BOARD OF TRUSTEES

April 19, 2016

REGULAR MEETING 6:00 P.M. | RICHLAND COMMUNITY COLLEGE ROOM E181

Richland Community College

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

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

April 19, 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

RECOGNITION DINNER – 5:00 P.M. – BISTRO FIVE THIRTY SEVEN

I. Convening of the Rescheduled Regular Meeting – 6:00 p.m.

A. Call to Order

B. Roll Call

II. ***Minutes of the Regular Meeting on March 15, 2016***

III. Appearance of Citizens and Introduction of Guests

IV. Report of Board Secretary regarding Election of Student Trustee

V. ***Swearing In and Seating of Student Trustee for 2016-2017***

VI. Written Communications

- Correspondence was received from FARM Illinois: The Food and Agriculture Road Map for Illinois inviting Dr. Doug Brauer to serve on the Council.

- A memorandum from Greg Florian is included regarding the application of Pell for Trustees and Honors Scholarships and Staff dependent waivers stating that beginning with the Fall 2016 semester, all eligible external financial aid will be applied to the student's account before any tuition is waived. In addition, as a condition to receive one of the waivers, the student will be required to complete a FASFA.

- A memorandum from Joe Feinstein is included regarding the sale of the 1991 Bar-Bel tanker trailer in the amount of $12,414.00 on March 15, 2016.

- Included is the Presidential Search Advertisement that was placed in The Chronicle of Higher Education.

- Correspondence was received from First MidState Inc. thanking Richland Community College for the assistance in the recent issuance of Taxable General Obligation Community College Bonds.

- A thank you note was received from the Neil Pistorius family after his recent passing.

- College Activities Report

- Personnel Update

VII. Special Reports

A. Report of the President

1. College Spotlight – Retention Strategies for Online Students – Kona Jones
2. Construction Update – Greg Florian
3. FY2016 Strategic Plan Priorities Update – Dr. Gianina Baker

B. Report of ICCTA

C. Report of Student Trustee

D. Report of Agreements/Contracts signed by President Novak for the month of March 2016

VIII. Consent Agenda (PINK COLOR)

A. ***Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06***
B. ***Charge-Back***
1. Mackenzie Wagoner – Veterinary Technology – Parkland College – Fall 2016 through Summer 2017

IX. Old Business (BLUE COLOR)

A. ***Approval of Business Education Center***

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

A. ***Section 3 – Personnel – Third Reading/Adoption***

XI. Financial Report (GREEN COLOR)

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

XII. Items from the Board

XIII. Executive Session (IVORY COLOR)

XIV. 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

BOARD BOOK ANNUAL CALENDAR

JULY 2016

Reports

Consent Agenda

Other

AUGUST 2016

Reports

Institutional year Book Program Review Presentation

Consent Agenda

SEPTEMBER 2016

Reports

Consent Agenda

Annual Foundation Board Meeting

OCTOBER 2016

Reports

Consent Agenda

Distribution of audit Reports – RCC & Brush College, LLC

Strategic Plan Quarterly Update

NOVEMBER 2016

Reports

Audit Presentation

Consent Agenda

Calendar of Regular Meeting of Board of Trustees

Old Business

Financial Report

DECEMBER 2016

Reports

Consent Agenda

Old Business

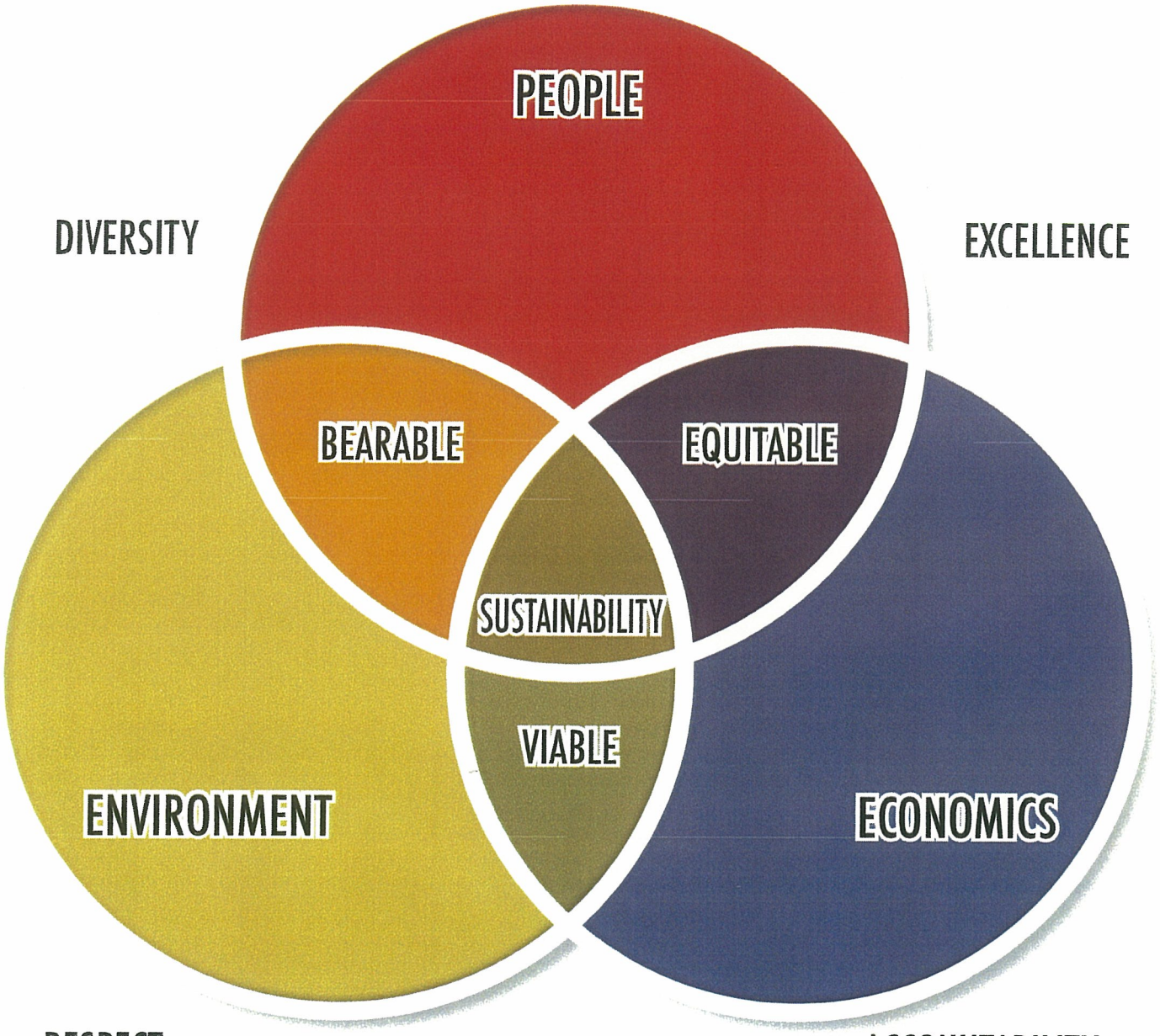
Resolution for Fiscal Year Tax Levy

Review of Minutes of Previous Executive Sessions

Winter Board Retreat

Strategic Plan Priorities Results Report

PRINCIPLES OF SUSTAINABILITY



Richland
COMMUNITY COLLEGE

Higher Learning Commission Academic Quality Improvement Program (AQIP)

Richland Community College Strategic Plan 2015 - 2018

College Vision

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

College Mission

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

Core Values

Commitment
Respect
Excellence
Accountability
Diversity

Strategic Plan

Goal 1: Elevate Teaching and Learning Standards

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

Goal 2: Foster Student Success and Completion

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

Goal 3: Create and Advance Workforce Development Partnerships

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

Goal 4: Ensure a Sustainable Organization

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

Implementation and Performance

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

Implementation and Performance

Public Accountability

Dashboard

Annual Priorities

Public Accountability

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

Richland Community College

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.

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.

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.

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 REGULAR MEETING ON March 15, 2016

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

March 15, 2016

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:30 p.m. Tuesday, March 15, 2016, in Conference Room E181 by Chairman Campbell. Chairman Campbell also recited the College Vision, Mission, and Core Values.

Roll Call

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

Trustees Absent: None

Also present: Dr. Charles Novak and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of February 16, 2016, and Special Board Meeting on February 23, 2016, had been distributed to the Board prior to this meeting.

Dr. Osborne moved to approve the minutes of the regular meeting of February 16, 2016, and the Special Board meeting on February 23, 2016. Prince seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Novak welcomed Chris Lusvardi from the Herald and Review.

WRITTEN COMMUNICATIONS

College Activities Report:

- Asian Expedition Scholarship Dinner for the Culinary Arts Institute, March 19 starting at 6:30 p.m.
- Summer/Fall Registration begins April 4 for current students
- Summer/Fall Registration begins April 11 for new students
- Central Illinois Mineral, Gem and Jewelry Show, April 16 and 17 at Progress City USA
- Tenure and Promotion Recognition, April 19 at 5:00 p.m. in Bistro Five Thirty Seven
- Board of Trustees meeting, April 19 at 6:00 p.m.

Personnel Update

Retirements, Resignations, and Terminations

- Maranda Gagnon, Administrative Assistant, Project READ, effective February 26, 2016

Construction Report

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

The engineering firm, Architectural Expressions, has developed the project budget and scope for the Ag/Maintenance Boiler Replacement project. The approved project was submitted to ICCB for their approval. Upon receiving ICCB approval as a Protection, Health, and Safety funded project, a bid date will be established. This project is schedule for summer.

The development of the Carroll School of Business Education Center is in the beginning stages. After an initial Educational Leadership Team meeting and tour of several exemplar teaching facilities, the Educational Leadership Team, with BLDD, will begin the observation phase. April will begin the Ideation phase which is when the innovation that provides for developing a 21st century learning environment will take place. Once all information is compiled and analyzed a final project design will be developed that will define the project's scope and budget. The finding will be presented to the Board at that time. Randy Prince agreed to be the Board of Trustees representative for this project.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

1. Richland will be granted $20,000.00 from the ADM Foundation to continue the Young Manufactures Summer Academy.

2. The Culinary Arts Institute scholarship dinner is being held Saturday, March 19, starting at 6:30 p.m.

3. Bill Mertell, Drafting and Design Instructor presented the College Spotlight – Progress in Perspective

REPORT OF ICCTA

None

REPORT OF STUDENT TRUSTEE

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

AGREEMENTS/CONTRACTS AUTHORIZED BY THE PRESIDENT FOR THE MONTH OF FEBRUAY

Dr. Saunders signed the Articulation Agreement between Richland Community College and Eastern Illinois University that facilitates transfer from Richland's A.A. in Journalism program to Eastern's B.A. in Journalism program.

CONSENT AGENDA

A recommendation to approve the Final Cost of Completion of the Workforce Development Institute was presented to the Board.

A recommendation to approve a contract for the Electric Supply Contract with First Energy was presented to the Board.

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

OLD BUSINESS

FOUNDATION UPDATE

Richard McGowan, Executive Director, Foundation and Development, presented to the Board.

The Foundation Board of Directors met on February 4, 2016, for its quarterly meeting.

The Richland Community College Foundation had another successful year in 2015. As of December 31, 2015, donations and pledges totaled $1,383,354.00. The Foundation's net assets were $18,417,317.86.

In early 2015 the Foundation announced the "public phase" of the campaign for the Carroll School of Business. By the end of 2015, the Foundation raised $3.3 million dollars towards the $5 million goal.

Other noteworthy accomplishments in 2015 were the establishment of several new scholarships funds. Endowments provide permanent support and future strengthen the Foundation's ability to fund current and future student scholarships.

The Foundation awarded 1,073 scholarships for the spring and fall 2015 semesters, presenting awards in the excess of $832,000.00.

The annual scholarship dinner is scheduled for Saturday, March 19, and the Golf Outing will be held Friday, May 13, at Hickory Point Golf Course. Proceeds from these events are directed to the William T. Eichenauer Endowed Scholarship for the Culinary Arts Institute, and technology updates to the Mueller Student Center and the Kitty Lindsay Learning Resources Center.

The main focus in 2016 continues to be the Campaign for the Carroll School of Business. Along with strengthening donor relations, the Foundation will continue to reconnect with Richland's alumni. Efforts to recruit a new advisory committee for the Alumni Association is underway. Once it has begun to meet, the committee will begin to generate new and exciting ideas to engage with the College's Alumni.

The efforts will continue to broaden the foundation's connections with our community and strengthen its ability to provide long-term support and financial health for the College.

CONTRACTUAL AGREEMENT FOR PRESIDENTIAL SEARCH

A recommendation to approve a contractual agreement between ACCT and Richland Community College to conduct the CEO search services was presented to the Board.

Ritter moved to accept the contract agreement between ACCT and Richland Community College to conduct the CEO search, as presented. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

NEW BUSINESS

PROMOTIONS

A recommendation to adopt the following resolutions: 15-9: Shelly Baldwin, Assistant Professor to Associate Professor; 15-10: Lizabeth J. Hernandez, Instructor to Assistant Professor, was presented to the Board.

Dr. Osborne moved to adopt the following resolutions: 15-9: Shelly Baldwin, Assistant Professor to Associate Professor, and 15-10: Lizabeth J. Hernandez, Instructor to Assistant Professor, as presented. Dr. Cooprider seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

PROFESSOR EMERITUS

A recommendation to approve Karen Becker, Retired, Professor of English, as Professor Emeritus was presented to the Board.

Prince moved to grant Professor Emeritus statue to Karen Becker, retired faculty member, as presented. Dr. Osborne seconded. Voice Vote being all ayes, Chairman Campbell declared the motion carried.

TUITION REATES FOR FISCAL YEAR 2017

A recommendation to approve in-district tuition rate of $129.00 per credit hour; in-state out-of-district tuition rate of $202.00 per credit hour; out-of-state and international tuition rate of $476.00 per credit hour; charge-back rate of $281.46 per credit hour; variable tuition rate of $155.00 per credit hour; online tuition rate of $163.00 per credit hour; and fee charging in-district tuition to out-of-district students that are attending an educational institution located in the College district, was presented to the Board.

Dr. Osborne moved to approve the in-district tuition rate of $129.00 per credit hour; in-state out-of-district tuition rate of $202.00 per credit hour; out-of-state and international tuition rate of $476.00 per credit hour; charge-back rate of $281.46 per credit hour; variable tuition rate of $155.00 per credit hour; online tuition rate of $163.00 per credit hour; and fee charging in-district tuition to out-of-district students that are attending an educational institution located in the College district, as presented. Colee seconded. Roll call vote being seven ayes, one nay. Chairman Campbell declared the motion carried.

RECOMMENDATION FOR APPROVAL OF GENERAL AND COURSE FEES FOR FISCAL YEAR 2017

A recommendation to approve the fees for the 2016-2017 academic year was presented to the Board.

After reviewing the current fees, changes were proposed to reflect current costs.

Dr. Cooprider moved to approve the fees for the 2016-2017 academic year, as presented. Dr. Osborne seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

FINANCIAL REPORT

Bills Payable

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

A list of bills paid in the amount of $661,338.55 for February 2016 was distributed to the Board prior to the meeting.

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

ITEMS FROM THE BOARD

Randy Prince welcomed Dr. Novak to Richland Community College and thanked him for the Board Retreat that was held on March 5.

Dr. Cooprider reported that, longtime friend of Richland's, Neil Pistorius passed away on Monday. A memorial service will be held on March 28 at 11:00 a.m. at Zion Chapel United Methodist Church.

Chairman Campbell and Dr. Osborne thanked Donnie Lewis for his dedication and commitment in his role of Student Trustee over the last year.

Donnie Lewis welcomed and thanked Dr. Novak for their meeting and conversation.

EXECUTIVE SESSION

Dr. Cooprider moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (C) (16) of the Open Meeting Act. Lewis seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

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

Meeting reconvened into open session at 7:40 p.m.

ADJOURNMENT

Dr. Osborne moved and Prince seconded to adjourn the meeting at 7:41 p.m.

_____
Dr. David Cooprider, Secretary

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

March 7, 2016

Dr. Douglas Brauer
Vice President of Economic Development and Innovative Workforce Solutions
Richland Community College
One College Park
Decatur, IL 62521

Dear Dr. Brauer:

We are writing to invite you to serve on the Council of **"FARM Illinois: The Food and Agriculture RoadMap for Illinois,"** the new permanent entity that will work to implement the FARM Illinois strategic plan released in May 2015.

FARM Illinois will be Illinois' statewide coordinating body that engages thought-leaders from across the food, agriculture, and business sector to act as a convener, connector, catalyst, and champion for sustainable innovative development in the food and agriculture system. It will strive to foster public and private partnerships between stakeholders across the sector and the state of Illinois in an effort to position Illinois and the Chicago region as the global hub for food and agriculture system innovation.

FARM Illinois will be governed by a high-level Council consisting of between thirty to fifty members comprised of distinguished leaders with renowned experience in agriculture, international markets, global food security, sustainability, community development, and related issues. We are inviting you to serve on the Council as a distinguished Member.

It is expected that the Council will meet at a minimum quarterly throughout the year to provide operational oversight and strategic recommendation development that drives progress toward FARM Illinois' mission and goals. The inaugural meeting of the FARM Illinois Council will be **Thursday, March 31, from 10:00 a.m. – 3:00 p.m. CST, in Chicago, location TBD.**

Should you have any questions, please do not hesitate to contact us or our colleague Leland Strom, project director for FARM Illinois, at (630) 337-5866 or via email at lee@farmillinois.org. Additional supporting materials are attached for your reference, including Articles of Association, guiding principles of FARM Illinois, and the roles and responsibilities as a Council Member of FARM Illinois. Please note that these documents are drafts and still subject to change. We will formally review and ratify the Articles of Association and approve the supporting documents at the March 31st meeting. If you feel you are unable to serve, please let us know as soon as possible.

Thank you for your consideration, and we look forward to hearing from you.

Sincerely,

Robert A. Easter, PhD, Chair
President
University of Illinois

Richard L. Guebert Jr., Vice Chair
President
Illinois Farm Bureau

Theresa E. Mintle, Vice Chair
President and CEO
Chicagoland Chamber of Commerce

cc: Lee Strom, Project Director, FARM Illinois

Attachments: FARM Illinois Articles of Association
FARM Illinois Guiding Principles
Guiding Responsibilities of Council Members

Richland Community College
One College Park
Decatur, Illinois 62521

Richland
COMMUNITY COLLEGE

MEMORANDUM

FINANCE AND ADMINISTRATION

To: Dr. Charles Novak
Mr. Marcus Brown
Ms. Megan Moore
Ms. Carmin Ross
Mr. Richard McGowan

From: Greg Florian

Date: March 24, 2016

Re: Application of Pell for Trustees and Honors Scholarships and Staff dependent waivers

As you all know, for over 15 years, the College has been waiving tuition bills for these benefit programs. When these benefits were established, the financial landscape was significantly different. College finances are different and have reached a point in time that changes must be made.

Pursuant to our discussion this morning, we learned that Pell Grants are not being applied to student's accounts for these waiver programs. Beginning with the Fall 2016 semester, all eligible external financial aid will be applied to the student's account before any tuition is waived. Also, as a condition to receive one of these waivers, the student will be required to complete a FASFA.

Other changes will be forthcoming soon as additional eligibility requirements are evaluated.

Kindly distribute this information to the appropriate staff.

Richland Community College

TO: Greg Florian

FROM: Joe Feinstein JF

DATE: March 29, 2016

SUBJECT: Sale of Tanker Trailer

The 1991 Bar-Bel tanker trailer that was donated by ADM for the CDL Program was sold via public bid to Dawson Farms in the amount of $12,414.00 on March 15, 2016.

This trailer was not used for training at Richland Community College. ADM chose to do tanker training themselves and gave Richland the option to sell the tanker.

Richland Community College seeks an innovative and intentional leader who will enhance its student-centered focus and continue its tradition of academic excellence and high level of involvement in the community. Integral to the success of a new president will be the ability to build upon some exciting projects which include a future philosophical shift to a high-tech, high-touch for student services lodged in a new Student Success Center; expanded dual credit opportunities; the design and implementation of curriculum that integrates academic disciplines and practical business applications in the new Carroll School of Business; a College Foundation with over $18,000,000 in assets ranked nationally in the top 100 of public two-year institutions; a U.S. Green Building Council Leadership in Energy and Environmental Design platinum designation offered through the Center for Sustainability and Innovation; the career public-private partnership of the Illinois Carbon Capture and Storage Project; the laboratories of the Workforce Development Institute; and the world class Farm Progress Show held biennially on the College's campus.

Located in the heart of the agribusiness capital of the world - Decatur, Illinois - Richland is situated in the center of the 8 counties it serves and is within a 20-mile driving radius for students in the surrounding communities. Decatur, with surrounding communities, has a population of approximately 120,000 people. It is an ideal place for raising a family and living a healthy lifestyle. Decatur is well known throughout the United States for its first rate recreational facilities. Lake Decatur is a gorgeous, five-basin lake that provides opportunities for all types of water sports and recreation. Decatur is located less than one hour from Champaign, Springfield and Bloomington, two hours from St. Louis and three hours from Chicago. The industry base is diverse, including employment in agriculture, manufacturing, business, health care, and education. There is an abundance of social and cultural opportunities available. The real estate is reasonable, with a wide variety of prestigious homes available. You will find that this is a unique opportunity to combine a professional career and lifestyle.

Richland Community College is facing the future with a great deal of momentum and commitment to serving its students and community with excellence.

The College will conduct an equitable, inclusive, transparent, and fair search.

Richland
COMMUNITY COLLEGE

Application Process

Nominations and applications will be accepted until the position is filled. The target date for applications is Friday, April 29, 2016.

For detailed information, the presidential profile and information on how to apply please visit www.richland.edu/presidential_search or www.acctsearches.org. To apply go to http://acctsearches.org

For additional information, nominations or confidential inquiries, contact:

- Patricia Keir, Ed.D., ACCT Search Consultant, pkeir563@msn.com and 630-888-8841
- Narcisa Polonio, Ed.D., ACCT, Executive Vice President for Education, Research and Board Leadership Services, narcisa_polonio@acct.org or 202-276-1983
- Laurie Savona, Ed.D., ACCT Search Consultant, lsavona@acct.org, 202-595-4300

ACCT
Executive Search Services

Richland Community College is an Equal Opportunity Employer.

FIRST MIDSTATE INC.
INVESTMENT BANKERS

306 N. MAIN ST., SUITE 3
P.O. BOX 3367
BLOOMINGTON, IL 61702-3367
TEL: 309-829-3311 FAX: 309-827-2171

March 30, 2016

Mr. Greg E. Florian
CFO
Richland CCD No. 537
One College Park
Decatur, Illinois 62521

Dear Mr. Florian:

We would like to take this opportunity to thank you for your assistance in the recent issuance of $3,000,000 Taxable General Obligation Community College Bonds, Series 2016 for Community College District No. 537, Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon and Shelby and State of Illinois (Richland). We consider it a privilege to have been able to work with you.

We value developing long-term relationships with clients and will continue to stay in touch to address any questions that may arise. Please do not hesitate to contact us at any time if we may provide additional assistance.

Very truly,

FIRST MIDSTATE INCORPORATED

David W. Pistorius

David W. Pistorius
Senior Vice President

The family of

Neil E. Pistorius

thanks you for your

kind expression of

sympathy

And for the lovely

Peace lily.

AC-411 ©Bass-Mollett Printed in U.S.A.

Richland Community College

TO: Dr. Charles Novak

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

DATE: April 4, 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.

April 2016

April 28, 29, 30 — Progress City USA Cluster Dog Show
The Progress City Cluster is a combination of dog shows hosted by the Champaign Illinois Kennel Club, the Mattoon Kennel Club, and the Sandemac Kennel Club. Spectators are welcome to watch all shows for $5 per carload. Judging begins at 9:00 a.m. every day, except Sunday which begins at 8:30 a.m.

April 29 — Student Awards & Recognition Reception
5:00 p.m. – Reception: Shilling Salons
6:00 p.m. – Program: Auditorium
Clubs and academic awards are presented to students from Student Engagement and all departments.

May 2016

May 1 — Progress City USA Cluster Dog Show
Spectators are welcome to watch for $5 per carload. Judging begins at 8:30 a.m.

May 3, 6, 7 — Richland Spring Dance Concert
7:00 p.m. – Shilling Auditorium

May 6, 7 — Annual Mother's Day Plant Sale
Friday: 7:00 a.m. – 6:00 p.m.
Saturday: 7:00 a.m. – 1:00 p.m.
Horticulture Building

May 13 — Richland Community College Foundation Annual Golf Outing
Hickory Point Golf Course

May 14-19 — Spring Semester Final Exams

May 17 — Board of Trustees Meeting
5:30 p.m. – Board Room

May 20 — Richland Community College Commencement
7:00 p.m. – Decatur Civic Center

May 20, 21 — Finders Market – Progress City USA
Hosting over 100 indoor and outdoor vendors offering Vintage, Antiques, Repurposed, Handmade, Architectural Salvage, Arts And Foods.
Friday: 3:00 p.m. – 7:00 p.m. ($5.00 advance tickets on website or $8.00 at the gate)
Saturday 9:00 a.m. – 3:00 p.m. (Free Admission)

May 30 — Memorial Day – College Closed

Richland Community College

To: Dr. Charles Novak, President

From: Richard Gschwend, Director, Human Resources

Date: April 5, 2016

Subject: Personnel Update

Retirements, Resignations, and Terminations

Name	Position	Last Day
Jessica Pickel	Director, Adult Education, Economic Development and Innovative Workforce Solutions	03/31/16
Patricia Sprague	Prevention Specialist, Decatur Community Partnership	03/31/16

Changes

Name	Position	Start Date
Jeff Davison	Director, Adult Education Temporary Assignment Economic Development and Innovative Workforce Solutions	04/05/16

New Employee

Name	Position	Start Date
Cherilynn Evans	Teacher Assistant, Part-time Early Childhood Development Center	03/28/16
Hannah Templin	Teacher Assistant, Part-time Early Childhood Development Center	03/28/16

Richland Community College
One College Park
Decatur, Illinois 62521

Richland
COMMUNITY COLLEGE

MEMORANDUM

BUSINESS SERVICES

To: Dr. Charles Novak

From: Greg Florian

Date: April 4, 2016

Re: Construction Project Status

Current Construction Projects

Student Success Center – The status of this project remains unchanged due to the uncertainty of future State Funding and the current shutdown.

Ag/Maintenance Boiler Replacement – The project application has been submitted to the ICCB for approval and the College is waiting for the response. Upon receiving ICCB approval as a Protection, Health, and Safety funded project, a bid date will established. This project is scheduled for the summer.

Business Education Center – The Educational Leadership Team (ELT) has been meeting and discussing the results of the recent visits to the exemplar sites. On March 31st, several team members toured the University of Illinois' learning lab that featured the infusion of several types of technology. This trip will be followed with a trip to University of Iowa on April 8, 2016. The tour will consist of recently renovated learning commons in order to get a better understanding of the student collaboration spaces. Additionally, they will be touring their TILE (transform, interact, learn, engage) classrooms.

The ELT will meet on April 6 with BLDD presenting information gathered to date from students, instructors, exemplar tours, and business partners. That information will be synthesized to determine who that will influence the design of the prototype spaces.

During the time between graduation and summer classes, a "hack" of existing space to install the prototype designs will be installed. Over the summer semester, several different prototype spaces will be available for faculty and students to use. Observation and data gathering will be conducted with the final analysis of these teaching and learning environments during late summer. Once the information is compiled and analyzed a final project design will be developed that will define the project's scope and budget. The finding will be presented to the Board at that time.

Richland *Community College*
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

April 2016

Student Trustee: Ashley Ronda

President: Kelsey Gist ***Vice-President:*** TBD ***Secretary/Treasurer***: TBD

Student Engagement Activities:

- 4/19: Poetry Reading (Co-Sponsored with Liberal Arts)
- 4/22: Family Movie Night—Star Wars-The Force Awakens
- 4/26: SpringFest
- 5/12: Finals Massages
- 5/16-17: Finals Treats

Other:

- 4/20: Student Lobby Day in Springfield

SGA
Richland Community College
STUDENT GOVERNMENT ASSOCIATION

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

MONTHLY REPORT OF RICHLAND COMMUNITY COLLEGE AGREEMENTS/CONTRACTS

AUTHORIZED BY PRESIDENT NOVAK FOR THE MONTH OF

March 2016

03/24/2016	Dr. Novak signed an agreement for the U.S. Department of Energy, Office of Fossil Energy, National Energy Technology Laboratory, DE-FOA-0001240, Intelligent Monitoring System for Real-time Geologic Storage, Optimization, and Reservoir Management.

CONSENT AGENDA

TO: Board of Trustees

FROM: Dr. Charles Novak

DATE: April 19, 2016

SUBJECT: Consent Agenda

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

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

A. Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06 (Destruction of Closed Session Audio Recordings)

B. Charge-Back

1. Mackenzie Wagoner – Veterinary Technology – Parkland College – Fall 2016 through Summer 2017

Thank you.

TO: Board of Trustees

FROM: Dr. Charles Novak

DATE: April 19, 2016

SUBJECT: Authorization in compliance with 5 Illinois Compiled Statutes 120/2.06 (Destruction of Closed Session Audio Recordings)

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

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

At this time, the verbatim recording of the closed session held November 18, 2014 has met the required 18-month period.

Therefore, it is recommended that the Board of Trustees authorize the destruction of the verbatim record of the November 18, 2014 closed session.

CHARGE BACKS

RICHLAND COMMUNITY COLLEGE
ACADEMIC SERVICES

MEMORANDUM

TO: Dr. Chuck Novak

FROM: Denise Crews, V.P. Academic Services

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

DATE: April 4, 2016

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

Applicant for First Time Enrollment

Mackenzie Wagoner 4177 N. Prairie View Rd. Oakley, IL 62501	Veterinary Technology AAS Parkland College	Fall 2016 – Summer 2017

OLD BUSINESS

TO: Board of Trustees

FROM: Dr. Charles Novak

DATE: April 19, 2016

SUBJECT: Recommendation to Contract with BLDD for the design phase and Construction of the Carroll Center for Enterprise and Innovation

Mr. Chairman, Member of the Board, A gift of $1.7 million from the estate of Dell and Evelynn Carroll set the stage for a community fundraising campaign and a new and innovative process for the design of facilities on the campus of Richland Community College. The Carroll Center for Enterprise and Innovation will be developed through a process BLDD has proposed called Design Thinking and involves five-steps.

- Discovery - Review of exemplar facilities with Richland faculty members, students, administration, and community members.
- Empathy – BLDD will observe Richland class sessions to gain an understanding of how the current environment responds to 21st century educational needs.
- Ideate – BLDD will develop and refine concepts through a public charrette process, ideally resulting in 2-3 preferred concepts.
- Prototyping – Mock up spaces designed to facilitate the changes discovered during the previous stages. Observe the functionality and efficiency of these spaces for the design concept.
- Testing – The College will test the preferred concept prototypes through use of the spaces for a yet to be determined time frame. BLDD will collect information on successes and failures of each prototype and present summary to College.

Students are participating in the Ideate process by providing feedback to BLDD architects and designers about what is currently working well on Richland's campus and what improvements could be made to create an ideal learning environment.

This physical construction for the Carroll Center for Enterprise and Innovation will include portions of the 2nd floor of the South Wing as well as a new entry into the space.

Richland will improve and revise curricula to reflect current technology, trends, and the needs of local businesses. The foundation for the improved curricula will be project based, thus engaging student's mind in working through business based projects in a

collaborative manner, producing scalable outcomes. Most importantly, project based learning will be applicable to all disciplines at Richland Community College.

Therefore, it is recommended that the Board of Trustees approve a funded capital project at a cost of $3.5 million for renovation of the Second Floor South Wing of the Main Campus Building; engage BLDD as the architects for the design, development, and professional management services for the entire project at a fee not-to-exceed 8% of the constructions cost; approve staff to submit the project to the ICCB for its approval; and approve staff to submit a request for funding to the Richland Community College Foundation for $3.5 million for the renovations for the Carroll Center for Enterprise and Innovation, as presented.

Richland Community College
One College Park
Decatur, Illinois 62521

Richland
COMMUNITY COLLEGE

MEMORANDUM

FINANCE AND ADMINISTRATION

To: Dr. Charles Novak

From: Greg Florian

Date: April 11, 2016

Re: Recommendation to Contract with BLDD for the design phase and construction of the Carroll Center for Enterprise and Innovation

As part of the College's long-range facility plans, Richland recognized a need for appropriate educational space for developing well-trained employees who can add value to local companies in a wide variety of technical and skill areas. The project was developed initially in 2009 and was included in the College's FY2010 State funded capital funding request - RAMP. At that time, the project was a 4th priority in the list of requested projects that were submitted to the Illinois Community College Board. The project did not receive a State priority for funding. Since its initial prioritization, Richland has completed projects that satisfied the space needs that the other three RAMP requested projects provided. The fiscal year 2016 RAMP document listed the Carroll Center for Enterprise and Innovation renovation of the space as the College's top project.

Subsequently, the need for this project was shared with a donor to the Richland Foundation who donated over $1.7 million toward this project. This initial gift started the Foundation on a fund raising campaign that has raised over $3.3 million.

Project Justification:

Assuring that local companies have quality employees who can understand the significance of their local actions having global impact is significant, and training these employees has fallen upon Richland. Realizing this challenge for training employees is no easy task; Richland has begun a course of action to enhance its business and entrepreneurial programs.

This project will be the impetus for the College to address multiple needs. First, the project will allow the College to address current technological needs associated with various business programs. Much of the existing space currently assigned to the business area has not been updated since the campus was originally constructed in 1988 and it is in need of modernization. This includes both physical updates that support a modern learning environment as well as alterations to space that address changes in the delivery of business and entrepreneurial instruction. Another need to be addressed will be the expansion to include regional agribusiness as well as manufacturing and industry. The unique focus of the Carroll Center for Enterprise and Innovation will include a combination

of academic programming and real hands-on industry experiences. The Carroll Center for Enterprise and Innovation will be a source of specialized academic credentials for ongoing professional development and new workforce entrant preparation.

With a rich history of supporting and working closely with its business partners, Richland continues to listen to its business partners. They have indicated that no longer can employees be singularly trained for a certain skill set. Training and education must address the need for employees exhibiting a broad spectrum of core competencies that stress a combination of various business and technological skills. By incorporating this change, Richland's business and technology programs will demonstrate a cross-discipline philosophy.

Project Development:

Think Big Project: At the January 2016 Board of Trustees meeting, a motion was approved to engage BLDD for the initial design of the Carroll Center for Enterprise and Innovation through a pilot program entitled Think Big. BLDD is developing a new and innovative process for the design of facilities. They recently have implemented this process with the design and development for a school district in Iowa with very positive results. Because of the success of the new process, BLDD will expand this concept to their higher education clients. BLDD has offered to work with the College to further develop the process for higher education. After further discussion with BLDD it is apparent that the concept design process will work well for the Carroll Center for Enterprise and Innovation project. BLDD offered to provide their services for this initial portion of the work at no cost to the College.

The Think Big program will conceptualize a project design utilizing a process that incorporates five major steps; Discover, Empathy, Ideate, Prototyping, and Testing.

Once the summary of the Think Big process has been completed, the information learned from this process will be utilized to develop final plans and bid documents.

In the initial Board approval, the cost for bid documents and project management is to be identified at a later date and based on the total project's budget and scope. While the Think Big process is not complete, it is now time to identify the project's budget and scope. Refinements to the original RAMP request and information learned from the Think Big progress suggest that a budget and scope can be established.

Scope:

The project will encompass redesign and realignment of approximately 10,800 square feet on the second floor of the South Wing. Modifications will include removal and replacement of walls, floor finishes, ceilings, mechanical, HVAC, and electrical systems within the area.

As part of this design process budget currently underway through the Think Big process, certain costs for the "hack" that are not being provided by BLDD will be included in the total project budget. This will include an allowance for technology, furniture, and a small amount for possible space alterations.

Budget:

The budget for this project includes all costs associated with the design and development for bid and construction documents, professional fees, construction costs, equipment, and technology.

Budget:	
Hack Allowance	$50,000
Construction	2,923,728
Contingency	292,373
A&E Fees	233,899
Project Total	$3,500,000

ICCB Rules require that this project be submitted for approval. If approved, an application will be prepared and submitted to the ICCB for approval as a locally funded project.

It is recommended that the Board of Trustees:

Approve a locally funded capital project at a cost of $3.5 million for renovation of the Second Floor South Wing of the Main Campus Building;

Approve engaging BLDD as the architects for the design, development, and professional management services for the entire project at a fee not-to-exceed 8 percent of the construction costs;

Approve staff to submit the project to the ICCB for its approval; and,

Approve staff to submit a request for funding to the Richland Community College Foundation for $3.5 million for the renovations for the Carroll Center for Enterprise and Innovation.

BOARD POLICIES, PROPOSALS, AND CHANGES

Richland Community College
Office of the President

TO: Board of Trustees

FROM: Dr. Charles Novak

DATE: April 19, 2016

SUBJECT: Board Policy Section 3 – Personnel - Third Reading/Adoption

Mr. Chairman, Members of the Board, Section 3 of the Board Policy Manual is presented for the third reading and adoption. Changes have been made since the second reading.

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

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

Board Policy Section 3 has been reviewed by the Board of Trustees, President's Cabinet, departments responsible for implementation and other College committees.

Therefore, it is recommended that the Board of Trustees adopt Board Policies Section 3 – Personnel, as presented.

Thank you.

Richland Community College

TO: Dr. Charles Novak

FROM: Greg Florian

DATE: March 2, 2016

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

The final version of Board Policy Section 3 – Personnel is being presented as a final version of the policy. The policy has been reviewed by all appropriate staff. It has been reviewed by the Board of Trustees, President's Cabinet, departments for implementation and other College committees.

Changes and feedback recommended for the policy have been incorporated and this is the final version being presented for approval.

Therefore, it is recommended that the Board of Trustees approve Board Policy Section 3 – Personnel.

3.1 EMPLOYMENT OF PERSONNEL - Adopted 8/21/90; Revised 2/20/07, 4/19/16

3.1.1 "At Will" Employment

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

3.1.2 Union Represented Faculty

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

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

3.1.2.1 "Just Cause" Standard for Tenured Faculty - Revised 4/19/16

The Public Community College Act (110 ILCS 805/3B-1 *et seq.*) provides that tenured faculty members may be dismissed for "just cause." For this purpose, "just cause" includes, but is not limited to:

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

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

(3) any action by faculty involving willful misconduct or malfeasance or gross negligence in the performance of his duties;

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

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

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

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

3.1.3 Authority to Hire - 11/18/08

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

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

3.1.3.1 Academic Rank - Initial Placement - Adopted 3/76

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

3.1.4 Background Checks - Revised 4/19/16

As a condition of employment, employees may be subject to one or more of the following:

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

3.1.5 Employment of Relatives

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

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

3.1.6 Probation

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

3.1.7 Grievance - revised 12/15/09

The College welcomes the opportunity to address employee concerns or complaints about College policies, procedures, personnel actions, or other matters over which the College has control. Employees wishing to initiate a grievance should submit the issue in writing to their immediate supervisor,

with a copy to a Human Resources representative. Grievances must be presented within ten college days of the occurrence, or within ten college days of the time it was reasonable for the employee to become aware of the occurrence, to be considered by the College. Employees are assured that there will be no retaliation for initiating a grievance. Employees covered under a collective bargaining agreement will follow those grievance procedures. All other employees shall follow the procedures established by the College.

3.1.8 Return to work SURS annuitants - 1.4.16 - Revised 4/19/16

The College will not employ, re-employ, hire, offer an employment contract, or otherwise create an employment relationship for any individual defined as an "Affected Annuitant", under 40 ILCS 5/15-139.5. It shall be the individual's duty and responsibility to inform the College prior to hiring that they are receiving an annuity as the result of employment by a SURS or SURS reciprocal covered employer. Failure to notify the College of this information will be immediate termination.

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

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

3.2 CLASSIFICATION OF PERSONNEL - Adopted 8/1/90. Revised 11/18/08, 4/19/16

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

3.2.1 Executive Staff - 11/18/08

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

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

3.2.2 Administrative Staff - 11/18/08

Administrators shall be those individuals who manage, administer, and support the operations of the College, and who are not covered by a collective bargaining agreement.

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

3.2.3 Faculty

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

3.2.3.1 Full-time Tenure-Track Faculty

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

3.2.3.2 Full-time Tenure-Track Librarians and Counselors

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

3.2.3.3 Adjunct Faculty

Adjunct (Part-time) teaching faculty are those individuals who teach less than **twelve (12)** equated hours per semester.

3.2.3.4 Temporary Full-Time Faculty

Temporary full-time teaching faculty members shall teach twelve (12) or greater equated credit hours per semester. No employees shall remain in this classification greater than two (2) consecutive years. These individuals also must adhere to the provisions of the Collective Bargaining Agreement between Richland Community College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

3.2.4 Other Staff

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

3.2.4.1 Adult Education Instructors

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

3.2.4.2 Temporary Part-Time Employees

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

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

3.2.4.3 Temporary Full-Time Employees

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

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

3.2.4.4 Student Employees

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

A student employee who demonstrates financial need may participate in the Federal Work Study program, a federal financial aid program designed to provide subsidized part-time employment for eligible students.

3.2.4.5 Contract Employees

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

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

3.2.4.6 Grant-Funded Employees

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

3.3 DEFINITION OF EMPLOYMENT WORKWEEK/WORKLOAD - Adopted 5/15/90; Revised 4/19/16

3.3.1 Non-Faculty

3.3.1.1 Full-Time Employment

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

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

3.3.1.2 Part-Time Employment

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

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

3.3.1.3 Student Employment

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

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

3.4 EMPLOYEE ASSESSMENT/APPRAISAL - Adopted 5/15/90; Revised 4/19/16

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

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

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

3.4.1 Faculty Promotion in Rank

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

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

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

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

Instructor
Assistant Professor
Associate Professor
Professor

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

The process of faculty promotion will be consistent among divisions and other units of the College. Promotion signifies the faculty member's movement from one rank to the immediately succeeding rank. The faculty member is eligible for the next succeeding rank only. Tenure and promotion may occur in the same academic year. The Board of Trustees authorizes and delegates to the President of the College the authority to develop procedures to administer this program.

3.5 GENERAL EMPLOYMENT - Revised 4/19/16

3.5.1 Chronic Communicable Disease

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

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

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

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

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

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

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

3.5.2 Drug-Free Workplace

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

No employee will report to work while under the influence of a controlled illegal drug. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination.

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

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

Any employee will be subject to reasonable suspicion drug screening.

The College will require employees to submit to a substance abuse screen where the College has reasonable suspicion that the employee is under the influence of illegal drugs or alcohol. Refusal to submit to such a screen will be considered a violation of this policy.

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

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

3.5.4 Whistleblower Protection

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

I. Scope

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

Definitions

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

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

C. Retaliation Complaint: Any written complaint by an employee that alleges retaliation for having made a protected

disclosure, together with a sworn statement, made under penalty of perjury that the contents of the complaint are true or are believed by the complainant to be true.

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

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

II. Corrective Action of a College Employee

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

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

With regard to complaints in which it is alleged that the President, the LDO, or the LDO's supervisor took retaliatory action, the findings of the investigation shall be presented for a decision to the Vice President of Finance and Administration and one other Vice President.

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

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

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

3.5.6 Prohibited Gifts and Political Activity - revised 11/15/11, 4/19/16

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

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

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

3.5.7 Conflict Of Interest

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

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

firm considered for a contract with the College.

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

Any employee found in violation of this policy or other related College policies may be subject to disciplinary action, which may include suspension and/or dismissal.

3.5.8 Employee Safety and Risk Management

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

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

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

3.5.9 Dismissal of Non-Tenured Faculty

In accordance with 110 ILCS 805/3B-3, it is the policy of the Board that the decision not to rehire (dismiss) a non-tenured faculty member for the ensuing school year or term will be made by the Board upon the recommendation of the College President. The Board shall make the decision not to rehire the non-tenured faculty member and shall notify that faculty member of its decision no later than sixty (60) calendar days before the end of the school year or term. The specific reasons for the dismissal will be kept confidential but will be issued to the faculty member upon the faculty member's request.

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

3.5.10 Corrective/Disciplinary Action

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

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

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

3.5.11 Resignation

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

As a professional courtesy, employees are encouraged to give appropriate and sufficient advance notice to the appropriate supervisor. Employees must return by their last day of employment all College keys, equipment, and records.

3.5.12 Abandonment of Position

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

3.6 SALARY AND WAGE SYSTEM - 11/18/08; Revised 4/19/16

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

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

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

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

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

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

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

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

3.6.1 Salaried Status - 11/18/08

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

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

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

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor or to the Director of Human Resources. If the issue is not resolved to the employee's satisfaction, the employee can utilize the College grievance procedure as outlined in Section 3.1.7 of the Board Policy Manual to pursue resolution. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, 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 supervisor before working any overtime beyond the regular forty (40)-hour workweek. Failure to obtain consent may result in discipline. An employee may be required to work overtime.

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

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

a. 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.

3.6.3 Flex Scheduling

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

3.6.4 Payroll

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

Upon separation from the College, an employee's earned and unused vacation and compensatory time will be paid out during the next

regularly scheduled payroll period after the employee's termination date.

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

3.6.4.1 Salary Overpayment and Corrections

The College will follow the provisions of the Illinois Wage Payment and Collections Act. In the event of a salary overpayment employees must repay all amounts paid in excess, consistent with the provisions of that Act. For employees who leave the College before full repayment has been made, the College is authorized to pursue repayment after termination, in accordance with the provisions of the Wage Payment and Collections Act.

3.6.5 Paid/Unpaid Time Off

Paid/unpaid time off for consideration includes the following:

3.6.5.1 Holidays

The College recognizes the following days:

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

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

Full-time, non-contractual employees will be compensated at their normal rate of pay for the

holidays noted above. Part-time employees who normally would have been scheduled to work on the day the holiday falls will be paid for the hours they normally would have worked or the supervisor may change the schedule to coincide with the hours the College is in operation.

3.6.5.2 Family and Medical Leave (FMLA - Revised 12/15/09, 11/15/11, 4/19/16

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

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

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for the employee's spouse, child (who is under 18 years of age or incapable of self-care due to a physical or mental disability), or parent (not a parent-in-law)who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child is on (or has been notified of an impending call to) covered active duty in the Armed Forces to a foreign country. Members of the U.S. National Guard and Reserves are on covered active duty when they are under call or order to active duty and are deployed with the Armed Forces to a foreign country.
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty

as a member of the National Guard or military reserves.

Military Caregiver Leave. An employee who is the spouse, parent, child, or next of kin of a current member or veteran of a covered service member (including members of the Armed Forces, National Guard, or Reserves, and covered veterans) with a serious illness or injury may be eligible for up to a total of 26 weeks of FMLA leave in a 12-month period to provide care for that individual.

Notice of Leave.

If an employee needs to take time off for reasons that the employee believes qualify for FMLA leave, the employee must comply with all applicable absence reporting policies, absent an unusual circumstance.

To request leave, the employee must:

- Supply sufficient information for Richland Community College to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable, but at all times compliant with applicable reporting policies, absent an unusual circumstance;
- Provide a telephone number where the employee may be reached for further information.
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply with the College's absence reporting policies or to provide documentation or information requested by the College may result in leave being delayed or denied.

Intermittent Leave. When medically necessary, eligible employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with Richland Community College to arrange reduced work schedules or intermittent leave so as to minimize disruption of college operations,

subject to approval by the health care provider. Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of college operations.

Leave because of the birth of a healthy child or placement for adoption or foster care of a healthy child (i.e., bonding time) may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

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

Richland Community College, at its expense, may require a medical examination by a health care provider of its own choosing if it has reason to doubt the validity of the medical certification provided by the employee., Richland Community College also may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave, as provided by applicable law. Second opinions will not be sought in instances of military caregiver leave.

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

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

An employee who fails to provide a Fitness for Duty certification may be disciplined or terminated.

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

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

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

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

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

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

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

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

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

The following conditions and procedures apply to a medical leave of absence not expressly provided for elsewhere in this manual.

A medical leave of absence may be granted to an employee where a health care provider certifies that an employee is unable to work for more than five (5) consecutive calendar days due to illness, injury, accident, or other qualified condition (including pregnancy and childbirth).

In order to apply for such a leave, the employee and

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

Leaves will generally not be extended beyond twelve (12) months from the actual start date of the leave. Employees on a leave who do not return to work on or before the expiration of the twelve month period will be terminated from employment with the College, unless a moderate extension of this period constitutes a reasonable accommodation of a disability as defined by applicable law, or unless otherwise required by law.

Employees terminated under this provision can reapply for employment with the College at a future date if they wish, but future employment with the College is not guaranteed. Employees who fail to return from leave on the date approved by College without applying for an extension of leave will be regarded as having voluntarily resigned their employment with the College effective as of the last day actually worked. Employees who return from a leave on the date approved by College may be restored to their former job, or to a comparable job, if available. If the employee's former job or comparable job is no longer available, the employee may be assigned to any other job, provided there is an open position and the employee has the skill and ability to perform the job. If the College determines that conditions do not allow the reinstatement of the

employee to any position, then the employee will be terminated

Sick and/or vacation leave will run concurrently with medical leave. Thus, after all of an employee's sick and vacation leave has been exhausted, the remaining term of his or her eligible medical leave will be unpaid.

3.6.5.4 Eligibility for Leave

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

3.6.5.5 Personal Leave

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

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

3.6.5.6 Sick Leave - 9/16/08, revised 11/15/11, 4/19/16

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 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, or anyone regularly residing with the employee. The employee may be required to provide a doctor's statement to his or her supervisor if the personal or immediate family illness lasts over two days in order to receive sick

leave pay and also to be able to return to work.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each employee must request 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.

3.6.5.9 Military Leave - revised 11/15/11, 4/19/16

Each employee may be granted military leave based upon the provisions of the United States code, the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Illinois Military Leave of Absence Act, or other federal and state rules and regulations. Military leave shall be without pay, unless otherwise required by law. Personal and/or sick leave may be applied to military leave.

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

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

3.6.5.10 Jury Duty

Full-time employees called for jury duty will be granted leave. The College will continue the employee's regular compensation while he or she serves as a juror.

The employee will be required to remit to the College all per diem fees, exclusive of mileage reimbursements, received from the court.

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

3.6.5.11 Leave to Vote

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

3.6.5.12 Professional Leave - Adopted 9/10/90.

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

Paid (fully or partially) or unpaid professional leaves may be granted for a year or less by the Board of Trustees for the purpose of study, research, or such other reasons as might contribute to the professional growth of staff members and improve the programs and operations of the College.

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

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

full-time employment at the College.

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

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

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

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

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

3.6.5.13 School Visitation

In compliance with the State of Illinois School Visitation Rights Act, Richland Community College provides unpaid leave time for employees who are parents or legal guardians to attend school conferences or classroom activities related to the employees'

child.

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

Richland Community College will grant up to a total of eight (8) hours of unpaid leave, during any school year, for employees to attend school conferences or other classroom activities related to their child if these functions cannot be scheduled during non-working hours.

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

Illinois Victims' Economic Security and Safety Act

The Illinois Victims' Economic Security and Safety Act, ("VESSA"), provides unpaid leave and certain other benefits to eligible employees who are, or whose family or household members are, victims of domestic or sexual violence. It is the policy of the College to comply fully with VESSA.

3.6.5.14 Other Leaves

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

period covered by the leave. In addition, employees will not be paid for holidays during the leave.

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

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

3.6.5.15 Layoff Status

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

3.7 BENEFITS - Revised 4/19/16

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

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

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

3.7.2 Tuition/Fees Waivers

3.7.2.1 Full-Time Employees

3.7.2.1.1 Credit Classes - revised 11/15/11, 4/19/16

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

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

3.7.2.1.2 Fitness Center

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

3.7.2.1.3 Non-Credit Classes

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

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

2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.3. Full-time employees will be required to pay for textbooks, handouts, or supplies associated with the courses which are not included in the course's tuition.

3. Full-Time employees will be required to pay for textbooks, handouts, or supplies associated with the courses which are not included in the course's tuition.

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

3.7.2.2 Part-Time Employees

3.7.2.2.1 Credit Classes

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

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

3.7.2.2.2 Fitness Center

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

3.7.2.3 Adjunct Faculty

3.7.2.3.1 Credit Classes

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

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

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

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

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

3.7.2.3.2 Fitness Center

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

3.7.2.4 Retired Employees

3.7.2.4.1 Credit Classes

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

3.7.2.4.2 Fitness Center

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

3.7.2.4.3 Non-Credit Classes

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

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

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

3. Enrollment must not exceed maximum class size.

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

3.7.3 Retirement under State Universities Retirement System Program

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

3.8 SERVICE RECOGNITION

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

3.8.1 PROFESSOR EMERITUS

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

Bestowal of Professor Emeritus is recognition of the value the College places on the experience, knowledge, and ability of

its retiring faculty. To encourage retiring faculty to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the educational community, Professor Emeritus shall be awarded to retiring faculty who meet the criteria established by the College.

3.8.2 STAFF EMERITUS

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

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

FINANCIAL REPORT

Richland Community College
Office of the President

TO: Board of Trustees

FROM: Dr. Charles Novak

DATE: April 19, 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 March 2016 bills paid and approve the Financial Statement to be filed for audit.

Thank you.

Richland Community College

Financial Report
March, 2016

Report	Page
Treasurer's Report	1
Revenue Summary-Education Fund	2
Revenue Summary-Operations and Maint	3
Revenue Summary-Operating Funds	4
Revenue Summary-Other Funds	5
Expenditure Summary by Major Function	8
Expenditure Summary by Operating Fund	10
Auxiliary Enterprise Fund	11
Restricted Purposes Fund-Grants	14
Expense Account Summary	16
Expenditure Summary by Cost Center	19
Bills Presented for Ratification	29

Richland Community College
Treasurer's Report
March 31,2016

Fund	Balance 03/01/16	Receipts for Month	Disbursements for Month	Balance 03/31/16	Int. Bearing Accounts	Separate Inv. Instruments
Education Fund	1,291,921.23	3,657,529.46	(3,232,738.64)	1,716,712.05	866,712.05	850,000.00
Oper & Maint Restricted	480,047.93	64.65	(62,054.55)	418,058.03	199,768.52	218,289.51
Bond & Interest Fund	240,329.06	117.92	.00	240,446.98	240,446.98	.00
Auxiliary Enterprises	226,915.56	93,190.49	(51,485.00)	268,621.05	268,621.05	.00
Restricted Purposes Fd	1,239,790.86	2,949,486.30	(3,473,102.03)	716,175.13	195,147.64	521,027.49
Working Cash Fund	3,903,214.34	3,001,642.08	.00	6,904,856.42	5,904,409.76	1,000,446.66
Trust & Agency Fund	90,376.85	11,739.46	(10,988.70)	91,127.61	91,127.61	.00
Audit Fund	39,946.87	10.86	.00	39,957.73	39,957.73	.00
Liab,Protect,Settle	818,532.25	168,359.43	(178,616.49)	808,275.19	708,275.19	100,000.00
Totals	8,331,074.95	9,882,140.65	(7,008,985.41)	11,204,230.19	8,514,466.53	2,689,763.66

SEPARATE INVESTMENT INSTRUMENTS

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	300,000.00	CD-HPB	0.20	07/19/2016	6.0
EDUCATION FUND	300,000.00	CD-Busey	0.10	07/22/2016	6.0
EDUCATION FUND	250,000.00	CD-SOY	0.20	01/30/2017	12.0
O/M RESTR-GENERAL	218,289.52	CD-HPB	0.25	07/20/2016	12.0
RESTR-PARTNER'S IN ED	16,565.79	CD-PNC	0.10	01/30/2016	6.0
RESTR-EQUIP REPLACEMENT	200,000.00	CD-HPB	0.10	04/29/2016	3.0
RESTR-EQUIP REPLACEMENT	300,000.00	CD-HPB	0.25	08/10/2016	12.0
WORKING CASH FUND	120,841.50	CD-Regns	0.05	04/21/2016	13.0
WORKING CASH FUND	301,966.14	CD-HPB	0.05	05/02/2016	3.0
WORKING CASH FUND	117,639.02	CD-Regns	0.01	10/26/2016	7.0
WORKING CASH FUND	350,000.00	CD-HPB	0.25	11/22/2016	12.0
WORKING CASH FUND	110,000.00	CD-HPB	0.25	03/23/2017	12.0
LPS FUND	100,000.00	CD-Busey	0.10	03/27/2016	6.0

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

	Actual Rev 03/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 03/31/16	%
Fund: 01 Education Fund						
Local Government Sources						
Current Taxes	6,048,995.25	6,048,995.25	100.0	6,086,216.00	6,077,181.63	99.9
Chargeback	15,472.65	14,658.30	105.6	6,000.00	6,227.12	103.8
Interest on Taxes	769.28	769.28	100.0	1,000.00	300.08	30.0
Local Government Sources	6,065,237.18	6,064,422.83	100.0	6,093,216.00	6,083,708.83	99.8
State Government Sources						
ICCB Credit Hour Grants	930,989.42	1,777,516.28	52.4	1,779,435.00	.00	.0
ICCB Equalization Grant	38,531.52	75,345.00	51.1	50,000.00	.00	.0
ICCB CTE Formula Grant	83,506.18	174,932.88	47.7	167,847.00	.00	.0
Replacement Taxes	255,169.38	459,888.33	55.5	429,250.00	241,963.45	56.4
State Government Sources	1,308,196.50	2,487,682.49	52.6	2,426,532.00	241,963.45	10.0
Student Tuition & Fees						
Tuition-Credit	5,236,294.25	5,227,089.07	100.2	5,573,606.00	5,527,017.70	99.2
Fees	772,738.97	769,492.06	100.4	866,954.00	816,856.50	94.2
Student Tuition & Fees	6,009,033.22	5,996,581.13	100.2	6,440,560.00	6,343,874.20	98.5
Other Revenue/Sources						
Investment Revenue	939.18	1,583.08	59.3	2,000.00	1,296.42	64.8
Other Revenue	150,315.42	352,565.01	41.4	350,034.00	145,915.66	41.3
Transfer In	.00	10,257.75	.0	3,000.00	.00	.0
Other Revenue/Sources	151,254.60	364,405.84	41.5	355,034.00	147,212.08	41.5
Total Revenue	13,533,721.50	14,913,092.29	90.8	15,315,342.00	12,816,758.56	83.7

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

	Actual Rev 03/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 03/31/16	%
Total Operating Funds						
Local Government Sources						
Current Taxes	6,928,216.64	6,928,216.64	100.0	6,971,805.00	6,960,982.22	99.8
Chargeback	15,472.65	14,658.30	105.6	6,000.00	6,227.12	103.8
Interest on Taxes	879.09	879.09	100.0	1,500.00	343.65	22.9
Local Government Sources	6,944,568.38	6,943,754.03	100.0	6,979,305.00	6,967,552.99	99.8
State Government Sources						
ICCB Credit Hour Grants	1,020,787.22	1,946,773.00	52.4	1,936,347.00	.00	.0
ICCB Equalization Grant	38,531.52	75,345.00	51.1	50,000.00	.00	.0
ICCB CTE Formula Grant	83,506.18	174,932.88	47.7	167,847.00	.00	.0
Replacement Taxes	255,169.38	459,888.33	52.6	429,250.00	241,963.45	56.4
State Government Sources	1,397,994.30	2,656,939.21	52.6	2,583,444.00	241,963.45	9.4
Student Tuition & Fees						
Tuition-Credit	5,749,516.78	5,740,593.03	100.2	6,118,970.00	6,065,349.41	99.1
Fees	772,738.97	769,492.06	100.4	866,954.00	919,248.50	106.0
Student Tuition & Fees	6,522,255.75	6,510,085.09	100.2	6,985,924.00	6,984,597.91	100.0
Other Revenue/Sources						
Investment Revenue	939.18	1,583.08	59.3	2,000.00	1,296.42	64.8
Other Revenue	251,310.63	487,225.29	51.6	484,698.00	247,341.10	51.0
Transfer In	.00	10,257.75	.0	3,000.00	.00	.0
Other Revenue/Sources	252,249.81	499,066.12	50.5	489,698.00	248,637.52	50.8
Total Revenue	15,117,068.24	16,609,844.45	91.0	17,038,371.00	14,442,751.87	84.8

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

	Actual Rev 03/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 03/31/16	%
Fund: 02 Operations & Maint						
Local Government Sources						
Current Taxes	879,221.39	879,221.39	100.0	885,589.00	883,800.59	99.8
Interest on Taxes	109.81	109.81	100.0	500.00	43.57	8.7
Local Government Sources	879,331.20	879,331.20	100.0	886,089.00	883,844.16	99.7
State Government Sources						
ICCB Credit Hour Grants	89,797.80	169,256.72	53.1	156,912.00	.00	.0
State Government Sources	89,797.80	169,256.72	53.1	156,912.00	.00	.0
Student Tuition & Fees						
Tuition-Credit	513,222.53	513,503.96	99.9	545,364.00	538,331.71	98.7
Fees	.00	.00	.0	.00	102,392.00	.0
Student Tuition & Fees	513,222.53	513,503.96	99.9	545,364.00	640,723.71	117.5
Other Revenue/Sources						
Other Revenue	305,812.51	359,870.68	85.0	354,120.00	306,509.94	86.6
Other Revenue/Sources	305,812.51	359,870.68	85.0	354,120.00	306,509.94	86.6
Total Revenue	1,788,164.04	1,921,962.56	93.0	1,942,485.00	1,831,077.81	94.3

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

	Actual Rev 03/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 03/31/16	%
Fund: 03 Oper & Maint Restricted						
Interest on Investments	.00	442.54	.0	.00	.00	.0
Int on Cash/IL Funds Acc	1,372.42	1,467.11	93.5	1,000.00	511.99	51.2
Gifts/Donations	1,332,972.31	1,492,771.31	89.3	.00	200,000.00	.0
Transfer In	.00	432,278.32	.0	.00	.00	.0
FundBalanceAppropriation	.00	.00	.0	1,145,000.00	.00	.0
Reimbursed Expenditures	.00	.00	.0	13,035.00	13,032.00	100.0
Revenue-Misc/OtherSource	48,445.50	31,998.11	151.4	.00	.00	.0
Total Revenue/Sources	1,382,790.23	1,958,957.39	70.6	1,159,035.00	213,543.99	18.4
Fund: 04 Bond & Interest Fund						
Current Taxes	2,435,644.39	2,435,644.39	100.0	2,422,288.00	2,403,247.98	99.2
Interest on Taxes	312.57	312.57	100.0	500.00	118.61	23.7
Int on Cash/IL Funds Acc	134.07	137.58	97.4	300.00	402.24	134.1
Total Revenue/Sources	2,436,091.03	2,436,094.54	100.0	2,423,088.00	2,403,768.83	99.2
Fund: 05 Auxiliary Enterprises						
CPED Credit Revenue	274,753.50	408,443.50	67.3	367,500.00	269,147.96	73.2
NonCredit Revenue	106,732.08	129,525.07	82.4	254,818.00	123,514.12	48.5
ContractNoncreditRevenue	28,781.07	52,346.17	55.0	38,731.00	42,272.41	109.1
ICCB Credit Hour Grants	47,794.23	.00	.0	82,356.00	.00	.0
Fitness Tuition	18,648.00	18,396.00	101.4	40,000.00	19,299.00	48.2
Fitness Membership Fees	14,260.00	17,610.00	81.0	15,000.00	16,659.17	111.1
Special Event Revenue	40,612.77	57,438.97	70.7	68,000.00	66,483.30	97.8
Clubs and Organizations	111,329.30	180,434.86	61.7	166,000.00	95,096.40	57.3
Int on Cash/IL Funds Acc	31.72	35.58	89.2	.00	171.88	.0
Shilling Community Cntr	29,997.50	37,326.00	80.4	52,815.00	24,536.25	46.5
Child Care Revenue	71,530.00	93,973.85	76.1	95,000.00	85,228.00	89.7
CCRS Paid Revenue	25,398.60	37,144.10	68.4	38,500.00	7,212.83	18.7
Child Care Transfer Rev	40,500.00	74,242.95	54.6	54,000.00	40,500.00	75.0
Copy Center Fees	33,262.19	39,933.98	83.3	36,000.00	31,497.31	87.5
Gifts/Donations	5,000.00	17,083.00	29.3	.00	.00	.0
Transfer In	.00	65,850.51	.0	96,000.00	.00	.0
Reimbursed Expenditures	.00	.00	.0	65,000.00	47,959.72	73.8
Revenue-Contractual	2,672.50	4,172.50	64.1	1,500.00	3,461.00	230.7
Revenue-Misc/OtherSource	6,158.05	11,260.21	54.7	4,550.00	8,465.24	186.0
Total Revenue/Sources	857,461.51	1,245,217.25	68.9	1,475,770.00	881,504.59	59.7

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

	Actual Rev 03/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 03/31/16	%
Fund: 06 Restricted Purposes Fd						
Financial Aid	7,061,556.74	7,793,656.63	90.6	7,441,364.00	6,263,061.09	84.2
Interest on Investments	.00	656.58	.0	.00	177.75	.0
Int on Cash/IL Funds Acc	140.40	190.59	73.7	.00	63.34	.0
Sale of Equipment	.00	.00	.0	.00	12,414.00	.0
8th Grade Career-PIE	2,500.00	3,524.67	70.9	.00	.00	.0
College Fair Revenue-PIE	8,008.30	8,008.30	100.0	7,150.00	7,287.80	101.9
PartnersSaluteRevenuePIE	3,405.00	5,735.00	59.4	7,500.00	6,095.00	81.3
YouthLeadershipRev-PIE	4,700.00	4,795.00	98.0	6,800.00	6,600.00	97.1
Career On Wheels PIE	.00	379.78	.0	.00	.00	.0
Grants Revenue	1,043,982.55	1,648,439.35	63.3	1,349,906.25	550,507.90	40.8
Gifts/Donations	55,252.92	63,420.44	87.1	57,780.00	63,653.23	110.2
Contributions-PIE	14,870.00	15,110.00	98.4	15,392.00	1,887.75	12.3
Transfer In	47,420.00	255,605.91	18.6	90,287.00	40,286.26	44.6
FundBalanceAppropriation	9,034.81	3,171.92	284.8	80,444.02	1,198.38	1.5
Revenue-Contractual	195,483.94	794,099.96	24.6	183,394.71	.00	.0
Revenue-Misc/OtherSource	33,082.02	33,182.02	99.7	8,625.00	7,650.00	88.7
Total Revenue/Sources	8,479,436.68	10,629,976.15	79.8	9,248,642.98	6,960,882.50	75.3
Fund: 07 Working Cash Fund						
Bond Proceeds	.00	.00	.0	.00	3,000,000.00	.0
Interest on Corp Cash	1,417.52	2,467.75	57.4	3,000.00	4,919.42	164.0
Total Revenue/Sources	1,417.52	2,467.75	57.4	3,000.00	3,004,919.42	*******
Fund: 10 Trust & Agency Fund						
Club Revenue	20,926.70	24,094.88	86.9	25,000.00	24,249.76	97.0
Int on Cash/IL Funds Acc	17.92	21.79	82.2	.00	72.91	.0
Transfer In	1,600.00	1,600.00	100.0	.00	780.00	.0
Contributions	55,500.00	55,500.00	100.0	50,500.00	50,500.00	100.0
Total Revenue/Sources	78,044.62	81,216.67	96.1	75,500.00	75,602.67	100.1

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

	Actual Rev 03/31/15	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 03/31/16	%
Fund: 11 Audit Fund						
Current Taxes	68,358.77	68,358.77	100.0	71,719.00	71,560.35	99.8
Interest on Taxes	4.32	4.32	100.0	15.00	3.53	23.5
Int on Cash/IL Funds Acc	4.77	5.77	82.7	15.00	37.98	253.2
Total Revenue/Sources	68,367.86	68,368.86	100.0	71,749.00	71,601.86	99.8
Fund: 12 Liab,Protect,Settle						
Current Taxes	1,355,702.36	1,355,702.09	100.0	1,451,137.00	1,448,204.57	99.8
Interest on Taxes	175.78	175.78	100.0	200.00	121.36	60.7
Insurance-StudentFees	15,088.00	15,304.00	98.6	18,000.00	16,768.00	93.2
Interest on Investments	.00	26.03	.0	150.00	.00	.0
Int on Cash/IL Funds Acc	141.51	159.26	88.9	200.00	706.90	353.4
Total Revenue/Sources	1,371,107.65	1,371,367.16	100.0	1,469,687.00	1,465,800.83	99.7

Richland Community College
Expenditure Summary by Major Function
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered Amount	*** %
Fund: Education Fund						
Department of Correction	46,900.00	20,880.00	44.52	.00	26,020.00	55.48
Continuing & Prof Ed	563,064.77	421,028.45	74.77	7,284.90	134,751.42	23.93
Office of Academic Srvcs	452,535.00	300,296.10	66.36	.00	152,238.90	33.64
Business and Technology	137,061.23	85,473.96	62.36	.00	51,587.27	37.64
Liberal Arts	2,314,291.00	1,622,640.88	70.11	.00	691,650.12	29.89
Math, Science & Business	2,165,338.00	1,686,514.48	77.89	2,620.72	476,202.80	21.99
Health Professions	2,140,070.00	1,469,604.97	68.67	6,613.15	663,851.88	31.02
Workforce Development	657,537.00	493,813.87	75.10	10,738.44	152,984.69	23.27
Student Success	1,177,487.00	882,121.60	74.92	.00	295,365.40	25.08
Auxiliary Services	97,849.00	74,013.19	75.64	.00	23,835.81	24.36
Academic Support-LRC	424,590.00	333,756.01	78.61	2,961.20	87,872.79	20.70
Technical Services Supp	385,109.00	330,840.46	85.91	1,449.18	52,819.36	13.72
Institutional Support	3,659,179.00	2,667,430.60	72.90	85,492.55	906,255.85	24.77
Scholarship and Waivers	425,000.00	778,221.39	183.11	.00	-353,221.39	-83.11
Contingency	103,331.00	.00	.00	.00	103,331.00	100.00
Transfer Out	566,000.00	40,286.26	7.12	.00	525,713.74	92.88
Total Education Fund	15,315,342.00	11,206,922.22	73.17	117,160.14	3,991,259.64	26.06
Fund: Operations & Maint						
Maintenance	1,889,909.00	1,352,874.10	71.58	176,379.07	360,655.83	19.08
Contingency	66,000.00	.00	.00	.00	66,000.00	100.00
Total Operations & Maint	1,955,909.00	1,352,874.10	69.17	176,379.07	426,655.83	21.81
Fund: Oper & Maint Restricted						
Protection,Health,Safety	1,158,035.00	772,704.89	66.73	2,429.50	382,900.61	33.06
Maintenance	1,000.00	.00	.00	.00	1,000.00	100.00
Liability Protection	.00	.00	.00	.00	.00	.00
Total Oper & Maint Restricted	1,159,035.00	772,704.89	66.67	2,429.50	383,900.61	33.12
Fund: Bond & Interest Fund						
Bond and Interest	2,423,088.00	2,354,662.50	97.18	.00	68,425.50	2.82
Total Bond & Interest Fund	2,423,088.00	2,354,662.50	97.18	.00	68,425.50	2.82
Fund: Auxiliary Enterprises						
Continuing & Prof Ed	157,091.00	120,293.30	76.58	653.63	36,144.07	23.01
Instructional Programs	602,033.00	402,887.37	66.92	9,241.51	189,904.12	31.54

Richland Community College
Expenditure Summary by Major Function
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered Amount	*** %
Auxiliary Services	716,646.00	473,044.22	66.01	13,096.53	230,505.25	32.16
Total Auxiliary Enterprises	1,475,770.00	996,214.89	67.50	22,991.67	456,563.44	30.94
Fund: Restricted Purposes Fd						
Grants	1,856,633.98	1,493,731.17	80.45	9,385.55	353,517.26	19.04
Financial Aid	7,392,009.00	6,700,054.71	90.64	.00	691,954.29	9.36
Total Restricted Purposes Fd	9,248,642.98	8,193,785.88	88.59	9,385.55	1,045,471.55	11.30
Fund: Working Cash Fund						
Transfer Out	3,000.00	.00	.00	.00	3,000.00	100.00
Total Working Cash Fund	3,000.00	.00	.00	.00	3,000.00	100.00
Fund: Trust & Agency Fund						
Student Engagement	75,500.00	65,430.78	86.66	3,772.97	6,296.25	8.34
Transfer Out	.00	780.00	.00	.00	-780.00	.00
Total Trust & Agency Fund	75,500.00	66,210.78	87.70	3,772.97	5,516.25	7.31
Fund: Audit Fund						
Institutional Support	15,378.00	12,134.50	78.91	.00	3,243.50	21.09
Audit	45,800.00	45,800.00	100.00	.00	.00	.00
Contingency	10,571.00	.00	.00	.00	10,571.00	100.00
Total Audit Fund	71,749.00	57,934.50	80.75	.00	13,814.50	19.25
Fund: Liab,Protect,Settle						
Liability Protection	1,325,433.00	964,356.22	72.76	99,978.25	261,098.53	19.70
Contingency	144,254.00	.00	.00	.00	144,254.00	100.00
Total Liab,Protect,Settle	1,469,687.00	964,356.22	65.62	99,978.25	405,352.53	27.58

Richland Community College
Expenditure Summary-Operating Funds
For the month of March
75% of Fiscal Year 1516

	Actual Exp 03/31/15	** Actual Expense ** 06/30/15	%	Budget 1516	*** Actual Expense ** 03/31/16	%	Encumbered	*** Unencumbered ***	%
Fund: Education Fund									
Salaries	8,395,083.67	10,959,620.97	76.6	10,892,776.00	7,835,785.55	71.9	.00	3,056,990.45	28.1
Employee Benefits	1,541,117.07	2,065,914.17	74.6	1,931,800.00	1,527,640.04	79.1	.00	404,159.96	20.9
Contractual Services	254,746.87	262,191.98	97.2	292,259.00	262,128.81	89.7	1,375.31	28,754.88	9.8
Commodities	605,905.00	730,144.77	83.0	765,291.45	542,906.60	70.9	82,866.09	139,518.76	18.2
Travel	103,433.93	119,176.71	86.8	120,963.55	63,281.16	52.3	20,635.89	37,046.50	30.6
Fixed Charges	65,224.61	110,886.18	58.8	104,921.00	54,936.54	52.4	12,230.85	37,753.61	.4
Capital Outlay	10,577.00	14,410.14	73.4	.00	.00	.0	.00	.00	.0
Other	465,794.95	799,986.01	58.2	538,000.00	738,443.26	137.3	52.00	-200,495.26	-37.3
Transfer Out	47,420.00	280,654.57	16.9	566,000.00	40,286.26	7.1	.00	525,713.74	92.9
Contingency	.00	.00	.0	103,331.00	.00	.0	.00	103,331.00	100.0
Total Expenditures	11,489,303.10	15,342,985.50	74.9	15,315,342.00	11,065,408.22	72.3	117,160.14	4,132,773.64	27.0
Fund: Operations & Maint									
Salaries	313,873.35	400,798.88	78.3	412,727.00	278,353.47	67.4	.00	134,373.53	32.6
Employee Benefits	87,651.08	115,212.88	76.1	102,604.00	82,071.90	80.0	.00	20,532.10	20.0
Contractual Services	344,318.46	447,243.63	77.0	526,334.00	369,134.71	70.1	106,657.03	50,542.26	9.6
Commodities	77,176.36	100,242.92	77.0	146,245.00	89,776.47	61.4	21,853.02	34,615.51	23.7
Travel	584.48	680.22	85.9	350.00	171.65	49.0	.00	178.35	51.0
Fixed Charges	475,804.26	688,487.88	69.1	695,269.00	526,791.47	75.8	47,869.02	120,608.51	.2
Capital Outlay	.00	.00	.0	6,380.00	6,574.43	103.0	.00	-194.43	-3.0
Contingency	.00	.00	.0	66,000.00	.00	.0	.00	66,000.00	100.0
Total Expenditures	1,299,407.99	1,752,666.41	74.1	1,955,909.00	1,352,874.10	69.2	176,379.07	426,655.83	21.8
Total Operating Funds									
Salaries	8,708,957.02	11,360,419.85	76.7	11,305,503.00	8,114,139.02	71.8	.00	3,191,363.98	28.2
Employee Benefits	1,628,768.15	2,181,127.05	74.7	2,034,404.00	1,609,711.94	79.1	.00	424,692.06	20.9
Contractual Services	599,065.33	709,435.61	84.4	818,593.00	631,263.52	77.1	108,032.34	79,297.14	9.7
Commodities	683,081.36	830,387.69	82.3	911,536.45	632,683.07	69.4	104,719.11	174,134.27	19.1
Travel	104,018.41	119,856.93	86.8	121,313.55	63,452.81	52.3	20,635.89	37,224.85	30.7
Fixed Charges	541,028.87	799,374.06	67.7	800,190.00	581,728.01	72.7	60,099.87	158,362.12	19.8
Capital Outlay	10,577.00	14,410.14	73.4	6,380.00	6,574.43	103.0	.00	-194.43	-3.0
Other	465,794.95	799,986.01	58.2	538,000.00	738,443.26	137.3	52.00	-200,495.26	-37.3
Transfer Out	47,420.00	280,654.57	16.9	566,000.00	40,286.26	7.1	.00	525,713.74	92.9
Contingency	.00	.00	.0	169,331.00	.00	.0	.00	169,331.00	.0
Total Expenditures	12,788,711.09	17,095,651.91	74.8	17,271,251.00	12,418,282.32	71.9	293,539.21	4,559,429.47	26.4

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

		Actual	Budget
Continuing and Professional Education			
Revenues:			
	Fitness Center	35,958.17	55,000.00
6000	CPED Admininstration	17,961.71	0.00
6001	CDL	185,240.00	204,560.00
6002	Computer & Technology	11,425.00	20,347.00
6003	Dance	44,095.62	49,100.00
6004	Hobby & Leisure	32,624.50	93,300.00
6007	Safety-Industrial	86,425.46	294,817.00
6008	Shilling Rentals	24,536.25	52,815.00
6010	DOC-CPR/First Aid	0.00	15,000.00
6013	Culinary Arts	13,912.00	10,000.00
6027	Manufacturing Camp	15,000.00	15,000.00
Total Revenues		467,178.71	809,939.00
Expenses:			
	Fitness Center	32,759.27	63,690.00
6000	CPED Admininstration	114,524.30	157,091.00
6001	CDL	120,155.97	158,278.00
6002	Computer & Technology	15,043.88	15,633.00
6003	Dance	37,301.59	48,742.00
6004	Hobby & Leisure	53,644.93	88,930.00
6007	Safety-Industrial	102,657.71	199,467.00
6008	Shilling Rentals	14,419.31	19,353.00
6010	DOC-CPR/First Aid	4,813.21	3,823.00
6013	Culinary Arts	10,963.61	8,880.00
6027	Manufacturing Camp	15,000.00	15,000.00
Total Expenses		521,283.78	778,887.00
	Net Income (Loss)	(54,105.07)	31,052.00

Note: Credit Hour Reimbursement Revenue included above 0.00

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

		Actual	Budget
Revenues:			
6014	Dance Productions	26,385.40	32,000.00
6019	Outdoor Events	1,850.00	3,500.00
6021	Concert	58,999.72	75,000.00
6024	Dog Show	5,000.00	7,000.00
6030	Misc Events	5,875.00	10,000.00
Total Revenues		98,110.12	127,500.00
Expenses:			
6014	Dance Productions	21,908.36	22,357.00
6019	Outdoor Events	36,337.77	115,266.00
6020	Farm Progress Show	5,963.16	2,500.00
6021	Concert	55,162.69	67,200.00
6024	Dog Show	0.00	1,200.00
6030	Misc Events	94.50	4,350.00
Total Expenses		119,466.48	212,873.00
Net Income (Loss)		(21,356.36)	(85,373.00)

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

		Actual	Budget
Revenues:			
6009	Traffic Safety	28,250.20	43,331.00
8907	Culinary Restaurant	62,348.41	50,000.00
8908	Coffee Shop	41,767.83	57,500.00
8915	Misc Culinary Events	3,881.00	3,000.00
Total Revenues		136,247.44	153,831.00
Expenses:			
6009	Traffic Safety	27,782.16	43,927.00
8907	Culinary Restaurant	48,772.14	48,500.00
8908	Coffee Shop	37,812.49	57,500.00
8915	Misc Culinary Events	2,200.70	3,000.00
Total Expenses		116,567.49	152,927.00
Net Income (Loss)		19,679.95	904.00

Richland Community College
Restricted Purposes Fund-Grants
MAR 1516

		Grant Period	Budget	* Actual Expense	% *	Encumbered	** Unencumbered	% **
Federally Funded Grants								
11117	ADM Sequestration Grant	07/01/2010 - 09/30/2018	71,185.50	58,973.85	82.85	676.85	11,534.80	16.20
11596	DCP-STOP Act	09/30/2014 - 09/29/2015	26,936.97	14,577.20	54.12	0.00	12,359.77	45.88
11696	DCP-STOP Act Grnt	09/30/2015 - 09/29/2016	48,258.00	12,660.34	26.23	1,200.00	34,397.66	71.28
11695	DCP-Strategic Prevention	07/01/2015 - 06/30/2016	143,085.00	93,494.60	65.34	3,517.65	46,072.75	32.20
11615	Intelligent Monitor Sys	08/17/2015 -	14,781.00	13,289.85	89.91	0.00	1,491.15	10.09
11580	TRIO Grant	09/01/2014 - 08/30/2015	53,673.91	53,674.29	100.00	0.00	- 0.38	- .00
11680	TRIO Grant	09/01/2015 - 08/31/2016	280,680.00	150,443.19	53.60	0.00	130,236.81	46.40
11316	TrainingAssist/CareerTrg	10/01/2012 - 09/30/2016	9,525.46	9,525.46	100.00	0.00	0.00	.00
	Total		648,125.84	406,638.78	62.74	5,394.50	236,092.56	36.43
State Funded Grants								
11654	Adult Ed Performance Grt	07/01/2015 - 06/30/2016	0.00	26,609.45	0.00	0.00	-26,609.45	0.00
11672	Adult Ed State Basic	07/01/2015 - 06/30/2016	0.00	29,366.93	0.00	0.00	-29,366.93	0.00
11620	Co-OpWorkStudy-IBHE	07/01/2015 - 06/30/2015	18,494.00	0.00	0.00	0.00	18,494.00	0.00
11540	Decatur DOC	10/01/2014 - 09/30/2015	75,214.44	75,214.44	100.00	0.00	0.00	.00
11640	Decatur DOC	10/01/2015 - 09/30/2016	0.00	74,949.71	0.00	796.00	-75,745.71	0.00
11618	Hwy Construct Career Grt	07/01/2015 - 06/30/2016	324,900.00	115,321.56	35.49	2,000.00	207,578.44	63.89
11541	Lincoln DOC	10/01/2014 - 09/30/2015	54,632.65	54,632.65	100.00	0.00	0.00	.00
11641	Lincoln DOC	10/01/2015 - 09/30/2016	0.00	61,158.10	0.00	840.00	-61,998.10	0.00
11542	Logan DOC	10/01/2014 - 09/30/2015	93,699.72	93,699.72	100.00	0.00	0.00	.00
11642	Logan DOC	10/01/2015 - 09/30/2016	0.00	91,160.13	0.00	840.00	-92,000.13	0.00
11664	SOS Literacy Grant	07/01/2015 - 06/30/2016	67,000.00	53,907.23	80.46	0.00	13,092.77	19.54
11566	Workplace Skills Enhance	07/01/2014 - 08/15/2015	5,133.31	5,133.31	100.00	0.00	0.00	.00
	Total		639,074.12	681,153.23	106.58	3,866.25	-45,945.36	- 7.19
Locally Funded Grants								
11322	AACC Plus 50 Grant	04/01/2013 -	1,198.38	1,198.38	100.00	0.00	0.00	.00
8999	Decatur Comm Partnership	10/01/2007 -	32,830.00	2,975.00	9.06	0.00	29,855.00	90.94
11373	Literacy Grant-EdCo	03/01/2013 -	46,415.64	37,202.05	80.15	0.00	9,213.59	19.85
	Total		80,444.02	41,375.43	51.43	0.00	39,068.59	48.57
Cash/RCC Restricted Programs								
9098	Partners in Education	-	86,842.00	54,054.44	62.24	0.00	32,787.56	37.76
11458	Project READ	07/01/2013 -	33,500.00	16,952.07	50.60	0.00	16,547.93	49.40
	Total		120,342.00	71,006.51	59.00	0.00	49,335.49	41.00

Richland Community College
Restricted Purposes Fund-Grants
MAR 1516

	Grant Period	Budget	* Actual Expense	% *	Encumbered	** Unencumbered	% **
RCC-Foundation Funded Grants							
11633 Foundation Gifts to RCC	07/01/2015 - 06/30/2016	32,780.00	22,177.94	67.66	124.80	10,477.26	31.96
Total		32,780.00	22,177.94	67.66	124.80	10,477.26	31.96
Fed Funded through State							
11612 Carl Perkins - ICCB	07/01/2015 - 06/30/2016	186,363.00	157,975.67	84.77	0.00	28,387.33	15.23
11632 Federal Adult Ed Basic	07/01/2015 - 06/30/2016	100,150.00	59,490.43	59.40	0.00	40,659.57	40.60
11656 Program Improvement Grnt	07/01/2015 - 06/30/2016	0.00	10,201.00	0.00	0.00	-10,201.00	0.00
Total		286,513.00	227,667.10	79.46	0.00	58,845.90	20.54
Total Grants		1,807,278.98	1,450,018.99	80.23	9,385.55	347,874.44	19.25

Richland Community College
ACCOUNT SUMMARY
MAR 1516

Fund: Education Fund Acct Description	Month Actual	Full Year Budget	Year to Date Actual	Year to Date Encumbered	Pct	Variance
51100 Administrative Staff Sal	141,550.76	1,896,229.00	1,382,275.13	0.00	72.9	513,953.87
51102 Administrative Staff-PT	3,500.00	42,840.00	31,500.00	0.00	73.5	11,340.00
51200 Professional/Tech Salary	53,625.90	691,520.00	521,008.64	0.00	75.3	170,511.36
51201 Professional/Tech-PT	2,313.21	25,885.00	17,556.26	0.00	67.8	8,328.74
51202 Professional/Tech-PT	2,358.24	26,328.00	25,118.45	0.00	95.4	1,209.55
51310 F/T Faculty Salary	346,188.94	4,134,223.00	2,651,021.19	0.00	64.1	1,483,201.81
51315 F/T Faculty-Summer Sal	0.00	339,875.00	324,575.25	0.00	95.5	15,299.75
51320 P/T Faculty Salary	89,622.43	944,747.00	723,431.98	0.00	76.6	221,315.02
51325 P/T Faculty-Summer Sal	0.00	109,632.00	89,937.17	0.00	82.0	19,694.83
51340 Overload Salary	49,484.20	389,540.00	388,544.42	0.00	99.7	995.58
51345 Clinical Risk Stipends	3,644.44	35,900.00	27,611.12	0.00	76.9	8,288.88
51350 Independent Study Salary	2,200.00	3,750.00	15,785.00	0.00	420.9	-12,035.00
51356 Subs Instructors Salary	637.19	10,030.00	9,147.24	0.00	91.2	882.76
51360 LabFacilitators	2,101.96	32,000.00	15,797.78	0.00	49.4	16,202.22
51362 Faculty Tutors Salary	5,530.68	120,000.00	54,470.01	0.00	45.4	65,529.99
51391 Faculty Curriculm Dev OL	0.00	0.00	5,970.00	0.00	.0	-5,970.00
51400 Supervisory Staff Salary	43,873.31	465,398.00	374,115.58	0.00	80.4	91,282.42
51500 Academic Support Salary	14,615.74	175,389.00	131,541.66	0.00	75.0	43,847.34
51502 Academic Support-PT	9,482.78	167,760.00	136,129.19	0.00	81.1	31,630.81
51610 F/T Classified Salary	81,462.47	1,120,274.00	766,778.24	0.00	68.4	353,495.76
51620 P/T Classified Salary	5,040.77	65,712.00	45,182.13	0.00	68.8	20,529.87
51630 Classified-Temporary	0.00	1,000.00	2,463.48	0.00	246.3	-1,463.48
51800 Student Workers Salary	3,544.17	30,850.00	29,308.43	0.00	95.0	1,541.57
51906 Interpreter Salary	10,318.27	26,350.00	43,349.70	0.00	164.5	-16,999.70
51912 Test Proctor Salary	48.75	7,100.00	1,827.77	0.00	25.7	5,272.23
51918 Overtime Wages	470.74	4,400.00	2,952.31	0.00	67.1	1,447.69
51935 SURS Fringe Benefit	529.85	26,044.00	18,387.42	0.00	70.6	7,656.58
52080 SURS-RetireeHealthContri	3,690.26	47,488.00	34,787.44	0.00	73.3	12,700.56
52100 EmployeeBenefitsTotal	1,242.90	4,000.00	4,416.75	0.00	110.4	-416.75
52101 Group Medical Ins	142,457.18	1,721,701.00	1,350,721.73	0.00	78.5	370,979.27
52102 Group Dental Ins	5,228.49	68,404.00	48,383.49	0.00	70.7	20,020.51
52104 Group Life Ins	2,747.56	34,828.00	25,720.93	0.00	73.9	9,107.07
52105 Group LTD Ins	1,682.91	21,379.00	15,492.06	0.00	72.5	5,886.94
52106 Long-Term Care Ins	0.00	4,000.00	3,853.39	0.00	96.3	146.61
52750 Staff/Family Waivers	238.00	30,000.00	44,264.25	0.00	147.5	-14,264.25
53200 Consultants/Workshops	0.00	26.00	243.48	0.00	936.5	-217.48
53205 Admin Computer-Maint	4,530.75	193,089.00	204,552.96	0.00	105.9	-11,463.96
53400 Equip Repair/Maint Agree	1,486.48	27,047.00	14,574.15	1,083.00	57.9	11,389.85
53500 Legal Services-Admin	5,877.85	27,450.00	19,352.85	0.00	70.5	8,097.15
53900 Contractual-Other	426.64	23,347.00	9,611.88	292.31	42.4	13,442.81
53938 Tuition	0.00	3,000.00	0.00	0.00	.0	3,000.00
53955 Faculty Development	0.00	710.00	412.50	0.00	58.1	297.50
53974 Resource Persons	0.00	200.00	0.00	0.00	.0	200.00
53975 Professional Fees	1,790.00	8,000.00	7,166.25	0.00	89.6	833.75
53985 Accreditation Fees	1,250.00	4,950.00	2,750.00	0.00	55.6	2,200.00
53993 Employee Recognition EAT	0.00	1,365.00	888.50	0.00	65.1	476.50
53994 Employee Awards	0.00	600.00	586.40	0.00	97.7	13.60
53995 Meals	107.39	950.00	1,126.44	0.00	118.6	-176.44
53998 Student Awards	0.00	1,525.00	863.40	0.00	56.6	661.60
54090 Event Expense	0.00	500.00	352.08	0.00	70.4	147.92
54101 Office Supplies	1,807.34	24,277.00	19,340.00	0.00	79.7	4,937.00

Richland Community College
ACCOUNT SUMMARY
MAR 1516

Fund: Education Fund Acct Description	Month Actual	Full Year Budget	Year to Date Actual	Year to Date Encumbered	Pct	Variance
54102 Instructional Supplies	10,228.65	118,548.20	74,343.91	21,061.25	80.5	23,143.04
54200 Printing	2,206.69	34,068.00	24,865.99	6,698.56	92.7	2,503.45
54205 Credit Schedules	0.00	11,000.00	0.00	0.00	.0	11,000.00
54210 Catalog Printing	0.00	6,100.00	3,081.86	0.00	50.5	3,018.14
54400 Materials	600.27	57,373.75	30,594.02	3,534.29	59.5	23,245.44
54401 Audio Visual Materials	232.79	7,700.00	5,900.47	0.00	76.6	1,799.53
54402 Postage	1,698.38	32,819.00	15,955.54	0.00	48.6	16,863.46
54408 Computer Software	703.00	138,629.50	122,495.37	0.00	88.4	16,134.13
54413 Transcripts	13,000.00	22,500.00	26,000.00	0.00	115.6	-3,500.00
54515 Reference Materials	0.00	1,700.00	631.16	0.00	37.1	1,068.84
54520 Books-Library Collection	1,331.50	12,500.00	8,047.17	700.00	70.0	3,752.83
54600 Publications & Dues	6,454.86	127,234.00	126,064.62	1,085.00	99.9	84.38
54700 Advertising	12,320.74	162,950.00	82,655.41	49,735.09	81.2	30,559.50
54705 Specialities	273.26	2,300.00	186.26	0.00	8.1	2,113.74
54710 WYSE Activities	332.74	900.00	1,072.82	0.00	119.2	-172.82
54905 Graphic Supplies	14.72	3,626.00	1,010.73	0.00	27.9	2,615.27
54908 Laundry/Linen Supplies	75.46	566.00	309.19	51.90	63.8	204.91
55100 Meeting Expense	528.82	24,008.00	6,906.44	0.00	28.8	17,101.56
55150 Registration Fees	220.00	22,533.00	9,626.00	579.00	45.3	12,328.00
55200 Travel-In State	216.61	23,339.00	2,964.07	71.20	13.0	20,303.73
55202 Travel-In State-Admin	1,519.59	1,530.00	1,519.59	0.00	99.3	10.41
55204 Travel-In State Mileage	762.45	8,733.55	5,617.86	2,649.69	94.7	466.00
55300 Travel-Out of State	500.00	39,820.00	13,103.48	336.00	33.8	26,380.52
55400 Recruitment	23,543.72	1,000.00	23,543.72	17,000.00	4054.4	-39,543.72
56200 Equipment Rental	2,551.38	45,000.00	21,534.44	10,551.88	71.3	12,913.68
56800 Bank Card Fees	1,325.40	20,000.00	16,048.16	0.00	80.2	3,951.84
56810 Collection Co Charges	0.00	10,000.00	5,490.19	0.00	54.9	4,509.81
56815 Graduation Expense	20.84	16,200.00	22.73	80.97	.6	16,096.30
57500 Telephone	50.02	600.00	645.13	0.00	107.5	-45.13
57700 Telecommunications	170.00	13,121.00	11,195.89	1,598.00	97.5	327.11
59040 Write-Offs	4,994.59	25,000.00	133,626.41	0.00	534.5	-108,626.41
59300 Chargeback Expense	0.00	30,000.00	11,110.84	0.00	37.0	18,889.16
59405 Tuition Waiver	3,655.00	240,000.00	405,180.59	0.00	168.8	-165,180.59
59415 Illinois Veterans Grants	31,261.00	100,000.00	71,651.00	0.00	71.7	28,349.00
59416 Unfunded ING/MIA/POW	644.00	30,000.00	15,138.55	0.00	50.5	14,861.45
59420 Monetary Award Program	0.00	0.00	141,514.00	0.00	.0	-141,514.00
59901 Contributions	29,750.00	104,500.00	92,140.00	0.00	88.2	12,360.00
59965 Bank Service Charges	597.15	7,500.00	5,975.07	52.00	80.4	1,472.93
59999 Expense-Other	3,296.17	1,000.00	3,620.80	0.00	362.1	-2,620.80
99999 Budget Contingency	0.00	103,331.00	0.00	0.00	.0	103,331.00
	1,201,788.35	14,749,342.00	11,166,635.96	117,160.14	76.5	3,465,545.90
71000 Transfer Out	0.00	566,000.00	40,286.26	0.00	7.1	525,713.74
01 Education Fund	1,201,788.35	15,315,342.00	11,206,922.22	117,160.14	73.9	3,991,259.64

Richland Community College
ACCOUNT SUMMARY
MAR 1516

Fund: Operations & Maint Acct Description	Month Actual	Full Year Budget	Year to Date Actual	Year to Date Encumbered	Pct	Variance
51100 Administrative Staff Sal	3,074.36	67,992.00	40,627.52	0.00	59.8	27,364.48
51200 Professional/Tech Salary	2,442.51	26,810.00	21,982.54	0.00	82.0	4,827.46
51400 Supervisory Staff Salary	7,921.87	117,172.00	80,509.00	0.00	68.7	36,663.00
51610 F/T Classified Salary	1,156.58	26,202.00	11,380.46	0.00	43.4	14,821.54
51700 Custodial,Maint Stf Sal	12,024.44	168,551.00	119,442.33	0.00	70.9	49,108.67
51918 Overtime Wages	769.57	6,000.00	4,411.62	0.00	73.5	1,588.38
52080 SURS-RetireeHealthContri	136.94	2,034.00	1,398.74	0.00	68.8	635.26
52101 Group Medical Ins	7,162.23	94,079.00	71,186.11	0.00	75.7	22,892.89
52102 Group Dental Ins	259.77	3,814.00	2,602.14	0.00	68.2	1,211.86
52104 Group Life Ins	114.06	1,660.00	1,133.54	0.00	68.3	526.46
52105 Group LTD Ins	69.88	1,017.00	694.37	0.00	68.3	322.63
52750 Staff/Family Waivers	0.00	0.00	5,057.00	0.00	.0	-5,057.00
53400 Equip Repair/Maint Agree	7,090.43	80,000.00	52,311.63	2,733.46	68.8	24,954.91
53405 Telephone Maint Agree	1,221.34	11,000.00	4,697.09	2,630.95	66.6	3,671.96
53410 Custodial Services	31,097.27	369,880.00	276,920.75	94,764.99	100.5	-1,805.74
53415 Security	718.35	9,890.00	7,323.25	2,566.75	100.0	0.00
53420 Building Repair/Maint	0.00	2,500.00	0.00	0.00	.0	2,500.00
53900 Contractual-Other	1,084.83	28,864.00	12,010.68	600.00	43.7	16,253.32
53910 Pest Control	810.00	13,700.00	8,444.45	3,155.00	84.7	2,100.55
53915 Snow/Grounds	1,417.20	10,500.00	7,426.86	205.88	72.7	2,867.26
54101 Office Supplies	35.47	1,300.00	951.04	0.00	73.2	348.96
54104 Maintenance Supplies	21,319.70	106,900.00	67,872.27	16,111.04	78.6	22,916.69
54105 Vehicle Expense	34.95	18,000.00	10,447.87	4,828.30	84.9	2,723.83
54107 Wind Turbine Maintenace	0.00	11,000.00	6,646.62	0.00	60.4	4,353.38
54200 Printing	52.67	850.00	398.19	0.00	46.8	451.81
54400 Materials	317.49	400.00	510.38	0.00	127.6	-110.38
54402 Postage	33.66	370.00	134.92	0.00	36.5	235.08
54408 Computer Software	0.00	30.00	29.95	0.00	99.8	0.05
54600 Publications & Dues	0.00	1,095.00	890.00	61.32	86.9	143.68
54700 Advertising	0.00	300.00	65.41	0.00	21.8	234.59
54910 Uniforms	187.55	6,000.00	1,829.82	852.36	44.7	3,317.82
55100 Meeting Expense	23.59	125.00	139.25	0.00	111.4	-14.25
55200 Travel-In State	0.00	225.00	32.40	0.00	14.4	192.60
56100 Facility Rental	21,898.50	132,855.00	110,992.50	21,898.50	100.0	-36.00
56200 Equipment Rental	0.00	1,300.00	478.60	0.00	36.8	821.40
56600 Install Pymt Lease/Purch	6,667.80	79,764.00	59,992.86	19,986.06	100.3	-214.92
56750 Property Taxes	0.00	15,450.00	16,086.54	0.00	104.1	-636.54
57150 Propane	0.00	7,500.00	304.90	0.00	4.1	7,195.10
57300 Electricity and Nat Gas	45,091.06	361,300.00	273,061.54	0.00	75.6	88,238.46
57400 Water,Sewage	2,263.32	29,300.00	22,624.62	0.00	77.2	6,675.38
57500 Telephone	-2,585.48	44,300.00	28,787.66	171.00	65.4	15,341.34
57600 Refuse Disposal	149.00	20,500.00	12,883.80	5,813.46	91.2	1,802.74
57700 Telecommunications	112.00	3,000.00	1,578.45	0.00	52.6	1,421.55
58400 Building Improvements	-1,574.25	0.00	0.00	0.00	.0	0.00
58700 Equipment-Service	-7,249.39	6,380.00	6,574.43	0.00	103.0	-194.43
99999 Budget Contingency	0.00	66,000.00	0.00	0.00	.0	66,000.00
	165,349.27	1,955,909.00	1,352,874.10	176,379.07	78.2	426,655.83
71000 Transfer Out	0.00	0.00	0.00	0.00	0.0	0.00
02 Operations & Maint	165,349.27	1,955,909.00	1,352,874.10	176,379.07	78.2	426,655.83

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Education Fund						
DOC General Studies	46,900.00	20,880.00	44.52	.00	26,020.00	55.48
Costs for Continuing & Prof Ed						
Automotive-Tech Occ	114,095.00	83,232.56	72.95	1,425.23	29,437.21	25.80
Collision Repair Tech	88,438.77	73,485.73	83.09	1,360.59	13,592.45	15.37
Diesel Med/Hvy Trk Tech	74,060.00	56,872.72	76.79	1,665.92	15,521.36	20.96
Heating,Vent,AC-Tech Occ	96,892.00	61,399.60	63.37	.00	35,492.40	36.63
Welding-Technical Occ	189,579.00	146,037.84	77.03	2,833.16	40,708.00	21.47
Total Continuing & Prof Ed	563,064.77	421,028.45	74.77	7,284.90	134,751.42	23.93
Costs for Office of Academic Srvcs						
Honors Program	3,540.00	1,838.36	51.93	.00	1,701.64	48.07
Online Learning	134,016.00	101,080.87	75.42	.00	32,935.13	24.58
Academic Success	349,465.00	250,412.76	71.66	.00	99,052.24	28.34
Math Enrichment Center	94,675.00	46,844.98	49.48	.00	47,830.02	50.52
Diversity	4,855.00	1,200.00	24.72	.00	3,655.00	75.28
Total Office of Academic Srvc	586,551.00	401,376.97	68.43	.00	185,174.03	31.57
Costs for Business and Technology						
Dean-Business/Technology	137,061.23	85,473.96	62.36	.00	51,587.27	37.64
Costs for Liberal Arts						
Dean-Liberal Arts	160,955.00	111,204.43	69.09	.00	49,750.57	30.91
Art-Baccalaureate	143,322.00	109,744.53	76.57	.00	33,577.47	23.43
Erlanson Art Gallery	9,172.00	4,852.59	52.91	.00	4,319.41	47.09
African Amer Stu-Baccal	44,564.00	46,206.68	103.69	.00	-1,642.68	-3.69
Engl/Human/Journal-Bacca	918,987.00	568,666.98	61.88	.00	350,320.02	38.12
Foreign Lang-Baccal	74,971.00	63,913.81	85.25	.00	11,057.19	14.75
Music-Baccalaureate	23,374.00	21,574.32	92.30	.00	1,799.68	7.70
Dance-Baccalaureate	513.00	1,035.00	201.75	.00	-522.00	-101.75
Philosophy-Baccalaureate	125,548.00	83,688.98	66.66	.00	41,859.02	33.34
Speech/Forensic/Drama	127,754.00	109,869.35	86.00	.00	17,884.65	14.00
EarlyChildhoodEduc-AAS	86,242.00	73,609.02	85.35	.00	12,632.98	14.65
Education-Baccalaureate	38,103.00	18,346.24	48.15	.00	19,756.76	51.85
History-Baccalaureate	191,402.00	141,639.26	74.00	.00	49,762.74	26.00
Political Sci-Baccal	26,087.00	17,697.14	67.84	.00	8,389.86	32.16
Psychology-Baccalaureate	221,463.00	167,975.26	75.85	.00	53,487.74	24.15
Sociology-Baccalaureate	121,834.00	82,617.29	67.81	.00	39,216.71	32.19
Total Liberal Arts	2,314,291.00	1,622,640.88	70.11	.00	691,650.12	29.89

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Costs for Math, Science & Business						
Dean-Math/Science	140,374.00	112,634.89	80.24	1,084.00	26,655.11	18.99
Accounting/Business	272,817.00	228,019.92	83.58	.00	44,797.08	16.42
Information Tech-OccTech	226,832.00	200,393.69	88.34	.00	26,438.31	11.66
Office Tech-Bus Occ	127,314.00	77,953.76	61.23	.00	49,360.24	38.77
Drafting/DesignEngineer	68,664.00	54,397.22	79.22	.00	14,266.78	20.78
Math-Baccalaureate	566,666.00	444,351.66	78.42	.00	122,314.34	21.58
Phys Sci/Physic-Baccal	67,962.00	48,337.17	71.12	.00	19,624.83	28.88
General Science	22,031.00	10,975.71	49.82	.00	11,055.29	50.18
Biology-Baccalaureate	424,161.00	316,263.59	74.56	985.52	106,911.89	25.21
Chemistry-Baccalaureate	121,474.00	86,291.25	71.04	.00	35,182.75	28.96
Earth Science-Baccal	15,586.00	12,681.95	81.37	.00	2,904.05	18.63
Economics-Baccalaureate	71,757.00	62,572.98	87.20	.00	9,184.02	12.80
Health Ed/Rec-Baccal	5,670.00	3,638.40	64.17	.00	2,031.60	35.83
CriminalJustice-Tech Occ	34,030.00	28,002.29	82.29	.00	6,027.71	17.71
Total Math, Science & Busines	2,165,338.00	1,686,514.48	77.89	2,069.52	476,754.00	22.02
Costs for Health Professions						
Dean-Health Professions	218,208.00	151,316.12	69.34	46.00	66,845.88	30.63
Allied Health	199,215.00	144,237.30	72.40	281.90	54,695.80	27.46
Human Simulator	81,854.00	54,593.07	66.70	100.00	27,160.93	33.18
Radiology Tech-Hlth Occ	215,575.00	169,446.31	78.60	1,124.29	45,004.40	20.88
Surgical Tech-Health Occ	243,751.00	161,889.95	66.42	2,495.40	79,365.65	32.56
Fire Science-Tech Occ	63,321.00	47,255.36	74.63	485.00	15,580.64	24.61
Nursing LPN -Health Occ	133,093.00	94,701.29	71.15	1,080.56	37,311.15	28.03
Health Information Tech	155,226.00	103,082.17	66.41	.00	52,143.83	33.59
AAS Nursing -Health Occ	829,827.00	543,083.40	65.45	.00	286,743.60	34.55
Total Health Professions	2,140,070.00	1,469,604.97	68.67	5,613.15	664,851.88	31.07
Costs for Workforce Development						
GED-AB & ASE	30,210.00	12,991.86	43.01	.00	17,218.14	56.99
Culinary Arts	218,719.00	176,531.39	80.71	10,688.44	31,499.17	14.40
Engineering-Baccal	25,958.00	18,184.11	70.05	.00	7,773.89	29.95
Horticulture-Bus Occup	145,412.00	116,566.18	80.16	50.00	28,795.82	19.80
Engineering Technology	237,238.00	169,540.33	71.46	.00	67,697.67	28.54
Total Workforce Development	657,537.00	493,813.87	75.10	10,738.44	152,984.69	23.27
Costs for Student Success						
Admission & Recruitment	286,926.00	182,964.25	63.77	.00	103,961.75	36.23
Advising and Records	275,122.00	221,886.78	80.65	.00	53,235.22	19.35
Counseling Services	197,045.00	151,042.22	76.65	.00	46,002.78	23.35
Career Services	4,380.00	29,798.45	680.33	.00	-25,418.45	-580.33
Student Engagement	48,581.00	38,633.64	79.52	.00	9,947.36	20.48
Fin Aid & Vet Affairs	322,924.00	223,598.94	69.24	.00	99,325.06	30.76
Student Life	42,509.00	34,197.32	80.45	.00	8,311.68	19.55
Total Student Success	1,177,487.00	882,121.60	74.92	.00	295,365.40	25.08

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Costs for Auxiliary Services						
Copy Center	97,849.00	74,013.19	75.64	.00	23,835.81	24.36
Costs for Academic Support-LRC						
LRC Audio Visual	11,500.00	7,257.13	63.11	2,136.20	2,106.67	18.32
LRC	279,074.00	225,418.01	80.77	825.00	52,830.99	18.93
Total Academic Support-LRC	290,574.00	232,675.14	80.07	2,961.20	54,937.66	18.91
Costs for Technical Services Supp						
Networking Support	109,149.00	107,177.66	98.19	1,328.00	643.34	.59
Academic Lab Support	42,164.00	34,932.95	82.85	60.00	7,171.05	17.01
Technical Services Suprt	233,796.00	188,729.85	80.72	.00	45,066.15	19.28
Total Technical Services Supp	385,109.00	330,840.46	85.91	1,388.00	52,880.54	13.73
Costs for Institutional Support						
VP Student Success	161,782.00	126,830.80	78.40	.00	34,951.20	21.60
Fairview Park Plaza	21,970.00	19,315.49	87.92	.00	2,654.51	12.08
Clinton Center	51,011.00	20,292.93	39.78	.00	30,718.07	60.22
Administrative Info Syst	430,355.00	380,139.26	88.33	.00	50,215.74	11.67
VP Economic Development	148,821.00	107,277.11	72.08	.00	41,543.89	27.92
Board of Trustees	41,429.00	34,792.45	83.98	.00	6,636.55	16.02
Presidents Office	548,350.00	463,781.33	84.58	17,685.00	66,883.67	12.20
Business Office	343,483.00	265,049.50	77.17	.00	78,433.50	22.83
Vice Pres Fin & Admin	184,369.00	126,906.71	68.83	.00	57,462.29	31.17
VP Academic Services	302,976.00	225,742.03	74.51	120.00	77,113.97	25.45
General Expenses	333,872.00	183,921.78	55.09	52.00	149,898.22	44.90
Copiers	38,000.00	22,071.84	58.08	17,250.44	-1,322.28	-3.48
Graphics	112,887.00	73,109.04	64.76	.00	39,777.96	35.24
Marketing	368,340.00	184,281.18	50.03	49,735.09	134,323.73	36.47
Employee Relations	500.00	498.29	99.66	.00	1.71	.34
Human Resources	192,598.00	144,655.12	75.11	.00	47,942.88	24.89
Institutl Effectiveness	158,359.00	119,382.65	75.39	.00	38,976.35	24.61
Faculty/Staff Developmt	1,615.00	1,326.65	82.15	.00	288.35	17.85
Foundation & Development	218,462.00	168,056.44	76.93	.00	50,405.56	23.07
Total Institutional Support	3,659,179.00	2,667,430.60	72.90	84,842.53	906,905.87	24.78
Costs for Scholarship and Waivers						
Waivers	395,000.00	767,110.55	194.21	.00	-372,110.55	-94.21
Chargeback	30,000.00	11,110.84	37.04	.00	18,889.16	62.96
Total Scholarship and Waivers	425,000.00	778,221.39	183.11	.00	-353,221.39	-83.11

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Transfer Out	566,000.00	40,286.26	7.12	.00	525,713.74	92.88
Contingency	103,331.00	.00	.00	.00	103,331.00	100.00
Total Education Fund	15,315,342.00	11,206,922.22	73.17	114,897.74	3,993,522.04	26.08

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Operations & Maint						
Costs for Maintenance						
Building Additions	.00	1,850.00	.00	.00	-1,850.00	.00
Renovations / Remodeling	7,559.00	2,466.48	32.63	.00	5,092.52	67.37
Maintenance	409,388.00	281,712.32	68.81	18,529.86	109,145.82	26.66
Custodial	366,500.00	269,672.83	73.58	79,207.79	17,619.38	4.81
Grounds	35,784.00	27,461.38	76.74	6,516.06	1,806.56	5.05
Security	23,154.00	15,613.95	67.44	2,566.75	4,973.30	21.48
College Vehicle	18,000.00	10,659.39	59.22	4,828.30	2,512.31	13.96
Utilities	406,700.00	278,328.05	68.44	8,262.55	120,109.40	29.53
Administration O & M	241,759.00	169,590.13	70.15	.00	72,168.87	29.85
General O & M	5,950.00	5,489.00	92.25	.00	461.00	7.75
Shilling Center - O/M	3,500.00	380.69	10.88	.00	3,119.31	89.12
Clinton Center O&M	108,755.00	93,028.70	85.54	15,531.77	194.53	.18
Fairview Plaza O&M	69,850.00	55,275.81	79.14	12,386.84	2,187.35	3.13
CSI Building O&M	10,450.00	8,780.73	84.03	.00	1,669.27	15.97
Macon Co Soil & Water Bd	68,680.00	49,847.24	72.58	14,820.00	4,012.76	5.84
Sequestration Bldg O&M	23,680.00	17,104.72	72.23	3,300.00	3,275.28	13.83
Workforce Development Ct	90,200.00	65,612.68	72.74	9,250.00	15,337.32	17.00
Total Maintenance	1,889,909.00	1,352,874.10	71.58	175,199.92	361,834.98	19.15
Contingency	66,000.00	.00	.00	.00	66,000.00	100.00
Total Operations & Maint	1,955,909.00	1,352,874.10	69.17	175,199.92	427,834.98	21.87

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Oper & Maint Restricted						
Building Additions	14,035.00	14,542.26	103.61	.00	-507.26	-3.61
Renovations / Remodeling	1,145,000.00	758,162.63	66.22	1,748.50	385,088.87	33.63
Total Oper & Maint Restricted	1,159,035.00	772,704.89	66.67	1,748.50	384,581.61	33.18
Fund: Bond & Interest Fund						
Costs for Bond and Interest						
Bond & Interest	2,423,088.00	2,354,662.50	97.18	.00	68,425.50	2.82
Total Bond & Interest Fund	2,423,088.00	2,354,662.50	97.18	.00	68,425.50	2.82

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Auxiliary Enterprises						
Costs for Continuing & Prof Ed						
Credit	321,911.00	226,269.20	70.29	7,933.45	87,708.35	27.25
NonCredit	280,122.00	176,618.17	63.05	1,308.06	102,195.77	36.48
Continuing&ProfEdAdmin	157,091.00	120,293.30	76.58	653.63	36,144.07	23.01
Total Continuing & Prof Ed	759,124.00	523,180.67	68.92	9,895.14	226,048.19	29.78
Costs for Workforce Development						
Costs for Auxiliary Services						
Child Care Services	205,958.00	154,227.78	74.88	1,788.63	49,941.59	24.25
Theatre Productions	15,600.00	1,001.10	6.42	.00	14,598.90	93.58
CulinaryRestaurant	50,000.00	49,228.50	98.46	.00	771.50	1.54
Coffee House	57,500.00	37,812.49	65.76	2,652.91	17,034.60	29.63
Culinary Events	8,500.00	6,614.04	77.81	.00	1,885.96	22.19
Garden Center Ag/Hort	31,525.00	19,218.27	60.96	2,700.70	9,606.03	30.47
Fitness Center	63,690.00	32,759.27	51.44	.00	30,930.73	48.56
Outdoor Exposition SpcEv	212,873.00	119,466.48	56.12	.00	93,406.52	43.88
Copy Center	71,000.00	52,716.29	74.25	5,954.29	12,329.42	17.37
Total Auxiliary Services	716,646.00	473,044.22	66.01	13,096.53	230,505.25	32.16
Total Auxiliary Enterprises	1,475,770.00	996,224.89	67.51	22,991.67	456,553.44	30.94

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Restricted Purposes Fd						
Costs for Grants						
Commercial Custodial	10,556.80	29,770.45	282.00	.00	-19,213.65	-182.00
Career Technologies	40,140.11	82,126.89	204.60	.00	-41,986.78	-104.60
ConstructionOccup-DOC	34,394.25	64,807.10	188.42	.00	-30,412.85	-88.42
Heating,Vent,AC-Tech Occ	.00	10,201.00	.00	.00	-10,201.00	.00
Welding-Technical Occ	9,525.46	6,582.08	69.10	.00	2,943.38	30.90
Online Learning	4,926.00	4,926.00	100.00	.00	.00	.00
Math Enrichment Center	10,000.00	3,156.46	31.56	.00	6,843.54	68.44
8th Grade Career Fair	475.00	373.19	78.57	.00	101.81	21.43
Partner's Salute	4,450.00	2,931.78	65.88	.00	1,518.22	34.12
YouthLeadershipInstitute	3,100.00	3,771.75	121.67	.00	-671.75	-21.67
College Fair	4,055.00	2,928.87	72.23	.00	1,126.13	27.77
PIE-Career On Wheels	600.00	.00	.00	.00	600.00	100.00
PIE Admin	74,162.00	44,048.85	59.40	.00	30,113.15	40.60
Dean-Liberal Arts	1,635.00	1,632.83	99.87	.00	2.17	.13
Erlanson Art Gallery	1,575.00	1,278.77	81.19	.00	296.23	18.81
Information Tech-OccTech	350.00	342.38	97.82	.00	7.62	2.18
Biology-Baccalaureate	2,000.00	2,072.83	103.64	.00	-72.83	-3.64
GED-AB & ASE	300.00	297.01	99.00	.00	2.99	1.00
Culinary Arts	750.00	655.89	87.45	.00	94.11	12.55
Horticulture-Bus Occup	22,976.00	38,285.04	166.63	.00	-15,309.04	-66.63
Engineering Technology	86,166.00	87,943.38	102.06	.00	-1,777.38	-2.06
Hospitality Management	28,571.72	56,634.96	198.22	.00	-28,063.24	-98.22
Student Services Records	3,993.15	19,468.82	487.56	.00	-15,475.67	-387.56
Fin Aid & Vet Affairs	3,000.00	2,054.27	68.48	.00	945.73	31.52
Student Life	3,200.00	2,534.86	79.21	.00	665.14	20.79
Child Care Services	2,000.00	1,551.02	77.55	.00	448.98	22.45
Theatre Productions	320.00	319.69	99.90	.00	.31	.10
CulinaryRestaurant	1,250.00	856.92	68.55	.00	393.08	31.45
Coffee House	12,039.00	10,006.16	83.11	.00	2,032.84	16.89
Fitness Center	2,450.00	2,439.95	99.59	.00	10.05	.41
LRC	1,840.00	3,380.63	183.73	.00	-1,540.63	-83.73
Academic Lab Support	1,000.00	990.02	99.00	.00	9.98	1.00
Technical Services Suprt	21,900.00	15,661.30	71.51	124.80	6,113.90	27.92
VP Student Success	6,050.00	5,075.88	83.90	.00	974.12	16.10
Business Office	8,000.00	6,313.55	78.92	.00	1,686.45	21.08
General Expenses	37,570.03	76,417.24	203.40	.00	-38,847.21	-103.40
Administration General	56,529.90	110,115.95	194.79	2,476.00	-56,062.05	-99.17
Faculty/Staff Developmt	17,375.00	15,996.36	92.07	.00	1,378.64	7.93
Foundation & Development	1,500.00	1,510.64	100.71	.00	-10.64	- .71
Grant-Administration	270,015.77	177,039.45	65.57	.00	92,976.32	34.43
Grant-Non-Administration	14,677.00	8,839.14	60.22	.00	5,837.86	39.78
Grants-Training	15,077.00	13,891.13	92.13	.00	1,185.87	7.87
Grant-SupportServices	160,971.00	31,146.15	19.35	.00	129,824.85	80.65
Family Literacy	12,743.83	9,376.06	73.57	.00	3,367.77	26.43
Adult Literacy	38,805.12	32,959.30	84.94	.00	5,845.82	15.06
Instruction-Other	103,349.00	45,369.15	43.90	1,390.25	56,589.60	54.76
Student Servs-Counseling	159,116.20	106,180.69	66.73	.00	52,935.51	33.27

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
CommunityService	251,109.97	123,707.14	49.26	4,717.65	122,685.18	48.86
Student Activities	147,476.19	104,367.73	70.77	.00	43,108.46	29.23
Sequestration Proj	85,966.50	72,263.70	84.06	676.85	13,025.95	15.15
Instruction	79,742.98	51,327.03	64.37	.00	28,415.95	35.63
Total Grants	1,859,775.98	1,495,927.44	80.44	9,385.55	354,462.99	19.06
Costs for Financial Aid						
Illinois Veterans Grant	120,000.00	71,034.00	59.20	.00	48,966.00	40.81
Post 9/11 Veterans Grant	110,000.00	118,973.97	108.16	.00	-8,973.97	-8.16
FoundationScholarships	575,000.00	544,567.13	94.71	.00	30,432.87	5.29
Trade Recovery Act Aid	.00	9,369.49	.00	.00	-9,369.49	.00
Direct Loans	1,500,000.00	1,406,005.00	93.73	.00	93,995.00	6.27
PELL	4,300,000.00	4,193,881.37	97.53	.00	106,118.63	2.47
Federal Work Study	6,055.00	2,200.73	36.35	.00	3,854.27	63.65
SEOG	30,954.00	27,803.78	89.82	.00	3,150.22	10.18
MAP	400,000.00	.00	.00	.00	400,000.00	100.00
Workforce Investment Sol	320,000.00	302,635.97	94.57	.00	17,364.03	5.43
IL National Guard Grant	27,000.00	21,529.00	79.74	.00	5,471.00	20.26
Total Financial Aid	7,389,009.00	6,698,000.44	90.65	.00	691,008.56	9.35
Total Restricted Purposes Fd	9,248,784.98	8,193,927.88	88.59	9,385.55	1,045,471.55	11.30

Richland Community College
Expenditure Summary by Cost Center
For the month of March
75% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 03/31/2016	%	Encumbered	*** Unencumbered ****	%
Fund: Working Cash Fund						
Transfer Out	3,000.00	.00	.00	.00	3,000.00	100.00
Total Working Cash Fund	3,000.00	.00	.00	.00	3,000.00	100.00
Fund: Trust & Agency Fund						
Costs for Trust and Agency						
Club Expenses	75,500.00	65,430.78	86.66	3,772.97	6,296.25	8.34
Transfer Out	.00	780.00	.00	.00	-780.00	.00
Total Trust & Agency Fund	75,500.00	66,210.78	87.70	3,772.97	5,516.25	7.31
Fund: Audit Fund						
Costs for Institutional Support						
Business Office	15,378.00	12,134.50	78.91	.00	3,243.50	21.09
Costs for Audit						
Audit	45,800.00	45,800.00	100.00	.00	.00	.00
Contingency	10,571.00	.00	.00	.00	10,571.00	100.00
Total Audit Fund	71,749.00	57,934.50	80.75	.00	13,814.50	19.25
Fund: Liab,Protect,Settle						
Liab Protection & Settle	1,325,433.00	964,356.22	72.76	99,978.25	261,098.53	19.70
Total Liab,Protect,Settle	1,325,433.00	964,356.22	72.76	99,978.25	261,098.53	19.70

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
AAF International Corp	Maintenance	Maintenance Supplies	212.52		212.52	
AAF International Corp	Maintenance	Maintenance Supplies	74.64		74.64	
ADM Trucking	Credit	Equip Repair/Maint Ag	45.00			45.00
AFLAC		AFLAC	776.76	776.76		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
ARRT		Fees Pass Thru Rad Te	200.00	200.00		
AT&T	Utilities	Telephone	154.72		154.72	
AT&T	Utilities	Telephone	628.22		628.22	
AT&T	Fairview Plaza O&M	Telephone	7.91		7.91	
AT&T	Utilities	Telephone	608.67		608.67	
AT&T	Fairview Plaza O&M	Telephone	169.31		169.31	
AT&T	CommunityService	Telephone	90.38			90.38
AT&T Long Distance	Utilities	Telephone	189.74		189.74	
Airgas-Mid America	Collision Repair Tech	Instructional Supplie	53.13	53.13		
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	133.15	133.15		
Airweld Industrial Gases	Welding-Technical Occ	Equip Repair/Maint Ag	147.04	147.04		
Airweld Industrial Gases	Welding-Technical Occ	Equip Repair/Maint Ag	101.44	101.44		
AmerenIP	Utilities	Electricity and Nat G	140.77		140.77	
AmerenIP	Utilities	Electricity and Nat G	24.23		24.23	
AmerenIP	Workforce Development	Electricity and Nat G	5,019.20		5,019.20	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	20.37		20.37	
AmerenIP	Outdoor Exposition Sp	Electricity and Nat G	39.65			39.65
AmerenIP	Utilities	Electricity and Nat G	60.27		60.27	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	112.93		112.93	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	105.94		105.94	
AmerenIP	Utilities	Electricity and Nat G	273.93		273.93	
AmerenIP	Utilities	Electricity and Nat G	307.40		307.40	
AmerenIP	Utilities	Electricity and Nat G	3,262.42		3,262.42	
AmerenIP	Utilities	Electricity and Nat G	4,425.56		4,425.56	
American Culinary Federation	Culinary Arts	Accreditation Fees	500.00	500.00		
American Express		Credit Card Pmt Clear	26.05	26.05		
American Library Association	LRC	Publications & Dues	199.00	199.00		
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Archambault, Margaret	Academic Success	Interpreter Salary	648.00	648.00		
Archambault, Margaret	Academic Success	Interpreter Salary	414.00	414.00		
Archambault, Margaret	Academic Success	Interpreter Salary	690.00	690.00		
Architectural Expressions LLP	Renovations / Remodel	Building Improvements	3,795.50			3,795.50
Area Disposal Service Inc	Clinton Center O&M	Refuse Disposal	59.00		59.00	
Argenta-Oreana School District 1	YouthLeadershipInstit	Travel-In State	260.00			260.00
		PAGE TOTALS	25,726.89	5,488.57	16,007.79	4,230.53

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Baird, John	Presidents Office	Equip Repair/Maint Ag	125.00	125.00		
BearMail Co		Inventory-CentralStor	483.34	483.34		
Beard, Terry	Club Expenses	Contractual-Other	50.00			50.00
Beck's Studio		Inventory-CentralStor	15.00	15.00		
Beck's Studio		Inventory-CentralStor	19.00	19.00		
Behm and Hagemann Inc	Garden Center Ag/Hort	Materials	967.90			967.90
Behm and Hagemann Inc	Garden Center Ag/Hort	Materials	600.00			600.00
Beiler, Delany R	Instruction-Other	Stipends	450.00			450.00
Beiler, Delany R	Grant-SupportServices	Stipends	655.00			655.00
Bentley Systems Inc		Prepaid Expenses	1,575.00	1,575.00		
Bentley Systems Inc	Drafting/DesignEngine	Computer Software	525.00	525.00		
Black & Co	Maintenance	Maintenance Supplies	60.45		60.45	
Black & Co	Maintenance	Maintenance Supplies	67.10		67.10	
Bodine Electric Inc	Engineering Technolog	Instructional Supplie	31.00	31.00		
Bodine Electric Inc	Maintenance	Maintenance Supplies	840.18		840.18	
Bonds, Dion A	Instruction-Other	Stipends	517.50			517.50
Bonds, Dion A	Grant-SupportServices	Stipends	675.00			675.00
Bonn, Leigh-Ann	Outdoor Exposition Sp	Materials	31.98			31.98
BrickStreet Mutual Insurance	Liab Protection & Set	General Insurance	5,546.00			5,546.00
Broderick, Bailey	Outdoor Exposition Sp	Materials	31.98			31.98
Brush College-LLC		Credit Card Clearing	150.00	150.00		
Burdick Plumbing & Heating Co In	Renovations / Remodel	Building Improvements	1,084.83		1,084.83	
Busey Bank	Macon Co Soil & Water	Install Pymt Lease/Pu	4,490.00		4,490.00	
CDS Leasing	Copiers	Equipment Rental	280.00	280.00		
CDS Leasing	Copiers	Equipment Rental	60.00	60.00		
CDS Leasing	Copiers	Equipment Rental	90.00	90.00		
CDS Leasing	Copiers	Equipment Rental	387.63	387.63		
CDS Leasing	Copiers	Equipment Rental	524.12	524.12		
CDS Leasing	Copiers	Equipment Rental	149.14	149.14		
CDS Leasing	Copiers	Equipment Rental	150.00	150.00		
CDS Leasing	Copiers	Equipment Rental	139.77	139.77		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Leasing	Copiers	Equipment Rental	194.00	194.00		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Office Technologies	Copiers	Printing	30.97	30.97		
CDS Office Technologies	Copiers	Printing	1,056.71	1,056.71		
CDWG Government Inc	Liab Protection & Set	Materials	265.00			265.00
Chef Revival		Fees Pass Thru Culina	1,745.09	1,745.09		
Chef Revival	CulinaryRestaurant	Materials	426.36			426.36
City of Decatur		Accrued Sales Tax	75.28			75.28
City of Decatur		Accrued Sales Tax	116.48			116.48
City of Decatur IL	Utilities	Water,Sewage	166.14		166.14	
City of Decatur IL	Sequestration Bldg O&	Water,Sewage	145.00		145.00	
City of Decatur IL	Macon Co Soil & Water	Water,Sewage	145.68		145.68	
City of Decatur IL	CSI Building O&M	Water,Sewage	65.41		65.41	
City of Decatur IL	Utilities	Water,Sewage	137.86		137.86	
City of Decatur IL	Utilities	Water,Sewage	1,258.80		1,258.80	
City of Decatur IL	Utilities	Materials	194.96		194.96	
City of Decatur IL	Utilities	Water,Sewage	297.30		297.30	
		PAGE TOTALS	27,326.96	7,964.77	8,953.71	10,408.48

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
City of Decatur IL	Macon Co Soil & Water	Water,Sewage	47.13		47.13	
Clinton Area Chamber of Commerce	Clinton Center	Advertising	90.00	90.00		
Cole, Jerry	CommunityService	Travel-Out of State	337.50			337.50
Cole, Jerry	CommunityService	Telephone	50.00			50.00
Comcast	LRC Audio Visual	Materials	35.91	35.91		
Community Foundation of Decatur		Misc Scholarship Clea	3,650.65	3,650.65		
Consociate Group	Human Resources	Contractual-Other	278.25	278.25		
Consolidated Communications	Utilities	Telephone Maint Agree	610.67		610.67	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	762.54		762.54	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	603.23		603.23	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	7,244.29		7,244.29	
Constellation NewEnergy Gas Divi	Fairview Plaza O&M	Electricity and Nat G	92.24		92.24	
Constellation NewEnergy Gas Divi	Macon Co Soil & Water	Electricity and Nat G	113.18		113.18	
Crews, Denise,, Dr	VP Academic Services	Telecommunications	60.00	60.00		
Cromwell Radio Group Inc	Marketing	Advertising	100.00	100.00		
Cromwell Radio Group Inc	Marketing	Advertising	303.24	303.24		
D C Body Works	Club Expenses	Event Expense	350.00			350.00
DHS/Dept of Rehabilitation Serv		Misc Scholarship Clea	133.25	133.25		
DMH Corporate Health Services	Credit	Contractual-Other	160.00			160.00
DMH Corporate Health Services	Credit	Contractual-Other	160.00			160.00
DMH Corporate Health Services	Credit	Contractual-Other	210.00			210.00
DMH Corporate Health Services	Credit	Contractual-Other	260.00			260.00
DMH Corporate Health Services	Credit	Contractual-Other	50.00			50.00
DMH Corporate Health Services	Credit	Contractual-Other	210.00			210.00
DMH Corporate Health Services	Credit	Contractual-Other	110.00			110.00
DMH Corporate Health Services	Maintenance	Maintenance Supplies	85.00		85.00	
DMH Corporate Health Services	Grant-SupportServices	Testing	280.00			280.00
DeBose Consulting	Credit	Contractual-Other	2,560.00			2,560.00
DeBose Consulting	Instruction-Other	Contractual-Other	480.00			480.00
DeWitt County Museum Assoc	Clinton Center	Publications & Dues	30.00	30.00		
Decatur 501 Club	General Expenses	Publications & Dues	4,325.00	4,325.00		
Decatur Ace Hardware	Maintenance	Maintenance Supplies	15.30		15.30	
Decatur Chapter/SHRM #0555	Continuing&ProfEdAdmi	Publications & Dues	50.00			50.00
Decatur Rent-All at SIMS	Outdoor Exposition Sp	Equipment Rental	400.00			400.00
Decatur Tribune	Presidents Office	Publications & Dues	63.00	63.00		
Department of Veterans Affairs		Post 9/11 Aid Revenue	550.20			550.20
Don's Paint Company	Maintenance	Maintenance Supplies	107.83		107.83	
Don's Paint Company	Maintenance	Maintenance Supplies	157.75		157.75	
Don's Paint Company	Maintenance	Maintenance Supplies	107.83		107.83	
Dunker Electric	Maintenance	Maintenance Supplies	11.94		11.94	
Dunker Electric	Maintenance	Maintenance Supplies	106.13		106.13	
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	16.46	16.46		
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	208.19	208.19		
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	185.81	185.81		
Dynagraphics Inc	Foundation & Developm	Printing	35.05	35.05		
Dynagraphics Inc	Security	Materials	122.53		122.53	
Dynagraphics Inc	CommunityService	Printing	369.19			369.19
EMCO Corporation	Engineering Technolog	Materials	2,743.98			2,743.98
Elan Corporate Payment Systems		Credit Card Pmt Clear	26,322.44	26,322.44		
		PAGE TOTALS	55,355.71	35,837.25	10,187.59	9,330.87

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Elsevier Inc		Fees Pass Thru Rad Te	459.00	459.00		
Enterprise Rent-A-Car	Club Expenses	Travel-Out of State	186.06			186.06
Evergreen FS-Stephens #24	Credit	Vehicle Expense	322.22			322.22
Evergreen FS-Stephens #24	Credit	Vehicle Expense	271.63			271.63
FEDEX	Culinary Arts	Postage	7.20	7.20		
Fairview Park Plaza LLC	Fairview Plaza O&M	Facility Rental	4,615.92		4,615.92	
Fidelity Investments		Misc Deductions	300.00	300.00		
Firm Systems		Fees Pass Thru Backgr	715.25	715.25		
FirstEnergy Solutions	Utilities	Electricity and Nat G	27.15		27.15	
FirstEnergy Solutions	Macon Co Soil & Water	Electricity and Nat G	148.22		148.22	
FirstEnergy Solutions	Utilities	Electricity and Nat G	146.63		146.63	
FirstEnergy Solutions	Sequestration Bldg O&	Electricity and Nat G	395.08		395.08	
FirstEnergy Solutions	Utilities	Electricity and Nat G	12,664.99		12,664.99	
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	75.97	75.97		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	21.38	21.38		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	58.57	58.57		
Fleet Pride	Diesel Med/Hvy Trk Te	Materials	-76.00	-76.00		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	10.32	10.32		
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	341.26	341.26		
Flinn Scientific Inc	Biology-Baccalaureate	Instructional Supplie	131.48	131.48		
Florian, Gregory E	Presidents Office	Travel-In State	56.75	56.75		
Ford, Bryan D	Student Activities	Travel-In State	500.00			500.00
Foremost Truck & Trailer Inc	Grounds	Snow/Grounds	751.58		751.58	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Franczek Radelet	Board of Trustees	Legal Services-Admin	1,920.00	1,920.00		
Franklin Travel		Other Current Obligat	2,242.50			2,242.50
Frontier	Clinton Center O&M	Telephone	150.86		150.86	
G F I Digital	Sequestration Proj	Printing	136.97			136.97
Garratt-Callahan Co	Maintenance	Maintenance Supplies	533.00		533.00	
Garrett, Janean A	Admission & Recruitme	Travel-In State	93.73	93.73		
Garver Feeds	Garden Center Ag/Hort	Materials	77.04			77.04
Garver Feeds	Garden Center Ag/Hort	Materials	109.16			109.16
Garver Feeds	Garden Center Ag/Hort	Materials	70.64			70.64
Goodman, Vivian T	CommunityService	Registration Fees	315.09			315.09
Goodman, Vivian T	CommunityService	Telephone	90.00			90.00
Grainger	Maintenance	Maintenance Supplies	73.25		73.25	
Grainger	Maintenance	Maintenance Supplies	255.75		255.75	
Green Media Service Inc	Marketing	Advertising	6,766.00	6,766.00		
Grey, Thomas	Instruction-Other	Contractual-Other	640.00			640.00
Grey, Thomas	Instruction-Other	Contractual-Other	640.00			640.00
Grey, Thomas	Credit	Contractual-Other	1,920.00			1,920.00
Grey, Thomas	Instruction-Other	Contractual-Other	640.00			640.00
Grimm, Susan	Radiology Tech-Hlth O	Travel-In State Milea	310.50	310.50		
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	2,306.06			2,306.06
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	27.88			27.88
Higher Learning Commission	General Expenses	Publications & Dues	300.00	300.00		
		PAGE TOTALS	42,379.09	11,491.41	20,392.43	10,495.25

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Higher One Inc		Prepaid Expenses	5,376.25	5,376.25		
Higher One Inc	General Expenses	Professional Fees	1,790.00	1,790.00		
Hite Tent Rental	Presidents Office	Meeting Expense	120.00	120.00		
Hoelting & Co	Culinary Arts	Instructional Supplie	38.42	38.42		
Hoelting & Co	Culinary Arts	Instructional Supplie	42.44	42.44		
Home Wood Suites	Presidents Office	Travel-In State-Admin	330.78	330.78		
Hummert International	Garden Center Ag/Hort	Materials	647.87			647.87
ICLEA	Security	Publications & Dues	100.00		100.00	
IMACC	Dean-Math/Science	Registration Fees	130.00	130.00		
ISSRT	Club Expenses	Registration Fees	150.00			150.00
ISSRT	Club Expenses	Registration Fees	150.00			150.00
ISSRT		Fees Pass Thru Rad Te	1,881.00	1,881.00		
Illinois Century Network	Networking Support	Telecommunications	664.00	664.00		
Illinois Century Network	Networking Support	Telecommunications	1,328.00	1,328.00		
Illinois Century Network	Networking Support	Telecommunications	664.00	664.00		
Illinois Federation of Teachers		Union Dues-RFT	2,275.00	2,275.00		
Illinois Federation of Teachers		Union Dues - Adjunct	42.32	42.32		
Illinois Federation of Teachers		Union Dues - Adjunct	42.32	42.32		
Illinois Federation of Teachers		Union Dues-RFT	2,275.00	2,275.00		
Inceptia	VP Student Success	Publications & Dues	126.40	126.40		
JBH Technologies Inc	Drafting/DesignEngine	Equip Repair/Maint Ag	738.00	738.00		
Jelks, Robert	Student Activities	Travel-In State	500.00			500.00
Jenzabar Inc		Prepaid Expenses	13,592.25	13,592.25		
Jenzabar Inc	Administrative Info S	Admin Computer-Maint	4,530.75	4,530.75		
Jones, Kali Elizabeth	Instruction-Other	Stipends	525.00			525.00
Jones, Kali Elizabeth	Grant-SupportServices	Stipends	750.00			750.00
KONE Inc	Maintenance	Equip Repair/Maint Ag	334.02		334.02	
Kaskaskia Broadcasting Inc	Marketing	Advertising	240.00	240.00		
Key Equipment Finance	Administration Genera	Equipment Rental	210.00			210.00
Key Equipment Finance	Administration Genera	Equipment Rental	199.00			199.00
Key Equipment Finance	Administration Genera	Equipment Rental	210.00			210.00
Keystone Homes	Clinton Center O&M	Facility Rental	6,333.33		6,333.33	
LOEX	LRC	Publications & Dues	82.00	82.00		
Laser Innovation Inc	LRC Audio Visual	Equip Repair/Maint Ag	375.00	375.00		
Lee Enterprises Inc	Presidents Office	Publications & Dues	79.46	79.46		
Lee Enterprises Inc	Marketing	Advertising	39.00	39.00		
Lee Enterprises Inc	Marketing	Advertising	289.00	289.00		
Lee, Katherine B	Surgical Tech-Health	Travel-In State Milea	65.55	65.55		
Logical Operations	Credit	Instructional Supplie	15.00			15.00
Logical Operations	Credit	Instructional Supplie	97.07			97.07
Logical Operations	Credit	Instructional Supplie	118.69			118.69
Logical Operations	Credit	Instructional Supplie	119.12			119.12
Logical Operations	Credit	Instructional Supplie	133.93			133.93
Lowe's Home Centers Inc	Instruction-Other	Participant Supplies	1,654.75			1,654.75
Luckey, Megan E	Academic Success	Interpreter Salary	254.48	254.48		
Luckey, Megan E	Academic Success	Interpreter Salary	381.72	381.72		
Luckey, Megan E	Academic Success	Interpreter Salary	532.97	532.97		
MANCOMM	Credit	Instructional Supplie	34.54			34.54
MANCOMM	Credit	Instructional Supplie	194.74			194.74
		PAGE TOTALS	50,803.17	38,326.11	6,767.35	5,709.71

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
MANCOMM	Credit	Instructional Supplie	136.30			136.30
MANCOMM	Credit	Instructional Supplie	194.74			194.74
MANCOMM	Credit	Instructional Supplie	55.96			55.96
MRE Benefit Admin Systems		Group Insurance	28,637.05	28,637.05		
MRE Benefit Admin Systems		Health Insurance	185,109.95	185,109.95		
Mack Sales & Serivce of Decatur	Diesel Med/Hvy Trk Te	Instructional Supplie	72.13	72.13		
Mack Sales & Serivce of Decatur	Diesel Med/Hvy Trk Te	Instructional Supplie	25.60	25.60		
Mack Sales & Serivce of Decatur	Credit	Vehicle Expense	16.88			16.88
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	75.46	75.46		
Main Street Church of the	CommunityService	Facility Rental	250.00			250.00
Main Street Church of the	CommunityService	Facility Rental	150.00			150.00
Maloney, Judy Ann	Dean-Health Professio	Publications & Dues	200.00	200.00		
Mangle Management Systems	Board of Trustees	Meeting Expense	115.50	115.50		
Mangle Management Systems	Dean-Math/Science	WYSE Activities	18.00	18.00		
Mangle Management Systems	Board of Trustees	Meeting Expense	110.00	110.00		
Mangle Management Systems	NonCredit	Meals	368.00			368.00
Manufacturing Skill Standards Co	Credit	Instructional Supplie	40.00			40.00
Mark's Plumbing	Maintenance	Maintenance Supplies	48.56		48.56	
Marquis Beverage Service	Coffee House	Instructional Supplie	519.90			519.90
Marquis Beverage Service	Coffee House	Instructional Supplie	1,050.95			1,050.95
Marquis Beverage Service	Coffee House	Instructional Supplie	319.45			319.45
Marquis Beverage Service	Coffee House	Instructional Supplie	810.20			810.20
May Cocagne & King P C	CommunityService	Contractual-Other	750.00			750.00
Medical West Respiratory		Other Receivables	649.00	649.00		
Mehan Financial Education Consul	Instruction-Other	Contractual-Other	480.00			480.00
Menard Inc	Maintenance	Maintenance Supplies	34.96		34.96	
Menard Inc	Maintenance	Maintenance Supplies	32.10		32.10	
Menard Inc	Maintenance	Maintenance Supplies	67.97		67.97	
Menard Inc	Maintenance	Maintenance Supplies	6.76		6.76	
Menard Inc	Maintenance	Maintenance Supplies	14.16		14.16	
Menard Inc	Renovations / Remodel	Building Improvements	99.19		99.19	
Menard Inc	Renovations / Remodel	Building Improvements	137.23		137.23	
Menard Inc	Maintenance	Maintenance Supplies	38.82		38.82	
Menard Inc	Maintenance	Maintenance Supplies	17.87		17.87	
Menard Inc	Renovations / Remodel	Building Improvements	90.14		90.14	
Mercer Cutlery		Fees Pass Thru Culina	2,340.00	2,340.00		
Mid-America Advertising MidWest	Marketing	Advertising	250.00	250.00		
Midland Paper Company		Inventory-CentralStor	78.58	78.58		
Midland Paper Company	Copy Center	Materials	441.86			441.86
Midland Paper Company		Inventory-CentralStor	278.83	278.83		
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Millikin University		Other Current Obligat	10,500.00			10,500.00
Millikin University		Other Current Obligat	47,250.00			47,250.00
Motion Industries	Maintenance	Maintenance Supplies	26.84		26.84	
Motion Industries	Maintenance	Maintenance Supplies	130.75		130.75	
Mt Zion Economic Development Cor	Coffee House	Registration Fees	200.00			200.00
NATEF	Automotive-Tech Occ	Accreditation Fees	750.00	750.00		
		PAGE TOTALS	284,079.69	219,710.10	835.35	63,534.24

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Nasco	Biology-Baccalaureate	Instructional Supplie	288.46	288.46		
Nasco	Biology-Baccalaureate	Instructional Supplie	166.24	166.24		
Neuhoff Media Decatur	Marketing	Advertising	500.00	500.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	500.00	500.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	CommunityService	Contractual-Other	7,020.00			7,020.00
Neuhoff Media Decatur	CommunityService	Contractual-Other	5,460.00			5,460.00
Newman & Ullman Inc		Inventory-CentralStor	129.60	129.60		
Newman & Ullman Inc		Inventory-CentralStor	102.50	102.50		
Novak, Charles R	Presidents Office	Telecommunications	50.00	50.00		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	7.21	7.21		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	37.58	37.58		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	4.59	4.59		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-39.16	-39.16		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	7.39	7.39		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	9.56	9.56		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	10.64	10.64		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	24.20	24.20		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	159.40	159.40		
Office Depot Inc		Inventory-CentralStor	367.73	367.73		
Office Max		Inventory-CentralStor	566.64	566.64		
Oliver, Brooke D	Surgical Tech-Health	Travel-In State Milea	386.40	386.40		
Olson, Colleen	Academic Success	Interpreter Salary	170.00	170.00		
Olson, Colleen	Academic Success	Interpreter Salary	173.50	173.50		
Olson, Colleen	Academic Success	Interpreter Salary	169.00	169.00		
Open DNS	Networking Support	Computer Software	2,546.78	2,546.78		
Orv Graham Radio Advertising Bro	Marketing	Advertising	160.00	160.00		
Parchment	Advising and Records	Transcripts	13,000.00	13,000.00		
Party Creations	Culinary Events	Contractual-Other	649.50			649.50
Per Mar Security & Research Corp	Security	Security	179.81		179.81	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,315.38			4,315.38
Per Mar Security & Research Corp	Security	Security	184.22		184.22	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,421.15			4,421.15
Per Mar Security & Research Corp	Security	Security	171.70		171.70	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,120.66			4,120.66
Perovanovich, Zoran V	NonCredit	Contractual-Other	195.00			195.00
Phi Theta Kappa	VP Student Success	Publications & Dues	750.00	750.00		
Phi Theta Kappa International	Club Expenses	Meeting Expense	325.00			325.00
Pickel, Jessica I	Instruction	Instructional Supplie	237.60			237.60
Pickel, Jessica I	Instruction	Instructional Supplie	202.40			202.40
Pickel, Jessica I	Instruction	Instructional Supplie	227.70			227.70
Pickel, Jessica I	Instruction	Instructional Supplie	253.00			253.00
Pickel, Jessica I	Instruction	Instructional Supplie	142.56			142.56
Pickel, Jessica I	Instruction	Instructional Supplie	253.00			253.00
Pickel, Jessica I	Instruction	Instructional Supplie	71.28			71.28
		PAGE TOTALS	50,228.22	21,798.26	535.73	27,894.23

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Poindexter, Lynne M	Academic Success	Interpreter Salary	489.60	489.60		
Poindexter, Lynne M	Academic Success	Interpreter Salary	326.40	326.40		
Poindexter, Lynne M	Academic Success	Interpreter Salary	489.60	489.60		
Poindexter, Lynne M	Academic Success	Interpreter Salary	326.40	326.40		
Poindexter, Lynne M	Academic Success	Interpreter Salary	326.40	326.40		
Poland's Inc	Maintenance	Maintenance Supplies	516.66		516.66	
Pyles, Gregory D	Biology-Baccalaureate	Instructional Supplie	8.70	8.70		
Pyles, Gregory D	Biology-Baccalaureate	Instructional Supplie	4.72	4.72		
Pyles, Gregory D	Chemistry-Baccalaurea	Instructional Supplie	65.05	65.05		
Quincy Compressor	Renovations / Remodel	Building Improvements	130.00		130.00	
Quincy Compressor	Renovations / Remodel	Building Improvements	2,713.20		2,713.20	
R D McMillen Enterprises	Custodial	Maintenance Supplies	304.56		304.56	
RCC Bookstore		NonTaxBooks-Scholarsh	40,292.84	40,292.84		
RCC Bookstore		NonTaxBooks-TradeReco	2,133.49	2,133.49		
RCC Bookstore	Credit	Instructional Supplie	6,466.50			6,466.50
RCC Bookstore	Grant-Administration	Participant Supplies	7.50			7.50
RCC Bookstore	CulinaryRestaurant	Materials	15.00			15.00
RCC Bookstore	Club Expenses	Event Expense	16.54			16.54
RCC Bookstore	Club Expenses	Materials	51.00			51.00
RCC Bookstore	Club Expenses	Materials	121.67			121.67
RCC-Foundation		Credit Card Clearing	750.00	750.00		
RCC-Foundation		Revenue-Misc/OtherSou	25.00	25.00		
RCC-Foundation		FND Scholarship Reven	300.00			300.00
RCC-Foundation		Richland Foundation	124.66	124.66		
RCC-Foundation		Credit Card Clearing	1,000.00	1,000.00		
RCC-Foundation		Credit Card Clearing	25.00	25.00		
RCC-Foundation		Credit Card Clearing	500.00	500.00		
RCC-Foundation		Credit Card Clearing	250.00	250.00		
RCC-Foundation		Credit Card Clearing	250.00	250.00		
RCC-Foundation		FND Scholarship Reven	2,000.00			2,000.00
RCC-Foundation		FND Scholarship Reven	1,500.00			1,500.00
RCC-Foundation		FND Scholarship Reven	300.00			300.00
RCC-Foundation		FND Scholarship Reven	524.00			524.00
RCC-Foundation		FND Scholarship Reven	355.00			355.00
RCC-Foundation		Credit Card Clearing	5,000.00	5,000.00		
RCC-Foundation		Richland Foundation	104.66	104.66		
Record-A-Hit	Club Expenses	Contractual-Other	1,700.00			1,700.00
Reliance Standard		Life Insurance	3,293.22	3,293.22		
Reliance Standard		LTD Insurance	2,017.91	2,017.91		
Reliance Standard		Supplemental Life Ins	1,628.22	1,628.22		
Ritter Snow Removal	Clinton Center O&M	Snow/Grounds	260.00		260.00	
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	50.35	50.35		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	27.35	27.35		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	35.95	35.95		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,641.14	1,641.14		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	114.60	114.60		
Robert's Sysco Inc	Coffee House	Instructional Supplie	211.54			211.54
Robert's Sysco Inc	Coffee House	Instructional Supplie	181.38			181.38
Robert's Sysco Inc	Coffee House	Instructional Supplie	636.10			636.10
		PAGE TOTALS	79,611.91	61,301.26	3,924.42	14,386.23

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	25.10	25.10		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	-27.78	-27.78		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	-59.68	-59.68		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	-10.49	-10.49		
Robert's Sysco Inc	Coffee House	Instructional Supplie	396.85			396.85
Robert's Sysco Inc	Coffee House	Instructional Supplie	174.65			174.65
Robert's Sysco Inc	Child Care Services	Snacks and Milk	58.20			58.20
Robert's Sysco Inc	Child Care Services	Snacks and Milk	71.50			71.50
Robert's Sysco Inc	Child Care Services	Snacks and Milk	71.50			71.50
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	208.63	208.63		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	796.30	796.30		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	43.70	43.70		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,171.47	1,171.47		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	687.77	687.77		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,937.26	1,937.26		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	927.73	927.73		
Rush Truck Leasing	Grounds	Install Pymt Lease/Pu	2,177.80		2,177.80	
Ruyle Mechanical Services Inc	Maintenance	Maintenance Supplies	2,785.00		2,785.00	
Ruyle Mechanical Services Inc	Maintenance	Maintenance Supplies	494.00		494.00	
Ruyle Mechanical Services Inc	Workforce Development	Equip Repair/Maint Ag	2,885.00		2,885.00	
S J Smith Company Inc	Automotive-Tech Occ	Instructional Supplie	19.72	19.72		
S J Smith Company Inc	Welding-Technical Occ	Instructional Supplie	604.95	604.95		
S J Smith Company Inc	Human Simulator	Instructional Supplie	80.62	80.62		
S J Smith Company Inc	Club Expenses	Contractual-Other	9.86			9.86
Sam's Club Direct		Inventory-CentralStor	252.96	252.96		
Sam's Club Direct	Dean-Math/Science	Office Supplies	314.74	314.74		
Sam's Club Direct	Human Resources	Office Supplies	41.14	41.14		
Sam's Club Direct	Board of Trustees	Meeting Expense	12.78	12.78		
Samoore, Chrisine Marie	Academic Success	Interpreter Salary	132.60	132.60		
Scantron Corporation	LRC Audio Visual	Materials	313.08	313.08		
Schwalbe, Barry S	NonCredit	Travel-In State	1.90			1.90
Schwalbe, Barry S	NonCredit	Travel-In State	140.33			140.33
Screen This	Club Expenses	Contractual-Other	156.00			156.00
Sebok, Catherine L	Admission & Recruitme	Travel-In State	66.13	66.13		
Secretary of State	Credit	Instructional Supplie	50.00			50.00
Secretary of State	Credit	Instructional Supplie	50.00			50.00
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
Showcard Studio	Marketing	Advertising	227.50	227.50		
Siefert, Victoria E	Club Expenses	Materials	10.00			10.00
Southern Wine & Spirits	Culinary Events	Instructional Supplie	1,374.95			1,374.95
Specialty Paint	Collision Repair Tech	Instructional Supplie	54.00	54.00		
Specialty Paint	Collision Repair Tech	Instructional Supplie	8.61	8.61		
Specialty Paint	Collision Repair Tech	Instructional Supplie	17.22	17.22		
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	68.48		68.48	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	501.74		501.74	
St Mary's Hospital		Misc Scholarship Clea	1,250.00	1,250.00		
Staples, Ronnie	Instruction-Other	Stipends	525.00			525.00
		PAGE TOTALS	23,198.82	9,096.06	8,912.02	5,190.74

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Staples, Ronnie	Grant-SupportServices	Stipends	750.00			750.00
State Universities Retirement		SURS 8%	2,155.36	2,155.36		
State Universities Retirement		SURS 8%	40,267.86	40,267.86		
State Universities Retirement		SURSRetiremtInstallPu	168.50	168.50		
State Universities Retirement		SURS 1/2%	4,434.18	4,434.18		
State Universities Retirement		EmployeeBenefitsTotal	1,242.90	1,242.90	0.00	0.00
State Universities Retirement		SURS 8%	39,928.70	39,928.70		
State Universities Retirement		SURSRetiremtInstallPu	2,170.84	2,170.84		
State Universities Retirement		SURSRetiremtInstallPu	168.50	168.50		
State Universities Retirement		SURS 1/2%	4,369.96	4,369.96		
State Universities Retirement Sy	General Expenses	Expense-Other	1,800.00	1,800.00		
Stericycle	AAS Nursing -Health O	Materials	428.13	428.13		
Striglos Office Equipment		Inventory-CentralStor	197.09	197.09		
Sunbelt	Grant-SupportServices	Equipment Rental	525.44			525.44
Sunbelt	Grant-SupportServices	Equipment Rental	635.32			635.32
Terra Nova Nurseries	Garden Center Ag/Hort	Materials	650.28			650.28
The Decatur Club	Presidents Office	Publications & Dues	50.00	50.00		
The Omni Group	General Expenses	Bank Service Charges	10.00	10.00		
The Torch Newspaper	Marketing	Advertising	225.00	225.00		
Thiele, Shay C	Culinary Events	Contractual-Other	400.00			400.00
ThyssenKrupp Elevator Corp	Maintenance	Equip Repair/Maint Ag	483.06		483.06	
Tommy House Tire Co - NORTH	Credit	Equip Repair/Maint Ag	51.50			51.50
Tommy House Tire Co - NORTH	Credit	Equip Repair/Maint Ag	51.50			51.50
Turner, Melva L	Instruction-Other	Stipends	500.00			500.00
Turner, Melva L	Grant-SupportServices	Stipends	675.00			675.00
USA Clean Inc	Custodial	Equip Repair/Maint Ag	37.44		37.44	
USA Clean Inc	Custodial	Equip Repair/Maint Ag	150.91		150.91	
United Label & Sales Corp	Garden Center Ag/Hort	Materials	718.10			718.10
United Parcel Service		Other Rec-Employees	6.41	6.41		
United Parcel Service	General Expenses	Postage	115.00	115.00		
United Parcel Service		Other Rec-Employees	10.60	10.60		
United Parcel Service		Inventory-CentralStor	8.78	8.78		
United Parcel Service	General Expenses	Postage	92.00	92.00		
United Way of Decatur/Macon Cnty		United Way	115.67	115.67		
United Way of Decatur/Macon Cnty		United Way	115.67	115.67		
Van Hoorn Nurseries Inc	Garden Center Ag/Hort	Materials	338.82			338.82
Verizon Wireless	Utilities	Telephone	322.12		322.12	
Verizon Wireless	Admission & Recruitme	Telephone	50.02	50.02		
Verizon Wireless	Utilities	Telephone	229.12		229.12	
Voices for ALL LLC	NonCredit	Contractual-Other	39.50			39.50
WDKR Radio Station	Marketing	Advertising	120.00	120.00		
WXFM	Marketing	Advertising	120.00	120.00		
Wilder, Markee	Student Activities	Travel-In State	450.00			450.00
Wingard, Rachel	Academic Success	Interpreter Salary	350.00	350.00		
Wingard, Rachel	Academic Success	Interpreter Salary	150.00	150.00		
Wingard, Rachel	Academic Success	Interpreter Salary	800.00	800.00		
World Point ECC Inc	Credit	Instructional Supplie	282.90			282.90
World Point ECC Inc	Credit	Instructional Supplie	266.45			266.45
Xerox Corp	Copy Center	Install Pymt Lease/Pu	194.99			194.99
		PAGE TOTALS	107,423.62	99,671.17	1,222.65	6,529.80

Richland Community College
Bills Presented for Ratification
MAR 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Xerox Corp	Copy Center	Install Pymt Lease/Pu	1,932.91			1,932.91
Xerox Corp	Copy Center	Install Pymt Lease/Pu	307.11			307.11
Xerox Corp	Copy Center	Install Pymt Lease/Pu	194.99			194.99
Xerox Corp	Copy Center	Install Pymt Lease/Pu	2,307.74			2,307.74
Xerox Corporation	Copiers	Equipment Rental	171.36	171.36		
Xerox Corporation	Copiers	Equipment Rental	171.36	171.36		
Student Refunds			8,316.87	8,316.87		
		PAGE TOTALS	13,402.34	8,659.59	0.00	4,742.75
		AP GRAND TOTAL	759,536.42	519,344.55	77,739.04	162,452.83

ITEMS FROM THE BOARD

EXECUTIVE SESSION

Executive Session- April 19, 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.