

**REND LAKE COLLEGE
BOARD OF TRUSTEES MEETING**

January 14, 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. Thursday, January 30, 2025; 7:00pm
Thespian Comedy Improv
RLC Theater
 - 2. Tuesday, February 4, 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

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:
December 10, 2024 Executive Session*
December 10, 2024 Board of Trustee Meeting*

02 *
*

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

IX. New Business

- 14 * A. Course/Curriculum
- 16 * B. Approval to Destroy Closed Session Tapes
- 17 * C. Approval to Release Closed Session Minutes
- 18 * D. Approval of Revisions to Job Descriptions
- E. Acceptance of Fiscal Year 2024 Audit and Annual Comprehensive Financial Report **(TO BE PROVIDED)**

- 26 F. Approval of Student Trustee Election Notice
- X. Personnel**
- A. Appointment of Lead Toddler Room Teacher **(TO BE PROVIDED)**
- B. Appointment of Dean of Arts & Sciences **(TO BE PROVIDED)**
- 29 C. Permission to Advertise for RLC MarketPlace Security Officer and Recreate Job Description
- 32 D. Permission to Create the Position and Advertise for the Appointment of Police Officer
- 33 E. Permission to Modify Job Descriptions, Title Changes and Salary Adjustments
- 43 F. Permission to Create Position and Job Description and Advertise for Director – ECMC Program
- XI. Financial Information**
- 47 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- 48 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**

**December 10, 2024
Rend Lake College – Event Center
468 N Ken Gray Parkway
Ina, IL 62846**

CALL TO ORDER

Chairman Larry Manning called the regular Board of Trustees meeting to order at 6:30 PM in the Rend Lake College Event Center

TRUTH IN TAXATION HEARING

Mr. John Gulley stated that the purpose of this public hearing is to comply with the Illinois Truth in Taxation Law. A Truth in Taxation notice was posted on November 6, 2024, on a page accessible through a direct link from Rend Lake College's homepage and has been accessible for over 30 consecutive days, and a Truth in Taxation notice was published in the manner described in the Truth in Taxation law in The Southern Illinoisan in the November 30, 2024 edition.

Mr. Gulley stated that this increase is necessary for the district's tax rate to keep pace with recent increases in the district's equalized assessed value. Rend Lake College is required by the Illinois Community College Board to levy no less than 95% of our maximum tax rate in order to remain eligible for equalization funding. No one contacted Mr. Gulley prior to the meeting desiring to appear and present testimony. Mr. Gulley opened the floor for public comment. No one came forward to speak.

With no public comments, Chairman Larry Manning asked for a motion to close the public hearing; Mr. Wielt motioned; seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

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
Dr. David Asbery
Mr. Joe Coy
Mr. Wyatt Hamson (Student Trustee)

Those absent were:

Mr. Brian Dorris

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. Mary Huggins, Mr. Nathan Wheeler, Mrs. Amy Epplin, Mrs. Bria Robinson, Mrs. Andrea Banach, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mr. Chris Edwards, Mr. Greg Hollmann, Mrs. Vickie Schulte, Mrs. Jena Jensik, Dr. Elizabeth Bailey-Smith, Ms. Taylor Wilburn, Mr. Jared Roberts, Mrs. Mallory Howell.

DEPARTMENT PRESENTATION

Marketing Department, Mr. Nathan Wheeler, Ms. Kendra Gregory, Mr. Jared Roberts and Ms. Taylor Wilburn gave a presentation highlighting the new website with a more user-friendly atmosphere and clean layout. They also covered the blogs, interactive videos and search features within the new website.

GENERAL INFORMATION

ANNOUNCEMENTS

1. Friday, January 10, 2025; 8am-3pm
Student Success Day
Learning Resource Center and PDA
2. Wednesday, February 5 or 12, 2025; 8am-3pm
ACES 2024 Competition
Event Center

3. Tuesday, February 18, 2025; 8am-3pm
In-Service
RLC Ina Campus
4. Tuesday, February 18, 2025; 4pm
RLC Open House
Event Center
5. Thursday, February 27, 2025; 5:30pm
Annual RLC Foundation Scholarship Dinner
Event Center
6. Thursday, March 6, 2025; 8:00am
Transition Summit
Event Center
7. Thursday & Friday, March 10 & 11, 2025; 8:00am
Kickstart Your Journey
Event Center
8. Tuesday, March 18, 2025; 5:00pm
Advisory Committee Meetings
Event Center and Breakout Rooms

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. Daniels made a motion; seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:56 PM.

*******Dr. Asbery left meeting 7:47pm*******

RESUME OPEN MEETING

Chairman Larry Manning asked for a motion to reopen the public meeting; Mr. Jones motioned; seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:50 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. November 01, 2024 Special Executive Session*;
2. November 02, 2024 Retreat Board of Trustee Meeting*;
3. November 05, 2024 Regular Board of

- Trustee Meeting*;
- 4. November 05, 2024 Decennial Committee Meeting*;
- 5. November 05, 2024 Executive Session*;
- 6. Approval of Revisions to Rend Lake College *Policy* 3.1110 - Computation of Hourly Rate of Pay for Part-Time Employees (**SECOND READING**) **AMENDED***;
- 7. Course/Curriculum*

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

NEW BUSINESS

APPROVAL OF 3-YEAR AGREEMENT BETWEEN BOARD OF TRUSTEES OF REND LAKE COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 521 AND REND LAKE COLLEGE FEDERATION OF TEACHERS, LOCAL NO. 3708 AFT, IFT, AFL-CIO

Mr. Wilkerson recommended to approve a 3-year Agreement (2024-2025; 2025-2026; 2026-2027) between Board of Trustees Rend Lake College, District No. 521 and Rend Lake College Federation of Teachers, Local No. 3708 AFT, IFT, AFL-CIO with 2 verbiage corrections on first paragraph of page 12 of contract, effective immediately upon Board approval.

As recommended, Mr. Coy made a motion to approve a 3-year Agreement (2024-2025; 2025-2026; 2026-2027) between Board of Trustees Rend Lake College, District No. 521 and Rend Lake College Federation of Teachers, Local No. 3708 AFT, IFT, AFL-CIO with 2 verbiage corrections on first paragraph of page 12 of contract, effective immediately upon Board approval. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF 2025-2025, 2026-2027 AND 2027-2028

ACADEMIC CALENDARS

Mr. Wilkerson recommended to approve the 2025-2026, 2026-2027 and 2027-2028 Academic Calendars as presented.

As recommended, Mr. Hamson made a motion to approve the 2025-2026, 2026-2027 and 2027-2028 Academic Calendars as presented. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

RESOLUTION TO
ADOPT 2024 TAX
LEVY (PAYABLE 2025)

Mr. Wilkerson recommended to adopt the 2024 Tax Levy (Payable 2025). The proposed tax levy will be filed in accord with the Truth in Taxation compliance laws.

As recommended, Mr. Wielt made a motion to adopt the 2024 Tax Levy (Payable 2025). The proposed tax levy will be filed in accord with the Truth in Taxation compliance laws. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF 2025-2026
REND LAKE COLLEGE
CATALOG (TO BE PROVIDED)

Mr. Wilkerson recommended to approve the 2025-2026 Rend Lake College Catalog as provided and to authorize addendum as needed.

As recommended, Mr. Jones made a motion to approve the 2025-2026 Rend Lake College Catalog as provided and to authorize addendum as needed. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF REND
LAKE COLLEGE BOARD
OF TRUSTEES CALENDAR
YEAR 25 MEETING SCHEDULE

Mr. Wilkerson recommended to approve the schedule of meetings of the Rend Lake College Board of Trustees for calendar year 2025, as presented.

As recommended, Mr. Wielt made a motion to approve the schedule of meetings of the Rend Lake College Board of Trustees for calendar year 2025, as presented. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

DECOMISSION OF
DECENNIAL COMMITTEE

Mr. Wilkerson recommended to approve the decommission of the Rend Lake College Decennial Committee, effective December 10, 2024.

As recommended Mr. Daniels made a motion to approve the decommission of the Rend Lake College Decennial Committee, effective December 10, 2024. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY THE AGREEMENT
TO PURCHASE REAL ESTATE
AT AUCTION, AND TO MAKE
SUBSEQUENT PURCHASE OF
PARCELS OF LAND LOCATED
NEAR THE REND LAKE COLLEGE
MARKETPLACE

Mr. Wilkerson recommended to ratify the attached agreement to purchase real estate at auction, and to make subsequent purchase of parcels of land located near the Rend Lake College MarketPlace. The two tracts of land join the MarketPlace property to the west and northwest . . . one containing 3.42 acres and a storage building, while the second tract is approximately 10 acres described as vacant property at N. Davidson and Progress Drive. Total purchase price is \$270,000 to be paid out of the college's fund balance of Fund V.

As recommended Mr. Wielt made a motion to ratify the attached agreement to purchase real estate at auction, and to make subsequent purchase of parcels of land located near the Rend Lake College MarketPlace. The two tracts of land join the MarketPlace property to the

west and northwest . . . one containing 3.42 acres and a storage building, while the second tract is approximately 10 acres described as vacant property at N. Davidson and Progress Drive. Total purchase price is \$270,000 to be paid out of the college's fund balance of Fund V. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL

RATIFY ACCEPTANCE
OF RETIREMENT
RLC CHILDREN'S CENTER
LEAD TODDLER ROOM
TEACHER

Mr. Wilkerson recommended to accept with regret the resignation of Ms. Jacey Donoho, Lead Toddler Room Teacher at the RLC Children's Center, effective December 20, 2024.

As recommended, Mr. Daniels made a motion accept with regret the resignation of Ms. Jacey Donoho, Lead Toddler Room Teacher at the RLC Children's Center, effective December 20, 2024. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
COSMETOLOGY &
ESTHETICS INSTRUCTOR

Mr. Wilkerson recommended to appoint Ms. Andrea Jo Beltz as Cosmetology & Esthetics Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$57,260, prorated for the remainder of the fiscal year, pending a successful background check and successful completion of her AAS degree, effective January 06, 2025.

As recommended Mr. Hamson made a motion to appoint Ms. Andrea Jo Beltz as Cosmetology & Esthetics Instructor on a full-time, 50-week, tenure track industrial contract at an annual salary of \$57,260, prorated for the remainder of the fiscal year, pending a successful background check and successful

completion of her AAS degree, effective January 06, 2025. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
INDUSTRIAL ELECTRONICS
INSTRUCTOR (TO BE
PROVIDED)

Mr. Wilkerson recommended to appoint Mr. Johnnie Doolin as Industrial Electronics Instructor on a full-time, 50-week tenure track industrial contract at an annual salary of \$60,060, prorated for the remainder of the fiscal year, pending a successful background check, effective January 06, 2025.

As recommended Mr. Wielt made a motion to appoint Mr. Johnnie Doolin as Industrial Electronics Instructor on a full-time, 50-week tenure track industrial contract at an annual salary of \$60,060, prorated for the remainder of the fiscal year, pending a successful background check, effective January 06, 2025. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO CREATE
POSITION OF DEAN-
PINCKNEYVILLE CAMPUS
ADVANCEMENT AND OUTREACH,
APPROVE THE JOB DESCRIPTION,
AND TRANSFER THE DEAN OF
ARTS AND SCIENCES

Mr. Wilkerson recommended to grant permission to create the position of Dean – Pinckneyville Campus Advancement and Outreach, approve the job description, and transfer Mrs. Andrea Banach to the position, effective January 01, 2025. Mrs. Banach will retain her approved FY 2025 salary.

As recommended Mr. Wielt made a motion to grant permission to create the position of Dean – Pinckneyville Campus Advancement and Outreach, approve the job description, and transfer Mrs. Andrea Banach to the position, effective January 01, 2025. Mrs. Banach will retain her approved FY 2025 salary.

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

NEW BUSINESS/ PERSONNEL

APPROVAL OF REVISIONS TO
REND LAKE COLLEGE POLICY &
PROCEDURE 1.5000 –
ORGANIZATIONAL CHART
AND APPROVAL OF ORGANIZATIONAL
STRUCTURE OF THE REND LAKE
COLLEGE FOUNDATION

Mr. Wilkerson recommended to approve the organizational structure of the Rend Lake College Foundation staff of Rend Lake College. This recommendation includes changes to organizational chart (Policy & Procedure 1.5000), changes to titles and accompanying job descriptions, as well as respective salaries, effective January 01, 2025. These individuals are not eligible for salary increases in FY 2026

As recommended Mr. Daniels made a motion to approve the organizational structure of the Rend Lake College Foundation staff of Rend Lake College. This recommendation includes changes to organizational chart (Policy & Procedure 1.5000), changes to titles and accompanying job descriptions, as well as respective salaries, effective January 01, 2025. These individuals are not eligible for salary increases in FY 2026. 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 December, 10 2024.

As recommended Mr. Daniels made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective December 10, 2024. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

REPORTS

ACADEMIC COUNCIL

Mr. Greg Hollman reported their last meeting was on November 20th with the following changes/additions sent on to ICCB: a new nursing course; inactivating two computer programming courses; and a criminal justice and office technology assistant courses change that did not require reporting to ICCB.

ICCTA REPRESENTATIVE

No Report

REND LAKE COLLEGE FOUNDATION

President Terry Wilkerson reported that the Foundation Annual Dinner is this Thursday. Alumni of the Year, Jaci & Lee Wyatt, will be honored at the dinner. De'Vonna Boyd will be recognized as our student spotlight and talk about her journey at RLC in the Nursing Program, and several individuals will be honored for their commitment to The Game Plan. It should be a nice evening. The next Foundation Board of Director meeting is scheduled for Thursday, February 6th, 2025.

ACCREDITATION

Dr. Chad Copple reported there has been no action yet on the Quality Initiative proposal. Mr. Copple also reported a group is being assembled to go to the HLC Annual Conference next April in Chicago.

ERP

Dr. Chad Copple reported the Colleague implementation project itself is coming to an end. We have one-off meetings on Payroll and Financial Aid yet this month, and for 10-98T processing and Business Office functions in January. The contract with BHA officially ended November 30th. Mr. Copple also reported of a few issues needing to be worked out with transcripts. We will be working with the

Ellucian consultants and, if necessary, BHA to get these ironed out. BHA has offered a pool of 200 hours to be used over the course of the next year for any Colleague situation; these are time and materials hours, so if they are not used, we do not pay for them.

OBSOLETE EQUIPMENT

Mr. Donnie Millenbine reported an old auto lift ½ ton to be sold on deals.gov.

PUBLIC COMMENT

NONE

PRESIDENT’S COMMENTS

President Terry Wilkerson gave a thank you to the Board Members and told everyone to enjoy the holidays.

ADJOURNMENT

There being no other business, at 8:11 PM all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

COURSE/ CURRICULUM APPROVALS

*Rend Lake College Board of
Trustees*

January 14, 2025

RECOMMENDATION: To approve changes to an existing course, withdrawal of curriculum 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 – December 12, 2024
Academic Council Meeting – December 19, 2024

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

Approval- Changes to Existing Course

MATH 1111 Statistics
(Current: Credit Hours- 4)
(Proposed: Credit Hours-3)
Effective 1/1/2025

Approval- Curriculum Withdrawal

CRJS 0098 Police Science
Effective 8/1/25

CSCI 0062 IT Systems Assistant
Effective 8/1/2025

MIN 0153 Mine Operations
Effective 8/1/2025

The following changes are for informational purposes only and do not need submission to ICCB.

IST 0037 Industrial Maintenance Technician
Effective 8/1/2025

IST 0002 Industrial Maintenance Multi Tech
Effective 8/1/2025

MFG 0002 Manufacturing Technology
Effective 8/1/2025

Signatures

Curriculum Committee Chair *Kathryn Helms* Date 01/03/2025

Academic Council Chair *Joan Kenney* Date 01/03/2025

Vice President *Lenny Reed* Date 01/06/2025

APPROVAL TO DESTROY CLOSED SESSION TAPES

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: To authorize destruction of closed session tapes after they have been held for eighteen (18) months, in accordance with and as provided by the Illinois Open Meetings Act:

February 14, 2023

RATIONALE: Paragraph 120, Section 2.06 of the Illinois Open Meeting Act states that the Board must take action to preserve the confidentiality of all tape recordings of closed sessions and authorize their destruction after they have been held for at least eighteen (18) months after the meeting for which written minutes have been approved.

APPROVAL TO RELEASE CLOSED SESSION MINUTES

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: The Board of Trustees reviews the closed session minutes monthly and has decided that the minutes from the following months will not be released to the general public:

February 14, 2023

RATIONALE: Paragraph 120, Section 2.06 of the Illinois Open Meeting Act states that the minutes of closed sessions will be reviewed to determine whether the minutes may be in whole or in part made part of the public record.

APPROVAL OF REVISIONS TO JOB DESCRIPTIONS

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: To revise job descriptions as presented, effective January 14, 2025.

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

EFFECTIVE DATE: January 14, 2025

Director - RLC Murphy-Wall Pinckneyville Campus

JOB DESCRIPTION

POSITION TITLE: Director - RLC Murphy-Wall Pinckneyville Campus
DEPARTMENT: Rend Lake College Murphy-Wall Pinckneyville Campus
REPORTS TO: ~~VP—Academics and Student Services~~ **Dean—Pinckneyville Campus**
Advancement and Outreach
SUPERVISES: Administrative Assistant – RLC Murphy-Wall Pinckneyville Campus (Part-time) and Student Workers
DATE: ~~1/1/2024~~ **1/1/2025**

ESSENTIAL FUNCTIONS

1. Supervise preparation and daily operations of the facility.
2. Coordinate student registration and counseling services with Rend Lake College’s student services department.
3. ~~Coordinate~~ **Assist with** scheduling of class offerings, instructors and class locations: updates/maintains class calendar with respective departments.
4. ~~Facilitate awareness in the community of the educational offerings of the facility. by developing, implementing, and maintaining a marketing plan.~~
5. Recruit students through developing and maintaining a strong relationship with Pinckneyville Community High School.
6. ~~Prepare and monitor~~ **Assist with** budget for the facility.
7. ~~Serve as a liaison between the Pinckneyville Community and Rend Lake College by reporting community needs for each semester.~~ **Develop and coordinate programming for all ages at the Pinckneyville Campus, including non-credit and workforce training.**
8. ~~Submit~~ **Assist with** end-of-year summary of operations.
9. Coordinate and host an annual Advisory Council meeting.
10. Advise students as needed.

OTHER FUNCTIONS

11. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting, works hours required to accomplish objectives. Some evening hours will be required. Some travel required.

DISCLAIMER

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

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

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

Specialist – CTE Analyst and Institutional Research (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Specialist – CTE Analyst and Institutional Research (Part-Time)
DEPARTMENT: Resource Development (Grants)
REPORTS TO: VP – CTE and Student Support
SUPERVISES: N/A
STATUS: Active
DATE: 01/01/2025

ESSENTIAL FUNCTIONS

1. Assist in the gathering and analysis of information needed as part of reporting and appropriate applications.
2. Assist in the preparation of reports as assigned.
3. Extract and analyze data from various systems and sources to provide relevant and timely information needed to evaluate enrollment and enrollment trends in CTE.
4. Assist in the monitoring of grant compliance and performance as needed.
5. Provide analysis of trends and possible causes in an understandable format to be used in institutional planning and decision making.
6. Conduct research for institutional self-assessment and planning.
7. Analyze institutional data and present possible courses of action to address gaps in performance.
8. Analyze labor market data in light of course and program offerings to highlight opportunities which may exist for future growth.
9. Analyze data for enrollment, retention, completion, student success, and job placement in light of assessment of student outcomes and institutional assessment.
10. Assist in special research projects as needed.

OTHER FUNCTIONS

11. Serve on committees as assigned.
12. Participate in campus activities as assigned.
13. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works hours required to accomplish objectives.

DISCLAIMER

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

Assistant Director – Facilities Management & Campus Operations

JOB DESCRIPTION

POSITION TITLE: Assistant Director – Facilities Management & Campus Operations
DEPARTMENT: Facilities Management & Campus Operations
REPORTS TO: Dean-Facilities Management and Campus Operations
SUPERVISES: Part-time Administrative Assistant – Facilities Management and Campus Operations
STATUS: Active
DATE: ~~7/10/2024~~ 02/01/2025

ESSENTIAL FUNCTIONS

1. Coordinate maintenance activities with Supervisor-Grounds, Maintenance, Custodial and Dean-Facilities Management and Campus Operations to insure smooth operation of college functions
2. In the absence of Supervisors-Grounds, Custodial and Maintenance- Account for employees working times and absences.
3. Operate the daily work order and preventative maintenance systems
4. Keep SDS documents updated.
5. Maintain confidentiality.
6. Reconcile Records with financial reports.
7. Oversees campuses inventory records.
8. Coordinates IGEN and Netzero activities.
9. Schedule, coordinate and attend meetings as assigned.
10. Compile reports, surveys, evaluations, and other required documents.
11. Coordinate facilities preparation for campus functions.
12. Perform duties to ensure college equipment is inventoried and maintain a computerized database of all current campus equipment.
13. Maintain records of issued and returned campus keys.
14. Oversee college record retention process.
15. Manage project files/budget

OTHER FUNCTIONS

16. In the absent of the Dean-Facilities Management and Campus Operations, this individual performs duties directed by the Dean.
17. Update and revise information relative to the department
18. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Assistant Director – Facilities Management & Campus Operations (Continued)

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

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

Coordinator – Computing and AV Services

JOB DESCRIPTION

POSITION TITLE: Coordinator – Computing and AV Services
DEPARTMENT: Information Technology
REPORTS TO: Chief Information Officer
SUPERVISES: Computer Technicians & Student Workers
STATUS: Active
DATE: ~~1/1/2024~~ 2/01/2025

ESSENTIAL FUNCTIONS

1. Diagnose and resolve administrative computer hardware, software and network problems.
2. Assist users with network, database and email accounts.
3. Install, configure, test, maintain, monitor, and troubleshoot end-user administrative workstations and related hardware and software in order to deliver required desktop service levels.
4. Ensure that documentation is prepared and maintained for all college-owned and issued computing devices, software, peripherals, videoconferencing and audio-visual equipment.
5. Coordinate and assist with network maintenance and installation at all Rend Lake College facilities; including fiber, Ethernet cabling and equipment rack administration.
6. Assist Information Services with system operation.
7. Compile and maintain images for all administrative computers.
8. Provide technical support for Rend Lake College's door lock system.
9. Support smartphone users and their devices as directed by administration.
10. Ensure that items available for checkout are maintained and inventoried.
11. Maintain an accurate list of computer lab hardware specifications and software installations.
12. Manage software license agreements and renewals.
13. Manage printing, faxing, and scanning functions.
14. Research and evaluate software requested or used by administrative and academic departments to ensure operability with college systems.
15. Develop specifications and solicit quotes/bids for hardware and software.

OTHER FUNCTIONS

16. Perform other duties as assigned.

ENVIRONMENT

Primarily works in an office setting. Works a standard work week with compensatory or overtime as necessary and approved in advance. Some tasks may require the use of a ladder and small hand or power tools. Some lifting required.

DISCLAIMER

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

Coordinator – Computing and AV Services (Continued)

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

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

Specialist - Grants Research and Data Analysis (Part-Time)

JOB DESCRIPTION

POSITION TITLE: Specialist - Grants Research and Data Analysis (Part-Time)
DEPARTMENT: Resource Development (Grants)
REPORTS TO: VP – CTE and Student Support
SUPERVISES: N/A
STATUS: Active
DATE: ~~1/1/2024~~ 1/14/2025

ESSENTIAL FUNCTIONS

1. Assist in the gathering and analysis of information needed as part of grant reviews and applications.
2. Assist in the preparation of grant applications as assigned.
3. Extract and analyze data from various systems and sources to provide relevant and timely information needed to evaluate grant opportunities.
4. Assist in the monitoring of grant compliance and performance as needed.
5. Provide analysis of trends and possible causes in an understandable format to be used in institutional planning and decision making.
6. Conduct research for institutional self-assessment and planning.
7. Analyze institutional data and present possible courses of action to address gaps in performance.
8. Analyze labor market data in light of course and program offerings to hi-light opportunities which may exist for future growth.
9. Analyze data for enrollment, retention, completion, student success, and job placement in light of assessment of student outcomes and institutional assessment.
10. Assist in data collection and reporting.
11. Assist in special research projects as needed.

OTHER FUNCTIONS

12. Serve on committees as assigned.
13. Participate in campus activities as assigned.
14. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works hours required to accomplish objectives.

DISCLAIMER

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

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

APPROVAL OF STUDENT TRUSTEE ELECTION NOTICE

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: To approve the Notice of Election for the Student Board Member of the Board of Trustees effective January 14, 2025.

RATIONALE: In accordance with the Illinois Public Community College Act, Board approval on the Notice of Election is required.

Notice of Election will be published as directed by Illinois statute. The student board member shall serve a one-year term beginning with the April Board Meeting.

EFFECTIVE DATE: January 14, 2025

NOTICE OF ELECTION

NOTICE OF ELECTION IS HEREBY GIVEN FOR REND LAKE COLLEGE BOARD OF TRUSTEES STUDENT BOARD MEMBER.

A Petition, the Statement of Candidacy, the Statement of Economic Interests, and the qualifications and rules can be obtained from the Student Services Office in the Administration Building, Office 110 from 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. – 4:00 p.m. Friday. The first day for filing Petitions with the Student Services Office in the Administration Building, Office 110 is Wednesday, February 12, 2025. The last day to file is Wednesday, February 26, 2025 at 4:30 p.m. The last day for withdrawal of candidacy will be Friday, February 28, 2025 at 4:00 p.m. Ballots will be ready for inspection at 12:00 p.m. on Monday, March 3, 2025.

The Election will be Wednesday, March 5 and Thursday, March 6, 2025 in the Academic Advising Center from 8:00 a.m. to 4:30 p.m. Absentee voting will take place in the Academic Advising Center on Tuesday, March 4, 2024, from 8:00 a.m. to 4:30 p.m.

Date

Jeff Jones, Secretary
Board of Trustees
Rend Lake College
District No. 521

PERSONNEL

PERMISSION TO ADVERTISE FOR RLC MARKETPLACE SECURITY OFFICER AND RECREATE JOB DESCRIPTION

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: To grant permission to advertise for an RLC MarketPlace Security Officer and recreate the job description.

RATIONALE: With the addition of SIMA and other increased activity at the RLC MarketPlace, this position is necessary to better fit the needs of the college and to provide the Police Department with additional flexibility for shift coverage.

EFFECTIVE DATE: January 14, 2025

Security Officer

JOB DESCRIPTION

POSITION TITLE: Security Officer
DEPARTMENT: Police Department
REPORTS TO: Chief of Police
SUPERVISES: N/A
STATUS: Active
DATE: 01/14/25

ESSENTIAL FUNCTIONS

1. Frequently patrol the interiors and exteriors of the structures of the campus and all properties owned by the college.
2. Enforce campus parking and traffic regulations and ensure crosswalk safety.
3. Help enforce classroom order, open lab order, and student conduct on campus.
4. Investigate reported violations of rules and regulations.
5. Prepare reports on violations and of actions taken.
6. Respond to any emergency that may occur on College property.
7. Protect life, property, and the environment.
8. Assist in every way possible those persons using the College facilities, to unlock doors, turn on lights, and to secure these areas after scheduled usage.
9. Make out daily reports of activity at the end of each shift and other reports as their shift requires.
10. Monitor air handler systems at the college, when necessary, especially during nights, weekends, and holidays.
11. Monitor physical conditions of campus grounds, facilities, furniture, and equipment, and report damage or potentially hazardous conditions to the President and/or Chief of Police.

OTHER FUNCTIONS

12. Perform other duties as assigned.
13. Assist the Chief of Police with various programs.
14. Perform courier services for valuable securities, mail, and monies as assigned by the Business Office.
15. Assist faculty, staff, students, and campus visitors with minor automobile problems such as jump starts and vehicle unlocks.
16. Lock and unlock buildings and classrooms according to daily schedule.

ENVIRONMENT

Works in all areas of the College. May be required to work outdoor in adverse condition. Some lifting may be required. Patrol car duty as well as foot patrol of grounds. Works a standard work week with overtime as necessary and approved in advance.

DISCLAIMER

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

Security Officer (Continued)

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

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

**PERMISSION TO CREATE THE POSITION AND
ADVERTISE FOR THE APPOINTMENT OF
POLICE OFFICER**

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: To grant permission to create the position and advertise for the appointment of a Police Officer.

RATIONALE: This position is necessary to better fit the needs of the college and to provide the Police Department with additional flexibility for shift coverage.

EFFECTIVE DATE: January 14, 2025

PERMISSION TO MODIFY JOB DESCRIPTIONS, TITLE CHANGES AND SALARY ADJUSTMENTS

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: To grant permission 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.

RATIONALE: These changes and revisions better reflect the needs of the institution with the current transition of the President's office and CBE & Faculty Support areas.

EFFECTIVE DATE: January 16, 2025

<u>Name</u>	<u>Current Title</u>	<u>Current Salary</u>	<u>Proposed Title</u>	<u>Proposed Salary</u>
Mary Huggins	Administrative Assistant - President	\$41,497	Executive Assistant - President	\$45,000
Kareesa Keyser	Executive Assistant - Instruction & Student Affairs	\$41,497	Executive Assistant - Instruction	\$45,000
Lynanne Page	Specialist - Instructional Design & Assessment	\$42,794	Coordinator - Instructional Design & Assessment	\$46,430

Administrative EXECUTIVE Assistant– President
JOB DESCRIPTION

POSITION TITLE: ~~Administrative~~ **EXECUTIVE** Assistant– President
DEPARTMENT: President’s Office
REPORTS TO: ~~Executive Director-Administrative Services~~ **PRESIDENT**
SUPERVISES: Student Worker(s)
STATUS: Active
DATE: ~~7/12/2022~~ **01/16/25**

ESSENTIAL FUNCTIONS

1. ~~Maintain~~ **OVERSEE** the college’s master calendar for all events scheduled at all Rend Lake College campuses, **and assist with various internal events across all campuses.**
 - ~~a.—Coordinate and serve as main contact for both internal and external clients hosting events on Ina Campus, determine appropriateness of events, book space, and book required services including custodial, electrical, grounds, maintenance, public safety, parking, catering, and audiovisual.~~
 - ~~b.—Serve as event management liaison to external clients; provides customer service by handling contracts, invoicing and payment collection, conducting tours of campus, attending events, and following up with clients post event.~~
 - ~~c.—Maintain the events scheduling system; maintain files; maintain and update scheduling software, and event and scheduling request forms.~~
2. Coordinate President’s Office functions such as Board of Trustee Meetings, Annual Faculty/Staff Awards, Southeast Region Trustees Meeting, etc.
3. Make arrangements for location, set up, and catering for Board of Trustees Meetings, President’s Cabinet, President’s Council, and others as needed.
4. Process purchase orders, ~~and~~ maintain, **and reconcile** budget line for President’s Office, Board of Trustees, Higher Learning Commission, ~~Land Lab~~ and Campus Police Department
5. Assist in maintaining president’s calendar and coordinate travel as directed.
6. Prepare agendas and document meeting minutes for President’s Council, President’s Cabinet, Higher Learning Commission Committees, and other committees as assigned.
7. Serve as Higher Learning Commission facilitator.
8. Serve as backup coverage for Board of Trustee meetings.
9. Prepare board packet materials **and complete post meeting items.**
10. Provide office coverage and administrative support for President’s Office.
11. Perform general clerical duties such as ordering supplies, distributing mail, filing, typing, copying, organizing and maintaining files, and receptionist duties as directed.
12. Maintain confidentiality
13. Maintain event payment reconciliation.
14. Provide new full-time employees with a campus tour.
15. Assist with Trustee election preparation.

OTHER FUNCTIONS

1. Update and revise information relative to the department.
2. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Administrative EXECUTIVE Assistant– President (Continued)

	Academic support	Administrative	Clerical	Custodial / maintenance	Professional / technical	Supervisory	Teaching faculty
Tenure track (y/n)			N		<u>NO</u>		
Grant funded (y/n)			N		<u>NO</u>		
Full Time/Part Time (FT/PT)			FT		<u>FT</u>		
Perm/Temp*			Perm		<u>PERM</u>		
Exempt/Non-exempt			Non-exempt		<u>NON-EXEMPT</u>		
Exemption Classification			N/A		<u>N/A</u>		

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

Executive Assistant - Instruction & Student Affairs

JOB DESCRIPTION

POSITION TITLE: Executive Assistant – Instruction & ~~Student Affairs~~
DEPARTMENT: Instruction & ~~Student Affairs~~
REPORTS TO: ~~Executive Vice~~ President
SUPERVISES: Student Worker(s)
DATE: ~~4/4/2024~~ 1/16/2025

ESSENTIAL FUNCTIONS

1. Maintain a general knowledge of RLC programs, policies, procedures and personnel.
2. Maintain confidentiality.
3. Schedule meetings, send out notices, take minutes, and distribute minutes of various meetings including the Academic Council and its five standing committees.
4. Maintain course/curriculum files and make submissions to ICCB.
5. Enter new courses/curriculum and update existing data in the college ERP system. Inform select departments of course/curriculum changes.
6. Maintain course fees list and submit requested changes for board packet.
7. Order commencement gowns for the Platform party, Faculty and Staff.
8. Actively participate in and assist with the coordination and set-up of department activities, such as In-Service, Faculty Orientation, Student Day, and Commencement.
9. Develop, coordinate, and process Class Climate evaluations for faculty and department related events.
10. Answer phone and email, receive visitors, open and distribute mail, copy materials, maintain filing system, and schedule appointments.
11. Draft routine correspondence, prepare requisitions, and type other materials as directed.
12. Reconcile department records with financial reports.
13. Maintain a database of professional development requests, faculty qualifications, syllabi, credit hour compliances, and articulated courses.
14. Maintain a database of online and hybrid course development approvals and process payment requests.
15. Maintain evaluation schedules for faculty.
16. Maintain tenure track and faculty rank reports.

OTHER FUNCTIONS

17. Implement improvements to department processes.
18. Coordinate travel arrangements as requested.
19. Assist the President's office with phone calls, visitors, and other duties as requested.
20. Assist with event scheduling **as needed**.
21. Perform other duties as assigned.

ENVIRONMENT

Works a standard work week in an office setting. Occasional evening/weekend hours for meetings and events will be required with compensatory or overtime as necessary and approved in advance.

DISCLAIMER

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

Executive Assistant –Instruction & Student Affairs (Continued)

	Academic Support	Administrative	Clerical	Custodial / Maintenance	Professional / Technical	Supervisory	Teaching Faculty
Tenure Track (Y/N)					No		
Grant Funded (Y/N)					No		
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

Coordinator – Instructional Design & Assessment

JOB DESCRIPTION

POSITION TITLE: Coordinator - Instructional Design & Assessment
DEPARTMENT: Instruction & Student Affairs
REPORTS TO: Dean – Applied Science and Technology
SUPERVISES: N/A
STATUS: Active
DATE: 01/14/25

ESSENTIAL FUNCTIONS

1. Provide support and training to faculty and staff with technology-based projects and tools, including the college's LMS, syllabus platform and badging software.
2. Develop, coordinate, and deliver training sessions related to instructional technology.
3. Provide assistance/training in online course development, web-based instructional modules, competency-based education, and teaching methods.
4. Develop and provide Microsoft Office or other related trainings to faculty, staff, and community partners as requested.
5. Keep abreast of current technology and share technical resources with faculty, staff, and students.
6. Collaborate with administration in advancing the college by fulfilling the technology and instructional needs of faculty, staff, and students.
7. Update and coordinate the online readiness tool(s) for students.
8. Assist with the coordination of the online/hybrid course review process to ensure instructional quality.
9. Serve as Co-Chair on the campus Online Committee.
10. Monitor and prepare reports related to online courses and student success.
11. Provide support with online components in competency-based education programs.
12. Assist with the college's digital badging system.
13. Assist with the coordination of the college's course sharing and seat exchange efforts.
14. Assist with assessment processes including support and training.
15. Assist with the coordination of Student Success Days and other faculty focused events.
16. Serve on the Institutional Assessment Committee and related subcommittees
17. Assist with preparation of overview reports related to overall assessment of student learning.
18. Assist with quality assurance standards and accreditation requirements related to distance learning.
19. Assist with providing evidence and reviewing documents for institutional submissions.

OTHER FUNCTIONS

20. Assist with documentation and reports as requested.
21. Other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with occasional extended hours to complete necessary functions. Some travel and evening work may be required.

DISCLAIMER

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

Coordinator – Instructional Design & Assessment (cont.)

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

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

PROPOSED

Specialist - Instructional Design & Assessment

JOB DESCRIPTION

POSITION TITLE: Specialist-Instructional Design & Assessment
DEPARTMENT: Instruction & Student Affairs
REPORTS TO: Director-Instructional Design & Assessment
SUPERVISES: N/A
STATUS: Active
DATE: 09/14/2021

ESSENTIAL FUNCTIONS

1. Provide support and training to faculty and staff with technology-based projects and tools, including the college's LMS.
2. Develop, coordinate, and deliver training sessions related to instructional technology.
3. Provide assistance/training in online course development, web-based instructional modules, and teaching methods.
4. Provide Microsoft Office or other related trainings to faculty, staff, and community partners as requested.
5. Keep abreast of current technology and share technical resources with faculty, staff and students.
6. Assist with advancing the college by fulfilling the technology and instructional needs of faculty, staff, and students.
7. Assist with the college's assessment processes including support and training.
8. Serve on the Institutional Assessment Committee.
9. Monitor progress and prepare overview reports related to overall assessment of student learning.
10. Assist with the coordination of the online readiness tool(s) for students.
11. Assist with the online/hybrid course review process to ensure instructional quality.
12. Serve on the campus Online Committee.
13. Monitor and prepare reports related to online course offerings and student success.

OTHER FUNCTIONS

14. Assist with documentation and reports as requested.
15. Other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with occasional extended hours to complete necessary functions. Some travel and evening work may be required.

DISCLAIMER

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

Specialist – Instructional Design & Assessment (cont.)

	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

CURRENT

**PERMISSION TO CREATE POSITION AND JOB
DESCRIPTION
AND
ADVERTISE FOR
DIRECTOR – ECMC PROGRAM**

Rend Lake College Board of Trustees

January 14, 2025

RECOMMENDATION: 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.

RATIONALE: The Educational Credit Management Corporation (ECMC) Foundation's strategic priorities, such as removing barriers to post-secondary completion and capacity building, align well with the college's overall mission and statement on neurodiversity.

EFFECTIVE DATE: January 14, 2025

Director – ECMC Program

JOB DESCRIPTION

POSITION TITLE: Director – ECMC Program
DEPARTMENT: CTE & Student Support
REPORTS TO: VP – CTE and Student Support
STATUS: Active
DATE: 1/14/2025

ESSENTIAL FUNCTIONS

1. Manage overall operations of the program and provide services to students in the program, in accordance with Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act.
2. Establish and maintain program goals and outcomes while using assessment strategies for continuous improvement
3. Oversee the daily operation of the program while ensuring a safe and effective learning environment
4. Develop and manage the admissions process for accepting program applicants
5. Foster and maintain working relationships with area agencies, state agencies, schools, employers to increase awareness of the program and enhance services for program participants
6. Coordinate with the Marketing Department to develop a marketing plan and promotional items
7. Serve as the lead recruiter for the program while handling inquiries for prospective students
8. Coordinate with internal and external stakeholders for integration into campus and community activities
9. Develop and maintain internship opportunities for program participants
10. Plan, coordinate, and lead activities relating to employable skill development and academic reinforcement
11. Advise program participants in course enrollment and degree or certificate planning processes
12. Advocate for students with disabilities and assist students in obtaining and using appropriate accommodations
13. Collaborate with the staff to support program participant
14. Coordinate and provide academic tutoring to program participants
15. Serve as a liaison between faculty and program participants and a member of the academic services team
16. Serve as primary contact in order to support the safety and wellbeing of program participants
17. Maintain record keeping for program participants while maintaining confidentiality in accordance with FERPA
18. Manage program budget and spending allocations
19. Attend meetings and college functions as required.
20. Other duties as assigned.

OTHER FUNCTIONS

1. Compose correspondence as necessary.
2. Practice strong ethics and effective transparency with the College and its partners.
3. Perform other duties as assigned for the improvement and expansion of the college

ENVIRONMENT

Works in an office setting Works hours required to accomplish objectives. Some evening and weekend hours will be required. Some travel will be required.

Director – ECMC Program (Continued)

DISCLAIMER

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

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

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

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

January 14, 2025

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

EFFECTIVE DATE: January 14, 2025

REND LAKE COLLEGE
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)
For the Six Months Ending December 31, 2024

	BUDGET	ACTUAL	ACTUAL	REMAINING	% USED
		DECEMBER	YEAR-TO-DATE	BUDGET	
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (4,587,330.00)	\$ (69,311.13)	\$ (3,646,958.61)	\$ (940,371.39)	79.50%
STATE GOVERNMENT	\$ (8,216,584.00)	\$ (526,471.16)	\$ (3,620,755.52)	\$ (4,595,828.48)	44.07%
FEDERAL GOVERNMENT	\$ (20,000.00)	\$ (2,095.19)	\$ (9,837.17)	\$ (10,162.83)	49.19%
TUITION & FEES	\$ (7,254,620.00)	\$ (630,303.75)	\$ (6,494,456.47)	\$ (760,163.53)	89.52%
SALES & SERVICE	\$ (930,152.00)	\$ (113,819.34)	\$ (548,144.21)	\$ (382,007.79)	58.93%
FACILITIES REVENUE	\$ (650,900.00)	\$ (53,035.28)	\$ (245,156.66)	\$ (405,743.34)	37.66%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (868,059.08)	\$ 466,559.08	216.20%
NON GOVERNMENT	\$ -	\$ -	\$ (12,318.00)	\$ 12,318.00	0.00%
OTHER	\$ (552,325.00)	\$ (17,885.86)	\$ (397,168.03)	\$ (155,156.97)	71.91%
TOTAL REVENUES	\$ (22,613,411.00)	\$ (1,412,921.71)	\$ (15,842,853.75)	\$ (6,770,557.25)	70.06%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 11,623,421.00	\$ 986,553.75	\$ 4,778,868.37	\$ 6,844,552.63	41.11%
EMPLOYEE BENEFITS	\$ 2,896,687.00	\$ 136,865.55	\$ 819,419.48	\$ 2,077,267.52	28.29%
CONTRACTUAL SERVICES	\$ 1,631,150.00	\$ 133,532.79	\$ 815,399.78	\$ 815,750.22	49.99%
MATERIALS/SUPPLIES	\$ 2,277,530.00	\$ 119,702.76	\$ 1,110,922.73	\$ 1,166,607.27	48.78%
CONF/MEETING/TRAVEL	\$ 465,900.00	\$ 59,969.70	\$ 167,642.94	\$ 298,257.06	35.98%
FIXED CHARGES	\$ 205,650.00	\$ 7,551.69	\$ 118,968.09	\$ 86,681.91	57.85%
UTILITIES	\$ 929,500.00	\$ 82,424.98	\$ 459,943.72	\$ 469,556.28	49.48%
CAPITAL OUTLAY	\$ 191,000.00	\$ 281.89	\$ 13,894.08	\$ 177,105.92	7.27%
OTHER EXPENSES	\$ 2,200,500.00	\$ 112,082.58	\$ 1,641,839.46	\$ 558,660.54	74.61%
TOTAL EXPENSES	\$ 22,421,338.00	\$ 1,638,965.69	\$ 9,926,898.65	\$ 12,494,439.35	44.27%
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)	\$ 226,043.98	\$ (5,915,955.10)	\$ 5,623,882.10	

REND LAKE COLLEGE
Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit, Tort)
For the Six Months Ending December 2024

	ACTUAL	ACTUAL
	DECEMBER	YEAR-TO-DATE
REVENUES		
RESTRICTED FUNDS		
LOCAL GOVERNMENT	\$ (46,091.70)	\$ (4,497,882.00)
STATE GOVERNMENT	\$ (267,830.78)	\$ (1,761,177.85)
FEDERAL GOVERNMENT	\$ (1,551,575.96)	\$ (4,656,157.79)
TUITION & FEES	\$ -	\$ -
SALES & SERVICE	\$ -	\$ (62,980.12)
FACILITIES REVENUE	\$ -	\$ -
INVESTMENTS	\$ -	\$ (502,651.83)
NON GOVERNMENT	\$ (3,910.00)	\$ (143,638.87)
OTHER	\$ (16,721.64)	\$ (157,636.71)
TOTAL REVENUES	\$ (1,886,130.08)	\$ (11,782,125.17)
EXPENSES		
RESTRICTED FUNDS		
SALARIES	\$ 257,308.40	\$ 1,368,547.07
EMPLOYEE BENEFITS	\$ 61,491.33	\$ 379,189.04
CONTRACTUAL SERVICES	\$ 90,554.36	\$ 884,161.00
MATERIALS/SUPPLIES	\$ 85,887.44	\$ 381,351.92
CONF/MEETING/TRAVEL	\$ 29,253.14	\$ 97,236.75
FIXED CHARGES	\$ 21,454.68	\$ 3,749,626.12
UTILITIES	\$ 119.98	\$ 3,529.51
CAPITAL OUTLAY	\$ 255,897.82	\$ 3,539,689.26
OTHER EXPENSES	\$ 25,299.55	\$ 2,902,268.79
TOTAL EXPENSES	\$ 827,266.70	\$ 13,305,599.46
TRANSFERS		
OP TRANSFER TO OTHER FUNDS	\$ -	\$ -
OP TRANSFER FROM OTHER FUNDS	\$ -	\$ -
TOTAL TRANSFERS	\$ -	\$ -
GRAND TOTAL	\$ (1,058,863.38)	\$ 1,523,474.29

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	December 2024	November 2024	October 2024	September 2024	August 2024	July 2024
Operating Account	\$ 44,664,751.39	\$ 44,619,581.90	\$ 41,469,775.04	\$ 41,952,645.52	\$ 34,009,764.99	\$ 34,685,682.35
Medical Insurance Reserve	\$ 55,136.60	\$ 54,911.87	\$ 54,687.98	\$ 54,431.46	\$ 54,182.10	\$ 53,930.22
Working Cash	\$ 6,180,041.24	\$ 623,927.90	\$ 621,361.26	\$ 618,444.93	\$ 615,633.48	\$ 677,009.97
*Working Cash CD's	\$ 3,200,000.00	\$ 8,731,423.61	\$ 8,706,295.90	\$ 8,680,450.39	\$ 15,455,554.07	\$ 15,429,946.86
2023B Bond Account	\$ 4,125,350.72	\$ 4,158,760.43	\$ 4,861,205.97	\$ 4,965,565.45	\$ 4,943,006.38	\$ 5,365,477.33
Investments**						
Liquid Fund	\$ 2,081.65	\$ 1,057.84	\$ 4.17	\$ 1,203.36	\$ 149.05	\$ 2,307.40
MAX Fund	\$ 122,933.70	\$ 122,464.89	\$ 121,997.16	\$ 119,288.31	\$ 118,793.24	\$ 57,571.48
Cert of Deposit	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 1,229,809.28
Cert of Deposit (DTC)	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 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	\$ 62,385,360.23	\$ 62,347,193.37	\$ 59,870,392.41	\$ 60,427,094.35	\$ 59,232,148.24	\$ 60,342,205.98

	June 2024	May 2024	April 2024	March 2024	February 2024	January 2024
Operating Account	\$ 33,940,299.97	\$ 34,410,866.43	\$ 36,504,501.71	\$ 36,915,194.00	\$ 37,149,723.23	\$ 37,480,218.23
Medical Insurance Reserve	\$ 53,672.72	\$ 53,433.63	\$ 53,182.99	\$ 52,937.03	\$ 17,825.83	\$ 52,689.32
Working Cash	\$ 673,827.92	\$ 670,771.71	\$ 667,623.45	\$ 664,586.26	\$ 661,471.56	\$ 658,566.80
*Working Cash CD	\$ 15,404,459.80	\$ 15,379,908.76	\$ 15,354,656.44	\$ 15,330,331.66	\$ 15,305,312.06	\$ 15,282,013.06
2023B Bond Account	\$ 5,531,134.58	\$ 7,278,815.49	\$ 7,263,355.11	\$ 7,260,837.68	\$ 7,581,655.48	\$ 7,594,454.02
Investments**						
Liquid Fund	\$ 1,170.14	\$ -	\$ -	\$ 11.76	\$ 3,431.60	\$ 0.72
MAX Fund	\$ 57,318.50	\$ 57,073.29	\$ 55,693.60	\$ 54,278.89	\$ 49,528.13	\$ 155,778.56
Cert of Deposit	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 2,202,300.00
Cert of Deposit (DTC)	\$ 2,586,350.00	\$ 2,586,350.00	\$ 2,586,350.00	\$ 2,586,350.00	\$ 2,586,350.00	\$ 1,497,110.15
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
TOTAL	\$ 59,732,164.00	\$ 61,921,149.68	\$ 63,969,293.67	\$ 64,348,457.65	\$ 64,839,228.26	\$ 65,177,251.95

*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.