

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

January 16, 2007

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, January 16, 2007, 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, Dr. Larry Osborne, and Randy Prince

Members Absent: Michelle Jorgensen

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

MINUTES OF PREVIOUS MEETING

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

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

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

New employees were introduced to the Board.

WRITTEN COMMUNICATIONS

1. Correspondence from Bob and Judy Carney thanking Dr. Saunders for the invitation to the Olivia Newton-John concert on October 21. The community event supported the purchase of equipment for an area hospital.
2. Correspondence from Stephen Graliker commending Dr. Saunders for her Thanksgiving delivery at the Greater Decatur Chamber of Commerce 54th Annual Community Thanksgiving Luncheon on November 21, 2006
3. Correspondence from State Senator Bill Brady thanking Dr. Saunders and Richland Community College for the gift of the Easter Seals Ornament of Hope
4. Correspondence from Representative Ray LaHood thanking Dr. Saunders for the gift of the Easter Seals Ornament of Hope
5. Correspondence from Murray Deutsch, Ed.D., thanking Dr. Saunders for the gift of the Easter Seals Ornament of Hope
6. Memorandum from Karla Jordan, Marketing Specialist, regarding the College Activities Report
 - Today is the first day for Spring semester 2007. Dr. Saunders thanked the staff for another great start to the new semester.
 - The Annual Pancake & Sausage Breakfast is scheduled for February 1, 2007, at 7:30 a.m. in the cafeteria.
 - The Annual Legislative Breakfast is scheduled for February 5, 2007, at 7:30 a.m. in the Board Room.
 - The WYSE competition will be held on February 7, 2007.
 - The Decatur Correctional Center graduation will be held on February 16, 2007.
7. Memorandum from John Bell, Assistant Director, Human Resources, regarding Personnel Updates.
 - Elizabeth Bradford has resigned from her position as Secretary III, Hope Academy, effective January 19, 2007.
 - Steven Caldwell has resigned from his position as Director, New Business Development, effective January 12, 2007.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Dr. Saunders reported the following:

Fifteen (15) new employees participated in New Employee Orientation.

Staff development activities were held January 8-12, 2007.

The Spring Convocation was held on January 8, 2007, in the Shilling Auditorium.

College employees participated in mandatory Ethics Training and Harassment Training during Staff Development Week.

The President and Jane Johnson will begin having breakfast with full- and part-time employees beginning January 30 and each month through December.

The DuPage County Court ruled in favor of the Illinois community system to retain the venue of its lawsuit in DuPage County Court. Last November, the Attorney General's Office filed a motion to change the venue for the litigation from DuPage County to either Cook or Sangamon County. The Court determined the venue would not be changed and the hearing will be heard in DuPage County. It is anticipated the attorneys for the community colleges will file a motion for summary judgment very soon and attempt to resolve the issues in the case as early as spring 2007.

Partners in Education Career Fair was held January 4-5 and January 8-9 for 1,800 eighth-grade students.

Decatur Christian School held its winter break classes on campus the first week in January.

Dr. Osborne volunteered to serve as representative for the Board of Trustees on the Faculty of the Year Committee.

The deadline for Professor Emeritus applications is January 16. Four nominations have been received.

The AQIP Quality checkup will take place January 31 – February 2, 2007.

Dr. Tim Taylor presented his sabbatical report to the Board. Tim completed his Doctor of Philosophy degree at the University of Wisconsin-Madison and graduated December 2006. His dissertation, Touchstones of Online Program Excellence, is a study to identify how a sample of four 2-year colleges ensured that the learning outcomes of their web-based distance education business programs met institutional quality standards. Tim thanked Dr. Saunders and the Board of Trustees for supporting him professionally and authorizing his sabbatical time to work on his project.

REPORT OF ICCTA

Carol Chiligris reported that the ACCT Legislative Summit will be held in Washington, D.C., on February 12-14, 2007. 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 DECEMBER 2006

During the month of December, Dr. Saunders signed two (2) documents that are listed in the Board Book. On December 11, Dr. Saunders signed the Service Agreement between Richland Community College and Memory Lane Photography to provide photography services at the 2007 commencement exercises. On December 21, Dr. Saunders signed the Decatur Civic Center Authority Agreement for use of the Decatur Civic Center for Richland Community College 2007 commencement exercises.

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. Osborne 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 8:25 p.m.

CONSENT AGENDA

Full-Time Employments

A recommendation to approve the employment of Sara Edbrooke-Richardson as an Office Technology Instructor, Business and Technology, at a salary of \$34,225, effective January 8, 2007, was presented to the Board.

A recommendation to approve the employment of Leo Suhre as a Welding Instructor, Business and Technology, at a salary of \$31,872, effective January 8, 2007, was presented to the Board.

A recommendation to approve the employment of Robert Vest as Maintenance I at an hourly rate of \$10.71, effective January 17, 2007, was presented to the Board.

Temporary Full-Time Employment

A recommendation to approve the employment of Dr. Tim Hargrove as a Biology Instructor, Mathematics and Sciences Division, at a salary of \$20,964.50, effective January 8, 2007, through May 18, 2007, was presented to the Board.

A recommendation to approve the employment of Amanda Miller as a Mathematics Instructor, Mathematics and Sciences Division, at a salary of \$15,181, effective January 8, 2007, through May 18, 2007, was presented to the Board.

Colee moved to approve the consent agenda items as presented. Chiligris 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.

The Agri-Business and Occupational Technology Center construction is progressing at a good pace.

The sidewalk and panel projects will be revised, re-designed, and bid at a later date.

The ADA Access for All project will consist of constructing an accessible ramp from the south exit of the Schrodt Health Education Center, which will connect to parking lot C++.

NEW BUSINESS

Amendments to Cooperative Educational Program Agreements

A recommendation to approve the amendments to the Cooperative Education Program Agreements was presented to the Board.

The proposal consolidates participating institutions into one larger cooperative agreement. The agreement provides students an opportunity to expand options for choices of institutions as well as to allow community colleges to make more informed decisions on program offerings.

Curry moved to approve the Amendments to Cooperative Educational Program Agreements. Dunning seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Approval for a Culinary Arts Remodeling Project

A recommendation to approve the remodeling of space to accommodate a Culinary Arts Program was presented to the Board.

Space has been identified in the Shilling Community Education Center that fits the criteria established for the program. The Fitness Center is in the current location. The Fitness Center will be relocated to an appropriate space near the existing locker rooms. The majority of the project will involve modifications to the building's mechanical and electrical systems with limited architectural modification. The College staff has been working with Architectural Expressions, LLP, to develop the preliminary cost and design estimates.

Osborne moved to approve the Culinary Arts remodeling project, authorize the College administration to submit a capital project application to the Illinois Community College Board, and authorize College Administration to contract with Architectural Expressions, LLP, of Decatur, Illinois, for professional architectural and engineering services, as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Approval for a Fitness Center/Child Care Classroom Project

A recommendation to approve the construction of a Fitness Center and Model Child Care Classroom was presented to the Board.

This project will allow the College to meet its long-desired goal of locating the Fitness Center closer to the locker rooms. Construction of a new building will give the College the needed space for a model child care classroom and enhance the College's Early Childhood Development Program.

Colee moved to approve the Fitness Center/Child Care Classroom project, authorize the College administration to submit a capital project application to the Illinois Community College Board, and authorize College Administration to contract with BLDD Architects of Decatur, Illinois, for professional architectural and engineering services for a fee of 10% of the final construction costs, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Authorization for Engineering Services (ITEP Grant)

A recommendation for authorization for additional funding and professional services was presented to the Board.

The College received an Illinois Transportation Enhancement Program grant in the amount of \$144,000. The grant provides funding to upgrade and enhance publicly owned and operated property, and the monies will be used to landscape and create a buffer adjacent to the Mound Road Extension and the College's new entrance road. The project will be administrated by the Macon County Highway Department under an agreement with the Illinois Department of Transportation. A requirement of the Illinois Department of Transportation is that an approved engineering firm act as the design professional for the project. The College worked with Homer L. Chastain and Associates, LLP, in designing and submitting the grant proposal.

Resolution No. 06-4, which was approved in July 2005, authorized College administration to appropriate up to \$20,000 from the Operations and Maintenance Fund as matching funds. In order to meet the additional \$15,000 of the local match that would allow for utilization of the full \$144,000 in grant funding, it is requested that the Board of Trustees authorize additional funding of \$15,000.

Colee moved to authorize an additional appropriation of \$15,000, for a total of \$35,000, toward the local match for the Illinois Transportation Enhancement Project (ITEP) Grant, authorize College administration to contract with Homer L. Chastain and Associates, LLP, for professional design and engineering services in an amount not to exceed \$18,000, and authorize College administration to negotiate and execute an agreement with Macon County Highway Department, as presented. Chiligiris seconded. Roll call vote being six ayes and one present (Curry – professional conflict of interest), Chairman Prince declared the motion carried.

Approval to Construct an ADA Ramp

A recommendation to construct an ADA Ramp was presented to the Board.

The project addresses the need to build a new access ramp from the south side of the Schrod Center to parking lot C++. The College received an Illinois Community College Board grant under the ADA Access for All Program to improve access on community college campuses.

Dunning move to authorize the College staff to submit a capital project application to the Illinois Community College Board and to authorize College Administration to contract with BLDD Architects of Decatur, Illinois, for professional architectural and engineering services for a fee of 10% of the final

construction costs, as presented. Colee 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 – Second Reading

The Religious Observance by Students Policy 4.23 is presented for a second reading. No changes have been made since the 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 – Second Reading

The Statement of Nondiscrimination and Equal Opportunity Policy 5.13 is presented for a second reading. No changes have been made since the first reading.

Policy 5.13 is a general statement Richland Community College has used in 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.

Freedom of Information – Policy 5.3 – Second Reading

The Freedom of Information Policy 5.3 is presented for a second reading. No changes have been made since the 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 recommended at this time.

FINANCIAL REPORT

Bills Payable

The December 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 \$705,745.90 for December 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. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

ADJOURNMENT

Osborne moved and Curry seconded to adjourn the meeting at 8:50 p.m.

Tim Dudley, Secretary