COMMUNITY RECEPTION

A community reception was held at 5:00 p.m. at the Moweaqua Lions Club, Moweaqua, 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 Moweaqua community were asked for their recommendations on how Richland Community College can support Moweaqua in the future. Recommendations were solicited and will be included in future strategic plans.

CONVENCING OF THE MEETING

Call to Order The regular meeting was called to order at 6:30 p.m. Tuesday, September 16, 2008, in the Moweaqua Lions Club by Vice-Chairman Colee. Vice-Chairman Colee also recited the College Vision, Mission and Core Values.

Roll Call

Members Present:

Bruce Campbell, Dale Colee, Wayne Dunning, Michele Houston, Dr. Larry Osborne, and Randy Prince

Members Absent: Amy Bliefnick and Carol Chiligiris
Also present: Dr. Gayle Saunders, President, Attorney Darrell Wolums, and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of August 19, 2008, had been distributed to the Board prior to this meeting.

Dunning moved to approve the minutes of the regular meeting of August 19, 2008. Osborne seconded. Voice vote being all ayes, Vice-Chairman Colee declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. College Activities Report

   Sidewalk Chalk Invitational Art Competition will be held on October 4 in the Shilling Parking Lot. This event is open to all district high school students.

   College Transfer Day will be held on October 14 in the Mueller Student Center.

   Richland Community College-Jacksonville Correctional Center graduation will be held on October 17, 2008.

   Richland Community College Foundation will host a reception honoring donors and 2008 scholarship recipients on Sunday, October 26, 2008, in the Shilling Center Salons.

2. Personnel Report

   Full-Time Employment:
   - Sheryol Threewitt, Director, Weed & Seed, effective September 15, 2008

   Part-Time Employments:
   - Melissa Reilly, Child Care Learning Center Assistant, effective August 25, 2008
   - Fall Teaching Assignments – Adjunct and Non-Credit

3. Foundation Report

   - 287 students received scholarship assistance through the Foundation, 62 of those are Trustee Scholars
   - James Millikin Estate has agreed to continue funding the James Millikin scholarships for tuition and books
• Awareness gatherings will continue into October in an effort to educate people about the future of Richland Community College.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Off Campus Meetings – Dr. Saunders reported that she is grateful that the Board of Trustees encourages travel to off campus locations throughout the district to reach out to other communities. Off campus meetings add value to the partnerships and to the community that the College has been trying to build over the last several years.

Condolences – Dr. Saunders acknowledged the bereavement in the community with the passing of Larry Cunningham, Henry Staley, and Jane Johnson’s mother, Ruby Jefferson.

Illinois Community College Board – Dr. Saunders reported that Marcus Brown and Jessica Jolly (RCC student) presented testimony to the Illinois Community College Board regarding the impact of funding on Illinois community colleges.

Illinois Student Assistance Commission Audit – Dr. Saunders reported that the Illinois Student Assistance Commission performed its audit on RCC’s financial aid and veteran’s programs August 18-21. There were no exceptions or findings and the audit was closed.

Patriot Day – Patriot Day was observed on September 11. Tony Vespa and the Fire Science Division set up a display in the Mueller Student Center.

Invitation to the Future – Dr. Saunders reported that Investment to the Future presentations continue to be made, most recently to the Association of University Women.

Archer Daniels Midland Sequestration – Archer Daniels Midland was on campus for the Sequestration hearings and press conference. The Sequestration project is an $85 million project. Richland Community College students will have an opportunity to participate in the project.

Culinary Arts Institute – Dr. Saunders reported that the Culinary Arts Institute students prepared the hors d’oeuvres for the Chamber of Commerce New Member Expo.

Leadership and Core Values Institute – Dr. Saunders reported that there will be a Leadership and Core Values Institute meeting on November 21 in Decatur, Illinois, in conjunction with the Illinois Council of Community College Administrators’ Conference. There are over 1,600 administrators in State of Illinois community colleges. Sheryl Blahnik is the Chair-elect of the ICCCA and the Chair of the conference. Dr. Rush
Kidder will be the facilitator and keynote speaker. He is the founder of the Institute for Global Ethics.

**Campus Closing** – Richland Community College campus will be closed on October 13 in observance of Columbus Day.

**Achieve Global Training** – Dr. Saunders reported that the Human Resources Department has completed the Achieve Global Training with all of the Richland supervisors. Achieve Global is a leadership system that provides a systemic approach to leadership development.

**State of Illinois Enterprise Zone** – The State of Illinois approved a plan to expand the Decatur-Macon County Enterprise Zone. The Enterprise Zone in Decatur, Illinois, will include Progress City USA. This was done at the request of ADM, who started a request for an enterprise zone over much of their land. It offers Brush College, LLC a number of State and local tax initiatives for potential builders and allows them to make investments. The enterprise zone does not include the land that was gifted to Richland along Brush College Road.

**REPORT OF THE AUDIT COMMITTEE**

Randy Prince reported that he and Trustee Dunning met with the auditors and Richland staff on September 8, 2008. The auditors have completed the field work. A written report should be made in October. An audit presentation will be made in November.

**REPORT OF STUDENT TRUSTEE**

Michele Houston reported to the Board that the students started off with a great semester. Many activities had been planned for the opening days, including a welcome back performance by John Rush. Constitution Day will be held on September 17. Students will receive a copy of the Illinois Handbook of Government. Voter registration will also take place.

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

During the month of August, Dr. Saunders signed six (6) documents that are listed in the Board Book, including the Dual Credit Agreement between Mt. Zion High School and Richland Community College for 2008-09 school year; the Affiliation Agreement with St. Mary’s Hospital for an EMT 140 class; a Cooperative Agreement with Swann Center for a clinical site for nursing students; a Dual Credit Agreement with Warrensburg-Latham High School for 2008-09 school year; the Articulation Agreement
with University of Illinois at Springfield for a Baccalaureate of Science Degree in Clinical Laboratory Science; a Cost Reimbursement Contract with County of Macon Workforce Investment Solutions for the Workforce Readiness Manufacturing Program for Youth Project.

CONSENT AGENDA

Charge-Back

A recommendation to approve one charge-back for first-time enrollment was presented to the Board for approval.

Full-Time Employment

A recommendation to approve the employment of Gregory Firkus, Director of Security, Finance and Administration, effective September 22, 2008, was presented to the Board.

Authorization in Compliance with 5 ILCS 120/2.06 (Closed Session Minutes Audio Recording)

A recommendation to authorize the destruction of the audio recordings between December 21, 2004, and March 12, 2007, closed session meeting was presented to the Board.

Prince moved to approve the consent agenda items as presented. Campbell seconded. Voice vote being all ayes, Vice-Chairman Colee declared the motion carried.

OLD BUSINESS

Construction Report

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

The Protection, Health, and Safety Projects have now been completed. The flooring in the Early Childhood Education Classroom has been installed.

The renovation work in the Culinary Arts' kitchen is complete. There are still a few pieces of equipment to purchase.

Work continues on the Illinois Transportation Enhancement Grant project. The project is in the design phase. The project is anticipated to be bid in the fall with the work to begin in the spring.
The Center for Sustainability and Innovation construction work has begun. The contractors are working to have the building enclosed before the start of winter.

The wind generator project is under development and will be brought to the Board soon to initiate the approval process.

The Greenhouse covering has been replaced with a long-lasting polycarbonate material and a Swamp Cooler is being installed. Modifications to the heating systems have been made.

**Revised College Calendar for Fall Semester 2009 through Spring Semester 2010**

The dates of the Farm Progress Show in 2009 are September 1-3. The calendar has been revised to reflect these dates. In addition, the spring 2009 and 2010 semesters begin in the middle of the week. The number of attendance days should be equal before and after midterm of the semester to accommodate eight week classes. A revision to the calendar indicates that midterm is March 10 for spring semester 2009 and 2010. The calendar for summers 2009 and 2010 remain unchanged. This is for information only and no action is required.

**NEW BUSINESS**

**Submission of Associate of Arts in Teaching (A.A.T.) Degree – Early Childhood Education**

A recommendation to authorize the College staff to submit the Associate of Arts in Teaching Degree – Early Childhood Education to the Illinois Community College Board was presented to the Board.

The Associate of Arts in Teaching degree – Early Childhood Education will become an extension of the present baccalaureate/transfer program offered by the College. This degree is designed to attract students into a high need discipline area and to prepare students for transfer into a four-year university teacher certification program with a concentration in early childhood education. The core courses that comprise the A.A.T. – Early Childhood Education program are currently part of our general education curriculum.

Osborne moved to authorize the College staff to submit the Associate of Arts in Teaching Degree – Early Childhood Education to the Illinois Community College Board, as presented. Prince seconded. Voice vote being all ayes, Vice-Chairman Colee declared the motion carried.
Submission of Associate of Arts in Teaching (A.A.T.) Degree – Special Education

A recommendation to authorize the College staff to submit the Associate of Arts in Teaching Degree – Special Education to the Illinois Community College Board was presented to the Board.

The Associate of Arts in Teaching degree – Special Education will become an extension of the present baccalaureate/transfer program offered by the College. This degree is designed to attract students into a high need discipline area and to prepare students for transfer into a four-year university teacher certification program with a concentration in early childhood education. The core courses that comprise the A.A.T. – Special Education program are currently part of our general education curriculum.

Dunning moved to authorize the College staff to submit the Associate of Arts in Teaching Degree – Special Education to the Illinois Community College Board, as presented. Prince seconded. Voice vote being all ayes, Vice-Chairman Colee declared the motion carried.

Authorization to Negotiate a Lease Agreement with Fairview Plaza Properties, LLC

A recommendation to authorize the College administration to negotiate a Lease Agreement with Fairview Plaza Properties, LLC for space located in Fairview Park Plaza was presented to the Board.

The space will be used to consolidate current activities and initiate new programs, especially for the senior population.

Prince moved to authorize the College administration to negotiate a Lease Agreement with Fairview Plaza Properties, LLC for space located in Fairview Park Plaza, 1315 West King, Decatur, Illinois, as presented. Dunning seconded. Roll call vote being all ayes, Vice-Chairman Colee declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Sick Leave – Policy 3.6.4.6 – Third Reading/Adoption

Policy 3.6.4.6 was presented for third reading and adoption. No changes have been made since the first 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.
Prince moved to adopt Sick Leave Policy 3.6.4.6, as presented. Osborne seconded. Voice vote being all ayes, Vice-Chairman Colee declared the motion carried.

**Authority to Hire – Policy 3.1.3 – First Reading**

Policy 3.1.3 grants authority to the Board of trustees to approve appointments to Executive positions, full-time Faculty, Deans and Directors. The Board of Trustees authorizes the President or the President’s designee the authority to employ other positions in the College. The current policy referenced personnel classifications as Administrative I, II, and III as well as Professional/Technical/Information Control and Classified personnel. These classifications are no longer used in the current Compease Salary Administration System.

This is not a substantive change but rather a technical change to make the wording of this policy align consistently with the classifications of personnel in the current salary administration system.

The Institutional Effectiveness Group has reviewed and approved the policy for Board consideration. The policy is being presented for first reading and no action is needed at this time.

**Classifications of Personnel – Policy 3.2 – First Reading**

Using the Compease Salary Administration System, classifications of personnel were evaluated and grouped into new or existing classifications. Professional/Technical/Information Control Staff and Classified Staff were merged into the Administrative Staff category along with Directors and Supervisors. An Executive Staff category will be used for the President, Vice Presidents, and Deans.

The Institutional Effectiveness Group has reviewed and approved the policy for Board consideration. The policy is being presented for first reading and no action is needed at this time.

**Salary and Wage System – Policy 3.6 – First Reading**

Policy 3.6 clarifies which non-faculty positions may be assigned to teach credit or non-credit courses. The College will establish procedures that specify which classification or employees will be eligible for additional compensation for teaching such courses.

The Institutional Effectiveness Group has reviewed and approved the policy for Board consideration. The policy is being presented for first reading and no action is needed at this time.
**Salaried Status – Policy 3.6.1 – First Reading**

Policy 3.6.1 is written to comply with the Fair Labor Standards Act regarding Exempt employees. The policy clarifies that the College will not allow deductions from employee wages that violate the Fair Labor Standards Act.

The Institutional Effectiveness Group has reviewed and approved the policy for Board consideration. The policy is being presented for first reading and no action is needed at this time.

**FINANCIAL REPORT**

**Bills Payable**

The August 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 $1,157,084.19 for August 2008 was distributed to the Board prior to the meeting.

Dunning 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, Vice-Chairman Colee declared the motion carried.

**ITEMS FROM THE BOARD**

Trustee Prince thanked the College for hosting the Chamber After Hours function and for sharing the first Culinary Arts Institute event.

Trustee Dunning commended the Richland family for their response to those who are going through difficult situations.

Vice-Chairman Colee commented that Soy Capital Bank attendees were impressed with the Culinary Arts Institute students' performance at the Chamber After-Hours function. He has been impressed by the way the Board operates and he has enjoyed his tenure on the Richland Community College board.

**ADJOURNMENT**

Prince moved and Campbell seconded to adjourn the meeting at 7:30 p.m.

_________________________________________________________
Bruce Campbell, Secretary