

# REND LAKE COLLEGE BOARD OF TRUSTEES MEETING

April 22, 2025

12:00 PM

Rend Lake College – Administration Building  
468 N Ken Gray Parkway  
Ina, IL 62846

Page  
No.

02

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Minutes of the:**  
April 08, 2025 Board of Trustees Meeting\*  
April 08, 2025 Closed Board Meeting\*
- IV. **Adjournment of Board *sine die***
- V. **Seat New Board**  
**Acceptance of Responsibilities and Signing of  
Official Oaths of Office**
- VI. **Roll Call of New Board**
- VII. **Appointment of Temporary Chairman**
- VIII. **Election of Officers and Appointments**
  - A. Election of Chairman
  - B. Election of Vice-Chairman
  - C. Election of Secretary
  - D. Appointment of Treasurer
  - E. Appointment of Illinois Community College Trustee  
Association Representative
  - F. Appointment of Board Attorney
- IX. **General Information**
  - A. **Announcements**
    - 1. Thursday, April 24, 2025; 8am-1pm  
**Children's Health Fair**  
Recreation Center
    - 2. Thursday, April 24, 2025; 12:00pm  
**RLC Foundation Board of Directors Meeting**  
Student's Center

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

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

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

**XI. Resume Open Meeting**

**XII. Approval of Consent Agenda**  
Consent Items are marked with an asterisk (\*)

**XIII. Personnel**

11                   A.     Resignation of Business Office Accountant

14                   B.     Resignation of Upward Bound Advisor

**XIV. Public Comment**

**XV. President’s Comments**

**XVI. Adjournment**

# MINUTES

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

**April 8, 2025  
Rend Lake College – Event Center  
468 N Ken Gray Parkway  
Ina, IL 62846**

**CALL TO ORDER**

Chairman Larry Manning called the regular Board of Trustees meeting to order at 6:25 PM in the Rend Lake College Event Center.

**ROLL CALL**

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

Those present were:

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

Those absent were:

Dr. David Asbery  
Mr. Jeff Jones

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mrs. Lori Ragland, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Mrs. Andrea Banach, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mrs. Bria Robinson, Ms. Amy Epplin, Mr. Corey Phillips, Mr. Chris Edwards, Mr. Henry Meinert, Ms. Martha McCreery, Mr. Lee Messersmith, Ms. Nealy Hamson, EDGE Students, and CEO Students

**APPROVAL OF MINUTES**

Mr. Manning recommended approving the minutes of the March 11, 2025 regular Board of Trustees meeting, as presented.

Mr. Joe Coy made a motion to approve the minutes of the March 11, 2025 regular Board of Trustees meeting as recommended, seconded by Mr. Wyatt Hamson. On a roll call vote, all voted yes. Student Trustee voted yes.

### **OUTGOING STUDENT TRUSTEE PRESENTATION**

President Wilkerson presented outgoing student trustee, Wyatt Hamson with a plaque and a portrait of Mr. Hamson and extended his appreciation to him. Mr. Hamson then thanked the board for their knowledge and the opportunity. He then gave some words of advice to the incoming trustee, Mr. Henry Meinert, and the CEO and EDGE students in attendance.

### **SEATING OF NEW STUDENT TRUSTEE**

President Wilkerson invited incoming 2025-2026 trustee, Mr. Henry Meinert to take his seat at the board table. Mr. Meinert thanked the board for the opportunity.

### **ROLL CALL**

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

#### **Those present were:**

Mr. Joe Coy  
Mr. Ron Daniels  
Mr. Brian Dorris  
Mr. Larry Manning  
Mr. Tony Wielt  
Mr. Henry Meinert (Student Trustee)

#### **Those absent were:**

Dr. David Asbery  
Mr. Jeff Jones

#### **Others present were:**

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Kim Wilkerson, Mrs. Lori Ragland, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Ms. Kendra Gregory, Mr. Kent McKown, Ms. Shari Carpenter, Mrs. Bria Robinson, Ms. Amy Epplin, Mr. Corey Phillips, Mr. Chris Edwards, Mr. Wyatt Hamson, , Ms. Martha McCreery, Mr. Lee Messersmith, Ms. Nealy Hamson, EDGE Students, and CEO Students

**DEPARTMENT  
PRESENTATION  
CEO & EDGE  
ENTREPRENEURSHIP  
PROGRAMS**

Mr. Lee Messersmith and Ms. Nealy Hamson, facilitators for the Franklin County EDGE Programs and Jefferson County CEO Program respectively, along with six students from each program, presented to the group. Students discussed their experiences in the program as well as the projects they have been working on. Each group hosts a trade show at the end of the year to highlight their businesses.

**GENERAL INFORMATION**

**ANNOUNCEMENTS**

1. Thursday & Friday, April 10 & 11, 2025; 8:00am  
**Kickstart Your Journey**  
Event Center
2. Thursday, April 17, 2025; 6:00pm  
**Lake Arts Publication Reception**  
Off Campus
3. Tuesday, April 22, 2025; 12:00pm  
**RLC Board of Trustees Meeting**  
Administration Building
4. Thursday, April 24, 2025; 8am-1pm  
**Children's Health Fair**  
Recreation Center
5. Thursday, April 24, 2025; 12:00pm  
**RLC Foundation Board of Directors Meeting**  
Student's Center
6. Friday, April 25, 2025; 9:00am-1:00pm  
**Kindergarten Day**  
Event Center and Various Breakout Rooms
7. Tuesday, April 29, 2025; 6:00pm  
**Upward Bound Honors Banquet**  
Event Center

8. Friday, May 2, 2025; 8:00am-1:00pm  
**Career Connections (8<sup>th</sup> graders)**  
Event Center
9. Saturday, May 3, 2025; 11:00am-3:00pm  
**Faculty/Staff Awards & Employee Appreciation**  
Event Center
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RLC Theater
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**ADN Pinning**  
Event Center
14. Thursday, May 15, 2025; 5:00pm  
**CNA Pinning**  
RLC Theater
15. Friday, May 16, 2025; 10:00am  
**PreK Graduation**  
RLC Theater
16. Saturday, May 17, 2025  
**Rend Lake College Graduation**  
8:30am – AA/AS/AES/AFA  
11:00am – AAS/Certificate  
Outdoors at the Track

**MOTION FOR  
EXECUTIVE SESSION**

Chairman Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(11)(21). Mr. Daniels made a motion; seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:57 PM.

**RESUME OPEN MEETING**

Chairman Manning asked for a motion to reopen the public meeting; Mr. Meinert motioned; seconded by Mr.



Wielt. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:25 PM, Chairman Manning reconvened the open session of tonight's meeting.

### **CONSENT AGENDA**

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

1. Course/Curriculum\*;
2. Approval of Revision to Job Description\*;

Mr. Dorris made a motion to approve the Consent Agenda as recommended; seconded by Mr. Meinert. On a roll call vote, all present voted yes. Student Trustee voted yes. Those items marked with an asterisk (\*) are a part of these minutes.

### **NEW BUSINESS**

#### **APPROVAL OF GYM FLOOR DESIGN (TO BE PROVIDED)**

Mr. Wilkerson recommended to approve the artwork for the refinishing of the James "Hummer" Waugh gymnasium floor, as provided, effective April 08, 2025.

As recommended, Mr. Dorris made a motion to approve the artwork for the refinishing of the James "Hummer" Waugh gymnasium floor, as provided, effective April 08, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

#### **PERMISSION TO UPDATE FY25 PHS LEVY PROJECT BID AND AWARD**

Mr. Wilkerson recommended to grant permission to change the FY 2025 PHS project from replacement of air handler unit 37 in the Advanced Technology Center to replacement of air handler unit 12 in the Student Center, and to bid and award the project.

As recommended, Mr. Coy made a motion grant permission to change the FY 2025 PHS project from replacement of air handler unit 37 in the Advanced Technology Center to replacement of air handler unit 12 in the Student Center, and to bid and award the project. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERSONNEL**  
**APPOINTMENT OF**  
**CUSTODIAN**

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

As recommended, Mr. Daniels made a motion to appoint Mr. Phillip Lynch as Custodian on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective April 14, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPOINTMENT OF**  
**CUSTODIAN**  
**(TO BE PROVIDED)**

Mr. Wilkerson recommended to appoint Mr. Devin Frost as Custodian on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective April 14, 2025.

As recommended, Mr. Dorris made a motion to appoint Mr. Devin Frost as Custodian on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective April 14, 2025. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

**APPOINTMENT OF**  
**GROUND'S TECHNICIAN**

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

As recommended, Mr. Meinert made a motion to appoint Mr. John Downey as Grounds Technician on a full-time, 50-week, non-tenure track contract at an annual salary of \$36,000 prorated for the remainder of the fiscal year, effective April 14, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF  
CHILDCARE ASSISTANCE  
PROGRAM COORDINATOR

Mr. Wilkerson recommended to appoint Ms. Lisa Bicanich as Childcare Assistance Program Coordinator at CCRR on a full-time, 50-week, non-tenure track, grant funded contract at an annual salary of \$55,000, effective July 1, 2025.

As recommended, Mr. Meinert made a motion to appoint Ms. Lisa Bicanich as Childcare Assistance Program Coordinator at CCRR on a full-time, 50-week, non-tenure track, grant funded contract at an annual salary of \$55,000, effective July 1, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

**FINANCIAL INFORMATION**

RATIFICATION OF THE  
PAYMENT OF COLLEGE  
EXPENSES INCLUDING  
TRAVEL EXPENSE  
REIMBURSEMENTS

Mr. Wilkerson recommended to ratify the payment of college expenses including travel expense reimbursements as presented, effective April 8, 2025.

As recommended Mr. Dorris made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective April 8, 2025. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

**REPORTS**

ACADEMIC COUNCIL

Mr. Mark Jornd reported on the course and curriculum changes as listed in this packet.

ICCTA REPRESENTATIVE

No Report

RLC FOUNDATION

Mrs. Cathy DeJarnette, Executive Director of Administrative Services, reported that there is still time to apply for a scholarship until June 30, 2024. As of today, there are 455 applications started and 254 completed. High School scholarship award nights will begin soon, and the foundation will be going to those to award.

The foundation will be hosting the President's dinner next week, Thursday, April 17<sup>th</sup>. Everyone should have received an invitation, and there is still time to RSVP.

**ACCREDITATION**

Dr. Chad Copple reported several employees have just come back from the HLC Convention in Chicago. This year's discussions were on AI, micro-credentialing, and the politically driven issues surrounding higher education.

**OBSOLETE EQUIPMENT**

Dean of Facilities and Campus Operations Donnie Millenbine reported there are 21 items on the deals.gov auction site. He encouraged everyone to take a look.

**PUBLIC COMMENT**

None

**PRESIDENT'S COMMENTS**

President Terry Wilkerson addressed the CEO and EDGE students with appreciation to those than came and gained the experience and knowledge. President Wilkerson then allotted his time to Mrs. Kim Wilkerson who spoke on the possibility of a grant position in the future due to ECMC.

**ADJOURNMENT**

There being no other business, at 7:41 PM all Trustees present voted aye in favor of adjourning.

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

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Chairman

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Secretary

# PERSONNEL

# **RATIFY ACCEPTANCE OF RESIGNATION BUSINESS OFFICE ACCOUNTANT**

*Rend Lake Board of Trustees*

**April 22, 2025**

**RECOMMENDATION:** To accept with regret the resignation of Ms. Christi Rich, Business Office Accountant, effective April 25, 2025.

**EFFECTIVE DATE:** April 25, 2025

Mallory Howell  
Rend Lake College  
April 14, 2025

Dear Mallory,

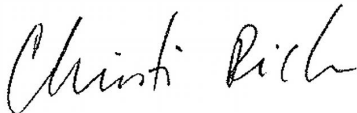
Please accept this letter as formal notification that I am resigning from my position as Business Office Accountant at Rend Lake College, effective two weeks from today, April 12, 2025. My last day will be Friday, April 25, 2025.

I appreciate the opportunity to have worked at Rend Lake College and the experiences I've gained during my time here.

I am committed to ensuring a smooth transition during my remaining time and will do my best to assist with the handover of my responsibilities.

Thank you again for your support and guidance. I wish you and the college continued success.

Sincerely,

A handwritten signature in cursive script that reads "Christi Rich". The signature is written in black ink and is positioned above the printed name.

Christi Rich



# REND LAKE COLLEGE

468 N. Ken Gray Pkwy  
Ina, IL 62846  
618.437.5321 • [www.rlc.edu](http://www.rlc.edu)

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## OFFICE OF THE PRESIDENT

April 14, 2025

Mrs. Christi Rich



Dear Christi,

I am in receipt of your resignation letter dated today resigning from your position of Business Office Accountant at Rend Lake College effective April 25, 2025.

I accept with regret your resignation on behalf of the Board of Trustees.

Very truly yours,

A handwritten signature in blue ink, appearing to read "T. Wilkerson", is written over a horizontal line.

Terry Wilkerson  
President

TW/cd



# **RATIFY ACCEPTANCE OF RESIGNATION UPWARD BOUND ADVISOR**

*Rend Lake Board of Trustees*

**April 22, 2025**

**RECOMMENDATION:** To accept the resignation of Mr. Seth McFarland, Upward Bound Advisor, effective May 01, 2025.

**EFFECTIVE DATE:** May 01, 2025

April 15, 2025

I, Seth McFarland, resign from my position as Upward Bound Advisor at Rend Lake College, effective May 01, 2025.

Seth McFarland

A handwritten signature in black ink, appearing to read "S. M. McFarland", written in a cursive style.



# REND LAKE COLLEGE

468 N. Ken Gray Pkwy  
Ina, IL 62846  
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## OFFICE OF THE PRESIDENT

April 15, 2025

Mr. Seth McFarland



Dear Seth,

I am in receipt of your resignation letter dated today resigning from your position of Upward Bound Advisor at Rend Lake College effective May 01, 2025.

I accept your resignation on behalf of the Board of Trustees.

Very truly yours,

A handwritten signature in black ink, appearing to read "Terry Wilkerson".

Terry Wilkerson  
President

TW/cd