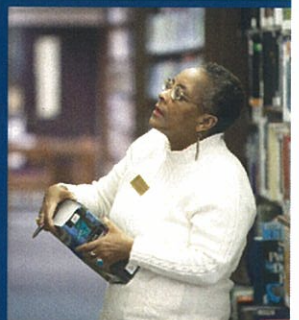




# BOARD OF TRUSTEES

May 20, 2014

REGULAR MEETING 5:30 P.M. | RICHLAND COMMUNITY COLLEGE BOARD ROOM



**Richland Community College**

One College Park | Decatur, Illinois 62521 | 217.875.7200 | [richland.edu](http://richland.edu)

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

May 20, 2014

**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

- I. Convening of the Regular Meeting – 5:30 p.m.
  - A. Call to Order
  - B. Roll Call
- II. ***Minutes of the Regular Meeting on April 15, 2014***
- III. Appearance of Citizens and Introduction of Guests
- IV. ***Reorganization of Board of Trustees***
- V. Written Communications
  - Correspondence from Beth Allhands, Master Gardener Program Coordinator, University of Illinois Extension, recognizing Lisa Eskew for her assistance and support of the Master Gardeners Program.
  - College Activities Report
  - Personnel Report
  - Construction Report
- VI. Special Reports
  - A. Report of the President
    1. Strategic Planning 2015-2018 Plan Update – Gianina Baker
    2. College Spotlight – Coffee Blending – Chef Brian Tucker, Director, Culinary Arts Institute
  - B. Report of ICCTA
  - C. Report of Student Trustee

- VII. ***Executive Session (IVORY COLOR)***
- VIII. ***Consent Agenda (PINK COLOR)***
  - A. Purchase Recommendation and Bid***
    - 1. Purchase of Equipment for Diesel-Medium Heavy Duty Truck and Collision Repair Program
    - 2. Purchase of John Deere Mower
  - B. Charge-Back***
    - 1. Trenton M. Younker – Aviation Associate in Science Degree – Parkland College – Fall 2014-Summer 2015
  - C. Full-Time Employments***
    - 1. Dr. Gayle Saunders – Restated Employment Agreement
    - 2. Administrator Contractual Agreements
  - D. Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06***
- IX. Old Business (BLUE COLOR)
  - A. Governance Moment – Process to Build Budget
  - B. Foundation Update
- X. New Business (IVORY COLOR)
  - A. Tentative FY2015 Budget
  - B. Request for Disbursement of Taxes Paid Under Protest***
  - C. Submission of Associate in Applied Science (A.A.S.) Degree – Healthcare Documentation and related certificate to the Illinois Community College Board***
  - D. Approval to Dispose of College Owned Property***
  - E. Completion of National Sequestration Education Center Visitor Center***
- XI. Board Policies, Proposals, and Changes (YELLOW COLOR)
  - A. Section 5 General Policies – Third Reading/Adoption***

XII. ***Financial Report (GREEN COLOR)***

***A. Treasurer's Report and Financial Statement (WHITE COLOR)***

***B. Bills for Ratification***

XIII. Items from the Board

XIV. Adjournment

***Bold and Italics Denotes Action Items***

## BOARD BOOK ANNUAL CALENDAR

### JANUARY 2014

Reports

Consent Agenda

Legal Representation Agreements

New Business

Recommendation for Approval of Tuition

### FEBRUARY 2014

Reports

Consent Agenda

New Business  
Recommendations for Tenure

Recommendation for Approval of Fees

Executive Session -  
President's Evaluation

President's Contract

### MARCH 2014

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

Strategic Plan

### APRIL 2014

Tenure and Promotion Recognition Dinner

Student Senate Election Results

Report from Board Secretary regarding Election of Student Trustee

Seating of New Student Trustee

Reports

### MAY 2014

Reorganization of Board of Trustees

Reports

Consent Agenda

New Business

Tentative Budget

Other

RCC Commencement

ICCTA Lobby Day

### JUNE 2014

Reports

Consent Agenda

New Business

Compliance with Prevailing Wage Act

State Capital Funding Request RAMP

Review of Minutes of Previous Executive Sessions

ICCTA Annual Convention

Public Hearing for Budget

Resolution Adopting Budget

Resolution Transferring Earnings

## BOARD BOOK ANNUAL CALENDAR

### JULY 2014

Reports

Consent Agenda

### AUGUST 2014

Reports

Institutional Year Book  
Program Review  
Presentation

Consent Agenda

### SEPTEMBER 2014

Reports

Consent Agenda

### OCTOBER 2014

Reports

Consent Agenda

Distribution of Audit  
Reports – RCC & Brush  
College, LLC

Strategic Plan Quarterly  
Update

### NOVEMBER 2014

Reports

Consent Agenda

Audit Presentation

Financial Report  
Discussion of Tax Levy

Calendar of Regular  
Meetings of Board of  
Trustees

### DECEMBER 2014

Reports

Consent Agenda

Old Business  
Resolution for Fiscal Year Tax  
Levy

Review of Minutes of Previous  
Executive Sessions

## 2014 Strategic Plan Priorities

### Goal 1: Enhance Student Access, Engagement, and Success.

**Strategy A:** To advance student access by providing a comprehensive system for enrollment, student services, and scheduling.

1. Increase student access and enrollment by expanding partnerships with District high schools, which will increase the percentage of students who apply and enroll at RCC.

**Strategy B:** To enhance educational engagement in and out of the classroom.

1. Identify technology enhancement plan for the new Student Success Center.
2. Realign Career Services to provide holistic delivery of services to students, employers and the community.
3. Identify and deploy the strategy for enhanced student services in the renovated Student Success Center to enhance access for newly enrolled students.
4. Support Student Advocacy Day by arranging one-on-one meetings with local elected officials.
5. Implement structured project-based learning into program and course curricula.

**Strategy C:** Support student success through enhanced readiness, persistence, retention, and completion.

1. Increase the course and completion rate of RCC students.
2. Complete program reviews and development of shorter certificates in support of performance funding objectives linked to retention and completion.

**Strategy D:** Ensure that College curricula meet current and emerging workforce and student needs.

1. Identify and deploy the strategy for enhanced student services in the renovated Student Success Center for currently enrolled students.
2. Develop, align, and review program learning outcomes to assure a cohesive curricular and co-curricular experience that enhances student learning.
3. Implement and actively promote the Diesel Medium Heavy Truck Technology & Collision Repair Technology through written marketing plans.
4. Achieve successful reaccreditation (Higher Learning Commission, Radiography Program through Joint Review Committee on Education in Radiologic Technology (JRCERT), complete successful program accreditation visits (Culinary Arts Institute - American Culinary Federation), and determine opportunities for accreditation of new programs (EMS).
5. Implement structured project-based learning into program and course curricula.

### Goal 2: Cultivate a sustainable institutional environment.

**Strategy A:** Create and implement an institutional sustainability master plan.

1. Manage on-going construction projects to meet established deadlines.
2. Enhance learning and laboratory environments to improve quality of student learning.
3. Completion of 2011-2014 Strategic Plan and drafting of 2015-2018 Strategic Plan.

**Strategy B:** Enhance mental, physical, and professional wellness for employees, students, and their families.

1. Develop an annual professional development theme and conduct monthly training sessions for staff.
2. Implement a plan for individual health risk appraisals and conduct wellness sessions in an effort to improve employee wellness.

**Strategy C:** Enhance processes and increase activities that promote diversity and social justice.

1. Review staff compensation and salary ranges such that total compensation is competitive, fair, and affordable.

**Strategy D:** Ensure sustainability of the College's human resources.

1. Conduct collective bargaining activities with Full-time Faculty Bargaining Committee.
2. Review Health Insurance Plan implemented January 2014 to assure program effectiveness and fiscal savings. Modify Plan as necessary to comply with ACA.
3. Expand and diversify Faculty Academy sessions.
4. Examine staffing needs and prioritize staffing in accordance with service needs and budgetary constraints.

**Strategy E:** Enhance processes that promote financial vitality.

1. Implement institutional effectiveness reporting for each program area in accordance with strategic plans.
2. Adopt annual budget that includes a funding plan for equipment acquisition and sustains affordability and innovation.
3. Establish spending priorities necessary to maintain CFI ratios in conjunction with the budget approval.

### **Goal 3: Enhance community engagement and partnerships.**

**Strategy A:** Advance and broaden business relationships that align with college programmatic & fiscal needs in a sustainable fashion.

1. Pursue new AATP Development partnerships.
2. Develop renewable energy laboratory partnership.
3. Establish international partners to promote international opportunities.
4. Implement distance learning platform for international and domestic education.
5. Seek two new grants for potential funding that align with the strategic plans of the College.
6. Implement Capital Campaign through Richland Foundation for the new Integrated Business Education Center.
7. Continue outreach to College alumni through Alumni Association activities and pursue approach to updating contact information.
8. Provide fundraising training for Foundation board members through a special board retreat.
9. Increase number of endowed scholarships that support the College's mission of learning.
10. Promote Richland scholarships through an awareness campaign.

**Strategy B:** Strengthen relationships that create new opportunities for P-20 education.

1. Expand STEM activities with K-12 partners to encourage transition to Richland STEM programs.
2. Conduct research studies on various areas of Richland Community College.
3. Populate NSEC Visitor Center with attractions to draw visitors.

**Strategy C:** Strengthen relationships that create new opportunities for continuing education.

1. Expand RCC district participation at Annual Conference on Diversity and Globalization by demonstrating RCC Core Values through enrichment activities.
2. Expand renewable energy laboratory (REL) programming activities with Engineering Technology credit programming and CPED Sustainability noncredit programming.
3. Develop, implement, and market new applied baccalaureate pathways.

**Strategy D:** Create a proactive presence in the community and within local service organizations.

1. Market Richland innovations.
2. Promote and expand Richland's Speakers Bureau presence within the community.
3. Sustain and promote a positive community perception of Richland as the "Crown Jewel" through media promotion.

**Strategy E:** Work collaboratively with local, state, and federal government.

1. Expand existing US Department of Energy partnership.
2. Continue to deliver Science Sundays at the Children's Museum of Illinois.
3. Coordinate work for the Student Success Center with CDB.
4. Develop process for reporting Voluntary Framework for Accountability (VFA) data and incorporate into institutional use.
5. Enhance relationships with elected officials.
6. Solicit and obtain Congressional support for the TAACCCT grant.

**Strategy F:** Continue to promote partnerships in workforce training and economic development while exploring new opportunities to enhance regional employment potential.

1. Implement strategic plan for new Business Education Center.
2. Continue relationships with the City of Decatur, EdCo, Economic Dvpt. Corporation, and Grow Decatur to build on economic development initiatives.
3. Submit application to Illinois Department of Public Health to obtain approval for Clinton Education Center and Liberty Village (Manor Court of Clinton) for Basic Nurse Assistant Training Course to offer HLTH 141 course.



**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

Strategic Plan

**Richland Community College Strategic Plan  
2011-2014**

**Goal 1: Advance student access, engagement, and success.**

Strategy A: To advance student access by providing a comprehensive system for enrollment, student services, and scheduling.  
Strategy B: To enhance educational engagement in and out of the classroom.  
Strategy C: Support student success through enhanced readiness, persistence, retention, and completion.

**Goal 2: Cultivate a sustainable institutional environment.**

Strategy A: Create and implement an institutional sustainability master plan.  
Strategy B: Increase activities that enhance mental, physical, and professional wellness for employees, students, and their families.  
Strategy C: Enhance processes that promote ecological health.  
Strategy D: Enhance processes and increase activities that promote diversity and social justice.  
Strategy E: Ensure sustainability of the College's human resources.  
Strategy F: Enhance processes that promote financial vitality.

**Goal 3: Enhance community engagement and partnerships.**

Strategy A: Advance and broaden business relationships that align with college programmatic & fiscal needs in a sustainable fashion.  
Strategy B: Strengthen relationships that create new opportunities for P-20 education.  
Strategy C: Strengthen relationships that create new opportunities for continuing education.  
Strategy D: Create a proactive presence in the community and within local service organizations.  
Strategy E: Work collaboratively with local, state, and federal government.  
Strategy F: Continue to promote partnerships in workforce training and economic development while exploring new opportunities to enhance regional employment potential.

Implementation and  
Performance

Public  
Accountability

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

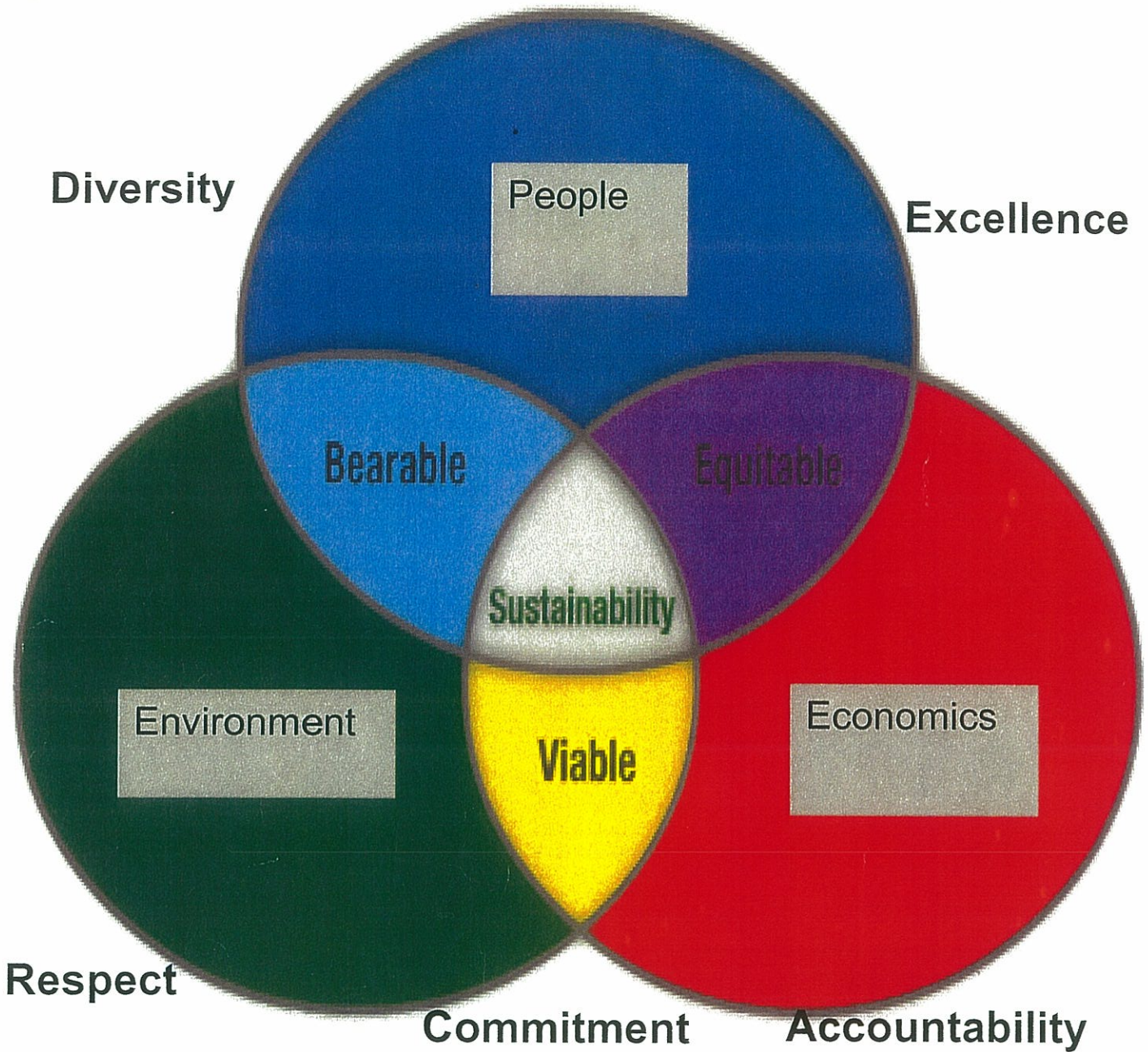
DashBoard

Annual Performance Report

Implementation and  
Performance

Public  
Accountability

*Principles of Sustainability*



## CONVENING OF THE REGULAR MEETING

**MINUTES OF THE REGULAR MEETING ON APRIL 15, 2014**

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

**April 15, 2014**

**RECOGNITION DINNER**

A dinner was held at 5:00 p.m. in the Shilling Salons prior to the Board meeting to honor faculty members who received tenure in February and promotion in rank in March. Also, Crystal Kitchens, 2014 Faculty Member of the Year, Laura Phillips, 2014 Adjunct Faculty Member of the Year, and Patrick McDaniel, 2014 Distinguished Alumnus, were honored.

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order on Tuesday, April 15, 2014, at 6:37 p.m. in Conference Room A/B of the College by Chairman Colee. Chairman Colee also recited the College Vision, Mission, and Core Values.

Roll Call

Members present: Bruce Campbell, Dale Colee, Dr. David Coopriker, Rev. Wayne Dunning, Corey Green, Dr. Larry Osborne, Randy Prince, Tom Ritter, and Paris Woods (Student Trustee to be seated)

Also present: Dr. Gayle Saunders and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of March 18, 2014, had been distributed to the Board prior to this meeting.

**Prince moved to approve the minutes of the regular meeting of March 18, 2014. Osborne seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

Board of Trustees minutes  
April 15, 2014

## **REPORT FROM BOARD SECRETARY REGARDING ELECTION OF STUDENT TRUSTEE**

Secretary Osborne reported to the Board regarding the election of the Student Trustee conducted March 18-20, 2014, and indicated that Paris Woods was duly elected and qualified to fill the 2014-15 term of office commencing on April 15, 2014.

### **Recognition of Former Student Trustee**

Chairman Colee read and presented a service plaque to Corey Green along with her nameplate. The plaque recognized Corey Green for her service as a student member on the Board of Trustees for the 2013-2014 term.

### **SWEARING IN AND SEATING OF STUDENT TRUSTEE FOR 2014-2015 – PARIS WOODS**

Chairman Colee administered the Oath of Office to Paris Woods, new student member of the Board of Trustees for 2014-2015, and formally seated her as a member of the Board.

### **WRITTEN COMMUNICATIONS**

College Activities Report:

- The College will be closed April 18-20 for spring holiday.
- Culinary Arts Institute accreditation site visit is scheduled for April 24, 2014.
- AKC Dog Show will be held on April 25 at Progress City, USA.
- Student Awards and Recognition Reception will be held on May 2 at 5:30 p.m. in the Shilling Community Education Center.
- Richland Community College Foundation Annual Golf Outing will be held on May 9 at Hickory Point Golf Course.
- The Annual Mother's Day Plant Sale will be held on May 9-10, 2014, beginning at 7:00 a.m.
- Richland Spring Dance Concert will be held May 9-10, 2014.
- Spring semester finals will be held May 10-15.
- Health Professions Pinning Ceremony will be held on May 16 at 5:00 p.m. at the Decatur Civic Center.
- Richland Community College Spring 2014 Commencement will be held on May 16 at 7:00 p.m. at the Decatur Civic Center.

Personnel Update:

Full-Time Employee Retirements, Resignations, and Terminations

- Jennifer Theis, Scene Shop Facilitator, Communications, Education, Humanities, and Fine Arts, effective April 4, 2014

Board of Trustees minutes  
April 15, 2014

- David DuBose, Instructor, Developmental English, Communications, Education, Humanities, and Fine Arts, effective May 16, 2014

Employment Changes

- Clay Gerhard, Assistant to the Director, Facilities and Operations, Finance and Administration, effective April 1, 2014
- John Kleiss, Assistant Director, Plant Operations, Facilities and Operations, effective April 1, 2014
- Paul Krekel, Network Support Administrator I, Facilities and Operations, effective April 1, 2014
- Sam Perryman, Network Support Administrator II, Facilities and Operations, effective April 1, 2014
- Andrew Robinson, Secretary, Academic Success Center, effective April 21, 2014

New Employees

- Sharon Sims, Clerical Assistant, Part-time, Partners in Education, effective March 17, 2014
- Paula Wood, Secretary, Part-time, Continuing and Professional Education, effective March 17, 2014

Current Construction Projects

Greg Florian, Vice President, Finance and Administration, reported to the Board. The work on the Workforce Development Institute is progressing well. The interior work of the Culinary Arts Institute restaurant work is continuing at a quick pace. The parking lot lighting project is complete. Bids for the Student Success Center renovation project will be out this summer.

Foundation Report is in the Board Book.

2015-2018 Strategic Plan Process Update is in the Board Book.

**SPECIAL REPORTS**

**REPORT OF THE PRESIDENT**

The Student Administration Luncheon was held on March 31. The luncheon provides a venue for updates and information dissemination from student leaders and administration.

The 94<sup>th</sup> Annual American Association of Community Colleges Convention was held in Washington, DC on April 5-8, 2014. The theme was "Great Expectations, Implementing a 21<sup>st</sup> Century Student Success Agenda". The opening session speaker was Jim

Board of Trustees minutes  
April 15, 2014

Collins. The luncheon speaker was Amy Walter. General Colin Powell was also a speaker at the event. Vice President Joe Biden and his wife, Jill, were also in attendance.

Over 250 candidates have indicated they will participate in the commencement ceremony on May 16, 2014. There are 660 candidates for the Class of 2014. The youngest student is 17; the oldest student is 79.

**College Spotlight** – Ellen Colbeck, Dean, Health Professions, and Jessica Pickel, Assistant to the Dean, Health Professions, presented to the Board. Pathways to Results (PTR) is a program of the Office of Community College Research and Leadership at the University of Illinois at Urbana-Champaign. PTR is aimed at improving student transitions to and through postsecondary education and into employment. Enhanced outcomes for students, programs, organizations, and systems is the ultimate goal of PTR. PTR is a 5-component program improvement and development process that motivates and employs strong, comprehensive partnerships; data analysis, equity guided, and data-driven decisions; system process assessment and mapping; data interpretation to foster improvements; and review and reflection.

#### **REPORT OF ICCTA**

Trustee Campbell reported that the next meeting of the ICCTA will be held on April 29 in Springfield. Trustee Campbell continues to encourage other trustees to attend the Illinois Community College Trustees Association activities.

#### **REPORT OF STUDENT TRUSTEE**

Student Trustee Paris Woods presented updates from Campus Life, Clubs, Honor Societies, and Organizations.

#### **AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF MARCH 2014**

During the month of March, Dr. Saunders signed the Academic and Student Services Partnership between the Board of Trustees for Richland Community College and the Board of Trustees for Western Illinois University; the Program Memorandum between Robert Morris University and Richland Community College; and the Illinois Community College Board Adult Education and Family Literacy FY2014 Request for Additional Funds.

#### **EXECUTIVE SESSION**

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

Board of Trustees minutes  
April 15, 2014

**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. Prince seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.**

Meeting convened into closed session at 7:20 p.m.

Meeting reconvened into open session at 9:31 p.m.

## **CONSENT AGENDA**

### **Change of Employment**

A recommendation to approve the appointment of Joe Feinstein to the position of Director, Technical and Facilities Operations, was presented to the Board.

### **Statement of Final Construction Costs Compliance**

A recommendation to authorize the College administration to submit the Statement of Final Construction Compliance for Protection, Health, and Safety Projects was presented to the Board.

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

## **OLD BUSINESS**

### **Adoption of 2014 Strategic Plan Priorities**

A recommendation to adopt the 2014 Strategic Plan Priorities was presented to the Board.

The Strategic Plan Priorities outline the goals and strategies deemed to be of great importance for this calendar year as well as desired outcomes that will shape Richland's higher education future. It is a challenging tactical Plan to guide staff, students, and community partners when making decisions. Enhanced educational achievement and progress are the intended outcomes.

The 2014 priorities support the three primary strategic planning goals: enhance student access, engagement, and success; cultivate a sustainable institutional environment; and enhance community engagement and partnerships.

Board of Trustees minutes  
April 15, 2014

**Prince moved to adopt the 2014 Strategic Plan Priorities, as presented. Coopriider seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.**

## **NEW BUSINESS**

### **Adoption of National Incident Management System (NIMS) Designation**

A recommendation to authorize the College administration to adopt the National Incident Management System (NIMS) as the system of preparing for and responding to disaster incidents was presented to the Board.

Homeland Security placed a directive establishing the National Incident Management System (NIMS). NIMS provides a consistent approach for all levels of government and first responder agencies to work together to respond to and recover from emergency/disaster situations regardless of the size or complexity.

By having the College's Emergency Response Plan certified through the Illinois Emergency Management Agency (IEMA), the College will have the designation of NIMS as the basis for its incident management. By establishing NIMS as the College's emergency structure, the College will be prepared to work and communicate with all responding agencies in the event of a crisis at Richland Community College.

**Osborne moved to adopt the National Incident Management System (NIMS) Designation as presented. Prince seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.**

## **BOARD POLICIES, PROPOSALS, AND CHANGES**

### **General Policies – Section 5 – Second Reading**

Section 5 of the Board Police Manual is presented for second reading. No changes have been made since the first reading.

Section 5 has been reviewed by the Board of Trustees and President's Cabinet. The Policy and Communications Committee and the Institutional Effectiveness Group have also considered the updates. No action is recommend at this time.

## **FINANCIAL REPORT**

### **Bills Payable**

The March 2014 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills for payment and ratification in the amount of \$761,769.19 for March 2014 was distributed to the Board prior to the meeting.

Board of Trustees minutes  
April 15, 2014

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

### **ITEMS FROM THE BOARD**

Trustee Prince welcomed Paris to the Board and congratulated the faculty receiving promotion and tenure. Trustee Prince asked each Board member to contribute to the Emmett Sefton Scholarship Fund.

Trustee Campbell thanked Teena Zindel-McWilliams for filling in at the last minute as a speaker for the Noon Kiwanis Club.

Students from the Model Illinois Government simulation appeared on the Dale Colee radio show.

Trustee Dunning apologized for his unexpected absence during a portion of tonight's Board meeting.

### **ADJOURNMENT**

**Prince moved and Campbell seconded to adjourn the meeting at 9:47 p.m.**

---

Dr. Larry Osborne, Secretary

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

**REORGANIZATION OF BOARD OF TRUSTEES**

## WRITTEN COMMUNICATIONS



University of Illinois Extension  
Macon County Master Gardeners  
3351 N. President Howard Brown Blvd.  
Decatur, IL 62521  
217-877-6042 Fax: 877-4564

April 15, 2014

Dear Lisa,

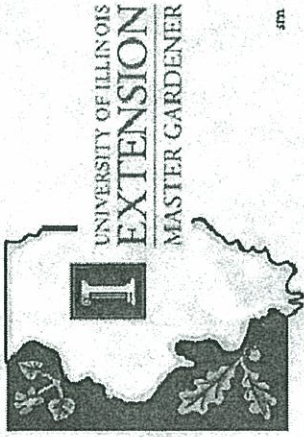
On behalf of University of Illinois Macon County Master Gardeners, please accept this award as a small token of gratitude for the assistance and support you have given our program over the years.

Your attention to detail, willingness to help and knowledge of what makes functions work serve to keep the day running smoothly. Many thanks for helping us provide comfort and enjoyment to everyone attending Gardening Insights Day at Richland Community College!

Sincerely,

Beth Allhands  
Master Gardener Program Coordinator

Jennifer Schultz Nelson, Ph.D.  
Horticulture Educator



2013


# Friend of a Master Gardener Award

We wish to recognize and offer our appreciation to

**Lisa Eskew**

for her generous donation of time, resources, and expertise  
to the Macon County Master Gardener Program.

  
Master Gardener Coordinator

  
Extension Educator

TO: Dr. Gayle Saunders

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

DATE: May 6, 2014

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.


## May 2014

- May 24, 31                      Saturday Produce Market Kick-off  
8:00 a.m. - Noon – Sequestration Building/under Wind Turbine  
The Richland Student Farms will host a fresh produce market every Saturday morning from May 24, to October 11, 2014. This Market will offer fresh fruits and vegetables grown by Richland Students, as well as, local farmers.
- May 26                              Memorial Day – College closed

## June 2014

- June 2                              Summer Classes Begin
- June 5                              GED Graduation  
7:00 p.m. – Shilling Auditorium
- June 7-8                            Champaign County Sport Car Club Autocross – Progress City USA
- June 12                            14<sup>th</sup> Conference on Diversity and Globalization  
***SPEAK! Language and Culture Implications in Education and the Global Workforce***  
Sessions begin  
1:00 p.m. – Shilling Center  
Community Reception  
6:00 p.m. – Shilling Salons 1 & 2
- June 13                            14<sup>th</sup> Conference on Diversity and Globalization  
***SPEAK! Language and Culture Implications in Education and the Global Workforce***  
8:30 a.m. – Keynote Speaker – Shilling Auditorium  
10:00 a.m. – 2:30 p.m. – Conference Sessions  
A drive-in conference designed for professionals in higher education, public education, business and industry, and social service agencies.
- June 16                            Board of Trustees Meeting  
5:30 p.m. – Board Room

To: Dr. Gayle Saunders, President

From: Richard Gschwend, Director, Human Resources 

Date: May 12, 2014

Subject: Personnel Update

**Retirements, Resignations, and Terminations**

<b>Name</b>	<b>Position</b>	<b>Last Day</b>
Nicholas Dodson	Food Service Instructor, Logan Correctional Center	04/01/14
Patricia Jelks	Executive Secretary and Office Supervisor, President's Office	05/20/14
Carla Shehorn	Admissions and Records Representative, Enrollment Services	05/30/14
Keith Ashby	Hospitality Professor, Workforce Development	05/31/14
Jon Odell	Mathematics Professor, Mathematics and Sciences	05/31/14
Kathryn Mast	College Transitions Coordinator, Student Success	06/25/14
Marilyn Settles-Clark	Accounting Technician- Operations, Finance and Administration	06/27/14
Gary Hornickel	Program Coordinator, Logan Correctional Center	07/31/14


**New Employee**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Daniel Rawlings	Custodial Services Instructor, Decatur Correctional Center	05/01/14

## MEMORANDUM

## BUSINESS SERVICES

---

**To:** Dr. Gayle Saunders  
**From:** Greg Florian   
**Date:** May 9, 2014  
**Re:** Construction Project Status

### Current Construction Projects

**Student Success Center** – The College continues to work with Capital Development Board (CDB), BLDD, and Henneman Engineering to perfect our submission of the design documents. Certain technical modifications and wording corrections have been made in order to make the documents consistent with CDB requirements as well as coordinated between the written specifications and the drawings. A re-submission (the 103% design documents) was sent to CDB on April 29. It is anticipated that once this submission is accepted, a project bid date can be established and the project initiated. At this point in time, a late June bid date may be set.

**Culinary Arts Institute** – Doors and hardware are being installed as well as the aluminum and glass entrances. The door work is scheduled to be finished in the next week. Mechanical systems are installed and the initial start-up along with the testing and balancing was completed. Final detail work to make the system operational will be done by the beginning of June. All ceilings and ceiling lighting is in place. College staff have been working with the contractors and engineer to modify the lighting in the main dining area. No variation in the lighting level was designed into the project and with these modifications, a more enhanced lighting level will be achieved. Flooring in the corridor to the restaurant and classrooms will be installed in the next few weeks. Exterior site work including grading and concrete work will begin as the weather becomes more temperate and suitable for this type of work. It is anticipated that the interior work for this area will be completed during June.

**Workforce Development Institute** – The interior work is continuing at a quick pace. Painting of the walls and high ceiling areas in the main corridor, fitness center, workout room, offices, and student space has been painted. Painting in the lab areas is underway and will continue for the next month. Ceiling grid installation has begun in the offices and classrooms. Final glass installation is being completed within the next week. Hollow metal doors and hardware are being installed during the next two weeks. HVAC connection and piping work is continuing with approximately 70 percent of the work complete. Electrical power distribution is nearly complete and permanent electrical service to the facility has been installed. The metal standing-seam roof has been started and is scheduled to continue through June. Metal wall panel installation has started with approximately 50 percent of the panels on the Fitness Center complete. Panels on the remainder of the facility will be put in place over the next month. All exterior masonry work is finished. Site work necessary to install sidewalks and completion of the parking lot is approximately 50 percent complete.

**Early Childhood Development Center** – The Center has moved to its temporary location and the existing center has had all of the College equipment removed. Demolition work is scheduled to begin the day after Spring finals. The north entrance has been designated as an emergency exit only during the Center renovations and the construction of the new entrance and drop-off driveway. The Center is scheduled to be open for the start of the fall semester.

**Welding Area Renovations** – Initial electrical work to convert the existing Automotive Lab to a Welding Lab was undertaken earlier this year. Design modifications to the Lab were considered over the winter months which produced a more efficient and flexible design. Final pricing of the design is underway and will be completed soon. The Automotive program will be moved into the new WDI once the laboratory is completed. Welding Lab renovations will begin after the move of the automotive program which is anticipated in August.

## **SPECIAL REPORTS**

**Richland Community College**  
**STUDENT GOVERNMENT ASSOCIATION**  
**BOARD REPORT**

*May 2014*

**Student Trustee: Paris Woods**

---

*President:* Kaylie Griffin    *Vice-President:* TBD    *Secretary:* TBD

---

**Campus Life Updates:**

- 5/12-13: Finals Week Snacks

**Upcoming Events:**

- 5/19: Student Government Association Picnic

**Other Events:**

- 5/16: Commencement

**EXECUTIVE SESSION**


**Executive Session – May 20, 2014**

**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: May 13, 2014  
SUBJECT: Consent Agenda

Mr. Chairman, Members of the Board, 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 each consent agenda item is attached.

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

- A. Purchase Recommendations and Bids
  - 1. Purchase of Equipment for Diesel-Medium Heavy Duty Truck and Collision Repair Program – Snap-On Industrial of Crystal Lake, Illinois – \$90,615.57; Southern Auto Garage of Nicholasville, Kentucky – \$71,251.00; Automotive Equipment Sales of Pana, Illinois – \$3,340.61
  - 2. Purchase of John Deere 1435 Four Wheel Drive Front Mount Mower – Sloan Implement of Assumption, Illinois - \$27,969.48
- B. Charge-Back
  - 1. Trenton M. Younker – Aviation – Parkland College – Fall 2014 to Summer 2015
- C. Full-time Employments
  - 1. Dr. Gayle Saunders – Restated Employment Agreement
  - 2. Administrator Contractual Agreements
- D. Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06

Thank you.

**PURCHASE RECOMMENDATIONS AND BIDS**

# MEMORANDUM

Business Office

---

To: Dr. Gayle Saunders

From: Greg Florian



Date: May 13, 2014

Re: Diesel, Auto, Collision, Equipment Purchase

With the creation of the Workforce Development Institute, Richland has expanded its course offering to include two new programs for Diesel-Medium Heavy Duty Truck and Collision Repair. In order to operate the programs, new equipment will be purchased and installed in the laboratories/shops. The move and expansion of the automotive tech program requires new equipment in order to provide sufficient student stations. Additionally, much of the existing automotive equipment has reached the end of its useful life and should be updated to current technology.

This request is the first phase of the equipment that will be purchased for the programs. Faculty and administration have reviewed and compiled the list of equipment necessary for quality delivery and instruction for the programs.

Funding for the purchase of this equipment is available from the monies donated to the Richland Community College Foundation specifically for the Workforce Development Institute.

The College received bids from four vendors bidding on seven bid packages. The specifications allowed the College to select multiple vendors based on lowest cost. The low bid meeting specifications is being recommended for each bid package. For bid package 5, Rack-Em-Up Equipment did not meet specifications and was disqualified. A summary of the bids is attached to this memo.

It is recommended that the Board authorize the College Administration to purchase the following equipment totaling \$165,207.18 from the vendors listed below:

**Diesel, Auto, Collision, Equipment Purchase  
Bid Summary**

**Snap-On Industrial – Crystal Lake, IL**

1 Hunter FM02 Wheel Balancer -	Bid Package #1	\$7,683.80
1 Hunter Heavy Duty Alignment Rack System -	Bid Package #3	\$59,217.66
1 Snap-On Blackhawk EECR617A Electronic Measuring System -	Bid Package #4	\$23,714.11
Total		\$90,615.57

**Southern Auto Garage - Nicholasville, KY**

1 Hunter TCX621HD Tire Changer -	Bid Package #1	\$10,890.00
1 Hunter GSP9700 Wheel balancer	Bid Package #3	\$13,858.00
1 Hunter L44IT-IS Alignment Rack	Bid Package #4	\$46,503.00
Total		\$71,251.00

**Automotive Equipment Sales - Pana, IL**


5 Quality Q10 Two Post Lifts	Bid Package #1	\$3,340.61
------------------------------	----------------	------------

I am available for any questions you may have.

# MEMORANDUM

Business Office

---

To: Dr. Gayle Saunders  
From: Greg Florian   
Date: May 13, 2014  
Re: Approval to Purchase Mower

With the construction of the Workforce Development Center progressing on schedule, the College is beginning to purchase equipment necessary to support the programs and physical plant. One of the items identified to be procured is a new finish mower. This piece of equipment was scheduled to be purchased later in the year. However, one of the College's aging mowers is in need of substantial repairs and has become very unreliable. The most recent purchase of a mower was in 2006.

Many of the College's mowers are also used to plow snow during the winter months. The recent winter was especially hard on the older equipment causing enough wear and tear to now make it more cost-effective to purchase replacement equipment.

The Technical and Operations Staff have identified a John Deere 1435 mower as the piece of equipment that will meet the needs of the College and is within the allocated budget.

For this purchase, the College is utilizing a joint-purchasing program through the Illinois Association of County Board Members and Commissioners (IACBMC). Eligible agencies are the IACBMC and its constituents, which includes cities, counties, political-subdivisions, parks and recreations, government funded non-profit agencies, public school systems and special purpose districts as defined by the IACBMC. Under this program, the equipment purchase meets bid requirements and the College can purchase the equipment through a local John Deere vendor at a 23% discount.

Funding for this purchase is included in the equipment funding designated for the WDI.

It is recommended that the Board authorize the College Administration to purchase a John Deere 1435 Four Wheel Drive Front Mount Mower with snow blade from Sloan Implement Assumption, Illinois, at the contract price of \$27,969.48.

I am available for any questions you may have.

**CHARGE BACK**

**RICHLAND COMMUNITY COLLEGE  
STUDENT AND ACADEMIC SERVICES**

**MEMORANDUM**

**TO:** Dr. Gayle Saunders  
**FROM:** Denise Crews, V.P. Academic Services *DC*  
**SUBJECT:** Application to Attend Another Recognized Illinois Public  
Community College (Charge-Back)  
**DATE:** May 5, 2014

**Applications for Charge-Backs have been reviewed and approval is recommended  
for the applicants listed below:**

**Applicant for First Time Enrollment**


Trenton M. Younker  
5222 N. Coulters Mill Rd.  
Oreana, IL 62554

Aviation – Parkland College

Fall 2014 – Summer 2015

**FULL-TIME EMPLOYMENTS**

**AUTHORIZATION IN COMPLIANCE WITH 5 ILCS 120/2.06**

TO: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 8, 2014  
SUBJECT: Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06  
(Destruction of Closed Session Audio Recordings)

Mr. Chairman, Members of the Board, Section 120/2.06 of the Illinois Open Meetings Act states that the verbatim record of a closed session may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded.

In addition, the Act states that the verbatim record may be destroyed only after the public body approves the destruction of a particular recording and the public body approves minutes of the closed session that complies with requirements for written minutes.

At this time, the verbatim recording of the closed session held November 20, 2012, has met the required 18-month waiting period.

**Therefore, it is recommended that the Board of Trustees authorize the destruction of the verbatim record of the November 20, 2012, closed session.**


**OLD BUSINESS**

**GOVERNANCE MOMENT**

**TOPIC:**

**PROCESS TO BUILD BUDGET**



TO: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 13, 2014  
SUBJECT: Foundation Board Meeting Report

Mr. Chairman, Members of the Board, attached is a memorandum from Richard McGowan, Executive Director, Foundation and Development.

Richard will report to the Board of Trustees on the Foundation's quarterly meeting. There were several items of business and reports.

Richard is available to answer questions.

Thank you.



EXECUTIVE DIRECTOR

Richard McGowan

DIRECTOR OF SCHOLARSHIPS  
& ALUMNI RELATIONS

Tricia Cordulack

FOUNDATION BOARD

CHAIRMAN

Gary Jackson

VICE CHAIRMAN

Myung Kim

SECRETARY

Ruth Stauffer

TREASURER

Robert Yuhaz

MEMBERS AT LARGE

Gayle Albert

Thomas A. Evans

Dr. Alan Frigy

Phil Hazenfield

Erick Hubbard

Rick Moore

Dr. Joseph Schrodt

Brett Swallow

Kim Tsuda

Kathie Whitley

RICHLAND PRESIDENT

Dr. Gayle Saunders

BOARD OF TRUSTEES LIAISON

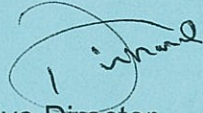
Randy Prince

TO: Dr. Gayle Saunders

FROM: Richard McGowan, Foundation Executive Director

DATE: May 12, 2013

SUBJECT: Foundation Report



The Foundation Board of Directors met April 22 for its second quarterly meeting of the year.

In my report to the Board of Directors, I noted the success of the annual William T. Eichenauer Scholarship Dinner, held on March 22 in the Shilling Center. With all expenses accounted for, the dinner net income was \$6,000, which will be added to the William T. Eichenauer Endowed Scholarship Fund.

Our golf chairman, Phil Hazenfield, updated plans for the annual Golf Outing scheduled for May 9 at Hickory Point Golf Course. He discussed that reservations for sponsors, teams and players were progressing ahead of pace. At this writing, it can be established that gross revenue this year is up over 26% from the prior year at \$30,665, a new record high.

Funds raised from the Golf Outing will be used to purchase new collaborative learning equipment for the Kitty Lindsay Learning Resources Center.

In other Foundation meeting action, the following were elected to serve a three-year term on the Foundation Board of Directors:

- Larry Foster, President, Foster Financial Services, Inc.
- Matt Bennett, Vice President, J.L. Hubbard Insurance & Bonds
- David Koshinski, CPA, President, Investment Planners, Inc.
- Gary Birschbach, President, Bach Enterprises, Inc.
- John Waddock, Executive Vice President, Busey Bank

In addition, the following were elected as officers for 2014-15:

- Bob Yuhas, Chairman
- Myung Kim, Vice Chairman
- Ruth Stauffer, Secretary
- Brett Swallow, Treasurer

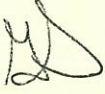
As part of my campaign report, I introduced Larry Foster, who was attending his first meeting as a new Foundation Director. Mr. Foster recently accepted the position of General Chairman of the campaign for the new Business Education Center. I also gave an update regarding recent campaign progress, including total outstanding requests of \$1 million and the development of the campaign organization and plans for visiting prospective donors during the remainder of the year.

In other Foundation news, it has been busy spring for awarding scholarships at the Foundation. Tricia Cordulack, Director of Scholarships and Alumni Relations, has attended a number of honors and awards assemblies at area high schools, where she has been presenting scholarships to graduating seniors who plan to attend Richland in the fall. So far, a total of 43 high school students have been awarded the Trustees Scholarship. In addition, 17 graduating high school seniors from Meridian High School have been awarded the Carroll Scholarship for the fall.

Additional scholarships will be selected when the Scholarship Selection Committee meets June 2.

I will provide further updates in my verbal report to the Trustees at their meeting on May 20. As a reminder, the Joint Dinner for Richland Community College Board of Trustees and Foundation Board of Directors is Thursday, July 24, at the Country Club of Decatur. A cocktail reception is scheduled for 5:15 p.m. and will be followed by dinner at 6:00 p.m. This is always an enjoyable evening, which traditionally follows the Annual Meeting of the Foundation Board of Directors.

**NEW BUSINESS**

TO: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 14, 2014  
SUBJECT: Tentative Budget for Fiscal Year 2014-2015


Mr. Chairman, Members of the Board, the Tentative Budget for Fiscal Year 2014-2015 has been distributed for review.

As required by statute, the budget will remain available for public inspection in the Business Office for a minimum of 30 days prior to the Public Budget Hearing on June 17, 2014. Subsequent to the hearing, you will be asked to adopt the Final Budget during the regularly scheduled Board meeting on that date.

Funding sources have been identified for all expenditures requested in this balanced budget. No action is required at this time.

Greg Florian will be available to answer any questions you may have regarding the Tentative Budget.

Thank you.

TO: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 1, 2014  
SUBJECT: Request for Disbursement of Taxes Paid under Protest due to Taxing Body

Mr. Chairman, Members of the Board, attached is a memorandum from Greg Florian, Vice President of Finance and Administration, regarding a request for disbursement of taxes paid under protest.

Community College District 537 is a taxing body of Piatt County, Illinois. Property taxes were paid under protest from 1964 through 1995. Individual taxpayers have not filed timely petitions with the circuit court seeking a judgment on the protested taxes within the limitation period and the limitation period has now lapsed.

The Piatt County Board has asked the College to seek disbursement of the collected funds. The total sum of \$2,072 represents the College's portion from the total sum to be distributed from the tax fund.

Greg Florian will be available to answer any questions you may have regarding the disbursement agreement.

**Therefore, it is recommended that the Board of Trustees request a disbursement of taxes paid under protest as presented.**

Thank you.  
Attachment

Richland Community College  
One College Park  
Decatur, Illinois 62521



Business Office

# MEMORANDUM

---

To: Dr. Gayle Saunders  
From: Greg Florian *Greg*  
Date: May 5, 2014  
RE: Approval to Release Protested Tax Monies

---

The College received a letter from the Piatt County Board concerning tax monies held as escrow for protested taxes. The total funds held in Richland's name are \$2,072.00. The funds have been collected and held by the County for tax years 1964 through 1995. The time has expired and individual tax payers can no longer file claims against the funds. In order for the County Board to initiate the process to release the funds, Richland is required to agree to hold harmless Piatt County from any further disbursement in regard to these funds.

Upon approval of the agreement, the County will file the appropriate documents with the courts releasing the funds. A resolution providing that agreement is attached for the Board of Trustees to approve.

It is recommended that the Board of Trustees approve a resolution holding Piatt County harmless in the release of \$2,072.00 of collected tax protest funds held in escrow.

TAXES PAID UNDER PROTEST DUE TO TAXING BODY

AND NOW on this 20th day of May, 2014, Junior College 537,  
(name of taxing body)

a taxing body within Piatt County, Illinois, (hereinafter referred to as "taxing body") understands that Piatt County, Illinois, is holding certain monies that represent property taxes paid under protest by individual taxpayers (hereinafter referred to as "the tax fund"). This taxing body understands that the monies in the tax fund were collected from the years 1964 through 1995 (which was the year that the legislature change the procedure for objecting to taxes). This taxing body further understands that the individual taxpayers have not filed timely petitions with the circuit court seeking a judgment on the protested taxes within the limitations period and that the limitations period for such a petition has now lapsed.

This taxing body understands that Piatt County wishes to disburse a total sum of \$370,234.17 from the tax fund to the 53 various taxing bodies of Piatt County. This taxing body further understands that Piatt County has used the 2012 tax rates to calculate each taxing body's portion of the total sum to be distributed from the tax fund. The 2012 tax rate for this taxing body is .0056%.

This taxing body further agrees that \$ 2,072.00 represents its portion from the total sum to be distributed from the tax fund, agrees to accept said amount as its portion from total sum to be distributed from the tax fund, and agrees to hold Piatt County harmless from any further disbursement to the taxing body from the tax fund.


Dated: May 20, 2014

Richland Community College  
Taxing Body: District 537

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary

TO: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 5, 2014  
SUBJECT: Submission of Associate in Applied Science (A.A.S.) Degree –  
Healthcare Documentation and related certificate to the Illinois  
Community College Board

Mr. Chairman, Members of the Board, attached is a memorandum from Dr. Doug Brauer, Vice President of Economic Development and Innovative Workforce Solutions, and related materials, recommending that a new Associate in Applied Science (A.A.S.) Degree – Healthcare Documentation and related certificate be submitted to the Illinois Community College Board for approval.

The newly revised Model Curriculum from our accrediting body, the Association for Healthcare Documentation Integrity (AHDI) addresses new content now included in the revised Certified Healthcare Documentation Specialist (CHDS) certification for transcriptionists. The AHDI now refers to “medical transcriptionists” as “Healthcare Documentation Specialists.” To align with this name change we propose that a new degree program be identified as the Healthcare Documentation Specialist AAS.

The new degree will become effective Fall 2014.


The proposed Associate in Applied Science (A.A.S.) Degree – Healthcare Documentation and related certificate has been reviewed and recommended by the Academic Standards Committee and approved by the Institutional Effectiveness Group (IEG).

**Therefore, it is recommended that the Board of Trustees authorize the College staff to submit the Associate in Applied Science (A.A.S.) Degree – Healthcare Documentation and related certificate to the Illinois Community College Board.**

Thank you.

Attachment

To: Dr. Gayle Saunders

From: Dr. Douglas Brauer 

Date: April 7, 2014

Subject: Healthcare Documentation Program

In an effort to meet regional demand and interest, the Business & Technology Division faculty and staff have developed curricula for a new Associate of Applied Science (AAS) degree for Healthcare Documentation.

The newly revised Model Curriculum from our accrediting body, the Association for Healthcare Documentation Integrity (AHDI), addresses new content now included in the revised Certified Healthcare Documentation Specialist (CHDS) certification for transcriptionists. The AHDI now refers to "medical transcriptionists" as "Healthcare Documentation Specialists." To align with this name change a new degree program was developed as the Healthcare Documentation Specialist AAS. The new AAS degree designation will facilitate appropriate student interest and recruitment, as well as enable accurately monitoring the enrollment, progress, and completion rate of students.

This program includes eighteen courses to comprise the new AAS degree requiring a total of 62 credits. Additionally, one Healthcare Documentation Certificate is defined consisting of 29 credit hours. Note that this program is designed to be 100% online.

The following is a listing of the program courses:

<b>First Semester</b>		Lec	Lab	Cr
BIOL 106	Issues in Human Biology	3	0	3
CIS 110	Business Applications for Microcomputers	2	2	3
ENGL 101	Composition 1	3	0	3
HIT 118	Intro to Healthcare Documentation	2	2	3
HIT 140	Medical Terminology	3	0	3
Subtotals		13	4	15

<b>Second Semester</b>		Lec	Lab	Cr
HIT 141	Anatomy and Physiology Fundamentals	3	0	3
HIT 142	Healthcare Documentation 1	1	6	4
HIT 215	Electronic Healthcare Records	2	2	3
HIT 244	Interpreting Healthcare Records	2	2	3
OT 113	Editing and Proofreading	3	0	3
Subtotals		11	10	16


<b>Third Semester</b>		Lec	Lab	Cr
HIT 225	Speech Recognition Technology Editing	2	2	3
HIT 240	Quality Improvements in Healthcare	3	0	3
HIT 241	Pharmacology Fundamentals	3	0	3
HIT 242	Healthcare Documentation 2	1	6	4
HIT 248	Pathophysiology	3	0	3
Subtotals		12	8	16

<b>Fourth Semester</b>		Lec	Lab	Cr
HIT 245	Health Information Law & Ethics	3	0	3
HIT 291	HDS Professional Practicum	1	10	3
P REL 100	Human Relations	3	0	3
General Education Elective		6	0	6
Subtotals		13	10	15

<b>Program Total</b>	<b>62</b>
----------------------	-----------

The new program was approved by the Academic Standards Committee in November of 2013 and the Institutional Effectiveness group on April 2, 2014.

It is recommended that the Board of Trustees approve the Healthcare Documentation AAS degree and the associated academic Certificate.

TO: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 7, 2014  
SUBJECT: Approval to Dispose of College Owned Property

Mr. Chairman, Members of the Board, attached is a memorandum from Greg Florian, Vice President of Finance and Administration, requesting approval to dispose of College owned property.

The 1991 International 4900 dump truck and the 1992 International dump truck have become more costly to repair and keep in service. Procedures require that College assets that are no longer needed for College purposes may be disposed of with proper approval.

The Decatur Park District conducts public auctions to dispose of older equipment. The Operation's Division is working with the Park District to include the 2 dump trucks in the next auction.

Greg Florian will be available to answer any questions you may have.

**Therefore, it is recommended that the Board of Trustees declare the 1991 International 4900 dump truck and the 1992 International dump truck no longer useful for College purposes and authorize the Administration to dispose of the trucks as presented.**

Thank you.

Richland Community College  
One College Park  
Decatur, Illinois 62521

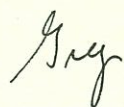


**Richland**  
COMMUNITY COLLEGE

Business Office

# MEMORANDUM

---

To: Dr. Gayle Saunders  
From: Greg Florian   
Date: May 5, 2014  
Re: Approval to Dispose of College Property


---

With the lease of a new dump truck, the need for the 1991 and 1992 dump trucks has diminished. The trucks were purchased from the State of Illinois' surplus equipment sale in the early 2000's. Due to heavy use of the trucks by the State and the College, the trucks have become more costly to repair and keep in service.

Procedures require that College assets (that are no longer needed for College purposes) may be disposed of with proper approval. Items with a salvage value above \$2,500 require Board of Trustees' approval in order to dispose of them.

Annually, the Decatur Park District conducts a public auction to dispose of their older equipment. The College's Operations Department is working with the Park District to include the two dump trucks in their auction.

It is recommended that the Board of Trustees declare the 1991 International 4900 dump truck and the 1992 International dump truck no longer useful for College purposes and authorize the Administration to dispose of the trucks in accordance with procedure.

To: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 2, 2014  
SUBJECT: Completion of the National Sequestration Education Center Visitor Center

Mr. Chairman, Members of the Board, attached is a memorandum from Dr. Douglas Brauer, Vice President of Economic Development and Innovative Workforce Solutions, requesting approval to contract with h2 Designs to complete the National Sequestration Education Center (NSEC) Visitor Center. This includes the innovative design, production, and installation of exhibits for the NSEC Visitor Center in compliance with 110 ILCS 805/3-27.1a.

This purchase of services is allocated for in the following Richland Community College projects: a) U.S. Department of Energy, National Energy Technology Laboratory, "CO2 Capture from Biofuels Production and Sequestration in the Mt. Simon Sandstone, Phase II, DE-FE-0001547," and b) Illinois Department of Commerce and Economic Opportunity, Office of Clean Coal Technology, "Illinois Carbon Capture, Utilization, and Storage and Clean Fossil Fuel, DCEO 12-484003."


Dr. Brauer will be available to answer any questions you may have.

**Therefore, it is recommended that the Board of Trustees approve the completion of the National Sequestration Education Center Visitor Center by h2 Designs at a cost not to exceed \$53,000 in support of: a) U.S. Department of Energy project "CO2 Capture from Biofuels Production and Sequestration in the Mt. Simon Sandstone," Phase II, DE-FE-0001547," and b) Illinois Department of Commerce and Economic Opportunity project "Illinois Carbon Capture, Utilization, and Storage and Clean Fossil Fuel," DCEO 12-484003 as presented.**

Thank you.

C: Dr. Douglas Brauer

To: Dr. Gayle Saunders

From: Dr. Douglas Brauer 

Date: May 2, 2014

Re: Authorization to contract with h2 Designs to complete the National Sequestration Education Center Visitor Center

The National Sequestration Educational Center (NSEC) includes a visitor center to provide insight to the carbon capture, utilization, and storage technologies. The funding to complete the NSEC Visitor Center exhibits comes from two existing grants. The first grant is the U.S. Department of Energy, National Energy Technology Laboratory, project "CO2 Capture from Biofuels Production and Sequestration in the Mt. Simon Sandstone, Phase II, DE-FE-0001547." The second grant is the Illinois Department of Commerce and Economic Opportunity, Office of Clean Coal Technology, project "Illinois Carbon Capture, Utilization, and Storage and Clean Fossil Fuel, DCEO 12-484003."

Completing the NSEC Visitor Center requires contracting for services from an organization possessing a high degree of professional skill where the unique abilities of the organization play an important part. In conjunction with 110 ILCS 805/3-27.1a, the h2 Designs company provides the required unique portfolio of professional, technical, and artistic expertise and experience in designing, producing, and installing the exhibits that match the concept created for the Visitor Center. A conceptual design for the NSEC Visitor Center was previously developed by h2 Designs and presented to the Department of Energy, which gained their recommendation to implement the design.


The work to be completed by h2 Designs of Heyworth, Illinois, includes: a) set of custom digitally printed wall wraps, b) set of dimensional aluminum lettering, c) seven aluminum snap frames, d) seven poster inserts on rigid plastic material, e) acrylic dimensional world map, f) ten acrylic with standoffs, g) printed wrap for stand-alone geological exhibit, and h) 3 x 3 video wall. The design, production, and installation work is to be completed at a cost of \$52,449.24.

This work will complete the NSEC Visitor Center and provide an exciting set of exhibits that convey the concepts key to climate change and the mitigating role that clean coal technologies and carbon capture and storage play. This completed Visitor Center will enhance Richland's ongoing strategic initiatives for education and outreach regarding carbon sequestration technologies associated with projects in the Central Illinois region.

It is recommended that the Richland Community College Board of Trustees approve the use of h2 Designs for completion of the NSEC Visitor Center exhibits design, production, and installation at an amount not to exceed \$53,000.

**BOARD POLICIES, PROPOSALS, AND CHANGES**

TO: Board of Trustees

FROM: Dr. Gayle Saunders 

DATE: May 2, 2014

SUBJECT: General Policies – Section 5 – Third Reading/Adoption

Mr. Chairman, Members of the Board, Section 5 of the Board Policy Manual is presented for third reading and adoption. No changes have been made since the second reading.

Updates to Section 5 include:

5.1	Statement of Economic Interest	Removed Procedure
5.2	Freedom of Information (FOI)	Removed Procedure-Updated based on changes in law
5.4	Tobacco Policy	Added Language
5.6	Solicitation on Campus	Title Changes
5.7	Possession of Weapons	Updated based on changes in law
5.8.1	Responsible Use of Information Technology	Added Language
5.9	Copyright Policy	Added Language
5.12	Statement of Nondiscrimination and Equal Opportunity	Added Language

Section 5 has been reviewed by the Board of Trustees and President's Cabinet. The Policy and Communications Committee and the Institutional Effectiveness Group have also considered the updates.

**Therefore, it is recommended that the Board of Trustees adopt Section 5 as presented.**

Thank you.

pj

**5.1 STATEMENT OF ECONOMIC INTEREST – 5/21/96 – revised 5/5/09; 5/20/14**

Richland Community College will comply with the Illinois Governmental Ethics Act 5 ILCS 420/requiring persons to file written statements of economic interest annually.

**5.2 FREEDOM OF INFORMATION (FOI) – 2/20/07 – revised 5/5/09; 5/20/14**

Richland Community College will comply with the Illinois Freedom of Information ACT 5 ILCS 140.

**5.3 SEXUAL AND OTHER HARASSMENT – Adopted 6/19/90. Revised 6/18/02; 5/5/09; 2/28/10****A. Prohibition of Sexual and Other Harassment**

It is the policy of the College to provide an educational and employment environment free from all forms of sexual harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited. Through this policy, it is the intent of the Board of Trustees to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act. The College Student Code of Conduct also prohibits harassment by students.

**B. Definitions**

1. Sexual harassment means:
  - a. Unwelcome sexual advances, or
  - b. Requests for sexual favors, or
  - c. Any conduct of a sexual nature when
    - (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or education, or
    - (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
    - (3) such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or

learning performance or creating an intimidating, hostile, or offensive working or learning environment.

2. Other harassment means:

Conduct that has a purpose or effect of substantially interfering with a reasonable individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.

3. Harassment prohibited by this policy includes both verbal and physical conduct. The College will not tolerate conduct in any form that is intended to cause or contribute or has the effect of causing or contributing to the humiliation, embarrassment or discomfort of reasonable employees or students because of their protected status.

4. Harassment does not include oral or written expressions that are academic in nature and purpose or that are relevant and appropriately related to course subject matter or curriculum. This policy shall not be used to abridge academic freedom or to interfere with the College's educational mission.

C. Examples of harassment include:

1. A supervisor offers to give a favorable evaluation or promotion to an employee in exchange for sexual favors.
2. A faculty member threatens to give an unfavorable grade to a student if the student refuses to grant sexual favors or promises a favorable grade in exchange for sexual favors.
3. A supervisor persistently criticizes, jokes about, and disparages a subordinate because of that person's gender, race, sexual orientation or ethnic background or knowingly permits other employees to exhibit such behavior.
4. An employee or student persistently directs unwelcome flirting, pressure for dates, sexual propositions or comments, or sexual touching toward a co-worker or another student.
5. One or more students criticize, laugh at, and disparage another student because of that student's disability.

6. A supervisor makes negative comments about an employee's religious beliefs that create a hostile environment.
7. A student makes derogatory references to an employee's mental or physical impairment that create an intimidating environment.

These are examples, *only*, and the list not intended to be all inclusive.

D. Prevention

The College will take appropriate, periodic measures to educate and train employees regarding this policy and conduct that could violate the policy. All faculty, administrative, and supervisory personnel are required to participate in such education and training.

E. Internal Complaint Procedures

1. Reporting Harassment

Individuals who believe they have been subjected to harassment are encouraged to take advantage of the College's complaint procedure. If a student or an employee has a complaint about sexual or other harassment, he or she should submit that complaint to the Director of Human Resources. If the employee is not comfortable making the complaint to this individual, the complaint may be made to the Assistant Director of Human Resources or to any College Vice President.

Any employee who believes this policy has been violated has an obligation to report it immediately to one of the College representatives listed above.

2. Investigation

In the case of an employee complaint or a student complaint, the Director of Human Resources or a designee will promptly investigate. In all cases, the investigation will make reasonable attempts to determine the facts pertinent to the complaint by interviewing the parties involved, including the alleged harasser. If the accused is a College employee who is a member of a bargaining unit, the employee may request union representation during the investigation. At the conclusion of the investigation, a written report of findings will be prepared and forwarded to the President.

### 3. Confidentiality

To the extent possible, given the need to conduct a thorough investigation, the confidentiality of all participants in an investigation will be protected. A timely resolution of each complaint will be reached and communicated to the principal parties involved in the complaint. Information obtained during an investigation will be communicated only on a need-to-know basis. Requests not to investigate complaints cannot be honored. To further the College's commitment to maintaining an atmosphere free from harassment, all College employees and students are required to cooperate with investigations.

### 4. Corrective Action

A finding of harassment will be followed by appropriate corrective action, which may include discipline up to and including discharge for employees and dismissal for students. The disciplinary action taken will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar documented findings of prior unlawful discrimination and/or harassment will be taken into consideration. Disciplinary action for employees will be imposed in accordance with applicable collective bargaining agreements and legal requirements.

Disciplinary sanctions for students will be imposed by the appropriate academic Vice President in accordance with the College handbook on student rights and responsibilities. Students may appeal suspension or dismissal to the Special Committee as appointed by the College President.

### 5. External Complaints

External complaints may be filed with the Equal Employment Opportunity Commission, the Illinois Department of Human Rights and the Office of Civil Rights of the United States Department of Education.

## F. Retaliation Prohibited

The College prohibits retaliation against a person because the person has opposed that which he or she reasonably and in good faith believes to be sexual or other harassment or because he or she has in good faith made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing regarding sexual or other harassment.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

If any employee or student believes that he or she has been retaliated against for exercising his or her rights under this policy, the employee or student should immediately report such conduct using the complaint procedure set forth. Employees and students are not required to approach the person who is exhibiting the alleged retaliatory behavior.

A person engaging in retaliatory conduct shall be subject to disciplinary action up to and including discharge or dismissal.

#### **5.4 TOBACCO POLICY – 9/20/05 – revised 5/5/09; 5/20/14**

It is the policy of Richland Community College to disallow the use of tobacco products on College owned property, in College vehicles or at events sponsored by the College.

Use of electronic cigarettes are prohibited.

Smoking of cannabis is prohibited on property controlled by the College, at events sponsored by the College, or at events attended while on College business.

#### **5.5 TOXIC SUBSTANCES AND HAZARD COMMUNICATION STANDARDS – 5/5/09**

It is the policy of Richland Community College Board of Trustees that all employees have the right to know of health hazards associated with their work. So that RCC employees can make knowledgeable decisions about any personal risks associated with their employment, the Board of Trustees authorizes the College administration to develop and affect procedures that conform to 820 ILCS 255\1, Toxic Substances Disclosure to Employees Act, and the U.S. Hard Communication Standard (29 CFR 1910.1200).

#### **5.6 SOLICITATION ON CAMPUS – 12/10/94 – revised 5/5/09; 5/20/14**

As an educational institution, Richland Community College provides an environment that focuses on teaching and learning. As such, students, faculty, and staff shall be free from external solicitation and other non-college or non-employee sponsored activities.

Therefore, any solicitation on campus by non-college or non-employee sponsored organizations is not authorized. All events sponsored through the Office of Student Engagement must be approved in advance by the Vice President of Student Success. All other College-sponsored events must be approved in advance by the Vice President of Finance and Administration or designee. Such activities must be conducted according to College procedures.

The distribution of signs, handbills, and advertising related to events sponsored by the Office of Student Engagement must be approved in advance by the Vice President of Student Success.

Any other distribution of such materials must be approved in advance by the Vice President of Finance and Administration or designee. Such distribution must be consistent with the mission of the College.

All approved College or employee-sponsored solicitation must be conducted in a manner that is not disruptive to College operations. The College retains the right to determine when such activities become disruptive.

### **5.7 POSSESSION OF WEAPONS – 3/19/96 – revised 5/5/09' 5/20/14**

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business is prohibited unless the individual is a duly authorized law enforcement official/officer in the performance of his/her duty. The College may request current/valid identification of said law enforcement capacity authorizing someone to possess a weapon and reserves the right to confirm the authorization with proper authorities. While the College recognizes that persons other than law enforcement personnel may be permitted to conceal and carry specified weapons under the Illinois Firearm Concealed Carry Act (430 ILCS 66) they are still strictly prohibited on campus. All weapons must be properly stored prior to entering any campus facility vehicle or event.

If a person is determined to pose a clear and present danger to himself, herself, or to others, a law enforcement official or school administrator shall notify the Illinois Department of State Police within 24 hours of making the determination that the person poses a clear and present danger.

A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, or electric shock devices, metal or brass knuckles, bow and arrows, swords, slingshots or any other item modified from its original purpose to be used as a weapon. The College reserves the right to further determine the definition of a "weapon" and may prohibit other devices on an individual basis.

Legal defensive devices, such as pepper sprays, etc. will be permitted, unless used in an offensive manner.

Any exceptions to this policy must be preapproved through the President's Office.

Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

## **5.8 CONFIDENTIAL AND SENSITIVE INFORMATION – 12/15/09; revised 11/15/11**

Richland Community College is committed to the protection of confidential and sensitive information assets and the resources that support these assets. The Board of Trustees authorizes and delegates to the President of the College the authority to develop Confidential and Sensitive Information Programs and Procedures that are consistent with statutory requirements and consistent with the goals of this policy. Statutory requirements include but are not limited to the Family Education Rights and Privacy Act, the Federal Trade Commission, Fair and Accurate Credit Transactions Act Red Flag Regulations, the Americans with Disabilities Act, the Fair Credit Reporting Act, the Illinois Personal Protection Information Act, the Payment Card Industry Data Security Standard, and other regulations as applicable. Richland Community College programs shall include the appointment of an Information Security Officer, risk assessments, and general employee awareness communications.

### **5.8.1 RESPONSIBLE USE OF INFORMATION TECHNOLOGY – 3/19/96 – revised 6/17/03; 5/5/09; 11/15/11; 5/20/14**

In support of its mission and vision, Richland Community College provides access to information technology resources for students, faculty, and staff within institutional priorities and financial capabilities.

The Policy for Responsible Use of Information Technology at Richland Community College shall be adhered to by all College units as well as all individuals who operate or use the information technology resources of the College. In addition, this policy applies to use of information technology resources that are entrusted to the institution by other organizations. In case of conflict, local, state, or federal laws supersede this policy.

Access to the College's information technology facilities is a privilege, not a right, granted to College students, faculty, and staff. The College reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than College faculty, staff, and students may be permitted access to information technology in a manner consistent with the College's mission and vision, policy, and guidelines.

All users of the technology systems are bound by applicable local, state, and federal laws and regulations including but not limited to Red Flag Regulations, and the Payment Card Industry Data Security Standard. All people must act ethically, appropriately, and responsibly while using the College's information technology resources. All users of College information systems must respect the rights of other

users, maintain the integrity of the resources, and comply with all pertinent licenses and contractual agreements.

Information technology provides important means of communication, both public and private. Users will respect the privacy of person-to-person communication in all forms including, but not limited to, voice (telephone), text (electronic mail, documents, and file transfer), image (graphics), and video (recorded and streaming). Authorized personnel are permitted to view and/or modify any electronic files, including electronic mail messages, as required by law, for any legitimate business reasons, or in the course of diagnosing and resolving system problems and maintaining information integrity.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. College computing resources are not to be used for commercial purposes without written authorization from the College.

This policy provides general guidance and may be supplemented by additional regulations governing particular sub-systems of the College information technology resources. The Board charges the administration with the responsibility, and the Board delegates the administration the authority to develop appropriate guidelines, regulations, and procedures to implement the policy. The College makes no warranties of any kind, expressed or implied, for the technology services it is providing. The College will not be responsible for any actual or perceived damages suffered from the use of its information technology.

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's disciplinary procedures. Illegal activities by users of the College technology including but not limited to illegal downloading and file sharing are prohibited.

In accordance with Illinois law, any depiction of child pornography discovered by members of the College's information technology staff will be immediately reported to law enforcement authorities.

## **5.9 COPYRIGHT POLICY – 5/21/96 – revised 5/5/09; 5/20/14**

It is the policy of the Board of Trustees of Richland Community College to adhere to the provisions of the Copyright Act of 1976 (17 U.S.C. Sec. 101 et seq) The College recognizes and respects intellectual property rights and academic freedom. Faculty, staff, and students of Richland Community College are directed to avoid violation of any and all federal laws protecting copyright and to follow the guidelines recommending the best practices of the use of intellectual property in higher education.

Faculty, staff, and students will be made aware of the laws and guidelines through professional development opportunities and distributed materials. Faculty, staff,

and students should consult the following publications for direction on permissible copying and other copyright issues: *Guidelines for Classroom Copying in Nonprofit Educational Institutions*; the *Technology, Education, and Copyright Harmonization (TEACH) Act*, the *Fair Use Guidelines for Educational Multimedia*, *The Code of Best Practices in Fair Use for Academic and Research Libraries*; and *the Digital Millennium Copyright Act of 1998*.

Individuals found to be intentionally in noncompliance with this policy may receive discipline up to and including termination or expulsion.

#### **5.10 RETENTION AND DISPOSAL OF COLLEGE RECORDS – 9/17/96 – revised 5/5/09**

College records shall be retained and disposed of as stipulated in the Illinois Local Records Act 50 ILCS 205. Such records may be disposed of (1) after their retention period is complete, (2) if all local, state, and federal audit requirements have been met, (3) if they are not needed for any pending or anticipated litigation, and (4) if they have been approved for disposition by the Local Records Commission.

#### **5.11 ART ACQUISITION AND PLACEMENT – 8/19/97 – revised 5/5/09**

The College recognizes that the display of works of art provides both aesthetic and educational benefits to the District, whether the works are part of the College's permanent collection or are intended for temporary display.

Though the College's collections and display primarily provide educational support material and promote the development of artistic talent and aesthetic awareness, the permanent collection should strive to represent Illinois art contemporary with the College buildings. Acceptance and display of art must fall within the stated mission of the College.

#### **5.12 STATEMENT OF NONDISCRIMINATION AND EQUAL OPPORTUNITY – 1/19/99 – revised 2/20/07; 5/5/09; 5/20/14**

Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders.

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College's nondiscrimination policy applies to the admission and retention of students, recruitment, employment, and retention of faculty and staff, and access to and treatment in the College's programs and activities.

Complaints alleging violations of this policy should be immediately reported to the Equal Employment Opportunity (EEO) Officer, as designated by the President. Complaints reported to the EEO Officer will be promptly investigated. In all cases, the investigator will make reasonable attempts to determine the facts pertinent to the complaint by interviewing the parties involved, including the alleged harasser. If the accused is a College employee who is a member of a bargaining unit, the employee may request union representation during the investigation. At the conclusion of the investigation, a written report of findings will be prepared and forwarded to the President.

#### No Retaliation

The College will not retaliate against any person for making a good faith complaint under this policy. Similarly, the College will not retaliate against or discipline any person (other than a person who is found to have violated this policy) who provides truthful information in connection with an investigation. Any employee of the College who retaliates against another employee or student for utilizing the procedure in this policy will be subject to discipline, up to and including termination.

If any employee believes that he or she has been retaliated against for exercising his or her rights under this policy, the employee should report such conduct immediately to the EEO Officer. Any employee who makes a complaint that he or she knows to be false will be subject to disciplinary action, up to and including termination.

### **5.13 ACADEMIC FREEDOM STATEMENT – 5/5/09**

Academic freedom is the freedom of faculty to teach the truth in their fields without fear of reprisal. It is the student's right to hear the truth as faculty perceives it in their areas of expertise. Academic freedom implies equal consideration of all sides of a question. Therefore, academic freedom is fundamental for the protection of the rights of the faculty in teaching and of the student to freedom in learning. Along with academic freedom are duties correlative with rights. These duties include adherence to all College policies, procedures, rules, and practices.

Faculty are citizens, mentors of a learned profession, and officers of an educational institution. When they write or speak as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning, they should remember that the public may judge their profession and their institution by their

utterances. Hence, they should at all times be accurate. They should respect the fact that others have the right to their own opinions, and should make every effort to indicate that they are not speaking for or representing the institution when they write or speak as citizens.

#### **5.14 NAMING OF COLLEGE FACILITIES – 5/5/09**

As a method of recognition of a significant contribution from an individual or organization to the College and its mission, certain College-owned or controlled facilities, assets or programs may be named for the individual or organization. The College President shall present recommendations for naming to the Board of Trustees for acceptance by voice vote. The College President will develop guidelines to be used for naming of College assets.

#### **5.15 PUBLICATIONS AND PUBLICITY – 5/5/09**

The President or designee shall be responsible for disseminating public information about the College including; coordinating all contacts with and inquiries from the news media regarding College programs, services, activities, and special events; preparing and distributing all news releases and public service announcements distributed to the news media; and arranging for all appearances on talk shows and news programs.

The preparation of all official publications of the College intended for distribution to the general public will be supervised and released under the direction of the President of the College or designee.

#### **5.16 INTELLECTUAL PROPERTY – 9/20/11**

It is the intent of Richland Community College (RCC) to foster an environment in which innovative and creative activity is encouraged for the practical benefit to the public, while maintaining and protecting the intellectual property interests of the creator, the College, and the District. For purposes of this policy the creator may be an author, an inventor, or a team responsible for making contributions toward the creation of intellectual property and may include faculty, staff, students, and/or community members.

The College recognizes the use of copyrights, trademarks, and patents as typical methods of intellectual property protection. Trade secrets can also be protected using nondisclosure or confidential disclosure agreements.

The College recognizes traditional scholarly works as exempted copyrightable works. These may include class notes; books and other articles; courseware; musical, dramatic, or artistic works. Ownership of exempted copyrightable works resides with the creator.

Ownership of intellectual property resides with the creator, except when *any* of the following exception conditions are met.

1. Under or subject to agreement between RCC and a third party
2. Significant directed financial support from RCC for a specific project
3. Commissioned by RCC
4. Significant RCC nonfinancial resources are required to develop the work
5. Use of RCC name, logos, or insignias for commercial use
6. Subject to contractual obligations by a third party

Absent a negotiation and prior agreement, all rights in copyrights, trademarks, patents, industrial design, and trade secrets shall reside with the creator. Should any of the exception conditions exist, absent prior agreement, the intellectual property resides with the College.

Unless agreed upon by both parties, right of use of intellectual property resides with the owner. Ownership cannot be wrested by any third party without prior agreement by the owner. In addition, in instances where applicable exception conditions are not clear, it is the responsibility of the creator to disclose and clarify ownership to the applicable Richland Vice President at the earliest possible point to avoid possible outside intellectual property claims.

In addition, the College reserves the right at any time to transfer or abandon its intellectual property rights under this policy. Any such transfer or abandonment must be in writing and signed by the President. The College also reserves the right at any time to cease its financial support for developing, protecting, or commercializing any of its intellectual property.

#### **5.17 Official College Sponsored Social Media – 9/18/12**


It is the policy of the Board of Trustees of Richland Community College to acknowledge that social media plays an important role in the lives of the community, students, faculty, and staff. Richland Community College will maintain official social media sites to support the College in accomplishing its mission and vision, achieving its goals and objectives, and advancing the College's Core Values.

The President or designees shall be responsible for disseminating public information about the College through the use of official College sponsored social media.

Richland Community College encourages feedback and comments from our followers, which include prospective students, current students, alumni, staff and members of the community. We remain committed to maintaining these sites as a safe and family-friendly forum for sharing information.

In the spirit of maintaining a positive environment to our site visitors, Richland Community College reserves the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory or damaging to Richland Community College or any individual.

## FINANCIAL REPORT

TO: Board of Trustees  
FROM: Dr. Gayle Saunders   
DATE: May 5, 2014  
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 April 2014 bills paid and approve the Financial Statement to be filed for audit.**

Thank you.

Richland Community College

Financial Report  
April, 2014

Report -----	Page -----
Treasurer's Report	1
Revenue Summary-Education Fund	2
Revenue Summary-Operations and Maint	3
Revenue Summary-Operating Funds	4
Revenue Summary-Other Funds	5
Expenditure Summary by Major Function	8
Expenditure Summary by Operating Fund	10
Auxiliary Enterprise Fund	11
Restricted Purposes Fund-Grants	14
Expense Account Summary	16
Expenditure Summary by Cost Center	20
Bills Presented for Ratification	29

Richland Community College  
Treasurer's Report  
April 30, 2014

Fund	Balance 04/01/14	Receipts for Month	Disbursements for Month	Balance 04/30/14	Int. Bearing Accounts	Separate Inv. Instruments
Education Fund	2,699,301.32	3,331,574.81	(3,545,957.37)	2,484,918.76	1,634,918.76	850,000.00
Oper & Maint Restricted	6,488,677.55	1,924.64	(3,332.83)	6,487,269.36	6,268,979.85	218,289.51
Bond & Interest Fund	506,113.47	8.39	(335,533.75)	170,588.11	170,588.11	.00
Auxiliary Enterprises	301,550.04	102,519.48	(235,571.35)	168,498.17	168,498.17	.00
Restricted Purposes Fd	1,178,520.03	887,033.40	(1,825,232.40)	240,321.03	280,656.91	520,977.94
Working Cash Fund	5,362,558.55	179.28	(12,000.00)	5,350,737.83	4,350,727.04	1,000,010.79
Trust & Agency Fund	138,251.04	4,760.87	(623.00)	142,388.91	142,388.91	.00
Audit Fund	19,860.70	.79	(16,419.97)	3,441.52	3,441.52	.00
Liab,Protect,Settle	617,587.97	70.82	(14,247.91)	603,410.88	503,410.88	100,000.00
<b>Totals</b>	<b>17,312,420.67</b>	<b>4,328,072.48</b>	<b>(5,988,918.58)</b>	<b>15,651,574.57</b>	<b>12,962,296.33</b>	<b>2,689,278.24</b>

SEPARATE INVESTMENT INSTRUMENTS						
Fund	Amount	Instrument	Rate	Maturity	Term/Months	
EDUCATION FUND	300,000.00	CD-HPB	0.20	07/22/2014	6.0	
EDUCATION FUND	300,000.00	CD-Busey	0.05	07/22/2014	6.0	
EDUCATION FUND	250,000.00	CD-SOY	0.20	01/30/2015	12.0	
O/M RESTR-GENERAL	218,289.52	CD-HPB	0.25	07/20/2014	12.0	
RESTR-EQUIP REPLACEMENT	200,000.00	CD-HPB	0.10	05/02/2014	3.0	
RESTR-PARTNER'S IN ED	16,532.69	CD-PNC	0.10	07/30/2014	6.0	
RESTR-EQUIP REPLACEMENT	300,000.00	CD-HPB	0.25	08/10/2014	12.0	
WORKING CASH FUND	301,668.48	CD-HPB	0.05	05/13/2014	3.0	
WORKING CASH FUND	117,611.82	CD-Regns	0.01	07/02/2014	7.0	
WORKING CASH FUND	350,000.00	CD-HPB	0.25	11/22/2014	12.0	
WORKING CASH FUND	120,730.49	CD-Regns	0.05	03/21/2015	13.0	
WORKING CASH FUND	110,000.00	CD-HPB	0.25	03/23/2015	12.0	
LPS FUND	100,000.00	CD-Busey	0.05	03/27/2014	6.0	

Richland Community College  
Revenue Summary-Education Fund  
For the month of April  
1314

-----	Actual Rev 04/30/13	Actual Rev 06/30/13	%	Budget 1314	Actual Rev 04/30/14	%	-----
<b>Fund: 01 Education Fund</b>							
<b>Local Government Sources</b>							
-----							
Current Taxes	6,142,530.56	6,142,530.56	100.0	6,090,407.00	6,048,270.00	99.3	
Chargeback	2,721.55	2,721.55	100.0	5,000.00	15,002.24	300.0	
Interest on Taxes	1,163.84	1,163.84	100.0	1,200.00	605.64	50.5	
-----							
Local Government Sources	6,146,415.95	6,146,415.95	100.0	6,096,607.00	6,063,877.88	99.5	
<b>State Government Sources</b>							
-----							
ICCB Credit Hour Grants	827,086.40	1,861,618.42	44.4	1,891,652.00	1,300,782.72	68.8	
ICCB Equalization Grant	222,739.15	534,574.00	41.7	521,800.00	176,498.56	33.8	
ICCB CTE Formula Grant	170,439.78	170,439.78	100.0	175,065.00	81,610.86	46.6	
Replacement Taxes	166,177.98	343,303.08	48.4	340,000.00	366,869.12	107.9	
-----							
State Government Sources	1,386,443.31	2,909,935.28	47.6	2,928,517.00	1,925,761.26	65.8	
<b>Student Tuition &amp; Fees</b>							
-----							
Tuition-Credit	5,322,848.28	5,456,959.74	97.5	5,897,724.00	5,393,222.45	91.4	
Fees	558,864.50	558,960.50	100.0	633,125.00	639,388.50	101.0	
-----							
Student Tuition & Fees	5,881,712.78	6,015,920.24	97.8	6,530,849.00	6,032,610.95	92.4	
<b>Other Revenue/Sources</b>							
-----							
Investment Revenue	2,155.49	2,706.94	79.6	3,100.00	1,128.44	36.4	
Other Revenue	259,158.78	326,517.11	78.1	296,046.00	259,686.82	86.3	
Transfer In	.00	5,193.84	.0	5,000.00	.00	.0	
-----							
Other Revenue/Sources	261,314.27	334,417.89	78.1	304,146.00	260,815.26	85.8	
-----							
<b>Total Revenue</b>	<b>13,675,886.31</b>	<b>15,406,689.36</b>	<b>88.8</b>	<b>15,860,119.00</b>	<b>14,283,065.35</b>	<b>90.1</b>	
=====							

Richland Community College  
 Revenue Summary-Operations & Maint  
 For the month of April  
 1314

-----	Actual Rev 04/30/13	Actual Rev 06/30/13	%	Budget 1314	Actual Rev 04/30/14	%
-----	-----	-----	-----	-----	-----	-----
Fund: 02 Operations & Maint						
Local Government Sources						
-----						
Current Taxes	893,833.29	893,833.29	100.0	886,200.00	879,306.73	99.2
Interest on Taxes	166.51	166.51	100.0	150.00	86.01	57.3
-----						
Local Government Sources	893,999.80	893,999.80	100.0	886,350.00	879,392.74	99.2
State Government Sources						
-----						
ICCB Credit Hour Grants	79,207.15	190,097.16	41.7	168,146.00	111,725.68	66.4
-----						
State Government Sources	79,207.15	190,097.16	41.7	168,146.00	111,725.68	66.4
Student Tuition & Fees						
-----						
Tuition-Credit	603,269.28	465,041.12	129.7	573,401.00	526,445.05	91.8
-----						
Student Tuition & Fees	603,269.28	465,041.12	129.7	573,401.00	526,445.05	91.8
Other Revenue/Sources						
-----						
Other Revenue	263,417.05	287,426.54	91.6	329,672.00	241,198.25	73.2
-----						
Other Revenue/Sources	263,417.05	287,426.54	91.6	329,672.00	241,198.25	73.2
-----						
Total Revenue	1,839,893.28	1,836,564.62	100.2	1,957,569.00	1,758,761.72	89.8
=====	=====	=====	=====	=====	=====	=====

Richland Community College  
Revenue Summary-Operating Funds  
For the month of April  
1314

	Actual Rev 04/30/13	Actual Rev 06/30/13	%	Budget 1314	Actual Rev 04/30/14	%
-----						
Total Operating Funds						
Local Government Sources						
-----						
Current Taxes	7,036,363.85	7,036,363.85	100.0	6,976,607.00	6,927,576.73	99.3
Chargeback	2,721.55	2,721.55	100.0	5,000.00	15,002.24	300.0
Interest on Taxes	1,330.35	1,330.35	100.0	1,350.00	691.65	51.2
-----						
Local Government Sources	7,040,415.75	7,040,415.75	100.0	6,982,957.00	6,943,270.62	99.4
State Government Sources						
-----						
ICCB Credit Hour Grants	906,293.55	2,051,715.58	44.2	2,059,798.00	1,412,508.40	68.6
ICCB Equalization Grant	222,739.15	534,574.00	41.7	521,800.00	176,498.56	33.8
ICCB CTE Formula Grant	170,439.78	170,439.78	100.0	175,065.00	81,610.86	46.6
Replacement Taxes	166,177.98	343,303.08	47.3	340,000.00	366,869.12	107.9
-----						
State Government Sources	1,465,650.46	3,100,032.44	47.3	3,096,663.00	2,037,486.94	65.8
Student Tuition & Fees						
-----						
Tuition-Credit	5,926,117.56	5,922,000.86	100.1	6,471,125.00	5,919,667.50	91.5
Fees	558,864.50	558,960.50	100.0	633,125.00	639,388.50	101.0
-----						
Student Tuition & Fees	6,484,982.06	6,480,961.36	100.1	7,104,250.00	6,559,056.00	92.3
Other Revenue/Sources						
-----						
Investment Revenue	2,155.49	2,706.94	79.6	3,100.00	1,128.44	36.4
Other Revenue	329,066.08	407,355.65	80.8	362,002.00	305,187.87	84.3
Transfer In	.00	5,193.84	.0	5,000.00	.00	.0
-----						
Other Revenue/Sources	331,221.57	415,256.43	79.8	370,102.00	306,316.31	82.8
-----						
Total Revenue	15,322,269.84	17,036,665.98	89.9	17,553,972.00	15,846,129.87	90.3
=====						

Richland Community College  
Revenue Summary-Other Funds  
For the month of April  
1314

	Actual Rev 04/30/13	Actual Rev 06/30/13	%	Budget 1314	Actual Rev 04/30/14	%
-----						
Fund: 03 Oper & Maint Restricted						
Interest on Investments	53.82	672.81	8.0	1,000.00	35.88	3.6
Int on Cash/IL Funds Acc	25,322.83	30,092.08	84.2	14,000.00	16,337.04	116.7
Grants Revenue	23,326.58	34,493.96	67.6	30,000.00	1,200.00	4.0
Gifts/Donations	.00	.00	.0	.00	280,864.00	.0
Transfer In	660,000.00	660,000.00	100.0	.00	148,500.00	.0
FundBalanceAppropriation	.00	.00	.0	13,461,838.00	.00	.0
-----						
Total Revenue/Sources	708,703.23	725,258.85	97.7	13,506,838.00	446,936.92	3.3
=====						
Fund: 04 Bond & Interest Fund						
Current Taxes	2,429,480.21	2,429,480.21	100.0	2,465,443.00	2,408,480.54	97.7
Interest on Taxes	452.99	452.99	100.0	450.00	235.61	52.4
Int on Cash/IL Funds Acc	516.36	552.94	93.4	500.00	338.91	67.8
-----						
Total Revenue/Sources	2,430,449.56	2,430,486.14	100.0	2,466,393.00	2,409,055.06	97.7
=====						
Fund: 05 Auxiliary Enterprises						
CPED Credit Revenue	242,388.26	246,318.26	98.4	358,402.00	317,896.44	88.7
NonCredit Revenue	172,621.37	185,791.57	92.9	264,318.00	135,026.53	51.1
ContractNoncreditRevenue	35,768.85	43,419.15	82.4	38,531.00	32,765.70	85.0
ICCB Credit Hour Grants	59,043.10	64,213.42	91.9	82,356.00	61,393.44	74.5
Fitness Tuition	19,276.00	19,160.00	100.6	52,400.00	18,417.00	35.1
Fitness Membership Fees	8,840.00	8,815.00	100.3	15,000.00	9,648.00	64.3
Clubs and Organizations	116,337.23	164,601.47	70.7	206,900.00	208,133.24	100.6
Int on Cash/IL Funds Acc	82.30	90.02	91.4	150.00	116.28	77.5
Shilling Community Cntr	34,992.00	38,632.00	90.6	52,815.00	29,821.00	56.5
Child Care Revenue	111,673.46	131,452.77	85.0	92,175.00	85,531.73	92.8
CCRS Paid Revenue	.00	.00	.0	50,000.00	19,614.93	39.2
Copy Center Fees	17,275.60	21,727.69	79.5	30,000.00	33,057.52	110.2
Transfer In	10,201.58	48,938.58	20.8	150,000.00	.00	.0
LLC Contract Svcs Rev	25,090.00	30,108.00	83.3	31,260.00	13,550.00	43.3
Revenue-Contractual	1,365.00	2,503.00	54.5	1,500.00	3,515.00	234.3
Revenue-Misc/OtherSource	2,077.25	2,532.51	82.0	4,450.00	1,743.60	39.2
-----						
Total Revenue/Sources	857,032.00	1,008,303.44	85.0	1,430,257.00	970,230.41	67.8
=====						

Richland Community College  
Revenue Summary-Other Funds  
For the month of April  
1314

	Actual Rev 04/30/13	Actual Rev 06/30/13	%	Budget 1314	Actual Rev 04/30/14	%
-----						
Fund: 06 Restricted Purposes Fd						
Financial Aid	7,655,317.50	8,358,029.71	91.6	8,444,280.00	7,653,121.21	90.6
Interest on Investments	494.85	1,748.77	28.3	.00	242.83	.0
Int on Cash/IL Funds Acc	59.73	63.42	94.2	.00	78.69	.0
College Fair Revenue-PIE	4,070.00	4,070.00	100.0	5,200.00	3,960.00	76.2
PartnersSaluteRevenuePIE	6,900.00	8,640.00	79.9	8,000.00	4,435.00	55.4
YouthLeadershipRev-PIE	6,835.00	6,840.00	99.9	6,000.00	6,800.00	113.3
Grants Revenue	820,126.11	1,119,212.50	73.3	1,721,790.42	823,981.70	47.9
Gifts/Donations	115,356.52	245,598.91	47.0	47,775.00	46,670.76	97.7
Contributions-PIE	16,727.00	16,727.00	100.0	16,000.00	18,251.25	114.1
Transfer In	.00	214,093.66	.0	253,919.00	137,996.24	54.3
FundBalanceAppropriation	.00	.00	.0	433,437.28	.00	.0
Reimbursed Expenditures	3,318.08	3,318.08	100.0	3,000.00	3,184.35	106.1
Revenue-Contractual	358,035.86	817,136.45	43.8	1,133,782.72	307,124.85	27.1
Revenue-Misc/OtherSource	27,785.68	27,671.40	100.4	26,300.00	12,650.00	48.1
	-----	-----	-----	-----	-----	-----
Total Revenue/Sources	9,015,026.33	10,823,149.90	83.3	12,099,484.42	9,018,496.88	74.5
	=====	=====	=====	=====	=====	=====
Fund: 07 Working Cash Fund						
Interest on Corp Cash	4,108.09	5,193.84	79.1	5,000.00	2,589.49	51.8
	-----	-----	-----	-----	-----	-----
Total Revenue/Sources	4,108.09	5,193.84	79.1	5,000.00	2,589.49	51.8
	=====	=====	=====	=====	=====	=====
Fund: 10 Trust & Agency Fund						
Club Revenue	23,539.13	23,527.09	100.1	25,000.00	25,731.85	102.9
Int on Cash/IL Funds Acc	87.61	.00	.0	100.00	50.78	50.8
Transfer In	825.00	1,325.00	62.3	2,000.00	400.00	20.0
Contributions	59,100.00	59,100.00	100.0	58,325.00	29,000.00	49.7
	-----	-----	-----	-----	-----	-----
Total Revenue/Sources	83,551.74	83,952.09	99.5	85,425.00	55,182.63	64.6
	=====	=====	=====	=====	=====	=====

Richland Community College  
Revenue Summary-Other Funds  
For the month of April  
1314

-----	Actual Rev 04/30/13	Actual Rev 06/30/13	%	Budget 1314	Actual Rev 04/30/14	%	-----
Fund: 11 Audit Fund							
Current Taxes	59,029.74	59,029.74	100.0	60,879.00	60,403.58	99.2	
Interest on Taxes	10.99	10.99	100.0	15.00	5.91	39.4	
Int on Cash/IL Funds Acc	13.27	13.56	97.9	15.00	8.42	56.1	
LLC Contract Svcs Rev	3,475.00	3,475.00	100.0	.00	3,550.00	.0	
	-----	-----	-----	-----	-----	-----	
Total Revenue/Sources	62,529.00	62,529.29	100.0	60,909.00	63,967.91	105.0	
	=====	=====	=====	=====	=====	=====	
Fund: 12 Liab,Protect,Settle							
Current Taxes	1,150,872.71	1,150,872.71	100.0	1,243,413.50	1,221,596.71	98.2	
Interest on Taxes	214.36	214.36	100.0	250.00	119.48	47.8	
Insurance-StudentFees	17,584.00	17,656.00	99.6	19,000.00	17,272.00	90.9	
Interest on Investments	49.30	75.33	65.4	50.00	.00	.0	
Int on Cash/IL Funds Acc	1,305.92	1,321.04	98.9	1,400.00	334.29	23.9	
	-----	-----	-----	-----	-----	-----	
Total Revenue/Sources	1,170,026.29	1,170,139.44	100.0	1,264,113.50	1,239,322.48	98.0	
	=====	=====	=====	=====	=====	=====	

Richland Community College  
Expenditure Summary by Major Function  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	** %	Encumbered	*** Unencumbered *** Amount	*** %
<b>Fund: Education Fund</b>						
Office of Stu and Acad	100,084.00	49,685.83	49.64	.00	50,398.17	50.36
Business and Technology	2,195,115.00	1,862,463.51	84.85	22,031.16	310,620.33	14.15
Comm, Ed, Hum and Fine A	1,868,244.00	1,646,685.22	88.14	3,766.51	217,792.27	11.66
Math and Sciences	2,230,493.00	1,865,052.53	83.62	5,121.68	360,318.79	16.15
Health Professions	1,883,344.00	1,560,768.15	82.87	5,421.62	317,154.23	16.84
Enrollment Services	1,736,904.00	1,435,322.22	82.64	6,917.17	294,664.61	16.96
Academic Support-LRC	507,165.00	421,961.16	83.20	9,251.41	75,952.43	14.98
Retention Services	213,873.00	176,514.62	82.53	437.60	36,920.78	17.26
Technical Services Supp	439,567.00	361,168.23	82.16	8,797.00	69,601.77	15.83
Institutional Support	4,031,330.00	3,052,032.10	75.71	74,278.34	905,019.56	22.45
Scholarship and Waivers	323,000.00	398,897.71	123.50	.00	-75,897.71	-23.50
Transfer Out	331,000.00	137,981.69	41.69	.00	193,018.31	58.31
<b>Total Education Fund</b>	<b>15,860,119.00</b>	<b>12,968,532.97</b>	<b>81.77</b>	<b>136,022.49</b>	<b>2,755,563.54</b>	<b>17.37</b>
<b>Fund: Operations &amp; Maint</b>						
Maintenance	1,957,569.00	1,434,790.47	73.29	168,981.75	353,796.78	18.07
<b>Total Operations &amp; Maint</b>	<b>1,957,569.00</b>	<b>1,434,790.47</b>	<b>73.29</b>	<b>168,981.75</b>	<b>353,796.78</b>	<b>18.07</b>
<b>Fund: Oper &amp; Maint Restricted</b>						
Protection, Health, Safety	13,455,538.00	7,817,310.42	58.10	85,921.04	5,552,306.54	41.26
Maintenance	51,300.00	.00	.00	.00	51,300.00	100.00
Liability Protection	.00	.00	.00	.00	.00	.00
<b>Total Oper &amp; Maint Restricted</b>	<b>13,506,838.00</b>	<b>7,817,310.42</b>	<b>57.88</b>	<b>85,921.04</b>	<b>5,603,606.54</b>	<b>41.49</b>
<b>Fund: Bond &amp; Interest Fund</b>						
Bond and Interest	2,466,393.00	2,330,450.00	94.49	90,576.25	45,366.75	1.84
<b>Total Bond &amp; Interest Fund</b>	<b>2,466,393.00</b>	<b>2,330,450.00</b>	<b>94.49</b>	<b>90,576.25</b>	<b>45,366.75</b>	<b>1.84</b>
<b>Fund: Auxiliary Enterprises</b>						
Instructional Programs	587,258.00	433,476.92	73.81	23,764.27	130,016.81	22.14
Auxiliary Services	594,749.00	506,832.07	85.22	26,609.04	61,307.89	10.31
Business/Community Educa	163,080.00	119,943.95	73.55	115.00	43,021.05	26.38
Institutional Support	85,170.00	68,036.95	79.88	7,359.51	9,773.54	11.48
<b>Total Auxiliary Enterprises</b>	<b>1,430,257.00</b>	<b>1,128,253.89</b>	<b>78.88</b>	<b>57,847.82</b>	<b>244,155.29</b>	<b>17.07</b>

Richland Community College  
Expenditure Summary by Major Function  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered *** Amount	%
Fund: Restricted Purposes Fd						
Grants	3,697,894.02	2,041,169.65	55.20	210,403.84	1,446,320.53	39.11
Financial Aid	8,403,100.00	8,074,117.37	96.08	.00	328,982.63	3.92
Transfer Out	.00	14.55	.00	.00	-14.55	.00
Total Restricted Purposes Fd	12,100,994.02	10,115,301.57	83.59	210,403.84	1,775,288.61	14.67
Fund: Working Cash Fund						
Transfer Out	5,000.00	.00	.00	.00	5,000.00	100.00
Total Working Cash Fund	5,000.00	.00	.00	.00	5,000.00	100.00
Fund: Trust & Agency Fund						
Clubs	83,425.00	75,215.38	90.16	2,348.25	5,861.37	7.03
Transfer Out	2,000.00	400.00	20.00	.00	1,600.00	80.00
Total Trust & Agency Fund	85,425.00	75,615.38	88.52	2,348.25	7,461.37	8.73
Fund: Audit Fund						
Institutional Support	14,736.00	12,371.54	83.95	.00	2,364.46	16.05
Audit	42,265.00	42,265.00	100.00	.00	.00	.00
Contingency	3,908.00	.00	.00	.00	3,908.00	100.00
Total Audit Fund	60,909.00	54,636.54	89.70	.00	6,272.46	10.30
Fund: Liab,Protect,Settle						
Liability Protection	1,191,764.00	946,472.09	79.42	82,001.66	163,290.25	13.70
Contingency	72,349.50	.00	.00	.00	72,349.50	100.00
Total Liab,Protect,Settle	1,264,113.50	946,472.09	74.87	82,001.66	235,639.75	18.64

Richland Community College  
Expenditure Summary-Operating Funds  
For the month of April  
83% of Fiscal Year 1314

	Actual Exp 04/30/13	** Actual Expense ** 06/30/13	%	Budget 1314	*** Actual Expense ** 04/30/14	%	Encumbered	*** Unencumbered ***	%
<b>Fund: Education Fund</b>									
Salaries	8,770,064.98	10,760,015.03	81.5	11,253,332.00	9,468,934.37	84.1	.00	1,784,397.63	15.9
Employee Benefits	1,723,581.32	2,047,513.81	84.2	2,121,352.00	1,684,613.91	79.4	.00	436,738.09	20.6
Contractual Services	322,636.06	360,985.25	89.4	419,312.61	251,598.89	60.0	3,096.20	164,617.52	39.3
Commodities	649,242.36	816,276.32	79.5	944,577.39	731,236.55	77.4	90,847.88	122,492.96	13.0
Travel	129,330.49	170,162.03	76.0	249,359.00	143,388.45	57.5	33,906.58	72,063.97	28.9
Fixed Charges	125,704.02	147,796.73	85.1	146,686.00	108,713.36	74.1	5,760.83	32,211.81	.2
Capital Outlay	4,393.38	5,427.41	80.9	4,175.00	1,768.85	42.4	2,375.00	31.15	.7
Other	429,697.88	806,285.44	53.3	390,325.00	440,296.90	112.8	36.00	-50,007.90	-12.8
Transfer Out	.00	238,851.88	.0	331,000.00	137,981.69	41.7	.00	193,018.31	58.3
Contingency	.00	.00	.0	.00	.00	.0	.00	.00	.0
<b>Total Expenditures</b>	<b>12,154,650.49</b>	<b>15,353,313.90</b>	<b>79.2</b>	<b>15,860,119.00</b>	<b>12,968,532.97</b>	<b>81.8</b>	<b>136,022.49</b>	<b>2,755,563.54</b>	<b>17.4</b>
<b>Fund: Operations &amp; Maint</b>									
Salaries	319,766.67	388,182.76	82.4	399,402.00	330,552.76	82.8	.00	68,849.24	17.2
Employee Benefits	76,509.99	91,460.79	83.7	92,101.00	80,181.99	87.1	.00	11,919.01	12.9
Contractual Services	333,232.43	460,130.95	72.4	519,005.00	411,020.85	79.2	81,004.89	26,979.26	5.2
Commodities	100,515.15	130,857.18	76.8	183,511.00	103,167.69	56.2	42,679.95	37,663.36	20.5
Travel	869.85	1,317.61	66.0	4,150.00	1,345.81	32.4	.00	2,804.19	67.6
Fixed Charges	475,301.43	613,725.67	77.4	647,920.00	497,694.12	76.8	35,296.91	114,928.97	.2
Capital Outlay	19,800.00	19,800.00	100.0	111,480.00	10,827.25	9.7	10,000.00	90,652.75	81.3
Contingency	.00	.00	.0	.00	.00	.0	.00	.00	.0
<b>Total Expenditures</b>	<b>1,325,995.52</b>	<b>1,705,474.96</b>	<b>77.7</b>	<b>1,957,569.00</b>	<b>1,434,790.47</b>	<b>73.3</b>	<b>168,981.75</b>	<b>353,796.78</b>	<b>18.1</b>
<b>Total Operating Funds</b>									
Salaries	9,089,831.65	11,148,197.79	81.5	11,652,734.00	9,799,487.13	84.1	.00	1,853,246.87	15.9
Employee Benefits	1,800,091.31	2,138,974.60	84.2	2,213,453.00	1,764,795.90	79.7	.00	448,657.10	20.3
Contractual Services	655,868.49	821,116.20	79.9	938,317.61	662,619.74	70.6	84,101.09	191,596.78	20.4
Commodities	749,757.51	947,133.50	79.2	1,128,088.39	834,404.24	74.0	133,527.83	160,156.32	14.2
Travel	130,200.34	171,479.64	75.9	253,509.00	144,734.26	57.1	33,906.58	74,868.16	29.5
Fixed Charges	601,005.45	761,522.40	78.9	794,606.00	606,407.48	76.3	41,057.74	147,140.78	18.5
Capital Outlay	24,193.38	25,227.41	95.9	115,655.00	12,596.10	10.9	12,375.00	90,683.90	78.4
Other	429,697.88	806,285.44	53.3	390,325.00	440,296.90	112.8	36.00	-50,007.90	-12.8
Transfer Out	.00	238,851.88	.0	331,000.00	137,981.69	41.7	.00	193,018.31	58.3
<b>Total Expenditures</b>	<b>13,480,646.01</b>	<b>17,058,788.86</b>	<b>79.0</b>	<b>17,817,688.00</b>	<b>14,403,323.44</b>	<b>80.8</b>	<b>305,004.24</b>	<b>3,109,360.32</b>	<b>17.5</b>

Auxiliary Enterprises Fund  
 Instructional Programs  
 Statement of Revenue and Expense  
 Cash Basis  
 APR 1314

	Actual	Budget
<b>Continuing and Professional Education</b>		
-----		
<b>Revenues:</b>		
Fitness Center	28,065.00	67,400.00
6001 CDL	162,794.20	196,962.00
6002 Computer & Technology	14,971.82	18,647.00
6003 Dance	50,474.73	49,000.00
6004 Hobby & Leisure	53,190.13	93,300.00
6007 Safety-Industrial	206,465.33	294,817.00
6008 Shilling Rentals	29,821.00	52,815.00
6010 DOC-CPR/First Aid	4,691.40	15,000.00
6013 Culinary Arts	5,410.00	9,500.00
6025 Camp Connections	10,700.00	25,000.00
	-----	-----
<b>Total Revenues</b>	<b>566,583.61</b>	<b>822,441.00</b>
	-----	-----
<b>Expenses:</b>		
Fitness Center	37,763.27	59,400.00
6000 CPED Admin Expenses	120,084.16	163,080.00
6001 CDL	116,260.36	151,916.00
6002 Computer & Technology	16,506.99	14,945.00
6003 Dance	40,932.64	47,723.00
6004 Hobby & Leisure	62,836.53	88,228.00
6007 Safety-Industrial	135,929.67	194,288.00
6008 Shilling Rentals	12,893.55	17,029.00
6010 DOC-CPR/First Aid	8,177.89	2,839.00
6013 Culinary Arts	6,533.96	8,663.00
6025 Camp Connections	2,154.38	11,250.00
	-----	-----
<b>Total Expenses</b>	<b>560,073.40</b>	<b>759,361.00</b>
	-----	-----
<b>Net Income (Loss)</b>	<b>6,510.21</b>	<b>63,080.00</b>
	=====	=====

Note: Credit Hour Reimbursement Revenue included above 61,393.44

Auxiliary Enterprises Fund  
 Outdoor Events  
 Statement of Revenue and Expense  
 Cash Basis  
 APR 1314

	Actual	Budget
<b>Revenues:</b>		
6014 Dance Productions	29,305.98	30,000.00
6019 Outdoor Events	13,550.00	58,033.00
6020 Farm Progress Show	0.00	15,000.00
6021 Concert	71,477.96	60,000.00
6023 Hunnert Car Pile Up	5,500.00	7,000.00
6024 Dog Show	7,013.00	6,000.00
6030 Misc Events	7,700.00	5,500.00
	-----	-----
<b>Total Revenues</b>	<b>134,546.94</b>	<b>181,533.00</b>
	-----	-----
<b>Expenses:</b>		
6014 Dance Productions	24,730.60	22,213.00
6019 Outdoor Events	96,935.09	118,585.00
6020 Farm Progress Show	1,945.00	15,000.00
6021 Concert	64,077.07	16,100.00
6023 Hunnert Car Pile Up	45.75	4,025.00
6024 Dog Show	51.13	1,260.00
6030 Misc Events	0.00	4,350.00
	-----	-----
<b>Total Expenses</b>	<b>187,784.64</b>	<b>181,533.00</b>
	-----	-----
<b>Net Income (Loss)</b>	<b>(53,237.70)</b>	<b>.00</b>
	=====	=====

Auxiliary Enterprises Fund  
 Workforce Development  
 Statement of Revenue and Expense  
 Cash Basis  
 APR 1314

	Actual	Budget
<b>Revenues:</b>		
6009 Traffic Safety	38,384.50	43,331.00
8907 Culinary Arts Dining Rm	17,785.00	8,500.00
8908 Coffee Shop	52,042.28	45,900.00
	-----	-----
<b>Total Revenues</b>	<b>108,211.78</b>	<b>97,731.00</b>
	-----	-----
<b>Expenses:</b>		
6009 Traffic Safety	27,574.24	43,331.00
8907 Culinary Arts Dining Rm	6,583.64	8,500.00
8908 Coffee Shop	45,516.82	45,900.00
	-----	-----
<b>Total Expenses</b>	<b>79,674.70</b>	<b>97,731.00</b>
	-----	-----
<b>Net Income (Loss)</b>	<b>28,537.08</b>	<b>.00</b>
	=====	=====

Richland Community College  
Restricted Purposes Fund-Grants  
APR 1314

	Grant Period	Budget	* Actual	Expense	% *	Encumbered	** Unencumbered	% **
<b>Federally Funded Grants</b>								
-----								
11117	ADM Sequestration Grant	07/01/2010 - 06/30/2015	86,237.00	60,933.31	70.66	6,898.66	18,405.03	21.34
11396	DCP-DFC STOP ACT	09/30/2012 - 09/29/2013	27,632.34	23,191.56	83.93	4,440.60	0.18	.00
11394	DCP-Drug Free Communit	10/01/2012 - 09/30/2013	68,764.19	49,486.77	71.97	0.00	19,277.42	28.03
11496	DCP-STOP Act	09/30/2013 - 09/29/2014	55,024.00	13,487.33	24.51	200.00	41,336.67	75.12
11495	DCP-Strategic Prevention	07/01/2013 - 06/30/2014	124,925.00	74,757.18	59.84	770.78	49,397.04	39.54
11380	TRIO Grant	09/01/2012 - 08/31/2013	56,623.13	56,339.54	99.50	0.00	283.59	.50
11480	TRIO Grant	09/01/2013 - 08/31/2014	266,633.00	161,188.89	60.45	358.00	105,086.11	39.41
11316	TrainingAssist/CareerTrg	10/01/2012 - 09/30/2016	523,438.00	98,841.33	18.88	85,000.00	339,596.67	64.88
<b>Total</b>			<b>1,209,276.66</b>	<b>538,225.91</b>	<b>44.51</b>	<b>97,668.04</b>	<b>573,382.71</b>	<b>47.42</b>
<b>State Funded Grants</b>								
-----								
11324	Back to Books Grant	04/01/2013 - 10/31/2013	1,454.00	47.45	3.26	452.10	954.45	65.64
11420	Co-OpWorkStudy-IBHE	07/01/2013 - 06/30/2014	18,670.00	7,586.25	40.63	0.00	11,083.75	59.37
11217	Coal Educ & Mktg -DCEO	04/01/2012 - 06/30/2014	32,186.57	9,066.18	28.17	0.00	23,120.39	71.83
11218	DCEO-SustainableEdProgrm	08/01/2011 - 12/31/2013	8,120.28	8,120.28	100.00	0.00	0.00	.00
11340	Decatur DOC	07/01/2012 - 09/30/2013	62,228.14	62,228.14	100.00	0.00	0.00	.00
11440	Decatur DOC	10/01/2013 - 09/30/2014	366,324.69	158,357.76	43.23	2,202.65	205,764.28	56.17
11341	Lincoln DOC	07/01/2012 - 09/30/2013	49,642.10	49,642.10	100.00	0.00	0.00	.00
11441	Lincoln DOC	10/01/2013 - 09/30/2014	285,888.00	161,412.30	56.46	1,846.81	122,628.89	42.89
11342	Logan DOC	07/01/2012 - 09/30/2013	74,941.17	74,941.17	100.00	0.00	0.00	.00
11442	Logan DOC	10/01/2013 - 09/30/2014	399,248.63	227,046.50	56.87	1,861.84	170,340.29	42.67
11454	Performance Grant	07/01/2013 - 06/30/2014	46,226.00	32,644.67	70.62	0.00	13,581.33	29.38
11344	Pontiac DOC	07/01/2012 - 09/30/2013	11,055.95	11,055.95	100.00	0.00	0.00	.00
11444	Pontiac DOC	10/01/2013 - 09/30/2014	58,384.13	25,827.57	44.24	0.00	32,556.56	55.76
11460	Public Assistance	07/01/2013 - 06/30/2014	41,625.00	34,999.15	84.08	0.00	6,625.85	15.92
11364	SOS Literacy - State	07/01/2012 - 06/30/2013	509.60	509.60	100.00	0.00	0.00	.00
11464	SOS Literacy - State	07/01/2013 - 06/30/2014	67,000.00	55,815.55	83.31	0.00	11,184.45	16.69
11472	State Basic Adult Ed	07/01/2013 - 06/30/2014	52,662.00	38,008.45	72.17	0.00	14,653.55	27.83
11466	Workplace Skills Enhance	07/01/2013 - 06/30/2014	12,500.00	6,070.43	48.56	0.00	6,429.57	51.44
<b>Total</b>			<b>1,588,666.26</b>	<b>963,379.50</b>	<b>60.64</b>	<b>6,363.40</b>	<b>618,923.36</b>	<b>38.96</b>
<b>Locally Funded Grants</b>								
-----								
11322	AACC Plus 50 Grant	04/01/2013 -	5,863.00	835.29	14.25	0.00	5,027.71	85.75
8999	Decatur Comm Partnership	10/01/2007 -	16,300.00	12,567.15	77.10	90.00	3,642.85	22.35
11373	Literacy Grant-EdCo	03/01/2013 - 12/31/2014	37,952.43	20,130.29	53.04	0.00	17,822.14	46.96
<b>Total</b>			<b>60,115.43</b>	<b>33,532.73</b>	<b>55.78</b>	<b>90.00</b>	<b>26,492.70</b>	<b>44.07</b>
<b>Cash/RCC Restricted Programs</b>								
-----								
9098	Partners in Education	-	68,189.00	60,394.09	88.57	0.00	7,794.91	11.43
11458	Project READ	07/01/2013 - 06/30/2014	81,745.00	61,349.89	75.05	0.00	20,395.11	24.95
EQUI	Reserved for Equipment	07/01/2005 -	418,000.00	181,538.82	43.43	97,180.38	139,280.80	33.32
<b>Total</b>			<b>567,934.00</b>	<b>303,282.80</b>	<b>53.40</b>	<b>97,180.38</b>	<b>167,470.82</b>	<b>29.49</b>

Richland Community College  
 Restricted Purposes Fund-Grants  
 APR 1314

	Grant Period	Budget	* Actual	Expense % *	Encumbered	** Unencumbered % **
<b>RCC-Foundation Funded Grants</b>						
-----						
11433	Foundation Gifts to RCC 07/01/2013 - 06/30/2014	5,000.00	3,434.80	68.70	2,525.97	- 960.77 - 19.22
11134	Math Enrichment Center 07/01/2010 -	21,030.00	2,002.65	9.52	0.00	19,027.35 90.48
		-----	-----	-----	-----	-----
	<b>Total</b>	26,030.00	5,437.45	20.89	2,525.97	18,066.58 69.41
<b>Fed Funded through State</b>						
-----						
11412	CarlPerkins-ICCB 07/01/2013 - 06/30/2014	149,830.00	109,318.47	72.96	6,576.05	33,935.48 22.65
11325	Common Core Bridging Gap 04/01/2013 - 09/30/2013	6,667.67	6,667.67	100.00	0.00	0.00 .00
11432	Federal Adult Ed Basic 07/01/2013 - 06/30/2014	47,194.00	39,551.32	83.81	0.00	7,642.68 16.19
		-----	-----	-----	-----	-----
	<b>Total</b>	203,691.67	155,537.46	76.36	6,576.05	41,578.16 20.41
	<b>Total Grants</b>	3,655,714.02	1,999,395.85	54.69	210,403.84	1,445,914.33 39.55

Richland Community College  
ACCOUNT SUMMARY  
APR 1314

Fund: Education Fund	Month	Full Year	----- Year to Date -----		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	152,150.37	2,028,569.00	1,611,899.71	0.00	79.5	416,669.29
51200 Professional/Tech Salary	55,433.28	661,595.00	535,838.48	0.00	81.0	125,756.52
51201 Professional/Tech-PT	2,511.94	30,000.00	23,463.49	0.00	78.2	6,536.51
51202 Professional/Tech-PT	2,374.41	35,500.00	27,909.01	0.00	78.6	7,590.99
51310 F/T Faculty Salary	343,838.58	3,973,319.00	3,378,685.29	0.00	85.0	594,633.71
51315 F/T Faculty-Summer Sal	0.00	342,131.00	331,144.14	0.00	96.8	10,986.86
51320 P/T Faculty Salary	113,505.31	970,803.00	898,794.12	0.00	92.6	72,008.88
51325 P/T Faculty-Summer Sal	0.00	83,921.00	84,580.94	0.00	100.8	-659.94
51340 Overload Salary	42,768.94	475,055.00	370,587.25	0.00	78.0	104,467.75
51345 Clinical Risk Stipends	3,733.32	38,200.00	31,766.70	0.00	83.2	6,433.30
51350 Independent Study Salary	225.00	25,300.00	12,750.00	0.00	50.4	12,550.00
51353 Proficiency Exam Salary	0.00	88.00	157.50	0.00	179.0	-69.50
51356 Subs Instructors Salary	2,660.89	15,150.00	23,862.85	0.00	157.5	-8,712.85
51360 LabFacilitators	3,669.51	34,700.00	28,947.16	0.00	83.4	5,752.84
51362 Faculty Tutors Salary	21,628.03	170,000.00	142,499.85	0.00	83.8	27,500.15
51391 Faculty Curriculum Dev OL	0.00	3,600.00	9,990.00	0.00	277.5	-6,390.00
51392 Faculty Curriculum Dev	0.00	0.00	1,923.00	0.00	.0	-1,923.00
51400 Supervisory Staff Salary	50,791.26	604,643.00	506,106.74	0.00	83.7	98,536.26
51500 Academic Support Salary	13,862.16	171,129.00	143,403.15	0.00	83.8	27,725.85
51502 Academic Support-PT	16,667.04	154,193.00	147,881.31	0.00	95.9	6,311.69
51610 F/T Classified Salary	88,213.76	1,157,336.00	896,286.25	0.00	77.4	261,049.75
51620 P/T Classified Salary	9,321.45	151,000.00	95,787.59	0.00	63.4	55,212.41
51630 Classified-Temporary	3,604.50	1,000.00	15,609.83	0.00	1561.0	-14,609.83
51800 Student Workers Salary	11,281.95	70,700.00	67,974.43	0.00	96.1	2,725.57
51906 Interpreter Salary	4,800.34	10,000.00	42,207.26	0.00	422.1	-32,207.26
51918 Overtime Wages	607.26	5,900.00	7,964.23	0.00	135.0	-2,064.23
51930 Car Allowance	1,500.00	18,000.00	15,000.00	0.00	83.3	3,000.00
51935 SURS Fringe Benefit	1,561.38	21,500.00	15,914.09	0.00	74.0	5,585.91
52080 SURS-RetireeHealthContri	3,876.90	44,951.00	38,663.53	0.00	86.0	6,287.47
52100 EmployeeBenefitsTotal	222.81	0.00	3,183.06	0.00	.0	-3,183.06
52101 Group Medical Ins	151,453.61	1,927,377.00	1,479,489.36	0.00	76.8	447,887.64
52102 Group Dental Ins	5,752.59	69,519.00	55,245.57	0.00	79.5	14,273.43
52104 Group Life Ins	2,859.65	34,140.00	29,270.37	0.00	85.7	4,869.63
52105 Group LTD Ins	1,786.84	21,348.00	17,595.34	0.00	82.4	3,752.66
52106 Long-Term Care Ins	0.00	4,000.00	3,853.39	0.00	96.3	146.61
52700 Medicare	0.00	0.00	-4.97	0.00	.0	4.97
52705 Grants Share of SURS	0.00	17.00	16.26	0.00	95.6	0.74
52750 Staff/Family Waivers	606.00	20,000.00	57,302.00	0.00	286.5	-37,302.00
53200 Consultants/Workshops	-220.50	9,945.00	4,624.41	1,200.00	58.6	4,120.59
53205 Admin Computer-Maint	0.00	173,265.00	167,057.20	0.00	96.4	6,207.80
53400 Equip Repair/Maint Agree	530.49	34,529.00	17,975.36	0.00	52.1	16,553.64
53500 Legal Services-Admin	2,696.00	101,000.00	11,525.79	62.50	11.5	89,411.71
53600 Temporary Office Help	0.00	18,872.00	0.00	0.00	.0	18,872.00
53900 Contractual-Other	291.12	52,283.61	28,334.86	1,833.70	57.7	22,115.05
53920 Wellness Program	0.00	5,000.00	6,490.75	0.00	129.8	-1,490.75
53938 Tuition	0.00	3,000.00	0.00	0.00	.0	3,000.00
53955 Faculty Development	0.00	1,500.00	775.05	0.00	51.7	724.95
53956 Staff Development	0.00	4,250.00	1,633.00	0.00	38.4	2,617.00
53974 Resource Persons	0.00	350.00	0.00	0.00	.0	350.00
53975 Professional Fees	0.00	7,500.00	6,500.00	0.00	86.7	1,000.00
53993 Employee Recognition EAT	130.80	3,600.00	3,374.95	0.00	93.7	225.05

Richland Community College

ACCOUNT SUMMARY

APR 1314

Fund:	Education Fund	Month	Full Year	Year to Date		Pct	Variance
Acct	Description	Actual	Budget	Actual	Encumbered		
53995	Meals	0.00	3,168.00	3,123.52	0.00	98.6	44.48
53998	Student Awards	115.00	1,050.00	184.00	0.00	17.5	866.00
54101	Office Supplies	1,921.34	40,394.47	26,582.62	8,710.12	87.4	5,101.73
54102	Instructional Supplies	18,485.92	155,434.68	105,153.07	17,711.38	79.0	32,570.23
54200	Printing	1,585.18	42,412.00	29,758.87	5,712.72	83.6	6,940.41
54205	Credit Schedules	0.00	8,282.00	5,821.73	0.00	70.3	2,460.27
54210	Catalog Printing	0.00	6,060.00	0.00	0.00	.0	6,060.00
54400	Materials	16,897.46	105,307.74	95,079.43	8,633.21	98.5	1,595.10
54401	Audio Visual Materials	0.00	9,731.00	5,119.13	162.77	54.3	4,449.10
54402	Postage	2,820.85	39,062.00	26,600.88	0.00	68.1	12,461.12
54408	Computer Software	1,836.00	140,347.00	111,743.68	89.70	79.7	28,513.62
54413	Transcripts	0.00	29,075.00	18,000.00	0.00	61.9	11,075.00
54515	Reference Materials	1,257.19	7,225.00	5,860.81	891.38	93.5	472.81
54520	Books-Library Collection	112.72	21,000.00	15,339.26	997.26	77.8	4,663.48
54600	Publications & Dues	5,426.80	135,380.00	132,167.64	9,141.50	104.4	-5,929.14
54700	Advertising	18,778.09	191,370.00	143,592.56	38,396.09	95.1	9,381.35
54705	Specialities	936.84	4,330.00	5,124.07	23.12	118.9	-817.19
54710	WYSE Activities	0.00	1,176.00	1,071.42	0.00	91.1	104.58
54905	Graphic Supplies	1,510.91	6,548.00	4,007.51	0.00	61.2	2,540.49
54908	Laundry/Linen Supplies	32.34	1,042.50	213.87	378.63	56.8	450.00
54910	Uniforms	0.00	400.00	0.00	0.00	.0	400.00
55100	Meeting Expense	1,971.16	28,098.00	21,390.44	642.75	78.4	6,064.81
55102	Alumni Activities	0.00	200.00	0.00	0.00	.0	200.00
55150	Registration Fees	1,156.23	54,430.00	41,512.80	7,390.50	89.8	5,526.70
55200	Travel-In State	4,681.48	42,945.00	21,850.37	1,339.23	54.0	19,755.40
55204	Travel-In State Mileage	768.97	10,130.00	5,782.89	2,420.06	81.0	1,927.05
55300	Travel-Out of State	7,487.59	75,356.00	51,268.45	22,114.04	97.4	1,973.51
55400	Recruitment	0.00	35,200.00	1,583.50	0.00	4.5	33,616.50
55500	Relocation Expense	0.00	3,000.00	0.00	0.00	.0	3,000.00
56200	Equipment Rental	2,795.02	49,950.00	35,249.55	4,126.77	78.8	10,573.68
56600	Install Pymt Lease/Purch	0.00	32,236.00	30,493.82	0.00	94.6	1,742.18
56800	Bank Card Fees	1,007.94	18,200.00	14,415.54	0.00	79.2	3,784.46
56810	Collection Co Charges	718.86	16,000.00	17,613.09	0.00	110.1	-1,613.09
56815	Graduation Expense	-391.25	18,000.00	1,245.54	0.00	6.9	16,754.46
57500	Telephone	50.02	800.00	450.18	0.00	56.3	349.82
57700	Telecommunications	1,581.52	11,500.00	9,245.64	1,634.06	94.6	620.30
58500	Equipment-Office	0.00	1,800.00	1,768.85	0.00	98.3	31.15
58600	Equipment-Instructional	0.00	2,375.00	0.00	2,375.00	100.0	0.00
59040	Write-Offs	979.57	40,000.00	21,133.98	0.00	52.8	18,866.02
59300	Chargeback Expense	0.00	48,000.00	41,544.71	0.00	86.6	6,455.29
59405	Tuition Waiver	-892.00	210,000.00	298,170.02	0.00	142.0	-88,170.02
59416	Unfunded ING/MIA/POW	0.00	25,000.00	38,049.00	0.00	152.2	-13,049.00
59901	Contributions	0.00	58,325.00	29,500.00	0.00	50.6	28,825.00
59965	Bank Service Charges	595.40	7,000.00	6,532.89	36.00	93.8	431.11
59999	Expense-Other	607.51	2,000.00	5,366.30	0.00	268.3	-3,366.30
		1,211,531.65	15,529,119.00	12,830,551.28	136,022.49	83.5	2,562,545.23
71000	Transfer Out	137,981.69	331,000.00	137,981.69	0.00	41.7	193,018.31
01	Education Fund	1,349,513.34	15,860,119.00	12,968,532.97	136,022.49	82.6	2,755,563.54

Richland Community College

ACCOUNT SUMMARY

APR 1314

Fund: Operations & Maint	Month	Full Year	Year to Date		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	3,042.77	79,579.00	62,727.18	0.00	78.8	16,851.82
51400 Supervisory Staff Salary	9,144.54	109,735.00	91,445.40	0.00	83.3	18,289.60
51610 F/T Classified Salary	3,406.00	40,872.00	34,185.00	0.00	83.6	6,687.00
51700 Custodial,Maint Stf Sal	13,353.92	161,216.00	129,115.27	0.00	80.1	32,100.73
51918 Overtime Wages	202.02	8,000.00	13,079.91	0.00	163.5	-5,079.91
52080 SURS-RetireeHealthContri	249.56	1,956.00	1,768.63	0.00	90.4	187.37
52101 Group Medical Ins	6,598.06	84,255.00	69,357.29	0.00	82.3	14,897.71
52102 Group Dental Ins	259.67	3,315.00	2,731.43	0.00	82.4	583.57
52104 Group Life Ins	108.71	1,596.00	1,307.49	0.00	81.9	288.51
52105 Group LTD Ins	66.61	979.00	801.15	0.00	81.8	177.85
52750 Staff/Family Waivers	0.00	0.00	4,216.00	0.00	.0	-4,216.00
53300 Architectural Services	0.00	9,000.00	6,026.34	0.00	67.0	2,973.66
53400 Equip Repair/Maint Agree	5,005.69	70,900.00	47,772.05	17,625.36	92.2	5,502.59
53405 Telephone Maint Agree	0.00	10,000.00	1,019.88	0.00	10.2	8,980.12
53410 Custodial Services	50,324.62	323,000.00	270,985.87	55,519.38	101.1	-3,505.25
53415 Security	1,377.60	12,750.00	11,056.00	1,694.00	100.0	0.00
53420 Building Repair/Maint	0.00	36,845.00	35,413.71	1,184.37	99.3	246.92
53900 Contractual-Other	503.44	37,310.00	21,490.84	22.50	57.7	15,796.66
53910 Pest Control	710.00	11,500.00	8,553.92	1,420.00	86.7	1,526.08
53915 Snow/Grounds	871.47	7,700.00	8,702.24	3,539.28	159.0	-4,541.52
54101 Office Supplies	0.00	1,127.00	719.77	308.00	91.2	99.23
54104 Maintenance Supplies	9,106.36	116,750.00	65,214.94	35,935.81	86.6	15,599.25
54105 Vehicle Expense	-407.85	23,000.00	14,725.90	5,073.68	86.1	3,200.42
54107 Wind Turbine Maintenace	0.00	20,000.00	5,500.00	0.00	27.5	14,500.00
54200 Printing	87.60	1,100.00	703.45	0.00	64.0	396.55
54400 Materials	0.00	8,150.00	8,141.50	0.00	99.9	8.50
54402 Postage	5.13	350.00	186.07	0.00	53.2	163.93
54408 Computer Software	0.00	5,200.00	5,150.00	0.00	99.0	50.00
54600 Publications & Dues	79.00	1,473.00	634.00	0.00	43.0	839.00
54700 Advertising	0.00	361.00	187.36	66.16	70.2	107.48
54910 Uniforms	292.25	6,000.00	2,004.70	1,296.30	55.0	2,699.00
55100 Meeting Expense	0.00	150.00	101.75	0.00	67.8	48.25
55150 Registration Fees	0.00	1,000.00	249.00	0.00	24.9	751.00
55200 Travel-In State	137.62	1,000.00	431.65	0.00	43.2	568.35
55300 Travel-Out of State	0.00	2,000.00	563.41	0.00	28.2	1,436.59
56100 Facility Rental	12,291.23	124,900.00	101,653.63	23,240.51	100.0	5.86
56200 Equipment Rental	0.00	2,100.00	421.40	0.00	20.1	1,678.60
56600 Install Pymt Lease/Purch	4,490.00	53,880.00	44,900.00	8,980.00	100.0	0.00
56750 Property Taxes	0.00	7,800.00	854.03	0.00	10.9	6,945.97
57150 Propane	0.00	7,500.00	4,522.50	477.50	66.7	2,500.00
57300 Electricity	23,684.48	355,950.00	275,590.69	0.00	77.4	80,359.31
57400 Water,Sewage	1,573.43	28,500.00	15,811.62	0.00	55.5	12,688.38
57500 Telephone	3,885.98	44,700.00	40,448.86	314.00	91.2	3,937.14
57600 Refuse Disposal	1,355.45	20,000.00	11,802.34	2,284.90	70.4	5,912.76
57700 Telecommunications	168.92	2,590.00	1,689.05	0.00	65.2	900.95
58200 Site Improvements	0.00	5,400.00	5,394.59	0.00	99.9	5.41
58400 Building Improvements	5,432.66	96,080.00	5,432.66	0.00	5.7	90,647.34
58700 Equipment-Service	0.00	10,000.00	0.00	10,000.00	100.0	0.00
	157,406.94	1,957,569.00	1,434,790.47	168,981.75	81.9	353,796.78
71000 Transfer Out	0.00	0.00	0.00	0.00	0.0	0.00

Richland Community College

ACCOUNT SUMMARY

APR 1314

Fund: Operations & Maint Acct Description	Month Actual	Full Year Budget	Year to Date		Pct	Variance
			Actual	Encumbered		
02 Operations & Maint	157,406.94	1,957,569.00	1,434,790.47	168,981.75	81.9	353,796.78

Richland Community College  
Expenditure Summary by Cost Center  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	****
						%
Fund: Education Fund						
Costs for Office of Stu and Acad						
GED-AB & ASE	10,039.00	3,029.85	30.18	.00	7,009.15	69.82
DOC General Studies	48,550.00	41,219.99	84.90	.00	7,330.01	15.10
Honors Program	5,750.00	3,050.34	53.05	.00	2,699.66	46.95
Online Learning	144,578.00	118,527.43	81.98	3,516.70	22,533.87	15.59
Dual Credit	19,250.00	2,382.00	12.37	.00	16,868.00	87.63
Diversity	7,495.00	3.65	.05	.00	7,491.35	99.95
InternationalDevelopment	9,000.00	.00	.00	.00	9,000.00	100.00
<b>Total Office of Stu and Acad</b>	<b>244,662.00</b>	<b>168,213.26</b>	<b>68.75</b>	<b>3,516.70</b>	<b>72,932.04</b>	<b>29.81</b>
Costs for Business and Technology						
Business/TechnologyDean	156,076.00	123,374.02	79.05	.00	32,701.98	20.95
Automotive-Tech Occ	106,371.00	96,101.75	90.35	3,854.58	6,414.67	6.03
Accounting/Business	341,736.00	271,045.90	79.31	.00	70,690.10	20.69
Culinary Arts	227,509.00	187,292.83	82.32	11,223.21	28,992.96	12.74
Information Tech-OccTech	230,724.00	213,967.06	92.74	.00	16,756.94	7.26
Office Tech-Bus Occ	209,744.00	140,831.44	67.14	.00	68,912.56	32.86
Agribusiness-OccTech	1,000.00	236.64	23.66	.00	763.36	76.34
Drafting/DesignEngineer	97,293.00	65,333.54	67.15	.00	31,959.46	32.85
Engineering-Baccal	2,500.00	10,857.60	434.30	.00	-8,357.60	-334.30
Heating,Vent,AC-Tech Occ	114,664.00	93,787.53	81.79	611.10	20,265.37	17.67
Horticulture-Bus Occup	150,802.00	136,718.18	90.66	1,575.06	12,508.76	8.29
Engineering Technology	238,227.00	184,227.78	77.33	.00	53,999.22	22.67
Welding-Technical Occ	177,493.00	171,895.41	96.85	4,767.21	830.38	.47
Health Information Tech	63,035.00	103,503.89	164.20	.00	-40,468.89	-64.20
Hospitality Management	77,941.00	63,289.94	81.20	.00	14,651.06	18.80
<b>Total Business and Technology</b>	<b>2,195,115.00</b>	<b>1,862,463.51</b>	<b>84.85</b>	<b>22,031.16</b>	<b>310,620.33</b>	<b>14.15</b>
Costs for Comm, Ed, Hum and Fine A						
Humanities - Dean	182,869.00	147,443.16	80.63	3,628.20	31,797.64	17.39
Art-Baccalaureate	147,986.00	139,298.87	94.13	.00	8,687.13	5.87
Erlanson Art Gallery	10,820.00	10,165.97	93.96	.00	654.03	6.04
African Amer Stu-Baccal	42,330.00	45,088.19	106.52	.00	-2,758.19	-6.52
Engl/Human/Journal-Bacca	916,626.00	803,429.78	87.65	.00	113,196.22	12.35
Foreign Lang-Baccal	92,043.00	87,262.78	94.81	.00	4,780.22	5.19
Music-Baccalaureate	18,220.00	23,048.65	126.50	.00	-4,828.65	-26.50
Dance-Baccalaureate	2,100.00	1,715.00	81.67	.00	385.00	18.33
Philosophy-Baccalaureate	116,830.00	90,698.55	77.63	.00	26,131.45	22.37
Speech/Forensic/Drama	202,341.00	182,124.90	90.01	.00	20,216.10	9.99
Theatre-Baccalaureate	.00	65.93	.00	.00	-65.93	.00
EarlyChildhoodEduc-AAS	91,833.00	87,342.99	95.11	.00	4,490.01	4.89
Education-Baccalaureate	44,246.00	29,000.45	65.54	.00	15,245.55	34.46
<b>Total Comm, Ed, Hum and Fine</b>	<b>1,868,244.00</b>	<b>1,646,685.22</b>	<b>88.14</b>	<b>3,628.20</b>	<b>217,930.58</b>	<b>11.66</b>

Richland Community College  
Expenditure Summary by Cost Center  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	**** %
<b>Costs for Math and Sciences</b>						
Math-Baccalaureate	557,866.00	519,298.64	93.09	.00	38,567.36	6.91
Phys Sci/Physic-Baccal	113,706.00	79,780.97	70.16	.00	33,925.03	29.84
Biology-Baccalaureate	416,686.00	367,811.74	88.27	643.31	48,230.95	11.57
General Science	6,800.00	4,583.87	67.41	.00	2,216.13	32.59
Chemistry-Baccalaureate	139,233.00	110,522.61	79.38	.00	28,710.39	20.62
Earth Science-Baccal	12,119.00	13,176.78	108.73	.00	-1,057.78	-8.73
Economics-Baccalaureate	70,536.00	61,829.58	87.66	.00	8,706.42	12.34
Fire Science-Tech Occ	89,801.00	72,062.21	80.25	1,167.00	16,571.79	18.45
Health Ed/Rec-Baccal	9,527.00	4,971.00	52.18	.00	4,556.00	47.82
History-Baccalaureate	187,701.00	157,333.56	83.82	.00	30,367.44	16.18
CriminalJustice-Tech Occ	34,809.00	34,118.07	98.02	.00	690.93	1.98
Political Sci-Baccal	22,093.00	21,377.94	96.76	.00	715.06	3.24
Psychology-Baccalaureate	225,084.00	182,854.97	81.24	.00	42,229.03	18.76
Sociology-Baccalaureate	131,029.00	119,484.69	91.19	.00	11,544.31	8.81
Math/Science Dean	213,503.00	115,845.90	54.26	3,311.37	94,345.73	44.19
<b>Total Math and Sciences</b>	<b>2,230,493.00</b>	<b>1,865,052.53</b>	<b>83.62</b>	<b>5,121.68</b>	<b>360,318.79</b>	<b>16.15</b>
<b>Costs for Health Professions</b>						
HealthProfessions Dean	227,568.00	193,113.90	84.86	.00	34,454.10	15.14
Allied Health	187,185.00	170,462.03	91.07	272.24	16,450.73	8.79
Human Simulator	85,201.00	68,268.17	80.13	314.25	16,618.58	19.51
Radiology Tech-Hlth Occ	204,443.00	171,281.19	83.78	1,570.47	31,591.34	15.45
Surgical Tech-Health Occ	204,741.00	166,220.33	81.19	2,161.03	36,359.64	17.76
Nursing LPN -Health Occ	152,053.00	109,137.15	71.78	202.89	42,712.96	28.09
AAS Nursing -Health Occ	822,153.00	682,285.38	82.99	822.39	139,045.23	16.91
<b>Total Health Professions</b>	<b>1,883,344.00</b>	<b>1,560,768.15</b>	<b>82.87</b>	<b>5,343.27</b>	<b>317,232.58</b>	<b>16.84</b>
<b>Costs for Enrollment Services</b>						
Admission and Recruitmen	238,332.00	195,126.27	81.87	.00	43,205.73	18.13
Academic Success	384,761.00	330,050.03	85.78	.00	54,710.97	14.22
Math Enrichment Center	30,000.00	39,378.10	131.26	.00	-9,378.10	-31.26
Advising and Records	292,507.00	218,927.37	74.85	1,514.25	72,065.38	24.64
Counseling Services	281,960.00	244,506.71	86.72	.00	37,453.29	13.28
Career Services	13,250.19	16,436.86	124.05	.00	-3,186.67	-24.05
Student Support	77,632.00	64,801.57	83.47	.00	12,830.43	16.53
Fin Aid & Vet Affairs	303,521.81	244,007.91	80.39	3,706.63	55,807.27	18.39
Student Life	114,940.00	82,087.40	71.42	.00	32,852.60	28.58
<b>Total Enrollment Services</b>	<b>1,736,904.00</b>	<b>1,435,322.22</b>	<b>82.64</b>	<b>5,220.88</b>	<b>296,360.90</b>	<b>17.06</b>
<b>Costs for Academic Support-LRC</b>						
LRC Audio Visual	16,950.00	13,158.30	77.63	1,630.50	2,161.20	12.75
LRC	345,637.00	290,275.43	83.98	4,104.21	51,257.36	14.83
<b>Total Academic Support-LRC</b>	<b>362,587.00</b>	<b>303,433.73</b>	<b>83.69</b>	<b>5,734.71</b>	<b>53,418.56</b>	<b>14.73</b>

Richland Community College  
Expenditure Summary by Cost Center  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	**** %
	-----	-----	-----	-----	-----	-----
Enrollment/Retention Svcs	213,873.00	176,514.62	82.53	437.60	36,920.78	17.26
<b>Costs for Technical Services Supp</b>						
Networking Support	97,565.00	93,729.87	96.07	.00	3,835.13	3.93
Academic Lab Support	44,900.00	50,062.64	111.50	124.88	-5,287.52	-11.78
Technical Services Support	297,102.00	214,109.44	72.07	8,672.12	74,320.44	25.02
<b>Total Technical Services Supp</b>	<b>439,567.00</b>	<b>357,901.95</b>	<b>81.42</b>	<b>8,797.00</b>	<b>72,868.05</b>	<b>16.58</b>
<b>Costs for Institutional Support</b>						
Dean Academic Support	24,902.00	2,194.20	8.81	.00	22,707.80	91.19
Fairview Park Plaza	27,330.00	19,948.89	72.99	.00	7,381.11	27.01
Clinton Center	50,987.00	49,068.22	96.24	38.00	1,880.78	3.69
Administrative Info Syst	415,738.00	371,856.43	89.44	6,655.50	37,226.07	8.95
VP Economic Development	186,192.00	147,476.82	79.21	.00	38,715.18	20.79
Board of Trustees	122,845.00	34,989.56	28.48	907.75	86,947.69	70.78
Dean Workforce Developmnt	50,617.00	40,087.81	79.20	.00	10,529.19	20.80
Business Office	404,215.00	306,373.49	75.79	1,623.67	96,217.84	23.80
Copiers	44,200.00	29,115.97	65.87	7,358.49	7,725.54	17.48
Copy Center	144,358.00	78,467.14	54.36	.00	65,890.86	45.64
Vice Pres Fin & Admin	191,411.00	156,737.34	81.89	.00	34,673.66	18.11
VP Academic Services	275,199.00	219,229.96	79.66	529.50	55,439.54	20.15
General Expenses	400,439.00	237,782.82	59.38	10,217.00	152,439.18	38.07
Graphics	112,521.00	91,875.31	81.65	753.70	19,891.99	17.68
Marketing	362,651.00	270,148.91	74.49	37,179.31	55,322.78	15.26
Employee Relations	7,500.00	7,432.62	99.10	.00	67.38	.90
Human Resources	244,645.00	193,382.41	79.05	1,239.90	50,022.69	20.45
Administration General	2,000.00	.00	.00	.00	2,000.00	100.00
Presidents Office	556,131.00	462,842.72	83.23	6,030.90	87,257.38	15.69
Institutl Effectiveness	167,759.00	132,806.79	79.17	92.09	34,860.12	20.78
Faculty/Staff Developmt	17,600.00	19,744.01	112.18	.00	-2,144.01	-12.18
Foundation&Development	222,090.00	180,470.68	81.26	.00	41,619.32	18.74
<b>Total Institutional Support</b>	<b>4,031,330.00</b>	<b>3,052,032.10</b>	<b>75.71</b>	<b>72,625.81</b>	<b>906,672.09</b>	<b>22.49</b>
<b>Costs for Scholarship and Waivers</b>						
Waivers	275,000.00	357,353.00	129.95	.00	-82,353.00	-29.95
Chargeback	48,000.00	41,544.71	86.55	.00	6,455.29	13.45
<b>Total Scholarship and Waivers</b>	<b>323,000.00</b>	<b>398,897.71</b>	<b>123.50</b>	<b>.00</b>	<b>-75,897.71</b>	<b>-23.50</b>
Transfer Out	331,000.00	137,981.69	41.69	.00	193,018.31	58.31
<b>Total Education Fund</b>	<b>15,860,119.00</b>	<b>12,965,266.69</b>	<b>81.75</b>	<b>132,457.01</b>	<b>2,762,395.30</b>	<b>17.42</b>

Richland Community College  
 Expenditure Summary by Cost Center  
 For the month of April  
 83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	**** %
Fund: Operations & Maint						
Costs for Maintenance						
Renovations / Remodeling	114,651.00	11,940.17	10.41	10,000.00	92,710.83	80.86
Maintenance	422,063.00	333,237.66	78.95	35,683.55	53,141.79	12.59
Custodial	354,300.00	283,597.72	80.04	70,689.93	12.35	.00
Grounds	6,800.00	9,556.27	140.53	3,539.28	-6,295.55	-92.58
Security	35,740.00	28,890.75	80.84	2,002.00	4,847.25	13.56
College Vehicle	23,000.00	14,725.90	64.03	5,073.68	3,200.42	13.91
Utilities	444,900.00	326,198.04	73.32	2,236.26	116,465.70	26.18
Administration O & M	210,900.00	171,880.56	81.50	.00	39,019.44	18.50
General O & M	23,950.00	19,880.68	83.01	1,342.01	2,727.31	11.39
Shilling Center - O/M	16,650.00	15,502.54	93.11	539.53	607.93	3.65
Clinton Center O&M	81,550.00	62,714.93	76.90	14,566.58	4,268.49	5.23
Fairview Plaza O&M	73,650.00	54,267.22	73.68	9,301.84	10,080.94	13.69
CSI Building O&M	19,900.00	2,316.92	11.64	211.57	17,371.51	87.29
Macon Co Soil & Water Bd	102,215.00	78,410.75	76.71	11,166.35	12,637.90	12.36
Sequestration Bldg O&M	27,300.00	21,670.36	79.38	2,499.17	3,130.47	11.47
<b>Total Maintenance</b>	<b>1,957,569.00</b>	<b>1,434,790.47</b>	<b>73.29</b>	<b>168,851.75</b>	<b>353,926.78</b>	<b>18.08</b>
<b>Total Operations &amp; Maint</b>	<b>1,957,569.00</b>	<b>1,434,790.47</b>	<b>73.29</b>	<b>168,851.75</b>	<b>353,926.78</b>	<b>18.08</b>

Richland Community College  
 Expenditure Summary by Cost Center  
 For the month of April  
 83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	****
						%
-----						
Fund: Oper & Maint Restricted						
Culinary Arts	.00	.00	.00	16,854.92	-16,854.92	.00
Building Additions	12,837,000.00	7,032,943.35	54.79	65,891.87	5,738,164.78	44.70
Renovations / Remodeling	618,538.00	635,867.07	102.80	3,174.25	-20,503.32	-3.31
Transfer Out	51,300.00	148,500.00	289.47	.00	-97,200.00	-189.47
	-----	-----	-----	-----	-----	-----
Total Oper & Maint Restricted	13,506,838.00	7,817,310.42	57.88	85,921.04	5,603,606.54	41.49
Fund: Bond & Interest Fund						
Costs for Bond and Interest						
Bond & Interest	2,466,393.00	2,330,450.00	94.49	.00	135,943.00	5.51
	-----	-----	-----	-----	-----	-----
Total Bond & Interest Fund	2,466,393.00	2,330,450.00	94.49	.00	135,943.00	5.51

Richland Community College  
Expenditure Summary by Cost Center  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	**** %
Fund: Auxiliary Enterprises						
Costs for Auxiliary Services						
Child Care Services	255,362.00	196,059.33	76.78	4,535.31	54,767.36	21.45
Culinary Arts	54,400.00	59,289.85	108.99	12,999.01	-17,888.86	-32.88
Garden Center Ag/Hort	35,500.00	19,777.17	55.71	5,913.00	9,809.83	27.63
Fitness Center	59,400.00	37,763.27	63.57	.00	21,636.73	36.43
Theatre Productions	15,600.00	9,694.31	62.14	.00	5,905.69	37.86
Outdoor Exposition SpcEv	174,487.00	184,248.14	105.59	278.48	-10,039.62	-5.75
<b>Total Auxiliary Services</b>	<b>594,749.00</b>	<b>506,832.07</b>	<b>85.22</b>	<b>23,725.80</b>	<b>64,191.13</b>	<b>10.79</b>
Costs for Business/Community Educa						
Credit	311,410.00	249,591.20	80.15	13,622.19	48,196.61	15.48
NonCredit	275,848.00	183,885.72	66.66	10,054.18	81,908.10	29.69
Business&IndustryAdmin	163,080.00	119,943.95	73.55	115.00	43,021.05	26.38
<b>Total Business/Community Educ</b>	<b>750,338.00</b>	<b>553,420.87</b>	<b>73.76</b>	<b>23,791.37</b>	<b>173,125.76</b>	<b>23.07</b>
Costs for Comm, Ed, Hum and Fine A						
Costs for Institutional Support						
Copy Center	85,020.00	67,904.95	79.87	2,786.63	14,328.42	16.85
General Expenses	150.00	132.00	88.00	.00	18.00	12.00
<b>Total Institutional Support</b>	<b>85,170.00</b>	<b>68,036.95</b>	<b>79.88</b>	<b>2,786.63</b>	<b>14,346.42</b>	<b>16.84</b>
<b>Total Auxiliary Enterprises</b>	<b>1,430,257.00</b>	<b>1,128,289.89</b>	<b>78.89</b>	<b>50,303.80</b>	<b>251,663.31</b>	<b>17.60</b>

Richland Community College  
Expenditure Summary by Cost Center  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	**** %
Fund: Restricted Purposes Fd						
Costs for Grants						
Child Care Services	8,700.00	7,781.90	89.45	.00	918.10	10.55
Outdoor Exposition SpcEv	32,186.57	.00	.00	.00	32,186.57	100.00
Instruction-Other	1,600.00	.00	.00	.00	1,600.00	100.00
8th Grade Career Fair	300.00	274.82	91.61	.00	25.18	8.39
Student Activities	217,079.64	170,490.34	78.54	.00	46,589.30	21.46
Partner's Salute	4,400.00	4,078.64	92.70	.00	321.36	7.30
YouthLeadershipInstitute	2,750.00	2,952.67	107.37	.00	-202.67	-7.37
College Fair	4,425.00	3,184.35	71.96	.00	1,240.65	28.04
PIE-Career On Wheels	150.00	.00	.00	.00	150.00	100.00
PIE Admin	56,164.00	49,903.61	88.85	.00	6,260.39	11.15
Business/TechnologyDean	8,400.00	.00	.00	.00	8,400.00	100.00
Culinary Arts	20,742.00	9,685.61	46.70	3,403.61	7,652.78	36.90
Information Tech-OccTech	48,689.00	31,420.24	64.53	4,863.03	12,405.73	25.48
Drafting/DesignEngineer	23,750.00	.00	.00	2,819.83	20,930.17	88.13
Horticulture-Bus Occup	82,278.78	54,547.81	66.30	60.52	27,670.45	33.63
Engineering Technology	311,760.00	95,865.64	30.75	170,000.00	45,894.36	14.72
Welding-Technical Occ	248,800.00	4,573.75	1.84	.00	244,226.25	98.16
Health Information Tech	1,500.00	.00	.00	.00	1,500.00	100.00
Hospitality Management	136,655.44	74,079.60	54.21	3,183.61	59,392.23	43.46
Erlanson Art Gallery	736.00	732.19	99.48	.00	3.81	.52
Engl/Human/Journal-Bacca	20,400.00	.00	.00	.00	20,400.00	100.00
Math-Baccalaureate	1,250.00	2,198.86	175.91	.00	-948.86	-75.91
Phys Sci/Physic-Baccal	1,595.00	1,016.00	63.70	.00	579.00	36.30
Biology-Baccalaureate	9,321.00	8,592.51	92.18	.00	728.49	7.82
Chemistry-Baccalaureate	2,570.00	1,933.53	75.23	.00	636.47	24.77
Fire Science-Tech Occ	6,000.00	6,000.00	100.00	.00	.00	.00
History-Baccalaureate	700.00	.00	.00	.00	700.00	100.00
Math/Science Dean	21,030.00	2,002.65	9.52	.00	19,027.35	90.48
Allied Health	8,200.00	7,492.23	91.37	.00	707.77	8.63
Human Simulator	10,078.00	3,838.00	38.08	5,972.36	267.64	2.66
Radiology Tech-Hlth Occ	23,000.00	21,686.43	94.29	.00	1,313.57	5.71
Surgical Tech-Health Occ	7,700.00	7,220.18	93.77	.00	479.82	6.23
Academic Success	5,176.00	.00	.00	.00	5,176.00	100.00
Advising and Records	4,375.00	3,949.73	90.28	.00	425.27	9.72
Student Services Records	16,327.00	11,559.38	70.80	.00	4,767.62	29.20
Fin Aid & Vet Affairs	4,000.00	2,312.67	57.82	.00	1,687.33	42.18
LRC	17,587.54	16,287.32	92.61	452.10	848.12	4.82
Enrollment/Retention Svcs	3,272.00	3,753.76	114.72	.00	-481.76	-14.72
TechnicalServicesSupport	25,000.00	2,251.46	9.01	.00	22,748.54	90.99
Student Servs-Counseling	155,366.09	102,000.72	65.65	.00	53,365.37	34.35
Commercial Custodial	128,046.32	45,685.23	35.68	.00	82,361.09	64.32
Career Technologies	251,203.31	151,402.33	60.27	.00	99,800.98	39.73
CTEI Grant - DOC	72,000.00	53,197.94	73.89	1,102.90	17,699.16	24.58
CareerTech-Perkins	4,060.00	1,127.13	27.76	.00	2,932.87	72.24
ConstructionOccup-DOC	150,022.62	97,497.72	64.99	326.27	52,198.63	34.79
Allied Health-Baccal	1,595.00	.00	.00	.00	1,595.00	100.00
Dean Academic Support	2.46	.00	.00	.00	2.46	100.00

Richland Community College  
Expenditure Summary by Cost Center  
For the month of April  
83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	%	Encumbered	*** Unencumbered ***	**** %
Fairview Park Plaza	700.00	.00	.00	.00	700.00	100.00
CommunityService	300,645.53	182,057.49	60.56	5,501.38	113,086.66	37.61
Sequestration Proj	86,237.00	69,999.49	81.17	6,898.66	9,338.85	10.83
Clinton Center	35,800.00	31,459.43	87.88	.00	4,340.57	12.12
VP Economic Development	7,491.00	8,144.80	108.73	.00	-653.80	-8.73
Community Relations	3,000.00	539.43	17.98	.00	2,460.57	82.02
Sustainability	8,120.28	8,120.28	100.00	.00	.00	.00
General Expenses	291,165.14	208,516.80	71.61	398.00	82,250.34	28.25
Administration General	283,641.20	177,511.68	62.58	840.00	105,289.52	37.12
Presidents Office	1,345.00	.00	.00	1,344.99	.01	.00
Faculty/Staff Developmt	4,000.00	1,283.30	32.08	.00	2,716.70	67.92
Foundation&Development	520.00	517.70	99.56	2,389.68	-2,387.38	-459.11
Maintenance	4,000.00	.00	.00	.00	4,000.00	100.00
Custodial	6,000.00	.00	.00	.00	6,000.00	100.00
Grounds	21,000.00	.00	.00	.00	21,000.00	100.00
Grant-Administration	303,916.89	177,613.36	58.44	846.90	125,456.63	41.28
Grant-Non-Administration	14,667.67	12,265.68	83.62	.00	2,401.99	16.38
Grants-Training	5,840.00	2,419.39	41.43	.00	3,420.61	58.57
Grant-SupportServices	22,670.00	8,349.74	36.83	.00	14,320.26	63.17
Family Literacy	5,124.39	365.27	7.13	.00	4,759.12	92.87
Adult Literacy	37,328.04	17,497.48	46.87	.00	19,830.56	53.13
Instruction	97,738.11	74,244.05	75.96	.00	23,494.06	24.04
<b>Total Grants</b>	<b>3,701,894.02</b>	<b>2,043,482.32</b>	<b>55.20</b>	<b>210,403.84</b>	<b>1,448,007.86</b>	<b>39.12</b>
<b>Costs for Financial Aid</b>						
Illinois Veterans Grant	148,100.00	147,971.00	99.91	.00	129.00	.09
Post 9/11 Veterans Grant	105,000.00	103,159.42	98.25	.00	1,840.58	1.75
FoundationScholarships	443,000.00	442,219.30	99.82	.00	780.70	.18
Trade Recovery Act Aid	5,000.00	3,500.00	70.00	.00	1,500.00	30.00
Direct Loans	2,200,000.00	1,955,438.85	88.88	.00	244,561.15	11.12
PELL	4,755,000.00	4,697,678.40	98.79	.00	57,321.60	1.21
Federal Work Study	3,500.00	2,567.85	73.37	.00	932.15	26.63
SEOG	36,000.00	29,939.37	83.16	.00	6,060.63	16.84
MAP	411,500.00	411,371.00	99.97	.00	129.00	.03
Workforce Investment Sol	260,000.00	259,062.51	99.64	.00	937.49	.36
IL National Guard Grant	32,000.00	18,897.00	59.05	.00	13,103.00	40.95
<b>Total Financial Aid</b>	<b>8,399,100.00</b>	<b>8,071,804.70</b>	<b>96.10</b>	<b>.00</b>	<b>327,295.30</b>	<b>3.90</b>
Transfer Out	.00	14.55	.00	.00	-14.55	.00
<b>Total Restricted Purposes Fd</b>	<b>12,100,994.02</b>	<b>10,115,301.57</b>	<b>83.59</b>	<b>210,403.84</b>	<b>1,775,288.61</b>	<b>14.67</b>

Richland Community College  
 Expenditure Summary by Cost Center  
 For the month of April  
 83% of Fiscal Year 1314

	Budget 1314	** Actual Expended ** 04/30/2014	** %	Encumbered	*** Unencumbered ***	**** %
<b>Fund: Working Cash Fund</b>						
Transfer Out	5,000.00	.00	.00	.00	5,000.00	100.00
<b>Total Working Cash Fund</b>	<b>5,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>100.00</b>
<b>Fund: Trust &amp; Agency Fund</b>						
Costs for Trust and Agency						
Club Expenses	83,425.00	75,215.38	90.16	1,918.85	6,290.77	7.54
Transfer Out	2,000.00	400.00	20.00	.00	1,600.00	80.00
<b>Total Trust &amp; Agency Fund</b>	<b>85,425.00</b>	<b>75,615.38</b>	<b>88.52</b>	<b>1,918.85</b>	<b>7,890.77</b>	<b>9.24</b>
<b>Fund: Audit Fund</b>						
Costs for Institutional Support						
Business Office	14,736.00	12,371.54	83.95	.00	2,364.46	16.05
Costs for Audit						
Audit	42,265.00	42,265.00	100.00	.00	.00	.00
Contingency	3,908.00	.00	.00	.00	3,908.00	100.00
<b>Total Audit Fund</b>	<b>60,909.00</b>	<b>54,636.54</b>	<b>89.70</b>	<b>.00</b>	<b>6,272.46</b>	<b>10.30</b>
<b>Fund: Liab,Protect,Settle</b>						
Liab Protection & Settle	1,191,764.00	946,472.09	79.42	82,001.66	163,290.25	13.70
<b>Total Liab,Protect,Settle</b>	<b>1,191,764.00</b>	<b>946,472.09</b>	<b>79.42</b>	<b>82,001.66</b>	<b>163,290.25</b>	<b>13.70</b>

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
AAF International Corp	Maintenance	Maintenance Supplies	47.61		47.61	
AAF International Corp	Maintenance	Maintenance Supplies	400.34		400.34	
AAF International Corp	Maintenance	Maintenance Supplies	411.36		411.36	
AAF International Corp	Maintenance	Maintenance Supplies	-475.74		-475.74	
ASCD	Business/TechnologyDe	Publications & Dues	138.00	138.00		
AT&T	NetworkingSupport	Telecommunications	1,548.46	1,548.46		
AT&T	Utilities	Telephone	441.48		441.48	
AT&T	Fairview Plaza O&M	Telephone	7.06		7.06	
AT&T	CommunityService	Telephone	91.46			91.46
AT&T	Utilities	Telephone	414.60		414.60	
AT&T	Fairview Plaza O&M	Telephone	170.54		170.54	
AT&T Long Distance	Utilities	Telephone	234.74		234.74	
AT&T Long Distance	Utilities	Telephone	248.37		248.37	
Abolition International	Club Expenses	Contractual-Other	70.00			70.00
Advanced Disposal Services	Utilities	Refuse Disposal	915.83		915.83	
Advanced Disposal Services	CSI Building O&M	Refuse Disposal	63.23		63.23	
Advanced Disposal Services	Macon Co Soil & Water	Refuse Disposal	67.34		67.34	
Advanced Disposal Services	Sequestration Bldg O&	Refuse Disposal	56.99		56.99	
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	109.35	109.35		
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	263.28	263.28		
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	32.25	32.25		
AmerenIP	Utilities	Electricity	94.62		94.62	
AmerenIP	Utilities	Electricity	28.31		28.31	
AmerenIP	Utilities	Electricity	37.57		37.57	
AmerenIP	Utilities	Electricity	3,766.08		3,766.08	
AmerenIP	Fairview Plaza O&M	Electricity	95.41		95.41	
AmerenIP	Macon Co Soil & Water	Electricity	46.09		46.09	
AmerenIP	Sequestration Bldg O&	Electricity	559.39		559.39	
AmerenIP	Utilities	Electricity	244.63		244.63	
AmerenIP	Utilities	Electricity	2,189.79		2,189.79	
AmerenIP	Utilities	Electricity	192.73		192.73	
AmerenIP	Clinton Center O&M	Electricity	120.08		120.08	
AmerenIP	Clinton Center O&M	Electricity	256.04		256.04	
AmerenIP	Macon Co Soil & Water	Electricity	99.62		99.62	
AmerenIP	Macon Co Soil & Water	Electricity	99.30		99.30	
American 3B Scientific	Office Tech-Bus Occ	Materials	879.95	879.95		
American Express		Credit Card Pmt Clear	5,222.29	5,222.29		
American Time & Signal Co	Maintenance	Equip Repair/Maint Ag	383.40		383.40	
Apple Computer	TechnicalServicesSupp	Equipment-Instruction	3,069.00			3,069.00
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	43.45		43.45	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	43.45		43.45	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	43.45		43.45	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	43.45		43.45	
Aramark Corporation	Child Care Services	Meals	1,615.54			1,615.54
Aramark Uniform Services	Culinary Arts	Contractual-Other	148.00	148.00		
Aramark Uniform Services	Culinary Arts	Contractual-Other	148.00	148.00		
Aramark Uniform Services	Culinary Arts	Contractual-Other	148.00	148.00		
Aramark Uniform Services	Culinary Arts	Contractual-Other	148.00	148.00		
Area Disposal Service Inc	Clinton Center O&M	Refuse Disposal	62.06		62.06	
PAGE TOTALS			25,084.25	8,785.58	11,452.67	4,846.00

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
BLDD Architects Inc	Building Additions	New Bldgs & Additions	6,096.68			6,096.68
BLDD Architects Inc	Building Additions	New Bldgs & Additions	20,527.42			20,527.42
Baird, John	Culinary Arts	Contractual-Other	135.00			135.00
Baker & Taylor Books	LRC	Reference Materials	803.12	803.12		
Baker & Taylor Books	LRC	Reference Materials	71.94	71.94		
Baker & Taylor Books	LRC	Reference Materials	103.78	103.78		
Baker & Taylor Books	LRC	Reference Materials	180.48	180.48		
Baker & Taylor Books	LRC	Reference Materials	31.70	31.70		
Baker & Taylor Books	LRC	Reference Materials	66.17	66.17		
Ball Seed Co	Garden Center Ag/Hort	Materials	170.53			170.53
BearMail Co		Inventory-CentralStor	222.97	222.97		
Beck's Studio		Inventory-CentralStor	5.00	5.00		
Beck's Studio		Inventory-CentralStor	5.00	5.00		
Beck's Studio		Inventory-CentralStor	48.52	48.52		
Beck's Studio		Inventory-CentralStor	30.80	30.80		
Big R Farm Supply	CTEI Grant - DOC	Instructional Supplie	445.06			445.06
Black & Co	Maintenance	Maintenance Supplies	270.22		270.22	
Blackmore & Glunt	Maintenance	Equip Repair/Maint Ag	1,123.20		1,123.20	
Bolletta, John & Deana	Board of Trustees	Materials	281.30	281.30		
Bradfield's Computer Supply		Inventory-CentralStor	500.30	500.30		
BrickStreet Mutual Insurance	Liab Protection & Set	General Insurance	5,906.00			5,906.00
Busey Bank	Macon Co Soil & Water	Install Pymt Lease/Pu	4,490.00		4,490.00	
Business Journal	Marketing	Advertising	293.00	293.00		
CDS Leasing	Copiers	Equipment Rental	280.00	280.00		
CDS Leasing	Copiers	Equipment Rental	149.14	149.14		
CDS Leasing	Copiers	Equipment Rental	60.00	60.00		
CDS Leasing	Copiers	Equipment Rental	90.00	90.00		
CDS Leasing	Copiers	Equipment Rental	524.12	524.12		
CDS Leasing	Copiers	Equipment Rental	237.00	237.00		
CDS Leasing	Copiers	Equipment Rental	295.63	295.63		
CDS Leasing	Copiers	Equipment Rental	92.00	92.00		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Leasing	Copiers	Equipment Rental	194.00	194.00		
CDS Leasing	Copiers	Equipment Rental	139.77	139.77		
CDS Leasing	Copiers	Equipment Rental	150.00	150.00		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Leasing	Copiers	Equipment Rental	149.14	149.14		
CDS Office Technologies	Copiers	Printing	196.64	196.64		
CDS Office Technologies	Copiers	Printing	15.75	15.75		
CDS Office Technologies	Copiers	Printing	14.45	14.45		
CDS Office Technologies	Copiers	Printing	84.93	84.93		
COE	Grant-Administration	Publications & Dues	2,868.00			2,868.00
CORE Construction	Building Additions	New Bldgs & Additions	674,053.00			674,053.00
CPI Qualified Plan Consultants	General Expenses	Bank Service Charges	10.00	10.00		
Chandler, Janis E	NonCredit	Instructional Supplie	270.00			270.00
Christy-Foltz Inc	Renovations / Remodel	Building Improvements	5,432.66		5,432.66	
City of Decatur IL	CSI Building O&M	Water, Sewage	37.83		37.83	
City of Decatur IL	CSI Building O&M	Water, Sewage	90.58		90.58	
City of Decatur IL	Macon Co Soil & Water	Water, Sewage	90.58		90.58	
		PAGE TOTALS	727,567.41	5,560.65	11,535.07	710,471.69

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
City of Decatur IL	Utilities	Water,Sewage	195.68		195.68	
City of Decatur IL	Utilities	Water,Sewage	850.14		850.14	
City of Decatur IL	Utilities	Water,Sewage	135.58		135.58	
City of Decatur IL	Utilities	Water,Sewage	132.89		132.89	
City of Decatur IL	Fairview Plaza O&M	Water,Sewage	40.15		40.15	
Cole, Jerry	CommunityService	Travel-In State	26.89			26.89
Cole, Jerry	CommunityService	Telephone	50.00			50.00
Cole, Jerry	CommunityService	Telephone	50.00			50.00
Comcast	LRC Audio Visual	Materials	17.91	17.91		
Confidential On-Site Paper	Business Office	Contractual-Other	22.12	22.12		
Connecticut Valley Biological	Biology-Baccalaureate	Instructional Supplie	211.05	211.05		
Consolidated Communications	Utilities	Telephone	610.67		610.67	
Constellation NewEnergy Gas Divi	Utilities	Electricity	1,691.57		1,691.57	
Constellation NewEnergy Gas Divi	Utilities	Electricity	17,925.23		17,925.23	
Constellation NewEnergy Gas Divi	Utilities	Electricity	2,256.16		2,256.16	
Constellation NewEnergy Gas Divi	Macon Co Soil & Water	Electricity	358.12		358.12	
Constellation NewEnergy Gas Divi	Fairview Plaza O&M	Electricity	261.91		261.91	
Cordoba, Derick	Humanities - Dean	Travel-In State	60.45	60.45		
County Market	Hospitality Managemen	Instructional Supplie	110.16			110.16
County Market	Hospitality Managemen	Instructional Supplie	28.59			28.59
Cox, Aubrie	Humanities - Dean	Registration Fees	50.00	50.00		
Craftmasters Inc	Maintenance	Contractual-Other	503.44		503.44	
Cremer, Marcella	Math/Science Dean	Registration Fees	130.00	130.00		
Cremer, Marcella	Math/Science Dean	Travel-In State	25.43	25.43		
Crews, Denise,, Dr	VP Academic Services	Telecommunications	60.00	60.00		
Crews, Denise,, Dr	VP Academic Services	Travel-Out of State	32.49	32.49		
Crews, Denise,, Dr	VP Academic Services	Registration Fees	206.23	206.23		
Crites, Barry A	Engl/Human/Journal-Ba	Student Awards	100.00	100.00		
Cromwell Radio Group Inc	Marketing	Advertising	200.00	200.00		
Cromwell Radio Group Inc	Marketing	Advertising	200.00	200.00		
Cromwell Radio Group Inc	Marketing	Advertising	200.00	200.00		
Cromwell Radio Group Inc	Marketing	Advertising	200.00	200.00		
Cromwell Radio Group Inc	Marketing	Advertising	82.00	82.00		
Cromwell Radio Group Inc	Marketing	Advertising	200.00	200.00		
Cromwell Radio Group Inc	Marketing	Advertising	200.00	200.00		
Crouch, Amber M	Engl/Human/Journal-Ba	Student Awards	50.00	50.00		
DMH Corporate Health Services	Credit	Contractual-Other	190.00			190.00
Dadant & Sons Inc	Horticulture-Bus Occu	Publications & Dues	28.00	28.00		
Davison, Jenna (MERGED:172773)	Sequestration Proj	Contractual-Other	240.00			240.00
DeBose Consulting	NonCredit	Contractual-Other	320.00			320.00
DeBouck, Judy	Culinary Arts	Materials	465.31			465.31
DeVore, Leslie A	Culinary Arts	Contractual-Other	420.15			420.15
DeVore, Leslie A	Culinary Arts	Meeting Expense	49.84			49.84
DeVore, Leslie A	Culinary Arts	Recruitment	61.29			61.29
DeVore, Leslie A	Grant-Administration	Travel-In State	33.90			33.90
DeVore, Leslie A	Dean Workforce Develop	Travel-In State	213.57	213.57		
DeVore, Leslie A	Dean Workforce Develop	Travel-In State	31.64	31.64		
Decatur Ace Hardware	Maintenance	Maintenance Supplies	20.25		20.25	
Decatur Chapter/SHRM	Human Resources	Publications & Dues	45.00	45.00		
		PAGE TOTALS	29,593.81	2,565.89	24,981.79	2,046.13

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Decatur P B & P A Unit 39	General Expenses	Materials	200.00	200.00		
Decatur Paint & Varnish	Maintenance	Maintenance Supplies	2,881.71		2,881.71	
Decatur Public Transit	General Expenses	Expense-Other	460.00	460.00		
Decatur School District #61	YouthLeadershipInsti	Travel-In State	275.76			275.76
Del's Popcorn Shop	Culinary Arts	Instructional Supplie	100.00			100.00
Del's Popcorn Shop	Culinary Arts	Instructional Supplie	98.25			98.25
Don's Paint Company	Maintenance	Maintenance Supplies	20.20		20.20	
Don's Paint Company	Maintenance	Maintenance Supplies	55.60		55.60	
Donaldson, Richard Ray	Engl/Human/Journal-Ba	Student Awards	100.00	100.00		
Dunker Electric	Maintenance	Maintenance Supplies	94.58		94.58	
Dunker Electric	Maintenance	Maintenance Supplies	43.09		43.09	
Dunker Electric	Maintenance	Maintenance Supplies	99.90		99.90	
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	-25.16	-25.16		
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	43.17	43.17		
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	-48.71	-48.71		
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	31.29	31.29		
Dynagraphics Inc	Outdoor Exposition Sp	Materials	602.25			602.25
Dynagraphics Inc	Education-Baccalaurea	Printing	35.06	35.06		
Dynagraphics Inc	NonCredit	Office Supplies	140.21			140.21
Dynagraphics Inc	Foundation&Developmen	Printing	35.05	35.05		
ED2GO	NonCredit	Contractual-Other	2.25			2.25
ED2GO	NonCredit	Contractual-Other	65.00			65.00
EDC of Decatur & Macon County	General Expenses	Publications & Dues	2,500.00	2,500.00		
Elan Corporate Payment Systems		Credit Card Pmt Clear	36,469.87	36,469.87		
Elsevier Inc		Fees Pass Thru Nursin	564.00	564.00		
Elsevier Inc		Fees Pass Thru Nursin	220.00	220.00		
Emco Maier	Engineering Technolog	Materials	2,659.24	2,659.24		
Evans Recycling Inc	Utilities	Refuse Disposal	100.00		100.00	
Evergreen FS-Stephens #24	Credit	Vehicle Expense	290.56			290.56
Evergreen FS-Stephens #24	Credit	Vehicle Expense	246.45			246.45
Evergreen FS-Stephens #24	Credit	Vehicle Expense	662.41			662.41
Evergreen FS-Stephens #24	Credit	Vehicle Expense	540.00			540.00
Evergreen FS-Stephens #24	College Vehicle	Vehicle Expense	81.00		81.00	
FEDEX	Culinary Arts	Postage	81.14	81.14		
FEDEX	VP Economic Developme	Postage	54.18	54.18		
FEDEX	VP Economic Developme	Postage	41.55	41.55		
Fairview Park Plaza LLC	Fairview Plaza O&M	Facility Rental	4,615.92		4,615.92	
Family Support Payment Center		Wage Garnishment Orde	88.90	88.90		
Ferrill, Chris A	Math/Science Dean	Travel-In State	25.43	25.43		
FirstEnergy Solutions	Utilities	Electricity	135.96		135.96	
FirstEnergy Solutions	Sequestration Bldg O&	Electricity	393.04		393.04	
FirstEnergy Solutions	Utilities	Electricity	14,230.50		14,230.50	
FirstEnergy Solutions	Macon Co Soil & Water	Electricity	16.78		16.78	
Fisher Scientific	Biology-Baccalaureate	Instructional Supplie	106.40	106.40		
Fought, Patrick W	Clinton Center O&M	Custodial Services	152.50		152.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	152.50		152.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	152.50		152.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	152.50		152.50	
Franczek Radelet	Board of Trustees	Legal Services-Admin	217.00	217.00		
		PAGE TOTALS	70,259.83	43,858.41	23,378.28	3,023.14

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Frontier	Clinton Center O&M	Telephone	147.36		147.36	
Fros, Janet M	Academic Success	Interpreter Salary	1,873.92	1,873.92		
G J Builders Hardware Inc	Maintenance	Maintenance Supplies	39.60		39.60	
G J Builders Hardware Inc	Maintenance	Maintenance Supplies	118.80		118.80	
Garrett, Janean A	Admission and Recruit	Travel-In State	96.62	96.62		
Garver Feeds	Garden Center Ag/Hort	Materials	125.67			125.67
Gibson, Annell L		Special Event Revenue	12.00			12.00
Goodman, Vivian T	CommunityService	Telephone	90.00			90.00
Green Media Service Inc	Marketing	Advertising	5,570.75	5,570.75		
Grimm, Susan	Radiology Tech-Hlth O	Travel-In State Milea	242.95	242.95		
Hahn-Kercheval Inc	Maintenance	Equip Repair/Maint Ag	80.00		80.00	
Hall, Janet K	Engl/Human/Journal-Ba	Student Awards	50.00	50.00		
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	134,322.50			134,322.50
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	201,211.25			201,211.25
Heartland Technical Academy	General O & M	Facility Rental	1,341.98		1,341.98	
Heartland Technical Academy	Welding-Technical Occ	Instructional Supplie	1,951.51	1,951.51		
Hoelting & Co	Culinary Arts	Instructional Supplie	82.83	82.83		
Hoelting & Co	Culinary Arts	Instructional Supplie	72.50	72.50		
Hoelting & Co	Hospitality Managemen	Instructional Supplie	14.43			14.43
Hoelting & Co	Culinary Arts	Instructional Supplie	45.85	45.85		
Hoelting & Co	Hospitality Managemen	Instructional Supplie	20.23			20.23
Hoelting & Co	Hospitality Managemen	Instructional Supplie	77.42			77.42
Hoelting & Co	Hospitality Managemen	Instructional Supplie	13.60			13.60
Hoelting & Co	Hospitality Managemen	Instructional Supplie	6.70			6.70
Hubert	CTEI Grant - DOC	Instructional Supplie	128.36			128.36
Hynds, Andrew T	Math/Science Dean	Travel-In State	25.43	25.43		
IMACC	Academic Success	Publications & Dues	40.00	40.00		
IMALIVE LLC	Club Expenses	Contractual-Other	200.00			200.00
Illini Supply Inc	Clinton Center	Equipment-Instruction	1,891.75			1,891.75
Illinois Federation of Teachers		Union Dues - Adjunct	97.85	97.85		
Illinois Federation of Teachers		Union Dues-RFT	2,237.13	2,237.13		
Illinois State Disbursement Unit		Wage Garnishment Orde	5.00	5.00		
Illinois State Disbursement Unit		Wage Garnishment Orde	68.32	68.32		
J W Jung Seed Co	Horticulture-Bus Occu	Instructional Supplie	332.42			332.42
J W Jung Seed Co	Horticulture-Bus Occu	Instructional Supplie	99.70			99.70
J W Jung Seed Co	Horticulture-Bus Occu	Instructional Supplie	270.46			270.46
Jackson, Elizabeth A	Online Learning	Travel-In State	113.50	113.50		
Jan Master Cleaning Services Inc	Custodial	Custodial Services	22,950.00		22,950.00	
Jan Master Cleaning Services Inc	Liab Protection & Set	Custodial Services	2,550.00			2,550.00
Johnson, Debra Lynn	Marketing	Specialities	806.38	806.38		
Johnson, Jerry E	Theatre Productions	Contractual-Other	480.00			480.00
Jones, Kona R	Online Learning	Travel-In State	112.00	112.00		
KONE Inc	Maintenance	Equip Repair/Maint Ag	318.65		318.65	
Kaskaskia Broadcasting Inc	Marketing	Advertising	99.00	99.00		
Kaskaskia Broadcasting Inc	Marketing	Advertising	388.70	388.70		
Key Equipment Finance	General Expenses	Equipment Rental	199.00			199.00
Key Equipment Finance	Administration Genera	Equipment Rental	210.00			210.00
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	
		PAGE TOTALS	387,775.45	13,980.24	31,329.72	342,465.49

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Kramer, Shirley F		RCC Foundation A/R	508.29	508.29		
Laser Innovation Inc	Business/TechnologyDe	Equip Repair/Maint Ag	20.00	20.00		
Laser Innovation Inc	Academic Lab Support	Equip Repair/Maint Ag	324.00	324.00		
Lee Enterprises Inc	Marketing	Advertising	1,228.54	1,228.54		
Lee Enterprises Inc	Marketing	Advertising	781.46	781.46		
Lee Enterprises Inc	Human Resources	Advertising	540.00	540.00		
Lee Enterprises Inc	Human Resources	Advertising	660.00	660.00		
Lee Enterprises Inc	Human Resources	Advertising	660.00	660.00		
Lee Enterprises Inc	Human Resources	Advertising	540.00	540.00		
Lee, Katherine B	Surgical Tech-Health	Travel-In State Milea	64.41	64.41		
Logical Operations	NonCredit	Instructional Supplie	239.85			239.85
Lowe's Home Centers Inc	Horticulture-Bus Occu	Materials	21.65	21.65		
Lowe's Home Centers Inc	Clinton Center	Materials	768.64	768.64		
MANCOMM	Credit	Instructional Supplie	21.70			21.70
MANCOMM	Credit	Instructional Supplie	49.76			49.76
MR Systems Wirless	Clinton Center O&M	Telephone	59.55		59.55	
MRE Benefit Admin Systems		Group Insurance	32,242.63	32,242.63		
MRE Benefit Admin Systems		Health Insurance	202,696.39	202,696.39		
Macon Resources Inc	Allied Health	Laundry/Linen Supplie	32.34	32.34		
Main Street Church of the	CommunityService	Facility Rental	225.00			225.00
Main Street Church of the	CommunityService	Facility Rental	150.00			150.00
Mangle Management Systems	Board of Trustees	Meeting Expense	130.00	130.00		
Mangle Management Systems	Board of Trustees	Meeting Expense	212.50	212.50		
Mangle Management Systems		Revenue-Misc/OtherSou	613.71	613.71		
Mangle Management Systems		Revenue-Misc/OtherSou	516.00	516.00		
Mangle Management Systems		Other Current Obligat	440.00			440.00
Mark's Plumbing	Maintenance	Maintenance Supplies	192.73		192.73	
Marquis Beverage Service	Culinary Arts	Instructional Supplie	220.50			220.50
Marquis Beverage Service	Culinary Arts	Instructional Supplie	516.70			516.70
Marquis Beverage Service	Culinary Arts	Instructional Supplie	472.40			472.40
Menard Inc	Clinton Center	Materials	19.97	19.97		
Menard Inc	Maintenance	Maintenance Supplies	425.04		425.04	
Menard Inc	Outdoor Exposition Sp	Materials	55.96			55.96
Menard Inc	Outdoor Exposition Sp	Materials	115.94			115.94
Menard Inc	Maintenance	Maintenance Supplies	214.74		214.74	
MidAmerica Tire & Performance	College Vehicle	Vehicle Expense	10.00		10.00	
Midland Paper Company	Copy Center	Materials	15.04			15.04
Midland Paper Company	Copy Center	Materials	1,201.62			1,201.62
Midwest Credit & Collections Inc		Wage Garnishment Orde	189.08	189.08		
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Miller, Judy M	HealthProfessions Dea	Registration Fees	90.00	90.00		
Miller, Judy M	HealthProfessions Dea	Travel-In State	53.11	53.11		
Minton, Michael A	Allied Health	Instructional Supplie	12.50	12.50		
Modern Language Assoc	Humanities - Dean	Publications & Dues	120.00	120.00		
Motion Industries	Maintenance	Maintenance Supplies	17.60		17.60	
Motion Industries	Maintenance	Maintenance Supplies	16.33		16.33	
Motion Industries	Maintenance	Maintenance Supplies	6.53		6.53	
Motion Industries	Maintenance	Maintenance Supplies	30.82		30.82	
NAACP-Decatur Branch	General Expenses	Meeting Expense	350.00	350.00		
		PAGE TOTALS	248,183.03	243,395.22	1,063.34	3,724.47

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
NAACP-Decatur Branch	Student Activities	Meeting Expense	700.00			700.00
NAEYC	EarlyChildhoodEduc-AA	Publications & Dues	108.00	108.00		
Napa Auto Parts	College Vehicle	Vehicle Expense	23.97		23.97	
Nasco	Biology-Baccalaureate	Instructional Supplie	244.08	244.08		
Nasco	Biology-Baccalaureate	Instructional Supplie	1,473.59	1,473.59		
Neuhoff Media Decatur	Marketing	Advertising	500.00	500.00		
Neuhoff Media Decatur	Marketing	Advertising	400.00	400.00		
Neuhoff Media Decatur	Marketing	Advertising	1,500.00	1,500.00		
Neumann, Christine Catherine	Engl/Human/Journal-Ba	Student Awards	50.00	50.00		
Newman & Ullman Inc		Inventory-CentralStor	71.05	71.05		
Newman & Ullman Inc		Inventory-CentralStor	80.30	80.30		
Newman & Ullman Inc		Inventory-CentralStor	53.85	53.85		
Newman & Ullman Inc		Inventory-CentralStor	121.74	121.74		
Newman & Ullman Inc	Custodial	Maintenance Supplies	28.78		28.78	
Newman & Ullman Inc	Custodial	Maintenance Supplies	316.88		316.88	
Newman & Ullman Inc	Custodial	Maintenance Supplies	254.50		254.50	
Newman & Ullman Inc	Custodial	Maintenance Supplies	-53.00		-53.00	
Newman & Ullman Inc	Custodial	Maintenance Supplies	187.10		187.10	
Newman & Ullman Inc	Custodial	Maintenance Supplies	53.00		53.00	
Niemann Foods	Hospitality Managemen	Instructional Supplie	10.59			10.59
Niemann Foods	Culinary Arts	Instructional Supplie	38.01	38.01		
Niemann Foods	Hospitality Managemen	Instructional Supplie	9.98			9.98
Niemann Foods	Hospitality Managemen	Instructional Supplie	207.92			207.92
Niemann Foods	Culinary Arts	Instructional Supplie	39.84	39.84		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	19.98	19.98		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	85.09	85.09		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-26.99	-26.99		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	64.96	64.96		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-61.60	-61.60		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-64.96	-64.96		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	56.96	56.96		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	16.99	16.99		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-95.02	-95.02		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	227.97	227.97		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-70.03	-70.03		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	121.19	121.19		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	8.63	8.63		
Odell, Jon	Math/Science Dean	Travel-In State	55.37	55.37		
Odell, Jon	Math/Science Dean	Travel-In State	25.43	25.43		
Office Depot Inc		Inventory-CentralStor	1,627.95	1,627.95		
Office Max		Inventory-CentralStor	1,792.82	1,792.82		
Office Max	LRC	Materials	1,227.50	1,227.50		
Office Max	LRC	Materials	781.86	781.86		
Oliver, Brooke D	Surgical Tech-Health	Travel-In State Milea	379.68	379.68		
Orv Graham Radio Advertising Bro	Marketing	Advertising	192.00	192.00		
Pals Electric Inc	Renovations / Remodel	Site Improvements	79,225.00			79,225.00
Perovanovich, Zoran V	NonCredit	Contractual-Other	487.50			487.50
Pitney Bowes Inc	Maintenance	Maintenance Supplies	297.65		297.65	
Pocket Nurse	Allied Health	Instructional Supplie	45.89	45.89		
		PAGE TOTALS	92,842.00	11,092.13	1,108.88	80,640.99

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Pocket Nurse	AAS Nursing -Health O	Instructional Supplie	93.25	93.25		
Poindexter, Lynne M	Academic Success	Interpreter Salary	144.80	144.80		
Poindexter, Lynne M	Academic Success	Interpreter Salary	100.00	100.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	195.20	195.20		
Pride Cleaners	Culinary Arts	Contractual-Other	27.25	27.25		
Pride Cleaners	Culinary Arts	Contractual-Other	198.38			198.38
Pride Cleaners	Culinary Arts	Contractual-Other	54.50			54.50
Quill Corp	CTEI Grant - DOC	Equipment-Grants Only	261.78			261.78
Quill Corp	Administration Genera	Office Supplies	35.99			35.99
Quill Corp	Administration Genera	Office Supplies	68.99			68.99
Quill Corp	Administration Genera	Office Supplies	-68.99			-68.99
RCC Bookstore		NonTaxBooks-Scholarsh	26.08	26.08		
RCC Bookstore		NonTaxBooks-Scholarsh	-294.47	-294.47		
RCC Bookstore		NonTaxBooks -Workforc	-17.49	-17.49		
RCC Bookstore		NonTaxBooks -Workforc	186.75	186.75		
RCC Bookstore	Credit	Instructional Supplie	837.12			837.12
RCC Bookstore	Fire Science-Tech Occ	Office Supplies	31.98	31.98		
RCC-Foundation		Credit Card Clearing	400.00	400.00		
RCC-Foundation		Revenue-Misc/OtherSou	25.00	25.00		
RCC-Foundation		Credit Card Clearing	675.00	675.00		
RCC-Foundation		Richland Foundation	188.05	188.05		
RCC-Foundation		FND Scholarship Reven	749.00			749.00
RCC-Foundation		Credit Card Clearing	500.00	500.00		
Radiology Support Devices Inc	Radiology Tech-Hlth O	Equipment-Instruction	6,686.43			6,686.43
Rahn Equipment Company	Grounds	Snow/Grounds	223.08		223.08	
Reliance Standard		Life Insurance	3,548.81	3,548.81		
Reliance Standard		LTD Insurance	2,212.53	2,212.53		
Reliance Standard		Supplemental Life Ins	1,592.79	1,592.79		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,947.30	1,947.30		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	505.68	505.68		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	268.98	268.98		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	174.36	174.36		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	269.77			269.77
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	155.95	155.95		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	122.16			122.16
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	486.51	486.51		
Robert's Sysco Inc	Child Care Services	Snacks and Milk	81.85			81.85
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	298.76			298.76
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,361.04	1,361.04		
Robert's Sysco Inc	Hospitality Managemen	Instructional Supplie	622.45			622.45
Robert's Sysco Inc	Child Care Services	Snacks and Milk	51.11			51.11
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	86.33	86.33		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	883.67	883.67		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	193.48			193.48
Robert's Sysco Inc	Child Care Services	Snacks and Milk	66.96			66.96
Ruyle Mechanical Services Inc	Maintenance	Equip Repair/Maint Ag	2,650.00		2,650.00	
Ruyle Mechanical Services Inc	Maintenance	Equip Repair/Maint Ag	1,157.00		1,157.00	
S J Smith Company Inc	Welding-Technical Occ	Instructional Supplie	323.96	323.96		
S J Smith Company Inc	Welding-Technical Occ	Instructional Supplie	248.70	248.70		
PAGE TOTALS			30,637.83	16,078.01	4,030.08	10,529.74

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
S J Smith Company Inc	Automotive-Tech Occ	Instructional Supplie	19.84	19.84		
S J Smith Company Inc	Welding-Technical Occ	Instructional Supplie	495.67	495.67		
S J Smith Company Inc	Human Simulator	Instructional Supplie	81.22	81.22		
SHRM	Human Resources	Publications & Dues	185.00	185.00		
Samuels Miller Schroeder Jackson	Board of Trustees	Legal Services-Admin	2,479.00	2,479.00		
Saunders, Gayle M	Board of Trustees	Meeting Expense	41.04	41.04		
Saunders, Gayle M	Presidents Office	Travel-Out of State	55.28	55.28		
Schwalbe, Barry S	Credit	Instructional Supplie	113.07			113.07
Schwalbe, Barry S	NonCredit	Meals	13.78			13.78
Schwalbe, Barry S	NonCredit	Travel-In State	135.04			135.04
Scott Fisher Enterprises Inc	Maintenance	Pest Control	525.00		525.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	35.00		35.00	
Scott Fisher Enterprises Inc	CSI Building O&M	Pest Control	50.00		50.00	
Scott Fisher Enterprises Inc	Macon Co Soil & Water	Pest Control	50.00		50.00	
Scott Fisher Enterprises Inc	Sequestration Bldg O&	Pest Control	50.00		50.00	
Screen This	Welding-Technical Occ	Instructional Supplie	575.50	575.50		
Sebok, Catherine L	Admission and Recruit	Travel-In State	155.94	155.94		
Securitas	Security	Security	266.07		266.07	
Securitas	Liab Protection & Set	Security	4,168.41			4,168.41
Securitas	Security	Security	268.30		268.30	
Securitas	Liab Protection & Set	Security	4,203.23			4,203.23
Securitas	Security	Security	263.48		263.48	
Securitas	Security	Security	269.88		269.88	
Securitas	Liab Protection & Set	Security	4,127.78			4,127.78
Securitas	Liab Protection & Set	Security	4,228.04			4,228.04
Shell Fleet Plus	Math/Science Dean	Travel-Out of State	40.63	40.63		
Shippers Rental Inc	Credit	Equipment Rental	2,000.00			2,000.00
Showcard Studio	Marketing	Advertising	250.00	250.00		
Siu, Lily	Humanities - Dean	Travel-In State	56.27	56.27		
Siu, Lily	Education-Baccalaurea	Instructional Supplie	91.68	91.68		
Siu, Lily	Erlanson Art Gallery	Materials	42.33	42.33		
Siu, Lily	Humanities - Dean	Office Supplies	111.52	111.52		
Siu, Lily	Humanities - Dean	Travel-In State	56.27	56.27		
Siu, Lily	Humanities - Dean	Registration Fees	95.00	95.00		
Siu, Lily	Erlanson Art Gallery	Materials	38.92	38.92		
Sligo Steel	Welding-Technical Occ	Instructional Supplie	890.00	890.00		
Snap-On Tools	Automotive-Tech Occ	Materials	156.00	156.00		
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	713.87		713.87	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	482.84		482.84	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	990.52		990.52	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	26.04		26.04	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	528.11		528.11	
Springfield Electric Supply Co	Maintenance	Maintenance Supplies	18.61		18.61	
Springfield Electric Supply Co	Maintenance	Maintenance Supplies	196.41		196.41	
Stanley, Callie	Sequestration Proj	Contractual-Other	270.00			270.00
Star Silkscreen Design Inc	Theatre Productions	Materials	199.40			199.40
Star Silkscreen Design Inc		Other Current Obligat	149.10			149.10
State Universities Retirement		SURS 8%	1,238.99	1,238.99		
State Universities Retirement		SURS 8%	48,131.03	48,131.03		
		PAGE TOTALS	79,629.11	55,287.13	4,734.13	19,607.85

Richland Community College  
 Bills Presented for Ratification  
 APR 1314

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
State Universities Retirement		SURSRetiremtInstallPu	131.00	131.00		
State Universities Retirement		SURS 1/2%	5,250.72	5,250.72		
State Universities Retirement		SURS 8%	47,221.16	47,221.16		
State Universities Retirement		SURS 8%	1,249.45	1,249.45		
State Universities Retirement		SURSRetiremtInstallPu	131.00	131.00		
State Universities Retirement		SURS 1/2%	5,095.28	5,095.28		
Striglos Office Equipment		Inventory-CentralStor	2,072.88	2,072.88		
Sure Sharp	Horticulture-Bus Occu	Materials	755.98	755.98		
Sure Sharp	Horticulture-Bus Occu	Materials	149.99	149.99		
Svensden Florists Inc	Partner's Salute	Materials	186.00			186.00
Tacud, Roi Vincent	Engl/Human/Journal-Ba	Student Awards	50.00	50.00		
The Center/ALRC	Grants-Training	P/T Faculty Salary	240.00			240.00
The Decatur Club	Presidents Office	Publications & Dues	50.00	50.00		
The HR Specialist	Human Resources	Publications & Dues	199.00	199.00		
The HR Specialist	Human Resources	Publications & Dues	199.00	199.00		
The News-Gazette	Human Resources	Advertising	786.20	786.20		
U S Postmaster		RCC Foundation A/R	150.00	150.00		
U S Postmaster	Business&IndustryAdmi	Postage	5,060.00			5,060.00
U S Postmaster		Inventory-CentralStor	774.16	774.16		
U S Postmaster	Marketing	Postage	1,718.75	1,718.75		
U S Postmaster	Marketing	Postage	726.00	726.00		
USA Clean Inc	Custodial	Maintenance Supplies	215.70		215.70	
United Way of Decatur	General Expenses	Meeting Expense	180.00	180.00		
United Way of Decatur/Macon Cnty		United Way	108.00	108.00		
Verizon Wireless	Admission and Recruit	Telephone	50.02	50.02		
Verizon Wireless	Utilities	Telephone	236.48		236.48	
Verizon Wireless	Utilities	Telephone	395.02		395.02	
WEJT	Marketing	Advertising	403.32	403.32		
WXFM	Marketing	Advertising	196.00	196.00		
Withdraw, Tracy L	Marketing	Travel-Out of State	1,029.50	1,029.50		
Wood Printing Service		Inventory-CentralStor	925.82	925.82		
World Medical Equipment Inc	Surgical Tech-Health	Equipment-Instruction	7,220.18			7,220.18
World Point ECC Inc	Credit	Instructional Supplie	571.25			571.25
World Point ECC Inc	Credit	Instructional Supplie	217.93			217.93
World Point ECC Inc	Credit	Instructional Supplie	493.95			493.95
World Point ECC Inc	Credit	Instructional Supplie	579.95			579.95
World Point ECC Inc	Credit	Instructional Supplie	376.95			376.95
World Point ECC Inc	Credit	Instructional Supplie	352.95			352.95
World Point ECC Inc	Credit	Instructional Supplie	325.55			325.55
World Point ECC Inc	Credit	Instructional Supplie	316.95			316.95
Xerox Corp	Copy Center	Install Pymt Lease/Pu	307.11			307.11
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	2,286.81			2,286.81
Xerox Corp	Copy Center	Install Pymt Lease/Pu	121.11			121.11
Student Refunds			1,761.00	1,761.00		
		PAGE TOTALS	93,370.85	71,364.23	847.20	21,159.42
		AP GRAND TOTAL	1,784,943.57	471,967.49	114,461.16	1,198,514.92

## ITEMS FROM THE BOARD

**ADJOURNMENT**