

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

**May 16, 2006**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:36 p.m. on Tuesday, May 16, 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, Wayne Dunning, Michelle Jorgensen, Dr. Larry Osborne, and Randy Prince

Members Absent: None

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

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of April 18, 2006, had been distributed to the Board prior to this meeting.

**Osborne moved to approve the minutes of the regular meeting of April 18, 2006. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

**WRITTEN COMMUNICATIONS**

1. Correspondence from Glen Freimuth thanking Dr. Saunders and the Board of Trustees for the bestowal of Professor Emeritus status.
2. College Activities Report:

A reception will be held on Thursday, May 18, 2006, from 10:30 – 11:30 a.m. in the Board Room to honor the faculty and staff retiring in 2006.

A Student Award and Recognition Ceremony was held on April 28, 2006. Thirty-five academic awards were given, along with 58 club awards.

The dedication ceremony for the Agribusiness/Occupational Technology Center has been tentatively set for June 27, 2006.

The Richland Community College Foundation Second Annual Golf Outing was held on May 12.

Richland Community College 2006 commencement ceremony will be held on May 19, 2006, at 7:00 p.m. All board members were asked to arrive at the Decatur Civic Center by 6:30 p.m.

3. Memorandum from Deborah McGee, Director, Human Resources, regarding Personnel Updates.
  - Shiney Thomas-Jacob, Director, Staff Relations, has resigned her position, effective May 23, 2006.
  - Melinda Westwater, Dean, Continuing and Professional Education, has resigned her position, effective April 30, 2006.
  - Leslie DeVore has accepted the position of Acting Dean, effective May 1, 2006 – September 30, 2006, (during Tim Taylor's leave)
  - Michelle Corzine has accepted the position of Coordinator, Business and Technology Division – effective May 8, 2006 – September 30, 2006, (during Tim Taylor's leave).

### **FOUNDATION REPORT**

Carol Condon, Executive Director, Foundation and Development, reported to the Board. The Foundation Board held its quarterly meeting on April 27, 2006. Prior to the actual meeting, a three-hour retreat was held where plans were outlined for the upcoming Major Gifts Campaign. Results from the Directors were very favorable for a Major Gifts Campaign. A campaign kick-off brochure is being developed.

New officers were elected for one-year terms: Dave Weber, Chairman; Myung Kim, Vice Chairman; Frank Thorp, Secretary; and Bob Hunter, Treasurer.

The next Foundation Board meeting is the Annual Meeting, now scheduled on Thursday, August 3, 2006, at 5:30 p.m. at the Country Club of Decatur. The Board of Trustees will be invited to this dinner meeting.

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

**Second Annual Employee Recognition Reception and Awards Program** – Dr. Saunders reported that the second annual employee recognition reception and awards program was held on April 27 in the Shilling Auditorium and Salons. The Faculty of the Year winner, Steve Dyer, Adjunct Faculty of the Year winner, Sara Edbrooke-Richardson, and administrative professionals were honored.

**ICCTA Annual Convention** – The Annual Convention of the ICCTA will be held at the President Abraham Lincoln Hotel in Springfield, Illinois, on June 8-10. A Sophomore Seminar will be held on June 9. The Awards Dinner will be held the evening of June 9.

**September Board Meeting** – In September, the Board of Trustees meeting will be held in Clinton, Illinois. The College plans to schedule a reception for the community prior to the meeting.

**Legislative Session** – Spring legislative session has concluded. The Illinois Community College system will receive a 1.9% increase in funding.

**AgriBusiness/Occupational Technology Center** – Greg Florian will present an update to the Board on the plans for the East wing addition later during this board meeting.

**GED Graduation** – Dr. Saunders will be the keynote speaker for the GED graduation to be held June 6, 2006, in the Shilling Auditorium at 7:00 p.m.

**Lincoln Correctional Center Graduation** – The graduation ceremony for the Lincoln Correctional Center will be held on June 16, 2006, at 1:00 p.m., in Lincoln, Illinois.

**Diversity Conference** - The 6<sup>th</sup> Annual Diversity Conference will be held June 22-23, 2006, in the Shilling Salons.

**2006 Institutional Data Book** – Jane Johnson, Vice President of Student and Academic Services (SAS), reported to the Board that the College has been publishing the Institutional Data Book since 1989, and the first book only contained 10 pages. Jane states that gathering and updating data is a collaborative effort involving employees from across the institution. Each year, SAS tries to include new information. Jane commented that the fact sheet and the fast facts booklet highlight some of the new information and will be helpful when answering questions within the district.

Jane also thanked Elizabeth Jackson, Administrative Assistant, Wendy Sparks in the Graphics Department, and Kathy McIntyre in the Duplication Center for their work in coordinating and completing the project. (Copy of the 2006 Institutional Data Book on file in the President's Office.)

**Insurance Cooperative Audit** – Greg Florian, Vice President, Finance and Administration, reported to the Board regarding the Community College Self-Insurance Cooperative Audit. The audit covers the years ending June 30, 2005, and 2004. There are currently eight (8) community colleges in the Community College Self-Insurance Cooperative. Each of the eight community colleges own a portion of the Cooperative. McHenry College has withdrawn from the Cooperative and decided to enroll with another company.

The Cooperative has done well in the last few years Richland Community College has been a part. Current assets total \$3.8 million, with current liabilities totaling \$1.6 million. The Premium revenue, which includes medical and dental, totals \$15 million. There were a total of \$13 million in medical and dental claims. The premium rates for 2006-07 have been increased by 2%. The monthly medical premiums are \$519 for single, \$1,027 for employee and spouse, \$912 for employee and child, and \$1,375 for family coverage. The monthly dental premiums are \$27 for single, \$54 for employee and spouse, \$51 for employee and child, and \$78 for family coverage.

**High School Follow-up Report – Fall 2005** – Cathy Sebok, Director, Recruitment and Outreach Services, presented information on the Fall 2005 High School Follow-up Report. The purpose of the report is to provide feedback regarding District #537 high school students/graduates who enroll at Richland. The report contains some of the most frequently asked questions regarding the 16 high schools in the Richland District. The report indicates that in the Fall of 2005, Richland enrolled 330 recent high school graduates, and the average age was 18 years. Cerro Gordo had the largest percentage of high school graduates enrolled at Richland (42.9%). There was a new 62% increase of dual credit students during the Fall 2005. This was attributed to the Decatur Area Technical Academy Agreement, a significant enrollment increase of students, District 61's Eisenhower HS, as well as new classes offered at Maroa-Forsyth and Warrensburg-Latham High Schools. Cathy stated that she continues to seek new opportunities to recruit high school students for Richland. (Copy of Fall 2005 High School Follow-up Report on file in the President's Office.)

**Strategic Plan Priorities for FY07** – Teena Zindel-McWilliams, Executive Director, Institutional Effectiveness, reported to the Board on Richland Community College's Strategic Plan Priorities for 2006-2007. The data for the priorities for 2006-07 were compiled from the Vice President's Team planning session in November 2005, the AQIP appraisal of the Systems Portfolio, the Board of Trustees spring retreat, and the President's Cabinet. The Strategic Plan Priorities are based on the three goals: Enhance, Strengthen, and Advance Teaching and Learning, Enhance, Strengthen, and Advance Collaborative Relationships, and Enhance, Strengthen, and Advance

Institutional Operations. (Copy of the Strategic Plan Priorities for FY07 on file in the President's Office.)

### **REPORT OF ICCTA**

Carol Chiligris reported that the ICCTA Annual Convention will be held in Springfield, Illinois, on June 8-10, 2006.

### **REPORT OF STUDENT TRUSTEE**

Michelle Jorgensen, Student Trustee, reported that the Student Senate potluck raised \$100 which was donated to Homeward Bound Pet Shelter. The Student Award and Recognition Ceremony was held on April 28, 2006, in the Shilling Salons. Pixie Fennessey and Sarah Atkins will be leaving on Monday, May 22, 2006, traveling to Africa to deliver medical and school supplies and to work in the By Grace Orphanage. Richland Community College Spanish club will be traveling to Spain May 24-31, 2006.

### **AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF APRIL/MAY 2006**

During the month of April and May, Dr. Saunders signed two (2) documents that are listed in the Board Book. On April 10, 2006, Dr. Saunders authorized a request from Homeward Bound Pet Shelter for an event sponsored by Woofstock 2006 organizers to be held at Progress City USA. On May 10, 2006, Dr. Saunders signed a joint cooperative agreement with Kaskaskia College to allow students from Kaskaskia College to enroll in the Heating, Ventilation, and Air Conditioning Program at Richland Community College and to allow students from Richland Community College to enroll in the Diagnostic Medical Sonography Program at Kaskaskia College beginning July 1, 2006, through June 30, 2007.

### **EXECUTIVE SESSION**

**Dudley moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1) of the Open Meetings Act. Dunning seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Meeting recessed at 6:28 p.m.**

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

**Meeting reconvened into open session at 6:50 p.m.**

## **CONSENT AGENDA**

### **Purchase Recommendations And Bids**

A recommendation to purchase a 1992 International 4900 Diesel Dump truck for Operations and Technical Services from Prairie International of Decatur, Illinois, at a cost of \$16,000, was presented to the Board for approval. (Copies of memoranda dated May 8 and 9, 2006, on file with original copy of minutes.)

### **Charge-Back**

A recommendation to approve the charge-back for Loren D. Miller to attend Lincoln Land Community College in the Construction Occupations Certificate program for Summer 2006 Term, 2006-07 Academic Year, was presented to the Board for approval. (Copy of memoranda dated May 2 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the charge-back for Ryan Patrick Thornton to attend Parkland College in the Computer Science Engineering program for the 2006-07 Academic Year, was presented to the Board for approval. (Copy of memoranda dated May 2 and 15, 2006, on file with original copy of minutes.)

### **Full-Time Employments**

A recommendation to approve the employment of Gianina Taylor as a Counselor in Enrollment and Retention Services at a salary of \$38,492.50, effective June 1, 2006, was presented to the Board. (Copy of memoranda dated April 28 and May 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of James Deron Kimball as a Surgical Technology Instructor in the Health Professions Division at a salary of \$32,622, effective August 14, 2006, was presented to the Board. (Copy of memoranda dated May 1 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Linda Miner as a Nurse Assistant Instructor in the Health Professions Division, at a salary of \$32,230, effective August 14, 2006, was presented to the Board. (Copy of memoranda dated April 28 and May 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Lisa Gregory as Executive Director, Marketing and Public Information, at a salary of \$63,000, effective June 5, 2006, was presented to the Board. (Copy of memoranda dated May 1 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Mindy Peterson as Coordinator, Partners in Education at a salary of \$25,000, effective May 22, 2006, was presented

to the Board. (Copy of memoranda dated May 2 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Brett Willits as a Drafting and Design Instructor in the Business and Technology Division, at a salary of \$44,142, effective August 14, 2006, was presented to the Board. (Copy of memoranda dated May 1 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Richard Baranowski as a Psychology Instructor in the Mathematics and Sciences Division, at a salary of \$39,087, effective August 14, 2006, was presented to the Board. (Copy of memoranda dated May 3 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of William Washington, Jr., as a Commercial Custodial Instructor at the Logan Correctional Center, at a salary of \$33,793, effective June 1, 2006, was presented to the Board. (Copy of memoranda dated May 5 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Peter Mortensen as an Anthropology/Earth Science Instructor in the Mathematics and Sciences Division, at a salary of \$37,422, effective August 14, 2006, was presented to the Board. (Copy of memoranda dated May 4 and 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Megan E. Moore as Director of Accounting, at a salary of \$47,000, effective June 5, 2006, was presented to the Board. (Copy of memoranda dated May 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Marie Scott as Director of Budgeting, at a salary of \$47,000, effective June 26, 2006, was presented to the Board. (Copy of memoranda dated May 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Deborah Waldrop as a Clerical Assistant for Partners in Education at an hourly rate of \$7.75, effective May 17, 2006, was presented to the Board. (Copy of memoranda dated May 9 and 15, 2006, on file with original copy of minutes.)

### **Part-Time Employments**

A recommendation to approve the employment of Stuart Coon as a part-time Counselor in Enrollment and Retention Services at an hourly rate of \$20.00, effective May 17, 2006, was presented to the Board. (Copy of memoranda dated April 28 and May 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Matthew Hunt as a part-time Counselor in Enrollment and Retention Services at an hourly rate of \$20.00, effective May 17, 2006, was presented to the Board. (Copy of memoranda dated April 10 and May 15, 2006, on file with original copy of minutes.)

A recommendation to approve the employment of Sharon Sims as a part-time Evening Secretary I in the Mathematics and Sciences Division at an hourly rate of \$8.25, effective June 1, 2006, was presented to the Board. (Copy of memoranda dated May 15, 2006, on file with original copy of minutes.)

### **Temporary Full-Time Employment**

A recommendation to approve the temporary employment of Sara Edbrooke-Richardson as an Office Technology Instructor in Business and Technology at a salary of \$16,115, effective August 14, 2006, through December 15, 2006, was presented to the Board. (Copy of memoranda dated May 5 and 15, 2006, on file with original copy of minutes.)

### **Approval for Individual Participation in Voluntary Retirement Program (VRP)**

A recommendation to approve the individual participation of Ali Moshgi, Professor of Mathematics, in the Voluntary Retirement Program (VRP), effective August 10, 2009, was presented to the Board. (Copy of memoranda dated May 10 and 15, 2006, on file with original copy of minutes.)

### **Authorization in Compliance with 5 ILCS 120/2.06 (Destruction of October 19, 2004, Closed Session Verbatim Audio Recording)**

A recommendation to authorize the destruction of the verbatim recording of the October 19, 2004, closed session meeting was presented to the Board. (Copy of memoranda dated May 2 and 15, 2006, on file with original copy of minutes.)

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

### **OLD BUSINESS**

#### **Construction Report**

Greg Florian, Vice President, Finance and Administration, reported to the Board. Sufficient funding is now available to fund the base bid and all of the alternate bid items for the Agribusiness/Occupational Technology Center. A tentative groundbreaking ceremony has been scheduled for the end of June. A trust fund in the amount of \$936,600 has been established that will be the College's match for

the project. The State will provide the remaining funds in the amount of \$3,746,500, which is substantially more than what the College originally had received.

The sidewalk project and insulated panel project have been combined into one project for bidding. Approval for those two protection, health and safety projects will be presented at the May meeting. Neither project will require additional taxing.

The College is working with BLDD to develop cost estimates for the Fitness Center and will have those available within the next few weeks. Once the estimates are completed, the feasibility study can be completed and a decision can be made whether to undertake the project.

### **Approval of Protection, Health & Safety Project**

A recommendation to authorize the College administration to submit an application for a protection, health, and safety project in the amount of \$50,453 to the Illinois Community College Board for approval was presented to the Board.

The project addresses the need to repair and recoat the insulated panel system on the second floor of the main campus building. The panels are part of the original construction and are showing signs of deterioration and are beginning to delaminate and separate at various corners and joints. The panels have been damaged by water leakage due to inclement weather.

**Colee moved to authorize the College administration to submit an application for a protection, health, and safety project in the amount of \$50,453 to the Illinois Community College Board for approval, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Change in Budget for Agribusiness/Occupational Technology Center**

A recommendation to approve a change in budget for the Agribusiness/Occupational Technology Center from \$2,909,000 to \$3,746,500 and direct the staff to submit the change to the Illinois Community College Board was presented to the Board.

The project was appropriated in 2002; however, funding for the project was not released until January 2006. During that time, construction costs escalated and a new budget was determined. An appeal was made to the Capital Development Board (CDB) to fund a revised budget. That appeal was approved and the project was bid.

**Osborne moved to approve a change in budget for the Agribusiness/Occupational Technology Center from \$2,909,000 to \$3,746,500 and to direct the staff to submit the change to the Illinois Community College Board, as**

**presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Authorization to Engage Auditors**

A recommendation to authorize the College administration to contract with an accounting firm to perform the fiscal year 2006 audit from the submitted Request for Proposals, was presented to the Board.

Requests for Proposals (RFP) have been prepared and delivered to two accounting firms. The deadline to submit completed proposals is May 31, 2006. It is in the best interest of Richland Community College to have new auditors engaged as soon as possible to begin the year-end process of closing the books.

**Osborne moved to authorize the College administration to contract with an accounting firm to perform the fiscal year 2006 audit from the submitted Requests for Proposals, as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **NEW BUSINESS**

#### **Lease Agreement for Xerox Copy Machines**

A recommendation to authorize the College staff to enter into a 60-month lease with Xerox Corporation of Springfield, Illinois, for two Model 4110 copiers for a monthly cost of \$3,450, plus the cost of additional copies, at a rate of \$.006 per copy, was presented to the Board.

Xerox Corporation of Springfield, Illinois, proposed a monthly base of \$3,450 for an average of 305,000 copies. Copies over the monthly average will be billed at \$.006 per copy.

**Chiligiris moved to authorize the College staff to enter into a 60-month lease with Xerox Corporation of Springfield, Illinois, for two Model 4110 copiers for a monthly cost of \$3,450, plus the cost of additional copies, at a rate of \$.006 per copy, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

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

#### **Graduating with Two Certificates or Degrees – Policy 4.6.9(2) – Second Reading**

The Graduating with Multiple Certificates or Degrees Policy 4.6.9(2) was presented for a second reading. No changes have been made to the policy since the first reading. Policy 4.6.9(2) clarifies the qualifications to receive an additional

associate's degree. Students must complete all graduation requirements for the additional degree and complete at least an additional 10 hours of applicable credit beyond the first degree earned. The policy also clarifies that a student may earn only one AA degree, one AS degree, one AFA degree, or one AES degree. The policy has been reviewed by the Academic Standards Committee. The Institutional Effectiveness Group also has reviewed and approved the policy for Board consideration. The policy was presented for a second reading and no action is recommended at this time. (Copy of memorandum dated May 2, 2006, and a copy of the policy on file with original copy of minutes.)

### **Academic Rank – Initial Placement – Policy 3.2.1.1. – Second Reading**

The Academic Rank Policy 3.2.1.1 was presented for a second reading. No changes have been made to the policy since the first reading. The policy has been developed by the Academic Standards Committee, in accordance with Exhibit 1 of the Collective Bargaining Agreement. The criteria for academic placement will be considered as minimum standards for placement at a particular rank and are to be used only for the purpose of initial placement. Initial placement can be at any of the following four ranks: Instructor, Assistant Professor, Associate Professor, and Professor. Search committees may recommend a higher placement if it seems appropriate given the candidate's rank at a previous post-secondary environment or if the candidate seems to offer a particular service to the College. Any exceptions to the required academic degrees for each rank will be approved by the Vice President of Student and Academic Services prior to initial appointment. The Institutional Effectiveness Group has reviewed and approved the policy for Board consideration. The Academic Standards Committee also has developed procedures for academic rank which have been submitted to IEG for approval. The policy was presented for a second reading and no action is recommended at this time. (Copy of memorandum dated May 2, 2006, and a copy of the policy on file with original copy of minutes.)

## **FINANCIAL REPORT**

### **FY 2006-07 State Operational Funding Request**

Greg Florian, Vice President, Finance and Administration, distributed the Illinois Community College Board State Budget to the Board. This report outlines the amount of dollars the College will receive from the State. The State system will receive a 1.8% increase. The base operating grant which is based on credit hours and is the main funding source for the Community Colleges statewide, shows a \$6 million increase. The majority of those dollars were shifted from the funding formula impact grant. Equalization dollars are essentially flat funded. Statewide appropriation for the system in FY2007 is \$303,747,800.

Richland Community College's base operating grant and square footage grant appropriations total is approximately \$54,000 less for FY2007. Most of the change is in a slight decline in the base operating grant, even though there was more funding put toward the base operating grant. This is due to Richland Community

College's enrollment relative to other colleges in the system. As was the plan, the funding formula impact grant was not funded for FY07. The result of that shift in is a \$52,357 decline in funding in that category.

Overall, Richland Community College will be appropriated \$2.8 million from the State in restricted and unrestricted funds.

A tentative budget will be presented to the Board in June.

### **Bills Payable**

The April 2006 Treasurer's Report and Financial Statement were presented to and discussed with the Board. (Copies on file with original copy of minutes.)

A list of bills for payment and ratification in the amount of \$1,120,853.00 for April 2006 was distributed to the Board prior to the meeting. (Copy of memorandum dated May 2, 2006, and bills for payment on file with original copy of minutes.)

**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.**

### **OTHER BUSINESS – NONE**

### **ITEMS FROM THE BOARD**

Chairman Prince thanked the Richland Community College faculty for an excellent academic year.

### **ADJOURNMENT**

**Dunning moved and Curry seconded to adjourn the meeting at 7:20 p.m.**

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Tim Dudley, Secretary