

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

March 20, 2012

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order on Tuesday, March 20, 2012, 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, Dr. Larry Osborne, Emmett Sefton, and Paula Wood

Member absent: Randy Prince

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of February 21, 2012, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the regular meeting of February 21, 2012. Sefton seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

College Activities Report:

- Spring break will be March 12-17, 2012.
- Culinary Arts reception to introduce Brian Tucker, Director, Culinary Arts Institute, and Ryan Rogiers, Culinary Arts Instructor will be held on March 18..
- William T. Eichenauer Scholarship Dinner for the Culinary Arts will be held March 24, 2012.
- Richland Community College Job Fair will be held on March 29, 2012.
- Registration begins for Summer & Fall 2012 on April 1.
- Black History Bowl sponsored by Black Student Association will be held on April 16, 2012.

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- Tenure and Promotion Recognition Dinner will be held on April 17, 2012, prior to the Board meeting.
- Richland Theatre Department presents The Laramie Project on April 20-29, 2012.

Progress City and Richland Special Events Report:

A summary of activity related to the Progress City outdoor exposition center and special events hosted by Richland scheduled during calendar year 2012 is included in the board book.

Personnel Update:

Full-Time Employee Retirement, Resignations, and Terminations

- Sean Thornton, Creative Marketing Specialist, Marketing, effective March 2, 2012
- Thelma Ball, Library Technical Assistant, Learning Resource Center, effective March 21, 2012
- Debra Holtfreter, Human Resources Specialist, Human Resources, effective May 31, 2012

Changes

- Karen Becker, English Professor, Communications, Education, Humanities, and Fine Arts, retirement postponed

New Employee

- Joseph Tury, Creative Marketing Specialist, Marketing, effective February 21, 2012

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Recognitions – Dr. Saunders acknowledged:

Evyyonne Hawkins – 2012 Faculty of the Year
Eric White – 2012 Adjunct Faculty of the Year
Ruth Waller – 2012 Alumnus of the Year

College 101 – Over 150 students and parents took this opportunity to learn about Richland's admissions process, dual credit, Foundation scholarships, and financial aid. Those who attended also were provided time to meet faculty members and learn about many of our programs. Overall, it was a positive event and they look forward to working with many of these students in the near future.

Founders' Day Luncheon – A Founders' Day luncheon in celebration of the 40th anniversary will be held on May 22, 2012, in the Shilling Community Education Center.

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ICCTA Annual Convention – The Illinois Community College Trustees Association Annual Convention will be held May 31-June 2, 2012, at the Marriott Hotel & Conference Center, Bloomington, Illinois.

Lobby Day – Lobby Day will be held on Wednesday, May 2, 2012, at the State Capitol Complex, in Springfield, Illinois.

Strategic Plan Priorities – Teena Zindel-McWilliams, Assistant to the Vice President, Student and Academic Services, updated the board on the 2012 Strategic Plan Priorities draft. The priorities will be presented for approval at the April board meeting.

College Spotlight – Dr. Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions, presented an Agribusiness Applied Technology Park update to the Board. There are three buildings within the park: Center for Sustainability and Innovation, Macon County Soil and Water Conservation Building, and National Sequestration Education Center. There are tenants in two of the three buildings. The U. S. Department of Energy, Archer Daniels Midland, and Illinois State Geological Survey are expected to have a presence in the National Sequestration Education Center. A new candidate business in the AATP is a food hub consisting of an aggregation facility and a processing facility located on the 37 acres north of Mound Road owned by the Richland Foundation. The food hub fits in the College's mission by providing student internships and scholarship opportunities in conjunction with the sustainable agriculture degree program. A business plan is being developed and will be linked to a letter of intent acceptable to the college, foundation, and AATP advisory team. Doug has visited a bioresearch and development growth park in St. Louis, Missouri and this concept fits in well with the business incubation and post incubation concept applicable for the AATP. Doug also addressed the E-cubed proposal to provide consulting services in developing a new AATP business plan. The scope of this proposal, as reviewed by the college and the Foundation, appears to be a project better suited for the Economic Development Corporation. Doug has scheduled meetings with both the AATP advisory team and the Economic Development Corporation to discuss the food hub project and the E-cubed proposal.

The National Sequestration Education Center project is on schedule and on budget with an expected completion date of May 1.

REPORT OF ICCTA

Trustee Campbell reported he attended the ICCTA meeting on March 9-10, 2012, and commented on the exceptional learning opportunity provided at the Illinois Community College Trustee Association meetings. One of the most valuable sessions is the roundtable of trustees from all over the state. Lobby Day will be held May 2. The ICCTA Annual Meeting will be held on June 1.

REPORT OF STUDENT TRUSTEE

Student Trustee Paula Wood presented updates from Campus Life, Clubs, Honor Societies, and Organizations. Student Senate will volunteer their time during the Eichenauer Scholarship Dinner on March 24. The annual Easter egg hunt will be held on March 31. Student Engagement will host movie night on April 13. The Student Award and Recognition reception will be held on April 27. Paula received the Peacemaker Award while at the ISAC meeting in Schaumburg, Illinois, on March 9.

AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF FEBRUARY 2012

During the month of February, Dr. Saunders signed the Affiliation Agreement between Richland Community College and St. John's Hospital to provide practical learning and clinical experiences.

CONSENT AGENDA

Purchase Recommendation and Bid

A recommendation to approve the bid for Phase One of the new Culinary Arts kitchen from Otto Baum of Decatur, Illinois, in the amount of \$47,200, was presented to the Board.

Full Time Employment

A recommendation to approve the employment of Aarron Cook, Director, Security, effective April 2, 2012, 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

Construction Report

Greg Florian, Vice President, Finance and Administration, reported to the Board. The College is in the process of establishing a new extension site in Clinton and is seeking space similar to the Fairview Park Plaza extension site. Work is being completed on a lease proposal with Darrell Woolums and will be discussed with the site developer over the next month.

BLDD is developing a 3D model of the Workforce Development Institute that will assist in the design phase of the program spaces incorporating the various criteria deemed

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important in the focus group sessions conducted over the last six months. A final location decision was needed in order to continue to meet the construction timeline. Design work is completed for the new culinary kitchen to be located adjacent to the College's existing Culinary Institute kitchen. The kitchen remodel is divided into two phases: the demolition phase and construction phase. The kitchen has a completion deadline in alignment with the fall semester 2012 classes. Drawings of the locations identified for the Workforce Development Institute programs were shared with the Board. In addition to the new kitchen, a dining room will be construction off the west end of the Shilling Center. The Child Development programs and Early Childhood Education program expansion will occur in the existing hallways of the current program. The Fitness Center and locker rooms will be relocated to the new facility attached to the east end of the campus in alignment with the programs that exist in that location. The Welding Program will expand out in its current location with all of the automotive programming combined in the new facility. A new road will be constructed around the facility to take vehicles to the north or south sides of the campus.

The final equipment installation for the Energy Management System is underway in coordination with the Steam System Replacement Project.

The College has contracted with Chastain & Associates for the design and bid specifications for the Brush College entrance modifications. A project estimate is being developed and will be presented to the Board for approval in April. This is a life/safety project and funds are available to do the modifications.

The South Wing repair and renovation project application was approved by the Capital Development Board. The CDB will contract for the design and will bid the project to be started this summer.

NEW BUSINESS

Faculty Promotions in Rank

A recommendation to adopt the following resolutions for the individuals listed: 12-7: Curt Happe, Instructor to Assistant Professor; 12-8: Leo Suhre, Instructor to Assistant Professor; 12-9: Faith Brenner, Associate Professor to Professor; 12-10: Karen Vercellino, Assistant Professor to Associate Professor; 12-11: Judy Miller, Instructor to Assistant Professor; 12-12: Michelle Stephens, Assistant Professor to Associate Professor, was presented to the Board.

Campbell moved to adopt Resolution Nos. 12-7: Curt Happe, Instructor to Assistant Professor; 12-8: Leo Suhre, Instructor to Assistant Professor; 12-9: Faith Brenner, Associate Professor to Professor; 12-10: Karen Vercellino, Assistant Professor to Associate Professor; 12-11: Judy Miller, Instructor to Assistant Professor; 12-12: Michelle Stephens, Assistant Professor to Associate Professor, as presented. Bliefnick seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

Staff Emeritus Recommendation

A recommendation to grant staff emeritus status to Betty Black and D. Michael Beube, retired staff members, as specified in Staff Emeritus Policy 3.8.2, was presented to the Board.

Osborne moved to grant staff emeritus status to Betty Black and D. Michael Beube, as specified in Staff Emeritus Policy 3.8.2, as presented. Bliefnick seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Board Policy Addition for 4.1.2.4 Technology Orientation

Board Policy 4.1.2.4 – Technology Orientation is presented for first reading. Increased use of technology in all aspects of students' academic life at Richland Community College has led to the development of this policy as a way to ensure that students are prepared to meet technology demands. An orientation to the College learning management system is already a requirement for students enrolled in any online class; the technology orientation will be expanded to include information on myRichland. No action is recommended at this time.

FINANCIAL REPORT

Treasurer's Report and Financial Statement

The February 2012 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills for ratification in the amount of \$1,712,689.29 for February 2012 was distributed to the Board prior to the meeting.

Bliefnick moved to ratify the February 2012 bills paid and approve the Financial Statement to be filed for audit. Sefton seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

ITEMS FROM THE BOARD

Trustee Osborne commented on his use of the iPad during the board meeting.

Chairman Colee reminded the board of the required Open Meetings Act test.

Chairman Colee applauded the Culinary Arts faculty and staff for their commitment to the program and the amazing job they did on the Dale Colee Show.

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Trustee Campbell commented that the Partners in Education luncheon was a wonderful event.

ADJOURNMENT

Campbell moved and Bliefnick seconded to adjourn the meeting at 7:21 p.m.

Emmett Sefton, Secretary