

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING
RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
HOPE ACADEMY
DECATUR, ILLINOIS**

October 20, 2009

COMMUNITY RECEPTION

A community reception was held at 5:00 p.m. at Hope Academy, 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 Decatur Public Schools District #61 community were asked for their recommendations on how Richland Community College can support the Decatur public 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 6:30 p.m. Tuesday, October 20, 2009, in the Hope Academy Cafetorium by Chairman Bliefnick. Chairman Bliefnick also recited the College Vision, Mission and Core Values.

Roll Call

Members Present: Amy Bliefnick, Bruce Campbell, Dale Colee, Rev. Wayne Dunning, Dr. Larry Osborne, Randy Prince, and Emmett Sefton

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of September 15, 2009, had been distributed to the Board prior to this meeting.

Colee moved to approve the minutes of the regular meeting of September 15, 2009. Prince seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

1. Correspondence from Susan G. Komen Race for the Cure Food Committee thanking Richland Community College for the use of the water wagon and volunteers for the Decatur Komen Race for the Cure
2. College Activities Report

Richland Community College Foundation Scholarship Program and Reception will be held on Sunday, October 25, in the Shilling Auditorium.

Jacksonville Correctional Center graduation will be held on Friday, October 30, in Jacksonville, Illinois.

3. Personnel Report

Full-Time Employment Changes:

- Marcus Brown, Interim Vice President, Student and Academic Services, effective October 1, 2009
- Amy Rankin, Multimedia Specialist, Operations and Technical Services, effective October 16, 2009

SPECIAL REPORTS

REPORT OF THE PRESIDENT

Revised Agenda – Item Xc (Agribusiness Applied Technology Park Update) will be removed from the Agenda of the October 20, 2009, meeting. A work session will be planned to bring the Board up to date on the progress.

National League of Nursing Accreditation (NLNAC) – The National League of Nursing Accreditation site visit will take place October 20-22. The three-day compliance check is required for the Associate Degree Nursing program.

MAP Grant Rally – Heather Kind-Keppel, Director of Campus Life, accompanied several students to a MAP Grant rally held on the University of Illinois-Urbana campus on October 7. The General Assembly voted to reinstate the funds to the MAP for the second semester.

Spring Semester Registration – Registration for Spring Semester 2010 begins on Monday, October 26.

Food Drive – Richland Community College students, faculty, and employees collected 5379 pounds of food for the WSOY Community Food Drive.

H1N1 Precautions – The College has installed hand sanitizing stations throughout the building as one safety precaution to help prevent the spread of H1N1 and other flu viruses in the classrooms this fall. Posters and other visuals have also been displayed throughout the campus.

March of Dimes Signature Chefs Auction – The March of Dimes Signature Chefs Auction will be held on Thursday, October 29, 2009. Dr. Saunders will distribute tickets to those interested.

Winter Board Retreat – The Winter Board Retreat will be held on January 15-16, 2009, at The Chateau in Bloomington, Illinois. Dr. Saunders solicited topics to be discussed at the retreat.

Strategic Plan Quarterly Update – Teena Zindel-McWilliams, Assistant to the Vice President of Student and Academic Services, presented the October 2009 Strategic Plan Priorities update.

Professional Leave Report – Professor Pixie Fennessey, Psychology and Sociology, was granted a professional leave for the spring semester 2009 to gather information with regard to the social problems that face third-world countries and to learn about the non-governmental and governmental agencies that provide food and services for people who live in poverty. Professor Fennessey traveled to Nairobi, Kenya, and reported to the Board regarding the knowledge gained that will be used to develop new courses and to support other faculty in integrating international issues with curriculum.

REPORT OF ICCTA

Bruce Campbell will attend the Illinois Community College Trustees Association meeting on November 13-14, 2009, in Chicago, Illinois.

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

During the month of September, Dr. Saunders signed six (6) documents that are listed in the Board Book, including a request from the Greater Decatur Chamber of Commerce for an event on September 2, 2009; the Grant Award Notification from the U. S. Department of Education for the Student Support Services TRiO Program; the Illinois Adult Education and Family Literacy FY 2010 Grant Agreement; the Dual Credit Agreement between Eisenhower High School and Richland Community College for occupational dual credit courses; the Dual Credit Agreement between Meridian High School and Richland Community College for occupational and transfer dual credit courses; and an Agreement between Richland Community College and the Office of the Secretary of State, Illinois State Library for FY 2010 Secretary of State Adult/Volunteer Literacy Project.

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. Sefton seconded. Voice vote being all ayes, Chairman Bliefnick declared the motion carried.

Meeting convened into closed session at 7:25 p.m.

Meeting reconvened into open session at 7:51 p.m.

CONSENT AGENDA

Purchase Recommendations and Bids

A recommendation to purchase a simulated electronic medication cart from Pocket Nurse of Ambridge, Pennsylvania, for \$18,995, was presented to the Board.

A recommendation to purchase a rapid prototyping system from JBH Technologies, Inc., of Glenview, Illinois, for \$17,350, was presented to the Board.

Charge-Back

A recommendation to approve one charge-back for first-time enrollment was presented to the Board for approval.

Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06

A recommendation to authorize the destruction of the verbatim record of the April 15, 2008, closed session, was presented to the Board.

Prince 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

Construction Report

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

The ITEP Grant bid was awarded to George E. Galeener d/b/a Vienna Nursery of Vienna, Illinois, in the amount of \$72,951. The project will be managed by the Macon County Highway Department. The final grading and landscaping of the Center for Sustainability and Innovation are complete. Construction on the second floor build out will begin shortly.

College staff is working with Henneman Engineering on the Energy Master Plan. The plan will focus primarily on heating and cooling systems, electrical systems, and building energy conservation measures.

Extension Sites Quarterly Report

Dr. Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions, reported to the Board.

There were 152 students in classes at the Fairview Park Plaza Center in September 2009. The total number of students visiting the site for September 2009 was 232.

Statement of Final Construction Compliance

A recommendation authorizing College Administration to submit the Statement of Final Construction Compliance for the Culinary Arts Kitchen to the Illinois Community College Board was presented to the Board.

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

BOARD POLICIES, PROPOSALS, AND CHANGES

Policies 3.1.7, 3.4.1, 3.5.3 – First Reading

Personnel Policies Sections 3.1.7, 3.4.1, and 3.5.3, were presented for first reading. Policy 3.1.7 (Grievance) clarifies the reporting timeline and appropriate notification process for employee grievances. Policy 3.4.1 (Faculty Promotion in Rank) is being added to align with the Collective Bargaining Agreement. Policy 3.5.3 will be deleted because it was superseded by Policy 5.3 (Sexual and Other Harassment) and 5.12 (Statement of Non-Discrimination and Equal Opportunity). The policies were presented for first reading, and no action was required.

Policy 3.6.5.2 – First Reading

The Family and Medical Leave Policy 3.6.5.2 was presented for first reading. The National Defense Authorization Act of FY2008 (NDAA) amended the Family and

Medical Leave Act (FMLA) to allow eligible employees to take up to 12 weeks of job-protected leave in a 12-month period for any “qualifying exigency” arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. The policy was presented for first reading, and no action was required.

Policy 5.8 – First Reading

Confidential and Sensitive Information Policy 5.8 was presented for first reading. The new policy was drafted to conform to the new Federal Trade Commission “Red Flags Rule”. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transactions (FACT) Act of 2003. Under the rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The policy was presented for first reading, and no action was required.

FINANCIAL REPORT

Bills Payable

The September 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 \$1,507,904.76 for September 2009 was distributed to the Board prior to the meeting.

Campbell moved to approve the bills for payment and ratification as presented and to approve the Financial Statement to be filed for audit. Prince seconded. Roll call vote being all ayes, Chairman Bliefnick declared the motion carried.

ITEMS FROM THE BOARD

Chairman Bliefnick thanked the staff for all the information received this evening and all the great work that everyone is doing in the community.

ADJOURNMENT

Campbell moved and Prince seconded to adjourn the meeting at 8:20 p.m.

Bruce Campbell, Secretary