MINUTES OF BOARD OF TRUSTEES REGULAR MEETING  
DISTRICT NO. 537  
RICHLAND COMMUNITY COLLEGE  
ONE COLLEGE PARK – DECATUR, ILLINOIS 62521  
October 21, 2008

RECEPTION HONORING DR. GAYLE SAUNDERS  
A reception was held prior to the Board meeting to honor President Gayle Saunders, who was inducted into the Illinois State University College of Education Alumni Hall of Fame on Saturday, October 18, 2008.

CONVENING OF THE MEETING  
Call to Order  
The regular meeting was called to order at 6:12 p.m. Tuesday, October 21, 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, Michelle Houston, and Randy Prince

Member Absent: Dr. Larry Osborne

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

MINUTES OF PREVIOUS MEETING  
The minutes of the regular meeting of September 16, 2008, had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the regular meeting of September 16, 2008. Prince 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 Donna Munson, Financial Director, American Association of University Women, thanking Dr. Saunders for leading the tour of the
2. Correspondence from Jane Shade, Executive Director, Project Success, thanking Richland Community College for the scholarship to the “Rockin’ Back to School” auction.

3. College Activities Report

The Foundation Scholarship Reception will be held on Sunday, October 26, 2008, at 1:30 PM in the Shilling Salons. Donors and scholarship recipients and families have been invited to attend.

Richland Theatre will present “Godspell” on October 31, November 1, 5, 7, and 8, 2008.

Leadership and Core Values Institute will be held on November 21 at the Decatur Conference Center and Hotel.

The Illinois Council of Community College Administrators Annual Conference also will be on November 20-21 at the Decatur Conference Center and Hotel.

4. Personnel Updates

Resignations:
• Michelle Schrock, October 1, 2008

Full-Time Employment
• Renee Stivers, Director, Partners in Education, November 3, 2008

5. Foundation Report

The Foundation has five new scholarships that will be awarded in Spring 2009, including the Eichenauer Scholarship for Culinary Arts, Stephen Decatur Chapter of the Daughters of the American Revolution Scholarship, and Rojan Scholarship for Nursing.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Community Food Drive – Dr. Saunders congratulated the students, employees and Board members who participated in the Community Food Drive. Richland Community College collected 4,283 pounds of non-perishable food items and over $1,300 in cash.

Publication of Images ’08 – Images ’08 is a publication of the Communications, Education, Humanities, and Fine Arts Division of Richland Community College and a
joint student project from Advanced Creative Writing and Computer Graphics classes, Spring ’08.

**Decatur Community Awards Ceremony** – Karen Vercellino, Tim Waller, Liz Swords, and Matt Dougherty were recognized for Outstanding Faculty of the Year, Outstanding Adjunct Faculty of the Year, Alumnus of the Year, and Pacesetter Award. Richland Community College received the Pride Award in Agriculture for the Dwayne O. Andreas Agribusiness Education Center.

**Diversity Luncheon** – Richland Community College co-hosted the 4th Annual Diversity Luncheon on October 9, 2008. The theme of the luncheon was Building Unity through Diversity: One Neighborhood, One Community, and One Nation at a Time.

**Quarterly Strategic Plan Update** – Teena Zindel-McWilliams, Assistant to the Vice-President, Student and Academic Services, reported to the Board. The October Strategic Plan update is the second report for the 2008 Priorities that support the 3-year Strategic Plan. The report includes new activities since the June report, along with additional activities that do not fit neatly into one of the strategies but that relate to the overall goals.

Goal 1, Teaching and Learning, covers the full range of student-related activities, student success, college preparedness, global perspective, curriculum development, and alternative delivery of curriculum options.

Goal 2, Collaborative Relationships, reflects the College’s ongoing interest in education and training for our communities through partnerships and collaborations.

Goal 3, College Operations, includes strategies that support the daily operations while keeping an eye on the long-term needs of the institution. Strategies include human resource training, staffing plans, financial sustainability, infrastructure, and measuring effectiveness.

**REPORT OF AUDIT COMMITTEE**

Board members have received the Annual Financial Report (Audit) for the year ended June 30, 2008, from May, Cocagne, and King, P.C.

**REPORT OF ICCTA**

Carol Chiligiris reported that the next ICCTA meeting is November 14-15, 2008, in Chicago, Illinois.

ACCT Leadership Congress being held in New York City on October 28-31, 2008.
REPORT OF STUDENT TRUSTEE

Michele Houston reported that students have a full fall semester of activities. The PEER Alcohol Awareness Simulator was on display at the main entrance today. The blood drive will be held on October 30 in the Shilling Salons. The Clubs are active and the Senate is meeting. A health career fair will be held on October 23 in the Mueller Student Center.

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

During the month of September, Dr. Saunders signed twelve (12) documents that are listed in the Board Book: Request from ADM for an event on September 24; an Agreement between Millikin University and Richland Community College to accommodate Richland Community College students enrolled in Organic Chemistry I and Intermediate Chemistry Lab I at Millikin University; Cooperative Agreement between Decatur Manor Health Care and Richland Community College to provide a Registered Nursing clinical site; the Adult Education and Family Literacy FY2009 Grant Agreement; request from Pat and Cindy Laegeler for an event on September 20; request from Greater Decatur Chamber of Commerce for an event on September 11; Dual Credit Agreement between Decatur Area Technical Academy and Richland Community College for dual credit programs/courses offered at Decatur Area Technical Academy and Richland Community College; a Cooperative Agreement between Decatur Manor Health Care and Richland Community College for a Practical Nursing clinical site; an Amendment to the terms of the FY2008 Innovation Grant between Illinois Board of Higher Education and Richland Community College for the College Transitions program extending the time of completion to September 30, 2009; a Cooperative Agreement with Fair Havens Christian Home for a Basic Nurse Assistant clinical site; a Cooperative Agreement with Central Illinois Surgery Center, LLC, for a Surgical Technology clinical site; the Richland Community College Literacy Program Grant with the Office of the Secretary of State for the FY2009 Secretary of State adult/Volunteer Literacy Project and the FY2009 Secretary of State Family Literacy Project.

CONSENT AGENDA

Charge-Back

A charge-back for Beverly Pope, Long Term Care Administration Certificate – College of DuPage for the Spring 2009, Summer 2009, and Fall 2009 was presented to the Board.
Full-Time Employments

A recommendation to approve the employment of Heather Kind-Keppel, Director of Campus Life, effective October 30, 2008, was presented to the Board.

Salary Range Adjustment

A recommendation to approve the salary adjustment for the Director of Accounting consistent with the revised pay grade, effective October 21, 2008, was presented to the Board.

Authorization in Compliance with 5 ILCS 120/2.06

A recommendation to authorize the destruction of the verbatim record of the March 20, 2007, and April 17, 2007, closed sessions was presented to the Board.

Prince moved to approve the consent agenda items as presented. Colee 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. As part of the College’s annual maintenance of the buildings, funding was included in the budget to replace a portion of the carpet in the hallways. The project will be bid in early November and presented to the Board for approval. Video capabilities will be added to the Culinary Arts kitchen to make it a “smart classroom”.

The draft specifications have been developed for the wind generator project, and a recommendation for approval of bids should be made at the November board meeting.

The Center for Sustainability and Innovation project has begun and is on schedule. The wells have been drilled for the geothermal system. The foundations are in and the finished floor will be poured soon.

The greenhouse project is complete.
BOARD POLICIES, PROPOSALS, AND CHANGES

Board of Trustees – Section 1.0 – First Reading

Section 1.0 sets out general guidelines for the Board of Trustees as found in the Illinois Public Community College Act (110 ILCS 805), Elections (10 ILCS 5), and Open Meetings Act (5 ILCS 20).

Authority to Hire – Policy 3.1.3 – Second 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 second reading and no action is needed at this time.

Classifications of Personnel – Policy 3.2 – Second 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 second reading and no action is needed at this time.
Salary and Wage System – Policy 3.6 – Second Reading

Policy 3.6 clarifies which non-faculty positions may be assigned to teach credit or non-credit courses. The College has established procedures that specifies which classification or employees are 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 second reading and no action is needed at this time.

Salaried Status – Policy 3.6.1 – Second 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 second reading and no action is needed at this time.

FINANCIAL REPORT

Bills Payable

The September 2008 Treasurer’s Report and Financial Statement were presented to the Board.

A list of bills for payment and ratification in the amount of $1,394,332.44 for September 2008 was distributed to the Board prior to the meeting.

Campbell moved to ratify the October 2008 bills paid and approve the Financial Statement to be filed for audit. Prince seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

ITEMS FROM THE BOARD

Trustee Colee congratulated Dr. Saunders on her induction into the Illinois State University College of Education Hall of Fame.

Trustee Colee wished Senator Frank Watson a speedy recovery.
ADJOURNMENT

Chiligiris moved and Campbell seconded to adjourn the meeting at 6:45 p.m.

Bruce Campbell, Secretary