PUBLIC HEARING FOR BUDGET

A Public Hearing for the FY2009 Budget was held at 5:22 p.m. in Conference Room A/B of the College. There were no comments from the public, and the hearing adjourned at 5:40 p.m.

CONVENCING OF THE MEETING

Call to Order The regular meeting was called to order at 5:40 p.m. Tuesday, June 10, 2008, in Conference Room A/B of the College by Chairman Bliefnick. Chairman Bliefnick also recited the College Vision, Mission and Core Values.

Roll Call

Members Present: Amy Bliefnick, Bruce Campbell, Carol Chiligiris, Wayne Dunning, Michele Houston (arrived at 6:10 pm), Dr. Larry Osborne, and Randy Prince

Member Absent: Dale Colee

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

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of May 20, 2008, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the regular meeting of May 20, 2008. Prince seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. College Activities Report

   Illinois Board of Higher Education held its first regional forum on June 9 at 10:00 a.m. and 1:30 p.m. at Richland Community College. The morning session
focused on planning an agenda for Illinois’ workforce in the 21st Century. The
afternoon session focused on planning an agenda for Illinois’ P-20 Education
Pipeline for the 21st Century. Other forums will be held statewide. A report will be
available in October or November 2008.

Walking the Walk of Diversity Conference 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 in Lincoln,

The next Board meeting will be held on July 15, 2008, at 5:30 p.m.

Macon County Relay for Life will be held July 18-19. This is Richland’s 9th year
as host for the Relay for Life.

The Annual Volunteer Firefighter Extrication Challenge will be held July 26, 2008,
at 8:00 a.m. in parking lot A.

The Foundation Annual Dinner meeting will be held on at 5:30 p.m. on July 30,

2. Personnel Updates

• Rachel Bradley, Youthful Offender Counselor, Decatur Correctional Center,
resigned effective May 27, 2008.
• Mary Donovan, Assistant Professor, Surgical Technology, resigned effective
May 19, 2008.
• Jacqueline Hayes, ISTEP Specialist, Academic Support Services, resigned
effective July 7, 2008.
• David Slade, Director, Campus Safety & Security, resigned effective May 30,
2008.
• Timothy Taylor, Dean, Business & Technology, resigned effective June 30,
2008.
• Nancy Melone, Part-time Evening Secretary, Business & Technology,
resigned effective June 2, 2008.
• Leslie Bennick, Operations & Technical Services Support Clerk, has joined
the Richland Community College family effective June 2, 2008.
SPECIAL REPORTS

REPORT OF THE PRESIDENT

Partial State Payment – Dr. Saunders reported that the College has received a partial state payment from several state revenue sources. The College received the 4th quarter base operating grant and the equalization grant. The College anticipates that the final payment will come in the next several weeks.

Higher Learning Commission Annual Meeting – Richland Community College received recognition as an AQIP Vanguard Institution. Richland Community College was one of the original 39 institutions to adopt the AQIP accreditation model in 2000-2001.

Illinois Community College Trustees Association Award – Dr. Saunders reported that Archer Daniels Midland and Richland Community College were the recipients of the ICCTA 2008 Business/Industry Partnership Award at its Annual Luncheon on June 6, 2008. The Business/Industry Partnership Award recognizes an Illinois business that has built a successful workforce-training alliance with a local community college.

Business Partner Appreciation Award – Dr. Saunders reported that the Decatur Area Technical Academy recognized Richland Community College with a Business Partner Appreciation Award for the 2007-2008 school year.

Summer Board Retreat – The Summer Board Retreat will be held on Saturday, June 14, 2008, at 8:00 a.m. in the Andreas Agribusiness Education Center.

College Spotlight – John Bell, Director, Human Resources, presented an overview of the Compease Salary Administration System to the Board. A committee was formed to research and recommend a compensation consulting firm in November 2007. The Board approved the consulting firm in December 2007, and pre-work began in January 2008. Consultants visited the campus and 150 administrative and classified positions were evaluated. The process does not include salaries for any positions covered by a collective bargaining agreement. The job evaluation system consists of ten point factors. Jobs with similar point values are grouped into 20 pay grades. The new Compease Salary Administration System will be implemented beginning with Fiscal Year 2009.

Resource Allocation Management Plan (RAMP) – Greg Florian, Vice President, Finance and Administration, presented the Resource Allocation Management Plan (RAMP) to the Board.

The RAMP, a request for state-funded construction projects, is submitted to the Illinois Community College Board (ICCB) every year to be included in its annual request for state funds for new projects. ICCB prioritizes all Illinois community college projects and
submits that list to the Illinois Board of Higher Education (IBHE). IBHE then prioritizes those projects with the Illinois university projects. The final list is submitted to the Governor’s Office.

The fiscal year 2010 RAMP for Richland Community College embraces the Strategic Plan and the Facilities Master Plan that were recently adopted by the Board of Trustees. The College continues to adapt its focus as it serves its community and businesses and uses these two plans as the guiding vision. The fiscal year 2010 RAMP request further supports this philosophy of reaching out to the community and serving the College’s constituents through education and training.

The FY2010 request includes existing projects developed in previous years as well as the addition of two new projects. Projects previously requested are still a priority for Richland and will continue as needs of the College. Serving students is at the heart of the College’s mission, and the projects requested reflect this desire.

The projects to be submitted are the Student Success Center and Addition, Global Agribusiness Center, Community Education Center, Business Education Center Addition and Renovations, and Workforce Development Center.

REPORT OF ICCTA

Carol Chiligiris reported to the Board that the ICCTA Annual Convention and Awards luncheon and banquet were held on June 6-7, 2008. The ICCTA is sending out e-mail alerts to keep Trustees updated regarding the state budget. The next ICCTA meeting is September 12-13, 2008.

REPORT OF STUDENT SENATE

Michele Houston reported to the Board that the Student Senate was busy with end-of-semester activities. The Performing Arts Workshop Club (PAW) steamed gowns for graduates on May 12. PAW members traveled to Chicago to view a Broadway show. Two Richland Community College students attended the Illinois Community College Board Student Leadership Institute on June 5-7, 2008.

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

During the month of May, Dr. Saunders signed one (1) document that is listed in the Board Book, the Illinois Board of Higher Education Nursing Improvement Grant (Fiscal Year 2007) Evaluation Report.

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

Meeting convened into closed session at 6:14 p.m.

Meeting reconvened into open session at 7:25 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids

A request to contract with Jan Master Cleaning Services of Mt. Zion, Illinois, for contract cleaning services for Fiscal Years 2009-2011 was presented to the Board.

A request to contract with Garda Security of Centerville, Virginia, to provide safety and security services was presented to the Board.

Charge-Backs

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

Full-Time Employments

A recommendation to approve the Administrative Duty Assignment for the Director, Culinary Arts Institute, effective June 16, 2008, was presented to the Board.

A recommendation to ratify the employment of Jerald Klinkenberg, Culinary Arts Instructor, effective June 16, 2008, was presented to the Board.

A recommendation to reappoint James Deron Kimball, Surgical Technology Instructor, effective June 2, 2008, was presented to the Board.

A recommendation to employ Ellen Colbeck, Dean, Health Professions, effective July 28, 2008, was presented to the Board.

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

Construction Report

Greg Florian, Vice President, Finance and Administration, reported to the Board regarding current construction projects. The pleasant weather has allowed for the completion of the sidewalk and panel projects. The roofing project on the Shilling Community Education Center will begin shortly. The Fitness Center is open, and the tile will be installed when the concrete floor has cured completely. Work on the mechanical, plumbing, and electrical systems of the Culinary Arts kitchen project is continuing. Bill Eichenaur’s family has expressed a desire to continue his commitment the Culinary Arts project. The Illinois Transportation Enhancement Program (ITEP) landscaping project agreements have been signed, and work is scheduled to begin in the fall 2008.

The Richland Community College Joint Use Facility with University of Illinois Extension is at the 95% review stage. The project is scheduled for bid on July 1, 2008.

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

NEW BUSINESS

Adoption of Fiscal Year 2009 Budget, Transfer of Working Cash Earnings, and Transfer of Working Cash Funds

A recommendation to adopt Resolution No. 08-15, Adopting Fiscal Year 2009 Budget, Resolution No. 08-16, Transferring Working Cash Earnings, and Resolution No. 08-17, Transferring Working Cash Funds, was presented to the Board.

Prince moved to adopt Resolution No. 08-15, Adopting Fiscal Year 2009 Budget, Resolution No. 08-16, Transferring Working Cash Earnings, and Resolution No. 08-17, Transferring Working Cash Funds, as presented. Osborne seconded. Roll vote being all ayes, Chairman Bliefnick declared the motion carried.

Compliance with Prevailing Wage Act – Resolution No. 08-18

A recommendation to adopt Resolution No. 08-18, Compliance with Prevailing Wage Act, was presented to the Board.

The resolution supports the Department of Labor’s findings as has been done in past years. The Department of Labor’s findings for the eight counties in the Richland District are available for review in the President’s Office.
Dunning moved to adopt Resolution No. 08-18, Compliance with Prevailing Wage Act, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.


A recommendation to authorize College administration to file a Resource Allocation Management Plan (RAMP) with the Illinois Community College Board and certify that funds are, or will be, available was presented to the Board.

The RAMP document includes the request for new construction projects seeking 75% funding by the state. This year, the College requests state capital funding consideration for five projects. They include the Student Success Center and Addition, Global Agribusiness Center, Community Education Center, Business Education Center Addition and Renovations, and Workforce Development Center. Project estimates have been adjusted to reflect current building costs. In addition, the Capital Development Board requires state-funded projects to include 6% additional costs for construction to meet LEED criteria.

Prince moved to authorize College administration to file a Resource Allocation Management Plan (RAMP) with the Illinois Community College Board and to certify that funds are, or will be, available, as presented. Dunning seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

College Credit – Policy 4.7 – Third Reading/Adoption

The College Credit Policy 4.7 was presented for a third reading and adoption. No changes have been made since the 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.

Chiligiris moved to adopt Policy 4.7, College Credit, as presented. Dunning seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

Business Services – Section 2.1 – 2.10 – Second Reading

The Business Services Section 2.1 – 2.10 was presented for second reading. Section 2.1 – 2.10 has been updated, and several new policies have been added.
Section 2.1 – 2.10 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.

Section 2.1 – 2.10 was presented for a second of three readings, and no action was recommended.

FINANCIAL REPORT

Bills Payable

Greg Florian, Vice President, Finance and Administration, informed the Board that the Legislators and Illinois Community College Trustees Association worked hard on behalf of the community colleges and were able to secure 2/3 of the final state payment. The State Fiscal Year 2009 budget has not been presented.

The May 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 $1,241,465.61 for May 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. Dunning seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

Review of Minutes of Previous Closed Sessions

Bruce Campbell stated that seven (7) sets of minutes of closed (executive) sessions conducted between December 18, 2007, and May 20, 2008, have been reviewed.

Additional minutes of closed sessions conducted between September 18, 1990, and March 24, 2004, and June 20, 2006, and April 17, 2007, also were re-examined. (NOTE: Closed session minutes dated May 24, 2004, through May 16, 2006, were delivered to Judge Belz, pursuant to Court order, and were not available for examination)

It was also recommended that the following sets of minutes require continued confidentiality and should remain sealed:

- December 18, 2007 – Session I
- January 15, 2008 – Session I
- January 22, 2008 – Session I
- March 11, 2008 – Session I
- March 18, 2008 – Session I
- April 15, 2008 – Session I
- May 20, 2008 – Session I.

Campbell moved that the Board of Trustees approve the continued confidentiality of the closed session minutes as presented above. Chiligiris seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.
ITEMS FROM THE BOARD

Trustee Dunning mentioned to the Board that Decatur has lost two great community pillars in the past week, Dr. Requarth and Bill Eichenauer. He would like those two men recognized in some way.

Trustee Dunning also congratulated Dr. Tim Taylor on his appointment as President at Frontier Community College.

ADJOURNMENT

Prince moved and Chiligiris seconded to adjourn the meeting at 7:50 p.m.

Bruce Campbell, Secretary