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

April 17, 2007

RECOGNITION DINNER

A dinner was held at 5:00 p.m. in the Shilling Center prior to the Board meeting in honor of faculty members who received tenure in February and promotion in rank in March or were awarded Professor Emeritus status. Also, Robert Grindy, 2007 Faculty Member of the Year, Joanne Waller, 2007 Adjunct Faculty Member of the Year, Nathan Carroll, 2007 Distinguished Alumnus, and Russ Gowin, Pacesetter Award winner for 2007, were honored.

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 6:24 p.m. Tuesday, April 17, 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 Chiligiris, Rita Colee, Julie Curry, Tim Dudley, Rev. Wayne Dunning, and Randy Prince

Member Absent: Dr. Larry Osborne, Michelle Jorgensen

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

MINUTES OF PREVIOUS MEETING

The minutes of the special meeting on March 12, 2007, and regular meeting of March 20, 2007, had been distributed to the Board prior to this meeting.

Curry moved to approve the minutes of the special meeting of March 12, 2007, and regular meeting of March 20, 2007. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS
REPORT FROM BOARD SECRETARY REGARDING ELECTION OF STUDENT TRUSTEE

Secretary Dudley reported to the Board regarding the election of the Student Trustee conducted March 7 and 8, 2007, and indicated that Kathy Irvin was duly elected and qualified to fill the 2007-2008 term of office commencing on April 17, 2007.

SWEARING IN AND SEATING OF STUDENT TRUSTEE FOR 2007-2008 – KATHY IRVIN

Chairman Prince administered the Oath of Office to Kathy Irvin, the new student member of the Board of Trustees for 2007-2008, and formally seated her as a member of the Board.

STATEMENT FROM PRESIDENT SAUNDERS – Virginia Tech

“For many people, it was a day like any other. I am certain that at Richland Community College students feel they are part of a family. In classes, everybody looks out for each other. Students go to class. They feel safe. The horrific event experienced at Virginia Tech is not the kind of thing you can walk around anticipating. As a college and as a country, we have certain decisions to make about how much freedom we want to enjoy. What happened at Virginia Tech to unassuming students, faculty, staff, and administration could have happened anywhere. There will be lessons learned because of this event through documented experience. Richland Community College will review its emergency readiness and seek to always have identified experts in the field to manage risk and to provide professional services.” A moment of silence was observed.

WRITTEN COMMUNICATIONS

1. Correspondence from State Senator Bill Brady expressing his regrets that he was unable to attend the President’s Ball on March 24. Senator Brady will present a Senate Certificate in the near future in honor of Richland Community College’s 35 years of Education Excellence.

2. Memorandum from Karla Jordan, Marketing Specialist, regarding the College Activities Report:
   - The Recognition Dinner was held this evening to honor tenure, promotion in rank, Faculty of the Year, Adjunct Faculty of the Year, Alumnus of the Year, Professor Emeritus, and the Pacesetter Award Winner.
   - The Alumni Reunion will be held April 29, 2007, from noon until 1:00 p.m. in the Mueller Student Center.
   - A Community Open House will be held April 29, 2007, from 1:00 – 3:00 p.m. on the Main Campus.
• The Richland Community College Foundation Annual Golf Outing will be held May 11, 2007, at Red Tail Run Golf Course.
• The 2007 Commencement Exercises will be held on May 18, 2007, at the Decatur Civic Center.

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

• Karen Zalkin retired from her position as Director, Financial Aid and Veterans’ Affairs, effective June 30, 2007.
• Terri Scroggins resigned from her position as Associate Professor, Practical Nursing, effective July 27, 2007.

5. Memorandum from Wegi Stewart, Executive Director, Foundation and Development, regarding the Foundation Updates.

• The Schwarze Family Scholarship has been established for a second-year nursing student.
• The Lowell Price Scholarship for Young Engineers was established in memory of Lowell Price by his family and friends.
• The Association of Facilities Engineers presented three $1,000 scholarships at its annual scholarship dinner on April 3, 2007, to Richland Community College students.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Dr. Saunders reported the following:

AACC Annual Convention (Tampa, Florida)
Highlights from the convention:

• Achievement gap between high school and college
• Diversifying faculty
• Distance Learning
• Six critical elements for the future of community colleges:
  o Achieving access to community colleges
  o Student success in remedial courses
  o Retention
  o Progress toward earning a degree
  o Student goal setting and helping students achieve those goals
  o General learning outcomes
Elections – Consolidated elections were held on April 17. Two board members will be elected this evening to join the board. Julie Curry and Rita Colee will be recognized at the May board meeting.

2007 Institutional Data Book – Jane Johnson, Vice President of Student and Academic Services (SAS), reported to the Board that the College has been publishing the Institutional Data Book since 1989. Jane stated that gathering and updating data is a collaborative effort involving employees from across the institution. Each year, SAS tries to include new information. Jane commented that the fact sheet and the fast facts booklet highlight some of the new information and will be helpful when answering questions regarding the District. The Data Book also will be available online.

Jane also thanked Elizabeth Jackson, her former Administrative Assistant, Wendy Sparks in the Graphics Department, Kathy McIntyre in the Duplication Center, and Sandy Harmison, Director of Database Systems, for their work in coordinating and completing the project.

REPORT OF ICCTA

Carol Chiligiris reported that Lobby Day will be held April 25, 2007, in Springfield, Illinois.

REPORT OF STUDENT TRUSTEE

Kathy Irvin, Student Trustee, reported to the Board. The Student Senate, PRIDE, and HOPE sponsored an Easter Egg Hunt on Saturday, April 7, 2007. The Student Awards and Recognition Reception will be held April 27, 2007, at 5:30 p.m. in the Shilling Salons. The next drive-in movie will be held May 4, 2007, at 9:00 p.m. in Parking Lot A.

Agreements/Contracts authorized by President Saunders for the month of March 2007

On March 7, 2007, Dr. Saunders signed the Illinois Community College Board Adult Education and Family Literacy FY2007 Request for Additional Funds. On March 19, 2007, Dr. Saunders signed the Illinois Department of Labor Illinois Support, Training & Employment Program (ISTEP) Fiscal year 2007 Special Grant Agreement. On March 20, 2007, Dr. Saunders signed the Articulation Agreement between Eastern Illinois University and Richland Community College to allow students completing the Nursing AAS (ADN) program at RCC admission to the baccalaureate Nursing (BSN) completion program at EIU. On March 21, Dr. Saunders signed the Illinois Board of Higher Education Fiscal Year 2007 Nursing School Improvement Grant Agreement that provides tutoring, faculty training, and student advising.
TRAVEL POLICY COMMITTEE REPORT

The Travel Policy Committee (Trustees Chiligiris and Dunning) will meet on Friday, April 27, 2007. Trustee Chiligiris has received information from the Illinois Community College Trustees Association regarding policy and procedures at other Illinois community colleges. Trustees are encouraged to take advantage of educational opportunities and lobbying local, state, and federal elected officials. It is important to have Richland Community College represented at ICCTA meetings and events.

Trustee Curry requested a travel summary for Richland Community College faculty, administration, and Board of Trustees for the past two years. This will help to prepare a realistic travel budget for the 2007-2008 fiscal year and beyond.

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. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Meeting convened into closed session at 7:00 p.m.

Meeting reconvened into open session at 7:55 p.m.

OLD BUSINESS

Reaffirmation of Tenets of Community College Trusteeship

A recommendation to reaffirm the Tenets of Community College Trusteeship Policy 1.19.1 was presented to the Board.

The Tenets of Community College Trusteeship is a statement of ethical principles that not only govern the way Board members may behave but also the manner in which they think about and view higher education. The Tenets are more than a guideline or a procedure for doing something. They require a way of thinking that has a profound impact on the future of Richland Community College.

Colee moved that the Board of Trustees reaffirm the Tenets of Community College Trusteeship Policy 1.19.1, 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 of the AgriBusiness and Occupational Technology Center is taking shape. The contractors continue to make progress on the building. With the exception of a few pieces at the entrances, the structural steel has been set along with the roof framing. The metal roofing system for the Atrium is scheduled to be installed in the next few weeks. The masonry work should be completed within the next week.

The Protection, Health, and Safety Projects are on hold until the projects are revised.

The ADA Access for All project, Fitness Center, Child Care, and Culinary Arts additions have been drafted and sent to the Illinois Community College Board for approval. A preliminary discussion with the ICCB staff indicated that the project should be approved on a timely basis.

A preliminary plan for a building to meet the needs of the College and the needs of the University of Illinois Extension facility was discussed. After discussion, Vice President Florian was instructed to go forward with preliminary estimates for the building and financing using a bonding company.

CONSIDERATION OF SECTION 3.2(b) PRESIDENT’S EMPLOYMENT AGREEMENT

Colee, as a representative of the Compensation Committee, pursuant to discussion of the recent executive session, moved to set the amount due the President pursuant to Section 3.2(b) of the President’s employment agreement. Curry seconded. Roll call vote being seven ayes and one present (Prince), Chairman Prince declared the motion carried.

NEW BUSINESS

AUTHORIZATION TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT

A recommendation to authorize College administration to enter into an Intergovernmental Agreement with Macon County for the design, engineering, and construction of the paving project at Progress City was presented to the Board.

The authorization will allow the administration to transfer the grant received from the Department of Commerce and Economic Opportunity, which was given to the College, to be used as the 20% match for the paving project. The State funds of $135,000 will be added to the Federal funds of $535,000, for a total project cost of $670,000.
The improvement to Progress City will be of benefit to the health, safety, and welfare of the residents of Macon County, Illinois. The County of Macon agrees to pay for the matching costs for performing the preliminary engineering and the construction of the resurfacing of the roads in Progress City, the cost not to exceed $135,000.

Chiligiris moved to authorize College administration to enter into an Intergovernmental Agreement with Macon County and the Brush College, LLC, for the sharing of certain costs related to improvements of the roads in Progress City, Macon County, Illinois, as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Staff Emeritus – Policy 3.8.2 – First Reading

The Staff Emeritus Policy allows the College the opportunity to recognize retiring/retired staff who have demonstrated exemplary service over the course of their careers at Richland Community College.

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

Official Functions – Policy 2.2.11 – Third Reading/Adoption

The Official Functions Policy 2.2.11 is presented for a third reading and adoption. The language in Paragraph 8 was modified since the first reading. The revisions to Policy 2.2.11 will clarify specifically the Board’s policy regarding reimbursement of business expenses, including alcohol.

Curry moved to adopt the Official Functions Policy 2.2.11, as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Prohibited Gifts and Political Activity – Policy 3.5.7 – Third Reading/Adoption

Employee Safety and Risk Management – Policy 3.5.10 – Third Reading/Adoption

Policy 3.5.7 and 3.5.10 are additional policies to Section 3 and are being presented for a third reading and adoption. No changes have been made since the second reading.

Colee moved to adopt the Prohibited Gifts and Political Activity Policy 3.5.7 and the Employee Safety and Risk Management Policy 3.5.10, as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.
FINANCIAL REPORT

Bills Payable

The March 2007 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 $879,772.26 for March 2007 was distributed to the Board prior to the meeting.

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

ITEMS FROM THE BOARD

Chairman Randy Prince thanked Rita Colee and Julie Curry for their service to the Board of Trustees. Chairman Prince also thanked Trustees Colee and Osborne for their work on the President’s Contract.

Trustee Wayne Dunning stated that, in spite of public perception, he highly respects Trustee Curry. Trustee Dunning also thanked Trustee Colee for her service on the Board of Trustees.

Trustee Rita Colee thanked Dr. Gayle Saunders for her participation in preparing the President’s Contract. Trustee Colee stated that Dr. Saunders had a very good review from the Board and made the committee’s job much easier.

Trustee Tim Dudley recognized the Board, faculty, students, and administration for the wonderful job that they do. Trustee Dudley also acknowledged all faculty members who received tenure and promotion for 2007.

ADJOURNMENT

Colee moved and Curry seconded to adjourn the meeting at 8:21 p.m.

Tim Dudley, Secretary