

TO BE PROVIDED ITEMS

APPOINTMENT OF SHINE DIRECTOR AND REVISE JOB DESCRIPTION (TO BE PROVIDED)

Rend Lake College Board of Trustees

May 13, 2025

RECOMMENDATION: To appoint Ms. Mindy Reach as SHINE Director on a full-time, 50-week, non-tenure track, grant-funded contract at an annual salary of \$55,000, prorated for the remainder of the fiscal year, pending a successful background check, and revise job description effective June 2, 2025.

RATIONALE: Ms. Reach possesses the experience and skills necessary to be successful in this position.

EFFECTIVE DATE: June 2, 2025

If Employment:

JOB TITLE: SHINE Director

SALARY: \$55,000

CLASSIFICATION : Administrative

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes X No _____

EXEMPT/NON-EXEMPT: Exempt

EXEMPT CLASSIFICATION: Administrative

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	SHINE Director
Number of Applicants:	12
Number of Applicants Interviewed:	06
Applicants Interviewed by:	Kim Wilkerson, Amy Epplin, Lori Ragland, Shari Carpenter, Mallory Modelmog

<u>Applicant Recommended:</u>	Mindy Reach
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<u>Educational Preparation:</u>	MED/Educational Policy Studies U of I Urbana-Champaign 2008-2009 BS - Workforce Ed & Development Southern Illinois University - Carbondale 1996-2000 Associate in Arts John A. Logan College 1993-1995
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<u>Experience:</u>	Shawnee Community College 10/2022 - Present Director of Enrollment Services Shawnee Community College 01/2015- 10/2022 Advisor & Retention Specialist SIU – Carbondale 08/2013-08/2015 Academic Advisor
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Director – SHINE Program ~~Director – ECMC Program~~

JOB DESCRIPTION

POSITION TITLE: Director – SHINE Program ~~Director – ECMC Program~~
DEPARTMENT: CTE & Student Support
REPORTS TO: VP – CTE and Student Support
STATUS: Active
DATE: 5/13/2025 ~~4/14/2025~~

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 – SHINE Program ~~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