CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, November 17, 2009, in Conference Room A/B of the College by Vice Chairman Colee. Vice Chairman Colee also recited the College Vision, Mission and Core Values.

Roll Call

Members Present: Bruce Campbell, Dale Colee, Rev. Wayne Dunning (arrived at 6:25 p.m.), Dr. Larry Osborne, Randy Prince, Emmett Sefton, and Michael Wright (student trustee to be seated)

Member Absent: Amy Bliefnick

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of October 20, 2009, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the regular meeting of October 20, 2009. Prince seconded. Voice vote being all ayes, Vice Chairman Colee declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

SWEARING-IN AND SEATING OF NEW STUDENT TRUSTEE

Vice Chairman Colee administered the Oath of Office to Michael Wright, newly appointed student member of the Board of Trustees for 2009-2010, and formally seated him as a member of the Board.

WRITTEN COMMUNICATIONS

1. College Activities Report
   - The College will close at 5:00 p.m. on Wednesday, November 25, 2009, for the Thanksgiving holiday.
   - Final Exams will be given December 9-14, 2009.
• Richland Community College Annual Holiday Celebration will be held Tuesday, December 1, 2009, at the Scovill Banquet Room.
• Richland Community College Annual Kwanzaa Celebration will be held on Thursday, December 3, 2009, in the Shilling Salons.
• Richland Community College Dance Program will present *The Nutcracker* on December 4-6, 2009, in the Shilling Auditorium.
• The joint Boards dinner will be held on December 8, 2009.
• The Board of Trustees will meet on December 15, 2009, at 5:30 p.m.

2. Personnel Report

Full-Time Employment Terminations/Resignations:
• JoAnn Wirey, Registrar, effective October 14, 2009
• Nancy Hilton, Director of Publication Services, effective October 30, 2009
• Wendy Sparks, Graphics Specialist, effective October 30, 2009

Full-Time Employment:
• Ariel Campos, Library Technical Assistant II, effective October 20, 2009

SPECIAL REPORTS

REPORT OF THE PRESIDENT

H1N1 Vaccine Clinic – An H1N1 flu vaccine clinic was held on November 2 on the Richland campus. Richland students and faculty administered the vaccine to 268 people.

College Spotlight – Greg Firkus, Director of Campus Security, presented to the Board. Greg shared a brief overview of the progress toward meeting the goals of the Illinois Campus Security Enhancement Act. The Campus Security Enhancement Act was a direct result of the events that took place on the campus of Virginia Tech in 2007. As a result, the State of Illinois has drafted into law certain requirements and guidelines to which all college campuses must conform. Three significant requirements of this act involve the development of a behavioral threat assessment team; the establishment of a violence prevention planning team; and the development of a college emergency operations plan. Members of the team include representation from Student and Academic Services, Campus Life, Security, and full-time faculty. Training was offered to faculty and staff during First Week activities in August.

REPORT OF AUDIT COMMITTEE

The Audit Committee met with Andy Thomas from May, Cocagne & King. Vice Chairman Colee commended Greg Florian and Meagan Moore on their work for the audit. Trustee Sefton added that the staff worked well with the auditors. Mr. Thomas will give an audit presentation to the Board tonight.
FY09 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

Bruce Campbell attended the Illinois Community College Trustees Association meeting on November 14, 2009, in Chicago, Illinois. The State of Illinois is fortunate to have three people elected to the ACCT Executive Committee and Board of Directors: Tom Bennett, Parkland College; Jeff May, Joliet Junior College; and John Sanders, John A. Logan College. The meeting dealt primarily with State funding.

REPORT OF STUDENT TRUSTEE

Michael Wright highlighted activities for the Student Senate and Clubs. Two new clubs were approved: Film Appreciation Club and Intramurals Club. Four student teams participated in the Alzheimer's Walk.

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

During the month of October, Dr. Saunders signed two (2) documents that are listed in the Board Book, including the Fiscal Operations Report and Application to Participate (FISAP) with the U. S. Department of Education; and the FY2009-10 Community Development Block Grant Subrecipient Agreement with the City of Decatur and Dove, Inc. and Project Read-Richland Community College.

EXECUTIVE SESSION

Campbell moved that the Board 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, Vice Chairman Colee declared the motion carried.

Meeting convened into closed session at 6:17 p.m.

Meeting reconvened into open session at 6:32 p.m.
CONSENT AGENDA

Purchase Recommendations and Bids

A recommendation to approve the purchase of a server for the Administrative Information System from IBM, Coppell, Texas, in the amount of $37,205.20, was presented to the Board.

A recommendation to approve the purchase of a loan module for Administrative Information System from Jenzabar, Inc., Boston, Massachusetts, in the amount of $21,894.77, was presented to the Board.

Time and Place for 2010 Regular Meetings of the 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.

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

OLD BUSINESS

FY09 Audit – May, Cocagne & King

Prince moved to accept the FY09 Financial Audit, as presented. Campbell seconded. Voice vote being all ayes, Vice Chairman Colee declared the motion carried.

Construction Report

Greg Florian, Vice President, Finance and Administration, reported to the Board regarding current construction projects. The Department of Transportation is in the process of awarding the contracts for the Illinois Transportation Enhancement Project. The second floor of the Center for Sustainability and Innovation will be complete in January 2010. The Wind Turbine project is complete. Space in the Learning Resources Center will be modified for use as a general student computer room.

Foundation Quarterly Report

Wegi Stewart, Executive Director of the Foundation and Development, reported to the Board. The Foundation’s Quarterly meeting was held on October 22, 2009. The Foundation will help support the College’s effort to purchase and install the IONA Kiosk in the Center for Sustainability and Innovation for interactive learning. The Foundation’s
annual Scholarship Reception was held on October 25. The scholarship committee will meet on November 17 to award funds for the spring semester. An alumni event for Richland employees who are graduates of Richland Community College will be held on December 7. The Investing in our Future campaign has officially entered the public phase with community mailings and advertising on television and newspaper. The Eichenauer Scholarship Dinner will be held on Saturday, March 27, in the Shilling Center. The Foundation audit is complete and will be presented to the Foundation Board of Directors in January 2010.

Agribusiness Applied Technology Park Report

Dr. Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions, reported to the Board.

The College will begin the process of developing land designated as the Agribusiness Applied Technology Park. The process includes selecting a developer to develop the land on the Richland Community College campus, performing a land survey, and determining the land development positioning parameters.

Campbell moved to authorize the College administration to begin the process of coordinating with the Richland Community College Foundation for an Agribusiness Applied Technology Park, as presented. Osborne seconded. Voice vote being all ayes, Vice Chairman Colee declared the motion carried.

NEW BUSINESS

Adoption of College Academic Calendar for Fall 2010 through Summer 2012

A recommendation to adopt the 2010-2012 College calendar, was presented to the Board. The proposed calendar has been reviewed by the Richland Federation of Teachers, Local 4262.

Sefton moved to adopt the 2010-2012 College calendar as presented. Prince seconded. Voice vote being all ayes, Vice Chairman Colee declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Policies 3.1.7, 3.4.1, 3.5.3 – Second Reading

Personnel Policies Sections 3.1.7, 3.4.1, and 3.5.3, were presented for second reading. Policy 3.1.7 (Grievance) clarifies the reporting timeline and appropriate notification process for employee grievances. Policy 3.4.1 (Faculty Promotion in Rank) is being added to align with the Collective Bargaining Agreement. Policy 3.5.3 will be deleted because it was superseded by Policy 5.3 (Sexual and Other Harassment) and Policy
5.12 (Statement of Non-Discrimination and Equal Opportunity). The policies were presented for second reading, and no action was required.

**Policy 3.6.5.2 – Second Reading**

The Family and Medical Leave Policy 3.6.5.2 was presented for second reading. The National Defense Authorization Act of FY2008 (NDAA) amended the Family and Medical Leave Act (FMLA) to allow eligible employees to take up to 12 weeks of job-protected leave in a 12-month period for any “qualifying exigency” arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. The policy was presented for second reading, and no action was required.

**Policy 5.8 – Second Reading**

Confidential and Sensitive Information Policy 5.8 was presented for second reading. The new policy was drafted to conform to the new Federal Trade Commission “Red Flags Rule.” The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transactions (FACT) Act of 2003. Under the rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The policy was presented for second reading, and no action was required.

**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 $.39/per $100 EAV.

**Bills Payable**

The October 2009 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 $2,109,358.69 for October 2009 was distributed to the Board prior to the meeting.

Prince moved to approve the bills for payment and ratification as presented and to approve the Financial Statement to be filed for audit. Sefton seconded. Roll call vote being all ayes, Vice Chairman Colee declared the motion carried.
ADJOURNMENT

Campbell moved and Sefton seconded to adjourn the meeting at 7:07 p.m.

Bruce Campbell, Secretary