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

December 15, 2009

CONVENCING OF THE MEETING

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, December 15, 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, Emmett Sefton, and Michael Wright

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

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of November 17, 2009, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of November 17, 2009. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. Correspondence from the Government Finance Officers Association presenting Richland Community College with the Distinguished Budget Presentation Award for Fiscal Year 2009

2. College Activities Report:
   - The College campus will be closed December 24, at 5:00 PM, through January 4, 2010, at 8:00 AM.
   - Spring Convocation will be held on January 6 at 1:00 PM in the Shilling Auditorium.
   - Eighth Grade Career Fair will be held January 6, 7, 8, and 11 from 9:00 AM until noon.
3. Personnel Update
   Full-Time Employment Terminations/Resignations
   • William Bolt, Horticulture Instructor, Jacksonville Correctional Center, effective November 20, 2009
   • Janet Stiner, Accounting Technician-Payroll, effective November 24, 2009
   • John Bell, Director, Human Resources, effective November 30, 2009

   Part-Time Resignations
   • Dick Winkleblack, Fitness Center Assistant, effective October 31, 2009
   • Joshua Brenner, Learning Accommodations Services Specialist, effective December 15, 2009

   Part-Time Employment
   • Ruthie Gergeni, Marketing Assistant, effective November 16, 2009

4. Foundation Report
   • The Foundation received notification from the James Millikin Estate that $132,500 would be awarded by the Trustees of the Estate to fund various programs at Richland Community College.

5. Richland Extension Sites Update, August-November 2009

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Student Enrollment Student enrollment for spring is up 21% to 2876, from 2369 at this point last year. Credit hours are up more than 30% to 26,485 from 20,352.

IBHE The Illinois Board of Higher Education drafted a letter that strongly encourages the General Assembly and Governor to fully fund the state colleges and universities in a timely manner.

Winter Board Retreat Winter Board Retreat will be held on January 15-16, 2010, at The Chateau in Bloomington, Illinois.

Hearts Around the World Decatur Memorial Hospital is hosting a fundraiser to benefit its Heart and Lung Institute called Hearts Around The World. All of the money raised from this fundraising event will stay in Decatur to benefit patients cared for at DMH, and the Culinary Arts Institute will receive an Honorarium Scholarship for a student participating in the International Experience 2010 China.

Nurse Pinning The pinning ceremony of nursing students who are graduating mid-year was held on Friday, December 11. Eighteen students were pinned.
REPORT OF ICCTA

There was no Illinois Community College Trustees Association report.

REPORT OF STUDENT TRUSTEE

Michael Wright reported that the students enjoyed the free snacks and massages that were offered during finals week. Several student clubs hosted events to benefit children and soldiers during the holiday season.

AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF NOVEMBER 2009

During the month of November, Dr. Saunders signed four (4) documents that are listed in the Board Book, including the Dual Credit Agreement between Cerro Gordo High School and Richland Community College for the 2009-210 school year; the Cooperation Agreement between Suzhou Industrial Park Institute of Vocational Technology (Suzhou, China) and Richland Community College for a student visit/exchange program; the Illinois Cooperative Work Study Program Grant Request for Fiscal Year 2010 in the amount of $40,000; and the Affiliation Agreement between Richland Community College and Memorial Health System, Springfield, Illinois, for practical learning and clinical experiences.

CONSENT AGENDA

Charge-Back

A recommendation to approve the charge-back for Mathew McCoy to attend Parkland College in the Automobile Collision and Repair Certificate program was presented to the Board.

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

OLD BUSINESS

Resolution for Fiscal Year Tax Levy – Resolution No. 10-1

A recommendation to adopt Resolution No. 10-1, 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 10-1 for the 2009 Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, as
presented. Sefton 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.

BOARD POLICIES, PROPOSALS, AND CHANGES

Personnel Policies – Sections 3.1.7, 3.4.1, 3.5.3 – Third Reading/Adoption

Personnel Policies Sections 3.1.7, 3.4.1, and 3.5.3, are presented for third reading and adoption. No changes have been made since the 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 (Harassment-Free Workplace) will be deleted because it was superseded by Policy 5.3 (Sexual and Other Harassment) and 5.12 (Statement of Non-Discrimination and Equal Opportunity).

Osborne moved to adopt sections 3.1.7 and 3.4.1 and delete section 3.5.3, as presented. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Family and Medical Leave Act – Policy 3.6.5.2 – First Reading

The National Defense Authorization Act for FY 2008 amended the Family and Medical Leave Act 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.

Policy 3.6.5.2 is presented for first reading, and no action is required at this time.

Confidential and Sensitive Information – Policy 5.8 – First Reading

This is a new policy 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.
Policy 5.8 is presented for first reading and no action is required at this time.

**Personnel Policies – Policy 3.5.6, 3.6.5.3, 3.6.5.8 – First Reading**

Policy 3.5.6 (Personnel Records) includes a statement that all information contained in personnel files is the property of the College and that personnel records will be released to a third party following a written request.

The revision to Policy 3.6.5.3 (Medical (including Maternity Leave) was changed to compliment the Family and Medical Leave Policy.

The personnel category descriptions in Policy 3.6.5.8 (Vacation Leave) have been updated to match the November 2008 classification of personnel changes. Also, Policy 3.6.5.8 is revised so vacation time cannot be used to bridge to a later employment termination date.

Policies 3.5.6, 3.6.5.3, and 3.6.5.8 are presented for first reading and no action is required at this time.

**Sexual and Other Harassment – Policy 5.3 – First Reading**

After a routine review of Policy 5.3, beneficial revisions were made to include employee responsibility for reporting harassment, confidentiality, corrective action, and retaliation.

Policy 5.3 is presented for first reading and no action is required at this time.

**FINANCIAL REPORT**

**Bills Payable**

The November 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 $1,412,895.90 for November 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. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

**Review of Minutes of Previous Executive Sessions**

Four (4) sets of minutes of closed (executive) sessions conducted between July 21, 2009, and November 17, 2009, have been reviewed. Additional minutes of closed sessions conducted between September 18, 1990, and March 24, 2004, and June 20, 2006, and May 5, 2009, also were re-examined.
Campbell moved to approve the recommendation for continued confidentiality of previous executive sessions as presented. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

ITEMS FROM THE BOARD

The services for Wegi Stewart’s father, Dr. Ferry, are Thursday at 4:30 p.m. and Friday, at 1:00 p.m.

Vice-Chairman Colee commented that the Extension Site Update included in the Board Book is a helpful tool to chart the progress of Fairview Park Plaza.

Trustee Prince informed the Board that Chef L. J. Klink’s grandmother passed away recently.

Trustee Dunning wished everyone Merry Christmas, Happy Hanukah, and Happy Kwanzaa.

ADJOURNMENT

Colee moved and Campbell seconded to adjourn the meeting at 6:22 p.m.

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Bruce Campbell, Secretary