CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:37 p.m. Tuesday, July 15, 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, Dale Colee, Wayne Dunning, Dr. Larry Osborne, and Randy Prince

Member Absent: Michelle Houston

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

CHAIRMAN’S STATEMENT REGARDING VOICE VOTE

As discussed and agreed at the Board Retreat in June, the Board will be taking voice votes for the majority of the action items. For those action items that would incur a financial liability for the College, the Board is required by statute to take a roll call vote. Any board member can request a roll call vote from the Chair.

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of June 10, 2008, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of June 10, 2008. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

New employees were introduced to the Board.

From time to time, there are members of the community who request to express their views, opinions, and concerns about the College to the Board of Trustees. That request is governed by the Board of Trustees’ Policy Manual Section 1.12. Mr. William Oliver
was granted the opportunity to address the board for a time limit to exceed no more than 3 minutes. The Board of Trustees does not respond to views expressed by a citizen or employee appearing under Policy 1.12.

**WRITTEN COMMUNICATIONS**

1. College Activities Report

   Macon County Relay for Life will be held on July 18-19 at Richland Community College. This is Richland’s ninth year as host. Over 500 walkers from 50 different teams will be taking part.

   The Annual Volunteer Firefighter Extrication Challenge will be held on July 26. Area volunteer firefighter teams compete in rescue scenarios.

2. Personnel Updates

   Resignations:
   - Erik Ashby, Director, Campus Life, July 31, 2008.
   - Amber Hazel, Job Preparedness Instructor, Lincoln Correctional Center, June 30, 2008.
   - Thomas Taylor, Director, Weed & Seed Program, July 15, 2008.

   Retirement:
   - Judy Johnson, Secretary, Lincoln Correctional Center, June 30, 2008.

   New Employments:
   - Tavia West-Hancock, Education Support Coordinator, Partners in Education, July 1, 2008.
   - Loretta Benedict, ISTEP Specialist, effective July 7, 2008.

   Employment Changes:
   - Jackie Hagan, Secretary, Marketing, July 1, 2008.
   - Susan Webster, Executive Administrative Assistant, Economic Development & Innovative Workforce Solutions, April 21, 2008.

**SPECIAL REPORTS**

**REPORT OF THE PRESIDENT**

*Tree Planting Ceremony* – Dr. Saunders reported that a tree planting ceremony will take place on July 24, 2008. In honor of the late Winfield Scott, who served the College for 21 year as an English Professor and Dean of Instruction.
**Foundation Annual Dinner Meeting** – The Richland Community College Foundation will hold its annual meeting on July 30, 2008, at the Country Club of Decatur.

**Foundation Trustees Scholars Orientation** – Dr. Saunders reported that Trustees Scholars Orientation will be held on August 14, 2008.

**Decatur Correctional Center Graduation** – Dr. Saunders reported that the Decatur Correctional Center graduation will be held on August 15, 2008.

**New Employee Reception and Fall Semester Convocation** – A New Employee Reception and Fall Semester Convocation will be held on August 12, 2008.

**Washington Fly-In** – Dr. Saunders reported that the Greater Decatur Chamber of Commerce sponsored a trip to Washington, D.C., on June 17-20, 2008. This was Congressman Ray LaHood’s final fly-in since he will be retiring from Congress. He was reminded that there are still projects that Richland Community College hopes he supports before he is finished with his work, and the Chamber honored him for the past activities he promoted, not only for Richland Community College, but for the Decatur area.

**Quarterly Strategic Plan Update** – Teena Zindel-McWilliams, Assistant to the Vice-President, Student and Academic Services, reported to the Board. Using the 2008-2011 Strategic Plan, priorities were developed to address components of each of the goals and strategies. The July update of the Strategic Plan Priorities includes actions taken to support the priorities that were approved in March 2008.

**College Spotlight** – Crystal Kitchens, Assistant Professor, reported to the Board. Richland Community College’s Medical Transcription Program has been approved by the Approval Committee for Certificate Programs (ACCP). The approval designation assures healthcare providers that graduates of Richland’s comprehensive medical transcription program possess the necessary job skills to attain success in entry-level medical transcription positions. This designation has only been granted to six community colleges nationwide. A Medical Transcriptionist takes physician’s dictation, listens to it, interprets it, and transcribes it. Medical Transcriptionists are detail-oriented, like to work independently, and have “portable” skills. One of the future goals of the program is for Richland Community College to become a testing site for registered medical transcription certification for graduating students.

**College Spotlight** – Steve Vandiver, Director, Marketing, presented the Richland Community College Brand Positioning to the Board. Brand Positioning is a pledge of quality that helps set Richland Community College apart from other institutions by reflecting the personalities, behaviors, and culture of the institution. Brand Positioning includes colors, fonts, letterhead, and logos. Brand Positioning is important because most written messages are ignored, but over 70% of visual messages are processed. A Brand Positioning workshop was conducted on April 4, 2008, and was intended to determine values that are meaningful to students, alumni, faculty, and staff. The 15
workshop participants provided key words that differentiate Richland from others. In order for branding to work, it must be true to the values, practices, and products of the institution; it must be meaningful to the stakeholders; and it must be distinctive from other academic institutions.

REPORT OF ICCTA

Carol Chiligiris reported that the next ICCTA meeting is September 12-13, 2008.

REPORT OF STUDENT SENATE

Michele Houston was not present to deliver a verbal report. A written report is included in the Board Book.

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

During the month of June, Dr. Saunders signed thirteen (13) documents that are listed in the Board Book: the Cooperative Agreement between Kaskaskia College and Richland Community College; the Educational Affiliation Agreement between Richland Community College and Southern Illinois University; the Illinois Department of Labor Grant Agreement; the Amendment to Adult Education and Family Literacy Grant Agreement; the Amendment to Manufacturing Innovation Grant Agreement; the Amendment to Career and Technical Education Program Perkins Postsecondary Grant Agreement; the Amendment to Career and Technical Education Program Tech Prep Support Grant Agreement; the Amendment to Subcontract Agreement between Bradley University and Richland Community College; the ITEP Grant with the County of Macon, Illinois; the Cooperative Work Study Program Fiscal Year 2007-08 Final Evaluation; the Associate Degree Nursing Program and Practical Nursing Program Agreement with Decatur Public Schools; the Illinois Department of Commerce and Economic Opportunity ‘Eliminate the Digital Divide’ Grant Agreement; and the Dual Credit Cooperative Agreement between Richland Community College and St. Teresa High School.

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. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Meeting convened into closed session at 6:25 p.m.
Meeting reconvened into open session at 7:30 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids

A request to purchase office furniture from Illini Supply of Forsyth, Illinois, for $20,067 was presented to the Board.

Charge-Backs

A recommendation to approve six (6) charge-backs for first-time and continued enrollment was presented to the Board.

Full-Time Employments

A recommendation to approve the employment of Susana Calderon, Nursing Instructor, effective August 11, 2008, was presented to the Board.

Change of Employment

A recommendation to approve the change of employment of Leslie DeVore, Assistant to the Vice President for Workforce Development, effective April 21, 2008, was presented to the Board.

A recommendation to approve the change of employment of James Bryon Kirwan, Assistant to the Vice President for Agribusiness and Renewable Energy, effective July 1, 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, Finance and Administration, reported to the Board regarding current construction projects. The sidewalk and panel projects are complete. The roofing project on the Shilling Community Education Center is underway. The majority of the work on the Fitness Center has been completed. The floor tile will be installed once the concrete attains the proper moisture content. The Culinary Arts Director is working to determine the equipment needed for start up of the kitchen. A new tentative completion date will be established.
The College is working with Homer Chastain and Associates on the ITEP project to enhance the campus. The College also is working with the Macon County Soil and Water Conservation District and Illinois EAP to demonstrate water quality buffers to fill the ditches.

The Richland Community College Joint Use Facility with University of Illinois Extension bids have been received and reviewed. A recommendation will be presented at the July board meeting.

**Recommendation for Approval of Bids for Richland Community College Joint Use Facility with University of Illinois**

A recommendation to award the bid for Richland Community College Joint Use Facility with University of Illinois and alternate bid items to Otto Baum, Inc., of Decatur, Illinois, for a total cost of $3,015,900 and to submit a change in budget to the Illinois Community College Board was presented to the Board.

The project has been developed to achieve a U. S. Green Building Council Leadership in Energy & Environmental Design (LEED) platinum designation. The recommendation includes the base bid and two alternate items. Funding for the total project is available from bond proceeds and the Operation and Maintenance Fund (Restricted) fund balance.

The recommendation also includes a change in budget as a result of project enhancements to achieve a platinum designation.

**Prince moved to award the bid for Richland Community College Joint Use Facility with University of Illinois and alternate bid items to Otto Baum, Inc. of Decatur, Illinois, for a total cost of $3,015,900, and submit a change in budget to the Illinois Community College Board, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.**

**NEW BUSINESS**

**Corporate Authorization Resolution**

A recommendation to adopt Resolution No. 09-1, Corporate Authorization Resolution for Financial Services, was presented to the Board.

Periodically, the College needs to re-file information with financial institutions with which the College does business. The resolution designates the appropriate individuals to act as Agents for the College. Two signatures are required: one of either the College President or College Treasurer, and the other of either the Director of Accounting or the Director of Budgeting. Approval of this resolution will allow the College officers to transact business including opening accounts, making deposits, endorsing checks,
transferring funds, renting safe deposit boxes, and accessing other regular banking services.

Campbell moved to adopt Resolution No. 09-1, Corporate Authorization Resolution for Financial Services, as presented. Chiligiris seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

**BOARD POLICIES, PROPOSALS, AND CHANGES**

**Business Services – Section 2.1 – 2.9 – Third Reading/Adoption**

The Business Services Section 2.1 – 2.9 was presented for a third reading and adoption. Since the second reading, Section 2.10 (Records Retention) has been removed due to replication in Section 5.11 (Retention and Disposal of College Records). No other changes have been made.

Sections 2.1 – 2.9 have been updated and several new policies have been added.

Prince moved to adopt Business Services, Section 2.1 – 2.9, as presented. Colee seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

**Sick Leave – Policy 3.6.4.6 – First Reading**

Policy 3.6.4.6 was presented for first reading.

The revision to Policy 3.6.4.6 removes the 259-day maximum accumulation limit so that employees can take advantage of the one-year SURS service credit and additionally accumulate enough sick leave hours to help them through an extended illness. Accumulated and unused sick leave time is not paid out at retirement.

The Policy has been reviewed by the President’s Cabinet and approved the policy for Board consideration.

The policy is presented for first reading and no action is required at this time.

**FINANCIAL REPORT**

**Bills Payable**

Greg Florian, Vice President, Finance and Administration, informed the Board that the College has received the final 1/3 of the 4th quarter payments from the State of Illinois and the 1st installment of property taxes from the County of Macon.

The June 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 $851,835.81 for June 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. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

ITEMS FROM THE BOARD

Trustee Colee commented that he was impressed with the marketing tools that were presented today. He has heard nothing but positive comments in the community.

ADJOURNMENT

Prince moved and Colee seconded to adjourn the meeting at 7:51 p.m.

Bruce Campbell, Secretary