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

April 15, 2008

RECOGNITION DINNER

A dinner was held at 5:00 p.m. in the Shilling Salons prior to the Board meeting in honor of faculty members who received tenure in February and promotion in rank in March. Also, Karen Vercellino, 2008 Faculty Member of the Year, Tim Waller, 2008 Adjunct Faculty Member of the Year, Lizbeth Swords, 2008 Distinguished Alumnus, and Matthew Dougherty, Pacesetter Award winner for 2008, were honored.

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 6:10 p.m. on Tuesday, April 15, 2008, in Conference Room A/B of the College by Chairman Prince. Chairman Prince also recited the College Vision, Mission, Core Values, and Principles of Sustainability.

Roll Call

Members Present:

Amy Bliefnick, Bruce Campbell, Carol Chiligiris, Dale Colee, Rev. Wayne Dunning, Michele Houston (Student Trustee to be seated), Dr. Larry Osborne, and Randy Prince

Members Absent: None

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

MINUTES OF PREVIOUS MEETINGS

The minutes of the special meeting on March 11, 2008, and regular meeting of March 18, 2008, had been distributed to the Board prior to this meeting.

Bliefnick moved to approve the minutes of the special meeting on March 11, 2008, and regular meeting of March 18, 2008. Chiligiris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.
APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

New employees were introduced and welcomed to Richland Community College by the Board.

REPORT FROM BOARD SECRETARY REGARDING ELECTION OF STUDENT TRUSTEE

Secretary Colee reported to the Board regarding the election of the Student Trustee conducted March 19 and 20, 2008, and indicated that Michele Houston was duly elected and qualified to fill the 2008-2009 term of office commencing on April 15, 2008.

SWEARING IN AND SEATING OF STUDENT TRUSTEE FOR 2008-2009 - MICHELE HOUSTON

Chairman Prince administered the Oath of Office to Michele Houston, the new student member of the Board of Trustees for 2008-2009, and formally seated her as a member of the Board.

REORGANIZATION OF BOARD OF TRUSTEES

Dismissal of Ad Hoc Appointments

Chairman Prince disbanded the Ad Hoc Appointments of Carol Chiligiris as ICCTA Representative, Amy Bliefnick as the Liaison to the Richland Community College Foundation, the President’s Compensation Committee, and the Audit Committee. All members were thanked for their service.

Election of Board Officers

The nominating committee appointed by Chairman Prince presented recommendations on the 2008 officers (Chairman, Vice Chairman, and Secretary) for the Board of Trustees.

The nominating committee recommended Amy Bliefnick as Chairman, Dale Colee as Vice Chairman, and Bruce Campbell as Secretary.

Chairman Prince asked for further nominations for board offices. There were none.

Osborne moved to close nominations and accept the recommendations of the nominating committee for the office of Chairman, Vice Chairman, and Secretary of the Board of Trustees. Dunning seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.
Chairman Prince asked for a five-minute recess to seat the new officers. Meeting recessed at 6:17 PM.
Chairman Amy Bliefnick reconvened the meeting at 6:19 PM.

**Recognition of Former Trustee**

Chairman Bliefnick read and presented a service plaque to Randy Prince. The plaque recognized Randy Prince for his service as Chairman of the Board of Trustees from 2006-2008.

A Resolution was read recognizing the significant milestones accomplished under the leadership of Randy Prince as Chairman of the Board of Trustees.

**Appointment of ICCTA Representative**

Chairman Bliefnick appointed Carol Chiligiris as the ICCTA Representative. Carol Chiligiris accepted the appointment. Rev. Dunning requested to be the Alternate ICCTA Representative.

**Appointment of Liaison to Richland Community College Foundation Board of Directors**

Chairman Bliefnick appointed Dale Colee as the Liaison to the Richland Community College Foundation. Dale Colee accepted the appointment.

**Appointment of President’s Compensation Committee**

Chairman Bliefnick appointed Dr. Larry Osborne and Bruce Campbell to the President’s Compensation Committee. Both accepted the appointment.

**Appointment of Audit Committee**

Chairman Bliefnick appointed Rev. Wayne Dunning and Randy Prince to the Audit Committee. Both accepted the appointment.

**EXECUTIVE SESSION**

Campbell 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 Bliefnick declared the motion carried.
Meeting convened into closed session at 6:22 PM.

Meeting reconvened into open session at 6:40 PM.

(Dr. Larry Osborne left the meeting following the closed session.)

WRITTEN COMMUNICATIONS

1. Correspondence from Dr. Elaine Johnson, Vice President, Academic Affairs and Workforce Development, Illinois Community College Board, approving Richland Community College’s application for a Chef’s Assistant Certificate, Baking and Pastry Certificate, and Food Preparation Certificate.

2. Correspondence from Linda Kehart, Interim Director, Partners in Education, thanking Richland Community College for its sponsorship of the Partners Salute held on March 3, 2008.

3. Correspondence from Richard Pearce, Associate Director for Academic Affairs, Illinois Board of Higher Education, authorizing Richland Community College to offer the A.A.S. in Culinary Arts program.

4. Correspondence from Mary Kalantzis, Dean, College of Education, University of Illinois at Urbana-Champaign, expressing thanks to Dr. Saunders for their recent meeting to discuss existing partnerships and future relations with the College of Education.

5. College Activities Report:

   Richland Community College Foundation will host an Alumni Reception and theater production on April 19, 2008, in the Shilling Salons.

   Richland Community College Student Awards and Recognition Program will be held on May 2, 2008, at 5:30 p.m. in the Shilling Salons.

   Richland Community College Foundation Annual Golf outing will be held on May 9, 2008, at Hickory Point Golf Club.

   Richland Community College Spring 2008 Commencement ceremony will be held on May 16, 2008, at 7:00 p.m. at the Decatur Civic Center.

   May Board of Trustees meeting will be held at Warrensburg-Latham High School on May 20, 2008, beginning with a community reception at 5:00 p.m.
6. Memorandum from John Bell, Director, Human Resources, regarding Personnel Updates.

   - Rachel Bradley accepted the position of Youthful Offender Counselor, Decatur Correctional Center, pending approval of Illinois Department of Corrections.

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

SPECIAL REPORTS

REPORT OF THE PRESIDENT

President Saunders and Teena Zindel-McWilliams, Assistant to the Vice President, attended the Continuous Quality Improvement Network (CQIN) planning meeting for the Annual Summer Institute on March 31-April 2, 2008.

President Saunders attended the American Association of Community Colleges annual convention in Philadelphia, Pennsylvania, on April 5-8, 2008. The theme for this year’s convention was “Make it Happen!”, which reflects the outstanding ability of community colleges to make the right things happen on their campuses and in their communities.

Delegates from Richland Community College attended the North Central Association Higher Learning Commission’s Annual Meeting on April 12-14, 2008, in Chicago, Illinois.

President Saunders and Vice President Jane Johnson attended the President’s Advisory Meeting at Eastern Illinois University on April 10.

Representatives from Millikin University were on campus on April 9 to discuss several areas where Richland Community College can continue to collaborate and explore new opportunities.

The Workforce Readiness Program graduation will be held on April 18, at 11:00 a.m. in the Shilling Auditorium.

2008 Institutional Data Book – Jane Johnson, Vice President of Student and Academic Services, reported to the Board that the College has been publishing the Institutional Data Book for 18 years. The data book contains information that is often requested. The data book is used for planning, decision making, grant writing, and environmental scanning. Jane stated that gathering and updating data is a collaborative effort involving employees from across the institution. Information included for the first time includes College Spotlights, Diversity Conference themes,
Environmental Scans, Health Professions Clinical Hours, Learning Accommodation Services, Learning Resources Center/AV Department, Professional Leaves, and Smart Classrooms. 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 April 16, 2008.

Jane also thanked the Finance and Administration Division, Academic Support Services, Enrollment Services, and Jody Burtnett, Executive Administrative Assistant.

COLLEGE SPOTLIGHT – CORRECTIONAL EDUCATION DIVISION

Patricia Murphy, Dean, Correctional Education Division, presented to the Board. The Correctional Education Division began with the enrollment of students at the Decatur Correctional Center in March 2000. Since that time, the Division has grown from 8 full-time faculty and staff to 33 employees at five different correctional centers and two affiliated work camps within the Illinois Department of Corrections.

The mission of the Correctional Education Division is to contribute to the public good by giving the students the opportunity to improve, if not transform, their lives. It has been documented that there is an inverse relationship between educational attainment and recidivism. Offenders decrease their chances of returning to prison when they participate in educational programs. Since first enrolling students at the Decatur site, 1,865 students have attended Richland Community College classes, and 734 occupational certificates have been earned.

Two of the former students from the Decatur Correctional Center, Modena Stinette and Maria Oleza, spoke to the Board of their successes since their release and the positive impact the College courses have had on their lives.


Ms. Stinette and Ms. Oleza were praised for their successful transition after their release.

REPORT OF STUDENT SENATE

Michele Houston, Student Trustee, referred the Board to the Student Senate Board Report.

REPORT OF ICCTA

Carol Chiligiris reported that Lobby Day will be held April 30 at the President Abraham Lincoln Hotel in Springfield, Illinois. The Awards Banquet will be held on June 6 at 5:30 p.m. in Springfield, Illinois.
AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF MARCH 2008

During the month of March, Dr. Saunders signed nine (9) documents that are listed in the Board Book. On March 3, Dr. Saunders signed the Adult Education and Family Literacy FY2008 Request for Additional Funds for the Adult Education Program. On March 5, Dr. Saunders authorized a request from the Continuing and Professional Education Division for an event sponsored by ADM. On March 6, Dr. Saunders signed the Cooperative Agreement between Lincoln Manor and Richland Community College. On March 7, Dr. Saunders signed the FY2009 Continuation Application for the Decatur Public School District #61 Even Start Family Literacy grant proposal. On March 10, Dr. Saunders signed the Service Agreement from Memory Lane Photography to photograph each graduate at the 2008 commencement ceremony. On March 12, Dr. Saunders authorized a request from Richland Community College Foundation for an event to be held on April 16. On March 12, Dr. Saunders authorized a request from Progress City USA for events sponsored by Woofstock, Prairie Fest, and Knight Riders Motorcycle Club, on May 3, May 23, and June 7-8. On March 13, Dr. Saunders authorized a request from the Continuing and Professional Education Division for an event sponsored by ADM. On March 18, Dr. Saunders signed the FY09 Adult Education and Family Literacy Grant proposal.

CONSENT AGENDA

Colee moved to table Item A1 (Purchase of Cafeteria Kitchen Equipment) on the Consent Agenda. Chiligiris seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

Purchase Recommendations and Bids

A recommendation to approve the purchase of Culinary Arts Kitchen Equipment from Edward Don & Company of St. Louis, Missouri, for $163,344, was presented to the Board.

A recommendation to approve the purchase of Audio Visual Classroom Equipment from CIM Audio Visual of Columbus, Indiana, for $27,695.85, was presented to the Board.

Full-Time Employments

A recommendation to approve the employment of Dr. Christopher Merli, Biology/Chemistry Assistant Professor, effective August 11, 2008, was presented to the Board.
Prince moved to approve the consent agenda items as presented. Colee seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

OLD BUSINESS

Construction Report

Greg Florian, Vice President of Finance and Administration, reported on the current construction projects and the progress of each.

The sidewalks around the College will be replaced as part of the Fitness Center and Early Childhood Classroom Project. A schedule to replace the damaged insulated panels will be finalized and distributed soon. The roofing project will be bid in May with a scheduled completion by fall 2008.

The Fitness Center and Early Childhood Classroom project should be operational by May 1. The Culinary Arts Kitchen renovation project is scheduled for completion in mid-July.

The Illinois Transportation Enhancement Program (ITEP) agreement has been signed and is scheduled for bid in late spring with the work to be undertaken in the fall 2008.

The Richland Community College Joint Use Facility with University of Illinois Extension proposals for a commissioning agent have been received and reviewed. A recommendation for selection of an agent will be presented to the Board under old business. The project is scheduled for bid in early July.

Recommendation for Commissioning Agent

A recommendation to authorize the College staff to enter into a contract with KJWW Engineering of Rock Island, Illinois, to serve as the commissioning agent for the Richland Community College Joint Use Facility with University of Illinois Extension project, at a cost of $46,000, plus reimbursable costs, was presented to the Board.

Requests for proposals were received and reviewed by College staff and BLDD Architects. KJWW Engineering of Rock Island, Illinois, is being recommended to provide professional services for commissioning as necessary to meet certain criteria specified by the U. S. Green Building Council.

The services will include design review, consulting on LEED credits, review of building owner’s design, installation verification, review of operations manuals, and correspondence with the U. S. Green Building Council. The services will not guarantee that the building design and construction will achieve a platinum level;
however, the consultant will provide substantial guidance in achieving the highest rating possible.

Prince moved to authorize the College staff to enter into a contract with KJWW Engineering of Rock Island, Illinois, to serve as the commissioning agent for the Richland Community College Joint Use Facility with University of Illinois Extension, at a cost of $46,000, plus reimbursable costs, as presented. Colee seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

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

2008 Strategic Plan Priorities

A recommendation to adopt the 2008 Strategic Plan Priorities was presented to the Board.

The Strategic Priorities is a document that outlines the goals, strategies, and action steps deemed to be of great importance for the upcoming calendar year and will shape Richland’s higher education for the future. It is a challenging, common-sense plan for staff, students, and community citizens to be guided by when making decisions led with education achievement and progress as the intended outcome.

The one-year plan includes a timetable for completion and leaders accountable in reaching intended outcomes for the year.

Prince moved to adopt the 2008 Strategic Plan Priorities, as presented. Chiligiris seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

College Credit – Policy 4.7 – First Reading

The College Credit Policy 4.7 was presented for a first reading. The revision to Policy 4.7 clarifies alternate methods of receiving college credit at Richland Community College. It also includes credit equivalency for professional training, credit review by faculty, and stipulations regarding credit acceptance in specific programs.
The policy has been reviewed by the Academic Standards Committee. The Institutional Effectiveness Group also has reviewed and approved the policy for Board consideration.

The policy was presented for a first reading, and no action is recommended at this time.

FINANCIAL REPORT

Bills Payable

The April 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 $1,178,207.17 for April 2008, was distributed to the Board prior to the meeting.

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

ITEMS FROM THE BOARD

Kathy Carter, Director of Scholarships and Alumni Development, presented to the Board regarding the process of submitting nominations to the Illinois Community College Trustees Association. Nominations from Richland Community College include Karen Vercellino, Outstanding Faculty Member Award; Lizbeth Swords, Distinguished Alumnus Award; Matthew Dougherty, Pacesetter Award; and Archer Daniels Midland Company, Business/Industry Partnership.

The recipients of the ICCTA Awards will be recognized at ICCTA's annual awards banquet on June 6 in Springfield.

Chairman Bliefnick commented that she appreciated the Tenure and Promotion Recognition dinner that was held this evening.

Vice-Chairman Colee invited the board members to a campaign awareness meeting on April 16 in the Andreas Agribusiness Center at 5:30 p.m.

ADJOURNMENT

**Prince moved and Chiligiris seconded to adjourn the meeting at 7:41 p.m.**

Bruce Campbell, Secretary