CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:35 p.m. Tuesday, November 18, 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 (arrived at 5:55), Dale Colee, Wayne Dunning, Michele Houston, Dr. Larry Osborne, and Randy Prince

Member Absent: None

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

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of October 21, 2008, had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the regular meeting of October 21, 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 Geoffrey S. Obrzut, President and CEO, Illinois Community College Board, approving an increase in scope and budget of the Joint Use Facility Project.

2. College Activities Report

   10th Anniversary Leadership and Core Values Institute will be held on November
November 18, 2008

21, 2008, at the Decatur Conference Center and Hotel. Dr. Rush Kidder will be the facilitator for the day. He is the author of Moral Courage which is about Leadership and Core Values and Ethics. He was part of the first Leadership and Core Values initiative in Illinois in 1998.

RCC Dance Program will present “Nutcracker” on December 3, 5, 6, and 7, 2008.

Richland Kwanzaa Celebration will be held on December 4 in the Shilling Salons.

Staff Holiday Celebration will be December 4 at the Hickory Point Banquet Facility.

Joint Holiday Dinner with Foundation Board of Directors will be held on December 9 at the South Side Country Club.

3. Personnel Updates

   Resignations:
   • Greg Hubbartt, December 15, 2008
   • James Bryon Kirwan, October 16, 2008

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Community College National Legislative Summit – Dr. Saunders reported that the Community College National Legislative Summit will be held February 9-11, 2009, in Washington, DC.

Upcoming Purchase Recommendations – Dr. Saunders announced that a recommendation to purchase a 7-passenger van will be brought to the Board in December. The van will be purchased through the Joint Purchasing Agreement through the State of Illinois Central Management System. The estimated cost is $21,000.

Employment Recommendation – Dr. Saunders reported that the finalist for the Director of Early Childhood Education position will be brought to the Board in December.

REPORT OF AUDIT COMMITTEE

The Audit Committee met with Andy Thomas from May, Cocagne & King on November 4, 2008. Mr. Thomas will give an audit presentation to the Board tonight.
FY08 Audit Presentation – May, Cocagne & King
Andy Thomas from May, Cocagne & King, presented a PowerPoint presentation that highlighted the various results from the audit. Brush College, LLC was included in the audit report. There were no audit findings.

REPORT OF ICCTA
Dale Colee attended the Illinois Community College Trustees Association meeting in Chicago on November 14, 2008. A seminar on Wind Energy and Community Colleges was presented.

The next meeting ICCTA meeting will be held in March 2009 in Oak Brook, Illinois.

REPORT OF STUDENT TRUSTEE
Michele Houston reported that the Employee Appreciation Taskforce sponsored a Veterans Day Observance on Friday, November 7, where student veterans were recognized. Maroa-Forsyth Junior High Students joined the College in the observance.

Fifteen students will be attending the 10th Annual Leadership and Core Values Institute on November 21. Jessica Jolly is a panelist at the Institute.

A Student/Administration Luncheon will be held on December 2, at noon.

AGREEMENT/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF OCTOBER 2008
During the month of October, Dr. Saunders signed three (3) documents that are listed in the Board Book: Cooperative Agreement between Decatur Health Care and Richland Community College for Surgical Technology clinical; an Affiliation Agreement between Richland Community College and St. John’s Hospital for practical learning and clinical experiences; and an Affiliation Agreement between Richland Community College and Memorial Health Systems for practical learning and clinical experiences.

CONSENT AGENDA
Purchase Recommendations and Bids
A recommendation to authorize College Administration to award the bid for the Fitness Center and hallway flooring project to Arizona Tile Company of Springfield, Illinois, for a total of $103,956, was presented to the Board.
**Full-Time Employment**

A recommendation to approve the employment of Kona Taylor, Director of Online Learning, effective December 11, 2008, was presented to the Board.

**Time and Place for 2009 Regular Meetings of Board of Trustees**

A recommendation to set the time and place of the regular monthly meetings of the Board of Trustees for the third Tuesday of each month to be convened at 5:30 p.m. in Conference Room A/B of the College (unless otherwise noted) was presented to the Board.

Trustee Prince requested that item A1 of the Consent Agenda be removed.

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

Campbell moved to approve consent agenda item A1, as presented. Colee seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

**OLD BUSINESS**

**FY08 Audit – May, Cocagne & King**

Prince moved to accept the FY08 Financial Audit, as presented. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

**Construction Report**

Greg Florian, Vice President, Finance and Administration, reported to the Board regarding current construction projects. Installation will begin in December on the Fitness Center flooring. Bleachers have been installed in the Culinary Arts Institute. The Illinois Transportation Enhancement Project is in the design phase and is expected to be bid in the spring.

The Center for Sustainability and Innovation project is on schedule. The foundation is in place and the concrete floor slab will be poured soon.

The draft specification for the wind generator project is nearly complete. Once the specifications are finalized, they will be submitted for approval.
**Foundation Report**

Wegi Stewart, Executive Director of the Foundation, reported to the Board. The Foundation Board of Directors met on October 23 for its quarterly meeting. Kevin Sturtevant from Ketchum was present to give a mid-term update on the progress of the Major Gifts Campaign.

Cathy Mansur of May, Cocagne, and King presented the Foundations audit at the quarterly meeting. There were no findings to the report, and the Board accepted the audit as presented.

The Foundation board will decide at its next meeting in January which project the annual golf outing will support. The date for the 2009 Golf Outing is May 8.

The fund managers will report on their 2008 performance in January at a special meeting of the finance committee. This report will be the basis from which the Foundation will determine what it will be spending on scholarships and other distributions from endowed funds in 2009.

The Foundation provided underwriting support to a concert by Carole Peterson, a musician whose audience is families with young children.

The Foundation’s annual Scholarship Reception was held on October 26. The scholarship committee will meet on December 13 to award the funds for the spring semester.

An alumni event for teachers in the District on ways to use the web in the classroom was held on October 23. Nancy Sullivan facilitated that discussion.

**NEW BUSINESS**

**Protection/Health/Safety Projects – Resolution No. 09-2**

A recommendation to approve Resolution No. 09-2 to approve protection, health, and safety projects was presented to the Board.

Osborne moved to approve Resolution No. 09-2, as presented. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.
BOARD POLICIES, PROPOSALS, AND CHANGES

Authority to Hire – Policy 3.1.3 – Third Reading/Adoption

Policy 3.1.3 is presented for Third Reading and Adoption. The policy 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.

Prince moved to adopt the Authority to Hire Policy 3.1.3, as presented. Colee seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Classifications of Personnel – Policy 3.2 – Third Reading/Adoption

Classification of Personnel Policy 3.2 is presented to the Board for a third reading and adoption.

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.

Prince moved to adopt the Classification of Personnel Policy 3.2, as presented. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Salary and Wage System – Policy 3.6 – Third Reading/Adoption

Salary and Wage System Policy 3.6 is presented to the Board for a third reading and adoption. Policy 3.6 clarifies which non-faculty positions may be assigned to teach credit or non-credit courses. The College has established procedures that specify which classification or employees are eligible for additional compensation for teaching such courses.

Prince moved to adopt the Salary and Wage System Policy 3.6, as presented. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.
Salaried Status – Policy 3.6.1 – Third Reading/Adoption

Salaried Status Policy 3.6.1 is presented to the Board for a third reading and adoption. 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.

Prince moved to adopt the Salaried Status Policy 3.6.1, as presented. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Board of Trustees – Sections 1.1 – 1.16 and 1.18 – 1.22 – Second Reading

Sections 1.1 – 1.16 and 1.18 – 1.22 have been updated to comply with Illinois Compiled Statutes. Section 1.17 (College Mission and Purpose) is being reviewed by the Institutional Effectiveness Group and the President’s Cabinet and is not included in this reading. Section 1.17 will be presented for the first reading at the December meeting.

No action is recommended at this time.

FINANCIAL REPORT

Fiscal Year Tax Levy

Greg Florian presented an estimate of the Fiscal Year Tax Levy that will be recommended to the Board in December. The total estimated tax rate for the aggregate and debt service levies is estimated at $.38/per $100 EAV.

Bills Payable

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

A list of bills for payment and ratification in the amount of $1,900,048.81 for October 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 commented that the RCC Culinary Arts Institute was on display at the March of Dimes Chef Auction and came through with flying colors. Chef LJ and his students represented the College well.
ADJOURNMENT

Osborne moved and Colee seconded to adjourn the meeting at 6:55 p.m.

Bruce Campbell, Secretary