

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

July 18, 2017

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:35 p.m. Tuesday, July 18, 2017, in the Exhibit Hall of NSEC by Chairman Ritter. Chairman Ritter also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Tom Ritter, Dr. David Coopriider, Jim Underwood, Randy Prince, Bishop Wayne Dunning, Dale Colee, and Lee Trimble

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of June 20, 2017 had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of June 20, 2017. Dr. Coopriider seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Ryan Voyles from the Herald and Review, and Cassandra Smith from WSOY.

WRITTEN COMMUNICATIONS

College Activities Report

- Macon County Relay for Life – July 21 – 6:00 p.m. – Shilling Parking Lot
- Richland Water Wagon – Decatur Celebration – August 4, 5, 5
- Decatur Celebration Parade – 10:00 a.m. – August 5
- Richland Alumni Association Billiards Exhibition – August 12 – 7:00 p.m. – Starship Billiards
- Your Journey at Richland – August 14 – 10:00 a.m. – August 18 – 3:00 p.m. – LRC 4

- Saturday Produce Market – July 1, 8, 15, 22, 29, August 5, 12, 19– 8:00 a.m. – NSEC Parking lot
- Convocation – August 14 – 2:00 p.m. - Shilling
- Second Saturday Registration – August 12 – 10:00 a.m. – 2:00 p.m. – WDI
- Fall Classed Begin – August 19
- Tech – Go Camp – July 17-20 – NSEC
- Board of Trustees Meeting – located in NS 121 at 5:30 p.m. – August 15
- Other activities listed in the Board Book

Personnel Update

Retirements, Resignations, and Terminations

- Darbe Brinkoetter, Dean, Continuing/Professional Education, effective June 30, 2017
- Cathy Sebok, Director, Admissions & Recruitment, effective June 30, 2017
- Arthur Scott Hartman, Maintenance II, effective June 30, 2017
- James Chiligris, Maintenance II, effective June 30, 2017
- John Kleiss, Assistant Director, Plan Operations, effective June 30, 2017
- Mike Vest, Maintenance II, effective June 30, 2017
- Frank Richardson, Maintenance II, effective June 30, 2017
- Peggy McLean, Admission & Records Representative, effective June 30, 2017
- Vivian Goodman, Director, Decatur Community Partnership, effective June 30, 2017

SPECIAL REPORTS

1. Jill Feinstein, Professor, Biology presented the College Spotlight – STEM Activities
2. Marcus Brown presented the Monitoring Report – Student Profile.
3. Greg Florian, Vice President of Finance and Administration, presented the Construction Report

REPORT OF ICCTA

None

REPORT OF STUDENT TRUSTEE

Student Trustee Lee Trimble gave a verbal report of events at Richland Community College.

AGREEMENTS/CONTRACTS AUTHORIZED BY THE PRESIDENT FOR THE MONTH OF JUNE

Dr. Valdez signed an Intergovernmental Agreement between Decatur Public Schools, District #61 and Richland Community College.

Dr. Valdez signed an Intergovernmental Agreement between St. Teresa High School and Richland Community College.

Dr. Valdez signed an Intergovernmental Agreement between Argenta-Oreana High School and Richland Community College.

Dr. Valdez signed an Intergovernmental Agreement between Central A & M High School and Richland Community College.

Dr. Valdez signed an Intergovernmental Agreement between Cerro Gordo High School and Richland Community College.

Dr. Valdez signed an Intergovernmental Agreement between Clinton High School and Richland Community College.

Dr. Valdez signed and Intergovernmental Agreement between Decatur Christian School and Richland Community College.

Dr. Valdez signed and Intergovernmental Agreement between Maroa-Forsyth High School and Richland Community College.

Dr. Valdez signed an Intergovernmental Agreement between Meridian High School and Richland Community College.

Dr. Valdez signed and Intergovernmental Agreement between Mt. Zion High School and Richland Community College.

Dr. Valdez signed and Intergovernmental Agreement between Warrensburg-Latham High School and Richland Community College.

Dr. Valdez signed and Intergovernmental Agreement between Lutheran School Association and Richland Community College.

FOUNDATION REPORT

Julie Melton presented information regarding proposed changes to the Scherer Honors Scholarship and explained the new Richland Fund for Student Success.

CONSENT AGENDA

It was recommended that the Board of Trustees authorize the destruction of the verbatim records of the January 11, 2016, closed session audio tape.

A recommendation was made to the Board of Trustees that the College award a bid to Shippers Rental Company of Quincy and authorize the College Administration to execute a contract with the company for a total of \$1750 per month for 36 months for the lease on the semi-truck for the CDL program.

A recommendation was made to the Board of Trustees that Robert Brice be appointed Director, Skilled Trades, effective July 19, 2017.

Prince moved to approve the consent agenda items, as presented. Dr. Coopriider seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

EXECUTIVE SESSION

Prince moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negotiation 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 probable litigation, as specified in Section 2 (c) (11); and for self-evaluation, as specified in Section 2 (c) (16) of the Open Meetings Act. Colee seconded. Voice vote being all ayes, Chairman Ritter declared the motion carried.

Meeting convened into closed session at 7:42 p.m.

Meeting convened into open session at 8:27 p.m.

NEW BUSINESS

FURNITURE CONTRACT FOR THE CARROLL SCHOOL OF INNOVATIVE LEARNING AND STUDENT SUCCESS CENTER

A recommendation was made to the Board of Trustees to allow the College to award the purchase of furniture to Henrickson & Co. of Peoria for \$309,460.91 and Resource One of Springfield for \$227,526.71, as presented.

Underwood moved to approve the recommendation to allow the College to award the purchase of furniture to Henrickson & Co. of Peoria for \$309,460.91 and Resource One of Springfield, as presented. Prince seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

PROTECTION, HEALTH, AND SAFETY PROJECT

A recommendation was made to the Board of Trustees that the College award the Protection, Health, and Safety Project to Carpet Weavers of Decatur and authorize the College administration to execute a contract with the contractor for a total of \$18,452.00, as presented.

Prince moved to approve the recommendation to allow the College to award Carpet Weavers of Decatur and authorize the College Administration to execute a contract with the contractor for a total of \$18,452.00, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

MUNICIPAL LEASE FOR ELECTRONIC SIGN AND TECHNOLOGY EQUIPMENT

A recommendation was made to the Board of Trustees authorizing the College Administration to enter into leasing arrangements in the amount of \$135,000.00 for funding equipment for a 60-month lease with Commerce Bank of Champaign, Illinois, as presented.

Underwood moved to approve the recommendation to authorize the College Administration to enter into leasing arrangements in the amount of \$135,000.00 for funding equipment for a 60-month lease with Commerce bank of Champaign, Illinois, as presented. Trimble seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

BID FOR ELECTRONIC SIGN

A recommendation was made to the Board of Trustees to authorize the College to award the bid to Bendsen Signs and Graphics of Decatur and authorize the College Administration to execute a contract with the company for \$37,933.29, as presented.

Dr. Coopriider moved to approve the recommendation to authorize the College to award the bid to Bendsen Signs and Graphics of Decatur and authorize the College Administration to execute a contract with the company for \$37,933.29, as presented. Underwood seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

PURCHASE OF AUDIOVISUAL EQUIPMENT FOR THE CARROLL SCHOOL OF INNOVATIVE LEARNING

A recommendation was made to the Board of Trustees to allow the College to purchase the audiovisual equipment from Presidio Corporation of Peoria, Illinois for the Carroll School of Innovative Learning in the amount of \$155,210.80, as presented.

Prince moved to approve the recommendation to authorize the College to purchase the audiovisual equipment from Presidio Corporation of Peoria, Illinois for the Carroll School of Innovative Learning in the amount of \$155,210.80, as presented. Underwood seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

PURCHASE OF COMPUTING EQUIPMENT FOR THE CARROLL SCHOOL OF INNOVATIVE LEARNING

A recommendation was made to the Board of Trustees to allow the College to purchase the computer equipment from CDW-G of Vernon Hills, Illinois in the amount of \$136,849.30 for the Carroll School of Innovative Learning, as presented.

Prince moved to approve the recommendation to authorize the College to purchase the computing equipment from CDW-G of Vernon Hills, Illinois in the amount of \$136,849.30 for the Carroll School of Innovative Learning, as presented. Underwood seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

RATIFICATION OF ADJUNCT FACULTY CONTRACT

A recommendation was made to the Board of Trustees to approve the 2017-2018 Collective Bargaining Agreement between Richland Adjunct Federation of Teachers Local #6218 and the Board of Trustees for Community College District No. 537, as presented.

Campbell moved to approve the 2017-2018 Collective Bargaining Agreement between Richland Adjunct Federation of Teachers Local # 6218 and the Board of Trustees for Community College District No. 537, as presented. Colee seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

BOARD POLICES, PROPSALS, AND CHANGES

Board Policy Section 2 – Business Services was presented to the Board of Trustees for first reading. No action is necessary at this time.

Changes to Section 2 include:

Section 2.1.5 Annual Audit – Adds reference to Public Community College Act, States that the financial statements must be in accordance with Generally Accepted Accounting Principles (GAAP),

Section 2.1.8 Payment of Bills - Adds reference to Public Community College Act,

Section 2.1.10 Proper Execution of Transactions and Events – Deletes two prohibitions that are covered in other sections,

Section 2.2.4 Bond and Interest Fund – Formatting change,

Section 2.2.7 Working Cash Fund - Adds reference to Public Community College Act,

Section 2.3.3 Investment Instruments – Changes reference to bond rating services, deletes reference to savings bank and saving and loan associations,

Section 2.3.4 Diversification – Deletes reference to Savings & Loan, formatting correction,
Section 2.3.8 Management of Program – Adds clarifies Wire Transfer “agreements”,

Section 2.3.12 Reporting – Modifies reports for investments to a minimum of quarterly and the amount of data reported,

Section 2.4 Travel and Associated Expenses – Removes previous subsections and replace with new sections to meet new statutory requirements. This includes limits on travel expenditures, items that can be reimbursed, approval of travel expenditures,

Section 2.4.2 Safety and Security – Corrects reference to Public Community College Act, adds reference to Clary Act and Violence Against Women Act,

Section 2.5.6 Moving Expenses – Changes section numbering, adds general titles and removes specific position titles,

2.5.7 Meetings and Official Functions – Changes Section numbering, modifies to align with new travel policy by eliminating references to conferences and workshops, entertainment, and lodging and transportation,

2.5.G.2 Official Functions – clarifies that dues to associations for individual employees are not allowed unless it provides a benefit to the College,

2.5.3 Student Assumption of Risks during College Travel – Clarifies the type of trips and activities covered under this section to match recent trips,

Section 2.6.1 Purchase of Supplies, Materials, and Equipment – Restricts contracts to be signed only by the President or appropriate Vice President,

Section 2.6.2 Use of College Credit Cards – Corrects cite from Public Community College Act

Board Policy Section 5 – General Policies is adding 5.18 Liquor Control - Delivery of Alcoholic Beverages is an entirely new section. Recent legislation requires colleges and universities

serving and selling alcoholic beverages to establish policy and procedures to assure compliance. This new section meets the requirements of the act.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

The June 2017 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$929,978.19 for June 2017 was distributed to the Board prior to the meeting.

Prince moved to ratify the May bills and travel expenditures paid and approve the Financial Statement subject to audit. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

REVIEW OF MINUTES OF PREVIOUS CLOSED SESSION

A recommendation was made that the Board of Trustees approve the continued confidentiality of the closed session minutes, as presented.

Prince moved to approve the continued confidentiality of the closed session minutes, as presented. Trimble seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

REPORT OF THE PRESIDENT

- **Richland High School Equivalency Program Graduation** – Attended graduation ceremony for students competing the equivalency program on June 28. **Goal 2A & D**
- **College Readiness Math - Celebration** – Attended this important celebration of Richland students who participated in a summer Math bridge program to strengthen their skills and improve chances of persistence and completion. **Goal 2A, C and D**
- **Partnering opportunities** – Recently, I have had the opportunity to participate in several meetings that present potential partnerships in the future including; IMA Manufacturing Apprenticeship meeting June 29 (hosted by Richland), conversation with Sheriff with the possibility of connecting with the Decatur Law Enforcement training facility, conversations with local agriculture leaders to explore the opportunities for a signature academic program and provided a tour of Carroll Center to Buena Vista Bank executives. **Goal 3A & B**

- **Letters to local State Legislatures** – Authored “Thank you” letters to local elected officials who supported the development of an FY2017 budget, recognizing the difficulty of said vote. **Goal 3C**
- **Cabinet Retreat** – Met, in retreat, with Cabinet members to develop strategies for the upcoming year. Two outcomes; increased positive employee recognition and empowerment and ongoing Strategy Cabinet meetings. **Goal 4**
- **Kiwanis Talk** – Provided remarks regarding Richland’s current successes and future plans to Noon Kiwanis members on July 18. **Goal 3A & D**
- Richland Community College and the EDC will work together to create Manufacturing Days in October. More information is to follow.
- Cris will be interviewing with Brian Byers next week to promote the Farm Progress Show.

ITEMS FROM THE BOARD

- Dale Colee thanked Tricia Cordulack and Serena Black for being on his radio show, Pharmacy Facts. Serena is a Richland student and graduate of Warrensburg-Latham High School. She told a nice story about coming to Richland, being a scholarship recipient and Junior National Billiard Champion. Serena will be featured at the upcoming Billiard Exhibition on August 12, 2017 at 7:00 p.m. at Starship Billiards & Enterprise Grill. Dale encouraged everyone to get out, meet Serena, and enjoy this event.
- Randy Prince made note of the Apprenticeship meeting that was held at Richland Community College in conjunction with Illinois Manufactures Association. There were large number of employers that attended and there is a great interest in creating a program that will help both the students of Richland and the employers that attended.
- Bruce Campbell thanked Cris and Madonna for coordinating a tour of the Carroll Center for Innovative Learning for representatives of Buena Vista Bank.
- Chairman Ritter wanted to share that there are rumor in the community of Richland Community College closing in the Fall. He encouraged those in attendance to please make sure that this rumor is stopped if anyone else is hearing it.
- Jim Underwood thanked Cris for lunch and tour of the campus as he continues to get initiated with the College.

ADJOURNMENT

Prince moved and Colee seconded to adjourn the meeting at 9:11 p.m.

Bishop Wayne Dunning, Secretary