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

December 19, 2006

PUBLIC HEARING FOR TAX LEVY

The Truth in Taxation Hearing was called to order at 5:17 p.m. Greg Florian, Vice President of Finance and Administration, discussed information regarding the Estimated Tax Levy for 2006 and the Tax and Extension rates. The total estimated levy for 2006 is $.3863 per $100 EAV. Public comment was given.

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, December 19, 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 Chiligiris, Rita Colee, Julie Curry, Tim Dudley, Rev. Wayne Dunning, Dr. Larry Osborne, and Randy Prince

Members Absent: Michelle Jorgensen

Also present: Dr. Gayle Saunders, President, Attorney Darrell Wolums, Attorney Jim Zuehl, and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of November 21, 2006, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the regular meeting of November 21, 2006. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Two citizens provided comments to the Board.
WRITTEN COMMUNICATIONS

1. Correspondence from Robert Morris College thanking Richland Community College for partnering in an Articulation Agreement that will provide value to the ultimate success of students in Graphics Arts

2. Correspondence from Diane DiPietro, USDA/HSO, thanking Steve Caldwell for his leadership and commitment in protecting agricultural and food industries

3. Correspondence from Macon County Lady Landowners, thanking Steve Caldwell for hosting the Macon County Lady Landowners luncheon

4. Correspondence from Thomas Gospodarczyk, Dean, Sauk Valley Community College, thanking Richland Community College for its support of the annual Fall Conference of the Illinois Council of Community College Administrators held in Decatur, Illinois

5. Correspondence from Teri Hammel, Decatur Area Convention & Visitors Bureau, thanking Dr. Saunders for her presentation to the Decatur Leadership Institute (DLI)

6. Memorandum from Karla Jordan, Marketing Specialist, regarding the College Activities Report
   - Eighth Grade Career Fair will be held January 4-5 and 8-9 in partnership with Partners in Education.
   - Spring semester will begin on January 16, 2007.

7. Memorandum from John Bell, Assistant Director, Human Resources, regarding Personnel Updates.
   - Ranae Butler has been terminated from her position as Child Care Center Teacher, effective December 8, 2006.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Dr. Saunders reported the following:

The College will close for the Holiday break on Friday, December 22, 2006, at 3:00 p.m. and re-open on Tuesday, January 2, 2007.
The Spring Convocation will be held on January 8 at 1:00 p.m. in the Shilling Auditorium.

The Board of Trustees’ winter retreat is scheduled for Friday and Saturday, January 26-27, 2007, in Bloomington, Illinois. David Pierce and Dr. Chuck Novak will be facilitating.

The last day to file nominating petitions is February 5, 2007, at 5:00 p.m.

The Legislative Breakfast is scheduled for February 5, 2007, in the Board Room at 7:30 a.m.

The ACCT Legislative Summit in Washington, DC, will be held February 12-14, 2007.

Dr. Tim Taylor has graduated and will give a sabbatical report at the January 2007 meeting.

A new 4-year Adjunct faculty contract will be ratified tonight.

Ethics Training will be held on Wednesday, December 20, 2006, at 10 a.m. and 2 p.m. and during Staff Development Week.

2007 Calendars from HOPE Club have been given to each board member.

REPORT OF ICCTA

Carol Chiligiris reported that the ACCT Legislative Summit will be held in Washington, D.C., in February. The ICCTA will meet at that time.

REPORT OF STUDENT TRUSTEE

Michelle Jorgensen, Student Trustee, was not present to give a verbal report. A written report was included in the Board Book.

AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF NOVEMBER 2006

During the month of November, Dr. Saunders signed four (4) documents that are listed in the Board Book. On November 1, Dr. Saunders signed an Agreement between Richland Community College and the Technological Fluency Institute for CAT1 online Learning Programs and CAT1 Certification for students. On November 7, Dr. Saunders signed the FY07 Illinois Community College Board Career and Technical Education (Tech Prep Support) Grant. On November 16, Dr. Saunders signed an Affiliation Agreement with St. Mary’s Hospital for EMT 290 and EMT 120 courses. On November 17, Dr. Saunders signed a Professional Services Contract between Workforce Investment Solutions and Richland Community College to provide individual and group tutoring services for eligible, at-risk students in the Registered Nurse program.
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. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Meeting recessed at 5:56 p.m.

Meeting convened into closed session at 5:56 p.m.

Meeting reconvened into open session at 6:15 p.m.

CONSENT AGENDA

PURCHASE RECOMMENDATIONS AND BIDS

A recommendation to purchase audio visual equipment for classrooms from Conference Technologies, East Peoria, Illinois, for $28,944, and Nova Solutions, Effingham, Illinois, for $3,366, was presented to the Board.

A recommendation to purchase Allen-Bradley Equipment and Software from Kirby-Risk Electrical Supply, Decatur, Illinois, for $11,842.50, was presented to the Board.

Charge-Back

A recommendation to approve the charge-back for Mathew Gray to attend Black Hawk College in the A.A.S. Equestrian Science degree program was presented to the Board for approval.

Full-Time Employments

A recommendation to approve the employment of Mary Blankenship as Director of Nursing at a salary of $71,295.30, effective January 2, 2007, was presented to the Board.

A recommendation to approve the employment of Janet Goodpaster as a Secretary II for Continuing and Professional Education at an hourly rate of $8.75, effective January 2, 2007, was presented to the Board.

A recommendation to approve the employment of Dan Howe as Financial Aid Assistant at an hourly rate of $8.75, effective January 2, 2007, was presented to the Board.
A recommendation to approve the employment of Diane Thomas as Secretary I for the Student Services Center at an hourly rate of $8.25, effective January 2, 2007, was presented to the Board.

A recommendation to approve the employment of Suzanne White as Clerical Assistant for Continuing and Professional Education at an hourly rate of $7.75, effective January 2, 2007, was presented to the Board.

A recommendation to approve the employment of Nancy Sullivan as Web Services Developer at a salary of $40,000, effective January 2, 2007, was presented to the Board.

A recommendation to approve the employment of Louise Stewart as Executive Director, Foundation and Development at a salary of $73,700, effective January 16, 2007, was presented to the Board.

**Part-Time Employment**

A recommendation to approve the employment of Deborah Collins as Evening Secretary in the Communications, Education, Humanities, and Fine Arts Division at an hourly rate of $8.25, effective December 20, 2006, was presented to the Board.

Curry 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**

**Resolution for Fiscal Year Tax Levy – Resolution No. 07-4**

A recommendation to adopt Resolution No. 07-4, Resolution for Fiscal Year Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, was presented to the Board for approval.

Osborne moved to adopt Resolution 07-4 for the 2006 Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby 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.

The construction crews have been working hard to stay on schedule. The interior walls are beginning to take shape.
The Protection, Health & Safety Project will be re-evaluated in the Spring. Estimates for the Child Care and Fitness Center projects have been received.

**NEW BUSINESS**

**Ratification of Adjunct Faculty Contract**

A recommendation to approve the 2006-2010 Collective Bargaining Agreement between the Richland Adjunct Federation of Teachers and the Board of Trustees for Community College District No. 537, retroactive to June 5, 2006, was presented to the Board.

Dunning moved to approve the 2006-2010 Collective Bargaining Agreement between the Richland Adjunct Federation of Teachers and the Board of Trustees for Community College District No. 537, retroactive to June 5, 2006, the beginning of summer semester. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**Adoption of New Adjunct Faculty Rate Schedule**

A recommendation to adopt a rate schedule for adjunct faculty not covered by the Richland Adjunct Federation of Teachers was presented to the Board.

Osborne moved to adopt the rate schedule for non-bargaining unit adjunct faculty, as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**BOARD POLICIES, PROPOSALS, AND CHANGES**

**Religious Observance by Students – Policy 4.23 – First Reading**

The Religious Observance by Students Policy 4.23 is presented for a first reading.

Consistent with Illinois Public Act 84-212, an act to prohibit public school districts and institutions of higher education from discriminating against students for observing religious holidays, Richland Community College supports the concept of reasonable accommodation of religious observances in regard to admissions, class attendance, and the scheduling of examinations and other academic work requirements.

A student who is unable to attend classes on a particular day(s) or time of day because of the observance of a religious holiday will be accommodated within reason. Faculty and administrative personnel will require advance notice of absences due to observance of religious holidays.
The Institutional Effectiveness Group also has reviewed and approved the policy for Board consideration. No action is recommended at this time.

**Statement of Nondiscrimination and Equal Opportunity – Policy 5.13 – First Reading**

The Statement of Nondiscrimination and Equal Opportunity Policy 5.13 is presented for a first reading.

Policy 5.13 is a general statement Richland Community College has used on college communications that shows the College is not biased on other issues that may not be a part of the Affirmative Action Policy.

The current policy states that complaints of discrimination are to be resolved within the College grievance resolution process. It is proposed that complaints alleging violations should be reported to the Equal Employment Opportunity Commission Officer, designated by the President. Complaints reported to the EEOC officer shall be resolved within the College grievance resolution process.

The policy has been reviewed by the Policy & Communications Committee. The Institutional Effectiveness Group also has reviewed and approved the policy for Board consideration. No action is recommended at this time.

**Personnel Policies – Section 3 – First Reading**

Personnel Policies – Section 3 is being presented for a second reading. No changes have been made since the 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. No action is recommended at this time.

Chiligiris moved to table the third reading of the Personnel Policies to the February 2007 Board of Trustees meeting. Dunning seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**Freedom of Information – Policy 5.3 – First Reading**

The Freedom of Information Policy 5.3 is presented for a first reading.
The College's current Freedom of Information policy adheres to the provisions stated in the Illinois Freedom of Information Act. However, many colleges have instituted specific request and response forms that make the process more uniform. In addition, other colleges have established a fee structure to offset reproduction costs.

During a recent review of the current policy, it was determined that portions of the policy needed clarification and procedures that incorporate current technology.

No action is required at this time.

**FINANCIAL REPORT**

**Bills Payable**

The November 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 $634,249.03 for November 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. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**Review of Minutes of Previous Executive Sessions**

Tim Dudley stated that seven (7) sets of minutes of closed (executive) sessions conducted between June 20, 2006, and November 21, 2006, have been reviewed.

It is recommended that the following sets of minutes require continued confidentiality and should remain sealed: June 20, 2006 – Session; July 18, 2006 – Session I; July 31, 2006 – Session I; August 22, 2006 – Session I; September 19, 2006 – Session I; October 27, 2006 – Session I; November 21, 2006 – Session I.

Additional minutes of closed sessions conducted between September 18, 1990, and March 24, 2004, also were re-examined. (NOTE: Closed session minutes dated May 24, 2004, through May 16, 2006, were delivered to Judge Belz, pursuant to Court order, and were not available for examination)

It is recommended that the following sets of minutes require continued confidentiality and should remain sealed:


Dudley moved to approve the recommendation for continued confidentiality of previous executive sessions as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**COMMENTS FROM THE BOARD**

Rev. Wayne Dunning thanked Richland Community College for all the positive press received during the ice storm and wished everyone a Merry Christmas.

**ADJOURNMENT**

Curry moved and Osborne seconded to adjourn the meeting at 6:40 p.m.

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Tim Dudley, Secretary