CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:35 p.m. Tuesday, August 19, 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

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of July 15, 2008, had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the regular meeting of July 15, 2008. Osborne 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.

WRITTEN COMMUNICATIONS

1. Correspondence from Carrie Hightman, Chairwoman, Illinois Board of Higher Education, thanking Dr. Saunders for her participation in the Regional Forum phase of the Public Agenda planning process.

2. Correspondence from Jennifer Foster, Senior Director for Adult Education, Illinois Community College Board, informing Dr. Saunders that Richland Community College will receive Adult Education and Family Literacy funding for FY2009.
3. Correspondence from Susan Kirtland, President, Propeller Communications, commending Richland Community College on its progress in the branding shift.

4. Correspondence from Tony Vespa, RCC Fire Science Coordinator, thanking the College for its continuing support of the Fire Science Program with the purchase of new rescue tools.

5. Correspondence from Kate Scott thanking Dr. Saunders for her kind remarks during the Winfield Scott tree planting ceremony on July 24.

6. College Activities Report

The next Board of Trustees meeting will be held at the Moweaqua Lion’s Club on September 16, 2008. A community reception and REACH event will be held at 5:00 p.m. The Board meeting will begin at 6:15 p.m.

Constitution Day Celebrations will be held on September 17, 2008, in the Mueller Student Center.

Groundbreaking for the Center for Sustainability and Innovation will be held on Friday, August 22.

Welcome Back Picnic for students will be held on August 26.

Chamber After Hours and New Business Expo will be held on September 11 in the Shilling Salons.

7. Personnel Updates

Resignations:
• Leslie Bennick, August 8, 2008.
• Alex Hwu, July 25, 2008.
• Pamela Laskowski, July 12, 2008.
• Rhonda Mitchell, August 1, 2008
• Raushana Pender, August 8, 2008
• Gianina Baker, September 26, 2008
• Tavia West-Hancock, August 8, 2008

Part-Time Employment:
• Kathryn Mollet, Evening Secretary, Business & Technology, August 18, 2008
SPECIAL REPORTS

REPORT OF THE PRESIDENT

Fall 2008 Classes Begin – Dr. Saunders reported that fall semester 2008 began on August 18, 2008. It was a very busy day with students being acclimated back into classes and many new students adjusting to college life.

Continuous Quality Improvement Network (CQIN) – Nine people attended the Summer Continuous Quality Improvement Network in Sarasota, Florida. The Ritz-Carlton hosted the workshop and was profiled for their dynamic customer service. The Ritz-Carlton has twice won the Malcolm Baldridge National Quality Award.

New Employee Reception and Fall Semester Convocation – A New Employee Reception and Fall Semester Convocation was held on August 12, 2008. Fifteen new employees were officially welcomed to the College. The fall semester convocation reflected on the activities at the College over the last year.

Trustees Scholars Orientation – Dr. Saunders reported that Trustees Scholars Orientation and Pizza Party was held on August 14, 2008. Over 100 people participated in the event. This was an opportunity for the scholars and their parents to meet each other and ask questions of the College faculty and staff.

House Bill 4189 – Dr. Saunders reported that the Governor’s veto of House Bill 4189 has been overridden. House Bill 4189 clarifies that community colleges are units of local government under the State Ethics Act. The veto now forces the bill to become law.

Decatur Area Education Coalition – Barb Beck has resigned as Executive Director of the Decatur Area Education Coalition. Three teams are currently participating in action activities related to the Decatur Area Education Coalition. Dr. Saunders chairs Team 3, which is the team that is looking at how the community can impact strong graduation rates and have all students in Macon County not only graduate from high school but be prepared for higher education with the resources necessary to do so. Five sub-teams have been created under Team 3 that are looking at the resources that are available to the community to help high school students prepare for college and the world of work. Team 3 is exploring the ‘community promise’ which allows high school students to graduate from their local high schools and enter their community colleges at little or no cost. Team 3 is also looking at opportunities to communicate financial aid opportunities that are available for students so they can enter higher education more affordably. They are also looking at current programs available to prepare students for careers, help them understand what careers are available, and how those career intentions match up with the high school curriculum they are being taught and how it matches up with the jobs that are available to them in the local area. There will be an incredible impact as the connection is made between employers, high school curriculum, and the intentions
necessary for students to explore the careers they want to have in the future.

**Outreach Location** – The College has been looking at new opportunities to continue to expand and decentralize the educational opportunities. Discussions continue regarding how to continue to improve the relationship in the Clinton area and continue to offer more opportunities for people to gain some of the educational options they have with Richland Community College in their hometown. Preliminary work has begun to identify an outreach location on the west side of town.

**Art-in-Architecture** – Dr. Saunders reported that the College is working with the Capital Development Board to identify an Art-in-Architecture project for the Andreas Agribusiness Education Center.

**Program Review Presentation** – Teena Zindel-McWilliams, Assistant to the Vice-President, Student and Academic Services, reported to the Board. The Illinois Community College Board (ICCB) requires a review of all programs every five years. Each community college establishes its own program review process and reports this process to ICCB as part of its Recognition Visit, also conducted every 5 years.

The review format gives Richland a benchmark for financial program comparisons, program need, objectives and outcomes, student satisfaction, strengths, emerging challenges, program improvements for the prior three years, and projected improvements.

The Career and Technical Education Program Review required the completion of 18 documents, and the Academic Discipline and Cross-Disciplinary Reviews required the completion of 13 documents. A summary for each program is then created for ICCB, and all original documents are kept on file in the Learning Resource Center and in the Office of the Vice President of Student and Academic Services.

The process continues to be refined to assure that the ICCB requirements are met and that the stakeholders have the needed information to make informed decisions.

**College Spotlight** – Brad Hemenway, Instructor, presented the economic impact study findings and how they were used in the production of a four-minute video. The video will air on Comcast channel 4. The study found that Richland Community College adds skills to the area’s workforce and boosts the competitiveness of local businesses. The study also shows that a Richland Community College education increases earning for workers. On average, all Richland Community College students who completed their education in FY05 and worked year-round saw a 62.7% increase in earnings over their pre-enrollment wages. As a major employer and business entity, Richland Community College contributes local sales and wages and an estimated 460 jobs to the local economy.
REPORT OF ICCTA

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

REPORT OF STUDENT SENATE

Michele Houston was not present to deliver a verbal report. A written report is included in the Board Book. A number of Welcome Back activities are occurring the first week of school.

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

During the month of July, Dr. Saunders signed one (1) document that is listed in the Board Book: the Career and Technical Education Program Perkins Postsecondary Grant Agreement with Illinois Community College Board.

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

Meeting convened into closed session at 6:11 p.m.

Meeting reconvened into open session at 6:25 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids

A request to purchase Jenzabar CX System Upgrade from Jenzabar of Cambridge, Massachusetts, for $156,291.50 was presented to the Board.

A request to purchase laptop computers from Dell Corporation of Round Rock, Texas, for $21,595.90 was presented to the Board.
Full-Time Employments

A recommendation to approve the employment of Aaron Sarff, Radiography Program Director, effective August 11, 2008, was presented to the Board.

A recommendation to approve the employment of Michelle Schrock, Director, Early Childhood Education, effective August 11, 2008, was presented to the Board.

A recommendation to approve the employment of Richard Harmon, Human Patient Simulator and Nursing Lab Coordinator, effective August 11, 2008, was presented to the Board.

Prince moved to approve the consent agenda items as presented. Osborne seconded. Voice 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. An “Investment in the Future” video highlighting the additions and modifications to Richland Community College was presented to the Board. The video included the Dwayne O. Andreas Agribusiness Education Center, introduction of the biofuels program, Early Childhood Education Classroom, Fitness Center remodel, Culinary Arts Institute, Center for Sustainability and Innovation, Horticultural Education Center, Duplication Center remodel, Marketing Division remodel, Arts Studio move and remodel, and the Shilling Center roofing project.

The Illinois State Treasurer’s Office has announced a program that will lend money for “Green” facilities. The College is exploring any opportunities that may exist to offset some of the construction costs of the Center for Sustainability and Innovation.

Foundation Quarterly Report

Wegi Stewart, Executive Director, Foundation and Development, reported to the Board. The Foundation’s Annual Meeting took place on July 30, 2008. The board reviewed the year’s accomplishments. The net assets of the Foundation have increased $3 million thanks to the work related to Investing in Our Future, the major gifts campaign. Five directors retired from the board and four new directors were welcomed.

Over 400 scholarship applications were received and 256 students will receive over $345,000 for the fall semester. The new donor recognition display is installed on the wall outside the College’s Board Room. The display honors Violet Staley who was instrumental in raising the first million dollars for the Foundation in the 1980’s. It
recognizes all donors for cumulative lifetime giving to the Foundation and the College. It will be updated annually following the close of each fiscal year.

NEW BUSINESS

Legal Representation Agreement – Samuels, Miller, Schroeder, Jackson & Sly, LLP

A recommendation to approve the Legal Representation Agreement between Richland Community College and Samuels, Miller, Schroeder, Jackson & Sly, LLP, was presented to the Board.

The College is now reviewing its legal representation agreements on an annual basis. The law firm of Samuels, Miller, Schroeder, Jackson & Sly, LLP, has indicated that there are no changes from the 2007 agreement including fees and expenses.

Prince moved to approve the Legal Representation Agreement between Richland Community College and Samuels, Miller, Schroeder, Jackson & Sly, LLP, with an effective date of August 20, 2008, as presented. Chiligiris seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Legal Representation Agreement – Franczek Sullivan PC

A recommendation to approve the Legal Representation Agreement between Richland Community College and Franczek Sullivan PC was presented to the Board.

Franczek Sullivan PC focuses on two special areas: labor/employment law and education law. The firm has served the College for more than 20 years and desires to continue this relationship.

Campbell moved to approve the Legal Representation Agreement between Richland Community College and Franczek Sullivan PC, with an effective date of August 20, 2008, as presented. Prince seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Sick Leave – Policy 3.6.4.6 – Second Reading

Policy 3.6.4.6 was presented for second reading. 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 is presented for second reading and no action is required at this time.

**FINANCIAL REPORT**

**Bills Payable**

The July 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 $865,893.95 for July 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 Bliefnick declared the motion carried.

**ITEMS FROM THE BOARD**

Trustee Campbell reported that he attended the graduation ceremony at the Decatur Correctional Center on August 15. Pat Murphy and Jane Johnson were thanked for their involvement in the ceremony.

**ADJOURNMENT**

Prince moved and Osborne seconded to adjourn the meeting at 6:47 p.m.

Bruce Campbell, Secretary