

**REND LAKE COLLEGE
BOARD OF TRUSTEES MEETING**

November 05, 2024

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. Thursday-Saturday, November 7-9, 2024; 7pm
Sunday, November 10, 2024; 2pm
RLC Fall Play – FAME
Theater
 2. Thursday, November 7th, 2024; 5:30-7pm
RLC Foundation FAME Night
Learning Resource Center (LRC)
 3. Wednesday & Thursday, November 20 & 21, 2024
10:30am-1:30pm each day
RLC Thanksgiving Meal
Student Center
 4. Thursday, November 21st; 4:00pm Ribbon Cutting
4:30-7:00 Open House
**SI Manufacturing Academy (SIMA) Ribbon
Cutting & RLC MarketPlace Showcase**
Southern Illinois Manufacturing Academy
 5. Wednesday, December 04, 2024; 7pm
RLC/SIC Winter Concert
RLC Theater
 6. Tuesday, December 10, 2024; 6:30pm
RLC Board of Trustee Meeting
Event Center

7. Thursday, December 12, 2024; 6:00pm
RLC Foundation Annual Dinner
Event Center

IV. Decennial Committee Meeting

- 02 A. Approval of Minutes of the:
October 18, 2024 Decennial Committee Meeting
November 02, 2024 Decennial Committee Meeting
(TO BE PROVIDED)
- B. Approval of Decennial Meeting Report **(TO BE PROVIDED)**

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

Subsection (1) appointment, employment, and compensation of specific employees; (2) collective negotiating matters; (21) discussion of executive session minutes

VI. Resume Open Meeting

VII. Approval of Minutes of the:

- 04 *
*
13 *
*
October 08, 2024 Board of Trustees Meeting*
October 08, 2024 Executive Session*
October 18, 2024 Special Board of Trustees Meeting*
October 18, 2024 Executive Session*

VIII. Approval of Consent Agenda

Consent Items are marked with an asterisk (*)

IX. New Business

- 18 *
A. Approval of Revisions to Rend Lake College Board *Policy and Procedure* 5.1505 – Vehicle Usage for College Travel
(SECOND READING)
- 21 *
B. Approval of Revisions to Rend Lake College Board *Policy* 5.1215 – Travel Reimbursement **(SECOND READING)**
- 25 *
C. Approval of Revisions to *Policy & Procedure* 2.1720 – Community Use of College Facilities **(SECOND READING)**
- 28
D. Approval of Revisions to Rend Lake College *Policy* 3.1110 - Computation of Hourly Rate of Pay for Part-Time Employees
(SECOND READING); AMENDED (FIRST READING)

- 31 E. Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2024 Payable 2025
- 33 F. Approval of Protection, Health and Safety Projects (PHS Levy) FY 2026
- 34 G. Permission to Advertise for Bid For Replacement of Rend Lake College James “Hummer” Waugh Gymnasium Floor
- 35 H. Extension of Deposit Agreement Through Fiscal Year 2028
- X. Personnel**
- 37 A. Ratify Acceptance of Retirement Resignation of Subsidized Child Care Specialist, CCRR
- XI. Financial Information**
- 41 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- B. Financials (INFORMATIONAL – TO BE PROVIDED)
- 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 DECENNIAL COMMITTEE MEETING**

**October 18, 2024
Rend Lake College – Ina Campus
Administration Building-Conference Room
468 N Ken Gray Parkway
Mt Vernon, IL 62864**

The second meeting of the Rend Lake College Decennial Committee took place within the special October Board of Trustee Meeting.

CALL TO ORDER

Chairman Larry Manning moved to begin the Decennial Committee meeting at 12:22 PM at the Rend Lake College Administration Building, Conference Room.

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll for the Decennial Committee.

Those present were:

Mr. Ron Daniels
Mr. Jeff Jones
Mr. Larry Manning
Mr. Tony Wielt
Mr. Wyatt Hamson (Student Trustee)
Mr. Terry Wilkerson
Mrs. Lori Ragland

Those absent were:

Dr. David Asbery
Mr. Joe Coy
Mr. Brian Dorris
Mr. John Gulley

Others present were:

Mr. Chad Copple, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Cathy DeJarnette, Mrs. Mary Huggins, Mr. Nathan Wheeler

NEW BUSINESS

Upcoming meeting dates were decided. The third meeting will be on Saturday, November 2nd, 2024, and the fourth and final meeting will be on Tuesday, November 5th, 2024.

Discussion was had on the requirements for this committee. Some well done aspects discussed included the ICCTA and other college to college communications. Some inefficiencies or areas to improve efficiency discussed included the Capital Development Board.

The committee was made aware by President Terry Wilkerson that at the completion of this required report, a copy must be sent to all board chairs of all Rend Lake College associated counties.

**RESUME SPECIAL
BOARD MEETING**

Chairman Larry Manning asked for a motion to reopen the special board meeting; Mr. Daniels motioned; seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes. At 12:37 PM, Chairman Manning reconvened the open session of today's special meeting.

Chairman

Secretary

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

**October 08, 2024
Rend Lake College – MarketPlace Campus
Southern Illinois Manufacturing Academy (SIMA)
321 Potomac Blvd
Mt Vernon, IL 62864**

CALL TO ORDER

Chairman Larry Manning called the regular Board of Trustees meeting to order at 6:26 PM at the Rend Lake College SI Manufacturing Academy (SIMA), at Rend Lake College MarketPlace.

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll.

Those present were:

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

Those absent were:

Mr. Joe Coy

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Lori Ragland, Mr. John Gulley, Mrs. Cathy DeJarnette, Mr. Donnie Millenbine, Mrs. Mary Huggins, Mr. Nathan Wheeler, Mrs. Jena Jensik, Mrs. Amy Epplin, Mrs. Bria Robinson, Mrs. Andrea Banach, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mr. Chris Edwards, Mr. Mark Jornd, Mr. Greg Hollmann, Mr. Tyler Staats, Mr. Andrew Chambliss, Chef Jeff Fairbanks and Chef Daniel Brock.

**DEPARTMENT
PRESENTATION**

Mr. Chris Sink, Director of Southern Illinois Manufacturing Academy (SIMA) provided a presentation of the SIMA progression from conception to completion. Along with Mr. Chris Sink, Mr. Tyler Staats, and Mr. Andrew Chambliss took the group on a tour of the entire SIMA facility including the Chocolate Factory.

GENERAL INFORMATION

ANNOUNCEMENTS

1. Tues/Wed, October 8/9, 2024; 9-10:30am
Breakfast on the Lake
Student Center
2. Thursday, October 10, 2024; 2:00pm
“Makers on the Move” Manufacturing Tour Bus
SI Manufacturing Academy (SIMA)
Rend Lake College MarketPlace
3. Tuesday, October 15, 2024; 8am-4pm
In-Service
Event Center
4. Tuesday, October 15, 2024; 6pm
Southeast Region Trustee Meeting
Southeastern Illinois College
5. Friday, October 18, 2024; Noon
Special Board of Trustees Meeting
Admin Conference Room
6. Tues/Wed, October 22/23, 2024; 8-4p
CTE Career Days
Event Center
7. Wednesday, October 23, 2024
11am with brunch following ceremony
**Game Plan Groundbreaking for
Banterra Sports Complex**
Gymnasium (West side)
8. Friday-Saturday, November 1-2, 2024
Board of Trustees Annual Retreat
Four Seasons, St. Louis

9. Monday, November 4, 2024; 4-7pm
Rend Lake College Open House
Event Center, Ina Campus
10. Tuesday, November 5, 2024; 6:30pm
Board of Trustee Meeting
Event Center
11. Thursday-Saturday, November 7-9, 2024; 7pm
Sunday, November 10, 2024; 2pm
RLC Fall Play – FAME
Theater
12. Thursday, November 21st, 2024; 4:00pm Ribbon
Cutting 4:30-7:00 Open House
**Rend Lake College MarketPlace Open House &
SI Manufacturing Academy (SIMA) Ribbon
Cutting**
Rend Lake College MarketPlace

**MOTION FOR
EXECUTIVE SESSION**

Chairman Larry Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(2)(9)(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 7:20 PM.

RESUME OPEN MEETING

Chairman Larry Manning asked for a motion to reopen the public meeting; Mr. Dorris motioned; seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes. At 8:21 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. Approval of September 17, 2024 Joint RLC & SIC Meeting Minutes*;
2. Approval of September 17, 2024 Board Meeting Minutes8*;
3. Approval of Course/Curriculum*;
4. Approval of Revisions to Job Descriptions*

Dr. Asbury made a motion to approve the Consent Agenda as recommend; seconded by Mr. Wielt

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
POLICY & PROCEDURE
5.1505- VEHICHL E USAGE FOR
COLLEGE TRAVEL
(FIRST READING)

Mr. Wilkerson recommended to approve revisions to current Rend Lake College *Policy and Procedure* 5.1505 – Vehicle Usage for College Travel, as presented, first reading, effective November 06, 2024

As recommended, Mr. Jones made a motion to approve revisions to current Rend Lake College *Policy and Procedure* 5.1505 – Vehicle Usage for College Travel, as presented, first reading, effective November 06, 2024. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF REVISIONS
TO REND LAKE COLLEGE
POLICY 5.1215-TRAVEL
REIMBURSEMENT
(FIRST READING)

Mr. Wilkerson recommended to approve revisions to current Rend Lake College *Policy* 5.1215 – Travel Reimbursement, as presented, first reading, effective November 06, 2024.

As recommended, Dr. Asbury made a motion to approve revisions to current Rend Lake College *Policy* 5.1215 – Travel Reimbursement, as presented, first reading, effective November 06, 2024. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF REVISIONS
TO REND LAKE COLLEGE
*POLICY 3.1110-COMPUTATION
OF HOURLYRATE OF PAY FOR
PART-TIME EMPLOYEES*
(FIRST READING)

Mr. Wilkerson recommended to approve revisions to Rend Lake College Board *Policy 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees*, first reading, as presented, effective January 01, 2025.

As recommended, Mr. Daniels made a motion to approve revisions to Rend Lake College Board *Policy 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees*, first reading, as presented, effective January 01, 2025. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

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

Mr. Wilkerson recommended to approve revisions to Rend Lake College *Policy & Procedure 2.1720 – Community use of College Facilities*, first reading, as presented, effective November 06, 2024, with amendment to Rec Center facility section to remove “(north or south side)”.

As recommended, Mr. Hamson made a motion to approve revisions to Rend Lake College Board *Policy & Procedure 2.1720 – Community use of College Facilities*, first reading, as presented, effective November 06, 2024, with amendment to Rec Center facility section to remove “(north or south side)”. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY AWARD FOR
SOLAR PANEL ARRAY AT
THE MURPHY WALL
PINCKNEYVILLE CAMPUS
(TO BE PROVIDED)

Mr. Wilkerson recommended to ratify the award for the purchase and installation of a Solar Panel Array for the

Murphy Wall Pinckneyville Campus, pending appropriate approval from the city of Pinckneyville and the county of Perry.

As recommended, Mr. Dorris made a motion to ratify the award for the purchase and installation of a Solar Panel Array for the Murphy Wall Pinckneyville Campus, pending appropriate approval from the city of Pinckneyville and the county of Perry. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERSONNEL
APPOINTMENT OF
SUBSIDIZED CHILD CARE
SPECIALIST, CCR&R
(TO BE PROVIDED)

Mr. Wilkerson recommended to appoint Ms. Brandee Tate as Specialist – Subsidized Child Care – Child Care Resource and Referral on a full-time, 50-week, grant funded, non-tenure track contract at an annual salary of \$35,000, prorated for the remainder of the fiscal year, effective October 16, 2024 pending completion of a successful background check.

As recommended, Dr. Asbury made a motion to appoint Ms. Brandee Tate as Specialist – Subsidized Child Care – Child Care Resource and Referral on a full-time, 50-week, grant funded, non-tenure track contract at an annual salary of \$35,000, prorated for the remainder of the fiscal year, effective October 16, 2024 pending completion of a successful background check. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF
FOOD SERVICES DIRECTOR
(TO BE PROVIDED)

Mr. Wilkerson recommended to appoint Mr. Daniel Brock as Director of Food Service on a full-time, 50-week, non-tenure track contract at an annual salary of \$65,000 prorated for the remainder of the fiscal year, effective October 16, 2024.

As recommended, Mr. Daniels made a motion to appoint Mr. Daniel Brock as Director of Food Service on a full-time, 50-week, non-tenure track contract at an annual salary of \$65,000 prorated for the remainder of

the fiscal year, effective October 16, 2024. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERMISSION TO
ADVERTISE FOR INDUSTRIAL
ELECTRONICS INSTRUCTOR**

Mr. Wilkerson recommended to grant permission to advertise for an Industrial Electronics Instructor, on a 50-week, tenure track industrial contract effective January 01, 2025.

As recommended, Mr. Dorris made a motion to advertise for an Industrial Electronics Instructor, on a 50-week tenure track industrial contract effective January 01, 2025. This motion was seconded by Mr. Hamson. 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 October 8, 2024.

As recommended Mr. Wielt made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective October 8, 2024. This motion was seconded by Mr. Dorris. On a roll call vote, those present voted yes.

REPORTS

ACADEMIC COUNCIL

Mr. Mark Jornd, Vice Chair of the Academic Council, reported of the council's new chair, Dr. Jared Kemling. Mr. Jornd made the board aware that he will still be reporting to the board at the monthly meetings. Curriculum updates were also provided to the group.

ICCTA REPRESENTATIVE

NONE

REND LAKE COLLEGE
FOUNDATION

Mrs. Cathy DeJarnette reported on the new Foundation Board of Director officers: Mr. Tony Wielt, President; Mrs. Mary Ellen Aiken, Vice President; Dr. James Wittenauer, Secretary; and the Treasurer position is currently vacant due to the recent resignation of Mr. Josh Taylor.

Important upcoming dates were given: Gym Bid Opening on October 16; Special RLC Board Meeting on October 18; and the Game Plan Groundbreaking on October 23.

ACCREDITATION

Dr. Chad Copple reported our Quality Initiative proposal is nearly complete with only a few sections on competency-based education to be finalized. The proposal should be ready to submit to the Higher Learning Commission soon.

ERP

Dr. Chad Copple reported most of the Colleague SaaS ERP system pieces are up and running. The Instant Enrollment function was finalized last week allowing students to register and pay online for Community Ed classes. There are more engagements with our Insights report writing consultant continuing through the end of this year and a few going into January 2025. After January we have no more scheduled engagements and plan on occasionally meetings with a consultant if needed. November 30, 2024 is the contract end date with BHA Technologies.

OBSOLETE EQUIPMENT

NONE

PUBLIC COMMENT

NONE

PRESIDENT'S COMMENTS

President Terry Wilkerson gave recognition to Mr. Nathan Wheeler and his marketing team on the new website.

ADJOURNMENT

There being no other business, at 8:41 PM all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

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

**October 18, 2024
Rend Lake College – Ina Campus
Administration Building-Conference Room
468 N Ken Gray Parkway
Mt Vernon, IL 62864**

CALL TO ORDER

Chairman Larry Manning called the regular Board of Trustees meeting to order at 12:01 PM at the Rend Lake College Administration Building, Conference Room.

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll.

Those present were:

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

Those absent were:

Dr. David Asbery
Mr. Joe Coy
Mr. Brian Dorris

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Lori Ragland, Mrs. Cathy DeJarnette, Mrs. Mary Huggins, Mr. Nathan Wheeler

**MOTION FOR
EXECUTIVE SESSION**

Chairman Larry Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(9)(21). Mr. Wielt made a motion; seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 12:04 PM.

RESUME OPEN MEETING

Chairman Larry Manning asked for a motion to reopen the public meeting; Mr. Hamson motioned; seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes. At 12:19 PM, Chairman Manning reconvened the open session of tonight's meeting.

DECENNIAL COMMITTEE MEETING

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll for the Decennial Committee.

Those present were:

Mr. Ron Daniels
Mr. Jeff Jones
Mr. Larry Manning
Mr. Tony Wielt
Mr. Wyatt Hamson (Student Trustee)
Mr. Terry Wilkerson
Mrs. Lori Ragland

Those absent were:

Dr. David Asbery
Mr. Joe Coy
Mr. Brian Dorris
Mr. John Gulley

Others present were:

Mr. Chad Cople, Mrs. Kim Wilkerson, Mr. Henry "Buster" Leeck, Mrs. Cathy DeJarnette, Mrs. Mary Huggins, Mr. Nathan Wheeler

Discussion included setting dates for upcoming committee meetings, and questions needing addressed to complete the committee report requirements. For more information refer to Decennial Committee Meeting Minutes.

NEW BUSINESS

PERMISSION TO ACCEPT
BID FOR THE REND
LAKE COLLEGE JAMES
"HUMMER" WAUGH
GYMNASIUM REMODEL

AND ADDITION OF THE
BAN TERRA SPORTS
COMPLEX

Mr. Wilkerson recommended to grant permission to accept bid to remodel and build an addition on the west side of the Rend Lake College James "Hummer" Waugh Gymnasium, The Banterra Sports Complex.

As recommended, Mr. Wielt made a motion to grant permission to accept bid to remodel and build an addition on the west side of the Rend Lake College James "Hummer" Waugh Gymnasium, The Banterra Sports Complex. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO
CREATE STIPEND

Mr. Wilkerson recommended to grant permission to create the stipend position for Interim Lead Child Care Provider, Children's Center, as presented, effective October 18, 2024. The stipend position will be in the amount of \$1,500 annually.

As recommended, Mr. Daniels made a motion to grant permission to create the stipend position for Interim Lead Child Care Provider, Children's Center, as presented, effective October 18, 2024. The stipend position will be in the amount of \$1,500 annually. This motion was seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO ADVERTISE
TO ACCEPT BIDS TO REPLACE
THE BLEACHERS IN THE
REND LAKE COLLEGE
JAMES "HUMMER" WAUGH
GYMNASIUM

Mr. Wilkerson recommended to grant permission to advertise to accept bids to replace the bleachers in the Rend Lake College James "Hummer" Waugh Gymnasium.

As recommended, Mr. Wielt made a motion to grant permission to advertise to accept bids to replace the bleachers in the Rend Lake College James "Hummer" Waugh Gymnasium. This motion was seconded by Mr.

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

ADJOURNMENT

There being no other business, at 12:37 PM all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

NEW BUSINESS

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE *POLICY AND PROCEDURE*
5.1505 – VEHICLE USAGE FOR COLLEGE TRAVEL
(SECOND READING)**

Rend Lake College Board of Trustees

November 5, 2024

RECOMMENDATION: To approve revisions to current Rend Lake College *Policy and Procedure 5.1505 – Vehicle Usage for College Travel*, as presented, second reading, effective November 06, 2024.

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

EFFECTIVE DATE: November 06, 2024

5.1505 Vehicle Usage for College Travel

POLICY

Employees traveling for a College-related purpose may either schedule the use of a College-owned vehicle, arrange for the use of a rental vehicle, or receive permission to use ~~his/her~~ the employee's personal vehicle.

PROCEDURE

At the earliest time possible after learning of the need for travel, employees should complete a "Request for Vehicle" form which is found on the Rend Lake College Intranet. For non-athletic events, employees should submit the request form to the Physical Plant Department. If the vehicle is needed for athletic purposes, forms should be submitted to the Athletic Department. 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, the employee will not be entitled to mileage reimbursement unless permission is received from the applicable PELT member.

As a condition of employment, employees expect to incur commuting expenses between the employee's residence and headquarters. These expenses are not reimbursable. Expenses associated with College business in excess of commuting expenses are reimbursable. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage if the distance between the employee's residence and the employee's first or only destination is less than the distance between the headquarters and the destination, and the travel is not part of the employee's regular commute. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct (i.e. shortest) route. Travel through headquarters is defined as any travel to or through the corporate city limits of the employee's primary location regardless of whether the employee made a stop at the work site.

Examples of reimbursable expenses are as follows:

1. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Benton and returns to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
2. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Springfield and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters, the distance from Mt. Vernon to Springfield is less than the distance from Ina to Springfield, and the travel is not part of the employee's regular commute.
3. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to headquarters. Later, employee drives to Pinckneyville and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
4. Residence/Mt. Vernon – Headquarters/Ina. Employee drives from residence in Mt. Vernon to Pinckneyville. Later, employee drives to headquarters. Reimbursement is for all mileage in excess of commuting mileage.

~~If an employee plans to travel 100 miles or more, he / she will be required to use either a College-owned or a rental vehicle unless permission is received from an Associate Vice President, Vice President, or the President.~~

Vehicles are generally reserved on a first-come, first served basis. Scheduling conflicts will be resolved by the Physical Plant Department if necessary depending upon the type and length of travel.

Individuals who are not Rend Lake College employees are not permitted to travel in a College-owned vehicle, or a rental vehicle being used for approved College related travel unless prior approval has been obtained from ~~an Associate Vice President, Vice President, or the President.~~ the applicable PELT member.

Drivers must be 25 or older and must possess a valid driver's license. Employees must complete a release to have ~~his / her~~ the employee's driving status verified through the Illinois Secretary of State's Department of Motor Vehicles Report process. Employees will not be permitted to drive for a College-related purpose until ~~his / her~~ the employee's driving status can be verified. The release form can be obtained from the Human Resources Department. Failure to notify the College of any suspension or revocation of driving privileges prior to the use of a vehicle for College-related purposes will be grounds for dismissal.

When using a vehicle, the driver will record the beginning and ending mileage of the trip. Vehicles will be filled with gas at the time of departure. In the event that an employee needs to refill the tanks during use of the vehicle, ~~he / she should~~ the employee must obtain receipts documenting the costs of the fuel. If a cash advance is not obtained prior to the trip, the driver will be required to submit gas receipts and will be reimbursed using the established reimbursement procedure for all other travel expenditures. All receipts must be submitted to the Business Office within thirty (30) days of the date of travel for advances to be cleared and / or reimbursement made.

College departments will be charged the current federal mileage reimbursement rate for vehicle usage. Employees should submit their gas receipts for reimbursement through the established reimbursement procedures. Reimbursement for gas expenses will not be charged to the individual department but should be expensed to the Physical Plant Department.

The Physical Plant and Athletic Department will be responsible for processing payment for rental vehicles.

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

Rend Lake College Board of Trustees

November 5, 2024

RECOMMENDATION: To approve revisions to current Rend Lake College *Policy* 5.1215 – Travel Reimbursement, as presented, second reading, effective November 06, 2024.

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

EFFECTIVE DATE: November 06, 2024

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, Vice President, and / or President.~~ 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, ~~he / she~~ 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 ~~Vice President~~ 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). ~~Reimbursement for mileage is to be calculated from Rend Lake College or the employee's primary work location to the desired destination and return to either campus or the employee's primary work location.~~
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 will need to ask if the hotel accepts a purchase. If a purchase order is acceptable,~~ the employee / department will be responsible for securing the most reasonable and cost effective accommodations.

~~If a purchase order is acceptable, the employee will need to enter a requisition to the hotel through the online system.~~

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 ~~Administration~~ Auxiliary Services will be required for travel expense vouchers that are not submitted within thirty (30) 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 ~~Administration~~ Auxiliary Services.

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

Rend Lake College Board of Trustees

November 5, 2024

RECOMMENDATION: To approve revisions to Rend Lake College *Policy & Procedure 2.1720 – Community Use of College Facilities*, second reading, as presented, effective November 06, 2024.

RATIONALE: These revisions are needed to better suit the needs of the institution.

EFFECTIVE DATE: November 06, 2024

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 covering the scope of the event. The amount of liability coverage must meet or exceed \$1,000,000. 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 (north OR south side)	\$50.00 <u>\$100.00</u>	\$25.00 <u>\$50.00</u>
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
Event Center		
• Conferences and Meetings	\$250.00	\$100.00 (up to \$1,000 max per 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	
<u>Specialty Fees (when applicable):</u>		
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 responsibility of the individual, group or organization)

**APPROVAL OF REVISIONS TO
REND LAKE COLLEGE *POLICY* 3.1110 –
COMPUTATION OF HOURLY RATE OF PAY FOR
PART-TIME EMPLOYEES
(SECOND READING); AMENDED (FIRST READING)**

Rend Lake College Board of Trustees

November 05, 2024

RECOMMENDATION: To approve revisions to Rend Lake College *Policy* 3.1110 – Computation of Hourly Rate of Pay for Part-Time Employees, second reading; amended (first reading), as presented with the amendment to classification eleven to reflect \$17 per hour, effective January 01, 2025.

RATIONALE: These revisions are needed to better suit the needs of the institution. These salary increases are also an attempt to remain competitive with industry and other institutions, as well as, the status of minimum wage in Illinois.

EFFECTIVE DATE: January 01, 2025

3.1110 Computation of Hourly Rate of Pay for Part-Time Employees POLICY

The hourly rate of pay for all part-time employees shall be established by the Board based upon recommendations from the President.

~~Until otherwise amended by the Board, the established rate of pay shall be as follows (Classification 1 effective Summer Term 2022, Classifications 2-20 effective July 1, 2022):~~

Classification 1 Part-time Instructors (Credit Classes which require a reasonable amount of both prep and post teaching time and which are not paid on a documented per hour basis.)

(The following schedule is predicated upon a part-time instructor teaching a minimum of one (1) semester per year, attending all required meetings, demonstrating overall support of the College, and receiving positive evaluations.)

<u>Step</u>	<u>Semesters Taught</u>	<u>Rate</u>
1	0-19	\$33.00 \$36.00
2	20+	\$35.00 \$38.00

During any one (1) academic year (consisting of a Fall, Spring, and Summer term), if a part-time faculty fails to teach for the College, in any capacity, the individual will be returned to Step 1 of the schedule.

Classification 2 Part-time Instructional Trainers or Instructional Supervisors (Credit Classes which require minimal amount of either prep or post teaching time and which are paid at a hourly rate of pay based upon documented hours worked).

Hourly rates of pay will be based upon the trainer or supervisor's educational experience and prior work experience. Deans will be required to secure the approval of hourly rate of pay from the appropriate Vice President prior to the employment of the part-time trainer or supervisor.

Classification 3	Community Education Instructors (non-credit)	\$20.00/hour
Classification 4	Part-time Teacher Aide – Children's Center	\$15.00/hour
Classification 5	Part-time Applied Music Instructors/	\$30.00/hour
Classification 6	Part-time Tutors & Educational Support Specialists	
	HS grad	Minimum Wage
	Associate degree	\$15.00 \$16.00 /hour
	Bachelor's degree ±	\$18.00 /hour
	Master's degree +	\$20.00/hour
Classification 7	Part-time Specialized Skilled Laborers	\$25.00/hour
Classification 8	Part-time Computer Specialists	\$20.00/hour
Classification 9	Part-time Food Service Managers	\$15.00 \$17.00 /hour
Classification 10	Part-time Library Specialists	\$15.00/hour

Classification 11	Part-time Maintenance, Custodial, Grounds	\$15.00/hour \$17.00/hour
Classification 12	Part-Time Office Support Specialists	\$15.00/Hour
Classification 13	Part-time Lab Assistants	\$15.00/Hour
Classification 14	Student Workers	\$1 over Min Wage <u>\$15.00/hour</u>
Classification 15	Part-time Assistant Teacher - Children's Center (possessing an Associate Degree in child care or higher credentials)	\$16.00 <u>\$17.00</u> /hour
Classification 16	Part-time Retail	\$15.00/Hour
Classification 17	Part-time Food Service	\$15.00/Hour
Classification 19	Part-time Security Officer	\$15.00 <u>\$17.00</u> /hour
Classification 20	Part-time Police Officer (graduate of Illinois Training and Standards Board)	\$17.00 <u>\$20.00</u> /hour

These hourly wages will apply to those employees paid out of institutional funds. Any deviations from the above schedule for positions paid from institutional or grant funds must be approved in advance by the President and ~~CFO~~ **Vice President Finance & Auxiliary Services.**

RESOLUTION REGARDING ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2024 PAYABLE 2025

Rend Lake College Board of Trustees

November 5, 2024

RECOMMENDATION: To accept/determine the 2024 Tax Levy (Payable 2025). The proposed tax levy will be filed in accord with the Truth in Taxation compliance laws.

RATIONALE: The proposed taxes to be levied for tax year 2024 payable 2025 will be as follows:

	2023 Payable <u>2024</u>	2024 Payable <u>2025</u>	Percentage <u>Incr/(Dec)</u>
Corporate and Special Purpose	\$4,525,905	\$5,366,577	18.58%
Debt Service	<u>\$3,923,278</u>	<u>\$3,921,103</u>	
TOTAL	\$8,449,183	\$9,287,680	9.92%

Due to the fact that the amount of the proposed corporate and special purpose tax levy is greater than 105% of the prior year's levy, Rend Lake College is required to publish a notice of tax increase and conduct a Truth in Taxation hearing.

The Truth in Taxation hearing will be held in the Warrior Lounge on the Rend Lake College Ina Campus, 468 N Ken Gray Parkway, Ina IL on Tuesday, December 10, at 6:30 PM.

CERTIFICATE OF TAX LEVY

Community College District No. 521 Counties of Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White, & Williamson
Community College District Name: Rend Lake College and State of Illinois

We hereby certify that we require:

the sum of \$ 3,431,662 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 842,915 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 730,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 109-107), and

the sum of \$ 156,500 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 55,500 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 150,000 to be levied as a special tax for Protection, Health, and Safety purposes (110 ILCS 805/3-20.3.01), on the taxable property of our community college district for 2024.

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

The Number of bond issue of said community college district which have not been paid in full is -THREE (SERIES 2020B, 2023A, & 2023B).

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

TENTATIVE LEVY

Secretary, Board of Trustees

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 521 Counties of Franklin, Hamilton, Jefferson, Perry, Washington, Wayne, White, and Williamson, and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2024 Payable 2025 was filed in the office of the County Clerk of this county on _____, 2024.

In addition to an extension of taxes authorized by levies made by the board of the said community college district additional extension(s) may be made and authorized by resolutions(s) on file in this office to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolutions(s), for said purpose for the year 2024 Payable 2025 is \$ 3,921,102.50.

Said community college district also has complied with the requirements of Chapter 120 (Paragraph 643, Section 162).

County Clerk

County

Date

APPROVAL OF PROTECTION, HEALTH, AND SAFETY PROJECTS (PHS Levy) FOR FY26

Rend Lake College Board of Trustees

November 5, 2024

RECOMMENDATION: To grant permission to accept bids to replace air handler unit 13 in the Student Center using PHS Levy funds for FY26.

RATIONALE: This unit is original to the building and is exceeding its life expectancy. This project is expected to exceed the \$50,000 limit set by Illinois Community College Board's guidelines and must be advertised for competitive bids. There are not sufficient funds available in the Operations and Maintenance Funds to complete this project.

EFFECTIVE DATE: November 5, 2024

**PERMISSION TO ADVERTISE FOR BID FOR
REPLACEMENT OF REND LAKE COLLEGE
JAMES “HUMMER” WAUGH
GYMNASIUM FLOOR**

Rend Lake College Board of Trustees

November 05, 2024

RECOMMENDATION: To grant permission to advertise for bid for replacement of the Rend Lake College James “Hummer” Waugh Gymnasium floor, effective November 05, 2024.

RATIONALE: The college would like to explore the option of replacing the existing floor in conjunction with the upcoming addition and remodel. Since the floor is original, it is a good opportunity to evaluate the replacement possibilities.

EFFECTIVE DATE: November 05, 2024.

EXTENSION OF DEPOSIT AGREEMENT THROUGH FISCAL YEAR 2028

Rend Lake College Board of Trustees

November 5, 2024

RECOMMENDATION: To extend our existing deposit agreement with Banterra Bank for banking depository services through June 30, 2028.

RATIONALE: Our current deposit agreement with Banterra Bank allows for a three-year extension following successful performance during the length of the original agreement, subject to approval of the Board of Trustees.

EFFECTIVE DATE: July 1, 2025

PERSONNEL

**RATIFY ACCEPTANCE OF
RETIREMENT RESIGNATION
SUBSIDIZED CHILD CARE SPECIALIST, CCRR**

Rend Lake Board of Trustees

November 05, 2024

RECOMMENDATION: To accept with regret the retirement resignation of Mrs. Catherine Jackson, Subsidized Child Care Specialist at Child Care Resource and Referral (CCRR), effective January 01, 2025.

EFFECTIVE DATE: January 01, 2025

Catherine Jackson



October 15, 2024

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

Dear President Wilkerson:

After working 28 years full time with Rend Lake College, I would like to submit my resignation as a Subsidized Child Care Specialist with Project CHILD effective December 31, 2024. My first day of retirement will be January 1, 2025.

I have greatly appreciated the career opportunities during my employment with Rend Lake College/Project CHILD. I have had amazing supervisors/mentors (Tranae Brockhouse & Cary Hottes) during all of my 28 years of employment. I also have several coworkers that I have been fortunate to work with during almost all of my 28 years of employment.

I had the opportunity to help thousands of people receive Child Care Assistance through Illinois Department of Human Services. Project CHILD/Child Care Resource & Referral Agency is a very important grant to help families and child care providers. I was blessed that Rend Lake College maintains this grant.

Sincerely,

A handwritten signature in cursive script that reads "Catherine Jackson".

Catherine Jackson
Project CHILD
Subsidized Child Care Specialist



REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

October 17, 2024

Ms. Catherine Jackson



Dear Catherine,

I am in receipt of your retirement resignation letter resigning from your position as Subsidized Child Care Specialist - Child Care Resource and Referral at Rend Lake College. I acknowledge the date of your retirement to be January 01, 2025, with your last day of work to be December 31, 2024.

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

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

Sincerely,

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

Terry Wilkerson
President

TW/mh

cc: Human Resources

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

November 5, 2024

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

EFFECTIVE DATE: November 5, 2024