

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING
RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
LUTHERAN SCHOOL ASSOCIATION
DECATUR, ILLINOIS**

March 17, 2009

COMMUNITY RECEPTION

A community reception was held at 5:00 p.m. at the Lutheran School Association, Decatur, Illinois, prior to the Regular Board Meeting.

Teena Zindel-McWilliams, Assistant to the Vice President of Student and Academic Services, gave a brief presentation on the history of the Richland Educational Advisory Committee for Higher Education (REACH).

Members of the parochial school community were asked for their recommendations on how Richland Community College can support the parochial schools in the future. Recommendations were solicited and will be included in future strategic plans.

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 6:37 p.m. Tuesday, March 17, 2009, in the Lutheran School Association by Chairman Bliefnick. Chairman Bliefnick also recited the College Vision, Mission and Core Values.

Roll Call

Members Present: Amy Bliefnick, Bruce Campbell, Carol Chiligris, Dale Colee, Dr. Larry Osborne, and Randy Prince

Members Absent: Rev. Wayne Dunning

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of February 17, 2009, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of February 17, 2009. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. Correspondence from Judy Erwin, Executive Director, Illinois Board of Higher Education, acknowledging a grant award of \$31,313 for the fiscal year 2009 Illinois Cooperative Work Study Program
2. Correspondence from Commander Robert Szemborski, United States Navy, expressing gratitude to Leo Suhre for his donation of 6 pull-up bars for the Navy Challenge 2008
3. Correspondence from Diana Knaebe, Heritage Behavioral Health Center, thanking Dr. Lily Siu for her donation of artwork to the Oasis Day Center
4. Correspondence from Dr. Elaine Johnson, Vice President, Illinois Community College Board, approving Richland Community College's requests to offer Associate of Arts in Teaching Degrees in Early Childhood Education and Special Education
5. Correspondence from Dr. Dianne Bazell, Deputy Director, Illinois Board of Higher Education, authorizing Richland Community College to offer Associate of Arts in Teaching in Special Education and Associate of Arts in Teaching in Early Childhood Education programs
6. College Activities Report

Student Government Elections are being held on March 17, 18, and 19, 2009. The new student trustee will be seated at the April board meeting.

Richland Community College Job Fair will be held on March 19, 2009. More than 50 area employers will be participating.

Richland Community College Theatre Department will present *In Real Life*. A dinner will be served prior to the March 28 performance.

American Red Cross Blood Drive will be held on March 31 beginning at 9:00 a.m. in the Shilling Salons.

A seasonal job fair will be held on March 31. The seasonal job fair is geared toward part-time summer employment.

April is designated as Community College Month.

The Adele P. Glenn Academy for Early Childhood Education at Richland Community College ribbon cutting will be held on April 8.

Professional Development Day will be held April 9. No classes will be held on that day. Faculty and staff will participate in workshops and seminars.

The William T. Eichenhauer Scholarship Dinner for the Culinary Arts will be held on April 18 in the Shilling Salons.

The Tenure and Promotion Recognition Dinner will be held on April 21 at 5:00 p.m. in the Shilling Salons.

The Major Gifts Campaign Gift Announcement will be made on April 29 at 11:00 a.m. in the Shilling Salons.

7. Personnel Report

Full-Time Employment Resignation:

- Ryann Hudson, Job Preparedness Instructor, Lincoln Correctional Center, effective February 5, 2009

Part-Time Employment Resignation:

- Jessica Munge, Coordinator, Decatur Community Partnership, effective February 6, 2009

SPECIAL REPORTS

REPORT OF THE PRESIDENT

2009 Alumnus of the Year – Mindy Sanders is Richland Community College's Alumnus of the Year. Mindy graduated from Richland in 1998 with a Surgical Technology Certificate and in 2000 with an Associate in Science degree. She graduated from SIU in 2007 with a Bachelor of Science in Physician Assistant Studies. She is currently a Physician Assistant with Springfield Clinic in Springfield, Illinois.

2009 Pacesetter Award Winner – Jacob Zindel is Richland Community College's 2009 Pacesetter Award Winner. Jacob graduated from Richland in 2006 with an Associate in Science degree and Illinois State University in 2008 with a Bachelor of Science in Elementary Education.

2009 Faculty of the Year – Professor Rick Tomlinson has been named Richland Community College's 2009 Faculty of the Year. Rick is a Professor of English, beginning his employment in 1993.

2009 Adjunct Faculty of the Year – Tim May has been named Richland Community College's 2009 Adjunct Faculty of the Year. Tim is an Instructor in the Fire Science Program, beginning his teaching career in 2006.

Continuous Quality Improvement Network – Dr. Saunders reported that she will be traveling to Dearborn, Michigan, to attend the CQIN CEO/Reps meeting on March 24-25, 2009.

American Association of Community Colleges – Dr. Saunders reported that she will be attending the AACC Annual Conference in Phoenix, Arizona, on April 4-7, 2009.

Board Mini-Retreats – Dr. Saunders reported that the board will hold mini-retreats following board meeting nights that don't include an LLC meeting. The Brush College, LLC will be meeting every month until September. The next mini-retreat will be held in October. The summer board retreat will be held in June. The winter retreat will be held in January 2010.

20th Edition Arts in Education Show – Dr. Saunders reported that the 20th Edition Arts in Education Show will be held on May 6-13 and will include Richland Community College. Schools within a 50-mile radius of the Hickory Point Mall will showcase the art created in their schools. The show is a juried competition with prize ribbons recognizing works in both senior and junior high schools.

REPORT OF ICCTA

Carol Chiligris reported that the ICCTA met on March 13-14. The topics of the conference were Diversity and Marketing. Community Colleges are struggling to employ diverse faculty members. Dr. Saunders will be Secretary/Treasurer of the President's Council and will advance to the position of President. Award nominations are being submitted to ICCTA for the annual awards banquet in June.

REPORT OF AGREEMENT/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF FEBRUARY 2009

During the month of February, Dr. Saunders signed two (2) documents that are listed in the Board Book, including the Affiliation Agreement between Decatur Memorial Hospital and Richland Community College, and the Public Health Service Grant Application for Decatur Drug Free Community Coalition.

MAJOR GIFTS CAMPAIGN UPDATE – Joanne Eberhart, Ketchum, updated the Board regarding the Major Gifts Campaign. Nationwide, corporate giving has been decreasing at a faster rate than individual giving. Corporations that are not directly impacted by the economy do not want to seem oblivious to the changing economy and are reluctant to give. A major gifts announcement will be held on April 29 that will showcase a generous donor. Joanne remains confident that the Richland Community College campaign will be successful.

EXECUTIVE SESSION

Campbell moved that the Board 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); for collective negotiating matters, as specified in Section 2 (c) (2); and for self-evaluation, as specified in Section 2 (c) (16) of the Open Meetings Act. Osborne seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Meeting convened into closed session at 7:00 p.m.

Meeting reconvened into open session at 8:00 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids

A recommendation to purchase computer equipment and upgrades for classrooms and offices from CDW-Government of Vernon Hills, Illinois, for \$11,847.54, and from Tiger Direct of Miami, Florida, for \$37,662.97, for a total of \$49,510.51, was presented to the Board.

Charge-Back

A recommendation to approve one charge-back for first-time enrollment and two charge-backs for continued enrollment were presented to the Board for approval.

Authorization in Compliance with 5 ILCS 120/2.06 (Closed Session Minutes Audio Recording)

A recommendation to authorize the destruction of the audio recording of the August 24, 2007, closed session meeting was presented to the Board.

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

OLD BUSINESS

Statement of Final Construction Compliance

A recommendation to authorize College administration to submit the Statement of Final Construction Compliance to the Illinois Community College Board was presented to the Board.

The Illinois Community College Board requires that colleges submit the final cost of a project when that project reaches 100% completion.

Prince moved to authorize College administration to submit the Statement of Final Construction Compliance to the Illinois Community College Board, as presented. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Agreement for Professional Services – BLDD Architects, Inc.

A recommendation to authorize College administration to enter into an Agreement for Professional Services with BLDD Architects, Inc. for engineering, design, and other professional services of a wind turbine, in an amount not to exceed \$60,000, was presented to the Board.

BLDD Architects, Inc., is providing the architectural, engineering, and project administration services required for the installation of a wind turbine on the grounds of Richland Community College property. BLDD has entered into an agreement for specific professional services for electrical engineering services with Henneman Engineering, Inc., and the wind project engineering and planning services with Wes Slaymaker, P.E.

Prince moved to authorize College administration to enter into an Agreement for Professional Services of a wind turbine, in an amount not to exceed \$60,000, as presented. Chiligris seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

Recommendation for Approval of Bids for Richland Community College Wind Turbine

A recommendation to authorize College administration to award the bid for the wind turbine project to Kent Power, Inc., of Kent City, Michigan, for a total cost of \$493,054, was presented to the Board.

The College received three bids. Kent Power, Inc., of Kent City, Michigan, is the low bidder at \$493,054. Funding for the project is available through a grant from the Richland Community College Foundation.

Chiligiris moved to authorize College administration to award the bid for the wind turbine project to Kent Power, Inc., of Kent City, Michigan, for a total cost of \$493,054, as presented. Prince seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

Adoption of Strategic Plan Priorities 2009

A recommendation to adopt the 2009 Strategic Plan Priorities was presented to the Board.

The Strategic Plan Priorities is a document that outlines the goals, strategies, and action steps deemed to be of great importance for this calendar year and will shape Richland's higher education for the future. It is a challenging, tactical plan for staff, students, and community citizens to be guided by when making decisions and to be led by with educational achievement and progress as the intended outcome.

Osborne moved to adopt the 2009 Strategic Plan Priorities, as presented. Prince seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Construction Report

Greg Florian, Vice President, Finance and Administration, reported to the Board regarding current construction projects.

The Fitness Center, Child Care, flooring replacement, and Culinary Arts Kitchen projects are now complete.

Three Protection, Health, and Safety Projects will begin when funding is received in the summer 2009.

Work continues on the Illinois Transportation Enhancement Grant project. The project is anticipated to be bid in the spring with the work to begin in the spring and fall 2009.

The Center for Sustainability and Innovation construction work is progressing well. The drywall ceilings and walls are in place. The University of Illinois Board of Trustees has approved the final version of the lease, and a signed copy will be completed soon.

Richland Community College Fairview Park Plaza Center Report

Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions, updated the Board.

The Fairview Park Plaza Center is open, and classes began the week of February 23. A spring site schedule was mailed to the community for noncredit and credit classes.

StarTek is interested in conducting ongoing training for existing employees, as well as GED classes for employees desiring high school completion. The Center is available for offsite business use.

NEW BUSINESS

A recommendation to adopt the following resolutions: 09-15: Faith Brenner, Assistant Professor to Associate Professor; 09-16: David Kirby, Assistant Professor to Associate Professor; 09-17: Crystal Kitchens, Assistant Professor to Associate Professor; 09-18: Keith Ashby, Associate Professor to Professor; 09-19: Sharon Beube, Associate Professor to Professor; 09-20: Lynn Hudson, Associate Professor to Professor; 09-21: Evyonne Hawkins, Instructor to Assistant Professor; 09-22: Michelle Stephens, Instructor to Assistant Professor; 09-23: Saul Solano, Instructor to Assistant Professor; 09-24: Gail Bauer, Associate Professor to Professor; 09-25: Rosemarie King, Associate Professor to Professor; 09-26: David McLaughlin, Assistant Professor to Associate Professor; 09-27: Carol Myers, Instructor to Assistant Professor; 09-28: Karen Vercellino, Instructor to Assistant Professor; 09-29: Jean Litchfield, Assistant Professor to Associate Professor; 09-30: Mary Blankenship, Associate Professor to Professor, and 09-31: Jill Feinstein, Assistant Professor to Associate Professor, was presented to the Board.

Chiligiris moved to adopt Resolution Nos. 09-15 through 09-31, Promotions in Rank, as presented. Campbell seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Professor Emeritus Recommendation

A recommendation to grant Professor Emeritus status to Ali Moshgi, retiring faculty member, was presented to the Board.

Campbell moved to grant Professor Emeritus status to Ali Moshgi, retiring faculty member, as presented. Chiligiris seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Recommendation for College Audit Services FY09 and FY10

A recommendation to authorize the College administration to issue a letter of engagement to May, Cocagne & King, P.C., of Decatur, Illinois, in the amount of \$37,000 for the Fiscal Year 2009, and \$39,000 for the Fiscal Year 2010, was presented to the Board.

Prince moved to authorize the College administration to issue a letter of engagement to May, Cocagne & King, P.C., of Decatur, Illinois, in the amount of \$37,000 for the Fiscal Year 2009, and \$39,000 for the Fiscal Year 2010, as presented. Osborne seconded. Roll call being all ayes, Chairman Bliefnick declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

General Policies – Section 5.1 – 5.15 – Second Reading

Sections 5.1 – 5.15 is presented for a second reading. Sections 5.14 and 5.15 are new policies.

Sections 5.1 through 5.15 have been reviewed and revised by the Finance and Administration staff and reviewed by the Board of Trustees and President's Cabinet. The Policy and Communications Committee and the Institutional Effectiveness Group have considered the updates. No action is recommended at this time.

FINANCIAL REPORT

Bills Payable

The February 2009 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 \$906,839.27 for February 2009 was distributed to the Board prior to the meeting.

Prince 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 Bliefnick declared the motion carried.

ITEMS FROM THE BOARD

Carol Chiligris was congratulated on being nominated for the 2009 Women of Excellence Award. The banquet will be held on April 2, 2009.

Randy Prince thanked the College staff for the hard work on the Strategic Plan Priorities.

Dale Colee thanked the Board and College community for the cards and telephone calls during his time of need.

ADJOURNMENT

Prince moved and Campbell seconded to adjourn the meeting at 8:32 p.m.

Bruce Campbell, Secretary