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

March 18, 2008

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:38 p.m. Tuesday, March 18, 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: Amy Bliefnick, Bruce Campbell, Carol Chiligiris, Dale Colee, Rev. Wayne Dunning, Dr. Larry Osborne, and Randy Prince

Members absent: None

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

MINUTES OF PREVIOUS MEETINGS

The minutes of the regular meeting of February 19, 2008, had been distributed to the Board prior to this meeting.

Bliefnick moved to approve the minutes of the regular meeting of February 19, 2008. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

A new employee was introduced to the Board.

WRITTEN COMMUNICATIONS

1. Correspondence to Barb Mosier, Continuing and Professional Education Division, from Eastern Illinois University School of Continuing Education thanking her for her assistant with the scheduling of its instructors’ meetings on the Richland Community College campus.

2. Correspondence from Betty Kreher, Kiwanianne Club of Decatur, thanking Richland Dance Company for their performance at the Pearls &
Lace Party on February 26, 2008.

3. Memorandum from Steve Vandiver, Director of Marketing, regarding the College Activities Report

- Student senate elections will be held March 19-20, 2008.
- Richland Community College will be closed on March 21, 2008, for spring holiday.
- Spring break for students and faculty will be March 24-28, 2008.
- Richland Community College Alumni Association will host a reception on April 19, 2008, at 6:00 PM, prior to the theatre performance of “The Complete Works of William Shakespeare”.
- Faculty Tenure and Promotion Recognition dinner will be held on April 15, 2008, at 5:00 PM, in Shilling Salon I. The Board meeting will immediately follow the dinner.

4. Student Senate Report

5. Memorandum from John Bell, Director, Human Resources, regarding Personnel Updates

- Teresa Larson has resigned her position as Dean, Health Professions, effective June 30, 2008.
- Lori Pumphrey has resigned her position as part-time evening secretary, Business & Technology Division, effective March 21, 2008.
- J. C. Collins has joined the Richland Community College family as a Job Preparedness Instructor at the Pontiac Correctional Center.

6. Memorandum from Wegi Stewart, Executive Director, Foundation and Development

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Faculty of the Year
Dr. Saunders reported that Karen Vercellino has been named Richland Community College’s Faculty of the Year. Karen graduated from the University of Tennessee with a Bachelor of Science in Education, with honors. She began her nursing career as an office nurse for a local Decatur physician and worked 16 years in that capacity. Karen continued her education and received her Bachelor of Science in Nursing from Millikin University, with honors. She started working at Richland Community College in the fall of 2006. Congratulations to Karen.
**Adjunct Faculty of the Year**
Dr. Saunders reported that Tim Waller has been named Richland Community College’s Adjunct Faculty of the Year. Tim received his Bachelor of Arts in English and Communication Arts and Sciences from Western Illinois University and shortly thereafter, his Master of Science in Theatre from Illinois State University. Since 1980, he has taught at MacArthur High School in the areas of English composition, literature, speech, drama, and debate. He began his adjunct teaching responsibilities at Richland in 1985. Congratulations to Tim.

**Commencement**
Richland Community College will hold its 36th Annual Commencement Ceremony on Friday, May 16, 2008, at 7:00 PM, at the Decatur Civic Center. Board members are asked to be present by 6:30 PM.

**Academic Quality Improvement Program**
Richland Community College has been invited to the Higher Learning Commission AQIP Colloquium for a special luncheon honoring the thirty-nine ‘vanguard’ colleges and universities that joined AQIP seven years ago. The luncheon will be held on April 12, 2008, in Chicago, Illinois, as part of the Higher Learning Commission’s annual conference.

**Equipment Purchase – April 2008**
Dr. Saunders reported that the Board will receive a recommendation for the purchase of kitchen equipment from MJ’s Grill at the April board meeting.

**Ketchum Consultants Update**
Joanne Eberhart, Ketchum Consultant, provided an update of the Capital Campaign phases to the Board. The campaign organizational chart was distributed and explained to the trustees.

**Environmental Scan**
Teena Zindel-McWilliams, Assistant to the Vice President, Student and Academic Services, updated the Board on the Environmental Scan. The 2007 Environmental Scan is a component of the strategic planning activities at Richland Community College. The purpose of an environmental scan is to present a snapshot of an institution at a particular time and place in its history. It is designed to offer statistics and structural information to be used in the planning process. In January 2007, the environmental scan team was created by President Saunders to update the previous scans completed in 1996 and 2003. Representatives from stakeholder groups throughout the College met often in the spring to compile information from external publications and internal documents, trends, and challenges for Richland Community College. The 2007 environmental scan is a snapshot of the College as of September 2007. An Executive Summary will be prepared and distributed to the Board at a later date.
**Worldwide Youth in Science and Engineering Competition**

Dr. John Cordulack, Dean, Mathematics and Sciences, presented an update on the recent WYSE Competition to the Board. The Worldwide Youth in Science and Engineering competition is sponsored by the Engineering Department at the University of Illinois at Urbana-Champaign. There are four parts to the competition: Academic Challenge; Smart Challenge; Exploring Your Options; and Discover Engineering. Richland Community College is one of forty regional hosts of the Academic Challenge. Students compete as individuals and as part of a team. The goal is to acquaint high school students with the course content and the level of competition that they will experience upon entering a science or engineering curriculum at the college or university level. Students have 40 minutes to complete multiple-choice tests that range in length from 30 to 100 questions. There are seven academic areas: biology, chemistry, computer science, engineering graphics, English, mathematics, and physics. First and second place students and teams advance to the sectional challenge at Eastern Illinois University and on to the state finals at University of Illinois at Urbana-Champaign. This year, Richland Community College hosted 13 high schools with 186 participants.

**Report of Illinois Community College Trustees Association**

Carol Chiligiris, Illinois Community College Trustees Association representative, reported to the Board. Trustee Chiligiris reported that she attended the ICCTA meeting on March 14-15, 2008. The trustees were briefed on House Bill 4189, which clarifies that community colleges are units of local government under the State Officials and Employees Ethics Act. The bill has passed the House, and is being considered by the Senate. A Senate bill is being drafted.

The trustees voted to support House Bill 4903 requiring publishers to disclose the actual cost and revision history of textbooks and to sell unbundled versions of textbooks and supplemental materials.

The “Community Colleges. Illinois’ Best Investment” promotional billboards will be unveiled March 26, 2008, in Chicago, Illinois. ICCTA will offer media training at the June annual convention. The National Center for Higher Education Management Systems presented a report to the ICCTA regarding higher education, planning a career and college success.

The next ICCTA meeting will be April 29, 2008, in Springfield, Illinois. ICCTA Lobby Day will be held April 30, 2008, in Springfield, Illinois.

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

Dr. Saunders signed three documents that are listed in the Board Book. On February 9, 2008, Dr. Saunders signed the FY’08 Manufacturing Innovation
Grant Agreement with the Illinois Community College Board. On February 14, 2008, Dr. Saunders authorized a request from the Center for Business Training and Community Education for an event sponsored by ADM. On February 14, 2008, Dr. Saunders signed the Affiliation Agreement between St. Mary’s Hospital and Richland Community College for Emergency Medical Technology class instruction.

EXECUTIVE SESSION

Colee moved that the Board 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 6:26 p.m.

Meeting reconvened into open session at 7:07 p.m.

CONSENT AGENDA

Full-Time Employments
A recommendation to approve the employment of Curtis Happe, Automotive Technology Instructor, effective March 19, 2008, was presented to the Board.

A recommendation to approve the employment of Andrew Hynds, Mathematics Instructor, effective August 11, 2008, was presented to the Board.

A recommendation to approve the employment of Dr. Douglas Brauer, Vice President, Economic Development and Innovative Workforce Solutions, effective April 21, 2008, was presented to the Board.

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

OLD BUSINESS

Construction Report

Greg Florian, Vice President, Finance and Administration, reported to the Board. Early Childhood Classroom and Fitness Center is nearing completion. The damaged and deteriorating sidewalks will be completed at the conclusion of that project.
Bids for the Culinary Arts Kitchen have been received, and a recommendation to accept a bid will be recommended at the March board meeting.

The Illinois Transportation Enhancement project is progressing slowly. The project is scheduled to be bid in late spring with the work to be undertaken in the fall 2008.

**Change in Scope and Budget for the Culinary Arts Institute**

A recommendation to approve the revised scope and budget of 2367 net assignable square feet and project amount of $391,795 was presented to the Board.

During the curriculum development process of the Culinary Arts Institute, staff recommended that a comprehensive culinary arts program include a kitchen for basic and advanced training in cooking and a separate kitchen that would accommodate the baking classes.

In addition, the College still has a need for a separate kitchen space where caterers can prepare meals for various activities in the Shilling Center without disrupting the Culinary Arts classes.

To renovate both spaces, the scope was increased to include a total net assignable square footage of 2367 feet. The change in scope will increase the actual cost of the project by $156,595. The fiscal year 2008 budget includes $235,200 for the project. The additional funds ($156,595) are available in the Operations and Maintenance (Reserve) Fund balance.

Bliefnick moved to approve the revised scope and budget of 2367 net assignable square footage and project amount of $391,795 and authorize the administration to submit the modifications to the Illinois Community College Board for approval, as presented. Campbell seconded. Roll call voted being all ayes, Chairman Prince declared the motion carried.

**Recommendation for Approval of Bids for Culinary Arts Institute Kitchen Remodeling Project**

A recommendation to approve the bid for the Culinary Arts Institute Kitchen remodeling project was presented to the Board.

Base and alternate bids were received from Otto Baum, Inc., Christy-Foltz, Inc., and Jones & Sullivan Enterprises, Inc., all of Decatur, Illinois. Base funds estimated for this project were included in the Fiscal Year 2008 budget and additional project funds are available in the Operations and Maintenance (Reserve) Fund.
Campbell moved to award the bid for the Culinary Arts Institute Kitchen remodeling project to Otto Baum, Inc. of Decatur, Illinois, for a total cost of $330,900, as presented. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**Commissioning for Joint-Use Facility**

Greg Florian, Vice President, Finance and Administration, and Sam Johnson, BLDD Architects, presented a brief overview of the U. S. Green Building Council Leadership in Energy and Environmental Design (LEED) platinum designation and the commissioning process. A LEED platinum designation signifies that the building has the least impact on the environment. LEED certification is obtained after submitting an application documenting compliance with the requirements of the rating system. The commissioning process significantly increases the environmental quality of the finished facility. The commissioning professional is focused solely on the integration of the various systems and maximizing their performance. The commissioning professional is separate and independent from the design team. A recommendation for a commissioning professional will be presented to the Board at the April 2008 meeting.

**NEW BUSINESS**

**Recommendations for Faculty Promotions in Rank for 2008-2009**

A recommendation to adopt Resolution No. 08-11 to promote Susan Grimm from Instructor to Assistant Professor; Resolution No. 08-12 to promote Judy Maloney from Associate Professor to Professor; and Resolution No. 08-13 to promote Kristi Palmer from Associate Professor to Professor was presented to the Board.

Chiligiris moved to adopt resolution nos. 08-11, 08-12, and 08-13, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

**Recommendation for Professional Leave**

A recommendation to grant a professional leave was presented to the Board.

The College received one application for professional leave. The Professional Leave Committee met to review the application, which was submitted in accordance with the agreement between the Board of Trustees and the Richland Federation of Teachers (RFT). The Professional Leave Committee has recommended approval of the application.

Pixie Fennessey, Professor of Psychology, has requested professional leave during the spring semester 2009 for the purpose of conducting research.
regarding social problems that face third-world countries and learn about the non-governmental and governmental agencies that provide food services for people who live in poverty in Africa

Dunning moved to grant professional leave to Professor Pixie Fennessey for the spring semester 2009, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

FINANCIAL REPORT

Bills Payable

The February 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 $984,226.33 for February 2008 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. Campbell seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

ITEMS FROM THE BOARD

Trustee Prince informed the Board that Glenn Poshard, President of Southern Illinois University, will be at the Decatur Public Library on March 19, 2008, speaking about the capital budget and the job coalition.

Trustee Prince congratulated the faculty members who received promotions tonight.

Trustee Prince reminded the Board that the reorganization will take place in April 2008. Trustee Prince charged Trustee Osborne and Trustee Dunning to a nominating committee to bring a slate of officers to the April 2008 board meeting.

ADJOURNMENT

Bliefnick moved and Osborne seconded to adjourn the meeting at 7:50 p.m.

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Dale Colee, Secretary