

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

**September 18, 2007**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:35 p.m. on Tuesday, September 18, 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:

Amy Bliefnick, Carol Chiligris, Dale Colee, Tim Dudley, Rev. Wayne Dunning, Dr. Larry Osborne, and Randy Prince

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

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of August 24, 2007, had been distributed to the Board prior to this meeting.

**Osborne moved to approve the minutes of the August 24, 2007, meeting. Chiligris 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 State Senator Bill Brady thanking Dr. Saunders for the personal invitation to the Farm Progress Show.
2. College Activities Report
  - Groundbreaking ceremony for the Early Childhood Classroom and Fitness Center will be held on September 24, 2007, at 10:00 a.m. Children enrolled

in the Child Development Center will be participating in the ceremony.

- The College will be closed on Monday, October 8, 2007, in observance of Columbus Day.
3. Memorandum from John Bell, Director, Human Resources, regarding the Personnel Updates:
- Craig McKenzie, Part-time Fitness Center Assistant, has resigned his position effective August 18, 2007.
  - Abbi Pierceall, Part-time Child Care Assistant, has resigned her position effective July 13, 2007.
  - Deborah Waldrop, Administrative Assistant, has resigned her position effective September 4, 2007.
  - Adam Campbell has joined the Richland Community College family as a Job Preparedness Instructor at the Lincoln Correctional Center.
  - Amber Hazel has joined the Richland Community College family as a Job Preparedness Instructor at the Logan Correctional Center.
  - Jill Jenkins has changed positions at the College and is now the part-time accounting technician in Business Services.
4. Memorandum from Wegi Stewart, Executive Director, Richland Community College Foundation and Development, regarding the Foundation and Development activities.

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

**Commemoration of 9/11** – Dr. Saunders reported that Tony Vespa and the Fire Science Club displayed a commemoration to the firefighters who lost their lives on September 11. Laptop computers were available in the Mueller Student Center for faculty, staff, and students to write about their personal reflections regarding 9/11.

**Continuous Quality Improvement Network (CQIN) Project** – Dr. Saunders reported that she, Faith Brenner, and Teena Zindel-McWilliams attended the CQIN/Wired Innovation meeting in Grand Rapids, Michigan. Richland Community College, along with 20 other community colleges, is engaged in the development of new innovation curriculum that will be offered only by the community colleges participating in that activity. Campus liaisons have met previously to determine 14 competencies and 59 traits related to innovative thinking and innovative workforce. Richland Community College and the other colleges will pilot three modules with local employers, employees, and students in the community over the next several months. Each college will obtain feedback and deliver it to the consortium working on development of a complete curriculum.

**United Way Employee Giving Campaign** – Dr. Saunders reported that Richland Community College was recognized as a 2007 Pacesetter Company for the United Way at the kick-off celebration on September 13.

**Constitution Day** – Dr. Saunders reported that Constitution Day was held on September 17 to commemorate the anniversary of the signing of the U. S. Constitution on September 17, 1787. “President Bill Clinton” was on campus to participate and had lunch with students at MJ’s Grill.

**ACCT Leadership Congress** – Dr. Saunders reported that the Association of Community College Trustees Community College Leadership Congress will be held September 26-29, 2007, in San Diego, California. The Congress will focus on strategies to enable colleges to gain greater effectiveness in helping secure future economic prosperity for their communities.

**PICU Fair** – Dr. Saunders reported that the Private Illinois Colleges and Universities (PICU) were on campus today. This event is important for students who are interested in transferring to another institution after completing studies at Richland Community College.

**Economic Impact Study** – Dr. Saunders reported that the Illinois Community College Board will announce an Economic Impact Study within the next two weeks. The Economic Impact Study was a review of the impact that community colleges and graduates across the state of Illinois are having on their communities. A press conference is being scheduled to present the study and the particular local information regarding the impact that Richland Community College is having on the community and the District.

**Program Review Presentation** – Professor Steven Dyer reported to the Board on the Program Review for the 2006-07 Academic Year. The College implemented a new process recommended by a Continuous Improvement Process Team, and Illinois Community College Board (ICCB) also changed its process. The CIP Team created documents to use for both Occupational Programs and the Academic Disciplines. ICCB requires that 20% of all academic and Career and Technical Education (CTE) classes be reviewed each year. The yearly comparison will allow the President, Vice-President, and Deans to determine if programs are strong, need some help, or, possibly, need to be discontinued. The review is geared toward program improvement, not program dismantling.

Each program review asks for information on the need for the program based on labor market demand, enrollment and job placement, strengths and weaknesses of the program, and quality improvement recommendations based on the program review.

The College submitted reviews for criminal justice, criminal justice: corrections, engineering technology, electronics, electronics biomedical option, energy distribution technology, graphics arts/multimedia specialist, electrician, programmer/analyst,

desktop support technician, and network technician. The programs submitted for the Academic Discipline Review were developmental writing/reading courses, English 101, English 102, and Speech 101.

**College Spotlight** – Michael Diggs, Director of Career Services, presented to the Board. The mission of Career Services is to educate and support individuals in the process of career self-reliance in life planning. Career Services help students plan to make a change in their occupation, choose a new occupation, select leisure time fulfillment, change careers, and reach their goals.

Three websites utilized to assist the career needs of students: [www.careercruising.com](http://www.careercruising.com), [www.CollegeCentral.com/richlandcc](http://www.CollegeCentral.com/richlandcc), and [www.illinoisworknet.com](http://www.illinoisworknet.com). Career Cruising is an interactive career resource designed for people of all ages. A student can find the right career, explore different career options, or plan future education and training. Career Cruising is utilized by the local district high schools. College Central Network is available to students, alumni, community residents and employers. Illinois Worknet is offered in cooperation with the local employment training center and is open to businesses and individuals.

**REPORT OF ICCTA** – Tim Dudley reported that Gov. Rod Blagojevich exercised his veto authority and reduced over \$463 million in General Revenue funds from the Fiscal Year 2008 budget sent to him by the Illinois General Assembly. The Governor's veto reduced state funding to community colleges by \$7 million for the Basic Credit Hours Grant and \$3 million for the Student Success Grant.

House Bill 3504 clarifies that community college districts are units of local government, rather than state agencies, for purposes of the State Officials and Employees Ethics Act. Trustees are asked to contact their state representatives to support an override of HB 3504 veto.

The Association of Community College Trustees will hold its Leadership Congress September 26-29, 2007 in San Diego, California. The focus this year will be Securing Future Economic Prosperity, The Role of Community College Trustees.

Carol Chiligris added that the ICCTA agreed to send an open letter to the Governor and statewide media indicating that community college students are not pork and that his proposed budget cuts directly affect community college programs and services throughout the state. U. S. Representative Melissa Bean received the Illinois Advocacy Award at the awards banquet. Rep. Bean voted "no" on the federal Perkins funding. ICCTA is drafting a letter to Representative Bean to inquire about her rationale for this vote.

During the September 14 ICCTA seminar, Dr. Paul Heath spoke of planning, implementation, and evaluation. University of Illinois Chancellor Richard Herman addressed the University's interest in building stronger partnerships with local community colleges, especially in the areas of transfer and articulation. There are

presently 1,400 transfer students. U of I would like to double that number, in the next 4-5 years to 2,800.

A new ICCTA committee has been established to plan an image campaign about community colleges. There will be 1,400 billboards throughout the state in the coming year celebrating community colleges. The cost of the billboard space has been donated various companies including Lamar Advertising Company.

### **REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF AUGUST 2007**

During the month of August, Dr. Saunders signed two (2) documents that are listed in the Board Book. On August 30, Dr. Saunders signed the Dual Credit Agreement between Mt. Zion High School and Richland Community College for the 2007-08 School Year. On August 30, Dr. Saunders signed the Dual Credit Agreement between Meridian High School and Richland Community College for the 2007-08 School Year.

### **EXECUTIVE SESSION**

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

**Meeting convened into closed session at 6:12 p.m.**

**Meeting reconvened into open session at 6:56 p.m.**

### **CONSENT AGENDA**

#### **Charge-Backs**

A recommendation to approve the charge-back for Christopher Koehler to attend Parkland College in the Automotive Collision Repair AAS Degree program for the Fall 07 – Summer 08 was presented to the Board for approval.

A recommendation to approve the charge-back for Rachel Koshinski to attend Rend Lake College in the Culinary Arts AAS Degree program for the Fall 07 – Summer 08 was presented to the Board for approval.

### **Employment Change**

A recommendation to approve the employment of Lisa Gregory as Executive Director of Public Information and Chief of Staff, effective September 1, 2007, was presented to the Board.

**Bliefnick moved to approve the consent agenda items as presented. Dudley 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. Construction of the Agribusiness and Occupational Technology Center is complete. Furniture, equipment, and communication technology are being put in place. A ribbon cutting is being planned.

The sidewalk and insulated panel projects have been rolled into the Fitness Center and Early Childhood Development Classroom. A groundbreaking has been set for September 24. Construction will begin shortly.

A meeting has been scheduled with the architects regarding the University of Illinois Extension Joint Use Facility. A request for approval has been submitted to the Illinois Community College Board. The project is scheduled for completion by Winter 2008.

A committee of staff and interested community members has been formed to help plan the Culinary Arts Institute to meet the needs of the students. A consultant has been contacted to assist with the design and equipment placement. A bid date of December has been set with the completion date of Summer 2008.

#### **Resolution to Endorse the Richland Community College Foundation's Decision to Conduct a Major Gifts Campaign**

Resolution No. 08-1 to endorse the Richland Community College Foundation's decision to conduct a major gifts campaign to raise funds for Richland Community College's capital needs, future growth, and endowments to sustain instructional excellence, was presented to the Board.

Ketchum, a consulting firm, conducted a planning study in contemplation of a major gifts campaign. At the conclusion of the planning study, it was the opinion of Ketchum that Richland Community College Foundation proceed with a major gifts campaign.

**Chiligiris moved to authorize Resolution No. 08-1 to endorse the Richland Community College Foundation's decision to conduct a major gifts campaign, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **FINANCIAL REPORT**

### **Bills Payable**

The August 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 \$1,063,255.56 for August 2007 was distributed to the Board prior to the meeting.

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

## **ITEMS FROM THE BOARD**

Amy Bliefnick reported that she was impressed with the teamwork at Richland Community College during the Farm Progress Show.

Tim Dudley thanks Richland Community College faculty and staff for their contributions to United Way.

Dale Colee commented on the great job that Amy Bliefnick and Lisa Gregory did on WSOY.

## **ADJOURNMENT**

**Osborne moved and Bliefnick seconded to adjourn the meeting at 7:07 p.m.**

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Dale Colee, Secretary