

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

**June 20, 2006**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:36 p.m. on Tuesday, June 20, 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 Chiligiris, 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, Attorney John Cobb, and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of May 16, 2006, had been distributed to the Board prior to this meeting.

**Chiligiris moved to approve the minutes of the May 16, 2006, meeting. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

**COMMUNICATIONS**

1. Correspondence from Lisa Barrows, Student Activities Coordinator, Futures Unlimited, thanking Dr. Saunders for speaking at their graduation ceremony.
2. Correspondence from John Eisenhour, Production Manager, Still Waters Productions, commending Barb Mosier, David Bolduc, and Shawn Weible for their outstanding efforts at the Main Street Bank Wealth Management Seminar held on April 27, 2006.

3. College Activities Report:
  - May 30, 2006 – Futures High School graduation
  - June 6, 2006 – GED Graduation
  - June 16 – Lincoln Correctional Center graduation
  - June 1-30 – High Tech Summer Camp
  - June 5 – Summer Session began
4. Memorandum from Deborah McGee, Director, Human Resources, regarding the Personnel Updates:
  - Jessica Moyer resigned her position as Director, Academic Resources, effective June 14, 2006
  - Terry Mikeworth resigned her position as Director, Decatur Community Partnership, effective June 30, 2006
5. Memorandum from Carol Condon, Executive Director, regarding the Foundation Report:
  - Carol Condon visited 13 high schools in the District and awarded 77 scholarships.
  - Trustees Scholars will be invited to a pizza party scheduled for Thursday, August 3, 2006 from 5:30 – 7:30 p.m.

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

**Jane Johnson** – Dr. Saunders welcomed Jane Johnson back to her duties as Vice-President, Student and Academic Services.

**6<sup>th</sup> Annual Diversity Conference** – Dr. Saunders invited the Board and guests to attend the 6<sup>th</sup> Annual Diversity Conference on Friday, June 23, 2006, in the Shilling Center. The conference will create opportunities for representatives from higher education and the business community to share information about diversity efforts on college campuses and in the workplace.

**Agribusiness and Occupational Technology Center** – The groundbreaking ceremony for the Agribusiness and Occupational Technology Center is scheduled for Tuesday, June 27, 2006, at 10:30 a.m. in Parking Lot B. A VIP reception will be held at 9:30 a.m. for the dignitaries who will take part in the ceremony. An additional reception will follow the ceremony in the Atrium section of the cafeteria.

**July 4, 2006** – The College will be closed on July 4.

**AACC President's Academy in Kennebunkport, Maine** - Dr. Saunders reported that she will attend the American Association of Community Colleges 2006 Presidents Academy Summer Institute on July 10-13, 2006 in Kennebunkport, Maine. The institute

provides special sessions for new and seasoned CEOs and is considered one of the premier professional development experiences for community college CEOs.

**College Auditors** – May, Cocagne & King has been selected as the College auditor for fiscal years 2006, 2007, and 2008, effective June 6, 2006.

**Illinois Transportation Enhancement Grant** – A grant has been awarded to Richland Community College up to \$144,000 for an Illinois Transportation Enhancement Program. The landscaping will be made along the new College Boulevard as well as other areas around the campus.

**Richland Community College 35<sup>th</sup> Anniversary** – Richland Community College will begin celebrating its 35<sup>th</sup> Anniversary this year and will include an alumni reunion on November 3, 2006.

**ICCTA Trustee Education Award** – Carol Chiligris received the ICCTA Trustee Education Award for a 2<sup>nd</sup> time.

**Food Systems Policy Council** – The next quarterly meeting of the Food Systems Policy Council will be held on Thursday, June 29, 2006, at 12:30 p.m. in the Shilling Center. Tim Moody and Dr. John Cordulack were thanked for their help in creating the web site for the Council.

**Horticulture Program** – Dr. Saunders reported that ADM will be hosting research projects at the RCC Greenhouse. Dr. John Rayapati from ADM will be in the horticulture facility on a regular basis teaching the horticulture science students how to conduct the experiments. Dr. Rayapati will also be a guest lecturer in the Hort 100 class this fall.

### **REPORT OF ICCTA**

Carol Chiligris reported that the ICCTA Annual Meeting and Awards Convention was well attended. The Executive Committee discussed the Illinois Attorney General's recent opinion that community college districts are "state agencies" for the purpose of the State Officials and Employees Ethics Act. The focus of the ICCTA will be to clarify the application of the Ethics Act to community college districts. The next ICCTA meeting will be September 29-30 in Springfield, Illinois. Carol has been selected as the Awards Chairman for 2007-2008.

Trustee Dudley reported that he attended the ICCTA's first Sophomore Seminar on Thursday, June 9, 2006. The seminar was a follow-up to the new trustee seminar he attended last year.

### **REPORT OF STUDENT TRUSTEE**

Michelle Jorgensen reported that she attended the SAC Leadership Institute held in conjunction with the ICCTA Annual Meeting on June 8-10, 2006, in Springfield, Illinois.

## **REPORT OF AGREEMENTS/CONTRACTS SIGNED BY PRESIDENT SAUNDERS FOR THE MONTH OF MAY 2006**

During the month of May, Dr. Saunders signed two (2) documents that are listed in the Board Book. On May 1, Dr. Saunders signed the Dual Credit Agreement between Mt. Zion High School and Richland Community College for the 2006-07 school year. On May 23, Dr. Saunders signed Contractual Services Agreement Amendments between Richland Community College and the Illinois Department of Corrections for Lincoln Correctional Center, Jacksonville Correctional Center and Pittsfield Work Camp, Decatur Correctional Center and Multi-site Administration, and Logan Correctional Center. 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); and for discussion of pending or probable litigation, as specified in Section 2 (c) (11) of the Open Meetings Act. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Meeting recessed at 6:00 p.m.**

**Meeting convened into closed session at 6:05 p.m.**

**Meeting reconvened into open session at 7:52 p.m.**

### **CONSENT AGENDA**

#### **Purchase Recommendations and Bids**

A recommendation to purchase a document scanner and digital sender from CDW-Government of Vernon Hills, Illinois, for a total of \$24,331.02, was presented to the Board.

A recommendation to purchase a pediatric human patient simulator from Medical Education Technologies, Inc. of Sarasota, Florida, for a total of \$73,002.00, was presented to the Board.

#### **Charge-Backs**

A recommendation to approve the charge-back for Erin Gosnell to attend Illinois Central College in the Multimedia AAS Degree program for the 2006-2007 Academic Year was presented to the Board for approval.

A recommendation to approve the charge-back for Alex Harm to attend Illinois Central College in the Architecture Associate in Arts & Science Degree program for the 2006-07 Academic Year was presented to the Board for approval.

A recommendation to approve the charge-back for Andrea Spencer to attend Black Hawk College in the Equine Science AAS Degree program for the 2006-07 Academic Year was presented to the Board for approval.

### **Full-Time Employments**

A recommendation to approve the employment of Debbie Ellison as an Administrative Assistant for the Communications, Education, Humanities, and Fine Arts Division at a salary of \$10.35 per hour, effective June 26, 2006, was presented to the Board.

A recommendation to approve the employment of Michelle Stephens as a Tenure Track Speech and Drama Instructor for the Communications, Education, Humanities, and Fine Arts Division at a salary of \$33,834, effective August 14, 2006, was presented to the Board.

A recommendation to approve the Contract and Compensation of Dr. Gayle Saunders as President of Richland Community College, effective July 1, 2006, was presented to the Board.

### **Part-Time Employment**

A recommendation to approve the employment of Joshua McGrath as a Garden Center Manager for the Business and Technology Division at a salary of \$10.35 per hour, effective June 23, 2006, was presented to the Board.

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

A recommendation to approve the employment of Dr. Timothy Hargrove as a temporary Biology Instructor for the Mathematics and Sciences Division at a salary of \$20,964.50, effective August 14 – December 15, 2006, was presented to the Board.

A recommendation to approve the employment of Amanda Miller as a temporary Mathematics Instructor for the Mathematics and Sciences Division at a salary of \$15,181, effective August 14 – December 15, 2006, was presented to the Board.

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

**Osborne moved to approve the consent agenda items as presented. Curry second. 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. The preconstruction meeting for the Agribusiness and Occupational Technology Building was held on Friday, June 16. Actual construction will begin in July. The project for replacement of damaged campus sidewalks and insulation panels will be bid in late summer. The College has been studying the feasibility of developing a culinary arts institute. Discussions include construction of a new Fitness Center and expanding Child Care facilities as part of the project.

## **NEW BUSINESS**

### **Compliance with Prevailing Wage Act**

A recommendation to adopt Resolution No. 06-41, Compliance with Prevailing Wage Act was presented to the Board.

As required by the Prevailing Wage Act, the Board must pass a resolution each year to adopt the general prevailing rate of wages for this area for laborers, mechanics, and other workers engaged in construction of public works. (Copy of memorandum dated June 12, 2006, and original resolution on file with original copy of minutes.)

**Colee moved to adopt Resolution No. 06-41, Compliance with Prevailing Wage Act, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Annual State Funded Capital Request – Resource Allocation Management Plan (RAMP) Document**

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

Each year, all colleges in Illinois must submit a RAMP document to the Illinois Community College Board, which is then submitted to the Illinois Board of Higher Education. The RAMP document includes the request for new construction projects seeking 75% funding by the State.

The College requests state capital funding for the same three projects that were requested in the previous years. The projects include the Student Success Center and

Addition, Community Education Center, and Global Agribusiness Center. (Copy of memorandum dated June 14, 2006, on file with original copy of minutes.)

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

### **Tentative Budget for FY07**

A copy of the Tentative Budget for FY07 was distributed to the Board at the meeting. As required by statute, the budget will remain available for public inspection in the Business Office for a minimum of 30 days prior to the July 18, 2006, Public Budget Hearing. The Board of Trustees will subsequently take action on the budget at the July 18, 2006, regularly scheduled Board meeting. (Copy of Tentative Budget for FY07 on file in the President's Office.)

### **Employee Raises for FY07**

**Chiligiris moved to approve a 3.5 percent employee salary increase as recommended for FY07, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Resolution of the Illinois Community College Trustee Association – Resolution No. 06-42**

**Chiligiris moved to adopt a Resolution that supports the Illinois Community College Trustees Association's resolution, adopted June 10, 2006, that would seek clarification of the application of the Ethics Act to community college districts; and to contribute up to \$3,000 to support those efforts, as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

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

### **Graduating with Multiple Certificates or Degrees Policy 4.6.9 (2) – Third Reading/Adoption**

The Graduating with Multiple Certificates or Degrees Policy 4.6.9 (2) was presented for a third reading and approval. No revisions 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 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 Associate in Arts (AA) degree, one Associate in Science (AS) degree, one Associate in Fine Arts (AFA) degree, and one Associate in Engineering Science (AES) degree.

**Osborne moved to adopt the Graduating with Multiple Certificates or Degrees Policy 4.6.9 (2), as presented. Curry seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Academic Rank Policy 3.2.1.1 – Third Reading/Adoption**

The Academic Rank Policy 3.2.1.1 is presented for a third reading and adoption. 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.

**Osborne moved to adopt the Academic Rank Policy 3.2.1.1, as presented. Colee seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Effect of Changes in Program on Graduation – Policy 4.6.9 (5)**

The Effect of Changes in Program on Graduation Policy 4.6.9 (5) is presented for a first reading.

The new language in Policy 4.6.9 (5) will clarify graduation requirements for students whose enrollment was interrupted by three or more years (or six successive semesters, excluding summers). With the change, these students would be required to follow graduation requirements from the catalog in effect at the time of reentry or any catalog published after reentry. In addition, the policy addresses graduation from specialized programs, such as health professions.

The policy has been reviewed by the Academic Standards Committee. The Institutional Effectiveness Group also has reviewed and approved the policy for Board consideration. No action is recommended at this time.

## **FINANCIAL REPORT**

### **Bills Payable**

The May 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 \$789,886.67 for May 2006 was distributed to the Board prior to the meeting. (Copy of memorandum dated June 12, 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. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **OTHER BUSINESS – None**

### **ITEMS FROM THE BOARD – None**

### **REVIEW OF MINUTES OF PREVIOUS CLOSED SESSIONS**

Six (6) sets of minutes of closed (executive) sessions conducted between December 20, 2005, and May 16, 2006, have been reviewed.

Additional minutes of closed sessions conducted between September 18, 1990, and November 15, 2005, also were re-examined.

**Curry moved to approve the recommendation for continued confidentiality of previous closed sessions, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **ADJOURNMENT**

**Curry moved and Osborne seconded to adjourn the meeting at 8:25 p.m.**

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Tim Dudley, Secretary