

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

**December 18, 2012**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order on Tuesday, December 18, 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: Bruce Campbell, Dale Colee, Rev. Wayne Dunning, Dr. Larry Osborne, Randy Prince, Emmett Sefton, and Shelby Mason

Members absent: Amy Bliefnick

Also present: Dr. Gayle Saunders and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of November 20, 2012, had been distributed to the Board prior to this meeting.

**Prince moved to approve the minutes of the regular meeting of November 20, 2012. Osborne seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

**WRITTEN COMMUNICATIONS**

A moment of silence was observance to remember the victims of the recent shooting in Connecticut.

College Activities Report:

- The College will be closed December 24-January 1 for Winter break.
- Eighth Grade Career Fair will be held on January 8-11.
- Groundbreaking ceremony for the new Richland Community College Clinton Extension Center will be held on January 11 in Clinton, Illinois.
- Spring Semester classes begin on January 14.
- Carroll Scholarship announcement will be held on January 30 at Meridian High School.

Personnel Update:

Full-Time Employee Retirement, Resignations, and Terminations

- Karen Shelby, Secretary, Part-Time, Health Professions, effective October 12, 2012
- Sheryl Blahnik, Dean, Teaching and Learning Support Services, effective December 14, 2012

Employment Changes

- Sam Perryman, Network Administrator I, Finance and Administration, effective November 16, 2012

New Employees

- Mary Richardson, Secretary, Part-time, Decatur Community Partnership, effective December 10, 2012
- Bruce Butler, Strategic Prevention Framework Coordinator, Decatur Community Partnership, effective January 7, 2013

Construction Projects Status

- Student Success Center – Funds have been released. This Student Success Center will consolidate all student services into one location on Richland Community College's campus.
- Workforce Development Institute (WDI) – Bids are scheduled to be opened January 10. It is anticipated the building will be ready by fall 2014 semester. Approval of construction contract will take place at the January 15 board meeting.
- South wing renovation bids are scheduled to be opened on January 17. It is anticipated that the project will be completed prior to the start of fall 2013 semester.
- Campus Facilities Master Plan – BLDD will provide a presentation at the January 15 board meeting. Continued discussion will take place at the Board retreat. It is anticipated the plan will be adopted at the February or March board meeting.
- Clinton Extension Center Site – A groundbreaking ceremony is scheduled for January 11. The site will available for use in summer 2013.

**SPECIAL REPORTS**

**REPORT OF THE PRESIDENT**

**Condolences** – Condolences were extended to Keith Ashby and Dale Colee on the passing of Cathy Ashby.

**Nurse Pinning** – 22 nursing graduates participated in the pinning ceremony on December 14, 2012.

**Governor's Visit** – Dr. Saunders thanked those who were able to attend the recent visit by Governor Quinn to announce the release of funds for the Student Success Center.

**Spring Semester Convocation** – Dr. Saunders invited the Board to attend the Convocation on January 8, 2013, at 1:00 p.m.

**College Spotlight** – Dr. Tod Treat, Vice President, Student and Academic Services, presented the College Spotlight to the Board. A DVD was shown highlighting students who have learned to merge their occupational pathway with their passion.

## **REPORT OF ICCTA**

Trustee Campbell reported the next ICCTA meeting will be held in February in Washington, DC.

## **REPORT OF STUDENT TRUSTEE**

Student Trustee Shelby Mason presented updates from Campus Life, Clubs, Honor Societies, and Organizations.

## **AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF NOVEMBER 2012**

During the month of November, Dr. Saunders signed the Decatur Community Partnership Drug Free Communities Non-Competing Continuation Grant application.

## **CONSENT AGENDA**

### **Purchase Recommendations and Bids**

A recommendation to approve the bid for the surveillance camera system to Bodine Communications, a division of Bodine Electric of Decatur, Illinois, for a total cost of \$119,512 was presented to the Board.

### **Full-Time Employment**

A recommendation to approve the temporary full time employment of William Mertell to the position of Engineering Technology Instructor, effective January 7, 2013, was presented to the Board.

A recommendation to approve the employment of Kimberly Brummett to the position of Director, Adele P. Glenn Early Childhood Education Center, effective January 1, 2013, was presented to the Board.

### **Statement of Final Construction Compliance**

A recommendation to authorize the College administration to submit the Statement of Final Construction Compliance for the Brush College Road Entrance modification project was presented to the Board.

**Prince 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**

#### **2012 Tax Levy – Resolution No. 13-2**

A recommendation to adopt Resolution No. 13-2, Resolution for Fiscal Year Tax Levy for the counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, was presented to the Board.

**Campbell moved to adopt Resolution No. 13-2, Resolution for Fiscal Year Tax Levy, as presented. Sefton seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.**

### **NEW BUSINESS**

#### **Resolution Approving Participation in the Enterprise Zone – No. 13-3**

A recommendation to adopt Resolution No. 13-3, Approving Participation in the Enterprise Zone, was presented to the Board.

**Prince moved to adopt Resolution No. 13-3, Approving Participation in the Enterprise Zone, as presented. Dunning seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.**

### **FINANCIAL REPORT**

#### **Bills Payable**

The November 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 \$1,899,094.33 for November 2012 was distributed to the Board prior to the meeting.

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

### **REVIEW OF MINUTES OF PREVIOUS CLOSED SESSIONS**

A recommendation for continued confidentiality of closed (executive) session minutes was presented to the Board.

**Sefton moved that the Board of Trustees approve the continued confidentiality of the closed session minutes as listed in the Board Book, as presented. Prince seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.**

### **ITEMS FROM THE BOARD**

Holiday wishes were exchanged.

Chairman Colee expressed thanks for the outpouring of sympathy shown to his family during the recent passing of Cathy Ashby.

### **ADJOURNMENT**

**Prince moved and Campbell seconded to adjourn the meeting at 6:09 p.m.**

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Emmett Sefton, Secretary