

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

**July 10, 2007**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:38 p.m. on Tuesday, July 10, 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:

Amy Bliefnick, Carol Chiligris, Dale Colee, Tim Dudley, Rev. Wayne Dunning, 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 June 19, 2007, had been distributed to the Board prior to this meeting.

**Osborne moved to approve the minutes of the regular meeting of June 19, 2007, meeting, as corrected. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

New employees were introduced to the Board.

**WRITTEN COMMUNICATIONS**

1. Correspondence from Prairie Land Kiwanis thanking Dr. Saunders for Terry Robinson's excellent presentation to their group
2. Correspondence from Patricia Woertz, Chairman, Chief Executive Officer and President, Archer Daniels Midland Company, thanking Dr. Saunders for the tour and gift bag

3. Correspondence from Douglas Zemke, President, Millikin University, listing Millikin University graduates who transferred from Richland Community College
4. College Activities Report
  - Foundation Annual Meeting will be held on July 12 at 4:00 p.m. at the Country Club of Decatur.
  - Foundation Annual Dinner will be held on July 12 at 5:30 p.m. at the Country Club of Decatur.
  - Macon County Relay for Life will be held July 20-21 on the Richland Community College campus.
  - Annual Volunteer Firefighter Extrication Challenge will be held July 27-28 on the Richland Community College campus.
  - Decatur Correctional Center graduation will be held August 3 at 1:30 p.m.
5. Memorandum from John Bell, Director, Human Resources, regarding the Personnel Updates:
  - Robert Strotheide, CWT/Prestart Instructor, Lincoln Correctional Center, has retired his position effective June 30, 2007.
6. Memorandum from Wegi Stewart, Executive Director, Foundation and Development, regarding the Foundation:
  - The preliminary report from Ketchum is complete and will be presented on July 18.
  - New Foundation Board members who will be introduced at the Annual Meeting on July 12 are Matt Beck, Lynn Grider, Thea Robinson, and Bob Yuhas.

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

**Invitation to the Future** – Dr. Saunders reported that she has been meeting with the media and presenting Richland Community College's Invitation to the future.

**Golden K Kiwanis Club** – Dr. Saunders was the featured speaker at the July 11 meeting of the Golden K. She presented the Invitation to the Future and the College Master Plan.

**New Employee Reception** – Dr. Saunders reported that the New Employee Reception will be held Monday, August 13, at 4:00 p.m. in the Shilling Lobby.

**35<sup>th</sup> Anniversary Celebration** – Dr. Saunders reported that the 35<sup>th</sup> Anniversary Celebration will be held on Tuesday, August 14, at 5:30 p.m. in the Progress City FBi Building. Dinner will be served.

**All-America Selections Display Garden** – Dr. Saunders introduced David McLaughlin, Assistant Professor of Horticulture. David reported that All-America Selections was the first organization to establish national trial grounds for testing new flowers and vegetables grown from seed. There are approximately 180 display gardens in the world and 11 display gardens located in Illinois. Richland Community College is one of five display gardens in Illinois with both vegetables and flowers.

The RCC Horticulture Program will sponsor a “Field Day” Sunday, August 26, from 1-4 p.m.

### **REPORT OF ICCTA – None**

### **REPORT OF CAMPUS LIFE**

A written report of the Student Senate has been included in the Board Book.

### **REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTHS OF MAY/JUNE 2007**

During the months of May and June, Dr. Saunders signed three (3) documents that are listed in the Board Book. On May 15, 2007, Dr. Saunders signed the Interdistrict Cooperative Agreement between Kaskaskia College and Richland Community College. On June 11, 2007, Dr. Saunders signed the Illinois Department of Labor Grant Award Agreement for Fiscal Year 2008 Illinois Support, Training & Employment Program (ISTEP). On June 14, 2007, Dr. Saunders signed the Field Practice Agreement between Southern Illinois University-Edwardsville School of Nursing and Richland Community College.

### **EXECUTIVE SESSION – None**

### **CONSENT AGENDA**

### **PURCHASE RECOMMENDATIONS AND BIDS**

A recommendation to purchase computer equipment for the Business and Technology Division from Dell Computer Corporation, Round Rock, Texas, for \$35,806.08, was presented to the Board.

### **CHARGE-BACK**

A recommendation to approve the charge-back for Christina Dallavia to attend Parkland College in the Dental Hygiene AAS Degree program for the 2007-2008 Academic Year and Summer 2008 term was presented to the Board for approval.

### **Full-Time Employments**

A recommendation to approve the employment of Linda Johnston as a Tenure-Track Licensed Practical Nursing Instructor for the Health Professions Division, at a salary of \$32,375, effective August 13, 2007, was presented to the Board.

A recommendation to approve the employment of Dr. Gordon Gurley as a Tenure-Track Biology Instructor for the Mathematics and Sciences Division, at a salary of \$46,967, effective August 13, 2007, was presented to the Board.

### **Temporary Full-time Employment**

A recommendation to approve the employment of Amanda Miller as a Temporary Mathematics Instructor for the Mathematics and Sciences Division, at a salary of \$31,516, effective August 13, 2007, was presented to the Board.

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

### **OLD BUSINESS**

#### **Construction Report**

Greg Florian, Vice President of Finance and Administration, updated the Board on the current construction projects. Construction of the Agribusiness and Occupational Technology Center is on schedule. The substantial completion date is August 27, 2007. A tour will be scheduled prior to the August Board meeting.

The final revisions have been received for the Fitness Center and Child Care projects. The project will be submitted for bids over the next few weeks.

The Culinary Arts Institute project is currently in the planning stage and may be ready for bid in February or March.

The College is securing a contract with Chastain and Associates for the design and bid documents for the Illinois Transportation Enhancement Program. Once the project has been designed, it will be turned over to the Macon County Highway Department.

Dunn Company received the bid for the asphalt project for Progress City, and construction will begin July 11.

## **NEW BUSINESS**

### **Facilities Master Plan**

A recommendation to approve the Facilities Master Plan was presented to the Board.

The Facilities Master Plan provides for the planned growth in academic spaces, the addition of a multi-purpose recreation center, construction of new facilities for partnership activities, the planned space for a corporate agribusiness/alternative fuels research and training complex, commercial expansion opportunities, an indoor conference center space at Progress City, and entrepreneurial villas.

**Bliefnick moved to approve the Facilities Master Plan as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Fiscal Year 2008 Strategic Plan Priorities**

A recommendation to adopt the Fiscal Year 2008 Strategic Plan Priorities was presented to the Board.

The primary vision of Richland Community College is to be the premier source for education, partnerships, workforce training, and economic development. In order to achieve this vision, the administration, with the Board of Trustees, has developed a Strategic Plan that addresses the three primary goals of the College. These goals and strategies provide the framework for increased academic success and training opportunities for all students.

The priorities outlined in this year's plan support the three primary strategic planning goals: To Enhance and Strengthen Teaching and Learning, To Enhance and Strengthen Collaborative Relationships, and To Enhance and Strengthen Institutional Operations.

**Osborne moved to adopt the Fiscal Year 2008 Strategic Plan Priorities as presented. Dudley seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

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

### **Student Records – Policy 4.9.5 – Third Reading/Adoption**

The Student Records Policy 4.9.5 is presented for a third reading and adoption. No changes have been since the first reading.

The Family Educational Rights and Privacy Act of 1974 and its accompanying regulations establish the rights of students, including rights pertaining to their educational records. Policy 4.9.5 will allow records of deceased students to be released to authorized representatives upon request.

**Bliefnick moved to adopt the Student Records Policy 4.9.5, as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Board Travel – Policy 1.22 – First Reading/Adoption**

The Board Travel Policy 1.22 was presented for a first reading and adoption.

Members of the Board of Trustees are encouraged to engage in educational and developmental opportunities as well as to serve as advocates for community colleges on local, state, and national levels. There must be a balance between supporting the mission, vision, and goals of the College and fiscal responsibility and accountability. In supporting this balance, the College will establish the travel priorities based on Trustee representational needs of the Board of Trustees, and, on an annual basis, the Board of Trustees will establish a plan for Trustee travel.

**Osborne moved to adopt the Board Travel Policy 1.22 as presented. Dudley seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **FINANCIAL REPORT**

### **Bills Payable**

The June 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 \$1,221,298.89 for June 2007 was distributed to the Board prior to the meeting.

**Bliefnick 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**

Trustee Prince congratulated David McLaughlin on the great job he is doing with the Horticulture Program. Trustee Prince also congratulated Teena Zindel-McWilliams on the new Strategic Plan and BLDD for the work on the Facilities Master Plan.

Trustee Chiligiris advised the Board of the upcoming article in the Business Journal that will feature Richland Community College's 35<sup>th</sup> Anniversary.

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

Five (5) sets of minutes of closed (executive) sessions conducted between December 19, 2006, and April 17, 2007, have been reviewed.

Additional minutes of closed sessions conducted between September 18, 1990, and March 24, 2004, and June 20, 2006, and November 21, 2006, also were re-examined. (Closed session minutes dated May 24, 2004, through May 16, 2006, were delivered to Judge Belz, pursuant to Court order, and were not available for examination.)

**Chiligiris 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**

**Osborne moved and Bliefnick seconded to adjourn the meeting at 6:20 p.m.**

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Dale Colee, Secretary