

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

July 19, 2011

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order on Tuesday, July 19, 2011, at 5:36 p.m. in the Conference Room of the Center for Sustainability and Innovation by Chairman Colee. Chairman Colee also recited the College Vision, Mission, and Core Values.

Roll Call

Members present: Amy Bliefnick, Bruce Campbell, Dale Colee, Rev. Wayne Dunning (arrived at 5:44 p.m.), Dr. Larry Osborne, Randy Prince, Emmett Sefton, and Paula Wood

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of June 21, 2011, had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the regular meeting of June 21, 2011. Osborne seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

- Certificate of Recognition from Illinois Community College Board granted to Richland Community College through June 2015.
- Correspondence from Douglas MacArthur High School thanking Richland for the donation of surplus electronic equipment.
- Correspondence from Lieutenant Governor Sheila Simon thanking Richland for hosting a campus visit on April 27, 2011.
- Correspondence from the Government Finance Officers Association awarding Richland Community College a Certificate of Achievement for Excellence in Financial Reporting.

College Activities Report:

- New student orientation will be held July 22 and August 5
- Saturday Produce Market will be held every Saturday morning until October 15
- Foundation Annual Dinner Meeting will be held on July 26 at the Country Club of Decatur
- Illinois Land Improvement Contractor Association will hold a 3-day drainage workshop on August 2-4
- Trustees Scholars Orientation Program will be held August 9
- Performances of James and the Giant Peach will be held August 12, 13, 14, 19, and 21
- The August board meeting will be held on August 23 instead of August 16
- Fall semester classes begin August 22
- Groundbreaking for the National Sequestration Education Center will be held August 24
- The Farm Progress Show will be held August 31, September 1, and September 2

Progress City and Special Events Report:

- Concert activities are going well
- Three new permanent structures are being built at Progress City USA (Lester Building Systems, Morton Buildings, and Beck's Superior Hybrids)

Personnel Update:

Full-Time Employee Retirement, Resignations, and Terminations

- Rita Turnbull, Custodian, effective June 16, 2011
- Rebecca Gagnon, Adult Education Instructor and ESL Specialist, effective July 15, 2011
- Aaron Sarff, Assistant Professor, Radiography, effective July 29, 2011
- Linda Harper, Professor, Information Technology, effective July 31, 2011

Part-Time Employments

- Maranda Gagnon, Literacy Specialist, effective July 1, 2011
- Megan Towner, Literacy Specialist, effective July 1, 2011
- Alissa Tynan, Project READ Administrative Assistant, effective July 1, 2011
- Coleen Windhorst, Literacy Specialist, effective July 1, 2011
- Rebecca Fehrenbacher, Business and Technology Secretary, effective July 6, 2011
- Maire Foxx, Farm Coordinator, effective July 7, 2011

Construction Report:

- The Culinary Arts Coffee House is scheduled to open in August 2011.
- The Steam System Replacement Project is underway.

Foundation Report:

- Foundation Annual Meeting and Dinner will be held July 26, 2011.
- Kathy Carter has retired effective July 15, after 23 years.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

American Association of Community Colleges – President Saunders attended the AACC Presidents Academy Summer Institute July 9-12, 2011. The 3-day institute focused on issues of critical importance to success in the role of the community college president, providing a mix of content experts and interaction around related case studies.

Continuous Quality Improvement Network – Delegates will travel to Florida to attend the CQIN Summer Institute on August 1-3. The theme is “Strengthening and Sustaining Leadership Excellence and Organizational Creativity.”

Life Goes On Donor Program – Richland’s “Life Goes On” donor program was such a success that Secretary Jess White has decided this should be marketed to all community colleges. In an effort to promote Richland’s success, the Marketing and Health Professions Divisions provided the Secretary’s office with a guide on the implementation of a donor program as well as a copy of all the marketing materials and videos.

National Incident Management System – Administrative staff along with select faculty members participated in National Incident Management System (NIMS) training on July 7-8. NIMS is recognized as the predominant method whenever responding to any emergency situation. Certified Instructor Lt. Todd Short from the University of Illinois Police Department provided this valuable learning experience.

High School Follow-up Report – Dr. Tod Treat, Vice President, Student and Academic Services, presented the 2010 High School Follow-up Report to the Board. The District 537 High School Follow-up Report is an annual publication of Richland Community College’s Enrollment Services Division. The report includes information from Fiscal Year 2010. The purpose of the report is to provide feedback about District 537 high school students and graduates who enroll at Richland. Information most often requested has been included in the report.

College Spotlight – Lisa Gregory, Executive Director of Public Information and Chief of Staff, presented the College Spotlight, “Engaging the Future,” to the Board, which is the marketing theme for the year-long celebration of the 40th anniversary.

REPORT OF ICCTA

Trustee Campbell reported the next meeting will be in September.

REPORT OF STUDENT TRUSTEE

Student Trustee Paula Wood presented updates from Campus Life, Clubs, Honor Societies, and Organizations. Two students from Phi Beta Lambda attended a conference in Orlando, Florida. A team of Richland student leaders participated in the Relay for Life event. Student orientation is scheduled for July 22 and August 5.

AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF JUNE 2011

During the month of June, Dr. Saunders signed the application to establish a chapter of the IAODN Nursing Honor Society; the Heritage Behavioral Health Center's Business Associated Agreement; and the Adult Education and Family Literacy FY11 Grant Agreement Amendment.

CONSENT AGENDA

Charge-Back

A recommendation to approve the charge-back for Erica Ann Hackerson to attend Parkland College in the Veterinary Technology AAS degree program was presented to the Board.

Full-Time Employments

A recommendation to approve the employment of Jeffrey Davison, Director, Correctional Education Programs, effective July 20, 2011, was presented to the Board.

A recommendation to approve the employment of Louise Green, Director, Library Services, effective July 20, 2011, was presented to the Board.

A recommendation to approve the employment of Tricia Cordulack, Director, Scholarships and Alumni Relations, effective August 1, 2011, was presented to the Board.

Construction Costs Compliance

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

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

OLD BUSINESS

Approval of Workforce Development Institute Project

A recommendation to approve a \$16,100,000 project to construct a 60,500-square-foot Workforce Development Institute facility and to direct the administration to submit the project to the Illinois Community College Board for approval was presented to the Board.

Osborne moved to approve a \$16,100,000 project to construct a 60,500-square-foot Workforce Development Institute facility and to direct the administration to submit the project for approval to the Illinois Community College Board, as presented. Bliefnick seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

Resolution providing for \$16,100,000 Debt Certificates for Capital Projects

A recommendation to adopt Resolution No. 12-1, approving an Installment Purchase and Issuance of General Obligation Debt Certificates in an amount not to exceed \$16,100,000, was presented to the Board.

Bliefnick moved to adopt Resolution No. 12-1, approving an Installment Purchase and Issuance of General Obligation Debt Certificates in an amount not to exceed \$16,100,00, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

NEW BUSINESS

Early College Charter School Feasibility Report Recommendations

A recommendation to authorize Richland Community College to enter into a partnership with Charter Pros (ECCS) for the purpose of implementing an Early College Charter School on the Richland Community College campus was presented to the Board.

Sefton moved to authorize Richland Community College to enter into a partnership with Charter Pros (ECCS) for the purpose of implementing an Early College Charter School on the Richland Community College campus, as presented. Dunning seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Policy 5.16 – Intellectual Property

Policy 5.16 is intended to protect and safe-guard the interests of faculty, staff, students, and the College in regard to creativity, innovation, and invention, as appropriate.

Section 5.16 originated out of a task force assigned by the Faculty/Administration Committee. This policy has been reviewed by the Academic Standards Committee, Policy and Communications Committee, Institutional Effectiveness Group, Vice Presidents' Team, and President's Cabinet.

The policy is presented for first reading and no action is required.

FINANCIAL REPORT

Bills Payable

The June 2011 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 \$1,177,911.98 for June 2011 was distributed to the Board prior to the meeting.

Campbell 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 Colee declared the motion carried.

ITEMS FROM THE BOARD

Trustee Osborne stated he is proud of the actions that were taken today. There is still work to be done, but he gave kudos to the faculty and staff for their work on the feasibility student to establish the ECCS at Richland Community College.

Chairman Colee wanted to publically recognize Deans Ellen Colbeck and Marcus Brown and Dr. Doug Brauer for their hard work and enthusiasm for the College.

ADJOURNMENT

Bliefnick moved and Osborne seconded to adjourn the meeting at 6:35 p.m.

Emmett Sefton, Secretary