CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:35 p.m. Tuesday, February 19, 2008, 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, Dale Colee, Rev. Wayne Dunning, Dr. Larry Osborne, and Randy Prince

Members absent: Amy Bliefnick

Also present: Dr. Gayle Saunders, President, Attorney Darrell Woolums, Trustee-Appointee Elect Bruce Campbell, and other staff members

MINUTES OF PREVIOUS MEETINGS

The minutes of the regular meeting of January 15, 2008, and special meeting of January 22, 2008, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the regular meeting of January 15, 2008, and special meeting of January 22, 2008. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

OATH OF OFFICE FOR AND SEATING OF NEWLY APPOINTED TRUSTEE – BRUCE CAMPBELL

Chairman Prince administered the oath of office to Bruce Campbell. Campbell was seated as a member of the Board of Trustees.

WRITTEN COMMUNICATIONS

1. Correspondence from Sterling W. Morrell, Director, Central Illinois Regional Commission for Law Enforcement, commending the College on the state-of-the-art classroom that was provided for training and appreciation to David Slade for bringing the CIRCLE to Richland
Board of Trustees minutes  
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Community College.

2. Correspondence from Robert Kopetz, thanking Richland Community College for hosting a reception in his honor for compiling the 35-year history of the College held on January 22, 2008.

3. Memorandum from Steve Vandiver, Director of Marketing, regarding the College Activities Report
   - 35th Annual Articulation Breakfast will be held on February 20, 2008, at 8:00 a.m.
   - Richland Community College will host a Black History Fair and Black History Bowl on February 21, 2008, at 9:00 a.m.
   - College 101 will be held for high school students and their parents on February 28, 2008, at 6:30 p.m.
   - Decatur Correctional Center graduation will be held on February 29, 2008, at 1:00 p.m.
   - The Partners in Education Salute will be held on March 3, 2008, at noon, in the Shilling Center.

4. Student Senate Report

5. Memorandum from John Bell, Director, Human Resources, regarding Personnel Updates
   - Deborah Pate has resigned her position as Commercial Custodian Instructor at the Decatur Correctional Center, effective February 8, 2008.
   - Gregory Rousey has joined the Richland Community College family as a construction occupations instructor at the Lincoln Correctional Center.
   - Amy Rankin has joined the Richland Community College family as a part-time Audio/Visual Technical Assistant, effective January 28, 2008.
   - Michelle Willian has joined the Richland Community College family as a part-time Child Care Assistant, effective January 22, 2008.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Dr. Saunders reported that “the terrible news last week about the shootings on the campus of Northern Illinois University flooded many of us with the same sense of grief we felt last year at hearing of the tragedy at Virginia Tech. Although we have learned through incidents like those that university campuses...
are not immune from senseless acts of violence, it never prepares us for the
enormous emotional impact it has on all of us and on our community.

Our thoughts and deepest condolences go out to the students, faculty, staff, and
families of everyone at Northern Illinois University as they begin to heal.

It is always difficult to find words to respond to incidents such as this because
we are challenged to understand what could possibly motivate someone to
randomly take the lives of others. Although the shootings didn’t impact us
directly, they impact us as members of the larger society that strives for peace in
an increasingly violent world. I call upon everyone tonight at Richland
Community College to join me in taking time to consider the importance of our
relationships with one another and the responsibility we have as individuals and
an institution to help make the world a better place to live."

A moment of silence was observed in remembrance of those who lost their lives
during the tragedy at Northern Illinois University.

**Winter Board Retreat**

A Winter Board Retreat was held on February 1-2, 2008. The strategic planning
priorities were reviewed and the Board learned about the 2008-2011 Strategic
Plan to be presented for adoption this evening. A sustainability statement was
incorporated into the tenets of trusteeship and will be adopted this evening.

**Distinguished Alumnus of the Year – 2008**

Liz Mundy Swords has been chosen as the 2008 Richland Community College
Distinguished Alumnus of the Year. Liz obtained her Associate of Science
degree from Richland Community College in 1985; holds a Bachelor of Science
degree in Biology from Millikin University; and will soon graduate with high
honors with her Master of Arts degree in Biological Sciences from the University
of Illinois-Springfield. Liz is employed in the Research Department at Decatur
Memorial Hospital.

**Pacesetter Award Winner – 2008**

Matthew Dougherty has been chosen as the 2008 Pacesetter Award Winner.
Matt was the Richland Community College Student Trustee in 2001. Matt
graduated from Richland Community College in December 2003 with an
Associate in Science degree; holds a Bachelor of Science degree in
International Finance from Illinois State University; and will graduate from
Washington and Lee University in Lexington, Virginia, with a Juris Doctor
degree. Matt plans to return to Illinois and practice law.
Tribute to Robert Ingram, Jr.

Richland Community College began Black History Month with a tribute to Robert Ingram, Jr., one of the founding faculty members of Richland Community College, who passed away in December 2007. Teena Zindel-McWilliams gave a brief overview of the tribute. Carol Chiligiris attended and commented that it was a wonderful event. Rev. Dunning commented that Mr. Ingram performed a one-man act at his church and that the act was phenomenal.

Naming of Agribusiness Education Center

The Agribusiness Education Center was officially named the Dwayne O. Andreas Agribusiness Education Center on Saturday, February 16, 2008. The Andreas family was in attendance to celebrate the event. Mr. Andreas received an Honorary Associate degree in Biofuels and Renewable Energy.

National Legislative Summit

Staff members from Richland Community College traveled to Washington, District of Columbia, on February 10-13, 2008, to attend the National Legislative Summit.

State of the Community College

On February 5, 2008, the Illinois Board of Higher Education invited representatives of community colleges to make a presentation regarding the "State of Community Colleges Today". Jerry Weber from Kankakee Community College and Robert Mees from John A. Logan Community College presented a 20-minute PowerPoint on the Community Colleges in the State of Illinois and the impact community colleges are making on the State and across the nation. Part of the presentation covered the definition of community colleges and national trends that are occurring; the economic impact community colleges are having; the importance of the involvement of community colleges in the development of Illinois’ current workforce as well as future workforce; challenges with competition, recognition, and funding; and the advancement of higher education, one student at a time.

Worldwide Youth in Science and Engineering (WYSE)

The Worldwide Youth in Science and Engineering (WYSE) Regional Competition was held February 6, 2008, at Richland Community College. The competition included over 200 students from 13 area high schools who competed to advance in the State sectionals in 7 academic areas.
Articulation Breakfast

The Articulation Breakfast will be held February 20, 2008, at Richland Community College. A number of faculty and staff will be involved in making presentations to area high school guidance counselors, principals, and superintendents.

Faculty Promotions in Rank

Dr. Saunders reported that faculty promotions in rank will be brought to the Board in March 2008. The faculty promotion and tenure dinner will be held in April to honor those individuals.

Change in location/date for future Board meetings

The May board meeting will be held at the Warrensburg High School in Warrensburg, Illinois.

The June board meeting will be held Tuesday, June 10, 2008, to accommodate the Chamber of Commerce Washington Fly-in.

Request for Professional Leave

Dr. Saunders reported that one request for professional leave has been submitted for consideration at the March board meeting.

Compensation Consultants

John Bell, Director, Human Resources, reported that Koker, Goodwin & Associates were on the Richland Community College campus on February 5-6, 2008. The consultant interviewed 19 Richland Community College executives, deans, and Business Office directors. The evaluation is being completed on the job themselves, not on the individuals performing the jobs. All non-faculty positions were evaluated using the following ten factors: experience level, education requirement, degree of supervisory responsibility, level of interpersonal skills required by the position, degree of independent judgment and decision-making authority, degree of mental process or problem-solving ability required in the position, the degree of budgetary authority inherent in the position, the amount of supervision required, physical demands of the position, and the working environment.

The Compease Compensation software was installed and data was downloaded. A training session on the types of reports that can be generated using the Compease Compensation System also was held.
Workforce Readiness Program

Terry Robinson, Dean, Continuing and Professional Division, reported to the Board. There are 20 participants in the program with the average age of 34. Over half of the participants are currently employed but wish to be employed by ADM. The first few sessions were spent on self-assessment testing so instructors will know how to build the participants up in areas they may be lacking. The program is in its third week. Every Wednesday morning, there is a speaker from ADM who explains what working at ADM is like. There will be a job site visit in the next few weeks. The participants are able to use their soft skills training and ask real questions to current ADM employees. Thirty-nine ADM employees are involved in the program; twenty are mentors. ADM is making a sizeable investment of time and manpower to this program.

Faculty of the Year Committee

Bruce Campbell volunteered to serve on the Faculty of the Year Committee. The meeting will be held on Monday, March 10, at 2:00 PM in E117A to review submitted nominations and recommend a faculty member who best exemplifies an outstanding instructor in the full-time and adjunct categories.

Congressman Phil Hare Announcement

Congressman Phil Hare will be on the Richland Community College campus on February 20, 2008, to announce a $312,000 appropriation for the new ethanol school.

College Spotlight – K-12 Partnerships

Leslie DeVore, Director, Workforce Development, presented to the Board regarding the K-12 Partnerships. The Board viewed a PowerPoint presentation regarding Annual Career Education Initiatives. Some of the initiatives include the January term; 8th Grade Career Fair, Leaping Into Your Future; 6th grade “I Can Do That” Conference; High Tech Summer Camp; Counselor Academy; Math Link; and English Link.

Report of Illinois Community College Trustees Association

Carol Chiligiris, Illinois Community College Trustees Association representative, reported to the Board. Carol, Randy Prince, Lisa Gregory, Greg Florian, and Dr. Saunders traveled to Washington, DC, on February 10-13, 2008, to attend the National Legislative Summit. The legislative agenda for the year was reviewed. Carol reported that the summit was productive. The next ICCTA meeting will be March 14-15, 2008, in Oak Brook, Illinois.
Randy Prince reported that the Illinois Community College Trustees Association is promoting a series of billboards that will deliver the message that community colleges are Illinois’ best investment. The billboard space was donated by billboard companies.

Prince also reported that all the members of Richland Community College District’s legislative delegation were supportive of what the College is doing.

**Agreements/Contracts authorized by President Saunders for the month of January 2008**

Dr. Saunders signed two documents that are listed in the Board Book. On January 11, 2008, Dr. Saunders signed the Letter of Agreement between The Illinois Bankers Association and Richland Community College to offer Teller Fundamentals and Principles of Banking to local District residents and banking institutions. On January 28, 2008, Dr. Saunders authorized a request from the Continuing and Professional Education Division for an event sponsored by ADM.

**CONSENT AGENDA**

**Purchase Recommendations and Bid**

A recommendation to purchase a Fire Science Rescue Tool from Sendy Fire Supply of DeWitt, Iowa, for $20,535.50, was presented to the Board.

A recommendation to purchase an Optical Comparator and Digital Hardness Tester from Inspection Systems of Brookfield, Wisconsin, for $15,725.00, was presented to the Board.

A recommendation to purchase the Feith Document Management System and Forms iQ software from Jenzabar of Boston, Massachusetts, for $92,190.00, was presented to the Board.

**Charge-Back**

A recommendation to approve the charge-back request from Steven Cook to attend Parkland College in the Automotive Collision Repair AAS degree program for Fall 2008-Summer 2009 was presented to the Board.

**Osborne moved to approve the Consent Agenda items as presented. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**
OLD BUSINESS

Reaffirmation of Values and Tenets of Community College Trusteeship

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

The Values and Tenets of Community College Trusteeship are statements 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 guidelines or a procedure for doing something. They require a way of thinking that has a profound impact on the future of Richland Community College.

Osborne moved to reaffirm the Value and Tenets of Community College Trusteeship, Policy 1.19.1, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Recommendation for Approval of Richland Federation of Teachers Collective Bargaining Agreement, Grievance Procedure, Article VIII

A recommendation to approve Article VIII, Grievance Resolution Process, was presented to the Board.

As part of the Collective Bargaining Agreement, the Administration-Faculty Committee was charged with revising Article VIII, Grievance Procedure. Discussion regarding the revised Grievance Procedure was concluded at the Administration-Faculty Committee meeting on January 30, 2008. The final language will replace Article VIII of the Collective Bargaining Agreement. Article VIII has been ratified by the Richland Federation of Teachers.

Campbell moved to approval Article VIII of the Collective Bargaining Agreement, Grievance Resolution Process, as presented. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

2008-2011 Strategic Plan

A recommendation to approve the 2008-2011 Strategic Plan was presented to the Board.

The Strategic Planning Taskforce has been working throughout this year to draft a plan that will guide the actions of the College for the next few years. The Plan is a result of extensive internal and external scanning of documents, surveys, professional journals, websites, focus groups, and personal interviews. This
Strategic Plan was presented at the Winter Board Retreat on February 1-2, 2008.

Once approved, it will be the basis for a tactical plan to be developed by College employees in all divisions that will identify the specific tactics we will engage in to reach the goals of the Strategic Plan.

Dunning moved to approve the 2008-2011 Strategic Plan, as presented. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Foundation Quarterly Report

Wegi Stewart, Executive Director, Foundation and Development, presented the Foundation Quarterly Report to the Board.

The Foundation is sponsoring the Black History Bowl, which will be held on Thursday, February 21, 2008.

Applications for Fall scholarships are being distributed to graduating area high school seniors.

The Major Gifts Campaign continues to stay on schedule with its timeline. A list of talking points are being developed and will be distributed to the Board when it is available.

The naming ceremony for the Dwayne O. Andreas Agribusiness Education Center was held February 16, 2008. Donors to the building, the Foundation Board and Board of Trustees, and special invitees of the Andreas family were present. Dr. Saunders’ speech that day highlighted many of the accomplishments, awards, and recognitions that Mr. Andreas has received over his lifetime. A video tribute also was shown. Mr. Andreas was presented with an Honorary Associate’s Degree in Biofuels and Renewable Energy. Wegi acknowledged all the people who helped with the ceremony.

Construction Report

Greg Florian, Vice President, Finance and Administration, reported to the Board. The College continues to work with BLDD for the roofing project in the Shilling Center.

The construction of the Fitness Center and Early Childhood Classroom has been delayed by the weather. The College continues to work the architects and engineers on the Culinary Arts Kitchen. A recommendation for approval of a contractor will be brought to the Board in March.
The College continues to work with Chastain and the Macon County Highway Department on the Illinois Transportation Enhancement Program. The project is scheduled to be bid in late spring with the work to be undertaken in the fall 2008.

The design process is underway for the University of Illinois Extension-Joint Use Facility including a new construction schedule.

**NEW BUSINESS**

**Recommendations for Tenure**

A recommendation to adopt Resolution No. 08-9 to grant tenure to Susan Grimm, Instructor – Nursing; and Resolution No. 08-10 for Extension of Time to Complete Service Requirements was presented to the Board.

Osborne moved to approve tenure resolutions 08-09 and 08-10, as presented. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**Recommendation for Approval of Instructional Fees for FY09**

A recommendation to approve an increase in institutional fees for 2008-2009 was presented to the Board. The proposed increases will become effective with the Summer 2008 term.

Dunning moved to approve the increases for the proposed fees, effective Summer 2008, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**Recommendation for Approval of Tuition Increase for 2008-2009**

A recommendation to approve the proposed tuition rate of $69.50 per credit hour effective Summer Term 2008 was presented to the Board.

As part of the College’s ongoing financial analysis and projections, staff reviewed other community college tuition rates, proposed State funding allocations, and the statutory criterion for eligibility to receive Equalization Grant funding. At this time, the College is proposing a tuition increase of $5.00 from $64.50 to $69.50 per credit hour. The standard fee of $4.50 will remain the same. This rate will become effective Summer Term 2008.

Chiligiris moved to approve the in-district tuition rate of $69.50 per credit hour, in-state out-of-district tuition rate of $302.48 per credit hour, charge-back rate of $232.98 per credit hour, and the out-of-state rate of $417.94 per credit hour, effective Summer Term 2008, as presented. Campbell
Recommendation to Contract with BLDD Architects for Roof Replacement

A recommendation authorizing College staff to enter into a contract with BLDD Architects for architectural services related to the replacement of the roof on the Shilling Community Education Center at a base cost of $27,600 was presented to the Board.

BLDD will provide architectural services for the design, development of construction and bidding documents, and provision of construction administration services for a base cost of $27,600. Additional reimbursable costs incurred by BLDD will be in addition to the base cost.

Campbell moved to authorize College staff to enter into a contract with BLDD Architects for architectural services at a base cost of $27,600, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

FINANCIAL REPORT

Bills Payable

The January 2008 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 $1,015,371.44 for January 2008 was distributed to the Board prior to the meeting.

Dunning 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.

ITEMS FROM THE BOARD

Bruce Campbell was welcomed to the Board.

Congratulations were given to Wegi Stewart for a successful naming ceremony on Saturday, February 16.
ADJOURNMENT

Osborne moved and Dunning seconded to adjourn the meeting at 6:55 p.m.

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Dale Colee, Secretary