

**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 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, 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. Chiligris 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