COMMUNITY RECEPTION

A community reception was held at 5:00 p.m. at Warrensburg-Latham High School, Warrensburg, Illinois, prior to the Regular Board Meeting.

Teena Zindel-McWilliams, Assistant to the Vice President of Student and Academic Services, gave a brief presentation on the history of the Richland Educational Advisory Committee for Higher Education (REACH). She also commented on the charge that was given to the REACH Facilitating Committee in August 2003 in order for the College to reach its vision in the future.

Teena reported that the REACH Facilitating Committee held seven (7) public meetings from November 2003 to June 2004 to study a series of topics including awareness of Richland, job training and retraining, serving diverse populations, education for a lifetime, and fiscal responsibility.

The suggestions made by the community participants during the public meetings evolved into six major recommendations, and a resolution was approved at the August 17, 2004, Board of Trustees meeting.

Members of the Warrensburg-Latham community were asked for their recommendations on how Richland Community College can support Warrensburg-Latham in the future. Six recommendations were solicited and will be included in future strategic plans.

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 6:32 p.m. Tuesday, May 20, 2008, in the Warrensburg-Latham High School Library by Chairman Bliefnick. Chairman Bliefnick also recited the College Vision, Mission and Core Values.

Roll Call

Members Present:

Amy Bliefnick, Bruce Campbell, Carol Chiligiris, Dale Colee, Wayne Dunning, Michele Houston, 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 April 15, 2008, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of April 15, 2008. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. Correspondence from Douglas Zemke, President, Millikin University, regarding the joint coordinator Human Patient Simulator Agreement.

2. Correspondence from Keith Orloff, Executive Director, Accreditation Review Committee on Education in Surgical Technology, expressing appreciation to the College’s Board of Trustees, administration, and faculty for the ongoing support for Kathy Lee, Program Director, Surgical Technology.

3. Notification from Dr. Elaine S. Johnson, Vice President, Academic Affairs and Workforce Development, Illinois Community College Board, that the College’s request for approval to offer an Associate in Applied Science Degree in Culinary Arts was approved by the Illinois Community College Board on March 31, 2008, and by the Illinois Board of Higher Education on April 1, 2008.

4. Notification from Dr. Elaine S. Johnson, Vice President, Academic Affairs and Workforce Development, Illinois Community College Board, that the Illinois Community College Board approved the Culinary Management Certificate for the College.

5. Correspondence from Pixie Fennessey, Professor of Psychology and Sociology, thanking Dr. Saunders and members of the Richland Community College Board of Trustees for approving her request for professional leave.

6. College Activities Report

   The College will be closed on Monday, May 26, 2008, in observance of Memorial Day.

   Summer classes begin June 2, 2008.
The 2008 G.E.D. Graduation will be held on Thursday, June 5, 2008, at 7:00 p.m. in the Shilling Auditorium.

The Illinois Board of Higher Education will host Public Agenda Regional Forums in the College’s Board Room on June 9, 2008, at 10:00 a.m. and 1:00 p.m.

The June board meeting will be held June 10, 2008, beginning with the budget hearing at 5:15 p.m.

Walking the Walk of Diversity Community Reception will be held on June 12, 2008, in the Shilling Community Education Center Salons, beginning at 7:00 p.m. The conference will begin on June 13, 2008, with a continental breakfast at 7:45 a.m.

The Lincoln Correctional Center Graduation ceremony will be held on June 13, 2008, at 1:00 p.m., in Lincoln, Illinois.

7. Personnel Updates

- Debra Collins, Part-time Evening Secretary, CEHFA, resigned effective April 29, 2008.
- Tonya Loveall accepted the position of Evening Secretary, CEHFA, effective May 2, 2008.
- Nancy Melone accepted the position of Evening Secretary, Business & Technology, effective May 12, 2008.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Senate Approval of Local Control Legislation – Dr. Saunders reported that the Illinois Senate unanimously approved legislation that clarifies that community colleges are units of local government, not state agencies.

Receptions Held – A reception was held to welcome Dr. Douglas Brauer on April 30. A reception was held to celebrate the Investing in our Future campaign for College employees. Also, a reception was held on May 12, 2008, to honor the Richland Community College graduating class of 2008.

Commencement Exercises – Over 150 graduates participated in the commencement exercises on May 16, 2008. Over 480 degrees and certificates were awarded to graduates in the class of 2008.

ICCTA Annual Convention – Dr. Saunders reported that the ICCTA Annual Convention and Banquet will be held on June 6, 2008, in Springfield, Illinois. Richland
Community College and ADM will be receiving the 2008 Business/Industry Partnership Award during a special luncheon on June 6 at 11:45 a.m.

**STUDENT ADMINISTRATION LUNCHEON** – A luncheon was held on April 23, 2008, with the student leaders and administrators to reflect on the prior year and consider the future.

**EXELON MEETING** – A luncheon and tour were provided to members of the Exelon executive staff. Exelon is interested in the development of a new curriculum for power plant employees.

**HIGH SCHOOL FOLLOW-UP REPORT – Fall 2007** – Cathy Sebok, Director, Recruitment and Outreach Services, presented information on the Fall 2007 High School Follow-up Report. The purpose of the report is to provide feedback regarding District #537 high school students/graduates who enroll at Richland. The report contains some of the most frequently asked questions regarding the 17 high schools in the Richland District.

**BOARD RETREAT** – The Summer Board Retreat will be held on June 14, 2008.

**College Spotlight**

Leslie DeVore, Assistant to the Vice President, Workforce Development and Innovative Workforce Solutions, presented the Board with an overview of Career and Technical Education Dual Credit.

Dual Credit students receive both high school and college credit for college-level courses. General Education courses include as English, Math, Psychology, and Sociology; Career and Technical Education courses include Graphic Arts, Criminal Justice, and Computer Aided Drafting. The partnering high schools are the Decatur Area Technical Academy, Mt. Zion High School, Meridian High School, and Cerro Gordo High School. Students can take classes at their home high school, on the Richland campus, or the Decatur Area Technical Academy.

825 dual credit students were enrolled during 2007-2008 with 82 courses offered.

Future plans for the Dual Credit program include adding a second year to the Criminal Justice program and Culinary Arts program at Decatur Area Technical Academy; Accounting and Information Technology at Eisenhower High School; Information Technology at Meridian High School; and Horticulture at Warrensburg-Latham High School.
REPORT OF ICCTA

Carol Chiligiris reported to the Board that the ICCTA Annual Convention will be held on June 6-7, 2008. The award for the Business/Industry Partnership will be given at the luncheon at 11:45 a.m.

Carol also reported that the ACCT Annual Congress will be held in New York City on October 29 – November 1, 2008.

REPORT OF STUDENT SENATE

Michele Houston reported to the Board that the months of April and May were busy times for students. Students were preparing for exams and graduation. Activities for April and May are listed in the Board Book.

REPORT OF AGREEMENT/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF APRIL 2008

During the month of April, Dr. Saunders signed seven (7) documents that are listed in the Board Book, including the U. S. Department of Education Application for Grants under the Congressionally-Directed Grant Awards application for Federal Assistance to develop and implement a biofuels technician education and training program; the FY2009 Higher Education Cooperation Act Grants renewal for the College Transitions Program; the Eastern Illinois University Higher Education Cooperation Act Grant Agreement for a Baccalaureate Degree Completion Program; the Illinois State Board of Education FY2009 Preschool for All Children grant proposal; the Illinois Department of Labor, Illinois Support, Training, & Employment Program FY2009 special grant agreement; the Academic Transfer Partnership between Illinois Community Colleges and Western Illinois University’s Board of Trustees Bachelor of Arts degree program; and the amendment to contract between Richland Community College and the Illinois State Library for the current literacy agreement.

EXECUTIVE SESSION

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

Meeting convened into closed session at 6:57 p.m.
Meeting reconvened into open session at 7:35 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids

A request to purchase cafeteria kitchen equipment from MWP of Illinois, Inc., Decatur, Illinois, for $20,000 was presented to the Board.

A request to contract with Designed Roofing Systems, Inc., Springfield, Illinois, for Shilling Community Education Center roof replacement for $257,400 was presented to the Board.

A request to contract with TA Brinkoetter, Inc., Decatur, Illinois, for air filter replacements for $79,975 was presented to the Board.

A request to contract with C & M Engineering, Columbia, Missouri, for wind generator design for $12,000 was presented to the Board.

Charge-Backs

A recommendation to approve four charge-backs for first-time and continued enrollment was presented to the Board for approval.

Full-Time Employments

A recommendation to approve the employment of Pamela Laskowski, Nursing Instructor, Health Profession, effective August 11, 2008, was presented to the Board.

A recommendation to approve the employment of Carmin Ross, Assistant Director, Financial Aid and Veteran’s Affairs, Enrollment Services, effective June 23, 2008, was presented to the Board.

Chiligiris moved to approve the consent agenda items as presented. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

(Trustee Colee left the meeting following the Consent Agenda vote.)
OLD BUSINESS

Foundation Quarterly Report

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

The Foundation Board of Directors met on April 24, 2008. The Foundation continues to make progress on the major gifts campaign. There has been significant work on the faculty/staff phase being led by Teena Zindel-McWilliams. Faculty/staff gifts total $50,000 to date.

Kathy Carter and several Foundation board members visited over 16 high school graduations and award assemblies making scholarship presentations. Forty-seven students have been awarded Trustee Scholarships for the Fall 2008.

Three hundred scholarship applications for fall semester have been submitted to the Foundation office.

A breakfast reception is being planned this summer for the Fire Science alumni. An alumni event is being sponsored for the teachers in the District who want to learn to use technology and the web to enhance their teaching in the classroom.

The Foundation’s golf outing was held on May 9. Thirty-one foursomes participated, and the event raised $20,000 for the purchase of training equipment for the Fire Science Program.

The Foundation, with the Illinois Arts Council, is sponsoring a trip to France and Italy on July 18-29, 2008.

The Foundation annual meeting is Wednesday, July 30, 2008. New officers and Board members will be installed at that time. Five retiring board members will be honored.

Construction Report

Greg Florian, Vice President, Finance and Administration, reported to the Board regarding current construction projects.

The walkway in the Agribusiness Education Center will be re-graded for proper drainage. This is needed to prevent water from flowing toward the building.

Installation of the panels began this week so that there is minimal interruption to classes. The sidewalks surrounding the College have been replaced. The roofing project is on the agenda for approval at this meeting. The fitness center equipment has
been moved to its new location. Early Childhood Classroom construction is nearing completion.

The Culinary Arts Institute kitchen remodel project is progressing. Some equipment has been ordered and will be shipped in June.

The College is working with Chastain on the Illinois Transportation Enhancement Grant project. The project is scheduled to be bid shortly.

The Richland Community College Joint Use Facility with University of Illinois Extension project is progressing. The consultants have been reviewing the plans and specifications with an anticipated bid date of July 1.

The annual RAMP document will be presented at the June board meeting. The projects in the College’s master facilities plan will be incorporated into the RAMP document.

**Recommendation to Approve Fees for the Commercial Drivers License (CDL) Program**

Osborne moved to approve an increase to the Commercial Drivers License (CDL A) course fee to $3,500, effective July 1, 2008, as presented. Prince seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

**NEW BUSINESS**

**Approval of Administrative Transfer of Partners in Education to Richland Community College**

A recommendation to authorize the College administration to negotiate with the Board of Partners in Education on the transfer of administrative and fiscal agent responsibilities to Richland Community College was presented to the Board.

Osborne moved to authorize the College administration to negotiate with the Board of Partners in Education on the transfer of administrative and fiscal agent responsibilities to Richland Community College, as presented. Prince seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

**BOARD POLICIES, PROPOSALS, AND CHANGES**

**College Credit – Policy 4.7 – Second Reading**

The College Credit Policy 4.7 was presented for a second reading. No changes have been made since the first reading.
**Business Services – Section 2.1 – 2.10 – First Reading**

The Business Services Section 2.1 – 2.10 was presented for first reading. Section 2.1 – 2.10 has been updated and several new policies have been added. Greg Florian described changes made to current policies as well as introduction to new policies added.

Section 2 was reviewed and revised by the Finance and Administration staff. The Policy and Communications Committee reviewed the policies and the Institutional Effectiveness Group also has reviewed and approved the policies for Board consideration.

The section was presented for a first of three readings, and no action was recommended.

**FINANCIAL REPORT**

**Presentation of Tentative Budget and Financial Projections**

A copy of the Tentative Budget for FY09 was distributed to the Board. As required by statute, the budget will remain available for public inspection in the Business Office for a minimum of 30 days prior to the June 10, 2008, Public Budget Hearing. The Board of Trustees will subsequently take action on the budget at the June 10, 2008, regularly scheduled Board meeting.

**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 $860,574.41 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. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

**ITEMS FROM THE BOARD**

Chairman Bliefnick congratulated the faculty and staff on a wonderful graduation ceremony.
ADJOURNMENT

Osborne moved and Prince seconded to adjourn the meeting at 8:22 p.m.

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Bruce Campbell, Secretary