

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

October 16, 2007

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:36 p.m. on Tuesday, October 16, 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 (arrived 7:00 p.m.), 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 September 18, 2007, had been distributed to the Board prior to this meeting.

Osborne moved to approve the minutes of the September 18, 2007, meeting, as corrected. Bliefnick 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 Cheri A. Moss, former Decatur Correctional Center inmate, thanking Richland Community College for the positive impact it made on her while at the Decatur Correctional Center
2. Correspondence from James F. Evans, Professor Emeritus, University of Illinois at Urbana-Champaign, regarding the Abraham Lincoln National Agricultural Awards Program at the Farm Progress Show

3. Correspondence from Dr. Elaine S. Johnson, Vice President, Academic Affairs & Workforce Development, Illinois Community College Board, approving the Welding Technician Certificate and Pipefitting and Pipe Welding Certificate programs
4. Correspondence from Martin Green, Executive Assistant Attorney General, Office of the Attorney General, thanking Dr. Saunders for the time she spent with the members of the Attorney General's Agriculture Advisory Committee during the Farm Progress Show
5. Memorandum from Wegi Stewart, Executive Director, Richland Community College Foundation and Development, regarding the Foundation and Development activities:
 - The annual appeal letter has been sent to community supporters.
 - The Employee Giving Campaign was launched on September 29, 2007.
 - The Scholarship Reception for donors and students will be held on October 28, 2007, at 1:30 p.m. in the Shilling Salons.
6. College Activities Report
 - The Foundation quarterly board meeting will be held on October 25 at noon in the College Board Room.
 - The Jacksonville Correctional Center graduation will be held October 26 at 10:00 a.m. in Jacksonville.
 - The Scholarship Reception will be held on October 28 at 1:30 p.m. in the Shilling Salons.
 - A Veterans Day Program will be held on November 9 at noon in the Mueller Student Center.
 - The Richland Players presents The Foreigner on November 8, 9, 10, 11, 15, 16, 17, and 18, 2007.
 - The College will be closed on November 12 for Veteran's Day.
7. Memorandum from John Bell, Director, Human Resources, regarding the Personnel Updates:
 - Christy Bell, Part-time Faculty Tutor, Student Learning Center, has resigned her position effective August 24, 2007.
 - Meredith Johnson, TRiO Student Advisor, has resigned her position effective October 3, 2007.
 - Tina Noland, Director, Partners in Education, has resigned her position effective September 30, 2007.
 - Jackie Roberts, Part-time Faculty Tutor, Student Learning Center, has resigned her position effective August 24, 2007.
 - Heather Straka, Part-time Faculty Tutor, Student Learning Center, has resigned her position effective May 30, 2007.

- Gary Hornickel has joined the Richland Community College family as a Computer Technology Instructor at the Logan Correctional Center.
- Ryann Hudson has joined the Richland Community College family as a Job Preparedness Instructor at the Lincoln Correctional Center.
- Dawn Miller has joined the Richland Community College family as a Job Preparedness Instructor at Pittsfield Work Camp.
- Scott Sullivan has joined the Richland Community College family as an Administrative Information Systems Specialist.
- Gail Bowman has changed positions at the College to Administrative Assistant, Enrollment Services, effective September 19, 2007.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Remembrance for Former Richland Community College President, Howard Brown

Dr. Saunders reported that former Richland Community College President Howard Brown passed away on October 9, 2007. Mr. Brown was President from 1985-1989 and one of the College's strongest ambassadors. He played a significant role in helping the College pass the referendum to build a permanent campus for the College. A moment of silence was observed. In his honor, a resolution will be proposed to the Board in November to rename College Park Boulevard to President Howard Brown Boulevard.

Greater Decatur Chamber of Commerce Awards Ceremony – Dr. Saunders recognized Jane Johnson, who received the Racial Justice Award; Dr. Joe Schrodt, who received the Community Pride Award in the area of health care; Renee Stivers, Executive Director, Decatur Community Partnerships, who received the Community Pride Award in the area of health care for securing a national grant for cancer clinical trials awareness; Teena Zindel-McWilliams, who received the Downtown Volunteer of the Year Award; and Ron Wilson, who received the Ambassador Award at the Greater Decatur Chamber of Commerce Awards Ceremony.

Other Richland Community College employees were mentioned on the Awards Program: Professor Emeriti: Karen Baird, Steve Dyer, Jolene Wiegard, and Frank Weisenmeyer; Helping Hand Award: Donna Curtner, Bobbie Henson, Beverly Johnson, and Debbie Pate; Above and Beyond Award: Barb Mosier; Core Values Award: David Bolduc; Employee Mentor Award: Karen Black; Excellence in Motion Award: Pat Murphy; Diversity Award: Dave Schneider; Outstanding Faculty of the Year: Robert Grindy; Adjunct Faculty of the Year: Joanne Waller; Pacesetter Award: Russ Gowin; and Distinguished Alumnus of the Year: Nathan Carroll.

Strategic Planning Team – Dr. Saunders reported that the Strategic Planning Team held its first meeting on September 24. The 2008-2011 Strategic Plan will be presented to the Board in January 2008.

Medical Transcription Program – Dr. Saunders reported that Richland Community College was awarded 3-year approval from the Association of Health Care Documentation Integrity and American Health Information Management Association for the medical transcription education program. Richland Community College is only one of three community colleges in the nation to be awarded that approval.

Third Annual Diversity Luncheon – Dr. Saunders reported that Richland Community College co-hosted the Third Annual Diversity Luncheon on October 3. The theme was: “Children and Diversity, You Are a Piece of the Puzzle”. The theme coincided with the recent groundbreaking of the Richland Community College Early Childhood classroom.

Equalized Assessed Valuation – Dr. Saunders reported that the taxing bodies affected by the Clinton Nuclear Power Station have reached an agreement regarding the equalized assessed valuation. The agreement will be presented to the Board for approval at the November meeting.

Cerro Gordo TIF Agreement – Dr. Saunders reported that Greg Florian, Vice President, Finance and Administration, is participating in conversations with Cerro Gordo regarding the redistricting of a TIF area.

Engage in Education Coalition – Dr. Saunders reported that a press conference was held on October 10, 2007, to announce the Engage in Education Coalition. The Engage in Education Coalition was formed to improve early childhood opportunities for children in our district so they are ready for kindergarten at the appropriate age; so they can progress from one grade level to the next in a timely manner; and for all children to graduate from high school prepared for the world of work or to continue in college. This also is an opportunity for Richland Community College supporters to contribute to the Community Foundation. The minimum contribution is \$10,000, which, when matched, becomes a \$15,000 gift that would be added to scholarship funds at Richland Community College.

Illinois Committee for Agricultural Education – Dr. Saunders reported that Mike Massie, Chair of the Illinois Committee for Agricultural Education, was on the Richland Community College campus with several of his colleagues to talk about their strategic plan for Illinois Agricultural Education in the State of Illinois. Dr. Saunders shared the College’s Master Plan with them. The committee will be using Richland Community College facilities to host a conference in November.

Master Facilities Plan – Dr. Saunders reported that she continues to meet with the community to share the Master Facilities Plan and the Invitation to the Future. The response has been widely supportive.

Capital Campaign Phase One – Dr. Saunders reported that Phase One of the Major Gifts Campaign is underway. There will be an announcement soon for the training of the Board of Trustees and Foundation Board in late November.

Ethics Training – Dr. Saunders reported that online State Ethics Training begins October 16, 2007. This is part of the mandatory training that all university and state employees must complete annually.

Biodiesel and Ethanol Training – Dr. Saunders reported that Richland Community College is continuing discussion about a biodiesel program and ethanol curriculums. College staff has been meeting with consultants regarding the program.

Dedication of Agribusiness and Occupational Technology Center – Dr. Saunders reported that the dedication ceremony is being scheduled for November.

Illinois Community College Leadership and Core Values Institute – Dr. Saunders reported that the Illinois Community College Leadership and Core Values Institute will be held in Tinley Park, Illinois, on November 16. Kim Bauer is one of the keynote speakers at that event.

Department of Education Site Visit – Dr. Saunders reported that the U. S. Department of Education site visit of the TRiO program is being held October 15-19, 2007.

Strategic Plan Priorities Quarterly Report – Teena Zindel-McWilliams, Assistant to the Vice President, Student and Academic Services, presented a brief review of the Strategic Plan Priorities for 2007-2008. The October update of the Strategic Plan Priorities includes actions taken to support the priorities that were approved in July 2007. A copy of the Strategic Plan Priorities October 2007 Update is on file in the President's Office.

College Spotlight – Michelle Stephens, Instructor of Speech and Drama, presented an overview of the Richland Theatre. The Richland Theatre has three goals to achieve: Community, Innovation, and Professionalism. The Richland Theatre has forged a relationship with Theatre 7 and hopes to engage in a joint production in summer 2008. Richland Theatre also has created a corporate night for Mueller and St. Mary's Hospital employees to "meet and greet" with the actors. Posters and complimentary tickets have been sent to high school theatre teachers inviting them to attend a production of The Foreigner and a tour of the Shilling Auditorium. In the spring, A Stage Firearm Safety Training workshop is being planned. Community theatres and high school theatres will be invited to participate.

One of the biggest areas in innovation is technology. Richland Theatre is using set design software as well as lighting design software that allows replication of the set on a notebook computer.

The Foreigner Production will run November 8, 9, 10, 11, 15, 16, 17, and 18. The advertising poster was designed by Saul Solano, Instructor of Graphic Arts.

REPORT OF ICCTA – Tim Dudley reported that the Governor cut about \$10 million in community college funds. Trustees are asked to contact Senators and Representatives

about getting the funds reinstated. Work is continuing on Senate Bill 3504, which clarifies that community colleges are units of local government under the Ethics Act.

Trustee Dudley shared information he received from the Association of Community College Trustees Community College Leadership Congress and, in particular, information from the Governance Leadership Institute. The institute focused on a recipe for excellence. The recipe includes a productive environment, new trustees, orientation, productive agendas, evaluations, mission review, policy review, and retreat. Dudley added that during the workshop, he realized that Richland Community College uses all the ingredients to make better trustees.

Dudley also attended workshops on Effective Board Governance, Robert's Rules of Order, Good Boardmanship, Branding Your College, and roundtable discussions.

REPORT OF THE AUDIT COMMITTEE – Tim Dudley reported that the audit is complete. Andy Thomas from May, Cocagne, and King will be at the November board meeting to discuss the audit.

REPORT OF AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF SEPTEMBER 2007

During the month of September, Dr. Saunders signed seven (7) documents that are listed in the Board Book. On September 10, Dr. Saunders signed the Adult Education and Family Literacy Fiscal Year 2008 grant agreement with the Illinois Community College Board. On September 10, Dr. Saunders signed the Dual Credit Agreement between Cerro Gordo High School and Richland Community College for the 2007-08 school year. On September 17, Dr. Saunders authorized a request from the Continuing and Professional Education Division for an event sponsored by ADM Global on September 25, 2007. On September 25, Dr. Saunders signed the Midstate Student Support for Teaching Partnership Agreement sponsored by University of Illinois at Springfield in conjunction with Richland Community College. On September 26, Dr. Saunders signed the Fiscal Operations Report and Application to Participate (FISAP). On September 28, Dr. Saunders signed the Illinois Department of Labor Illinois Support, Training & Employment Program (ISTEP) Fiscal Year 2008 Grant Agreement.

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. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Meeting convened into closed session at 6:27 p.m.

Meeting reconvened into open session at 7:00 p.m.

CONSENT AGENDA

Full-Time Employment

A recommendation to approve the employment of Stephen Vandiver as Director of Marketing, effective November 5, 2007, was presented to the Board.

A recommendation to approve the employment of Thomas Taylor as Director of the Weed & Seed Program with Decatur Community Partnership, effective October 22, 2007, was presented to the Board.

Temporary Full-Time Employment

A recommendation to approve the employment of Linda Boles as English Instructor for the Communications, Education, Humanities, and Fine Arts Division, effective October 1, 2007 – December 19, 2007, was presented to the Board.

Employment Changes

A recommendation to approve the employment of Sheryl Blahnik as Dean of Academic Support Programs, effective September 19, 2007, was presented to the Board.

A recommendation to approve the employment of Marcus Brown as Dean of Enrollment Services, effective September 19, 2007, was presented to the Board.

A recommendation to approve the employment of Michael Diggs as Director of Career Services, effective September 19, 2007, was presented to the Board.

A recommendation to approve the employment of Teena Zindel-McWilliams as Assistant to the Vice President, Student and Academic Services, effective September 19, 2007, was presented to the Board.

Osborne moved to approve consent agenda items A2, B1, C1, C2, C3, and C4 as presented. Dudley seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Chiligiris moved to approve consent agenda item A1 as presented. Osborne seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

Trustee Dunning arrived at this time.

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 complete. Furniture, equipment, and communication technology are in place. The contractor is still working on the "punch list" items.

The Protection, Health, and Safety Projects have been combined with the Fitness Center and Early Childhood Development Classroom construction. Construction has begun on the project.

The College continues to work with H. L. Chastain & Associates for the design and bid documents for the Illinois Transportation Enhancement Program. The design process has been started with an anticipated bid date of November and construction and planting in the Spring 2008.

A schematic design of the University of Illinois Extension Joint Use Facility has been prepared. The structure will be a green building, which includes passive solar, geo-thermal energy, and LED lighting. A request for approval has been submitted to the Illinois Community College Board. The project is scheduled for completion by Winter 2008.

Resolution to Approve an Installment Purchase and Issuance of General Obligation Debt Certificates

Resolution No. 08-2 to approve an installment purchase and issuance of general obligation debt certificates was presented to the Board.

The Debt Certificate proceeds will go to finance the construction costs of the University of Illinois Extension Joint Use Facility, Culinary Arts Institute, and computer hardware and software.

Dudley moved to authorize Resolution No. 08-2 to approve an installment purchase and issuance of general obligation debt certificates in an amount not to exceed \$2,600,000, as presented. Bliefnick seconded. Roll call vote being all ayes, Chairman Prince declared the motion carried.

FINANCIAL REPORT

Bills Payable

The September 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 \$839,649.81 for September 2007 was distributed to the Board prior to the meeting.

Osborne 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

Tim Dudley congratulated all award winners from the Greater Decatur Chamber of Commerce Awards Ceremony. Trustee Dudley also congratulated the Richland Community College family for the good things they do every day.

Carol Chiligris encouraged Richland Community College to apply for the ICCTA Diversity Award in 2008.

ADJOURNMENT

Dudley moved and Osborne seconded to adjourn the meeting at 7:20 p.m.

 Dale Colee
Dale Colee, Secretary