligible for a salary increase in FY 2026.

As recommended, Mr. Jones made a motion to appoint Mr. Greg Hollmann as Dean of Arts and Sciences on a full-time, 48-week, non-tenure track contract at an annual salary of \$100,000, prorated for the remainder of the fiscal year, effective January 16, 2025. Mr. Hollmann is not eligible for a salary increase in FY 2026. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
ADVERTISE FOR RLC
MARKETPLACE SECURITY
OFFICER AND RECREATE

JOB DESCRIPTION

Mr. Wilkerson recommended to advertise for an RLC MarketPlace Security Officer and recreate the job description.

As recommended Mr. Wielt made a motion to advertise for an RLC MarketPlace Security Officer and recreate the job description. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO CREATE THE POSITION AND ADVERTISE FOR POLICE OFFICIER

Mr. Wilkerson recommended to grant permission to create the position and advertise for Police Officer.

As recommended Mr. Jones made a motion to grant permission to create the position and advertise for Police Officer. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO MODIFY JOB DESCRIPTIONS, TITLE CHANGES AND SALARY ADJUSTMENTS

Mr. Wilkerson recommended to modify job descriptions and title changes, and adjust salaries, as presented effective January 16, 2025. These individuals are not eligible for salary increase in FY 2026.

As recommended, Mr. Dorris made a motion to modify job descriptions and title changes, and adjust salaries, as presented effective January 16, 2025. These individuals are not eligible for salary increase in FY 2026. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO CREATE THE
POSITION AND JOB DESCRIPTION
AND ADVERTISE FOR
DIRECTOR-ECMC PROGRAM

Mr. Wilkerson recommended to grant permission to create the position and job description, and advertise for Director of ECMC Program, effective January 14, 2025, pending an executed grant agreement with the Educational Credit Management Corporation Foundation.

As recommended Mr. Daniels made a motion to grant permission to create the position and job description, and advertise for Director of ECMC Program, effective January 14, 2025, pending an executed grant agreement with the Educational Credit Management Corporation Foundation. This motion was seconded by Mr. Wielt. 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

Mr. Wilkerson recommended to ratify the payment of college expenses including travel expense reimbursements as presented, effective January 14, 2025.

As recommended Mr. Dorris made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective January 14, 2025. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

REPORTS

ACADEMIC COUNCIL

Mr. Jornd gave an update of the last council meeting and the courses/curriculum that was approved in tonight's packet.

ICCTA REPRESENTATIVE

No Report

RLC FOUNDATION

No Report

ACCREDITATION

Mr. Chad Copple reported Our Quality Initiative proposal has been approved by the Higher Learning Commission, so we're good to go on our competency-based education project in that respect. Next steps are to implement the project and provide a report on our progress to HLC by June 1, 2028. Additionally, we have most of our group together to go to the HLC Annual Conference this April in Chicago.

ERP

Mr. Chad Copple reported if all goes as expected, January will be the final month of our ERP implementation in terms of working with their consultants and other professional services. Moving forward, we will be handed off for regular but less frequent meetings with a cloud services consultant and with our customer support/sales reps. We have a few insights reporting engagements and one Finance engagement this month, and that should wrap it up. We have BHA Technologies at our disposal over the course of the next year on a time-and-materials basis.

OBSOLETE EQUIPMENT

No Report

PUBLIC COMMENT

None

PRESIDENT'S COMMENTS

President Terry Wilkerson mentioned the Highlights Handout and spoke highly of the Flat Stanley project that was featured.

ADJOURNMENT

There being no other business, at 7:33 PM 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*

February 11, 2025

RECOMMENDATION: To approve the withdrawal of courses 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 – January 27, 2025
Academic Council Meeting – January 29, 2025

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

Approval- Course Withdrawal

ENGL 1204 Selected Topics in Liberal Arts
Effective 2/1/2025

ENGL 1205 Selected Topics in English & Literature
Effective 2/1/2025

PHSC 1201 Selected Topics in Science
Effective 2/1/2025

MATH 1203 Selected Topics in Mathematics
Effective 2/1/2025

Signatures

Curriculum Committee Chair *Kathryn Helmers*

Date 02/05/2025

Academic Council Chair *Jared Kenney*

Date 02/05/2025

Vice President *Kimberly Wilkerson*

Date 02/05/2025

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE
POLICY & *PROCEDURE* 4.1115 – FEES**

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To approve revisions to Rend Lake College Policy & *Procedure* 4.1115 – Fees, effective the Fall Term 2025.

RATIONALE: Rend Lake College Policy & *Procedure* 4.1115 – Fees needs to be updated to better reflect the needs of the college.

EFFECTIVE DATE: Fall Term 2025

4.1115 Fees

POLICY

A schedule of the fees for appropriate courses and activities shall be developed by the Administration and approved by the Board of Trustees, which schedule may be amended from time to time and communicated to the general public via approved form of publication.

PROCEDURE

The administration shall establish a schedule of fees for appropriate courses and/or activities not to exceed the limitations identified below and shall annually communicate to the Board of Trustees the charges for participation in courses and/or activities. Communication to the Board of Trustees shall occur on or before the August Board meeting for the current fiscal year. The Board may amend the limitations for establishing the fees at any meeting of the Board of Trustees.

The guidelines for the establishment of fees are as follows:

- A. The College shall establish tuition and publish the applicable charge.
- B. The President may waive any tuition and / or fees.
- C. Transcript – Transcript requests are to be processed online and all fees involved are paid directly to the service provider. In the event that a student wishes to make an in-person request for a copy of his / her transcript, a \$5 fee for transcript will be due. This fee must be paid to the Business Office before the transcript will be released.
- D. The additional fees are established at the following rates:
 1. Service charge on returned check – \$30 / check
 2. Library fees
 - a. Replacement library card or student I.D. – \$10
 - b. Fee for library materials that are lost or damaged beyond repair – Replacement cost plus \$25
 - c. Damage to audiovisual equipment – Repair / replacement cost
 3. Printing / Photocopies – \$0.10 per page for black and white, \$0.25 per page for color copies
 4. Instructional Support Fee - ~~\$40~~ \$42 per credit hour. Instructional Support Fees include costs associated with textbooks, technology costs which directly support academic functions, and other general costs associated with academic services of the College.
 5. Replacement of lost key cards – \$25
 6. Course Fees
Course fees are listed in an Excel sheet linked within this document (see below).

[Course Fees - Rend Lake College \(rlc.edu\)](http://rlc.edu)

7. Membership to The Rec

	<u>Single</u>	<u>Family</u>
Fall Semester (Sept-Dec)	\$120.00	\$450.00 + *\$15/person for family member above 5 person family
Spring Semester (Jan-April)	\$120.00	\$450.00 + *\$15/person for family member above 5 person family

Summer Semester (May-August)	\$120.00	\$450.00 + *\$15/person for family member above 5 person family
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*THE \$15 IS NOT SUBJECT TO ANY PROMOTIONAL DISCOUNTS

The Rec Day Pass	
Fall Semester	\$5.00
Spring Semester	\$5.00
Summer Semester	\$5.00

8. Parking and/or Speeding Tickets Issued by Rend Lake College Security

Parking Tickets	\$25
Parking in a Handicapped Space	\$250
Speeding Tickets (1-5 mph over posted limit)	\$25
Speeding Tickets (5+ mph over posted limit)	\$25+\$1/mile over posted limit

Speeding tickets issued within 500 ft. of posted speed limits near the Rend Lake College Foundation Children's Center will be double the ticket fees as calculated in the above formula.

9. Non-Compliance Fees:

Failure to Comply with Directive in Emergency Situation	\$250
Failure to Comply with COVID Protocols	\$100

10. Non-returned Textbook Fees

A student who receives textbooks as part of the all-inclusive tuition program and does not return the issued textbooks by the pre-established deadline will be charged the retail price for the textbook.

11. Registration Fee for Contractual Education Agreements

Students enrolling in classes under which we have a contractual agreement with their employer will be required to submit a fee of \$25. This fee must be submitted, along with their registration, to the Business Office at the time of class registration.

12. Testing Fees

1. **Accuplacer** – All students will be able to take the Accuplacer test a maximum of two times after the beginning of the student's senior year in high school. If he/she chooses to test more than two times, the student will be required to pay a \$15 fee for each and every subsequent testing. Any one component or combination of all components will be considered as one testing session and students will be charged accordingly.
2. **Upward Mobility Testing** – Students who are testing as part of the Upward Mobility program will be charged a \$15 fee for testing required for eligibility within the program.
3. **Test Proctoring** – In the event that an educational institution or outside agency allows a test to be proctored by Rend Lake College staff, students will be charged a \$15 fee per test.

CourseId	Title	CourseFee	Justification	Modified	CourseStatus	CreditHours
ABE 1707	ABE MATH ONLY	0		3/6/2024 11:09	Active	4
ABE 1708	ABE READING/LANGUAGE ARTS ONLY	0		12/19/2019 15:00	Active	4
ACCO 1101	PRINCIPLES OF FINANCIAL ACCOUNTING	0		9/19/2019 12:15	Active	4
ACCO 1102	PRINCIPLES OF MANAGERIAL ACCOUNTING	0		9/19/2019 12:15	Active	4
ACCO 1202	PAYROLL ACCOUNTING	0		9/19/2019 12:15	Active	2
ACCO 1209	COMPUTERIZED ACCOUNTING	0		9/19/2019 12:15	Active	3
ACCO 2201	INTERMEDIATE ACCOUNTING I	0		9/19/2019 12:15	Active	3
AGAT 1200	INTRO TO AGRICULTURAL ENGINEERING	0	Supplies	8/15/2024 10:55	Active	4
AGAT 1201	AG TECH SOFTWARE APPLICATIONS	0	Supplies	8/15/2024 10:55	Active	4
AGAT 1202	CIRCUITS AND DIGITAL LOGIC	0	Supplies	8/15/2024 10:55	Active	4
AGAT 1203	AUTO APPLICATIONS IN AGRICULTURE	0	Supplies	8/15/2024 10:55	Active	4
AGRI 1141	AGRICULTURE ECONOMICS	0		9/19/2019 12:15	Active	3
AGRI 1161	SOIL SCIENCE	20	Equipment and supplies	2/12/2020 13:38	Active	4
AGRI 1181	INTRODUCTION TO ANIMAL SCIENCES	35	Equipment, travel, and supplies	2/12/2020 13:38	Active	4
AGRI 1203	IGNITIONS & ELECT. SYSTEMS	40	Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 1204	PHYSICS OF HYDRAULICS	50	Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 1205	ASSEMBLY, ADJUSTMENT AND MAINTENANCE	110	Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 1206	AG AIR CONDITIONING SYSTEMS	60	Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 1207	MACHINERY RECONDITIONING RESTORATION	110	Supplies and Equipment	9/14/2022 10:29	Active	5
AGRI 1208	DIESEL ENGINES	110	Supplies and Equipment	9/19/2019 12:15	Active	6
AGRI 1209	SUPERVISED OCCUPATIONAL EXPERIENCE	30	Supplies	7/17/2024 11:29	Active	2
AGRI 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30	Handouts and Travel	9/19/2019 12:15	Active	4
AGRI 1213	PEST MANAGEMENT	15	Supplies and Greenhouse	9/19/2019 12:15	Active	3
AGRI 1214	INTRO TO DIGITAL FARM MANAGEMENT	0	Supplies	10/7/2024 9:19	Active	3
AGRI 1215	SMALL ENGINES	60	Supplies and Equipment	9/19/2019 12:15	Active	3
AGRI 1221	INTRODUCTION TO AG OCCUPATIONS	0		9/19/2019 12:15	Active	1
AGRI 1222	APPLIED MATHEMATICS	0		9/19/2019 12:15	Active	3
AGRI 1223	INTRODUCTION AGRICULTURE BUSINESS	0		9/19/2019 12:15	Active	3
AGRI 1251	INTRODUCTION AGRICULTURE PRODUCTION	0		9/19/2019 12:15	Active	3
AGRI 1262	AGRICULTURAL CHEMICALS	0		9/19/2019 12:15	Active	3
AGRI 1263	CROP SCIENCE	20	Supplies and Equipment	9/14/2022 10:31	Active	4
AGRI 1285	AGRICULTURE TECHNOLOGIES	15	Supplies	9/14/2022 10:31	Active	3
AGRI 1605	AGRICULTURE UPDATE	0		9/19/2019 12:15	Active	4
AGRI 2201	TRANSMISSIONS & POWER TRAINS	60	Supplies and Equipment	9/19/2019 12:15	Active	4
AGRI 2204	ADVANCED MAJOR OVERHAUL	110	Supplies and Equipment	9/19/2019 12:15	Active	5
AGRI 2206	ADVANCED ELECTRICAL AND HYDRAULICS	0		9/19/2019 12:15	Active	4
AGRI 2207	FARM DATA MANAGEMENT AND ANALYTICS	0	Supplies	10/7/2024 9:20	Active	3
AGRI 2210	SUPERVISED AGRICULTURAL OCCUPATIONAL EXPERIENCE	30	Handouts and Travel	9/19/2019 12:15	Active	4
AGRI 2223	AGRICULTURAL FINANCE	0		9/19/2019 12:15	Active	3
AGRI 2225	FOOD AND AGRICULTURAL POLICY	0		9/19/2019 12:15	Active	3

AGRI 2241	FARM MANAGEMENT	0		9/19/2019 12:15	Active	3
AGRI 2242	MARKETING AGRICULTURAL PRODUCTS	30 Software		2/12/2020 13:40	Active	5
ALH 1200	INTRODUCTION TO PHARMACOLOGY	10 Supplies		9/19/2019 12:15	Active	3
ALH 1201	ANATOMY AND PHYSIOLOGY FUNDAMENTALS	0		9/19/2019 12:15	Active	3
ALH 1202	MEDICAL LAW AND ETHICS	0		9/19/2019 12:15	Active	3
ALH 1203	CAREER EXPLORATION IN HEALTHCARE	0		9/19/2019 12:15	Active	1
ALH 1204	INTRODUCTION TO VENIPUNCTURE	25		9/19/2019 12:15	Active	0.5
ALH 1205	CLINICAL EXPERIENCE	120 Background Check, Liability Insurance, Travel & D		9/19/2019 12:15	Active	3
ANTH 1101	CULTURAL ANTHROPOLOGY	0		9/19/2019 12:15	Active	3
AOT 1201	APPLICATOR MAINTENANCE	0		9/10/2021 11:22	Active	4.00
AOT 1202	AG RETAIL SALES	0		9/10/2021 11:23	Active	3.00
AOT 1203	FIELD COMPUTER SYSTEMS	110 Supplies		9/10/2021 11:27	Active	2.00
AOT 1204	FIELD CALIBRATION OF EQUIPMENT	110 Supplies and Chemicals		9/10/2021 11:29	Active	2.00
AOT 1205	PESTICIDE SAFETY	0		9/10/2021 11:30	Active	3.00
AOT 1206	APPLICATOR EQUIPMENT OPERATIONS	110 Supplies and Chemicals		9/10/2021 11:31	Active	3.00
ARCH 1202	ARCHITECTURAL MATERIALS AND METHODS	25 Supplies and Handouts		9/14/2022 10:34	Active	5
ARCH 1205	INTRODUCTION TO ARCHITECTURAL DRAWING	25 Supplies and Handouts		9/14/2022 10:34	Active	5
ARCH 1208	ARCHITECTURAL DRAWING	35 Supplies and Handouts		9/14/2022 10:35	Active	3
ARCH 1209	ARCHITECTURAL BUILDING TECHNOLOGY	35 Plotters and Supplies		9/14/2022 10:35	Active	3
ARCH 1211	INTRO TO ARCH THEORY & HISTORY	0		9/19/2019 12:15	Active	3
ARCH 1212	ARCHITECTURAL CONSTRUCTION SYSTEMS	0		9/19/2019 12:15	Active	3
ARCH 2203	SITE SURVEYING	20 Survey Equipment		9/19/2019 12:15	Active	4
ARCH 2206	ARCHITECTURAL DRAWING & DESIGN	60 Software and Supplies		9/14/2022 10:35	Active	4
ARCH 2207	ARCHITECTURAL RENDERING	45 Supplies, Handouts, and Materials		9/14/2022 10:36	Active	4
ARCH 2210	INTERNSHIP	30 Handouts and Travel		9/19/2019 12:15	Active	3
ARCH 2212	ARCHITECTURAL PROJECT	25 Plotters and Supplies		9/14/2022 10:36	Active	5
ARCH 2214	COST ESTIMATING	0		9/19/2019 12:15	Active	2
ARCH 2215	MECHANICAL AND ELECTRICAL SYSTEMS	0		9/19/2019 12:15	Active	3
ARCH 2216	ARCHITECTURAL/ENGINEERING PROJECT	45 Plotters and Supplies		9/14/2022 10:37	Active	4
ARCH 2218	SITE PLANNING	35 Supplies, Handouts, and Materials		9/14/2022 10:37	Active	3
ARCH 2220	STRUCTURAL DESIGN & ANALYSIS	0		9/19/2019 12:15	Active	4
ARCH 2224	CONSTRUCTION DOCUMENTS	0		9/19/2019 12:15	Active	2
ARCH 2225	CONSTRUCTION SYSTEMS	55 Building Materials		9/19/2019 12:15	Active	4
ARCH 2226	ARCHITECTURAL DOCUMENTS AND ESTIMATING	45 Supplies, Handouts, and Materials		9/14/2022 10:38	Active	3
ARCH 2227	ARCHITECTURAL BUILDING CODES	0		9/19/2019 12:15	Active	3
ARCH 2230	PORTFOLIO REVIEW	0		9/19/2019 12:15	Active	1
ART 1101	ART APPRECIATION	25 Art Supplies		9/19/2019 12:15	Active	3
ART 1103	DESIGN I	50 Studio Supplies		9/19/2019 12:15	Active	3
ART 1104	DESIGN II	75 Studio Supplies		9/19/2019 12:15	Active	3
ART 1105	DRAWING I	50 Studio Supplies		9/19/2019 12:15	Active	3
ART 1106	DRAWING II	75 Studio Supplies and Model		9/19/2019 12:15	Active	3

ART 1107	PAINTING I	50 Studio Supplies	9/19/2019 12:15	Active	3
ART 1108	PAINTING II	75 Studio Supplies	9/19/2019 12:15	Active	3
ART 2105	SCULPTURE I	75 Studio Supplies and Kilns	9/19/2019 12:15	Active	3
ART 2106	SCULPTURE II	75 Studio Supplies and Kilns	9/19/2019 12:15	Active	3
ART 2108	BEGINNING JEWELRY	75 Studio Supplies	9/19/2019 12:15	Active	3
ART 2109	ADVANCED JEWELRY	75 Studio Supplies	9/19/2019 12:15	Active	3
ART 2113	INTRODUCTION TO CERAMICS	75 Studio Supplies and Kilns	9/19/2019 12:15	Active	3
ART 2114	ADVANCED CERAMICS	75 Studio Supplies and Kilns	9/19/2019 12:15	Active	3
ART 2115	PRINTMAKING I	75 Supplies and Equipment	9/19/2019 12:15	Active	3
ART 2116	PRINTMAKING II	75 Supplies and Equipment	9/19/2019 12:15	Active	3
ART 2120	LIFE DRAWING	75 Studio Supplies and Model	9/19/2019 12:15	Active	3
ART 2121	INTRODUCTION TO STAINED GLASS	100 Supplies and Tools	9/19/2019 12:15	Active	3
ART 2111	ART HISTORY I	0	9/19/2019 12:15	Active	3
ART 2112	ART HISTORY II	0	9/19/2019 12:15	Active	3
ART 2201	ILLUSTRATION I	100 Studio Supplies	9/19/2019 12:15	Active	3
ART 2202	ILLUSTRATION II	100 Studio Supplies	9/19/2019 12:15	Active	3
ASE 1800	ASE MATH ONLY	0	9/19/2019 12:15	Active	9
ASE 1810	ASE READING/LANGUAGE ARTS ONLY	0	12/19/2019 14:59	Active	4
AST 1101	INTRODUCTION TO ASTRONOMY I	25 Supplies and Equipment	9/19/2019 12:15	Active	4
AUTO 1202	ENGINE REPAIR	55 Supplies and Equipment	9/14/2022 10:40	Active	5
AUTO 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30 Handouts and Travel	9/19/2019 12:15	Active	4
AUTO 1231	INTRO TO AUTOMOTIVE TECHNOLOGY	30 Supplies and Equipment	9/19/2019 12:15	Active	2
AUTO 1232	AUTO ELECTRICAL SYSTEMS A	55 Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 1235	ENGINE PERFORMANCE A	55 Supplies and Equipment	9/19/2019 12:15	Active	5
AUTO 1240	AUTO AIR CONDITIONING	55 Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 1245	BRAKING SYSTEMS	55 Supplies and Equipment	9/19/2019 12:15	Active	4
AUTO 1266	MAINTENANCE AND LIGHT REPAIR	165 Ford Fee	9/14/2022 10:40	Active	1
AUTO 1607	SELECTED TOPICS IN AUTOMOTIVE TECH	0	9/19/2019 12:15	Active	4
AUTO 1609	SMALL ENGINE REPAIR	20 Supplies and Equipment	7/17/2024 14:23	Inactive	2
AUTO 2213	HYBRID AND ELECTRIC VEHICLES I	30 Supplies and Equipment	11/5/2024 15:31	Active	2
AUTO 2214	AUTOMATIC TRANS/TRANSAXLE	50 Supplies and Equipment	9/19/2019 12:15	Active	5
AUTO 2215	MANUAL DRIVE TRAIN AND AXLES	25 Supplies and Equipment	9/19/2019 12:15	Active	5
AUTO 2230	AUTO ELECTRICAL SYSTEMS B	55 Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 2232	ENGINE PERFORMANCE C	55 Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 2235	ENGINE PERFORMANCE B	0	9/19/2019 12:15	Active	5
AUTO 2245	SUSPENSION AND STEERING	55 Supplies and Equipment	9/19/2019 12:15	Active	4
AUTO 2250	AUTOMOTIVE COMPUTER ELECTRONICS	55 Supplies and Equipment	9/19/2019 12:15	Active	3
AUTO 2251	HYBRID AND ELECTRIC VEHICLES II	55 Supplies	11/1/2024 13:53	Active	3
BIO 1100	COLLEGE BIOLOGY FOR NON-MAJORS	45 Supplies and Equipment	10/28/2019 10:47	Active	4
BIO 1101	COLLEGE BIOLOGY	55 Supplies and Equipment	9/19/2019 12:15	Active	5
BIO 1102	ENVIRONMENTAL ECOLOGY	45 Supplies and Equipment	9/19/2019 12:15	Active	4

BIO 1104	COLLEGE BIOLOGY II	60	Supplies and Equipment	9/19/2019 12:15	Active	5
BME 1201	INTRODUCTION TO BIOMED TECH	25	Supplies and Equipment	9/15/2021 11:30	Inactive	3
BME 1202	BIOMEDICAL ELECTRONICS DEVICES	25	Supplies and Equipment	9/15/2021 11:30	Inactive	3
BME 1203	INTRO TO RADIOGRAPHY BIOMED	25	Supplies and Equipment	9/15/2021 11:31	Inactive	3
BME 1204	BIOMED INTERNSHIP I	145	Travel, Drug Screen and Liability Insurance, Backg	9/15/2021 11:31	Inactive	3
BME 1205	ADVANCED MEDICAL ELECTRONICS	25	Supplies and Equipment	9/15/2021 11:31	Inactive	3
BME 1206	BIOMED INTERNSHIP II	75	Travel, Drug Screen and Liability Insurance	9/15/2021 11:32	Inactive	3
BME 1207	CBET EXAM PREP	0		9/15/2021 11:32	Inactive	1
BOT 1101	PLANTS AND SOCIETY	55	Supplies and Equipment	9/19/2019 12:15	Active	4
BSB 1700	HEALTH CARE BASIC SKILLS	0		12/19/2019 14:58	Active	12
BSB 1701	MANUFACTURING BASIC SKILLS	0		12/19/2019 14:58	Active	12
BSB 1702	EARLY CHILDHOOD EDUCATION SKILLS	0	Supplies	7/17/2024 10:52	Active	3.00
BSB 1703	INFORMATION TECHNOLOGY BASIC SKILLS	0		5/16/2024 9:03	Active	12.0
BSB 1705	CAREER PLANNING	0		3/15/2022 11:58	Active	4.00
BSB 1720	ICAPS EMPLOYABILITY SKILLS	0		7/7/2022 14:08	Active	3.00
BSB 1722	CUSTOMER SERVICE	0		7/7/2022 14:08	Active	3.00
BSB 1724	FOOD HANDLERS & WAIT STAFF	0		7/7/2022 13:58	Active	3.00
BSB 1726	ENVIRONMENTAL SERVICES	0		7/7/2022 13:58	Active	3.00
BSB 1728	TRANSITIONS AND WORK READINESS	0		7/7/2022 13:58	Active	3.00
BSB 1730	WORK EXPERIENCE	0		7/7/2022 13:57	Active	3.00
BSB 1820	EMPLOYABILITY SKILLS	0		7/7/2022 13:52	Active	3.00
BSB 1822	CUSTOMER SERVICE	0		7/7/2022 13:51	Active	3.00
BSB 1824	FOOD HANDLERS & WAIT STAFF	0		7/7/2022 13:51	Active	3.00
BSB 1826	ENVIRONMENTAL SERVICES	0		7/7/2022 13:50	Active	3.00
BSB 1828	TRANSITIONS AND WORK READINESS	0		7/7/2022 13:50	Active	3.00
BSB 1830	WORK EXPERIENCE	0		7/7/2022 13:49	Active	3.00
BUSI 1101	INTRODUCTION TO BUSINESS	0		9/19/2019 12:15	Active	3
BUSI 1103	BUSINESS LAW I	0		9/19/2019 12:15	Active	3
BUSI 1200	JOB STRATEGY	0		9/19/2019 12:15	Active	1
BUSI 1202	EMPLOYABILITY SKILLS	0		3/12/2020 8:32	Active	1
BUSI 1203	ENTREPRENEURIAL SKILLS	0		9/19/2019 12:15	Active	4
BUSI 1204	BUSINESS FUNCTIONS	0		9/19/2019 12:15	Active	5
BUSI 1601	SELECTED TOPICS IN BUSINESS & IND.	0		9/19/2019 12:15	Active	4
BUSI 2101	BUSINESS LAW II	0		9/19/2019 12:15	Active	3
BUSI 2102	CUSTOMER SERVICE	0		9/19/2019 12:15	Active	3
BUSI 2105	LEGAL & SOCIAL ENVIRONMENT	0		9/19/2019 12:15	Active	3
BUSI 2107	BUSINESS COMMUNICATIONS	0		9/19/2019 12:15	Active	3
BUSI 2203	BUSINESS ETHICS	0		9/19/2019 12:15	Active	3
BUSI 2205	E-COMMERCE	0		9/19/2019 12:15	Active	3
BUSI 2206	BUSINESS DYNAMICS	0		9/19/2019 12:15	Active	3
BUSI 2207	BUSINESS ORGANIZATION	0		9/19/2019 12:15	Active	3

BUSI 2208	INTERCULTURAL BUSINESS	0		9/19/2019 12:15	Active	3
BUSI 2209	INVENTORY MANAGEMENT	0		9/19/2019 12:15	Active	3
CAD 1201	INTRODUCTION TO CAD	35	Plotters and Supplies	9/14/2022 10:40	Active	2
CAD 1203	CAD APPLICATIONS - ARCHITECTURAL	35	Plotters and Supplies	9/14/2022 10:41	Active	2
CAD 1204	CAD APPLICATIONS - MECHANICAL	35	Plotters and Supplies	9/14/2022 10:41	Active	2
CAD 1205	CAD APPLICATIONS - CIVIL	35	Plotters and Supplies	9/14/2022 10:41	Active	2
CAD 1208	CAD APPLICATIONS - 3D	35	Plotters and Supplies	9/14/2022 10:41	Active	3
CAD 1210	COMPUTER APP. FOR THE WORK PLACE	35	Plotters and Supplies	9/14/2022 10:41	Active	2
CHE 1101	GENERAL CHEMISTRY I	55	Supplies and Equipment	9/19/2019 12:15	Active	5
CHE 1102	GENERAL CHEMISTRY II	55	Supplies and Equipment	9/19/2019 12:15	Active	5
CHE 1103	INORGANIC CHEMISTRY	55	Supplies and Equipment	9/19/2019 12:15	Active	5
CHE 1104	QUALITATIVE ANALYSIS INORGANIC CHEMISTRY	55	Supplies and Equipment	9/19/2019 12:15	Active	5
CHE 2120	ORGANIC CHEMISTRY I	55	Supplies and Equipment	9/19/2019 12:15	Active	5
CHE 2121	ORGANIC CHEMISTRY II	55	Supplies and Equipment	9/19/2019 12:15	Active	5
CMA 1201	ADMINISTRATIVE ASPECTS	0		9/19/2019 12:15	Active	4
CMA 1202	PATIENT CARE I	35	Supplies	9/19/2019 12:15	Active	3
CMA 1203	BILLING AND CODING	0		9/19/2019 12:15	Active	3
CMA 1204	PROFESSIONALISM AND SAFETY	0		9/19/2019 12:15	Active	3
CMA 1205	LAB LOGISTICS	0		9/19/2019 12:15	Active	4
CMA 1206	PATIENT CARE II	35	Supplies	9/19/2019 12:15	Active	3
CMA 1207	PRACTICUM	170	Travel, Drug Screen and Liability Insurance, Backg	9/19/2019 12:15	Active	4
CMA 1208	ESSENTIALS OF HIM	0		10/28/2019 16:21	Active	3
CNA 1201	CERTIFIED NURSE ASSISTING	50	Supplies, Equipment, Liability Insurance	9/19/2019 12:15	Active	7
CNA 1603	NURSING AIDE SKILLS RECERTIFICATION	0		9/19/2019 12:15	Active	1
CNA 1604	NURSING AIDE SKILLS	0		9/19/2019 12:15	Active	0.5
CNS 1207	FUNDAMENTALS OF INFORMATION SECURITY	0		9/14/2022 10:42	Active	4
CNS 1210	INTRODUCTION TO NETWORKS	0		9/14/2022 10:42	Active	5
CNS 2200	EMERGING TECHNOLOGIES	200 0	Certification Fee	9/14/2022 10:44	Active	5
CNS 2228	HACKING TECHNIQUES AND TOOLS	0		9/14/2022 10:44	Active	4
CNS 2231	NETWORK SECURITY FIREWALLS AND VPN'S	0		9/14/2022 10:44	Active	3
CNS 1212	HARDWARE AND OPERATING SYSTEMS	0		9/14/2022 10:45	Active	5
CNS 1221	NETWORK ROUTER TECHNOLOGY	0		9/14/2022 10:45	Active	5
CNS 1231	WINDOWS PROFESSIONAL	0		9/14/2022 10:45	Active	3
CNS 1232	WINDOWS SERVER	0		9/14/2022 10:45	Active	3
CNS 1234	LINUX NETWORKING	0		9/14/2022 10:47	Active	3
CNS 1235	LINUX SERVER	0		9/14/2022 10:47	Active	4
CNS 1240	DIGITAL FUNDAMENTALS	60	Supplies and Equipment. Added software	4/21/2021 12:24	Inactive	3
CNS 2230	NETWORK IMPLEMENTATION	0		9/14/2022 10:47	Active	3
CNS 2260	WIRELESS LAN / WAN	0		9/14/2022 10:47	Active	4
CNTD 1600	SPECIAL TOPICS IN EDUCATION	0		11/14/2019 12:20	Active	4
CNTD 1601	A TO Z GRANT WRITING	0		11/14/2019 12:20	Active	4

CNTD 1602	BIG IDEAS IN LITTLE BOOKS	0	11/14/2019 12:20	Active	4
CNTD 1603	THE CLASSROOM COMPUTER	0	11/14/2019 12:20	Active	4
CNTD 1604	THE CREATIVE CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1605	DIFFERENTIATED INSTRUCTION CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1606	ENHANCING LANGUAGE DEVELOPMENT	0	11/14/2019 12:20	Active	4
CNTD 1607	GET ASSERTIVE!	0	11/14/2019 12:20	Active	4
CNTD 1608	GUIDED READING/DIFFERENTIATED CLASS	0	11/14/2019 12:20	Active	4
CNTD 1609	GUIDING KIDS ON THE INTERNET	0	11/14/2019 12:20	Active	4
CNTD 1610	INTEGRATING TECH IN K-5 CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1611	LEADERSHIP	0	11/14/2019 12:20	Active	4
CNTD 1612	MS WORD IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1613	POWER POINT IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1614	MS EXCEL IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1615	SOLVING CLASSROOM DISCIPLINE PROB I	0	11/14/2019 12:20	Active	4
CNTD 1616	SOLVING CLASSROOM DISCIPLINE PROB II	0	11/14/2019 12:20	Active	4
CNTD 1617	UNDERSTANDING ADOLESCENTS	0	11/14/2019 12:20	Active	4
CNTD 1618	USING THE INTERNET IN THE CLASSROOM	0	11/14/2019 12:20	Active	4
CNTD 1619	INTRODUCTION TO TEACHING ESL/EFL	0	11/14/2019 12:20	Active	4
CNTD 1620	SPECIAL TOPICS IN NURSING	0	11/14/2019 12:20	Active	4
CNTD 1621	SPECIAL TOPICS IN HEALTH CARE	0	11/14/2019 12:20	Active	4
CNTD 1622	SPECIAL TOPICS IN RADIOLOGY	0	11/14/2019 12:20	Active	4
CNTD 1630	SPECIAL TOPICS IN EMERGENCY SERVICES	0	11/14/2019 12:20	Active	4
CNTD 1640	FIREARM SAFETY & MARKSMANSHIP	0	11/14/2019 12:20	Active	0.5
CNTD 1641	CONCEALED CARRY LAW & QUALIFICATION	0	11/14/2019 12:20	Active	0.5
CNTD 1642	BASIC HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
CNTD 1643	ADVANCED HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
CNTD 1644	LOW LIGHT HANDGUN TRAINING	0	11/14/2019 12:20	Active	0.5
CNTD 1650	SIGN LANGUAGE	0	11/14/2019 12:20	Active	4
CNTD 1651	CREATING THE INCLUSIVE CLASSROOM	0	11/14/2019 12:21	Active	4
CNTD 1652	GUIDED READING AND WRITING	0	11/14/2019 12:21	Active	4
CNTD 1653	SURVIVAL KIT FOR NEW TEACHERS	0	11/14/2019 12:21	Active	4
CNTD 1654	READY, SET, READ!	0	11/14/2019 12:21	Active	4
CNTD 1655	SPEED SPANISH	0	11/14/2019 12:21	Active	4
CNTD 1656	SINGAPORE MATH STRATEGIES	0	11/14/2019 12:21	Active	4
CNTD 1657	WORKING SUCCESSFULLY WITH LD STUDENT	0	11/14/2019 12:21	Active	4
CNTD 1658	TEACHING STUDENTS WITH AUTISM	0	11/14/2019 12:21	Active	4
CNTD 1659	TEACHING MATH GRADES 4-6	0	11/14/2019 12:21	Active	4
CNTD 1660	TEACHING SCIENCE GRADES 4-6	0	11/14/2019 12:21	Active	4
CNTD 1661	TEACHING WRITING GRADES 4-6	0	11/14/2019 12:21	Active	4
CNTD 1690	SELECT TOPICS CONT ED PROFESSIONALS	0	11/14/2019 12:21	Active	4
CNTD 1691	SPECIAL TOPICS IN ENV SUSTAINABILITY	0	11/14/2019 12:21	Active	4

COMM 1101	PRINCIPLES OF EFFECTIVE SPEAKING	0	9/19/2019 12:16	Active	3
COMM 1103	SMALL GROUP COMMUNICATION	0	9/19/2019 12:16	Active	3
COMM 1104	INTERPERSONAL COMMUNICATION	0	9/19/2019 12:16	Active	3
COMM 1106	INTERCULTURAL COMMUNICATIONS	0	9/19/2019 12:16	Active	3
COOP 1101	COOPERATIVE EDUCATION	30 Handouts and Travel	2/12/2020 13:46	Active	4
COOP 2101	COOPERATIVE EDUCATION II	30 Handouts and Travel	2/12/2020 13:46	Active	4
COSM 1201	BARBER/COSMETOLOGY THEORY I	0	9/14/2022 10:50	Active	3
COSM 1202	BARBER/COSMETOLOGY CLINIC I	900 Supplies, Equipment and Kit	9/19/2019 12:16	Active	7
COSM 1203	COSMETOLOGY THEORY II	0	9/19/2019 12:16	Active	2
COSM 1204	COSMETOLOGY CLINIC II	350 Supplies and Equipment	9/14/2022 10:50	Active	8
COSM 1205	BARBER / COSMETOLOGY CLINIC III	300 Supplies and Equipment	9/14/2022 10:51	Active	8
COSM 1206	BARBER/COSMETOLOGY INTERNSHIP	0	9/19/2019 12:16	Active	1
COSM 1207	BARBER THEORY II	0	9/19/2019 12:16	Active	2
COSM 1208	BARBER CLINIC II	250 Supplies and Equipment	9/19/2019 12:16	Active	8
COSM 1209	COSMETOLOGY/BARBER REFRESHER	250 Supplies and Equipment	9/19/2019 12:16	Active	6
COSM 1210	POST-GRADUATE TRAINING I	0	9/19/2019 12:16	Active	10
COSM 1211	POST-GRADUAT TRAINING II	0	9/19/2019 12:16	Active	8
COSM 1212	TEACHING METHODS	0	9/19/2019 12:16	Active	3
COSM 1213	COSMETOLOGY TEACHING METHODS APPLICA	0	9/19/2019 12:16	Active	5
COSM 1214	STUDENT TEACHING	0	9/19/2019 12:16	Active	8
COSM 1215	NAIL TECHNOLOGY THEORY I	0	9/14/2022 10:51	Active	4
COSM 1216	NAIL TECHNOLOGY CLINIC I	750 Supplies, Equipment and Kit	2/1/2023 12:25	Active	4
COSM 1217	NAIL TECHNOLOGY THEORY II	0	9/19/2019 12:16	Active	4
COSM 1218	NAIL TECHNOLOGY CLINIC II	150 Supplies and Equipment	9/19/2019 12:16	Active	4
COSM 1219	ESTHETICS THEORY I	0	9/14/2022 10:51	Active	5
COSM 1220	ESTHETICS CLINIC I	900 Supplies, Equipment and Kit	9/19/2019 12:16	Active	5
COSM 1221	ESTHETICS THEORY II	0	9/19/2019 12:16	Active	5
COSM 1222	ESTHETICS CLINIC II	600 Supplies and Equipment	9/14/2022 10:52	Active	5
COSM 1223	ESTHETICS THEORY III	0	9/19/2019 12:16	Active	5
COSM 1224	ESTHETICS CLINIC III	300 Supplies and Equipment	9/14/2022 10:52	Active	5
COSM 1225	INTERNSHIP	0	9/19/2019 12:16	Active	0.5
COSM 1226	BARBER/COSMETOLOGY THEORY I-A	0	9/19/2019 12:16	Active	3
COSM 1227	BARBER/COSMETOLOGY CLINIC I-A	250 Supplies and Equipment	9/19/2019 12:16	Active	7
COSM 1228	COSMETOLOGY THEORY II-A	0	9/19/2019 12:16	Active	2
COSM 1229	COSMETOLOGY CLINIC II-A	350 Supplies and Equipment	9/14/2022 10:52	Active	8
COSM 1230	BARBER/COSMETOLOGY THEORY III	0	9/19/2019 12:16	Active	1
COSM 1231	BARBER THEORY II-A	0	9/19/2019 12:16	Active	2
COSM 1232	BARBER CLINIC II-A	250 Supplies and Equipment	9/19/2019 12:16	Active	8
COSM 1233	NOVALASH CLASSIC LASH EXTENSIONS	0	3/12/2020 8:35	Active	1.0
COSM 1234	SPECIAL TOPICS IN COSMETOLOGY	0	3/12/2020 8:35	Active	4.0
CRJS 1201	INTRODUCTION TO CRIMINAL JUSTICE	0	9/19/2019 12:16	Active	3

CRJS 1202	CRIMINOLOGY	0	9/19/2019 12:16	Active	3
CRJS 1203	INTRODUCTION TO CORRECTIONS	0	9/19/2019 12:16	Active	3
CRJS 1204	COMMUNITY POLICING	0	9/19/2019 12:16	Active	3
CRJS 1205	CYBER CRIME AND LAW	0	9/19/2019 12:16	Active	3
CRJS 1206	COMMUNITY-BASED CORRECTIONS	0	9/19/2019 12:16	Active	3
CRJS 1208	PRIVATE INVESTIGATOR	110	Firearms Supplies and Range		
CRJS 1209	LAW ENFORCEMENT SCENARIOS	50	Supplies and Equipment		
CRJS 1220	INTRO TO PRIVATE SECURITY	0	9/19/2019 12:16	Active	3
CRJS 1250	SPECIAL TOPICS IN CRIMINAL JUSTICE	0	9/14/2022 10:53	Active	3
CRJS 1602	FIREARMS RETRAINING / QUALIFICATION	20	Firearms Supplies and Range		
CRJS 1603	ACTIVE SHOOTER TRAINING	0	9/19/2019 12:16	Active	0.5
CRJS 1604	FIREARMS TRAINING	0	9/19/2019 12:16	Active	1.5
CRJS 2201	POLICE PATROL TACTICAL OPERATIONS	0	9/19/2019 12:16	Active	3
CRJS 2202	JUVENILE JUSTICE	0	9/19/2019 12:16	Active	3
CRJS 2203	POLICE TRAFFIC FUNCTIONS	0	9/19/2019 12:16	Active	3
CRJS 2204	CRIMINAL JUSTICE ADMINISTRATION	0	9/19/2019 12:16	Active	3
CRJS 2205	POLICE WEAPONS & DEFENSIVE TACTICS	55	Firearms Supplies and Range		
CRJS 2206	CRIMINAL PROCEDURE	0	9/19/2019 12:16	Active	3
CRJS 2208	CRIMINAL INVESTIGATION	0	9/19/2019 12:16	Active	3
CRJS 2209	CRIMINAL LAW	0	9/19/2019 12:16	Active	3
CRJS 2210	CRIMINAL JUSTICE INTERNSHIP	30	Handouts and Travel		
CRJS 2212	CORRECTIONAL COUNSELING	0	9/19/2019 12:16	Active	3
CRJS 2214	PROBATION AND PAROLE	0	9/19/2019 12:16	Active	3
CRJS 2216	CYBER CRIME AND INVESTIGATION	0	9/19/2019 12:16	Active	3
CRJS 2220	LOSS CONTROL AND CRIME PREVENTION	0	9/19/2019 12:16	Active	3
CRJS 2225	CRIME SCENE INVESTIGATION	30	Supplies		
CSCI 1101	INTRODUCTION TO COMPUTERS	0	9/19/2019 12:16	Active	4
CSCI 1102	INTRO TO COMPUTERS WITH BUSI/APPLIC	0	9/14/2022 10:56	Active	3
CSCI 1103	INTRODUCTION TO PROGRAMMING	35	Computer Equipment		
CSCI 1104	INTRODUCTION TO PROGRAMMING	0	9/14/2022 10:56	Active	4
CSCI 1236	INTEGRATING TECHNOLOGIES	0	9/19/2019 12:16	Active	2
CSCI 1237	IT SUPPORT PROFESSIONAL	400	Software and Certification Fee		
CSCI 1243	BEGINNING MICROSOFT WORD	0	9/14/2022 10:55	Active	6
CSCI 1255	MICROSOFT ACCESS DATABASE	0	9/14/2022 10:56	Active	3
CSCI 1257	SQL SERVER DATABASE DESIGN	0	9/14/2022 10:56	Active	3
CSCI 1260	INTRO TO .NET PLATFORM PROGRAMMING	0	9/14/2022 10:56	Active	3
CSCI 1261	MASTERING .NET PLATFORM FUNDAMENTALS	0	9/14/2022 10:58	Active	3
CSCI 1262	ADVANCED .NET PLATFORM DEVELOPMENT	0	9/14/2022 10:58	Active	3
CSCI 1263	MICROSOFT EXCEL SPREADSHEET	0	9/14/2022 10:58	Active	3
CSCI 1264	WEB APPLICATION DEVELOPMENT	0	9/14/2022 10:58	Active	3
CSCI 1275	MICROSOFT POWERPOINT	0	9/14/2022 10:58	Active	3

CSCI 1280	ADVANCED DATABASE SYSTEMS	0		9/14/2022 10:59	Active	3
CSCI 1290	SPECIAL PROGRAMMING PROJECT	0		9/14/2022 10:59	Active	4
CSCI 1600	SELECTED COMPUTER TOPICS	90	Software and Materials .50 Credit \$45, 1 credit \$:	9/14/2022 11:03	Active	3
CSCI 1612	BEGINNING MICROSOFT WORD	90	Software and Materials, .50 Credit \$45, 1 credit \$	9/14/2022 11:03	Active	4
CSCI 1616	BEGINNING MICROSOFT EXCEL	90	Software and Materials, .50 Credit \$45, 1 credit \$	9/14/2022 11:05	Active	4
CSCI 1617	INTERMEDIATE MICROSOFT EXCEL	90	Software and Materials, .50 Credit \$5, 1 credit \$9	9/14/2022 11:06	Active	4
CSCI 1621	INTERMEDIATE MICROSOFT POWERPOINT	90	Software and Materials, .50 Credit \$45, 1 credit \$	9/14/2022 11:08	Active	4
CSCI 1694	BEGINNING QUICKBOOKS	90	Software and Materials, .50 Credit \$45, 1 credit \$	9/14/2022 11:09	Active	3
CSCI 2100	DISCRETE STRUCTURES	0		9/14/2022 11:10	Active	3
CSCI 2104	ADVANCED DATA STRUCTURES	0		9/14/2022 11:10	Active	4
CSCI 2209	SYSTEMS ANALYSIS AND DESIGN	0		9/19/2019 12:16	Active	3
CSCI 2243	INTERMEDIATE MICROSOFT WORD	0		9/14/2022 11:10	Active	3
CSCI 2245	INTEGRATING MICROSOFT APPLICATIONS	0		9/14/2022 11:10	Active	3
CULA 1201	PROFESSIONAL COOKING I	400	Supplies and Equipment	9/14/2022 11:59	Active	6
CULA 1202	NUTRITION AND MENU PLANNING	0		9/19/2019 12:16	Active	3
CULA 1203	PROFESSIONAL COOKING II	400	Supplies and Equipment	9/14/2022 11:59	Active	6
CULA 1205	FOOD SANITATION	55	Certification Fee	9/14/2022 12:00	Active	2
CULA 1206	SELECTED TOPICS IN CULINARY ARTS	0		9/19/2019 12:16	Active	4
CULA 1207	CULINARY MATH	0		9/19/2019 12:16	Active	3
CULA 1208	PROFESSIONAL ARTISAN BREAD	400	Supplies and Equipment	9/14/2022 12:01	Active	3
CULA 1209	EVENT CATERING	0		9/19/2019 12:16	Active	2
CULA 1210	GRILLING AND SMOKING	35	Supplies and Equipment	9/14/2022 12:01	Active	1
CULA 1605	FOOD SANITATION REFRESHER	0		9/19/2019 12:16	Active	0.5
CULA 2201	PROFESSIONAL BAKING TECHNIQUES	400	Supplies and Equipment	9/14/2022 12:01	Active	6
CULA 2202	RESTAURANT MANAGEMENT	0		9/19/2019 12:16	Active	3
CULA 2203	DINING ROOM & BANQUET MANAGEMENT	0		9/19/2019 12:16	Active	4
CULA 2204	GARDE MANAGER	400	Supplies and Equipment	9/14/2022 12:02	Active	4
CULA 2205	RESTAURANT COST CONTROL	0		9/19/2019 12:16	Active	3
CULA 2206	RESTAURANT OPERATIONS	400	Supplies and Equipment	9/14/2022 12:02	Active	5
CULA 2207	PROFESSIONAL PASTRY PRINCIPLES	400	Supplies and Equipment	9/14/2022 12:02	Active	6
CULA 2208	EXPLORING WINES	250	Supplies	9/19/2019 12:16	Active	4
CULA 2209	PROFESSIONAL COOKING III	400	Supplies and Equipment	9/14/2022 12:03	Active	6
CULA 2210	RESTAURANT PRODUCTION DESSERTS	400	Supplies and Equipment	9/14/2022 12:03	Active	2
DIEL 1201	DIESEL FUEL SYSTEMS	60	Supplies	7/17/2024 11:19	Active	3.00
DIEL 1202	BASIC DIESEL FUEL SYSTEMS	60	Supplies and Equipment	9/19/2019 12:16	Active	2
DIEL 1203	HEAVY EQUIPMENT ALIGNMENT	60	Supplies and Equipment	9/19/2019 12:16	Active	2
DIEL 1204	INTERMEDIATE DIESELS	60	Supplies and Equipment	9/19/2019 12:16	Active	4
DIEL 1205	HEAVY EQUIPMENT BRAKES	60	Supplies and Equipment	9/19/2019 12:16	Active	3
DIEL 1206	ADVANCED DIESELS	20	Supplies and Equipment	9/14/2022 12:04	Active	2
DIEL 1208	DIESEL ACCESSORIES	60	Supplies and Equipment	9/19/2019 12:16	Active	2
DIEL 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30	Handouts and Travel	9/19/2019 12:16	Active	4

DIEL 2210	SUPERVISED OCCUP. EXPERIENCE II	30 Handouts and Travel	9/19/2019 12:16	Active	4
ECE 1603	PROMOTE SOCIAL EMOTIONAL COMPETENCE	0 Supplies and Equipment	4/27/2023 13:21	Active	
ECE 1604	STRENGTHENING BUSINESS IN CHILDCARE	0	10/17/2022 11:38	Active	3.0
ECE 1201	CHILD DEVELOPMENT	0	9/19/2019 12:16	Active	3
ECE 1202	INTRODUCTION TO EARLY CHILDHOOD ED	0	9/19/2019 12:16	Active	3
ECE 1204	CREATIVE ARTS FOR YOUNG CHILDREN	0	9/14/2022 12:04	Active	3
ECE 1205	HEA, SAFE, & NUTR FOR YOUNG CHILDREN	0	9/19/2019 12:16	Active	3
ECE 1206	CURRICULUM FOR YOUNG CHILDREN	0	9/14/2022 12:04	Active	3
ECE 1207	LANGUAGE ARTS FOR YOUNG CHILDREN	0	9/19/2019 12:16	Active	3
ECE 1208	FAMILY/COMMUNITY/STAFF RELATIONS	0	9/19/2019 12:16	Active	3
ECE 1209	CURRICULUM LAB	0	9/14/2022 12:05	Active	3
ECE 1210	CHILD STUDY & OBSERVATION	0	9/19/2019 12:16	Active	3
ECE 1600	SPECIAL TOPICS IN ECE	0	10/28/2019 16:22	Active	4
ECE 1601	EXTEND PRESCHOOL CHILD'S THINKING	0	3/10/2022 10:36	Active	3.0
ECE 1602	INFANT TODDLER PERSPECTIVES	0	10/17/2022 11:02	Active	3.0
ECE 1603	PROMOTE SOCIAL EMOTIONAL COMPETENCE	0	10/17/2022 10:33	Active	3.0
ECE 1605	BUILDING SOCIAL AND EMOTIONAL SKILLS	0	12/11/2023 13:09	Active	3
ECE 2202	CENTER-BASED CHILD CARE MANAGEMENT	0	9/19/2019 12:16	Active	3
ECE 2203	SCIENCE/MATH FOR YOUNG CHILDREN	0	9/19/2019 12:16	Active	3
ECE 2205	PROGRAMMING/TEACHING SCHOOL-AGE	0	9/19/2019 12:16	Active	3
ECE 2206	PROGRAMMING/TEACHING INFANTS/TODDLERS	0	9/19/2019 12:16	Active	3
ECE 2207	CHILD GUIDANCE	0	9/19/2019 12:16	Active	3
ECE 2208	TEACHING THE CHILD WITH DISABILITIES	0	9/19/2019 12:16	Active	3
ECE 2209	PRACTICUM	0	9/14/2022 12:05	Active	4
ECE 1602	INFANT TODDLER PERSPECTIVES	0 Supplies and Equipment	12/4/2024 11:18	Active	
ECON 1101	INTRODUCTION TO ECONOMICS	0	9/19/2019 12:16	Active	3
ECON 2101	PRINCIPLES OF ECONOMICS I	0	9/19/2019 12:16	Active	3
ECON 2102	PRINCIPLES OF ECONOMICS II	0	9/19/2019 12:16	Active	3
EDUC 1101	INTRO TO EDUCATION & OBSERVATION	35 Background Check	9/19/2019 12:16	Active	3
EDUC 1104	EDUCATIONAL TECHNOLOGY	0	9/19/2019 12:16	Active	3
EDUC 1106	HUMAN DEVELOPMENT	0	9/19/2019 12:16	Active	3
EDUC 1107	DIVERSITY IN EDUCATION	0	9/19/2019 12:16	Active	3
EDUC 1200	TUTOR TRAINING	0	9/19/2019 12:16	Active	2
EDUC 1601	INSTRUCTOR TRAINING	0	9/19/2019 12:16	Active	9
EDUC 1602	ONLINE INSTRUCTIONAL METHODS	0	5/17/2021 8:58	Active	3.0
EDUC 1603	INSTRUCTIONAL METHODS & STRATEGIES	0	9/19/2019 12:16	Active	3
EDUC 1604	ADVANCED INSTRUCTIONAL METHODS	0	9/19/2019 12:16	Active	3
EDUC 1605	INSTRUCTIONAL METHODS IN PRACTICE	0	9/19/2019 12:16	Active	3
ELEC 1210	NATIONAL ELECTRICAL CODE	0	9/19/2019 12:16	Active	3
ELEC 1611	ELECTRICAL QUALIF RETRAIN.(UNDERGRD)	55 Instructional Fees	9/14/2022 12:06	Active	0.5
EMS 1240	HAZ/MAT AWARENESS: EMS	0	9/19/2019 12:16	Active	4

EMS 1255	INCIDENT COMMAND FOR FIRST RESPONDER	0	9/19/2019 12:16	Active	4
EMS 1256	INCIDENT COMMAND FOR MANAGERS	0	9/19/2019 12:16	Active	4
EMS 1601	AHA CORE INSTRUCTOR	0	9/19/2019 12:16	Active	0.5
EMS 1604	AHA BASIC LIFE SUPPORT INSTRUCTOR	0	9/19/2019 12:16	Active	1
EMS 1614	CPR AND FIRST AID	35 Supplies, Equipment, and Certification Fee	9/14/2022 12:07	Active	0.5
EMS 1620	ACLS PREPARATORY	0	9/19/2019 12:16	Active	0.5
EMS 1621	ADVANCED CARDIAC LIFE SUPPORT	35 Supplies, Equipment, and Certification Fee	9/14/2022 12:07	Active	1
EMS 1622	ACLS INSTRUCTOR	0	9/19/2019 12:16	Active	1
EMS 1625	PALS PREPARATORY	0	9/19/2019 12:16	Active	0.5
EMS 1626	PEDIATRIC ADVANCED LIFE SUPPORT	35 Supplies, Equipment, and Certification Fee	9/14/2022 12:07	Active	1
EMS 1627	PALS INSTRUCTOR	0	9/19/2019 12:16	Active	1
EMS 1641	BASIC ARRHYTHMIAS	0	9/19/2019 12:16	Active	1
EMS 1642	INTERNATIONAL TRAUMA LIFE SUPPORT	0	9/19/2019 12:16	Active	1
EMS 1643	TRAUMA NURSING CORE COURSE	0	9/19/2019 12:16	Active	1
EMT 1204	EMERGENCY MEDICAL RESPONDER	0	9/19/2019 12:16	Active	3
EMT 1250	EMERGENCY MEDICAL TECHNICIAN	50 Supplies, Equipment, Drug Screen and Liability In:	9/19/2019 12:16	Active	9
EMT 1601	EMT REFRESHER	0	9/19/2019 12:16	Active	1.5
EMT 1605	PARAMEDIC REFRESHER	0	9/19/2019 12:16	Active	2
EMT 1606	SPECIAL TOPICS IN EMERGENCY MEDICINE	0	9/19/2019 12:16	Active	1
EMTP 1250	DRUG DOSAGE CALCULATIONS	0	9/19/2019 12:16	Active	3
EMTP 1260	PARAMEDIC SERVICES I	50 Software, Supplies, and Equipment	9/14/2022 12:09	Active	6
EMTP 1262	PARAMEDIC SERVICES II	50 Supplies and Equipment	9/19/2019 12:16	Active	12
EMTP 1263	PARAMEDIC SERVICES III	50 Supplies and Equipment	9/19/2019 12:16	Active	12
EMTP 1264	PARAMEDIC SERVICES IV	50 Supplies and Equipment	9/19/2019 12:16	Active	6
EMTP 1272	PARAMEDIC CLINICAL I	50 Supplies, Equipment, Drug Screen and Liability In:	9/19/2019 12:16	Active	3
EMTP 1273	PARAMEDIC CLINICAL II	50 Supplies, Equipment, Drug Screen and Liability In:	9/19/2019 12:16	Active	3
EMTP 1274	PARAMEDIC CLINICAL III	50 Supplies, Equipment, Drug Screen and Liability In:	9/19/2019 12:17	Active	3
ENGG 1101	GRAPHICS	0	9/19/2019 12:17	Active	4
ENGL 1101	RHETORIC & COMPOSITION I	0	9/19/2019 12:17	Active	3
ENGL 1102	RHETORIC & COMPOSITION II	0	9/19/2019 12:17	Active	3
ENGL 1103	CREATIVE WRITING	0	9/19/2019 12:17	Active	3
ENGL 1104	WRITING FOR NURSES	0	9/19/2019 12:17	Active	3
ENGL 1201	TECHNICAL WRITING	0	9/19/2019 12:17	Active	3
ENGL 1204	SELECTED TOPICS IN LIBERAL ARTS	0	9/19/2019 12:17	Active	4
ENGL 1205	SELECTED TOPICS IN ENGLISH&LITERATUR	0	9/19/2019 12:17	Active	4
ENGL 1411	ACCELERATED LEARNING PROGRAM	0	9/19/2019 12:17	Active	3
ENGL 2101	CLASSICAL LITERATURE	0	9/19/2019 12:17	Active	3
ENGL 2102	INTRODUCTION TO LITERATURE	0	9/19/2019 12:17	Active	3
ENGL 2103	SPECIAL TOPICS IN LITERATURE	0	9/19/2019 12:17	Active	3
ENGL 2104	THE SHORT STORY	0	9/19/2019 12:17	Active	3
ENGL 2105	INTRODUCTION TO POETRY	0	9/19/2019 12:17	Active	3

ENGL 2106	INTERMEDIATE COMPOSITION	0	9/19/2019 12:17	Active	3
ENGL 2107	MYTHOLOGY	0	9/19/2019 12:17	Active	3
ENGL 2108	INTRODUCTION TO SHAKESPEARE	0	9/19/2019 12:17	Active	3
ENGL 2109	BRITISH LITERATURE-BEOWULF TO 1799	0	9/19/2019 12:17	Active	3
ENGL 2110	BRITISH LITERATURE-1800 TO PRESENT	0	9/19/2019 12:17	Active	3
ENGL 2111	AMERICAN LITERATURE TO 1865	0	9/19/2019 12:17	Active	3
ENGL 2112	AMERICAN LITERATURE, 1865 TO PRESENT	0	9/19/2019 12:17	Active	3
ENGL 2113	INTRODUCTION TO DRAMA	0	9/19/2019 12:17	Active	3
ENGL 2114	THE NOVEL	0	9/19/2019 12:17	Active	3
ENGL 2115	INTRO. TO CHILDRENS LITERATURE	0	9/19/2019 12:17	Active	3
FIRE 1601	FIREFIGHTER II - INTRODUCTION	0	9/19/2019 12:17	Active	4
FIRE 1602	FIREFIGHTER II - BASIC	0	9/19/2019 12:17	Active	4
FIRE 1603	FIREFIGHTER II - ADVANCED	0	9/19/2019 12:17	Active	3
FIRE 1604	FIREFIGHTER III - MODULE A	0	9/19/2019 12:17	Active	4
FIRE 1605	FIREFIGHTER III - MODULE B	0	9/19/2019 12:17	Active	4
FIRE 1606	FIREFIGHTER III - MODULE C	0	9/19/2019 12:17	Active	4
FIRE 1608	FIRE PREVENTION OFFICER	0	9/19/2019 12:17	Active	3
FIRE 1609	MANAGEMENT I	0	9/19/2019 12:17	Active	3
FIRE 1610	MANAGEMENT II	0	9/19/2019 12:17	Active	3
FIRE 1611	TACTICS AND STRATEGY	0	9/19/2019 12:17	Active	3
FIRE 1620	FIRE INSTRUCTOR 1	0	9/19/2019 12:17	Active	3
FIRE 1621	FIRE INSTRUCTOR II	0	9/19/2019 12:17	Active	3
FLPR 1262	FLUID POWER FUNDAMENTALS	25 Supplies and Equipment	9/19/2019 12:17	Active	5
FLPR 2255	HYDRAULIC CIRCUITRY AND CONTROLS	15 Supplies and Equipment	9/19/2019 12:17	Active	4
FMGT 1201	INTRO TO FACILITY MANAGEMENT	0	9/19/2019 12:17	Active	3
FMGT 1202	BUILDING ENVIRONMENTS	0	9/19/2019 12:17	Active	3
FMGT 1203	WASTE MANAGEMENT	0	9/19/2019 12:17	Active	1
FMGT 1204	FLEET MANAGEMENT	0	9/19/2019 12:17	Active	1
GEOG 1101	INTRODUCTION TO GEOGRAPHY	0	9/19/2019 12:17	Active	3
GEOG 1101	PHYSICAL GEOLOGY	55 Supplies and Equipment	9/19/2019 12:17	Active	3
GFM 1201	PLAN AND DEVELOP GREEN FACILITIES	0	9/19/2019 12:17	Active	4
GFM 1202	BUILDING AUTOMATION CONTROL SYSTEMS	0	9/19/2019 12:17	Active	4
GFM 1203	ENERGY MODELING AND MANAGEMENT	0	9/19/2019 12:17	Active	4
GFM 1204	LANDSCAPE AND GROUNDS MANAGEMENT	0	9/19/2019 12:17	Active	4
GRD 1201	INTRODUCTION TO GRAPHIC DESIGN	45 Software, Supplies, and Handouts	9/14/2022 12:10	Active	3
GRD 1202	TYPOGRAPHY AND COLOR THEORY	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 1203	ADVERTISING DESIGN	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 1204	DIGITAL PHOTOGRAPHY	55 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 1205	DRAWING FOR COMMUNICATION	30 Supplies and Handouts	9/14/2022 12:11	Active	3
GRD 1206	PRODUCTION PREPRESS	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	4
GRD 1207	CREATIVITY	30 Supplies and Handouts	9/19/2019 12:17	Active	3

GRD 1208	HISTORY OF GRAPHIC DESIGN	0	9/19/2019 12:17	Active	3
GRD 1209	MOTION DESIGN I	0	9/19/2019 12:17	Active	3
GRD 1215	WEB PAGE DESIGN	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 1220	ADVANCED WEB DESIGN	0	9/19/2019 12:17	Active	3
GRD 2201	ADOBE ESSENTIALS I	45 Software, Supplies, and Handouts	9/14/2022 12:11	Active	3
GRD 2202	ADVANCED DIGITAL PHOTOGRAPHY	55 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2203	DIGITAL ILLUSTRATION	30 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2204	PORTFOLIO REVIEW	0	9/19/2019 12:17	Active	3
GRD 2205	MOTION DESIGN II	0	9/19/2019 12:17	Active	3
GRD 2206	MOTION DESIGN III	0	9/19/2019 12:17	Active	3
GRD 2208	ELECTRONIC PREPRESS	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2209	COMPUTER TYPE DESIGN	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2210	COOPERATIVE EXPERIENCE I	0	9/19/2019 12:17	Active	3
GRD 2215	ADOBE ESSENTIALS II	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2218	PACKAGE DESIGN	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
GRD 2220	ADOBE ESSENTIALS III	45 Software, Handouts, Supplies and Equipment	9/19/2019 12:17	Active	3
HEA 1101	HEALTH EDUCATION	0	9/19/2019 12:17	Active	2
HEA 1102	BASIC FIRST AID	55 Supplies, Equipment, and Certification Fee	9/14/2022 12:12	Active	2
HEA 1103	INTRODUCTION TO NUTRITION	0	9/19/2019 12:17	Active	3
HEA 1120	STRESS MANAGEMENT	0	9/19/2019 12:17	Active	3
HEA 2130	SUBSTANCE ABUSE	0	9/19/2019 12:17	Active	3
HECO 1200	INTRODUCTION TO HEALTH CARE	0	9/19/2019 12:17	Active	4
HECO 1201	HEALTH CARE PSYCHOLOGY	0	1/13/2021 13:06	Inactive	3
HECO 1202	HEALTH CARE TERMINOLOGY	0	9/19/2019 12:17	Active	3
HECO 1203	COMMUNITY HEALTH CARE	0	1/13/2021 13:06	Inactive	3
HEQT 1201	HEAVY EQUIPMENT MAINTENANCE	60 Supplies	9/19/2019 12:17	Active	4
HEQT 1208	FUNDAMENTALS OF MACHINE ELECTRONICS	60 Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 1209	HEATING, VENTILATION & AIR COND.	60 Supplies and Equipment	9/19/2019 12:17	Active	2
HEQT 1210	SUPERVISED OCCUPATIONAL EXPERIENCE	30 Handouts and Travel	9/19/2019 12:17	Active	4
HEQT 1211	ENGINE FUEL SYSTEMS	60 Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2203	MACHINE SYSTEMS - ELECTRONICS	60 Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2204	TRANSMISSIONS & TORQUE CONVERTERS	60 Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2205	UNDERCARRIAGE AND FINAL DRIVES	60 Supplies and Equipment	9/19/2019 12:17	Active	3
HEQT 2207	MACHINE SYSTEMS DIAG. & TROUBLESHOOTING	60 Supplies and Equipment	9/19/2019 12:17	Active	4
HIST 1101	WESTERN CIVILIZATION I	0	9/19/2019 12:17	Active	3
HIST 1102	WESTERN CIVILIZATION II	0	9/19/2019 12:17	Active	3
HIST 2101	AMERICAN HISTORY I	0	9/19/2019 12:17	Active	3
HIST 2102	AMERICAN HISTORY II	0	9/19/2019 12:17	Active	3
HIST 2106	BLACK AMERICAN HISTORY	0	9/19/2019 12:17	Active	3
HIST 2107	LATIN AMERICAN HISTORY	0	9/19/2019 12:17	Active	3
HIST 2108	BRITISH HISTORY	0	9/19/2019 12:17	Active	3

HIT 1200	SELECTED TOPICS IN HEALTH INFO. TECH	0		2/9/2022 10:05	Active	4
HIT 1201	INTRODUCTION TO HEALTH INFORMATION	0	Price of book for course	*Remove book fee	6/15/2022 13:36	Active
HIT 1202	HEALTH CARE DELIVERY SYSTEMS	0		4/16/2021 12:52	Inactive	3
HIT 1205	PATHOPHYSIOLOGY FOR HIT	0		9/19/2019 12:17	Active	4
HIT 2201	HEALTH INFORMATION DATA ANALYSIS	0		4/16/2021 12:52	Inactive	2
HIT 2202	PROFESSIONAL PRACTICE EXPERIENCE	170	Travel, Drug Screen and Liability Insurance, Backg	4/16/2021 12:52	Inactive	3
HIT 2203	LEADERSHIP & MGMT FOR HEALTH INFO	0		4/16/2021 12:53	Inactive	3
HIT 2205	PHARMACOLOGY FOR HEALTH INFORMATION	0		9/19/2019 12:17	Active	2
HIT 2206	MEDICAL CODING	20	Supplies and Equipment	4/16/2021 12:53	Inactive	3
HIT 2207	COMPLIANCE & ETHICS IN HEALTH CARE	0		9/19/2019 12:17	Active	3
HIT 2208	HEALTH INFORMATION GOVERNANCE	20	Supplies and Equipment	4/16/2021 12:53	Inactive	4
HIT 2217	QUALITY/PERFORMANCE IN HEALTH CARE	0		4/16/2021 12:53	Inactive	3
HIT 2218	HEALTH CARE REIMBURSEMENT	0	Price of book for course	*Remove book fee	6/15/2022 13:37	Active
HIT 2219	PROCEDURAL CODING	20	Supplies and Equipment	4/16/2021 12:53	Inactive	3
HIT 2220	HEALTH INFORMATION REVIEW	0		4/16/2021 12:53	Inactive	2
HORT 1201	INTRODUCTION TO HORTICULTURE	15	Supplies and Greenhouse	9/19/2019 12:17	Active	3
HUMT 1104	INTRODUCTION TO FILM	0		9/19/2019 12:17	Active	3
HUMT 1105	THE HUMANITIES THROUGH THE ARTS	0		9/19/2019 12:17	Active	3
INDP 1200	INDEPENDENT STUDY	0		9/19/2019 12:17	Active	4
INEL 1250	ELECTRIC MOTORS AND CONTROL CIRCUITS	60	Supplies and Equipment. Added software.	4/21/2021 12:25	Inactive	6
INEL 1265	SOLID STATE ELECTRONICS	30	Supplies and Equipment	4/21/2021 12:25	Inactive	4
INEL 1291	BASIC ELECTRONICS FOR TECHNICIANS	60	Supplies and Equipment. Added software.	4/21/2021 12:25	Inactive	5
INEL 1611	SELECTED TOPICS IN INDUSTRIAL ELECT.	0		4/16/2021 12:54	Inactive	4
INTG 1701	INTEGRATED ABE CURRICULUM I	0		9/19/2019 12:17	Active	16.5
INTG 1702	INTEGRATED PRE-GED CURRICULUM I	0		9/19/2019 12:17	Active	16.5
INTG 1703	INTEGRATED ABE CURRICULUM II	0		9/19/2019 12:17	Active	16.5
INTG 1704	INTEGRATED PRE-GED CURRICULUM II	0		9/19/2019 12:17	Active	16.5
INTG 1705	INTEGRATED ABE CURRICULUM III	0		9/19/2019 12:17	Active	16.5
INTG 1706	INTEGRATED PRE-GED CURRICULUM III	0		9/19/2019 12:17	Active	16.5
INTG 1707	INTEGRATED ABE CURRICULUM IV	0		9/19/2019 12:17	Active	16.5
INTG 1708	INTEGRATED PRE-GED CURRICULUM IV	0		9/19/2019 12:17	Active	16.5
INTG 1709	INTEGRATED ABE CURRICULUM V	0		9/19/2019 12:17	Active	16.5
INTG 1710	INTEGRATED PRE-GED CURRICULUM V	0		9/19/2019 12:17	Active	16.5
INTG 1711	INTEGRATED ABE CURRICULUM VI	0		9/19/2019 12:17	Active	16.5
INTG 1712	INTEGRATED PRE-GED CURRICULUM VI	0		9/19/2019 12:17	Active	16.5
INTG 1801	INTEGRATED ASE CURRICULUM I	0		9/19/2019 12:17	Active	15
INTG 1802	INTEGRATED ASE CURRICULUM II	0		9/19/2019 12:17	Active	15
INTG 1803	INTEGRATED ASE CURRICULUM III	0		9/19/2019 12:17	Active	15
INTG 1804	INTEGRATED ASE CURRICULUM IV	0		9/19/2019 12:17	Active	15
INTG 1805	INTEGRATED ASE CURRICULUM V	0		9/19/2019 12:17	Active	15
INTG 1806	INTEGRATED ASE CURRICULUM VI	0		9/19/2019 12:17	Active	15

IST 2230	INTRODUCTION TO PLC'S	60 Software and Equipment	9/14/2022 12:12	Active	4
IST 1122	OSHA CERTIFICATION	15 Supplies	7/17/2024 14:34	Active	.5
IST 1201	INDUSTRIAL TOOLS AND FABRICATION	145 Supplies and Equipment	9/13/2023 9:30	Active	3
IST 1210	FORKLIFT TASK TRAINING	30	5/15/2024 14:24	Active	0.50
IST 1221	INDUSTRIAL SAFETY	60 Supplies	5/22/2023 15:51	Active	2
IST 1222	OSHA CERTIFICATION	15	5/15/2024 14:21	Active	0.50
IST 1230	INTRODUCTION TO ROBOTICS	45 Equipment	9/19/2019 12:17	Active	3
IST 1240	DIGITAL FUNDAMENTALS	60 Supplies and Equipment	9/14/2022 12:13	Active	3.00
IST 1250	ELECTRIC MOTORS AND CONTROL CIRCUITS	195 Supplies and Equipment	8/15/2024 11:35	Active	6.0
IST 1252	INDUSTRIAL ELECTRICAL SYSTEMS	135 Supplies	8/15/2024 11:46	Active	2.00
IST 1255	INDUSTRIAL WIRING	135 Supplies	8/15/2024 11:52	Active	3.00
IST 1265	SOLID STATE ELECTRONICS	30 Supplies and Equipment	3/11/2021 11:10	Active	4.0
IST 1291	BASIC ELECTRONICS FOR TECHNICIANS	60 Supplies and Equipment	9/14/2022 12:14	Active	5.0
IST 1295	ELECTRICAL POWER DISTRIBUTION	120 Supplies	5/30/2024 10:55	Active	3.00
IST 1606	SPECIAL TOPICS IN MANUFACTURING	0	9/19/2019 12:17	Active	4
IST 1609	SELECTED TOPICS IN INDUSTRIAL SAFETY	0	9/19/2019 12:17	Active	4
IST 1671	INDUSTRIAL SAFETY	0	9/19/2019 12:17	Active	4
IST 2220	INDUSTRIAL MECHANICS	45 Supplies	9/19/2019 12:17	Active	4
IST 2230	INTRODUCTION TO PLCs	195 Software	8/15/2024 11:56	Active	4
IST 2231	ADVANCED PROGRAMMABLE CONTROLLERS	195 Software and Equipment	8/15/2024 11:56	Active	3
IST 2232	BRANDED CONTROLLERS & INDUSTRIAL PCS	60 Software and Equipment	9/14/2022 12:14	Active	3
IST 2258	AUTOMATED PNEUMATIC MACHINE CONTROL	195 Supplies	8/15/2024 11:56	Active	4
JOUR 1101	MASS MEDIA IN MODERN SOCIETY	0	9/19/2019 12:17	Active	3
LEAD 1101	LEADERSHIP DEVELOPMENT STUDIES	0	9/19/2019 12:17	Active	3
LEAD 1102	FURTHERING LEADERSHIP POTENTIAL	0	9/19/2019 12:17	Active	3
LEAD 1600	LEADERSHIP	0	9/19/2019 12:17	Active	4
MACH 1201	MACHINE TECHNOLOGY	110 Supplies and Equipment	9/19/2019 12:17	Active	4
MACH 1202	MACHINE TECHNOLOGY II	110 Supplies and Equipment	9/19/2019 12:17	Active	4
MACH 1203	MACHINE TECHNOLOGY III	110 Supplies and Equipment	9/19/2019 12:17	Active	3
MACH 1205	SPECIAL PROBLEMS IN MACHINING	0	9/19/2019 12:17	Active	3
MATH 1105	BASIC CONCEPTS OF STATISTICS	0	9/19/2019 12:17	Active	3
MATH 1107	CONTEMPORARY COLLEGE MATHEMATICS	0	9/19/2019 12:17	Active	3
MATH 1108	COLLEGE ALGEBRA	0	9/19/2019 12:17	Active	3
MATH 1109	PLANE TRIGONOMETRY	0	9/19/2019 12:17	Active	3
MATH 1110	PRECALCULUS	0	9/19/2019 12:17	Active	5
MATH 1111	STATISTICS	0	9/19/2019 12:17	Active	4
MATH 1121	CALCULUS AND ANALYTIC GEOMETRY I	0	9/19/2019 12:17	Active	5
MATH 1130	MATHEMATICS FOR ELEMENTARY TEACHER I	0	9/19/2019 12:17	Active	4
MATH 1201	TECHNICAL MATHEMATICS	0	9/19/2019 12:17	Active	3
MATH 1202	BUSINESS MATH	0	9/19/2019 12:17	Active	3
MATH 1203	SELECTED TOPICS IN APLIED MATHEMATICS	0	9/19/2019 12:17	Active	4

MATH 1401	COMPUTATIONAL MATH	0	9/19/2019 12:17	Active	3
MATH 1402	ALGEBRA FOR COLLEGE STUDENTS	0	9/19/2019 12:17	Active	3
MATH 1403	MATHEMATICAL PATHWAYS	0	9/19/2019 12:17	Active	5
MATH 1407	GEOMETRY/INTERMEDIATE ALGEBRA	0	9/19/2019 12:17	Active	5
MATH 1408	MATH FOR HEALTH OCCUPATIONS	0	9/15/2021 11:32	Inactive	5
MATH 1409	BEGINNING & INTERMEDIATE ALGEBRA	0 Supplies	5/22/2024 11:48	Active	5.00
MATH 1410	ACCELERATED LEARNING PRGRAOM	0	5/13/2021 11:45	Active	2.00
MATH 1411	SUPPORT FOR STATISTICS	0 Supplies	5/22/2024 11:55	Active	2.00
MATH 1412	SUPPORT FOR COLLEGE ALGEBRA	0 Supplies	5/22/2024 12:05	Active	3.00
MATH 2103	BUSINESS STATISTICS	0	9/19/2019 12:17	Active	3
MATH 2106	FINITE MATHEMATICS	0	9/19/2019 12:17	Active	3
MATH 2108	LINEAR ALGEBRA WITH APPLICATIONS	0	9/19/2019 12:17	Active	3
MATH 2110	MATHEMATIC FOR ELEMENTARY TEACHER II	0	9/19/2019 12:17	Active	3
MATH 2115	CALCULUS FOR BUSINESS	0	9/19/2019 12:17	Active	4
MATH 2122	CALCULUS AND ANALYTIC GEOMETRY II	0	9/19/2019 12:17	Active	5
MATH 2123	CALCULUS AND ANALYTIC GEOMETRY III	0	9/19/2019 12:17	Active	4
MATH 2130	DIFFERENTIAL EQUATIONS	0	9/19/2019 12:17	Active	3
MEDC 1200	MEDICAL OFFICE PROCEDURES	0	9/19/2019 12:17	Active	3
MEDC 1206	INTRO TO MEDICAL CODING	0 Price of books for course **Remove book fee	6/15/2022 13:38	Active	3
MEDC 1208	INTERM MEDICAL & CPT CODING	0 Price of book for course *Remove book fee	6/15/2022 13:59	Active	3
MEDC 1210	CODING CLINICAL PRACTICUM	0	9/19/2019 12:17	Active	3
MEDC 1211	SELECTED TOPICS IN MEDICAL CODING	0	9/19/2019 12:17	Active	4
MFG 1200	MANUFACTURING EMPLOYMENT SKILLS	0	9/19/2019 12:17	Active	5
MFG 1201	INTRODUCTION TO MATERIALS	0	9/19/2019 12:17	Active	3
MFG 1205	MANUFACTURING PROCESSES	0	9/19/2019 12:17	Active	3
MFG 1207	SAFETY	220 Software and Certification Fee	9/14/2022 12:15	Active	3
MFG 1208	MFG PROCESSES & PRODUCTION	220 Software and Certification Fee	9/14/2022 12:15	Active	3
MFG 1209	MAINTENANCE AWARENESS	220 Software and Certification Fee	9/14/2022 12:16	Active	3
MFG 1210	QUALITY PRACTICES & MEASUREMENT	220 Software and Certification Fee	9/14/2022 12:16	Active	3
MFG 1220	PRODUCTION AND INVENTORY CONTROL	0	9/19/2019 12:17	Active	3
MFG 1230	BLUEPRINT READING	0	9/19/2019 12:17	Active	3
MFG 1610	SELECTED TOPICS IN MANUFACTURING	0	9/19/2019 12:17	Active	4
MGMT 2201	PRINCIPLES OF MANAGEMENT	0	9/19/2019 12:17	Active	3
MGMT 2207	SUPERVISION	0	9/19/2019 12:17	Active	3
MICR 1101	BASIC MICROBIOLOGY	75 Supplies and Equipment	9/19/2019 12:17	Active	4
MICR 1111	MICROBIOLOGY	55 Supplies and Equipment	9/19/2019 12:17	Active	4
MIN 1610	INTRODUCTION TO MINING	165 Instructional Fees	3/23/2023 13:29	Active	2.5
MIN 1220	MINE ATMOSPHERE AND STRATA CONTROL	0	9/19/2019 12:17	Active	3
MIN 1221	MACHINE OPERATION	0	9/19/2019 12:17	Active	2
MIN 1230	MINE RESCUE I	0	9/19/2019 12:17	Active	2
MIN 1240	MECHANICS	0	9/19/2019 12:17	Active	3

MIN 1607	CURRENT PROBLEMS IN MINE RESCUE	0	9/19/2019 12:17	Active	3	
MIN 1608	MINE RESCUE-FIRE BRIGADE I	0	9/19/2019 12:17	Active	1	
MIN 1609	MINE RESCUE-FIRE BRIGADE II	0	9/19/2019 12:17	Active	1	
MIN 1656	ANU RETRAIN OF UNDGRD COAL MINE EMPL	50	MSHA Forms, Supplies, and Equipment	9/14/2022 12:17	Active	0.5
MIN 1666	ANU RETRAIN OF SURF AREA MINE EMPLOY	50	MSHA Forms, Supplies, and Equipment	9/14/2022 12:18	Active	0.5
MIN 1672	MINE EXAMINER/MANAGER PREPARATION	0		9/19/2019 12:17	Active	2
MIN 1675	SURFACE MINE CERTIFICATION	120	MSHA Forms, Supplies, and Equipment	9/14/2022 12:17	Active	4
MIN 1683	PRACTICAL MINING METHODS	30	MSHA Forms, Supplies, and Equipment	9/14/2022 12:17	Active	0.5
MIN 2225	REPAIR & MAINTENANCE OF PREP PLANT	0		9/19/2019 12:17	Active	3
MIN 2227	MINE HEALTH SAFETY AND RESCUE	0		9/19/2019 12:17	Active	5
MIN 2240	MINE ELECTRICAL SYSTEMS	0		9/19/2019 12:17	Active	4
MIN 2245	ADV MECHANICAL MAINTENANCE	0		9/19/2019 12:17	Active	3
MRKT 2201	PRINCIPLES OF MARKETING	0		9/19/2019 12:17	Active	3
MUSI 1100	MUSIC APPRECIATION	0		9/19/2019 12:17	Active	3
MUSI 1101	MUSIC THEORY I	0		9/19/2019 12:17	Active	3
MUSI 1102	MUSIC THEORY II	0		9/19/2019 12:17	Active	3
MUSI 1103	AURAL SKILLS I	0		9/19/2019 12:17	Active	1
MUSI 1104	SPECIAL TOPICS IN MUSIC	0		9/19/2019 12:17	Active	3
MUSI 1105	PRACTICUM IN MUSIC THEATRE	0		9/19/2019 12:17	Active	3
MUSI 1106	AURAL SKILLS II	0		9/19/2019 12:17	Active	1
MUSI 1109	FUNDAMENTALS OF MUSIC	0		9/19/2019 12:18	Active	3
MUSI 1110	INTRODUCTION TO AMERICAN MUSIC	0		9/19/2019 12:17	Active	3
MUSI 1111	MUSIC LITERATURE	0		9/19/2019 12:17	Active	3
MUSI 1120	APPLIED MUSIC I (PRIVATE VOICE) (1 CREDIT \$225	225	Instructional Fees	9/19/2019 12:17	Active	2
MUSI 1121	APPLIED MUSIC I (WOODWINDS) (1 CREDIT \$225	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1122	APPLIED MUSIC I (BRASS) (1 CREDIT \$225	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1123	APPLIED MUSIC I (STRINGS) (1 CREDIT \$225	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1124	APPLIED MUSIC I (PERCUSSION) (1 CREDIT \$225	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1126	APPLIED MUSIC I (CLASSICAL GUITAR) (1 CREDIT \$225	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1127	APPLIED MUSIC I (KEYBOARD) (1 CREDIT \$225	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 1140	VOCAL CLASS I	0		9/19/2019 12:18	Active	1
MUSI 1145	PIANO CLASS I	0		9/19/2019 12:18	Active	1
MUSI 1146	PIANO CLASS II	0		9/19/2019 12:18	Active	1
MUSI 1159	CONCERT CHOIR I	0		9/19/2019 12:18	Active	1
MUSI 1161	CONCERT BAND I	0		9/19/2019 12:18	Active	1
MUSI 1163	COMMUNITY ORCHESTRA	0		9/19/2019 12:18	Active	1
MUSI 1164	INSTRUMENTAL ENSEMBLE I	0		9/19/2019 12:18	Active	1
MUSI 1166	COMMUNITY CHORUS	0		9/19/2019 12:18	Active	1
MUSI 2101	MUSIC THEORY III	0		9/19/2019 12:18	Active	3
MUSI 2102	MUSIC THEORY IV	0		9/19/2019 12:18	Active	3
MUSI 2103	AURAL SKILLS III	0		9/19/2019 12:18	Active	1

MUSI 2104	AURAL SKILLS IV	0		9/19/2019 12:18	Active	1
MUSI 2120	APPLIED MUSIC II (PRIVATE VOICE) (1 CREDIT \$225 2 CREDI	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2121	APPLIED MUSIC II (WOODWINDS) (1 CREDIT \$225 2 CREDI	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2122	APPLIED MUSIC II (BRASS) (1 CREDIT \$225 2 CREDITS \$45C	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2123	APPLIED MUSIC II (STRINGS)(1 CREDIT \$225 2 CREDITS \$4:	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2124	APPLIED MUSIC II (PERCUSSION) (1 CREDIT \$225 2 CREDIT	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2126	APPLIED MUSIC II (CLASSICAL GUITAR) (1 CREDIT \$225 2 C	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2127	APPLIED MUSIC II (KEYBOARD) (1 CREDIT \$225 2 CREDITS	225	Instructional Fees	9/19/2019 12:18	Active	2
MUSI 2159	CONCERT CHOIR II	0		9/19/2019 12:18	Active	1
MUSI 2161	CONCERT BAND II	0		9/19/2019 12:18	Active	1
MUSI 2163	COMMUNITY ORCHESTRA	0		9/19/2019 12:18	Active	1
MUSI 2164	INSTRUMENTAL ENSEMBLE II	0		9/19/2019 12:18	Active	1
MUSI 2166	COMMUNITY CHORUS	0		9/19/2019 12:18	Active	1
NURS 1200	INTRO TO BASIC HEALTH CONCEPTS	200	Supplies and Equipment, Increase due to price of	2/1/2023 11:43	Active	4
NURS 1201	BASIC HEALTH CONCEPTS CLINICAL	145	Drug Screen, Liability Insurance, and Background	9/14/2022 12:18	Active	1
NURS 1202	HEALTH-ILLNESS CONCEPTS	1025 1055	Supplies, Equipment, and Software Increase due	7/16/2024 11:51	Active	4
NURS 1203	HEALTH-ILLNESS CONCEPTS CLINICAL	75	Drug Screen and Liability Insurance	9/19/2019 12:18	Active	2
NURS 1204	TOOLS FOR NURSING EDUCATION	0		9/19/2019 12:18	Active	2
NURS 1205	FAMILY HEALTH CONCEPTS	50	Equipment	9/19/2019 12:18	Active	3
NURS 1206	FAMILY HEALTH CONCEPTS CLINICAL	75	Drug Screen and Liability Insurance	9/19/2019 12:18	Active	2
NURS 1207	HOLISTIC HEALTH CONCEPTS	100	Supplies and Equipment	9/19/2019 12:18	Active	3
NURS 1208	HOLISTIC HEALTH CONCEPTS CLINICAL	75	Drug Screen and Liability Insurance	9/19/2019 12:18	Active	2
NURS 1209	PHARMACOLOGY	0		9/19/2019 12:18	Active	2
NURS 1212	PRACTICAL NURSE ROLE DEVELOPMENT	626	Supplies, Equipment, and Software	2/1/2023 12:26	Active	4
NURS 1213	INTRO TO HEALTH CONCEPTS II	775 805	Supplies, Equipment, and Software- Increase du	7/16/2024 11:52	Active	4
NURS 1214	MEDICATIONS IN NURSING	0		9/19/2019 12:18	Active	2
NURS 1609	METRICS FOR NURSES	0		9/19/2019 12:18	Active	0.5
NURS 1616	CLINICAL SKILLS REVIEW	20	Supplies and Equipment	9/14/2022 12:20	Active	1
NURS 1625	CNA INSTRUCTOR	0		9/19/2019 12:18	Active	3
NURS 1655	OCCUPATIONAL HEALTH CARE EXPERIENCE	0		9/19/2019 12:18	Active	6
NURS 2201	REGISTERED NURSE REVIEW COURSE	0		9/19/2019 12:18	Active	2
NURS 2202	NCLEX-RN PREP COURSE	0	Instructional Fees	2/5/2025 10:39	Active	2
NURS 2212	HEALTH CARE CONCEPTS	1055- 1085	Supplies, Equipment, and Software- Increase du	7/16/2024 11:54	Active	3
NURS 2213	HEALTH CARE CONCEPTS CLINICAL	145	Drug Screen, Liability Insurance, and Background	9/14/2022 12:22	Active	2
NURS 2214	HEALTH SYSTEMS CONCEPTS	150	Supplies and Equipment	2/1/2023 12:20	Active	3
NURS 2215	HEALTH SYSTEMS CONCEPTS CLINICAL	75	Drug Screen and Liability Insurance	9/19/2019 12:18	Active	2
NURS 2216	COMPLEX HEALTH CONCEPTS	125	Supplies, Equipment and Simulation	9/19/2019 12:18	Active	6
NURS 2217	COMPLEX HEALTH CONCEPTS CLINICAL	75	Drug Screen and Liability Insurance	9/19/2019 12:18	Active	4
OCCU 1601	SKILLS FOR SUCCESSFUL CAREER	0		9/19/2019 12:18	Active	6
OFTC 1203	BUILD KEYBOARD SPEED & ACCURACY I	0		2/11/2021 10:16	Inactive	1
OFTC 1204	BUILD KEYBOARD SPEED & ACCURACY II	0		2/11/2021 10:16	Inactive	1

OFTC 1206	COMPUTERIZED ACCOUNTING W/QUICKBOOKS	0		9/19/2019 12:18	Active	1
OFTC 1232	BUSINESS DATA ENTRY	35 Software		2/11/2021 10:17	Inactive	3
OFTC 1233	OFFICE ACCOUNTING	0		9/19/2019 12:18	Active	3
OFTC 1234	COMMUNICATION IN TECHNICAL SERVICES	0		9/19/2019 12:18	Active	3
OFTC 1252	RECORDS MGMT CONCEPT/COMP APPL	0		2/11/2021 10:17	Inactive	3
OFTC 1280	MEDICAL TERMINOLOGY	0		2/11/2021 10:17	Inactive	3
OFTC 1281	MEDICAL TRANSCRIPTION	0		2/11/2021 10:17	Inactive	3
OFTC 2261	OFFICE PROCEDURES & TECHNOLOGY	0		2/11/2021 10:17	Inactive	3
OFTC 2262	INTEGRATED OFFICE PROCEDURES	0		2/11/2021 10:17	Inactive	3
OFTC 2265	OFFICE SUPERVISION/ADMIN	0		2/11/2021 10:18	Inactive	3
OFTC 2291	COOPERATIVE EXPERIENCE I	30 Handouts and Travel		2/22/2021 12:16	Inactive	3
ONE 1500	ONE 1500	0		2/24/2020 15:30	Active	0.00
ORIE 1101	ORIENTATION	0		9/19/2019 12:18	Active	1.5
PHAR 1201	PHARMACOLOGY & MEDICAL CALCULATIONS	10 Supplies		9/19/2019 12:18	Active	3.5
PHAR 1202	PHARMACY TECHNICIAN PRACTICES	10 Supplies		9/19/2019 12:18	Active	3
PHAR 1203	PHARMACY DRUG DISTRIBUTION	10 Supplies		9/19/2019 12:18	Active	3.5
PHAR 1204	PHARMACY COMMUNITY CLINICAL	120 Travel, Drug Screen, Liability Insurance, and Back		9/14/2022 12:32	Active	3
PHAR 1205	PHARMACY HOSPITAL CLINICAL	50 Travel, Drug Screen and Liability Insurance		9/19/2019 12:18	Active	3
PHIL 1101	INTRODUCTION TO PHILOSOPHY	0		9/19/2019 12:18	Active	3
PHIL 2101	LOGIC	0		9/19/2019 12:18	Active	3
PHIL 2103	WORLD RELIGIONS	0		9/19/2019 12:18	Active	3
PHIL 2104	ETHICS	0		9/19/2019 12:18	Active	3
PHIL 2105	NON-WESTERN PHILOSOPHY	0		9/19/2019 12:18	Active	3
PHIL 2106	PHILOSOPHY OF RELIGION	0		9/19/2019 12:18	Active	3
PHLE 1200	INTRODUCTION TO PHLEBOTOMY	50 Supplies and Equipment		9/19/2019 12:18	Active	4
PHLE 1201	PHLEBOTOMY CLINICAL PRACTICUM	170 Travel, Drug Screen, Liability Insurance, and Back		9/14/2022 12:35	Active	6
PHSC 1101	PHYSICAL SCIENCE	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHSC 1102	PRINCIPLES OF EARTH SCIENCE	25 Supplies and Equipment		9/19/2019 12:18	Active	3
PHSC 1201	SELECTED TOPICS IN PHYSICAL SCIENCE	0		9/19/2019 12:18	Active	4
PHY 1101	COLLEGE PHYSICS I	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 1102	COLLEGE PHYSICS II	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 1103	UNIVERSITY PHYSICS I	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 1104	UNIVERSITY PHYSICS II	55 Supplies and Equipment		9/19/2019 12:18	Active	5
PHY 2101	STATICS	0		9/19/2019 12:18	Active	3
PHY 2102	DYNAMICS	0		9/19/2019 12:18	Active	3
PHY 2121	ELECTRICAL ENGINEERING CIRCUITS	0		9/19/2019 12:18	Active	4
POLI 1101	STATE & LOCAL GOVERNMENT	0		9/19/2019 12:18	Active	3
POLI 2101	AMERICAN GOVERNMENT	0		9/19/2019 12:18	Active	3
PREP 1403	ALLIED HEALTH ENGL & READ BRIDGE	0		9/19/2019 12:18	Active	3
PREP 1404	INTEGRATED READING AND WRITING	0		9/19/2019 12:18	Active	3
PSYC 2101	INTRODUCTION TO PSYCHOLOGY	0		9/19/2019 12:18	Active	3

PSYC 2102	CHILD PSYCHOLOGY	0	9/19/2019 12:18	Active	3
PSYC 2103	EDUCATIONAL PSYCHOLOGY	0	9/19/2019 12:18	Active	3
PSYC 2104	PERSONALITY DYNAMICS	0	9/19/2019 12:18	Active	3
PSYC 2105	SOCIAL PSYCHOLOGY	0	9/19/2019 12:18	Active	3
PSYC 2106	HUMAN RELATIONS	0	9/19/2019 12:18	Active	3
PSYC 2107	FORENSIC PSYCHOLOGY	0	9/19/2019 12:18	Active	3
PSYC 2108	ABNORMAL PSYCHOLOGY	0	2/11/2021 10:18	Active	3.00
PYED 1103	GOLF	0	9/19/2019 12:18	Active	1
PYED 1104	BASKETBALL	0	9/19/2019 12:18	Active	1
PYED 1105	WEIGHT CONDITIONING I	45	Instructional Fee, Supplies, and Equipment		1
PYED 1107	VOLLEYBALL	0	9/19/2019 12:18	Active	1
PYED 1108	BASEBALL	0	9/19/2019 12:18	Active	1
PYED 1118	AEROBICS	0	9/19/2019 12:18	Active	1
PYED 1128	SOFTBALL	0	9/19/2019 12:18	Active	1
PYED 1130	INTRODUCTION TO PHYSICAL EDUCATION	0	8/15/2024 14:12	Active	3
PYED 1133	CONCEPTS OF PHYSICAL FITNESS	0	8/15/2024 14:12	Active	3
PYED 1136	AEROBICS II	0	9/19/2019 12:18	Active	1
PYED 1137	LIFE GUARD TRAINING I	90	Supplies, Equipment, and Certification Fee		1.5
PYED 1142	SPORTS AND MODERN SOCIETY	0	8/15/2024 14:12	Active	3
PYED 1143	WEIGHT CONDITIONING II	45	Instructional Fee, Supplies, and Equipment		1
PYED 1144	WEIGHT TRAINING I	45	Instructional Fee, Supplies, and Equipment		1.5
PYED 1160	FITNESS CENTER	45	Instructional Fee, Supplies, and Equipment		1
PYED 1164	INTRODUCTION TO COACHING	0	8/15/2024 14:12	Active	2
PYED 1165	FITNESS CENTER II	45	Instructional Fee, Supplies, and Equipment		1
PYED 1170	FITNESS CENTER III	45	Instructional Fee, Supplies, and Equipment		1
PYED 1175	FITNESS CENTER IV	45	Instructional Fee, Supplies, and Equipment		1
PYED 1180	AQUATIC FITNESS	45	PT Lab Assistants, Supplies and Equipment		1
PYED 1185	AQUATIC FITNESS II	45	PT Lab Assistants, Supplies and Equipment		1
PYED 1190	AQUATIC FITNESS III	45	PT Lab Assistants, Supplies and Equipment		1
PYED 1195	AQUATIC FITNESS IV	45	PT Lab Assistants, Supplies and Equipment		1
RAD 1200	RADIOLOGIC TECHNOLOGY ORIENTATION	0	9/19/2019 12:18	Active	0.5
RAD 1201	INTRODUCTION TO RADIOLOGY	0	9/19/2019 12:18	Active	2
RAD 1202	RADIOGRAPHIC PROCEDURES	320 360	Filmbadge, Supplies and Equipment, Increase du	7/17/2024 9:41	Active 3
RAD 1203	PATIENT CARE	0	9/19/2019 12:18	Active	2
RAD 1205	RADIOGRAPHIC EQUIPMENT & IMAGING I	100	Filmbadge, Supplies and Equipment, Increase of t	6/15/2022 14:17	Active 2
RAD 1206	INTERMEDIATE RADIOGRAPHIC PROCEDURES	0	9/19/2019 12:18	Active	3
RAD 1207	RADIOLOGY CLINICAL I	150	Filmbadge, Travel, Drug Screen and Liability Insur	9/19/2019 12:18	Active 5
RAD 1208	RADIOLOGY CLINICAL II	150	Filmbadge, Travel, Drug Screen and Liability Insur	2/1/2023 12:28	Active 6
RAD 1209	RADIOGRAPHIC EQUIPMENT & IMAGING II	100	Filmbadge, Supplies and Equipment, Increase due	6/15/2022 14:23	Active 2
RAD 1210	RADIOLOGY PATHOLOGY	0	Price of books for course * Remove book fee	6/15/2022 14:20	Active 2
RAD 1211	RADIOLOGY CLINICAL III	150	Filmbadge, Travel, Drug Screen and Liability Insur	9/19/2019 12:18	Active 7

RAD 1212	RADIOGRAPHIC EQUIPMENT & IMAGING III	100	Filmbadge, Supplies and Equipment	9/19/2019 12:18	Active	2.5
RAD 1213	RADIATION BIOLOGY	0		9/19/2019 12:18	Active	2
RAD 1214	RADIOLOGY CLINICAL IV	150	Filmbadge, Travel, Drug Screen and Liability Insur	9/19/2019 12:18	Active	7
RAD 1215	CROSS-SECTIONAL ANATOMY	0		9/19/2019 12:18	Active	1.5
RAD 1216	RADIOLOGIC TECHNOLOGY REVIEW	0	Price of HESI exit bundle * Remove fee of t	6/15/2022 14:21	Active	2
RAD 1220	COMPUTED TOMOGRAPHY APPLICATIONS	0	Price of books for CT program *Remove book fee	6/15/2022 14:23	Active	4
RAD 1221	COMPUTED TOMOGRAPHY CLINICALS	75	Filmbadge, Travel, Drug Screen and Liability Insur	9/19/2019 12:18	Active	6
RAD 1222	COMPUTED TOMOGRAPHY PHYSICS	0		9/19/2019 12:18	Active	4
RAD 1223	COMPUTED TOMOGRAPHY CRSS SEC ANATOMY	0		9/19/2019 12:18	Active	2
RAD 1224	CLINICAL ED FOR TECHNOLOGIST	0		9/19/2019 12:18	Active	0.5
RAD 1230	SPECIAL TOPICS IN RADIOLOGY	0		9/19/2019 12:18	Active	4
RAD 1231	LEGAL & ETHICAL TOPICS IN HEALTHCARE	0		4/16/2021 12:54	Inactive	2
RAD 1232	MRI PRINCIPLES	0		9/19/2019 12:18	Active	4
RAD 1233	MRI APPLICATIONS	0		9/19/2019 12:18	Active	4
RAD 1234	MRI CROSS SECTION	0		9/19/2019 12:18	Active	2
RAD 1235	MRI CLINICAL	50	Filmbadge, Travel, Drug Screen and Liability Insur	9/19/2019 12:18	Active	6
RAD 1236	DIGITAL RADIOGRAPHY AND PACS	0		9/19/2019 12:18	Active	2
SDGB 1201	SUSTAINABLE BUILDING DESIGNS	0		9/19/2019 12:18	Active	3
SE 1811	AMERICAN HISTORY I-A	0		1/16/2020 13:43	Active	6
SE 1812	AMERICAN HISTORY I-B	0		1/16/2020 13:43	Active	6
SE 1813	ENGLISH I-A	0		1/16/2020 13:43	Active	6
SE 1814	ENGLISH I-B	0		1/16/2020 13:43	Active	6
SE 1815	ENGLISH II-A	0		1/16/2020 13:43	Active	6
SE 1816	ENGLISH II-B	0		1/16/2020 13:43	Active	6
SE 1817	ENGLISH III-A	0		1/16/2020 13:43	Active	6
SE 1819	ENGLISH III-B	0		1/16/2020 13:43	Active	6
SE 1820	ENGLISH IV-A	0		1/16/2020 13:43	Active	6
SE 1821	ENGLISH IV-B	0		1/16/2020 13:43	Active	6
SE 1824	MATHEMATICS I	0		1/16/2020 13:43	Active	6
SE 1825	MATHEMATICS II	0		1/16/2020 13:43	Active	6
SE 1826	ALGEBRA IA	0		1/16/2020 13:43	Active	6
SE 1827	ALGEBRA IB	0		1/16/2020 13:43	Active	6
SE 1828	ALGEBRA IIA	0		1/16/2020 13:43	Active	6
SE 1829	ALGEBRA IIB	0		1/16/2020 13:43	Active	6
SE 1830	GEOMETRY IA	0		1/16/2020 13:43	Active	6
SE 1831	GEOMETRY IB	0		1/16/2020 13:43	Active	6
SE 1832	TRIGONOMETRY IA	0		1/16/2020 13:43	Active	6
SE 1833	GOVERNMENT I-A	0		1/16/2020 13:43	Active	6
SE 1834	CONSUMERS EDUCATION I-A	0		1/16/2020 13:43	Active	6
SE 1835	ECONOMICS I-A	0		1/16/2020 13:43	Active	6
SE 1836	ECONOMICS I-B	0		1/16/2020 13:43	Active	6

SE 1837	HEALTH I-A	0	1/16/2020 13:43	Active	6
SE 1838	SOCIOLOGY I-A	0	1/16/2020 13:43	Active	6
SE 1839	SOCIOLOGY I-B	0	1/16/2020 13:43	Active	6
SE 1840	SCIENCE I-A	0	1/16/2020 13:43	Active	6
SE 1841	BIOLOGY I-A	0	1/16/2020 13:43	Active	6
SE 1842	BIOLOGY I-B	0	1/16/2020 13:43	Active	6
SE 1843	PSYCHOLOGY I-A	0	1/16/2020 13:42	Active	6
SE 1844	SCIENCE I-B	0	1/16/2020 13:42	Active	6
SE 1845	GEOGRAPHY I - A	0	1/16/2020 13:42	Active	6
SE 1846	GEOGRAPHY I-B	0	1/16/2020 13:42	Active	6
SERV 1101	SERVICE LEARNING	0	9/19/2019 12:18	Active	0.5
SOCI 1101	INTRODUCTION TO SOCIOLOGY	0	9/19/2019 12:18	Active	3
SOCI 2101	SOCIAL PROBLEMS	0	9/19/2019 12:18	Active	3
SOCI 2102	MARRIAGE & THE FAMILY	0	9/19/2019 12:18	Active	3
SOCI 2103	INTRODUCTION TO SOCIAL WORK	0	9/19/2019 12:18	Active	3
SOCI 2104	MODERN BRITAIN	0	9/19/2019 12:18	Active	3
SOSC 2101	TOPICS IN SOCIAL SCIENCE	0	9/19/2019 12:18	Active	6
SOSC 2102	INSIDE-OUT PRISON EXCHANGE	0	9/19/2019 12:18	Active	3
SPAN 1101	ELEMENTARY SPANISH I	0	9/19/2019 12:18	Active	4
SPAN 1102	ELEMENTARY SPANISH II	0	9/19/2019 12:18	Active	4
SPAN 2101	MODERN SPANISH I	0	9/19/2019 12:18	Active	4
SPAN 2102	MODERN SPANISH II	0	9/19/2019 12:18	Active	4
THEA 1101	ACTING	0	9/19/2019 12:18	Active	3
THEA 1102	PRACTICUM IN THEATRE	0	9/19/2019 12:18	Active	3
THEA 1103	ACTING II	0	9/19/2019 12:18	Active	3
THEA 1105	STAGE MAKEUP	0	9/19/2019 12:18	Active	3
THEA 1106	THEATRE APPRECIATION	0	9/19/2019 12:18	Active	3
THEA 1107	INTRODUCTION TO TECHNICAL THEATRE	0	9/19/2019 12:18	Active	3
TRUK 1201	COMMERCIAL DRIVERS LICENSE REVIEW	250 Drug Testing, Supplies and Travel	7/17/2024 9:42	Active	1
TRUK 1202	TRUCK DRIVING I	1870 Truck Usage and Repairs	9/13/2023 9:26	Active	3
TRUK 1203	TRUCK DRIVING II	1870 Truck Usage and Repairs	9/13/2023 9:26	Active	3
TRUK 1204	CLASS B CDL PERMIT REVIEW	250 Drug Testing, Supplies and Travel	7/17/2024 9:47	Active	1.00
TRUK 1205	CLASS B CDL DRIVING I	1550 Truck Usage and Repairs	7/17/2024 9:48	Active	3.00
TRUK-1206	CLASS-B-CDL-DRIVING-II	1550 Truck Usage and Repairs	7/17/2024-9:48	Active	3.00
TRUK 1207	HAZARDOUS MATERIAL REVIEW	0	5/13/2022 10:24	Active	
TRUK 1604	TRUCK DRIVING REFRESHER	0	9/19/2019 12:18	Active	1
TRUK 1605	COMMERCIAL DRIVING INSTRUCTOR REVIEW	0	9/19/2019 12:18	Active	1.5
TRUK 1606	TEEN ACCREDITATION INSTRUCTOR REVIEW	0	9/19/2019 12:18	Active	3
UAS 1200	INTRO TO UNMANNED AIRCRAFT SYSTEMS	75 Software, Supplies and Equipment	9/19/2019 12:18	Active	3
UAS 1201	ADVANCED UNMANNED AIRCRAFT SYSTEMS	75 Software, Supplies and Equipment	9/19/2019 12:18	Active	3
UAS 1202	UNMANNED AIRCRAFT LAW & TEST PREP	50 Software, Supplies and Equipment	9/19/2019 12:18	Active	3

UAS 1204	ADVANCED FLIGHT, NATURE VIDEOGRAPHY	50 Software, Supplies and Equipment	9/19/2019 12:18	Active	3
UAS 1205	VIDEOGRAPHY PRODUCTION	50 Software, Supplies and Equipment	9/19/2019 12:18	Active	3
UAS 1600	SUAS LAW/TEST PREP/FLIGHT	0	9/19/2019 12:18	Active	2
VET 1210	SMALL ANIMAL NURSING I	150 Supplies and Equipment	9/19/2019 12:18	Active	3
VET 1214	ANIMAL GROOMING	0	9/19/2019 12:18	Active	3
VET 1215	ANIMAL FACILITIES MANAGEMENT	0	9/19/2019 12:18	Active	3
VET 1218	VETERINARY PRACTICE MANAGEMENT	150 Supplies and Equipment	9/19/2019 12:18	Active	2
VET 2231	VET TECH INTERNSHIP I	200 Supplies and Equipment	9/19/2019 12:18	Active	3
VOL 1100	VOLUNTEERISM	0	9/19/2019 12:18	Active	1
WBM 1220	INTRODUCTION TO HTML	0	9/14/2022 12:44	Active	3
WBM 1222	JAVASCRIPT WEB APPLICATIONS	0	10/28/2019 16:20	Active	3
WBM 1223	SERVERLESS WEB DEVELOPMENT	0	10/28/2019 16:21	Active	3
WBM 1224	PROGRESSIVE WEB APPLICATIONS	0	10/28/2019 16:19	Active	3
WDAY 1500	WARRIOR DAY	0	4/29/2020 14:10	Active	0.00
WELD 1204	GAS TUNGSTEN ARC WELDING	0 Supplies	7/17/2024 10:41	Active	1.00
WELD 1201	OXY-ACETYLENE WELDING	0 Supplies and Equipment	4/27/2023 13:24	Active	
WELD 1202	STRUCTURAL SHIELDED METAL ARC WELD	0 Supplies	7/17/2024 10:17	Active	1.00
WELD 1203	GAS METAL ARC WELDING	0 Supplies	7/17/2024 10:21	Active	1.00
WELD 1205	SMAW II	37.5 Supplies	7/17/2024 11:48	Active	1
WELD 1206	SMAW III	37.5 Supplies	7/17/2024 11:51	Active	1
WELD 1207	SMAW IV	37.5 Supplies	7/17/2024 11:54	Active	1
WELD 1208	SMAW V	37.5 Supplies	7/17/2024 13:06	Active	1
WELD 1209	GMAW II	37.5 Supplies	7/17/2024 13:13	Active	1
WELD 1210	GMAW III	37.5 Supplies	7/17/2024 13:19	Active	1
WELD 1211	GMAW IV	37.5 Supplies	7/17/2024 13:27	Active	1
WELD 1212	GTAW III	37.5 Supplies	7/17/2024 13:44	Active	1
WELD 1270	INTRODUCTION TO WELDING PROCESSES	150 Supplies and Equipment	9/19/2019 12:18	Active	4
WELD 1272	STRUCTURAL SHIELDED METAL ARC WELD	150 Supplies and Equipment	9/19/2019 12:18	Active	4
WELD 1282	GMAW/GTAW WELDING	150 Supplies and Equipment	9/19/2019 12:19	Active	4
WELD 1283	GMAW/GTAW PIPE WELDING	150 Supplies and Equipment	9/19/2019 12:19	Active	4
WELD 1284	BASIC GTAW WELDING	120 Supplies and Equipment	9/19/2019 12:19	Active	3
WELD 1605	WELDING REFRESHER	35 Supplies and Equipment	9/19/2019 12:19	Active	0.5
WELD 2240	METALLURGY & HEAT TREATMENT	15 Supplies	9/19/2019 12:19	Active	2
WELD 2242	WELD INSPECTION FOR QUALITY CONTROL	15 Supplies and Equipment	9/19/2019 12:19	Active	2
WELD 2262	PIPE WELDING I	150 Supplies and Equipment	9/19/2019 12:19	Active	4
WELD 2274	BLUEPRINT READING FOR WELDERS	130 Supplies and Equipment	9/19/2019 12:19	Active	3
WELD 2275	ADVANCED SHIELDED METAL ARC WELDING	150 Supplies and Equipment	9/19/2019 12:19	Active	2
WELD 2276	FLUX CORE ARC WELDING (FCAW)	150 Supplies and Equipment	3/12/2020 8:36	Active	3.0
WELD 2285	PIPE WELDING II	150 Supplies and Equipment	9/19/2019 12:19	Active	4
ZOO 1101	GENERAL ZOOLOGY	55 Supplies and Equipment	9/19/2019 12:19	Active	4
ZOO 1105	ANATOMY AND PHYSIOLOGY I	55 Supplies and Equipment	9/19/2019 12:19	Active	4

ZOO 1106	ANATOMY AND PHYSIOLOGY II	55 Supplies and Equipment	9/19/2019 12:19	Active	4
ZZZZ 1101	TEST COURSE	125 TEST JUSTIFICATION	9/19/2019 12:19	Active	

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE BOARD POLICY &
PROCEDURE 3.1205 –
PERFORMANCE EVALUATION AND
TENURE OF FACULTY MEMBERS**

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To approve revisions to Rend Lake College Board Policy & *Procedure 3.1205* – Performance Evaluation and Tenure of Faculty Members as presented, effective February 11, 2025.

RATIONALE: The tenured/tenure track faculty seniority list is updated each February and October as needed and requires Board approval for revisions.

EFFECTIVE DATE: February 11, 2025

3.1205 Performance Evaluation and Tenure of Faculty Members POLICY

The single most important responsibility of the Rend Lake College Board, faculty, and staff is to provide a quality instructional program designed to promote effective student learning. Excellence of instruction can be achieved when the College employs only fully qualified faculty members. Faculty members should be familiar with the best pedagogical approaches and work in an atmosphere where the freedom to teach and learn is encouraged.

Evaluation is properly a function and responsibility of the administration. This evaluation program is not intended to be a punitive instrument. The purpose of evaluation is to improve the learning process, to apprise instructional staff of their strengths, weaknesses, progress, and overall status, to determine the desirability of tenure when an individual is eligible, and to provide information for use in making personnel decisions in accordance with [110 ILCS 805/3B](#).

The administration has developed systematic and professional procedures for the primary purpose of assessing the quality of instruction and academic support services at Rend Lake College and to determine which instructors shall have continued employment with the College. Certain guidelines for evaluation of faculty may be set forth in an applicable Collective Bargaining Agreement.

Because tenure confers special rights and privileges on the recipient, it is the policy of the Board to extend tenure to only the most qualified individuals who are otherwise eligible. For this policy and subsequent procedures, the following definitions will apply:

- A. Faculty Member means a full-time employee of the district regularly engaged in teaching or academic support services, but shall exclude supervisors, administrators, and all office support and physical plant employees.
- B. Academic Support Services includes counseling and the Learning Resources Center.
- C. Academic Support Personnel means contractual employees including counselors and professional librarians, excluding supervisors, administrators, office support and physical plant employees.
- D. School Year means the fall and spring semesters which constitute the regular academic year and shall exclude the summer session.
- E. Term means the fall or spring semesters within a school year.
- F. Notice means a written notice delivered in person or deposited in the U.S. Mail by Certified or Registered Mail, postage prepaid, addressed to the faculty member's last known address.
- G. Tenure means continuous contractual employment unless dismissed for adequate cause or due to a decision of the Board to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program.
- H. Full-Time Employment for the purposes of this tenure policy shall be defined as follows:
 - 1. Faculty Members: Faculty members must have an instructional load of at least thirty (30) equated semester hours per school year. An instructional load of less than thirty (30) equated semester hours per school year shall not be considered full-time employment. Faculty members on extended contract must have a proportionately higher load. See applicable Collective Bargaining Agreement.
 - 2. Academic Support Personnel: Academic support personnel must have a normal work week of at least 35 hours during the regular school year, i.e., the fall and spring semesters, but excluding the summer session. A normal work week of less than 35 hours per week during the regular school year shall not be considered full-time employment.
- I. Seniority means the length of continuous full-time employment since the last date of hire as a full-time faculty member. Conflicts in seniority among faculty members with the same beginning date of continuous employment shall be resolved on the basis of the earliest date on the initial contract of employment.

- J. Eligibility: Faculty members shall be eligible for tenure in accordance with the provisions of [110 ILCS 805/3 B-2](#). The Board reserves the right to extend the probationary period to four years in accordance with the Illinois Revised Statutes [110 ILCS 805/3 B-2](#).
- K.

PROCEDURE

Tenure recommendation for eligible faculty and staff members shall be initiated by the appropriate dean, director or coordinator. Recommendations shall generally be submitted in writing by February 1 (October 1 for staff members hired at the start of the spring semester) to the appropriate Vice President who in turn shall generally make recommendations by February 5 (October 5 for faculty and staff members hired at the start of the spring semester) to the President for his review and recommendation to the Board of Trustees.

The President shall generally submit any recommendations on the granting of tenure to the Board of Trustees by the second Tuesday in February (second Tuesday in October for staff members hired at the start of the spring semester). If the Board of Trustees decides to dismiss a non-tenured faculty or staff member, the Board shall generally give notice thereof to the faculty or staff member not later than sixty (60) days before the end of the school year or term, whichever is applicable. The Board may at its option, and pursuant to [3 B-2](#) of the Tenure Act extend the probationary period for one additional school year by giving the faculty or staff member notice no later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Should the Board determine to extend the probationary period for one year, such notice must state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure, and all provisions of [Section 3 B-2](#) of the Tenure Act shall be followed.

A list of the tenured / tenure-track individuals will be maintained by the Vice-President of Instruction & Student Affairs and will be reviewed and approved by the Rend Lake College Board of Trustees during their regularly scheduled October and February meetings.

**TENURED/TENURE TRACK FACULTY AND STAFF SENIORITY LIST
BEGINNING DATE OF**

FEBRUARY 11, 2025

**CONTINUOUS, FULL-TIME
EMPLOYMENT ON TENURE TRACK**

Individuals who are tenured or who may be eligible to achieve tenure as defined by the Act are listed below. This list will be revised by February 1 of each year.

	Effective Date	Name
Agriculture	03/24/1997	*Wilkerson, Terry
	08/17/2009	Helmerts, Kathy
Allied Health	08/17/2009	Fann, Amber
Art	01/12/2004	McClement-Engler, Melissa
Automotive	08/23/1999	Perkins, Shannon
	08/21/2023	Copple, Jay

Biology	08/22/2005 08/15/2013 08/16/2018	Ragan, Caroline Jones, Emily Duncan-Gunter, Karla
Business	08/12/2010	Jornd, Mark
Chemistry	08/22/2005	Sandrock, Paul
Computer Networking	08/08/2017	Edwards, Chris
Computer Science	08/18/2000 01/09/2006	*Carpenter, Shari Helm, Bradley
Cosmetology	06/01/2005 01/06/2025	Mitchell, Daphne Beltz, Andrea Jo
Criminal Justice	08/12/2010	Meek, Ronald
Culinary Arts	08/01/2011	Fairbanks, Jeff
Diesel Technology	08/08/2017	Jones, Colin
English	08/23/1999 08/23/1999 01/07/2008	Biggs, Rebecca Davis, Peggy Ervin, Joseph
Health & P.E.	08/18/1992	Wills, Tim
Heavy Equipment	08/12/2010	Vahlkamp, Zachary
History	08/16/2004 08/17/2009	* Leeck, Henry Brouwer, Nathan
Industrial Electronics	08/23/1999	*Sink, Chris

	08/11/2022	Chambliss, Andrew
	01/06/2025	Doolin, Johnnie
Math	08/18/2000 08/18/2014 08/16/2018	Caldwell, Cindy Martin, Alex Keen, Jeff
Music	08/20/2007	Sanders, Sara
Nursing	07/19/2017 01/03/2018 07/16/2018 09/12/2022 08/01/2024	*Wiley, Susan Griffith, Denise Hopfinger, Sarah Hostetter, Zachary McCoy, Cheyenne
Office Technology	01/08/2007	Bilderbeck, Sarah
Philosophy	08/16/2018	Kemling, Jared
Physical Science	08/21/2006 08/17/2015	*Hollmann, Greg Holland, Richard
Psychology	01/08/2001	Mitchell, Jeannie
Radiologic Technology	06/04/2007 01/03/2011 01/02/2014 01/01/2019	* Wilkerson, Kim * Robinson, Bria Heisner, Holly Smith, Racheal
Sociology	08/12/2010	* Draper, Sarah
Speech	08/19/2005	Bailey-Smith, Elizabeth
Theater	01/07/2002	Webb, Tracey
Visual Communication Design	08/17/2001	Tarantino Linsin, Jennifer
Welding	08/15/2019	Meinert, Mike

STAFF TENURE

Reference, Librarian

08/16/2003

* West, Sandy

Academic Advisor

03/20/2005

* Jensik, Jena

07/01/2019

*Bauersachs, Heather

11/15/2019

*Bertolozzi, Jessica

08/16/2021

*Sean Carley

07/22/2024

*Deanna Hamilton

*Names with asterisk indicate tenured/tenure track but not members of bargaining unit.

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE
POLICY & *PROCEDURE* 4.1500 – COLLECTION OF
STUDENT FEES AND DEBTS**

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To approve revisions to Rend Lake College Policy & *Procedure* 4.1500 – Collection of Student Fees and Debts, effective February 11, 2025.

RATIONALE: Rend Lake College Policy & *Procedure* 4.1500 – Collection of Student Fees and Debts, needs to be updated to better reflect the needs of the college.

EFFECTIVE DATE: February 11, 2025

4.1500 Collection of Student Fees and Debts

POLICY

The Business Office will be responsible for the collection of student fees.

PROCEDURE

Outstanding student debts to the College will be handled as follows:

- A. ~~At regular intervals during the time in which students are allowed to register for a given year and term, the Business Office will process student statements. The Business Office will mail a copy of his /her statement to those students who have a balance due to the College after all financial aid and scholarship amounts have been awarded to the student's accounts. The statement will inform the student of his / her current balance and due date.~~ **Students may view their balances at any time on the Rend Lake College self-service student portal. The Business Office will not mail statements for current balances.**
- B. Students who register prior to the payment deadline as specified in the chart below may register without paying at the time of registration.
- C. Prior to the due dates list below, a student will be required to either complete one and /or a combination of the following in order to cover ~~his/her~~ **their** total balance due:
1. Make full payment directly to the College **either in-person, by mail, over the phone, or online**
 2. Enroll in a ~~Net~~ Payment Plan which will allow the student to budget ~~his /her~~ **their** tuition over an extended period of time
 - ~~3. Make online payment utilizing the IL-E pay system~~
 4. Have financial aid applied to ~~his /her~~ **their** account
- D. Failure to complete one ~~and /~~ or a combination of the above-mentioned options will result in the student being dropped from ~~his /her~~ classes on the drop dates listed below.
- E. ~~Students who are dropped from their classes will be assessed a \$25 service charge. If a student wishes to re-enroll in classes, he / she will be required to pay the service charge.~~
- F. Students registering after the drop date indicated below are expected to complete one ~~and /~~ or a combination of the above-mentioned options prior to the end of the business day during which ~~he / she~~ **they** registered. Failure to do so will result in the student being dropped from ~~his /her~~ classes. ~~The student will be assessed a \$25 service charge. If a student wishes to re-enroll in classes, he / she will be required to pay the service charge.~~
- G. The dates and amounts due shown below apply unless otherwise indicated for a specific program.

COURSE LENGTH IN WEEKS

6 to 16 weeks

5 weeks or less

DATE AND AMOUNT DUE

Due dates are 5/15 for the Summer term, 7/15 for the Fall term, and 12/15 for the Spring term.

Due date will be the first day of classes.

- H. Following ~~the disbursement of student aid and at~~ the end of each year and term, students with an outstanding balance will be mailed a statement. Students will be responsible for the payment of all remaining charges ~~prior to registration~~.
- I. A hold will be placed on **the accounts of** students who have an outstanding balance. **Depending upon the amount outstanding,** the hold ~~will~~ **may** prevent the student from registration in future terms.
- J. Once the outstanding debt has been paid, the ~~Business Office~~ hold will be removed from the student's account and all privileges will be reinstated.
- K. Balances remaining on a student's account at the conclusion of the semester will be considered past-due. Rend Lake College will pursue its own collection efforts for past-due accounts. Once these efforts are exhausted, past-due accounts will be submitted to a debt recovery program. This may result in the garnishment of payments made to individuals with past-due accounts including, but not limited to, paychecks, tax refunds, commercial payments, and lottery winnings. Past-due accounts will be submitted to the program once the student has received three monthly past-due notices and one final past-due notice following the conclusion of the semester.
- L. Students who wish to dispute their account balances should follow the established procedures for Student Non-Academic Complaints which are detailed in the [Student Handbook](#).
- M. This procedure does not apply to students enrolled in Community Education courses or unless otherwise indicated for a specific program.

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE
POLICY & PROCEDURE 2.1200 – ADDRESSING
DISCRIMINATION AND HARASSMENT (TO INCLUDE
SEXUAL ASSAULT, SEXUAL MISCONDUCT,
SEXUAL VIOLENCE, DOMESTIC VIOLENCE,
DATING VIOLENCE AND STALKING)
(FIRST READING)**

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To approve revisions to Rend Lake College *Policy & Procedure 2.1200 – Addressing Discrimination and Harassment (to Include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking)*, first reading, effective January 31, 2025.

RATIONALE: Rend Lake College *Policy & Procedure 2.1200 – Addressing Discrimination and Harassment (to Include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking)* needs to be updated due to the most recent Title IX regulations, which took effect August 1, 2024, being struck down in U.S. District Court. RLC’s policy will revert back, with minor revisions, to the one in effect prior to August 1, 2024.

This policy and procedure change will be retroactive to January 31, 2025, which is when the court’s decision was rendered.

EFFECTIVE DATE: January 31, 2025

2.1200 Addressing Discrimination and Harassment (to Include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking)

POLICY

Rend Lake College does not engage in discrimination or harassment, or tolerate discrimination or harassment against any person because of the following protected categories: race, color, religion, sex, pregnancy or related conditions, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, sex stereotypes, sex characteristics, gender identity, arrest record status, military status, and unfavorable discharge from military service.

In furtherance of Rend Lake College's commitment to the principles of equality and equal opportunity for applicants, students, faculty, staff, and visitors, this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein. The College will comply with all federal, state, and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Rend Lake College is committed to providing prompt and effective resolution of alleged or suspected incidents of discrimination or harassment. If disciplinary action is warranted, discipline will be imposed in accordance with applicable established College rules and regulations. Retaliation against any person for coming forward with a complaint or a concern, or for otherwise participating in this process, will not be tolerated. Additionally, the College can unilaterally initiate any and all steps under this policy and procedure when it learns, either directly or indirectly, that discrimination, sex-based harassment or retaliation is alleged to be taking place.

This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the [Americans with Disabilities Act Amendments Act](#), the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Veterans' Readjustment Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act.

This policy is organized into the following sections:

POLICY

- A. Policy Definitions
- B. Discrimination
- C. Harassment
- D. Title IX
- E. Retaliation
- F. Disciplinary Sanctions

PROCEDURE

- A. Reporting
- B. Procedures for Addressing Violations of This Policy (Non-Title IX)
- C. Grievance Procedures for Addressing Complaints of Sex Discrimination
- D. Grievance Procedures for Complaints of Sex-Based Harassment Involving Student Complainants or Student Respondents at Postsecondary Institutions
- E. Procedure for Addressing Title IX Sexual Harassment Complaints (Prior to 8/1/2024)
- F. General Provisions

A. Policy Definitions

For purposes of this policy, the following definitions will apply. In the event of a conflict with federal or state definitions, the order of supremacy shall apply.

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to the college's Title IX Coordinator or any college official who has authority to institute corrective measures on behalf of the college. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only person with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the college.

Campus Security Authorities: Campus security authorities (CSAs) are defined as: the RLC Police Department; any individual or individuals who have responsibility for campus security but who do not constitute the RLC Police Department; any individual or organization specified in RLC's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and RLC officials who have significant responsibility for student and campus activities. These individuals are normally required to fully document all operative facts of an incident that are reported or that are developed throughout the course of a criminal investigation.

Campus Visitor: Includes any person who is not affiliated with the college as either a student or employee.

Complainant: A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination, or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination .

Complaint: an oral or written request to the college that objectively can be understood as a request for the college to investigate and make a determination about alleged discrimination under Title IX.

Consent: voluntary, positive agreement between the participants to engage in specific sexual activity. This definition includes the following parameters:

- (1) consent is a freely given agreement to sexual activity
- (2) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent
- (3) a person's manner of dress does not constitute consent

- (4) a person's consent to past sexual activity does not constitute consent to future sexual activity
- (5) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another
- (6) a person can withdraw consent at any time
- (7) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
 - (a) the person is incapacitated due to the use or influence of alcohol or drugs;
 - (b) the person is asleep or unconscious;
 - (c) the person is under age; or
 - (d) the person is incapacitated due to a mental disability. See [720 ILCS 5/11-1.70](#) for the Illinois definition of consent.

In Illinois, the age of consent is 17 years.

Course of Conduct: Two or more incidents, including but not limited to acts through which the stalker directly, indirectly, or through a third party, by an action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: a felony or misdemeanor crime committed by a person who: is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the college, or a person similarly situated to a spouse of the victim; shares a child in common with the victim; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; or who commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Education Program or Activity (Prior to 8/1/2024): Includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sex-based harassment occurs.

Education Program or Activity (On or after 8/1/2024): Includes but is not limited to conduct that occurs in a building owned or controlled by a student organization that is officially recognized by the college, and conduct that is subject to the college's disciplinary authority. The college has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the college's education program or activity or outside the United States.

Employee: Any individual who performs services for the campus or the College in exchange for pay and/or benefits, or designated College volunteer.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sex-based harassment against a respondent and requesting that the college investigate the allegation of sex-based harassment. At the time of filing a formal complaint, a complainant must

be participating in or attempting to participate in an education program or activity of the college. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under Title 34, Code of Federal Regulations, § 106.8(a), and by any additional method designated by the college. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this part or under § 106.45, and must comply with the requirements of this part, including § 106.45(b)(1)(iii).

Harassment: unwelcome conduct based on (actual or as perceived by the alleged offender) race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service. Harassment becomes unlawful when:

- the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive; and
- enduring the offensive conduct becomes a condition of continued employment or participating in an educational program or activity.

Mandated Reporters: All faculty and staff are mandated reporters of violations of this comprehensive policy. They must report alleged violations of this comprehensive policy to a Title IX coordinator.

Party: a complainant or respondent.

Peer Retaliation: retaliation by a student against another student.

Reasonable Person: Reasonable person under similar circumstances and with similar identities to the victim.

Relevant: Related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Remedies: Measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person’s access to the recipient’s education program or activity after a recipient determines that sex discrimination occurred.

Respondent: A person who is alleged to have violated the recipient’s prohibition on sex discrimination.

Responsible Employees: Any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a person could reasonably believe has this authority or responsibility. At RLC, all those designated as “mandated reporters” are also “responsible employees”.

Retaliation: means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part, including in an informal resolution process under § 106.44(k), in grievance procedures under § 106.45, and if applicable § 106.46, and in any other actions taken by a recipient under § 106.44(f)(1). Nothing in this definition or this part precludes a recipient from requiring an employee or other person authorized by a recipient to provide aid, benefit, or service under the recipient's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this part.

Sexual Abuse: any nonconsensual sexual act proscribed by Federal or State law, including when the victim lacks capacity to consent. Sexual abuse occurs when a person 1) commits an act of sexual conduct by the use of force or the threat of force, or 2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent. See [720 ILCS 5/11-1.50](#) for additional definitions related to the ages of the offender and the victim.

Sexual Assault: is defined as any nonconsensual sexual act proscribed by Federal or State law, including acts committed by force or the threat of force and acts in which the victim lacks capacity to consent.

Sex-based Harassment: Sex-based harassment prohibited by Title IX is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the bases described in 34 CFR Part 106.10, that is:

- (1) *Quid pro quo harassment*. An employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
- (2) *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - (ii) The type, frequency, and duration of the conduct;
 - (iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - (iv) The location of the conduct and the context in which the conduct occurred;and
 - (v) Other sex-based harassment in the recipient's education program or activity.

(3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Sexual assault is defined in U.S. Code as an offense classified as a forcible or nonforcible sex offense under the Uniform Crime Reporting system of the Federal Bureau of Investigation. This includes the following crimes:

- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent

Sexual Misconduct: includes but is not limited to: intentional and undesired physical contact, stalking, attempted or actual kissing or fondling, intimate partner violence, coerced sexual activity, indecent exposure, repeated unsolicited propositions for dates and/or sexual relations, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing (physically or psychologically) a person or persons.

Sexual Violence: physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Student: a person who has gained admission.

Substantial Emotional Distress: significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Supportive Measures: individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- (1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
- (2) Provide support during the recipient's grievance procedures under § 106.45, and if applicable § 106.46, or during the informal resolution process under § 106.44(k)

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX: Title IX of the Education Amendments of 1972 (Pub. L. 92-318; 20 U.S.C. 1681, 1682, 1683, 1685, 1686, 1687, 1688, 1689), as amended.

Title IX Advisory Committee: This group convenes biannually (or more frequently as needed) to review and discuss reported incidents of sex-based harassment (including sexual assault and sexual violence), undergo training, identify educational opportunities for the campus, and make policy recommendations. The committee is chaired by the Title IX Coordinator and is comprised of the Title IX Deputy Coordinators and individuals from select college departments and the community. A regional advisory committee or task force also may perform this function.

Title IX Coordinators: The Title IX Coordinator is responsible for overseeing all of Rend Lake College's Title IX compliance efforts, including gender discrimination, sex-based harassment, retaliation, sexual assault, and athletics. The Title IX Coordinator coordinates the college's efforts to end the alleged discrimination, prevent its recurrence, and remedy its effects on the victim and the college community. Title IX Deputy Coordinators are college employees who have been trained and designated by the Title IX Coordinator to receive and investigate allegations of sex-based harassment.

B. Discrimination

No Rend Lake College student, faculty, staff, applicant, or visitor shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any college service, program or activity on the basis of any of the following protected categories (actual or as perceived by the alleged offender): race, color, religion, sex, pregnancy or related conditions, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, sex stereotypes, sex characteristics, gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations, and access to educational programs, activities, services, or facilities, and access to educational programs and activities, including career technical programs / courses. Information about CTE program offerings and admissions requirements is available at www.rlc.edu/programs-degrees.

C. Harassment

Harassment, including sex-based harassment, is a form of discrimination. Rend Lake College does not tolerate any form of harassment in work or study. The college considers such behavior – whether physical or verbal – to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions in response to alleged or suspected violations of this policy. Sexual abuse, sexual assault, dating violence and domestic violence are severe forms of sex-based harassment and are violations of this policy as well as the State Criminal Code.

D. Title IX

Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. Title IX states as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Discrimination on the basis of sex (i.e., sex discrimination) includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Title IX also applies to admissions, employment, financial aid, athletics, academic matters, career services, and all other Rend Lake College programs and activities. The Title IX statute applies to persons in the United States with respect to education programs or activities that receive federal financial assistance.

E. Retaliation

It is unlawful to retaliate against an individual for opposing practices that discriminate based on a protected class or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation. Rend Lake College strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights.

F. Disciplinary Sanctions

If a party is found to be in violation of one or more of the sections of this policy, disciplinary sanctions may be imposed. Imposed sanctions can include, but are not limited to:

- Dismissal of charges
- Oral reprimand of the respondent
- Censure stating further misconduct by the respondent will bring additional sanctions
- Disciplinary probation of the respondent
- Community service of the respondent
- College-imposed order of protection limiting the respondent’s contact with the complainant
- Restitution by the respondent to the complainant
- Suspension of the respondent
- Expulsion of the respondent
- Barring the respondent from college property
- Referral for charges within the state of Illinois criminal justice system

PROCEDURE

A. Reporting

Individuals alleging violation of the policies herein are encouraged to report the alleged violation immediately upon experiencing the alleged misconduct or learning of the alleged misconduct. Individuals reporting alleged or suspected violations of this policy should contact the Rend Lake College Police Department by visiting their office in the Student Center on campus, by calling them at 618-525-1911, or by email at police@rlc.edu (non-emergencies only). Reports also may be made using the complaint form available on the college's website, www.rlc.edu.

Rend Lake College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations. Title IX sex-based harassment, as defined above, can be reported directly to the Title IX Coordinator. Any person may report sex discrimination, including sex-based harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sex-based harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report, including by making a report to the RLC Police Department. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Notice of or allegations of sex-based harassment to the college's Title IX Coordinator, or to any college officials with authority to institute corrective measures on the college's behalf (i.e., the President's Executive Leadership Team), will constitute knowledge and thus trigger a response from the college. The Title IX Coordinator shall confer with and/or seek guidance from the President on matters that he/she deems appropriate.

College employees to whom misconduct is reported are required to report the alleged misconduct to the Rend Lake College Police Department immediately. Employees who fail to report alleged or suspected violations of this policy to the appropriate campus office in a timely manner may be subject to disciplinary action, up to and including termination.

Persons visiting the campus who believe they are subject to conduct that would constitute a violation of the policies herein as perpetrated by a Rend Lake College employee or student should contact the Rend Lake College Police Department on campus or at 618-525-1911.

A student, employee or visitor who has experienced a sexual assault or other act of sexual violence may also contact proper law enforcement authorities (e.g., by calling 911), including Rend Lake College police or local police, about possibly filing a criminal complaint. The Title IX Coordinator is available to assist students in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation as soon as is practicable under the circumstances. Rend Lake College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Victims of sexual violence are strongly encouraged to report this in a timely manner to the Rend Lake College Police Department. Filing a police report with the Rend Lake College Police

Department will not obligate the victim to prosecute, but it will: ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon receiving a report of an allegation of sexual violence, dating violence, domestic violence or stalking, the college will provide survivors with concise information, written in plain language, concerning their rights and options.

1. **Anonymous & Confidential Reporting**

Crime victims who do not want to pursue action with the college or the Illinois criminal justice system still have the option of making a confidential report. With the reporting person's permission, the Rend Lake College Chief of Police can file a report concerning the details of the incident without revealing that person's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. Those wishing to file a confidential report will be referred to the Rend Lake College Chief of Police or any of the Campus Security Authorities. Reports filed in this manner are counted and disclosed in the Rend Lake College Annual Security Report crime statistics for the institution. Those who wish to pursue action within the college or the Illinois criminal justice system should be aware that police reports are public record and thus cannot be held in confidence.

2. **Third-Party & Bystander Reporting**

Third parties and bystanders who wish to report violations of these policies may use the same reporting procedures outlined above.

CONTACT INFORMATION

Campus Police Department & Local Law Enforcement

Main Campus (Ina)

Rend Lake College Police Department: 618-525-1911 or 618-437-5321, Ext. 1911, police@rlc.edu, 468 N. Ken Gray Pkwy, Ina, IL 62846. Confidential reporting is available through the RLC Police Department.

Jefferson County Sheriff's Office: 618-244-8004, 911 E. Casey Ave., Mt. Vernon, IL 62864

RLC MarketPlace (Mt. Vernon)

MarketPlace Security: 618-237-1911

Mt. Vernon Police Department: **Call 911 for emergencies.** 618-242-2131, 600 S. 27th St., Mt. Vernon, IL 62864

RLC Murphy-Wall Pinckneyville Campus

Pinckneyville Police Department: **Call 911 for emergencies.** 618-357-8231, 104 South Walnut Street, Pinckneyville, IL 62274

RLC Police Department (non-emergencies): 618-437-5321, Ext. 1911, 468 N. Ken Gray Pkwy, Ina, IL 62846

Community-Based Sexual Assault Crisis Centers

S.A.F.E. (Sexual Assault & Family Emergency)

24-hour Crisis Hotline: 1-800-625-1414

<http://safecrisiscenter.org>

NOTE: Rend Lake College has partnered with S.A.F.E. for their services. They can provide a referral to an agency closer to the alleged victim if they wish.

The Survivor Empowerment Center

24-hour Hotline: 1-800-334-2094

<https://www.empoweringsurvivors.org>

Confidential Advisors & Resources

Rend Lake College does not employ pastoral counselors or professionally licensed or certified counselors to provide any counseling services to crime victims. However, confidential advisors are available through S.A.F.E. (see contact information above), which provides confidential counseling, crisis intervention and referrals along with information to victims of sexual assault and sexual abuse. Victims of crime will be provided a copy of the Illinois Attorney General's Crime Victim Rights in Illinois brochure. This brochure explains victims' rights under Illinois law and also provides some resources available to victims.

Hospitals

Crossroads Community Hospital

#8 Doctors Park Road

Mt. Vernon, Illinois 62864

(618) 244-5500

<http://www.crossroadshospital.com>

Franklin Hospital

201 Bailey Lane

Benton IL 62812

618-439-3161

<http://www.franklinhospital.net>

Pinckneyville Community Hospital

5383 State Route 154

Pinckneyville, IL 62274

618-357-2187

<http://www.pvillehosp.org>

SSM Health Good Samaritan Hospital

1 Good Samaritan Way

Mt. Vernon, IL

618-242-4600

<http://www.ssmhealth.com>

Title IX Coordinators

Title IX Coordinator – Chad Copple, 618-437-5321, Ext. 1237 • copplec@rlc.edu • ADM 137

Title IX Deputy Coordinator – Cathy DeJarnette, 618-437-5321, Ext. 1243 • dejarnettec@rlc.edu • ADM 126

Title IX Deputy Coordinator – Henry Leeck, 618-437-5321, Ext. 1790 • leeckh@rlc.edu • ADM 110

B. Procedures for Addressing Violations of this Policy

NOTE: This section applies to alleged violations of this policy not involving sex discrimination, and allegations of sex discrimination that do not qualify as Title IX offenses. Procedures for addressing Title IX sex discrimination and sex-based harassment are included in Section C below.

Rend Lake College is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy about which the college knows or reasonably should know, and in the case of Title IX, when the college has received knowledge of an allegation. Complainants alleging violation of the comprehensive policy shall have the opportunity to request that the complaint resolution procedure begin promptly and proceed in a timely manner. The college's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the college's access to information relevant to the alleged or suspected violation of this policy. Rend Lake College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. The college may, upon finding good cause, modify these procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

1. Informal Resolution

To the extent they feel comfortable, individuals are encouraged to first discuss and seek resolution with the individual(s) against whom the complaint is alleged. Any member of the campus community may consult with the Rend Lake College Police Department or the Vice President of Academic and Student Services about conduct that they believe may violate this policy. At any point, an individual may choose to engage the resolution procedures outlined below.

Informal resolutions are designed to operate in an expeditious manner and to empower the parties to reach a mutually satisfactory agreement with the assistance of a neutral third party. The investigator does not make a determination of fact as to whether college policy has been violated as part of the informal resolution process. Instead, the investigator will use conflict resolution techniques to attempt to resolve the concern(s) brought forward in a manner that is satisfactory to all parties. Informal resolution is flexible and invites active participation of all the parties in order to resolve the matter. Moreover, the investigator will only speak to the individuals whose involvement is necessary to facilitate a resolution. In some instances, this might include only the parties directly involved.

Informal resolution is not an option if the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with Federal, State or local law.

a. Informal Resolution Request

The investigator who receives a complaint or request for informal resolution will attempt to resolve concerns by informal or collegial processes, including mediation if the complaining party seeks such assistance. To request resolution via informal means, individuals must (1) contact the Rend Lake College Police Department or Vice President of Academic and Student Services within 60 days following the last occurrence of the behavior or incident of discrimination that is the subject of the informal resolution, and (2) complete a Complaint Form. This form is available on the RLC website at www.rlc.edu and at the RLC Student Services Office and the RLC Police Department Office. The Complaint Form must provide details sufficient to inform the investigator about the behavior or incident of discrimination. The investigator will review the request for resolution and determine if the matter is appropriate for informal resolution and whether the allegations set forth in the request form, if substantiated, would constitute a violation of this policy. If not, the investigator will make a referral to an appropriate office.

If the individual declines to complete the Complaint Form, the investigator will either (1) close the matter; or (2) invoke the formal investigation process below if the alleged or suspected misconduct would constitute prohibited discrimination, harassment, or retaliation in violation of this policy.

b. Informal Resolution Disposition

If the investigator determines that the allegations are sufficient to establish a claim of discrimination, harassment, or retaliation, he/she shall initiate the informal resolution process. The investigator will attempt to achieve a mutually acceptable resolution within 15 days from the receipt of the Complaint Form. Any party may pursue a formal investigation if he or she is dissatisfied with a proposed informal resolution.

Informal efforts to address the allegations will conclude with one of the following: (1) a resolution of the complaint by agreement of the parties; or (2) a decision to stop further action. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the initiating party; assisting the responding party to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in educational programs about equal opportunity or harassment; verbal or written reprimands; or other interventions or actions aimed at ending the alleged misconduct.

In concluding the informal resolution phase, the investigator shall submit a report to the parties involved in the allegation and the appropriate Title IX Coordinator if necessary, but not normally to any other campus-level office. Informal resolution reports will usually be brief. Reports prepared by an investigator, and all records collected during the investigation, shall be kept separate from the official personnel files of the parties.

2. Formal Investigation

If a complaint proceeds to a formal investigation or the matter is not appropriate for informal resolution, a prompt, thorough, and impartial investigation will be conducted to determine if a

violation of this policy occurred. A formal investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications. At the conclusion of the investigation, a determination based on all of the evidence is provided to the President and Title IX Coordinator if necessary along with a recommendation for further action if warranted.

a. Investigation Request

If there is no mutually acceptable informal resolution, a request for a formal investigation must be submitted within 14 days of the informal resolution disposition, or the college may invoke the formal investigation process on its own. A request for a formal investigation should be submitted in writing. Individuals are encouraged to provide as much information as possible, including a description of the discriminatory decisions and/or alleged incident(s) of harassment or other actions that form the basis of the complaint, together with relevant date(s) and the name(s) of the individual alleged to have violated the policy, i.e. Respondent. The complainant should also include the name(s) of any witnesses, if applicable. Even absent a complaint or investigation request, Rend Lake College will nonetheless investigate suspected violations of this policy to the extent possible and to the extent necessary to comply with applicable law. The complainant and respondent shall (i) receive notice of the individual or individuals with authority to make a finding or impose a sanction in their proceeding before the individual or individuals initiate contact with either party and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

b. Investigation Notification

Prompt notification of a complaint will be provided by the Rend Lake College Police Department to the Vice President of Academic and Student Services and to the Title IX Coordinator if necessary by delivery of a copy of the written complaint. The notification to the respondent(s) will include a copy of any written complaint or a description of any complaint submitted orally, the identity of the complainant(s), and these procedures. Delivery by electronic means is appropriate.

The respondent(s) will be requested to respond in writing to the complaint within a reasonable time, not to exceed 14 days from the date of delivery of the notification of the complaint. Any extension of time must be approved by the Vice President of Academic and Student Services or, if appropriate, the Title IX Coordinator. A copy of the respondent(s)'s response will be provided to the complainant.

c. Investigation Assurances

Both the complainant and respondent will be provided with the following in connection with the investigation of alleged or suspected violations of this policy:

- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to submit other evidence on their behalf.
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law).

- The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
- The opportunity to appeal the outcome of the investigation.
- Any proceeding, meeting, or hearing held to resolve complaints of alleged student violations of the comprehensive policy shall protect the privacy of the participating parties and witnesses.

d. Investigation Disposition

All employees and students have an obligation to cooperate in the conduct of these procedures. Failure to do so may result in disciplinary action. In the event that a complainant does not cooperate by failing to furnish information requested by the investigator or failing to make himself or herself available for interview by the investigator, that may affect the College's ability to investigate the matter and may result in the complaint being dismissed. The investigator shall provide written notice of the outcome of the investigation to the complainant(s) and the respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the investigator may conclude that such information or interview, if provided or conducted, would be adverse to the respondent.

A disciplinary committee chosen by the College President will preside over hearings. The alleged victim and accused will either be notified in person or by certified return receipt mail of the date, time, and location for the disciplinary hearing which will be conducted by the appropriate Vice President. Both the alleged victim and the accused are afforded the same opportunity to be accompanied by one advisor for a disciplinary hearing if so desired. The advisor may attend the disciplinary hearing to counsel the student. In no event may the advisor participate directly by speaking or questioning either party. At any time during the disciplinary hearing, the advisor may be asked to leave should they not adhere to their role of acting in an advisory capacity only. The complainant and the respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the college will make arrangements by which each party can, at a minimum, hear the other party's testimony. The complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the committee, suggest questions to be posed by the committee and respond to the other party. If either the alleged victim or the accused do not attend the scheduled hearing, it may still be conducted in absentia and the verdict rendered regardless of their attendance or participation in the disciplinary hearing.

Within 7 days following the disciplinary hearing, the Vice President will prepare a report to include (1) the complainant's allegations or a summary of any other suspected violations; (2) the respondent's replies to the allegations or suspected violations; (3) information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) the investigator's analysis of evidence and findings of fact on each element of the complaint; and (6) any recommendation(s) disciplinary committee members may consider pertinent to the disposition of the complaint.

The Vice President's findings of fact shall be made using the preponderance of the evidence standard (i.e., more likely than not). Individuals are presumed innocent unless a preponderance of the evidence supports a finding of misconduct. The preponderance of the

evidence standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it. If there is evidence that the complaint was filed without a reasonable basis in fact and honest belief, the investigator shall include that evidence in his or her report. Such conduct could constitute a violation of this policy.

The Vice President shall submit his or her conclusion and recommendation to the complainant, the respondent, and the President. The Vice President, in consultation with legal counsel, the President, and his/her designee(s) deemed to be relevant to the decision-making process, shall make his or her decision as to the disposition of the case as soon as possible, but no later than 7 days of the disciplinary hearing (or as soon as feasible when extensions are necessary). This decision shall be in writing and shall include an explanation of the decision, any and all sanctions imposed, and appeal rights. Copies of the decision will be sent to the complainant, the respondent, and other appropriate executive officers. The complainant and respondent shall be informed of the decision contemporaneously to the greatest extent possible. The College also may disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a “no contact” order).

3. Appeals

This part of the procedure allows either the complainant or the respondent to appeal the Vice President’s disposition to the college Executive Vice President or President.

a. Appeal filing

The complainant and the respondent each have the right to appeal the Vice President’s decision within 14 days of his/her written decision from the formal investigation. This appeal may be based on either substantive or procedural grounds. The appeal must be submitted in writing with all supporting materials attached.

b. Appeal resolution

The Executive Vice President or President shall decide the appeal as soon as possible, but no later than 15 days after the final submission of appeal materials (or as soon as feasible when extensions are necessary). The President’s decision shall be in writing, shall include an explanation, and shall be submitted to the complainant, the respondent, the appropriate Vice President, and the Title IX Coordinator, if necessary. This written decision on the appeal shall constitute the final administrative action of the College.

C. Grievance Procedures for Complaints of Sex Discrimination

Rend Lake College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

A report of sex discrimination will first be investigated to determine if it falls under Title IX of the Education Amendments Act of 1972. If the report does fall under Title IX, it will follow this separate procedure. If not, the matter may still be pursued as an alleged violation of the comprehensive policy and will be addressed as outlined in Section B of Policy 2.1200.

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, under Title IX: a complainant, as defined above; a parent, guardian or other authorized legal representative with the legal right to act on behalf of a complainant; or the college’s Title IX Coordinator.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint: any student or employee of Rend Lake College; or any person other than a student or employee who was participating or attempting to participate in the college's education program or activity at the time of the alleged sex discrimination.

To file a complaint, the complainant may fill out the electronic complaint form found on the college's website at www.rlc.edu/titleix-policy and check the "Sex-Based Harassment" box. Alternately, the complaint may be made in writing or orally by contacting the office of the Title IX Coordinator or a Deputy Coordinator.

The college may consolidate formal complaints as to allegations of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sex discrimination arise out of the same facts or circumstances.

The college will respond promptly and effectively to knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, and will comply with Title IX to address sex discrimination in that education program or activity.

The college will treat complainants and respondents equitably, and offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the college has initiated grievance procedures for a sex discrimination complaint, and if applicable a sex-based harassment complaint involving a student, or offered an informal resolution process to the respondent, the college will offer and coordinate supportive measures, as appropriate, for the respondent. The respondent is presumed not responsible for alleged sex discrimination until a determination is made at the conclusion of grievance procedures.

The college will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The college will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (*i.e.*, will not be accessed or considered, except to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the college obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and

- Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Upon initiation of Rend Lake College’s Title IX grievance procedures, the college will notify the parties of the following:

- Rend Lake College’s Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the college provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the college decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the college will notify the parties of the additional allegations.

Reasonably Prompt Timeframes for Major Stages of Grievance Procedures

A decision whether to dismiss or investigate a complaint will be made within two business days, or as soon as is practical based on availability of information. If an investigation is conducted, the college will endeavor to conclude the investigation within 30 days, contingent on availability of information, evidence and witnesses. Following the conclusion of the investigation, a determination regarding responsibility will be made within 14 days. Appeals from either party must be filed in writing within 14 days of the issuance of the written determination. Appeals will be decided within 15 days of the written notice of appeal.

The college may issue reasonable extension of these timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay.

Dismissal of a Complaint

Rend Lake College may dismiss a complaint of sex discrimination if:

- The college is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Rend Lake College education program or activity and is not employed by the college;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, or the college determines that, without the complainant’s withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

- The college determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the college will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the college will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the college will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

When a complaint is dismissed, the college will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the college's education program or activity.

1. Informal Resolution Process for Sex Discrimination Complaints

If both parties agree in writing, a formal complaint may go through an informal resolution process. In this event, the college will provide both parties with a written notice including the allegations; the requirements of the informal resolution process; that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the recipient's grievance procedures; that the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from resuming or initiating grievance procedures arising from the same allegations; potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and what information the college will maintain and whether and how the college could disclose such information for use in grievance procedures under Title IX if grievance procedures are initiated or resumed. The informal resolution process will follow that outlined in section B(1)(b) of this policy.

Informal resolution is not an option in an allegation of an employee sexually harassing a student, nor in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence, or stalking, is alleged.

Informal resolution is not an option if the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with Federal, State or local law.

2. Formal Resolution Process for Sex Discrimination Complaints

Rend Lake College will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the college, not on the parties, to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The respondent is presumed to be not responsible, and the preponderance of evidence standard will be used.

During the formal resolution process, the college will:

- Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;

- Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance;
- Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:
 - Provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the college provides a description of the evidence, it will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
 - Provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
 - Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

The college will use the following process enabling the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

When a party's or witness's credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination, the investigator or decisionmaker will schedule and conduct individual meetings with the party or witness for the purpose of asking relevant and not otherwise impermissible questions. Each party may propose such questions to be asked by the investigator or decisionmaker, who will determine whether the questions are relevant and permissible prior to being posed. A recording or transcript will be provided to the parties with enough time, as determined by the decisionmaker or investigator, for the parties to propose follow-up questions. Questions which are unclear or harassing of the party being questioned will be prohibited.

3. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the college will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under this standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a complainant and other people the college identifies as having had equal access to its education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the college's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

4. Appeals

The college offers both parties an appeal from a determination regarding responsibility, and from dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and

The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome. If pursuing an appeal, a party must file notice of appeal within 14 days of the issuance of the written determination. Upon receiving notice of appeal, the college will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that the college will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result. The Executive Vice President or President shall decide the appeal as soon as possible, but no later than 15 days after the final submission of appeal materials (or as soon as feasible when extensions are necessary). The decision shall be in writing, shall include an explanation, and shall be submitted to the Complainant, the Respondent, the appropriate Vice President, and the Title IX Coordinator, if necessary. This written decision on the appeal shall constitute the final administrative action of the College.

If any portion of this policy regarding Title IX processes conflicts with the provisions of Title IX of the Education Amendments Act of 1972, the provisions of Title IX will control.

D. Grievance Procedures for Complaints of Sex-Based Harassment Involving Student Complainants or Student Respondents

Rend Lake College has adopted Title IX grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator. The following grievance procedures address complaints of sex-based harassment that involve a student party.

Grievance procedures for addressing sex-based harassment generally follow the procedures described in Section C above dealing with sex discrimination. Additional requirements to procedures pertaining to sex-based harassment are outlined below.

1. Complaints

The following people have a right to make a complaint of sex-based harassment under Title IX: a complainant, as defined above; a parent, guardian or other authorized legal representative with the legal right to act on behalf of a complainant; or the college's Title IX Coordinator. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX.

2. Written Notice of Allegations

In addition to the elements of written notice outlined in Section C above, written notice of sex-based harassment allegations will also include:

- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. If the college provides access to an investigative report, the parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party.

3. Dismissal of Complaints

In addition to the elements of dismissals of complaints outlined in Section C above:

- Complainant withdrawals of allegations of sex-based harassment must be submitted in writing.
- A complaint also may be dismissed if the respondent is not participating in Rend Lake College's education program or activity and is not employed by the college.
- Notification of a dismissal also will be provided in writing to the parties.

4. Informal Resolution

Informal resolution will follow the process outlined in Section C above.

5. Formal Resolution

In addition to the investigation and formal resolution elements outlined in Section C above:

- The college will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.
- The college will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The college will not limit the choice or presence of the advisor for the

complainant or respondent in any meeting or proceeding, and may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

- The college will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.
- The college has discretion to determine whether the parties may present expert witnesses as long as the determination applies equally to the parties.

6. Witness or Party Credibility / Live Hearings

If the credibility of a witness or party is in question, the process for determining credibility will generally be through the interview process as outlined in Section C above.

a. Live Hearings

If both parties request a live hearing and the college determines it is a necessary option, a live hearing may be conducted. The live hearing will be conducted by a disciplinary committee formed by the college President and chaired by the appropriate Vice President or other designee of the President. The process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decisionmaker to ask such questions, and either:

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker, subject to the procedures for evaluating and limiting questions discussed in Section C; or
- Allow each party's advisor to ask any party or witness such questions, subject to the procedures for evaluating and limiting questions discussed in Section C. Such questioning will never be conducted by a party personally. If the college permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, the college will provide the party with an advisor of the college's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, the college will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.

The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions

The live hearing will be conducted with the parties physically present in the same geographic location or, at the college's discretion or upon the request of either party, will conduct the live hearing with the parties physically present in separate locations with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness while that person is speaking. The college will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

7. Determination Whether Sex-Based Harassment Occurred

In addition to the determination elements outlined in Section C above:

- Written notification of the determination to the parties will be simultaneous and include:
 - A description of the alleged sex-based harassment;

- Information about the policies and procedures the college used to evaluate the allegations;
- The decisionmaker’s evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
- When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions the college will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the college to the complainant, and, to the extent appropriate, other students identified by the college to be experiencing the effects of the sex-based harassment; and
- The procedures and permissible bases for the complainant and respondent to appeal.

The determination regarding responsibility becomes final either on the date that the college provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely (14 days after the written determination is issued).

8. Appeals, Supportive Measures, and Sanctions

Appeals will follow the process outlined in procedure Section C above. Supportive measures are defined in the Definitions section above. Disciplinary sanctions are as outline in Policy Section F above.

E. Procedure for Addressing Title IX Sexual Harassment Complaints (Prior to 8/1/2024)

NOTE: Due to changes in federal regulations, Rend Lake College must address any allegations of sexual harassment arising prior to August 1, 2024, under the policy which was in effect at that time. This section outlines those procedures.

A report of sexual harassment will first be investigated to determine if it falls under Title IX of the Education Amendments Act of 1972 (see the definition of Sexual Harassment – Title IX above). If the report does fall under Title IX, it will follow this separate process. If not, the matter may still be pursued as an alleged violation of the comprehensive policy and will be addressed as outlined in Section B of Policy 2.1200.

The college will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances.

The college will treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures as defined above, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

PROCESS FOR FILING A FORMAL COMPLAINT – To file a formal complaint, the complainant may fill out the electronic complaint form found on the college’s website at www.rlc.edu/titleix-policy and check the “Sexual Harassment” box. Alternately, the complainant may make a formal complaint in person at the office of the Title IX Coordinator, by emailing the complaint to the Title IX Coordinator, or by mailing the formal complaint to the office of the Title

IX Coordinator. Only the complainant or the Title IX Coordinator may file a formal complaint, which is required before a Title IX investigation can commence.

Upon receipt of a formal complaint, the college will provide to the parties known a written notice including:

- Notice of the grievance process, including the informal resolution process.
- Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the end of the grievance process.
- Notification that the parties each may have an advisor of their choice, who may be but is not required to be an attorney. If a party is not able to secure an advisor, the college will provide one at no cost to that party.

If, during the investigation, the college chooses to investigate any additional allegations against either the complainant or respondent, the college will send an amended notice.

Dismissals under Title IX

1. Under Title IX regulations, the college must dismiss sexual harassment complaints when the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this section even if proved, did not occur in the college's education program or activity, or did not occur against a person in the United States.
2. The college may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college; or specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. If a formal complaint is dismissed for any of the above reasons, prompt notification of the dismissal and the reason for it will be sent to the parties. Dismissals of formal complaints under Title IX do not preclude the college from pursuing matters under the other sections of Policy 2.1200.

The college may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

1. Informal Resolution Process for Title IX Complaints

If both parties agree in writing, a formal complaint may go through an informal resolution process. In this event, the college will provide both parties with a written notice including the allegations; the requirements of the informal resolution process; any circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and any consequences resulting from participating in the

informal resolution process, including the records that will be maintained or could be shared. The informal resolution process will follow that outlined in section B(1)(b) of this policy.

Informal resolution is not an option in an allegation of an employee sexually harassing a student, nor in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence, or stalking, is alleged.

2. Formal Resolution Process for Title IX Complaints

The formal resolution process will include a thorough, impartial investigation by a trained Title IX investigator. The investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications or forms of evidence not protected by unwaived privilege.

The formal resolution process must include a live hearing, resulting in a determination of the respondent's responsibility. The respondent is presumed to be not responsible, and the preponderance of evidence standard will be used. The burden of gathering evidence and burden of proof is on the college.

During the formal resolution process, the college will:

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the college may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the college does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the college will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The college will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
- Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to

each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

3. Live Hearings

The live hearing will be conducted by a disciplinary committee formed by the college President and chaired by the appropriate Associate Vice President or other designee of the President. As the decision maker, the committee chair cannot be the Title IX Coordinator nor the investigator. At the live hearing, each party's advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

At the request of either party, the college will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the chair will first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant. It is strongly recommended that questions be submitted to the chair prior to the live hearing.

If a party does not have an advisor present at the live hearing, the college will provide, without fee or charge to that party, an advisor of the college's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.

Complainants have rape shield protections, deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the college's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.

The college will create an audio or audiovisual recording, or transcript, of any live hearing, and will be made available for inspection or review by the parties.

4. Determination Regarding Responsibility

The decision-maker must issue a written determination regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined by Title IX
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- Findings of fact supporting the determination
- Conclusions regarding the application of the college's code of conduct to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college imposes on the respondent, and whether remedies designed to restore or preserve equal access

- to the college's education program or activity will be provided to the complainant. The range of potential sanctions can be found in Section B(2)(d) of Policy 2.1200
- The college's procedures and permissible bases for the complainant and respondent to appeal

The college will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effective implementation of any remedies.

5. Appeals

The college offers both parties an appeal from a determination regarding responsibility, and from dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If pursuing an appeal, a party must file notice of appeal within 14 days of the issuance of the written determination. Upon receiving notice of appeal, the college will:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the decision-maker for the appeal is not the same person as the decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- Ensure that the decision-maker for the appeal has no conflict of interest and has been trained as required;
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

The decision maker for the appeal will be designated by the college President. The decision maker will review the written statements of both parties, as well as any relevant evidence from the investigation. The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide that decision simultaneously to both parties. The decision will be issued within a reasonable time frame, generally within 15 days of the receipt of written statements from the parties.

If any portion of this policy regarding Title IX processes conflicts with the provisions of Title IX of the Education Amendments Act of 1972, the provisions of Title IX will control.

F. General Provisions

1. Administrative Responsibility

The Title IX Coordinator will have the lead responsibility for overseeing all aspects of this policy. The President and his designees will share the responsibility for the effective functioning of these procedures within their units.

When a complaint concerns a college administrative employee, the Office of the President shall be responsible for implementing the procedures described in this policy, and the final decision or concurrence shall rest with the President, or his or her designee.

2. Alteration of Procedure

The College can unilaterally initiate any and all steps under this policy and procedures when it learns, either directly or indirectly, that discrimination, harassment or retaliation is alleged to be taking or has taken place. The Title IX Coordinator may alter any of the requirements of these procedures, including extending timelines, provided that the alteration does not impair the ability of the complainant to bring a complaint or the respondent to defend himself or herself. Any substantive alterations of these procedures will be communicated to the pertinent parties.

3. Bystander Intervention

In instances of sexual assault, a bystander may be able to intervene and prevent harm to others. A bystander should notice and recognize the event as a risky situation, take responsibility for helping the situation, ask for assistance from other bystanders, call 911, record any details as soon as possible, and intervene in a safe and sensitive manner.

4. Confidentiality

Rend Lake College strives to maintain confidentiality to the greatest extent possible and may require those involved to maintain confidentiality, particularly when confidentiality is required to protect witnesses, prevent evidence from being destroyed, avert a threat that subsequent testimony would be fabricated, or prevent a cover-up. Information will be protected to the extent permitted by law. Complainants are advised, however, that confidentiality can only be respected insofar as it does not interfere with the College's obligation to investigate alleged or suspected violations of this policy and to take corrective action.

5. Conflict of Interest

A conflict of interest may arise if a participant, administrator, or investigator has a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, administrator, or investigator, who has a conflict of interest in a dispute covered by these procedures, or a concern about a conflict on the part of another, shall report it to the President. The President shall decide how to address the situation. If there is a conflict of interest involving the President, the Chair of the Board of Trustees shall decide how to address the situation.

6. Supportive Measures / Interim Corrective Administrative Action

At any time after informal resolution or a complaint has been filed, and before final disposition of the dispute, the Title IX Coordinator may authorize supportive measures (in an alleged Title IX violation, in which such measures must be non-punitive and non-disciplinary; see above definition) or corrective/interim administrative action (in allegations of violations of other components of Policy 2.1200) to protect the best interests of the College. Rend Lake College

reserves the right to take any interim administrative action deemed appropriate and permissible by law, pending the outcome of an investigation or grievance, so long as such action is permitted by and taken in accordance with any other applicable disciplinary procedures. Other interim administrative action can include, but are not limited to, removing a student from campus or an employee from a particular work environment, modifying work or course schedules, and issuing a “no contact” order. In situations involving suspected or alleged sex-based harassment, sexual violence, domestic violence, dating violence, or stalking, the College also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a “no contact” order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible and in accordance with any other applicable disciplinary procedures.

7. Days

All references to days mean calendar days unless specified otherwise.

8. Education and Awareness Programs

Rend Lake College is committed to continually educating and training the campus community about the various forms of discrimination and harassment and the procedures available to address complaints of discrimination and harassment. During new student orientations and as part of the First Year Experience (FYE) courses, students will be provided with Sexual Assault Awareness and Prevention training, safety tips and resources. Verbiage will be included on all College syllabi stating that sexual assault is not tolerated on campus and will provide the necessary contact information to report complaints. The College will utilize an email campaign each semester to remind students of the forms of prohibited conduct, consent, bystander intervention, and other resources available. Informational flyers will be placed in common student and staff areas.

The College will publish its policy and procedures on its website, and also will publish summarized versions in the Student Handbook and in the employee handbook, with reference to the complete policy and procedures on the website. New employees will be informed of the College’s policies and procedures as part of the New Employee Orientation and subsequent trainings held in conjunction with Faculty/Staff In-Service programs.

9. Exclusivity

Except as otherwise noted above, these procedures are intended to be the exclusive procedures used for all complaints alleging violations of this policy. However, these procedures shall not deprive students or employees of access to other appeal or problem-solving processes on campus, including those negotiated grievance procedures in collective bargaining agreements.

These procedures may be implemented irrespective of any criminal proceeding or administrative action pursued in accordance with applicable College policies.

10. Impartiality

Investigators, Title IX Coordinator(s) and decision makers do not function as advocates for complainants or respondents. Rather, they are designated to serve as problem solvers, fact finders or investigators as appropriate. Investigators and Title IX Coordinator(s) will inform complainants and respondents about other campus offices where they may seek support or advocacy.

In cases in which a complainant files his/her complaint with a federal or state agency while his/her complaint is pending with the Title IX Coordinator, the internal complaint may be terminated if it is determined that the College's ability to continue its inquiry or investigation in an impartial manner is compromised.

11. Imposition of Sanctions

The imposition of sanctions or discipline, if recommended, will proceed in accordance with state and federal statutes and relevant campus policy, rules and regulations.

12. Records

The reports and other records created or compiled under these procedures are to be generated, distributed and maintained as specified at the different steps. Records are not intended to become part of the official personnel files of the complainant or the respondent, although there are circumstances where this may be appropriate. Access to records is to be limited to the disputants and, on a need-to-know basis, to appropriate unit-level or campus-level administrators.

13. Representation

Any party to a dispute may be accompanied by an advisor of choice at any meeting that occurs under these procedures. If any party's advisor of choice at a meeting is to be an attorney, all participants must be informed at least three working days prior to the meeting. The investigator may request the advice of legal counsel at any time. An advisor or support person may not, however, stand in place of either the complainant or the respondent, or otherwise participate in the process.

14. Employees

If an employee leaves the college, the employee is encouraged to file a complaint relating to alleged discrimination and/or harassment occurring during that individual's employment with the college within 30 days following the employee's termination of employment from the college.

The procedures described in this document will apply to complaints against any and all Rend Lake College employees engaging in his/her professional capacity.

2.1200 Addressing Discrimination and Harassment (to Include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking)

POLICY

The commitment of Rend Lake College to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from discrimination in all its forms. Rend Lake College does not engage in discrimination or harassment, or tolerate discrimination or harassment against any person because of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

In furtherance of Rend Lake College's commitment to the principles of equality and equal opportunity for applicants, students, faculty, staff, and visitors, this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein. The College will comply with all federal, state, and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Rend Lake College is committed to providing prompt and effective resolution of alleged or suspected incidents of discrimination or harassment. If disciplinary action is warranted, discipline will be imposed in accordance with applicable established College rules and regulations. Retaliation against any person for coming forward with a complaint or a concern, or for otherwise participating in this process, will not be tolerated. Additionally, the College can unilaterally initiate any and all steps under this policy and procedure when it learns, either directly or indirectly, that discrimination, sexual harassment or retaliation is alleged to be taking place.

This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the [Americans with Disabilities Act Amendments Act](#), the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Veterans' Readjustment Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act.

A. Policy Definitions

For purposes of this policy, the following definitions will apply. In the event of a conflict with federal or state definitions, the federal or state definition, in order of supremacy, shall apply.

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to the college's Title IX Coordinator or any college official who has authority to institute corrective measures on behalf of the college. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only person with actual knowledge is the respondent. The mere ability or obligation to report

sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the college.

Campus Security Authorities: Campus security authorities (CSAs) are defined as: the RLC Police Department; any individual or individuals who have responsibility for campus security but who do not constitute the RLC Police Department; any individual or organization specified in RLC's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and RLC officials who have significant responsibility for student and campus activities. These individuals are normally required to fully document all operative facts of an incident that are reported or that are developed throughout the course of a criminal investigation.

Campus Visitor: Includes any person who is not affiliated with the college as either a student or employee.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Consent: voluntary, positive agreement between the participants to engage in specific sexual activity. This definition includes the following parameters:

- (1) consent is a freely given agreement to sexual activity
- (2) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent
- (3) a person's manner of dress does not constitute consent
- (4) a person's consent to past sexual activity does not constitute consent to future sexual activity
- (5) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another
- (6) a person can withdraw consent at any time
- (7) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
 - (a) the person is incapacitated due to the use or influence of alcohol or drugs;
 - (b) the person is asleep or unconscious;
 - (c) the person is under age; or
 - (d) the person is incapacitated due to a mental disability. See [720 ILCS 5/11-1.70](#) for the Illinois definition of consent.

In Illinois, the age of consent is 17 years.

Course of Conduct: Two or more incidents, including but not limited to acts through which the stalker directly, indirectly, or through a third party, by an action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved

in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Education Program or Activity: Includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Employee: Any individual who performs services for the campus or the College in exchange for pay and/or benefits, or designated College volunteer.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the college. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under Title 34, Code of Federal Regulations, § 106.8(a), and by any additional method designated by the college. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this part or under § 106.45, and must comply with the requirements of this part, including § 106.45(b)(1)(iii).

Harassment: unwelcome conduct based on (actual or as perceived by the alleged offender) race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service. Harassment becomes unlawful when:

- the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive; and
- enduring the offensive conduct becomes a condition of continued employment or participating in an educational program or activity.

Mandated Reporters: All faculty and staff are mandated reporters of violations of this comprehensive policy. They must report alleged violations of this comprehensive policy to a Title IX coordinator.

Responsible Employees: Any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a person could reasonably believe

has this authority or responsibility. At RLC, all those designated as “mandated reporters” are also “responsible employees”.

Retaliation: any acts, threats, or attempts to discourage a person from reporting prohibited conduct or participating in the investigation or hearing process.

Reasonable Person: Reasonable person under similar circumstances and with similar identities to the victim.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Abuse: any nonconsensual sexual act proscribed by Federal or State law, including when the victim lacks capacity to consent. Sexual abuse occurs when a person 1) commits an act of sexual conduct by the use of force or the threat of force, or 2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent. See [720 ILCS 5/11-1.50](#) for additional definitions related to the ages of the offender and the victim.

Sexual Assault: is defined as any nonconsensual sexual act proscribed by Federal or State law, including acts committed by force or the threat of force and acts in which the victim lacks capacity to consent.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college’s education program or activity;
- (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Sexual assault is defined in U.S. Code as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. This includes the following crimes:

- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
- Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent

Sexual Misconduct: includes but is not limited to: intentional and undesired physical contact, stalking, attempted or actual kissing or fondling, intimate partner violence, coerced sexual activity, indecent exposure, repeated unsolicited propositions for dates and/or sexual relations, and any

other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing (physically or psychologically) a person or persons.

Sexual Violence: Physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Student: Includes any person enrolled in a course or program of study at Rend Lake College.

Substantial Emotional Distress: Significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Supportive Measures: Nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the college's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the college's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Advisory Committee: This group convenes biannually (or more frequently as needed) to review and discuss reported incidents of sexual harassment (including sexual assault and sexual violence), undergo training, identify educational opportunities for the campus, and make policy recommendations. The committee is chaired by the Title IX Coordinator and is comprised of the Title IX Deputy Coordinators and individuals from select College departments and the community. A regional advisory committee or task force also may perform this function.

Title IX Coordinators: The Title IX Coordinator is responsible for overseeing all of Rend Lake College's Title IX compliance efforts, including gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. The Title IX Coordinator coordinates the College's efforts to end the alleged discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. Title IX Deputy Coordinators are College employees who have been trained and designated by the Title IX Coordinator to receive and investigate allegations of sexual harassment.

B. Discrimination: No Rend Lake College student, faculty, staff, applicant, or visitor shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any College service, program or activity on the basis of any of the following protected categories (actual or as perceived by the alleged offender): race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation

including gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations, and access to educational programs, activities, services, or facilities, and access to educational programs and activities, including career technical programs / courses. Information about CTE program offerings and admissions requirements is available at www.rlc.edu/programs-degrees.

C. Harassment: Harassment, including sexual harassment, is a form of discrimination. Rend Lake College does not tolerate any form of harassment in work or study. The College considers such behavior – whether physical or verbal – to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions in response to alleged or suspected violations of this policy. Sexual abuse, sexual assault, dating violence and domestic violence are severe forms of sexual harassment and are violations of this policy as well as the State Criminal Code.

D. Title IX: Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. Title IX states as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Title IX also prohibits gender-based harassment, which includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Title IX also applies to admissions, employment, financial aid, athletics, academic matters, career services, and all other Rend Lake College programs and activities. The Title IX statute applies to persons in the United States with respect to education programs or activities that receive federal financial assistance.

E. Retaliation: It is unlawful to retaliate against an individual for opposing practices that discriminate based on a protected class or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation. Rend Lake College strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights.

F. Disciplinary Sanctions

If a party is found to be in violation of one or more of the sections of this policy, disciplinary sanctions may be imposed. Imposed sanctions can include, but are not limited to:

- Dismissal of charges
- Oral reprimand of the respondent
- Censure stating further misconduct by the respondent will bring additional sanctions
- Disciplinary probation of the respondent
- Community service of the respondent

- College-imposed order of protection limiting the respondent's contact with the complainant
- Restitution by the respondent to the complainant
- Suspension of the respondent
- Expulsion of the respondent
- Barring the respondent from college property
- Referral for charges within the state of Illinois criminal justice system

PROCEDURE

A. Reporting

Individuals alleging violation of the policies herein are encouraged to report the alleged violation immediately upon experiencing the alleged misconduct or learning of the alleged misconduct. Individuals reporting alleged or suspected violations of this policy should contact the Rend Lake College Police Department by visiting their office in the Student Center on campus, by calling them at 618-525-1911, or by email at police@rlc.edu (non-emergencies only). Reports also may be made using the complaint form available on the college's website, www.rlc.edu.

Title IX sexual harassment, as defined above, can be reported directly to the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report, including by making a report to the RLC Police Department. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

The college will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances.

Notice of or allegations of sexual harassment to the college's Title IX Coordinator, or to any college officials with authority to institute corrective measures on the college's behalf (i.e., the President's Executive Leadership Team), will constitute actual knowledge and thus trigger a response from the college. The Title IX Coordinator shall confer with and/or seek guidance from the President on matters that he/she deems appropriate.

College employees to whom misconduct is reported are required to report the alleged misconduct to the Rend Lake College Police Department immediately. Employees who fail to report alleged or suspected violations of this policy to the appropriate campus office in a timely manner may be subject to disciplinary action, up to and including termination.

Persons visiting the campus who believe that they are subject to conduct that would constitute a violation of the policies herein as perpetrated by a Rend Lake College employee or student should contact the Rend Lake College Police Department on campus or at 618-525-1911.

A student, employee or visitor who has experienced a sexual assault or other act of sexual violence may also contact proper law enforcement authorities (e.g., by calling 911), including Rend Lake College police or local police, about possibly filing a criminal complaint. The Title IX Coordinator

is available to assist students in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation as soon as is practicable under the circumstances. Rend Lake College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Victims of sexual violence are strongly encouraged to report this in a timely manner to the Rend Lake College Police Department. Filing a police report with the Rend Lake College Police Department will not obligate the victim to prosecute, but it will: ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon receiving a report of an allegation of sexual violence, dating violence, domestic violence or stalking, the college will provide survivors with concise information, written in plain language, concerning their rights and options.

1. **Anonymous & Confidential Reporting**

Crime victims who do not want to pursue action with the College or the Illinois criminal justice system still have the option of making a confidential report. With the reporting person's permission, the Rend Lake College Chief of Police can file a report concerning the details of the incident without revealing that person's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. Those wishing to file a confidential report will be referred to the Rend Lake College Chief of Police or any of the Campus Security Authorities. Reports filed in this manner are counted and disclosed in the Rend Lake College Annual Security Report crime statistics for the institution. Those who wish to pursue action within the college or the Illinois criminal justice system should be aware that police reports are public record and thus cannot be held in confidence.

2. **Third-Party & Bystander Reporting**

Third parties and bystanders who wish to report violations of these policies may use the same reporting procedures outlined above.

CONTACT INFORMATION

Campus Police Department & Local Law Enforcement

Main Campus (Ina)

Rend Lake College Police Department: 618-525-1911 or 618-437-5321, Ext. 1911, police@rlc.edu, 468 N. Ken Gray Pkwy, Ina, IL 62846. Confidential reporting is available through the RLC Police Department.

Jefferson County Sheriff's Office: 618-244-8004, 911 E. Casey Ave., Mt. Vernon, IL 62864

RLC MarketPlace (Mt. Vernon)

MarketPlace Security: 618-237-1911

Mt. Vernon Police Department: **Call 911 for emergencies.** 618-242-2131, 600 South 27th St., Mt. Vernon, IL 62864

RLC Murphy-Wall Pinckneyville Campus

Pinckneyville Police Department: **Call 911 for emergencies.** 618-357-8231, 104 South Walnut Street, Pinckneyville, IL 62274

RLC Police Department (non-emergencies): 618-437-5321, Ext. 1911, 468 N. Ken Gray Pkwy, Ina, IL 62846

Community-Based Sexual Assault Crisis Centers

S.A.F.E. (Sexual Assault & Family Emergency)

24-hour Crisis Hotline: 1-800-625-1414

<http://safecrisiscenter.org>

NOTE: Rend Lake College has partnered with S.A.F.E. for their services. They can provide a referral to an agency closer to the alleged victim if they wish.

The Survivor Empowerment Center

24-hour Hotline: 1-800-334-2094

<https://www.empoweringsurvivors.org>

Confidential Advisors & Resources

Rend Lake College does not employ pastoral counselors or professionally licensed or certified counselors to provide any counseling services to crime victims. However, confidential advisors are available through S.A.F.E. (see contact information above), which provides confidential counseling, crisis intervention and referrals along with information to victims of sexual assault and sexual abuse. Victims of crime will be provided a copy of the Illinois Attorney General's Crime Victim Rights in Illinois brochure. This brochure explains victims' rights under Illinois law and also provides some resources available to victims.

Hospitals

Crossroads Community Hospital

#8 Doctors Park Road

Mt. Vernon, Illinois 62864

(618) 244-5500

<http://www.crossroadshospital.com>

Franklin Hospital

201 Bailey Lane

Benton IL 62812

618-439-3161

<http://www.franklinhospital.net>

Pinckneyville Community Hospital

5383 State Route 154

Pinckneyville, IL 62274

618-357-2187

<http://www.pvillehosp.org>

SSM Health Good Samaritan Hospital

1 Good Samaritan Way

Mt. Vernon, IL

618-242-4600

<http://www.ssmhealth.com>

Title IX Coordinators

Title IX Coordinator – Chad Copple, 618-437-5321, Ext. 1237 • copplec@rlc.edu • ADM 137

Title IX Deputy Coordinator – Cathy DeJarnette, 618-437-5321, Ext. 1243 • dejarnettec@rlc.edu • ADM 126

Title IX Deputy Coordinator – Henry Leeck, 618-437-5321, Ext. 1790 • leeckh@rlc.edu • ADM 110

B. Procedures for Addressing Violations of this Policy

NOTE: Procedures for addressing Title IX sexual harassment are included in Section C below.

Rend Lake College is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy about which the College knows or reasonably should know, and in the case of Title IX, when the college has received actual knowledge of an allegation. Complainants alleging violation of the comprehensive policy shall have the opportunity to request that the complaint resolution procedure begin promptly and proceed in a timely manner. The College's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the College's access to information relevant to the alleged or suspected violation of this policy. Rend Lake College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. The College may, upon finding good cause, modify these procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

1. Informal Resolution

To the extent they feel comfortable, individuals are encouraged to first discuss and seek resolution with the individual(s) against whom the complaint is alleged. Any member of the campus community may consult with the Rend Lake College Police Department or the Vice President of Academic and Student Services about conduct that they believe may violate this policy. At any point, an individual may choose to engage the resolution procedures outlined below.

Informal resolutions are designed to operate in an expeditious manner and to empower the parties to reach a mutually satisfactory agreement with the assistance of a neutral third party. The investigator does not make a determination of fact as to whether College policy has been violated as part of the informal resolution process. Instead, the investigator will use conflict resolution techniques to attempt to resolve the concern(s) brought forward in

a manner that is satisfactory to all parties. Informal resolution is flexible and invites active participation of all the parties in order to resolve the matter. Moreover, the investigator will only speak to the individuals whose involvement is necessary to facilitate a resolution. In some instances, this might include only the parties directly involved.

Informal resolution techniques will not be employed in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence or stalking, is alleged.

a. Informal Resolution Request

The investigator who receives a complaint or request for informal resolution will attempt to resolve concerns by informal or collegial processes, including mediation if the complaining party seeks such assistance. To request resolution via informal means, individuals must (1) contact the Rend Lake College Police Department or Vice President of Academic and Student Services within 60 days following the last occurrence of the behavior or incident of discrimination that is the subject of the informal resolution, and (2) complete a Complaint Form. This form is available on the RLC website at www.rlc.edu and at the RLC Student Services Office and the RLC Police Department Office. The Complaint Form must provide details sufficient to inform the investigator about the behavior or incident of discrimination. The investigator will review the request for resolution and determine if the matter is appropriate for informal resolution and whether the allegations set forth in the request form, if substantiated, would constitute a violation of this policy. If not, the investigator will make a referral to an appropriate office.

If the individual declines to complete the Complaint Form, the investigator will either (1) close the matter; or (2) invoke the formal investigation process below if the alleged or suspected misconduct would constitute prohibited discrimination, harassment, or retaliation in violation of this policy.

b. Informal Resolution Disposition

If the investigator determines that the allegations are sufficient to establish a claim of discrimination, harassment, or retaliation, he/she shall initiate the informal resolution process. The investigator will attempt to achieve a mutually acceptable resolution within 15 days from the receipt of the Complaint Form. Any party may pursue a formal investigation if he or she is dissatisfied with a proposed informal resolution.

Informal efforts to address the allegations will conclude with one of the following: (1) a resolution of the complaint by agreement of the parties; or (2) a decision to stop further action. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the initiating party; assisting the responding party to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in educational programs about equal opportunity or

harassment; verbal or written reprimands; or other interventions or actions aimed at ending the alleged misconduct.

In concluding the informal resolution phase, the investigator shall submit a report to the parties involved in the allegation and the appropriate Title IX Coordinator if necessary, but not normally to any other campus-level office. Informal resolution reports will usually be brief. Reports prepared by an investigator, and all records collected during the investigation, shall be kept separate from the official personnel files of the parties.

2. Formal Investigation

If a complaint proceeds to a formal investigation or the matter is not appropriate for informal resolution, a prompt, thorough, and impartial investigation is conducted to determine if a violation of this policy occurred. A formal investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications. At the conclusion of the investigation, a determination based on all of the evidence is provided to the President and Title IX Coordinator along with a recommendation for further action if warranted.

a. Investigation Request

If there is no mutually acceptable informal resolution, a request for a formal investigation must be submitted within 14 days of the informal resolution disposition, or the College may invoke the formal investigation process on its own. A request for a formal investigation should be submitted in writing. Individuals are encouraged to provide as much information as possible, including a description of the discriminatory decisions and/or alleged incident(s) of harassment or other actions that form the basis of the complaint, together with relevant date(s) and the name(s) of the individual alleged to have violated the policy, i.e. Respondent. The complainant should also include the name(s) of any witnesses, if applicable. Even absent a complaint or investigation request, Rend Lake College will nonetheless investigate suspected violations of this policy to the extent possible and to the extent necessary to comply with applicable law. The complainant and respondent shall (i) receive notice of the individual or individuals with authority to make a finding or impose a sanction in their proceeding before the individual or individuals initiate contact with either party and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

b. Investigation Notification

Prompt notification of a complaint will be provided by the Rend Lake College Police Department to the Vice President of Academic and Student Services and to the Title IX Coordinator by delivery of a copy of the written complaint. The notification to the Respondent(s) will include a copy of any written complaint or a description of any complaint submitted orally, the identity of the Complainant(s), and these procedures. Delivery by electronic means is appropriate.

The Respondent(s) will be requested to respond in writing to the complaint within a reasonable time, not to exceed 14 days from the date of delivery of the notification of the complaint. Any extension of time must be approved by the Title IX Coordinator. A copy of the Respondent(s)'s response will be provided to the Complainant.

c. Investigation Assurances

Both the Complainant and Respondent will be provided with the following in connection with the investigation of alleged or suspected violations of this policy:

- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to submit other evidence on their behalf.
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act ("FERPA") or other applicable law).
- The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
- The opportunity to appeal the outcome of the investigation.
- Any proceeding, meeting, or hearing held to resolve complaints of alleged student violations of the comprehensive policy shall protect the privacy of the participating parties and witnesses.

d. Investigation Disposition

All employees and students have an obligation to cooperate in the conduct of these procedures. Failure to do so may result in disciplinary action. In the event that a Complainant does not cooperate by failing to furnish information requested by the investigator or failing to make himself or herself available for interview by the investigator, that may affect the College's ability to investigate the matter and may result in the complaint being dismissed. The investigator shall provide written notice of the outcome of the investigation to the Complainant(s) and the Respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the investigator or to make himself or herself available for interview by the investigator, the investigator may conclude that such information or interview, if provided or conducted, would be adverse to the Respondent.

A disciplinary committee chosen by the College President will preside over hearings. The alleged victim and accused will either be notified in person or by certified return receipt mail of the date, time, and location for the disciplinary hearing which will be conducted by the appropriate Vice President. Both the alleged victim and the accused are afforded the same

opportunity to be accompanied by one advisor for a disciplinary hearing if so desired. The advisor may attend the disciplinary hearing to counsel the student. In no event may the advisor participate directly by speaking or questioning either party. At any time during the disciplinary hearing, the advisor may be asked to leave should they not adhere to their role of acting in an advisory capacity only. The complainant and the respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the college will make arrangements by which each party can, at a minimum, hear the other party's testimony. The complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the committee, suggest questions to be posed by the committee and respond to the other party. If either the alleged victim or the accused do not attend the scheduled hearing, it may still be conducted in absentia and the verdict rendered regardless of their attendance or participation in the disciplinary hearing.

Within 7 days following the disciplinary hearing, the Vice President will prepare a report to include (1) the Complainant's allegations or a summary of any other suspected violations; (2) the Respondent's replies to the allegations or suspected violations; (3) information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) the investigator's analysis of evidence and findings of fact on each element of the complaint; and (6) any recommendation(s) disciplinary committee members may consider pertinent to the disposition of the complaint.

The Vice President's findings of fact shall be made using the preponderance of the evidence standard (i.e., more likely than not). Individuals are presumed innocent unless a preponderance of the evidence supports a finding of misconduct. The preponderance of the evidence standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it. If there is evidence that the complaint was filed without a reasonable basis in fact and honest belief, the investigator shall include that evidence in his or her report. Such conduct could constitute a violation of this policy.

The Vice President shall submit his or her conclusion and recommendation to the Complainant, the Respondent, and the President. The Vice President, in consultation with legal counsel, the President, and his/her designee(s) deemed to be relevant to the decision-making process, shall make his or her decision as to the disposition of the case as soon as possible, but no later than 7 days of the disciplinary hearing (or as soon as feasible when extensions are necessary). This decision shall be in writing and shall include an explanation of the decision, any and all sanctions imposed, and appeal rights. Copies of the decision will be sent to the Complainant, the Respondent, and other appropriate executive officers. The Complainant and Respondent shall be informed of the decision contemporaneously to the greatest extent possible. The College also may disclose to the Complainant

information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a “no contact” order).

3. Appeals

This part of the procedure allows either the Complainant or the Respondent to appeal the Vice President’s disposition to the college President.

a. Appeal filing

The Complainant and the Respondent each have the right to appeal the Vice President’s decision within 14 days of his/her written decision from the formal investigation. This appeal may be based on either substantive or procedural grounds. The appeal must be submitted in writing with all supporting materials attached.

b. Appeal resolution

The President shall decide the appeal as soon as possible, but no later than 15 days after the final submission of appeal materials (or as soon as feasible when extensions are necessary). The President’s decision shall be in writing, shall include an explanation, and shall be submitted to the Complainant, the Respondent, the appropriate Vice President, and the Title IX Coordinator. This written decision on the appeal shall constitute the final administrative action of the College.

C. Procedure for Addressing Title IX Sexual Harassment Complaints

A report of sexual harassment will first be investigated to determine if it falls under Title IX of the Education Amendments Act of 1972 (see the definition of Sexual Harassment – Title IX above). If the report does fall under Title IX, it will follow this separate process. If not, the matter may still be pursued as an alleged violation of the comprehensive policy and will be addressed as outlined in Section B of Policy 2.1200.

The college will respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances.

The college will treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures as defined above, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

PROCESS FOR FILING A FORMAL COMPLAINT – To file a formal complaint, the complainant may fill out the electronic complaint form found on the college’s website at www.rlc.edu/titleix-policy and check the “Sexual Harassment” box. Alternately, the complainant may make a formal complaint in person at the office of the Title IX Coordinator, by emailing the complaint to the Title IX Coordinator, or by mailing the formal complaint to the office of the Title IX Coordinator. Only the complainant or the Title IX Coordinator may file a formal complaint, which is required before a Title IX investigation can commence.

Upon receipt of a formal complaint, the college will provide to the parties known a written notice including:

- Notice of the grievance process, including the informal resolution process.
- Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the end of the grievance process.
- Notification that the parties each may have an advisor of their choice, who may be but is not required to be an attorney. If a party is not able to secure an advisor, the college will provide one at no cost to that party.

If, during the investigation, the college chooses to investigate any additional allegations against either the complainant or respondent, the college will send an amended notice.

Dismissals under Title IX

1. Under Title IX regulations, the college must dismiss sexual harassment complaints when the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this section even if proved, did not occur in the college's education program or activity, or did not occur against a person in the United States.
2. The college may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college; or specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. If a formal complaint is dismissed for any of the above reasons, prompt notification of the dismissal and the reason for it will be sent to the parties. Dismissals of formal complaints under Title IX do not preclude the college from pursuing matters under the other sections of Policy 2.1200.

The college may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

1. Informal Resolution Process for Title IX Complaints

If both parties agree in writing, a formal complaint may go through an informal resolution process. In this event, the college will provide both parties with a written notice including the allegations; the requirements of the informal resolution process; any circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and any consequences resulting from participating in the

informal resolution process, including the records that will be maintained or could be shared. The informal resolution process will follow that outlined in section B(1)(b) of this policy.

Informal resolution is not an option in an allegation of an employee sexually harassing a student, nor in instances in which sexual misconduct that constitutes sexual assault or sexual violence, or conduct constituting dating violence, domestic violence, or stalking, is alleged.

2. Formal Resolution Process for Title IX Complaints

The formal resolution process will include a thorough, impartial investigation by a trained Title IX investigator. The investigation includes interviewing the parties and relevant witnesses, and reviewing written statements, documents, records, and other communications or forms of evidence not protected by unwaived privilege.

The formal resolution process must include a live hearing, resulting in a determination of the respondent's responsibility. The respondent is presumed to be not responsible, and the preponderance of evidence standard will be used. The burden of gathering evidence and burden of proof is on the college.

During the formal resolution process, the college will:

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the college may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the college does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the college will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The college will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

- Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

3. Live Hearings

The live hearing will be conducted by a disciplinary committee formed by the college President and chaired by the appropriate Vice President or other designee of the President. As the decision maker, the committee chair cannot be the Title IX Coordinator nor the investigator. At the live hearing, each party's advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

At the request of either party, the college will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the chair will first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant. It is strongly recommended that questions be submitted to the chair prior to the live hearing.

If a party does not have an advisor present at the live hearing, the college will provide, without fee or charge to that party, an advisor of the college's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.

Complainants have rape shield protections, deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the college's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.

The college will create an audio or audiovisual recording, or transcript, of any live hearing, and will be made available for inspection or review by the parties.

4. Determination Regarding Responsibility

The decision-maker must issue a written determination regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined by Title IX
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- Findings of fact supporting the determination

- Conclusions regarding the application of the college's code of conduct to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided to the complainant. The range of potential sanctions can be found in Section B(2)(d) of Policy 2.1200
- The college's procedures and permissible bases for the complainant and respondent to appeal

The college will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effective implementation of any remedies.

5. Appeals

The college offers both parties an appeal from a determination regarding responsibility, and from dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If pursuing an appeal, a party must file notice of appeal within 14 days of the issuance of the written determination. Upon receiving notice of appeal, the college will:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the decision-maker for the appeal is not the same person as the decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- Ensure that the decision-maker for the appeal has no conflict of interest and has been trained as required;
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

The decision maker for the appeal will be designated by the college President. The decision maker will review the written statements of both parties, as well as any relevant evidence from the investigation. The decision maker will issue a written decision describing the result of the appeal and the rationale for the result, and provide that decision simultaneously to both parties. The decision will be issued within a reasonable time frame, generally within 15 days of the receipt of written statements from the parties.

If any portion of this policy regarding Title IX processes conflicts with the provisions of Title IX of the Education Amendments Act of 1972, the provisions of Title IX will control.

D. General Provisions

A. Administrative Responsibility

The Title IX Coordinator will have the lead responsibility for overseeing all aspects of this policy. The President and his designees will share the responsibility for the effective functioning of these procedures within their units.

When a complaint concerns a College Administrative employee, the Office of the President shall be responsible for implementing the procedures described in this policy, and the final decision or concurrence shall rest with the President, or his or her designee.

B. Alteration of Procedure

The College can unilaterally initiate any and all steps under this policy and procedures when it learns, either directly or indirectly, that discrimination, harassment or retaliation is alleged to be taking or has taken place. The Title IX Coordinator may alter any of the requirements of these procedures, including extending timelines, provided that the alteration does not impair the ability of the complainant to bring a complaint or the respondent to defend himself or herself. Any substantive alterations of these procedures will be communicated to the pertinent parties.

C. Bystander Intervention

In instances of sexual assault, a bystander may be able to intervene and prevent harm to others. A bystander should notice and recognize the event as a risky situation, take responsibility for helping the situation, ask for assistance from other bystanders, call 911, record any details as soon as possible, and intervene in a safe and sensitive manner.

D. Confidentiality

Rend Lake College strives to maintain confidentiality to the greatest extent possible and may require those involved to maintain confidentiality, particularly when confidentiality is required to protect witnesses, prevent evidence from being destroyed, avert a threat that subsequent testimony would be fabricated, or prevent a cover-up. Information will be protected to the extent permitted by law. Complainants are advised, however, that confidentiality can only be respected insofar as it does not interfere with the College's obligation to investigate alleged or suspected violations of this policy and to take corrective action.

E. Conflict of Interest

A conflict of interest may arise if a participant, administrator, or investigator has a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, administrator, or investigator, who has a conflict of interest in a dispute covered by these procedures, or a concern about a conflict on the part of another, shall report it to the President. The President shall decide how to address the situation. If there is a conflict of interest involving the President, the Chair of the Board of Trustees shall decide how to address the situation.

F. Supportive Measures / Interim Corrective Administrative Action

At any time after informal resolution or a complaint has been filed, and before final disposition of the dispute, the Title IX Coordinator may authorize supportive measures (in

an alleged Title IX violation, in which such measures must be non-punitive and non-disciplinary; see above definition) or corrective/interim administrative action (in allegations of violations of other components of Policy 2.1200) to protect the best interests of the College. Rend Lake College reserves the right to take any interim administrative action deemed appropriate and permissible by law, pending the outcome of an investigation or grievance, so long as such action is permitted by and taken in accordance with any other applicable disciplinary procedures. Other interim administrative action can include, but are not limited to, removing a student from campus or an employee from a particular work environment, modifying work or course schedules, and issuing a “no contact” order. In situations involving suspected or alleged sexual harassment, sexual violence, domestic violence, dating violence, or stalking, the College also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a “no contact” order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible and in accordance with any other applicable disciplinary procedures.

G. Days

All references to days mean calendar days unless specified otherwise.

H. Education and Awareness Programs

Rend Lake College is committed to continually educating and training the campus community about the various forms of discrimination and harassment and the procedures available to address complaints of discrimination and harassment. During new student orientations and as part of the First Year Experience (FYE) courses, students will be provided with Sexual Assault Awareness and Prevention training, safety tips and resources. Verbiage will be included on all College syllabi stating that sexual assault is not tolerated on campus and will provide the necessary contact information to report complaints. The College will utilize an email campaign each semester to remind students of the forms of prohibited conduct, consent, bystander intervention, and other resources available. Informational flyers will be placed in common student and staff areas.

The College will publish its policy and procedures on its website, and also will publish summarized versions in the Student Handbook and in the employee handbook, with reference to the complete policy and procedures on the website. New employees will be informed of the College’s policies and procedures as part of the New Employee Orientation and subsequent trainings held in conjunction with Faculty/Staff In-Service programs.

I. Exclusivity

Except as otherwise noted above, these procedures are intended to be the exclusive procedures used for all complaints alleging violations of this policy. However, these procedures shall not deprive students or employees of access to other appeal or problem-solving processes on campus, including those negotiated grievance procedures in collective bargaining agreements.

These procedures may be implemented irrespective of any criminal proceeding or administrative action pursued in accordance with applicable College policies.

J. Impartiality

Investigators, Title IX Coordinator(s) and decision makers do not function as advocates for complainants or respondents. Rather, they are designated to serve as problem solvers, fact finders or investigators as appropriate. Investigators and Title IX Coordinator(s) will inform complainants and respondents about other campus offices where they may seek support or advocacy.

In cases in which a complainant files his/her complaint with a federal or state agency while his/her complaint is pending with the Title IX Coordinator, the internal complaint may be terminated if it is determined that the College's ability to continue its inquiry or investigation in an impartial manner is compromised.

K. Imposition of Sanctions

The imposition of sanctions or discipline, if recommended, will proceed in accordance with state and federal statutes and relevant campus policy, rules and regulations.

L. Records

The reports and other records created or compiled under these procedures are to be generated, distributed and maintained as specified at the different steps. Records are not intended to become part of the official personnel files of the Complainant or the Respondent, although there are circumstances where this may be appropriate. Access to records is to be limited to the disputants and, on a need-to-know basis, to appropriate unit-level or campus-level administrators.

M. Representation

Any party to a dispute may be accompanied by an advisor of choice at any meeting that occurs under these procedures. If any party's advisor of choice at a meeting is to be an attorney, all participants must be informed at least three working days prior to the meeting. The investigator may request the advice of legal counsel at any time. An advisor or support person may not, however, stand in place of either the Complainant or the Respondent, or otherwise participate in the process.

N. Employees

If an employee leaves the College, the employee is encouraged to file a complaint relating to alleged discrimination and/or harassment occurring during that individual's employment with the College within 30 days following the employee's termination of employment from the College.

The procedures described in this document will apply to complaints against any and all Rend Lake College employees engaging in his/her professional capacity.

APPROVAL OF TUITION RATES FOR FY 2026

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To establish the in-district, out-of-district, and out-of-state tuition rates for Summer 2025, Fall 2025, and Spring 2026 as follows:

In-District Tuition Rates per Credit Hour			
			FY 26 Rate*
Summer 2025		\$	110.00
Fall 2025		\$	110.00
Spring 2026		\$	110.00
*Current rate - \$110 per credit hour			
Out-of-District Tuition Rates per Credit Hour			
			FY 26 Rate*
Summer 2025		\$	220.00
Fall 2025		\$	220.00
Spring 2026		\$	220.00
*Current rate - \$220 per credit hour			
Out-of-State Tuition Rates per Credit Hour			
			FY 26 Rate*
Summer 2025		\$	220.00
Fall 2025		\$	220.00
Spring 2026		\$	220.00
*Current rate - \$220 per credit hour			

RATIONALE: At this time, the College feels that it will be able to maintain a strong financial position and meet the forecasted budgetary needs of the College without increasing our tuition rates.

EFFECTIVE: Summer 2025 term

**ACCEPTANCE OF FISCAL YEAR 2024 AUDIT AND
ANNUAL COMPREHENSIVE FINANCIAL REPORT
(TO BE PROVIDED)**

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To accept the fiscal year 2024 audit and annual comprehensive financial report, as presented.

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

EFFECTIVE DATE: February 11, 2025

RESOLUTION IN SUPPORT OF THE EXTENSION OF THE ROUTE 15 INTERSTATE 57 TAX INCREMENT FINANCING DISTRICT

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To support a twelve-year extension of the City of Mt. Vernon's Route 15 Interstate 57 Tax Increment Financing District.

RATIONALE: The Route 15 Interstate 57 Tax Increment Financing District has been an effective tool for attracting private investment in the City of Mt. Vernon and the Rend Lake College District.

EFFECTIVE DATE: February 11, 2025

**A RESOLUTION IN SUPPORT OF THE EXTENSION OF
THE ROUTE 15/I-57 TAX INCREMENT FINANCING DISTRICT**

WHEREAS, the Route 15/I-57 Tax Increment Financing (the “Route 15 TIF”) district was created in accordance with 65 ILCS 5/11-74.4-1 on October 18, 2010; and

WHEREAS, the intention of the City in designating the Route 15 TIF was to mitigate blighting influences in the area and spur the redevelopment of underutilized property, construct supporting infrastructure, and expand the tax base for all of the overlapping taxing bodies; and

WHEREAS, the City, with the financial support of the overlapping taxing bodies, made significant progress toward accomplishing the stated goals of the Route 15 TIF, there is work left to be done; and

WHEREAS, the State of Illinois (the “State”) allows municipalities to extend the life of their tax increment financing districts beyond the regular twenty-three year term, but only with the support of the overlapping taxing bodies, including Rend Lake College District 521 (referred to herein as the “Authority”); and

WHEREAS, adding twelve additional years to the term of the Route 15 TIF will enable the City to complete the redevelopment of the area and expand the tax base of the overlapping taxing bodies; and

WHEREAS, a letter of support is required by each overlapping taxing body to be submitted to the state so that special legislation may be passed resulting in a twelve-year extension of the term of the Route 15 TIF.

NOW, THEREFORE, BE IT RESOLVED BY THE AUTHORITY, as follows:

- Section 1. The Authority pledges support for the addition of twelve years to the original term of the Route 15 TIF.
- Section 2. Upon approval of this resolution, the Authority will supply a letter of support that clearly states the Authority’s support for a twelve-year extension of the term of the Route 15 TIF.
- Section 3. By approving this resolution, the Authority acknowledges that their letter of support will be packaged by the City, along with letters from all other overlapping taxing bodies, and sent to both of the Authority’s State of Illinois General Assembly legislators so that a bill may be proposed, passed, and signed by the Governor of Illinois.

Passed this 11th day of February, 2025.

Rend Lake College District 521
Taxing District

Taxing District Attest:

Governing Authority Chief Elected
Official

Governing Authority Representative
Signature

Title of Representative

Title of Representative

February 11, 2025
Date

February 11, 2025
Date

RESOLUTION IN SUPPORT OF THE EXTENSION OF THE INDUSTRIAL PARK CONSERVATION TAX INCREMENT FINANCING DISTRICT

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To support a twelve-year extension of the City of Mt. Vernon's Industrial Park Conservation Tax Increment Financing District.

RATIONALE: The Industrial Park Conservation Tax Increment Financing District has been an effective tool for attracting private investment in the City of Mt. Vernon and the Rend Lake College District.

EFFECTIVE DATE: February 11, 2025

**A RESOLUTION IN SUPPORT OF THE EXTENSION OF
THE INDUSTRIAL PARK CONSERVATION AREA TAX INCREMENT FINANCING DISTRICT**

WHEREAS, the Industrial Park Conservation Area Tax Increment Financing (the “IPCA TIF”) district was created in accordance with 65 ILCS 5/11-74.4-1 on October 18, 2010; and

WHEREAS, the intention of the City in designating the IPCA TIF was to mitigate blighting influences in the area and spur the redevelopment of underutilized property, construct supporting infrastructure, and expand the tax base for all of the overlapping taxing bodies; and

WHEREAS, the City, with the financial support of the overlapping taxing bodies, made significant progress toward accomplishing the stated goals of the IPCA TIF, there is work left to be done; and

WHEREAS, the State of Illinois (the “State”) allows municipalities to extend the life of their tax increment financing districts beyond the regular twenty-three-year term, but only with the support of the overlapping taxing bodies, including Rend Lake College District 521 (referred to herein as the “Authority”); and

WHEREAS, adding twelve additional years to the term of the IPCA TIF will enable the City to complete the redevelopment of the area and expand the tax base of the overlapping taxing bodies; and

WHEREAS, a letter of support is required by each overlapping taxing body to be submitted to the state so that special legislation may be passed resulting in a twelve-year extension of the term of the IPCA TIF.

NOW, THEREFORE, BE IT RESOLVED BY THE AUTHORITY, as follows:

- Section 1. The Authority pledges support for the addition of twelve years to the original term of the IPCA TIF.
- Section 2. Upon approval of this resolution, the Authority will supply a letter of support that clearly states the Authority’s support for a twelve-year extension of the term of the IPCA TIF.
- Section 3. By approving this resolution, the Authority acknowledges that their letter of support will be packaged by the City, along with letters from all other overlapping taxing bodies, and sent to both of the Authority’s State of Illinois General Assembly legislators so that a bill may be proposed, passed, and signed by the Governor of Illinois.

Passed this 11 day of February, 2025.

Rend Lake College District 521
Taxing District

Taxing District Attest:

Governing Authority Chief Elected
Official

Governing Authority Representative
Signature

Title of Representative

Title of Representative

February 11, 2025
Date

February 11, 2025
Date

PERMISSION TO ISSUE A REQUEST FOR PROPOSALS FOR COMBINED AUDIT SERVICES FOR REND LAKE COLLEGE DISTRICT 521 AND THE REND LAKE COLLEGE FOUNDATION FOR FISCAL YEARS 2025-2027

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To grant permission to request proposals for audit services for Rend Lake College District 521 and the Rend Lake College Foundation for the fiscal years ending June 30, 2025, through June 30, 2027.

RATIONALE: The College’s contract with our current audit firm—Kemper CPA Group—expired with the conclusion of the FY 2024 audit. The administration intends to complete the bid process in March 2025 and seek board approval of the bids at the March 2025 board meeting. Since the Foundation is a component unit of the college, the audit will be combined into a single engagement.

EFFECTIVE DATE: February 11, 2025

**PERMISSION TO AMEND AND FUND TRUST
AGREEMENT FOR CDB PROJECT 810-078-029
(BOILER REPLACEMENT)**

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To grant permission to amend a trust agreement with Peoples National Bank and to deposit an additional \$273,301 in the existing trust account using proceeds from the Series 2023A Taxable General Obligation Community College Bonds.

RATIONALE: The cost of this project has escalated beyond its original estimate. Additional deferred maintenance funds have been appropriated by the Illinois Community College Board, and this requires Rend Lake College to increase its local match.

EFFECTIVE DATE: February 11, 2025

AMENDMENT TO TRUST AGREEMENT

This Amendment to that certain Trust Agreement, hereinafter called Trust Agreement dated May 26, 2021 entered into by and between the Rend Lake Community College whose address is 468 N Ken Gray Parkway, Ina IL 62846 hereinafter called the USING EDUCATIONAL AGENCY, and Peoples National Bank, hereinafter called BANK.

WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY has entered into a Trust Agreement for the purpose of depositing one hundred ten thousand six hundred eighty-eight dollars (\$110,688) with BANK as its required contribution to the project known as Capital Development Board (State of Illinois) Project No. 810-078-029 hereinafter called Project, and

WHEREAS the required contribution to the PROJECT by the USING EDUCATIONAL AGENCY has been increased.

NOW THEREFORE, the TRUST AGREEMENT is hereby amended by adding paragraphs as follows:

“11. That the USING EDUCATIONAL AGENCY does simultaneously with the execution hereof deposit with BANK additional funds totaling two hundred seventy-three thousand three hundred one dollars (\$273,301) raising the total contribution to three hundred eighty-three thousand nine hundred eighty-nine dollars (\$383,989).

“12. That the funds so deposited with the BANK shall be part of the contribution and shall be held by the BANK in trust according to the terms of TRUST AGREEMENT and any amendments thereto.”

IN WITNESS WHEREOF the parties have hereunder set their hand and seals this day

_____.

USING EDUCATIONAL AGENCY

Printed Name

phone number

(Seal)

Signature

Title

ATTEST: _____

Signature

Title

BANK

Printed Name

phone number

Signature

Title

ATTEST:

Signature

Title

Acknowledgement of Receipts of Funds in
the Amount of \$ _____

Printed Name/Signature

Title

Joel Meints

Administrator of Fiscal Management
CAPITAL DEVELOPMENT BOARD

PERMISSION TO BID PURCHASE OF SEMI-TRACTOR

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To grant permission to bid for the purchase of a semi-tractor, effective February 11, 2025.

RATIONALE: The College's current semi-tractors are of an age where they need significant repairs and cause down time during class offerings. An additional semi-tractor would support the increase in CDL offerings and high demand for drivers in the industry currently exist.

EFFECTIVE DATE: February 11, 2025

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION RETENTION & CAREER SERVICES SPECIALIST

Rend Lake Board of Trustees

February 11, 2025

RECOMMENDATION: To accept with regret the resignation of Mr. Kendall Kaskie, Retention & Career Services Specialist, effective January 29, 2025.

EFFECTIVE DATE: January 29, 2025

Kendall Kaskie

[REDACTED]
[REDACTED]

1/15/2025

Rend Lake College
468 N Ken Gray Pkwy
Ina, IL 62846

Dear Rend Lake College:

Please accept this as my official letter of resignation. I believe that it is within the best interest of both myself as well as the college for me to resign from my current position as Retention and Career Services Specialist. I am thankful to both the staff of Rend Lake as well as the Institution as a whole for providing this opportunity and for the growth and development I have received from here.

My last day at Rend Lake College will be 01/29/25. I am glad to meet at any point to discuss any information that may be required from me.

Sincerely,



Kendall Kaskie



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

January 15, 2025

Mr. Kendall Kaskie



Dear Kendall,

I am in receipt of your resignation letter dated January 15, 2025 resigning from your position of Retention and Career Services Specialist at Rend Lake College effective January 29, 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 "Terry Wilkerson".

Terry Wilkerson
President

TW/mh

**RATIFY RETIREMENT RESIGNATION
SUBSIDY SERVICES COORDINATOR – CHILD CARE
RESOURCE AND REFERRAL**

Rend Lake Board of Trustees

February 11, 2025

RECOMMENDATION: To ratify with regret the acceptance of the retirement resignation of Ms. Cary Hottes, Subsidy Services Coordinator at Rend Lake College Child Care Resource and Referral (CCRR), effective June 30, 2025.

EFFECTIVE DATE: June 30, 2025

Cary Hottes



January 21, 2025

Terry Wilkerson, President
Rend Lake College Board of Trustees
Rend Lake College
468 N Ken Gray Parkway
Ina IL 62846

I am writing to formally announce my retirement from the position of Subsidy Services Coordinator at the Child Care Resource & Referral, effective June 30, 2025. While I am profoundly grateful for the many opportunities and experiences I have had with Rend Lake College over the past 30+ years, I have decided this is the right time to reach for the next phase of my life.

I would like to take this moment to mention how incredible the work environment is at the CCR&R. We could not ask for a better leader than Tranae Brockhouse. Tranae has been more than a boss, but rather a mentor, colleague, partner, sounding board and more. She has the rare quality of a leader who encourages her staff to grow and strive to become the best version of themselves, while giving them the autonomy to make things happen.

It has been an absolute privilege to lead the Child Care Assistance Program staff. Kathy Byars, Lori Irvin, Kathy Carr, Kaylie Williams, Brandee Tate, and recently retired Cathi Jackson are a phenomenal group of hardworking people. They truly care about the work, our students and the working families we serve. It has been an honor to be part of such a dedicated group of people, who have helped improve the lives of thousands of children in our region.

Sincerely,

A handwritten signature in black ink that reads "Cary Hottes".

Cary Hottes
Subsidy Services Coordinator/CCR&R



REND LAKE COLLEGE

468 N. Ken Gray Pkwy
Ina, IL 62846
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OFFICE OF THE PRESIDENT

January 23, 2025

Ms. Cary Hottes



Dear Cary,

I am in receipt of your retirement resignation letter resigning from your position as Subsidy Services Coordinator at the Child Care Resource and Referral at Rend Lake College. I acknowledge the date of your retirement to be July 01, 2025, with your last day of work to be June 30, 2025.

On a personal note, I appreciate your dedication to Rend Lake College, your support of the administration, students and community, as well as your commitment to providing a quality education over the years. I wish you well and the best in your retirement.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Wilkerson".

Terry Wilkerson
President

TW/mh

cc: Human Resources

APPOINTMENT OF RETENTION AND CAREER SERVICES SPECIALIST

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To appoint Ms. Sarah Tepovich as Retention and Career Services Specialist on a full-time, 50-week, non-tenure track contract at an annual salary of \$37,000 prorated for the remainder of the fiscal year, pending a successful background check, effective February 12, 2025.

RATIONALE: Ms. Tepovich has the education and experience needed to be successful in the Retention and Career Services Specialist position.

EFFECTIVE DATE: February 12, 2025

If Employment:

JOB TITLE: Retention and Career Services Specialist

SALARY: \$37,000

CLASSIFICATION : Academic Support

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: N/A

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled: Retention and Career Services Specialist

Number of Applicants: 4

Number of Applicants Interviewed: 2

Applicants Interviewed by: Sarah Draper, Sue Scattone, Mallory Modellmog, Buster "Henry" Leeck, Vickie Schulte

Applicant Recommended: Sarah Tepovich

Educational Preparation:

B.S.
Southern Illinois University - Carbondale
2006

A.A.S.
Rend Lake College
2004

Experience:

Farm Manager/Operator
Tepovich Farm, Tom Newbury Farm, LLC
2006-Present

Coordinator
Franklin County 4H
2022-Present

Classroom Coordinator
Franklin County Farm Bureau
2006-2009

**RATIFY THE APPOINTMENT OF
LEAD TEACHER OF REND LAKE COLLEGE
FOUNDATION CHILDREN’S CENTER - TODDLER
ROOM**

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To ratify the appointment of Ms. Haley Miller as Lead Teacher in the Toddler Room for the Rend Lake College Foundation Children’s Center 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, effective January 16, 2025.

RATIONALE: Ms. Miller possesses the education and work experience to be successful in this position.

EFFECTIVE DATE: January 16, 2025

If Employment:

JOB TITLE: Lead Teacher Toddler Room- Rend Lake College Foundation Children’s Center

SALARY: \$35,000

CLASSIFICATION: Professional/Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/ NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: NA

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled: Lead Teacher Toddler Room- Rend Lake College
Foundation Children's Center

Number of Applicants: 10

Number of Applicants Interviewed: 3

Applicants Interviewed by: Corey Phillips, Rene Crouse, Nichole Martie,
Christy Jean, Chelsey Lee

Applicant Recommended: Haley Miller

Educational Preparation: Rend Lake College
A.S. – Early Childhood Ed
May 2022

Experience: Assistant Teacher
RLC Foundation Children's Center
2022 to Present

Teacher Aide
RLC Foundation Children's Center
2021-2022

Student Worker
RLC Foundation Children's Center
2020-2021

TENURE INDUSTRIAL ELECTRONICS & MAINTENANCE INSTRUCTOR

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To grant tenure to Mr. Andrew Chambliss, Industrial Electronics & Maintenance Instructor, effective February 11, 2025.

RATIONALE: Mr. Chambliss has demonstrated a dedication to bringing quality education to our students and challenging them to reach educational goals in the Industrial Electronics Program. Mr. Chambliss continues to hone his teaching techniques for the betterment of the students.

EFFECTIVE DATE: February 11, 2025



REND LAKE COLLEGE

468 N KEN GRAY PKWY
INA, ILLINOIS 62846

(618) 437-5321

www.rlc.edu

February 5, 2025

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

Dear President Wilkerson:

This letter is in support of granting tenure to Mr. Andrew Chambliss, who has served as an instructor in the industrial electronics program for the past six semesters.

The recommendation letters from Dean Shari Carpenter and Vice President Kim Wilkerson highlight Andrew's strong industry expertise and his commitment to successfully transitioning that knowledge into an educational setting. His ability to bridge the gap between industry and academia enhances student learning and strengthens the program's connection to workforce needs.

With his dedication to student success and his contributions to program development at the newly established Southern Illinois Manufacturing Academy, I recommend Andrew Chambliss for tenure.

Sincerely,

Lori Ragland
Executive Vice President



REND LAKE COLLEGE

468 NORTH KEN GRAY PARKWAY
INA, ILLINOIS 62846
(618) 437-5321

www.rlc.edu

February 4, 2025

To: Lori Ragland, Executive Vice President & President Designee

From: Kim Wilkerson, Vice President of CTE & Student Support

Re: Andrew Chambliss Tenure Recommendation

Please consider this letter as a recommendation for the granting of tenure to Mr. Andrew Chambliss. This is his sixth full semester as an instructor in the Industrial Electronics Program.

Andrew brings a great deal of industry knowledge to the classroom, and has made efforts to transition from industry to education.

I recommend Andrew Chambliss for tenure.

Sincerely,

Kimberly Wilkerson, MBA, R.T. (R)
Vice President of CTE & Student Support



REND LAKE COLLEGE

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February 3, 2025

Kim Wilkerson
Rend Lake College
468 N Ken Gray Parkway
Ina, IL 62846

Dear Kim,

Please accept this letter as a recommendation for granting tenure to Mr. Andrew Chambliss. Andrew accepted a faculty position in August of 2022 and has since demonstrated a dedication to bringing quality education to students.

Andrew brings a great deal of expertise to the classroom and is eager to share that knowledge with students. He genuinely cares about the success of his students and challenges them to reach their educational goals. Andrew regularly attends campus events and continues to hone his teaching techniques.

Based on Andrew's dedication to Rend Lake College and the students along with his continued professional and personal development, I am pleased to recommend tenure.

Sincerely,

Shari Carpenter
Dean, Applied Science and Technology

TENURE NURSING INSTRUCTOR

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To grant tenure to Mr. Zach Hostetter, Nursing Instructor, effective February 11, 2025.

RATIONALE: Mr. Hostetter demonstrates an understanding of nursing education and has a great rapport with his students and colleagues. Mr. Hostetter continues to keep current on the changes in the nursing field and implementing new technology in the nursing program to increase student engagement and success. He has been instrumental in preparing for the upcoming ACEN accreditation site visit as well.

EFFECTIVE DATE: February 11, 2025



Rend Lake College

468 North Ken Gray Parkway
Ina, Illinois 62846

(618) 437-5321

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February 5, 2025

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

Dear President Wilkerson:

This letter is in support of granting tenure to Mr. Zach Hostetter, who has served as an instructor in the nursing program for the past six semesters.

The recommendation letter from Director Susan Wiley, Dean Bria Robinson, and Vice President Kim Wilkerson highlight Zach's professionalism, dedication, and impact. Their endorsements further affirm his qualifications for tenure based on his performance and meaningful contributions to the college's mission.

With his demonstrated excellence in teaching, active engagement in accreditation and program development, and valuable contributions to the institution, I strongly recommend Zach Hostetter for tenure.

Sincerely,

Lori Ragland
Executive Vice President



REND LAKE COLLEGE

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INA, ILLINOIS 62846
(618) 437-5321

www.rlc.edu

February 3, 2025

To: Lori Ragland, Executive Vice President & President Designee

From: Kim Wilkerson, Vice President of CTE & Student Support

Re: Zach Hostetter Tenure Recommendation

Please consider this letter as recommendation for the granting of tenure to Mr. Zach Hostetter. This is his sixth full semester as an instructor in the Nursing Program.

Zach continually has positive interactions with his colleagues and administration. Zach has worked on the ACEN accreditation. Zach has a great working knowledge of the Nursing profession and works well with students. With the advanced knowledge he has obtained in the nursing field, I feel he is an asset to our Nursing Program.

I recommend Zach Hostetter for tenure.

Sincerely,

Kimberly Wilkerson, MBA, R.T. (R)
Vice President of CTE & Student Support



REND LAKE COLLEGE

468 N. KEN GRAY PKWY
INA, IL 62846

618.437.5321

www.rlc.edu

January 29th, 2025

To: Kim Wilkerson, Vice President of CTE & Student Support

From: Bria Robinson, Dean of Allied Health

Re: Zach Hostetter Tenure Recommendation

Please consider this letter as recommendation for the granting of tenure to Mr. Zach Hostetter. This is his sixth full time semester as an instructor in the Nursing Program.

Zach is a knowledgeable instructor; he continues to keep himself up to date with changes in the nursing field. Zach has been instrumental in implementing new technology in the program to increase student engagement during class lectures. He is an asset to the college. He has been very instrumental in preparing for the upcoming ACEN accreditation site visit. Zach has good rapport with his students as well as colleagues and administration.

I recommend Mr. Hostetter for tenure.

Sincerely,

Bria Robinson, MAED, R.T. (R) (CT)
Dean of Allied Health
Rend Lake College



REND LAKE COLLEGE

468 NORTH KEN GRAY PARKWAY
INA, ILLINOIS 62846

(618) 437-5321

www.rlc.edu

January 23, 2025

To: Bria Robinson, Dean of Allied Health

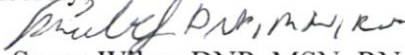
Re: Zach Hostetter Tenure Recommendation

Please consider this as a letter of recommendation for tenure for Zach Hostetter. Mr. Hostetter will have completed three years at Rend Lake College as a full-time nursing instructor as of September 2025. Mr. Hostetter demonstrates an understanding of nursing education in various dimensions. His greatest aspects are nursing judgment and his interest in growth and development to support student success.

Additionally, Zach has great attention to detail to critically analyze necessary data to assist students in achieving a professional standard of practice. He has also been an asset to the preparation of the ACEN accreditation.

Please consider Mr. Hostetter's tenure at Rend Lake College.

Sincerely,


Dr. Susan Wiley, DNP, MSN, RN

Director of Nursing

Rend Lake College

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Ina, Il. 62846

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South Oasis 123

PERMISSION TO CREATE POSITION AND JOB DESCRIPTION AND ADVERTISE FOR EVENT COORDINATOR

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To grant permission to create the position and job description and advertise for an Event Coordinator, effective February 11, 2025.

RATIONALE: This position was previously filled by a part-time position with partial time of three other full time staff being utilized.

With the Event Center alone, events have grown from 150 in 2022 to over 500 currently. Usage at the MarketPlace has grown with the addition of SIMA and the attention it has developed.

EFFECTIVE DATE: February 11, 2025

Coordinator – Events

JOB DESCRIPTION

POSITION TITLE: Coordinator – Events
DEPARTMENT: President’s Office
REPORTS TO: Executive Director – Administrative Services
SUPERVISES: N/A
STATUS: Active
DATE: 02/11/2025

ESSENTIAL FUNCTIONS

1. Maintaining the college’s master calendar for all special events scheduled at all Rend Lake College campuses.
2. Maintaining the events scheduling system as well as various facility request forms, client files, terms and agreements, and licenses as necessary.
3. Answer phone calls and e-mails of internal and external clients in a timely and professional manner to schedule their events and resolve any scheduling conflicts that may arise.
4. Serve as event management liaison to external clients; provide customer service along with handling contracts, insurance documents, invoicing, verify details prior to event, and following-up with clients post event.
5. Coordinate and serve as main contact for both internal and external clients hosting events on RLC campuses to ensure the facility requests, A/V requests, set-up/take-down requests, etc. are achievable and clearly directed.
6. Keep accurate scheduling and reporting records of facility usage and provide reports when requested.
7. Responsible for monitoring all rental space and facilities and ensuring attention is paid to necessary needs.
8. Complete all billing to outside clients and business office.
9. Assist with communicating press releases, promotional materials, updates to the web pages and other public information concerning facilities to the Marketing Department.
10. Provide campus facility tours as necessary.
11. Provide support at RLC and RLCF Events as necessary.
12. Work some nights and weekends as events require.

OTHER FUNCTIONS

13. Update and revise information relative to the department.
14. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works hours set by the Executive Director of Administrative Services. Some evening and weekend hours 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 references position.

Coordinator – Events (Continued)

	Academic support	Administrative	Clerical	Custodial / maintenance	Professional / technical	Supervisory	Teaching faculty
Tenure track (y/n)			N				
Grant funded (y/n)			N				
Full Time/Part Time (FT/PT)			FT				
Perm/Temp*			Perm				
Exempt/Non-exempt			Non-exempt				
Exemption Classification			N/A				

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

Proposed New

APPROVAL OF PRESIDENT DESIGNEE'S CONTRACT (FIRST READING)

Rend Lake College Board of Trustees

February 11, 2025

RECOMMENDATION: To approve the contract of Mrs. Lori Ragland as President of Rend Lake College at the terms and length agreed upon between Mrs. Ragland and the Board of Trustees per 110 ILCS 805/3-65 (first reading). The contract represents a three-year term from July 1, 2025 to June 30, 2028. Per 110 ILCS 805/3-70, the contract in its entirety is attached for review.

RATIONALE: President Wilkerson will retire effective June 30, 2025. Mrs. Ragland has exhibited the leadership skills and dedication to the college necessary in a college president. Mrs. Ragland has provided decades of service to the college and the college mission with a vision to lead the institution forward.

EFFECTIVE DATE: March 11, 2025

EMPLOYMENT CONTRACT BETWEEN LORI RAGLAND

AND

THE BOARD OF TRUSTEES OF REND LAKE COMMUNITY COLLEGE DIST. # 521

THIS AGREEMENT made and entered into this _____ of _____, 2025, between the Board of Trustees of Rend Lake Community College, hereinafter referred to as the COLLEGE, or BOARD and Lori Ragland hereinafter referred to as PRESIDENT.

WITNESS:

WHEREAS, on _____, 2025, the Board of Trustees voted to hire Lori Ragland as President of the College, and Lori Ragland agreed to become President of the College;

WHEREAS, the Board of Trustees and the President believe that this written employment contract is necessary and appropriate to describe the relationship to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational programs of the College;

NOW THEREFORE in consideration of the mutual promises contained herein, the Board of Trustees appoints and hires Lori Ragland to perform all the duties of the President of Rend Lake Community College, and to serve as the Chief Executive Officer of the College under policies, supervision and direction of the Board of Trustees. Lori Ragland accepts and agrees to such employment based upon the terms and conditions herein after set forth:

I. TERM:

The Board of Trustees hereby employs Lori Ragland as President for the period of time beginning on the 1st day of July 2025, and ending on the 30th day of June, 2028.

II. SALARY:

It is understood and agreed that the President's salary will be:

July 01, 2025 – June 30, 2026	\$185,000.00
July 01, 2026 – June 30, 2027	\$192,400.00
July 01, 2027 – June 30, 2028	\$200,096.00

The Board of Trustees will conduct a yearly evaluation of the President's performance and reserves the right to increase the salary solely based upon performance or to bring President's salary in line with President's salaries of Community Colleges in the State of Illinois.

III. PRESIDENT AND BOARD RESPONSIBILITY:

The President shall serve as the Chief Executive Officer of the College under the policies (as may be amended from time to time by the Board of Trustees), supervision and direction of the Board of Trustees.

IV. DUTIES:

As the Chief Executive Officer of the College, the President shall perform the duties of the President which are required by law, Board policies and Board directives, as well as those duties consistent with custom and practice. While serving in the role of the President of the College, she shall engage in the following activities, including, but not limited to:

- a. College, faculty, and education leadership;
- b. Assist in fundraising, development, public and alumni relations;
- c. Long-range planning, budget formulation, supervision of College buildings, grounds, and equipment controlled by the College;
- d. Administration of the affairs of the College consistent with Board policy;
- e. Student recruitment and services and faculty recruitment;
- f. Recommending the appointment of staff pursuant to Board policy;
- g. Preparing regulations, rules and procedures useful for the welfare of the College.

V. MANNER OF PERFORMANCE:

A. The President agrees to perform, at all times faithfully, industriously, and to the best of his ability, experience, and talent, all of the duties that may be required of the President of the College.

B. Such duties shall be rendered at the campus of the College, and at such other places or place as the Board of Trustees or the President shall deem appropriate interests, business needs, or opportunities of the College.

C. The expenditure of reasonable amounts of time for personal or outside business, as well as charitable and professional development activities, shall not be deemed a breach of this agreement, provided such activities do not interfere with the service required to be rendered to the Board of Trustees under the provisions of this agreement.

D. The President shall not, without prior written permission from the Board of Trustees, render services of any professional nature to or for a person or firm for remuneration other than to the Board of Trustees, and shall absolutely not engage in any activity that may be competitive with and adverse to the interests of the College.

VI. PROFESSIONAL GROWTH:

The Board of Trustees encourages the continuing professional growth of the President. The Board of Trustees in its discretion shall permit a reasonable amount of release time for President to attend professional growth matters.

VII. EVALUATIONS:

The Board of Trustees shall meet in closed session with the President for the purpose of evaluation of the performance of the President. Attached hereto as Exhibit "A" is the criteria for performing an annual performance review of President's job performance. In addition, the Board and President shall, at

said job performance, agree to and list a set of "goals" for the term of the year for President which, along with the criteria, shall be published on the official website of Rend Lake College pursuant to statute.

VIII. MEETINGS AND EXPENSES:

The Board of Trustees shall reimburse the President for her usual and customary expenses associated with representing the College including, at the discretion of the Board of Trustees, reimbursement of the President's reasonable expenses incurred in attending meetings, travel for the institution, and expenses incurred by the President for legitimate College related entertainment, and any other expenses which are approved by the Board of Trustees. The President shall be required to maintain and furnish an accounting of expenses provided for in this agreement in reasonable detail for review.

IX. INSURANCE:

The Board of Trustees shall provide the same health insurance coverage provided to all other administrative staff of the College pursuant to the then current Board of Trustees policies.

X. SICK LEAVE AND VACATION:

The President shall be allowed the same number of sick leave days per year (and the accumulation thereof) and an additional 15 days above the number of vacation days as provided to all other administrative staff of the College based upon the total years of service for the College, and pursuant to the current Board policies.

XI. AUTOMOBILE EXPENSES:

During the term of the contract, the College shall provide the President a monthly stipend for the President's automobile in the amount of \$1,000.00.

XII. TERMINATION FOR JUST CAUSE:

A. The Parties agree that the College may terminate this Agreement at any time for "just cause" which, in addition to any of its other normally understood meanings in employment contracts, shall include but are not limited to the following:

1. A violation of the duties set forth in this Agreement or refusals or unwillingness to perform such duties in good faith and to the best of the President's abilities;

2. A violation of any of the other terms and conditions of this Agreement not remedied after thirty (30) days' written notice thereof to the President.

3. Any conduct of the President that constitutes moral turpitude, or that would tend to bring public disrespect, contempt or ridicule upon the College;

4. A violation of any law, policy, rule, regulation, Constitutional provision or bylaw of the College, or local, state or federal law, which violation may be in the sole judgment of the Board of Trustees, reflect adversely upon the College;

5. Prolonged absence from duty without the Board of Trustees consent;

6. Failure to fulfill the obligations as President.

B. Prior to any dismissal by the Board of Trustees, the President shall be advised of the ground or grounds that might lead to dismissal, and he shall be given an adequate opportunity to present any facts or evidence on the President's behalf prior to any final decision.

XIII. EXPIRATION OF CONTRACT/EXTENSION OF CONTRACT:

Unless the Board shall decide and notify the President (9) nine months prior notice that this contract will be terminated, the same will, without further action, be in effect under the same terms and conditions hereof then in effect, including salary or benefit adjustments, if any. Notice not to extend this contract shall be given in writing, personally delivered to the President by mail as hereinafter provided. Such notice must be personally delivered or mailed (9) nine months prior to ending this contract. Notice given under this provision by mail will be deemed effective upon mailing, irrespective of whether the notice is received or accepted. In the event the President is not given the required notice under this paragraph then the President shall be entitled to a severance pay in the amount of six months of her regular salary and benefits as compensation. Notice given under this provision by mail will be deemed effective

upon mailing, irrespective of whether the notice is received or accepted. The President and Board of Trustees may reduce the notice requirement or modify it by a written agreement of the parties.

The President is guaranteed a severance of six-months salary and applicable benefits from the date of contract end, if this contract is ended prior to June 30, 2028 with or without cause, and not replaced with a subsequent contract.

It is recognized that the decision whether or not to renew this contract after it has expired is within the sole discretion of the Board and the contract will not be extended if so requested by the President or if the parties agree to a new contract. Where within this contract period, the parties may but are not required to enter into a new contract replacing this contract at any time.

XIV. SEVERABILITY:

The terms of this Agreement are severable such that if any term or provision is declared by a Court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

XV. GOVERNING LAW; FORUM:

This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois, which shall be the forum for any lawsuit arising from or incident to this Agreement.

XVI. WAIVER:

No delay or failure to enforce any provision of this Agreement shall constitute a waiver or limitation of rights otherwise enforceable under this Agreement.

XVII. MODIFICATION:

This Agreement supersedes all prior agreements and understandings before the Parties. The Parties may, during the term of this Agreement, mutually agree to modify any of its terms. Any modifications shall be in writing, signed by both Parties.

IN WITNESS WHEREOF, Lori Ragland, and the authorized representatives of the College have executed this Agreement on this _____ day of _____, 2025.

**BOARD OF TRUSTEES OF
REND LAKE COLLEGE**

PRESIDENT

BY: _____
Chairman, Larry Manning

Lori Ragland

Secretary, Jeff Jones

Exhibit "A"
Proposed Process for
Evaluation of the President

1. Board members and President agree upon form / instrument that will be used.
2. Board Chair sets evaluation timeline.
3. Board chair appoints a board member (designee) to compile and tabulate the evaluation data.
4. Each Board Member completes his/her individual evaluation of the President, and turns it in to the designee to tabulate the data according to the agreed upon timeline.
5. Designee compiles evaluation data, noting especially those areas in which there is a great divergence of scores.
6. Board Chair schedules a special meeting for the purpose of reviewing the compiled evaluation data, forming an evaluation committee (if needed), and reaching some level of consensus on the performance of the President and future goals. This meeting is usually a closed meeting.
7. Board Chair (and the Evaluation Committee if desired) meets with the President to review the Board Evaluation of the President.
8. President and Board utilize agreed-upon goals as the metric for the next year's evaluation of the President.

Presidential Evaluation Form

Part 1

Please rate the effectiveness of the President of the Community College utilizing the following criteria by placing an *X* above the corresponding number according to the scale below.

If you rate any category at two (2) or lower, or at five (5) or higher, please include a specific explanation in the *Comments* area following each section.

Board Development

	N/A	Not Effective			Highly Effective	
	-----	-----	-----	-----	-----	-----
1. Reports to the Board are complete, accurate, and of high quality.	-----	1	2	3	4	5
2. Information is given to the Board soon enough to be read and assimilated.	-----	1	2	3	4	5
3. Keeps lines of communication between Board and President open and clear	-----	1	2	3	4	5
4. Is honest and forthright in his/her dealings with the Board.	-----	1	2	3	4	5
5. Carries out Board directives/policies.	-----	1	2	3	4	5
6. Effectively and ethically utilizes College staff to clarify issues and encourages staff members' open discussion of such issues.	-----	1	2	3	4	5
7. Supports Board policy and actions in public, private, and to the staff.	-----	1	2	3	4	5
8. Remains impartial toward the Board, treating all Board members alike.	-----	1	2	3	4	5

Comments _____

Reaching Out

	N/A	Not Effective			Highly Effective	
9. Maintains positive relations with legislators effectively communicating the College's position on legislative matters.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
10. Maintains positive relations with local communities through the media, educational institutions, governmental agencies, and business and industry.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Faculty and Staff

	N/A	Not Effective			Highly Effective	
11. Recruits, recommends, and assigns the best available personnel in terms of competence.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
12. Exercises good judgment in dealing with sensitive issues.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
13. Displays ability to motivate and communicate with administrators, faculty, and classified staff.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
14. Implements established personnel evaluation procedures.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
15. Provides due recognition to faculty and staff accomplishments.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Fiscal Stability

	N/A	Not Effective			Highly Effective	
	-----	-----	-----	-----	-----	-----
16. Keeps the Board informed on the fiscal State of affairs of the College.	-----	1	2	3	4	5
17. Provides sound fiscal management that achieves efficient and effective use of resources.	-----	1	2	3	4	5
18. Promotes greater College-wide understanding and accountability of finance as it affects the institution.	-----	1	2	3	4	5
19. Has a favorable record of working with the Foundation in attracting funds to the institution.	-----	1	2	3	4	5
20. Prepares financial statements according to proper reporting requirements.	-----	1	2	3	4	5
21. Links annual operating plan and budget to strategic long-range plans.	-----	1	2	3	4	5

Comments _____

Facilities, Equipment, and Technology

	N/A	Not Effective			Highly Effective	
	-----	-----	-----	-----	-----	-----
22. Develops a program to realistically assess future building needs.	-----	1	2	3	4	5
23. Maintains and upgrades the physical plant adequately.	-----	1	2	3	4	5
24. Keeps the Board abreast of physical plant and technology needs.	-----	1	2	3	4	5
25. Maintains capital replacement funds adequately.	-----	1	2	3	4	5

Facilities, Equipment, and Technology, continued

26. Develops a plan to realistically assess Technology needs.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
27. Maintains and upgrades the IT infrastructure adequately.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Planning for Continuous Improvement

	N/A	Not Effective			Highly Effective	
28. Supports efforts to make the mission and goals of the College known throughout the College community,	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
29. Supports the continuing examination of the College's philosophy, mission statement and institutional goals.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
30. Encourages and promotes long-range planning consistent with institutional needs.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
31. Effectively uses data to improve institutional performance.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
32. Supports the faculty's efforts to use innovative teaching techniques.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
33. Offers to students and potential students up-to-date and realistic counseling services which deal with scholastic, career, and personal needs.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Professional and Personal Characteristics

	N/A	Not Effective			Highly Effective	
34. Maintains high ethical standards	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
35. Has the ability to identify and analyze problems and issues confronting the institution.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
36. Delegates responsibilities to appropriate administration/faculty/staff members and supports them in carrying out their responsibilities.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
37. Encourages appropriate administration/faculty/staff and Board participation in decision making.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
38. Makes sound, logical decisions even under pressure.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
39. Is a calculated risk-taker.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
40. Uses time and energy effectively.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Board Member

Part 2

After reviewing Part 1, the Board and the President, identify goals and objectives to be achieved (attach additional sheet if needed):

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

Signatures:

Chairperson of the Board

Date

President

Date

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

February 11, 2025

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

EFFECTIVE DATE: February 11, 2025

REND LAKE COLLEGE
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)
For the Seven Months Ending January 31, 2025

	BUDGET	ACTUAL JANUARY	ACTUAL YEAR-TO-DATE	REMAINING BUDGET	% USED
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (4,587,330.00)	\$ (409,946.02)	\$ (4,056,904.63)	\$ (530,425.37)	88.44%
STATE GOVERNMENT	\$ (8,216,584.00)	\$ (812,701.94)	\$ (4,433,457.46)	\$ (3,783,126.54)	53.96%
FEDERAL GOVERNMENT	\$ (20,000.00)	\$ (1,565.71)	\$ (12,057.88)	\$ (7,942.12)	60.29%
TUITION & FEES	\$ (7,254,620.00)	\$ (697,110.49)	\$ (6,844,769.96)	\$ (409,850.04)	94.35%
SALES & SERVICE	\$ (930,152.00)	\$ (36,524.84)	\$ (588,898.30)	\$ (341,253.70)	63.31%
FACILITIES REVENUE	\$ (650,900.00)	\$ (55,828.47)	\$ (343,118.46)	\$ (307,781.54)	52.71%
INVESTMENTS	\$ (401,500.00)	\$ (9,132.70)	\$ (1,058,330.76)	\$ 656,830.76	263.59%
NON GOVERNMENT	\$ -	\$ -	\$ (12,318.00)	\$ 12,318.00	0.00%
OTHER	\$ (552,325.00)	\$ (52,396.95)	\$ (472,565.70)	\$ (79,759.30)	85.56%
TOTAL REVENUES	\$ (22,613,411.00)	\$ (2,075,207.12)	\$ (17,822,421.15)	\$ (4,790,989.85)	78.81%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 11,623,421.00	\$ 846,895.53	\$ 5,616,453.90	\$ 6,006,967.10	48.32%
EMPLOYEE BENEFITS	\$ 2,896,687.00	\$ 133,459.09	\$ 951,261.45	\$ 1,945,425.55	32.84%
CONTRACTUAL SERVICES	\$ 1,631,150.00	\$ 72,087.34	\$ 887,567.43	\$ 743,582.57	54.41%
MATERIALS/SUPPLIES	\$ 2,277,530.00	\$ 167,749.67	\$ 1,281,405.32	\$ 996,124.68	56.26%
CONF/MEETING/TRAVEL	\$ 465,900.00	\$ 48,886.53	\$ 218,348.60	\$ 247,551.40	46.87%
FIXED CHARGES	\$ 205,650.00	\$ 12,165.03	\$ 131,133.12	\$ 74,516.88	63.77%
UTILITIES	\$ 929,500.00	\$ 118,333.43	\$ 578,277.15	\$ 351,222.85	62.21%
CAPITAL OUTLAY	\$ 191,000.00	\$ 14,066.54	\$ 40,278.62	\$ 150,721.38	21.09%
OTHER EXPENSES	\$ 2,200,500.00	\$ 421,169.87	\$ 2,049,691.51	\$ 150,808.49	93.15%
TOTAL EXPENSES	\$ 22,421,338.00	\$ 1,834,813.03	\$ 11,754,417.10	\$ 10,666,920.90	52.43%
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)	\$ (240,394.09)	\$ (6,068,004.05)	\$ 5,775,931.05	

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

	ACTUAL	ACTUAL
	JANUARY	YEAR-TO-DATE
REVENUES		
RESTRICTED FUNDS		
LOCAL GOVERNMENT	\$ (412,600.05)	\$ (4,910,482.05)
STATE GOVERNMENT	\$ (24,010.15)	\$ (1,818,819.00)
FEDERAL GOVERNMENT	\$ (273,642.75)	\$ (5,106,000.14)
TUITION & FEES	\$ -	-
SALES & SERVICE	\$ -	\$ (62,980.12)
FACILITIES REVENUE	\$ -	-
INVESTMENTS	\$ -	\$ (571,603.36)
NON GOVERNMENT	\$ (5,750.00)	\$ (152,388.87)
OTHER	\$ (50,708.61)	\$ (208,345.32)
TOTAL REVENUES	\$ (766,711.56)	\$ (12,830,618.86)
EXPENSES		
RESTRICTED FUNDS		
SALARIES	\$ 232,742.96	\$ 1,610,600.03
EMPLOYEE BENEFITS	\$ 59,154.22	\$ 448,185.55
CONTRACTUAL SERVICES	\$ 23,964.80	\$ 909,912.50
MATERIALS/SUPPLIES	\$ 58,567.31	\$ 442,792.44
CONF/MEETING/TRAVEL	\$ 7,271.14	\$ 104,564.10
FIXED CHARGES	\$ 23,088.82	\$ 3,826,500.10
UTILITIES	\$ 1,082.88	\$ 4,612.39
CAPITAL OUTLAY	\$ 114,593.95	\$ 3,654,283.21
OTHER EXPENSES	\$ 36,654.39	\$ 2,939,037.48
TOTAL EXPENSES	\$ 557,120.47	\$ 13,940,487.80
TRANSFERS		
OP TRANSFER TO OTHER FUNDS	\$ -	-
OP TRANSFER FROM OTHER FUNDS	\$ -	-
TOTAL TRANSFERS	\$ -	-
GRAND TOTAL	\$ (209,591.09)	\$ 1,109,868.94

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	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's	\$ 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

	July 2024	June 2024	May 2024	April 2024	March 2024	February 2024
Operating Account	\$ 34,685,682.35	\$ 33,940,299.97	\$ 34,410,866.43	\$ 36,504,501.71	\$ 36,915,194.00	\$ 37,149,723.23
Medical Insurance Reserve	\$ 53,930.22	\$ 53,672.72	\$ 53,433.63	\$ 53,182.99	\$ 52,937.03	\$ 17,825.83
Working Cash	\$ 677,009.97	\$ 673,827.92	\$ 670,771.71	\$ 667,623.45	\$ 664,586.26	\$ 661,471.56
*Working Cash CD	\$ 15,429,946.86	\$ 15,404,459.80	\$ 15,379,908.76	\$ 15,354,656.44	\$ 15,330,331.66	\$ 15,305,312.06
2023B Bond Account	\$ 5,365,477.33	\$ 5,531,134.58	\$ 7,278,815.49	\$ 7,263,355.11	\$ 7,260,837.68	\$ 7,581,655.48
Investments**						
Liquid Fund	\$ 2,307.40	\$ 1,170.14	\$ -	\$ -	\$ 11.76	\$ 3,431.60
MAX Fund	\$ 57,571.48	\$ 57,318.50	\$ 57,073.29	\$ 55,693.60	\$ 54,278.89	\$ 49,528.13
Cert of Deposit	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28
Cert of Deposit (DTC)	\$ 2,586,350.00	\$ 2,586,350.00	\$ 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	\$ 60,342,205.98	\$ 59,732,164.00	\$ 61,921,149.68	\$ 63,969,293.67	\$ 64,348,457.65	\$ 64,839,228.26

*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.