

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

**October 15, 2013**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, October 15, 2013, 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, Dr. David Coopridner, Wayne Dunning, Dr. Larry Osborne, and Tom Ritter

Member Absent: Randy Prince and Corey Green

Also present: Dr. Gayle Saunders and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of September 17, 2013, had been distributed to the Board prior to this meeting.

**Osborne moved to approve the minutes of the regular meeting of September 17, 2013. Dunning seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

**WRITTEN COMMUNICATIONS**

1. Correspondence from Dick Durbin, United States Senator, thanking Dr. Saunders for hosting him during his campus visit on September 6, 2013.
2. Correspondence from Dr. Steven Steindel, Commission on Accreditation for Health Informatics and Information Management Education, informing Richland Community College that it has been awarded an initial accreditation to the Health Information Management Associate Degree Program.
3. College Activities Report.  
A list of College activities for the current month and a preview of next month are listed in the Board Book. The activities report is meant to provide information on items of College-wide and community interest and to spotlight the variety of activities and

events in which the College is engaged.

#### 4. Personnel Update

##### Employment Changes

- Diana Watts, Executive Administrative Assistant, Student Success, effective September 16, 2013

##### New Employees

- Whitney Bradshaw, Secretary, Communication, Education, Humanities, and Fine Arts, effective September 23, 2013
- Wayon Smith, Food Service Instructor, Decatur Correctional Center, effective October 7, 2013

#### 5. Construction Report.

David Holtfreter, Director, Operations and Technical Services, provided a brief overview of the construction progress of the Workforce Development Institute and an update on the Student Success Center, Culinary Arts Institute restaurant addition, and Clinton Extension Center site. Photographs of the construction site progress can be viewed at [www.richland.edu/wdiconstruction](http://www.richland.edu/wdiconstruction).

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

President Saunders offered condolences to Student Trustee Corey Green on the passing of her uncle.

The ACCT National Legislative Summit will be held on February 10-13, 2014, in Washington, DC. Chairman Colee will identify trustees who will attend.

A revised Consent Agenda will be presented to include an employment recommendation for the Director of Student Engagement.

President Saunders thanked David Holtfreter for providing a tour of the WDI construction and Culinary Arts Institute restaurant to Trustee Coopridier.

President Saunders congratulated the Richland Community College faculty, staff, and students on another successful WSOY Community Food Drive.

The Annual Financial Report was distributed to the Board of Trustees. A representative from Sikich will be present at the November board meeting and a recommendation to accept the Annual Financial Report will be presented at that time.

ACCT Leadership Congress was held in Seattle, Washington. President Saunders, Lisa Gregory, Dale Colee, and Bruce Campbell represented Richland Community College. This

annual meeting included presentations designed to share national best practices around issues such as student success, collaborations that connect manufacturers, K-12, and community colleges; and demonstrations of quality and continuous improvement in the teaching and learning process.

President Saunders reported that the International Articulation Agreement with Yew Chung, University of Illinois, and Richland Community College was postponed due to a typhoon hitting the area. The signing has been rescheduled to November 20, 2013.

Gianina Baker, Director, Institutional Effectiveness and Planning, presented the Strategic Plan Priorities Quarterly Update.

Chef Brian Tucker, Director, Culinary Arts Institute, presented to the Board. Ten Culinary Arts Institute students traveled to China to experience international culture and cuisine. A video was shown highlighting the trip. At the conclusion of the video, Chef Tucker presented the Board with a complimentary sample of a custom coffee blend selected by the Culinary Arts Institute students.

### **REPORT OF ICCTA**

Vice Chairman Bruce Campbell presented the ICCTA report to the Board. The next meeting will be held on November 8-9, 2013, in Schaumburg, Illinois. Trustee Campbell also reported on the ACCT Leadership Congress held October 2-5, 2013, in Seattle, Washington.

### **REPORT OF STUDENT TRUSTEE**

Student Trustee Corey Green was not present to give a verbal report. A written Student Senate Board Report is in the Board book.

### **AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF SEPTEMBER 2013**

During the month of September, Dr. Saunders signed the Adult Education and Family Literacy FY2014 Grant Agreement; the Business Associate Agreement between Swann Special Care Center (clinical site) and Richland Community College; and the FY2014 Secretary of State Workplace Skills Enhancement Literacy Project Grant in the amount of \$12,500.

### **CONSENT AGENDA**

#### **Purchase Recommendations and Bids**

A recommendation to approve the purchase of computer equipment from CDW of Vernon Hills, Illinois, in the amount of \$16,330.70 was presented to the Board.

### **Full-Time Employment**

A recommendation to approve the employment of Marci Rockey as Director of Student Engagement, effective October 28, 2013, was presented to the Board.

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

### **NEW BUSINESS**

A recommendation to approve the 2013-2016 Collective Bargaining Agreement between the Richland Adjunct Federation of Teachers Local #6218 and the Board of Trustees for Community College District No. 537; retroactive to the beginning of fall semester 2013 was presented to the Board.

The Agreement will cover a three-year period beginning fall semester 2013 and continue through spring 2016 semester. The Memorandum of Understanding that was approved in the spring of 2013 has been incorporated into the new agreement as part of the contract.

**Dunning moved to approve the 2013-2016 Collective Bargaining Agreement between the Richland Adjunct Federation of Teachers Local #6218 and the Board of Trustees for Community College District No. 537; retroactive to the beginning of fall semester 2013 as presented. Osborne seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.**

### **FINANCIAL REPORT**

#### **Bills Payable**

The September 2013 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$2,623,448.44 for September 2013 was distributed to the Board prior to the meeting.

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

### **ITEMS FROM THE BOARD**

Chairman Colee commented on the benefits of attending ICCTA and ACCT meetings.

Trustee Ritter commented that he is impressed with Richland Community College's structure, discipline, and family atmosphere.

**ADJOURNMENT**

**Campbell moved and Osborne seconded to adjourn the meeting at 6:30 p.m.**

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Dr. Larry Osborne, Secretary