

**RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
BOARD OF TRUSTEES REGULAR MEETING
ONE COLLEGE PARK – DECATUR ILLINOIS 62521
September 19, 2006**

The Vision: To be the premier source for education, workforce training, partnerships, and economic development.

College Mission: To offer educational programs which enable students to achieve their potential by obtaining the abilities, attitudes, and skills needed for personal and professional growth.

Core Values: Commitment, Respect, Excellence, Accountability, and Diversity

- I. Convening of the Regular Meeting – 5:30 p.m.
 - A. Call to Order
 - B. Roll Call

- II. **[Minutes of the Regular Meeting on August 22, 2006](#)**

- III. Appearance of Citizens and Introduction of Guests

- IV. Written Communications
 - [College Activities Report](#)
 - [Personnel Updates](#)

- V. Special Reports
 - A. Report of the President
 - B. Report of ICCTA
 - C. [Report of Student Trustee](#)
 - D. [Agreements/Contracts authorized by President Saunders for the month of August 2006](#)

- VI. Executive Session (IVORY COLOR)

VII. Consent Agenda (PINK COLOR)

A. Charge Back

1. Julie Ellis – NCLEX Review Certificate – Oakton Community College – Fall 2006 semester (First Time Enrollment)

B. *Full-Time Employments*

1. Rhonda Mitchell – Director of Budgeting – Finance and Administration
2. Terry Robinson – Dean – Continuing and Professional Education

C. *Temporary Full-Time Employments*

1. Dency Grubbs – ISTEP Specialist – Enrollment and Retention Services

VIII. Old Business (BLUE COLOR)

A. Construction Report

IX. New Business (IVORY COLOR) - None

X. Board Policies, Proposals, and Changes (YELLOW COLOR) - None

XI. Financial Report (GREEN COLOR)

A. *Treasurer's Report and Financial Statement (WHITE COLOR)*

B. *Bills for Ratification*

XII. Adjournment

Bold and Italics Denotes Action Items

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

August 22, 2006

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:37 p.m. on Tuesday, August 22, 2006, in Conference Room A/B of the College by Chairman Prince. Chairman Prince also recited the College Vision, Mission and Core Values.

Roll Call

Members Present:

Carol Chiligris, Rita Colee, Julie Curry, Tim Dudley, Rev. Wayne Dunning, Michelle Jorgensen, Dr. Larry Osborne, and Randy Prince

Also present: Dr. Gayle Saunders, President, Attorney Darrell Woolums, and other staff members

MINUTES OF PREVIOUS MEETINGS

The minutes of the regular meeting of July 18, 2006, and the special meeting of July 31, 2006, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the July 18, 2006, and July 31, 2006, meetings. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

APPOINTMENT OF COMMITTEES

Chairman Osborne appointed Rev. Wayne Dunning and Carol Chiligris to the Board Travel Policy Committee and Julie Curry and Tim Dudley to the Audit Committee.

WRITTEN COMMUNICATIONS

- Correspondence from Paul Jensen, Trial Chairperson, Decatur Obedience Training Club, thanking Richland Community College for the use of Progress City for the dog agility trials

- Correspondence from Geoffrey Obrzut, President and CEO, Illinois Community College Board, notifying Richland Community College of the approval of a protection, health, and safety project
- Correspondence from United States Senator Barack Obama regarding Federal education funding
- Correspondence from Franklin University Community College Alliance regarding tuition compensation
- Correspondence from State Representative Bob Flider, thanking Dr. Saunders for her support and participation in the Fourth annual golf outing
- Article from Greater Illinois OSHA News August 2, 2006, Vol. 2 No. 7, thanking Richland Community College employee Andy Perry for providing CPR/AED training to the Peoria Area Office OSHA staff
- College Activities Report:
 - a. The Illinois Fertilizer and Chemical Association's MAGIE Show was held on August 23 and 24, 2006 on the Progress City USA site
 - b. The Illinois Land Improvement Contract Association will hold its Conservation Expo on August 29-31, 2006, on the Progress City USA site
 - c. Fall Student Welcome Back party will be held September 7, 2006, RCC back patio
 - d. Constitution Day will be held September 15, 2006, Shilling Salons
- Memorandum from Deborah McGee, Director, Human Resources, regarding the Personnel Updates:
 - a. Lyntyna Bedford, Secretary III, Decatur Correctional Center, has resigned her position effective July 28, 2006.
 - b. Tayisha Nelson, TRIO Advisor, has resigned her position effective August 15, 2006.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Dr. Saunders reported that she and ten other Richland Community College staff members attended the Continuous Quality Improvement Network summer institute on August 6-9, 2006, in Chicago, Illinois. The focus was breakthrough learning.

The Trustee Scholars' Pizza Party was held on August 3, 2006. Over 100 students and parents were in attendance.

The Logan Correctional Center graduation was held on August 11, 2006, in Lincoln, Illinois. Over 100 students graduated.

Fall semester 2006 began on Monday, August 21, 2006.

The new employee reception and Fall Semester Convocation were held on August 14, 2006. A Back-to-School Employee reception was held on August 17, 2006, at The Beach House Restaurant.

Decatur Correctional Center graduation will be held on Friday, August 25, 2006.

The October Board meeting will be held at the Clinton Country Club, Clinton, Illinois. Clinton residents will be invited to a reception prior to the meeting.

Board members received a temporary Board Policy manual. The Board was asked to return their permanent binders so all new policies can be inserted.

Dr. Saunders acknowledged all faculty and staff who have worked hard to enroll students for the fall 2006 semester.

The College has received a Member in Good Standing Certificate from the American Community College Trustees Association.

The ACCT Leadership Congress will be held on October 10-14, 2006, in Orlando, Florida. Board members were asked to attend if possible.

The College will be closed on September 4, 2006, in observance of Labor Day.

College Spotlight

Dr. John Cordulack, Dean, Mathematics and Sciences, and Tim Moody, Director, Learning Resources Center, presented the Illinois Food Systems Policy Council Clearinghouse website to the Board. Richland Community College is the administrative agency for the Food Systems Policy Council. A grant was received to do the administrative work. Several task forces are now active and one of the significant activities of the task forces is to develop and maintain a Food Systems Policy Council website. The website is clean, crisp, and easy to download. The public side of the site lists all meeting dates, agendas, and minutes, as well as committee and taskforce charges. The semi-private portion of the site requires a user name and password to access.

Richland Community College is responsible for implementing, administering, and operating the IFSPC, organizing and administering an Agro-Security Summit Series, and designing, creating, and operating the agro-security, food safety and security, and bio-technology resources information clearinghouse. The website may be viewed at <http://ifspc.richland.edu>.

The Bitel Corporation has a contract with the Federal government under the Homeland Security Act to assess terrorism threats in our food system. Bitel is looking for sites to do the actual assessment of pre-harvest soybean operations. Bitel will be on the Richland Community College campus in October. A mixture of producers will participate in this assessment, which will take three days.

Richland Community College will be hosting the first session of a table top series. The table top exercise will simulate an actual terrorism event. The focus of the first session will be the contamination of fast food. The session will be held on September 22, 2006, in the Shilling Salons.

Program Review Presentation

Teena Zindel-McWilliams reported to the Board on Program Review and the Annual Performance Report. Both reports are required by the Illinois Community College Board. The Program Review requires community colleges to review all occupational programs on a five-year cycle. Each program review asks for information on the need for the program based on labor to market demand, enrollment and job placement, strengths and weaknesses of the program, and quality improvement recommendations based on the program review.

The College submitted reviews for automotive technology, early childhood education, hospitality (specifically lodging management) industrial maintenance, machine repair, paraprofessional educator, pharmacy technician, and transportation. The College reported that 13 certificate programs were deleted or significantly altered and 11 certificate programs underwent name changes.

The Performance Report focuses on six policy areas which include sustaining strong economic growth partnerships with elementary and secondary education, access to education through financial aid, increasing the number and diversity of citizens completing training and education programs, accountability in high quality programs and assessment of student outcomes, and improving productivity, cost-effectiveness, and accountability. The State provides statistical information that Richland Community College will use in creating the report.

Both the Program Reviews and Performance Reports are available in the Learning Resources Center archives, dating back to 1998.

REPORT OF ICCTA

Carol Chiligris reported that she attended the ICCTA leadership meeting in Chicago, Illinois, on August 19, 2006. The meeting included discussion about objectives for the coming year. All trustees should have received a flyer from ICCTA regarding the talking points for the State Ethics Act. Thirty-five colleges voted to join the lawsuit challenging the Attorney General's opinion regarding

whether Community Colleges should be considered state agencies. The lawsuit should be filed by August 31 in either Sangamon County or DuPage County.

The seminars for 2006-07 will focus on funding and different ways to collect revenue for the Colleges.

The next ICCTA meeting will be held September 29-30, 2006, in Springfield, Illinois. Board members were encouraged to attend.

REPORT OF STUDENT TRUSTEE

Michelle Jorgensen reported that Student Senate will hold its first meeting on August 25. Student Mentors have been helping students with NetID's. The Program Board will be selling Crystals on August 28. A free double feature drive-in movie will be held on September 22, 2006. Constitution Day will be held on September 15, 2006.

REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF JULY 2006

During the month of July, Dr. Saunders signed three (3) documents that are listed in the Board Book. On July 21, Dr. Saunders signed the Illinois Community College Board In-District Tuition and Universal Fee Rate Certification. On July 31, Dr. Saunders authorized a request from the Richland Community College Foundation for a Macon County Medical Society event on September 26. On July 31, Dr. Saunders authorized a request from the Richland Community College Foundation for the All College Reunion scheduled on November 3, 2006.

All of the agreements are on file in the President's Office for review.

EXECUTIVE SESSION

Dudley moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for discussion of collective negotiating matters, as specified in Section 2 (c) (2); for discussion of land acquisition, 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. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Meeting recessed at 6:25 p.m.

Meeting convened into closed session at 6:30 p.m.

Meeting reconvened into open session at 7:09 p.m.

CONSENT AGENDA

Charge-Backs

A recommendation to approve the charge-back for Mary C. McKinnon to attend Lincoln Land College in the Culinary Arts Certificate program for the 2006-07 Academic year was presented to the Board for approval.

A recommendation to approve the charge-back for Stephen Rios to attend Lake Land College in the Electronics Biomedical AAS Degree program for the 2006-07 Academic Year and 2007 Summer Term was presented to the Board for approval.

Full-Time Employments

A recommendation to approve the employment of Amy Farnsworth as a Youthful Offender Counselor for Logan Correctional Center at a salary of \$33,000, effective September 1, 2006, (pending clearance from Illinois Department of Corrections) was presented to the Board.

A recommendation to approve the employment of Debra Hays as Secretary for the Student Support Services/TRIO at an hourly rate of \$10.29, effective September 1, 2006, was presented to the Board.

A recommendation to approve the employment of Teresa Larson as Dean for the Health Professions Division at a salary of \$61,000, effective September 11, 2006, was presented to the Board.

A recommendation to approve the employment of Carol Myers as a Practical Nursing Instructor for the Health Professions Division at a salary of \$46,749, effective August 14, 2006, was presented to the Board.

A recommendation to approve the employment of Carolyn Sanford as Assistant Director of Learning Resources Center for Enrollment and Retention Services at a salary of \$40,000, effective September 5, 2006, was presented to the Board.

A recommendation to approve the employment of Karen Vercellino as a Nursing Instructor for the Health Professions Division at a salary of \$34,994.97, effective August 14, 2006, was presented to the Board.

A recommendation to approve the employment of Susan Webster as Secretary II in the Business and Technology Division at an hourly rate of \$8.97, effective August 28, 2006, was presented to the Board.

Part-Time Employments

A recommendation to approve the employment of Andrew Robinson as Evening Secretary II for the Student Learning Center at an hourly rate of \$8.75, effective August 23, 2006, was presented to the Board.

A recommendation to approve the employment of Deborah Rowley as Clerical Assistant in the Testing Center at an hourly rate of \$7.75, effective August 23, 2006, was presented to the Board.

Reclassifications

A recommendation to approve the reclassification of Matthew Johnson as Online Support Technician for the Mathematics and Sciences Division at an hourly rate of \$12.24 per hour, effective August 23, 2006, was presented to the Board.

A recommendation to approve the reclassification of Karla Jordan as Marketing Specialist for the Marketing and Public Information Division at a salary of \$23,660, effective August 23, 2006, was presented to the Board.

Temporary Full-Time Employments

A recommendation to approve the employment of Steven Dyer as a Temporary Welding Professor for the Business and Technology Division at a salary of \$35,794.50, effective August 29, 2006, through December 15, 2006, was presented to the Board.

Documentation supporting the Consent Agenda on file with original copy of minutes.

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

OLD BUSINESS

Construction Report

Greg Florian, Vice President of Finance and Administration, updated the Board on the current construction projects and the status of each. Construction on the Agri-Business and Occupational Technology Center is on schedule. The curb has been poured. The gravel sub-base has been installed and compacted. Within the next few weeks the concrete floor slab and under slab, plumbing, and electrical components should be completed. The storm drain has been installed. A sign has been placed at the project site designating the project and its funding

source. Weekly construction meetings are being held to address concerns and answer questions so that the project will be completed on schedule.

The project to replace insulated panels has been approved by the Illinois Community College Board, and bidding will begin in November or early January. Work should begin in the spring.

The feasibility project design and location for the Fitness Center, Childcare, and Culinary Arts additions are still under consideration and review in order to meet budget. Two location options are being considered. Construction should begin next spring.

Foundation Report

Carol Condon, Executive Director, Foundation and Development, reported on the Annual Meeting held on August 10, 2006. Larry Periman presented a review of Foundation investments. Dr. Evelyn Odunsi resigned her seat on the Foundation Board due to a heavy work load. Bob and Phyllis Schwandt will be moving to the West Coast in October to be closer to their children. Keith Ashby was recognized as the new Legacy Society's chairman. Rita Colee was recognized for her years of service as liaison from the Richland Community College Board of Trustees to the Foundation Board. This year's thank you letters from Trustee scholars were shared with the Board.

NEW BUSINESS

Corporate Authorization Resolution

A recommendation to adopt Resolution No. 07-3, Corporate Authorization Resolution for Financial Services, was presented to the Board.

The resolution sets forth various aspects of the account such as how many signatures are required to access the funds and borrow money and authorizes other actions by the signers. Richland Community College President, Treasurer, Director of Accounting, and Director of Budgeting are designated as individuals authorized to sign for Richland Community College.

Osborne moved to adopt Resolution No. 07-3, Corporate Authorization Resolution for Financial Services, as presented. Chiligris seconded. Roll call vote being seven ayes, Chairman Prince declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Effect of Changes in Program on Graduation – Policy 4.6.9 (5) – Third Reading/Adoption

The Effect of Changes in Program on Graduation Policy 4.6.9 (5) is presented for a third reading and adoption. There have been no changes since the first reading.

Osborne moved to adopt the Effect of Changes in Program on Graduation Policy 4.6.9 (5) as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

FINANCIAL REPORT

Bills Payable

The July 2006 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 \$769,607.35 for July 2006 was distributed to the Board prior to the meeting.

Osborne moved to approve the bills for payment and ratification as presented and to approve the Financial Statement to be filed for audit. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

ADJOURNMENT

Colee moved and Curry seconded to adjourn the meeting at 7:26 p.m.

Tim Dudley, Secretary

TO: Dr. Gayle Saunders
FROM: Karla Jordan, Marketing Specialist
DATE: September 6, 2006
SUBJECT: College Activities Report

Please find attached the *Richland Community College Activities Report* for the current month and a preview of next month. 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.

September 2006

September 19	Board of Trustees Meeting Board Room, 5:30 p.m.
September 19	Film Festival – <u>Like Water for Chocolate</u> 11:00 a.m. and 2:00 p.m. Mueller Student Center
September 21-22	Senate Elections 9:00 a.m. – 7:00 p.m. Mueller Student Center
September 22	Drive-In Movie Starting at 9:00 p.m. – <u>Over the Hedge & Pirates of the Caribbean: Dead Man's Chest</u>
September 23-24	Disney's <u>Aladdin Jr.</u> Production Presented by H.O.P.E. Club (Helping Out People Everywhere) 23 rd – 7:00 p.m., 24 th – 2:00 p.m. Admission is a donation of a non-perishable food item.
September 25-26	Open Auditions for <u>One Flew Over the Cuckoo's Nest</u> 7:00 – 9:00 p.m. – Shilling Auditorium

TO: Dr. Gayle Saunders, President
FROM: Deborah L McGee, Director, Human Resources
DATE: September 8, 2006
SUBJECT: Resignations/Retirements/Terminations

We have received resignations/retirements/terminations notices on the following employees:

Resignations

Name	Title	Termination Date	Full-Part Time	Years of Service
Sarah McDaniel	Administrative Assistant – Decatur Community Partnership	September 1, 2006	Part Time	.33
Tammy Stanton	Secretary I – Communications, Education, Humanities, and Fine Arts Division	September 13, 2006	Part Time	1.75



Student Senate

Student Trustee

Michelle Jorgensen

August Update

- 8/5 H.O.P.E. Club participated in the Decatur Celebration Parade and promoted their Child Theatre Series Disney's Aladdin Jr.
- 8/14-8/18 Student Mentors will be assisting with Net ID's in center court from 10 a.m. - 2 p.m. and 4 p.m. -6 p.m.
- 8/21 First day of classes
- 8/25 X-Ray Vision 50/50 raffle fundraised \$1,129.00 to help with expenses for their ISSRT conference; Congratulations to J. Corwin of Sullivan, winner and recipient of \$564.50
- 8/28 Program Board held "Crystals" in MSC and 127 crystals were given away to students, staff and faculty.
- 8/29 30-minute promo by Jacquelyn's Hawaiian Dances performed in MSC for students' entertainment.

Workshops & Events:

- 9/5 Student's Club Day
- 9/6 Jacquelyn's Hawaiian Dances 1-hour performance in MSC
- 9/7 Program Board and Student Senate hosting the welcome back cookout with entertainment by The Barefoot Hawaiians
- 9/13 Senate Petitions due
- 9/13 Wise-1 workshop in the Board Room by Gary O'Connor
- 9/14 Accommodating Disabilities at the College Level in the Board Room by Josh Brenner
- 9/15 Constitution Day will be held from 9-12 in Shilling
- 9/15, 16,17,23,& 24 Aladdin Jr Shilling Auditorium presented by HOPE Club
- 9/19 Film Festival sponsored by Program Board will feature Like Water for Chocolate in the MSC during Hispanic Heritage Month
- 9/20 & 21 Senate Elections 9 a.m. – 7 p.m. MSC
- 9/22 Program Board is hosting a free double feature drive-in movie: Over the Hedge and Pirates of the Caribbean, Dead Man's Chest will be shown; asking community to bring non-perishable food item to be donated to local food banks
- 9/25 & 26 Open Auditions for One Flew Over the Cuckoo's Nest in Shilling Auditorium
- 9/27 Round Table discussion: US Policy on Southern Borders Necessary Yes or No? located in Board Room by Gianina Baker

MONTHLY REPORT OF RICHLAND COMMUNITY COLLEGE AGREEMENTS

AUTHORIZED BY PRESIDENT SAUNDERS

FOR THE MONTH OF AUGUST 2006

- 8/10/06 Dr. Saunders signed an Agreement between Richland Community College and the Office of the Secretary of State, Illinois State Library for the FY 2007 Family Literacy Project and FY 2007 Adult/Volunteer Literacy Project.
- 8/16/06 Dr. Saunders signed a contract for Educational Dividends Services for the High Tech Edge Project to provide dual credit opportunities for high school students.
- 8/18/06 Dr. Saunders signed the FY2007 Illinois Community College Board Career and Technical Education Program Perkins Postsecondary Grant Agreement.
- 8/29/06 Dr. Saunders signed the FY2007 Illinois Community College Board Adult Education and Family Literacy Grant Agreement.
- 8/29/06 Dr. Saunders signed the FY2007 Illinois Board of Higher Education Innovation Grant for Diversity in Faculty Hiring.
- 8/29/06 Dr. Saunders signed the FY2007 Illinois Board of Higher Education Innovation Grant for Encouraging Diversity Growth through Education (EDGE) Program.

TO: Board of Trustees
FROM: Dr. Gayle Saunders
DATE: September 14, 2006
SUBJECT: Consent Agenda

Mr. Chairman, Members of the Board, the following items are presented as a consent agenda to be acted upon within the same motion. Any Board member may remove an item from the consent agenda to be acted upon separately. Supporting documentation for each consent agenda item is attached.

Therefore, it is recommended that the Board of Trustees approve the following:

- A. Charge-Backs**
 - 1. Julie Ellis – NCLEX Certificate – Oakton Community College – Fall 2006 semester (First Time Enrollment)

- B. Full-Time Employments**
 - 1. Rhonda Mitchell – Director of Budgeting – Finance and Administration – \$47,000 – Effective October 23, 2006
 - 2. Terry Robinson – Dean – Continuing and Professional Education – \$68,667 – Effective October 11, 2006

- C. *Temporary Full-Time Employment***
 - 1. Dency Grubbs - ISTEP Specialist – Enrollment and Retention Services – \$1,971.66 per month - Effective September 20, 2006

Thank you.

c: Sheryl Blahnik
Greg Florian
Jane Johnson
Deborah McGee

**RICHLAND COMMUNITY COLLEGE
STUDENT AND ACADEMIC SERVICES**

MEMORANDUM

TO: Dr. Gayle Saunders

FROM: Jane Johnson

SUBJECT: Applications to Attend Some Other Recognized Illinois Public
Community College (Charge-Back)

DATE: September 11, 2006

Application for Charge-Back has been reviewed and approval is recommended
for the one (1) applicant listed below:

Applicants for First-Time Enrollment

Julie Ellis
28 Ridgeway Drive
Decatur, Illinois 62521

NCLEX Review (Remedial)
Certificate
Oakton Community College

Fall 2006 Semester

TO: Dr. Gayle Saunders, President

FROM: Deborah McGee, Director, Human Resources

DATE: September 13, 2006

SUBJECT: Employment of Full-Time Director of Budgeting

As requested by Greg Florian, Vice President, Finance and Administration it is recommended that Ms. Rhonda Mitchell be employed as a full-time Director of Budgeting. This is a replacement position.

Ms. Mitchell received her Bachelor of Science degree in Accounting from Franklin University in Columbus, Ohio, in December 2005 and her Associate in Science degree from Richland Community College in December 2003.

Ms. Mitchell is currently employed by the Macon County Mental Health Board as a Director of Financial Operations (March 2000 – present). Ms. Mitchell was previously employed by Heritage Behavioral Health Center as an Accounting Services Team Leader (September 1996 – March 2000) and Fiscal Specialist (September 1995 – September 1996) and by Dress for Success, Inc., as an Office Accounting Manager (February 1991 – September 1995).

The search committee consisted of Greg Florian, David Holtfreter, Sandy Harmison, and Leon Fonville.

It is recommended that Ms. Mitchell receive a starting salary of \$47,000 on the “Administrative II” Salary Range Schedule for “Exempt Staff” with an effective start date of October 23, 2006.

c: Greg Florian

TO: Dr. Gayle Saunders, President

FROM: Deborah L. McGee, Director, Human Resources

DATE: September 13, 2006

SUBJECT: Employment of Dean of Continuing and Professional Education

As requested by Jane Johnson, Vice President, Student and Academic Services, it is recommended that Mr. Terry Robinson be employed as Dean of Continuing and Professional Education. This is a replacement position.

Mr. Robinson received his Master's degree in Business Administration from the University of Illinois at Springfield in 1998 and his Bachelor's degree in Business Management from Illinois State University in 1980.

Mr. Robinson is currently employed by the Decatur Housing Authority as the Director of Housing Management (January 2003 – present). Mr. Robinson was previously employed by the Decatur Herald and Review as a Classified Sales Manager (April 2001 – December 2002), Advertising Team Leader (September 1999 – March 2001), Advertising Sales Consultant (January 1998 – August 1999) and Circulation District Manager (1997). Mr. Robinson also was owner/operator of Teamco Sports and Leisure (1987 – 1997).

Mr. Robinson was interviewed by Jane Johnson, Greg Florian, Cindy Laegeler, Marcus Brown, Lily Siu, and Deborah McGee.

It is recommended that Mr. Robinson receive a starting salary of \$68,667 per year, which is in the Administrative III classification on the Salary Range Schedule for "Exempt Staff" with an effective start date of October 11, 2006.

c: Jane Johnson

TO: Dr. Gayle Saunders, President

FROM: Deborah McGee, Director, Human Resources

DATE: September 8, 2006

SUBJECT: Employment of Temporary Full-time ISTEP Specialist

As requested by Jane Johnson, Vice President, Student and Academic Services and Sheryl Blahnik, Dean of Enrollment and Retention Services, it is recommended that Ms. Dency Grubbs be employed as a Temporary Full-time ISTEP Specialist. This is a temporary replacement position.

Ms. Grubbs received her Master of Arts degree in English from the University of Illinois at Springfield in 1997, a Bachelor of Arts degree in Psychology from Sangamon State University in 1993 and an Associate of Arts degree from Richland Community College in 1990.

Ms. Grubbs is currently employed as an adjunct faculty member in the Communications, Education, Humanities, and Fine Arts Division of Richland Community College (January 1997 – present) and as a part-time Associate Advisor for the Enrollment and Retention Services office (May 2006 – present). Ms. Grubbs also has taught as an adjunct faculty member at St. Charles Community College in St. Peters, Missouri (August 2005 – December 2005), Millikin University (August 2003 – December 2003), and at Parkland College (August 2001 – May 2002).

The search committee consisted of Sheryl Blahnik, Kathryn Mast, Gary O'Connor, Sandy Joyner, and Deborah McGee.

It is recommended that Ms. Grubbs receive a monthly salary of \$1,971.66 which is in the "Professional Technical I" classification on the Salary Range Schedule for "Exempt Staff" with an effective starting date of September 20, 2006.

c: Jane Johnson

TO: Board of Trustees
FROM: Dr. Gayle Saunders
DATE: September 14, 2006
SUBJECT: Construction Report

Mr. Chairman, Members of the Board, attached is a [memorandum from Greg Florian](#) listing current construction projects and the status of each.

Greg Florian and David Holtfreter will be available to answer any questions you may have.

Thank you.

pj

Attachment

c: Greg Florian
David Holtfreter



Memorandum

Business Office

To: Dr. Gayle Saunders

From: Greg Florian *Greg Florian*

Date: September 14, 2006

Re: Construction Project Status

Current Construction Projects

Agri-Business and Occupational Technology Center – Once again the weather has been frustrating for the contractor. Keeping on schedule is becoming more difficult and the contractor is pushing hard to maintain the schedule. The foundation is in place and the under-slab plumbing and electrical work is approximately 80 percent complete. Once these items are completed, the concrete floor can be poured. Depending on the weather, concrete floor work should begin in the next two weeks. The parking area has curbs installed with the remaining concrete parking lot to be done in conjunction with the floor slab.

Weekly construction meetings are being held to address concerns and answer questions so that the project will be completed on schedule. We have been working with the architects to select several of the building finishes such as the terrazzo flooring, paint, and interior metal finishes. This will eliminate lead time concerns for obtaining these materials.

PH&S Projects

Replace Damaged and Deteriorated Sidewalks – This project will be included with the Panel Replacement Project early this fall.

Replace Insulated Panels – A tentative project schedule has been developed which provides for bidding in October, contract award in November, and construction in the spring of 2007. Bid specifications are currently being developed and will be available in the near future.

Other Projects

Fitness Center, Childcare, and Culinary Arts Additions – The project design and location are still under consideration and review in order to meet budget. We have received alternate project plans and budgets for review. We will continue to review costs and plans to determine the feasibility of the project.