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

November 21, 2006

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:35 p.m. on Tuesday, November 21, 2006, in Conference Room A/B by the College 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, Dr. Larry Osborne, and Randy Prince

Member Absent: None

Also present: Dr. Gayle Saunders, President, Attorney Bridget Hogan, and other staff members

MINUTES OF PREVIOUS MEETINGS

The minutes of the regular meeting of October 17, 2006, and Special Meeting on October 27, 2006, had been distributed to the Board prior to this meeting.

Chiligiris moved to approve the minutes of October 17 and October 27, 2006, meetings. Osborne 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 Joseph Schrodt, M.D., S.C., thanking Richland Community College and the Foundation for the sponsorship contribution to the Olivia Newton John concert held at Millikin University.

2. Correspondence from Jan Kelsheimer, Easter Seals, thanking Richland Community College for hosting the unveiling of the 2006 Easter Seals Ornament
of Hope.

3. Correspondence from William Kersten, Senior Vice President, Automotive Service Excellence (ASE), commending Richland Community College for maintaining program standards in automotive technology.

4. Correspondence from the Illinois Chapter of Land Improvement Contractors of America (LICA), thanking Dr. Saunders for acting as the Master of Ceremonies for the featured speakers at the ILICA 2006 Conservation Expo on August 29-31, 2006.

5. Correspondence from Robert Bilyeu expressing his pleasure with Richland Community College’s Commercial Drivers License course

6. College Activities Report

The first Richland Community College graduation ceremony at Jacksonville Correctional Center was held on October 24, 2006. Seventy-two students earned occupational certificates.

A Health and Education Job Fair was held on October 26, 2006, in the Schrodt Health Education Center.

The Foundation Scholarship Reception was held on October 29, 2006, in the Shilling Salons. Scholarship recipients and their families were honored at that time.

Richland staff and students presented “One Flew Over the Cuckoo’s Nest” on November 2, 3, 4, 9, 10 and 11, 2006.

A Veterans Day Program was held on November 9, 2006. The Macon County Color Guard presented colors, and sixth grade students from Cerro Gordo read poems. Lisa Gregory gave a brief history on Veterans Day and Ray Parker concluded the event by playing “taps”.

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

Cathy Barillas, Accounting Technician III in the Business Office, has resigned her position effective November 10, 2006.

Michael Tolly, Part-time Surgical Tech Lab Facilitator in Health Professions, has resigned his position effective November 8, 2006.
SPECIAL REPORTS

REPORT OF THE PRESIDENT

Dr. Saunders reported that a purchase request for smart classroom equipment, for the college catalog, and for electronic equipment will be brought to the Board in November.

The joint dinner for the Foundation and Board of Trustees will be held on Tuesday, December 12, 2006, at Southside Country Club at 5:30 p.m.

The Richland Community College Foundation Quarterly Board meeting was held in October. Dr. Thomas Fulbright was selected as a new Foundation board member. The search continues for a new Executive Director of Foundation and Development. The search process will begin in early December.

Report of the Audit Committee

Tim Dudley reported that the Audit Committee met with Andy Thomas of May, Cocagne & King on November 8, 2006. At the Audit Committee meeting, items discussed included the audit process and the management letter.

FY06 Audit Presentation – May, Cocagne & King, P.C.

Andy Thomas from May, Cocagne & King, reported to the Board on the contents of the Audit for Fiscal Year 2006. The Board had previously received the Financial Report on October 17, 2006. Total operating revenues for the year were $6.39 million. Operating expenses were $21 million. Non-operating revenues total $14.5 million. The change in net assets is a $25,093 loss for the year. As of June 30, 2006, the total assets of the College are slightly less than $42 million. Operating revenues include student tuition and fees totaling $2.2 million. Auxiliary revenues total $869,000. Other operating revenues, which include contractual revenue and donations, total $3.2 million. The overall debt of the College is down from 2005 and 2004. The type of debt is different. The bonds payable made up most of the debt in previous years. During 2006, $1.95 million of bond debt was paid off. The capital lease debt was paid off during the year.

College Spotlight

Steve Austin, Assistant Professor of History, and Dency Grubbs, ISTEP Specialist, shared information about the upcoming international study trips to Japan and Amsterdam, with the Board. The international studies endeavor will provide educational and training experiences beyond the physical boundaries of the classroom. The programs are based on the belief system that education must be experienced in a number of ways. Foreign travel is a critical component of a liberal education. Following the presentation, the Board was invited to travel to either or both locations.
REPORT OF ICCTA

Rev. Wayne Dunning reported that he attended the ICCTA seminar in Chicago, Illinois, on November 10-11, 2006. The trustees received an update on litigation to clarify the status of Illinois community colleges as units of local government under the Illinois State Officials and Employees Ethics Act.

Candidates for trustee positions must file information with the State Board of Election if they spend or raise more than $3,000.

Ken Ming and Ken Florey (Robbins, Schwartz, Nicholas, Lifton & Taylor) met with Tom Ryder, Mike Monahan, and the Attorney General’s staff to work together on legislation and fight hard on litigation. There was a motion filed to change the location of the lawsuit to either Chicago or Springfield. A hearing is scheduled for January 5, 2007. A Motion for Summary Judgment will be filed.

Trustees were encouraged to attend ICCTA seminars.

Three items discussed during the ICCTA Diversity Committee meeting were promoting best practices and marketing plans geared toward minorities, offering dual credit programs, and institutionalizing diversity on campus. More information will be discussed at the next Diversity Committee meeting.

Dr. Saunders attended an Ethics Matters, Part II workshop presented by Bruce Connor from Kaskaskia. The group participated in scenarios that prompted interesting discussion and dialog.

The Leadership and Core Values Institute Steering Committee met on November 10. An Institute is being planned for November 2007. Richland Community College continues to be the fiscal agent for the Institute since its inception in 1997.

REPORT OF STUDENT TRUSTEE

Michelle Jorgensen stated that she attended the Student Advisory Committee (SAC) meeting in Chicago on November 10-11, 2006.

Richland Community College was chosen as a “drop spot” in Central Illinois for donations to be forwarded to a community college in Mississippi to accept donations.

Student clubs gathered over 1,000 cards to be sent overseas to troops serving our country.
REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF OCTOBER 2006

During the month of October, Dr. Saunders signed three (3) documents listed in the Board Book. On October 16, Dr. Saunders signed the Dual Credit Agreement between Cerro Gordo High School and Richland Community College for the 2006-07 school year. On October 16, Dr. Saunders signed the Addendum with the Workforce Investment Board for Macon and DeWitt Counties. On October 20, Dr. Saunders signed the Intergovernmental Agreement for Utilization of Leased Space with the Illinois Department of Employment Security.

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 pending or probable litigation, as specified in Section 2 (c) (11), for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); and for self-evaluation, as specified in Section 2 (c) (16) of the Open Meetings Act. Jorgensen seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Meeting recessed at 6:20 p.m.

Meeting convened into closed session at 6:25 p.m.

Meeting reconvened into open session at 7:32 p.m.

CONSENT AGENDA

Purchase Recommendations and Bid

A recommendation to purchase computer hardware from Dell Computer Corporation of Round Rock, Texas, for a total of $145,600, was presented to the Board.

A recommendation to purchase a 2007 Dodge Grand Caravan SE extended minivan through the State of Illinois Joint Purchasing Program from Bob Ridings of Taylorville, Illinois, for a total of $20,204, was presented to the Board.

Charge-Backs

A recommendation to approve a charge-back for Heather Logan to attend Parkland College in the Veterinary Technology AAS degree program for the 2006-07 Academic Year and Summer 2007 term, was presented to the Board.
A recommendation to approve a charge-back for Eric L. McKinney to attend the College of DuPage in the Library Technical Assistant Certificate program for the Spring 2007 and Fall 2007 semesters and the Summer 2007 term was presented to the Board.

**Full-Time Employments**

A recommendation to approve the employment of Cynthia Clemens as a Secretary I in Enrollment and Retention Services at a salary of $8.25 per hour, effective November 27, 2006, was presented to the Board.

A recommendation to approve the employment of Damaris Kazmierczak as an Academic Advisor for TRIO at a salary of $23,660, effective November 27, 2006, was presented to the Board.

A recommendation to approve the employment of Renee Stivers as the Director of Decatur Community Partnership at a salary of $35,000, effective December 6, 2006, was presented to the Board.

**Time and Place for 2007 Regular Meetings**

A recommendation to set the time and place of the regular monthly meetings of the Board of Trustees for the third Tuesday of each month to be convened at 5:30 p.m. in Conference Room A/B of the College, was presented to the Board.

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

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

**OLD BUSINESS**

**FY06 Audit – May, Cocagne & King, P.C.**

Osborne moved to accept the FY06 Financial Audit, as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**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 target date to have the building enclosed and start temporary heat at the end of January. The concrete is in place, and there are no visible shrinkage cracks.
Bids have been received for the panel project and replacement of deteriorated sidewalks. The contractors will be asked to extend their bids for an additional 30 days so more review and analysis can be made. There will be a recommendation for contracts at the December Board meeting.

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 for the Fitness Center, Childcare, and Culinary Arts additions. Architectural Expressions will be asked to design and estimate the culinary arts addition. BLDD will be asked to design and estimate the fitness center and child care area.

**NEW BUSINESS – NONE**

**BOARD POLICIES, PROPOSALS, AND CHANGES**

The Personnel Policies, Section 3, is presented for a first reading.

The College’s Employee Relations and Development Committee (ERDC) was charged with the review and revision of the personnel section of the Board Policy Manual. There has been no comprehensive review since the policies were originally written in 1990.

Policy drafts have been forwarded to the Policy and Communications Committee, Institutional Effectiveness Group (IEG), and the President’s Cabinet. Most recently, restated policies were forwarded to legal counsel for review.

As was mentioned at the October Board meeting, the IEG will finalize its review of policies, and the Human Resources Office will develop appropriate procedural changes in a timely manner so policies can be adopted in January 2007. No action is recommended at this time.

**FINANCIAL REPORT**

**Fiscal Year Tax Levy**

Greg Florian presented an estimate of the Fiscal Year Tax Levy that will be recommended to the Board in December. The total estimated tax rate for the aggregate and debt service levies is estimated at $.3863 compared to the 2005 actual rate of $.3888 per $100 EAV. Based on the projections for this levy request, the limiting rate will show a slight decrease. Additionally, the increase in the overall EAV this year is affected by the expiration of the 5-year negotiated EAV reduction of the Clinton Nuclear Power Station. The current year’s EAV projection includes an increase of $100,000,000 as a result of this re-assessment.
Bills Payable

The October 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 $1,140,093.01 for October 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

Chiligiris moved and Dunning seconded to adjourn the meeting at 8:00 p.m.

Tim Dudley, Secretary