

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

**June 19, 2018**

**PUBLIC HEARING FOR BUDGET**

A Public Hearing for the FY2019 budget was held at 5:15 p.m. in the Board Room. There were no comments from the public, and the hearing adjourned at 5:40 p.m.

**CONVENING OF THE MEETING**

Call to Order

The regular meeting was called to order at 5:41 p.m. Tuesday, June 19, 2018, in the Board Room by Chairman Ritter. Chairman Ritter also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Tom Ritter, Dr. David Coopridner, Jim Underwood, Bishop Wayne Dunning, Dale Colee, Randy Prince, and Nathan Buggar

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of May 15, 2018 had been distributed to the Board prior to this meeting.

**Prince moved to approve the minutes of the regular meeting of May 15, 2018. Underwood 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 Joe Deacon of WSOY

**AD HOC APPOINTMENTS**

**Chairman Ritter appointed the following:**

Ad Hoc Appointments:

**Liaison to the Richland Community College Foundation Board of Directors**  
Randy Prince

**ICCTA Representative**

Bruce Campbell

**Audit Committee**

Dr. David Coopriider and Jim Underwood

**Travel Committee**

Dale Colee and Jim Underwood

**Nominating Committee**

Bishop Wayne Dunning and Dale Colee

**WRITTEN COMMUNICATIONS**

College Activities Report

- College Readiness Math+Program – June 11-12
- Culinary Kids Camp – Shilling Salons – June 18-21
- Saturday Market – June 23, 30, July 7, and 14
- Family Green Energy Day – NSEC – June 23
- ESPN Decatur Espy Awards – Shilling Salons – June 24
- College Readiness English – June 25-26
- Independence Day – July 4 – College closed
- Tech-Go Camp (Girls) – NSEC – July 9-12
- Tech-Go Camp (Boys) – NSEC – July 16-19
- Board of Trustees Meeting – Board Room, July 17, 2018
- Other activities listed in the Board Book

College Spotlight – Empowering Student Success – Kona Jones

Personnel Update

Retirements, Resignations, and Terminations

- Gary O'Connor, Counselor, effective May 18, 2018
- Jennifer Doyle, Marketing Assistant, Part-time, effective May 18, 2018
- Peter Wetzel, LPN Faculty, effective May 18, 2018
- Bradley Hemenway, Economics Faculty, effective May 18, 2018

- Brittanica Schreurs, Accommodations Specialist, effective May 25, 2018
- Virginia Ostermeier, Nursing Faculty, effective May 31, 2018

## **SPECIAL REPORTS**

### **REPORT OF ICCTA**

Chairman Ritter, Bishop Dunning, Jim Underwood, and Nathan Buggar attended the ICCTA meeting in Springfield. The hot topic was retirement and there is more information to come. Bishop Dunning was honored for serving 25 years on the Richland Board of Trustees, and our Alumnus of the Year, Dr. Kyle Thompson was honored.

### **REPORT OF STUDENT TRUSTEE**

Student Trustee Nathan Buggar presented the Student Government Report

### **MONITORING REPORT**

Teena Zindel-McWilliams presented the Monitoring Report – Institutional Effectiveness

### **FOUNDATION REPORT**

Julie Melton presented the Foundation Report

## **CONSENT AGENDA**

It was recommended that the Board of Trustees approve the full time employment of Deputy Commander of the Macon County Law Enforcement Training Center, Tom Schneider

**Prince moved to approve the consent agenda item, as presented. Colee seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

## **OLD BUSINESS**

### **2019 FISCAL YEAR BUDGET**

Greg Florian, Vice President, Finance and Administration, presented the Fiscal Year 2019 budget to the Board. As required by statute, the tentative budget has been available for public inspection since May 15, 2018. Funding sources have been identified for all expenditures requested in the balanced budget.

**Campbell moved to adopt Resolution No. 18-15, Adopting Fiscal Year 2019 Budget, as presented. Dr. Coopriider seconded. Roll Call vote being all ayes, Chairman Ritter declared the motion carried.**

## **EXECUTIVE SESSION**

**Bishop Dunning 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. Prince seconded. Voice vote being all ayes, Chairman Ritter declared the motion carried.**

Meeting convened into closed session at 6:49 p.m.

Meeting reconvened into open session at 8:07 p.m.

## **NEW BUSINESS**

### **ANNUAL STATE FUNDED CAPITAL REQUEST – RESOURCES ALLOCATION MANAGEMENT PLAN (RAMP) DOCUMENT**

A recommendation to authorize College Administration to file a Resource Allocation Management Plan (RAMP) with Illinois Community College Board and certify that funds are, or will be available was presented to the Board.

The RAMP document includes the request for new construction project seeking 75% funding by the state. This year the College requests state capital funding consideration for two projects: Innovative Learning Arts Renovations, and Life Sciences/Health Profession Addition.

**Prince moved to authorize the College administration to file a Resource Allocation Management Plan (RAMP) with the Illinois Community College Board and to certify that funds are, or will be, available, as presented. Underwood seconded. Roll Call vote being all ayes, Chairman Ritter declared the motion carried.**

### **APPROVAL TO CONTRACT WITH BLDD**

A recommendation was made to the Board of Trustees to contract with BLDD to develop a new Facilities Master Plan and Facilities Assessment at a fixed cost of \$45,000.00

**Prince moved to authorized College Administration to contract with BLDD to develop new Facilities Master Plan and Facilities Assessment at a fixed cost of \$45,000.00. Buggar seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

### **PRESIDENTIAL EMPLOYMENT CONTRACT RESTATED**

A recommendation was made to the Board of Trustees to extend the term of the President's contract from June 30, 2020 to June 30, 2021 and grant a \$12,000.00 stipend.

**Prince moved to extend the term of the President's contract from June 30, 2019 to June 30, 2021 and a \$12,000.00 stipend. Dr. Coopriker seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

### **APPROVAL TO PURCHASE DECK OVEN**

A recommendation was made to the Board of Trustees to allow College Administration to award the bid to MJ Keller Company of Springfield, Illinois to purchase the deck oven for the Culinary Arts Program for the amount of \$22,005.00, as presented.

**Prince moved to approve the purchase and allow College Administration to award the bid to MJ Keller Company of Springfield, Illinois for the deck oven for the Culinary Arts Program for the amount of \$22,005.00, as presented. Underwood seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

### **APPROVAL TO PURCHASE PROCESS CALIBRATORS FOR ENGINEERING TECHNOLOGY PROGRAM**

A recommendation was made to allow College Administration to purchase Process Calibrators for the Engineering Technology program from Kirby Risk of Decatur, Illinois in the amount of \$22,185.90, as presented.

**Prince moved to approve the purchase of Process Calibrators for the Engineering Technology program from Kirby Risk of Decatur, Illinois in the amount of \$22,185.90, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairman Ritter declared the motions carried.**

### **APPROVAL TO PURCHASE PERISHABLE FOOD SUPPLY**

A recommendation was made to the Board of Trustees to grant College Administration to purchase perishable food and beverages greater than \$10,000.00 on an annual basis from Sysco, Hoelting, and Refreshment Services, as presented.

**Colee moved to grant College Administration to purchase perishable food and beverages greater than \$10,000.00 on an annual basis from Sysco, Hoelting, and Refreshment Services, as presented. Prince seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

### **COMPLIANCE WITH PREVAILING WAGE ACT – RESOLUTION NO. 18-16**

A recommendation to adopt Resolution No. 18-16, Compliance with Prevailing Wage Act, was presented to the Board.

The Resolution supports the Department of Labor's finding. The Department of Labor's finding for the eight counties in the Richland District are available in the President's Office.

**Underwood moved to adopt Resolution No. 18-16, Compliance with Prevailing Wage Act, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

### **APPROVAL TO CONTRACT WITH JUICEBOX INTERACTIVE FOR WEBSITE DESIGN SERVICES**

A recommendation was made to the Board of Trustees to approve a contract with Juicebox Interactive and authorize College Administration to execute the contract in the amount of \$32,900.00, as presented.

**Colee moved to approve a contract with Juicebox Interactive and authorize College Administration to execute the contract in the amount of \$32,900.00, as presented. Buggar seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

### **AUTHORIZATION TO TRANSFER INTEREST EARNING OF WORKING CASH FUNDS – RESOLUTION NO. 18-17**

A recommendation to adopt Resolution No. 18-17, Transferring the Interest Earnings of the Working Cash Fund, was presented to the Board.

The resolution provides that the Board of Trustees authorize the Treasurer of the College to transfer 100% of the interest earned from Working Cash Fund to the Education Fund to be used for necessary and ordinary expenses of the College.

**Dr. Coopriider moved to adopt Resolution No. 18-17, Transferring the Interest Earning of the Working Cash Fund, as presented. Prince seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

### **FINANCIAL REPORT**

#### **BILLS AND TRAVEL EXPENDITURES PAYABLE**

The May 2018 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$659,306.71 for May 2018 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. Dr. Coopriders seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.**

## **REPORT OF THE PRESIDENT**

- Richland Community College will be receiving a \$1.5 million appropriation for workforce development. College Administration will be meeting with Senator Andy Manar on July 12, 2018 to find out more details of the appropriation.
- The College is making its final decision on a Student Management System. A decision will be made between two vendors next week and brought to the Board for approval in July.
- As of today, 62% of Richland employees have received their annual employee appraisal. At this time two years ago, only 12% were being evaluated. We are making progress and will accomplish the 100% goal in the next few weeks.
- President Valdez and a team consisting of Dean Hazen, Greg Florian, Tad Williams, and Tom Schneider are working on security initiatives on campus. They hope to have a process in place in the next few months.

## **ITEMS FROM THE BOARD**

- Dale Colee expressed that the Go Camps that are scheduled in the next month are a great opportunity for young potential students to have a great experience at Richland.
- Randy Prince thanked all the staff that worked on creating the FY19 Budget.

## **ADJOURNMENT**

**Prince moved and Buggar seconded to adjourn the meeting at 8:37 p.m.**

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Bishop Wayne Dunning, Secretary