

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

**March 20, 2007**

**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 February 20, 2007***

III. Appearance of Citizens and Introduction of Guests

IV. Recognition of Former Student Trustee

V. Written Communications

- Correspondence from William A. Kersten, Senior Vice President, Automotive Service Excellence (ASE), indicating that Richland Community College's automobile technician training program has met the criteria for recertification in all areas
- Correspondence from Franklin University forwarding tuition compensation for courses taken by students in Franklin University's Community College Alliance program during the Fall 2006 term
- College Activities Report
- Personnel Updates
- Foundation Report

VI. Special Reports

A. Report of the President

- Timeline for New Strategic Plan

B. College Spotlight – Honors Council Conference – Dr. Laurie Hughes and Rosemarie King

C. Report of ICCTA

D. Report of Student Trustee

E. Agreements/Contracts authorized by President Saunders for the month of February 2007

VII. Executive Session (IVORY COLOR)

VIII. Old Business (BLUE COLOR)

A. Construction Report

***IX. New Business (IVORY COLOR)***

***A. Recommendations for Faculty Promotions in Rank – Resolution Nos. 07-10, 07-11, 07-12, 07-13, 07-14, 07-15, 07-16, 07-17, 07-18, 07-19, and 07-20***

***B. Recommendation to Grant Professor Emeritus Status***

***C. Authorization for Payment of Fees***

X. Board Policies, Proposals, and Changes (YELLOW COLOR)

A. Official Functions – Policy 2.2.11 – Second Reading

B. Chronic Communicable Diseases – Policy 3.5.1 – Second Reading

C. Prohibited Gifts and Political Activity – Policy 3.5.7 – Second Reading

D. Employee Safety and Risk Management – Policy 3.5.10 – Second Reading

***XI. Financial Report (GREEN COLOR)***

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

***B. Bills for Ratification***

XII. Items from the Board

XIII. 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**

**February 20, 2007**

***CONVENING OF THE MEETING***

Call to Order The regular meeting was called to order at 5:37 p.m. Tuesday, February 20, 2007, 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 MEETING***

The minutes of the regular meeting of January 16, 2007, had been distributed to the Board prior to this meeting.

**Osborne moved to approve the minutes of the regular meeting of January 16, 2007. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

***APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS***

A new employee was introduced to the Board.

**WRITTEN COMMUNICATIONS**

1. Correspondence from State Senator Frank Watson thanking Dr. Saunders for the Easter Seals Ornament of Hope
2. Memorandum from Karla Jordan, Marketing Specialist, regarding the College Activities Report
  - The Annual Pancake & Sausage Breakfast was held on February 1.
  - The Annual Legislative Breakfast was held on February 5, 2007.
  - The WYSE competition was held on February 7, 2007.
  - The Decatur Correctional Center graduation was held on February 16.

- Black History Month was celebrated with activities on campus.
  - Planning for the Diversity Conference is underway. The Seventh Annual Walking the Walk of Diversity Conference is scheduled Friday, June 15, 2007. United Parcel Service donated \$5,000 to the Diversity Conference.
3. Memorandum from John Bell, Assistant Director, Human Resources, regarding Personnel Updates.
- Michelle Denton resigned from her position as Accountant, effective February 9, 2007.
  - Matt Johnson resigned from his position as Online Support Technician, effective January 19, 2007.
  - Cheryl Wilson retired from her position as Secretary III, effective March 1, 2007, after almost 30 years.

## ***SPECIAL REPORTS***

### ***REPORT OF THE PRESIDENT***

Dr. Saunders reported the following:

Several members of Richland Community College attended the American Community College Trustees (ACCT) National Legislative Summit in Washington, D.C., February 12-14, 2007.

Elections for Student Trustee on the Richland Community College Board of Trustees and Student Senators on the Richland Community College Senate will be held Wednesday, March 7 and Thursday, March 8.

Four recommendations have been received for Professor Emeritus designations. The recommendations will be brought to the Board in March.

Recommendations for Faculty Promotions in Rank will be brought to the Board in March.

The Continuous Quality Improvement Network meeting was held in San Antonio, Texas, on February 21-23.

The Partners in Education Salute will be held Thursday, March 15, 2007, at noon in the Shilling Salons. The luncheon will honor Dr. Gayle Saunders and recognize Richland Community College as an outstanding business partner. Valedictorians from Macon County Schools also will be honored.

Robert Grindy presented his sabbatical report to the Board. During his leave, Professor Grindy administered interest and assessment surveys to 232 Richland students, alumni, high school students, and community members. Professor Grindy also consulted with Jeff Knorr (Professor of English and Creative Writing at Sacramento City College, co-author of the creative writing textbook Grindy uses). Professor Grindy surveyed seven creative writing textbooks, and reviewed creative writing course

offerings at 19 other community colleges and universities. Professor Grindy has submitted several recommended program changes to Dr. Lily Siu. Professor Grindy also conducted several writing activities including drafting most of a first draft of a crime/mystery novel set in Central Illinois. Professor Grindy thanked the Board of Trustees for approving his leave request.

### ***REPORT OF ICCTA***

Carol Chiligris, Randy Prince, and Tim Dudley attended the 2007 Community College National Legislative Summit held in Washington, D.C. on February 12-14. Talks with legislators and their staff were productive. The Trustees talked with Senator Durbin and Senator Obama's staff, who were receptive to Richland's needs. An appointment will be made to speak with Senator Durbin when he is in Springfield. The federal legislative priorities focused on Pell Grants, Perkins funding, Community-based Job Training Grants, HEA Title III-A funding, Higher Education Act reauthorization, and Workforce Investment Act. The ICCTA Board of Representatives held its February meeting in conjunction with the ACCT National Legislative Summit. The Illinois state Lobby Day will take place on Wednesday, April 25, in Springfield. An update on the lawsuit involving local control issues and the State Employees and Officials Ethics Act was given. The next ICCTA meeting will be held on March 9 in Schaumburg, Illinois.

### **REPORT OF STUDENT TRUSTEE**

Michelle Jorgensen, Student Trustee, reported to the Board. The Richland Community College Student Senate is sponsoring one \$2,000 scholarship designed to offset the expenses for one of the Study Abroad Program trips to Japan, Kenya, or London/Scotland. Deadline to apply is February 23, 2007.

Richland Community College was chosen as a "drop spot" in Central Illinois for donations to be forwarded to a community college in Mississippi.

### ***CONSENT AGENDA***

#### ***Full-Time Employments***

A recommendation to approve the employment of Kristina Paden as a Child Care Pre-School Teacher, at an hourly rate of \$7.88, effective February 21, 2007, was presented to the Board.

A recommendation to approve the employment of Diana Watts as Secretary III, Hope Academy Center, at an hourly rate of \$9.25, effective February 21, 2007, was presented to the Board.

A recommendation to approve the employment of Lenora Reed as Accounting Tech II, Finance and Administration, at an hourly rate of \$8.75, effective February 21, 2007, was presented to the Board.

#### **Part-Time Employment**

A recommendation to approve the employment of Jo Jackson as Secretary I, Adjunct Faculty Office, at an hourly rate of \$8.25, effective February 21, 2007, was presented to the Board.

A recommendation to approve the employment of Julie Jones as Surgical Technology Lab Facilitator, at an hourly rate of \$12.00, effective February 21, 2007, was presented to the Board.

### ***Correctional Education Division***

A recommendation to approve the salary increase of 4% for Correctional Center faculty and staff employed by Richland Community College, retroactive to July 1, 2006, was presented to the Board. The Correctional Center faculty and staff last received a salary increase of 3% on January 1, 2003.

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

### **OLD BUSINESS**

#### **Foundation Report**

Wegi Stewart, Executive Director, Foundation and Development, reported on the Quarterly Meeting held on January 25, 2007. Wegi stated that the Richland Community College Foundation is a sophisticated, well-developed organization and the College should be proud of work that has been done in the past; she hopes to continue to build the strength of the Foundation and the endowments. The Foundation entered into an agreement with Ketchum, and a representative will be on campus on Monday, March 5 to tour the campus and reengage in the process of developing a plan for the major gifts campaign. The investment portfolio for the calendar year ending December 31, 2006, showed an overall percentage gain of 13.16%. The net asset increase was \$367,694, or 8.76%. The Foundation awarded 230 scholarships for spring semester, almost double from last spring. A new family scholarship has been established that will be available in the fall semester.

The golf tournament is scheduled for May 11, 2007.

#### **Construction Report**

Greg Florian, Vice President of Finance and Administration, updated the Board on the current construction projects and the status of each.

The construction of the AgriBusiness and Occupational Technology Center is progressing at a good pace. The air handling unit has been delivered. The contractor has scheduled the mezzanine concrete floor to be installed within the next week.

The Protection, Health, and Safety Projects are on hold until the projects are revised.

The ADA Access for All project, Fitness Center, Child Care, and Culinary Arts additions have been drafted and sent to the Illinois Community College Board for approval. The College is securing a contract with Chastain & Associates for the design and bid documents for the Illinois Transportation Enhancement Program (ITEP). The project will be administered by the Macon County Highway Department.

## ***NEW BUSINESS***

### **Recommendations for Tenure**

Dr. Saunders recommended to the Board that the following resolutions granting tenure to full-time faculty members named in the five resolutions be adopted. Resolution No. 07-4 granting tenure to Ken Durkee, Instructor – Automotive; Resolution No. 07-5 granting tenure to Evyonne Hawkins, Instructor – Education; Resolution No. 07-6 granting tenure to James Deron Kimball, Instructor – Surgical Technology; Resolution No. 07-7 granting tenure to Mary Ann Riedell, Instructor – Nursing; Resolution No. 07-8 granting tenure to Saul Solano, Instructor – Graphic Arts.

**Osborne moved to approve tenure resolutions 07-4, 07-5, 07-6, 07-7, and 07-8, as presented. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Recommendation for Approval of Institutional Fees for 2007-2008**

A recommendation to approve an increase in institutional fees for 2007-2008 was presented to the Board. The proposed increases will become effective with the Summer 2007 term.

**Osborne moved to approve the increases for the proposed fees, effective Summer 2007, as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Recommendation for Approval of Tuition Increase for 2007-2008**

A recommendation to approve the proposed tuition rate of \$64.50 per credit hour effective Summer Term 2007, was presented to the Board.

As part of the College's ongoing financial analysis and projections, staff reviewed other community college tuition rates, proposed State funding allocations, and the statutory criterion for eligibility to receive Equalization Grant funding. At this time, the College is proposing a tuition increase of \$5.00 from \$59.50 to \$64.50 per credit hour. The standard fee of \$4.50 will remain the same. This rate will become effective Summer Term 2007.

**Colee moved to approve the in-district tuition rate of \$64.50 per credit hour, in-state out-of-district tuition rate of \$286.29 per credit hour, charge-back rate of \$222.29 per credit hour, and the increase in Commercial Drivers License Program tuition, effective Summer Term 2007, as presented. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **Submission of Associate in Applied Science Degree – Welding Technology with two specialties and two new Welding certificates**

A recommendation to submit the Associate in Applied Science Degree – Welding Technology (Construction and Pipe Specialty)(Industrial & Equipment Specialty) and two new welding certificates (Welding Technician and Welding Pipefitting & Pipe Welding) to the Illinois Community College Board was submitted to the Board.

The Associate in Applied Science (A.A.S.) Degree – Welding Technology (Construction and Pipe Specialty) will provide district residents with additional educational opportunities. The new course work will allow students to gain additional skills in pipe welding and pipefitting. To deliver the third and fourth semesters of this curriculum, Richland Community College will contract with an organization that is certified by the National Center for Construction Education and Research (NCCER). The A.A.S. Degree – Welding Technology (Industrial and Equipment Specialty) will provide students an opportunity to pursue a career in industrial and maintenance welding.

The two new welding certificates (Welding Technician and Welding Pipefitting & Pipe Welding) will increase program relevance, better align the Welding program with national skills standards, and provide career-laddering opportunities for welding students.

The new degree and certificates will become effective Fall 2007 semester.

**Osborne moved to authorize the College staff to submit the Associate in Applied Science Degree – Welding Technology (Construction and Pipe Specialty) (Industrial & Equipment Specialty) and two new welding certificates (Welding Technician and Welding Pipefitting & Pipe Welding) to the Illinois Community College Board, as presented. Dunning seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **BOARD POLICIES, PROPOSALS, AND CHANGES**

### **Personnel Policies – Section 3 – Third Reading/Adoption**

The Personnel Policies – Section 3 is presented for a third reading and adoption. There have been no changes since the first reading.

**Osborne moved to adopt the Personnel Policies – Section 3, as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Religious Observance by Students – Policy 4.23 – Third Reading/Adoption**

The Religious Observance by Students Policy 4.23 is presented for a third reading and adoption. No changes have been made since the first reading.

**Colee moved to adopt the Religious Observance by Students – Policy 4.23, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Statement of Nondiscrimination and Equal Opportunity – Policy 5.13 – Third Reading/Adoption**

The Statement of Nondiscrimination and Equal Opportunity Policy 5.13 is presented for a third reading and adoption. No changes have been made since the first reading.

**Osborne moved to adopt the Statement of Nondiscrimination and Equal Opportunity – Policy 5.13, as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Freedom of Information – Policy 5.3 – Third Reading/Adoption**

The Freedom of Information Policy 5.3 is presented for a third reading and adoption. No changes have been made since the first reading.

**Osborne moved to adopt the Freedom of Information – Policy 5.3, as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Official Functions – Policy 2.2.11 – First Reading**

The Official Functions Policy 2.2.11 is presented for a first reading. The revisions to Policy 2.2.11 will clarify specifically the Board's policy regarding reimbursement of business expenses, including alcohol.

This policy will be submitted to the Policy and Communications Committee, Institutional Effectiveness Group (IEG), and the President's Cabinet prior to the second reading in March. No action is recommended at this time.

**Chronic Communicable Diseases – Policy 3.5.1 – First Reading**  
**Intimate Relationships with Students – Policy 3.5.4 – First Reading**  
**Prohibited Gifts and Political Activity – Policy 3.5.7 – First Reading**  
**Employee Safety and Risk Management – Policy 3.5.10 – First Reading**

Policy 3.5.1, 3.5.4, 3.5.7, and 3.5.10 are new or revised policies and have been reviewed by legal counsel.

Prior to the second reading in March, the College's Employee Relations and Development Committee (ERDC) and the Policy and Communications Committee will review the policies. No action is recommended at this time.

**FINANCIAL REPORT**

**Bills Payable**

The January 2007 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 \$1,115,164.96 for January 2007 was distributed to the Board prior to the meeting.

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

### **ITEMS FROM THE BOARD**

Randy Prince stated that Richland Community College and Illinois were represented well in Washington, D.C. Also, board members will be contacted for a Special Board Meeting regarding the President's evaluation.

### **ADJOURNMENT**

**Dunning moved and Curry seconded to adjourn the meeting at 6:30 p.m.**

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Tim Dudley, Secretary

TO: Dr. Gayle Saunders  
FROM: Karla Jordan, Marketing Specialist  
DATE: March 5, 2007  
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.

### **March 2007**

March 20 Board of Trustees Meeting  
5:30 p.m. – Board Room

March 24 President's Ball – Shilling Salons  
Celebrating 35 years of Educational Excellence with  
the community.

March 27 American Red Cross Blood Drive – Shilling Salons  
9:00 a.m. – 3:00 p.m.

March 29 Celebration of Women's History Month  
Board Room – 3:00 p.m.  
Hosted by TRIO and ISTEP

March 31 CDL Job Fair – Shilling Education Center  
9:00 a.m. – 2:00 p.m.

### **April 2007**

April 6 Spring Holiday – **College Closed**

April 13 – 15 Performing Arts Workshop presents – Juanito and His  
Fantastic Tales (A Play for Children)  
Shilling Salons – Shilling Education Center  
April 13<sup>th</sup> at 6:30 p.m.; April 14<sup>th</sup> at 10:00 a.m., 1:00  
p.m., & 3:00 p.m.; April 15<sup>th</sup> at 3:00 p.m.  
Tickets are \$5.00 per person

April 17 Tenure and Promotion Recognition Dinner  
5:00 p.m. – Shilling Salons

Board of Trustees Meeting  
6:15 p.m. – Board Room

April 18

Job Fair

1:00 p.m. – 6:00 p.m. – Shilling Salons  
50+ area employers will participate. Between 800  
and 1,000 job seekers attended the event last year.

April 19 – 21

April 26 – 28

Richland Players presents – Suicide in B Flat

Shilling Auditorium – Shilling Education Center

7:30 p.m. Tickets are \$10 General public and \$7 for  
Students and Seniors

TO: Dr. Gayle Saunders, President  
FROM: Deborah McGee, Director, Human Resources  
DATE: March 12, 2007  
SUBJECT: Resignations/Retirements/Terminations

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

**Resignations**

<b>Name</b>	<b>Title</b>	<b>Termination Date</b>	<b>Full-Part Time</b>	<b>Years of Service</b>
Mindy Peterson	Coordinator Partners in Education	March 16, 2007	Full-Time	.75

**Retirements**

<b>Name</b>	<b>Title</b>	<b>Termination Date</b>	<b>Full-Part Time</b>	<b>Years of Service</b>
Raymond Parker	Microcomputer Technician	June 29, 2007	Full-Time	13
Elizebeth Munden	Secretary III	March 30, 2007	Full-Time	16.75



## **Student Senate**

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Student Trustee

Michelle Jorgensen

President

Vice President

Sarah Sloan

Treasurer

DeRichey Abdullah

Secretary

Kathy Irvin

Advisor

Erik Ashby

Holly Markwell

Heather Scranton

Stephanie Sharp

Jeffonne Smith

LeAnne Ulrey

## **March Update:**

- Girl Scout Cookie sale, sponsored by Phi Theta Kappa
- Performing Arts Workshop production “The Groom Said No”,
- Test Anxiety Workshop
- Student Senate/Trustee Elections
- Candy Sale Fundraiser, sponsored by the History Club
- “What is Discrimination?” Seminar, by Black Student Association

## **UPCOMING WORKSHOPS & EVENTS**

- 3/21: Seminar, “Women and Children with AIDS in the US and Africa”, Noon – 1:00 p.m., Board Room.
- 3/22: Black Student Association Seminar “What is Discrimination?”, 1:00 p.m. – 2:00 p.m., Board Room
- 3/27: American Red Cross Blood Drive, 9:00a.m. – 3:00 p.m., Shilling Salons
- 3/28: Photos with the Easter Bunny, 10:00a.m. – 6:00p.m., MSC
- 3/29: Celebration of Women’s History Month, 3:00 p.m., Board Room

**MONTHLY REPORT OF RICHLAND COMMUNITY COLLEGE  
AGREEMENTS  
AUTHORIZED BY PRESIDENT SAUNDERS  
FOR THE MONTH OF FEBRUARY 2007**

- 2/05/07 Dr. Saunders signed the **Affiliation Agreement between St. Mary's Hospital and Richland Community College** for EMT 200.
- 2/05/07 Dr. Saunders signed the **Affiliation Agreement between St. Mary's Hospital and Richland Community College** for EMT 120.
- 2/16/07 Dr. Saunders signed the **Clinical Affiliation Agreement between Carle Foundation (Urbana, Illinois) and Richland Community College.**
- 2/26/07 Dr. Saunders signed the **Cooperative Agreement between Swann Center (Champaign, Illinois) and Richland Community College.**
- 2/27/07 Dr. Saunders signed the **Amendment to Subcontract Agreement between Bradley University (Peoria, Illinois) and Richland Community College** to amend a prior agreement dated December 8, 2004.

**MOTION FOR CLOSED SESSION**

I move that the Board enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); and for discussion of pending or probably litigation, as specified in Section 2 (c) (11); for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); and for self-evaluation, as specified in Section 2 (c) (16), of the Open Meetings Act.

Richland Community College is in compliance with Public Act 93-0523, requiring the tape or video recording of all executive sessions.

TO: Board of Trustees  
FROM: Dr. Gayle Saunders  
DATE: March 12, 2007  
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

Richland Community College  
One College Park  
Decatur, Illinois 62521



**Memorandum**

**Business Office**

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To: Dr. Gayle Saunders  
From: Greg Florian *Greg Florian*  
Date: March 12, 2007  
Re: Construction Project Status

**Current Construction Projects**

**Agribusiness and Occupational Technology Center** – The contractors have been working very diligently and the project is taking shape. Steel for the Atrium is finally on site and has been set along with the roof framing. Roofing began the week of March 5<sup>th</sup> on the B&I lab area as well as the area over the classrooms. The roof on the classroom and lab area should be completed by the end of March. The Atrium area will be roofed shortly after the main building is completed. Other building systems work such as interior masonry walls, plumbing, electrical, and HVAC is continuing and is coordinated with the roofing work. Masonry work on the Mezzanine is continuing and the HVAC unit will be set on the week of March 12<sup>th</sup>. Coordination is becoming more intense with completion of the roofing and atrium areas. The contractors still feel that the building schedule can be met and are working diligently to keep on schedule.

**PH&S Projects**

**Replace Damaged and Deteriorated Sidewalks** – The project has been included with other projects and will be bid accordingly.

**Replace Insulated Panels**–The project will be revised, re-designed, and bid at a later date.

**ADA Access for All**

**Construct Accessible Ramp** – Project has been sent to the ICCB for approval.

**Other Projects**

**Fitness Center and Child Care Additions** – This project was approved at the January Board meeting and has been sent to ICCB for approval. A preliminary discussion with the ICCB staff indicated that the project should be approved on a timely basis.

**Culinary Arts Kitchen** – This project was approved at the January Board meeting and has been sent to ICCB for approval. A preliminary discussion with the ICCB staff indicated that the project should be approved on a timely basis.

**Illinois Transportation Enhancement Program (ITEP)** – The College is securing a contract with HL Chastain & Associates for the design and bid documents. Once the

project has been designed, it will be turned over to the County. The project will be administered by the Macon County Highway Department.

TO: Board of Trustees  
FROM: Dr. Gayle Saunders  
DATE: March 12, 2007  
SUBJECT: Recommendations for Faculty Promotions in Rank for 2007-2008

Mr. Chairman, Members of the Board, attached is a memorandum from Jane Johnson, Vice President of Student and Academic Services, recommending eleven faculty members for promotion. The recommendations are as follows:

Business and Technology

Lynn Hudson	Assistant Professor to Associate Professor
Crystal Kitchens	Instructor to Assistant Professor

Communications, Education, Humanities, and Fine Arts

Dr. Laurie Hughes	Associate Professor to Professor
Gil Rocha	Associate Professor to Professor

Health Professions

Joyce Clay	Associate Professor to Professor
Virginia Ostermeier	Assistant Professor to Associate Professor
Mary Ann Riedell	Instructor to Assistant Professor
Terri Scroggins	Assistant Professor to Associate Professor

Math and Sciences

Steven Austin	Assistant Professor to Associate Professor
Janilyn Kocher	Assistant Professor to Associate Professor
Carol Stokes	Assistant Professor to Associate Professor

Dr. John Cordulack, Teresa Larson, Dr. Lily Siu, and Dr. Timothy Taylor will be present at the Board meeting to answer any questions.

Therefore, it is recommended that the Board of Trustees adopt the following resolutions for the individuals as listed: 07-10: Lynn Hudson, Assistant Professor to Associate Professor; 07-11: Crystal Kitchens, Instructor to Assistant Professor; 07-12: Dr. Laurie Hughes, Associate Professor to Professor; 07-13: Gil Rocha, Associate Professor to Professor; 07-14: Joyce Clay, Associate Professor to Professor; 07-15: Virginia Ostermeier, Assistant Professor to Associate Professor; 07-16: Mary Ann Riedell, Instructor to Assistant Professor; 07-17: Terri Scroggins, Assistant Professor to Associate Professor; 07-18: Steven Austin, Assistant Professor to Associate Professor;

07-19: Janylyn Kocher, Assistant Professor to Associate Professor; 07-20: Carol Stokes, Assistant Professor to Associate Professor.

Thank you.  
Attachment

c: Dr. John Cordulack  
Jane Johnson  
Teresa Larson  
Deborah McGee  
Dr. Lily Siu  
Dr. Timothy Taylor

TO: Board of Trustees  
FROM: Dr. Gayle Saunders, President  
DATE: March 5, 2007  
SUBJECT: Professor Emeritus Recommendation

Mr. Chairman, Members of the Board, the Professor Emeritus Policy (3.22.5) allows the College the opportunity to recognize retired as well as retiring faculty members who made meritorious and significant contributions to the value of Richland Community College.

On February 7, 2007, a Professor Emeritus Ad Hoc Committee met and reviewed supporting documents for each nomination.

The following retired or retiring faculty members are being recommended for the prestigious status of Professor Emeritus in honor of their demonstrated exemplary service over the course of their careers at Richland Community College.

Karen Baird  
Steven Dyer  
Jolene Wiegard  
Frank Wiesenmeyer

**Therefore, it is recommended that the Board of Trustees grant Professor Emeritus status to Karen Baird, Steven Dyer, Jolene Wiegard, and Frank Wiesenmeyer, retired or retiring faculty members, as specified in Professor Emeritus Policy 3.22.5.**

Thank you.

c: Jane Johnson  
Deborah McGee  
Professor Emeritus Committee

TO: Board of Trustees  
FROM: Dr. Gayle Saunders  
DATE: March 12, 2007  
SUBJECT: Authorization for Payment of Fees

Mr. Chairman, Members of the Board, attached is a memorandum from Greg Florian, Vice-President, Finance and Administration, requesting authorization for payment of legal fees.

As part of a current investigation, the Office of the Executive Inspector General has been and will be conducting interviews with Board of Trustee members and Richland Community College employees. To avoid a conflict of interest, the Board and employees may be required to seek legal counsel other than current College counsel.

Therefore, it is recommended that the Board of Trustees approve the legal fees for current Board of Trustees and current employees associated with the current investigation by the Office of the Executive Inspector General, as presented.

Thank you.

c: Greg Florian

**Richland Community College**  
**One College Park**  
**Decatur, Illinois 62521**



**Business Office**

***Memorandum***

To: Dr. Gayle Saunders

From: Greg Florian

Date: March 19, 2007

Re: Authorization for payment of fees

The College has responsibility to have its employees and Board members represented by legal counsel for actions that result from College work. Typically, this would be done by one of the College's designated legal firms. However, in the current situation with the OEIG, it has become necessary to have Board of Trustee members and staff represented by an attorney other than the current College Legal Counsel. The College has provided employees with representation in the past, and this situation, while related to the investigation, is not dissimilar to the other situations.

It is recommended that the Board authorize the College to pay for legal fees for current Board of Trustees and current employees associated with the current OEIG investigation.

Please let me know if you have any questions.

TO: Board of Trustees  
FROM: Dr. Gayle Saunders  
DATE: February 20, 2007  
SUBJECT: Official Functions Policy – 2.2.11 – Second Reading

Mr. Chairman, Members of the Board, the Official Functions Policy 2.2.11 is presented for a second reading. No changes have been since the first reading.

The revisions to Policy 2.2.11 will clarify specifically the Board's policy regarding reimbursement of business expenses, including alcohol.

This policy has been submitted to the Policy and Communications Committee, Institutional Effectiveness Group (IEG), and the President's Cabinet. No action is recommended at this time.

Thank you.

Attachment

c: Kathy Carter  
Dr. Sean Gallagher

**Richland Community College**  
**March 20, 2007**  
**Second Reading**

**2.2.11 Official Functions**

"Official functions" cost centers are authorized to be established within the Educational Budget for the purpose of funding specific institutional expenditures. The College President or the Vice President of Finance and Administration shall, in advance, approve all expenditures from these accounts. Authorized expenditures are categorized as follows:

**1. Official Institutional (In House) Committees and Advisory Groups**

- a. Working luncheons and dinners for a restricted number of staff members, internal committees, and advisory groups who are required to attend essential meetings during a meal period or outside of normal duty hours.

**2. Official External Committees, Advisory Groups, and Guests**

- a. Meals for unpaid educational advisory groups from area business, industry and the private sector, and appropriate staff members who are required to attend advisory meetings.
- b. Meals for state officials, representatives of accrediting agencies, official guests of the College and appropriate staff members when required to attend these functions.

**3. Receptions, Honors, and Awards**

- a. Meals, receptions, and other expenses (e.g., plaques, certificates, pins, and other mementos) related to events recognizing donors, volunteers, employees, and others to whom the College is indebted. This includes service awards for dedicated employees who have served the College for a particular length of service.
- b. Expenses related to recognition events for outstanding students and student groups.
- c. Graduation ceremony expense for the Board of Trustees, selected staff and students, and official and special guests of the College.
- d. Expenses for special honors ceremonies, e.g., honors and other awards events.

**4. Faculty and Staff Functions**

- a. Meals and/or refreshments in conjunction with semiannual orientation sessions and periodic in-service workshops for faculty and staff to include official guests.
- b. Meals and/or refreshments for special events for employees and official guests when attendance is required.
- c. Expenses for selected staff to represent the College at education-related events within the community.
- d. Meals for off-campus meetings that are determined by the approving authority to be proper and fully justified.

**5. Student Functions**

- a. Refreshments, snacks, and other minor expenses for "College Day" guests and other groups of prospective students visiting the campus for tours, special educational events, or student activities.
- b. Refreshments and other expenses for special meetings of student organizations. Such authorized expenses will be charged to the appropriate fund, e.g., restricted grant, auxiliary, etc.

**6. Official Board**

- a. Meals and/or refreshments served in conjunction with regularly scheduled Board meetings and committee meetings of the Board of Trustees, to include Board members, selected College officials, and official guests.
- b. Breakfast, luncheon and/or dinner for official functions attended by a Board member(s).

**7. Miscellaneous**

- a. Meals and other expenses for prospective new employees and selected staff during the interview process.
- b. *It is the policy of the Board that the College does not allow for the reimbursement of any alcohol expenses with funds acquired through the federal, state, or local governments.*

**8. In No Case Will Official Function Expenditures be permitted for:**

- a. Expenses for individuals related to membership in local clubs, social, or private community organizations. Although the college does support participation of the faculty and staff in charitable and service organizations, the expense is an individual responsibility.

- b. Dues for individuals to professional organizations. However, approved institutional memberships may be a college expense.
- c. Meals and other expenses for meetings and/or events that are personal in nature that will result in little or no value to the institution.

TO: Board of Trustees  
FROM: Dr. Gayle Saunders  
DATE: March 12, 2007  
SUBJECT: Personnel Policies – Section 3 – Second Reading

Mr. Chairman, Members of the Board, additional Personnel Policies – Section 3 are presented for a second reading. The following new or revised policies have been reviewed by legal counsel.

These policies include:

- 3.5.1 – Chronic Communicable Disease
- 3.5.7 – Prohibited Gifts and Political Activity
- 3.5.10 – Employee Safety and Risk Management

Due to the removal of procedures, relocation of certain policies, renumbering, and the addition of new legal standards, the policies are not provided to you in “strike-out” format. The policies are attached for your review.

The policies have been reviewed by the College’s Employee Relations and Development Committee (ERDC) and the Policy and Communications Committee will review the policies. No action is recommended at this time.

Thank you.

Attachment

c: Kathy Carter  
Dr. Sean Gallagher

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**3.5.1 CHRONIC COMMUNICABLE DISEASES**

A chronic communicable disease, as used hereinafter, is defined as any disease or condition that has been declared, by the Illinois Department of Public Health, to be contagious, infectious, communicable and dangerous to the public health. If an employee has a chronic communicable disease or is reasonably suspected of having such a disease, the employee shall inform the President or a designee, and they shall be responsible for convening a multidisciplinary review team. Appropriate reports, as required by law, shall also be made to public health authorities.

Pending determination of the employee's status, the employee may be temporarily excluded from work for a period not to exceed ten (10) working days or may be transferred to another position by the President or designee. An extension of this period may be approved by the multidisciplinary team. During this period of temporary exclusion, the employee will be entitled to receive pay and benefits.

An employee with a chronic communicable disease or an employee reasonably suspected of having such a disease may be required to submit to a physical examination, conducted by a physician selected by the College and provided at College expense. The employee shall then be evaluated by a multidisciplinary review team that will ordinarily consist of appropriate College personnel, including a representative of the College and a physician or other consultants selected by the President or designee, the employee's physician(s), the employee's counsel (at the employee's expense), public health personnel, and the employee. To the extent possible, the team's report and recommendations, including any dissenting opinions, will be forwarded to the President and the employee within ten (10) working days of the team meeting. Subsequent reevaluations may be undertaken at the request of the employee or the College.

In the event an employee on temporary exclusion is determined no longer to have a chronic communicable disease or that accommodations can be made without undue hardship that enable the employee to return to work without reasonable risk of transmission to other employees within one year, the employee will be reinstated to his/her original position or a similar one without loss of seniority or benefits.

Employees with chronic communicable diseases will normally be permitted to retain their positions whenever, through reasonable accommodation of the employee's condition and without undue hardship to the College, there is no reasonable risk of transmission of the disease to others. The employee shall enjoy all applicable statutory rights.

The employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to the employee and others. Persons with a "need to know" will be provided with necessary information, but they will be directed not to further disclose such information.

If an employee is being considered for dismissal for reasons relating to a chronic communicable disease, appropriate due process will be provided.

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**3.5.7 PROHIBITED GIFTS AND POLITICAL ACTIVITY**

No Richland Community College officer or employee shall intentionally solicit or accept any gift from any prohibited source or in violation of the Illinois State Officials and Employees Ethics Act or any other federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the officer or employee. No prohibited source shall intentionally offer or make a gift that violates the Illinois State Officials and Employees Ethics Act or any other federal or State statute, rule, or regulation.

No officer or employee shall intentionally engage in a prohibited political activity during compensated time.

The President is authorized to develop and implement Administrative Regulations that define and regulate the solicitation and acceptance of gifts and prohibited political activities as required under the Illinois State Officials and Employees Ethics Act. Such Administrative Regulations shall set forth the process for the filing and handling of complaints for violations of the Illinois State Officials and Employees Ethics Act and shall be disseminated as required under the same.

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**3.5.10 EMPLOYEE SAFETY AND RISK MANAGEMENT**

Richland Community College maintains a comprehensive Risk Management Plan. As part of that plan,

- All employees are expected to be alert to safety risks they may see while performing their job responsibilities and to report such risks.
- Certain employees are required to monitor and report specific safety risks and are expected to familiarize themselves with these duties and to fulfill all assigned duties.

TO: Board of Trustees  
FROM: Dr. Gayle Saunders  
DATE: March 9, 2007  
SUBJECT: Financial Report

Mr. Chairman, Members of the Board, attached are the Treasurer's Report, Financial Statement, and the Bills for Ratification.

Greg Florian will be available to explain the Treasurer's Report and Financial Statement and to answer any questions regarding the bills.

***Therefore, it is recommended that the Board of Trustees ratify the February 2007 bills paid and approve the Financial Statement to be filed for audit.***

Thank you.

pj