

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

**August 24, 2007**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 3:07 p.m. on Friday, August 24, 2007, in Conference Room A/B of the College by Chairman Prince. Chairman Prince also recited the College Vision, Mission and Core Values.

A moment of silence was observed in honor of Dr. Saunders' mother, Eleanor Saunders, who passed away on August 18, 2007.

Roll Call

Members Present:

Amy Bliefnick, Carol Chiligris, Dale Colee, Tim Dudley, Rev. Wayne Dunning (arrived at 4:15 p.m.) and Randy Prince

Member Absent: Dr. Larry Osborne

Also present: Vice President Jane Johnson, Attorney Darrell Woolums, and other staff members

**MINUTES OF PREVIOUS MEETINGS**

The minutes of the regular meeting of July 10, 2007, had been distributed to the Board prior to this meeting.

**Bliefnick moved to approve the minutes of the July 10, 2007, meeting. Dudley 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 Karla Miller, co-chair of Rodney T. Miller Lakeside Triathlon 2007, thanking Richland Community College for its sponsorship
2. Correspondence from Bill Chan, Director, Community College Alliance, Franklin University, regarding tuition compensation
3. Copy of The Nugget, Newsletter of the Golden K Kiwanis Club, Decatur, Illinois, featuring an article regarding Richland Community College
4. College Activities Report:
  - A Fall Semester Welcome Back Picnic was held for the students on August 21 in the Mueller Student Center.
  - All America Selections Display Garden Open House will be held Sunday, August 26, in the Horticulture Building.
  - Farm Progress Show 2007 will be held August 28 – 30 on the grounds of Progress City USA.
  - The Abraham Lincoln National Agricultural Awards will be presented on August 28 on the ADM Stage at noon.
  - Country & Western stars Tracy Byrd and Tracy Lawrence will perform on August 29 on the Farm Progress Show stage at 5:30 p.m.
  - Student Club Day will be held on September 4 in the Mueller Student Center.
  - Constitution Day will be held on September 17 at 11:00 a.m. in the Mueller Student Center.
5. Memorandum from John Bell, Director, Human Resources, regarding the Personnel Updates:
  - DeCarlos Adams, Outreach Specialist, Adult Education Division, has resigned his position effective August 17, 2007.
  - Karla Jordan, Marketing Specialist, Marketing, has resigned her position effective July 31, 2007.
  - Sandy Litton, Administrative Information Systems Specialist, Business Services, has resigned her position effective August 8, 2007.
  - Cynthia Steward, Assistant Professor, Accounting, has resigned her position effective July 30, 2007.
  - Diane Thomas, Secretary I, Enrollment and Retention Services, has resigned her position effective August 31, 2007.
  - Gary Woodhall, Construction Occupations Instructor, Lincoln Correctional Center, has resigned his position effective July 31, 2007.

- Lisa Eskew has joined the Richland Community College family as a Clerical Assistant in the Continuing and Professional Education Division.
- Laquitta Ford has joined the Richland Community College family as a TRIO Student Advisor.
- Kathy Irvin has joined the Richland Community College family as an Admissions and Records Representative.
- Alida Duff has joined the Richland Community College family as a part-time Art Gallery Facilitator.
- Fred Ellis has joined the Richland Community College family as a part-time Institutional Researcher.
- Dency Grubbs has joined the Richland Community College family as a part-time Learning Accommodation Services tutor.

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

In Dr. Saunders' absence, Vice-President Jane Johnson reported that, as of August 24, enrollment has increased 7.5% over last year, resulting in an increase of 6% in credit hours.

The Continuous Quality Improvement Network Summer Institute was held on August 3-8 in San Antonio, Texas. Dr. Saunders, Greg Florian, Lisa Gregory, Andy Perry, Jane Johnson, Teena Zindel-McWilliams, Keith Ashby, and Dr. John Cordulack attended the conference.

A new employee reception was held on August 13, in the Shilling Center. Twenty-one (21) new employees were welcomed to the College.

The Fall Semester Convocation was held on August 13, in the Shilling Auditorium.

A 35<sup>th</sup> Anniversary Employee Celebration Dinner was held on Tuesday, August 14, in the Shilling Salons.

The Trustees Scholars Orientation Program was held on August 15.

An Agreement was signed with Heartland Community College for Richland Community College to provide truck driver training at Heartland Community College.

The Retired Old Men Eating Out (ROME) group was on campus August 23 for a meeting and toured the new Agribusiness and Occupational Technology Center.

No classes will be held on August 28 or 29 during the Farm Progress Show. Parking passes will be required to park in Lots C, C+, and C++. The Trustees have been provided with a parking pass.

The College will close at 3:30 p.m. Wednesday, August 29, to allow staff sufficient time to leave campus before the concert begins.

The Child Care Center has been renamed Richland Community College Child Development Center.

The College will be closed on September 4, 2006, in observance of Labor Day.

The Logan Correctional Center graduation will be held on September 14 at 10:00 a.m. in Lincoln, Illinois.

### **REPORT OF ICCTA**

Carol Chiligris reported that she attended the ICCTA Executive Committee organizational meeting. The next ICCTA meeting will be held September 14-15, 2007, in Urbana, Illinois. Board members were encouraged to attend.

### **REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF JULY/AUGUST 2007**

During the month of July and August, Dr. Saunders signed five (5) documents that are listed in the Board Book. On July 1, Dr. Saunders signed the Letter of Agreement between Decatur Community Partnership and Richland Community College to become fiscal agent for Decatur Community Partnership, effective July 1, 2007. On August 2, 2007, Dr. Saunders signed the Letter of Understanding between Heartland Community College and Richland Community College to offer jointly the truck driver training in District 540. On August 9, Dr. Saunders signed the Perkins Postsecondary Grant Agreement for fiscal year 2008 Career and Technical Education Program. On August 9, Dr. Saunders signed the Adult Education and Family Literacy Grant Agreement for fiscal year 2008. On August 9, Dr. Saunders authorized a request from Progress City USA for a concert venue during the Farm Progress Show on August 28, 29, and 30, 2007.

All of the agreements are on file in the President's Office for review.

### **EXECUTIVE SESSION**

**Colee moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for discussion of**

**pending or probable 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. Dudley seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Meeting recessed at 3:20 p.m.**

**Meeting convened into closed session at 3:20 p.m.**

**Meeting reconvened into open session at 3:57 p.m.**

### **CONSENT AGENDA**

#### **Charge-Backs**

A recommendation to approve the charge-back for William Dixon to attend Parkland College in the Automotive Collision Repair AAS Degree program for Fall 2007 – Summer 2008 was presented to the Board for approval.

A recommendation to approve the charge-back for Teressa Green to attend Parkland College in the Medical Assisting Certificate program for Fall 2007 – Summer 2008 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 Fall 2007 – Summer 2008 was presented to the Board for approval.

A recommendation to approve the charge-back for Zach Henderson to attend Parkland College in the Automotive Collision Repair AAS Degree program for Fall 2007 – Summer 2008 was presented to the Board for approval.

#### **Employment Change**

A recommendation to approve the employment of Kathy Carter as Director, Scholarship and Alumni Development at a salary of \$51,200 per year, effective September 1, 2007, was presented to the Board.

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

**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 and the status of each. Construction of the Agribusiness and Occupational Technology Center is substantially complete. David Holtfreter, Director, Operations and Technical Services, was commended on a terrific job in keeping the project moving.

A recommendation for two of the Protection, Health and Safety Projects will be presented to the Board for approval at the August meeting.

The Illinois Transportation Enhancement Program (ITEP) will begin in the Spring 2008. The ITEP project includes planting enhancements around the campus and public access ways.

A recommendation related to the University of Illinois Extension Joint-Use Facility will be presented to the Board for approval at the August meeting.

### **Foundation Quarterly Report**

Wegi Stewart, Executive Director, Foundation and Development, reported on the Annual Meeting held on July 12, 2007. The foundation endowment is now over \$5 million, and that represents an 8% increase over last year. Ketchum made several recommendations regarding the Major Gifts Campaign, and the Foundation will be considering those recommendations and proceeding through the process. Kathy Carter will join the Foundation office as the Director of Scholarships and Alumni Development.

The Trustees Scholars Orientation went well. The Board of Trustees was thanked for its support of the Trustees Scholars program.

The Foundation is working with Metal Décor to replace the donor recognition wall. The idea is to expand the area to accommodate recognition of donors for the major gifts campaign while recognizing the history of philanthropy associated with the Foundation. The area will include a special recognition for the work that Vi Staley did to launch the Foundation and secure its early gifts.

The ROMEO group was very appreciative of the breakfast that was served to them on August 23. Dr. Saunders was named an Honorary Juliet.

## **NEW BUSINESS**

### **Legal Representation Agreement – Samuels, Miller, Schroeder, Jackson & Sly, LLP**

A recommendation to approve the Legal Representation Agreement between Richland Community College and Samuels, Miller, Schroeder, Jackson & Sly, LLP, was presented to the Board.

The College is now reviewing its legal representation agreements on an annual basis. The law firm of Samuels, Miller, Schroeder, Jackson & Sly, LLP, has indicated that there are no changes from the 2006 agreement including fees and expenses.

**Dudley moved to approve the Legal Representation Agreement between Richland Community College and Samuels, Miller, Schroeder, Jackson & Sly, LLP, with an effective date of August 22, 2007, as presented. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

### **Legal Representation Agreement – Franczek Sullivan PC**

A recommendation to approve the Legal Representation Agreement between Richland Community College and Franczek Sullivan PC was presented to the Board.

The College is now reviewing its legal representation agreements on an annual basis. Franczek Sullivan PC focuses on two special areas: labor/employment law and education law. The firm has served the College for more than 20 years and desires to continue this relationship.

**Bliefnick moved to approve the Legal Representation Agreement between Richland Community College and Franczek Sullivan PC, with an effective date of August 22, 2007, as presented. Dudley seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Truck Lease for Commercial Driver's License Training (CDL)**

A recommendation to authorize the College Administration to enter into a five-year Lease Agreement for two (2) semi-tractors and trailers was presented to the Board.

The College received proposals from Ryder Truck Rental, Normal, Illinois, for \$2,165 per month, per truck, and Crossroads Truck Solutions, Springfield, Illinois, for \$2,800 per month, per truck.

**Dudley moved to authorize the College Administration to enter into a five-year Lease Agreement for two (2) semi-tractors and trailers with Ryder Truck Rental of Normal, Illinois, for \$2,165 per month, per truck, as presented. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Request to Approve Joint-Use Facility with University of Illinois Extension**

A recommendation to approve the project and scope of a joint-use facility with the University of Illinois Extension and to authorize the College Administration to submit a request for approval to the Illinois Community College Board was presented to the Board.

The proposed joint-use facility will include offices, classrooms, conference rooms, general use, and support space. The University of Illinois Extension and Richland Community College will jointly use the conference rooms, seminar rooms, and storage areas.

The proposed budget for the building is \$2,165,100. Funding for this project will be from existing College funds and bond proceeds.

**Dudley moved to approve the project and scope of a joint-use facility with the University of Illinois Extension and authorize the College Administration to submit a request for approval to the Illinois Community College Board, as presented. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

**Request to Modify Budget and Scope for Submission to the Illinois Community College Board for Fitness Center and Early Childhood Classroom**

A recommendation to approve the revised scope and budget for the Fitness Center and Early Childhood Classroom addition and to authorize the College Administration to submit the modifications to the Illinois Community College Board was presented to the Board.

The Illinois Community College Board approved the Fitness Center and Early Childhood Classroom project in May 2007. The approved budget amount for the additions was \$360,000 for a 2,700-square-foot freestanding structure. An additional bay is required, which will increase the total square footage to 3,500. The total cost of the project, including the additional bay, is \$561,600.

**Bliefnick moved to approve the revised scope and budget for the Fitness Center and Early Childhood Classroom addition and authorize the College Administration to submit the modifications to the Illinois Community College Board as presented. Dudley seconded. Roll Call vote being all ayes, Chairman Prince declared the motion carried.**

(Trustee Wayne Dunning arrived at the meeting.)

**Recommendation for Approval of Bids for Fitness Center and Early Childhood Classroom**

A recommendation to authorize the College Administration to award the bid for the Fitness Center, Early Childhood Classroom project and alternate bid items to Otto Baum Company of Decatur, Illinois, was presented to the Board.

In order to gain cost efficiencies through the bidding process, three projects were incorporated into a single project. The projects include the Fitness Center, Panel Replacement, and Sidewalk Replacement. Prices were requested for a base bid amount of work with additional requests for alternate bid items so that the College can fully utilize available funding.

The base bid included the Fitness Center and Early Childhood Classroom. The alternates recommended to be included in the project are adding an additional 800-square-foot bay to the Fitness Center and Early Childhood classroom facility, adding greenhouse windows and casework to the Early Childhood classroom, and completing the work for the sidewalks and panel replacement.

Bids for the work noted are as follows: Otto Baum Company of Decatur, Illinois (\$572,200), Johnco Construction of Mackinaw, Illinois (\$590,800), and Christy-Foltz, Inc., of Decatur, Illinois (\$592,719).

Funding for this project is available from Protection, Health, and Safety Funds and the College fund balance.

**Dudley moved to authorize the College Administration to award the bid for the Fitness Center and Early Childhood Classroom project and alternate bid items to Otto Baum Company of Decatur, Illinois, for a total cost of \$572,200 as presented. Chiligris seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **FINANCIAL REPORT**

### **Bills Payable**

The July 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 \$766,516.20 for July 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. Dudley seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.**

## **ITEMS FROM THE BOARD**

Chairman Prince stated that it is wonderful to see students back on campus for the fall semester.

Secretary Colee commended Wegi Stewart and the Foundation on the Trustees Scholars Orientation Program held on August 15. Colee congratulated Kathy Carter on her new position within the College.

Trustee Dudley thanked Wegi Stewart, Kathy Carter, and Karen Black on the excellent Trustees Scholars Orientation Program. Dudley commented that the 35<sup>th</sup> Anniversary Celebration held on August 14 was a wonderful event. Dudley also thanked Pat Murphy for a job well done at the Department of Corrections graduation ceremony.

**ADJOURNMENT**

**Chiligiris moved and Bliefnick seconded to adjourn the meeting at 4:25 p.m.**

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Dale Colee, Secretary