

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

**December 21, 2010**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:35 p.m. Tuesday, December 21, 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, Leah Dinh, Rev. Wayne Dunning, Dr. Larry Osborne, Randy Prince, and Emmett Sefton

Also present: Dr. Gayle Saunders and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of November 16, 2010, had been distributed to the Board prior to this meeting.

**Sefton moved to approve the minutes of the regular meeting of November 16, 2010, as amended. Prince seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.**

**WRITTEN COMMUNICATIONS**

1. Correspondence from Lea Sims, Director of Professional Programs, Association of Healthcare Documentation Integrity, confirming that the conditions set for approval of the College's medical transcription program have been met.
2. Plexus, a health information magazine, included Richland Community College in an article, "Who's on Top in Education." The information pertains to the Medical Transcription specialty.
3. Correspondence from the Government Finance Officers Association presenting Richland Community College with the Distinguished Budget Presentation Award for Fiscal Year 2010.
4. College Activities Report

The College will be closed December 24 – January 2, 2011, for holiday break.

Eighth Grade Career Fair will be held January 6, 7, 10, and 11, 2011, at 9:00 a.m. in the Shilling Salons.

Spring convocation will be held January 11 at 1:00 p.m. in the Shilling Auditorium.

Spring semester begins Tuesday, January 18.

The next Board of Trustees meeting will be January 18. The Winter Board Retreat will be held January 28-29, 2011, in Bloomington, Illinois.

5. Personnel Report

**New Full-Time Employees:**

Kim Parkinson-Hahn – Career & Transfer Specialist – TRiO Student Support Services – Effective November 29, 2010.

Meredith Johnson-Palmer – Education & Learning Specialist – TRiO Student Support Services – Effective January 3, 2011.

**Position Change:**

Debbie Ellison – Information and Projects Coordinator – Richland Community College Foundation – Effective December 16, 2010

**New Part-time Employee:**

Karen Massie – Secretary – Business & Technology – Effective November 19, 2010

6. Construction Report

The Shilling Center Lobby renovation has begun and is expected to be completed by the end of January. The Energy Master Plan projects will be bid in late February.

7. Foundation Report

An end-of-year report highlighting the accomplishments of the Foundation is included in the Board book.

**SPECIAL REPORTS**

**REPORT OF THE PRESIDENT**

**Winter Board Retreat** – The Winter Board Retreat will be held January 28-29, 2011, in Bloomington, Illinois. Agenda items should be forwarded to President Saunders.

**FY10 Financial Report** – President Saunders reported that the College has received its final payment for fiscal year 2010. No payments have been received for fiscal year 2011.

**Legislative Visits** – Congressman-elect Bobby Schilling and Representative-elect Adam Brown were on Richland’s campus for lunch and a tour.

**Nurse Pinning** – A pinning ceremony was held for the December 2010 graduates of the nursing program. The event was well-attended by family members and the Alumni Association hosted a reception following the ceremony.

### **REPORT OF ICCTA**

Bruce Campbell, Dr. Larry Osborne, and Emmett Sefton attended the East Central Regional Trustees Meeting in Mattoon, Illinois, on November 30. Don Severer, Interim Executive Director of the Illinois Board of Higher Education, presented information on the Illinois Public Agenda. The 3Rs (resources, rethinking, return) were discussed.

### **REPORT OF STUDENT TRUSTEE**

Leah Dinh reported on activities for the month of December including end of semester activities.

### **AGREEMENTS/CONTRACTS AUTHORIZED BY THE PRESIDENT**

Dr. Saunders signed two agreements in the month of November 2010, including the Decatur Civic Center Authority Agreement for the use of the Decatur Civic Center for the 2011 graduation ceremony and rehearsal and a request from Richland Community College Foundation for an Eichenauer Scholarship dinner on December 12, 2010.

### **EXECUTIVE SESSION**

**Campbell moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negotiating matters, as specified in Section 2 (c) (2); for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); for discussion of pending or probable litigation, as specified in Section 2 (c) (11); and for self-evaluation, as specified in Section 2 (c) (16) of the Open Meetings Act. Sefton seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.**

Meeting convened into closed session at 6:00 p.m.

Meeting reconvened into open session at 6:50 p.m.

## **CONSENT AGENDA**

### **Purchase Recommendations and Bids**

A recommendation to authorize the purchase of Argos Enterprise Reporting Solution Software from Envisions, Inc., of Irvine, California, for \$38,750 was presented to the Board.

**Prince moved to authorize the purchase of Argos Enterprise Reporting Solution Software from Envisions, Inc., of Irvine, California, as presented. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.**

### **OLD BUSINESS**

#### **2010 Tax Levy – Resolution No. 11-7**

A recommendation to adopt Resolution No. 11-7, Fiscal Year 2010 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 11-7, Fiscal Year 2010 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.**

### **NEW BUSINESS**

#### **Ratification of Adjunct Faculty Contract**

A recommendation to approve the 2010-2013 Collective Bargaining Agreement between the Richland Adjunct Federation of Teachers and the Board of Trustees for Community College District No. 537, retroactive to August 23, 2010, was presented to the Board.

**Prince moved to approve the 2010-2013 Collective Bargaining Agreement between the Richland Adjunct Federation of Teachers and the Board of Trustees for Community College District No. 537, retroactive to August 23, 2010. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.**

#### **Adoption of New Adjunct Faculty Rate Schedule**

A recommendation to adopt a rate schedule for adjunct faculty not covered by the Richland Adjunct Federation of Teachers was presented to the Board.

**Osborne moved to adopt the rate schedule for non-bargaining unit adjunct faculty, as presented. Dunning seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.**

### **Recommendation for College Audit Services**

A recommendation to authorize the College administration to issue a letter of engagement to Sikich LLP of Decatur, Illinois, for audit services was presented to the Board.

**Prince moved to authorize the College administration to issue a letter of engagement to Sikich LLP of Decatur, Illinois, for audit services in the amount of \$40,735 for Fiscal Year 2011; \$41,320 for Fiscal Year 2012; and \$42,265 for Fiscal Year 2013 as presented. Campbell seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.**

### **Approval of College Financial Services**

A recommendation to accept the proposal of Busey Bank to provide financial services to the College was presented to the Board.

**Prince moved to accept the proposal of Busey Bank to provide financial services to the College, as presented. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.**

### **Purchase of Real Estate Located at 4004 East College Park, Decatur, Illinois**

A recommendation to purchase real estate located at 4004 East College Park, Decatur, Illinois, was presented to the Board.

**Sefton moved to authorize College administration to enter into a contract with the Macon County Soil & Water Conservation District Foundation to purchase real estate located at 4004 East College Park, Decatur, Illinois, for \$380,000; authorize College administration to enter into an installment loan pursuant to ILCS 110 805/3-306; and authorize College administration to seek approval from the Illinois Community College Board for the acquisition of the building, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.**

## **FINANCIAL REPORT**

### **Bills Payable**

The November 2010 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 \$1,228,324.96 for November 2010 was distributed to the Board prior to the meeting.

**Dunning 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, Chairman Bliefnick declared the motion carried.**

#### **Review of Minutes of Previous Executive Sessions**

Three (3) sets of minutes of closed (executive) sessions conducted between June 15, 2010, and September 21, 2010, have been reviewed. Additional minutes of closed sessions conducted between September 18, 1990, and March 24, 2004, and June 20, 2006, and May 18, 2010, 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.**

#### **ADJOURNMENT**

**Prince moved and Osborne seconded to adjourn the meeting at 7:10 p.m.**

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Bruce Campbell, Secretary