



BOARD OF TRUSTEES

December 20, 2016

REGULAR MEETING 5:30 P.M. | RICHLAND COMMUNITY COLLEGE ROOM NS121



Richland Community College 

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

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

December 20, 2016

AGENDA

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

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

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

BRUSH COLLEGE, LLC MEETING – 5:15 P.M.

- I. Convening of the Regular Meeting – 5:30 p.m.
 - A. Call to Order
 - B. Roll Call
- II. ***Minutes of the Regular Meeting on November 15, 2016 and Amended Minutes of the Regular Meeting on October 18, 2016***
- III. Appearance of Citizens and Introduction of Guests
- IV. Written Communications
 - College Activities Report
 - Personnel Update
- V. Special Reports
 - A. Construction Report
 - B. Report of ICCTA
 - C. Report of Student Trustee
 - D. Agreements/Contracts authorized and signed by Dr. Valdez for the month of November

- VI. Consent Agenda (PINK COLOR)
 - A. ***Approval of Programmable Logic Controller equipment for Electrical Systems Technology Program***
- VII. Old Business (BLUE COLOR)
 - A. ***Approval of Protection, Health, & Safety Project – Resolution No. 17-3***
 - B. ***Resolution for Fiscal year Tax Levy – No. 17-2***
- VIII. New Business (IVORY COLOR)
 - A. ***Recommendation for Bookstore Contract***
 - B. ***Approval of Trustee and Employee Travel Expenditures***
- IX. Board Policies, Proposals, and Changes (YELLOW COLOR)
 - A. ***Board Policy Section 2.6.1.1 – Illinois Business Enterprise for Minorities, Females, and Person with Disabilities Act Aspirations – Third Reading***
 - B. ***Board Policy Section 1.0 Board of Trustees – Third Reading***
 - C. Board Policy 3.6 – Salary and Wage System – Second Reading
- X. Financial Report (GREEN COLOR)
 - A. ***Treasurer’s Report and Financial Statement (WHITE COLOR)***
 - B. ***Bills for Ratification***
- XI. ***Review of Minutes of Previous Executive Sessions (ORCHID COLOR)***
- XII. Report of the President
- XIII. Items from the Board
- XIV. Executive Session (IVORY COLOR)
- XV. Adjournment

Bold and Italics Denotes Action Items

JANUARY 2016

Reports

Consent Agenda

**College Legal
Contractual
Agreements**

New Business

FEBRUARY 2016

Reports

Consent Agenda

New Business

Recommendations for
Tenure

Recommendation for
Approval of Fees

**Strategic Plan
Priorities**

MARCH 2016

Reports

Consent Agenda

New Business

Recommendations for
Faculty Promotions in
Rank

Recommendation to Grant
Professor Emeritus Status

Recommendation to Grant
Staff Emeritus Status

Recommendation for
Professional Leave

Recommendation for
Approval of Tuition

APRIL 2016

**Tenure and Promotion
Recognition Dinner**

**Student Government
Election Results**

**Report from Board
Secretary regarding
Election of Student
Trustee**

**Seating of New
Student Trustee**

Reports

MAY 2016

**Reorganization of
Board of Trustees**

Reports

Consent Agenda

New Business

Tentative Budget

Other

RCC Commencement

ICCTA Lobby Day

JUNE 2016

Public Hearing for Budget

Reports

Strategic Plan Quarterly
Report

Consent Agenda

New Business

**Resolution Adopting
Budget**

Compliance with Prevailing
Wage Act

State Capital Funding
Request

**Resolution Transferring
Earnings**

**Review of Minutes of
Previous Executive
Sessions**

JULY 2016

Reports

Consent Agenda

Other

AUGUST 2016

Reports

Institutional year Book
Program Review
Presentation

Consent Agenda

SEPTEMBER 2016

Reports

Consent Agenda

Annual Foundation
Board Meeting

OCTOBER 2016

Reports

Consent Agenda

**Distribution of audit
Reports – RCC &
Brush College, LLC**

Strategic Plan Quarterly
Update

NOVEMBER 2016

Reports

Audit Presentation

Consent Agenda

**Calendar of Regular
Meeting of Board of
Trustees**

Old Business

Financial Report

DECEMBER 2016

Reports

Consent Agenda

Old Business

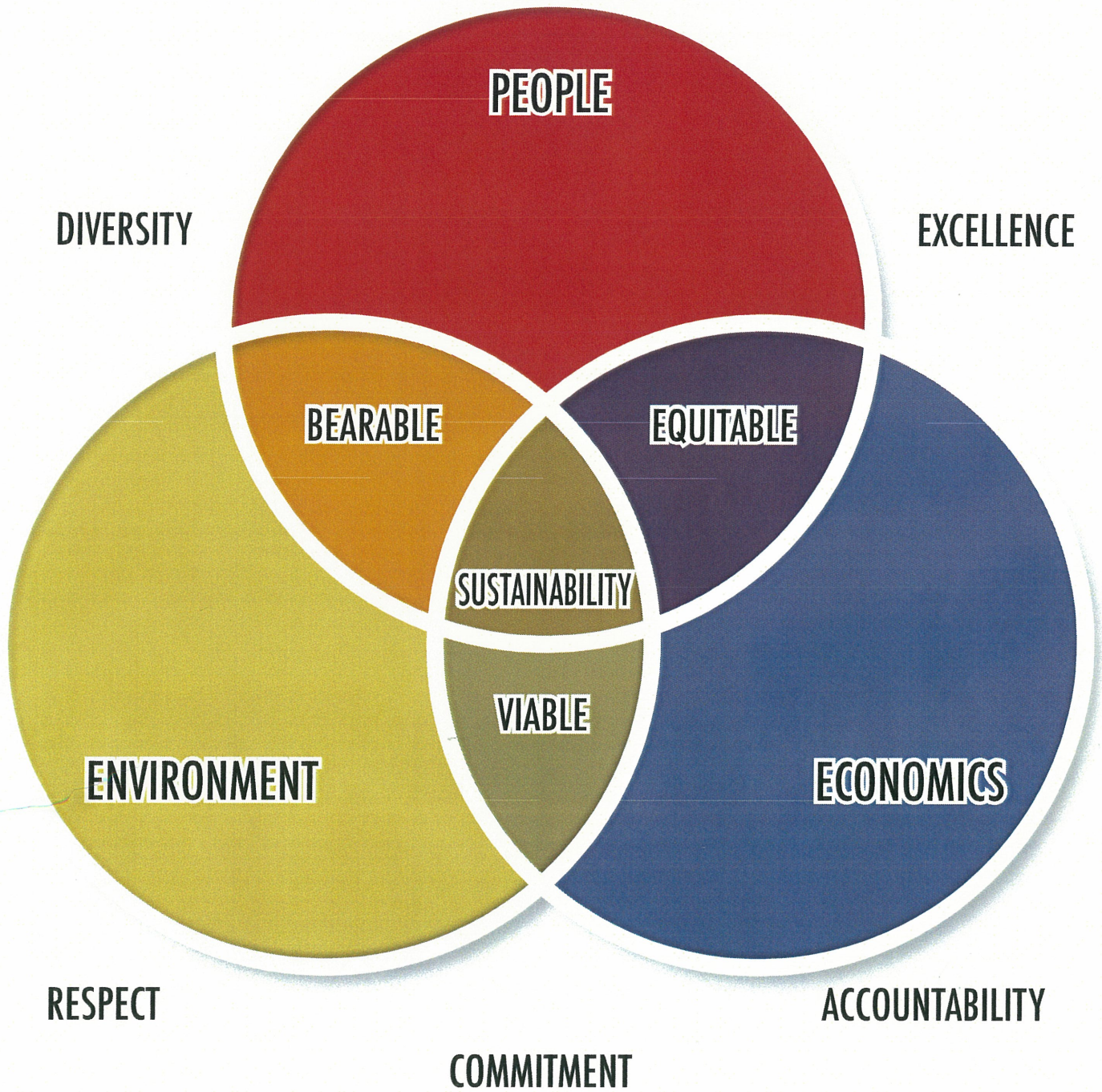
**Resolution for Fiscal
Year Tax Levy**

**Review of Minutes of
Previous Executive
Sessions**

Winter Board Retreat

Strategic Plan Priorities
Results Report

PRINCIPLES OF SUSTAINABILITY



Richland Community College Strategic Plan 2015 - 2018

College Vision

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

Goal 1: Elevate Teaching and Learning Standards

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

Goal 2: Foster Student Success and Completion

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

Goal 3: Create and Advance Workforce Development Partnerships

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

Goal 4: Ensure a Sustainable Organization

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

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

Dashboard

Annual Priorities

Implementation and Performance

Public Accountability

Implementation and Performance

Public Accountability

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

2016 Richland Community College Strategic Plan Priorities

Goal 1: Elevate Teaching and Learning Standards.

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

1. Complete evaluation of oral communication artifacts.
2. Complete rubric for assessment of Technology Proficiency.

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

1. Assess progress of program student learning outcomes by transitioning to a focus on data collection, analysis, and planned improvements.

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

1. Increase faculty and program staff involvement in program reviews scheduled for FY16 by ICCB.
2. Continue implementation of CIP Team 2-15A, *Instructional Delivery and Program Optimization*, recommendations.

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

1. Establish process to assess participation.
2. Complete professional development plans.

Strategy E: Deploy innovative instructional delivery and assessment systems.

1. Increase the number of students using alternative pathways to credit-level coursework and follow up with students using co-requisite model for persistence and retention.
2. Ensure the English Bridge Program curriculum emphasizes the elements of effective first-year writing/college-level English writing requirements.
3. Provide and analyze benchmark data from the high school Math 098 pilot.
4. Establish one STEM content discipline to align with a high school.

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

1. Establish a professional development plan for faculty around project-based learning.
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Goal 2: Foster Student Success and Completion.

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

1. Initiate pathway alignment evaluation for core disciplines such as English, Communications and Math.

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

1. Promote and evaluate intentional scheduling efforts (i.e., stream scheduling, Transfer Academy, Clinton scheduling, night academy, etc.) to determine next steps.
2. Benchmark and track enrollment patterns to two identified target student populations (e.g., aged 25-29, developmental education, online).
3. Reinforce enrollments through targeted marketing activities in underserved areas.

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

1. Evaluate enrollment pipeline to identify potential opportunities for improvement related to persistence and retention of Richland students.
2. Continue implementation of CIP Team 2-15B, *Student Driven Scheduling*, recommendations.

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

1. Create promotions throughout the year that encourage applications for scholarships and strengthen connections to scholarship donors, students and parents.
2. Write 6-7 new scholarship agreements that support students with financial need.
3. Implement new FAFSA rules.
4. Expand additional bridge programming for adult education students.
5. Update, increase and promote articulation agreements with partnering educational institutions.

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

1. Promote career services offerings through faculty and class presentations.
 2. Implement the internship tracking modules of College Central Network.
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Goal 3: Create and Advance Workforce Development Partnerships.

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

1. Track advisory committee meetings and develop list of advisory committee recommendations.
2. Conduct 2-3 on-campus activities and 2 off-campus engagement activities to reconnect alumni to Richland.
3. Maintain, add and update contact information for Richland alumni.
4. Seek out and implement innovative ideas to further research and development for Richland and Richland students.
5. Develop partnerships for utilization of Progress City USA and enhance utilization of facilities to increase revenue.
6. Expand CCUS partnership with U.S. Department of Energy.

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

1. Develop and deploy CTE curriculum model pilot that aligns college courses with employer needs. Develop 2 additional pathways.
2. Expand STEAM (Science, Technology, Engineering, Arts, Math) activities with K-12 partners.
3. Implement Advisory Board for Carroll School of Business.
4. Implement national AATP marketing/recruitment partnership to establish food technology industry-cluster with the goal of securing a new business tenant in AATP within 24 months.
5. Participate, as 1 of 5 community colleges, in Midwest Community College Agriculture Consortium with USDA and NCGA to sponsor a research activity at RCC/AATP in FY17.

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

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

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

1. Strengthen press releases and stories promoting opportunities and events at the College.
2. Enhance monthly radio segments.
3. Enhance social media opportunities in promotion.
4. Highlight faculty and student awards and recognitions.

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

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

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

1. Complete canvassing of foundations and corporations of gift prospects to support the Carroll School of Business.
 2. Continue implementation of design and development of the Carroll School of Business.
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Goal 4: Ensure a Sustainable Organization.

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

1. Conduct a successful Presidential Search utilizing ACCT's process.

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

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

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

1. Develop AASHE Sustainability Plan.
2. Implement and evaluate training protocols enabling the College to meet the requirements outlined in the Crisis Management Plan for implementation by August opening of the academic year.

Strategy D: Identify and secure alternative revenue streams.

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

Strategy E: Align facility utilization with established program needs.

1. Continue to work with the CBD, BLDD and contractors for efficient project management through completion of the Student Success Center project (pending release of state funds).
2. Develop process for measurement and implementation of facility utilization.

CONVENING OF THE REGULAR MEETING

**MINUTES OF THE AMENDED REGULAR MEETING ON OCTOBER 18,
2016 AND THE REGULAR MEETING ON NOVEMBER 15, 2016**

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

October 18, 2016

AMENDED*

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, October 18, 2016, in NS 121 by Chairman Campbell. Chairman Campbell also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Tom Ritter, Dale Colee, Dr. David Coopriders, Bishop Wayne Dunning, Dr. Larry Osborne, Randy Prince, Ashley Ronda

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

EXECUTIVE SESSION

Dr. Coopriders moved to enter into closed session in accordance with 5 ILCS 120/2. (c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of Richland Community College. Prince seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

Meeting convened into closed session at 5:33 p.m.

Meeting reconvened into open session at 6:00 p.m.

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of September 20, 2016, had been distributed to the Board prior to this meeting.

Dr. Osborne moved to approve the minutes of the regular meeting of September 20, 2016. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Ryan Voyles from the Herald and Review, Ryan Huffer from WSOY, and Julie Melton, candidate for Executive Director, Foundation and Development.

WRITTEN COMMUNICATIONS

- Richland Community College is highlighted in the U.S. Department of Energy, National Energy Technology laboratory, September newsletter; "NETL Plugged-In."

College Activities Report:

- Campus Visit Night - October 20 from 5:00 p.m. – 7:30 p.m.
- Internship and Transfer Fair - October 25 from 12:00 p.m. – 2:30 p.m. in the Mueller Student Center
- Richland Community College Foundation Scholarship Reception – October 27 at 6:00 p.m. in the Shilling Salons
- Health Professions Night – November 1 – 5:00 p.m. – 7:30 p.m.
- Kitchen Warriors – November 3 – Doors open at 5:00 p.m. in the Shilling Center
- Cromwell Radio, Talk 101 begins at 7:10 a.m. – November 4
- Saturday Produce Market every Saturday from 8:00 a.m. - noon and continues through October 2016
- Spring Registration begins for current students – November 7
- Veterans Day (College closed) – November 11
- Finders Market – Progress City, USA – October 21, and 22
- WHOW 1520AM – "Around Central Illinois" – 8:40 a.m. – 9:00 a.m. and Pharmacy Facts with Friends – WSOY 1340AM – 5:00 p.m. – November 8
- Spring Registration begins for new students – November 14
- Board of Trustees Meeting – located in NS121 at 5:30 p.m. – November 15

Personnel Update

New Employee

- Lisa Manalisay, Transition Coordinator, Adult Education, effective October 31, 2016

SPECIAL REPORTS

1. Greg Florian, Vice President of Finance and Administration, presented the Construction Report. The Construction Report is included in the Board Book.

REPORT OF ICCTA

Dale Colee reminded the Trustees that the next ICCTA meeting will be held in Naperville on November 11 and 12. He encouraged the Trustees to attend and take advantage of the great networking opportunities that are available.

REPORT OF STUDENT TRUSTEE

Student Trustee Ashley Ronda reported on the upcoming events at Richland Community College. The activities are listed in the Board book.

AGREEMENTS/CONTRACTS AUTHORIZED BY THE PRESIDENT VALDEZ FOR THE MONTH OF SEPTEMBER

Dr. Valdez signed the Adult Education Literacy Grant Agreement between the State of Illinois, Illinois Community College Board and Richland Community College.

Dr. Valdez signed a clinical agreement between St. Mary's Hospital, Decatur, Illinois, and Richland Community College that covers the following programs: Associate Degree Nursing, Basic Nurse Assistant, Emergency Medical Services, Health Professional Development Capstone, Phlebotomy, Pharmacy Technology, Practical Nursing, Radiography, and Surgical Technology.

Dr. Valdez signed the Career and Technical Education Perkins Postsecondary Grant Agreement between the State of Illinois, Illinois Community College Board and Richland Community College.

CONSENT AGENDA

It was recommended that the Board of Trustees authorize the destruction of the verbatim records of the March 17, 2015, and March 31, 2015, closed session audio tapes.

FULL-TIME EMPLOYMENT

A recommendation to accept Julie Melton be appointed Executive Director, Foundation and Development, effective October 24, 2016, was proposed to the Board.

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

OLD BUSINESS

BANKING CORPORATE RESOLUTION

A recommendation was made to the Board of Trustees to approve Resolution No. 17-1, Corporate Authorization Resolution for Financial Services

Prince moved to approve Resolution No. 17-1, Corporate Authorization Resolution for Financial Services. Bishop Dunning seconded. Roll Call vote being all ayes, Chairman Campbell declared the motion carried.

Greg Florian presented a revised version of Strategic Plan Section 4 to the Board of Trustees for review and consideration. No action is necessary at this time.

NEW BUSINESS

APPROVAL TO CONTRACT WITH ARCHITECTURAL EXPRESSIONS LLP, AND BLDD FOR PROTECTION, HEALTH, AND SAFETY PROJECTS

A recommendation was made to the Board of Trustees to authorize the Administration to enter into a contract for \$3,000.00 with BLDD and a contract of \$3,000.00 with Architectural Expression, LLP of Forsyth, for the survey, scope and budget development for projects within the main campus building.

Dr. Coopriider moved to authorize the Administration to enter into a contract for \$3,000.00 with BLDD, and a contract of \$3,000.00 with Architectural Expressions, LLP, of Forsyth, for the survey, scope, and budget development for projects within the main campus building, as presented. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

BOARD POLICES, PROPOSALS, AND CHANGES

Board Policy Section 1 – Board of Trustees was presented for First Reading. Updates were made to sections 1.9, 1.10, and 1.11.

Section 1 revision have been reviewed by IEG and the Cabinet.

FINANCIAL REPORT

BILLS PAYABLE

The September 2016 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$976,314.39 for September 2016 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

Dr. Valdez announced that the Brush College, LLC meeting that was on the agenda for this evening will be moved to the November meeting.

SAVE THE DATE: Dr. and Mrs. Valdez would like to host a holiday party for the Board of Trustees and Foundation Board Members on December 16, 2016. More information to follow.

Dr. Valdez will be attending the President's Council Retreat in Peoria on October 20 and 21.

Dr. Valdez announced to the Board that he and Cabinet are working to enhance the Performance Appraisal process so that employees are informed relative to performance and communicated expectations, supported, provided opportunities and held accountable to their professional goals and development.

Dr. Valdez shared a draft calendar for Monitoring Reports and asked for any feedback that the Trustees might have. Monitoring Reports will help us all move the right direction and hold us accountable to outcomes in all areas of the College. Each report will be presented with an oral presentation that will last 7-10 minutes and allow time for questions. We will work to start the Monitoring Reports as part of the regular Board meeting in November if possible.

ITEMS FROM THE BOARD

The Winter Board Retreat will be held February 3, 2017, in the Innovation Lab at the CSI building. Dr. Valdez will send out a preliminary agenda and ask the Board to provide feedback to him on the agenda. * **Chairman Campbell suggested that Trustees submit suggested agenda items to himself, Tom Ritter, or Dr. Valdez.**

ADJOURNMENT

Prince moved and Bishop Dunning seconded to adjourn the meeting at 7:18 p.m.

Dr. David Coopridier, Secretary

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

November 15, 2016

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:32 p.m. Tuesday, November 15, 2016, in NS 121 by Chairman Campbell. Chairman Campbell also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Tom Ritter, Dale Colee, Dr. David Coopriider, Dr. Larry Osborne, Randy Prince, Ashley Ronda

Trustees Absent: Bishop Wayne Dunning

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of October 18, 2016, had been distributed to the Board prior to this meeting. Chairman Campbell asked to amend the minutes. October minutes have been amended.

Prince moved to approve the amended minutes of the regular meeting of October 18, 2016. Dr. Osborne seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Ryan Voyles from the Herald and Review, and Craig Negangard from May, Cocagne, & King P.C.

AUDIT PRESENTATION

Craig Negangard from May, Cocagne, & King P.C. presented the Audit Report

AUDIT COMMITTEE

Tom Ritter and Dr. Coopriider reported on the Audit Committee meeting held November 8, 2016, with May, Cocagne, & King P.C.

WRITTEN COMMUNICATIONS

- A comprehensive agreement regarding the expansion of educational resources, effective Summer 2017, was listed in the Board Book.

College Activities Report:

- Thanksgiving Holiday – Campus Closed – November 24 - 25
- Cromwell Radio, Talk 101 begins at 7:10 a.m. – December 2
- WHOW 1520AM – “Around Central Illinois” – 8:40 a.m. – 9:00 a.m. and Pharmacy Facts with Friends – WSOY 1340AM – 5:00 p.m. – December 6
- Richland’s Dance Program presents The Nutcracker – December 9, 10, 11 – Shilling Auditorium – Reserved seating is required
- Finals – Fall Semester – December 10-15
- Associate’s Degree Nursing Pinning Ceremony – 5:00 p.m. – Shilling Auditorium – December 16
- Board of Trustees Meeting – located in NS121 at 5:30 p.m. – December 20

Personnel Update

Retirements, Resignations, and Terminations

- Kris Ruebling, Program Coordinator, Logan Corrections Facility, effective October 14, 2016

Changes

- Jerry Cole, Prevention Specialist, Decatur Community Partnership, effective October 1, 2016

SPECIAL REPORTS

1. Andy Hynds and Amy Cleary presented the College Spotlight – Criminal Justice at Richland Community College
2. Greg Florian, Vice President of Finance and Administration, presented the Construction Report

REPORT OF ICCTA

Dale Colee reported that he attended the ICCTA meeting in Naperville and there was a big focus on the Bachelor of Science in nursing at Illinois community colleges. There is a high demand for nurses and this would be a seamless academic progression if the legislation was passed.

REPORT OF STUDENT TRUSTEE

Student Trustee Ashley Ronda reported on the upcoming events at Richland Community College. The activities are listed in the Board book.

AGREEMENTS/CONTRACTS AUTHORIZED BY THE PRESIDENT VALDEZ FOR THE MONTH OF OCTOBER

Dr. Valdez signed the authorization for Accreditation Commission for Education in Nursing (ACEN).

Dr. Valdez signed the Highway Construction Careers Training Program Grant Agreement between the State of Illinois, Illinois Community College Board and Richland Community College.

Dr. Valdez signed a clinical agreement between Decatur Memorial Hospital and Richland Community College that covers the following programs: Associate Degree Nursing, Basic Nurse Assistant, Emergency Medical Services, Health Professions Professional Development Capstone, Phlebotomy, Pharmacy Technology, Practical Nursing, Radiography, and Surgical Technology.

MONITORING REPORT

Marcus Brown presented the monitoring report on Enrollment.

CONSENT AGENDA

TIME AND PLACE FOR 2017 REGULAR MEETING

A recommendation to set the time and place of the regular monthly meetings of the Board of Trustees for Richland Community College in 2017 was presented to the Board. Dale Colee suggested that a couple of our regular meetings be moved to high schools in our district.

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

OLD BUSINESS

FISCAL YEAR 2016 ANNUAL FINANCIAL REPORT

A recommendation to accept the FY16 Annual financial Report, was presented to the Board.

Dr. Osborne moved to accept the FY16 Annual Financial Report, as presented. Colee seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Julie Melton, Executive Director, Foundation and Development, reported on the Foundation Board meeting to the Board of Trustees.

The Foundation Board of Directors were presented third-quarter financial information showing the Foundation's assets of \$18,865,795.20 compared to \$17,724,099.65 of the previous year.

May, Cocagne, and King, P.C. presented the audit report to the Foundation Board and issued a clean opinion. There was a net increase in cash and cash equivalents of \$119,807.00 and approximately 64% of the Foundation's gifts were provided by contributions from seven contributors.

684 scholarship applications were received and 502 scholarships were awarded for the Fall 2016 semester. The Foundation awarded 56 Trustee Scholarships to incoming freshman students and 27 Trustee Scholarships to returning students.

On October 27, 2016, the Foundation hosted the annual Scholarship Reception for donors and recipients. Planning has begun for the Annual Culinary Scholarship Dinner that will be held on March 25, 2017. Other upcoming Foundation events include: Community Welcome for Julie Melton, Executive Director of Foundation and Development on November 30, 2016, at 5:30 in the Shilling Lobby, The Annual Holiday Joint Boards Dinner on December 6, 2016, at 5:30 at South Side Country Club, The Alumni Association Reception on December 7, 2016, at 5:00 p.m. at TapRoot Restaurant, and SUAA Holiday Lunch for Richland retirees in the Shilling Education Center on December 8, 2016.

BOARD POLICES, PROPOSALS, AND CHANGES

Board Policy 2.6.1.1 – Illinois Business Enterprise for Minorities, Females, and Persons, with Disabilities Act Aspirations was presented to the Board for Second Reading.

The language will meet the intent of the legislation and has been reviewed by the College's policy committee.

Lisa Gregory presented Board Policy Section 1 – Board of Trustees for Second Reading. Updates were made to section 1.9, 1.10, and 1.11.

Section 1 has been reviewed by IEG and Cabinet.

Board Policy Sections 3.6.1 – Salaried Status; 3.6.2 – Overtime Pay; 3.6.5.8 – Vacation Leave; 3.6.5.4 – Eligibility for Leave; 3.6.5.6 – Sick Leave; 3.6.5.7 – Bereavement Leave; 3.6.5.7.5 – Bereavement Leave All employees was presented to the Board for First Reading.

No actions is necessary at this time.

FINANCIAL REPORT

BILLS PAYABLE

The October 2016 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$1,487,947.15 for October 2016 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

Dr. Valdez reported that he attended President's Council and shared a letter that was sent to legislators and Governor Rauner from Illinois Council of Community College Presidents regarding the lack of budget in the State of Illinois.

ITEMS FROM THE BOARD

Randy Prince thanked Chairman Campbell, Dr. Valdez, and Madonna for expediting a diploma for a student that had not received his.

EXECUTIVE SESSION

Dr. Coopridier moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negotiation 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 Campbell declared the motion carried.

Meeting convened into closes session at 8:02 p.m.

Meeting reconvened into open session at 8:45 p.m.

ADJOURNMENT

Prince moved and Dr. Osborne seconded to adjourn the meeting at 8:46 p.m.

Dr. David Coopriider, Secretary

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

TO: Cris Valdez, EdD
FROM: Lisa Gregory, Executive Director of Public Information *LMG*
DATE: December 5, 2016
SUBJECT: College Activities Report

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

To: Cris Valdez, President
From: Richard Gschwend, Director, Human Resources
Date: December 5, 2016
Subject: Personnel Update



Retirements, Resignations, and Terminations

Name	Position	Last Day
Scott Scheibly	Tutoring and Accommodations Specialist, Academic Success Center	12/31/16

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Dr. Cris Valdez
From: Greg Florian *Greg Florian*
Date: December 14, 2016
Re: Construction Project Status

Current Construction Projects

Student Success Center – The re-start process is still pending and is currently waiting on finalization of several changes orders for substantiation of additional costs. There are only two contractors that still have outstanding change orders pending.

Since the original design was approved, it has become apparent that modifications to the design will provide for a more efficient and usable space. College staff are continuing to work with the CDB to gain approval of the modifications. Until all of the modifications are approved and the contractors have mobilized no work will start. The original startup was anticipated for the early part of November, but that is now delayed. A revised construction schedule will be developed upon finalization of the start-up change orders.

The Carroll Center for Business – BLDD is in the process of finalizing the Design Development stage of the project. A finalized design concept will be determined in January with construction documents to be available by the end of January. The design scheme addresses learning space, social space, office space, and egress into the Center Core.

BLDD has refined the budget at an estimated total cost of \$3,631,200. At this level, renovations include all of the classrooms, offices, and circulation space on the South Wing 2nd floor. This design does include enhanced access from the first floor to the second floor, and restroom upgrades. Also included is a 10% contingency for bidding and construction. An allowance of \$520,000 for technology and \$250,000 for furniture is included in the budget.

Staff has been working with the Richland Foundation to determine the amount of funding the Foundation has available from the capital campaign and from other Foundation sources. At this point in time, funding identified for the project is as follows:

Construction Costs	3,631,200
Foundation Capital Campaign	3,276,412
PH&S Funding	185,925
Funds Available	3,462,337
Additional Funding Needed	168,863

Staff will work with the Richland Foundation to seek the additional \$169,000 dollars need to have sufficient funding prior to bidding the project.

The project is still on the projected timelines with final design in January, bids to be received in February and construction starting May 14th.

Protection, Health, and Safety – BLDD and AEX have developed specific projects that meet the criteria for PH&S projects and are presented to the Board of Trustees for consideration at its December meeting in order to include those in the 2016 tax levy.

Richland Community College
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

December 2016

Student Trustee: Ashley Ronda

President: Kelsey Gist **Vice-President:** Jason Brooks **Secretary/Treasurer:** Jordyn Eads

Student Engagement Activities:

- 1/12: New Student Orientation
- 1/13: New Student Orientation



Commitment Respect Excellence Accountability Diversity

**MONTHLY REPORT OF RICHLAND COMMUNITY COLLEGE
AGREEMENTS/CONTRACTS**

AUTHORIZED BY PRESIDENT VALDEZ FOR THE MONTH OF

November 2016

- 11/01/2016 Dr. Valdez signed the 2+2 Articulation Agreement with Western Illinois University.
- 11/8/2016 Dr. Valdez signed the Clinical Site Agreement between Richland Community College and Fair Havens Christian Homes.
- 11/2/2016 Dr. Valdez signed the Adult Education And Literacy Grant Agreement between Richland Community College and The State of Illinois, Illinois Community College Board.

CONSENT AGENDA



TO: Board of Trustees
FROM: Dr. Cris Valdez *cv*
DATE: December 20, 2016
SUBJECT: Consent Agenda


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

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

- A. Purchase of Programmable Logic Controller equipment for Electrical Systems Technology Program

Thank you.

To: Board of Trustees and Dr. Cristobal Valdez

From: Dr. Douglas Brauer 

Date: December 5, 2016

Subject: Purchase of Programmable Logic Controller equipment for
Electrical Systems Technology Program

The following purchase is recommended as allocated for in the Richland Community College FY17 Perkins Grant to bring the current state-of-the-art technology into the Electrical Systems Technology Program.

The Electrical Systems Technology Program, which is a specialty of the Engineering Technology degree pathway, requires investment to enable it to align with current equipment being used by industry in the region. The justification for this investment includes:

- a. AB PLC 5 hardware will no longer be supported in the Spring of 2017.
- b. AB licensed software is currently running on the Windows XP platform, which is no longer supported by Microsoft. Updating to a later version of AB PLC 5 software would cost additional money.....also, AB PLC 5 hardware will no longer be supported in the Spring of 2017.
- c. AB variable frequency drive equipment (driven by AB PLC 5) is no longer the current technology.
- d. The new Amatrol laboratory trainers are portable for use on the RCC main campus and remote sites.
- e. All PLC, HMI, and Ethernet programming will be using the Windows 7 or 10 platform.

Our local, as well as national, manufacturers utilize Allen-Bradley (AB) programmable logic controllers (PLC) as part of their production processes. This standardization on AB equipment requires a need for long term maintenance and engineering support, which means a need for AB automation technicians. The AB PLC technology is the standard automation PLC platform in the United States and typically either the first or second platform used in other countries around the world.

The new AB PLC uses the RSLogic 5000 series software, which fulfills the following requirements:

- a. Support laboratory experiential needs for ENGT 210/211 (PLC Fundamentals/Applications & Data Acquisition), ENGT 214/215 (Motion Control Applications/Systems), and ENGT 120/220 (Process Control Fundamental/Applications)
- b. Address industrial networks including Ethernet-based industrial control, networking, and IT networking
- c. Address 2-axis motion control

- d. Address PID control
- e. Address Data Acquisition
- f. Address MMI(HMI) operator interface

The nature of this high technology AB trainer design requires the use of a specialty company for the equipment selection, layout design, and installation. The 990-PAB53AF Portable PLC Troubleshooting Learning System provides comprehensive curriculum and a cutting-edge workstation to teach PLC programming, operation, and applications used in industry. The 990-PAB53AF uses FaultPro, Amatrol's unique electronic fault insertion, to teach PLC troubleshooting skills, such as PLC input and output testing, software testing, and application troubleshooting. Students will troubleshoot these faults as they progress through 25 different troubleshooting skills. Students will engage in practicing skills directly related to industry needs including using a six-step sequence to troubleshoot a PLC system, troubleshooting a PLC routine that performs on/off control using an analog input, and testing a PLC-controlled Pulse-Width Modulation (PWM) output device.

The standard 990-PAB53AF comes with a mobile carrying case, workstation mounting panel, master control relay circuit, Allen-Bradley L16ER CompactLogix 5300 Programmable Controller, RS Linx and RS Logix 5000 software, a PanelView Plus terminal, an Ethernet Switch, I/O Simulator, five application circuits, student curriculum, instructor's assessment guide, and installation guide.

The AB PLC trainers that Richland Community College will receive will be upgraded for 1769—L18ERM enhanced process for two axis servo control and a Panelview Plus 7 HMI terminal. The Amatrol Company provides a unique experience and support base in providing student training equipment addressing high technology control software and data acquisition.

Note that Illinois Public Community College Act Statute 805/3-27.1 allows the following exception to using the bid process involving an expenditure award. This exception is for "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services."

The training equipment package includes two Amatrol trainers at a cost of \$16,495.00 each. The total cost of the training equipment package is \$32,990.00.

Therefore, it is recommended that the Board of Trustees approve the purchase of the Amatrol portable AB PLC training units at a total cost of \$32,990.00. The FY17 Perkins Grant will be used for this purchase.

OLD BUSINESS

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Crist Valdez

From: Greg Florian *Greg Florian*

Date: December 12, 2016

Re: Request for approval of 5 Protection, Health, & Safety for 2016

For the past several years, the College has been utilizing Protection, Health, and Safety funding for making alterations and repairs to facilities using funding that remained at the conclusion of other PH&S funded projects. There is no balance of surplus PH&S funding to draw from and as such, it is requested to levy a tax under Section 3-20.3.01 of the Public Community College Act to pay for the approved projects. It is anticipated that a tax rate of \$.013 per \$100 EAV will provide approximately \$325,000 toward the projects included in the following paragraphs.

The five projects that are included with this request for approval are: Soffit Replacement Shilling Community Education Center, Hazardous Floor Replacement – West Wing, Aluminum Window Replacement at 2nd Floor – South Wing & West Wing, Variable Air Volume Equipment Replacement, and Energy Efficient Lighting Improvements at 2nd Floor - South Wing. The total estimated cost of all projects listed is \$398,202 and will be levied over two tax years, \$325,000 in 2016 and \$73,202 in 2017.

Beginning with this year's tax levy, ICCB approval of the projects is not required. However, all of the certifications by the Architects and Engineers remain unchanged as well as certification by the Board of Trustees. We have received the certifications from the A/E's and with the Board of Trustees approval of the attached Resolution No. 17-3, the College will have the needed certifications necessary to authorize a tax levy.

Three of the projects overlap with the Carroll Center project and those portions of work will be included with the Carroll Center work when that project is bid. These PH&S projects will not increase the cost of the Carroll Center, rather the proceeds of the tax levy will be applied toward the Carroll Center. The total estimated cost of the PH&S work applied toward the Carroll Center is \$185,925.

Therefore, it is recommended that the Board of Trustees approve the projects listed above at a total cost of \$389,202 and approve Resolution No. 17-3 authorizing a tax year 2016 tax levy of \$325,000 pursuant to Section 3-20.3.01 of the Public Community College Act.

A detailed list of projects including justification, scope, and budget are as follows:

Project I - Soffit Replacement at Shilling Community Education Center Entrance

Justification:

The existing soffit above the Shilling Center entrance doors is deteriorated, damaged, and begun to fall down. It has become a safety hazard to the public, students, and staff entering and exiting the building at this location as well as allowing moisture to enter the building structure. This is a threat to the structural integrity of the facility.

Scope of Work

Remove approximately 160 square feet of damaged and deteriorated soffit and installation of a new plaster soffit. The existing support structure will be reused.

Budget: \$11,199

Project II – Hazardous Floor Replacement at rooms W115, W124, W126 and W165

Justification:

The existing carpet in the 4 designated classrooms has become warn, frayed and wrinkled. This carpet is a considerable tripping hazard and no longer meets Illinois Accessibility Code or Federal ADAAG standards.

Scope of Work

Remove roll carpet in rooms W115, W124, W126 and W165 and replace with carpet tiles.

Budget: \$22,054

Project III - Aluminum Window Replacement at 2nd Floor – South Wing & West Wing

Justification:

The existing aluminum storefront windows and frames on the 2nd Floor are allowing moisture to infiltrate the building. Sealants have failed and metal panel skins (within the storefront system) are delaminating. Joints between the aluminum window frames and the building as well as the joints around the glazing need to be resealed to prevent moisture infiltration. This will improve the structural integrity of the facility.

Scope of Work

Remove existing aluminum storefront windows and frame and replace with units that provide more energy efficient glazing, thermally broken aluminum frames and will prevent water from infiltrating the building.

Budget:

South Wing	\$76,600
West Wing	<u>\$76,600</u>
Total	\$153,200

Project IV- Variable Air Volume Equipment Replacement:

1st Floor - South Wing; 2nd Floor - South Wing; 1st Floor - West Wing:

Justification:

The existing zone HVAC controls primarily consist of pneumatically controlled variable air volume (VAV) boxes. The boxes installed throughout the main building provide space temperature control by moving a gear-driven plunger in the air stream that regulates the airflow. The gears and pneumatic actuators in a majority of these VAV's have failed. The VAV's fail in the open position, which not only makes zone temperature control unattainable, but it wastes a considerable amount of energy.

Scope of Work:

Replace & retrofit existing pneumatic VAV controls with Direct Digital Control (DDC) devices and integrate these devices into the building automation system. This work would include providing new digital thermostats in the spaces.

Budget:

1st Floor - South Wing	\$55,294
2nd Floor - South Wing	\$52,918
1 st Floor – West Wing	\$47,130
Total	\$155,342

Project V – Energy Efficient Lighting Improvements at 2nd Floor - South Wing**Justification:**

The existing lighting is provided a variety of light fixture types consisting of fluorescent, incandescent, metal halide, and low pressure sodium. Replacing the existing fixtures with new energy efficient LED fixtures will reduce energy consumption, utility bills, and maintenance costs.

Scope of Work:

Replace all existing lighting with energy efficient LED fixtures. The Lithonia “BLT” series is used as the basis of design for pricing for standard 2x4 troffer type fixtures.

Budget: \$56,407

The following chart provides a summary of the above detailed projects and costs by location.

<u>2016 PH&S Projects</u>	<u>Soffit Repairs</u>	<u>Carpet Replacement</u>	<u>Window Replacement</u>	<u>/AV Replacement</u>	<u>Lighting</u>	<u>Total</u>
Carroll Center			76,600	52,918	56,407	185,925
West Wing		22,054	76,600	47,130		45,784
South Wing				55,294		55,294
Shilling	11,199					11,199
Project Total	11,199	22,054	153,200	155,342	56,407	398,202

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

**RESOLUTION NO. 17-3: RESOLUTION TO APPROVE PROTECTION, HEALTH, AND
SAFETY PROJECT and TAX LEVY**

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

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

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

WHEREAS, there are not sufficient funds available in the Operation and Maintenance Fund to complete the project and the college has no available balance of protection, health & safety monies from previous projects; and

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

WHEREAS, the project recommended for repair and alterations is:

<u>Project Name</u>	<u>Budget Amount</u>
Soffit Replacement at Shilling Center Entrance	\$11,199
Hazardous Floor Replacement	\$22,054
Window Replacement	\$153,200
Energy Efficient Lighting	\$56,407
Variable Air Volume Replacement	\$155,342

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

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

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to insure the structural integrity of Richland Community College facilities.
3. There are not sufficient funds available in the Operation and Maintenance Fund of Richland Community College to complete the project set forth above.
4. The Board approved the completion of the Protection, Health, and Safety project as described below:

<u>Project Name</u>	<u>Budget Amount</u>
Soffit Replacement at Shilling Center Entrance	\$11,199
Hazardous Floor Replacement	\$22,054
Window Replacement	\$153,200
Energy Efficient Lighting	\$56,407
Variable Air Volume Replacement	\$155,342

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

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

BY: _____
Bruce Campbell, Chairman

ATTEST:

Dr. David Coopriders, Secretary

DATE December 20,2016 (SEAL)



Memorandum

Business Office

To: Dr. Cris Valdez and the Board of Trustees

From: Greg Florian *GF*

Date: December 2, 2016

Re: Tax Levy

Attached is the tax levy for 2016 for consideration by the Board of Trustees. Section 3-20 of the Public Community College Statute requires that the board of each community college district shall determine, as near as practicable, how much money must be raised by a special tax for educational purposes and for operations and maintenance of facilities purposes for the next year. This levy is to be approved and sent to the county clerk on or before the last Tuesday in December, annually.

This levy is based on Equalized Assessed Value (EAV) projections for each county in the Richland District. At this time of year, county clerks provide estimates for their county's EAV. The final EAV upon which the actual levy will be extended and certified will be determined in May 2017. The EAV used in the calculation of the 2016 extension is a 3.04 percent increase above the 2015 certified EAV. This estimate approximates the long-term growth in the District's EAV.

The extensions for the 2016 taxes based upon Richland's rates and the estimated EAV are as follows:

Education Fund	\$6,365,307
Operations & Maintenance Fund	\$926,200
Liability, Protection, & Settlement Fund	\$1,400,000
Social Security & Medicare	\$175,945
Audit	\$63,600
Protection, Health & Safety	\$325,000
Debt Service	<u>\$3,022,643</u>
Total Levy	\$12,278,695

This extension is a 3.04% increase from the 2015 levy, however, the actual amount extended may be different from this amount.

It is recommended that the Board of Trustees adopt a resolution approving the tax levy.

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

RESOLUTION NO. 17-2: RESOLUTION FOR FISCAL YEAR TAX LEVY

WHEREAS, the Board of Trustees of Community College District No. 537 (Richland Community College), Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, and State of Illinois, annually adopts a budget and appropriates monies for educational purposes and for operations and maintenance purposes for a fiscal year beginning July 1 and ending June 30, and

WHEREAS, the levy for the year 2016 will be allocated 100% for the fiscal year 2018 beginning July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED that the said Board of Trustees hereby does levy against all taxable property of said Community College District for the year 2016 the sum of \$6,365,307 for educational purposes, the sum of \$926,200 for operations and maintenance purposes, the sum of \$1,400,000 for tort liability purposes, the sum of \$175,945 for Social Security and Medicare insurance purposes, the sum of \$63,600 for financial audit purposes, and the sum of \$325,000 for protection, health and safety purposes, and

BE IT FURTHER RESOLVED that the Chairman and Secretary of said Board of Trustees be and they hereby are authorized to execute and file with the County Clerk of the Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby on or before the last Tuesday of December, 2016, a certificate of tax levy showing the aforementioned amounts.

BY: _____
Bruce Campbell, Chairman

ATTEST:

Dr. David Coopriider, Secretary

DATE: December 20, 2016 (SEAL)

NEW BUSINESS



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Crist Valdez

From: Greg Florian *Greg Florian*

Date: December 12, 2016

Re: Bookstore Contract Approval

The College's contract with Nebraska Bookstore expired at the end of September 2015. College administration was in the process of exercising the option to extend the contract for a second 5-year term as provided for in the contract. Subsequent to the expiration of the contract, Follett Higher Education Group purchased the operations of the Nebraska Bookstore Company. Follett's assumed the operations of Richland's bookstore in the fall of 2015. We worked with Follett's under the terms of the old contract and have been pleased with the services provided by the bookstore. They have implemented several new services such as electronic financial aid vouchering, implementing on-line purchase linked to the student's course schedule, and increasing digital and rental options.

Follett's has offered a proposal that is summarized below:

	Follett
Hours /per week	Match Current Hours
Refund Policy	7 days from Class
Discounts:	
College Purchases	20%
Staff Purchases	10%
Commission:	
Up to \$1 million	11.5%
Over \$1 million	12.5%
Scholarships - Annual	\$3,000 + \$2000
Renovation Allowance	\$65,000
Other Allowance	\$25,000

The commission is .5% increase on a lower base than the current contract and the scholarships remain at the same annual level.

Therefore, it is recommended that the Board of Trustees authorize the Administration to contract with Follett Higher Education Group to provide College bookstore services and sales for a five-year term as provided in the proposal dated October 2016.

If you have questions, please contact me.



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian *Greg Florian*

Date: December 12, 2016

Re: Travel Limits

The General Assembly passed Public Act 099-0604 which created the Local Government Travel Expense Control Act. The Act provides that "All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation".

The Act also requires units of local government, to publically approve the travel, meal, and lodging expenses for reimbursement. Specifically, the Act requires "(1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency."

These limits and requirements become effective on January 1, 2017. However, written policy is not required to be in-place until July 30, 2017. College staff are developing appropriate Board of Trustees Policy and procedure that will meet the new statutory requirements and will submit through the appropriate College process over the next several months.

Staff reviewed prior years' travel expenses to determine appropriate maximum reimbursement amounts. Below are recommended travel maximums.

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate
Auto	IRS Standard Mileage Rate at time of reimbursement
Rental Car	Lowest reasonable rate
Rail or Bus	Lowest reasonable rate

Taxi, Shuttle, Rideshare or Public Transportation	Actual reasonable rate
--	------------------------


Maximum Reimbursable Rates for Meals	
Breakfast	\$12.00
Lunch	\$20.00
Dinner	\$35.00

Maximum Reimbursable Rates for Lodging	
Major Metropolitan Areas	\$300.00
Other Locations	\$190.00

Therefore, it is recommended that the Board of Trustees adopt the rates for the period of January 1, 2017 through December 31, 2017 as show in the table above for all travel, meal, and lodging expenses of officers and employees.

If you have questions, please contact me.

BOARD POLICIES, PROPOSALS, AND CHANGES

TO: Board of Trustees and Cris Valdez
FROM: Greg Florian 
DATE: December 20, 2016
SUBJECT: Board Policy Section 2.6.1.1 – Illinois Business Enterprise for Minorities, Females, and Persons, with Disabilities Act Aspirations – Adoption and Third Reading


Mr. Chairman, Members of the Board, Section 2.6.1.1 of the Board Policy Manual is presented for the third reading and adoption.

Section 30ILCS 575/1, Business Enterprise for Minorities, Females, and Person with Disabilities Act, was amended during the previous legislative session. The Act was broadened in scope to include “institutions of higher education” which specifically extended coverage to community colleges. Several of the requirements in the Act establish aspirational goals for contracts with entities that are certified as Minority, Female, and Person with Disabilities Enterprises (MFBE’s), public policy statement, and purchasing guidelines. Additional requirement will force community colleges to file a plan for compliance and annual reports to the Business Enterprise Council via the Illinois Community College Board. The first step of the process is to adopt a policy that specifically addresses the goals. The following language will meet the intent of the legislation and has been reviewed by the College’s policy committee.

Policy 2.6.1.1 – Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act Aspirations

In accordance with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1), the Board instructs the college to set aspirational goals to increase the participation of businesses owned by minorities, females, and persons with disabilities in the College’s purchasing process. Per the Act, the Board also instructs the College President to appoint a liaison to the Business Enterprise Council, and authorizes the President or designee to develop procedures to prove compliance with the Act.

Therefore, it is recommended that the Board of Trustees adopt Board Policy Section 2.6.1.1 – Illinois Business Enterprise for Minorities, Females, and Persons, with Disabilities Act Aspirations, as presented.

TO: Dr. Valdez and the Board of Trustees
FROM: Lisa Gregory 
DATE: December 20, 2016
SUBJECT: Board Policies – Section 1 – Board of Trustees – Adoption and Third Reading

Mr. Chairman, Members of the Board, Section 1 of the Board Policy manual is presented for third reading and adoption.

The 99th General Assembly passed and the Governor signed into law several pieces of legislation that amended the Illinois Public Community College Act. Subsequently additional sections are required in Section 1 – Board of Trustees, in the Board Policy Manual.

These changes include limitations on an outgoing Board of Trustees regarding the amendment or execution of a new presidential employment agreement prior to the swearing in of a new board as well as transparency requirements for all new presidential contracts. Further limitations have been established that apply to all employee contracts. Additionally, leadership training, aside from the Open Meetings Act, will be required for trustees.

The three new policy sections have been reviewed by IEG, Cabinet, and twice by the Board of Trustees, and are presented for final action.

Therefore, it is recommended that the Board of Trustees adopt Board Policy Section 1, as presented.

**POLICY MANUAL
SECTION 1 – BOARD OF TRUSTEES
BOARD OF TRUSTEES**

WALK THROUGH

SECTION #	SECTION TITLE	STATUS	PROCEDURE
1.1	Legal Basis	No Change	No
1.2	Entity – Procedural Capacity	No Change	No
1.3	Authority of Board Members	No Change	No
1.4	Student Trustee	No Change	Yes
1.5	Election	No Change	Yes
1.6	Organization	No Change	Yes
1.7	Vacancies on the Board	No Change	Yes
1.8	Role and Relationship Between The Board of Trustees and the Chief Executive Officer	No Change	No
1.9 NEW	Board Limitations on New Presidential Contracts	NEW	Yes
<u>1.10 NEW</u>	Employment Contract Transparency	NEW	Yes
1.9	Open Meetings Act Training	Yes	Yes
<u>1.11 NEW</u>	Trustee Training	NEW	Yes
1.10 <u>12</u>	Meetings	No Change	Yes
1.11 <u>13</u>	Minutes of Meetings	No Change	Yes
1.12 <u>14</u>	Appearance of Citizens Before the Board	No Change	Yes Procedure in Policy
1.13 <u>15</u>	Resource Specialists to the Board	No Change	No

1.14 16	Amendment or Repeal	No Change	No
1.15 17	Board Study Retreat	No Change	No
1.16 18	Policy Dissemination	No Change	No
1.17 19	College Mission and Purpose	No Change	No
1.18 20	Leadership, Values and Tenets of Community College Trusteeship	No Change	No
1.19 21	Values and Tenets for Richland Community College Employees	No Change	No
1.20 22	College Participative Committee Structure	No Change	No
1.21 23	Strategic Plan	No Change	No
1.22 24	Board Travel	No Change	Yes
1.23 25	Trustee Emeritus Program	No Change	Yes
1.24 26	President Emeritus Program	No Change	Yes

1.1 LEGAL BASIS - Adopted 11/75. Reviewed 3/81; 2/13

As the policy making group of a public governmental institution, regulated by laws of the State of Illinois, and more precisely by the Illinois Public Community College Act of 1965, as amended, the Board of Trustees is subject to certain restrictions set forth in the aforementioned act under the classifications of Duties and Authority. (110 ILCS 805/3-21 et seq.)

The Board has the powers enumerated in the Public Community College Act. The list of powers set forth in these sections is not exclusive, and the Board may exercise all other powers not inconsistent with the Public Community College Act that may be required and appropriate for the maintenance, operation and development of any College under the jurisdiction of the Board. (110 ILCS 805/31-43)

1.2 ENTITY - PROCEDURAL CAPACITY - Adopted 11/75. Reviewed 3/81; 2/13

The Board of Trustees of the College District is a body politic and corporate known as the "Board of Trustees of Community College District No. 537, Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, and State of Illinois," and by that name may sue and be sued in all courts and places where judicial proceedings are had. (110 ILCS 805/3-11)

1.3 AUTHORITY OF BOARD MEMBERS - Adopted 11/75. Reviewed 3/81

Members of the Board of Trustees have authority only when acting as a Board in legal session.

No business shall be conducted by the Board except at a regular meeting or reconvened meeting thereof, or at a duly called special meeting.

The Board will not be bound in any manner by any action(s) or statement(s) of an individual Board member or employee, unless such action(s) or statement(s) is pursuant to specific instruction by the Board when legally in session. Action of such member or members must be confirmed by the

Board.

1.4 STUDENT TRUSTEE

A student trustee serves as a member of the Board of Trustees for a one-year term beginning April 15 of each year, as provided by law. (110 ILCS 805/3-7.24) The student assumes all the rights and responsibilities of a district-elected Board member with the exception of his/her advisory-voting status. The student trustee:

- A. is admitted to all sessions of the Board;
- B. receives materials elected Board members do;
- C. is allowed to make or second motions;
- D. is allowed to register on advisory vote on all matters brought before the board with the exception of the President's Compensation; and
- E. cannot make or second a motion on matters of financial obligations.

1.5 ELECTION

Election of members for the Board of Trustees shall conform with the consolidated election law. (10 ILCS 5/1-1, and at 110 ILCS 805/3-7 *et seq.*)

1.6 ORGANIZATION

Following the election and canvass, the Chairman of the Board shall convene the new Board and conduct the election for chairman, vice-chairman, and secretary. (110 ILCS 805/3-8)

1.6.1 Duties of Chairman

The Chairperson of the Board shall preside at all meetings and to perform such other duties as are required by law or by action of the Board. (110 ILCS 805/3-10)

1.6.2 Duties of Vice-Chairman

It is the duty of the Vice-Chairperson to serve in the absence of the Chairperson of the Board. In the absence of the Chairperson and Vice-Chairperson, the Board shall appoint a Chairperson pro tempore. (110 ILCS 805/3-10)

1.6.3 Duties of Secretary

The Secretary of the Board shall perform the duties usually pertaining to the office and such other duties as are imposed by law or by action of the Board. In the absence of the secretary, the Board Chairperson shall appoint a Secretary pro tempore who shall be a member of the Board. (110 ILCS 805/3-10)

1.6.4 Committees

The Chairperson of the Board may appoint ad hoc committees as are deemed necessary by the Board. A committee shall report recommendations to the Board for appropriate action and may be dissolved when its report is complete and accepted by the Board.

Any ad hoc committee of Board members or any committee supported by the Board may be deemed a public body and shall comply with the notice and other requirements of the Illinois Open Meetings Act.

1.7 VACANCIES ON THE BOARD

Whenever a vacancy occurs, the remaining members shall fill the vacancy through an open process with a call for candidates and in accordance with law. (110 ILCS 805/3-7(d))

The person so appointed shall serve until a successor is elected at the next regular election for members of the Board of Trustees and is certified. (10 ILCS 5/22-17 and 22-18).

The Board will ensure that the replacement subscribes to the Tenets of Trusteeship as provided in Board Policy 1.18.

1.8 ROLE AND RELATIONSHIP BETWEEN THE BOARD OF TRUSTEES AND THE CHIEF EXECUTIVE OFFICER

The policy of the Board of Trustees is to recognize and maintain the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of District 537, and those administrative functions and duties which are to be performed by the chief executive officer and his/her staff. The Board views the legislative authority that is vested within itself as a body

of the whole rather than as individuals acting unilaterally.

Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information obtained from thorough study and analysis. In that regard, the Board looks toward the chief executive officer to provide recommendations, suggestions, and options relating to both short and long-term goals and objectives of the District. These recommendations will be presented in a manner that allows the Board an adequate period of deliberation which will ultimately result in the adoption of policies that enhance the well-being of Richland Community College.

The Board recognizes that if the chief executive officer is to be strong and responsible for the prudent management of the district and its resources, likewise, the Board must also be strong, fully informed and recognize its responsibility to be fully supportive of the chief executive officer by granting him/her full authority to carry out and implement the administration of District 537 in accordance with those policies adopted by the Board.

The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the College District. The Board will encourage and be supportive of an atmosphere that will allow the chief executive officer the flexibility and creativity to successfully exercise his/her administrative style necessary for successfully carrying out the administrative functions of the District.

**1.9 BOARD LIMITATION ON NEW PRESIDENTIAL AGREEMENTS Adopted
12/16**

The Board will comply with the limitations on new presidential employment agreements as set forth in the Public Community College Act. (110 ILCS 805/3-8, and 110 ILCS 805/3-65)

1.10 EMPLOYMENT CONTRACT TRANSPARENCY - ADOPTED 12/16

The Board will comply with the employment contract transparency requirements on new presidential employment agreements as set forth in the Public Community College Act. (110 ILCS 805/3-70)

1.11 TRUSTEE TRAINING - Adopted 12/16

The Board will comply with all training provisions of the Open Meetings Act and the Public Community College Act. (5 ILCS 120/1.05, and 110 ILCS 805/3-8.5)

1.12 MEETINGS

The meetings of the Board shall be held at such times, dates and places as are fixed by the Board at its organizational meeting. (110 ILCS 805/3-8)

All meetings shall be open to the public except as provided by law. (5 ILCS 120/2)

1.12.1 Quorum

A majority of the voting members of the Board shall constitute a quorum for the transaction of business. The student trustee does not constitute a quorum. (110 ILCS 805/3-9, and 5 ILCS 120/2.01)

1.12.2 Recording the Proceedings

Any person may record the proceedings of a public meeting. (5 ILCS 120/2.05)

1.12.3 Order of Business for Board Meetings

The President and his/her Assistant, in consultation with the Chairperson of the Board of Trustees, shall be responsible for preparing and transmitting to the members of the Board an agenda for each meeting of the Board.

1.12.4 Parliamentary Procedure

Unless in conflict with these rules of procedure, the laws of the State of Illinois or the rules and regulations of the Illinois Community College Board, Robert's Rules of Order, as revised, shall govern the procedure of all Board meetings.

1.12.5 Preparation for Meetings

In consultation with the president, the Board may establish procedures for the preparation of documents for Board meetings to ensure that there is adequate time for Board members to review and prepare for the business to be conducted.

1.13 Minutes of Meetings - Adopted 11/75. Reviewed 3/81; Revised

Minutes must be kept for all Board meetings whether open or closed, and for all committee meetings.

1.14 APPEARANCE OF CITIZENS BEFORE THE BOARD - Revised 2/15

It has been and is the intent and purpose of Richland Community College to provide a forum for citizens of the Richland Community College District to express their views, opinions, and concerns about the College to the Board of Trustees.

It is not intended that matters be brought before the Board by employees or individual citizens that can or should be handled through administrative procedures.

To further this intent and purpose, and to provide for an orderly procedure, the following guidelines are hereby established:

1. Appearance may be made only by individual citizens or as a representative of an organization. The citizen shall identify himself or herself and the organization being represented, if any.
2. The Chairperson of the Board of Trustees shall allot a fifteen (15) minute time period for citizens to appear and express their views before the Board of Trustees.

3. Each citizen who appears will be limited to three (3) minutes.
4. The Chairman may shorten or lengthen a citizens' opportunity to speak.
5. All citizens are to conduct themselves with respect and civility toward others.
6. The Board of Trustees shall not respond to any views expressed by any citizen appearing under this procedure.

Residents of the College District wishing to address the Board are to contact the Office of the President not later than twenty-four (24) hours prior to the date of the Board meeting setting forth with reasonable particularity the matter or matters to be addressed.

1.15 RESOURCE SPECIALISTS TO THE BOARD

Attorney

The Board shall employ the services of an attorney(s) to act as its counsel on legal matters by direction of the Board.

Auditor

The Board will employ a public accounting firm to audit the financial records of the Richland District. (110 ILSC 805/3-22.1)

Treasurer

The Board will designate a treasurer to review the financial records of the Richland District. (110 ILSC 805/3-(24))

1.16 AMENDMENT OR REPEAL

The Policy Manual of the Board may be amended, repealed or added to upon motion made in writing for that purpose by any member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented to the Board in writing. A quorum of the

Board shall be required for the adoption of any amendment, alteration, repeal or addition to these policies.

1.17 BOARD STUDY RETREAT

The Board of Trustees shall conduct a study session for long-range planning annually with the date for the session to be established at a regular meeting of the Board and that the Chairman be is authorized to appoint a committee of the Board to work with the president to establish an agenda for the study session.

1.18 POLICY DISSEMINATION

The President shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees.

Accessibility is to extend at least to all employees of the College, to members of the Board and to persons in the community.

1.19 COLLEGE MISSION AND PURPOSE

Statement of Purpose

The primary purpose of Richland Community College is to improve the quality of life in Central Illinois by actively serving the educational needs of the people, organizations, and institutions it serves. The college pledges to provide equal access to education and training for all citizens regardless of race, age, sex, religion, national origin, ethnic background or disability.

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.

Richland Community College achieves its mission and purpose by offering the following programs:

1. The first two years of a baccalaureate education;
2. Technical courses, certificates, and degrees designed to provide job training, re-training, and upgrading of skills;
3. Basic educational skills designed to prepare students to engage in college level study;
4. Student development programs and services designed to help students identify educational and career goals, set realistic career paths, and develop skills necessary to achieve intellectual and personal growth;
6. Academic programs and services which provide supplemental support to both teaching and learning;
7. Community education activities and programs which complement, enhance, and contribute to the growth and enrichment of students and the community both inside and outside of the classroom providing opportunities for life-long learning; and
8. Workforce development activities and programs that promote linkages with business, industry, and governmental agencies designed to meet the changing needs of the market place and promote economic growth in the region.

1.20 LEADERSHIP, VALUES AND TENETS OF COMMUNITY COLLEGE TRUSTEESHIP - Adopted 3/20/90.

The community college is an egalitarian institution committed to the principle that higher education should be available to every person who can benefit. The purpose of a comprehensive community college is to serve all who then can serve to build a better society.

The primary task of the Board of Trustees is to serve as a regenerative force, always expanding and improving the College's service to people. Given this basic condition, the activities and deliberations of the Board of Trustees will be governed by the following tenets:

The Values

Respect

Respect is a moral disposition which requires determined consideration of all things, both living and material. Respect is no friend of tolerance. Respect reaches into the thing considered and comes to understand and appreciate its qualities.

Honesty and Integrity

Honesty and Integrity can survive anything. Honesty is a glass house, no secrets, always open, always engaged. Integrity is the house foundation; it is the stage on which honesty stands.

Compassion

Compassion is genuine concern and interest in everything - people, things, projects, and activities. Compassion is always working. Compassion cares.

The Tenets

About Allegiance

Trustees have but one allegiance that is to the institution and its mission. Representing special constituencies dilutes trust and undermines institutional mission.

About Commitment

To achieve distinction requires commitment, and commitment requires the devotion of time, thought, energy, effort, and ability whenever needed.

About Creating a Culture of Sustainability

When the Board of Trustees weaves the core values into sustainable concepts with a perspective measured by the Triple Bottom Line (Environment, People, Economics), the College becomes values driven exceeding its mission.

About Distinction

The Board of Trustees has the authority and autonomy to be original, creative, and regenerative; that is its responsibility. If the College is to become an institution of distinction, it will be because the Board demonstrates and requires distinctive service.

About Evaluation

Purpose achieved with distinction does not occur in a vacuum. It occurs because there is a Board desire for distinction and a willingness to measure how well it is achieved.

About Power

Power rests mostly with the Board of Trustees but also extends far beyond it. Trustee power and influence well used will result in staff power and influence well used; students will be served.

About Purpose

The purpose of an educational institution is more than a Board decision. It is a Board responsibility. Defining the institution is a critical task which requires continuing review.

About Service

All activities in which the College engages -- teaching, serving, and guiding -- must be evaluated by their effect upon students and community. How the College serves its community, how it serves and prepares its students are fundamental criteria by which the College must be measured.

About Teamwork

The Board is made up of individuals with differing values and beliefs, and debate is expected and natural. Although there are individual expressions, there are no individual decisions. Board decisions must be team decisions.

**1.21 VALUES AND TENETS FOR RICHLAND COMMUNITY COLLEGE
EMPLOYEES**

The moral character of an educational organization is reflective of its leadership. Among those involved in the art and science of teaching and service, it is imperative that teachers, leaders, and service providers demonstrate a strong commitment to good principle and ethical behavior. The fundamental contributions of education to society demand commitment to exemplary values. At Richland Community College, these values are embodied in our Core Values, which were adopted by the Board of Trustees in 2003.

These core values and tenets serve as the guiding principles for Richland Community College and its employees.

Commitment

We are dedicated to meeting the needs of the communities we serve.

I/We will

- Strive and maintain a quality educational experience.
- Support the mission and vision of the College.
- Focus on student and stakeholder needs.
- Respond to the changing needs of our communities in a timely manner.
- Create new programs and services to meet identified needs.
- Continuously evaluate and improve programs, services, systems, and policies.
- Utilize a shared decision-making process.

Respect

We recognize the expertise of all members of the College community and encourage individual contribution.

I/We will

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of

self-worth.

- Promote trust through truthfulness, professional courtesy, and fair treatment.
- Recognize and support employee and student contributions.
- Demonstrate faith in and reliance on the integrity and abilities of others.

Excellence

We strive to develop and pursue higher standards.

I/We will

- Exhibit quality in staffing, facilities, programs, and services.
- Promote continuous improvement.
- Anticipate needs and respond accordingly.
- Encourage creativity and innovation.
- Utilize systems that promote student and employee success.
- Exceed student and stakeholder expectations.
- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.
- Support risk-taking and view setbacks as learning experiences.

Accountability

We assume and demonstrate responsibility for our actions.

I/We will

- Take responsibility for personal and professional growth and development.
- Continuously evaluate and improve our systems and policies.
- Establish and communicate clearly defined and articulated goals and objectives.
- Establish and communicate clearly the standards and expectation of staff.
- Ensure our work adds value to the College and District.
- Demonstrate fiscal and social responsibility.

Diversity

We believe that our similarities and difference are opportunities for establishing a common bond and strengthening the College.

I/We will

- Employ a College workforce that reflects the community we serve.
- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate the strength of diversity.
- Provide educational experiences that promote a greater appreciation for diversity.
- Implement learning activities that integrate diversity topics in the classroom.
- Seek and consider multiple points of view.

1.22 COLLEGE PARTICIPATIVE COMMITTEE STRUCTURE - 10/19/04

The Board of Trustees authorizes the administration to establish a college-wide, participative committee structure that will develop policies and procedures relative to academic, administrative, operational, and human resource functions. The purpose of the committee structure shall be to recommend policies and procedures that 1) meet student needs, 2) maintain high academic standards, 3) follow regulatory laws, 4) practice and uphold core values, 5) value employees and encourage employees to maximize their knowledge, skills, and abilities, and 6) demonstrate operational accountability and fiscal responsibility.

1.23 STRATEGIC PLAN

The Board of Trustees will adopt and maintain a Strategic Plan on a regular cycle.

The Strategic Plan will be reviewed and aligned with Academic Quality Improvement Program (AQIP) planning and

will be a component in driving the annual budgeting process. The review and modification of the plan will be a collaborative effort involving the faculty, staff, and students.

1.24 BOARD TRAVEL - Adopted 8/21/90; Revised

It is important and necessary for the welfare and governance of the College that members of the Board of Trustees engage in educational and development opportunities as well as serving as advocates for community colleges on local, state, and national levels. Accordingly, it is the policy of the Board of Trustees to encourage Board members, including the student trustee, to travel for purposes of further education and experience when such travel will prove to be of benefit to the College. This benefit shall relate to and support the mission, vision, and goals of the College and more specifically to the governance of the College and to all other duties and responsibilities of Board members. (110 ILCS 805/3-7(e))

The Board of Trustees, however, recognizes that there must be a balance in meeting this need and the need for fiscal responsibility and accountability. Therefore, on an annual basis and in advance of each upcoming fiscal year, the College will establish the priorities for the representational needs of the Board of Trustees.

In the implementation of this policy, the Board of Trustees shall adhere to the travel procedures set forth.

1.25 TRUSTEE EMERITUS PROGRAM

A member of the Board of Trustees who leaves the Board after serving the College a minimum of 10 years may be considered for the title, Trustee Emeritus, based upon the recommendation of a majority of the members of the Board of Trustees.

The privileges of the Trustee Emeritus status will be as follows:

A. The Trustee Emeritus will be granted a tuition waiver

for credit and non-credit classes as is consistent with other waivers as identified in the Policy Manual of the Board of Trustees,

- B. The Trustee Emeritus will receive Richland Community College business cards indicating the Trustee Emeritus status, and
- C. The Trustee Emeritus will remain on the College mailing list and be invited to College functions and activities.

1.26 PRESIDENT EMERITUS PROGRAM

A President of the College who leaves after serving the College a minimum of 10 years may be considered for *the title, President Emeritus*, based upon the recommendation of a majority of the members of the Board of Trustees.

The privileges of the President Emeritus status will be as follows:

- A. The President Emeritus will be granted a tuition waiver for credit and non-credit classes as is consistent with other waivers as identified in the Policy Manual of the Board of Trustees,
- B. The President Emeritus will receive Richland Community College business cards indicating the President Emeritus status, and
- C. The President Emeritus will remain on the College mailing list and be invited to College functions and activities.

TO: Board of Trustees and Cris Valdez
FROM: Greg Florian *Greg Florian*
DATE: December 14, 2016
SUBJECT: Board Policy Sections 3.6.1-Salaried Status; 3.6.2-Overtime Pay; 3.6.5.8-Vacation Leave; 3.6.5.4-Eligibility for Leave; 3.6.5.6-Sick Leave; 3.6.5.7-Bereavement Leave; 3.6.5.7.5-Bereavement Leave All employees

Mr. Chairman, Members of the Board, Sections 3.6.1, 3.6.2, 3.6.4.8, 3.6.5.4, 3.6.5.6, 3.6.5.7, and 3.6.5.7.5 of the Board Policy Manual is presented for the second reading.

Intended changes to the Federal Fair Labor Standards Act - Final Rule regarding criteria for qualifying for overtime compensation was to become effective on December 1, 2016. However, a federal court judge in Texas issued an injunction, which froze the implementation of the Rule pending further consideration. Given that additional changes may result from further court action, language identifying employees as either "overtime eligible" or "overtime ineligible" were returned to the current language of "exempt" or "non-exempt". No other changes were made since the first reading.

Other recent Illinois statutory changes expand Bereavement Leave and Sick Leave.

No action is necessary at this time.

Thank you.

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3.6.1 Salaried Status - 11/18/08

Certain employees may be paid on a salaried basis working in jobs found to and are not eligible for overtime and be exempt from coverage under the Fair Labor Standards Act (FLSA) may be paid on a salaried basis. Salaries are typically paid bimonthly and are generally not changed due to increases or decreases in work load. Employees on a salary basis that are paid less than the minimum amounts specified (FLSA) in the regulations are eligible for overtime.

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

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

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

3.6.2 Overtime Pay

Certain employees, referred to as "non-exempt" employees, are eligible for overtime pay. Other employees, referred to as "exempt," are not entitled to additional compensation for working overtime. Rather, their compensation packages are intended to compensate them for all hours worked, including any overtime hours.

Non-exempt employees must obtain consent from their

Board of Trustee's Policy Section 3 DRAFT revision

supervisor before working any overtime beyond the regular forty (40)-hour workweek. Failure to obtain consent may result in discipline. An employee may be required to work overtime.

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

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

- a. Prior written approval by the supervisor is obtained.
- b. The employee knowingly consents in writing to receive compensatory time in lieu of overtime payment prior to any overtime work being performed.
- c. The employee is made aware that the compensatory time off received may be used, preserved, or cashed out as provided by the law.
- d. The compensatory time earned must not exceed forty (40) hours. The employee should work with the supervisor to establish an appropriate schedule of use.

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

Hours compensated but not actually worked, such as paid leave and paid snow days are not considered work time for the computation of overtime. Overtime-eligible employees that are required to work during paid leave time are exempt from this provision.

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

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

Full-time non-exempt, twelve (12)-month administrative staff

Board of Trustee's Policy Section 3 DRAFT revision

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

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

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

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

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

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

Without notification to the contrary, accumulated vacation

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will be paid to the employee at the time of termination or retirement.

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

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

3.6.5.4 Eligibility for Leave

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

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

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

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

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

Sick leave may be used only **absences due to an illness, injury, or medical appointment** for personal immediate family illnesses and personal disability, unless otherwise required to be exhausted under the College's policies or pursuant to applicable law. Immediate family is defined as parent, sister, brother, spouse, party to a civil union, child, parent-in-law, **grandchild, grandparent, step-parent** or anyone regularly residing with the employee. The employee may be required to provide a doctor's statement to his or her supervisor if the personal or immediate family illness lasts over two days in order to receive sick leave pay and also to be able to return to work.

Board of Trustee's Policy Section 3 DRAFT revision

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

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

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

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

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

Employees absent due to bereavement leave will be paid for the hours they normally would have worked.

3.6.5.7.5 Bereavement Leave All employees -

In accordance with Illinois Child Bereavement Leave Act, all employees are eligible to take up to a total of ten (10) working days leave time for the death of a child, step-child, adopted child, or foster child to;

- 1. attend the funeral of the child;**
- 2. Make arrangements necessitated by the death of the Child or;**
- 3. Grieve the death of the Child.**

Bereavement Leave must be completed within 60 days after the employee receives notice of the death.

An employee may elect to substitute accrued sick, vacation, or personnel time for any unpaid leave portion.

FINANCIAL REPORT

TO: Board of Trustees
FROM: Cris Valdez *CV*
DATE: December 20, 2016
SUBJECT: Financial Report

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

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

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

Thank you.

Richland Community College

Financial Report
November, 2016

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Richland Community College
Treasurer's Report
November 30, 2016

Fund	Balance 11/01/16	Receipts for Month	Disbursements for Month	Balance 11/30/16	Int. Bearing Accounts	Separate Inv. Instruments
Education Fund	5,539,163.57	3,096,187.16	(4,217,088.18)	4,418,262.55	3,868,262.55	550,000.00
Oper & Maint Restricted	627,908.40	188.17	.00	628,096.57	628,096.57	.00
Bond & Interest Fund	2,245,105.45	333.97	(1,500,000.00)	745,439.42	745,439.42	.00
Auxiliary Enterprises	323,073.94	206,548.99	(329,589.28)	200,033.65	200,033.65	.00
Restricted Purposes Fd	768,254.29	864,453.59	(714,285.71)	918,422.17	597,386.44	321,035.73
Working Cash Fund	6,983,695.15	2,564.64	.00	6,986,259.79	5,985,644.13	1,000,615.66
Trust & Agency Fund	116,534.21	150,747.98	(9,549.98)	257,732.21	257,732.21	.00
Audit Fund	53,353.12	14.91	(44.68)	53,323.35	53,323.35	.00
Liab, Protect, Settle	1,813,581.54	7,368.90	(2,513.26)	1,818,437.18	1,718,437.18	100,000.00
Totals	18,470,669.67	4,328,408.31	(6,773,071.09)	16,026,006.89	14,054,355.50	1,971,651.39

SEPARATE INVESTMENT INSTRUMENTS						
Fund	Amount	Instrument	Rate	Maturity	Term/Months	
EDUCATION FUND	300,000.00	CD-Busey	0.10	01/22/2017	6.0	
EDUCATION FUND	250,000.00	CD-SOY	0.20	01/30/2017	12.0	
RESTR-PARTNER'S IN ED	16,565.79	CD-PNC	0.10	01/30/2017	6.0	
RESTR-EQUIP REPLACEMENT	300,000.00	CD-HPB	0.25	08/10/2017	12.0	
WORKING CASH FUND	302,077.84	CD-HPB	0.05	01/29/2017	3.0	
WORKING CASH FUND	110,000.00	CD-HPB	0.25	03/23/2017	12.0	
WORKING CASH FUND	117,645.82	CD-Regns	0.01	05/22/2017	7.0	
WORKING CASH FUND	120,892.00	CD-Regns	0.05	06/21/2017	13.0	
WORKING CASH FUND	350,000.00	CD-HPB	0.25	11/22/2017	12.0	
LPS FUND	100,000.00	CD-Busey	0.10	03/27/2017	6.0	

Richland Community College
 Revenue Summary-Education Fund
 For the month of November
 1617

-----	Actual Rev 11/30/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 11/30/16	%	-----
Fund: 01 Education Fund							
Local Government Sources							

Current Taxes	5,691,634.51	6,077,181.63	93.7	6,209,722.00	5,934,200.74	95.6	
Chargeback	4,221.90	6,227.12	67.8	6,200.00	.00	.0	
Interest on Taxes	42.96	300.08	14.3	500.00	77.45	15.5	

Local Government Sources	5,695,899.37	6,083,708.83	93.6	6,216,422.00	5,934,278.19	95.5	
State Government Sources							

ICCB Credit Hour Grants	.00	433,399.90	.0	.00	728,766.66	.0	
ICCB Equalization Grant	.00	50,000.01	.0	.00	.00	.0	
ICCB CTE Formula Grant	.00	.00	.0	.00	187,134.00	.0	
Replacement Taxes	162,583.85	445,777.61	36.5	442,000.00	78,268.06	17.7	

State Government Sources	162,583.85	929,177.52	17.5	442,000.00	994,168.72	224.9	
Student Tuition & Fees							

Tuition-Credit	4,863,077.60	5,597,079.17	86.9	6,336,854.00	5,338,862.68	84.3	
Fees	683,845.50	751,593.50	91.0	729,335.00	623,291.00	85.5	

Student Tuition & Fees	5,546,923.10	6,348,672.67	87.4	7,066,189.00	5,962,153.68	84.4	
Other Revenue/Sources							

Investment Revenue	177.52	2,009.97	8.8	2,000.00	2,920.59	146.0	
Other Revenue	85,041.19	334,872.71	24.7	309,600.00	78,565.54	25.0	
Transfer In	.00	9,712.84	.0	5,000.00	.00	.0	

Other Revenue/Sources	85,218.71	346,595.52	24.6	316,600.00	81,486.13	25.7	

Total Revenue	11,490,625.03	13,708,154.54	83.8	14,041,211.00	12,972,086.72	92.4	
=====							

Richland Community College
 Revenue Summary-Operations & Maint
 For the month of November
 1617

-----	Actual Rev 11/30/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 11/30/16	%	-----
Fund: 02 Operations & Maint							
Local Government Sources							

Current Taxes	827,030.86	883,800.59	93.6	894,350.00	863,086.07	96.5	
Interest on Taxes	6.16	43.57	14.1	500.00	11.24	2.2	
-----	-----	-----	-----	-----	-----	-----	-----
Local Government Sources	827,037.02	883,844.16	93.6	894,850.00	863,097.31	96.5	
State Government Sources							

ICCB Credit Hour Grants	.00	47,133.38	.0	.00	54,853.34	.0	
-----	-----	-----	-----	-----	-----	-----	-----
State Government Sources	.00	47,133.38	.0	.00	54,853.34	.0	
Student Tuition & Fees							

Tuition-Credit	469,500.56	538,371.49	87.2	222,446.00	179,276.82	80.6	
Fees	53,716.00	102,392.00	52.5	96,000.00	51,270.00	53.4	
-----	-----	-----	-----	-----	-----	-----	-----
Student Tuition & Fees	523,216.56	640,763.49	81.7	318,446.00	230,546.82	72.4	
Other Revenue/Sources							

Other Revenue	163,115.50	628,323.32	26.0	569,211.00	153,617.20	27.0	
-----	-----	-----	-----	-----	-----	-----	-----
Other Revenue/Sources	163,115.50	628,323.32	26.0	569,211.00	153,617.20	27.0	

Total Revenue	1,513,369.08	2,200,064.35	68.8	1,782,507.00	1,302,114.67	73.0	
=====	=====	=====	=====	=====	=====	=====	=====

Richland Community College
Revenue Summary-Operating Funds
For the month of November
1617

-----	Actual Rev 11/30/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 11/30/16	%	-----
Total Operating Funds							
Local Government Sources							

Current Taxes	6,518,665.37	6,960,982.22	93.6	7,104,072.00	6,797,286.81	95.7	
Chargeback	4,221.90	6,227.12	67.8	6,200.00	.00	.0	
Interest on Taxes	49.12	343.65	14.3	1,000.00	88.69	8.9	

Local Government Sources	6,522,936.39	6,967,552.99	93.6	7,111,272.00	6,797,375.50	95.6	
State Government Sources							

ICCB Credit Hour Grants	.00	480,533.28	.0	.00	783,620.00	95.6	
ICCB CTE Formula Grant	.00	.00	.0	.00	187,134.00	.0	
Replacement Taxes	162,583.85	445,777.61	16.7	442,000.00	78,268.06	17.7	

State Government Sources	162,583.85	976,310.90	16.7	442,000.00	1,049,022.06	237.3	
Student Tuition & Fees							

Tuition-Credit	5,332,578.16	6,135,450.66	86.9	6,559,300.00	5,518,139.50	84.1	
Fees	737,561.50	853,985.50	86.4	825,335.00	674,561.00	81.7	

Student Tuition & Fees	6,070,139.66	6,989,436.16	86.8	7,384,635.00	6,192,700.50	83.9	
Other Revenue/Sources							

Investment Revenue	177.52	2,009.97	8.8	2,000.00	2,920.59	146.0	
Other Revenue	248,156.69	963,196.03	25.8	878,811.00	232,182.74	26.4	
Transfer In	.00	9,712.84	.0	5,000.00	.00	.0	

Other Revenue/Sources	248,334.21	974,918.84	25.5	885,811.00	235,103.33	26.5	

Total Revenue	13,003,994.11	15,908,218.89	81.7	15,823,718.00	14,274,201.39	90.2	
=====							

Richland Community College
 Revenue Summary-Other Funds
 For the month of November
 1617

	Actual Rev 11/30/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 11/30/16	%

Fund: 03 Oper & Maint Restricted						
Interest on Investments	.00	517.32	.0	100.00	29.90	29.9
Int on Cash/IL Funds Acc	170.13	683.52	24.9	500.00	677.89	135.6
Gifts/Donations	.00	435,386.00	.0	535,000.00	.00	.0
FundBalanceAppropriation	.00	.00	.0	95,800.00	.00	.0
Reimbursed Expenditures	.00	13,032.00	.0	.00	.00	.0

Total Revenue/Sources	170.13	449,618.84	.0	631,400.00	707.79	.1
=====						
Fund: 04 Bond & Interest Fund						
Current Taxes	2,239,630.74	2,403,247.98	93.2	3,295,396.00	3,179,553.14	96.5
Interest on Taxes	16.88	118.61	14.2	100.00	41.73	41.7
Int on Cash/IL Funds Acc	161.50	512.13	31.5	100.00	1,821.48	1821.5

Total Revenue/Sources	2,239,809.12	2,403,878.72	93.2	3,295,596.00	3,181,416.35	96.5
=====						
Fund: 05 Auxiliary Enterprises						
CPED Credit Revenue	131,736.45	342,422.96	38.5	327,000.00	181,594.54	55.5
NonCredit Revenue	79,022.52	142,147.52	55.6	162,000.00	66,422.59	41.0
ContractNoncreditRevenue	21,344.65	62,323.39	34.2	53,900.00	20,065.48	37.2
ICCB Credit Hour Grants	.00	29,016.72	.0	.00	.00	.0
Fitness Tuition	13,044.00	19,160.00	68.1	32,000.00	9,834.00	30.7
Fitness Membership Fees	6,006.67	21,599.17	27.8	20,000.00	7,165.00	35.8
Special Event Revenue	38,430.35	98,732.22	38.9	81,276.00	23,666.33	29.1
Clubs and Organizations	56,489.96	139,539.06	40.5	160,000.00	48,242.83	30.2
Int on Cash/IL Funds Acc	12.42	373.68	3.3	.00	390.62	.0
Shilling Community Cntr	16,666.25	34,396.25	48.5	35,000.00	14,778.50	42.2
Child Care Revenue	51,338.00	114,059.00	45.0	105,000.00	40,309.50	38.4
CCRS Paid Revenue	4,319.03	11,011.94	39.2	22,000.00	5,399.54	24.5
Child Care Transfer Rev	22,500.00	83,162.00	27.1	70,000.00	27,200.00	38.9
Copy Center Fees	18,084.62	72,514.56	24.9	36,000.00	15,256.64	42.4
Transfer In	.00	101,295.00	.0	75,000.00	.00	.0
Reimbursed Expenditures	47,959.72	47,959.72	100.0	.00	.00	.0
Revenue-Contractual	3,461.00	5,390.00	64.2	3,500.00	2,283.00	65.2
Revenue-Misc/OtherSource	4,724.18	11,050.85	42.7	11,700.00	2,943.36	25.2

Total Revenue/Sources	515,139.82	1,336,154.04	38.6	1,194,376.00	465,551.93	39.0
=====						

Richland Community College
Revenue Summary-Other Funds
For the month of November
1617

	Actual Rev 11/30/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 11/30/16	%

Fund: 06 Restricted Purposes Fd						
Financial Aid	3,182,214.01	7,259,244.76	43.8	7,014,892.00	3,038,381.39	43.3
Interest on Investments	119.54	902.32	13.2	.00	84.24	.0
Int on Cash/IL Funds Acc	.76	119.18	.6	.00	76.47	.0
Sale of Equipment	.00	12,414.00	.0	.00	.00	.0
College Fair Revenue-PIE	4,620.00	7,602.11	60.8	.00	.00	.0
PartnersSaluteRevenuePIE	1,500.00	6,310.00	23.8	.00	.00	.0
YouthLeadershipRev-PIE	6,600.00	6,600.00	100.0	.00	.00	.0
Grants Revenue	117,657.88	1,196,619.11	9.8	1,521,671.47	410,061.37	26.9
Gifts/Donations	29,455.63	99,687.49	29.5	43,709.00	25,759.30	58.9
Contributions-PIE	1,858.00	1,887.75	98.4	.00	.00	.0
Transfer In	40,286.26	113,499.55	35.5	.00	.36	.0
FundBalanceAppropriation	1,198.38	71,538.97	1.7	43,093.00	.00	.0
Revenue-Contractual	.00	220,565.25	.0	8,000.00	7,989.00	99.9
Revenue-Misc/OtherSource	6,775.00	9,400.00	72.1	1,500.00	7,450.00	496.7

Total Revenue/Sources	3,392,285.46	9,006,390.49	37.7	8,632,865.47	3,489,802.13	40.4
=====						
Fund: 07 Working Cash Fund						
Bond Proceeds	.00	3,000,000.00	.0	.00	.00	.0
Interest on Corp Cash	800.95	9,462.43	8.5	5,000.00	7,746.45	154.9

Total Revenue/Sources	800.95	3,009,462.43	.0	5,000.00	7,746.45	154.9
=====						
Fund: 10 Trust & Agency Fund						
Club Revenue	16,947.83	30,682.47	55.2	28,100.00	15,362.67	54.7
Int on Cash/IL Funds Acc	5.36	149.72	3.6	.00	139.60	.0
College Fair Revenue-PIE	.00	.00	.0	3,900.00	3,575.00	91.7
YouthLeadershipRev-PIE	.00	.00	.0	2,900.00	2,900.00	100.0
Transfer In	490.00	980.00	50.0	.00	.00	.0
Contributions	25,250.00	50,500.00	50.0	48,000.00	24,000.00	50.0

Total Revenue/Sources	42,693.19	82,312.19	51.9	82,900.00	45,977.27	55.5
=====						

Richland Community College
Revenue Summary-Other Funds
For the month of November
1617

	Actual Rev 11/30/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 11/30/16	%

Fund: 11 Audit Fund						
Current Taxes	79,043.85	71,560.35	110.5	85,658.00	82,630.71	96.5
Interest on Taxes	.50	3.53	14.2	10.00	1.04	10.4
Int on Cash/IL Funds Acc	6.70	64.76	10.3	45.00	68.17	151.5

Total Revenue/Sources	79,051.05	71,628.64	110.4	85,713.00	82,699.92	96.5
=====						
Fund: 12 Liab,Protect,Settle						
Current Taxes	1,356,822.36	1,448,204.57	93.7	1,656,986.00	1,598,902.23	96.5
Interest on Taxes	10.20	121.36	8.4	200.00	21.07	10.5
Insurance-StudentFees	14,440.00	16,920.00	85.3	20,000.00	11,476.00	57.4
Interest on Investments	.00	26.03	.0	50.00	24.38	48.8
Int on Cash/IL Funds Acc	146.61	1,215.15	12.1	800.00	1,909.89	238.7

Total Revenue/Sources	1,371,419.17	1,466,487.11	93.5	1,678,036.00	1,612,333.57	96.1
=====						

Richland Community College
Expenditure Summary by Major Function
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered Amount	*** %
Fund: Education Fund						
Continuing & Prof Ed	534,228.42	188,177.75	35.22	8,444.44	337,606.23	63.20
Office of Academic Svcs	404,664.81	157,669.15	38.96	.00	246,995.66	61.04
Business and Technology	87,990.20	148.43	.17	.00	87,841.77	99.83
Liberal Arts	2,207,063.00	829,424.85	37.58	.00	1,377,638.15	62.42
Math, Science & Business	2,117,367.50	789,153.12	37.27	.00	1,328,214.38	62.73
Health Professions	2,078,115.50	755,979.11	36.38	2,849.85	1,319,286.54	63.48
Workforce Development	632,439.95	214,419.66	33.90	11,374.37	406,645.92	64.30
Student Success	1,124,688.74	461,049.96	40.99	.00	663,638.78	59.01
Auxiliary Services	98,246.00	40,128.92	40.85	.00	58,117.08	59.15
Academic Support-LRC	412,604.96	189,114.54	45.83	1,011.13	222,479.29	53.92
Technical Services Supp	412,369.00	228,494.21	55.41	5,830.02	178,044.77	43.18
Institutional Support	3,139,432.92	1,335,749.91	42.55	104,544.99	1,699,138.02	54.12
Scholarship and Waivers	707,000.00	336,297.42	47.57	.00	370,702.58	52.43
Transfer Out	85,000.00	.00	.00	.00	85,000.00	100.00
Total Education Fund	14,041,211.00	5,525,807.03	39.35	134,054.80	8,381,349.17	59.69
Fund: Operations & Maint						
Maintenance	1,799,007.00	702,226.09	39.03	424,520.90	672,260.01	37.37
Total Operations & Maint	1,799,007.00	702,226.09	39.03	424,520.90	672,260.01	37.37
Fund: Oper & Maint Restricted						
Protection,Health,Safety	592,000.00	78,361.50	13.24	231,300.00	282,338.50	47.69
Maintenance	39,400.00	.00	.00	.00	39,400.00	100.00
Liability Protection	.00	.00	.00	.00	.00	.00
Total Oper & Maint Restricted	631,400.00	78,361.50	12.41	231,300.00	321,738.50	50.96
Fund: Bond & Interest Fund						
Bond and Interest	3,295,596.00	2,906,723.61	88.20	.00	388,872.39	11.80
Total Bond & Interest Fund	3,295,596.00	2,906,723.61	88.20	.00	388,872.39	11.80
Fund: Auxiliary Enterprises						
Continuing & Prof Ed	139,957.00	55,083.32	39.36	.00	84,873.68	60.64
Instructional Programs	535,588.00	240,159.90	44.84	18,791.29	276,636.81	51.65
Auxiliary Services	518,831.00	174,754.52	33.68	50,213.78	293,862.70	56.64
Total Auxiliary Enterprises	1,194,376.00	469,997.74	39.35	69,005.07	655,373.19	54.87

Richland Community College
Expenditure Summary by Major Function
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual 11/30/2016	Expended ** %	Encumbered	*** Unencumbered Amount	*** %
Fund: Restricted Purposes Fd						
Grants	1,679,773.47	589,181.34	35.08	28,903.18	1,061,688.95	63.20
Financial Aid	6,953,092.00	3,341,307.16	48.05	.00	3,611,784.84	51.95
Transfer Out	.00	.36	.00	.00	-.36	.00
Total Restricted Purposes Fd	8,632,865.47	3,930,488.86	45.53	28,903.18	4,673,473.43	54.14
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						
Office of Academic Srvcs	6,800.00	2,396.38	35.24	.00	4,403.62	64.76
Student Engagement	76,100.00	34,869.63	45.82	825.00	40,405.37	53.10
Total Trust & Agency Fund	82,900.00	37,266.01	44.95	825.00	44,808.99	54.05
Fund: Audit Fund						
Institutional Support	16,033.00	6,798.17	42.40	.00	9,234.83	57.60
Audit	45,200.00	45,200.00	100.00	.00	.00	.00
Contingency	24,480.00	.00	.00	.00	24,480.00	100.00
Total Audit Fund	85,713.00	51,998.17	60.67	.00	33,714.83	39.33
Fund: Liab,Protect,Settle						
Liability Protection	1,592,438.00	664,887.94	41.75	264,741.99	662,808.07	41.62
Contingency	85,598.00	.00	.00	.00	85,598.00	100.00
Total Liab,Protect,Settle	1,678,036.00	664,887.94	39.62	264,741.99	748,406.07	44.60

Richland Community College
Expenditure Summary-Operating Funds
For the month of November
42% of Fiscal Year 1617

	Actual Exp 11/30/15	** Actual Expense ** 06/30/16	%	Budget 1617	*** Actual Expense ** 11/30/16	%	Encumbered	*** Unencumbered ***	%
Fund: Education Fund									
Salaries	4,342,739.49	10,582,707.74	41.0	10,101,081.00	3,791,429.54	37.5	.00	6,309,651.46	62.5
Employee Benefits	857,012.61	1,980,621.08	43.3	1,872,557.00	741,087.19	39.6	.00	1,131,469.81	60.4
Contractual Services	219,586.80	303,960.16	72.2	314,915.00	232,584.63	73.9	9,451.06	72,879.31	23.1
Commodities	376,044.22	672,662.18	55.9	676,307.00	297,012.06	43.9	93,348.89	285,946.05	42.3
Travel	30,089.32	76,852.04	39.2	65,451.00	46,342.08	70.8	2,609.25	16,499.67	25.2
Fixed Charges	31,506.83	89,317.53	35.3	88,400.00	26,574.98	30.1	28,348.60	33,476.42	.4
Capital Outlay	.00	.00	.0	.00	.00	.0	.00	.00	.0
Other	337,055.57	921,993.87	36.6	837,500.00	390,776.55	46.7	297.00	446,426.45	53.3
Transfer Out	40,286.26	214,794.43	18.8	85,000.00	.00	.0	.00	85,000.00	100.0
Contingency	.00	.00	.0	.00	.00	.0	.00	.00	.0
Total Expenditures	6,234,321.10	14,842,909.03	42.0	14,041,211.00	5,525,807.03	39.4	134,054.80	8,381,349.17	59.7
Fund: Operations & Maint									
Salaries	169,964.34	354,319.33	48.0	282,708.00	106,897.05	37.8	.00	175,810.95	62.2
Employee Benefits	50,336.27	105,303.95	47.8	84,278.00	34,862.05	41.4	.00	49,415.95	58.6
Contractual Services	170,179.92	487,793.35	34.9	527,201.00	180,267.37	34.2	308,272.44	38,661.19	7.3
Commodities	42,431.68	136,211.86	31.2	120,200.00	29,320.20	24.4	17,730.84	73,148.96	60.9
Travel	114.77	320.65	35.8	800.00	191.48	23.9	.00	608.52	76.1
Fixed Charges	275,980.27	733,099.66	37.6	780,555.00	348,612.94	44.7	98,517.62	333,424.44	.4
Capital Outlay	6,363.73	269,399.14	2.4	3,265.00	2,075.00	63.6	.00	1,190.00	36.4
Contingency	.00	.00	.0	.00	.00	.0	.00	.00	.0
Total Expenditures	715,370.98	2,086,447.94	34.3	1,799,007.00	702,226.09	39.0	424,520.90	672,260.01	37.4
Total Operating Funds									
Salaries	4,512,703.83	10,937,027.07	41.3	10,383,789.00	3,898,326.59	37.5	.00	6,485,462.41	62.5
Employee Benefits	907,348.88	2,085,925.03	43.5	1,956,835.00	775,949.24	39.7	.00	1,180,885.76	60.3
Contractual Services	389,766.72	791,753.51	49.2	842,116.00	412,852.00	49.0	317,723.50	111,540.50	13.2
Commodities	418,475.90	808,874.04	51.7	796,507.00	326,332.26	41.0	111,079.73	359,095.01	45.1
Travel	30,204.09	77,172.69	39.1	66,251.00	46,533.56	70.2	2,609.25	17,108.19	25.8
Fixed Charges	307,487.10	822,417.19	37.4	868,955.00	375,187.92	43.2	126,866.22	366,900.86	42.2
Capital Outlay	6,363.73	269,399.14	2.4	3,265.00	2,075.00	63.6	.00	1,190.00	36.4
Other	337,055.57	921,993.87	36.6	837,500.00	390,776.55	46.7	297.00	446,426.45	53.3
Transfer Out	40,286.26	214,794.43	18.8	85,000.00	.00	.0	.00	85,000.00	100.0
Total Expenditures	6,949,692.08	16,929,356.97	41.1	15,840,218.00	6,228,033.12	39.3	558,575.70	9,053,609.18	57.2

Auxiliary Enterprises Fund
Instructional Programs
Statement of Revenue and Expense
Cash Basis
NOV 1617

	Actual	Budget
Continuing and Professional Education		

Revenues:		
Fitness Center	16,999.00	52,000.00
6000 CPED Administration	12,015.73	22,000.00
6001 CDL	110,600.00	206,000.00
6002 Computer & Technology	2,986.75	16,400.00
6003 Dance	21,377.09	55,100.00
6004 Hobby & Leisure	12,685.00	43,000.00
6007 Safety-Industrial	73,302.54	131,100.00
6008 Shilling Rentals	14,778.50	35,000.00
6013 Culinary Arts	5,466.50	18,000.00
6027 Manufacturing Camp	20,000.00	15,000.00
	-----	-----
Total Revenues	290,211.11	593,600.00
	-----	-----
Expenses:		
Fitness Center	17,998.74	44,850.00
6000 CPED Administration	53,758.26	139,957.00
6001 CDL	77,254.71	170,232.00
6002 Computer & Technology	5,867.57	19,795.00
6003 Dance	19,627.79	47,012.00
6004 Hobby & Leisure	30,288.65	70,285.00
6007 Safety-Industrial	57,614.06	143,054.00
6008 Shilling Rentals	7,018.79	20,236.00
6013 Culinary Arts	4,960.58	12,830.00
6027 Manufacturing Camp	20,000.00	15,000.00
	-----	-----
Total Expenses	294,389.15	683,251.00
	-----	-----
Net Income (Loss)	(4,178.04)	(89,651.00)
	=====	=====

Note: Credit Hour Reimbursement Revenue included above 0.00

Auxiliary Enterprises Fund
 Outdoor Events
 Statement of Revenue and Expense
 Cash Basis
 NOV 1617

	Actual	Budget
Revenues:		
6014 Dance Productions	10,438.00	35,000.00
6019 Outdoor Events Admin	0.00	11,963.00
6030 Misc Events	6,635.00	18,600.00
	-----	-----
Total Revenues	17,073.00	65,563.00
	-----	-----
Expenses:		
6014 Dance Productions	3,437.55	27,362.00
6019 Outdoor Events Admin	11,834.14	36,251.00
6030 Misc Events	445.99	1,950.00
	-----	-----
Total Expenses	15,717.68	65,563.00
	-----	-----
Net Income (Loss)	1,355.32	.00
	=====	=====

Auxiliary Enterprises Fund
 Workforce Development
 Statement of Revenue and Expense
 Cash Basis
 NOV 1617

	Actual	Budget
Revenues:		
6009 Traffic Safety	9,669.00	37,000.00
8907 Culinary Restaurant	28,705.58	83,500.00
8908 Coffee Shop	18,600.58	59,500.00
8915 Misc Culinary Events	2,972.00	4,000.00
	-----	-----
Total Revenues	59,947.16	184,000.00
	-----	-----
Expenses:		
6009 Traffic Safety	17,563.41	37,106.00
8907 Culinary Restaurant	27,613.99	56,600.00
8908 Coffee Shop	19,591.07	54,000.00
8915 Misc Culinary Events	2,031.76	2,900.00
	-----	-----
Total Expenses	66,800.23	150,606.00
	-----	-----
Net Income (Loss)	(6,853.07)	33,394.00
	=====	=====

Richland Community College
 Restricted Purposes Fund-Grants
 NOV 1617

	Grant Period	Budget	* Actual Expense	% *	Encumbered	** Unencumbered	% **
Federally Funded Grants							

11117	ADM Sequestration Grant 07/01/2010 - 12/31/2017	76,020.00	33,337.91	43.85	1,392.33	41,289.76	54.31
11696	DCP-STOP Act Grnt 09/30/2015 - 09/29/2016	30,756.70	30,756.70	100.00	0.00	0.00	.00
11795	DCP-Strategic Prevention 07/01/2016 - 06/30/2017	150,000.00	40,478.71	26.99	3,282.13	106,239.16	70.83
11615	Intelligent Monitor Sys 10/02/2015 - 09/30/2018	0.00	4,454.26	0.00	0.00	-4,454.26	0.00
11680	TRIO Grant 09/01/2015 - 08/31/2016	64,171.77	64,033.20	99.78	0.00	138.57	.22
11780	TRIO Grant 09/01/2016 - 08/31/2017	291,341.00	64,087.26	22.00	0.00	227,253.74	78.00
Total		612,289.47	237,148.04	38.73	4,674.46	370,466.97	60.51

State Funded Grants							

11654	Adult Ed Performance Grt 07/01/2015 - 12/31/2016	58,025.00	27,249.89	46.96	0.00	30,775.11	53.04
11672	Adult Ed State Basic 07/01/2015 - 12/31/2016	131,500.00	59,769.68	45.45	13,963.19	57,767.13	43.93
11718	Hwy Construct Career Grt 07/01/2016 - 06/30/2017	354,400.00	119,223.26	33.64	1,000.00	234,176.74	66.08
11764	SOS Literacy Grant 07/01/2016 - 06/30/2017	67,000.00	40,699.15	60.75	0.00	26,300.85	39.26
Total		610,925.00	246,941.98	40.42	14,963.19	349,019.83	57.13

Locally Funded Grants							

11681	Bridging The Gap SU16 05/20/2016 - 08/31/2016	9,821.00	1,210.51	12.33	0.00	8,610.49	87.67
8999	Decatur Comm Partnership 10/01/2007 -	39,500.00	3,339.00	8.45	0.00	36,161.00	91.55
Total		49,321.00	4,549.51	9.22	0.00	44,771.49	90.78

Cash/RCC Restricted Programs							

11458	Project READ 07/01/2013 -	20,060.00	14,692.88	73.24	0.00	5,367.12	26.76
EQUI	Reserved for Equipment 07/01/2005 -	8,033.00	2,032.94	25.31	6,000.00	0.06	.00
Total		28,093.00	16,725.82	59.54	6,000.00	5,367.18	19.11

Richland Community College
 Restricted Purposes Fund-Grants
 NOV 1617

	Grant Period	Budget	* Actual Expense	% *	Encumbered	** Unencumbered	% **
RCC-Foundation Funded Grants							

11733	Foundation Gifts to RCC 07/01/2016 - 06/30/2017	28,709.00	18,923.35	65.91	0.00	9,785.65	34.09
		-----	-----	-----	-----	-----	-----
	Total	28,709.00	18,923.35	65.91	0.00	9,785.65	34.09
Fed Funded through State							

11712	Carl Perkins-ICCB 07/01/2016 - 06/30/2017	181,733.00	46,754.00	25.73	3,007.67	131,971.33	72.62
11732	Federal Adult Ed Basic 07/01/2016 - 06/30/2017	76,109.98	828.66	1.09	0.00	75,281.32	98.91
11713	Perkins Leadership Suppl 07/01/2016 - 06/30/2017	10,000.00	150.00	1.50	0.00	9,850.00	98.50
11756	Program Improvement Grnt 07/01/2016 - 06/30/2017	20,793.00	0.00	0.00	257.86	20,535.14	0.00
		-----	-----	-----	-----	-----	-----
	Total	288,635.98	47,732.66	16.54	3,265.53	237,637.79	82.33
Total Grants		1,617,973.45	572,021.36	35.35	28,903.18	1,017,048.91	62.86

Richland Community College

ACCOUNT SUMMARY

NOV 1617

Fund: Education Fund	Month	Full Year	Year to Date		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	127,074.48	1,512,184.00	592,484.39	0.00	39.2	919,699.61
51200 Professional/Tech Salary	55,524.90	631,499.00	276,809.53	0.00	43.8	354,689.47
51201 Professional/Tech-PT	1,634.98	20,000.00	7,639.23	0.00	38.2	12,360.77
51202 Professional/Tech-PT	2,953.65	28,050.00	18,187.16	0.00	64.8	9,862.84
51310 F/T Faculty Salary	355,560.54	4,005,927.00	1,245,461.89	0.00	31.1	2,760,465.11
51315 F/T Faculty-Summer Sal	0.00	323,324.00	284,064.41	0.00	87.9	39,259.59
51320 P/T Faculty Salary	84,720.51	920,445.00	297,925.08	0.00	32.4	622,519.92
51325 P/T Faculty-Summer Sal	0.00	82,785.00	42,911.67	0.00	51.8	39,873.33
51340 Overload Salary	51,230.84	477,918.00	176,380.42	0.00	36.9	301,537.58
51345 Clinical Risk Stipends	3,511.12	35,700.00	14,548.92	0.00	40.8	21,151.08
51350 Independent Study Salary	0.00	31,000.00	8,052.50	0.00	26.0	22,947.50
51353 Proficiency Exam Salary	0.00	0.00	183.75	0.00	.0	-183.75
51356 Subs Instructors Salary	735.85	6,500.00	3,056.45	0.00	47.0	3,443.55
51360 LabFacilitators	1,626.29	20,000.00	7,039.04	0.00	35.2	12,960.96
51362 Faculty Tutors Salary	6,442.34	90,000.00	25,572.94	0.00	28.4	64,427.06
51400 Supervisory Staff Salary	43,170.27	516,637.00	217,559.95	0.00	42.1	299,077.05
51500 Academic Support Salary	14,975.18	179,702.00	70,584.14	0.00	39.3	109,117.86
51502 Academic Support-PT	13,655.45	106,000.00	84,063.76	0.00	79.3	21,936.24
51610 F/T Classified Salary	76,356.83	977,110.00	379,478.35	0.00	38.8	597,631.65
51620 P/T Classified Salary	4,256.91	50,300.00	19,504.31	0.00	38.8	30,795.69
51800 Student Workers Salary	1,227.19	26,500.00	5,416.18	0.00	20.4	21,083.82
51906 Interpreter Salary	-1,415.86	30,000.00	7,441.64	0.00	24.8	22,558.36
51912 Test Proctor Salary	1,396.92	6,000.00	3,148.82	0.00	52.5	2,851.18
51918 Overtime Wages	0.00	3,500.00	915.01	0.00	26.1	2,584.99
51930 Car Allowance	750.00	8,250.00	3,000.00	0.00	36.4	5,250.00
51935 SURS Fringe Benefit	0.00	11,750.00	0.00	0.00	.0	11,750.00
52080 SURS-RetireeHealthContri	3,691.55	43,601.00	18,224.93	0.00	41.8	25,376.07
52100 EmployeeBenefitsTotal	2,263.59	35,000.00	2,426.09	0.00	6.9	32,573.91
52101 Group Medical Ins	139,321.01	1,642,407.00	652,738.72	0.00	39.7	989,668.28
52102 Group Dental Ins	5,107.15	60,513.00	24,435.54	0.00	40.4	36,077.46
52104 Group Life Ins	2,651.07	31,641.00	12,557.75	0.00	39.7	19,083.25
52105 Group LTD Ins	1,624.38	19,395.00	7,692.66	0.00	39.7	11,702.34
52750 Staff/Family Waivers	0.00	40,000.00	23,011.50	0.00	57.5	16,988.50
53200 Consultants/Workshops	0.00	0.00	0.00	6,820.00	.0	-6,820.00
53205 Admin Computer-Maint	4,402.00	209,600.00	195,869.58	1,500.00	94.2	12,230.42
53400 Equip Repair/Maint Agree	3,161.00	28,750.00	6,493.23	215.52	23.3	22,041.25
53500 Legal Services-Admin	0.00	30,000.00	6,619.60	0.00	22.1	23,380.40
53900 Contractual-Other	797.69	19,690.00	9,910.97	915.54	55.0	8,863.49
53975 Professional Fees	0.00	9,000.00	5,376.25	0.00	59.7	3,623.75
53985 Accreditation Fees	4,500.00	15,675.00	7,375.00	0.00	47.0	8,300.00
53993 Employee Recognition EAT	0.00	1,000.00	880.00	0.00	88.0	120.00
53994 Employee Awards	0.00	600.00	60.00	0.00	10.0	540.00
53998 Student Awards	0.00	600.00	0.00	0.00	.0	600.00
54101 Office Supplies	1,445.03	24,180.00	7,601.40	0.00	31.4	16,578.60
54102 Instructional Supplies	-2,184.42	100,700.00	19,525.18	20,522.57	39.8	60,652.25
54200 Printing	114.14	32,200.00	8,545.32	13,425.56	68.2	10,229.12
54205 Credit Schedules	0.00	10,000.00	0.00	0.00	.0	10,000.00
54210 Catalog Printing	0.00	6,000.00	2,652.88	0.00	44.2	3,347.12
54400 Materials	3,594.61	46,120.00	8,595.82	189.06	19.0	37,335.12
54401 Audio Visual Materials	887.70	8,300.00	1,815.11	887.70	32.6	5,597.19
54402 Postage	1,129.42	26,000.00	5,862.12	7,041.18	49.6	13,096.70

Richland Community College

ACCOUNT SUMMARY

NOV 1617

Fund: Education Fund Acct Description	Month Actual	Full Year Budget	Year to Date		Pct	Variance
			Actual	Encumbered		
54408 Computer Software	8,405.00	145,502.00	117,293.56	1,171.90	81.4	27,036.54
54413 Transcripts	0.00	25,000.00	0.00	0.00	.0	25,000.00
54515 Reference Materials	0.00	1,000.00	0.00	0.00	.0	1,000.00
54520 Books-Library Collection	-172.68	11,500.00	1,980.33	0.00	17.2	9,519.67
54600 Publications & Dues	1,070.00	125,805.00	89,590.31	309.36	71.5	35,905.33
54700 Advertising	9,073.68	110,000.00	33,091.70	49,801.56	75.4	27,106.74
54705 Specialities	0.00	0.00	-214.40	0.00	.0	214.40
54710 WYSE Activities	0.00	1,000.00	0.00	0.00	.0	1,000.00
54905 Graphic Supplies	45.04	2,500.00	556.11	0.00	22.2	1,943.89
54908 Laundry/Linen Supplies	83.30	500.00	116.62	0.00	23.3	383.38
55100 Meeting Expense	592.39	3,151.49	3,271.02	0.00	103.8	-119.53
55150 Registration Fees	864.00	1,354.00	1,768.00	0.00	130.6	-414.00
55200 Travel-In State	1,355.05	23,520.51	2,326.65	138.00	10.5	21,055.86
55204 Travel-In State Mileage	194.40	9,300.00	1,061.15	1,555.20	28.1	6,683.65
55300 Travel-Out of State	1,423.77	3,125.00	1,992.25	916.05	93.1	216.70
55400 Recruitment	0.00	25,000.00	35,923.01	0.00	143.7	-10,923.01
56200 Equipment Rental	3,027.63	30,000.00	10,267.04	19,653.60	99.7	79.36
56800 Bank Card Fees	875.37	20,000.00	10,996.77	0.00	55.0	9,003.23
56810 Collection Co Charges	0.00	6,000.00	0.00	0.00	.0	6,000.00
56815 Graduation Expense	0.00	18,000.00	213.61	2,760.00	16.5	15,026.39
57500 Telephone	0.00	600.00	0.00	0.00	.0	600.00
57700 Telecommunications	235.02	13,800.00	5,097.56	5,935.00	79.9	2,767.44
59040 Write-Offs	20,592.64	240,000.00	98,579.68	0.00	41.1	141,420.32
59300 Chargeback Expense	24,115.71	25,000.00	29,989.91	0.00	120.0	-4,989.91
59405 Tuition Waiver	-384.50	340,000.00	181,290.83	0.00	53.3	158,709.17
59415 Illinois Veterans Grants	0.00	72,000.00	5,842.00	0.00	8.1	66,158.00
59416 Unfunded ING/MIA/POW	0.00	30,000.00	20,595.00	0.00	68.7	9,405.00
59901 Contributions	28,000.00	118,000.00	51,200.00	0.00	43.4	66,800.00
59965 Bank Service Charges	493.35	7,500.00	2,984.73	82.00	40.9	4,433.27
59999 Expense-Other	-18.40	5,000.00	294.40	215.00	10.2	4,490.60
71000 Transfer Out	1,117,765.08	13,956,211.00	5,525,807.03	134,054.80	40.6	8,296,349.17
	0.00	85,000.00	0.00	0.00	0.0	85,000.00
01 Education Fund	1,117,765.08	14,041,211.00	5,525,807.03	134,054.80	40.3	8,381,349.17

Richland Community College

ACCOUNT SUMMARY

NOV 1617

Fund: Operations & Maint	Month	Full Year	Year to Date		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	2,718.66	32,624.00	12,602.75	0.00	38.6	20,021.25
51200 Professional/Tech Salary	1,074.70	12,896.00	4,452.70	0.00	34.5	8,443.30
51400 Supervisory Staff Salary	6,755.00	81,059.00	30,744.18	0.00	37.9	50,314.82
51610 F/T Classified Salary	2,183.48	26,202.00	10,917.40	0.00	41.7	15,284.60
51700 Custodial,Maint Stf Sal	10,482.46	125,927.00	46,563.18	0.00	37.0	79,363.82
51918 Overtime Wages	0.00	4,000.00	1,616.84	0.00	40.4	2,383.16
52080 SURS-RetireeHealthContri	116.06	1,394.00	584.44	0.00	41.9	809.56
52101 Group Medical Ins	6,074.00	72,890.00	31,347.63	0.00	43.0	41,542.37
52102 Group Dental Ins	218.75	2,660.00	1,134.21	0.00	42.6	1,525.79
52104 Group Life Ins	94.72	1,137.00	473.62	0.00	41.7	663.38
52105 Group LTD Ins	58.03	697.00	290.15	0.00	41.6	406.85
52750 Staff/Family Waivers	0.00	5,500.00	1,032.00	0.00	18.8	4,468.00
53400 Equip Repair/Maint Agree	2,580.37	84,890.00	33,403.63	16,359.04	58.6	35,127.33
53405 Telephone Maint Agree	0.00	2,000.00	0.00	0.00	.0	2,000.00
53410 Custodial Services	0.00	390,780.00	134,215.75	274,732.00	104.6	-18,167.75
53415 Security	1,018.86	9,534.00	3,466.89	4,989.06	88.7	1,078.05
53420 Building Repair/Maint	0.00	2,672.00	0.00	2,672.34	100.0	-0.34
53900 Contractual-Other	0.00	17,900.00	3,896.00	2,135.00	33.7	11,869.00
53910 Pest Control	168.80	12,000.00	3,749.80	6,985.00	89.5	1,265.20
53915 Snow/Grounds	256.50	7,425.00	1,535.30	400.00	26.1	5,489.70
54101 Office Supplies	59.73	1,050.00	324.00	0.00	30.9	726.00
54104 Maintenance Supplies	1,721.28	88,050.00	15,133.35	11,937.74	30.7	60,978.91
54105 Vehicle Expense	0.00	18,600.00	3,166.27	4,647.66	42.0	10,786.07
54107 Wind Turbine Maintenace	0.00	5,500.00	9,015.17	0.00	163.9	-3,515.17
54200 Printing	0.00	750.00	201.14	0.00	26.8	548.86
54400 Materials	0.00	700.00	22.50	0.00	3.2	677.50
54600 Publications & Dues	15.00	450.00	75.00	0.00	16.7	375.00
54700 Advertising	0.00	100.00	46.72	0.00	46.7	53.28
54910 Uniforms	143.00	5,000.00	1,336.05	1,145.44	49.6	2,518.51
55100 Meeting Expense	0.00	150.00	24.43	0.00	16.3	125.57
55150 Registration Fees	150.00	150.00	150.00	0.00	100.0	0.00
55200 Travel-In State	0.00	500.00	17.05	0.00	3.4	482.95
56100 Facility Rental	11,139.25	133,105.00	55,124.93	77,972.11	100.0	7.96
56200 Equipment Rental	0.00	90,000.00	44,002.36	0.00	48.9	45,997.64
56400 Interest Expense	0.00	6,000.00	3,105.00	0.00	51.8	2,895.00
56600 Install Pymt Lease/Purch	2,177.80	79,880.00	55,835.61	15,115.33	88.8	8,929.06
56750 Property Taxes	0.00	17,400.00	16,327.75	0.00	93.8	1,072.25
57150 Propane	0.00	1,000.00	0.00	0.00	.0	1,000.00
57300 Electricity and Nat Gas	29,347.01	362,890.00	137,171.96	0.00	37.8	225,718.04
57400 Water,Sewage	3,190.96	28,100.00	14,725.58	488.56	54.1	12,885.86
57500 Telephone	3,351.02	37,500.00	15,844.24	1,605.30	46.5	20,050.46
57600 Refuse Disposal	1,849.26	20,480.00	6,475.51	3,336.32	47.9	10,668.17
57700 Telecommunications	0.00	4,200.00	0.00	0.00	.0	4,200.00
58400 Building Improvements	0.00	1,190.00	0.00	0.00	.0	1,190.00
58700 Equipment-Service	0.00	2,075.00	2,075.00	0.00	100.0	0.00
	86,944.70	1,799,007.00	702,226.09	424,520.90	62.6	672,260.01
71000 Transfer Out	0.00	0.00	0.00	0.00	0.0	0.00
02 Operations & Maint	86,944.70	1,799,007.00	702,226.09	424,520.90	62.6	672,260.01

Richland Community College
Expenditure Summary by Cost Center
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered	**** %
Fund: Education Fund						
Costs for Continuing & Prof Ed						
Automotive-Tech Occ	96,305.75	43,005.18	44.65	598.58	52,701.99	54.72
Collision Repair Tech	84,594.53	29,786.88	35.21	1,189.44	53,618.21	63.38
Diesel Med/Hvy Trk Tech	87,666.08	23,221.30	26.49	2,500.00	61,944.78	70.66
Heating,Vent,AC-Tech Occ	85,415.31	25,310.36	29.63	.00	60,104.95	70.37
Welding-Technical Occ	180,246.75	66,854.03	37.09	4,156.42	109,236.30	60.60
Total Continuing & Prof Ed	534,228.42	188,177.75	35.22	8,444.44	337,606.23	63.20
Costs for Office of Academic Srvc						
Honors Program	.00	937.76	.00	.00	-937.76	.00
Online Learning	131,208.46	54,711.31	41.70	.00	76,497.15	58.30
Academic Success	323,705.81	124,455.38	38.45	.00	199,250.43	61.55
Math Enrichment Center	80,959.00	32,276.01	39.87	.00	48,682.99	60.13
Total Office of Academic Srvc	535,873.27	212,380.46	39.63	.00	323,492.81	60.37
Costs for Business and Technology						
Dean-Business/Technology	87,990.20	148.43	.17	.00	87,841.77	99.83
Costs for Liberal Arts						
Dean-Liberal Arts	119,919.95	37,103.90	30.94	.00	82,816.05	69.06
Art-Baccalaureate	148,705.20	56,640.44	38.09	.00	92,064.76	61.91
Erlanson Art Gallery	1,200.00	.00	.00	.00	1,200.00	100.00
African Amer Stu-Baccal	66,611.20	26,760.35	40.17	.00	39,850.85	59.83
Engl/Human/Journal-Bacca	821,794.56	294,910.47	35.89	.00	526,884.09	64.11
Foreign Lang-Baccal	89,882.00	35,975.79	40.03	.00	53,906.21	59.97
Music-Baccalaureate	26,500.00	13,818.02	52.14	.00	12,681.98	47.86
Dance-Baccalaureate	1,974.00	805.75	40.82	.00	1,168.25	59.18
Philosophy-Baccalaureate	128,150.00	42,185.81	32.92	.00	85,964.19	67.08
Speech/Forensic/Drama	137,153.66	71,186.29	51.90	.00	65,967.37	48.10
EarlyChildhoodEduc-AAS	89,762.65	33,993.76	37.87	.00	55,768.89	62.13
Education-Baccalaureate	25,896.00	7,506.41	28.99	.00	18,389.59	71.01
History-Baccalaureate	178,233.67	71,064.23	39.87	.00	107,169.44	60.13
Political Sci-Baccal	21,986.30	8,998.83	40.93	.00	12,987.47	59.07
Psychology-Baccalaureate	242,693.36	83,756.66	34.51	.00	158,936.70	65.49
Sociology-Baccalaureate	106,600.45	44,718.14	41.95	.00	61,882.31	58.05
Total Liberal Arts	2,207,063.00	829,424.85	37.58	.00	1,377,638.15	62.42
Costs for Math, Science & Business						
Dean-Math Science Busine	170,499.50	61,224.38	35.91	.00	109,275.12	64.09
Accounting/Business	335,466.65	118,671.69	35.38	.00	216,794.96	64.62
Information Tech-OccTech	242,900.52	88,650.61	36.50	.00	154,249.91	63.50
Office Tech-Bus Occ	13,093.00	2,537.37	19.38	.00	10,555.63	80.62
Drafting/DesignEngineer	70,041.00	23,259.13	33.21	.00	46,781.87	66.79
Math-Baccalaureate	508,100.17	192,032.57	37.79	.00	316,067.60	62.21
Phys Sci/Physic-Baccal	84,386.95	26,984.63	31.98	.00	57,402.32	68.02

Richland Community College
Expenditure Summary by Cost Center
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered ***	**** %
General Science	10,873.00	6,645.45	61.12	.00	4,227.55	38.88
Biology-Baccalaureate	416,953.59	159,195.09	38.18	.00	257,758.50	61.82
Chemistry-Baccalaureate	131,461.75	50,791.32	38.64	.00	80,670.43	61.36
Earth Science-Baccal	20,674.87	7,188.01	34.77	.00	13,486.86	65.23
Economics-Baccalaureate	76,588.00	34,423.00	44.95	.00	42,165.00	55.05
Health Ed/Rec-Baccal	2,954.50	1,931.70	65.38	.00	1,022.80	34.62
CriminalJustice-Tech Occ	33,374.00	15,618.17	46.80	.00	17,755.83	53.20
Total Math, Science & Busines	2,117,367.50	789,153.12	37.27	.00	1,328,214.38	62.73
Costs for Health Professions						
Dean-Health Professions	198,709.00	79,891.74	40.21	215.52	118,601.74	59.69
Allied Health	199,377.00	90,680.79	45.48	.00	108,696.21	54.52
Human Simulator	81,737.50	26,935.74	32.95	124.68	54,677.08	66.89
Radiology Tech-Hlth Occ	223,542.00	99,640.33	44.57	1,555.20	122,346.47	54.73
Surgical Tech-Health Occ	183,735.00	68,594.12	37.33	.00	115,140.88	62.67
Fire Science-Tech Occ	47,893.00	19,680.23	41.09	.00	28,212.77	58.91
Nursing LPN -Health Occ	151,716.00	41,752.85	27.52	.00	109,963.15	72.48
Health Information Tech	210,434.00	86,872.37	41.28	.00	123,561.63	58.72
AAS Nursing -Health Occ	780,972.00	241,930.94	30.98	954.45	538,086.61	68.90
Total Health Professions	2,078,115.50	755,979.11	36.38	2,849.85	1,319,286.54	63.48
Costs for Workforce Development						
GED-AB & ASE	16,542.69	2,563.11	15.49	.00	13,979.58	84.51
Culinary Arts	228,590.59	85,432.22	37.37	11,326.86	131,831.51	57.67
Engineering-Baccal	26,924.00	7,683.14	28.54	.00	19,240.86	71.46
Horticulture-Bus Occup	137,048.32	43,327.90	31.62	.00	93,720.42	68.38
Engineering Technology	223,334.35	76,390.85	34.20	47.51	146,895.99	65.77
Total Workforce Development	632,439.95	215,397.22	34.06	11,374.37	405,668.36	64.14
Costs for Student Success						
Admission & Recruitment	236,118.00	78,500.14	33.25	.00	157,617.86	66.75
Advising and Records	279,879.47	103,717.27	37.06	.00	176,162.20	62.94
Counseling Services	192,144.00	86,878.65	45.22	.00	105,265.35	54.78
Career Services	55,536.50	24,101.54	43.40	.00	31,434.96	56.60
Student Engagement	50,266.72	21,207.63	42.19	.00	29,059.09	57.81
Fin Aid & Vet Affairs	264,980.05	127,833.97	48.24	.00	137,146.08	51.76
Student Life	45,764.00	18,810.76	41.10	.00	26,953.24	58.90
Total Student Success	1,124,688.74	461,049.96	40.99	.00	663,638.78	59.01
Costs for Auxiliary Services						
Copy Center	98,246.00	40,128.92	40.85	.00	58,117.08	59.15

Richland Community College
Expenditure Summary by Cost Center
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered	**** %

Costs for Academic Support-LRC						
LRC Audio Visual	8,300.00	1,763.84	21.25	1,011.13	5,525.03	66.57
LRC	273,096.50	132,639.39	48.57	.00	140,457.11	51.43

Total Academic Support-LRC	281,396.50	134,403.23	47.76	1,011.13	145,982.14	51.88
Costs for Technical Services Supp						
Networking Support	113,582.00	99,397.84	87.51	4,640.00	9,544.16	8.40
Academic Lab Support	57,535.00	28,246.93	49.10	18.12	29,269.95	50.87
Technical Services Suprt	241,252.00	100,849.44	41.80	.00	140,402.56	58.20

Total Technical Services Supp	412,369.00	228,494.21	55.41	4,658.12	179,216.67	43.46
Costs for Institutional Support						
VP Student Success	179,847.45	70,585.08	39.25	188.00	109,074.37	60.65
Fairview Park Plaza	25,491.43	10,927.66	42.87	.00	14,563.77	57.13
Clinton Center	25,628.00	11,169.69	43.58	.00	14,458.31	56.42
Administrative Info Syst	375,294.45	265,438.74	70.73	8,320.00	101,535.71	27.05
VP Economic Development	130,614.00	55,188.11	42.25	.00	75,425.89	57.75
Board of Trustees	43,000.00	9,893.37	23.01	.00	33,106.63	76.99
Presidents Office	457,113.37	231,264.71	50.59	2,006.05	223,842.61	48.97
Business Office	343,653.00	140,091.19	40.77	.00	203,561.81	59.23
Vice Pres Fin & Admin	102,636.00	39,254.81	38.25	.00	63,381.19	61.75
VP Academic Services	241,471.00	100,801.02	41.74	420.00	140,249.98	58.08
General Expenses	352,216.62	96,668.98	27.45	10,560.86	244,986.78	69.56
Copiers	33,000.00	10,715.41	32.47	33,079.16	-10,794.57	-32.71
Graphics	112,380.00	47,571.16	42.33	.00	64,808.84	57.67
Marketing	249,498.00	85,903.25	34.43	49,302.56	114,292.19	45.81
Employee Relations	500.00	240.41	48.08	.00	259.59	51.92
Human Resources	158,692.00	63,959.40	40.30	499.00	94,233.60	59.38
Institutl Effectiveness	85,891.60	35,179.79	40.96	.00	50,711.81	59.04
Faculty/Staff Developmt	1,000.00	880.00	88.00	.00	120.00	12.00
Foundation & Development	221,506.00	60,017.13	27.10	.00	161,488.87	72.90

Total Institutional Support	3,139,432.92	1,335,749.91	42.55	104,375.63	1,699,307.38	54.13
Costs for Scholarship and Waivers						
Waivers	682,000.00	306,307.51	44.91	.00	375,692.49	55.09
Chargeback	25,000.00	29,989.91	119.96	.00	-4,989.91	-19.96

Total Scholarship and Waivers	707,000.00	336,297.42	47.57	.00	370,702.58	52.43
Transfer Out	85,000.00	.00	.00	.00	85,000.00	100.00

Total Education Fund	14,041,211.00	5,526,784.59	39.36	132,713.54	8,381,712.87	59.69

Richland Community College
Expenditure Summary by Cost Center
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered ***	**** %
Fund: Operations & Maint						
Costs for Maintenance						
Renovations / Remodeling	6,862.00	.00	.00	2,672.34	4,189.66	61.06
Maintenance	362,331.00	126,752.78	34.98	28,061.83	207,516.39	57.27
Custodial	369,000.00	123,956.30	33.59	278,628.21	-33,584.51	-9.10
Grounds	34,900.00	14,767.32	42.31	15,115.33	5,017.35	14.38
Security	15,663.00	6,256.25	39.94	4,989.06	4,417.69	28.20
College Vehicle	18,600.00	3,166.27	17.02	4,647.66	10,786.07	57.99
Utilities	382,430.00	148,668.98	38.87	2,715.76	231,045.26	60.42
Administration O & M	246,126.00	104,392.93	42.41	.00	141,733.07	57.59
Clinton Center O&M	121,955.00	54,094.15	44.36	47,311.54	20,549.31	16.85
Fairview Plaza O&M	67,250.00	27,129.01	40.34	33,828.24	6,292.75	9.36
CSI Building O&M	5,260.00	2,502.12	47.57	1,481.18	1,276.70	24.27
Macon Co Soil & Water Bd	67,880.00	50,155.04	73.89	525.50	17,199.46	25.34
Sequestration Bldg O&M	22,730.00	9,149.77	40.25	.00	13,580.23	59.75
Workforce Development Ct	78,020.00	31,235.17	40.03	4,050.00	42,734.83	54.77
Total Maintenance	1,799,007.00	702,226.09	39.03	424,026.65	672,754.26	37.40
Total Operations & Maint	1,799,007.00	702,226.09	39.03	424,026.65	672,754.26	37.40

Richland Community College
 Expenditure Summary by Cost Center
 For the month of November
 42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered ***	**** %

Fund: Oper & Maint Restricted						
Renovations / Remodeling	630,900.00	77,861.50	12.34	231,300.00	321,738.50	51.00
Maintenance	500.00	500.00	100.00	.00	.00	.00

Total Oper & Maint Restricted	631,400.00	78,361.50	12.41	231,300.00	321,738.50	50.96
Fund: Bond & Interest Fund						
Costs for Bond and Interest						
Bond & Interest	3,295,596.00	2,906,723.61	88.20	.00	388,872.39	11.80

Total Bond & Interest Fund	3,295,596.00	2,906,723.61	88.20	.00	388,872.39	11.80

Richland Community College
Expenditure Summary by Cost Center
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered ***	**** %
Fund: Auxiliary Enterprises						
Costs for Continuing & Prof Ed						
Credit	296,691.00	131,211.93	44.23	17,744.80	147,734.27	49.79
NonCredit	238,897.00	108,947.97	45.60	777.89	129,171.14	54.07
Continuing&ProfEdAdmin	139,957.00	55,083.32	39.36	.00	84,873.68	60.64
Total Continuing & Prof Ed	675,545.00	295,243.22	43.70	18,522.69	361,779.09	53.55
Costs for Auxiliary Services						
Child Care Services	195,431.00	63,190.54	32.33	4,238.25	128,002.21	65.50
Theatre Productions	1,500.00	1,419.93	94.66	.00	80.07	5.34
CulinaryRestaurant	56,600.00	27,613.99	48.79	.00	28,986.01	51.21
Coffee House	54,000.00	19,591.07	36.28	4,200.00	30,208.93	55.94
Culinary Events	2,900.00	2,121.68	73.16	.00	778.32	26.84
Garden Center Ag/Hort	27,025.00	4,142.09	15.33	5,382.82	17,500.09	64.76
Fitness Center	44,850.00	17,998.74	40.13	.00	26,851.26	59.87
Outdoor Exposition SpcEv	65,525.00	15,753.34	24.04	.00	49,771.66	75.96
Copy Center	71,000.00	22,923.14	32.29	36,392.71	11,684.15	16.46
Total Auxiliary Services	518,831.00	174,754.52	33.68	50,213.78	293,862.70	56.64
Total Auxiliary Enterprises	1,194,376.00	469,997.74	39.35	68,736.47	655,641.79	54.89

Richland Community College
Expenditure Summary by Cost Center
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered ***	**** %
Fund: Restricted Purposes Fd						
Costs for Grants						
Continuing&ProfEdAdmin	6,000.00	.00	.00	6,000.00	.00	.00
Collision Repair Tech	700.00	.00	.00	699.76	.24	.03
Heating,Vent,AC-Tech Occ	13,989.00	3,008.75	21.51	1,497.70	9,482.55	67.79
Online Learning	7,800.00	4,710.78	60.39	.00	3,089.22	39.61
Information Tech-OccTech	3,500.00	321.75	9.19	.00	3,178.25	90.81
Biology-Baccalaureate	3,500.00	812.63	23.22	.00	2,687.37	76.78
Horticulture-Bus Occup	5,000.00	1,617.01	32.34	.00	3,382.99	67.66
Engineering Technology	71,479.00	146.00	.20	940.07	70,392.93	98.48
Student Services Records	35,235.85	8,043.48	22.83	.00	27,192.37	77.17
Career Services	3,334.00	3,333.33	99.98	.00	.67	.02
Student Life	4,000.00	200.07	5.00	.00	3,799.93	95.00
Child Care Services	6,500.00	905.45	13.93	.00	5,594.55	86.07
Coffee House	6,500.00	3,106.15	47.79	.00	3,393.85	52.21
LRC	22,000.00	11,660.69	53.00	.00	10,339.31	47.00
VP Student Success	8,000.00	1,757.27	21.97	.00	6,242.73	78.03
Presidents Office	2,033.00	2,032.94	100.00	.00	.06	.00
Business Office	8,000.00	2,988.63	37.36	.00	5,011.37	62.64
Institutl Effectiveness	375.00	375.00	100.00	.00	.00	.00
Faculty/Staff Developmt	25,081.00	7,745.65	30.88	.00	17,335.35	69.12
Foundation & Development	5,000.00	858.01	17.16	.00	4,141.99	82.84
Renovations / Remodeling	15,000.00	6,353.19	42.35	.00	8,646.81	57.65
Grant-Administration	342,084.61	113,645.13	33.22	128.00	228,311.48	66.74
Grant-Non-Administration	22,009.00	6,461.33	29.36	.00	15,547.67	70.64
Grants-Training	26,709.00	9,961.65	37.30	.00	16,747.35	62.70
Grant-SupportServices	161,975.00	59,588.68	36.79	1,000.00	101,386.32	62.59
Instruction-Other	116,726.00	40,773.92	34.93	.00	75,952.08	65.07
Student Servs-Counseling	190,728.42	59,167.07	31.02	.00	131,561.35	68.98
CommunityService	220,256.70	74,574.41	33.86	3,282.13	142,400.16	64.65
Student Activities	135,704.99	81,265.29	59.88	.00	54,439.70	40.12
Sequestration Proj	76,020.00	37,792.17	49.71	1,392.33	36,835.50	48.46
Instruction	134,532.88	45,974.91	34.17	13,963.19	74,594.78	55.45
Total Grants	1,679,773.45	589,181.34	35.08	28,903.18	1,061,688.93	63.20
Costs for Financial Aid						
Illinois Veterans Grant	100,000.00	33,202.00	33.20	.00	66,798.00	66.80
Post 9/11 Veterans Grant	120,000.00	80,045.60	66.70	.00	39,954.40	33.30
FoundationScholarships	575,000.00	241,127.01	41.94	.00	333,872.99	58.06
Trade Recovery Act Aid	25,000.00	22,300.79	89.20	.00	2,699.21	10.80
Direct Loans	1,450,000.00	708,533.00	48.86	.00	741,467.00	51.14
PELL	4,200,000.00	2,113,760.64	50.33	.00	2,086,239.36	49.67
Federal Work Study	4,000.00	1,765.50	44.14	.00	2,234.50	55.86
SEOG	46,550.00	18,800.00	40.39	.00	27,750.00	59.61
MAP	112,542.00	.00	.00	.00	112,542.00	100.00
Workforce Investment Sol	300,000.00	104,946.62	34.98	.00	195,053.38	65.02
IL National Guard Grant	20,000.00	16,826.00	84.13	.00	3,174.00	15.87

Richland Community College
 Expenditure Summary by Cost Center
 For the month of November
 42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	** %	Encumbered	*** Unencumbered	**** %
Total Financial Aid	6,953,092.00	3,341,307.16	48.05	.00	3,611,784.84	51.95
Transfer Out	.00	.36	.00	.00	-.36	.00
Total Restricted Purposes Fd	8,632,865.45	3,930,488.86	45.53	28,903.18	4,673,473.41	54.14

Richland Community College
Expenditure Summary by Cost Center
For the month of November
42% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 11/30/2016	%	Encumbered	*** Unencumbered ***	**** %
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						
Costs for Trust and Agency						
Partner's Salute	.00	5.86	.00	.00	-5.86	.00
YouthLeadershipInstitute	2,900.00	987.87	34.06	.00	1,912.13	65.94
College Fair	3,900.00	1,402.65	35.97	.00	2,497.35	64.03
Total Office of Academic Srvc	6,800.00	2,396.38	35.24	.00	4,403.62	64.76
Club Expenses	76,100.00	34,869.63	45.82	225.00	41,005.37	53.88
Total Trust & Agency Fund	82,900.00	37,266.01	44.95	225.00	45,408.99	54.78
Fund: Audit Fund						
Costs for Institutional Support						
Business Office	16,033.00	6,798.17	42.40	.00	9,234.83	57.60
Costs for Audit						
Audit	45,200.00	45,200.00	100.00	.00	.00	.00
Contingency	24,480.00	.00	.00	.00	24,480.00	100.00
Total Audit Fund	85,713.00	51,998.17	60.67	.00	33,714.83	39.33
Fund: Liab,Protect,Settle						
Liab Protection & Settle	1,592,438.00	664,887.94	41.75	264,741.99	662,808.07	41.62
Total Liab,Protect,Settle	1,592,438.00	664,887.94	41.75	264,741.99	662,808.07	41.62

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
AFLAC		AFLAC	790.66	790.66		
AHDI	Health Information Te	Accreditation Fees	2,000.00	2,000.00		
AT&T	Utilities	Telephone	766.11		766.11	
AT&T	Utilities	Telephone	659.93		659.93	
AT&T	Fairview Plaza O&M	Telephone	5.85		5.85	
Advanced Disposal Services	Utilities	Refuse Disposal	1,315.64		1,315.64	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	191.64		191.64	
AmerenIP	Utilities	Electricity and Nat G	25.88		25.88	
AmerenIP	Utilities	Electricity and Nat G	201.24		201.24	
AmerenIP	Utilities	Telephone	63.70		63.70	
AmerenIP	Clinton Center O&M	Electricity and Nat G	281.17		281.17	
AmerenIP	Clinton Center O&M	Electricity and Nat G	80.74		80.74	
AmerenIP	Utilities	Electricity and Nat G	117.92		117.92	
AmerenIP	Utilities	Electricity and Nat G	143.05		143.05	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	85.00		85.00	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	83.93		83.93	
American Heart Association	Club Expenses	Donations/Gifts	58.00			58.00
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	71.50		71.50	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	71.50		71.50	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	71.50		71.50	
Aramark Corporation	Child Care Services	Meals	1,261.33			1,261.33
Archambault, Margaret	Academic Success	Interpreter Salary	64.80	64.80		
Area Disposal Service Inc	Clinton Center O&M	Refuse Disposal	63.62		63.62	
Avery, Carl Vertis,, Jr	Grant-SupportServices	Stipends	750.00			750.00
Avery, Carl Vertis,, Jr	Grant-SupportServices	Stipends	645.00			645.00
BLDD Architects Inc	Renovations / Remodel	Equipment-Service	6,000.00			6,000.00
BLDD Architects Inc	Renovations / Remodel	Equipment-Service	37,950.00			37,950.00
BearMail Co		Other Receivables	1.15	1.15		
BearMail Co		RCC Foundation A/R	13.01	13.01		
BearMail Co	Advising and Records	Postage	8.40	8.40		
BearMail Co	Grant-Administration	Postage	1.05			1.05
BearMail Co	Grant-Administration	Postage	1.75			1.75
BearMail Co	Grant-Administration	Postage	0.70			0.70
BearMail Co	NonCredit	Postage	117.25			117.25
BearMail Co	Continuing&ProfEdAdmi	Postage	62.11			62.11
BearMail Co	Outdoor Exposition Sp	Postage	18.55			18.55
BearMail Co	Admission & Recruitme	Postage	63.95	63.95		
BearMail Co	Child Care Services	Postage	0.35			0.35
BearMail Co	Club Expenses	Postage	12.60			12.60
BearMail Co	Club Expenses	Postage	5.25			5.25
BearMail Co	Presidents Office	Postage	3.88	3.88		
BearMail Co	Business Office	Postage	644.20	644.20		
BearMail Co	Marketing	Postage	2.45	2.45		
BearMail Co	General Expenses	Postage	406.54	406.54		
Beck's Studio		Inventory-CentralStor	15.00	15.00		
Beck's Studio		Inventory-CentralStor	5.00	5.00		
Blue Mound Leader	Marketing	Advertising	32.00	32.00		
Bodine Electric Inc	Maintenance	Equip Repair/Maint Ag	1,583.84		1,583.84	
BrickStreet Mutual Insurance	Liab Protection & Set	General Insurance	3,277.00			3,277.00
		PAGE TOTALS	60,095.74	4,051.04	5,883.76	50,160.94

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Brozio, Seth Edward	Grant-Administration	Travel-In State	45.36			45.36
Bujack, Abrielle Jean	Club Expenses	Contractual-Other	60.00			60.00
CAHIIM	Health Information Te	Accreditation Fees	2,500.00	2,500.00		
CDS Leasing	Copiers	Equipment Rental	387.63	387.63		
CDS Leasing	Copiers	Equipment Rental	60.00	60.00		
CDS Leasing	Copiers	Equipment Rental	90.00	90.00		
CDS Leasing	Copiers	Equipment Rental	280.00	280.00		
CDS Leasing	Copiers	Equipment Rental	524.12	524.12		
CDS Leasing	Copiers	Equipment Rental	150.00	150.00		
CDS Leasing	Copiers	Equipment Rental	139.77	139.77		
CDS Office Technologies	Copiers	Printing	49.22	49.22		
CDWG Government Inc	Academic Lab Support	Materials	119.46	119.46		
CDWG Government Inc	Academic Lab Support	Materials	344.93	344.93		
CDWG Government Inc	Academic Lab Support	Computer Software	4,536.00	4,536.00		
City of Clinton	Clinton Center O&M	Water,Sewage	21.44		21.44	
City of Decatur IL	Utilities	Water,Sewage	1,429.49		1,429.49	
City of Decatur IL	Utilities	Water,Sewage	166.12		166.12	
City of Decatur IL	Utilities	Water,Sewage	336.78		336.78	
City of Decatur IL	Utilities	Water,Sewage	241.24		241.24	
City of Decatur IL	Utilities	Water,Sewage	520.11		520.11	
City of Decatur IL	Macon Co Soil & Water	Water,Sewage	148.61		148.61	
City of Decatur IL	Utilities	Water,Sewage	37.80		37.80	
City of Decatur IL	CSI Building O&M	Water,Sewage	69.86		69.86	
City of Decatur IL	Sequestration Bldg O&	Water,Sewage	156.31		156.31	
Clay, Chantavon	Grant-SupportServices	Stipends	745.00			745.00
Clay, Chantavon	Grant-SupportServices	Stipends	675.00			675.00
Clinton Journal	Marketing	Advertising	199.00	199.00		
Clinton Journal	Marketing	Advertising	199.00	199.00		
Cole, Jerry	CommunityService	Telephone	50.00			50.00
Comcast	LRC Audio Visual	Materials	45.41	45.41		
Confidential On-Site Paper	General Expenses	Contractual-Other	39.52	39.52		
Confidential On-Site Paper	General Expenses	Contractual-Other	72.80	72.80		
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	196.47		196.47	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	199.08		199.08	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	2.66		2.66	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	199.08		199.08	
Constellation NewEnergy Gas Divi	Macon Co Soil & Water	Electricity and Nat G	4.70		4.70	
Constellation NewEnergy Gas Divi	Workforce Development	Electricity and Nat G	26.58		26.58	
Coon, Stuart L	Admission & Recruitme	Travel-In State	48.60	48.60		
Country Club of Decatur	Culinary Events	Contractual-Other	150.00			150.00
Crews, Denise,, Dr	VP Academic Services	Telecommunications	60.00	60.00		
Cromwell Radio Group Inc	Marketing	Advertising	593.00	593.00		
Dear, Ceresa Ann	Grant-SupportServices	Stipends	624.70			624.70
Dear, Ceresa Ann	Grant-SupportServices	Stipends	619.50			619.50
Decatur Ace Hardware	Maintenance	Maintenance Supplies	4.00		4.00	
Decatur Memorial Hospital	Credit	Contractual-Other	420.00			420.00
Decatur P B & P A Unit 39	Club Expenses	Donations/Gifts	400.00			400.00
Decatur Public Schools Foundatio	Presidents Office	Registration Fees	75.00	75.00		
Decatur Tribune	Marketing	Advertising	63.00	63.00		
		PAGE TOTALS	18,126.35	10,576.46	3,760.33	3,789.56

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Department of Rehabilitation		Misc Scholarship Clea	183.00	183.00		
Department of Veterans Affairs		Post 9/11 Aid Revenue	282.00			282.00
Doty, Kathryn A	Grant-SupportServices	Stipends	750.00			750.00
Doty, Kathryn A	Grant-SupportServices	Stipends	642.50			642.50
Dunker Electric	Maintenance	Maintenance Supplies	16.40		16.40	
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	84.74	84.74		
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	51.64	51.64		
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	94.80	94.80		
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	153.57	153.57		
Dynagraphics Inc	Fin Aid & Vet Affairs	Office Supplies	35.05	35.05		
Dynagraphics Inc	Continuing&ProfEdAdmi	Office Supplies	35.06			35.06
Dynagraphics Inc	Marketing	Advertising	3,106.52	3,106.52		
E L Pruitt	Maintenance	Equipment-Service	500.00		500.00	
E L Pruitt	Renovations / Remodel	Equipment-Service	33,272.00			33,272.00
Elan Corporate Payment Systems		Credit Card Pmt Clear	12,397.83	12,397.83		
Elsevier Inc		Fees Pass Thru Nursin	1,113.00	1,113.00		
Elsevier Inc		Fees Pass Thru Nursin	320.00	320.00		
Enterprise Rent-A-Car	NonCredit	Travel-In State	92.34			92.34
Enterprise Rent-A-Car	Club Expenses	Travel-In State	103.62			103.62
Enterprise Rent-A-Car	Club Expenses	Travel-In State	265.23			265.23
Enterprise Rent-A-Car	Club Expenses	Travel-In State	164.11			164.11
Evans Recycling Inc	Utilities	Refuse Disposal	280.00		280.00	
Evans Recycling Inc	Utilities	Refuse Disposal	100.00		100.00	
Fairview Park Plaza LLC	Fairview Plaza O&M	Facility Rental	4,615.92		4,615.92	
Fastenal Industrial Supply Co	Maintenance	Maintenance Supplies	40.25		40.25	
Fidelity Investments		Misc Deductions	300.00	300.00		
Frontier	Clinton Center O&M	Telephone	153.25		153.25	
Garrett, Janean A	Admission & Recruitme	Travel-In State	122.04	122.04		
Goodman, Vivian T	CommunityService	Stipends	150.00			150.00
Goodman, Vivian T	CommunityService	Materials	64.00			64.00
Grey, Thomas	Instruction-Other	Contractual-Other	3,200.00			3,200.00
Grimm, Susan	Radiology Tech-Hlth O	Travel-In State Milea	194.40	194.40		
Guise, Shallone	Grant-SupportServices	Stipends	750.00			750.00
Guise, Shallone	Grant-SupportServices	Stipends	600.00			600.00
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	1,703.60			1,703.60
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	1,969.90			1,969.90
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	1,053.70			1,053.70
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	9,434.30			9,434.30
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	38,208.75			38,208.75
Heartland Bank & Trust Company	Bond & Interest	General Insurance	585,000.00			585,000.00
Heartland Bank & Trust Company	Bond & Interest	Bond Issuance Costs	500.00			500.00
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	78,213.61			78,213.61
Heartland Bank & Trust Company	Bond & Interest	General Insurance	735,000.00			735,000.00
Heartland Bank & Trust Company	Bond & Interest	Bond Issuance Costs	500.00			500.00
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	3,187.50			3,187.50
Heartland Bank & Trust Company	Bond & Interest	General Insurance	150,000.00			150,000.00
Heartland Bank & Trust Company	Bond & Interest	Bond Issuance Costs	500.00			500.00
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	27,517.50			27,517.50
Heartland Bank & Trust Company	Bond & Interest	General Insurance	375,000.00			375,000.00
PAGE TOTALS			2,072,022.13	18,156.59	5,705.82	2,048,159.72

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Heartland Bank & Trust Company	Bond & Interest	Bond Issuance Costs	500.00			500.00
Hoelting & Co	Culinary Arts	Instructional Supplie	57.75	57.75		
Hoelting & Co	Culinary Arts	Instructional Supplie	130.97	130.97		
Hoelting & Co	Culinary Arts	Instructional Supplie	101.60	101.60		
Hummert International	Horticulture-Bus Occu	Materials	297.68	297.68		
IL Dept of Ag Bureau of Evnir Pr	Maintenance	Pest Control	20.00		20.00	
ILACEP	Advising and Records	Publications & Dues	50.00	50.00		
Illinois Century Network	Networking Support	Telecommunications	765.00	765.00		
Illinois Dept of EmPLY Security		Accrued Unemployment	12,861.00			12,861.00
Illinois Dept of EmPLY Security	Liab Protection & Set	Unemployment Insuranc	7,060.00			7,060.00
Illinois Federation of Teachers		Union Dues-RFT	2,249.73	2,249.73		
Illinois Federation of Teachers		Union Dues-RFT	2,285.44	2,285.44		
Jan Master Cleaning Services Inc	Outdoor Exposition Sp	Contractual-Other	94.50			94.50
Jennings Implement Co	Maintenance	Equip Repair/Maint Ag	257.92		257.92	
Jennings Implement Co	Maintenance	Equip Repair/Maint Ag	216.39		216.39	
Jenzabar Inc	Administrative Info S	Admin Computer-Maint	4,402.00	4,402.00		
Johnny's Seeds	Garden Center Ag/Hort	Materials	203.50			203.50
KONE Inc	Maintenance	Equip Repair/Maint Ag	337.13		337.13	
Kaskaskia Broadcasting Inc	Marketing	Advertising	315.50	315.50		
Keystone Homes	Clinton Center O&M	Facility Rental	6,523.33		6,523.33	
LKQ Automotive Industries	Collision Repair Tech	Instructional Supplie	340.50	340.50		
Laser Innovation Inc	Dean-Health Professio	Equip Repair/Maint Ag	218.00	218.00		
Laser Innovation Inc	Academic Success	Equip Repair/Maint Ag	109.00	109.00		
Laser Innovation Inc	LRC	Equip Repair/Maint Ag	545.00	545.00		
Laser Innovation Inc	Online Learning	Equip Repair/Maint Ag	109.00	109.00		
Laser Innovation Inc	Academic Lab Support	Equip Repair/Maint Ag	1,199.00	1,199.00		
Laser Innovation Inc	Advising and Records	Equip Repair/Maint Ag	109.00	109.00		
Laser Innovation Inc	Grant-Administration	Equip Repair/Maint Ag	109.00			109.00
Laser Innovation Inc	Grant-Administration	Equip Repair/Maint Ag	109.00			109.00
Laser Innovation Inc	LearningAccommodation	Equip Repair/Maint Ag	218.00	218.00		
Laser Innovation Inc	Continuing&ProfEd&Admi	Equip Repair/Maint Ag	109.00			109.00
Laser Innovation Inc	Maintenance	Equip Repair/Maint Ag	109.00		109.00	
Laser Innovation Inc	Presidents Office	Equip Repair/Maint Ag	109.00	109.00		
Laser Innovation Inc	Business Office	Equip Repair/Maint Ag	218.00	218.00		
Laser Innovation Inc	Human Resources	Equip Repair/Maint Ag	109.00	109.00		
Laser Innovation Inc	Graphics	Equip Repair/Maint Ag	109.00	109.00		
Luckey, Megan E	Academic Success	Interpreter Salary	589.98	589.98		
Luckey, Megan E	Academic Success	Interpreter Salary	804.98	804.98		
MBM Fundraising	Club Expenses	Contractual-Other	1,738.20			1,738.20
MRE Benefit Admin Systems		Group Insurance	28,079.52	28,079.52		
MRE Benefit Admin Systems		Health Insurance	177,559.51	177,559.51		
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Macon Resources Inc	Allied Health	Laundry/Linen Supplie	83.30	83.30		
Main Street Church of the	CommunityService	Facility Rental	250.00			250.00
Mangle Management Systems	Presidents Office	Registration Fees	130.00	130.00		
Mark's Plumbing	Maintenance	Maintenance Supplies	200.69		200.69	
Marquis Beverage Service	Coffee House	Instructional Supplie	686.90			686.90
Marquis Beverage Service	Coffee House	Instructional Supplie	747.65			747.65
PAGE TOTALS			254,428.67	222,295.46	7,664.46	24,468.75

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
May Cocagne & King PC	Audit	Audit Services	6,200.00			6,200.00
Menard Inc		Receivable-BrushColl	113.94	113.94		
Menard Inc		Inventory-CentralStor	7.47	7.47		
Menard Inc	Maintenance	Maintenance Supplies	5.26		5.26	
Menard Inc	Maintenance	Maintenance Supplies	28.50		28.50	
Menard Inc	Maintenance	Maintenance Supplies	28.50		28.50	
Menard Inc	Maintenance	Maintenance Supplies	57.00		57.00	
Menard Inc	Maintenance	Maintenance Supplies	10.26		10.26	
Menard Inc	Custodial	Maintenance Supplies	3.52		3.52	
Menard Inc	Maintenance	Maintenance Supplies	152.52		152.52	
Menard Inc	Maintenance	Maintenance Supplies	8.97		8.97	
Menard Inc	Maintenance	Maintenance Supplies	37.24		37.24	
Menard Inc	Custodial	Maintenance Supplies	5.28		5.28	
Mid-America Advertising MidWest	Marketing	Advertising	250.00	250.00		
Mid-America Advertising MidWest	Marketing	Advertising	450.00	450.00		
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Millikin University	Culinary Events	Contractual-Other	150.00			150.00
Millikin University	Culinary Events	Contractual-Other	-150.00			-150.00
Morales, Jacob A	Grant-SupportServices	Stipends	85.00			85.00
Nahn, Jerry	Grant-SupportServices	Stipends	675.00			675.00
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	26.10	26.10		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	14.14	14.14		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	-2.79	-2.79		
National League for Nursing	AAS Nursing -Health O	Publications & Dues	1,440.00	1,440.00		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Neuhoff Media Decatur	Marketing	Advertising	429.00	429.00		
Neuhoff Media Decatur	Marketing	Advertising	450.00	450.00		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Newlin, Jonathan T	Club Expenses	Event Expense	21.75			21.75
Newman & Ullman Inc		Inventory-CentralStor	143.50	143.50		
Niemann Foods	Culinary Arts	Instructional Supplie	31.69	31.69		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	5.40	5.40		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-20.76	-20.76		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	88.35	88.35		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	17.16	17.16		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	33.36	33.36		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	84.70	84.70		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	19.09	19.09		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-54.71	-54.71		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	62.32	62.32		
Office Depot Inc		Inventory-CentralStor	349.86	349.86		
Orv Graham Radio Advertising Bro	Marketing	Advertising	160.00	160.00		
Ostermeier, Virginia F	Dean-Health Professio	Registration Fees	500.00	500.00		
P A B Inc		Wage Garnishment Orde	149.84	149.84		
P A B Inc		Wage Garnishment Orde	149.84	149.84		
Park Seed Wholesale	Garden Center Ag/Hort	Materials	319.52			319.52
		PAGE TOTALS	13,353.82	5,625.50	427.05	7,301.27

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Parkland College	Chargeback	Chargeback Expense	24,115.71	24,115.71		
Party Creations	College Fair	Materials	200.31			200.31
Per Mar Security & Research Corp	Security	Security	140.62		140.62	
Per Mar Security & Research Corp	Liab Protection & Set	Security	3,374.66			3,374.66
Per Mar Security & Research Corp	Security	Security	8.28		8.28	
Per Mar Security & Research Corp	Security	Security	173.86		173.86	
Per Mar Security & Research Corp	Liab Protection & Set	Security	198.72			198.72
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,172.54			4,172.54
Per Mar Security & Research Corp	Security	Security	173.86		173.86	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,172.54			4,172.54
Poindexter, Lynne M	Academic Success	Interpreter Salary	566.40	566.40		
Poindexter, Lynne M	Academic Success	Interpreter Salary	626.40	626.40		
Poland's Inc	Grounds	Snow/Grounds	256.50		256.50	
Powell, Craig Anthony	Club Expenses	Event Expense	14.58			14.58
Pride Cleaners	Culinary Arts	Contractual-Other	138.03	138.03		
Pride Cleaners	Culinary Arts	Contractual-Other	59.34	59.34		
Pride Cleaners	Culinary Arts	Contractual-Other	82.56	82.56		
Pride Cleaners	Culinary Arts	Contractual-Other	65.79	65.79		
Pride Cleaners	Club Expenses	Expense-Other	45.00			45.00
R D McMillen Enterprises	Custodial	Maintenance Supplies	20.56		20.56	
R D McMillen Enterprises	Custodial	Maintenance Supplies	61.68		61.68	
RCC Bookstore		Pell Taxable Books	-108.97	-108.97		
RCC Bookstore		NonTaxBooks-Scholarsh	239.88	239.88		
RCC Bookstore	Credit	Instructional Supplie	79.60			79.60
RCC Bookstore	Dean-Math Science Bus	Instructional Supplie	56.42	56.42		
RCC Bookstore	Grant-Administration	Instructional Supplie	163.00			163.00
RCC Bookstore	Club Expenses	Event Expense	125.00			125.00
RCC-Foundation		Credit Card Clearing	50.00	50.00		
RCC-Foundation		RCC Foundation Sclrsh	600.00			600.00
RCC-Foundation		RCC Foundation Sclrsh	174.00			174.00
RCC-Foundation		Richland Foundation	197.66	197.66		
RCC-Foundation		Richland Foundation	197.66	197.66		
Reed, James L	Grant-SupportServices	Stipends	750.00			750.00
Reed, James L	Grant-SupportServices	Stipends	675.00			675.00
Reliance Standard		Life Insurance	3,284.80	3,284.80		
Reliance Standard		LTD Insurance	2,012.75	2,012.75		
Reliance Standard		Supplemental Life Ins	1,577.33	1,577.33		
Rexx Battery of Decatur Inc	Security	Security	99.95		99.95	
Rexx Battery of Decatur Inc	College Vehicle	Vehicle Expense	79.95		79.95	
Richardson, Sara Louise		Other Rec-Employees	1,626.37	1,626.37		
Robert's Sysco Inc	Child Care Services	Snacks and Milk	45.83			45.83
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,436.43	1,436.43		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	130.84	130.84		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,103.76	1,103.76		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	355.67	355.67		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	25.77	25.77		
Robert's Sysco Inc	Coffee House	Instructional Supplie	462.05			462.05
Robert's Sysco Inc	Coffee House	Instructional Supplie	154.33			154.33
Robert's Sysco Inc	Coffee House	Instructional Supplie	209.00			209.00
		PAGE TOTALS	54,472.02	37,840.60	1,015.26	15,616.16

Richland Community College
 Bills Presented for Ratification
 NOV 1617

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Robert's Sysco Inc	Coffee House	Instructional Supplie	23.10			23.10
Robert's Sysco Inc	Coffee House	Instructional Supplie	479.27			479.27
Robert's Sysco Inc	Coffee House	Instructional Supplie	1,221.79			1,221.79
Ronda, Ashley Renee	Club Expenses	Travel-In State	55.67			55.67
Rush Truck Leasing	Grounds	Install Pymt Lease/Pu	2,177.80		2,177.80	
S J Smith Company Inc	Human Simulator	Instructional Supplie	34.14	34.14		
S J Smith Company Inc	Club Expenses	Contractual-Other	10.54			10.54
S J Smith Company Inc	Fire Science-Tech Occ	Instructional Supplie	50.82	50.82		
S J Smith Company Inc	Human Simulator	Instructional Supplie	86.18	86.18		
S J Smith Company Inc	Club Expenses	Contractual-Other	10.54			10.54
SIU-C		Fees Pass Thru Nursin	1,885.00	1,885.00		
Sam's Club Direct		Inventory-CentralStor	51.02	51.02		
Sam's Club Direct	College Fair	Meeting Expense	35.94			35.94
Sam's Club Direct	Club Expenses	Office Supplies	151.50			151.50
Sam's Club Direct	Club Expenses	Materials	111.32			111.32
Sam's Club Direct	Clinton Center O&M	Maintenance Supplies	119.98		119.98	
Schwalbe, Barry S	NonCredit	Travel-In State	24.90			24.90
Secretary of State	Credit	Instructional Supplie	50.00			50.00
Secretary of State	Credit	Instructional Supplie	50.00			50.00
Shippers Rental Inc	Credit	Equipment Rental	2,000.00			2,000.00
Sinclair Digital	Marketing	Advertising	1,300.00	1,300.00		
Skeff Distributing Co	CulinaryRestaurant	Instructional Supplie	81.15			81.15
Smith, Aniko Darlene	Grant-SupportServices	Stipends	675.00			675.00
Smith, Aniko Darlene	Grant-SupportServices	Stipends	675.00			675.00
Southern Wine & Spirits	CulinaryRestaurant	Instructional Supplie	666.00			666.00
Specialty Paint	Collision Repair Tech	Instructional Supplie	42.73	42.73		
Specialty Paint	Collision Repair Tech	Instructional Supplie	90.55	90.55		
Specialty Paint	Collision Repair Tech	Instructional Supplie	43.91	43.91		
Specialty Paint	Collision Repair Tech	Instructional Supplie	76.76	76.76		
Specialty Paint	Collision Repair Tech	Instructional Supplie	209.63	209.63		
Spectrum Janitorial Supply	Grounds	Equipment-Service	2,075.00		2,075.00	
Spectrum Janitorial Supply	Liab Protection & Set	Snow/Grounds	2,763.60			2,763.60
State Univ Annuitants Assoc		Other Current Obligat	60.00			60.00
State Universities Retirement		SURS 8%	1,800.14	1,800.14		
State Universities Retirement		SURS 8%	40,380.71	40,380.71		
State Universities Retirement		SURSRetiremtInstallPu	166.13	166.13		
State Universities Retirement		SURS 1/2%	4,465.46	4,465.46		
State Universities Retirement		SURS 8%	1,810.67	1,810.67		
State Universities Retirement		SURS 8%	40,456.62	40,456.62		
State Universities Retirement		SURSRetiremtInstallPu	166.13	166.13		
State Universities Retirement		SURS 1/2%	4,473.06	4,473.06		
State Universities Retirement		SURS 8%	40,379.73	40,379.73		
State Universities Retirement		SURS 8%	1,810.67	1,810.67		
State Universities Retirement		SURSRetiremtInstallPu	166.13	166.13		
State Universities Retirement		SURS 1/2%	4,466.86	4,466.86		
State Universities Retirement Sy		EmployeeBenefitsTotal	2,263.59	2,263.59	0.00	0.00
Stewart, Deontay Lamont	Grant-SupportServices	Stipends	750.00			750.00
Stewart, Deontay Lamont	Grant-SupportServices	Stipends	675.00			675.00
Striglos Office Equipment		Inventory-CentralStor	127.59	127.59		
		PAGE TOTALS	161,747.33	146,804.23	4,372.78	10,570.32

Richland Community College
 Bills Presented for Ratification
 NOV 1617

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Sunbelt	Instruction-Other	Equipment Rental	97.04			97.04
Superior Fire Protection Sys Inc	Maintenance	Equip Repair/Maint Ag	600.00		600.00	
Svendsen Florists Inc	General Expenses	Meeting Expense	37.50	37.50		
Svendsen Florists Inc	General Expenses	Meeting Expense	35.00	35.00		
Tackaberry, Randi	Grant-SupportServices	Stipends	750.00			750.00
Tackaberry, Randi	Grant-SupportServices	Stipends	675.00			675.00
The Beach House Inc	Culinary Events	Contractual-Other	150.00			150.00
The Decatur Club	Culinary Events	Contractual-Other	150.00			150.00
The Omni Group	General Expenses	Bank Service Charges	10.00	10.00		
U S Postmaster	Continuing&ProfEdAdmi	Postage	5,400.00			5,400.00
U S Postmaster		RCC Foundation A/R	600.00	600.00		
USA Clean Inc	Custodial	Equip Repair/Maint Ag	76.09		76.09	
United Way of Decatur/Macon Cnty		United Way	218.67	218.67		
United Way of Decatur/Macon Cnty		United Way	218.67	218.67		
Valdez, Cristobal O	Presidents Office	Travel-In State	33.00	33.00		
Valdez, Cristobal O	Presidents Office	Telecommunications	125.00	125.00		
Valdez, Cristobal O	Presidents Office	Travel-In State	94.20	94.20		
Valdez, Cristobal O	Presidents Office	Travel-In State	59.50	59.50		
Valdez, Cristobal O	Presidents Office	Travel-Out of State	261.89	261.89		
WDKR Radio Station	Marketing	Advertising	112.50	112.50		
WXFM	Marketing	Advertising	112.50	112.50		
Wal-Mart	Child Care Services	Snacks and Milk	200.42			200.42
Warrensburg-Latham High School	Marketing	Advertising	100.00	100.00		
Wheels and Deals	Marketing	Advertising	250.00	250.00		
Willis, Ryan Z	Grant-SupportServices	Stipends	85.00			85.00
Wingard, Rachel	Academic Success	Interpreter Salary	225.00	225.00		
World Point ECC Inc	Credit	Instructional Supplie	206.80			206.80
World Point ECC Inc	NonCredit	Instructional Supplie	850.70			850.70
Xerox Corp	Copy Center	Equipment Rental	307.11			307.11
Xerox Corp	Copy Center	Equipment Rental	2,307.74			2,307.74
Xerox Corp	Copy Center	Install Pymt Lease/Pu	194.99			194.99
Xerox Corporation	Copiers	Equipment Rental	171.36	171.36		
Ziemer, Robert D	Club Expenses	Event Expense	65.00			65.00
Student Refunds			175.00	175.00		
		PAGE TOTALS	14,955.68	2,839.79	676.09	11,439.80
		AP GRAND TOTAL	2,649,201.74	448,189.67	29,505.55	2,171,506.52

REVIEW OF MINUTES OF PREVIOUS CLOSED SESSIONS

To: Board of Trustees

From: Dr. David Coopridier, Board Secretary

Date: December 20, 2016

Re: Examination of Closed Session Minutes

Mr. Chairman and members of the Board, the Illinois Public Community College Act requires each public body to review minutes of all closed meeting no less than semi-annually. A determination shall be made and reported in an open session for the need for continued confidentiality of those closed minutes or if they can be made available for public inspection. On December 5, 2016, the minutes of closed (executive) sessions conducted between September 18, 1990 and November 15, 2016 were examined.

It is recommended that the following sets of minutes **require continued confidentiality** and should remained sealed:

September 18, 1990; November 20, 1990; December 15, 1992; March 15, 1994; December 20, 1994; January 17, 1995; March 21, 1995; May 16, 1995; November 21, 1995; February 20, 1996; July 16, 1996; January 24, 1997; November 16, 1999; October 17, 2000; December 18, 2001; January 15, 2002; February 19, 2002; August 20, 2002; October 15, 2002; November 19, 2002; May 23, 2003; June 17, 2003; September 16, 2003; October 2, 2003; October 21, 2003; November 18, 2003; December 16, 2003; January 20, 2004; June 20, 2006; September 19, 2006; January 16, 2007; June 1, 2007; January 15, 2008; January 22, 2008; March 18, 2008; June 10, 2008; July 15, 2008; March 17, 2009; September 15, 2009; October 20, 2009; November 17, 2009; January 19, 2010; December 21, 2010; April 19, 2011; May 17, 2011; December 20, 2011; March 19, 2013; February 6, 2014; March 18, 2014; October 20, 2015; October 26, 2015; December 14, 2015; January 11, 2016; January 26, 2016; February 16, 2016; March 15, 2016; May 17, 2016; June 7, 2016; June 21, 2016; July 19, 2016; September 20, 2016; October 18, 2016; November 15, 2016.

Therefore, it is recommended that the Board of Trustees approve the continued confidentiality of the closed session minutes as presented above.

ITEMS FROM THE BOARD

EXECUTIVE SESSION

Executive Session- December 20, 2016

MOTION FOR CLOSED SESSION

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

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

ADJOURNMENT