

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

May 15, 2012

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:31 p.m. Tuesday, May 15, 2012, 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: Bruce Campbell, Dale Colee, Rev. Wayne Dunning, Shelby Mason, Larry Osborne, Randy Prince, and Emmett Sefton

Member absent: Amy Bliefnick

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of April 17, 2012, had been distributed to the Board prior to this meeting.

Sefton moved to approve the minutes of the regular meeting of April 17, 2012, as corrected. Prince seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

- Correspondence from John Rosenow, Chief Executive, congratulating Richland Community College on its designation as a tree campus in partnership with the Arbor Day Foundation and Toyota Motor North America, Inc.
- Correspondence from Honeylee Livingston expressing her appreciation for Associate Professor Steve Austin.
- Correspondence from Doug Harlan, Director, University of Illinois Extension, thanking the College staff for their knowledge, professionalism and helpfulness during the Gardening Insights Day.

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- Correspondence from Lawrence Kutner, Ph.D., Jack Kent Cooke Foundation, thanking Dr. Saunders and Teena Zindel-McWilliams for their work promoting the 2012 Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Program.
- Correspondence from G. W. Reid, Executive Director, Illinois Board of Higher Education, informing the College that it has been awarded a grant award of \$20,000 for the fiscal year 2012 Illinois Cooperative Work Study Program.

College Activities Report:

- Graduation rehearsal, graduate reception, and Health Professions pinning will be held May 18.
- Commencement will begin at 7:00 p.m. on May 18 at the Decatur Civic Center.
- Founders Day Luncheon will be held on May 22 in the Shilling Community Education Center.
- GED Graduation will be held on June 7.
- 12th Annual Conference on Diversity will be held on June 14-15.

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, Resignation, and Termination

- Ariel Campos, Library Technical Assistant, Learning Resource Center, effective April 13, 2012
- Nancy Sullivan, Network Administrator II, Finance and Administration, effective May 18, 2012
- Diane Godin, Biology Professor, Mathematics and Sciences, effective June 30, 2012
- Suzanne White, Secretary, Continuing and Professional Education, effective June 30, 2012

Position Change

- Larry Klugman, Political Science Professor, Part-time, Mathematics and Sciences, effective August 13, 2012

Full-Time Employment

- Loringie Clark, Human Resources Representative, Human Resources, effective April 23, 2012

Construction Report listing the current construction projects and the status of each is listed in the Board Book.

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SPECIAL REPORTS

REPORT OF THE PRESIDENT

Public Hearing for Budget – A public hearing will be held on the Fiscal Year 2013 budget on June 19, 2012, prior to the regular board meeting.

Campus Life – The Student Awards and Recognition Reception was held on April 27, 2012. Over 100 students received awards in the areas of Enrichment, Outstanding Student Academic, Campus Life, and Individual Club Excellence.

President's Council – Dr. Saunders reported that her role as President of the Illinois Council of Community College Presidents will end on July 1.

ICCTA Annual Meeting – The Illinois Community College Trustees Association Annual Meeting will be held on May 31-June 2, 2012, in Normal, Illinois.

Summer Board Retreat – The summer board retreat will be held on June 28 at Richland Community College. Lunch will be available beginning at noon. A tour of NSEC is scheduled for 1:00 p.m.

Ribbon Cutting – The ribbon cutting ceremony for the National Sequestration Education Center and Sequestration Project with ADM is set for September 19, 2012, at 1:00 p.m.

College Spotlight – Renee' Stivers, Director, Partners in Education, reviewed Partners in Education accomplishments for the year and presented a DVD highlighting the Partners Salute.

REPORT OF ICCTA

Trustee Campbell distributed the *Midwest Higher Education Compact* to trustees for their review. Trustee Campbell also distributed a book entitled Walking the Board Walk and asked board members to read prior to the summer board retreat.

REPORT OF STUDENT TRUSTEE

Student Trustee Shelby Mason presented updates from Campus Life, Clubs, Honor Societies, and Organizations. A new student club has formed: Secondary, Elementary, and Early Education Club. Student Senate and other student leaders will again participate in the annual Relay for Life in July.

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

During the month of April, Dr. Saunders signed the Illinois Community College Board Adult Education and Family Literacy FY2012 Request for Additional Funds; the Memorandum of Understanding between the members of the Illinois network for Advanced Manufacturing; and the U. S. Department of Education, Federal Student Aid School Eligibility Channel School Participation Team verification.

CONSENT AGENDA

Charge-Backs

A recommendation to approve the charge-back for Sara E. Beck to attend Parkland College in the Veterinary Technology AAS degree program was presented to the Board.

A recommendation to approve the charge-back for Kaleb Krigbaum to attend Parkland College in the Kinesiology-Teaching/Coaching Exercise Physiology AAS degree program was presented to the Board.

A recommendation to approve the charge-back for Cassandra Lee McKeown to attend Parkland College in the Veterinary Technology AAS degree program was presented to the Board.

Full Time Employment

A recommendation to approve the employment of David DuBose as English Instructor, effective August 13, 2012, was presented to the Board.

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

OLD BUSINESS

Workforce Development Institute Project – Acceptance of Scope

A recommendation to accept the scope for the Workforce Development Institute that includes the addition to the Shilling Community Education Center, renovations that expand the Early Childhood Education program spaces, expansion of the current welding laboratory, and the construction of a facility to house the expansion of additional occupational programs and fitness center on the east side of the campus was presented to the board.

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Prince moved to accept the scope for the Workforce Development Institute, as presented. Osborne seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

NEW BUSINESS

Authorization to License Canvas Learning Management System

A recommendation to authorize the College administration to enter into a contract with Instructure, Inc., to license Canvas Learning Management System for \$14,320 in academic year 2013 and continue to contract with Canvas at an increased licensing fee of \$58,270 thereafter was presented to the Board.

Dunning moved to authorize the College administration enter into a contract with Instructure, Inc., to license Canvas Learning Management System for \$14,320 in academic year 2013 and continue to contract with Canvas at an increased licensing fee of \$58,270 thereafter as presented. Osborne seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Policy 4.1.2.4 – Technology Orientation – Third Reading/Adoption

Policy 4.1.2.4 – Technology Orientation is presented for third reading and adoption. No changes have been made since the 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.

Dunning moved to adopt the Technology Orientation Policy 4.1.2.4 as presented. Prince seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

FINANCIAL REPORT

Bills Payable

The April 2012 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 \$2,139,034.12 for April 2012 was distributed to the Board prior to the meeting.

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Sefton 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

Chairman Colee stated the board would reorganize at the June meeting. Bruce Campbell and Amy Bliefnick were appointed to serve on the nominating committee.

Trustee Prince congratulated everyone on a good year and looks forward to commencement on Friday night.

Chairman Colee commented that Richland Community College has recently received good publicity on Culinary Arts, Horticulture, and the Partners Salute.

Trustee Sefton stated that the Herald & Review article featuring Paula Wood was excellent.

Trustee Osborne states he will be out of the country and will miss the Founders Day luncheon and knows it will be a great event.

Chairman Colee congratulated Larry Klugman on his 40 years of service.

Trustee Campbell thanked Professor Klugman for appearing at Noon Kiwanis and speaking about political issues.

ADJOURNMENT

Prince moved and Dunning seconded to adjourn the meeting at 6:14 p.m.

Emmett Sefton, Secretary