

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING  
DISTRICT NO. 537  
RICHLAND COMMUNITY COLLEGE  
ONE COLLEGE PARK – DECATUR, ILLINOIS 62521**

**August 22, 2006**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:37 p.m. on Tuesday, August 22, 2006, in Conference Room A/B of the College by Chairman Prince. Chairman Prince also recited the College Vision, Mission and Core Values.

Roll Call

Members Present:

Carol Chiligris, Rita Colee, Julie Curry, Tim Dudley, Rev. Wayne Dunning, Michelle Jorgensen, Dr. Larry Osborne, and Randy Prince

Also present: Dr. Gayle Saunders, President, Attorney Darrell Woolums, and other staff members

**MINUTES OF PREVIOUS MEETINGS**

The minutes of the regular meeting of July 18, 2006, and the special meeting of July 31, 2006, had been distributed to the Board prior to this meeting.

**Osborne moved to approve the minutes of the July 18, 2006, and July 31, 2006, meetings. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

**APPOINTMENT OF COMMITTEES**

Chairman Prince appointed Rev. Wayne Dunning and Carol Chiligris to the Board Travel Policy Committee and Julie Curry and Tim Dudley to the Audit Committee.

**WRITTEN COMMUNICATIONS**

1. Correspondence from Paul Jensen, Trial Chairperson, Decatur Obedience Training Club, thanking Richland Community College for the use of Progress City for the dog agility trials

2. Correspondence from Geoffrey Obrzut, President and CEO, Illinois Community College Board, notifying Richland Community College of the approval of a protection, health, and safety project
3. Correspondence from United States Senator Barack Obama regarding Federal education funding
4. Correspondence from Franklin University Community College Alliance regarding tuition compensation
5. Correspondence from State Representative Bob Flider, thanking Dr. Saunders for her support and participation in the Fourth annual golf outing
6. Article from Greater Illinois OSHA News August 2, 2006, Vol. 2 No. 7, thanking Richland Community College employee Andy Perry for providing CPR/AED training to the Peoria Area Office OSHA staff
7. College Activities Report:
  - The Illinois Fertilizer and Chemical Association's MAGIE Show was held on August 23 and 24, 2006 on the Progress City USA site
  - The Illinois Land Improvement Contract Association will hold its Conservation Expo on August 29-31, 2006, on the Progress City USA site
  - Fall Student Welcome Back party will be held September 7, 2006, RCC back patio
  - Constitution Day will be held September 15, 2006, Shilling Salons
8. Memorandum from Deborah McGee, Director, Human Resources, regarding the Personnel Updates:
  - Lyntyna Bedford, Secretary III, Decatur Correctional Center, has resigned her position effective July 28, 2006.
  - Tayisha Nelson, TRIO Advisor, has resigned her position effective August 15, 2006.

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

Dr. Saunders reported that she and ten other Richland Community College staff members attended the Continuous Quality Improvement Network summer institute on August 6-9, 2006, in Chicago, Illinois. The focus was breakthrough learning.

The Trustee Scholars' Pizza Party was held on August 3, 2006. Over 100 students and parents were in attendance.

The Logan Correctional Center graduation was held on August 11, 2006, in Lincoln, Illinois. Over 100 students graduated.

Fall semester 2006 began on Monday, August 21, 2006.

The new employee reception and Fall Semester Convocation were held on August 14, 2006. A Back-to-School Employee reception was held on August 17, 2006, at The Beach House Restaurant.

Decatur Correctional Center graduation will be held on Friday, August 25, 2006.

The October Board meeting will be held at the Clinton Country Club, Clinton, Illinois. Clinton residents will be invited to a reception prior to the meeting.

Board members received a temporary Board Policy manual. The Board was asked to return their permanent binders so all new policies can be inserted.

Dr. Saunders acknowledged all faculty and staff who have worked hard to enroll students for the fall 2006 semester.

The College has received a Member in Good Standing Certificate from the American Community College Trustees Association.

The ACCT Leadership Congress will be held on October 10-14, 2006, in Orlando, Florida. Board members were asked to attend if possible.

The College will be closed on September 4, 2006, in observance of Labor Day.

### **College Spotlight**

Dr. John Cordulack, Dean, Mathematics and Sciences, and Tim Moody, Director, Learning Resources Center, presented the Illinois Food Systems Policy Council Clearinghouse website to the Board. Richland Community College is the administrative agency for the Food Systems Policy Council. A grant was received to do the administrative work. Several task forces are now active and one of the significant activities of the task forces is to develop and maintain a Food Systems Policy Council website. The website is clean, crisp, and easy to download. The public side of the site lists all meeting dates, agendas, and minutes, as well as committee and taskforce charges. The semi-private portion of the site requires a user name and password to access.

Richland Community College is responsible for implementing, administering, and operating the IFSPC, organizing and administering an Agro-Security Summit Series, and designing, creating, and operating the agro-security, food safety and security, and bio-technology resources information clearinghouse. The website may be viewed at <http://ifspc.richland.edu>.

The Bitel Corporation has a contract with the Federal government under the Homeland Security Act to assess terrorism threats in our food system. Bitel is looking for sites to do the actual assessment of pre-harvest soybean operations. Bitel will be on the Richland Community College campus in October. A mixture of producers will participate in this assessment, which will take three days.

Richland Community College will be hosting the first session of a table top series. The table top exercise will simulate an actual terrorism event. The focus of the first session will be the contamination of fast food. The session will be held on September 22, 2006, in the Shilling Salons.

### **Program Review Presentation**

Teena Zindel-McWilliams reported to the Board on Program Review and the Annual Performance Report. Both reports are required by the Illinois Community College Board. The Program Review requires community colleges to review all occupational programs on a five-year cycle. Each program review asks for information on the need for the program based on labor to market demand, enrollment and job placement, strengths and weaknesses of the program, and quality improvement recommendations based on the program review.

The College submitted reviews for automotive technology, early childhood education, hospitality (specifically lodging management) industrial maintenance, machine repair, paraprofessional educator, pharmacy technician, and transportation. The College reported that 13 certificate programs were deleted or significantly altered and 11 certificate programs underwent name changes.

The Performance Report focuses on six policy areas which include sustaining strong economic growth partnerships with elementary and secondary education, access to education through financial aid, increasing the number and diversity of citizens completing training and education programs, accountability in high quality programs and assessment of student outcomes, and improving productivity, cost-effectiveness, and accountability. The State provides statistical information that Richland Community College will use in creating the report.

Both the Program Reviews and Performance Reports are available in the Learning Resources Center archives, dating back to 1998.

### **REPORT OF ICCTA**

Carol Chiligris reported that she attended the ICCTA leadership meeting in Chicago, Illinois, on August 19, 2006. The meeting included discussion about objectives for the coming year. All trustees should have received a flyer from ICCTA regarding the talking points for the State Ethics Act. Thirty-five colleges voted to join the lawsuit challenging the Attorney General's opinion regarding whether Community Colleges should be

considered state agencies. The lawsuit should be filed by August 31 in either Sangamon County or DuPage County.

The seminars for 2006-07 will focus on funding and different ways to collect revenue for the Colleges.

The next ICCTA meeting will be held September 29-30, 2006, in Springfield, Illinois. Board members were encouraged to attend.

### **REPORT OF STUDENT TRUSTEE**

Michelle Jorgensen reported that Student Senate will hold its first meeting on August 25. Student Mentors have been helping students with NetID's. The Program Board will be selling Crystals on August 28. A free double feature drive-in movie will be held on September 22, 2006. Constitution Day will be held on September 15, 2006.

### **REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF JULY 2006**

During the month of July, Dr. Saunders signed three (3) documents that are listed in the Board Book. On July 21, Dr. Saunders signed the Illinois Community College Board In-District Tuition and Universal Fee Rate Certification. On July 31, Dr. Saunders authorized a request from the Richland Community College Foundation for a Macon County Medical Society event on September 26. On July 31, Dr. Saunders authorized a request from the Richland Community College Foundation for the All College Reunion scheduled on November 3, 2006.

All of the agreements are on file in the President's Office for review.

### **EXECUTIVE SESSION**

**Dudley moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for discussion of collective negotiating matters, as specified in Section 2 (c) (2); for discussion of land acquisition, 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. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Meeting recessed at 6:25 p.m.**

**Meeting convened into closed session at 6:30 p.m.**

**Meeting reconvened into open session at 7:09 p.m.**

## **CONSENT AGENDA**

### **Charge-Backs**

A recommendation to approve the charge-back for Mary C. McKinnon to attend Lincoln Land College in the Culinary Arts Certificate program for the 2006-07 Academic year was presented to the Board for approval.

A recommendation to approve the charge-back for Stephen Rios to attend Lake Land College in the Electronics Biomedical AAS Degree program for the 2006-07 Academic Year and 2007 Summer Term was presented to the Board for approval.

### **Full-Time Employments**

A recommendation to approve the employment of Amy Farnsworth as a Youthful Offender Counselor for Logan Correctional Center at a salary of \$33,000, effective September 1, 2006, (pending clearance from Illinois Department of Corrections) was presented to the Board.

A recommendation to approve the employment of Debra Hays as Secretary for the Student Support Services/TRIO at an hourly rate of \$10.29, effective September 1, 2006, was presented to the Board.

A recommendation to approve the employment of Teresa Larson as Dean for the Health Professions Division at a salary of \$61,000, effective September 11, 2006, was presented to the Board.

A recommendation to approve the employment of Carol Myers as a Practical Nursing Instructor for the Health Professions Division at a salary of \$46,749, effective August 14, 2006, was presented to the Board.

A recommendation to approve the employment of Carolyn Sanford as Assistant Director of Learning Resources Center for Enrollment and Retention Services at a salary of \$40,000, effective September 5, 2006, was presented to the Board.

A recommendation to approve the employment of Karen Vercellino as a Nursing Instructor for the Health Professions Division at a salary of \$34,994.97, effective August 14, 2006, was presented to the Board.

A recommendation to approve the employment of Susan Webster as Secretary II in the Business and Technology Division at an hourly rate of \$8.97, effective August 28, 2006, was presented to the Board.

### **Part-Time Employments**

A recommendation to approve the employment of Andrew Robinson as Evening Secretary II for the Student Learning Center at an hourly rate of \$8.75, effective August 23, 2006, was presented to the Board.

A recommendation to approve the employment of Deborah Rowley as Clerical Assistant in the Testing Center at an hourly rate of \$7.75, effective August 23, 2006, was presented to the Board.

### **Reclassifications**

A recommendation to approve the reclassification of Matthew Johnson as Online Support Technician for the Mathematics and Sciences Division at an hourly rate of \$12.24 per hour, effective August 23, 2006, was presented to the Board.

A recommendation to approve the reclassification of Karla Jordan as Marketing Specialist for the Marketing and Public Information Division at a salary of \$23,660, effective August 23, 2006, was presented to the Board.

### **Temporary Full-Time Employments**

A recommendation to approve the employment of Steven Dyer as a Temporary Welding Professor for the Business and Technology Division at a salary of \$35,794.50, effective August 29, 2006, through December 15, 2006, was presented to the Board.

Documentation supporting the Consent Agenda on file with original copy of minutes.

**Osborne moved to approve the consent agenda items as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **OLD BUSINESS**

#### **Construction Report**

Greg Florian, Vice President of Finance and Administration, updated the Board on the current construction projects and the status of each. Construction on the Agri-Business and Occupational Technology Center is on schedule. The curb has been poured. The gravel sub-base has been installed and compacted. Within the next few weeks the concrete floor slab and under slab, plumbing, and electrical components should be completed. The storm drain has been installed. A sign has been placed at the project site designating the project and its funding source. Weekly construction meetings are being held to address concerns and answer questions so that the project will be completed on schedule.

The project to replace insulated panels has been approved by the Illinois Community College Board, and bidding will begin in November or early January. Work should begin in the spring.

The feasibility project design and location for the Fitness Center, Childcare, and Culinary Arts additions are still under consideration and review in order to meet budget. Two location options are being considered. Construction should begin next spring.

### **Foundation Report**

Carol Condon, Executive Director, Foundation and Development, reported on the Annual Meeting held on August 10, 2006. Larry Periman presented a review of Foundation investments. Dr. Evelyn Odunsi resigned her seat on the Foundation Board due to a heavy work load. Bob and Phyllis Schwandt will be moving to the West Coast in October to be closer to their children. Keith Ashby was recognized as the new Legacy Society's chairman. Rita Colee was recognized for her years of service as liaison from the Richland Community College Board of Trustees to the Foundation Board. This year's thank you letters from Trustee scholars were shared with the Board.

### **NEW BUSINESS**

#### **Corporate Authorization Resolution**

A recommendation to adopt Resolution No. 07-3, Corporate Authorization Resolution for Financial Services, was presented to the Board.

The resolution sets forth various aspects of the account such as how many signatures are required to access the funds and borrow money and authorizes other actions by the signers. Richland Community College President, Treasurer, Director of Accounting, and Director of Budgeting are designated as individuals authorized to sign for Richland Community College.

**Osborne moved to adopt Resolution No. 07-3, Corporate Authorization Resolution for Financial Services, as presented. Chiligris seconded. Roll call vote being seven ayes, Chairman Prince declared the motion carried.**

### **BOARD POLICIES, PROPOSALS, AND CHANGES**

#### **Effect of Changes in Program on Graduation – Policy 4.6.9 (5) – Third Reading/Adoption**

The Effect of Changes in Program on Graduation Policy 4.6.9 (5) is presented for a third reading and adoption. There have been no changes since the first reading.



**Osborne moved to adopt the Effect of Changes in Program on Graduation Policy 4.6.9 (5) as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **FINANCIAL REPORT**

### **Bills Payable**

The July 2006 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills for payment and ratification in the amount of \$769,607.35 for July 2006 was distributed to the Board prior to the meeting.

**Osborne moved to approve the bills for payment and ratification as presented and to approve the Financial Statement to be filed for audit. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **ADJOURNMENT**

**Colee moved and Curry seconded to adjourn the meeting at 7:26 p.m.**

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Tim Dudley, Secretary