



April Board of Trustees Meeting

April 15, 2025

Richland Community College

One College Park

Decatur, IL, 62521



Meeting Book - April Board of Trustees Meeting

April 2025 Board of Trustees Meeting

I. Annual Board Book Calendar

- a. Board Book Annual Calendar 2025.docx

II. Principles of Sustainability

- a. Principles of Sustainability.pdf

III. Innovation and Quality Performance System

- a. Strategic Plan Visual updated 3-7-24 for Board Book.pdf

IV. Strategic Plan Priorities

- a. Richland Community College pages for Board 2024.docx

V. The Vision: To be the best and first choice for education.

VI. College Mission: To empower individuals through learning and to forge partnerships that grow communities.

VII. Core Values: Commitment, Respect, Excellence, Integrity and Accountability, and Diversity, Equity, Inclusion, and Belonging

VIII. Convening of the Regular Meeting

- a. Call to Order
- b. Roll Call

IX. Results of Election held April 1, 2025

Needs Action

X. Oath of Office and Seating of Trustees Elected in the Consolidated Election

Needs Action Chairwoman Carr

XI. Reorganization of the Board of Trustees and Ad Hoc Appointments

Needs Action

XII. Minutes of the Regular Meeting on March 18, 2025

Needs Action

- a. March MINUTES OF BOARD OF TRUSTEES REGULAR MEETING.docx

XIII. Appearance of Citizens and Introduction of Guests

XIV. Swearing in and Seating of Student Trustee

Chairwoman Carr

- a. OATH OF OFFICE - Student Trustee.doc

XV. Written Communications

a. Personnel Update

a. Personnel Report April 15- 2025.doc

b. 2025 Illinois Community College Month Proclamation

Julie Melton

a. 2025 Illinois Community College Month proclamation.pdf

b. Community College Month - Proclamation PR Plan.pdf

XVI. Special Reports

a. Report of ICCTA

Chairwoman
Carr

XVII. Report of Student Trustee

Rachael
Pender

a. April 2025 Student Trustee Report.docx

XVIII. Consent Agenda

Needs Action

a. Consent Agenda Memo.doc

b. Authorization in compliance.docx.pdf

c. Dr. Maria Alberto Consent Agenda 4-15-2025.docx

d. Consent Agenda Hunter Tuinstra 4-15-2025.docx

XIX. New Business

a. Approval to Purchase Six Portable AC / DC Electrical Learning Systems

Needs Action John Oliver

a. MEMO 2025 APRIL Amatrol Portable AC DC Electrical Learning Systems.docx

b. Board Policy Updated 4.2 Residency Status – Second reading

Andy Hynds

a. Board Policy Memo residency 2nd reading.docx

c. Approval to Purchase Consulab's Set of 12 Ohm's Law Trainers

Needs Action John Oliver

a. MEMO 2025 April Consulab Ohm's Law Trainers.pdf

d. Board Policy Revisions Section 3 – First Reading

Amy Snow

a. Section 3 Summary of Changes- Reading 1.docx

b. Section 3 2025 Revisions.doc

e. Approval for purchase of tow-behind mower

Needs Action Joe Feinstein

a. board memo - 2504 mower.pdf

f. Approval to contract for a physical plant energy feasibility study

Needs Action Joe Feinstein

a. board memo 2504 energy study.pdf

XX. Financial Report

Needs Action Sheree Zalanka

a. Financial Memo.docx

b. March 2025 Financials.pdf

XXI. Report of the President

XXII. Items from the Board

XXIII. Executive Session

a. Executive Session.docx

XXIV. Adjournment

Needs Action

RICHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES ANNUAL CALENDAR 2025

JANUARY 2025

Reports

Consent Agenda

**College Legal
Contractual
Agreements**

New Business

Trustee Training

Winter Board Retreat

FEBRUARY 2025

Reports

Consent Agenda

New Business

**Recommendations for
Tenure**

**Recommendation for
Approval of Fees**

**Strategic Plan
Priorities**

**Monitoring Report:
EnRich**

MARCH 2025

Reports

Consent Agenda

New Business

**Recommendations for
Faculty Promotions in Rank**

**Recommendation to Grant
Professor Emeritus Status**

**Recommendation to Grant
Staff Emeritus Status**

**Recommendation for
Professional Leave**

**Recommendation for
Approval of Tuition**

**Monitoring Report: Staff
Profile**

APRIL 2025

President's Evaluation

**Tenure and Promotion
Recognition Dinner**

**Student Government
Election Results**

**Report from Board
Secretary regarding
Election of Student
Trustee**

**Seating of New
Student Trustee**

Report

MAY 2025

**Reorganization of
Board of Trustees**

Reports

Consent Agenda

New Business

Tentative Budget

RCC Commencement

ICCTALobbyDay

**Monitoring Report:
Budget**

JUNE 2025

Public Hearing for Budget

Reports

Strategic Plan Quarterly Report

Consent Agenda

New Business

Resolution Adopting Budget

**Compliance with Prevailing
Wage Act**

State Capital Funding Request

**Resolution Transferring
Earnings**

**Review of Minutes of Previous
Executive Sessions**

**Monitoring Report: Budget and
Finance**

RICHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES ANNUAL CALENDAR 2025

JULY 2025

Reports

Consent Agenda

Monitoring Report:
Institutional
Effectiveness

Summer Board Retreat

AUGUST 2025

Reports

Consent Agenda

Monitoring Report:
Academic Profile

SEPTEMBER 2025

Reports

Consent Agenda

Annual Foundation
Board Meeting

Monitoring Report:
Institutional
Advancement

OCTOBER 2025

Reports

Consent Agenda

Distribution of audit
Reports – RCC &
Brush College, LLC

Strategic Plan Quarterly
Update

Monitoring Report:
MCLETC

NOVEMBER 2025

Reports

Audit Presentation

Consent Agenda

Calendar of Regular
Meeting of Board of
Trustees

Old Business

Financial Report

Monitoring Report:
Student Services

DECEMBER 2025

Reports

Consent Agenda

Old Business

Resolution for Fiscal
Year Tax Levy

Review of Minutes of
Previous Executive
Sessions

Strategic Plan Priorities
Results Report

PRINCIPLES OF SUSTAINABILITY





College Vision

To be the best and
first choice for
education.

College Mission

To empower individuals
through learning and to
forge partnerships that
grow communities.

Core Values

Commitment
Respect
Excellence
Integrity and
Accountability
Diversity, Equity,
Inclusion, and Belonging

IBHE Public Agenda/ ICCB Reporting						
Strategic Plan	Strategic Plan 2024-2026		Implementation and Performance		Public Accountability	
	Goal 1: Transform teaching and learning to improve academic excellence.		Program Review and Program/Discipline Viability	Annual Budget	Monitoring Reports, Reports to ICCB and HLC	Annual Strategic Plan Report
	Strategy A: Promote DEIB faculty professional development by offering four DEIB-focused sessions per year.					
	Strategy B: Promote the importance of student information literacy to faculty.					
	Strategy C: Revise and offer the student information literacy course (CIS 101) and Canvas module to provide increased student access.					
	Goal 2: Bolster and sustain an equitable environment that fosters student success and completion.					
	Strategy A: Boost course and program completion and retention.					
	Strategy B: Enhance the use of campus resources to support students.					
	Strategy C: Ensure equitable outcomes for students.					
	Strategy D: Enhance student engagement in co-curricular activities.					
Strategy E: Grow enrollment through new and updated pathways.						
Strategy F: Develop and offer Essential Skills/Trauma-Informed Training for students.						
Goal 3: Identify and cultivate partnerships to meet the needs of the District communities.		Implementation and Performance	Public Accountability			
Strategy A: Connect with District employers to identify needed skills and collaborate in the delivery of training opportunities.						
Strategy B: Deliver Essential Skills/Trauma-Informed Training to internal & external stakeholders.						
Strategy C: Promote training opportunities with internal and external communities to better connect with and inform the District.						
Strategy D: Implement a single Customer Relationship Management (CRM) system.						
Strategy E: Deliver data-informed, innovative programs and services that align with the rapidly changing workforce.						
Strategy F: Expand the impact of the Minority Mentor Protégé Program.						
Strategy G: Create partnerships to address students' barriers to basic needs, resources, and support.						
Goal 4: Enhance operational sustainability to meet stakeholder needs.						
Strategy A: To improve financial policies and procedures to ensure the continued availability of a long-term funding reserve.						
Strategy B: To support the evolving technology needs of the institution.						
Strategy C: To formalize or improve policies and procedures that guide Richland's operational sustainability.						
Higher Learning Commission Standard Pathway (Criteria for Accreditation)						

Richland Community College 2024-2026 Strategic Plan

Vision: To be the best and first choice for education.

Mission: To empower individuals through learning and to forge partnerships that grow communities.

Core Values: Commitment; Respect; Excellence; Integrity and Accountability; Diversity, Equity, Inclusion, and Belonging.

Goal 1: Transform teaching and learning to improve academic excellence.

- A. Promote DEIB faculty professional development by offering four DEIB-focused sessions per year.
- B. Promote the importance of student information literacy to faculty by offering a minimum of two faculty development sessions in 2024.
- C. Revise and offer the student information literacy course (CIS 101) and Canvas module to provide increased student access.

Goal 2: Bolster and sustain an equitable environment that fosters student success and completion.

- A. Boost course and program completion and retention.
- B. Enhance the use of campus resources to support students.
- C. Ensure equitable outcomes for students.
- D. Enhance student engagement in co-curricular activities for greater success.
- E. Grow enrollment through new and updated pathways.
- F. Develop and offer Essential Skills/Trauma-Informed Training for students.

Goal 3: Identify and cultivate partnerships to meet the needs of the District communities.

- A. Connect with local employers to identify skill gaps and provide training opportunities.
- B. Deliver Essential Skills/Trauma-Informed Training to internal and external stakeholders.
- C. Promote training opportunities with internal and external communities to better connect with and inform the District.
- D. Implement a single Customer Relations Management (CRM) system to track communications and touchpoints with potential students and corporate training customers across all areas of the College.
- E. Deliver data-informed, innovative programs and services that align with the rapidly changing workforce.
- F. Expand the impact of the Minority Mentor Protégé Program.
- G. Create partnerships to address students' barriers to basic needs, resources, and support.

Goal 4: Enhance operational sustainability to meet stakeholder needs.

- A. To improve financial policies and procedures to ensure the continued availability of a long-term funding reserve.
- B. To support the evolving technology needs of the institution.
- C. To formalize or improve upon policies and procedures that guide Richland's operational sustainability initiatives.

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING
DISTRICT NO. 537
RICHLAND COMMUNITY COLLEGE**

March 18, 2025

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:31 p.m. Tuesday, March 18, 2025, in the Board Room of Richland Community College by Chairwoman Carr. Chairwoman Carr also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Tom Ritter, Ben Andreas, Dale Colee, Dan Diskey, Marcy Rood, Vicki Carr and Brayden Thomas

Trustees Absent: Bishop Wayne Dunning

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the Regular Meeting on February 18, 2025, had been distributed to the Board prior to this meeting.

Andreas moved to approve the minutes of the Regular Meeting on February 18, 2025. Diskey seconded. Voice vote being all ayes, Chairwoman Carr declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Julie Rambo, Executive Admin. of Student Success and Academics, and Anna Shapland, Instructional Technology Specialist

REPORT OF SELECTION OF STUDENT TRUSTEE

Dr. Isaac Zuniga reported to the Board of Trustees that Rachael Pender will be seated at the April Board of Trustees meeting serving as Student Trustee for the 2025-2026 term.

WRITTEN COMMUNICATIONS

Personnel Update

New Employees

Natalie Weathers

Executive Assistant and External Relations Office

02/03/2025

William Soquet	Donor Information and Database Coordinator	02/10/2025
----------------	--	------------

Changes

Amy Snow	Assistant Director Human Resources to Interim Executive Director Human Resources	01/24/2025
----------	---	------------

Retirements, Resignations, and Terminations

Nicole DelMastro-Jeffery	Executive Director Diversity Equity Inclusion Belonging	02/03/2025
Shanae Williams	Food Service – MCLETC	02/03/2025
Kristie Dawson	Executive Director, Human Resources	02/24/2025

SPECIAL REPORTS

REPORT OF ICCTA

Ben Andreas gave an update on the ICCTA meeting in Lisle, IL on March 14. This was his first meeting and was pleasantly surprised and what a good meeting it was. It was nice to meet other Trustees from other Colleges and see the wonderful work that is done. He encouraged other Trustees to try and attend in the future.

Chairwoman Carr the Trustees of the next Governance Leadership Institute that will be held I November in Chicago. This would be a good opportunity to send a team from Richland. Also, the next ICCTA meeting and Lobby Day will be held in Springfield in May. Please let Madonna know if you plan to attend.

MONITORING REPORT

Amy Snow presented the Staff Profile/Employee Engagement Monitoring Report

FACULTY REPORT

Laurie Hughes updated the Trustees on the next round of leadership for Faculty. Beginning August 25, 2025 Brooke Oliver will serve as President, Faith Brenner will serve at Vice President, Ethan Stephenson will serve at Secretary and Tavis While will serve as Treasurer.

Michelle Stephens updated the Trustees on the next presentation of When the Rainbow is Enuf. Performances will be April 4, 5, and 6th.

Schuy Weishaar made the Trustees aware of the first annual writing contest. Categories include Fiction, Non-Fiction, and Poetry. Prizes will be awarded and winners will present to a live audience on the Richland campus.

REPORT OF STUDENT TRUSTEE

Student Trustee Brayden Thomas presented the Student Leadership Council Report.

OLD BUSINESS

EXAMINATION OF CLOSED SESSION MINUTES

A recommendation was made to the Board of Trustees to approve the continued confidentiality of the closed session minutes, as presented.

Colee moved to approve the continued confidentiality of the closed session minutes, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

NEW BUSINESS

BOARD POLICY 4.6.12 – THIRD READING AND ADOPTION

In compliance with Illinois Public Act 103-871 (effective January 1, 2025), Richland Community College must adopt a policy allowing students serving in the National Guard or Reserve components to submit missed classwork and complete assignments resulting from military obligations, such as required drills or other service commitments.

The attached Board Policy 4.6.12 ensures compliance with state mandates and provides clear procedures for students to notify faculty of their service obligations, adjust deadlines as needed, and maintain flexibility while upholding academic standards. The policy also includes provisions for training faculty and staff to ensure consistent implementation and support across the college.

This initiative reflects Richland's commitment to supporting our military-affiliated students and their success, recognizing the unique challenges they face. We recommend your review and approval of this policy to ensure our institution is prepared to meet these requirements and maintain alignment with state legislation.

Thomas moved to adopt Board Policy 4.6.12, as presented. Diskey seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

PROFESSOR EMERITUS RECOMMENDATION

A recommendation was made to the Board of Trustees that would grant Professor Emeritus status to Marcella Cremer, James Jones, Dr. Evyonne Hawkins, Gil Rocha, and Deb Yaden, retired faculty members, as specified in Professor Emeritus Policy 3.8.1, as presented.

Thomas moved to grant Professor Emeritus status to Marcella Cremer, James Jones, Dr. Evyonne Hawkins, Gil Rocha, and Deb Yaden, retired faculty members, as specified in Professor Emeritus Policy 3.8.1, as presented. Ritter seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

BOARD POLICY 4.2.0 – RESIDENCY STATUS – FIRST READING

Updates to this policy were required for compliance with ICCB Administrative Rule 1501.501 and Section 2.-16.02 of the Illinois Public Community College Act.

No action is required at this time.

CLASSROOM TECHNOLOGY UPGRADES

A recommendation was made to the Board of Trustees that would allow Administration to purchase computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$27,300.28, as presented.

Rood moved to approve Administration to purchase computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$27,300.28, as presented. Andreas seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

CLASSROOM TECHNOLOGY UPGRADES

A recommendation was made to the Board of Trustees that would allow Administration to purchase computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$27,844.06, as presented.

Diskey moved to allow Administration to purchase computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$27,844.06, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

APPROVAL FOR PURCHASE OF WALL SYSTEMS

A recommendation was made to the Board of Trustees that would authorize the Administration to purchase wall systems for the price of \$75,051.99 from Built Interior Construction of Springfield, IL, as presented.

Andreas moved to authorize the Administration to purchase wall systems for the price of \$75,051.99 from Built Interior Construction of Springfield, IL, as presented. Thomas seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

APPROVAL TO PURCHASE VARIABLE FREQUENCY DRIVES FOR REPAIR

A recommendation was made to the Board of Trustees that would authorize the Administration to purchase variable frequency drives as quoted for \$60,450.00 from Ruyle Mechanical Services of Peoria, IL, as presented.

Rood moved to authorize the Administration to purchase variable frequency drives as quoted for \$60,450.00 from Ruyle Mechanical Services of Peoria, IL, as presented. Ritter seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

APPROVAL TO PURCHASE OF LEARNING FEEDBACK SYSTEM SOFTWARE

A recommendation was made to the Board of Trustees that would authorize the Administration to enter into a five-year contract for course evaluation and survey software with Watermark Insights of Austin, TX for \$10,000 annually, as presented.

Diskey moved to authorize the Administration to enter into a five-year contract for course evaluation and survey software with Watermark Insights of Austin, TX for \$10,000 annually, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

The February 2025 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$1,611,932.08 for February 2025 was distributed to the Board prior to the meeting.

Thomas moved to ratify the February bills and travel expenditures paid and approve the Financial Statement subject to audit. Andreas seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

REPORT OF THE PRESIDENT

- President Valdez reminded the Trustees that Graduation will be held on May 16, 2025, 7:00 p.m. at the Civic Center. The Health Professions pinning will take place prior to Graduation at 5:00 p.m.

ITEMS FROM THE BOARD

None

EXECUTIVE SESSION

Andreas moved to enter into closed session for the purpose of discussing individual employment, as specified in section 2 (c) (1); for the purpose of discussing collective negotiation matters, as specified in Section 2 (c) (2); for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); for discussion of pending or probable litigation, as specified in Section 2 (c) (16) of the open Meeting Act. Colee seconded. Voice vote being all ayes, Chairwoman Carr declared the motion carried.

Meeting convened into closed session at 6:41 p.m.

Meeting reconvened into open session at 7:26 p.m.

ADJOURNMENT

Andreas moved and Ritter seconded to adjourn the meeting at 7:30 p.m.

Benjamin Andreas, Secretary

OATH OF OFFICE
STUDENT MEMBER OF BOARD OF TRUSTEES
RICHLAND COMMUNITY COLLEGE

Vicki Carr

Do you, Rachael Pender, swear that as a duly selected student member for 2025-2026 of the Board of Trustees of Richland Community College, District No. 537, Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, and the State of Illinois, you will faithfully fulfill your obligations by upholding the law as set forth in the Public Community College Act of Illinois and by supporting the community college as a force for educational good in the community to the best of your capabilities, so help you God?

Rachael Pender

Response: "I do"

To: Cris Valdez, President

From: Amy Snow, Interim Executive Director, Human Resources

Date: April 15, 2025

Subject: Personnel Report March 2025

Changes

Name	Position	Start Date
Raquel Spain	Food Service Supervisor to Kitchen Lead	3/17/2025
Kortine Miller	Food Service worker to Kitchen Lead	3/31/2025



WHEREAS, America's first public community college was established in Joliet, Illinois, in 1901; and,

WHEREAS, Illinois community colleges are powerhouses of opportunity at the grassroots with 45 community colleges and 39 college districts throughout the state defining success student by student and community by community; and,

WHEREAS, according to the Illinois Community College Board, Illinois community colleges educate 75 percent of the undergraduate students enrolled in Illinois public higher education; and,

WHEREAS, Illinois community colleges are outcome-driven, ranking number one in the nation for bachelor's degree completion rates among the 54 percent of community college students who transfer; and,

WHEREAS, in fiscal year 2024, Illinois community colleges partnered with local school districts and offered 15,942 dual credit courses to 91,017 high school students; and,

WHEREAS, earning an Associate of Applied Science or long-term certificate from an Illinois community college adds nearly \$600,000 in lifetime earnings; and,

WHEREAS, Illinois community colleges share a common mission to prepare people for the workforce, to transfer students to other colleges and universities, and to continually respond to the communities they serve through adult literacy continuing education services;

THEREFORE, I, JB Pritzker, Governor of the State of Illinois, do hereby proclaim April 2025 to be **Illinois Community College Month** in honor of the Illinois Community College System and the significant contribution these institutions are making to the strength, vitality, and prosperity for our state.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Illinois to be affixed.



Done at the Capitol in the City of Springfield,
this EIGHTEENTH *day of* MARCH, *in*
the Year of Our Lord, two thousand and
TWENTY-FIVE, *and of the State of Illinois,*
two hundred and SIXTH.

Alexi Giannouch
SECRETARY OF STATE

JB Pritzker
GOVERNOR



Community College Month Proclamation 2025

WHEREAS, America's first public community college was established in Joliet, Illinois, in 1901; and,

WHEREAS, Illinois community colleges are powerhouses of opportunity at the grassroots with 45 community colleges and 39 college districts throughout the state defining success student by student and community by community; and,

WHEREAS, according to the Illinois Community College Board, Illinois community colleges educate 75 percent of the undergraduate students enrolled in Illinois public higher education; and

WHEREAS, Illinois community colleges are outcome-driven, ranking number one in the nation for bachelor's degree completion rates among the 54 percent of community college students who transfer; and

WHEREAS, in fiscal year 2024, Illinois community colleges partnered with local school districts and offered 15,942 dual credit courses to 91,017 high school students; and,

WHEREAS, earning an Associate of Applied Science or long-term certificate from an Illinois community college adds nearly \$600,000 in lifetime earnings; and

WHEREAS, Illinois community colleges share a common mission to prepare people for the workforce, to transfer students to other colleges and universities, and to continually respond to the communities they serve through adult literacy continuing education services;

THEREFORE, I, JB Pritzker, Governor of the State of Illinois, do hereby proclaim April 2025 to be Illinois Community College Month in honor of the Illinois Community College System and the significant contribution these institutions are making to the strength, vitality, and prosperity for our state.

#####



Public Relations Plan for Richland Community College Community College Month – “Best Decision Ever”

As Richland Community College celebrates Community College Month this April, we proudly embrace our mission to support all students by fostering an environment where everyone can thrive. This year’s theme, *Best Decision Ever*, perfectly reflects the impact Richland has on its community, offering an education that empowers students to transform their lives.

Throughout the month, Richland will highlight the stories of its students, faculty, and staff, showcasing its dedication to providing accessible, high-quality education that meets the needs of a diverse student body. The College will spotlight individuals and initiatives that represent the spirit of inclusion and growth, emphasizing outstanding student achievements, innovative programs, and the dedicated faculty and staff who work tirelessly to support every student. These efforts align with Richland’s broader commitment to providing an education that is accessible, equitable, and empowering for all.

Program Focus Areas

- **MMPP & CEJA Contractor Incubator Grant**
 - Highlight the Minority Mentor Protégé Program and announce the expansion to clean energy through the CEJA Contractor Incubator Grant (grant received this month).
- **Minority Trades Program**
 - Showcase partnership with O’Shea Building aimed at increasing diversity and inclusion in trades.
- **CEJA (Clean Energy Jobs Act)**
 - In partnership with T/CCI – promote the opening of the Clean Energy Stem Academy (and Culinary run Café) on the T/CCI Campus on April 23
 - Press release sent on April 1 promoting 3rd CEJA cohort
- **Prep Academy – First Cohort Graduation**
 - Highlight Prep Academy Partnership with DPS and highlight students from the first cohort graduating in May (end of April)
- **Student Support Services**
 - Promote the Student Support Services that we offer to our students and announce two grants recently received to support homelessness and mental health.

Campus Events

- **Richland Theatre – Spring Production - April 4-6**
 - Promote the production of *for colored girls who have considered suicide/when the rainbow is enuf*
- **Disability Resource Expo – April 8**
 - Promote resources offered at Richland and throughout our community. Highlight the key role that Richland plays.

- **Healthcare Event with DPS - April 17**
 - Promote the partnership event with Decatur Public Schools and highlight opportunities for students pursuing healthcare careers.
- **Foundation Power of Giving Event – April 30**
 - Highlighting donors and scholarship recipients that have been impacted by the power of giving.

Spotlights & Testimonials (Press Releases & Social Media)

- **TAT - Alumnus of the Year**
 - Announce Terrance “TAT” Taylor as the Alumnus of the Year (video)
- **Faith Brenner – Faculty of the Year**
 - Feature Faith Brenner’s accomplishments and dedication to students (video)
 - Share faculty and student testimonials about her impact.
- **Rachael Peder - New Student Trustee**
 - Introduce the newly elected student trustee and share their goals and vision for student representation
- **Student Success Stories**
 - Highlight student achievements across various programs.
 - Share inspirational journeys of students overcoming challenges.
- **Social Media Quotes (ongoing)**
 - Gather and share testimonials from key figures, partners, donors & alumni, such as Sen. Turner, Mark Denzler, and Kara Demirjian, etc.

Richland Community College
STUDENT LEADERSHIP COUNCIL
BOARD REPORT

April 2025

Student Trustee – Brayden Thomas

April Events

- April 9-Growing Strong – Sexual Assault Awareness Month Event
- April 14– UIS Recruiting Table
- April 16-EIU Recruiting Table, Country Financial Table, Surge Tech's Annual Spring Basket Raffle/Bake Sale
- April 22-Earth Day Events-Indoor Jungle (make your own planter, PRIDE Rock Painting-Make your own garden rocks
- April 24 – Save A Life Tour-Distracted Driving Event
- April 29 – English Faculty Writing Contest Winners Event
- April 30 – Spring Fling-annual outdoor event

May Events

- May 2-Annual Student Awards Recognition and Reception
- May 5-Paw Print Ministries-Finals Event

TO: Board of Trustees

FROM: Dr. Cris Valdez 

DATE: April 15, 2025

SUBJECT: Consent Agenda

Mr. Chairman, Members of the Board of Trustees, the following items are presented as a consent agenda to be acted upon within the same motion. Any Board member may remove the items from the consent agenda to be acted upon separately. Supporting documentation for the consent agenda items are attached.

Therefore, it is recommended that the Board of Trustees approve the following:

- A. Authorization in compliance with 5 Illinois Compiled Statutes 120/2.06
(Destruction of Closed Session Audio Recordings)
- B. Assistant Professor, English
- C. Instructor, English

Thank you.

TO: Board of Trustees

FROM: Dr. Cris Valdez 

DATE: April 15, 2025

SUBJECT: Authorization in compliance with 5 Illinois Compiled Statutes 120/2.06
(Destruction of Closed Session Audio Recordings)

Mr. Chairman, Members of the Board, Section 120/2.06 of the Illinois Open Meetings Act states that the verbatim record of a closed session may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded.

In addition, the Act states that the verbatim record may be destroyed only after the public body approves the destruction of a particular recording and the public body approves minutes of the closed session that complies with requirements for written minutes.

At this time, the verbatim recording of the closed session held June 20, 2023, and August 15, 2023, has met the required 18-month period.

Therefore, it is recommended that the Board of Trustees authorize the destruction of the verbatim record of the June 20, 2023, and August 15, 2023 closed session.

To: Cris Valdez, President

From: Amy Snow, Interim Executive Director, Human Resources

Date: April 15, 2025

Subject: Assistant Professor, English

As requested by Dr. Cristobel Valdez and Amy Snow, Interim Executive Director, Human Resources, it is recommended that Dr. Maria Alberto, be appointed to the Full-Time Tenure Track Faculty in English.

Dr. Maria Alberto brings ten years of part-time teaching experience (five-year full-time equivalent), along with a deep commitment to serving higher education institutions. A proud alumna of Cleveland State University, she has taught at various colleges, including the University of Utah and Salt Lake Community College. Dr. Alberto's teaching portfolio is diverse, ranging from composition and literature to queer studies, business writing and more, reflecting her expertise in multiple areas. Her passion for working with community college students and her dedication to fostering an inclusive learning environment were evident throughout the interview process.

The committee was particularly impressed with Dr. Alberto's broad knowledge of the field, her enthusiasm for teaching a wide array of subjects, and her dedication to enhancing the educational experience for all students. Her expertise in equitable teaching practices, along with her strong service record across different institutions, makes her an excellent fit for this position. Dr. Alberto's commitment to academic excellence and community service promises to be a tremendous asset to Richland and our students.

Dr. Alberto holds a PhD in English from the University of Utah, Salt Lake City, UT, Master of Arts in English from Cleveland State University, Cleveland, OH

Based on Dr. Maria Alberto's educational background and experience, it is recommended that she be appointed to Assistant Professor English effective August 11, 2025.

To: Cris Valdez, President

From: Amy Snow, Interim Executive Director, Human Resources

Date: April 15, 2025

Subject: Instructor, English

As requested by Dr. Cristobal Valdez and Amy Snow, Interim Executive Director, Human Resources, it is recommended that Hunter Tuinstra be appointed Full-time Tenure-Track Faculty in English.

Professor Tuinstra brings a strong dedication to higher education, and to Richland Community College in particular, with years of full and part-time teaching experience, including over a year as Temporary Full-time RCC English instructor for multiple semesters. Professor Tuinstra has made substantial contributions to his academic community, including committee service and institutional service at Wayne State University. His involvement in the English Department's Library, Mentoring and Professional Development, and Policy Committees, along with his leadership in planning the Wayne State's New Graduate Student Orientation, reflects his dedication to institutional growth and support for his peers.

The Search committee was particularly impressed by Professor Tuinstra's extensive engagement in professional development. His participation in numerous workshops and conferences, including those focused on composition, multimodality, and critical literacy, underscores his commitment to staying current with the best practices in education. His involvement in the "Radical Pedagogy Reading Group" and mentoring initiatives highlights his passion for fostering a dynamic, inclusive, and supportive learning environment. With his broad teaching experience, institutional service, and dedication to academic excellence, Professor Tuinstra is poised to be a valuable asset to Richland Community College.

Professor Tuinstra holds a Masters of Arts, Bachelor of Arts from Central Michigan University and anticipates to complete his PhD in English in Summer 2025.

Based on Mr. Tuinstra's educational background and experience, it is recommended he be appointed to Instructor effective August 11, 2025.

Richland Community College
Once College Park
Decatur, Illinois 62521



MEMORANDUM

Applied Science & Technology

To: Board of Trustees
Dr. Cristobal Valdez

From: Johnathan Oliver

Date: March 17, 2025

Re: Approval to Purchase Six Portable AC / DC Electrical Learning Systems

In support of our commitment to the mission of Richland Community College and local industry to provide up-to-date on training, access to industry relevant equipment, the latest technologies, and updated curriculum, we request to purchase: six Portable AC / DC Electrical Learning Systems by Amatrol. These new components would enhance the curriculum and equipment in the Engineer Technology Electrical Systems programs. These components would be compatible with the existing Amatrol trainers that RCC currently owns.

This purchase would qualify as a sole source purchase because the requested Learning Systems, are manufacturer specific, and integrate into and augment existing equipment RCC owns: Amatrol - Electronic Sensors Training Systems currently utilized as part of the Engineering Technology curriculum.

The cost of each 990-ACDC1 Portable AC / DC Electrical Learning System is \$9,805.00 for a total cost of six units is \$58,830.00 Funding is available through the ICCB Taking Back the Trades Grant.

It is recommended that the Board authorize the College Administration to purchase six (6) Amatrol 990-ACDC1 Portable AC / DC Electric al Learning Systems from Moss Enterprises of Johnson, Iowa for a total cost of \$58,830.00.

I am available for any questions you may have.



MEMO

To: Board of Trustees; Dr. Valdez

From: Meredith Johnson-Palmer, Executive Dean, Student Success; Jody Burtnett, Registrar

Re: Board Policy Updated 4.2 Residency Status – Second reading

Date: 04/01/2025

Please find the updated Board Policy 4.2 attached for your review. Updates to this policy were required for compliance with ICCB Administrative Rule 1501.501 and Section 2.-16.02 of the Illinois Public Community College Act.

No changes have been made since the first reading.

Thank you; we are available for any questions you may have.



4.2 RESIDENCY STATUS – 10/19/93; revised 8/17/10, 2/14/25

Students enrolling at Richland Community College shall be classified as in-district resident, out-of-district resident, or out-of-state resident for tuition and fee purposes according to ICCB Administrative Rule 1501.501-05. The College is authorized to require such documentation to verify residency status.

A student is considered a resident of Richland Community College District 537 if the student occupied a dwelling within the district for at least 30 days immediately before starting classes.* The College shall maintain documentation verifying State or district residency of students.

*Special Residency Status

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a caseworker or other personnel of the Department, or the student's attorney or guardian ad litem.

Richland will charge in-district tuition rates for students utilizing benefits under the federal All-Volunteer Force Educational Assistance Program or the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variations of that Act.

Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are: federal job corps workers stationed in the district; inmates of State or federal correctional/rehabilitation institutions located in the district; or students attending under a chargeback or cooperative agreement with another community college.

Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are: federal job corps workers stationed in Illinois; members of the armed services stationed in Illinois; inmates of State correctional/rehabilitation institutions located in Illinois; or employed full time in Illinois.

Students who live out-of-district but work 35 or more hours per week in district can complete a residency verification form with the Cashier's to be considered for in-district rates.

Senior Citizens aged 65 shall be charged the in-district rate.

Students who move from outside the district and who obtain residence in the district for reasons other than attending the College are exempt from the 30-day in district requirement if they provide documentation of a verifiable interest in establishing permanent residency.

Richland Community College
Once College Park
Decatur, Illinois 62521



MEMORANDUM

Applied Science and Technology

To: Board of Trustees
Dr. Cristobal Valdez

From: Johnathan Oliver

Date: April 3, 2025

Re: Approval to Purchase Consulab's Set of 12 Ohm's Law Trainers

Our enduring commitment to the mission of Richland Community College to provide premier educational opportunities in order to develop a cutting-edge workforce requires that we continually update our curriculum and equipment. When the college applied and was awarded the Rev Up EV Grant Round 1 of funding, the addition of the EV/Hybrid Certificates were created and added to the Automotive Technology Program. In enhancing the curriculum and improving students' knowledge of basic electrical before moving into advanced electrical topics the full-time instructor discovered the Consulab product. The product equips students with the skills and knowledge necessary to work on today's automobiles (gas, hybrid, and electrical vehicles). The trainers are designed to help teach Ohm's Law basics as well as demonstrating common electrical system components and circuitry operation.

Consulab sells them in classroom kits of 12 (\$3,517.08 per trainer), these will be utilized in both the Automotive Technology Program and the Diesel Medium/Heavy Truck Program. The total cost for a classroom kit of 12 was quoted at \$42,205.00. Funding is available through the ICCB Rev Up Grant.

It is recommended that the Board authorize the College Administration to purchase a classroom kit of 12 Consulab Educatech Ohm's Law trainers from Consulab Educatech Inc in Quebec, Canada for a total cost not to exceed \$45,000 in expectation of probable tariff.

We are available for any questions you may have.



To: Board of Trustees; Dr. Valdez

From: Amy Snow, Interim Director Human Resources

Re: Board Policy Revisions Section 3 – First Reading

Date: 04/08/2025

Please find the revisions for section 3 of Board Policy for your review. This section was reviewed to reconcile inconsistent terminology, remove procedural language from policy, as well as update verbiage.

Procedures that are removed from policy will be included in a document of procedures that will be made available to staff and faculty.

Board Policy Review

April 2025

Section 3

- 3.1.1.1 Add “family responsibilities” per law update
 - Remove Director of Student Development
 - Remove web address- no longer valid
 - Add Deputy Title IX Coordinator
- 3.1.2 Remove verbiage that will be added to procedures.
- 3.1.3 Change verbiage, same content but worded differently
- 3.1.5.1 Change verbiage, same content but worded differently
 - Remove verbiage that will be added to procedures.
- 3.1.5.2 Remove verbiage that will be added to procedures
- 3.1.7 Change verbiage, same content but worded differently
- 3.1.8 Remove verbiage to be added to procedures.
- 3.2.1 Remove specific positions.
- 3.2.2 Remove specific positions.
- 3.2.3 Remove specific positions.
- 3.2.4 Remove specific positions.
- 3.2.5.2 Remove Counselors
- 3.2.6 Change verbiage, same content but worded differently
- 3.2.6.5 Change “employees” to “workers”
- 3.3.1.1 Change “break” verbiage
- 3.3.1.2 Change 40 hours to less than 28 hours.
 - Change “break” verbiage
- 3.3.1.3 Change “break” verbiage
- 3.5.4 Change Vice President Finance to Vice President Financial Services and Administration
- 3.5.5 Remove verbiage that will be added to procedures.
- 3.5.10 Remove verbiage that will be added to procedures.
- 3.5.11 Remove verbiage that will be added to procedures.
 - Add verbiage to state the policy
- 3.5.12 Remove verbiage that will be added to procedures.
- 3.6.1 Add PTLA
 - Remove verbiage that will be added to procedures.
- 3.6.2 Change “snow” to “emergency days”
 - Remove verbiage to be added to procedures.
- 3.6.3 Remove verbiage to be added to procedures.
- 3.6.5.1 Spell out Martin Luther King
 - Remove verbiage to support change of verbiage in 3.6.5.2

3.6.5.2 Remove 1000

Insert “that” where it was missing

Remove verbiage to be added to procedures.

Change verbiage to include procedures as reference.

Remove verbiage to be added to procedures.

Add “that” where missing.

Remove: “Consistent with College policy regarding all types of leave, employees on FMLA leave will not continue to accrue seniority, paid vacation/sick leave or other benefits during the period covered by the leave. In addition, employees will not be paid for holidays during the leave

Add: “The College requires the employee to use, concurrently with the FMLA leave, available accumulated benefit time. If the employee’s benefit time is exhausted and the employee is in an unpaid status, the employee will not accrue benefit time, including holidays.”

Insert “leave” to clarify paid time

3.6.5.3 Remove “and procedures”

Remove verbiage that will be added to procedures.

Reword to include PTLA

3.6.5.5 Remove verbiage and update to “Employees are awarded personal time if stated in their contract.”

3.6.5.6 Remove verbiage that will be added to procedures.

3.6.5.7 Insert corresponding “step” relationships

3.6.5.7.1

Remove verbiage that will be added to procedures.

3.6.5.8

Remove verbiage that will be added to procedures.

3.6.5.12

Remove verbiage that will be added to procedures.

3.6.5.13

Remove verbiage that will be added to procedures.

3.6.5.14

Remove verbiage that will be added to procedures.

3.6.5.15

Remove verbiage that will be added to procedures.

3.6.5.17

Remove verbiage that will be added to procedures.

3.8.4 Remove verbiage that will be added to procedures.

3.8.5 Remove verbiage that will be added to procedures.



3.1 EMPLOYMENT OF PERSONNEL – Adopted 8/21/90; Revised 2/20/07; Revised 2/19/2019

3.1.1 “At Will” Employment

Unless specified otherwise by written contract or State law, all employees have an “at will” employment relationship with Richland Community College. Thus, both the College and the employee have the right to terminate employment at any time, with or without cause or advance notice. The College’s personnel policies are intended to provide guidance as to the College’s ordinary approach to the topics discussed and not to promise that the College will act at all times in accordance with the policies. Specific circumstances may warrant exceptions. The purpose of the policies of the Board of Trustees is to establish clear expectations for all employees in regard to the terms, conditions, and benefits of employment.

3.1.1.1 Nondiscrimination

Richland Community College does not discriminate on the basis of race, color, ancestry, religion, national origin, sex, disability, age, military status, marital status, order of protection status, sexual orientation, genetic information, citizenship, gender identity or expression, parental status, pregnancy, unfavorable discharge from military service, family responsibilities or other legally protected characteristic in its programs. The following positions have been designated to handle inquiries regarding the non-discrimination policies: ~~Director of Student Development~~ – Title IX Coordinator, Deputy Title IX Coordinator and Director, Academic Success Center – Section 504 Coordinator. ~~For further information on notice of non-discrimination, contact the Title IX Coordinator. visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.~~

3.1.2 Union Represented Faculty

Richland Community College is committed to honoring its collective bargaining agreements. In the event that there is any discrepancy between the information contained in this Policy Manual and matters contained in a collective bargaining agreement for union employees, the provisions of the collective bargaining agreement will take precedence.

~~A union-represented employee is encouraged to consult with his or her supervisor if he or she has any questions about the collective bargaining agreement and its impact on employment with the College.~~

3.1.2.1 “Just Cause” Standard for Tenured Faculty

The Public Community College Act (110 ILCS 805/3B-1 et seq.) provides that tenured faculty members may be dismissed for “just cause.” For this purpose, “just cause” includes, but is not limited to:

- (1) incompetence, cruelty, negligence, immorality or when the faculty member is not qualified to perform the services for which that faculty member is employed;
- (2) failure of faculty to attend to his or her duties or to implement, perform or adhere to directives or orders;
- (3) any action by faculty involving willful misconduct or malfeasance or gross negligence in the performance of his duties;
- (4) conduct of a criminal nature which may have an adverse impact on the College’s reputation and standing in the community;
- (5) conviction of a crime involving moral turpitude, including fraud, theft or embezzlement;
- (6) any fraudulent conduct in connection with the business affairs of the College; or
- (7) any other conduct that is substantially harmful to students, other employees or the College itself.

3.1.3 Authority to Hire – 11/18/08

The Board of Trustees shall approve the employment of people in the following classifications and positions: Full-Time Faculty, ~~Executive Director, Director~~, Dean or above, ~~Vice President, and the President.~~

The Board of Trustees delegates to the President of the College, or the President’s designee, the authority to employ people in all other categories and positions.

3.1.3.1 Faculty Qualifications – Adopted 10/23

Richland Community College follows the guidelines outlined by the Illinois Community College Board and the Higher Learning Commission to hire faculty.

3.1.3.2 Academic Rank – Initial Placement – Adopted 3/76, Revised 10/23

As an organization that inherently places value on educational background and related experience, Richland Community College supports placement of newly hired faculty at levels that are commensurate with education and experience. Initial placement can be at any of the following four ranks: Instructor, Assistant Professor, Associate Professor, and Professor. The Board of Trustees authorizes the College administration to determine criteria and procedures for initial placement.

3.1.4 Background Checks

As a condition of employment, employees may be subject to one or more of the following:

- Criminal background checks
- Personal background checks
- Credit Reports
- Drug screening
- Non-compete contract
- Driving record review (IDOT)

3.1.5 Personal Relationships

Richland Community College is committed to providing a workplace and educational environment for all employees and students that is free of potential conflict regarding personal relationships and nepotism. The following policies are in place to mitigate the effects of such relationships.

3.1.5.1 Employment of Relatives

The College has no general prohibition against hiring relatives of other employees. ~~However, a few R~~ restrictions have been established to avoid compromising the integrity of the College's management structure.

While the College will accept and consider applications for employment from relatives of current employees or from individuals with close personal relationships with employees, these individuals will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another relative or intimate regularly residing in the same household. Relatives or intimates will not be placed in positions where they work with or have access to sensitive information regarding relatives or close family members or if there is an actual or apparent conflict of interest. ~~Further, if two employees are relatives or have a close personal relationship and they are placed in a supervisory relationship to each other, they are required to bring that relationship to the attention of Human Resources within 5 business days of placement into the~~

~~position.~~

3.1.5.2 Faculty-Employee/Student Relationships

The College strongly discourages sexual and/or romantic relationships between its employees and students in all contexts. In light of the potential for misunderstanding, morale problems, or abuse arising from consensual romantic or sexual relationships, it is the policy of the College that faculty members and other employees may not have evaluative, supervisory, or other authority over a student with whom the employee is having or has had a romantic or sexual relationship. To avoid the appearance of impropriety, Richland employees are prohibited from teaching members of their household, spouse, children, parents, or any other individual with whom he/she has or has had, a personal, non-professional relationship, including romantic or sexual relationships. ~~If such a relationship exists or has existed, the faculty member or employee must report the relationship to his or her supervisor and to Human Resources immediately. Failure to report the relationships could result in disciplinary action, including termination. If the person to whom the relationship is reported determines that reassignment or other mitigating action is necessary, it is the responsibility of both the faculty member/employee and the individual to whom the relationship is reported to ensure that the evaluative or supervisory authority is reassigned or other appropriate mitigation action is taken. In the event that only one faculty member teaches a course in which they have a personal relationship with a student they will need to work with their respective Dean and Vice President to determine an appropriate course of action to mitigate any potential conflicts of interest with the student. A final agreement for an appropriate course of action will be submitted by the Vice President to the President for action.~~

3.1.6 Probation

All employees not covered by contract are considered probationary employees during their initial one hundred twenty (120) days of employment with the College. The discharge of an initial probationary employee shall not be subject to the grievance steps. The probationary period may be extended for an additional sixty (60) days upon the mutual agreement of the College and the employee.

3.1.7 Grievance – revised 12/15/09

The College welcomes the opportunity to address employee concerns or complaints about College policies, procedures, personnel actions, or other matters over which the College has control. ~~Employees wishing to initiate a grievance should submit the issue in writing to their immediate supervisor, with a copy to a Human Resources~~

~~representative. Grievances must be presented within ten college days of the occurrence, or within ten college days of the time it was reasonable for the employee to become aware of the occurrence, to be considered by the College.~~

Employees are assured that there will be no retaliation for initiating a grievance. Employees covered under a collective bargaining agreement will follow ~~those~~ the grievance procedures. All other employees shall follow the procedures established by the College.

3.1.8 Return to Work SURS Annuitants – 1.4.16

The College will not employ, re-employ, hire, offer an employment contract, or otherwise create an employment relationship for any individual defined as an “Affected Annuitant”, under 40 ILCS 5/15-139.5. It shall be the individual’s duty and responsibility to inform the College prior to hiring that they are receiving an annuity as the result of employment by a SURS or SURS reciprocal covered employer. Failure to notify the College of this information will be grounds for immediate termination.

~~Earnings Limitations for SURS Annuitants:~~

~~A SURS annuitant is subject to earnings limitations. SURS Traditional and Portable Plan annuitants returning to work at the College must immediately notify the Human Resources Office and SURS of their intent to return to work prior to hire. The earnings limitations defined by legislation, Administrative Rule, or SURS shall be complied with and the College reserves the right to restrict, reduce, or suspend an employee’s work time in order to meet the SURS earnings limitations.~~

Failure to notify the College of any SURS earnings limitations or Affected Annuitant status that creates a financial obligation to the College will become the responsibility of the individual.

3.2 CLASSIFICATION OF PERSONNEL – Adopted 8/1/90. Revised 11/18/08

In order to provide standardized classifications of employment for individuals employed at Richland Community College, the following employment descriptors will be used to define staff groups. The following definitions are prescribed:

3.2.1 Executive Staff – 11/18/08

Executive staff shall be those individuals who are the officers and senior managers of the College who direct and oversee the programs, staff, and operations of the Board of Trustees.

~~Such individuals shall include but not limited to the following positions: the~~

~~President, Vice Presidents, Executive Directors, and Chief Information Officer.~~

3.2.2 Administrative Staff – 11/18/08

Administrators shall be those individuals who manage, administer, and support the operations of the College, and who are not covered by a collective bargaining agreement.

~~Such positions shall include but are not limited to the following positions: Deans, Directors, Assistant Directors, Chief Public Safety, and Supervisors.~~

3.2.3 Professional/Technical Staff – 10/29/18

Professional/Technical staff shall be those individuals who provide specialized supporting services of a professional or technical level that does not include teaching and providing instruction to students.

~~Such positions shall include, but are not limited to, the following positions: Academic Support, Police Officer, and Professional/Technical.~~

3.2.4 Supporting Staff – 10/29/18

Supporting staff shall be those individuals who provide clerical and maintenance supporting services to the College.

~~Such positions shall include, but are not limited to, the following positions: Clerical, Specialists, Food Service Workers and Custodian/Maintenance.~~

3.2.5 Faculty

Faculty are individuals who spend more than one half (50%) of their workload in the activity of teaching and providing instruction to students.

3.2.5.1 Full-time Tenure-Track Faculty

Full-time teaching faculty members shall teach twenty-four (24) to thirty (30) equated credit hours per academic year and shall adhere to the provisions of the Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

3.2.5.2 Full-time Tenure-Track Librarians ~~and Counselors~~

Individuals in this classification are limited to librarians ~~and counselors~~ who

spend more than one half (50%) of their time providing service directly to students and shall adhere to the provisions of the Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

3.2.5.3 Adjunct Faculty

Adjunct (Part-time) teaching faculty are those individuals who teach less than twelve (12) equated hours per semester.

3.2.5.4 Temporary Full-Time Faculty

Temporary full-time teaching faculty members shall teach twelve (12) or greater equated credit hours per semester. No employees shall remain in this classification greater than two (2) consecutive years. These individuals also must adhere to the provisions of the Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

3.2.6 Other Staff

~~Other staff is that group of E~~mployees not included in the above classifications will be considered as "other" staff.

3.2.6.1 Adult Education Instructors

Adult Education Instructors are employees who teach Adult Education open entry, open exit courses. Instructors are contracted to provide services for sixty (60)-minute contact hours as assigned.

3.2.6.2 – MCLETC Instructors

MCLETC Instructors are employees who teach courses for the Law Enforcement Training Center. These instructors are hired to teach specific courses pertaining to law enforcement on a part-time, intermittent basis.

3.2.6.3 Temporary Part-Time Employees

Temporary part-time personnel are employed in positions for a semester or less than five-month duration. With this classification there is no anticipation of continuing employment.

An employee classified as Temporary Part-Time may be placed into an on-going part-time position upon approval by the College President. However, the

temporary part-time status of an individual shall not continue beyond four months.

3.2.6.4 Temporary Full-Time Employees

Temporary full-time personnel are employed in positions for a semester or less than four-month duration. With this classification, there is no anticipation of continuing employment. This position may be eligible for benefits.

3.2.6.5 Student WorkerEmployees

Student employees-workers are enrolled as students at Richland Community College for at least 6 credit hours and are in “good academic standing” as defined by the College’s Academic Standard Policy.

A student employee-worker who demonstrates financial need may participate in the Federal Work Study program, a federal financial aid program designed to provide subsidized part-time employment for eligible students.

3.2.6.6 Contract Employees

Contractual employees are employees hired for a specific period of time by Richland Community College to perform specific functions and duties designated by a contract.

For the purposes of type of employee, part-time employees will be considered the same as contractual employees, hired for a specific period of time, with no guarantee of the number of hours worked or further employment.

3.2.6.7 Grant-Funded Employees

Individuals who are employed through federal or state grants to perform functions and duties designated by the grant. Employment generally extends only through the length of the grant, with no guarantee of further employment by the College.

3.3 DEFINITION OF EMPLOYMENT WORKWEEK/WORKLOAD – Adopted 5/15/90

3.3.1 Non-Faculty

3.3.1.1 Full-Time Employment

All full-time employment is based on a forty (40)-hour workweek.
Employees will be given meal breaks and short breaks per the applicable law.

~~Full-time employees will receive two paid 15-minute breaks. Meal breaks are not part of the forty-hour (40) workweek and are unpaid.~~

3.3.1.2 Part-Time Employment

All part-time employment is based on a workweek of less than ~~forty (40)~~ twenty-eight (28) hours.

Employees will be given meal breaks and short breaks per the applicable law.

~~Part-time employees who work a four-hour shift will receive a paid fifteen (15)-minute break, and those working seven and a half (7 1/2) or more continuous hours will receive a thirty (30)-minute unpaid meal break no later than 5 hours of the start of their shift, consistent with applicable law.~~

3.3.1.3 Student Employment

Student employment is limited to twenty (20) hours per week while classes are in session and thirty (30) hours per week during a semester break (fall and/or spring) and is based on eligibility.

Employees will be given meal breaks and short breaks per the applicable law.

~~Student employees who work a four-hour shift will receive a paid fifteen (15)-minute break, and those working five (5) or more continuous hours will receive a thirty (30)-minute unpaid meal break.~~

3.4 EMPLOYEE ASSESSMENT/APPRAISAL – Adopted 5/15/90

The objectives of employee assessment/appraisal are to foster a commitment to the employee's job performance and a commitment to continuing employee self-development and achievement. All employees will be required to participate in this annual program.

When circumstances warrant, an employee's supervisor may conduct an employee assessment/appraisal at any time.

The Board of Trustees authorizes and delegates to the President of the College the authority to develop a Faculty Evaluation Program and a Tenure Review Procedure which is consistent with the statutory required procedures of granting tenure as required by the Illinois Compiled Statutes (110 ILCS 805/3B et. seq.).

3.4.1 Faculty Promotion in Rank

Richland Community College is dedicated to supporting the professional growth and success of its faculty. Progression in academic rank is awarded to faculty members who achieve excellence in work that directly benefits students.

Promotion in rank will be granted to full-time faculty members who achieve levels of excellence described in the “Criteria for Promotion” and who are approved by the Board of Trustees.

Integral elements of the promotion system include the following: faculty initiative, a broadly-based process of recommendation that relies on significant input from students, faculty, and administrators, a final decision by the Board of Trustees, and the right to appeal at various points in the process.

The progression of academic ranks (from lowest to highest) in the promotion system is as follows:

Instructor
Assistant Professor
Associate Professor
Professor

(Per the policy regarding Initial Placement, note that initial placement can be at any of the listed ranks.)

The process of faculty promotion will be consistent among divisions and other units of the College. Promotion signifies the faculty member’s movement from one rank to the immediately succeeding rank. The faculty member is eligible for the next succeeding rank only. Promotion will not occur until the faculty member has achieved tenure at Richland Community College. The Board of Trustees authorizes and delegates to the President of the College the authority to develop procedures to administer this program.

3.5 GENERAL EMPLOYMENT**3.5.1 Chronic Communicable Disease**

Richland Community College is dedicated to promoting and maintaining a healthy environment for students and employees. The College places a high priority on the need to prevent the spread of communicable diseases on its campus.

Communicable Diseases include those diseases and conditions which have been declared by the Center for Disease Control or the Illinois Department of Public Health to be contagious, infectious, or communicable, and may be dangerous to the

public health. The College is committed to educating students, employees, and the community-at-large about chronic communicable diseases.

Employees with Communicable Diseases who know that they have a Communicable Disease have the obligation to inform the Director of Human Resources of their condition. Employees with identified communicable diseases shall retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including but not limited to current collective bargaining agreements in effect, sick leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made utilizing the general legal standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged. Decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College. The College shall respect the right to privacy of any employee who has a Communicable Disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information. The Director of Human Resources may establish additional rules and regulations designed to implement this policy.

3.5.2 Drug-Free Workplace

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Richland Community College owned or controlled property and during work time.

No employee will report to work while under the influence of a controlled substance. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination.

The use of alcohol while on Richland Community College owned or controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College President for approved college functions.

Any work-related accident will be subject to a drug screen within 24 hours of the accident.

Any employee will be subject to reasonable suspicion drug screening.

The College will require employees to submit to a substance abuse screen where the College has reasonable suspicion that the employee is under the influence of illegal drugs or alcohol. Refusal to submit to such a screen will be considered a violation of this policy.

Any Richland Community College employee determined to have violated this policy, including any related College policies, will be subject to disciplinary action up to and including termination and immediate removal from College facilities.

3.5.3 Harassment-Free Workplace – Deleted 12/15/09(superseded by Policy 5.3)

3.5.4 Whistleblower Protection

The College is committed to promoting compliance with the laws, rules, and regulations that govern its business operations and encouraging its employees to report unlawful conduct. Employees may report complaints or concerns about any fraudulent, illegal or unethical conduct within the College.

Employees are often the first to become aware of unethical behavior or business improprieties, but may not express their concerns for fear of retaliation. The College will not tolerate harassment, retaliation or reprisals of any time against any employee who has, in good faith, protested or raised a complaint against some policy or practice of the College or any of its employees.

The College is committed to protecting employees from retaliation for having made a protected disclosure. This policy is derived from 740 ILCS 174/1 et.al Whistleblower Protection Act. Pursuant to this Act, a College employee may not retaliate against an employee who discloses information to a government or law enforcement agency where the employee reasonably believes that the information disclosed is a violation of State or Federal law, rule, or regulation. It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

I. Scope

This policy applies to complaints of retaliation filed by employees who have made or attempted to make a protected disclosure ("whistleblowers").

Definitions

A. Improper Governmental Activity: Any activity undertaken by the College or by an employee that is undertaken in the performance of the employee's official duties, whether or not that action is within the scope of his or her employment, and that is in violation of any State or Federal law, rule or regulation including, but not limited to, corruption, bribery, theft of College property, fraudulent claims, fraud, coercion, conversion, misuse of College property and facilities, or willful omission to perform duty.

B. Protected Disclosure: Any good faith communication that discloses or demonstrates an intention to disclose information that may evidence an improper governmental activity.

C. Retaliation Complaint: Any written complaint by an employee that alleges retaliation for having made a protected disclosure, together with a sworn statement, made under penalty of perjury that the contents of the complaint are true or are believed by the complainant to be true.

D. Locally Designated Official: A Locally Designated Official (LDO) shall be appointed by the President to receive retaliation complaints and administer local implementing procedures. The LDO may be the same official designated to administer local procedures for investigating whistleblower complaints.

E. Retaliation Complaint Officer: The Retaliation Complaint Officer (RCO) oversees the investigation of complaints filed by employees alleging retaliation for making a protected disclosure. The RCO may be appointed by the LDO or President.

II. Corrective Action of a College Employee

Upon conclusion of the investigation by the RCO, the President through the appropriate channel shall determine the appropriate corrective action, if any, that will be initiated against a College employee who is found to have retaliated against an employee's right to make a protected disclosure. Such action shall be in accordance with the applicable personnel policy or collective bargaining agreement.

III. Complaint against the President, the LDO, or the LDO's Supervisor

With regard to complaints in which it is alleged that the President, the LDO, or the LDO's supervisor took retaliatory action, the findings of the investigation shall be presented for a decision to the Vice President of Financial Services and Administration and one other Vice President.

3.5.5 Personnel Records – Adopted 9/18/90. Revised 2/23/10

All information contained in personnel files is the property of Richland Community College and is considered confidential. ~~Employees must inform the College's Human Resources office of any necessary updates to their personnel file.~~

Employees have the right to review and make copies of their respective personnel files at their own expense pursuant to the Personnel Records Review Act (820 ILCS 40/1 - 40/13 as amended). ~~Employees will need to notify Human Resources in writing prior to review and/or copying of their personnel record. The College will comply with all requests within seven (7) working days of the request. Personnel records shall not be released to a third party unless authorized by the employee in writing or as otherwise permitted or required by law.~~

3.5.6 Code of Ethics

In order to ensure public confidence in the College, Board members and employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, the Board and College employees shall subscribe to the following Code of Ethics: A.

General Provisions:

(1) Definitions. The following terms shall be given the definitions as set forth in 5 ILCS 430/1-5:

- (a) Campaign for elective office
- (b) Candidate
- (c) Collective bargaining
- (d) Compensated time
- (e) Compensatory time off
- (f) Contribution
- (g) Gift
- (h) Leave of absence
- (i) Political activity
- (j) Political organization
- (k) Prohibited political activity
- (l) Prohibited source

For the purposes of this policy, "officer" shall mean any member of the Board of Trustees and "employee" shall mean any person employed by the Board, whether on a full-time or part-time basis, or pursuant to a contract, whose duties are subject to the direction and control of the Board and/or its administrative employees with regard to the material details of the work performed. The term "employee" does not include a volunteer or an independent contractor. "Employer" shall mean the Board of Trustees (sometimes referred to herein as the "Board").

(2) Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the Board in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity as part of that officer's or employee's duties, as a condition of employment, or during any compensated time off (including holidays, vacations, and personal time off.

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration of that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration of the employee's participation in any prohibited political activity.

(d) Nothing in this section shall prohibit activities that are permissible for an officer or employee to engage in as part of such employee's official duties or activities.

(3) Gift Ban.

Subject to the exceptions set forth herein, no officer or employee and no spouse or immediate family member living with any officer or employee (collectively referred to herein as "Recipient") shall intentionally solicit or accept any gift from any prohibited source or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this provision. The following exceptions shall apply to this section:

(a) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(b) Anything for which the Recipient pays the market value.

(c) Any contribution that is lawfully made under the Election Code or activities associated with a fund-raising event in support of a political organization or candidate.

(d) Educational materials and missions.

(e) Travel expenses in connection with any meeting for business purposes.

(f) Any gift from the following relatives of the Recipient: father, mother, son, daughter, brother, sister (including corresponding in-laws, step-relations, and half-relations), uncle, aunt, great-aunt, great-uncle, first cousin, nephew, niece, spouse, fiancé, fiancée, grandparent, grandchild.

(g) Any gift from an individual on the basis of a personal friendship unless the Recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the Recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the Recipient shall consider the circumstances under which the gift was offered (such as the history of the relationship between the parties, including any previous exchange of gifts, whether, to the actual knowledge of the Recipient, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift, and whether, to the actual knowledge of the Recipient, the individual who gave the gift also gave the same or similar gift to other Recipients).

(h) Food or refreshments not exceeding \$75 per person in value during a single day, provided that the food or refreshments are consumed on the premises where they were purchased or prepared or catered.

(i) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances.

(j) Intragovernmental and intergovernmental gifts. For the purposes of this section, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee and "intergovernmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(k) Bequests, inheritances, and other transfers at death.

(l) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

(4) Ethics Advisor.

The President may appoint an Ethics Advisor for the College and in such event shall advise the Board of such appointment. In the absence of such appointment, the attorney serving as general counsel to the College shall serve as Ethics Advisor.

The Ethics Advisor shall provide interpretation and guidance to officers and employees of the College concerning compliance with this policy and the Act, and shall perform such other investigative and reporting requirements as the President and/or Board shall authorize from time to time.

(5) Ethics Commission.

(a) The Board may from time to time appoint and constitute no less than three of its members to serve as an Ethics Commission to investigate any complaints arising under this policy. Such Commission shall discharge its duties in accordance with this policy and shall make recommendations to the full Board as it shall deem appropriate.

(b) Board members and employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure is required by law or is otherwise authorized by the Board.

(c) Board members and employees shall not use College facilities, equipment, or property for personal financial gain.

(d) Board members and employees shall not seek to unduly influence personnel decisions.

(e) Board members and employees shall not seek to influence the purchase of products or services by the College when such influence may result in personal gain.

(f) Board members shall not be interested directly or indirectly in any contract, work, or business of the College except as provided by law.

(g) Employees owe their first responsibility to fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their primary responsibilities to the College.

(h) In the deliberation of any matter to come before it, the Board encourages Trustees to express individual and differing points of view. Once a decision is reached, however, Trustees shall accept such decision as the official Board position on the matter.

3.5.7 Conflict Of Interest

Richland Community College's Board of Trustees, Faculty and Staff are subject to

all provisions of the Illinois Public Community College Act, including 110 ILCS 805/3-48. Richland Community College employees must be sensitive to personal situations that could raise questions of potential or apparent conflicts between personal interests and the College's interests. College personnel should consider themselves as persons in a position of trust and employees should conduct themselves accordingly. Employees must be particularly aware of situations where there exists conflict between the private interests of a person and the official responsibilities of a person. A College Trustee, employee, officer, or agent shall not use his/her position for personal gain at the loss of the College. Any employee found in violation may be subject to disciplinary action, which may include suspension and/or termination.

No Trustee, employee, officer, or agent of the College may participate in the selection, award, or administration of a contract between the College and another entity if the individual has a real or apparent conflict of interest. The individual is prohibited from receiving any tangible personal benefit from a firm considered for a contract with the College.

Each employee, officer, or agent shall disclose in writing to the President of the College any personal interests that he/she may have with the entity being considered for a contract. Each Trustee shall disclose in writing to the Chairman of the Board of Trustees any personal interests that he/she may have with the entity being considered for a contract. Prior to any discussion or decision, the Trustee, employee, officer, or agent shall publically disclose the nature of their personal interest in the contract or contracting entity and shall refrain from the decision on such matter.

Any employee found in violation of this policy or other related College policies may be subject to disciplinary action, which may include suspension and/or termination.

3.5.8 Employee Safety and Risk Management

Richland Community College maintains a comprehensive Risk Management Plan. As part of that plan,

- All employees are expected to be alert to the safety risks they may see while performing their job responsibilities and to report such risks.
- Certain employees are required to monitor and report specific safety risks and are expected to familiarize themselves with these duties and to fulfill all assigned duties.

3.5.9 Dismissal of Non-Tenured Faculty

In accordance with 110 ILCS 805/3B-3, it is the policy of the Board that the decision not to rehire (dismiss) a non-tenured faculty member for the ensuing school year or term will be made by the Board upon the recommendation of the College President. The Board shall make the decision not to rehire the non-tenured faculty member and shall notify that faculty member of its decision no later than sixty (60) calendar days before the end of the school year or term. The specific reasons for the dismissal will be kept confidential but will be issued to the faculty member upon the faculty member's request.

Full-time, non-tenured faculty who will be rehired for the next school year or term are to be notified of such a decision no less than sixty (60) calendar days before the end of the academic year or term.

3.5.10 Corrective/Disciplinary Action

When an employee engages in misconduct, the supervisor may take corrective disciplinary actions as determined by the supervisor. Depending on the nature and severity of the situation, appropriate correction/disciplinary action may include verbal counseling, verbal warning, written reprimand, suspension without pay, or termination. Suspensions without pay may be imposed only by the President for up to 10 work days after a disciplinary hearing. Discipline may be appealed through the College's grievance procedure, subject to any collective bargaining agreements stating otherwise.

~~Information regarding the corrective/disciplinary action will be kept in the employee's personnel file maintained by the College's Human Resource office.~~

The President may place an employee on paid Administrative Leave during an investigation determining subsequent corrective action.

3.5.11 Resignation

~~Employees wishing to resign in good standing should submit a formal letter of resignation including an anticipated last day of employment to the President of the College for determination. Upon acceptance of the resignation, employees are encouraged to participate in the separation process with the Human Resources Department.~~

~~As a professional courtesy, employees are encouraged to give appropriate and sufficient advance notice to the appropriate supervisor. Employees must return by their last day of employment all College keys, equipment, and records.~~
The Board directs the President or their designee to accept employee resignations and report the action to the Board. Resignations include an employee's written notice of retirement.

3.5.12 Abandonment of Position

Any employee who leaves a position without proper approval of the immediate supervisor for three (3) consecutive work days will be declared to have abandoned the position and forfeited his/her employment. ~~The first date of absence will be used as the official date of departure from the College. Employees are expected to return all College keys, equipment, and/or records prior to receiving any final compensation.~~

3.6 SALARY AND WAGE SYSTEM – 11/18/08

The Board of Trustees authorizes Richland Community College to establish and maintain a fair and equitable wage and salary system based upon a number of factors including but not limited to the following:

1. Employee Classification and Job Duties
Each position in the College will fit into a classification system, and within the classifications, there will be a job description for each employee or group of employees performing like duties.
2. Job Description
The job description will be reflective of the position and job duties to be performed by each employee.
3. Competitiveness
It is the College's intent to maintain total compensation that is competitive on a local, regional, state, or national basis. Competitive factors considered will be based on the nature of the job, responsibilities of the job, job position in the market place, and value of the job to the institution.
4. Equity
Wage rate compression and equity will be addressed regularly.
5. Ability to Pay
All salary schedules and adjustments or changes to salary schedules will be based upon the College's ability to pay in both the current year and in future years.
6. Total Compensation
Total compensation will include wage and benefit package.

Employees from non-faculty classifications may be assigned to teach credit or non-credit courses. In these instances, the employee may be eligible for additional pay for

instruction and related time, as established by the College and accepted by the employee. The College will establish guidelines that specify which classification of employees will be eligible for additional compensation for teaching such courses. The guidelines will also specify when the employees will be allowed to teach for additional compensation.

3.6.1 Salaried Status – 11/18/08

Employees working in non-teaching jobs found to be exempt from coverage under the Fair Labor Standards Act may be paid on a salaried basis. Salaries are typically paid on a bi-weekly method and are generally not changed due to increases or decreases in work load.

Circumstances where deductions from salaried pay are appropriate include full days of sick and personal time and/or PTLA days not covered by paid time-off benefits, unpaid Family and Medical Leave absences, a partial first week of employment, or a partial final week of employment.

It is policy to comply with the salary basis requirements of the Fair Labor Standards Act. Therefore, supervisors are prohibited from making improper deductions from the salaries of exempt employees. The College does not allow deductions that violate the Fair Labor Standards Act and wants employees to be aware of this policy.

~~If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor or to the Director of Human Resources. If the issue is not resolved to the employee's satisfaction, the employee can utilize the College grievance procedure as outlined in Section 3.1.7 of the Board Policy Manual to pursue resolution. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the College will take appropriate measures to ensure that the error is not repeated.~~

3.6.2 Overtime Pay

Certain employees, referred to as “non-exempt” employees, are eligible for overtime pay.

Other employees, referred to as “exempt,” are not entitled to additional compensation for working overtime. Rather, their compensation packages are intended to compensate them for all hours worked, including any overtime hours.

~~Non-exempt employees must obtain consent from their supervisor before working any overtime beyond the regular forty (40)-hour workweek. Failure to obtain consent may result in disciplinary action, up to and including termination.~~ An employee may be required to work overtime.

Non-exempt employees who have earned overtime pay will be paid at the rate of one and one-half times their hourly pay rate for all hours worked over forty (40) per week.

Compensatory time may be granted to a non-exempt employee in lieu of overtime at a time and one-half rate if:

- a. Prior written approval by the supervisor is obtained.
- b. The employee knowingly consents in writing to receive compensatory time in lieu of overtime payment prior to any overtime work being performed.
- c. The employee is made aware that the compensatory time off received may be used, preserved, or cashed out as provided by the law.
- d. The compensatory time earned must not exceed forty (40) hours. The employee should work with the supervisor to establish an appropriate schedule of use.

Non-exempt employees requested by the administration, and who consent to work on a paid holiday, are paid at the rate of one and one-half times their hourly base pay rate.

Non-exempt employees who are considered essential (IT, Maintenance, and Food Service Workers) and are requested by the administration to work on a day in which the College is officially closed and non-essential staff are not required to report to work will be compensated for all hours worked at their regular rate of pay. They will also receive pay for hours they are normally scheduled to work on that day at their current rate of hourly pay.

Hours compensated but not actually worked, such as paid time off, paid holidays and paid ~~snow-emergency days~~ are not considered work time for the computation of overtime. Overtime-eligible employees that are required to work during paid leave time are exempt from this provision.

3.6.3 Flex Scheduling

Flex scheduling is the adjustment of an employee's regular work day schedule to accommodate the needs of the College. ~~Flex scheduling must be approved in advance by the department/division supervisor.~~ Flex scheduling, at the request of the employee, cannot result in a schedule that creates overtime.

3.6.4 Payroll

Richland Community College non-faculty employees are paid on a bi-weekly basis. A payroll period is a two week (80 hours) period beginning on Sunday and ending on a Saturday. A standard workweek for non-exempt employees is 40 hours. All bi-weekly employees who are full time and are exempt from Fair Labor Standards Act requirements ("exempt") ordinarily are scheduled to be paid for eighty (80) hours per bi-weekly period, unless they move into an unpaid leave or disciplinary status in accordance with College policy. Accurate and contemporaneous reporting of nonexempt employee time and attendance is the responsibility of the employee and his/her immediate supervisor. Employees and/or supervisors found improperly reporting time and attendance information are subject to disciplinary action, up to and including termination. Faculty, including adjunct faculty, non-credit, MCLETC instructors, and adult education instructors will be paid on a semi-monthly basis typically on the 15th of the month and the last day of the month, per the terms of their contract. Overload, extra-duty, and other non-scheduled pay will be paid on a semi-monthly basis typically on the 15th and last day of the month. Upon separation from the College, ~~an employee's~~ earned and unused vacation and compensatory time will be paid out during the next regularly scheduled payroll period after the employee's termination date.

An employee's termination date shall be established by the College.

3.6.4.1 Salary Overpayment and Corrections

The College will follow the provisions of the Illinois Wage Payment and Collections Act. In the event of a salary overpayment employees must repay all amounts paid in excess, consistent with the provisions of that Act. For employees who leave the College before full repayment has been made, the College is authorized to pursue repayment after termination, in accordance with the provisions of the Wage Payment and Collections Act.

3.6.5 Paid/Unpaid Time Off

Paid/unpaid time off for consideration includes the following:

3.6.5.1 Holidays

The College recognizes the following 9 customary holidays:

- New Year's Day
- Labor Day
- ~~M.L. King's Birthday~~
- Martin Luther King's Birthday
- Thanksgiving Day and day after
- Memorial Day

- Christmas Day
- Independence Day
- Juneteenth National Freedom Day

The College also recognizes four College-designated holidays annually. These days will be determined annually at the beginning of each year.

Customary holidays will be observed on the calendar days on which they fall. However, holidays occurring on either Saturday or Sunday may be observed on the preceding day that the College is in operation or the following Monday.

Full-time, non-contractual employees will be compensated at their normal rate of pay for the holidays noted above. Part-time employees who normally would have been scheduled to work on the day the holiday falls will be paid for the hours they normally would have worked. Paid holiday hours are not included in the calculation of overtime.

Due to operational needs, some employees will be required to work on College holidays

To be eligible for holiday pay, an eligible staff member must

1. be actively employed by the College both before and after the campus holiday or bonus day, and
2. have worked or been on approved paid leave (e.g. vacation leave) during the pay period in which the campus holiday occurs.

~~A staff member who is on leave for the full pay period during which the campus holiday occurs is not eligible for holiday pay.~~

3.6.5.2 Family and Medical Leave (FMLA – Revised 12/15/09, 11/15/11, 12/21/21

Employees of Richland Community College are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 ~~1,000~~ hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. The President or the President's designee must approve all FMLA leaves. ~~For the purposes of this policy, the College will calculate a twelve-month period to commence backward from the date of the qualifying event. Available leave is determined by subtracting the number of weeks of FMLA leave taken during the 12 month "look back" period from the 12-week total allowed.~~

If eligible, an employee may be able to take up to 12 work weeks of medical leave during a 12-month period for one or more of the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for the employee's spouse, child (who is under 18 years of age or incapable of self-care due to a physical or mental disability), or parent (not a parent-in-law) who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
 - If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child is on (or has been notified of an impending call to) covered active duty in the Armed Forces to a foreign country. Members of the U.S. National Guard and Reserves are on covered active duty when they are under call or order to active duty and are deployed with the Armed Forces to a foreign country.

Military Caregiver Leave. An employee who is the spouse, parent, child, or next of kin of a current member or veteran of a covered service member (including members of the Armed Forces, National Guard, or Reserves, and covered veterans) with a serious illness or injury may be eligible for up to a total of 26 weeks of FMLA leave in a 12-month period to provide care for that individual.

Notice of Leave. If an employee needs to take time off for reasons that the employee believes qualify for FMLA leave, the employee must comply with all applicable absence reporting policies and procedures, ~~absent an unusual circumstance.~~

~~To request leave, the employee must:~~

- ~~• Supply sufficient information for Richland Community College to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;~~
- ~~• Provide notice of the need for leave at least 30 days in advance or as soon as practicable, but at all times compliant with applicable reporting policies, absent an unusual circumstance;~~
- ~~• Provide a telephone number where the employee may be reached for further information.~~
- ~~• Cooperate with all requests for information regarding whether absences are FMLA-qualifying.~~

Failure to comply with the College's absence reporting policies or to provide

documentation or information requested by the College may result in leave being delayed or denied.

Intermittent Leave. When medically necessary, eligible employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. ~~Employees are required to cooperate with Richland Community College to arrange reduced work schedules or intermittent leave so as to minimize disruption of college operations, subject to approval by the health care provider.~~ Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of college operations.

Leave because of the birth of a healthy child or placement for adoption or foster care of a healthy child (i.e., bonding time) may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and other Certifications. Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be subject to discipline pursuant to the College's attendance policies.

Richland Community College, at its expense, may require a medical examination by a health care provider of its own choosing if it has reason to doubt the validity of the medical certification provided by the employee., Richland Community College also may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave, as provided by applicable law. Second opinions will not be sought in instances of military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications. Because Richland Community College wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty certification signed by his/her health care provider. An employee who fails to provide a Fitness for Duty certification will be prohibited from returning to work until it is provided. An employee who fails to provide a Fitness for Duty certification may be disciplined or terminated.

Fitness for Duty certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely based on the serious health condition for which the employee took such leave.

Maintenance of Benefits. If approved, the College will maintain the employee's individual insurance coverage (medical, life, AD&D, and LTD) for six months, or through the final date of approved FMLA leave, whichever is later. Thereafter, employees wishing to insure themselves and/or their dependents may continue the coverage by submitting their share of the premium to the College on a monthly basis for transmittal to the insurance company. Health insurance will be provided under the conditions coverage that would have been provided if the employee had been continuously and actively employed.

Richland may recover the premium it has paid for maintaining the insurance coverage if the employee does not return to work after the leave has expired, consistent with applicable law. ~~Consistent with College policy regarding all types of leave, employees on FMLA leave will not continue to accrue seniority, paid vacation/sick leave or other benefits during the period covered by the leave. In addition, employees will not be paid for holidays during the leave. The College requires the employee to use, concurrently with the FMLA leave, available accumulated benefit time. If the employee's benefit time is exhausted and the employee is in an unpaid status, the employee will not accrue benefit time, including holidays.~~

Concurrent Leave. Whenever an employee qualifies for paid leave and unpaid FMLA Leave on the same absence, both shall be utilized concurrently. Employees must use any accumulated sick leave, vacation time, personal or paid leave time off to the extent available during FMLA leave. Paid leave time off may also be applied to waiting days under the College's Worker's Compensation program. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for Richland Community College. If an employee and his/her spouse both work for Richland Community College, they may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

- For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Return from Leave. Upon return from leave, the employee will be restored to his/her original or an equivalent position with equivalent pay and benefits. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with Richland Community College. Employees who do not return to work at the end of their leave may be terminated.

State and Local Laws. When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

3.6.5.3 Medical (Including Maternity) Leave – 2/28/10

The following conditions ~~and procedures~~ apply to a medical leave of absence not expressly provided for elsewhere in this manual.

A medical leave of absence may be granted to an employee where a health care provider certifies that an employee is unable to work for more than five (5) consecutive calendar days due to illness, injury, accident, or other qualified condition (including pregnancy and childbirth).

In order to apply for such a leave, the employee and the employee's health care provider must submit proper documentation. ~~A request for medical leave must be submitted in writing by the employee to the administrative officer of his or her unit. The administrative officer will forward the request to the Human Resource Office.~~ Medical leaves must be approved by the President, who reserves discretion to determine whether to grant a medical leave, unless such leave is required by applicable law. The College may require further certification of the employee's inability to work from a health care provider at any time during the leave and may also require the employee to be examined by another health care provider selected by the College. Policies for maintenance of benefits and payment of medical insurance premiums shall follow the policies as outlined in the FMLA policy, as will the procedures for recovery of premiums in cases where the employee fails to return from leave. Employees on medical leave generally may not be permitted to return to work until they have submitted a written release to return to work from the employee's health care provider.

Leaves will generally not be extended beyond twelve (12) months from the actual start date of the leave. Employees on a leave who do not return to work on or before the expiration of the twelve-month period will be terminated from employment with the College, unless a moderate extension of this period constitutes a reasonable accommodation of a disability as defined by applicable

law, or unless otherwise required by law.

Employees terminated under this provision can reapply for employment with the College at a future date if they wish, but future employment with the College is not guaranteed. Employees who fail to return from leave on the date approved by College without applying for an extension of leave will be regarded as having voluntarily resigned their employment with the College effective as of the last day actually worked. Employees who return from a leave on the date approved by College may be restored to their former job, or to a comparable job, if available. If the employee's former job or comparable job is no longer available, the employee may be assigned to any other job, provided there is an open position and the employee has the skill and ability to perform the job. If the College determines that conditions do not allow the reinstatement of the employee to any position, then the employee will be terminated

Sick, personal, vacation and/or ~~vacation-PTLA time leave~~ will run concurrently with medical leave. Thus, after all of an employee's paid time off leave has been exhausted, the remaining term of his or her eligible medical leave will be unpaid.

3.6.5.4 Eligibility for Leave

Only full-time employees are eligible for personal, sick, bereavement, and vacation leave.

3.6.5.4.1 Paid Leave for All Workers Act – Adopted 12/19/23

In compliance with 820 ILCS 192-Paid Leave for All Workers Act effective January 1, 2024, Richland Community College will offer a minimum of 40 hours paid leave during each 12-month period to all eligible employees.

The paid leave may be used by the employee for any purpose as long as the paid leave is taken in accordance with the provisions of this Act.

3.6.5.5 Personal Leave

~~Each twelve (12)-month employee will be allowed two (2) personal leave days per year. Personal leave days do not accumulate. Personal leave will be awarded with the prior written approval of the employee's supervisor.~~

~~Unused personal leave days will be added to sick leave time each July 1.~~

Employees are awarded personal time if stated in their contract.

3.6.5.6 Sick Leave – 9/16/08, revised 11/15/11, Revised 1/17/17

Twelve (12) paid sick leave days per fiscal year will be granted to each twelve-month full-time employee. An unlimited number of sick leave time may be accumulated.

~~Sick leave account accumulations will be determined as of the end of each month.~~

~~Sick leave days may be accumulated but will not be reimbursed at termination or retirement.~~

Sick leave may be used only for absences due to an illness, injury, or medical appointment for personal and/or immediate family illnesses and personal disability, unless otherwise required to be exhausted under the College's policies or pursuant to applicable law. Immediate family is defined as parent, sister, brother, spouse, party to a civil union, child, parent-in-law, grandchild, grandparent, step-parent or anyone regularly residing with the employee. ~~If the personal or immediate family illness lasts over three days, the employee may be required to provide a doctor's statement attesting to the illness to his or her supervisor in order to receive paid sick leave. Additionally, the employee may be required to provide a "return to work" statement from the attending physician.~~

~~Any employee may be required to provide evidence of illness where sick leave abuse is reasonably suspected.~~

**3.6.5.7 Bereavement Leave – revised 8/21/90; 11/15/11
Revised 1/17/17**

Each full-time employee will be granted up to a five (5) days paid bereavement leave for the death of a member of the immediate family and corresponding "step" relationships, defined as parent-~~or stepparent~~, parent-in-law, sibling, spouse, party to a civil union, any child, son- or daughter in-law, or someone regularly residing as a member of the household.

Each full-time employee will be granted up to three (3) days paid bereavement leave for the death of a member's related brother-in-law, sister-in-law, grandparent, and grandchild and corresponding "step" relationships.

Each full-time employee will be granted one (1) day paid bereavement leave for the death of a member's related aunt or uncle, first cousin, nephew or niece and corresponding "step" relationships.

Employees absent due to bereavement leave will be paid for the hours they

normally would have worked.

3.6.5.7.1 Bereavement Leave All Employees – Adopted 1/17/17; Revised 4/18/23

In accordance with Illinois Family Bereavement Leave Act (FBLA), all eligible employees are entitled to take up to a total of ten (10) working days **unpaid** leave time for the death of a covered family member, stillbirth, miscarriage, unsuccessful reproductive procedure, failed adoption match or unfinalized adoption agreement, failed surrogacy agreement, or diagnosis that negatively impacts pregnancy or fertility. Employees are entitled to up to 6 weeks of unpaid leave in the event of the death of more than one covered family member in a 12-month period. FBLA leave time may be used for the following:

1. Attend the funeral or alternative to a funeral of a covered family member;
2. Make arrangements necessitated by the death;
3. Grieve the death of the covered family member

Family Bereavement leave must be completed within 60 days after the employee receives notice of the event.

~~An employee may elect to substitute accrued sick, vacation, or personnel time for any unpaid leave portion.~~

~~Employees may be required to provide 48 hours of notice before the leave, unless it is not practicable. Documentation to verify the necessity for the requested Family Bereavement leave may be requested by the College.~~

3.6.5.8 Vacation Leave – Adopted 3/76; Amended: 10/76; 6/82; 2/28/10

Full-time employees classified as exempt, twelve (12)-month administrative, professional/technical and executive staff will receive twenty (20) working days of vacation per year. Employees in these classifications may accumulate up to sixty (60) days (480 hours). ~~Exempt employees must use vacation time in 4-hour increments, except when taking intermittent FMLA leave or working under restrictions required by a health care provider.~~

Full-time employees classified as non-exempt, twelve (12)-month support staff

will receive ten (10) working days paid vacation for the first year of service, adding one (1) day for each additional year of continuous service up to a maximum of twenty (20) working days. Full-time Nonexempt support staff may accumulate a maximum of forty (40) days during the first ten (10) consecutive years of service. After ten (10) consecutive years of service, full-time Non-exempt administrative staff may accumulate up to sixty (60) days (480 hours).

~~Vacation leave account accumulations will be determined as of June 30 of each fiscal year.~~

~~If an employee has reached the maximum vacation days allowed for accumulation, up to one-half of the current year's earned and unused vacation days may be automatically transferred into the accumulated sick leave account at fiscal year-end.~~

~~If an employee has not reached the maximum vacation days allowed for accumulation, an election may be made via written notification to the Director of Human Resources to transfer up to one-half of the current year's earned and unused vacation days into the accumulated sick leave account at fiscal year-end rather than having these days added to the accumulated vacation leave account. Such written notification should be received prior to June 30 of the current fiscal year.~~

~~If an employee has not reached the maximum vacation days allowed for accumulation and no written notification is received as noted above, any earned and unused vacation days for the current fiscal year will, to the extent allowable, go into the accumulated vacation leave account. Any remaining earned and unused vacation days will automatically be added to the accumulated sick leave account to the extent it does not exceed one-half of the total days earned for the current fiscal year.~~

~~During an employee's final year of service, an election POLICY may be made via written notification to the Director of Human Resources to transfer the entire accumulated vacation leave account into the accumulated sick leave account. Earned and unused vacation days for the final period of service will be accumulated according to the above guidelines prior to this final transfer occurring. Vacation time shall not be used to bridge to a later termination of employment date.~~

~~Without notification to the contrary, accumulated vacation will be paid to the employee at the time of termination or retirement.~~

~~Each employee must request approval for vacation from his or her immediate supervisor. The request should be prepared in time to allow supervisors to~~

~~schedule normal and appropriate hours of College operation.~~

~~No vacation may be taken until after it is fully earned except that newly employed staff may be permitted to take up to one week of vacation prior to the time it is earned with the approval of the employee's supervisor, the Vice President of the unit, and the Vice President of Finance and Administration. If an employee is terminated prior to having earned the vacation, the vacation time will be deducted from the employee's final reimbursement.—~~

3.6.5.9 Military Leave – revised 11/15/11

Each employee may be granted military leave based upon the provisions of the United States code, the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Illinois Military Leave of Absence Act, or other federal and state rules and regulations. Military leave shall be without pay, unless otherwise required by law. Personal and/or sick leave may be applied to military leave.

Under the Illinois Family Military Leave Act, an eligible employee who is the spouse, party to a civil union, or parent of a person called to state or federal military service lasting longer than thirty days are eligible for leave up to 30 days.

An employee is eligible for the Illinois Family Military Leave Act if he or she has worked at least twelve months and at least 1,250 hours in the twelve months immediately preceding the requested leave. Furthermore, an employee must first exhaust all of his or her accrued vacation, personal and compensatory leave (except sick and/or medical leave) before he or she is eligible for family military leave under the Act.

3.6.5.10 Jury Duty

Full-time employees called for jury duty will be granted leave. The College will continue the employee's regular compensation while he or she serves as a juror. The employee will be required to remit to the College all per diem fees, exclusive of mileage reimbursements, received from the court.

The employee is expected to maintain communication with his or her supervisor and is expected to report for work, at the discretion of the supervisor, at such times during the term of the jury service when dismissed by the court from further service for a particular day (days) or portion thereof.

3.6.5.11 Leave to Vote

Illinois law provides all employees, upon at least one day's notice, up to two paid

hours during the work day in order to vote. The leave is applicable to all scheduled and special elections, including primaries. To be eligible for this paid leave, an employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls.

3.6.5.12 Professional Leave – Adopted 9/10/90.

Professional leave is defined as released time from duties for the purpose of increasing a staff member's professional efficiency and usefulness to the College.

Paid (fully or partially) or unpaid professional leaves may be granted for a year or less by the Board of Trustees for the purpose of study, research, or such other reasons as might contribute to the professional growth of staff members and improve the programs and operations of the College.

A specific amount of money may be approved in the annual budget by the Board of Trustees to fund paid professional leaves.

Staff members are eligible for a professional leave after six (6) years of full-time employment at the College. No more than two (2) faculty and two (2) staff members may be granted a professional leave in any one (1) year. Staff members granted such a leave will be eligible again after three (3) additional years of full-time employment at the College.

Paid or unpaid professional leaves may be recommended for a period of one (1) month to one (1) year in duration. A paid leave of six (6) months or less will be compensated at one hundred percent (100%) and a paid leave for a period in excess of six (6) months will be compensated at fifty percent (50%). Paid leaves will not preclude the acceptance of other monies that support the purpose of the leave, subject to the approval of the Leave Committee appointed by the President.

Individuals granted a paid professional leave shall retain all benefits as if they were in regular service at the College.

Requests for expenditures of monies from the fund shall be administered by a Leave Committee representing the administrative, professional/technical, and secretarial/clerical personnel appointed by the President.

~~Applications for professional leave must be submitted to immediate supervisors or vice president, where applicable, by February 1 preceding the fiscal year in which the leave is desired. The staff member's absence from the College must not unduly disrupt normal operations at the College, nor should replacing the~~

~~staff member (if appropriate) create a problem for the College either during the employee's leave or upon his or her return.~~

A staff member taking a professional leave must agree in writing to return to regular full-time employment at the College for a minimum of two (2) years following the leave period. If the person taking the leave fails to meet this condition, he or she must repay all compensation received from the College during the leave period unless waived by the Board of Trustees.

3.6.5.13 School Visitation

In compliance with the State of Illinois School Visitation Rights Act, Richland Community College provides unpaid leave time for employees who are parents or legal guardians to attend school conferences or classroom activities related to the employees' child if the conference or classroom activities cannot be scheduled during nonwork hours.

Employees must have exhausted all accrued vacation, personal leave, and compensatory time before being eligible for school visitation leave as it is defined in the Act.

Richland Community College will grant up to a total of eight (8) hours of unpaid leave, during any school year, for employees to attend school conferences or other classroom activities related to their child if these functions cannot be scheduled during non-working hours.

The term "child" is expansively defined to include "biological, adopted or foster child, stepchild, or legal ward" of the employee.

~~Before arranging attendance at the conference or activity, the employee shall provide the College with a written request for leave at least 7 days in advance of the time the employee is seeking to attend the conference or classroom activity. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the College to schedule the leave so as not to disrupt unduly the operations of the employer.~~

3.6.5.14 Illinois Victims' Economic Security and Safety Act

The Illinois Victims' Economic Security and Safety Act, ("VESSA"), provides unpaid leave and certain other benefits to eligible employees who are, or whose family or household members are, victims of domestic or sexual violence. It is the policy of the College to comply fully with VESSA.

The College permits employees who are, or whose family or household members are, victims of domestic or sexual violence (as defined below) to take

up to 12 work weeks of unpaid leave during a rolling 12-month period, measured backward from the date on which any leave is taken. ~~Available leave is determined by subtracting the number of weeks of VESSA leave taken during the 12-month “look back” period from the 12-week total allowed.~~

Specifically, an employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
2. Obtain victim services for the employee's or employee's family or household member;
3. Obtain psychological or other counseling for the employee or the employee's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

~~VESSA leave may be taken intermittently or on a reduced work schedule. Employees may request further information about these options from the Human Resources Department.~~

~~Whenever an employee is granted leave for reasons which would entitle the employee to leave under VESSA, the leave will be counted against an employee's 12-week VESSA leave entitlement. Any FMLA leave taken by an employee will also be counted against the employee's available leave under VESSA. VESSA leave will be counted against an employee's available leave under the FMLA if the reason for the VESSA leave would also entitle the employee to take FMLA leave.~~

Requesting Leave

Employees who wish to take VESSA leave must follow the College's usual notice requirements for reporting an absence, unless such notice is not practicable.

~~Employees may be required to provide additional documentation certifying that VESSA leave is being taken for one of the purposes listed above, and that the employee or employee's family or household member is a victim of domestic or sexual violence. Such documentation may include a sworn statement from the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance; a police or court record, or other corroborating documentation. If the employee does not provide~~

~~this information, VESSA leave may not be granted and/or maintained and their absence may be considered unexcused.~~

Pay and Benefits During VESSA Leave

VESSA leave is unpaid. However, employees may elect to use accrued, unused paid leave benefits concurrently with VESSA leave to receive pay for the leave period, subject to the terms and conditions under the applicable paid leave policies. ~~Employees may elect to continue their health and life insurance coverage during VESSA leave. Employees on VESSA leave will not be charged more than other employees for health insurance premiums. Employees on unpaid VESSA leave will be instructed on how to pay their share of the insurance premiums during leave. Employees who fail to pay insurance premiums in a timely manner as instructed during VESSA leave may be dropped from coverage until they return to work at the conclusion of the VESSA leave.~~

Reporting During Leave and Return From Leave

~~During VESSA leave, employees will be required to maintain contact with the Director of Human Resources to verify their status and their intent to return to work. The employee is responsible for timely requesting any desired extension of a previously approved VESSA leave.~~

~~An employee who timely returns from VESSA leave will generally be reinstated to the same position that the employee would have held had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. An employee's use of VESSA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using VESSA leave.~~

~~However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the College had continuously employed the employee during the VESSA period. Therefore, an employee who would have been terminated, laid off or reassigned had he or she been on active status may not be reinstated.~~

Reasonable Accommodation

~~The College will provide reasonable accommodations to otherwise qualified employees who have known limitations resulting from circumstances relating to being a victim of domestic or sexual violence, as defined below, unless doing so would impose an undue hardship upon the operations of the College. Employees who require a reasonable accommodation under this policy should notify the Director of Human Resources and must cooperate with the College's~~

~~efforts to determine whether an accommodation is necessary, and, if so, to identify an appropriate accommodation.~~

Confidentiality

~~The College will comply with VESSA's requirements regarding the confidentiality of information relating to an employee's request for leave or accommodation under this policy.~~

3.6.5.15 Other Leaves

~~An employee may request a leave without pay in special circumstances that are not covered by the College's other leave policies. If approved, the College will maintain the employee's individual insurance coverage (medical, life, AD&D, and Ltd) for six months. Employees wishing to insure themselves and/or their dependents may continue the coverage by submitting their share of the premium to the College on a monthly basis for transmittal to the insurance company. Health insurance will be provided under the conditions coverage would have been provided if the employee had been continuously and actively employed. Richland will recover the premiums it has paid for maintaining the insurance coverage if the employee does not return to work after the leave has expired. Consistent with College policy regarding all types of leave, employees on unpaid leave will not continue to accrue seniority, paid vacation/sick leave, or other benefits during the period covered by the leave. In addition, employees will not be paid for holidays during the leave.~~

~~Employees who elect to take a leave under this provision are not assured of placement in the same position when they return to the College; however, every effort will be made to assign the employee to a comparable position for which the individual is qualified when openings become available.~~

The leave must be approved by the College President. The leave may not exceed a period of one year.

3.6.5.16 Layoff Status

An employee may be assigned to layoff status due to a reduction in force of temporary or indeterminate nature. Benefits outlined in Policy 3.7 shall terminate on the last day of the month in which the individual's last day of work occurred. Layoff and termination of tenured and non-tenured faculty shall be administered in accordance with the applicable provisions of the Illinois Public Community College Act.

3.6.5.17 – Employee Service Incentive Program – Adopted 12/19/23

This Employee Service Incentive Program (“Program”) provides the opportunity for employees to provide service to the College, college colleagues and the community. ~~Scheduling of hours taken by an employee under this Program during regular working hours must be approved in advance by the department/division supervisor. Service hours taken at the request of the employee cannot result in a schedule that creates overtime.~~

3.6.5.18 – Attendance – Adopted 8/20/24

Punctual and regular attendance is an essential responsibility of each employee at Richland Community College. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

3.7 BENEFITS**3.7.1 Health, Dental, Life, AD&D, and Disability Insurance Benefits**

Richland Community College will make available employee health, dental, life, AD&D, disability and supplemental (optional) insurance, an employee assistance program (EAP), which contribute to the health and well-being of eligible employees of the College. The extent of coverage and carrier(s) will be determined by the Board of Trustees.

The Board of Trustees authorizes and delegates to the President of the College the authority to administer eligibility rules to ensure compliance with the Patient Protection and Affordable Care Act.

3.7.2 Tuition/Fees Waivers**3.7.2.1 Full-Time Employees****3.7.2.1.1 Credit Classes – revised 11/15/11**

The College will waive tuition only for credit classes for full-time employees and their immediate family defined as the employee's spouse, party to a civil union, and the employee's unmarried children (26 years of age and under). Individuals in 'temporary' classifications are not eligible. If the employee dies and the spouse, party to a civil union, and/or unmarried children are currently enrolled, tuition for credit classes will be waived for an additional semester.

The courses for which this waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy.

3.7.2.1.2 Fitness Center

Fees associated with the use of the College's Fitness Center will be waived for all full-time employees. This waiver does not extend to a full-time employee's immediate family.

3.7.2.1.3 Non-Credit Classes

Richland Community College will waive fees for non-credit classes for full-time employees, their spouses (if individual is residing with the employee, party to a civil union (if individual is residing with the employee), and dependent children (as qualified under the Internal Revenue Code), if all the following conditions are met:

1. The non-credit course must be exclusively sponsored by Richland Community College, and there can be no shared revenues with third-party organizations or institutions.
2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.
3. Full-time employees will be required to pay for textbooks, handouts, or supplies associated with the courses which are not included in the course's tuition.
4. Commercial Driver's License (CDL) classes are exempt from employee tuition waivers.

3.7.2.2 Part-Time Employees

3.7.2.2.1 Credit Classes

Part-time employees who are employed for at least 15 hours per week on a continuous basis are eligible for a tuition waiver of two credit courses per semester. Individuals in 'temporary' and 'Student Employment' classifications are not eligible. This waiver does not extend to a part-time employee's immediate family.

The courses for which the waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy.

3.7.2.2.2 Fitness Center

Fees associated with use of the College's Fitness Center will be waived for all part-time employees who are employed for at least 15 hours per week on a continuous basis. Individuals in "temporary" classification are not eligible. The waiver does not extend to a part-time employee's immediate family.

3.7.2.3 Adjunct Faculty

3.7.2.3.1 Credit Classes

The College will waive tuition for adjunct faculty members to take two credit courses per semester under the following conditions:

1. The adjunct faculty member will be teaching at least one credit course during the semester for which the waiver is sought and,
2. Will have taught at least one credit course in a previous semester.

This waiver does not extend to an adjunct faculty's immediate family.

The courses for which the waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy. Further, the additional enrollment shall not over-enroll the courses.

3.7.2.3.2 Fitness Center

Fees associated with the use of the College's Fitness Center will be waived for all adjunct faculty members teaching at least one credit course during the semester for which the waiver is sought. This waiver does not extend to an adjunct faculty's immediate family.

3.7.2.4 Retired Employees

3.7.2.4.1 Credit Classes

Retired employees of the College (who may be qualified as an annuitant defined by the State University Retirement System) are eligible for a tuition waiver of two credit courses per semester. This waiver does not extend to the retiree's immediate family.

3.7.2.4.2 Fitness Center

Fees associated with the use of the College's Fitness Center will be waived for all retired employees (who may be qualified as an annuitant defined by the State University Retirement System) of the College. This waiver does not extend to the retiree's immediate family.

3.7.2.4.3 Non-Credit Classes

Richland Community College will waive tuition for non-credit classes for retired employees if all the following conditions are met:

1. The non-credit course must be exclusively sponsored by Richland Community College, with no shared revenues with third-party organizations or institutions.
2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.
3. Enrollment must not exceed maximum class size.
4. Retired employees will be required to pay for course textbooks, handouts, or supplies that are not included in the course's tuition.
5. Commercial Driver's License (CDL) classes are exempt from employee tuition waivers.

3.7.3 Retirement under State Universities Retirement System Program

All employees meeting the eligibility requirements per state statute will participate in the State Universities Retirement System Program and will be governed by the rules and regulations promulgated by the Board of Trustees of the State Universities Retirement System.

3.8 DISABILITY ACCOMMODATIONS**3.8.1 Reasonable Accommodation for Disabilities**

The College is committed to complying fully with all applicable federal, state, and local laws that are designed to promote equal opportunity in employment for qualified persons with disabilities. The College will make reasonable accommodations for qualified individuals when required by law, unless doing so would result in an undue hardship as defined by applicable law. Such accommodations may include but are not limited to time away from work, modifications to an employee's work environment, special equipment, reassignment of non-essential job duties, or transfer to other open positions for which the employee is qualified.

3.8.2 Pregnancy and Childbirth

The College will provide reasonable accommodations to employees when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship for the College.

3.8.3 Nursing Mothers

The College supports mothers who choose to breastfeed, and will provide reasonable break time and a suitable private location for expressing breast milk during the work day. The College will also comply with all applicable federal, state and local laws relating to nursing mothers in the workplace.

3.8.4 Religious Accommodations

The College respects the freedom of religion, and will grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs, if it can do so without undue hardship. ~~Employees seeking time off for religious observances should provide as much advance notice of their need for time off as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances. Requests for additional leave or other accommodations will be evaluated on a case by case basis.~~

3.8.5 Requesting an Accommodation

~~An employee who requires a reasonable accommodation for a disability, due to pregnancy, childbirth or a related condition, for religious reasons, or for any other reason provided by applicable law, should promptly bring the matter to the attention of the Director Human Resources. The College may require the employee to provide documentation or information supporting the request. If the employee seeks an~~

~~accommodation due to a medical condition, the College may also require him or her to be evaluated by a health care provider designated by the College. If an accommodation is needed, the College will work with the employee to determine what accommodation is appropriate. The College will review and evaluate requested accommodations per the applicable law. is generally not required to provide an accommodation that would result in an undue hardship for the College. Additionally, even where the College is required to provide a reasonable accommodation, it is not obligated to provide the specific accommodation that an employee requests if another accommodation would also be effective.~~

~~Employees who are granted reasonable accommodations will generally be required to perform all essential job functions and to meet the same performance standards and expectations with respect to those job functions as required of similarly-situated employees, unless otherwise provided by applicable law.~~

3.9 SERVICE RECOGNITION

Richland Community College gives appropriate recognition to those individuals who, as a result of performance of their responsibilities, bring honor to the College or to themselves. The College will continue to develop and support incentive programs that recognize and encourage excellent performance, innovation, and service to the College community.

3.9.1 PROFESSOR EMERITUS

The Board of Trustees recognizes that certain faculty have demonstrated exemplary service over the course of their careers. Such service is generally rewarded through promotion and other awards and methods of recognition. In those cases where the faculty members' service and contributions to the College have been particularly meritorious and significant, a faculty member may be eligible for appointment to Professor Emeritus upon retirement.

Bestowal of Professor Emeritus is recognition of the value the College places on the experience, knowledge, and ability of its retiring faculty. To encourage retiring faculty to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the educational community, Professor Emeritus shall be awarded to retiring faculty who meet the criteria established by the College.

3.9.2 STAFF EMERITUS

The Board of Trustees recognizes that certain staff have demonstrated exemplary service over the course of their careers at Richland Community College. Such service is generally rewarded through awards and methods of recognition. In those

cases where the staff member's service and contributions to the College have been particularly meritorious and significant, a staff member may be eligible for appointment to Staff Emeritus following retirement.

Bestowal of Staff Emeritus is recognition of the value the College places on the experience, knowledge, and ability of its retiring/retired staff. To encourage retiring/retired staff to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the College community, Staff Emeritus shall be awarded to retiring/retired staff who meet the criteria established in the College's Procedures for the Awarding of Staff Emeritus.



To: Board of Trustees & Dr. Valdez
From: Joe Feinstein & Sam Morrow
Date: May 9, 2025
Re: Approval for purchase of tow-behind mower

One of the tow-behind mowing decks that our is used to maintain the college's grassy areas has reached the end of its serviceable life. In order to maintain the college's exterior spaces, the Facilities Department is requesting approval to purchase a replacement mower.

While reviewing available options, the Facilities Department identified that a Land Pride 12' rotary cutter, or similar device, would be an optimal mower to replace our existing unit. Upon further review, we were able to identify an in-state vendor who can supply this unit to the college via the OMNIA purchasing consortium. Our Facilities Director feels this is the best solution to ensure that we will be able to continue to maintain the college's exterior spaces during the upcoming spring & summer seasons.

Funding for this purchase is included in the FY24/25 budget.

As such, it is recommended that the Board of Trustees authorize the Administration to purchase a Land Pride 12-foot rotary cutter for the price of \$19,542.75 from Birkey's Farm Store of Urbana, IL.



To: Board of Trustees & Dr. Valdez
From: Joe Feinstein & Sam Morrow
Date: May 9, 2025
Re: Approval to contract for a physical plant energy feasibility study

Goal 4 of the College's strategic plan contains an implementation strategy which directs the Administration to "replace legacy heating, ventilation, and air conditioning system components". As part of this initiative, the Facilities Department has contacted external firms who could assist in comprehensively identifying which system components need replacement.

While investigation options for this task, Sam Morrow, our Facilities Director, learned that Ameren is currently offering to underwrite the cost for studies of this type (up to \$20,000 - or the maximum expected annual cost savings based on the report's findings).

After reaching out to Ruyle Mechanical Systems, an Ameren partner who the college already has an established relationship with, Sam further learned that, for our facility, the informal estimated savings from this type would be approximately \$47,000. Coupled with the overall quoted cost for this survey work, we believe this is an ideal opportunity to perform necessary work needed to meet strategic plan initiatives while incurring minimal cost to the institution.

This agreement requires an up-front commitment from the College for the full cost of the survey, which will then be partially rebated by Ameren once the final report is available. The cost breakdown is as follows:

Total survey cost:	\$27,942.00
Estimated Ameren rebate	<u>\$20,000.00</u>
Estimated out-of-pocket cost	\$ 7,942.00

This represents a substantial opportunity for the college to complete necessary work while reducing overall expenses. Funding for the full cost of this survey is included in the FY24/25 budget.

As such, **it is recommended that the Board of Trustees authorize the Administration to enter into an "Ameren-sponsored Improvement Feasibility Study" with Ruyle Mechanical Systems of Peoria, IL for an amount of \$27,942.00**

TO: Board of Trustees

FROM: Cris Valdez 

DATE: April 15, 2025

SUBJECT: Financial Report

Mr. Chairman, members of the Board, attached are the Treasurer's Report, Financial Statement and the bills and Travel Expenditures for Ratification.

Sheree Zalanka will be available to explain the Treasurer's Report and Financial Statement and to answer any questions regarding the bills.

Therefore, it is recommended that the Board of Trustees ratify the March 2025 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Exceeding Richland Community College Financials – Narrative

Financial Statement Discussion and Analysis

For the Period Ended March 31, 2025

Executive Summary

For the month of March, the College began the month with a Balance of \$19,633,682.23

The College had receipts of \$4,795,089.17 and disbursements of \$2,944,328.74 ending with a **Balance of \$21,376,373.15** as of March 31, 2025.

In February of 2025, the College reported \$4,150,065.82 in Operating Interest-Bearing Accounts and \$17,226,307.33 in Operating Separate Investment Instruments.

Separate Investment Instruments detail

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$15,422,617.28	IL Funds	4.70		0.0
EDUCATION FUND	\$250,000.00	CD-First Mid	0.85	1/30/2025	12.0
RESTRICTED-MASTER PLAN2	\$11,897,530.81	PMA	4.50		0.0
RESTRICTED-MASTER PLAN	\$2,732,450.77	PMA	4.50		0.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.15	8/10/2025	12.0
WORKING CASH FUND	\$1,176,929.09	PMA	4.50		0.0
WORKING CASH FUND	\$246,523.21	CD-Regions	3.04	1/21/2026	12.0
WORKING CASH FUND	\$110,000.00	CD-HPB	3.01	3/23/2026	12.0

Bills for Ratification total \$1,536,944.65

Of this total:

Bills exceeding \$10,000 – \$319,226.18

Bills exceeding \$10,000, detail

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AEP Energy, Inc	Electricity and Nat Gas	Utilities	\$24,989.14		\$24,989.14	
Employers Assurance Co	General Insurance	Liab Protection & Settle	\$17,650.00			\$17,650.00
	General Insurance	Liab Protection & Settle	\$27,449.88			\$27,449.88
Evisions Inc	Admin Computer-Maint	Administrative Info Syst	\$17,167.00	\$17,167.00		
Hanover Insurance Group Co	General Insurance	Liab Protection & Settle	\$23,327.00			\$23,327.00
Infobase Publishing	Audio/Visual/Stream Mat	LRC	\$14,100.38	\$14,100.38		
MD Kellner	Equipment-Instructional	Culinary Arts	\$20,324.20			\$20,324.20
Mobile Communications America	Vehicle Expense	Public Safety Department	\$12,978.39			\$12,978.39
NRG Business Marketing LLC	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,389.03			\$1,389.03
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$136.94		\$136.94	
	Electricity and Nat Gas	Utilities	\$11,516.52		\$11,516.52	
Nishida Services	Custodial Services	Custodial	\$47,850.00		\$47,850.00	
Per Mar Security & Research	Security	Public Safety Department	\$18,696.20			\$18,696.20
Sangamon County Sheriff's	Contractual-Other	Basic Corrections Trng	\$13,352.50			\$13,352.50
SpecPro Inc	Building Repair/Maint	Renovations / Remodeling	\$29,233.00			\$29,233.00
	Building Repair/Maint	Renovations / Remodeling	\$39,066.00			\$39,066.00
			\$319,226.18	\$31,267.38	\$84,492.60	\$203,466.20

Bills exceeding \$50,000 –\$689,380.62

Bills exceeding \$50,000, detail

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Blue Cross and Blue Shield of IL	Group Insurance		\$48,871.00	\$48,871.00		
	Health Insurance		\$239,815.90	\$239,815.90		
SpecPro Inc	Building Repair/Maint	Renovations / Remodeling	\$55,736.00			\$55,736.00
TCCI Manufacturing LLC	TCCI Climate Cntr	TCCI	\$344,957.72			\$344,957.72
			\$689,380.62	\$288,686.90	\$0.00	\$400,693.72

Trustee Travel:

Vicki Carr \$704.51 for ICCTA meeting in Lisle, IL

Wayne Dunning \$824.80 for ICCTA meeting in Lisle, IL



Richland Community College
Treasurer's Report
March 31, 2025

Fund	Balance 2/28/2025	Receipts for Month	Disbursements for Month	Balance 3/31/2025	Int. Bearing Accounts	Separate Inv. Instruments
Education Fund	786,091.31	4,050,862.86	(2,944,328.74)	1,892,625.43	1,642,625.43	250,000.00
Oper & Maint Restricted	17,250,071.95	612,221.21	-	17,862,293.16	885,985.83	16,976,307.33
Bond & Interest Fund	15,972,443.40	34,326.32	-	16,006,769.72	31,309.54	15,975,460.18
Auxiliary Expenses	914,372.34	21,487.49	-	935,859.83	935,859.83	.00
Restricted Purposes Fund	1,255,488.51	43,554.79	-	1,299,043.30	999,043.30	300,000.00
Working Cash Fund	7,533,288.59	25,718.40	-	7,559,006.99	7,202,487.96	356,519.03
Trust & Agency Fund	291,487.93	4,360.22	-	295,848.15	295,848.15	.00
Audit Fund	30,636.75	109.78	-	30,746.53	30,746.53	.00
Liability & Protection	683,146.63	2,448.10	-	685,594.73	685,594.73	.00
Totals	19,633,682.23	4,795,089.17	(2,944,328.74)	21,376,373.15	4,150,065.82	17,226,307.33

Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$15,422,617.28	IL Funds	4.70		0.0
EDUCATION FUND	\$250,000.00	CD-First Mid	0.85	1/30/2025	12.0
RESTRICTED-MASTER PLAN2	\$11,897,530.81	PMA	4.50		0.0
RESTRICTED-MASTER PLAN	\$2,732,450.77	PMA	4.50		0.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.15	8/10/2025	12.0
WORKING CASH FUND	\$1,176,929.09	PMA	4.50		0.0
WORKING CASH FUND	\$246,523.21	CD-Regions	3.04	1/21/2026	12.0
WORKING CASH FUND	\$110,000.00	CD-HPB	3.01	3/23/2026	12.0

Revenues & Expenses by Fund

	Actual 3/31/2025	Budget 2425	%	Actual 3/31/2024	Prior Year To Date
Fund 01-Education Fund					
Revenue	\$4,300,346.64	\$16,724,996.00	25.71	\$16,337,916.42	\$19,391,035.83
Expenses	(\$10,321,403.58)	(\$16,679,728.98)	61.88	(\$10,168,506.85)	(\$13,654,241.03)
	(\$6,021,056.94)	\$45,267.02		\$6,169,409.57	\$5,736,794.80
Fund 02-Operations & Maintenance					
Revenue	\$592,658.78	\$2,571,151.00	23.05	\$1,537,481.36	\$1,798,318.89
Expenses	(\$1,513,480.69)	(\$2,541,169.00)	59.56	(\$1,435,129.60)	(\$2,068,678.35)
	(\$920,821.91)	\$29,982.00		\$102,351.76	(\$270,359.46)
Fund 03-Oper & Maint Restricted					
Revenue	\$121,226.68	\$14,837,061.00	0.82	\$1,307,679.42	\$1,510,796.15
Expenses	(\$1,110,378.40)	(\$14,470,171.04)	7.67	(\$2,284,569.77)	(\$3,297,650.86)
	(\$989,151.72)	\$366,889.96		(\$976,890.35)	(\$1,786,854.71)
Fund 04-Bond & Interest Fund					
Revenue	\$478,483.99	\$3,248,730.00	14.73	\$3,210,440.18	\$3,227,918.00
Expenses	(\$79,085.00)	(\$3,241,630.00)	2.44	(\$2,793,387.50)	(\$3,222,747.50)
	\$399,398.99	\$7,100.00		\$417,052.68	\$5,170.50
Fund 05-Auxiliary Enterprises					
Revenue	\$1,218,420.63	\$2,731,467.00	44.61	\$1,769,516.44	\$2,368,547.67
Expenses	(\$1,827,642.82)	(\$2,731,467.00)	66.91	(\$1,829,864.91)	(\$2,453,974.97)
	(\$609,222.19)	\$0.00		(\$60,348.47)	(\$85,427.30)
Fund 06-Restricted Purposes Fund					
Revenue	\$1,116,831.98	\$31,800,914.78	3.51	\$10,611,605.98	\$14,745,702.19
Expenses	(\$17,423,980.53)	(\$31,800,914.92)	54.79	(\$12,028,103.43)	(\$18,045,117.98)
	(\$16,307,148.55)	(\$0.14)		(\$1,416,497.45)	(\$3,299,415.79)
Fund 07-Working Cash Fund					
Revenue	\$14,461.03	\$80,000.00	18.08	\$334,533.28	\$444,126.76
Transfers	\$0.00	(\$80,000.00)	0	\$0.00	\$0.00
	\$14,461.03	\$0.00		\$334,533.28	\$444,126.76
Fund 10-Trust & Agency Fund					
Revenue	\$145,693.82	\$59,312.00	245.64	\$168,208.37	\$172,594.01
Expenses	(\$63,533.35)	(\$59,176.07)	107.36	(\$70,505.20)	(\$100,937.72)
	\$82,160.47	\$135.93		\$97,703.17	\$71,656.29
Fund 11-Audit Fund					
Revenue	\$14,923.16	\$95,110.00	15.69	\$71,610.18	\$73,513.18
Expenses	(\$29,365.93)	(\$92,333.00)	31.8	(\$38,296.88)	(\$46,570.75)
	(\$14,442.77)	\$2,777.00		\$33,313.30	\$26,942.43
Fund 12-Liability & Protection					
Revenue	\$416,898.86	\$2,681,005.00	15.55	\$2,027,337.42	\$2,059,560.60
Expenses	(\$1,644,800.37)	(\$2,681,005.00)	61.35	(\$1,428,463.89)	(\$1,831,610.32)
	(\$1,227,901.51)	\$0.00		\$598,873.53	\$227,950.28
Fund 21-Brush College LLC					
Revenue	(\$140.48)	\$161,100.00	-0.09	\$122,997.87	\$126,338.33
Expenses	(\$103,720.41)	(\$161,100.00)	64.38	(\$120,321.43)	(\$145,708.08)
	(\$103,860.89)	\$0.00		\$2,676.44	(\$19,369.75)
Fund 25-Law Enforcement Trng Ctr					
Revenue	\$2,632,621.52	\$4,099,037.00	64.23	\$2,463,817.95	\$3,433,481.69
Expenses	(\$1,998,764.42)	(\$3,293,784.75)	60.68	(\$2,034,962.42)	(\$2,859,149.17)
	\$633,857.10	\$805,252.25		\$428,855.53	\$574,332.52
Total	(\$25,063,728.89)	\$1,257,404.02		\$5,731,032.99	\$1,625,546.57

Operating Funds Revenue

	Actual Revenue YTD 3/31/2025	Budget 2425	%	Actual Revenue YTD 3/31/2024	Prior Year Revenue 6/30/2024
Investment Revenue					
Investment Revenue	\$0.00	\$150,300.00	0	\$603,253.36	\$816,227.34
	<u>\$0.00</u>	<u>\$150,300.00</u>	0	<u>\$603,253.36</u>	<u>\$816,227.34</u>
Local Government Sources					
Current Taxes	\$1,477,339.42	\$9,409,341.00	15.7	\$8,572,099.63	\$8,617,953.72
Interest on Taxes	\$0.00	\$600.00	0	\$83.42	\$83.42
	<u>\$1,477,339.42</u>	<u>\$9,409,941.00</u>	15.7	<u>\$8,572,183.05</u>	<u>\$8,618,037.14</u>
Other Revenue					
Facility Rental	\$0.00	\$205,668.00	0	\$196,522.30	\$209,390.70
Other Revenue	\$186,086.00	\$1,289,178.00	14.43	\$170,394.47	\$255,188.99
Transfer In	\$0.00	\$80,000.00	0	\$0.00	\$0.00
	<u>\$186,086.00</u>	<u>\$1,574,846.00</u>	11.82	<u>\$366,916.77</u>	<u>\$464,579.69</u>
State Government Sources					
ICCB CTE Formula Grant	\$0.00	\$211,932.00	0	\$211,932.00	\$211,932.00
ICCB Credit Hour Grants	\$0.00	\$1,939,167.00	0	\$1,448,607.01	\$1,929,472.00
ICCB Equalization Grant	\$0.00	\$287,580.00	0	\$215,685.00	\$287,580.00
Replacement Taxes	\$0.00	\$285,000.00	0	\$753,913.09	\$988,891.05
	<u>\$0.00</u>	<u>\$2,723,679.00</u>	0	<u>\$2,630,137.10</u>	<u>\$3,417,875.05</u>
Student Tuition & Fees					
Tuition-Credit	\$2,852,891.50	\$4,923,906.00	57.94	\$5,019,685.00	\$6,932,830.00
Various Fees	\$376,688.50	\$513,475.00	73.36	\$683,222.50	\$939,805.50
	<u>\$3,229,580.00</u>	<u>\$5,437,381.00</u>	59.4	<u>\$5,702,907.50</u>	<u>\$7,872,635.50</u>
Total Revenue	\$4,893,005.42	\$19,296,147.00	25.36	\$17,875,397.78	\$21,189,354.72

Operating Funds Expenses

	Actual Expenses YTD 3/31/2025	Budget 2425	%	Actual Expenses YTD 3/31/2024	Prior Year Expenses 6/30/2024
Salaries					
Academic Support-PT	\$14,066.65	\$34,406.00	40.88	\$20,554.98	\$28,018.90
Administrative Staff Sal	\$1,902,023.87	\$2,356,152.00	80.73	\$1,632,277.96	\$2,149,868.83
Administrative Staff-PT	\$8,129.97	\$0.00	0	\$0.00	\$0.00
Car Allowance	\$6,923.20	\$10,000.00	69.23	\$6,923.20	\$9,000.16
Classified-Temporary	\$0.00	\$0.00	0	\$1,755.90	\$1,755.90
Clinical Risk Stipends	\$240.12	\$3,375.00	7.11	\$8,743.42	\$10,403.70
Custodial, Maint Stf Sal	\$161,816.87	\$163,193.00	99.16	\$151,605.85	\$197,847.92
Custodial, Maint-Temp	\$12,650.35	\$0.00	0	\$11,880.11	\$17,891.88
F/T Classified Salary	\$902,427.03	\$1,199,496.00	75.23	\$907,202.86	\$1,173,232.00
F/T Faculty Salary	\$2,017,958.56	\$3,706,187.00	54.45	\$2,482,653.19	\$3,569,774.83
F/T Faculty-Summer Sal	\$149,067.82	\$102,516.00	145.41	\$155,131.06	\$253,927.94
FWSP Workers Salary	\$3,230.25	\$0.00	0	\$10,483.00	\$11,494.50
Faculty Curriculum Dev	\$4,200.00	\$0.00	0	\$4,050.00	\$4,050.00
Faculty Tutors Salary	\$41,643.39	\$0.00	0	\$33,472.60	\$43,490.64
Independent Study Salary	\$9,000.00	\$0.00	0	\$7,610.14	\$13,010.14
Interpreter Salary	\$0.00	\$8,000.00	0	\$0.00	\$0.00
LabFacilitators	\$26,086.52	\$29,280.00	89.09	\$22,034.14	\$28,614.05
Overload Salary	\$438,503.73	\$801,825.00	54.69	\$445,271.34	\$594,742.20
Overtime Wages	\$3,966.09	\$18,280.00	21.7	\$25,422.09	\$25,422.09
P/T Classified Salary	\$5,435.05	\$0.00	0	\$4,807.72	\$5,974.25
P/T Faculty Salary	\$467,787.32	\$642,777.00	72.78	\$422,465.44	\$540,460.28
P/T Faculty-Summer Sal	\$33,913.00	\$80,601.00	42.08	\$37,560.66	\$58,832.66
Professional/Tech Salary	\$1,332,139.36	\$1,909,973.00	69.75	\$1,142,200.33	\$1,504,922.80
Professional/Tech-PT	\$11,340.00	\$0.00	0	\$7,778.30	\$16,731.64
Proficiency Exam Salary	\$52.50	\$0.00	0	\$0.00	\$0.00
SURS Fringe Benefit	\$14,123.56	\$25,000.00	56.49	\$13,777.48	\$17,814.64
Severance Payments	\$52,402.96	\$0.00	0	\$49,738.00	\$49,738.00
Student Workers Salary	\$59,015.25	\$80,720.00	73.11	\$45,642.75	\$61,798.75
Subs Instructors Salary	\$18,870.54	\$9,730.00	193.94	\$8,431.37	\$22,045.10
Supervisory Staff Salary	\$104,735.61	\$134,390.00	77.93	\$99,880.82	\$129,845.12
Supervisory Staff-PT	\$258.00	\$0.00	0	\$0.00	\$0.00
Test Proctor Salary	\$33,994.92	\$36,701.00	92.63	\$29,861.68	\$39,103.57
	<u>\$7,836,002.49</u>	<u>\$11,352,602.00</u>	<u>69.02</u>	<u>\$7,789,216.39</u>	<u>\$10,579,812.49</u>
Employee Benefits					
EmployeeBenefitsTotal	\$579.78	\$0.00	0	\$21,509.89	\$44,478.99
Employer Annuity Contrib	\$27,680.00	\$0.00	0	\$31,587.20	\$39,380.00
FICA-Social Security	\$50.47	\$0.00	0	\$73.78	\$73.78
Grants Share of SURS	\$15,991.80	\$339.00	4717.3	\$606.70	\$661.68
Group Dental Ins	\$45,600.13	\$90,981.00	50.12	\$48,719.93	\$60,167.59
Group LTD Ins	\$11,077.35	\$21,904.00	50.57	\$12,807.93	\$16,238.29
Group Life Ins	\$17,152.42	\$29,439.00	58.26	\$20,794.53	\$25,175.64
Group Medical Ins	\$1,005,825.99	\$1,945,914.00	51.69	\$1,056,402.04	\$1,295,874.31
Medicare	\$3,022.71	\$416.00	726.61	\$1,830.36	\$2,548.24
SURS-RetireeHealthContri	\$66,827.03	\$49,936.00	133.83	\$54,568.00	\$72,084.17
Staff/Family Waivers	\$18,099.25	\$25,000.00	72.4	\$19,330.17	\$34,016.17
	<u>\$1,211,906.93</u>	<u>\$2,163,929.00</u>	<u>56</u>	<u>\$1,268,230.53</u>	<u>\$1,590,698.86</u>
Contractual Services					
Accreditation Fees	\$21,025.00	\$22,800.00	92.21	\$17,963.19	\$17,963.19
Admin Computer-Maint	\$558,335.48	\$576,964.00	96.77	\$180,688.75	\$180,688.75
Advisor Awards	\$0.00	\$0.00	0	\$218.44	\$218.44
Building Repair/Maint	\$32,264.27	\$129,000.00	25.01	\$94,880.79	\$131,755.81
Consultants/Workshops	\$77,790.40	\$444,000.00	17.52	\$15,423.75	\$15,678.35
Contractual-Other	\$130,920.61	\$574,639.88	22.78	\$510,991.32	\$604,489.71
Contractual-Tutoring	\$0.00	\$1,500.00	0	\$0.00	\$0.00
Custodial Services	\$369,459.82	\$622,050.00	59.39	\$303,074.31	\$506,966.01
Employee Awards	\$0.00	\$400.00	0	\$0.00	\$599.99
Employee Recognition	\$0.00	\$0.00	0	\$3,360.70	\$3,652.96
Equip Repair/Maint Agree	\$90,106.77	\$153,288.00	58.78	\$105,996.07	\$154,997.06
Faculty Development	\$600.00	\$11,380.00	5.27	\$1,400.00	\$1,850.00
Grounds Maintenance	\$9,317.88	\$10,500.00	88.74	\$5,493.89	\$5,493.89
Legal Services-Admin	\$24,930.50	\$25,000.00	99.72	\$855.08	\$1,089.08

Operating Funds Expenses

	Actual Expenses YTD 3/31/2025	Budget 2425	%	Actual Expenses YTD 3/31/2024	Prior Year Expenses 6/30/2024
Contractual Services					
Meals	\$263.64	\$0.00	0	\$0.00	\$3,809.01
Pest Control	\$12,294.33	\$18,000.00	68.3	\$15,701.98	\$20,191.69
Professional Fees	\$0.00	\$5,000.00	0	\$0.00	\$10,700.00
Recruitment	\$6,471.36	\$15,000.00	43.14	\$5,850.45	\$5,850.45
Royalties	\$1,109.56	\$1,120.00	99.07	\$570.97	\$570.97
Staff/Faculty Developmen	\$1,173.49	\$28,925.00	4.06	\$4,730.90	\$6,458.33
Student Awards	\$0.00	\$375.00	0	\$0.00	\$375.00
Student Development	\$0.00	\$3,550.00	0	\$440.05	\$1,172.19
Telephone Maint Agree	\$0.00	\$1,750.00	0	\$1,516.56	\$4,083.12
Transportation	\$0.00	\$500.00	0	\$182.89	\$182.89
	<u>\$1,336,063.11</u>	<u>\$2,645,741.88</u>	50.5	<u>\$1,269,340.09</u>	<u>\$1,678,836.89</u>
Materials & Supplies					
Advertising	\$94,501.45	\$200,000.00	47.25	\$125,280.57	\$127,280.57
Audio/Visual/Stream Mat	\$15,532.37	\$22,551.21	68.88	\$13,788.01	\$13,908.01
Books-Library Collection	\$1,954.06	\$8,500.00	22.99	\$3,068.80	\$5,676.74
Computer Software	\$185,904.47	\$281,425.00	66.06	\$77,272.61	\$129,375.94
Digital Print/Curric Spt	\$53,925.53	\$61,500.00	87.68	\$58,056.12	\$58,063.88
Event Expense	\$12,029.36	\$38,200.00	31.49	\$22,209.12	\$26,386.91
Graphic Supplies	\$0.00	\$2,000.00	0	\$170.95	\$170.95
Instructional Supplies	\$77,167.69	\$158,738.80	48.61	\$73,826.81	\$113,458.16
Laundry/Linen Supplies	\$540.00	\$2,425.00	22.27	\$331.20	\$396.00
Maintenance Supplies	\$77,993.81	\$119,500.00	65.27	\$86,555.41	\$101,984.91
Materials	\$32,947.71	\$95,350.00	34.55	\$47,004.63	\$65,362.63
Non Consumable Supplies	\$4,822.69	\$8,000.00	60.28	\$0.00	\$4,950.39
Office Supplies	\$1,958.82	\$31,917.67	6.14	\$12,269.16	\$17,459.69
Postage	\$12,382.96	\$16,072.93	77.04	\$9,468.61	\$16,722.42
Printing	\$48,808.72	\$82,890.00	58.88	\$5,146.79	\$19,623.38
Publications & Dues	\$94,454.18	\$122,434.12	77.15	\$68,317.77	\$101,880.17
Readiness Initiative	\$3,311.75	\$3,900.00	84.92	\$0.00	\$568.64
Specialities	\$26.00	\$2,000.00	1.3	\$309.60	\$309.60
Transcripts	\$7,580.10	\$17,000.00	44.59	\$9,041.59	\$13,355.29
Uniforms	\$4,581.72	\$6,750.00	67.88	\$6,502.61	\$7,730.19
Vehicle Expense	\$15,555.69	\$24,000.00	64.82	\$13,342.70	\$16,204.61
Wind Turbine Maintenance	\$0.00	\$15,000.00	0	\$7,200.00	\$7,200.00
	<u>\$745,979.08</u>	<u>\$1,320,154.73</u>	56.51	<u>\$639,163.06</u>	<u>\$848,069.08</u>
Conference & Meeting Exp					
Community Relations/Spon	\$4,200.00	\$10,000.00	42	\$0.00	\$0.00
Meeting Expense	\$5,402.24	\$26,430.00	20.44	\$16,906.01	\$21,471.47
Registration Fees	\$8,063.08	\$102,842.00	7.84	\$30,604.94	\$52,655.29
Relocation	\$0.00	\$6,000.00	0	\$1,500.00	\$1,633.39
Relocation Expense	\$0.00	\$0.00	0	\$0.00	\$13.97
Travel-In State	\$10,032.24	\$39,414.88	25.45	\$23,258.14	\$29,653.90
Travel-In State Mileage	\$8,520.25	\$37,249.49	22.87	\$8,702.97	\$15,387.22
Travel-In State-Instruct	\$49.98	\$0.00	0	\$0.00	\$0.00
Travel-Out State-Instruc	\$0.00	\$0.00	0	\$602.80	\$602.80
Travel-Out State-Other	\$0.00	\$884.00	0	\$2,389.61	\$8,403.07
Travel-Out of State	\$33,194.09	\$151,398.00	21.93	\$57,932.72	\$92,861.12
	<u>\$69,461.88</u>	<u>\$374,218.37</u>	18.56	<u>\$141,897.19</u>	<u>\$222,682.23</u>
Fixed Charges					
Credit Card Fees	\$76.00	\$10,000.00	0.76	\$16,389.63	\$16,446.63
Equipment Rental	\$0.00	\$1,500.00	0	\$0.00	\$0.00
Graduation Expense	\$1,462.07	\$25,000.00	5.85	\$945.19	\$19,678.31
Property Taxes	\$1,543.86	\$3,500.00	44.11	\$1,536.51	\$3,080.37
	<u>\$3,081.93</u>	<u>\$40,000.00</u>	7.7	<u>\$18,871.33</u>	<u>\$39,205.31</u>
Utilities					
Electricity and Nat Gas	\$396,384.44	\$543,000.00	73	\$297,917.70	\$422,345.13
Internet	\$10,800.00	\$20,100.00	53.73	\$9,600.00	\$14,400.00
Propane	\$0.00	\$300.00	0	\$0.00	\$0.00
Refuse Disposal	\$55,762.61	\$51,300.00	108.7	\$46,130.58	\$68,775.74
Telephone	\$22,343.46	\$37,520.00	59.55	\$33,304.86	\$43,497.83
Water,Sewage	\$40,717.45	\$57,200.00	71.18	\$46,631.55	\$66,215.75

Operating Funds Expenses

	Actual Expenses YTD 3/31/2025	Budget 2425	%	Actual Expenses YTD 3/31/2024	Prior Year Expenses 6/30/2024
Utilities					
	\$526,007.96	\$709,420.00	74.15	\$433,584.69	\$615,234.45
Capital Outlay					
Equipment-Instructional	\$12,055.13	\$55,000.00	21.92	(\$1,011.27)	\$19,082.10
Equipment-Office	\$189.99	\$8,000.00	2.37	\$0.00	\$0.00
Equipment-Service	\$28,789.11	\$255,000.00	11.29	\$3,597.97	\$44,083.06
	\$41,034.23	\$318,000.00	12.9	\$2,586.70	\$63,165.16
Tuition Adjustments					
Tuition Waiver	\$14,301.50	\$12,000.00	119.18	\$9,758.00	\$13,430.00
Unfunded ING/MIA/POW	\$0.00	\$5,000.00	0	\$0.00	\$0.00
Write-Off	\$732.00	\$100,000.00	0.73	\$785.00	\$785.00
	\$15,033.50	\$117,000.00	12.85	\$10,543.00	\$14,215.00
Other Expense					
Bank Service Charges	\$0.00	\$5,500.00	0	\$769.75	\$1,000.40
Contributions	\$32,889.45	\$90,078.00	36.51	\$31,661.25	\$60,145.20
Expense-Other	\$2,595.46	\$51,600.00	5.03	(\$21,195.48)	(\$12,623.19)
	\$35,484.91	\$147,178.00	24.11	\$11,235.52	\$48,522.41
Total Expenses	\$11,820,056.02	\$19,188,243.98	61.6	\$11,584,668.50	\$15,700,441.88

Revenues by Fund Summary

	Actual Revenue YTD 3/31/2025	Budget 2425	%	Actual Revenue YTD 3/31/2024	Prior Year Revenue 6/30/2024
Fund 01-Education Fund					
Local Government Sources	\$1,293,663.38	\$8,234,313.00	15.71	\$7,495,026.88	\$7,535,056.39
State Government Sources	\$0.00	\$2,288,419.00	0	\$2,630,137.10	\$3,417,875.05
Student Tuition & Fees	\$2,948,089.55	\$4,907,539.00	60.07	\$5,417,664.20	\$7,399,703.40
Other Revenue	\$0.00	\$0.00	0	\$119,235.00	\$119,310.00
Investment Revenue	\$0.00	\$150,300.00	0	\$603,253.36	\$816,227.34
Other Revenue	\$58,593.71	\$1,144,425.00	5.12	\$72,599.88	\$102,863.65
Total Revenue Fund 01	\$4,300,346.64	\$16,724,996.00	25.71	\$16,337,916.42	\$19,391,035.83
Fund 02-Operations & Maintenance					
Local Government Sources	\$183,676.04	\$1,175,628.00	15.62	\$1,077,156.17	\$1,082,980.75
State Government Sources	\$0.00	\$435,260.00	0	\$0.00	\$0.00
Student Tuition & Fees	\$281,490.45	\$529,842.00	53.13	\$285,243.30	\$472,932.10
Other Revenue	\$127,492.29	\$430,421.00	29.62	\$175,081.89	\$242,406.04
Total Revenue Fund 02	\$592,658.78	\$2,571,151.00	23.05	\$1,537,481.36	\$1,798,318.89
Fund 03-Oper & Maint Restricted					
Local Government Sources	\$121,226.68	\$771,890.00	15.71	\$631,768.36	\$635,738.77
Investment Revenue	\$0.00	\$50,000.00	0	\$675,911.06	\$875,057.38
Other Revenue	\$0.00	\$14,015,171.00	0	\$0.00	\$0.00
Total Revenue Fund 03	\$121,226.68	\$14,837,061.00	0.82	\$1,307,679.42	\$1,510,796.15
Fund 04-Bond & Interest Fund					
Local Government Sources	\$478,483.99	\$3,239,730.00	14.77	\$3,208,406.76	\$3,225,197.49
Investment Revenue	\$0.00	\$9,000.00	0	\$2,033.42	\$2,720.51
Total Revenue Fund 04	\$478,483.99	\$3,248,730.00	14.73	\$3,210,440.18	\$3,227,918.00
Fund 05-Auxiliary Enterprises					
Customized Training	\$454,571.50	\$602,500.00	75.45	\$466,344.50	\$565,586.23
Student Tuition & Fees	\$8,144.00	\$48,900.00	16.65	\$9,224.00	\$11,368.00
Auxiliary Enterprises	\$747,594.63	\$1,975,940.00	37.83	\$1,187,917.69	\$1,691,581.31
Investment Revenue	\$0.00	\$63,127.00	0	\$80,443.84	\$90,896.38
Other Revenue	\$7,654.50	\$41,000.00	18.67	\$25,586.41	\$9,115.75
Total Revenue Fund 05	\$1,217,964.63	\$2,731,467.00	44.59	\$1,769,516.44	\$2,368,547.67
Fund 06-Restricted Purposes Fund					
Financial Aid	\$1,125,650.57	\$6,509,508.00	17.29	\$4,105,829.04	\$5,796,581.05
Investment Revenue	\$0.00	\$200.00	0	\$1,502.12	\$2,009.11
Other Revenue	(\$8,818.59)	\$25,291,206.78	-0.03	\$6,504,274.82	\$8,947,112.03
Total Revenue Fund 06	\$1,116,831.98	\$31,800,914.78	3.51	\$10,611,605.98	\$14,745,702.19
Fund 07-Working Cash Fund					
Investment Revenue	\$14,461.03	\$80,000.00	18.08	\$334,533.28	\$444,126.76
Total Revenue Fund 07	\$14,461.03	\$80,000.00	18.08	\$334,533.28	\$444,126.76
Fund 10-Trust & Agency Fund					
Club Revenue	\$9,318.21	\$13,650.00	68.27	\$9,817.26	\$17,841.26
Auxiliary Enterprises	\$57,936.40	\$0.00	0	\$0.00	\$0.00
Investment Revenue	\$0.00	\$250.00	0	\$10,083.70	\$13,595.39
Other Revenue	\$78,439.21	\$45,412.00	172.73	\$148,307.41	\$141,157.36
Total Revenue Fund 10	\$145,693.82	\$59,312.00	245.64	\$168,208.37	\$172,594.01
Fund 11-Audit Fund					
Local Government Sources	\$14,923.16	\$95,010.00	15.71	\$67,421.45	\$67,907.31
Investment Revenue	\$0.00	\$100.00	0	\$4,188.73	\$5,605.87
Total Revenue Fund 11	\$14,923.16	\$95,110.00	15.69	\$71,610.18	\$73,513.18
Fund 12-Liability & Protection					
Local Government Sources	\$413,042.86	\$2,475,100.00	16.69	\$1,939,197.37	\$1,952,728.69
Student Tuition & Fees	\$3,856.00	\$3,500.00	110.17	\$6,864.00	\$9,552.00
Investment Revenue	\$0.00	\$2,050.00	0	\$81,276.05	\$97,279.91
Other Revenue	\$0.00	\$200,355.00	0	\$0.00	\$0.00
Total Revenue Fund 12	\$416,898.86	\$2,681,005.00	15.55	\$2,027,337.42	\$2,059,560.60

Revenues by Fund Summary

	Actual Revenue YTD 3/31/2025	Budget 2425	%	Actual Revenue YTD 3/31/2024	Prior Year Revenue 6/30/2024
Fund 21-Brush College LLC					
Auxiliary Enterprises	\$0.00	\$35,000.00	0	\$0.00	\$0.00
Other Revenue	\$0.00	\$10,000.00	0	\$96,608.61	\$99,563.61
Investment Revenue	(\$140.48)	\$200.00	-70.24	\$1,139.26	\$1,524.72
Other Revenue	\$0.00	\$115,900.00	0	\$25,250.00	\$25,250.00
Total Revenue Fund 21	(\$140.48)	\$161,100.00	-0.09	\$122,997.87	\$126,338.33
Fund 25-Law Enforcement Trng Ctr					
Auxiliary Enterprises	\$1,827,793.00	\$2,819,000.00	64.84	\$1,631,964.18	\$2,154,656.93
Other Revenue	\$804,828.52	\$1,280,037.00	62.88	\$831,853.77	\$1,278,824.76
Total Revenue Fund 25	\$2,632,621.52	\$4,099,037.00	64.23	\$2,463,817.95	\$3,433,481.69
Total Revenue	\$11,051,970.61	\$79,089,883.78	13.97	\$39,963,144.87	\$49,351,933.30

Expenses by Fund Summary

	Budget 2425	Actual YTD as of 3/31/2025	Encumbered as of 3/31/2025	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 01-Education Fund							
Salaries	\$11,019,120.00	\$7,559,288.09	\$0.00	\$7,559,288.09	68.6	\$10,218,713.19	73.46
Employee Benefits	\$2,090,871.00	\$1,166,998.16	\$0.00	\$1,166,998.16	55.81	\$1,515,706.91	79.43
Contractual Services	\$1,693,641.88	\$815,081.26	\$380,199.31	\$1,195,280.57	70.57	\$865,544.35	86.53
Materials & Supplies	\$1,141,929.73	\$644,325.98	\$74,569.58	\$718,895.56	62.95	\$710,229.89	74.03
Conference & Meeting Exp	\$367,968.37	\$68,603.49	\$151,673.90	\$220,277.39	59.86	\$222,082.24	63.89
Fixed Charges	\$35,000.00	\$1,538.07	\$1,360.92	\$2,898.99	8.28	\$36,124.94	47.99
Utilities	\$4,020.00	\$2,805.00	\$1,065.00	\$3,870.00	96.27	\$4,020.00	75
Capital Outlay	\$63,000.00	\$12,245.12	\$27,844.06	\$40,089.18	63.63	\$19,082.10	0
Other Expense	\$100,000.00	\$732.00	\$0.00	\$732.00	0.73	\$785.00	100
Tuition Adjustments	\$17,000.00	\$14,301.50	\$0.00	\$14,301.50	84.13	\$13,430.00	72.66
Other Expense	\$147,178.00	\$35,484.91	\$0.00	\$35,484.91	24.11	\$48,522.41	23.16
Total Expense Fund 01	\$16,679,728.98	\$10,321,403.58	\$636,712.77	\$10,958,116.35	65.7	\$13,654,241.03	74.47
Fund 02-Operations & Maintenance							
Salaries	\$333,782.00	\$277,134.40	\$0.00	\$277,134.40	83.03	\$363,106.30	78.32
Employee Benefits	\$101,937.00	\$59,317.02	\$0.00	\$59,317.02	58.19	\$95,462.45	85.17
Contractual Services	\$952,100.00	\$520,981.85	\$183,847.75	\$704,829.60	74.03	\$813,292.54	63.98
Materials & Supplies	\$179,600.00	\$101,653.10	\$983.42	\$102,636.52	57.15	\$137,839.19	82.25
Conference & Meeting Exp	\$8,350.00	\$858.39	\$1,546.28	\$2,404.67	28.8	\$599.99	0
Fixed Charges	\$5,000.00	\$1,543.86	\$0.00	\$1,543.86	30.88	\$3,080.37	49.88
Utilities	\$705,400.00	\$523,202.96	(\$74.72)	\$523,128.24	74.16	\$611,214.45	70.44
Capital Outlay	\$255,000.00	\$28,789.11	\$0.00	\$28,789.11	11.29	\$44,083.06	8.16
Total Expense Fund 02	\$2,541,169.00	\$1,513,480.69	\$186,302.73	\$1,699,783.42	66.89	\$2,068,678.35	69.37
Fund 03-Oper & Maint Restricted							
Contractual Services	\$0.00	\$99,035.00	\$0.00	\$99,035.00	0	\$75,083.96	31.96
Materials & Supplies	\$165,000.00	\$23,939.40	\$18,783.42	\$42,722.82	25.89	\$23,537.00	100
Conference & Meeting Exp	\$0.00	\$593.63	\$0.00	\$593.63	0	\$0.00	0
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0	\$87.92	100
Capital Outlay	\$14,305,171.04	\$986,810.37	\$206,194.64	\$1,193,005.01	8.34	\$3,198,941.98	69.93
Total Expense Fund 03	\$14,470,171.04	\$1,110,378.40	\$224,978.06	\$1,335,356.46	9.23	\$3,297,650.86	69.28
Fund 04-Bond & Interest Fund							
Fixed Charges	\$3,239,630.00	\$78,585.00	\$0.00	\$78,585.00	2.43	\$3,220,747.50	86.67
Other Expense	\$2,000.00	\$500.00	\$0.00	\$500.00	25	\$2,000.00	100
Total Expense Fund 04	\$3,241,630.00	\$79,085.00	\$0.00	\$79,085.00	2.44	\$3,222,747.50	86.68
Fund 05-Auxiliary Enterprises							
Salaries	\$1,261,504.00	\$841,818.71	\$0.00	\$841,818.71	66.73	\$1,074,384.22	78.23
Employee Benefits	\$183,881.00	\$141,706.61	\$0.00	\$141,706.61	77.06	\$160,469.98	76.19
Contractual Services	\$200,800.00	\$92,774.54	\$10,047.77	\$102,822.31	51.21	\$134,544.23	75.07
Materials & Supplies	\$1,021,249.00	\$740,964.62	\$9,300.82	\$750,265.44	73.47	\$1,022,211.49	70.33
Conference & Meeting Exp	\$40,100.00	\$5,735.25	\$3,131.62	\$8,866.87	22.11	\$28,831.31	74.97
Fixed Charges	\$22,733.00	\$3,693.09	\$0.00	\$3,693.09	16.25	\$32,983.74	77.49
Utilities	\$1,200.00	\$900.00	\$300.00	\$1,200.00	100	\$250.00	0
Other Expense	\$0.00	\$50.00	\$0.00	\$50.00	0	\$300.00	0
Total Expense Fund 05	\$2,731,467.00	\$1,827,642.82	\$22,780.21	\$1,850,423.03	67.74	\$2,453,974.97	74.57
Fund 06-Restricted Purposes Fund							
Salaries	\$1,590,643.67	\$1,336,186.23	\$0.00	\$1,336,186.23	84	\$1,560,060.21	73.67
Employee Benefits	\$428,834.53	\$369,823.22	\$0.00	\$369,823.22	86.24	\$468,672.20	76.22
Contractual Services	\$16,317,336.67	\$7,424,296.64	\$90,751.80	\$7,515,048.44	46.06	\$9,011,878.63	52.68
Materials & Supplies	\$317,307.86	\$64,160.87	\$6,435.08	\$70,595.95	22.25	\$68,219.07	32.36
Conference & Meeting Exp	\$183,357.21	\$69,544.57	\$48,242.59	\$117,787.16	64.24	\$111,388.35	58.88
Fixed Charges	\$309,860.60	\$0.00	\$0.00	\$0.00	0	\$0.00	0
Capital Outlay	\$744,501.00	\$382,726.52	\$36,146.17	\$418,872.69	56.26	\$402,300.30	32.11
Financial Aid Expense	\$7,011,402.00	\$7,754,387.60	\$0.00	\$7,754,387.60	110.6	\$6,221,242.46	86.52
Other Expense	\$4,897,671.38	\$22,854.88	(\$1,426.00)	\$21,428.88	0.44	\$201,356.76	87.03
Total Expense Fund 06	\$31,800,914.92	\$17,423,980.53	\$180,149.64	\$17,604,130.17	55.36	\$18,045,117.98	66.66

Expenses by Fund Summary

	Budget 2425	Actual YTD as of 3/31/2025	Encumbered as of 3/31/2025	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 10-Trust & Agency Fund							
Contractual Services	\$18,300.00	\$32,593.73	\$1,165.29	\$33,759.02	184.48	\$22,970.00	93.99
Materials & Supplies	\$39,216.07	\$28,871.48	\$1,759.80	\$30,631.28	78.11	\$76,315.89	62.32
Conference & Meeting Exp	\$460.00	\$2,068.14	\$1,919.00	\$3,987.14	866.77	\$1,051.83	100
Other Expense	\$1,200.00	\$0.00	\$0.00	\$0.00	0	\$600.00	50
Total Expense Fund 10	\$59,176.07	\$63,533.35	\$4,844.09	\$68,377.44	115.5	\$100,937.72	69.85
Fund 11-Audit Fund							
Salaries	\$12,566.00	\$9,783.12	\$0.00	\$9,783.12	77.85	\$10,450.70	74.44
Employee Benefits	\$2,772.00	\$1,732.81	\$0.00	\$1,732.81	62.51	\$1,995.55	69.82
Contractual Services	\$76,995.00	\$17,850.00	\$0.00	\$17,850.00	23.18	\$34,124.50	85.35
Total Expense Fund 11	\$92,333.00	\$29,365.93	\$0.00	\$29,365.93	31.8	\$46,570.75	82.23
Fund 12-Liability & Protection							
Salaries	\$688,299.00	\$528,204.05	\$0.00	\$528,204.05	76.74	\$632,507.91	76.34
Employee Benefits	\$126,594.00	\$197,031.27	\$0.00	\$197,031.27	155.64	\$263,642.34	77.03
Contractual Services	\$423,255.00	\$249,326.13	\$143,700.21	\$393,026.34	92.86	\$423,165.89	60.3
Materials & Supplies	\$176,665.00	\$105,605.84	\$17,573.99	\$123,179.83	69.73	\$28,900.72	55.74
Conference & Meeting Exp	\$3,700.00	\$571.45	\$0.00	\$571.45	15.44	\$1,092.85	93.76
Fixed Charges	\$410,000.00	\$497,791.80	\$0.00	\$497,791.80	121.41	\$372,223.00	99.31
Utilities	\$5,250.00	\$1,814.63	\$0.00	\$1,814.63	34.56	\$2,021.11	73.27
Capital Outlay	\$54,060.00	\$29,417.96	\$9,975.00	\$39,392.96	72.87	\$17,513.00	48.54
Other Expense	\$793,182.00	\$35,037.24	\$31,740.66	\$66,777.90	8.42	\$90,543.50	100
Total Expense Fund 12	\$2,681,005.00	\$1,644,800.37	\$202,989.86	\$1,847,790.23	68.92	\$1,831,610.32	77.99
Fund 21-Brush College LLC							
Contractual Services	\$41,800.00	\$2,565.00	\$2,235.00	\$4,800.00	11.48	\$16,132.19	78.61
Materials & Supplies	\$200.00	\$1,478.06	\$0.00	\$1,478.06	739.03	\$1,458.51	97.06
Fixed Charges	\$65,000.00	\$66,597.95	\$0.00	\$66,597.95	102.46	\$74,692.07	84.66
Utilities	\$54,000.00	\$33,070.40	\$0.00	\$33,070.40	61.24	\$52,603.31	80.21
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,004.00	100
Other Expense	\$100.00	\$9.00	\$0.00	\$9.00	9	(\$4,182.00)	0
Total Expense Fund 21	\$161,100.00	\$103,720.41	\$2,235.00	\$105,955.41	65.77	\$145,708.08	82.58
Fund 25-Law Enforcement Trng Ctr							
Salaries	\$949,607.00	\$846,439.48	\$0.00	\$846,439.48	89.14	\$1,008,026.75	76.55
Employee Benefits	\$189,115.00	\$148,382.58	\$0.00	\$148,382.58	78.46	\$184,182.01	81.88
Contractual Services	\$1,570,161.00	\$664,838.63	\$319.96	\$665,158.59	42.36	\$1,206,846.35	65.96
Materials & Supplies	\$434,701.75	\$229,737.18	\$10,034.20	\$239,771.38	55.16	\$286,863.38	66.27
Conference & Meeting Exp	\$4,500.00	\$0.00	\$0.00	\$0.00	0	\$574.82	100
Fixed Charges	\$700.00	\$4,116.27	\$0.00	\$4,116.27	588.04	\$7,663.21	61.26
Utilities	\$117,000.00	\$97,796.67	\$0.00	\$97,796.67	83.59	\$120,017.62	67.25
Capital Outlay	\$13,000.00	\$0.00	\$2,889.36	\$2,889.36	22.23	\$27,415.97	91.21
Other Expense	\$15,000.00	\$7,453.61	\$0.00	\$7,453.61	49.69	\$17,559.06	87.63
Total Expense Fund 25	\$3,293,784.75	\$1,998,764.42	\$13,243.52	\$2,012,007.94	61.08	\$2,859,149.17	71.17
Total Expenses	\$77,752,479.76	\$36,116,155.50	\$1,474,235.88	\$37,590,391.38	48.35	\$47,726,386.73	71.73

Auxiliary Enterprises Revenue & Expenses

MAR 2425

	Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Net Actual	Net Budget
Community Events						
6030 -Misc Events	\$10,960.00	\$100,000.00	\$0.00	\$0.00	\$10,960.00	\$100,000.00
	<u>\$10,960.00</u>	<u>\$100,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,960.00</u>	<u>\$100,000.00</u>
Continuing & Professional Education						
6000 -Admininstration-CPED	\$18,920.00	\$3,000.00	\$18,949.61	\$22,447.00	(\$29.61)	(\$19,447.00)
6001 -CDL	\$300,490.00	\$385,000.00	\$195,523.92	\$244,607.00	\$104,966.08	\$140,393.00
6002 -Computer & Technology	\$0.00	\$0.00	\$4,750.00	\$0.00	(\$4,750.00)	\$0.00
6004 -Personal Development	\$11,420.00	\$4,000.00	\$4,510.88	\$3,450.00	\$6,909.12	\$550.00
6007 -Safety-Industrial	\$91,691.50	\$180,500.00	\$106,913.87	\$168,346.00	(\$15,222.37)	\$12,154.00
6008 -Shilling Rentals	\$7,142.50	\$15,000.00	\$0.00	\$0.00	\$7,142.50	\$15,000.00
6009 -Traffic Safety	\$29,050.00	\$20,500.00	\$9,887.50	\$19,265.00	\$19,162.50	\$1,235.00
6005 -Workforce Development	\$3,000.00	\$9,500.00	\$1,336.54	\$8,300.00	\$1,663.46	\$1,200.00
	<u>\$461,714.00</u>	<u>\$617,500.00</u>	<u>\$341,872.32</u>	<u>\$466,415.00</u>	<u>\$119,841.68</u>	<u>\$151,085.00</u>
Culinary						
8907 -Bistro 537	\$68,197.12	\$190,000.00	\$181,713.49	\$255,314.00	(\$113,516.37)	(\$65,314.00)
8970 -Cafe	\$652,131.45	\$402,000.00	\$619,672.07	\$606,888.00	\$32,459.38	(\$204,888.00)
8908 -Coffee House	\$0.00	\$123,800.00	\$0.00	\$164,614.00	\$0.00	(\$40,814.00)
	<u>\$720,328.57</u>	<u>\$715,800.00</u>	<u>\$801,385.56</u>	<u>\$1,026,816.00</u>	<u>(\$81,056.99)</u>	<u>(\$311,016.00)</u>
Fitness Center						
1157 -Fitness Center	\$8,144.00	\$48,900.00	\$71,557.36	\$93,568.00	(\$63,413.36)	(\$44,668.00)
	<u>\$8,144.00</u>	<u>\$48,900.00</u>	<u>\$71,557.36</u>	<u>\$93,568.00</u>	<u>(\$63,413.36)</u>	<u>(\$44,668.00)</u>
Horticulture						
4503 -Garden Center	\$2,845.50	\$0.00	\$17,402.34	\$18,098.00	(\$14,556.84)	(\$18,098.00)
9099 -Produce Market	\$0.00	\$0.00	\$2,395.10	\$4,057.00	(\$2,395.10)	(\$4,057.00)
	<u>\$2,845.50</u>	<u>\$0.00</u>	<u>\$19,797.44</u>	<u>\$22,155.00</u>	<u>(\$16,951.94)</u>	<u>(\$22,155.00)</u>

Education Fund Revenue & Expenses

MAR 2425

	Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Net Actual	Net Budget
Continuing & Professional Education						
6007 -Safety-Industrial	\$0.00	\$0.00	\$327.26	\$0.00	(\$327.26)	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$327.26</u>	<u>\$0.00</u>	<u>(\$327.26)</u>	<u>\$0.00</u>
Culinary						
8907 -Bistro 537	\$0.00	\$0.00	\$600.00	\$0.00	(\$600.00)	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$600.00</u>	<u>\$0.00</u>	<u>(\$600.00)</u>	<u>\$0.00</u>

Restricted Purposes Fund Revenue & Expenses

MAR 2425

	<u>Actual Revenue</u>	<u>Budget Revenue</u>	<u>Actual Expenses</u>	<u>Budget Expenses</u>	<u>Net Actual</u>	<u>Net Budget</u>
Continuing & Professional Education						
6007 -Safety-Industrial	\$0.00	\$0.00	\$1,775.38	\$0.00	(\$1,775.38)	\$0.00
6009 -Traffic Safety	\$0.00	\$0.00	\$261.82	\$6,986.00	(\$261.82)	(\$6,986.00)
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,037.20</u>	<u>\$6,986.00</u>	<u>(\$2,037.20)</u>	<u>(\$6,986.00)</u>
Culinary						
8970 -Cafe	\$0.00	\$0.00	\$5,740.26	\$0.00	(\$5,740.26)	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,740.26</u>	<u>\$0.00</u>	<u>(\$5,740.26)</u>	<u>\$0.00</u>

Trust & Agency Fund Revenue & Expenses

MAR 2425

	<u>Actual Revenue</u>	<u>Budget Revenue</u>	<u>Actual Expenses</u>	<u>Budget Expenses</u>	<u>Net Actual</u>	<u>Net Budget</u>
Culinary						
8907 -Bistro 537	\$68,210.66	\$0.00	(\$3,491.33)	\$0.00	\$71,701.99	\$0.00
	<u>\$68,210.66</u>	<u>\$0.00</u>	<u>(\$3,491.33)</u>	<u>\$0.00</u>	<u>\$71,701.99</u>	<u>\$0.00</u>

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
ADM North America	Tuition Assist					
	Misc Scholarship Clearin		\$1,400.00	\$1,400.00		
AEP Energy, Inc						
	Electricity and Nat Gas	Workforce Development Ct	\$5,056.79		\$5,056.79	
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$2,089.66			\$2,089.66
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$3,409.11			\$3,409.11
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,892.29			\$1,892.29
	Electricity and Nat Gas	Utilities	\$79.19		\$79.19	
	Electricity and Nat Gas	Utilities	\$114.59		\$114.59	
	Electricity and Nat Gas	Utilities	\$219.06		\$219.06	
	Electricity and Nat Gas	Utilities	\$374.56		\$374.56	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$381.25		\$381.25	
	Electricity and Nat Gas	Utilities	\$24,989.14		\$24,989.14	
AFLAC						
	AFLAC		\$139.88	\$139.88		
AHIMA						
	Fees Pass Thru HIT		\$2,145.00	\$2,145.00		
	Fees Pass Thru HIT		\$195.00	\$195.00		
AT&T						
	Telephone	Utilities	\$581.18		\$581.18	
	Telephone	Telecommunications	\$626.69		\$626.69	
	Telephone	Utilities	\$981.76		\$981.76	
Abdullah, Kanimah J						
	Stipends	Student Activities	\$500.00			\$500.00
Airweld Industrial Gases & Suppl						
	Materials	Automotive-Tech Occ	\$5.98	\$5.98		
	Instructional Supplies	Collision Repair Tech	\$7.97	\$7.97		
	Instructional Supplies	Welding-Technical Occ	\$211.18	\$211.18		
	Instructional Supplies	Welding-Technical Occ	\$536.83	\$536.83		
Alberto, Maria K						
	Recruitment	Human Resources	\$1,211.84	\$1,211.84		
Allen, Tiffani-Amber Marie						
	Stipends	Student Activities	\$500.00			\$500.00
Alwood, Tania L						
	Stipends	Allied Health	\$300.00			\$300.00
Amazon Capital Services						
	Instructional Supplies	Biology-Baccalaureate	\$29.07	\$29.07		
	Instructional Supplies	AAS Nursing -Health Occ	\$38.48	\$38.48		
	Instructional Supplies	Medical Assistant	\$39.05	\$39.05		
	Office Supplies	Human Resources	\$46.97	\$46.97		
	Instructional Supplies	Nursing LPN -Health Occ	\$102.24	\$102.24		
	Participant Supplies	Minority Entrp MentorPrg	\$369.97			\$369.97
	Participant Supplies	Minority Entrp MentorPrg	\$397.88			\$397.88
	Participant Supplies	Minority Entrp MentorPrg	\$507.47			\$507.47
	Participant Supplies	Minority Entrp MentorPrg	\$673.09			\$673.09
	Participant Supplies	Minority Entrp MentorPrg	\$2,531.47			\$2,531.47
	Participant Supplies	Minority Entrp MentorPrg	\$2,947.69			\$2,947.69
	Participant Supplies	Minority Entrp MentorPrg	\$4,656.57			\$4,656.57
	Office Supplies	Human Resources	\$6.61	\$6.61		
	Maintenance Supplies	Law Enforce Trng Ctr O&M	\$25.00			\$25.00
	Maintenance Supplies	MCLETC - IDOC	\$25.00			\$25.00
	Office Supplies	Human Resources	\$53.99	\$53.99		
	Instructional Supplies	Radiology Tech-Hlth Occ	\$131.94	\$131.94		
	Participant Supplies	Student Activities	\$268.79			\$268.79
	Materials	VP Student Success	\$486.48	\$486.48		
	Office Supplies	Law Enforce Trng Ctr	(\$112.61)			(\$112.61)
	Office Supplies	Dean-Math Science Busine	\$14.69	\$14.69		
	Instructional Supplies	Horticulture-Bus Occup	\$33.99	\$33.99		
	Office Supplies	Dean-Math Science Busine	\$45.49	\$45.49		
	Materials	Theatre Productions	\$78.19			\$78.19
	Instructional Supplies	Biology-Baccalaureate	\$126.75	\$126.75		
	Instructional Supplies	Horticulture-Bus Occup	\$136.58	\$136.58		
	Instructional Supplies	AAS Nursing -Health Occ	\$140.00	\$140.00		
	Maintenance Supplies	Maintenance	\$249.99		\$249.99	
	Maintenance Supplies	Maintenance	\$19.99		\$19.99	
AmerenIP						
	Electricity and Nat Gas	Workforce Development Ct	\$2,187.13		\$2,187.13	
	Electricity and Nat Gas	Utilities	\$34.26		\$34.26	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$167.60		\$167.60	
	Electricity and Nat Gas	Utilities	\$459.31		\$459.31	
	Electricity and Nat Gas	Utilities	\$220.34		\$220.34	
	Electricity and Nat Gas	Sequestration Bldg O&M	\$328.06		\$328.06	
	Electricity and Nat Gas	Utilities	\$6,692.67		\$6,692.67	

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AmerenIP						
	Electricity and Nat Gas	Utilities	\$4.25		\$4.25	
	Electricity and Nat Gas	Workforce Development Ct	\$33.94		\$33.94	
American Heart Association						
	Instructional Supplies	Credit	\$289.00			\$289.00
	Instructional Supplies	Credit	\$584.80			\$584.80
	Instructional Supplies	Credit	\$51.00			\$51.00
	Instructional Supplies	Credit	\$191.00			\$191.00
Amos, Ebony L						
	Stipends	Student Activities	\$500.00			\$500.00
Amure, Mikayla Ann						
	Stipends	Student Activities	\$500.00			\$500.00
Anderson, Ferita Sheree						
	Stipends	Student Activities	\$208.00			\$208.00
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Anderson, Meshia						
	Stipends	Student Activities	\$500.00			\$500.00
Arias, Rosa						
	Stipends	Allied Health	\$200.00			\$200.00
Armour, Anauja D						
	Stipends	Student Activities	\$500.00			\$500.00
Ascendium Education Solutions						
	Contractual-Other	Fin Aid & Vet Affairs	\$75.00	\$75.00		
Babb, Erin Lynn						
	Stipends	Student Activities	\$500.00			\$500.00
Baker & Taylor Inc						
	Books-Library Collection	LRC	\$581.67	\$581.67		
Banks, Chazyre Renai						
	Stipends	Student Activities	\$200.00			\$200.00
Banks, Michelle D						
	Stipends	Allied Health	\$300.00			\$300.00
Banner, Zabien						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$364.00			\$364.00
Barrera, Jesus						
	Stipends	Student Activities	\$200.00			\$200.00
BearMail Co						
	Postage	General Expenses	\$859.96	\$859.96		
Beck's Studio						
	Materials	Marketing	\$70.00	\$70.00		
Bell, Tanner						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Binkley, Alyxandriah Claudine						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Blair, Ikeshiea L						
	Stipends	Student Activities	\$200.00			\$200.00
Blankenship, Christina						
	RCC Foundation A/R		\$500.00	\$500.00		
Blue Cross and Blue Shield of IL						
	Group Insurance		\$48,871.00	\$48,871.00		
	Health Insurance		\$239,815.90	\$239,815.90		
Blue, Marcellious						
	Stipends	CDL / Transportation	\$195.00			\$195.00
	Stipends	CDL / Transportation	\$32.50			\$32.50
	Stipends	CDL / Transportation	\$58.50			\$58.50
Bodine, Amanda R						
	Stipends	Allied Health	\$300.00			\$300.00
Bond, Dean M						
	Stipends	Student Activities	\$52.00			\$52.00
Bond-Partee, Rashanda N						
	Contractual-Other	EnRich	\$200.00			\$200.00
	Contractual-Other	EnRich	\$200.00			\$200.00
Bortell, Kaitlyn Christine						
	Stipends	Allied Health	\$300.00			\$300.00
Bradford, Qwuantavion						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Bradford, Sunara E						
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
Brady, Jeffery						
	Stipends	CDL / Transportation	\$383.50			\$383.50
	Stipends	CDL / Transportation	\$377.00			\$377.00
	Stipends	CDL / Transportation	\$169.00			\$169.00
	Stipends	CDL / Transportation	\$299.00			\$299.00
Brady, Malisha S						
	Stipends	Allied Health	\$300.00			\$300.00
Brown, Emari Najae						
	Stipends	Allied Health	\$200.00			\$200.00
Brown, Madonna M						
	Telephone	Presidents Office	\$50.00	\$50.00		
Brown, Tajanie						
	Stipends	Student Activities	\$500.00			\$500.00
Brozio Safety LLC						
	Contractual-Other	Grant-Administration	\$67.00			\$67.00
Brubeck, Brittney						
	Stipends	Student Activities	\$500.00			\$500.00
Brush, Jennifer Earlene						
	Stipends	Student Activities	\$500.00			\$500.00
Bryles, Catherine Nicole						
	Stipends	Allied Health	\$300.00			\$300.00
Bullamore, Bruce Greg						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Burch, Joshua L						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$305.50			\$305.50
Burdick Plumbing & Heating Co, I						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$982.80			\$982.80
	Equip Repair/Maint Agree	MCLETC - IDOC	\$982.80			\$982.80
	Equip Repair/Maint Agree	Maintenance	\$5,756.40		\$5,756.40	
	Equip Repair/Maint Agree	Sequestration Bldg O&M	\$2,576.00		\$2,576.00	
Burries, Robert Lewis,, Jr						
	Stipends	Allied Health	\$200.00			\$200.00
Bussey, Ja'Rhea La'Kaye						
	Stipends	Allied Health	\$300.00			\$300.00
CDS Office Technologies						
	Printing	Copiers	\$34.99	\$34.99		
	Equipment Rental	Law Enforce Trng Ctr	\$631.52			\$631.52
	Printing	Copiers	\$78.01	\$78.01		
	Participant Supplies	Grant-Administration	\$252.53			\$252.53
	Printing	Copiers	\$4,562.54	\$4,562.54		
CDWG Government Inc						
	Instructional Supplies	Grant-Administration	\$695.55			\$695.55
	Materials	Academic Lab Support	\$1,492.44	\$1,492.44		
	Materials	Technical Services Suprt	\$3,608.56			\$3,608.56
CEFCU						
	Student Support	Student Activities	\$374.83			\$374.83
Carol L Reed						
	Student Support	Student Activities	\$486.07			\$486.07
Carolina Biological Supply Co						
	Participant Supplies	Student Activities	\$1,431.45			\$1,431.45
Carr, Vicki M						
	Travel-In State	Board of Trustees	\$539.51	\$539.51		
Carroll, Sara Michelle_Deanne						
	Stipends	Allied Health	\$300.00			\$300.00
Carson, Jason L						
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
	Stipends	CDL / Transportation	\$104.00			\$104.00
Carson, Khaife Jakari,, DDS						
	Stipends	Industrial Skills	\$144.00			\$144.00
	Stipends	Industrial Skills	\$192.00			\$192.00
	Stipends	Industrial Skills	\$288.00			\$288.00
Chaney, Tania LaKora						
	Stipends	Allied Health	\$300.00			\$300.00
Chapman, Barbara R						
	Stipends	Allied Health	\$500.00			\$500.00

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Chepan, Tabatha Ann						
	Stipends	Allied Health	\$200.00			\$200.00
Cintas Corporation						
	Uniforms	Maintenance	\$71.06		\$71.06	
	Uniforms	Maintenance	\$71.06		\$71.06	
	Uniforms	Maintenance	\$161.42		\$161.42	
City of Decatur IL						
	Water, Sewage	Utilities	\$182.77		\$182.77	
	Water, Sewage	Utilities	\$185.27		\$185.27	
	Water, Sewage	Utilities	\$186.62		\$186.62	
	Water, Sewage	Utilities	\$482.63		\$482.63	
	Water, Sewage	CSI Building O&M	\$187.17		\$187.17	
	Water, Sewage	CSI Building O&M	\$70.69		\$70.69	
	Water, Sewage	Utilities	\$2,667.97		\$2,667.97	
	Water, Sewage	Macon Co Soil & Water Bd	\$221.32		\$221.32	
	Water, Sewage	Utilities	\$199.50		\$199.50	
	Water, Sewage	Law Enforce Trng Ctr O&M	\$141.96			\$141.96
	Water, Sewage	Law Enforce Trng Ctr O&M	\$760.42			\$760.42
	Water, Sewage	Law Enforce Trng Ctr O&M	\$301.40			\$301.40
	Registration Fees	Culinary Arts	\$170.00	\$170.00		
Clark, Nicole Marie						
	Stipends	Allied Health	\$500.00			\$500.00
Cofer, Alicia J						
	Stipends	Allied Health	\$300.00			\$300.00
Coleman, Jessica Lynn						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Coleman, Marcus,, Jr						
	Stipends	Student Activities	\$208.00			\$208.00
	Stipends	Student Activities	\$260.00			\$260.00
Comage, JaPaul Ontario						
	Stipends	CDL / Transportation	\$299.00			\$299.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
	Stipends	CDL / Transportation	\$286.00			\$286.00
	Stipends	CDL / Transportation	\$390.00			\$390.00
Comcast						
	Telephone	Utilities	\$72.00		\$72.00	
	Internet	MCLETC - IDOC	\$458.79			\$458.79
	Telephone	Law Enforce Trng Ctr O&M	\$233.54			\$233.54
Comer, Milez						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Coney McKane's American						
	Event Expense	Club Expenses	\$1,783.45			\$1,783.45
Connor Co						
	Maintenance Supplies	Maintenance	\$115.11		\$115.11	
	Maintenance Supplies	Maintenance	\$111.08		\$111.08	
Conservation Demonstrations						
	Instructional Supplies	Agriculture	\$370.22	\$370.22		
	Equipment-Instructional	Grant-Administration	\$5,000.00			\$5,000.00
Consociate Group						
	Contractual-Other	Human Resources	\$252.00	\$252.00		
Constellation NewEnergy Gas						
	Electricity and Nat Gas	Utilities	\$574.84		\$574.84	
Cook, Valerie L						
	Expense-Other	Law Enforce Trng Ctr	\$247.50			\$247.50
	Expense-Other	Law Enforce Trng Ctr	\$577.50			\$577.50
Coventry, Alyssa Maxine						
	Stipends	Student Activities	\$500.00			\$500.00
Creation Gardens Inc						
	Materials	MCLETC Food Service	(\$52.20)			(\$52.20)
	Instructional Supplies	Culinary Arts	\$33.15	\$33.15		
	Food Supply Costs	Cafe	\$53.90			\$53.90
	Food Supply Costs	Bistro 537	\$77.79			\$77.79
	Food Supply Costs	Bistro 537	\$105.25			\$105.25
	Food Supply Costs	Cafe	\$144.30			\$144.30
	Materials	Cafe	\$50.15			\$50.15
	Instructional Supplies	Culinary Arts	\$321.35	\$321.35		
	Food Supply Costs	Bistro 537	\$377.29			\$377.29
	Food Supply Costs	MCLETC Food Service	\$55.45			\$55.45
	Materials	MCLETC Food Service	\$539.79			\$539.79

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Creation Gardens Inc						
	Food Supply Costs	MCLETC Food Service	\$626.90			\$626.90
	Materials	MCLETC Food Service	\$115.32			\$115.32
	Food Supply Costs	MCLETC Food Service	\$584.90			\$584.90
	Materials	MCLETC Food Service	\$292.55			\$292.55
	Food Supply Costs	MCLETC Food Service	(\$21.15)			(\$21.15)
	Instructional Supplies	Culinary Arts	\$52.20	\$52.20		
	Instructional Supplies	Culinary Arts	\$12.55	\$12.55		
	Materials	Culinary Arts	\$93.40	\$93.40		
	Food Supply Costs	Bistro 537	\$119.35			\$119.35
	Instructional Supplies	Culinary Arts	\$141.35	\$141.35		
	Food Supply Costs	Cafe	\$122.10			\$122.10
	Materials	Cafe	\$50.15			\$50.15
	Food Supply Costs	MCLETC Food Service	\$178.90			\$178.90
	Food Supply Costs	MCLETC Food Service	\$210.20			\$210.20
	Food Supply Costs	Cafe	\$262.45			\$262.45
	Materials	Cafe	\$20.42			\$20.42
	Instructional Supplies	Culinary Arts	\$299.30	\$299.30		
	Food Supply Costs	Bistro 537	\$299.70			\$299.70
	Food Supply Costs	Cafe	\$217.80			\$217.80
	Materials	Cafe	\$100.30			\$100.30
	Food Supply Costs	Bistro 537	\$328.75			\$328.75
	Food Supply Costs	MCLETC Food Service	\$347.15			\$347.15
	Materials	MCLETC Food Service	\$206.44			\$206.44
	Instructional Supplies	Culinary Arts	\$620.06	\$620.06		
	Food Supply Costs	MCLETC Food Service	\$474.90			\$474.90
	Materials	MCLETC Food Service	\$161.00			\$161.00
	Instructional Supplies	Culinary Arts	\$412.25	\$412.25		
	Materials	Culinary Arts	\$300.90	\$300.90		
	Food Supply Costs	MCLETC Food Service	\$555.95			\$555.95
	Materials	MCLETC Food Service	\$161.00			\$161.00
	Food Supply Costs	Bistro 537	\$764.17			\$764.17
	Food Supply Costs	Bistro 537	\$964.29			\$964.29
DCC Marketing LLC						
	Contractual-Other	Grant-Administration	\$4,716.62			\$4,716.62
Dale-Wilder, Deshadria Arjon						
	Stipends	Allied Health	\$500.00			\$500.00
Dalluge, Mindy Michele						
	Stipends	Allied Health	\$200.00			\$200.00
Dampeir, Lawrence M						
	Stipends	Student Activities	\$780.00			\$780.00
	Stipends	Student Activities	\$780.00			\$780.00
Davis, Taneisha						
	Stipends	Allied Health	\$500.00			\$500.00
Dawson, Shamar Quindre						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$390.00			\$390.00
De Groot Inc						
	Materials	Garden Center Ag/Hort	\$288.61			\$288.61
De Leon, Kayla Marie Esteban						
	Stipends	Student Activities	\$500.00			\$500.00
DeBose Consulting						
	Contractual-Other	Industrial Skills	\$800.00			\$800.00
	Contractual-Other	Credit	\$2,011.93			\$2,011.93
DeJaynes, Edison Logan						
	Stipends	Industrial Skills	\$442.00			\$442.00
	Stipends	Industrial Skills	\$182.00			\$182.00
Dear, Demarrionn CD						
	Stipends	CDL / Transportation	\$806.00			\$806.00
	Stipends	CDL / Transportation	\$234.00			\$234.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
Dearborn Life Insurance						
	LTD Insurance		\$2,120.81	\$2,120.81		
	Life Insurance		\$2,584.98	\$2,584.98		
	Supplemental Life Insur		\$2,548.39	\$2,548.39		
Deberry, Iyeesha						
	Stipends	Student Activities	\$500.00			\$500.00
Decatur Home Center Inc						
	Equip Repair/Maint Agree	Grounds	\$211.80		\$211.80	
	Non Consumable Supplies	Custodial	\$1,409.00		\$1,409.00	
Decatur Trailer Sales & Service						
	Equip Repair/Maint Agree	Credit	\$153.37			\$153.37

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Decatur Trailer Sales & Service						
	Equip Repair/Maint Agree	Credit	\$448.91			\$448.91
Deviner, Leniyya TaLeshia						
	Stipends	Student Activities	\$500.00			\$500.00
Dial, Kimberly J						
	Event Expense	Human Resources	\$15.98	\$15.98		
Dial, Sean D						
	Instructional Supplies	Welding-Technical Occ	\$5.00	\$5.00		
	Instructional Supplies	Welding-Technical Occ	\$5.01	\$5.01		
	Instructional Supplies	Welding-Technical Occ	\$65.46	\$65.46		
	Instructional Supplies	Welding-Technical Occ	\$127.88	\$127.88		
Dibartolomeo, Hailey Rose						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
Dickerson, Michael Dureall						
	Stipends	Student Activities	\$52.00			\$52.00
Diskey, Danin M						
	Community Relations/Spon	Institutional Advancemnt	\$200.00	\$200.00		
Dunker Electric						
	Maintenance Supplies	Maintenance	\$14.45		\$14.45	
	Maintenance Supplies	Maintenance	\$101.25		\$101.25	
	Maintenance Supplies	Maintenance	\$121.50		\$121.50	
	Maintenance Supplies	Maintenance	\$121.50		\$121.50	
	Maintenance Supplies	Maintenance	\$122.54		\$122.54	
	Maintenance Supplies	Maintenance	\$175.46		\$175.46	
	Maintenance Supplies	Maintenance	\$275.80		\$275.80	
	Maintenance Supplies	Maintenance	\$121.50		\$121.50	
	Equip Repair/Maint Agree	Ag Building O&M	\$420.19		\$420.19	
	New Bldgs & Additions	Renovations / Remodeling	\$3.80			\$3.80
	Materials	Renovations / Remodeling	\$37.54			\$37.54
	Materials	Renovations / Remodeling	\$101.25			\$101.25
Dunning, Wayne						
	Travel-In State	Board of Trustees	\$659.80	\$659.80		
Dynagraphics Inc						
	Contractual-Other	Grant-Administration	\$212.82			\$212.82
	Expense-Other	Law Enforce Trng Ctr	\$306.59			\$306.59
	Materials	Marketing	\$54.13	\$54.13		
	Printing	Marketing	\$231.17	\$231.17		
	Materials	Marketing	\$554.99	\$554.99		
	Contractual-Other	Grant-Administration	\$680.46			\$680.46
ECSI Springfield						
	Equip Repair/Maint Agree	Maintenance	\$2,677.84		\$2,677.84	
	Expense-Other	Liab Protection & Settle	\$2,677.84			\$2,677.84
Eagle Screen						
	Contractual-Other	Human Resources	\$690.05	\$690.05		
Ecolab Inc						
	Contractual-Other	Cafe	\$185.98			\$185.98
	Contractual-Other	Bistro 537	\$200.00			\$200.00
Ecolab Pest Elimination						
	Pest Control	Maintenance	\$410.76		\$410.76	
	Pest Control	Maintenance	\$410.76		\$410.76	
Eichenauer Services Inc						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$385.28			\$385.28
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$385.28			\$385.28
Employers Assurance Co						
	General Insurance	Liab Protection & Settle	\$17,650.00			\$17,650.00
	General Insurance	Liab Protection & Settle	\$27,449.88			\$27,449.88
Enterprise Rent-A-Car Company-						
	Travel-Out of State	Administration O & M	\$432.95		\$432.95	
	Student Development	Bistro 537	\$204.52			\$204.52
	Travel-Out of State	Dean-Liberal Arts	\$692.24	\$692.24		
	Travel-In State	Grant-Administration	\$80.84			\$80.84
	Travel-Out of State	VP Academic Services	\$100.90	\$100.90		
	Travel-Out of State	Administration O & M	\$269.32		\$269.32	
	Travel-In State	Club Expenses	\$201.04			\$201.04
	Travel-In State	Credit	\$270.17			\$270.17
	Travel-Out of State	Culinary Arts	\$132.64	\$132.64		
	Travel-In State	Grant-Administration	\$134.03			\$134.03
	Travel-In State	Grant-Administration	\$531.73			\$531.73
	Travel-Out of State	Grant-Administration	\$569.92			\$569.92
	Travel-Out of State	VP Academic Services	\$259.77	\$259.77		
Estes, April						
	Stipends	Student Activities	\$500.00			\$500.00

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Evergreen FS-Stephens #24						
	Vehicle Expense	College Vehicle	\$852.48		\$852.48	
	Vehicle Expense	College Vehicle	\$951.31		\$951.31	
	Vehicle Expense	College Vehicle	\$1,017.23		\$1,017.23	
	Vehicle Expense	Credit	\$338.05			\$338.05
	Vehicle Expense	Credit	\$631.86			\$631.86
	Vehicle Expense	College Vehicle	\$688.20		\$688.20	
	Vehicle Expense	College Vehicle	\$853.62		\$853.62	
	Vehicle Expense	Credit	\$3,749.84			\$3,749.84
Everly, Traves						
	Equip Repair/Maint Agree	Maintenance	\$2,450.00		\$2,450.00	
Evisions Inc						
	Admin Computer-Maint	Administrative Info Syst	\$17,167.00	\$17,167.00		
Farley, Lisa M						
	Stipends	Student Activities	\$500.00			\$500.00
Fidelity Security Life Insurance						
	Vision Insurance		\$1,407.12	\$1,407.12		
Firestone Complete Auto Care						
	Student Support	Student Activities	\$199.51			\$199.51
Firm Systems						
	Fees Pass Thru Backgrnd		\$175.00	\$175.00		
Flagg, Neshia Onica						
	Stipends	Student Activities	\$500.00			\$500.00
Flinn Scientific Inc						
	Instructional Supplies	Chemistry-Baccalaureate	\$39.89	\$39.89		
	Instructional Supplies	Chemistry-Baccalaureate	\$41.21	\$41.21		
Florian, Gregory E						
	Contractual-Other	Business Office	\$2,325.00	\$2,325.00		
Flournoy, Sheila Christina						
	Stipends	Student Activities	\$500.00			\$500.00
Foffel, Josephine						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Follett Higher Education Group,						
	Pell Taxable Books		\$106.32	\$106.32		
	Specialities	Marketing	\$26.00	\$26.00		
	Event Expense	Student Success	\$123.90	\$123.90		
	Materials	Human Resources	\$150.00	\$150.00		
	Pell Taxable Books		\$347.96	\$347.96		
	NonTaxBooks-Scholarships		\$4,219.05	\$4,219.05		
Franklin, Maria Danielle						
	Stipends	Student Activities	\$500.00			\$500.00
Free Nature, LLC						
	Participant Supplies	Minority Entrp MentorPrg	\$916.11			\$916.11
GFL Environmental						
	Refuse Disposal	Utilities	\$335.50		\$335.50	
	Refuse Disposal	Utilities	\$785.50		\$785.50	
GT Church						
	Expense-Other	Law Enforce Trng Ctr	\$500.00			\$500.00
Gagnon, Kelly Marie						
	Contractual-Other	Minority Entrp MentorPrg	\$3,470.80			\$3,470.80
Gaines, Tyerra S						
	Stipends	Allied Health	\$200.00			\$200.00
Garren, Cody James						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
Gause, Anthoni Jamar						
	Stipends	Student Activities	\$377.00			\$377.00
	Stipends	Student Activities	\$377.00			\$377.00
Gause, Shera Monique						
	Contractual-Other	Grant-Administration	\$6,000.00			\$6,000.00
Gavin, Kearris M						
	Student Tuition Rec		\$2,227.00	\$2,227.00		
GeoSeed						
	Materials	Garden Center Ag/Hort	\$34.70			\$34.70
Giers, Corbyn						
	Travel-In State Mileage	Psychology-Baccalaureate	\$72.10	\$72.10		
Giers, Daniel R						
	Travel-In State Mileage	Psychology-Baccalaureate	\$153.30	\$153.30		
Gill, Tallulah						
	Stipends	Allied Health	\$300.00			\$300.00
Grainger Inc						
	Maintenance Supplies	Maintenance	\$339.28		\$339.28	

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Gramigna, Katrina E	Stipends	Student Activities	\$500.00			\$500.00
Gray, Celise M	Stipends	Allied Health	\$500.00			\$500.00
Grey, Thomas	Contractual-Other	Industrial Skills	\$800.00			\$800.00
	Contractual-Other	EnRich	\$1,334.94			\$1,334.94
Gullens, Sidney	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
Guy, Marvin L, Jr	Stipends	CDL / Transportation	\$312.00			\$312.00
	Stipends	CDL / Transportation	\$299.00			\$299.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
H&E Equipment Services Inc	Instructional Supplies	Industrial Skills	\$984.00			\$984.00
Hambrecht, Chloe Morgan	Stipends	Student Activities	\$500.00			\$500.00
Hanover Insurance Group Co	General Insurance	Liab Protection & Settle	\$639.80			\$639.80
	General Insurance	Liab Protection & Settle	\$3,604.33			\$3,604.33
	General Insurance	Liab Protection & Settle	\$5,831.30			\$5,831.30
	General Insurance	Liab Protection & Settle	\$23,327.00			\$23,327.00
Hansbro, Kenneth Edward	Participant Supplies	Minority Entrp MentorPrg	\$179.88			\$179.88
Hanses, Garry Ryan	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
Harper, Cherelle N	Stipends	Student Activities	\$500.00			\$500.00
Harper, Lane Marie	Stipends	Allied Health	\$500.00			\$500.00
Harper, Nicholas Evan	Travel-In State Mileage	Student Success	\$29.40	\$29.40		
	Travel-In State Mileage	Student Success	\$30.80	\$30.80		
	Travel-In State Mileage	Student Success	\$15.40	\$15.40		
	Travel-In State Mileage	Student Success	\$29.40	\$29.40		
	Travel-In State Mileage	Student Success	\$7.00	\$7.00		
Harris, Kayleigh A	Stipends	Student Activities	\$500.00			\$500.00
Hawkins, Dana E	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
	Stipends	CDL / Transportation	\$26.00			\$26.00
Hawthorne, Brianna Rene	Stipends	Student Activities	\$500.00			\$500.00
Hazen, Dean	Vehicle Expense	Public Safety Department	\$220.00			\$220.00
Health Care Service Corp	EmployeeBenefitsTotal	General Expenses	\$10.64	\$10.64		
Henry, Maranda Jaylynn	Stipends	Student Activities	\$500.00			\$500.00
Hicksgas	Vehicle Expense	College Vehicle	(\$89.38)		(\$89.38)	
	Instructional Supplies	Industrial Skills	\$60.42			\$60.42
	Vehicle Expense	College Vehicle	\$60.42		\$60.42	
Hill, Tamara	Recruitment	Human Resources	\$80.00	\$80.00		
Hinton, Natalie Eileen	Stipends	Student Activities	\$500.00			\$500.00
Holmes, Honore	Contractual-Other	Minority Entrp MentorPrg	\$1,000.00			\$1,000.00
Holmes, Isabelle Marie	Stipends	Allied Health	\$300.00			\$300.00
Honorable, Shawn	Stipends	Student Activities	\$247.00			\$247.00
	Stipends	Student Activities	\$247.00			\$247.00
	Stipends	Student Activities	\$247.00			\$247.00
	Stipends	Student Activities	\$247.00			\$247.00
Honorable, Terrica	Stipends	Allied Health	\$300.00			\$300.00

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Hopkins, Logan Tyler	Stipends	Allied Health	\$300.00			\$300.00
Houston, Jeremy Stephan	Stipends	Student Activities	\$286.00			\$286.00
Howard, Alexis Nikole	Stipends	Student Activities	\$500.00			\$500.00
Howard, Michael,, Jr	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$208.00			\$208.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Howell, Kasmonae Resha	Stipends	Allied Health	\$300.00			\$300.00
Howell, Zachary	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
Hubner, Paige Leighann	Stipends	Allied Health	\$300.00			\$300.00
Hughes, Shanice C	Stipends	Allied Health	\$300.00			\$300.00
Humphrey, Meghan Anna	Stipends	Allied Health	\$300.00			\$300.00
Hurtado, Brandon Juarez	Stipends	Student Activities	\$572.00			\$572.00
	Stipends	Student Activities	\$286.00			\$286.00
	Stipends	Student Activities	\$286.00			\$286.00
IEMA	Contractual-Other	Radiology Tech-Hlth Occ	\$225.00	\$225.00		
IL Assoc of Community College	Travel-In State	Agriculture	\$320.00	\$320.00		
ISSRT	Registration Fees	Club Expenses	\$430.00			\$430.00
	Fees Pass Thru Rad Tech		\$1,585.00	\$1,585.00		
Illinois Century Network	Internet	Telecommunications	\$1,200.00		\$1,200.00	
	Internet	Telecommunications	\$1,200.00		\$1,200.00	
Illinois Federation of Teachers	Union Dues-RFT		\$1,768.95	\$1,768.95		
	Union Dues-RFT		\$1,768.95	\$1,768.95		
Illinois Secretary of State	Student Support	Student Activities	\$316.00			\$316.00
Illinois State Disbursement Unit	Wage Garnishment Orders		\$334.20	\$334.20		
	Wage Garnishment Orders		\$334.20	\$334.20		
Illinois State Fire Marshall	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$150.00			\$150.00
Illinois Trucking Assoc	Publications & Dues	Credit	\$300.00			\$300.00
Imperial Dade	Instructional Supplies	Basic Corrections Trng	\$47.84			\$47.84
	Instructional Supplies	Basic Law Enforce Trng	\$47.84			\$47.84
	Maintenance Supplies	Law Enforce Trng Ctr O&M	\$2,230.36			\$2,230.36
	Maintenance Supplies	MCLETC - IDOC	\$2,230.36			\$2,230.36
	Maintenance Supplies	Custodial	\$107.80		\$107.80	
	Maintenance Supplies	Custodial	\$178.72		\$178.72	
	Maintenance Supplies	Custodial	\$243.27		\$243.27	
	Maintenance Supplies	Custodial	\$344.24		\$344.24	
	Maintenance Supplies	Custodial	\$2,297.00		\$2,297.00	
	Maintenance Supplies	Custodial	\$220.72		\$220.72	
	Maintenance Supplies	Custodial	\$723.70		\$723.70	
	Grounds Maintenance	Grounds	\$1,153.00		\$1,153.00	
	Maintenance Supplies	Custodial	\$154.00		\$154.00	
	Maintenance Supplies	Custodial	\$158.18		\$158.18	
Infobase Publishing	Audio/Visual/Stream Mat	LRC	\$14,100.38	\$14,100.38		
Ingram, Jordan	Stipends	Student Activities	\$364.00			\$364.00
	Stipends	Student Activities	\$364.00			\$364.00
Instructure Inc	Transcripts	Student Success	\$903.80	\$903.80		
JRCERT	Accreditation Fees	Radiology Tech-Hlth Occ	\$2,450.00	\$2,450.00		
	Accreditation Fees	Radiology Tech-Hlth Occ	\$4,725.00	\$4,725.00		

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Jackson, Bryquisha Denithia	Stipends	Allied Health	\$300.00			\$300.00
Jackson, Christopher L	Stipends	CDL / Transportation	\$39.00			\$39.00
Jackson, Keenan L	Stipends	CDL / Transportation	\$97.50			\$97.50
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$130.00			\$130.00
Jackson-Morgan, Kelaiah S	Stipends	Allied Health	\$500.00			\$500.00
Jackson-Tyus, Mia Symonne	Participant Supplies	Minority Entrp MentorPrg	\$75.46			\$75.46
James, Lebran Mikerion	Stipends	Student Activities	\$208.00			\$208.00
	Stipends	Student Activities	\$208.00			\$208.00
James, Marcus Letrell	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$305.50			\$305.50
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Jarrett, Dae_Reionna Jakiais	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Jefferson, Gabriel	Stipends	CDL / Transportation	\$858.00			\$858.00
	Stipends	CDL / Transportation	\$312.00			\$312.00
	Stipends	CDL / Transportation	\$299.00			\$299.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
John Wood Community College	Instructional Supplies	Biology-Baccalaureate	\$80.00	\$80.00		
Johnson Controls	Building Repair/Maint	Maintenance	\$2,736.93		\$2,736.93	
Johnson, Calli Liana	Stipends	Allied Health	\$300.00			\$300.00
Johnson, Chad Edward	Stipends	CDL / Transportation	\$390.00			\$390.00
	Stipends	CDL / Transportation	\$455.00			\$455.00
Johnson, Charlotte R	Stipends	Allied Health	\$300.00			\$300.00
Johnson, James Austin	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$123.50			\$123.50
	Stipends	CDL / Transportation	\$175.50			\$175.50
Johnson, Jaymie Chiara	Stipends	Student Activities	\$500.00			\$500.00
Jones, Ja'Cajjah L	Stipends	Student Activities	\$364.00			\$364.00
	Stipends	Student Activities	\$364.00			\$364.00
	Stipends	Student Activities	\$520.00			\$520.00
Jones, Jeremy D'Andre	Stipends	Student Activities	\$286.00			\$286.00
	Stipends	Student Activities	\$286.00			\$286.00
	Stipends	Student Activities	\$286.00			\$286.00
	Stipends	Student Activities	\$286.00			\$286.00
Jones, Michael	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
Jones, Sonya A	Student Support	Allied Health	\$732.00			\$732.00
Joyner, Heather A	Contractual-Other	Minority Entrp MentorPrg	\$100.00			\$100.00
	Contractual-Other	Minority Entrp MentorPrg	\$100.00			\$100.00
Joyner, Marlon Deon	Stipends	CDL / Transportation	\$156.00			\$156.00
Joyner-Leverson, Nadiyah U	Stipends	Allied Health	\$300.00			\$300.00
KONE Inc	Equip Repair/Maint Agree	Maintenance	\$483.15		\$483.15	
Kanopy Inc.	Audio/Visual/Stream Mat	LRC	\$560.00	\$560.00		

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Katt, Melissa A						
	Stipends	Allied Health	\$500.00			\$500.00
Kenney's Ace Hardware						
	Facility Repair	Law Enforce Trng Ctr O&M	\$45.15			\$45.15
King, William						
	Stipends	CDL / Transportation	\$331.50			\$331.50
	Stipends	CDL / Transportation	\$221.00			\$221.00
King-Mabon, Shabriqua						
	Stipends	Allied Health	\$300.00			\$300.00
Kirby Risk Electric Supply						
	Equipment-Instructional	Engineering Technology	\$7.29			\$7.29
	Equipment-Instructional	Engineering Technology	\$409.33			\$409.33
Knight, Shimeka L						
	Stipends	CDL / Transportation	\$520.00			\$520.00
	Stipends	CDL / Transportation	\$390.00			\$390.00
	Stipends	CDL / Transportation	\$390.00			\$390.00
Koenigs, Deanna M						
	Travel-In State	Horticulture-Bus Occup	\$67.20	\$67.20		
Krol, Jessica Maxi						
	Stipends	Student Activities	\$500.00			\$500.00
Laborers' International Union of						
	Expense-Other	Student Activities	\$935.00			\$935.00
Laggah, Kathleen						
	Student Support	Student Activities	\$1,485.80			\$1,485.80
Lane, Justice						
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
Larkins, Keith Andrew						
	Stipends	Industrial Skills	\$442.00			\$442.00
	Stipends	Industrial Skills	\$156.00			\$156.00
Law Enforcement Systems Inc						
	Materials	Public Safety Department	\$168.00			\$168.00
Law Enforcement Training						
	Computer Software	Public Safety Department	\$350.00			\$350.00
Leath, Milton,, Jr						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
Lipson, DeArian						
	Stipends	CDL / Transportation	\$910.00			\$910.00
	Stipends	CDL / Transportation	\$286.00			\$286.00
	Stipends	CDL / Transportation	\$273.00			\$273.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
Little Mendelson P.C.						
	Legal Services-Admin	Liab Protection & Settle	\$140.00			\$140.00
	Legal Services-Admin	Liab Protection & Settle	\$1,470.00			\$1,470.00
	Legal Services-Admin	Liab Protection & Settle	\$2,380.00			\$2,380.00
Lofton jr, Bryant Orlando						
	Stipends	Industrial Skills	\$442.00			\$442.00
	Stipends	Industrial Skills	\$182.00			\$182.00
MJ Kellner						
	Equipment-Instructional	Culinary Arts	\$20,324.20			\$20,324.20
	Non Consumable Supplies	MCLETC Food Service	\$173.30			\$173.30
Madding, Travonn LaMonta						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Malik, Dayaan Muhammad						
	Stipends	Industrial Skills	\$442.00			\$442.00
	Stipends	Industrial Skills	\$156.00			\$156.00
Market Lab Inc						
	Instructional Supplies	Medical Assistant	\$471.74	\$471.74		
Markwell, Alexis Marie						
	Stipends	Allied Health	\$500.00			\$500.00
Marquis Beverage Service						
	Food Supply Costs	Cafe	\$333.70			\$333.70
	Food Supply Costs	MCLETC Food Service	\$597.00			\$597.00
	Food Supply Costs	Bistro 537	\$443.50			\$443.50
	Food Supply Costs	MCLETC Food Service	\$613.00			\$613.00
Mathews, Denita A						
	Stipends	Student Activities	\$500.00			\$500.00
Matthews, Zalyn Lamar						

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Matthews, Zalya Lamar						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$520.00			\$520.00
Mazzotti Services						
	Instructional Supplies	Automotive-Tech Occ	\$44.00	\$44.00		
	Instructional Supplies	Diesel Med/Hvy Trk Tech	\$44.00	\$44.00		
McCarty, Tresne D						
	Participant Supplies	Minority Entrp MentorPrg	\$153.38			\$153.38
McGee, Stevone L						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$325.00			\$325.00
McHenry, Lakeasia Nikol						
	Stipends	Allied Health	\$300.00			\$300.00
McKee, John Lindsey						
	Uniforms	Maintenance	\$54.60		\$54.60	
Melton, Julie Lynn						
	Telephone	Foundation & Development	\$60.00	\$60.00		
Menards Inc						
	Maintenance Supplies	Maintenance	\$24.73		\$24.73	
	Maintenance Supplies	Maintenance	\$70.30		\$70.30	
	Participant Supplies	Student Activities	\$104.55			\$104.55
	Materials	Renovations / Remodeling	\$229.81			\$229.81
	Maintenance Supplies	Maintenance	\$375.66		\$375.66	
Mental Health Centers of Central						
	Contractual-Other	General Expenses	\$5,362.28			\$5,362.28
Mercer Cutlery						
	Uniforms	Culinary Arts	\$464.00	\$464.00		
Meta CP LLC						
	Contractual-Other	General Expenses	\$1,400.00			\$1,400.00
Michael, Zakeya C						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$520.00			\$520.00
Midstate Electrical Training Cen						
	Contractual-Other	Grant-Administration	\$6,915.90			\$6,915.90
Midwest Credit & Collections Inc						
	Wage Garnishment Orders		\$137.19	\$137.19		
	Wage Garnishment Orders		\$141.76	\$141.76		
	Wage Garnishment Orders		\$141.76	\$141.76		
	Wage Garnishment Orders		\$137.19	\$137.19		
Midwest Occupational Health						
	Contractual-Other	Credit	\$777.00			\$777.00
	Contractual-Other	Industrial Skills	\$120.00			\$120.00
	Contractual-Other	Credit	\$371.00			\$371.00
	Contractual-Other	Credit	\$465.00			\$465.00
	Contractual-Other	Credit	\$1,354.00			\$1,354.00
Miles Chevrolet Inc						
	Student Support	Student Activities	\$1,516.57			\$1,516.57
Millikin University						
	Recruitment	Human Resources	\$75.00	\$75.00		
Mitchell, Joseph						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Mobile Communications America						
	Vehicle Expense	Public Safety Department	\$12,978.39			\$12,978.39
Morrell, Cody A						
	Travel-In State Mileage	Psychology-Baccalaureate	\$182.00	\$182.00		
Morrow, Samuel E						
	Travel-In State	Administration O & M	\$4.30		\$4.30	
	Travel-In State	Administration O & M	\$18.78		\$18.78	
	Maintenance Supplies	Maintenance	\$50.00		\$50.00	
Moyer, Madelyn Marie						
	Stipends	Allied Health	\$500.00			\$500.00
Mudd, Madelyn						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Murrell, Autumn R						
	Stipends	Allied Health	\$200.00			\$200.00
NCH Corporation						
	Maintenance Supplies	Maintenance	\$1,079.90		\$1,079.90	
NRG Business Marketing LLC						
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,389.03			\$1,389.03

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
NRG Business Marketing LLC						
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$136.94		\$136.94	
	Electricity and Nat Gas	Utilities	\$11,516.52		\$11,516.52	
Neal Tire and Auto Services						
	Expense-Other	Student Activities	\$459.41			\$459.41
Neal, Breshawn Dupri						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$208.00			\$208.00
	Stipends	Student Activities	\$520.00			\$520.00
Nelms, Julian						
	Stipends	Student Activities	\$208.00			\$208.00
	Stipends	Student Activities	\$208.00			\$208.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Nexttran Corporation						
	Equip Repair/Maint Agree	Credit	\$525.57			\$525.57
Nichols, Tandi McKayla						
	Stipends	Student Activities	\$500.00			\$500.00
Nicole, Julia N						
	Stipends	Allied Health	\$500.00			\$500.00
Nishida Services						
	Custodial Services	Custodial	\$47,850.00		\$47,850.00	
Nolen Services, Inc.						
	Participant Supplies	Student Activities	\$205.00			\$205.00
Nwaeze, Ugochi						
	Stipends	Allied Health	\$500.00			\$500.00
O'Reilly Auto Parts						
	Instructional Supplies	Diesel Med/Hvy Trk Tech	(\$95.00)	(\$95.00)		
	Instructional Supplies	Automotive-Tech Occ	\$43.98	\$43.98		
	Instructional Supplies	Diesel Med/Hvy Trk Tech	\$95.00	\$95.00		
	Instructional Supplies	Automotive-Tech Occ	\$115.78	\$115.78		
	Instructional Supplies	Automotive-Tech Occ	\$319.67	\$319.67		
Office Depot Inc						
	Office Supplies	EnRich	\$143.69	\$143.69		
	Inventory-CentralStores		\$180.18	\$180.18		
	Non Consumable Supplies	Public Safety Department	\$204.98			\$204.98
	Inventory-CentralStores		\$209.63	\$209.63		
	Inventory-CentralStores		\$1,080.73	\$1,080.73		
Oliver, Brooke D						
	Travel-In State Mileage	Surgical Tech-Health Occ	\$336.00	\$336.00		
Ovations Transportation						
	Student Support	Allied Health	\$144.00			\$144.00
Owens, Angela R						
	Stipends	Allied Health	\$300.00			\$300.00
Owens, Vanessa Lynn						
	Stipends	Student Activities	\$500.00			\$500.00
Pallone, Kelli Renee						
	Stipends	Allied Health	\$300.00			\$300.00
Paragon Micro, Inc						
	Instructional Supplies	Grant-Administration	\$2,345.84			\$2,345.84
Parks Sewer Service						
	Maintenance Supplies	Maintenance	\$105.00		\$105.00	
	Equip Repair/Maint Agree	Maintenance	\$525.00		\$525.00	
Parks, Elijah Nathaniel						
	Stipends	CDL / Transportation	\$39.00			\$39.00
Parks, Trae						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Patton, Tavarus						
	Stipends	Industrial Skills	\$442.00			\$442.00
	Stipends	Industrial Skills	\$182.00			\$182.00
Pearson, Marlon						
	Stipends	CDL / Transportation	\$910.00			\$910.00
	Stipends	CDL / Transportation	\$312.00			\$312.00
	Stipends	CDL / Transportation	\$299.00			\$299.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
Pennington, Jacob Ryan						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
Per Mar Security & Research						
	Security	Public Safety Department	\$18,696.20			\$18,696.20

Bills for Ratification



March 2025

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Perry, Samantha					
Stipends	Allied Health	\$300.00			\$300.00
Pfeifer, Peyton D					
Stipends	Student Activities	\$500.00			\$500.00
Philips, Laura M					
Travel-In State	Dean-Math Science Busine	\$159.80	\$159.80		
Pittman, Charles Lamount,, III					
Stipends	Student Activities	\$286.00			\$286.00
Stipends	Student Activities	\$286.00			\$286.00
Stipends	Student Activities	\$286.00			\$286.00
Stipends	Student Activities	\$286.00			\$286.00
Pocket Nurse					
Instructional Supplies	Medical Assistant	\$163.98	\$163.98		
Instructional Supplies	AAS Nursing -Health Occ	\$119.80	\$119.80		
Instructional Supplies	Medical Assistant	\$329.96	\$329.96		
Pope, Madyson Michelle					
Stipends	Student Activities	\$500.00			\$500.00
Presidio Networked Solutions Gro					
Computer Software	Networking Support	\$4,860.00	\$4,860.00		
Expense-Other	Liab Protection & Settle	\$1,897.00			\$1,897.00
Price, Shayla Lynn					
Stipends	Student Activities	\$500.00			\$500.00
Pride Cleaners					
Laundry/Linen Supplies	Radiology Tech-Hlth Occ	\$34.00	\$34.00		
Contractual-Other	Cafe	\$62.00			\$62.00
Contractual-Other	Cafe	\$300.00			\$300.00
Contractual-Other	Cafe	\$46.00			\$46.00
Contractual-Other	Cafe	\$52.00			\$52.00
Contractual-Other	Culinary Arts	\$66.00	\$66.00		
Contractual-Other	Bistro 537	\$234.00			\$234.00
Procarione, Courtney Ann					
Stipends	Allied Health	\$300.00			\$300.00
Proctor, Kirsten Noel					
Stipends	Student Activities	\$500.00			\$500.00
Professional Adjustment Bureau					
Wage Garnishment Orders		\$345.81	\$345.81		
Wage Garnishment Orders		\$345.81	\$345.81		
Queary, Matthew R					
Stipends	Allied Health	\$500.00			\$500.00
Quick, Elizabeth I					
Stipends	Student Activities	\$500.00			\$500.00
RCC Foundation					
Richland Foundation		\$835.75	\$835.75		
Richland Foundation		\$116.50	\$116.50		
Richland Foundation		\$116.50	\$116.50		
Richland Foundation		\$835.75	\$835.75		
Ragan, Theresa L					
Meeting Expense	Dean-Liberal Arts	\$63.34	\$63.34		
Ragsdale, Leah Marie					
Stipends	Student Activities	\$500.00			\$500.00
Ramey, Delila Joi					
Stipends	Student Activities	\$500.00			\$500.00
Ray O'Herron Company Inc					
Firearms & Accessories	Basic Corrections Trng	\$4,193.00			\$4,193.00
Firearms & Accessories	Basic Law Enforce Trng	\$4,193.00			\$4,193.00
Uniforms	Public Safety Department	\$355.25			\$355.25
Uniforms	Public Safety Department	\$191.59			\$191.59
Firearms & Accessories	Public Safety Department	\$35.14			\$35.14
Ray, Kenneth Montez					
Stipends	CDL / Transportation	\$312.00			\$312.00
Stipends	CDL / Transportation	\$364.00			\$364.00
Stipends	CDL / Transportation	\$234.00			\$234.00
Stipends	CDL / Transportation	\$390.00			\$390.00
Rebelsky, Dayna Michelle					
Stipends	Allied Health	\$300.00			\$300.00
Red Door Spice Co, Inc					
Food Supply Costs	Cafe	\$19.89			\$19.89
Food Supply Costs	Cafe	\$41.60			\$41.60
Food Supply Costs	Cafe	\$48.65			\$48.65
Instructional Supplies	Culinary Arts	\$35.22	\$35.22		
Food Supply Costs	MCLETC Food Service	\$135.89			\$135.89
Red Wing Shoes					
Participant Supplies	Industrial Skills	\$3,440.87			\$3,440.87

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Reed, Nicole R						
	Stipends	Student Activities	\$500.00			\$500.00
Refreshment Services Pepsi						
	Food Supply Costs	Cafe	\$76.29			\$76.29
	Food Supply Costs	Bistro 537	\$104.95			\$104.95
	Food Supply Costs	Cafe	\$472.62			\$472.62
	Food Supply Costs	Cafe	\$50.86			\$50.86
	Food Supply Costs	Cafe	\$73.14			\$73.14
	Food Supply Costs	Bistro 537	\$312.62			\$312.62
	Food Supply Costs	Cafe	\$1,038.26			\$1,038.26
Rempe, Regina A						
	Stipends	Allied Health	\$300.00			\$300.00
Reynolds, Tomeshia Lashae						
	Stipends	Allied Health	\$300.00			\$300.00
Rice, Angela Louise						
	Stipends	Allied Health	\$300.00			\$300.00
Richardson, Bryson						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Robbins Schwartz						
	Legal Services-Admin	Board of Trustees	\$1,457.50	\$1,457.50		
Robinson, Cody						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Rogers, Aveon Cornell, Sr						
	Stipends	Student Activities	\$286.00			\$286.00
	Stipends	Student Activities	\$286.00			\$286.00
	Stipends	Student Activities	\$286.00			\$286.00
	Stipends	Student Activities	\$286.00			\$286.00
Rotary Club of Decatur #180						
	Publications & Dues	Presidents Office	\$257.00	\$257.00		
Roy, Bryanna						
	Stipends	Student Activities	\$500.00			\$500.00
Rubicon Communications LLC						
	Equipment-Service	Liab Protection & Settle	\$4,912.90			\$4,912.90
Ruyle Mechanical Services Inc						
	Equip Repair/Maint Agree	Maintenance	\$3,975.52		\$3,975.52	
Safety Shoe Distributors						
	Participant Supplies	Student Activities	\$789.95			\$789.95
	Participant Supplies	Student Activities	\$699.98			\$699.98
Sanchez, Scott Robert						
	Telephone	Bistro 537	\$50.00			\$50.00
Sanders, Jakandria Torayia						
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$260.00			\$260.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
Sanders, Khemuel						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$520.00			\$520.00
Sandwell Inc						
	Equipment-Service	Grounds	\$969.00		\$969.00	
	Equipment-Service	Grounds	\$9,895.00		\$9,895.00	
Sangamon County Sheriff's						
	Contractual-Other	Basic Corrections Trng	\$13,352.50			\$13,352.50
Schanuel, Rebecca						
	Stipends	Allied Health	\$300.00			\$300.00
Schoen, Jodi L						
	Travel-In State	Grant-Administration	\$77.00			\$77.00
Schwalbe, Barry S						
	Instructional Supplies	Credit	\$120.00			\$120.00
	Instructional Supplies	Credit	\$130.00			\$130.00
Scott Fisher Enterprises Inc						
	Pest Control	Maintenance	\$983.00		\$983.00	
Scott, Christopher						
	Stipends	CDL / Transportation	\$689.00			\$689.00
	Stipends	CDL / Transportation	\$312.00			\$312.00
	Stipends	CDL / Transportation	\$299.00			\$299.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
Secretary of State						
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00

Richland Community College

Richland Community College

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Secretary of State						
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	(\$50.00)			(\$50.00)
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Student Support	Student Activities	\$316.00			\$316.00
Shaw, Grace J						
	Stipends	Allied Health	\$300.00			\$300.00
Shaw, Troy						
	Stipends	CDL / Transportation	\$260.00			\$260.00
	Stipends	CDL / Transportation	\$260.00			\$260.00
Sheet Metal Workers' Int Scholar						
	Misc Scholarship Clearin		\$1,514.51	\$1,514.51		
	Misc Scholarship Clearin		\$1,800.00	\$1,800.00		
Shelby, Makhi						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Sherwin Williams Company						
	Maintenance Supplies	Maintenance	\$53.91		\$53.91	
Sims, Julian						
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
	Stipends	CDL / Transportation	\$78.00			\$78.00
Sloan Implement Company Inc						
	Equip Repair/Maint Agree	Grounds	\$3,247.39		\$3,247.39	
	Equip Repair/Maint Agree	Grounds	\$398.94		\$398.94	
Smith, Amari Cortez						
	Stipends	Student Activities	\$52.00			\$52.00
Smith, Anna Noelle						
	Stipends	Allied Health	\$300.00			\$300.00
Smith, Caden						
	Stipends	Student Activities	\$416.00			\$416.00
	Stipends	Student Activities	\$442.00			\$442.00
Smith, Ikiira A						
	Stipends	Student Activities	\$500.00			\$500.00
Smith, Shaniah Rayvonne						
	Stipends	Allied Health	\$300.00			\$300.00
Snarski, Brock J						
	Stipends	Allied Health	\$300.00			\$300.00
Snow, Amy D						
	Telephone	Human Resources	\$100.00	\$100.00		
Society of Mfg Engineers						
	Participant Supplies	Industrial Skills	\$75.00			\$75.00
	Instructional Supplies	Industrial Skills	\$450.00			\$450.00
South Side Control Supply						
	Maintenance Supplies	Maintenance	\$694.99		\$694.99	
Southwestern Illinois College						
	Contractual-Other	Public Safety Department	\$1,800.00			\$1,800.00
Spanberger, Erin M						

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Spanberger, Erin M						
	Travel-Out of State	Insitutional Research	\$111.73	\$111.73		
SpecPro Inc						
	Building Repair/Maint	Renovations / Remodeling	\$29,233.00			\$29,233.00
	Building Repair/Maint	Renovations / Remodeling	\$39,066.00			\$39,066.00
	Building Repair/Maint	Renovations / Remodeling	\$55,736.00			\$55,736.00
Stamps, Lorin						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$442.00			\$442.00
Stennett-Brewer, Linda						
	Contractual-Other	EnRich	\$460.00			\$460.00
Stephens, Michelle						
	Materials	Theatre Productions	\$34.30			\$34.30
	Materials	Theatre Productions	\$97.03			\$97.03
Stericycle						
	Contractual-Other	AAS Nursing -Health Occ	\$666.90	\$666.90		
Stewart, Zyneshia R						
	Stipends	Student Activities	\$500.00			\$500.00
Summers, Hillary Anne						
	Stipends	Allied Health	\$200.00			\$200.00
Sysco Central Illinois Inc						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$208.00			\$208.00
	Instructional Supplies	Culinary Arts	\$199.30	\$199.30		
	Food Supply Costs	Bistro 537	\$437.63			\$437.63
	Food Supply Costs	Cafe	\$1,359.15			\$1,359.15
	Materials	Cafe	\$213.75			\$213.75
	Food Supply Costs	Cafe	\$1,587.38			\$1,587.38
	Materials	Cafe	\$171.80			\$171.80
	Food Supply Costs	Cafe	\$1,691.00			\$1,691.00
	Materials	Cafe	\$105.63			\$105.63
	Food Supply Costs	MCLETC Food Service	\$4,194.49			\$4,194.49
	Materials	MCLETC Food Service	\$355.08			\$355.08
	Food Supply Costs	MCLETC Food Service	\$4,309.12			\$4,309.12
	Materials	MCLETC Food Service	\$280.78			\$280.78
	Food Supply Costs	MCLETC Food Service	\$4,963.54			\$4,963.54
	Materials	Cafe	\$60.01			\$60.01
	Instructional Supplies	Culinary Arts	\$42.99	\$42.99		
	Materials	Culinary Arts	\$88.48	\$88.48		
	Instructional Supplies	Culinary Arts	\$180.85	\$180.85		
	Materials	Culinary Arts	\$202.73	\$202.73		
	Materials	Bistro 537	\$702.36			\$702.36
	Food Supply Costs	Cafe	\$726.78			\$726.78
	Materials	Cafe	\$170.76			\$170.76
	Food Supply Costs	Bistro 537	\$877.78			\$877.78
	Materials	Bistro 537	\$126.29			\$126.29
	Food Supply Costs	Cafe	\$1,180.62			\$1,180.62
	Materials	Cafe	\$119.68			\$119.68
	Food Supply Costs	Cafe	\$1,326.50			\$1,326.50
	Food Supply Costs	Cafe	\$1,376.42			\$1,376.42
	Materials	Cafe	\$290.46			\$290.46
	Food Supply Costs	Cafe	\$1,311.83			\$1,311.83
	Materials	Cafe	\$357.06			\$357.06
	Food Supply Costs	MCLETC Food Service	\$4,389.36			\$4,389.36
	Materials	MCLETC Food Service	\$266.75			\$266.75
	Food Supply Costs	MCLETC Food Service	\$5,369.34			\$5,369.34
	Materials	MCLETC Food Service	\$99.40			\$99.40
	Food Supply Costs	MCLETC Food Service	\$5,441.13			\$5,441.13
	Materials	MCLETC Food Service	\$156.73			\$156.73
	Food Supply Costs	MCLETC Food Service	\$6,068.02			\$6,068.02
	Materials	MCLETC Food Service	\$236.55			\$236.55
T-Mobile						
	RCC Foundation A/R		\$423.21	\$423.21		
TCCI Manufacturing LLC						
	TCCI Climate Cntr	TCCI	\$344,957.72			\$344,957.72
TK Elevator Corp						
	Equip Repair/Maint Agree	CSI Building O&M	\$670.08		\$670.08	
	Equip Repair/Maint Agree	MCLETC - IDOC	\$775.50			\$775.50
Taylor, Camron Davon						
	Stipends	CDL / Transportation	\$910.00			\$910.00
	Stipends	CDL / Transportation	\$312.00			\$312.00
	Stipends	CDL / Transportation	\$299.00			\$299.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
Taylor, Gina M						

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Taylor, Gina M						
	Travel-In State	Grant-Administration	\$144.72			\$144.72
Taylor, Tiara Danyale						
	Stipends	Student Activities	\$500.00			\$500.00
Tennin, Darius						
	Stipends	CDL / Transportation	\$97.50			\$97.50
	Stipends	CDL / Transportation	\$52.00			\$52.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$130.00			\$130.00
Terra Nova Nurseries Inc						
	Materials	Garden Center Ag/Hort	\$1,009.59			\$1,009.59
The Decatur Club						
	Publications & Dues	General Expenses	\$100.00	\$100.00		
	Publications & Dues	General Expenses	\$100.00	\$100.00		
Themer, David						
	Stipends	Allied Health	\$200.00			\$200.00
Thomas, Akim						
	Stipends	CDL / Transportation	\$520.00			\$520.00
Thompson, Megan Amber						
	Stipends	Allied Health	\$300.00			\$300.00
Thorne, James Steven						
	Stipends	Student Activities	\$500.00			\$500.00
Tica Inc						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$473.00			\$473.00
Torres, Heather Noel						
	Stipends	Allied Health	\$500.00			\$500.00
TransUnion Risk and Alternative						
	Computer Software	Public Safety Department	\$150.00			\$150.00
	Computer Software	Public Safety Department	\$150.00			\$150.00
	Computer Software	Public Safety Department	\$150.00			\$150.00
Tread Tech						
	Equip Repair/Maint Agree	Fitness Center	\$230.00			\$230.00
Tucker, Brian J						
	Telephone	Bistro 537	\$50.00			\$50.00
Tuinstra, Hunter						
	Travel-In State Mileage	English Communication	\$37.80	\$37.80		
	Travel-In State Mileage	English Communication	\$60.20	\$60.20		
Tully, Kimberly Danielle						
	Stipends	Student Activities	\$195.00			\$195.00
	Stipends	Student Activities	\$195.00			\$195.00
	Stipends	Student Activities	\$520.00			\$520.00
	Student Support	Student Activities	\$216.40			\$216.40
	Stipends	Student Activities	\$520.00			\$520.00
Turner, David E						
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$520.00			\$520.00
	Stipends	Student Activities	\$520.00			\$520.00
ULINE						
	Non Consumable Supplies	Liab Protection & Settle	\$393.93			\$393.93
US Omni & TSACG Compliance						
	Contractual-Other	Human Resources	\$8.00	\$8.00		
United Way of Decatur/Macon						
	United Way		\$5.00	\$5.00		
	United Way		\$70.00	\$70.00		
	United Way		\$5.00	\$5.00		
	United Way		\$70.00	\$70.00		
Valdez, Andrea Lee						
	Stipends	Student Activities	\$500.00			\$500.00
Valdez, Cristobal O,, Jr						
	Telephone	Presidents Office	\$125.00	\$125.00		
	Travel-Out of State	Presidents Office	\$1,669.09	\$1,669.09		
	Travel-In State	Presidents Office	\$393.97	\$393.97		
Verizon Wireless						
	Telephone	Telecommunications	\$337.28		\$337.28	
	Telephone	Public Safety Department	\$180.22			\$180.22
Vestis Group Inc						
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$37.29			\$37.29
	Laundry/Linen Supplies	MCLETC - IDOC	\$21.47			\$21.47
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$37.29			\$37.29
	Laundry/Linen Supplies	MCLETC - IDOC	\$21.47			\$21.47
Viewpoint Screening						
	Fees Pass Thru Backgrnd		\$120.00	\$120.00		

Bills for Ratification



March 2025

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Vowell, Nicole Jean	Stipends	Student Activities	\$500.00			\$500.00
Wall Street Embroidery & Silk Sc	Expense-Other	Law Enforce Trng Ctr	\$502.50			\$502.50
	Expense-Other	Law Enforce Trng Ctr	\$830.00			\$830.00
Wallace, Kaleb Kylee	Stipends	Student Activities	\$78.00			\$78.00
Walter, Zoe Renea	Stipends	Student Activities	\$500.00			\$500.00
Ward, Treshawn L	Stipends	CDL / Transportation	\$94.25			\$94.25
Washington, Emile	Stipends	CDL / Transportation	\$188.50			\$188.50
	Stipends	CDL / Transportation	\$318.50			\$318.50
	Stipends	CDL / Transportation	\$117.00			\$117.00
	Stipends	CDL / Transportation	\$260.00			\$260.00
Washington, Jemel Lemar	Stipends	Student Activities	\$200.00			\$200.00
Waste Management	Refuse Disposal	Utilities	\$101.69		\$101.69	
	Refuse Disposal	CSI Building O&M	\$229.97		\$229.97	
	Refuse Disposal	Macon Co Soil & Water Bd	\$200.39		\$200.39	
	Refuse Disposal	Sequestration Bldg O&M	\$353.03		\$353.03	
	Refuse Disposal	Utilities	\$5,289.42		\$5,289.42	
	Refuse Disposal	Workforce Development Ct	\$651.60		\$651.60	
Watkins, Anitra L	Stipends	Student Activities	\$500.00			\$500.00
Weakley, Sileas Nicole	Stipends	Student Activities	\$500.00			\$500.00
Webb, George Edwon,, Jr	Stipends	CDL / Transportation	\$455.00			\$455.00
	Stipends	CDL / Transportation	\$455.00			\$455.00
	Stipends	CDL / Transportation	\$455.00			\$455.00
Weishaar, Schuy	Travel-In State Mileage	English Communication	\$66.50	\$66.50		
	Travel-In State Mileage	English Communication	\$146.30	\$146.30		
Wenskunas, John M	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$305.50			\$305.50
White, Keeston Jaeshaun	Stipends	Industrial Skills	\$442.00			\$442.00
	Stipends	Industrial Skills	\$156.00			\$156.00
White, Kennedy Sage	Stipends	Allied Health	\$500.00			\$500.00
Whittle, Jonaria M	Stipends	Allied Health	\$300.00			\$300.00
Wilder, Jimmy	Stipends	CDL / Transportation	\$910.00			\$910.00
	Stipends	CDL / Transportation	\$312.00			\$312.00
	Stipends	CDL / Transportation	\$299.00			\$299.00
	Stipends	CDL / Transportation	\$182.00			\$182.00
Wiley, Destiny Nikeria	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
	Stipends	CDL / Transportation	\$78.00			\$78.00
Wilkinson, Olivia	Stipends	Student Activities	\$500.00			\$500.00
Williams, Adonus J	Stipends	Student Activities	\$390.00			\$390.00
	Stipends	Student Activities	\$390.00			\$390.00
Williams, Ebonie Lashae	Stipends	Allied Health	\$300.00			\$300.00
Williams, Montrezik Delvonte	Stipends	CDL / Transportation	\$39.00			\$39.00
Wilson, Sylvia D	Stipends	Student Activities	\$500.00			\$500.00
Wilson, Tommy Lee	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$156.00			\$156.00
	Stipends	CDL / Transportation	\$208.00			\$208.00
	Stipends	CDL / Transportation	\$78.00			\$78.00
Wood, Drenesha Dominique						

Bills for Ratification



March 2025

<i>Vendor Account</i>	<i>Center</i>	<i>Amount</i>	<i>Ed Fund</i>	<i>O&M Fund</i>	<i>Other Fund</i>
Wood, Drenesha Dominique					
Stipends	Student Activities	\$390.00			\$390.00
Stipends	Student Activities	\$390.00			\$390.00
Stipends	Student Activities	\$520.00			\$520.00
Stipends	Student Activities	\$520.00			\$520.00
Woodfork, Jamarius Jayshawn					
Stipends	Student Activities	\$208.00			\$208.00
Stipends	Student Activities	\$260.00			\$260.00
Woods, Jordan Camar,, Jr					
Stipends	Student Activities	\$78.00			\$78.00
Workforce Investment Solutions					
Contractual-Other	Grant-Administration	\$527.30			\$527.30
Contractual-Other	Grant-Administration	\$2,430.08			\$2,430.08
Contractual-Other	Grant-Administration	\$914.87			\$914.87
Zalanka, Sheree					
Telephone	Vice Pres Fin & Admin	\$50.00	\$50.00		
Zuniga, Isaac D,, DR					
Travel-In State	VP Student Success	\$14.00	\$14.00		
		\$1,536,944.65	\$399,793.71	\$174,299.09	\$962,851.85

Over \$10,000

Bills for Ratification



March 2025

<i>Vendor Account</i>	<i>Center</i>	<i>Amount</i>	<i>Ed Fund</i>	<i>O&M Fund</i>	<i>Other Fund</i>
AEP Energy, Inc					
Electricity and Nat Gas	Utilities	\$24,989.14		\$24,989.14	
Employers Assurance Co					
General Insurance	Liab Protection & Settle	\$17,650.00			\$17,650.00
General Insurance	Liab Protection & Settle	\$27,449.88			\$27,449.88
Evisions Inc					
Admin Computer-Maint	Administrative Info Syst	\$17,167.00	\$17,167.00		
Hanover Insurance Group Co					
General Insurance	Liab Protection & Settle	\$23,327.00			\$23,327.00
Infobase Publishing					
Audio/Visual/Stream Mat	LRC	\$14,100.38	\$14,100.38		
MJ Kellner					
Equipment-Instructional	Culinary Arts	\$20,324.20			\$20,324.20
Mobile Communications America					
Vehicle Expense	Public Safety Department	\$12,978.39			\$12,978.39
NRG Business Marketing LLC					
Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,389.03			\$1,389.03
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$136.94		\$136.94	
Electricity and Nat Gas	Utilities	\$11,516.52		\$11,516.52	
Nishida Services					
Custodial Services	Custodial	\$47,850.00		\$47,850.00	
Per Mar Security & Research					
Security	Public Safety Department	\$18,696.20			\$18,696.20
Sangamon County Sheriff's					
Contractual-Other	Basic Corrections Trng	\$13,352.50			\$13,352.50
SpecPro Inc					
Building Repair/Maint	Renovations / Remodeling	\$29,233.00			\$29,233.00
Building Repair/Maint	Renovations / Remodeling	\$39,066.00			\$39,066.00
		\$319,226.18	\$31,267.38	\$84,492.60	\$203,466.20

Over \$50,000

Bills for Ratification



March 2025

<i>Vendor</i>	<i>Account</i>	<i>Center</i>	<i>Amount</i>	<i>Ed Fund</i>	<i>O&M Fund</i>	<i>Other Fund</i>
Blue Cross and Blue Shield of IL						
	Group Insurance		\$48,871.00	\$48,871.00		
	Health Insurance		\$239,815.90	\$239,815.90		
SpecPro Inc						
	Building Repair/Maint	Renovations / Remodeling	\$55,736.00			\$55,736.00
TCCI Manufacturing LLC						
	TCCI Climate Cntr	TCCI	\$344,957.72			\$344,957.72
			\$689,380.62	\$288,686.90	\$0.00	\$400,693.72

Executive Session – April 15, 2025

MOTION FOR CLOSED SESSION

I move that the Board enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negotiating matters, as specified in Section 2(c) (2); for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); for discussion of pending or probable litigation, as specified in Section 2(c) (11); and for self -evaluation, as specified in Section 2 (c)(16) of the Open Meetings Act.

Richland Community College is in compliance with Public Act 93-0523, requiring the tape or video recording of all executive sessions .