

**REND LAKE COLLEGE  
BOARD OF TRUSTEES MEETING**

**April 8, 2025**

**6:30 PM**

**Rend Lake College – Event Center**

**468 N Ken Gray Parkway**

**Ina, IL 62846**

**Page  
No.**

02

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes of the:**  
March 11, 2025 Meeting
- IV. Outgoing Student Trustee Presentation**
- V. Seating of New Student Trustee**
- VI. Roll Call**
- VII. Department Presentation – CEO & EDGE**  
**Entrepreneurship Programs**
- VIII. General Information**
  - A. Announcements**
    - 1. Thursday & Friday, April 10 & 11, 2025; 8:00am  
**Kickstart Your Journey**  
Event Center
    - 2. Thursday, April 17, 2025; 6:00pm  
**Lake Arts Publication Reception**  
Off Campus
    - 3. Tuesday, April 22, 2025; 12:00pm  
**RLC Board of Trustees Meeting**  
Administration Building
    - 4. Thursday, April 24, 2025; 8am-1pm  
**Children’s Health Fair**  
Recreation Center

5. Thursday, April 24, 2025; 12:00pm  
**RLC Foundation Board of Directors Meeting**  
Student's Center
6. Friday, April 25, 2025; 9:00am-1:00pm  
**Kindergarten Day**  
Event Center and Various Breakout Rooms
7. Tuesday, April 29, 2025; 6:00pm  
**Upward Bound Honors Banquet**  
Event Center
8. Friday, May 2, 2025; 8:00am-1:00pm  
**Career Connections (8<sup>th</sup> graders)**  
Event Center
9. Saturday, May 3, 2025; 11:00am-3:00pm  
**Faculty/Staff Awards & Employee Appreciation**  
Event Center
10. Saturday, May 10, 2025; 5:30pm  
**Hall of Fame Banquet**  
Student's Center
11. Tuesday, May 13, 2025; 6:30pm  
**RLC Board of Trustees Meeting**  
Event Center
12. Thursday, May 15, 2025; 11:30am  
**Radiology Pinning**  
RLC Theater
13. Thursday, May 15, 2025; 3:00pm  
**ADN Pinning**  
Event Center
14. Thursday, May 15, 2025; 5:00pm  
**CNA Pinning**  
RLC Theater
15. Friday, May 16, 2025; 10:00am  
**PreK Graduation**  
RLC Theater
16. Saturday, May 17, 2025  
**Rend Lake College Graduation**  
8:30am – AA/AS/AES/AFA  
11:00am – AAS/Certificate  
Outdoors at the Track

**IX. Executive Session** – The Board may go into closed session pursuant to Section 2(c)(1)(11)(21) of the Open Meetings Act.

Subsection (1) appointment, employment, and compensation of specific employees; (11) litigation, (21) discussion of executive session minutes

**X. Resume Open Meeting**

**XI. Approval of Consent Agenda**

Consent Items are marked with an asterisk (\*)

**XII. New Business**

- 11 \* A. Approval of Course/Curriculum
- 13 \* B. Approval of Revision to Job Description
- C. Approval of Gym Floor Design **(TO BE PROVIDED)**
- 16 D. Permission to Update FY25 PHS Levy Project, Bid and Award

**XIII. Personnel**

- 18 A. Appointment of Custodian
- B. Appointment of Custodian **(TO BE PROVIDED)**
- 20 B. Appointment of Grounds Technician
- 22 C. Appointment of Childcare Assistance Program Coordinator

**XIV. Financial Information**

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

**XV. Reports**

1. Academic Council
2. ICCTA Representative
3. Rend Lake College Foundation
4. Accreditation Report
5. Obsolete Equipment

- XVI. Public Comment**
- XVII. President's Comments**
- XVIII. Adjournment**

# MINUTES

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

**March 11, 2025  
Rend Lake College – Event Center  
468 N Ken Gray Parkway  
Ina, IL 62846**

**CALL TO ORDER**

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

**ROLL CALL**

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

Those present were:

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

Those absent were:

Mr. Joe Coy  
Mr. Jeff Jones

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mrs. Lori Ragland, Mr. Henry “Buster” Leeck, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mrs. Vickie Schulte, Mrs. Mallory Howell, Mrs. Bria Robinson, Mr. Mark Jornd.

**GENERAL INFORMATION**

**ANNOUNCEMENTS**

1. Tuesday, March 18, 2025; 5:00pm  
**Advisory Committee Meetings**  
Event Center and Breakout Rooms

2. Thursday, March 20, 2025; 9am-12pm  
**2025 Job Search Party**  
Event Center
3. Thursday, March 20, 2025; 5pm-9pm  
**Art Show Reception and Awards**  
Theater
4. Each Thursday, March 20 through May 1<sup>st</sup>  
**Culinary Showcases**  
Reservations begin 3/3/2025
5. Tuesday, March 25, 2025; 8am-4:30pm  
**ACEN Site Visit**  
Various Buildings on the Ina Campus
6. Thursday, March 27, 2025; 5pm-7pm  
**Auto Open House**  
Vocational Building Auto Shop & Lab
7. Wednesday, April 2, 2025; 4pm-8pm  
**RLC Open House**  
Event Center
8. Thursday - Saturday, April 3 - 5, 2025; 7:00pm  
& Matinee Sunday, April 6; 2:00pm  
**Spring Musical "Legally Blonde"**  
Theater
9. Tuesday, April 8, 2025; 6:30pm  
**RLC Board of Trustee Meeting**  
Event Center
10. Thursday & Friday, April 10 & 11, 2025; 8:00am  
**Kickstart Your Journey**  
Event Center
11. Tuesday, April 22, 2025; 12:00pm  
**RLC Board of Trustee Meeting**  
Administration Building
12. Thursday, April 24, 2025; 8am-1pm  
**Children's Health Fair**  
Recreation Center

13. Thursday, April 24, 2025; 12pm  
**RLC Foundation Board of Directors Meeting**  
Student Center

14. Friday, April 25, 2025; 9am-1pm  
**Kindergarten Day**  
Event Center and Various Breakout Rooms

15. Friday, May 2, 2025; 8am-1pm  
**Career Connections (8<sup>th</sup> graders)**  
Event Center

16. Saturday, May 17, 2025  
**Rend Lake College Graduation**  
8:30am – AA/AS/AES/AFA  
11:00am – AAS/Certificate  
Outdoors at the Track

**B. Student Trustee Election Report (TO BE PROVIDED)**

Mr. Henry “Buster” Leeck reported the results of the student trustee election, which were provided. Mr. Henry Meinert will be the 2025-2026 student trustee.

**CONSENT AGENDA**

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

1. February 11, 2025 Executive Session\*;
2. February 11, 2025 Board of Trustee Meeting\*;
3. Course/Curriculum\*;
4. Revision of Job Descriptions\*;
5. Approval of Revisions to Rend Lake College *Policy & Procedure 2.1200-Addressing Discrimination and Harassment (to Include Sexual Assault Misconduct, Sexual violence, Domestic Violence, Dating Violence and Stalking)* **(SECOND READING)\***

Dr. Asbery 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**

PERMISSION TO ENGAGE  
BROKER FOR SELF-FUNDED  
HEALTH INSURANCE  
PROGRAM

Mr. Wilkerson recommended to grant permission to engage with Assured Partners for brokerage services for the College's self-funded health insurance program, effective July 01, 2025.

As recommended, Mr. Daniels made a motion to grant permission to engage with Assured Partners for brokerage services for the College's self-funded health insurance program, effective July 01, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO  
CREATE STIPEND

Mr. Wilkerson recommended to grant permission to create the stipend position for OSHA Coordinator, as presented, effective January 01, 2025. The stipend position will be in the amount of \$2,500 annually, with \$1,250 to be paid in FY 2025.

As recommended, Mr. Dorris made a motion to grant permission to create the stipend position for OSHA Coordinator, as presented, effective January 01, 2025. The stipend position will be in the amount of \$2,500 annually, with \$1,250 to be paid in FY 2025. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

ACCEPTANCE OF BID  
FOR AUDIT SERVICES  
FOR FISCAL YEARS 2025-2027  
**(TO BE PROVIDED)**

Mr. Wilkerson recommended to accept the bid from Sikich CPA LLC of Naperville, IL for audit services for Rend Lake College District 521 and the Rend Lake College Foundation for the fiscal years 2025-2027.

As recommended, Mr. Wielt made a motion to accept the bid from Sikich CPA LLC of Naperville, IL for audit services for Rend Lake College District 521 and the Rend Lake College Foundation for the fiscal years 2025-2027. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERSONNEL**  
**APPOINTMENT OF**  
**EVENT COORDINATOR**

Mr. Wilkerson recommended to appoint Ms. Sydney Clayton as Event Coordinator on a full-time, 50-week, non-tenure track contract at an annual salary of \$37,000 prorated for the remainder of the fiscal year, effective March 16, 2025.

As recommended, Mr. Dorris made a motion to appoint Ms. Sydney Clayton as Event Coordinator on a full-time, 50-week, non-tenure track contract at an annual salary of \$37,000 prorated for the remainder of the fiscal year, effective March 16, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPROVAL OF PRESIDENT**  
**DESIGNEE'S CONTRACT**  
**(SECOND READING)**

Mr. Wilkerson recommended to approve the contract of Mrs. Lori Ragland as President of Rend Lake College at the terms and length agreed upon between Mrs. Ragland and the Board of Trustees per 110 ILCS 805/3-65 (second reading). The contract represents a three-year term from July 1, 2025 to June 30, 2028. Per 110 ILCS 805/3-70, the contract in its entirety is attached for review.

As recommended, Mr. Daniels made a motion to approve the contract of Mrs. Lori Ragland as President of Rend Lake College at the terms and length agreed upon between Mrs. Ragland and the Board of Trustees per 110 ILCS 805/3-65 (second reading). The contract represents a three-year term from July 1, 2025 to June 30, 2028. Per 110 ILCS 805/3-70, the contract in its entirety is attached for review. This motion was seconded by Mr. Dorris. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERMISSION TO ADVERTISE**  
**FOR CUSTODIAN**

Mr. Wilkerson recommended to grant permission to advertise for a Custodian.

As recommended, Mr. Wielt made a motion to grant permission to advertise for a Custodian. This motion was seconded by Mr. Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO CREATE  
POSITION AND JOB  
DESCRIPTION AND  
ADVERTISE FOR GROUNDS  
TECHNICIAN

Mr. Wilkerson recommended to grant permission to create the position and job description and advertise for a Grounds Technician.

As recommended, Mr. Dorris made a motion to grant permission to create the position and job description and advertise for a Grounds Technician. This motion was seconded by Mr. Daniels. 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 March 11, 2025.

As recommended Dr. Asbery made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective March 11, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

**REPORTS**

ACADEMIC COUNCIL

Mark Jornd, Vice-Chair of Academic Council reported that academic council voted to approve five new courses at it's meeting this month. These five courses were highlighted in tonight's board action on course/curriculum.

ICCTA REPRESENTATIVE

No Report

RLC FOUNDATION

Mrs. Cathy DeJarnette reported that the foundation held their annual scholarship dinner on February 27<sup>th</sup>. Legence Bank was the sponsor, and it was a great night where donors and students get to connect. She thanked those who participated and helped in any

way.

The scholarship application review process is currently underway for the 2025/2026 school year. Those applicants that applied by March 1 (227) will be given priority, although the application remains open until June 30. She encouraged people to spread the word to students to still apply

High School scholarship award nights start Mid-April and the foundation plans to attend all 13 in-district high school events to award scholarships.

The President's Dinner invitations went out yesterday, the event is scheduled for Thursday, April 17<sup>th</sup> at 5:30pm in the Event Center.

The next Foundation Board of Directors meeting is scheduled for Thursday, April 24<sup>th</sup>.

#### ACCREDITATION

Dr. Chad Cople reported that a group of college employees will be attending the Higher Learning Commission (HLC) Conference in April. It will be held in Chicago.

#### ERP

No Report

#### OBSOLETE EQUIPMENT

Dean of Facilities and Campus Operations Donnie Millenbine reported that a combine, tractor, and light fixtures are getting ready to be placed online for auction.

#### PUBLIC COMMENT

None

#### PRESIDENT'S COMMENTS

President Terry Wilkerson highlighted the Fast Fact Booklet that was handed out to Trustees, as well as the highlight sheet that was provided outlining several noteworthy activities and accomplishments over the last month.

#### ADJOURNMENT

There being no other business, at 6:58 PM all Trustees present voted aye in favor of adjourning.

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

---

Chairman

---

Secretary

# NEW BUSINESS

# COURSE/ CURRICULUM APPROVALS

*Rend Lake College Board of  
Trustees*

**April 8, 2025**

**RECOMMENDATION:** To approve a new course, withdrawal of a course, changes to existing 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 – March 24, 2025**  
**Academic Council Meeting – March 26, 2025**

The following requests for approval of a new course and curriculum and withdrawal of a course were approved:

**Approval- New Course**

IST 2260 Integrated Mechatronics Systems  
*Effective 8/1/2025*

**Approval- Withdraw Course**

IST 2258 Automated Control Systems  
*Effective 8/1/2025*

**Approval- Changes to Existing Curriculum**

IST 0035 Industrial Mechatronics and Maintenance  
*Effective 8/1/2025*

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

IST 1265 Solid State Electronics  
*Effective 8/1/2025*

IST 2230 Introduction to PLC's  
*Effective 8/1/2025*

IST 2231 Advanced Programmable Controllers  
*Effective 8/1/2025*

**Signatures**

Curriculum Committee Chair *Kathryn Helmers*

Date 04/03/2025

Academic Council Chair *Jewel Kenney*

Date 04/03/2025

Vice President *Kimberly Wilkerson*

Date 04/03/2025



# APPROVAL OF REVISIONS TO JOB DESCRIPTIONS

*Rend Lake College Board of Trustees*

**April 08, 2025**

**RECOMMENDATION:** To revise the job description as presented, effective April 08, 2025.

**RATIONALE:** The job description revision is needed to better meet the needs of the institution.

**EFFECTIVE DATE:** April 08, 2025

## Coordinator – Child Care Assistance Program

### JOB DESCRIPTION

**POSITION TITLE:** Coordinator – Childcare Assistance Program  
**DEPARTMENT:** Child Care Resource & Referral  
**REPORT TO:** Director - Child Care Resource & Referral  
**SUPERVISES:** Student Worker(s) and Subsidized Child Care Specialists  
**STATUS:** Active  
**DATE:** ~~01/23/2025~~–04/08/2025

### ESSENTIAL FUNCTIONS

1. Supervise the daily operations for IDHS (Illinois Department of Human Services) subsidy services, keeping director informed of on-going subsidy activities.
2. Perform regular child care case management
3. Review child care certificates for completeness and accuracy, and process payments
4. Maintain communication with clients, providers, local DHS offices, other CCR&R's and other members of the community
5. Maintain communication with IDHS to insure contract compliance and implement program requirements
6. Take incoming IDHS calls and respond to requests, inquiries, and complaints from clients and providers.
7. Prepare reports as required by the IDHS contract and others as needed
8. Analyze monthly reports provided by IDHS
9. Complete stop-pay and reissue requests for child care payment.
10. Process referrals for child care overpayments.
11. Investigate reports of fraud and refer to IDHS.
12. Serve as liaison for technical issues, working the Rend Lake College IT department, IDHS help desk and IDHS IT
13. Batch DCFS Authorizations for Background check.
14. Monitor Child Care Management System Dashboard for case maintenance and provider issues.
15. Archive inactive files
16. Process case transfers
17. Provide ongoing training to staff
18. Complete and submit access request documents for new staff; provider training.
19. Complete requirements for audits.
20. Complete annual SPCQ documents and data sharing agreements.
21. Respond to improper payments inquiries.

### OTHER FUNCTIONS

22. Assist in organizing special events relevant to the department
23. Attend conferences and meetings, and maintain professional affiliations to gain information to enhance the program.
24. Perform other duties as assigned by the Child Care Resource and Referral Director

### ENVIRONMENT

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

### DISCLAIMER

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

**Coordinator – Child Care Assistance Program cont.**

	Academic Support	Administrative	Clerical	Custodial / Maintenance	Professional / Technical	Supervisory	Teaching Faculty
Tenure Track (Y/N)			<b>N</b>		<b>N</b>		
Grant Funded (Y/N)			<b>Y</b>		<b>Y</b>		
Full Time/Part Time (FT/PT)			<b>FT</b>		<b>FT</b>		
Perm/Temp*			<b>TEMP</b>		<b>TEMP</b>		
Exempt/Non-exempt			<b>NON-EXEMPT</b>		<b>NON-EXEMPT</b>		
Exemption Classification			<b>NO</b>		<b>NA</b>		

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

# **PERMISSION TO UPDATE PROTECTION, HEALTH, AND SAFETY PROJECT (PHS Levy) FOR FY25; BID AND AWARD**

**Rend Lake College Board of Trustees**

**April 8, 2025**

**RECOMMENDATION:** To grant permission to change the FY 2025 PHS project from replacement of air handler unit 37 in the Advanced Technology Center to replacement of air handler unit 12 in the Student Center, and to bid and award the project.

**RATIONALE:** Air handler unit 12 recently had significant issues which necessitate immediate replacement.

**EFFECTIVE DATE:** April 8, 2025

# PERSONNEL

# APPOINTMENT OF CUSTODIAN

*Rend Lake College Board of Trustees*

**April 08, 2025**

**RECOMMENDATION:** To appoint Mr. Phillip Lynch as Custodian on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective April 14, 2025.

**RATIONALE:** Mr. Lynch has the necessary experience, skills and campus familiarity to effectively perform the duties of this position.

**EFFECTIVE DATE:** April 14, 2025

*If Employment:*

**JOB TITLE:** Custodian

**SALARY:** \$36,000

**CLASSIFICATION :** Custodial/Maintenance

**# OF WEEKS:** 50

**TENURE TRACK:** Yes \_\_\_\_\_ No   X  

**GRANT FUNDED:** Yes \_\_\_\_\_ No   X  

**EXEMPT/NON-EXEMPT:** Non-Exempt

**EXEMPT CLASSIFICATION:** N/A

## RECOMMENDATION FOR APPOINTMENT

### General Information

Position to be Filled: Custodian  
Number of Applicants: 42  
Number of Applicants Interviewed: 4  
Applicants Interviewed by: Donnie Millenbine, John Gulley, Adam Tockstein, Lynne French

---

Applicant Recommended: Phillip Lynch

Educational Preparation: Diploma  
Elmwood Park High School  
1978-1982

Experience: Rend Lake College  
Part-Time Custodial  
2023 – Present  
  
Country Inn & Suites  
Maintenance Tech  
2021-2022  
  
Self-Employed  
Electrician/Carpentry  
2017-2021

# APPOINTMENT OF GROUNDS TECHNICIAN

*Rend Lake College Board of Trustees*

**April 08, 2025**

**RECOMMENDATION:** To appoint Mr. John Downey as Grounds Technician on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective April 14, 2025.

**RATIONALE:** Mr. Downey has the knowledge and experience necessary to be successful in this position.

**EFFECTIVE DATE:** April 14, 2025

*If Employment:*

**JOB TITLE:** Grounds Technician

**SALARY:** \$36,000

**CLASSIFICATION :** Custodial/Maintenance

**# OF WEEKS:** 50

**TENURE TRACK:** Yes \_\_\_\_\_ No   X  

**GRANT FUNDED:** Yes \_\_\_\_\_ No   X  

**EXEMPT/ NON-EXEMPT:** Non-Exempt

**EXEMPT CLASSIFICATION:** NA



## RECOMMENDATION FOR APPOINTMENT

### General Information

Position to be Filled: Grounds Technician  
Number of Applicants: 26  
Number of Applicants Interviewed: 4  
Applicants Interviewed by: Donnie Millenbine, Lynne French,  
James Gray, John Gulley

---

Applicant Recommended: John Downey

Educational Preparation:  
Rend Lake College  
A.A.  
2003  
  
SIU-C  
B.S.  
2007

Experience:  
Rend Lake College  
Part-Time Grounds Technician  
2023—Present  
  
Walgreens Distribution Center  
Supervisor  
2021—2023

# APPOINTMENT OF CHILDCARE ASSISTANCE PROGRAM COORDINATOR

*Rend Lake College Board of Trustees*

April 08, 2025

**RECOMMENDATION:** To appoint Ms. Lisa Bicanich as Childcare Assistance Program Coordinator at CCRP on a full-time, 50-week, non-tenure track, grant funded contract at an annual salary of \$55,000, effective July 1, 2025.

**RATIONALE:** This position will be vacant at the end of June due to the retirement of Ms. Cary Hottes. This position is grant-funded by IDHS and requires a full-time Child Care Assistance Program Coordinator on staff. Ms. Bicanich has been with CCRP in a part-time capacity for many years and has the knowledge and experience necessary to be successful in this position.

**EFFECTIVE DATE:** July 1, 2025

*If Employment:*

**JOB TITLE:** Child Care Assistance Program Coordinator

**SALARY:** \$55,000

**CLASSIFICATION :** Professional/Technical

**# OF WEEKS:** 50

**TENURE TRACK:** Yes \_\_\_\_\_ No   X  

**GRANT FUNDED:** Yes   X   No \_\_\_\_\_

**EXEMPT/ NON-EXEMPT:** Non-Exempt

**EXEMPT CLASSIFICATION:** NA

## RECOMMENDATION FOR APPOINTMENT

### General Information

Position to be Filled: Child Care Assistance Program  
Coordinator

Number of Applicants: 3

Number of Applicants Interviewed: 2

Applicants Interviewed by: Tranae Brockhouse, John Gulley, Bria  
Robinson, Kim Wilkerson, Cary Hottes

---

Applicant Recommended: Lisa Bicanich

Educational Preparation: Rend Lake College  
A.S.  
1995

SIU-C  
B.S.  
1997

Experience: Project Child - Rend Lake College  
Financial Specialist  
2001—Present

Northwestern Mutual Life and  
Investment Services  
1997—2001

# FINANCIAL INFORMATION

# **RATIFICATION OF THE PAYMENT OF COLLEGE EXPENSES INCLUDING TRAVEL EXPENSE REIMBURSEMENTS**

*Rend Lake College Board of Trustees*

**April 8, 2025**

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

**EFFECTIVE DATE:** April 8, 2025

REND LAKE COLLEGE  
Summary of Operating Funds (Education, Operations & Maintenance, Auxiliary)  
For the Nine Months Ending March 31, 2025

	BUDGET	ACTUAL MARCH	ACTUAL YEAR-TO-DATE	REMAINING BUDGET	% USED
<b>REVENUES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
LOCAL GOVERNMENT	\$ (4,587,330.00)	\$ (48,358.32)	\$ (4,105,262.95)	\$ (482,067.05)	89.49%
STATE GOVERNMENT	\$ (8,216,584.00)	\$ (537,696.16)	\$ (5,497,624.78)	\$ (2,718,959.22)	66.91%
FEDERAL GOVERNMENT	\$ (20,000.00)	\$ (5,539.91)	\$ (19,694.66)	\$ (305.34)	98.47%
TUITION & FEES	\$ (7,254,620.00)	\$ (69,456.22)	\$ (6,963,350.87)	\$ (291,269.13)	95.99%
SALES & SERVICE	\$ (930,152.00)	\$ (52,223.11)	\$ (708,374.91)	\$ (221,777.09)	76.16%
FACILITIES REVENUE	\$ (650,900.00)	\$ (57,554.51)	\$ (422,799.81)	\$ (228,100.19)	64.96%
INVESTMENTS	\$ (401,500.00)	\$ (776.64)	\$ (1,392,002.41)	\$ 990,502.41	346.70%
NON GOVERNMENT	\$ -	\$ -	\$ (12,318.00)	\$ 12,318.00	0.00%
OTHER	\$ (552,325.00)	\$ (48,550.59)	\$ (402,071.90)	\$ (150,253.10)	72.80%
<b>TOTAL REVENUES</b>	<b>\$ (22,613,411.00)</b>	<b>\$ (820,155.46)</b>	<b>\$ (19,523,500.29)</b>	<b>\$ (3,089,910.71)</b>	<b>86.34%</b>
<b>EXPENSES</b>					
<b>ED, OP &amp; MAINT, &amp; AUX FUNDS</b>					
SALARIES	\$ 11,623,421.00	\$ 962,967.75	\$ 7,577,200.42	\$ 4,046,220.58	65.19%
EMPLOYEE BENEFITS	\$ 2,896,687.00	\$ 134,572.98	\$ 1,239,291.84	\$ 1,657,395.16	42.78%
CONTRACTUAL SERVICES	\$ 1,631,150.00	\$ 93,068.26	\$ 1,086,117.33	\$ 545,032.67	66.59%
MATERIALS/SUPPLIES	\$ 2,277,530.00	\$ 99,815.43	\$ 1,515,179.47	\$ 762,350.53	66.53%
CONF/MEETING/TRAVEL	\$ 465,900.00	\$ 56,533.04	\$ 329,708.62	\$ 136,191.38	70.77%
FIXED CHARGES	\$ 205,650.00	\$ 9,751.56	\$ 151,680.08	\$ 53,969.92	73.76%
UTILITIES	\$ 929,500.00	\$ 123,778.96	\$ 807,840.24	\$ 121,659.76	86.91%
CAPITAL OUTLAY	\$ 191,000.00	\$ 20,000.00	\$ 324,628.25	\$ (133,628.25)	169.96%
OTHER EXPENSES	\$ 2,200,500.00	\$ 16,477.11	\$ 2,400,352.08	\$ (199,852.08)	109.08%
<b>TOTAL EXPENSES</b>	<b>\$ 22,421,338.00</b>	<b>\$ 1,516,965.09</b>	<b>\$ 15,431,998.33</b>	<b>\$ 6,989,339.67</b>	<b>68.83%</b>
<b>TRANSFERS</b>					
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)	
<b>TOTAL TRANSFERS</b>	<b>\$ (100,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (100,000.00)</b>	
<b>GRAND TOTAL</b>	<b>\$ (292,073.00)</b>	<b>\$ 696,809.63</b>	<b>\$ (4,091,501.96)</b>	<b>\$ 3,799,428.96</b>	

REND LAKE COLLEGE

Summary of Non-Operating Funds (Op/Maint Rest, Bond & Int, Restricted, Trust & Agency, Audit (Tort))  
 For the Nine Months Ending March 31, 2025



	ACTUAL		ACTUAL	
	MARCH		YEAR-TO-DATE	
<b>REVENUES</b>				
<b>RESTRICTED FUNDS</b>				
LOCAL GOVERNMENT	\$	(13,270.23)	\$	(4,923,752.28)
STATE GOVERNMENT	\$	(164,912.98)	\$	(2,071,030.23)
FEDERAL GOVERNMENT	\$	(795,340.86)	\$	(6,873,378.93)
TUITION & FEES	\$	-	\$	-
SALES & SERVICE	\$	(330.00)	\$	(63,310.12)
FACILITIES REVENUE	\$	-	\$	-
INVESTMENTS	\$	-	\$	(703,866.78)
NON GOVERNMENT	\$	(149,285.00)	\$	(557,245.85)
OTHER	\$	(30,616.78)	\$	(356,376.10)
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>(1,153,755.85)</b>	<b>\$</b>	<b>(15,548,960.29)</b>
<b>EXPENSES</b>				
<b>RESTRICTED FUNDS</b>				
SALARIES	\$	240,341.39	\$	2,102,632.10
EMPLOYEE BENEFITS	\$	65,651.28	\$	592,623.59
CONTRACTUAL SERVICES	\$	18,721.37	\$	1,013,127.41
MATERIALS/SUPPLIES	\$	25,893.19	\$	492,147.45
CONF/MEETING/TRAVEL	\$	10,848.38	\$	119,871.75
FIXED CHARGES	\$	55,224.82	\$	4,007,508.27
UTILITIES	\$	680.21	\$	5,945.08
CAPITAL OUTLAY	\$	1,049,895.10	\$	5,053,790.80
OTHER EXPENSES	\$	637,786.69	\$	5,397,760.29
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>2,105,042.43</b>	<b>\$</b>	<b>18,785,406.74</b>
<b>TRANSFERS</b>				
OP TRANSFER TO OTHER FUNDS	\$	-	\$	-
OP TRANSFER FROM OTHER FUNDS	\$	-	\$	-
<b>TOTAL TRANSFERS</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>\$</b>	<b>951,286.58</b>	<b>\$</b>	<b>3,236,446.45</b>

**STATEMENT OF CASH POSITION - REND LAKE COLLEGE**

	<b>March 2025</b>	<b>February 2025</b>	<b>January 2025</b>	<b>December 2024</b>	<b>November 2024</b>	<b>October 2024</b>
Operating Account	\$ 43,545,531.87	\$ 44,350,813.13	\$ 45,488,470.72	\$ 44,664,751.39	\$ 44,619,581.90	\$ 41,469,775.04
Medical Insurance Reserve	\$ 55,751.70	\$ 55,539.22	\$ 55,347.96	\$ 55,136.60	\$ 54,911.87	\$ 54,687.98
Working Cash	\$ 6,249,035.24	\$ 6,225,199.32	\$ 6,203,748.31	\$ 6,180,041.24	\$ 623,927.90	\$ 621,361.26
*Working Cash CD's	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 8,731,423.61	\$ 8,706,295.90
2023B Bond Account	\$ 3,728,835.00	\$ 3,714,612.10	\$ 3,701,812.24	\$ 4,125,350.72	\$ 4,158,760.43	\$ 4,861,205.97
Investments**						
Liquid Fund	\$ 1,227.58	\$ 588,492.99	\$ 6.37	\$ 2,081.65	\$ 1,057.84	\$ 4.17
MAX Fund	\$ 34,352.77	\$ 168,372.50	\$ 126,523.90	\$ 122,933.70	\$ 122,464.89	\$ 121,997.16
Cert of Deposit	\$ 2,769,250.00	\$ 2,769,250.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00	\$ 3,051,350.00
Cert of Deposit (DTC)	\$ 1,469,142.18	\$ 736,474.10	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84	\$ 729,593.84
Savings Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Securities	\$ -	\$ -	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09	\$ 254,121.09
<b>TOTAL</b>	<b>\$ 61,053,126.34</b>	<b>\$ 61,808,753.36</b>	<b>\$ 62,810,974.43</b>	<b>\$ 62,385,360.23</b>	<b>\$ 62,347,193.37</b>	<b>\$ 59,870,392.41</b>

	<b>September 2024</b>	<b>August 2024</b>	<b>July 2024</b>	<b>June 2024</b>	<b>May 2024</b>	<b>April 2024</b>
Operating Account	\$ 41,952,645.52	\$ 34,009,764.99	\$ 34,685,682.35	\$ 33,940,299.97	\$ 34,410,866.43	\$ 36,504,501.71
Medical Insurance Reserve	\$ 54,431.46	\$ 54,182.10	\$ 53,930.22	\$ 53,672.72	\$ 53,433.63	\$ 53,182.99
Working Cash	\$ 618,444.93	\$ 615,633.48	\$ 677,009.97	\$ 673,827.92	\$ 670,771.71	\$ 667,623.45
*Working Cash CD	\$ 8,680,450.39	\$ 15,455,554.07	\$ 15,429,946.86	\$ 15,404,459.80	\$ 15,379,908.76	\$ 15,354,656.44
2023B Bond Account	\$ 4,965,565.45	\$ 4,943,006.38	\$ 5,365,477.33	\$ 5,531,134.58	\$ 7,278,815.49	\$ 7,263,355.11
Investments**						
Liquid Fund	\$ 1,203.36	\$ 149.05	\$ 2,307.40	\$ 1,170.14	\$ -	\$ -
MAX Fund	\$ 119,288.31	\$ 118,793.24	\$ 57,571.48	\$ 57,318.50	\$ 57,073.29	\$ 55,693.60
Cert of Deposit	\$ 3,051,350.00	\$ 3,051,350.00	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28	\$ 1,229,809.28
Cert of Deposit (DTC)	\$ 729,593.84	\$ 729,593.84	\$ 2,586,350.00	\$ 2,586,350.00	\$ 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
<b>TOTAL</b>	<b>\$ 60,427,094.35</b>	<b>\$ 59,232,148.24</b>	<b>\$ 60,342,205.98</b>	<b>\$ 59,732,164.00</b>	<b>\$ 61,921,149.68</b>	<b>\$ 63,969,293.67</b>

\*Funds invested as follows:

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

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