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

January 19, 2010

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:36 p.m. Tuesday, January 19, 2010, 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: President Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of December 15, 2009, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the regular meeting of December 15, 2009. Prince seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. Correspondence from Raymond Mucha, Director, Illinois State University, thanking Jennifer Peterson (Continuing and Professional Education) for her assistance with the Motorcycle Safety Program.

2. College Activities Report:

   • The Culinary Arts Institute dinner scheduled January 28 is sold out. The next dinner is April 22 with a Spanish theme.
   • The WYSE Competition will be held on February 3 in the Shilling Salons.
   • The Black History Soul Food Luncheon will be held on February 8 at noon in the Mueller Student Center.
   • The College will be closed on February 15 in honor of President’s Day.
• Richland Administrators will serve pancakes and sausage to students, faculty and staff on February 16, beginning at 7:30 a.m. in the Food Service area.
• The next Board meeting will be Tuesday, February 23, 2010.

3. Personnel Update

Part-Time Resignations
• Gina Reischman, Program Coordinator, Decatur Community Partnership, effective January 1, 2010

Full-Time Employment
• Alida Sullivan, Creative Marketing Specialist, effective January 4, 2010
• Stephanie Zimmerman, Registrar, effective January 22, 2010
• Clayton Gerhard, Network Administrator I, effective January 25, 2010

Full-Time Employment Change
• Lori McKenzie, Accounting Technician, Payroll, effective January 4, 2010

Part-Time Employment
• April Cramer, Accounting Technician, effective January 4, 2010

4. Foundation Report
The Investing in our Future Campaign has exceeded its $15 million goal, and will be celebrating its $17 million goal in June.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Winter Board Retreat President Saunders thanked the Board of Trustees for their participation in the Winter Board Retreat held January 15-16. A special board meeting will be held on January 25, at 6:00 p.m.

Condolences President Saunders extended condolences to Cindy Laegeler, Chief Operating Officer, Brush College LLC, on the passing of her mother on January 6.

Student Enrollment Student enrollment for spring is up significantly. President Saunders thanked the faculty and staff for their work to engage new students into the college environment and get them off to a good start.

NAACP The President will meet with members of the Executive Committee of the NAACP next week.
Eighth Grade Career Fair Twelve hundred students attended the 8th Grade Career Fair held on January 6, 8, and 11. Seventy community business leaders participated.

Partners Salute The Partners Salute will be held on March 1, 2010, honoring Salutatorians, Valedictorians, Business Leader of the Year in Education, Educator of the Year, and Teacher of the Year.

Spring Convocation Spring convocation awards were presented to Becky Kirk (Above and Beyond); Rosemarie King-Grindy (Diversity Award); and Teena Zindel-McWilliams (Helping Hand Award).

National Legislative Summit Delegates from Richland will travel to Washington, DC, on February 8-10, for the Community College National Legislative Summit sponsored by the Association of Community College Trustees.

VP Finalist A finalist in the search for a Vice President of Student and Academic Services will be on campus January 20. An open forum will be held at 10:30 AM. Board members were invited to attend.

Exploring Community-based Synergies Dr. Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions, presented to the Board. Dr. Brauer reported there is benefit to a community-based synergy involving the Decatur Area Technical Academy and Richland Community College in conjunction with ongoing discussions regarding building new high schools and Technical Academy. Dr. Brauer stated that as a higher education degree has a great economic return, research shows that it is critical to facilitate the movement of students from secondary to post-secondary school and provide them with a model that ensures success. Higher education degree success has been shown to be linked to the intensity and quality of the high school experience. Richland’s dual credit program is a program in place that enhances the secondary school experience by making it more rigorous and providing more comprehensive course work. Research finds that student contact with the college campus facilitates the transition to higher education, whether four-year or community college. Also, a high percentage of high school students that are exposed to a dual-credit class go on to additional higher education. Dr. Brauer suggested that a community-based synergy opportunity should be explored involving locating the Decatur Area Technical Academy adjacent to the Richland main campus. This would reduce transportation costs, leverage the Richland facilities, centralize the Technical Academy to a neutral location, and leverage a broader taxing body and taxing district to reduce individual impact for new construction costs.

Strategic Plan Priorities 2009 End of Year Report Teena Zindel-McWilliams, Assistant to the Vice President, Student and Academic Services, presented the Strategic Plan Priorities 2009 End of Year Report to the Board. The report summarizes the work that all the divisions have done during the year. It also is a summary of the previous updates given throughout the year.
**2010 Convocation Presentation** Lisa Gregory, Executive Director of Public Information and Chief of Staff, presented to the Board. During the 2010 Spring Semester Convocation, held on January 6, three videos were shown to faculty and staff. The videos were produced by the Creative Design Team.

**REPORT OF ICCTA**

The next meeting of the ICCTA will be held in Washington, DC on February 7-9, 2010. Bruce will not attend that particular meeting. He will attend the March 12 meeting in Oak Brook, Illinois.

**REPORT OF STUDENT TRUSTEE**

Michael Wright reported that Campus Life is in high gear with Heather Kind-Keppel doing a fantastic job organizing the Mentor Ambassador program, the Senate, new and returning clubs, events and advising students.

The Mentor Ambassadors and the Senate members will resume weekly meetings beginning the week of January 18. The Mentor Ambassador campaign is underway with posters displayed throughout the campus. Upcoming events are listed in the Board book.

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

During the month of December, Dr. Saunders signed two (2) documents that are listed in the Board Book, including the Career and Technical Education Program Innovation Grant Agreement with the Illinois Community College Board in the amount of $11,337; and the Addendum to the Joint Cooperative Agreement between Parkland College and Richland Community College to add Auto Collision Repair AAS and Certificate; Custom Automotive Design Certificate; Estimating Certificate; Refinishing Certificate; Welding Certificate; Dental Hygiene AAS; and Equine Management AAS and Certificate programs.

**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); and for self-evaluation, as specified in Section 2 (c) (16) of the Open Meetings Act. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Meeting convened into closed session at 6:39 p.m.
Meeting reconvened into open session at 7:21 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids
A recommendation to purchase furniture for the Innovations Lab from Illini Supply of Forsyth, Illinois, in the amount of $21,550, was presented to the Board.

Charge-Back
A recommendation to approve the charge-back for Christopher McCoy to attend Parkland College in the Sprinkler System Technology AAS degree program was presented to the Board.

Full-Time Employments
A recommendation to employ Stephanie Zimmerman as Registrar in Enrollment Services, effective January 22, 2010, was presented to the Board.

A recommendation to employ Richard Gschwend as Director of Human Resources, effective January 20, 2010, was presented to the Board.

Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06
A recommendation to authorize the destruction of the verbatim record of the May 20, 2008, June 10, 2008, and July 15, 2008, closed sessions, was presented to the Board.

Sefton 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

Legal Representation Agreement – Franczek Radelet PC
A recommendation to approve the Legal Representation Agreement between Richland Community College and Franczek Radelet PC, with an effective date of January 19, 2010, was presented to the board for approval.

Prince moved to approve the Legal Representation Agreement between Richland Community College and Franczek Radelet PC, as presented. Osborne seconded. Voice 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 contracts for the Illinois Transportation Enhancement Program have been awarded and the project will begin once the weather is suitable. The second floor of the Center for Sustainability and
Innovation is complete. A recommendation to purchase furniture for the second floor will be presented for approval later in this meeting.

Fencing and navigation light have been installed. A Richland graphic logo will be applied to the turbine in the near future.

The engineers have completed their assessment of the existing facilities and are formulating Energy Master Plan recommendations for review in February 2010.

NEW BUSINESS

Consideration and Action on Retaining Bond Underwriter and Bond Counsel

A recommendation to authorize the College staff to enter into a contract with First Midstate, Inc. of Bloomington, Illinois, to serve as Bond Underwriter, and Chapman and Cutler, LLP of Chicago, Illinois, to serve as Bond Counsel, was presented to the Board.

Prince moved to authorize College staff to enter into a contract with First Midstate, Inc. to serve as Bond Underwriter, and Chapman and Cutler, LLP, to serve as Bond Counsel, as presented. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Personnel Policies – Policy 3.5.6, 3.6.5.3, 3.6.5.8 – Second 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 second reading and no action is required at this time.

Sexual and Other Harassment – Policy 5.3 – Second 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 second reading and no action is required at this time.

**FINANCIAL REPORT**

**Bills Payable**

The December 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 $1,039,862.06 for December 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. Campbell seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

**ITEMS FROM THE BOARD**

Trustee Prince commented that it is the people and the learning that goes on in the campus buildings and whatever happens with the State budget, learning comes first. There are no easy choices to be made but choices will have to be made long term.

Trustee Colee asked the Board to remember Dr. John “Rocky” White, who was killed in a plane crash January 18, in Alabama.

Chair Bliefnick thanked the staff and Dr. Saunders for the preparation of materials for the Winter Board Retreat.

**ADJOURNMENT**

Campbell moved and Osborne seconded to adjourn the meeting at 7:38 p.m.