

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

**March 10, 2015**

***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 1:15 P.M with a working lunch.

**ROLL CALL**

Mr. John Kabat, Secretary, called the roll.

Those present were:

Mr. Eric Black  
Mr. Randall Crocker  
Mr. John Kabat  
Mr. Larry Manning  
Mr. Rick Marlow  
Mr. Randy Rubenacker  
Mr. Elijah Liske (Student Trustee)

Those absent were:

Dr. David Asbery

Others present were:

Mr. Terry Wilkerson, Mrs. Lisa Price, Mrs. Chris Kuberski, Mr. Randall Shively, Mr. Donnie Millenbine, Mrs. Shawna Bullard, Mr. Chad Copple, Mr. Henry Leeck, Mr. Jason Swann, Ms. ReAnne Palmer, Mrs. Kimberly Wilkerson, Mrs. Lori Ragland, Ms. Andrea Banach, Mrs. Angie Kistner, Ms. Felicia Follmer, and Mrs. Mary Cornett

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

**STATE OF THE COLLEGE**

President Wilkerson welcomed the group to the annual retreat. Mr. Wilkerson then provided an overview of the State of the College and highlighted some of the areas that would be covered more in depth by administrators later in the day. He discussed the topic of our changing

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our health insurance plan to an HSA, acknowledging that Trustees had likely been receiving calls and questions about this transition which was presented at our In-Service day on February 17<sup>th</sup>. He went on to explain that we had been contemplating such a move for several years, and with state budget cuts feels the time is right now to make this change, as we will save substantial dollars while offering a strong insurance plan. Currently we budget \$10,808 per person to fund our health plan; this figure will decrease to \$5,000 per person going to an HSA. Though the deductible is higher, the college will fully fund the first year's deductible for all participants, and would like to look at the first 6 months' worth of claims to determine whether we may be able to begin a matching contribution plan for year two and going forward.

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

**REND LAKE COLLEGE  
FOUNDATION**

Mrs. Shawna Bullard, Chief Executive Officer of the Rend Lake College Foundation, recapped the Foundation's year, noting their primary goal being to continue to grow and to serve more deserving students. The foundation is developing a culture of philanthropy and an attitude of giving, and is considering a possible annual fund appeal, via a letter campaign, but will first hire a third party firm to do a feasibility study on campaigning. This study will let them know where to focus efforts in campaigning. Mrs. Bullard's intent is to continue growing their donations and the scholarships the foundation awards.

**CAMPUS PROJECTS  
UPDATE**

After briefing the board on our efforts and progress in cutting energy usage through the installation of LED lighting around campus, Mr. Randall Shively, Director of the Physical Plant, introduced Mr. Donnie Millenbine, Assistant Director of the Physical Plant, who updated those in attendance on the numerous completed projects for FY14 as well as upcoming projects. Trustee Randy Rubenacker commended the Physical

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Plant staff on the quality of in-house work we were able to complete around the campus.

**CAMPUS TOUR**

Due to weather and time constraints, and based upon the detailed updates from Physical Plant, it was decided to forego the campus tour today.

**DIVISION  
UPDATE – MATH &  
SCIENCE**

Ms. Andrea Banach, Dean of Math & Science, recapped numerous upgrades and updates and noted that she felt satisfaction in having set – and meeting – the goals within her division. Among things mentioned were that we are revamping IAI Initiative classes, we are utilizing WYSE competitions as more of a recruiting event, we are increasing our dual credit efforts and offerings campus-wide, and the Science Building labs have been remodeled which offer extensively more room efficiency and usage. She also wants to offer STEM Camp in the summer which is being discussed, and wants to donate obsolete equipment to district schools.

Mrs. Banach went on to report that 71% of our students are first-generation college students. She explained that we strive to get to the point of eliminating remedial math classes, as the reimbursement is low and we lose money on such classes. Also, the success rate is not where we would like it to be, resulting in discussions and potential program offerings which are in the works to combat this issue.

**DIVISION  
UPDATE – LIBERAL  
ARTS**

Mr. Henry Leeck, Division Chair of Liberal Arts gave an update on the department, adding to topics presented by Mrs. Andrea Banach, particularly the topic of furthering student success. They are working on a Summer Bridge program (a 1-week 'boot camp') to hone students' skills and increase student success rates. He acknowledged that placement tests and Compass are tough on those who aren't as adept at writing.

Mr. Leeck went on to say he is cutting costs by eliminating lots of sections, aiming to fill up classes which will cut down on the need for part-time

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instructors. He also highlighted the hybrid learning going on with Wayne City and Webber, in particular a hybrid speech class, with mainly online work coupled with three live speeches, instructed by a qualified Dr. Elizabeth Bailey-Smith. These high schools reached out to the college stating their need for such a program, realizing the necessity to partner-up to ensure they can offer this course to their students, as highly academic students at smaller schools need such opportunities.

**DIVISION  
UPDATE – APPLIED  
SCIENCE**

Mr. Chris Nielsen gave an update on the division, outlining many goings-on in all of his departments, noting that coursework is being developed for drones and quad-copters, cyber courses, Welding, and Automotive's partnership with a local car club which has resulted in a new scholarship offering from the car club. Graphic Design has worked on ideas for updating the Vocational Building hallway to make it more inviting and also provide seating for students waiting for their classes to begin. Mr. Nielsen also indicated there are lots of advisory meetings and strategic planning taking place.

Lastly, he mentioned the upcoming Ag Banquet to be held on April 9, 2015.

**DIVISION  
UPDATE – COMMUNITY  
& CORPORATE  
EDUCATION**

Mrs. Lori Ragland, Director of Community & Corporate Education provided a handout which listed all the many certificate programs offered within her area, and discussed several highlights and high-demand programs. She also mentioned that Cosmetology at the MarketPlace has undergone many changes, and since we got our Barber certificate approved a year ago, and the state did the site visit in January 2015 to fully approve us, we will be hiring some cosmetologists and offering salon services to make more use of the space, generating some revenue.

She informed the group of the third annual Culinary Art Showcase opening on March 19<sup>th</sup> and running through

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May 8<sup>th</sup>, with more information to be obtained through the Community and Corporate Education department.

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

Mrs. Kim Wilkerson, Division Chair of Allied Health provided an outline of the many programs and certificates offered within her division, including the RLC Massage Clinic which is open to the public on March 18<sup>th</sup>. Our massage students will get required training while offering massage services at a cost of \$20. Also, the Radiology self-study has been submitted, with a site visit scheduled for this summer.

**MARKETING**

Mr. Chad Copple, Director of Marketing, provided a handout and reviewed some of the main things the college has focused on, including our website redesign in progress and a sequel to the Journey commercial, which was an extremely successful commercial run by RLC to promote programs and enrollment.

**ENROLLMENT/  
ADMISSIONS**

Mr. Jason Swann, Dean of Enrollment Management, touched on several things of importance within his area, emphasizing focus on these four components: recruitment, preparation, retention and graduation – not simply enrollment. He also went on to explain that he would like to work toward using the Financial Aid model as a recruitment tool, and to require all students to complete the FAFSA as a factor to utilize when offering scholarships and tuition waivers.

On another note, he indicated that our online college application wasn't built to be supported by mobile devices, so we have rebuilt the process in order to stay current with changing technology, and to build connections with students and promote their success.

**DUAL ENROLLMENT**

Mrs. Lisa Price briefly summarized what was covered by two of the Deans who spoke before her, noting that we are being extremely responsive to high schools and reaching out to them to build on the dual credit offerings which help with college readiness and cut down on family's college expenses. She indicated that last year we received a \$10,000 dual credit enhancement grant which was used to further development of the dual credit instructors.

**GRANTS AND RESOURCE DEVELOPMENT**

Mrs. Andrea Witthoft was unable to attend the meeting, so Mrs. Kimberly Wilkerson presented a handout on grants prepared by Mrs. Witthoft which listed grant dollars awarded and what the monies are used to promote.

**HLC AND ICCB COMMITTEE MEETINGS UPDATE**

Mrs. Christina Kuberski, V.P. of Instruction, presented lots of information on where our focus has been and other areas that are on the “radar” to further assess. These include assessing all outdated learning spaces on campus, and if we receive a grant to update, our thought is to invest in flexible workspaces which can be quickly and easily rearranged. One such example are called “Nodes” which are movable chair/workstations. She acknowledged other areas on which we need to focus: the Vocation Building which is very outdated and our poor Wifi service on campus, noting we must invest in our campus in order to promote RLC, to grow and to be more efficient.

Mrs. Kuberski went on to highlight changes in HLC, our accrediting body, and also reviewed new federal mandates on credit hour compliance, which we monitor closely. She has set up a workshop on March 20<sup>th</sup> which will help instructors determine how much time they have assigned as classroom work, and how much time they need to assign. This is part of our internal review, so that we fully adhere to ICCB requirements.

Mrs. Kuberski indicated changes coming on the state level, mentioning a co-requisite model to accelerate remediation, program review, and the changing of the community college Associate of Science degrees for science majors. ICCB will now postpone 6 hours of General Eds to allow the science sequence to remain in order and enable students to graduate on time with an A.S. degree.

**FINANCE UPDATE**

Mrs. Angie Kistner, Vice President of Finance and Administration, did not present a formal report; noting that President Wilkerson covered the financial status in his opening session with input from Mrs. Kistner. Mrs. Kistner took a moment to acknowledge the efforts of

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Student Services, which recently implemented a new RLCares service for students who may need some help, academically or personally, to keep them on track while at college. Jena Jensik, Academic Advisor, will be the contact person for such students, and her goal is to build strong relationships that will show students the college cares about their success.

**STRENGTHS QUEST**

President Terry Wilkerson presented a spreadsheet showing each of his cabinet member's top 5 strengths and where those overlap – or don't overlap – with the others as a group. It's a very interesting "test" in which he would like the Board of Trustees to participate.

Chairman Eric Black commended the President's Cabinet of Rend Lake College for their hard work noting they are a very results-driven, and a very cohesive work group.

**ADJOURNMENT**

There being no other business, the meeting adjourned at 6:20 PM.

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Chairman

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Secretary