

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING
DISTRICT NO. 537
RICHLAND COMMUNITY COLLEGE**

January 26, 2016

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:30 p.m. Tuesday, January 26, 2016, in Conference Room E181 by Chairman Campbell. Chairman Campbell also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Dr. Larry Osborne, Tom Ritter, Dale Colee, Dr. David Coopriders, Bishop Wayne Dunning, Randy Prince, Donnie Lewis

Trustees Absent: None

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of December 15, 2015, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of December 15, 2015. Dr. Osborne seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Saunders welcomed Chris Lusvardi from the Herald and Review, and Steven Luker who came to address the Board.

WRITTEN COMMUNICATIONS

College Activities Report:

- FAFSA workshops are being held January 26th, February 2nd, 9th, and 16th at 11:00 a.m. and 3:00 p.m. in W142.
- Worldwide Youth in Science and Engineering Competition (WYSE) will be held February 3rd from 8:00 a.m. – 1:30 p.m. in the Shilling Community Education Center.
- Richland Community College Blood Drive will be held February 4th from 10:00 a.m. – 2:00 p.m. in the Shilling Salons.
- February 15th – President's Day – College closed.

- February 16th – Board of Trustees meeting at 6:15 p.m. in E181.

Personnel Update

Retirements, Resignations, and Terminations

- Ethel Bond, Executive Administrative Assistant, Finance and Administration, effective December 31, 2015
- Lester Burrell, Program Coordinator, Lincoln Correctional Center, effective December 31, 2015

Changes

- Stacie Hanneken, Secretary, Continuing and Professional Education, effective January 1, 2016

New Employees

- Hannah MacKenzie, Administrative Assistant, Decatur Community Partnership, effective December 16, 2015
- Patricia Sprague, Prevention Specialist, Decatur Community Partnership, effective January 12, 2016

Construction Report

Greg Florian provided a report that the fire protection system has been modified and energized to be active during the shutdown period of the construction of the Student Success Center. Security and Maintenance staff are monitoring the facility until notification is received from the Capital Development Board regarding continued state funding.

The engineering firm, Architectural Expressions has developed the project budget and scope and is working with College staff to review details of the Ag/Maintenance Boiler Replacement project. The project will be presented to the Board at the February meeting for approval as a Protection, Health, and Safety Project then submitted to ICCB for approval.

College staff have entered the design phase for the planning and remodel of the Carroll School of Business with BLDD. A team of employees will engage in an outreach activity to become more knowledgeable about best practices in the country both in design and use of space. The College Foundation has raised 2/3rds of the funds needed to move forward with construction.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

1. Our Winter Board Retreat was held January 22nd and 23rd. Thanks to all of you that attended. We had a full agenda creating good conversation and planning between our Board of Trustees and Cabinet members.
2. Each year the College recognizes one Full-Time Faculty and one Adjunct Faculty member for the Full-Time and Adjunct Faculty of the Year Awards. The selection committee includes one Board of Trustee Member. Donnie Lewis volunteered to sit on the committee. The announcement of the winners will occur next month.
3. Partners in Education – 8th Grade Career Fair was held on campus and there were over 400 business partners that attended to share information with our 8th graders in the district. This is a great opportunity for the students to see what options are available and help them make decisions for their future.
4. We kicked off the Spring Semester with Convocation on January 14th. Attendees enjoyed the presentations pertaining to: 2015 Year in Review, Professional Development Day overview, recognition of our new employees, and those being recognized for their accomplishments. Four Core Values awards were given to outstanding employees of the year Students arrived on campus last week. It's nice to have the halls filled with excitement as they begin the next steps in their education.
5. We hit our benchmark for spring enrollment which will support our efforts to keep the College operating in the black. As you know, the enrollment continuous quality improvement teams have created evidence based strategies and the College deployed them, adding strength to the enrollment and retention numbers we should see throughout the semester, summer and FY17. Congrats to all who are involved. Your commitment to student success is evident!
6. College Spotlight – Alex Berry of Student Engagement presented Student Engagement - the Co-Curricular Leadership Adventure

REPORT OF ICCTA

None

REPORT OF STUDENT TRUSTEE

Student Trustee Donnie Lewis reported on the upcoming events at Richland Community College. The activities are listed in the board book.

AGREEMENTS AND CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS

Dr. Saunders signed the Career and Technical Education FY2016 Perkins Postsecondary Sub-recipient Grant Agreement.

Dr. Saunders signed the Adult Education and Family Literacy FY2016 Sub-recipient Grant Agreement.

Dr. Saunders signed an agreement between Benedictine University and Richland Community College for the 3+1 Articulation Agreement for the Associate Degree in Nursing Program and Bachelor of Science in Nursing Degree Program.

EXECUTIVE SESSION

Dr. Coopridier moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (C) (1); for purpose of discussing collective negotiating matters, as specified in Section 2 (C) (2); for discussion of purchase or lease of real property, as specified in Section 2 (C) (5); for discussion of pending or probably litigation, as specified in Section 2 (C) (16) of the Open Meeting Act. Lewis seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

Meeting convened into closed session at 6:07 p.m.

Meeting reconvened into open session at 7:00 p.m.

CONSENT AGENDA

A recommendation to accept Christopher Senger as Full-Time Tenure Track Electrical Systems Instructor was proposed for approval to the Board.

Dr. Osborne moved to approve the consent agenda item as presented. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

OLD BUSINESS

A recommendation to approve the Legal Representation Agreement between Richland Community College and Franczek Radelet PC, effective January 27, 2016, was proposed for adoption to the Board.

Prince moved to approve the Legal Representation Agreement between Richland Community College and Franczek Radelet PC, effective January 27, 2016, as presented. Dr. Osborne seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

NEW BUSINESS

Consideration and Action on Retaining Bond Underwriter and Bond Counsel

A recommendation was made to the Board of Trustees to authorize the College Administration to enter into a contract with First Midstate, Inc. of Bloomington, Illinois, to serve as the Bond Underwriter and Chapman and Cutler LLP to serve as Bond Counsel for the issuance of Working Cash Bonds.

Dr. Coopriider moved to authorize the College Administration to enter into a contract with First Midstate, Inc. of Bloomington, Illinois, to serve as the Bond Underwriter and Chapman and Cutler LLP to serve as Bond Counsel for the issuance of Working Cash Bonds, as presented. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Recommendation for College Audit Services

A recommendation was made to the Board of Trustees to authorize the College Administration to engage the services of May, Cocagne & King, P.C. of Decatur, Illinois, for audit services in the amount of \$45,200.00 for Fiscal Year 2016, \$46,600.00 for Fiscal Year 2017, and \$48,000.00 for Fiscal Year 2018, not to exceed \$139,800.00.

Dr. Osborne moved to accept a recommendation that the Board of Trustees authorize the College Administration to engage the services of May, Cocagne & King, P.C. of Decatur, Illinois, for audit services in the amount of \$45,200.00 for Fiscal Year 2016, \$46,600.00 for Fiscal Year 2017, and \$48,000.00 for Fiscal Year 2018, not to exceed \$139,800.00 . Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Authorization to Sell Tanker Trailer Donated by ADM Company

A recommendation was made to the Board of Trustees to approve the disposition of the tanker trailer donated to the College by ADM Company.

Dr. Osborne moved to accept a recommendation that the Board of Trustees approve the disposition of the Tanker Trailer donated to the College by ADM Company. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Recommendation to Contract with BLDD for the design phase and construction of the Carroll School of Business

- A recommendation was presented to the Board of Trustees to authorize the College Administration to enter into a contract with BLDD of Decatur, Illinois, for the professional architectural and engineering services for the construction and renovation of the Carroll School of Business.

Dr. Osborne moved to authorize the College Administration to enter into a contract with BLDD of Decatur, Illinois, for the professional architectural and engineering services to construct and renovate the Carroll School of Business. Ritter seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Board Policy Section 3 – Personnel – First Reading

Section 3 was presented for first reading. Updates were made to policies 3.1, 3.2, 3.4, 3.5, 3.6, and 3.7.

Section 3 has been reviewed by departments responsible for implementation and other College committees. In addition, the Cabinet has reviewed the revisions.

FINANCIAL REPORT

Bills Payable

The December 2015 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$685,742.43 for December 2015 was distributed to the Board prior to the meeting.

Prince moved to ratify the December bills paid and approve the Financial Statement subject to audit. Dr. Coopriker seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

ITEMS FROM THE BOARD

Dale Colee recommended that the Board continue to get frequent financial updates pertaining to tuition waivers, and other financial adjustments, as the College develops its FY17 budget.

Randy Prince wished Ethel Bond congratulations on her retirement after 30 years of service to Richland Community College.

Bruce Campbell thanked the staff for their excellent presentations at the Winter Board Retreat. He also suggested that all Trustees have a good heart-to-heart conversation with Richard McGowan of the Foundation in their support of the Carroll School of Business Capital Campaign.

ADJOURNMENT

Prince moved and Dunning seconded to adjourn the meeting at 7:26 p.m.

Dr. David Coopriders, Secretary