

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

September 20, 2011

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order on Tuesday, September 20, 2011, at 5:32 p.m. in Conference Room A/B of the College 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, Randy Prince, Emmett Sefton, and Paula Wood

Members absent: Dr. Larry Osborne

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of August 23, 2011, had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the regular meeting of August 23, 2011. Bliefnick seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES TO SELL FUNDING BONDS

A hearing was held to receive public comment on the proposal to sell \$16,100,000 Funding Bonds for the purpose of funding and paying claims against the District. No comments were made. No written testimony was received. No oral testimony or any public comments were made. Trustee Bliefnick moved and Trustee Campbell seconded that the hearing be adjourned.

WRITTEN COMMUNICATIONS

Correspondence from Teri Kincaid, Licensing Representative, Illinois Department of Children & Family Services, notifying Richland that its child care center license will be

renewed for three years, effective July 26, 2011.

College Activities Report:

- 2011 Annual Faculty Exhibition will be held September 5-30, 2011, in the David Erlanson Art Gallery featuring new works by Richland's talented faculty in several media
- Saturday Produce Market will be held every Saturday morning until October 15
- The next Board of Trustees meeting will be held October 25, 2011

Progress City and Special Events Report:

- Beau Hangar will report on the Farm Progress Show and Concert during the College Spotlight.

Personnel Update:

Full-Time Employee Retirement, Resignations, and Terminations

- Greg Firkus, effective September 16, 2011

Employment Change

- Gary Hornickel, Program Coordinator, Logan Correctional Facility, effective September 16, 2011

New Employees

- Priscilla Palmer, Testing Specialist, Part-time, Academic Success Center, effective August 19, 2011
- Kelly Gagnon, Transition Coordinator, Part-time, Adult Education, effective September 6, 2011
- Laura Mondt, Instructional Services Coordinator, Learning Resource Center, effective September 19, 2011

Foundation Report

- The scholarship reception will be held on Sunday, October 23, at 1:00 p.m. in the Shilling Education Center

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Institutional Effectiveness Retreat – A leadership retreat was conducted on September 16, 2011, with the Institutional Effectiveness Group, Quality Council, and the leadership of the committees and taskforces. Thirty-five staff and faculty reviewed the new strategic plan and organized process improvement teams for the year.

Culinary Arts Coffee House – The Coffee House is now open. Coffee, lattes, cappuccinos, steamers, espressos, and pastries are served from 7:30 a.m. to 1:00 p.m. Monday through Thursday.

9/11 Remembrance – Students, staff, and community participated in the tenth anniversary of the 9/11 remembrance. The Decatur Fire Department Honor Guard posted colors. There was a civilian flag and flower presentation. The St. Patrick's choir sang and St. Andrews pipes and drums played. It was a moving expression of the day being remembered.

College Wide Picnic – The College will host a family picnic on Saturday, October 22, from noon to 3 p.m. on the south lawn courtyard.

Community Food Drive – Richland will again participate in the WSOY Community Food Drive on October 7.

Human Patient Simulator – Bids for a new human patient simulator will be presented to the Board in October. The new simulator will have upgraded computer programming and will be wireless, allowing greater ease in location placement.

Sustainability Coordinator – The College received funds from the Department of Commerce and Economic Opportunity to support the hiring of a sustainability coordinator and startup funds for an established sustainability center on campus. The two grants equal \$125,000.

Legal Proposals – Request for Proposals have been issued for College legal services. A committee will review the requests and have a recommendation for the October board meeting. Trustees Colee and Bliefnick have agreed to serve on the review committee.

National Automotive Technical Education Foundation – The onsite recertification evaluation by NATEF representatives has concluded. The evaluation team was very complimentary of the program and indicated the College should receive a letter of recertification in 4-8 weeks.

Annual Program Review – Teena Zindel-McWilliams presented a summary of the 2011 Program Review to the Board. The automotive technology program has relocated to campus and is seeking reaccreditation through the National Association for Automotive Excellence. The Early Childhood Education Program has modified courses to offer them online and as hybrid courses. These options allow those who work full time to continue their education even if they cannot come to campus. The Entrepreneurship Certificate is connected to several Business degrees. Marketing of this certificate continues and interest by local professionals in projects like the Coffee House will increase visibility. The Hospitality Management Program has undergone changes since the last Program Review to strengthen the integration of this program with the Culinary Arts Program. This cross-fertilization should increase enrollment in Hospitality courses. Enrollment in the Paraprofessional Educator has increased with changes in state

requirements. In January 2010, the program name of Pharmacy Technician was changed to Pharmacy Technology to reflect the discipline and not a job title. The reinstatement of the Power Generation – Nuclear Program to Richland's list of active programs came as a result of inquiries from the managers of the nuclear power plant in Clinton. The CDL program has steady enrollment in both the full-time and part-time options.

Richland is also required to review academic disciplines and cross-disciplinary programs on a regular cycle. This year, Social and Behavioral Sciences and the transfer degrees of AA, AS, AAT, AFA, and AES were the focus. Enrollment in these programs has been steady and with the addition of the online biology course, some of the transfer degrees may also be completed 100% online. Master syllabi have been reviewed with necessary changes in course content completed, particularly for those courses submitted for the Illinois Articulation Initiative designation. With the participation in the National Student Clearinghouse, Richland now has the capability to track students to determine not only what four-year institutions they attend but also whether students earn their degrees from those institutions.

College Spotlight – Beau Hanger, Director, Outdoor Exposition Center and Special Events, Economic Development and Innovated Workforce Solutions, presented to the Board. The 2011 Farm Progress Show had the largest product introduction in the history of the show. There were approximately 4300 tickets sold for the Rodney Atkins concert.

REPORT OF ICCTA

Trustee Campbell attended the ICCTA meeting in September. Discussion of the SURS funding was held during that time. The ICCTA 2012 award deadlines were distributed. The Leadership and Core Values Conference will be held in Decatur on November 18 at the Decatur Conference Center and Hotel. The next ICCTA meeting will take place in Chicago on November 11, 2011.

REPORT OF STUDENT TRUSTEE

Student Trustee Paula Wood presented updates from Campus Life, Clubs, Honor Societies, and Organizations. Family Movie Night will be held on September 30. The Community Volunteer Fair will be held on October 12. Student Senate will host the annual Halloween costume contest on October 27. Paula also reported on her participation in the ICCB Student Advisory Committee on September 8. She has been selected to serve on the legislation, recognition, and awards committees. The next meeting will be held November 11-12 in Chicago, Illinois.

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

During the month of August, Dr. Saunders signed the Career and Technical Education Program Perkins Postsecondary Grant Agreement with the Illinois Community College Board; the Adult Education and Family Literacy FY2012 Grant Agreement with the Illinois Community College Board; a request from the Macon County Medical Society Alliance for an event on August 28, 2011; a request from Monsanto for an event on August 30-September 1; and the Richland Community College Literacy Program Agreement with the Office of the Secretary of State, Illinois State Library.

CONSENT AGENDA

Position Change

A recommendation to approve the position change of Leslie DeVore to Dean, Workforce Development, effective September 21, 2011, was presented to the Board.

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

OLD BUSINESS

Authorization to Transfer Funds

A recommendation to transfer \$225,000 from the Operations and Maintenance Fund to the Operations and Maintenance (Restricted) Fund was presented to the board.

As part of an annual, fiscal year end transaction, an equity transfer in the amount of \$225,000 from the Operations and Maintenance Fund (O&M) to the Operations and Maintenance (Restricted) Fund is recommended.

Campbell moved to authorize the College administration to transfer \$225,000 from the Operations and Maintenance Fund to the Operations and Maintenance (Restricted) Fund, as presented. Prince seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

NEW BUSINESS

Authorization to Contract with BLDD Architects for the Development of Richland's 2012-2017 Master Plan

A recommendation to authorize College staff to enter into a contract with BLDD Architects to develop the College's facility master plan at a cost not to exceed \$20,000 was presented to the Board.

BLDD Architects will provide architectural services to update the College's Master Plan. This project will entail meeting with staff to formulate new immediate, intermediate, and long-term goals for the campus. The deliverable will include a graphic representation of the Master Plan, notes and recommendation for the Plan, and a budget.

Dunning moved to authorize College administration to enter into a contract with BLDD Architects for the development of Richland's 2012-2017 master plan, at a cost not to exceed \$20,000, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Policy 5.16 – Intellectual Property – Third Reading/Adoption

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.

Dunning moved to adopt Policy 5.16, Intellectual Property, as presented. Campbell seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

Personnel Policies

The College conducts periodic reviews of Board of Trustee policies to make regular improvements and to ensure compliance with applicable statutes and regulations.

New Illinois legislation recognizing civil unions led to changes to the Bereavement Leave, Military Leave, Prohibited Gifts, Sick Leave, and Tuition Waiver policies. Changes to the FMLA, Vacation Leave, and Corrective Action policies were made to better align with amendments to the Family and Medical Leave Act, the Americans with Disability Act, and other laws.

Recommended policy revisions have been reviewed by the Employee Relations and Development Committee, the Policy and Communications Committee, President's Cabinet, and the Institutional Effectiveness Group.

The policies are presented for first reading and no action is required.

FINANCIAL REPORT

Bills Payable

The August 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 \$1,451,258.29 for August 2011 was distributed to the Board prior to the meeting.

Sefton 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 Colee declared the motion carried.

ITEMS FROM THE BOARD

Trustee Prince commended Beau and Greg on the success of the 2011 Farm Progress Show.

Trustee Campbell mentioned the excellent press coverage by the Herald & Review related to the Heartland Technical Academy.

Chairman Colee also mentioned that it was nice to be presented in a positive light and the relationship Richland is building with the community is outstanding.

ADJOURNMENT

Prince moved and Campbell seconded to adjourn the meeting at 6:25 p.m.

Emmett Sefton, Secretary