

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

**March 11, 2014**

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

**CALL TO ORDER**

Chairman Eric Black called the special meeting (board retreat) of the Board of Trustees to order at 12:33 P.M with a working lunch.

**ROLL CALL**

Mr. John Kabat, Secretary, called the roll.

Those present were:

Mr. Eric Black  
Mr. Randall Crocker (arrived at 12:55 PM)  
Mr. John Kabat  
Mr. Larry Manning  
Mr. Rick Marlow  
Mr. Randy Rubenacker  
Mr. Haden Smith (Student Trustee)

Those absent were:

Dr. David Asbery

Others present were:

Mr. Terry Wilkerson, Ms. Lisa Payne, Mrs. Lisa Price, Mrs. Andrea Witthoft, Mrs. Chris Kuberski, Mr. Randall Shively, Mr. Chad Copple, Mr. Henry Leeck, Mr. Jason Swann, Ms. ReAnne Palmer, Ms. Kim Robert, Mrs. Lori Ragland, Ms. Andrea Banach, Mr. Nathan Wheeler, Ms. Hillary Halsey, Ms. Shawna Manion, Mrs. Angie Kistner, and Mrs. Cathy DeJarnette, Bob White, public attendee (arrived approximately 5:30 PM)

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

**STATE OF THE COLLEGE**

President Wilkerson welcomed the group to the annual retreat. He thanked his colleagues for their support and stressed to the board of trustees the he had a lot of faith in the group around them and depended on them daily. Mr. Wilkerson then provided an overview of the

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State of the College and highlighted some of the areas that would be covered more in depth by administrators later in the day.

- Financially the college is sound and that the fund balance is in the best shape we could hope for.
- The 2011 default rate is estimated to be 25.8. Wright International is still benefiting our efforts there. The college is looking at possibly severing that relationship after the 2012 cohort comes out. We currently pay Wright International based on performance.
- Institutional Research continues to make great strides in cleaning up our data and reporting numbers. Mr. Wilkerson could not say enough good things about Vickie Schulte, Kelly Downes, and the IR Department.
- For the third year in a row RLC was named by ASPEN Institute in the top 150 community colleges. Our application for that prize was submitted today.
- The RLC Foundation continues to do great things with the college. The Pathway to Success project is taking off. Mr. Wilkerson feels that the Foundation and College continue to bridge gaps.
- The art addition broke ground yesterday. That area will be toured later this afternoon. Also, there was a recent meeting with the Art Department to talk seriously about their enrollment numbers and how they can grow their program.
- TAACCT Grant, an IGEN partnership with Lake County and funded through the Department of Labor. RLC has seen improvements in our machine shop from this grant. That shop will be on the tour today as well. There is a fourth round coming out with that grant and the focus is on allied health.
- HLC has accredited our online degree. The First Year Experience (FYE) is the project we have chosen for HLC. There will be more in-depth conversation about that later in the afternoon.
- Title III is fully staffed and running. That grant is \$500,000 over 5 years. The A&P lab will be funded out of this grant. AHEC also falls under the Title III.

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- Tutoring and Writing Labs have been moved and restructured. We will tour those new facilities today. It has become very obvious as remedial classes grow, that we as an institution have to focus more on tutoring students who are not college ready. This newest restructure will put all tutoring services in one place and hopefully allow students to use these services more easily.
- We have now held several conceal and carry classes. Chris Nielsen and Lori Ragland have made this program a success. There have been several comments about the professionalism that instructor Ron Meek and others bring to this training. There has also been some kick back in the community because we are providing a service that business' in the community offer for profit. This particular training is no different than any other training services that we provide as a college. We will also use the berm on campus for criminal justice training.
- Fracking curriculum has gone to ICCB. We will continue to grow our partnership with Southeastern Illinois College and this program.
- Marketing and Public Relations continues to modernize the institutions image by emphasizing on social media outlets. Also, the new commercial will make another run on local television soon.

Mr. Wilkerson thanked the board for their attendance today and encouraged them to ask questions as we worked through the different topics and information today.

**REND LAKE COLLEGE  
FOUNDATION**

Ms. Shawna Manion, Chief Executive Officer of the Rend Lake College Foundation, provided a year in review. The foundation has welcomed three new board members this year – Mr. Finny Mathew, Mr. J.Nelson Wood, and Mr. Philip Gustafson. They have also hired an additional administrative assistant, Caitlin Keele, who began in February. Ms. Manion updated the group on several projects that the foundation has taken on the last year – Pinckneyville scholarships, online giving website link, and the pathway to success brick

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campaign. She also reported that the annual fund is a big focus for the foundation in 2014.

**MARKETING**

Mr. Chad Copple, Director of Marketing, gave a presentation on the Marketing & Public Information Department. He reported that the commercial that was released in Fall 2013 has been a big success. There have been 16,000 views on YouTube and numerous likes on Facebook. There will be another six-week TV campaign this spring. Mr. Copple also updated the group on the market research study that the department recently completed. Due to the results of this study they have increased radio spots. The study also showed that newspaper is still beneficial for employment ads. Mr. Black asked how we were going to market the ASPEN Award. The department has also issued a press release as well as placed the ASPEN seal on the website. Mr. Wilkerson spoke to his pleasure with the department. He said he had given Chad and his department the reigns and they had ran with them and were doing a great job.

**FIRST YEAR EXPERIENCE**

Ms. Hillary Halsey, First Year Experience Coordinator, presented information to the group explaining the concept behind her efforts as well as the information she is currently teaching and feedback she has received on the First Year Experience program. This semester is the pilot program. The course is a 1.5 credit hour, face to face course. Her intension is to build strong connections and engage students with each other and faculty and staff. There are approximately 20 students in a class. Ms. Halsey said that she will continue to improve the course as she moves forward. She is relying heavily on student feedback. Mr. Henry Leeck pointed out that Hillary has done a great job with this program. He sees that she has taken an idea for this program and has grown it, and is mentoring our students.

**CAMPUS PROJECTS UPDATE**

Mr. Randall Shively, Director of the Physical Plant, updated those in attendance of the completed projects for FY13 as well as upcoming projects. Mr. Shively said he would continue to work with President Wilkerson to determine priorities for upcoming

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priorities. He also provided a handout showing the number of physical plant personnel and what areas of campus they worked on.

**CAMPUS TOUR**

2:15 – 3:45 PM (approx.). The group took a campus tour. They were able to see the construction in the new A&P labs, the science lab remodels, the beginning of the art addition project, the machine shop, etc.

**INSTITUTIONAL  
UPDATE – MATH &  
SCIENCE**

Ms. Andrea Banach, Dean of Math & Science gave an update on the division. Ms. Banach said that the theme for her department has been to do “more with less”. She feels that they have done a good job with this. She also reported that the department has been able to accomplish several items on their strategic plan due to Title III money. She reported that an engineering 2+2 agreement has been made with SIU-C. Her department is in the process of working out an internship program for job site, hands on opportunities with the Illinois Department of Natural Resources. Ms. Banach also noted that she has 7 employees in her department that rank in the top 20 most senior employees list. This is going to lead to a lot of personnel changes in her department in the next few years.

**INSTITUTIONAL  
UPDATE – LIBERAL  
ARTS**

Mr. Henry Leeck, Division Chair of Liberal Arts gave an update on the department. There are 5 departments within the Liberal Arts Division. He has 3 pending retirements in his division. He discussed the common core changes happening in 2014. He is hopeful that this will lower the need for developmental classes, long term. Within the developmental education courses, he is hoping to retain and graduate more students by changing to the bridge program. He told the group of a future needed expense in his department, which is to upgrade the lighting in the theater.

**INSTITUTIONAL  
UPDATE – APPLIED  
SCIENCE**

Mr. Terry Wilkerson gave an update on the division. The group was provided a handout of the different

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departments within the Applied Science Division. They were also provided a list of the 2014 tuition waiver contests. Mr. Wilkerson discussed the mining technology program. RLC now has a presence at White Oak Mine for training 3 days per week. The mine in Aiken has made the same request so we are working on that as well.

**INSTITUTIONAL  
UPDATE – COMMUNITY  
& CORPORATE  
EDUCATION**

Mrs. Lori Ragland, Director of Community & Corporate Education, gave updates on several programs within her area. She reviewed the offerings within her division. She reported that the first nail technology program will begin on April 23. Remodeling at the MarketPlace has provided space for the nail technology program, as well as new offices. A berm has also been built recently and been used for several firearms training and conceal carry courses. She said that Ron Meek has done a great job of organizing these classes. She also reported that the Culinary Showcase is coming up soon.

**INSTITUTIONAL  
UPDATE – ALLIED  
HEALTH/TITLE III**

Ms. Kim Robert, Division Chair of Allied Health, gave a review of the division. She discussed the different programs within her division. Ms. Robert is currently working on gaining accreditation from ACEN for our nursing program. The entire curriculum has been revamped. Representatives of our nursing program have had an initial meeting with the Illinois Department of Financial and Professional Regulations and a determination on our accreditation has been put on hold until May 2 when there will be another meeting. The Liaison for Rend Lake College had not provided all information to the department so the acceptance letters will not be turned around as quickly as we'd hoped for. Kim also informed the group of the retirement of the Director of Nursing, Barb Crouse, so there is going to be a transition within the department. She is also working on a CNA state pilot program, as well as possibly a Healthcare Coach program with Phil Gustafson, CEO at St. Mary's Good Samaritan Hospital

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has inquired about. She also reported that the new medical coding program is going very well.

**ENROLLMENT/  
ADMISSIONS**

Mr. Jason Swann, Dean of Enrollment Management, presented an update to the board. The E1 Report was recently submitted to ICCB. The report shows that the majority of our students still fall within the age range of 17 to 20 years old. Mr. Swann reported that enrollment is down. It is down across the state and the nation from 2009. In our district, population is down as well as high school growth, and these numbers directly affect our enrollment numbers. Jason's direction is focused on finding ways to realistically grow our numbers. Some ideas that he is pursuing to do this are, packaging financial aid differently, recruiting by specific program, looking hard at retention, revamping the way we allocate tuition waivers as an institution, and looking into the affordable access award. He also informed the board that he is starting a "dean's luncheon, where students will be invited to lunch and to an open forum conversation with faculty and staff.

**FINANCE UPDATE**

Mrs. Angie Kistner, Vice President of Finance and Administration, presented a financial update to the Board. She reported that we budgeted flat for FY14 and we are down approximately \$700,000 in the general fund. She noted that although we are down, we are faring well compared to our peer community colleges. The operating and maintenance funds are up compared to budget. This is due to cutting some of the projects we had originally planned to do. Mrs. Kistner also reported that looking at the next fiscal year, she is anticipating a decrease in state funding by 5 to 10%.

**ADJOURNMENT**

There being no other business, Mr. Marlow made a motion at 6:22 PM to adjourn, seconded by Mr. Crocker, all voted yes.

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Chairman

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Secretary