CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, December 16, 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, Rev. Wayne Dunning, Dr. Larry Osborne, and Randy Prince

Member Absent: Michele 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 November 18, 2008, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of November 18, 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 Stephen Spangehl, Director, Academic Quality Improvement Program (AQIP), confirming recognition of the AAS program in Culinary Arts and four related certificates

2. Correspondence from Danielle Bates-Finley, Family Visiting Nurses, thanking Debra Holtfreter, Human Resources Specialist, for her assistance at the flu clinic on Richland’s campus on September 30
3. Correspondence from Geoffrey Obrzut, President and CEO, Illinois Community College Board, approving the protection, health and safety projects for Richland Community College

4. Correspondence from the Government Finance Officers Association presenting Richland Community College with the Distinguished Budget Presentation Award for the current fiscal year

5. College Activities Report:
   - The College campus will be closed December 24 through January 5, 2009, at 8:00 AM.
   - Spring Convocation will be held on January 8 at 1:00 PM in the Shilling Auditorium.
   - Eighth Grade Career Fair will be held January 8, 9, 12, and 13 from 9:00 AM until noon in the Shilling Salons.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Elimination of Section 1501.303(k) of the Administrative Rules of the Illinois Community College Board – Dr. Saunders reported that Richland Community College graduates are no longer required to pass the constitution exam, effective September 23, 2008. That change is reflected in Section 1501.303 (k) of the Administrative Rules of the Illinois Community College Board.

American Diploma Project (ADP) – Dr. Saunders reported that Jane Johnson attended the state launch of the American Diploma Project in Bloomington, Illinois, on November 7. Illinois has become the 34th state to join the American Diploma Project Network, which is an initiative that challenges states to reform education so that students graduate from high school prepared to succeed in postsecondary education and the workplace.

Leadership and Core Values Institute – The 10th Anniversary of the Illinois Leadership and Core Values Institutes was held on November 21. Dr. Rush Kidder was the keynote speaker.

Holiday Celebration – The Employee Holiday Celebration was held on December 4.

Nurse Pinning Ceremony – The first December Nurse Pinning Ceremony was held on December 12. Twenty Associate Degree graduates were pinned.

Winter Board Retreat – The Winter Board Retreat will be held January 30-31, 2009, at The Chateau in Bloomington, Illinois.
Ribbon Cutting – The Ribbon Cutting for the Culinary Arts Institute will be held January 28, 2009, at 5:30 p.m. in the Shilling Salons.

ACCT National Legislative Summit – The American Community College Trustees National Legislative Summit is scheduled for February 9-11, 2009, in Washington, DC.

Good Neighbor Award – Richland Community College has received the WSOY Good Neighbor Award for its significant contribution to the Community Food Drive on October 10, 2008. Richland employees collected over 9,500 non-perishable food items.

Budget Reserve – The Governor’s office announced that community colleges will be required to hold 2.5% of Fiscal Year 2009 state funds in reserve. The rescission announcement followed the appropriation funding level for community colleges that was already reduced by $10 million for Fiscal Year 2009. The community colleges as a system are more than $50 million below the FY2002 levels. While State funding for universities was increased by 2.7% for FY09, community colleges sustained a reduction of 0.3% during the same time period.

College Spotlight

Sheryl Blahnik, Dean, Teaching and Learning Support Services, presented a five-minute video on Student Success Stories to the Board. The DVD can be viewed at http://www.richland.edu/tlss.

REPORT OF ICCTA

Carol Chiligiris reported that she will be traveling to Washington, DC, on February 9-11, 2009, to attend the National Legislative Summit.

AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF NOVEMBER 2008

During the month of November, Dr. Saunders signed four (4) documents that are listed in the Board Book: Request from Business and Technology Division for the Culinary Arts Institute Ribbon Cutting event on January 28, 2009; Illinois Cooperative Work Study Program Grant Application with the Illinois Board of Higher Education; Dual Credit Agreement between Meridian High School for courses offered at Meridian High School; Official Authorization for Accreditation with the National League for Nursing Accrediting Commission.

EXECUTIVE SESSION

Campbell moved to 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); for collective negotiating matters, as specified in Section 2 (c) (2); 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 5:52 p.m.

Meeting reconvened into open session at 6:57 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids

A recommendation to purchase a 2009 Dodge Grand Caravan SE from Wright Automotive of Hillsboro, Illinois, for $20,027 was presented to the Board.

A recommendation to purchase the ANGEL Learning Management System Software from ANGEL Learning of Indianapolis, Indiana, for $37,100 was presented to the Board.

Charge-Back

A recommendation to approve the charge-back for Tammy Vanderlaan-Wells to attend College of DuPage in the Library & Information Technology AAS program was presented to the Board.

Full-Time Employments

A recommendation to approve the employment of Kimberly Brummett as Director of Early Childhood Education, effective December 17, 2008, was presented to the Board.

A recommendation to approve the employment of Roberta Stimmel as Director of Budgeting, effective January 12, 2009, was presented to the Board.

Chiligiris moved to approve the consent agenda items as presented. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

OLD BUSINESS

Resolution for Fiscal Year Tax Levy – Resolution No. 09-3

A recommendation to adopt Resolution No. 09-3, Resolution for Fiscal Year Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, was presented to the Board for approval.

Osborne moved to adopt Resolution 09-3 for the 2008 Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, as
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Presented. Chiligiris seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

Construction Report

Greg Florian, Vice President of Finance and Administration, updated the Board on the current construction projects and the status of each.

The fitness center and flooring replacement project has been awarded and the work has begun. Carpeting is expected to be completed in the common hallways and Student Services before the beginning of Spring semester.

The Illinois Transportation Enhancement Program (ITEP) is being finalized and will be placed on the Illinois Department of Transportation project schedule. The bids will go out in March 2009.

The Center for Sustainability and Innovation construction is progressing well. The wall panels are being installed. The building should be enclosed by mid-January.

The bids for the wind generator project are scheduled for December 18. Once the bids are received, they will be evaluated and a recommendation will be presented to the Board for consideration of a contract award.

NEW BUSINESS

Resolution Adopting Restatement and Amendment of Richland Community College 403(b) Retirement Plan

A recommendation to adopt Resolution No. 09-4, Resolution Adopting Restatement and Amendment of Richland Community College 403(b) Retirement Plan, was presented to the Board.

Effective January 1, 2009, new regulations issued by the Internal Revenue Service regarding the servicing of 403(b) plans must be adopted. The regulations include additional responsibilities for vendors and plan sponsors in order to continue service provisions with Richland’s plan.

Prince moved to adopt Resolution No. 09-4, Resolution Adopting Restatement and Amendment of Richland Community College 403(b) Retirement Plan, as presented. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.
BOARD POLICIES, PROPOSALS, AND CHANGES

Board of Trustees Sections 1.1-1.16 and 1.18 – 1.22 – Third Reading/Adoption

Sections 1.1 – 1.16 and 1.18 – 1.22 is presented for third reading and adoption.

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.

Campbell moved to adopt Sections 1.1 – 1.16 and 1.18 – 1.22, as presented. Prince seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

FINANCIAL REPORT

Bills Payable

The November 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 $1,242,838 for November 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.

Review of Minutes of Previous Executive Sessions

Bruce Campbell stated that three (3) sets of minutes of closed (executive) sessions conducted between June 10, 2008, and August 19, 2008, have been reviewed.

It is recommended that the following sets of minutes require continued confidentiality and should remain sealed: June 10, 2008; July 15, 2008; and August 19, 2008.

Additional minutes of closed sessions conducted between September 18, 1990, and March 24, 2004, and June 20, 2006, and May 20, 2008, also were re-examined. (NOTE: Closed session minutes dated May 24, 2004, through May 16, 2006, were delivered to Judge Belz, pursuant to Court order, and were not available for examination)

It is recommended that the following sets of minutes require continued confidentiality and should remain sealed:

Campbell moved to approve the recommendation for continued confidentiality of previous executive sessions as presented. Dunning seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

ITEMS FROM THE BOARD

Randy Prince stated that Caterpillar Tractor Company’s use of Richland’s facilities for employment testing is a great workforce and training partnership.
Carol Chiligiris commended Richland faculty and staff in their collection of food for baskets for needy families for Christmas.

Bruce Campbell would like a discussion, during the Winter Board Retreat, about financial strategies to deal with the State financial crunch.

Dr. Larry Osborne commended Sheryl Blahnik and the Learning Accommodations Services on the student success stories that were shared. He wanted to remind the College to be thankful and mindful of its great staff and faculty.

Amy Bliefnick reflected on the many successes the College has accomplished this year.

**ADJOURNMENT**

Prince moved and Osborne seconded to adjourn the meeting at 7:22 p.m.

Bruce Campbell, Secretary