BOARD OF TRUSTEES

February 16, 2016

REGULAR MEETING 6:15 P.M. | RICHLAND COMMUNITY COLLEGE ROOM E181



Richland Community College

One College Park | Decatur, Illinois 62521 | 217.875.7200 | richland.edu

RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
BOARD OF TRUSTEES REGULAR MEETING

February 16, 2016

AGENDA

The Vision: To be the premier source for education, workforce training, partnerships, and economic development.

College Mission: To provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

Core Values: Commitment, Respect, Excellence, Accountability, and Diversity

PUBLIC BOND HEARING: 6:00 P.M.

I. Convening of the Rescheduled Regular Meeting – 6:15 p.m.
   A. Call to Order

   B. Roll Call

II. ***Minutes of the Regular Meeting on January 26, 2016***

III. Appearance of Citizens and Introduction of Guests

IV. Written Communications

- College Activities Report
- Personnel Update
- Construction Report

V. Special Reports

   A. Report of the President

      1. College Spotlight – STEM Education Outreach for Pre-K through High School – Jill Feinstein and David Larrick

   B. Report of ICCTA

   C. Report of Student Trustee

VI. Executive Session (IVORY COLOR)

VII. Consent Agenda (PINK COLOR)

A. ***Recommendation for the Granting of Tenure – Resolution Nos. 15-3, 15-4, 15-5, and 15-6***
B. ***Recommendation of Renewal and Non-Renewal of Non-Tenured Faculty***
C. ***Charge-Back***

VIII. Old Business (BLUE COLOR)

A. ***Approval of Protection, Health, & Safety Project – Resolution No. 15-7***
B. ***Recommendation to Accept the 2016 Strategic Plan Priorities***

IX. New Business(IVORY COLOR)

A. ***Tuition Waiver Program Modifications***

X. Board Policies, Proposals, and Changes (YELLOW COLOR)

A. Section 3 – Personnel – Second Reading

XI. Financial Report (GREEN COLOR)

A. ***Treasurer's Report and Financial Statement (WHITE COLOR)***
B. ***Bills for Ratification***

XII. Items from the Board

XIII. Adjournment

Bold and Italics Denotes Action Items

BOARD BOOK ANNUAL CALENDAR

JANUARY 2016

Reports

Consent Agenda

College Legal Contractual Agreements

New Business

FEBRUARY 2016

Reports

Consent Agenda

New Business

Recommendations for Tenure

Recommendation for Approval of Fees

Strategic Plan Priorities

MARCH 2016

Reports

Consent Agenda

New Business

Recommendations for Faculty Promotions in Rank

Recommendation to Grant Professor Emeritus Status

Recommendation to Grant Staff Emeritus Status

Recommendation for Professional Leave

Recommendation for Approval of Tuition

APRIL 2016

Tenure and Promotion Recognition Dinner

Student Government Election Results

Report from Board Secretary regarding Election of Student Trustee

Seating of New Student Trustee

Reports

MAY 2016

Reorganization of Board of Trustees

Reports

Consent Agenda

New Business

Tentative Budget

Other

RCC Commencement

ICCTA Lobby Day

JUNE 2016

Public Hearing for Budget

Reports

Strategic Plan Quarterly Report

Consent Agenda

New Business

Resolution Adopting Budget

Compliance with Prevailing Wage Act

State Capital Funding Request

Resolution Transferring Earnings

Review of Minutes of Previous Executive Sessions

BOARD BOOK ANNUAL CALENDAR

JULY 2016

Reports

Consent Agenda

Other

AUGUST 2016

Reports

Institutional year Book Program Review Presentation

Consent Agenda

SEPTEMBER 2016

Reports

Consent Agenda

Annual Foundation Board Meeting

OCTOBER 2016

Reports

Consent Agenda

Distribution of audit Reports – RCC & Brush College, LLC

Strategic Plan Quarterly Update

NOVEMBER 2016

Reports

Audit Presentation

Consent Agenda

Calendar of Regular Meeting of Board of Trustees

Old Business

Financial Report

DECEMBER 2016

Reports

Consent Agenda

Old Business

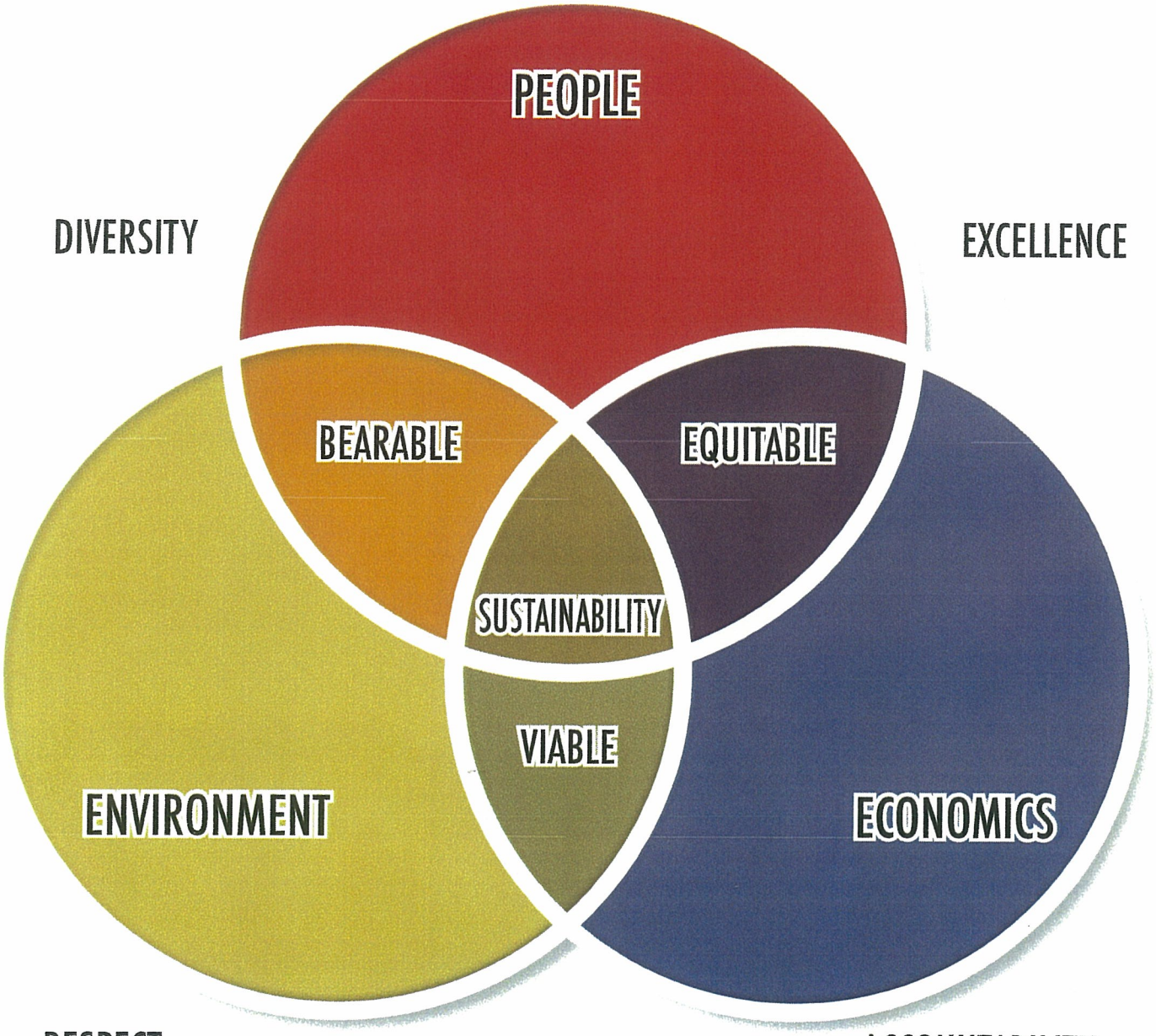
Resolution for Fiscal Year Tax Levy

Review of Minutes of Previous Executive Sessions

Winter Board Retreat

Strategic Plan Priorities Results Report

PRINCIPLES OF SUSTAINABILITY



Richland
COMMUNITY COLLEGE

Higher Learning Commission Academic Quality Improvement Program (AQIP)

Richland Community College Strategic Plan 2015 - 2018

Strategic Plan

College Vision

To be the Premier Source for Education, Workforce Training, Partnerships, and Economic Development.

College Mission

The mission of Richland Community College is to provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

Core Values

Commitment
Respect
Excellence
Accountability
Diversity

Goal 1: Elevate Teaching and Learning Standards

Strategy A: Utilize Richland's Cross Disciplinary Outcomes process to assess student learning.
Strategy B: Demonstrate the assessment of program student learning outcomes.
Strategy C: Engage faculty and staff in program review using the established process.
Strategy D: Enhance teaching and learning through faculty development opportunities.
Strategy E: Deploy innovative instructional delivery and assessment systems.
Strategy F: Expand project-based and other career-focused learning experiences for students.

Goal 2: Foster Student Success and Completion

Strategy A: Engage in activities that improve the college and career readiness of Richland students.
Strategy B: Advance a comprehensive Strategic Enrollment Management process and completion agenda.
Strategy C: Engage students in the holistic development of educational pathways.
Strategy D: Implement student success strategies to address progress expectations and identified momentum points.
Strategy E: Establish robust student support systems including proactive advising and work-based career-focused experiences.

Goal 3: Create and Advance Workforce Development Partnerships

Strategy A: Discover common workforce needs and opportunities to strengthen community relationships.
Strategy B: Identify and implement new career and technical education programs of study and workforce development programs reflecting community economic development initiatives.
Strategy C: Actively engage in legislative and government relations that serve to further Richland's mission.
Strategy D: Proactively secure opportunities for media to highlight the vast portfolio of offerings available to District residents.
Strategy E: Facilitate workforce and economic development opportunities through business incubator and other entrepreneurial training.
Strategy F: Successfully fulfill the design, development and delivery of a new school of business integrated curriculum.

Goal 4: Ensure a Sustainable Organization

Strategy A: Align and empower employee strengths that benefit the institution in meeting strategic goals.
Strategy B: Optimize human, economic, and environmental expenses with available revenue.
Strategy C: Balance the physical environment to connect to the College principles of sustainability.
Strategy D: Identify and secure alternative revenue streams.
Strategy E: Align facility utilization with established program needs.

Implementation and Performance

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

Implementation and Performance

Public Accountability

Dashboard

Annual Priorities

Public Accountability

http://www.richland.edu/effectiveness/strategicplan

Richland Community College

2015 Strategic Plan Priorities

Goal 1: Elevate Teaching and Learning Standards.

Strategy A: Utilize Richland's Cross Disciplinary Outcomes process to assess student learning.

1. Complete evaluation of written communication artifacts.
2. Complete program reviews and development of shorter certificates in support of performance funding objectives linked to retention and completion.

Strategy B: Demonstrate the assessment of program student learning outcomes.

1. Assess progress and continue process of creating Program Student Learning Outcomes.

Strategy C: Engage faculty and staff in the program review using the established process.

1. Increase faculty and program staff involvement in program reviews scheduled by ICCB for FY15.
2. Implement institutional effectiveness reporting for each program area in accordance with 2014 strategic program reviews.

Strategy D: Enhance teaching and learning through faculty development opportunities.

1. Create and implement template for faculty to report annually professional development activities outside Professional Development Day.
2. Pilot test the Online Quality Assurance process in Summer 2015.

Strategy E: Expand project-based learning and other career-focused learning experiences for students.

1. Establish co-requisite model.
2. English Bridge Program curriculum will emphasize the elements of effective first-year writing/college-level English writing requirements.
3. Math Bridge Program - Complete pilots of MATH 098 in three new area high schools.
4. Establish one STEM content discipline to align with a high school.

Goal 2: Foster Student Success and Completion.

Strategy A: Engage in activities that improve the college and career readiness of Richland students.

1. Launch the fourth-year mathematics course at three additional high schools with appropriate academic support.
2. Using the ICCB Bridging the Gap Grant and in partnership with Workforce Investment Solutions, the Mathematics Enrichment Center will pilot a Math Boot Camp for SU15 for 25 high school graduates who place into developmental mathematics and who will attend Richland in FA15.

Strategy B: Advance a comprehensive Strategic Enrollment Management process and completion agenda.

1. Benchmark and increase the number of adults 50 and above enrolling in credit/noncredit coursework.
2. Benchmark and increase the number of adults transitioning from Adult Education Program to College certificate/degree program.
3. Support the enrollment growth of Heartland Technical Academy dual credit programs (particularly engineering technology areas CNC, CAD, CCS, renewable energy).
4. Increase enrollments for Workforce Development Institute covered programs (i.e., culinary arts, early childhood education, welding, automotive technology, diesel technology, collision repair).
5. Engage YCCC students in the YCCC/Richland articulation agreement (i.e., collaborative marketing).
6. Study intentional scheduling efforts (i.e., stream scheduling, transfer academy, Clinton scheduling, night academy) to determine next steps.
7. Benchmark and track enrollment patterns across various student populations (developmental education, online).
8. Reinforce enrollments through targeted marketing activities.

Strategy C: Engage students in the holistic development of educational pathways.

1. Assigned Advising process will be reviewed and adjusted to foster an environment that embraces students and advances them toward goal clarity and completion.
2. Each year by June 1 all materials for Financial Aid will be available for the new fiscal year.
3. Implement a Veteran-focused New Student Orientation for FA15.

Strategy D: Implement student success strategies to address progress expectations and identified momentum points.

1. Create promotions throughout the year that encourage applications for scholarships and strengthen connections to scholarship donors, students and parents.
2. Write 6-7 new scholarship agreements that support students with financial need.
3. Implement additional bridge programming for adult education students.

Strategy E: Establish robust student support systems including proactive advising and work-based career-focused experiences.

1. Streamline the application for graduation process. During 2015, the Records Office will develop, pilot and implement an application for graduation process that is student-centered and accurate and that engages the advisors.
2. Increase faculty and class presentations of College Central Network (CCN) to grow use by 10%.
3. Implement the internship tracking modules of CCN and track 50% of internships for FA15 via the portal.

Goal 3: Create and Advance Workforce Development Partnerships.

Strategy A: Discover common workforce needs and opportunities to strengthen community relationships.

1. Track advisory committee meetings and develop list of advisory committee recommendations.
2. Conduct 2-3 on-campus activities and 2 off-campus engagement activities to reconnect alumni to Richland.
3. Maintain, add and update contact information for Richland alumni.
4. Organize Advisory Committee for Alumni Association of community leaders to focus accurately on optimum activities that will engage alumni of different ages and generally broaden connections to all alumni.
5. Implement Richland and UIUC College of Engineering (Mechanical Engineering) Memorandum of Understanding to establish a wind turbine research plot in the AATP adjacent to NSEC and renewable energy laboratory (REL) activities.
6. Partner with community law enforcement organizations to use Progress City USA for "tactical" training.
7. Extend CCUS contract with U.S. Department of Energy and ADM Company.

Strategy B: Identify and implement new career and technical education programs of study and workforce development programs reflecting community economic development initiatives.

1. Develop and deploy CTE curriculum model pilot that aligns college courses with employer needs.
2. Expand STEM activities with K-12 partners (via Green Guide Series and IMA manufacturing awareness campaign).
3. Implement IDOT Highway Construction Program.
4. Implement Advisory Board for Carroll School of Business.

Strategy C: Actively engage in legislative and government relations that serve to further Richland's mission.

1. Reinforce Richland's role as a leader in broader public policy debate.
2. Maintain an open dialogue with elected officials regarding significant priorities, activities and decisions of the College.
3. Advocate on behalf of the community college system's agenda.
4. Utilize the collective expertise of elected officials to create new opportunities for Richland.
5. Participate in Economic Development Corporation and Greater Decatur Chamber of Commerce activities to increase Richland visibility regarding program and learning resources.

Strategy D: Proactively secure opportunities for media to highlight the vast portfolio of offerings available to District residents.

1. Strengthen press releases and stories promoting opportunities and events at the College.
2. Enhance monthly radio segments.
3. Enhance social media opportunities in promotion.

4. Highlight faculty and student awards and recognitions.

Strategy E: Facilitate workforce and economic development opportunities through business incubator and entrepreneurial training.

1. Implement Richland/National Foodworks Services, LLC, Memorandum of Understanding (Local Illinois Food Entrepreneurship (LIFE) Program).
2. Expand market for Richland coffee blends in conjunction with community business partnerships.
3. Identify economic development services to be offered by Richland.

Strategy F: Successfully fulfill the design, development and delivery of a new school of business integrated curriculum.

1. Implement Capital Campaign of Business Education Center through complete canvassing of specific Foundations and Corporations and 80% of top 50 prospects during the calendar year.
2. Align business programming pathway from Richland to Millikin University.

Goal 4: Ensure a Sustainable Organization.

Strategy A: Align and empower employee strengths that benefit the institution in meeting strategic goals.

1. Develop a model for activity-based costing that will allow comparisons with national norms.

Strategy B: Optimize human, economic and environmental expenses with available revenue.

1. Develop a balanced budget within the constraints of limited resources by the June Board of Trustees' meeting.
2. Review and modify the College's Health Insurance Benefit Program by benefit choice period to reduce costs for the College and staff.
3. Enhance existing reporting for financial data.
4. Review and modify procedures in purchasing, travel and cash management to ensure efficient use of College resources.

Strategy C: Balance the physical environment to connect to the College principles of sustainability.

1. Identify specific activities that, based upon the STARS rating system, will increase Richland's point total for an increased rating upon accomplishment of the activity.
2. Develop and construct training protocols enabling the College to meet the requirements outlined in the Crisis Management Plan for implementation by August opening of the academic year.

Strategy D: Identify and secure alternative revenue streams.

1. Seek three new grants that further Richland's mission and add to existing revenue streams.
2. Develop new and broaden existing revenue streams by building creative and entrepreneurial partnerships with foundations, corporations, government sources and private donors.

Strategy E: Align facility utilization with established program needs.

1. Work with the CBD, BLDD and contractors for efficient project management of the Student Success Center project.
2. Develop process for measurement and implementation of facility utilization.

CONVENING OF THE REGULAR MEETING

MINUTES OF THE REGULAR MEETING ON JANUARY 26, 2016

MINUTES OF BOARD OF TRUSTEES REGULAR MEETING
DISTRICT NO. 537
RICHLAND COMMUNITY COLLEGE

January 26, 2016

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:30 p.m. Tuesday, January 26, 2016, in Conference Room E181 by Chairman Campbell. Chairman Campbell also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Dr. Larry Osborne, Tom Ritter, Dale Colee, Dr. David Cooprider, Bishop Wayne Dunning, Randy Prince, Donnie Lewis

Trustees Absent: None

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of December 15, 2015, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of December 15, 2015. Dr. Osborne seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Saunders welcomed Chris Lusvardi from the Herald and Review, and Steven Luker who came to address the Board.

WRITTEN COMMUNICATIONS

College Activities Report:

- FAFSA workshops are being held January 26th, February 2nd, 9th, and 16th at 11:00 a.m. and 3:00 p.m. in W142.
- Worldwide Youth in Science and Engineering Competition (WYSE) will be held February 3rd from 8:00 a.m. – 1:30 p.m. in the Shilling Community Education Center.
- Richland Community College Blood Drive will be held February 4th from 10:00 a.m. – 2:00 p.m. in the Shilling Salons.
- February 15th – President's Day – College closed.

- February 16th – Board of Trustees meeting at 6:15 p.m. in E181.

Personnel Update

Retirements, Resignations, and Terminations

- Ethel Bond, Executive Administrative Assistant, Finance and Administration, effective December 31, 2015
- Lester Burrell, Program Coordinator, Lincoln Correctional Center, effective December 31, 2015

Changes

- Stacie Hanneken, Secretary, Continuing and Professional Education, effective January 1, 2016

New Employees

- Hannah MacKenzie, Administrative Assistant, Decatur Community Partnership, effective December 16, 2015
- Patricia Sprague, Prevention Specialist, Decatur Community Partnership, effective January 12, 2016

Construction Report

Greg Florian provided a report that the fire protection system has been modified and energized to be active during the shutdown period of the construction of the Student Success Center. Security and Maintenance staff are monitoring the facility until notification is received from the Capital Development Board regarding continued state funding.

The engineering firm, Architectural Expressions has developed the project budget and scope and is working with College staff to review details of the Ag/Maintenance Boiler Replacement project. The project will be presented to the Board at the February meeting for approval as a Protection, Health, and Safety Project then submitted to ICCB for approval.

College staff have entered the design phase for the planning and remodel of the Carroll School of Business with BLDD. A team of employees will engage in an outreach activity to become more knowledgeable about best practices in the country both in design and use of space. The College Foundation has raised 2/3rds of the funds needed to move forward with construction.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

1. Our Winter Board Retreat was held January 22nd and 23rd. Thanks to all of you that attended. We had a full agenda creating good conversation and planning between our Board of Trustees and Cabinet members.

2. Each year the College recognizes one Full-Time Faculty and one Adjunct Faculty member for the Full-Time and Adjunct Faculty of the Year Awards. The selection committee includes one Board of Trustee Member. Donnie Lewis volunteered to sit on the committee. The announcement of the winners will occur next month.

3. Partners in Education – 8th Grade Career Fair was held on campus and there were over 400 business partners that attended to share information with our 8th graders in the district. This is a great opportunity for the students to see what options are available and help them make decisions for their future.

4. We kicked off the Spring Semester with Convocation on January 14th. Attendees enjoyed the presentations pertaining to: 2015 Year in Review, Professional Development Day overview, recognition of our new employees, and those being recognized for their accomplishments. Four Core Values awards were given to outstanding employees of the year Students arrived on campus last week. It's nice to have the halls filled with excitement as they begin the next steps in their education.

5. We hit our benchmark for spring enrollment which will support our efforts to keep the College operating in the black. As you know, the enrollment continuous quality improvement teams have created evidence based strategies and the College deployed them, adding strength to the enrollment and retention numbers we should see throughout the semester, summer and FY17. Congrats to all who are involved. Your commitment to student success is evident!

6. College Spotlight – Alex Berry of Student Engagement presented Student Engagement - the Co-Curricular Leadership Adventure

REPORT OF ICCTA

None

REPORT OF STUDENT TRUSTEE

Student Trustee Donnie Lewis reported on the upcoming events at Richland Community College. The activities are listed in the board book.

AGREEMENTS AND CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS

Dr. Saunders signed the Career and Technical Education FY2016 Perkins Postsecondary Sub-recipient Grant Agreement.

Dr. Saunders signed the Adult Education and Family Literacy FY2016 Sub-recipient Grant Agreement.

Dr. Saunders signed an agreement between Benedictine University and Richland Community College for the 3+1 Articulation Agreement for the Associate Degree in Nursing Program and Bachelor of Science in Nursing Degree Program.

EXECUTIVE SESSION

Dr. Cooprider moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (C) (1); for purpose of discussing collective negotiating matters, as specified in Section 2 (C) (2); for discussion of purchase or lease of real property, as specified in Section 2 (C) (5); for discussion of pending or probably litigation, as specified in Section 2 (C) (16) of the Open Meeting Act. Lewis seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

Meeting convened into closed session at 6:07 p.m.

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

CONSENT AGENDA

A recommendation to accept Christopher Senger as Full-Time Tenure Track Electrical Systems Instructor was proposed for approval to the Board.

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

OLD BUSINESS

A recommendation to approve the Legal Representation Agreement between Richland Community College and Franczek Radelet PC, effective January 27, 2016, was proposed for adoption to the Board.

Prince moved to approve the Legal Representation Agreement between Richland Community College and Franczek Radelet PC, effective January 27, 2016, as presented. Dr. Osborne seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

NEW BUSINESS

Consideration and Action on Retaining Bond Underwriter and Bond Counsel

A recommendation was made to the Board of Trustees to authorize the College Administration to enter into a contract with First Midstate, Inc. of Bloomington, Illinois, to serve as the Bond Underwriter and Chapman and Cutler LLP to serve as Bond Counsel for the issuance of Working Cash Bonds.

Dr. Cooprider moved to authorize the College Administration to enter into a contract with First Midstate, Inc. of Bloomington, Illinois, to serve as the Bond Underwriter and Chapman and Cutler LLP to serve as Bond Counsel for the issuance of Working Cash Bonds, as presented. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Recommendation for College Audit Services

A recommendation was made to the Board of Trustees to authorize the College Administration to engage the services of May, Cocagne & King, P.C. of Decatur, Illinois, for audit services in the amount of $45,200.00 for Fiscal Year 2016, $46,600.00 for Fiscal Year 2017, and $48,000.00 for Fiscal Year 2018, not to exceed $139,800.00.

Dr. Osborne moved to accept a recommendation that the Board of Trustees authorize the College Administration to engage the services of May, Cocagne & King, P.C. of Decatur, Illinois, for audit services in the amount of $45,200.00 for Fiscal Year 2016, $46,600.00 for Fiscal Year 2017, and $48,000.00 for Fiscal Year 2018, not to exceed $139,800.00 . Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Authorization to Sell Tanker Trailer Donated by ADM Company

A recommendation was made to the Board of Trustees to approve the disposition of the tanker trailer donated to the College by ADM Company.

Dr. Osborne moved to accept a recommendation that the Board of Trustees approve the disposition of the Tanker Trailer donated to the College by ADM Company. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Recommendation to Contract with BLDD for the design phase and construction of the Carroll School of Business

- A recommendation was presented to the Board of Trustees to authorize the College Administration to enter into a contract with BLDD of Decatur, Illinois, for the professional architectural and engineering services for the construction and renovation of the Carroll School of Business.

Dr. Osborne moved to authorize the College Administration to enter into a contract with BLDD of Decatur, Illinois, for the professional architectural and engineering services to construct and renovate the Carroll School of Business. Ritter seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

Board Policy Section 3 – Personnel – First Reading

Section 3 was presented for first reading. Updates were made to policies 3.1, 3.2, 3.4, 3.5, 3.6, and 3.7.

Section 3 has been reviewed by departments responsible for implementation and other College committees. In addition, the Cabinet has reviewed the revisions.

FINANCIAL REPORT

Bills Payable

The December 2015 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of $685,742.43 for December 2015 was distributed to the Board prior to the meeting.

Prince moved to ratify the December bills paid and approve the Financial Statement subject to audit. Dr. Cooprider seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

ITEMS FROM THE BOARD

Dale Colee recommended that the Board continue to get frequent financial updates pertaining to tuition waivers, and other financial adjustments, as the College develops its FY17 budget.

Randy Prince wished Ethel Bond congratulations on her retirement after 30 years of service to Richland Community College.

Bruce Campbell thanked the staff for their excellent presentations at the Winter Board Retreat. He also suggested that all Trustees have a good heart-to-heart conversation with Richard McGowan of the Foundation in their support of the Carroll School of Business Capital Campaign.

ADJOURNMENT

Prince moved and Dunning seconded to adjourn the meeting at 7:26 p.m.

_____
Dr. David Cooprider, Secretary

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

Richland Community College

TO: Dr. Gayle Saunders

FROM: Lisa Gregory, Executive Director, Public Information and Chief of Staff

DATE: February 2, 2016

SUBJECT: College Activities Report

Please find attached the *Richland Community College Activities Report* for the current month and a preview of next month. The *Activities Report* is meant to provide information on items of College-wide and community interest and to spotlight the variety of activities and events in which the College is engaged.

February 2016

February 18 — RCC Black History Month Soul Food Lunch – provided by Student Engagement
Noon – Mueller Student Center

February 23 — Professional Development Day (College Closed)
Professional Development day provides training and development opportunities to faculty and staff each year.

February 25 — Articulation Meeting
8:00 a.m. – 11:00 a.m. – NSEC
At this annual event, area Superintendents, Principals, and Guidance Counselors receive updates on the latest programs and happenings at Richland Community College.

February 29 — Annual Pancake and Sausage Day
7:30 a.m. – 10:00 a.m. – Food Service Area
Free pancakes and sausage served to students, faculty, and staff

March 2016

March 7 — Partners' Salute Luncheon
12:00 p.m. – Shilling Salons
Partners In Education recognizes and celebrates alliances between the business and education communities. Honorees include a dedicated community member(s), an outstanding business, an outstanding educator, and area high school valedictorians.

March 15 — Board of Trustees Meeting
5:30 p.m. – Board Room

Richland Community College

To: Dr. Gayle Saunders, President

From: Richard Gschwend, Director, Human Resources

Date: February 2, 2016

Subject: Personnel Update

Changes

Name	Position	Start Date
Jennifer Iwanski	Substitute Teacher Early Childhood Development Center	02/29/16

Richland Community College
One College Park
Decatur, Illinois 62521

Richland
COMMUNITY COLLEGE

MEMORANDUM

BUSINESS SERVICES

To: Dr. Gayle Saunders

From: Greg Florian

Date: February 8, 2016

Re: Construction Project Status

Current Construction Projects

Student Success Center – The status of this project remains unchanged due to the uncertainty of future State funding and the current shutdown. Security and Maintenance staff are monitoring the facility.

Ag/Maintenance Boiler Replacement – The College's engineering firm, Architectural Expressions, has developed the project budget and scope and the project is presented to the Board of Trustees for consideration at the February meeting. After Board of Trustees approval, the project will be submitted to the ICCB for approval as a Protection, Health, and Safety Project.

Richland *Community College*
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

February 2016

Student Trustee: Donnie Lewis

President: Shari Mariner ***Vice-President:*** Ashley Ronda ***Secretary/Treasurer***: Heidy Perales

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Student Engagement Activities:

- 2/18: Soul Food Tasting
- 2/26: Family Movie Night-*The Good Dinosaur*
- 3/9: Midterm Massages and Guided Meditation

Other:

- 2/29: Pancake & Sausage Breakfast
- 2/29-3/4: Career Week Activities
- 3/11-12: ICCB-SAC

SGA
Richland Community College
STUDENT GOVERNMENT ASSOCIATION

***C*ommitment *R*espect *E*xcellence *A*ccountability *D*iversity

EXECUTIVE SESSION

Executive Session- February 16, 2016

MOTION FOR CLOSED SESSION

I move that the Board enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negotiating matters, as specified in Section 2 (c) (2); for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); for discussion of pending or probable litigation, as specified in Section 2 (c) (11); and for self-evaluation, as specified in Section 2 (c) (16) of the Open Meetings Act.

Richland Community College is in compliance with Public Act 93-0523, requiring the tape or video recording of all executive sessions.

CONSENT AGENDA

TO: Board of Trustees

FROM: Dr. Gayle Saunders

DATE: February 16, 2016

SUBJECT: Consent Agenda

Mr. Chairman, Members of the Board of Trustees, the following items are presented as a consent agenda to be acted upon within the same motion. Any Board member may remove an item from the consent agenda to be acted upon separately. Supporting documentation for the consent agenda items is attached.

Therefore, it is recommended that the Board of Trustees approve the following:

A. Recommendation for the Granting of Tenure – Peter Wetzel, Lizabeth Hernandez, Joseph Draeger, and Richard Carter

   1. Resolution Nos. 15-3, 15-4, 15-5, and 15-6

B. Renewal and Non-Renewal of Non-Tenured Faculty

C. Charge-Back

   1. Cole Fredrickson – Agricultural Business: Precision Ag Technology – Parkland College – 2016 Fall Term through 2017 Summer Term

Thank you.

Richland Community College

Office of the President

TO: Board of Trusteed

FROM: Dr. Gayle Saunders 2/16/2016

DATE: February 16, 2016

SUBJECT: Tenure Recommendations

Mr. Chairman, Members of the Board, attached are memorandums from Dr. Denise Crews and Dr. Doug Brauer recommending 4 faculty members for the Granting of Tenure. The recommendations are as follows:

Health Professions

Peter Wetzel, Instructor, Practical Nursing
Lizabeth Hernandez, Instructor, AD Nursing

Economic Development

Joseph Draeger, Instructor, Welding Technology
Richard Carter, Instructor, Welding Technology

Dr. Crews and Dr. Brauer are available to answer any questions.

Therefore, it is recommended that the Board of Trustees adopt the following resolutions for the individuals listed: 15-3: Peter Wetzel, Instructor, Practical Nursing; 15-4: Lizabeth Hernandez, Instructor, AD Nursing; 15-4: Joseph Draeger, Instructor Welding Technology; 15-6: Richard Carter, Instructor Welding Technology, as presented.

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Richland Community College

TO: Dr. Gayle Saunders, President

FROM: Dr. Denise Crews, Vice President Academic Services

SUBJECT: Tenure Recommendation

DATE: January 28, 2016

On behalf of the faculty, Deans, and members of the Tenure Committee, it is a pleasure and an honor to recommend that the following faculty member be granted tenure with the College. This recommendation is consistent with the expectations and guidelines outlined in the "Tenure Review Process Tenure-Track Teaching Faculty" procedure.

A tenure review committee composed of tenured faculty members and the appropriate division Dean have worked with this candidate to assure that the excellence for which Richland teaching faculty are known is met as evidenced through the faculty member's syllabi, course content, classroom techniques, institutional and community responsibilities, and professional growth.

The following faculty member is being recommended for tenure:

Peter Wetzel, Instructor, Practical Nursing, HP Division. (BS, Millikin University; BS Illinois State University; MS Eastern Illinois University). Date of employment in a tenure track position with the College is August 2013.

Attached please find a letter of recommendation from the appropriate Dean for the faculty member listed above. Please contact me if you have questions.

Thank you.

c: Ellen Colbeck
Richard Gschwend

Richland Community College

TO: Dr. Gayle Saunders, President

FROM: Dr. Denise Crews, Vice President Academic Services

SUBJECT: Tenure Recommendation

DATE: January 28, 2016

On behalf of the faculty, Deans, and members of the Tenure Committee, it is a pleasure and an honor to recommend that the following faculty member be granted tenure with the College. This recommendation is consistent with the expectations and guidelines outlined in the "Tenure Review Process Tenure-Track Teaching Faculty" procedure.

A tenure review committee composed of tenured faculty members and the appropriate division Dean have worked with this candidate to assure that the excellence for which Richland teaching faculty are known is met as evidenced through the faculty member's syllabi, course content, classroom techniques, institutional and community responsibilities, and professional growth.

The following faculty member is being recommended for tenure:

Lizabeth Hernandez, Instructor, AD Nursing, HP Division. (BA, BS, MSN, Millikin University). Date of employment in a tenure track position with the College is January 2014.

Attached please find a letter of recommendation from the appropriate Dean for the faculty member listed above. Please contact me if you have questions.

Thank you.

c: Ellen Colbeck
Richard Gschwend

Richland Community College

TO: Dr. Gayle Saunders

FROM: Douglas Brauer

DATE: January 15, 2016

RE: Joseph Draeger – Tenure Recommendation

With this memo I am recommending that Joseph Draeger be granted tenure as faculty in the Welding Technology program.

Joseph Draeger was officially hired as the evening full-time welding instructor in August 2013. During the fall of 2013, in addition to his instructional responsibilities, Joseph assisted Richard Carter in the planning, design, bidding processes, equipment selection and supervision of equipment installation for the new welding laboratory as part of the Workforce Development Institute project.

In addition to ongoing instructional activities for College students. Joseph also successfully instructed a cohort of Workforce Investment Solutions students in the Welding 195 credit course during spring 2015. He remains eager to continue providing this skills training to future cohort students in addition to his regular instructional responsibilities.

With regards to professional development, in August 2014 Joseph attended a week-long boot camp sponsored by the American Welding Society. He successfully passed his AWS QC1 Associate Welding Inspector's certification. Additionally, he attended a robotic welding training school sponsored by Lincoln Electric. This training prepared him to use the new Lincoln Electric Robotic Education Cell 2.0 robotic welding trainer. Joseph also holds multiple certifications in welding, safety, training, management and instruction acquired as a union Boilermaker with 40 years experience.

During spring semester 2016, Joseph will begin serving on the Academic Standards Committee in further demonstration of his commitment to college service.

In consideration of teaching and learning, professional growth, and college service, his tenure committee (Steve Austin, David McLaughlin, and Maureen Ruski) is recommending that Joseph Draeger be awarded tenure based on review of course syllabi developed, classroom performance, student evaluations, and professional development accomplishments.

Richland Community College

TO: Dr. Gayle Sunders

FROM: Douglas Brauer

DATE: January 15, 2016

RE: Richard Carter – Tenure Recommendation

With this memo I am recommending that Richard Carter be granted tenure as faculty in the Welding Technology program.

Richard Carter was officially hired as a full-time welding instructor in August 2013. Prior to this time he taught welding as a temporary full-time welding instructor. During the fall of 2013, in addition to his instructional responsibilities, Richard was very involved in the planning, design, bidding processes, equipment selection and supervision of equipment installation for the new welding laboratory as part of the Workforce Development Institute project.

Instructional activities have included being the lead for the Welding program, as well as successfully instructing Highway Construction Careers Training Program students in basic welding techniques for the inaugural class held during fall 2014. He will continue to provide this skills training to students in the spring 2016 Highway Construction class.

Professional development activities have included sitting for American Welding Society exams and successfully being awarded the AWS QC1 Associate Welding Inspector's Certification and the AWS QC1 Welding Inspectors Certification. This was undertaken in support of gaining AWS accreditation for the Welding Technology program. Additionally, Richard attended a robotic welding training school sponsored by Lincoln Electric. This training prepared Richard to use the new Lincoln Electric Robotic Education Cell 2.0 robotic welding trainer.

In the fall of 2015, Richard assisted Dean Jack Adwell in restructuring the Welding curriculum for welding certificates and the AAS degree. Richard also converted all Welding courses from Angel to the Canvas learning management system. During spring semester 2016, Richard will begin serving on the Student Learning Outcomes Assessment committee in further demonstration of his commitment to college service.

In consideration of Richard Carter's engagement with students and the College, his tenure committee (John Daum, Chris Merli, and Steve Gilbertz) is recommending tenure based upon review of course syllabi, classroom performance, student evaluations, and professional development.

RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
ONE COLLEGE PARK
DECATUR, ILLINOIS 62521

RESOLUTION NO. 15-3: GRANTING OF TENURE TO PETER WETZEL

WHEREAS, Peter Wetzel, has been a full-time faculty member at Richland Community College since 2013, and

WHEREAS, Peter Wetzel has performed the duties of his position as Instructor in a meritorious manner, and

WHEREAS, as a result of the faculty evaluation process, Peter Wetzel is deemed qualified to be a tenured member of the full-time faculty, and meets other stipulations of ARTICLE IIIB of the Illinois Community College Tenure Act.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Richland Community College approves and hereby does grant tenure to Peter Wetzel.

COMMUNITY COLLEGE DISTRICT NO. 537
OF MACON, CHRISTIAN, DEWITT, LOGAN,
MOULTRIE, PIATT, SANGAMON AND
SHELBY COUNTIES, AND STATE OF
ILLINOIS

BY:_____
Bruce Campbell, Chairman

ATTEST:

_____
Dr. David Cooprider, Secretary

DATE: February 16, 2016

RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
ONE COLLEGE PARK
DECATUR, ILLINOIS 62521

RESOLUTION NO. 15-4: GRANTING OF TENURE TO LIZABETH HERNANDEZ

WHEREAS, Lizabeth Hernandez, has been a full-time faculty member at Richland Community College since 2014, and

WHEREAS, Lizabeth Hernandez has performed the duties of his position as Instructor in a meritorious manner, and

WHEREAS, as a result of the faculty evaluation process, Lizabeth Hernandez is deemed qualified to be a tenured member of the full-time faculty, and meets other stipulations of ARTICLE IIIB of the Illinois Community College Tenure Act.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Richland Community College approves and hereby does grant tenure to Lizabeth Hernandez.

COMMUNITY COLLEGE DISTRICT NO. 537
OF MACON, CHRISTIAN, DEWITT, LOGAN,
MOULTRIE, PIATT, SANGAMON AND
SHELBY COUNTIES, AND STATE OF
ILLINOIS

BY:_____
Bruce Campbell, Chairman

ATTEST:

_____
Dr. David Cooprider, Secretary

DATE: February 16, 2016

RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
ONE COLLEGE PARK
DECATUR, ILLINOIS 62521

RESOLUTION NO. 15-5: GRANTING OF TENURE TO JOSEPH DRAEGER

WHEREAS, Joseph Draeger, has been a full-time faculty member at Richland Community College since 2013, and

WHEREAS, Joseph Draeger has performed the duties of his position as Instructor in a meritorious manner, and

WHEREAS, as a result of the faculty evaluation process, Joseph Draeger is deemed qualified to be a tenured member of the full-time faculty, and meets other stipulations of ARTICLE IIIB of the Illinois Community College Tenure Act.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Richland Community College approves and hereby does grant tenure to Joseph Draeger.

COMMUNITY COLLEGE DISTRICT NO. 537
OF MACON, CHRISTIAN, DEWITT, LOGAN,
MOULTRIE, PIATT, SANGAMON AND
SHELBY COUNTIES, AND STATE OF
ILLINOIS

BY:_____
Bruce Campbell, Chairman

ATTEST:

_____
Dr. David Cooprider, Secretary

DATE: February 16, 2016

RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
ONE COLLEGE PARK
DECATUR, ILLINOIS 62521

RESOLUTION NO. 15-6: GRANTING OF TENURE TO RICHARD CARTER

WHEREAS, Richard Carter, has been a full-time faculty member at Richland Community College since 2013, and

WHEREAS, Richard Carter has performed the duties of his position as Instructor in a meritorious manner, and

WHEREAS, as a result of the faculty evaluation process, Richard Carter is deemed qualified to be a tenured member of the full-time faculty, and meets other stipulations of ARTICLE IIIB of the Illinois Community College Tenure Act.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Richland Community College approves and hereby does grant tenure to Richard Carter.

COMMUNITY COLLEGE DISTRICT NO. 537
OF MACON, CHRISTIAN, DEWITT, LOGAN,
MOULTRIE, PIATT, SANGAMON AND
SHELBY COUNTIES, AND STATE OF
ILLINOIS

BY:_____
Bruce Campbell, Chairman

ATTEST:

_____
Dr. David Cooprider, Secretary

DATE: February 16, 2016

Richland Community College

Office of the President

TO: Board of Trustees

FROM: Dr. Gayle Saunders

DATE: February 16, 2016

SUBJECT: Continuation of Non-Tenured Faculty

Mr. Chairman, Members of the Board, Dr. Denise Crew and Dr. Doug Brauer have provided memorandums recommending the renewal of Non-Tenured faculty for FY 17. Faculty include: Karl Evans, Instructor, Heating, Ventilation, and Air Conditioning Technology, Kent Mears, Instructor, Collision/Repair Technology, Darin Richardson, Instructor, Medium/Heavy (Diesel) Truck Technology, Travis White, Instructor, Mathematics, Brenda Hubner, Instructor, Health Information Technology, Dr. Jarmese Sherrod, Assistant Professor, Development English, and Bill Mertell, Instructor, Drafting and Design Engineering. Dr. Crews has made a recommendation for the non-renewal of Jim Kralik, non-tenured faculty, for the 2016-2017 academic year.

After reviewing documentation and reviewing comments from the Dean and Committee members, I agree with their recommendations.

Therefore, it is recommended that the Board of Trustees renew Non-Tenured Faculty: Karl Evans, Instructor, Heating, Ventilation, and Air Conditioning Technology; Kent Mears, Instructor, Collision/Repair Technology; Darin Richardson, Instructor, Medium/Heavy (Diesel) Truck Technology; Travis White, Instructor, Mathematics; Brenda Hubner, Instructor, Health Information Technology; Dr. Jarmese Sherrod, Assistant Professor, Development English; Bill Mertell, Instructor, Drafting and Design Engineering; and the non-renewal of Jim Kralik, non-tenured faculty for the 2016-2017 Academic year.

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CHARGE BACKS

RICHLAND COMMUNITY COLLEGE
ACADEMIC SERVICES

MEMORANDUM

TO: Dr. Gayle Saunders

FROM: Dr. Denise Crews

SUBJECT: Application to Attend Another Recognized Illinois Public Community College (Charge-Back)

DATE: February 2, 2016

An Application for Charge-Back has been reviewed and approval is recommended for the applicant listed below:

Application for First Time Enrollment

Cole Fredrickson 102 Williams Way Maroa, IL 61756	Agricultural Business: Precision Ag Technology Parkland College	AAS Fall 2016 thru Summer 2017

OLD BUSINESS

Richland Community College

Office of the President

TO: Board of Trustees

FROM: Dr. Gayle Saunders

DATE: February 16, 2016

SUBJECT: Approval for Protection, Health, and Safety Project to replace the boiler in the AG/Maintenance Building

The existing boiler in the Ag/Maintenance building is experiencing frequent breakdowns and the cost of repairs is becoming greater. The cost of operating the existing gas-fired boiler can be reduced by installing a more energy efficient unit-boiler similar to those installed on the mail campus building.

The scope of this project includes replacing the boiler and attached pumps, piping, and controls, as well as providing documentation for energy rebates. The engineer's estimate for this project is $54,816.00. Funding for the project is available from prior completed PH&S projects and no tax levy to fund the project is required.

Resolution No. 15-7, is attached for consideration authorizing the use of Protection, Health, and Safety funding.

Therefore, it is recommended that the Board of Trustees approve Resolution No. 15-7, Resolution to Approve Protection, Health , and Safety Project, and authorize the Administration to submit the resolution to the Illinois Community College Board as a Protection, Health, and Safety project under 805 ILC3-20.3.1.

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Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

Business Office

To: Dr. Gayle Saunders

From: Greg Florian

Date: February 3, 2016

Re: Approval for a Protection, Health, and Safety Project to replace the boiler in the Ag/Maintenance Building

The existing boiler in the Ag/Maintenance building is approaching the end of its useful life. The boiler and heating system is experiencing more frequent breakdowns and the cost of repairs is becoming greater. Additionally, the cost of operating the existing gas-fired boiler can be reduced by installing a more energy efficient unit-boiler similar to those installed on main campus building.

The scope for this project includes completely replacing the boiler and attached pumps, piping, and controls as well as providing documentation for possible energy rebates.

The engineer's estimate for this project including fees is $54,816. Funding for the project is available from prior completed PH&S projects. No tax levy to fund the project will be required.

A resolution authorizing the use of Protection, Health, and Safety funding is attached for consideration. The College does have sufficient Protection, Health, and Safety funding to undertake this project remaining and unspent from previous projects. A resolution is required to utilize these funds. The College's engineering firm has certified that this project meets the required criteria for a PH&S funded project.

It is recommended that the Board approve the resolution and authorize the Administration to submit the resolution to the Illinois Community College Board as a Protection, Health, and Safety project under 805 ILCS3-20.3.1.

RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
ONE COLLEGE PARK
DECATUR, ILLINOIS 62521

RESOLUTION NO. 15-7: RESOLUTION TO APPROVE PROTECTION, HEALTH, AND SAFETY PROJECT

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District #537, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Richland Community College District #537; and

WHEREAS, Section 805/3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to use protection, health, and safety bond proceeds to pay for such repairs or alterations; and

WHEREAS, there are not sufficient funds available in the Operation and Maintenance Fund to complete the project and the college has an available balance of protection, health & safety monies from a prior bond issue; and

WHEREAS, the Board has received a report from a licensed professional engineer certifying that the following project at Richland Community College requires repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alterations is:

Project Name	**Budget Amount**
Boiler Replacement Ag/Maintenance Building	$54,816

WHEREAS, the Board certifies this project also meets the requirements of 805/3-20.3.01 of the Public Community College Act and is a necessary project for energy conservation, health or safety, environmental protection, or handicapped accessibility and not routine maintenance projects.

NOW, BE IT RESOLVED by the Board of Trustees of Richland Community College District #537, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to insure the structural integrity of Richland Community College facilities.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Richland Community College to complete the project set forth above.

4. The Board approved the completion of the Protection, Health, and Safety project as described below:

Project Name	**Budget Amount**
Boiler Replacement Ag/Maintenance Building	$54,816

5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.301 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

COMMUNITY COLLEGE DISTRICT NO. 537
OF MACON, CHRISTIAN, DEWITT, LOGAN,
MOULTRIE, PIATT, SANGAMON, AND SHELBY
COUNTIES, AND STATE OF ILLINOIS

BY: _____
Bruce Campbell, Chairman

ATTEST:

_____
Dr. David Cooprider, Secretary

DATE February 16, 2016 (SEAL)

Richland Community College

Office of the President

TO: Board of Trustees

FROM: Dr. Gayle Saunders

DATE: February 16, 2016

SUBJECT: Acceptance of 2016 Strategic Plan Priorities

Mr. Chairman, Members of the Board, the 2016 Strategic Plan Priorities have been presented to you and are awaiting acceptance.

The 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, have developed a Strategic Plan that addresses the four primary strategic goals of the College. These goals and specific strategies provide the framework for fostering a culture of success for Richland faculty, staff and students.

The Strategic Plan Priorities outline the goals and strategies deemed to be of great importance for this calendar year, as well as desired outcomes, to achieve the results discussed in our 2015-2018 Strategic Plan. The proposed 2016 priorities support the four primary strategic goals: *Elevate Teaching and Learning Standards*, *Foster Student Success and Completion*, *Create and Advance Workforce Development Partnerships*, and *Ensure a Sustainable Organization*. It is a challenging, tactical annual plan to guide staff, students, and community partners when making decisions. Enhanced educational achievement and progress of our students are the intended outcomes.

Therefore, it is recommended that the Richland Community College Board of Trustees accept the 2016 Strategic Plan Priorities, as presented.

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NEW BUSINESS

Richland Community College

Office of the President

TO: Board of Trustees

FROM: Dr. Gayle Saunders

DATE: February 16, 2016

SUBJECT: Tuition Waiver Program Modifications

Mr. Chairman, Member of the Board, attached is a memorandum from Greg Florian, Vice President, Finance and Administration, recommending program modifications to the Tuition Waiver Program.

As part of the financial review, tuition waiver programs and their associated program costs have been reviewed. For the current academic year, the amount of tuition waived is slightly over $420,000.00 and covers 7.4% of the credit hours generated during the 2015-2016 academic year.

The effort to address the financial situation that the College is experiencing due to a constant decline in State funding associated with credit hours has been experienced and has been reduced by more than one-third since 2002. Costs for instruction have increased over 35 percent and the situation is compounded by the State's lack of current year funding and prospective of substantial reductions for fiscal year 2017.

Therefore, it is recommended that the Board of Trustees allow the College Administration to award any scholarships that have previously been awarded. It is recommended that no new Honors Opportunities Program tuition waivers be awarded for future students. And, it is recommended that the Trustees Scholarship be awarded at the fifty percent of tuition level for all new enrollees.

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Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

Business Office

To: Dr. Gayle Saunders

From: Greg Florian

Date: February 4, 2016

Re: Tuition Waiver Program Modifications

At the January 26th Board of Trustees retreat, part of the financial review examined the institutional cost of several tuition waiver programs and their associated program costs. For the current academic year the amount of tuition waived is slightly over $420,000 and covers 7.4% of the credit hours generated during the academic year 2015-2016.

Several financially significant items have occurred since 2002 when the Trustees Scholarship program was originally envisioned. First, a constant decline in State funding associated with credit hours has been experienced and has been reduced by more than one-third since 2002. At the same time, costs for instruction have increased over 35 percent. The situation is compounded by the State's lack of current year funding and the prospective of substantial reductions for fiscal year 2017.

In order to begin addressing one aspect of the financial situation, tuition waivers given for the Principal Scholarship, WYSE competition, and community support waivers have been discontinued. Discontinuing the practice of offering these waivers is anticipated to save approximately $37,000 annually.

Honors Opportunities is a program to encourage academically talented, motivated students to pursue knowledge, both in breadth and depth, in order to achieve their maximum potential. Students benefit by closely working with faculty members on in-course honors projects, regularly meet and share ideas with other honors students, and receive the valued designation on RCC transcripts for honors classes. Also, the student's tuition is 100 percent waived for all of their coursework. While this very successful program greatly benefits students, the cost in lost tuition for the 2015-2016 academic year is over $112,000.

The Trustee's Scholarship program was approved originally in January 2002. This program has provided a significant benefit to many Richland students since inception. Goals stated in the concept included, "expanding awareness of RCC's mission and promote a positive public image within the communities served" and to, "increase the number of certified credit hours generated by 2.5% annually" and to, "increase student retention." This program has received some financial support with the generous gift from the Richland Foundation for Scherer Scholarship. However, the students meeting the qualifications for the Trustees Scholarship exceed the amount of Scherer annual funding. The cost of the Trustees Scholarship for the 2015-2016 academic year is over $212,000 for the 82 students included in the program.

The effort to address the financial situation that the College is experiencing it is recommended that any of these scholarships that have previously been awarded will be honored by the College. It is recommended that no new Honors Opportunities Program tuition waivers be awarded for future students. Finally, it is recommended that the Trustees Scholarship be awarded at the fifty percent of tuition level for all new enrollees.

BOARD POLICIES, PROPOSALS, AND CHANGES

Richland Community College

Office of the President

TO: Board of Trustees

FROM: Dr. Gayle Saunders GS/jmc

DATE: February 16, 2016

SUBJECT: Board Policy Section 3 – Personnel - Second Reading

A policy section review is completed at least every four years in order to assure that policies and procedures align. A comprehensive review of Board Policy Section 3 – Personnel has been completed.

Section 3 was last reviewed in its entirety in 2011. The current Section 3 review began in the fall of 2015 and has been revised to reflect current statutes. Section 3 polices contained procedures that have been removed and added to the procedures manual. Most changes are reflective of clarification in language and identification of responsible offices for implementation of policy.

Board Policy Section 3 has been reviewed by the Board of Trustees, President's Cabinet, departments responsible for implementation and other College committees. No action is recommended at this time.

Thank you.

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Richland Community College

TO: Dr. Gayle Saunders

FROM: Greg Florian Greg

DATE: February 16, 2016

SUBJECT: Board Policies – Section 3 – Personnel – Second Reading

Mr. Chairman, Members of the Board, Section 3 of the Board Policy manual is presented for second reading. There were no changes since the first reading. Updates to Section 3 include:

3.1.8 – Return to Work SURS annuitants	This new section has been added to prohibit the hiring of an Affected Annuitant and places the College into a "safe harbor" position under SURS Rules.
3.2.3.3 – Adjunct Faculty	Modifies the definition of adjunct faculty classification to less than 12 equated hours per semester. This now matches the practice and language in the College's collective bargaining agreements.
3.2.3.4 – Temporary Full-Time Faculty	Modifies the definition of a temporary full-time faculty classification to 12 or more equated hours per semester. This now matches the practice and language in the College's collective bargaining agreements.
3.2.4.2 – Temporary Part-Time Employees	A paragraph has been added that limits the time an employee can be classified as temporary to no more than four months.
3.2.4.3 – Temporary Full-Time Employees	A paragraph has been added that limits the time an employee can

	be classified as temporary to no more than four months.
3.4.1 – Faculty Promotion in Rank	This change clarifies language to be consistent with the current Collective Bargaining Agreement and practice allowing a full-time faculty to receive tenure and promotion during the same academic year.
3.5.1 – Chronic Communicable Disease	Cleans up language by eliminating the term seniority.
3.5.4 – Whistleblower Protection	The language has been changed to be consistent with the current job titles.
3.5.7 – Conflict of Interest	Adds a new reference to cite the Conflict of Interest section in the Public Community College Act. Specifically adds language including Trustees, employees, officers, and agents of the College to be covered by the policy. This section adds a paragraph that clarifies the reporting lines when a notification of a conflict of interest is presented. These changes are necessary to comply with revised Federal grant regulations.
3.5.11 – Resignation	This newly added language clarifies that an employee should submit an anticipated last day of employment in their letter of resignation.
3.6.4.1 – Salary Overpayment and Corrections	A new citation to be compliant with the Illinois Wage Payment and Collections Act and clarifies that the College requires employees that have been overpaid must return the overpayment to the College.

3.6.5.1 – Holidays	A new paragraph has been added that clarifies the status of holiday campus closing that is the current practice. Specifically, this section states that should a holiday fall on a weekend the holiday will be taken on either the proceeding or succeeding weekday. A section clarifies that the supervisor can alter the work schedule to coincide with the College's hours of operation.
3.6.5.15 – Layoff Status	This newly added section addresses that when an employee is on layoff status, their employee benefits terminate at the end of the month in which their last day of employment falls.
3.7.1 – Health, Dental, Life AD&D, and Disability Insurance Benefits	A paragraph is added stating that the Board of Trustees has delegated, to the President the authority to administer eligibility to receive employee benefits as specified under the Affordable Care Act.
3.7.2.1.1 – Credit Classes	Modifies the age maximum for a dependent to be eligible to receive a tuition waiver for a credit class so that it is consistent with health insurance benefits. Adds language that the enrollment generated by the waiver cannot be considered when determine whether to run a class.
3.7.2.1.3 – Non-Credit Classes	Removes language and clarifies referencing maximum class size and clarifies that Commercial

	Driver's License classes will not be eligible for a tuition waiver.
3.7.2.2.1 – Credit Classes	Removes language that limits the over enrollment of a class due to the part time employee receiving a waiver.

3.1 EMPLOYMENT OF PERSONNEL - Adopted 8/21/90; Revised 2/20/07

3.1.1 "At Will" Employment

Unless specified otherwise by written contract, all employees have an "at will" employment relationship with Richland Community College. Thus, both the College and the employee have the right to terminate employment at any time, with or without cause or advance notice. The College's personnel policies are intended to provide guidance as to the College's ordinary approach to the topics discussed and not to promise that the College will act at all times in accordance with the policies. Specific circumstances may warrant exceptions. The purpose of the policies of the Board of Trustees is to establish clear expectations for all employees in regard to the terms, conditions, and benefits of employment.

3.1.2 Union Represented Faculty

Richland Community College is committed to honoring its collective bargaining agreements. In the event that there is any discrepancy between the information contained in this Policy Manual and matters contained in a collective bargaining agreement for union employees, the provisions of the collective bargaining agreement will take precedence.

A union-represented employee is encouraged to consult with his or her supervisor if he or she has any questions about the collective bargaining agreement and its impact on employment with the College.

3.1.2.1 "Just Cause" Standard for Tenured Faculty

The Community College Tenure Act (ILCS 805/3B-4) provides that tenured faculty members may be dismissed for "just cause." For this purpose, "just cause" will normally consist of the following:

(1) incompetence, cruelty, negligence, immorality or when the faculty member is not qualified to perform the services for which that faculty member is employed;

(2) failure of faculty to attend to his or her duties or to implement, perform or adhere to directives or orders;

(3) any action by faculty involving willful misconduct or

malfeasance or gross negligence in the performance of his duties;

(4) conduct of a criminal nature which may have an adverse impact on the College's reputation and standing in the community;

(5) conviction of a crime involving moral turpitude, including fraud, theft or embezzlement;

(6) any fraudulent conduct in connection with the business affairs of the College; or

(7) any other conduct that is substantially harmful to students, other employees or the College itself.

3.1.3 Authority to Hire - 11/18/08

The Board of Trustees shall approve the employment of people in the following classifications and positions: Faculty, Director, Dean, Vice President, and the President.

The Board of Trustees delegates to the President of the College, or the President's designee, the authority to employ people in all other categories and positions.

3.1.3.1 Academic Rank - Initial Placement - Adopted 3/76

As an organization that inherently places value on educational background and related experience, Richland Community College supports placement of newly hired faculty at levels that are commensurate with education and experience. Initial placement can be at any of the following four ranks: Instructor, Assistant Professor, Associate Professor, and Professor. The Board of Trustees authorizes the College administration to determine criteria and procedures for initial placement.

3.1.4 Background Checks

As a condition of employment, employees may be subject to the following *checks, which may include but are not limited to:*

- Criminal background checks
- Personal background checks
- *Consumer Reports*
- Drug screening
- Non-compete contract
- Driving record review (IDOT)

3.1.5 Employment of Relatives

The College has no general prohibition against hiring relatives of other employees. However, a few restrictions have been established to avoid compromising the integrity of the College's management structure.

While the College will accept and consider applications for employment from relatives of current employees or from individuals with close personal relationships with employees, these individuals generally will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another relative or intimate regularly residing in the same household. Relatives or intimates generally will not be placed in positions where they work with or have access to sensitive information regarding relatives or close family members or if there is an actual or apparent conflict of interest. Further, if two employees are relatives or have a close personal relationship and they are placed in a supervisory relationship to each other, they are required to bring that relationship to the attention of Human Resources.

3.1.6 Probation

All employees not covered by contract are considered probationary employees during their initial ninety (90) days of employment with the College. The discharge of an initial probationary employee shall not be subject to the grievance steps. The probationary period may be extended for an additional ninety (90) days upon the mutual agreement of the College and the employee.

3.1.7 Grievance - revised 12/15/09

The College welcomes the opportunity to address employee concerns or complaints about College policies, procedures, personnel actions, or other matters over which the College has control. Employees wishing to initiate a grievance should submit the issue in writing to their immediate supervisor, with a copy to a Human Resources representative. Grievances must be presented within ten college days of the occurrence, or within ten college days of the time it was reasonable for the employee to become aware of the occurrence, to be considered by the College. Employees are assured that there will be no retaliation for initiating a grievance. Employees covered under a collective bargaining agreement will follow those grievance procedures. All other employees shall follow the procedures established by the College.

3.1.8 Return to work SURS annuitants - 1.4.16

It shall be prohibited to employ, re-employ, hire, offer an employment contract, or otherwise create an employment relationship for any individual defined as an "Affected Annuitant", under 40 ILCS 5/15-139.5. It shall be the individual's duty and responsibility to inform the College prior to hiring that they are receiving an annuity as the result of employment by a SURS or SURS reciprocal covered employer. Failure to notify the College of this information will be immediate termination.

Earnings Limitations for SURS Annuitants:
A SURS annuitant is subject to earnings limitations. SURS Traditional and Portable Plan annuitants returning to work at the College must immediately notify the Human Resources Office and SURS of their intent to return to work prior to hire. The earnings limitations defined by legislation, Administrative Rule, or SURS shall be complied with and the College reserves the right to restrict, reduce, or suspend an employee's work time in order to meet the SURS earnings limitations.

Failure to notify the College of any SURS earnings limitations or affected annuitant status that creates a financial obligation to the College will become the responsibility of the individual.

3.2 CLASSIFICATION OF PERSONNEL - Adopted 8/1/90. Revised 11/18/08

In order to provide standardized classifications of employment

for individuals employed at Richland Community College, the following employment descriptors will be used to define staff groups. The following definitions are prescribed:

3.2.1 Executive Staff - 11/18/08

Executive staff shall be those individuals who are the officers and senior managers of the College who direct and oversee the programs, staff, and operations of the Board of Trustees.

Such individuals shall include but not limited to the following positions: the President, Vice Presidents, and Deans.

3.2.2 Administrative Staff - 11/18/08

Administrators shall be those individuals who manage, administer, and support the operations of the College.

Such positions shall include but are not limited to the following positions: Directors, Supervisors, Professional, Technical, Maintenance, Custodial, and Clerical Staff.

3.2.3 Faculty

Faculty are individuals who spend more than one half (50%) of their workload in the activity of teaching and providing instruction to students.

3.2.3.1 Full-time Tenure-Track Faculty

Full-time teaching faculty members shall teach twenty-four (24) to thirty (30) equated credit hours per academic year and shall adhere to the provisions of Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

3.2.3.2 Full-time Tenure-Track Librarians and Counselors

Individuals in this classification are limited to librarians and counselors who spend more than one half (50%) of their time providing service directly to students and shall adhere to the provisions of Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

3.2.3.3 Adjunct Faculty

Adjunct (Part-time) teaching faculty are those individuals who teach less than ~~fifteen (15)~~ **twelve (12)** equated hours per semester. ~~or less than thirty (30) equated credit hours per academic year as defined in the provisions of the Collective Bargaining Agreement between Richland Adjunct Federation of Teachers Local #6218 and Richland Community College Board of Trustees.~~

3.2.3.4 Temporary Full-Time Faculty

Temporary full-time teaching faculty members shall teach ~~twenty-four (24) to thirty (30) equated credit hours per academic year or fifteen (15~~) twelve (12) or greater equated credit hours per semester. No employees shall remain in this classification greater than two (2) consecutive years. These individuals also must adhere to the provisions of Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community

College Federation of Teachers Local 4262.

3.2.4 Other Staff

Other staff is that group of employees not included in the above classifications.

3.2.4.1 Adult Education Instructors

Adult Education Instructors are employees who teach Adult Education open entry, open exit courses. Instructors are contracted to provide services for sixty (60)-minute contact hours as assigned.

3.2.4.2 Temporary Part-Time Employees

Temporary part-time personnel are employed in positions for a semester or less than five-month duration. With this classification there is no anticipation of continuing employment.

An employee classified as Temporary Part-Time may be placed into an on-going position upon approval by the College President. However, the part-time status of an individual shall not continue beyond four months.

3.2.4.3 Temporary Full-Time Employees

Temporary full-time personnel are employed in positions for a semester or less than five-month duration. With this classification there is no anticipation of continuing employment. This position may be eligible for benefits.

An employee classified as Temporary Full-Time may be placed into an on-going position upon approval by the College President. However, the part-time status of an individual shall not continue beyond four months.

3.2.4.4 Student Employees

Student employees are enrolled as students at Richland Community College for at least 6 credit hours and are in "good academic standing" as defined by the College's Academic Standard Policy.

A student employee who demonstrates financial need may participate in the Federal Work Study program, a federal

financial aid program designed to provide subsidized part-time employment for eligible students.

3.2.4.5 Contract Employees

Department of Corrections -- are employees hired by Richland Community College but who are governed by the rules and procedures of the contract with the Illinois Department of Corrections.

Other contractual employees -- are employees hired for a specific period of time by Richland Community College to perform specific functions and duties designated by a contract.

3.2.4.6 Grant-Funded Employees

Individuals who are employed through federal or state grants to perform functions and duties designated by the grant. Employment generally extends only through the length of the grant, with no guarantee of further employment by the College.

3.3 DEFINITION OF EMPLOYMENT WORKWEEK/WORKLOAD - Adopted 5/15/90;

3.3.1 Non-Faculty

3.3.1.1 Full-Time Employment

All full-time employment is based on a forty (40)-hour workweek.

Full-time employees will receive two paid 15-minute breaks. Meal breaks are not part of the forty-hour (40) workweek and are unpaid.

3.3.1.2 Part-Time Employment

All part-time employment is based on a workweek of less than forty (40) hours.

Part-time employees who work a four-hour shift will receive a paid fifteen (15)-minute break, and those working five (5) or more continuous hours will receive a thirty (30)-minute unpaid meal break.

3.3.1.3 Student Employment

Student employment is limited to twenty (20) hours per week while classes are in session and thirty (30) hours per week during a semester break (fall and/or spring) and is based on eligibility.

Student employees who work a four-hour shift will receive a paid fifteen (15)-minute break, and those working five (5) or more continuous hours will receive a thirty (30)-minute unpaid meal break.

3.4 EMPLOYEE ASSESSMENT/APPRAISAL - Adopted 5/15/90

The objectives of employee assessment/appraisal are to foster a commitment to the employee's job performance and a commitment to continuing employee self-development and achievement. All employees will be required to participate in this annual program.

When circumstances warrant, an employee's supervisor may conduct an employee assessment/appraisal at any time.

The Board of Trustees authorizes and delegates to the President of the College the authority to develop a Faculty Evaluation Program and a Tenure Review Procedure which is consistent with the statutory required procedures of granting tenure as required by the Illinois Compiled Statutes (110 ILCS 805/3B et. seq.).

3.4.1 Faculty Promotion in Rank

Richland Community College is dedicated to supporting the professional growth and success of its faculty. Progression in academic rank is awarded to faculty members who achieve excellence in work that directly benefits students.

Promotion in rank will be granted to full-time faculty members who achieve levels of excellence described in the "Criteria for Promotion" and who are approved by the Board of Trustees.

Integral elements of the promotion system include the following: faculty initiative, a broadly-based process of recommendation that relies on significant input from students, faculty, and administrators, a final decision by the Board of Trustees, and the right to appeal at various points in the process.

The progression of academic ranks (from lowest to highest) in the promotion system is as follows:

Instructor
Assistant Professor
Associate Professor
Professor

(Per the policy regarding Initial Placement, note that initial placement can be at any of the listed ranks.)

The process of faculty promotion will be consistent among divisions and other units of the College. Promotion signifies the faculty member's movement from one rank to the immediately succeeding rank. The faculty member is eligible for the next succeeding rank only. ~~Promotion will not occur until the faculty member has achieved tenure at Richland Community College~~. Tenure and promotion may occur in the same academic year. The Board of Trustees authorizes and delegates to the President of the College the authority to develop procedures to administer this program.

3.5 GENERAL EMPLOYMENT

3.5.1 Chronic Communicable Disease

A chronic communicable disease, as used hereinafter, is defined as any disease or condition that has been declared, by the Illinois Department of Public Health, to be contagious, infectious, communicable and dangerous to the public health. Illinois Statutes 745 ILCS 45 and 77 Ill. Admin. Code 690, ET. al., outlines requirements in working with persons with chronic communicable diseases. If an employee has a chronic communicable disease or is reasonably suspected of having such a disease, the employee shall inform the President or a designee, and they shall be responsible for convening a multidisciplinary review team. Appropriate reports, as required by law, shall also be made to public health authorities.

Pending determination of the employee's status, the employee may be temporarily excluded from work for a period not to exceed ten (10) working days or may be transferred to another position by the President or designee. An extension of this period may be approved by the multidisciplinary team. During this period of temporary exclusion, the employee will be entitled to receive pay and benefits.

An employee with a chronic communicable disease or an employee reasonably suspected of having such a disease may be required to submit to a physical examination, conducted by a physician

selected by the College and provided at College expense. The employee shall then be evaluated by a multidisciplinary review team that will ordinarily consist of appropriate College personnel, including a representative of the College and a physician or other consultants selected by the President or designee, the employee's physician(s), the employee's counsel (at the employee's expense), public health personnel, and the employee. To the extent possible, the team's report and recommendations, including any dissenting opinions, will be forwarded to the President and the employee within ten (10) working days of the team meeting. Subsequent reevaluations may be undertaken at the request of the employee or the College.

In the event an employee on temporary exclusion is determined no longer to have a chronic communicable disease or that accommodations can be made without undue hardship that enable the employee to return to work without reasonable risk of transmission to other employees within one year, the employee will be reinstated to his/her original position or a similar one without loss of ~~seniority~~ or benefits.

Employees with chronic communicable diseases will normally be permitted to retain their positions whenever, through reasonable accommodation of the employee's condition and without undue hardship to the College, there is no reasonable risk of transmission of the disease to others. The employee shall enjoy all applicable statutory rights.

The employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to the employee and others. Persons with a "need to know" will be provided with necessary information, but they will be directed not to further disclose such information.

If an employee is being considered for dismissal for reasons relating to a chronic communicable disease, appropriate due process will be provided.

3.5.2 Drug-Free Workplace

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Richland Community College owned or controlled property and during work time.

No employee will report to work while under the influence of a controlled substance. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance

use disorder or for disciplinary action up to and including termination.

The use of alcohol while on Richland Community College owned or controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College President for approved college functions.

Any work-related accident will be subject to a drug screen within 24 hours of the accident.

Any employee will be subject to reasonable suspicion drug screening.

The College will require employees to submit to a substance abuse screen where the College has reasonable suspicion that the employee is under the influence of drugs or alcohol. Refusal to submit to such a screen will be considered insubordination, subject to discipline up to and including dismissal.

Any Richland Community College employee determined to have violated this policy will be subject to disciplinary action up to and including dismissal and immediate removal from College facilities.

3.5.3 Harassment-Free Workplace - Deleted 12/15/09(superseded by Policy 5.3)

3.5.4 Whistleblower Protection

The College is committed to protecting employees from retaliation for having made a protected disclosure. This policy is derived from the Illinois Whistleblower Protection Act. Pursuant to this Act, a College employee may not retaliate against an employee who discloses information to a government or law enforcement agency where the employee reasonably believes that the information disclosed is a violation of State or Federal law, rule, or regulation. It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

I. Scope

This policy applies to complaints of retaliation filed by employees who have made or attempted to make a protected disclosure ("whistleblowers").

Definitions

A. Improper Governmental Activity: Any activity undertaken by the College or by an employee that is undertaken in the performance of the employee's official duties, whether or not that action is within the scope of his or her employment, and that is in violation of any State or Federal law, rule or regulation including, but not limited to, corruption, bribery, theft of College property, fraudulent claims, fraud, coercion, conversion, misuse of College property and facilities, or willful omission to perform duty.

B. Protected Disclosure: Any good faith communication that discloses or demonstrates an intention to disclose information that may evidence an improper governmental activity.

C. Retaliation Complaint: Any written complaint by an employee that alleges retaliation for having made a protected disclosure, together with a sworn statement, made under penalty of perjury that the contents of the complaint are true or are believed by the complainant to be true.

D. Locally Designated Official: A Locally Designated Official (LDO) shall be appointed by the President to receive retaliation complaints and administer local implementing procedures. The LDO may be the same official designated to administer local procedures for investigating whistleblower complaints.

E. Retaliation Complaint Officer: The Retaliation Complaint Officer (RCO) oversees the investigation of complaints filed by employees alleging retaliation for making a protected disclosure. The RCO may be appointed by the LDO or President.

II. Corrective Action of a College Employee

Upon conclusion of the investigation by the RCO, the President through the appropriate channel shall determine the appropriate corrective action, if any, that will be initiated against a College employee who is found to have retaliated against an employee's right to make a protected disclosure. Such action shall be in accordance with the applicable personnel policy or collective bargaining agreement.

III. Complaint against the President, the LDO, or the LDO's Supervisor

With regard to complaints in which it is alleged that the President, the LDO, or the LDO's supervisor took retaliatory

action, the findings of the investigation shall be presented for a decision to the Vice President of Finance and Administration ~~or~~ and one other ~~the~~ Vice President. ~~of Student and Academic Services~~.

3.5.5 Personnel Records - Adopted 9/18/90. Revised 2/23/10

All information contained in personnel files is the property of Richland Community College and is considered confidential. Employees must inform the College's Human Resources office of any necessary updates to their personnel file.

Employees have the right to review and make copies of their respective personnel files at their own expense pursuant to the Personnel Records Review Act (820 ILCS 40/1 - 40/13 as amended). Personnel records shall not be released to a third party unless authorized by the employee in writing or as otherwise permitted or required by law.

3.5.6 Prohibited Gifts and Political Activity - revised 11/15/11

No Richland Community College officer or employee shall intentionally solicit or accept any gift from any prohibited source or in violation of the Illinois State Officials and Employees Ethics Act or any other federal or State statute, rule, or regulation. This ban applies to and includes the spouse, party to a civil union, and immediate family living with the officer or employee. No prohibited source shall intentionally offer or make a gift that violates the Illinois State Officials and Employees Ethics Act or any other federal or State statue, rule, or regulation.

No officer or employee shall intentionally engage in a prohibited political activity during compensated time.

The President is authorized to develop and implement Administrative Regulations that define and regulate the solicitation and acceptance of gifts and prohibited political activities as required under the Illinois State Officials and Employees Ethics Act. Such Administrative Regulations shall set forth the process for the filing and handling of complaints for violations of the Illinois State Officials and Employees Ethics Act and shall be disseminated as required under the same.

3.5.7 Conflict Of Interest

Richland Community College's Board of Trustees, Faculty and Staff are subject to all provisions of the Illinois Public Community College, Act 110 ILCS 805/3-48. Richland Community College employees must be sensitive to personal situations that could raise questions of potential or apparent conflicts between personal interests and the College's interests. College personnel should consider themselves as persons in a position of trust and employees should conduct themselves accordingly. Employees must be particularly aware of situations where there exists conflict between the private interests of a person and the official responsibilities of a person. A College Trustee, employee, officer, or agent shall not use his/her position for personal gain at the loss of the College.

No Trustee, employee, officer, or agent of the College may participate in the selection, award, or administration of a contract between the College and another entity if the individual has a real or apparent conflict of interest. The individual is prohibited from receiving any tangible personal benefit from a firm considered for a contract with the College.

Each employee, officer, or agent shall disclose in writing to the President of the College any personal interests that he/she may have with the entity being considered for a contract. Each Trustee shall disclose in writing to the Chairman of the Board of Trustees any personal interests that he/she may have with the entity being considered for a contract. Prior to any discussion or decision the Trustee, employee, officer, or agent shall publically disclose the nature of their personal interest in the contract or contracting entity and shall refrain from the decision on such matter.

Any employee found in violation may be subject to disciplinary action, which may include suspension and/or dismissal.

3.5.8 Employee Safety and Risk Management

Richland Community College maintains a comprehensive Risk Management Plan. As part of that plan,

- All employees are expected to be alert to the safety risks they may see while performing their job responsibilities and to report such risks.

- Certain employees are required to monitor and report specific safety risks and are expected to familiarize themselves with these duties and to fulfill all assigned duties.

3.5.9 Dismissal of Non-Tenured Faculty

In accordance with ILCS 805/3B-3, it is the policy of the Board that the decision not to rehire (dismiss) a non-tenured faculty member for the ensuing school year or term will be made by the College President at least sixty (60) calendar days before the end of the school year or term. The specific reasons for any dismissal will be kept confidential.

Full-time, non-tenured faculty who will be rehired for the next school year or term are to be notified of such a decision no less than sixty (60) calendar days before the end of the school year or term.

3.5.10 Corrective/Disciplinary Action

When an employee engages in misconduct, the supervisor may take corrective disciplinary actions as determined by the supervisor. Depending on the nature and severity of the situation, appropriate correction/disciplinary action may include verbal counseling, verbal warning, written reprimand, suspension without pay, or dismissal. Suspensions without pay may be imposed only by the President for up to 10 work days after a disciplinary hearing. Discipline may be appealed through the College's grievance procedure.

Information regarding the corrective/disciplinary action will be kept in the employee's personnel file maintained by the College's Human Resource office. An employee may request in writing through the Human Resources office to the employee's supervisor that any disciplinary action not be used as the basis for future progressive discipline after one (1) year if the employee has received no additional discipline for the same offense. In considering the request, the employee's supervisor may take into account the severity of the infraction, length of employee service, and the employee's overall work record.

The President may place an employee on paid Administrative Leave during an investigation determining subsequent corrective action.

3.5.11 Resignation

Employees wishing to resign in good standing should submit a formal letter of resignation including an anticipated last day of employment to the President of the College for determination. Upon acceptance of the resignation, employees are encouraged to participate in the separation process with the Human Resources Department.

As a professional courtesy, employees are encouraged to give

appropriate and sufficient advance notice to the appropriate supervisor. Employees must return by their last day of employment all College keys, equipment, and records.

3.5.12 Abandonment of Position

Any employee who leaves a position without proper approval of the immediate supervisor for three (3) consecutive work days will be declared to have abandoned the position and forfeited his/her employment. The first date of absence will be used as the official date of departure from the College. Employees are expected to return all College keys, equipment, and/or records prior to receiving any final compensation.

3.6 SALARY AND WAGE SYSTEM - 11/18/08

The Board of Trustees authorizes Richland Community College to establish and maintain a fair and equitable wage and salary system based upon a number of factors including but not limited to the following:

1. Employee Classification and Job Duties
   Each position in the College will fit into a classification system, and within the classifications, there will be a job description for each employee or group of employees performing like duties.

2. Job Description
   The job description will be reflective of the position and job duties to be performed by each employee.

3. Competitiveness
   It is the College's intent to maintain total compensation that is competitive on a local, regional, state, or national basis. Competitive factors considered will be based on the nature of the job, responsibilities of the job, job position in the market place, and value of the job to the institution.

4. Equity
   Wage rate compression and equity will be addressed regularly.

5. Ability to Pay
   All salary schedules and adjustments or changes to salary schedules will be based upon the College's ability to pay in both the current year and in future years.

6. Total Compensation
   Total compensation will include wage and benefit package.

Employees from non-faculty classifications may be assigned to teach credit or non-credit courses. In these instances, the employee may be eligible for additional pay for instruction and related time, as established by the College and accepted by the employee. The College will establish guidelines that specify which classification of employees will be eligible for additional compensation for teaching such courses.

3.6.1 Salaried Status - 11/18/08

Employees working in jobs found to be exempt from coverage under the Fair Labor Standards Act may be paid on a salaried basis. Salaries are typically paid bimonthly and are generally not changed due to increases or decreases in work load.

Circumstances where deductions from salaried pay are appropriate include full days of sick and personal time not covered by paid time-off benefits, unpaid Family and Medical Leave absences, a partial first week of employment, or a partial final week of employment.

It is policy to comply with the salary basis requirements of the Fair Labor Standards Act. Therefore, supervisors are prohibited from making improper deductions from the salaries of exempt employees. The College does not allow deductions that violate the Fair Labor Standards Act and wants employees to be aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor or to the Director of Human Resources. If the issue is not resolved to the employee's satisfaction, the employee can utilize the College grievance procedure as outlined in Section 3.1.7 of the Board Policy Manual to pursue resolution. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

3.6.2 Overtime Pay

Non-exempt employees must obtain consent from their supervisor before working any overtime beyond the regular forty (40)-hour workweek. Failure to obtain consent may result in discipline. An

employee may be required to work overtime.

Non-exempt employees who have earned overtime pay will be paid at the rate of one and one-half times their hourly base salary for all hours earned over forty (40) per week.

Compensatory time may be granted to a non-exempt employee in lieu of overtime at a time and one-half rate if:

a. Pre-approval by the supervisor is obtained.
b. The employee knowingly consents.
c. The employee is made aware that the compensatory time off received may be used, preserved, or cashed out as provided by the law.
d. The compensatory time earned must not exceed forty (40) hours. The compensatory time must be used within one year of earning. The employee should work with the supervisor to establish an appropriate schedule of use.

Non-exempt employees requested by the administration, and who consent to work on a paid holiday, are paid at the rate of one and one-half times their hourly base pay rate.

3.6.3 Flex Scheduling

Flex scheduling is the adjustment of an employee's regular work day schedule to accommodate the needs of the College. Flex scheduling must be approved in advance by the department/division supervisor. Flex scheduling, at the request of the employee, cannot result in a schedule that creates overtime.

3.6.4 Payroll

Employees are paid on the 15th and the last day of every month or on the last working day preceding a holiday or weekend. The payroll period ends on the 15th and the last day of each month.

Upon separation from the College, an employee's earned and unused vacation and compensatory time will be paid out during the next regularly scheduled payroll period after the employee's termination date.

An employee's termination date shall be established by the College.

3.6.4.1 Salary Overpayment and Corrections

The College will follow the provisions of the Illinois

Wage Payment and Collections Act. In the event of a salary overpayment employees must repay all amounts paid in excess, regardless of how the overpayment occurred. For employees who leave the College before full repayment has been made, the College is authorized to pursue repayment after termination.

3.6.5 Paid/Unpaid Time Off

Paid/unpaid time off for consideration includes the following:

3.6.5.1 Holidays

The College recognizes the following days:

New Year's Day
M.L. King's Birthday
President's Day
Spring Holiday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day and day after
Christmas Day

Any holiday falling on a Saturday will normally be observed on the preceding Friday. Similarly, any holiday falling on a Sunday will normally be observed on the following Monday. However, the College may set the schedule for a Saturday or Sunday Holiday each year on a weekday that best meets the needs of students and the community, at its discretion. Any holiday falling within an employee's vacation leave shall be considered holiday leave and shall not be deducted from the employee's vacation.

Full-time, non-contractual employees will be compensated at their normal rate of pay for the holidays noted above. Part-time employees who normally would have been scheduled to work on the day the holiday falls will be paid for the hours they normally would have worked or the supervisor may change the schedule to coincide with the hours the College is in operation.

3.6.5.2 Family and Medical Leave (FMLA - Revised 12/15/09, 11/15/11

Employees of Richland Community College are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. The President or the President's designee must approve all FMLA leaves. For the purposes of this policy, the College will calculate a twelve-month period to commence from the date of the qualifying event.

If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child is on (or has been notified of an impending call to) covered active duty in the Armed Forces to a foreign country. Members of the U.S. National Guard and Reserves are on covered active duty when they are under call or order to active duty and are deployed with the Armed Forces to a foreign country.
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

Military Caregiver Leave. An employee who is the spouse, parent, child, or next of kin of a current member or veteran of a covered service member (member of the Armed Forces including National Guard or Reserves) who was injured while on active duty may be eligible for up to a total of 26 weeks of FMLA leave in a 12-month period to provide care for that individual.

Notice of Leave. When requesting leave, the employee must:

- Supply sufficient information for Richland Community College to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.
- Failure to comply may result in leave being delayed or denied.

Intermittent Leave. When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with Richland Community College to arrange reduced work schedules or intermittent leave so as to minimize disruption of college operations. Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of college operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and other Certifications. Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

Richland Community College, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, Richland Community College may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave.

Second opinions will not be sought in instances of military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications. Because Richland Community College wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty certification signed by his/her health care provider. An employee who fails to provide a Fitness for Duty certification will be prohibited from returning to work until it is provided. An employee who fails to provide a Fitness for Duty certification may be disciplined or terminated.

Fitness for Duty certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Benefits. If approved, the College will maintain the employee's individual insurance coverage (medical, life, AD&D, and LTD) for six months, or through the final date of approved FMLA leave, whichever is later. Thereafter, employees wishing to insure themselves and/or their dependents may continue the coverage by submitting their share of the premium to the College on a monthly basis for transmittal to the insurance company. Health insurance will be provided under the conditions coverage would have been provided if the employee had been continuously and actively employed.

Richland will recover the premium it has paid for maintaining the insurance coverage if the employee does not return to work after the leave has expired. Consistent with College policy regarding all types of leave, employees on FMLA leave will not continue to accrue seniority, paid vacation/sick leave or other benefits during the period covered by the leave. In addition, employees will not be paid for holidays during the leave.

Concurrent Leave. Whenever an employee qualifies for

paid leave and unpaid FMLA Leave on the same absence, both shall be utilized concurrently. Employees must use any accumulated sick leave, vacation time, personal or paid time off to the extent available during FMLA leave. Paid time off may also be applied to waiting days under the College's Worker's Compensation program. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for Richland Community College. If an employee and his/her spouse both work for Richland Community College, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.
- For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Return from Leave. Upon return from leave, the employee will be restored to his/her original or an equivalent position with equivalent pay and benefits. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with Richland Community College. Employees who do not return to work at the end of their leave may be terminated.

State and Local Laws. When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

3.6.5.3 Medical (Including Maternity) Leave - 2/28/10

For situations where the Family and Medical Leave Act does not apply, medical leave may be granted to an employee where a health care provider certifies that an employee is unable to work for more than five (5)

consecutive calendar days due to illness, injury, accident, or other qualified condition (including pregnancy and childbirth).

In order to apply for such a leave, the employee and the employee's health care provider must submit proper documentation. A request for medical leave must be submitted in writing by the employee to the administrative officer of his or her unit. The administrative officer will forward the request to the Human Resource Office. Medical leaves must be approved by the President. The College may require further certification of the employee's inability to work from a health care provider at any time during the leave and may also require the employee to be examined by another health care provider selected by the College. Policies for maintenance of benefits and payment of medical insurance premiums shall follow the policies as outlined in the FMLA policy, as will the procedures for recovery of premiums in cases where the employee fails to return from leave. Employees on medical leave may not be permitted to return to work until they have submitted a written release to return to work from the employee's health care provider.

Leave may be granted for a period up to twelve months. Sick and/or vacation leave will run concurrently with medical leave. Thus, after all of an employee's sick and vacation leave has been exhausted, the remaining term of his or her eligible medical leave will be unpaid.

3.6.5.4 Eligibility for Leave

Only full-time employees are eligible for personal, sick, bereavement, and vacation leave.

3.6.5.5 Personal Leave

Each twelve (12)-month employee will be allowed two (2) personal leave days per year. Personal leave days do not accumulate. Personal leave will be awarded with the prior approval of the employee's supervisor.

Unused personal leave days will be added to sick leave time each July 1.

3.6.5.6 Sick Leave - 9/16/08, revised 11/15/11

Twelve (12) sick leave days per fiscal year will be granted to each twelve-month full-time employee. An unlimited number of sick leave time may be accumulated.

Sick leave account accumulations will be determined as of the end of each month.

Sick leave days may be accumulated but will not be reimbursed at termination or retirement.

Sick leave may be used only for personal immediate family illnesses and personal disability. Immediate family is defined as parent, sister, brother, spouse, party to a civil union, child, parent-in-law, or anyone regularly residing with the employee. The employee may be required to provide a doctor's statement to his or her supervisor if the personal or immediate family illness lasts over two days in order to receive sick leave pay and also to be able to return to work.

Any employee may be required to provide evidence of illness where sick leave abuse is reasonably suspected.

3.6.5.7 Bereavement Leave - revised 8/21/90; 11/15/11

Each employee will be granted up to a five (5)-day bereavement leave for the death of a member of the immediate family, defined as parent or stepparent, parent-in-law, sibling, spouse, party to a civil union, any child, son- or daughter-in-law, or someone regularly residing as a member of the household.

Each employee will be granted up to three (3) days bereavement leave for the death of a member's related brother-in-law, sister-in-law, grandparent, and grandchild.

Each employee will be granted one (1) day bereavement leave for the death of a member's related aunt or uncle, first cousin, nephew or niece.

3.6.5.8 Vacation Leave - Adopted 3/76; Amended: 10/76; 6/82; 2/28/10

Full-time exempt, twelve (12)-month administrative and executive staff will receive twenty (20) working days of vacation per year. Employees in these classifications may accumulate up to sixty (60) days (480 hours). Exempt employees must use vacation time in 4-hour increments, except when taking intermittent FMLA leave or working under restrictions required by a health care provider.

Full-time non-exempt, twelve (12)-month administrative staff will receive ten (10) working days vacation for the first year of service, adding one (1) day for each additional year of continuous service up to a maximum of twenty (20) working days. Full-time non-exempt administrative staff may accumulate a maximum of forty (40) days during the first ten (10) consecutive years of service. After ten (10) consecutive years of service, full-time non-exempt administrative staff may accumulate up to sixty (60) days (480 hours).

Vacation leave account accumulations will be determined as of June 30 of each fiscal year.

If an employee has reached the maximum vacation days allowed for accumulation, up to one-half of the current year's earned and unused vacation days may be automatically transferred into the accumulated sick leave account at fiscal year end.

If an employee has not reached the maximum vacation days allowed for accumulation, an election may be made via written notification to the Director of Human Resources to transfer up to one-half of the current year's earned and unused vacation days into the accumulated sick leave account at fiscal year end rather than having these days added to the accumulated vacation leave account. Such written notification should be received prior to June 30 of the current fiscal year.

If an employee has not reached the maximum vacation days allowed for accumulation and no written notification is received as noted above, any earned and unused vacation days for the current fiscal year will, to the extent allowable, go into the accumulated vacation leave account. Any remaining earned and unused vacation days will automatically be added to the accumulated sick leave account to the extent it does

not exceed one-half of the total days earned for the current fiscal year.

During an employee's final year of service, an election may be made via written notification to the Director of Human Resources to transfer the entire accumulated vacation leave account into the accumulated sick leave account. Earned and unused vacation days for the final period of service will be accumulated according to the above guidelines prior to this final transfer occurring. Vacation time shall not be used to bridge to a later termination of employment date.

Without notification to the contrary, accumulated vacation will be paid to the employee at the time of termination or retirement.

Each employee must request approval for vacation from his or her immediate supervisor. The request should be prepared in time to allow supervisors to schedule normal and appropriate hours of College operation.

No vacation may be taken until after it is fully earned except that newly employed staff may be permitted to take up to one week of vacation prior to the time it is earned with the approval of the employee's supervisor, the Vice President of the unit, and the Vice President of Finance and Administration. If an employee is terminated prior to having earned the vacation, the vacation time will be deducted from the employee's final reimbursement.

3.6.5.9 Military Leave - revised 11/15/11

Each employee may be granted military leave based upon the provisions of the United States code, the Uniformed Services Employment and Reemployment Rights Act of 1994, or other federal and state rules and regulations. Military leave shall be without pay. Personal and/or sick leave may be applied to military leave.

Under the Illinois Family Military Leave Act, an eligible employee who is the spouse, party to a civil union, or parent of a person called to state or federal military service lasting longer than thirty days are eligible for leave up to 30 days.

An employee is eligible for the Illinois Family

Military Leave Act if he or she has worked at least twelve months and at least 1,250 hours in the twelve months immediately preceding the requested leave. Furthermore, an employee must first exhaust all of his or her accrued vacation, personal and compensatory leave (except sick and/or medical leave) before he or she is eligible for family military leave under the Act.

3.6.5.10 Jury Duty

Full-time employees called for jury duty will be granted leave. The College will continue the employee's regular compensation while he or she serves as a juror. The employee will be required to remit to the College all per diem fees, exclusive of mileage reimbursements, received from the court.

The employee is expected to maintain communication with his or her supervisor and is expected to report for work, at the discretion of the supervisor, at such times during the term of the jury service when dismissed by the court from further service for a particular day (days) or portion thereof.

3.6.5.11 Leave to Vote

Illinois law provides all employees, upon at least one day's notice, up to two paid hours during the work day in order to vote. The leave is applicable to all scheduled and special elections, including primaries. To be eligible for this paid leave, an employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls.

3.6.5.12 Professional Leave - Adopted 9/10/90.

Professional leave is defined as released time from duties for the purpose of increasing a staff member's professional efficiency and usefulness to the College.

Paid (fully or partially) or unpaid professional leaves may be granted for a year or less by the Board of Trustees for the purpose of study, research, or such

other reasons as might contribute to the professional growth of staff members and improve the programs and operations of the College.

A specific amount of money ~~shall~~ may be approved in the annual budget by the Board of Trustees to fund paid professional leaves.

Staff members are eligible for a professional leave after six (6) years of full-time employment at the College. No more than two (2) faculty and two (2) staff members may be granted a professional leave in any one (1) year. Staff members granted such a leave will be eligible again after three (3) additional years of full-time employment at the College.

Paid or unpaid professional leaves may be recommended for a period of one (1) month to one (1) year in duration. A paid leave of six (6) months or less will be compensated at one hundred percent (100%) and a paid leave for a period in excess of six (6) months will be compensated at fifty percent (50%). Paid leaves will not preclude the acceptance of other monies that support the purpose of the leave, subject to the approval of the Leave Committee appointed by the President.

Individuals granted a paid professional leave shall retain all benefits as if they were in regular service at the College.

Requests for expenditures of monies from the fund shall be administered by a Leave Committee representing the administrative, professional/technical, and secretarial/clerical personnel appointed by the President.

Applications for professional leave must be submitted to immediate supervisors or vice president, where applicable, by February 1 preceding the fiscal year in which the leave is desired. The staff member's absence from the College must not unduly disrupt normal operations at the College, nor should replacing the staff member (if appropriate) create a problem for the College either during the employee's leave or upon his or her return.

A staff member taking a professional leave must agree

in writing to return to regular full-time employment at the College for a minimum of two (2) years following the leave period. If the person taking the leave fails to meet this condition, he or she must repay all compensation received from the College during the leave period unless waived by the Board of Trustees.

3.6.5.13 School Visitation

In compliance with the State of Illinois School Visitation Rights Act, Richland Community College provides unpaid leave time for employees who are parents or legal guardians to attend necessary education or behavioral conferences at the school(s) their children attend.

Employees must have exhausted all accrued vacation, personal leave, and compensatory time before being eligible for school visitation leave as it is defined in the Act.

Richland Community College will grant up to a total of eight (8) hours of unpaid leave, during any school year, for employees to attend education or behavioral conferences, at their children's school(s), if these functions cannot be scheduled during non-working hours.

The term "child" is expansively defined to include "biological, adopted or foster child, stepchild, or legal ward" of the employee.

3.6.5.14 Other Leaves

An employee may request a leave without pay in special circumstances that are not covered by the College's other leave policies. If approved, the College will maintain the employee's individual insurance coverage (medical, life, AD&D, and Ltd) for six months. Employees wishing to insure themselves and/or their dependents may continue the coverage by submitting their share of the premium to the College on a monthly basis for transmittal to the insurance company. Health insurance will be provided under the conditions coverage would have been provided if the employee had been continuously and actively employed. Richland will recover the premiums it has paid for maintaining the insurance coverage if the employee does not return to work after the leave has expired. Consistent with

College policy regarding all types of leave, employees on unpaid leave will not continue to accrue seniority, paid vacation/sick leave, or other benefits during the period covered by the leave. In addition, employees will not be paid for holidays during the leave.

Employees who elect to take a leave under this provision are not assured of placement in the same position when they return to the College; however, every effort will be made to assign the employee to a comparable position for which the individual is qualified when openings become available.

The leave must be approved by the College President. The leave may not exceed a period of one year.

3.6.5.15 Layoff Status

An employee may be assigned to layoff status due to a reduction in force of temporary or indeterminate nature. Benefits outlined in Policy 3.7 shall terminate on the last day the month in which the individual's last day working day. Layoff and termination of tenured and tenure-track faculty shall be administered in accordance with the applicable provisions of the Illinois Public Community College Act.

3.7 BENEFITS

3.7.1 Health, Dental, Life, AD&D, and Disability Insurance Benefits

Richland Community College will make available employee health, dental, life, AD&D, disability and supplemental (optional) insurance, an employee assistance program (EAP), which contribute to the health and well-being of eligible employees of the College. The extent of coverage and carrier(s) will be determined by the Board of Trustees.

The Board of Trustees authorizes and delegates to the President of the College the authority to administer eligibility rules to ensure compliance with the Patient Protection and Affordable Care Act.

3.7.2 Tuition/Fees Waivers

3.7.2.1 Full-Time Employees

3.7.2.1.1 Credit Classes - revised 11/15/11

The College will waive tuition only for credit classes for full-time employees and their immediate family defined as the employee's spouse, party to a civil union, and the employee's unmarried children (2~~3~~6 years of age and under). Individuals in 'temporary' classifications are not eligible. If the employee dies and the spouse, party to a civil union, and/or unmarried children are currently enrolled, tuition for credit classes will be waived for an additional semester.

The courses for which this waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy.

3.7.2.1.2 Fitness Center

Fees associated with the use of the College's Fitness Center will be waived for all full-time employees. This waiver does not extend to a full-time employee's immediate family.

3.7.2.1.3 Non-Credit Classes

Richland Community College will waive ~~tuition~~ fees for non-credit classes for full-time employees if all the following conditions are met:

1. The non-credit course must be exclusively sponsored by Richland Community College, and there can be no shared revenues with third-party organizations or institutions.

2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.

3. ~~Enrollment must not exceed maximum class size.~~

4. Full-time employees will be required to pay for textbooks, handouts, or supplies associated with

the courses which are not included in the course's tuition.

5. Commercial Driver's License (CDL) classes are exempt from employee tuition waivers.

3.7.2.2 Part-Time Employees

3.7.2.2.1 Credit Classes

Part-time employees who are employed for at least 15 hours per week on a continuous basis are eligible for a tuition waiver of two credit courses per semester. Individuals in 'temporary' and 'Student Employment' classifications are not eligible. This waiver does not extend to a part-time employee's immediate family.

The courses for which the waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy. ~~Further, the additional enrollment shall not over-enroll the courses.~~

3.7.2.2.2 Fitness Center

Fees associated with use of the College's Fitness Center will be waived for all part-time employees who are employed for at least 15 hours per week on a continuous basis. Individuals in "temporary" and "Student Employee" classifications are not eligible. The waiver does not extend to a part-time employee's immediate family.

3.7.2.3 Adjunct Faculty

3.7.2.3.1 Credit Classes

The College will waive tuition for adjunct faculty members to take two credit courses per semester under the following conditions:

1. The adjunct faculty member will be teaching at least one credit course during the semester for which the waiver is sought and,

2. Will have taught at least one credit course in a previous semester.

This waiver does not extend to an adjunct faculty's immediate family.

The courses for which the waiver is sought must have sufficient enrollments to run without the additional students enrolled as a result of this policy. Further, the additional enrollment shall not over-enroll the courses.

3.7.2.3.2 Fitness Center

Fees associated with the use of the College's Fitness Center will be waived for all adjunct faculty members teaching at least one credit course during the semester for which the waiver is sought. This waiver does not extend to an adjunct faculty's immediate family.

3.7.2.4 Retired Employees

3.7.2.4.1 Credit Classes

Retired employees of the College (who may be qualified as an annuitant defined by the State University Retirement System) are eligible for a tuition waiver of two credit courses per semester. This waiver does not extend to the retiree's immediate family.

3.7.2.4.2 Fitness Center

Fees associated with the use of the College's Fitness Center will be waived for all retired employees (who may be qualified as an annuitant defined by the State University Retirement System) of the College. This waiver does not extend to the retiree's immediate family.

3.7.2.4.3 Non-Credit Classes

Richland Community College will waive tuition for non-credit classes for retired employees if all the following conditions are met:

1. The non-credit course must be exclusively sponsored by Richland Community College, with no

shared revenues with third-party organizations or institutions.

2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.

3. Enrollment must not exceed maximum class size.

4. Retired employees will be required to pay for course textbooks, handouts, or supplies that are not included in the course's tuition.

3.7.3 Retirement under State Universities Retirement System Program

All employees except for student workers will participate in the State Universities Retirement System Program and will be governed by the rules and regulations promulgated by the Board of Trustees of the State Universities Retirement System.

3.8 SERVICE RECOGNITION

Richland Community College gives appropriate recognition to those individuals who, as a result of performance of their responsibilities, bring honor to the College or to themselves. The College will continue to develop and support incentive programs that recognize and encourage excellent performance, innovation, and service to the College community.

3.8.1 PROFESSOR EMERITUS

The Board of Trustees recognizes that certain faculty have demonstrated exemplary service over the course of their careers. Such service is generally rewarded through promotion and other awards and methods of recognition. In those cases where the faculty members' service and contributions to the College have been particularly meritorious and significant, a faculty member may be eligible for appointment to Professor Emeritus upon retirement.

Bestowal of Professor Emeritus is recognition of the value the College places on the experience, knowledge, and ability of its retiring faculty. To encourage retiring faculty to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the educational community, Professor Emeritus shall be awarded to

retiring faculty who meet the criteria established by the College.

3.8.2 STAFF EMERITUS

The Board of Trustees recognizes that certain staff have demonstrated exemplary service over the course of their careers at Richland Community College. Such service is generally rewarded through awards and methods of recognition. In those cases where the staff member's service and contributions to the College have been particularly meritorious and significant, a staff member may be eligible for appointment to Staff Emeritus following retirement.

Bestowal of Staff Emeritus is recognition of the value the College places on the experience, knowledge, and ability of its retiring/retired staff. To encourage retiring/retired staff to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the College community, Staff Emeritus shall be awarded to retiring/retired staff who meet the criteria established in the College's Procedures for the Awarding of Staff Emeritus.

FINANCIAL REPORT

Richland Community College
Office of the President

TO: Board of Trustees

FROM: Dr. Gayle Saunders

DATE: February 16, 2016

SUBJECT: Financial Report

Mr. Chairman, members of the Board, attached are the Treasurer's Report, Financial Statement and the Bills for Ratification.

Greg Florian will be available to explain the Treasurer's Report and Financial Statement and to answer any questions regarding the bills.

Therefore, it is recommended that the Board of Trustees ratify the January 2016 bills paid and approve the Financial Statement to be filed for audit.

Thank you.

Richland Community College

Financial Report
January, 2016

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Richland Community College
Treasurer's Report
January 31,2016

Fund	Balance 01/01/16	Receipts for Month	Disbursements for Month	Balance 01/31/16	Int. Bearing Accounts	Separate Inv. Instruments
Education Fund	1,518,839.04	2,161,730.43	(2,481,157.53)	1,199,411.94	349,411.94	850,000.00
Oper & Maint Restricted	752,275.62	.00	(25,705.40)	726,570.22	508,280.71	218,289.51
Bond & Interest Fund	240,228.42	.00	.00	240,228.42	240,228.42	.00
Auxiliary Enterprises	151,510.27	57,552.94	(10.38)	209,052.83	209,052.83	.00
Restricted Purposes Fd	636,953.42	365,987.10	(423,144.07)	579,796.45	58,777.31	521,019.14
Working Cash Fund	5,351,481.97	68.56	(300,000.00)	5,051,550.53	4,051,162.95	1,000,387.58
Trust & Agency Fund	106,466.54	498.00	.00	106,964.54	106,964.54	.00
Audit Fund	39,930.14	.00	.00	39,930.14	39,930.14	.00
Liab,Protect,Settle	818,231.35	.00	.00	818,231.35	718,231.35	100,000.00
Totals	9,615,916.77	2,585,837.03	(3,230,017.38)	8,971,736.42	6,282,040.19	2,689,696.23

SEPARATE INVESTMENT INSTRUMENTS

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	300,000.00	CD-HPB	0.20	01/19/2016	6.0
EDUCATION FUND	300,000.00	CD-Busey	0.10	01/22/2016	6.0
EDUCATION FUND	250,000.00	CD-SOY	0.20	01/30/2016	12.0
O/M RESTR-GENERAL	218,289.52	CD-HPB	0.25	07/20/2016	12.0
RESTR-EQUIP REPLACEMENT	200,000.00	CD-HPB	0.10	01/29/2016	3.0
RESTR-PARTNER'S IN ED	16,549.23	CD-PNC	0.10	01/30/2016	6.0
RESTR-EQUIP REPLACEMENT	300,000.00	CD-HPB	0.25	08/10/2016	12.0
WORKING CASH FUND	301,891.70	CD-HPB	0.05	02/02/2016	3.0
WORKING CASH FUND	110,000.00	CD-HPB	0.25	03/23/2016	12.0
WORKING CASH FUND	117,625.42	CD-Regns	0.01	03/26/2016	7.0
WORKING CASH FUND	120,826.28	CD-Regns	0.05	04/21/2016	13.0
WORKING CASH FUND	350,000.00	CD-HPB	0.25	11/22/2016	12.0
LPS FUND	100,000.00	CD-Busey	0.10	03/27/2016	6.0

Richland Community College
Revenue Summary-Education Fund
For the month of January
1516

	Actual Rev 01/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 01/31/16	%
Fund: 01 Education Fund						
Local Government Sources						
Current Taxes	6,045,758.58	6,048,995.25	99.9	6,090,859.00	6,074,905.60	99.7
Chargeback	13,843.95	14,658.30	94.4	6,000.00	4,221.90	70.4
Interest on Taxes	769.28	769.28	100.0	1,000.00	300.08	30.0
Local Government Sources	6,060,371.81	6,064,422.83	99.9	6,097,859.00	6,079,427.58	99.7
State Government Sources						
ICCB Credit Hour Grants	784,157.85	1,777,516.28	44.1	1,779,435.00	.00	.0
ICCB Equalization Grant	25,687.68	75,345.00	34.1	50,000.00	.00	.0
ICCB CTE Formula Grant	83,506.18	174,932.88	47.7	167,847.00	.00	.0
Replacement Taxes	236,829.99	459,888.33	51.5	429,250.00	241,963.45	56.4
State Government Sources	1,130,181.70	2,487,682.49	45.4	2,426,532.00	241,963.45	10.0
Student Tuition & Fees						
Tuition-Credit	5,204,017.61	5,227,089.07	99.6	5,573,606.00	5,490,089.34	98.5
Fees	727,630.97	769,492.06	94.6	866,954.00	812,543.50	93.7
Student Tuition & Fees	5,931,648.58	5,996,581.13	98.9	6,440,560.00	6,302,632.84	97.9
Other Revenue/Sources						
Investment Revenue	445.87	1,583.08	28.2	2,000.00	675.98	33.8
Other Revenue	103,798.93	352,565.01	28.6	350,034.00	101,156.69	28.7
Transfer In	.00	10,257.75	.0	3,000.00	.00	.0
Other Revenue/Sources	104,244.80	364,405.84	28.6	355,034.00	101,832.67	28.7
Total Revenue	13,226,446.89	14,913,092.29	88.7	15,319,985.00	12,725,856.54	83.1

Richland Community College
Revenue Summary-Operations & Maint
For the month of January
1516

	Actual Rev 01/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 01/31/16	%
Fund: 02 Operations & Maint						
Local Government Sources						
Current Taxes	879,221.39	879,221.39	100.0	885,589.00	882,801.53	99.7
Interest on Taxes	109.81	109.81	100.0	500.00	43.57	8.7
Local Government Sources	879,331.20	879,331.20	100.0	886,089.00	882,845.10	99.6
State Government Sources						
ICCB Credit Hour Grants	74,831.50	169,256.72	44.2	156,912.00	.00	.0
State Government Sources	74,831.50	169,256.72	44.2	156,912.00	.00	.0
Student Tuition & Fees						
Tuition-Credit	511,710.17	513,503.96	99.7	545,364.00	536,934.82	98.5
Fees	.00	.00	.0	.00	53,716.00	.0
Student Tuition & Fees	511,710.17	513,503.96	99.7	545,364.00	590,650.82	108.3
Other Revenue/Sources						
Other Revenue	233,384.73	359,870.68	64.9	354,120.00	235,120.22	66.4
Other Revenue/Sources	233,384.73	359,870.68	64.9	354,120.00	235,120.22	66.4
Total Revenue	1,699,257.60	1,921,962.56	88.4	1,942,485.00	1,708,616.14	88.0

Richland Community College
Revenue Summary-Operating Funds
For the month of January
1516

	Actual Rev 01/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 01/31/16	%
Total Operating Funds						
Local Government Sources						
Current Taxes	6,924,979.97	6,928,216.64	100.0	6,976,448.00	6,957,707.13	99.7
Chargeback	13,843.95	14,658.30	94.4	6,000.00	4,221.90	70.4
Interest on Taxes	879.09	879.09	100.0	1,500.00	343.65	22.9
Local Government Sources	6,939,703.01	6,943,754.03	99.9	6,983,948.00	6,962,272.68	99.7
State Government Sources						
ICCB Credit Hour Grants	858,989.35	1,946,773.00	44.1	1,936,347.00	.00	.0
ICCB Equalization Grant	25,687.68	75,345.00	34.1	50,000.00	.00	.0
ICCB CTE Formula Grant	83,506.18	174,932.88	47.7	167,847.00	.00	.0
Replacement Taxes	236,829.99	459,888.33	45.4	429,250.00	241,963.45	56.4
State Government Sources	1,205,013.20	2,656,939.21	45.4	2,583,444.00	241,963.45	9.4
Student Tuition & Fees						
Tuition-Credit	5,715,727.78	5,740,593.03	99.6	6,118,970.00	6,027,024.16	98.5
Fees	727,630.97	769,492.06	94.6	866,954.00	866,259.50	99.9
Student Tuition & Fees	6,443,358.75	6,510,085.09	99.0	6,985,924.00	6,893,283.66	98.7
Other Revenue/Sources						
Investment Revenue	445.87	1,583.08	28.2	2,000.00	675.98	33.8
Other Revenue	182,350.76	487,225.29	37.4	484,698.00	180,561.81	37.3
Transfer In	.00	10,257.75	.0	3,000.00	.00	.0
Other Revenue/Sources	182,796.63	499,066.12	36.6	489,698.00	181,237.79	37.0
Total Revenue	14,770,871.59	16,609,844.45	88.9	17,043,014.00	14,278,757.58	83.8

Richland Community College
Revenue Summary-Other Funds
For the month of January
1516

	Actual Rev 01/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 01/31/16	%
Fund: 03 Oper & Maint Restricted						
Interest on Investments	.00	442.54	.0	.00	.00	.0
Int on Cash/IL Funds Acc	1,365.58	1,467.11	93.1	1,000.00	221.71	22.2
Gifts/Donations	1,145,000.00	1,492,771.31	76.7	.00	.00	.0
Transfer In	.00	432,278.32	.0	.00	.00	.0
FundBalanceAppropriation	.00	.00	.0	1,175,000.00	.00	.0
Revenue-Misc/OtherSource	.00	31,998.11	.0	.00	.00	.0
Total Revenue/Sources	1,146,365.58	1,958,957.39	58.5	1,176,000.00	221.71	.0
Fund: 04 Bond & Interest Fund						
Current Taxes	2,435,644.39	2,435,644.39	100.0	2,409,953.16	2,403,247.98	99.7
Interest on Taxes	312.57	312.57	100.0	500.00	118.61	23.7
Int on Cash/IL Funds Acc	120.95	137.58	87.9	300.00	183.68	61.2
FundBalanceAppropriation	.00	.00	.0	12,334.84	.00	.0
Total Revenue/Sources	2,436,077.91	2,436,094.54	100.0	2,423,088.00	2,403,550.27	99.2
Fund: 05 Auxiliary Enterprises						
CPED Credit Revenue	210,074.75	408,443.50	51.4	367,500.00	191,786.45	52.2
NonCredit Revenue	91,510.18	129,525.07	70.7	254,818.00	105,846.22	41.5
ContractNoncreditRevenue	21,904.40	52,346.17	41.8	38,731.00	28,782.56	74.3
ICCB Credit Hour Grants	34,073.67	.00	.0	82,356.00	.00	.0
Fitness Tuition	18,018.00	18,396.00	97.9	40,000.00	19,160.00	47.9
Fitness Membership Fees	10,775.00	17,610.00	61.2	15,000.00	11,071.67	73.8
Special Event Revenue	30,152.50	57,438.97	52.5	62,500.00	47,723.12	76.4
Clubs and Organizations	87,225.91	180,434.86	48.3	166,000.00	69,810.79	42.1
Int on Cash/IL Funds Acc	24.40	35.58	68.6	.00	25.57	.0
Shilling Community Cntr	13,117.50	37,326.00	35.1	52,815.00	19,748.75	37.4
Child Care Revenue	47,911.00	93,973.85	51.0	95,000.00	68,127.50	71.7
CCRS Paid Revenue	19,606.54	37,144.10	52.8	38,500.00	4,832.73	12.6
Child Care Transfer Rev	27,000.00	74,242.95	36.4	54,000.00	31,500.00	58.3
Copy Center Fees	26,634.36	39,933.98	66.7	36,000.00	20,015.28	55.6
Gifts/Donations	5,000.00	17,083.00	29.3	.00	.00	.0
Transfer In	.00	65,850.51	.0	96,000.00	.00	.0
Reimbursed Expenditures	.00	.00	.0	65,000.00	47,959.72	73.8
Revenue-Contractual	2,672.50	4,172.50	64.1	1,500.00	3,461.00	230.7
Revenue-Misc/OtherSource	3,941.14	11,260.21	35.0	4,550.00	5,968.02	131.2
Total Revenue/Sources	649,641.85	1,245,217.25	52.2	1,470,270.00	675,819.38	46.0

Richland Community College
Revenue Summary-Other Funds
For the month of January
1516

	Actual Rev 01/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 01/31/16	%
Fund: 06 Restricted Purposes Fd						
Financial Aid	4,363,711.48	7,793,656.63	56.0	7,421,364.00	3,622,905.84	48.8
Interest on Investments	.00	656.58	.0	.00	119.54	.0
Int on Cash/IL Funds Acc	86.80	190.59	45.5	.00	51.07	.0
8th Grade Career-PIE	2,500.00	3,524.67	70.9	.00	.00	.0
College Fair Revenue-PIE	4,620.00	8,008.30	57.7	7,150.00	7,287.80	101.9
PartnersSaluteRevenuePIE	.00	5,735.00	.0	7,500.00	1,500.00	20.0
YouthLeadershipRev-PIE	4,700.00	4,795.00	98.0	6,800.00	6,600.00	97.1
Career On Wheels PIE	.00	379.78	.0	.00	.00	.0
Grants Revenue	495,283.17	1,648,439.35	30.0	1,282,906.25	425,942.17	33.2
Gifts/Donations	25,225.86	63,420.44	39.8	47,780.00	40,215.63	84.2
Contributions-PIE	13,025.00	15,110.00	86.2	15,392.00	1,858.00	12.1
Transfer In	47,420.00	255,605.91	18.6	90,287.00	40,286.26	44.6
FundBalanceAppropriation	9,034.81	3,171.92	284.8	80,444.02	1,198.38	1.5
Revenue-Contractual	143,857.54	794,099.96	18.1	183,394.71	.00	.0
Revenue-Misc/OtherSource	9,112.50	33,182.02	27.5	8,625.00	6,850.00	79.4
Total Revenue/Sources	5,118,577.16	10,629,976.15	48.2	9,151,642.98	4,154,814.69	45.4
Fund: 07 Working Cash Fund						
Interest on Corp Cash	1,220.17	2,467.75	49.4	3,000.00	1,618.80	54.0
Total Revenue/Sources	1,220.17	2,467.75	49.4	3,000.00	1,618.80	54.0
Fund: 10 Trust & Agency Fund						
Club Revenue	16,493.68	24,094.88	68.5	25,000.00	19,403.00	77.6
Int on Cash/IL Funds Acc	14.21	21.79	65.2	.00	12.87	.0
Transfer In	.00	1,600.00	.0	.00	490.00	.0
Contributions	27,750.00	55,500.00	50.0	50,500.00	25,250.00	50.0
Total Revenue/Sources	44,257.89	81,216.67	54.5	75,500.00	45,155.87	59.8

Richland Community College
Revenue Summary-Other Funds
For the month of January
1516

	Actual Rev 01/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 01/31/16	%
Fund: 11 Audit Fund						
Current Taxes	68,358.77	68,358.77	100.0	71,719.00	71,575.98	99.8
Interest on Taxes	4.32	4.32	100.0	15.00	3.53	23.5
Int on Cash/IL Funds Acc	4.06	5.77	70.4	15.00	10.39	69.3
Total Revenue/Sources	68,367.15	68,368.86	100.0	71,749.00	71,589.90	99.8
Fund: 12 Liab,Protect,Settle						
Current Taxes	1,355,702.36	1,355,702.09	100.0	1,452,251.00	1,448,204.57	99.7
Interest on Taxes	175.78	175.78	100.0	200.00	71.50	35.8
Insurance-StudentFees	14,720.00	15,304.00	96.2	18,000.00	16,184.00	89.9
Interest on Investments	.00	26.03	.0	150.00	.00	.0
Int on Cash/IL Funds Acc	79.31	159.26	49.8	200.00	212.92	106.5
Total Revenue/Sources	1,370,677.45	1,371,367.16	99.9	1,470,801.00	1,464,672.99	99.6

Richland Community College
Expenditure Summary by Major Function
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered Amount	*** %
Fund: Education Fund						
Department of Correction	46,900.00	20,880.00	44.52	.00	26,020.00	55.48
Continuing & Prof Ed	563,064.77	330,841.27	58.76	6,840.49	225,383.01	40.03
Office of Academic Srvcs	452,535.00	228,945.71	50.59	.00	223,589.29	49.41
Business and Technology	137,193.23	76,837.13	56.01	.00	60,356.10	43.99
Liberal Arts	2,314,291.00	1,252,830.87	54.13	135.05	1,061,325.08	45.86
Math, Science & Business	2,165,206.00	1,300,290.36	60.05	2,322.28	862,593.36	39.84
Health Professions	2,140,070.00	1,136,279.32	53.10	11,499.51	992,291.17	46.37
Workforce Development	657,537.00	382,015.16	58.10	12,648.40	262,873.44	39.98
Student Success	1,177,487.00	684,577.28	58.14	.00	492,909.72	41.86
Auxiliary Services	97,849.00	57,716.96	58.99	.00	40,132.04	41.01
Academic Support-LRC	424,590.00	274,193.74	64.58	1,320.86	149,075.40	35.11
Technical Services Supp	385,109.00	283,015.13	73.49	4,290.90	97,802.97	25.40
Institutional Support	3,663,822.00	2,109,077.90	57.56	110,238.31	1,444,505.79	39.43
Scholarship and Waivers	425,000.00	639,994.88	150.59	.00	-214,994.88	-50.59
Contingency	103,331.00	.00	.00	.00	103,331.00	100.00
Transfer Out	566,000.00	40,286.26	7.12	.00	525,713.74	92.88
Total Education Fund	15,319,985.00	8,817,781.97	57.56	149,295.80	6,352,907.23	41.47
Fund: Operations & Maint						
Maintenance	1,889,909.00	1,006,138.71	53.24	326,523.16	557,247.13	29.49
Contingency	66,000.00	.00	.00	.00	66,000.00	100.00
Total Operations & Maint	1,955,909.00	1,006,138.71	51.44	326,523.16	623,247.13	31.86
Fund: Oper & Maint Restricted						
Protection,Health,Safety	1,175,000.00	763,030.38	64.94	7,761.00	404,208.62	34.40
Maintenance	1,000.00	.00	.00	.00	1,000.00	100.00
Liability Protection	.00	.00	.00	.00	.00	.00
Total Oper & Maint Restricted	1,176,000.00	763,030.38	64.88	7,761.00	405,208.62	34.46
Fund: Bond & Interest Fund						
Bond and Interest	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48
Total Bond & Interest Fund	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48
Fund: Auxiliary Enterprises						
Continuing & Prof Ed	157,091.00	95,769.01	60.96	.00	61,321.99	39.04
Instructional Programs	602,033.00	308,673.93	51.27	23,080.51	270,278.56	44.89

Richland Community College
Expenditure Summary by Major Function
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered Amount	*** %
Auxiliary Services	711,146.00	369,480.03	51.96	32,006.39	309,659.58	43.54
Total Auxiliary Enterprises	1,470,270.00	773,912.97	52.64	55,086.90	641,270.13	43.62
Fund: Restricted Purposes Fd						
Grants	1,779,633.98	1,253,443.81	70.43	31,365.82	494,824.35	27.80
Financial Aid	7,372,009.00	3,736,560.90	50.69	.00	3,635,448.10	49.31
Total Restricted Purposes Fd	9,151,642.98	4,990,004.71	54.53	31,365.82	4,130,272.45	45.13
Fund: Working Cash Fund						
Transfer Out	3,000.00	.00	.00	.00	3,000.00	100.00
Total Working Cash Fund	3,000.00	.00	.00	.00	3,000.00	100.00
Fund: Trust & Agency Fund						
Student Engagement	75,500.00	57,137.16	75.68	2,923.64	15,439.20	20.45
Transfer Out	.00	490.00	.00	.00	-490.00	.00
Total Trust & Agency Fund	75,500.00	57,627.16	76.33	2,923.64	14,949.20	19.80
Fund: Audit Fund						
Institutional Support	15,378.00	9,433.11	61.34	.00	5,944.89	38.66
Audit	45,800.00	45,800.00	100.00	.00	.00	.00
Contingency	10,571.00	.00	.00	.00	10,571.00	100.00
Total Audit Fund	71,749.00	55,233.11	76.98	.00	16,515.89	23.02
Fund: Liab,Protect,Settle						
Liability Protection	1,325,433.00	761,156.07	57.43	170,064.93	394,212.00	29.74
Contingency	145,368.00	.00	.00	.00	145,368.00	100.00
Total Liab,Protect,Settle	1,470,801.00	761,156.07	51.75	170,064.93	539,580.00	36.69

Richland Community College
Expenditure Summary-Operating Funds
For the month of January
58% of Fiscal Year 1516

	Actual Exp 01/31/15	** Actual Expense ** 06/30/15	%	Budget 1516	*** Actual Expense ** 01/31/16	%	Encumbered	*** Unencumbered ***	%
Fund: Education Fund									
Salaries	6,523,146.00	10,959,620.97	59.5	10,894,948.00	6,100,480.89	56.0	.00	4,794,467.11	44.0
Employee Benefits	1,166,753.46	2,065,914.17	56.5	1,931,754.00	1,210,858.63	62.7	.00	720,895.37	37.3
Contractual Services	238,185.16	262,191.98	90.8	290,589.00	236,652.73	81.4	3,465.95	50,470.32	17.4
Commodities	516,988.46	730,144.77	70.8	766,941.45	456,122.62	59.5	113,404.93	197,413.90	25.7
Travel	79,845.97	119,176.71	67.0	120,978.55	32,963.33	27.2	4,202.64	83,812.58	69.3
Fixed Charges	47,821.67	110,886.18	43.1	102,800.00	38,011.34	37.0	28,150.28	36,638.38	.4
Capital Outlay	2,692.00	14,410.14	18.7	.00	.00	.0	.00	.00	.0
Other	333,454.78	799,986.01	41.7	542,643.00	560,322.17	103.3	72.00	-17,751.17	-3.3
Transfer Out	47,420.00	280,654.57	16.9	566,000.00	40,286.26	7.1	.00	525,713.74	92.9
Contingency	.00	.00	.0	103,331.00	.00	.0	.00	103,331.00	100.0
Total Expenditures	8,956,307.50	15,342,985.50	58.4	15,319,985.00	8,675,697.97	56.6	149,295.80	6,494,991.23	42.4
Fund: Operations & Maint									
Salaries	246,042.70	400,798.88	61.4	412,727.00	222,677.43	54.0	.00	190,049.57	46.0
Employee Benefits	69,214.30	115,212.88	60.1	102,604.00	66,568.12	64.9	.00	36,035.88	35.1
Contractual Services	233,660.14	447,243.63	52.2	518,775.00	252,475.47	48.7	205,996.19	60,303.34	11.6
Commodities	65,011.45	100,242.92	64.9	146,245.00	59,855.87	40.9	24,249.12	62,140.01	42.5
Travel	584.48	680.22	85.9	350.00	118.57	33.9	.00	231.43	66.1
Fixed Charges	359,428.80	688,487.88	52.2	695,269.00	398,079.52	57.3	96,277.85	200,911.63	.3
Capital Outlay	.00	.00	.0	13,939.00	6,363.73	45.7	.00	7,575.27	54.3
Contingency	.00	.00	.0	66,000.00	.00	.0	.00	66,000.00	100.0
Total Expenditures	973,941.87	1,752,666.41	55.6	1,955,909.00	1,006,138.71	51.4	326,523.16	623,247.13	31.9
Total Operating Funds									
Salaries	6,769,188.70	11,360,419.85	59.6	11,307,675.00	6,323,158.32	55.9	.00	4,984,516.68	44.1
Employee Benefits	1,235,967.76	2,181,127.05	56.7	2,034,358.00	1,277,426.75	62.8	.00	756,931.25	37.2
Contractual Services	471,845.30	709,435.61	66.5	809,364.00	489,128.20	60.4	209,462.14	110,773.66	13.7
Commodities	581,999.91	830,387.69	70.1	913,186.45	515,978.49	56.5	137,654.05	259,553.91	28.4
Travel	80,430.45	119,856.93	67.1	121,328.55	33,081.90	27.3	4,202.64	84,044.01	69.3
Fixed Charges	407,250.47	799,374.06	50.9	798,069.00	436,090.86	54.6	124,428.13	237,550.01	29.8
Capital Outlay	2,692.00	14,410.14	18.7	13,939.00	6,363.73	45.7	.00	7,575.27	54.3
Other	333,454.78	799,986.01	41.7	542,643.00	560,322.17	103.3	72.00	-17,751.17	-3.3
Transfer Out	47,420.00	280,654.57	16.9	566,000.00	40,286.26	7.1	.00	525,713.74	92.9
Contingency	.00	.00	.0	169,331.00	.00	.0	.00	169,331.00	.0
Total Expenditures	9,930,249.37	17,095,651.91	58.1	17,275,894.00	9,681,836.68	56.0	475,818.96	7,118,238.36	41.2

Auxiliary Enterprises Fund
Instructional Programs
Statement of Revenue and Expense
Cash Basis
JAN 1516

		Actual	Budget
Continuing and Professional Education			
Revenues:			
	Fitness Center	30,231.67	55,000.00
6000	CPED Admininstration	10,341.61	0.00
6001	CDL	122,515.00	204,560.00
6002	Computer & Technology	11,425.00	20,347.00
6003	Dance	34,673.72	49,100.00
6004	Hobby & Leisure	29,807.75	93,300.00
6007	Safety-Industrial	70,710.95	294,817.00
6008	Shilling Rentals	19,748.75	52,815.00
6010	DOC-CPR/First Aid	0.00	15,000.00
6013	Culinary Arts	10,532.00	10,000.00
6027	Manufacturing Camp	15,000.00	15,000.00
Total Revenues		354,986.45	809,939.00
Expenses:			
	Fitness Center	26,381.91	63,690.00
6000	CPED Admininstration	90,000.01	157,091.00
6001	CDL	89,558.30	158,278.00
6002	Computer & Technology	12,648.73	15,633.00
6003	Dance	27,330.42	48,742.00
6004	Hobby & Leisure	41,261.25	88,930.00
6007	Safety-Industrial	77,070.19	199,467.00
6008	Shilling Rentals	11,124.69	19,353.00
6010	DOC-CPR/First Aid	4,329.11	3,823.00
6013	Culinary Arts	8,197.43	8,880.00
6027	Manufacturing Camp	15,000.00	15,000.00
Total Expenses		402,902.04	778,887.00
Net Income (Loss)		(47,915.59)	31,052.00

Note: Credit Hour Reimbursement Revenue included above 0.00

Auxiliary Enterprises Fund
Outdoor Events
Statement of Revenue and Expense
Cash Basis
JAN 1516

		Actual	Budget
Revenues:			
6014	Dance Productions	19,175.22	32,000.00
6019	Outdoor Events	2,250.00	3,500.00
6021	Concert	58,999.72	75,000.00
6024	Dog Show	0.00	7,000.00
6030	Misc Events	5,075.00	10,000.00
Total Revenues		85,499.94	127,500.00
Expenses:			
6014	Dance Productions	13,167.01	22,357.00
6019	Outdoor Events	30,373.95	115,266.00
6020	Farm Progress Show	5,963.16	2,500.00
6021	Concert	55,082.88	67,200.00
6024	Dog Show	0.00	1,200.00
6030	Misc Events	94.50	4,350.00
Total Expenses		104,681.50	212,873.00
Net Income (Loss)		(19,181.56)	(85,373.00)

Auxiliary Enterprises Fund
Workforce Development
Statement of Revenue and Expense
Cash Basis
JAN 1516

		Actual	Budget
Revenues:			
6009	Traffic Safety	21,409.20	43,331.00
8907	Culinary Restaurant	42,682.35	50,000.00
8908	Coffee Shop	29,586.36	57,500.00
8915	Misc Culinary Events	3,881.00	3,000.00
Total Revenues		97,558.91	153,831.00
Expenses:			
6009	Traffic Safety	21,083.81	43,927.00
8907	Culinary Restaurant	39,086.45	48,500.00
8908	Coffee Shop	24,498.12	57,500.00
8915	Misc Culinary Events	2,200.70	3,000.00
Total Expenses		86,869.08	152,927.00
Net Income (Loss)		10,689.83	904.00

Richland Community College
Restricted Purposes Fund-Grants
JAN 1516

		Grant Period	Budget	* Actual Expense	% *	Encumbered	** Unencumbered	% **
8908	Coffee Shop	07/01/2010 -	0.00	695.01	0.00	0.00	- 695.01	0.00
	Total		0.00	695.01	0.00	0.00	- 695.01	0.00
	Federally Funded Grants							
11117	ADM Sequestration Grant	07/01/2010 - 09/30/2018	71,185.50	41,974.32	58.96	952.33	28,258.85	39.70
11596	DCP-STOP Act	09/30/2014 - 09/29/2015	26,936.97	14,577.20	54.12	0.00	12,359.77	45.88
11696	DCP-STOP Act Grnt	09/30/2015 - 09/29/2016	48,258.00	7,727.22	16.01	5,610.00	34,920.78	72.36
11695	DCP-Strategic Prevention	07/01/2015 - 06/30/2016	143,085.00	56,105.99	39.21	9,638.41	77,340.60	54.05
11615	Intelligent Monitor Sys	08/17/2015 -	14,781.00	9,877.68	66.83	0.00	4,903.32	33.17
11580	TRIO Grant	09/01/2014 - 08/30/2015	53,673.91	53,674.29	100.00	0.00	- 0.38	- .00
11680	TRIO Grant	09/01/2015 - 08/31/2016	280,680.00	106,069.60	37.79	0.00	174,610.40	62.21
11316	TrainingAssist/CareerTrg	10/01/2012 - 09/30/2016	9,525.46	9,525.46	100.00	0.00	0.00	.00
	Total		648,125.84	299,531.76	46.22	16,200.74	332,393.34	51.29
	State Funded Grants							
11654	Adult Ed Performance Grt	07/01/2015 - 06/30/2016	0.00	26,749.25	0.00	0.00	-26,749.25	0.00
11672	Adult Ed State Basic	07/01/2015 - 06/30/2016	0.00	29,232.29	0.00	0.00	-29,232.29	0.00
11620	Co-OpWorkStudy-IBHE	07/01/2015 - 06/30/2015	18,494.00	0.00	0.00	0.00	18,494.00	0.00
11540	Decatur DOC	10/01/2014 - 09/30/2015	75,214.44	75,214.44	100.00	0.00	0.00	.00
11640	Decatur DOC	10/01/2015 - 09/30/2016	0.00	74,529.42	0.00	1,194.00	-75,723.42	0.00
11618	Hwy Construct Career Grt	07/01/2015 - 06/30/2016	324,900.00	50,832.32	15.65	11,936.03	262,131.65	80.68
11541	Lincoln DOC	10/01/2014 - 09/30/2015	54,632.65	54,632.65	100.00	0.00	0.00	.00
11641	Lincoln DOC	10/01/2015 - 09/30/2016	0.00	60,738.10	0.00	1,260.00	-61,998.10	0.00
11542	Logan DOC	10/01/2014 - 09/30/2015	93,699.72	93,699.72	100.00	0.00	0.00	.00
11642	Logan DOC	10/01/2015 - 09/30/2016	0.00	90,681.01	0.00	1,260.00	-91,941.01	0.00
11664	SOS Literacy Grant	07/01/2015 - 06/30/2016	0.00	45,177.53	0.00	0.00	-45,177.53	0.00
11566	Workplace Skills Enhance	07/01/2014 - 08/15/2015	5,133.31	5,133.31	100.00	0.00	0.00	.00
	Total		572,074.12	606,620.04	106.04	15,040.28	-49,586.20	- 8.67
	Locally Funded Grants							
11322	AACC Plus 50 Grant	04/01/2013 -	1,198.38	1,198.38	100.00	0.00	0.00	.00
8999	Decatur Comm Partnership	10/01/2007 -	32,830.00	2,210.00	6.73	0.00	30,620.00	93.27
11373	Literacy Grant-EdCo	03/01/2013 -	46,415.64	28,755.59	61.95	0.00	17,660.05	38.05
	Total		80,444.02	32,163.97	39.98	0.00	48,280.05	60.02
	Cash/RCC Restricted Programs							
9098	Partners in Education	-	86,842.00	49,414.92	56.90	0.00	37,427.08	43.10
11458	Project READ	07/01/2013 -	33,500.00	10,690.94	31.91	0.00	22,809.06	68.09
	Total		120,342.00	60,105.86	49.95	0.00	60,236.14	50.05

Richland Community College
Restricted Purposes Fund-Grants
JAN 1516

		Grant Period	Budget	* Actual Expense	% *	Encumbered	** Unencumbered	% **
RCC-Foundation Funded Grants								
11633	Foundation Gifts to RCC	07/01/2015 - 06/30/2016	22,780.00	19,088.80	83.80	124.80	3,566.40	15.66
	Total		22,780.00	19,088.80	83.80	124.80	3,566.40	15.66
Fed Funded through State								
11612	Carl Perkins - ICCB	07/01/2015 - 06/30/2016	186,363.00	144,815.23	77.71	0.00	41,547.77	22.29
11632	Federal Adult Ed Basic	07/01/2015 - 06/30/2016	100,150.00	40,065.01	40.01	0.00	60,084.99	59.99
11656	Program Improvement Grnt	07/01/2015 - 06/30/2016	0.00	10,201.00	0.00	0.00	-10,201.00	0.00
	Total		286,513.00	195,081.24	68.09	0.00	91,431.76	31.91
	Total Grants		1,730,278.98	1,213,286.68	70.12	31,365.82	485,626.48	28.07

Richland Community College
ACCOUNT SUMMARY
JAN 1516

Fund: Education Fund Acct Description	Month Actual	Full Year Budget	Year to Date Actual	Encumbered	Pct	Variance
51100 Administrative Staff Sal	152,506.16	1,896,229.00	1,094,555.28	0.00	57.7	801,673.72
51102 Administrative Staff-PT	3,500.00	42,840.00	24,500.00	0.00	57.2	18,340.00
51200 Professional/Tech Salary	56,302.98	691,520.00	413,708.18	0.00	59.8	277,811.82
51201 Professional/Tech-PT	2,005.40	25,885.00	13,093.74	0.00	50.6	12,791.26
51202 Professional/Tech-PT	2,073.12	28,500.00	20,547.41	0.00	72.1	7,952.59
51310 F/T Faculty Salary	346,188.94	4,134,223.00	1,958,643.31	0.00	47.4	2,175,579.69
51315 F/T Faculty-Summer Sal	0.00	339,875.00	324,575.25	0.00	95.5	15,299.75
51320 P/T Faculty Salary	42,477.29	944,747.00	548,071.52	0.00	58.0	396,675.48
51325 P/T Faculty-Summer Sal	0.00	109,632.00	89,937.17	0.00	82.0	19,694.83
51340 Overload Salary	25,478.49	389,540.00	290,868.88	0.00	74.7	98,671.12
51345 Clinical Risk Stipends	1,822.22	35,900.00	20,322.24	0.00	56.6	15,577.76
51350 Independent Study Salary	0.00	3,750.00	13,585.00	0.00	362.3	-9,835.00
51356 Subs Instructors Salary	446.05	10,030.00	7,652.60	0.00	76.3	2,377.40
51360 LabFacilitators	1,185.98	32,000.00	11,284.68	0.00	35.3	20,715.32
51362 Faculty Tutors Salary	2,712.33	120,000.00	44,136.63	0.00	36.8	75,863.37
51391 Faculty Curriculm Dev OL	0.00	0.00	5,970.00	0.00	.0	-5,970.00
51400 Supervisory Staff Salary	43,377.68	465,398.00	286,864.59	0.00	61.6	178,533.41
51500 Academic Support Salary	14,615.74	175,389.00	102,310.18	0.00	58.3	73,078.82
51502 Academic Support-PT	8,891.62	167,760.00	117,593.71	0.00	70.1	50,166.29
51610 F/T Classified Salary	86,749.85	1,120,274.00	603,789.84	0.00	53.9	516,484.16
51620 P/T Classified Salary	4,483.15	65,712.00	35,695.24	0.00	54.3	30,016.76
51630 Classified-Temporary	0.00	1,000.00	2,265.77	0.00	226.6	-1,265.77
51800 Student Workers Salary	1,755.21	30,850.00	22,478.66	0.00	72.9	8,371.34
51906 Interpreter Salary	1,610.45	26,350.00	27,100.38	0.00	102.8	-750.38
51912 Test Proctor Salary	0.00	7,100.00	1,779.02	0.00	25.1	5,320.98
51918 Overtime Wages	262.88	4,400.00	2,257.45	0.00	51.3	2,142.55
51935 SURS Fringe Benefit	2,458.56	26,044.00	16,894.16	0.00	64.9	9,149.84
52080 SURS-RetireeHealthContri	3,652.12	47,442.00	27,400.92	0.00	57.8	20,041.08
52100 EmployeeBenefitsTotal	3,000.00	4,000.00	3,173.85	0.00	79.3	826.15
52101 Group Medical Ins	144,764.77	1,721,701.00	1,063,101.81	0.00	61.7	658,599.19
52102 Group Dental Ins	5,274.09	68,404.00	37,804.30	0.00	55.3	30,599.70
52104 Group Life Ins	2,725.39	34,828.00	20,230.65	0.00	58.1	14,597.35
52105 Group LTD Ins	1,715.07	21,379.00	12,083.46	0.00	56.5	9,295.54
52106 Long-Term Care Ins	0.00	4,000.00	3,853.39	0.00	96.3	146.61
52750 Staff/Family Waivers	18,138.00	30,000.00	43,210.25	0.00	144.0	-13,210.25
53200 Consultants/Workshops	0.00	26.00	243.48	0.00	936.5	-217.48
53205 Admin Computer-Maint	3,119.67	193,089.00	200,022.21	0.00	103.6	-6,933.21
53400 Equip Repair/Maint Agree	0.00	25,392.00	11,009.21	2,563.46	53.5	11,819.33
53500 Legal Services-Admin	1,184.00	27,450.00	6,053.00	0.00	22.1	21,397.00
53900 Contractual-Other	2,326.27	23,347.00	8,635.13	902.49	40.9	13,809.38
53938 Tuition	0.00	3,000.00	0.00	0.00	.0	3,000.00
53955 Faculty Development	0.00	710.00	412.50	0.00	58.1	297.50
53974 Resource Persons	0.00	200.00	0.00	0.00	.0	200.00
53975 Professional Fees	0.00	8,000.00	5,376.25	0.00	67.2	2,623.75
53985 Accreditation Fees	0.00	4,950.00	1,500.00	0.00	30.3	3,450.00
53993 Employee Recognition EAT	0.00	1,600.00	831.00	0.00	51.9	769.00
53994 Employee Awards	0.00	600.00	586.40	0.00	97.7	13.60
53995 Meals	90.05	700.00	1,120.15	0.00	160.0	-420.15
53998 Student Awards	0.00	1,525.00	863.40	0.00	56.6	661.60
54090 Event Expense	0.00	500.00	352.08	0.00	70.4	147.92
54101 Office Supplies	3,038.95	23,952.00	15,176.57	0.00	63.4	8,775.43

Richland Community College
ACCOUNT SUMMARY
JAN 1516

Fund: Education Fund Acct Description	Month Actual	Full Year Budget	Year to Date Actual	Year to Date Encumbered	Pct	Variance
54102 Instructional Supplies	2,297.30	117,098.20	58,150.62	24,642.12	70.7	34,305.46
54200 Printing	-211.40	34,063.00	16,889.57	10,186.52	79.5	6,986.91
54205 Credit Schedules	0.00	11,000.00	0.00	0.00	.0	11,000.00
54210 Catalog Printing	0.00	6,100.00	3,081.86	0.00	50.5	3,018.14
54400 Materials	3,958.35	58,063.75	28,536.34	1,867.90	52.4	27,659.51
54401 Audio Visual Materials	0.00	7,700.00	5,504.78	142.90	73.3	2,052.32
54402 Postage	1,331.10	33,319.00	11,660.97	0.00	35.0	21,658.03
54408 Computer Software	3,510.78	140,639.50	118,957.14	2,000.00	86.0	19,682.36
54413 Transcripts	0.00	22,500.00	13,000.00	0.00	57.8	9,500.00
54515 Reference Materials	0.00	1,700.00	631.16	0.00	37.1	1,068.84
54520 Books-Library Collection	714.57	12,500.00	6,815.74	577.21	59.1	5,107.05
54600 Publications & Dues	4,591.04	127,464.00	116,790.56	882.00	92.3	9,791.44
54700 Advertising	7,535.66	162,950.00	59,563.17	72,325.85	80.9	31,060.98
54705 Specialities	0.00	2,300.00	-73.60	0.00	- 3.2	2,373.60
54710 WYSE Activities	0.00	900.00	24.48	590.30	68.3	285.22
54905 Graphic Supplies	0.00	3,626.00	845.09	0.00	23.3	2,780.91
54908 Laundry/Linen Supplies	0.00	566.00	216.09	190.13	71.8	159.78
55100 Meeting Expense	717.23	21,718.00	4,368.17	0.00	20.1	17,349.83
55150 Registration Fees	0.00	23,138.00	9,346.00	0.00	40.4	13,792.00
55200 Travel-In State	4.40	23,069.00	2,471.07	175.25	11.5	20,422.68
55204 Travel-In State Mileage	0.00	8,733.55	4,174.61	4,027.39	93.9	531.55
55300 Travel-Out of State	0.00	43,320.00	12,603.48	0.00	29.1	30,716.52
55400 Recruitment	0.00	1,000.00	0.00	0.00	.0	1,000.00
56200 Equipment Rental	2,058.66	45,000.00	16,603.04	22,926.28	87.8	5,470.68
56800 Bank Card Fees	0.00	20,000.00	9,818.12	0.00	49.1	10,181.88
56810 Collection Co Charges	0.00	10,000.00	2,958.23	0.00	29.6	7,041.77
56815 Graduation Expense	0.00	16,200.00	-5.00	0.00	- .0	16,205.00
57500 Telephone	50.02	600.00	300.12	0.00	50.0	299.88
57700 Telecommunications	697.06	11,000.00	8,336.83	5,224.00	123.3	-2,560.83
59040 Write-Offs	3,136.68	25,000.00	74,720.53	0.00	298.9	-49,720.53
59300 Chargeback Expense	9,293.48	30,000.00	11,110.84	0.00	37.0	18,889.16
59405 Tuition Waiver	70,679.10	240,000.00	399,156.96	0.00	166.3	-159,156.96
59415 Illinois Veterans Grants	0.00	100,000.00	0.00	0.00	.0	100,000.00
59416 Unfunded ING/MIA/POW	3,924.00	30,000.00	12,922.55	0.00	43.1	17,077.45
59420 Monetary Award Program	0.00	0.00	142,084.00	0.00	.0	-142,084.00
59901 Contributions	4,500.00	104,500.00	57,890.00	0.00	55.4	46,610.00
59965 Bank Service Charges	260.00	7,500.00	4,245.29	72.00	57.6	3,182.71
59999 Expense-Other	-36.80	5,643.00	276.00	0.00	4.9	5,367.00
99999 Budget Contingency	0.00	103,331.00	0.00	0.00	.0	103,331.00
	1,108,943.71	14,753,985.00	8,777,495.71	149,295.80	60.5	5,827,193.49
71000 Transfer Out	0.00	566,000.00	40,286.26	0.00	7.1	525,713.74
01 Education Fund	1,108,943.71	15,319,985.00	8,817,781.97	149,295.80	58.5	6,352,907.23

Richland Community College
ACCOUNT SUMMARY
JAN 1516

Fund: Operations & Maint Acct	Description	Month Actual	Full Year Budget	Year to Date Actual	Year to Date Encumbered	Pct	Variance
51100	Administrative Staff Sal	3,074.36	67,992.00	34,478.80	0.00	50.7	33,513.20
51200	Professional/Tech Salary	2,442.50	26,810.00	17,097.52	0.00	63.8	9,712.48
51400	Supervisory Staff Salary	7,921.88	117,172.00	64,665.25	0.00	55.2	52,506.75
51610	F/T Classified Salary	982.57	26,202.00	8,040.40	0.00	30.7	18,161.60
51700	Custodial,Maint Stf Sal	12,256.93	168,551.00	95,307.09	0.00	56.5	73,243.91
51918	Overtime Wages	188.40	6,000.00	3,088.37	0.00	51.5	2,911.63
52080	SURS-RetireeHealthContri	134.32	2,034.00	1,120.37	0.00	55.1	913.63
52101	Group Medical Ins	6,198.20	94,079.00	56,848.12	0.00	60.4	37,230.88
52102	Group Dental Ins	214.60	3,814.00	2,082.60	0.00	54.6	1,731.40
52104	Group Life Ins	105.15	1,660.00	905.42	0.00	54.5	754.58
52105	Group LTD Ins	64.42	1,017.00	554.61	0.00	54.5	462.39
52750	Staff/Family Waivers	1,547.00	0.00	5,057.00	0.00	.0	-5,057.00
53400	Equip Repair/Maint Agree	3,790.42	80,000.00	35,663.39	8,228.17	54.9	36,108.44
53405	Telephone Maint Agree	610.67	11,000.00	2,865.08	4,462.96	66.6	3,671.96
53410	Custodial Services	30,653.47	369,880.00	185,385.06	184,450.68	100.0	44.26
53415	Security	1,057.95	9,890.00	5,685.62	4,204.38	100.0	0.00
53420	Building Repair/Maint	0.00	2,500.00	0.00	0.00	.0	2,500.00
53900	Contractual-Other	40.00	21,305.00	10,925.85	600.00	54.1	9,779.15
53910	Pest Control	810.00	13,700.00	6,282.33	4,050.00	75.4	3,367.67
53915	Snow/Grounds	114.75	10,500.00	5,668.14	0.00	54.0	4,831.86
54101	Office Supplies	237.55	1,300.00	874.68	0.00	67.3	425.32
54104	Maintenance Supplies	5,311.25	106,900.00	40,091.17	21,658.44	57.8	45,150.39
54105	Vehicle Expense	202.01	18,000.00	9,168.72	1,319.77	58.3	7,511.51
54107	Wind Turbine Maintenace	0.00	11,000.00	6,646.62	0.00	60.4	4,353.38
54200	Printing	0.00	850.00	226.67	0.00	26.7	623.33
54400	Materials	0.00	400.00	413.49	0.00	103.4	-13.49
54402	Postage	0.00	370.00	90.08	0.00	24.3	279.92
54408	Computer Software	0.00	30.00	29.95	0.00	99.8	0.05
54600	Publications & Dues	230.00	1,095.00	870.00	0.00	79.5	225.00
54700	Advertising	0.00	300.00	65.41	0.00	21.8	234.59
54910	Uniforms	253.06	6,000.00	1,379.08	1,270.91	44.2	3,350.01
55100	Meeting Expense	0.00	100.00	86.17	0.00	86.2	13.83
55200	Travel-In State	3.80	250.00	32.40	0.00	13.0	217.60
56100	Facility Rental	10,949.25	132,855.00	78,144.75	54,746.25	100.0	-36.00
56200	Equipment Rental	253.60	1,300.00	478.60	0.00	36.8	821.40
56600	Install Pymt Lease/Purch	6,667.80	79,764.00	46,657.26	33,321.66	100.3	-214.92
56750	Property Taxes	0.00	15,450.00	16,086.54	0.00	104.1	-636.54
57150	Propane	20.99	7,500.00	304.90	495.10	10.7	6,700.00
57300	Electricity and Nat Gas	38,566.96	361,300.00	197,624.00	0.00	54.7	163,676.00
57400	Water,Sewage	2,310.02	29,300.00	17,994.59	0.00	61.4	11,305.41
57500	Telephone	3,167.66	44,300.00	28,279.01	285.00	64.5	15,735.99
57600	Refuse Disposal	1,913.50	20,500.00	11,267.42	7,429.84	91.2	1,802.74
57700	Telecommunications	0.00	3,000.00	1,242.45	0.00	41.4	1,757.55
58400	Building Improvements	0.00	7,559.00	0.00	0.00	.0	7,559.00
58700	Equipment-Service	0.00	6,380.00	6,363.73	0.00	99.7	16.27
99999	Budget Contingency	0.00	66,000.00	0.00	0.00	.0	66,000.00
		142,295.04	1,955,909.00	1,006,138.71	326,523.16	68.1	623,247.13
71000	Transfer Out	0.00	0.00	0.00	0.00	0.0	0.00
02	Operations & Maint	142,295.04	1,955,909.00	1,006,138.71	326,523.16	68.1	623,247.13

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Education Fund						
DOC General Studies	46,900.00	20,880.00	44.52	.00	26,020.00	55.48
Costs for Continuing & Prof Ed						
Automotive-Tech Occ	114,095.00	63,955.56	56.05	1,665.41	48,474.03	42.49
Collision Repair Tech	88,438.77	58,927.93	66.63	1,159.14	28,351.70	32.06
Diesel Med/Hvy Trk Tech	74,060.00	42,730.33	57.70	771.15	30,558.52	41.26
Heating,Vent,AC-Tech Occ	96,892.00	47,498.06	49.02	.00	49,393.94	50.98
Welding-Technical Occ	189,579.00	117,729.39	62.10	3,244.79	68,604.82	36.19
Total Continuing & Prof Ed	563,064.77	330,841.27	58.76	6,840.49	225,383.01	40.03
Costs for Office of Academic Srvcs						
Honors Program	3,540.00	1,313.03	37.09	.00	2,226.97	62.91
Online Learning	134,016.00	78,586.48	58.64	.00	55,429.52	41.36
Academic Success	349,465.00	189,652.88	54.27	.00	159,812.12	45.73
Math Enrichment Center	94,675.00	36,779.80	38.85	.00	57,895.20	61.15
Diversity	4,855.00	1,200.00	24.72	.00	3,655.00	75.28
Total Office of Academic Srvc	586,551.00	307,532.19	52.43	.00	279,018.81	47.57
Costs for Business and Technology						
Dean-Business/Technology	137,193.23	76,837.13	56.01	.00	60,356.10	43.99
Costs for Liberal Arts						
Dean-Liberal Arts	160,955.00	86,293.06	53.61	.00	74,661.94	46.39
Art-Baccalaureate	143,322.00	85,127.62	59.40	135.05	58,059.33	40.51
Erlanson Art Gallery	9,172.00	4,457.29	48.60	.00	4,714.71	51.40
African Amer Stu-Baccal	44,564.00	36,419.29	81.72	.00	8,144.71	18.28
Engl/Human/Journal-Bacca	918,987.00	442,732.32	48.18	.00	476,254.68	51.82
Foreign Lang-Baccal	74,971.00	44,910.92	59.90	.00	30,060.08	40.10
Music-Baccalaureate	23,374.00	16,932.51	72.44	.00	6,441.49	27.56
Dance-Baccalaureate	513.00	1,035.00	201.75	.00	-522.00	-101.75
Philosophy-Baccalaureate	125,548.00	63,439.37	50.53	.00	62,108.63	49.47
Speech/Forensic/Drama	127,754.00	87,657.21	68.61	.00	40,096.79	31.39
EarlyChildhoodEduc-AAS	86,242.00	55,089.86	63.88	.00	31,152.14	36.12
Education-Baccalaureate	38,103.00	13,870.82	36.40	.00	24,232.18	63.60
History-Baccalaureate	191,402.00	111,803.96	58.41	.00	79,598.04	41.59
Political Sci-Baccal	26,087.00	14,069.71	53.93	.00	12,017.29	46.07
Psychology-Baccalaureate	221,463.00	128,196.23	57.89	.00	93,266.77	42.11
Sociology-Baccalaureate	121,834.00	60,795.70	49.90	.00	61,038.30	50.10
Total Liberal Arts	2,314,291.00	1,252,830.87	54.13	135.05	1,061,325.08	45.86

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Costs for Math, Science & Business						
Dean-Math/Science	140,242.00	87,632.33	62.49	590.30	52,019.37	37.09
Accounting/Business	272,817.00	177,626.07	65.11	.00	95,190.93	34.89
Information Tech-OccTech	226,832.00	157,994.42	69.65	.00	68,837.58	30.35
Office Tech-Bus Occ	127,314.00	65,316.72	51.30	.00	61,997.28	48.70
Drafting/DesignEngineer	68,664.00	40,576.55	59.09	.00	28,087.45	40.91
Math-Baccalaureate	566,666.00	338,749.15	59.78	.00	227,916.85	40.22
Phys Sci/Physic-Baccal	67,962.00	33,573.30	49.40	.00	34,388.70	50.60
General Science	22,031.00	7,988.03	36.26	.00	14,042.97	63.74
Biology-Baccalaureate	424,161.00	243,416.96	57.39	1,731.98	179,012.06	42.20
Chemistry-Baccalaureate	121,474.00	64,455.66	53.06	.00	57,018.34	46.94
Earth Science-Baccal	15,586.00	9,897.68	63.50	.00	5,688.32	36.50
Economics-Baccalaureate	71,757.00	47,293.10	65.91	.00	24,463.90	34.09
Health Ed/Rec-Baccal	5,670.00	2,558.25	45.12	.00	3,111.75	54.88
CriminalJustice-Tech Occ	34,030.00	23,212.14	68.21	.00	10,817.86	31.79
Total Math, Science & Busines	2,165,206.00	1,300,290.36	60.05	2,322.28	862,593.36	39.84
Costs for Health Professions						
Dean-Health Professions	218,208.00	117,846.70	54.01	.00	100,361.30	45.99
Allied Health	199,215.00	118,245.79	59.36	505.73	80,463.48	40.39
Human Simulator	81,854.00	41,651.94	50.89	380.74	39,821.32	48.65
Radiology Tech-Hlth Occ	215,575.00	135,038.71	62.64	2,282.39	78,253.90	36.30
Surgical Tech-Health Occ	243,751.00	127,929.25	52.48	2,697.40	113,124.35	46.41
Fire Science-Tech Occ	63,321.00	35,150.28	55.51	485.00	27,685.72	43.72
Nursing LPN -Health Occ	133,093.00	69,218.66	52.01	1,233.06	62,641.28	47.07
Health Information Tech	155,226.00	75,785.34	48.82	.00	79,440.66	51.18
AAS Nursing -Health Occ	829,827.00	415,412.65	50.06	1,390.19	413,024.16	49.77
Total Health Professions	2,140,070.00	1,136,279.32	53.10	8,974.51	994,816.17	46.49
Costs for Workforce Development						
GED-AB & ASE	30,210.00	9,095.90	30.11	.00	21,114.10	69.89
Culinary Arts	218,719.00	133,269.44	60.93	12,616.82	72,832.74	33.30
Engineering-Baccal	25,958.00	14,129.60	54.43	.00	11,828.40	45.57
Horticulture-Bus Occup	145,412.00	90,540.14	62.26	.00	54,871.86	37.74
Engineering Technology	237,238.00	134,980.08	56.90	31.58	102,226.34	43.09
Total Workforce Development	657,537.00	382,015.16	58.10	12,648.40	262,873.44	39.98
Costs for Student Success						
Admission & Recruitment	286,926.00	142,746.99	49.75	.00	144,179.01	50.25
Advising and Records	275,122.00	166,028.36	60.35	.00	109,093.64	39.65
Counseling Services	197,045.00	120,742.82	61.28	.00	76,302.18	38.72
Career Services	4,380.00	20,370.24	465.07	.00	-15,990.24	-365.07
Student Engagement	48,581.00	30,087.80	61.93	.00	18,493.20	38.07
Fin Aid & Vet Affairs	322,924.00	178,030.39	55.13	.00	144,893.61	44.87
Student Life	42,509.00	26,570.68	62.51	.00	15,938.32	37.49
Total Student Success	1,177,487.00	684,577.28	58.14	.00	492,909.72	41.86

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Costs for Auxiliary Services						
Copy Center	97,849.00	57,716.96	58.99	.00	40,132.04	41.01
Costs for Academic Support-LRC						
LRC Audio Visual	11,500.00	6,490.34	56.44	475.75	4,533.91	39.43
LRC	279,074.00	189,116.92	67.77	845.11	89,111.97	31.93
Total Academic Support-LRC	290,574.00	195,607.26	67.32	1,320.86	93,645.88	32.23
Costs for Technical Services Supp						
Networking Support	108,649.00	102,397.61	94.25	3,984.00	2,267.39	2.09
Academic Lab Support	42,664.00	33,776.38	79.17	.00	8,887.62	20.83
Technical Services Suprt	233,796.00	146,841.14	62.81	.00	86,954.86	37.19
Total Technical Services Supp	385,109.00	283,015.13	73.49	3,984.00	98,109.87	25.48
Costs for Institutional Support						
VP Student Success	161,782.00	97,133.43	60.04	.00	64,648.57	39.96
Fairview Park Plaza	21,970.00	14,731.36	67.05	.00	7,238.64	32.95
Clinton Center	51,011.00	15,571.20	30.53	.00	35,439.80	69.47
Administrative Info Syst	430,355.00	339,008.53	78.77	2,078.46	89,268.01	20.74
VP Economic Development	148,821.00	84,473.44	56.76	.00	64,347.56	43.24
Board of Trustees	41,429.00	21,454.07	51.79	.00	19,974.93	48.21
Presidents Office	544,370.00	356,581.53	65.50	1,669.05	186,119.42	34.19
Business Office	343,483.00	206,619.78	60.15	.00	136,863.22	39.85
Vice Pres Fin & Admin	184,369.00	107,500.08	58.31	63.25	76,805.67	41.66
VP Academic Services	302,976.00	177,547.16	58.60	300.00	125,128.84	41.30
General Expenses	342,495.00	127,222.57	37.15	7,981.90	207,290.53	60.52
Copiers	38,000.00	16,862.57	44.38	25,669.80	-4,532.37	-11.93
Graphics	112,887.00	61,674.68	54.63	.00	51,212.32	45.37
Marketing	368,340.00	139,941.10	37.99	71,846.85	156,552.05	42.50
Employee Relations	500.00	498.29	99.66	.00	1.71	.34
Human Resources	192,598.00	117,355.46	60.93	479.00	74,763.54	38.82
Institutl Effectiveness	158,359.00	93,735.14	59.19	.00	64,623.86	40.81
Faculty/Staff Developmt	1,615.00	846.00	52.38	.00	769.00	47.62
Foundation & Development	218,462.00	130,321.51	59.65	.00	88,140.49	40.35
Total Institutional Support	3,663,822.00	2,109,077.90	57.56	110,088.31	1,444,655.79	39.43
Costs for Scholarship and Waivers						
Waivers	395,000.00	628,884.04	159.21	.00	-233,884.04	-59.21
Chargeback	30,000.00	11,110.84	37.04	.00	18,889.16	62.96
Total Scholarship and Waivers	425,000.00	639,994.88	150.59	.00	-214,994.88	-50.59

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Transfer Out	566,000.00	40,286.26	7.12	.00	525,713.74	92.88
Contingency	103,331.00	.00	.00	.00	103,331.00	100.00
Total Education Fund	15,319,985.00	8,817,781.97	57.56	146,313.90	6,355,889.13	41.49

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Operations & Maint						
Costs for Maintenance						
Renovations / Remodeling	7,559.00	1,381.65	18.28	.00	6,177.35	81.72
Maintenance	409,388.00	216,889.98	52.98	27,354.59	165,143.43	40.34
Custodial	366,500.00	173,786.14	47.42	160,352.61	32,361.25	8.83
Grounds	35,784.00	21,948.58	61.34	10,871.66	2,963.76	8.28
Security	23,154.00	13,118.53	56.66	4,204.38	5,831.09	25.18
College Vehicle	18,000.00	9,168.72	50.94	1,319.77	7,511.51	41.73
Utilities	406,700.00	212,637.40	52.28	12,087.90	181,974.70	44.74
Administration O & M	241,759.00	137,360.90	56.82	.00	104,398.10	43.18
General O & M	5,950.00	5,489.00	92.25	.00	461.00	7.75
Shilling Center - O/M	3,500.00	.00	.00	.00	3,500.00	100.00
Clinton Center O&M	108,755.00	71,003.58	65.29	36,338.90	1,412.52	1.30
Fairview Plaza O&M	69,850.00	38,718.61	55.43	27,129.60	4,001.79	5.73
CSI Building O&M	10,450.00	8,657.41	82.85	.00	1,792.59	17.15
Macon Co Soil & Water Bd	68,680.00	38,369.23	55.87	25,150.00	5,160.77	7.51
Sequestration Bldg O&M	23,680.00	11,989.50	50.63	6,600.00	5,090.50	21.50
Workforce Development Ct	90,200.00	45,619.48	50.58	15,113.75	29,466.77	32.67
Total Maintenance	1,889,909.00	1,006,138.71	53.24	326,523.16	557,247.13	29.49
Contingency	66,000.00	.00	.00	.00	66,000.00	100.00
Total Operations & Maint	1,955,909.00	1,006,138.71	51.44	326,523.16	623,247.13	31.86

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Oper & Maint Restricted						
Building Additions	31,000.00	9,928.25	32.03	952.00	20,119.75	64.90
Renovations / Remodeling	1,145,000.00	753,102.13	65.77	6,809.00	385,088.87	33.63
Total Oper & Maint Restricted	1,176,000.00	763,030.38	64.88	7,761.00	405,208.62	34.46
Fund: Bond & Interest Fund						
Costs for Bond and Interest						
Bond & Interest	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48
Total Bond & Interest Fund	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Auxiliary Enterprises						
Costs for Continuing & Prof Ed						
Credit	321,911.00	170,005.55	52.81	20,520.01	131,385.44	40.81
NonCredit	280,122.00	138,668.38	49.50	1,984.50	139,469.12	49.79
Continuing&ProfEdAdmin	157,091.00	95,769.01	60.96	.00	61,321.99	39.04
Total Continuing & Prof Ed	759,124.00	404,442.94	53.28	22,504.51	332,176.55	43.76
Costs for Workforce Development						
Costs for Auxiliary Services						
Child Care Services	205,958.00	121,471.88	58.98	7,303.54	77,182.58	37.47
Theatre Productions	15,600.00	1,001.10	6.42	.00	14,598.90	93.58
CulinaryRestaurant	50,000.00	39,116.45	78.23	.00	10,883.55	21.77
Coffee House	57,500.00	24,498.12	42.61	978.48	32,023.40	55.69
Culinary Events	3,000.00	2,551.87	85.06	.00	448.13	14.94
Garden Center Ag/Hort	31,525.00	11,320.20	35.91	4,527.11	15,677.69	49.73
Fitness Center	63,690.00	26,381.91	41.42	.00	37,308.09	58.58
Outdoor Exposition SpcEv	212,873.00	104,681.50	49.18	.00	108,191.50	50.82
Copy Center	71,000.00	38,457.00	54.16	19,197.26	13,345.74	18.80
Total Auxiliary Services	711,146.00	369,480.03	51.96	32,006.39	309,659.58	43.54
Total Auxiliary Enterprises	1,470,270.00	773,922.97	52.64	54,510.90	641,836.13	43.65

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Restricted Purposes Fd						
Costs for Grants						
Commercial Custodial	10,556.80	29,770.45	282.00	.00	-19,213.65	-182.00
Career Technologies	40,140.11	82,126.89	204.60	.00	-41,986.78	-104.60
ConstructionOccup-DOC	34,394.25	64,807.10	188.42	.00	-30,412.85	-88.42
Heating,Vent,AC-Tech Occ	.00	10,201.00	.00	.00	-10,201.00	.00
Welding-Technical Occ	9,525.46	6,582.08	69.10	.00	2,943.38	30.90
Online Learning	4,250.00	5,091.00	119.79	.00	-841.00	-19.79
8th Grade Career Fair	475.00	327.35	68.92	.00	147.65	31.08
Partner's Salute	4,450.00	38.30	.86	.00	4,411.70	99.14
YouthLeadershipInstitute	3,100.00	2,102.75	67.83	.00	997.25	32.17
College Fair	4,055.00	2,927.11	72.19	.00	1,127.89	27.81
PIE-Career On Wheels	600.00	.00	.00	.00	600.00	100.00
PIE Admin	74,162.00	44,019.41	59.36	.00	30,142.59	40.64
Dean-Liberal Arts	2,000.00	1,717.16	85.86	.00	282.84	14.14
Erlanson Art Gallery	1,000.00	973.51	97.35	.00	26.49	2.65
Information Tech-OccTech	1,750.00	342.38	19.56	.00	1,407.62	80.44
Biology-Baccalaureate	2,000.00	2,072.83	103.64	.00	-72.83	-3.64
GED-AB & ASE	1,500.00	595.67	39.71	.00	904.33	60.29
Culinary Arts	750.00	536.26	71.50	.00	213.74	28.50
Horticulture-Bus Occup	20,926.00	37,493.79	179.17	.00	-16,567.79	-79.17
Engineering Technology	86,166.00	87,943.38	102.06	.00	-1,777.38	-2.06
Hospitality Management	28,571.72	56,634.96	198.22	.00	-28,063.24	-98.22
Student Services Records	3,993.15	17,994.89	450.64	.00	-14,001.74	-350.64
Fin Aid & Vet Affairs	3,000.00	1,860.66	62.02	.00	1,139.34	37.98
Student Life	2,350.00	2,292.27	97.54	.00	57.73	2.46
Child Care Services	2,000.00	905.45	45.27	.00	1,094.55	54.73
Theatre Productions	1,200.00	319.69	26.64	.00	880.31	73.36
CulinaryRestaurant	750.00	856.92	114.26	.00	-106.92	-14.26
Coffee House	10,515.00	10,737.39	102.11	.00	-222.39	-2.11
Fitness Center	2,000.00	1,909.88	95.49	.00	90.12	4.51
LRC	2,740.00	2,999.06	109.45	.00	-259.06	-9.45
Academic Lab Support	2,000.00	6,339.68	316.98	.00	-4,339.68	-216.98
Technical Services Suprt	22,780.00	10,311.64	45.27	124.80	12,343.56	54.19
VP Student Success	6,050.00	4,265.32	70.50	.00	1,784.68	29.50
Business Office	8,000.00	4,894.48	61.18	.00	3,105.52	38.82
General Expenses	37,570.03	76,394.95	203.34	.00	-38,824.92	-103.34
Administration General	56,529.90	108,818.83	192.50	3,714.00	-56,002.93	-99.07
Faculty/Staff Developmt	17,375.00	14,028.17	80.74	.00	3,346.83	19.26
Foundation & Development	1,500.00	1,265.20	84.35	.00	234.80	15.65
Grant-Administration	270,315.77	137,184.73	50.75	.00	133,131.04	49.25
Grant-Non-Administration	14,677.00	6,885.97	46.92	.00	7,791.03	53.08
Grants-Training	15,077.00	11,937.86	79.18	.00	3,139.14	20.82
Grant-SupportServices	160,971.00	6,904.60	4.29	2,006.03	152,060.37	94.46
Family Literacy	7,743.83	7,454.56	96.26	.00	289.27	3.74
Adult Literacy	43,805.12	26,434.34	60.35	.00	17,370.78	39.65
Instruction-Other	103,549.00	19,123.40	18.47	9,320.25	75,105.35	72.53
Student Servs-Counseling	160,141.20	81,040.51	50.61	.00	79,100.69	49.39
CommunityService	251,109.97	80,620.41	32.11	15,248.41	155,241.15	61.82

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Student Activities	80,076.19	83,221.62	103.93	.00	-3,145.43	-3.93
Sequestration Proj	85,966.50	51,852.00	60.32	952.33	33,162.17	38.58
Instruction	78,617.98	40,288.61	51.25	.00	38,329.37	48.75
Total Grants	1,782,775.98	1,255,446.47	70.42	31,365.82	495,963.69	27.82
Costs for Financial Aid						
Illinois Veterans Grant	120,000.00	41,764.00	34.80	.00	78,236.00	65.20
Post 9/11 Veterans Grant	110,000.00	74,081.90	67.35	.00	35,918.10	32.65
FoundationScholarships	575,000.00	304,157.43	52.90	.00	270,842.57	47.10
Direct Loans	1,500,000.00	656,166.00	43.74	.00	843,834.00	56.26
PELL	4,300,000.00	2,467,640.38	57.39	.00	1,832,359.62	42.61
Federal Work Study	6,055.00	1,779.97	29.40	.00	4,275.03	70.60
SEOG	30,954.00	13,803.78	44.59	.00	17,150.22	55.41
MAP	400,000.00	.00	.00	.00	400,000.00	100.00
Workforce Investment Sol	300,000.00	166,533.78	55.51	.00	133,466.22	44.49
IL National Guard Grant	27,000.00	8,773.00	32.49	.00	18,227.00	67.51
Total Financial Aid	7,369,009.00	3,734,700.24	50.68	.00	3,634,308.76	49.32
Total Restricted Purposes Fd	9,151,784.98	4,990,146.71	54.53	31,365.82	4,130,272.45	45.13

Richland Community College
Expenditure Summary by Cost Center
For the month of January
58% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 01/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Working Cash Fund						
Transfer Out	3,000.00	.00	.00	.00	3,000.00	100.00
Total Working Cash Fund	3,000.00	.00	.00	.00	3,000.00	100.00
Fund: Trust & Agency Fund						
Costs for Trust and Agency						
Club Expenses	75,500.00	57,137.16	75.68	2,923.64	15,439.20	20.45
Transfer Out	.00	490.00	.00	.00	-490.00	.00
Total Trust & Agency Fund	75,500.00	57,627.16	76.33	2,923.64	14,949.20	19.80
Fund: Audit Fund						
Costs for Institutional Support						
Business Office	15,378.00	9,433.11	61.34	.00	5,944.89	38.66
Costs for Audit						
Audit	45,800.00	45,800.00	100.00	.00	.00	.00
Contingency	10,571.00	.00	.00	.00	10,571.00	100.00
Total Audit Fund	71,749.00	55,233.11	76.98	.00	16,515.89	23.02
Fund: Liab,Protect,Settle						
Liab Protection & Settle	1,325,433.00	761,156.07	57.43	169,464.93	394,812.00	29.79
Total Liab,Protect,Settle	1,325,433.00	761,156.07	57.43	169,464.93	394,812.00	29.79

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
AAF International Corp	Maintenance	Maintenance Supplies	1,926.34		1,926.34	
AAF International Corp	Maintenance	Maintenance Supplies	615.06		615.06	
AEC Fire-Safety & Security Inc	Fire Science-Tech Occ	Contractual-Other	74.00	74.00		
AFLAC		AFLAC	657.50	657.50		
ASIS International	Security	Publications & Dues	195.00		195.00	
AT&T	Utilities	Telephone	312.15		312.15	
AT&T	Fairview Plaza O&M	Telephone	6.74		6.74	
AT&T	Fairview Plaza O&M	Telephone	172.98		172.98	
AT&T	Utilities	Telephone	689.72		689.72	
AT&T	CommunityService	Telephone	39.47			39.47
AT&T	Utilities	Telephone	716.88		716.88	
AT&T	Utilities	Telephone	151.56		151.56	
AT&T Long Distance	Utilities	Telephone	135.45		135.45	
Advanced Disposal Services	Utilities	Refuse Disposal	1,318.24		1,318.24	
AmerenIP	Outdoor Exposition Sp	Electricity and Nat G	33.81			33.81
AmerenIP	Utilities	Electricity and Nat G	47.34		47.34	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	119.56		119.56	
AmerenIP	Workforce Development	Electricity and Nat G	4,101.37		4,101.37	
AmerenIP	Utilities	Telephone	54.09		54.09	
AmerenIP	Sequestration Bldg O&	Electricity and Nat G	396.64		396.64	
AmerenIP	Utilities	Electricity and Nat G	125.27		125.27	
AmerenIP	Clinton Center O&M	Electricity and Nat G	254.94		254.94	
AmerenIP	Clinton Center O&M	Electricity and Nat G	116.89		116.89	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	13.62		13.62	
AmerenIP	Utilities	Electricity and Nat G	4,818.04		4,818.04	
AmerenIP	Utilities	Electricity and Nat G	1,852.63		1,852.63	
AmerenIP	Utilities	Electricity and Nat G	257.33		257.33	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	99.24		99.24	
AmerenIP	Clinton Center O&M	Electricity and Nat G	390.33		390.33	
AmerenIP	Outdoor Exposition Sp	Electricity and Nat G	40.16			40.16
AmerenIP	Clinton Center O&M	Electricity and Nat G	172.03		172.03	
AmerenIP	Clinton Center O&M	Electricity and Nat G	135.39		135.39	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	262.29		262.29	
American Association of Physics	Phys Sci/Physic-Bacca	Publications & Dues	201.00	201.00		
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	65.51		65.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Arbico Organics	Garden Center Ag/Hort	Materials	7.20			7.20
Arbico Organics	Garden Center Ag/Hort	Materials	13.20			13.20
Arbico Organics	Garden Center Ag/Hort	Materials	7.20			7.20
Arbico Organics	Garden Center Ag/Hort	Materials	13.20			13.20
Architectural Expressions LLP	Renovations / Remodel	Building Improvements	817.50			817.50
Area Disposal Service Inc	Clinton Center O&M	Custodial Services	59.66		59.66	
B & H Photo	Club Expenses	Instructional Supplie	235.91			235.91
B & H Photo	Foundation & Developm	Instructional Supplie	500.00			500.00
BMI	General Expenses	Publications & Dues	626.56	626.56		
Baker & Taylor Books	LRC	Books-Library Collect	714.57	714.57		
		PAGE TOTALS	23,713.61	2,273.63	19,732.33	1,707.65

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Barfield, Seth	Instruction-Other	Stipends	730.00			730.00
BearMail Co		Inventory-CentralStor	210.83	210.83		
BearMail Co	Marketing	Postage	70.02	70.02		
BearMail Co	Foundation & Developm	Postage	129.42	129.42		
Beck's Studio		Inventory-CentralStor	8.00	8.00		
Beiler, Delany R	Instruction-Other	Stipends	750.00			750.00
Bonds, Dion A	Instruction-Other	Stipends	730.00			730.00
BrickStreet Mutual Insurance	Liab Protection & Set	General Insurance	5,550.00			5,550.00
Burdick Plumbing & Heating Co In	Maintenance	Equip Repair/Maint Ag	830.38		830.38	
Busey Bank	Macon Co Soil & Water	Install Pymt Lease/Pu	4,490.00		4,490.00	
CC Fire Equipment Co Inc	Maintenance	Equip Repair/Maint Ag	821.50		821.50	
CDS Leasing	Copiers	Equipment Rental	149.14	149.14		
CDS Leasing	Copiers	Equipment Rental	280.00	280.00		
CDS Leasing	Copiers	Equipment Rental	60.00	60.00		
CDS Leasing	Copiers	Equipment Rental	524.12	524.12		
CDS Leasing	Copiers	Equipment Rental	387.63	387.63		
CDS Leasing	Copiers	Equipment Rental	90.00	90.00		
CDS Leasing	Grant-Administration	Equipment Rental	150.00			150.00
CDS Leasing	Copiers	Equipment Rental	139.77	139.77		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Leasing	Copiers	Equipment Rental	194.00	194.00		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Office Technologies	Copiers	Printing	4.28	4.28		
CDS Office Technologies	Copiers	Printing	57.96	57.96		
CDS Office Technologies	Copiers	Printing	30.83	30.83		
CDWG Government Inc	Information Tech-OccT	Computer Software	964.00	964.00		
CDWG Government Inc	Online Learning	Materials	172.88	172.88		
CDWG Government Inc	Academic Lab Support	Materials	20.65	20.65		
CDWG Government Inc	Academic Lab Support	Materials	82.80	82.80		
CDWG Government Inc	Academic Lab Support	Materials	838.68	838.68		
CDWG Government Inc	Academic Lab Support	Materials	83.30	83.30		
CORE Construction		Accrued Expenses	30,000.00			30,000.00
CPP	Career Services	Publications & Dues	195.00	195.00		
CTB McGraw Hill	Instruction	Materials	93.76			93.76
Chambers, Kathy E	General Expenses	Travel-In State	39.10			39.10
Chef Revival		Fees Pass Thru Culina	1,977.11	1,977.11		
Chef Revival		Fees Pass Thru Culina	166.03	166.03		
Chef Revival		Fees Pass Thru Culina	132.05	132.05		
City of Decatur		Accrued Sales Tax	45.60			45.60
City of Decatur		Accrued Sales Tax	40.86			40.86
City of Decatur IL	Utilities	Water,Sewage	287.76		287.76	
City of Decatur IL	Sequestration Bldg O&	Water,Sewage	138.86		138.86	
City of Decatur IL	Utilities	Water,Sewage	136.95		136.95	
City of Decatur IL	Utilities	Water,Sewage	1,290.12		1,290.12	
City of Decatur IL	Utilities	Water,Sewage	157.96		157.96	
City of Decatur IL	Macon Co Soil & Water	Water,Sewage	145.00		145.00	
City of Decatur IL	CSI Building O&M	Water,Sewage	58.59		58.59	
City of Decatur IL	Fairview Plaza O&M	Water,Sewage	94.78		94.78	
Clinton Area Chamber of Commerce	General Expenses	Publications & Dues	260.00	260.00		
		PAGE TOTALS	54,043.72	7,462.50	8,451.90	38,129.32

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Clinton Area Chamber of Commerce	Clinton Center	Publications & Dues	140.00	140.00		
Cole, Jerry	CommunityService	Telephone	50.00			50.00
Cole, Jerry	CommunityService	Telephone	50.00			50.00
Comcast	LRC Audio Visual	Materials	35.91	35.91		
Commerce Trust Company	General Expenses	Bank Service Charges	250.00	250.00		
Consociate Group	Human Resources	Contractual-Other	320.25	320.25		
Consolidated Communications	Utilities	Telephone Maint Agree	610.67		610.67	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	483.83		483.83	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	3,821.11		3,821.11	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	381.97		381.97	
Constellation NewEnergy Gas Divi	Fairview Plaza O&M	Electricity and Nat G	52.78		52.78	
Constellation NewEnergy Gas Divi	Macon Co Soil & Water	Electricity and Nat G	57.43		57.43	
Cooke Business Forms Inc	Business Office	Office Supplies	328.36	328.36		
Crews, Denise,, Dr	VP Academic Services	Telecommunications	60.00	60.00		
Cromwell Radio Group Inc	Marketing	Advertising	403.32	403.32		
Cromwell Radio Group Inc	Marketing	Advertising	100.00	100.00		
DMH Corporate Health Services	Credit	Contractual-Other	155.00			155.00
DMH Corporate Health Services	Credit	Contractual-Other	320.00			320.00
Davison, Jeffrey L	General Expenses	Travel-In State	73.60			73.60
DeBose Consulting	Engineering Technolog	Instructional Supplie	35.00	35.00		
DeBose Consulting	NonCredit	Contractual-Other	400.00			400.00
DeBouck, Judy	Culinary Events	Materials	231.17			231.17
Decatur Public Schools	College Fair	Travel-In State	250.00			250.00
Decatur Public Schools	College Fair	Travel-In State	559.22			559.22
Dept of Financial & Prof Regulat		Fees Pass Thru Nursin	240.00	240.00		
Dipper, Charlotte M	Employee Relations	Materials	336.74	336.74		
Dunker Electric	Maintenance	Maintenance Supplies	131.28		131.28	
Dunker Electric	Maintenance	Maintenance Supplies	26.69		26.69	
Dunker Electric	Maintenance	Maintenance Supplies	164.45		164.45	
Dunker Electric	Maintenance	Maintenance Supplies	67.42		67.42	
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	39.60	39.60		
Dynagraphics Inc	CommunityService	Printing	1,737.87			1,737.87
Dynagraphics Inc	VP Student Success	Printing	70.11	70.11		
Dynagraphics Inc	CommunityService	Printing	2,029.74			2,029.74
ECSI	Building Additions	Contractual-Other	9,870.00			9,870.00
Ecology Action Center	Sequestration Proj	Registration Fees	70.00			70.00
Economic Development Corp of	General Expenses	Publications & Dues	2,500.00	2,500.00		
Elan Corporate Payment Systems		Credit Card Pmt Clear	10,700.65	10,700.65		
Evergreen FS-Stephens #24	Utilities	Propane	20.99		20.99	
Evergreen FS-Stephens #24	Credit	Vehicle Expense	242.71			242.71
Evergreen FS-Stephens #24	Credit	Vehicle Expense	304.32			304.32
Evisions Inc		Prepaid Expenses	6,239.33	6,239.33		
Evisions Inc	Administrative Info S	Admin Computer-Maint	3,119.67	3,119.67		
FEDEX	Culinary Arts	Postage	18.39	18.39		
FEDEX	AAS Nursing -Health O	Postage	10.58	10.58		
Fairview Park Plaza LLC	Fairview Plaza O&M	Facility Rental	4,615.92		4,615.92	
Fastenal Industrial Supply Co	Maintenance	Maintenance Supplies	1.97		1.97	
Feinstein, Joe	Maintenance	Travel-In State	3.80		3.80	
Fidelity Investments		Misc Deductions	300.00	300.00		
		PAGE TOTALS	52,031.85	25,247.91	10,440.31	16,343.63

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Firm Systems		Fees Pass Thru Backgr	653.25	653.25		
FirstEnergy Solutions	Fairview Plaza O&M	Electricity and Nat G	99.22		99.22	
FirstEnergy Solutions	Sequestration Bldg O&	Electricity and Nat G	353.02		353.02	
FirstEnergy Solutions	Macon Co Soil & Water	Electricity and Nat G	140.06		140.06	
FirstEnergy Solutions	Utilities	Electricity and Nat G	163.57		163.57	
FirstEnergy Solutions	Utilities	Electricity and Nat G	30.74		30.74	
FirstEnergy Solutions	Utilities	Electricity and Nat G	14,065.73		14,065.73	
FirstEnergy Solutions	Sequestration Bldg O&	Electricity and Nat G	442.01		442.01	
FirstEnergy Solutions	Utilities	Electricity and Nat G	173.58		173.58	
FirstEnergy Solutions	Fairview Plaza O&M	Electricity and Nat G	88.40		88.40	
FirstEnergy Solutions	Utilities	Electricity and Nat G	36.59		36.59	
FirstEnergy Solutions	Macon Co Soil & Water	Electricity and Nat G	165.35		165.35	
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	66.86	66.86		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	29.70	29.70		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	98.85	98.85		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	27.55	27.55		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	13.86	13.86		
Fleet Pride	Diesel Med/Hvy Trk Te	Materials	372.11	372.11		
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Franczek Radelet	Board of Trustees	Legal Services-Admin	1,184.00	1,184.00		
Frontier	Clinton Center O&M	Telephone	157.68		157.68	
G F I Digital	Sequestration Proj	Printing	5.00			5.00
G F I Digital	Sequestration Proj	Printing	155.25			155.25
G F I Digital	Sequestration Proj	Printing	176.73			176.73
G F I Digital	Sequestration Proj	Printing	151.11			151.11
Garver Feeds	Garden Center Ag/Hort	Materials	104.58			104.58
Garver Feeds	Garden Center Ag/Hort	Materials	64.20			64.20
Garver Feeds	Garden Center Ag/Hort	Materials	64.20			64.20
GeoSeed	Garden Center Ag/Hort	Materials	90.00			90.00
Grainger Inc	Automotive-Tech Occ	Instructional Supplie	117.72	117.72		
Grey, Thomas	Credit	Contractual-Other	2,560.00			2,560.00
Grey, Thomas	NonCredit	Contractual-Other	320.00			320.00
Grey, Thomas	NonCredit	Contractual-Other	695.00			695.00
Grey, Thomas	NonCredit	Contractual-Other	720.00			720.00
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	13,671.16			13,671.16
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	13,671.16			13,671.16
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	27.88			27.88
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	27.88			27.88
Happe, Curtis W	Automotive-Tech Occ	Instructional Supplie	8.56	8.56		
Happe, Curtis W	Automotive-Tech Occ	Instructional Supplie	9.61	9.61		
Happe, Curtis W	Automotive-Tech Occ	Instructional Supplie	8.88	8.88		
HigherEdJobs.com		Prepaid Expenses	997.50	997.50		
HigherEdJobs.com	Human Resources	Advertising	997.50	997.50		
Houchen Bindery Ltd	LRC	Materials	125.00	125.00		
Hummert International	Garden Center Ag/Hort	Materials	657.75			657.75
Hummert International	Garden Center Ag/Hort	Materials	582.00			582.00
		PAGE TOTALS	55,000.80	4,710.95	16,545.95	33,743.90

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Hynds, Andrew T	Community Relations	Meeting Expense	39.24			39.24
IL Dept of Ag Bureau of Evnir Pr	Maintenance	Publications & Dues	35.00		35.00	
IMACC		RCC Foundation A/R	130.00	130.00		
ISSRT	Club Expenses	Contractual-Other	460.00			460.00
Illinois Board of Higher Ed		Accrued Expenses	8,572.56			8,572.56
Illinois Century Network	Networking Support	Telecommunications	664.00	664.00		
Illinois Federation of Teachers		Union Dues-RFT	2,275.00	2,275.00		
Illinois Federation of Teachers		Union Dues-RFT	2,275.00	2,275.00		
Illinois State Assembly	Club Expenses	Meeting Expense	195.00			195.00
Illinois Trucking Assoc	NonCredit	Publications & Dues	200.00			200.00
Inceptia	VP Student Success	Publications & Dues	59.25	59.25		
Jan Master Cleaning Services Inc	Custodial	Custodial Services	24,300.00		24,300.00	
Jan Master Cleaning Services Inc	Custodial	Custodial Services	2,679.07		2,679.07	
Jan Master Cleaning Services Inc	Macon Co Soil & Water	Custodial Services	450.00		450.00	
Jan Master Cleaning Services Inc	Sequestration Bldg O&	Custodial Services	1,100.00		1,100.00	
Jan Master Cleaning Services Inc	Workforce Development	Custodial Services	1,850.00		1,850.00	
Jan Master Cleaning Services Inc	Liab Protection & Set	Custodial Services	297.68			297.68
Jan Master Cleaning Services Inc	Liab Protection & Set	Custodial Services	2,700.00			2,700.00
Jones, Kali Elizabeth	Instruction-Other	Stipends	750.00			750.00
KONE Inc	Maintenance	Equip Repair/Maint Ag	334.02		334.02	
KONE Inc	Maintenance	Equip Repair/Maint Ag	334.02		334.02	
Kaskaskia Broadcasting Inc	Marketing	Advertising	300.00	300.00		
Key Equipment Finance	Administration Genera	Equipment Rental	210.00			210.00
Key Equipment Finance	Administration Genera	Equipment Rental	199.00			199.00
Key Equipment Finance	Administration Genera	Equipment Rental	210.00			210.00
Keystone Homes	Clinton Center O&M	Facility Rental	6,333.33		6,333.33	
King Lar	Maintenance	Equip Repair/Maint Ag	170.00		170.00	
Kramer Entertainment Agency Inc	Club Expenses	Contractual-Other	2,000.00			2,000.00
Kramer Entertainment Agency Inc	Club Expenses	Contractual-Other	2,500.00			2,500.00
Lamar Companies	CommunityService	Advertising	3,200.00			3,200.00
Lee Enterprises Inc	Marketing	Advertising	389.00	389.00		
Lee Enterprises Inc	Marketing	Advertising	39.00	39.00		
Lee Enterprises Inc	Marketing	Advertising	600.00	600.00		
Lee Enterprises Inc	Human Resources	Advertising	242.37	242.37		
Lee Enterprises Inc	Human Resources	Advertising	242.37	242.37		
Lee Enterprises Inc	LRC	Publications & Dues	359.23	359.23		
Lewis, Donnie R	Club Expenses	Travel-In State	61.75			61.75
MANCOMM	Credit	Instructional Supplie	29.75			29.75
MANCOMM	Credit	Instructional Supplie	29.75			29.75
MANCOMM	Credit	Instructional Supplie	731.46			731.46
MR Systems Wirless	Clinton Center O&M	Telephone	57.00		57.00	
MR Systems Wirless	Clinton Center O&M	Telephone	57.00		57.00	
MRE Benefit Admin Systems		Group Insurance	28,570.17	28,570.17		
MRE Benefit Admin Systems		Health Insurance	182,120.56	182,120.56		
MRE Benefit Admin Systems		EmployeeBenefitsTotal	3,000.00	3,000.00	0.00	0.00
Mack Sales & Serivce of Decatur	Credit	Expense-Other	628.60			628.60
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Macon County Treasurer		Current Taxes	1,432.11		1,432.11	
		PAGE TOTALS	284,412.29	222,265.95	39,131.55	23,014.79

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Macon County Treasurer		Current Taxes	116.40			116.40
Macon County Treasurer		Current Taxes	9,846.66	9,846.66		
Macon County Treasurer		Current Taxes	3,894.22			3,894.22
Macon County Treasurer		Current Taxes	2,347.47			2,347.47
Main Street Church of the	CommunityService	Facility Rental	250.00			250.00
Main Street Church of the	CommunityService	Facility Rental	150.00			150.00
Main Street Church of the	CommunityService	Facility Rental	150.00			150.00
Main Street Church of the	CommunityService	Facility Rental	150.00			150.00
Mangle Management Systems	NonCredit	Meals	437.25			437.25
Mangle Management Systems	Board of Trustees	Meeting Expense	284.25	284.25		
Mangle Management Systems	Board of Trustees	Meeting Expense	130.00	130.00		
Mangle Management Systems	Board of Trustees	Meeting Expense	42.00	42.00		
Mark's Plumbing	Maintenance	Maintenance Supplies	47.08		47.08	
May Cocagne & King P C	CommunityService	Contractual-Other	2,200.00			2,200.00
McReynolds, Nancy M	NonCredit	Instructional Supplie	49.87			49.87
Menard Inc	Maintenance	Maintenance Supplies	26.71		26.71	
Menard Inc	Maintenance	Maintenance Supplies	38.93		38.93	
Menard Inc	Maintenance	Maintenance Supplies	35.48		35.48	
Menard Inc	Maintenance	Maintenance Supplies	25.97		25.97	
Menard Inc	Building Additions	Materials	58.25			58.25
Menard Inc	Maintenance	Maintenance Supplies	21.14		21.14	
Menard Inc	Maintenance	Maintenance Supplies	172.47		172.47	
Mercer Cutlery	NonCredit	Instructional Supplie	139.24			139.24
Metro Decatur Home Builders	Garden Center Ag/Hort	Registration Fees	605.00			605.00
Mid-America Advertising MidWest	Marketing	Advertising	530.60	530.60		
Mid-America Advertising MidWest	Marketing	Advertising	250.00	250.00		
Midland Paper Company	Copy Center	Materials	191.79			191.79
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Motion Industries	Maintenance	Maintenance Supplies	24.37		24.37	
Mt Zion Chamber of Commerce	Marketing	Advertising	175.00	175.00		
NAACP-Decatur Branch	Student Activities	Travel-In State	300.00			300.00
NACU	Administrative Info S	Publications & Dues	200.00	200.00		
Napa Auto Parts	College Vehicle	Vehicle Expense	28.68		28.68	
Napa Auto Parts	College Vehicle	Vehicle Expense	8.79		8.79	
Napa Auto Parts	College Vehicle	Vehicle Expense	53.47		53.47	
Napa Auto Parts	College Vehicle	Vehicle Expense	31.12		31.12	
Nasco	Biology-Baccalaureate	Instructional Supplie	302.26	302.26		
Nein, Christine K		Misc Deductions	25.00	25.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	600.00	600.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Niemann Foods	Culinary Arts	Instructional Supplie	19.47	19.47		
Niemann Foods	Culinary Arts	Instructional Supplie	12.73	12.73		
Niemann Foods	Culinary Arts	Instructional Supplie	5.97	5.97		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	20.47	20.47		
		PAGE TOTALS	25,728.11	13,994.41	694.21	11,039.49

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	23.83	23.83		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-16.99	-16.99		
Office Depot Inc		Inventory-CentralStor	299.15	299.15		
Office Max		Inventory-CentralStor	672.15	672.15		
Operation Snowball Inc	CommunityService	Publications & Dues	65.00			65.00
Parkland College	Chargeback	Chargeback Expense	3,063.38	3,063.38		
Parkland College	Chargeback	Chargeback Expense	2,284.37	2,284.37		
Parkland College	Chargeback	Chargeback Expense	1,453.69	1,453.69		
Parkland College	Chargeback	Chargeback Expense	2,492.04	2,492.04		
Parks Sewer Service	Maintenance	Equip Repair/Maint Ag	270.00		270.00	
Per Mar Security & Research Corp	Security	Security	187.21		187.21	
Per Mar Security & Research Corp	Security	Security	175.60		175.60	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,214.40			4,214.40
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,493.01			4,493.01
Per Mar Security & Research Corp	Security	Security	169.34		169.34	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,063.98			4,063.98
Per Mar Security & Research Corp	Security	Security	178.16		178.16	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,275.69			4,275.69
Per Mar Security & Research Corp	Security	Security	347.64		347.64	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,086.41			4,086.41
Pilkington	Collision Repair Tech	Materials	956.89	956.89		
Pilkington	Collision Repair Tech	Materials	1,029.39	1,029.39		
Pride Cleaners	Culinary Arts	Contractual-Other	29.43	29.43		
Pride Cleaners	Culinary Arts	Contractual-Other	110.09	110.09		
RCC-Foundation		Richland Foundation	178.04	178.04		
RCC-Foundation		Credit Card Clearing	50.00	50.00		
RCC-Foundation		FND Scholarship Reven	392.00			392.00
RCC-Foundation		FND Scholarship Reven	258.00			258.00
RCC-Foundation		Richland Foundation	124.66	124.66		
Rahn Equipment Company	Grounds	Snow/Grounds	114.75		114.75	
Raynor Doors & More	Maintenance	Maintenance Supplies	1,017.50		1,017.50	
Reliance Standard		Life Insurance	3,236.90	3,236.90		
Reliance Standard		LTD Insurance	2,034.24	2,034.24		
Reliance Standard		Supplemental Life Ins	1,296.59	1,296.59		
Rexx Battery of Decatur Inc	College Vehicle	Vehicle Expense	79.95		79.95	
Rush Truck Leasing	Grounds	Install Pymt Lease/Pu	2,177.80		2,177.80	
S J Smith Company Inc	Automotive-Tech Occ	Instructional Supplie	21.08	21.08		
S J Smith Company Inc	Welding-Technical Occ	Instructional Supplie	591.40	591.40		
S J Smith Company Inc	Human Simulator	Instructional Supplie	86.18	86.18		
S J Smith Company Inc	Club Expenses	Contractual-Other	10.54			10.54
Safety Shoe Distributors	Instruction-Other	Instructional Supplie	479.98			479.98
Sam's Club Direct	Maintenance	Maintenance Supplies	170.00		170.00	
Sam's Club Direct	Board of Trustees	Meeting Expense	10.98	10.98		
Schwalbe, Barry S	Credit	Instructional Supplie	39.00			39.00
Schwalbe, Barry S	NonCredit	Meals	37.78			37.78
Schwalbe, Barry S	NonCredit	Travel-In State	83.95			83.95
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	50.00		50.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	35.00		35.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	625.00		625.00	
		PAGE TOTALS	48,125.18	20,027.49	5,597.95	22,499.74

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	100.00		100.00	
Secretary of State	Credit	Contractual-Other	50.00			50.00
Secretary of State	Credit	Contractual-Other	50.00			50.00
Secretary of State	Credit	Contractual-Other	50.00			50.00
Shippers Rental Inc	Credit	Equipment Rental	2,000.00			2,000.00
Showcard Studio	Marketing	Advertising	227.50	227.50		
Smith, John Daniel	Credit	Instructional Supplie	3.18			3.18
Soul Cuisene De' Elegance	Club Expenses	Event Expense	400.00			400.00
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	464.32		464.32	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	138.00		138.00	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	674.88		674.88	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	1,013.29		1,013.29	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	194.84		194.84	
Springfield Electric Supply Co	Maintenance	Maintenance Supplies	459.20		459.20	
Staples, Ronnie	Instruction-Other	Stipends	745.50			745.50
State Universities Retirement		SURS 8%	36,213.75	36,213.75		
State Universities Retirement		SURS 8%	2,060.02	2,060.02		
State Universities Retirement		SURSRetiremtInstallPu	168.50	168.50		
State Universities Retirement		SURS 1/2%	4,187.10	4,187.10		
State Universities Retirement		SURS 8%	2,129.88	2,129.88		
State Universities Retirement		SURS 8%	40,831.76	40,831.76		
State Universities Retirement		SURSRetiremtInstallPu	168.50	168.50		
State Universities Retirement		SURS 1/2%	4,554.20	4,554.20		
Stivers, Renee S	YouthLeadershipInstit	Meeting Expense	12.00			12.00
Striglos Office Equipment		Inventory-CentralStor	285.26	285.26		
Sunbelt Rentals	Maintenance	Equipment Rental	253.60		253.60	
The Decatur Club	Presidents Office	Publications & Dues	50.00	50.00		
The Omni Group	General Expenses	Bank Service Charges	10.00	10.00		
Top Quality Roofing Company	Maintenance	Maintenance Supplies	210.00		210.00	
Turner, Melva L	Instruction-Other	Stipends	750.00			750.00
US Postage Service	General Expenses	Postage	225.00	225.00		
US Postage Service	General Expenses	Postage	700.00	700.00		
USA Clean Inc	Custodial	Equip Repair/Maint Ag	13.00		13.00	
United Graphics Inc	Continuing&ProfEdAdmi	Advertising	6,501.07			6,501.07
United Parcel Service		Other Rec-Employees	18.09	18.09		
United Parcel Service	General Expenses	Postage	86.36	86.36		
United Parcel Service		Real Estate Tax Rec	4.13	4.13		
United Parcel Service		Other Rec-Employees	4.45	4.45		
United Parcel Service	Continuing&ProfEdAdmi	Postage	5.41			5.41
United Parcel Service	General Expenses	Postage	103.00	103.00		
United Parcel Service	General Expenses	Postage	87.20	87.20		
United Parcel Service	Copy Center	Postage	5.09	5.09		
United Way of Decatur/Macon Cnty		United Way	173.17	173.17		
United Way of Decatur/Macon Cnty		United Way	175.67	175.67		
Verizon Wireless	Utilities	Telephone	361.77		361.77	
Verizon Wireless	Admission & Recruitme	Telephone	50.02	50.02		
Verizon Wireless	Utilities	Telephone	228.77		228.77	
WDKR Radio Station	Marketing	Advertising	282.00	282.00		
WDZQ 95Q FM	Outdoor Exposition Sp	Advertising	325.68			325.68
		PAGE TOTALS	107,805.16	92,800.65	4,111.67	10,892.84

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
WXFM	Marketing	Advertising	357.00	357.00		
Wingard, Rachel	Academic Success	Interpreter Salary	256.25	256.25		
World Point ECC Inc	Credit	Instructional Supplie	233.55			233.55
Xerox Corp	Copy Center	Install Pymt Lease/Pu	194.99			194.99
Xerox Corp	Copy Center	Install Pymt Lease/Pu	2,307.74			2,307.74
Xerox Corp	Copy Center	Install Pymt Lease/Pu	307.11			307.11
Xerox Corp	Copy Center	Install Pymt Lease/Pu	42.91			42.91
Xerox Corp	Copy Center	Install Pymt Lease/Pu	1,496.37			1,496.37
Zimmerman, Elizabeth		Revenue-Misc/OtherSou	873.55	873.55		
Student Refunds			5,777.00	5,777.00		
		PAGE TOTALS	11,846.47	7,263.80	0.00	4,582.67
		AP GRAND TOTAL	662,707.19	396,047.29	104,705.87	161,954.03

ITEMS FROM THE BOARD

ADJOURNMENT