

**REND LAKE COLLEGE
BOARD OF TRUSTEES MEETING**

July 8, 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. General Information**
 - A. Announcements**
 - 1. Friday, July 25, 2025
Last Day of Summer Classes
All Campuses
 - 2. Monday-Thursday, July 28-31, 2025
Outdoor Life Kids Camp
Agronomy Innovation Center 107A
 - 3. Wednesday, July 30, 2025; 9am-12pm and
Wednesday, August 6, 2025; 9am-12pm
Warrior Days
Event Center
 - 4. Thursday, August 7, 2025; 12:00pm
RLC Foundation Board of Director’s Meeting
Student Center 110
 - 5. Tuesday, August 12, 2025; 6:30pm
RLC Board of Trustees Meeting
Event Center
 - 6. Friday, August 15, 2025; 8am-3pm
Student Success Day
LRC 206 & 207
 - 7. Saturday, August 16, 2025
Super Saturday - Warrior Days
Event Center 9:00am – 12:00pm
Admin, ACA 12:00 – 2:00pm

8. Monday, August 18, 2025
First Day of Fall Classes
All Campuses

9. Thursday, September 4, 2025; 12pm Start
RLCF 45th Annual Golf Outing
Rend Lake Golf Course

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

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

V. Resume Open Meeting

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

VII. Approval of Minutes of the:
*
02 * June 10, 2025 Executive Session*
* June 10, 2025 Board of Trustee Meeting*

VIII. New Business

18 * A. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 5.1215 – Travel Reimbursement (**SECOND READING**)

22 * B. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 2.1720 – Community Use of College Facilities (**SECOND READING**)

25 * C. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 3.1115 – Stipends

28 * D. Approval of Revisions to Job Descriptions

33 * E. Approval to Destroy Closed Session Tapes

34 * F. Approval to Release Closed Session Minutes

35 G. Approval of 2025 – 2026 Handbooks (**TO BE PROVIDED**)

36 H. Annual Review and Acceptance of College Mission Statement and Mission Document

- 38 I. Permission to Name the Rend Lake College Agronomy Innovation Center
- J. Ratify the Award for the Roof Replacement at Rend Lake College Murphy Wall Pinckneyville Campus **(TO BE PROVIDED)**
- 39 K. Approval of Resource Allocation Management Plan (RAMP) FY 2027 **(TO BE PROVIDED)**
- 40 L. Approval of FY 2026 Tentative Budget **(TO BE PROVIDED)**
- IX. Personnel**
- 42 A. Ratify Acceptance of Resignation – Accounts Receivable Specialist
- 45 B. Ratify Acceptance of Resignation – Southern Illinois Manufacturing Academy Coordinator
- C. Appointment of Accounts Receivable Specialist **(TO BE PROVIDED)**
- 48 D. Appointment of Financial Aid Director
- 50 E. Permission to Create the Position, Job Description, and Advertise for a Competency-Based Education (CBE) Director
- 53 F. Permission to Create the Position, Job Description, Advertise for and Ratify the Appointment of Allied Health Coordinator
- X. Financial Information**
- 56 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- B. Financials (INFORMATIONAL) **(TO BE PROVIDED)**
- XI. Reports**
1. Academic Council
 2. ICCTA Representative
 3. Rend Lake College Foundation
 4. Accreditation Report
 5. Obsolete Equipment
- XII. Public Comment**
- XIII. President’s Comments**
- XIV. Adjournment**

MINUTES

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

**June 10, 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 6:33 PM in the Rend Lake College Event Center.

ROLL CALL

Mr. Jeff Jones Secretary, called the roll.

Those present were:

Dr. David Asbery
Mr. Joe Coy
Mr. Ron Daniels
Mr. Brian Dorris
Mr. Jeff Jones
Mr. Larry Manning
Mr. Tony Wielt
Mr. Henry Meinert (Student Trustee)

Those absent were:

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Lori Ragland, Mr. Henry “Buster” Leeck, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Ms. Shari Carpenter, Mr. Mark Jornd, Mr. Greg Hollmannn, Mrs. Amy Epplin, Mrs. Mallory Howell, Mr. Corey Phillips, Mrs. Vicke Schulte, Mrs. Jena Jensik, Mrs. Coy, Mr. John D. Aiken.

**APPROVAL OF
MINUTES**

Mr. Wilkerson recommended to Approve the Minutes of the May 13, 2025 Executive Session, and May 13, 2025 Board of Trustee Meeting.

As recommended, Mr. Coy made a motion to Approve the Minutes of the May 13, 2025 Executive Session, and May 13, 2025 Board of Trustee Meeting. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

*****Dr. Asbery stepped out of the meeting at 6:34 P.M. *****
*****Dr. Asbery returned at 6:35 P.M.*****

**OUTGOING TRUSTEE
PRESENTATION**

Mr. Wilkerson read Trustee Jeff Jones resignation Letter. He then presented Mr. Jones with a plaque in appreciation for his seven years of service to RLC.

**APPOINTMENT OF
TRUSTEE MEMBER TO
REND LAKE COLLEGE
DISTRICT 521**

Mr. Wilkerson recommended to appoint Mr. John D. Aiken to the Board of Trustees of Rend Lake College District 521 to fill the position vacated by Mr. Jeff Jones. His term will remain in effect until the next election for Board of Trustees.

As recommended, Mr. Dorris made a motion to Mr. Wilkerson recommended to appoint Mr. John D. Aiken to the Board of Trustees of Rend Lake College District 521 to fill the position vacated by Mr. Jeff Jones. His term will remain in effect until the next election for Board of Trustees. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

Mr. John D. Aiken thanked the board members for the opportunity to serve on the board.

ROLL CALL

Mr. Brian Dorris, Acting Secretary, called the roll.

Those present were:

Mr. John D. Aiken
Dr. David Asbery
Mr. Joe Coy
Mr. Ron Daniels

Mr. Brian Dorris
Mr. Larry Manning
Mr. Tony Wielt
Mr. Henry Meinert (Student Trustee)

Those absent were:

Others present were:

Mr. Terry Wilkerson, Mr. Chad Cople, Mrs. Lori Ragland, Mr. Henry “Buster” Leeck, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Ms. Shari Carpenter, Mr. Mark Jornd, Mr. Greg Hollmannn, Mrs. Amy Epplin, Mrs. Mallory Howell, Mr. Corey Phillips, Mrs. Vicke Schulte, Mrs. Jena Jensik, Mrs. Coy, Mr. Jeff Jones

**PRESENTATION-
OBSOLETE EQUIPMENT-
DONNIE MILLENBINE**

Mr. Donnie Millenbine, Dean of Campus Operations, presented on how campus equipment is deemed obsolete and how it is removed and sold on gov.deals.com. Gov.deal.com is a website that is used to put many of our obsolete items out for auction. This process earned the college \$10k in first year. Some items are donated to local schools that can use the item.

GENERAL INFORMATION

ANNOUNCEMENTS

1. Thursday, June 12, 2025; 11am – 1pm
President Wilkerson’s Retirement Celebration
Event Center
2. June 13,17, and 21, 2025; 9am-12pm
BlastOff Kids Camp
Science 115
3. Tuesday, June 17, 2025; 5:30pm-7:30pm
Fraud Defense with Banterra
SIMA 431

4. Thursday, June 26, 2025; 2pm-3pm
LPN Pinning
Theater
5. Monday-Wednesday, June 30-July 2, 2025
Lego Kids Camps
Student Center, Time Varies (schedule online)
6. Tuesday, July 8, 2025; 6:30pm
Board of Trustees Meeting
Event Center
7. Friday, July 25, 2025
Last Day of Summer Classes
All Campuses
8. Monday-Thursday, July 28-31, 2025
Outdoor Life Kids Camp
Agronomy Innovation Center 107A
9. Wednesday, July 30, 2025; 9am-12pm
Warrior Days
Event Center
10. Wednesday, August 6, 2025; 9am-12pm
Warrior Days
Event Center
11. Thursday, August 7, 2025; 12:00pm
RLC Foundation Board of Director's Meeting
Student Center 110
12. Tuesday, August 12, 2025; 6:30pm
RLC Board of Trustees Meeting
Event Center
13. Saturday, August 16, 2025; 9:00am – 12:00pm
Super Saturday - Warrior Days
Admin, ACA, Event Center
14. Monday, August 18, 2025
First Day of Fall Classes
All Campuses
15. Thursday, September 4, 2025; 12pm Start
RLCF 44th Annual Golf Outing
Rend Lake Golf Course

MOTION FOR EXECUTIVE SESSION

Chairman Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(21). Mr. Aiken 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 6:50 PM.

RESUME OPEN MEETING

Chairman Manning asked for a motion to reopen the public meeting; Mr. Daniels motioned; seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:14 PM, Chairman Manning reconvened the open session of tonight's meeting.

APPOINT BOARD SECRETARY

Mr. Coy made a motion to appoint Mr. Tony Wielt for Board Secretary. This motion was seconded by Dr. Asbery. On a roll call, all voted yes. Mr. Wielt abstained. Student Trustee voted yes.

CONSENT AGENDA

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

1. Course/Curriculum*;
2. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 6.1010 – Use of Force **(SECOND READING)** *;
3. Approval of Revisions to Job Descriptions*;
4. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 3.1115 – Stipends*;

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

NEW BUSINESS

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

Mr. Wilkerson recommended to approve revisions to current Board *Policy & Procedure* 5.1215 – Travel

Reimbursement as presented, first reading, effective July 08, 2025.

As recommended, Mr. Dorris made a motion to approve revisions to current Board *Policy & Procedure* 5.1215 – Travel Reimbursement as presented, first reading, effective July 08, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

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

Mr. Wilkerson recommended to approve revisions to current Board Policy & *Procedure* 2.1720-Community Use of College Facilities as presented, first reading, effective July 08, 2025.

As recommended, Mr. Aiken made a motion to approve revisions to current Board Policy & *Procedure* 2.1720-Community Use of College Facilities as presented, first reading, effective July 08, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF
2025-2026 HANDBOOKS

Mr. Wilkerson recommended to approve the following 2025-2026 Handbooks as provided: RLCF Children’s Center.

As recommended, Mr. Wielt made a motion to approve the following 2025-2026 Handbooks as provided: RLCF Children’s Center. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY AWARD FOR
PURCHASE OF VAN FOR
COLLEGE FLEET

Mr. Wilkerson recommended to ratify the award for the purchase of a 2025 Chrysler Voyager LX Van for

the college fleet for the amount of \$40,092.70 (including fees).

As recommended, Mr. Aiken made a motion to ratify the award for the purchase of a 2025 Chrysler Voyager LX Van for the college fleet for the amount of \$40,092.70 (including fees). This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF 2025-2026
TREASURER'S BOND

Mr. Wilkerson recommended to approve a revision to the amount of coverage needed under a surety bond for Rend Lake College District No. 521 as required by Illinois statute for Fiscal Year 2026.

As recommended, Mr. Daniels made a motion to approve a revision to the amount of coverage needed under a surety bond for Rend Lake College District No. 521 as required by Illinois statute for Fiscal Year 2026. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF
ENGAGEMENT
LETTER FOR
FY 2025 AUDIT

Mr. Wilkerson recommended to approve the engagement letter for the providing of both audit services and tax return preparation for FY 2025 as presented.

As recommended, Mr. Wielt made a motion to approve the engagement letter for the providing of both audit services and tax return preparation for FY 2025 as presented. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

RESOLUTION OF DIRECTING
TREASURER TO TRANSFER
FY25 WORKING CASH
INVESTMENT INTEREST TO

OPERATIONS AND
MAINTENANCE FUND

Mr. Wilkerson recommended to direct the district treasurer to transfer FY25 working cash investment interest to the operations and maintenance fund to be used for the improvement, maintenance, repair, or benefit of buildings and property.

As recommended, Mr. Meinert made a motion to direct the district treasurer to transfer FY25 working cash investment interest to the operations and maintenance fund to be used for the improvement, maintenance, repair, or benefit of buildings and property. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF PAYMENT
OF ADDITIONAL FY2025
HEALTH INSURANCE
EXPENSES

Mr. Wilkerson recommended to expense \$611,667.60 in additional FY25 health insurance expenses and transfer funds from the medical insurance reserve bank account and the operating bank account to the employee benefit fund bank account.

As recommended, Mr. Daniels made a motion to expense \$611,667.60 in additional FY25 health insurance expenses and transfer funds from the medical insurance reserve bank account and the operating bank account to the employee benefit fund bank account. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF MEMORANDUM
OF UNDERSTANDING
BETWEEN REND LAKE
COLLEGE AND REND
LAKE COLLEGE
FOUNDATION

Mr. Wilkerson recommended to approve the Memorandum of Understanding between Rend Lake

College and The Rend Lake College Foundation, as presented, effective June 10, 2025.

As recommended, Mr. Meinert made a motion to approve the Memorandum of Understanding between Rend Lake College and The Rend Lake College Foundation, as presented, effective June 10, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF JOINT
AGREEMENT FOR DUAL
CREDIT EDUCATIONAL
COOPERATION BETWEEN
REND LAKE COLLEGE,
DISTRICT #521 AND
JOHN A. LOGAN COLLEGE,
DISTRICT # 530

Mr. Wilkerson recommended to approve a Joint Agreement for Dual Credit between Rend Lake College, District #521 and John A. Logan College, District #530, as presented, effective June 10, 2025.

As recommended, Mr. Dorris made a motion to approve a Joint Agreement for Dual Credit between Rend Lake College, District #521 and John A. Logan College, District #530, as presented, effective June 10, 2025. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL

RATIFY ACCEPTANCE OF
RETIREMENT RESIGNATION –
MAINTENANCE TECHNICIAN

Mr. Wilkerson recommended to ratify with regret the acceptance of the retirement resignation of Mr. John (Pat) Petro, Maintenance Technician at Rend Lake College, effective July 31, 2025.

As recommended, Mr. Coy made a motion to ratify with regret the acceptance of the retirement resignation of Mr. John (Pat) Petro, Maintenance Technician at Rend Lake College, effective July 31, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
DEVELOPMENT
COORDINATOR OF RLC
FOUNDATION AND
REVISIONS TO JOB
DESCRIPTIONS
(TO BE PROVIDED)

Mr. Wilkerson recommended to grant permission to appoint Rachel Lewis, as the Development coordinator of the RLC Foundation, on a 50-week, non-tenure contract at an annual salary of \$40,000 prorated for the remainder of the fiscal year, pending a successful background check and degree audit, and revise job description, effective June 23, 2025.

As recommended, Mr. Dorris made a motion to grant permission to appoint Rachel Lewis, as the Development coordinator of the RLC Foundation, on a 50-week, non-tenure contract at an annual salary of \$40,000 prorated for the remainder of the fiscal year, pending a successful background check and degree audit, and revise job description, effective June 23, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

EMPLOYMENT STATUS
OF NON-TENURED LAND
OF LINCOLN AMERICORPS
DIRECTOR

Mr. Wilkerson recommended non-renewal of the employment contract of Mr. Justin Dean Mandrell. Mr. Mandrell's current contract and employment at Rend Lake College will expire June 30, 2025.

As recommended, Mr. Wielt made a motion to not renew the employment contract of Mr. Justin Dean Mandrell. Mr. Mandrell's current contract and employment at Rend Lake College will expire June 30, 2025. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
CREATE THE POSITION,
JOB DESCRIPTION, AND
TRANSFER, BURSAR AND
DIRECTOR OF ACCOUNTING

Mr. Wilkerson recommended to grant permission to create the position, job description, and transfer Mallory Howell from Controller to Bursar & Director of Accounting, as presented, on a full-time, 48-week, non-tenure track contract, effective June 16, 2025. The salary will remain the same.

As recommended, Mr. Dorris made a motion to grant permission to create the position, job description, and transfer Mallory Howell from Controller to Bursar & Director of Accounting, as presented, on a full-time, 48-week, non-tenure track contract, effective June 16, 2025. The salary will remain the same. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
CREATE THE POSITION
AND JOB DESCRIPTION
AND TRANSFER DIRECTOR –
INSTITUTIONAL COMPLIANCE
& RESEARCH T DEAN –
INSTITUTIONAL RESEARCH

Mr. Wilkerson recommended to grant permission to create the position and job description and transfer Mrs. Amy Epplin from Director of Institutional Compliance & Research to Dean of Institutional Research on a full-time, 48-week, non-tenure contract with an annual salary of \$75,000, prorated for the remainder of the fiscal year, effective June 16, 2025. Employee is not eligible for a salary increase in FY 2026.

As recommended, Mr. Wielt made a motion to grant permission to create the position and job description and transfer Mrs. Amy Epplin from Director of Institutional Compliance & Research to Dean of

Institutional Research on a full-time, 48-week, non-tenure contract with an annual salary of \$75,000, prorated for the remainder of the fiscal year, effective June 16, 2025. Employee is not eligible for a salary increase in FY 2026. This motion was seconded by Dr. Asbery. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
CREATE THE POSITION
AND JOB DESCRIPTION
AND ADVERTISE FOR
DIRECTOR – FINANCIAL
AID

Mr. Wilkerson recommended to grant permission to create the position and job description, and advertise for Director of Financial Aid, effective June 10, 2025.

As recommended, Mr. Coy made a motion to grant permission to create the position and job description, and advertise for Director of Financial Aid, effective June 10, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
CREATE STIPEND
AND JOB DESCRIPTION
FOR COORDINATOR OF
SUSTAINABILITY AND
RENEWABLE ENERGY

Mr. Wilkerson recommended to grant permission to create the stipend position and job description for Coordinator of Sustainability and Renewable Energy, as presented, effective July 01, 2025. This stipend position will be in the amount of \$5,000 annually.

As recommended, Mr. Aiken made a motion to grant permission to create the stipend position and job description for Coordinator of Sustainability and Renewable Energy, as presented, effective July 01, 2025. This stipend position will be in the amount of \$5,000 annually. This motion was seconded by Mr.

Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
CREATE STIPEND
AND JOB DESCRIPTION
FOR ENTREPRENEURSHIP
COORDINATOR

Mr. Wilkerson recommended to grant permission to create the stipend position and job description for Entrepreneurship Coordinator as presented, effective July 01, 2025. This stipend position will be in the amount of 3 equated load hours per semester (Fall/Spring).

As recommended, Mr. Wielt made a motion to grant permission to create the stipend position and job description for Entrepreneurship Coordinator as presented, effective July 01, 2025. This stipend position will be in the amount of 3 equated load hours per semester (Fall/Spring). This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF
FY 2026 SALARIES

Mr. Wilkerson recommended to approve the salaries for administration, academic support, office support, police department, and physical plant personnel as provided, and to authorize the administration to set appropriate contract lengths as they see fit, not to exceed one year. Salary increases will begin July 01, 2025, except for the individuals whose grants have a different beginning and ending date, in which case the salary increase would correspond with the grant period. The proposed salaries represent at least a 5% raise with other additional increases specific to areas where there are expanded duties/responsibilities and/or to be aligned better with the job market. Also attached are sample contract letters for each classification of personnel. These contract letters represent salaries ranging from \$35,000 to \$185,000

As recommended, Mr. Meinert made a motion to approve the salaries for administration, academic support, office support, police department, and physical plant personnel as provided, and to authorize the administration to set appropriate contract lengths as they see fit, not to exceed one year. Salary increases will begin July 01, 2025, except for the individuals whose grants have a different beginning and ending date, in which case the salary increase would correspond with the grant period. The proposed salaries represent at least a 5% raise with other additional increases specific to areas where there are expanded duties/responsibilities and/or to be aligned better with the job market. Also attached are sample contract letters for each classification of personnel. These contract letters represent salaries ranging from \$35,000 to \$185,000 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 June 10, 2025.

As recommended Mr. Daniels made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective June 10, 2025. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

REPORTS

ACADEMIC COUNCIL

Mr. Mark Jornd reported there was only one approval to change credit hours as noted earlier in the meeting under course/curriculum.

ICCTA REPRESENTATIVE

None

RLC FOUNDATION

Mrs. Cathy DeJarnette, stated the RLC Foundation had its Regional Meeting this afternoon in the Event Center. Last week the Board of Directors met at the Pinckneyville Campus and received a tour of the facilities. Scholarship application is still open. The gym renovation is going well.

ACCREDITATION

None

OBSOLETE EQUIPMENT

None

PUBLIC COMMENT

None

PRESIDENT'S COMMENTS

President Terry Wilkerson thanked the Board for the fun ride. He acknowledged the cooperation and joint investment in the well-being of the college from all RLC Boards and staff he has served with during his tenure. He wishes the college and board continued success.

ADJOURNMENT

There being no other business, at 7:38 PM all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

**APPROVAL OF REVISIONS TO REND LAKE COLLEGE
BOARD *POLICY & PROCEDURE* 5.1215 – TRAVEL
REIMBURSEMENT
(SECOND READING)**

Rend Lake College Board of Trustees

July 08, 2025

RECOMMENDATION: To approve revisions to current Board *Policy & Procedure* 5.1215 – Travel Reimbursement as presented, second reading, effective July 08, 2025.

RATIONALE: Revisions to this procedure are needed to better align with IRS guidelines.

EFFECTIVE DATE: July 08, 2025

5.1215 Travel Reimbursement

POLICY

Administrative Staff

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The travel expense requisition / purchase order shall be submitted ten (10) days from the date of travel, or no later than the end of the month. Approval by the Vice President of Finance and Auxiliary Services will be required for travel expense vouchers that are not submitted within thirty (30) days of the date of travel. **Under no circumstance will travel expense vouchers be**

reimbursed if submitted beyond sixty (60) days of the date of travel. Accounts Payable may reduce approved travel expense vouchers and expense checks with amounts outstanding from prior advances for the traveler for the net amount due.

Part-time Employees

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

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

Rend Lake College Board of Trustees

July 08, 2025

RECOMMENDATION: To approve revisions to current Board *Policy & Procedure* 2.1720 – Community Use of College Facilities as presented, second reading, effective July 08, 2025.

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

EFFECTIVE DATE: July 08, 2025

2.1720 Community Use of College Facilities

POLICY

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

- Under the direction of the Board of Trustees, per Illinois Community College Act 235 ILCS 5/6-15, alcoholic beverages may be delivered to and sold or served on campus for receptions, cultural events, conferences or convention type activities provided that:
 - The alcoholic beverages are sold or served only at an event authorized by the College President.
 - The alcoholic beverages are limited to participants attending receptions, cultural events, conferences or convention type activities (non-student related activities).
 - Alcohol usage and consumption is compliant with the “Terms and Conditions” provided with the facilities contract.
- The College reserves the right to alter or change fees without prior notification to the general public.
- The College reserves the right to alter or change the facilities that are available for use by the general public without prior notification to the general public.
- Because of specialized equipment in the Theater and Event Center, or if specialized equipment is required in other facilities, the College may require the presence of College trained personnel; additional fees may be incurred by the User.
- Laptop computers, smart phones, tablet computers or other devices may not be connected to the college network.
- All entities using College facilities will be required to complete a Rend Lake College Use of Facilities Agreement form, sign a Terms and Conditions form, and provide proof of insurance, either through an existing policy or through the purchase of a special events policy **naming Rend Lake College as the venue that covers covering** the scope of the event. The amount of liability coverage must meet or exceed \$1,000,000 **for a business, and \$100,000 for an individual user.** The President may waive the requirement to provide proof of insurance at their discretion.
- The College reserves the right to cancel the reservation if the fee balance is not submitted to the college at least three business days prior to the event.
- Fees for damages to Rend Lake College equipment or facilities will be charged to the User.

The following procedures are established to ensure compliance.

PROCEDURE

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

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

Event Center Conference Room reservations will require a \$500.00 non-refundable booking fee. All other facility reservations will require a \$25 non-refundable booking fee payable at the time of the reservation. Booking fee will be applied toward the total bill due. The Rend Lake College Use of Facilities Agreement

form, proof of insurance and fee balance must be received at least three business days prior to the event to avoid cancellation.

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

<u>Facility Fees:</u>	<u>First Hour</u>	<u>Each Add'l Hour</u>
Theatre	\$100.00	\$50.00
Gymnasium	\$100.00	\$50.00
Rec Center	\$100.00	\$50.00
Computer Lab	\$30.00	\$15.00
Pat Kern Private Dining Area	\$30.00	\$15.00
Classrooms and Other Facilities	\$20.00	\$10.00
Warrior Lounge	\$75.00	\$25.00

S.I.L Manufacturing Academy (SIMA)

- **Classroom** **\$100.00** **\$50.00**
- **Bay area** **\$250.00** **\$100.00**
- **Special events – will be determined by the President or their designee**

Agronomy Innovation Center (AIC)

- **Classroom** **\$100.00** **\$50.00**
- **Bay area** **\$250.00** **\$100.00**
- **Special events – will be determined by the President or their designee**

Event Center

- Conferences and Meetings \$250.00 \$100.00 (up to \$1,000 max/ day)
- Special Events (weddings, receptions, etc.) – will be determined by the President or their designee
- A refundable \$500 damage deposit will be required for special events (weddings, receptions, etc.) held in the Event Center.

Educational Partners (classroom) \$175 per credit hour per course

Specialty Fees (when applicable):

AV/Computer Technician Fee	\$30.00/hour
Security Fee	\$30.00/hour
Event Coordinator Fee	\$30.00/hour
Event Center Cleaning Fee	\$100 flat fee per use

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

**APPROVAL OF REVISIONS TO REND
LAKE COLLEGE BOARD POLICY &
*PROCEDURE 3.1115 – STIPENDS***

Rend Lake College Board of Trustees

July 8, 2025

RECOMMENDATION: To approve revisions to current Board Policy & *Procedure* 3.1115 – Stipends, as presented, to be effective July 8, 2025.

RATIONALE: The stipend list reflects revisions to better meet the needs of the college.

EFFECTIVE DATE: July 8, 2025

3.1115 Stipends

POLICY

Stipends may be awarded for performance of duties which are not included in contractual job descriptions and that are outside the scope of an employee's regular job duties. Hours worked in stipend positions are not paid on a per hour basis and do not count toward full-time status. Due to the nature of some of the duties involved with a stipend position, the Board of Trustees may choose to limit the hours worked per fiscal year for specified positions.

The Board of Trustees approves the creation of the position and the amount of the stipend. The President of the College is authorized to appoint personnel to stipend positions and at the end of the appointment period to remove personnel from such positions or terminate the positions. The President may, with Board approval, terminate a stipend position with or without cause at any time during the appointment term.

PROCEDURE

Letters of appointment to stipend positions will be issued by the President. An appointment to a stipend position is for one year or less and does not imply continuous employment. Stipends will be paid throughout the fiscal year and prorated as needed for partial years. The Board of Trustees will be provided an annual report of stipend positions and appointments at the July meeting.

Stipend may be:

POSITION	STIPEND	MAX HOURS WORKED PER FISCAL YEAR	PERSON RECEIVING STIPEND
Archery Coach	\$9,800	650	Donnie Millenbine
Archery Assistant Coach	\$5,000	330	Dave Oxford
Assessment or Dual Credit Mentor(s)/Reviewer(s)	\$100per semester		Multiple
<u>Athletic Director</u>	<u>\$15,404</u>		<u>Tim Wills</u>
Chocolate Factory Facilitator	\$10,000		Jeff Fairbanks
Coordinator Of CNA	\$4,500		Sarah Hopfinger
EMT / Paramedic Medical Director	\$3,000		Christie Foster
EMT / Paramedic Program Director	\$3,000		Robert Hyman
ENTREPRENEURSHIP COORDINATOR	3 EQUATED LOAD HOURS PER SEMESTER		MARK JORND
Lab Manual Developer	\$500 per manual + \$100 per lab activity		
Men's Baseball Assistant Coach	\$12,000	800	OPEN
<u>Men's Basketball Coach</u>	<u>\$18,000</u>	<u>1200</u>	<u>Tim Wills</u>
Men's Basketball Assistant Coach	\$12,000	800	Nick Boone
Men's Golf Coach	\$12,000	800	Corey Phillips
Mine Training Coordinator	\$3,000		Don McBride

Online Quality – Reviewer(s)	\$50		Multiple
OSHA Coordinator	\$2,500		John C. Maxwell
Smart Start Workforce Grant Expert	\$11,690		Courtney Hatcher
Smart Start Workforce Grant Technical Assistant	\$5,010		Ashley Baldrige
Softball Coach	\$18,000	1,200	Matt Knox
SUSTAINABILITY AND RENEWABLE ENERGY COORDINATOR	\$5,000		LYNNE FRENCH
Trap Shooting Coach	\$18,000	1,200	Dennis “Doc” Lynch
Women’s Basketball Coach	\$18,000	1,200	Mike Helton
Women’s Basketball Assistant Coach	\$12,000	800	Mariah Fleming
Women’s Golf Coach	\$12,000	800	James Gray
Women’s Volleyball Coach	\$18,000	1,200	Reginald Bateman

APPROVAL OF REVISIONS TO JOB DESCRIPTIONS

Rend Lake College Board of Trustees

July 08 2025

RECOMMENDATION: To revise job descriptions as presented, effective July 08, 2025.

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

EFFECTIVE DATE: July 08, 2025

Director – Financial Aid

JOB DESCRIPTION

POSITION TITLE: Director – Financial Aid
DEPARTMENT: Financial Aid
REPORTS TO: ~~Vice President of~~ **Dean** – Institutional Effectiveness
SUPERVISES: Specialist - Financial Aid, Student Workers
DATE: ~~6/10/2025~~ **7/8/2025**

ESSENTIAL FUNCTIONS

1. Manage all financial aid programs and records.
2. Perform Return of Title IV funds.
3. Coordinate all programs with outside agencies.
4. Serve as the Department of Veterans Affairs Schools Certifying Official.
5. Process outside loans.
6. Manage student employment programs.
7. Recommend and implement college policies concerning financial aid.
8. Provide students with information and applications processes for grants, loans, scholarships, and student employment.
9. Perform Professional Judgements.
10. Reconciliation of all financial aid programs with the Business Office and outside agencies.
11. Manage the Common Origination Disbursement (COD) with the Department of Education.
12. Maintain up-to-date knowledge of Federal Title IV, Higher Education Act, FERPA, Privacy Act, and state regulatory laws.
13. Complete various reports for internal and external uses.
14. Prepare budget information.
15. Complete Fiscal Operations Report and Application to Participate (FISAP).
16. Coordinate correspondence and other general office responsibilities.
17. Counsel and determine the eligibility of financial aid candidates.
18. Assist with recruitment and retention efforts on and off campus.
19. Update and maintain the Financial Aid Policies and Procedures Manual.
20. Oversee the Microscholarship Program.

OTHER FUNCTIONS

21. Attend conferences and maintain professional affiliations to gain information for program development.
22. Assist with institutional strategic planning and make recommendations for the annual budget process.
23. 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.

Director – Financial Aid (Continued)

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

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

JOB DESCRIPTION

POSITION TITLE: Dean – Institutional Research
DEPARTMENT: Institutional Effectiveness
REPORTS TO: Vice President – Institutional Effectiveness
SUPERVISES: ~~Coordinator – Institutional Research & Reports,~~ **Director – Financial Aid, Institutional Research Staff,** Student Workers
STATUS: Active
DATE: ~~6/10/2025~~ **7/8/2025**

ESSENTIAL FUNCTIONS

1. Oversee compilation and production of required federal, state, local, accreditor, and other reports as required.
2. Evaluate and validate reports to ensure accuracy.
3. Oversee Institutional Research staff to ensure proper and timely reporting of data to appropriate agencies, and work with IR and other departments to collect and analyze student and institutional information for trends.
4. Work with appropriate staff to facilitate the writing / programming of reporting functions using appropriate software, services and data sources.
5. Ensure proper submission of reports to the Illinois Community College Board, National Student Clearinghouse, IPEDS, Higher Learning Commission, and other authorities, and validate the data for accuracy.
6. Ensure compliance with federal, state, and institutional policies, working with various college departments as appropriate and / or as directed.
7. Maintain up-to-date knowledge of Federal Title IV, Higher Education Act, FERPA, Privacy Act, and state regulatory laws.
8. Assist the Vice President of Institutional Effectiveness with monitoring progress of institutional strategic planning projects.
9. Work with the Vice President of Institutional Effectiveness to complete the annual ICCB program review process and to coordinate submission of required documentation.
10. Assist in the development and implementation of policies and procedures to comply with changes in governmental laws and regulations.
11. Gather information for and assist with audit completion, and consult on any necessary remediation.
12. Maintain master calendar of all federal, state, and agency reporting dates and ensure compliance.
13. Assist with completion of various reporting internally and externally.
14. Manage departmental budgets and participate in the strategic planning process.

OTHER FUNCTIONS

15. Attend conferences and / or other professional development activities and maintain professional affiliations to gain information for program development.
16. Assist with institutional strategic planning and make recommendations for the annual budget process.
17. Attend all Board of Trustee meetings as directed by the President and Vice President of Institutional Effectiveness.
18. Perform other duties as directed.

Dean – Institutional Research (continued)

ENVIRONMENT

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

DISCLAIMER

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

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

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

APPROVAL TO DESTROY CLOSED SESSION TAPES

Rend Lake College Board of Trustees

July 08, 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:

July 11, 2023
August 08, 2023
November 10, 2023
November 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

July 08, 2025

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

July 11, 2023
August 08, 2023
November 10, 2023
November 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 2025 – 2026 HANDBOOKS (TO BE PROVIDED)

Rend Lake College Board of Trustees

July 08, 2025

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

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

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

EFFECTIVE DATE: July 08, 2025

ANNUAL REVIEW AND ACCEPTANCE OF COLLEGE MISSION STATEMENT AND MISSION DOCUMENT

Rend Lake College Board of Trustees

July 08, 2025

RECOMMENDATION: To review and accept the College Mission Statement presented below, as well as the mission document, as provided.

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

RATIONALE: Annual board review of our mission documents was adopted as part of the strategic planning process in order to keep the mission prevalent in the college's regular operations and to meet the Higher Learning Commission's accreditation requirements. In light of pending changes to HLC's Criteria for Accreditation, the college will assemble a group to review and recommend changes to the mission documents and present them to the board at a future meeting.

EFFECTIVE DATE: July 08, 2025

COLLEGE MISSION

MISSION

The mission statement is the essential purpose of the college from which all college activities originate:

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

Value Statement:

In serving our students and community, we are student-focused, authentic, and resourceful.

INSTITUTIONAL OUTCOMES

Rend Lake College has adopted four essential learner outcomes, fundamental learning objectives embedded in every program of study, that all degree-completing students should be able to demonstrate. They are as follows:

Critical Thinking: Demonstrate the ability to think in a self-directed, reflective manner when understanding, evaluating and solving problems.

Problem-Solving: Demonstrate the ability to resolve computational problems.

Oral Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through verbal and non-verbal language.

Written Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through written language.

WHO WE ARE

The College history defines the College from the perspective of organization and assets; however, the personnel who operate within the college systems and manage those assets are the primary element for successful education. Rend Lake College believes all employees, regardless of their job description, are part of each student's education. Administrative, community outreach, student service, and physical plant personnel all support the student learning process. Our instructors are primary points of contact with the Rend Lake College educational experience. These educators are generally organized into four divisions: Allied Health; Applied Science & Technology; Arts and Sciences; and Community & Corporate Education. Whether in a supporting role or as a direct point of contact, each college employee draws upon professional expertise and academic accomplishment to promote the success of every student.

WHO WE SERVE

Student-centered colleges are best defined by who they serve. An understanding of the distinctiveness of our College's student population allows us to effectively meet the goals of our programs and succeed in our mission.

Diversity of Culture

Traditionally, Rend Lake College can be characterized as serving a relatively homogenous, rural, small-town culture. This population's cultural distinctiveness is centered on age and socioeconomic status more than diverse ethnic origin. As global connectivity broadens, so too do Rend Lake College's program offerings. We continue to serve groups with diverse characteristics, such as:

- Age
- National origin
- Socioeconomic status
- Disability
- Race/ethnicity
- Special populations
- Gender
- Religion

Diversity of Purpose

Rend Lake College provides general, transfer, and career technical education to both traditional and non-traditional students through the use of reciprocal agreements; regional, state, and national education programs; dual-credit high school classes; and the endorsement of international students to help broaden our base. Rend Lake College offers skill and trade opportunities for students seeking employment and economic mobility. Additionally, Rend Lake College provides professional and personal fulfillment as well as growth through community and corporate education classes.

Often, an individual's purpose for engaging with the college is a combination of factors such as:

- Discovery / Curiosity
- Enrichment / Hobby
- Lifelong Learning
- Retraining
- Educational Requirements
- Healthy Lifestyle
- New / Enhanced Skills

Definition of Equity

Equity is the guarantee of fair treatment, access, opportunity and advancement for all students, faculty, and staff, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.

Neurodiversity Statement

Rend Lake College values neurodiversity, including conditions such as autism, ADHD, dyslexia, and dyspraxia, as a crucial aspect of human variation that enhances our educational journey and community. Our commitment is to foster a supportive environment where neurodivergent individuals are acknowledged, respected, and enabled to unleash their full capabilities.

Working together, we can create a brighter future for all individuals, including those with neurodivergent conditions, by providing them with the necessary resources, support, and opportunities for success in and out of the classroom. Our commitment to embracing neurodiversity and learning more about its impact will bring positive outcomes for everyone involved.

COMMON OUTCOME

Regardless of the diverse cultural backgrounds, purposes or origins of our constituents, Rend Lake College serves each individual equally with an open admission policy and an opportunity for success. Furthermore, Rend Lake College is united by the shared commitment of students, faculty, staff, and community to meet its institutional, educational, and program objectives.

PERMISSION TO NAME THE REND LAKE COLLEGE AGRONOMY INNOVATION CENTER

Rend Lake College Board of Trustees

July 08, 2025

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

RATIONALE: Mr. Wilkerson recently retired after working both full-time and part-time at Rend Lake College for 30 years. He served as Agriculture faculty for 14 years, Applied Science & Technology Division Chair for 3 years, and College President for 13 years. Terry's forward-thinking leadership planted the seed for this center which inspires innovation, growth, and opportunity in agriculture.

EFFECTIVE DATE: July 08, 2025

**APPROVAL OF
RESOURCE ALLOCATION MANAGEMENT PLAN
(RAMP) FY27
(TO BE PROVIDED)**

Rend Lake College Board of Trustees

July 8, 2025

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

RATIONALE: The RAMP document has been prepared based upon information from appropriate administrative staff. We are required to submit the RAMP document annually to the Illinois Community College Board.

EFFECTIVE DATE: July 8, 2025

APPROVAL OF FY 2026 TENTATIVE BUDGET (TO BE PROVIDED)

Rend Lake College Board of Trustees

July 8, 2025

RECOMMENDATION: To approve the tentative FY 2026 budget as presented.

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

As required by law, the proposed budget will be available for public inspection for thirty (30) days and a public hearing on the budget will be held at 5:00 p.m. prior to the board of trustees meeting, which is to be held on August 12, 2025.

PERSONNEL

RATIFY ACCEPTANCE OF RESIGNATION ACCOUNTS RECEIVABLE SPECIALIST

Rend Lake Board of Trustees

July 08, 2025

RECOMMENDATION: To accept with regret the resignation of Ms. Jamie Morehead, Accounts Receivable Specialist, effective June 23, 2025.

EFFECTIVE DATE: June 23, 2025

Jamie Morehead

jamiemorehead90@gmail.com

June 9, 2025

Dear Mallory,

I am writing to formally resign from my position at Rend Lake College, effective June 23, 2025.

I have recently been offered an opportunity with another organization that aligns with the next step in my professional growth and long-term career goals. While I am excited about this new chapter, it was not an easy decision to leave a place where I have grown both personally and professionally.

I'm grateful for the experiences and support I've received during my time here. Working alongside such dedicated colleagues and contributing to the mission of Rend Lake College has been a privilege.

I am committed to ensuring a smooth and professional transition over the next week. Please let me know how I can assist in the process.

Thank you again for the opportunity to be part of this great work place!

Sincerely,

Jamie Morehead



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

June 12, 2025

Ms. Jamie Morehead



Dear Jamie,

I am in receipt of your resignation letter dated June 12, 2025, resigning from your position of Accounts Receivable Specialist at Rend Lake College effective June 23, 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 ACCEPTANCE OF RESIGNATION
SOUTHERN ILLINOIS MANUFACTURING ACADEMY
COORDINATOR**

Rend Lake Board of Trustees

July 08, 2025

RECOMMENDATION: To accept the resignation of Mr. Tyler Staats, Southern Illinois Manufacturing Academy (SIMA) Coordinator, effective June 30, 2025.

EFFECTIVE DATE: June 30, 2025

6/23/25

Dear Presidents office,

I am writing to formally resign from my position as Coordinator of the southern Illinois manufacturing academy at SIMA, effective 6/30/25.

This decision was not made lightly, as I have truly appreciated the opportunities for professional and personal growth during my time here. I'm grateful for the support, guidance, and experiences that have helped shape my career.

I will do everything I can to ensure a smooth transition wrapping up ongoing projects. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be part of Rend Lake College. I hope you and the team continue to succeed in the future.

Sincerely,
Tyler Staats



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

June 23, 2025

Mr. Tyler Staats



Dear Tyler,

I am in receipt of your resignation letter dated today resigning from your position of Coordinator of the Southern Illinois Manufacturing Academy at Rend Lake College effective June 30, 2025.

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

Very truly yours,

Terry Wilkerson
President

TW/mh

APPOINTMENT OF DIRECTOR – FINANCIAL AID

Rend Lake College Board of Trustees

July 08, 2025

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

RATIONALE: Ms. May has the educational qualifications and experience necessary to be successful in the position.

EFFECTIVE DATE: August 4, 2025

If Employment:

JOB TITLE: Director - Financial Aid

SALARY: \$63,500

CLASSIFICATION : Administrative

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/ NON-EXEMPT: Exempt

EXEMPT CLASSIFICATION: Administrative

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled: Financial Aid Director

Number of Applicants: 4

Number of Applicants Interviewed: 2

Applicants Interviewed by: Chad Copple, Amy Epplin, Mallory Howell, Kim Wilkerson, Jessica Jackanicz

Applicant Recommended: ReAnne May

Educational Preparation: Master of Business Administration
University of Southern Indiana, 2023

Bachelor of Arts, Creative Writing & Journalism
Northern Illinois University, 2011

Associate of Arts and Science
Rend Lake College, 2009

Experience: Ivy Tech Community College

- Assistant Director of Financial Aid Processing, April 2023 - Present
- Financial Aid Advisor, Feb. 2021-April 2024
- Enrollment Ctr. Asst., Jan. 2020-June 2021

WNIN Tri-State Public Media
Outreach Coordinator / Digital Marketing,
July 2019-June 2021

Rend Lake College

- RLC Foundation Assistant Director, Nov. 2018-June 2019
- Public Information Specialist, July 2013-Nov. 2018

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

Rend Lake College Board of Trustees

July 08, 2025

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

RATIONALE: This position is necessary to continue the college's growth in Competency-Based Education (CBE). This individual will work with the faculty on the current curriculum to convert it to a competency-based format. As CBE gains momentum and funding opportunities increase, this role will support the institution in aligning with state and federal priorities.

EFFECTIVE DATE: July 08, 2025

Director– Competency-Based Education (CBE)

JOB DESCRIPTION

POSITION TITLE: Director – Competency-Based Education (CBE)
DEPARTMENT: Applied Science & Technology
REPORTS TO: Dean of Applied Science & Technology
SUPERVISES: N/A
STATUS: Active
DATE: 07/08/2025

ESSENTIAL FUNCTIONS

1. Coordinate the development, implementation, and assessment of CBE programs.
2. Serve as the liaison, recruiter, and advocate for CBE programs.
3. Collaborate with faculty to design and revise the curriculum that aligns with competencies and industry needs.
4. Facilitate training and support for faculty and staff in CBE instructional strategies and assessment.
5. Monitor student progress, learning outcomes, and program effectiveness using data-driven approaches.
6. Ensure compliance with accreditation and regulatory requirements related to CBE.
7. Manage program documentation, reporting, and communication.
8. Develop partnerships with employers and workforce organizations to ensure relevance and responsiveness of CBE programs.
9. Coordinate with student services and student support to ensure appropriate advising, registration, and academic support for CBE students.
10. Provide support and training to faculty and staff with technology-based products and tools.
11. Assist the Dean by coordinating and providing faculty training for Student Success Days.
12. Coordinate the college's micro-credential/badging system.
13. Attend conferences and meetings as needed.

OTHER FUNCTIONS

14. Perform 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 for the referenced position.

Director– Competency-Based Education (CBE)

	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*

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

Rend Lake College Board of Trustees

July 08, 2025

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

RATIONALE: This position will be funded through the PATH grant for FY26. This position is needed to assist the moving of Allied Health programs to Competency Based Education formatting. This individual will also assist the Dean with duties such as program assessment, advising and recruitment.

EFFECTIVE DATE: July 08, 2025

Coordinator– Allied Health

JOB DESCRIPTION

POSITION TITLE: Coordinator– Allied Health
DEPARTMENT: Allied Health
REPORTS TO: Dean of Allied Health
STATUS: Active
DATE: 7/8/2025

ESSENTIAL FUNCTIONS

1. Lead development and CBE pilots of new courses for the Allied Health Department.
2. Develop and maintain close contact with various advisory committees.
3. Perform program reviews as scheduled and assigned.
4. Assist Allied Health Dean with Allied Health assessment.
5. Maintain field records and reports.
6. Recruit for the Allied Health department.
7. Assist in organizing special events related to Allied Health.
8. Attend conferences and meetings related to position.
9. Assist with grant reports as needed.
10. Establish and maintain relationships with in-district partners and clinical sites.

OTHER FUNCTIONS

11. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

	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		
Exempt/Non-exempt					Non-exempt		
Exemption Classification					N/A		

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

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

July 8, 2025

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

EFFECTIVE DATE: July 8, 2025