



BOARD OF TRUSTEES

November 15, 2016

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



Richland Community College

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

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

November 15, 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

- I. Convening of the Regular Meeting – 5:30 p.m.
 - A. Call to Order
 - B. Roll Call
- II. ***Minutes of the Regular Meeting on October 18, 2016***
- III. Appearance of Citizens and Introduction of Guests
- IV. Written Communications
 - College Activities Report
 - Personnel Update
- V. Report of the Audit Committee
- VI. Special Reports
 - A. Audit Presentation – May, Cocagne, & King, P.C.
 - B. College Spotlight – Criminal Justice at Richland – Andy Hynds and Amy Cleary
 - C. Construction Report
 - D. Report of ICCTA
 - E. Report of Student Trustee

F. Agreements/Contracts authorized and signed by Dr. Valdez

G. Monitoring Report – Enrollment – Marcus Brown

VII. Consent Agenda (PINK COLOR)

A. ***Time and Place for 2017 Regular meeting of the Board of Trustees***

VIII. Old Business (BLUE COLOR)

A. ***FY16 Annual Financial Report***

B. ***Adoption of Strategic Plan Section 4***

C. Foundation Board Meeting Report

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

A. Board Policy Section 2.6.1.1 – Illinois Business Enterprise for Minorities, Females, and Person with Disabilities Act Aspirations – Second Reading

B. Board Policy Section 1.0 Board of Trustees – Second Reading

C. Board Policy 3.6 – Salary and Wage System – First Reading

X. Financial Report (GREEN COLOR)

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

B. ***Bills for Ratification***

XI. Report of the President

XII. Items from the Board

XIII. Executive Session (IVORY COLOR)

XIV. Adjournment

XV. Brush College, LLC Meeting

Bold and Italics Denotes Action Items

JANUARY 2016

Reports
 Consent Agenda
 College Legal
 Contractual
 Agreements
 New Business

FEBRUARY 2016

Reports
 Consent Agenda
 New Business
 Recommendations for
 Tenure
 Recommendation for
 Approval of Fees
 Strategic Plan
 Priorities

MARCH 2016

Reports
 Consent Agenda
 New Business
 Recommendations for
 Faculty Promotions in
 Rank
 Recommendation to Grant
 Professor Emeritus Status
 Recommendation to Grant
 Staff Emeritus Status
 Recommendation for
 Professional Leave
 Recommendation for
 Approval of Tuition

APRIL 2016

Tenure and Promotion
 Recognition Dinner
 Student Government
 Election Results
 Report from Board
 Secretary regarding
 Election of Student
 Trustee
 Seating of New
 Student Trustee
 Reports

MAY 2016

Reorganization of
 Board of Trustees
 Reports
 Consent Agenda
 New Business
 Tentative Budget
 Other
 RCC Commencement
 ICCTA Lobby Day

JUNE 2016

Public Hearing for Budget
 Reports
 Strategic Plan Quarterly
 Report
 Consent Agenda
 New Business
 Resolution Adopting
 Budget
 Compliance with Prevailing
 Wage Act
 State Capital Funding
 Request
 Resolution Transferring
 Earnings
 Review of Minutes of
 Previous Executive
 Sessions

JULY 2016

Reports

Consent Agenda

Other

AUGUST 2016

Reports

**Institutional year Book
Program Review
Presentation**

Consent Agenda

SEPTEMBER 2016

Reports

Consent Agenda

**Annual Foundation
Board Meeting**

OCTOBER 2016

Reports

Consent Agenda

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

**Strategic Plan Quarterly
Update**

NOVEMBER 2016

Reports

Audit Presentation

Consent Agenda

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

Old Business

Financial Report

DECEMBER 2016

Reports

Consent Agenda

Old Business

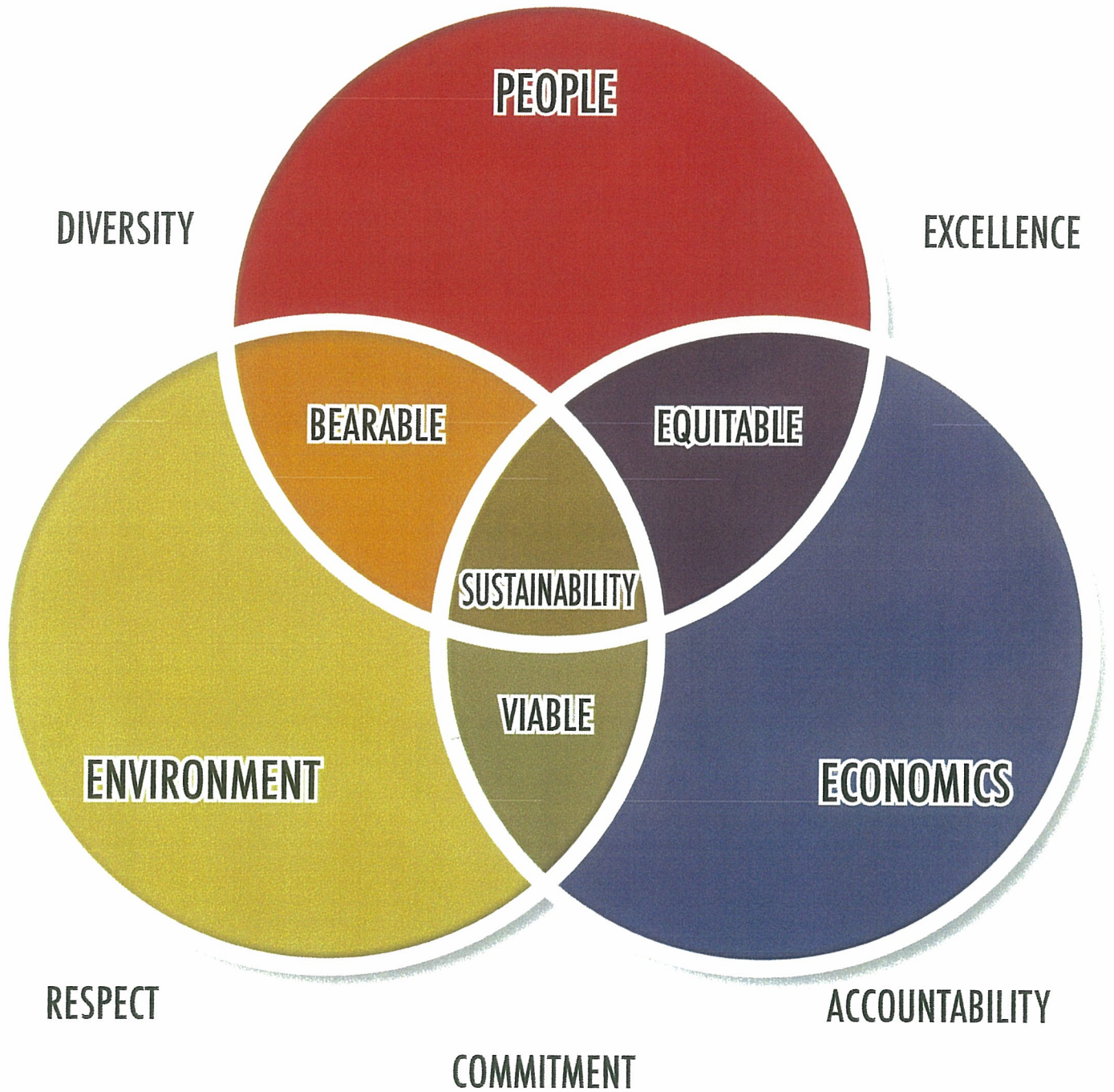
**Resolution for Fiscal
Year Tax Levy**

**Review of Minutes of
Previous Executive
Sessions**

Winter Board Retreat

**Strategic Plan Priorities
Results Report**

PRINCIPLES OF SUSTAINABILITY



Richland Community College Strategic Plan 2015 - 2018

College Vision

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

College Mission

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

Core Values

Commitment
Respect
Excellence
Accountability
Diversity

Strategic Plan

Goal 1: Elevate Teaching and Learning Standards

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

Goal 2: Foster Student Success and Completion

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

Goal 3: Create and Advance Workforce Development Partnerships

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

Goal 4: Ensure a Sustainable Organization

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

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

Annual Priorities

Dashboard

Public Accountability

Public Accountability

Implementation and Performance

Implementation and Performance

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

2016 Richland Community College Strategic Plan Priorities

Goal 1: Elevate Teaching and Learning Standards.

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

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

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

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

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

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

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

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

Strategy E: Deploy innovative instructional delivery and assessment systems.

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

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

1. Establish a professional development plan for faculty around project-based learning.
-

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.
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Goal 4: Ensure a Sustainable Organization.

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

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

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

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

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

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

Strategy D: Identify and secure alternative revenue streams.

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

Strategy E: Align facility utilization with established program needs.

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

CONVENING OF THE REGULAR MEETING

MINUTES OF THE REGULAR MEETING ON OCTOBER 18, 2016

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

October 18, 2016

CONVENING OF THE MEETING

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

Roll Call

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

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

EXECUTIVE SESSION

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

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

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

MINUTES OF PREVIOUS MEETING

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

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

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

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

WRITTEN COMMUNICATIONS

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

College Activities Report:

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

Personnel Update

New Employee

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

SPECIAL REPORTS

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

REPORT OF ICCTA

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

REPORT OF STUDENT TRUSTEE

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

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

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

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

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

CONSENT AGENDA

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

FULL-TIME EMPLOYMENT

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

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

OLD BUSINESS

BANKING CORPORATE RESOLUTION

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

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

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

NEW BUSINESS

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

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

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

BOARD POLICES, PROPOSALS, AND CHANGES

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

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

FINANCIAL REPORT

BILLS PAYABLE

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

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

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

REPORT OF THE PRESIDENT

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

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

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

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

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

ITEMS FROM THE BOARD

The Winter Board Retreat will be held February 3, 2017, in the Innovation Lab at the CSI building. Dr. Valdez will send out a preliminary agenda and ask the Board to provide feedback to him on the agenda. .

ADJOURNMENT

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

Dr. David Coopridier, Secretary

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

Community College Educational Agreement

Comprehensive Agreement Regarding the Expansion of Educational Resources

THIS AGREEMENT is entered into by and among the **BOARD OF TRUSTEES** from each participating community college for the expressed purpose of providing additional educational programs to the citizens of each district involved in this Agreement.

Black Hawk College
Carl Sandburg College
College of DuPage
Danville Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Eastern Community Colleges
Illinois Valley Community College
John A. Logan College
John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Moraine Valley Community College
Morton College
Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sauk Valley Community College
Shawnee Community College
South Suburban College
Southeastern Community College
Southwestern Illinois College
Spoon River College
Waubonsee Community College

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, the parties hereto believe this Agreement should be one of the means to establish a viable method of cooperation between the parties hereto; and

WHEREAS, by means of this agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services which might otherwise be impracticable for any of the parties individually; and

WHEREAS, the parties hereto believe that the implementation of this Agreement holds great promise for further development of higher education in Illinois; and

WHEREAS, this Agreement supersedes and takes the place of any and all prior cooperative agreements, and that all said prior agreements are hereby terminated.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. Institutional Identification

For the purpose of this Agreement, the college district sending the students to another college will be referred to as the "Sending College" and the college receiving students from another college district will be referred to as the "Receiving College".

2. Terms of Agreement

The educational programs offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board and the Illinois Board of Higher Education. The Agreement is explicitly for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education.

3. Duration of Agreement

This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item 6.

4. Amendments to Agreement

Amendments and/or revisions to this Agreement may be made at a time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original Agreement. All amendments to the agreement require the approval of the Illinois Community College Board (ICCB).

In the event of amendments and/or revisions to this Agreement, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

5. Coordination of Agreement

This Agreement shall commence in April 2007 and shall be continuous with automatic renewal. The ICCB in consultation with member institutions will coordinate changes and distribution of those changes to the other colleges on an annual basis when necessary.

6. Termination of Agreement

The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President. Notice shall be given in writing on or before March 1 of the preceding academic year to each of the other College Presidents and the ICCB. In the event of such termination, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

7. **Citizens Eligibility**
Approval for students participating within this Agreement resides with the Sending College. Upon approval from the Sending College, a citizen may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district. Furthermore, a citizen may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that citizen's educational objective can be met in the college of his/her home district.
8. **Registration**
Upon written approval from the Sending College, students shall register at the Receiving College and shall be members of that district for the terms of their enrollments. Under the terms of this agreement, students may take approved courses at either institution. Upon successful completion, courses taken at the Sending College shall be acceptable to transfer to the Receiving College for completion of the program, or vice versa.
9. **Additional Educational Services**
The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College, equal to those provided for any other student at their campus. The Receiving College shall also provide counseling/guidance and other services that will facilitate the learning process.
10. **Records and Recognition of Completion**
The Receiving College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program. The Receiving College will provide copies of such records to the Sending College at the student's request.
11. **Scholarships and Student Activities**
The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by the rules of the college's athletic conference. Students from any Sending College may be eligible at any Receiving College for any other extracurricular activities, scholarships, or other recognition of excellence in the program for which they are attending at the Receiving College.
12. **Publicity**
The educational programs offered through this Agreement shall be noted in college catalogs and publicized by the participating districts in a manner consistent with ICCB requirements and institutional publicity policies. Marketing of programs into another college district will only be done with the permission of that district.
13. **Communication of Agreement**
The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College. Said students will be responsible for all normal operating rules and conditions of the campus he/she is on at any given time.
14. **Reimbursement**
The Receiving College shall be eligible to file all claims for State apportionment for any student from the Sending College enrolled in the Receiving College's programs covered by this Agreement.
15. **Transportation**

Students shall be responsible for their own transportation to and from Sending and Receiving Colleges.

16. Tuition and Fees

Students from the Sending College will pay the resident tuition and fees of the Receiving College. All students seeking state or federal financial assistance are required to make application at the Receiving College.

17. FTE Reporting

For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the Receiving College.

18. Student Enrollments

The cooperating institutions in this Agreement shall be treated as one district in relation to admission policies for the programs included herein; however, residents of the respective college districts may have priority consideration where limited program space is available.

19. Chargeback

Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks. Procedurally, students who wish to enroll at a Receiving College herein identified will secure from their home college a letter designating them as participants in an approved program. A copy of such letter will be sent to the Receiving College, which will thus know not to charge the out-of-district rate.

20. Special Note: Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

Community College Educational Agreement

Comprehensive Agreement Regarding the Expansion of Educational Resources

PARTICIPATING INSTITUTIONS

- | | |
|-------------------------------------|-----------------------------------|
| Black Hawk College | Lewis and Clark Community College |
| Carl Sandburg College | Lincoln Land Community College |
| College of DuPage | McHenry County College |
| Danville Community College | Moraine Valley Community College |
| Elgin Community College | Morton College |
| Heartland Community College | Prairie State College |
| Highland Community College | Rend Lake College |
| Illinois Central College | Richland Community College |
| Illinois Eastern Community Colleges | Rock Valley College |
| Illinois Valley Community College | Sauk Valley Community College |
| John A. Logan College | Shawnee Community College |
| John Wood Community College | South Suburban College |
| Joliet Junior College | Southeastern Community College |
| Kankakee Community College | Southwestern Illinois College |
| Kaskaskia College | Spoon River College |
| Kishwaukee College | Waubonsee Community College |
| Lake Land College | |

Local District Signature Page

PARKLAND COLLEGE

505

College

District Number

PAMELA LAU Pamela Lau

217 351-2542

College Designee for Agreement

Contact Information

OCTOBER 19, 2016

Chair of the Board of Trustees

Date

OCTOBER 19, 2016

President

Date

TO: Cris Valdez, EdD
FROM: Lisa Gregory, Executive Director of Public Information
DATE: November 1, 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.

November 2016

November 24-25 Thanksgiving Holiday – Campus Closed
College closes at 5:00 p.m. on Wednesday, November 23

December 2016

December 2 Cromwell Radio, Talk 101
7:10 a.m. – Trustees, students, and employees are invited to tune into Cromwell Radio, Talk 101, the first Friday of each month at 7:30 a.m. and listen to a highlight of the Saturday Produce Market.

December 6 WHOW 1520AM, "Around Central Illinois"
8:40 a.m. – 9:00 a.m. - Trustees, students, and employees are invited to tune into WHOW, 1520AM, the second Tuesday of each month and listen to highlights featuring students and faculty or events.

December 6 Pharmacy Facts with Friends, Richland Community College Night
5:00 p.m. – Trustees, students, and employees are invited to tune into Neuhoff Media, WSOY 1340AM, the second Tuesday of each month and listen to highlights featuring students and faculty.

December 9, 10 Richland Dance Program presents The Nutcracker
7:00 p.m. – Shilling Auditorium
Reserve seating required. Admission: \$15

December 10-15 Finals - Fall Semester

December 11 Richland Dance Program presents The Nutcracker
2:30 p.m. – Shilling Auditorium
Reserve seating required. Admission: \$15

December 16 Associate's Degree Nursing Pinning Ceremony
5:30 p.m. – Shilling Auditorium

December 20 Board of Trustees Meeting
5:30 p.m. –NSEC 121/122

To: Cris Valdez, President

From: Richard Gschwend, Director, Human Resources



Date: November 1, 2016

Subject: Personnel Update

Retirements, Resignations, and Terminations

Name	Position	Last Day
Kris Ruebling	Program Coordinator, Logan Correctional Facility	10/14/16

Changes

Name	Position	Start Date
Jerry Cole	Prevention Specialist, Decatur Community Partnership	10/01/16

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Dr. Cris Valdez
From: Greg Florian *Greg*
Date: November 4, 2016
Re: Construction Project Status

Current Construction Projects

Student Success Center – The re-start process has begun with the approval of several of the change orders needed for additional costs resulting from the work stoppage. It is anticipated that the total re-start change order process will be finalized within the next few weeks.

Since the original design was approved, it has become apparent that modifications to the design will provide for a more efficient and usable space. The changes requested include removal of a hallway on the east side of the remodeled space, moving office space into the Student Center and opening the Main corridor to gain access to Parking Lot A, and realigning space for the Board Room, Foundation, and Business Office to accommodate a better work flow. A request for the changes has been sent to the CDB where the CDB staff will consider the changes and the associated costs. However, until all of the re-start costs are established, the consideration of the changes will be dependent upon the amount of contingency remaining. Until all of the modifications are approved and the contractors have mobilized, no work will start. The original startup was anticipated for the early part of November, but that is now delayed.

Ag/Maintenance Boiler Replacement – The project is complete.

The Carroll Center for Business – BLDD has completed the schematic design document. This plan incorporates the lessons learned from all of the information gathering work sessions and refines the 4 schematic designs developed into a single layout. The design incorporates elements learned from the prototyping and observations from stakeholders. The schematic design scheme addresses learning space, social space, office space, and egress into the Center Core.

A preliminary budget has been developed at the \$3.7 million cost. At this level, renovations include all of the classrooms, offices, and circulation space on the South Wing 2nd floor. This design does include enhanced access from the first floor to the second floor, an entry element, and restroom upgrades. Also included is a 10% contingency for bidding and construction. The allowance of \$400,000 for technology and

\$250,000 for furniture has not been revised. College staffs are continuing to develop technology infrastructure design concepts. A team of stakeholders was scheduled to research furniture design concepts with a trip to the Merchandise Mart on Friday November 4th although those plans were altered and a trip will be rescheduled for later in the year.

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

Protection, Health, and Safety – BLDD and AEX are working to develop specific projects that meet the criteria for PH&S projects. A budget and scope for several projects will be presented to the Board of Trustees at its December meeting in order to include those in the 2016 tax levy.

Richland Community College
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

November 2016

Student Trustee: Ashley Ronda

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

Student Engagement Activities:

- 11/29: Blood Drive
- 11/30: Build Your Own Stuffed Animal
- 12/1: Student & Administration Luncheon
- 12/6: Cookie Celebration
- 12/7: Finals Massages

Other Events:

- 12/5: Fall Graduate Fair
- 12/8: Liberal Arts Annual Art Bazaar



Commitment Respect Excellence Accountability Diversity

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

AUTHORIZED BY PRESIDENT VALDEZ FOR THE MONTH OF

October 2016

- 11/01/2016 Dr. Valdez signed the authorization for Accreditation Commission for Education in Nursing (ACEN).
- 10/27/2016 Dr. Valdez signed the Highway Construction Careers Training Program Grant Agreement between the State of Illinois, Illinois Community College Board and Richland Community College.
- 10/25/2016 Dr. Valdez signed a clinical agreement between Decatur Memorial Hospital and Richland Community College that covers the following programs: Associate Degree Nursing, Basic Nurse Assistant, Emergency Medical Services, Health Professions Professional Development Capstone, Phlebotomy, Pharmacy Technology, Practical Nursing, Radiography, and Surgical Technology.

CONSENT AGENDA

TO: Board of Trustees
FROM: Dr. Cris Valdez *CV*
DATE: November 15, 2016
SUBJECT: Consent Agenda

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

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

A. Time and Place for the 2017 Regular meetings of the Board of Trustees

Thank you.

TO: Board of Trustees
FROM: Cris Valdez *CV*
DATE: November 15, 2016
SUBJECT: Time and Place for 2017 Regular Meetings

Mr. Chairman, Members of the Board, Section 2.02 (a) of the Open Meetings Act requires every public body to give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings.


Below are the proposed dates for the calendar year 2017. Meetings will be held at 5:30 p.m. in the National Sequestration Education Center, room NS 121 of the College, unless otherwise noted.

Tuesday, January 17, 2017
Tuesday, February 21, 2017
Tuesday, March 21, 2017
Tuesday, April 18, 2017
Tuesday, May 16, 2017
Tuesday, June 20, 2017
Tuesday, July 18, 2017
Tuesday, August 15, 2017
Tuesday, September 19, 2017
Tuesday, October 17, 2017
Tuesday, November 21, 2017
Tuesday, December 19, 2017

Therefore, it is recommended that the Board of Trustees set the time and place of its regular monthly meetings to be the third Tuesday of each month (unless otherwise noted) to be convened at 5:30 p.m. in the National Sequestration Education Center, room NS 121 of the College, as presented.

Thank you.

OLD BUSINESS

TO: Board of Trustees
FROM: Dr. Cris Valdez 
DATE: November 15, 2016
SUBJECT: FY16 Annual Financial Report

Mr. Chairman, Member of the Board, you received copies of the Fiscal Year 2016 Annual Financial Report prepared by May, Cocagne, & King P.C. A presentation by the auditors will be made at the November meeting of the Board.

Therefore, it is recommended that the Board of Trustees accept the FY2016 Annual Financial Report, as presented.

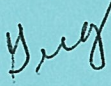
Thank you.

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Dr. Cris Valdez and the Board of Trustees
From: Greg Florian 
Date: November 15, 2016
Re: Adoption of Strategic Plan Section 4

Richland's Board of Trustees adopted the current Strategic Plan in the Spring of 2015. Since that time, the financial condition of the College has deteriorated. Richland is continuing to experience low enrollments, stagnant tax revenues, and diminished State grant funding. Specifically, the FY17 Budget directs unrestricted State grant funding toward repayment of the Working Cash Fund. While reviewing the Strategic Plan, it became apparent that Section 4 of the plan, which focuses on the College's finances and human resources did not align with strategic and focused actions needed to place the College on a stronger and more sustainable financial path.

Working with the Interim College President, the Finance and Operations staff developed specific actions that will address the financial strength in the near future as well as set the financial stability of the College in a more positive direction in the long term. These actions will be best supported through modification of the College's Strategic Plan. The revisions are focused on establishing strong working capital funding. This includes repayment of the Working Cash Fund and replenishing the Education Fund and Operations and Maintenance Fund balances. A second focus is towards establishing a campus that is efficient and effective given the current economic and enrollment condition. With 80 percent of the operating funding for personnel costs, this strategic focus looks at staffing and programmatic actions necessary to ensure a financially sustainable future. The fourth area addresses the need for a sustainable infrastructure by addressing technology and facilities.

Section 4 of the Strategic Plan is attached.

Therefore, it is recommended that the Board of Trustees suspend the current Section 4 and adopt the revised Section 4 of the Strategic Plan.

I am available for any questions concerning the strategic plan.

Goal 4: Ensure A Financially Sustainable Organization

Create a robust financial structure that has the buoyancy to accommodate change, including managing long-term operating funds, maintaining cost control and effective systems, stabilizing revenue over time, and defining an appropriate organizational structure.

Strategy

Strategy 1 Develop and implement a working capital model that addresses the College's deficiency of working capital.

Working Cash Fund Management;
Cash Flow Model

Objectives

- A. File with Court of Claims for all FY16 unpaid State contracts
- B. Monitor Working Cash Fund balance and State Appropriations.
- C. Develop a Cash flow model that reduces the need to use Working Cash Funds.

- i. Identify all funds and pursue all avenues to capture expended State grants.

Filing and court actions completed

Timeline

December 31, 2016

Board to designate that future State operating appropriations are applied to outstanding Working Cash Fund borrowings.

February 2017 Board of Trustee's Meeting

- i. Identify revenue streams and anticipated receipt of cash on an annual basis.

Expenditures to receipt of cash are aligned.

Developed and incorporated into FY18 Annual Budget

- ii. Develop procedure for timing of payment that corresponds to discounts.

Implement procedure for payment and collections.

Strategy 2 - Establish a Fund Balance Policy providing a framework and process to identify appropriate Fund Balances and actions that lead to and provide support of a strong financial position within a designated time frame.

Objectives: Fund Balance targets (amounts) for Operating Funds; Revenue identification for short/long-term uses of cash implement/continue expenditure control actions.

- A. Establish Fund Balance targets for Ed Fund, O&M, Auxiliary, and Tort funds.
- B. Examine revenue and determine whether revenue generations support associated activities.

- i. Establish process to apply surplus state aid (above what is required to repay working cash fund) to the Ed and O&M Funds.
- i. Identify high-cost expenditures and plan for expenditure to align with cash flow.

Fund Balance targets for Ed Fund, O&M, Auxiliary, Tort are established in conjunction with the FY 18 Budget and monitored.

Developed and incorporated into FY18 Annual Budget

Guarantee revenue associated with expenditure prior to allowing expenditure.

Developed and incorporated into FY18 Annual Budget

Goal 4: Ensure A Financially Sustainable Organization

Definition of Goal

Create a robust financial structure that has the buoyancy to accommodate change, including managing long-term operating funds, maintaining cost control and effective systems, stabilizing revenue over time, and defining an appropriate organizational structure.

Strategy

Strategy 4 Conduct comprehensive study of facilities and equipment to address current needs and accommodate the College's core business.

Objectives

Objectives: Planning for Facilities and Equipment;

Tactics

A. Identify deferred maintenance projects and project expenditures.

1. Review previous three years to identify deferred maintenance projects.

ii. Develop maintenance plan to incorporate deferred and future maintenance needs.

B. Create master equipment replacement plan including funding options.

i. Using results of Strategy 3, identify facilities and equipment needed for adjusted programs and services.

C. Analyze current personnel resources to determine if they are sufficient to support optimal functioning of facilities.

ii. Create master equipment replacement plan and funding options.

i. Using results of Strategy 3, identify personnel needs for facilities and equipment maintenance and upgrading.

ii. Initiate process to adjust positions identified for change in position change, reorganization, or withdrawal.

Measures

Projects and funding source identified and projects initiated.

Approval and implementation of Master Maintenance Plan.

Prioritized list of equipment

Approval and implementation of Master Equipment Plan for FY18.

Personnel levels meet determined requirements.

Timeline

PH&S Projects approved December 2016; Annual for each year 2017 - 2020

Developed and Incorporated into FY18 Annual Budget

Developed and Incorporated into FY18 Annual Budget

Developed and Incorporated into FY18 Annual Budget



FOUNDATION BOARD

CHAIRMAN
Brett Swallow

VICE CHAIRMAN
Myung Kim

SECRETARY
Dr. Alan Frigy

TREASURER
David Koshinski

MEMBERS AT LARGE

Gayle Albert
Mark Avery
Matt Bennett
Gary Birschbach
Larry W. Foster
Robin King
Rick Moore
Jennifer Preston
Dr. Joseph Schrodt
Mike Sheehan
John Waddock

RICHLAND PRESIDENT
Cristobal Valdez, EdD

**EXECUTIVE DIRECTOR,
FOUNDATION & DEVELOPMENT**
Julie Melton, CFRE

**DIRECTOR OF SCHOLARSHIPS
& ALUMNI RELATIONS**
Tricia Cordulack

BOARD OF TRUSTEES LIAISON
Randy Prince

TO: Richland Community College Board of Trustees
Dr. Cris Valdez, President

FROM: Julie Melton, Executive Director, Foundation and Development

DATE: November 8, 2016

SUBJECT: Foundation Report

This report will summarize the quarterly meeting of the Foundation Board of Directors held on October 25, 2016 and offer the Board of Trustees an update regarding recent and upcoming Foundation activities.

At their quarterly meeting, Foundation Board of Directors were presented third-quarter financial information showing the Foundation's assets on September 30, 2016. As of that date, total net assets were \$18,865,795.20, compared to \$17,724,099.65 on the same date the previous year.

Joey Haskins, Senior Staff Accountant at May, Cocagne and King, presented the June 30, 2016 audit report. Joey said his firm has issued a clean opinion again this year. An adjusted journal entry of \$55,000 was made to account for in-kind donations, including services from BLDD for the design thinking process for the Carroll Center for Business and the donation of a x-ray machine. The statement of financial position shows the Foundation had net assets of \$18,438,546 as of June 30, 2016, which is up from last year. He went on to say the Foundation had total income of \$1,676,515, including \$345,676 of investment income, which is also up from the previous year. Expenses totaled \$2,555,077; \$738,668 of which were gifts to the College, while \$727,897 were for scholarships which was up from last year. There was a net increase in cash and cash equivalents of \$119,807. Approximately 64% of the Foundation's gifts were provided by contributions from seven contributors.

Tricia Cordulack, Director of Scholarships and Alumni Events, reported that we received a total of 684 scholarship applications and awarded 502 scholarships for the Fall 2016 semester. We awarded 56 Trustee Scholarships to incoming freshman students and 27 Trustee Scholarships to returning students. Scholarship applications are now being accepted for the Spring 2017 semester, and will be accepted until November 18, 2016. On December 1, the Foundation Scholarship Selection Committee will meet to select Spring 2017 scholarship recipients.

On October 27, 2016 we hosted the annual Scholarship Reception in the Shilling Community Education Center for scholarship donors and recipients. This event was a tremendous success with over 300 scholarship recipients and donors in attendance. Elsewhere, planning for the Annual Culinary Scholarship Dinner, benefiting the William T. Eichenauer Scholarship, has already begun. Next year's dinner will be held on March 11, 2017 in the Shilling Community Education Center.

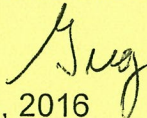
We hope that you will join us for the following events:

- November 30, 2016 at 5:30pm - Community Welcome for Julie Melton - Executive Director of Foundation & Development in the Shilling Lobby.
- December 6, 2016 at 5:30pm – Annual Holiday Dinner at South Side Country Club for the Richland Board of Trustees and the Foundation Board of Directors. Invitations will be mailed soon.
- December 7, 2016 at 5:00pm – Alumni Association Reception at TapRoot Restaurant.
- December 8 2016 – SUAA Holiday Lunch for Richland retirees in the Shilling Community Education Center.

Over the next few months, as the new Foundation Executive Director, I will be reviewing and evaluating the current activities of the Foundation in order to determine our strategic priorities for the remainder of FY17 and into FY18. In the meantime, I am meeting with Foundation Board members, community partners and key donors in order to begin the process of building strong relationships to leverage partnerships and increase support. I welcome any opportunities to hear your perspective on the Richland Community College Foundation.

Thank you.

BOARD POLICIES, PROPOSALS, AND CHANGES

TO: Board of Trustees and Cris Valdez
FROM: Greg Florian 
DATE: November 15, 2016
SUBJECT: Board Policy Section 2.6.1.1 – Illinois Business Enterprise for Minorities, Females, and Persons, with Disabilities Act Aspirations – Second Reading

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


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

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

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

No action is necessary at this time.

Thank you.

TO: Dr. Valdez and the Board of Trustees
FROM: Lisa Gregory 
DATE: November 15, 2016
SUBJECT: Board Policies – Section 1 – Board of Trustees – Second Reading

Mr. Chairman, Members of the Board, Section 1 of the Board Policy manual is presented for second reading. No action is required at this time.

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

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

The three new policy sections are included for your review and the changes are reflected in the accompanying walk through of Section 1 – Board of Trustees.

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

WALK THROUGH

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

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

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

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

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

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

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

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

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

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

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

Board.

1.4 STUDENT TRUSTEE

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

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

1.5 ELECTION

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

1.6 ORGANIZATION

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

1.6.1 Duties of Chairman

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

1.6.2 Duties of Vice-Chairman

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

1.6.3 Duties of Secretary

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

1.6.4 **Committees**

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

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

1.7 VACANCIES ON THE BOARD

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

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

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

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

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

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

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

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

1.9 OPEN MEETINGS ACT TRAINING

~~Board members will successfully complete an electronic training curriculum annually, developed and administered by the Public Access Counselor in the Illinois Attorney General's Office. (5 ILCS 120/1.05)~~

1.9 BOARD LIMITATION ON NEW PRESIDENTIAL AGREEMENTS 01/01/17

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

1.10 EMPLOYMENT CONTRACT TRANSPARENCY - 01/01/17

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

1.11 TRUSTEE TRAINING - 09/16/16

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

1.12 MEETINGS

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

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

1.12.1 Quorum

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

1.12.2 Recording the Proceedings

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

1.12.3 Order of Business for Board Meetings

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

1.12.4 Parliamentary Procedure

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

1.12.5 Preparation for Meetings

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

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

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

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

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

It is not intended that matters be brought before the Board

by employees or individual citizens that can or should be handled through administrative procedures.

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

1. Appearance may be made only by individual citizens or as a representative of an organization. The citizen shall identify himself or herself and the organization being represented, if any.
2. The Chairperson of the Board of Trustees shall allot a fifteen (15) minute time period for citizens to appear and express their views before the Board of Trustees.
3. Each citizen who appears will be limited to three (3) minutes.
4. The Chairman may shorten or lengthen a citizens' opportunity to speak.
5. All citizens are to conduct themselves with respect and civility toward others.
6. The Board of Trustees shall not respond to any views expressed by any citizen appearing under this procedure.

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

1.15 RESOURCE SPECIALISTS TO THE BOARD

Attorney

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

Auditor

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

Treasurer

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

1.16 AMENDMENT OR REPEAL

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

1.17 BOARD STUDY RETREAT

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

1.18 POLICY DISSEMINATION

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

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

1.19 COLLEGE MISSION AND PURPOSE**Statement of Purpose**

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

College Mission

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

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

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

8. Workforce development activities and programs that promote linkages with business, industry, and governmental agencies designed to meet the changing needs of the market place and promote economic growth in the region.

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

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

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

The Values

Respect

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

Honesty and Integrity

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

Compassion

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

The Tenets

About Allegiance

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

About Commitment

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

About Creating a Culture of Sustainability

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

About Distinction

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

About Evaluation

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

About Power

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

About Purpose

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

About Service

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

About Teamwork

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

1.21 VALUES AND TENETS FOR RICHLAND COMMUNITY COLLEGE EMPLOYEES

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

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

Commitment

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

I/We will

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

Respect

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

I/We will

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of self-worth.
- Promote trust through truthfulness, professional courtesy, and fair treatment.
- Recognize and support employee and student contributions.
- Demonstrate faith in and reliance on the integrity and abilities of others.

Excellence

We strive to develop and pursue higher standards.

I/We will

- Exhibit quality in staffing, facilities, programs, and services.
- Promote continuous improvement.
- Anticipate needs and respond accordingly.
- Encourage creativity and innovation.
- Utilize systems that promote student and employee success.
- Exceed student and stakeholder expectations.

- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.
- Support risk-taking and view setbacks as learning experiences.

Accountability

We assume and demonstrate responsibility for our actions.

I/We will

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

Diversity

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

I/We will

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

1.22 COLLEGE PARTICIPATIVE COMMITTEE STRUCTURE - 10/19/04

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

1.23 STRATEGIC PLAN

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

The Strategic Plan will be reviewed and aligned with Academic Quality Improvement Program (AQIP) planning and will be a component in driving the annual budgeting process. The review and modification of the plan will be a collaborative effort involving the faculty, staff, and students.

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

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

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

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

1.25 TRUSTEE EMERITUS PROGRAM

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

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

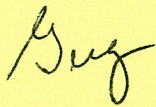
- A. The Trustee Emeritus will be granted a tuition waiver for credit and non-credit classes as is consistent with other waivers as identified in the Policy Manual of the Board of Trustees,
- B. The Trustee Emeritus will receive Richland Community College business cards indicating the Trustee Emeritus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

1.26 PRESIDENT EMERITUS PROGRAM

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

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

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

TO: Board of Trustees and Cris Valdez
FROM: Greg Florian
DATE: November 15, 2016 
SUBJECT: Board Policy Sections 3.6.1-Salaried Status; 3.6.2-Overtime Pay; 3.6.5.8-Vacation Leave; 3.6.5.4-Eligibility for Leave; 3.6.5.6-Sick Leave; 3.6.5.7-Bereavement Leave; 3.6.5.7.5-Bereavement Leave All employees

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

Changes to the federal Fair Labor Standards Act - Final Rule regarding criteria for qualifying for overtime compensation becomes effective on December 1, 2016. The minimum pay to qualify for an executive, administrative, professional, outside sales, and computer employee exemption for overtime will rise from the current \$455 per week to a minimum of \$913 per week or from \$23,660 to \$47,476 annually. The new rules do make special exemptions for certain white collar employees that meet criteria for academic administrative personnel. For employees that meet the exemption for academic administrative employees, the compensation requirement also may be met by compensation on a salary basis at a rate at least equal to the entrance salary for teachers which is currently \$37,898.

This change will affect 32 current employees whose job duties have been reviewed to determine whether or not they meet identified criteria. Employees have the option compensatory time in lieu of overtime pay.

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

No action is necessary at this time.

Thank you.

Board of Trustee's Policy Section 3 DRAFT revision

3.6.1 Salaried Status - 11/18/08

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

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

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

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

3.6.2 Overtime Pay

Certain employees, referred to as "~~non-exempt~~ Overtime-Eligible" employees, are eligible for overtime pay. Other employees, referred to as "~~exempt~~ Overtime-Ineligible," 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.

Board of Trustee's Policy Section 3 DRAFT revision

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

Certain overtime-ineligible academic administrative personnel may be subject to the salary exemption limit if such employees are paid on a salary basis which is at least equal to the established entrance salary for teachers.

Compensatory time may be granted to an ~~non-exempt~~ Overtime-Eligible 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~~ Overtime-Eligible employees requested by the administration, and who consent to work on a paid holiday, are paid at the rate of one and one-half times their hourly base pay rate.

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

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

Full-time ~~exempt~~ Overtime-Ineligible, twelve (12)-month

Board of Trustee's Policy Section 3 DRAFT revision

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~~ Overtime-Ineligible 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~~ Overtime-Eligible, 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~~ Overtime-Eligible 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~~ Overtime-Eligible 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.

Board of Trustee's Policy Section 3 DRAFT revision

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.

3.6.5.4 Eligibility for Leave

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

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

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

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

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

Sick leave may be used only absences due to an illness,

Board of Trustee's Policy Section 3 DRAFT revision

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

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

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

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

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

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

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

3.6.5.7.5 Bereavement Leave All employees -

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

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


Bereavement Leave must be completed within 60 days after the

Board of Trustee's Policy Section 3 DRAFT revision

employee receives notice of the death.

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

FINANCIAL REPORT

TO: Board of Trustees
FROM: Cris Valdez 
DATE: November 15, 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 October 2016 bills paid and approve the Financial Statement to be filed for audit.

Thank you.

Richland Community College

Financial Report
October, 2016

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Richland Community College
Treasurer's Report
October 31, 2016

Fund	Balance 10/01/16	Receipts for Month	Disbursements for Month	Balance 10/31/16	Int. Bearing Accounts	Separate Inv. Instruments
Education Fund	7,744,802.74	3,199,057.01	(5,404,329.60)	5,539,530.15	4,989,530.15	550,000.00
Oper & Maint Restricted	627,754.05	97,593.30	(97,438.95)	627,908.40	627,908.40	.00
Bond & Interest Fund	1,244,548.71	1,000,556.74	.00	2,245,105.45	2,245,105.45	.00
Auxiliary Enterprises	301,903.64	21,905.95	(735.65)	323,073.94	323,073.94	.00
Restricted Purposes Fd	526,298.43	534,608.78	(1,642,652.92)	581,745.71	902,781.44	321,035.73
Working Cash Fund	6,982,028.74	1,666.41	.00	6,983,695.15	5,983,094.73	1,000,600.42
Trust & Agency Fund	105,941.59	13,662.80	(3,070.18)	116,534.21	116,534.21	.00
Audit Fund	53,338.65	14.47	.00	53,353.12	53,353.12	.00
Liab,Protect,Settle	1,420,137.34	393,885.95	(441.75)	1,813,581.54	1,713,581.54	100,000.00
Totals	19,006,753.89	5,262,951.41	(7,148,669.05)	17,121,036.25	15,149,400.10	1,971,636.15

Fund	SEPARATE INVESTMENT INSTRUMENTS				
	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	300,000.00	CD-Busey	0.10	01/22/2017	6.0
EDUCATION FUND	250,000.00	CD-SOY	0.20	01/30/2017	12.0
RESTR-PARTNER'S IN ED	16,565.79	CD-PNC	0.10	01/30/2017	6.0
RESTR-EQUIP REPLACEMENT	300,000.00	CD-HPB	0.25	08/10/2017	12.0
WORKING CASH FUND	350,000.00	CD-HPB	0.25	11/22/2016	12.0
WORKING CASH FUND	302,077.84	CD-HPB	0.05	01/29/2017	3.0
WORKING CASH FUND	110,000.00	CD-HPB	0.25	03/23/2017	12.0
WORKING CASH FUND	117,645.82	CD-Regns	0.01	05/22/2017	7.0
WORKING CASH FUND	120,876.76	CD-Regns	0.05	06/21/2017	13.0
LPS FUND	100,000.00	CD-Busey	0.10	03/27/2017	6.0

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

-----	Actual Rev 10/31/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 10/31/16	%	-----
Fund: 01 Education Fund							
Local Government Sources							

Current Taxes	5,678,528.51	6,077,181.63	93.4	6,209,722.00	5,880,214.09	94.7	
Chargeback	4,221.90	6,227.12	67.8	6,200.00	.00	.0	
Interest on Taxes	.62	300.08	.2	500.00	1.39	.3	

Local Government Sources	5,682,751.03	6,083,708.83	93.4	6,216,422.00	5,880,215.48	94.6	
State Government Sources							

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

State Government Sources	162,583.85	929,177.52	17.5	442,000.00	807,034.72	182.6	
Fed Government Sources							

Student Tuition & Fees							

Tuition-Credit	3,058,480.66	5,597,079.17	54.6	6,336,854.00	3,507,175.63	55.3	
Fees	405,897.00	751,593.50	54.0	729,335.00	378,834.00	51.9	

Student Tuition & Fees	3,464,377.66	6,348,672.67	54.6	7,066,189.00	3,886,009.63	55.0	
Other Revenue/Sources							

Investment Revenue	157.21	2,009.97	7.8	2,000.00	1,992.51	99.6	
Other Revenue	77,159.70	334,872.71	22.4	309,600.00	69,007.76	21.9	
Transfer In	.00	9,712.84	.0	5,000.00	.00	.0	

Other Revenue/Sources	77,316.91	346,595.52	22.3	316,600.00	71,000.27	22.4	

Total Revenue	9,387,029.45	13,708,154.54	68.5	14,041,211.00	10,644,260.10	75.8	
=====							

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

-----	Actual Rev 10/31/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 10/31/16	%	-----
Fund: 02 Operations & Maint							
Local Government Sources							

Current Taxes	825,123.87	883,800.59	93.4	894,350.00	855,240.36	95.6	
Interest on Taxes	.00	43.57	.0	500.00	.19	.0	
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Local Government Sources	825,123.87	883,844.16	93.4	894,850.00	855,240.55	95.6	
State Government Sources							

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

Tuition-Credit	293,990.75	538,371.49	54.6	222,446.00	117,408.37	52.8	
Fees	53,716.00	102,392.00	52.5	96,000.00	51,270.00	53.4	
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Student Tuition & Fees	347,706.75	640,763.49	54.3	318,446.00	168,678.37	53.0	
Other Revenue/Sources							

Other Revenue	65,893.44	628,323.32	10.5	569,211.00	139,037.20	24.4	
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Other Revenue/Sources	65,893.44	628,323.32	10.5	569,211.00	139,037.20	24.4	

Total Revenue	1,238,724.06	2,200,064.35	56.3	1,782,507.00	1,217,809.46	68.3	
=====	=====	=====	=====	=====	=====	=====	=====

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

-----	Actual Rev 10/31/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 10/31/16	%	-----
Total Operating Funds							
Local Government Sources							

Current Taxes	6,503,652.38	6,960,982.22	93.4	7,104,072.00	6,735,454.45	94.8	
Chargeback	4,221.90	6,227.12	67.8	6,200.00	.00	.0	
Interest on Taxes	.62	343.65	.2	1,000.00	1.58	.2	
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Local Government Sources	6,507,874.90	6,967,552.99	93.4	7,111,272.00	6,735,456.03	94.7	
State Government Sources							

ICCB Credit Hour Grants	.00	480,533.28	.0	.00	783,620.00	94.7	
Replacement Taxes	162,583.85	445,777.61	16.7	442,000.00	78,268.06	17.7	
	-----	-----	-----	-----	-----	-----	
State Government Sources	162,583.85	976,310.90	16.7	442,000.00	861,888.06	195.0	
Fed Government Sources							

Student Tuition & Fees							

Tuition-Credit	3,352,471.41	6,135,450.66	54.6	6,559,300.00	3,624,584.00	55.3	
Fees	459,613.00	853,985.50	53.8	825,335.00	430,104.00	52.1	
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Student Tuition & Fees	3,812,084.41	6,989,436.16	54.5	7,384,635.00	4,054,688.00	54.9	
Other Revenue/Sources							

Investment Revenue	157.21	2,009.97	7.8	2,000.00	1,992.51	99.6	
Other Revenue	143,053.14	963,196.03	14.9	878,811.00	208,044.96	23.7	
Transfer In	.00	9,712.84	.0	5,000.00	.00	.0	
	-----	-----	-----	-----	-----	-----	
Other Revenue/Sources	143,210.35	974,918.84	14.7	885,811.00	210,037.47	23.7	

Total Revenue	10,625,753.51	15,908,218.89	66.8	15,823,718.00	11,862,069.56	75.0	
	=====	=====	=====	=====	=====	=====	

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

	Actual Rev 10/31/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 10/31/16	%

Fund: 03 Oper & Maint Restricted						
Interest on Investments	.00	517.32	.0	100.00	29.90	29.9
Int on Cash/IL Funds Acc	163.56	683.52	23.9	500.00	489.72	97.9
Gifts/Donations	.00	435,386.00	.0	535,000.00	.00	.0
FundBalanceAppropriation	.00	.00	.0	95,800.00	.00	.0
Reimbursed Expenditures	.00	13,032.00	.0	.00	.00	.0

Total Revenue/Sources	163.56	449,618.84	.0	631,400.00	519.62	.1
=====						
Fund: 04 Bond & Interest Fund						
Current Taxes	2,234,429.01	2,403,247.98	93.0	3,295,396.00	3,150,820.57	95.6
Interest on Taxes	.14	118.61	.1	100.00	1.26	1.3
Int on Cash/IL Funds Acc	154.65	512.13	30.2	100.00	1,487.51	1487.5

Total Revenue/Sources	2,234,583.80	2,403,878.72	93.0	3,295,596.00	3,152,309.34	95.7
=====						
Fund: 05 Auxiliary Enterprises						
CPED Credit Revenue	93,246.45	342,422.96	27.2	327,000.00	143,951.54	44.0
NonCredit Revenue	77,750.02	142,147.52	54.7	162,000.00	64,653.59	39.9
ContractNoncreditRevenue	16,867.68	62,323.39	27.1	53,900.00	15,417.37	28.6
ICCB Credit Hour Grants	.00	29,016.72	.0	.00	.00	.0
Fitness Tuition	8,040.00	19,160.00	42.0	32,000.00	6,258.00	19.6
Fitness Membership Fees	4,831.67	21,599.17	22.4	20,000.00	5,990.00	30.0
Special Event Revenue	30,439.35	98,732.22	30.8	81,276.00	16,403.33	20.2
Clubs and Organizations	41,633.45	139,539.06	29.8	160,000.00	36,382.78	22.7
Int on Cash/IL Funds Acc	11.34	373.68	3.0	.00	282.36	.0
Shilling Community Cntr	13,070.00	34,396.25	38.0	35,000.00	12,112.50	34.6
Child Care Revenue	40,315.50	114,059.00	35.3	105,000.00	33,275.50	31.7
CCRS Paid Revenue	3,352.53	11,011.94	30.4	22,000.00	4,356.45	19.8
Child Care Transfer Rev	18,000.00	83,162.00	21.6	70,000.00	23,200.00	33.1
Copy Center Fees	15,528.09	72,514.56	21.4	36,000.00	13,425.02	37.3
Transfer In	.00	101,295.00	.0	75,000.00	.00	.0
Reimbursed Expenditures	47,959.72	47,959.72	100.0	.00	.00	.0
Revenue-Contractual	3,461.00	5,390.00	64.2	3,500.00	2,283.00	65.2
Revenue-Misc/OtherSource	3,446.89	11,050.85	31.2	11,700.00	2,460.61	21.0

Total Revenue/Sources	417,953.69	1,336,154.04	31.3	1,194,376.00	380,452.05	31.9
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Richland Community College
 Revenue Summary-Other Funds
 For the month of October
 1617

	Actual Rev 10/31/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 10/31/16	%

Fund: 06 Restricted Purposes Fd						
Financial Aid	2,728,847.01	7,259,244.76	37.6	7,014,892.00	1,169,622.76	16.7
Interest on Investments	119.54	902.32	13.2	.00	84.24	.0
Int on Cash/IL Funds Acc	.71	119.18	.6	.00	59.71	.0
Sale of Equipment	.00	12,414.00	.0	.00	.00	.0
College Fair Revenue-PIE	4,620.00	7,602.11	60.8	.00	.00	.0
PartnersSaluteRevenuePIE	1,500.00	6,310.00	23.8	.00	.00	.0
YouthLeadershipRev-PIE	6,600.00	6,600.00	100.0	.00	.00	.0
Grants Revenue	117,657.88	1,196,619.11	9.8	1,414,558.82	319,960.95	22.6
Gifts/Donations	22,994.76	99,687.49	23.1	43,334.00	16,048.22	37.0
Contributions-PIE	931.00	1,887.75	49.3	.00	.00	.0
Transfer In	40,286.26	113,499.55	35.5	.00	.00	.0
FundBalanceAppropriation	1,198.38	71,538.97	1.7	37,093.00	.00	.0
Revenue-Contractual	.00	220,565.25	.0	8,000.00	7,989.00	99.9
Revenue-Misc/OtherSource	6,775.00	9,400.00	72.1	1,500.00	825.00	55.0
	-----	-----	-----	-----	-----	-----
Total Revenue/Sources	2,931,530.54	9,006,390.49	32.5	8,519,377.82	1,514,589.88	17.8
	=====	=====	=====	=====	=====	=====
Fund: 07 Working Cash Fund						
Bond Proceeds	.00	3,000,000.00	.0	.00	.00	.0
Interest on Corp Cash	717.25	9,462.43	7.6	5,000.00	5,711.60	114.2
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Total Revenue/Sources	717.25	3,009,462.43	.0	5,000.00	5,711.60	114.2
	=====	=====	=====	=====	=====	=====
Fund: 10 Trust & Agency Fund						
Club Revenue	13,021.26	30,682.47	42.4	28,100.00	12,820.69	45.6
Int on Cash/IL Funds Acc	4.81	149.72	3.2	.00	107.59	.0
College Fair Revenue-PIE	.00	.00	.0	3,900.00	3,575.00	91.7
YouthLeadershipRev-PIE	.00	.00	.0	2,900.00	2,900.00	100.0
Transfer In	.00	980.00	.0	.00	.00	.0
Contributions	.00	50,500.00	.0	48,000.00	.00	.0
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Total Revenue/Sources	13,026.07	82,312.19	15.8	82,900.00	19,403.28	23.4
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Richland Community College
 Revenue Summary-Other Funds
 For the month of October
 1617

-----	Actual Rev 10/31/15	Actual Rev 06/30/16	%	Budget 1617	Actual Rev 10/31/16	%
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Fund: 11 Audit Fund						
Current Taxes	78,889.50	71,560.35	110.2	85,658.00	81,778.52	95.5
Interest on Taxes	.02	3.53	.6	10.00	.00	.0
Int on Cash/IL Funds Acc	6.27	64.76	9.7	45.00	53.26	118.4
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Total Revenue/Sources	78,895.79	71,628.64	110.1	85,713.00	81,831.78	95.5
	=====	=====	=====	=====	=====	=====
Fund: 12 Liab,Protect,Settle						
Current Taxes	1,353,695.45	1,448,204.57	93.5	1,656,986.00	1,584,367.80	95.6
Interest on Taxes	.10	121.36	.1	200.00	.57	.3
Insurance-StudentFees	9,616.00	16,920.00	56.8	20,000.00	7,664.00	38.3
Interest on Investments	.00	26.03	.0	50.00	24.38	48.8
Int on Cash/IL Funds Acc	138.93	1,215.15	11.4	800.00	1,430.31	178.8
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Total Revenue/Sources	1,363,450.48	1,466,487.11	93.0	1,678,036.00	1,593,487.06	95.0
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Richland Community College
Expenditure Summary by Major Function
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended 10/31/2016	** %	Encumbered	*** Unencumbered Amount	*** %
Fund: Education Fund						
Continuing & Prof Ed	534,228.42	146,362.40	27.40	9,535.03	378,330.99	70.82
Office of Academic Svcs	404,664.81	128,673.88	31.80	.00	275,990.93	68.20
Business and Technology	87,990.20	61.04	.07	.00	87,929.16	99.93
Liberal Arts	2,207,063.00	639,865.19	28.99	.00	1,567,197.81	71.01
Math, Science & Business	2,117,367.50	601,962.52	28.43	.00	1,515,404.98	71.57
Health Professions	2,078,115.50	582,180.36	28.01	3,268.00	1,492,667.14	71.83
Workforce Development	632,351.95	170,705.81	27.00	3,703.74	457,942.40	72.42
Student Success	1,124,688.74	369,237.40	32.83	.00	755,451.34	67.17
Auxiliary Services	98,246.00	31,918.62	32.49	.00	66,327.38	67.51
Academic Support-LRC	412,604.96	159,295.05	38.61	1,378.88	251,931.03	61.06
Technical Services Supp	412,369.00	199,780.45	48.45	9,831.99	202,756.56	49.17
Institutional Support	3,139,520.92	1,088,524.44	34.67	106,169.78	1,944,826.70	61.95
Scholarship and Waivers	707,000.00	291,973.57	41.30	.00	415,026.43	58.70
Transfer Out	85,000.00	.00	.00	.00	85,000.00	100.00
Total Education Fund	14,041,211.00	4,410,540.73	31.41	133,887.42	9,496,782.85	67.64
Fund: Operations & Maint						
Maintenance	1,799,007.00	615,399.29	34.21	157,296.03	1,026,311.68	57.05
Total Operations & Maint	1,799,007.00	615,399.29	34.21	157,296.03	1,026,311.68	57.05
Fund: Oper & Maint Restricted						
Protection,Health,Safety	592,000.00	639.50	.11	34,022.00	557,338.50	94.15
Maintenance	39,400.00	.00	.00	.00	39,400.00	100.00
Liability Protection	.00	.00	.00	.00	.00	.00
Total Oper & Maint Restricted	631,400.00	639.50	.10	34,022.00	596,738.50	94.51
Fund: Bond & Interest Fund						
Bond and Interest	3,295,596.00	912,596.25	27.69	1,994,127.36	388,872.39	11.80
Total Bond & Interest Fund	3,295,596.00	912,596.25	27.69	1,994,127.36	388,872.39	11.80
Fund: Auxiliary Enterprises						
Continuing & Prof Ed	139,957.00	41,442.65	29.61	.00	98,514.35	70.39
Instructional Programs	535,588.00	192,149.43	35.88	18,416.61	325,021.96	60.69
Auxiliary Services	518,831.00	129,375.62	24.94	55,195.98	334,259.40	64.43
Total Auxiliary Enterprises	1,194,376.00	362,967.70	30.39	73,612.59	757,795.71	63.45

Richland Community College
Expenditure Summary by Major Function
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	%	Encumbered	*** Unencumbered Amount	*** %
	-----	-----	-----	-----	-----	-----
Fund: Restricted Purposes Fd						
Grants	1,566,285.82	454,913.04	29.04	24,078.65	1,087,294.13	69.42
Financial Aid	6,953,092.00	3,091,080.16	44.46	.00	3,862,011.84	55.54
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Total Restricted Purposes Fd	8,519,377.82	3,545,993.20	41.62	24,078.65	4,949,305.97	58.09
Fund: Working Cash Fund						
Transfer Out	5,000.00	.00	.00	.00	5,000.00	100.00
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Total Working Cash Fund	5,000.00	.00	.00	.00	5,000.00	100.00
Fund: Trust & Agency Fund						
Office of Academic Srvcs	6,800.00	1,265.42	18.61	200.31	5,334.27	78.45
Student Engagement	76,100.00	25,141.77	33.04	1,926.97	49,031.26	64.43
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Total Trust & Agency Fund	82,900.00	26,407.19	31.85	2,127.28	54,365.53	65.58
Fund: Audit Fund						
Institutional Support	16,033.00	5,447.47	33.98	.00	10,585.53	66.02
Audit	45,200.00	39,000.00	86.28	6,200.00	.00	.00
Contingency	24,480.00	.00	.00	.00	24,480.00	100.00
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Total Audit Fund	85,713.00	44,447.47	51.86	6,200.00	35,065.53	40.91
Fund: Liab,Protect,Settle						
Liability Protection	1,592,438.00	534,030.27	33.54	273,324.30	785,083.43	49.30
Contingency	85,598.00	.00	.00	.00	85,598.00	100.00
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Total Liab,Protect,Settle	1,678,036.00	534,030.27	31.82	273,324.30	870,681.43	51.89

Richland Community College
Expenditure Summary-Operating Funds
For the month of October
33% of Fiscal Year 1617

	Actual Exp 10/31/15	** Actual Expense ** 06/30/16	%	Budget 1617	*** Actual Expense ** 10/31/16	%	Encumbered	*** Unencumbered ***	%
Fund: Education Fund									
Salaries	3,410,050.35	10,582,707.74	32.2	10,101,081.00	2,946,041.15	29.2	.00	7,155,039.85	70.8
Employee Benefits	688,578.12	1,980,621.08	34.8	1,872,557.00	586,428.44	31.3	.00	1,286,128.56	68.7
Contractual Services	212,677.02	303,960.16	70.0	314,915.00	219,723.94	69.8	1,589.10	93,601.96	29.7
Commodities	346,314.66	672,662.18	51.5	676,307.00	276,413.99	40.9	95,254.50	304,638.51	45.0
Travel	20,527.12	76,852.04	26.7	65,451.00	41,762.31	63.8	5,273.59	18,415.10	28.1
Fixed Charges	26,530.15	89,317.53	29.7	88,400.00	22,193.15	25.1	31,678.23	34,528.62	.4
Capital Outlay	.00	.00	.0	.00	.00	.0	.00	.00	.0
Other	302,725.91	921,993.87	32.8	837,500.00	317,977.75	38.0	92.00	519,430.25	62.0
Transfer Out	40,286.26	214,794.43	18.8	85,000.00	.00	.0	.00	85,000.00	100.0
Contingency	.00	.00	.0	.00	.00	.0	.00	.00	.0
Total Expenditures	5,047,689.59	14,842,909.03	34.0	14,041,211.00	4,410,540.73	31.4	133,887.42	9,496,782.85	67.6
Fund: Operations & Maint									
Salaries	135,784.56	354,319.33	38.3	282,708.00	83,682.75	29.6	.00	199,025.25	70.4
Employee Benefits	41,468.73	105,303.95	39.4	84,278.00	28,300.49	33.6	.00	55,977.51	66.4
Contractual Services	167,642.86	487,793.35	34.4	521,529.00	176,242.84	33.8	31,000.73	314,285.43	60.3
Commodities	31,658.99	136,211.86	23.2	120,250.00	27,499.09	22.9	12,139.33	80,611.58	67.0
Travel	114.77	320.65	35.8	750.00	41.48	5.5	.00	708.52	94.5
Fixed Charges	225,047.44	733,099.66	30.7	780,555.00	297,557.64	38.1	113,655.97	369,341.39	.5
Capital Outlay	6,363.73	269,399.14	2.4	8,937.00	2,075.00	23.2	500.00	6,362.00	71.2
Contingency	.00	.00	.0	.00	.00	.0	.00	.00	.0
Total Expenditures	608,081.08	2,086,447.94	29.1	1,799,007.00	615,399.29	34.2	157,296.03	1,026,311.68	57.0
Total Operating Funds									
Salaries	3,545,834.91	10,937,027.07	32.4	10,383,789.00	3,029,723.90	29.2	.00	7,354,065.10	70.8
Employee Benefits	730,046.85	2,085,925.03	35.0	1,956,835.00	614,728.93	31.4	.00	1,342,106.07	68.6
Contractual Services	380,319.88	791,753.51	48.0	836,444.00	395,966.78	47.3	32,589.83	407,887.39	48.8
Commodities	377,973.65	808,874.04	46.7	796,557.00	303,913.08	38.2	107,393.83	385,250.09	48.4
Travel	20,641.89	77,172.69	26.7	66,201.00	41,803.79	63.1	5,273.59	19,123.62	28.9
Fixed Charges	251,577.59	822,417.19	30.6	868,955.00	319,750.79	36.8	145,334.20	403,870.01	46.5
Capital Outlay	6,363.73	269,399.14	2.4	8,937.00	2,075.00	23.2	500.00	6,362.00	71.2
Other	302,725.91	921,993.87	32.8	837,500.00	317,977.75	38.0	92.00	519,430.25	62.0
Transfer Out	40,286.26	214,794.43	18.8	85,000.00	.00	.0	.00	85,000.00	100.0
Total Expenditures	5,655,770.67	16,929,356.97	33.4	15,840,218.00	5,025,940.02	31.7	291,183.45	10,523,094.53	66.4

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

	Actual	Budget
Continuing and Professional Education		

Revenues:		
Fitness Center	12,248.00	52,000.00
6000 CPED Administration	9,005.62	22,000.00
6001 CDL	98,075.00	206,000.00
6002 Computer & Technology	3,286.75	16,400.00
6003 Dance	21,195.09	55,100.00
6004 Hobby & Leisure	12,615.00	43,000.00
6007 Safety-Industrial	47,088.54	131,100.00
6008 Shilling Rentals	12,112.50	35,000.00
6013 Culinary Arts	5,161.50	18,000.00
6027 Manufacturing Camp	20,000.00	15,000.00
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Total Revenues	240,788.00	593,600.00
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Expenses:		
Fitness Center	14,653.59	44,850.00
6000 CPED Administration	40,152.65	139,957.00
6001 CDL	61,923.26	170,232.00
6002 Computer & Technology	4,491.59	19,795.00
6003 Dance	15,388.49	47,012.00
6004 Hobby & Leisure	24,597.68	70,285.00
6007 Safety-Industrial	41,633.73	143,054.00
6008 Shilling Rentals	5,491.00	20,236.00
6013 Culinary Arts	3,778.92	12,830.00
6027 Manufacturing Camp	20,145.51	15,000.00
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Total Expenses	232,256.42	683,251.00
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Net Income (Loss)	8,531.58	(89,651.00)
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Note: Credit Hour Reimbursement Revenue included above

0.00

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

	Actual	Budget
Revenues:		
6014 Dance Productions	6,357.00	35,000.00
6019 Outdoor Events	0.00	11,963.00
6030 Misc Events	6,260.00	18,600.00
	-----	-----
Total Revenues	12,617.00	65,563.00
	-----	-----
Expenses:		
6014 Dance Productions	1,707.74	27,362.00
6019 Outdoor Events	9,078.78	36,251.00
6030 Misc Events	85.41	1,950.00
	-----	-----
Total Expenses	10,871.93	65,563.00
	-----	-----
Net Income (Loss)	1,745.07	.00
	=====	=====

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

	Actual	Budget
Revenues:		
6009 Traffic Safety	7,615.00	37,000.00
8907 Culinary Restaurant	22,938.09	83,500.00
8908 Coffee Shop	14,289.64	59,500.00
8915 Misc Culinary Events	750.00	4,000.00
	-----	-----
Total Revenues	45,592.73	184,000.00
	-----	-----
Expenses:		
6009 Traffic Safety	14,734.91	37,106.00
8907 Culinary Restaurant	18,305.94	56,600.00
8908 Coffee Shop	12,657.81	54,000.00
8915 Misc Culinary Events	85.00	2,900.00
	-----	-----
Total Expenses	45,783.66	150,606.00
	-----	-----
Net Income (Loss)	(190.93)	33,394.00
	=====	=====

Richland Community College
 Restricted Purposes Fund-Grants
 OCT 1617

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

11117	ADM Sequestration Grant 07/01/2010 - 12/31/2017	76,020.00	26,998.52	35.52	1,392.33	47,629.15 62.65
11696	DCP-STOP Act Grnt 09/30/2015 - 09/29/2016	27,462.05	28,916.43	105.30	0.00	-1,454.38 - 5.30
11795	DCP-Strategic Prevention 07/01/2016 - 06/30/2017	143,085.00	29,419.20	20.56	3,689.75	109,976.05 76.86
11615	Intelligent Monitor Sys 10/02/2015 - 09/30/2018	0.00	3,564.03	0.00	0.00	-3,564.03 0.00
11680	TRIO Grant 09/01/2015 - 08/31/2016	64,171.77	64,033.20	99.78	0.00	138.57 .22
11780	TRIO Grant 09/01/2016 - 08/31/2017	291,341.00	43,741.32	15.01	0.00	247,599.68 84.99
Total		602,079.82	196,672.70	32.67	5,082.08	400,325.04 66.49

State Funded Grants						

11654	Adult Ed Performance Grt 07/01/2015 - 12/31/2016	58,025.00	12,217.80	21.06	1,050.00	44,757.20 77.13
11672	Adult Ed State Basic 07/01/2015 - 12/31/2016	131,500.00	40,073.86	30.47	15,167.32	76,258.82 57.99
11718	Hwy Construct Career Grt 07/01/2016 - 06/30/2017	354,400.00	83,070.31	23.44	471.34	270,858.35 76.43
11764	SOS Literacy Grant 07/01/2016 - 06/30/2017	67,000.00	32,559.32	48.60	0.00	34,440.68 51.40
Total		610,925.00	167,921.29	27.49	16,688.66	426,315.05 69.78

Locally Funded Grants						

11681	Bridging The Gap SU16 05/20/2016 - 08/31/2016	9,821.00	1,210.51	12.33	0.00	8,610.49 87.67
8999	Decatur Comm Partnership 10/01/2007 -	39,500.00	2,210.00	5.59	0.00	37,290.00 94.41
Total		49,321.00	3,420.51	6.94	0.00	45,900.49 93.06

Cash/RCC Restricted Programs						

11458	Project READ 07/01/2013 -	20,060.00	12,224.46	60.94	0.00	7,835.54 39.06
EQUI	Reserved for Equipment 07/01/2005 -	2,033.00	2,032.94	100.00	0.00	0.06 .00
Total		22,093.00	14,257.40	64.53	0.00	7,835.60 35.47

Richland Community College
 Restricted Purposes Fund-Grants
 OCT 1617

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

11733	Foundation Gifts to RCC 07/01/2016 - 06/30/2017	28,334.00	17,981.52	63.46	0.00	10,352.48	36.54
Total		28,334.00	17,981.52	63.46	0.00	10,352.48	36.54
Fed Funded through State							

11712	Carl Perkins-ICCB 07/01/2016 - 06/30/2017	181,733.00	36,813.55	20.26	2,307.91	142,611.54	78.47
11732	Federal Adult Ed Basic 07/01/2016 - 06/30/2017	0.00	5,308.78	0.00	0.00	-5,308.78	0.00
11713	Perkins Leadership Suppl 07/01/2016 - 06/30/2017	10,000.00	150.00	1.50	0.00	9,850.00	98.50
Total		191,733.00	42,272.33	22.05	2,307.91	147,152.76	76.75
Total Grants		1,504,485.82	442,525.75	29.41	24,078.65	1,037,881.42	68.99

Richland Community College

ACCOUNT SUMMARY

OCT 1617

Fund: Education Fund	Month	Full Year	Year to Date		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	122,619.29	1,512,184.00	465,409.91	0.00	30.8	1,046,774.09
51200 Professional/Tech Salary	55,524.91	631,499.00	221,284.63	0.00	35.0	410,214.37
51201 Professional/Tech-PT	1,622.99	20,000.00	6,004.25	0.00	30.0	13,995.75
51202 Professional/Tech-PT	2,842.43	28,050.00	15,233.51	0.00	54.3	12,816.49
51310 F/T Faculty Salary	355,560.54	4,005,927.00	889,901.35	0.00	22.2	3,116,025.65
51315 F/T Faculty-Summer Sal	0.00	323,324.00	284,064.41	0.00	87.9	39,259.59
51320 P/T Faculty Salary	86,495.71	920,445.00	213,204.57	0.00	23.2	707,240.43
51325 P/T Faculty-Summer Sal	0.00	82,785.00	42,911.67	0.00	51.8	39,873.33
51340 Overload Salary	50,554.82	477,918.00	125,149.58	0.00	26.2	352,768.42
51345 Clinical Risk Stipends	3,511.12	35,700.00	11,037.80	0.00	30.9	24,662.20
51350 Independent Study Salary	0.00	31,000.00	8,052.50	0.00	26.0	22,947.50
51353 Proficiency Exam Salary	0.00	0.00	183.75	0.00	.0	-183.75
51356 Subs Instructors Salary	748.05	6,500.00	2,320.60	0.00	35.7	4,179.40
51360 LabFacilitators	1,806.72	20,000.00	5,412.75	0.00	27.1	14,587.25
51362 Faculty Tutors Salary	6,501.40	90,000.00	19,130.60	0.00	21.3	70,869.40
51400 Supervisory Staff Salary	43,170.27	516,637.00	174,389.68	0.00	33.8	342,247.32
51500 Academic Support Salary	14,975.18	179,702.00	55,608.96	0.00	30.9	124,093.04
51502 Academic Support-PT	11,746.27	106,000.00	70,408.31	0.00	66.4	35,591.69
51610 F/T Classified Salary	76,344.30	977,110.00	303,121.52	0.00	31.0	673,988.48
51620 P/T Classified Salary	4,405.09	50,300.00	15,247.40	0.00	30.3	35,052.60
51800 Student Workers Salary	1,377.76	26,500.00	4,188.99	0.00	15.8	22,311.01
51906 Interpreter Salary	3,210.40	30,000.00	8,857.50	0.00	29.5	21,142.50
51912 Test Proctor Salary	830.42	6,000.00	1,751.90	0.00	29.2	4,248.10
51918 Overtime Wages	55.54	3,500.00	915.01	0.00	26.1	2,584.99
51930 Car Allowance	750.00	8,250.00	2,250.00	0.00	27.3	6,000.00
51935 SURS Fringe Benefit	0.00	11,750.00	0.00	0.00	.0	11,750.00
52080 SURS-RetireeHealthContri	3,669.19	43,601.00	14,533.38	0.00	33.3	29,067.62
52100 EmployeeBenefitsTotal	0.00	35,000.00	162.50	0.00	.5	34,837.50
52101 Group Medical Ins	137,428.45	1,642,407.00	513,417.71	0.00	31.3	1,128,989.29
52102 Group Dental Ins	5,176.86	60,513.00	19,328.39	0.00	31.9	41,184.61
52104 Group Life Ins	2,636.73	31,641.00	9,906.68	0.00	31.3	21,734.32
52105 Group LTD Ins	1,615.59	19,395.00	6,068.28	0.00	31.3	13,326.72
52750 Staff/Family Waivers	-387.00	40,000.00	23,011.50	0.00	57.5	16,988.50
53205 Admin Computer-Maint	0.00	209,600.00	191,467.58	0.00	91.3	18,132.42
53400 Equip Repair/Maint Agree	285.28	28,750.00	3,332.23	215.52	12.3	25,202.25
53500 Legal Services-Admin	496.10	30,000.00	6,619.60	0.00	22.1	23,380.40
53900 Contractual-Other	857.03	19,690.00	9,113.28	1,373.58	53.3	9,203.14
53975 Professional Fees	0.00	9,000.00	5,376.25	0.00	59.7	3,623.75
53985 Accreditation Fees	0.00	15,675.00	2,875.00	0.00	18.3	12,800.00
53993 Employee Recognition EAT	0.00	1,000.00	880.00	0.00	88.0	120.00
53994 Employee Awards	0.00	600.00	60.00	0.00	10.0	540.00
53998 Student Awards	0.00	600.00	0.00	0.00	.0	600.00
54101 Office Supplies	1,233.91	24,180.00	6,156.37	0.00	25.5	18,023.63
54102 Instructional Supplies	12,361.90	100,700.00	24,209.60	13,224.56	37.2	63,265.84
54200 Printing	2,228.68	32,200.00	8,823.93	13,474.78	69.3	9,901.29
54205 Credit Schedules	0.00	10,000.00	0.00	0.00	.0	10,000.00
54210 Catalog Printing	0.00	6,000.00	2,652.88	0.00	44.2	3,347.12
54400 Materials	2,580.53	46,120.00	5,001.21	1,790.68	14.7	39,328.11
54401 Audio Visual Materials	15.97	8,300.00	927.41	887.70	21.9	6,484.89
54402 Postage	1,405.52	26,000.00	4,732.70	7,447.72	46.8	13,819.58
54408 Computer Software	454.05	145,502.00	108,888.56	4,536.00	78.0	32,077.44

Richland Community College

ACCOUNT SUMMARY

OCT 1617

Fund: Education Fund	Month	Full Year	Year to Date		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
54413 Transcripts	0.00	25,000.00	0.00	0.00	.0	25,000.00
54515 Reference Materials	0.00	1,000.00	0.00	0.00	.0	1,000.00
54520 Books-Library Collection	725.48	11,500.00	2,153.01	0.00	18.7	9,346.99
54600 Publications & Dues	5,528.14	125,805.00	88,520.31	140.00	70.5	37,144.69
54700 Advertising	10,194.13	110,000.00	24,018.02	53,753.06	70.7	32,228.92
54705 Specialities	0.00	0.00	-214.40	0.00	.0	214.40
54710 WYSE Activities	0.00	1,000.00	0.00	0.00	.0	1,000.00
54905 Graphic Supplies	4.98	2,500.00	511.07	0.00	20.4	1,988.93
54908 Laundry/Linen Supplies	0.00	500.00	33.32	0.00	6.7	466.68
55100 Meeting Expense	129.21	2,151.49	2,678.63	0.00	124.5	-527.14
55150 Registration Fees	175.00	754.00	904.00	0.00	119.9	-150.00
55200 Travel-In State	793.11	25,965.51	821.44	1,167.97	7.7	23,976.10
55204 Travel-In State Mileage	361.31	9,300.00	866.75	1,749.60	28.1	6,683.65
55300 Travel-Out of State	16.12	2,280.00	568.48	2,356.02	128.3	-644.50
55400 Recruitment	150.00	25,000.00	35,923.01	0.00	143.7	-10,923.01
56200 Equipment Rental	2,290.38	30,000.00	7,239.41	22,798.23	100.1	-37.64
56800 Bank Card Fees	908.44	20,000.00	9,877.59	0.00	49.4	10,122.41
56810 Collection Co Charges	0.00	6,000.00	0.00	0.00	.0	6,000.00
56815 Graduation Expense	213.61	18,000.00	213.61	2,760.00	16.5	15,026.39
57500 Telephone	0.00	600.00	0.00	0.00	.0	600.00
57700 Telecommunications	1,000.02	13,800.00	4,862.54	6,120.00	79.6	2,817.46
59040 Write-Offs	19,339.00	240,000.00	77,987.04	0.00	32.5	162,012.96
59300 Chargeback Expense	0.00	25,000.00	5,874.20	0.00	23.5	19,125.80
59405 Tuition Waiver	462.85	340,000.00	181,675.33	0.00	53.4	158,324.67
59415 Illinois Veterans Grants	0.00	72,000.00	5,842.00	0.00	8.1	66,158.00
59416 Unfunded ING/MIA/POW	3,769.00	30,000.00	20,595.00	0.00	68.7	9,405.00
59901 Contributions	5,800.00	118,000.00	23,200.00	0.00	19.7	94,800.00
59965 Bank Service Charges	609.10	7,500.00	2,491.38	92.00	34.4	4,916.62
59999 Expense-Other	-18.40	5,000.00	312.80	0.00	6.3	4,687.20
	1,069,163.48	13,956,211.00	4,410,540.73	133,887.42	32.6	9,411,782.85
71000 Transfer Out	0.00	85,000.00	0.00	0.00	0.0	85,000.00
01 Education Fund	1,069,163.48	14,041,211.00	4,410,540.73	133,887.42	32.4	9,496,782.85

Richland Community College

ACCOUNT SUMMARY

OCT 1617

Fund: Operations & Maint	Month	Full Year	Year to Date		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	2,718.66	32,624.00	9,884.09	0.00	30.3	22,739.91
51200 Professional/Tech Salary	1,074.71	12,896.00	3,378.00	0.00	26.2	9,518.00
51400 Supervisory Staff Salary	6,755.01	81,059.00	23,989.18	0.00	29.6	57,069.82
51610 F/T Classified Salary	2,183.48	26,202.00	8,733.92	0.00	33.3	17,468.08
51700 Custodial,Maint Stf Sal	10,482.46	125,927.00	36,080.72	0.00	28.7	89,846.28
51918 Overtime Wages	0.00	4,000.00	1,616.84	0.00	40.4	2,383.16
52080 SURS-RetireeHealthContri	116.06	1,394.00	468.38	0.00	33.6	925.62
52101 Group Medical Ins	6,074.01	72,890.00	25,273.63	0.00	34.7	47,616.37
52102 Group Dental Ins	218.75	2,660.00	915.46	0.00	34.4	1,744.54
52104 Group Life Ins	94.72	1,137.00	378.90	0.00	33.3	758.10
52105 Group LTD Ins	58.03	697.00	232.12	0.00	33.3	464.88
52750 Staff/Family Waivers	0.00	5,500.00	1,032.00	0.00	18.8	4,468.00
53400 Equip Repair/Maint Agree	1,462.03	84,890.00	30,823.26	15,616.31	54.7	38,450.43
53405 Telephone Maint Agree	0.00	2,000.00	0.00	0.00	.0	2,000.00
53410 Custodial Services	33,518.50	390,780.00	134,215.75	0.00	34.3	256,564.25
53415 Security	576.74	9,534.00	2,448.03	6,007.92	88.7	1,078.05
53900 Contractual-Other	0.00	14,900.00	3,896.00	2,135.00	40.5	8,869.00
53910 Pest Control	940.00	12,000.00	3,581.00	6,985.00	88.1	1,434.00
53915 Snow/Grounds	330.00	7,425.00	1,278.80	256.50	20.7	5,889.70
54101 Office Supplies	66.50	1,000.00	264.27	0.00	26.4	735.73
54104 Maintenance Supplies	7,510.15	88,050.00	13,412.07	8,179.24	24.5	66,458.69
54105 Vehicle Expense	460.73	18,600.00	3,316.43	2,671.65	32.2	12,611.92
54107 Wind Turbine Maintenance	-146,099.60	5,500.00	9,015.17	0.00	163.9	-3,515.17
54200 Printing	22.58	750.00	168.88	0.00	22.5	581.12
54400 Materials	22.50	750.00	22.50	0.00	3.0	727.50
54600 Publications & Dues	0.00	500.00	60.00	0.00	12.0	440.00
54700 Advertising	0.00	100.00	46.72	0.00	46.7	53.28
54910 Uniforms	392.49	5,000.00	1,193.05	1,288.44	49.6	2,518.51
55100 Meeting Expense	0.00	150.00	24.43	0.00	16.3	125.57
55150 Registration Fees	0.00	100.00	0.00	0.00	.0	100.00
55200 Travel-In State	0.00	500.00	17.05	0.00	3.4	482.95
56100 Facility Rental	11,138.92	133,105.00	43,985.68	89,111.36	100.0	7.96
56200 Equipment Rental	278.85	90,000.00	44,002.36	0.00	48.9	45,997.64
56400 Interest Expense	0.00	6,000.00	3,105.00	0.00	51.8	2,895.00
56600 Install Pymt Lease/Purch	2,307.07	79,880.00	53,657.81	17,293.13	88.8	8,929.06
56750 Property Taxes	0.00	17,400.00	16,327.75	0.00	93.8	1,072.25
57150 Propane	0.00	1,000.00	0.00	0.00	.0	1,000.00
57300 Electricity and Nat Gas	34,426.67	362,890.00	107,824.95	0.00	29.7	255,065.05
57400 Water,Sewage	3,961.80	28,100.00	11,534.62	510.00	42.9	16,055.38
57500 Telephone	3,697.89	37,500.00	12,493.22	1,750.15	38.0	23,256.63
57600 Refuse Disposal	1,727.13	20,480.00	4,626.25	4,991.33	47.0	10,862.42
57700 Telecommunications	0.00	4,200.00	0.00	0.00	.0	4,200.00
58400 Building Improvements	0.00	6,862.00	0.00	0.00	.0	6,862.00
58700 Equipment-Service	2,075.00	2,075.00	2,075.00	500.00	124.1	-500.00
	-11,408.16	1,799,007.00	615,399.29	157,296.03	43.0	1,026,311.68
71000 Transfer Out	0.00	0.00	0.00	0.00	0.0	0.00
02 Operations & Maint	-11,408.16	1,799,007.00	615,399.29	157,296.03	43.0	1,026,311.68

Richland Community College
Expenditure Summary by Cost Center
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	%	Encumbered	*** Unencumbered ***	**** %
Fund: Education Fund						
Costs for Continuing & Prof Ed						
Automotive-Tech Occ	96,305.75	33,484.08	34.77	1,081.46	61,740.21	64.11
Collision Repair Tech	84,594.53	22,342.48	26.41	1,041.15	61,210.90	72.36
Diesel Med/Hvy Trk Tech	87,666.08	17,591.75	20.07	2,500.00	67,574.33	77.08
Heating,Vent,AC-Tech Occ	85,415.31	19,387.77	22.70	.00	66,027.54	77.30
Welding-Technical Occ	180,246.75	53,556.32	29.71	4,912.42	121,778.01	67.56
Total Continuing & Prof Ed	534,228.42	146,362.40	27.40	9,535.03	378,330.99	70.82
Costs for Office of Academic Svcs						
Honors Program	.00	671.44	.00	.00	-671.44	.00
Online Learning	131,208.46	44,097.10	33.61	.00	87,111.36	66.39
Academic Success	323,705.81	102,580.84	31.69	.00	221,124.97	68.31
Math Enrichment Center	80,959.00	25,421.60	31.40	.00	55,537.40	68.60
Total Office of Academic Srvc	535,873.27	172,770.98	32.24	.00	363,102.29	67.76
Costs for Business and Technology						
Dean-Business/Technology	87,990.20	61.04	.07	.00	87,929.16	99.93
Costs for Liberal Arts						
Dean-Liberal Arts	119,919.95	29,449.28	24.56	.00	90,470.67	75.44
Art-Baccalaureate	148,705.20	42,436.35	28.54	.00	106,268.85	71.46
Erlanson Art Gallery	1,200.00	.00	.00	.00	1,200.00	100.00
African Amer Stu-Baccal	66,611.20	21,412.30	32.15	.00	45,198.90	67.85
Engl/Human/Journal-Bacca	821,794.56	227,104.21	27.64	.00	594,690.35	72.36
Foreign Lang-Baccal	89,882.00	25,682.93	28.57	.00	64,199.07	71.43
Music-Baccalaureate	26,500.00	11,032.67	41.63	.00	15,467.33	58.37
Dance-Baccalaureate	1,974.00	575.75	29.17	.00	1,398.25	70.83
Philosophy-Baccalaureate	128,150.00	31,773.50	24.79	.00	96,376.50	75.21
Speech/Forensic/Drama	137,153.66	57,620.76	42.01	.00	79,532.90	57.99
EarlyChildhoodEduc-AAS	89,762.65	24,091.19	26.84	.00	65,671.46	73.16
Education-Baccalaureate	25,896.00	5,433.15	20.98	.00	20,462.85	79.02
History-Baccalaureate	178,233.67	56,053.75	31.45	.00	122,179.92	68.55
Political Sci-Baccal	21,986.30	7,273.82	33.08	.00	14,712.48	66.92
Psychology-Baccalaureate	242,693.36	64,355.12	26.52	.00	178,338.24	73.48
Sociology-Baccalaureate	106,600.45	35,570.41	33.37	.00	71,030.04	66.63
Total Liberal Arts	2,207,063.00	639,865.19	28.99	.00	1,567,197.81	71.01
Costs for Math, Science & Business						
Dean-Math Science Busine	170,499.50	49,177.90	28.84	.00	121,321.60	71.16
Accounting/Business	335,466.65	91,014.63	27.13	.00	244,452.02	72.87
Information Tech-OccTech	242,900.52	65,893.53	27.13	.00	177,006.99	72.87
Office Tech-Bus Occ	13,093.00	2,444.24	18.67	.00	10,648.76	81.33
Drafting/DesignEngineer	70,041.00	14,784.11	21.11	.00	55,256.89	78.89
Math-Baccalaureate	508,100.17	146,405.86	28.81	.00	361,694.31	71.19
Phys Sci/Physic-Baccal	84,386.95	19,388.62	22.98	.00	64,998.33	77.02

Richland Community College
Expenditure Summary by Cost Center
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	%	Encumbered	*** Unencumbered	**** %
General Science	10,873.00	4,742.05	43.61	.00	6,130.95	56.39
Biology-Baccalaureate	416,953.59	124,018.06	29.74	.00	292,935.53	70.26
Chemistry-Baccalaureate	131,461.75	39,467.55	30.02	.00	91,994.20	69.98
Earth Science-Baccal	20,674.87	5,148.01	24.90	.00	15,526.86	75.10
Economics-Baccalaureate	76,588.00	26,089.57	34.06	.00	50,498.43	65.94
Health Ed/Rec-Baccal	2,954.50	1,476.90	49.99	.00	1,477.60	50.01
CriminalJustice-Tech Occ	33,374.00	11,911.49	35.69	.00	21,462.51	64.31
Total Math, Science & Busines	2,117,367.50	601,962.52	28.43	.00	1,515,404.98	71.57
Costs for Health Professions						
Dean-Health Professions	198,709.00	63,323.46	31.87	215.52	135,170.02	68.02
Allied Health	199,377.00	76,134.44	38.19	107.75	123,134.81	61.76
Human Simulator	81,737.50	20,286.13	24.82	124.68	61,326.69	75.03
Radiology Tech-Hlth Occ	223,542.00	80,519.37	36.02	1,749.60	141,273.03	63.20
Surgical Tech-Health Occ	183,735.00	53,693.59	29.22	.00	130,041.41	70.78
Fire Science-Tech Occ	47,893.00	15,653.42	32.68	116.00	32,123.58	67.07
Nursing LPN -Health Occ	151,716.00	30,497.63	20.10	.00	121,218.37	79.90
Health Information Tech	210,434.00	63,898.49	30.37	.00	146,535.51	69.63
AAS Nursing -Health Occ	780,972.00	178,173.83	22.81	954.45	601,843.72	77.06
Total Health Professions	2,078,115.50	582,180.36	28.01	3,268.00	1,492,667.14	71.83
Costs for Workforce Development						
GED-AB & ASE	16,542.69	2,403.16	14.53	.00	14,139.53	85.47
Culinary Arts	228,530.59	72,590.35	31.76	3,126.23	152,814.01	66.87
Engineering-Baccal	26,924.00	6,432.71	23.89	.00	20,491.29	76.11
Horticulture-Bus Occup	137,048.32	31,464.23	22.96	480.00	105,104.09	76.69
Engineering Technology	223,306.35	57,815.36	25.89	97.51	165,393.48	74.07
Total Workforce Development	632,351.95	170,705.81	27.00	3,703.74	457,942.40	72.42
Costs for Student Success						
Admission & Recruitment	236,118.00	62,679.53	26.55	.00	173,438.47	73.45
Advising and Records	279,879.47	82,464.68	29.46	.00	197,414.79	70.54
Counseling Services	192,144.00	68,658.64	35.73	.00	123,485.36	64.27
Career Services	55,536.50	20,536.26	36.98	.00	35,000.24	63.02
Student Engagement	50,266.72	17,021.24	33.86	.00	33,245.48	66.14
Fin Aid & Vet Affairs	264,980.05	102,879.61	38.83	.00	162,100.44	61.17
Student Life	45,764.00	14,997.44	32.77	.00	30,766.56	67.23
Total Student Success	1,124,688.74	369,237.40	32.83	.00	755,451.34	67.17
Costs for Auxiliary Services						
Copy Center	98,246.00	31,918.62	32.49	.00	66,327.38	67.51

Richland Community College
Expenditure Summary by Cost Center
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	%	Encumbered	*** Unencumbered	**** %

Costs for Academic Support-LRC						
LRC Audio Visual	8,300.00	262.08	3.16	1,378.88	6,659.04	80.23
LRC	273,096.50	114,935.87	42.09	.00	158,160.63	57.91

Total Academic Support-LRC	281,396.50	115,197.95	40.94	1,378.88	164,819.67	58.57

Costs for Technical Services Supp						
Networking Support	113,582.00	97,736.09	86.05	4,640.00	11,205.91	9.87
Academic Lab Support	57,535.00	21,213.07	36.87	5,191.99	31,129.94	54.11
Technical Services Suprt	241,252.00	80,831.29	33.50	.00	160,420.71	66.50

Total Technical Services Supp	412,369.00	199,780.45	48.45	9,831.99	202,756.56	49.17

Costs for Institutional Support						
VP Student Success	179,847.45	56,417.94	31.37	188.00	123,241.51	68.53
Fairview Park Plaza	25,491.43	8,577.68	33.65	.00	16,913.75	66.35
Clinton Center	25,628.00	8,906.93	34.75	.00	16,721.07	65.25
Administrative Info Syst	375,294.45	247,135.59	65.85	.00	128,158.86	34.15
VP Economic Development	130,269.00	42,921.28	32.95	628.00	86,719.72	66.57
Board of Trustees	43,000.00	9,868.84	22.95	.00	33,131.16	77.05
Presidents Office	454,913.37	192,259.49	42.26	3,757.99	258,895.89	56.91
Business Office	343,553.00	111,808.17	32.54	.00	231,744.83	67.46
Vice Pres Fin & Admin	102,636.00	30,635.74	29.85	.00	72,000.26	70.15
VP Academic Services	241,471.00	80,758.72	33.44	480.00	160,232.28	66.36
General Expenses	354,949.62	64,292.40	18.11	11,089.72	279,567.50	78.76
Copiers	33,000.00	8,509.55	25.79	36,273.01	-11,782.56	-35.70
Graphics	112,380.00	38,344.79	34.12	.00	74,035.21	65.88
Marketing	249,498.00	66,359.73	26.60	53,753.06	129,385.21	51.86
Employee Relations	500.00	95.92	19.18	.00	404.08	80.82
Human Resources	158,692.00	51,612.68	32.52	.00	107,079.32	67.48
Institutl Effectiveness	85,891.60	28,259.15	32.90	.00	57,632.45	67.10
Faculty/Staff Developmt	1,000.00	880.00	88.00	.00	120.00	12.00
Foundation & Development	221,506.00	40,879.84	18.46	.00	180,626.16	81.54

Total Institutional Support	3,139,520.92	1,088,524.44	34.67	106,169.78	1,944,826.70	61.95

Costs for Scholarship and Waivers						
Waivers	682,000.00	286,099.37	41.95	.00	395,900.63	58.05
Chargeback	25,000.00	5,874.20	23.50	.00	19,125.80	76.50

Total Scholarship and Waivers	707,000.00	291,973.57	41.30	.00	415,026.43	58.70

Transfer Out	85,000.00	.00	.00	.00	85,000.00	100.00

Total Education Fund	14,041,211.00	4,410,540.73	31.41	133,887.42	9,496,782.85	67.64

Richland Community College
Expenditure Summary by Cost Center
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	** %	Encumbered	*** Unencumbered	**** %
Fund: Operations & Maint						
Costs for Maintenance						
Renovations / Remodeling	6,862.00	.00	.00	.00	6,862.00	100.00
Maintenance	362,331.00	105,372.97	29.08	27,420.92	229,537.11	63.35
Custodial	369,000.00	123,782.71	33.55	178.89	245,038.40	66.41
Grounds	34,900.00	12,333.02	35.34	17,293.13	5,273.85	15.11
Security	15,663.00	4,907.15	31.33	6,007.92	4,747.93	30.31
College Vehicle	18,600.00	3,316.43	17.83	2,671.65	12,611.92	67.81
Utilities	382,430.00	118,076.60	30.88	4,401.40	259,952.00	67.97
Administration O & M	246,126.00	91,883.17	37.33	.00	154,242.83	62.67
Clinton Center O&M	121,955.00	46,717.70	38.31	53,919.93	21,317.37	17.48
Fairview Plaza O&M	67,250.00	21,745.93	32.34	38,589.01	6,915.06	10.28
CSI Building O&M	5,260.00	2,432.26	46.24	1,481.18	1,346.56	25.60
Macon Co Soil & Water Bd	67,880.00	49,633.50	73.12	525.50	17,721.00	26.11
Sequestration Bldg O&M	22,730.00	8,331.32	36.65	.00	14,398.68	63.35
Workforce Development Ct	78,020.00	26,866.53	34.44	4,050.00	47,103.47	60.37
Total Maintenance	1,799,007.00	615,399.29	34.21	156,539.53	1,027,068.18	57.09
Total Operations & Maint	1,799,007.00	615,399.29	34.21	156,539.53	1,027,068.18	57.09

Richland Community College
 Expenditure Summary by Cost Center
 For the month of October
 33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	** %	Encumbered	*** Unencumbered	**** %
Fund: Oper & Maint Restricted						
Renovations / Remodeling	630,900.00	639.50	.10	34,022.00	596,238.50	94.51
Maintenance	500.00	.00	.00	.00	500.00	100.00
Total Oper & Maint Restricted	631,400.00	639.50	.10	34,022.00	596,738.50	94.51
Fund: Bond & Interest Fund						
Costs for Bond and Interest						
Bond & Interest	3,295,596.00	912,596.25	27.69	.00	2,382,999.75	72.31
Total Bond & Interest Fund	3,295,596.00	912,596.25	27.69	.00	2,382,999.75	72.31

Richland Community College
Expenditure Summary by Cost Center
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	%	Encumbered	*** Unencumbered ***	**** %
Fund: Auxiliary Enterprises						
Costs for Continuing & Prof Ed						
Credit	296,691.00	100,863.30	34.00	16,820.81	179,006.89	60.33
NonCredit	238,897.00	91,286.13	38.21	1,175.80	146,435.07	61.30
Continuing&ProfEdAdmin	139,957.00	41,442.65	29.61	.00	98,514.35	70.39
Total Continuing & Prof Ed	675,545.00	233,592.08	34.58	17,996.61	423,956.31	62.76
Costs for Auxiliary Services						
Child Care Services	195,431.00	49,631.32	25.40	7,629.04	138,170.64	70.70
Theatre Productions	1,500.00	464.69	30.98	.00	1,035.31	69.02
CulinaryRestaurant	56,600.00	18,305.94	32.34	.00	38,294.06	67.66
Coffee House	54,000.00	12,657.81	23.44	2,560.91	38,781.28	71.82
Culinary Events	2,900.00	174.92	6.03	.00	2,725.08	93.97
Garden Center Ag/Hort	27,025.00	2,699.95	9.99	5,963.47	18,361.58	67.94
Fitness Center	44,850.00	14,653.59	32.67	35.00	30,161.41	67.25
Outdoor Exposition SpcEv	65,525.00	10,907.59	16.65	.00	54,617.41	83.35
Copy Center	71,000.00	19,879.81	28.00	39,007.56	12,112.63	17.06
Total Auxiliary Services	518,831.00	129,375.62	24.94	55,195.98	334,259.40	64.43
Total Auxiliary Enterprises	1,194,376.00	362,967.70	30.39	73,192.59	758,215.71	63.48

Richland Community College
Expenditure Summary by Cost Center
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	%	Encumbered	*** Unencumbered ***	**** %
Fund: Restricted Purposes Fd						
Costs for Grants						
Heating,Vent,AC-Tech Occ	3,989.00	3,008.75	75.43	1,239.84	-259.59	-6.51
Online Learning	7,800.00	3,757.89	48.18	.00	4,042.11	51.82
Information Tech-OccTech	3,500.00	321.75	9.19	.00	3,178.25	90.81
Biology-Baccalaureate	3,500.00	616.69	17.62	.00	2,883.31	82.38
Horticulture-Bus Occup	5,000.00	1,268.44	25.37	.00	3,731.56	74.63
Engineering Technology	61,386.00	146.00	.24	940.07	60,299.93	98.23
Student Services Records	23,321.50	7,654.87	32.82	.00	15,666.63	67.18
Career Services	3,334.00	3,333.33	99.98	.00	.67	.02
Student Life	4,000.00	53.63	1.34	.00	3,946.37	98.66
Child Care Services	6,500.00	583.70	8.98	.00	5,916.30	91.02
Coffee House	6,500.00	2,140.89	32.94	.00	4,359.11	67.06
LRC	22,000.00	10,285.35	46.75	.00	11,714.65	53.25
VP Student Success	8,000.00	903.38	11.29	.00	7,096.62	88.71
Presidents Office	2,033.00	2,032.94	100.00	.00	.06	.00
Business Office	8,000.00	2,390.90	29.89	.00	5,609.10	70.11
Faculty/Staff Developmt	25,081.00	6,764.60	26.97	.00	18,316.40	73.03
Foundation & Development	5,000.00	678.57	13.57	.00	4,321.43	86.43
Renovations / Remodeling	15,000.00	6,353.19	42.35	.00	8,646.81	57.65
Grant-Administration	340,860.00	83,765.36	24.57	1,552.30	255,542.34	74.97
Grant-Non-Administration	22,009.00	3,924.28	17.83	.00	18,084.72	82.17
Grants-Training	26,709.00	4,924.18	18.44	.00	21,784.82	81.56
Grant-SupportServices	161,975.00	40,483.78	24.99	.00	121,491.22	75.01
Instruction-Other	116,726.00	28,960.58	24.81	97.04	87,668.38	75.11
Student Servs-Counseling	178,810.27	48,083.56	26.89	.00	130,726.71	73.11
CommunityService	210,047.05	60,545.63	28.82	3,689.75	145,811.67	69.42
Student Activities	123,798.00	70,251.29	56.75	.00	53,546.71	43.25
Sequestration Proj	76,020.00	30,562.55	40.20	1,392.33	44,065.12	57.97
Instruction	95,387.00	31,116.96	32.62	15,167.32	49,102.72	51.48
Total Grants	1,566,285.82	454,913.04	29.04	24,078.65	1,087,294.13	69.42
Costs for Financial Aid						
Illinois Veterans Grant	100,000.00	33,766.00	33.77	.00	66,234.00	66.23
Post 9/11 Veterans Grant	120,000.00	74,929.60	62.44	.00	45,070.40	37.56
FoundationScholarships	575,000.00	9,443.88	1.64	.00	565,556.12	98.36
Trade Recovery Act Aid	25,000.00	22,300.79	89.20	.00	2,699.21	10.80
Direct Loans	1,450,000.00	704,838.00	48.61	.00	745,162.00	51.39
PELL	4,200,000.00	2,111,803.12	50.28	.00	2,088,196.88	49.72
Federal Work Study	4,000.00	1,237.50	30.94	.00	2,762.50	69.06
SEOG	46,550.00	18,900.00	40.60	.00	27,650.00	59.40
MAP	112,542.00	.00	.00	.00	112,542.00	100.00
Workforce Investment Sol	300,000.00	97,035.27	32.35	.00	202,964.73	67.65
IL National Guard Grant	20,000.00	16,826.00	84.13	.00	3,174.00	15.87
Total Financial Aid	6,953,092.00	3,091,080.16	44.46	.00	3,862,011.84	55.54
Total Restricted Purposes Fd	8,519,377.82	3,545,993.20	41.62	24,078.65	4,949,305.97	58.09

Richland Community College
Expenditure Summary by Cost Center
For the month of October
33% of Fiscal Year 1617

	Budget 1617	** Actual Expended ** 10/31/2016	%	Encumbered	*** Unencumbered ***	**** %
Fund: Working Cash Fund						
Transfer Out	5,000.00	.00	.00	.00	5,000.00	100.00
Total Working Cash Fund	5,000.00	.00	.00	.00	5,000.00	100.00
Fund: Trust & Agency Fund						
Costs for Trust and Agency						
YouthLeadershipInstitute	2,900.00	987.87	34.06	.00	1,912.13	65.94
College Fair	3,900.00	277.55	7.12	.00	3,622.45	92.88
Total Office of Academic Srvc	6,800.00	1,265.42	18.61	.00	5,534.58	81.39
Club Expenses	76,100.00	25,141.77	33.04	1,868.97	49,089.26	64.51
Total Trust & Agency Fund	82,900.00	26,407.19	31.85	1,868.97	54,623.84	65.89
Fund: Audit Fund						
Costs for Institutional Support						
Business Office	16,033.00	5,447.47	33.98	.00	10,585.53	66.02
Costs for Audit						
Audit	45,200.00	39,000.00	86.28	.00	6,200.00	13.72
Contingency	24,480.00	.00	.00	.00	24,480.00	100.00
Total Audit Fund	85,713.00	44,447.47	51.86	.00	41,265.53	48.14
Fund: Liab,Protect,Settle						
Liab Protection & Settle	1,592,438.00	534,030.27	33.54	273,324.30	785,083.43	49.30
Total Liab,Protect,Settle	1,592,438.00	534,030.27	33.54	273,324.30	785,083.43	49.30

Richland Community College
 Bills Presented for Ratification
 OCT 1617

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
4 Imprint Inc	Marketing	Advertising	406.13	406.13		
AACRAO	Advising and Records	Publications & Dues	723.00	723.00		
AEC Fire-Safety & Security Inc	Fire Science-Tech Occ	Materials	384.00	384.00		
AFLAC		AFLAC	790.66	790.66		
AMELCA Food Pantry	Club Expenses	Donations/Gifts	197.30			197.30
AT&T	Utilities	Telephone	661.02		661.02	
AT&T	Fairview Plaza O&M	Telephone	178.73		178.73	
AT&T	CommunityService	Telephone	41.33			41.33
AT&T	Fairview Plaza O&M	Telephone	12.46		12.46	
AT&T	CommunityService	Telephone	14.93			14.93
AT&T	Fairview Plaza O&M	Telephone	178.73		178.73	
AT&T	CommunityService	Telephone	149.90			149.90
AT&T	Utilities	Telephone	619.93		619.93	
AT&T Long Distance	Utilities	Telephone	131.74		131.74	
Advanced Disposal Services	Outdoor Exposition Sp	Refuse Disposal	53.91			53.91
Advanced Disposal Services	Utilities	Refuse Disposal	1,296.20		1,296.20	
African American Cultural Inc	Club Expenses	Event Expense	100.00			100.00
Airgas-Mid America	Collision Repair Tech	Instructional Supplie	63.40	63.40		
AmerenIP	Sequestration Bldg O&	Electricity and Nat G	528.99		528.99	
AmerenIP	Utilities	Electricity and Nat G	30.31		30.31	
AmerenIP	Utilities	Electricity and Nat G	242.84		242.84	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	271.90		271.90	
AmerenIP	Utilities	Telephone	66.13		66.13	
AmerenIP	Utilities	Electricity and Nat G	91.62		91.62	
AmerenIP	Clinton Center O&M	Electricity and Nat G	309.60		309.60	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	83.80		83.80	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	82.67		82.67	
AmerenIP	Clinton Center O&M	Electricity and Nat G	78.21		78.21	
AmerenIP	Utilities	Electricity and Nat G	137.33		137.33	
AmerenIP	Sequestration Bldg O&	Electricity and Nat G	364.49		364.49	
AmerenIP	Utilities	Electricity and Nat G	5,665.23		5,665.23	
AmerenIP	Clinton Center O&M	Electricity and Nat G	4.64		4.64	
AmerenIP	Workforce Development	Electricity and Nat G	39.50		39.50	
AmerenIP	Workforce Development	Electricity and Nat G	2,247.06		2,247.06	
AmerenIP	Utilities	Electricity and Nat G	457.81		457.81	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	164.21		164.21	
American Chemical Society	Chemistry-Baccalaurea	Publications & Dues	166.00	166.00		
American Heart Association	Club Expenses	Donations/Gifts	1,000.00			1,000.00
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	71.50		71.50	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	71.50		71.50	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	71.50		71.50	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	71.50		71.50	
Aramark Corporation	Child Care Services	Meals	1,501.70			1,501.70
Architectural Expressions LLP	Renovations / Remodel	Building Improvements	254.00			254.00
Area Disposal Service Inc	Clinton Center O&M	Refuse Disposal	63.35		63.35	
Argenta-Oreana High School	Marketing	Advertising	80.00	80.00		
Avery, Carl Vertis,, Jr	Grant-SupportServices	Stipends	750.00			750.00
Avery, Carl Vertis,, Jr	Grant-SupportServices	Stipends	580.00			580.00
BearMail Co		Other Receivables	9.04	9.04		
		PAGE TOTALS	21,559.80	2,622.23	14,294.50	4,643.07

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
BearMail Co		Heartland Academy Rec	21.23	21.23		
BearMail Co		RCC Foundation A/R	79.52	79.52		
BearMail Co	Advising and Records	Postage	31.47	31.47		
BearMail Co	Fin Aid & Vet Affairs	Postage	17.49	17.49		
BearMail Co	Grant-Administration	Postage	0.47			0.47
BearMail Co	Grant-Administration	Postage	3.26			3.26
BearMail Co	NonCredit	Postage	137.64			137.64
BearMail Co	Continuing&ProfEdAdmi	Postage	70.77			70.77
BearMail Co	Outdoor Exposition Sp	Postage	1.40			1.40
BearMail Co	Admission & Recruitme	Postage	376.72	376.72		
BearMail Co	College Fair	Postage	127.69			127.69
BearMail Co	Child Care Services	Postage	0.47			0.47
BearMail Co	Club Expenses	Postage	12.92			12.92
BearMail Co	Club Expenses	Postage	14.35			14.35
BearMail Co	Presidents Office	Postage	11.81	11.81		
BearMail Co	Business Office	Postage	458.40	458.40		
BearMail Co	Marketing	Postage	105.45	105.45		
BearMail Co	General Expenses	Postage	292.85	292.85		
Birch Bus Service LLC	Faculty/Staff Develop	Travel-In State	743.00			743.00
Black & Co	Maintenance	Maintenance Supplies	37.89		37.89	
Blackmore & Glunt	Workforce Development	Maintenance Supplies	2,830.50		2,830.50	
Bodine Electric Inc	Liab Protection & Set	Materials	182.00			182.00
Bollhorst, Robin L	Business Office	Travel-In State	155.52	155.52		
BrickStreet Mutual Insurance	Liab Protection & Set	General Insurance	5,544.00			5,544.00
Brush College-LLC		Receivable-BrushColl	150.00	150.00		
CADCA	CommunityService	Publications & Dues	300.00			300.00
CCN Financial Services Inc	Career Services	Publications & Dues	1,500.00	1,500.00		
CDS Leasing	Copiers	Equipment Rental	90.00	90.00		
CDS Leasing	Copiers	Equipment Rental	524.12	524.12		
CDS Leasing	Copiers	Equipment Rental	387.63	387.63		
CDS Leasing	Copiers	Equipment Rental	280.00	280.00		
CDS Leasing	Copiers	Equipment Rental	60.00	60.00		
CDS Leasing	Copiers	Equipment Rental	139.77	139.77		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Leasing	Copiers	Equipment Rental	150.00	150.00		
CDS Office Technologies	Copiers	Printing	1,255.09	1,255.09		
CDS Office Technologies	Copiers	Printing	1,049.57	1,049.57		
CDS Office Technologies	Copiers	Printing	58.21	58.21		
CDWG Government Inc	Instruction	Equipment-Instruction	20.00			20.00
CDWG Government Inc	Liab Protection & Set	Materials	463.14			463.14
CDWG Government Inc	Liab Protection & Set	Computer Software	203.08			203.08
CDWG Government Inc	Instruction	Equipment-Instruction	1,800.45			1,800.45
Chambers, Kathy E	Grant-Administration	Travel-In State	59.94			59.94
Chef Revival		Fees Pass Thru Culina	115.92	115.92		
City of Clinton Water Department	Clinton Center O&M	Water,Sewage	21.44		21.44	
City of Decatur		Accrued Sales Tax	108.04			108.04
City of Decatur		Accrued Sales Tax	112.28			112.28
City of Decatur IL	Macon Co Soil & Water	Water,Sewage	150.01		150.01	
City of Decatur IL	CSI Building O&M	Water,Sewage	67.75		67.75	
		PAGE TOTALS	20,440.26	7,427.77	3,107.59	9,904.90

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
City of Decatur IL	Utilities	Water, Sewage	1,092.92		1,092.92	
City of Decatur IL	Sequestration Bldg O&M	Water, Sewage	160.51		160.51	
City of Decatur IL	Utilities	Water, Sewage	360.65		360.65	
City of Decatur IL	Utilities	Water, Sewage	178.71		178.71	
City of Decatur IL	Utilities	Water, Sewage	1,519.00		1,519.00	
City of Decatur IL	Utilities	Water, Sewage	352.09		352.09	
City of Decatur IL	Fairview Plaza O&M	Water, Sewage	58.72		58.72	
Clay, Chantavon	Grant-SupportServices	Stipends	675.00			675.00
Clay, Chantavon	Grant-SupportServices	Stipends	675.00			675.00
Comcast	LRC Audio Visual	Materials	35.91	35.91		
Comcast	LRC Audio Visual	Materials	154.35	154.35		
Consociate Group	Human Resources	Contractual-Other	278.25	278.25		
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	1.96		1.96	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	175.10		175.10	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	172.87		172.87	
Constellation NewEnergy Gas Divi	Macon Co Soil & Water	Electricity and Nat G	4.80		4.80	
Constellation NewEnergy Gas Divi	Workforce Development	Electricity and Nat G	14.21		14.21	
Crews, Denise,, Dr	VP Academic Services	Telecommunications	60.00	60.00		
Cromwell Radio Group Inc	Marketing	Advertising	125.00	125.00		
Cromwell Radio Group Inc	Marketing	Advertising	125.00	125.00		
Cromwell Radio Group Inc	Marketing	Advertising	793.00	793.00		
Cross, Damon Christopher	Grant-SupportServices	Stipends	750.00			750.00
Cross, Damon Christopher	Grant-SupportServices	Stipends	300.00			300.00
Crowhurst, Megan L	Grant-Administration	Travel-In State	69.40			69.40
Davison, Jeffrey L	Grant-Administration	Registration Fees	150.00			150.00
Davison, Jeffrey L	Grant-Administration	Travel-In State	224.00			224.00
Davison, Jeffrey L	Grant-Administration	Travel-In State	134.73			134.73
DeBose Consulting	Credit	Contractual-Other	1,920.00			1,920.00
DeBose Consulting	Credit	Contractual-Other	640.00			640.00
Dear, Ceresa Ann	Grant-SupportServices	Stipends	750.00			750.00
Dear, Ceresa Ann	Grant-SupportServices	Stipends	675.00			675.00
Decatur Chapter/SHRM #0555	Human Resources	Registration Fees	50.00	50.00		
Decatur Park District	YouthLeadershipInstit	Meeting Expense	213.15			213.15
Decatur Running Club	Culinary Events	Contractual-Other	55.00			55.00
Dell Marketing L P	Presidents Office	Equipment-Office	1,739.22	1,739.22		
Department of Veterans Affairs		Post 9/11 Aid Revenue	50.00			50.00
Doty, Kathryn A	Grant-SupportServices	Stipends	665.00			665.00
Doty, Kathryn A	Grant-SupportServices	Stipends	675.00			675.00
Dunker Electric	Maintenance	Maintenance Supplies	45.45		45.45	
Dunker Electric	Maintenance	Maintenance Supplies	259.45		259.45	
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	59.74	59.74		
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	39.58	39.58		
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	6.95	6.95		
Dust & Son Auto Supply	Collision Repair Tech	Materials	690.80	690.80		
Dust & Son Auto Supply	Automotive-Tech Occ	Instructional Supplie	140.96	140.96		
Dynagraphics Inc	Advising and Records	Office Supplies	68.21	68.21		
ESCO Institute Ltd	Heating,Vent,AC-Tech	Instructional Supplie	175.00	175.00		
Economic Development Corp of	Presidents Office	Publications & Dues	2,500.00	2,500.00		
Elan Corporate Payment Systems		Credit Card Pmt Clear	20,003.72	20,003.72		
		PAGE TOTALS	40,063.41	27,045.69	4,396.44	8,621.28

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Elsevier Inc		Fees Pass Thru Rad Te	405.00	405.00		
Elsevier Inc		Fees Pass Thru Nursin	180.00	180.00		
Elsevier Inc		Fees Pass Thru Nursin	1,020.00	1,020.00		
Enterprise	AAS Nursing -Health O	Travel-In State Milea	69.71	69.71		
Enterprise	VP Student Success	Travel-In State	73.78	73.78		
Enterprise	Grant-SupportServices	Travel-In State	147.88			147.88
Enterprise	NonCredit	Travel-In State	120.09			120.09
Enterprise	Institutl Effectivene	Travel-In State	72.72	72.72		
Evans Recycling Inc	Utilities	Refuse Disposal	250.00		250.00	
Evergreen FS-Stephens #24	Credit	Vehicle Expense	319.30			319.30
Evergreen FS-Stephens #24	Credit	Vehicle Expense	388.80			388.80
Evergreen FS-Stephens #24	Credit	Vehicle Expense	297.58			297.58
Evergreen FS-Stephens #24	Credit	Vehicle Expense	167.26			167.26
FEDEX	Business Office	Postage	19.33	19.33		
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	35.00	35.00		
FirstEnergy Solutions	Utilities	Refuse Disposal	27.58		27.58	
FirstEnergy Solutions	Fairview Plaza O&M	Electricity and Nat G	146.65		146.65	
FirstEnergy Solutions	Workforce Development	Electricity and Nat G	2,768.03		2,768.03	
FirstEnergy Solutions	Macon Co Soil & Water	Electricity and Nat G	186.80		186.80	
FirstEnergy Solutions	Sequestration Bldg O&	Electricity and Nat G	373.98		373.98	
FirstEnergy Solutions	Utilities	Electricity and Nat G	19,562.94		19,562.94	
FirstEnergy Solutions	Utilities	Electricity and Nat G	204.23		204.23	
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	189.00		189.00	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Franczek Radelet	Board of Trustees	Legal Services-Admin	496.10	496.10		
Frontier	Clinton Center O&M	Telephone	144.86		144.86	
G F I Digital	Sequestration Proj	Printing	125.00			125.00
Garrett, Janean A	Admission & Recruitme	Travel-In State	130.14	130.14		
GeoSeed	Garden Center Ag/Hort	Materials	677.36			677.36
GeoSeed	Garden Center Ag/Hort	Materials	83.56			83.56
Goodman, Vivian T	CommunityService	Travel-In State	56.97			56.97
Goodman, Vivian T	CommunityService	Travel-In State	62.53			62.53
Goodman, Vivian T	CommunityService	Travel-In State	77.71			77.71
Goodman, Vivian T	CommunityService	Telephone	90.00			90.00
Greater Decatur Chamber of Comme	CommunityService	Publications & Dues	275.00			275.00
Greg Hahn Heating and Air Condit	Maintenance	Equip Repair/Maint Ag	149.90		149.90	
Grey, Thomas	Credit	Contractual-Other	1,920.00			1,920.00
Grimm, Susan	Radiology Tech-Hlth O	Travel-In State Milea	291.60	291.60		
Guise, Shallone	Grant-SupportServices	Stipends	750.00			750.00
Guise, Shallone	Grant-SupportServices	Stipends	675.00			675.00
Gurley, Gordon	Dean-Math Science Bus	Instructional Supplie	45.25	45.25		
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	1,969.90			1,969.90
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	1,053.70			1,053.70
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	9,434.30			9,434.30
Hanover Insurance Group Co	Liab Protection & Set	General Insurance	1,703.61			1,703.61
		PAGE TOTALS	52,626.57	3,138.63	29,092.39	20,395.55

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	201,211.25			201,211.25
Heartland Bank & Trust Company	Bond & Interest	Bond Issuance Costs	500.00			500.00
Heartland Bank & Trust Company	Bond & Interest	Defeasance Bonds Paya	605,000.00			605,000.00
Heartland Bank & Trust Company	Bond & Interest	Interest Expense	105,385.00			105,385.00
Heartland Bank & Trust Company	Bond & Interest	Bond Issuance Costs	500.00			500.00
Hite Tent Rental	Presidents Office	Recruitment	150.00	150.00		
Houchen Bindery Ltd	LRC	Materials	125.00	125.00		
IACAC	Advising and Records	Publications & Dues	40.00	40.00		
IACAC	Admission & Recruitme	Publications & Dues	55.00	55.00		
IACRAO	Advising and Records	Publications & Dues	125.00	125.00		
ICCCFO	Business Office	Registration Fees	100.00	100.00		
ICCSAA	Club Expenses	Registration Fees	300.00			300.00
Illini Supply Inc	Maintenance	Maintenance Supplies	79.50		79.50	
Illinois Federation of Teachers		Union Dues-RFT	2,285.44	2,285.44		
Illinois Federation of Teachers		Union Dues-RFT	2,249.73	2,249.73		
Inceptia	VP Student Success	Publications & Dues	64.35	64.35		
Inceptia	VP Student Success	Publications & Dues	39.50	39.50		
Jackson, Elizabeth A	Online Learning	Travel-In State	29.16	29.16		
Jan Master Cleaning Services Inc	Custodial	Custodial Services	27,000.00		27,000.00	
Jan Master Cleaning Services Inc	Custodial	Custodial Services	2,693.25		2,693.25	
Jan Master Cleaning Services Inc	Macon Co Soil & Water	Custodial Services	450.00		450.00	
Jan Master Cleaning Services Inc	Sequestration Bldg O&	Custodial Services	1,100.00		1,100.00	
Jan Master Cleaning Services Inc	Workforce Development	Custodial Services	1,850.00		1,850.00	
Jan Master Cleaning Services Inc	Custodial	Custodial Services	27,000.00		27,000.00	
Jan Master Cleaning Services Inc	Custodial	Custodial Services	2,457.00		2,457.00	
Jan Master Cleaning Services Inc	Macon Co Soil & Water	Custodial Services	450.00		450.00	
Jan Master Cleaning Services Inc	Sequestration Bldg O&	Custodial Services	1,100.00		1,100.00	
Jan Master Cleaning Services Inc	Workforce Development	Custodial Services	1,850.00		1,850.00	
Jason's Lawn Care	Clinton Center O&M	Snow/Grounds	320.00		320.00	
KONE Inc	Maintenance	Equip Repair/Maint Ag	337.13		337.13	
Kaskaskia Broadcasting Inc	Marketing	Advertising	253.00	253.00		
Kerr, Robert	Faculty/Staff Develop	Travel-In State	231.84			231.84
Keystone Homes	Clinton Center O&M	Facility Rental	6,523.00		6,523.00	
Lamar Companies	CommunityService	Advertising	3,200.00			3,200.00
Laser Innovation Inc	Presidents Office	Equip Repair/Maint Ag	78.00	78.00		
Laser Innovation Inc	Business Office	Equip Repair/Maint Ag	207.28	207.28		
Lee Enterprises Inc	Presidents Office	Publications & Dues	85.29	85.29		
Logical Operations	Credit	Instructional Supplie	136.74			136.74
Logical Operations	Credit	Instructional Supplie	76.95			76.95
Lowe's Home Centers Inc	Instruction-Other	Instructional Supplie	649.87			649.87
Lowe's Home Centers Inc	Maintenance	Maintenance Supplies	28.50		28.50	
MANCOMM	Credit	Instructional Supplie	61.25			61.25
MANCOMM	Credit	Instructional Supplie	250.31			250.31
MR Systems Wirless	Clinton Center O&M	Telephone	57.00		57.00	
MRE Benefit Admin Systems		Group Insurance	27,428.86	27,428.86		
MRE Benefit Admin Systems		Health Insurance	169,618.58	169,618.58		
Mack Sales & Serivce of Decatur	Credit	Expense-Other	14.44			14.44
Mack Sales & Serivce of Decatur	Credit	Expense-Other	73.40			73.40
Mack Sales & Serivce of Decatur	Credit	Expense-Other	391.28			391.28
		PAGE TOTALS	1,194,211.90	202,934.19	73,295.38	917,982.33

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Main Street Church of the	CommunityService	Facility Rental	250.00			250.00
Mangle Management Systems	Credit	Meals	377.75			377.75
Mangle Management Systems	Heating,Vent,AC-Tech	Meeting Expense	72.00			72.00
Mangle Management Systems	Credit	Meals	167.25			167.25
Manufacturing Skill Standards Co	Credit	Instructional Supplie	170.00			170.00
Manufacturing Skill Standards Co	Credit	Instructional Supplie	43.00			43.00
Mark's Plumbing	Maintenance	Maintenance Supplies	134.88		134.88	
Maroa-Forsyth Comm Unit Schools	NonCredit	Contractual-Other	467.82			467.82
Marquis Beverage Service	Coffee House	Instructional Supplie	559.95			559.95
Marquis Beverage Service	Coffee House	Instructional Supplie	443.25			443.25
Marquis Beverage Service	Coffee House	Instructional Supplie	142.25			142.25
May Cocagne & King P C	Audit	Audit Services	11,000.00			11,000.00
May Cocagne & King P C	CommunityService	Audit Services	2,200.00			2,200.00
Mazzotti Services	Automotive-Tech Occ	Instructional Supplie	51.00	51.00		
Mazzotti Services	Automotive-Tech Occ	Instructional Supplie	525.00	525.00		
Mazzotti Services	VP Student Success	Materials	73.00	73.00		
Mazzotti Services	Marketing	Advertising	66.00	66.00		
Menard Inc		Receivable-BrushColl	13.74	13.74		
Menard Inc	Maintenance	Maintenance Supplies	36.96		36.96	
Menard Inc	General Expenses	Materials	129.00	129.00		
Menard Inc	Maintenance	Maintenance Supplies	39.91		39.91	
Mercer Cutlery		Fees Pass Thru Culina	3,895.00	3,895.00		
Mid-America Advertising MidWest	Marketing	Advertising	250.00	250.00		
MidAmerica Tire & Performance	Grounds	Snow/Grounds	10.00		10.00	
Midland Paper Company	Copy Center	Materials	56.92			56.92
Midland Paper Company	Copy Center	Materials	385.23			385.23
Midland Paper Company	Copy Center	Materials	533.32			533.32
Midland Paper Company	Copy Center	Materials	200.17			200.17
Midland Paper Company	Copy Center	Materials	94.78			94.78
Midland Paper Company	Copy Center	Materials	604.32			604.32
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Midwest SWAT Academy	Liab Protection & Set	Contractual-Other	750.00			750.00
Monk, Matthew David	Club Expenses	Contractual-Other	2,000.00			2,000.00
Morales, Jacob A	Grant-SupportServices	Stipends	575.00			575.00
Morales, Jacob A	Grant-SupportServices	Stipends	675.00			675.00
Mt Zion Chamber of Commerce	Presidents Office	Publications & Dues	150.00	150.00		
Nahn, Jerry	Grant-SupportServices	Stipends	750.00			750.00
Nahn, Jerry	Grant-SupportServices	Stipends	675.00			675.00
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	20.86	20.86		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	48.07	48.07		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	24.06	24.06		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	-122.23	-122.23		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	40.62	40.62		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	16.49	16.49		
Neuhoff Media Decatur	Marketing	Advertising	429.00	429.00		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
		PAGE TOTALS	30,405.57	6,900.81	311.75	23,193.01

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Neuhoff Media Decatur	Marketing	Advertising	145.60	145.60		
Newlin, Jonathan T	Club Expenses	Event Expense	9.00			9.00
Newman & Ullman Inc		Inventory-CentralStor	101.10	101.10		
Newman & Ullman Inc		Inventory-CentralStor	102.50	102.50		
Niemann Foods	Culinary Arts	Instructional Supplie	13.82	13.82		
Niemann Foods	Culinary Arts	Instructional Supplie	11.27	11.27		
Niemann Foods	Culinary Arts	Instructional Supplie	24.55	24.55		
Niemann Foods	Culinary Arts	Instructional Supplie	51.83	51.83		
Niemann Foods	Culinary Arts	Instructional Supplie	44.34	44.34		
Northeast Community Fund	Club Expenses	Donations/Gifts	197.30			197.30
Nucor Steel Kankakee Inc		Misc Scholarship Clea	173.00	173.00		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	114.79	114.79		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	111.69	111.69		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	151.23	151.23		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	16.52	16.52		
O'Reilly Auto Parts	College Vehicle	Vehicle Expense	380.78		380.78	
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	16.33	16.33		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	46.34	46.34		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	66.71	66.71		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-42.14	-42.14		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	15.84	15.84		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	2.46	2.46		
Office Depot Inc		Inventory-CentralStor	1,085.94	1,085.94		
Office Max		Inventory-CentralStor	398.22	398.22		
Orv Graham Radio Advertising Bro	Marketing	Advertising	160.00	160.00		
PSA Worldwide	CommunityService	Materials	559.01			559.01
PSA Worldwide	CommunityService	Materials	40.00			40.00
Pearson Higher Ed Order Dept	Instruction-Other	Instructional Supplie	297.00			297.00
Per Mar Security & Research Corp	Security	Security	168.62		168.62	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,046.66			4,046.66
Per Mar Security & Research Corp	Security	Security	135.33		135.33	
Per Mar Security & Research Corp	Security	Security	12.42		12.42	
Per Mar Security & Research Corp	Liab Protection & Set	Security	194.58			194.58
Per Mar Security & Research Corp	Liab Protection & Set	Security	3,247.86			3,247.86
Per Mar Security & Research Corp	Security	Security	160.42		160.42	
Per Mar Security & Research Corp	Liab Protection & Set	Security	3,850.06			3,850.06
Filkington	Automotive-Tech Occ	Instructional Supplie	74.91	74.91		
Filkington	Automotive-Tech Occ	Instructional Supplie	-78.23	-78.23		
Filkington	Collision Repair Tech	Instructional Supplie	78.95	78.95		
Pitney Bowes Inc	General Expenses	Equipment Rental	370.50	370.50		
Pocket Nurse	AAS Nursing -Health O	Instructional Supplie	97.67	97.67		
Pocket Nurse	AAS Nursing -Health O	Instructional Supplie	108.50	108.50		
Poindexter, Lynne M	Academic Success	Interpreter Salary	566.40	566.40		
Poindexter, Lynne M	Academic Success	Interpreter Salary	343.20	343.20		
Poindexter, Lynne M	Academic Success	Interpreter Salary	566.40	566.40		
Poindexter, Lynne M	Academic Success	Interpreter Salary	283.20	283.20		
Poindexter, Lynne M	Academic Success	Interpreter Salary	566.40	566.40		
PAGE TOTALS			19,380.08	6,081.04	857.57	12,441.47

Richland Community College
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 OCT 1617

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Pride Cleaners	Culinary Arts	Contractual-Other	77.40	77.40		
Pride Cleaners	Culinary Arts	Contractual-Other	99.33	99.33		
Pride Cleaners	Culinary Arts	Contractual-Other	49.02	49.02		
Pride Cleaners	Culinary Arts	Contractual-Other	78.69	78.69		
Pride Cleaners	Culinary Arts	Contractual-Other	59.34	59.34		
Pyles, Gregory D	Dean-Math Science Bus	Instructional Supplie	5.43	5.43		
Pyles, Gregory D	Dean-Math Science Bus	Instructional Supplie	15.60	15.60		
Pyles, Gregory D	Dean-Math Science Bus	Instructional Supplie	3.49	3.49		
Pyles, Gregory D	Dean-Math Science Bus	Instructional Supplie	45.02	45.02		
RCC Bookstore		NonTaxBooks-Scholarsh	693.50	693.50		
RCC-Foundation		Richland Foundation	114.66	114.66		
RCC-Foundation		Revenue-Misc/OtherSou	25.00	25.00		
RCC-Foundation		Richland Foundation	114.66	114.66		
Radiation Detection Company	Radiology Tech-Hlth O	Materials	346.25	346.25		
Reed, James L	Grant-SupportServices	Stipends	750.00			750.00
Reed, James L	Grant-SupportServices	Stipends	650.00			650.00
Refreshment Services Pepsi	CulinaryRestaurant	Instructional Supplie	215.59			215.59
Reliance Standard		Life Insurance	3,155.89	3,155.89		
Reliance Standard		LTD Insurance	1,933.76	1,933.76		
Reliance Standard		Supplemental Life Ins	1,577.33	1,577.33		
Robert's Sysco Inc	Child Care Services	Snacks and Milk	45.83			45.83
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	101.40	101.40		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	33.05	33.05		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	68.10	68.10		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,229.75	1,229.75		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	449.67	449.67		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	14.45	14.45		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	2,898.56	2,898.56		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	185.24	185.24		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	271.02	271.02		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	-1,756.43	-1,756.43		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	402.54	402.54		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	-15.90	-15.90		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	-24.04	-24.04		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	32.90	32.90		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	153.51	153.51		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,062.46	1,062.46		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	-117.00	-117.00		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	18.94	18.94		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	54.35	54.35		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	39.20	39.20		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,388.96	1,388.96		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	213.29	213.29		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	58.94	58.94		
Robert's Sysco Inc	Coffee House	Instructional Supplie	308.21			308.21
Robert's Sysco Inc	Child Care Services	Snacks and Milk	45.83			45.83
Robert's Sysco Inc	Child Care Services	Snacks and Milk	45.83			45.83
Robert's Sysco Inc	Child Care Services	Snacks and Milk	32.22			32.22
Rogers Supply Co	Heating,Vent,AC-Tech	Instructional Supplie	20.67	20.67		
PAGE TOTALS			17,271.51	15,178.00	0.00	2,093.51

Richland Community College
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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Rogers Supply Co	Heating,Vent,AC-Tech	Instructional Supplie	1,667.68	1,667.68		
Ronda, Ashley Renee	Club Expenses	Travel-In State	83.75			83.75
Rush Truck Leasing	Grounds	Install Pymt Lease/Pu	2,177.80		2,177.80	
Rush Truck Leasing	Grounds	Install Pymt Lease/Pu	129.27		129.27	
S J Smith Company Inc	Automotive-Tech Occ	Instructional Supplie	20.40	20.40		
S J Smith Company Inc	Automotive-Tech Occ	Instructional Supplie	21.08	21.08		
S J Smith Company Inc	Human Simulator	Instructional Supplie	86.18	86.18		
S J Smith Company Inc	Human Simulator	Instructional Supplie	83.40	83.40		
S J Smith Company Inc	Club Expenses	Contractual-Other	10.20			10.20
Sarco Hydraulics Inc	Collision Repair Tech	Instructional Supplie	175.00	175.00		
Schwalbe, Barry S	NonCredit	Meals	40.27			40.27
Schwalbe, Barry S	NonCredit	Travel-In State	22.12			22.12
Schwalbe, Barry S	NonCredit	Travel-In State	72.90			72.90
Schwalbe, Barry S	NonCredit	Registration Fees	51.30			51.30
Scott Fisher Enterprises Inc	Maintenance	Pest Control	656.25		656.25	
Scott Fisher Enterprises Inc	Clinton Center O&M	Pest Control	90.00		90.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	36.75		36.75	
Scott Fisher Enterprises Inc	Macon Co Soil & Water	Pest Control	52.00		52.00	
Scott Fisher Enterprises Inc	Workforce Development	Pest Control	105.00		105.00	
Screen This	Club Expenses	Contractual-Other	2,521.00			2,521.00
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	270.00	270.00		
Showcard Studio	Marketing	Advertising	570.00	570.00		
Sinclair Digital	Marketing	Advertising	1,060.00	1,060.00		
Sinclair Digital	Marketing	Advertising	2,600.00	2,600.00		
Sinclair Digital	Marketing	Advertising	1,500.00	1,500.00		
Sinclair Digital	Marketing	Advertising	1,040.00	1,040.00		
Smith, Aniko Darlene	Grant-SupportServices	Stipends	750.00			750.00
Smith, Aniko Darlene	Grant-SupportServices	Stipends	600.00			600.00
Specialty Paint	Collision Repair Tech	Instructional Supplie	166.89	166.89		
Specialty Paint	Collision Repair Tech	Instructional Supplie	28.64	28.64		
Specialty Paint	Collision Repair Tech	Instructional Supplie	2.44	2.44		
Specialty Paint	Collision Repair Tech	Instructional Supplie	87.59	87.59		
Specialty Paint	Collision Repair Tech	Instructional Supplie	157.97	157.97		
Specialty Paint	Collision Repair Tech	Instructional Supplie	46.50	46.50		
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	571.20		571.20	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	1,593.55		1,593.55	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	966.36		966.36	
Stand Up for Grace	Club Expenses	Donations/Gifts	197.30			197.30
Star Silkscreen Design Inc	Culinary Events	Printing	30.00			30.00
State Universities Retirement		SURS 8%	1,807.66	1,807.66		
State Universities Retirement		SURS 8%	39,759.94	39,759.94		
State Universities Retirement		SURSRetiremtInstallPu	166.13	166.13		
State Universities Retirement		SURS 1/2%	4,404.72	4,404.72		
Stewart, Deontay Lamont	Grant-SupportServices	Stipends	750.00			750.00
Stewart, Deontay Lamont	Grant-SupportServices	Stipends	664.50			664.50
Storm, Ellen	AAS Nursing -Health O	Publications & Dues	30.00	30.00		
Striglos Office Equipment		Inventory-CentralStor	3,270.68	3,270.68		
		PAGE TOTALS	73,244.42	59,022.90	6,378.18	7,843.34

Richland Community College
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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Sunbelt	Instruction-Other	Equipment Rental	457.94			457.94
Sunbelt	Instruction-Other	Equipment Rental	-1.62			-1.62
Sunbelt	Instruction-Other	Equipment Rental	681.04			681.04
Sunbelt	Instruction-Other	Equipment Rental	635.32			635.32
Sunbelt	Maintenance	Equipment Rental	278.85		278.85	
Tackaberry, Randi	Grant-SupportServices	Stipends	750.00			750.00
Tackaberry, Randi	Grant-SupportServices	Stipends	655.00			655.00
The Decatur Club	Presidents Office	Publications & Dues	50.00	50.00		
The Omni Group	General Expenses	Bank Service Charges	12.00	12.00		
ThyssenKrupp Elevator Corp	CSI Building O&M	Equip Repair/Maint Ag	375.00		375.00	
Trout, Stephen	Club Expenses	Contractual-Other	172.50			172.50
Tucker, Brian J	Culinary Arts	Travel-In State	58.86	58.86		
U S Postmaster	General Expenses	Contractual-Other	215.00	215.00		
United Parcel Service	General Expenses	Postage	92.00	92.00		
United Way of Decatur/Macon Cnty		United Way	1,187.72	1,187.72		
United Way of Decatur/Macon Cnty		United Way	779.05	779.05		
United Way of Decatur/Macon Cnty		United Way	218.67	218.67		
Valdez, Cristobal O	Presidents Office	Telecommunications	125.00	125.00		
Valdez, Cristobal O	Presidents Office	Travel-Out of State	16.12	16.12		
Verizon Wireless	Utilities	Telephone	238.42		238.42	
Verizon Wireless	Utilities	Telephone	238.30		238.30	
Verizon Wireless	Utilities	Telephone	256.99		256.99	
Verizon Wireless	Presidents Office	Telecommunications	50.02	50.02		
WDKR Radio Station	Marketing	Advertising	112.50	112.50		
WXFM	Marketing	Advertising	112.50	112.50		
Wal-Mart	Child Care Services	Snacks and Milk	369.27			369.27
Wallcur	AAS Nursing -Health O	Instructional Supplie	84.75	84.75		
Willis, Ryan Z	Grant-SupportServices	Stipends	600.00			600.00
Willis, Ryan Z	Grant-SupportServices	Stipends	640.00			640.00
Wingard, Rachel	Academic Success	Interpreter Salary	775.00	775.00		
World Point ECC Inc	NonCredit	Instructional Supplie	535.45			535.45
World Point ECC Inc	NonCredit	Instructional Supplie	206.80			206.80
Xerox Corp	Copy Center	Equipment Rental	66.23			66.23
Xerox Corp	Copy Center	Equipment Rental	194.99			194.99
Xerox Corp	Copy Center	Equipment Rental	1,886.65			1,886.65
Xerox Corp	Copy Center	Equipment Rental	307.11			307.11
Xerox Corp	Copy Center	Install Pymt Lease/Pu	2,307.74			2,307.74
Xerox Corporation	Copiers	Equipment Rental	171.36	171.36		
Young, Tonyan L	Grant-Administration	Travel-In State	120.00			120.00
Zindel-McWilliams, Teena	General Expenses	Travel-In State	146.88	146.88		
Zindel-McWilliams, Teena	Institutl Effectivene	Travel-In State	106.22	106.22		
Student Refunds			2,458.00	2,458.00		
		PAGE TOTALS	18,743.63	6,771.65	1,387.56	10,584.42
		AP GRAND TOTAL	1,487,947.15	337,122.91	133,121.36	1,017,702.88

ITEMS FROM THE BOARD

EXECUTIVE SESSION

Executive Session- November 15, 2016

MOTION FOR CLOSED SESSION

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

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

ADJOURNMENT