

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

**June 10, 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 6:33 PM in the Rend Lake College Event Center.

**ROLL CALL**

Mr. Jeff Jones Secretary, called the roll.

Those present were:

Dr. David Asbery  
Mr. Joe Coy  
Mr. Ron Daniels  
Mr. Brian Dorris  
Mr. Jeff Jones  
Mr. Larry Manning  
Mr. Tony Wielt  
Mr. Henry Meinert (Student Trustee)

Those absent were:

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Lori Ragland, Mr. Henry “Buster” Leeck, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Ms. Shari Carpenter, Mr. Mark Jornd, Mr. Greg Hollmannn, Mrs. Amy Epplin, Mrs. Mallory Howell, Mr. Corey Phillips, Mrs. Vicke Schulte, Mrs. Jena Jensik, Mrs. Coy, Mr. John D. Aiken.

**APPROVAL OF  
MINUTES**

Mr. Wilkerson recommended to Approve the Minutes of the May 13, 2025 Executive Session, and May 13, 2025 Board of Trustee Meeting.

As recommended, Mr. Coy made a motion to Approve the Minutes of the May 13, 2025 Executive Session, and May 13, 2025 Board of Trustee Meeting. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

**\*\*\*Dr. Asbery stepped out of the meeting at 6:34 P.M. \*\*\***

**\*\*\*Dr. Asbery returned at 6:35 P.M.\*\*\***

### **OUTGOING TRUSTEE PRESENTATION**

Mr. Wilkerson read Trustee Jeff Jones resignation Letter. He then presented Mr. Jones with a plaque in appreciation for his seven years of service to RLC.

### **APPOINTMENT OF TRUSTEE MEMBER TO REND LAKE COLLEGE DISTRICT 521**

Mr. Wilkerson recommended to appoint Mr. John D. Aiken to the Board of Trustees of Rend Lake College District 521 to fill the position vacated by Mr. Jeff Jones. His term will remain in effect until the next election for Board of Trustees.

As recommended, Mr. Dorris made a motion to Mr. Wilkerson recommended to appoint Mr. John D. Aiken to the Board of Trustees of Rend Lake College District 521 to fill the position vacated by Mr. Jeff Jones. His term will remain in effect until the next election for Board of Trustees. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

Mr. John D. Aiken thanked the board members for the opportunity to serve on the board.

### **ROLL CALL**

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

Those present were:

Mr. John D. Aiken

Dr. David Asbery

Mr. Joe Coy

Mr. Ron Daniels

Mr. Brian Dorris  
Mr. Larry Manning  
Mr. Tony Wielt  
Mr. Henry Meinert (Student Trustee)

Those absent were:

Others present were:

Mr. Terry Wilkerson, Mr. Chad Copple, Mrs. Lori Ragland, Mr. Henry "Buster" Leeck, Mr. John Gulley, Mr. Donnie Millenbine, Mrs. Cathy DeJarnette, Mrs. Andrea Banach, Mr. Nathan Wheeler, Ms. Shari Carpenter, Mr. Mark Jornd, Mr. Greg Hollmannn, Mrs. Amy Epplin, Mrs. Mallory Howell, Mr. Corey Phillips, Mrs. Vicke Schulte, Mrs. Jena Jensik, Mrs. Coy, Mr. Jeff Jones

**PRESENTATION-  
OBSOLETE EQUIPMENT-  
DONNIE MILLENBINE**

Mr. Donnie Millenbine, Dean of Campus Operations, presented on how campus equipment is deemed obsolete and how it is removed and sold on gov.deals.com. Gov.deal.com is a website that is used to put many of our obsolete items out for auction. This process earned the college \$10k in first year. Some items are donated to local schools that can use the item.

**GENERAL INFORMATION**

ANNOUNCEMENTS

1. Thursday, June 12, 2025; 11am – 1pm  
**President Wilkerson's Retirement Celebration**  
Event Center
2. June 13,17, and 21, 2025; 9am-12pm  
**BlastOff Kids Camp**  
Science 115
3. Tuesday, June 17, 2025; 5:30pm-7:30pm  
**Fraud Defense with Banterra**  
SIMA 431

4. Thursday, June 26, 2025; 2pm-3pm  
**LPN Pinning**  
Theater
5. Monday-Wednesday, June 30-July 2, 2025  
**Lego Kids Camps**  
Student Center, Time Varies (schedule online)
6. Tuesday, July 8, 2025; 6:30pm  
**Board of Trustees Meeting**  
Event Center
7. Friday, July 25, 2025  
**Last Day of Summer Classes**  
All Campuses
8. Monday-Thursday, July 28-31, 2025  
**Outdoor Life Kids Camp**  
Agronomy Innovation Center 107A
9. Wednesday, July 30, 2025; 9am-12pm  
**Warrior Days**  
Event Center
10. Wednesday, August 6, 2025; 9am-12pm  
**Warrior Days**  
Event Center
11. Thursday, August 7, 2025; 12:00pm  
**RLC Foundation Board of Director's Meeting**  
Student Center 110
12. Tuesday, August 12, 2025; 6:30pm  
**RLC Board of Trustees Meeting**  
Event Center
13. Saturday, August 16, 2025; 9:00am – 12:00pm  
**Super Saturday - Warrior Days**  
Admin, ACA, Event Center
14. Monday, August 18, 2025  
**First Day of Fall Classes**  
All Campuses
15. Thursday, September 4, 2025; 12pm Start  
**RLCF 44<sup>th</sup> Annual Golf Outing**  
Rend Lake Golf Course

### **MOTION FOR EXECUTIVE SESSION**

Chairman Manning asked for a motion to move into Executive Session pursuant to Section 2(c)(1)(21). Mr. Aiken made a motion; seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes. The Board went into executive session at 6:50 PM.

### **RESUME OPEN MEETING**

Chairman Manning asked for a motion to reopen the public meeting; Mr. Daniels motioned; seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes. At 7:14 PM, Chairman Manning reconvened the open session of tonight's meeting.

### **APPOINT BOARD SECRETARY**

Mr. Coy made a motion to appoint Mr. Tony Wielt for Board Secretary. This motion was seconded by Dr. Asbery. On a roll call, all voted yes. Mr. Wielt abstained. Student Trustee voted yes.

### **CONSENT AGENDA**

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

1. Course/Curriculum\*;
2. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 6.1010 – Use of Force **(SECOND READING)** \*;
3. Approval of Revisions to Job Descriptions\*;
4. Approval of Revisions to Rend Lake College Board *Policy & Procedure* 3.1115 – Stipends\*;

Mr. Dorris made a motion to approve the Consent Agenda as recommend; seconded by Mr. Coy. 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  
REVISIONS TO  
REND LAKE COLLEGE  
BOARD *POLICY &  
PROCEDURE* 5.1215 –  
TRAVEL REIMBURSEMENT  
**(FIRST READING)**

Mr. Wilkerson recommended to approve revisions to current Board *Policy & Procedure* 5.1215 – Travel

Reimbursement as presented, first reading, effective July 08, 2025.

As recommended, Mr. Dorris made a motion to approve revisions to current Board *Policy & Procedure* 5.1215 – Travel Reimbursement as presented, first reading, effective July 08, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF REVISIONS TO  
REND LAKE COLLEGE BOARD  
POLICY & PROCEDURE 2.1720 –  
COMMUNITY USE OF  
COLLEGE FACILITIES  
**(FIRST READING)**

Mr. Wilkerson recommended to approve revisions to current Board Policy & *Procedure* 2.1720-Community Use of College Facilities as presented, first reading, effective July 08, 2025.

As recommended, Mr. Aiken made a motion to approve revisions to current Board Policy & *Procedure* 2.1720-Community Use of College Facilities as presented, first reading, effective July 08, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF  
2025-2026 HANDBOOKS

Mr. Wilkerson recommended to approve the following 2025-2026 Handbooks as provided: RLCF Children's Center.

As recommended, Mr. Wielt made a motion to approve the following 2025-2026 Handbooks as provided: RLCF Children's Center. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

RATIFY AWARD FOR  
PURCHASE OF VAN FOR  
COLLEGE FLEET

Mr. Wilkerson recommended to ratify the award for the purchase of a 2025 Chrysler Voyager LX Van for

the college fleet for the amount of \$40,092.70 (including fees).

As recommended, Mr. Aiken made a motion to ratify the award for the purchase of a 2025 Chrysler Voyager LX Van for the college fleet for the amount of \$40,092.70 (including fees). This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

#### APPROVAL OF 2025-2026 TREASURER'S BOND

Mr. Wilkerson recommended to approve a revision to the amount of coverage needed under a surety bond for Rend Lake College District No. 521 as required by Illinois statute for Fiscal Year 2026.

As recommended, Mr. Daniels made a motion to approve a revision to the amount of coverage needed under a surety bond for Rend Lake College District No. 521 as required by Illinois statute for Fiscal Year 2026. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

#### APPROVAL OF ENGAGEMENT LETTER FOR FY 2025 AUDIT

Mr. Wilkerson recommended to approve the engagement letter for the providing of both audit services and tax return preparation for FY 2025 as presented.

As recommended, Mr. Wielt made a motion to approve the engagement letter for the providing of both audit services and tax return preparation for FY 2025 as presented. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

#### RESOLUTION OF DIRECTING TREASURER TO TRANSFER FY25 WORKING CASH INVESTMENT INTEREST TO

OPERATIONS AND  
MAINTENANCE FUND

Mr. Wilkerson recommended to direct the district treasurer to transfer FY25 working cash investment interest to the operations and maintenance fund to be used for the improvement, maintenance, repair, or benefit of buildings and property.

As recommended, Mr. Meinert made a motion to direct the district treasurer to transfer FY25 working cash investment interest to the operations and maintenance fund to be used for the improvement, maintenance, repair, or benefit of buildings and property. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF PAYMENT  
OF ADDITIONAL FY2025  
HEALTH INSURANCE  
EXPENSES

Mr. Wilkerson recommended to expense \$611,667.60 in additional FY25 health insurance expenses and transfer funds from the medical insurance reserve bank account and the operating bank account to the employee benefit fund bank account.

As recommended, Mr. Daniels made a motion to expense \$611,667.60 in additional FY25 health insurance expenses and transfer funds from the medical insurance reserve bank account and the operating bank account to the employee benefit fund bank account. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF MEMORANDUM  
OF UNDERSTANDING  
BETWEEN REND LAKE  
COLLEGE AND REND  
LAKE COLLEGE  
FOUNDATION

Mr. Wilkerson recommended to approve the Memorandum of Understanding between Rend Lake



College and The Rend Lake College Foundation, as presented, effective June 10, 2025.

As recommended, Mr. Meinert made a motion to approve the Memorandum of Understanding between Rend Lake College and The Rend Lake College Foundation, as presented, effective June 10, 2025. This motion was seconded by Mr. Coy. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF JOINT  
AGREEMENT FOR DUAL  
CREDIT EDUCATIONAL  
COOPERATION BETWEEN  
REND LAKE COLLEGE,  
DISTRICT #521 AND  
JOHN A. LOGAN COLLEGE,  
DISTRICT # 530

Mr. Wilkerson recommended to approve a Joint Agreement for Dual Credit between Rend Lake College, District #521 and John A. Logan College, District #530, as presented, effective June 10, 2025.

As recommended, Mr. Dorris made a motion to approve a Joint Agreement for Dual Credit between Rend Lake College, District #521 and John A. Logan College, District #530, as presented, effective June 10, 2025. This motion was seconded by Mr. Daniels. On a roll call vote, all voted yes. Student Trustee voted yes.

**PERSONNEL**

RATIFY ACCEPTANCE OF  
RETIREMENT RESIGNATION –  
MAINTENANCE TECHNICIAN

Mr. Wilkerson recommended to ratify with regret the acceptance of the retirement resignation of Mr. John (Pat) Petro, Maintenance Technician at Rend Lake College, effective July 31, 2025.

As recommended, Mr. Coy made a motion to ratify with regret the acceptance of the retirement resignation of Mr. John (Pat) Petro, Maintenance Technician at Rend Lake College, effective July 31, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

APPOINTMENT OF  
DEVELOPMENT  
COORDINATOR OF RLC  
FOUNDATION AND  
REVISIONS TO JOB  
DESCRIPTIONS  
**(TO BE PROVIDED)**

Mr. Wilkerson recommended to grant permission to appoint Rachel Lewis, as the Development coordinator of the RLC Foundation, on a 50-week, non-tenure contract at an annual salary of \$40,000 prorated for the remainder of the fiscal year, pending a successful background check and degree audit, and revise job description, effective June 23, 2025.

As recommended, Mr. Dorris made a motion to grant permission to appoint Rachel Lewis, as the Development coordinator of the RLC Foundation, on a 50-week, non-tenure contract at an annual salary of \$40,000 prorated for the remainder of the fiscal year, pending a successful background check and degree audit, and revise job description, effective June 23, 2025. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

EMPLOYMENT STATUS  
OF NON-TENURED LAND  
OF LINCOLN AMERICORPS  
DIRECTOR

Mr. Wilkerson recommended non-renewal of the employment contract of Mr. Justin Dean Mandrell. Mr. Mandrell's current contract and employment at Rend Lake College will expire June 30, 2025.

As recommended, Mr. Wielt made a motion to not renew the employment contract of Mr. Justin Dean Mandrell. Mr. Mandrell's current contract and employment at Rend Lake College will expire June 30, 2025. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO  
CREATE THE POSITION,  
JOB DESCRIPTION, AND  
TRANSFER, BURSAR AND  
DIRECTOR OF ACCOUNTING

Mr. Wilkerson recommended to grant permission to create the position, job description, and transfer Mallory Howell from Controller to Bursar & Director of Accounting, as presented, on a full-time, 48-week, non-tenure track contract, effective June 16, 2025. The salary will remain the same.

As recommended, Mr. Dorris made a motion to grant permission to create the position, job description, and transfer Mallory Howell from Controller to Bursar & Director of Accounting, as presented, on a full-time, 48-week, non-tenure track contract, effective June 16, 2025. The salary will remain the same. This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO  
CREATE THE POSITION  
AND JOB DESCRIPTION  
AND TRANSFER DIRECTOR –  
INSTITUTIONAL COMPLIANCE  
& RESEARCH T DEAN –  
INSTITUTIONAL RESEARCH

Mr. Wilkerson recommended to grant permission to create the position and job description and transfer Mrs. Amy Epplin from Director of Institutional Compliance & Research to Dean of Institutional Research on a full-time, 48-week, non-tenure contract with an annual salary of \$75,000, prorated for the remainder of the fiscal year, effective June 16, 2025. Employee is not eligible for a salary increase in FY 2026.

As recommended, Mr. Wielt made a motion to grant permission to create the position and job description and transfer Mrs. Amy Epplin from Director of Institutional Compliance & Research to Dean of

Institutional Research on a full-time, 48-week, non-tenure contract with an annual salary of \$75,000, prorated for the remainder of the fiscal year, effective June 16, 2025. Employee is not eligible for a salary increase in FY 2026. This motion was seconded by Dr. Asbery. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO  
CREATE THE POSITION  
AND JOB DESCRIPTION  
AND ADVERTISE FOR  
DIRECTOR – FINANCIAL  
AID

Mr. Wilkerson recommended to grant permission to create the position and job description, and advertise for Director of Financial Aid, effective June 10, 2025.

As recommended, Mr. Coy made a motion to grant permission to create the position and job description, and advertise for Director of Financial Aid, effective June 10, 2025. This motion was seconded by Mr. Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO  
CREATE STIPEND  
AND JOB DESCRIPTION  
FOR COORDINATOR OF  
SUSTAINABILITY AND  
RENEWABLE ENERGY

Mr. Wilkerson recommended to grant permission to create the stipend position and job description for Coordinator of Sustainability and Renewable Energy, as presented, effective July 01, 2025. This stipend position will be in the amount of \$5,000 annually.

As recommended, Mr. Aiken made a motion to grant permission to create the stipend position and job description for Coordinator of Sustainability and Renewable Energy, as presented, effective July 01, 2025. This stipend position will be in the amount of \$5,000 annually. This motion was seconded by Mr.

Wielt. On a roll call vote, all voted yes. Student Trustee voted yes.

PERMISSION TO  
CREATE STIPEND  
AND JOB DESCRIPTION  
FOR ENTREPRENEURSHIP  
COORDINATOR

Mr. Wilkerson recommended to grant permission to create the stipend position and job description for Entrepreneurship Coordinator as presented, effective July 01, 2025. This stipend position will be in the amount of 3 equated load hours per semester (Fall/Spring).

As recommended, Mr. Wielt made a motion to grant permission to create the stipend position and job description for Entrepreneurship Coordinator as presented, effective July 01, 2025. This stipend position will be in the amount of 3 equated load hours per semester (Fall/Spring). This motion was seconded by Mr. Meinert. On a roll call vote, all voted yes. Student Trustee voted yes.

APPROVAL OF  
FY 2026 SALARIES

Mr. Wilkerson recommended to approve the salaries for administration, academic support, office support, police department, and physical plant personnel as provided, and to authorize the administration to set appropriate contract lengths as they see fit, not to exceed one year. Salary increases will begin July 01, 2025, except for the individuals whose grants have a different beginning and ending date, in which case the salary increase would correspond with the grant period. The proposed salaries represent at least a 5% raise with other additional increases specific to areas where there are expanded duties/responsibilities and/or to be aligned better with the job market. Also attached are sample contract letters for each classification of personnel. These contract letters represent salaries ranging from \$35,000 to \$185,000

As recommended, Mr. Meinert made a motion to approve the salaries for administration, academic support, office support, police department, and physical plant personnel as provided, and to authorize the administration to set appropriate contract lengths as they see fit, not to exceed one year. Salary increases will begin July 01, 2025, except for the individuals whose grants have a different beginning and ending date, in which case the salary increase would correspond with the grant period. The proposed salaries represent at least a 5% raise with other additional increases specific to areas where there are expanded duties/responsibilities and/or to be aligned better with the job market. Also attached are sample contract letters for each classification of personnel. These contract letters represent salaries ranging from \$35,000 to \$185,000. This motion was seconded by Mr. Wielt. 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 June 10, 2025.

As recommended Mr. Daniels made a motion to ratify the payment of college expenses including travel expense reimbursements as presented, effective June 10, 2025. This motion was seconded by Mr. Aiken. On a roll call vote, all voted yes. Student Trustee voted yes.

## **REPORTS**

### **ACADEMIC COUNCIL**

Mr. Mark Jornd reported there was only one approval to change credit hours as noted earlier in the meeting under course/curriculum.

### **ICCTA REPRESENTATIVE**

None

RLC FOUNDATION

Mrs. Cathy DeJarnette, stated the RLC Foundation had its Regional Meeting this afternoon in the Event Center. Last week the Board of Directors met at the Pinckneyville Campus and received a tour of the facilities. Scholarship application is still open. The gym renovation is going well.

ACCREDITATION

None

**OBSOLETE EQUIPMENT**

None

**PUBLIC COMMENT**

None

**PRESIDENT'S COMMENTS**

President Terry Wilkerson thanked the Board for the fun ride. He acknowledged the cooperation and joint investment in the well-being of the college from all RLC Boards and staff he has served with during his tenure. He wishes the college and board continued success.

**ADJOURNMENT**

There being no other business, at 7:38 PM all Trustees present voted aye in favor of adjourning.

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

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Chairman

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Secretary