

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

June 16, 2009

PUBLIC HEARING FOR BUDGET

A Public Hearing for the FY2010 Budget was held at 5:17 p.m. in Conference Room A/B of the College. There were no comments from the public, and the hearing adjourned at 5:21 p.m.

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:21 p.m. Tuesday, June 16, 2009, 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, Dale Colee, Rev. Wayne Dunning, Dr. Larry Osborne, Randy Prince, and Emmett Sefton

Member Absent: Lucien Smith

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

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of May 5, 2009, had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the regular meeting of May 5, 2009. Sefton seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

WRITTEN COMMUNICATIONS

1. Richland Community College received a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report for the fiscal year ending June 30, 2008. Greg Florian and Megan Moore were presented with the award.

2. College Activities Report

Summer classes began June 1. Summer enrollment is up almost 40% from last summer.

The College will be closed on July 3 in observance of Independence Day.

The Lincoln Correctional Center graduation will be held on June 26, 2009, at 1:00 p.m.

Macon County Relay for Life will be held on the College campus on July 17 and 18. Approximately 500 walkers from 50 different teams will be participating.

The Foundation Annual Dinner and Meeting will be held on July 23 at the Country Club of Decatur.

The next Board meeting will be held on July 21, 2009, at 5:30 p.m.

3. Personnel Updates

Full-Time Employment Resignations:

- Shelba Donoho, Assistant to the Dean, Health Professions, effective July 31, 2009.
- Jane Johnson, Vice President, Student and Academic Services, effective September 30, 2009.

Part-Time Employment Resignation (Reduction in Force)

- Debra Stevens, Graphics Assistant, effective June 30, 2009.

Full-Time Employment

- Amanda Gray, Job Preparedness Instructor, Lincoln Correctional Center, pending IDOC approval.

4. Foundation Report

The “quiet phase” of the major gifts campaign is complete and will now enter the public phase. An important announcement will be made in early September.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Business Partner Appreciation Award – Dr. Saunders reported that the Decatur Area Technical Academy recognized Richland Community College with a Business Partner Appreciation Award for the 2008-2009 school year.

Surgical Technology and Radiography Program – Dr. Saunders reported that all May graduates of the Surgical Technology and Radiography Programs took their certification examinations and passed. The average score of Richland graduates taking the National Board of Surgical Technology and Surgical Assisting exceeds the national average by twelve percent. This is the fifth consecutive year that the Radiography Program first-time pass rate for the American Registry of Radiologic Technologists is 100%. Congratulations to the faculty and students.

Systems Portfolio – The College submitted its Systems Portfolio to AQIP, the College's accreditation body, on June 1, 2009. The Portfolio, one of the requirements in the seven-year accreditation process, includes descriptions of systems, processes, and results related to the nine AQIP categories.

Summer Board Retreat – The Summer Board Retreat will be held on Thursday, June 25, 2009, at the Fairview Park Plaza Center.

2009 Institutional Data Book – Jane Johnson, Vice President of Student and Academic Services, reported that the College has been publishing the Institutional Data Book for 20 years. The Data Book contains information that is most often requested. The Data Book is used for planning, decision making, grant writing, and environmental scans. Jane stated that Richland Community College was the first community college in the State of Illinois to publish a Data Book. The Data Book is divided into nine areas of most often requested information. This year, information has been added about College referendums, Continuous Improvement Process teams and charges, dual credit students, number of dual credit agreements, online and hybrid course statistics, and Walking the Walk of Diversity conference themes and speakers. The Data Book also will be available online.

Jane acknowledged the staff in the Finance and Administration Division, Economic Development and Innovative Workforce Solutions Division, and Student and Academic Services Division for its input. Jane also thanked Jody Burtnett, Executive Administrative Assistant, for her hard work and diligence in coordinating and completing the project.

High School Follow-Up Report – Fall 2008 – Cathy Sebok, Director, Admissions and Recruitment, presented information on the Fall 2008 High School Follow-up Report. The purpose of the report is to provide feedback regarding District #537 high school students/graduates who enroll at Richland.

Strategic Plan Quarterly Update – Teena Zindel-McWilliams, Assistant to the Vice President of Student and Academic Services, presented the June 2009 Strategic Plan Priorities update.

REPORT OF ICCTA

Bruce Campbell reported that the ICCTA Annual Convention and Awards luncheon and banquet were held on June 4-5, 2009. Dr. Terry O'Banion made a presentation on "The Rogue Trustee: The Elephant in the Room." Trustee Campbell will give an overview of the presentation at the Summer Board Retreat.

REPORT OF AGREEMENT/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF MAY 2009

During the month of May, Dr. Saunders signed two (2) documents that are listed in the Board Book, including the Cooperative Agreement between Swann Center and Richland Community College and the FY2009 Adult Education and Family Literacy Grant Agreement.

CONSENT AGENDA

Purchase Recommendations and Bids

A recommendation to purchase a biodiesel production system from Biodiesel Logic, Inc., of Troy, Alabama, for \$38,850, was presented to the Board.

Charge-Backs

A recommendation to approve seven charge-backs for first-time and continued enrollment 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 recording of the November 20, 2007, closed session meeting was presented to the Board.

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

OLD BUSINESS

Statement of Final Construction Compliance

A recommendation to authorize College administration to submit the Statement of Final Construction Compliance to the Illinois Community College Board was presented to the Board.

The Illinois Community College Board requires that colleges submit the final cost of a project when that project reaches 100% completion.

Osborne moved to authorize College administration to submit the Statement of Final Construction Compliance to the Illinois Community College Board, as presented. Campbell 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.

The Illinois Transportation Enhancement Program project is anticipated to be bid by July 31 with the work to be undertaken in fall 2009.

The Center for Sustainability and Innovation construction is advancing on schedule. The elevator is in place and the walls are painted. The University of Illinois Extension is scheduled to move in on June 25.

The wind turbine project is moving along as scheduled. Once the equipment, tower, and nacelle are on site and the concrete base has cured, the actual erection of the tower and setting of the nacelle are anticipated to be done within a week. A target completion date in September has been set. The tower is 38 meters tall and the blades have a 22-foot diameter.

The Protection, Health, and Safety Projects have been approved by the Board and should be undertaken when the funding is received.

Richland Community College Fairview Park Plaza Center Report

Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions, updated the Board.

Fairview Park Plaza Center is now a fully operational center. Credit and non-credit classes are being held. Contract training is also being held at the site.

NEW BUSINESS

Presentation of Fiscal Year 2010 Budget

Greg Florian, Vice President, Finance and Administration, presented the Fiscal Year 2010 budget to the Board. It is a balanced budget, totaling \$27.2 million.

Adoption of Fiscal Year 2010 Budget, Transfer of Working Cash Earnings, and Transfer of Working Cash Funds

A recommendation to adopt Resolution No. 09-32, Adopting Fiscal Year 2010 Budget, Resolution No. 09-33, Transferring Working Cash Earnings, and Resolution No. 09-34, Transferring Working Cash Funds, was presented to the Board.

Campbell moved to adopt Resolution No. 09-32, Adopting Fiscal Year 2010 Budget, Resolution No. 09-33, Transferring Working Cash Earnings, and Resolution No. 09-34, Transferring Working Cash Funds, as presented. Prince seconded. Roll vote being all ayes, Chairman Bliefnick declared the motion carried.

Compliance with Prevailing Wage Act – Resolution No. 09-35

A recommendation to adopt Resolution No. 09-35, Compliance with Prevailing Wage Act, was presented to the Board.

The resolution supports the Department of Labor's findings. The Department of Labor's findings for the eight counties in the Richland District are available for review in the President's Office.

Dunning moved to adopt Resolution No. 09-35, Compliance with Prevailing Wage Act, as presented. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Annual State Funded Capital Request – Resource Allocation Management Plan (RAMP) Document

A recommendation to authorize College administration to file a Resource Allocation Management Plan (RAMP) with the Illinois Community College Board and certify that funds are, or will be, available was presented to the Board.

The RAMP document includes the request for new construction projects seeking 75% funding by the state. This year, the College requests state capital funding consideration for five projects. They include the Student Success Center and Addition, Global Agribusiness Center/National Bioenergy Education Center, Community Education Center, Business Education Center Addition and Renovations, and Workforce Development Center. Cost estimates have been updated to agree with the 4.3% Capital Development Board cost escalation factor.

Prince moved to authorize College administration to file a Resource Allocation Management Plan (RAMP) with the Illinois Community College Board and to

certify that funds are, or will be, available, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

FINANCIAL REPORT

Bills Payable

The April and May 2009 Treasurer's Report and Financial Statements were presented to and discussed with the Board.

Lists of bills for payment and ratification in the amount of \$778,015.00 for April 2009 and \$1,117,520.50 for May 2009 were 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. Prince seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

Review of Minutes of Previous Closed Sessions

A recommendation for continued confidentiality of closed (executive) session minutes was presented to the Board.

Sefton moved that the Board of Trustees approve the continued confidentiality of the closed session minutes, as presented. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

ADJOURNMENT

Campbell moved and Prince seconded to adjourn the meeting at 7:25 p.m.

Bruce Campbell, Secretary