

**REND LAKE COLLEGE
BOARD OF TRUSTEES MEETING**

December 10, 2024

6:30 PM

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

**Page
No.**

- I. Call to Order**
- II. Truth in Taxation Hearing**
- III. Roll Call**
- IV. Department Presentation – Marketing / Website**
- V. General Information**
 - A. Announcements**
 - 1. Thursday, December 12, 2024; 6:00pm
RLC Foundation Annual Dinner
Event Center
 - 2. Friday, December 13, 2024; 11am-1pm
RLC Faculty/Staff Holiday Party
Event Center
 - 3. Friday, January 10, 2024; 8am-3pm
Student Success Day
Learning Resource Center and PDA
 - 4. Wednesday, February 5 or 12, 2024; 8am-3pm
ACES 2024 Competition
Event Center
 - 5. Tuesday, February 18, 2024; 8am-3pm
In-Service
RLC Ina Campus
 - 6. Tuesday, February 18, 2024; 4pm
RLC Open House
Event Center
 - 7. Thursday, February 27, 2024; 5:30pm
Annual RLC Foundation Scholarship Dinner
Event Center

- 8. Thursday, March 6, 2024; 8:00am
Transition Summit
Event Center
- 9. Thursday & Friday, March 10 & 11, 2024; 8:00am
Kickstart Your Journey
Event Center
- 10. Tuesday, March 18, 2024; 5:00pm
Advisory Committee Meetings
Event Center and Breakout Rooms

VI. Executive Session – The Board may go into closed session pursuant to Section 2(c)(1)(2)(5)(21) of the Open Meetings Act.

Subsection (1) appointment, employment, and compensation of specific employees; (2) collective negotiating matters; (5) acquisitions of real property; (21) discussion of executive session minutes

VII. Resume Open Meeting

VIII. Approval of Minutes of the:

- * November 01, 2024 Special Executive Session*
- 02 * November 02, 2024 Retreat Board of Trustee Meeting*
- 06 * November 05, 2024 Regular Board of Trustee Meeting*
- 13 * November 05, 2024 Decennial Committee Meeting*
- * November 05, 2024 Executive Session*

IX. Approval of Consent Agenda

Consent Items are marked with an asterisk (*)

X. New Business

- 17 * A. Approval of Revisions to Rend Lake College *Policy* 3.1110 - Computation of Hourly Rate of Pay for Part-Time Employees **(SECOND READING); AMENDED**
- 20 * B. Course/Curriculum
- 22 C. Approval of 3-Year Agreement between Board of Trustees of Rend Lake College, Community College District No. 521 and Rend Lake College Federation of Teachers, Local No. 3708 AFT, IFT, AFL-CIO

- 51 D. Approval of 2025-2026, 2026-2027 and 2027-2028 Academic Calendars
- 55 E. Resolution to Adopt 2024 Tax Levy (Payable 2025)
- 62 F. Approval of 2025-2026 Rend Lake College Catalog **(To Be Provided)**
- 63 G. Approval of Rend Lake College Board of Trustees Calendar Year 2025 Meeting Schedule
- 65 H. Decommission of Decennial Committee
- 66 I. Ratify the Agreement to Purchase Real Estate at Auction, and to Make Subsequent Purchase of Parcels of Land Located near the Rend Lake College Marketplace

XI. Personnel

- 77 A. Ratify Acceptance of Resignation - RLC Children's Center Lead Toddler Room Teacher
- 80 B. Appointment of Cosmetology & Esthetics Instructor
- C. Appointment of Industrial Electronics Instructor **(To Be Provided)**
- 82 D. Permission to Create the Position of Dean – Pinckneyville Campus Advancement and Outreach, Approve the Job Description, and Transfer the Dean of Arts and Sciences

XII. New Business / Personnel

- 86 A. Approval of Revisions to Rend Lake College Policy & Procedure 1.5000 – Organizational Chart and Approval of Organizational Structure of the Rend Lake College Foundation

XIII. Financial Information

- 104 A. Ratification of the Payment of College Expenses including Travel Expense Reimbursements
- 105 B. Financials (INFORMATIONAL)

XIV. Reports

1. Academic Council
2. ICCTA Representative
3. Rend Lake College Foundation

4. Accreditation Report
5. ERP Report
6. Obsolete Equipment

XV. Public Comment

XVI. President's Comments

XVII. Adjournment

MINUTES

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

November 02, 2024

**Four Seasons St. Louis
Mississippi Room
999 N 2nd St.
St. Louis, MO 63102**

CALL TO ORDER

Chairman Manning called the Special Board of Trustees Retreat meeting to order at 9:06 AM in the Four Seasons St. Louis, Mississippi Room.

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll.

Those present were:

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

Those absent were:

Mr. Joe Coy
Dr. David Asbery

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple,
Mrs. Lori Ragland, Mr. John Gulley,
Mr. Henry "Buster" Leeck, Mrs. Kim
Wilkerson, Mrs. Cathy DeJarnette,
Mrs. Jena Jensik, Mr. Donnie Millenbine,
Mrs. Amy Epplin; Mr. Kent McKown

A COPY OF ALL HANDOUTS AND SLIDES ARE AVAILABLE IN THE PRESIDENT'S OFFICE

REND LAKE COLLEGE MINUTES OF NOVEMBER 02, 2024 BOARD RETREAT MEETING

**MOTION FOR
DECENNIAL COMMITTEE
MEETING**

Chairman Larry Manning asked for a motion to move into Decennial Committee Meeting per Public Act 102-1088. 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 Decennial Committee Meeting at 9:07 AM.

**DECENNIAL COMMITTEE MEETING
ROLL CALL**

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

Those present were:

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

Those absent were:

Dr. David Asbery
Mr. Joe Coy

Others present were:

Mr. Chad Copple, 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.

REND LAKE COLLEGE MINUTES OF NOVEMBER 02, 2024 BOARD RETREAT MEETING

RESUME OPEN MEETING

Chairman Larry Manning asked for a motion to reopen the public meeting; Mr. Daniels motioned; seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes. At 9:43 AM, Chairman Manning reconvened the open session of tonight's meeting.

INSTITUTIONAL UPDATES

**CTE AND STUDENT SUPPORT
& GRANTS**

Mrs. Kim Wilkerson, VICE PRESIDENT of CTE and Student Support, gave a presentation covering her areas of responsibility.

**FINANCIALS & BUSINESS
OFFICE**

Mr. John Gulley, VICE PRESIDENT of Finance & Auxiliary Services, gave an update on the college's financial standing. He reviewed tuition and fees revenue, operating funds, etc.

**ACADEMIC & STUDENT
SERVICES**

Mr. Henry "Buster" Leeck, VICE PRESIDENT of Academic & Student Services, and Mrs. Jena Jensik, Dean of Enrollment Services, highlighted for the board their areas of responsibility.

INSTITUTIONAL UPDATES

**INSTITUTIONAL
OUTREACH**

Mr. Chad Cople, VICE PRESIDENT of Institutional Effectiveness, along with Mrs. Amy Epplin, Director of Institutional Compliance and Research, and Mr. Kent McKown, Chief Information Officer, provided an update on their areas of responsibility. Chad highlighted marketing, HLC (Higher Learning Commission) and ERP. Amy provided information on Financial Aid, Institutional Compliance and Research. Kent gave an overview of the IT department, current projects, along with opportunities and concerns for the future.

REND LAKE COLLEGE MINUTES OF NOVEMBER 02, 2024 BOARD RETREAT MEETING

ADMINISTRATIVE SERVICES

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, gave an update on Human Resources, Event Scheduling and the RLC Foundation.

**FACILITIES MANAGEMENT
& CAMPUS OPERATIONS**

Mr. Donnie Millenbine, Dean of Facilities Management & Campus Operations, gave an update on several projects currently being worked on, utility usage at all three campuses, as well as upcoming projects.

PRESIDENT'S UPDATES

President Terry Wilkerson had notes in the retreat binder that were reviewed. He also noted that it is time for his annual evaluation. Trustees were provided with a copy of his goals and plan to present his evaluation at the December Board Meeting. Trustees were also tasked to complete evaluation forms and turn them in to Larry or Cathy.

ADJOURNMENT

There being no other business, Mr. Hamson made a motion at 4:14 PM to adjourn, seconded by Mr. Dorris. All trustees present voiced aye in favor of adjourning.

Chairman

Secretary

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

**November 05, 2024
Rend Lake College – Event Center
468 N Ken Gray Parkway
Ina, IL 62846**

CALL TO ORDER

Chairman Larry Manning called the regular Board of Trustees meeting to order at 6:27 PM in the Rend Lake College Event Center

ROLL CALL

Mr. Jeff Jones, Secretary, called the roll.

Those present were:

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

Those absent were:

Dr. David Asbery
Mr. Joe Coy

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Lori Ragland, Mr. John Gulley, Mrs. Cathy DeJarnette, Mr. Donnie Millenbine, Mrs. Mary Huggins, Mr. Nathan Wheeler, Mrs. Amy Epplin, Mrs. Bria Robinson, Mrs. Andrea Banach, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mr. Chris Edwards, Mr. Mark Jornd, Mr. Greg Hollmann

GENERAL INFORMATION

ANNOUNCEMENTS

1. Thursday-Saturday, November 7-9, 2024; 7pm
Sunday, November 10, 2024; 2pm
RLC Fall Play – FAME
Theater

2. Thursday, November 7, 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 21, 2024; 4:00pm Ribbon Cutting ; 4:30-7:00 Open House
SI Manufacturing Academy (SIMA) Ribbon Cutting & RLC MarketPlace Showcase
5. Wednesday, December 4, 2024; 7pm
RLC/SIC Winter Concert
RLC Theater
6. Tuesday, December 10, 2024; 6:30pm
RLC Board of Trustees Meeting
Event Center
7. Thursday, December 12, 2024; 6:00pm
RLC Foundation Annual Dinner
Event Center

MOTION FOR EXECUTIVE SESSION

Chairman Larry Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(2)(9)(21). Mr. Wielt made a motion; seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:42 PM.

RESUME OPEN MEETING

Chairman Larry Manning asked for a motion to reopen the public meeting; Mr. Daniels motioned; seconded by Mr. Jones. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:19 PM, Chairman Manning reconvened the open session of tonight's meeting.

MOTION FOR DECENNIAL COMMITTEE MEETING

Chairman Larry Manning asked for a motion to move into Decennial Committee Meeting per Public Act 102-1088. Mr. Dorris made a motion; seconded by Mr. Wielt. On a roll call vote, all voted yes. Student

Trustee voted yes. The Board went into Decennial Committee meeting at 6:31PM.

RESUME OPEN MEETING

Decennial Chairman Larry Manning asked for a motion to reopen the public meeting; Mr. Dorris motioned; seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes. At 6:41PM, 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 October 08, 2024 Board of Trustees Meeting Minutes*;
2. Approval of October 08, 2024 Executive Session Minutes*;
3. Approval of October 18, 2024 Special Board of Trustees Meeting Minutes*;
4. Approval of October 18, 2024 Executive Session Minutes*;
5. Approval of Revisions to Rend Lake College Board *Policy and Procedure* 5.1505 – Vehicle Usage for College Travel **(SECOND READING)** *;
6. Approval of Revisions to *Policy & Procedure* 2.1720 – Community Use of College Facilities **(SECOND READING)** *

Mr. Wielt made a motion to approve the Consent Agenda as recommend; seconded by Mr. Hamson. 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 3.1110- COMPUTATION
OF HOURLY RATE OF PAY FOR
PART-TIME EMPLOYEES
(SECOND READING);
AMENDED (FIRST READING)

Mr. Wilkerson recommended to approve revisions to current 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.

As recommended, Mr. Wielt made a motion to approve revisions to current 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. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

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

Mr. Wilkerson recommended 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.

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

APPROVAL OF
PROTECTION, HEALTH
AND SAFETY PROJECTS
(PHS LEVY) FY 2026

Mr. Wilkerson recommended to accept bids to replace air handler unit 13 in the Student Center using PHS Levy funds for 2026.

As recommended, Mr. Wielt made a motion to accept bids to replace air handler unit 13 in the Student Center using PHS Levy funds for 2026. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO ADVERTISE
FOR BID FOR REPLACEMENT
OF REND LAKE COLLEGE
JAMES "HUMMER" WAUGH
GYMNASIUM FLOOR

Mr. Wilkerson recommended to advertise for bid for replacement of the Rend Lake College James "Hummer" Waugh Gymnasium floor, effective November 05, 2024.

As recommended, Mr. Hamson made a motion to advertise for bid for replacement of the Rend Lake College James "Hummer" Waugh Gymnasium floor, effective November 05, 2024. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

EXTENSION OF
DEPOSIT AGREEMENT
THROUGH FISCAL
YEAR 2028

Mr. Wilkerson recommended to extend our existing deposit agreement with Banterra Bank for banking depository services through June 30, 2028.

As recommended, Mr. Dorris made a motion to extend our existing deposit agreement with Banterra Bank for banking depository services through June 30, 2028. 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 OF
SUBSIDIZED CHILD CARE
SPECIALIST, CCRR

Mr. Wilkerson recommended 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.

As recommended, Mr. Wielt made a motion 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. This motion was seconded by Mr.

Jones. 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 November, 5 2024.

As recommended Mr. Dorris made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective November 5, 2024. This motion was seconded by Mr. Hamson. On a roll call vote, those present voted yes.

REPORTS

ACADEMIC COUNCIL

No Report

ICCTA REPRESENTATIVE

No Report

REND LAKE COLLEGE
FOUNDATION

Mrs. Cathy DeJarnette reported that the Annual Rend Lake College Foundation Dinner will be held December 12th, invites will be mailed out shortly.

ACCREDITATION

No Report

ERP

No Report

OBSOLETE EQUIPMENT

Mr. Donnie Millenbine reported of miscellaneous track equipment and automotive items which are no longer needed and are to be listed for sale on govdeals.com

PUBLIC COMMENT

No Report

PRESIDENT'S COMMENTS

President Terry Wilkerson thanked the board and those who attended the retreat this past weekend. Mr. Wilkerson also reported the ERP transition was a huge lift and the work from everyone is appreciated.

ADJOURNMENT

There being no other business, at 7:36 PM all Trustees present voted aye in favor of adjourning.

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

Chairman

Secretary

**ILLINOIS COMMUNITY COLLEGE DISTRICT
NO. 521
MINUTES OF MEETING OF DECENNIAL COMMITTEE MEETING**

**Tuesday, November 05, 2024
Rend Lake College – Ina Campus
RLC Event Center
468 N Ken Gray Parkway
Mt Vernon, IL 62864**

The fourth meeting of the Rend Lake College Decennial Committee took place within the November Regular Board Meeting.

CALL TO ORDER

Chairman Larry Manning moved to begin the Decennial Committee meeting at 6:31 PM at the Rend Lake College, Ina Campus, Event Center.

ROLL CALL

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

Those present were:

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

Those absent were:

Dr. David Asbery
Mr. Joe Coy

Others present were:

Mr. Chad Cople, Mrs. Kim Wilkerson, Mr. Henry “Buster” Leeck, Mrs. Cathy DeJarnette, Mrs. Amy Eplin, Mr. Kent McKown, Mr. Donnie Millenbine, Mrs. Mary Huggins, Mr. Nathan Wheeler, Mrs. Jena Jensik, Mrs. Bria Robinson, Mrs. Andrea Banach, Ms. Kendra Gregory, Ms. Shari Carpenter, Mr. Chris Edwards, Mr. Mark Jornd, Mr. Greg Hollmann

APPROVAL OF MINUTES

Chairman Manning recommended approving the October 18, 2024 Decennial Committee Meeting Minutes and the November 2nd, 2024 Decennial Committee Meeting Minutes with amendment to the call to order time as AM instead of PM.

As recommended, Mr. Daniels made a motion to approve the October 18, 2024 Decennial Committee Meeting Minutes and the November 2nd, 2024 Decennial Committee Meeting Minutes with amendment to the call to order time as AM instead of PM; seconded by Mr. Hamson. On a roll call vote, all present voted yes. Student Trustee voted yes.

NEW BUSINESS

OPEN DISCUSSION

The Decennial Committee Report draft was provided to all present. President Wilkerson opened the floor to ask for questions, suggestions, or revisions that the committee and those present would like to share on the Decennial Committee Report prior to the forthcoming vote.

APPROVAL OF DECENNIAL COMMITTEE REPORT (TO BE PROVIDED)

Chairman Manning recommended approving the Decennial Committee Report as presented.

As recommended, Mr. Dorris made a motion to approve the Decennial Committee Report as presented; seconded by Mr. Daniels. On a roll call vote, all present voted yes. Student Trustee voted yes.

PRESIDENT’S COMMENT

The final meeting of the Decennial Committee is today, Tuesday, November 5th, 2024 after which the report will be signed and delivered to the County Board Chairs of the applicable Rend Lake College District counties prior to the December 2024 deadline.

**RESUME REGULAR
BOARD MEETING**

Chairman Larry Manning asked for a motion to reopen the regular Board of Trustee Meeting; Mr. Dorris motioned; seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes. At 6:41 PM, Chairman Manning reconvened the open session of today's Board of Trustee meeting.

Chairman

Secretary

NEW BUSINESS

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

Rend Lake College Board of Trustees

December 10, 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, 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.**

COURSE/ CURRICULUM APPROVALS

*Rend Lake College Board of
Trustees*

December 10, 2024

RECOMMENDATION: To approve a new course, inactivation of curriculum and to authorize their submission to the Illinois Community College Board (ICCB) for action effective on the dates listed on the attachment.

RATIONALE: The above items have been approved by the Curriculum Committee and Academic Council. These course and curriculum requests improve the college's educational offerings and support efforts to enhance the quality of instruction.

Curriculum Committee Meeting – November 7, 2024
Academic Council Meeting – November 20, 2024

The following requests for a new course and inactivating curriculum were approved:

Approval- New Course

NURS 2202 NCLEX-RN Prep Course
Effective 1/1/2025

Approval- Inactivate Curriculum

ACP 0105 Computer Programming
Effective 8/1/2025

CSCI 0119 Programming With .Net Platform
Effective 8/1/2025

The following changes are for informational purposes only and do not need submission to ICCB.
CRJS 0039 Criminal Justice
Effective 6/1/2025

OFTC 0001 Office Technologies Assistant
Effective 6/1/2025

Signatures

Curriculum Committee Chair	<u><i>Kathryn Helmers</i></u>	Date	<u>11/22/2024</u>
Academic Council Chair	<u><i>Jared Kenning</i></u>	Date	<u>11/23/2024</u>
Vice President	<u><i>Kimberly Wilkerson</i></u>	Date	<u>11/23/2024</u>

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

Rend Lake College Board of Trustees

December 10, 2024

RECOMMENDATION: To approve a 3-year Agreement (2024-2025; 2025-2026; 2026-2027) between Board of Trustees Rend Lake College, District No. 521 and Rend Lake College Federation of Teachers, Local No. 3708 AFT, IFT, AFL-CIO, effective immediately upon Board approval.

RATIONALE: The raises for 2024-2025, 2025-2026, and 2026-2027 are equitable for the faculty and are competitive with our peer group institutions. The faculty union has voted in the affirmation for this agreement.

EFFECTIVE DATE: Immediately upon Board approval.



AGREEMENT

between

**BOARD OF TRUSTEES OF REND LAKE COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 521**

and

**REND LAKE COLLEGE FEDERATION OF TEACHERS
LOCAL NO. 3708 AFT/IFT AFL-CIO**

2024-2025

2025-2026

2026-2027

FACULTY CONTRACT 2024-2025, 2025-2026, & 2026-2027

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AGREEMENT

This AGREEMENT is entered into this 10th day of December, 2024, by and between the BOARD OF TRUSTEES OF REND LAKE COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 521 (hereinafter referred to as the "Board") and the REND LAKE FEDERATION OF TEACHERS, LOCAL NO. 3708, IFT, AFT, AFL-CIO (hereinafter referred to as the "Union"), and only applies to said parties.

WITNESSETH:

WHEREAS, the Board has recognized the Union as the exclusive bargaining representative for faculty included in the bargaining unit set forth in Section 2.1 of this Agreement;

WHEREAS, the Board and the Union have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the faculty members included in the bargaining unit insofar as such practices and procedures are appropriate to the obligations of the Board to retain the right effectively to operate Rend Lake College in a responsible and efficient manner and are consonant with the paramount interests of the public and the students of Rend Lake College;

WHEREAS, it is the intention of the parties to this Agreement to provide, where not otherwise mandated by law, for the wages, hours and other terms and conditions of employment of the faculty members covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of Rend Lake College, and to provide an orderly and prompt method of handling and processing grievances without any interruption or interference with the operation of the College;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I

DEFINITIONS

This Agreement shall incorporate the definitions enumerated below:

Union — The term "Union" refers to the Rend Lake Federation of Teachers, Local 3708, IFT, AFT, AFL-CIO, and its members and authorized representatives.

Board — The terms "Board" or "Board of Trustees" shall mean the Board of Trustees of Public Community College District No. 521, State of Illinois, operating as Rend Lake College, as established pursuant to Illinois Revised Statutes, chapter 122, and its members and authorized management representatives.

College — The term "College" shall mean Rend Lake College.

Full-Time Faculty — The terms "faculty," "faculty member" or "full-time faculty member" shall mean those employees specifically included in the bargaining unit as set forth in Section 2.1 of this Agreement.

ARTICLE II

RECOGNITION AND REPRESENTATION

Section 2.1. Recognition. The Board recognizes the Union as the sole and exclusive bargaining representative for all full-time tenure-track Rend Lake College instructors. Employees excluded from the unit are all others, including but not limited to part-time instructors, counselors, information and referral officer/retention counselor, laboratory assistant, short-term employees, nonprofessional, office support and support staff employees, and any managerial, supervisory or confidential employees as defined in the Illinois Educational Labor Relations Act.

Section 2.2 Duty of Fair Representation. The Union agrees to fulfill its duty to fairly represent all faculty in the bargaining unit regardless of Union membership. The Union further agrees to indemnify and hold harmless the Board from any and all liability, including monetary damages, resulting from any failure on the part of the Union to fulfill its duty of fair representation.

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ARTICLE III

STATUS OF THE AGREEMENT

Section 3.1. Ratification and Amendment. This Agreement shall become effective when ratified by the Board and Union and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of both parties.

Section 3.2. Precedence of Agreement. If there is any conflict between the written terms of this Agreement and the terms of any individual contract of employment or any written Board policies, rules and regulations which may be in effect from time to time, the written terms of this Agreement, for its duration, shall be controlling.

Section 3.3. External Law. If there is any conflict between the provisions of this Agreement and any legal obligations or affirmative action requirements imposed on the Board by federal or state law, such legal obligations or affirmative action requirements thus imposed shall be controlling.

ARTICLE IV

BOARD RIGHTS

It is understood and agreed that the Board possesses the sole right and authority to operate and direct the College in all respects, including, but not limited to, all rights and authority exercised by the Board prior to the execution of this Agreement, except as specifically limited by the express provisions of this Agreement. The authority and powers of the Board as prescribed by the Statutes and Constitution of the State of Illinois and the United States shall continue unaffected by this Agreement except as expressly limited by the express provisions of this Agreement. These rights include, but are not limited to, the following:

1. To maintain executive management and administrative control of the District and its properties and facilities;
2. To determine the College's mission, objectives, policies, and budget and to determine and set all standards of service offered to the public;
3. To hire all employees and, subject to provisions of law, to determine their qualifications, the conditions of their dismissal or demotion, and to evaluate, promote and transfer all such employees;
4. To establish, modify, or eliminate courses of instruction, including special programs, all as deemed necessary or advisable by the Board; provided that the Union shall be afforded the right to present a written recommendation to the President who shall, in turn, submit it to the Board when any programs of instruction are eliminated or significantly modified;
5. To delegate authority through recognized administrative channels for the development and organization of instruction according to current Board policies and procedures as the same may from time to time be amended by the Board; provided that the Union shall be afforded an opportunity to present its views to the President when any significant changes in the organization of instruction which directly involves full-time faculty are made;
6. To determine class schedules, non-classroom assignments, the hours of instruction, and the duties, responsibilities, and assignment of those in the bargaining unit.

If any faculty member alleges that the Board's exercise of any of the foregoing rights violates the specific terms of this Agreement as set forth in other articles of this Agreement, said faculty member may file a grievance alleging such a violation in accordance with the procedures set forth in Article VI of this Agreement.

No action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the Board unless and until the Board has agreed thereto in writing.

Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and authority under the Illinois Public Community College Act or any other national or state laws or regulations as they pertain to education.

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ARTICLE V

UNION-BOARD RELATIONS

Section 5.1. Dues Check off. Upon receipt by the College Business Office from a full-time faculty member covered by this Agreement of a lawfully written authorization form, which may be revoked in writing, the Board agrees to deduct the regular monthly Union dues of such full-time faculty member from his pay and remit such deduction by the end of the month in which the collection of such dues was made to the Treasurer of the Union or their designee. If a faculty member has no earnings due for a given pay period, the Union shall be responsible for collecting such faculty member's dues for that period. The Union will notify the College Business Office of the exact uniform amount of the regular monthly membership dues to be deducted.

The Union agrees to indemnify and hold the Board harmless against any and all claims, demands, suits, orders, or judgments or other forms of liability (monetary or otherwise) brought or issued against the Board and for all legal costs that may arise out of, or by reason of, any action taken or not taken by the Board under the provisions of this Section. If an improper deduction is made, the Union shall refund any such amount directly to the faculty member involved.

Section 5.2 Information to the Union. Upon reasonable written request, the Board shall provide the Union with access to available public, non-confidential, information which relates directly to the Union's function as the exclusive bargaining representative for the faculty members covered by this Agreement and which is not otherwise exempt from disclosure under the Illinois Freedom of Information Act or other applicable state or federal law, rule or regulation. Nothing herein shall require the Board to research, prepare, collate, compile, or copy any information or reports.

Section 5.3. Union Meetings. The Board agrees to make available a total of four (4) days each academic year to the Union president or his/her designee for the purpose of attending Union meetings. Said leave shall be conditioned on 30 days prior written notice to the President, together with supplying a written authorization from the Union president to the President. There shall be no loss of pay for the taking of said days.

ARTICLE VI

GRIEVANCE PROCEDURE

Section 6.1. Definition. A grievance shall mean a complaint by a faculty member that there has been as to him/her a violation or misinterpretation or misapplication of the specific terms of this Agreement. Union representation is allowed during any part of the grievance procedure.

Section 6.2. Informal Resolution. The parties are encouraged to resolve through informal discussions any grievances as defined herein. Such informal discussions are not to be construed as a part of the grievance procedure.

Section 6.3. Procedure. If such informal discussions do not lead to a satisfactory resolution of a grievance as defined herein, the grievance shall be processed according to the following procedure. The term "days" as used in the following procedure refers to days the College Administration Building is open.

First Step:

1. If the faculty member is unable to resolve a grievance informally, a written statement of the grievance shall be prepared, signed and delivered to the faculty member's immediate supervisor who is not a member of the bargaining unit within twenty (20) days after the first event giving rise to the grievance. The written grievance shall specify the section or sections of this Agreement that are allegedly violated, misinterpreted, or misapplied, the full facts on which the grievance is based and the specific relief requested.
2. Within ten (10) days after the written grievance is submitted, a meeting shall be held with the grievant's immediate supervisor who is not a member of the bargaining unit or his/her designee to resolve the grievance at a time mutually agreed to by all parties concerned, including a Union representative if the faculty member specifically so requests.
3. The immediate supervisor or his/her designee will answer the grievance in writing within ten (10) days after such meeting.

Second Step:

1. If the faculty member is not satisfied with the First Step decision, the grievance may be referred to the next appropriate supervisor in the chain of command, or equivalent within five (5) days after the First Step answer is provided.

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2. Within ten (10) days thereafter, a meeting shall be held between the faculty member, a Union representative if requested by the faculty member, the Dean or equivalent or his/her designee, and other appropriate administrative personnel.
3. The Dean or equivalent or his/her designee shall deliver an answer to the grievant in writing within ten (10) days after such meeting.

Third Step:

1. If the faculty member is not satisfied with the Second Step decision, the grievance may be referred to the College President within five (5) days after the Second Step answer is provided.
2. Within ten (10) days thereafter, a meeting shall be held between the faculty member, a Union representative if requested by the faculty member, the President or his/her designee, and other appropriate administrative personnel.
3. The President or his/her designee shall deliver an answer to the grievant in writing within fifteen (15) days after such meeting.

Fourth Step:

1. If the Union is not satisfied with the decision at the Third Step, the Union may refer the grievance to arbitration within fourteen (14) days after the decision is provided at the Third Step, by written notice to the College President.
2. The parties shall attempt to agree upon an arbitrator within seven (7) days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within said seven (7) day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the Union and the Board shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two names; the other party shall then strike two names. The person remaining shall be the arbitrator.
3. The arbitrator shall be notified of his selection and shall be requested to set a time and place for the hearing, subject to the availability of Union and Board representatives.
4. The arbitrator shall submit his recommendation in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later.
5. More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
6. The fees and expenses of the arbitrator and the cost of written transcript for the arbitrator shall be divided equally between the Board and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written transcript.

Section 6.4. Limitation on Authority of Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation, or misapplication of the specific provisions of this Agreement based on the specific issue submitted to the arbitrator by the parties in writing. If no joint written stipulation of the issue is agreed to by the Board or Board's designee and Union, the arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the First Step. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Board under law, applicable court decisions, and the rules and regulations of administrative bodies. The decision of the arbitrator will be accepted as final by the Board, the Union, and the faculty member, and all parties will abide by it. While the parties to this Agreement agree that the decision of the arbitrator shall be final and binding, nothing in this Agreement shall be construed to restrict the right of the Board, the Union or a grievant to seek and obtain judicial review of an arbitrator's decision.

Section 6.5. Time Limits. No grievance shall be entertained or processed unless it is submitted within twenty (20) days after the first event giving rise to the grievance. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered settled on the basis of the Board's last answer. Failure at any step of this procedure to hold a meeting or communicate a decision on a grievance within the specified time limits or an agreed extension thereof shall permit the aggrieved party to treat the grievance as denied and to proceed immediately to the next step. The parties may by mutual agreement in writing extend or expedite any of the time limits or a mutually agreed upon time frame set forth in this Article.

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ARTICLE VII

GENERAL PROVISIONS

Section 7.1 Gender. Unless the context in which they are used clearly requires otherwise, words used in this Agreement denoting gender shall refer to both the masculine and feminine.

Section 7.2 Tuition Waiver - College Personnel. Full time faculty and their spouse/dependents shall be eligible for a waiver of tuition for courses offered by the College per Rend Lake College Policy 3.1715. The tuition waiver benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations.

Section 7.3. Travel Reimbursement. Employees will be reimbursed for expenses related to College based travel per Rend Lake College Policy 5.1215 – Travel Reimbursement. The travel reimbursement benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations.

Section 7.4. Expense Allowance - Faculty. Full-time faculty members teaching an evening or off-campus course will receive a \$13 per class session expense allowance, except if the faculty member's first trip to campus or off-campus is to teach the evening or off-campus course.- Full-time faculty members teaching Saturday on-campus or off-campus courses will receive a \$13 per class session expense allowance. Established expense allowances shall be paid as incurred at the following times: 1) mid-term Fall semester; 2) end of Fall semester; 3) mid-term Spring semester; 4) end of Spring semester; 5) end of summer school.

Exceptions to the above are as follows:

1. The class does not count in the calculation of the instructor's regular contractual load or overload.
2. Two or more classes are taught on the same evening or two or more off-campus classes are taught in such a manner as to make only one trip necessary. The class sessions will be considered as one.
3. If the location of the class is such that \$13 does not adequately cover the instructor's expenses and time, the appropriate Dean is authorized to approve an expense rate that will do so.

ARTICLE VIII

ACADEMIC YEAR AND CALENDAR

Section 8.1. Length. The academic year shall consist of two semesters and shall not exceed 166 working days, including instructional days, final exam days, and in-service days.

Summer session shall provide eight weeks of instruction not to exceed forty equated total working days.

Section 8.2. Committee. The President of the College shall annually (but not later than November 15) appoint a committee to prepare a calendar for recommendation to the Board of Trustees. Such committee shall include at least three (3) tenured faculty members who shall be selected from a list of not less than four (4) provided by the Union president or his/her designee no later than November 1.

Section 8.3. Official Holidays. The following are the designated official holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. Presidents' Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. Christmas Day

Pursuant to college policy or applicable federal law, some of the foregoing holidays may be observed on days other than the calendar day on which the holiday falls.

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ARTICLE IX

ACADEMIC FREEDOM

In accordance with the principles of the statement on Academic Freedom of the American Association of University Professors,

1. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return must be pursuant to an agreement with the Board.
2. The faculty member is entitled to freedom in the classroom in discussing his subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the College should be clearly stated in writing at the time of the appointment.
3. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a person of learning and an educational officer, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not a College spokesperson.

ARTICLE X

CONDITIONS OF EMPLOYMENT

Section 10.1. Teaching Schedule. The assignment of an instructor's teaching schedule shall be done by the Deans. An instructor may be assigned evening and off-campus within the District as part of his regular teaching load. Unless the instructor agrees, the teaching assignments must be within normal teaching hours (Monday - Thursday, 8:00 a.m. - 10:00 p.m., Friday, 8:00 a.m. - 5:00 p.m.). Evening assignments (after 5:00 p.m.) will be limited to two evenings per week unless it is necessary for the instructor to make load or the instructor agrees. Full-time faculty, when requested by the faculty member, will be given first consideration for teaching a course (or courses) before adjunct instructors. Changes in the teaching assignment may be made by the appropriate Dean and Vice President or his/her designee. The maximum teaching load of any instructor which may be assigned without his or her permission is 18 equated hours per semester and 32 equated hours per year. When possible, as a matter of courtesy, each instructor should be afforded an opportunity to review his or her teaching schedule at or prior to the time it becomes finalized.

A review committee consisting of the union president and the appropriate Vice President or his/her designee will review any complaints in regard to assignment of overload or summer school, and approval of courses as outlined in Article XVI, Section 16.6, 1.6.

This committee will be advisory.

Section 10.2. Appointments.

1. Regular Contract: A faculty member shall be considered on a regular contract if the dates of employment coincide with the fall and spring semesters of the academic calendar as published in the College catalog. Instructors teaching courses whose midterm occurs outside the regular contract will qualify for summer school pay for that course.
2. Temporary Faculty: Temporary full-time instructors may be employed on a special contract for the purpose of filling vacancies occasioned by the following (providing, in the opinion of the Board, qualified full-time faculty on contract are not available to teach the classes):
 - * Extended leave of absence
 - * Sabbatical leave
 - * Term of absence only up to one (1) calendar year.
 - * Maternity

Whenever the position is of a short-term nature to meet a temporary need.

Temporary full-time faculty are those who are placed on the appropriate level on the salary schedule and who receive the same fringe benefits as other full-time faculty. Temporary full-time faculty shall hold the academic credentials required by the Board for the area in which they will be assigned. Their individual contract will indicate that the term of employment is for up to one (1) year.

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3. **Industrial Contracts:** An industrial contract is defined as a full-time contract other than the school calendar contract. The specific number of weeks to be worked (example: 50 weeks) and the beginning and ending dates of the time period will be specified in the individual contract. When possible, the specific work weeks will be identified as an addendum to the contract. Industrial contract personnel shall work a thirty-seven (37) hour work week. Salaries (and raises) of faculty employed pursuant to an industrial contract shall be determined exclusively by the Board who will place such current and future faculty upon the salary schedule for movement purposes as set forth in Section 16.6 of this Agreement. (In making salary determinations for such faculty, the Board will consider, among other factors, comparable salaries within the specific industry.) Vacation days, sick days, and holidays will be as provided in the Rend Lake College Procedures Manual, as the same may be changed from time to time by the Board, and the number of such days will be prorated according to the number of days worked under a faculty member's individual industrial contract. Industrial Faculty will not be required to report to work during the College's Spring Break. In the event of any conflict between Section 10.2.3 and any other Section or Article of this Agreement, the terms of Section 10.2.3 shall govern.

Industrial contracts will apply to instruction that requires more than the traditional Higher Education instructional contact hours of 15-20 per week or instruction that is repetitive in nature as the same material is repeated each session rather than different material each day for several weeks.

Section 10.3. **Tenure.** Full-time faculty members shall be eligible for tenure in accordance with the applicable provisions of the Illinois Community College Tenure Act. Neither this Section nor any matter relating to tenure shall be subject to the grievance and arbitration procedure set forth in this Agreement.

Section 10.4. **Office Hours.** Each faculty member shall keep a minimum of 5 scheduled office hours each week. The office hour schedule of any faculty member shall be subject to approval by the employee's immediate supervisor or the appropriate Dean/Vice President. All office hours shall be scheduled to provide maximum convenience for students who wish to confer with a faculty member. For each three hours of online credit hours assigned, faculty members will make themselves available 1 hour via an online mechanism for student inquiries. Faculty members may not designate any more than 2 of their scheduled weekly office hours as virtual office hours.

Section 10.5. **Notice of Resignation.** If a faculty member is contemplating resignation, it should be discussed with his immediate supervisor who is not a member of the bargaining unit at the earliest possible time. The resignation of a faculty member shall be submitted in writing to the College President. Normally a resignation need not be accepted after June 1, except in extreme cases, and then subject to the availability of a replacement satisfactory to the President.

Section 10.6. **Committee Assignments.** Members of the faculty will be expected to participate in the committee work of the college. Standing committees for the College will generally include the following:

- Academic Computing
- Academic Council
- Assessment
- Curriculum
- Faculty Development
- Learning Resource Center
- Policies and Procedures
- President's Council
- Program Review
- Salary Review
- Social

Other committees may be established on an ad hoc basis when the President deems it advisable.

Section 10.7 **Faculty Expectations.** The following professional expectations of faculty members is not an all-inclusive list, but general expectations of job performance:

1. Make available current syllabi when requested by the appropriate Dean and/or Vice President's Office.
2. Maintain current & accurate attendance and grades, and submit required reports according to established procedures and deadlines.
3. In the event that a class session must be canceled, a class cancellation form must be completed in a timely manner and must include a detailed description of the steps taken to make-up lost class time.
4. Seek the assistance of the Rend Lake College Police Department in the event that a student issue is identified which involves the health and safety of individual students or the campus as a whole, etc.

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5. When appropriate, advise students in the faculty's area of expertise and assist them with registration if needed.
6. Observe, support, and enforce the regulations, policies, and programs of the College and inform the appropriate administrator in writing of any problem that might have a detrimental effect on the College.
7. Notify the appropriate administrator well in advance of absences when possible.
8. Focus upon student recruitment, retention and success when appropriate and applicable.
9. Participate in Commencement and Honors ceremonies.
10. Provide any necessary documentation for compliance requirements, such as accreditation and ICCB recognition.
11. Complete annual assessment reports for the previous academic year before Student Success Day in August.

Section 10.8 Terms of Working Remotely for Full-Time Faculty. The College will follow all rights and obligations which are detailed in Rend Lake College Policy 3.1016. The remote work policy as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations. Remote work requests are approved or denied annually on a case-by-case basis and are not subject to the grievance procedure.

ARTICLE XI

EVALUATION OF FACULTY

The following describes the program of evaluation for both tenured and non-tenured faculty at the College. This program establishes the minimum evaluation required by the college and does not prevent a supervisor or a faculty member from conducting other evaluations such as student evaluations or peer evaluation.

Non-tenured faculty will be evaluated as follows:

1. The appropriate Program Director, Dean, and/or Vice President will evaluate classes or labs of each non-tenured instructor.
2. The Program Director, Dean and/or Vice-President will also evaluate all other aspects of the jobs to be performed by faculty. The criteria that will be used in the evaluation process in addition to classroom evaluation will include:
 - a. advisory committee work and programs;
 - b. maintaining curriculum, course syllabus and revisions;
 - c. College committee work;
 - d. maintaining records as required by law, College policy and administering regulations;
 - e. maintaining scheduled office hours; and
 - f. attending and participating in faculty and departmental meetings.
3. A formal evaluation conference with the appropriate Program Director, Dean and/or Vice President and the faculty member will be held within one month following a classroom visitation and/or an evaluation of the other job performance criteria outlined above, and receipt of the faculty member's self-evaluation. The completed evaluation form should be provided to the faculty member in advance of this meeting.
4. Such faculty members will be apprised of any defects and/or deficiencies as well as strengths in his or her performance as discovered in the formal evaluation process. The person evaluated will be advised to take appropriate action to remedy the defects or deficiencies cited. The appraisal will be done in writing and become a part of the faculty member's personnel file.
5. The appropriate Program Director, Dean and/or Vice President will evaluate non-tenured faculty a minimum of once a semester during the first 2-1/2 years of employment.

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Tenured faculty will be evaluated as follows:

1. The appropriate Program Director, Dean and/or Vice President will evaluate classes or labs of each tenured instructor.
2. The appropriate Program Director, Dean and/or Vice President will also evaluate all other aspects of the jobs to be performed by faculty. The criteria that will be used in the evaluation process in addition to classroom evaluation will include:
 - a. advisory committee work and programs;
 - b. maintaining curriculum, course syllabus and revisions;
 - c. College committee work;
 - d. maintaining records as required by law, College policy and administering regulations;
 - e. maintaining scheduled office hours; and
 - f. attending and participating in faculty and departmental meetings.
3. A formal evaluation conference with the appropriate Dean and/or Vice President and the faculty member will be held within one month following a classroom visitation, and/or an evaluation of the other job performance criteria outlined above, and receipt of the faculty member's self-evaluation. The completed evaluation form should be provided to the faculty member in advance of this meeting.
4. Such faculty members will be apprised of any defects and/or deficiencies as well as strengths in his or her performance as discovered in the formal evaluation process. The person evaluated will be advised to take appropriate action to remedy the defects or deficiencies cited. The appraisal will be done in writing and become a part of the faculty member's personnel file.
5. The appropriate Program Director, Dean and/or Vice President will evaluate tenured faculty a minimum of once every three (3) years of employment.

ARTICLE XII

LEAVES

Nothing in the present leave provisions shall be inconsistent with the Family and Medical Leave Act of 1993.

Section 12.1. Leave of Absence. College employees may be granted a leave of absence without pay. During the period of leave, the employee shall have the privilege of making payments to the college in order to keep insurance, hospitalization, and retirement programs in effect.

An extended leave of absence may be granted without pay. Board approval is required for an extended leave of absence.

Section 12.2. Sick Leave. The College will follow all rights and obligations which are detailed in Rend Lake College Policy 3.1505. Sick leave benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations. Two sick days shall be allowed for instructors in the summer program and shall be cumulative. Summer school sick leave with pay shall be limited to two days. The grievance procedures of this contract will apply to any discipline resulting in the abuse of sick leave.

Sick Leave shall be measured in 1/4, 1/2, or full days and should be reported accordingly. In the event that the College begins utilizing a reporting system in which the employee will have to report sick leave in hourly increments instead of daily increments, conversion rules will be implemented to convert such hourly requests into daily increments at the approved measurements of 1/4, 1/2, or full days.

Sick Leave conversion rules shall be based upon an eight-hour day. Sick leave will be accumulated at a rate of 10 hours per month. The correct amount of sick leave to be reported shall be computed as follows:

$$\frac{\text{\# of hours to be absent from work}}{\text{\# of assigned work hours within the day}} \times 8 = \text{\# of hours of leave time requested (rounded to the nearest even number)}$$

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Section 12.3. Military Leave. The College will follow all rights and obligations which are detailed in Rend Lake College Policy 3.1540. The military leave benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations. Military leave will be granted to any faculty member during a period of national emergency. Time in military service will be considered as years of College Service, for purposes of increment movement on salary schedule. Military leave for members of the active reserve will be made in accordance with the law.

Section 12.4. Family Bereavement Leave. The College will follow all rights and obligations which are detailed in Rend Lake College Policy 3.1510. The family bereavement leave benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations.

Section 12.5 Personal Leave. The College will follow all rights and obligations which are detailed in Rend Lake College Policy. The personal leave benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations.

Section 12.6. Reporting of Absences. Most leaves other than sick leave are known in advance. Employees shall notify their immediate supervisor of the leave as far in advance as possible. The electronic "Report of Absence Request" should be completed by the employee prior to the leave and submitted to his/her immediate supervisor.

In these cases where the leave is not known in advance, employees shall notify their immediate supervisor as soon as possible. If the supervisor is not available, employees shall notify the appropriate Dean or Vice President. The form and procedure described above should be completed as soon as possible after returning to work.

Section 12.7. Full-time Sabbatical leave. The College will follow all rights and obligations which are detailed in Rend Lake College Policy 3.1525. The full-time sabbatical leave benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations.

Section 12.8. Disability. The College will follow all rights and obligations which are detailed in Rend Lake College Policy 3.1410. The disability benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations. Further, in the case of termination of disability, as verified by a doctor's examination (appointed by the College), and acceptance by the State Universities Retirement System, the individual, if still ineligible for retirement, shall be given due consideration for the next available opening for which that individual may be qualified.

Section 12.9. Family and Medical Leave. The College will follow all rights and obligations guaranteed by the Family and Medical Leave Act ("FMLA") which are detailed in Rend Lake College Policy 3.1400. Family and medical leave benefit as of the effective date of this contract cannot be diminished for the life of this contract unless superseded by state or federal regulations.

Section 12.10. Victims' Economic Security and Safety Act. The College will follow all rights and obligations guaranteed by the Victims' Economics Security and Safety Act (knows as "VESSA") which are detailed in Rend Lake College Policy 3.1405. As of the effective date of this contract, this policy cannot be diminished for the life of this contract unless superseded by state or federal regulations.

ARTICLE XIII

SENIORITY AND REDUCTIONS IN FORCE

Section 13.1. Definition of Seniority. The seniority of faculty members shall be based on the most recent date of beginning continuous full-time employment by the Board. Conflicts of seniority among faculty members with the same seniority date shall be resolved on the basis of the earliest date the initial contract of employment was approved by the Board of Trustees and, if a tie still exists, by drawing lots. Seniority does not accumulate during a faculty member's extended unpaid leave of absence or while a faculty member is laid off.

Section 13.2. Seniority Upon Return to the Bargaining Unit. If a faculty member is appointed by the Board to a position outside the bargaining unit and is subsequently returned to a bargaining unit position by the Board, the faculty member shall be credited with the years of service outside of the bargaining unit, in addition to the seniority that was previously accumulated as a faculty member.

Section 13.3. Reduction in Force. The reduction in force of faculty members shall be in accordance with the provisions of the Public Community College Act (110 ILCS 805) and/or applicable Board policies and procedures. Any such reduction in force shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Section 13.4. Dismissal Procedure. The dismissal of a faculty member shall be in accordance with the provisions of Public Community College Act (110 ILCS 805) and/or applicable Board policies and procedures. The grievance and arbitration procedure set forth in this Agreement shall not be applicable to any such dismissals.

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Section 13.5. Termination of Seniority. Seniority for all purposes shall be terminated if the faculty member:

1. Quits or resigns; or
2. Is terminated in accordance with the provisions of applicable law and/or Board policy; or
3. Retires or is retired; or
4. Is a tenured faculty member and:
 - a. Is laid off for a period of 24 months from the beginning of the school year for which the faculty member was honorably dismissed; or
 - b. Fails to respond to notification of recall within seven (7) calendar days of its receipt or within twelve (12) calendar days of its mailing, whichever is less, provided that a notice of recall is sent by certified or registered mail (return receipt requested) addressed to the most recent address provided by the faculty member. It shall be the responsibility of the faculty members laid off to advise the appropriate Dean or Vice President in writing of their latest address; or
5. Fails to return from an approved leave of absence at its expiration.

ARTICLE XIV

FACULTY LOAD AND COURSE DELIVERY

Section 14.1 Faculty Load. In determining faculty load, the credit hour load will be calculated in the following manner:

One (1) hour lecture per week per semester is equal to one (1) credit hour.

One (1) hour of laboratory per week per semester is equal to three quarters (.75) equated hours. The exceptions are as follows:

1. On the Job Training ("OJT"). Instructors that supervise and coordinate OJT will calculate their load as follows: internship or OJT will be equated at .250 credit per student in a four (4) semester hour course involving 320 hours of student time.
2. Applied Music. Each student will be considered for faculty load as .25 or one (1) credit hour for every four (4) students. The maximum credit hours that may be assigned under this .25 category will be sixteen (16) credit hours.
3. Independent Study. Instructors who supervise and coordinate Independent Study will calculate their loads at .25 per student in a four (4) hour course.
4. Allied Health Clinical Experiences which occur at an industry-based facility. Allied Health faculty who supervise, coordinate, and have a physical presence at the industry-based site which is required as part of the curriculum will calculate their load for these clinical experiences at 1.5 hours to 1 credit hour for the clinical in which 10 students are enrolled. In the event that the clinical experience has an enrollment less than 10 students, the above ratio will be prorated accordingly.
5. Open Lab or Drop-in Lab Instructor. An instructor issued an Open Lab Contract will teach a minimum of 25 and a maximum of 28 contact hours per week. Open Lab contact hours assigned in excess of the total specified in the individual contract shall count toward overload at the standard lab rate of 1 contact hour = .75 load hour. Regular lecture class hours in excess of the specified total shall count toward overload at the rate of 1 credit hour = 1 load hour.

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6. Courses with Low Enrollment. This section (14.1.6) does not apply to instructors with an average of nine (9) or more students in all courses for the academic year. For the purpose of determining load for instructors with an average of less than nine (9) students in all courses for the academic year, equated hours for individual classes with a headcount of less than nine (9) students at first census will be prorated. Prorated equated hours are calculated by taking the fraction of nine (9) times the credit hours for the course [example: six (6) students taking a three (3) credit hour course is $(6/9)*3=2$ equated hours]. This calculation will not be used to prevent a faculty member from making load; rather it will be used to figure overload eligibility and payment. When this section (14.1.6) applies, any overload payment will be made as a lump sum on June 5. In the event of persistent low enrollment numbers for an individual program, the board maintains the right to evaluate the viability of that program and take appropriate action. When using this formula, load will be 1:1, no matter if it is lecture or lab. This section (14.1.6) will expire at the end of the current Union contract term. Any continuation or modification will be subject to renegotiation and agreement between the College and the Union.

In all other cases, one contact hour of laboratory instruction per semester will be calculated at .75 equated hours. Consent of instructors on regular contracts must be obtained prior to assignment of a load beyond eighteen (18) equated hours in any one semester or thirty-two (32) equated hours in any one contract period.

Faculty Members. Faculty members should have an instructional load of at least thirty (30) equated semester hours per school year.

Faculty Overload. An instructor will qualify for overload payment as indicated below. Once the instructor has qualified, the payment will be computed for all credit hours taught over 32 load hours. Overload will be paid at the following rate: \$825.

Overload for Fall semester will be paid February 5th in lump sum based on load for Fall completed and Spring projection. The overload for Spring semester shall be incorporated into pays beginning February 5th or in a lump sum on May 20 or June 5th.

Each faculty member shall be responsible for reporting their choice of payment method to the appropriate Dean and the Business Office prior to January 25th.

Number of Days: 166

Number of Hours Necessary to Qualify for Overload: 33

Number of Hours Necessary for a Full Load: 32

Thirty (30) to thirty-two (32) equated semester hours will be regarded as a full-time teaching load for a regular contract.

Section 14.2 Course Delivery. Instruction may be delivered in the following ways: traditional, online, remote, or distance learning. Courses that have a combination of delivery modes are identified as hybrid, hyflex, or blended flex.

1. Traditional: Face-to-face class meetings are held on campus (or other designated location) on scheduled days/times.
2. Online: Instruction will be asynchronous. Materials, videos, and assignments will be available in Canvas for students to complete by the posted deadline.
3. Remote: Synchronous class meetings will be held remotely using Zoom. Students will attend class remotely on the days/times indicated on the class schedule. The Zoom meeting ID/link will be placed in the Canvas course.
4. Distance Learning: Class meetings are held on a scheduled day/time at more than one location. The instructor and students are able to communicate with each other from different locations through sound and vision.
5. Hybrid: Class meetings are a combination of traditional, online and/or remote. Students are required to attend traditional, face-to-face class meetings on campus (or other designated location). Students are expected to be available on the days/times indicated on the class schedule.
6. HyFlex: Class meetings will be a combination of traditional, online, and remote. Students are not required to attend traditional or remote class meetings. Students have the option to select how to receive instruction and may choose different modes throughout the semester.

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7. **Blended Flex:** Class meetings are a combination of instructional modalities and vary by course. Students are provided some flexibility in selecting how they receive instruction, but all three modes of instruction are not available throughout the semester like the hyflex model. Students are not required to attend traditional class meetings on campus but may be required to attend remotely using Zoom.

ARTICLE XV

SALARIES AND INSURANCE

Section 15.1. **Salaries.** Retroactive to the start of the current academic year, Faculty salaries for the 2024/2025, 2025/2026, and 2026/2027 academic years shall be as per the salary schedules attached hereto.

Section 15.2. **Summer School Rate of Pay.** Teaching for Summer school shall be paid at the overload rate agreed upon as part of the faculty contract for the corresponding fiscal year.

Section 15.3. **Paychecks.** Except as otherwise indicated herein, paychecks will be issued on the 5th and the 20th of each month or the prior working day if the 5th and 20th fall on a weekend or a holiday. Faculty members shall receive their pay over the full year.

Those full-time faculty who teach summer school courses shall be paid in equal installments on July 5 and August 5.

Section 15.4. Insurance.

1. **Life Insurance.** All full-time faculty members of Rend Lake College shall be covered by group life insurance. The group life insurance shall be a term policy in the amount (thousands) nearest to one and one-half times the annual salary of the individual, not to exceed Fifty Thousand Dollars (\$50,000). The entire cost of the insurance premiums shall be paid by the employer.
2. **Hospitalization and Major Medical Insurance.** The Board shall make available a hospitalization and major medical policy for each full-time faculty member. In order to be considered a full-time employee and to qualify for coverage per our plan document, employees must work an average of thirty-five (35) or more hours per week during the academic year. Due to the complex nature of calculating the time instructors spend on their jobs beyond the actual hours in the classroom, the College will use the federally accepted conversion rate of two (2) hours of additional work outside of the classroom for each hour of classroom instruction. This conversion rate will require faculty to teach at least an average of 15 credit hours per semester. The number of credit hours taught will be multiplied by two (2) and will be added to the required number of office hours to result in an average 35 hour work week. Beginning on August 14, 2017 the College will pay full cost of the individual employee's health insurance premium.

The College will continue to make available to non-retired, full time employees and their spouses/dependents the same health insurance coverage and benefits as available on August 13, 2017. For all full-time employees, a Health Savings Account will be established for health insurance coverage and benefits. Employees may choose to utilize a Health Investment Plan for spouse/dependent coverage. The additional cost resulting from spouse/dependent coverage will be deducted from the individual employee's paycheck.

Section 15.5. **Right to Change Insurance Carriers.** The Board retains the right to select and change insurance carriers for employee insurance or otherwise provide for coverage as long as the level of benefits remains approximately the same and does not represent a diminishment of coverage in effect as of the effective date of this contract. Increases to the deductible in order to maintain compliance with IRS inflation adjustments for high deductible health plans is not considered a diminishment of coverage.

Section 15.6. **Terms of Insurance Policies to Govern.** The extent of coverage under the insurance policies referred to in this Agreement shall be governed by the terms and conditions set forth in said policies. Any questions or disputes concerning said insurance policies or benefits thereunder shall be resolved in accordance with the terms and conditions set forth in said policies and shall not be subject to the grievance and arbitration procedure set forth in this Agreement. The failure of any insurance carrier(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the Board, nor shall such failure be considered a breach by the Board of any obligation undertaken under this or any other Agreement. However, nothing in this Agreement shall be construed to relieve any insurance carrier(s) from any liability it may have to the Board, faculty member or beneficiary of any faculty member. Due to uncertainties and fluctuations of healthcare costs, both parties agree to reopen all issues concerning health insurance for the duration of the contract period.

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Section 15.7. Insurance During Approved Leave. Subject to the approval of the Board and the Insurer issuing the policy, the employee may, during approved leave time, remain in the College's group health insurance program by paying the full cost of his or her premium. This clause shall apply to all unpaid approved leaves.

Section 15.8. Retirement. Faculty members are subject to the rules and regulations governing the State Universities Retirement System.

The Board shall comply with any applicable group health care coverage continuation provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 regarding continued coverage for employees who would otherwise cease to be covered under the College's current group health care plan upon retirement. Any additional continuation privilege shall be at the sole discretion of the Board.

This section shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Section 15.9. Tax Sheltered Annuity. Faculty members shall be permitted to participate in a tax-sheltered annuity program. The program must meet legal state and federal regulations and be approved by the Board. The Board shall not be responsible for any liability of any kind or nature whatsoever should it be determined that the annuity program is not in compliance with state and/or federal laws or regulations. The individual employee participating in the program shall be responsible for any tax or other liability, including penalties.

Section 15.10. Wellness Program. The Board shall make a Wellness Program available to full-time faculty members, at no cost to the faculty members. Participation in the Wellness Program is encouraged, but shall be on a voluntary basis. The terms and conditions of the Wellness Program shall be determined exclusively by the Board.

ARTICLE XVI

PLACEMENT OF FACULTY

Section 16.1. Salary Schedule Placement Committee. A Salary Schedule Placement Committee will be established to review credentials, experience, and other related information for candidates with occupational experience and non-traditional education. The committee will forward its recommendation to the President who in turn will consider the recommendation, and then recommend salary schedule placement of the individual to the Board.

Committee Membership

The appropriate Vice President and Dean
Four faculty members including:

1. Two Career-Tech faculty
2. Two baccalaureate faculty

Additional resource people from the college staff with expertise in a specific area may be requested to participate.

Section 16.2. Terms. Occupational experience is defined as work experience other than teaching. Forty-eight (48) weeks of forty (40) hours per week is equivalent to one year of occupational experience.

One year of teaching is equivalent to thirty-six (36) to fifty-two (52) weeks of full-time teaching.

Section 16.3. Salary Placement Committee - Membership Selection Process. The voting procedure and faculty membership selection procedure for the Salary Placement Committee will be as follows:

1. Faculty membership on the committee will be as follows:

The Union, by October 1 of each year will provide the President with a list of five (5) vocational and five (5) baccalaureate instructors. The President will choose one (1) vocational and one (1) baccalaureate instructor from the list. Members will serve two-year terms beginning October 1. A quorum consists of the appropriate Vice President, the appropriate Dean, one vocational instructor and one baccalaureate instructor.
2. The consensus of the committee will be determined by a vote with all present members voting and results being tallied and accompanying the recommendation to the President.

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Section 16.4. Criteria for Horizontal Placement on the Salary Schedule.

1. Faculty will be placed in the proper column according to academic credentials and/or occupational experience.
2. Occupational experience will be evaluated by the Salary Placement Committee as to its relevance to the teaching assignment at the college.
3. A person with less than an associate degree but with five (5) or more years of occupational experience will be placed in Column I. The instructor has five (5) years to complete the associate degree requirement or another plan of improvement as prepared by the instructor, appropriate Dean and Vice President, or his/her designee, where applicable. Failure to complete such a plan may result in dismissal.
4. Column V is the highest Column that occupational experience can be equated to formal education for placement purposes.
5. The formula for equating occupational experience to formal education for placement purposes in Columns II through V is one (1) year of occupational experience is equal to eight (8) credit hours.
6. Faculty with a MFA will start in Column IV.
7. Faculty with a Doctorate will start in Column IX.

Section 16.5. Criteria for Vertical Placement on the Salary Schedule.

1. Occupational experience may be used for placement within a Column, provided the experience has not been used for horizontal placement.
2. Placement within a Column will not exceed seven (7) years and may not exceed the ratio of one (1) vertical step for one (1) year of experience.

Section 16.6. Salary Schedule Movement.

1. Horizontal Movement: Faculty may move from one column to another by the completion of acceptable courses or activities. The courses or activities for horizontal movement must be planned in advance and approved by the appropriate Vice President prior to their beginning. Proof of the completion of such plans must be in the Human Resources' office by September 1 of the contract year. The proof must be provided each year regardless of whether a horizontal move has been earned. The following guidelines will be followed:
 - a. Graduate courses in the teaching assignment will be given approval; however, application must be made to the appropriate Dean and Vice President prior to the beginning of the activity.
 - b. Graduate courses and undergraduate courses may be given approval.
 - c. Credit will be given for non-academic activities on the following basis:
 - (1) Travel
 - (a) One (1) credit will be given for ten (10) consecutive days of approved travel, not to exceed a total of six (6) hours of credit for one five-year period, not more than three (3) hours in any one (1) summer.
 - (b) An itinerary must be submitted prior to leaving and a written report submitted upon return.

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- (2) Work Experience
- (a) Work experience must be directly related to the area of assignment.
 - (b) One (1) credit may be granted for each forty (40) hours of work experience. (Not to exceed a total of eight (8) hours of credit for any one five-year period nor more than four (4) hours in any one-year period.) No more than two (2) credits could be gained for work done during the regular contract year.
 - (c) A request for credit approval and statement of justification for how the work experience will improve the quality of service and instruction at Rend Lake College must be submitted in advance.
 - (d) A letter from the employer stating duties and hours worked is required for completion.
- (3) Clinics, Conferences, Workshops and Publications
- (a) One (1) credit will be granted for each sixteen (16) clock hours in clinics, conferences, or workshops.
 - (b) 0.5 credit hours may be granted for each one (1) hour of presentation time at clinics, conferences, and workshops. Faculty members will be limited to earning 1 credit hour per year earned from presentation at clinics, conferences, and workshops.
 - (c) One credit hour may be granted to each article published in a professional newsletter or journal. Faculty members will be limited to earning 1 credit hour per year earned from publications of an article published in a professional newsletter or journal.
 - (d) A request for credit approval and a statement of justification must be submitted in advance.
 - (e) Evidence of attendance must be submitted to the appropriate Dean and Vice President.

Items a through e under Horizontal Movement require prior approval by the appropriate Dean and Vice President.

No faculty member will be permitted to move more than one (1) column per year with the exception of those earning a doctorate degree as outlined below. In the event a faculty member earns enough credit to move more than 1 column, the remaining credits will be held over and the faculty moved to the appropriate column the following year.

Double credit will not be awarded for any single effort.

For approved and satisfactorily completed work at another college or university, to a limit of three (3) semester hours per fiscal year, the district shall reimburse course work at the tuition rate of Rend Lake College or the actual tuition rate, whichever is less.

Activities completed prior to the actual date a degree is received cannot be counted for movement beyond that particular degree column.

Faculty members can move from column I through X with any combinations of 1 through 3 above.

Faculty members may advance one column provided they complete 8 hours of approved credit and qualify for movement to that column.

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Faculty, will not move:

- from Column III to Column IV without an earned Associate degree
- from Column V to Column VI without an earned Bachelor's degree
- from Column VI to Column VII without an earned Master's degree.
- from Column IX to Column X without an earned Doctoral degree.

Upon earning a doctoral degree from an accredited institution, faculty members will be placed in Column IX regardless of his/her prior position on the salary schedule.

2. Vertical Movement

Instructors shall be advanced vertically through the steps of the salary schedule at a rate of one step per year of service in the performance of assigned duties. Advancement through the schedule is subject to the following conditions and exceptions:

- a. An Employee who has worked in the college more than one semester of the school year shall be advanced one step on the schedule. If the employment has been for one semester or less, the instructor shall remain on the same step of the schedule the following year, with the following exceptions:
 - (1) If an instructor is teaching on a fractional-time with yearly contract, he/she shall be advanced one step through the schedule each year the same as full-time instructional personnel.
 - (2) If the instructor has been employed for one semester or less but teaches more than sixteen (16) equated semester hours, he will be advanced one step.
 - b. An instructor may be advanced through the steps of the salary schedule provided he/she completed in the previous five-year period a minimum of three semester hours, or the equivalent, of approved study. The three hours must have been completed prior to the beginning of service on a new contract. Movement lost due to failure to meet this requirement is forever. Faculty members with an earned doctorate in their teaching areas and in Column X shall be exempt from these requirements.
3. In any event that vertical or horizontal movement results in a pay increase of 6% or more, the faculty member agrees to complete five years of employment with the College. If the faculty member terminates his/her employment with the College within the five-year period, they acknowledge that they will be responsible for payment of any penalty which may arise from the State Universities Retirement System which could be assessed due to the 6% rule.
 4. In the event of a legislative change to the SURS 6% rule which could lead to the assessment of a penalty to the college, or if the 6% value changes, both parties agree to re-open the contract for changes to the salary schedule.

ARTICLE XVII

NON-INTERRUPTION OF SERVICES AND WORK

Section 17.1. Strikes Prohibited. During the term of this Agreement, none of the faculty members covered by this Agreement will participate in any strike, sympathy strike, secondary boycott, slowdown, stoppage of work, picketing, concerted refusal to work, or any other interruption of the operations of the College, regardless of the reason for doing so. Any or all faculty members who violate this provision may be terminated or otherwise disciplined by the Board as the Board in its discretion deems appropriate.

In the event of any violations of any provisions of this Article by the Union, its members, or representatives, the Union shall, upon notice from the Board, immediately direct such employees both orally and in writing to resume normal operations immediately and take every other reasonable effort to end any violations.

Section 17.2. Judicial Restraint. Nothing contained herein shall preclude or in any way limit the Board from obtaining an injunction, damages and other judicial relief in the event of a violation of this Article.

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ARTICLE XVIII

INTELLECTUAL PROPERTY

1. This policy applies to inventions, discoveries, processes, computer software, genetic materials, plant and Intellectual material, other than online courses which are covered in Article XXI that are patentable or copyrightable which have been created by faculty or staff, paid with funds or facilities provided or administered in whole or in part by the college. Instructional materials, programs or any other work product ("Intellectual Property") developed by a faculty member exclusively on the faculty member's time and exclusively at the faculty member's expense shall belong to the faculty member.
 - a. If the intellectual property is subject to an agreement between an external sponsor and the college that contains restrictions as to the disposition of inventions or works, the terms of the agreement take precedence over this policy. All participants in externally sponsored research are required to accept in writing the conditions in any agreement between the college and the sponsor before permitted to participate in sponsored research. In negotiating with sponsors, representatives of the college should strive to obtain the greatest latitude and rights for the individual inventor and the college consistent with the public interest and with this policy.
 - b. If the discovery is outside of the scope of this policy (that is, no funds or facilities provided or administered by the college have been used), the individual may elect to pursue the patenting of the discovery or copyrighting the intellectual material without the assistance of the college. In that event, the individual is entitled to all royalties or to other income resulting from the discovery and the college disclaims both ownership and responsibility pertaining to any such inventions or copyrightable materials.
2. Any person who discovers an invention or creates copyrightable material covered by this policy shall promptly disclose the same to the President's office. The college and the employee are entitled to shared ownership when the discovery or creation was made in part with funds or facilities provided or administered by the college and the employee. If the college determines not to pursue the patent or copyright, the employee may proceed to do so; however, the college's name, trademarks, and service marks may not be used in the marketing of the intellectual property. The President shall notify the employee of the college's decision to seek or not seek a patent/copyright as soon as possible after submission of the intellectual property to the President's office.
3. Income from intellectual properties developed by the employee exclusively on college time and exclusively at college expense shall belong to the college.
4. Profits from all intellectual properties with shared ownership or works covered by this agreement will be distributed on a quarterly basis as follows:
 - a. 50% of any profit will be distributed to the employee with an equal share to the college.
5. In no event shall video or audio tapes or recordings of a faculty member's lecture, performance or presentation be made or used by the College without the consent of the faculty member.
6. In the event of a dispute arising under this policy, including, without limitation, the ownership of intellectual property or allocation of royalties, the college shall arrange for arbitration of the dispute following the rules of the American Arbitration Association.

ARTICLE XIX

SAVINGS

If any provision of this Agreement, or the application of such provision, is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law; provided that in such event all other provisions of this Agreement shall continue in effect.

ARTICLE XX

ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

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The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter, whether or not referred to or covered in this Agreement, including the impact of the Board's exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XXI

ON-LINE COURSE DEVELOPMENT

1. The purpose of this Article is to ensure that the Board continues to provide the highest level of post-secondary instruction to the students of Rend Lake College. To this end, new educational delivery technologies will be continually identified and appropriate implementation strategies developed. The Board is very supportive of and committed to the maximization of Web-Based technologies, within the confines of sound fiscal management.
2. Definitions:

Resource Support: The purchase of, or funding for, any equipment, materials, technical assistance, or training that is provided at the Board's expense specifically for the Faculty Members use in the development of Internet Delivered courses.

On-Line Course: At Rend Lake College, an on-line course is defined as a course that is 100% on-line without any face-to-face classroom, laboratory, clinical or field meeting time required or expected on behalf of the instructor or learner.

Hybrid Course: At Rend Lake College, a hybrid course is a course that substitutes any portion of its face-to-face classroom, laboratory, clinical or field meeting time with an on-line component of teaching and learning.

Blended Flex Course: Class meetings are a combination of instructional modalities and vary by course. Students are provided some flexibility in selecting how they receive instruction, but all three modes of instruction are not available throughout the semester like the hyflex model. Students are not required to attend traditional class meetings on campus but may be required to attend remotely using Zoom.

HyFlex Course: At Rend Lake College, a HyFlex course includes a combination of traditional, online, and remote instruction providing students flexibility and options due to personal barriers. Students are not required to attend traditional or remote class meetings. Students have the option to select how to receive instruction, which may vary throughout the semester.
3. The following shall determine the payment provisions for the development of Internet Delivered courses, as well as the ownership (sole and joint) between the parties:
 - a. When an online course or hybrid course is developed, the developer (faculty member) will be compensated at the rate of \$700 per equated semester hour for online or hybrid course. For any hybrid course the compensation rate will be the percent of the total equated semester hours for that course, to be delivered via internet, multiplied by the development rate of \$700 per equated hour. Resource support is provided by the Board.
 - b. When a hybrid course is changed to an on-line course, the developer (faculty member) will be compensated at the rate of \$700 per equated semester hour for the portion that was not previously delivered on-line. Resource support is provided by the board.

Ownership: Board 100% Developer 0%

Any and all compensation for the development of Internet Delivered courses, as well as ownership rights, is subject to approval prior to development by the Curriculum Committee, Academic Council, and final written approval by the President of Rend Lake College. Absent such approval, no faculty member shall be entitled to compensation for the development of Internet Delivered courses, nor shall any faculty member have any ownership rights to such courses.
4. The Board shall retain the right to use any and all Internet Delivered course(s) produced by any and all faculty members in which the Board possesses any level of ownership, as set forth above.

FACULTY CONTRACT 2024-2025, 2025-2026, & 2026-2027

5. At such time as the developer (faculty member) and the Board no longer have an employee-employer relationship, the rights to continue use of the Internet Delivered course(s) shall be retained by those parties possessing any level of ownership. In those instances where joint ownership exists of Internet Delivered courses, both the developer (faculty member) and the Board shall have the right of continued use, without any compensation being owed by one party to the other. In the event the Board elects to sell or transfer a particular Internet Delivered course developed by a faculty member under this agreement for students other than those enrolled at Rend Lake College, then to the extent joint ownership of the Internet Delivered course(s) exists, the sale or transfer must be approved, in writing, by both the developer (faculty member) and the Board, prior to the sale or transfer of said web-based course.
6. Full-time faculty compensation for teaching Internet Delivered courses will be treated the same as for traditional classroom instruction. Internet Delivered courses will be considered a part of the faculty members load during the semester in which the course(s) is(are) taught.

Additionally, instructors teaching internet courses, whether fully online or hybrid will be compensated an additional \$50 for every student enrolled in any section above 25-students. Instructors teaching Blended Flex courses will be compensated an additional \$10 for every student enrolled. HyFlex courses will be compensated an additional \$20 for every student enrolled. Payment will be processed the beginning of week five for 12- and 16-week classes and the beginning of week four for 8-week classes.
7. When the Administration determines the need to significantly redevelop an on-line course or hybrid course, the developer (faculty member) will be compensated at the rate of \$350 per equated semester hour for on-line or hybrid courses. For any hybrid course, the compensation rate will be the percent of the total equated semester hours for that course, to be delivered via internet, multiplied by the development rate of \$350 per equated hour. Resource support is provided by the board.
 - a. Redevelopment due to changes to the Course Management System, or other technology upgrades, does not constitute redevelopment.
 - b. Redevelopment will be evaluated and guided by the On-Line Course Development Checklist.
 - c. Redevelopment compensation may not be claimed concurrently with compensation for changing a hybrid course to an on-line course. Faculty members who have developed an internet course will be given the first right of refusal to teach a section of the course for the first 6 consecutive semesters, not including summer.
8. Faculty members who have redeveloped an internet course will be given the right of first refusal to teach a section of the course for the first 4 consecutive semesters, not including summer. If Administration determines that an internet course needs to be redeveloped and the developer (faculty member) fails to develop the course in compliance with the On-Line Course Development Checklist, the developer's right of first refusal will be waived.

ARTICLE XXII

COLLEGE PROPERTY USED FOR EDUCATIONAL PURPOSES

College faculty is not monetarily liable for damage or loss of College property used in the performance of their duties. This includes but is not limited to, lab equipment, classroom equipment, computers, office equipment, vehicles or any other equipment or device.

The Board agrees to rescind the portion of the Board Policy Manual that would hold any faculty member monetarily liable for damage to a laptop computer.

ARTICLE XXIII

TERM OF AGREEMENT

This Agreement shall be effective as of the day after it is ratified by the Board and the Union, and shall remain in full force and effect until 11:59 p.m. on August 11, 2027. It shall automatically be renewed unless either party shall notify the other in writing at least ninety (90) days prior to August 11, 2027, or at least ninety (90) days prior to August 10 in any succeeding year.

If either party serves notice on the other as set forth in the previous paragraph, the parties will begin negotiations for a successor collective bargaining agreement no later than March 30, 2027.

Pursuant to the written agreement between the parties dated December 10, 2024, the remaining terms of the most recent collective bargaining agreement between the parties shall remain unchanged and shall be incorporated into the successor agreement.

FACULTY CONTRACT 2024-2025, 2025-2026, & 2026-2027

In the event of consolidation for Community College District #521 with any other educational entity, singular or plural, whether by merger, acquisition, or otherwise, the terms and conditions of this Agreement shall be binding upon the surviving entity.

IN WITNESS WHEREOF, the parties hereunto have set their hands this 10th day of December, 2024.

BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NO. 521,
(REND LAKE COLLEGE)

REND LAKE COLLEGE
FEDERATION OF TEACHERS
LOCAL 3708, IFT, AFT, AFL-CIO

By: _____
Larry Manning

By: _____
Greg Hollmann

Title: Board Chair

Title: President, Local 3708

Dated: December 10, 2024

Dated: December 10, 2024

FACULTY CONTRACT 2024-2025, 2025-2026, & 2026-2027

EXHIBIT A

FY 25 Salary Schedule										
Year		\$ 1,100	\$ 1,100	\$ 4,500	\$ 1,100	\$ 1,100	\$ 5,800	\$ 1,100	\$ 1,100	\$ 1,100
Exp								\$ 895	\$ 895	\$ 896
	I	II	III	IV	V	VI	VII	VIII	IX	X
0	\$ 57,260	\$ 58,360	\$ 59,460	\$ 63,960	\$ 65,060	\$ 66,160	\$ 71,960	\$ 73,060	\$ 74,160	\$ 75,260
1	\$ 57,860	\$ 58,960	\$ 60,060	\$ 64,560	\$ 65,660	\$ 66,760	\$ 72,560	\$ 73,660	\$ 74,760	\$ 75,860
2	\$ 58,460	\$ 59,560	\$ 60,660	\$ 65,160	\$ 66,260	\$ 67,360	\$ 73,160	\$ 74,260	\$ 75,360	\$ 76,460
3	\$ 59,060	\$ 60,160	\$ 61,260	\$ 65,760	\$ 66,860	\$ 67,960	\$ 73,760	\$ 74,860	\$ 75,960	\$ 77,060
4	\$ 59,660	\$ 60,760	\$ 61,860	\$ 66,360	\$ 67,460	\$ 68,560	\$ 74,360	\$ 75,460	\$ 76,560	\$ 77,660
5	\$ 60,260	\$ 61,360	\$ 62,460	\$ 66,960	\$ 68,060	\$ 69,160	\$ 74,960	\$ 76,060	\$ 77,160	\$ 78,260
6	\$ 60,860	\$ 61,960	\$ 63,060	\$ 67,560	\$ 68,660	\$ 69,760	\$ 75,560	\$ 76,660	\$ 77,760	\$ 78,860
7	\$ 61,460	\$ 62,560	\$ 63,660	\$ 68,160	\$ 69,260	\$ 70,360	\$ 76,160	\$ 77,260	\$ 78,360	\$ 79,460
8	\$ 62,060	\$ 63,160	\$ 64,260	\$ 68,760	\$ 69,860	\$ 70,960	\$ 76,760	\$ 77,860	\$ 78,960	\$ 80,060
9	\$ 62,660	\$ 63,760	\$ 64,860	\$ 69,360	\$ 70,460	\$ 71,560	\$ 77,360	\$ 78,460	\$ 79,560	\$ 80,660
10	\$ 63,260	\$ 64,360	\$ 65,460	\$ 69,960	\$ 71,060	\$ 72,160	\$ 77,960	\$ 79,060	\$ 80,160	\$ 81,260
11	\$ 63,860	\$ 64,960	\$ 66,060	\$ 70,560	\$ 71,660	\$ 72,760	\$ 78,560	\$ 79,660	\$ 80,760	\$ 81,860
12	\$ 64,460	\$ 65,560	\$ 66,660	\$ 71,160	\$ 72,260	\$ 73,360	\$ 79,160	\$ 81,260	\$ 82,360	\$ 82,460
13	\$ 65,060	\$ 66,160	\$ 67,260	\$ 71,760	\$ 72,860	\$ 73,960	\$ 79,760	\$ 81,960	\$ 83,060	\$ 84,060
14	\$ 65,660	\$ 66,760	\$ 67,860	\$ 72,360	\$ 73,460	\$ 74,560	\$ 80,360	\$ 82,660	\$ 83,760	\$ 84,760
15		\$ 67,360	\$ 68,460	\$ 72,960	\$ 74,060	\$ 75,160	\$ 80,960	\$ 84,260	\$ 85,360	\$ 85,460
16		\$ 67,960	\$ 69,060	\$ 73,560	\$ 74,660	\$ 75,760	\$ 81,560	\$ 84,860	\$ 85,960	\$ 87,060
17			\$ 69,660	\$ 74,160	\$ 75,260	\$ 76,360	\$ 82,160	\$ 85,460	\$ 86,560	\$ 87,660
18			\$ 70,260	\$ 74,760	\$ 75,860	\$ 76,960	\$ 82,760	\$ 86,060	\$ 87,160	\$ 88,260
19				\$ 75,360	\$ 76,460	\$ 77,560	\$ 83,360	\$ 86,660	\$ 87,760	\$ 88,860
20						\$ 78,160	\$ 83,960	\$ 88,260	\$ 89,360	\$ 89,460
21							\$ 84,560	\$ 88,860	\$ 89,960	\$ 91,060
22							\$ 85,160	\$ 89,460	\$ 90,560	\$ 91,660
23							\$ 85,760	\$ 90,360	\$ 91,460	\$ 92,260
24								\$ 91,460	\$ 92,560	\$ 93,160
25								\$ 93,060	\$ 94,160	\$ 94,260
26								\$ 94,260	\$ 95,360	\$ 95,860
27								\$ 95,460	\$ 96,560	\$ 97,060
28								\$ 96,460	\$ 97,560	\$ 98,260
29								\$ 97,460	\$ 98,560	\$ 99,260
30								\$ 98,560	\$ 99,660	\$100,260
31								\$ 99,560	\$100,660	\$101,360
32								\$100,560	\$101,660	\$102,360
33								\$101,860	\$102,960	\$103,360
34								\$103,060	\$104,160	\$104,660

COLUMN I:
Masters
Bach. + 2 yrs. occ. exp.
Assoc. + 4 yrs. occ. exp.
5 yrs. occ. exp.

COLUMN II:
Masters + 8 hrs.
M.S. + 1 yr. occ. exp.
Bach. + 3 yrs. occ. exp.
Assoc. + 5 yrs. occ. exp.

COLUMN III:
Masters + 16 hrs.
M.S. + 2 yrs. occ. exp.
Bach. + 4 yrs. occ. exp.
Assoc. + 6 yrs. occ. exp.

COLUMN IV:
Masters + 24 hrs.
M.S. + 3 yrs. occ. exp.
Bach. + 5 yrs. occ. exp.
Assoc. Column III + 8 hrs.

COLUMN V:
Masters + 32 hrs
M.S. + 4 yrs. occ. exp.
Bach. Column IV + 8 hrs.
Assoc. Column III + 16 hrs

COLUMN VI:
Masters + 40 hrs.
Bach. Column IV + 16 hrs.

COLUMN VII:
Masters + 48 hrs.

COLUMN VIII:
Masters + 56 hrs.

COLUMN IX:
Doctorate
Masters + 64 hrs.

COLUMN X:
Doctorate + 8 hrs.

* Industrial faculty are subject to move outside of the above parameters at the determination of the Board.

FACULTY CONTRACT 2024-2025, 2025-2026, & 2026-2027

EXHIBIT B

FY 26 Salary Schedule										
Year		\$ 1,100	\$ 1,100	\$ 4,500	\$ 1,100	\$ 1,100	\$ 5,800	\$ 1,100	\$ 1,100	\$ 1,100
Exp								\$ 895	\$ 895	\$ 896
	I	II	III	IV	V	VI	VII	VIII	IX	X
0	\$ 60,105	\$ 61,205	\$ 62,305	\$ 66,805	\$ 67,905	\$ 69,005	\$ 74,805	\$ 75,905	\$ 77,005	\$ 78,105
1	\$ 60,705	\$ 61,805	\$ 62,905	\$ 67,405	\$ 68,505	\$ 69,605	\$ 75,405	\$ 76,505	\$ 77,605	\$ 78,705
2	\$ 61,305	\$ 62,405	\$ 63,505	\$ 68,005	\$ 69,105	\$ 70,205	\$ 76,005	\$ 77,105	\$ 78,205	\$ 79,305
3	\$ 61,905	\$ 63,005	\$ 64,105	\$ 68,605	\$ 69,705	\$ 70,805	\$ 76,605	\$ 77,705	\$ 78,805	\$ 79,905
4	\$ 62,505	\$ 63,605	\$ 64,705	\$ 69,205	\$ 70,305	\$ 71,405	\$ 77,205	\$ 78,305	\$ 79,405	\$ 80,505
5	\$ 63,105	\$ 64,205	\$ 65,305	\$ 69,805	\$ 70,905	\$ 72,005	\$ 77,805	\$ 78,905	\$ 80,005	\$ 81,105
6	\$ 63,705	\$ 64,805	\$ 65,905	\$ 70,405	\$ 71,505	\$ 72,605	\$ 78,405	\$ 79,505	\$ 80,605	\$ 81,705
7	\$ 64,305	\$ 65,405	\$ 66,505	\$ 71,005	\$ 72,105	\$ 73,205	\$ 79,005	\$ 80,105	\$ 81,205	\$ 82,305
8	\$ 64,905	\$ 66,005	\$ 67,105	\$ 71,605	\$ 72,705	\$ 73,805	\$ 79,605	\$ 80,705	\$ 81,805	\$ 82,905
9	\$ 65,505	\$ 66,605	\$ 67,705	\$ 72,205	\$ 73,305	\$ 74,405	\$ 80,205	\$ 81,305	\$ 82,405	\$ 83,505
10	\$ 66,105	\$ 67,205	\$ 68,305	\$ 72,805	\$ 73,905	\$ 75,005	\$ 80,805	\$ 81,905	\$ 83,005	\$ 84,105
11	\$ 66,705	\$ 67,805	\$ 68,905	\$ 73,405	\$ 74,505	\$ 75,605	\$ 81,405	\$ 82,505	\$ 83,605	\$ 84,705
12	\$ 67,305	\$ 68,405	\$ 69,505	\$ 74,005	\$ 75,105	\$ 76,205	\$ 82,005	\$ 84,105	\$ 85,205	\$ 86,305
13	\$ 67,905	\$ 69,005	\$ 70,105	\$ 74,605	\$ 75,705	\$ 76,805	\$ 82,605	\$ 84,805	\$ 85,905	\$ 87,005
14	\$ 68,505	\$ 69,605	\$ 70,705	\$ 75,205	\$ 76,305	\$ 77,405	\$ 83,205	\$ 85,505	\$ 86,605	\$ 87,705
15		\$ 70,205	\$ 71,305	\$ 75,805	\$ 76,905	\$ 78,005	\$ 83,805	\$ 87,105	\$ 88,205	\$ 89,305
16		\$ 70,805	\$ 71,905	\$ 76,405	\$ 77,505	\$ 78,605	\$ 84,405	\$ 87,705	\$ 88,805	\$ 89,905
17			\$ 72,505	\$ 77,005	\$ 78,105	\$ 79,205	\$ 85,005	\$ 88,305	\$ 89,405	\$ 90,505
18			\$ 73,105	\$ 77,605	\$ 78,705	\$ 79,805	\$ 85,605	\$ 88,905	\$ 90,005	\$ 91,105
19				\$ 78,205	\$ 79,305	\$ 80,405	\$ 86,205	\$ 89,505	\$ 90,605	\$ 91,705
20						\$ 81,005	\$ 86,805	\$ 91,105	\$ 92,205	\$ 93,305
21							\$ 87,405	\$ 91,705	\$ 92,805	\$ 93,905
22							\$ 88,005	\$ 92,305	\$ 93,405	\$ 94,505
23							\$ 88,605	\$ 93,205	\$ 94,305	\$ 95,405
24								\$ 94,305	\$ 95,405	\$ 96,505
25								\$ 95,905	\$ 97,005	\$ 98,105
26								\$ 97,105	\$ 98,205	\$ 99,305
27								\$ 98,305	\$ 99,405	\$ 100,505
28								\$ 99,305	\$ 100,405	\$ 101,505
29								\$ 100,305	\$ 101,405	\$ 102,505
30								\$ 101,405	\$ 102,505	\$ 103,605
31								\$ 102,405	\$ 103,505	\$ 104,605
32								\$ 103,405	\$ 104,505	\$ 105,605
33								\$ 104,705	\$ 105,805	\$ 106,705
34								\$ 105,905	\$ 107,005	\$ 108,105

COLUMN I:
Masters
Bach. + 2 yrs. occ. exp.
Assoc. + 4 yrs. occ. exp.
5 yrs. occ. exp.

COLUMN II:
Masters + 8 hrs.
M.S. + 1 yr. occ. exp.
Bach. + 3 yrs. occ. exp.
Assoc. + 5 yrs. occ. exp.

COLUMN III:
Masters + 16 hrs.
M.S. + 2 yrs. occ. exp.
Bach. + 4 yrs. occ. exp.
Assoc. + 6 yrs. occ. exp.

COLUMN IV:
Masters + 24 hrs.
M.S. + 3 yrs. occ. exp.
Bach. + 5 yrs. occ. exp.
Assoc. Column III + 8 hrs.

COLUMN V:
Masters + 32 hrs
M.S. + 4 yrs. occ. exp.
Bach. Column IV + 8 hrs.
Assoc. Column III + 16 hrs

COLUMN VI:
Masters + 40 hrs.
Bach. Column IV + 16 hrs.

COLUMN VII:
Masters + 48 hrs.

COLUMN VIII:
Masters + 56 hrs.

COLUMN IX:
Doctorate
Masters + 64 hrs.

COLUMN X:
Doctorate + 8 hrs.

* Industrial faculty are subject to move outside of the above parameters at the determination of the Board.

FACULTY CONTRACT 2024-2025, 2025-2026, & 2026-2027

EXHIBIT C

FY 27 Salary Schedule										
Year		\$ 1,100	\$ 1,100	\$ 4,500	\$ 1,100	\$ 1,100	\$ 5,800	\$ 1,100	\$ 1,100	\$ 1,100
Exp								\$ 895	\$ 895	\$ 896
	I	II	III	IV	V	VI	VII	VIII	IX	X
0	\$ 62,755	\$ 63,855	\$ 64,955	\$ 69,455	\$ 70,555	\$ 71,655	\$ 77,455	\$ 78,555	\$ 79,655	\$ 80,755
1	\$ 63,355	\$ 64,455	\$ 65,555	\$ 70,055	\$ 71,155	\$ 72,255	\$ 78,055	\$ 79,155	\$ 80,255	\$ 81,355
2	\$ 63,955	\$ 65,055	\$ 66,155	\$ 70,655	\$ 71,755	\$ 72,855	\$ 78,655	\$ 79,755	\$ 80,855	\$ 81,955
3	\$ 64,555	\$ 65,655	\$ 66,755	\$ 71,255	\$ 72,355	\$ 73,455	\$ 79,255	\$ 80,355	\$ 81,455	\$ 82,555
4	\$ 65,155	\$ 66,255	\$ 67,355	\$ 71,855	\$ 72,955	\$ 74,055	\$ 79,855	\$ 80,955	\$ 82,055	\$ 83,155
5	\$ 65,755	\$ 66,855	\$ 67,955	\$ 72,455	\$ 73,555	\$ 74,655	\$ 80,455	\$ 81,555	\$ 82,655	\$ 83,755
6	\$ 66,355	\$ 67,455	\$ 68,555	\$ 73,055	\$ 74,155	\$ 75,255	\$ 81,055	\$ 82,155	\$ 83,255	\$ 84,355
7	\$ 66,955	\$ 68,055	\$ 69,155	\$ 73,655	\$ 74,755	\$ 75,855	\$ 81,655	\$ 82,755	\$ 83,855	\$ 84,955
8	\$ 67,555	\$ 68,655	\$ 69,755	\$ 74,255	\$ 75,355	\$ 76,455	\$ 82,255	\$ 83,355	\$ 84,455	\$ 85,555
9	\$ 68,155	\$ 69,255	\$ 70,355	\$ 74,855	\$ 75,955	\$ 77,055	\$ 82,855	\$ 83,955	\$ 85,055	\$ 86,155
10	\$ 68,755	\$ 69,855	\$ 70,955	\$ 75,455	\$ 76,555	\$ 77,655	\$ 83,455	\$ 84,555	\$ 85,655	\$ 86,755
11	\$ 69,355	\$ 70,455	\$ 71,555	\$ 76,055	\$ 77,155	\$ 78,255	\$ 84,055	\$ 85,155	\$ 86,255	\$ 87,355
12	\$ 69,955	\$ 71,055	\$ 72,155	\$ 76,655	\$ 77,755	\$ 78,855	\$ 84,655	\$ 86,755	\$ 87,855	\$ 87,955
13	\$ 70,555	\$ 71,655	\$ 72,755	\$ 77,255	\$ 78,355	\$ 79,455	\$ 85,255	\$ 87,455	\$ 88,555	\$ 89,555
14	\$ 71,155	\$ 72,255	\$ 73,355	\$ 77,855	\$ 78,955	\$ 80,055	\$ 85,855	\$ 88,155	\$ 89,255	\$ 90,255
15		\$ 72,855	\$ 73,955	\$ 78,455	\$ 79,555	\$ 80,655	\$ 86,455	\$ 89,755	\$ 90,855	\$ 90,955
16		\$ 73,455	\$ 74,555	\$ 79,055	\$ 80,155	\$ 81,255	\$ 87,055	\$ 90,355	\$ 91,455	\$ 92,555
17			\$ 75,155	\$ 79,655	\$ 80,755	\$ 81,855	\$ 87,655	\$ 90,955	\$ 92,055	\$ 93,155
18			\$ 75,755	\$ 80,255	\$ 81,355	\$ 82,455	\$ 88,255	\$ 91,555	\$ 92,655	\$ 93,755
19				\$ 80,855	\$ 81,955	\$ 83,055	\$ 88,855	\$ 92,155	\$ 93,255	\$ 94,355
20						\$ 83,655	\$ 89,455	\$ 93,755	\$ 94,855	\$ 94,955
21							\$ 90,055	\$ 94,355	\$ 95,455	\$ 96,555
22							\$ 90,655	\$ 94,955	\$ 96,055	\$ 97,155
23							\$ 91,255	\$ 95,855	\$ 96,955	\$ 97,755
24								\$ 96,955	\$ 98,055	\$ 98,655
25								\$ 98,555	\$ 99,655	\$ 99,755
26								\$ 99,755	\$ 100,855	\$ 101,355
27								\$ 100,955	\$ 102,055	\$ 102,555
28								\$ 101,955	\$ 103,055	\$ 103,755
29								\$ 102,955	\$ 104,055	\$ 104,755
30								\$ 104,055	\$ 105,155	\$ 105,755
31								\$ 105,055	\$ 106,155	\$ 106,855
32								\$ 106,055	\$ 107,155	\$ 107,855
33								\$ 107,355	\$ 108,455	\$ 108,855
34								\$ 108,555	\$ 109,655	\$ 110,155

COLUMN I:
Masters
Bach. + 2 yrs. occ. exp.
Assoc. + 4 yrs. occ. exp.
5 yrs. occ. exp.

COLUMN II:
Masters + 8 hrs.
M.S. + 1 yr. occ. exp.
Bach. + 3 yrs. occ. exp.
Assoc. + 5 yrs. occ. exp.

COLUMN III:
Masters + 16 hrs.
M.S. + 2 yrs. occ. exp.
Bach. + 4 yrs. occ. exp.
Assoc. + 6 yrs. occ. exp.

COLUMN IV:
Masters + 24 hrs.
M.S. + 3 yrs. occ. exp.
Bach. + 5 yrs. occ. exp.
Assoc. Column III + 8 hrs.

COLUMN V:
Masters + 32 hrs
M.S. + 4 yrs. occ. exp.
Bach. Column IV + 8 hrs.
Assoc. Column III + 16 hrs

COLUMN VI:
Masters + 40 hrs.
Bach. Column IV + 16 hrs.

COLUMN VII:
Masters + 48 hrs.

COLUMN VIII:
Masters + 56 hrs.

COLUMN IX:
Doctorate
Masters + 64 hrs.

COLUMN X:
Doctorate + 8 hrs.

* Industrial faculty are subject to move outside of the above parameters at the determination of the Board.

APPROVAL OF 2025–2026, 2026–2027 AND 2027–2028 ACADEMIC CALENDARS

Rend Lake College Board of Trustees

December 10, 2024

RECOMMENDATION: To approve the 2025-2026, 2026-2027 and 2027-2028 Academic Calendars as presented.

RATIONALE: The attached calendars fulfill the requirements set forth for Rend Lake College by both the Illinois Community College Board, RLC Board policy, and the faculty contract.

EFFECTIVE DATE: December 10, 2024

**ACADEMIC CALENDAR
2025-2026**

FALL SEMESTER 2025

Faculty Orientation	Thursday, August 14
Student Success Day (Faculty)	Friday, August 15
First Day of Classes	Monday, August 18
Labor Day Holiday.....	Monday, September 1
Fun Fest (no classes 12:00-3 PM -morning & night classes will meet)	Wednesday, September 17
Midterm	Friday, October 10
Columbus Day Holiday.....	Monday, October 13
In-Service (no classes day or night - on or off campus)	Tuesday, October 14
Veteran's Day Holiday	Tuesday, November 11
Thanksgiving Holiday	Thursday-Saturday, November 27-29
Last Day of Regular Classes.....	Friday, December 5
Semester Exams.....	Saturday-Thursday, December 6-11

INTERSESSION

5 Week Intercession	Monday, December 15 - Friday, January 16
(Online Courses Only)	

SPRING SEMESTER 2026

Student Success Day (Faculty).....	Friday, January 9
First Day of Classes	Monday, January 12
Martin Luther King's Birthday	Monday, January 19
President's Day	Monday, February 16
In-Service (no classes day or night - on or off campus)	Tuesday, February 17
Midterm	Friday, March 6
Spring Break (offices open Monday-Friday)	Monday-Saturday, March 9 -14
Good Friday Holiday	Friday, April 3
Last Day of Regular Classes.....	Friday, May 8
Semester Exams.....	Saturday-Thursday, May 9-14
Commencement.....	Saturday, May 16

SUMMER SEMESTER 2026

First Day of Classes	Monday, June 1
Juneteenth.....	Friday, June 19
Midterm	Friday, June 26
Independence Day Holiday (observed)	Friday, July 3
Last Day of Classes	Friday, July 24

ACADEMIC CALENDAR

2026-2027

FALL SEMESTER 2026

Faculty Orientation	Thursday, August 13
Student Learning Day (Faculty)	Friday, August 14
First Day of Classes	Monday, August 17
Labor Day Holiday	Monday, September 7
Fun Fest (no classes 12:00-3 PM -morning & night classes will meet)	Wednesday, September 16
Midterm	Friday, October 9
Columbus Day Holiday	Monday, October 12
In-Service (no classes day or night - on or off campus)	Tuesday, October 13
Veteran's Day Holiday	Wednesday, November 11
No Night Classes	Wednesday, November 25
Thanksgiving Holiday	Thursday-Saturday, November 26-28
Last Day of Regular Classes	Friday, December 4
Semester Exams	Saturday-Thursday, December 5-10

INTERSESSION

5 Week Intersession	Monday, December 14- Friday, January 15
(Online Courses Only)	

SPRING SEMESTER 2027

Student Learning Day (Faculty)	Friday, January 8
First Day of Classes	Monday, January 11
Martin Luther King's Birthday	Monday, January 18
President's Day	Monday, February 15
In-Service (no classes day or night - on or off campus)	Tuesday, February 16
Midterm	Friday, March 5
Spring Break (offices open Monday-Friday)	Monday-Saturday, March 8-13
Good Friday Holiday	Friday, March 26
Last Day of Regular Classes	Friday, May 7
Semester Exams	Saturday-Thursday, May 8-13
Commencement	Saturday, May 15

SUMMER SEMESTER 2027

First Day of Classes	Monday, June 7
Juneteenth (observed)	Friday, June 18
Midterm	Friday, July 2
Independence Day (observed)	Monday, July 5
Last Day of Classes	Friday, July 30

ACADEMIC CALENDAR

2027-2028

FALL SEMESTER 2027

Faculty Orientation	Thursday, August 12
Student Learning Day (Faculty)	Friday, August 13
First Day of Classes	Monday, August 16
Labor Day Holiday	Monday, September 6
Fun Fest (no classes 12:00-3 PM -morning & night classes will meet)	Wednesday, September 15
Midterm	Friday, October 8
Columbus Day Holiday	Monday, October 11
In-Service (no classes day or night - on or off campus)	Tuesday, October 12
Veteran's Day Holiday	Thursday, November 11
No Night Classes	Wednesday, November 24
Thanksgiving Holiday	Thursday-Saturday, November 25-27
Last Day of Regular Classes	Friday, December 3
Semester Exams	Saturday-Thursday, December 4-9

INTERSESSION

5 Week Intersession	Monday, December 13- Friday, January 14
(Online Courses Only)	

SPRING SEMESTER 2028

Student Learning Day (Faculty)	Friday, January 7
First Day of Classes	Monday, January 10
Martin Luther King's Birthday	Monday, January 17
President's Day	Monday, February 21
In-Service (no classes day or night - on or off campus)	Tuesday, February 22
Midterm	Friday, March 3
Spring Break (offices open Monday-Friday)	Monday-Saturday, March 6-11
Good Friday Holiday	Friday, April 14
Last Day of Regular Classes	Friday, May 5
Semester Exams	Saturday-Thursday, May 6-11
Commencement	Saturday, May 13

SUMMER SEMESTER 2028

First Day of Classes	Monday, June 5
Juneteenth	Monday, June 19
Midterm	Friday, June 30
Independence Day	Tuesday, July 4
Last Day of Classes	Friday, July 28

RESOLUTION TO ADOPT 2024 TAX LEVY (PAYABLE 2025)

Rend Lake College Board of Trustees

December 10, 2024

RECOMMENDATION: To adopt 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:

	<u>2023 Payable 2024</u>	<u>2024 Payable 2025</u>	<u>Percentage 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 published a notice of tax increase and conducted a Truth in Taxation hearing.

The Truth in Taxation hearing was held in the Warrior Lounge on the Rend Lake College Ina Campus, 468 N Ken Gray Parkway, Ina IL on Tuesday, December 10, 2024 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.

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

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

WHEREAS, the Truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2023 was as follows:

Education Purposes	<u>\$2,757,124.00</u>
Operation & Maintenance Purposes	<u>\$ 676,781.00</u>
Local Governmental & Governmental Employees Tort Immunity Act	<u>\$ 730,000.00</u>
Social Security & Medicare Insurance Purposes	<u>\$ 156,500.00</u>
Audit Purposes	<u>\$ 55,500.00</u>
Protection, Health, & Safety Purposes	<u>\$ 150,000.00</u>
<u>TOTAL</u>	<u>\$ 4,525,905.00</u>

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2024 is as follows:

Education Purposes	<u>\$3,431,662.00</u>
Operation & Maintenance Purposes	<u>\$ 842,915.00</u>

Local Governmental & Governmental Employees Tort Immunity Act	<u>\$ 730,000.00</u>
Social Security & Medicare Insurance Purposes	<u>\$ 156,500.00</u>
Audit Purposes	<u>\$ 55,500.00</u>
Protection, Health, & Safety Purposes	<u>\$ 150,000.00</u>
<u>TOTAL</u>	<u>\$ 5,366,577.00</u>

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Rend Lake College District No. 521, Counties of Jefferson, Franklin, Hamilton, Perry, Wayne, White, Williamson, and Washington, State of Illinois, as follows:

Section 1: The aggregate amount of Corporate and Special Purpose taxes estimated to be levied for the year 2024 Payable 2025 is **\$5,366,577.**

Section 2: The aggregate amount of taxes, exclusive of election costs and bond and interest costs, estimated to be levied for the year 2024 Payable 2025 does exceed 105% of the taxes extended by the district in the year 2023 Payable 2024.

Section 3: In light of Section 2 above, the provisions of Sections Five through Seven of the Truth in Taxation Act do apply to the adoption of the 2024 aggregate levy, and the district published notice of and conducted a hearing thereon.

Section 4: Public notice was given in the Southern Illinoisan being a newspaper of general publication in said district, posted on a page accessible through a direct link from the district's homepage, and a public hearing was held, all in the manner and time prescribed in said notice, which notice was published not more than 14 days nor less than 7 days prior to said hearing, and was not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in black border not less than ¼ wide and in substantially the following form:

Notice of Proposed Property Tax Increase for Rend Lake College District 521.

I. A public hearing to approve a proposed property tax levy increase for Rend Lake College District 521 for 2024 will be held on December 10, 2024, at 6:30 PM at the Rend Lake College Event Center Warrior Lounge, 468 N Ken Gray Parkway, Ina, IL 62846.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact John Gulley, Vice President of Finance and Auxiliary Services, Rend Lake College, 468 N Ken Gray Parkway, Ina, IL 62846; 618-437-5321.

II. The corporate and special purpose property taxes extended or abated for 2023 were \$4,525,905.

The proposed corporate and special purpose property taxes to be levied for 2024 are \$5,366,577. This represents a 18.58% increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2023 were \$3,923,278.

The estimated property taxes to be levied for debt service and public building commission leases for 2024 are \$3,921,103. This represents a 0.06% decrease over the previous year.

IV. The total property taxes extended or abated for 2023 were \$8,449,183.

The estimated total property taxes to be levied for 2024 are \$9,287,680. This represents a 9.92% increase over the previous year.

Section 5: The sum of three million, four hundred thirty one thousand, six hundred sixty two dollars (\$3,431,662) to be levied for Educational Purposes; the sum of eight hundred forty two thousand, nine hundred fifteen dollars (\$842,915) to be levied for Operations and Maintenance Purposes; seven hundred thirty thousand dollars (\$730,000) to be levied for the purpose of Local Governmental and Governmental Employees Tort Immunity Act; the sum of one hundred fifty-six thousand, five hundred dollars (\$156,500) to be levied for the purpose of a special tax for Social Security and Medicare Insurance; the sum of fifty five thousand, five hundred dollars (\$55,500) to be levied for Audit Purposes; and the sum of one hundred fifty thousand dollars (\$150,000) to be levied for the purpose of Protection, Health, and Safety for the year 2024 to be collected in the year 2025 to be allocated 100% for the Fiscal Year 2026.

Section 6: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 10th day of December, 2024.

BOARD OF TRUSTEES
REND LAKE COLLEGE DISTRICT NO. 521
COUNTIES OF JEFFERSON, FRANKLIN,
HAMILTON, PERRY, WAYNE, WHITE,
WILLIAMSON, AND WASHINGTON
STATE OF ILLINOIS

ATTEST

BY

Secretary

Chairman

REND LAKE COLLEGE

DISTRICT NO. 521

2024 PAYABLE 2025 TAX LEVY RESOLUTION

On December 10, 2024, the Board of Trustees of Illinois Community College District No. 521 (Rend Lake College) formally adopted the 2024 payable 2025 Tax Levy as follows:

_____ made a motion
To adopt the 2024 payable 2025 tax levy as presented.

_____ seconded the
Motion.

The roll call vote was as follows:

Asbery _____

Wielt _____

Dorris _____

Jones _____

Coy _____

Manning _____

Daniels _____

A copy of the adopted tax levy is enclosed.

Secretary, Board of Trustees

Chairman, Board of Trustees

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am the Chairman of the Board of Trustees of Rend Lake College District No. 521, Counties of Jefferson, Franklin, Hamilton, Perry, Wayne, White, Williamson, and Washington, State of Illinois; and

I do further certify that the Board of Trustees of said District adopted a “Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2024 Payable 2025” at a regularly convened meeting held on the 5th day of November, 2024, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2024, and the aggregate tax levy of said district for 2024 as adopted, did exceed 105% of the amounts extended or estimated to be extended, exclusive of election costs and bond and interest costs, upon the levy of the district for 2023. Therefore the taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

CHAIRMAN
BOARD OF TRUSTEES
REND LAKE COLLEGE DISTRICT NO. 521
COUNTIES OF JEFFERSON, FRANKLIN,
HAMILTON, PERRY, WAYNE, WHITE,
WILLIAMSON, AND WASHINGTON.
STATE OF ILLINOIS

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

Rend Lake College Board of Trustees

December 10, 2024

RECOMMENDATION: To approve the 2025-2026 Rend Lake College Catalog as provided and to authorize addendum as needed.

RATIONALE: The catalog contains information related to academic standards, program requirements and student policies which cover admission, instruction and graduation.

EFFECTIVE: December 10, 2024

APPROVAL OF REND LAKE COLLEGE BOARD OF TRUSTEES CALENDAR YEAR 2025 MEETING SCHEDULE

Rend Lake College Board of Trustees

December 10, 2024

RECOMMENDATION: To approve the schedule of meetings of the Rend Lake College Board of Trustees for calendar year 2025, as presented.

RATIONALE: The calendar year 2025 schedule provides for the Board of Trustees to meet on Tuesdays each month in the Event Center Warrior Lounge on the Rend Lake College campus.

EFFECTIVE: December 10, 2024

REND LAKE COLLEGE CALENDAR YEAR 2025 BOARD OF TRUSTEES MEETING SCHEDULE

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	January 14, 2025	6:30 PM	Warrior Lounge
Tuesday	February 11, 2025	6:30 PM	Warrior Lounge
Tuesday	March 11, 2025	6:30 PM	Warrior Lounge
Tuesday	April 08, 2025	6:30 PM	Warrior Lounge
Tuesday	April 22, 2025	12:00 PM	Administration Conf Room
Tuesday	May 13, 2025	6:30 PM	Warrior Lounge
Tuesday	June 10, 2025	6:30 PM	Warrior Lounge
Tuesday	July 08, 2025	6:30 PM	Warrior Lounge
Tuesday	August 12, 2025	6:30 PM	Warrior Lounge
Tuesday	September 09, 2025	6:30 PM	Warrior Lounge
Tuesday	October 14, 2025	6:30 PM	Warrior Lounge
Fri – Sat	November 7-8, 2025	6:00PM/9:00AM	Four Seasons St. Louis
Tuesday	November 18, 2025	6:30 PM	Warrior Lounge
Tuesday	December 09, 2025	6:30 PM	Warrior Lounge

DECOMMISSION OF DECENNIAL COMMITTEE

Rend Lake College Board of Trustees

December 10, 2024

RECOMMENDATION: To approve the decommission of the Rend Lake College Decennial Committee, effective December 10, 2024.

RATIONALE: The Decennial Committee has met its obligations per Illinois Public Act 50 ILCS 70. Three committee meetings were held as required and a final report was mailed to all county boards in the college district.

EFFECTIVE DATE: December 10, 2024

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

Rend Lake College Board of Trustees

December 10, 2024

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

RATIONALE: The Administration feels that this purchase of land would allow for future expansion of the College.

Kim Duncan Auction & Realty

Agreement to Purchase Real Estate at Auction

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This is a legally binding contract. If not fully understood, seek the advice of your attorney prior to signing.

Discrimination: It is illegal for either the owner or the broker to refuse to display or sell to any person because of one's membership in a protected class, e.g.: race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status, or any other class protected by Article 3 of the Illinois Human Rights Act

1. PARTIES. Buyer agrees to buy and Seller agrees to sell the property described in Paragraph 2 below, all according to the terms and provisions of this contract.

Buyer Rend Lake College Seller Shirley Jent

Buyer _____ Seller _____

Phone 618-437-5321 Phone 270-704-1871

Street 468 N. Ken Gray Pkwy Apt# _____ Street 194 Nunn Jent Rd. Apt# _____

City Ina State IL Zip 62846 City Marion State KY Zip 42064

Buyer directs title transfer as (check one): Sole Owner Joint Tenancy with Right of Survivorship Tenants in Common Tenants by the Entirety Other: _____

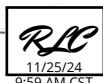
2. LEGAL DESCRIPTION Complete legal attached; Or to follow on deed.

Located in County of Jefferson, State of Illinois. Tax ID# 06-26-301-008 & 3.42 acres of 06-26-301-011

Commonly known as: Vacant property at N. Davidson & Progress Drive City of Mt. Vernon

3. PURCHASE PRICE. The price for said real estate shall be \$ 270,000.00.

Earnest money in the amount of \$ 10,000.00 in the form of Cash Check is hereby delivered upon execution of this contract. Refund of earnest money is subject to the terms in Paragraph 14. The balance of the Purchase Price, adjusted by pro-rations, credits allowed by the parties, and closing


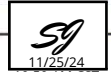
Buyer  r _____
11/25/24 9:59 AM CST dotloop verified

Seller  r _____
11/25/24 10:50 AM CST dotloop verified

43 costs shall be paid at closing by certified or cashier's check, or electronic wire
44 transfer as required by law, the title agent or as may be required by the Lender.

46 4. CLOSING DATE. The parties shall close this transaction (initial one):

48 _____/_____/____ on or before _____ (insert date); or
49 _____/_____/_____ within 60 calendar days from the date hereof.

50  

51 In the event the Closing Date must be rescheduled, the parties may mutually
52 agree in writing to close upon such other time and place as is convenient. Closing
53 shall take place at the office of the title company (or its issuing agent) that will
54 issue the Owner's Policy of Title Insurance, or as shall be agreed mutually by the
55 Parties. This Agreement will expire at 11:59 p.m. three calendar days after the
56 scheduled closing date unless the parties mutually agree to an alternative time or
57 place in writing. In the event the agreement is breached as a result of the closing
58 not occurring within the time frame provided herein, the Earnest Money shall be
59 distributed in accordance with Paragraph 14.

61 5. FIXTURES AND PERSONAL PROPERTY. Seller is including in the property
62 all fixtures on the property on the date of this contract not excluded on the lines
63 below, and the following additional items:

65 Items not included in the Purchase Price:

67 Additional items included in the Purchase Price:

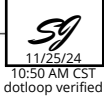
69 All the fixtures and personal property conveyed hereunder are owned by Seller
70 and to Seller's knowledge are in operating condition on the Final Acceptance Date,
71 unless otherwise stated herein. Seller agrees to transfer to Buyer all fixtures not
72 excluded above, all heating, electrical, plumbing, and well systems together with
73 the items of personal property stated above at no additional cost. A system or
74 item shall be deemed to be in operating condition if it performs the function for
75 which it is intended, regardless of age, and does not constitute a threat to health or
76 safety.

78 6. METHOD OF PAYMENT (initial one):

80   CASH SALE.

82 _____/_____/_____ FINANCING: The obtaining or approval of financing is
83 NOT a contingency for the enforceability of this contract, and the following
84 information is provided for informational purposes only:

Buyer 

Seller 

85 Financial Institution: _____
86 Contact Person: _____
87 Phone: _____ Email: _____
88

89 7. DISCLOSURE STATEMENTS. Buyer confirms that before signing this
90 contract, Buyer (check all that apply)

91 No Residential Real Property Disclosure Report required. Reason:
92 Commercial Property _____

93 has has not received a completed Seller's Residential Real Property
94 Disclosure Report.


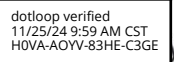
95 has has not received the EPA Pamphlet, "Protect Your Family From Lead
96 in Your Home".

97 has has not received a Lead-Based Paint Disclosure. Not Applicable –
98 Built after 1978.

99 has has not received IEMA Pamphlet "Radon Testing Guidelines for Real
100 Estate Transactions".

101 has has not received the Disclosure of Information on Radon Hazards.

102
103 Nothing herein shall be deemed to affect any rights afforded by state or federal
104 law.

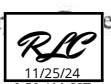
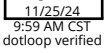
105
106 Buyer   er _____
107

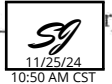
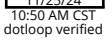
108 8. SELLER'S REPRESENTATIONS. Seller (or its beneficiary/ies) warrants that
109 notice has not been received from any state or local governmental authority of any
110 zoning, building, fire, or health code violations, or of any pending rezoning, or of
111 any pending special assessment from any governmental body affecting the Real
112 Estate or improvements.

113
114 9. CONDITION OF PREMISES AND INSPECTIONS. Buyer has personally or
115 by contractor inspected the property and accepts it in its present "AS IS" condition
116 and agrees that there are no additional written or oral representations or
117 understandings except as provided in this contract. Buyer acknowledges that
118 Buyer has been advised to obtain an inspection of the property by a licensed
119 contractor and/or inspector.

120
121 10. ACCESS. Seller agrees to permit inspections of the property by building
122 inspectors, contractors, termite inspectors, engineers and appraisers selected by
123 Buyer or inspections and appraisals required by Buyer's Lender upon reasonable
124 advance notice to Seller.

125
126 11. NOTICES. All notices to a party shall be sent by first-class mail, facsimile, e-
127 mail or personal delivery to the applicable party, with a copy to the appropriate

Buyer  er _____


Seller  r _____


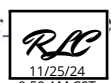
128 Broker, if any. The notices shall be deemed received as of the date of personal
129 delivery, receipt of mailing, receipt of e-mail or fax transmittal. Notices on behalf of
130 a particular party may be initiated and sent by the applicable Broker, and such
131 Broker shall be responsible for having the requisite authority for providing the
132 content of the notice so transmitted.

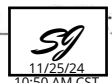
133
134 12. RISK OF LOSS. If, prior to delivery of the deed hereunder, the improvements
135 on said premises shall be destroyed or materially damaged by fire or casualty,
136 Buyer shall have the option of declaring this contract null and void or of accepting
137 the premises as damaged or destroyed, together with the proceeds of any
138 insurance payable as a result of the destruction or damage, which proceeds the
139 Seller agrees to assign to the Buyer. Seller shall not be obligated to repair or
140 replace damaged improvements. The provisions of the Uniform Vendor and
141 Purchaser Risk Act of the State of Illinois shall be applicable to this contract,
142 except as modified by this paragraph. Refund of earnest money is subject to the
143 terms in Paragraph 14.

144
145 13. REAL ESTATE TAXES. The Buyer will pay all real estate taxes accruing after
146 the closing date, although taxes may increase or decrease. Seller and Buyer
147 agree that the Brokerage firm, cooperating licensees, and/or designated Broker(s)
148 shall have no liability or obligation because of any increase or decrease of real
149 estate taxes, assessments, multipliers or tax rates. Seller shall pay by or at
150 closing real estate taxes payable by closing. Real estate taxes that are a lien on
151 the property but not yet payable shall be prorated on the date of closing as follows:
152 The general real estate taxes shall be prorated based upon 100% of the most
153 recent available tax bill. Prorations effected at closing shall be final.

154
155 14. EARNEST MONEY AND DEFAULT. The earnest money shall be held by:
156 Kim Duncan Auction and Realty other _____
157 (hereinafter referenced as "Escrowee") in accordance with 225 ILCS 454/20-
158 20(a)(17) and 68 Ill. Adm. Code 1450.750. The Escrowee will hold such money in
159 a special, non-interest-bearing account and it shall be delivered at closing and
160 applied toward the Purchase Price. However, in the event this contract is
161 breached or unable to be performed by any party to this contract, the following
162 shall apply:

163
164 A. If the contract is breached or unable to be performed by the Seller,
165 then at the Buyer's option, after notice to the Seller, Buyer may either (i)
166 proceed to closing notwithstanding Seller's failure to perform all of the
167 Seller's obligations, without waiving any other remedies for Seller's
168 nonperformance, or (ii) demand return of the earnest money, with which
169 demand Escrowee promptly shall comply.

Buyer  _____
11/25/24
9:59 AM CST
dotloop verified

Seller  _____
11/25/24
10:50 AM CST
dotloop verified

170 B. If the contract is breached or unable to be performed by Buyer, then,
171 after notice to the Buyer, the earnest money shall be forfeited to the
172 Seller and applied first to the payment of Broker's expenses incurred on
173 behalf of the parties, and next to the Seller not as liquidated damages,
174 but as partial reimbursement for actual damages incurred.

175
176 C. If this contract is terminated by mutual agreement of the parties, the
177 earnest money shall be distributed promptly according to the mutual
178 instructions of the parties.
179

180 In the event of any breach of this contract, the breaching party shall pay on
181 demand the reasonable attorney fees incurred by the other party and/or by Kim
182 Duncan Auction & Realty as a result of the breach of this contract.
183

184 15. TITLE. At least 5 days prior to closing, Seller shall furnish to Buyer and/or
185 Buyer's Lender, at Seller's expense, a commitment for an owner's title insurance
186 policy dated after the final acceptance date of this contract, showing good and
187 merchantable title, subject to prior reservations or transfers of mineral rights, all
188 easements, restrictive covenants, all reservations of public record, if any, and all
189 zoning laws and ordinances. If said commitment is consistent with a draft
190 commitment provided to Buyer prior to or at the auction, it shall be conclusively
191 presumed to show good and merchantable title. Such title insurance is to be
192 issued in the amount of the purchase price. If Seller is unable to cure any title
193 exceptions not included in the draft title commitment, or if any extension beyond
194 the original closing date would result in the expiration or adverse change in the
195 terms of the Buyer's loan commitment, then Buyer shall have the following options:
196


197 A. Terminate the contract. Refund of earnest money is subject to the
198 terms of Paragraph 14.
199


200 B. Elect to extend the length of time in writing for the Seller to cure such
201 additional exceptions.
202

203 Buyer shall pay the final search and mortgage policy charges.
204

205 Seller also shall furnish a Warranty Deed with transfer stamps in the amount of the
206 sales price attached thereto; provided, that if Seller is the personal representative
207 of an estate, Seller shall deliver an Executor's Deed or Administrator's Deed in the
208 customary form.
209

210 16. Buyer is ___ an investor or ___ an owner-occupant.
211

Buyer  _____
11/25/24
9:59 AM CST
dotloop verified

Seller  _____
11/25/24
10:50 AM CST
dotloop verified

212 17. FORM 1099S. The parties agree to provide the necessary information to
213 complete form 1099s and to authorize their proper distribution.

214
215 18. PLAT ACT COMPLIANCE. If applicable, Sellers agree to fully comply with all
216 provisions of 765 ILCS 205, known as the "Plat Act", and if required by the
217 recorder's office will furnish an affidavit of compliance.

218
219 19. CONDOMINIUM. (Check if applicable:) If the Real Estate is a
220 condominium, Addendum F – Condominium Sales should be attached to this
221 contract.

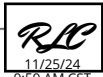
222
223 20. AUTHORIZATION. Seller and Buyer hereby authorize lender, title companies,
224 and any other institutions to release to Designated Broker(s) or Brokerage firm any
225 information pertaining to this property.

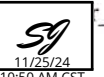
226
227 21. FINAL SETTLEMENT. Closing of the sale and acceptance of the deed by
228 Buyer shall constitute acknowledgment that the real estate, improvements,
229 mechanical systems and appliances are in acceptable condition to the Buyer. All
230 prorations effected at closing shall be final.

231
232 22. ENTIRETY OF AGREEMENT. This contract contains the entire agreement
233 between the parties and no oral representation, warranty or covenant exists other
234 than stated herein. Buyer acknowledges and agrees that, except as otherwise
235 expressly set forth in this contract, neither Seller nor any Broker or representative
236 of Seller or Buyer has made or shall be deemed to have made any oral or written
237 representation concerning any matter connected with or relating to the purchase
238 and sale hereunder. Buyer further acknowledges and warrants that, except as
239 expressly set forth in this contract, Buyer has not relied upon any representation of
240 Seller, Kim Duncan Auction & Realty, or any other Broker or representative
241 concerning any matter connected with or relating to the purchase and sale
242 hereunder.

243
244 23. ELECTRONIC SIGNATURES. The parties hereto may show their consent to
245 any action, instrument, or document by manual signature reproduced and
246 transmitted by any electronic means; or by the adoption of electronic signatures as
247 may be provided or agreed to by the parties. The parties waive any issue as to
248 the validity of a signature for the sole reason of its electronic transmission or that
249 such signature is not a manual original.

250
251 24. EXECUTION. This contract shall be effective and binding when Seller and
252 Buyer have each signed a copy, even if both have not signed the same copy, and
253 signed copies have been duly delivered to Buyer and Seller. The covenants and

Buyer 
11/25/24
9:59 AM CST
dotloop verified

Seller 
11/25/24
10:50 AM CST
dotloop verified

254 agreements herein contained shall extend to and be obligatory upon the heirs,
255 executors, administrators, and assigns of the parties; provided that, if Buyer is a
256 natural person and dies between the making of this contract and the closing
257 thereon, his or her estate shall be relieved of the obligations of this contract upon
258 release of the earnest money to Seller under Paragraph 14.

259
260 25. FINAL ACCEPTANCE DATE DEFINED. The final acceptance date shall be
261 the date when this contract has been signed by both Buyer and Seller.

262
263 26. TIME OF ESSENCE. Seller and Buyer are advised and agree that TIME IS
264 OF THE ESSENCE in this contract.

265
266 27. PARAGRAPH HEADINGS. The paragraph headings of this document are for
267 convenience only and do not limit or define the words and sentences used in the
268 respective paragraphs.

269
270 28. OTHER.

271
272
273
274

**THIS IS A LEGALLY BINDING CONTRACT. IF NOT FULLY UNDERSTOOD,
SEEK THE ADVICE OF YOUR ATTORNEY PRIOR TO SIGNING IT.**

275
276
277

278
279 AGREED this 22nd day of November, 2024

280
281
282

Rend Lake College by John Gulley
dotloop verified
11/25/24 9:59 AM CST
Y4E9-3BJO-MM76-BH7V

Shirley Jent
dotloop verified
11/25/24 10:50 AM CST
H4GU-GOBO-KMNI-XILO

283 Buyer

Seller

284
285

286 Buyer _____

Seller _____

287
288

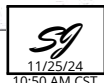
289 RECEIPT FOR EARNEST MONEY: The undersigned Escrowee as defined in the
290 above contract hereby acknowledges receipt of the aforementioned earnest
291 money to be held and disbursed according to the terms and conditions of the
292 foregoing contract.

293
294

Kimberly Duncan
dotloop verified
11/25/24 9:38 AM CST
AEAD-PZGX-RLPU-GPVS

295 Escrowee

Buyer  _____
11/25/24
9:59 AM CST
dotloop verified

Seller  _____
11/25/24
10:50 AM CST
dotloop verified

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Auction Company:

Kim Duncan Auction & Realty
License No. 471.012966
Agency Address: 12069 E. Beal
Mt. Vernon, FL,

Other Agency, If Any:

Name _____
License No. _____
Agency Address: _____

Brenda\Duncan Kim\Agreement to Purchase RE at Auction.docx

Buyer 
11/25/24
9:59 AM CST
dotloop verified

Seller 
11/25/24
10:50 AM CST
dotloop verified

EGYPTIAN BOARD OF REALTORS®, INC
Addendum V
AMENDMENT TO SALES CONTRACT
(To be used with a fully executed
Sales Contract)

DATE: November 25, 2024

The undersigned Buyers and Sellers of property MLS# EB455575 located at N. Davidson & Progress Rd. for and

in consideration of their mutual promises hereby agree to amend Sales Contract dated November 22, 2024 as follows:

(Only those paragraphs which are completed shall be applicable)

1. The contract date for closing shall be changed to: _____
2. The contract date for possession shall be changed to: _____
3. The contract date for the _____ contingency/contingencies shall be changed to: _____.
4. The following items regarding the loan shall be changed: _____

5. The _____ contingency/contingencies is/are hereby removed.
6. The _____ contingency/contingencies is/are hereby released in consideration of the following agreement _____

7. Other. Paragraph # 28 Line # 270 is changed as follows:

Previous Owner (Shirley Jent) or her representative may access the property for showing purposes of adjoining property until the adjoining property sells.

All other terms of the contract including Final Acceptance Date shall remain the same.

<i>Rend Lake College by John Gulley</i>	dotloop verified 11/25/24 11:11 AM CST QQQ7-VHMU-2RUM-ZBQ9
Buyer	Date

<i>Shirley Jent</i>	dotloop verified 11/25/24 11:50 AM CST JM0A-DRZE-WJHM-ELVF
Seller	Date

Buyer _____ Date _____

Seller _____ Date _____

PERSONNEL

**RATIFY ACCEPTANCE OF RESIGNATION
RLC CHILDREN'S CENTER – LEAD TODDLER
ROOM TEACHER**

Rend Lake Board of Trustees

December 10, 2024

RECOMMENDATION: To accept with regret the resignation of Ms. Jacey Donoho, Lead Toddler Room Teacher at the RLC Children's Center, effective December 20, 2024.

EFFECTIVE DATE: December 20, 2024

Jacey Donoho

Resignation Letter

December 4th, 2024

Terry Wilkerson

President

Rend Lake College

468 North Ken Gray Pkwy Ina, IL 62846

(618) 437-5321

To Mr. Wilkerson:

I am writing to formally resign from my position at Rend Lake College Children's Center, with my last day of employment being December 20th.

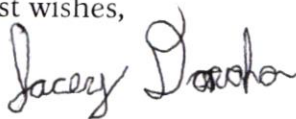
I want to express my deepest gratitude for the support and opportunities I have received during my time here. I have grown both professionally and personally, thanks to the encouragement and guidance of my coworkers and leadership team.

Over the past few years, I have been fortunate to have many opportunities for growth and learning, for which I am sincerely thankful. The positive work environment has allowed me to develop skills and relationships that I will carry with me into the next chapter of my journey.

I am leaving to complete my full-time student teaching responsibilities, a necessary step in completing my bachelor's degree. This decision is bittersweet, as I have truly valued my time at Rend Lake. I hope that once I have completed this chapter of my education, I may have the opportunity to return and contribute once again to this center.

Thank you again for everything you have done for me. Please let me know how I can assist with the transition in my remaining time here. I look forward to staying in touch and hope our paths will cross again in the future.

Best wishes,



Jacey Donoho





REND LAKE COLLEGE

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

OFFICE OF THE PRESIDENT

December 4, 2024

Ms. Jacey Donoho



Dear Jacey,

I am in receipt of your resignation letter dated December 04, 2024 resigning from your position of Lead Teacher in the Toddler Room at Rend Lake College Children's Center effective December 20, 2024.

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

APPOINTMENT COSMETOLOGY & ESTHETICS INSTRUCTOR

Rend Lake College Board of Trustees

December 10, 2024

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

RATIONALE: Ms. Beltz has the necessary experience and education to be successful in the Cosmetology & Esthetics Instructor position upon successful completion of her AAS degree.

EFFECTIVE DATE: January 06, 2025

If Employment:

JOB TITLE: Cosmetology & Esthetics Instructor

SALARY: \$57,260

CLASSIFICATION : Faculty

OF WEEKS: 50

TENURE TRACK: Yes X No

GRANT FUNDED: Yes No X

EXEMPT/NON-EXEMPT: Exempt

EXEMPT CLASSIFICATION: Learned Professional

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled: Cosmetology & Esthetics Instructor
Number of Applicants: 3
Number of Applicants Interviewed: 1
Applicants Interviewed by: Daphne Mitchell, Bria Robinson,
Sarah Hopfinger, Chad Copple

Applicant Recommended: Andi Jo Beltz

Educational Preparation: John A. Logan College
AAS
08/1993 – Completion in 12/2024

John A. Logan College
Cosmetology Instructor License
2023

Experience: Rend Lake College
August 2023 - Present
Esthetics Instructor

Hairography Beauty Supply
November 2020 – Present
Cosmetologist

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

Rend Lake College Board of Trustees

December 10, 2024

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

RATIONALE: The college intends to emphasize growth and access for students across its district. This position aligns with other efforts occurring at the MarketPlace and the main campus. Mrs. Banach has the institutional knowledge and regional perspective to be successful in this position.

EFFECTIVE DATE: January 01, 2025

Dean – Pinckneyville Campus Advancement & Outreach

POSITION TITLE: Dean – Pinckneyville Campus Advancement & Outreach
DEPARTMENT : Rend Lake College Murphy-Wall Pinckneyville Campus
REPORTS TO: Vice President of Finance & Auxiliary Services
SUPERVISES: Director – RLC Murphy-Wall Pinckneyville Campus
DATE: 1/1/2025

ESSENTIAL FUNCTIONS

1. Oversee the management of the RLC Murphy-Wall Pinckneyville Campus.
2. Oversee the security of the Pinckneyville Campus facilities.
3. Communicate issues related to security, safety, students, and facilities to the Vice President in a prompt manner.
4. Oversee scheduling of class offerings and assignment of instructors.
5. Facilitate awareness in the community of the educational offerings of the facility by developing, implementing, and maintaining a marketing plan.
6. Recruit students through developing and maintaining a strong relationship with Pinckneyville Community High School.
7. Prepare and monitor budget for the facility.
8. Serve as a liaison between the Pinckneyville Community and Rend Lake College by reporting community needs for each semester.
9. Analyze student data for the Pinckneyville Campus and submit end-of-year summary of operations.
10. Identify needs of the community and develop course offerings and programs designed to meet those needs.
11. Oversee programming for all ages at the Pinckneyville Campus, including credit, non-credit, and workforce training.
12. Develop, plan, and distribute all marketing materials, such as promotional brochures, flyers, and catalogs using support services of the College.
13. Calculate and process payroll for instructors and trainers based on college policy.
14. Enter the schedule for credit/non-credit courses.
15. Reconcile records with financial reports and budgets.
16. Oversee deposits, purchase orders, expense sheets, and invoices.
17. Advise students as needed.

OTHER FUNCTIONS

18. Conduct public speaking engagements on behalf of the college as needed.
19. Attend conferences and meetings relative to the position.
20. Perform activities that promote a positive image of the Pinckneyville Campus to the surrounding areas.
21. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Dean – Pinckneyville Campus Advancement & Outreach (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					
Exempt Classification		Administrative					

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

Proposed New

NEW BUSINESS / PERSONNEL

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

Rend Lake College Board of Trustees

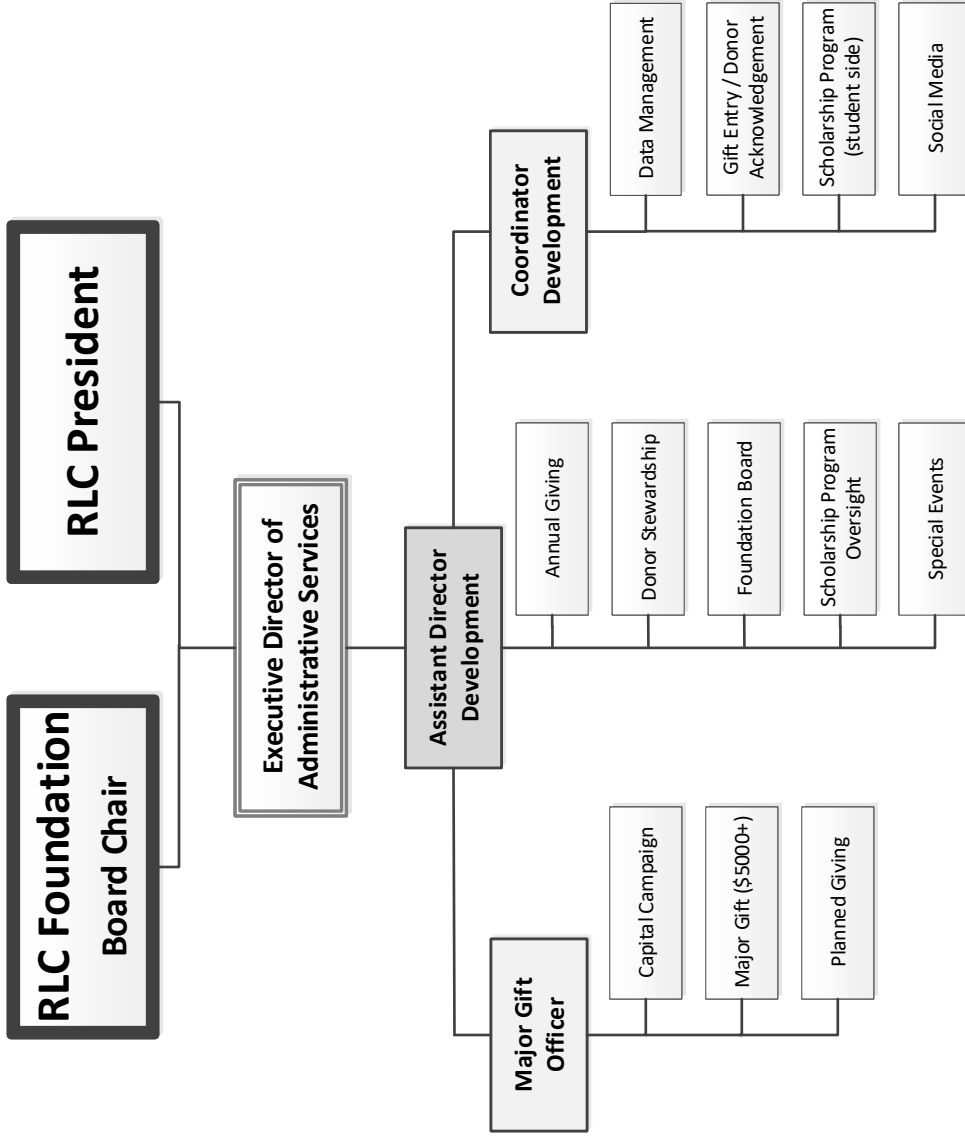
December 10, 2024

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

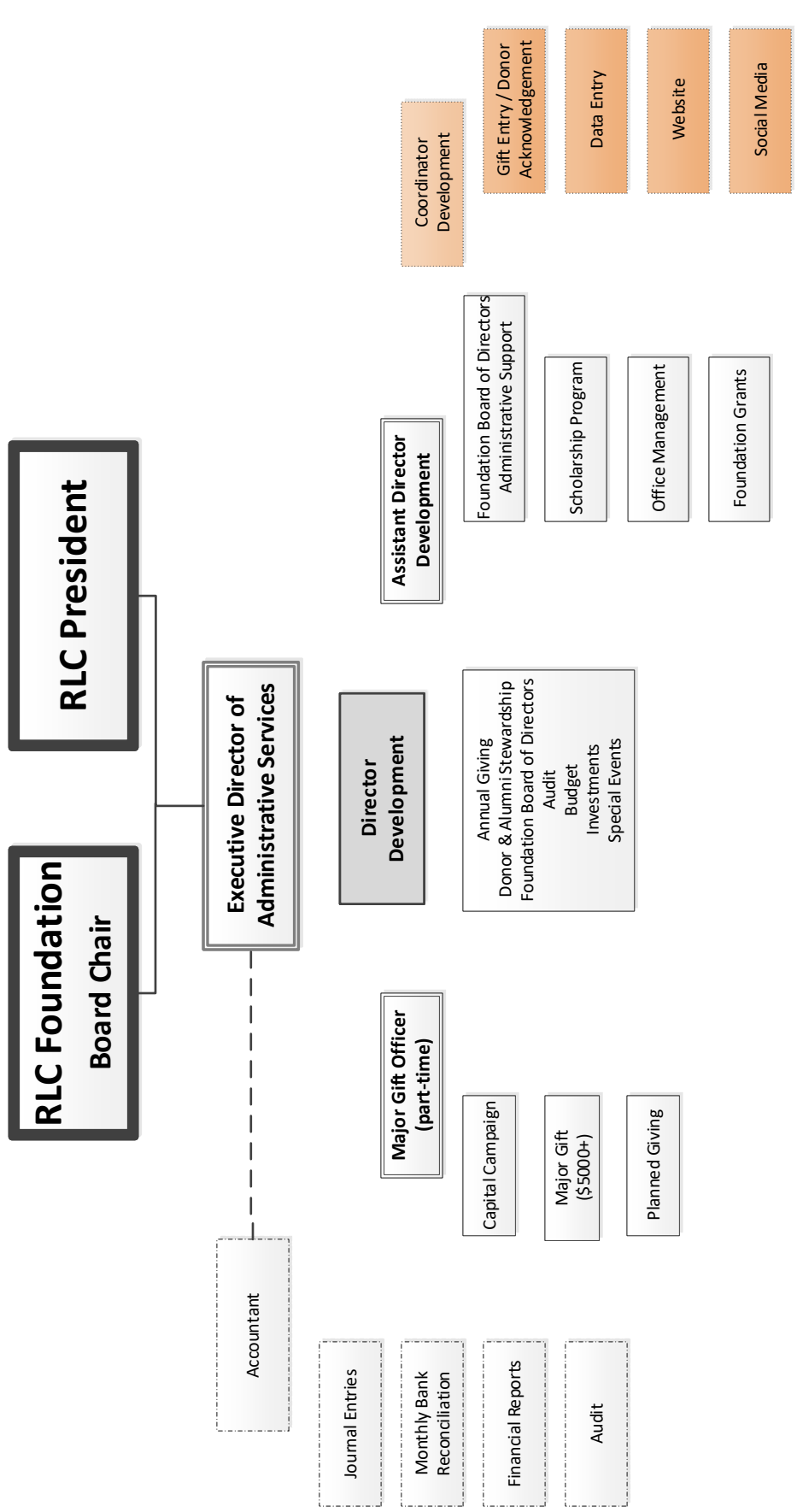
RATIONALE: This organizational structure meets the needs of the institution and alignment of duties due to the critical nature of the Foundation's work in achieving the mission of the college. These individuals have advanced the work of the Foundation in a manner consistent with the college's goals and strategic priorities.

EFFECTIVE DATE: January 01, 2025

<u>Name</u>	<u>Current Title</u>	<u>Current Salary</u>	<u>Proposed Title</u>	<u>Proposed Salary</u>
Amy Newell	Assistant Director of Development, RLC Foundation	\$49,141	Director - Development of RLC Foundation	\$68,900
Jessica Jackanicz	Development Coordinator, RLC Foundation	\$36,575	Assistant Director - Development of RLC Foundation	\$47,700
Dawn Johnson	Part-time Major Gifts Officer	\$45,000	No Changes	No Changes



CURRENT



PROPOSED NEW

JOB DESCRIPTION

POSITION TITLE: Accountant - Business Office
DEPARTMENT: Business Office
REPORTS TO: Controller
SUPERVISES: N/A
STATUS: Active
DATE: 12/10/2024

ESSENTIAL FUNCTIONS

1. Develop, prepare, and maintain monthly and annual financial statement close-outs for the College.
2. Prepare, enter, and maintain journal entries for the College **and the Rend Lake College Foundation.**
3. ~~Enter and maintain budgets~~ **Reconcile and monitor grants within the projects accounting module** in the computerized accounting system for the college.
4. **Provide needed accounting functions for specific grants as required by grant agreements.**
5. Assist in the entry to and maintenance of the general ledger chart of accounts.
6. Prepare and maintain reports for the college, state, federal, and other reporting agencies - i.e. Uniform Financial Reporting Statements, monthly trial balances, grant quarterly reports, etc.
7. Assist with audits of College **and Foundation** financial records. Prepare and coordinate audit work papers as needed for the College and Foundation.
8. **Review** and reconcile daily deposits for the College.
9. **Prepare and post electronic deposits to the College bank accounts.**
10. ~~Prepare monthly sales tax.~~
11. ~~Balance and monitor assigned accounts and grants.~~ Review policies and procedures relating to Business Office functions. Suggest improvements to the administration and implement changes.
12. ~~Assist the Specialist – Accounts Receivable with the entry and maintenance of the fee attribute tables within the Student Billing module.~~
13. Complete drawdowns and wires from the various College bank accounts.
14. ~~Reconcile facility rental income.~~
15. ~~Post student billing charges and credits to the General Ledger.~~
16. ~~Process financial aid files.~~
17. Prepare monthly reconciliations of College assets and liability accounts as assigned.
18. **Maintain and input various miscellaneous College receivables sent to outside organizations.**
19. Assist the Accountant – Payroll & Financial with payroll processing of the College.
20. ~~Process annual 1098T's.~~
21. ~~Enter and properly maintain the charge/credit code tables and copy/delete assessment rules from one year/term to another within the Student Billing module.~~
22. Provide and maintain coverage to the Specialist-Accounts Receivable during periods of absences, breaks in coverage, and during periods of peak activity.
23. ~~Prepare monthly reconciliation for all of the College's cash and credit card accounts.~~
24. ~~Maintain records related to unclaimed property held by the College and perform the necessary reporting associated with these records.~~
25. Distribute all required information associated with the accounting function to fiscal managers of the College **and Foundation** as requested.
26. **Prepare monthly bank reconciliations for the Rend Lake College Foundation.**
27. **Prepare periodic board financial reports for the Rend Lake College Foundation and attend any required meetings.**
28. Insure the integrity and confidentiality of Business Office information.
29. Maintain a courteous and friendly attitude with employees, students, and outside agencies when performing job functions.

OTHER FUNCTIONS

- 30. Participate in general Business Office functions.
- 31. Assist other Business Office staff members.
- 32. Perform other duties as assigned.

ENVIRONMENT

Works in an office setting. Works a standard work week with ~~compensatory or overtime as necessary and approved in advance.~~ **extended hours necessary to complete necessary functions.**

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		
Exempt Classification					Learned Professional		

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

Major Gifts Officer - Rend Lake College Foundation (Part-time)

JOB DESCRIPTION

POSITION TITLE: Major Gifts Officer - Rend Lake College Foundation (Part-time)
DEPARTMENT: Rend Lake College Foundation
REPORTS TO: ~~Assistant~~ Director – Development of the Rend Lake College Foundation
SUPERVISES: NA
STATUS: Active
DATE: ~~07/12/2022~~ 01/01/2025

ESSENTIAL FUNCTIONS

1. Serve as a member of the RLC Foundation Development team and work collaboratively to accomplish overall fundraising goals.
2. Work with the RLC ~~President~~ **Executive Director of Administrative Services and Director of Foundation** in supporting the current and future endeavors of the College.
3. Maintain a direct line of communications with the RLC ~~President, RLC Foundation Chairman~~ **Executive Director of Administrative Services** and ~~Assistant~~ Director of Development to assure that the College and Foundation goals/projects are in alignment.
4. Develop, implement, and supervise a comprehensive, yearly, and future fundraising plan/s for major gifts, special projects, corporate, and planned gifts.
5. **Work with the Director of Foundation to M**manage all major gifts procurement within capital campaigns and oversee the success of the campaign.
6. Will engage in and be responsible for all aspects of the major gifts donor development cycle, including: donor identification, cultivation, solicitation, acknowledgement, and stewardship.
7. Gather, update information, and enter actions/moves obtained from donor contacts into the ~~Razer's Edge~~ **Award Spring** software.
8. Develop and present fundraising, progress reports at the RLC Foundation board meetings.
9. Provide input for the Foundation board development committee.
10. Participate in RLC Foundation and interrelated RLC events.
11. **Work with the Director of Foundation and development team to D**develop the Annual Dinner agenda ~~with the development team~~ and serve as ~~main~~ spokesperson at the event **as appropriate**.
12. Coordinate the development of major gifts fundraising marketing materials.
13. Promote a positive image while participating in a variety of meetings, committees, and/or activities within the College's district to communicate information regarding the College and Foundation in the public
14. Adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, reflect optimistic and positive attitude, and convey sensitivity to the needs of the donor.
15. Participate in ~~personal~~ **professional** development activities by attending conferences and workshops to develop expertise in fundraising.

ENVIRONMENT

Works in an office setting. Works hours set by ~~Assistant~~ Director of Development – RLC Foundation. 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 of the referenced position.

Assistant Director - Development of the Rend Lake College Foundation

JOB DESCRIPTION

POSITION TITLE: Assistant Director – Development of the Rend Lake College Foundation
DEPARTMENT: Rend Lake College Foundation Office
REPORTS TO: Executive Director – Administrative Services
SUPERVISES: Major Gifts Officer (part-time), Coordinator Development – Rend Lake College Foundation, Student Worker(s)
STATUS: Active
DATE: 8/9/2022

ESSENTIAL FUNCTIONS

1. Act as a frontline representative for all internal and external constituents.
2. Serve as a member of the RLCF Development team and work collaboratively to accomplish overall fundraising goals.
3. Oversee day to day office functions.
4. Develop an annual fundraising plan for Annual funds: annual, alumni, on-line, and Giving Day.
5. Will engage in and be responsible for all aspects of the annual gifts donor development cycle, including: donor identification, cultivation, solicitation, acknowledgement, and stewardship.
6. Oversee the scholarship program, including the review, and selection of annual and endowed and the communication with scholarship donors.
7. Work with the Foundation's financial accountant to oversee and review all major financial transactions.
8. Be responsible for obtaining approval of financial records by the Foundation's finance committee and Board Treasurer.
9. Report to the RLCF Board of Directors and committees to recommend policies and strategies to meet identified goals and priorities.
10. Execute strategies to collect, track and analyze donor information to grow development efforts.
11. Manage annual appeal mailing database and be responsible for annual appeal mailings.
12. Coordinate the Foundation Board of Directors meetings:
 - a. Arrange meeting requirements and sent pre-meeting materials to board
 - b. Prepare RLC Foundation board of directors' board packets.
 - c. Take minutes at the RLCF Board meetings and distribute them.
 - d. Adhere to bylaws stipulations regarding the board actions.
13. Coordinate planning committee(s) and execute all Foundation special events
14. Create and manage annual budget for development office and special events.
15. Ensure compliance with and adherence to IRS regulations, as well as any Foundation or RLC policies.
16. Serve as a member of the President's Cabinet.

OTHER FUNCTIONS

17. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Assistant Director Development – Rend Lake College Foundation (Cont.)

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

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

CURRENT

Assistant Director - Development of the Rend Lake College Foundation

JOB DESCRIPTION

POSITION TITLE: Assistant Director of Development - Rend Lake College Foundation
DEPARTMENT: Rend Lake College Foundation Office
REPORTS TO: Director of Rend Lake College Foundation
SUPERVISES: Development Coordinator, Student Workers(s)
STATUS: Active
DATE: 1/1/2025

ESSENTIAL FUNCTIONS

1. Act as front line representative and liaison for the Foundation staff to all internal and external constituents.
2. Manage/coordinate the Student Scholarship Program by ensuring compliance with scholarship criteria, and Foundation and RLC policies.
 - a. Coordinate all aspects of scholarship application, review / selection and award process with schools, students / recipients, and donors.-Recruit and train scholarship selection committee.
 - b. Manage a new scholarship cycle each year, ensure all new scholarships have correct criteria/information, as well as fund balance to award each year.
 - c. Maintain updated scholarship funds / payment records by donors.
 - d. Maintain contact with scholarship recipients and refer students to other college services as needed.
 - e. Responsible for scheduling donor attendees for high school award programs.
3. Create and manage all deposits of incoming funds received to the Foundation.
4. Manage and track all Employee Payroll Deductions bi-weekly, communicate any changes to the payroll team.
5. Assist with yearly audit by providing necessary information for scholarships, pledges, major campaigns, donor acknowledgement.
6. Track pledge money in the format expected by auditors from major campaigns.
7. Manage and track invoices from annual scholarships, special events, and major campaigns.
8. Coordinate with Accountant to manage Endowment scholarships.
9. Maintain and track We Are Warrior funds to compile a yearly report.
10. Responsible for oversight/management of donor / scholarship recipient fundraising database.
11. Compile year end tax letters in compliance with IRS requirements for nonprofit organizations.
12. Oversee daily office functions, ensuring efficient operations, such as accounts payable in Colleague and maintaining 501(c)(3) status.
13. Provide administration support to Foundation Board of Directors, including preparing meetings and maintaining records of all new and existing board members.
14. Assist with the coordination and planning of Foundation Board meetings and other special events, ensuring logistics, communication, and reporting are handled effectively.
15. Attend High School ceremonies to present scholarships and represent Rend Lake College Foundation.
16. Collaborate on grant opportunities to grow the Rend Lake College Foundation financial portfolio to support the needs of the students and college facilities.

OTHER FUNCTIONS

17. Perform other duties as assigned.

Assistant Director - Development of the Rend Lake College Foundation (Cont.)

ENVIRONMENT

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

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					N/A		

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

JOB DESCRIPTION

POSITION TITLE: Coordinator-Development of Rend Lake College Foundation
DEPARTMENT: Rend Lake College Foundation Office
REPORTS TO: Assistant Director-Development of Rend Lake College Foundation
SUPERVISES: Student Workers(s)
STATUS: Active
DATE: 7/12/2022

ESSENTIAL FUNCTIONS

1. Act as front line representative and liaison for the Foundation staff to all internal and external constituents
2. Manage/coordinate the Student Scholarship Program by ensuring compliance with scholarship criteria, and Foundation and RLC policies.
 - a. Coordinate all aspects of scholarship application, review / selection and award process with schools, students / recipients, and donors.
 - b. Manage and maintain scholarship data, scholarship files and student files.
 - c. Maintain updated scholarship fund / payment records by donors.
 - d. Prepare appropriate correspondence to donors and scholarship recipients
 - e. Monitor compliance with scholarship requirements.
 - f. Maintain contact with scholarship recipients and refer students to other college services as needed.
 - g. Responsible for scheduling attendees for high school honor's programs.
3. Responsible for oversight/management of Raiser's Edge fund raising database.
 - a. Timely data entry to record all donations and donor notes.
 - b. Timely donor gift acknowledgement correspondence.
 - c. Maintain up to date donor records.
 - d. Generate giving analysis and fund reports as needed.
 - e. Compile donor and scholarship reports.
4. Responsible for developing annual fund campaign materials, creating and executing all donor communication and solicitation strategies including but not limited to email, direct mail, phone and social media.
5. Manage, create content and assist with distribution of all donor and constituent communication (i.e. annual fund, scholarship program, special events and other development activities).
6. Create and maintain up to date Foundation marketing/promotional materials (printed and digital) including college website and social media outlets.
7. Assist with coordination of Foundation Board of Directors meetings and special events.

OTHER FUNCTIONS

8. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Coordinator – Development of the Rend Lake College Foundation (Continued)

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

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

CURRENT

Coordinator - Development of the Rend Lake College Foundation

JOB DESCRIPTION

POSITION TITLE: Development Coordinator of Rend Lake College Foundation
DEPARTMENT: Rend Lake College Foundation Office
REPORTS TO: Assistant Director of Rend Lake College Foundation
SUPERVISES: Student Workers(s)
STATUS: Active
DATE: 1/1/2025

ESSENTIAL FUNCTIONS

1. Serve as a contact with internal and external constituents, promoting the Foundation.
2. Coordinate the student scholarship program by ensuring compliance with scholarship criteria, managing applications, assisting with the selection process, maintaining scholarship data, and communicating with students and donors.
3. Track and manage donations and pledge records by tracking donations through donor management software programs such as AwardSpring, and maintaining accurate financial records.
4. Assist with donor relations and acknowledgement by maintaining up to date donor records, writing donor acknowledgement letters.
5. Assist with Foundation events and meetings by managing logistics, communication, and reporting.
6. Create promotional materials to maintain communication, ensuring broad visibility to attract potential students, donors, and event attendees.
7. Assist with foundation grant writing and reporting.
8. Develop and assist with Alumni communication and events.
9. Maintain all social media accounts to promote growth and visibility.
10. Maintain the RLC Foundation website page.

OTHER FUNCTIONS

11. Perform other duties as assigned.

ENVIRONMENT

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

DISCLAIMER

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

Coordinator – Development of the Rend Lake College Foundation (Continued)

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

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

PROPOSED NEW

Director - Development of the Rend Lake College Foundation

JOB DESCRIPTION

POSITION TITLE: Director of Development - Rend Lake College Foundation
DEPARTMENT: Rend Lake College Foundation Office
REPORTS TO: Executive Director – Administrative Services
SUPERVISES: Major Gifts Officer (part-time), Assistant Director of Development – Rend Lake College Foundation, Student Worker(s)
STATUS: Active
DATE: 01/01/2025

ESSENTIAL FUNCTIONS

1. Serve as a primary contact for internal and external constituents, promoting the mission of the Foundation.
2. Work collaboratively with the RLC Foundation Development Team to achieve overall fundraising goals and objectives. Work with other Illinois Community Foundations to research new ideas and best practices.
3. Create an annual fundraising plan encompassing annual funds, alumni outreach, online campaigns, annual golf outing and Giving Day Initiatives. Solicit, document, and process Gift In Kind donations.
4. Lead all aspects of the donor development cycle, including identification, cultivation, solicitation, acknowledgement and stewardship of annual gifts through Award Spring and build donors within the RLC Faculty and Staff.
5. Oversee the scholarship program, including the review and selection process and donor communication. Execute scholarship growth by seeking out donors and presenting programs in the community.
6. Collaborate with the RLC Foundation's financial accountant to oversee and review major financial transactions.
7. Manage and advise on all RLC Foundation investment and banking accounts, as well as the yearly RLC Foundation audit.
8. Obtain necessary approvals for financial records from the RLC Foundation's finance committee and Board Treasurer.
9. Report to the RLC Foundation Board of Directors and Committees, recommending policies and strategies to meet identified goals. Keep them up to date on new donations and critical information pertaining to RLC and RLC Foundation.
10. Execute strategies to collect, track and analyze donor information to enhance development efforts.
11. Oversee the annual appeal mailing database and oversee the execution of mailings.
12. Coordinate planning committee and execute all RLC Foundation special events – such as Annual Dinner, Annual Golf Outing, High Tea, Presidents Dinner, Scholarship Dinner and any other events.
13. Create and manage the annual budget for the RLC Foundation office and special events.
14. Ensure compliance with the IRS regulations and Foundation policies & procedures and MOUs.
15. Serve as a member of the President's Cabinet, contributing to strategic discussions and keeping the Foundation team informed on RLC goals.
16. Ensure continuous engaging social media content to grow followers, work with marketing department for special projects, events and materials related to the Foundation. Ensure website is updated and current.
17. Oversee grant opportunities for RLC Foundation.
18. Maintain an Alumni Organization for RLC Foundation that would include membership benefits, events and stewardship.

Director - Development of the Rend Lake College Foundation (Cont.)

OTHER FUNCTIONS

19. Perform other duties as assigned

ENVIRONMENT

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

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		Administrative					

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

FINANCIAL INFORMATION

RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS

Rend Lake College Board of Trustees

December 10, 2024

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

Annual Board Retreat, St. Louis, MO: November 01-03, 2024

Mileage:

- Mr. Brian Dorris - \$121.54
- Mr. Jeff Jones - \$121.54
- Mr. Larry Manning - \$121.54
- Mr. Tony Wielt - \$121.54
- Mr. Ron Daniels - \$121.54
- Mr. Wyatt Hamson - \$121.54

EFFECTIVE DATE: December 10, 2024

REND LAKE COLLEGE
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)
For the Five Months Ending November 30, 2024

	BUDGET	ACTUAL NOVEMBER	ACTUAL YEAR-TO-DATE	REMAINING BUDGET	% USED
REVENUES					
ED, OP & MAINT, & AUX FUNDS					
LOCAL GOVERNMENT	\$ (4,587,330.00)	\$ (881,128.06)	\$ (3,179,393.13)	\$ (1,407,936.87)	69.31%
STATE GOVERNMENT	\$ (8,216,584.00)	\$ (526,471.16)	\$ (3,094,284.36)	\$ (5,122,299.64)	37.66%
FEDERAL GOVERNMENT	\$ (20,000.00)	\$ (2,553.38)	\$ (7,741.98)	\$ (12,258.02)	38.71%
TUITION & FEES	\$ (7,254,620.00)	\$ (616,597.25)	\$ (5,864,152.72)	\$ (1,390,467.28)	80.83%
SALES & SERVICE	\$ (930,152.00)	\$ (53,575.74)	\$ (428,200.19)	\$ (501,951.81)	46.04%
FACILITIES REVENUE	\$ (650,900.00)	\$ (15,007.95)	\$ (192,121.38)	\$ (458,778.62)	29.52%
INVESTMENTS	\$ (401,500.00)	\$ -	\$ (691,677.19)	\$ 290,177.19	172.27%
NON GOVERNMENT	\$ -	\$ -	\$ (12,318.00)	\$ 12,318.00	0.00%
OTHER	\$ (552,325.00)	\$ (18,573.64)	\$ (374,683.95)	\$ (177,641.05)	67.84%
TOTAL REVENUES	\$ (22,613,411.00)	\$ (2,113,907.18)	\$ (13,844,572.90)	\$ (8,768,838.10)	61.22%
EXPENSES					
ED, OP & MAINT, & AUX FUNDS					
SALARIES	\$ 11,623,421.00	\$ 929,408.94	\$ 3,792,314.62	\$ 7,831,106.38	32.63%
EMPLOYEE BENEFITS	\$ 2,896,687.00	\$ 136,047.43	\$ 682,388.93	\$ 2,214,298.07	23.56%
CONTRACTUAL SERVICES	\$ 1,631,150.00	\$ 162,048.96	\$ 681,736.32	\$ 949,413.68	41.79%
MATERIALS/SUPPLIES	\$ 2,277,530.00	\$ 120,264.10	\$ 985,097.82	\$ 1,292,432.18	43.25%
CONF/MEETING/TRAVEL	\$ 465,900.00	\$ 20,456.54	\$ 105,490.51	\$ 360,409.49	22.64%
FIXED CHARGES	\$ 205,650.00	\$ 18,175.35	\$ 111,416.40	\$ 94,233.60	54.18%
UTILITIES	\$ 929,500.00	\$ 91,830.91	\$ 377,518.74	\$ 551,981.26	40.62%
CAPITAL OUTLAY	\$ 191,000.00	\$ 7,629.01	\$ 13,612.19	\$ 177,387.81	7.13%
OTHER EXPENSES	\$ 2,200,500.00	\$ 87,111.73	\$ 1,528,176.88	\$ 672,323.12	69.45%
TOTAL EXPENSES	\$ 22,421,338.00	\$ 1,572,972.97	\$ 8,277,752.41	\$ 14,143,585.59	36.92%
TRANSFERS					
OP TRANSFER TO OTHER FUNDS	\$ 1,502,136.00	\$ -	\$ -	\$ 1,502,136.00	
OP TRANSFER FROM OTHER FUNDS	\$ (1,602,136.00)	\$ -	\$ -	\$ (1,602,136.00)	
TOTAL TRANSFERS	\$ (100,000.00)	\$ -	\$ -	\$ (100,000.00)	
GRAND TOTAL	\$ (292,073.00)	\$ (540,934.21)	\$ (5,566,820.49)	\$ 5,274,747.49	

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

	<u>ACTUAL</u>	<u>ACTUAL</u>
	<u>NOVEMBER</u>	<u>YEAR-TO-DATE</u>
REVENUES		
RESTRICTED FUNDS		
LOCAL GOVERNMENT	\$ (1,013,251.08)	\$ (3,324,965.88)
STATE GOVERNMENT	\$ (371,725.25)	\$ (1,298,423.23)
FEDERAL GOVERNMENT	\$ (1,391,498.85)	\$ (3,104,581.83)
TUITION & FEES	\$ -	\$ -
SALES & SERVICE	\$ (4,768.00)	\$ (5,023.94)
FACILITIES REVENUE	\$ -	\$ -
INVESTMENTS	\$ -	\$ (419,302.86)
NON GOVERNMENT	\$ (4,117.00)	\$ (139,728.87)
OTHER	\$ (23,709.91)	\$ (137,620.07)
TOTAL REVENUES	\$ (2,809,070.09)	\$ (8,429,646.68)
EXPENSES		
RESTRICTED FUNDS		
SALARIES	\$ 218,472.60	\$ 943,591.76
EMPLOYEE BENEFITS	\$ 52,255.39	\$ 247,842.18
CONTRACTUAL SERVICES	\$ 44,827.84	\$ 579,297.34
MATERIALS/SUPPLIES	\$ 80,942.50	\$ 308,685.43
CONF/MEETING/TRAVEL	\$ 12,245.28	\$ 68,592.12
FIXED CHARGES	\$ 3,505,330.94	\$ 3,592,957.37
UTILITIES	\$ 714.88	\$ 3,409.53
CAPITAL OUTLAY	\$ 107,764.35	\$ 3,266,024.84
OTHER EXPENSES	\$ 42,335.31	\$ 2,854,781.43
TOTAL EXPENSES	\$ 4,064,889.09	\$ 11,865,182.00
TRANSFERS		
OP TRANSFER TO OTHER FUNDS	\$ -	\$ -
OP TRANSFER FROM OTHER FUNDS	\$ -	\$ -
TOTAL TRANSFERS	\$ -	\$ -
GRAND TOTAL	\$ 1,255,819.00	\$ 3,435,535.32

STATEMENT OF CASH POSITION - REND LAKE COLLEGE

	November 2024	October 2024	September 2024	August 2024	July 2024	June 2024
Operating Account	\$ 44,619,581.90	\$ 41,469,775.04	\$ 41,952,645.52	\$ 34,009,764.99	\$ 34,685,682.35	\$ 33,940,299.97
Medical Insurance Reserve	\$ 54,911.87	\$ 54,687.98	\$ 54,431.46	\$ 54,182.10	\$ 53,930.22	\$ 53,672.72
Working Cash	\$ 623,927.90	\$ 621,361.26	\$ 618,444.93	\$ 615,633.48	\$ 677,009.97	\$ 673,827.92
*Working Cash CD's	\$ 8,731,423.61	\$ 8,706,295.90	\$ 8,680,450.39	\$ 15,455,554.07	\$ 15,429,946.86	\$ 15,404,459.80
2023B Bond Account	\$ 4,158,760.43	\$ 4,861,205.97	\$ 4,965,565.45	\$ 4,943,006.38	\$ 5,365,477.33	\$ 5,531,134.58
Investments**						
Liquid Fund	\$ 1,057.84	\$ 4.17	\$ 1,203.36	\$ 149.05	\$ 2,307.40	\$ 1,170.14
MAX Fund	\$ 122,464.89	\$ 121,997.16	\$ 119,288.31	\$ 118,793.24	\$ 57,571.48	\$ 57,318.50
Cert of Deposit	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 1,229,809.28	\$ 1,229,809.28
Cert of Deposit (DTC)	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 2,586,350.00	\$ 2,586,350.00
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
TOTAL	\$ 62,347,193.37	\$ 59,870,392.41	\$ 60,427,094.35	\$ 59,232,148.24	\$ 60,342,205.98	\$ 59,732,164.00

	May 2024	April 2024	March 2024	February 2024	January 2024	December 2023
Operating Account	\$ 34,410,866.43	\$ 36,504,501.71	\$ 36,915,194.00	\$ 37,149,723.23	\$ 37,480,218.23	\$ 36,776,544.99
Medical Insurance Reserve	\$ 53,433.63	\$ 53,182.99	\$ 52,937.03	\$ 17,825.83	\$ 52,689.32	\$ 52,437.71
Working Cash	\$ 670,771.71	\$ 667,623.45	\$ 664,586.26	\$ 661,471.56	\$ 658,566.80	\$ 655,471.38
*Working Cash CD	\$ 15,379,908.76	\$ 15,354,656.44	\$ 15,330,331.66	\$ 15,305,312.06	\$ 15,282,013.06	\$ 15,257,220.37
2023B Bond Account	\$ 7,278,815.49	\$ 7,263,355.11	\$ 7,260,837.68	\$ 7,581,655.48	\$ 7,594,454.02	\$ 7,804,564.13
Investments**						
Liquid Fund	\$ -	\$ -	\$ 11.76	\$ 3,431.60	\$ 0.72	\$ 174.14
MAX Fund	\$ 57,073.29	\$ 55,693.60	\$ 54,278.89	\$ 49,528.13	\$ 155,778.56	\$ 154,726.78
Cert of Deposit	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 2,202,300.00	\$ 2,202,300.00
Cert of Deposit (DTC)	\$ 2,586,350.00	\$ 2,586,350.00	\$ 2,586,350.00	\$ 2,586,350.00	\$ 1,497,110.15	\$ 1,497,110.15
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
TOTAL	\$ 61,921,149.68	\$ 63,969,293.67	\$ 64,348,457.65	\$ 64,839,228.26	\$ 65,177,251.95	\$ 64,654,670.74

*Funds invested as follows:

\$5,237,311.00 - 12 month CD at a rate of 5.54% - Maturity date of 12/05/2024

\$3,200,000.00 - 36 month CD at a rate of 3.75% - Maturity date of 9/20/2025

**The College currently has cash and marketable securities which are invested with the Illinois School District Liquid Asset Fund. These funds are unrestricted funds which can be used for general operating expenses following a directive from the Board of Trustees. These funds are the result of the issuance of Alternate Revenue Source Bonds Series 2010. Investments in the MAX Fund are in a AAA-rated uncollateralized money market account. The underlying investments are authorized under state law. DTC certificates of deposit pay interest in the form of coupon payments, similar to securities.