COMMUNITY RECEPTION

A community reception was held at 5:00 p.m. in the Clinton Country Club, Clinton, Illinois, prior to the Regular Board Meeting.

Teena Zindel-McWilliams, Executive Director of Institutional Effectiveness, gave a brief presentation on the history of the Richland Educational Advisory Committee for Higher Education (REACH). She also commented on the charge that was given to the REACH Facilitating Committee in August 2003 in order for the College to reach its vision in the future.

Teena reported that the REACH Facilitating Committee held seven (7) public meetings from November 2003 to June 2004 to study a series of topics including awareness of Richland, job training and retraining, serving diverse populations, education for a lifetime, and fiscal responsibility.

The suggestions made by the community participants during the public meetings have been combined with the six major recommendations, and a resolution was approved at the August 17, 2004, Board of Trustees meeting. Since then, strategies to support the recommendations have been implemented. Additional communities participating in the strategic planning sessions have been Cerro Gordo, Blue Mound, Mt. Zion, and Niantic, Illinois.

Teena then asked members of the Clinton community for their recommendations on how Richland Community College can support Clinton.

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 6:34 p.m. on Tuesday, October 17, 2006, in the dining room of the Clinton Country Club by Chairman Prince. Chairman Prince also recited the College Vision, Mission and Core Values.

Roll Call

Members Present:

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

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

MINUTES OF PREVIOUS MEETINGS

The minutes of the regular meeting of September 19, 2006, had been distributed to the Board prior to this meeting.

Curry moved to approve the minutes of the September 19, 2006, meeting. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. Correspondence from Bob and Phyllis Schwandt thanking Dr. Saunders for the Foundation’s dinner given in their honor

2. Correspondence from Bill Brady, State Senator, 44th Legislative District, acknowledging Richland Community College’s Constitution Day celebration

3. Correspondence from Kevin Kast, Executive Vice President/Administrator, St. Mary’s Hospital, thanking Dr. Saunders and staff for hosting a luncheon and tour for him and his staff

4. Correspondence from Paul Otte, President, Franklin University, recognizing two Community College Alliance students’ graduation from Franklin University

5. Correspondence from Dr. Elaine S. Johnson, Vice President, Illinois Community College Board, informing Richland Community College that the Entrepreneur Certificate program has been approved

6. Foundation Report for October

7. Student Senate Election Results

8. College Activities Report
   A Cultural Fair was held on October 20, 2006, in the Mueller Student Center. Many cultures were represented by Richland Community College staff including Germany and Greece.
The first Richland Community College graduation ceremony at Jacksonville Correctional Center will be held on October 24, 2006.

The quarterly Foundation Board meeting will be held on October 26, 2006, at the Decatur Club.

The Scholarship Reception will be held on October 29, 2006, at 1:30 p.m. in the Shilling Salons. Scholarship recipients and their families will be honored at that time.

9. Memorandum from Deborah McGee, Director, Human Resources, regarding the Personnel Updates:

Tammy Ross, Secretary I – Adjunct Faculty Office, has resigned her position effective October 4, 2006.

Carol Condon, Executive Director, Foundation and Development, has resigned her position effective October 31, 2006, after 5 ½ years of great service to the College and the College District.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Dr. Saunders reported that she attended the American Community College Trustees Association’s Leadership Congress in Orlando, Florida, on October 10-14, 2006, with Carol Chiligiris and Randy Prince. This was an opportunity to interact with trustees from across the country and to participate in a number of learning activities and sessions. Dr. Saunders and Randy Prince participated in an all-day workshop called the “Chair’s Academy”. The workshop focused on opportunities to continue to add value to Richland Community College’s Board.

Dr. Saunders reported that the personnel policies have been revised. The personnel policies will be mailed to the Board on November 1, 2006. The first reading of the policies will be at the November board meeting.

The Generations Connect forum was held on September 27, 2006. Generations Connect involves students and retirees join together to discuss educational issues and working together to make a difference. Jolene Weigard is the contact for Richland Community College. A special initiative on intergenerational educational activities has been incorporated on Illinois community college campuses. Twenty-eight students, staff, and retirees engaged in a three-hour conversation and activity regarding intergenerational relationships and how the generations can cross, meet, and interact with one another and learn from one another. A list of recommendations from the forum may be incorporated into Richland Community College’s everyday endeavors. One recommendation was to develop service learning for credit and to combine service...
learning opportunities so that students can engage with different generations and learn from one another in community learning.

Easter Seals will unveil the 2006 Ornament of Hope on Wednesday, October 18, 2006, at 10:00 a.m. in the Mueller Student Center. The Ornament of Hope is in recognition of an entity that has served the community through educational excellence for 35 years.

Dr. Saunders reported that a purchase request for 97 computers, workstations, and 5 laptops in the amount of $145,000 and a purchase request for a mini-van in the amount of $22-24,000, will be brought to the Board in November.

Monsanto Company visited the Richland Community College campus. Monsanto, a major vendor with the Farm Progress Show, demonstrated an extensive research project for the first time in Iowa in 2006. The company would like to replicate that research project at Richland Community College as a part of the Farm Progress Show 2007. The project will allow students from the agriculture and horticulture programs to be a part of that research.

Dr. Saunders announced that the Accreditation Review Committee in Education and Surgical Technology sent a congratulatory letter and certificate of achievement to Richland Community College. The Surgical Technology program is among the top 20 programs scoring high on the program assessment exam for their PAE. The surgical technology program will be listed in the AST Instructors Newsletter and on the PAE website.

Dr. Saunders reported that Richland Community College experienced a 3.9% increase in the total headcount for the fall semester 2006 and a 1.8% increase in credit hours. Richland Community College will continue to explore strategies and opportunities to continue to expand enrollment opportunities.

**Strategic Plan Update**

Teena Zindel-McWilliams, Executive Director, Institutional Effectiveness, presented the October 2006 Strategic Planning Priorities update to the Board. The Strategic plan update includes information regarding progress on the priorities approved in June 2006.

The first goal is to enhance, strengthen, and advance teaching and learning. The support of at-risk students is the focus of a new continuous improvement team. The developmental education taskforce is currently working on defining categories of at-risk students at Richland Community College and identifying challenges for the students to progress toward a degree and the current and needed services for these students. Once the developmental ed taskforce determines this, a new team will be created to work on the strategies and processes for the students. Student Orientation Advising and Registration (SOAR) is getting a different look. It has been video taped for delivery online, which will be available in the Spring. Richland Community College is offering a new range of professional education online courses through the Continuing and
Professional Education Division. The second continuous improvement team for the fall has been created to develop a student recruitment system that can be replicated for specific target populations.

The second strategic plan goal is to enhance, strengthen, and advance collaborative relationships. Richland Community College is increasing the amount of programming at Hope Academy. Additional courses and workshops are being scheduled including a series of math classes. Hope Academy is being utilized as a center for staff training and workshops. The Institutional Effectiveness Group held their retreat at that location. The Marketing and Public Information Division is developing a public information plan. A Developing a Curriculum (DACUM) will be conducted in November on the animal sciences area. The DACUM is a process whereby professionals in the field are brought together to talk about skills and ability requirements for people going into that area.

The third goal is to enhance, strengthen, and advance institutional operations. The Employee Relations and Development Committee has completed its work on the Personnel section of the Board Policy Manual. Wireless internet access has been expanded and strengthened in key spots throughout the campus. Human Resources is busy with Employee Mentoring, Professional Development activities and developing a new supervisory training program. Grant writing is ongoing. The College is currently waiting on word from the Department of Labor on the Community-Based Job Training Grant in the amount of $1.7 million. The College did not receive the Department of Education Title III grant funding. The College received a grant for a defibrillator from the Illinois Department of Public Health.

The priorities connect to the mission and vision of the College to improve student opportunities for success and to enhance the College as a great place to work.

The next Strategic Plan Priorities update will be presented in January 2007.

**FY’06 Audit**

The external audit has been completed and submitted to the Illinois Community College Board. The auditors will make a formal presentation at the November board meeting. All Board members received copies of the audit.

**College Spotlight**

Nine students from Clinton High School and Christian Academy are participating in the High Tech Edge Learning Program. The students have collaborated as a marketing team to unite the public in favor of restoring the Magill House in Clinton, Illinois. and make this project a reality.

High Tech Edge is a transformational learning service for high school juniors and seniors to gain experience in the essential work ethics required for today’s career
professionals. The students work in a business environment learning professionalism, timeliness, and attendance.

Mrs. Carolyn Jameson, Instructor, believes in High Tech Edge because it gives students the opportunity to learn through experience instead of being lectured to. Members of the High Tech Edge Program include Danielle Bell (Clinton Christian Academy), Benjamin Butler (Clinton Christian Academy), Matt Eshelman (Clinton High School), Zac Griffin (Clinton Christian Academy), Kelly Martin (Clinton High School), Bridget Nimmo (Clinton High School), Ryan Norris (Clinton High School), Delaina Wertz (Clinton High School), and Allison Wisher (Clinton High School).

**REPORT OF ICCTA**

Carol Chiligiris reported that she attended the ICCTA seminar in Springfield, Illinois, on September 29, 2006. The seminar focused on “Ethics Matters” with Bruce Conner of Kaskaskia Community College as the speaker.

Tom Ryder updated trustees on the status of the lawsuit filed in DuPage County, Illinois. The talking points were discussed.

Carol reported that she attended the 2006 ACCT Community College Leadership Congress held in Orlando, Florida, on October 11-14, 2006. The 2006 meeting was one of the best conferences she has been to. This was a great opportunity to learn about a variety of important topics and to network with other trustees. United States Secretary of Education Margaret Spellings was a keynote speaker. She spoke positively about the community colleges and their hope for the future. Secretary Spellings believes the community colleges should be getting more federal funding because of the work we do.

The next meeting will be held November 10-11, 2006, in Chicago, Illinois.

Randy Prince reported that he attended several sessions while attending the ACCT meeting in Orlando, Florida.

**REPORT OF AUDIT COMMITTEE**

The audit committee met with the external auditors on September 26, 2006. Review of the audit procedures were discussed as well as issues from the audit. The audit committee will again meet with the auditors prior to the next board meeting. A full presentation by May, Cocagne & King will be made at the November board meeting.

**REPORT OF STUDENT TRUSTEE**

Michelle Jorgensen stated that the Interim Director of Campus Life will be leaving the College on November 1, 2006. She will be missed by the members of the Student Senate and students.
REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF AUGUST/SEPTEMBER 2006

During the month of August/September, Dr. Saunders signed five (5) documents that are listed in the Board Book. On August 21, Dr. Saunders signed the Cooperative Agreement between Lincoln Land Community College and Richland Community College for students seeking individual courses not currently offered by their "home" community college. On September 14, Dr. Saunders signed the contract with Premiere Speakers Bureau to confirm the attendance of keynote speaker Ron Clark at the 7th Annual Diversity Conference. On September 15, Dr. Saunders signed the 2007 CTE Strand Grant Agreement (Continuous Quality Improvement, Program Enhancement, and Innovation) with the Illinois Community College Board. On September 27, Dr. Saunders signed the Dual Credit Agreement between the Decatur Area Technical Academy and Richland Community College for the 2006-07 school year. On September 27, Dr. Saunders signed the Cooperative Work Study Program Fiscal Year 2005 Final Evaluation with Illinois Board of Higher Education.

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

CONSENT AGENDA

Purchase Recommendations and Bid

A recommendation to purchase welding equipment from S. J. Smith Welding of Decatur, Illinois, for a total of $10,509.59, was presented to the Board.

Full-Time Employments

A recommendation to approve the employment of John Bell as Assistant Director of Human Resources at a salary of $38,000, effective October 23, 2006, was presented to the Board.

A recommendation to approve the employment of Paul Mariman as Executive Director, Food Systems and Energy Initiatives at a salary of $65,000, effective November 1, 2006, was presented to the Board.

Part-Time Employments

A recommendation to approve the employment of Lori Pumphrey as Evening Secretary for the Business and Technology Division at a rate of $8.25 per hour, effective October 18, 2006, was presented to the Board.

Documentation supporting the Consent Agenda is on file with original copy of minutes.
Chiligiris moved to approve consent agenda items A1, B1, B3, and C1, as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Colee moved to approve consent agenda item B2, as presented. Curry seconded. Roll call vote being one aye (Prince), three present (Curry, Chiligiris, Dudley), and three nays (Colee, Dunning, Jorgensen), Chairman Prince declared the motion failed.

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 continuing. The weather conditions were detrimental to the concrete curing and shrinkage cracks appeared by the next day. It was determined that several portions of the concrete floor would need to be cut out and new concrete put in place. The contractor has removed all the concrete and is in the process of re-working all of the underground electrical and plumbing. There will be no additional cost to the College, only a delay in the project by at least a week.

The panel project and replacement of deteriorated sidewalks is moving forward. There is a pre-bid meeting on Thursday, October 19, 2006. There will be a recommendation for contracts at the November board meeting.

The least costly initial estimates for the child care and fitness center addition exceeded $480,000. The architects have been directed to design and estimate a different type of construction that will be less costly and still meet the College’s needs.

NEW BUSINESS – NONE

BOARD POLICIES, PROPOSALS, AND CHANGES – NONE

FINANCIAL REPORT

Bills Payable

The September 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 $1,043,859.21 for September 2006 was distributed to the Board prior to the meeting.
Curry 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**

Dunning moved and Colee seconded to adjourn the meeting at 7:50 p.m.

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Tim Dudley, Secretary